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## Town of Belmont, MA Traffic Advisory Committee (T.A.C.)

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**Meeting Minutes**, September 11, 2014

**Members Present:** Larry MacDonald (Vice Chair), Don Mercer, Dana Miller (Clerk), Linda Nickens (Chair), Tommi Olson, Matt Sullivan

**Ex-Officio Members Present:** Glenn Clancy (Town Engineer), Sargent Benjamin Mailhot (Belmont Police Department), Officer Mathew Benoit (Belmont Police Department)

**Also Present:** Judi Hen and Stuart Camiel of Music Management, 5 - 7 Bartlett Avenue, Bentaw Kiciuc of Dominos Pizza, 240 Trapelo Road; Nicholas Donofrio, 17 Bartlett Avenue; Matt Makarowicz, 2-4 Vincent Avenue; Paula Acevedo of Vive Hair Salon, 3 Barlett Avenue; and Margaret Waters of 106 Orchard Street.

**Linda called the meeting to order at 7:01pm.**

**Minutes:** The minutes of the August 14, 2014 meeting were approved.

**New Traffic Officer:** Sargent Mailhot introduced Officer Benoit, who has recently joined the Belmont Police Department's Traffic Division.

**Palfrey Square:** Judi Hen and Stuart Camiel have run Music Management for 13 years and they have 6 employees. Parking for clients is often difficult on weekdays until 4:30 - 5pm, when the commuter cars disappear. When snow is a problem, the Music Management employees park in the lot of the nearby CVS. Bentaw Kiciuc explained that his Dominos pizza requires parking for 5 - 6 employees. Paula Acevedo reported that, despite posted signs, cars park on the street for the full day. Cars double park (especially in front of the dry cleaner) and park facing against the traffic.

Mr. Makarowicz explained that at around 8am, Bartlett Avenue is lined, past Vincent Avenue, with commuter cars. If the parking spots on the business side of Bartlett Avenue were removed, parking would simply move further down the Avenue.

Sargent Mailhot observed that the block of Bartlett Avenue, between Vincent and Harriet Avenues, is very tight for emergency vehicles. He also noted that traffic and parking problems have been exacerbated by the construction equipment that is currently taking up space in the neighborhood.

In response to an inquiry, Glenn explained that the Belmont Police Department lacks the resources to enforce a parking permit plan.

In response to Glenn's suggestion, the Committee discussed the possible benefits of installing signs that limit parking to one-hour or less between 8 and 10am. This might deter some of the all-day parking that is currently causing problems.

In response to Sergeant Mailhot's recommendation and in the hope of making Bartlett Avenue more easily accessed by emergency vehicles, the Committee passed a motion to implement a 6-month trial of restricted parking on the south side of Bartlett Avenue, from Harriet to Vincent Avenues.

The Committee passed a second motion for a 6-month trial in which one of the spots in front of the dry cleaner would be signed for 15-minute parking.

In addition, Glenn will determine if we can install a stop sign on Harriet Avenue, where it meets Bartlett Avenue. Glenn will report back to the Committee on this matter at our next meeting.

#### Wellington School Traffic

Margaret Waters explained that, despite the T.A.C.'s intentions and the commonly understood agreements at the time of the construction of the new Wellington School, some parents are using the baby parking lot to drop off students for pre- and after-school programs. Margaret reported that, in violation of posted signs, cars leaving this lot often turn left onto Orchard Street.

Glenn will review meeting minutes to see if he can find a written summary of the agreement about the use of the baby parking lot. In addition, Glenn will consult with David Kale about the problem. Larry suggested that we replace the small one-way sign with a larger sign so that drivers are more likely to see the sign. Sergeant Mailhot suggested that a traffic officer monitor the lot a few mornings each week in an attempt to stop the illegal left turns onto Orchard Street.

#### Old Business:

**Dalton Street Intersections:** Over the next three weeks, Sargent Mailhot will conduct a traffic study at the intersection of Dalton and Elm Streets and another at the intersection of Dalton and Fairview.

**Belmont Center update:** On September 8, Glenn made a presentation to town meeting about the Belmont Center reconstruction plan. The town meeting will convene in November to vote on the project and its funding.

In response to a request from the Warrant Committee, in October the town will again install barrels on the southbound side of Leonard Street, between Moore Street and Concord Avenue, and will study the effects of the Street narrowing on traffic on Pleasant Street, Clifton Street, and Stella Road.

**Trapelo Road:** The construction company is now working at a better pace and it is looking more likely that they will finish the project on schedule, October 2015. Newport has not done a great job of providing adequate notice to business owners of work that will cause problems for the businesses. The Waverly Square Day Care received no notice before their parking lot was made inaccessible by the work. Complaints have been registered with Glenn's office about Newport equipment and vehicles parked too close to corners and idling for too long.

**Committee Elections:** The T.A.C. will hold elections in October 2014

**The meeting was adjourned at 8:47.**

Respectfully submitted,

Dana Miller, Clerk



# Traffic Advisory Committee

## TOWN OF BELMONT

19 Moore Street  
Homer Municipal Building  
Belmont, Massachusetts 02478-0900  
Telephone: (617) 993-2650 Fax: (617) 993-2651

Linda Nickens, Chair  
Laurence Macdonald, Vice Chair  
Dana Miller, Clerk

Committee Members  
Peter Curro  
Joseph Griffin  
Donald Mercier  
Tommasina Olson  
Matt Sullivan

**Date:** September 5, 2014  
**To:** Members – Traffic Advisory Committee  
**From:** Linda Nickens, Chair  
**Subject:** Agenda for Meeting on **Thursday, September 11, 2014 at 7:00 PM** in **Town Hall Board of Selectmen's Meeting Room**. If you cannot attend the meeting, please contact Linda via e-mail.

