

**MELROSE PLANNING BOARD**  
**Regular Meeting & Public Hearing**  
**Monday, February 22, 2010**  
**7:45 p.m.**  
**Mayor's Conference Room**

**PRESENT:** Mike Cassavoy, Richard Connolly, Ed Cassidy, Bob Mercado, Gerry Marcus, John Sadowski, Anne DeSouza-Ward, Tom Pawlina, and Carla Francazio

Denise Gaffey, Planner, and Matt Hennigan, Assistant Planner, were present.

The meeting was called to order at 7:50 p.m. by Mr. Connolly.

**MINUTES**

a) Draft Regular Meeting & Public Hearing, January 25, 2010

Members offered minor revisions. Mr. Cassavoy MADE a MOTION to accept the minutes as revised. Mr. Mercado SECONDED the MOTION. All voted in favor. None opposed.

b) Draft Design Review Subcommittee, November 9, 2009

Mr. Cassidy MADE a MOTION to accept the Design Review Subcommittee minutes of November 9, 2009. Mr. Mercado SECONDED the MOTION. All voted in favor. None opposed.

c) Draft Design Review Subcommittee, November 23, 2009

Mr. Cassavoy MADE a MOTION to accept the Design Review Subcommittee minutes of November 23, 2009. Mr. Cassidy SECONDED the MOTION. All voted in favor. None opposed.

**BOARD OF APPEALS**

Case 10-002, 1 Conrad Road, Hulbert

The Applicant, Kathryn Hulbert, was present to describe the application to the Board. After a detailed evaluation of the Applicant's proposal by the members, Ms. DeSouza-Ward MADE a MOTION to send a letter to the Board of Appeals that noted that the Board does not object to the Applicant's proposal and finds the proposed use to be appropriate for the area. Mr. Cassidy SECONDED the MOTION. All voted in favor. None opposed.

Case 10-003, 340 Main Street, Clearwire

The Applicant's Representative, Lisa Bera, was present to describe the application to the Board. The members conducted an extensive discussion regarding the application. Mr. Cassidy MADE a MOTION to send a letter to the Board of Appeals that noted that the Board recognized that the application involves the installation of dish antennas rather than the more customary panel antennas and that the antennas labeled "future" are not part of the Applicant's proposal. The Board noted that the Applicant's proposal appears to be the first request of its kind for a variance from the provision in the Zoning Ordinance that restricts antennas from extending greater than 12 inches from the façade of the structure. The Board does not support the granting of a variance in this instance and expressed concern regarding setting a precedent for future installations of this nature. Instead, the Board recommends that the Applicant reconfigure its design to conform with the Zoning Ordinance. Should the variance be allowed the Board advocates that the entire antenna array be adequately screened in keeping with the appearance of the building. The Board feels strongly that the Applicant and the owner of the building should be required by the Zoning Board of Appeals (ZBA) to maintain the wireless communication service facility equipment and mounting locations in "like new" condition. In addition, the Board suggests that any relief granted by the

ZBA be conditioned on the removal of all disconnected and abandoned equipment. Mr. Mercado SECONDED the MOTION. All voted in favor. None opposed.

Case 10-004, 51 Melrose Street, Clearwire

The Applicant's Representative, Lisa Bera, was present to describe the application to the Board. After a detailed evaluation of the Applicant's proposal by the members, Mr. Pawlina MADE a MOTION to send a letter to the Board of Appeals that noted that the Board recognized that the application involves the installation of dish antennas rather than the more customary panel antennas. The Board noted that the Applicant's proposal appears to be another request for a variance from the provision in the Zoning Ordinance that restricts antennas from extending greater than 12 inches from the façade of the structure. The Board does not support the granting of a variance in this instance and expressed concern regarding setting a precedent for future installations of this nature. Instead, the Board recommends that the Applicant reconfigure its design to conform with the Zoning Ordinance. Should the variance be allowed the Board advocates that the entire antenna array be adequately screened in keeping with the appearance of the building. The Board feels strongly that the Applicant and the owner of the building should be required by the Zoning Board of Appeals (ZBA) to maintain the wireless communication service facility equipment and mounting locations in "like new" condition. The Applicant's Representative indicated that this application is not anticipated to result in any abandoned equipment on the rooftop. Should the status of the equipment change, the Board suggests that any relief granted by the ZBA be conditioned on the removal of all disconnected and abandoned equipment. Ms. DeSouza-Ward SECONDED the MOTION. All voted in favor. None opposed.

Case 10-005, 1 Birch Hill Road, Sullivan

The Applicant, Joseph Sullivan, was present to describe the application to the Board. The members evaluated the Applicant's proposal. Mr. Cassidy MADE a MOTION to send a letter to the Board of Appeals that noted that the Applicant's single-family dwelling is situated on a corner lot and recognized that the Applicant's proposal involves the replacement of an existing structure with only the corner of the proposed addition in violation of the rear setback. Ms. Francazio SECONDED the MOTION. All voted in favor. None opposed.

Case 10-006, 50 Lynn Fells Parkway, Pascal

The Applicant, Sandra Pascal, was present to describe the application to the Board. The members discussed the details involved with the case and Ms. DeSouza-Ward MADE a MOTION to send a letter to the Board of Appeals that noted that while the Board is typically reluctant to endorse encroachments of this nature due to the potential maintenance and safety concerns, the Board finds the Applicant's proposal to be a *de minimis* increase in encroachment and takes no exception to this case. Mr. Cassavoy SECONDED the MOTION. All voted in favor. None opposed.

