

DESIGN REVIEW BOARD

Monday, June 24, 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](https://us02web.zoom.us/j/84519876965). 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](https://us02web.zoom.us/j/84519876965) click "Join a Meeting" and enter the following ID: 845-1987-6965

HEARINGS:

Public notice is hereby given that **Homewood Suites** located at 200 First Ave., has made application to the Design Review Board for a Special Permit pursuant to the Article 5 of the General Bylaws, Sign By-law, Section 5.3.4, Special Permits. The applicant is proposing 2 wall signs at the top of the building of 106.1 square feet each, 2 wall signs on each canopy fascia of 16.9 square feet each, one wall sign at the public entry of 28 square feet and one double sided ground sign of 54 square feet, each face. Section 5.5.3 limits the total number of signs to one, whether attached or free standing. Section 5.5.4 limits wall signs visible from Route 128 to 100 square feet, other wall signs to 32 square feet and free-standing/ ground signs to 32 square feet, each face. The Design Review Board may grant exception to these provisions and any other applicable sections of the Sign By-law.

APPLICANTS:

Somi Kim, owner of property located at 117 Chestnut Street and re-applying for façade changes.

Scott Drago, Chief Operating Officer of Blue on Highland located at 882 Highland Avenue and applying for site plan review.

Hillary Bruell, Needham Art Association applying for 'Art Outside' banners on fences at 8 various locations in town.

REVIEW

Minutes of 6/10/2024 meeting.

Next Public Meeting – July 8, 2024 at 7:30pm via Zoom Webinar

FOR SALES USE ONLY

888.503.1569

SITE ADDRESS:

200 1st Ave.
Needham, MA
02494

Stratus Project Manager: Anthony Molina
Stratus Sales: Willie Fields

[View in Google Maps](#)

OWNER'S SCOPE OF WORK:

- Owner to provide (1) primary circuit (120v) for EACH sign location.
- Sign contractor is responsible for all secondary wiring. If primary is not present at time of install, the owner is responsible for making the final connection.
- Owner is to provide unrestricted access to the area behind where each sign is located.
- The access panel is to be approx, 24" x 36".
- 5/8" plywood blocking is to be provided behind where each sign and lighting is to be installed.

SIGN PACKAGE:

- (4) Four Channel Lettersets
(1) One Entrance Wall Plaque
(4) Four Face Replacements for (2) Two D/F Illum. Monument

CUSTOMER APPROVAL / SIGNATURE:

SIGNATURE: _____ DATE: _____

Mentor, Ohio 44060

ZOO ISLAND
Needham, MA 02494

1

G:\ACCOUNTS\HILTON HOMEWOOD SUITES\2023\MAHS_Needham\HS Needham Sales R2.cdr

Infinite possibilities, ideal solutions.

HOMewood SUITES by Hilton

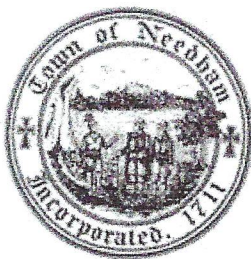
PROJECT NUMBER	Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
85875	Original	45	455	11/02/23 AKS				
PROJECT MANAGER	Rev 1	45	526	11/16/23 KO				
ARCHITECT/ENGINEER	Rev	45	581	03/13/24 DS				

NTS - Not to Scale

[illegible]

Rev #	Req #	Date/Artist	Description
Original	452455	11/02/23AKS	
Rev 1	454526	11/16/23KO	
Rev 2	466981	03/13/24DS	

PRINTING: H. L. CO. USING PROPER YD. SIZE 15. HIS MAJ. WAS AT NO. 10. US D. DUPLICATION OF THE ADVISOR. PRODUCT OF THE HOUSE OF REPRESENTATIVES. VOLUME 110. SIZE 15.



TOWN OF NEEDHAM

DESIGN REVIEW BOARD

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

Property Location: 200 FIRST AVENUE Date: 5-3-24

Owner: CLAREMONT NEEDHAM SUITES, LLC

Address: 1 LAKESHORE CT BRIDGEWATER MA 02324
Street City State Zip

Telephone: _____

Applicant: CAROLYN A. PARKER

Address: 3 LORION AVENUE WORC MA 01606
Street City State Zip

Telephone: 774-239-2781

Designer/Installer: STRATUS UNLIMITED

Address: 8959 TYLER BLVD MENTOR OH 44060
Street City State Zip

Telephone: 888-503-1569

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:

REMOVE AND REPLACE "HOMWOOD SUITES"
by HILTON WALL SIGN DUE TO NEW IMAGE

Please email completed application to elitchman@needhamma.gov

E01

NORTH ELEVATION

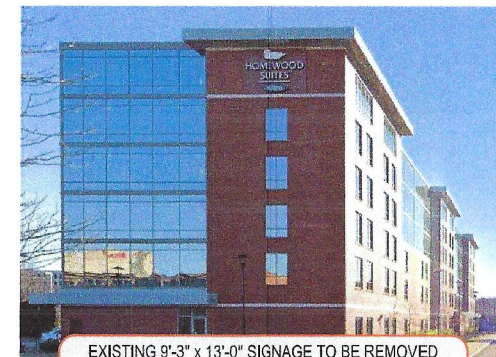
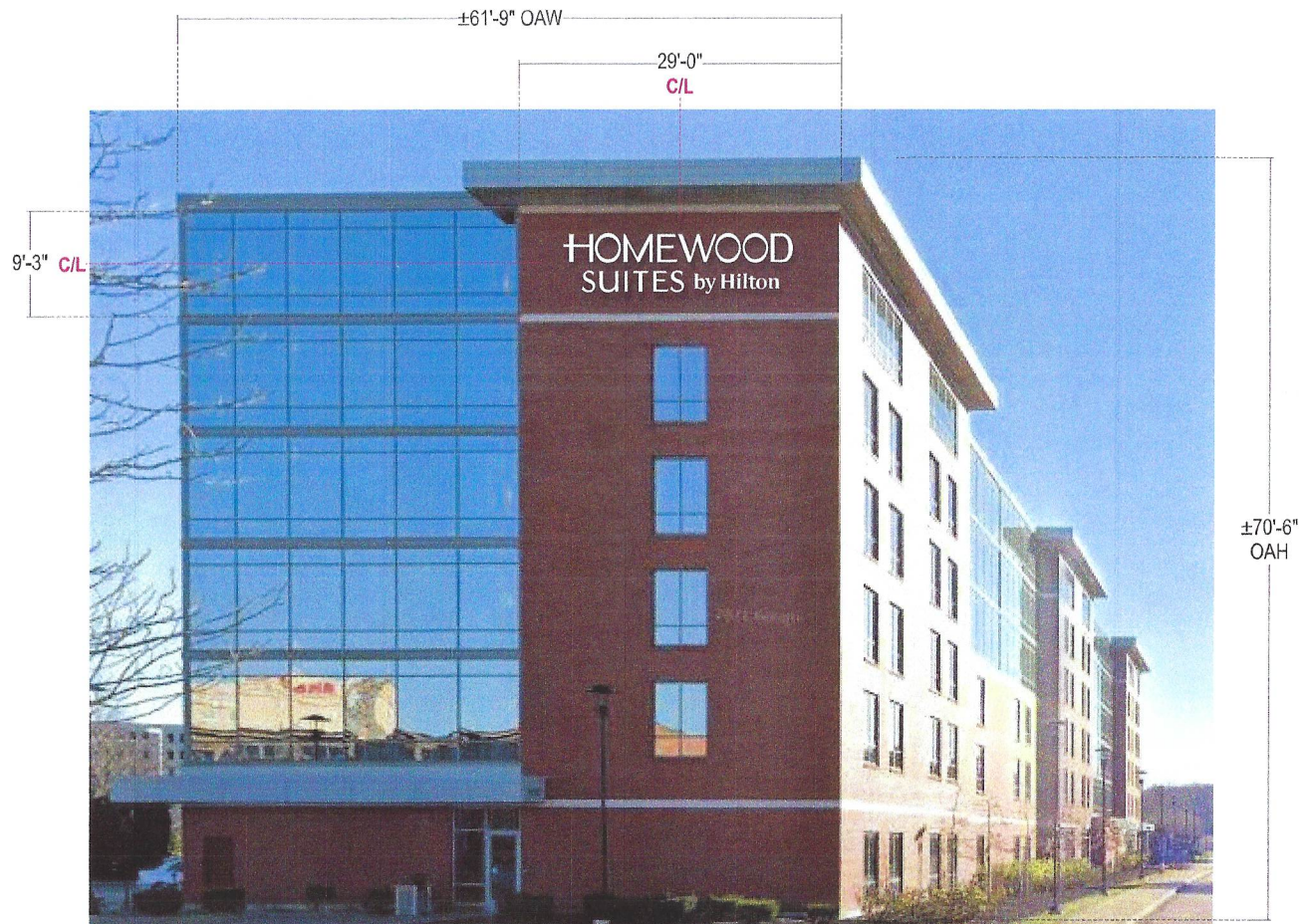
Scale: 3/32"=1'-0"

HS-FL-T-XS-WW-30

EXISTING SIGN SF:	120.3
PROPOSED SIGN SF:	106.1

FOR SALES USE ONLY

EXISTING CONDITIONS



EXISTING 9'-3" x 13'-0" SIGNAGE TO BE REMOVED & REPLACED; WALL TO BE REPAIRED AS REQUIRED

Stratus™

stratusunlimited.com

8959 Tyler Boulevard
Mentor, Ohio 44060

888.503.1569

CLIENT: **HOMEWOOD SUITES** by Hilton

ADDRESS: 200 1st Ave
Needham, MA 02494

PAGE NO:

3

ORDER NUMBER:
1208812

SITE NUMBER:
900018

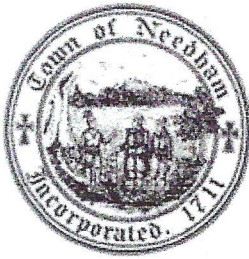
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G:\ACCOUNTS\HILTON\HOMEWOOD SUITES\2023\MAHS_Needham\HS_Needham_Sales_R2.cdr

PROJECT NUMBER:
85875

PROJECT MANAGER:
ANTHONY MONLINA

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	452455	11/02/23 AKS					
Rev 1	454526	11/16/23 KO					
Rev 2	466981	03/13/24 DS	Update per survey info				

PRINTED: 11/13/2023 10:00 AM BY: STRATUS, HS-FL-T-XS-WW-30, NORTH ELEVATION, 13'-0" SIGNAGE TO BE REMOVED & REPLACED; WALL TO BE REPAIRED AS REQUIRED



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Telephone: _____

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Street City State Zip

Telephone: 774-239-2781

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Street City State Zip

Telephone: 888-503-1569

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Major Project (Site Plan Review)
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☐ Planned Residential Development
☐ Residential Compound

Brief description of sign or project:

REMOVE AND REPLACE "HOMWOOD SUITES"
by HILTON WALL SIGN DUE TO NEW IMAGE

Please email completed application to elitchman@needhamma.gov

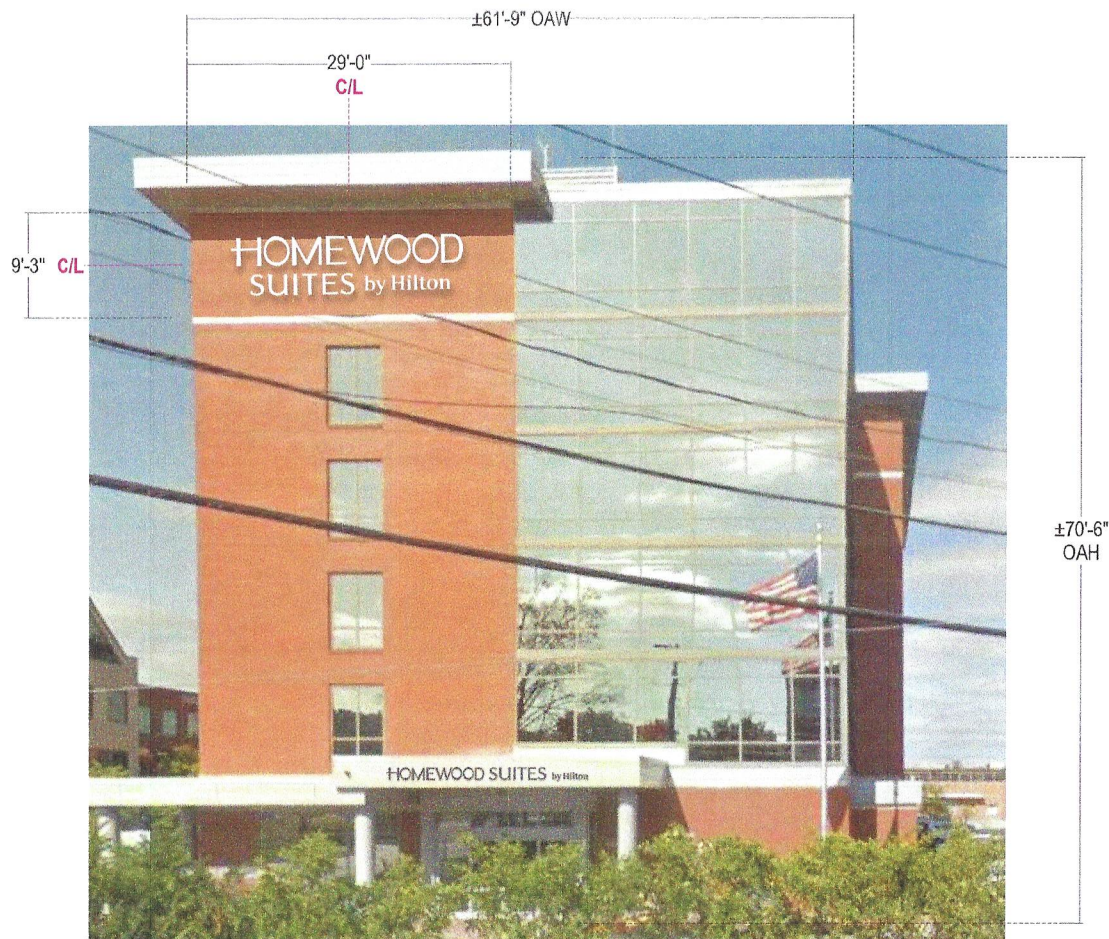
E02

SOUTH ELEVATION

Scale: 3/32"=1'-0"

HS-FL-T-XS-WW-30

EXISTING SIGN SF:	120.3
PROPOSED SIGN SF:	106.1



FOR SALES USE ONLY

EXISTING CONDITIONS



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& REPLACED; WALL TO BE REPAIRED AS REQUIRED

Stratus™

stratusunlimited.com

8959 Tyler Boulevard
Mentor, Ohio 44060

888.503.1569

CLIENT: **HOMEWOOD SUITES** by Hilton

ADDRESS: 200 1st Ave
Needham, MA 02494

PAGE NO.: **4**

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Rev 1	454526	11/16/23 KO					
Rev 2	466981	03/13/24 DS	Update per survey info				

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FACE LIT CHANNEL LETTERS - trimcap

Scale: $\frac{3}{8}'' = 1'-0''$

HS-FL-T-XS-WW-30

106.1 square feet

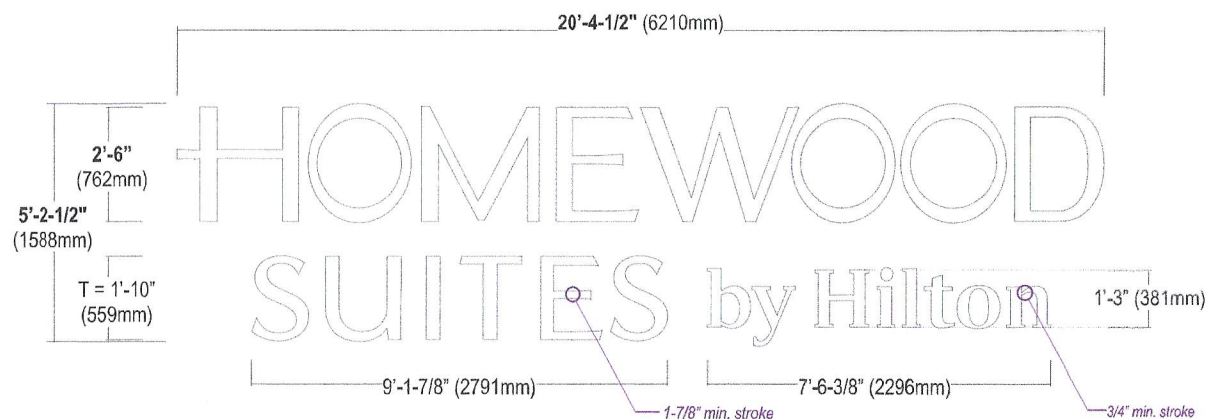
FOR SALES USE ONLY

E02

Mid-Level Signage

White Day / White Night

Trimcap - Due to Building Height



3" Deep Face Lit Channel Letters w/ Remote Power Supplies

All materials & colors to match Hilton requirements & approved manufacturing drawings

"by Hilton" - stroke of letters has been increased slightly for production

All illuminated signage require the client's electrician to Furnish and install a complete photocell and/or time clock To allow signs to operate at designated intervals. However, Signs shall never operate on a 24/7 basis

Wall Material:

Brick - *to be confirmed at time of survey*

Install:

Thru bolted using all thread into blocking as required;
12" standard length of threaded rod will be supplied unless otherwise noted;
3/8" threaded rod into blocking or Stratus approved equivalent;

Quantity:

(2) TWO REQUIRED FOR NORTH & SOUTH ELEVATIONS

SIMULATED NIGHT VIEW

HOMewood SUITES by Hilton

Stratus™

stratusunlimited.com

8959 Tyler Boulevard
Mentor, Ohio 44060

888.503.1569

CLIENT: **HOMEWOOD**
SUITES by Hilton

ADDRESS:

200 1st Ave
Needham, MA 02494

PAGE NO.:

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ORDER NUMBER:
1208812

SITE NUMBER:
900018

PROJECT NUMBER:
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PROJECT MANAGER:
ANTHONY MONLINA

ELECTRONIC FILE NAME:
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HS Needham Sales R2.cdr

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500 Dedham Avenue

Needham, MA 02492

Application and Report

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Street City State Zip

Telephone: _____

Applicant: CAROLYN A. PARKERAddress: 3 LORION AVENUE WORC MA 01606
Street City State ZipTelephone: 774-239-2781Designer/Installer: STRATUS UNLIMITEDAddress: 8959 TYLER BLVD MENTOR OH 44060
Street City State ZipTelephone: 888-503-1569

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:

REMOVE AND REPLACE "HOMWOOD SUITES"
by HILTON WALL SIGN DUE TO NEW IMAGE

Please email completed application to elitchman@needhamma.gov

SOUTH ELEVATION

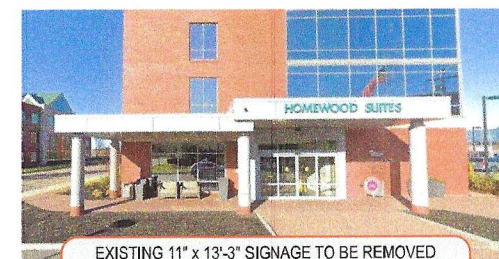
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HS-FLFCO-XL-GW-12

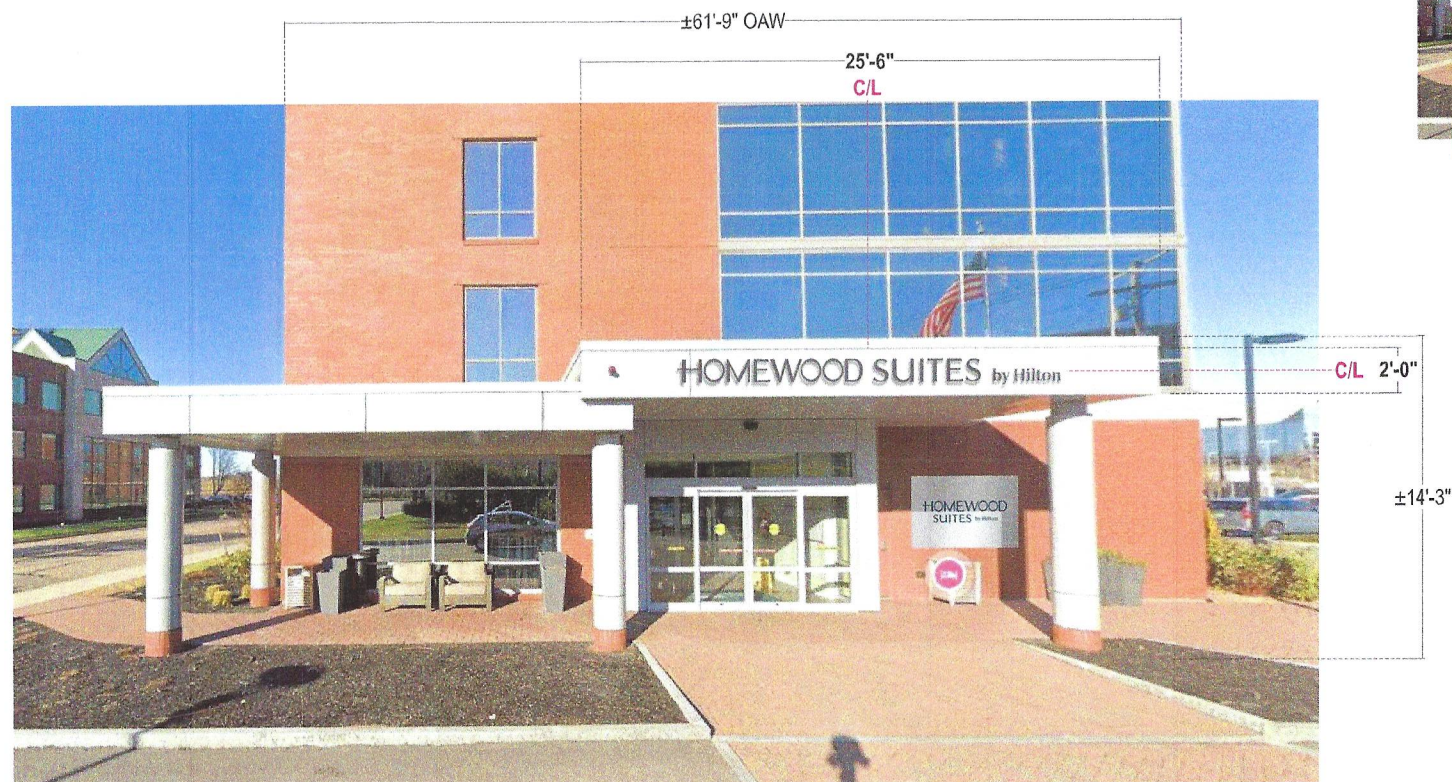
<u>EXISTING SIGN SF:</u>	12.2
<u>PROPOSED SIGN SF:</u>	16.9

FOR SALES USE ONLY

EXISTING CONDITIONS



EXISTING 11" x 13'-3" SIGNAGE TO BE REMOVED
& REPLACED; WALL TO BE REPAIRED AS REQUIRED



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Mentor, Ohio 44060

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CLIENT: **HOMEWOOD**
SUITES by Hilton

ADDRESS:
200 1st Ave
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Telephone: 774-239-2781

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Address: 8959 TYLER BLVD MENTOR OH 44060
Street City State Zip

Telephone: 888-503-1569

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☐	Exterior Alterations
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E04

WEST ELEVATION

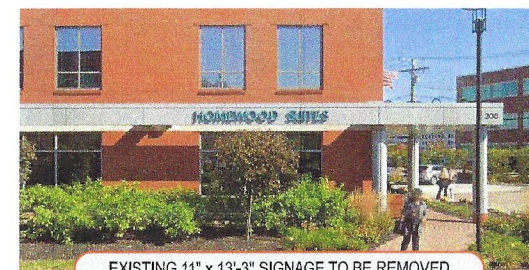
Scale: 3/16"=1'-0"

HS-FLFCO-XL-GW-12

EXISTING SIGN SF:	12.2
PROPOSED SIGN SF:	16.9

FOR SALES USE ONLY

EXISTING CONDITIONS



EXISTING 11" x 13'-3" SIGNAGE TO BE REMOVED
& REPLACED; WALL TO BE REPAIRED AS REQUIRED



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stratusunlimited.com

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Mentor, Ohio 44060

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CLIENT: **HOMWOOD SUITES** by Hilton

ADDRESS: 200 1st Ave
Needham, MA 02494

PAGE NO.:

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ORDER NUMBER:
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Original	452455	11/02/23 AKS					
Rev 1	454526	11/16/23 KO					
Rev 2	466951	03/13/24 DS	Update per survey info				

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E03

FACE LIT TRIMLESS CHANNEL LETTERS w/ FCO's

HS-FLFCO-XL-GW-12

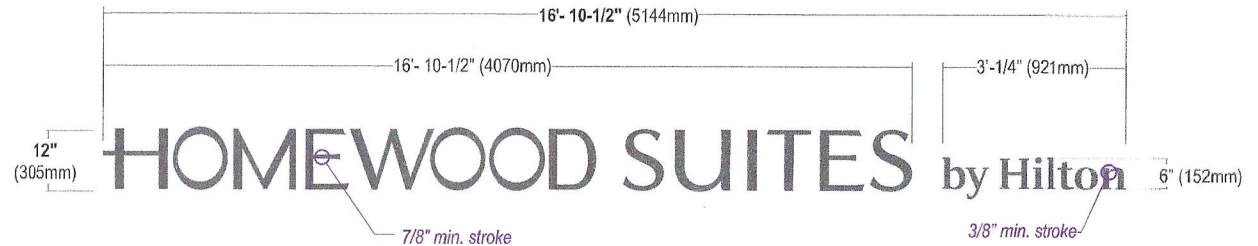
FOR SALES USE ONLY

E04

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

16.9 square feet

Mid-Level Signage
Grey Day / White Night



3" Deep Face Lit Channel Letters w/ Remote Power Supplies
By Hilton: non illuminated flat cut outs

All materials & colors to match Hilton requirements & approved manufacturing drawings

All illuminated signage require the client's electrician to
Furnish and install a complete photocell and/or time clock
To allow signs to operate at designated intervals. However,
Signs shall never operate on a 24/7 basis

Wall Material:

Unknown at this time

Install:

Thru bolted using all thread into blocking as required;
12" standard length of threaded rod will be supplied unless otherwise noted;
3/8" threaded rod into blocking or Stratus approved equivalent;

Quantity:

(2) TWO REQUIRED FOR SOUTH & WEST ELEVATIONS

SIMULATED NIGHT VIEW



Stratus™

stratusunlimited.com

8959 Tyler Boulevard
Mentor, Ohio 44060

888.503.1569

CLIENT: **HOMWOOD SUITES** by Hilton

ADDRESS: 200 1st Ave
Needham, MA 02494

PAGE NO.: 8

ORDER NUMBER:
1208812

SITE NUMBER:
900018

ELECTRONIC FILE NAME:
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Original	452455	11/02/23 AKS					
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Rev 2	466981	03/13/24 DS					

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TOWN OF NEEDHAM

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Street City State Zip

Telephone: _____

Applicant: CAROLYN A. PARKERAddress: 3 LORION AVENUE WORC MA 01606
Street City State ZipTelephone: 774-239-2781Designer/Installer: STRATUS UNLIMITEDAddress: 8959 TYLER BLVD MENTOR OH 44060
Street City State ZipTelephone: 888-503-1569

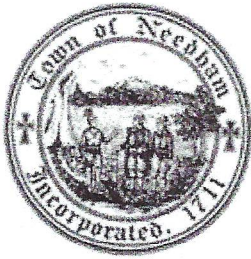
Type of Application	
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☐	- final
☐	Flexible Subdivision
☐	Planned Residential Development
☐	Residential Compound

Brief description of sign or project:

REMOVE AND REPLACE "HOMWOOD SUITES"
by HILTON WALL SIGN DUE TO NEW IMAGE

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[illegible]



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Brief description of sign or project:

REFACE DIRECTIONAL SIGN W/ NEW
IMAGE

Please email completed application to elitchman@needhamma.gov

E06

D/F ILLUMINATED FACE REPLACEMENTS & LED RETRO-FIT

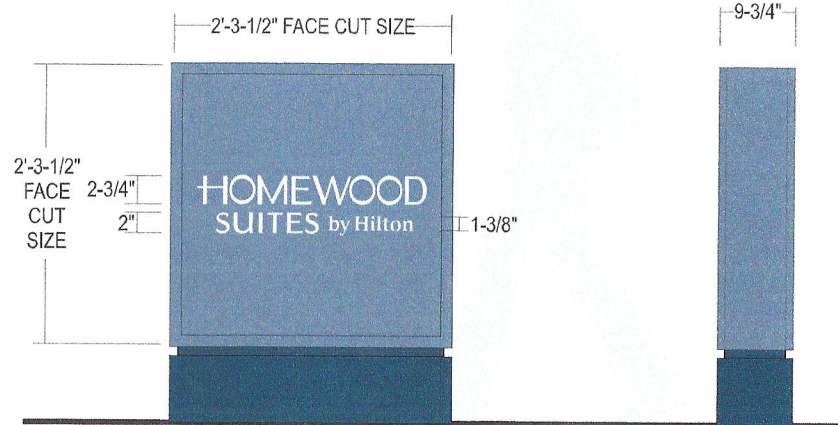
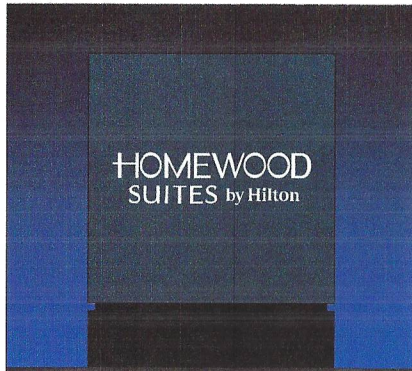
Scale: 1"=1'-0"

5.4 square feet

FOR SALES USE ONLY

Ground Signage

Simulated Night View



FRONT VIEW

CABINET: 2'-4" X 2'-4"
Retainer: 1-1/2"

SIDE VIEW

EXISTING CONDITIONS



Flat Polycarbonate face replacement & LED lighting retro-fit

All materials & colors to match Hilton requirements
& approved manufacturing drawings

LED retrofit required

All illuminated signage require the client's electrician to
Furnish and install a complete photocell and/or time clock
To allow signs to operate at designated intervals. However,
Signs shall never operate on a 24/7 basis

Install:

Existing d/f cabinet to remain; Existing Faces and retainer to be
removed and discarded; Cabinet to be painted Light Blue;
Pole cover and reveal to be painted Dark Blue

Quantity:

- (2) TWO FACES REQUIRED FOR EXISTING D/F MONUMENT
(1) ONE FULL LED RETROFIT



PROPOSED SIGNAGE

Scaled Proportionally

Stratus™

stratusunlimited.com

8959 Tyler Boulevard
Mentor, Ohio 44060

888.503.1569

CLIENT: **HOMEWOOD SUITES** by HiltonADDRESS: 200 1st Ave
Needham, MA 02494

PAGE NO.: 10

ORDER NUMBER:
1208812SITE NUMBER:
900018ELECTRONIC FILE NAME:
G:\ACCOUNTS\HILTON\HOMEWOOD SUITES\2023\MAHS_Needham\HS_Needham_Sales_R2.cdrPROJECT NUMBER:
85875PROJECT MANAGER:
ANTHONY MONLINA

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Rev 1	454526	11/16/23 KO					
Rev 2	466981	03/13/24 DS	Update per survey info, updated signs size				

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REFACE DIRECTIONAL SIGN W/ NEW
IMAGE

Please email completed application to elitchman@needhamma.gov



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500 Dedham Avenue
Needham, MA 02492
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Owner: Somi Kim

Address: 117 Chestnut Street Needham MA 02492
Street City State Zip

Telephone: 413-687-1209

Applicant: Somi Kim

Address: 2 Juniper Place Levington MA 02420
Street City State Zip

Telephone: 413-687-1209

Designer/Installer: Beylin Builders

Address: 44 Indian Rock Road #850 Windham NH 03087
Street City State Zip

Telephone: 978-955-1634

Type of Application
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Brief description of sign or project:

changing the exterior vinyl siding color and changing
window type/color as existing colors cannot be matched and

windows need to be replaced. There was application to DRB

Please email completed application to elitchman@needhamma.gov

In September 2023. We are keeping all recommendations

The rendering doesn't show any landscaping ~~and~~ or lamp post. Revised 2/2020

The details were omitted for the purpose of rendering

- There was Design Review Board application and approval in September, 2023 for this property.
- We are implementing all the recommendations from DRB regarding landscaping.
- Some concerns were addressed with the building department regarding the parking space in the back.
- This current application is to address that we would like to **change the exterior colors and window type/color** as they cannot be matched and windows need to be replaced.
- The proposed rendering is to show you what it would look like with the proposed colors for the exterior and black windows.
- All the landscape details and lamp post have been omitted for the purpose of the rendering.
We will implement all the landscape DRB recommendations from September, 2023.



Existing Photos

Proposed Exterior Façade Color Change – White and Charcoal vertical vinyl siding with black windows

Andersen
Black Vinyl
Double Hung



7" Certainteed
Vertical Vinyl
Board and Batten
Charcoal Gray

7" Certainteed
Vertical Vinyl
Board and Batten
Colonial White

Chestnut St – East Elevation

Proposed Exterior Façade Color Change – White and Charcoal vertical vinyl siding with black windows



Chestnut St – East Elevation



South Elevation



Parking Lot View



North Elevation



TOWN OF NEEDHAM

DESIGN REVIEW BOARD

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

Property Location: 882-886 and 898-890 Highland Avenue **Date:** June 13, 2024

Owner: Makarios Series LLC

Address: 10 Rockville Meadows Millis MA 02054
Street City State Zip
Telephone: (617) 650-8358

Applicant: Blue Restaurant Needham LLC

Address: 882 Highland Ave Needham MA 02492
Street City State Zip
Telephone: (781) 444-7001

Designer/Installer: Designer: Portal Inc. Installer: C.A. MATSON GLASS CO

Address: Installer: 15 Green Leaf Road Bridgewater MA 02324
Street City State Zip

Telephone: 508-588-3030 Ext# 202

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:

This project proposes the expansion of the long existing restaurant into the former nail salon adjoining it and the replacement of the folding windows in the existing space. The facade of the new space has been designed to compliment the facade of the existing space.

