

2026 FEB -3 PM 2: 25

CASE NO. 26-03

NOTICE OF PUBLIC HEARING BY THE
TOWN OF BELMONT PLANNING BOARD

ON APPLICATION FOR TWO SPECIAL PERMITS & DESIGN AND SITE PLAN
APPROVAL

Notice is hereby given that the Planning Board will hold a public hearing on Tuesday, March 10, 2026 at 7:00 PM by a hybrid public hearing at the Select Board meeting Room on the first floor of the Town Hall, 455 Concord Ave., and by remote access through the Zoom app. to consider the application of Deidre O'Doherty-Houtmeyers for four special permits and Design and Site Plan Approval to convert an existing Accessory Dwelling Unit to a Protected Accessory Dwelling Unit at 54 Park Road, located in a General Residence (GR) zoning district. 1.-§4.3.5 of the By-Law requires a minimum 5' rear setback for an Accessory Building. The existing and proposed rear setback is 1.2'. Special Permit. 2.- §6.14.5 c) requires no ADU shall be sited closer to the front lot line than the Principal Dwelling Unit. The front setback of the principal dwelling unit is 33.4', the existing front setback to the accessory dwelling unit is 28.7' and the proposed to the protected Accessory Dwelling Unit is 20.4'. Special Permit. 3.- §6.14.8 d) 2) requires Design and Site Plan Approval for any two story or an addition of a second story to an existing Accessory Building. 4.- §6.14.8 d) 6) requires Design and Site Plan Approval for a Building which is being converted or added to in order to accommodate the ADU that has one or more pre-existing nonconformities.

Note: Application submittals, meeting agenda & instructions on remote access can be found on the Town's website: <https://www.belmont-ma.gov/planning-board>

TOWN OF BELMONT PLANNING BOARD



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

Telephone: (617) 993-2650

January 23, 2026

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

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Deidre O'Doherty-Houtmeyers
54 Park Road
Belmont MA 02478

RE: Convert an Existing Accessory Dwelling Unit to a Protected Accessory Dwelling Unit.

Dear Deidre O'Doherty-Houtmeyers:

The Office of Planning and Building is in receipt of your building permit application to convert an existing accessory dwelling unit to a protected accessory dwelling unit at 54 Park Road located in a General Residence (GR) Zoning District.

Your application has been denied because it does not comply with the current Town of Belmont Zoning By-Law. More specifically:

1. §4.3.5 of the By-Law requires a minimum 5' rear setback for an Accessory Building. The existing and proposed rear setback is 1.2'. Special Permit.
2. §6.14.5 c) requires no ADU shall be sited closer to the front lot line than the Principal Dwelling Unit. The front setback of the principal dwelling unit is 33.4', the existing front setback to the accessory dwelling unit is 28.7' and the proposed to the protected Accessory Dwelling Unit is 20.4'. Special Permit.
3. §6.14.8 d) 2) requires Design and Site Plan Approval for any two story or an addition of a second story to an existing Accessory Building.
4. §6.14.8 d) 6) requires Design and Site Plan Approval for a Building which is being converted or added to in order to accommodate the ADU that has one or more pre-existing nonconformities.

You may alter your plans to conform to the Zoning By-Law and resubmit for a building permit or you may request two (2) Special Permits and Design and Site Plan Approval from the Planning Board. If you choose this option, please contact the Office of Planning and Building 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



Town of Belmont
Planning Board

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APPLICATION FOR A SPECIAL PERMIT

Date: 1/28/26

Planning Board
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-Law 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 54 Park 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 _____

converting an existing accessory structure
into a protected accessory dwelling unit (ADU)

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

Signature of Petitioner [Signature]
Print Name Diane Miller, owner's agent
Address 80 Clark St
Belmont MA 02478
Daytime Telephone Number 617-993-3157

August 20, 2014



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Town of Belmont
Planning Board

2026 FEB -3 PM 2: 26

APPLICATION FOR DESIGN AND SITE PLAN REVIEW

Date: 1/28/26

Planning Board
Homer Municipal Building
19 Moore Street
Belmont, MA 02478

To Whom It May Concern:

Pursuant to the provisions of Section 7.3, Design and Site Plan Review, of the Town of Belmont Zoning By-Laws, I/We the undersigned, being owner(s) of certain parcel of land (with the buildings thereon) situated on 54 Park Rd Street/Road, hereby make application to your Board for **DESIGN AND SITE PLAN REVIEW** for the erection or alteration on said premises or the use thereof under the applicable Section of the Zoning By-Laws of said Town for converting an existing accessory structure into a protected accessory dwelling unit (ADU)

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

Petitioner(s) are further to comply with the requirements of Section 7.3.5 of said Zoning By-Law attached.

Signature of Petitioner [Signature]
Print Name Dave Miller, owner's agent
Address 90 Clark St
Belmont MA 02478
Daytime Telephone Number 617-993-3157

Belmont PB Narrative Statement

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54 Park Road ADU

Deirdre Houtmeyers and John Fitzgerald are seeking planning board approval in order to convert an existing detached studio into an ADU. Per the ADU by-law, section 6.14, the project requires Design and Site Plan Review and two special permits from the Planning Board.

The primary structure is a two-family home in the GR district. Deirdre and John have owned this property since 1995. They have tenants that live in the first-floor unit, and they live in the second-floor unit. Over the past 30 years they have raised their family here.

John has had Parkinson's disease for over 10 years. Parkinson's disease is a chronic, progressive neurodegenerative disorder that primarily affects movement such as balance, standing and walking. It is specifically debilitating to one's ability to manage stairs and small doorways once a walker or wheelchair is needed for mobility and independence.

Unfortunately, John has recently been hospitalized after he sustained a severe fall. He will need to go through rehab and will not be able to navigate any stairs upon his return home. As previously mentioned, Deirdre and John reside on the second floor of the primary home. Their intention is to build the ADU as quickly as possible so that he can return home after rehab to a ground level accessible living arrangement.

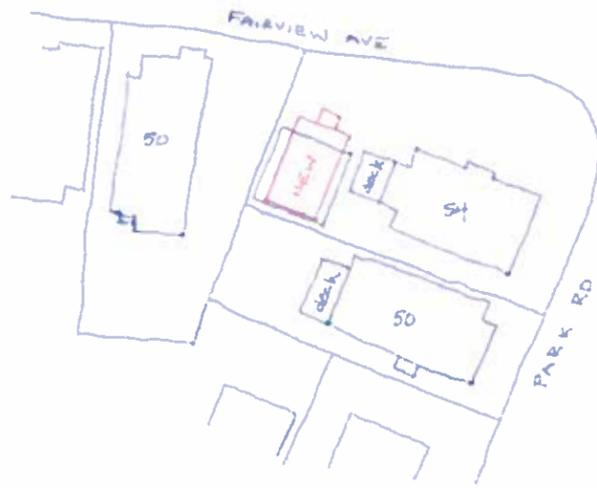
APPROVALS:

The ADU by-law **requires Design and Site Plan Approval in order to convert a structure that has pre-existing non-conformities.** The current studio has a non-conforming side setback (1.6') which we will be altering to become conforming, and a non-conforming rear setback (1.2') which we will be maintaining.

