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**Candace Havens**  
Director

M E M O R A N D U M

To: Land Use Committee of the Board of Aldermen

From: Candace Havens, Director of Planning and Development  
Eve Tapper, Chief Planner for Current Planning<sup>ET</sup>  
Alexandra Ananth, Senior Planner

RE: Information for December 11, 2012 Working Session

DATE: December 7, 2012

CC: Petitioners  
John Lojek, Commissioner of Inspectional Services

In response to questions raised at the Land Use Committee public hearings, previous working session meetings and/or staff technical reviews, the Planning Department is providing the following information for the upcoming working session. This information is supplemental to staff analysis previously provided at the public hearing.

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PETITION #306-12

35-41 Lincoln St.

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Request to waive the dimensional requirements, lighting, curbing, surface and maintenance requirements for an existing nonconforming 18-stall parking facility or alternatively to waive the required five additional parking stalls required for a change of use.

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This project had a public hearing on November 13, 2012.

- **Transportation Management Plan.** The Committee asked the petitioner to work with tenants to develop a Transportation Management Plan that encourages carpooling, biking, the use of public transportation including encouraging tenants to subsidize the cost of public transportation for employees, and designates appropriate off-site parking as needed. The petitioner has spoken with all tenants and responded with how tenants use or will use the existing 18 stall parking area (**ATTACHMENT "A"**). The new salon tenant will be starting with five employees. The owner and one



employee will be commuting in together, two will park in the remaining spots, and one will use public transportation. As the salon tenant hires more employees his hope is most will be taking the train or renting private spaces. The salon owner will consider buying T passes for them.

- **Edge Conditions of Rear Parking Area.** The petitioner has two abutters of the rear parking area, the Workshop for the Woman's Club and a dental office. There is a wood stockade fence in good condition along the north property line shared with the dentist. There is a chain link fence along the property line shared with the Woman's Club that the petitioner helps to maintain including clearing brush and weeds. There is no room for additional landscaping. The Planning Department recommends the handicap stall be brought up to current standards (if it is not already) that the dumpster be kept closed and that the area kept clear of all debris.

To: Land Use Committee of the City of Newton Board of Aldermen

From: Lou Mercuri, Planning Horizons

Re: 41 Lincoln Street

Date: October 2, 2012

On behalf of the petitioner for this land use petition, I am submitting this report regarding the availability of parking for the proposed hair salon (Station Row) and retail use at 41 Lincoln Street in Newton Highlands.

#### Hair Salon Proposal

The proposed salon will operate at the renovated space at 41 Lincoln Street in Newton Highlands, a location previously occupied by Stacatto, a women's clothing store. The full service salon will operate 6 days a week from 9:00 AM to 7:00 PM and will be closed on Mondays. It is expected that 15 employees will be on site during the largest shift. A zoning and parking analysis conducted by the Inspectional Service department reveals that the proposed use will require a parking waiver of 5 parking stalls. The expected peak hours of operation will be at the lunch hour and mid afternoon. Saturdays are expected to be the busiest day of operation.

#### Existing Conditions

The interior of 41 Lincoln Street will be renovated to accommodate the new use. It is a first floor retail space in the heart of the Newton Highlands village shopping district. A small parking area in the rear of the lot with 18 spaces (many non compliant) exists for employees only.

The salon will need to rely on off-site parking to meet its customer demand for parking. Parking for customers needs to be readily available and within a comfortable two-minute walk for patrons. Typical salon appointments range from 30 minutes to 2 hours, depending on the services provided.

Planning Horizons conducted extensive surveys of public parking usage in the area at both the lunch hour and mid afternoon hour when parking demands of the village center would be the greatest. These times also coincide with the likely peak operating hours of the salon. The results of these surveys are described throughout this report and include available public parking areas within a two-minute walk of 41 Lincoln Street.