Please email completed application to elitchman@needhamma.gov

Photographs of Existing Facades

BLUE ON HIGHLAND | MATERIALS

882 Highland Ave, Needham, MA 02494

06/17/2024



EXISTING FACADE



BLUE ON HIGHLAND





BLUE ON HIGHLAND



**MANNY'S
BARBER SHOP**

VENUS

BARBER SHOP

VENUS

890

890



Scaled Architectural Drawings

BLUE ON HIGHLAND | MATERIALS

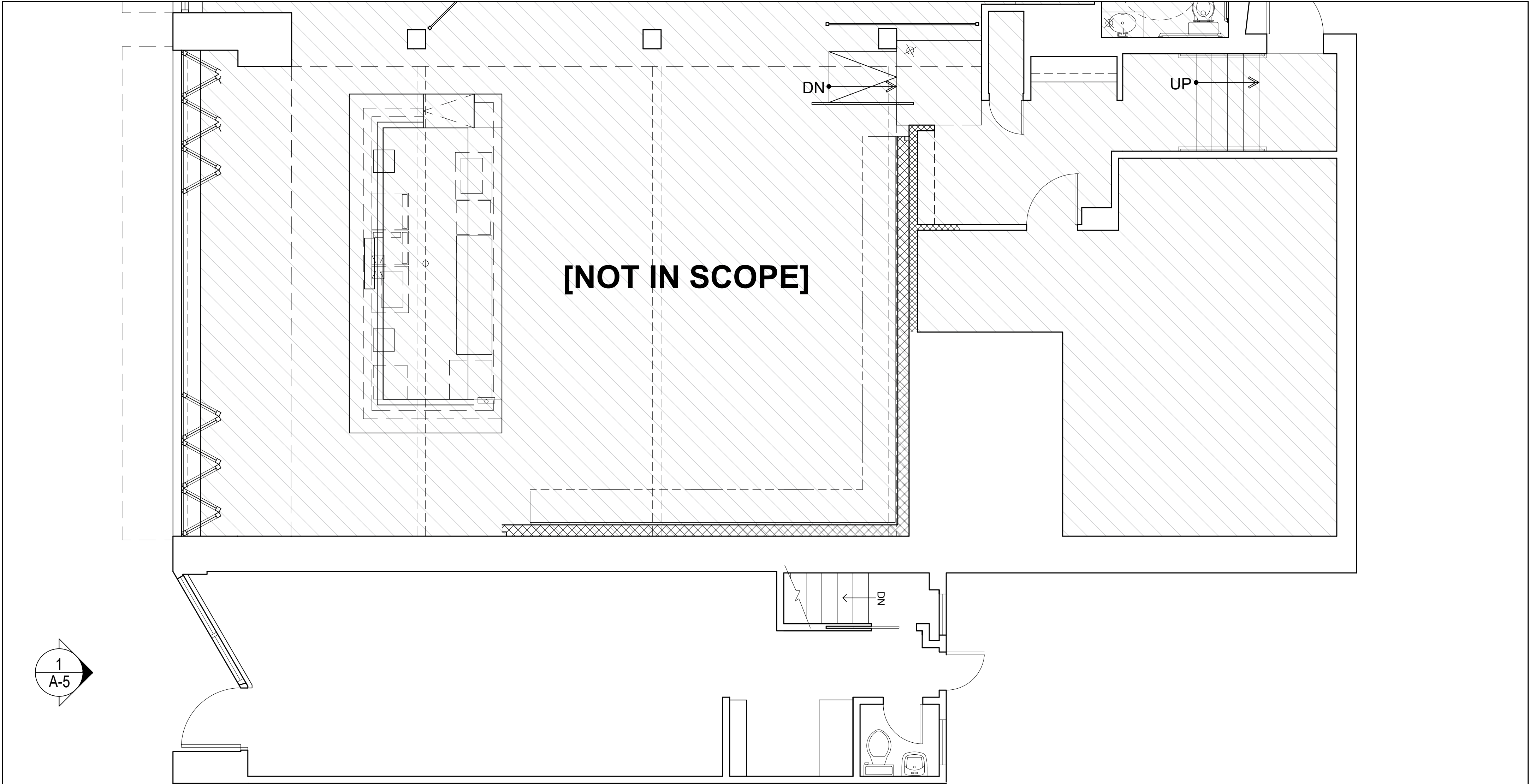
882 Highland Ave, Needham, MA 02494

06/17/2024

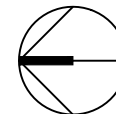


- NEW PLEXIGLASS SIGNAGE INSERT TO MATCH EXISTING GRAPHICS. EXISTING FRAMING TO REMAIN
- NEW RETRACTABLE WINDOW TO MATCH EXISTING; FINISH TO MATCH EXISTING
- NEW NAVY AWNING TO MATCH EXISTING
- NEW WOOD CLAPBOARD WALL, PAINTED TO MATCHED EXISTING

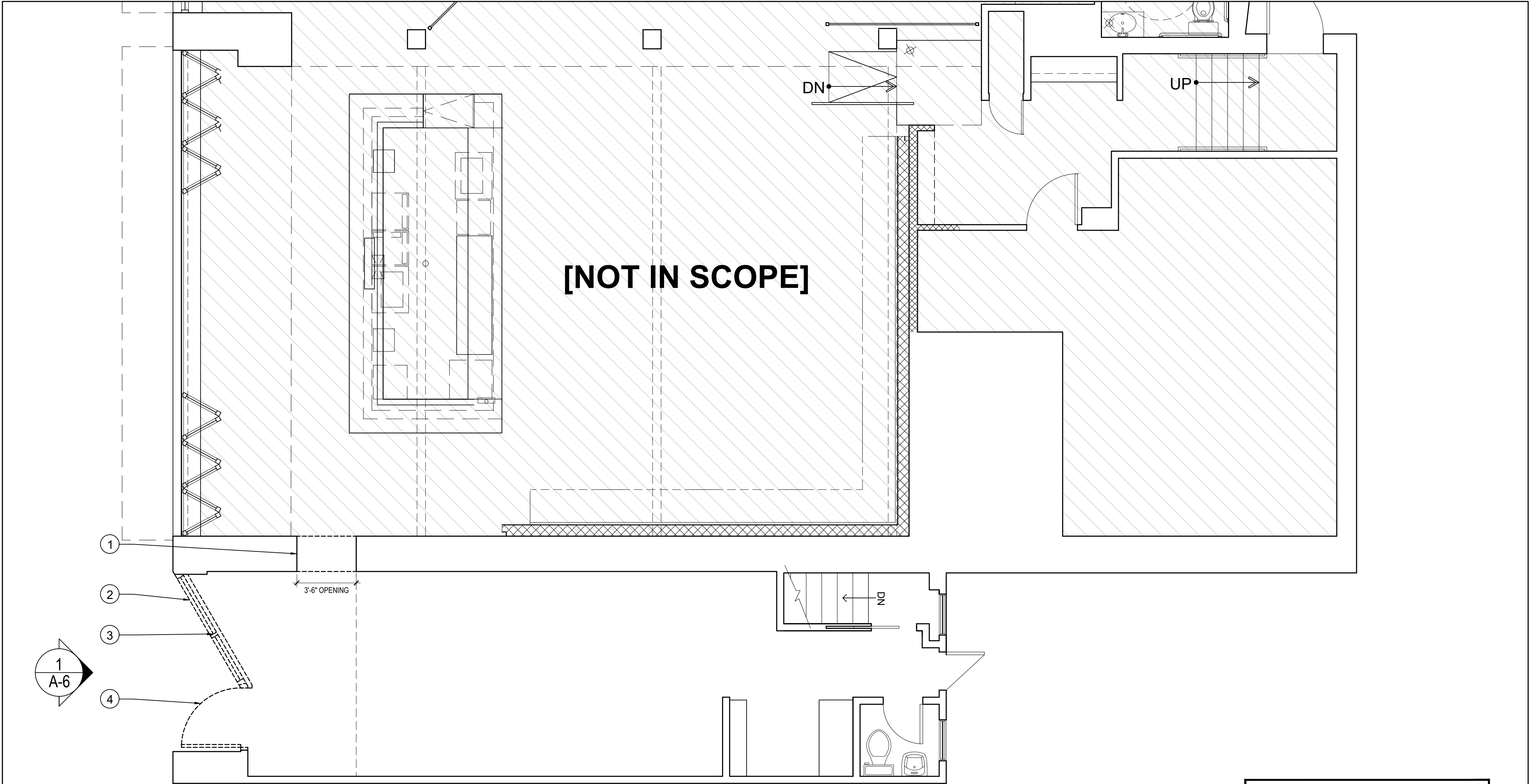
PROPOSED FACADE



1 EXISTING FLOOR PLAN
1/4" = 1'-0"



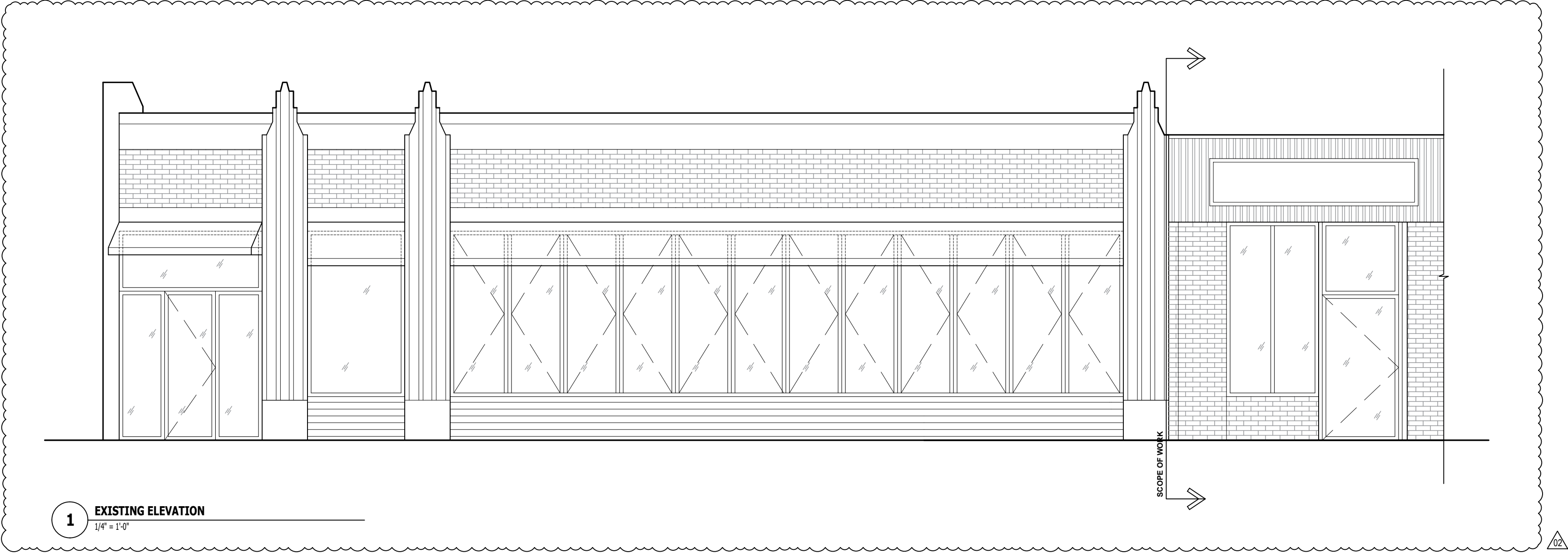
Owner/Project: BLUE ON HIGHLAND 882 HIGHLAND AVE NEEDHAM, MA 02494	Architect: K R I P P E R S T U D I O 36 BROMFIELD STREET, SUITE 501 BOSTON, MA 02108	Consultant:	PERMIT SET [ADDENDUM 2]		A-2 Sheet Number	Scale: As Noted 01 06.06.2024 02 06.17.2024 Date: 06/17/2024
--	---	------------------------	---	--	--	--



1 DEMO FLOOR PLAN
1/4" = 1'-0"

- DEMO NOTES
- 1. REMOVE PORTION OF EXISTING WALL.
 - 2. REMOVE EXISTING LOW BRICK WALL.
 - 3. EXISTING STOREFRONT WINDOW AND FRAMING TO BE REMOVED.
 - 4. EXISTING DOOR, HARDWARE, AND FRAMING TO BE REMOVED.

- LEGEND
- EXISTING WALLS TO REMAIN
 - WALLS, DOORS, CABINETS, OR FIXTURES TO REMOVE
 - EXISTING DOORS TO REMOVE



Owner/Project:	Architect:	Consultant:	PERMIT SET [ADDENDUM 3]		A-5 Sheet Number	Scale: As Noted
BLUE ON HIGHLAND 882 HIGHLAND AVE NEEDHAM, MA 02494	K R I P P E R S T U D I O 36 BROMFIELD STREET, SUITE 501 BOSTON, MA 02108	01 06.06.2024				
		02 06.17.2024				
		03 06.21.2024				
		Date: 06/21/2024				

