

DESIGN REVIEW BOARD

Monday, June 10, 2024

7:30 p.m.

Virtual Meeting using Zoom

Meeting ID: 845-1987-6965

(Instructions for accessing below)

Under Governor Baker's Act "Extending Certain COVID-10 Measures Adopted During the State of Emergency", extending the "Executive Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, S20," issued June 16, 2021, and extended several times again through 2025, meeting of public bodies could be conducted virtually provided that adequate access is provided to the public.

To view and participate in this virtual meeting on your phone, download the "Zoom Cloud Meetings" app in any app store or at www.zoom.us. At the above date and time, click on "Join a Meeting" and enter the following Meeting ID: 845-1987-6965 Link: <https://us02web.zoom.us/j/84519876965>

To view and participate in this virtual meeting on your computer, at the above date and time, go to www.zoom.us click "Join a Meeting" and enter the following ID: 845-1987-6965

HEARINGS: None

APPLICANTS:

Gary McCoy, Poyant Signs representing CVS located at 980-986 Great Plain Avenue and applying for signage.

Paul Sahagian, Owner of Learning Express and Joe Foley, Dorchester Awnings representing Learning Express located at 1029 Great Plain Avenue and applying for awnings with signage.

Scott Melching, Architect representing Needham Garden Center located at 53 Chestnut Street and applying for signage, awnings and façade changes.

David Becker, Owner of Sweet Basil restaurant located at 942 Great Plain Avenue and applying for outdoor seating.

REVIEW

Minutes of May 20, 2024 meeting.

Next Public Meeting – June 24, 2024 at 7:30pm via Zoom Webinar



TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
500 Dedham Avenue
Needham, MA 02492
Application and Report

Property Location: 980 - 986 Great Plain AVE **Date:** _____

Owner: SIMON II ASSOCIATES LLC

Address: 77 Newbury Street, 4th Fl Boston MA 02116
Street City State Zip

Telephone: _____

Applicant: Poyant Signs - Eric Franco

Address: 125 Samuel Barnet BLVD New Bedford MA 02745
Street City State Zip

Telephone: 774-328-6616

Designer/Installer: Poyant Signs

Address: 125 Samuel Barnet BLVD New Bedford MA 02745
Street City State Zip

Telephone: 774-328-6616

Type of Application
☒ Sign
☐ Minor Project
☐ Exterior Alterations
Major Project (Site Plan Review)
☐ - preliminary
☐ - final
☐ Flexible Subdivision
☐ Planned Residential Development
☐ Residential Compound

Brief description of sign or project:

Replacement of internally illuminated wall signs of CVS; service to existing signs.

All signs proposed are with CVS new brand and logo.

Please email completed application to elitchman@needhamma.gov



A Sign Location Plan
Not To Scale

Project: 23961
CVS pharmacy

Sales: Gary McCoy
Date: 03.25.24
Designer: LR

Note:
This is an original unpublished drawing created by Poyants Signs, Inc. It is submitted for your personal use in connection with a project being planned for you by Poyant Signs, Inc. It is not to be shown to anyone outside your organization, nor is it to be reproduced, copied or exhibited in any fashion until transferred.

Revisions:



This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and / or other applicable local codes. This includes proper grounding and bonding of the sign.

Approved By:

Date:

Sign Location Plan

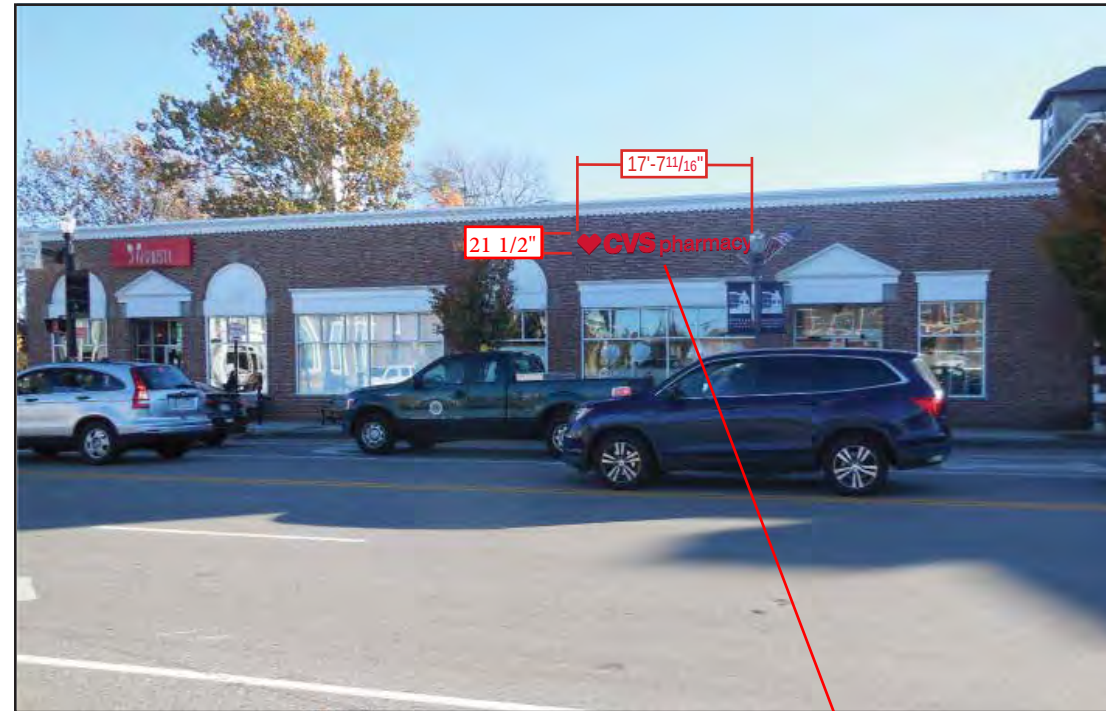
21 1/2" BY 17' - 7 11/16"

PER CODE NO SIGN SHALL BE MORE THAN 32SF proposing 31.6SF



A Photo Comp - Existing
Not To Scale

Existing Sign #1 (26.67 SQ. FT.)			
22" Main ID Channel Letters	S/F ☒	D/F ☐	
Illuminated	Yes ☒	No ☐	
Total Existing Signage = 26.67 SQ. FT.			



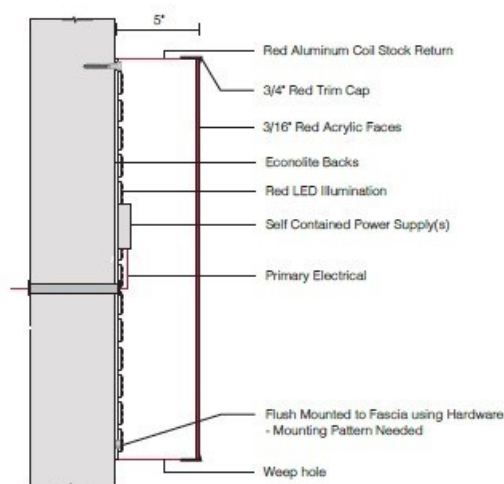
B Photo Comp - Proposed
Not To Scale

Proposed Sign #1 (31.6 SQ. FT.)			
IL-21-CL-L	S/F ☒	D/F ☐	
Illuminated	Yes ☒	No ☐	
Total Proposed Signage = 31.6 SQ. FT.			

28" From top of sign to top of building

18" From bottom of sign to window

Channel letter mounting details



1 Proposed Sign #1 - Front View
Scale: 3/8"=1'-0"

Project: 23961
CVS pharmacy

Sales: Gary McCoy
Date: 03.25.24
Designer: LR

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Revisions:



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Approved By:

Date:

Proposed Sign #1 IL-22-CL-L



TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
500 Dedham Avenue
Needham, MA 02492
Application and Report

Property Location: 980 - 986 Great Plain AVE **Date:** _____

Owner: SIMON II ASSOCIATES LLC

Address: 77 Newbury Street, 4th Fl Boston MA 02116
Street City State Zip

Telephone: _____

Applicant: Poyant Signs - Eric Franco

Address: 125 Samuel Barnet BLVD New Bedford MA 02745
Street City State Zip

Telephone: 774 - 328 - 6616

Designer/Installer: Poyant Signs

Address: 125 Samuel Barnet BLVD New Bedford MA 02745
Street City State Zip

Telephone: 774-328-6616

Type of Application
☒ Sign
☐ Minor Project
☐ Exterior Alterations
Major Project (Site Plan Review)
☐ - preliminary
☐ - final
☐ Flexible Subdivision
☐ Planned Residential Development
☐ Residential Compound

Brief description of sign or project:

Replacement of internally illuminated wall signs of CVS; service to existing signs.

All signs proposed are with CVS new brand and logo.

Please email completed application to elitchman@needhamma.gov

PER CODE NO SIGN SHALL BE MORE THAN 32SF, additionally all other signs proposed must be less than largest proposed, proprosing 31.57SF



A Photo Comp - Existing
Not To Scale

Existing Sign #2 (26.67 SQ. FT.)			
22" Main ID Channel Letters on Raceway	S/F	☒	D/F ☐
Illuminated	Yes	☒	No ☐
Total Existing Signage = 26.67 SQ. FT.			

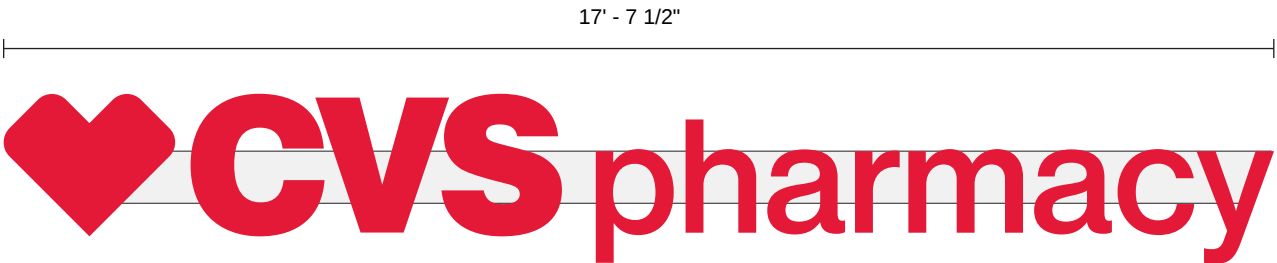
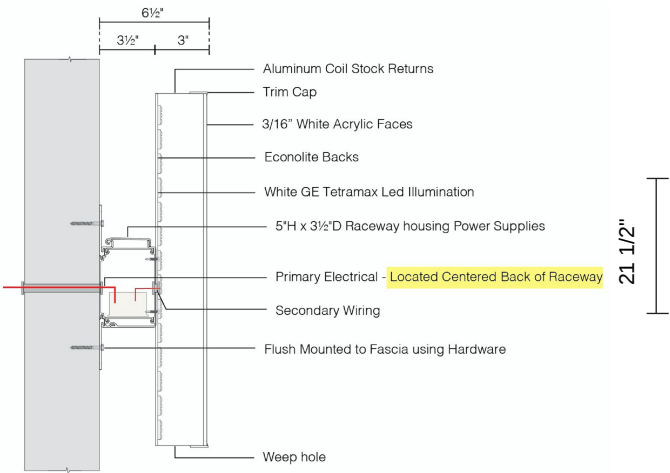


B Photo Comp - Proposed
Not To Scale

Proposed Sign #2 (31.57 SQ. FT.)			
IL-21-CL-L	S/F	☒	D/F ☐
Illuminated	Yes	☒	No ☐
Total Proposed Signage = 31.57 SQ. FT.			

