

**MELROSE PLANNING BOARD
MEETING MINUTES
Regular Meeting
Monday, October 22, 2018
7:45 PM
Cassidy Conference Room, City Hall, 562 Main Street**

PRESENT: Mike Cassavoy, Paul King, Robert Mercado, John Sadowski, Greg Sampson & Jack Welch

ABSENT: Anne DeSouza-Ward, Carla Morelli & Sharon Petrillo

STAFF PRESENT: Denise Gaffey, Director, Emma Schnur, Senior Planner and Lori Massa, Planning Coordinator

The meeting was called to order at 7:50 PM by Mr. Sampson, Acting Chairman.

APPROVAL OF MINUTES

Planning Board Regular Meeting, September 24, 2018

Mr. Mercado MADE a MOTION to approve the Planning Board regular meeting minutes from September 24, 2018. Mr. King SECONDED the MOTION. All members voted in favor. None were opposed.

Design Review Subcommittee Meeting, October 1, 2018

Mr. Sadowski MADE a MOTION to approve the Design Review Subcommittee meeting minutes from October 1, 2018. Mr. Cassavoy SECONDED the MOTION. All members voted in favor. None were opposed.

Zoning Subcommittee Meeting, October 1, 2018

Mr. King MADE a MOTION to approve the Zoning Subcommittee meeting minutes from October 1, 2018. Mr. Mercado SECONDED the MOTION. All members voted in favor. None were opposed.

SITE PLAN REVIEW PUBLIC HEARING

Case 18-004, 24-28 Hurd Street, Underwood & Beacon, LLC

Joe Roman and Matt Roman, Owners and Applicants, and Ryan McShera, Architect, appeared to present the application. They submitted a site plan dated October 22, 2018 at the hearing that included the HVAC units, recycling and trash bin and snow storage locations, and two bicycle racks that would fit four bicycles. They also submitted a Traffic Management Plan dated October 19, 2018. Matt Roman explained that the units will have three bedrooms. They used an architectural style and materials for the building that matches buildings in the neighborhood. The siding will be clapboard and shingles. There will be small roofs over each front entrance.

The existing house is a three-family; however, it is not occupied because of the poor condition of the building with listing floors. They showed pictures of the uneven structure. They mentioned that the UR-C and BA-2 zoning districts are nearby as well as bus lines and the Wyoming Hill commuter rail station.

They are only proposing to add one unit to the property and there will be sufficient parking. There are other multi-family houses in the area.

The Board had the following questions and points of discussion. The Applicants' responses are below:

- Why are metal roofs proposed above the front doors? Rain and snow will easily slide off of them.
 - The metal adds a touch of detail and gutters are shown on the plan to catch the rain.
- How does stormwater drain from the site?
 - The parking lot will drain through the crushed stone between the pavement and the lawn.
 - The City Engineer told the Applicants that an oil separator is not required for the parking lot.
 - The water from the roof will go into the culvert system.
 - The City Engineer is allowing for overflow of the culvert system into the City's drainage system if onsite infiltration cannot be fully met due to soil conditions.

Mr. Cassavoy MADE a MOTION to open the public hearing for public testimony. Mr. Mercado SECONDED the MOTION. All members voted in favor. None were opposed.

Michele Holloran of 36 Hurd Street appeared to speak. She said that the project looks nice but that she wants to make sure that there is landscaping for screening between the parking lot and her property. She does not want to look at the parking lot while she is sitting on her deck. She has a five foot tall chain link fence with black slats for privacy. She was open to the Applicants replacing this fence for more privacy.

Joe and Matt Roman said that they will work with this neighbor to address her concern and provide full screening with plants and a fence.

Board members discussed and asked questions about the proposed landscaping and other site conditions. The following points were made. The Applicants' responses are below:

- Only two trees will be removed, which are not close to Ms. Holloran's property.
- The space between the driveway and neighbor's property is narrow. What will grow here? Are the maple trees along the driveway viable?
 - The development team has thought a lot about how to preserve these maple trees. The existing pavement will be kept in place during construction to protect the trees' roots during construction. No roots are currently breaking through the pavement.
- Did the Applicants consider reducing the parking to create more useable space?
 - No, they did not want to provide less than two parking spaces for three-bedroom units.
- The site is relatively flat. Where does the driveway currently drain and where will it drain? The pitch should not be towards the neighbor's property.
 - It currently drains to the street and this will not change.
- The proposed HVAC units are quiet and should not cause a noise issue.
 - The units will be located in the left side yard because there is a large barn next door that will not be impacted.
- What size are the two parking spaces at the end of the parking lot that appear smaller?
 - The spaces are all 9x18 which includes 2 feet of crushed stone. The two space at the end of the parking lot project into the drive aisle.
- What are the soil conditions like?
 - They did four test borings and found that the soil is silty. They will have to install a large culvert system to account for the poor drainage.
- What are the sidewalk conditions like? Will they be replaced?

