

**January 27, 2014  
Special Town Meeting  
Minutes**

Town Moderator, Stephen Doherty, called the Special Town Meeting of January 27, 2014 to order at 7:30 p.m. at the Town Hall Auditorium, 298 Central Street, Saugus, MA with 40 members, plus the moderator present. A quorum is met.

Joyce Rodenhiser from precinct 1 and Jeffrey Moses from precinct 9 were appointed and sworn as tellers.

Moderator Doherty led the meeting in the salute to the flag, followed by a moment of silence in honor of former Town Meeting members, Janet Leuci and Elaine Espindale.

Town Clerk, Joanne Rappa, called the roll.

Town Meeting Member name	Present /Absent	Town Meeting Member name	Present /Absent	Town Meeting Member name	Present /Absent
ATTUBATO, J	A	BARTOLO, J.	P	BILLINGSLEY, S.	P
BROWN, W.	P	CARDINALE, C.	A	CARLSON, E.	A
CICOLINI, J.	P	CONNORS, A.	A	COSTIN, J.B.	P
COTTAM, D.	P	COTTAM, J.	P	COX, R.	P
DECAREAU, E.	P	DEVLIN, F.A.	P	DINARDO, A.	A
DOCKERY, M.	P	DOHERTY, S.	P	FALASCA, T.	P
FINN, C.	P	FOWLER, J.	P	GOODWIN, P.	P
GROARK, L.	P	GUARINO, K.	P	JOHNSON, P.	A
JONES, C.	P	LEUCI, W.	P	LONG, R.	P
LOPRESTI, A.	P	MALTAIS, S.	A	MANOOGIAN, P.	P
MCCARTHY, S.	P	MCLAUGHLIN, P.	P	MORESCHI, C.	P
MOSES, J.	P	PALCZYNSKI, J.	P	PAOLINI, M.	P
POLITANO, K.	P	PURACCHIO, S.	P	QUINLAN, E.	P
RANDO, P.	P	RING, D.	A	RODENHISER, J.	P
ROSSETTI, P.	P	SMITH, R.	P	SPENCER, B.	P
STEWART, W.	P	SWEEZEY, S.	P	TRAVERSE, T.	P
VECCHIO, J.	A	WITTEN, R.	P	Quorum count=	41

A motion was made from the floor to accept the minutes, as posted, from the November 18, 2013 Special Town Meeting.

Seconded at 7:36 p.m.

Minutes accepted by unanimous voice vote at 7:36 p.m.

**Article 1.** To hear and act on Reports of committees.

Finance Committee Chairman, Robert Palleschi, explained the Finance Committee Report, noting that at the time of the meeting, they did not feel they had enough information on Article 8 to make a recommendation, therefore they voted to refer back to the Town Manager.

Patricia McLaughlin, as a courtesy to the Town Manager, moves Article 2, as recommended by the Finance Committee.

Seconded at 7:46 p.m.

**Article as written:**

**Article 2.** To see if the Town will vote to raise and appropriate or transfer from available funds the amount of \$1,000,000.00 to be transferred to the Stabilization Fund. (Town Manager)

Town Manager, Scott Crabtree, explained the advantages of this action and asked for support on the article.

**Article as voted:**

**Article 2.** Voted to raise and appropriate or transfer from available funds the amount of \$1,000,000.00 to be transferred to the Stabilization Fund.

Yeas: 40 Nays: 0 at 8:05 p.m.

**Article 2 passed as recommended by the Finance Committee.**

Patricia McLaughlin, as a courtesy to the Town Manager, moves Article 3, as recommended by the Finance Committee.

Seconded at 8:06 p.m.

**Article as written:**

**Article 3.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of providing a supplemental appropriation to the Fiscal year 2014 Election and Registration salary and expense appropriation to fund upcoming special elections. Said funds will be added to Article 2 as voted at the 2013 Annual Town Meeting. (Town Manager)

**Article as voted:**

**Article 3.** Voted to raise and appropriate or transfer from available funds the following sums for the purpose of providing a supplemental appropriation to the Fiscal year 2014 Election and Registration salary and expense appropriation

Election & Registration Salary and Expense	Salary	\$5,880.00
	Expense	<u>\$ 620.00</u>
	Total	\$6,500.00

to fund upcoming special elections. Said funds will be added to Article 2 as voted at the 2013 Annual Town Meeting.

**Article 3 passed as recommended by the Finance Committee by unanimous voice vote at 8:07 p.m.**

Patricia McLaughlin, as a courtesy to the Town Manager, moves Article 4, as recommended by the Finance Committee.

Seconded at 8:07.5 p.m.