We are making a few critical dimensional improvements to the footprint of the accessory structure – specifically shifting the western façade over in order to conform to the 5' side setback (currently the structure is 1.6' from the side property line) and shifting the eastern façade over in order to conform to the minimum 5' distance required between an accessory structure and the primary structure (currently the structure is 2.5' from the second floor deck associated with the primary structure). We are seeking a **special permit in order to maintain the rear façade** which is currently 1.2' from the rear property line (5' required). The proposed rear façade that is closest to the property line does not include any windows. It is also worth noting that there will still be a generous amount of space between this accessory structure and the abutting homes – approximately 25' from the current studio to the home at 50 Fairview, with a new proposed distance of approximately 28', and approximately 15' diagonally from the current studio to the home at 50 Park, with a new proposed distance of approximately 17', as depicted in this site diagram showing the relationship of the existing and proposed accessory structure to the neighboring structures.

DIAGRAM (existing accessory structure in black, proposed accessory structure in red);

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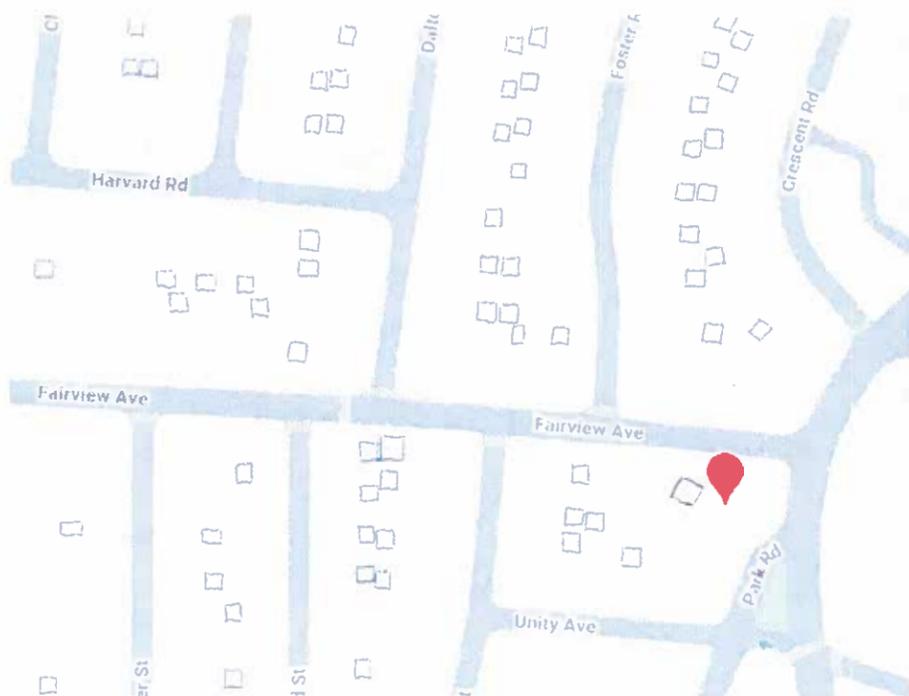


In order to reduce the width of the structure to conform to the 5' side setback and 5' distance from the primary structure, while still providing enough space for a modest first floor living area, we are proposing that we extend the footprint forward toward Fairview Ave by an additional 5.4', decreasing the front setback from 28.7' to 23.3'. Also, we are proposing a covered front porch in order to offer protection from the elements, which is particularly important for John's safety. The proposed front porch is 20.4' from Fairview, still within the 19.8' required setback. The by-law requires a special permit for an ADU that is closer to the front property line than the primary structure (33.4'). The footprint of the existing studio is 611 sf, and the proposed footprint of the ADU is 630 sf – an increase of only 19sf, still well within the allowable percentages for lot coverage and open space.

The current studio is a one-story structure with a flat roof at 9.5' high. The proposed design introduces a gable roof with a proposed height at 17' to the midpoint of the roof, well below the 33' allowed height. This allows us to incorporate some much-needed additional living space for Deirdre on the second floor, tucked in under the eaves. This modest amount of second floor living space is critical in order to maximize their living space within the ADU allowable size and site constraints. The total gross square footage for the proposed ADU is 889 sf (630 sf first floor and 259 sf second floor) which conforms with the by-law requirements. However, the fact that we are proposing a second-floor component in order to achieve this requires Design and Site Plan Approval. The size, scale and massing of the proposed modification to the accessory structure is ubiquitous in the neighborhood as evidenced by this neighborhood diagram showing how many properties have detached structures of similar size, scale and massing – many with similar gable rooflines.

DIAGRAM (detached structures of similar size, scale & massing within the neighborhood):

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DSPR Review Criteria:

- The owners and architect have consulted several times with town staff (Ara Yogurtian) on the best strategy to introduce an ADU on this property. The owners have also reached out to their neighbors, including immediate abutters, and will be providing a petition signed by neighbors supporting their project.
- The dimensions of the proposed ADU structure and the resulting lot coverage comply with the requirements of section 4 (with the exception of the two special permits described above).
- The parking and internal traffic circulation complies with section 5.1 of the by-law. The proposal will maintain the existing bituminous concrete parking area currently located on the Fairview Ave frontage. Furthermore, the property is 0.3 miles from an MBTA bus stop at Belmont Street and Woodleigh Road, qualifying it as a “transit-adjacent lot” that does not require any additional parking.
- There is no proposed signage.
- Per the applicability definition 5.3.1, section 5.3 Landscaping does not apply to this project. However, the project will include landscape screening for the proposed HVAC condenser, will maintain existing vegetation on the site to the extent that is possible, and will incorporate new foundation plantings.

- The project will comply with section 5.4 of the by-law for environmental controls. Specifically, regarding lighting, the proposed project includes the following exterior lighting – one wall-mounted fixture at the second egress door (facing into the property), one wall-mounted fixture at the second-floor balcony door, and two wall-mounted fixtures at the front door. All fixtures will be selected to conform to the guidelines of section 5.4.

In conclusion, the proposed design is in harmony with the neighborhood vernacular, not substantially detrimental to the neighborhood, and in keeping with the intent of Town Meeting and the zoning by-laws, specifically the DSPR criteria (section 7.3.5) and the ADU by-law (section 6.14) which was specifically introduced to increase the opportunities to create ADUs for Belmont residents facing challenging circumstances such as this. Thank you for your understanding, kindness and support to help Deirdre and John create a living space that will support John's mobility, freedom and maximum independence.