30" from top of sign to top of building
79" from bottom of sign to vent

Raceway mounting details



2 Proposed Sign #2 - Front View
Scale: 3/8"=1'-0"



125 Samuel Barnet Boulevard
New Bedford, MA 02745
800.544.0961 | poyantsigns.com



Store #00674
980-986 Great Plain Avenue
Needham, MA 02492

Project: 23961
CVS pharmacy

Sales: Gary McCoy
Date: 03.25.24
Designer: LR

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Revisions:



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Approved By:

Date:

Proposed Sign #2 IL-22-CL-RW



TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building

500 Dedham Avenue

Needham, MA 02492

Application and Report

Property Location: 1029 Great Plain Road **Date:** 5.3.24

Owner: Phil Triantos and Dina Thomas

Address: 198 Curve St Dedham MA 02026
Street City State Zip

Telephone: 781.329.5894

Applicant: Learning Express Stores, Bruce Schneiderbauer

Address: 29 Buena Vista St Dorans MA 01434
Street City State Zip

Telephone: 978.727.6504

Designer/Installer: Dorchester Awning Company LLC

Address: 9 Gallen Road Kingston MA 02364
Street City State Zip

Telephone: 781.826.9001

Type of Application
☒ Sign
☐ Minor Project
☐ Exterior Alterations
Major Project (Site Plan Review)
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☐ Planned Residential Development
☐ Residential Compound

Brief description of sign or project:

Recover existing awning frames
with updated graphics.

Please email completed application to elitchman@needhamma.gov



ACB REALTY
781-356-2552
www.acbrealtyinc.com
NOW LEASING



ARCHITRAVE

1029

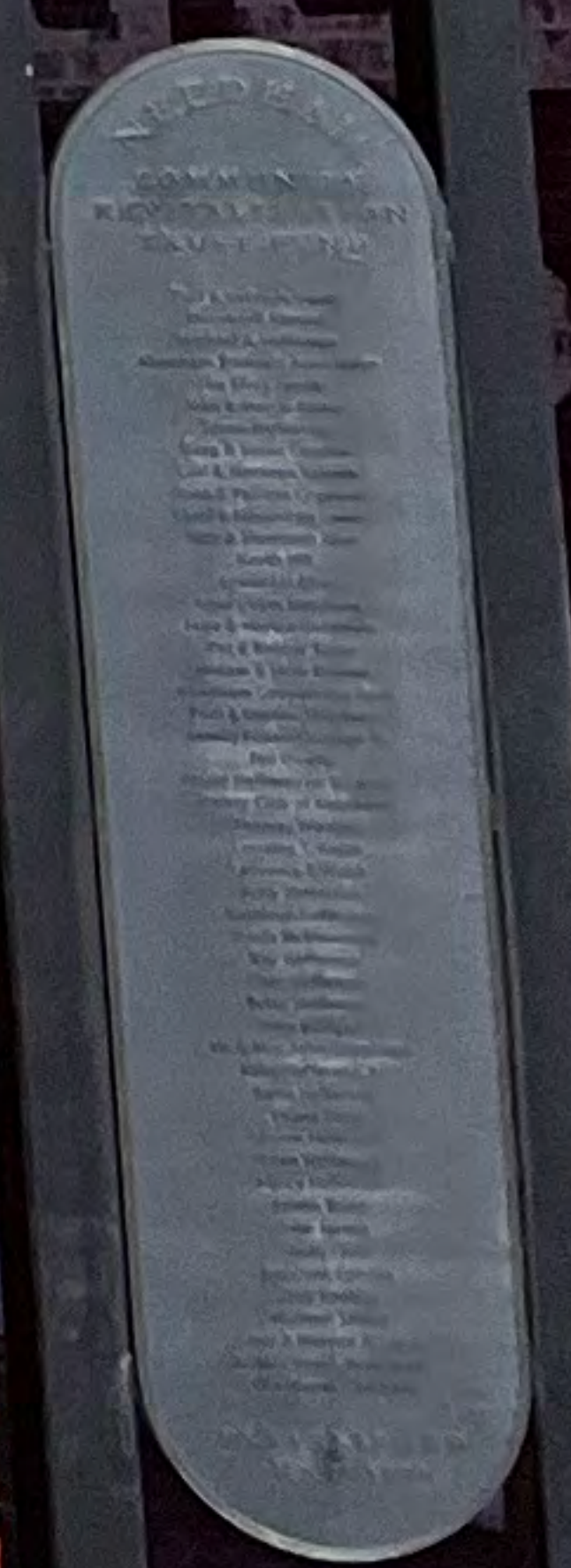
FUN!!!




ACB REALTY
781-356-2552
www.acbrealtyinc.com
NOW LEASING



NO
PARKING
ANY
TIME







BOOKS • GAMES

BABY GIFTS

Learning
Express
Toys & Gifts

PUZZLES

TWEEN • CRAFTS

STEM
CLASSES

ART
CLASSES

CELEBRATE
YOUR
SCHOOL
PARTY



65.7 in

6 in

BOOKS ♦ GAMES

47.9 in

6 in

BABY GIFTS

35.9 in

6 in

PUZZLES

68.8 in

6 in

TWEEN ♦ CRAFTS

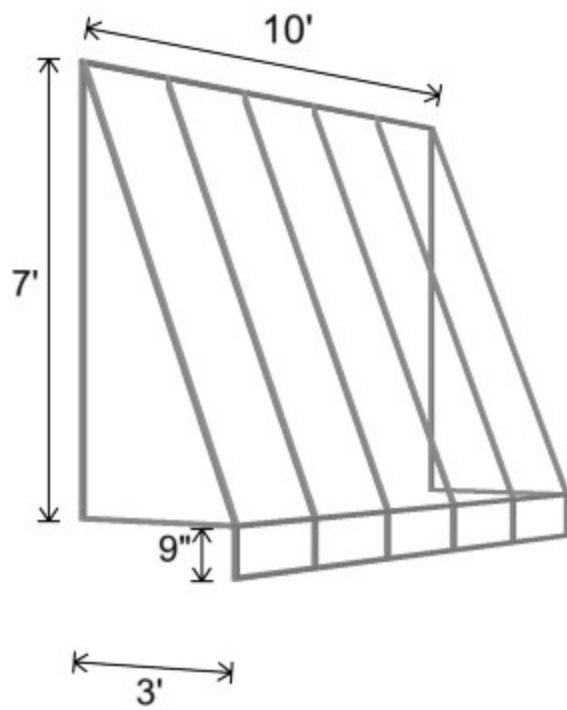
ZEBRA **VISUALS**

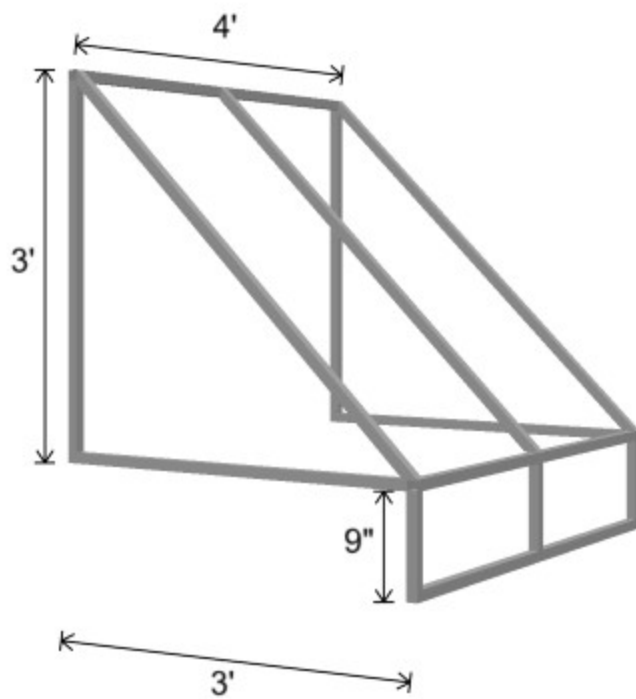
9 Aldrin Road, Unit 10,
Plymouth, MA 02360

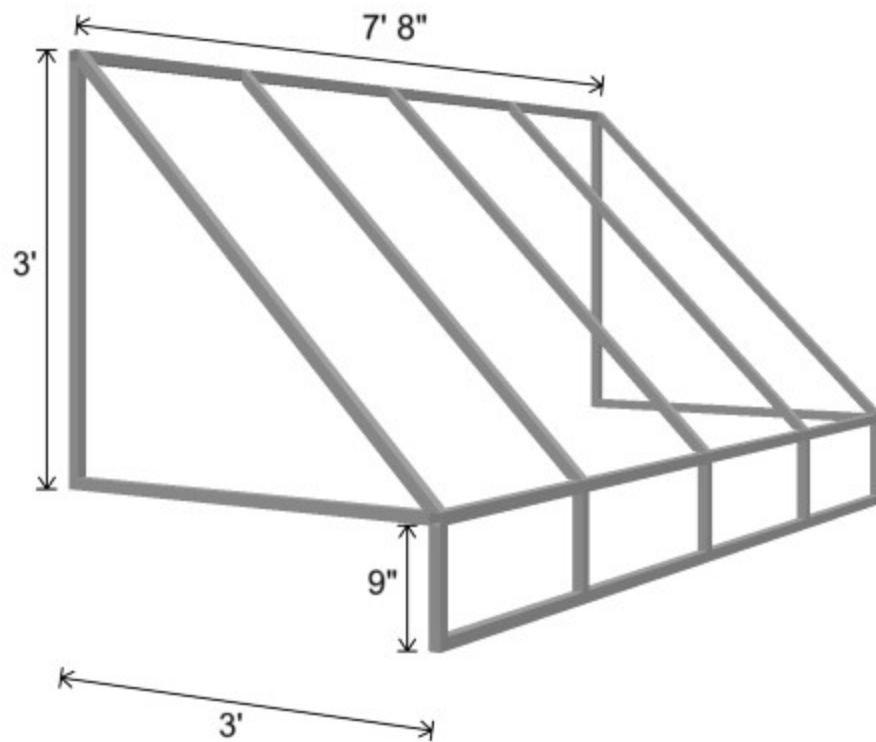
t: 508.746.9200
e: info@zebravisuals.com

