

Annual Town Meeting Minutes


May 15, 2023 – 3rd Session

Call to Order: May 15, 2023 3rd Session at 7:30pm in the Town Hall Auditorium, 298 Central Street, Saugus, MA 01906

Pledge of Allegiance at 7:30pm

Tellers: Maureen Whitcomb Precinct 4 and Peter Rossetti Precinct 2 at 7:31pm

Roll Call at 7:31pm



Town Meeting Member name	Pct	Present /Absent	Town Meeting Member name	Pct	Present /Absent	Town Meeting Member name	Pct	Present /Absent
Arone, A.	1	P	Hickman, J.	5	A	Paolini, M.	7	P
Bartolo, J.	6	P	Jones, C.	1	P	Riley, C.	2	P
Bell, M.	1	P	Kahn, J.	8	A	Ring, D.	10	P
Berube, K.	9	P	Kelly, D.	9	P	Rossetti, Jr., P.	2	P
Brown, W.	6	P	Kramich Jr., W.	8	P	Schena, D.	3	P
Camuso Sr., R.	2	P	LeBrasseur, E.	6	P	Scuzzarella, C.	10	P
Chipouras, J.	7	P	Leuci, W.	4	P	Smith, R.	3	P
Connors, Jr., A.	3	P	Long, R.	9	P	Spencer, B.	5	P
Costello, M.	10	P	Lopresti, A.	8	P	Strasnick, R.	9	P
Cross III, W.	8	A	Manoogian Sr, P.	10	P	Tesora, A.	3	P
Currie, K.	6	P	McCarthy, S.	7	P	Thompson, R.	3	A
D'Anna, S.	7	P	Migliore, M.	5	A	Traverse, T.	8	P
Davis, G.	4	P	Moreschi, C.	2	P	Vecchione IV, J.	2	P
Delios, P.	10	P	Northrup, R.	4	P	Wallace, R.	5	P
Doherty, S.	4	P	Palleschi, R.	7	P	Whitcomb, M.	4	P
Dunn, S.	1	A	Palomba, A.	1	P	Worthley, J.	9	P
Goodwin, P.	5	P	Panico, A.	6	P			
						Total Present=	44	
Town Meeting:						Absent count=	6	
		Date:	ATM May 15, 2023 3rd Session					

Attendance Count: Total: 43+ Moderator = 44

Making the Motion this Evening: Elisa LeBrasseur, Precinct 6

Town Moderator Comments: Instructions on Town Meeting on how meeting will be run at 7:34pm. Ask for a motion to accept the Special Town Meeting minutes at 7:34pm.

Seconded at 7:35pm.

Unanimous voice vote to accept the Special Town Meeting minutes until next meeting at 7:35pm.

Reports of Committees. None

No other committees

As a courtesy to the Finance Committee, Elisa LeBrasseur, Precinct 6 moves Article 2 as recommended:

Seconded at 7:36pm

Article as Written:

Article 2.: To see what sum of money the Town will vote to raise and appropriate for Town charges for the ensuing Fiscal Year 2024.

Vinnie Serino, School Committee Chairman at 7:37pm thanks the Town Manager, Board of Selectman, Finance Committee and Town Meeting for funds for the school budget.

Michael Hashem, Superintendent of Schools thanks everyone.

Town Moderator reads the Budget by Department.

Town Moderator	\$1.00
Board of Selectmen	\$62,211.00
Town Manager	\$992,495.00
Finance Committee	\$105,00.00
Accounting	\$643,871.00

Assessors	\$466,864.00
Treasurer/Collector	\$558,360.00
Legal Counsel	\$447,107.00
Human Resources	\$230,129.00
Information Technology	\$447,500.00
Town Clerk	\$176,494.00
Election & Registration	\$181,780.00
Conservation Commission	\$62,443.00
Planning Board	\$52,250.00
Board of Appeals	\$37,066.00
Planning & Economic Development	\$220,545.00
Public Safety-Police Department	\$9,430,535.00
Public Safety-Fire Department	\$6,493,147.00
Code Enforcement-Building Inspection	\$268,288.00
Code Enforcement-Gas & Plumbing Inspection	\$84,701.00
Code Enforcement-Sealer of Weights & Measures	\$14,958.00
Code Enforcement-Electrical Inspection	\$82,414.00
Public Safety-Emergency Management	\$25,000.00
Public Safety-Animal Control	\$81,027.00
Harbor Master	\$5,000.00
Public Safety-Dispatcher	\$936,101.00
Vocational Education-Regional Schools	\$3,120,058.00
Department of Public Works	\$6,731,268.00
Engineering Department	\$246,974.00
Building Maintenance & Grounds	\$2,791,788.00
Health Department	\$451,338.00
Council on Aging	\$285,580.00
Veteran Services	\$289,061.00
Library	\$846,321.00
Youth & Recreation	\$147,375.00
Lobsterman Landing	\$17,404.00
Celebrations	\$2,000.00
Debt Services Principal	\$4,719,800.00
Debt Services Interest LTD	\$4,603,165.00
Debt Services Interest STD	\$35,000.00
Employee Benefits	\$26,802,394.00
Other Insurances	\$1,712,200.00
Transfers & Other Financing Sources	\$1,000,000.00
School Department	\$31,607,625.00
Total:	\$107,513,636.00

Hold on Town Manager Department – Chris Riley Precinct 2.

Chris Riley, Precinct 2 at 7:48pm speaks on the Town Manager Department Budget inquiring about Assistant Town Manager or Project Engineer to help things along upcoming projects. Asking for explanation on the new position for Media Content Manager.

Scott, Crabtree, Town Manager speaks at 7:50pm glad someone recognizes all the projects, much longer discussion for an Assistant Town Manager. Answers on the new position for a Media Content Manager; maybe hire a person with benefits or cost efficient to hire an outside vendor.

No discussion

Article as Voted: Voted to recommend the sum of \$107,513,636.00 for Town charges for the ensuing Fiscal Year 2023 as follows:

Municipal Department Operating Budgets	\$75,906,011.00
School Department Operating Budget	\$31,607,625.00
Total:	\$107,513,636.00

Source of funding to be provided from the tax levy, local aid, and local estimated receipts.

Call for the Question at 7:54pm

Article 2 – Unanimous voice vote Yes at 7:54pm

Motion to take Article 10 out of order.

Seconded at 7:55pm

Unanimous Voice vote Yes at to take Article 10 out of order 7:55pm

As a courtesy to the Finance Committee, Elisa LeBrasseur, Precinct 6 moves Article 10 as recommended:
Seconded at 7:56pm

Article as Written:

Article 10.: To see if the Town will vote to increase water rates with all receipts to be held within the Water Enterprise Fund to be used exclusively for water expenses, water maintenance, water debt and interest and water improvement programs, or take any other action relating thereto.


No Discussion

Article as Voted: Voted to recommend the Town vote a 5% increase in the water rates for the Fiscal Year 2024 with all receipts to be held in the Water Enterprise Fund to be used exclusively for water expenses, water maintenance, water debt and interest and water improvement programs.

Call for the Question at 7:56pm

Roll call vote at 7:57pm

Article 10											
	Pct	Vote		Pct	Vote		Pct	Vote			
Arone, A.	1	Y	Hickman, J.	5	A	Paolini, M.	7	Y			
Bartolo, J.	6	N	Jones, C.	N	Y	Riley, C.	2	Y			
Bell, M.	1	Y	Kahn, J.	8	A	Ring, D.	10	N			
Berube, K.	9	Y	Kelly, D.	9	Y	Rossetti, Jr., P.	2	Y			
Brown, W.	6	N	Kramich Jr., W.	8	Y	Schena, D.	3	Y			
Camuso Sr., R.	2	Y	LeBrasseur, E.	6	Y	Scuzzarella, C.	10	Y			
Chipouras, J.	7	Y	Leuci, W.	4	Y	Smith, R.	3	Y			
Connors, Jr., A.	3	Y	Long, R.	9	Y	Spencer, B.	5	Y			
Costello, M.	10	Y	Lopresti, A.	8	Y	Strasnick, R.	9	Y			
Cross III, W.	8	A	Manoogian Sr, P.	10	Y	Tesora, A.	3	Y			
Currie, K.	6	N	McCarthy, S.	7	Y	Thompson, R.	3	A			
D'Anna, S.	7	Y	Migliore, M.	5	A	Traverse, T.	8	Y			
Davis, G.	4	Y	Moreschi, C.	2	Y	Vecchione IV, J.	2	Y			
Delios, P.	10	Y	Northrup, R.	4	Y	Wallace, R.	5	Y			
Doherty, S.	4		Palleschi, R.	7	N	Whitcomb, M.	4	Y			
Dunn, S.	1	A	Palomba, A.	1	Y	Worthley, J.	9	Y			
Goodwin, P.	5	Y	Panico, A.	6	Y						



Yea=	38
Nay=	5
Abst=	6

Date: 5/15/20230

Vote: Yea: 38, Nay: 6, Absent: 6

Article 10 – Passes by majority vote Yes at 7:59pm

As a courtesy to the Finance Committee, Elisa LeBrasseur, Precinct 6 moves Article 6 as recommended:
Seconded at 8:00pm

Article as Written:

Article 6.: To see what sums of money the Town will vote to raise and appropriate for the Water Enterprise Fund for the ensuing Fiscal Year 2024.

