

**MELROSE PLANNING BOARD
MEETING MINUTES
Regular Meeting and Public Hearing
Monday, October 27, 2014**

7:45 PM

Mayor's Conference Room, Second Floor, City Hall, 562 Main Street

PRESENT: Carla Morelli, Anne DeSouza-Ward, Ed Cassidy, Paul King, Robert Mercado, Jack Welch, Michael Cassavoy, Sharon Petrillo, and John Sadowski

ABSENT: None

Denise Gaffey, Director and City Planner, and Erin Zwirko, Assistant Planning Director, were present.

The meeting was called to order at 7:50 PM by Ms. Morelli.

MINUTES

Planning Board Regular Meeting and Public Hearing, August 25, 2014

Mr. Cassavoy MADE a MOTION to accept the minutes of August 25, 2014, with the edits discussed. Mr. Mercado SECONDED the MOTION. All members voted in favor. None were opposed.

Planning Board Regular Meeting and Public Hearing, September 15, 2014

Mr. Mercado MADE a MOTION to accept the minutes of September 15, 2014, with the edits discussed. Mr. Cassidy SECONDED the MOTION. All members voted in favor. None were opposed.

Design Review Subcommittee Meeting, September 15, 2014

Mr. Sadowski MADE a MOTION to accept the minutes of September 15, 2014. Mr. Welch SECONDED the MOTION. All members voted in favor. None were opposed.

Design Review Subcommittee Meeting, September 29, 2014

Mr. Cassavoy MADE a MOTION to accept the minutes of September 29, 2014. Mr. Sadowski SECONDED the MOTION. All members voted in favor. None were opposed.

Zoning Subcommittee Meeting, October 1, 2014

Ms. DeSouza-Ward MADE a MOTION to accept the minutes of October 1, 2014, with the edits discussed. Mr. King SECONDED the MOTION. All members voted in favor. None were opposed.

Zoning Subcommittee Meeting, October 15, 2014

Mr. King MADE a MOTION to accept the minutes of October 15, 2014, with the edits discussed. Ms. DeSouza-Ward SECONDED the MOTION. All members voted in favor. None were opposed.

ASSENT CALENDAR

Case # 14-015, 492 Main Street, Santander Bank

Ms. Gaffey explained that this Board of Appeals case was placed on the Assent Calendar as it is the same case that the Planning Board reviewed at their September 15, 2014 meeting (Case No. 14-011). The Applicant had to withdraw that application due to the Melrose Free Press legal ad not being printed and reapply. Ms. Gaffey stated that the Planning Board's recommendation letter will be reissued.

Mr. Cassavoy MADE a MOTION to reissue the Planning Board's recommendation letter to the Board of Appeals. Mr. Mercado SECONDED the MOTION. All members voted in favor. None were opposed.

BOARD OF APPEALS

Case # 14-012, 32 Sargent Street, John Tully

John Tully discussed his Board of Appeals case with the Planning Board. Mr. Tully explained that he would like to add a porch to the left of the existing enclosed porch. Mr. Tully explained that the porch would create a place for packages to be left, a landing before entering the home, and a sitting area to watch his children. Mr. Tully thought that the addition of the porch matches the style of the home and is consistent with other homes in his neighborhood. The proposed porch would not encroach any closer than the existing enclosed porch into the front yard setback.

Mr. Cassidy asked if the proposed stairs would project further than the existing stairs. They will not. Mr. Welch asked if there was a landing currently. Mr. Tully explained that the existing stairs go up to the front door.

Mr. Sadowski MADE a MOTION to send a standard letter to the Board of Appeals which indicates that the Planning Board has no objection to the application. Mr. Cassavoy SECONDED the MOTION. All members voted in favor. None were opposed.

Document: ZBA Application Case # 14-012

Case # 14-013, 33 Belmont Place, Charles Maggio

Charles Maggio and Kim Ciampa-Maggio discussed the Board of Appeals case with the Planning Board. Mr. Maggio explained that there is an existing detached garage. The existing garage was built directly on the ground and is tilting backwards. Mr. Maggio would like to remove the existing garage, pour a slab foundation, and replace with a new garage. The proposed garage is approximately the same size as the existing garage, and it would be installed in the same location.

Mr. Maggio explained that the new garage will be a safe structure, and it matches the home in design and color. Installation of the garage takes about one to two days. Mr. Maggio noted that the garage cannot be moved outside of the setback due to the location of the residence and the driveway.

Mr. Sadowski asked about the material. Mr. Maggio noted it is a wood structure with vinyl siding. Mr. Sadowski asked about the siding on the residence. It is asbestos siding.