**Article as written:**

**Article 4.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of providing a supplemental appropriation to the Fiscal year 2014 Town Clerk salary appropriation to hire a new Town Clerk and provide for training. Said funds will be added to Article 2 as voted at the 2013 Annual Town Meeting. (Town Manager)

**Article as voted:**

**Article 4.** Voted to raise and appropriate or transfer from available funds a sum of \$16,000.00 for the purpose of providing a supplemental appropriation to the Fiscal year 2014 Town Clerk salary appropriation to hire a new Town Clerk and provide for training. Said funds will be added to Article 2 as voted at the 2013 Annual Town Meeting.

**Article 4 passed as recommended by the Finance Committee by unanimous voice vote at 8:08 p.m.**

Patricia McLaughlin, as a courtesy to the Town Manager, moves Article 5, as recommended by the Finance Committee.

Seconded at 8:08 p.m.

**Article as written:**

**Article 5.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of providing a supplemental appropriation to the Fiscal Year 2014 Town Manager expense appropriation to engage the UMASS Collins Center to assist in the preparation of a five year capital improvement program. Said funds will be added to Article 2 as voted at the 2013 Annual Town Meeting. (Town Manager)

Robert Long and Town Manager Crabtree spoke on the article.

**Article as voted:**

**Article 5.** Voted to raise and appropriate or transfer from available funds a sum of \$37,000.00 for the purpose of providing a supplemental appropriation to the Fiscal Year 2014 Town Manager expense appropriation to engage the UMASS Collins Center to assist in the preparation of a five year capital improvement program. Said funds will be added to Article 2 as voted at the 2013 Annual Town Meeting.

Yeas: 39 Nays: 0 at 8:15 p.m.

**Article 5 passed as recommended by the Finance Committee.**

Patricia McLaughlin, as a courtesy to the Town Manager, moves Article 6, as recommended by the Finance Committee.

Seconded at 8:17 p.m.

**Article as written:**

**Article 6.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of providing a supplemental appropriation to the Fiscal year 2014 Building Maintenance expense appropriation to replenish funds used for installation of equipment at the Ballard School for improvements and ADA compliance. Said funds will be added to Article 2 as voted at the 2013 Annual Town Meeting. (Town Manager)

**Article as voted:**

**Article 6.** Voted to raise and appropriate or transfer from available funds a sum of \$42,770.00 for the purpose of providing a supplemental appropriation to the Fiscal year 2014 Building Maintenance expense appropriation to replenish funds used for installation of equipment at the Ballard School for improvements and ADA compliance. Said funds will be added to Article 2 as voted at the 2013 Annual Town Meeting.

Yeas: 40 Nays: 0 at 8:18 p.m.

**Article 6 passed as recommended by the Finance Committee.**

Patricia McLaughlin, as a courtesy to the Town Manager, moves Article 8, as recommended by the Finance Committee.

Seconded at 8:20 p.m.

**Article as written:**

**Article 8.** To see if the Town will authorize the funding from free cash, not to exceed \$120,000, to purchase a replacement backhoe that is customized for size needed for Cemetery. (Cemetery Commission)

Chairman of the Cemetery Commission, Dennis Gould, spoke in favor of the article, and asked that the article not be referred to the Town Manager, as recommended, but voted on tonight, as he is now able to provide the information that was not available at the previous Finance Committee meeting.

Motion to appropriate \$120,000 was made by Mr. Long, as a courtesy to Mr. Gould.

Seconded at 8:21 p.m.

Town Manager Crabtree spoke on the article and explained that although he agrees the Cemetery Department is in need of a new backhoe, he would like to see this article referred back to him and taken up at the Annual Town Meeting.

**Unanimous Voice Vote to refer Article 8 to the Town Manager at 8:39 p.m.**

Patricia McLaughlin, as a courtesy to the Town Manager, moves Article 7, as recommended by the Finance Committee.

Seconded at 8:40 p.m.

**Article as written:**

**Article 7.** To see if the Town will vote to transfer the care, custody and control of 63.3 acres of Town of Saugus property located on Assessors Plan 1038, known as the Curley property, which currently may be used for school or Municipal purposes, to the Cemetery Commission to be used as a future cemetery for Saugus residents. (Cemetery Commission)

Chairman of the Cemetery Commission, Dennis Gould, spoke in favor of this article and reviewed a power point presentation.

Eugene Decareau, Ann Devlin, Brian Costin, Jeff Moses, Arthur Grabowski, Robert Cox, Stephen Swezey, Peter Manoogian, Michael Dockery and David Crispin of the BSE Group all spoke on the article.

Mr. Manoogian requested a roll call vote.

