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*By Posted at 4:40 pm, Oct 23, 2025*



## **NOTICE OF MEETING CITY OF MELROSE, MASSACHUSETTS**

**ORGANIZATION: Melrose Planning Board**

**MEETING DATE: Monday, October 27, 2025**

**TIME: 7:00 PM**

**MEETING LOCATION: Cassidy Conference Room, 2<sup>nd</sup> Fl City Hall  
562 Main Street**

**REQUESTED BY: Gregory Sampson, Chair**

### **AGENDA**

**1. APPROVAL OF MINUTES**

- a. Planning Board Regular Meeting, September 29, 2025
- b. Design Review Subcommittee Meeting, September 29, 2025

**2. SITE PLAN REVIEW**

- a. Case 25-003, 63 Clifton Park, Katie Adley

**3. UPDATED PLANNING BOARD RULES AND REGULATIONS & APPLICATION FORMS**

- a. Review and approve updated application forms and Subdivision Rules and Regulations to reference new fees and requirements
- b. Review and approve new application forms for requests requiring Planning Board approval

**4. OTHER**

- a. Items not reasonably anticipated at the time of posting
- b. Set next meeting: Monday, November 17, 2025

**RECEIVED**

**By Posted at 11:05 am, Oct 08, 2025**



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### **PUBLIC MEETING NOTICES**

#### **CASE 25-003 • 63 Clifton Park**

The Planning Board of the City of Melrose will hold a public hearing in the Cassidy Conference Room, 2<sup>nd</sup> fl of City Hall, 562 Main St, Melrose MA on Monday, October 27, 2025 at 7:00 PM on the application of Katie Adley for Accessory Dwelling Unit Site Plan Review in accordance with §235-3.2.6 of the Melrose Zoning Ordinance, to convert the pre-existing nonconforming detached garage into an ADU on the property owned by Cara Hubbard and Christopher Scharon located at 63 Clifton Park in Melrose, on a lot consisting of 12,720 sf and shown on Assessor's Map B13 0 44.

Complete applications can be reviewed at [www.cityofmelrose.org/planning-board](http://www.cityofmelrose.org/planning-board) or by visiting the Office of Planning & Community Development, City Hall, 562 Main St. Interested persons may provide comments during the hearing, by email to [planningboard@cityofmelrose.org](mailto:planningboard@cityofmelrose.org) or mail to OPCD, 562 Main St, Melrose, MA.