

**MELROSE PLANNING BOARD  
MEETING MINUTES  
Regular Meeting  
Monday, May 21, 2018  
7:45 PM  
Cassidy Conference Room, City Hall, 562 Main Street**

**PRESENT:** Mike Cassavoy, Anne DeSouza-Ward, Paul King, Robert Mercado, Carla Morelli, Sharon Petrillo, John Sadowski & Jack Welch

**ABSENT:** Greg Sampson

**STAFF PRESENT:** Denise Gaffey, Director and City Planner, & 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, April 23, 2018

Mr. Sadowski MADE a MOTION to approve the Planning Board regular meeting minutes from April 23, 2018. Mr. Mercado SECONDED the MOTION. All members voted in favor. None were opposed.

**ASSENT CALENDAR**

Case 18-012, 3 Geneva Road, Ryan & Laura Fay (ZBA Hearing June 13, 2018)

Mr. Sadowski MADE a MOTION to send the Board of Appeals a letter that states that in light of the prior issuance of a variance for this proposal for which the time has lapsed and the reduction in dormer length to an allowed measurement under the half story definition, the Planning Board has no objection to the application. Mr. Welch SECONDED the MOTION. All members voted in favor. None were opposed.

Documents: ZBA Applications, Cases 18-012

**RECOMMENDATIONS TO THE BOARD OF APPEALS**

Case 18-013, 14 East Street, James & Jessica O'Hare (ZBA Hearing June 13, 2018)

Representative Joel Crowley and Owner James O'Hare appeared to present the proposal. Mr. Crowley explained that he was the previous owner of the house and sold it to his daughter and son-in-law. He and his wife have been living with their daughter's family, which includes two kids and a dog, for six years. The house has been in the family since 1919. He wants his grandchildren to grow up here and go to the Melrose Public Schools.

The Planning Board discussed how they are supportive of in-law apartments because they provide an alternative type of housing, which is a goal in the City's master plan, Melrose Forward. They noted that this proposal meets all of the in-law standards. It will not impact the neighborhood as a new stair is the only an external change and the occupants already live in the house.

The Board members recommended that the owner check on a few technical items related to the plans such as meeting the code for the bedroom's means of egress and railing height, verifying the room dimensions versus the total dimension of the footprint of the house, and obtaining a current plot plan that includes the proposed external stairs.

Mr. Cassavoy made a MADE a MOTION to send the Board of Appeals a letter with this recommendation and comments. Mr. Mercado SECONDED the MOTION. All members voted in favor. None were opposed.

Documents: ZBA Application, Case 18-013

Case 18-014, 538-540 Main Street, MKC Properties (ZBA Hearing June 13, 2018)

Attorney Judith Clark and Owner Dr. Moira Casey appeared to present the proposal. Attorney Clark gave some background on the property including the recent zoning case to change a condition on the prior special permit for the site, which limited the accessory medical office to the previous owner. She reached out to the prior owner, Dr. Fried, and he responded to her question about the existing sign at the property. Dr. Fried said that there has been a standing sign at the property for all of the prior doctors' offices at this location. Dr. Casey would like for her name to be on the sign and even changing the copy on the sign would require a variance because standing signs are not allowed in a UR-B district. The proposed sign is larger than the existing because patients have difficulty finding the office, which is located back from the street and at a bend in the road. She would also like to have more information on the sign.

The current sign is approximately 36 inches wide, 24 inches tall, 64 inches to the top of the post and 60 inches to the top of the sign. The post nearest to the sidewalk is 10 feet from the edge of the sidewalk. The proposed sign would be 72 inches wide by 36 inches tall. The top of the post would be 60 inches tall. The sign would be lit so that in the winter months patients can see the sign.

Ms. Petrillo arrived at the meeting.

The Planning Board was not supportive of the sign as proposed because of its large size. It is three times the size of the existing sign. Signs for other uses in the residential districts can only be 10 square feet and not rise more than six feet from the ground. They recognized that a standing sign is acceptable here given the use and context but the proposal is too large. They recommended that the applicant redesign the sign to have a size that is only modestly bigger than the existing sign but not greater than 10 square feet. They did not object to the proposed 6 foot height of the sign given the presence of the shrubs. The Board noted that design changes to the sign, such as using contrasting colors, legible font and less text, would make the sign more visible.

Mr. Mercado made a MADE a MOTION to send the Board of Appeals a letter with this recommendation and comments. Mr. Welch SECONDED the MOTION. All members voted in favor. None were opposed.

Documents: ZBA Application, Case 18-014

**APPROVAL NOT REQUIRED**

PB 18-03, 95 Dexter Road

Lance Chipchase appeared to discuss the application. The Form A references a taking that created Dexter Road in 1966. The purpose of the A.N.R. is not to change any of the lot lines but only to record the new owner of the property.

Mr. King MADE a MOTION to endorse the plan. Mr. Welch SECONDED the MOTION. All members voted in favor. None were opposed.

Documents: Application, Case PB 18-03

**NEXT MEETING**

The next Regular Meeting is scheduled for Monday, June 18, 2018 at 7:45pm.

The meeting adjourned at 8:45 PM.