Part of the submission for this special permit application is a plan entitled "Area Plan, 41 Lincoln St, located in Newton Massachusetts" prepared by VTP Land Surveyors which identifies 8 parking locations surveyed for potential use by patrons and employees. The eight areas and surveyed capacities are noted as follows:

1. Lincoln Street westbound between Walnut Street and Hartford Street, 12 one-hour metered spaces, including the area in front of 41 Lincoln Street
2. Lincoln Street westbound between the Hartford Street crosswalk and the Newton Highlands Post Office, 6 one-hour metered spaces
3. Lincoln Street westbound between the Newton Highlands Post Office and Chester Street, 7 two-hour metered spaces
4. Lincoln Street eastbound between the Hyde Community Center playground and the closest parking meters, 10 one-hour unmetered spaces
5. Lincoln Street eastbound from in front of the Hyde Center to the intersection with Hartford Street, 6 one-hour metered spaces
6. Lincoln Street eastbound between Hartford Street and Walnut Street, 11 one-hour metered spaces
7. The Hartford Street municipal lot includes a total of 61 spaces, for this survey the long-term (12-hour) parking spaces, handicapped spaces, and spaces reserved for the Brigham House were not included, leaving a net total of 50 three-hour metered spaces
8. Hartford Street eastbound between Erie Avenue and the Brigham House Community Center, 12 two-hour unmetered spaces

This inventory of parking areas includes a total of 114 available public short-term parking spaces during the regular 8:00 AM - 6:00 PM daytime business hours. Our survey was limited to short-term parking areas (three hours or less) as most or all of the patrons of 41 Lincoln will typically need parking for 60 to 90 minutes or less. There are five additional long-term parking spaces in the Hartford Street lot (12 hours) and others further away from the site on Walnut Street traveling northbound towards Beacon Street.

#### Parking Methodology and Results

To get a complete picture of the parking supply and demand in the area, it is necessary to understand the proposed salon operation and its peak periods. It is expected that the peak periods occur near or during the lunch hour, mid afternoons, and on Saturdays. The salon will be closed on Mondays, but it is believed that Thursdays, Fridays, and Saturdays best capture the conditions on the typically more crowded days.

Planning Horizons surveyed all of the available parking locations on nine different occasions; six counts were conducted during the mid day hour and three counts were conducted at the mid afternoon hour at 3:00. All of the counts were conducted between Tuesdays and Saturdays, no counts were conducted on

Mondays (salon will be closed) or Sundays (day of light commercial activity) as parking is readily available on those days.

The six mid day counts were conducted between September 11 and September 22 and all counts were conducted within a few minutes of 12:30 PM. Two separate counts were conducted on Wednesdays, and one count on each of the other days between Tuesday and Saturday. Weather conditions were ideal and the temperatures warm. The day-by-day summary of all the counts follow and are further referenced in Appendix I.

The 3 mid afternoon counts were conducted between September 11 and September 15 at approximately 3:00 PM on a Tuesday, Thursday, and Saturday. Conditions were similar to the counts taken at the mid day hour. The day-by-day summary of all the mid afternoon counts follow and are further referenced in Appendix I.

The results of the data reveal two important factors. First, the overall parking demand in the Newton Highlands village center is greatest between the business hours of 9:00 AM and 5:00 PM. Our surveys focused on the busy lunch hour (12:30 PM) and the mid afternoon (3:00 PM) after school peak times and the average available parking in the area was very close at both times. During the mid day hour, on average 36 spaces were available, and 32 spaces were available during the mid afternoon.

The second common factor relates to the location of the availability of parking. Generally, the metered spaces in front of the businesses are most widely used, however the Hartford Street municipal lot is presently an underutilized resource with an average of 15 or 16 available spaces at the time of the surveys. This lot is particularly valuable for patrons of 41 Lincoln as it is such a close walk and offers three hour parking limits which is an ideal length of time for salon patrons.

the data below reveals the following summary of the mid day and mid afternoon periods. The roman numerals indicate the chart numbers in the back of this report (there were no roman numerals)

MID DAY COUNT 12:30 PM			
Parking Area	Capacity	Average Occupancy	Average Number of Vacant Spaces
Lincoln St westbound, 1 hr metered at site	12	10	2
Lincoln St westbound, Post Office, 1 hr metered	6	5	1
Lincoln St westbound to Chester St, 2 hr unmetered	7	5	2
Lincoln St eastbound, Hyde Center, 1 hr unmetered	10	4	6
Lincoln St eastbound Hyde Center, 1 hr metered	6	5	1
Lincoln St eastbound, 1 hr metered	11	8	3
Hartford St Municipal Lot, 3 hr metered	50	34	16
Hartford St, 2 hr unmetered	12	7	5
<b>TOTALS</b>	<b>114</b>	<b>78</b>	<b>36</b>