No discussion

Article as Voted: Voted to recommend that the following sums be appropriated to operate the Water Enterprise Fund:

\$ 450,405.00 Salaries
\$7,151,450.00 Expenses
\$ 100,000.00 Capital Outlay
\$ 653,903.00 Indirect Cost
\$ 27,223.00 Transfer Out to OPEB
\$8,382,981.00 Total FY24 Water Enterprise Fund Appropriation

\$7,893,499.00 funded from the Water Enterprise Fund Revenue, \$489,482.00 to come from Retained Earnings. \$653,903.00 is to be appropriated in the General Fund funded by Water Enterprise Fund Revenue for Indirect Costs.

Call for the question at 8:00pm

Article 6 – Unanimous voice vote Yes at 8:01pm

As a courtesy to the Finance Committee, Elisa LeBrasseur, Precinct 6 moves Article 7 as recommended:
Seconded at 8:02pm

Article as Written:

Article 7.: To see what sums of money the Town will vote to raise and appropriate for the Sewer Enterprise Fund for the ensuing Fiscal Year 2024.

Bob Palleschi, Precinct 7 speaks at 8:02pm asking; did we not use any retained earnings or not have any?

Wendy Hatch, Town Treasurer speaks at 8:03pm no need to use retained earnings, we do have them but not needed to use them.

Article as Voted: Voted to recommend that the following sums be appropriated to operate the Sewer Enterprise Fund:

\$ 361,061.00 Salaries
\$4,787,615.00 Expenses
\$ 80,000.00 Capital Outlay
\$ 610,157.00 Indirect Cost
\$ 48,169.00 Transfer Out to OPEB
\$5,887,002.00 Total FY24 Sewer Enterprise Fund Appropriation

\$5,887,002.00 funded from the Sewer Enterprise Fund Revenue, \$0.00 to come from Retained Earnings. \$610,157.00 is to be appropriated in the General Fund funded by Sewer Enterprise Fund Revenue for Indirect Costs.

Call for the question at 8:03pm

Article 7 – Unanimous voice vote Yes at 8:03pm

As a courtesy to the Peter Manoogian, Elisa LeBrasseur, Precinct 6 moves Article 17 as recommended:
Seconded at 8:05pm

Article as Written:

Article 17.: To see if the Saugus Town Meeting will vote to rename the property known as the Ballard School, identified on Town of Saugus Assessors records as parcel Parcel ID 006.H-0003-0001.0 consisting of .065 acres and further identified at 22-28 Richard Street Saugus, to Ballard Gardens.

Town Meeting, by its vote, supports the concept of demolishing the existing building, site preparation, repurposing where appropriate, elements and materials that can be incorporated into a passive green space with topographical features and designs that may include perennial planting, trees, brick walkways, a gazebo, a separately fenced area for dogs and a separate tot lot.

It is further understood that all planning, site decisions, and procurement are within the purview of the Saugus Town Manager who will seek input from neighbors, the Saugus Tree Committee, the Saugus Garden Club as well as the general public and furthermore that any appropriation necessary for construction must be adopted by a vote of Town Meeting.

Peter Manoogian, Precinct 10 speaks at 8:06pm asked tellers to hand out an artist rendition of the area. Speaks on past committee findings on the Ballard building which was built in 1911. This proposal is for a place of nature and received wide support from the neighbors. Spoke about a Letter from Rep. Jessica Gannino who wrote in favor of the article. Reads letter into the record from Brenda Sweetland, resident of Dudley Street.

Martin Costello, Precinct 10 speaks at 8:19pm in favor of the article and please support the article.

Laura Eisener, 14 Oakcrest Street speaks at 8:22pm Landscape Designer at Northeast Nursey in Peabody, she holds a Master's Degree in Landscape Architect. Speaks in favor of the article.

Darren Ring, Precinct 10 speaks at 8:26pm speaks in favor of the article.

Nancy Prag, 10 Richard Street, speaks at 8:28pm reads an article and speaks in favor of the article.

Sabrina Jaeger, 17 Greenwood, Library Saugus Board of Trustees. Speaks in favor of the article.

Peter Delios, Precinct 10 speaks at 8:31pm speaks in favor of the article.

Dennis Norkum, 21 Richard Street lives directly across the street. Talks about the vandalism and deterioration of the property. Speaks in favor of the article.

Claudia Rivas, 23 Richard Street lives across from the old Ballard School. Speaks in favor of the article.

Sandra Manoogian, 50 Ballard Street speaks at 8:36pm in favor of the article.

Richard Imbrescia, 13 Richard Street speaks in favor of the article.

Bill Brown, Precinct 6 at 8:37pm asking if the Town still provides plumbing and electrical supplies at the Ballard? Does it need to be shut down? What about the other schools? Any other problems there needing immediate attention. This should be a start at looking at other vacant buildings.

Scott, Crabtree, Town Manager speaks at 8:40pm answering some of the questions. Cannot do all the buildings all at once.

Robert Camuso, Precinct 2 speaks at 8:43pm he thinks it a great proposal but has cost concerns on the article.

Scott, Crabtree, Town Manager speaks at 8:45pm responds to some of his cost concerns.

Glen Davis, Precinct 4 speaks at 8:47pm is funding supposed to come from the town to demolition the building or from the State

Peter Manoogian, Precinct 10 speaks at 8:47pm about this passing vote will allow from Rep. Jessica Gannino a green light to help her seek out some funding.

Mike Serino, Board of Selectmen speaks at 8:49pm in support of the article.

Chris Riley, Precinct 2 at 8:50pm speaks in support of the article, but has some concerns.

Article as Voted: To see if the Saugus Town Meeting will vote to rename the property known as the Ballard School, identified on Town of Saugus Assessors records as parcel ID 006.H-0003-0001.0 consisting of .065 acres and further identified at 22-28 Richard Street Saugus, to Ballard Gardens. Town Meeting, by its vote, supports the concept of demolishing the existing building, site preparation, repurposing where appropriate, elements and materials that can be incorporated into a passive green space with topographical features and designs that may include perennial planting, trees, brick walkways, a gazebo, a separately fenced area for dogs and a separate tot lot.

It is further understood that all planning, site decisions, and procurement are within the purview of the Saugus Town Manager who will seek input from neighbors, the Saugus Tree Committee, the Saugus Garden Club as well as the general public and furthermore that any appropriation necessary for construction must be adopted by a vote of Town Meeting.

Call for the question at 8:53pm

Article 10 – Unanimous voice vote Yes at 8:54pm

Town Moderator gives a 5 Minute break.

Town Moderator states that Article 20 still requires a Planning Board recommendation.

Motion to take Article 21 out of order at 9:03pm

Seconded at 9:03pm

Unanimous voice votes yes to take Article 21 out of order at 9:03pm

As a courtesy to the Planning Board, Elisa LeBrasseur, Precinct 6 moves Article 21 as recommended:

Seconded at 8:05pm

Article as Written:

Article 21: To see if the Town of Saugus will vote to amend the Saugus Zoning by-laws by adding (A) a new Article XXIII, Cliftdale Square Overlay Zoning District (CSOD), for the purpose of once again permitting a mixture of uses in the Cliftdale business and housing district and refining the design, signage, parking, dimensional, and density regulations to best support and promote revitalization and reinvestment through modestly scaled transit-oriented development and utilization of smart growth principles while protecting existing abutting residentially zoned districts and neighborhoods; (B) to amend the Saugus Zoning Map by adding the Cliftdale Square Overlay Zoning District (CSOD).

