



OFFICE OF PLANNING & BUILDING
TOWN OF BELMONT
19 Moore Street
Homer Municipal Building
Belmont, Massachusetts 02478-0900

Building Division
(617) 993-2664
Planning Division
(617) 993-2666

Telephone: (617) 993-2650

September 18, 2025

Huan Kunshi
185 Oakley Road
Belmont, MA 02478

RE: Denial to Convert a Two Family to Two Townhouses and Construct Decks.

Dear Huan Kunshi,

The Office of Community Development is in receipt of your building permit application to convert a two family to two townhouses and construct decks at 185 Oakley Road located in a Single Residence C (SRC) Zoning District.

Your application has been denied because it does not comply with the current Town of Belmont Zoning By-Law. More specifically, 1.- §1.5.2 of the By-Law allows any alterations and expansions of a non-conforming use by a Special Permit granted by the Board of Appeals, 2.- The maximum allowed lot coverage in the SRC district is 25%, the existing and proposed lot coverage is 25.46%. 3.- the minimum required front setback is 25.0', the existing is 18.1' and the proposed is 18.0'.

You may alter your plans to conform to the Zoning By-Law and resubmit for a building permit or you may request three (3) Special Permits from the Zoning Board of Appeals. If you choose this option, please contact the Office of Community Development at (617)-993-2650 to schedule an appointment with Ara Yogurtian, Inspector of Buildings to begin the process.

Sincerely,

Ara Yogurtian C.B.O.
Inspector of Buildings

CASE NO. 25-29

NOTICE OF PUBLIC HEARING BY THE
ZONING BOARD OF APPEALS

ON APPLICATION FOR THREE SPECIAL PERMITS

Notice is hereby given that the Belmont Zoning Board of Appeals will hold a public hearing on Monday, November 10, 2025 at 7:00 PM by a hybrid public hearing at the Art Gallery on the third floor of the Homer Building, 19 Moore Street, and by remote access through the Zoom app. to consider the application of Huan Kunshi. for 3 Special Permits under section 1.5 of the By-law Convert a Two Family to Two Townhouses and Construct Decks at 185 Oakley Road located in a Single Residence C (SRC) Zoning District. Special Permits: **1.-** §1.5.2 of the By-Law allows any alterations and expansions of a non-conforming use by a Special Permit granted by the Board of Appeals, **2.-** The maximum allowed lot coverage in the SRC district is 25%, the existing and proposed lot coverage is 25.46%. **3.-** the minimum required front setback is 25.0', the existing is 18.1' and the proposed is 18.0'.

ZONING BOARD OF APPEALS

Zoning Compliance Check List (Registered Land Surveyor)

Property Address: 185 Oakley Road Zone: SRC
 Surveyor Signature and Stamp: Todd Chapin Date: 10/10/2025

	REQUIRED	EXISTING	PROPOSED
Lot Area	9,000 S.F.	6,684 S.F.	N/A
Lot Frontage	75.0'	155.55'	N/A
Floor Area Ratio			
Lot Coverage	25%	25.46%	25.46%
Open Space	50%	53.07%	54.44%
Front Setback	25'	16.9'	16.9'
Side Setback Front: Hurd Rd. 25'		16.6'	16.6'
Side Setback	10.0'	2.8'	2.8'
Rear Setback	30	35.9'	35.9'
Building Height	36.0'	33.95'	33.95'
Stories	2.5	2.5	2.5
½ Story Calculation			

NOTES:



Todd Chapin



Town of Belmont
Zoning Board of Appeals

APPLICATION FOR A SPECIAL PERMIT

Date: 10/9/2025

Zoning Board of Appeals
Homer Municipal Building
19 Moore Street
Belmont, MA 02478

To Whom It May Concern:

Pursuant to the provisions of Massachusetts General Laws, Chapter 40A, Section 9, as amended, and the Zoning By-Laws of the Town of Belmont, I/we the undersigned, being the owner(s) of a certain parcel of land (with the buildings thereon) situated on 185 Oakley Rd Street/Road, hereby apply to your Board for a **SPECIAL PERMIT** for the erection or alteration on said premises or the use thereof under the applicable Section of the Zoning By-Law of said Town for a special permit for the interior reconfiguration of the existing two-family dwelling from an up-and-down duplex to a side by side two family configuration.

on the ground that the same will be in harmony with the general purpose and intent of said Zoning By-Law.

Signature of Petitioner

Print Name

Address

Daytime Telephone Number

HS
Huankun Shi
185 Oakley Rd, Belmont, MA
02478
857 9918825

Owner Statement for Proposed at 185 Oakley Rd

Dear Members of the Board,

My family and I truly value Belmont and are grateful to call it our home. We love the neighborhood at 185 Oakley Rd — it is a wonderful, quiet area, just steps away from the middle school and within a mile of the high school. This location is ideal for families like ours who appreciate both the charm of Belmont and its excellent schools.

We are requesting a special permit to reconfigure the two-family home at 185 Oakley Rd from an up-and-down duplex to a side-by-side layout. The renovation will be entirely interior and will create two units with better privacy, less sound transfer, and a more functional design. Our plan is to live in one of the units as our primary residence and, in the future, we might rent out the other unit.

We want to reassure the Board and our neighbors that:

- All work will follow building codes and be done by licensed professionals.
- There will be no negative impact on light, privacy, traffic, or noise.
- The home will continue to reflect the quiet, residential character of the neighborhood.

This project represents an important personal and financial investment for our family. We are committed to improving the property in a way that enhances quality of life for its residents while preserving the character of Belmont, a community we deeply value.

Thank you for your time and consideration. I look forward to answering any questions and working together to make this project a success.

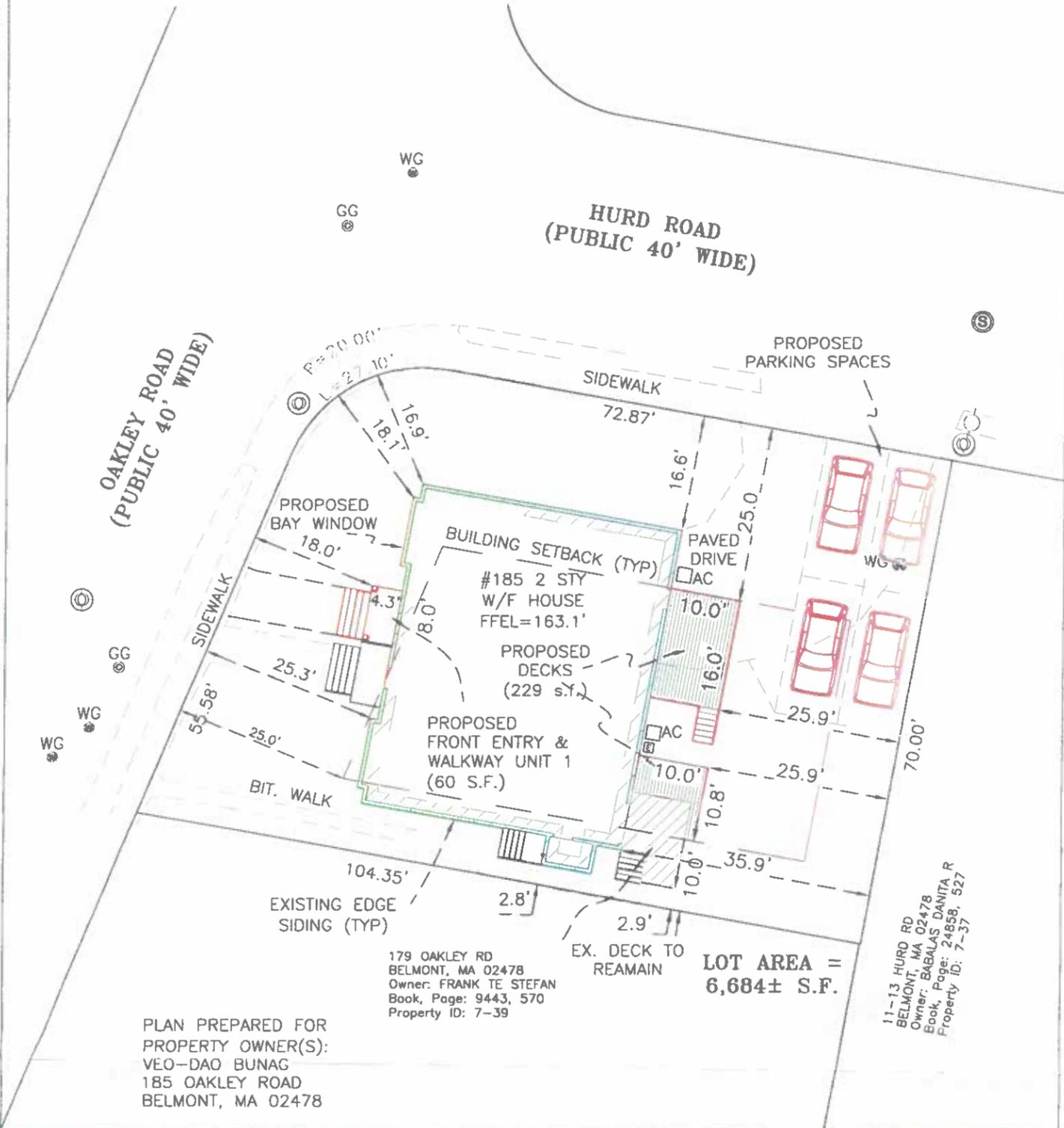
Sincerely



10/9/2025

MASS. STATE PLANE GRID

DISTRICT	SR-C	ALLOWED/REQUIRED	EXISTING	PROPOSED	COMPLIANCE
MIN LOT SIZE		9,000	6684	6684	COMPLIES
MAX LOT COVERAGE (%)		25%	25.46	25.46	EXTG NON-CONF
MIN OPEN SPACE (%)		50%	53.07	54.44	COMPLIES
MAX HEIGHT (FT/STORIES)		36 2.5	33.95	33.95	COMPLIES
MIN FRONT YARD (FT)		25	16.9	16.9	EXTG NON-CONF NO CHANGE
MIN FRONT YARD (FT) (HURD ROAD)		25	16.6	16.6	EXTG NON-CONF NO CHANGE
MIN SIDE YARD - RIGHT (FT)		10	2.8	2.8	EXTG NON-CONF NO CHANGE
MIN REAR YARD (FT)		30	35.9	35.9	COMPLIES
MIN FRONTAGE (FT)		75	155.55	155.55	COMPLIES
MIN. NO. OF PARKING SPACES		4	4	4	COMPLIES

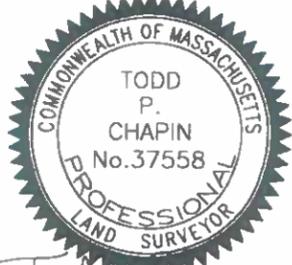


PLAN PREPARED FOR
PROPERTY OWNER(S):
VEO-DAO BUNAG
185 OAKLEY ROAD
BELMONT, MA 02478

179 OAKLEY RD
BELMONT, MA 02478
Owner: FRANK TE STEFAN
Book, Page: 9443, 570
Property ID: 7-39

LOT AREA =
6,684 ± S.F.