MID AFTERNOON COUNT 3:00 PM			
Parking Area	Capacity	Average Occupancy	Average Number of Vacant Spaces
Lincoln St westbound, 1 hr metered at site	12	11	1
Lincoln St westbound, Post Office, 1 hr metered	6	6	0
Lincoln St westbound to Chester St, 2 hr unmetered	7	5	2
Lincoln St eastbound, Hyde Center, 1 hr unmetered	10	4	6
Lincoln St eastbound Hyde Center, 1 hr metered	6	3	3
Lincoln St eastbound, 1 hr metered	11	9	2
Hartford St Municipal Lot, 3 hr metered	50	35	15
Hartford St, 2 hr unmetered	12	9	3
<b>TOTALS</b>	<b>114</b>	<b>82</b>	<b>32</b>

The data indicates that there is on average a surplus of available parking in the area to allow the 5 space parking waiver. It is interesting that both the mid day and mid afternoon surveys revealed 36 available spaces on average at both times.

The most available areas at both times were the Hartford Street lot (16 spaces available at mid day and 15 at mid afternoon) and along Lincoln Street in front of the Hyde Center (6 spaces available at both times). Both of these areas are readily accessible to the salon at 41 Lincoln Street and together supply a total surplus of well over 5 parking spaces at both times.

It is expected that a number of employees will access the site from the nearby MBTA Green Line station in Newton Highlands. In addition the salon will rely on some walk-in traffic from the numerous businesses and offices in the immediate area, which will not alter the parking demand.

Summary and Conclusion

Based on the observations and analysis contained in this report, it appears that the 41 Lincoln Street salon can readily meet the 5 space parking waiver requirement. On average, there are 36 available parking spaces within a two-minute walk of the site at mid day and 32 available spaces at the mid afternoon hour. The following charts and appendices detail the quantitative data used in the analysis.

## APPENDIX I

## Summary by Day of Week Total of All Parking Areas

Date	Weather	Time	Spaces Used	Spaces Available
<b>MID DAY COUNTS</b>				
1 Tuesday, September 11, 2012	65° sunny	12:30 PM	76	38
2 Wednesday, September 12, 2012	70° sunny	12:30 PM	87	27
3 Wednesday, September 19, 2012	70° sunny	12:30 PM	68	46
4 Thursday, September 20, 2012	70° sunny	12:30 PM	83	31
5 Friday, September 14, 2012	85° sunny	12:30 PM	95	19
6 Saturday, September 22, 2012	60° cloudy	12:30 PM	75	39
		<b>AVERAGE</b>	<b>78</b>	<b>36</b>
<b>MID AFTEROON COUNTS</b>				
1 Tuesday, September 11, 2012	75° sunny	3:00 PM	80	34
2 Thursday, September 13, 2012	80° sunny	3:00 PM	89	25
3 Saturday, September 15, 2012	75° sunny	3:00 PM	78	36
		<b>AVERAGE</b>	<b>82</b>	<b>32</b>

## APPENDIX II

## Summary by Parking Area Using Daily Average Spaces

	Average Spaces Used	Average Spaces Available
Mid Day: 114 available spaces		
1 Lincoln St westbound, Walnut St to Hartford	10	2
2 Lincoln St westbound Post Office	5	1
3 Lincoln St westbound, Post Office to Chester St	5	2
4 Lincoln St eastbound, Hyde Center	4	6
5 Lincoln St eastbound, Hyde to Hartford	5	1
6 Lincoln St eastbound, Hartford to Walnut	8	3
7 Hartford St Municipal Lot	34	16
8 Hartford St eastbound, Brigham House	9	3
<b>TOTAL</b>	<b>79</b>	<b>35</b>
Mid Afternoon: 114 available spaces		
1 Lincoln St westbound, Walnut St to Hartford	11	1
2 Lincoln St westbound Post Office	6	0
3 Lincoln St westbound, Post Office to Chester St	5	2
4 Lincoln St eastbound, Hyde Center	4	6
5 Lincoln St eastbound, Hyde to Hartford	3	3
6 Lincoln St eastbound, Hartford to Walnut	9	2
7 Hartford St Municipal Lot	35	15
8 Hartford St eastbound, Brigham House	9	3
<b>TOTAL</b>	<b>82</b>	<b>32</b>



## CHART I

Location: Lincoln St westbound, Walnut St to Hartford St, 1 hr Metered (at site)

