



## CITY OF MELROSE

### DEPARTMENT OF PUBLIC WORKS

Administration-Engineering-Water-Sewer-Facilities  
Parks-Forestry-Highway-Sanitation-Cemetery-Fleet

**Jay Coy, P.E., PMP**  
*Deputy City Engineer*

**City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4172**

## MEMORANDUM

**Date:** 4/22/2024

**To:** Rita Mercado, Chairman Melrose Board of Appeals  
Maya Noviski, Assistant Planner

**From:** Jay Coy, P.E., Deputy City Engineer

**Cc:** Denise Gaffey, Director, Office of Planning and Community Development  
Lori Massa, Planning Coordinator  
Elena Proakis Ellis, Director of Public Works  
Vonnie Reis, City Engineer

**Subject:** ZBA Case #24 005 – 130 Penney Road

Please be advised that the Public Works Department has reviewed the above referenced case and offers the following comments relative to the project for your consideration:

1. Information provided reflects a request to construct a deck on the single-family house in the nonconforming rear yard.
2. A new water meter has been installed and all water and sewer payments are current.
3. Neither water nor sewer utilities appear to be in the vicinity of the proposed deck. However, utility mark-outs should be requested prior to any construction that may be approved.