

MELROSE PLANNING BOARD
MEETING MINUTES
Regular Meeting
Monday, October 27, 2025
7:00 PM
Cassidy Conference Room, 562 Main Street, Melrose

PRESENT: Gregory Sampson, Beth Delahajj, Steven Barron, Michael Aveni, Paul King, Brian Gregory, Tim Bailey & Anne DeSouza Ward

ABSENT: Carla Morelli

STAFF PRESENT: Lori Massa, Director & City Planner, and Maya Noviski, Senior Planner

The meeting was called to order at 7:02 PM by Mr. Sampson.

APPROVAL OF MINUTES

Planning Board Regular Meeting, September 29, 2025

Mr. King made a motion to approve the meeting minutes. Mr. Gregory seconded the motion. All voted in favor except Ms. DeSouza Ward who abstained. None were opposed.

Design Review Subcommittee Meeting, September 29, 2025

Mr. Gregory made a motion to approve the meeting minutes. Mr. Brian seconded the motion. All voted in favor. None were opposed.

SITE PLAN REVIEW

Case 25-003, 63 Clifton Park, Katie Adley

Doug Brown, Architect, Cara Hubbard, Owner, and John Hubbard, Ms. Hubbard's father, appeared before the Board to present the case. Ms. Hubbard explained that the project consists of converting the detached garage into living space. The garage is currently underutilized because it is too small for a vehicle. The living space will primarily be used by family when they come to visit. The construction will be mainly internal and the footprint will remain the same.

Lori Massa, City Planner, explained that the zoning ordinance was amended in the spring to allow for the creation of accessory dwelling units (ADU). Additionally, the existing Accessory building regulations were updated to require an accessory building greater than 400 sf. to be set back at least 6 ft. from the side and rear lot lines. Since the Hubbard's garage was constructed prior to the passage of the amendment and it is located 5.1 ft. from the right property line, it is a pre-existing nonconforming structure. According to the ADU regulations, because the structure complies with all other requirements, the garage may be used as an ADU subject to Site Plan Review.

Board Members wondered if the garage has an existing concrete foundation and Mr. Brown noted that it does. One Board Member wondered if the Bluestone Pavers were pervious and Mr. Brown noted that stormwater could permeate between the pavers. Ms. Massa noted that the

zoning ordinance also requires that the ADU's side and rear yards be comprised of pervious materials, which is reiterated as a suggested condition of approval. One Member wondered if there would be separate metering for utilities. Ms. Massa noted that that is not required. One Member wondered about the pitch of the driveway and Ms. Hubbard noted that the garage is at a higher elevation than the street and the driveway pitches downhill away from the structure. One Member wondered if mechanical equipment is subject to setback regulations and Ms. Massa explained that it is not.

Board Members agreed that the project fits within the neighborhood context and it is not expected to impact the abutter on the right because the abutter's house is setback from the lot line. The encroachment into the right side yard is de minimis and given the size of the lot and the proposed changes, the accessory structure's change in use from a garage to living space is appropriate. Members reviewed the conditions drafted by Planning Staff and did not recommend any changes.

Ms. DeSouza Ward made a motion to approve the site plan request as conditioned. Mr. King seconded the motion. All voted in favor. None were opposed.

Documents: Plot Plan dated 9.12.2025
Architectural Plans dated 10.27.2025

UPDATED PLANNING BOARD RULES AND REGULATIONS & APPLICATION FORMS

Members did not have any edits to the forms and documents, which were discussed at the last meeting on September 29, 2025.

Mr. Aveni made a motion to approve the updated and new application forms, the Subdivision Rules & Regulations, and the Planning Board Rules & Regulations, as written. Mr. Gregory seconded the motion. All voted in favor. None were opposed.

OTHER

The next Planning Board meeting is scheduled for Monday, November 17, 2025.

The meeting adjourned at 7:45 pm.