

TOWN OF BELMONT  
PLANNING BOARD

**MEETING MINUTES**  
**November 5, 2008**

**7:12 p.m. Meeting Called to Order**

Attendance: Jennifer Fallon, Chair; Andres Rojas; and Carla Moynihan; Jay Szklut, Staff

Absent: Sami Baghdady; Karl Haglund

Minutes of September 24, 2008 were approved as amended

Committee Updates

Capital Projects Overview Committee – The Committee continues to evaluate the incinerator site for potential municipal uses including recreation and DPW functions.

Staff informed the Board that a Town Meeting has been scheduled for early December and the Selectmen would like to place the citizen's petition zoning article on the warrant. In order to do so, the Planning Board would need to hold a public hearing prior to the Town Meeting. The Board agreed to schedule a public hearing on the proposed amendment for November 24, 2008, at 7:15PM, in the Board of Selectmen's meeting room.

The Board also cancelled its scheduled November 19 meeting and rescheduled for November 24.

**7:25 p.m. Discussion – Consultant Review for Comprehensive Planning**

Ms Moynihan, Ms. Fallon and staff presented the results of their initial review of the 4 proposals submitted for the Comprehensive Plan project. All agreed that Thomas Planning Services did not meet the minimum qualifications. All also agreed that the remaining three proposers were fairly equal on the basis of the initial review criteria. The Board voted to interview all three: Cecil Group, Community Opportunities Group, and Larry Koff and Associates. Interviews to be scheduled Wednesday, November 12, beginning at 6:00 PM.

Staff were requested to prepare a comparative summary of the proposals for the Board members prior to the interviews.

**7:45 p.m. Discussion – Residential Parking**

The Board agreed to schedule public meetings on this topic following the new year. Ms. Fallon suggested a brief presentation at the December Town Meeting to alert residents that the Planning Board was beginning to reach out for public input on this topic. Board agreed that a brief announcement at Town Meeting was a good suggestion.

**8:00 p.m.** Discussion – Potential Zoning Amendments

For April Town Meeting, the Board would like the “Barn By-Law and a Waverley Square Rezoning By-Law on the Warrant. Additionally, The Board would like to adopt Design Guidelines to be used in design and site plan review but these could be part of rules and regulations. Staff will consider whether such guidelines should be included by reference in the Zoning By-Law. The Board also wanted staff to provide further information on Section 3.5, Major Development, Section 5.1.2, General Office vs Medical Office parking requirements, and to again consider removing the ‘building setback lines.’

**8:15 p.m.** Review - Inclusionary Housing Rules and Regulations

Ms. Moynihan presented draft rules and regulations for administering the Inclusionary Zoning By-Law. Board members were asked to review and provide comments at the next meeting prior to the Belmont Housing Trust presenting these to the Board of Selectmen.

**8:30 p.m.** Town Planners’ Report

Waverley Square – Jay informed the Board that Feldco Corp would be meeting with residents to discuss their concept for development over the Train Station. The meeting is tentatively set for 7:00 PM, November 25 at the Butler School. The next Waverley Sq Revitalization Planning meeting is tentatively scheduled for December 4 at the Butler School

**8:55 p.m.** Meeting adjourned