Zoning Compliance Check List
(Registered Land Surveyor)

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Property Address: 59 Park Road

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2026

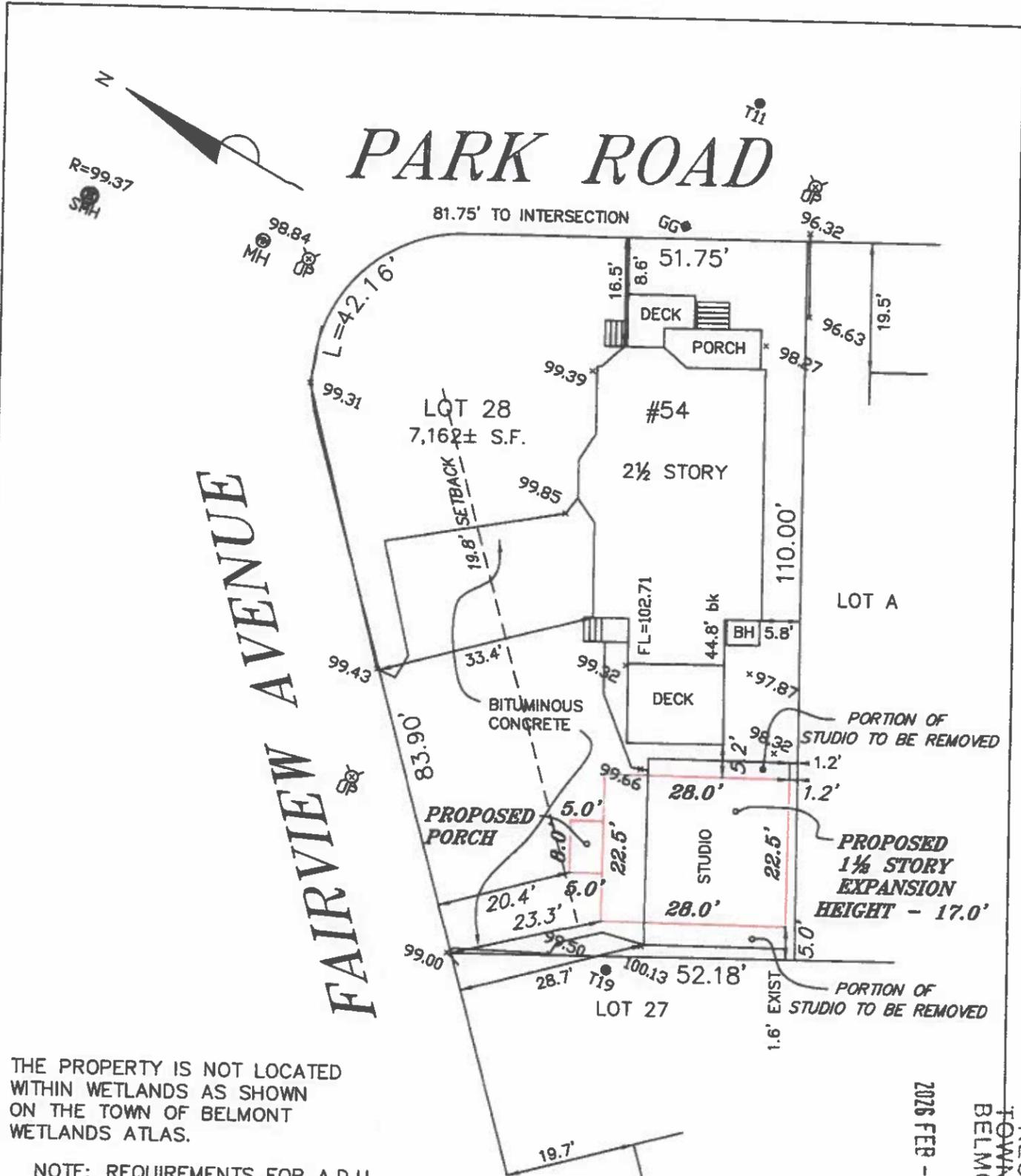
Surveyor Signature and Stamp: [Signature]

Date: 6/11/2023



	REQUIRED	EXISTING	PROPOSED
Lot Area	5000 / 7000	7162	
Lot Frontage	50 / 70	8175	
Floor Area Ratio			
Lot Coverage	35% *	29.0%	29.8%
Open Space	35% *	41.8%	43.6%
Front Setback	19.8'	28.7 (Std.)	20.9'
Side Setback	5' *	16' (Std.)	5.0'
Side Setback	5' *	12' (Std.)	-
Rear Setback	5' *	1.2 (Std.)	1.2
Building Height	33	9.5	17.0'
Stories	2 1/2	1	2
1/2 Story Calculation			

NOTES:
* Compliance for Accessory Dwelling Unit.



THE PROPERTY IS NOT LOCATED WITHIN WETLANDS AS SHOWN ON THE TOWN OF BELMONT WETLANDS ATLAS.

NOTE: REQUIREMENTS FOR A.D.U.
 ZONING DISTRICT: GR (GENERAL RESIDENCE)

	REQ. (ADU)	EXIST.	PROP.
FRONT S/B (PARK):	19.7'	16.5'	-
FRONT S/B (FAIRVIEW):	19.8'	33.4'	20.4'
SIDE SETBACK:	5'	1.6'	5.1'
REAR SETBACK:	5'	1.2'	1.2'
MAXIMUM LOT COVERAGE:	35%	29.0%	29.8%
MINIMUM OPEN SPACE:	35%	41.8%	43.6%
A.D.U. HEIGHT	33'	9.5'	17.0'
LOT FRONTAGE:		81.75'	

TOTAL LOT AREA: 7,162± S.F.



Scott Lynch
 SCOTT LYNCH, PLS DATE

OWNER: DEIDRE O'DOHERTY-HOUTMEYERS
 25692/233
 ASSESSORS MAP 2 - PARCEL 39

PROPOSED PLOT PLAN
#54 PARK ROAD
 IN
BELMONT, MA
 (MIDDLESEX COUNTY)

SCALE: 1" = 20' DATE: 6/11/2025

ROBER SURVEY
 1072 MASSACHUSETTS AVENUE
 ARLINGTON, MA 02476
 (781) 648-5533
 DWG. NO. 7704PP1.DWG

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BELMONT, MA

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REVISIONS
JANUARY 21, 2026

ENERGY AUDIT:

COMPLIANCE DETERMINED BY MASSACHUSETTS 2025 RESIDENTIAL STRETCH CODE AND SPECIALIZED OPT-IN CODE (IECC 2021 W/ MASS AMENDMENTS), PROPERTY FALLS UNDER CLIMATE ZONE 5A.
1. RENOVATION TO COMPLY WITH ENERGY STAR QUALIFIED HOMES THERMAL BYPASS INSPECTION CHECKLIST. INSULATION VALUES AS FOLLOWS: R60 ROOF R-VALUE, R30 FLOOR R-VALUE, R20+5 WALL R-VALUE, R15/19 BASEMENT / CRAWL SPACE WALL R-VALUE.
2. RENOVATION TO COMPLY WITH ENERGY STAR PROGRAM REQUIREMENTS FOR RESIDENTIAL WINDOWS, DOORS, AND SKYLIGHTS - VERSION 8.0. ALL NEW WINDOW GLAZING TO BE .30 U-FACTOR AND SKYLIGHTS TO BE .35 U-FACTOR.
3. HEATING / COOLING DUCTS TO BE SEALED AND TESTED TO MEET REQUIREMENTS OF 401.3.
4. ELECTRICAL SERVICE TO BE 200 AMPS TO EACH UNIT. ELECTRICAL POWER TO THE BUILDING WILL BE FROM OVERHEAD. AT LEAST ONE 50-AMP BRANCH CIRCUIT PER UNIT TO PROVIDE FOR AC LEVEL II CHARGING FOR ELECTRIC VEHICLES.