BLUE ON HIGHLAND | MATERIALS

882 Highland Ave, Needham, MA 02494

06/21/2024



EXISTING FACADE

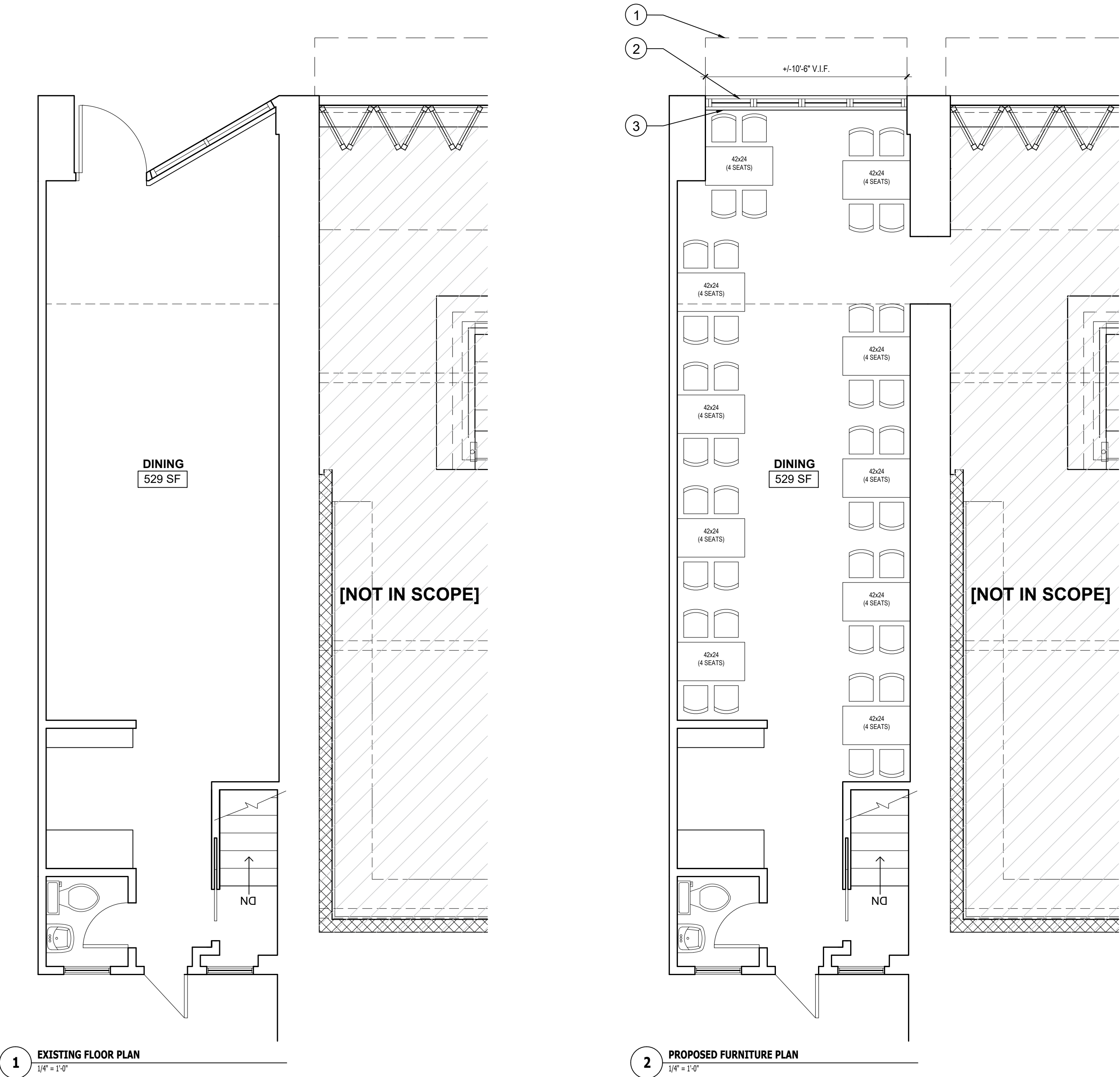
BLUE ON HIGHLAND | MATERIALS

882 Highland Ave, Needham, MA 02494
06/21/2024



- NEW RETRACTABLE WINDOW TO MATCH EXISTING; FINISH TO MATCH EXISTING
- NEW NAVY AWNING TO MATCH EXISTING
- NEW WOOD CLAPBOARD WALL, PAINTED TO MATCHED EXISTING

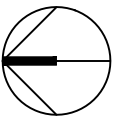
PROPOSED FACADE



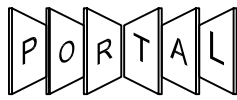
NOTE: 40 SEATS

- GENERAL NOTES
1. NEW AWNING TO MATCH EXISTING, OWNER TO CONFIRM.
 2. NEW RETRACTABLE WINDOW; BLACK FINISH, OWNER TO CONFIRM.
 3. NEW LOW WALL; RED BRICK TO MATCH EXISTING.

- LEGEND
- EXISTING WALLS TO REMAIN
 - NEW PARTITIONS
 - EXISTING DOORS TO REMAIN



Façade Materials

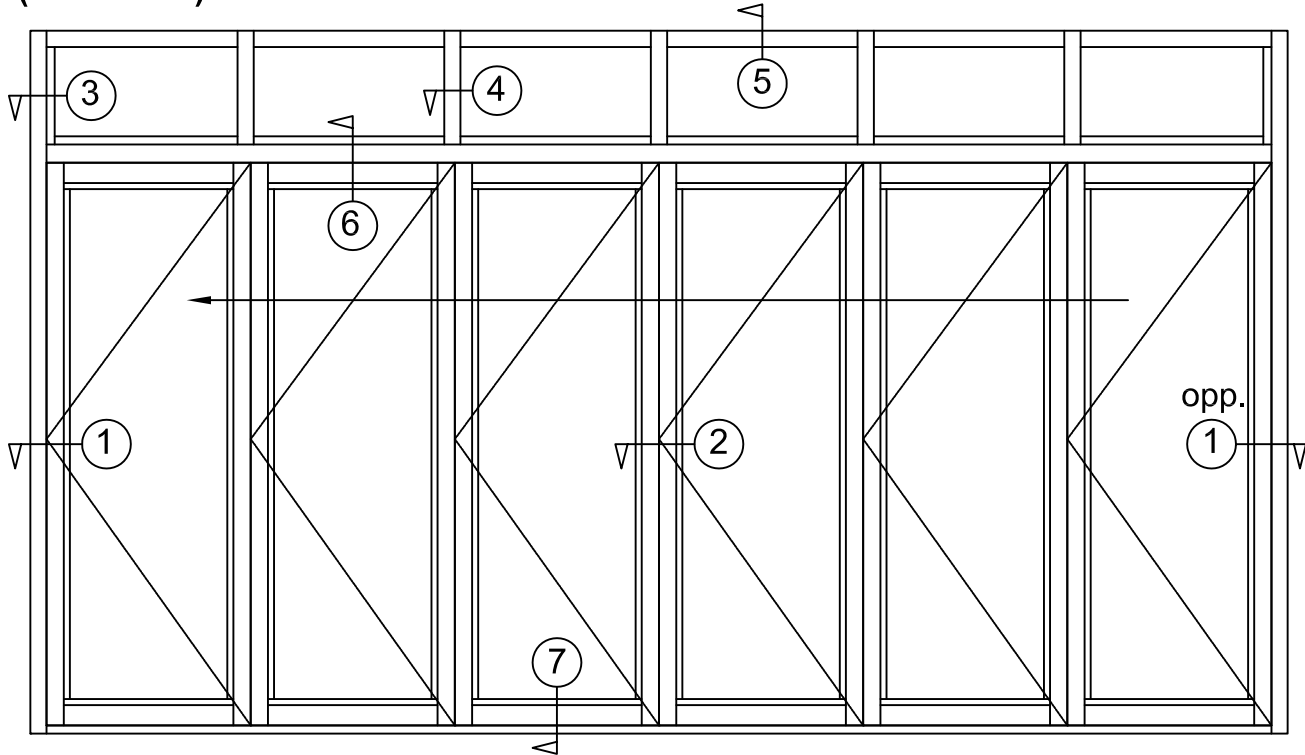


PORTAL INC.

10 TRACY DRIVE- AVON, MA. 02322

TYPICAL MANUAL FOLDING WINDOW ELEVATION:

(1/2" = 1'-0")



SPECIFICATIONS FOR FOLDING WINDOWS & FRAMING

Portal folding windows shall be constructed of extruded aluminum shapes for stiles and rails. All aluminum shall be 6063-T5 with all exposed surfaces given a #204 R1 clear anodized finish or #313 dark bronze anodized finish. Several standard painted finishes available also. Wall thickness of stiles and rails shall be a minimum of $\frac{1}{8}$ ". The operable panel thickness shall be $1\frac{3}{4}$ ". Stiles and rails shall be bolted and electric arc welded to heavy anchors at all four corners. Meeting stiles of all folding panels shall be weather-stripped. All glazing beads shall have neoprene inserts for clean, puttyless snap in glazing.

Exterior glazing beads shall be non removable. Butt hinged folding panels shall be furnished with $\frac{1}{4}$ " aluminum hinge reinforcing plates. All exterior operable panels to be furnished with standard flushbolt style locks and maximum security lock and adjustable door leveling hinges for minimum clearance adjustments.

Frames shall be constructed of seamless extruded aluminum tubes of 6063-T5 Alloy with anodized or standard painted surface. The basic shapes shall measure $1\frac{3}{4}$ " x $4\frac{1}{2}$ " or 2" x $4\frac{1}{2}$ ". Frames for offset hung doors shall be furnished with $\frac{1}{4}$ " aluminum hinge reinforcement plates and weather-stripped doorstops.







TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
500 Dedham Avenue
Needham, MA 02492

Application and Report

Property Location: #1 - Harris Ave / Pollard School **Date:** 6/17/24

Owner: Town of Needham / Needham Public Schools

Address: 200 Harris Avenue Needham MA 02492
Street City State Zip

Telephone: _____

Applicant: Needham Art Association

Address: P.O. Box 322 Needham MA 02494
Street City State Zip

Telephone: _____

Designer/Installer: Hilary Hanson Briel

Address: 87 Thornton Road Needham MA 02492
Street City State Zip

Telephone: 781-789-0619

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:

To celebrate the 75th anniversary of the founding of Needham Art Association, "Art Outside"

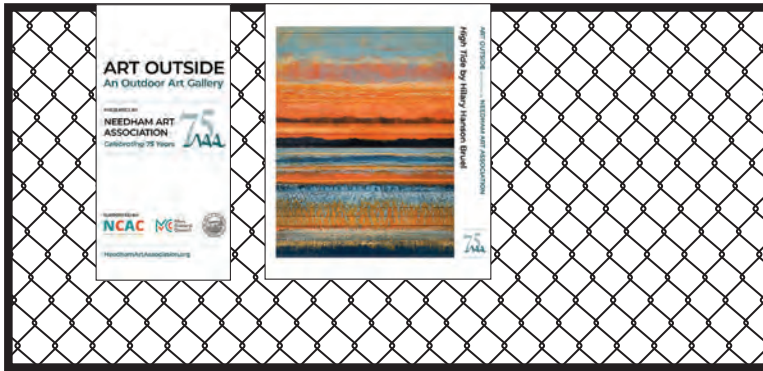
will reproduce original artwork by members of NAA on vinyl banners that will be displayed

on fences throughout the town.

Please email completed application to elitchman@needhamma.gov

1 Harris Ave / Pollard

Owner: Town of Needham / Needham Public Schools



height: 48"

Note:

This is a long fence — we will hang banners in the center portion to avoid visibility issues for cars entering and leaving the driveway.





TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
500 Dedham Avenue
Needham, MA 02492

Application and Report

Property Location: #2 - Nehoiden & May **Date:** 6/17/24

Owner: Town of Needham / Select Board

Address: Intersection of Nehoiden and May Needham MA 02492
Street City State Zip

Telephone: _____

Applicant: Needham Art Association

Address: P.O. Box 322 Needham MA 02494
Street City State Zip

Telephone: _____

Designer/Installer: Hilary Hanson Brael

Address: 87 Thornton Road Needham MA 02492
Street City State Zip

Telephone: 781-789-0619

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:

To celebrate the 75th anniversary of the founding of Needham Art Association, "Art Outside"

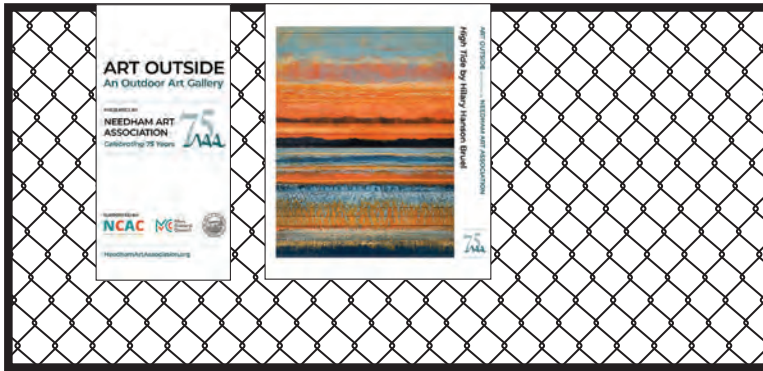
will reproduce original artwork by members of NAA on vinyl banners that will be displayed

on fences throughout the town.