Town Meeting Member name	Vote	Town Meeting Member name	Vote	Town Meeting Member name	Vote
ATTUBATO, J		BARTOLO, J.	Y	BILLINGSLEY, S.	Y
BROWN, W.	N	CARDINALE, C.		CARLSON, E.	
CICOLINI, J.	Y	CONNORS, A.		COSTIN, J.B.	Y
COTTAM, D.	Y	COTTAM, J.	N	COX, R.	N
DECAREAU, E.	N	DEVLIN, F.A.	N	DINARDO, A.	
DOCKERY, M.	Y	DOHERTY, S.		FALASCA, T.	Y
FINN, C.	N	FOWLER, J.	N	GOODWIN, P.	N
GROARK, L.	Y	GUARINO, K.	N	JOHNSON, P.	
JONES, C.	Y	LEUCI, W.	Y	LONG, R.	Y
LOPRESTI, A.	Y	MALTAIS, S.		MANOOGIAN, P.	Y
MCCARTHY, S.	Y	MCLAUGHLIN, P.	N	MORESCHI, C.	N
MOSES, J.	N	PALCZYNSKI, J.	Y	PAOLINI, M.	Y
POLITANO, K.	N	PURACCHIO, S.	N	QUINLAN, E.	Y
RANDO, P.	N	RING, D.		RODENHISER, J.	N
ROSSETTI, P.	N	SMITH, R.	Y	SPENCER, B.	N
STEWART, W.	Y	SWEEZEY, S.	Y	TRAVERSE, T.	Y
VECCHIO, J.		WITTEN, R.	Y		

**Yeas: 22 Nays: 18 at 9:19 pm.**

**The 2/3 vote requirement is not met, Article 7 does NOT pass.**

Patricia McLaughlin, as a courtesy to the Town Manager, moves Article 9.

Seconded at 9:20 p.m.

**Article as written:**

**Article 9.** To see if the Town will vote to amend the Town’s Zoning By-Laws by adding a new Article 17 entitled “Historic Mills Mixed Use Overlay District” that would provide as follows:

- A. Amend the Zoning By-Law text by adding the following Article 17
- B. Amend the Zoning Map by adding the Overlay Map entitled Saugus Mill Mixed Use Overlay 12/27/2012 prepared by the MAPC, to designate the boundary of the Historic Hills Mixed Use Overlay District.

Proposed text and map amendments are as follows.

**ARTICLE 17**

**Historic Mills Mixed Use Overlay District**

**Section 17.1 - Purpose and Intent**

The Historic Mills Mixed Use Overlay District (HMMUOD) is recognized as a special place to be protected as a community resource because it represents an important part of the Town’s heritage and because its unusual character creates an identity for Saugus today.

The HMMUOD zoning by-law is established to promote preservation of historic resources. It encompasses:

- a. Existing industrial uses and new industrial uses fostered by emerging technology.
- b. Adaptive reuse and site redevelopment that is economically viable.
- c. Innovative and sustainable building and site design.
- d. A variety and balance of commercial, retail and residential uses.
- e. Opportunities for affordable housing.
- f. Public access to the Saugus River and connections to recreational resources.

- g. Redevelopment and development that is sensitive to the historic context of the Saugus Iron Works National Historic Site.

### **Section 17.2 - Applicability**

The HMMUOD includes the entire Industrial (I) and Industrial 2 (I-2), the Residential-Multi-Density, Apartment (R-4), and the Business-Neighborhood (B-1) zoning districts north of the Saugus Iron Works, and adjacent to Central Street and Elm Street. These zoning districts are shown on the map entitled “Historic Mills Mixed Use Overlay” dated December 27, 2012 and prepared by the Metropolitan Area Planning Council, on file with the Town Clerk and hereby made a part of this by-law.

### **Section 17.3 - Relationship to Existing Zoning and Other Regulations**

- a. The HMMUOD shall not restrict the rights of any owner who elects to utilize the existing underlying zoning district regulations of the Saugus Zoning By-law (SZB) to develop or redevelop land. If an owner elects to utilize the HMMUOD to develop or redevelop land, the project shall conform to all applicable requirements of this by-law, including any regulations or guidelines that may be adopted to support this by-law.
- b. In the HMMUOD, all requirements of the underlying district(s) shall remain in effect except where these regulations supersede or provide an alternative to such requirements.
- c. If the provisions of this by-law are in conflict with any other section of the SZB, the regulations of the HMMUOD shall govern.
- d. Projects developed under the HMMUOD must comply with all applicable Federal, State and local environmental and other regulations.

