

MELROSE PLANNING BOARD
MEETING MINUTES
Regular Meeting
Monday, July 22, 2024
7:00 PM
Cassidy Conference Room, 562 Main Street, Melrose

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

ABSENT: None

STAFF PRESENT: Denise Gaffey, Director & City Planner, Lori Massa, Senior Planner, & Maya Noviski, Assistant Planner

The meeting was called to order at 7:04 PM by Mr. Sampson.

APPROVAL OF MINUTES

Planning Board Regular Meeting, June 24, 2024

Mr. Welch made a motion to approve the meeting minutes as amended. Ms. DeSouza Ward seconded the motion. All voted in favor. None were opposed.

SLOPE PROTECTION SPECIAL PERMIT

Case 22-007, Montvale Street Lot D5 0 40A, Armando Plata (continued public hearing)

Bob Bell, Attorney, appeared to request that the Board approve the Applicant's request to withdraw the case without prejudice. Attorney Bell explained that the Applicant does not have a definite timetable to provide the additional information requested by the Board and prefers to withdraw rather than continue the case.

Ms. Morelli made a motion to approve the request to withdraw the application for a Slope Protection Special Permit without prejudice. Mr. Welch seconded the motion. All voted in favor of the withdrawal. None were opposed.

Documents: Request to withdraw Case 22-007

RECOMMENDATIONS TO THE BOARD OF APPEALS

Board of Appeals public hearings on August 21, 2024

Case 24-016, 189 Warwick Road

Most members felt that the addition was large and imposing considering the size of the lot and objected to the proposed setback since it is creating a new nonconformity and is a significant violation of the code. Members suggested altering the driveway's orientation and the addition's placement on the lot to minimize the encroachment into the side yard. One member reasoned that shifting the driveway and the addition to the right would significantly limit the use of the back yard and felt that the addition in the proposed location will be well screened and unobtrusive.

Members also discussed the need for the garage door facing the rear yard and recommended that the Applicant update the site plan, which is labeled as existing, to better understand what is being proposed and how the area behind the addition is intended to be used.

Mr. King made a motion to send a letter recommending that the Board of Appeals deny the request. Mr. Welch seconded the motion. All members voted in favor, except for Ms. DeSouza Ward who opposed the motion.

Documents: ZBA Application Materials for Case 24-016

ZONING RECODIFICATION AMENDMENT

Denise Gaffey, City Planner, explained that City Council has sent the zoning recodification amendment to the Appropriations and Oversight Committee and a joint public hearing between City Council and the Planning Board is scheduled for August 19, 2024. The meeting will be held in person in the Council Chamber. Planning Staff have been working on notification to the public about public hearing process.

OTHER BUSINESS

The joint public hearing with the Planning Board and City Council is scheduled for August 19, 2024.

The next regular Planning Board meeting is scheduled for August 26, 2024.

The meeting adjourned at 7:30 PM.