

**MELROSE PLANNING BOARD
MEETING MINUTES**

Annual Meeting

Monday, March 27, 2017

7:45 PM

Cassidy Conference Room, City Hall, 562 Main Street

PRESENT: Mike Cassavoy, Anne DeSouza-Ward, Paul King, Robert Mercado, Sharon Petrillo, Greg Sampson & Jack Welch

ABSENT: Carla Morelli & John Sadowski

STAFF PRESENT: Denise Gaffey, Director and City Planner, Erin Zwirko, Assistant Planning Director & Lori Massa, Planning Coordinator

The meeting was called to order at 7:50 PM by Ms. DeSouza-Ward.

APPROVAL OF MINUTES

Planning Board Regular Meeting, February 27, 2017

Mr. Mercado MADE a MOTION to approve the Planning Board regular meeting minutes from February 27, 2017. Mr. King SECONDED the MOTION. All members, except for Mr. Cassavoy and Mr. Welch who abstained, voted in favor. None were opposed.

Zoning Subcommittee Meeting, February 27, 2017

Mr. King MADE a MOTION to approve the Zoning Subcommittee meeting minutes from February 27, 2017. Mr. Sampson SECONDED the MOTION. All subcommittee members, except for Mr. Cassavoy who abstained, voted in favor. None were opposed.

ZONING SUBCOMMITTEE REPORT

Zoning for Marijuana Uses

The Zoning Subcommittee met on February 27, 2017 to review the draft of the Medical Marijuana zoning amendment. Melrose's moratorium on Medical Marijuana Treatment Centers lapsed in June of 2014 and the City needs to amend the Zoning Ordinance to allow for the use. Prior to the February meeting the Subcommittee found that the Medical District, BD, could be an appropriate district for this use considering it is a legitimate medical use; however, the 500 foot buffer from schools, daycare centers, or any facility in which children commonly congregate greatly limits the number of parcels available to locate the use. The current proposal allows the use by Special Permit in the Industrial, I, and the Extensive Business Districts, BB and BB-1.

Staff reviewed best practices from other municipalities to craft the zoning amendment for Registered Marijuana Dispensaries (RMD), as they are now referred to in the State law. The draft amendment requires a Special Permit issued by the Planning Board to establish the use. The amendment includes location, operation, signage, security and application requirements and special permit findings that are specifically tailored for this use.

The Board reviewed the map and agreed with allowing an RMD by special permit in the I, BB and BB-1 districts as these districts were not as limited by the buffer zones as the medical and commercial districts. In addition, Route 99 provides easy access to the I and BB zoning districts. A medical marijuana dispensary in this location would not be incompatible with the neighboring uses in Saugus, where a medical marijuana overlay is located, and in Malden, where there are large footprint commercial uses fronting Route 99. A question arose as to if a 500 foot buffer from a daycare in Malden would limit a RMD from locating in Melrose.

The Board recommended the following edits to the draft: decrease the gross square foot limit of the RMD to 5,000 square feet, add the word “fixed” to make sure that the language is clear that the building has to be permanent and immobile, change the word “approve” to “adequate” for the Police and Board of Health review, add the Building Commissioner to the list of City Staff that the RMD will report to annually, move the Special Permit Granting Authority language from Section E into Section D, change the words “ownership or lease” to “operation” to make the language clear that a Special Permit is not transferable to another RMD operator, and fix the typo that allowed RMDs in the I-A district.

Mr. Cassavoy MADE a MOTION to initiate the Registered Marijuana Dispensary Zoning Amendment as amended to the Board of Aldermen. Mr. Mercado SECONDED the MOTION. All members voted in favor. None were opposed.

The Board also reviewed a draft temporary moratorium that would prevent the establishment of Recreational Marijuana Establishments in the City through December 31, 2018. The Attorney General’s Office stated that they would not object to municipalities adopting a moratorium until this date. The temporary moratorium will allow the City to undertake a planning process to address the potential impacts of recreation marijuana use in the City, consider the Cannabis Control Commission regulations and consider adopting new zoning regulations to address the impact and operation of Recreational Marijuana Establishments and related uses.

Mr. Sampson MADE a MOTION to initiate the Temporary Moratorium for Recreational Marijuana Uses to the Board of Aldermen. Mr. Welch SECONDED the MOTION. All members voted in favor. None were opposed.

Documents: Draft Zoning Amendments on Medical Marijuana, March 2, 2017
 RMD Siting Map, Prepared by the Office of Planning and Community Development
 Draft Temporary Moratorium for Recreational Marijuana Uses, March 23, 2017

ELECTION OF OFFICERS AND SUBCOMMITTEE ASSIGNMENTS

After discussion, Mr. Welch MADE a MOTION to nominate Ms. DeSouza-Ward to be Planning Board Chair and Mr. Sampson to be Planning Board Clerk. Mr. Mercado SECONDED the MOTION. All members voted in favor. No members were opposed.

Ms. DeSouza-Ward, as Chair, appointed Mr. Cassavoy to be Design Review Subcommittee Chair and Mr. Sampson to be Zoning Subcommittee Chair.

OTHER

Approval Not Required Authorization

Mr. Cassavoy MADE a MOTION to authorize Ms. DeSouza-Ward, Mr. Sampson and Ms. Gaffey to sign Approval Not Required plans on behalf of the Planning Board. Mr. Welch SECONDED the MOTION. All members voted in favor. No members were opposed.

10-14 Corey Street

The Applicants for the 10-14 Corey Street development have stated that they have settled the appeal of their case and will be moving forward. The Design Review Subcommittee will meet on April 13, 2017 to review the proposal for the second time. Mr. Cassavoy expressed concern with the durability of the EIFS material proposed for the building because if not installed correctly the building will have structural issues within a relatively short timeframe. The developer seemed reluctant to provide the Subcommittee with the details of how the product will be installed. The Subcommittee will continue to request the detailed installation specifications and provide them to the Building Commissioner. The Board also discussed how the site plan review criteria should be amended to include more focus on the design of proposed buildings.

NEXT MEETINGS

There will be a public forum regarding the master plan on March 30, 2017 at 7 pm in the GAR room of Memorial Hall.

The Design Review Subcommittee Meeting will be held on Thursday, April 13, 2017 at 7:30pm.

The next Regular Meeting is scheduled for Monday, April 24, 2017.

The meeting adjourned at 9:15 PM.