(A)

Article XXIII – Cliftdale Square Overlay District (CSOD)

Vision Statement

The vision of the Cliftdale Square Overlay Zoning District (CSOD) is to create opportunities for economic growth at the neighborhood scale as well as support and enhance the long struggling Cliftdale business and housing district that has faced stagnancy, disinvestment, and inaction for decades. In unison with other efforts to revitalize, improve infrastructure, and promote reinvestment in this area as summarized by previous studies including the Final Report of the Cliftdale Revitalization Committee and the 2035 Saugus United Master Plan, and through recent Town Meeting action with the purchase of two contiguous properties in Cliftdale along with corresponding federal funding, this overlay seeks to remedy the antiquated zoning in this area by once again permitting modestly scaled, mixed-use projects that are both commercially practical and aesthetically pleasing that can provide many benefits including a vibrant, sustainable downtown district. New projects and alterations of existing buildings are regulated within this bylaw to align with the existing scale, height, density, land use, and unique physical characteristics that are already present in Cliftdale Square. In turn, it allows the creation of economically viable projects that may enhance the downtown district while promoting the construction of larger, higher quality, and accessible commercial spaces Cliftdale currently lacks to support a healthy and vibrant business community in the long-term that meets the aspirations of the community through years of public outreach and decades of research and analysis.

Section 23.1: Purpose and Intent

- Embrace principles of smart growth, transit-oriented development, and infill development to enhance economic development opportunities in the Cliftdale Square business and housing district.
- Provide range of compatible commercial and residential uses and encourage the development, redevelopment, alterations, and revitalization of underutilized or obsolete commercial property.
- Ensure development and redevelopment that includes current retail and service trends, allows for wide variety of mixed uses, and includes the creation of appropriately scaled housing opportunities for a range of incomes, lifestyles, and stages of life. This includes retail, office, residential, entertainment and other compatible uses.
- Allow market driven growth in places that are most conducive to accommodating additional activity.
- Allow, maintain, and foster a traditional downtown character that aligns with the existing fabric of the Cliftdale neighborhood with a pedestrian-friendly streetscape, active commercial ground-floor uses, and accessibility to public transit options with a compact, walkable scale.
- Prohibit residential only development requiring first floor commercial use in proposed projects located in the district boundaries.
- Discourage front yard setbacks unless setback is used to encourage pedestrian scaled activity.
- Encourage sustainable building practices with measures including but not limited to high-performance building envelopes and insulation, electrification, air or ground source heat pumps, green roofs, solar panels, and electric vehicle charging infrastructure.
- Ensure high-quality site planning, architecture and landscape design that enhances the distinct visual character and identity of Cliftdale Square and provides an environment with safety, convenience, and amenity.
- Create a pedestrian-friendly environment that promotes walking, bicycling, and transit use, and encourages reduced vehicle ownership.
- Promote and encourage the creation of economically viable projects with centralized commercial uses at street level as part of a mixed-use development in order to promote 24/7 vitality, social control, reinvestment and incentivization, modestly scaled housing opportunities by right, and an improved market for existing and new businesses.

Section 23.2: Establishment / Applicability / District Boundaries

The Cliftondale Square Overlay Zoning District (CSOD) includes parcels shown on the zoning map entitled “Cliftondale Square Overlay District (CSOD), Saugus, MA” dated March 11, 2023, on file with the Town Clerk and hereby made a part of this By-Law.

Refer to the zoning overlay map (B) for visual reference to the district boundaries of the

Cliftondale Square Overlay Zoning District.

Section 23.3: Relationship to Existing Zoning and Other Regulations

- A. The special provisions apply to all projects to develop and redevelop land within the Cliftondale Square Overlay Zoning District (CSOD). These must conform to all applicable requirements of this By-Law, including any regulations or guidelines that may be adopted to support this By-Law.
- B. All current regulations of the existing Saugus Zoning By-Law shall remain in effect, except where these regulations supersede or provide an alternative to such requirements.
- C. If the provisions of the Cliftondale Square Overlay Zoning District (CSOD) By-Law are in conflict with any other section of the Saugus Zoning By-Law, the regulations of the CSOD shall prevail.
- D. The CSOD is an overlay district superimposed on all underlying zoning districts. The regulations for use, dimension, and all other provisions of the Zoning By-Law governing the underlying zoning district(s) shall remain in full force. Within the boundaries of the CSOD, an applicant may elect either to develop a Project in accordance with the requirements of the CSOD, or to develop a Project in accordance with requirements of the regulations for use, dimension, and all other provisions of the Zoning By-Law governing the underlying zoning district(s).

Section 23.4: Pre-Application Meeting

Prior to submitting an application to any Town Board, Committee, or Department for projects under the Cliftondale Square Overlay Zoning District (CSOD), applicants are highly encouraged to contact the Town Manager and the Director of Planning and Economic Development to request a Pre-Application Meeting with relevant Town Officials and Boards including but not limited to the Planning Board, Zoning Board of Appeals, the Saugus Historical Commission, and the Economic Development Committee. The purpose of the meeting is to present the project concept and discuss zoning, public safety, traffic, drainage, historic resources, housing concerns, infrastructure, 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 23.5: Administration

- A. For purposes of this By-Law, the Saugus Board of Selectmen (BOS) shall retain Special Permit Granting Authority (SPGA 2) for all uses and dimensional requirements as defined in the Saugus Zoning By-Law. Provided the use is a use allowed by-right in the Cliftondale Square Overlay Zoning District (CSOD), the Saugus Planning Board is designated as the Special Permit Granting Authority (SPGA 1) for all uses so designated in the CSOD. All Special Permit Applications made pursuant to this Article shall conform to the requirements of this Article and Article 12- Special Permits and Conditions, Section 12.1, 12.2, and 12.3 of the Saugus Zoning By-Law. The decision of the Board of Selectmen or the Planning Board for a Special Permit may be approval, approval with conditions, or denial of the requested special permit(s). Before the Saugus Board of Selectmen rules on a Special Permit application, they shall forward such application to the Saugus Planning Board for review and recommendation. Said recommendation from the Saugus Planning Board must be issued within 21 business days.
- B. Consistent with the Saugus Zoning By-Law Section 12.6 Site Plan Review, the Planning Board will perform Site Plan Review, including sign review, for all applicable projects submitted under the Cliftondale Square Overlay Zoning District (CSOD). Per Section 12.6 of the Saugus Zoning By-Law, the Planning Board shall hold a public hearing on all applications subject to site plan review. The applicability criteria shall include any new structure, group of structures, or additions in which there is:
 - 1. Construction of any new structure, or
 - 2. 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.
- C. Ownership. All applications for development in the Cliftondale Square Overlay Zoning District (CSOD) shall be filed jointly by every/all owner(s) of the land area proposed for development, under single direction, using one overall master plan and complying with all requirements of the CSOD.
- D. All properties proposed for development – whether being subdivided or developed as a single parcel- shall be developed in accordance with a master plan that has been approved by the Planning Board.
 - 1. Master plans shall meet the following requirements:
 - a. Master plans shall be prepared when any property, existing at the time of adoption of this ordinance, is initially proposed for subdivision or land development. Subdivided

properties that are intended to be developed at a later date shall be subject to this initial master plan.

b. Master plans can be prepared simultaneously with and as part of site plan review and special permit or can be prepared before submittal for site plan review and special permit.

c. Master plans shall show proposed buildings, land uses, lots, streets, and open space for the entire tract and shall be consistent with the Saugus Subdivision Rules and Regulations.

d. The Planning Board may require changes in the master plan in order to meet the legislative intent and other standards of the Clifondale Square Overlay Zoning District (CSOD).

e. Development of property may be done in phases; however, any proposed subdivision or land development of a property or portion of a property must be consistent with the master plan. If a proposed subdivision or land development is not consistent with the master plan, the master plan as a whole may be revised provided the following requirements are met:

1. The master plan complies with all CSOD zoning requirements.
2. All owners of land within the original Master Plan development area, whose property is affected by the revised master plan, approve the revisions to the master plan that affect their properties.
3. The revised master plan is approved by the Planning Board.

E. Master plans shall include, without limitation, engineering plans and architectural drawings, such as elevations, perspective drawings, and cross-sections, which demonstrate compliance with the standards in the Clifondale Square Overlay Zoning District (CSOD).

a. The plan shall provide for adequate access in relation to the anticipated traffic generation by the proposed project.

b. The plan shall be evaluated with respect to its impact upon the neighborhood, its effect on Town services such as fire protection and its overall demands on the Town. The design of each building in a development shall be reviewed and approved by the Planning Board to ensure that it is reasonably appropriate in relation to the approved plan. A technical peer review agency may be required at the discretion of the Planning Board at the expense of the applicant if deemed necessary.

F. Special Permit needing Planning Board approval as well as Site Plan Approval applications along with Master Plans can be prepared simultaneously to the Planning Board.

