

**TOWN OF BELMONT**  
**PLANNING BOARD**  
**MEETING MINUTES**  
**October 18, 2022**

**RECEIVED**  
**TOWN CLERK**  
**BELMONT, MA**

DATE: February 15, 2023  
TIME: 2:35 PM

Present: Matt Lowrie, Chair; Renee Guo; Jeff Birenbaum

Absent: Thayer Donham; Karl Haglund

Staff: Ara Yogurtian, Assistant Director, Offices of Community Development

**This meeting was held remotely using Zoom video conferencing technology, as permitted by the Massachusetts Act Relative to Extending Certain State of Emergency Accommodations, that became effective July 16, 2022.**

**Mr. Lowrie called the meeting to order and introduced Planning Board members. He reviewed a summary of the items that were on the agenda.**

**1. Meeting Called to Order 7:00 PM**

**2. Continued Cases.**

**a) Case No. 22-14 - Design and Site Plan Review 350 Prospect Street – Belmont Hill School Applicant wishes to withdraw the current application without prejudice to refiling. The Planning Board will take up the request and may discuss procedural issues and timing, but does not intend to discuss, or receive input on, the merits. Project Details: Proposal to construct a new parking lot and Facilities Building on land east of Prospect Street, along with minor changes to existing parking at 350 Prospect Street (off Marsh Street). The school is located in the Single Residence A (SR-A) Zoning District and the proposed work will be conducted at the joint properties of 283, 301, 305, 315, and 350 Prospect Street & 12 and 20 Park Avenue.**

**MOTION to dismiss the existing DSPR application and refile without an OCD filing fee was made by Mr. Lowrie and seconded by Ms. Guo. Motion passed.**

**YES Votes-**

**Mr. Birenbaum**

**Mr. Lowrie**

**Ms. Guo**

**b) Case No. 21-18 Amendment to Special Permit 768 Pleasant Street – Mint Retail Facilities, LLC. Applicant requests to amend previously approved Special Permit. Revision includes changes to exterior elevations.**

**Mr. Lowrie noted that there would need to be four votes to grant the amendment and there were only three Board members available at this meeting.**

**MOTION to continue to November 1, 2022 was made by Mr. Lowrie and seconded by Ms. Guo. Motion passed.**

**YES votes-**

**Ms. Guo**

**Mr. Birenbaum**

**Mr. Lowrie**

**3. Update on Cases, Planning Board Projects, and Committee Reports.**

Mr. Yogurtian noted that there were a few cases coming and they would be on the agenda for the next available meeting. Mr. Lowrie said that there would be a schedule of meetings for topics for the Belmont Hill School coming up soon.

**4. Review and Approve Draft Planning Board Minutes - September 20, 2022.**

**5. Adjourn 7:17 PM**

The Planning Board's next scheduled meeting will be held on Tuesday, November 1, 2022.