Scale: 1:8
Media: FDC Calendered

Client/Job: Dorchester Awning - Learning Express Paint Mask
Date: 03/06/24









Learning Express Toys & Gifts

1029



NEEDHAM GARDEN & HARDWARE

EXTERIOR FACADE MODIFICATIONS & SIGN SUBMISSION

53 CHESTNUT STREET

NEEDHAM MA
04 JUNE 2024

Prepared for:
Needham Garden Center
53 Chestnut Street
Needham, MA 02492

Architect:
Scott Melching AIA, LEED GRP
116 Arch Street
Needham MA 02492
www.scottmelchingarchitect.com



2 | EXISTING FACADE - PHOTOS

04 JUNE 2024



EXISTING

12 | LEFT FACADE PHOTOGRAPHS

04 JUNE 2024

53 CHESTNUT STREET | NEEDHAM GARDEN & HARDWARE | EXTERIOR ALTERATIONS & SIGNAGE

SCOTT MELCHING ARCHITECT
AIA . LEED BD+C . GRP



TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
500 Dedham Avenue
Needham, MA 02492
Application and Report

Property Location: 53 CHESTNUT STREET **Date:** 04 JUNE 2024

Owner: NEEDHAM GARDEN & HARDWARE (GARRET GRAHAM)

Address: 53 CHESTNUT STREET NEEDHAM MA 02492
Street City State Zip
Telephone: 02492

Applicant: SCOTT MELCHING ARCHITECT

Address: 116 ARCH STREET NEEDHAM MA 02492
Street City State Zip
Telephone: 718.578.3354

Designer/Installer: J.T. DELANEY CONSTRUCTION LLC

Address: 31 LAKE DRIVE NEEDHAM MA 02492
Street City State Zip
Telephone: 781.453.0667

<i>Type of Application</i>	
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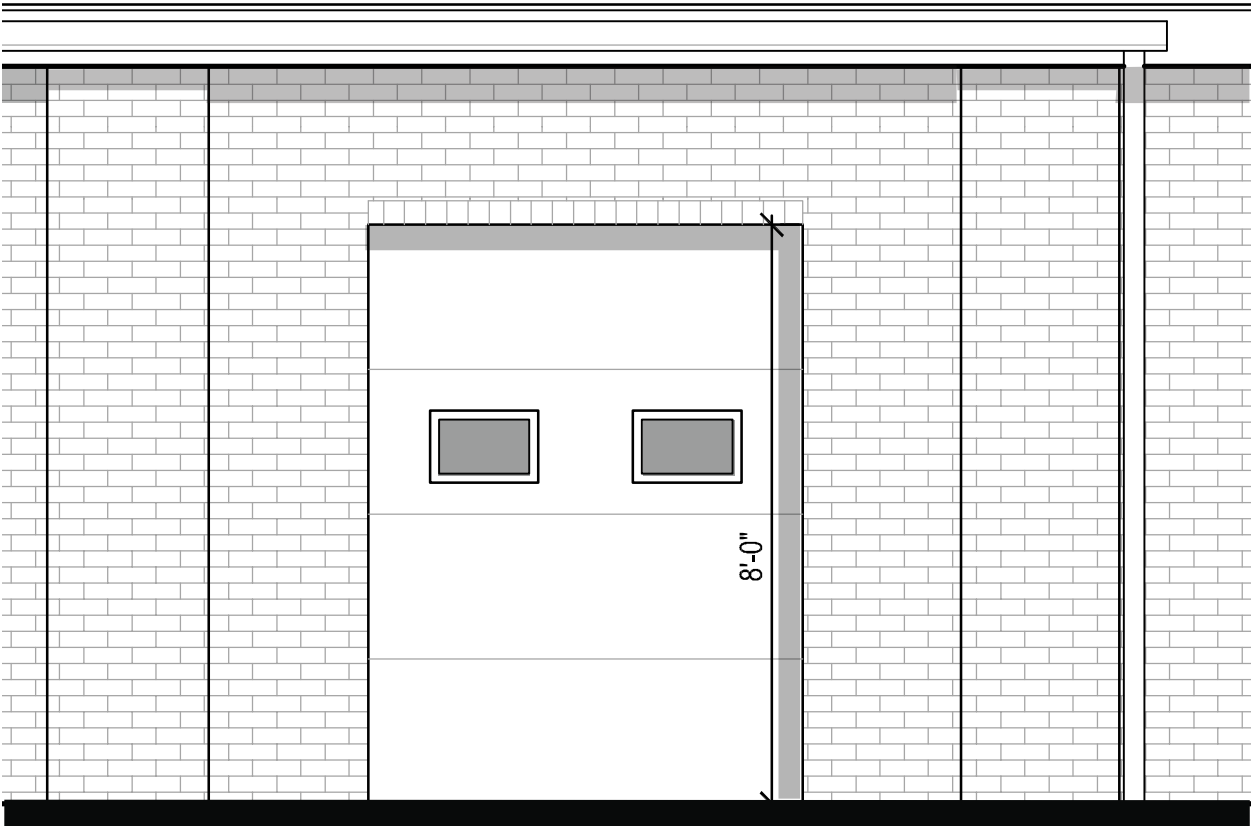
Brief description of sign or project:

- **LEFT FACADE:**
- **REPLACE 6' WIDE OVERHEAD DOOR W/ 8' WIDE OVERHEAD DOOR (WHITE).**
- **INSTALL NEW EXTERIOR LIGHT ABOVE NEW WIDER DOOR**
- **BRICKMASTER CLADDING TO BE REMOVED BETWEEN PIERS AND REPLACED W/ COMPOSITE CLAPBOARD TO MATCH CLAPBOARD AT CURRENT STORE ENTRY.**

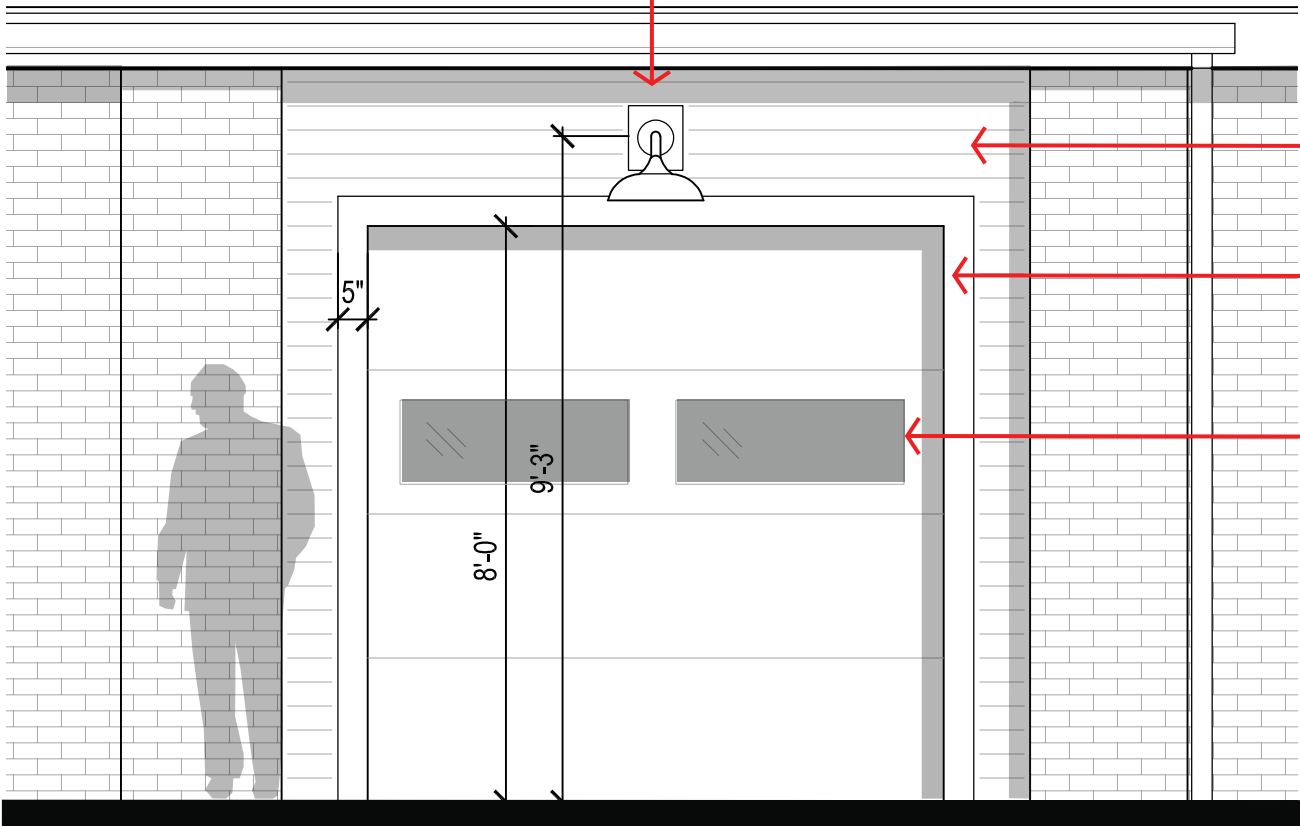
Please email completed application to elitchman@needhamma.gov



PHOTO OF CURRENT DOOR



EXISTING



PROPOSED



APPLICATION #01 - OVERHEAD DOOR REPLACEMENT

3 | LEFT FACADE - ENLARGED OVERHRAD DOOR REPLACEMENT

SCALE : 1/2" = 1'-0"
04 JUNE 2024



TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
500 Dedham Avenue
Needham, MA 02492
Application and Report

Property Location: 53 CHESTNUT STREET **Date:** 04 JUNE 2024

Owner: NEEDHAM GARDEN & HARDWARE (GARRET GRAHAM)