11-13 HURD RD
BELMONT, MA 02478
Owner: BAGALAS, DANITA R
Book, Page: 24858, 527
Property ID: 7-37



ASSESSORS MAP: 7-38
ZONING DISTRICT: SRC
MINIMUM SETBACK REQUIREMENTS:
FRONT YARD= 25.0'
SYRD= 10.0'
RYRD= 30.0'
MAX. HEIGHT = 30' 2.5 STORIES

FIELD SURVEY: JP/GC CALC. MT REVIEW TC

RealMapInfo LLC

420 LAKESIDE AVENUE SUITE 403
MARLBOROUGH, MA, 01752
REALMAPINFO.COM 774-570-0642

PROPOSED
PLOT PLAN OF LAND IN
BELMONT, MASS

SCALE: 1"=20' DATE: 09/09/2025

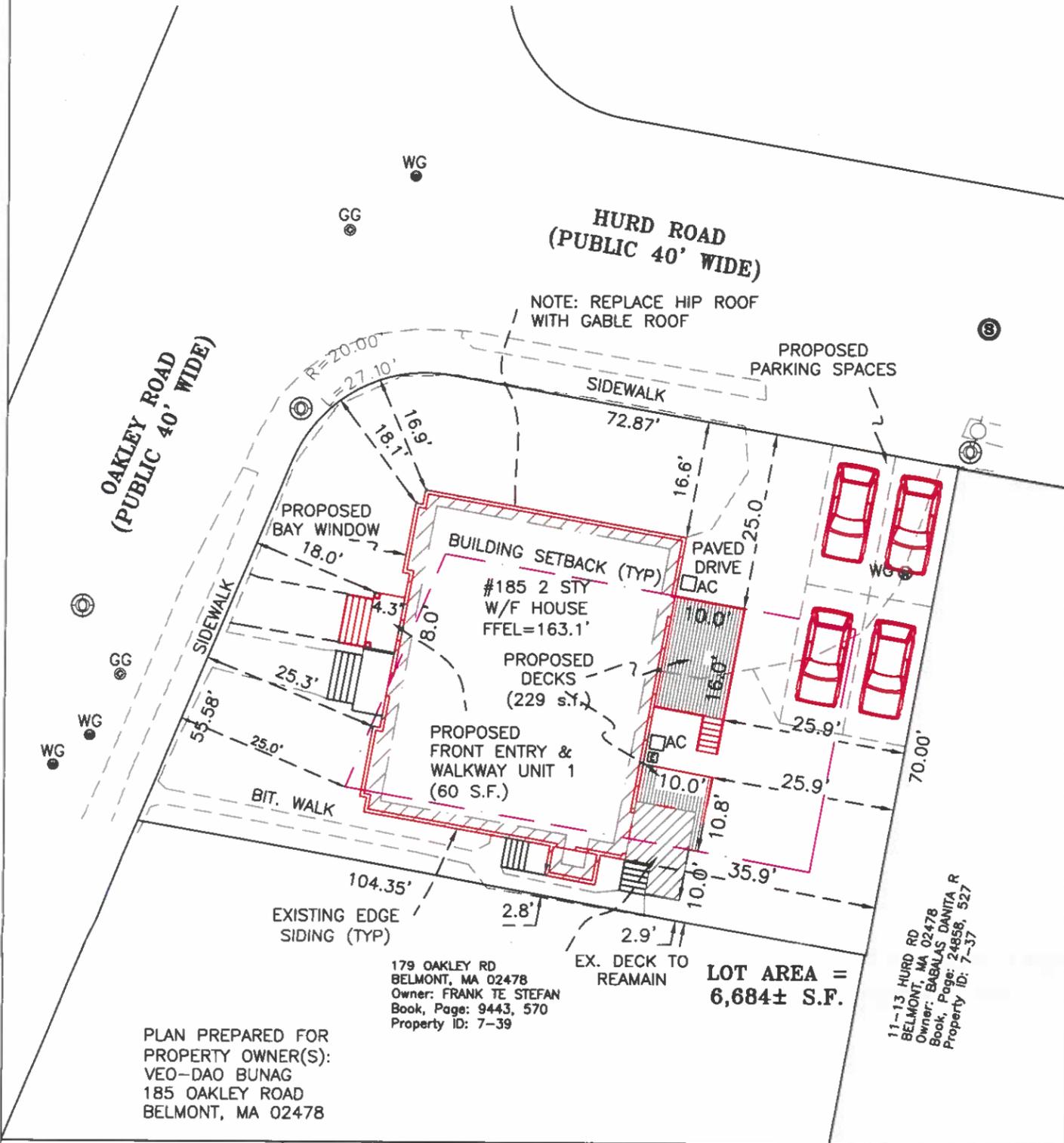
DEED REF: BOOK: 83166 PAGE: 424

PLAN BOOK 320 PLAN 10

RECORDED ● MIDDLESEX COUNTY REGISTRY OF DEEDS

TODD P. CHAPIN P.L.S. #37558 MASS.

DISTRICT	SR-C	ALLOWED/REQUIRED	EXISTING	PROPOSED	COMPLIANCE
MIN LOT SIZE		9,000	6684	6684	COMPLIES
MAX LOT COVERAGE (%)		25%	25.46	25.46	EXTG NON-CONF
MIN OPEN SPACE (%)		50%	53.07	54.44	COMPLIES
MAX HEIGHT (FT/STORIES)		36 2.5	33.95	33.95	COMPLIES
MIN FRONT YARD (FT)		25	16.9	16.9	EXTG NON-CONF NO CHANGE
MIN FRONT YARD (FT) (HURD ROAD)		25	16.6	16.6	EXTG NON-CONF NO CHANGE
MIN SIDE YARD - RIGHT (FT)		10	2.8	2.8	EXTG NON-CONF NO CHANGE
MIN REAR YARD (FT)		30	35.9	35.9	COMPLIES
MIN FRONTAGE (FT)		75	155.55	155.55	COMPLIES
MIN. NO. OF PARKING SPACES		4	4	4	COMPLIES



TODD P. CHAPIN P.L.S. #37558 MASS.

ASSESSORS MAP: 7-38
ZONING DISTRICT: SRC
MINIMUM SETBACK REQUIREMENTS:
FRONT YARD= 25.0'
SYRD= 10.0'
RYRD= 30.0'
MAX. HEIGHT = 30' 2.5 STORIES

FIELD SURVEY: JP/GC CALC. MT REVIEW TC

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420 LAKESIDE AVENUE SUITE 403
MARLBOROUGH, MA 01752
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PROPOSED

PLOT PLAN OF LAND IN
BELMONT, MASS

SCALE: 1"=20'

DATE: 10/10/2025

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PLAN BOOK 320 PLAN 10

RECORDED ● MIDDLESEX COUNTY REGISTRY OF DEEDS

HOUSE RENOVATION

185 OAKLEY ROAD
BELMONT, MA



CODE SUMMARY

EXISTING BUILDING TO BE RENOVATED
EX'G 2 1/2 STORIES (REMAINS)
EX'G TYPE 5B CONSTRUCTION (REMAINS)
EX'G USE GROUP: R-3 (2-UNITS) REMAINS
NON SPRINKLERED

FIRE RESISTANCE RATINGS BASED ON
(IBC-2021)

UNIT SEPARATION1 HR

ALL WORK TO CONFORM TO THE
INTERNATIONAL EXISTING BUILDING CODE
IEBC - 2021

GENERAL NOTES:

1. PROVIDE R-30 INSULATION IN ALL EXPOSED FLOOR JOIST CAVITIES.
2. PROVIDE R-21 INSULATION IN ALL EXPOSED EXTERIOR STUD WALL CAVITIES.
3. PROVIDE R-60 INSULATION IN ALL EXPOSED ROOF JOIST CAVITIES, TYPICAL.
4. PROVIDE R-19 INSULATION IN ALL EXPOSED BASEMENT STUD WALL CAVITIES. INSULATION MUST BE NON-WATER SENSITIVE.
5. CONTACT THE ARCHITECT IMMEDIATELY IF THERE ARE CONFLICTS OR OMISSIONS.

KEY

- NEW WALL
- EX'G WALL TO REMAIN
- WALL TO BE REMOVED
- 1 HOUR WALL
- 45 MIN. FIRE RATED DOOR
- WINDOW TYPE
- SMOKE DETECTOR
- CARBON MONOXIDE
- HEAT DETECTOR

NOTE: ENERGY CODE COMPLIANCE

THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING STRETCH/ ENERGY CODE COMPLIANCE PRIOR TO CLOSING OF WALLS. THE PROPER ENERGY CONSULTANT, HER/S RATER, OR OTHER ALLOWED PROFESSIONAL SHALL PERFORM THE FINAL INSPECTIONS ASSOCIATED WITH THE CONSTRUCTION REQUIREMENTS AT THE DIRECTION OF THE CONTRACTOR.

GENERAL NOTES:

CONTRACTOR NOTE
PRIOR TO COMMENCEMENT OF WORK OR FABRICATION OF COMPONENTS, CONTRACTOR SHALL INVESTIGATE AND VERIFY IN FIELD ALL CONDITIONS, DIMENSIONS, AND ELEVATIONS OF THE EXISTING CONSTRUCTION. ALL DISCREPANCIES BETWEEN FIELD-VERIFIED CONDITIONS, DIMENSIONS, AND ELEVATIONS AND THOSE INDICATED ON THE DRAWINGS, SHALL BE IMMEDIATELY MADE KNOWN TO THE ENGINEER IN WRITING THE USE OF (+/-) OR (+/-) OR OTHER SIMILAR NOTES AT CERTAIN LOCATIONS ON THE DRAWINGS DOES NOT RELIEVE THE CONTRACTOR OF RESPONSIBILITY FOR VERIFYING ALL CONDITIONS DESCRIBED ABOVE.

CONTRACTOR RESPONSIBILITY:

- CONTRACTOR IS SOLELY RESPONSIBLE FOR:**
1. VIEWING SITE AND INCLUDING ANY SPECIAL CONDITIONS NECESSARY TO PERFORM THE WORK AS DESCRIBED IN THE DRAWINGS
 2. ESTABLISHING CONTROL OF THE SITE VIA SURVEY AND LAYOUT
 3. OBTAINING AND PAYING FOR ALL PERMITS
 4. PAYING FOR ALL TEMPORARY UTILITIES AND FACILITIES
 5. CHECKING AND CONFIRMING ALL DIMENSIONS, AND LAYOUTS
 6. SCHEDULING AND SEQUENCING
 7. CONSTRUCTION MEANS, METHODS AND TECHNIQUES
 8. MAINTAINING DRAWINGS AND PERMITS ON SITE
 9. JOB SITE SAFETY
 10. COORDINATION BETWEEN TRADES, AND SUPPLIERS
 11. PROVIDE SCHEDULE TO OWNER AND ARCHITECT
 12. PROVIDE A SCHEDULE OF VALUES TO THE OWNER AND ARCHITECT
 13. TEMPORARY HEAT, ICE AND SNOWPLOWING IS THE RESPONSIBILITY OF THE CONTRACTOR
 14. SITE CLEANLINESS AND CONFORMANCE TO NFPA 241 REQUIREMENTS
 15. REPAIRING ANY WORK DAMAGED BY HIS FORCE'S WHILE PERFORMING THIS CONTRACT
 16. GIVING WARRANTY FOR HIS WORK FOR A PERIOD OF ONE YEAR FROM THE DATE OF FINAL COMPLETION

REVIEW OF WORK BY DESIGNERS-

CONTRACTOR SHALL NOTIFY ARCHITECT BEFORE PROJECT STARTS
CONTRACTOR SHALL NOTIFY ARCHITECT, ONE WEEK PRIOR TO

17. POURING CONCRETE
18. INSULATING
19. INSTALLING DRYWALL
20. FINAL INSPECTION

CHANGE ORDERS-

CONTRACTOR SHALL VISIT THE SITE AND BE THOROUGHLY ACQUAINTED WITH THE PROJECT PRIOR TO SUBMITTING A PRICE. ADDITIONAL MONEY WILL NOT BE GRANTED FOR WORK NOT CLARIFIED PRIOR TO BIDDING.

