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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: November 29, 2022

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official
Katie Whewell, Chief Planner for Current Planning

Cc: Pamela Jagiello, Signs by J, Inc
2345 Washington Street LLC, Applicant
Barney S. Heath, Director of Planning and Development
Jonah Temple, Deputy City Solicitor

RE: Request to allow a free-standing sign

Applicant: 2345 Washington Street LLC	
Site: 2345 Washington Street	SBL: 42030 0008
Zoning: BU1	Lot Area: 12,017 square feet
Current use: Offices	Proposed use: No change

Background:

The property at 2345 Washington Street is located in the Business 1 district and is improved with a multi-tenanted office building at the corner of Washington and Concord Streets. The petitioner proposes a free-standing sign, requiring a special permit.

The following review is based on plans and materials submitted to date as noted below.

- Zoning Review Application, prepared by Pamela Jagiello, Signs by J Inc, dated 11/2/2022
- UDC Memo, dated 10/25/2022
- Conceptual Signage, prepared by GenSign, dated 8/25/2022

ADMINISTRATIVE DETERMINATIONS:

1. The property has an existing free-standing sign which never received a special permit and for which no historical building permits are available in the Inspectional Services files. The petitioner seeks to replace the existing sign with a 26 square foot free-standing sign perpendicular to Washington Street approximately three feet in from the existing retaining wall along the frontage. The UDC has approved the sign with the condition that the new sign height matches the existing sign height. Per section 5.2.13, a special permit is required for the proposed free-standing sign.
2. See "Zoning Relief Summary" below:

Zoning Relief Required		
Ordinance	Proposed Use/Relief	Action Required
§5.2.13.A §5.2.13.B	To allow free-standing directory signs	S.P. per §7.3.3