Address: 53 CHESTNUT STREET NEEDHAM MA 02492
Street City State Zip
Telephone: 02492

Applicant: SCOTT MELCHING ARCHITECT

Address: 116 ARCH STREET NEEDHAM MA 02492
Street City State Zip
Telephone: 718.578.3354

Designer/Installer: J.T. DELANEY CONSTRUCTION LLC

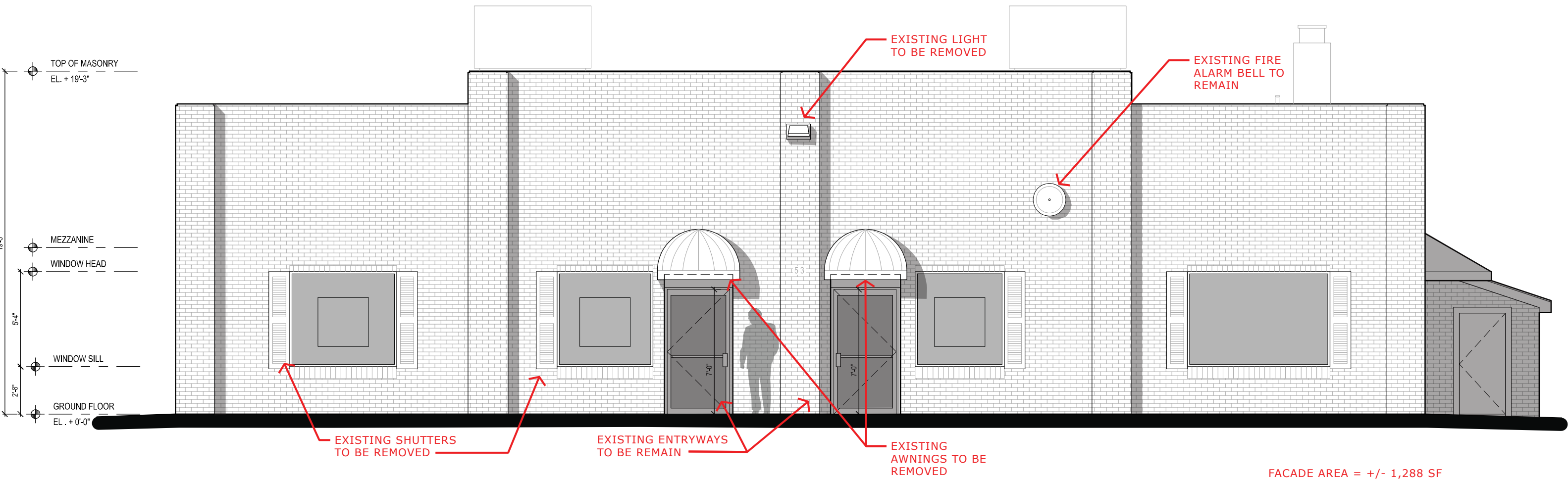
Address: 31 LAKE DRIVE NEEDHAM MA 02492
Street City State Zip
Telephone: 781.453.0667

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☐	Minor Project
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Brief description of sign or project:

- FRONT FACADE:**
- Install 4 new fixed awnings to the front façade (Chestnut Street)**
- Install 6 new gooseneck downlights above new awnings**

Please email completed application to elitchman@needhamma.gov



APPLICATION #02 - AWNINGS & LIGHTS
4 | FRONT FACADE - EXISTING (CHESTNUT STRETE)

SCALE : 3/16" = 1'-0"
04 JUNE 2024

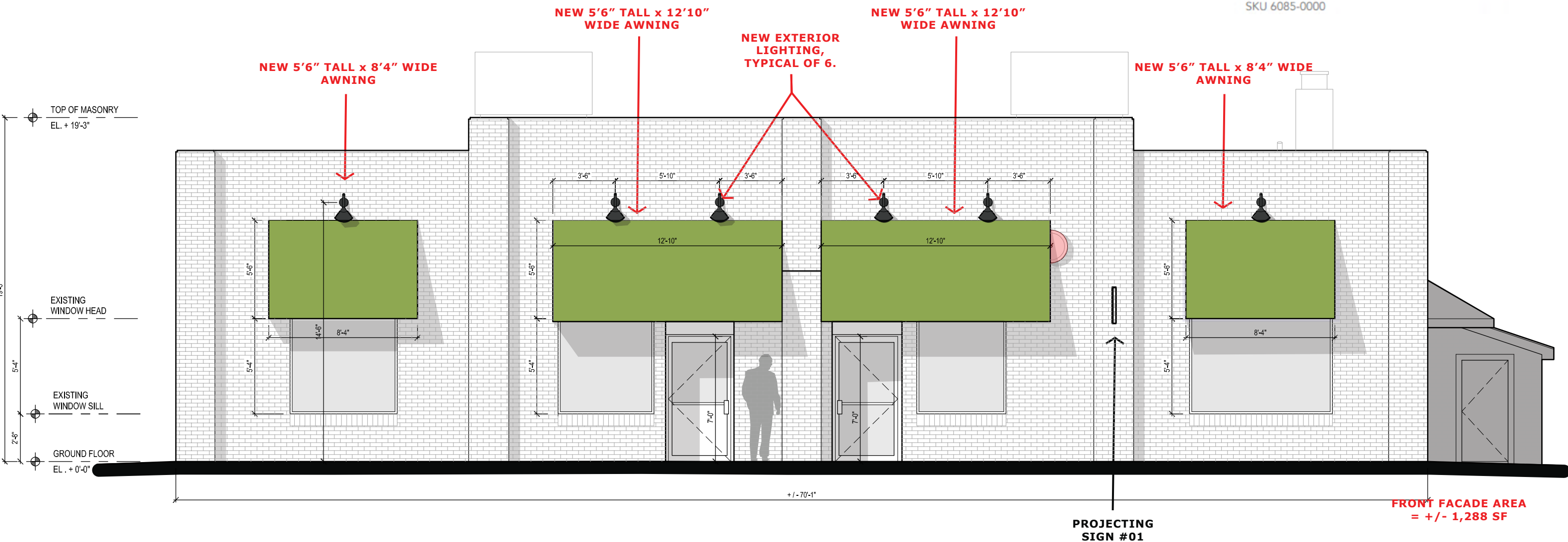


Lime T16

PROPOSED AWNING
COLOR OPTIONS

Ginkgo

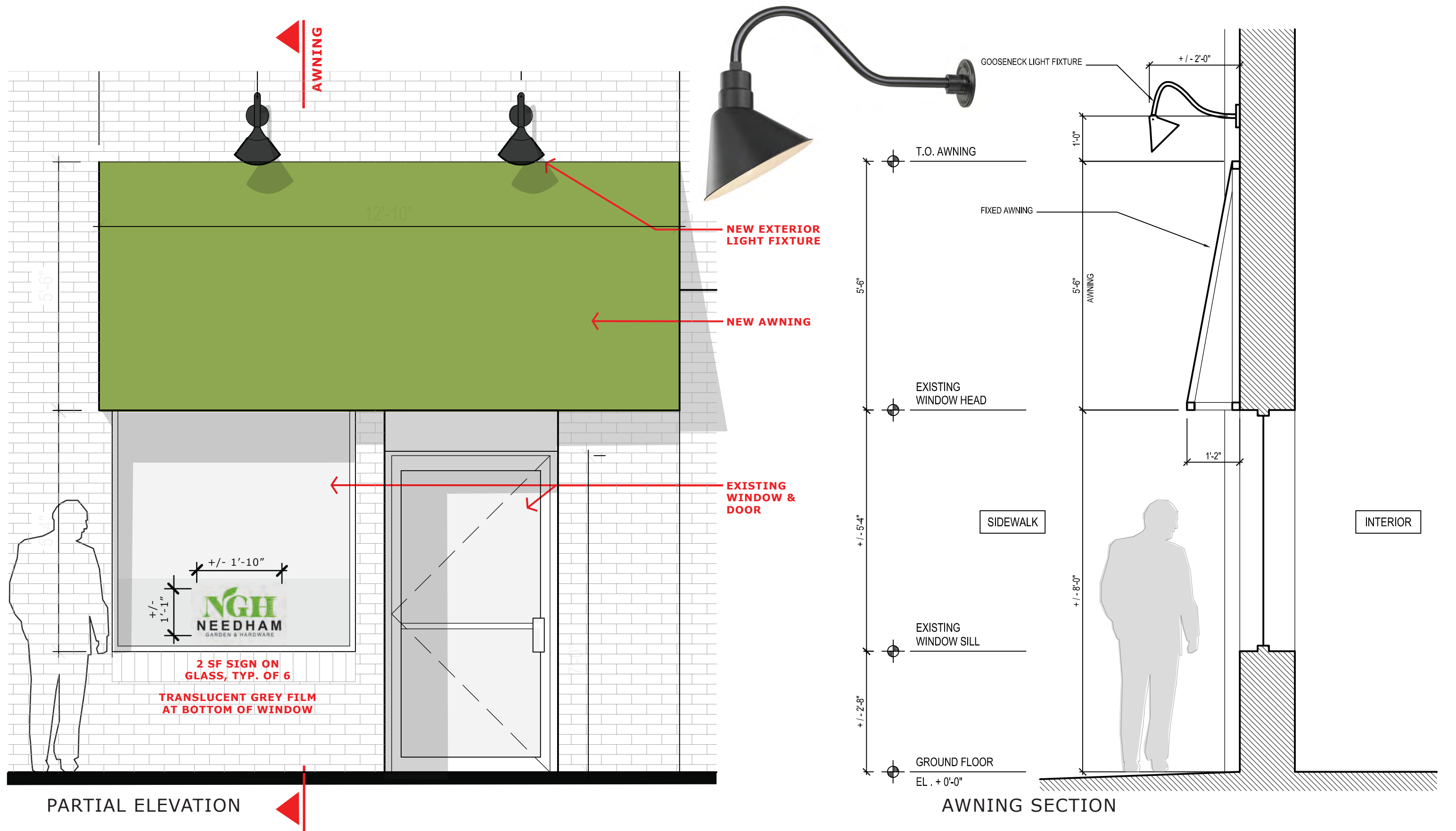
Sunbrella Mayfield
SKU 6085-0000



APPLICATION #02 - AWNINGS & LIGHTS

5 | FRONT FACADE - PROPOSED (CHESTNUT STREET)

