



Mead, Talerman & Costa, LLC  
Attorneys at Law

30 Green Street  
Newburyport, MA 01950  
Phone 978.463.7700  
Fax 978.463.7747

www.mtclawyers.com

RECEIVED

FEB 13 2020

Newburyport Planning Dept.

February 13, 2020

By Hand

Jennifer Blanchet  
Zoning Administrator  
City of Newburyport  
City Hall  
60 Pleasant Street  
Newburyport, Massachusetts 01950

Bonnie Sontag, Chair  
Planning Board  
City of Newburyport  
City Hall  
60 Pleasant Street  
Newburyport MA 01950

Re: Withdrawal of Shared Parking Special Permit;  
93 State Street, Newburyport, MA (the "Property")  
Assessor's Map: 14 Lot: 40 and 39

Dear Ms. Blanchet and Chair Sontag and Members of the Board:

Reference is made to the above-captioned matter. In that connection, this firm submitted an application to the Planning Board for a Shared Parking Special Permit for Parking on behalf of the Institution for Savings in Newburyport (the "Applicant"). Since that time the Applicant has revised its plans to reduce the size of the proposed building.

As you know, at the presently existing 12,560 square footage of useable floor area, the Applicant is required to have 38 parking spaces; the existing condition on the Property is 36 parking spaces, two spaces short of the requirement.

The revised proposed addition includes 7,437 square feet which requires an additional 23 spaces. However, because of the construction, the bank is losing 8 of the existing spaces. As a result, there is a shortage of 31 spaces. Please see attached schematics.

While the Applicant will continue to be required to obtain the ITIF special permit it will not be required to obtain a shared parking special permit.

Respectfully submitted  
Institution for Savings in Newburyport  
By its Attorney

  
Lisa L. Mead

Attachment  
cc: client

*Millis Office*

730 Main Street, Suite 1F  
Millis, MA 02054  
Phone 508.376.8400

BIT. CONC

R  
C

LL  
Total Enclosed Floor  
Area 1420 gfa

Deducts  
Stair 120 gfa  
Stair 186 gfa  
Stair/Elevator 137 gfa  
Mechanical 392 gfa

