



City Council
Regular Meeting

Monday, December 1, 2025, 7:45 PM
City Council Chamber, 1st Floor
562 Main Street, Melrose, MA 02176

MINUTES

I. CALL TO ORDER

Cal Finocchiaro
Mark Garipay
Ward Hamilton
Maya Jamaled dine
Manjula Karamcheti
John Obremski
Devin Romanul
Robb Stewart
Kimberly Vandiver
Ryan Williams
Leila Migliorelli, President

Meeting was called to order by President Migliorelli at 7:48 PM

Councilor Jamaled dine was present at the beginning and left the meeting at 8:08 PM, so she did not vote on legislative items.

Attendee Name	Title	Status	Arrived
Cal Finocchiaro	Ward 6	Present	
Mark Garipay	Ward 4	Present	
Ward Hamilton	At-Large	Present	
Maya Jamaled dine	At-Large	Present	Left at 8:08 PM
Manjula Karamcheti	Ward 1	Present	
John Obremski	Ward 2	Absent	
Devin Romanul	Ward 7	Present	
Robb Stewart	Ward 3	Present	
Kimberly Vandiver	Ward 5	Present	
Ryan Williams	At-Large	Present	
Leila Migliorelli	At-Large	Present	

II. MINUTES APPROVAL

A. City Council Special Meeting November 24, 2025 7:00 PM

Motion to Approve the minutes by unanimous consent without reading made by President Migliorelli

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Cal Finocchiaro, Mark Garipay, Ward Hamilton, Maya Jamaledine, Manjula Karamcheti, Devin Romanul, Robb Stewart, Kim Vandiver, Leila Migliorelli, Ryan Williams
NAYS:	None
ABSENT:	John Obremski

III. PUBLIC COMMENT

When: Dec 1, 2025 07:45 PM Eastern Time (US and Canada)

Topic: City Council Meeting, Property Tax Classification Public Hearing for FY2026 at 8:00 PM

Join from PC, Mac, iPad, or Android:

<https://cityofmelrose-org.zoom.us/j/94132302691?pwd=f0H9GUcBb4kUbPjhjXQ6Pn0IsPIbLQ.1>
Passcode:167362

Webinar ID: 941 3230 2691

Motion to Open public comment made by President Migliorelli at 7:50 PM

Comments on the floor:

-Jim Bennett of 45 Wentworth Road does not believe that this ordinance is being done in great haste. The city of Melrose has been considering this for over 20 years and with the work that Lori Massa has done with the city of Somerville, it's now getting attention. He thinks that there are many homes built after 1899 with historic significance that currently are not included in the ordinance. He said it's very important to pass the demo review in its current state immediately and then update it as needed in the future.

-Ms Thorpe of 52 Maple Street urged council to pass the demo review ordinance. She has lived in Melrose all of her life and thinks developments are happening too fast.

-Michael Abdow of 253 Main Street is an abutter to 244 Main Street. He is concerned about development at this site, losing that beautiful home, and the potential disturbance to his property and family. He urged the council to consider the value of these beautiful homes and to pass the demo review ordinance.

-Paul Brodeur of 125 Trenton Street commented about the prior developments at Oak Grove and Essex Street and how they related to demo delay. He thinks that demo delay in general and the 1899 date are good ideas. He commented about other communities that have demo delay also have Community Preservation Acts and that Melrose should consider that in the future to get better results.

Motion to Recess to start the Public Hearing made by President Migliorelli at 8:03 PM

Meeting was Reopened by President Migliorelli at 8:34 PM

IV. COMMUNICATIONS FROM THE HONORABLE MAYOR & OTHER CITY OFFICIALS

V. NEW BUSINESS

A. Filings by the Honorable Mayor

i. Appropriations

1. **(ID # 2025-779):** Appropriation from the Peg Access Fund in the amount of \$282,640.36 to MMTV and Melrose Public Schools.

Motion to Refer to Appropriations & Oversight made by President Migliorelli

RESULTS:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

ii. Grants

1. **(ID # 2025-749):** FY26 Earmark for Playing Fields

Motion to Refer to Appropriations & Oversight made by President Migliorelli

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

2. **(ID # 2025-766):** Field Demonstration Grant- Senior Center Modernization for the amount of \$9500 to replace aging toilets at the Milano Center with chair height models for accessibility. Replace worn countertops in 2 restrooms. Installation of grab bars in restrooms. Purchase and installation of a digital media board on the Milano Center lobby used to advertise programming, schedule changes and as a means of wayfinding within the building.

Motion to Refer to Appropriations & Oversight made by President Migliorelli

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

3. **(ID # 2025-767):** Field Demonstration Grant - Memory Cafe for the amount of \$4860. Funds will be used to provide a monthly Memory Cafe which would provide respite programming for those living with dementia and their caregivers.

Motion to Refer to Appropriations & Oversight made by President Migliorelli

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

4. **(ID # 2025-768):** Title III B FY26 Grant for \$5000. The funds will be used for funding Milano Center social programming.

Motion to Refer to Appropriations & Oversight made by President Migliorelli

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

5. **(ID # 2025-769):** State 911 EMD Grant - MPD has been awarded \$18,000.00 to defray the cost of 1 year of emergency service from the Armstrong Ambulance Services.

Motion to Refer to Appropriations & Oversight made by President Migliorelli

RESULT: ASSIGN TO COMMITTEE

TO: Appropriations & Oversight

6. (ID # 2025-770): State 911 Support & Incentive Grant - MPD has been awarded \$90,505.00 to defray the cost of the dispatch specific equipment (new and existing) and the straight-time cost of dispatch personnel.

Motion to Refer to Appropriations & Oversight made by President Migliorelli

RESULT: ASSIGN TO COMMITTEE

TO: Appropriations & Oversight

7. (ID # 2025-771): State 911 Training Grant - MPD has been awarded \$82,903.80 for 16 hours of dispatch specific continuing education as well as the training class fees for all certified dispatch personnel.

Motion to Refer to Appropriations & Oversight made by President Migliorelli

RESULT: ASSIGN TO COMMITTEE

TO: Appropriations & Oversight

8. (ID # 2025-772): FFY26 Municipal Road Safety Program - MPD has been awarded \$19,290.00 to enable additional traffic enforcement and equipment. This includes extra officers for motor vehicle and pedestrian crosswalk enforcement. Equipment includes portable hand-held radars or traffic data recorders.

Motion to Refer to Appropriations & Oversight made by President Migliorelli

RESULT: ASSIGN TO COMMITTEE

TO: Appropriations & Oversight

9. (ID # 2025-784): Acceptance of Massachusetts Department of Environmental Protection RDP Grant plus Additional Award for Organics Collection Carts

Motion to Refer to Appropriations & Oversight made by President Migliorelli

RESULT: ASSIGN TO COMMITTEE

TO: Appropriations & Oversight

10. (ID # 2025-775): Police_State Earmark 25K Equipment

Motion to Refer to Appropriations & Oversight made by President Migliorelli

RESULT: ASSIGN TO COMMITTEE

TO: Appropriations & Oversight

11. (ID # 2025-776): Police_State Earmark 50K Police Cruiser

Motion to Refer to Appropriations & Oversight made by President Migliorelli

RESULT: ASSIGN TO COMMITTEE

TO: Appropriations & Oversight

12. **(ID # 2025-778):** Acceptance of FEMA/MEMA Grant for Lebanon/Sylvan Drainage Design

Motion to Refer to Appropriations & Oversight made by President Migliorelli

RESULT: ASSIGN TO COMMITTEE
TO: Appropriations & Oversight

iii. Order

1. **(ID # 2025-746):** Intermunicipal Agreement for Regional Emergency Planning Services with the Mystic Regional Emergency Planning Committee

Motion to Refer to Appropriations & Oversight made by President Migliorelli

RESULT: ASSIGN TO COMMITTEE
TO: Appropriations & Oversight

B. Filings by the Honorable City Council

i. Ordinances

1. **(ID # 2025-613):** Revise the existing Animal Leash Law to REMOVE this language :
The Animal Control Officer may, at his/her discretion, waive the provisions of Subsection A if a determination is made that the owner or keeper has a valid reason to have the dog unleashed or untethered for training, exhibition or show purposes.
[Amended 8-21-2017 by Ord. No. 2018-4]

Motion to Refer to Legal & Legislative made by President Migliorelli

RESULT: ASSIGN TO COMMITTEE
TO: Legal & Legislative

VI. PUBLIC HEARING

- A. **(ID # 2025-408):** FY2026 Property Tax Classification Public Hearing

Motion to Open Public Hearing made by President Migliorelli at 8:04 PM

Comments during the meeting:

The councilors shared differing opinions on how to shift the tax levy between residential and commercial classes. Debate occurred over overburdening residents versus businesses with the increased levy due to the override passing at the maximum amount. Discussion occurred over tax relief assistance that is offered to seniors (including the Senior Circuit Breaker Exemption) and information is provided on the city website.

Motion to adopt a Shift of 1.73 and Residential Factor of .9617 made by Councilor Garipay

Seconded by Councilor Stewart

Most were in favor and motion passed

RESULT: PASSED

AYES:	Cal Finocchiaro, Mark Garipay, Ward Hamilton, Manjula Karamcheti, Devin Romanul, Robb Stewart, Leila Migliorelli, Ryan Williams
NAYS:	Kim Vandiver
ABSENT:	John Obremski

There were no comments on the floor or via Zoom made during Public Comment
 Motion to Close the Public Hearing made by President Migliorelli at 8:34 PM
 Public Hearing was closed

VII. UNFINISHED BUSINESS

A. Appropriations

- i. **(ID # 2025-249):** Acceptance of vote language for Appropriation of Feasibility Study for MSBA Accelerated Repair projects

Motion for Passage made by Councilor Garipay
 Seconded by Councilor Stewart
 All were in favor and motion passed

RESULT:	PASSED [UNANIMOUS]
AYES:	Cal Finocchiaro, Mark Garipay, Ward Hamilton, Manjula Karamcheti, Devin Romanul, Robb Stewart, Kim Vandiver, Leila Migliorelli, Ryan Williams
NAYS:	None
ABSENT:	John Obremski

B. Ordinances

- i. **(ID # 2025-571):** That the City Council adopt a Demolition Review Ordinance as set forth herein, to preserve and protect buildings of historical significance in the City of Melrose.

Motion for Passage as Amended in L&L Committee meeting made by Councilor Romanul
 Seconded by Councilor Hamilton
 Motion to Amend Section 10D for first sentence to read:"This section shall take effect upon final vote of council approving a new regulatory authority of a Historical Commission as submitted" made by Councilor Finocchiaro
 Seconded by Councilor Hamilton
 All were in favor and motion passed as amended
 Comments during the meeting:
 Councilor Williams shared that Lori Massa suggested that a demolition status (of preserved or not) should transfer to the new property owner if sold and this can be amended in the future.
 Councilor Karmacheti commented that it's worthy of considering a future change of the 1899 date to the 100 year old date.
 President Migliorelli thanked all for having discussions and for answering her questions after the committee meeting and before this final vote.
 Councilor Garipay encouraged consideration of the year 1925 as the date for a future amendment.
 Motion for Passage as Amended and final vote was called by President Migliorelli
 All were in favor and motion passed as amended.

RESULT:	PASSED AS AMENDED [UNANIMOUS]
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AYES:	Cal Finocchiaro, Mark Garipay, Ward Hamilton, Manjula Karamcheti, Devin Romanul, Robb Stewart, Kim Vandiver, Leila Migliorelli, Ryan Williams
NAYS:	None
ABSENT:	John Obremski

VIII. REPORTS FROM COMMITTEES

IX. EXPIRIES

X. RULE 36 REPORTS

XI. ADJOURNMENT

Motion to Adjourn by unanimous consent made by President Migliorelli at 8:51 PM
Meeting was adjourned



City of Melrose
Parks Department
100 Slayton Rd. Melrose, MA 02176

MEMORANDUM

To: Mayor Jen Grigoraitis & Melrose City Council
From: Rob Carrillo – Superintendent of Parks and Open Spaces
Date: 11/24/25
Subject: Request for Approval of State Earmark for Playing Fields

Purpose

The purpose of this memorandum is to request City Council approval to accept and expend a state earmark in the amount of \$75,000 dedicated to improving athletic field infrastructure throughout the City of Melrose.

Background

The City of Melrose maintains a network of athletic fields that support school programs, youth sports, adult recreation leagues, and community events. Over time, increased usage, aging infrastructure, and weather impacts have created a significant need for upgrades to ensure safe, reliable, and high-quality playing surfaces.

This earmark provides an opportunity to address critical maintenance and improvement needs across multiple field locations, with a primary focus on irrigation upgrades and the purchase of materials and equipment required for ongoing field upkeep.

Scope of Work

The earmark funds will be used to support improvements to the overall surface conditions, durability, safety, and playability of athletic fields across the city. Specific uses include but are not limited to:

1. Irrigation Improvements – East and West Knoll Fields

- Installation or upgrade of irrigation systems
- Site preparation, trenching, and plumbing work

- Controller and sensor upgrades
- Estimated cost: **\$75,000**

These irrigation improvements are essential for maintaining turf quality and reducing long-term maintenance costs, especially during periods of drought or heavy athletic use.

2. Citywide Field Improvements

Funds may also be used for the purchase of materials, tools, and equipment necessary to maintain and improve playing conditions at:

- Melrose High School (MHS) Athletic Complex
- Common Park
- Conant Park
- Lewis-Monk Field

Eligible expenditures include:

- Soil, seed, sod, and turf repair materials
- Infield mix and grading supplies
- Turf maintenance equipment (drag mats, aerators, line strippers, etc.)
- Drainage repair components
- Safety and accessibility enhancements
- Playing field equipment (nets, padded mats, fence repairs, etc.)

Justification and Community Impact

Improved field conditions will support a wide range of community benefits, including:

- Enhanced safety for student athletes and youth programs
- Higher-quality playing surfaces, reducing cancellations and field closures
- Extended field lifespan through proactive care and irrigation efficiency
- Improved accessibility for all residents who utilize recreational facilities
- Support for recreation programming growth, including school and city athletics

This investment aligns with the City's commitment to maintaining high-quality public facilities and expanding recreational opportunities for residents of all ages.

Action Requested

The City Council is respectfully requested to:

1. Approve acceptance and expenditure of the \$75,000 state earmark, and
2. Authorize the Department of Public Works / Parks Department to proceed with the planned improvements described above.

Thank you,

Rob Carrillo

Superintendent of Parks and Open Spaces



Commonwealth of Massachusetts

CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

**Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company
(must match Form W-9 tax classification)**

Contractor Legal Name	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number or Social Security Number)
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INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor’s behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor’s authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver’s licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

There are three types of electronic signatures that will be accepted on this form: **1) Traditional “wet signature” (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory’s hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign.** Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address

Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor’s employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature	Date
Print Name	Phone Number
Title	Email Address

A copy of this listing must be attached to the “record copy” of a contract filed with the department.

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions](#), the [Commonwealth Terms and Conditions for Human and Social Services](#), or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at macomptroller.org/forms or mass.gov/lists/osd-forms.

CONTRACTOR INFORMATION		COMMONWEALTH INFORMATION	
Contractor Legal Name		Department	MMARS Code
d/b/a		Contract Manager Name	
Legal Address As entered on Form W-9 or Form W-4		Business Mailing Address	
Contract Manager Name		Billing Address If Different	
Phone	Fax	Phone	Fax
Email		Email	
Vendor Code VC		MMARS Doc ID(s)	
Vendor Code Address ID e.g. "AD001". AD		RFR/Procurement or Other ID Number	
Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.			
NEW CONTRACT		CONTRACT AMENDMENT	
Procurement or Exception Type (Check one option only)		Current Contract End Date PRIOR to Amendment	Amendment Amount Or Enter "No Change"
Statewide Contract (OSD or an OSD-designated department.) Collective Purchase (Attach OSD approval, scope, and budget.) Department Procurement - Includes all Grants 815 CMR 2.00 . (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.) Emergency Contract (Attach justification for emergency, scope, and budget.) Contract Employee (Attach Employee Status Form, scope, and budget.) Interim Contract with new Contractor (Attach justification for Interim Contract and updated scope/budget.) Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)		Amendment Type Check one option only. Attach details of amendment changes. Amendment to Date, Scope, or Budget (Attach updated scope and budget.) Interim Contract with Current Contractor (Attach justification for Interim Contract and updated scope/budget.) Contract Employee (Attach any updates to scope or budget.) Other Procurement Exception (Attach authorizing language/justification and updated scope/budget.)	
TERMS AND CONDITIONS			
The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding. Check ONE option:			
Commonwealth Terms and Conditions Commonwealth Terms and Conditions for Human and Social Services Commonwealth IT Terms and Conditions			
COMPENSATION			
Check ONE option.			
The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 .			
Rate Contract (No Maximum Obligation). (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) Maximum Obligation Contract. Total maximum obligation for total duration of this contract (or new total if contract is being amended):			

PROMPT PAYMENT DISCOUNTS (PPD)

Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See [Prompt Pay Discounts Policy](#).