SCALE : 3/16" = 1'-0"
04 JUNE 2024



APPLICATION #02 - AWNINGS & LIGHTS

6 | ENLARGED FRONT FACADE AWNING & LIGHT DETAIL

SCALE : 1/2" = 1'-0"
04 JUNE 2024



PROPOSED

10 | PERSPECTIVE VIEW (PROVIDED BY TRUE VALUE)

04 JUNE 2024



TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
500 Dedham Avenue
Needham, MA 02492
Application and Report

Property Location: 53 CHESTNUT STREET **Date:** 04 JUNE 2024

Owner: NEEDHAM GARDEN & HARDWARE (GARRET GRAHAM)

Address: 53 CHESTNUT STREET NEEDHAM MA 02492

Street City State Zip
Telephone: 02492

Applicant: SCOTT MELCHING ARCHITECT

Address: 116 ARCH STREET NEEDHAM MA 02492

Street City State Zip
Telephone: 718.578.3354

Designer/Installer: J.T. DELANEY CONSTRUCTION LLC

Address: 31 LAKE DRIVE NEEDHAM MA 02492

Street City State Zip
Telephone: 781.453.0667

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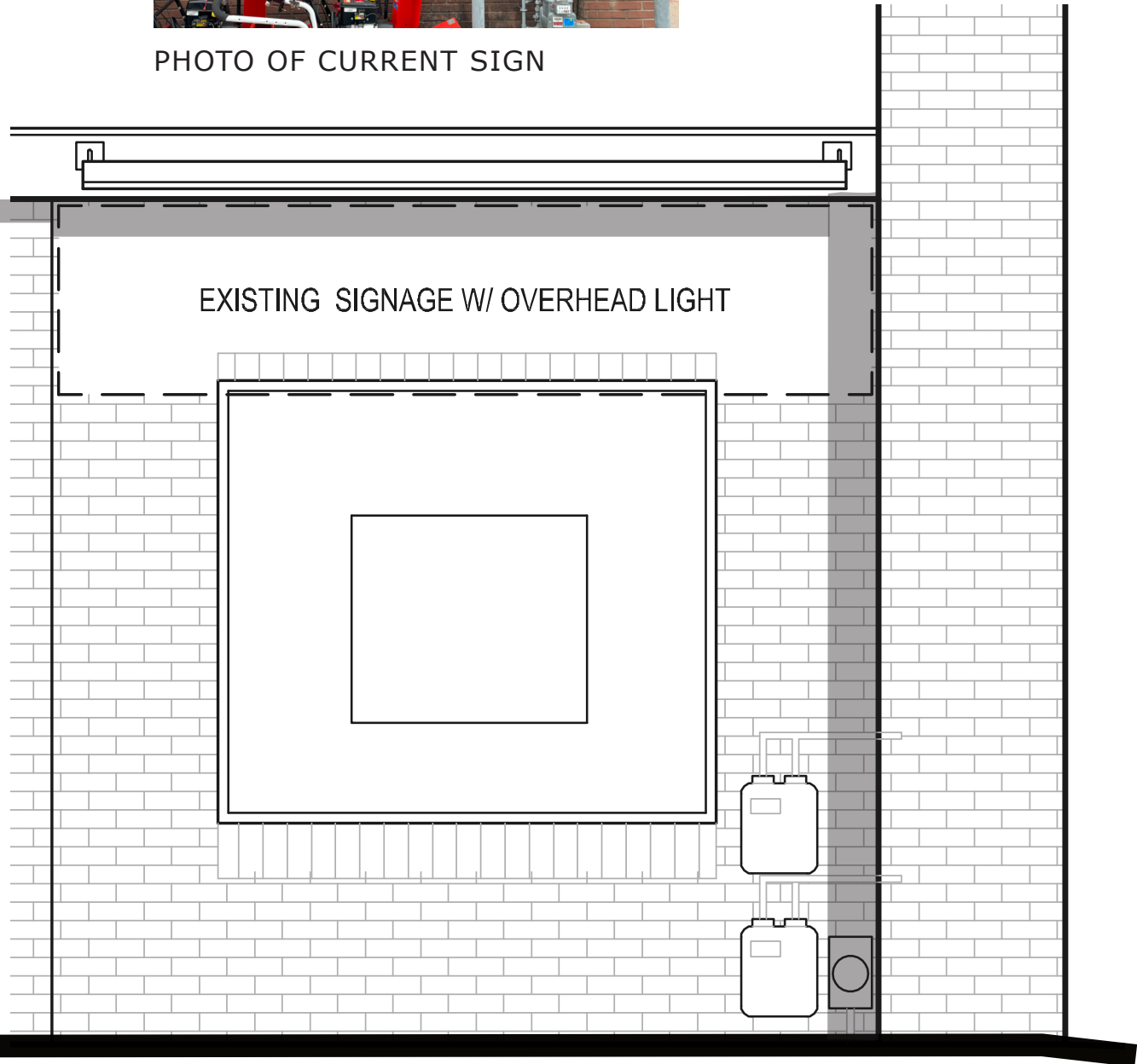
LEFT & RIGHT FACADES:

- Replace two current store signs located on the left & right facades w/ new vinyl sign
- applied to existing metal panel / sign support
- Same size signs in both locations
- Replace / refurbish current sign light fixture in kind

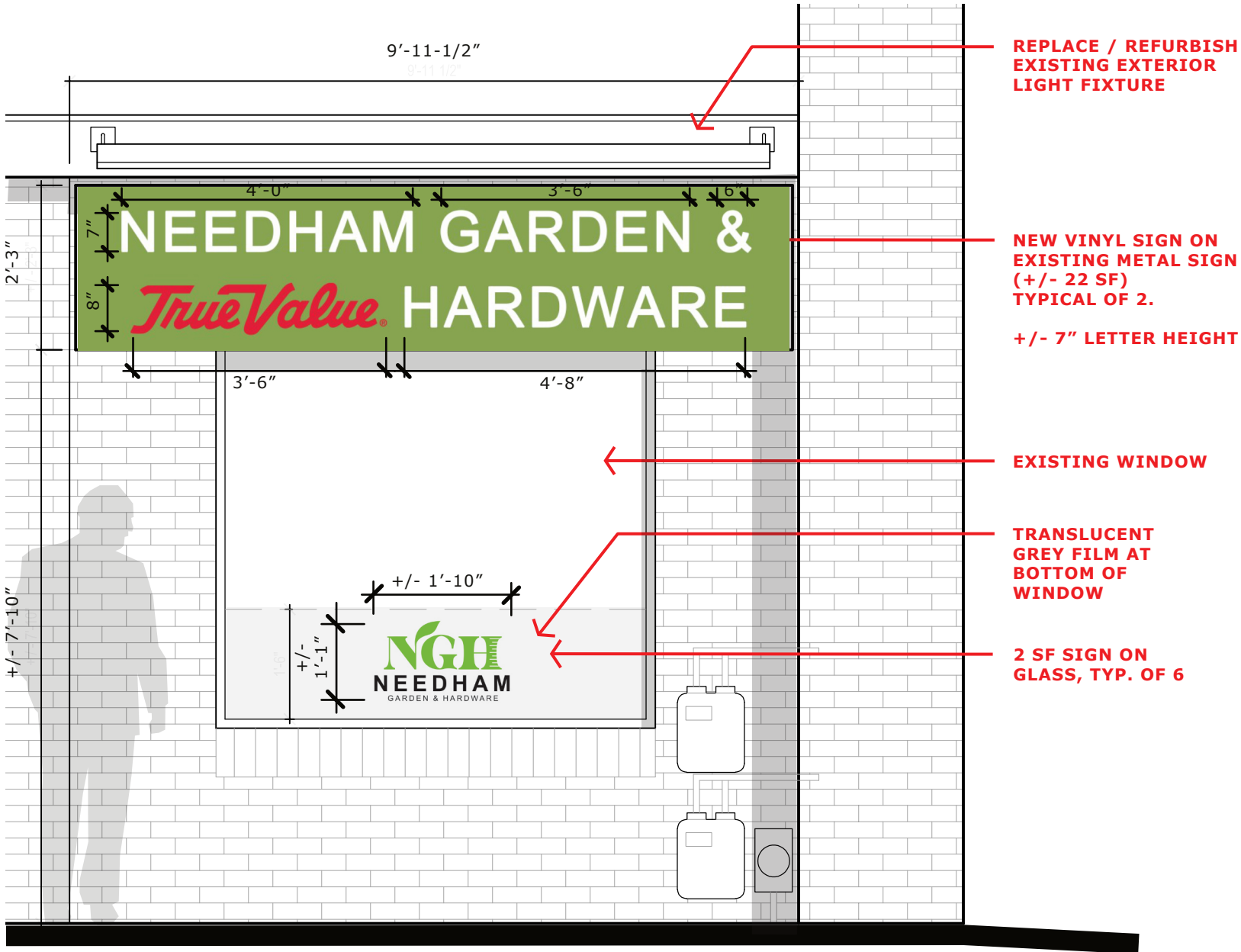
Please email completed application to elitchman@needhamma.gov



PHOTO OF CURRENT SIGN



EXISTING



PROPOSED

REPLACE / REFURBISH
EXISTING EXTERIOR
LIGHT FIXTURE

NEW VINYL SIGN ON
EXISTING METAL SIGN
(+/- 22 SF)
TYPICAL OF 2.