DESIGNER SHALL BE NOTIFIED OF ANY CHANGE TO THE DRAWINGS, UNFORESEEN FIELD CONDITIONS OR DISCREPANCIES PRIOR TO PERFORMING WORK.

ANY PROPOSED CHANGES SHALL BE ACCOMPANIED WITH A WRITTEN DESCRIPTION OR A SKETCH FOR CLARIFICATION.

ALL CHANGE ORDERS SHALL BE APPROVED PRIOR TO PERFORMING WORK.

CHANGE ORDERS SHALL BE PRICED EITHER LUMP SUM OR UNIT PRICE OR TIME AND MATERIALS.

ANY SUBSTITUTION REQUEST SHALL BE MADE VIA CHANGE ORDER, AND NOT VIA SHOP DRAWINGS UNLESS AGREED TO.

ANY CHANGE SHALL STATE THE CREDIT OR COST ADD AND OR ANY CHANGE TO THE SCHEDULE.

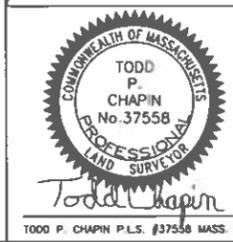
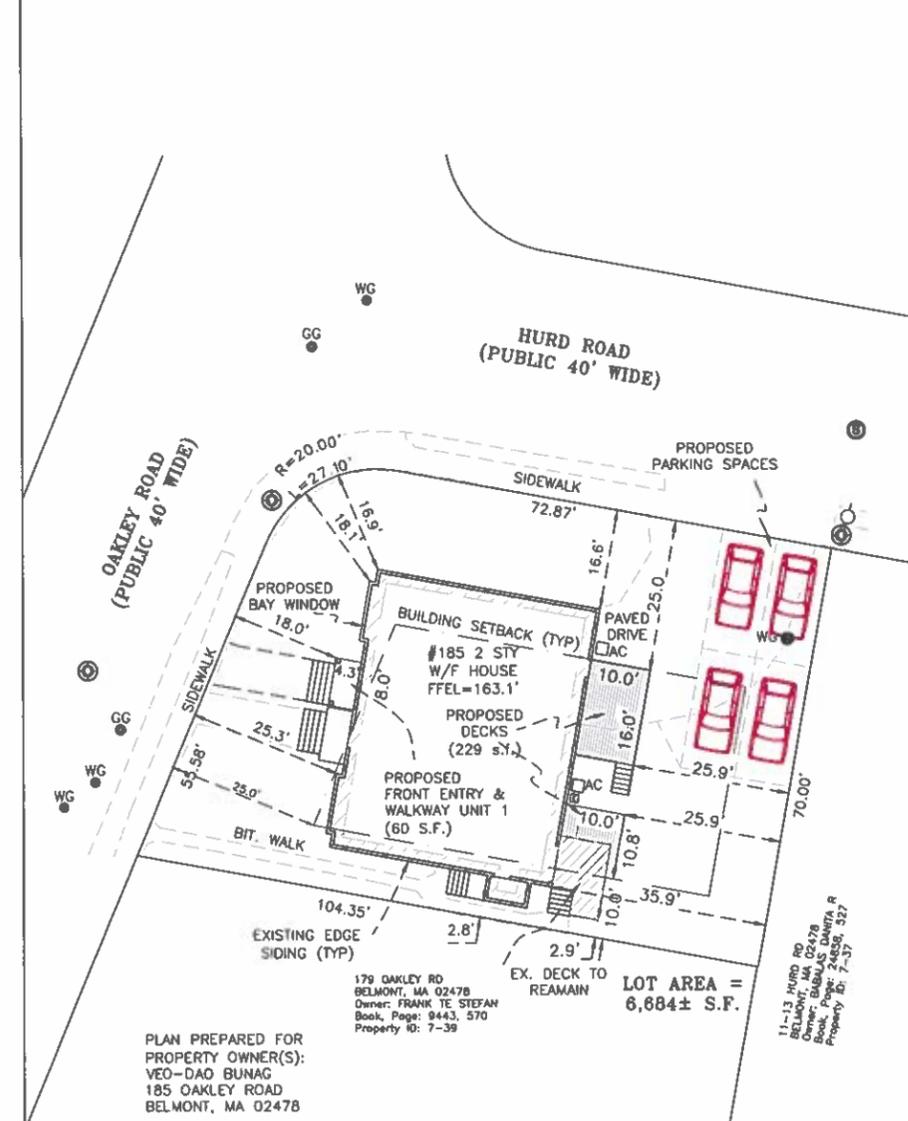
REQUISITIONS-

ANY REQUISITION REQUIRED TO BE SIGNED BY THE ARCHITECTED SHALL BE SUBMITTED A MINIMUM OF ONE WEEK PRIOR TO BEING SUBMITTED TO THE BANK FOR REVIEW.

CONTRACTOR SHALL PROVIDE RECEIPTS AND INSURANCE CERTIFICATES FOR ANY MATERIALS FOR PAYMENT FOR ANY UNINSTALLED MATERIALS.

ZONE SR-C
SIDE YARD SETBACK REQUIRED 10'
REAR YARD SETBACK REQUIRED 30'
NO FAR REQUIRED

DISTRICT	SR-C	ALLOWED/REQUIRED	EXISTING	PROPOSED	COMPLIANCE
MIN LOT SIZE		9,000	6684	6684	COMPLIES
MAX LOT COVERAGE (%)		25%	25.46	25.46	EXTG NON-CONF
MIN OPEN SPACE (%)		50%	53.07	54.44	COMPLIES
MAX HEIGHT (FT/STORIES)		36 2.5	33.95	33.95	COMPLIES
MIN FRONT YARD (FT)		25	16.9	16.9	EXTG NON-CONF NO CHANGE
MIN FRONT YARD (FT) (HURD ROAD)		25	16.6	16.6	EXTG NON-CONF NO CHANGE
MIN SIDE YARD - RIGHT (FT)		10	2.8	2.8	EXTG NON-CONF NO CHANGE
MIN REAR YARD (FT)		30	35.9	35.9	COMPLIES
MIN FRONTAGE (FT)		75	155.55	155.55	COMPLIES
MIN. NO. OF PARKING SPACES		4	4	4	COMPLIES



ASSESSORS MAP: 7-38
ZONING DISTRICT: SRC
MINIMUM SETBACK REQUIREMENTS:
FRONT YARD= 25.0'
SYRD= 10.0'
RYRD= 30.0'
MAX. HEIGHT = 30' 2.5 STORIES