Please email completed application to elitchman@needhamma.gov

2 Nehoiden & May

Owner: Town of Needham / Select Board



height: 48"





TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
500 Dedham Avenue
Needham, MA 02492

Application and Report

Property Location: #3 - Rosemary / Sudbury Farms **Date:** 6/17/24

Owner: Town of Needham / Select Board

Address: Rosemary St (side of 1177 Highland) Needham MA 02492
Street City State Zip

Telephone: _____

Applicant: Needham Art Association

Address: P.O. Box 322 Needham MA 02494
Street City State Zip

Telephone: _____

Designer/Installer: Hilary Hanson Brael

Address: 87 Thornton Road Needham MA 02492
Street City State Zip

Telephone: 781-789-0619

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:

To celebrate the 75th anniversary of the founding of Needham Art Association, "Art Outside"

will reproduce original artwork by members of NAA on vinyl banners that will be displayed

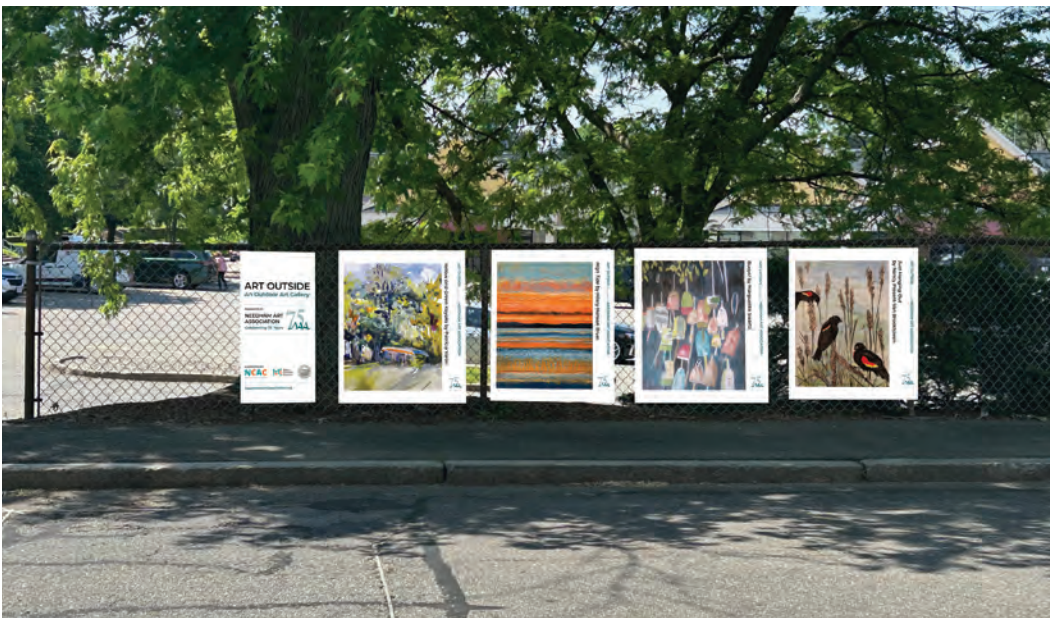
on fences throughout the town.

Please email completed application to elitchman@needhamma.gov

3 Rosemary / Sudbury Farms
Owner: Town of Needham / Select Board



height: 45"





TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
500 Dedham Avenue
Needham, MA 02492

Application and Report

Property Location: #4 - Greene's Field **Date:** 6/17/24

Owner: Town of Needham / Parks & Recreation

Address: 20 Pickering Street Needham MA 02492
Street City State Zip

Telephone: _____

Applicant: Needham Art Association

Address: P.O. Box 322 Needham MA 02494
Street City State Zip

Telephone: _____

Designer/Installer: Hilary Hanson Brael

Address: 87 Thornton Road Needham MA 02492
Street City State Zip

Telephone: 781-789-0619

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:

To celebrate the 75th anniversary of the founding of Needham Art Association, "Art Outside"

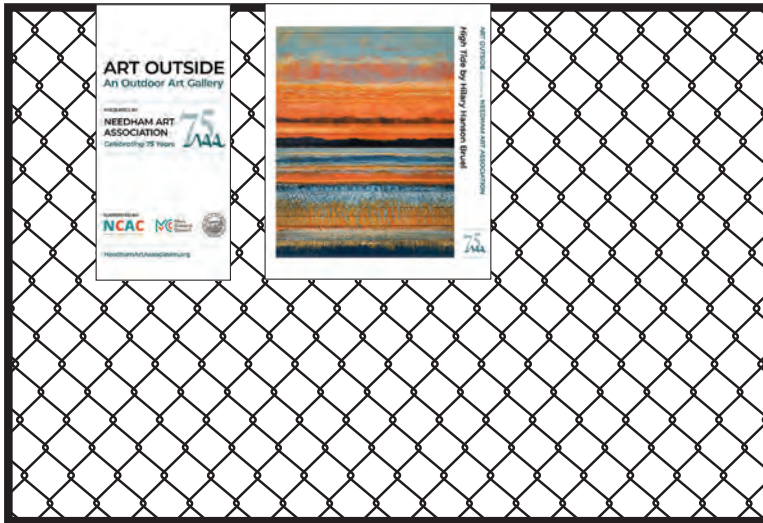
will reproduce original artwork by members of NAA on vinyl banners that will be displayed

on fences throughout the town.

Please email completed application to elitchman@needhamma.gov

4 Greene's Field

Owner: Town of Needham / Park & Recreation



height: 68"

Note:

There's is currently a banner hanging at this location, but we assume it will be gone by September.





TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
500 Dedham Avenue
Needham, MA 02492

Application and Report

Property Location: #5 - Cricket Field **Date:** 6/17/24

Owner: Town of Needham / Parks & Recreation

Address: Hillside at Sunnyside Needham MA 02494
Street City State Zip

Telephone: _____

Applicant: Needham Art Association

Address: P.O. Box 322 Needham MA 02494
Street City State Zip

Telephone: _____

Designer/Installer: Hilary Hanson Bruel

Address: 87 Thornton Road Needham MA 02492
Street City State Zip

Telephone: 781-789-0619

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:

To celebrate the 75th anniversary of the founding of Needham Art Association, "Art Outside"

will reproduce original artwork by members of NAA on vinyl banners that will be displayed

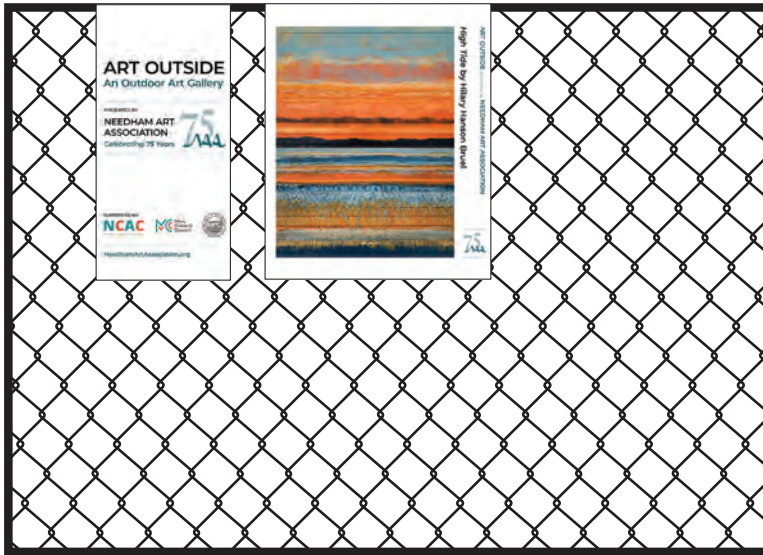
on fences throughout the town.

Please email completed application to elitchman@needhamma.gov

5

Cricket Field

Owner: Town of Needham / Park & Recreation



height: 72"





TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
500 Dedham Avenue
Needham, MA 02492

Application and Report

Property Location: #6 - Mills Field **Date:** 6/17/24

Owner: Town of Needham / Parks & Recreation

Address: Gould Street at Beech Street Needham MA 02494
Street City State Zip

Telephone: _____

Applicant: Needham Art Association

Address: P.O. Box 322 Needham MA 02494
Street City State Zip

Telephone: _____

Designer/Installer: Hilary Hanson Brael

Address: 87 Thornton Road Needham MA 02492
Street City State Zip

Telephone: 781-789-0619

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:

To celebrate the 75th anniversary of the founding of Needham Art Association, "Art Outside"

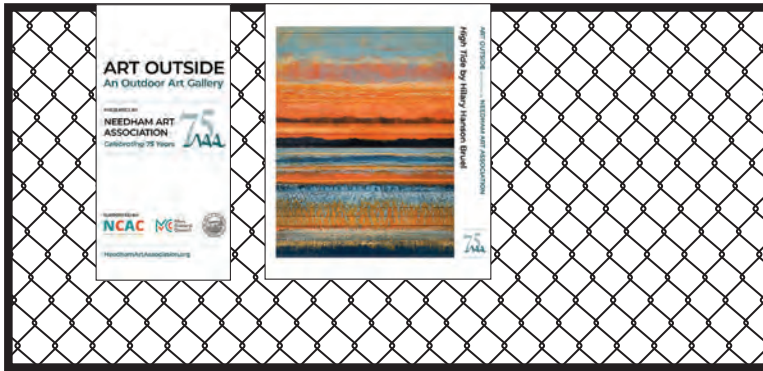
will reproduce original artwork by members of NAA on vinyl banners that will be displayed

on fences throughout the town.

Please email completed application to elitchman@needhamma.gov

6 Mills Field

Owner: Town of Needham / Park & Recreation



Notes:

This fence runs perpendicular to the street, so can accommodate banners on both sides.

The first section of fence is in disrepair, so we would hang banners on second section





TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
500 Dedham Avenue
Needham, MA 02492

Application and Report

Property Location: #7 - Chapel Street **Date:** 6/17/24

Owner: The Gatto Agency

Address: 85 Chapel Street Needham MA 02492
Street City State Zip

Telephone: 781-444-3829 (Patrick Gatto)

Applicant: Needham Art Association

Address: P.O. Box 322 Needham MA 02494
Street City State Zip

Telephone: _____

Designer/Installer: Hilary Hanson Brael

Address: 87 Thornton Road Needham MA 02492
Street City State Zip

Telephone: 781-789-0619

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:

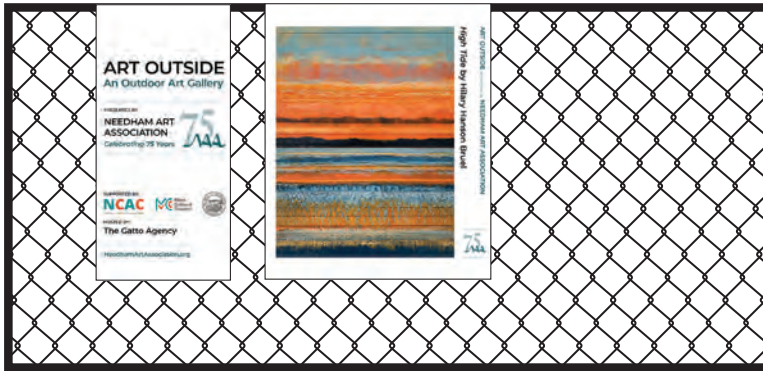
To celebrate the 75th anniversary of the founding of Needham Art Association, "Art Outside"

will reproduce original artwork by members of NAA on vinyl banners that will be displayed

on fences throughout the town.

Please email completed application to elitchman@needhamma.gov

7 Chapel Street
Owner: The Gatto Agency



height: 48"

Note:

Branding banner will include
"The Gatto Agency"





TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
500 Dedham Avenue
Needham, MA 02492

Application and Report

Property Location: #8 - Hunnewell Street **Date:** 6/17/24

Owner: The Bulfinch Group

Address: Hunnewell Street at Highland Needham MA 02492

Telephone: 781-707-4126 (Kerin Petitti)

Applicant: Needham Art Association

Address: P.O. Box 322 Needham MA 02494

Telephone:

Designer/Installer: Hilary Hanson Brael

Address: 87 Thornton Road Needham MA 02492

Telephone: 781-789-0619

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:

To celebrate the 75th anniversary of the founding of Needham Art Association, "Art Outside"

will reproduce original artwork by members of NAA on vinyl banners that will be displayed

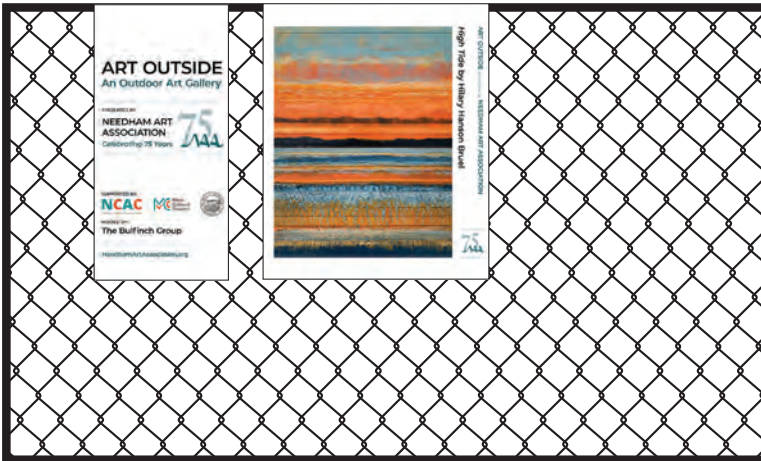
on fences throughout the town.

