



# CITY OF CAMBRIDGE

BOARD OF ZONING APPEAL

831 Massachusetts Avenue, Cambridge MA 02139

617-349-6100

2024 FEB 16 AM 10:26  
OFFICE OF THE CITY CLERK  
CAMBRIDGE, MASSACHUSETTS

## BZA Application Form

BZA Number: 258026

### General Information

The undersigned hereby petitions the Board of Zoning Appeal for the following:

Special Permit:   X                        Variance:                             Appeal:       

**PETITIONER:** Thomas Klemas C/O Adam Glassman / GCD Architects

**PETITIONER'S ADDRESS:** 17 Brown Street #2 Cambridge, MA, 02138, Cambridge, Massachusetts 02138

**LOCATION OF PROPERTY:** 241 Norfolk St., Cambridge, MA

**TYPE OF OCCUPANCY:** 2 Family Structure                      **ZONING DISTRICT:** Residence C-1 Zone

**REASON FOR PETITION:**

### **DESCRIPTION OF PETITIONER'S PROPOSAL:**

3 New Right Side Window Openings within Required Right Side Setback

### **SECTIONS OF ZONING ORDINANCE CITED:**

Article: 5.000            Section: 5.31 (Table of Dimensional Requirements).  
Article: 8.000            Section: 8.22.2.c (Non-Conforming Structure).  
Article: 10.000          Section: 10.40 (Special Permit).

Original  
Signature(s):

ADAM GLASSMAN

(Petitioner (s) / Owner)

ADAM GLASSMAN

(Print Name)

Address: 17 BROWN ST #2 CAMBRIDGE MA 02138  
Tel. No. 16174128450  
E-Mail Address: ajglassman.ra@gmail.com

Date: 2/14/2024

**BZA APPLICATION FORM - OWNERSHIP INFORMATION**

**To be completed by OWNER, signed before a notary and returned to The Secretary of the Board of Zoning Appeals.**

I/We Thomas Klemas  
\_\_\_\_\_ (OWNER)

Address: 241 Norfolk St Cambridge MA  
\_\_\_\_\_

State that I/We own the property located at 241 Norfolk St Cambridge MA,  
which is the subject of this zoning application.

The record title of this property is in the name of \_\_\_\_\_  
Thomas Klemas

\*Pursuant to a deed of duly recorded in the date 9/28/2005, Middlesex South  
County Registry of Deeds at Book 46174, Page 565; or  
Middlesex Registry District of Land Court, Certificate No. \_\_\_\_\_  
Book \_\_\_\_\_ Page \_\_\_\_\_.

Thomas Klemas  
\_\_\_\_\_  
SIGNATURE BY LAND OWNER OR  
AUTHORIZED TRUSTEE, OFFICER OR AGENT\*

**\*Written evidence of Agent's standing to represent petitioner may be requested.**

-----  
Commonwealth of Massachusetts, County of Middlesex

The above-name Thomas Klemas personally appeared before me,  
this 9th of FEB, 2024, and made oath that the above statement is true.

Anthony Tuccinardi Notary

My commission expires June 27, 2025 (Notary Seal).

- If ownership is not shown in recorded deed, e.g. if by court order, recent deed, or inheritance, please include documentation.



## **BZA Application Form**

### **SUPPORTING STATEMENT FOR A SPECIAL PERMIT**

**Please describe in complete detail how you meet each of the following criteria referring to the property and proposed changes or uses which are requested in your application. Attach sheets with additional information for special permits which have additional criteria, e.g.; fast food permits, comprehensive permits, etc., which must be met.**

**Granting the Special Permit requested for 241 Norfolk St., Cambridge, MA (location) would not be a detriment to the public interest because:**

**A) Requirements of the Ordinance can or will be met for the following reasons:**

Per 8.22.2 d, a Special Permit may be granted as the proposed (3) new window openings on the existing non-conforming right side wall will create no new non-conformities. The proposed work will create or cause no detriments to the abutters' abilities to use and enjoy their properties as they are currently used and enjoyed.

**B) Traffic generated or patterns of access or egress would not cause congestion hazard, or substantial change in established neighborhood character for the following reasons:**

There will be no loss of on street parking, the existing off-site parking will remain unchanged.

**C) The continued operation of or the development of adjacent uses as permitted in the Zoning Ordinance would not be adversely affected by the nature of the proposed use for the following reasons:**

The proposed window openings will create no adverse affects whatsoever on the adjacent lots or their uses.

**D) Nuisance or hazard would not be created to the detriment of the health, safety, and/or welfare of the occupant of the proposed use or the citizens of the City for the following reasons:**

The proposed window openings will create no nuisance or hazards for anyone.

**E) For other reasons, the proposed use would not impair the integrity of the district or adjoining district or otherwise derogate from the intent or purpose of this ordinance for the following reasons:**

The proposed (3) new window openings will be consistent with the current use of the house and the current uses of the abutting properties. The proposed work will create no new noise, light or air pollution, will create no loss of privacy, will create no new shadows on the abutting lots. No new non-conformities will be created. Building height and open space both remain unchanged. The scale of the neighborhood will remain unchanged. The windows will provide additional natural light to the existing interior stairwell of the house.

**\*If you have any questions as to whether you can establish all of the applicable legal requirements, you should consult with an attorney.**

**DIMENSIONAL INFORMATION**

**Applicant:** Thomas Klemas  
**Location:** 241 Norfolk St., Cambridge, MA  
**Phone:** 16174128450

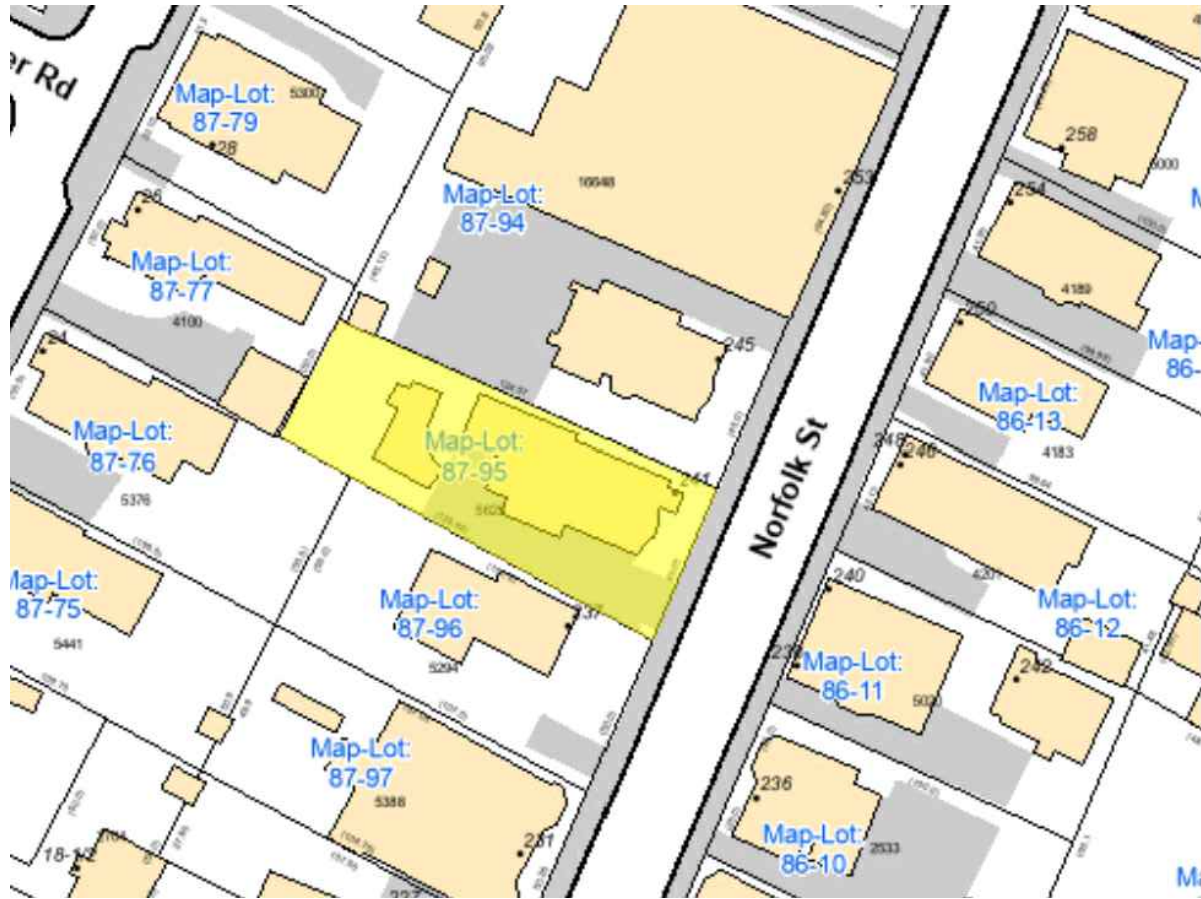
**Present Use/Occupancy:** 2 Family Structure  
**Zone:** Residence C-1 Zone  
**Requested Use/Occupancy:** No Change