Date	Weather	Time	Spaces Used	Spaces Available
<b>MID DAY COUNTS</b>				
1 Tuesday, September 11, 2012	65° sunny	12:30 PM	10	2
2 Wednesday, September 12, 2012	70° sunny	12:30 PM	12	0
3 Wednesday, September 19, 2012	70° sunny	12:30 PM	9	3
4 Thursday, September 20, 2012	70° sunny	12:30 PM	9	3
5 Friday, September 14, 2012	85° sunny	12:30 PM	10	2
6 Saturday, September 22, 2012	60° cloudy	12:30 PM	11	1
		<b>AVERAGE</b>	<b>10</b>	<b>2</b>
<b>MID AFTEROON COUNTS</b>				
1 Tuesday, September 11, 2012	75° sunny	3:00 PM	11	1
2 Thursday, September 13, 2012	80° sunny	3:00 PM	11	1
3 Saturday, September 15, 2012	75° sunny	3:00 PM	10	2
		<b>AVERAGE</b>	<b>11</b>	<b>1</b>

## CHART II

Location: Lincoln St westbound, Hartford St to Post Office, 1 hr metered

Date	Weather	Time	Spaces Used	Spaces Available
<b>MID DAY COUNTS</b>				
1 Tuesday, September 11, 2012	65° sunny	12:30 PM	5	1
2 Wednesday, September 12, 2012	70° sunny	12:30 PM	6	0
3 Wednesday, September 19, 2012	70° sunny	12:30 PM	4	2
4 Thursday, September 20, 2012	70° sunny	12:30 PM	5	1
5 Friday, September 14, 2012	85° sunny	12:30 PM	6	0
6 Saturday, September 22, 2012	60° cloudy	12:30 PM	3	3
		<b>AVERAGE</b>	<b>5</b>	<b>1</b>
<b>MID AFTEROON COUNTS</b>				
1 Tuesday, September 11, 2012	75° sunny	3:00 PM	5	1
2 Thursday, September 13, 2012	80° sunny	3:00 PM	6	0
3 Saturday, September 15, 2012	75° sunny	3:00 PM	6	0
		<b>AVERAGE</b>	<b>6</b>	<b>0</b>

**CHART III**

**Location: Lincoln St westbound, Post Office to Chester St, 2 hr unmetered**

Date	Weather	Time	Spaces Used	Spaces Available
<b>MID DAY COUNTS</b>				
1 Tuesday, September 11, 2012	65° sunny	12:30 PM	6	1
2 Wednesday, September 12, 2012	70° sunny	12:30 PM	5	2
3 Wednesday, September 19, 2012	70° sunny	12:30 PM	4	3
4 Thursday, September 20, 2012	70° sunny	12:30 PM	2	5
5 Friday, September 14, 2012	85° sunny	12:30 PM	7	0
6 Saturday, September 22, 2012	60° cloudy	12:30 PM	7	0
<b>AVERAGE</b>			<b>5</b>	<b>2</b>
<b>MID AFTEROON COUNTS</b>				
1 Tuesday, September 11, 2012	75° sunny	3:00 PM	5	2
2 Thursday, September 13, 2012	80° sunny	3:00 PM	6	1
3 Saturday, September 15, 2012	75° sunny	3:00 PM	5	2
<b>AVERAGE</b>			<b>5</b>	<b>2</b>

**CHART IV**

**Location: Lincoln St eastbound at Hyde Center, 1 hr unmetered**

Date	Weather	Time	Spaces Used	Spaces Available
<b>MID DAY COUNTS</b>				
1 Tuesday, September 11, 2012	65° sunny	12:30 PM	6	4
2 Wednesday, September 12, 2012	70° sunny	12:30 PM	7	3
3 Wednesday, September 19, 2012	70° sunny	12:30 PM	2	8
4 Thursday, September 20, 2012	70° sunny	12:30 PM	2	8
5 Friday, September 14, 2012	85° sunny	12:30 PM	4	6
6 Saturday, September 22, 2012	60° cloudy	12:30 PM	5	5
<b>AVERAGE</b>			<b>4</b>	<b>6</b>
<b>MID AFTEROON COUNTS</b>				
1 Tuesday, September 11, 2012	75° sunny	3:00 PM	5	5
2 Thursday, September 13, 2012	80° sunny	3:00 PM	4	6
3 Saturday, September 15, 2012	75° sunny	3:00 PM	4	6
<b>AVERAGE</b>			<b>4</b>	<b>6</b>