PROJECT INFORMATION:

ACCESSORY DWELLING UNIT
BELMONT ZONING GR
REQUIRED:
MAX GROSS AREA: SMALLER OF 50% GFA OF PRINCIPLE DWELLING OR 800 SF
MAX 35% LOT COVERAGE
MIN 35% OPEN SPACE
FRONT YARD SETBACK (FAIRMWAY): 19.8'
REAR YARD SETBACK: 5.0'
SIDE YARD SETBACK: 5.0'
PRINCIPLE BUILDING SETBACK: 5.0'
MAX HEIGHT: 2 1/2 STORIES AND 33' TO MIDPOINT

DRAWING LIST

- A1 COVER SHEET
- A2 EXISTING PLAN & ELEVATIONS
- A3 NEW CELLAR PLAN
- A4 NEW FIRST FLOOR PLAN
- A5 NEW SECOND FLOOR PLAN
- A6 NEW ELEVATIONS

LIGHTING LEGEND

- RECESSED LED CAN LIGHT - AS SELECTED BY OWNER
- CEILING MOUNTED PENDANT - AS SELECTED BY OWNER
- CEILING MOUNTED DOWN LIGHT - AS SELECTED BY OWNER
- WALL MOUNTED SCORCHER AS SELECTED BY OWNER
- CEILING FAN WITH INTEGRAL LIGHT - AS SELECTED BY OWNER
- S.D. SMOKE DETECTOR - NOTE ALL NEW AND EXISTING SMOGSES TO BE HAND-WIRED PER CODE
- S/C/O HAND-WIRED SMOKE / CARBON MONOXIDE DETECTOR
- DATA CONNECTION
- TELEPHONE / DATA CONNECTION
- ELECTRIC OUTLET (ELECTRIC LOCATIONS ONLY - ALL OUTLETS AS REQUIRED BY CODE ARE NOT SHOWN ON PLANS)

SYMBOL LEGEND

- WALL TO BE DEMOLISHED
- EXISTING WALL TO REMAIN
- NEW WALL
- INTERIOR ELEVATION
- SECTION
- DOOR TAG
- WINDOW TAG

MILLER DESIGN LLC
80 CLARK STREET
BELMONT, MA 02478

Architect:
Miller Design LLC
80 Clark Street
Belmont MA 02478
617-893-3157

Date: Issued for:
8/28/25 SCHEMATIC DESIGN
10/28/25 DESIGN DEVELOPMENT
1/21/26 REVISIONS

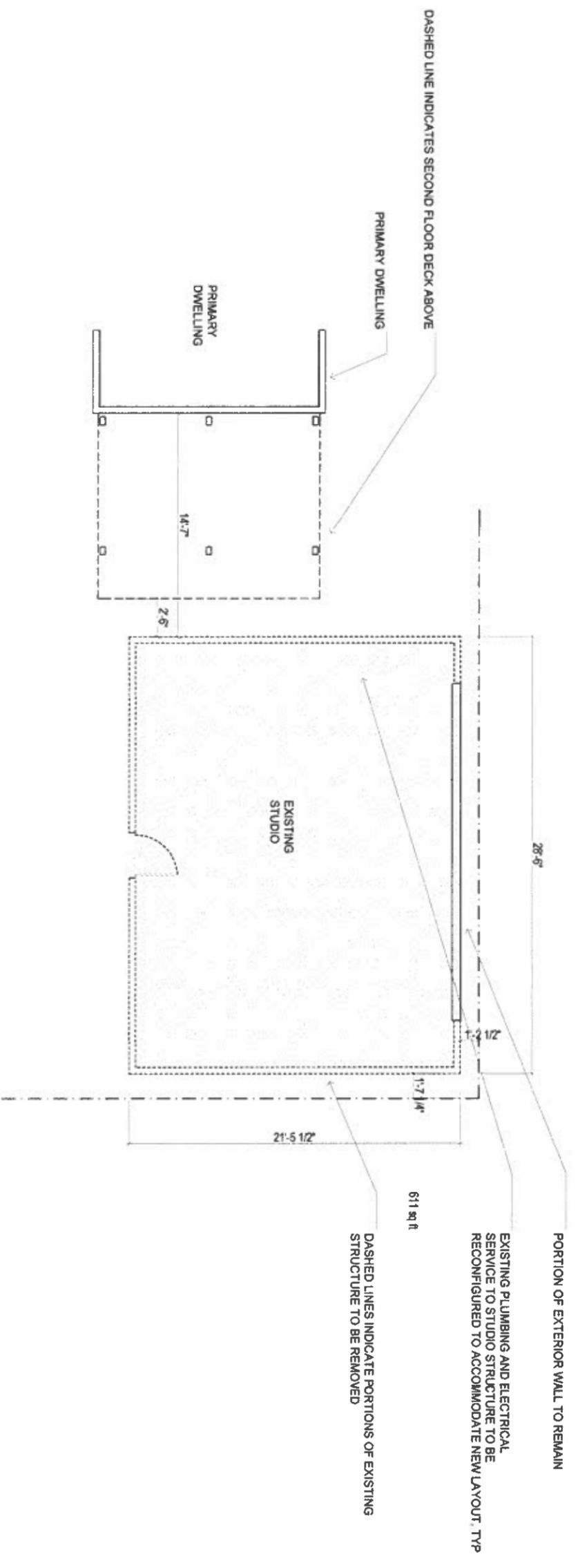
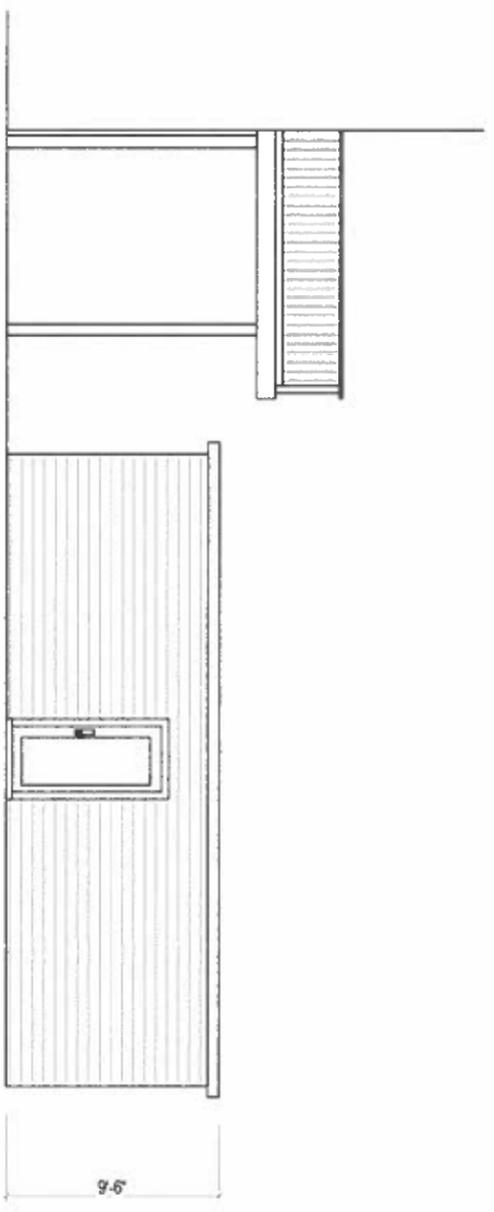