		<u>Existing Conditions</u>	<u>Requested Conditions</u>	<u>Ordinance Requirements</u>
<u>TOTAL GROSS FLOOR AREA:</u>		3,000.00	No Change	4,171.50 (max.)
<u>LOT AREA:</u>		5,562.0	No Change	5,000.0 (min.)
<u>RATIO OF GROSS FLOOR AREA TO LOT AREA: <sup>2</sup></u>		.54	No Change	.75
<u>LOT AREA OF EACH DWELLING UNIT:</u>		1,854.00	No Change	1,500.00
<u>SIZE OF LOT:</u>	WIDTH	50.0	No Change	50.0
	DEPTH	124.0	No Change	N/A
<u>SETBACKS IN FEET:</u>	FRONT	13.1'	No Change to House	10.0'
	REAR	48.8'	No Change	27.0'
	LEFT SIDE	21.6'	No Change	15.6'
	RIGHT SIDE	5.4'	No Change	12.8'
<u>SIZE OF BUILDING:</u>	HEIGHT	31.8'	No Change	35.0'
	WIDTH	64.8'	No Change	N/A
	LENGTH	21.5'	No Change	N/A
<u>RATIO OF USABLE OPEN SPACE TO LOT AREA:</u>		24% Usable	No Change	15% with 15'x15' min
<u>NO. OF DWELLING UNITS:</u>		3	No Change	3 allowable
<u>NO. OF PARKING SPACES:</u>		3	3	0
<u>NO. OF LOADING AREAS:</u>		0	0	0
<u>DISTANCE TO NEAREST BLDG. ON SAME LOT</u>		10.0'	No Change	10.0'

Describe where applicable, other occupancies on the same lot, the size of adjacent buildings on same lot, and type of construction proposed, e.g; wood frame, concrete, brick, steel, etc.:

(2) existing wood frame residential structures are on the site.

1. SEE CAMBRIDGE ZONING ORDINANCE ARTICLE 5.000, SECTION 5.30 (DISTRICT OF DIMENSIONAL REGULATIONS).
2. TOTAL GROSS FLOOR AREA (INCLUDING BASEMENT 7'-0" IN HEIGHT AND ATTIC AREAS GREATER THAN 5') DIVIDED BY LOT AREA.
3. OPEN SPACE SHALL NOT INCLUDE PARKING AREAS, WALKWAYS OR DRIVEWAYS AND SHALL HAVE A MINIMUM DIMENSION OF 15'.



LOCUS PLAN

STREET VIEW

SPECIAL PERMIT REQUIRED PER PROPOSED  
RIGHT SIDE WINDOWS WITHIN THE REQUIRED  
RIGHT SIDE SETBACK

PROJECT:  
NEW RIGHT SIDE WINDOWS

241 Norfolk St  
Cambridge MA

ARCHITECT:  
GCD ARCHITECTS  
2 Worthington St  
Cambridge, MA 02138  
Tel. 617-412-8450  
ajglassman@hotmail.com  
www.glassmanchungdesign.com

ISSUED FOR PERMIT

Drawing Title:

COVER PAGE

Scale: 3/16" = 1'-0"

Drawing No. :

Date: 12 FEBRUARY 2024

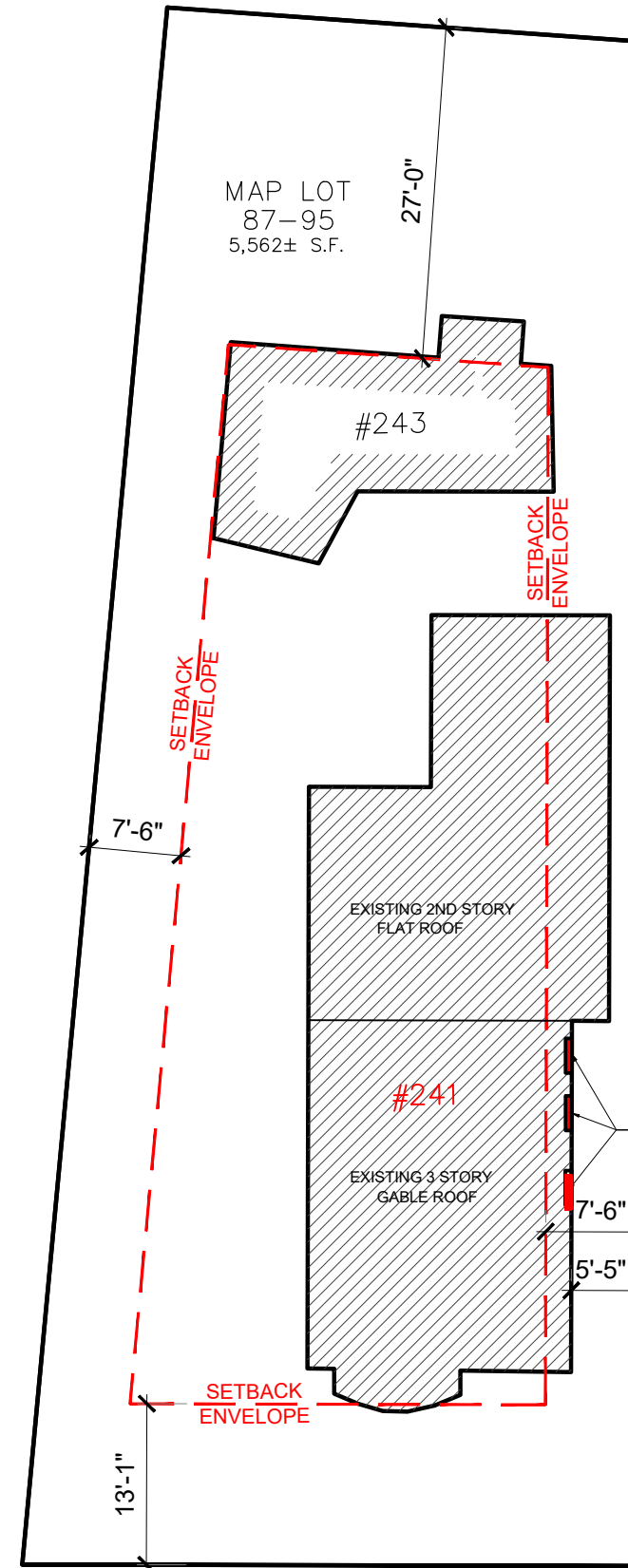
AREA OF NEW WINDOWS



EXISTING PHOTO FRONT RIGHT



EXISTING PHOTO FRONT LEFT



EXISTING SITE PLAN

PROJECT:  
NEW RIGHT SIDE WINDOWS

241 Norfolk St  
Cambridge MA

ARCHITECT:  
GCD ARCHITECTS  
2 Worthington St  
Cambridge, MA 02138  
Tel. 617-412-8450  
ajglassman@hotmail.com  
www.glassmanchungdesign.com