### **Section 17.4 - Administration**

- a. For purposes of this by-law, the Board of Selectmen is designated as the Special Permit Granting Authority (SPGA) for all uses noted S-2 below. The Planning Board is the SPGA for non-mills properties electing to use the HMMUOD. All Special Permit Applications made pursuant to this by-law shall conform to the requirements of this by-law and Article XII - Special Permits and Conditions, Sections 12.1, 12.2 and 12.3 of the Saugus Zoning By-law. All Special Permit applications to the Board of Selectmen shall be forwarded to the Planning Board for review and recommendations.
- b. The decision of the Planning Board for a Historic Mills Mixed Use Overlay Special Permit may be approval, approval with conditions, or denial of the requested special permit(s).
- c. The Planning Board may adopt regulations for the implementation of this by-law, including but not limited to design guidelines that support the intent of the Historic Mills Mixed Use Design Criteria, Section 16.12 below.
- d. Consistent with the SZB Section 12.6 Site Plan Review, the Planning Board will perform Site Plan Review, including sign review, for all applicable projects submitted under the HMMUOD. The applicability criteria shall include any new structure, group of structures, or additions in which:
  - 1. The lot has 50% coverage by primary and accessory structures or
  - 2. The use is commercial or
  - 3. Any new structure having a total gross floor area in excess of 3,000 square feet or
  - 4. There is an increase of at least 1,000 square feet to an existing structure and where the final structure will have a total gross floor area in excess of 3,000 square feet.
- e. The Planning Board shall conduct Site Plan Review concurrently with Special Permit review, as applicable.
- f. The Planning Board shall forward all applications for Site Plan Review, including signage, within the Historic Mills Mixed Use Overlay to the Saugus Historical Commission for review and recommendation. Said recommendation from the Historical Commission must be issued within 21 days unless the Planning Board agrees to extend the period to 35 days. This review does not replace reviews required by federal and/or state historic preservation requirements.

### **Section 17.5 - Special Permit Criteria**

The Planning Board and Board of Selectmen shall consider the following criteria before issuing a Special Permit for development or redevelopment under the provisions of the HMMUOD:

- a. Adequacy of the site for the size of the proposed project.
- b. Suitability of the site for the proposed uses(s).
- c. Degree to which the proposed project complies with the purposes of the HMMUOD.
- d. The extent to which the project contributes to the historic context of the HMMUOD.
- e. The extent to which affordable housing is a component of the project.
- f. Public access and/or trail connectivity to lands along the Saugus River, if applicable.
- g. Impact on traffic and pedestrian flow, safety and access for emergency vehicles.
- h. The extent to which the project promotes sustainable building and site design.

#### **Section 17.6 - Inclusionary Housing**

Projects developed under the Mills Mixed Use Overlay District shall follow the requirements of Saugus Zoning By-law, Section XV: Inclusionary Housing.

#### **Section 17.7 - Pre-Application Meeting**

Prior to submitting an application to the Building Inspector for projects under the HMMUOD, applicants are strongly encouraged to contact the Town Manager and request a Pre-Application Meeting with relevant Town officials and Board members including but not limited to the Planning Board, Conservation Commission and the Saugus Historical Commission. The purpose of the meeting is to present the project concept and discuss zoning, public safety, conservation, historic resources, housing concerns, etc. as applicable, in order to facilitate project development and coordinate the permitting processes. Project proponents are encouraged to bring sufficient information to the meeting to enable attendees to become familiar with the site and the project. This information includes photographs, a map of existing conditions, and a preliminary concept plan for the proposed project.

#### **Section 17.8 - Uses**

Except as provided in the Zoning Act, Ch. 40A M.G.L., the SZB or in this HMMUOD, no building, structure or land shall be used except for the purpose permitted in the HMMUOD as described. Any use not listed herein shall be construed to be prohibited.

##### a) Development as of Right

Within the HMMUOD, the three (3) properties that include historic mills structures built prior to 1900 shall be allowed as of right to include a mix of uses, as defined below. The properties are:

1. "Pranker's Mills", 180 Central Street, including ancillary structures (Assessor's Map F-2-12)
2. 179 Central Street (Assessor's Map F-11-1-3)
3. "Scott Mills", 222 Central Street (Assessor's Map F-10-2-22).

In a redevelopment project, the mill exterior characteristics deemed by the Saugus Historical Commission to be historically significant, including the historically significant portion of the Central Street facing façade, must be preserved, restored and rehabilitated in accordance with the Secretary of the Interior's Standards for Historic Preservation.

Alternatively, the three mills properties may as of right be redeveloped for residential uses only. In any case, the same preservation requirements noted above shall apply.

Property within the underlying I-2 zoning district shall be redeveloped for residential uses only.

Mix of Uses shall mean: A combination of Residential, Community Facility, Retail Service-Commercial, Wholesale Transportation and Industrial Uses on one lot or adjoining lots, arranged vertically (in multiple stories of a structure) or horizontally (adjacent to one another in one or more buildings). In this District, this definition supersedes the SZB definition of "Principal Uses."