**CHART V**

**Location: Lincoln St eastbound from Hyde Center to Hartford St, 1 hr metered**

Date	Weather	Time	Spaces Used	Spaces Available
<b>MID DAY COUNTS</b>				
1 Tuesday, September 11, 2012	65° sunny	12:30 PM	5	1
2 Wednesday, September 12, 2012	70° sunny	12:30 PM	3	3
3 Wednesday, September 19, 2012	70° sunny	12:30 PM	5	1
4 Thursday, September 20, 2012	70° sunny	12:30 PM	6	0
5 Friday, September 14, 2012	85° sunny	12:30 PM	4	2
6 Saturday, September 22, 2012	60° cloudy	12:30 PM	5	1
		<b>AVERAGE</b>	<b>5</b>	<b>1</b>
<b>MID AFTEROON COUNTS</b>				
1 Tuesday, September 11, 2012	75° sunny	3:00 PM	1	5
2 Thursday, September 13, 2012	80° sunny	3:00 PM	3	3
3 Saturday, September 15, 2012	75° sunny	3:00 PM	5	1
		<b>AVERAGE</b>	<b>3</b>	<b>3</b>

**CHART VI**

**Location: Lincoln St eastbound, Hartfors St to Walnut St, 1 hr metered**

Date	Weather	Time	Spaces Used	Spaces Available
<b>MID DAY COUNTS</b>				
1 Tuesday, September 11, 2012	65° sunny	12:30 PM	7	4
2 Wednesday, September 12, 2012	70° sunny	12:30 PM	6	5
3 Wednesday, September 19, 2012	70° sunny	12:30 PM	8	3
4 Thursday, September 20, 2012	70° sunny	12:30 PM	9	2
5 Friday, September 14, 2012	85° sunny	12:30 PM	10	1
6 Saturday, September 22, 2012	60° cloudy	12:30 PM	9	2
		<b>AVERAGE</b>	<b>8</b>	<b>3</b>
<b>MID AFTEROON COUNTS</b>				
1 Tuesday, September 11, 2012	75° sunny	3:00 PM	9	2
2 Thursday, September 13, 2012	80° sunny	3:00 PM	9	2
3 Saturday, September 15, 2012	75° sunny	3:00 PM	10	1
		<b>AVERAGE</b>	<b>9</b>	<b>2</b>

**CHART VII**

**Location: Hartford St Municipal Lot, 3 hr metered**

Date	Weather	Time	Spaces Used	Spaces Available
<b>MID DAY COUNTS</b>				
1 Tuesday, September 11, 2012	65° sunny	12:30 PM	31	19
2 Wednesday, September 12, 2012	70° sunny	12:30 PM	39	11
3 Wednesday, September 19, 2012	70° sunny	12:30 PM	29	21
4 Thursday, September 20, 2012	70° sunny	12:30 PM	39	11
5 Friday, September 14, 2012	85° sunny	12:30 PM	45	5
6 Saturday, September 22, 2012	60° cloudy	12:30 PM	23	27
		<b>AVERAGE</b>	<b>34</b>	<b>16</b>
<b>MID AFTEROON COUNTS</b>				
1 Tuesday, September 11, 2012	75° sunny	3:00 PM	34	16
2 Thursday, September 13, 2012	80° sunny	3:00 PM	43	7
3 Saturday, September 15, 2012	75° sunny	3:00 PM	28	22
		<b>AVERAGE</b>	<b>35</b>	<b>15</b>

**CHART VIII**

**Location: Hartford St eastbound, Erie Avenue to Brigham House, 2 hr unmetered**

Date	Weather	Time	Spaces Used	Spaces Available
<b>MID DAY COUNTS</b>				
1 Tuesday, September 11, 2012	65° sunny	12:30 PM	6	6
2 Wednesday, September 12, 2012	70° sunny	12:30 PM	9	3
3 Wednesday, September 19, 2012	70° sunny	12:30 PM	7	5
4 Thursday, September 20, 2012	70° sunny	12:30 PM	11	1
5 Friday, September 14, 2012	85° sunny	12:30 PM	9	3
6 Saturday, September 22, 2012	60° cloudy	12:30 PM	12	0
		<b>AVERAGE</b>	<b>9</b>	<b>3</b>
<b>MID AFTEROON COUNTS</b>				
1 Tuesday, September 11, 2012	75° sunny	3:00 PM	10	2
2 Thursday, September 13, 2012	80° sunny	3:00 PM	7	5
3 Saturday, September 15, 2012	75° sunny	3:00 PM	10	2
		<b>AVERAGE</b>	<b>9</b>	<b>3</b>