Contractors requesting accelerated payments must identify a PPD as follows:

Payment issued within:	10 days	% PPD.
	15 days	% PPD.
	20 days	% PPD.
	30 days	% PPD.

If PPD percentages are left blank, identify reason:

Statutory/legal

Ready Payments ([M.G.L. c. 29, § 23A](#))

Agree to standard 45-day cycle

Only initial payment

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT

Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment.

Attach all supporting documentation and justifications.

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN

Does the Supplier Diversity Program apply?

YES If YES, the Contractor's annual SDP commitment for this Contract is

NO If NO, and the department is an Executive Department, enter the appropriate exemption:

ANTICIPATED START DATE (Complete ONE option only.)

The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.
2. may be incurred as of , 20 , a date **LATER** than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date.
3. were incurred as of , 20 , a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE

Contract performance shall terminate as of , 20 , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS

Notwithstanding verbal or other representations by the parties, the "**Effective Date**" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable), and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in [801 CMR 21.07](#), incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR

Signature and date must be captured at time of signature.

Signature

Date

Print Name

Print Title

AUTHORIZING SIGNATURE FOR THE DEPARTMENT

Signature and date must be captured at time of signature.

Signature

Date

Print Name

Print Title



CITY OF MELROSE

Sarah MacLellan

Chief Assessor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4104
assessor@cityofmelrose.org

To: The Honorable City Council of Melrose

Date: November 7, 2025

From: Sarah MacLellan, MAA
Chief Assessor
Chair, Board of Assessors

Re: Annual Property Tax Classification Public Hearing for Fiscal Year 2026

In accordance with the requirements of Massachusetts General Laws Chapter 40, Section 56, relating to the classification of property, the Board of Assessors requests that a public hearing be scheduled for Monday, December 1, 2025.

The Board of Assessors will provide the City Council with information necessary to make a decision on the adoption of a residential factor and thereby determine the percentages of local tax levy to be borne by each class of real and personal property for the Fiscal Year 2026.

CITY OF MELROSE FISCAL YEAR 2026 CLASSIFICATION OF PROPERTY



TAX CLASSIFICATION HEARING – DECEMBER 1, 2025

PRESENTED BY

THE MELROSE BOARD OF ASSESSORS:

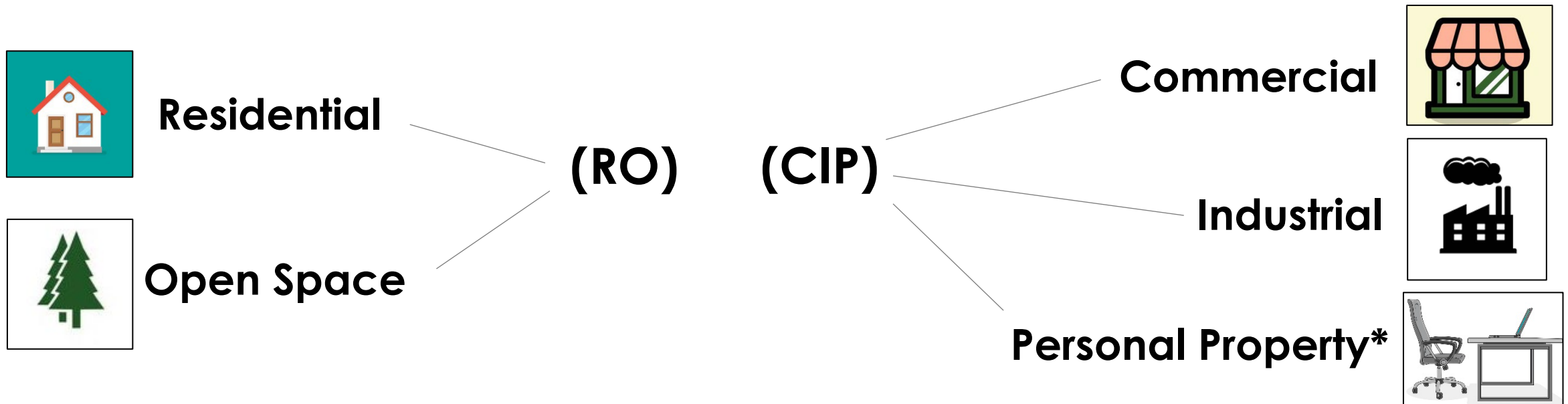
SARAH MACLELLAN

CATHY GULINO

LEE PHALEN

PURPOSE OF THE CLASSIFICATION HEARING

To adopt the City's Tax Policy by allocating the tax levy among the 5 property types:



*Personal property includes all tangible items that are not firmly attached to land or buildings and are not considered part of the real estate.

ACTION REQUIRED BY THE CITY COUNCIL

- **VOTE: Adopt a Residential Factor (Tax Shift)**

This factor governs the percentage of the tax levy to be paid by the Residential Class, with the balance to be shifted to the Commercial, Industrial and Personal Property Classes.

SENIOR CIRCUIT BREAKER EXEMPTION

- Allows the Board of Assessors to qualify Senior applicants for tax relief by a State Income Tax Credit referred to as the “Circuit Breaker Credit”.
- Qualified applicants receive a **property tax exemption equal to 100% of their State Circuit Breaker Income Tax Credit**.
- The total amount of exempted value is to be **allocated within the tax levy (or shifted) to the Residential taxpayers**.
- FY 2026 Circuit Breaker Exemption Program:
 - ❑ 88 Applications, **85 parcels granted exemption** by Board of Assessors
 - ❑ 4th year of Circuit Breaker Exemption in Melrose
 - ❑ **\$157,239** in Tax Dollars exempted, to be shifted ONLY within the Residential Class
 - ❑ Adds **\$.02** to the Residential Tax rate (\$0.02/\$1,000 of Residential Property Value)

RESIDENTIAL FACTOR / THE TAX SHIFT

NOTE: THE TOTAL AMOUNT THAT CAN BE RAISED IN TAXES (MAX. LEVY) REMAINS THE SAME, WHETHER THERE IS A SINGLE OR SPLIT TAX RATE (TAX SHIFT). THE SHIFT DOES NOT RAISE MORE REVENUE, IT SIMPLY CHANGES THE ALLOCATION OF THE TAX BURDEN AMONG THE CLASSES OF TAXPAYERS.

For FY26, adopting a Factor of 1 would result in a residential tax rate of
\$11.93 per \$1,000 of property value*

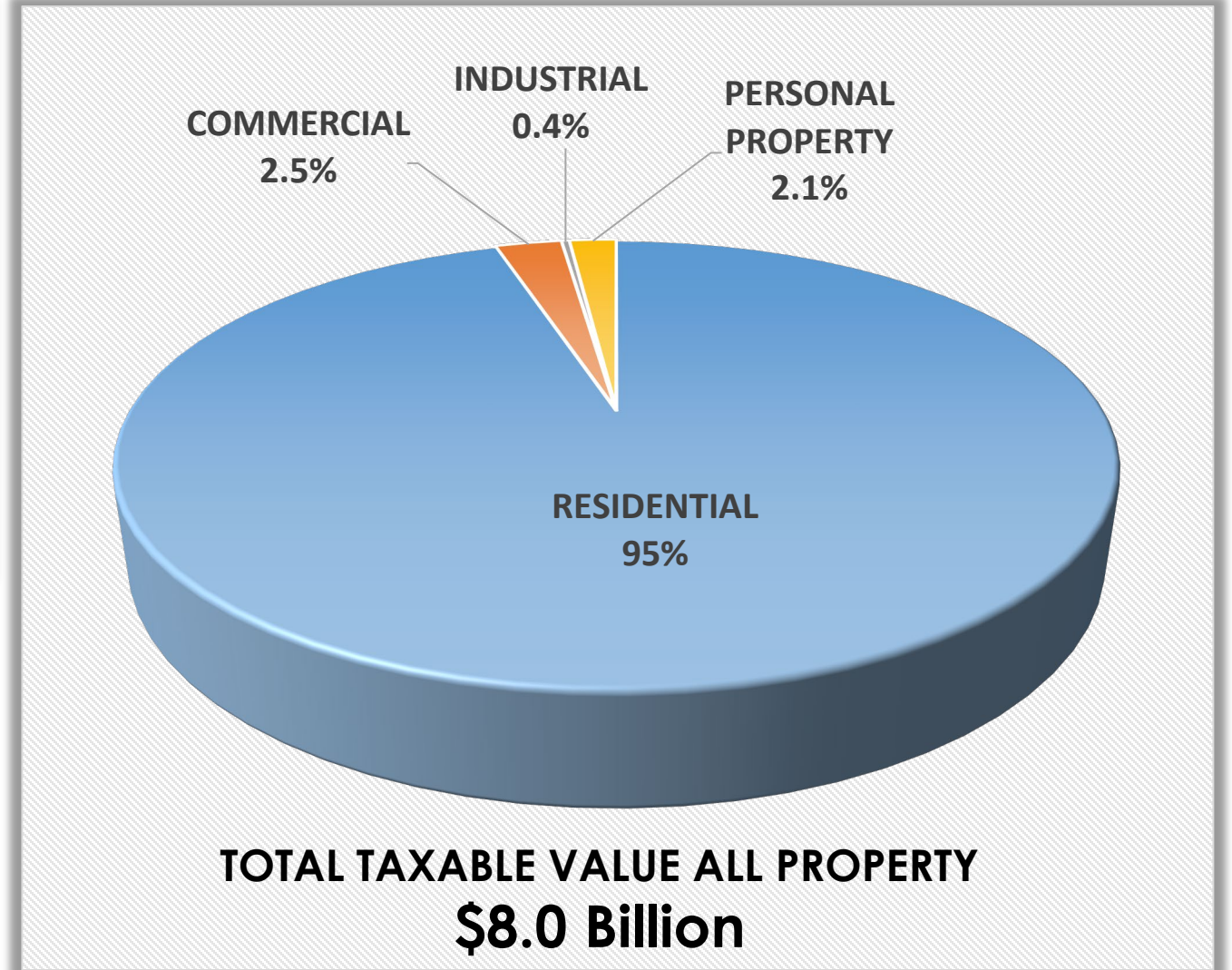
- Adopting a factor less than “1”, to as low as the **Minimum Residential Factor (MRF)**, results in an increasingly greater tax burden shift from the **Residential** class to the **Commercial, Industrial** and **Personal Property (CIP)** classes. The Minimum Residential Factor is determined annually by the DOR and this year again allows for a full shift of 175%

*Note: Final Tax Rates may change slightly when finalized with the Dept. Of Revenue.

FISCAL YEAR 2026 VALUE BY CLASS

	VALUE	% OF LEVY (before shift)
RESIDENTIAL	\$ 7,643,650,879	95.0%
COMMERCIAL	\$ 204,431,461	2.5%
INDUSTRIAL	\$ 30,229,400	0.4%
PERSONAL PROPERTY	\$ 165,911,460	2.1%
TOTAL TAXABLE VALUE	\$ 8,044,223,200	100.0%

NUMBER OF PARCELS BY PROPERTY TYPE	
RESIDENTIAL	8,853
OPEN SPACE	0
COMMERCIAL	185
INDUSTRIAL	29
PERSONAL PROPERTY	298
MIXED-USE	64
EXEMPT	423



NEW GROWTH FY 2026

Real Estate

New Growth includes increases in assessed value over the prior year resulting from **new construction** or **physical improvements** to real property.

Subdivisions and **condo conversions** are also considered new growth the first time they are taxed as separate parcels. New growth also includes parcels that were **previously exempt** from property taxation but have been added to the tax roll.

Personal Property

When a new business opens in Melrose, the business' assets are considered new growth. Also, when existing businesses add new assets, those assets are considered new growth.

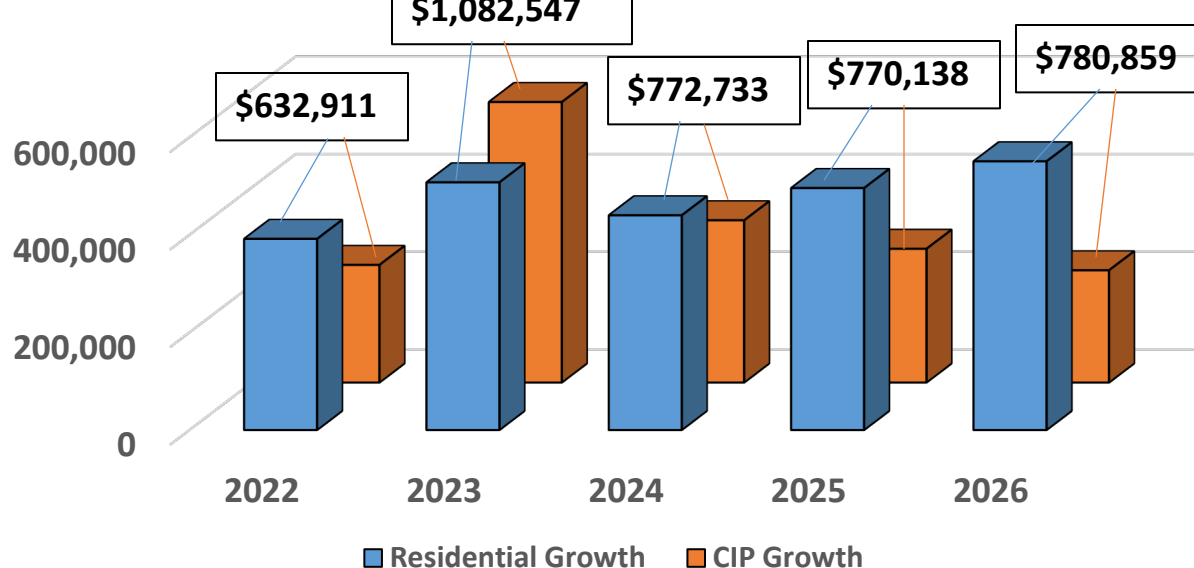
Top Residential Projects:

- **12-16 Essex Street** Mixed-Use Building project
- **453 Franklin Street** Mixed-Use Building project
- 19 New Condo Units
- Several New Single-Family Homes built

Top Commercial Projects:

- About \$150,000 in Growth \$ from **top 4 Utilities/Telecom**

RESIDENTIAL AND CIP NEW GROWTH \$ APPLIED TO THE LEVY LIMIT



FY26 GROWTH:

\$780,859

FY2025 GROWTH:

\$770,138

CALCULATING THE TAX RATE

MELROSE - 178 2026						
Jurisdiction	Melrose - 178	Fiscal Year	2026	Go		
Property Type	Parcel Count	Class1 Residential	Class2 Open Space	Class3 Commercial	Class4 Industrial	Class5 Pers Prop
101	6,391	5,464,894,400				
102	1,258	604,075,100				
MISC 103,109	13	12,813,700				
104	743	664,321,100				
105	65	63,146,400				
111-125	115	605,328,800				
130-32,106	204	19,767,500				
200-231	0		0			
300-393	184			160,127,200		
400-442	27				30,217,000	
450-452	2				12,400	
CH 61 LAND	0	0	0	0		
CH 61A LAND	0	0	0	0		
CH 61B LAND	1	0	0	4,146,950		
012-043	64	209,303,879	0	40,157,311	0	
501	156					5,515,090
502	130					9,765,810
503	0					0
504	4					140,732,160
505	4					8,065,400
506	1					168,400
508	3					1,664,600
550-552	0					0
TOTALS	9,365	7,643,650,879	0	204,431,461	30,229,400	165,911,460
Real and Personal Property Total Value						8,044,223,200
Exempt Parcel Count & Value				423	524,361,710	