The following uses are permitted by right in the HMMUOD:

##### Residential Uses

- One Family Dwelling
- Two Family Dwellings
- Multi-Family Dwelling-Apartment House, Town House
- Home Occupation

- Bed and Breakfast

#### Community Facilities

- Church
- School
- Public Libraries
- Public Museums
- Parish Houses
- Non-Profit Day Nursery or Kindergarten
- Parks, Playgrounds
- Hospitals, Nursing Homes, Rest Homes
- Philanthropic Institutions
- Private Day Nursery or Kindergarten
- Municipal or Church Recreational Buildings
- Governmental Buildings (except garage)

#### **Retail Service-Commercial**

- Retail Stores and Shops for Custom Work or Making of Articles to be Sold at Retail on Premises
- Retail Establishments Selling Principally Convenience Goods and Services including, but not limited to: Food, Drugs, and Proprietary Goods
- Professional Office for Engineers, Surveyors, Lawyers, Architects, Accountants, Doctors of Medicine, Osteopathy, Banks, Real Estate, Insurance, Mfg. Representative, Brokers, Travel Agents, and Headquarters for Non-Political, Civic, Cultural or Professional Societies and Organizations
- Restaurants and other Places Serving Foods
- Hotels (motels shall not be allowed)
- Theatres

#### **Wholesale Transportation and Industrial**

- Light Manufacturing, using unobjectionable machinery or process
- Plant for Manufacture of Electrical Devices, Medical, Dental, Optical goods or other Precision Instruments

#### **Miscellaneous**

- Conservation of Water Plants and Wildlife
- Outdoor Recreation

For development or redevelopment under the provisions of the HMMUOD, retail uses shall be limited to 50% of the structure's total built floor area.

#### **b) Development Authorized by Special Permit**

For all other properties (non-Mills properties) developed or redeveloped under the provisions of the HMMUOD, a Mix of Uses (or exclusive residential use), shall be authorized by grant of a Special Permit by the Planning Board.

In addition, the following Uses shall require a Special Permit (S-2) authorized by the Board of Selectmen:

#### **Retail Service-Commercial**

- Health Clubs
- Personal Fitness Establishments
- Massage Therapy, Bodywork and Movement Education as regulated by the Saugus Board of Health
- Place of Business for Blacksmith, Builder, Carpenter, Undertaker, Laundry Facility, Pet Care

#### **Section 17.9 – Dimensional and Density Regulations**

For new construction all Dimensional and Density Regulations in the HMMUOD shall mirror the Dimensional and Density Regulations of the underlying zone, as described in SZB Article VI and the Table of Dimensional and Density Regulations, and the notes thereto except as noted hereunder.

If the owner of the existing Industrial Zoned land within the HMMUOD chooses to be regulated

under the HMMUOD the property shall be governed by the Dimensional and Density Regulations of the appropriate “R” zoning district.

The height limit in the HMMUOD is 40 feet, 3 stories. Heights over 40 feet may be allowed by Special Permit from the Board of Selectmen.

The Screening and Buffers requirements of the SZB section 6.6 shall apply to all mixed uses in the HMMUOD that adjoins a residential district. Except that in the underlying I-2 zoning district, if the owner elects to utilize the HMMUOD, (which will only permit residential uses), the residential setback, screening and buffering requirements shall apply.

More than one principal structure may be permitted on a lot by Special Permit from the Board of Selectmen.

A minimum of 5% of the lot shall be reserved and maintained for open space.

**Section 17.10 - Parking**

For projects submitted under the provisions of the HMMUOD, parking spaces shall be 9 feet wide by 18 feet long, except for required Handicapped Spaces, and designated “small or compact car spaces” shall be 8 feet wide by 16 feet long. No more than 35% of spaces shall be designated for “small cars”.

To promote a pedestrian friendly environment, parking in front of buildings is discouraged. Bicycle parking shall be provided as close as possible to the building entrances.

Parking areas shall include provisions for the “parking” of bicycles in bicycle racks in locations that are safely segregated from automobile traffic and parking. For parking areas of ten or more spaces, bicycle racks facilitating locking shall be provided to accommodate 1 bicycle per twenty (20) parking spaces or fraction thereof.

Where possible, parking areas shall be interconnected in a manner that allows the unobstructed flow of pedestrians between businesses and the parking areas.

Where possible, provisions shall be made for electric charging stations. The provision of electric vehicle charging devices in existing or future parking spaces shall not reduce the number of required spaces. Electric vehicle charging stations on parking spaces that meet the size standards of this by-law for a parking space shall count as parking spaces in all respects.

The following table provides Minimum and Maximum parking requirements for certain uses. All other Parking requirements in the Mills Mixed Use Overlay shall be the same as listed in Article VIII-Off Street Parking and Loading Regulations in the Saugus Zoning By-Law.

<b>Use</b>	<b>Minimum Parking Spaces:</b>	<b>Maximum Parking Spaces</b>
Studio/1 Bedroom All other residential units	1 per unit  1.5 per unit	1 per unit  2 per unit
Hotels	0.75 space for each guest room or dwelling unit, plus 1 space for each 500 s.f. of meeting, banquet or restaurant area	1 space for each guest room or dwelling unit, plus 1 space for each 400 s.f. of meeting, banquet or restaurant area
Retail business and service establishments	1 space for each 300 s.f. of gross floor area on the first floor of a building, and one space for each 500 square feet of gross floor area thereafter for all floors used for businesses, excluding basement storage area	1 space for each 250 s.f. of gross floor area on the first floor of a building, and one space for each 400 square feet of gross floor area thereafter for all floors used for office, retail or service businesses, excluding basement storage area
Theaters	1 space for each five seats or for each 100 s.f. of auditorium area, if there are not fixed seats	1 space for each four seats or for each 50 s.f. of auditorium area, if there are not fixed seats
Mixed uses in a	See Section 8.5 Combined	Spaces required will be

single building	Facilities of the Zoning By-Law.	the sum of the requirements of the various individual uses
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By grant of a Special Permit by the Planning Board, the Minimum number of off-street parking spaces required may be decreased provided that the following criteria have been met:

- a. The purpose and intent of the by-law is achieved.
- b. The amount of off-street parking to be provided will be sufficient to serve the use(s) for which it is intended.
- c. The decrease in required off-street parking is based on a parking study prepared by a professional engineer or traffic engineer registered in Massachusetts. The parking study will include, at a minimum, the following:
  1. Size and type of existing uses or activities on site
  2. Size and type of proposed uses or activities on site
  3. Rate of parking turnover
  4. Peak traffic and parking loads to be encountered
  5. Hours of usage of the proposed use/structure
  6. Hours of usage of other uses/structures within the Mill Zoning Overlay District
  7. Amount of shared parking with other uses
  8. Demand for space can be met upon presentation of an acceptable shared parking agreement
  9. Availability of public transportation, bicycle and/or pedestrian facilities such as sidewalks
  10. Other factors identified by the Planning Board
- d. The Planning Board may consult with the Town Building Inspector, public safety officials and/or engineer prior to granting any decrease in parking.
- e. If the Planning Board allows a decrease in the amount of required off-street parking spaces required by this bylaw, this reserved area shall not be developed and shall be either landscaped or maintained in a natural state. The reserved area shall not count towards the open space requirements.

**Section 17.11 - Design Criteria**

Design Criteria promotes quality development that is compatible with the character of the Historic Mills Overlay District and the Saugus Iron Works National Historic Site, and the desire for contextual, pedestrian-scaled projects.

Compatible Design helps to enhance the quality of life for all residents while strengthening the economic viability of the Mills Mixed Use Overlay District.

The Design Criteria seeks to encourage visual harmony and historic integrity, and encourage creative design solutions. The Design Criteria encourages a variety of choices for achieving design compatibility within the Mills Mixed Use Overlay District.

The following Design Criteria shall be used to evaluate all projects that require a Special Permit and/or Site Plan Review submitted under the provisions of the Mills Mixed Use Overlay.

- a. New structures and additions shall relate to the pedestrian scale by including appropriate architectural details along the ground floor of all facades that face streets and pedestrian spaces.
- b. External building treatments shall relate to and be in harmony with surrounding historic structures.
- c. Continuous lengths of flat, blank walls adjacent to streets and pathways are to be minimized.
- d. For visibility and accessibility, primary building entrances shall be located on a Central Street frontage, to the extent possible.
- e. For parking located to the rear or side of the building, these secondary entrances to the building are to be visible and accessible from the parking lot.
- f. Any alteration to historic structure designated as historic by the Saugus Historical Commission shall use materials, colors and textures, massing, size, scale and architectural features that are compatible with the original structure(s). Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved. Any awnings and canopies shall be compatible with the architectural style of the building.
- g. All new mixed use or residential structures approved under the Mills Mixed Use Overlay by-law shall incorporate architectural elements that are compatible with the existing historic mills and housing styles.

- h. Mechanical equipment shall be screened, and if located on roofs, it shall be organized and designed so as not to appear to be a “leftover” or “add-on” element.
- i. Projects shall enhance the pedestrian environment and bicycle circulation by providing safe and convenient pedestrian access into plans for existing buildings as well as new construction and parking areas and should be designed in concert with landscaping plans so as to:
  - 1. Minimize the number and size of curb cuts and provide sidewalks along Central Street to the extent possible.
  - 2. Provide improvements to pedestrian access to buildings, sidewalks and parking areas with utmost consideration of pedestrian safety, handicapped access and visual quality.
  - 3. Provide pedestrian and/or bicycle paths connecting their site with abutting areas, as feasible, in order to promote pedestrian and bicycle circulation safety in the Mill District. When parking is located in the rear, pedestrian access via a pedestrian-oriented walkway through to the primary street is encouraged.
- j. Projects abutting the Saugus River shall ensure that existing public access to the river is maintained, and where none exists, public access is provided consistent with the Town’s goal for more and improved riverfront access.
- k. As feasible, building rehabilitation and site design will incorporate green building techniques (such as those developed by the U.S. Green Building Council) and Low Impact Site design techniques aimed at protecting and enhancing the existing natural resources and buffer zones, particularly the areas adjacent to the Saugus River.
  - l. Where residential districts abut the Historic Mills Mixed Use Overlay, the screening and buffers provision of the underlying zoning, § 6.6 shall apply.
- m. Exposed storage areas, machinery, garbage dumpster, service areas, truck loading areas, utility buildings and structures shall be screened from the view of abutting properties and streets using plantings and/or opaque fences.
- n. Underground utilities for new and redeveloped buildings are required unless physically restricted or blocked by existing underground obstructions, or not possible due to specific site conditions.
- o. Landscape plans shall show the type, size and location of all proposed plantings. The plan shall show the location of plantings, including use of plantings to buffer neighboring properties and along the street frontage and pedestrian ways.
- p. Large parking areas or areas greater than 20 parking spaces shall be separated by landscaped islands of 8 to 10 feet in width or in the alternative shall devote at least 5% of the interior of the parking lot to landscaping. In addition, a minimum of one shade tree shall be planted for every 6 parking spaces required or built, within appropriate locations on the lot(s). Trees planted within parking areas shall be planted in protected pervious plots of at least 60 square feet of area. In the alternative, if the above parking design standards are not feasible, parking design stands shall utilize low impact design techniques aimed at enhancing parking area by utilizing landscaping features and greenery that will meet the intent of this subsection.