- The sidewalks are in good shape. They will be filling in the curb where the previous two driveways were located and fixing the sidewalks as needed.
- Where is a fence proposed?
 - A fence is proposed along the left property line starting from the back of the barn and along the rear property line. It will be a capped cedar stockade fence. It will not have lattice sections as shown on the landscape plan.
- Mr. Roman said that they may be taking down the barn on the adjacent property at the neighbors' request.
- How does the trash get to the street? One trash and one recycling bin should be provided per unit so that each unit takes ownership of them.
 - Owners will likely roll the bins along the left side yard to the street. The location of the bins was chosen because it is convenient access from the back doors of the units. The Applicants were thinking that the condominium association would figure out a method for sharing the bins but the Applicants will provide one trash and one recycling per unit as requested by the Health Department and the Planning Board.
- What will be the thickness of the pavement?
 - There will be a 2 inch binder coat and 1 inch top coat.
- The utilities are proposed to be underground.
- Where will the gas meters be located?
 - They will be located on the left side of the structure or in the rear by the bicycle racks. There will be small utility rooms in the basement of each unit but the gas meters are not allowed to be inside.
- The proposed exterior materials have not yet been chosen. The Applicants would like to finalize the materials farther along in the development based on market conditions and they may propose vinyl. The Board would prefer Hardie or another cement board product for clapboards and shingles and PVC trim. The Applicants stated that CertainTeed's Monogram vinyl line is thicker than other vinyl products. This material may be acceptable if it feels solid and not hollow. The Planning Staff can review the materials for this quality and call a meeting of the Design Review Subcommittee if needed.

Mr. Cassavoy MADE a MOTION to close the public hearing. Mr. Welch SECONDED the MOTION. All members voted in favor. None were opposed.

Mr. Sadowski MADE a MOTION to approve the five requested waivers for a plan showing height and use of abutting buildings, site plans showing handicapped access provisions and signage, sign renderings and a traffic impact report. Mr. Welch SECONDED the MOTION. All members present voted in favor. None were opposed.

The Board made the following changes to the recommended conditions in the staff memo to address issues that arose during the public hearing.

- In condition 1, they added the landscape plan dated October 22, 2018 and the traffic management plan dated October 19, 2018 to the list of application materials that the approved project is based upon.
- Members felt that enough information regarding the items in condition 3 was submitted and trust that Staff can review and approve these final details. Therefore, condition 3 was changed from Design Review Subcommittee to staff review and approval. If needed, Staff will call a meeting of the Design Review Subcommittee for their review. This condition should also state that the final landscape plan shall include plantings and/or fencing that addresses the neighbor's desire for screening the parking lot from her property to the northeast of the site.

- Condition 6 was struck because the Transportation Management Plan was submitted during the hearing.
- They added to condition 8 that the drainage plan and calculations must be submitted to the City Engineer for review and approval.
- They changed the wording of condition 26 to reflect that the landscape plan was submitted.
- They changed the wording of condition 27 to reflect that the landscape plan was submitted and that one additional trash and one additional recycle receptacle will be provided for a total of 8 receptacles.

Mr. Sadowski MADE a MOTION to approve the Site Plan attaching the condition in the Staff Memorandum as revised above. Mr. Mercado SECONDED the MOTION. All members voted in favor. None were opposed.

Documents: Site Plan Review, Case 18-004
 Landscape Plan dated October 22, 2018
 Traffic Management Plan dated October 19, 2018

NEXT MEETINGS

A Zoning Subcommittee Meeting is scheduled for Monday, October 29, 2018 at 7:15pm.
The next Regular Meeting is scheduled for Monday, November 26, 2018 at 7:45pm.
The meeting adjourned at 9:05 PM.