

**TOWN OF BELMONT
PLANNING BOARD**

MEETING MINUTES

June 20, 2017

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2017 JUL 13 PM 2:33

Present: Elisabeth Allison, Chair; Charles Clark; Joseph DeStefano; Karl Haglund; Raffi Manjikian

Absent: Barbara Fiacco

Staff: Jeffrey Wheeler, Senior Planner; Spencer Gober, Staff Planner

1. Meeting Called to Order at 7:00 PM

2. Review and Approve Landscape Plan – 26-28 Dante Avenue

A report was prepared by the Office of Community Development to confirm compliance with the conditions of the Special Permit and the issues raised by neighbors. Mr. Peterson, the Applicant, made a brief statement about the compressors and the other issues.

Ms. Allison suggested attaching photographs to the report to illustrate key points will be helpful when reviewing conditions in the future. She also questioned why PVC fencing was installed when the condition specified cedar fencing. Mr. Wheeler explained that PVC fencing was used at other projects approved by the PB. Ms. Allison suggested that in the future the PB review the design standards for fencing to look at the materials requirement.

MOTION to approve the landscape plan was made by Mr. DeStefano and seconded by Mr. Manjikian. Motion passed.

3. Review and Approve Landscape Plan – 55 Concord Avenue

MOTION to approve the landscape plan was made by Mr. Manjikian and seconded by Mr. Clark. Motion passed.

4. Review of Draft Landscape Guidelines for Special Permits in Single Residence C District

Ms. Allison stated that the landscape guidelines were drafted to help applicants put together landscape plans. The PB discussed the draft and suggested edits. Mr. Gober recommended that the professional requirements language should include landscape designer.

5. Review Final Statement of Conditions:

a. 29 Jason Road

The conditions attached to the Special Permit granted to 29 Jason Road were discussed as an example for future conditions and how issues raised during the public hearing should be included in the conditions. Mr. DeStefano stated that the Special Permit should go through the Office of Community Development and that the Building Inspectors will inspect the work and “police” the project. Mr. Wheeler noted that Mr. Gober will also review the plans to insure that the conditions of the Special Permit have been met. He added that the steps for policing the Special Permit and who is responsible for what will need to be clear. Mr. Gober noted that it will be important that all concerns addressed at the public hearings be noted and included as conditions in the Special Permit. He also noted that the Building Inspector would be responsible for following-up and making sure that all the requirements were met. Ms. Allison noted that there should be a checklist as part of the final review and recommended a single piece of paper that lists all conditions be signed off by the Building Inspector.

b. 395 Concord Avenue

Mr. Wheeler noted that there has been progress with the Applicant’s deliverables.

6. Updates on Potential Cases and Planning Board Projects, and Committee Reports

a. Bradford (formerly Cushing Village) – Working Group Review on Studies/Dens

Mr. Manjikian recapped the working group meeting with representatives of Cushing Village (Ms. Allison and Mr. Manjikian from the PB; Bill Lovett and Otto Weiss from Bradford; Mr. Wheeler and Mr. Gober, staff). He noted that the issue of one-bedroom units that could be used as two-bedroom units were identified as well as two-bedroom units that could be made into three-bedrooms. He added that a revised floor plan will be submitted in the future for the PB to review.

b. 75 Lorimer Road – Neighborhood Determination – Addition Greater than 30% - Single Residence C District

The neighborhood determination was reviewed by Mr. Wheeler and it was noted that this is a stand-alone neighborhood.

c. Initial meeting with residents of Single Residence A District

Mr. Clark reviewed a working group meeting with residents of the neighborhood to discuss how to move forward (Ms. Allison and Mr. Clark from the PB; Mr. Wheeler and Mr. Gober, staff). He noted that the group will meet again in the fall. Mr. Wheeler

distributed the statistics that he put together for the meeting, which included the number of sub-dividable lots in the Single Residence A and B Zoning Districts.

7. Preview Agenda for the next meetings – July 10, 11, 18 and August 1, 2017

- The July 10, 2017, meeting will be held at the Beech Street Center with the BDS hearing as the major item. .
- The July 11, 2017, meeting will include a discussion of Waverley Square and South Pleasant Street picking up on the “listening session” held by the PB in April.
- The July 18, and August 1, 2017, meetings will be regularly scheduled meetings.

8. Review and Approval of Minutes

MOTION to approve the May 25, 2017, meeting minutes was made by Mr. Clark and seconded by Mr. Haglund. Motion passed.

[Ms. Allison recused herself.]

The Board discussed issues with the June 6, 2017 and May 23, 2017 minutes and agreed to postpone approving them until the July 10, 2017 meeting. Mr. Haglund made a request to have the meeting minutes edited; he will send revisions to Mr. Wheeler to distribute the PB for its review.

9. Adjourn 8:19 PM