Mr. Sadowski commented on maintenance issues related to the garage being located near the property line. He also asked about the fence. Mr. Maggio explained that the fence is his, and that it stops at the garage, and then continues behind the garage. Mr. Maggio noted that the foundation requires excavation on the neighbor's property. The neighbor has agreed to the work. The installer will plant grass following installation of the garage. Although the application materials show sonotubes, a conventional footing will be used.

Mr. Mercado asked about existing drainage patterns on the property. The driveway drains toward the street, and the garage roof drains toward the backyard. Mr. Sadowski noted that the proposed garage will drain as existing and it is good to avoid allowing runoff to a neighbor's property.

Mr. Cassidy asked about the garage door. It will be a standard overhead garage door.

Mr. Mercado asked if the garage has electricity. It currently does, and it will be upgraded via a conduit.

Mr. Cassavoy MADE a MOTION to send a letter to the Board of Appeals which indicates that the Planning Board is supportive of the application. The letter should note that the existing structure has

safety concerns and it cannot be moved outside of the setback. The Planning Board recommends the addition of a gutter to avoid runoff from draining to the neighbor's property. Mr. Mercado SECONDED the MOTION. All members voted in favor. None were opposed.

Document: ZBA Application Case # 14-013

Ms. Petrillo arrived at this time.

Case # 14-014, 45 Albert Street, William Stare

William and Rhiannon Stare discussed the Board of Appeals case with the Planning Board. Mr. Stare explained that they would like to add a single story addition to the right side of their home to create a mud room and additional storage on the first floor.

Mr. Cassidy stated that the property is a corner lot and the project encroaches on the rear setback. Mr. Stare noted that the plans were provided to that neighbor, and he is supportive of the project.

Mr. Sadowski asked if the driveway is only for the garage and if there are any other patios on the property. Mr. Stare explained the driveway is for the garage and there is no other impervious surface on the property.

Mr. Mercado asked if consideration was given to squaring off the addition so that the house had a single line. Mr. King thought the addition would look better as proposed.

Mr. Cassavoy MADE a MOTION to send a standard letter to the Board of Appeals which indicates that the Planning Board has no objection to the application. Mr. Cassidy SECONDED the MOTION. All members voted in favor. None were opposed.

Document: ZBA Application Case # 14-014

AFFORDABLE HOUSING INCENTIVE PROGRAM SPECIAL PERMIT

Case 14-002, 146-150 Green Street, Mark Carroll (continued public hearing)

Mark Carroll and Attorney Bob Bell presented the request to the Planning Board. The Planning Board had granted Site Plan Approval for the project on July 28, 2014, but declined to make a decision on the Affordable Housing Incentive Program Special Permit due to a lack of information. Attorney Bell explained that the Applicant would like to make a monetary contribution to the Melrose Affordable Housing Trust rather than contribute a unit due to financial considerations. Attorney Bell explained that for this small project of 6 units it is not financially feasible to add an affordable unit.

Ms. Morelli noted that the Planning Board and Applicant received an OPCD Staff Report for the project. OPCD Staff recommends a contribution of \$27,000.

Ms. DeSouza-Ward stated she is supportive of a monetary contribution. She noted that the Planning Board should revisit the ordinance to address the trigger and contribution rates. She explained that as more market-rate units are available, Melrose's percentage of affordable units goes down. Ms. DeSouza-Ward stated that it is disappointing that an affordable unit will not be provided, but for this particular project, it does not make sense. Mr. Cassidy agreed with Ms. DeSouza-Ward.

Ms. Morelli read the condition of approval. The condition states: "Prior to the issuance of a Certificate of Occupancy, to fulfill the requirements of the Affordable Housing Incentive Program Special Permit

(MZO Section 235-73.1), the Applicant/Owner, its successors and/or assigns, shall be required to make a payment of \$27,000 to the Melrose Affordable Housing Trust.”

Mr. Cassidy MADE a MOTION to grant the special permit for the affordable housing incentive program. Mr. Welch SECONDED the MOTION. All members voted in favor. None were opposed and Mr. Sadowski, Ms. Petrillo, and Mr. Cassavoy did not vote due to missing one or more sessions of the hearing where the case was discussed.

Documents: Office of Planning and Community Development Staff Report, dated October 23, 2014
 Letter to Carla Morelli, Chairwoman of the Planning Board, for Attorney Bob Bell, dated October 17, 2014
 Letter to Denise Gaffey, City Planner, from RE/MAX Leading Edge, dated August 14, 2014

The meeting adjourned at 8:30 PM.