

**MELROSE PLANNING BOARD
MEETING MINUTES
Regular Meeting
Monday, May 19, 2025
6:00 PM
Cassidy Conference Room, 562 Main Street, Melrose**

PRESENT: Gregory Sampson, Anne DeSouza Ward, Beth Delahaij, Steven Barron, Michael Aveni, Paul King, Carla Morelli, Brian Gregory, Tim Bailey

ABSENT: None

STAFF PRESENT: Lori Massa, Director & City Planner, Maya Noviski, Senior Planner, and Adam Forrester, Assistant Planner

The meeting was called to order at 6:05 PM by Mr. Sampson.

APPROVAL OF MINUTES

Planning Board Regular Meeting, April 28, 2025

Mr. Aveni made a motion to approve the meeting minutes. Mr. King seconded the motion. All voted in favor. None were opposed.

RECOMMENDATION FOR A COMPREHENSIVE PERMIT APPLICATION

Case 25-002, 199-201 Essex Street

Members discussed the letter of recommendation to the ZBA containing details related to the permit application and plan set. Members approved of the letter as written and had no further comments.

Ms. DeSouza Ward made a motion to approve the letter as written. Ms. Morelli seconded the motion. All voted in favor. None were opposed.

Documents: Planning Board Recommendation Letter to ZBA

ZONING ORDINANCE AMENDMENT PROPOSALS

Lori Massa, City Planner, reviewed a draft letter from the Planning Board to the City Council addressing the questions and comments raised during the joint public hearing held on May 15, 2025. Two public comments were submitted discussing the impacts of the proposed changes to the flood maps on property owners and a request to mitigate flooding occurring on Beacon Place. Ms. Massa noted that no revisions to the proposed amendments are recommended. Members had no further comments.

Ms. Morelli made a motion to send the Planning Board's recommendation to the City Council. Mr. Gregory seconded the motion. All voted in favor. None were opposed

Documents: Section 235-7.3 Floodplain District Amendment, Section 235-5.3 Use Regulations Amendment

PLANNING BOARD APPLICATION FORM

Members discussed the draft application form for Site Plan Review for Accessory Dwelling Units (ADUs). One member asked for clarification on the height restrictions for ADU's and accessory buildings. Ms. Massa explained that the maximum allowable height is 16 ft. There were no other comments or questions.

Mr. Gregory made a motion to approve the application form. Ms. DeSouza Ward seconded the motion. All voted in favor. None were opposed.

OTHER BUSINESS

The next regular Planning Board meeting is scheduled for Monday, June 23, 2025.

The meeting adjourned at 6:50pm.