Please email completed application to elitchman@needhamma.gov

8

Hunnewell Street

Owner: The Bulfinch Group



height: 60"

Note:

Branding banner will include
"The Bulfinch Group"



Needham Art Association ART OUTSIDE

To celebrate the 75th anniversary of the founding of Needham Art Association, "Art Outside" will reproduce original artwork by members of NAA on vinyl banners that will be displayed on fences throughout the town. This project is based on a similar program in Newton called "FenceART," which has been running since 2015.

- 24 - 40 total banners
- Eight locations with three to five banners each
- Rotated every two months
- Installed September 1, 2024 - June 30, 2025

Our first step in this project was to preview it with then-SB Chair Marianne Cooley and the Town Manager to determine both feasibility and general support. We received enthusiastic encouragement to move forward with the project and apply for a grant from the Needham Council for Arts and Culture, which we were awarded in January.

Since February, we have worked with three Town boards and two private businesses to secure permission to use eight fences:

- Nehoiden & May
- Rosemary Street /Sudbury Farms
- Mills Field
- Cricket Field
- Greene's Field
- Harris Ave/Pollard Middle School
- Hunnewell Street (The Bulfinch Group)
- Chapel Street (The Gatto Agency)

Now we are seeking the Design Review Board's approval to move forward with the project.

PROJECT STEPS

- ☒ Consult with Town leadership to determine feasibility and support (October 2023)
- ☒ Apply for a NCAC grant to fund the project (October 2023 – January 2024)
- ☒ Secure permission for fence locations throughout Needham (February – present)
- ☒ Solicit art submissions from NAA members (May 28 – June 23)
- ☐ Present proposed locations and installation method to Design Review Board (June 24)
- ☐ Photograph artwork, design and produce banners (July – August)
- ☐ Install banners by September 1

Needham Art Association ART OUTSIDE Fence Locations

6 Mills Field

5 Cricket Field

8 Hunnewell Street

3 Rosemary Street/Sudbury Farms

2 Nehoiden & May

7 Chapel Street

4 Green's Field

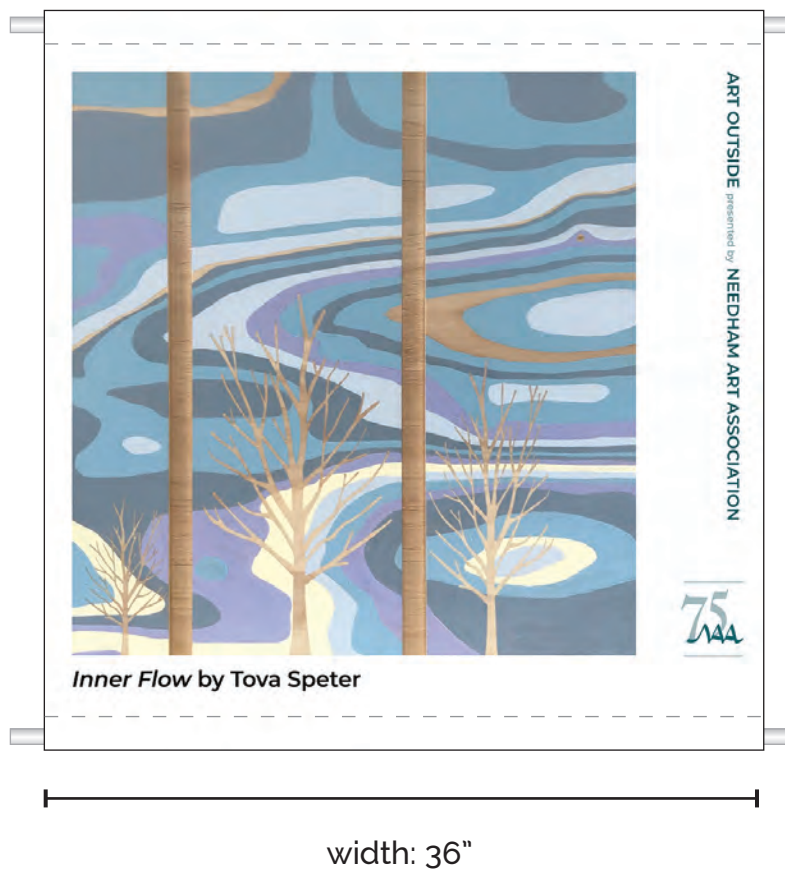
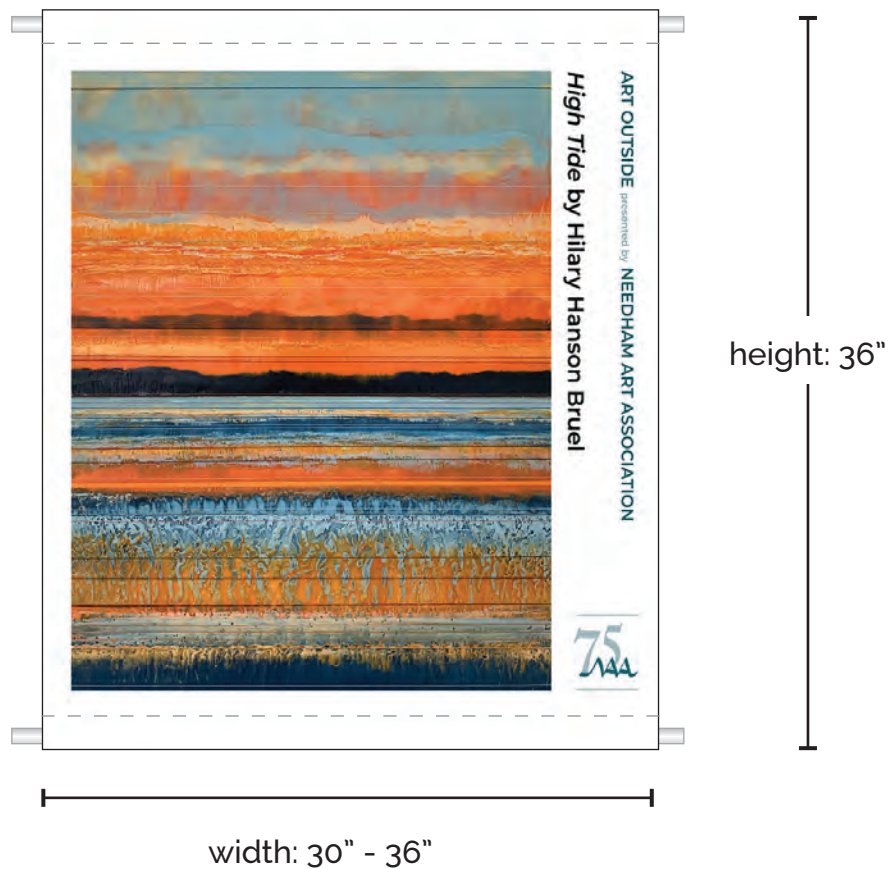
1 Harris Ave/Pollard

Design - Art Banners

3 - 5 per location

Design elements:

- Image
- Title
- Artist name
- Program branding

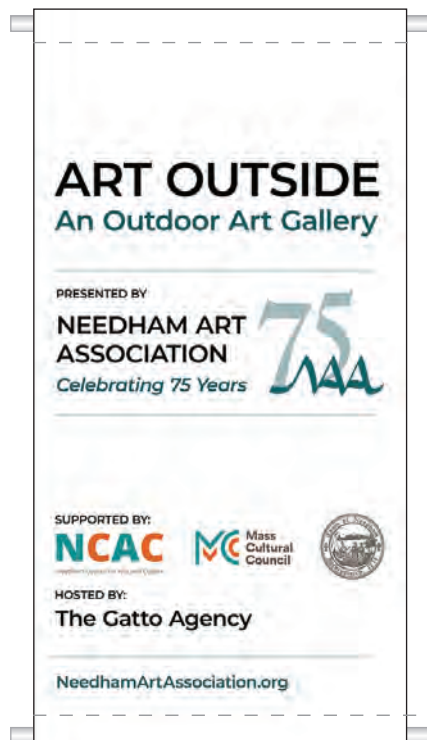
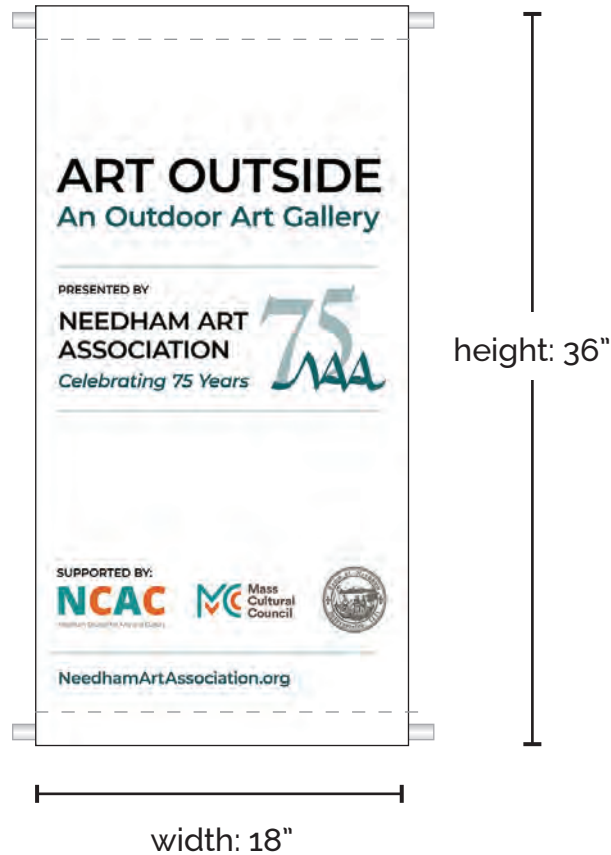


Design - Branding Banners

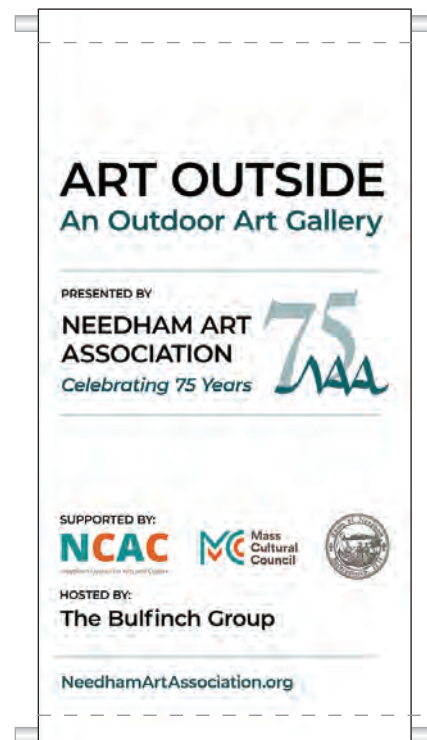
1 per location

Design elements:

- Program branding
- NCAC grant credit
- Host credit (2 locations, see below)



Chapel St. version



Hunnewell St. version

Production Specifications & Banner Attachment

Material:

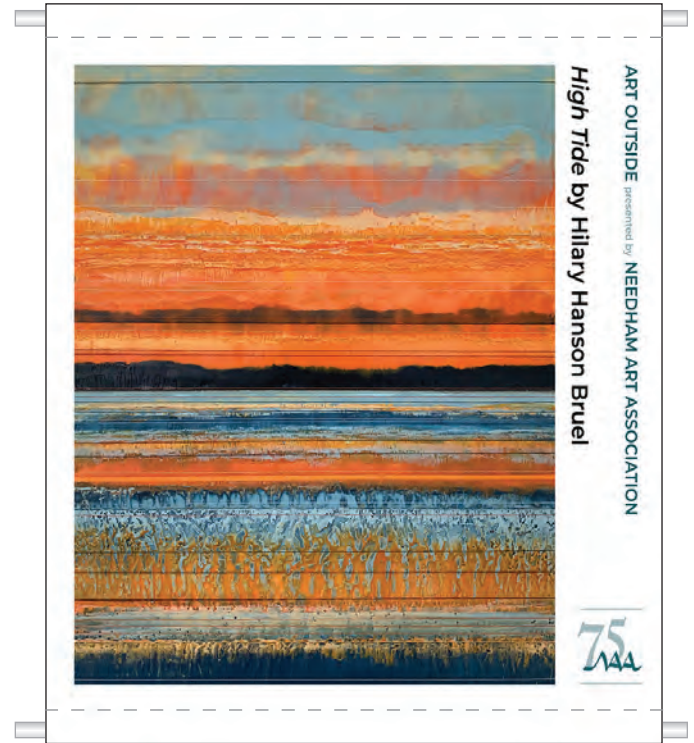
- Vinyl for outdoor use
- 18 oz Matte Vinyl with 1000 x 1000 Denier
- Tear-resistant
- Waterproof & fade resistant
- Designed to stand up to extreme conditions

Vendor:

- halfpricebanners.com

Hanging:

- Pole pockets top & bottom to fit 1" PVC pipes
- PVC pipes will have holes drilled to accommodate hanging hardware (see options below)



Reusable zip ties



Reusable outdoor rubber twist-ties



Bungee balls



Example:
A Newton FenceART
banner hung with
a combination of
twist ties (top) and
bungee balls (bottom)



Design Review Board Meeting Minutes
Monday, June 10, 2024
7:30 p.m.

