

**CITY OF WOBURN
DECEMBER 4, 2018 – 7:00 P.M.
REGULAR MEETING OF THE CITY COUNCIL
COUNCIL CHAMBER, WOBURN CITY HALL**

Roll Call

Anderson	Gately
Campbell	Higgins
Concannon	Mercer-Bruen
Gaffney	Tedesco
Haggerty	

VOTED to dispense with the reading of the previous meeting’s Journal and to APPROVE.

MAYOR’S COMMUNICATIONS:

ORDERED That the order of the City Council passed October 17, 2017, is hereby amended to increase the amount appropriated and to be borrowed such that the amended order reads as follows:

“That the City of Woburn appropriates the sum of One Million Three Hundred Thousand Dollars (\$1,300,000) to pay costs of constructing a playground on the site of the former Clapp School, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said sum under and pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority. The amount authorized to be borrowed by this order shall be reduced to the extent of any grants or gifts received by the City on account of this project. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.”

s/Scott D. Galvin, Mayor

s/Alderman Campbell

ORDERED That the amount of \$45,000.00 be and is hereby appropriated as so stated to IT Department Salary Account Acct #0115451-511000 – Purpose: Hiring of an IT Operations Specialist

I hereby recommend the above: s/Scott D. Galvin, Mayor
I hereby approve the above: s/David Mastronardi, Chief Innovation Officer
I have reviewed the above: s/Charles E. Doherty, City Auditor

s/Alderman _____

ORDERED That the amount of \$180,000.00 be and is hereby appropriated as so stated to Police Department Salary Acct #0121051-519111 – Purpose: Reserve and new hire training.

I hereby recommend the above: s/Scott D. Galvin, Mayor
I hereby approve the above: s/Chief Robert Ferullo, Police Department
I have reviewed the above: s/Charles E. Doherty, City Auditor

s/Alderman _____

ORDERED That the amount of \$45,000.00 be and is hereby appropriated as so stated to Library Salary Account Acct #0161051-511000 – Purpose: Hiring of a Facilities/Tech Manager for Library.

I hereby recommend the above: s/Scott D. Galvin, Mayor
I hereby approve the above: s/Andrea Bunker, Director, Library
I have reviewed the above: s/Charles E. Doherty, City Auditor

s/Alderman _____

ORDERED Be it Ordained by the City Council of the City of Woburn that Title 2, Administration and Personnel, of the 1989 Municipal Code, as amended, be further amended by deleting Article XVI. Data Processing Department, in its entirety, and inserting in its place the following new Article XVI to read as follows:

XVI. Information Technology Department

2-126A. Establishment.

There is hereby established an information technology department.

2-126B. Chief Innovation Officer; qualifications, appointment

The Information Technology (IT) Department shall be under the direction of the Chief Innovation Officer (CIO) who is appointed by the Mayor. The CIO shall have education and/or experience in information technology related fields, and have knowledge of information systems, data processing, networking, and telecommunications, be conversant with personal computers and issues related to their management, use, and integration with mainframe computers, and be experienced in managing budgets and the procurement of hardware, software and technical services.

2-126C. Functions of the department.

The Information Technology (IT) Department shall:

1. Provide and plan for all information technology systems and activities for the City's departments in order to best serve its citizens;
2. Develop specifications for the purchase of hardware, software and related equipment and procure IT components as necessary, subject to appropriation.
3. Provide technical and system support for all voice, text, image, audio and data needs of all City departments, board, committees and commissions and provide training to all City employees in such systems;
4. Design, construct and maintain the City's network to ensure that all City employees have access to the data needed to perform their duties in the most efficient manner; and
5. Provide hardware maintenance to all City departments, boards, committees and commissions.

2-126D. Staff

The CIO shall appoint an IT Operations Specialist who shall have education and/or experience to support the City's data-driven innovation strategy including efforts to collect, analyze, and disseminate data across City departments and to the public encouraging transparency through the use of accessible, open data; to collaborate with City departments, boards, committees and commissions and their staff; to help administer IT operations; to assist in the management of the network equipment and monitor systems to ensure the security of the City's resources; and to support the CIO and department as directed or required.

s/Alderman _____

ORDERED Be it ordained by the City Council of the City of Woburn that Title 15, Buildings and Construction, of the Woburn Municipal Code be amended as follows:

- 1. By deleting Section 15-5 Building Permit Fees, in its entirety, and inserting in its place the following new section:

