



CITY OF NEWBURYPORT  
OFFICE OF PLANNING AND DEVELOPMENT  
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Zoning Administration Memo

June 29, 2020

Bonnie Sontag  
Planning Board Chair  
Newburyport Planning Board

Re: 93 State Street /12 Prospect Street

Dear Bonnie,

I wanted to provide you with my perspective with regard to the existing parking deficiency at the Institution for Savings. I had previously been asked to review the parking count as it related to an application for the ITIF special permit. For this SP and associated pay-in the existing deficiency is not counted towards the potential pay-in. This however did not address the existing deficiency and how making an expansion to the project required the existing deficiency to be rectified. This could have been achieved by several methods, however this applicant has chosen to increase the parking count on site to 60 total by adding a surface parking space in order to address both existing and proposed parking concerns.

You may be aware that in a June 11, 2020 email from Attorney Mark Griffin to me it was suggested that the project would need a Special Permit for non-conformities to address this existing condition. This is one possible avenue, but not the only solution, and not the one that the applicant chose.

Additionally, Attorney Griffin also contends that this project should be classified as a Corporate Headquarters based on the expansion. Use 612, Corporate Headquarters is "A building or group of buildings containing offices for corporate headquarters and associated operations such as research and development. **Each building shall occupy a minimum of twenty five thousand (25,000) square feet gross floor area** and may serve multiple businesses that each occupy a minimum of five thousand (5,000) square feet." The existing nor the proposed buildings fall in to this definition. **The existing bank is considered Use 404 Retail Services which explicitly includes banking and does not exclude associated office space which the expansion contains.** I therefore hold in my determination that the existing and the proposed Use of this property is 404 Retail Services and therefore there is no expansion of a non-conforming Use and therefore no need for a Special Permit for non-conformities as suggested.

Best Regards,

A handwritten signature in black ink, appearing to read "Jennifer Blanchet". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jennifer Blanchet

**ZONING ADMINISTRATOR AND ENFORCEMENT OFFICER**

CC: file