HOUTMEYERS ADU
54 PARK ROAD
BELMONT MA 02478

COVER SHEET

Sheet Number

A1



1 PLAN
SCALE: 1/8" = 1'



MULLER DESIGN LLC

80 CLARK STREET
BELMONT, MA 02478

Architect:
Muller Design LLC
80 Clark Street
Belmont MA 02478
617-993-3157

Date: Issued for:

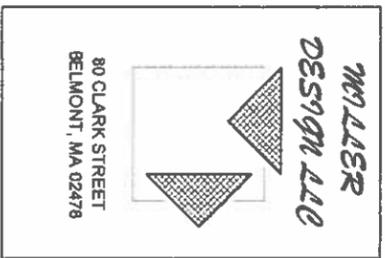
8/23/25	SCHEMATIC DESIGN
10/28/25	DESIGN DEVELOPMENT
1/14/26	REVISIONS



HOLTMEYERS ADU
54 PARK ROAD
BELMONT MA 02478

EXISTING PLAN
AND ELEVATION

Sheet Number:
A2



Architect:
Miller Design LLC
80 Clark Street
Belmont MA 02478
617-983-3157

Date: Issued for:

8/25/25 SCHEMATIC DESIGN

10/28/25 DESIGN DEVELOPMENT

1/14/26 REVISIONS

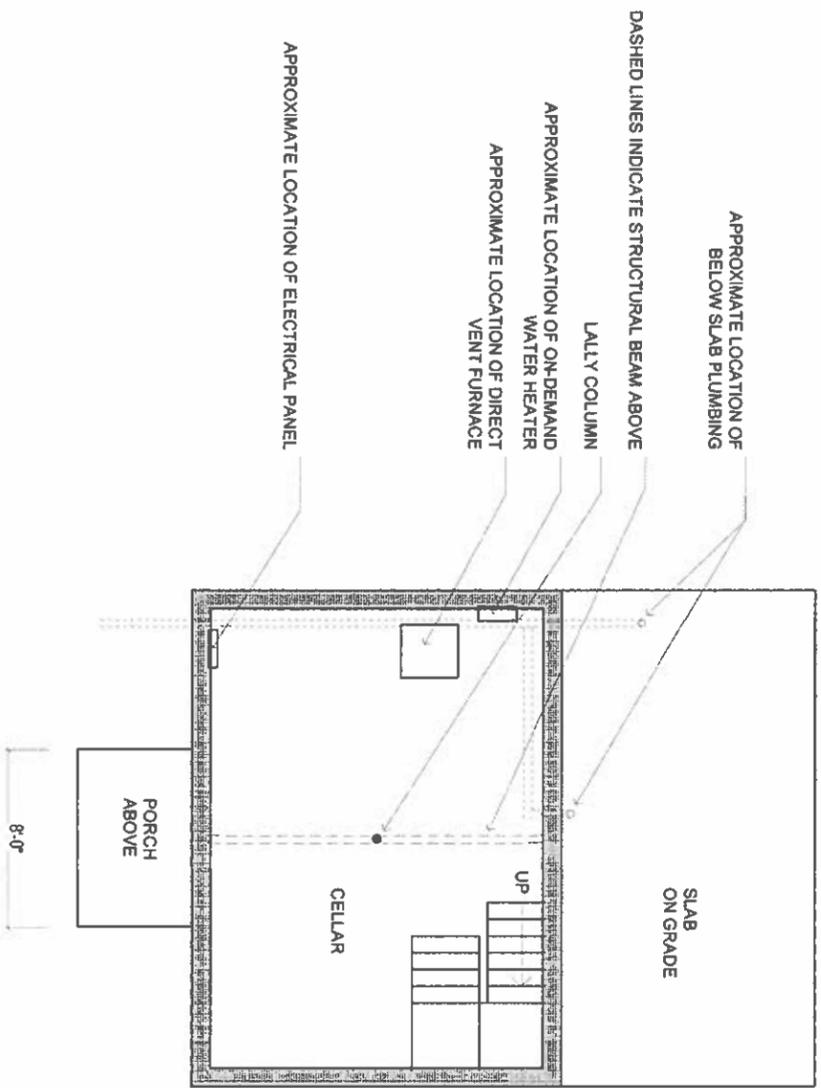


HOUTMEYERS ADU
54 PARK ROAD
BELMONT MA 02478

NEW CELLAR PLAN

Sheet Number:

A3



1 PLAN
SCALE: 1/8" = 1'



MILLER DESIGN LLC
 80 CLARK STREET
 BELMONT, MA 02478

Architect:
 Miller Design LLC
 80 Clark Street
 Belmont, MA 02478
 617-983-3157

Date: Issued for:
 8/25/25 SCHEMATIC DESIGN
 10/28/25 DESIGN DEVELOPMENT
 1/14/28 REVISIONS