15-5 Building Permit Fees

Building permit fees shall be as follows:

RESIDENTIAL

For construction regulated by 780 CMR – present edition of Massachusetts State Building Code: \$15 per \$1000 of estimated Construction Value Minimum Fee: \$30.00

Other: Re-Roof, Siding, Open Decks, Above Ground Pools, Solid Fuel Appliances, Sheet Metal/Mechanical \$15 per \$1000 of estimated Construction Value Minimum Fee: \$30.00

COMMERCIAL

For construction regulated by 780 CMR – present edition of Massachusetts State Building Code: \$15 per \$1000 of estimated Construction Value \$15 per \$1000 Sheet Metal/Mechanical Minimum Fee: \$100.00

ADDITIONAL FEES

- Demolition: Commercial \$15 per \$1000 of Demo Costs Minimum Fee: \$100.00
- Demolition: Residential \$15 per \$1000 of Demo Costs Minimum Fee: \$30.00
- Fences: \$15 per \$1000 of Material & Installation Costs Minimum Fee: \$30.00
- Signs: \$5.00 per square foot of signage Minimum Fee: \$50.00
- Storage Sheds up to 200 sq. ft.: \$15 per \$1000 of Construction Value Minimum Fee: \$30.00
- Tents: Residential: \$15 per \$1000; Minimum Fee: \$30
- Tents: Commercial: \$15 per \$1000; Minimum Fee: \$100
- Temporary Certificate of Occupancy:

Residential: \$30.00 for 30 days
Commercial: \$100.00 for 30 days
Certificate of Inspection Fee: See Attached Schedule
Mobile Home, as a temporary residence
Per Section 5.1(7), Note 2, Table of Use Regulations,
Woburn Zoning Ordinance: \$100.00

MISCELLANEOUS

- 1) Building Permit Fees are non-refundable once the permit has issued.
 - 2) Estimated Construction Value: Final determination to be based on Means Cost Data and/or Building Commissioner/Inspector.
 - 3) Any activity commenced without a permit: Applicant/Owner will be subject to actions allowed per 780 CMR/State Building Code.
 - 4) When re-inspection is necessary due to violations or work not ready on scheduled inspection date, an additional fee of \$50.00 will be paid in advance of inspection.
 - 5) Removal of Stop Work Order - \$50 Residential; \$100 Commercial
 - 6) Re-issuance of lost inspection record permit card: \$50.00
 - 7) Permit Renewal/Extension Residential: \$50.00 per six (6) month extension
 - 8) Permit Renewal/Extension Commercial: \$200.00 per six (6) month extension
 - 9) Inspections that take place outside normal hours: cost per hour, based on minimum established by union contract.
2. By deleting Section 15-27, Registration, in its entirety, and inserting in its place the following new section:

15-27 Registration

All Mortgagee's must register vacant, foreclosing and foreclosed residential property with the Building Commissioner on forms provided by The Commissioner. All Registrations must state the Mortgagee's (or their agents) phone number and mailing address located within The Commonwealth as required by MA General Laws 59 sec. 57D and 156D sec 5.02. The Registration must designate and retain a local individual or local property management company responsible for maintenance of the property.

An annual registration fee of \$500.00 must be paid until property is sold to third party and no longer vacant.

PUBLIC HEARINGS:

On the petition by Presidential Ventures LLC, 275 Mishawum Road, 4th Floor, Woburn, Massachusetts 01801 for a special permit and site plan approval pursuant to 1985 Woburn Zoning Ordinances, as amended, Sections 12.2.4 and 8.6.2.2 to allow construction of 270+/- parking spaces, subsurface drainage structures, exterior lighting and waiver from tree requirement at 8 Presidential Way. PUBLIC HEARING OPENED.

On the petition by Alderman Tedesco to amend the 1985 Woburn Zoning Ordinances, as amended, by adding a new Section 29 Conversion of Significant Historic Building or Structure as set forth in the City Council Journal dated August 14, 2018. PUBLIC HEARING OPENED. A communication dated November 28, 2018 with attachment was received from Tina P. Cassidy, Planning Board Director, Woburn Planning Board as follows:

Re: Planning Board recommendation on proposed zoning ordinance amendment relative to conversion of historic buildings or structures

Dear Members of the Council:

The Woburn Planning Board concluded its public hearing on the above-referenced Order last night, having conducted the hearing over the course of meetings on September 11th, October 9th, November 13th and November 27th, 2018.

