

MELROSE PLANNING BOARD
MEETING MINUTES
Regular Meeting
Monday, January 24, 2022
7:30 PM
Remote Meeting

PRESENT: Tim Bailey, Beth Delahaij, Anne DeSouza Ward, Brian Gregory, Paul King, Robert Mercado, Carla Morelli, Greg Sampson & Jack Welch

ABSENT: None

STAFF PRESENT: Denise Gaffey, Director and City Planner & Lori Massa, Senior Planner

The meeting was called to order at 7:35 PM by Mr. Sampson.

Pursuant to An Act Extending Certain COVID-19 Measures Adopted During the State of Emergency signed by Governor Baker on June 16, 2021, this meeting was be conducted via remote participation. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting could be found on the City of Melrose's website, at www.cityofmelrose.org. No in-person attendance of members of the public was permitted, but every effort was made to ensure that the public could adequately access the proceedings in real time, or in the event that we are unable to do so, they would be post on the mmtv3.org website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting. A link was also available on www.cityofmelrose.org.

Meeting access information was found at the following link: www.cityofmelrose.org/remotemeetings.

APPROVAL OF MINUTES

Planning Board Regular Meeting, December 20, 2021

Mr. Mercado had an edit to the people that made the motion and seconded the 87 Essex Street decision. Mr. Welch made a motion to approve the meeting minutes as amended. Mr. Mercado seconded the motion. All members voted in favor. None were opposed.

SITE PLAN REVIEW

Case 21-004, 8 Crystal Street, Trinity Properties LLC c/o Neal Ryan

(Continued public hearing)

Neal Ryan, Applicant, appeared to present the revised materials. The Board was satisfied with the information provided. They appreciated seeing the gable and hipped roof options. After seeing them, they found that their scale was similar and there was not a strong preference for one style over another, although some members preferred the hipped or gable dormers over the original shed design. Mr. Ryan said that he was amenable to any of the dormer styles. He just wanted the bedrooms to be a sufficient size and they would be with any of the options. When

asked, Mr. Ryan clarified that if the shed dormers end up being the chosen style, the front door will be centered on the building. The elevation with the shed dormers was not updated to reflect the updated door location. Consistent roof types on the building was another goal of the Board when asking for a dormer redesign. The Design Review Subcommittee (DRSC) will consider the roof types of the dormers, roof over the door, and bay in the final approval of these details.

The Board discussed the grading of the land, which will not change from the existing condition despite the proposed change in ground cover. The plans should clearly state that the grades will not change. Asphalt will be removed in the location of the rear green space and front yard and the land will be brought back to its prior grade by filling the space with pervious materials.

Members found that the few remaining design details, and any minor changes that are identified as the Applicant goes through the building permit process, could be finalized with the DRSC. They discussed conditions drafted by Planning staff. The conditions regarding submitting plans for traffic flow, bicycle storage, site lighting and bollards were removed because these items were incorporated into the approved plans. Requiring maintenance of the rip rap and installing signage and line striping related to traffic flow were added as conditions.

No one appeared to speak in support of or opposition to the application.

Mr. Mercado made a motion to close the public hearing. Ms. Morelli seconded the motion. All voted in favor. None were opposed.

Ms. DeSouza Ward made a motion to approve the waivers requested. Mr. Welch seconded the motion. By roll call all voted in favor. None were opposed.

Mr. Mercado made a motion to approve the Site Plan with conditions as discussed. Mr. King seconded the motion. By roll call all voted in favor. None were opposed.

Documents: Staff Memo, Jan 21, 2022
Front Elevation Options, Jan 17, 2022
Civil Plans, Jan 18, 2022
Updated Under Deck Layout, Jan 19, 2022

OTHER

Housing Production Plan Update

Ms. Gaffey gave an update on the Housing Production Plan. This plan has had a robust public process over the past 15 months. The draft plan was posted to the website and residents and City Councilors and Planning Board members were asked to comment. If members have any comments they should submit them to Planning Staff before the Advisory Committee meets next week. Mr. Sampson is the Planning Board's representative on the Committee. Many of the strategies and actions relate to the work of the Planning Board. Some members had initial comments that the plan will be helpful in setting the foundation for future work, the strategies are practical and the new Housing Choice MBTA Communities multi-family zoning requirement should be referenced in the plan. Feedback will be discussed with the Advisory Committee and

the final draft will be presented to the Planning Board on February 28. The Planning Board needs to approve the plan. The plan will then go to the City Council in March and if approved, it will go to DHCD for final approval.

RECOMMENDATIONS TO THE BOARD OF APPEALS

Board of Appeals Public Hearing on February 9, 2022:

Case 22-001, 23 Linwood Avenue, Jeremy Garczynski

The Board found that the revised plan with a smaller dormer was much improved over the original plan and was more consistent with the intent of the half story definition to allow for some useable space in the half story, while not creating a three-story house. The Board was not opposed to the small variances requested for setbacks and the requested relief for the dormer length; however, they recommended that the Applicant provide more information on why the dormer cannot be reduced farther to become conforming, considering it will partially be used for closet space. A member pointed out that the original plan included two proposed bedrooms on the top floor and the revised plan reduces the bedroom count to one. The other proposed bedroom became a smaller office to accommodate the narrower dormer.

Ms. DeSouza Ward made a motion to send the Board of Appeals a letter with this recommendation. Ms. Morelli seconded the motion. By roll call all members voted in favor. None were opposed.

Documents: Applicant materials for Case 22-001

NEXT MEETING

Planning Board Meeting, Monday, February 28, 2022

The meeting adjourned at 8:35 pm.