FY 2025 LEVY LIMIT	77,315,376
ADD AMENDED FY 2025 GROWTH	18,370
ADD PROP. 2.5 %	1,933,344
ADD FY 2026 NEW GROWTH	780,859
ADD FY 2026 OVERRIDE	13,500,000
SUBTOTAL : FY 2026 LEVY LIMIT	93,547,949
FY 2026 DEBT EXCLUSION(S)	2,241,676
FY 2026 MAX. ALLOWABLE LEVY	95,789,625

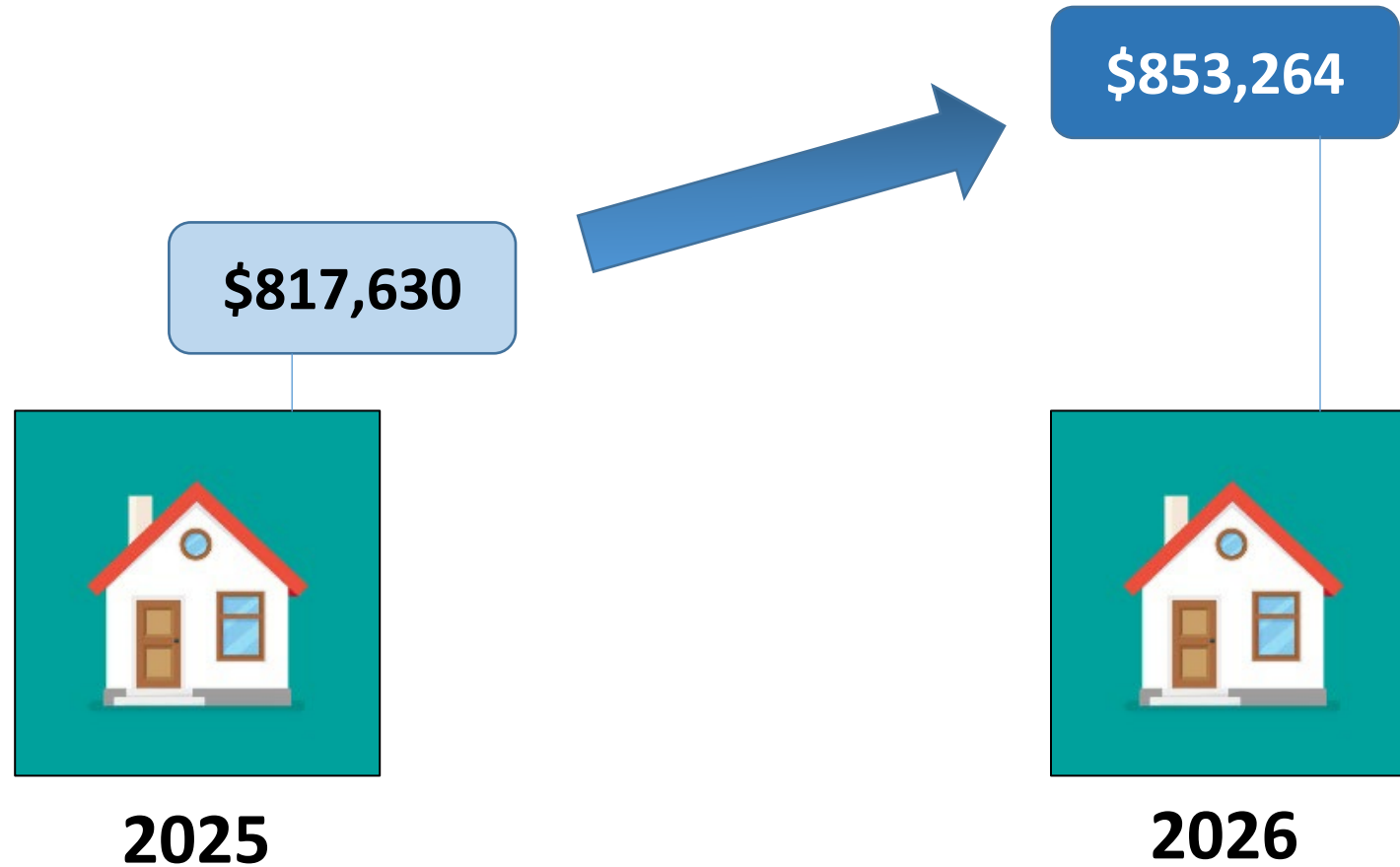
$$\text{FY 2026 Property Tax Levy} = \frac{95,789,625}{\text{FY 2026 Total Taxable Value } 8,044,223,200} = .0119078$$

= \$11.91 + \$.02 Senior Circuit Breaker Exemption

\$11.93 RESIDENTIAL TAX RATE PER \$1,000 OF ASSESSED VALUE IF A FACTOR OF 1 IS SELECTED (NO CIP SHIFT), \$11.91 CIP RATE

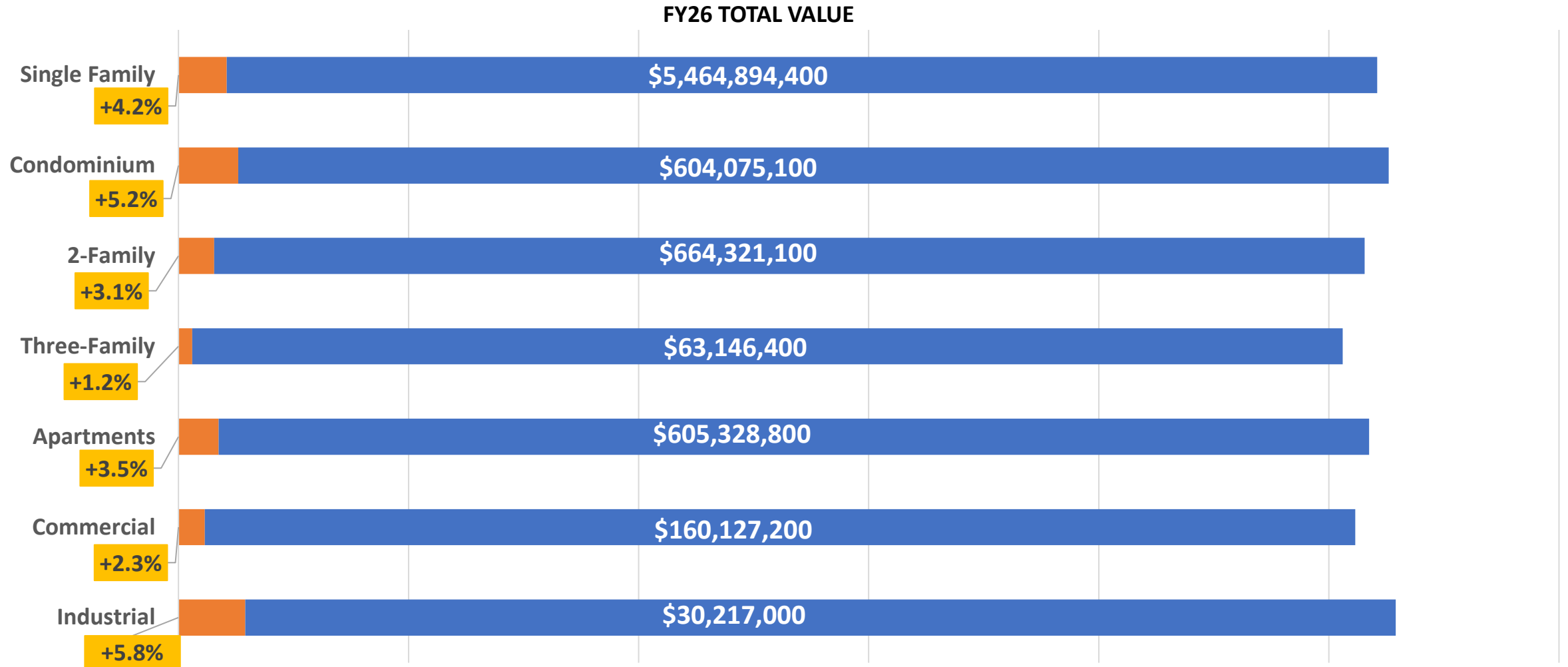
Note: Final Tax Rates may change slightly when finalized with the Dept. Of Revenue.

AVERAGE SINGLE-FAMILY VALUE



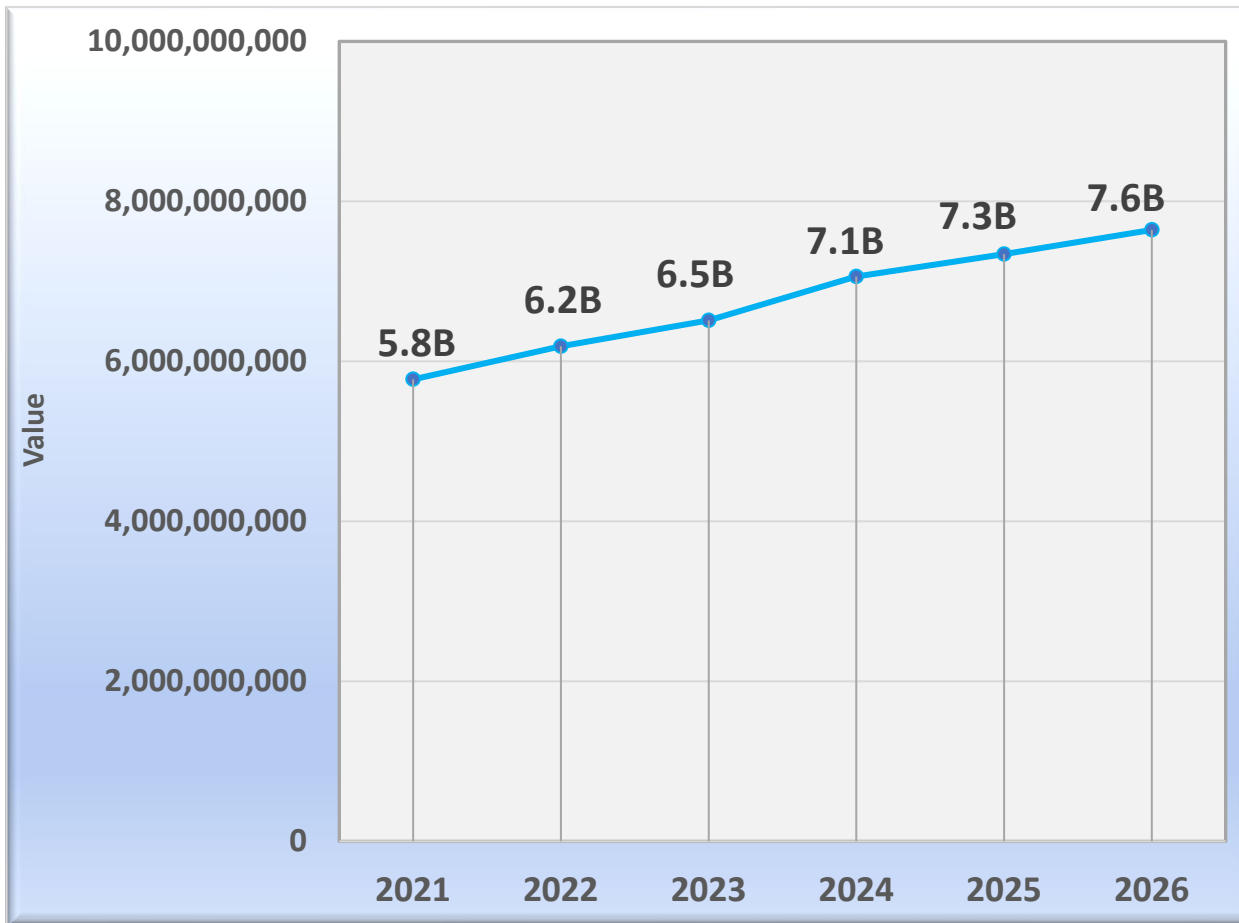
*Note: Final Average SF Value may change when the tax rate is finalized and the Exempted Value from the Senior Circuit Breaker exemption is factored into the average