ISSUED FOR PERMIT

PROPOSED WINDOW LOCATIONS

Drawing Title:  
EXISTING PHOTOS & SETBACK PLAN

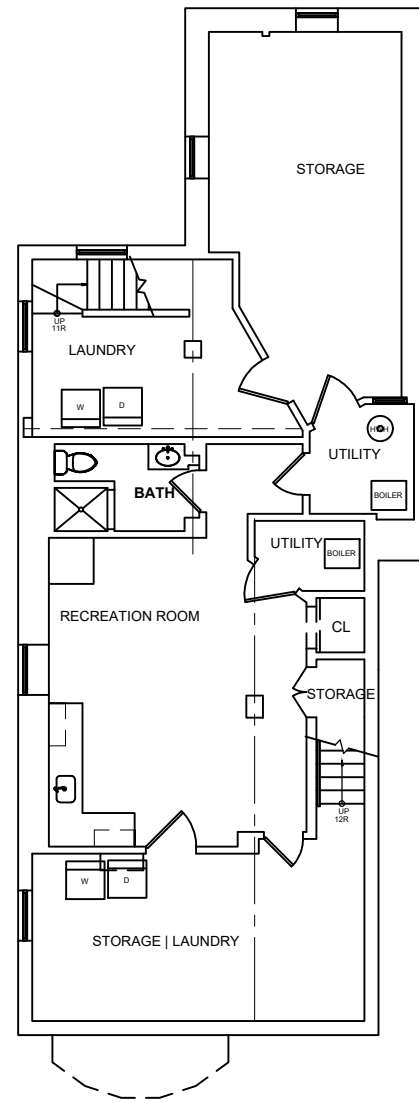
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Date: 12 FEBRUARY 2024 L.1

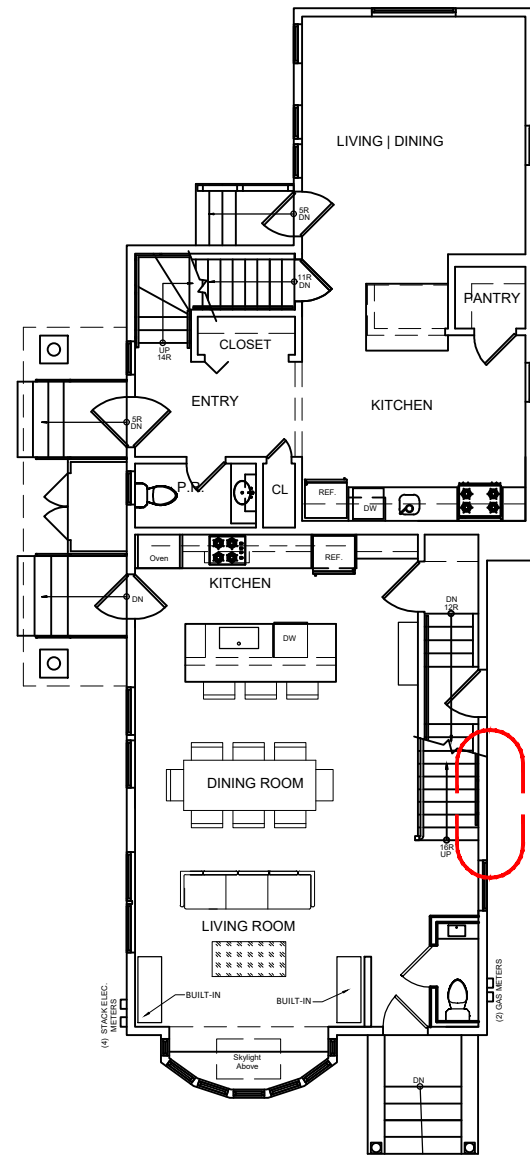
**PROJECT:**  
**NEW RIGHT SIDE WINDOWS**

241 Norfolk St  
 Cambridge MA

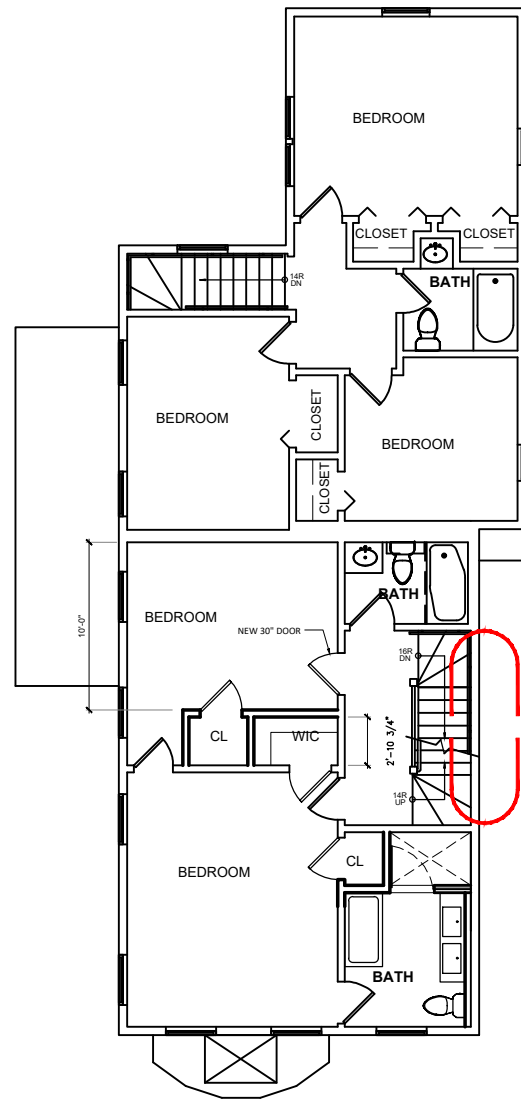
ARCHITECT:  
**GCD ARCHITECTS**  
 2 Worthington St  
 Cambridge, MA 02138  
 Tel. 617-412-8450  
 ajglassman@hotmail.com  
 www.glassmanchungdesign.com



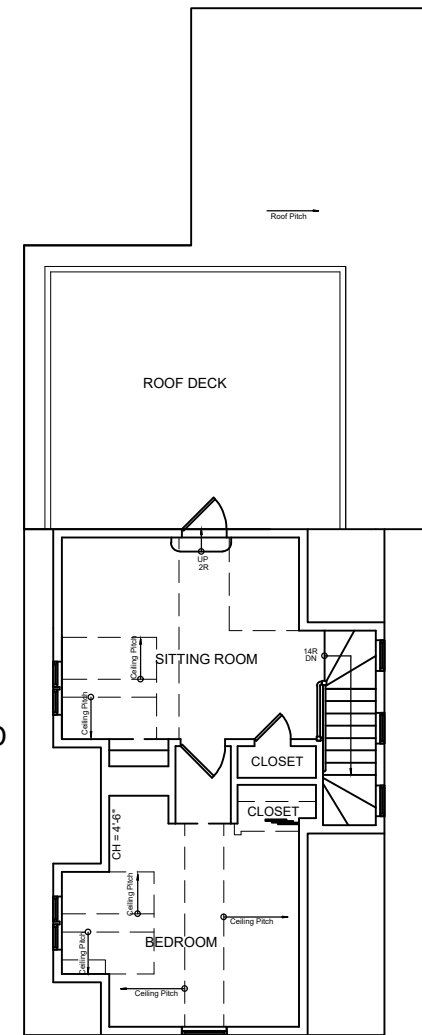
**BASEMENT PLAN - UNIT A**  
 Ceiling Height = 6'-6"