HOUTMEYERS ADU
 54 PARK ROAD
 BELMONT, MA 02478

NEW FIRST FLOOR PLAN

Sheet Number

A4

DASHED LINES REPRESENT 5' ACCESSIBLE TURNING RADIUS

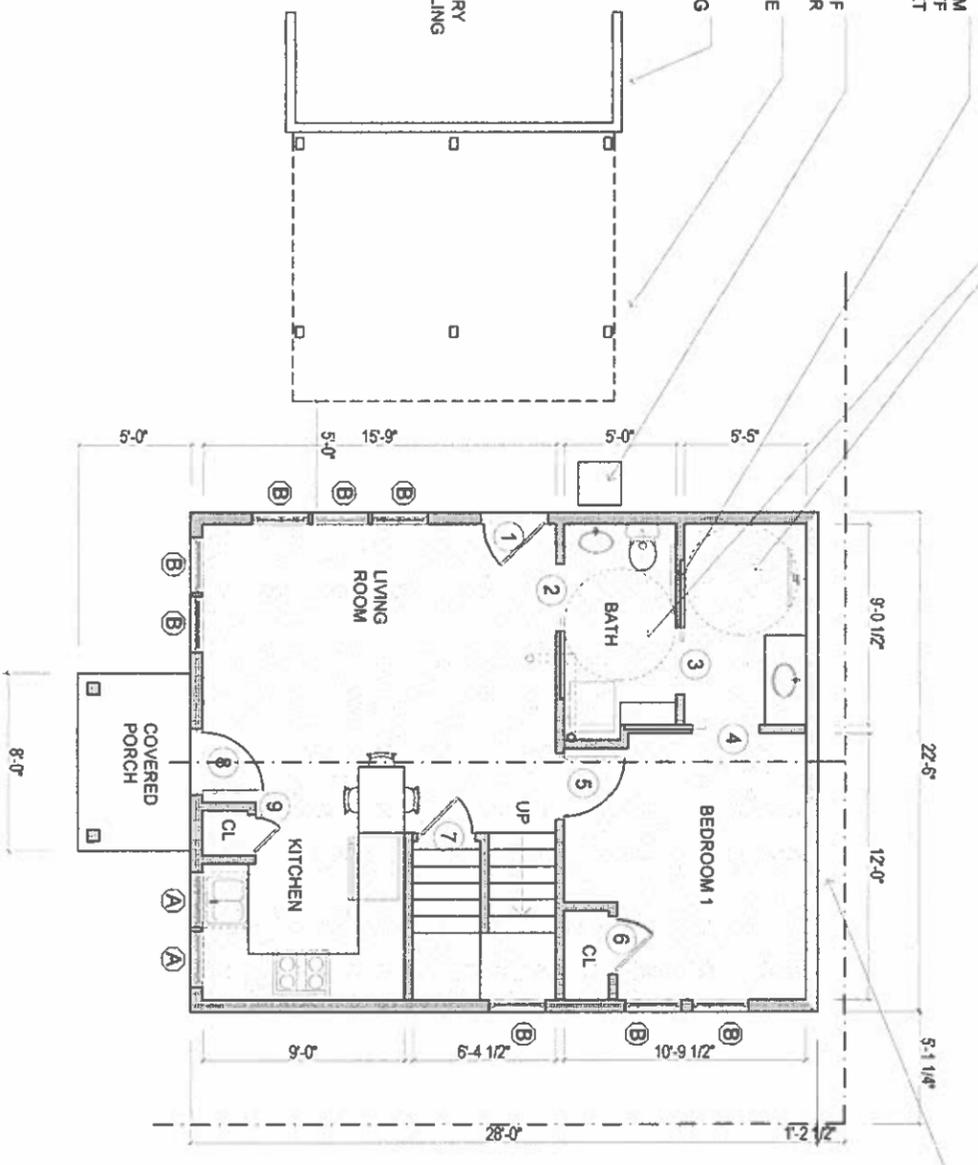
NEW ADA COMPLIANT 36" LONG, 1 1/2" DIAM STAINLESS STEEL HORIZONTAL GRAB BAR AT 33" AFF AND 12" FROM WALL BEHIND TOILET

APPROXIMATE LOCATION OF NEW CONDENSER

DASHED LINE INDICATES SECOND FLOOR DECK ABOVE

PRIMARY DWELLING

PRIMARY DWELLING

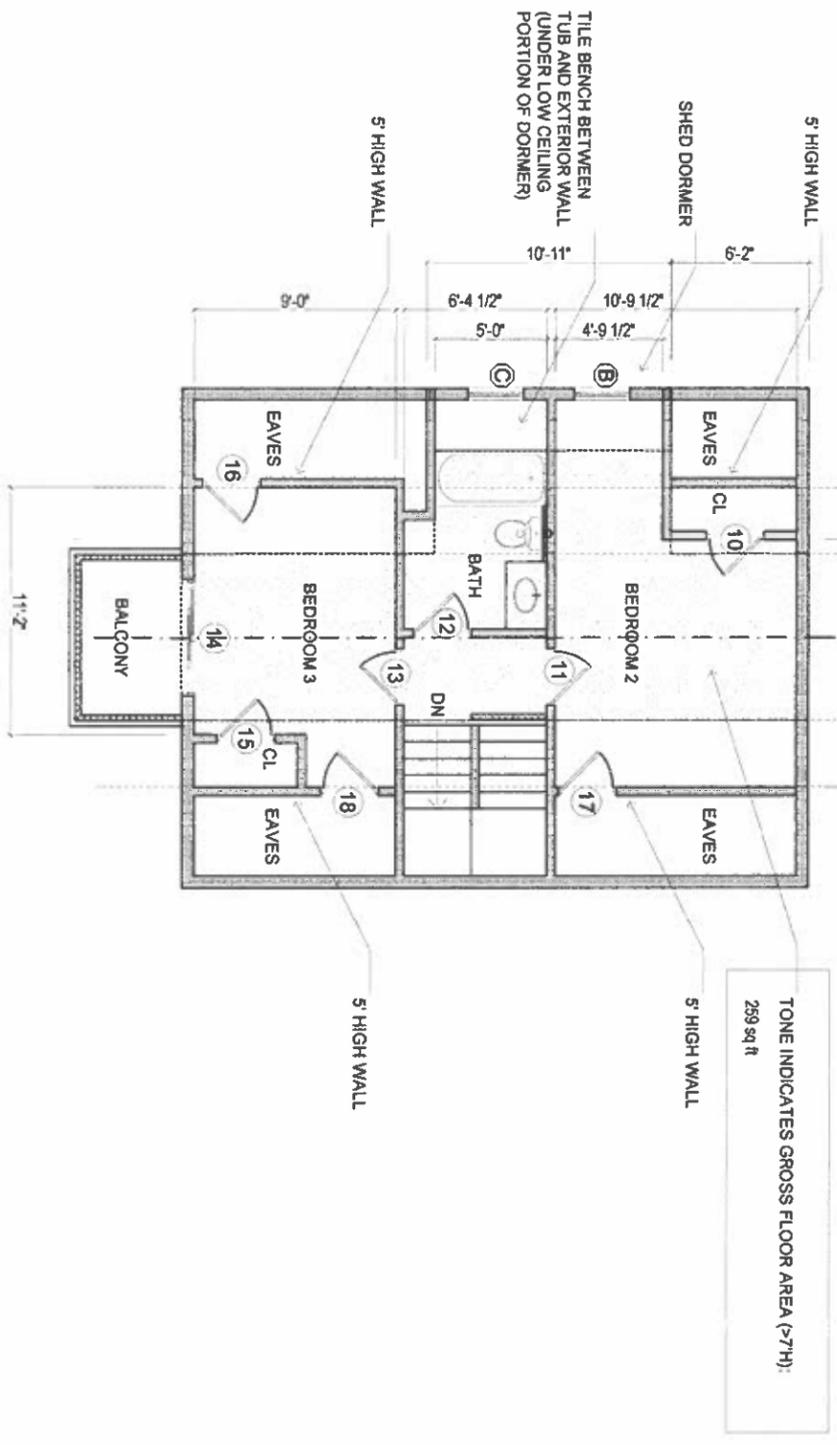
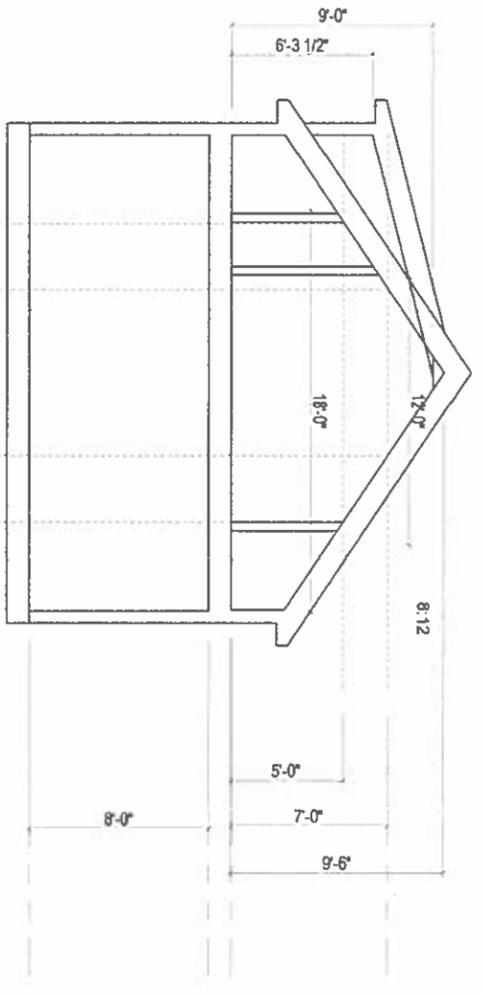


