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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: January 7, 2020

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official
Jennifer Caira, Chief Planner for Current Planning

Cc: Charlotte Maynard, Applicant
Barney S. Heath, Director of Planning and Development
Jonah Temple, Assistant City Solicitor

RE: Request to allow a free-standing sign and to amend Special Permit #284-95

Applicant: Charlotte Maynard	
Site: 84 Needham Street	SBL: 83011 0022
Zoning: MU2	Lot Area: 63,416 square feet
Current use: Mixed commercial	Proposed use: No change

BACKGROUND:

The property at 84 Needham Street consists 63,416 square feet improved with a renovated single-story commercial building and parking formerly the site of the New England Mobile Book Fair. The site is now home to a mix of several retail and personal service uses. A special permit was granted in 1995 allowing for an internally illuminated free-standing sign for the single tenant. The petitioner requests an amendment to the existing special permit to allow for the erection of a new sign reflecting the multiple new tenants.

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

- Zoning Review Application, prepared by Charlotte Maynard, applicant, dated 11/26/2019
- Special Permit #284-95, dated 11/6/1995
- Pylon Signage, prepared by Creative Development Inc and Ever DesignWorks, dated 11/24/2019

ADMINISTRATIVE DETERMINATIONS:

1. Special Permit #284-95 was granted in 1995 to allow for construction of a 4' high X 8' wide free-standing sign with a total height of 12 feet at the front of the property along Needham Street. The petitioner requests an amendment to this special permit to allow for a new free-standing sign reflecting the change of the property from a single tenant to five tenants. The proposed sign flips the orientation of the sign so that it will measure 7'8.5" high by 4'0.5" wide. The total overall height remains 12 feet. The proposed sign does not exceed the maximum square footage (35) or height (16 feet) permitted by section 5.2.13.B.
2. Per section 5.2.13, a special permit is required for a free-standing sign, which is to be considered the principal sign. Individual tenants are permitted to have secondary signs within the applicable standards per section 5.2.8. No exceptions for secondary signs are proposed as part of this application.

Zoning Relief Required		
<i>Ordinance</i>	<i>Required Relief</i>	<i>Action Required</i>
	Amend Special Permit #284-95	
§5.2.13	To allow a free-standing sign	S.P. per §7.3.3