FIELD SURVEY: JP/GC CALC. MT REVIEW TE

RealMapInfo LLC
420 LAKESIDE AVENUE SUITE 403
HARLBOROUGH, MA 01752
REALMAPINFO.COM 774-570-0842

PROPOSED
PLOT PLAN OF LAND IN
BELMONT, MASS

SCALE: 1"=20' DATE: 09/09/2025

DEED REF: BOOK: 83188 PAGE: 424

PLAN BOOK 320 PLAN 10

RECORDED @ MIDDLESEX COUNTY REGISTRY OF DEEDS

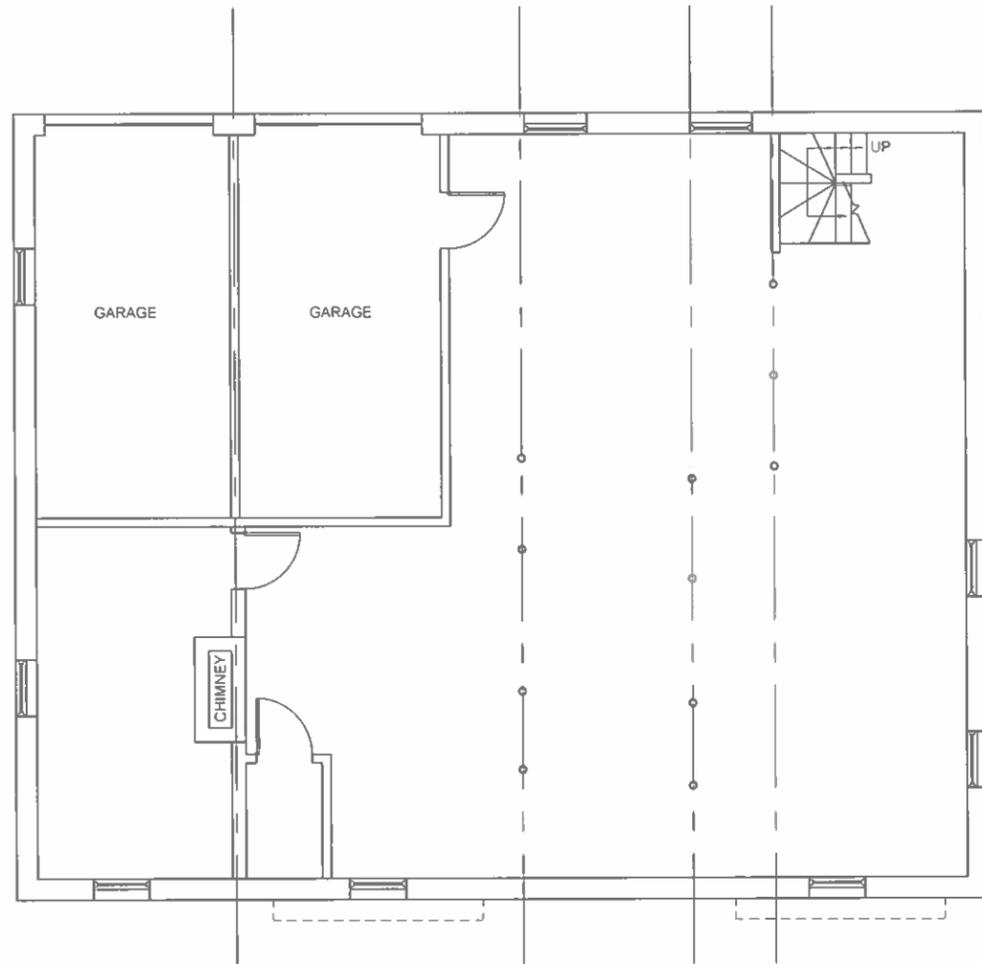
PROPOSED HOUSE RENOVATION
185 OAKLEY ROAD
BELMONT, MA

REVISION
DATE 07-10-25

COVER SHEET

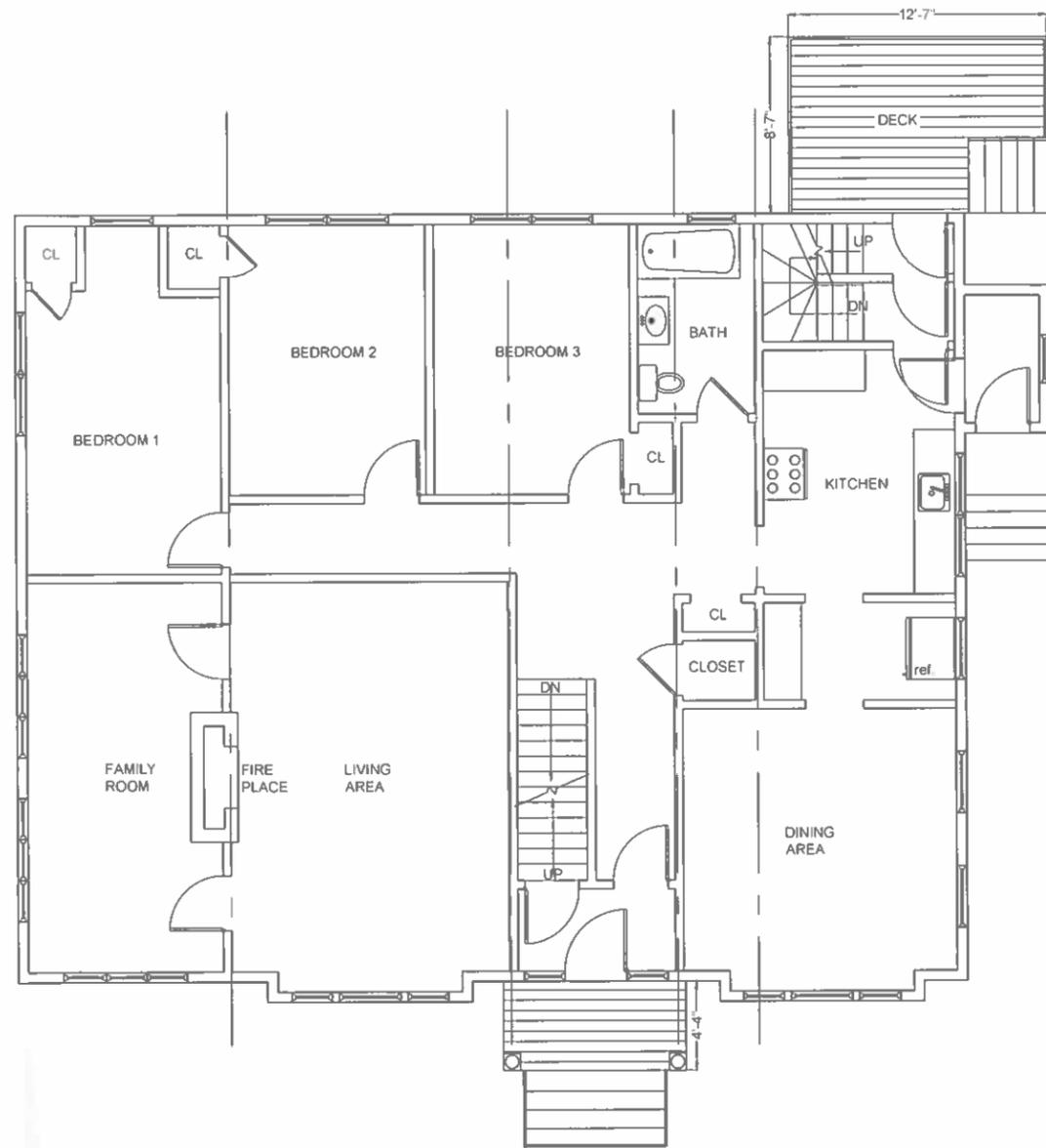
DRAWING NUMBER:
A-0

HURD ROAD



EXISTING BASEMENT PLAN
1/4"=1'-0"

HURD ROAD



OAKLEY ROAD

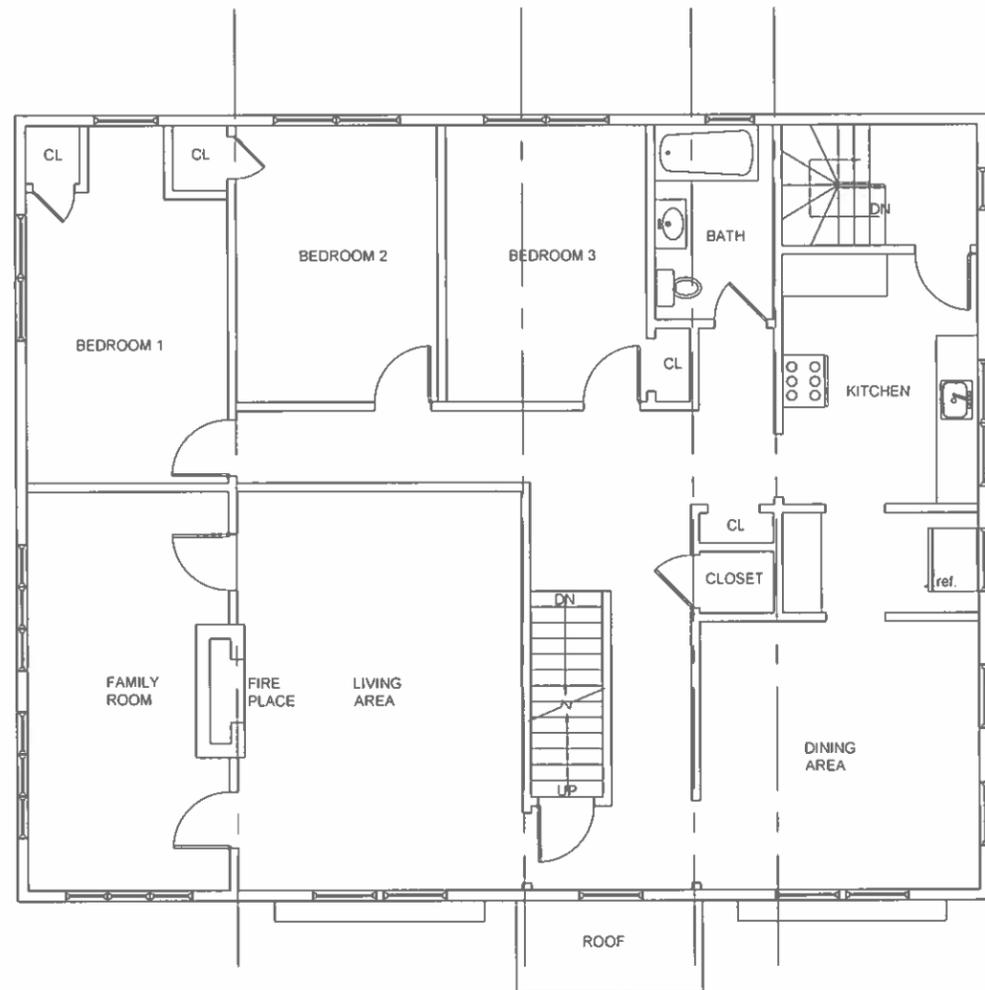
EXISTING 1ST FLOOR PLAN
1/4"=1'-0"

PROPOSED HOUSE RENOVATION
185 OAKLEY ROAD
BELMONT, MA

REVISION
DATE 07-10-25

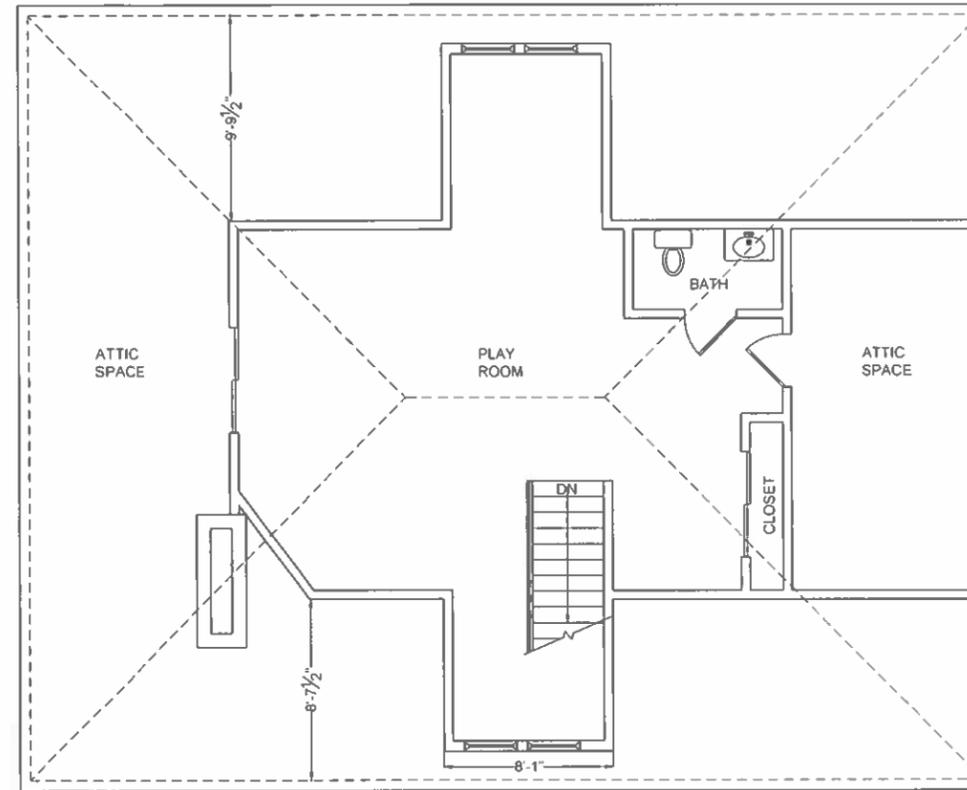
EXISTING HOUSE
FLOOR PLANS

DRAWING NUMBER:
A-1



— OAKLEY ROAD —

EXISTING 2ND FLOOR PLAN
1/4" = 1'-0"



EXISTING ATTIC FLOOR PLAN
1/4" = 1'-0"