FY26 VALUE CHANGE BY PROPERTY TYPE

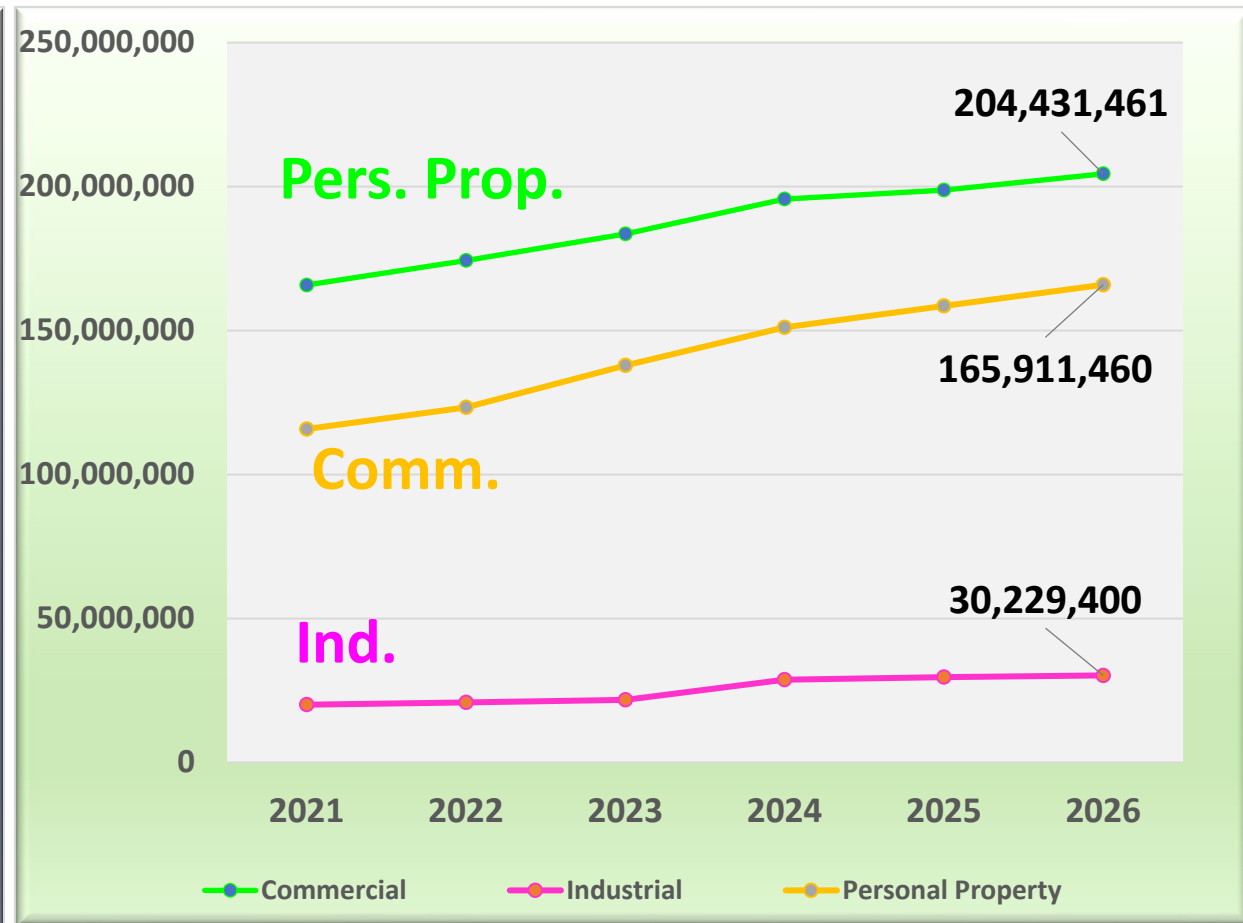


*The percent change is inclusive of new growth in each property type

ASSESSED VALUES BY CLASS FY 2021 – 2026



RESIDENTIAL

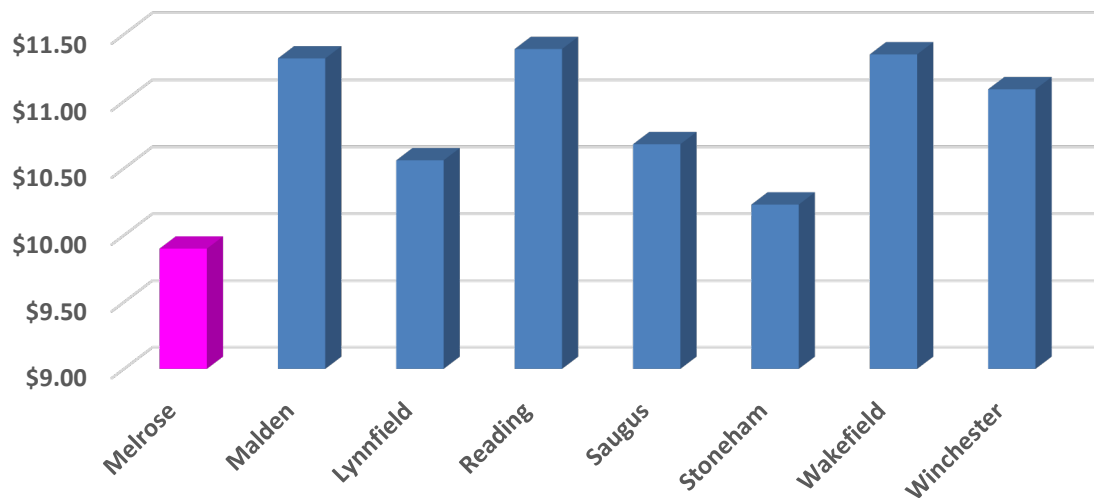


CIP

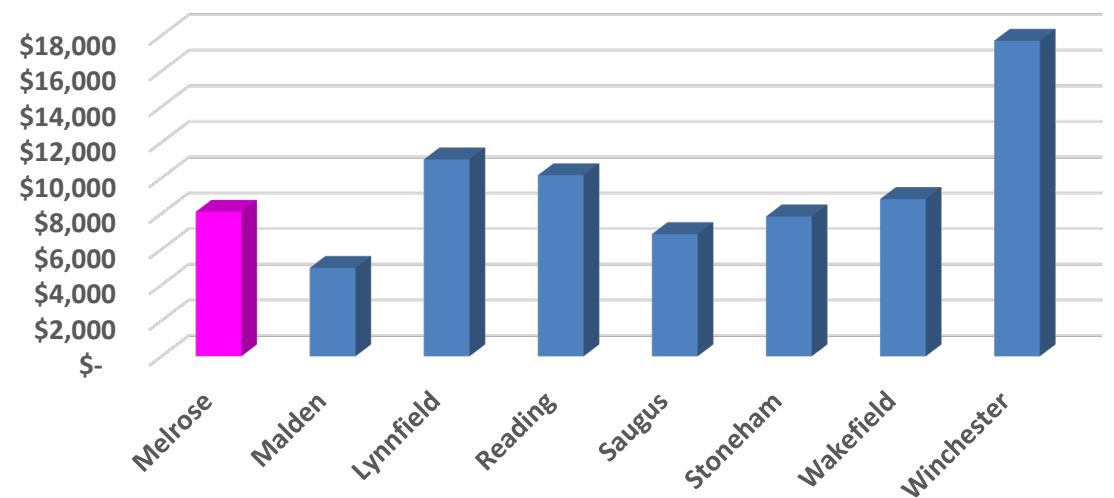
FY2025 SINGLE FAMILY VALUES / TAX RATES

Municipality	Single Family Parcels	Average Single Family Value	Avg Single Family Tax Bill	2025 Res. Tax Rate
Melrose	6,385	817,630	\$8,095	\$9.90
Malden*	5,679	437,415	\$4,952	\$11.32
Lynnfield	3,891	1,045,013	\$11,035	\$10.56
Reading	6,593	890,915	\$10,148	\$11.39
Saugus	7,241	641,074	\$6,847	\$10.68
Stoneham	5,129	765,770	\$7,834	\$10.23
Wakefield	6,264	776,158	\$8,809	\$11.35
Winchester	5,684	1,595,586	\$17,695	\$11.09

FY25 RESIDENTIAL TAX RATES



FY25 AVG SINGLE FAMILY TAX BILL

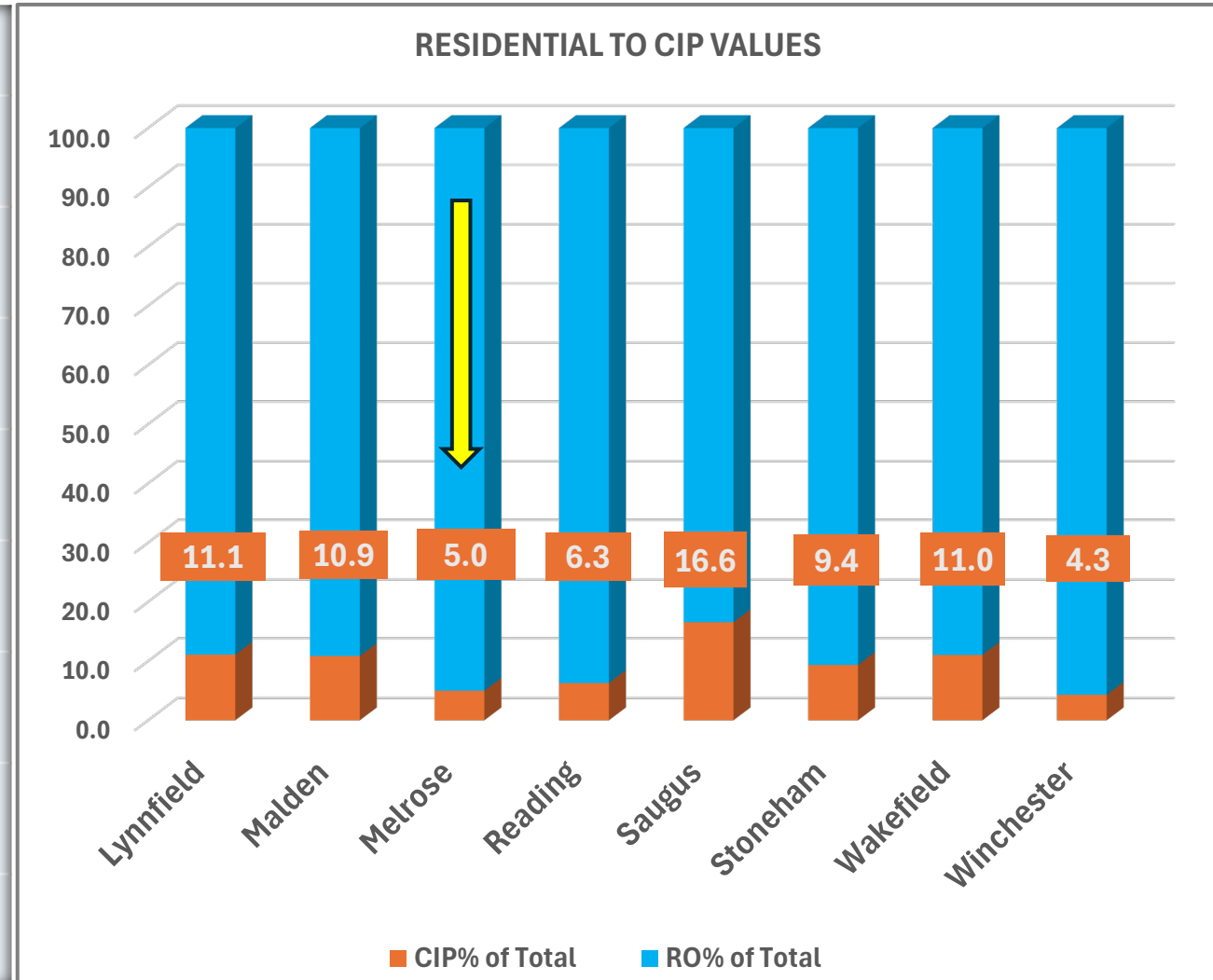


*Avg Single Family Value and Tax Bill are impacted by the Residential Exemption in this community

Source: DLS Data Analytics and Resources Bureau

FY25 PEER COMMUNITY RES.TO CIP VALUES

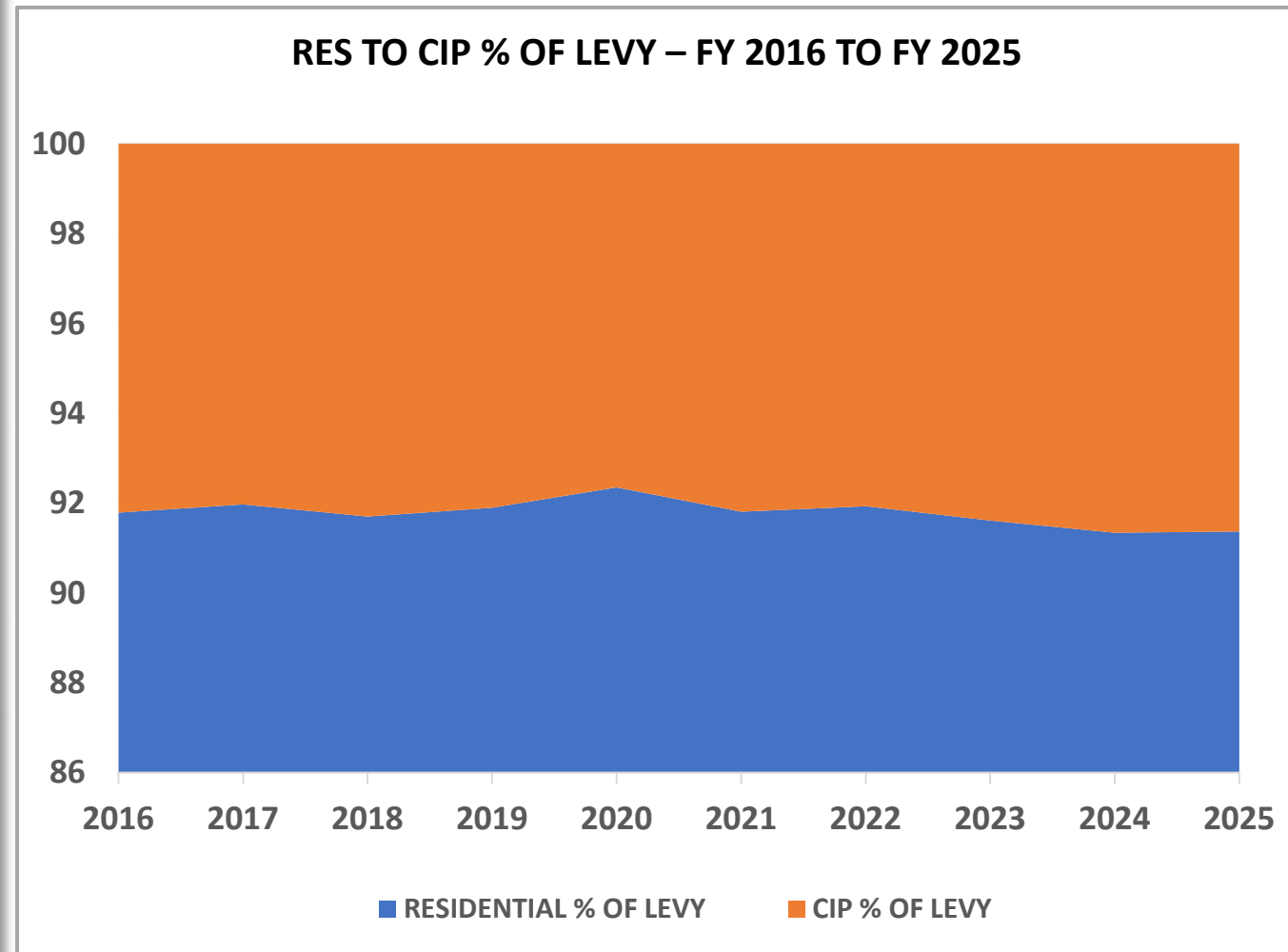
Municipality	R/O% of Total	CIP% of Total	Total Value
Lynnfield	88.9	11.1	4,945,281,462
Malden	89.1	10.9	11,219,660,408
Melrose	95.0	5.0	7,729,420,330
Reading	93.7	6.3	7,832,363,065
Saugus	83.4	16.6	7,170,611,202
Stoneham	90.6	9.4	6,112,056,859
Wakefield	89.0	11.0	7,645,488,694
Winchester	95.7	4.3	11,368,910,570



HISTORICAL LEVY PERCENTAGE BY CLASS

FISCAL YEAR	RESIDENTIAL % OF LEVY	CIP % OF LEVY
2016	91.79	8.21
2017	91.97	8.03
2018	91.7	8.3
2019	91.9	8.1
2020	92.35	7.65
2021	91.81	8.19
2022	91.93	8.07
2023	91.61	8.39
2024	91.34	8.66
2025	91.37	8.63

(AFTER SHIFT)



HISTORICAL RESIDENTIAL FACTOR & SHIFT

Fiscal Year	Lowest Res. Factor Allowed	Max CIP Shift Allowed	Res. Factor Selected	CIP Shift	Avg. Single Family Tax Bill	FY % Chg	FY \$ Chg
2016	0.955969	1.50	0.971820	1.48	\$5,746	3.6%	\$197
2017	0.958322	1.75	0.970826	1.52	\$5,909	2.8%	\$163
2018	0.960291	1.75	0.965587	1.65	\$6,096	3.2%	\$187
2019	0.961998	1.75	0.965545	1.68	\$6,273	2.9%	\$177
2020	0.963075	1.75	0.969000	1.63	\$7,015	11.8%	\$742
2021	0.960822	1.75	0.966100	1.65	\$7,195	2.6%	\$180
2022	0.961407	1.75	0.966600	1.65	\$7,435	3.3%	\$240
2023	0.960486	1.75	0.964174	1.68	\$7,643	2.8%	\$208
2024	0.960113	1.75	0.961700	1.72	\$7,857	2.8%	\$214
2025	0.960472	1.75	0.961500	1.73	\$8,095	3.0%	\$238

TAX RATE SHIFT VARIANCE

RES FACTOR OF 1

RES. RATE \$11.93
\$ CHG: \$2,084
% CHANGE: 25.8 %

FY26 AVERAGE SINGLE
FAMILY VALUE
\$853,264

1.75 MAX SHIFT

RES. RATE \$11.46
\$ CHG \$1,683
% CHANGE: 20.8 %

Average Single Family Tax Bill

1.00

Tax Shift

1.75

Average Commercial Tax Bill

RES FACTOR OF 1

CIP RATE: \$11.91
\$ CHG: **-\$4,614**
% CHANGE: **-32.1 %**

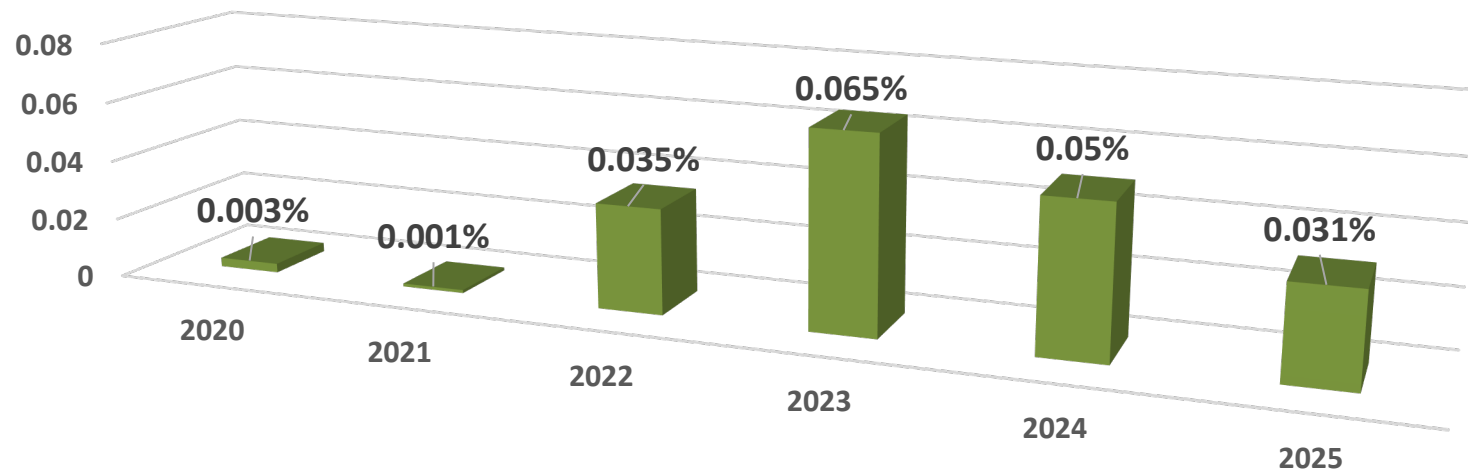
FY26 Average
COMMERCIAL VALUE
\$821,010

1.75 MAX SHIFT

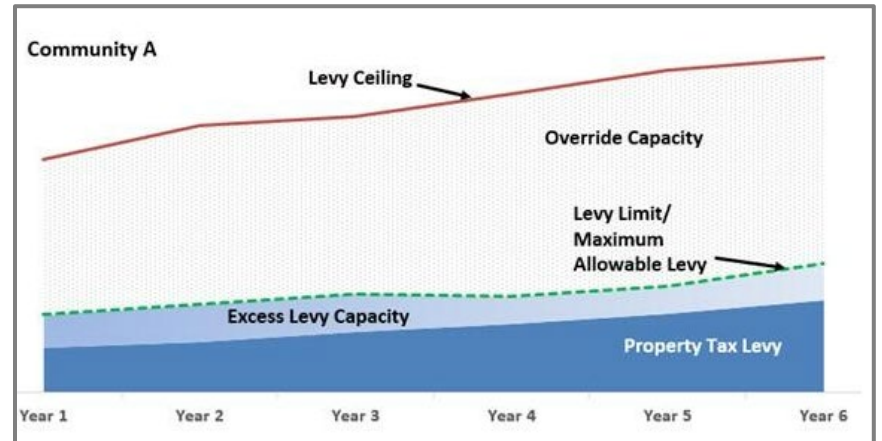
CIP RATE \$20.84
\$ CHG: \$2,718
% CHANGE: 18.9%

