

3/10/2025

63 School Site Minor Site Plan Narrative

To Whom It May Concern:

63 School St is currently a mixed use property with two existing residential dwelling units attached to a single family home which at some point had been utilized as commercial office space by the previous owner. The property is located in the CVP district and is surrounded primarily by other multi family residences. Our plan was to convert the space that the previous owner was using as commercial space back into a residential dwelling unit, and so we applied for a residential building permit (BP-1096-2024) which was issued on 12/13/24.

After spending nearly \$60,000 renovating the building and going through various inspections with the City building department, we were notified that the building permit should not have been issued and we need to submit a minor site plan application due to meeting criteria of 28-9-4(d) g.

This project involves no work to the exterior of the property, there are an adequate number of parking spaces existing (6 required, 6 existing plus an additional 2 garage spaces).

The proposed change from a “commercial” use to residential use will demonstrably reduce the traffic impact to the property. Additionally the change from “commercial” to residential use will reduce the impact on the existing water and sewer system as commercial properties are calculated to have a higher impact on those systems.

Due to the fact that there are no changes to the exterior of the property, and the impacts to the city are reduced in almost every capacity we are requesting the following waivers to the minor site plan application.

- 12.02 (d)
- 12.03 (sections 1-6)
- 12.06 (sections 1-5)
- 12.07
- 12.08
- 12.09
- 13.01 (sections 6-9)
- 13.02 (sections 1-11)
- 15.01 (sections 1-10)
- 15.02 (sections 1,5,6)
- 15.03 (sections 3-6,10-25)
- 15.04 (sections 6-8,12-28)

Thank you for your consideration,

Jeff Kelley  
MOR Real Estate Holdings LLC/Allison Street Holdings LLC