Section 23.6: Site Plan Review

A. Site Plan Review shall be consistent with the Saugus Zoning By-Law Section 12.6 Site Plan Review. This section is enacted under authority of M.G.L. Chapter 40A to accomplish the purpose set forth in Section 1.3 of the Zoning By-Law for the purpose of protecting the health, safety, convenience, and general welfare of the inhabitants of the Town by providing for a review of plans for uses and structures that may have a significant impact on traffic, municipal and public services and utilities, environmental quality, and community values in the Town. The Planning Board shall perform Site Plan Review, including design review as well as sign review, for all applicable projects submitted under the Clifondale Square Overlay Zoning District (CSOD). The applicability criteria shall include any new structures, group of structures, or additions in which:

- a. Any new structure is constructed or
- b. 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 area in excess of 3,000 square feet.

B. The Planning Board shall conduct Site Plan Review and Master Plan Review concurrently with Special Permit review, as applicable. In performing Site Plan Review, the Planning Board may employ provisions for the imposition of reasonable fees for the employment of outside consultants in the same manner as set forth in Section 53G of M.G.L. chapter 44 as amended, entitled "Employment of outside consultants" as it relates to the Board's purview under the State's Zoning Act (M.G.L. Chapter 40A and Subdivision Control Law (M.G.L. Chapter 41). These peer review services may include those of an urban designer, traffic engineer, architect and/or landscape architect as well as other consultants deemed necessary to give professional consulting services to the planning board because the town lacks the necessary expertise to perform the work related to the application. In addition to the above or as an alternative, the Planning Board may, at its option, appoint a volunteer Technical Advisory Team (TAT) to assist in the review of any project within the CSOD that requires site plan review. Persons serving on this advisory committee may have expertise in an urban design, traffic engineering, architecture and/or landscape architecture as well as other fields deemed necessary to give professional consulting services to the planning board. The TAT will provide advisory professional services to the Planning Board and may also submit a written report to the Planning Board. The TAT will be appointed at a regularly scheduled meeting where public notice has been provided.

Section 23.7: Special Permit Criteria

- A. In addition to the applicable sections of Article XII-Special Permits and Conditions in the Saugus Zoning By-Law, the Planning Board as well as the Board of Selectmen shall consider the following criteria before issuing a Special Permit for development or redevelopment under the provisions of the Cliftdale Square Overlay Zoning District (CSOD):
- a. Adequacy of the site for the proposed project including irregularly sized lots and lots where the combination of dimensional regulations result in a project that may be unviable otherwise.
 - b. Suitability of the site for the proposed use(s).
 - c. Degree to which the proposed project complies with the purposes and intent of the Cliftdale Square Overlay Zoning District (CSOD).
 - d. Impact on traffic and pedestrian flow, safety, and access for emergency vehicles.
 - e. Impact on residential zones including but not limited to noise, lighting, and traffic.
 - f. Extent which the mix of uses are balanced, compatible, and contribute to a vibrant atmosphere within Cliftdale.
 - g. The extent to which the project promotes sustainable building and site design.
 - h. Extent to which buildings, driveways, parking areas, loading areas, outdoor activity areas, light sources, trash areas and other potential nuisances shall be located and designed to minimize adverse impacts on abutting residential properties. In order to limit the adverse impact of any proposed use the special permit may require alternative site layouts, including increased setbacks from residential property lines, different locations of buildings, parking areas, and driveways, the incorporation of loading and trash collection areas as part of the principal building design, and increased screening for light sources and outdoor activity areas.
 - i. Driveway intersections with streets and traffic circulation patterns within lots shall be located and designed to minimize congestion and safety problems on adjacent streets and nearby intersections. The Special Permit may require alternative driveway locations and site design in order to alleviate potential congestion or safety problems.

Section 23.8: Inclusionary Housing

Projects developed under the Cliftdale Square Overlay Zoning District (CSOD) shall be subject to and follow the requirements of the Saugus Zoning By-Law, Article 15: Inclusionary Housing. No age restrictions for housing shall be permitted.

Section 23.9: Uses

Except as provided in the Zoning Act, Ch. 40A M.G.L., no building, structure, or land in the Cliftdale Square Overlay Zoning District (CSOD) shall be used except for the purpose permitted in the CSOD as described. More than one principal permitted or special permit use(s) or structure on a lot is required. Any use not listed herein shall be construed to be prohibited.

- A. Commercial and Residential Uses: All properties proposed for development or re-development in the Cliftdale Square Overlay Zoning District (CSOD) are required to contain the minimum commercial and residential use(s) as follows:
- a. All projects shall contain at least one (1) permitted commercial use or use permitted by special permit (S-2) by the Board of Selectmen. The commercial use shall be at street level and shall encompass the entirety of the floor area on that level except for a residential lobby (not to exceed 20% of the floor area), vertical circulation, egress paths, and utility areas; and
 - b. at least one (1) permitted residential use at any story in the project other than street level except for residential lobbies and related vertical circulation, egress paths, and utility areas.
- B. If parking infrastructure is included as part of the proposed project and integrated within the building structure(s), the floor area for commercial uses in combination with the facilities related to residential use (e.g. vertical circulation, egress paths, and utility areas) shall not exceed 35% of the total building footprint.
- C. Projects may include more than one principal structure on a single lot, provided that the Planning Board finds through the site plan review that safe and convenient access will be provided to all structures.
- D. Open space and public outdoor recreational areas shall be permitted by-right in all lots within district boundaries.
- E. Ownership and Maintenance of Common Open Space, Plaza Areas, and Other Facilities. Common open space, plaza areas, and other common facilities shall have agreements stating ownership and maintenance responsibilities. The required usable open space and plaza areas shall be permanently deed restricted from future development prior to the issuance of occupancy permits for the project. Failure to timely record such deed restriction(s) shall result in the revocation of occupancy permits until such time as the restriction(s) is/are recorded.
- F. In any project in the Cliftdale Square Overlay Zoning District (CSOD), mixed uses can be located on one lot or adjoining lots and shall be arranged vertically (in multiple stories or structures) as opposed to horizontally (adjacent to one another in one or more building). In this

District, this definition supersedes the Saugus Zoning By-Law definition of “Principal Use”. It is recognized that development within the CSOD will be more dynamic and sustainable with an appropriate mix of complementary uses.

G. Structured parking is allowed in all proposed projects.

H. Allowed Uses

- a. A lot(s) and/or building(s) may be used for two or more of the following principal by-right permitted uses, in compliance with the standards and requirements contained in this article. The following uses are permitted by-right, subject to site plan approval, provided no-drive through facilities are proposed. Uses of the same general character as those found in this section may be permitted after consultation with the Building Inspector
- b. Permitted office, entertainment, institutional and related uses shall include:
 - i. Professional, administrative, and business offices.
 - ii. Offices of doctor, dentist, and other healthcare providers.
 - iii. Bank or financial institutions, excluding drive-through facilities.
 - iv. Business services establishments including copy centers, retail printing, and duplication services computer rental.
 - v. Bed and breakfast facilities.
 - vi. Coworking spaces and meeting spaces.
 - vii. Daycare centers.
 - viii. Studio for dance, art, music, radio, photography, or exercise.
 - ix. Galleries and museums.
 - x. Government administrative uses, post offices, community centers, and libraries.
 - xi. Movie theaters, concert halls, and performance venues.
- c. Permitted retail, restaurant, and related uses shall include:
 - i. Retail commercial sales, excluding drive-through facilities, offering dry goods, variety merchandise, clothing groceries, baked goods, beverages (alcoholic included), flowers, plants, books, furnishings or other household supplies, antiques, hardware, jewelry, clocks, optical goods, cameras, home appliances, electronic equipment, videos, scientific and professional instruments, and/or similar goods. Shopping centers are not permitted.
 - ii. Restaurants, cafes, coffee shops and other food or beverage establishments, excluding drive through facilities.
 - iii. Indoor sports facilities, including bowling alley, billiards room, racquet sports, and health club.
 - iv. Arcades
 - v. Bar, tavern, or brewpub.
 - vi. Brewery, distillery, meadery, or winery and associated taprooms.
 - vii. Convenience stores, without fuel pumps.
 - viii. Pharmacies and drug stores.
- d. Permitted residential uses shall include:
 - i. Multi-family apartments and condominiums.
 - ii. Live/work space, combining a dwelling unit with an integrated workspace principally used by one or more of the residents of the unit.
- e. Permitted accessory uses shall include:
 - i. Accessory uses to principal use, including structured, surface and below ground parking.
- f. Uses requiring a special permit (S-2) from the Board of Selectmen shall include:
 - i. Personal service businesses including but not limited to barbershop and/or hairdresser, shoe repair, tailor, dry cleaning (pick up establishments only), laundromat.
 - ii. Nail salon, tanning salon, health clubs, health and beauty spas, fitness studios, public baths, sauna baths, personal fitness establishments.
 - iii. Places of business for Massage Therapy, Bodywork and Movement Education as defined and regulated by the Saugus Board of Health.
 - iv. Pet care and pet daycare.

