

DATE: November 9, 2015
TO: Design Review Board
FROM: Jennifer Burke, Principal Planner
RE: **DRB Meeting – Tuesday November 17, 2015**

1. Lumber Street – Hopkinton Tennis Club – Site Plan Review – Crandall-Hicks Company, Inc.

The Applicant has submitted elevations. Your previous meeting with them didn't provide many comments. The one item mentioned was the height of the light poles and no new lighting plan has been submitted.

2. 85 West Main Street – Modifications

A tenant of the building is asking to add a window next to the entrance. On the plans if you look at the Front Elevation (North) the door farthest to the right shows a proposed window. Should be relatively straight forward. The same tenant is also asking to relocate a tree from the parking lot. They have moved the tree to the side of the driveway. In speaking with Elaine, we feel that the tree should be relocated in the parking lot. The remove the tree will cause a sea of asphalt in front of the building.

3. 61 Main Street – Sign Review – CVS

The building is in the Downtown Business District. The pylon sign is grandfathered. Under the zoning by-law they are allowed to reword or redesign the sign without complying with the provisions of the by-law. The wall signs all meet the dimensional requirements with room to spare. The wall signs are not lit other than by the existing external lighting on the building.

4. 77 Main Street – Sign Review – Kumon of Hopkinton

The building is in the Downtown Business District. They are proposing one wall sign. However the application did not include details on materials, how it is attached and illumination other than to say it is illuminated externally. I have requested more information as well as details on existing signage and size of the building so we know whether or not it complies.