Following the public hearing and subsequent discussion, members of the Board voted unanimously (6-0) to recommend to the Council that an amended version of the submitted Order be adopted.

The Planning Board's recommendations are numerous and are reflected in the attachments. One attachment (footnote entitled "11-27-18 Planning Board recommendation [suggested amendments in track change mode]") shows all Board-recommended changes for easy identification. The second attachment (footnote entitled "11-27-18 Planning Board recommendation [Board-recommended amendments incorporated]") illustrates what the Section would look like if the amendments recommended by the Planning Board were adopted.

It is worth noting that currently there are several pending zoning amendments purporting to create a new Section 29 to the Woburn Zoning Ordinance. They include this amendment, the 14/14R Federal Street 40R Smart Growth overlay district proposal, and the Woburn Mall 40R Smart Growth overlay district proposal. Planning staff recommends the Council assign actual Section numbers based on the chronological order in which some or all of the various zoning proposals are adopted.

Please feel free to contact me if you have any questions relative to this vote of the Planning Board.

Respectfully, s/Tina P. Cassidy, Planning Board Director

On the petition by Seaver Properties LLC, 215 Lexington Street, Woburn, Massachusetts 01801 for a special permit and site plan approval pursuant to 1985 Woburn Zoning Ordinances, as amended, Sections 5.1.3a, 5.7.3 and 12.2.2 to allow 41 residential townhouse units and a waiver of the required buffer zone of seventy feet between the R-3 zoned property and O-P zoned property at Hinckley Street (09-15-03), Warren-Mishawum Avenue (09-15-02), Mishawum-Dexter Avenue (09-15-01), Warren-Mishawum Avenue (09-10-01); Dexter Avenue (09-14-03), North Maple/Monks (09-09-02), Monks Street (09-09-01), Hinckley, Monks Warren (09-14-01); Monks Street (09-14-02). PUBLIC HEARING OPENED. A report was received from the Committee on Ordinances as follows: “back for action with the following conditions attached:

- 1) The Petitioner shall construct and improve the Site as substantially described in the plans submitted with the Petition for Special Permit entitled: “Site Plan East Dexter Avenue Woburn, Massachusetts, and revised on _____, Sheets 1-8 prepared by ALAN Engineering L.L.C. 110 Winn Street Suite 209 Woburn, MA 01801 (hereinafter the “Site Plan”) although design adjustments and modifications generally associated with: (i) preparing so-called “working drawings” or (ii) site conditions shall be permitted so long as such changes do not constitute substantial changes from said plans as determined by the Building Commissioner. In the event that the Building Commissioner determines that the building plans filed with the building permit application are not in substantial conformance with the Site Plan, the Petitioner may request a review of said plans by the City Council Special Permits Committee who shall make a final determination. If the Special Permits Committee makes a determination that the proposed plans are not in conformance with the Site Plan, the Petitioner shall be required to file a Special Permit Petition seeking approval to modify the Site Plan
- 2) Prior to the issuance of an occupancy permit, temporary or permanent, the following mitigation shall be completed by the Petitioner:
 - a) A flashing speed limit sign shall be installed on the easterly side of Merrimac Street near the intersection of East Dexter Ave. and Merrimac Street at a location to be determined by the Superintendent of Public Works and Chief of Police.
 - b) Improvement to the intersection of School Street and Merrimac Street
 - c) Clean all dirt and debris from existing sanitary manholes 2 and 3 on East Dexter Avenue. Install a concrete invert utilizing the existing pipe.
- 3) This project shall not exceed 41 units.
- 4) All exterior building illumination shall be shielded in such a manner that will prevent direct light from impacting abutting properties.
- 5) A detail of lighting fixtures to be used on site shall be incorporated into the detail sheet to show the method of directing glare downward onto the site and away from abutting properties.