**FIRST FLOOR PLAN - UNIT A NEW WORK**  
 Ceiling Height = 8'-10"



**SECOND FLOOR PLAN - UNIT A NEW WORK**  
 Ceiling Height = 7'-11"



**THIRD FLOOR PLAN - UNIT A**  
 Ceiling Height = 7'-6"

AREA OF PROPOSED WINDOWS

AREA OF PROPOSED WINDOWS

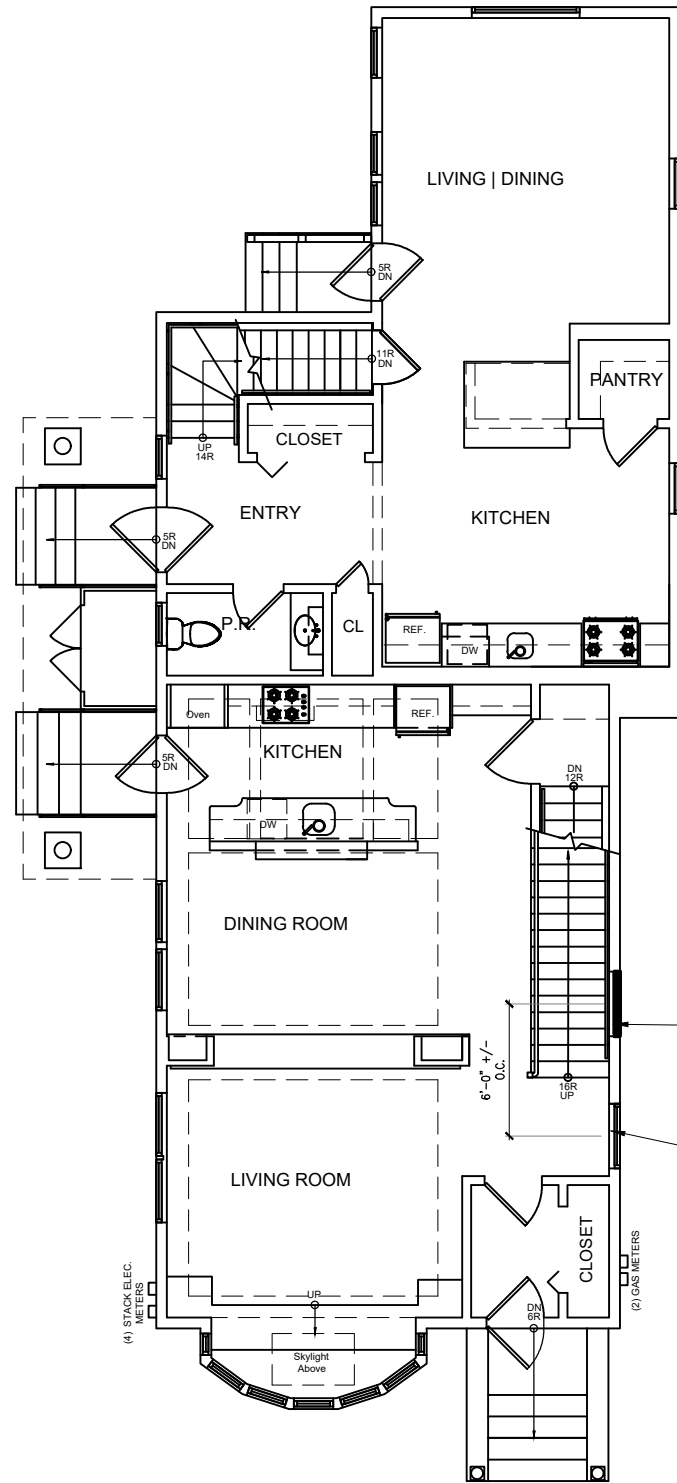
ISSUED FOR PERMIT

Drawing Title:  
**EXISTING FLOOR PLANS**

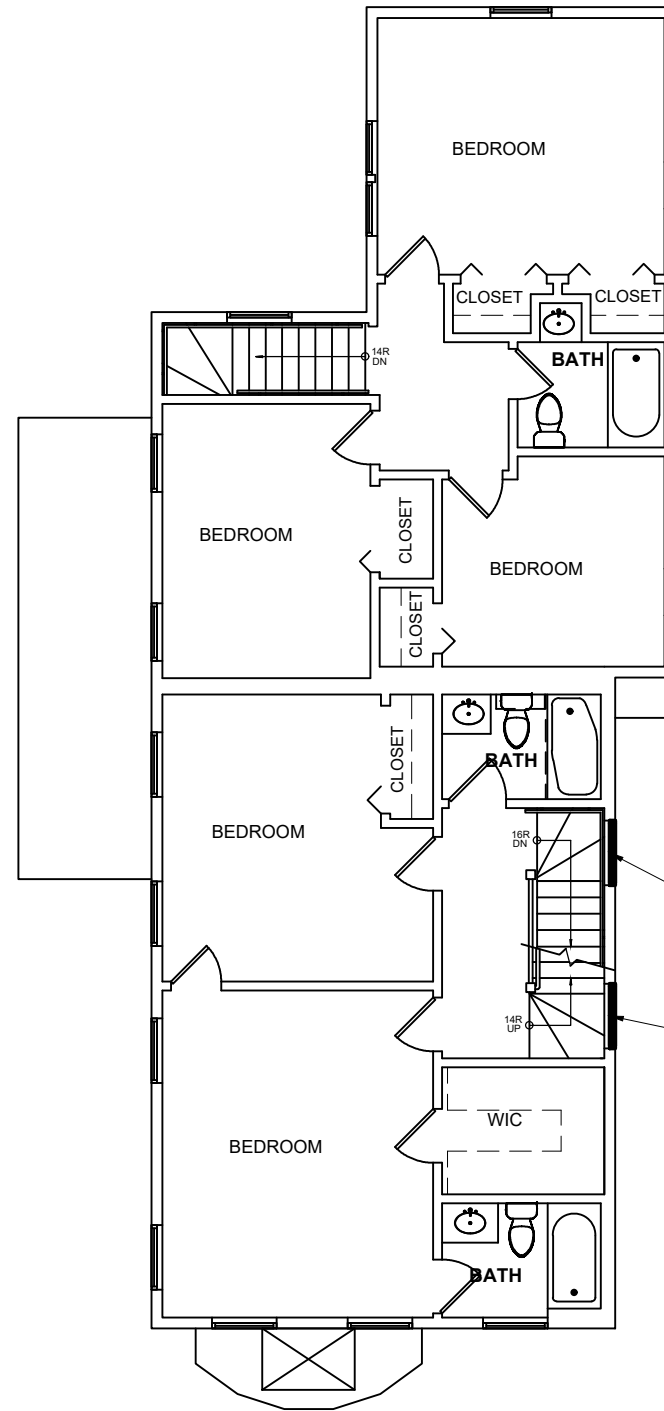
Scale: 3/16" = 1'-0" Drawing No. :