PROPOSED HOUSE RENOVATION
185 OAKLEY ROAD
BELMONT, MA

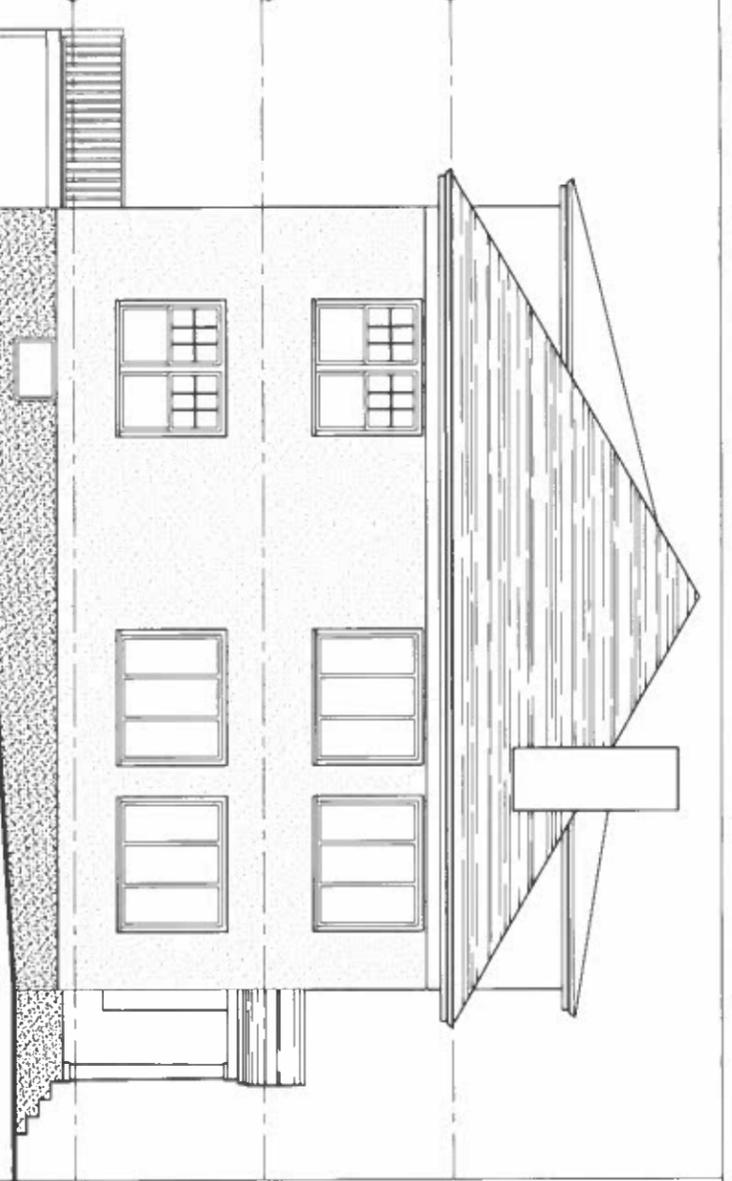
REVISION
DATE
07-10-25

EXISTING HOUSE
FLOOR PLANS

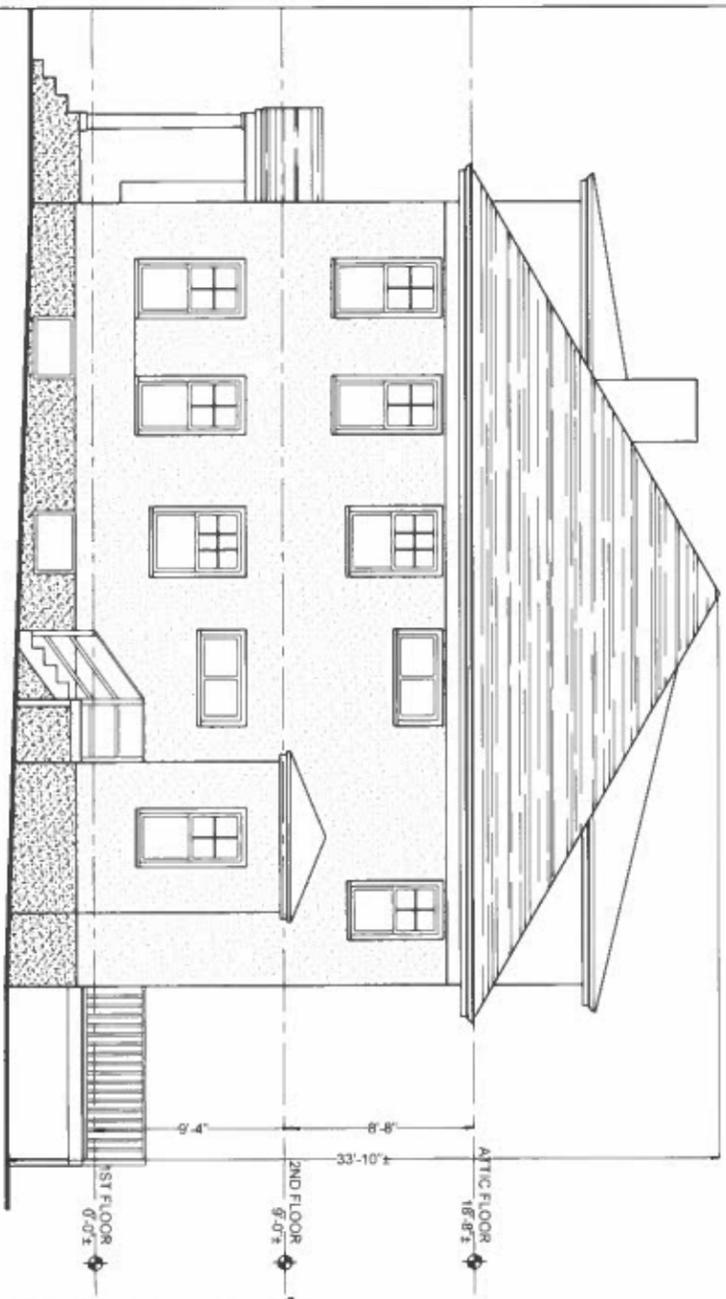
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A-2



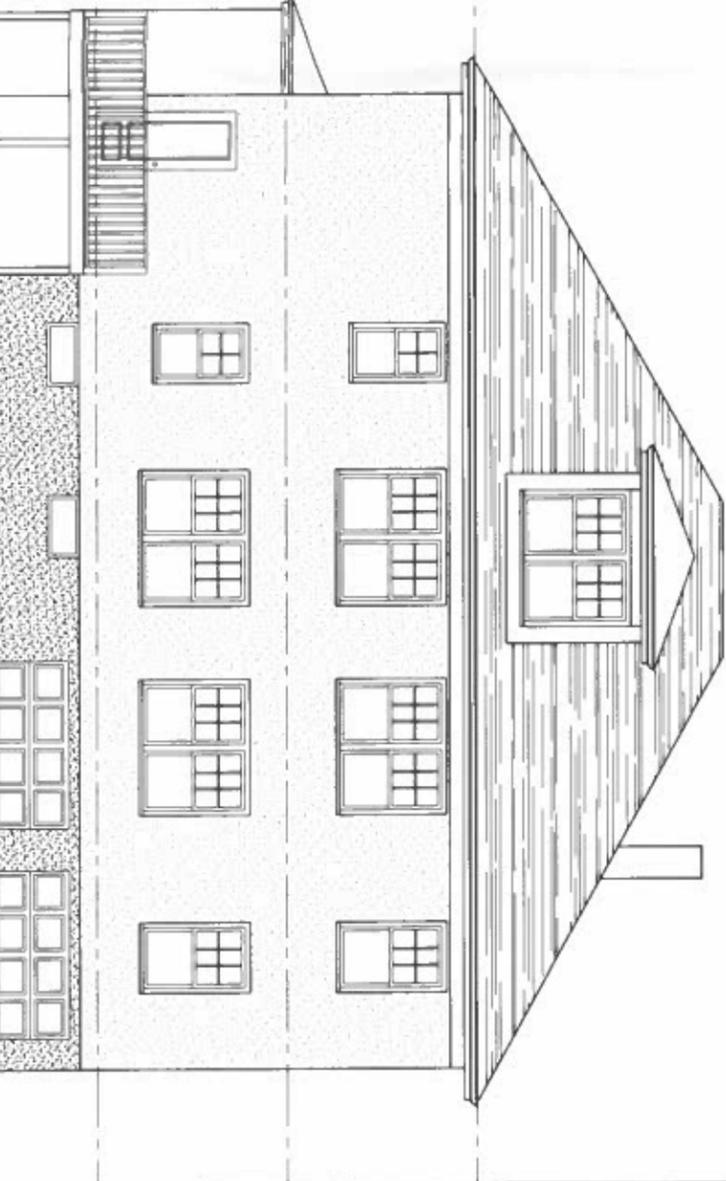
EXISTING OAKLEY ROAD ELEVATION
1/4"=1'-0"



EXISTING HURD ROAD ELEVATION
1/4"=1'-0"



EXISTING RIGHT SIDE ELEVATION
1/4"=1'-0"



EXISTING REAR ELEVATION
1/4"=1'-0"