Total LL 585 gfa

Stair  
120 gfa

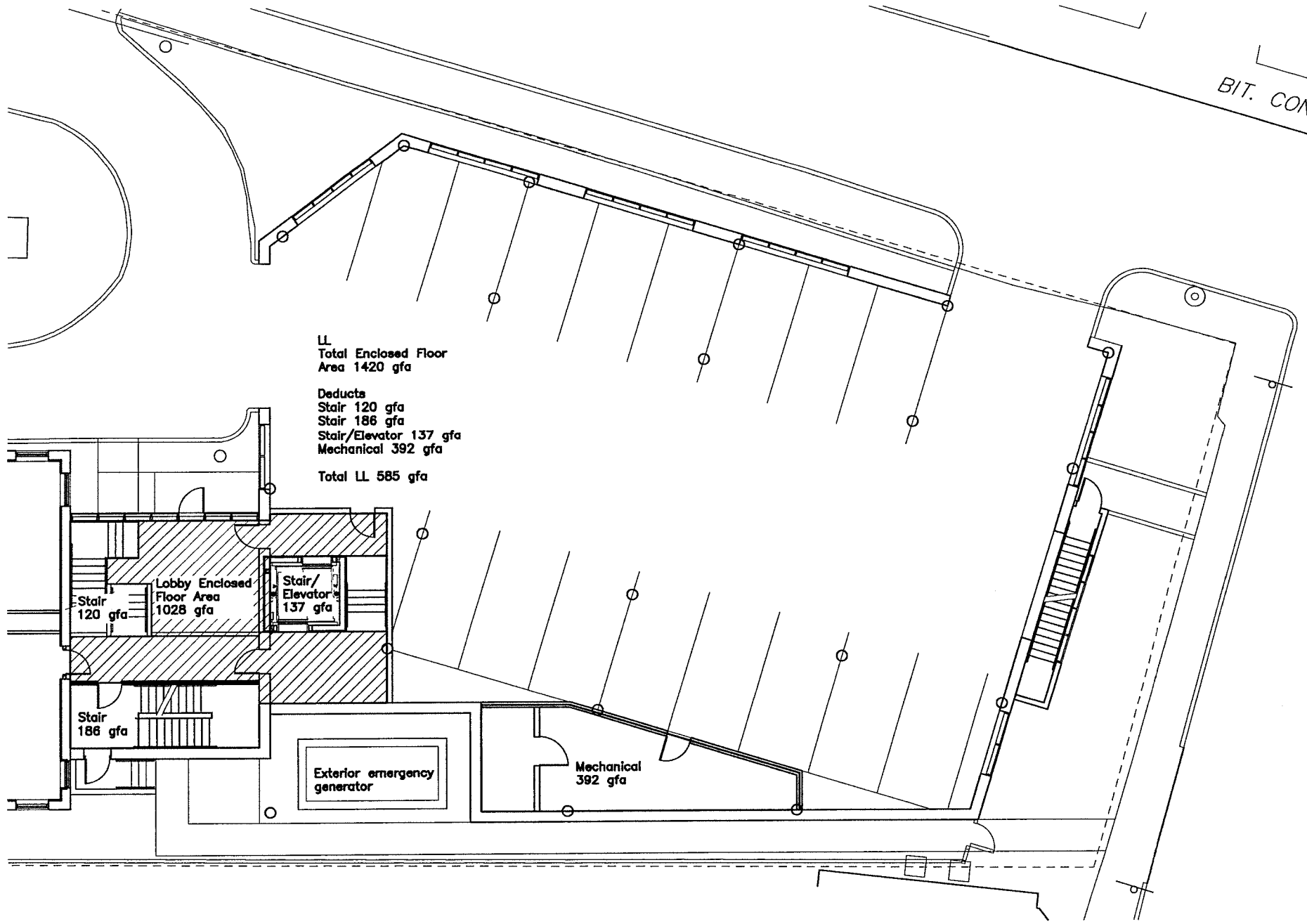
Lobby Enclosed  
Floor Area  
1028 gfa

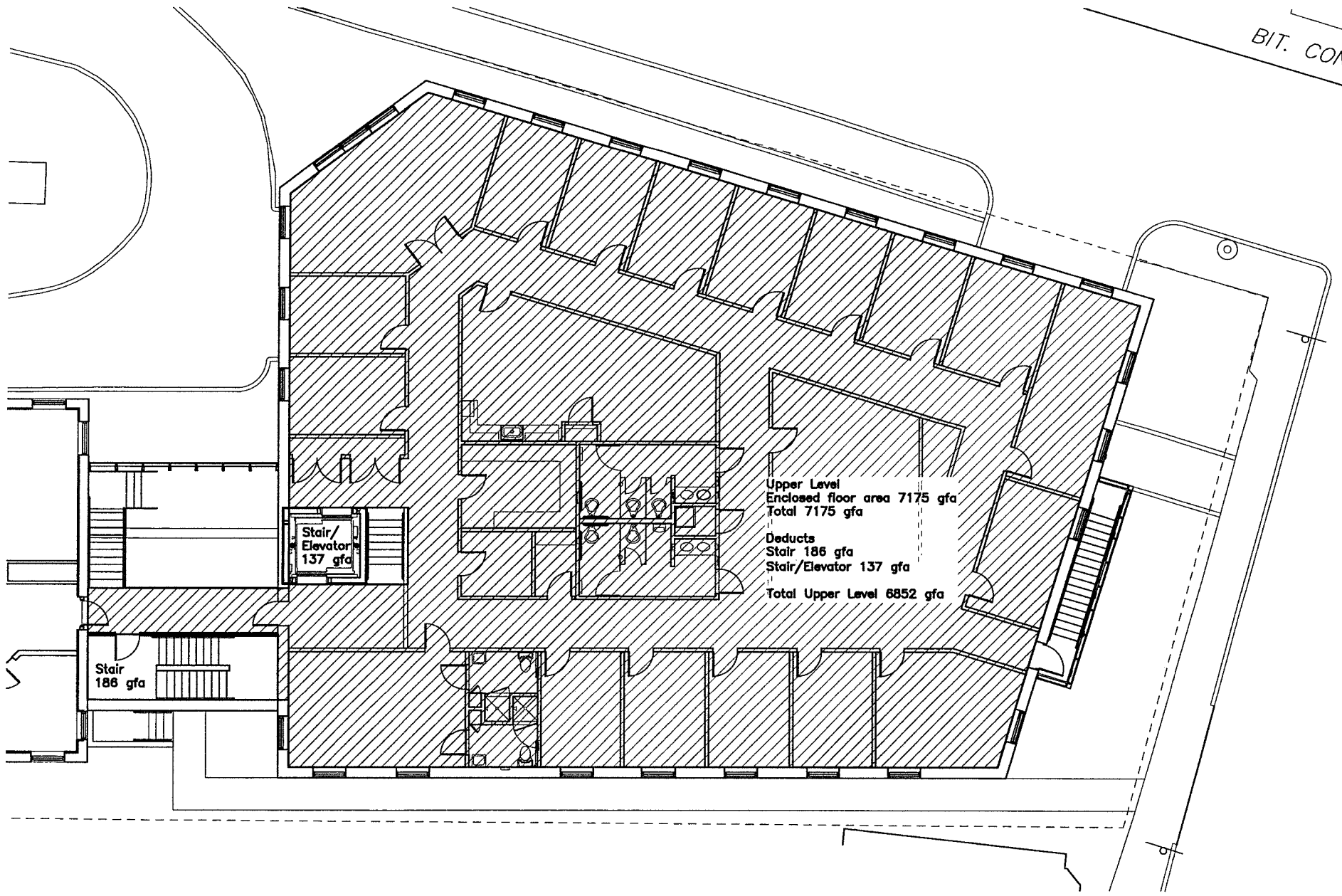
Stair/  
Elevator  
137 gfa

Stair  
186 gfa

Exterior emergency  
generator

Mechanical  
392 gfa





Stair/  
Elevator  
137 gfa

Stair  
186 gfa

Upper Level  
Enclosed floor area 7175 gfa  
Total 7175 gfa  
  
Deducts  
Stair 186 gfa  
Stair/Elevator 137 gfa  
Total Upper Level 6852 gfa

**City of Newburyport Planning Board  
Application for a SPECIAL PERMIT**

RECEIVED

JAN 23 2020

Newburyport Planning Dept.

The undersigned hereby submits an application for:

- Special Permit  
 Special Permit amendment

Petitioner: Institution for Savings in Newburyport c/o Lisa Mead, Mead, Talerman & Costa, LLC

Address: 30 Green Street

Phone: 978-463-7700

Email: lisa@mtclawyers.com

Owner: Institution for Savings in Newburyport

Address: 93 State Street

Phone: \_\_\_\_\_

Site Address: 93 State Street

Assessor's Map and Lot(s): 14 - 40 Zoning District: B2 / DOD

Book and Page #: \_\_\_\_\_ or Certificate of Title: \_\_\_\_\_

**Ordinance section where relief is being requested:**


- |   |  |
|---|--|
| <input type="checkbox"/> Table of Permitted Uses (V-D)            | <input type="checkbox"/> Courts and Lanes (XXIII)                    |
| <input type="checkbox"/> One residential structure per lot (VI.C) | <input type="checkbox"/> Waterfront West Overlay District (XXIV)     |
| <input type="checkbox"/> Open Space Residential Development (XIV) | <input type="checkbox"/> Towle Complex Redev. Overlay District (XXV) |
| <input type="checkbox"/> Water Resource Protection District (XIX) | <input checked="" type="checkbox"/> Other <u>Shared Parking</u>      |
| <input type="checkbox"/> Federal Street Overlay District (XXII)   | (For XXVII, see DOD Special Permit Application)                      |