- 6) Lighting fixtures shall be added at approximately one hundred (100) foot intervals along the interior site driveway to provide adequate light for safe pedestrian and vehicular travel.
- 7) The proposed driveway must meet the Zoning Ordinance (the maximum width of a residential driveway is twenty-four (24) feet) per section 8.4.3 of the Zoning Ordinance.
- 8) A five (5) foot wide concrete sidewalk shall be installed along one side of the interior site driveway.
- 9) To accommodate the sidewalk and facilitate drainage, five (5) inch vertical granite curbing shall be installed along both sides of the interior site driveway.
- 10) During the Site redevelopment and construction phases, the Petitioner shall maintain all adjoining roadways and sidewalks free and clear of all debris.
- 11) During site redevelopment and construction, all vehicles must be parked on Site. There shall be no parking on Chester Avenue, Merrimac Street Knight Street, or North Maple Street.
- 12) During site redevelopment and construction, all staging and deliveries will occur on site.
- 13) Except in the event of an emergency, construction activities on the site shall be from 7:00 am-5:00 pm Monday through Friday, and 8:00 am-4:00 pm on Saturdays. No work on site shall be permitted on Sunday or state and federal holidays recognized by the city of Woburn.
- 14) All driveways to individual units must be at least eight (18) feet long per Section 8.4.1 of the Zoning Ordinance in order for the driveway space to count toward the parking requirements for zoning purposes. Up to 30% of the parking spaces may be compact spaces, but any such spaces shall be clearly identified by signage and/or pavement markings as required by section 8.2.3 of the Zoning Ordinance.
- 15) Each townhouse unit that does not have a garage and/or driveway of its own shall be allocated at least two deeded spots, which must be clearly labeled.
- 16) All visitor parking spaces must be clearly labeled and used as such. No visitor parking spaces as indicated on the plan of record may be deeded out to property owners.
- 17) There shall be adequate pest control in place during site redevelopment and construction and reviewed and approved by the Board of Health.
- 18) All signage must comply in all respects with the provisions of section 13 of the Woburn Zoning Ordinance. All signage shall be subject to a separate application and approval process by the City of Woburn's Department of Inspectional Services.

- 19) The applicant must comply with the requirements of section 11.11 of the Zoning Ordinance (Affordable Housing Requirement) relative to the creation of six (6) affordable housing units. A copy of the Memorandum of Understanding between the Petitioner and the Woburn Housing Authority shall be submitted to the City Clerk.
- 20) The plan should identify adequate snow storage areas and the applicant must file a copy of the snow storage plan with the Director of Inspectional Services.
- 21) Water meters must be installed per direction of the plumbing inspector prior to sign-off by the plumbing inspector on any final inspection.
- 22) If irrigation is being provided, the proposed Plan of Record must be revised to show the location of the meter box.
- 23) Prior to commencement of any work on site, the developer shall provide all vendors and contractors with a map of the required truck route to the property via East Dexter Avenue from Merrimac Street.
- 24) The Buyer of each condominium unit shall execute at closing an acknowledgement that the Property abuts various commercial uses. A copy of each acknowledgement shall be filed with the Building Commissioner.
- 25) Pursuant to section 5.7.3 of the 1985 Zoning Ordinances, as amended, in waiving or varying the imposed buffer zone requirement the City Council finds that with respect to the special permit:
 - a) Existing or proposed alternative screening devices such as fences, evergreen plantings, and earthen berms will provide a reasonable buffer between incompatible land uses.
 - b) Waiving or varying the buffer zone requirement will not substantially impact the comfort, privacy, quiet enjoyment, and standard of living of residents in the property rezoned.
 - c) The nature or circumstances of the particular lot, project, or neighborhood justifies a different buffer requirement, including but not limited to topography, soils, or other site conditions which make the planting or maintenance of the buffer impractical.”

On the petition by Copy Pro, 46 Fowle Street, Woburn, Massachusetts 01801 for a special permit pursuant to 1985 Woburn Zoning Ordinances, as amended, as follows: 1. Section 7.3 to alter a pre-existing nonconforming structure by adding a separate 1500 square foot garage; 2. Section 5.1.57b to allow for overnight parking of eight commercial vehicles; and 3. Section 15(C)(i) to allow for enlargement of an existing use that does not conform to the Groundwater Protection District, at 46 Fowle Street. PUBLIC HEARING OPENED. A communication dated November 28, 2018 was received from Dan Orr, City Planner/Grant Writer, Woburn Planning Board as follows:

Re: Planning Department comments on special permit application for 46 Fowle Street/Copy Pro

Dear Council:

The Planning Department has completed its review of the above-referenced Petition, which seeks special permits to allow (a) alteration of “a pre-existing non-conforming structure by adding a separate 1,500 square foot garage” pursuant to Section 7.3 of the Woburn Zoning Ordinances (WZO); (b) overnight parking of eight (8) commercial vehicles pursuant to Section 5.1 (57b) of the WZO; and (c) a special permit to allow for “...enlargement of and (sic) existing use that does not conform to the Groundwater Protection District”, pursuant to Section 15.6(c)(i) of the WZO. The property falls within an Industrial-General (I-G) District. A review of the GIS mapping database shows that the parcel does not fall within an area of contaminated soils, floodplain or a flood zone. An Approval Not Required (ANR) plan creating a contiguous parcel for the subject property has been approved by the Planning Board and recorded, although the applicant still needs to ensure that corresponding references (Bk. 02017/ Pg. 480) are added to the property’s deed.