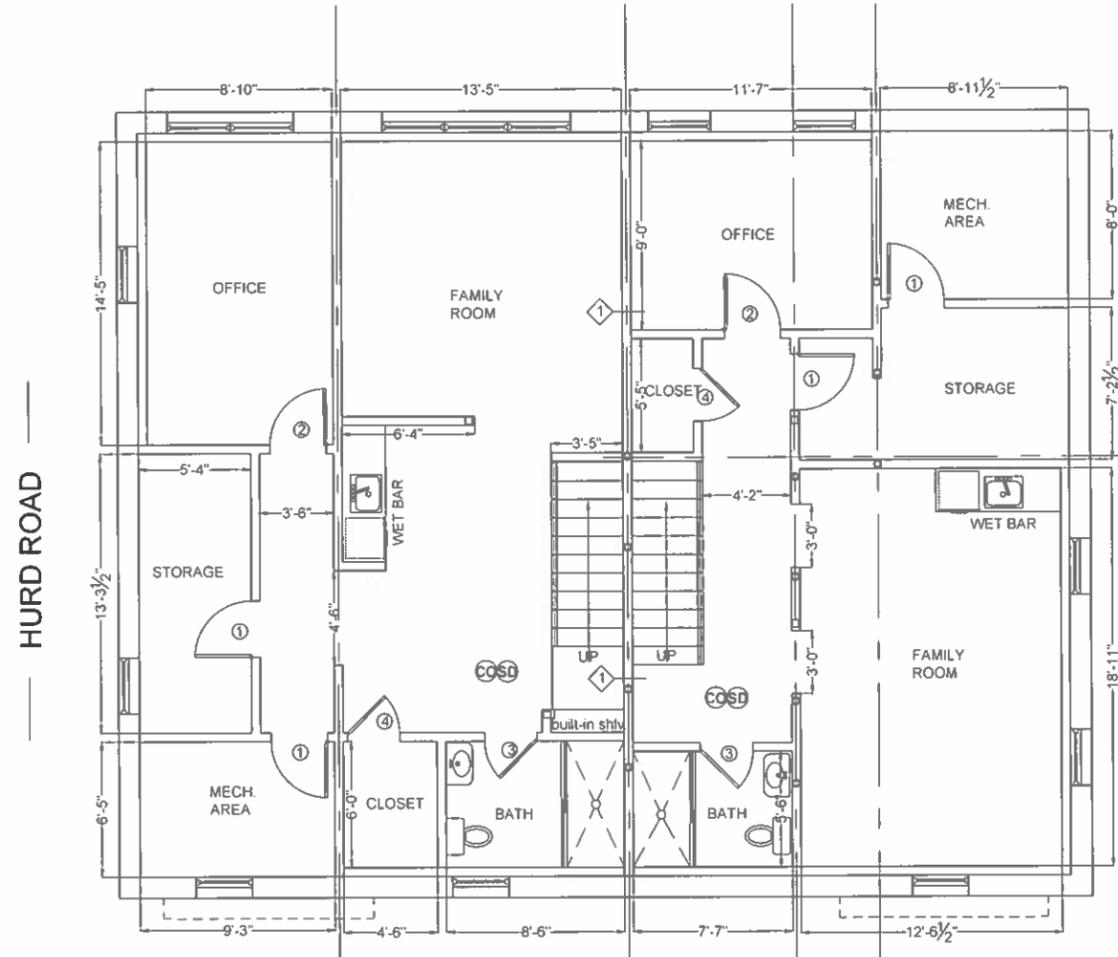


PROPOSED HOUSE RENOVATION
185 OAKLEY ROAD
BELMONT, MA

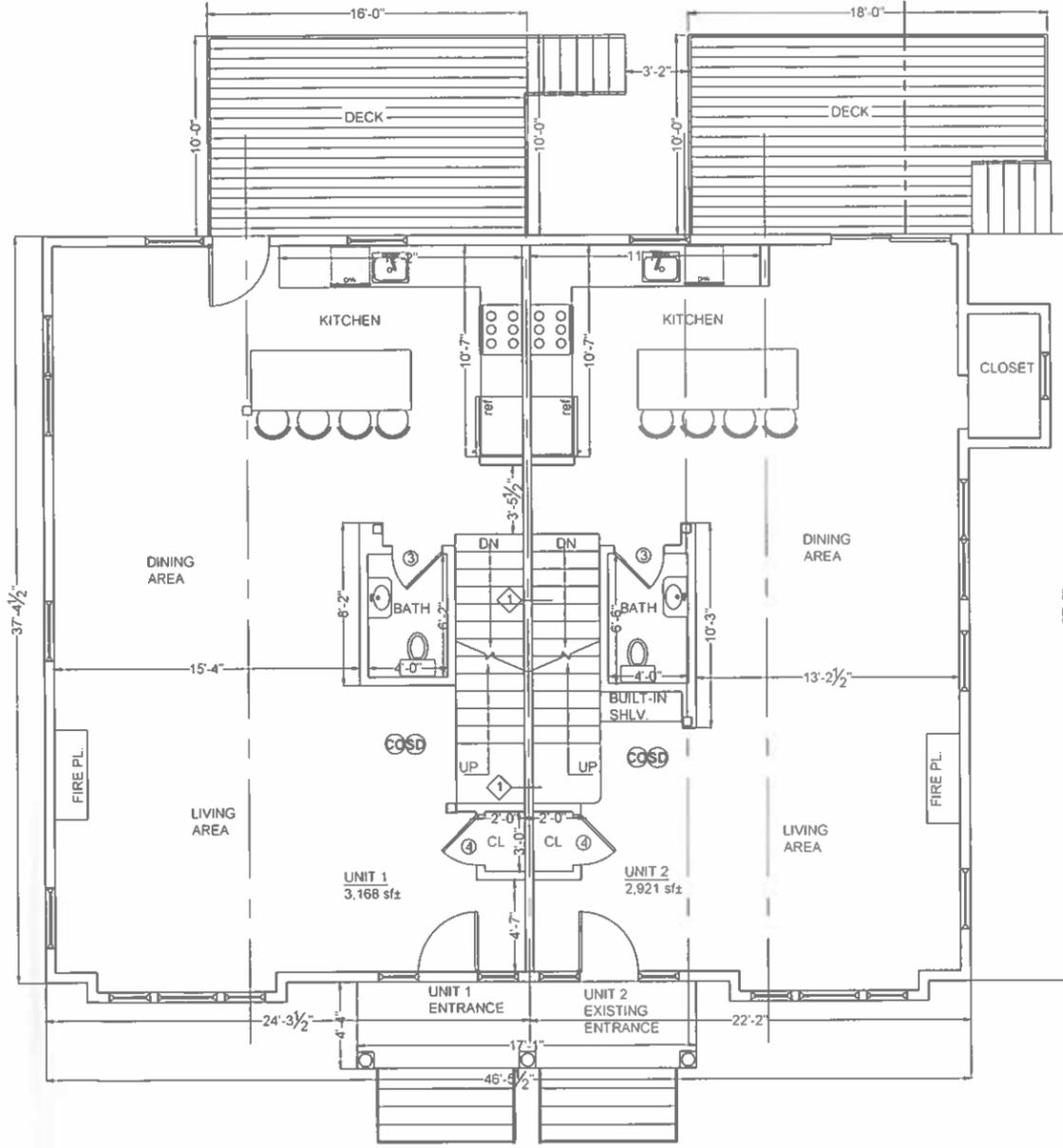
DATE	REVISION
07-10-25	

EXISTING HOUSE ELEVATIONS

DRAWING NUMBER:
A-3



PROPOSED BASEMENT PLAN
1/4" = 1'-0"



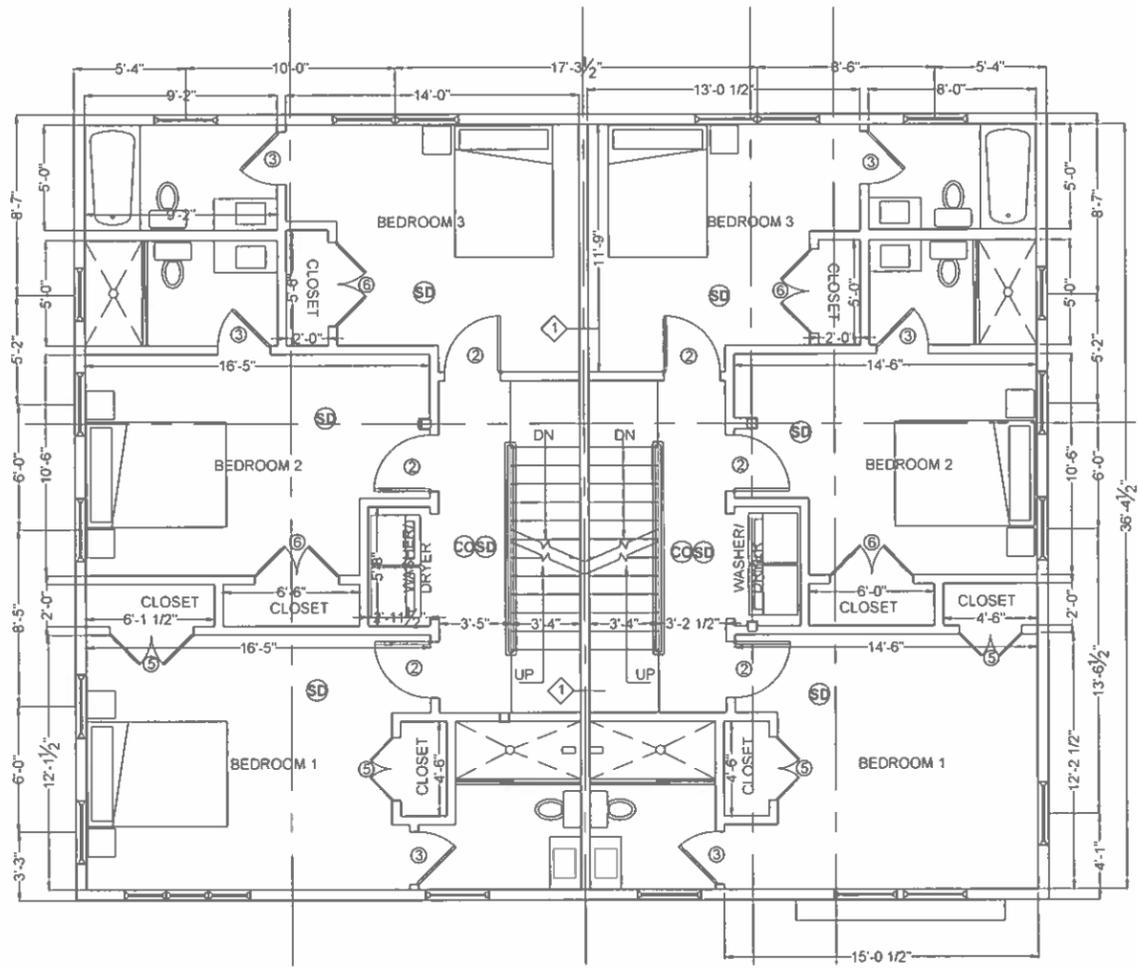
PROPOSED 1ST FLOOR PLAN
1/4" = 1'-0"

PROPOSED HOUSE RENOVATION
185 OAKLEY ROAD
BELMONT, MA

DATE: 07-10-25
REVISION:

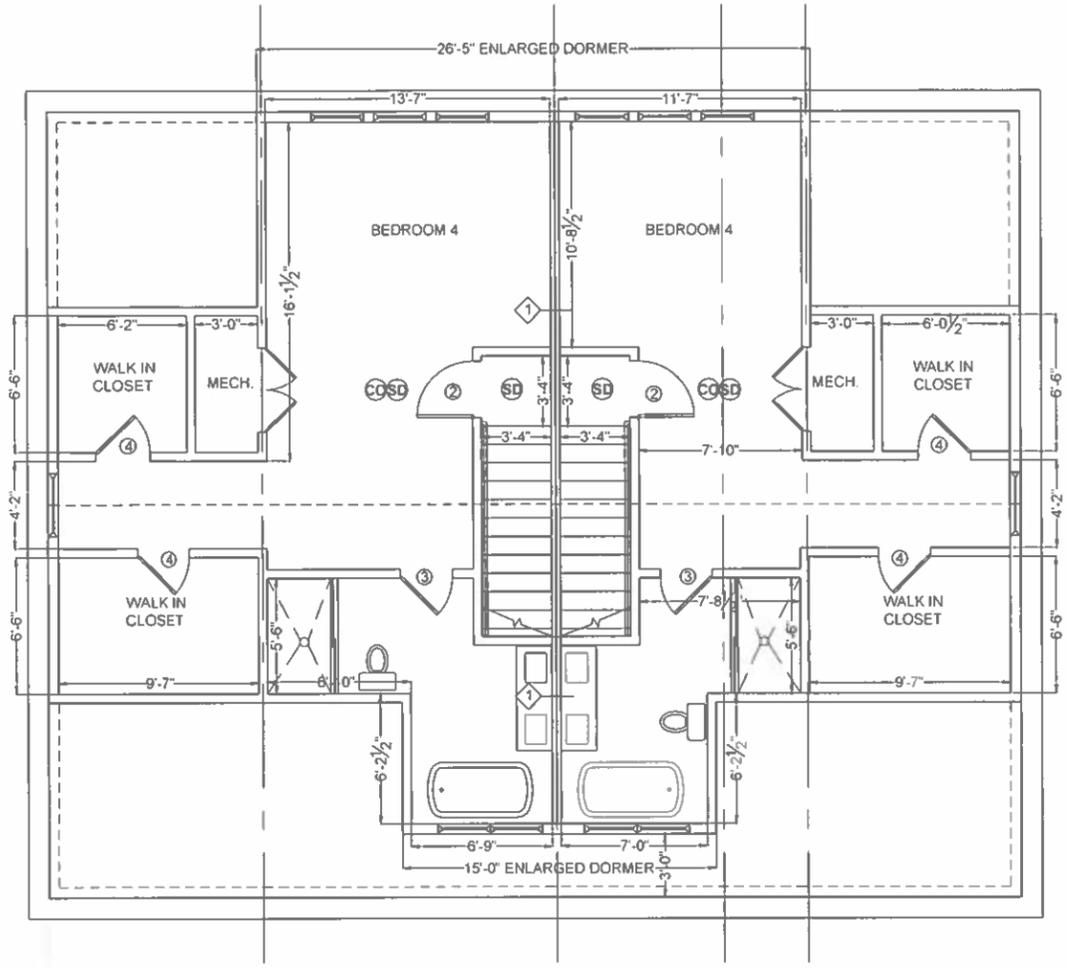
FLOOR PLANS

DRAWING NUMBER:
A-4



— OAKLEY ROAD —

PROPOSED 2ND FLOOR PLAN
1/4"=1'-0"