Board Members:

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

Steve Dornbusch, Acting Chair, called the meeting to order on June 10, 2024, at 7:30 p.m. He reviewed the remote meeting procedures.

Applicants & Attendees:

1. Gary McCoy, Poyant Signs, representing CVS
2. Paul Sahagian, Owner of Learning Express, and Joe Foley, Dorchester Awnings
3. Scott Melching, Architect, representing Needham Garden Center
4. David Becker, Owner of Sweet Basil restaurant

Agenda Item 1:

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

Gary McCoy stated that there are currently two signs, one on the front and one on the rear, 22" high under 32 s.f. with the existing CVS logo. The new logo is 21" high and below the 32 s.f. allowance. The signs will be of the same construction methodology and illumination as the existing signs.

Upon motion duly made by Mr. Zemel and seconded by Ms. Opton, it was voted to consider both sign applications for this applicant as one vote. Steve Dornbusch – aye; Felix Zemel – aye; Susan Opton – aye; Motion passed 3-0-0.

Mr. Zemel asked about an additional existing illuminated sign in the store's front window. Mr. McCoy stated that this is not part of the scope of work for this project and will likely remain.

Upon motion duly made by Ms. Opton and seconded by Ms. Zemel, it was voted to approve the application as submitted. Steve Dornbusch – aye; Felix Zemel – aye; Susan Opton – aye; Motion passed 3-0-0.

Agenda Item 2:

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.

Paul Sahagian, Learning Express, explained that the proposal is to replace the existing awnings to change the color and place white lettering for the business. The logo for Learning Express Toys & Games is proposed to be placed on the main awning over the doors. The request is to be able to place the wording “Books-Games, Baby Gifts, Puzzles, Tween-Crafts,” on the smaller awnings to the side of the main one.

Mr. Dornbusch stated that he would be more comfortable with the main awning wording as proposed, and remove all text on other awnings or to remove the “Toys & Games” wording on the awning over the entrance and keep the text on the smaller awnings. The proposed wording for “Books-Games, Baby Gifts, Puzzles, Tween-Crafts,” seems to have a lot of letters and may be too much for the space.

Mr. Zemel stated that he believes the proposed “Books-Games, Baby Gifts, Puzzles, Tween-Crafts,” wording is well spaced on the awnings. If this is approved, he would propose a condition that there not be a sandwich board in the front of the store, unless for special events.

Mr. Dornbusch stated that he believes a sandwich board would have to be approved anyway.

Ms. Opton asked if any lettering is proposed for the windows. Mr. Sahagian stated that there is not. Ms. Opton stated that the proposed lettering for the awnings seems appropriate, as the awnings seem plain without any lettering. She asked if each awning equals a sign when calculating the allowable space. Mr. Dornbusch expressed concern with allowing the additional awnings being a slippery slope. Ms. Litchman explained that this may require a Special Permit, as each awning would be considered a sign.

Ms. Opton suggested approving the main awning sign at this time and coming back at a future time to consider the additional awnings.

Upon motion duly made by Ms. Opton and seconded by Ms. Zemel, it was voted to approve the main awning as submitted, and no lettering on the smaller awnings at this time. Steve Dornbusch – aye; Felix Zemel – aye; Susan Opton – aye; Motion passed 3-0-0.

Agenda Item 3:

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

Scott Melching, architect, explained that the proposal is to place a hardware store in the back of this property, when the Garden Center moves to the front. The entrance will be located off Chestnut Street. The owner has partnered with True Value hardware for that portion of the business. On the left-hand side of the building, there is a current workshop area for the Garden Center. This has an overhead rolling door, which is proposed to be replaced with a new, larger door (extra 2’ wide), with an added light. The light will be directed downward and only shine on the door. The existing façade of this area is a BrickMaster, pressed faux-brick material. This area will be re clad with composite siding.

Mr. Zemel asked if the proposed lighting is dark sky compliant and the purpose of the lighting. Mr. Melching stated that this will be dark sky compliant, as it is downcast. The purpose is due to bringing in materials during winter months, when it gets dark early.

Upon motion duly made by Ms. Opton and seconded by Ms. Zemel, it was voted to approve the façade change for the garage door and lighting application, as submitted. Steve Dornbusch – aye; Felix Zemel – aye; Susan Opton – aye; Motion passed 3-0-0.

Mr. Melching stated that the second application deals with the façade along Chestnut Street. Currently, each door is in a different location, each window is in a different location, and each window is a different size. There are four awnings proposed to clean up this façade. These will be located symmetrically to the center of the building. These will be used to cover the windows, making them appear more symmetrical. The awnings will be the same size, to provide clear organization to the façade. There is also a proposal for six gooseneck, dark sky compliant lights, only to shine onto the awnings. The awnings are 5’6” tall and come 14” off the building. These are meant to add color, organization, and focus on the brand of the business.

Mr. Zemel noted that the awnings will do the façade justice, especially if the façade is not being updated. This will help tie the building into the downtown area.

Upon motion duly made by Ms. Opton and seconded by Ms. Zemel, it was voted to approve the second application for the front façade awnings and lighting, as submitted. Steve Dornbusch – aye; Felix Zemel – aye; Susan Opton – aye; Motion passed 3-0-0.

Mr. Melching explained that the request is for the Board’s feedback on the sign applications in order to further discuss them with the Building Commissioner. The store currently has two signs indicating that the Learning Center and Garden Center were sharing the space on the north and south facades. Two signs were allowed because there were two frontages, one on Keith Place and one on Chestnut Street. The Building Commissioner has stated that only one frontage sign is allowed. The first application was to replace both signs, but there is a difference of opinion with the Building Commissioner on this. A new vinyl sign on the same metal background, the same height and size, stating “Needham Garden & TrueValue Hardware” is proposed for both of these existing sign locations. The light fixture will be repaired and replaced in kind. This is not internally illuminated. Each sign is 22 s.f., and this is proposed to stay the same.

Mr. Dornbusch stated that he cannot override the Building Commissioner. If only one sign is allowed, the second one will need to be smaller. A Special Permit application would be needed to keep the two signs the same size as the existing ones.

Mr. Zemel asked about the rationale for the two frontages, leading to the two existing signs. Mr. Melching stated that both streets show up on Google Maps and the assessor’s maps. It is unclear if the second street is a paper way. Ms. Opton stated that two signs would have been needed in the past, as there were two businesses on this property. As this will now be one combined business, and there will no longer be a side entrance, it appears only one sign would be needed. Mr. Melching explained that the door on the back right of the building will still be used as a lawn care area, but this will no longer be a front door.

136
137 Mr. Zemel suggested continuing this item until the two entrance issue can be better determined.
138 Mr. Melching agreed that the applicant is looking for the Board's feedback on this item at this
139 time in order to move to the next step.

140
141 The Board discussed a proposed projecting sign. It was noted that the full circle of the sign will
142 need to be calculated, and the sign would need to be reduced to 1'8" diameter.

143
144 Upon motion duly made by Ms. Opton and seconded by Ms. Zemel, it was voted to continue the
145 third application for the two wall signs, until more information can be provided. Steve
146 Dornbusch – aye; Felix Zemel – aye; Susan Opton – aye; Motion passed 3-0-0.

147
148 Mr. Melching stated that the fourth application is to place the new business logo on three doors,
149 two on Chestnut Street and one to the lawn care area. The logo is a clear 2' tall circle sign.

150
151 Mr. Dornbusch stated that the signs will need to be within 3 s.f. Mr. Melching stated that he will
152 redesign the signs to be square and to fit within the 3 s.f. requirement. The hours will be lined up
153 with the logo, on the bottom portion of the door, along with the business address.

154
155 Ms. Opton asked if these would be considered window signs. There is a 25% requirement for
156 signs on windows. Mr. Melching stated that the doors are each approximately 18 ½ s.f. Ms.
157 Opton stated that the logo could likely be 3 s.f., but the hours portion of the sign may need to be
158 reduced.

159
160 Mr. Zemel stated that he does not believe the regulations would not consider these doors as
161 windows.

162
163 Upon motion duly made by Ms. Opton and seconded by Ms. Zemel, it was voted to continue the
164 fourth application for the three door signs, until more information can be provided. Steve
165 Dornbusch – aye; Felix Zemel – aye; Susan Opton – aye; Motion passed 3-0-0.

166
167 Mr. Melching stated that the fifth application is for a projecting sign. This sign is proposed to be
168 a 1'8"x1'8" square, projecting between the awnings, to the right of the entry when looking at the
169 front façade. This will project over the front sidewalk.

170
171 Mr. Dornbusch noted that this sign should be 4' from the wall and 8' high.

172
173 In response to a question from Mr. Zemel, Mr. Melching stated that this projecting sign will not
174 be illuminated. Mr. Zemel stated that this sign appears to be out of place with the other items
175 proposed. This seems to overcrowd the façade, with all of the other awnings proposed.

176
177 It was explained that there is no street parking on Chestnut Street, so the signs on the side of the
178 building may be necessary in order to illustrate the business. Mr. Melching stated that this
179 proposal was created in order to address visibility to those traversing Chestnut Street.

Upon motion duly made by Ms. Opton and seconded by Ms. Zemel, it was voted to continue the fifth application for the projecting sign, until more information can be provided. Steve Dornbusch – aye; Felix Zemel – aye; Susan Opton – aye; Motion passed 3-0-0.

Ms. Litchman stated that the existing awning over the current door to the Garden Center was not part of the four awnings that were earlier approved. Mr. Melching stated that a quote is being generated for that awning currently and that he would like it included with the second application for the awnings.

Upon motion duly made by Ms. Opton and seconded by Ms. Zemel, it was voted to include the fifth, side awning, to be included with the second application, as submitted and previously approved. Steve Dornbusch – aye; Felix Zemel – aye; Susan Opton – aye; Motion passed 3-0-0.

Agenda Item 4:

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

David Becker, owner of Sweet Basil, explained that the proposal is to create a patio for outdoor seating, including jersey barriers and heavy planters to line the sidewalk.

Mr. Dornbusch asked about the jersey barriers. Mr. Becker stated that these will be painted in a pansy theme. Mr. Zemel suggested asking the Needham Council for the Arts to consider a mural for the barriers. Mr. Becker agreed to look into this.

In response to a question from Mr. Zemel, Mr. Becker stated that the patio will take up two parking spaces. Mr. Zemel stated that he is in favor with this, as long as the accessibility pathway is met.

Upon motion duly made by Ms. Opton and seconded by Ms. Zemel, it was voted to approve the application as submitted. Steve Dornbusch – aye; Felix Zemel – aye; Susan Opton – aye; Motion passed 3-0-0.

Minutes:

Minutes from the 05/20/2024 meeting

Upon motion duly made by Ms. Opton and seconded by Mr. Zemel, it was voted to approve the meeting minutes of May 20, 2024, as presented. Steve Dornbusch – aye; Felix Zemel – aye; Susan Opton – aye; Motion passed 3-0-0.

Upon motion duly made by Ms. Opton and seconded by Mr. Zemel, it was voted to adjourn at 9:04 p.m. Steve Dornbusch – aye; Felix Zemel – aye; Susan Opton – aye; Motion passed 3-0-0.

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