Date: 12 FEBRUARY 2024

**A1.0**



**FIRST FLOOR PLAN - UNIT A**  
Ceiling Height = 8'-10"



**SECOND FLOOR PLAN - UNIT A**  
Ceiling Height = 7'-11"

PROPOSED WINDOW  
LOCATION

PROPOSED WINDOW  
LOCATION

ISSUED FOR PERMIT

Drawing Title:

**FLOOR PLANS**

Scale: 3/16" = 1'-0"

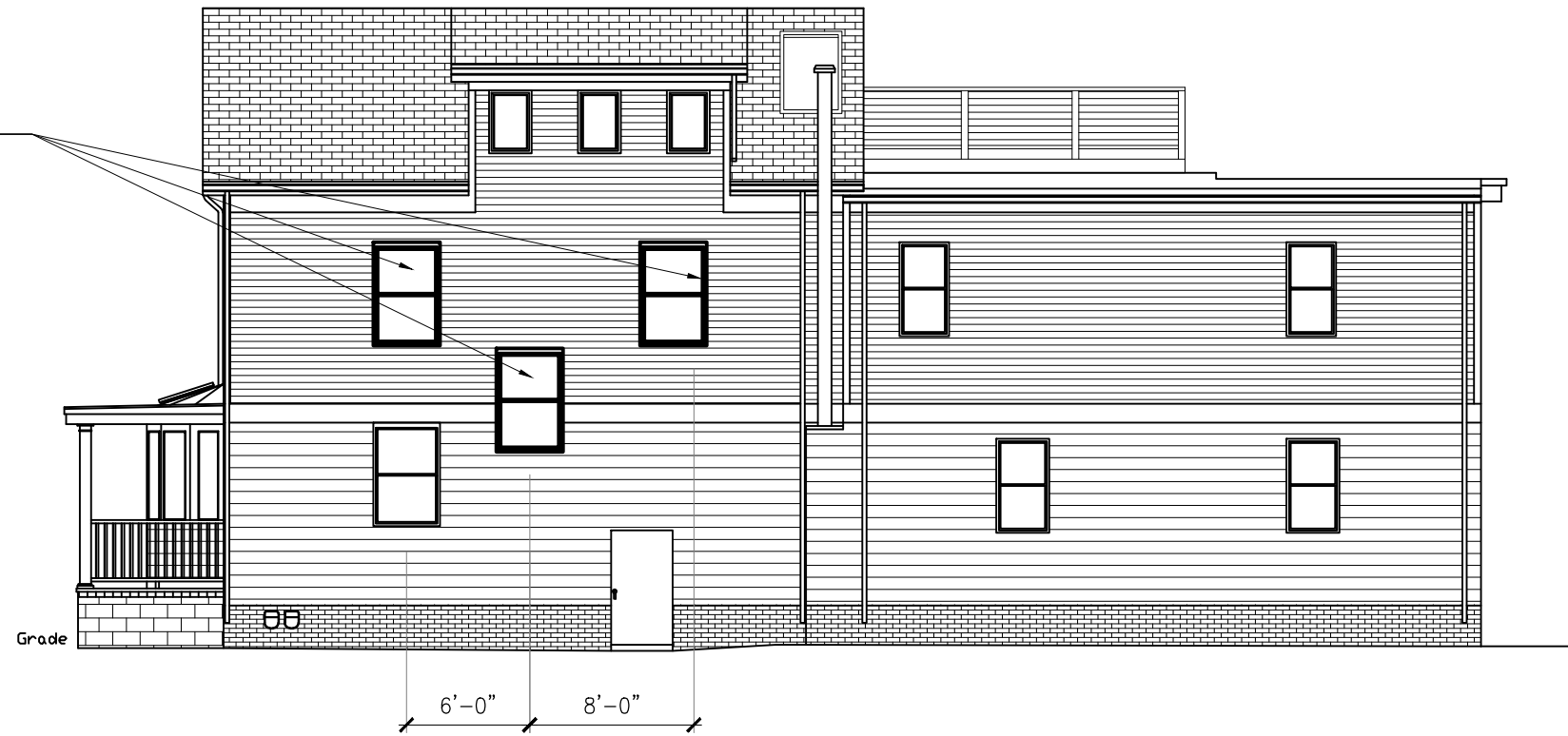
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Date: 12 FEBRUARY 2024

**A1.1**

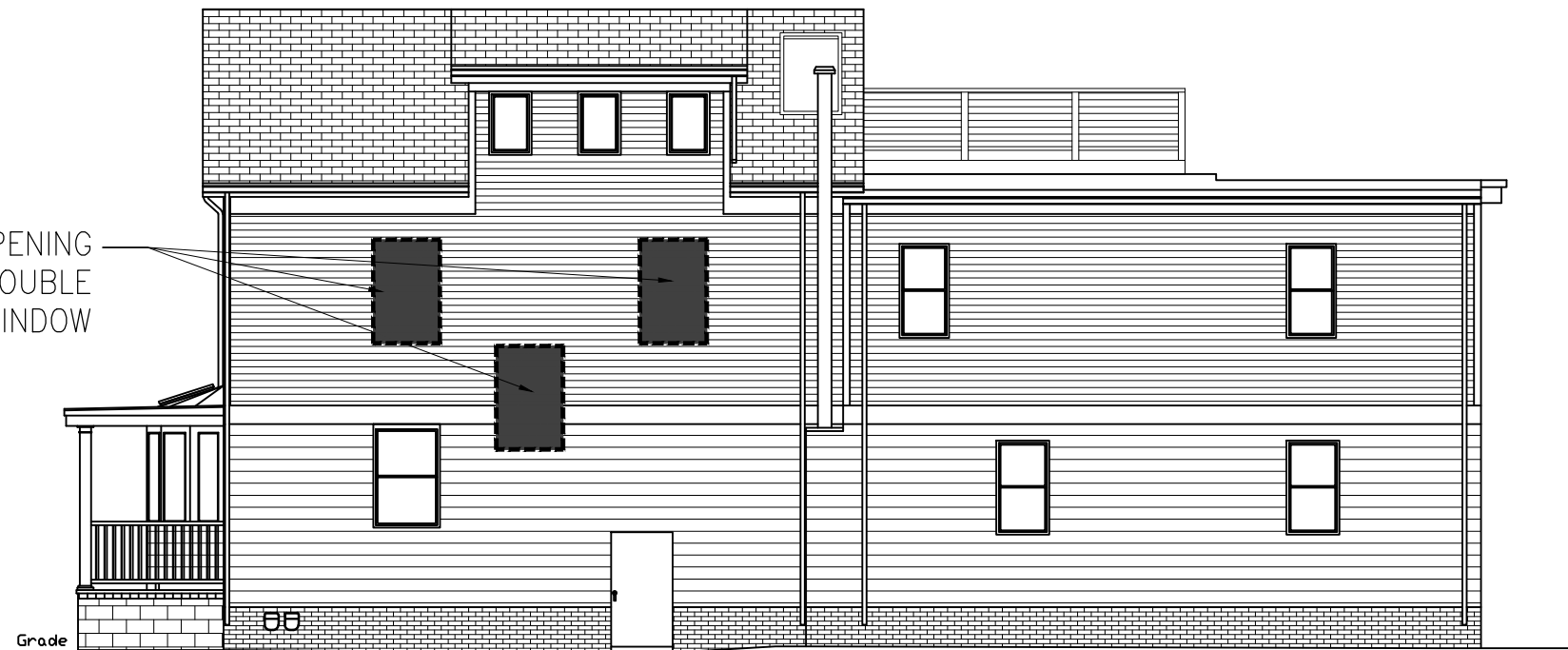


INSTALL NEW DOUBLE HUNG WINDOW



RIGHT SIDE ELEVATION PROPOSED

NEW WALL OPENING FOR NEW DOUBLE HUNG WINDOW



RIGHT SIDE ELEVATION EXISITNG

PROJECT:  
NEW RIGHT SIDE WINDOWS

241 Norfolk St  
Cambridge MA

ARCHITECT:  
GCD ARCHITECTS  
2 Worthington St  
Cambridge, MA 02138  
Tel. 617-412-8450  
ajglassman@hotmail.com  
www.glassmanchungdesign.com