+/- 7" LETTER HEIGHT

EXISTING WINDOW

TRANSLUCENT
GREY FILM AT
BOTTOM OF
WINDOW

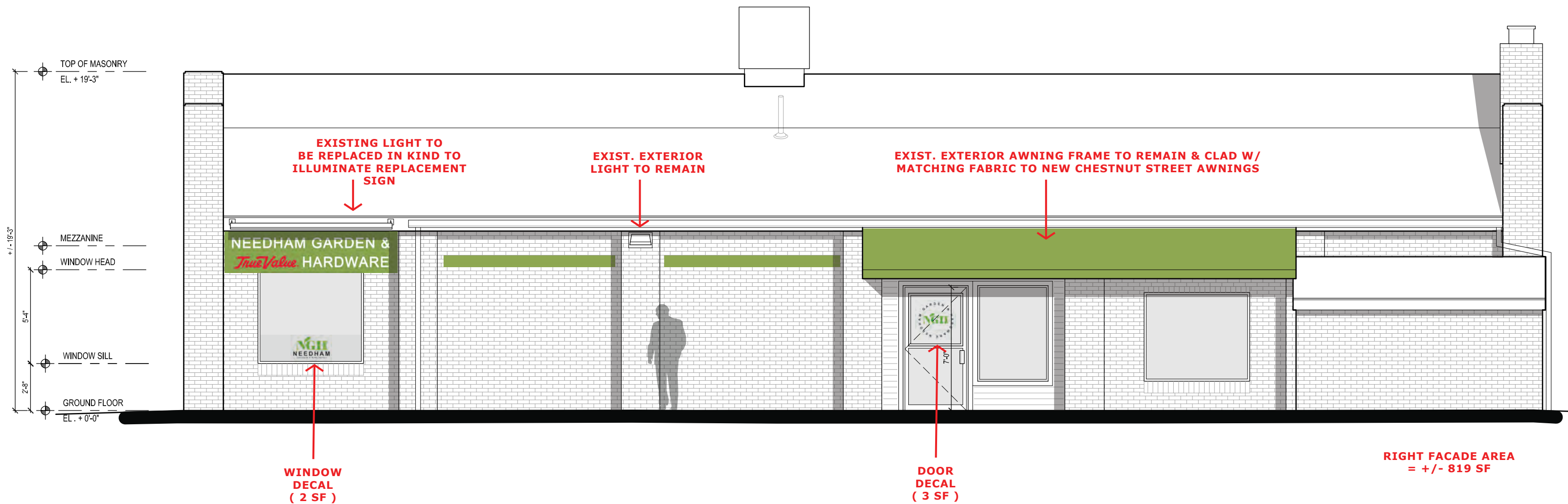
2 SF SIGN ON
GLASS, TYP. OF 6

APPLICATION #03 - SIGN REPLACEMENT

7 | ENLARGED LEFT & RIGHT FACADE

SCALE : 1/2" = 1'-0"

10 JUNE 2024 ~~04 JUNE 2024~~



PROPOSED
11 | RIGHT FACADE

SCALE : 3/16" = 1'-0"
04 JUNE 2024



TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
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Property Location: 53 CHESTNUT STREET **Date:** 04 JUNE 2024

Owner: NEEDHAM GARDEN & HARDWARE (GARRET GRAHAM)

Address: 53 CHESTNUT STREET NEEDHAM MA 02492
Street City State Zip

Telephone: 02492

Applicant: SCOTT MELCHING ARCHITECT

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Street City State Zip

Telephone: 718.578.3354

Designer/Installer: J.T. DELANEY CONSTRUCTION LLC

Address: 31 LAKE DRIVE NEEDHAM MA 02492
Street City State Zip

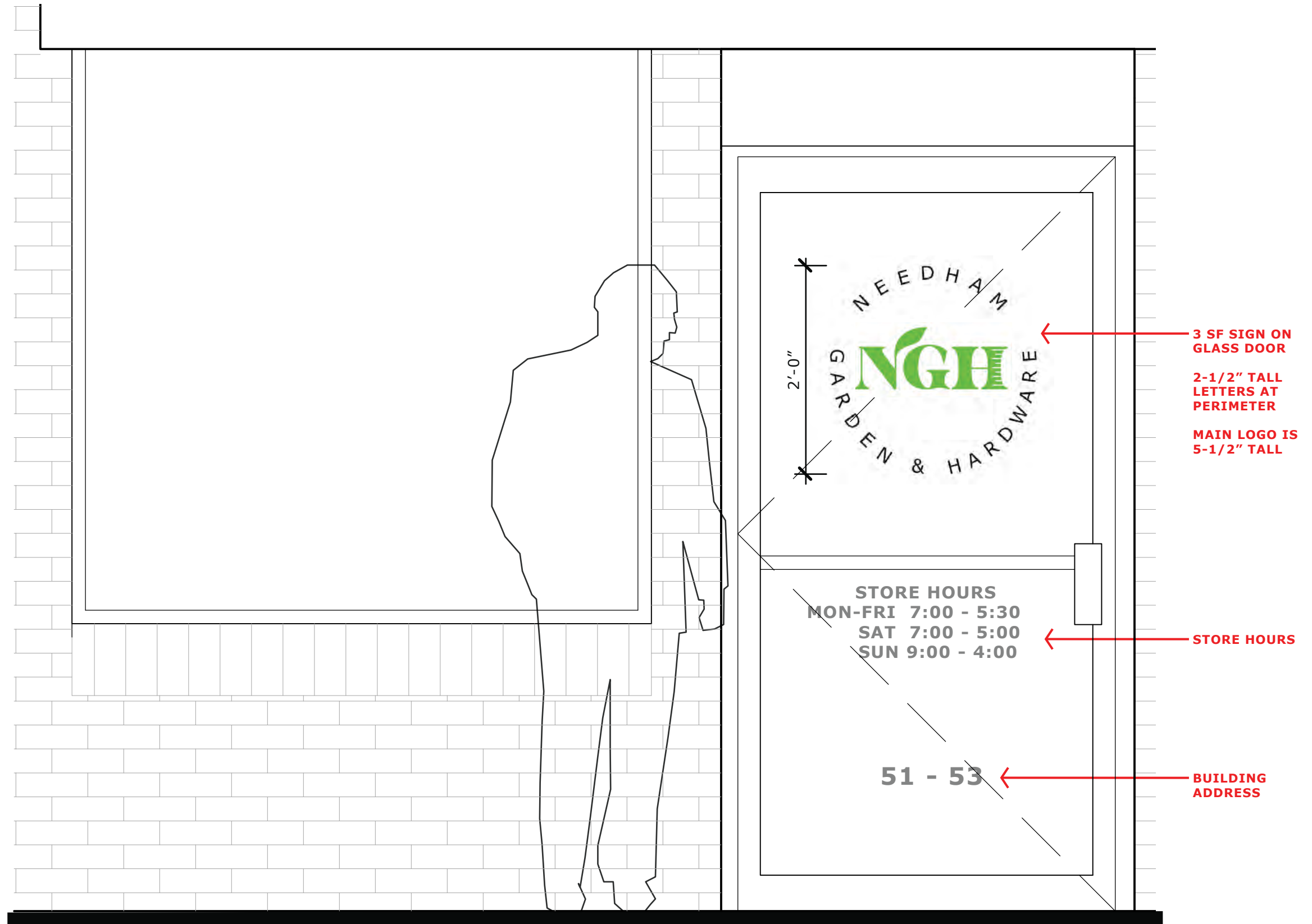
Telephone: 781.453.0667

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FRONT & RIGHT FACADES:

- Install 1 new sign on each of the three entry / exit doors for a total of 3 signs
- Each sign is 3 SF in area

Please email completed application to elitchman@needhamma.gov



APPLICATION #04 - DOOR SIGNS

8 | ENLARGED DOOR DETAIL (TYPICAL OF 3 EXTERIOR DOORS)

ENLARGED DOOR ELEVATION

SCALE : 1" = 1'-0"
04 JUNE 2024



TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
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Needham, MA 02492
Application and Report

Property Location: 53 CHESTNUT STREET **Date:** 04 JUNE 2024

Owner: NEEDHAM GARDEN & HARDWARE (GARRET GRAHAM)

Address: 53 CHESTNUT STREET NEEDHAM MA 02492
Street City State Zip
Telephone: 02492

Applicant: SCOTT MELCHING ARCHITECT

Address: 116 ARCH STREET NEEDHAM MA 02492
Street City State Zip
Telephone: 718.578.3354

Designer/Installer: J.T. DELANEY CONSTRUCTION LLC

Address: 31 LAKE DRIVE NEEDHAM MA 02492
Street City State Zip
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FRONT FACADE (CHESTNUT STREET)

- Install (1) projecting sign along chestnut street between awnings
- - Proposed "projecting sign" meets criteria listed in 5.4.2.2 Location item d.

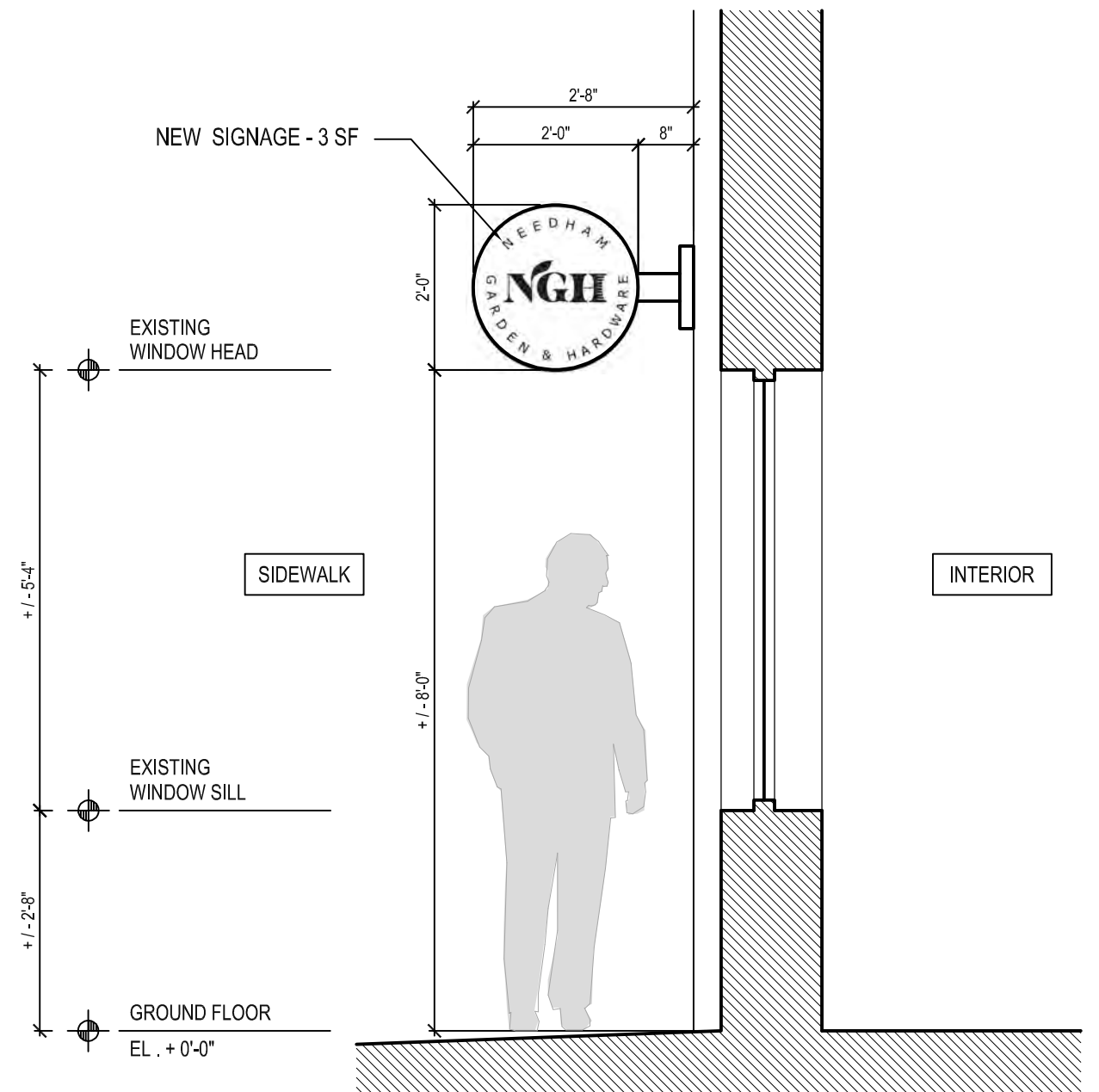
Please email completed application to elitchman@needhamma.gov