**Describe the Special Permit request:**

Shared parking beyond 300 feet

**Petitioner and Landowner signature(s):**

Every application for a Special Permit shall be made on this form, which is the official form of the Planning Board. It shall be the responsibility of the petitioner to furnish all supporting documentation with this application. The dated copy of this application received by the City Clerk or Office of Planning and Development does not absolve the applicant from this responsibility. Failure to comply with application requirements as cited herein may result in the Planning Board dismissing the application as incomplete.

Signature of petitioner/owner: 

Print name(s) here: Michael J. Jones

**City of Newburyport Planning Board  
Application for a SPECIAL PERMIT**

The undersigned hereby submits an application for:

- Special Permit
- Special Permit amendment

Petitioner: Institution for Savings in Newburyport c/o Lisa Mead, Mead, Talerman & Costa, LLC

Address: 30 Green Street

Phone: 978-463-7700

Email: lisa@mtclawyers.com

Owner: Institution for Savings in Newburyport

Address: 93 State Street

Phone: \_\_\_\_\_

Site Address: 93 State Street

Assessor's Map and Lot(s): 14 - 40 Zoning District: B2 / DOD

Book and Page #: \_\_\_\_\_ or Certificate of Title: \_\_\_\_\_

**Ordinance section where relief is being requested:**

- |   |  |
|---|--|
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Signature of petitioner/owner: 

Print name(s) here: Michael J. Jones



Mead, Talerman & Costa, LLC  
Attorneys at Law

---

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Newburyport, MA 01950  
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Fax 978.463.7747

[www.mtclawyers.com](http://www.mtclawyers.com)

January 23, 2020

By Hand

Bonnie Sontag, Chair  
Planning Board  
City of Newburyport  
City Hall  
60 Pleasant Street  
Newburyport, Massachusetts 01950

Re: Shared Parking Special Permit:  
93 State Street, Newburyport, MA (the "Property");  
Assessor's Map: 14 Lot: 40

Dear Chair and Members of the Board:

Reference is made to the above-captioned matter. In that connection, this firm represents the owner of the Property, the Institution for Savings in Newburyport (the "Bank"), relative to the construction of a two-story addition to the rear of the building located on the Property. The Bank seeks a special permit for off-site shared parking beyond 300 feet of the Property.

As reflected in the Bank's January 8, 2020 application for an ITIF Special Permit, the Bank requires, under the Ordinance, 65 parking spaces, of which it proposes to provide 30 parking spaces on-site. The ITIF Special Permit seeks to utilize the Harris Street municipal lot, which is located within 300 feet of the Property. While there are no limitations on the number of spaces to be accounted for in a municipal lot when applying for an ITIF Special Permit, for the purpose of this application, the Bank understands the position of the City.

The Harris Street municipal lot contains 31 parking spaces, 4 spaces short of the 35 spaces the Bank needs. Section VII-A of the Ordinance provides that, "[n]otwithstanding the requirements of this section, "shared" parking areas may be allowed to meet the requirements of this section (for a reduction in total parking spaces) by a special permit granted by the planning board, pursuant to this section, for uses having different peak times of parking demand."

The Bank proposes to share 4 parking spaces with Kelly's Taylor Rental located at 161 State Street. The assent of the owner of 161 State Street for the shared parking spaces is attached hereto. As explained in detail in the Bank's January 22, 2020 supplemental filing, all 23 of the Bank's employees are not on-site all day, every day. There are work shifts due to the hours of operation which include Saturdays. Thus, on any given day there are no more than 20 employees on site.