Section 23.10: Dimensional and Density Regulations

For new construction, all Dimensional and Density Regulations in the Clifftondale Square Overlay Zoning District (CSOD) shall be in accordance with this the Saugus Zoning Bylaws, Article VI and the Table of Dimensional and Density Regulations, and the notes thereto except as noted hereunder.

1. Projects shall not exceed three (3) stories which includes first floor commercial use, with two stories residential or other permitted use as defined above. Projects shall not exceed 40 feet in height. Parapets and rooftop equipment shall not be included in the total height calculation.
2. Structural heights of buildings over 40 feet may be allowed by special permit by the Board of Selectmen in particular circumstances as summarized in the Special Permit criteria set forth in Section 23.7. Such height is not to exceed four (4) stories and 50 feet in height.
 - a. Properties with frontage on Jackson Street shall not exceed three (3) stories and 40 feet in any circumstance.

- b. Individual projects being considered as part of a special permit shall satisfy all Special Permit criteria set forth in Section 23.7.
3. A roof appurtenance enclosing mechanical equipment may exceed the applicable maximum building height, provided that:
 - a. It is no more than 10 feet above the roof surface; and
 - b. It is no less than 10 feet from the exterior wall of the building; and
 - c. The total horizontal area of all such appurtenances does not exceed 20% of the building footprint.
4. The height of a building or shall be defined as the vertical distance from the average grade of the road, along the frontage of the lot/s of the development at the time of the site plan review application, to the top of the structure of the highest roof beams of a flat roof, the deck of a mansard roof or the mean level of the highest gable or slope of a hip roof.
5. In order to define a consistent building line along the street, front yard setbacks shall be discouraged. A front yard setback not to exceed 10 feet shall be permitted if used to encourage pedestrian scaled activity. The includes but is not limited to outdoor dining, public seating areas, expanded sidewalks, and covered patio spaces.
6. Minimum rear yard setback is 15 feet.
7. Minimum side yard setbacks are not required in the Cliftondale Square Overlay Zoning District (CSOD) except at properties abutting the overlay district's site boundaries, properties on Jackson Street, or at properties where the side yard abuts a R-1 zoned properties, in which case a side yard setback of 10 feet is required.
8. Given the modest lot sizes within the boundary of the Cliftondale Square Overlay Zoning District (CSOD), there is no minimum lot size requirement.
9. The minimum building frontage on a public way shall be 25 feet.
10. The maximum residential density of a project shall be 20 dwelling units per acre.
 - a. No increase of the maximum density shall be permitted by special permit.
11. More than one principal structure may be permitted on a lot.
12. At least 5% of each project shall be preserved as open space. Roof decks, exterior mezzanines, and balconies are eligible as part of that calculation if ground level improvements are not feasible.
13. The open space requirement shall apply to the project as a whole, regardless of whether the project consists of a single lot or multiple lots.
14. The Planning Board may require, on the basis of site plan review, an accessway to improve pedestrian circulation and for public safety access.

Section 23.11: Parking

The purpose and intent of the off-street parking regulations in the Cliftondale Square Overlay Zoning District (CSOD) is to accommodate long-term parking needs of tenants / owners of dwelling units along with employees of the commercial use(s) accounting for shift turnover. To encourage more flexibility for prospective commercial tenants, maximize leasable commercial space, and to avoid excessive parking requirements in a compact business and housing district, proposals may be allowed parking reductions on by a Special Permit for short term parking needs of transient shoppers, diners, and patrons that can utilize nearby publicly available parking on and off street along with public transportation.

1. Parking spaces shall be 9 feet wide by 18 feet long, except for required accessible parking spaces.
2. Off-street parking shall be provided for new structures and new additions or for changes in use in accordance with the following table.
3. The following table provides the minimum parking requirements for residential and commercial uses as defined in Section 23.9. All other Parking requirements shall be the same as listed in Article VIII-Off Street Parking and Loading Regulations in the Saugus Zoning By-Laws. Unless otherwise approved, the following minimum numbers of off-street parking spaces shall be provided by use, either by surface parking, within garages or other structures. For all other uses not specifically mentioned, the number of parking spaces shall be determined by the closest similar use, as determined by the Building Inspector.

Table 23.11.3.1: Minimum Required Off-Street Parking

Use	Minimum Parking Spaces
Residential	1.0 space per studio or 1-bedroom dwelling unit 1.5 spaces per 2-bedroom dwelling unit or more 1.0 visitor space per 4 residential units (minimum of 1 space per project)
Retail & Service Establishments	1.0 space per 400 square feet gross floor area or 1.0 space per 2 employees at largest anticipated shift (whichever is greater)
Professional Offices and Studios	1.0 space per 400 square feet gross floor area or 1.0 space per 2 employees at largest anticipated shift (whichever is greater)
Medical and Dental Offices	1.0 space per 250 square feet gross floor area

Food and Beverage Establishments (e.g., restaurants, bars, taprooms, lounges) 1.0 space per 500 square feet gross floor area and 1 space per 2 employees at largest anticipated shift.

Places of Assembly (e.g., theaters, performance venues, auditoriums, community center, entertainment venues) 1.0 space per every 5 seats or for each 100 square feet of assembly area (gross) if there are not fixed seats.

Bed and Breakfast lodging 1.0 space per guest room plus 1.0 per 2 employees at largest anticipated shift

Daycare Centers 1.0 space per 400 square feet gross floor area or 1.0 space per 2 employees at largest anticipated shift (whichever is greater)

Indoor Sports Facilities 1.0 space per 600 square feet gross area

Open Space, Park, Playground, Civic Space, or Public Multi-Use Space No minimum parking requirement

Note: Square feet of gross floor area is defined as follows: the sum of the floor areas of all parts of the building(s) measured from the outer faces of the walls, excluding basement areas whose interior height is more than 50% below average finished grade and excluding enclosed parking garages.

4. Exceptions for existing nonconforming uses and buildings. The addition of off-street parking for an existing nonconforming use or building shall be required only in the following instances:
 - a. Change of use. Where a nonconforming use is increased in area or changed to a use requiring more parking or loading than the present use according to the tables below, additional spaces shall be provided in the amount necessary so that said expansion or change in use will not result in any increased violation of the requirements of this article.
 - b. Change to building or lot. Any spaces lost by exterior alteration of a nonconforming building shall be replaced by the same number or by enough to make up the total number required by the tables below for the use, whichever is less.
 - c. Parking exemption for small establishments. Off-street parking space shall not be required for nonresidential uses when the computed requirement results in four (4) spaces or fewer for all the nonresidential uses on the lot.
5. Parking Reduction Provisions
 - a. The Planning Board, by special permit, may allow the substitution of spaces within municipal parking lots in lieu of the parking requirements of this article, provided they are located within 1,000 feet of the building which is intended to be served. This reduction shall be considered for short term transient patrons and shall not apply for long term parking required for residential dwelling units and/or employee parking.
 - b. In conjunction with a proposal that requires site plan review by the Planning Board, the Planning Board may by special permit allow shared or reduced parking requirements for uses having different peak times of parking demand requirements or if a use needs a lesser number of parking spaces than is required. Evidence which supports these shared or reduced parking requirements shall be produced in a report from a traffic engineer engaged by the applicant and approved by the Planning Board as part of site plan review. Where shared parking is to serve uses on separate lots, documentation shall be provided establishing the permanent legal right for such shared use. Factors that the Planning Board may consider include but are not limited to:
 - i. Whether the purpose and intent of the bylaw has been met.
 - ii. The amount of off-street parking to be provided will be sufficient to serve the use(s) for which it is intended for long term parking.
 - iii. Proximity to public transportation.
 - iv. Proximity to available public parking with demonstrated availability to support the project.
 - v. Characteristics of the residential or commercial units that create less parking demand.
 - vi. Provision of a mix of uses on site with offset peak parking demand times.
 - vii. A shared parking agreement with proximate properties with offset parking demand times
 - viii. Dedication of spaces for car-sharing services (e.g., Zipcar).
 - ix. Employers who provide transit incentives for their employees.
 - x. Provisions for bicycle parking.
 - xi. Other factors identified by the Planning Board.
6. Parking requirements for two (2) or more buildings or uses may be provided in combined parking facilities on the same lot of the proposed development.
7. Required off-street parking spaces shall be provided on the same lot as the principal use(s) they are required to serve or, when practical difficulties prevent their establishment upon the same lot,