EXCESS LEVY CAPACITY FY 2020 – 2025

EXCESS LEVY CAPACITY AS A PERCENT OF MAX LEVY



Excess levy capacity is the difference between the maximum levy and the amount of property taxes actually levied in a given year



Levy Data	2020	2021	2022	2023	2024	2025
Excess Levy Capacity	1,912	765	25,134	48,151	38,578	24,529
Levy Limit w/o Exclusions	64,738,724	66,981,117	69,288,556	72,103,317	74,678,383	77,315,376
Levy Ceiling	146,069,870	151,924,481	162,714,131	171,420,756	185,895,955	193,235,508
Maximum Levy	66,629,218	68,878,709	71,196,790	74,011,551	76,595,060	79,298,968
Total Tax Levy	66,627,306	68,877,944	71,171,656	73,963,400	76,556,482	79,274,439

SELECT

FY26 SHIFT OPTIONS



		AVG SINGLE FAMILY VALUE = \$853,264				AVG COMM VALUE = \$821,010				ESTIMATED EXCESS
SHIFT	RES FACTOR	RES RATE	AVG SF TAX BILL	SF \$ CHG	SF % CHG	CIP RATE	AVG COM TAX BILL	COM \$ CHG	COM % CHG	LEVY CAPACITY
1.60	0.9686	\$11.55	\$9,855	\$1,760	21.74%	\$19.05	\$15,640	\$1,248	8.67%	\$31,047
1.61	0.9680	\$11.55	\$9,855	\$1,760	21.74%	\$19.17	\$15,739	\$1,347	9.36%	\$55,277
1.62	0.9675	\$11.54	\$9,847	\$1,752	21.64%	\$19.29	\$15,837	\$1,445	10.04%	\$7,208
1.63	0.9670	\$11.53	\$9,838	\$1,743	21.53%	\$19.41	\$15,936	\$1,544	10.73%	\$39,449
1.64	0.9665	\$11.53	\$9,838	\$1,743	21.53%	\$19.53	\$16,034	\$1,642	11.41%	\$71,691
1.65	0.9659	\$11.52	\$9,830	\$1,735	21.43%	\$19.65	\$16,133	\$1,741	12.10%	\$10,000
1.66	0.9654	\$11.52	\$9,830	\$1,735	21.43%	\$19.77	\$16,231	\$1,839	12.78%	\$47,852
1.67	0.9649	\$11.51	\$9,821	\$1,726	21.32%	\$19.89	\$16,330	\$1,938	13.47%	\$80,094
1.68	0.9644	\$11.50	\$9,813	\$1,718	21.22%	\$20.01	\$16,428	\$2,036	14.15%	\$32,025
1.69	0.9638	\$11.50	\$9,813	\$1,718	21.22%	\$20.12	\$16,519	\$2,127	14.78%	\$56,255
1.70	0.9633	\$11.49	\$9,804	\$1,709	21.11%	\$20.24	\$16,617	\$2,225	15.46%	\$4,181
1.71	0.9628	\$11.48	\$9,795	\$1,700	21.01%	\$20.36	\$16,716	\$2,324	16.15%	\$40,428
1.72	0.9623	\$11.48	\$9,795	\$1,700	21.01%	\$20.48	\$16,814	\$2,422	16.83%	\$72,670
1.73	0.9617	\$11.47	\$9,787	\$1,692	20.90%	\$20.60	\$16,913	\$2,521	17.52%	\$12,584
1.74	0.9612	\$11.47	\$9,787	\$1,692	20.90%	\$20.72	\$17,011	\$2,619	18.20%	\$48,831
1.75	0.9607	\$11.46	\$9,778	\$1,683	20.80%	\$20.84	\$17,110	\$2,718	18.88%	\$81,073

Note: Final Tax Rates may change slightly when finalized with the Dept. Of Revenue. Excess Levy Capacity may change due to rounding.

ALL FY26 SHIFT OPTIONS

		AVG SINGLE FAMILY VALUE = \$853,264				AVG COMM VALUE = \$821,010						AVG SINGLE FAMILY VALUE = \$853,264				AVG COMM VALUE = \$821,010			
SHIFT	RES FACTOR	RES RATE	AVG SF TAX BILL	AVG SF \$ CHG	AVG SF % CHG	CIP RATE	AVG COM TAX BILL	AVG COM \$ CHG	AVG COM % CHG	SHIFT	RES FACTOR	RES RATE	AVG SF TAX BILL	AVG SF \$ CHG	AVG SF % CHG	CIP RATE	AVG COM TAX BILL	AVG COM \$ CHG	AVG COM % CHG
1.0000	1.0000	11.93	\$ 10,179	\$ 2,084	25.75%	11.91	\$ 9,778	\$ (4,614)	-32.06%	1.3800	0.9801	11.69	\$ 9,975	\$ 1,880	23.22%	16.43	\$ 13,489	\$ (903)	-6.27%
1.0100	0.9995	11.92	\$ 10,171	\$ 2,076	25.64%	12.03	\$ 9,877	\$ (4,515)	-31.37%	1.3900	0.9796	11.68	\$ 9,966	\$ 1,871	23.11%	16.55	\$ 13,588	\$ (804)	-5.59%
1.0200	0.9990	11.92	\$ 10,171	\$ 2,076	25.64%	12.15	\$ 9,975	\$ (4,417)	-30.69%	1.4000	0.9790	11.68	\$ 9,966	\$ 1,871	23.11%	16.67	\$ 13,686	\$ (706)	-4.90%
1.0300	0.9984	11.91	\$ 10,162	\$ 2,067	25.54%	12.27	\$ 10,074	\$ (4,318)	-30.00%	1.4100	0.9785	11.67	\$ 9,958	\$ 1,863	23.01%	16.79	\$ 13,785	\$ (607)	-4.22%
1.0400	0.9979	11.90	\$ 10,154	\$ 2,059	25.43%	12.38	\$ 10,164	\$ (4,228)	-29.38%	1.4200	0.9780	11.67	\$ 9,958	\$ 1,863	23.01%	16.91	\$ 13,883	\$ (509)	-3.53%
1.0500	0.9974	11.90	\$ 10,154	\$ 2,059	25.43%	12.50	\$ 10,263	\$ (4,129)	-28.69%	1.4300	0.9775	11.66	\$ 9,949	\$ 1,854	22.90%	17.03	\$ 13,982	\$ (410)	-2.85%
1.0600	0.9969	11.89	\$ 10,145	\$ 2,050	25.33%	12.62	\$ 10,361	\$ (4,031)	-28.01%	1.4400	0.9769	11.65	\$ 9,941	\$ 1,846	22.80%	17.15	\$ 14,080	\$ (312)	-2.17%
1.0700	0.9963	11.88	\$ 10,137	\$ 2,042	25.22%	12.74	\$ 10,460	\$ (3,932)	-27.32%	1.4500	0.9764	11.65	\$ 9,941	\$ 1,846	22.80%	17.27	\$ 14,179	\$ (213)	-1.48%
1.0800	0.9958	11.88	\$ 10,137	\$ 2,042	25.22%	12.86	\$ 10,558	\$ (3,834)	-26.64%	1.4600	0.9759	11.64	\$ 9,932	\$ 1,837	22.69%	17.39	\$ 14,277	\$ (115)	-0.80%
1.0900	0.9953	11.87	\$ 10,128	\$ 2,033	25.12%	12.98	\$ 10,657	\$ (3,735)	-25.95%	1.4700	0.9754	11.63	\$ 9,923	\$ 1,828	22.59%	17.50	\$ 14,368	\$ (24)	-0.17%
1.1000	0.9948	11.87	\$ 10,128	\$ 2,033	25.12%	13.10	\$ 10,755	\$ (3,637)	-25.27%	1.4800	0.9748	11.63	\$ 9,923	\$ 1,828	22.59%	17.62	\$ 14,466	\$ 74	0.52%
1.1100	0.9942	11.86	\$ 10,120	\$ 2,025	25.01%	13.22	\$ 10,854	\$ (3,538)	-24.58%	1.4900	0.9743	11.62	\$ 9,915	\$ 1,820	22.48%	17.74	\$ 14,565	\$ 173	1.20%
1.1200	0.9937	11.85	\$ 10,111	\$ 2,016	24.91%	13.34	\$ 10,952	\$ (3,440)	-23.90%	1.5000	0.9738	11.62	\$ 9,915	\$ 1,820	22.48%	17.86	\$ 14,663	\$ 271	1.88%
1.1300	0.9932	11.85	\$ 10,111	\$ 2,016	24.91%	13.46	\$ 11,051	\$ (3,341)	-23.22%	1.5100	0.9733	11.61	\$ 9,906	\$ 1,811	22.38%	17.98	\$ 14,762	\$ 370	2.57%
1.1400	0.9927	11.84	\$ 10,103	\$ 2,008	24.80%	13.57	\$ 11,141	\$ (3,251)	-22.59%	1.5200	0.9727	11.60	\$ 9,898	\$ 1,803	22.27%	18.10	\$ 14,860	\$ 468	3.25%
1.1500	0.9921	11.83	\$ 10,094	\$ 1,999	24.70%	13.69	\$ 11,240	\$ (3,152)	-21.90%	1.5300	0.9722	11.60	\$ 9,898	\$ 1,803	22.27%	18.22	\$ 14,959	\$ 567	3.94%
1.1600	0.9916	11.83	\$ 10,094	\$ 1,999	24.70%	13.81	\$ 11,338	\$ (3,054)	-21.22%	1.5400	0.9717	11.59	\$ 9,889	\$ 1,794	22.17%	18.34	\$ 15,057	\$ 665	4.62%
1.1700	0.9911	11.82	\$ 10,086	\$ 1,991	24.59%	13.93	\$ 11,437	\$ (2,955)	-20.53%	1.5500	0.9712	11.58	\$ 9,881	\$ 1,786	22.06%	18.46	\$ 15,156	\$ 764	5.31%
1.1800	0.9906	11.82	\$ 10,086	\$ 1,991	24.59%	14.05	\$ 11,535	\$ (2,857)	-19.85%	1.5600	0.9707	11.58	\$ 9,881	\$ 1,786	22.06%	18.58	\$ 15,254	\$ 862	5.99%
1.1900	0.9900	11.81	\$ 10,077	\$ 1,982	24.48%	14.17	\$ 11,634	\$ (2,758)	-19.17%	1.5700	0.9701	11.57	\$ 9,872	\$ 1,777	21.96%	18.70	\$ 15,353	\$ 961	6.68%
1.2000	0.9895	11.80	\$ 10,069	\$ 1,974	24.38%	14.29	\$ 11,732	\$ (2,660)	-18.48%	1.5800	0.9696	11.57	\$ 9,872	\$ 1,777	21.96%	18.81	\$ 15,443	\$ 1,051	7.30%
1.2100	0.9890	11.80	\$ 10,069	\$ 1,974	24.38%	14.41	\$ 11,831	\$ (2,561)	-17.80%	1.5900	0.9691	11.56	\$ 9,864	\$ 1,769	21.85%	18.93	\$ 15,542	\$ 1,150	7.99%
1.2200	0.9885	11.79	\$ 10,060	\$ 1,965	24.27%	14.53	\$ 11,929	\$ (2,463)	-17.11%	1.6000	0.9686	11.55	\$ 9,855	\$ 1,760	21.74%	19.05	\$ 15,640	\$ 1,248	8.67%
1.2300	0.9879	11.78	\$ 10,051	\$ 1,956	24.17%	14.65	\$ 12,028	\$ (2,364)	-16.43%	1.6100	0.9680	11.55	\$ 9,855	\$ 1,760	21.74%	19.17	\$ 15,739	\$ 1,347	9.36%
1.2400	0.9874	11.78	\$ 10,051	\$ 1,956	24.17%	14.77	\$ 12,126	\$ (2,266)	-15.74%	1.6200	0.9675	11.54	\$ 9,847	\$ 1,752	21.64%	19.29	\$ 15,837	\$ 1,445	10.04%
1.2500	0.9869	11.77	\$ 10,043	\$ 1,948	24.06%	14.88	\$ 12,217	\$ (2,175)	-15.12%	1.6300	0.9670	11.53	\$ 9,838	\$ 1,743	21.53%	19.41	\$ 15,936	\$ 1,544	10.73%
1.2600	0.9864	11.77	\$ 10,043	\$ 1,948	24.06%	15.00	\$ 12,315	\$ (2,077)	-14.43%	1.6400	0.9665	11.53	\$ 9,838	\$ 1,743	21.53%	19.53	\$ 16,034	\$ 1,642	11.41%
1.2700	0.9859	11.76	\$ 10,034	\$ 1,939	23.96%	15.12	\$ 12,414	\$ (1,978)	-13.75%	1.6500	0.9659	11.52	\$ 9,830	\$ 1,735	21.43%	19.65	\$ 16,133	\$ 1,741	12.10%
1.2800	0.9853	11.75	\$ 10,026	\$ 1,931	23.85%	15.24	\$ 12,512	\$ (1,880)	-13.06%	1.6600	0.9654	11.52	\$ 9,830	\$ 1,735	21.43%	19.77	\$ 16,231	\$ 1,839	12.78%
1.2900	0.9848	11.75	\$ 10,026	\$ 1,931	23.85%	15.36	\$ 12,611	\$ (1,781)	-12.38%	1.6700	0.9649	11.51	\$ 9,821	\$ 1,726	21.32%	19.89	\$ 16,330	\$ 1,938	13.47%
1.3000	0.9843	11.74	\$ 10,017	\$ 1,922	23.75%	15.48	\$ 12,709	\$ (1,683)	-11.69%	1.6800	0.9644	11.50	\$ 9,813	\$ 1,718	21.22%	20.01	\$ 16,428	\$ 2,036	14.15%
1.3100	0.9838	11.73	\$ 10,009	\$ 1,914	23.64%	15.60	\$ 12,808	\$ (1,584)	-11.01%	1.6900	0.9638	11.50	\$ 9,813	\$ 1,718	21.22%	20.12	\$ 16,519	\$ 2,127	14.78%
1.3200	0.9832	11.73	\$ 10,009	\$ 1,914	23.64%	15.72	\$ 12,906	\$ (1,486)	-10.32%	1.7000	0.9633	11.49	\$ 9,804	\$ 1,709	21.11%	20.24	\$ 16,617	\$ 2,225	15.46%
1.3300	0.9827	11.72	\$ 10,000	\$ 1,905	23.54%	15.84	\$ 13,005	\$ (1,387)	-9.64%	1.7100	0.9628	11.48	\$ 9,795	\$ 1,700	21.01%	20.36	\$ 16,716	\$ 2,324	16.15%
1.3400	0.9822	11.72	\$ 10,000	\$ 1,905	23.54%	15.96	\$ 13,103	\$ (1,289)	-8.95%	1.7200	0.9623	11.48	\$ 9,795	\$ 1,700	21.01%	20.48	\$ 16,814	\$ 2,422	16.83%
1.3500	0.9817	11.71	\$ 9,992	\$ 1,897	23.43%	16.08	\$ 13,202	\$ (1,190)	-8.27%	1.7300	0.9617	11.47	\$ 9,787	\$ 1,692	20.90%	20.60	\$ 16,913	\$ 2,521	17.52%
1.3600	0.9811	11.70	\$ 9,983	\$ 1,888	23.33%	16.19	\$ 13,292	\$ (1,100)	-7.64%	1.7400	0.9612	11.47	\$ 9,787	\$ 1,692	20.90%	20.72	\$ 17,011	\$ 2,619	18.20%
1.3700	0.9806	11.70	\$ 9,983	\$ 1,888	23.33%	16.31	\$ 13,391	\$ (1,001)	-6.96%	1.7500	0.9607	11.46	\$ 9,778	\$ 1,683	20.80%	20.84	\$ 17,110	\$ 2,718	18.88%

Note: Final Tax Rates may change slightly when finalized with the Dept. Of Revenue. Excess Levy Capacity may change due to rounding.