Planning staff notes that, with respect to the Groundwater Protection District (GPD) special permit request, the Council will need to first ascertain in what way the proposed construction does not conform to the WZO; second, will need to make a determination that the proposed construction meets the threshold standards for Special Permit approval stipulated in Section 15.7(c) of the WZO; and lastly, the applicant amend the site plan to reflect the GPD boundary prior to Council action. Staff also calls attention to Sections 15.7(a) and (b) which require the application and site plan to be forwarded to the Board of Health, Conservation Commission, City Engineer and the Department of Public Works for an opportunity to comment on this matter.

With respect to the non-conformity special permit, the proposed structure is described as a “three (3)-bay garage with a mezzanine” on the site plan which, according to the application, will equate to altering “a pre-existing non-conforming structure”. No information is provided to support the notion that constructing a new building is the equivalent of constructing an addition to an existing non-conforming one. No information is provided describing or proving the existing non-conformity was validly and legally established as required by Section 7.3 of the WZO. No information is provided relative to use of the mezzanine space on the second floor of the proposed garage (in the form of a floor plan designating intended uses, either. Of additional note is that the applicant must comply with a seventy (70)-foot buffer requirement (in addition to the minimum rear/side setbacks), pursuant to Section 5.7. However, this information is not acknowledged in the application, nor is it observed on the site plan. Once all of this information is provided to the Council it will need to make a determination that the proposed extension or alteration of the non-conformity will not be substantially more detrimental to the neighborhood than the existing one (the “impact criteria” are listed in Section 7.3, Extension or Alteration of Non-conforming Uses).

Staff notes the height of the garage doors is not indicated anywhere in the application so the Council will need to confirm they do not exceed 8-feet in height per Section 5.1, Table of Use Regulations, of the WZO. If they do, an additional special permit will be required. As for the Petitioner's request for overnight parking, the site plan parking summary indicates that 23 parking spaces are located onsite, which is one (1) space in excess of the required 22 spaces (and staff confirmed with the Petitioner's attorney that the proposed garage will not reduce any of the currently used parking area on the premises). However, the location of the eight (8) proposed overnight parking spaces is not reflected on the plot plan provided. Also with respect to the proposed overnight parking, further information should be provided to ensure there are sufficient parking spaces on site for the personal vehicles of the employees who will be using the 8 commercial vehicles as required by the Building Inspector to ensure full zoning compliance. Sufficiency of parking spaces may well be an issue. As many as eight (8) parking spaces may be needed but the site plan indicates there is only one (1) space more than zoning requires (before accounting for parking needs associated with commercial vehicle storage). Lastly, the Petitioner should provide information on the type and size (dimensions) of the vehicles proposed to be parked on site overnight. Not only is this information needed in order to have a clear understanding of the overall impacts of granting the commercial vehicle parking special permit, it will also allow the Council to determine whether the commercial vehicles will actually fit into the parking spaces designated for their use.

The plans do not specifically note the dimensions for the parking spaces, driveway and parking lot aisles, and building and parking setbacks so conformance and sufficiency of all cannot be verified. Staff notes that the plan was not prepared by a Registered Professional Surveyor or Engineer and although the scale of the plan could allow for approximation of measurements, approximations are insufficient for a Plan of Record in staff's opinion. Revised plans stamped and signed by a registered professional that notes specific dimensions should be provided for review. Finally, the site plan lacks information about parking lot lighting (required for lots used at night, per Section 8.5.1), as well as snow storage locations or provisions for its removal (per Section 8.5.8). Information on these items should be provided as well.

If the Council ultimately decides to grant the requested special permits after receiving all outstanding information, Planning staff recommends imposing the following as conditions of approval:

- That the revised (to be submitted) site plans be cited in the Special Permit decision;
- That the Petitioner be required to file the revised Plan of Record with the Office of Inspectional Services as a condition of any Special Permit; and
- That the special permits shall be issued to Copy Pro and shall not be transferrable with the exception of a transfer to an entity of which Copy Pro is the primary or principal owner.