CITY OF NEWTONIN BOARD OF ALDERMEN

December 17, 2012

## ORDERED:

That the Board, finding that the public convenience and welfare will be substantially served by its action, that the use of the site will be in harmony with the conditions, safeguards and limitations set forth in the Zoning Ordinance, and that said action will be without substantial detriment to the public good, and without substantially derogating from the intent or purpose of the Zoning Ordinance, grants approval of the following SPECIAL PERMIT/SITE PLAN APPROVAL to legalize the existing parking area including waivers from the dimensional requirements, lighting, curbing, surface and maintenance requirements (or alternatively to waive the required five additional parking stalls required for a change of use) as recommended by the Land Use Committee for the reasons given by the Committee through its Chairman Alderman Ted Hess-Mahan:

1. There will be no nuisance or serious hazard to vehicles or pedestrians as a result of the legalization of the noncompliant parking facility, which has existed and functioned adequately since at least 1985.
2. Literal compliance with parking requirements is impracticable because the site was developed prior to the adoption of the parking ordinance and the site cannot accommodate additional compliant on-site parking.
3. Waivers for lighting, curbing, surfacing and maintenance requirements are in the public interest and will help the petitioner maximize the number of spaces available for employees of the building in this parking area.
4. A waiver for five requires parking stalls is appropriate given the site's proximity to public transportation and the availability of parking within the village.
5. The petitioner submitted a parking study which shows that there appears to be sufficient parking within a reasonable walk of the site to meet the actual parking demand for the proposed use.

PETITION NUMBER:

#306-12

PETITIONER: Evelyn P. Greenspan Trust, Paul I Feinberg, Trustee

LOCATION: 35-41 Lincoln St, Ward 6, on land known as Section 52, Block 8, Lot 18, containing approximately 15,000 sq. ft. of land

OWNER: Evelyn P. Greenspan Trust

ADDRESS OF OWNER: 13 Holly Avenue, Cambridge, MA, 02138

TO BE USED FOR: Multi-tenant retail building including retail uses, salon, and ATM

CONSTRUCTION: Brick building, interior fit-out only

EXPLANATORY NOTES: Sections 30-19(h)(2)a), (2)b), (2)c), and (2)e); 30-19(h)(3); 30-19(h)(4); 30-19(h)(5); and 30-19(m), to waive the required stall dimensions, maneuvering aisle widths, end-stall maneuvering space, minimum entrance and exit driveway widths, and number of handicap parking stalls and to allow tandem parking; Section 30-19(j); and 30-19(m), to waive or comply with the lighting, curbing, surfacing and maintenance requirements; or Section 30-19(c); 30-19(d)(10); and 30-19(m), to waive five required parking stalls if the parking lot is not approved as existing.

ZONING: Business 1 District

Approved subject to the following conditions:

1. All buildings, parking areas, driveways, walkways, landscaping and other site features associated with this special permit/site plan approval shall be located and constructed consistent with:
  - i. Insert Plan reference
2. The petitioner shall comply with the Sign Ordinance.
3. The handicap stall shall be brought up to current standards.
4. The dumpster shall be kept closed and the area free of debris.

5. The petitioner shall turn off the lights in the parking area one-half hour after the last tenant closes.
6. No building permit shall be issued pursuant to this special permit/site plan approval until the petitioner has:
  - a. Recorded a certified copy of this board order for the approved Special Permit/Site Plan with the Registry of Deeds for the Southern District of Middlesex County.
  - b. Filed a copy of such recorded board order with the City Clerk, the Department of Inspectional Services, and the Department of Planning and Development.
  - c. Submitted a plan to the Planning Department showing the handicap stall meets current standards.
7. No occupancy permit for the use covered by this special permit/site plan approval shall be issued until the petitioners have:
  - a. Submitted to the Department of Inspectional Services, and the Department of Planning and Development a final as-built survey plan in paper and digital format.