ISSUED FOR PERMIT

Drawing Title:

EXTERIOR  
ELEVATIONS

Scale: 3/16" = 1'-0"

Drawing No. :

Date: 12 FEBRUARY 2024

A2.1

**EXISTING LEGEND**

—	SEWER LINE
⊙	SEWER MANHOLE
—	WATER LINE
—	GAS LINE
⊕	UTILITY POLE
⊗	GAS VALVE
—	OVERHEAD ELECTRIC SERVICE
⊗	WATER VALVE
□	CATCH BASIN
○	FENCE
—205	CONTOUR LINE (MJR)
—195	CONTOUR LINE (MNR)
x	SPOT GRADE
⊙	DRAIN MANHOLE
⊗	HYDRANT
⊗	TREE

**ZONING LEGEND #241**

ZONING DISTRICT: RESIDENCE C-1

	REQUIRED	EXISTING	PROPOSED
MIN. LOT SIZE	5,000 S.F.	5,562± S.F.	5,562± S.F.
MIN. LOT AREA PER DWELLING UNIT	1,500 S.F.	2,781± S.F.	2,781± S.F.
MIN. YARD FRONT	13.1'	12.5'	12.5'
SIDE (RIGHT)	12.8'	2.4'	2.4'
SIDE (LEFT)	15.6'	17.4'	17.4'
REAR	27'	46.8'	46.8'
MAX. BLDG. HEIGHT	35'	30.8'	30.8'
MIN. OPEN SPACE	30%	41.9% ±	41.9% ±
MIN. LOT WIDTH	50'	38.66'	38.66'
MAX. F.A.R.	0.75	-	-

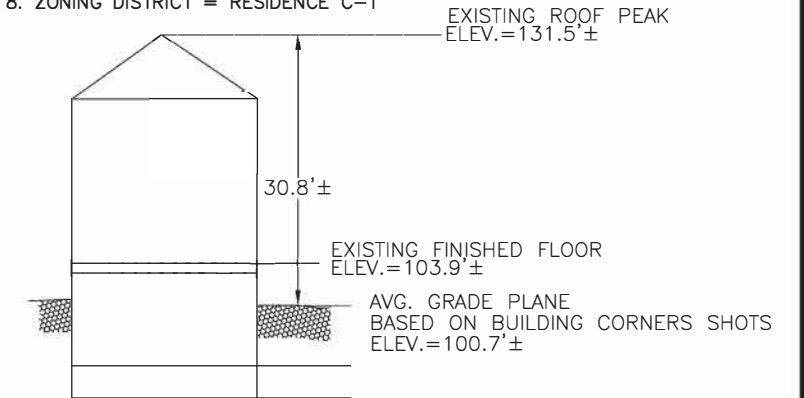
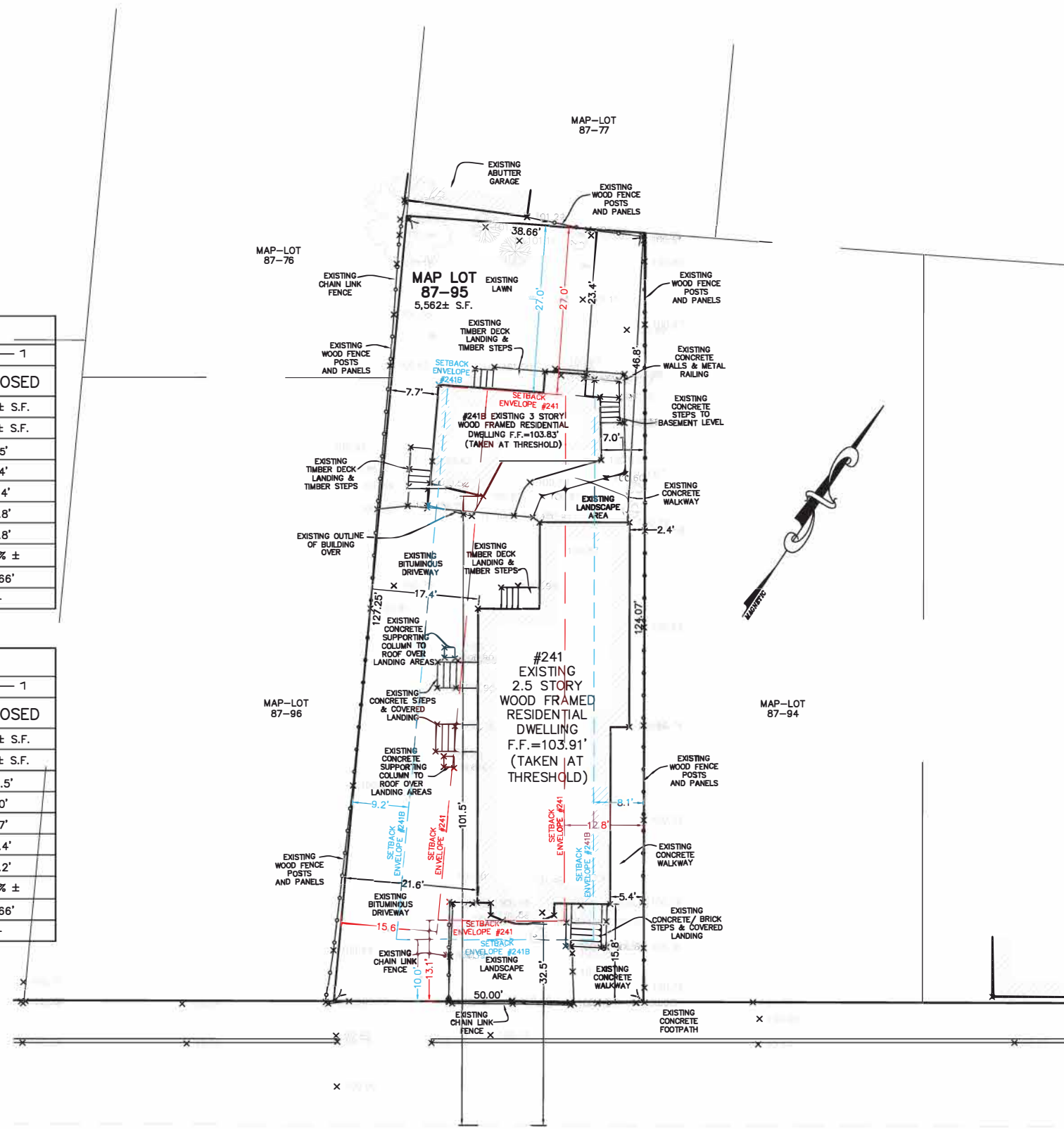
**ZONING LEGEND #241B**