CLASSIFICATION HEARING TERMS

CIP - Commercial, Industrial, and Personal Property Classes

Levy - the revenue a community can raise through real and personal property taxes.

Levy Limit - The maximum amount a community can levy in a given year; equal to last year's levy plus 2.5% plus new growth plus debt exclusion / override if applicable.

Levy Ceiling - Equal to 2.5% of the total full and fair cash value of all taxable real and personal property in the community.

New Growth - Increase in the tax base due to new construction, parcel subdivisions, condo conversions and property renovations, but not due to revaluation. It is calculated by dividing the resulting increased assessed value by \$1,000 and multiplying by the prior year's tax rate for the property class.

Override - A permanent increase to a community's levy limit.

Override Capacity - The difference between the levy ceiling and the levy limit. It is the maximum amount by which a community may override its levy limit.

Debt Exclusion - A temporary increase to the levy limit for the payment of a specific debt service item over a specified period of time.

Capital Outlay Expenditure - A temporary exclusion for the purpose of raising funds for capital projects.

Excess Levy Capacity - The difference between the actual levy and the levy limit.



Massachusetts School Building Authority

Deborah B. Goldberg
Chair, State Treasurer

James A. MacDonald
Chief Executive Officer

Mary L. Pichetti
Executive Director / Deputy CEO

October 29, 2025

The Honorable Jennifer Grigoraitis, Mayor
City of Melrose
Melrose City Hall
Office of the Mayor
562 Main Street, Second Floor
Melrose, MA 02176

Re: City of Melrose, Early Childhood Center, Melrose High School

Dear Mayor Grigoraitis:

I am pleased to report that on October 29, 2025, the Board of Directors (the “Board”) of the Massachusetts School Building Authority (the “MSBA”) voted to invite the City of Melrose (the “District”) into the Calendar Year 2025 Accelerated Repair Program (the “ARP”) to partner with the MSBA in conducting a Schematic Design Study at the Early Childhood Center for a potential partial roof and partial windows/doors replacement project and at the Melrose High School for a potential partial roof replacement project. The invitation for the potential partial roof and partial windows/doors replacement project at the Early Childhood Center is limited to Roof Sections A-D and Window Section A, as described by the District in its Statement of Interest for the Early Childhood Center. The invitation for the potential partial roof replacement project at the Melrose High School is limited to Roof Sections A and B, as described by the District in its Statement of Interest for the Melrose High School.

The ARP will focus on the preservation of existing assets by performing energy-efficient and cost-saving upgrades, which will result in direct operational savings for districts. I do want to emphasize that this invitation to partner on a Schematic Design Study is **not** approval of a project but is strictly an invitation to the District to work with the MSBA to explore potential solutions to the building needs that have been identified. Moving forward in the MSBA’s ARP process requires a partnership with the MSBA, and communities that “get ahead” of the MSBA without MSBA approval will not be eligible for grant funding. To qualify for any funding from the MSBA, local communities must follow the MSBA’s statute, regulations, and policies, including the ARP requirements, as outlined in this letter, which require MSBA partnership and approval at each step of the process.

Districts that are invited into the ARP will be required to use Owner’s Project Managers and Designers who are pre-selected and randomly assigned by the MSBA. Districts must also adhere

to other requirements that are unique to this Program, such as implementing an accelerated project schedule.

The District's commencement date for Early Childhood Center and the Melrose High School is November 3, 2025, and several prerequisites must be completed in accordance with the schedule on page four of this letter.

The District must secure funding for the Schematic Design portion of this potential project within 90 calendar days of the commencement date. Submission of the properly certified documentation that the District has secured its funding must be submitted to the MSBA within 120 days of the commencement date. Districts will be expected to complete a Schematic Design Study and receive authorization to execute a Project Funding Agreement by the MSBA Board of Directors no later than 14 months from the District's commencement date. Future funding for the total project budget will be required within 90 days after the date of the MSBA's approval to execute a Project Funding Agreement and no later than 16 months from the District's commencement date. Districts seeking reimbursement under the ARP will be allowed to submit requests for reimbursement monthly, but only if the total value of the invoices submitted equals more than \$50,000.

During the Schematic Design Study phase, the MSBA will partner with the District and its assigned Owner's Project Manager and Designer to find the most fiscally responsible, educationally appropriate and sustainable solution to the building needs identified above.

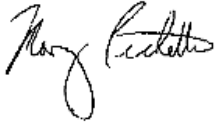
If during the Schematic Design Study phase, the District determines that the potential project does not meet the qualifying criteria of the Board's invitation, the District will be required to remove its Statement of Interest and will not be authorized for a Project Funding Agreement for the project. For the Calendar Year 2025 ARP, the qualifying criteria included roofs of 20 years or more as of Calendar Year 2026 (installed in or before 2006) and window and door systems of 30 years or more as of Calendar Year 2026 (installed in or before 1996). For the Calendar Year 2025 ARP, the qualifying criteria for heat pump conversions included windows of less than 30 years (installed in or after 1997), the school was opened or fully renovated, including replacement of the HVAC system before 2011, and the mechanical heating distribution is not supported by steam distribution piping.

As detailed above, once the District has completed the prerequisites in accordance with the schedule on page four of this letter and to the MSBA's standards, the MSBA will assign an Owner's Project Manager and Designer using the MSBA's list of pre-selected and randomly assigned consultants for the ARP. In the meantime, I wanted to share with you the Board's decision and provide a brief overview of what this means for the City of Melrose.

I look forward to continuing to work with you as part of the MSBA's Accelerated Repair Program. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Page 3
October 29, 2025
City of Melrose Invitation to ARP Board Action Letter

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Pichetti". The signature is fluid and cursive, with the first name "Mary" and last name "Pichetti" clearly distinguishable.

Mary L. Pichetti
Executive Director

Cc: Legislative Delegation
Leila Migliorelli, President, Melrose City Council
Dorie Withey, Chair, Melrose School Committee
Jen McAndrew, Vice-Chair, Melrose School Committee
Cari Berman, Interim Superintendent, Melrose Public Schools
File: 10.2 Letters

**Accelerated Repair Program
Prerequisite Documents Schedule of Deliverables**

**City of Melrose
MSBA Board of Director Meeting – October 29, 2025**

Early Childhood Center, Melrose High School		
Accelerated Repair Program Commences – November 3, 2025		
Deliverable	Days	Due Date and Status
Initial Compliance Certification	90	February 2, 2026 Required
Maintenance and Capital Planning Information	90	February 2, 2026 Required
Local Authorization for Schematic Design Funds	90	February 2, 2026 Required
Certified Copy of Local Vote Authorization of Schematic Design Funds	120	March 3, 2026 Required

City of Melrose

City Ordinances, Article II. General Legislation

Chapter 132 Demolition review.

1. *Purpose.* The purpose of this ordinance is to preserve and protect significant buildings within the City of Melrose ("city") which constitute or reflect distinctive aspects of the architectural, cultural, political, economic, or social history of the city, and which are outside of designated local historic districts; to encourage owners of such buildings and the Melrose Historical Commission ("commission") to develop strategies to preserve, rehabilitate, or restore such buildings, rather than demolish them; or, in the alternative, to seek out persons willing to purchase and to preserve, rehabilitate, or restore such buildings, rather than demolish them; and to promote the public welfare by making the city a more attractive place in which to live. To achieve these purposes, the issuance of demolition permits for significant buildings is regulated as provided in this ordinance.
2. *Definitions.* For the purposes of this section, the following words and phrases shall have the meanings set forth below:

Abutter means an abutter as defined in M.G.L. c. 40A.

Applicant means any person filing an application for a city permit.

Application means a written application for a permit for the demolition of a building, a building permit, or zoning relief/compliance.

Board of survey means the board ordered to respond, by M.G.L. c. 143 § 8, when an owner of a building does not respond to a notice that the building is unsafe.

Building means any combination of materials forming a shelter for persons, animals or property, as well as any constructed, erected, or placed material or combination of materials in or upon the ground, excluding fences, walls, side & rear decks, sidewalks, stairs and paving on streets, driveways and patios.

Building official means the Building Commissioner, or his/her designee.

Calendar day means any day of the week, including a Saturday or a Sunday or a holiday.

City clerk means the person holding the office of city clerk in the city.

Demolition means the act of pulling down, destroying, removing, moving, or razing a building. Demolition includes commencing the work of the destruction of 50 percent or more of the exterior surface area (including walls and roof) of a building. For the purposes of this section, the term "demolition" shall not include routine maintenance as long as the maintenance undertaken does not fit the definitions of demolition contained in this section. For the purposes of this section, "demolition" does not include:

- (1) Removal, replacement, or installation of siding, roof shingles or windows;
- (2) Routine maintenance as long as the maintenance undertaken does not fit the definitions, of demolition contained in this section;
- (3) Interior renovations (except where the renovation is conducted for the purpose of compromising the integrity of the building);
- (4) Exploratory demolition, to the extent that it does not compromise the structure of the building;
- (5) Interior demolition, to the extent that it does not compromise the structure of the building; or
- (6) Minor projects as defined below.

Demolition by neglect is a situation in which a property owner intentionally allows a property to suffer severe deterioration, until it is beyond the point of repair. A deliberate process of ongoing damage to the fabric, viability and/or functionality of a building leading towards and/or causing its eventual demolition due to decay and/or structural failure and/or severe degradation over a period of time as a

result of a general lack of maintenance, and/or failure to secure the building from pests or vandals, and/or failure to take reasonable measures to prevent the ingress of water, snow, ice, and wind through the roof, walls, or apertures.

Demolition review period means a period of time whereby a window of opportunity is enacted in order to enable the owners of a property, working with the commission or its designees, to determine ways of preserving and/or rehabilitating and/or restoring the property as an alternative to demolition.

Exempt areas means the following:

- (1) The local historic districts as identified in Chapter 131 of the Code of Ordinances; and,
- (2) Buildings owned by the city.

Exploratory demolition is the act of removing or uncovering (non-structural) building materials located on the interior of a building prior to renovation, rehabilitation, restoration, or remodeling in order to verify the existing conditions present in otherwise unexposed areas.

Final determination means a determination that a building is preferably preserved, made by the commission in accordance with subsection (f) of this section.

Illegal demolition means a demolition undertaken by any person without an application having been reviewed and approved by the commission and/or without building or demolition permits from the inspectional services department.

Initial determination means a determination that a building is significant, in accordance with subsection (5) of this section.

Interior demolition is the act of removing non-structural interior building materials for the purpose of renovating, rehabilitating, restoring, or remodeling the interior space.

Minor project is the removal of a portion of a single-, two-, or three-unit structure for the purpose of only accomplishing one or more of the following: adding a dormer, dormer window, entry canopy, bay, or gable; adding an addition to the side or rear of the structure; adding or altering a portico, porch or deck; or, changing the shape, style or structure of a roof.

Owner means the entity with legal title to a building.

Permit means a written permit issued by the Building official that allows for the demolition (as defined herein) of a building pursuant to an application.

Person means an individual, corporation, partnership, association, trust, society, or similar entity.

Preferably preserved (building) means a significant building, which, as the commission determines, as provided in subsection (f) of this section, that it is in the public interest to be preserved or rehabilitated or restored rather than to be demolished.

Premises means the parcel of land upon which the building proposed for demolition is located and all adjoining parcels of land under common ownership or control that are identified in the permit application.

Reasonable economic return means the cost to rehabilitate or restore the building to the point at which a reasonable use or a reasonable profit can be realized from the property. This may mean bringing a building up to code to the point at which it can be occupied, not necessarily to its "highest and best use," preferred use or a restoration project.

Significant (building) means any building within the city which is listed on, or is within an area listed on, the National Register of Historic Places, or which is the subject of a pending application for listing on the National Register, or is at least 100 years old and has been determined by the commission in their initial determination to be a significant building, per subsection (e) of this section.

Voluntary means any act(s) done by design or intention, which is proposed, intended, or not accidental. An act of God is not considered voluntary, but rather is regarded as an act done without the will or

choice of the applicant (or owner, if different from applicant). For the purposes of this section, the destruction of a significant building for failure to properly secure or maintain it shall be considered voluntary.

3. *Review of demolitions.* No building in the city may undergo demolition, as defined in subsection (b) of this section, except through the provisions of this section. Demolition may only be permitted if one of the following apply:
 - A. The building does not meet the prima facie definition of a significant building (i.e. it is less than 100 years old, and is not currently on, or proposed to be placed on, the National Register);
 - B. The building is located within an exempt area;
 - C. The building is determined by the commission or its designee to not be significant, through the procedure of subsection (5) of this section;
 - D. The building is determined by the commission to not be preferably preserved through the procedure of subsection (6) of this section, and has met any condition of such determination per subsection (f)(5)c of this section;
 - E. The commission lifts or shortens a demolition review period per subsection (7) of this section; or
 - F. The demolition review period, per subsection (7) of this section, is exhausted.
4. *Notification.* When the building official or planning director receives an application for a demolition permit, a building permit or a permit for zoning relief (including but not limited to special permit, site plan review or variance), for work that will constitute demolition, as defined in this section, and is on a building that is or could be determined significant, as defined in this section, and is not within an exempt area, then the building official or planning director shall, within ten calendar days, notify:
 - A. the commission or its designees in writing that a relevant application has been received. This notification shall include a copy of the application, and shall be delivered to the commission or its designees by interoffice mail, email, other electronic means, or by in-hand delivery; and,
 - B. the Applicant to complete and submit an application to the commission.
5. *Initial determination (determination of significance).*
 - A. *Determinations by the commission.* The commission shall move to determine if a building is significant, as follows:
 - i. If a building is listed on, or is within an area listed on, the National Register of Historic Places, or the subject of a pending application for listing on the National Register, it shall be automatically determined significant, and shall be scheduled for final determination of this section.
 - ii. Otherwise, for buildings over 100 years old the applicant must submit an application to the commission, using the forms developed per subsection (10)(D) of this section. Upon receipt of an application, the commission or its designee shall make a written determination whether the building, which is the subject of the relevant permit application, is a significant building.
 - B. *Criteria for determination of significance.* To determine if a building over 100 years old is significant, the commission must make a finding by majority vote that the building is:
 - i. Associated with one or more important historic persons or events, or with the broad architectural, cultural, political, economic or social history of the city or the Commonwealth of Massachusetts; or,
 - ii. Historically or architecturally significant (in terms of period, style, method of building construction, or association with a reputed architect or builder) either by itself or in the context of a group of buildings;

and therefore it is in the public interest for the premises to be explored further through the final determination process.

The commission shall consider:

- a. Setting - the character of the location and how the building is situated in relationship to other features, such as the streetscape and neighboring buildings.

- b. Materials - the elements that were originally combined to construct the building, sometimes referred to as historic building fabric.
- c. Design - reflects the historic building style.
- d. Location - the place where the building was originally placed.
- e. Workmanship - evidence of the builder's craft skills and technology.
- f. Feeling - the expression of the aesthetic or historic sense of a particular time period.
- g. Association - the direct link between an important event or person and the building.