**Section 17.12 - Signage**

Historic Mill Mixed Use Overlay District: In recognition of the special nature of the Historic Mills District, the following signage regulations shall apply. In addition, the Saugus Historical Commission shall pay special attention to signage in their review and recommendation on site plans. All signage shall complement a building’s architecture.

No sign shall be permitted in an area zoned as HMMUOD except signs permitted under S.Z.B. sections 7.3; 7.4 and the following:

- a. Size. The total maximum square footage of all signage for a business shall not exceed 75 square feet.
- b. Wall Signs. Wall Signs affixed parallel to the exterior wall of a building for each place of business shall be permitted, provided that the same shall not project beyond the face of any other wall, nor project above the roofline of said wall, nor project more than 16 inches from said wall and provided further that the aggregate area of said sign shall not exceed 10 percent of the wall area of the wall on which it is displayed up to a maximum of 75 square feet.
- c. Standing Signs. The Planning Board may, in its discretion, authorize a special permit for a standing sign after finding that the nature and use of the premises or the location of the building with reference to the street or streets is such that a standing sign may be permitted in harmony with the general purpose and intent of this Sign By-Law subject to the following requirements:

- a. Each lot shall be allowed one freestanding sign, provided that the foremost building on the lot is set back from the front lot line a minimum of 10 feet, subject to the following criteria.
- b. The sign area shall not exceed 25 square feet per side, 10 feet in any dimension, with a total surface area of all sides not exceeding 50 square feet in area, and shall not be higher at any point than 15 feet from the ground.
- c. In granting such special permit, the Planning Board shall specify the size, type and location of the sign and impose such other conditions, safeguards and limitations as it may deem to be in harmony with this By-Law and the public interest.
- d. Projecting Signs. Each business shall be allowed one projecting sign, mounted perpendicular to the front façade of the building line subject to the following requirements:
  1. The sign shall have the lowest edge no lower than 10 feet above grade, nor more than 12 feet above grade, the uppermost edge of the sign shall be no greater than 20 feet above grade or above the roof line, whichever is lower in height.
  2. The sign shall project no more than 4.5 feet from the front building line.
  3. A projecting sign shall only be placed over a sidewalk or walkway, and in no case shall a projecting sign extend over any portion of a vehicular lane.
  4. The sign area shall not exceed 15 square feet per side with a total surface area of all sides not exceeding 30 square feet.
- e. Window signs. Window signs shall be either painted on or attached to the inside window or etched on the window provided such signs do not cover more than 25 percent of the window glass.

Interior window signs shall be non-illuminated. Any sign placed within 18" of the window glass shall be considered a window sign.
- f. Awning. Awnings or canopies are roof like structures above a window or door and projecting over the sidewalk. Signs shall only be incorporated into the skirt of awnings and not on the primary angled surface.
  1. Awnings and canopies shall be attached at or below the lower edge of the sign band.
  2. Awnings and canopies extending over the sidewalk shall have its lowest edge no lower than 10 feet above grade.
  3. Awnings and canopies shall only be placed over a sidewalk or walkway, and in no case shall they extend over any portion of a vehicular lane.
  4. Awnings shall have dimensions that match the window and door openings.
  5. Awnings shall be made of canvas and waterproof cloth designed to resist fading and tearing.
- g. Material. Signs shall be made of attractive materials consistent with the character of the district. Materials may include wood (painted or natural), stone, copper, brass, galvanized steel, other durable metals, painted canvas or painted/engraved on façade surface.
- h. Color. No sign shall contain more than five (5) colors. Both black and white are

considered separately as colors for enumeration under this Section.