ZONING DISTRICT: RESIDENCE C-1

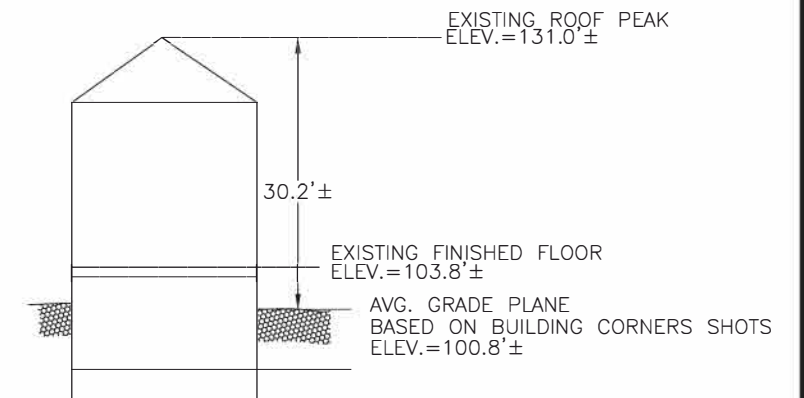
	REQUIRED	EXISTING	PROPOSED
MIN. LOT SIZE	5,000 S.F.	5,562± S.F.	5,562± S.F.
MIN. LOT AREA PER DWELLING UNIT	1,500 S.F.	2,781± S.F.	2,781± S.F.
MIN. YARD FRONT	10.0'	101.5'	101.5'
SIDE (RIGHT)	8.1'	7.0'	7.0'
SIDE (LEFT)	9.2'	7.7'	7.7'
REAR	27'	23.4'	23.4'
MAX. BLDG. HEIGHT	35'	30.2'	30.2'
MIN. OPEN SPACE	30%	41.9% ±	41.9% ±
MIN. LOT WIDTH	50'	38.66'	38.66'
MAX. F.A.R.	0.75	-	-

NOTES:

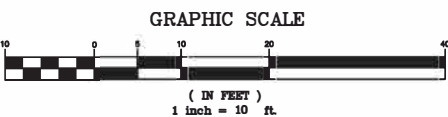
1. INFORMATION SHOWN ON THIS PLAN IS THE RESULT OF A FIELD SURVEY PERFORMED BY PETER NOLAN & ASSOCIATES LLC AS OF 06/06/2022.
2. DEED REFERENCE BOOK 46174 PAGE 565, MIDDLESEX SOUTH DISTRICT REGISTRY OF DEEDS.
3. THIS PLAN IS NOT INTENDED TO BE RECORDED.
4. I CERTIFY THAT THE DWELLING SHOWN IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD ZONE. IT IS LOCATED IN ZONE X, ON FLOOD HAZARD BOUNDARY MAP NUMBER 25017C0576E, PANEL NUMBER 0576E, COMMUNITY NUMBER: 250186, DATED JUNE 04, 2010.
5. THIS PLAN DOES NOT SHOW ANY UNRECORDED OR UNWRITTEN EASEMENTS WHICH MAY EXIST. A REASONABLE AND DILIGENT ATTEMPT HAS BEEN MADE TO OBSERVE ANY APPARENT USES OF THE LAND; HOWEVER THIS NOT CONSTITUTE A GUARANTEE THAN NO SUCH EASEMENTS EXIST.
6. FIRST FLOOR ELEVATIONS ARE TAKEN AT THRESHOLD.
7. NO RESPONSIBILITY IS TAKEN FOR ZONING TABLE AS PETER NOLAN & ASSOCIATES LLC ARE NOT ZONING EXPERTS. TABLE IS TAKEN FROM TABLE PROVIDED BY LOCAL ZONING ORDINANCE. CLIENT AND/OR ARCHITECT TO VERIFY THE ACCURACY OF ZONING ANALYSIS.
8. ZONING DISTRICT = RESIDENCE C-1



EXISTING PROFILE #241  
NOT TO SCALE



EXISTING PROFILE #241B  
NOT TO SCALE



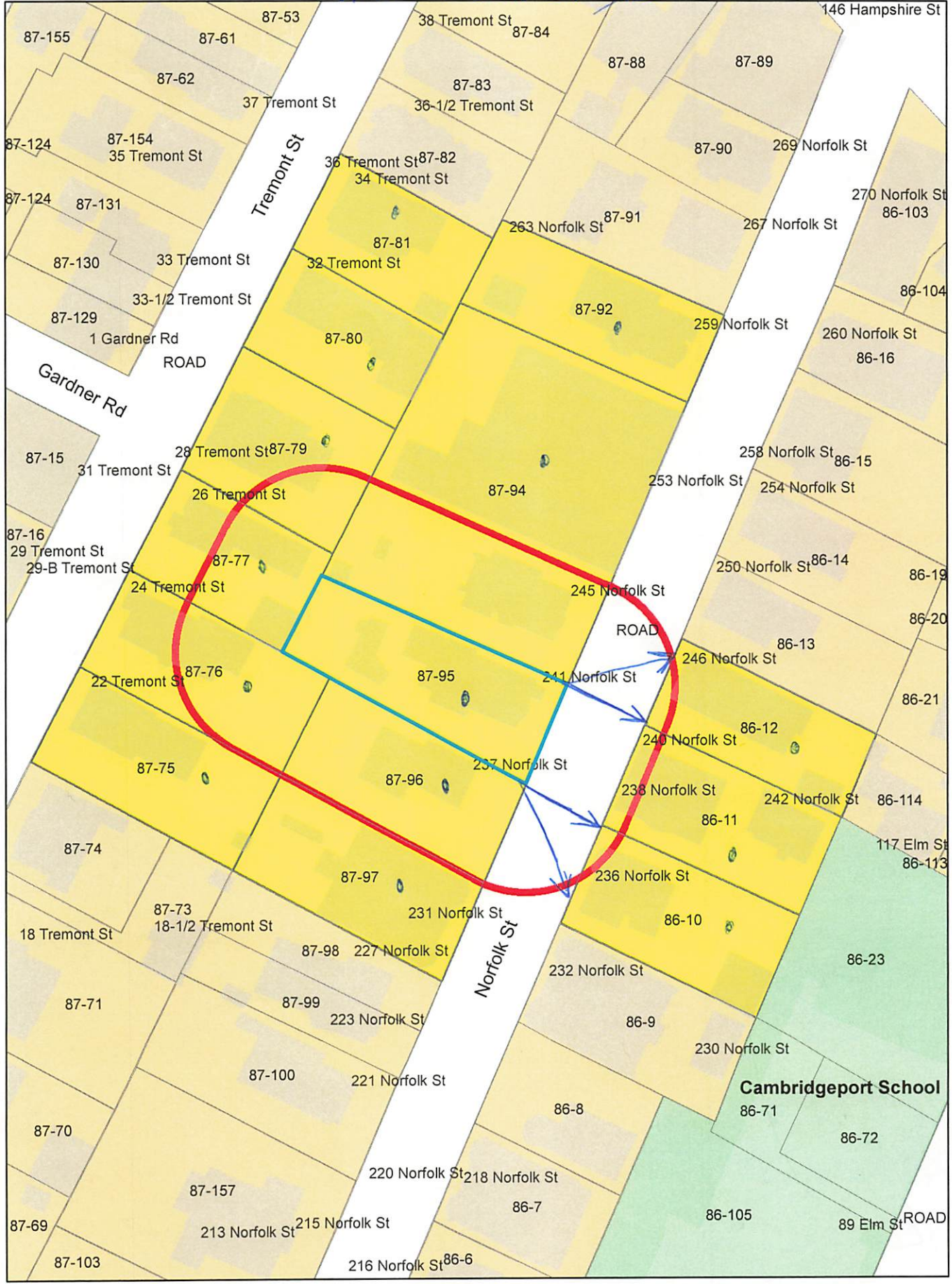
NORFOLK STREET  
(PUBLIC WAY - 40' WIDE)