C. *Procedure for public meeting, notice and hearing.*

- i. The determination of significance of certain classes or types of buildings including concrete block garages, outbuildings, sheds and similar accessory buildings shall be made at a public meeting. The public meeting shall occur within 21 days of the application submission to the commission. If the commission determines such a building does not meet the criteria of this section, and is therefore not significant, this determination shall be transmitted to the building official. Otherwise, the applicant shall proceed with the request for a final determination in a public hearing per subsection (6) of this section.
- ii. A determination of significance shall be made in a duly noticed public hearing by the commission, except as exempted in subsection (C)(i) or waived per subsection (5)(E) of this section. The public hearing shall be held within 65 calendar days of the commission or its designees receiving a copy of the application, unless an extension of time is permitted by mutual agreement of the applicant and the commission. The commission shall give the public notice of the hearing by publishing the time, place, and purpose of the hearing in a local newspaper, at least 14 days prior to the hearing. The commission shall also mail, in a form designated by the city, a notice to the applicant, the owner of the building and abutters to the subject property, postmarked at least ten days prior to the hearing. The Applicant shall pay the cost of the newspaper notice and postage of mailed notices. The commission shall complete the public hearing within 35 days of opening the public hearing, unless an extension of time is permitted by mutual agreement of the applicant and the commission.

D. *Notice of decision.*

- i. If the commission determines that the building is not a significant building, this determination shall be transmitted to the building official, the applicant, the owner of the building and to the city clerk within 14 calendar days from the date of determination. The applicant shall not be required to take any further steps toward preservation of the building and the demolition may proceed, subject to all other building permit and zoning requirements.
- ii. If the commission determines that the building is significant, it shall notify the building official, the applicant, and the city clerk, of its determination within 14 calendar days from the date of determination. The owner or applicant, or their representatives, shall then be required to attend a subsequent final determination public hearing with the commission during which the commission will determine if the building is to be preferably preserved.
- iii. If the commission fails to act in accordance with this process within the prescribed timeframe, the building official may grant the demolition permit, provided that the applicant has met all other requirements under the filed applications, and shall notify the commission in writing that the permit has been granted.

E. *Waiver of initial determination.* An applicant, when submitting the required documents for an initial determination, may voluntarily select to waive initial determination. If the initial determination is waived, the building shall immediately be determined to be a significant building, without further action from the commission, and shall be scheduled for a final determination per subsection (6) of this section.

F. *Expiration.* An initial determination is valid for three years. If an applicant does not proceed to apply for final determination within three years, the review process must start over from the beginning, prior to

a building being demolished. If an application does not demolish a building within three years of a determination that the building is not a significant building, the review process must start over from the beginning, prior to a building being demolished.

6. *Final determination (determination of preferably preserved).*

- A. *Additional application and plan review materials.* Applicants who did not submit an application for an Initial determination must submit an application to the Commission for a final determination. Applicants that submitted an application for an initial determination may need to provide additional information, in addition to the information requested, in the process of a final determination, as follows.

In the event that the applicant and/or owner seek to take a position that the building is of deficient structural integrity, the applicant shall submit an independent licensed structural engineer's report, from a qualified and experienced structural engineer with proven expertise in historic building techniques.

In the event that the applicant and/or owner seek to take a position that a financial hardship applies to a property, the commission may request any or all of the following. It will be incumbent upon the applicant to provide such information in order for the demolition review process to continue:

- i. The appraised value of the property by a licensed appraiser for the following conditions: in the property's current condition; after completion of the proposed demolition; and after rehabilitation of the existing property for continued use.
- ii. An estimate from an architect, developer, contractor, or appraiser experienced in rehabilitation as to the cost to rehabilitate the building to the point of which a reasonable use or a reasonable profit can be realized from the property. Such considerations may include, but not be limited to, bringing a building up to code so it can be occupied.
- iii. The amount paid for the property, the date of purchase, and the person from whom the property was purchased, a description of the relationship, if any, between the owner of record, the applicant and the person from whom the property was purchased or is being purchased, and the terms of the purchase or proposed purchase, including financing.
- iv. Operation and maintenance expenses, depreciation deduction and annual cash flow before and after debt service, if any.
- v. The name of all mortgagees and the balance of all mortgages or other financing secured by the property and annual debt service.
- vi. All appraisals obtained within the previous two years by the owner or applicant in connection with the purchase, financing and ownership of the property.
- vii. Any listing of the property for sale or rent, the price asked and offers received for sale or rent, if any, within the previous five years.
- viii. The assessed value of the property for the previous two assessment years.
- ix. The form of ownership or operation of the property, whether sole proprietorship, for profit or not-for-profit corporation, limited partnership, joint venture or other.
- x. Any other information considered necessary by the commission to determine whether the property yields or may yield a reasonable economic return to the property owner(s).
- xi. Proof of the applicant's efforts to obtain financing, tax incentives, preservation grants and other incentives to allow the applicant to earn a reasonable economic return from the property.
- xii. Documents, including copies of invoices, detailing the applicant's efforts in ongoing maintenance and repair.

- B. *Procedure for public notice and meetings.* The commission shall conduct a public hearing on the application within 45 calendar days of the initial determination of significance, unless an extension of time is permitted by mutual agreement of the applicant and the commission. The commission shall give the public notice of the hearing by publishing the time, place, and purpose of the hearing in a local

newspaper, at least 14 calendar days prior to the hearing. The commission shall also mail, in a form designated by the city, a notice to the applicant, the owner of the building and abutters, postmarked at least ten calendar days prior to the hearing. The Applicant shall pay the cost of the newspaper notice and postage of mailed notices.

- C. *Public hearing.* The commission shall complete the public hearing within 35 days of opening the public hearing regarding the determination of “preferably preserved”, unless an extension of time is permitted by mutual agreement of the applicant and the commission. The applicant or their agent must present their demolition request in person to the commission and be prepared to answer questions asked by the commission. If the property applicant, their agent, or property owner is unable to address questions regarding the demolition request or the supporting documentation, the experts/professionals who prepared the information must be present. If the applicant, owner or their agent cannot attend the meeting or adequately address questions, the demolition request will be continued to a later meeting and the commission’s determination will be delayed.
- D. *Peer review.* The commission may call for a peer review of any professional report, should the commission deem it necessary to make a final determination, subject to the availability of funds.
- E. *Final determination.* Upon completion of the public hearing, the commission shall determine if a significant building shall be preferably preserved by majority vote of the commission, as follows:
 - i. The commission may, at their discretion, determine that a building is a preferably preserved building, as follows: by determining that the demolition of the building would be detrimental to the architectural, cultural, political, economic, or social heritage of the city.
 - ii. The commission may, at their discretion, determine that a building is not a preferably preserved building, as follows: by determining that demolition of the building does not merit a finding under subsection (6)(E) above; or, by making a finding that the negative impact on the heritage of the city would be exceeded by the benefit to the city of the development that would occur if the demolition were permitted to go forward.
 - iii. The commission may, at their discretion, place conditions on a determination that a building is not preferably preserved, which may require an applicant to provide one or more of the following to the planning department prior to demolition:
 - 1. photographic documentation of the building to be demolished;
 - 2. architectural renderings of the building to be demolished;
 - 3. identification of materials for salvage of material; and/or,
 - 4. a plan for installation of historic or interpretive signage at or near the site.
- F. *Filing of decision.* Within 14 calendar days following the date of the public hearing, the commission or its designees shall file a final determination, in writing, with the city clerk, and shall inform the building official, the applicant and the owner of the building.
- G. *Expiration.* A final determination that a building is not a preferably preserved building is valid for three years. If an applicant does not demolish a building within three years of a determination that the building is not a preferably preserved building, the process must start over from the beginning prior to a building being demolished.

7. *Process for preferably preserved buildings.*

- A. *Demolition review period.* Upon the commission’s final determination that said building is preferably preserved the building official shall not issue a demolition permit for building during the demolition review period. The demolition review period shall be as follows: The demolition review period shall be a maximum of 12 months. The demolition review period shall begin on the date following the day upon which the commission made the final determination that building is preferably preserved.
- B. *Alternatives to demolition.* During the demolition review period, the applicant, their agent, and/or the owner (if different from applicant), and the commission or its designees are encouraged to actively pursue alternatives to demolition of the preferably preserved building, including but not limited to, finding a buyer for the building that is willing to rehabilitate the property, rather than demolish it. The

applicant, their agent, and/or the owner is encouraged to actively pursue alternatives to demolition by meeting with the commission at a minimum of once per month during the demolition review period.

C. *Shortening/ending the demolition review period.* The commission may shorten or end the demolition period, at its discretion, upon determination that one of the following conditions applies:

- i. The commission determines that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore such building.
- ii. The commission and the applicant come to a mutually agreeable plan for a more limited demolition that adequately preserves the property and permits the applicant to meet the findings of subsection (6)(E) of this section.
- iii. The commission and the applicant come to a mutually agreeable set of strategies for addressing the heritage on the site, including but not limited to:
 1. photographic documentation of the building to be demolished;
 2. architectural renderings of the building to be demolished;
 3. identification of materials for salvage of material;
 4. a plan for installation of historic or interpretive signage at or near the site; and/or,
 5. the establishment of design standards for a replacement building, provided that the standards are limited to the reflection of elements in the building to be demolished or are intended to complement the character of adjacent buildings of historical significance.

Upon making a determination to shorten or end the demolition review period, the commission shall file a decision and inform the applicant and the building official.

D. *Withdrawal.* If the applicant chooses not to proceed with demolition, the applicant may, at any time, inform the commission and withdraw their application without prejudice.

E. *Expiration.* Upon expiration of a demolition review period, or upon a determination by the commission to shorten or end a demolition review period, an applicant shall have three years to demolish the building. If an application does not demolish a building within three years of the expiration of the review period or the determination to shorten or end the review period, the process must start over from the beginning prior to a building being demolished.

8. *Enforcement.*

A. *Authority.* The Inspectional Services Department is the enforcing authority for this section. The Building official is authorized to institute any and all actions and proceedings, in law or in equity, as they deem necessary and appropriate to obtain compliance with the requirements of this section. This may include, but is not limited to, the complete reconstruction and restoration of the demolished building.

B. *Fines.* The provisions of this section may be enforced by a noncriminal disposition pursuant to M.G.L. c. 40, § 21D. Each violation shall be deemed a separate offense. Each day a violation occurs shall be deemed a separate offense. Unless otherwise provided, any person, firm, corporation, association or other entity violating any provision of this section shall be punished by a fine of \$300.00 per day, per violation, in accordance with section 235-3.4 of the Code of Ordinances. Unpaid fines shall result in a municipal lien against the subject property.

C. *Building permit delay.* No building permit shall be issued for a new building on any premises where a significant building is demolished in violation of this section, for the period specified therein.

9. *City-owned buildings.*

- A. *Exemption.* As noted in the definition of “exempt area,” buildings owned by the city are not subject to the demolition review process.
 - B. *Historical commission review.* Prior to the demolition of any building owned by the city, the city administration shall submit information about the demolition to the commission for a non-binding review and comment.
 - C. *Comment meeting.* The commission shall schedule, at their next available public meeting, for the city administration to present the building to be demolished and the purpose and need for the demolition.
 - D. *Commission role.* After the presentation by the city administration, the commission may, within 35 days, issue comments on the demolition. Comments will be provided to the city administration and the city council. Those comments may include, but not be limited to: suggestions for photographic documentation or renderings of the building to be demolished, identification of materials for salvage and/or suggestions for installation of historic or interpretive signage at or near the site.
 - E. *City council action on demolition.* The city council may not approve any order, including appropriation of funds, that will permit the demolition of a building owned by the city, until the building has been submitted for review by the commission and either a) the commission has provided comments to the city council or; b) 35 days have elapsed after the date of the presentation to the commission, with no comments submitted by the commission to the city council.
10. *Other provisions.*
- A. *Secure building.* Upon a determination by the commission that a building is a significant and/or preferably preserved building, the owner shall be responsible for properly securing the building in order to protect it from the weather and trespass/vandalism.
 - B. *Emergency demolition.* Nothing in this section shall derogate from the authority of the building official and/or a board of survey to act under M.G.L. c. 143 and the State Building Code.
 - C. *Historic Districts Act.* If any provision of this section conflicts with the “Historic Districts Act,” M.G.L. c. 40(C), the Act shall prevail.
 - D. *Rules and regulations.* The commission may establish rules and regulations of procedure for the implementation of this section, including but not limited to establishment of application fees. The planning staff shall develop application forms to accept and process submittals under this section.
 - E. *Transferability.* Where the owner sells or transfers ownership of a property that is in the middle of the demolition review process, that new owner may continue the review process but may be required to submit updated documentation as required by the commission.
 - F. *Effect.* This section shall take effect upon approval. The Ordinance and amendments thereto do not apply to applications for demolition submitted prior to the approval date.
 - G. *Severability and reinstatement.* In case any section, paragraph or part of this section for any reason shall be declared invalid by any court, every other section, paragraph and part shall continue in full force and effect. If any section, sentence, clause or phrase of this section is held invalid, the relevant section, sentence, clause or phrase in effect prior to the effective date of the section shall be reinstated in full force and effect, without further action from the city council.

City of Melrose

City Ordinances, Article II. General Legislation

Chapter 132 Demolition review.

1. *Purpose.* The purpose of this ordinance is to preserve and protect significant buildings within the City of Melrose ("city") which constitute or reflect distinctive aspects of the architectural, cultural, political, economic, or social history of the city, and which are outside of designated local historic districts; to encourage owners of such buildings and the Melrose Historical Commission ("commission") to develop strategies to preserve, rehabilitate, or restore such buildings, rather than demolish them; or, in the alternative, to seek out persons willing to purchase and to preserve, rehabilitate, or restore such buildings, rather than demolish them; and to promote the public welfare by making the city a more attractive place in which to live. To achieve these purposes, the issuance of demolition permits for significant buildings is regulated as provided in this ordinance.
2. *Definitions.* For the purposes of this section, the following words and phrases shall have the meanings set forth below:

Abutter means owners of land directly abutting and opposite on any public or private street or way, and abutters to the abutters within three hundred feet of the property line of the subject property as they appear on the most recent applicable tax list notwithstanding that the land of any such owner is located in another city or town.

Application means a written application for a permit for the demolition of a building, a building permit, or zoning relief/compliance.

Board of survey means the board ordered to respond, by M.G.L. c. 143 § 8, when an owner of a building does not respond to a notice that the building is unsafe.

Building means any combination of materials forming a shelter for persons, animals or property, as well as any constructed, erected, or placed material or combination of materials in or upon the ground, excluding fences, walls, side & rear decks, sidewalks, stairs and paving on streets, driveways and patios.

Building official means the Building Commissioner, or his/her designee.

Calendar day means any day of the week, including a Saturday or a Sunday or a holiday.

City clerk means the person holding the office of city clerk in the city.

Demolition means the act of pulling down, destroying, removing, moving, or razing a building. Demolition includes commencing the work of the destruction of 50 percent or more of the exterior surface area (including walls and roof) of a building. For the purposes of this section, the term "demolition" shall not include routine maintenance as long as the maintenance undertaken does not fit the definitions of demolition contained in this section. For the purposes of this section, "demolition" does not include:

- (1) Removal, replacement, or installation of siding, roof shingles or windows;
- (2) Routine maintenance as long as the maintenance undertaken does not fit the definitions, of demolition contained in this section;
- (3) Interior renovations (except where the renovation is conducted for the purpose of compromising the integrity of the building);
- (4) Exploratory demolition, to the extent that it does not compromise the structure of the building;
- (5) Interior demolition, to the extent that it does not compromise the structure of the building; or
- (6) Minor projects as defined below.

Demolition review period means a period of time whereby a window of opportunity is enacted in order to enable the owners of a property, working with the commission or its designees, to determine ways of preserving and/or rehabilitating and/or restoring the property as an alternative to demolition.

Exempt areas means the following:

- (1) The local historic districts as identified in Chapter 131 of the Code of Ordinances; and,
- (2) Buildings owned by the city.

Exploratory demolition is the act of removing or uncovering (non-structural) building materials located on the interior of a building prior to renovation, rehabilitation, restoration, or remodeling in order to verify the existing conditions present in otherwise unexposed areas.

Final determination means a determination that a building is preferably preserved, made by the commission in accordance with subsection (6) of this section.

Initial determination means a determination that a building is significant, in accordance with subsection (5) of this section.

Minor project is the removal of a portion of a structure for the purpose of only accomplishing one or more of the following: adding a dormer, dormer window, entry canopy, bay, or gable; adding an addition to the side or rear of the structure; adding or altering a portico, porch or deck; or, changing the shape, style or structure of a roof.

Owner means the entity with legal title to a building.

Permit means a written permit issued by the Building official that allows for the demolition (as defined herein) of a building pursuant to an application.