PROJECTING SIGN #01 (3 SF)



CONCEPT IMAGE



APPLICATION #05 - PROJECTING SIGN

9 | PROJECTING SIGN - ENLARGED SECTION / SIGN GRAPHIC

SCALE : 1/2" = 1'-0"
04 JUNE 2024



TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building

500 Dedham Avenue

Needham, MA 02492

Application and Report

Property Location: SWEET BASIL Restaurant Date: 5/31/24

Owner: DAVE BECKER

Address: 942 GREAT PLAIN AVE NEEDHAM MA 02492
Street City State Zip

Telephone: 781-444-9600

Applicant: DAVE BECKER

Address: 200 LAGRANGE WEST ROXBURY MA 02132
Street City State Zip

Telephone: 508-221-8856

Designer/Installer: MYSELF and the Town of NEEDHAM

Address: _____
Street City State Zip

Telephone: _____

Type of Application
☐ Sign
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Brief description of sign or project:

WE ARE Hoping to have outdoor seating again, during
the summer months. Using 2 parking spaces, and
3 table directly in front of the restaurant

Please email completed application to elitchman@needhamma.gov



TOWN of NEEDHAM
MASSACHUSETTS
APPLICATION FOR OUTDOOR SEATING
UNDER SECTION 6.9 OF THE ZONING BY-LAW

LOCATION:

Property Address: 942 GREAT PLAIN AVE
Name of Establishment: SWEET BASIL

APPLICANT:

Name (must be business owner, manager, or lessee): DAVID BECKER
Address: 200 LAGRANGE STREET WEST ROXBURY MA
02132
Telephone Number: (508)-221-8856
Email Address: david.b.becker@gmail.com

Do you own or rent property? RENT

PROPERTY OWNER:

Complete this section if applicant is not the property owner

Name (must be owner): FIRST CAMBRIDGE REAL CORPORATION
Address: 907 MASSACHUSETTS AVENUE #2
CAMBRIDGE, MA 02139
Telephone Number: 617-547-6559
Email Address: RBARON@FCRCORP.COM

APPLICATION REQUEST:

Are you requesting to have outdoor dining on PRIVATE parking spaces? Yes ___ No ✓

If yes, how many private parking spaces?

Are you requesting to have outdoor dining on PUBLIC parking spaces (on-street or in a public parking lot)? Yes ✓ No ___

If yes, how many public parking spaces do you intend to use in each category? *Note: there is a maximum of 3 parking spaces allowed per applicant.*

2 # on-street public parking spots. Please note, required concrete barriers will take up 1 parking spot and should be added to the total number of spots you are applying to use.

0 # of off-street public parking spots (in a public parking lot)

Are any of the spaces you are requesting to use designated for handicap parking? No

Are you requesting to have outdoor dining on a sidewalk? yes

SEATING: FACILITIES/EQUIPMENT:

Total number of seats approved under existing Special Permit 60
Total number of seats existing inside 60 (may be same as above or fewer)
Number of restrooms provided 3
Total number of seats proposed outside 39 Size of Grease Trap _____
Number of chairs 39 Air Curtains (if opening is off kitchen) N/A
Number of tables 12 Screens (if opening is off kitchen) _____
Outdoor Seating Area dimensions 27' x 8'

Type of Barrier or Enclosure to Define Seating Area

(mandatory if alcohol is proposed to be served):

CONCRETE BARRIERS (STREET)
RETRACTABLE RAIL (SIDEWALK)

DATES AND HOURS OF OPERATION

The standard outdoor dining season in the Town of Needham is April 1 - November 30. The Town will consider applications that extend beyond that timeframe on an individual basis.

Are you requesting to serve food & beverage outdoors earlier than April 1 or later than November 30? Yes (no)

If yes, what are your proposed opening and closing dates?

N/A

What days of the week and hours do you plan to serve food & beverage outdoors?

MON-FRI 5-10pm, Sat 4-10pm, Sun 4-10pm

BRIEF DESCRIPTION OF:

Seating Arrangement, Type of Furniture, Type of Barrier or Enclosure to Define Seating Area (mandatory if alcohol is proposed to be served), Ingress/Egress from the Inside to the Outside, Location of Outdoor Exit Area in the case of an emergency, Written Description of Colors and Materials Used

WE WILL USE 11 OUTDOOR TABLES (PATIO) WITH 3-4 MATCHING CHAIRS PER TABLE. CONCRETE BARRIERS IN THE STREET, ALONG WITH RETRACTABLE RAILS ON THE SIDEWALK. FRONT DOOR WILL BE USED FOR ACCESS, THERE ARE 2 OTHER AVAILABLE EGRESSES, ONE IN THE FRONT OF THE BUILDING AND ONE IN THE BACK. COLOR SCHEME IS CHARCOAL GREY. WE WILL USE METAL OUTDOOR FURNITURE.

PLAN REQUIREMENTS

Submit a Plan of the Outside Seating Area, showing precise dimensions and locations of:

- (1) Seating arrangement, including the arrangement of the furniture
- (2) Enclosure of dining area (this is required if service of alcohol is proposed)
- (3) Location of ingress/egress from inside to outside
- (4) Location of outside emergency exit(s)
- (5) Separation distances to building, curbing, sidewalks, streets, trees, planters, rubbish containers, equipment, and any other obstacles in pedestrian walkway or access aisles

Said Plan must be certified by a Registered Architect or Engineer with certifications that the restaurant with the outdoor seating complies with egress and access requirements, that the seating configuration complies with safety requirements, and that the restaurant has adequate restroom facilities for the number of seats. (If the total indoor and outdoor seating exceeds the number allowed for the existing restroom facilities, you may reduce the number of indoor seats being used, so that the total number of restaurant seats does not trigger additional restroom facilities.)

(6) For parking spaces located on a parking lot (public or private), provide a site plan showing parking areas to be utilized for outdoor seating. Said plan can be an existing approved Site Plan, in which applicant delineates proposed seating location.

FURNITURE SPECIFICATIONS SHEET

A detailed specifications sheet illustrating the appearance, materials, colors, and size of selected outdoor seating furniture and equipment including chairs, benches, tables, umbrellas, fences, and other items. Photographs of furniture and equipment may be substituted for specification sheets as long as a sheet listing the dimensions of the furniture and equipment accompanies the photographs.

Are you proposing to have: (please check all that apply)?

- A tent or canopy? A permit from the Building Department may be required ([link](#)).
- Outdoor lighting? An electrical permit is required ([link](#)).

Outdoor Heating? A permit from the Fire Department is required ([link](#)).

PHOTOGRAPHS

Submit photographs of the proposed outdoor dining location (front and side views) if available.

ALCOHOL SERVICE

☐ NO
☒ YES

If you are seeking permission to serve alcohol outside (i.e., to extend your existing license to a patio or other outdoor seating areas), you must get approval from the Select Board by filing an Alteration of Licensed Premises, which is available on the Alcoholic Beverages Control Commission (ABCC) website at <https://www.mass.gov/how-to/amend-your-alcoholic-beverages-retail-license-alteration-of-premises-or-location-change-abcc>.

Please select one. Expansion area must be either:

1. ☒ Contiguous to the licensee's premise with a clear view of the area from inside the premises; or
2. The Licensee may commit to providing management personnel dedicated to the area.

FEES AND TERM

Outdoor seating licenses are issued for a term of one year, unless stated otherwise, and can be renewed annually. The annual application fee is \$25, which will be credited toward the annual licensing fee if the application is approved

For outdoor dining approved on public property, there is an annual licensing fee for the sole use of public space for outdoor dining at the rate of \$250 per public parking space and \$100 for the use of the sidewalk. If an applicant is approved for the use of public parking space(s) and the sidewalk, the \$100 sidewalk licensing fee will be waived.

CERTIFICATION

I/we the undersigned certify that I am the owner of record of the named property or that the owner of record authorizes the proposed work and that the above information which I/we provided is correct.

I/we have read and fully understand the procedures as established by the Town of Needham and further understand that failure to comply with said procedures may result in revocation of this permit.

