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Gary Christenson, Mayor

**2018 ANNUAL REPORT TO THE CITY CLERK OF THE
BOARD OF APPEALS
PURSUANT TO CITY OF MALDEN ORDINANCE 1.7**

I. Preliminary Information

Name of Board or Commission:	Zoning Board of Appeals
Name of Chair:	James P. O'Brien
Name of Clerk:	Melissa Comita
Number of Members:	5 regular, 2 alternates
No. of meetings held per year:	11 (no meeting in December)
Explain how Board/Commission has fulfilled functions in the past year:	We have granted or denied all petitions presented to us for variances of Malden Zoning Ordinances and responded to all matters involving this Board being handled by the MA judicial court system.

Please list Members' names, addresses, date of appointment and when term expires: (attach additional sheets if necessary)

NAME & ADDRESS	APPOINTMENT DATE	TERM EXPIRES
James O'Brien	By ordinance	n/a
Shannon Brandano, Esq. (Resigned April 2018)	4-11-2015	4-11-2018
Claire Croken (Resigned April 2018)	3-1-2014	3-1-2017
John King (a)	3-1-2014	3-1-2017
Deano Summers (a)	3-3-2016	3-3-2019
Fire Commissioner Designee, Deputy Chief William Sullivan		<i>Ex officio</i>
Michael Steene	1-31-2017	1-31-2020

2. Overview of Board/Commission

Please issue a **brief** statement about the general purpose and mission of this Board/Commission:
 To allow variances from Malden Zoning Ordinances when the strict enforcement of the Ordinances would create an unfair hardship to the property in question, and to protect Malden’s neighborhoods from detrimental changes.

3. REVENUE: Please list the revenue(s) coming into this Board/ Commission. **NOT APPLICABLE**

From City Budget	\$13,510
From State Budget	
From Federal Budget	
Grant Monies	
Licenses/Fees	
Other	

4. EXPENDITURES: Please list the expenditures of this Board/Commission. **NOT APPLICABLE**

Expenditures of Board/Commission	Explanation
Personnel Costs	13,360 (Stipends for 5 Members)
Equipment Costs	
Postal Costs	
Leasing Costs	
Other	150 (Operational Costs) We incurred newspaper adverting costs this past year necessitated by a City cancelled meeting after petitioners had advertised and a Court order re-hearing of one case which again necessitated City incurring newspaper advertising costs. For this reason, I am requesting a slight increase to our budget under operational costs (more specifically advertising) from \$150 to \$2,500.

5. ASSETS: Please list all major assets under the control of this Board/Commission. (Please include materials, tools, vehicles, equipment and property on hand as of 12/31/16. **NOT APPLICABLE X**

Asset	Value
2 Metal File Cabinets	\$10.00

6. **PROGRAMS:** Please list all programs under the direction of this Board/Commission. (Please detail where and how these programs originate, i.e. statutory, internal, etc.)

NOT APPLICABLE X

Program	Description

7. **CHALLENGES:** Provide a brief description of three challenges this Board/Commission faces.

1.	The Board has to be fully and constantly cognizant all of the ramifications that our decisions have on the petitioners, the neighborhoods and the overall City.
2.	All decisions, especially denials, need to have fully documented and well supported reasoning in support of same.
3.	Maintaining timely and consistent hearings schedules for petitioners.

8. **GOALS:** Describe three goals this Board/Commission has for the year ahead.

1.	To provide professional, reasonable, responsive and courteous service to the property owners and residents of Malden.
2.	To defend and act in the best interest of the neighborhood under consideration.
3.	To assist property owners, the City, developers etc. in understanding and receiving consistent application of the Board of Appeals process, application and implementation.

James O'Brien

Signature of Chair

Date: 04/25/18