- i. Illumination. Signs shall be externally lit by a white, steady, stationary light(s) shielded and directed solely at the sign. Use of neon lighting is prohibited. Back lighting of signs shall not be used. Any lights used for illumination shall be so arranged as to reflect away from neighboring properties.
- j. Temporary signs, such as sandwich boards, with a specific expiration date, not to exceed one 30 day period from date of issuance shall be allowed, after approval by the Building Inspector. In addition when a temporary sign is required as a result of the repair and/or reconstruction of the existing permitted sign, the Building Inspector, upon application, may issue a permit for up to one 30 day period.
- k. Set back from residential districts. Signs shall be set back from any adjoining residential district lot line by at least the front yard distance required in the adjoining residential district.

(Town Manager)

A motion to waive the reading of the article was made and seconded at 9:21 p.m.

**Unanimous voice vote to waive the reading of the article at 9:21 p.m.**

Robert Luongo, Economic Development Specialist, presented a power point presentation.

Robert Long spoke on the article.

Eugene Decareau made a motion to refer the article back to the Town Manager.

Seconded at 10:07 p.m.

Town Manager Crabtree spoke on the article as well as Peter Manoogian, Peter Rossetti, Robert Long, Brian Costin, Stacy Billingsley, Robert Cox, Brenton Spencer, and Christopher Finn.

Mr. Manoogian requests a roll call vote on the motion to refer and the main motion.

Vote came on referral:

Town Meeting Member name	Vote	Town Meeting Member name	Vote	Town Meeting Member name	Vote
ATTUBATO, J		BARTOLO, J.	N	BILLINGSLEY, S.	N
BROWN, W.	Y	CARDINALE, C.		CARLSON, E.	
CICOLINI, J.	N	CONNORS, A.		COSTIN, J.B.	N
COTTAM, D.	N	COTTAM, J.	N	COX, R.	N
DECAREAU, E.	Y	DEVLIN, F.A.	N	DINARDO, A.	
DOCKERY, M.		DOHERTY, S.		FALASCA, T.	
FINN, C.	N	FOWLER, J.	Y	GOODWIN, P.	N
GROARK, L.	N	GUARINO, K.	N	JOHNSON, P.	
JONES, C.	N	LEUCI, W.	N	LONG, R.	Y
LOPRESTI, A.	N	MALTAIS, S.		MANOOGIAN, P.	N
MCCARTHY, S.	N	MCLAUGHLIN, P.	N	MORESCHI, C.	N
MOSES, J.	N	PALCZYNSKI, J.	N	PAOLINI, M.	N
POLITANO, K.	N	PURACCHIO, S.	N	QUINLAN, E.	N
RANDO, P.	N	RING, D.		RODENHISER, J.	N
ROSSETTI, P.	Y	SMITH, R.	N	SPENCER, B.	N
STEWART, W.	N	SWEEZEY, S.	N	TRAVERSE, T.	N
VECCHIO, J.		WITTEN, R.	N		

Yea: 5 Nays: 33 at 11:10 p.m.

Vote to refer is **NOT** passed.

A vote came on passage of Article 9 as written:

Town Meeting Member name	Vote	Town Meeting Member name	Vote	Town Meeting Member name	Vote
ATTUBATO, J		BARTOLO, J.	Y	BILLINGSLEY, S.	Y
BROWN, W.	Y	CARDINALE, C.		CARLSON, E.	
CICOLINI, J.	Y	CONNORS, A.		COSTIN, J.B.	Y
COTTAM, D.	Y	COTTAM, J.	Y	COX, R.	Y
DECAREAU, E.	N	DEVLIN, F.A.	Y	DINARDO, A.	
DOCKERY, M.		DOHERTY, S.		FALASCA, T.	
FINN, C.	Y	FOWLER, J.	Y	GOODWIN, P.	Y
GROARK, L.	Y	GUARINO, K.	Y	JOHNSON, P.	
JONES, C.	Y	LEUCI, W.	Y	LONG, R.	Y
LOPRESTI, A.	Y	MALTAIS, S.		MANOOGIAN, P.	Y
MCCARTHY, S.	Y	MCLAUGHLIN, P.	Y	MORESCHI, C.	Y
MOSES, J.	N	PALCZYNSKI, J.	Y	PAOLINI, M.	Y
POLITANO, K.	Y	PURACCHIO, S.	Y	QUINLAN, E.	Y
RANDO, P.	Y	RING, D.		RODENHISER, J.	Y
ROSSETTI, P.	N	SMITH, R.	Y	SPENCER, B.	Y
STEWART, W.	Y	SWEEZEY, S.	Y	TRAVERSE, T.	Y
VECCHIO, J.		WITTEN, R.	Y		

Yeas: 35 Nays: 3 at 11:12 p.m.

**Article 9 passed as written at 11:12 p.m.**

Mr. Manoogian makes a motion to adjourn Sine Die at 11:13 p.m.

Seconded at 11:13 p.m.

**Unanimous voice vote to adjourn Sine Die at 11:13 p.m.**

Respectfully submitted,

Joanne D. Rappa  
 Town Clerk