PORTION OF EXTERIOR WALL TO REMAIN

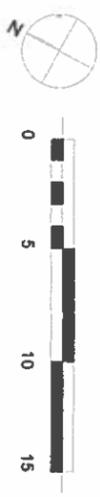
630 sq ft

1 PLAN
 SCALE: 1/8" = 1'





1 PLAN
SCALE: 1/8" = 1'



MILLER DESIGN LLC
 80 CLARK STREET
 BELMONT, MA 02478

Architect:
 Miller Design LLC
 80 Clark Street
 Belmont, MA 02478
 617-983-3157

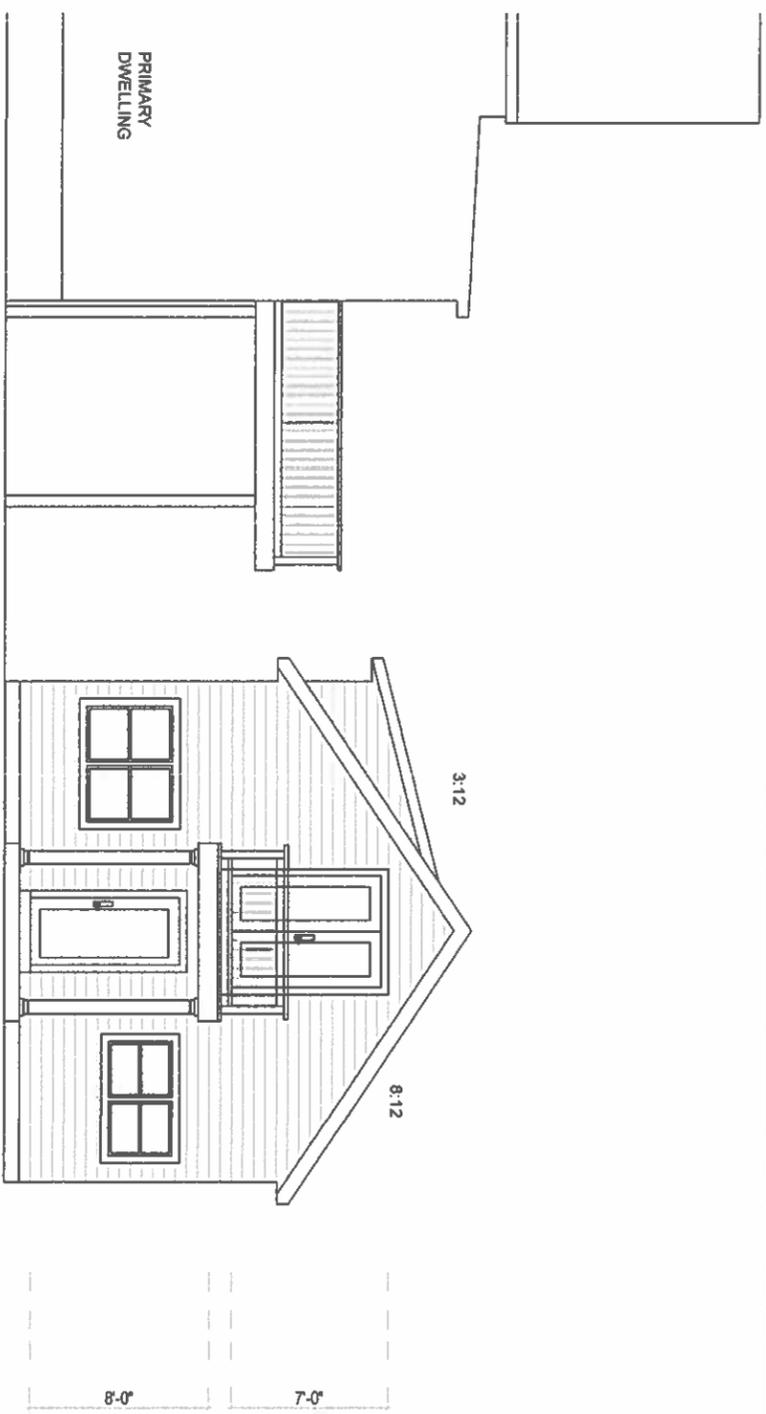
Date:	Issued for:
8/25/25	SCHEMATIC DESIGN
10/28/25	DESIGN DEVELOPMENT
1/21/26	REVISIONS