SCALE	1"=10'		
DATE	6/17/2022		
REV	DATE	REVISION	BY
SHEET	241 NORFOLK STREET CAMBRIDGE MASSACHUSETTS		
PLAN NO.	1 OF 1		
CLIENT:	PLOT PLAN OF LAND		
DRAWN BY	PETER NOLAN & ASSOCIATES LLC		
CHKD BY	LAND SURVEYORS/CIVIL ENGINEERING CONSULTANTS		
APPD BY	697 CAMBRIDGE STREET, SUITE 103 BRIGHTON MA 02135		
	PHONE: 857 891 7478/617 782 1533 FAX: 617 202 5691		
	EMAIL: pnolan@pnasurveyors.com		

SHEET NO.  
**1**

PETER NOLAN & ASSOCIATES LLC SHALL NOT BE RESPONSIBLE FOR CONSTRUCTION METHODS, TECHNIQUES, OR PROCEDURES UTILIZED BY THE CONTRACTOR NOR FOR THE SAFETY OF PUBLIC OR CONTRACTOR'S EMPLOYEES OR FOR THE FAILURE OF THE CONTRACTOR TO CARRY OUT THE WORKING ACCORDANCE WITH THE CONTRACT DOCUMENTS.  
THE EXTENT OF PETER NOLAN & ASSOCIATES LIABILITY FOR THIS PLAN IS LIMITED TO THE EXTENT OF ITS FEE LESS THIRD PARTY COST.  
COPYRIGHT 2022 PETER NOLAN & ASSOCIATES LLC  
All Rights Reserved  
NO PART OF THIS DOCUMENT MAY BE REPRODUCED, STORED IN A RETRIEVAL SYSTEM, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC, MECHANICAL, PHOTOCOPIING, RECORDING OR OTHERWISE, WITHOUT THE PRIOR WRITTEN PERMISSION OF PETER NOLAN & ASSOCIATES LLC ANY VIOLATION OF THIS DOCUMENT WITHOUT THE WRITTEN PERMISSION OF PETER NOLAN & ASSOCIATES LLC SHALL BE SUBJECT TO PENALTY AND LITIGATION.

241 Norfolk Rd.



241 Norfolk St.

Petitioner

87-94  
THE TOSI LIMITED PARTNERSHIP  
ATTN: TOD MINOTTI  
253 NORFOLK ST UNIT 3/1  
CAMBRIDGE, MA 02139

87-94  
LIEBERTHAL, FRANCES A. &  
MATTHEW E. DAVIES  
253 NORFOLK ST UNIT 1/2  
CAMBRIDGE, MA 02139

GCD ARCHITECTS  
C/O ADAM GLASSMAN, ARCHITECT  
17 BROWN STREET #2  
CAMBRIDGE, MA 02138

87-97  
LEWIS, DAVID B.  
58 REGENT ST.  
CAMBRIDGE, MA 02140

86-11  
BOZEK, JESSICA & ELI QUEEN  
242 NORFOLK ST. UNIT 242  
CAMBRIDGE, MA 02139

87-95  
KLEMAS, THOMAS J.  
241 NORFOLK ST  
CAMBRIDGE, MA 02139

86-11  
LEE, JEFFREY, KRISTEN BEARCE LEE &  
SHU CHUNG LEE  
238-242 NORFOLK ST. UNIT#238  
CAMBRIDGE, MA 02139

87-75  
FREHYWOT, GOJEB & ELISABETH SCHAIKER  
22 TREMONT ST  
CAMBRIDGE, MA 02139

87-81  
HANRIGHT, MARK A. & TERI S. HANRIGHT  
34 TREMONT ST  
CAMBRIDGE, MA 02139-1223

87-92  
KAPOPOULOS, KAREN  
259 NORFOLK ST  
CAMBRIDGE, MA 02139-1402

87-77  
WALDRON, GARDNER H. & LAURA PERKINS  
26 TREMONT ST  
CAMBRIDGE, MA 02139

87-94  
TOOMER, CYNTHIA Y.  
253 NORFOLK ST., UNIT #2/5  
CAMBRIDGE, MA 02139

86-10  
MCCAUGHEY, PHILIP J. &  
MARY ANN MCCAUGHEY  
236 NORFOLK ST  
CAMBRIDGE, MA 02139-1423

87-94  
ROY, JEFFERSON & MARJORIE M. ZAKARIA  
253 NORFOLK ST. UNIT#3/3  
CAMBRIDGE, MA 02139

87-94  
PAPAZIAN, CHRISTOPHER  
253 NORFOLK ST #3/4  
CAMBRIDGE, MA 02139

87-76  
SIMENAS, ALBE, & NANETTE SIMENAS,  
TRS THE SIMENAS REV TRUST  
24 TREMONT ST  
CAMBRIDGE, MA 02139

87-79  
DREW, KATHLEEN M. &  
CHRISTOPHER J. DREW  
28 TREMONT STREET  
CAMBRIDGE, MA 02139

87-80  
BULEN, JOHN C. & SARAH T. DI TROIA  
32 TREMONT ST.  
CAMBRIDGE, MA 02139

87-94  
NOF/LLC  
10 MCTERNAN ST UNIT 403  
CAMBRIDGE, MA 02139

87-94  
JONCO LLC  
C/O JONATHAN MCDONOUGH  
P.O. BOX 4214  
BALLARDVALE, ,A 01810

87-94  
PALMER, NICOLE A.  
69 EVELYN RD  
WABAN, MA 02468

87-94  
TOSI, LINDA C/O TOSI ENTERPRISES  
83 CAMBRIDGE PARKWAY UNIT 303  
CAMBRIDGE, MA 02142

87-94  
COWAN, PHILIP C.S.  
253 NORFOLK ST., UNIT #3.2  
CAMBRIDGE, MA 02139

86-12  
NIXIN LLC  
246 NORFOLK ST  
CAMBRIDGE, MA 02139

87-94  
TOSI, CARLOS H. TR.  
TRUSTEE OF CHOCOLATE FACTORY  
ATTN: TOD MINOTTI  
253 NORFOLK ST UNIT 311  
CAMBRIDGE, MA 02139

87-94  
KANE, JOHN J.  
253 NORFOLK ST UNIT 3/5  
CAMBRIDGE, MA 02139

87-94  
HOFFSCHMIDT, SARA J.  
253 NORFOLK ST. UNIT# 3/6  
CAMBRIDGE, MA 02139

86-11  
SCHUTZBANK, ANDREW  
WHITNEY SCHUTZBANK  
240 NORFOLK ST  
CAMBRIDGE, MA 02139

87-94  
MAZHARI, REZA & ELIZABETH G. MAZHARI  
253 NORFOLK ST UNIT 1/1  
CAMBRIDGE, MA 02139

87-96  
SLANEY, DAVID T. LESLIE Z. COHEN  
237 NORFOLK ST  
CAMBRIDGE, MA 02139

241 Norfolk St.

87-94  
SUGERMAN, KIMBERLY  
245 NORFOLK ST UNIT #A2  
CAMBRIDGE, MA 02139

87-94  
ELKINS, TREVOR  
253 NORFOLK ST UNIT 1/4  
CAMBRIDGE, MA 02139

87-94  
MALLYA SACHIN  
253 NORFOLK ST - UNT 1/6  
CAMBRIDGE, MA 02139

87-94  
SILVESTRE KATHERINE J  
253 NORFOLK ST - UNIT 2-7  
CAMBRIDGE, MA 02139

87-94  
CHANG LIANG RUIQIONG GUO  
253 NORFOLK ST - UNIT 3.7  
CAMBRIDGE, MA 02139

87-94  
THORKILDSEN ERIK E &  
JACQUELINE G WATSON  
253 NORFOLK ST - UNIT 2.1  
CAMBRIDGE, MA 02139