- the Planning Board may grant a special permit to allow the spaces to be established no further than 300 feet from the premises to which they are appurtenant.
8. A shared parking agreement with proximate properties may be utilized to meet requirements of off-street parking given the parking is off-street, less the 0.5 miles from the project, and the proximate property retains their minimum parking requirement for their associated use(s) as laid out in the Saugus Zoning By-Laws.
 9. Uses may be contained in one continuous building or in groupings of buildings. The Planning Board shall review the site plan with respect to safety of the users of the development and further with respect to the overall intent of this section. The development of one continuous building or the development of a grouping of buildings may be served by one common parking area and by common exit and entrance areas.
 10. On-street parking shall not be calculated or used to comply with the minimum off-street parking requirements.
 11. In no instance may the open space required for a lot be used for the provision of off-street parking spaces.
 12. Surface parking, parking structures and underground parking must be accessible to a public way. No access to parking shall be permitted through private ways or residentially zoned neighborhoods.
 13. Parking structures and lots shall have well-designed and marked pedestrian walkways and connections to the sidewalk system.
 14. Parking structures shall be designed to be compatible with adjacent buildings and architecture. All structured parking shall be designed so that the only openings at street level are those to accommodate vehicle ingress and egress and pedestrian access to the building.
 15. Above ground parking structures not integrated into a building primarily for human occupation shall be no more than 21 feet in height to the deck of the highest parking area.
 16. No surface parking area or parking structure shall be closer to Essex Street, Jackson Street, or Lincoln Avenue than the closest principal building.
 17. Parking structures shall conform to all minimum setbacks set forth in the dimensional regulations in Section 23.10.
 18. Where possible, parking areas shall be interconnected in a manner that allows the unobstructed flow of pedestrians between businesses and the parking areas.
 19. 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.
 20. Bicycle parking facilities or storage shall be provided, assuming one space accommodates one bicycle: 1.0 space for every four (4) residential units and 1.0 space per 400 square feet gross floor area in commercial spaces.

Section 23.12: Design Criteria

The Planning Board shall ensure that the following criteria are met during Site Plan Review. Site Plan Approval shall be granted upon determination by the Planning Board that the plan meets the following objectives. The Planning Board may impose reasonable conditions at the expense of the applicant, including performance guarantees, to promote these objectives. The design criteria is intended to promote quality development that is compatible with the intent of the zoning for the Cliftondale business and housing district and the desire for contextual, human scale, and pedestrian orientated projects. Each project shall demonstrate compatible design the contributes to the enhancement of the quality of life for all residents while strengthening the economic viability of the district. The design criteria encourages visual harmony with the existing district but also encourages creative design solutions. The design criteria encourages a variety of choices for achieving design compatibility with the Cliftondale Square Overlay Zoning District (CSOD). New buildings and/or substantial alterations shall incorporate features to add visual interest respectful of the context in the Cliftondale neighborhood while reducing the appearance of bulk or mass. Such features include varied facades, rooflines, roof heights and materials.

Building Design Standards

1. New buildings shall be designed to be compatible with landmark buildings, in terms of their massing, size, scale, and architectural features. The Planning Board may prohibit designs that it finds to be inconsistent with this provision.
2. New buildings shall define street walls and public spaces, enhance an active and vibrant downtown, strengthen a park-once downtown, and improve walkability / pedestrian experience.
3. Exterior materials that are primarily associated with domestic residential buildings, that are relatively impermanent, or inappropriate for new development desired in the area, such as exterior insulation and finish systems (EIFS), plywood, aluminum, plaster, and vinyl, are prohibited.
4. First story, street level facades shall be visibly distinguished from levels above.
5. Buildings that are stylized to identify a particular tenant, particularly where the proposed architectural design is the result of corporate or franchise prototype design shall not take

- precedence over these uniform design guidelines and such projects shall conform to the architectural considerations of these guidelines.
6. Building facades shall articulate the line between the ground and upper levels with a cornice, canopy, balcony, arcade, or other visual device.
 7. Building facades facing Lincoln Avenue, Essex Street and Jackson Street, and within 30 feet of main entrances, shall reflect a high level of detail refinement and shall not include blank walls.
 8. Rooftop building systems and utilities, such as mechanical and electrical equipment and antennas, shall be screened with appropriate architectural elements from all key observation points. No use of faux materials, wallpapers, printed graphics, or fencing is permitted.
 9. Ground floor commercial building facades facing streets, squares, or other significant pedestrian spaces shall contain transparent windows encompassing a minimum of 50% of the façade surface. At corner lots that abut secondary roads, storefronts are encouraged to wrap corners to provide strong street level presence and visibility.
 10. New buildings on corner lots shall include visually distinguished corners through varied architectural forms, materials, storefront, scale, or fenestrations.
 11. Rear and side facades shall be of finished quality and shall be of color and materials that are similar to the front facade and blend with structures within the development as well as with structures in the surrounding area.
 12. Awnings are highly encouraged above street level storefronts.
 - a. Awnings are permitted to project from the building line no more than 4 feet into the adjacent sidewalk.
 - b. Awnings shall be made of exterior grade, waterproof, highly durable, fade and tear resistant material.
 - c. Awnings shall be no lower than 8 feet above sidewalk.
 - d. No signage shall be permitted on awnings.
 - e. Awnings and canopies shall be attached at or below the lower edge of the sign band.
 - f. 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.
 - g. Awnings shall have dimensions that match the window and door openings.
 13. Principal buildings shall have clearly defined, highly visible customer entrances with features such as canopies, awnings, porticoes, or arches.
 14. New buildings shall include distinct architectural roof forms, clearly pronounced eaves, and/or distinct parapet designs and cornice treatments.
 15. Main entrances for all commercial uses shall be located on Lincoln Avenue, Essex Street or Jackson Street. Secondary entrances and entrances to residential lobbies or units may be located internally on the property providing there is a contiguous internal pedestrian walkway from the public sidewalk or street right-of-way.
 16. Loading doors, service doors, and load docks shall not be located in any façade facing Lincoln Avenue, Essex Street or Jackson Street.
 17. Walls or portions of walls where windows are not provided shall have architectural treatments designed to break up the bulk of the wall by incorporating treatments such as: masonry but not flat concrete block; belt courses of a different texture or color; projecting cornice; projecting metal canopy; decorative tilework; trellis containing planting; medallions; opaque or translucent glass; artwork; vertical/horizontal articulation; lighting fixtures; or a similar architectural element not listed above, as approved by the Planning Board.
 18. Storefronts shall allow visibility into the street level spaces and shall not be screened by vertical blinds, mini blinds, shading devices, opaque or translucent window film, or other means of obscuring the view into the space.
 19. New buildings and renovations shall incorporate sustainable design and construction practices as governed by the Energy Star and WaterSense Programs to the extent reasonable, and applicants are strongly encouraged to achieve United States Green Building Council LEED certification, WELL Building Standards or their reasonable equivalent for their building.
 20. Rear facades shall be of a consistent quality in design and materials for all new and existing buildings to be renovated.
 21. Building facades may be illuminated with soft lighting of low intensity. The light source for the building facade illumination shall be concealed. Building entrances may be illuminated using recessed lighting in overhangs and soffits or by use of spotlighting focused on the building entrances with the light source concealed (e.g., in landscaped areas or awnings). Direct lighting of limited exterior building areas is permitted only when necessary for security purposes.

General Site Design and Landscaping Standards

1. Roadways, sidewalks, and other infrastructure shall be designed in accordance with the Town of Saugus' Subdivision Rules and Regulations, and with the additional standards set forth below.
2. Sidewalks, no less than 8 feet in width, shall be provided along the full length of the building along any façade featuring a customer entrance, and along any façade abutting public parking areas. While front yard setbacks are discouraged in the CSOD, a front yard setback shall be required to meet the minimum sidewalk width.