If members of the Council have any questions or concerns regarding the foregoing, please feel free to contact me.

Respectfully, s/Dan Orr, City Planner/Grant Writer

On the petition by Scrub-A-Dub Auto Wash Center Inc., P.O. Box 2058, Woburn, Massachusetts 01801 for a special permit pursuant to 1985 Woburn Zoning Ordinances, as amended, Sections 5.1.46b and 5.1.37 to amend a prior special permit to allow for alteration of an existing self-serve gas station and car wash at 295 Mishawum Road . PUBLIC HEARING OPENED. A communication dated November 29, 2018 was received from Dan Orr, City Planner/Grant Writer, Woburn Planning Board as follows:

Re: Planning Department comments on special permit application for 295 Mishawum Road/Scrub-A-Dub Auto Wash Center Inc.

Dear Council:

The Planning Department has completed its review of the above-referenced Petition, which proposes to modify an existing special permit by altering an existing self-service gas station/car wash facility by: (a) relocating an existing vehicle vacuuming area, (b) incorporating car wash lane restriping and divider installation, and (c) relocating the car wash bay access lane. Special permits have previously been granted for this site relative to car wash (Section 5.1 [37]) and self-service gas station (Section 5.1 [46b]) uses.

Planning staff's review of the revised site plan has raised several questions/comments for the Council's consideration.

ZONING CONFORMANCE

- The B-I District requires at least 15% of a site to be landscaped usable open space. The site is currently non-conforming in that regard with a lot coverage presently of 13.3%. The proposed site plan modification would reduce the amount of landscaped usable open space to 10%. A footnote on the modified site plan makes reference to an approved November 13, 1996 site plan that showed only 10% landscaped usable open space. Planning staff has not verified whether the 1996 plan in fact depicted only 10% but questions whether it is material in any event, given that more than twenty years have passed without the applicant having exercised any right to the lower lot coverage percentage. Staff recommends the Council seek legal guidance as to whether it can in fact authorize a reduction in the amount of required landscaped usable open space below current conditions.
- The zoning summary and parking summary charts on Sheet C-2 should be amended by including a column specifying pertinent zoning requirements from the Table of Dimensional Requirements (Section 6.1) and Section 8.2.5, respectively, for ease of comparison/conformance.

CAR WASH/VACUUM AREA CONFIGURATION

- Staff notes that the two (2), eleven (11)-foot car wash lanes will be reduced to two (2), nine (9)-foot lanes, with a twenty-two (22)-foot circulation aisle for two-way traffic in the car wash/vacuumping area. Both dimensions fall short of safety standards for eighteen (18)-foot interior driveway width for one-way travel and twenty-four (24)-foot interior driveway width for two-way travel.

OTHER SITE PLAN COMMENTS

- The modified site plan will maintain the same exterior lighting and trash storage locations currently found onsite (with the dumpster continuing to be enclosed).
- A comprehensive landscaping plan has been submitted as part of the site plan set (Sheet L-1). To accommodate the new site design, the applicant proposes to reduce the number of trees on site from eleven (11) to six (6). This appears to satisfy the requirement of Section 8.6.2.2 that at least one (1) tree be provided for every ten (10) parking stalls, although one interior planting area does not contain a tree as required by Section 8.6.2.2. Additionally, the applicant will need to confirm that all interior landscaped areas are at least twenty (20) square feet in size (per Section 8.6.2.2).
- No snow storage areas are shown on the proposed plan. The Petitioner will need to confirm whether onsite snow storage is anticipated and if so, should be required to revise the plan to show adequate proposed snow storage areas for the Council's information and for the record.
- Staff notes that the site plan contains a references the installation of a modular block retaining wall in the rear of the parcel, although no detailed information is included in the plan set. The applicant should revise the plan to include details about the proposed retaining wall and confirm that what will be constructed will be of the same dimensions as the one it will replace.