**SITE PLAN REVIEW**

SP 10-001, 525 Franklin Street, Salvatore (public hearing)

The Applicant, Kimberly Salvatore, was present. Ms. Salvatore reviewed the details of her application with the Board. Ms. Salvatore stated that there will be shared parking in the rear of the building for employees and patrons. Ms. Salvatore indicated that the beauty salon will include five stations/chairs. Ms. Salvatore shared with members the hours of operation for the salon. Mr. Connolly asked if there were any comments from the public. No comments from the public were received.

The Board found that the appearance of the storefront would be enhanced by reducing the size of the sign to fit within the signband. In addition, the Board encouraged the use of a more durable material for the fabrication of the sign. While Ms. Salvatore stated that no exterior lighting for the signage is currently

planned, Ms. Salvatore suggested that gooseneck lighting could be installed in the future. The members expressed support for the installation of gooseneck lighting in the future if desired.

The application generated extensive discussion regarding the physical condition of the building exterior, which has suffered from neglect over the years. Ms. Salvatore noted that the landlord is currently restoring the Corinthian Hall located on the second floor and intends to paint the exterior of the building. The Planning Board requested a plan for the exterior restoration given the building's current state and its significance in the Highlands commercial area. Mr. Cassidy stated that the plan should include the replacement of the aluminum storefront door with a wood door similar in style to the adjacent door used to access the Corinthian Hall. The Board advised the Applicant to work with the landlord to develop a plan to replace the door and restore the storefront in keeping with the architectural character of the building.

Ms. DeSouza-Ward MADE a MOTION to grant the necessary waivers pertaining to the submission of required application materials. Mr. Cassidy SECONDED the MOTION. All voted in favor. None opposed. Mr. Mercado MADE a MOTION to close the public hearing. Mr. Cassidy SECONDED the MOTION. All voted in favor. None opposed. Ms. DeSouza-Ward MADE a MOTION to approve the Site Plan Review application for SP 10-001, 525 Franklin Street with the following conditions:

1. The sign shall be reduced in size to fit within the signband. The Applicant shall use a resilient material such as Sign Foam or PVC to construct the sign. Prior to fabricating the sign, the Applicant shall furnish drawings of the proposed sign as well as its placement on the storefront for review and approval by the Office of Planning and Community Development in connection with City's Sign Grant Program. Should the Applicant decide not to participate in the grant program, the Applicant shall provide the information detailed above to the Planning Board's Design Review Subcommittee for review and approval.
2. The Applicant shall return to the Planning Board for approval prior to the installation of any exterior lighting unless gooseneck lighting will be used.
3. With ninety (90) days of the filing of this decision the Applicant shall submit a plan to the Office of Planning and Community Development that outlines the landlord's intentions for the restoration of the Applicant's storefront façade and the replacement of the front door with a wood door similar in style to the adjacent door used to access the Corinthian Hall. The aluminum door shall be replaced within twelve (12) months of the date of this decision.

Mr. Mercado SECONDED the MOTION. All voted in favor. None opposed.

SP 05-003, 560 Lebanon Street, Crystal Lake LLC – Request for Extension

Patrick McAvoy was present on behalf of the Applicant for 560 Lebanon Street. Mr. McAvoy indicated he is before the Planning Board to request a one-year extension for the Site Plan Review and Affordable Housing Special Permit approval. Mr. McAvoy explained that this will be the last request for an extension. Mr. McAvoy indicated that while the Applicant has a sufficient amount of pre-construction contracts to move forward the additional year would allow the Applicant to line up financing, contract with buyers, and perform the necessary pre-construction work. The members noted that site has been better maintained over the past year and recognized the benefits associated with the project moving forward. Mr. Mercado MADE a MOTION to extend the Site Plan Review and Affordable Housing Special Permit approval for one year. Ms. Marcus SECONDED the MOTION. All voted in favor. None opposed.

### **APPROVAL NOT REQUIRED**

#### Stone Place, Stone Place Limited Partnership

The Applicant's Representative, Robert Bell, was present to update the members regarding the status of the ANR plan. Ms. DeSouza-Ward stated that the ANR plan initially submitted must be revised so that the reference to "abandon" a portion of Stone Plane is removed along with the note in connection with the "discontinuance of Stone Place". Mr. Cassavoy MADE a MOTION to authorize ANR plan by one of the designated members of Board once the Applicant has submitted the revised plan to the Office of Planning and Community Development. Ms. Marcus SECONDED the MOTION. All voted in favor. None opposed.

### **OTHER**

#### Plan Endorsement - Carlida Road/Cranmore Lane/Boardman Avenue, Green Morningside Nominee Trust

The Applicant's Representative, Lou Izzi, was present to request the endorsement of the Subdivision Plans. Mr. Izzi informed the Board that an error occurred on the site that resulted in the removal of trees in the areas of possible tree savings. Mr. Izzi explained that the trees in the designated areas were not flagged and noted that the Project Engineer has left Hayes Engineering which may have contributed to this issue. Mr. Izzi stated that the Applicant has developed a plan to correct the issue which includes the planting of 10-12 replacement trees. Mr. Izzi indicated that the positioning of the replacement trees will be at the discretion of the City Engineer. Mr. Izzi stated that the Applicant was able to preserve approximately 30-40 trees in addition to the trees noted to be salvaged on the plans. The members discussed the impact of the loss of the trees and noted that the replacement trees to be planted are significant in size and will provide individual "tree areas." Mr. Pawlina MADE a MOTION to endorse the Subdivision Plans. Ms. Marcus SECONDED the MOTION. All voted in favor. None opposed.

The meeting adjourned at 10:15 PM.