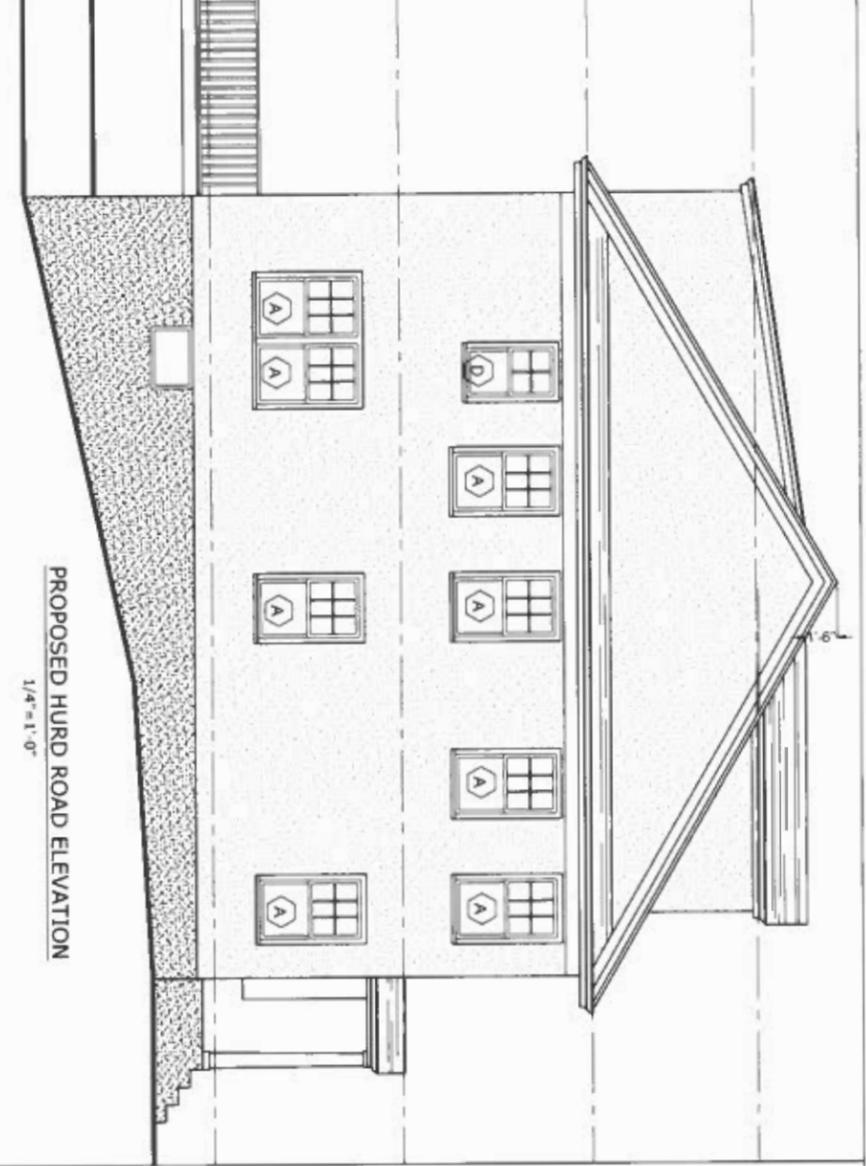
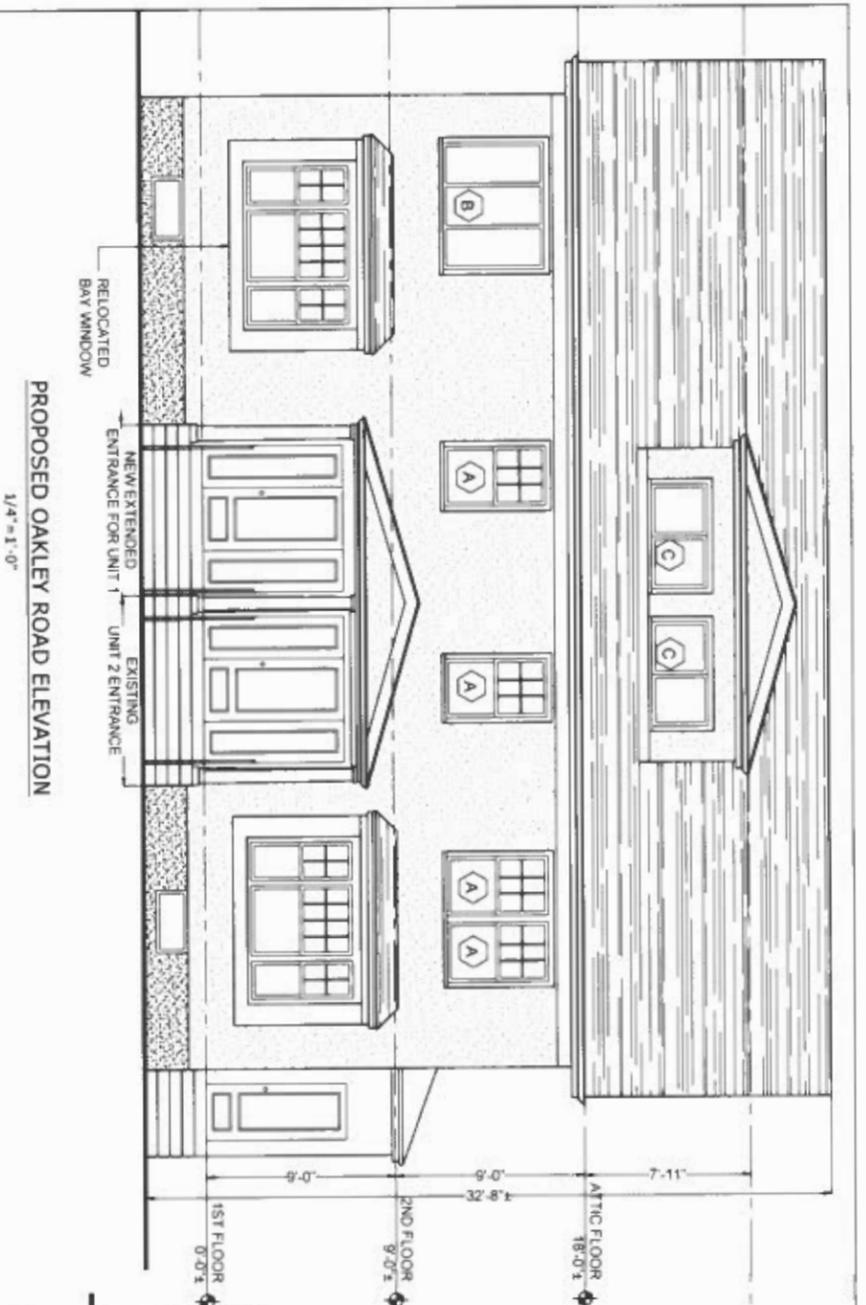
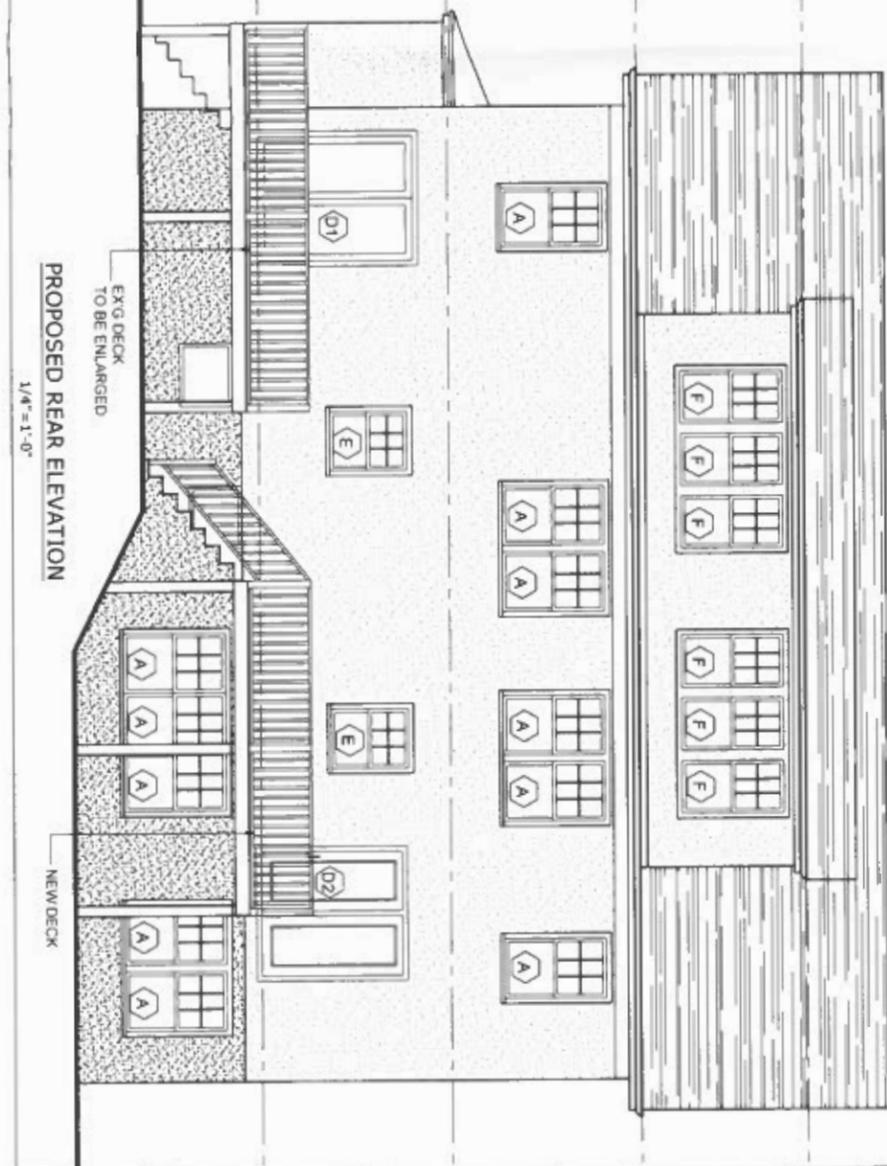
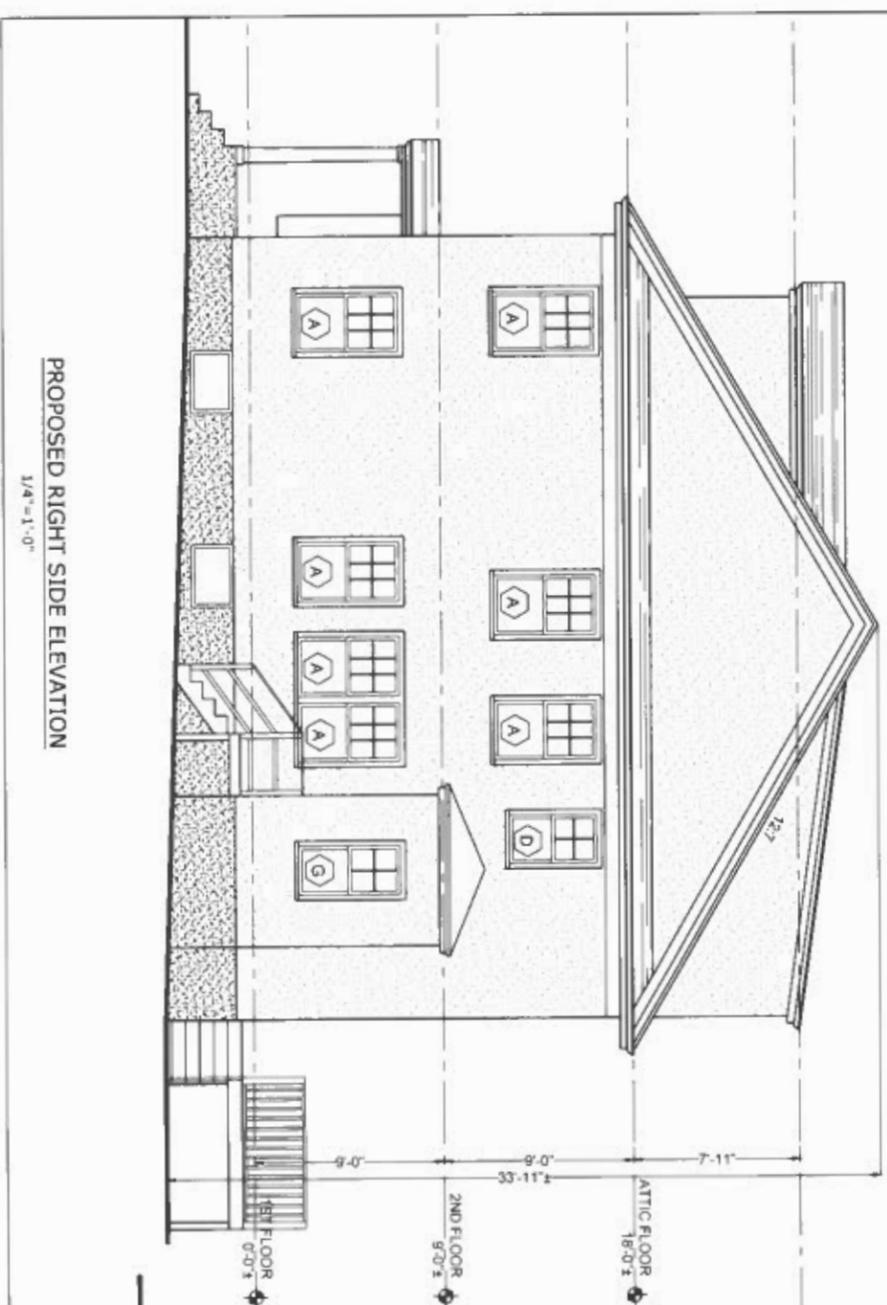
PROPOSED ATTIC FLOOR PLAN
1/4"=1'-0"