Staff recommends the Council consider imposing at least the following four (4) conditions on any approval of this application:

1. That all modified signage is subject to Section 13 of the WZO and final approval of Building Commissioner, and that separate building permits must be sought from the Inspectional Services Department for all new signage;
2. That the applicant must replace any currently damaged/missing traffic signage within sixty (60) days of the Council's decision;
3. That all other conditions of the City Council's prior special permits on this Petition remain in full force and effect to the extent still applicable, unless otherwise modified by the Council; and
4. That the special permit modification is issued only to the Scrub-A-Dub Auto Wash Center Inc. and is not transferrable with the exception of a transfer to an entity of which Scrub-A-Dub Auto Wash Center Inc. is the primary or principal owner.

If members of the Council have any questions or concerns regarding the foregoing, please feel free to contact me.

Respectfully, s/Dan Orr, City Planner/Grant Writer

CITIZEN'S PARTICIPATION: None.

COMMITTEE REPORTS:

ORDINANCES:

On the Order to amend 1989 Woburn Municipal Code, as amended, Title 3, Section 3-25 Senior Citizen Property Work-Off Program, committee report was received "ought to pass pending receipt of a report from the City Solicitor".

NEW PETITIONS:

Petitions for renewal of First Class Motor Vehicle Sales Licenses by Lannan Chevrolet, Inc., 40 Winn Street; and Lawless Inc., 196 Lexington Street.

Petitions for renewal of Second Class Motor Vehicle Sales Licenses by Gordon Colonial, Inc. dba Colonial Cadillac, 201 Cambridge Road; Joseph P. Mahoney Company, Inc., 293 Salem Street; McSheffrey Auto Sales, Inc., 878 Main Street; Murray's Enterprises, Inc. dba Murray's Auto & Truck Sales, 89 Winn Street; Southside Associates, Inc. dba Burke's Garage, 71 Main Street; Francis Garbino dba Tom's Auto Body, 10R Green Street; and Woburn Gas & Service, Inc., 545 Main Street.

Petition by Primaira LLC, 225 Wildwood Avenue, Woburn, Massachusetts for a special permit pursuant to 1989 Woburn Zoning Ordinances, as amended, Section 5.1.57a to allow for placement of three shipping containers at 225 Wildwood Avenue.

Petition by Heritage Builders, Inc. and Joseph Surianello and Christine A. Surianello, Trustees of Surianello Realty Trust, c/o Attorney Brian D. McGrail, 599 North Avenue, Wakefield, Massachusetts 01880 for a special permit pursuant to 1989 Woburn Zoning Ordinances, as amended, Sections 5.1.57b and 11 to allow accessory storage or parking of commercial motor vehicles in conjunction with six unit business, professional and general office building at 9 Pine Street, Pine Street Lot and 2 Crescent Avenue.

COMMUNICATIONS AND REPORTS:

A communication dated November 21, 2018 was received from Joanne Collins, Director, Woburn Council on Aging along with a copy of the Director's Report and the minutes of the Council on Aging meeting for the month of October 2018.

A communication dated November 9, 2018 was received from Joanne F. Campo, Deputy General Counsel, Massachusetts Office of Consumer Affairs and Business Regulation, 501 Boylston Street, Suite 5100, Boston, Massachusetts 02116 advising that office conducted an audit of motor vehicle sales dealerships.

UNFINISHED BUSINESS OF PRECEDING MEETING: None.

APPOINTMENTS AND ELECTIONS:

A communication dated November 28, 2018 was received from His Honor Mayor Scott D. Galvin as follows:

By the power vested in me as Mayor of the City of Woburn, I hereby appoint Richard Clancy, 183 Place Lane, as an alternate member to the Woburn Board of Appeals, with a three-year term to expire December 31, 2021.

Respectfully, s/Scott D. Galvin Mayor

A communication dated November 28, 2018 was received from His Honor Mayor Scott D. Galvin as follows:

By the power vested in me as Mayor of the City of Woburn, I hereby re-appoint the following individuals, with 3-year terms to expire Dec. 31, 2021, to the Woburn Council on Aging; subject to approval by the City Council: Joanne Cahill, 122 Green Street; Margaret Casey, 23 Wade Avenue; Eleanor Collins, 19 Squanto Road; Jack Kelly, 20 Barbara Circle.

Respectfully, s/Scott D. Galvin Mayor

MOTIONS, ORDERS AND RESOLUTIONS:

ORDERED That the Committee on Special Permits meet with representatives of Seaver Properties LLC to review the special permit issued June 8, 2017 relative to the property located at 285 Lexington Street, 287 Lexington Street and 299 Lexington Street.

s/Alderman Higgins

Motion made and 2nd to ADJOURN.