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M A S S A C H U S E T T S

**PLANNING BOARD**  
781-279-2695

**STONEHAM PLANNING BOARD MINUTES**  
*(in accordance with provision of M.G.L. c.30A, §§ 18-25)*  
**Wednesday, May 17, 2023**  
Hearing Room  
**7:00 PM**

Members Present: Chair Frank Vallarelli, Vice Chair Kevin Dolan, Terrence Dolan and Marcia Wengen.

Member present remotely: Daniel Moynihan

Also present at the meeting: Town Clerk Maria Sagarino acting as Planning Board Clerk and Attorney Charles Houghton.

The Chair brought the meeting to order at 7:05PM and moved directly into the public hearing for 62 High Street. Attorney Houghton appeared before the Board with an update on the peer review being done for the Stormwater Board. Linden Engineering is currently finishing their review of the new plans. Mr. Houghton expects that they will complete the review soon. DPW Director Brett Gonsalves will receive Linden's report and schedule a Stormwater Board meeting. Mr. Houghton expected that all of this could be done before the next Planning Board meeting. He asked that 62 High Street be continued until June 21, 2023 at 7PM and agreed to waiving all time standards.

Mr. K. Dolan moved to continue 62 High Street until June 21, 2023 at 7PM waiving all time standards. Mr. T. Dolan seconded his motion. A roll call vote was taken. All members voted in favor 4-0 with Mr. Vallarelli abstaining.

Mr. Vallarelli moved on to approval of minutes. Mr. K. Dolan made a motion to approve the minutes from the April 12, 2023 meeting. Mr. T. Dolan seconded. All members voted in favor to approve 5-0.

The Board discussed their schedule for the next six months. The Board chose to meet the second Wednesday of each month from July-December. Ms. Wengen made a motion to accept the calendar for the second Wednesday of the month from July-December 2023. Mr. K. Dolan seconded. All members voted in favor 5-0.

Mr. K. Dolan gave the Board an update on the first Zoning Bylaw Review Committee meeting. He explained that he was made the Chair of that committee which Ms. Wengen also sits on as a resident member along with other resident members Bill Sullivan and Ellen McBride. The committee also includes a Select Board member, a ZBA member, a Conservation Commission member, the Director of Planning, the Building Commissioner and the Town Clerk. Mr. K. Dolan stated that it was mainly an organizational meeting. Ms. Wortman had explained that she sat on a similar committee in Tewksbury. In Tewksbury it took them thirty four meetings and five years to present something to Town Meeting. Mr. Dolan explained that the committee members were asked to make a list of issues or changes they'd like to see. Mr. Dolan mentioned that the Planning Board members could start thinking about changes they may want to see. The next Zoning Bylaw Review meeting is scheduled for June 6<sup>th</sup>.

Mr. Vallarelli moved to the next agenda item regarding the Special Permit application discussion. He believed that the Board had a good process in place but that some people found it hard to follow. Mr. K. Dolan added that he believes the problem was that the rules and regulations state that a stamp by a professional engineer or professional land surveyor was required but a page in the packet required an architect stamp. Mr. K. Dolan then referred to the information supplied to the Board from other Towns. MS. Sagarino mentioned that in most Towns the Special Permit for the accessory dwelling was issued by the Zoning Board of Appeals. Mr. K. Dolan agreed. Mr. K. Dolan thought that the Board should require a professional land surveyor, professional engineer or certified architect stamp on the plans but defer to the Building Commissioner. He added that some accessory dwellings are within the existing footprint and some are adding a large addition. It's not a one size fits all, so we can make it a little broader and defer to the Building Commissioner because she's the one issuing the Building permit. Mr. K. Dolan added that he does believe it is important for the land surveyor, professional engineer or architect to calculate the total gross square footage of the accessory dwelling and indicate it on the stamped plan. It should not be up to the Board to calculate it.

Mr. Vallarelli agreed that it is important to have that number for the total gross square footage listed on the plan. Mr. T. Dolan agrees with leaving it to the discretion of the Building Commissioner. Mr. K. Dolan thinks that when the Board changes Chapter 17 to reflect the 7:00 start date for meetings that architect should be added to the section for plans.

Mr. Moynihan asked if what they were doing tonight would address the requirement for an architect stamp on the application. Ms. Sagarino stated that the application itself references the rules and regulations in Chapter 17. That won't change but Ms. Sagarino added that she will change the accompanying pages in the application packet to be consistent with what the Board decides they would like to require moving forward.

Ms. Wengen asked if they could address the number of copies required because that seems inconsistent from document to document. Mr. Vallarelli agreed they should address that as he has seen five copies listed and thirteen elsewhere. Ms. Sagarino stated that the size of the plans required is also inconsistent. Ms. Wengen mentioned that they will have an associate member at

some point and asked if they should require six copies. Mr. T. Dolan asked how many the Board would need in addition to that. Ms. Sagarino explained that you need the copies for the Board, a copy for the Planning Board file, the Town Clerk and the departments reviewing the plan for comment (Building, Police, Fire, DPW, Planner, Health and possibly Conservation). She added that the Board should consider what size plans they prefer.

Mr. Vallarelli thinks that full size plans are very hard to work with. Mr. Vallarelli is fine with 11" x 17". Mr. Vallarelli believes that full size is fine for a subdivision but for the Special Permit for the accessory dwelling, 11" x 17" works well. Mr. Vallarelli suggests requiring fifteen copies of the plans. Ms. Wengen asked about the size of the plans. Mr. Vallarelli suggested five full size and ten 11" x 17".

Mr. Houghton asked the Board if he was bringing forth a Special Permit application to change the occupant of an accessory dwelling from one nephew to another whether they would need a new plan or would the original plan suffice as nothing had changed with the unit. Mr. K. Dolan believed a certification that the plans still accurately depict the accessory unit might be a good idea. Mr. T. Dolan didn't believe that new plans would be necessary if there were no changes to the existing unit.

Ms. Wengen asked if the regulations could specify that it needs to be a "Massachusetts registered" land surveyor, professional engineer or architect. Mr. T. Dolan agreed with that. Mr. Vallarelli had no problem with specifying Massachusetts.

Mr. Vallarelli asked if there were any other changes. He mentions that the consistency aspect is most important. Ms. Sagarino asked for clarification to make sure she understood the Board's wishes. The Board would like it stated that the professionals are specifically registered in Massachusetts. The Board wants fifteen copies of plans stamped by any of the three, a professional land surveyor, a professional engineer or an architect at the discretion of the Building Commissioner. The Board would also like the total gross square footage of the accessory dwelling unit to be prominently shown on the stamped plan.

Mr. T. Dolan asked if Ms. Sagarino needed time to write everything up. Ms. Sagarino thought that if the Board didn't mind, she'd prepare everything and then the Board could vote to adopt at the next meeting.

Mr. K. Dolan made a motion to adjourn which was seconded by Mr. T. Dolan. A roll call vote was taken. All members present voted in favor.

The meeting adjourned at 7:40 PM.

Documents and other exhibits used by the Planning Board during this meeting to be made part of the official record but not attached to these minutes:

A Plan by Williams & Sparages, entitled “Locus Plan Berrywood Estates Stoneham, MA,” dated August 22, 2022.

Town Code, Chapter 17 and the Special Permit application packets

Respectfully submitted:

Maria Sagarino  
Town Clerk