Person means an individual, corporation, partnership, association, trust, society, or similar entity.

Preferably preserved (building) means a significant building, which, as the commission determines, as provided in this section, is in the public interest to be preserved or rehabilitated or restored rather than to be demolished.

Premises means the parcel of land upon which the building proposed for demolition is located.

Reasonable economic return means the cost to rehabilitate or restore the building to the point at which a reasonable use or a reasonable profit can be realized from the property. This may mean bringing a building up to code to the point at which it can be occupied, not necessarily to its "highest and best use," preferred use or a restoration project.

Significant (building) means any building within the city which is listed on, or is within an area listed on, the National Register of Historic Places, or which is the subject of a pending application for listing on the National Register, or is built on or before the year 1899 and has been determined by the commission in their initial determination to be a significant building, per subsection (5) of this section.

Voluntary means any act(s) done by design or intention, which is proposed, intended, or not accidental. An act of God is not considered voluntary, but rather is regarded as an act done without the will or choice of the applicant (or owner, if different from applicant).

3. *Review of demolitions.* No building in the city may undergo demolition except through the provisions of this section. Demolition may only be permitted if one of the following apply:
 - A. The building does not meet the prima facie definition of a significant building (i.e. built after 1899, and is not currently on, or proposed to be placed on, the National Register);
 - B. The building is located within an exempt area;
 - C. The building is determined by the commission or its designee to not be significant;
 - D. The building is determined by the commission or its designee to be significant, and has met any condition of such determination;
 - E. The building is determined by the commission to not be preferably preserved, and has met any condition of such determination;
 - F. The commission lifts or shortens a demolition review period; or
 - G. The demolition review period is exhausted.

4. *Application and Notification.*

- A. An applicant can complete a demolition review application, using the forms developed per subsection (10)(B) for the Historical Commission's review at any time for a building that requires this review.
- B. When the building official or planning director receives an application for a demolition permit, a building permit or a permit for zoning relief (including but not limited to special permit, site plan review or variance), for work that will constitute demolition, and is on a building that is or could be determined significant, and is not within an exempt area, and for which a demolition review application has not been submitted, then the building official or planning director shall, within ten calendar days, notify:
 - i. the commission or its designees in writing that a relevant application has been received. This notification shall include a copy of the application, and shall be delivered to the commission or its designees by interoffice mail, email, other electronic means, or by in-hand delivery; and,
 - ii. the applicant to complete and submit a demolition review application to the commission.

5. *Initial determination (determination of significance).*

- A. *Determinations by the commission.* The commission shall move to determine if a building is significant, as follows:
 - i. If a building is listed on, or is within an area listed on, the National Register of Historic Places, or the subject of a pending application for listing on the National Register, it shall be automatically determined significant, and shall be scheduled for final determination of this section.
 - ii. Otherwise, for buildings built on or before 1899 the, upon receipt of an application, the commission shall make a written determination whether the building, which is the subject of the relevant permit application, is a significant building.
- B. *Criteria for determination of significance.* To determine if a building built on or before 1899 is significant, the commission must make a finding by majority vote that the building is:
 - i. Associated with one or more important historic persons or events, or with the broad architectural, cultural, political, economic or social history of the city or the Commonwealth of Massachusetts; or,
 - ii. Historically or architecturally significant (in terms of period, style, method of building construction, or association with a reputed architect or builder) either by itself or in the context of a group of buildings;

and therefore it is in the public interest for the premises to be explored further through the final determination process.

The commission in making a determination that a building is significant under this section shall consider the following criteria:

- a. Setting - the character of the location and how the building is situated in relationship to other features, such as the streetscape and neighboring buildings.
- b. Materials - the elements that were originally combined to construct the building, sometimes referred to as historic building fabric.
- c. Design - reflects the historic building style.
- d. Location - the place where the building was originally placed.
- e. Workmanship - evidence of the builder's craft skills and technology.
- f. Expression - the expression of the aesthetic or historic sense of a particular time period.
- g. Association - the direct link between an important event or person and the building.

The commission shall adopt standards that detail the process for the evaluation of the foregoing criteria to allow for reasoned and predictable decision-making. These standards shall include minimum requirements for evidence needed to support findings of significance and they shall outline the method by which the commission will weigh the criteria presented.

C. *Procedure for public meeting, notice and hearing.*

- i. The determination of significance of detached garages, outbuildings, sheds and similar accessory

buildings shall be made at a public meeting. The public meeting shall occur within 21 days of the application submission to the commission. If the commission determines such a building does not meet the criteria of this section, and is therefore not significant, this determination shall be transmitted to the building official. Otherwise, the applicant shall proceed with the request for a final determination in a public hearing per subsection (6).

- ii. A determination of significance shall be made in a duly noticed public hearing by the commission, except as specified in subsection (C)(i) above. The public hearing shall be held within 65 calendar days of the commission or its designees receiving a copy of the application, unless an extension of time is permitted by mutual agreement of the applicant and the commission. The commission shall give the public notice of the hearing by publishing the time, place, and purpose of the hearing in a local newspaper, at least 14 days prior to the hearing. The commission shall also mail, in a form designated by the city, a notice to the applicant, the owner of the building and abutters to the subject property, postmarked at least ten days prior to the hearing. The Applicant shall pay the cost of the newspaper notice and postage of mailed notices. The commission shall complete the public hearing within 35 days of opening the public hearing, unless an extension of time is permitted by mutual agreement of the applicant and the commission.
- iii. At the public hearing for the initial determination the commission may elect to waive the notification of a second public hearing for the final determination if it determines that the building is significant and it finds that the conditions specified in subsection (6)(E)(3) can be applied without the need for a more extensive time to prepare for and review the application for the final determination.

D. *Notice of decision.*

- i. If the commission determines that the building is not a significant building, this determination shall be transmitted to the building official, the applicant, the owner of the building and to the city clerk within 14 calendar days from the date of determination. The applicant shall not be required to take any further steps toward preservation of the building and the demolition may proceed, subject to all other building permit and zoning requirements.
- ii. If the commission determines that the building is significant, it shall notify the building official, the applicant, and the city clerk, of its determination within 14 calendar days from the date of determination. The owner or applicant, or their representatives, shall then be required to attend a subsequent final determination public hearing with the commission during which the commission will determine if the building is to be preferably preserved, unless the commission proceeds with conditions as specified in subsection (5)(C)(iii).
- iii. If the commission fails to act in accordance with this process within the prescribed timeframe, the building official may grant the demolition permit, provided that the applicant has met all other requirements under the filed applications, and shall notify the commission in writing that the permit has been granted.

E. *Waiver of initial determination.* An applicant, when submitting the required documents for an initial determination, may voluntarily select to waive the initial determination. If the initial determination is waived, the building shall immediately be determined to be a significant building, without further action from the commission, and shall be scheduled for a final determination per subsection (6).

F. *Expiration.* An initial determination is valid for three years. If an applicant does not proceed to apply for final determination within three years, the review process must start over from the beginning, prior to a building being demolished. If an application does not demolish a building within three years of a determination that the building is not a significant building, the review process must start over from the beginning, prior to a building being demolished.

6. *Final determination (determination of preferably preserved).*

A. *Additional application materials.* Applicants who did not submit an application for an initial determination must submit an application to the commission for a final determination. Applicants that submitted an application for an initial determination may need to provide additional information, in the process of a final determination, as follows.

In the event that the applicant and/or owner seek to take a position that the building is of deficient structural integrity, the applicant shall submit an independent licensed structural engineer's report, from a qualified and experienced structural engineer with proven expertise in historic building techniques.

In the event that the applicant and/or owner seek to take a position that a financial hardship applies to a property, the commission may request any or all of the following. It will be incumbent upon the applicant to provide such information in order for the demolition review process to continue:

- i. The appraised value of the property by a licensed appraiser for the following conditions: in the property's current condition; after completion of the proposed demolition; and after rehabilitation of the existing property for continued use.
 - ii. An estimate from an architect, developer, contractor, or appraiser experienced in rehabilitation as to the cost to rehabilitate the building to the point of which a reasonable use or a reasonable profit can be realized from the property. Such considerations may include, but not be limited to, bringing a building up to code so it can be occupied.
 - iii. The amount paid for the property, the date of purchase, and the person from whom the property was purchased, a description of the relationship, if any, between the owner of record, the applicant and the person from whom the property was purchased or is being purchased, and the terms of the purchase or proposed purchase, including financing.
 - iv. Any listing of the property for sale or rent, the price asked and offers received for sale or rent, if any, within the previous five years.
 - v. The assessed value of the property for the previous two assessment years.
 - vi. Any other information considered necessary by the commission to determine whether the property yields or may yield a reasonable economic return to the property owner(s).
 - vii. Documents, including copies of invoices, detailing the applicant's efforts in ongoing maintenance and repair.
- B. *Procedure for public notice and meetings.* The commission shall conduct a public hearing on the application within 45 calendar days of the initial determination of significance or of receiving an application if one had not been submitted for an initial determination, unless an extension of time is permitted by mutual agreement of the applicant and the commission. The commission shall give the public notice of the hearing by publishing the time, place, and purpose of the hearing in a local newspaper, at least 14 calendar days prior to the hearing. The commission shall also mail, in a form designated by the city, a notice to the applicant, the owner of the building and abutters, postmarked at least ten calendar days prior to the hearing. The Applicant shall pay the cost of the newspaper notice and postage of mailed notices.
- C. *Public hearing.* The commission shall complete the public hearing within 35 days of opening the public hearing regarding the determination of "preferably preserved", unless an extension of time is permitted by mutual agreement of the applicant and the commission. The applicant or their agent must present their demolition request in person to the commission and be prepared to answer questions asked by the commission. If the applicant, their agent, or property owner is unable to address questions regarding the demolition request or the supporting documentation, the experts/professionals who prepared the information must be present. If the applicant, owner or their agent cannot attend the meeting or adequately address questions, the application will be continued to a later meeting and the commission's determination will be delayed.
- D. *Peer review.* The commission may call for a peer review of any professional report, should the commission deem it necessary to make a final determination, subject to the availability of funds.
- E. *Final determination.* Upon completion of the public hearing, the commission shall determine if a significant building shall be preferably preserved by majority vote of the commission, as follows:
- i. The commission may, at their discretion, determine that a building is a preferably preserved building, as follows: by determining that the demolition of the building would be detrimental to the

architectural, cultural, political, economic, or social heritage of the city.

- ii. The commission may, at their discretion, determine that a building is not a preferably preserved building, as follows: by determining that demolition of the building would not be detrimental to the architectural, cultural, political, economic, or social heritage of the city; or, by making a finding that the negative impact on the heritage of the city would be exceeded by the practical considerations of the conditions of the building and premises.
- iii. The commission may, at their discretion, place conditions on a determination that a building is not preferably preserved, which may require an applicant to provide one or more of the following to the planning department prior to demolition:
 - 1. photographic documentation of the building to be demolished;
 - 2. architectural renderings of the building to be demolished;
 - 3. identification of materials for salvage of material; and/or,
 - 4. a plan for installation of historic or interpretive signage at or near the site.

F. *Filing of decision.* Within 14 calendar days following the date of the public hearing, the commission or its designees shall file a final determination, in writing, with the city clerk, and shall inform the building official, the applicant and the owner of the building.

G. *Expiration.* A final determination that a building is not a preferably preserved building is valid for three years. If an applicant does not demolish a building within three years of a determination that the building is not a preferably preserved building, the process must start over from the beginning prior to a building being demolished.

7. *Process for preferably preserved buildings.*

A. *Demolition review period.* Upon the commission's final determination that said building is preferably preserved the building official shall not issue a demolition permit for building during the demolition review period. The demolition review period shall be as follows: The demolition review period shall be a maximum of 12 months. The demolition review period shall begin on the date following the day upon which the commission made the final determination that building is preferably preserved.

B. *Alternatives to demolition.* During the demolition review period, the applicant, their agent, and/or the owner (if different from applicant), and the commission or its designees are encouraged to actively pursue alternatives to demolition of the preferably preserved building, including but not limited to, finding a buyer for the building that is willing to rehabilitate the property, rather than demolish it. The applicant, their agent, and/or the owner is encouraged to actively pursue alternatives to demolition by meeting with the commission at a minimum of once per month during the demolition review period.

C. *Shortening/ending the demolition review period.* The commission may shorten or end the demolition period, at its discretion, upon determination that one of the following conditions applies:

- i. The commission determines that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore such building.
- ii. The commission and the applicant come to a mutually agreeable plan for a more limited demolition that adequately preserves the property to address the commission's considerations in determining that the building is 'preferably preserved'.
- iii. The commission and the applicant come to a mutually agreeable set of strategies for addressing the heritage on the site, including but not limited to:
 - 1. photographic documentation of the building to be demolished;
 - 2. architectural renderings of the building to be demolished;
 - 3. identification of materials for salvage of material;
 - 4. a plan for installation of historic or interpretive signage at or near the site; and/or,
 - 5. the establishment of design standards for a replacement building, provided that the standards are limited to the reflection of elements in the building to be demolished or are intended to complement the character of adjacent buildings of historical significance.

Upon making a determination to shorten or end the demolition review period, the commission shall file a decision and inform the applicant and the building official.

- D. *Withdrawal*. If the applicant chooses not to proceed with demolition, the applicant may, at any time, inform the commission and withdraw their application without prejudice.
- E. *Expiration*. Upon expiration of a demolition review period, or upon a determination by the commission to shorten or end a demolition review period, an applicant shall have three years to demolish the building. If an application does not demolish a building within three years of the expiration of the review period or the determination to shorten or end the review period, the process must start over from the beginning prior to a building being demolished.

8. *Enforcement*.

- A. *Authority*. The Inspectional Services Department is the enforcing authority for this section. The Building official is authorized to institute any and all actions and proceedings, in law or in equity, as they deem necessary and appropriate to obtain compliance with the requirements of this section. This may include, but is not limited to, the complete reconstruction and restoration of the demolished building.
- B. *Fines*. The provisions of this section may be enforced by a noncriminal disposition pursuant to M.G.L. c. 40, § 21D. Each violation shall be deemed a separate offense. Each day a violation occurs shall be deemed a separate offense. Unless otherwise provided, any person, firm, corporation, association or other entity violating any provision of this section shall be punished by a fine of \$300.00 per day, per violation. Unpaid fines shall result in a municipal lien against the subject property.
- C. *Building permit delay*. No building permit shall be issued for a new building on any premises where a significant building is demolished in violation of this section for 18 months from the demolition of the building.

9. *City-owned buildings*.

- A. *Exemption*. As noted in the definition of "exempt area," buildings owned by the city are not subject to the demolition review process.
- B. *Historical commission review*. Prior to the demolition of any building owned by the city that was built on or before the year 1899, the city administration shall submit information about the demolition to the commission for a non-binding review and comment.
- C. *Comment meeting*. The commission shall schedule, at their next available public meeting, for the city administration to present the building to be demolished and the purpose and need for the demolition.
- D. *Commission role*. After the presentation by the city administration, the commission may, within 35 days, issue comments on the demolition. Comments will be provided to the city administration and the city council. Those comments may include, but not be limited to: suggestions for photographic documentation or renderings of the building to be demolished, identification of materials for salvage and/or suggestions for installation of historic or interpretive signage at or near the site.

10. *Other provisions*.

- A. *Secure building*. Upon a determination by the commission that a building is a significant and/or a preferably preserved building, the owner shall be responsible for properly securing the building in order to protect it from the weather and trespass/vandalism. The destruction of a significant building for failure to properly secure or maintain it shall be considered voluntary and is a violation of this section.
- B. *Rules and regulations*. The commission may establish rules and regulations of procedure for the implementation of this section, including but not limited to establishment of application fees. The planning staff shall develop application forms to accept and process submittals under this section.
- C. *Transferability*. Where the owner sells or transfers ownership of a property that is in the middle of the demolition review process, that new owner may continue the review process but may be required to submit updated documentation as required by the commission.
- D. *Effect*. This section shall take effect upon approval. The Ordinance and amendments thereto do not apply to applications for demolition submitted prior to the approval date.

- E. *Severability and reinstatement.* In case any section, paragraph or part of this section for any reason shall be declared invalid by any court, every other section, paragraph and part shall continue in full force and effect. If any section, sentence, clause or phrase of this section is held invalid, the relevant section, sentence, clause or phrase in effect prior to the effective date of the section shall be reinstated in full force and effect, without further action from the city council.