3. Planters, temporary portable ornamentation, loose tables and chairs, and storefront amenities shall be permitted. 3 feet minimum clear space shall be provided between amenities and edge of public sidewalk. Loose and portable amenities shall be removed or locked at close of business and during inclement weather and are solely the responsibility of the tenant. The Town of Saugus reserves the right to order removal of amenities that are broken, faded, hazardous, or non-compliant with any Town By-laws.
4. Sidewalks, crosswalks, walkways, or other pedestrian access shall be provided to allow for safe and convenient access to adjacent properties and between individual buildings, parking areas and other points of interest within a development. Streetscape and sidewalks shall be designed to be integrated with the context of the area utilizing materials that can withstand extreme weather conditions and common to the area.
5. Where applicable, continuous internal pedestrian walkways, no less than 4 feet in width, shall provide a direct link from the public sidewalk or street right-of-way to any secondary entrance to the property. Primary entrances for commercial use(s) shall be located on the streets noted above. Walkways shall also connect focal points of pedestrian activity such as, but not limited to, transit stops, street crossings, and entry points for commercial uses.
6. Buildings and sidewalks shall be handicapped accessible meeting all provisions of MA G.L. c. 143, § 3, 521 CMR.
7. The number of driveway curb cuts along Lincoln Avenue, Essex Street, and Jackson Street shall be kept to a minimum.
8. Appropriate traffic control devices, including signage, shall be installed at driveways.
9. Landscape materials shall be sustainable, requiring minimal maintenance, irrigation, or fertilizer, and shall be planted with species that are native to the area, tolerant of salt, and capable of withstanding extreme weather conditions.
10. Street trees shall be planted by the applicant along all public streets where feasible and in open spaces within the property. Applicant is expected to work with the Saugus Tree Committee for guidance prior to application.
 - a. Trees shall be planted at intervals of no more than 30 feet along both sides of the roadway. If the Planning Board determines through site plan review that such spacing is not feasible, it may alter the spacing or determine that up to the equivalent number of trees shall be planted elsewhere on the site.
 - b. Trees shall be of a species common to the area, and shall be appropriate species to provide summer shade, winter light, and year-round visual interest.
 - c. Trees shall be 2.5 inches caliper at four feet above grade and reach a height of at least 30 feet at maturity.
11. Pedestrian amenities such as benches, planters, trash receptacles, bike racks, walkways, and gardens, etc., may be provided along the sidewalks of public streets and in open space plazas where feasible. Specifications shall be submitted to and coordinated with the Planning Board and shall be exterior grade able to withstand extreme weather conditions.
12. Site lighting shall be minimized to avoid light pollution in the neighborhood but shall be utilized to provide enough illumination to safely circulate in exterior areas. Site photometrics are encouraged to be included in the application.
 - a. Lamp type shall be selected to provide a natural uniform quality of light (2700k-3500k), rather than a strong color such as yellow or blue.
 - b. Luminaires, regardless of lumen rating, shall be equipped with whatever additional shielding, lenses, or cutoff devices are required to eliminate light trespass onto any abutting lot or parcel and to eliminate glare perceptible to persons on abutting land.
 - c. The style of light poles and fixtures shall be compatible with the character of the area and any existing Town standards.
 - d. Parking and pedestrian light fixtures shall be compatible with the building lighting to provide for a consistent appearance of the project.
 - e. No light shall shine directly onto public roads.
13. All dumpsters and utility/service areas shall be screened with adequate plantings and/or landscape structures appropriate to the scale and character of the neighborhood.
14. Loading docks, utility meters, HVAC equipment, trash dumpsters and other service functions shall be incorporated into the overall design theme of the building so that the architectural design is continuous. These service functions shall not be located in any buffer zones separating existing residential zones or uses from development within the CSOD. These areas shall be located and screened so that the visual and acoustic impacts of these functions are fully contained and out of view from adjacent properties and streets or primary public open space and shall incorporate effective techniques for noise buffering from adjacent uses.
15. A landscaped buffer strip at least 5 feet in width shall be provided along any lot line that abuts a residential zoning district. The buffer strip shall contain a vegetative screen not less than three feet wide and six feet high relative to the lot line, designed and maintained to provide a dense screen year-round. The screen shall be planted with trees or shrubs no more than three feet on center. At least 50% of the plantings shall consist of evergreens, distributed along the length of the buffer strip.

16. Off-street parking and loading spaces, internal ways, and maneuvering areas shall be designed to provide for adequate drainage, snow storage and removal, maneuverability, and curb cuts.
17. All internal pedestrian walkways and crosswalks shall be distinguished from driving surfaces through the use of durable, low maintenance surface materials such as pavers, bricks or scored concrete to enhance pedestrian safety and comfort.
18. Granite curbing shall be used along all roads and along all internal ways.

Noise Control

1. No person shall cause, suffer, allow, or permit the operation of any sound source on a commercial property or public space or right-of-way in such a manner as to create a sound level that exceeds the background sound level by 10 dBC during daytime (7:00 AM to 9:00 PM) hours and by 5 dBC during nighttime (9:00 PM to 7:00 AM) hours when measured at or within the property line of the receiving property.
2. No delivery, loading, trash removal or compaction or other such operations shall be permitted between the hours of 10:00 PM and 7:00 AM unless the applicant submits evidence that sound barriers between all areas for such operations effectively reduce noise emissions to a level of forty-five (45) dBC, as measured at the lot line of any adjoining property.

Section 23.13: Signage

In recognition of the unique character of the Clifftondale Square neighborhood, 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.

1. All signage must comply with Article VII of the Saugus Zoning By-Laws. Additional requirements are below and supersede the requirements set forth in Article VII.
2. 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, acrylic, painted canvas or painted/engraved on façade surface.
3. Color: No sign shall contain more than five (5) colors. Both black and white are considered separately as colors for enumeration under this Section.
4. Illumination: Signs shall be externally lit by steady, stationary light(s) shielded and directed solely at the sign, edge lit or halo lit. Any lights used for illumination shall be so arranged as to reflect away from neighboring properties. No internally illuminated, front lit, lightbox, neon, or cabinet signage shall be permitted.
5. Pylon signs, roof signs, monument signs, and other freestanding signs shall not be permitted. Internal wayfinding shall be excluded from this provision.
6. No signage shall be permitted on awnings.
7. No illuminated window signage or digital screens are permitted. Window decals and vinyl decals are permitted on the inside face of the glass of a window, provided that the aggregate area of such signs does not exceed 25 percent of the area of the window glass, except as provided in Section 7.4 herein. Any sign placed within 18 inches of the window glass shall be considered a window sign.
8. Sidewalk signs including sandwich boards shall be permitted during business hours only. All signage shall be removed from sidewalk at close of business or during inclement weather and brought indoors. Signs are solely the responsibility of the tenant.
 - a. Signs shall not exceed 2 feet x 3 feet in size.
 - b. Signs shall maintain a 3-foot minimum clear space between the street facing edge of sign and edge of public sidewalk.
9. Temporary signs are only allowed 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.
10. 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.
11. Within an CSOD project, each business that has an exterior public entrance may have one wall sign, attached and parallel to the facade containing said entrance, as follows:
 - a. Maximum sign area: 75 square feet or 10% of the area of the facade occupied by the business, whichever is less.
 - b. Maximum projection from building wall: 4 inches
 - c. No sign shall be mounted above the first floor of a building unless business occupies more than one story of the building.
12. Within an CSOD project, each business that has an exterior public entrance may have one projecting (blade) sign, attached and perpendicular to the facade containing said entrance, as follows:
 - a. Maximum height above grade: 15 feet.
 - b. Minimum clearance above grade: 7 feet.
 - c. Maximum sign area: 6 square feet per side.
 - d. Maximum projection from building wall: 4 feet.

Motion to not read the entire Article 21 by Joseph Vecchione IV, Precinct 2

Seconded at 9:04pm

Unanimous voice vote Yes to not read the entire article 21 at 9:04pm

Joe Vecchione IV, Precinct 2 at 9:05pm provides video presentation to town meeting.

The Town Moderator reads at 9:41pm the Planning Board recommendation on May 4, 2023; 3 Members met; Not to Recommend/Disapproval of Article 21. Planning Board states wasn't appropriate for Clifftondale Square.

Mike Serino, Board of Selectmen speaks at 9:42pm, he commends the writer of the article but speaks against the article because of the apartments. Doesn't need significant amounts of residential housing in the area. The town is committed to revitalize Clifftondale Square, smaller steps.

Cheryl Roberto, 59 Essex Street speaks at 9:48pm— sent 2 letters against the article. Adding new apartments will not revitalize the square.

Charles Fail, 32 Bay View Road lived there 27 years speaks at 9:51pm about the apartments already there. Speaks in favor of the article.

Peter Delios, Precinct 10 speaks at 9:53pm in favor of the article.

Peter Rossetti Jr., Precinct 2 speaks at 9:55pm in favor of the article giving past examples.

Andrew Whitcomb 212 Essex Apt. 102 speaks at 10:09pm that Clifftondale needs revitalization but he is against this article.

Mary Dunlop, 4 Trull Circle, speaks at 10:14pm against the article.

Joe Malone, 21 Myrtle Street speaks at 10:17pm against the article.

Peter Manoogain, Precinct 10 speaks at 10:19pm in against of the article. Voting no because of safety issues.