Signature of Applicant(s): *Ralph B. Belfer* Date: 6/10/24
Date: _____

THIS SECTION BELOW IS FOR OFFICIAL USE ONLY

Major Project Site Plan Review Special Permit (Planning Board) yes _____ no _____

Zoning Board of Appeals Special Permit yes _____ no _____

Select Board Licensing Approval _____

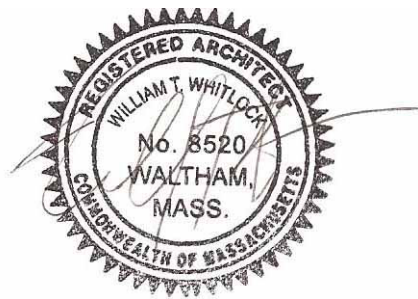
Certificate of Insurance covering outdoor area: _____

Departmental Approval (Health _____ Building _____ Fire _____ Police _____ Public Works _____)

License Agreement (if seating is on sidewalk or other public property): _____

Alteration of Licensed Premises (for alcohol service in outdoor area): _____

Comments: _____



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Waltham, MA 02451
781.647.8008
www.whitlockdesigns.com

ISSUED

03/10/2023

PROJECT NAME

SWEET
BASIL

ADDRESS

942 GREAT PLAIN
AVE.
NEEDHAM, MA 02492

SEAL

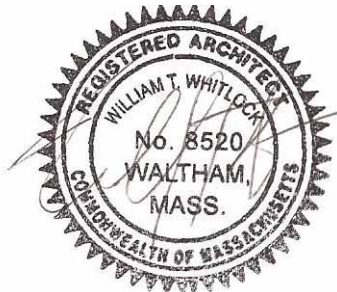
DRAWING TITLE

PHOTOS

SCALE

SHEET NUMBER

SK-0.0



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SEAL

DRAWING TITLE

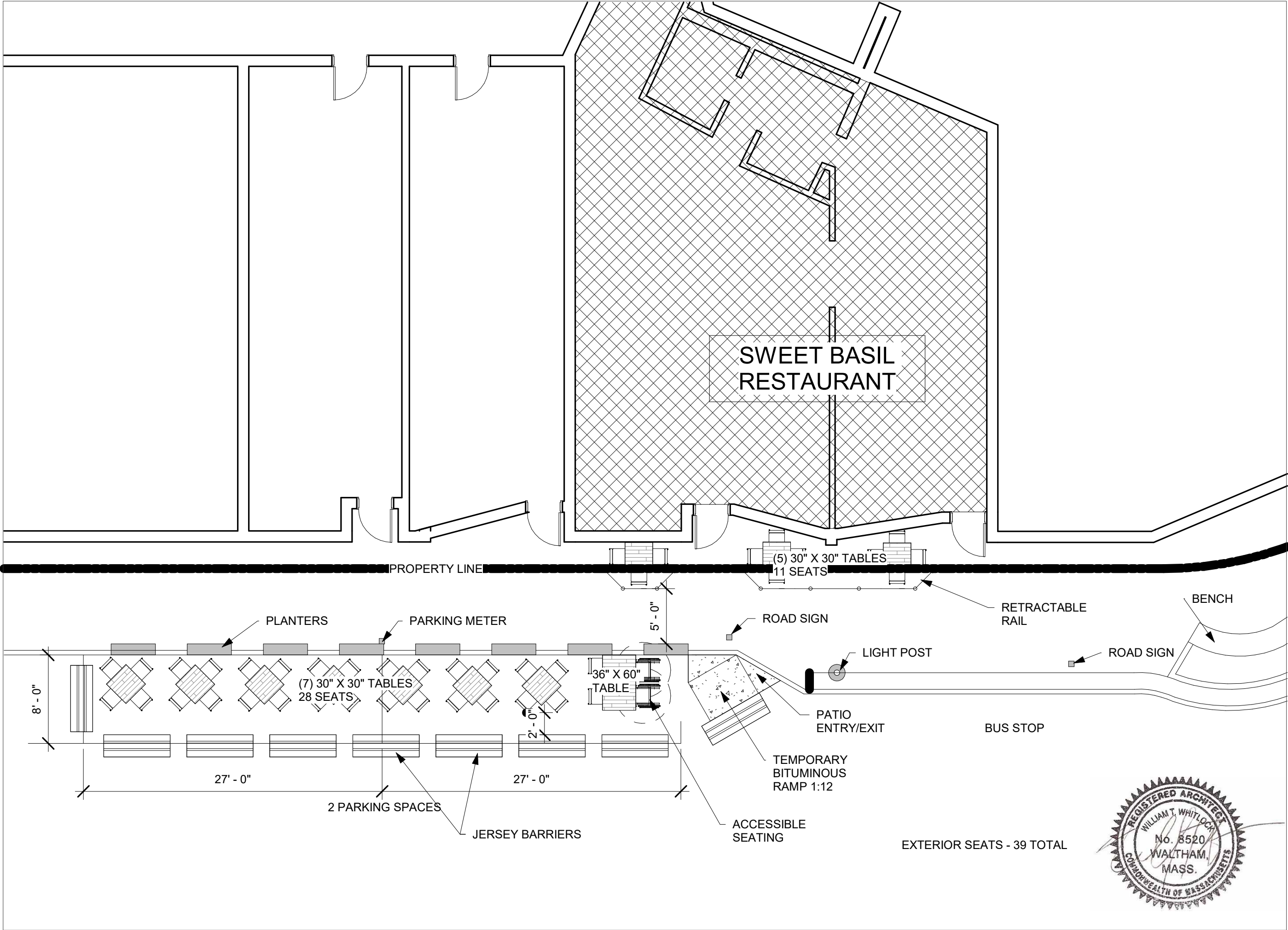
FURNITURE

SCALE

SHEET NUMBER

SK-1.1

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PARKING SPACE PATIO SK-1.0
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ISSUED

05/28/2024

PROJECT NAME

**SWEET
BASIL**

ADDRESS

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NEEDHAM, MA 02492

SEAL

DRAWING TITLE

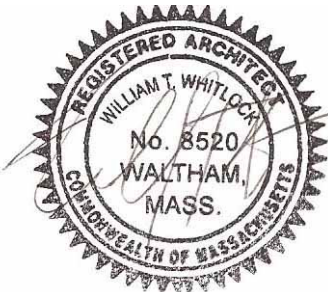
PARKING SPACE
PATIO

SCALE

1/8" = 1'-0"

SHEET NUMBER

SK-1.0





Design Review Board Meeting Minutes
Monday, May 20, 2024
7:30 p.m.

Board Members:

Mark Gluesing, Board Chair (P)
Susan Opton, Board Member (P)
Felix Zemel, Board Member (P)
Steve Dornbusch, Board Member (P)
Elisa Litchman, Administrative Specialist, Planning & Community Development (P)

Mark Gluesing, Chair, called the meeting to order on May 20, 2024, at 7:30 p.m. He reviewed the remote meeting procedures.

Applicants & Attendees:

1. Charly Nanda, Needham Council for Arts & Culture
2. Joe Foley, Dorchester Awnings representing Learning Express
3. Steve Schwede, FastSigns representing WAVE Medical Aesthetics

Agenda Item 1:

Charly Nanda, Needham Council for Arts & Culture applying for Mosaic Public Art Project to be located at Haddock & McCloud Plaza, 20 & 30 Chestnut Street.

Charly Nanda, representing the Needham Community Action Network, explained that the proposal is for mosaics on eight panels, 2'x3' each. These will be installed on existing planters in an alleyway known as the Haddock & McCloud Plaza. The public design workshop was led by mosaic artists for local high school students. Planters will be painted, and the panels will be installed. The artwork transitions around the side and deals with mental health work. Two professional mosaic artists are involved with the project and have stated that the mosaics should last indefinitely.

Mr. Zemel noted that mosaics, if maintained, do last forever. He asked about the maintenance and upkeep of the panels. Ms. Nanda stated that maintenance would be on an as-needed basis and will require the artist to take care of the work. The appropriate materials have been selected for the outdoor panels. There is not a scheduled maintenance plan, per say. There is not currently a public art plan for Needham, but the Economic Development Director for the Town is currently trying to write one. There are 184 cultural assets in Needham and approximately 15 public art pieces.

Chair Gluesing stated that he believes that the Arts Council and Town will be able to do any maintenance needed on these items. He asked about a plaque or dedication for this artwork. Ms. Nanda stated that nothing is planned at this time, but this could be considered.

45 Upon motion duly made by Mr. Dornbusch and seconded by Ms. Zemel, it was voted to approve
46 the application as submitted. Steve Dornbusch – aye; Felix Zemel – aye; Susan Opton – aye;
47 Mark Gluesing – aye. Motion passed 4-0-0.
48

49 **Agenda Item 2:**

50 *Joe Foley, Dorchester Awnings representing Learning Express located at 1029 Great Plain*
51 *Avenue and applying for awnings with signage.*
52

53 It was noted that the applicant was not available at this time, and the hearing would be moved to
54 the next meeting.
55

56 **Agenda Item 3:**

57 *Steve Schwede, FastSigns representing WAVE Medical Aesthetics located at 941 Great Plain*
58 *Avenue and applying for signage.*
59

60 Steve Schwede, FastSigns, explained that the proposal is for a ½” thick solid aluminum sign,
61 painted white, and attached flush to the wall. WAVE Medical Aesthetics has a nice logo that will
62 be included. Two existing gooseneck lights above the sign are planned to be utilized. The
63 WAVE letters on the sign are proposed to be 13 ¼” tall. A separate blade sign currently hangs
64 from the façade over the sidewalk and between this storefront and 2nd Hand Rose storefront, and
65 the proposal is to place the businesses’ logo on both sides of this as well.
66

67 Mr. Zemel noted that there was previous concern regarding the bracket of a sign in this location
68 during storm events. Mr. Schwede stated that there is a chain proposed on the bottom corner near
69 the wall, and it is believed that securing the sign at three corners should be sufficient.
70

71 Mr. Dornbusch noted that the proposed sign should be in line with the baseline or the sign next
72 to it. Mr. Schwede stated that the top of the “Wave” letters on the sign are lined up with the top
73 of the sign next door. Mr. Dornbusch asked about the height of the sign hanging over the
74 sidewalk. Mr. Schwede stated that this will be at least 8’ off the ground. Chair Gluesing stated
75 that he believes it will be high enough in this location.
76

77 Ms. Opton asked if the lettering will be easily readable. Mr. Schwede stated that the bottom
78 letters of the sign are approximately 2 ¾” tall. Chair Gluesing stated that these will likely not be
79 noticed from far away but will still be readable.
80

81 Chair Gluesing stated that the round logo element will be located higher than the sign next to it
82 in this proposal. He suggested that the sign center be aligned with the 2nd Hand Rose sign next to
83 it, in order to keep all of the signs on these buildings aligned.
84

85 Upon motion duly made by Mr. Dornbusch and seconded by Ms. Zemel, it was voted to approve
86 the application, with the condition that the center line of the wall sign align with the center line
87 of the 2nd Hand Rose sign adjacent. Steve Dornbusch – aye; Felix Zemel – aye; Susan Opton –
88 aye; Mark Gluesing – aye. Motion passed 4-0-0.
89

90 **Minutes:**

Minutes from the 04/08/2024 meeting

Upon motion duly made by Mr. Zemel and seconded by Mr. Dornbusch, it was voted to approve the meeting minutes of April 08, 2024, as presented. Felix Zemel – aye; Steve Dornbusch - aye; Susan Opton – aye; Mark Gluesing – aye. Motion passed 4-0-0.

Upon motion duly made by Mr. Dornbusch and seconded by Ms. Opton, it was voted to adjourn at 8:07 p.m. Felix Zemel – aye; Steve Dornbusch - aye; Susan Opton – aye; Mark Gluesing – aye. Motion passed 4-0-0.

Next Public Meeting – June 10, 2024 at 7:30pm via Zoom Webinar

DRAFT