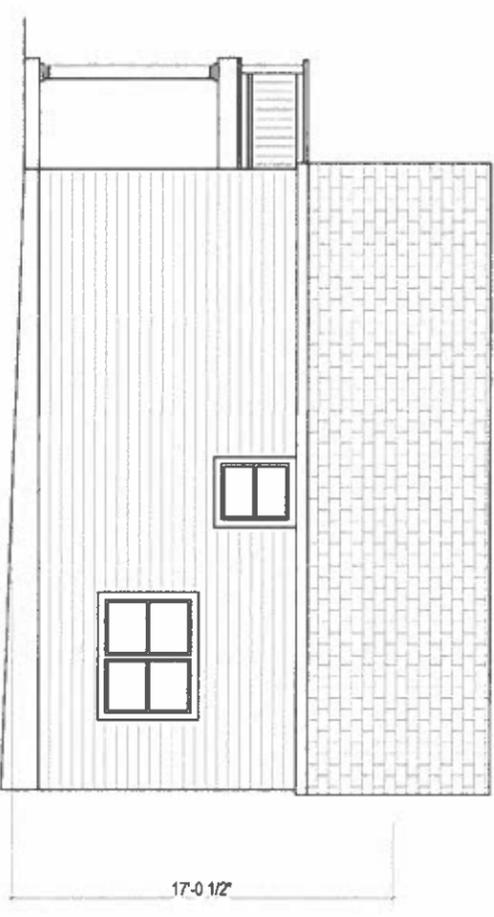
HOUTMEYERS ADU
 54 PARK ROAD
 BELMONT, MA 02478

NEW SECOND FLOOR PLAN

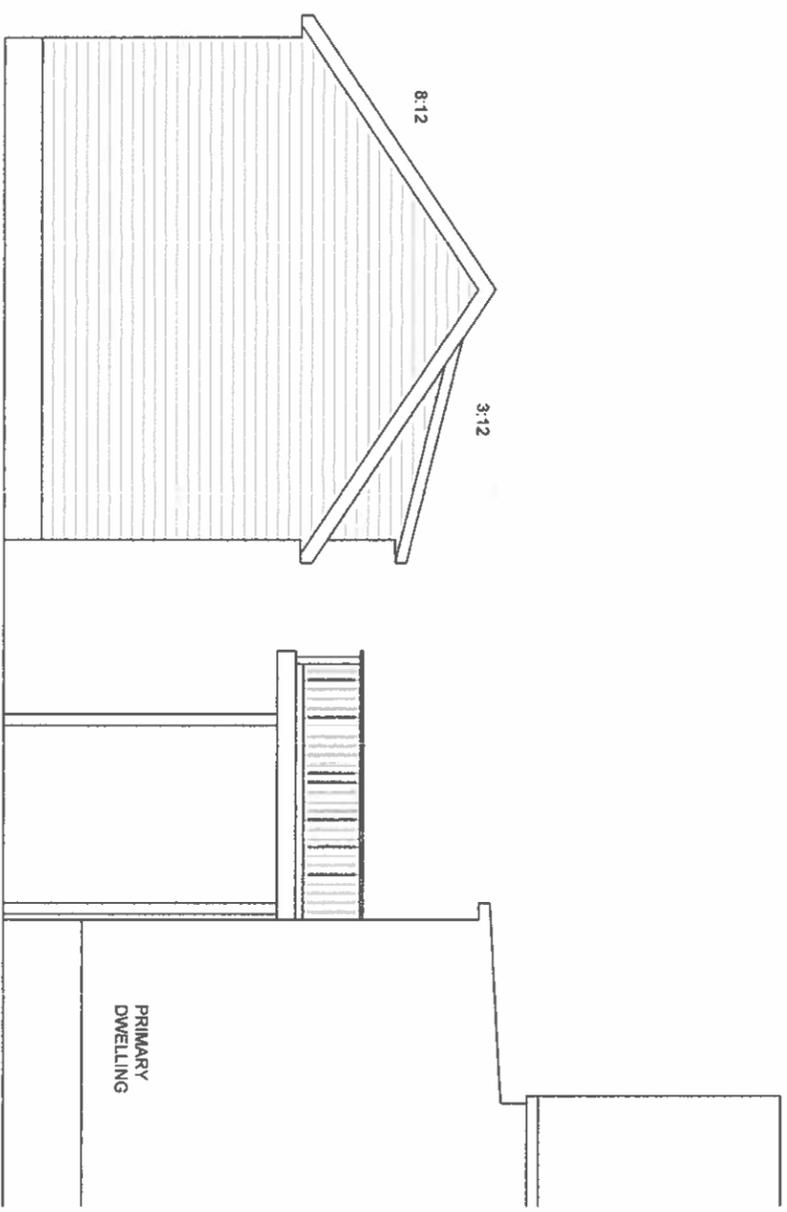
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A5



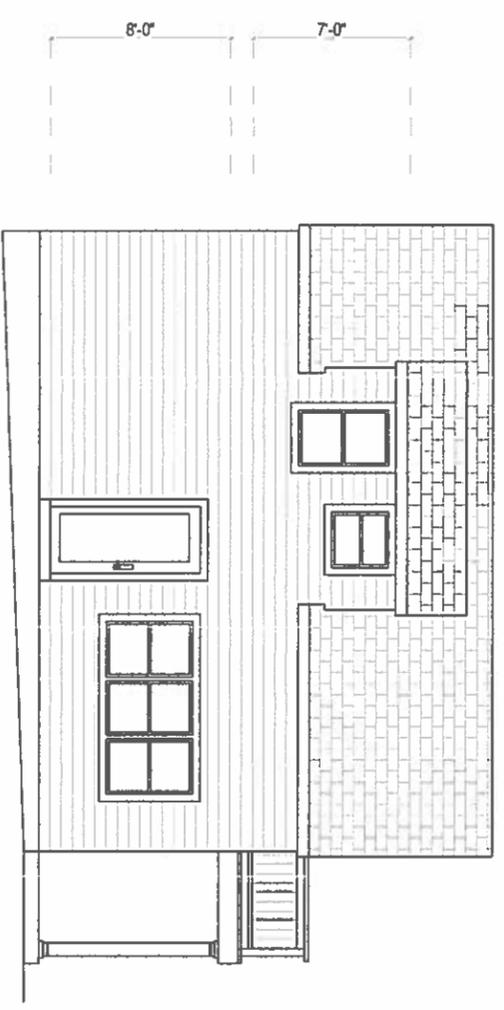
1 FRONT ELEVATION
SCALE: 1/8" = 1'



2 SIDE ELEVATION
SCALE: 1/8" = 1'



3 REAR ELEVATION
SCALE: 1/8" = 1'



4 SIDE ELEVATION (FACING MAIN HOUSE)
SCALE: 1/8" = 1'



MILLER DESIGN LLC
80 CLARK STREET
BELMONT, MA 02478

Architect:
Miller Design LLC
80 Clark Street
Belmont MA 02478
817-883-5157

Date: Issued for:
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1/14/26 REVISIONS



HOUTMEYERS ADU
54 PARK ROAD
BELMONT MA 02478

NEW ELEVATIONS

Sheet Number:
A6