Mark Sacco, 16 Westford Street speaks against this article

Tiffany Roberto, 59 Essex Street speaks against this article

Martin Costello, Precinct 10 speaks at 10:53pm submits a motion: *“Article 21 is inconclusive as to not possessing a viable parking & safety allocation plan for the expansion of residential uses in the area of the C500 as presently being proposed. There unless and until such a viable plan be put in place this article should be Indefinite Postponement (IP)”*

Seconded at 10:34pm

Joe Vecchione IV, Precinct 2 speaks at 10:35pm please do not vote on the IP. The presentation addresses everything. Speaks in favor of the article or asks to do nothing.

Anthony Cogliano, Board of Selectmen speaks 10:39pm in favor of the article and against the IP.

Chris Riley, Precinct 2 speaks at 10:45pm against the amendment to IP.

Peter Delios, Precinct 10 is against the IP.

Annemarie Tesora, Precinct 3 is against the IP. Should vote on the article as a whole. Motion to call the question and vote on the Amendment.

Seconded at 10:52pm

Call the question for the Indefinite Postponement (IP) at 10:50pm

Roll Call Vote:

Article 21	Amendment TO IP							
	Pct	Vote		Pct	Vote		Pct	Vote
Arone, A.	1	N	Hickman, J.	5	A	Paolini, M.	7	N
Bartolo, J.	6	Y	Jones, C.	1	N	Riley, C.	2	N
Bell, M.	1	N	Kahn, J.	8	A	Ring, D.	10	N
Berube, K.	9	N	Kelly, D.	9	N	Rossetti, Jr., P.	2	N
Brown, W.	6	Y	Kramich Jr., W.	8	Y	Schena, D.	3	N
Camuso Sr., R.	2	N	LeBrasseur, E.	6	A	Scuzzarella, C.	10	N
Chipouras, J.	7	Y	Leuci, W.	4	Y	Smith, R.	3	N
Connors, Jr., A.	3	N	Long, R.	9	Y	Spencer, B.	5	N
Costello, M.	10	Y	Lopresti, A.	8	N	Strasnick, R.	9	N
Cross III, W.	8	A	Manoogian Sr, P.	10	N	Tesora, A.	3	N
Currie, K.	6	Y	McCarthy, S.	7	A	Thompson, R.	3	A
D'Anna, S.	7	N	Migliore, M.	5	A	Traverse, T.	8	N
Davis, G.	4	N	Moreschi, C.	2	N	Vecchione IV, J.	2	N
Delios, P.	10	N	Northrup, R.	4	N	Wallace, R.	5	N
Doherty, S.	4		Palleschi, R.	7	Y	Whitcomb, M.	4	N
Dunn, S.	1	A	Palomba, A.	1	N	Worthley, J.	9	N
Goodwin, P.	5	N	Panico, A.	6	N			



Yea=	9
Nay=	32
Abst=	8

Date: 5/15/2023 0

Motion to Indefinite Postponement (IP) has Failed by majority roll call vote at 10:53pm: Yea 9, Nay 32, Absent 8

Discussion Continues

Bob Long, Precinct 9 speaks at 10:53pm against the article.

Anthony Cogliano, Board of Selectmen speaks at 11:01pm addresses the previous speaker on Special Permits.

AnnMarie Tesoro, Precinct 3 speaks at 11:03pm calls for the question on the Article 21 as written.

Seconded at 11:05pm

Hand Count Vote:

Left Side: Yes: 3, No:18
Right Side: Yes: 6, No: 13
Totals: Yes 9, No: 31

Motion to call the question has Failed by majority hand count vote at 11:05pm.

Kathy Maliawco, 12 Laurel Street speaks against the article.

Jean Bartolo, Precinct 6 speaks at 11:11pm against this article, indicating that people who sent letters against this article.

Corinne Riley, Board of Selectmen speaks at 11:13pm in favor of the article.

Debra Panetta, Board of Selectmen speaks at 11:15pm concerns of the article.

Joe Vecchione IV, Precinct 2 speaks at 11:18pm please review the last handout, zoning is set by Town Meeting.

Mike Serino, Board of Selectmen speaks at 11:22pm addressing the last speaker.

Chris Riley, Precinct 2 speaks at 11:24pm about the Towns Planning & Economic Development Director recommended this article. Need to trust our experts.

Bob Palleschi, Precinct 7 speaks at 11:34pm reminds Town Meeting the recommendation of the Planning Board.

Call for the question at 11:35pm

Seconded at 11:35pm

Vote to call the question by Hand Count

Left: Y: 19 N: 2
Right Y: 17 N: 2

Total: Y: 36 N: 4


Article as Voted: The Planning Board to recommend DISAPPROVAL of Article 21 to Saugus Town meeting. See Statement of Recommendation below:

- 1. Required Town meeting Vote Threshold. Pursuant to M.G.L. c.40A, §5, the required voting threshold at Town Meeting to approve Article 21 is a 2/3 majority. This is based on Planning Board’s interpretation of this statute, EOHED guidance, and advice and recommendations of Town Counsel.
- 2. Substantive Issues. The Planning Board recommends disapproval of Article 21 because the proposed zoning overlay district would be inappropriate for the Cliftondale Square neighborhood by allowing for excessive development – especially multifamily residential development – in an are ill-suited to accommodate it. The Planning Board was concerned about overcrowding, excess traffic, and insufficient parking, among other things. Although vitalization of the neighborhood is a laudable goal, this has already begun to occur under existing zoning, rendering this change unnecessary. The proposed zoning overlay district, which was substantially based on Town’s Route 1 BHSD zoning district is not appropriate, for Cliftondale Square.
- 3. MBTA Communities. The Planning Board also notes the proposed Cliftondale Square Overlay District would not be eligible for inclusion in the Town’s MBTA Communities zoning district pursuant to M.G.L. C.40A.§3A because it requires all projects to contain a non-residential component and prohibits multifamily residential as a standalone use. See Dep’t of Housing & Community Development, Compliance Guidelines for Multi-Family Zoning Districts Under Section 3A of the Zoning Act. Section 4©(Aug.10,2022: Rev’d Oct.21,022).

Town Moderator explains a Yes vote is for the Planning Board recommendation of Disapproval and a No vote is for the Article as written. A 2/3rd vote is required to pass.

Roll call vote at 11:40pm

Article 21								
	Pct	Vote		Pct	Vote		Pct	Vote
Arone, A.	1	N	Hickman, J.	5	A	Paolini, M.	7	Y
Bartolo, J.	6	Y	Jones, C.	1	Y	Riley, C.	2	N
Bell, M.	1	N	Kahn, J.	8	A	Ring, D.	10	Y
Berube, K.	9	N	Kelly, D.	9	N	Rossetti, Jr., P.	2	N
Brown, W.	6	Y	Kramich Jr., W.	8	N	Schena, D.	3	Y
Camuso Sr., R.	2	N	LeBrasseur, E.	6	A	Scuzzarella, C.	10	N
Chipouras, J.	7	Y	Leuci, W.	4	Y	Smith, R.	3	Y
Connors, Jr., A.	3	N	Long, R.	9	Y	Spencer, B.	5	Y
Costello, M.	10	N	Lopresti, A.	8	N	Strasnick, R.	9	N
Cross III, W.	8	A	Manoogian Sr, P.	10	Y	Tesora, A.	3	N
Currie, K.	6	Y	McCarthy, S.	7	A	Thompson, R.	3	A
D'Anna, S.	7	N	Migliore, M.	5	A	Traverse, T.	8	N
Davis, G.	4	N	Moreschi, C.	2	Y	Vecchione IV, J.	2	N
Delios, P.	10	N	Northrup, R.	4	N	Wallace, R.	5	N
Doherty, S.	4		Palleschi, R.	7	Y	Whitcomb, M.	4	N
Dunn, S.	1	A	Palomba, A.	1	Y	Worthley, J.	9	Y
Goodwin, P.	5	Y	Panico, A.	6	N			



Yea=	18
Nay=	23
Abst=	8

Date: 5/15/20230

Roll call vote is: Yea: 18, Nay: 23, Absent: 8

Article 21 fails the 2/3 vote: Yea; 18, No:23, Absent: 8. Motion to not recommend as per the Planning Board is approved.

Anthony Cogliano is unsure the Planning Board will have a quorum this week, so suggest the Article be referred to the next Annual or Special Town Meeting which comes first

Motion to refer to the next meeting Article 20 as per the makers recommendation at 11:42pm

Seconded at 11:42pm

Unanimous voice vote Yes to move Article 20 to the next Special Town Meeting.

Motion to adjourn the 2023 Annual Town Meeting at 11:42pm

Seconded at 11:42pm

Unanimous voice vote Yes to adjourn at 11:43pm.

Adjourned the 2023 Annual Town Meeting at 11:43pm sine die.

Respectfully submitted

Ellen Joyce Schena, CMMC
Saugus Town Clerk