PROPOSED HOUSE RENOVATION
185 OAKLEY ROAD
BELMONT, MA

DATE	REVISION
07-10-25	

FLOOR
PLANS

DRAWING NUMBER:
A-5

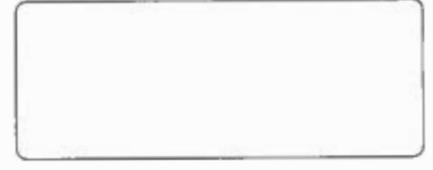


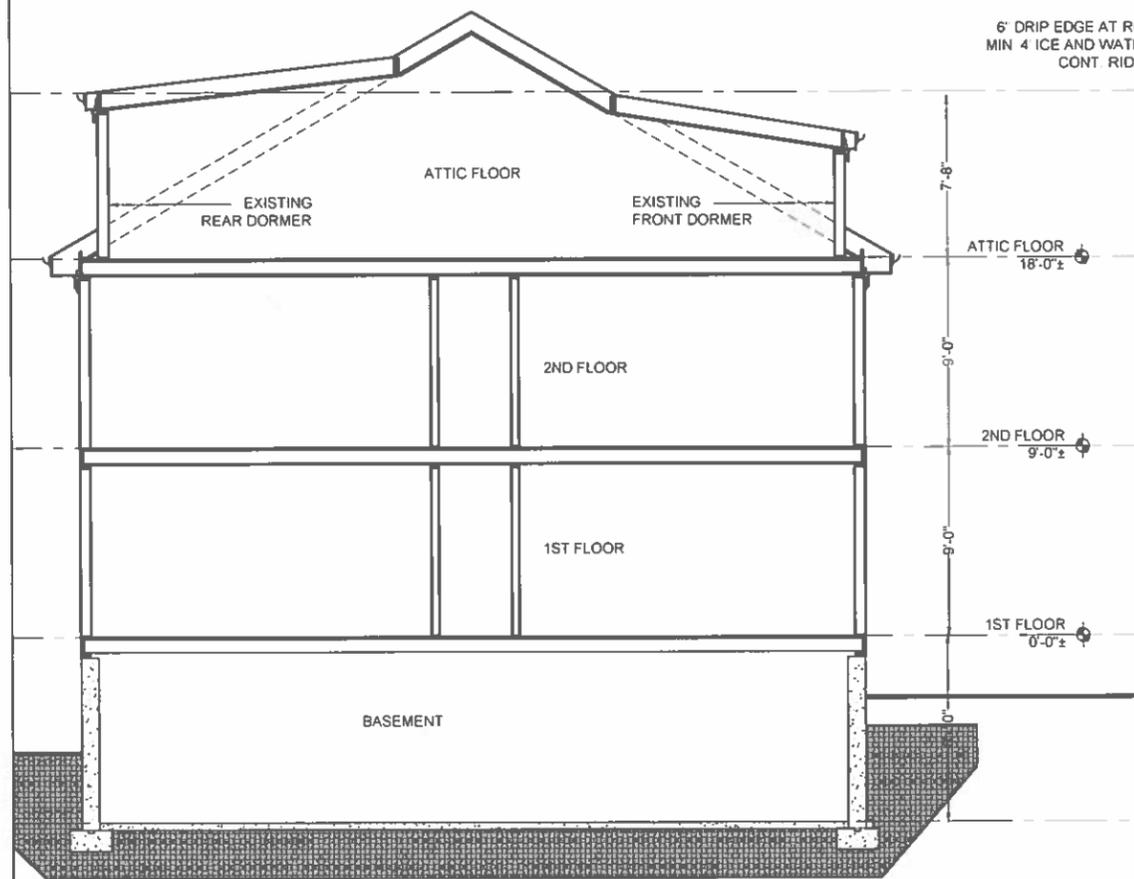
A-6
DRAWING NUMBER

PROPOSED ELEVATIONS

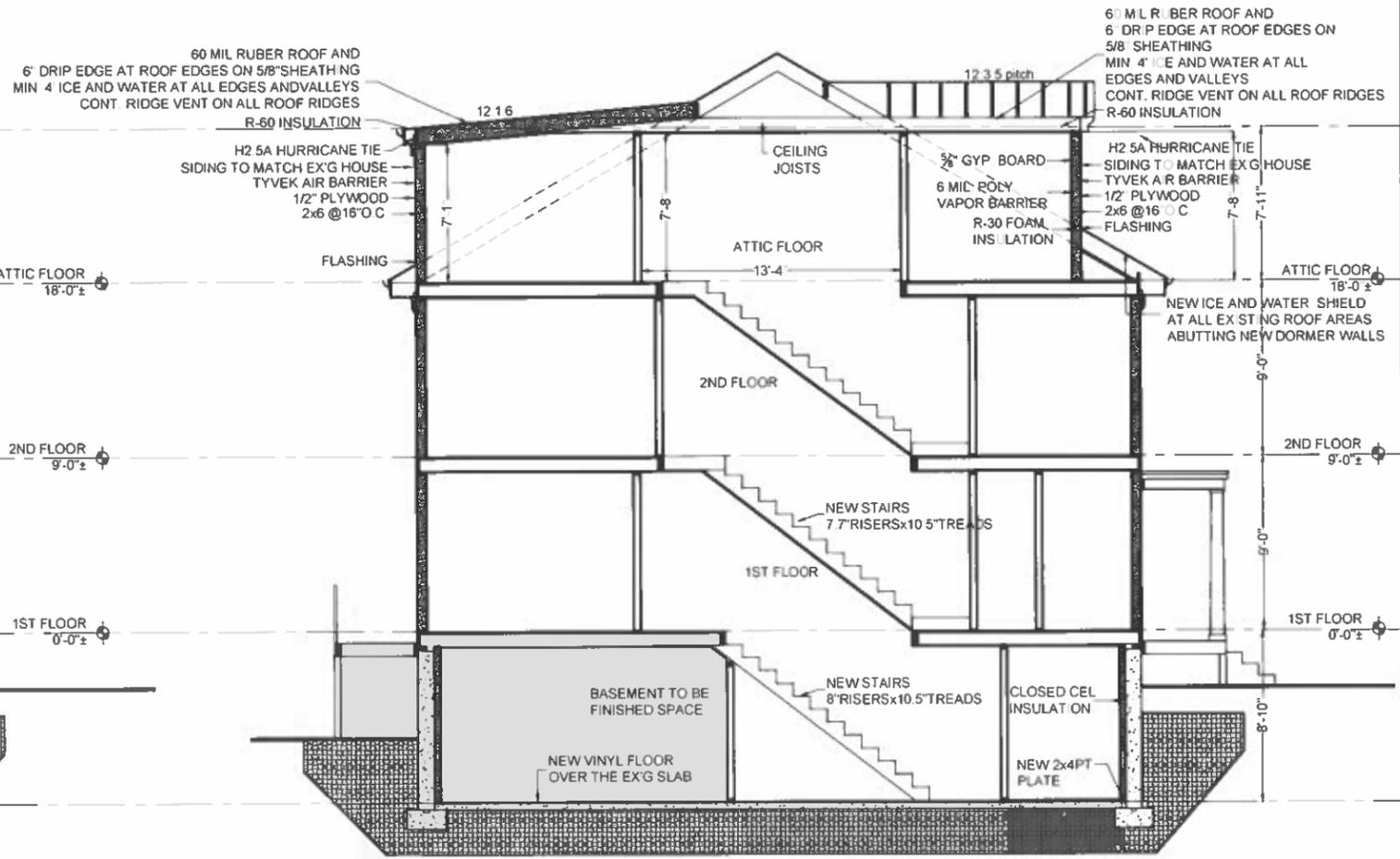
DATE	REVISION
07-10-25	

PROPOSED HOUSE RENOVATION
185 OAKLEY ROAD
BELMONT, MA





EXISTING HOUSE SECTION
1/4"=1'-0"



PROPOSED HOUSE SECTION
1/4"=1'-0"

PROPOSED HOUSE RENOVATION
185 OAKLEY ROAD
BELMONT, MA

REVISION
DATE 07-10-25

EXISTING &
PROPOSED
SECTIONS

DRAWING NUMBER

A-7