The Bank also provides 12 additional spaces located adjacent to the corner of State Street and Prospect Street for customers only. No employees are permitted to park in these spaces. There will be no impact on the customer spaces by the project

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*Millis Office*

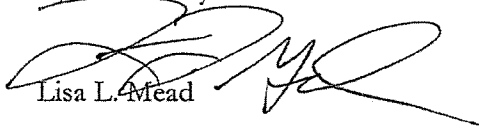
730 Main Street, Suite 1F  
Millis, MA 02054  
Phone 508.376.8400

and at any given time there are several customer spaces which go unused. Further, the project will not impact the amount of retail banking available. As you are aware, from our prior filing, the Bank is reallocating office space and archival space.

The Bank employs several other methods, previously explained, in order to address parking for its employees and not impose upon public parking. First, the Bank offers to its employees, as a benefit, payment for annual parking in a municipal lot; 4 employees currently utilize this benefit. Second, the Bank instructs its employees NOT to park in the nearby Harris Street municipal lot. Indeed, it is a policy of the Bank not to use the Harris Street lot.

In reality, the Bank does not actually need the 35 additional spaces as noted in our prior filings notwithstanding the requirements under the Ordinance, said requirement being based on square footage. The Bank respectfully requests that Board grant a Special Permit for shared parking beyond 300 feet to allow the Bank to provide 4 parking spaces at 161 State Street to meet its requirements under the Ordinance.

Respectfully submitted,  
Institution for Savings in Newburyport  
By its attorney

  
Lisa L. Mead

cc: Client

PCK Inc.  
161 State Street  
Newburyport, MA 01950

January 23, 2020

City of Newburyport  
Planning Board  
60 Pleasant Street  
Newburyport, MA 01950

Re: Institution for Savings Special Permit for Shared Parking

To Whom It May Concern:

Please be advised the PCK, Inc. has entered into an agreement with the Institution for Savings to lease four parking spaces at the above place of business to accommodate their shared parking permit application with the City of Newburyport.

PCK Inc. owns and operates Taylor Rental. Due to the nature of this business the peak times of parking are early morning, late afternoon (4:00-5:00 pm) and on weekends. Therefore, we have sufficient spaces available for Bank employee use during banking hours.

Upon permit approval from the City for the Bank's proposed expansion project a lease will be prepared and executed by both parties.

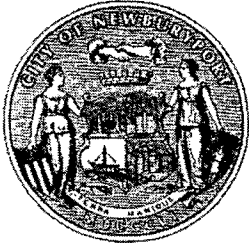
Please do not hesitate to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter G. Kelly", written over a horizontal line.

Peter G. Kelly  
President





CITY OF NEWBURYPORT  
OFFICE OF PLANNING AND DEVELOPMENT  
60 PLEASANT STREET • P.O. BOX 550  
NEWBURYPORT, MA 01950  
(978) 465-4400  
WWW.CITYOFNEWBURYPORT.COM

**ZONING ADMINISTRATION MEMO**

**To:** Bonnie Sontag, Planning Board Chair

**Site:** 93 State Street (12 Prospect St)

**Date:** February 13, 2020

Based on the plan materials submitted as part of the February 13, 2020 MTC correspondence I concur that the Shared Parking Special Permit from the Planning Board as previously determined to be required will no longer be required provided that the ITIF Special Permit for 31 spaces is granted by the Planning Board.

Should the plans change to exceed the square footage as shown within the plans as attached to the above referenced memo, then a new Zoning Review will be required.

A handwritten signature in black ink, appearing to read "Jennifer Blanchet".

Jennifer Blanchet  
Newburyport Zoning Administrator  
& Enforcement Officer  
978-465-4400 x 1227  
Jblanchet@cityofnewburyport.com

cc. Lisa Mead, MTC Attorneys at Law