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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: December 22, 2022

To: John Lojek, Commissioner of Inspectional Services

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

Cc: 697 Washington Street Realty Trust, Applicant
Michael P. Ross, Attorney
Barney S. Heath, Director of Planning and Development
Jonah Temple, Deputy City Solicitor

RE: Request to amend Special Permit #289-18

Applicant: 697 Washington Street Realty Trust	
Site: 697 Washington Street	SBL: 23019 0001B
Zoning: BU2	Lot Area: 16,678 square feet
Current use: Marijuana retailer	Proposed use: No change

Background:

The property at 697 Washington Street is located at the corner of Washington and Court Streets and is improved with a two-story commercial building constructed in 1935. The site has several special permits associated with it relevant to the use, parking and signage. The applicant now seeks to amend the most recent special permit #289-18 to update signage and a special permit condition limiting on-site parking.

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

- Zoning Review Application, prepared by Michael Ross, attorney, dated 12/1/2022
- Special Permit #289-18
- Conceptual Signage, prepared by Wass-Arthur Signs, dated 8/25/2021
- Topographic Site Plan, signed and stamped by Joseph R. Porter, surveyor, dated 5/10/2021, revised 9/14/2021

ADMINISTRATIVE DETERMINATIONS:

1. The petitioner was granted a special permit in 2014 which was amended in 2018 allowing for the uses, parking and signage. The petitioner now seeks to amend the most recent Special Permit #289-18 to update the signage on the property and conditions relative to parking.
2. Condition #7 of Special Permit #289-18 prohibits employees from parking within the surface parking area or within the adjacent street parking. The petitioner states that there is excess capacity for parking and seeks to remove the prohibition of on-site parking to allow for four employees to use the surface lot.
3. The petitioner proposes the following signs, all of which have been approved by the UDC and meet the requirements of section 5.2 of the Zoning Ordinance for by-right signs:
 - 59.4 square foot wall-mounted principle sign on the Washington Street façade
 - 24 square foot wall-mounted secondary sign on the Court Street façade facing the parking area
 - 3 square foot “Welcome” directory sign at the gate
 - 2.9 square foot directory sign above the garage door indicating free parking
 - 1.5 square foot wall-mounted directory sign indicating reserved parking
 - 3 square foot wall-mounted directory sign indicating parking
 - 2.5 square foot wall-mounted directory sign indicating free parking
 - 2.25 square foot free-standing directory sign indicating the entrance
 - 1.5 square foot free-standing directory sign indicating parking is for patrons only
 - 1.5 square foot free-standing directory sign indicating no loitering
 - 1.5 square foot free-standing directory sign with a QR code for ordering from adult use menu
 - 1.5 square foot free-standing directory sign with a QR code for ordering from medical use menu
 - 1.5 square foot free-standing directory sign indicating no smoking
4. See “Zoning Relief Summary” below:

Zoning Relief Required		
Ordinance		Action Required
	Amend Special Permit #289-18	S.P. per §7.3.3