

TOWN OF BELMONT
PLANNING BOARD

MEETING MINUTES
February 25, 2009

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BELMONT, MASS.

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7:12 p.m. Meeting called to order.

Attendance: Jenny Fallon, Chair; Andres Rojas; Karl Haglund; Carla Moynihan; Jay Szklut, Staff; Jeffrey Wheeler, Staff.

Absent: Sami Baghdady

Committee Updates:

Capital Budget Committee – Ms. Fallon noted that the CBC continues to discuss the Town Budget and approaches for how the Budget should be presented to Town Meeting.

Belmont Housing Trust – Ms. Moynihan reported that the Board of Selectmen took no action on the proposed Inclusionary Housing Rules and Regulations. She would schedule a meeting with Chairman Firenze to discuss concerns he had raised.

7:20 p.m. Discussion – Waverley Square Revitalization

The Cecil Group presented a draft outline of a proposed zoning by-law for Waverley Square. A general section that includes “Purpose”, “Boundary”, and “Authority” was outlined. The goal of the proposed bylaw is to “Sustain and Enhance Waverley Square.” Uses permitted in the Waverley Square District (WSD) includes mixed use, commercial parking facility, office, professional services, retail, restaurants, outdoor café w/seating, and residential. The consultant also provided a draft of Performance and Design Standards for the WSD. The performance standards limited ground floor uses to businesses and parking and office, professional by Special Permit only. Suggested height and setback dimensions were provided. The WSD was also divided into two sub districts with different allowed heights. As height increased, 4th and 5th floors were stepped back from the front façade of the lower floors. Finally, the draft provided suggested parking requirements for the various uses including possible parking reductions based on whether a project met certain considerations. Bicycle parking was also mandated. The Board was requested to review the draft and to provide comments to the consultant. The consultant will return at the March 18th meeting to further develop the proposed zoning.

8:30 p.m. Discussion – Use of Church and School Parking Lots

Ms. Fallon presented the draft agenda for the meeting with Clergy scheduled for March 4. Members discussed the agenda and approved as follows:

- I. Uses the Planning Board supports allowing houses of worship and schools to agree to by right of the owner:
 - a. Residential overnight parking for vehicles not considered commercial as defined in the Zoning By-Law not to exceed the number of parking spaces in the lot.
 - b. Uses by town departments
 - c. Uses for public and private special events

- d. Day time parking for employees and/or customers of local businesses of not more than 50% of a lot or 30 spaces whichever is greater.
 - e. Any temporary, short term (30 days or less) use.
 - f. Any drop off/pick-up arrangements with parking for vehicles for 30 minutes or less.
- II. Uses the Planning Board feels may require some regulation and/or oversight (license including a public hearing before the Planning Board as the licensing authority with possible annual review):
- a. Use by commercial trucks, vans and other heavy vehicles for more than 30 days
 - b. Long term (more than 30 days) regular use by more than 30 passenger vehicles – (Exception: neighborhood overnight accommodation above)
 - c. Potential commercial evening uses (e.g. restaurant valet parking, movie theater parking)
 - d. Commuter parking
- III. Application for any license or permit required for such uses (II. Above) could be the responsibility of the user or the owner. A written agreement between the parties would be required as part of the documentation for the license/permit. Any conditions for such use would to be included as part of any such license/permit and agreed to by both parties. Planning Board to endeavor to render a decision on the same night application is heard.
- IV. Questions of payment (or contribution) for use of the lots and implications for taxation or PILOT payments are left to the lot owners and the Board of Selectmen in consultation with the Assessors.

9:00 p.m. Discussion - Design and Site Plan Review Draft Guidelines

Jay presented draft guidelines developed from previous attempts at drafting rules and regulations for the Planning Board. The Board was requested to review the guidelines and present comments to staff.

9:05 p.m. Discussion – Building Setback Lines

Staff briefly presented an overview of the building setback lines and previous attempts to have them removed. Jay noted that the issue is now before the Board due to the proposed development of the Our Lady of Mercy properties. That development would like to extend porches into the building setback area and residents have indicated that such extension adds to the look of the development and that many of their own properties extend into the building setback area. However, the interpretation of the building setback is that no structure is allowed to encroach into the setback area. Staff is researching the history of the building setback. The Board indicated that they agree that building setbacks may be redundant to zoning setbacks and requested that staff look into preparing an amendment to remove from all residential areas the building setback lines.

9:25 p.m. Town Planners' Report

Jay reported that the residential parking survey had 791 on-line responses and an additional 95 responses via hard copy. He presented to the Board a preliminary analysis of the on-line responses only.

Jay also reported that the Oakley Neighborhood Association had met with the developer of the Our Lady site. Concerns were raised about the demolition of the Rectory Building and the proposed structure on the existing parking lot. The neighborhood will have a 2nd meeting with the developer prior to an application filed with the Planning Board.

9:45 p.m. Meeting Adjourns

Next Meeting: Wednesday, March 4, 2009
7:00 p.m., Board of Selectmen's Meeting Room

3/18/09 Minutes Approved