- ✓ 7:00 – 7:05 Minutes (August 14, 2014)
- ✓ 7:05 – 8:00 Public Hearing – Bartlett Avenue Parking Proposals
- ✓ 8:00 – 8:15 Wellington School – Abutter E-mail
- 8:15 – 8:25 Old Business
  - BPD Updates on June Action Items
  - Belmont Center Project Update
  - Trapelo Road Project Update
  - Other
- 8:25 – 8:30 New Business
  - No Known Items
- 8:30 Adjourn

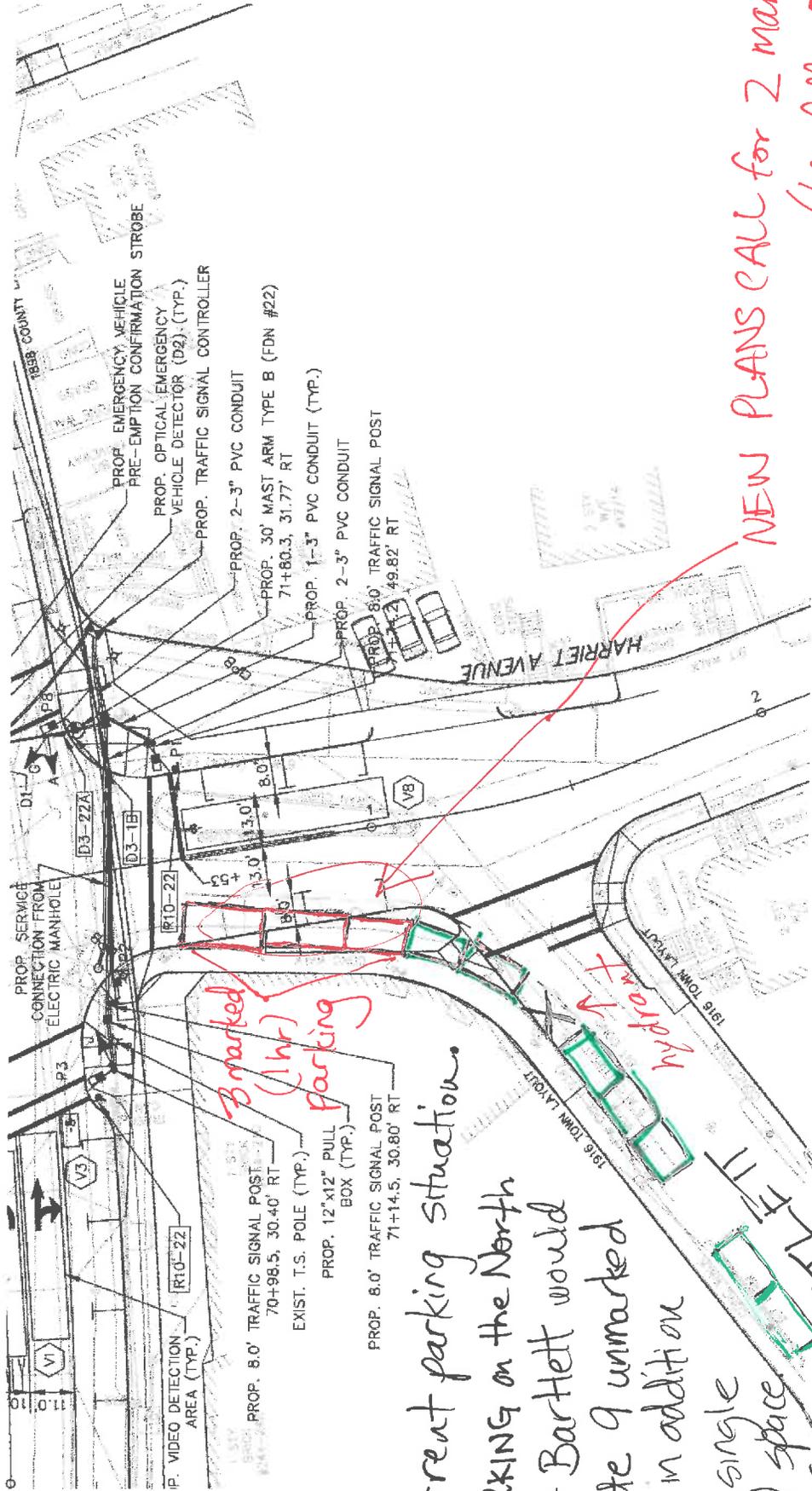
NO PARKING SOUTH SIDE  
1ST SPOT 15 MIN.  
& NORTH SIDE

ELECTIONS!

Cc: Board of Selectmen – Andy Rojas  
David Kale, Town Administrator  
Glenn R. Clancy, Town Engineer  
Sgt Ben Mailhot, Belmont Police Department  
Richard McLaughlin, Belmont Police Chief  
Peter Castanino, Director, Department of Public Works  
Karl Haglund, Planning Board

# Palfrey Square

For the Traffic Advisory Board



NEW PLANS CALL FOR 2 MARKED  
 (hopefully 1 will  
 be 5-15 min)  
 instead of 3.

3 marked  
 (1 hr)  
 parking

Current parking situation.

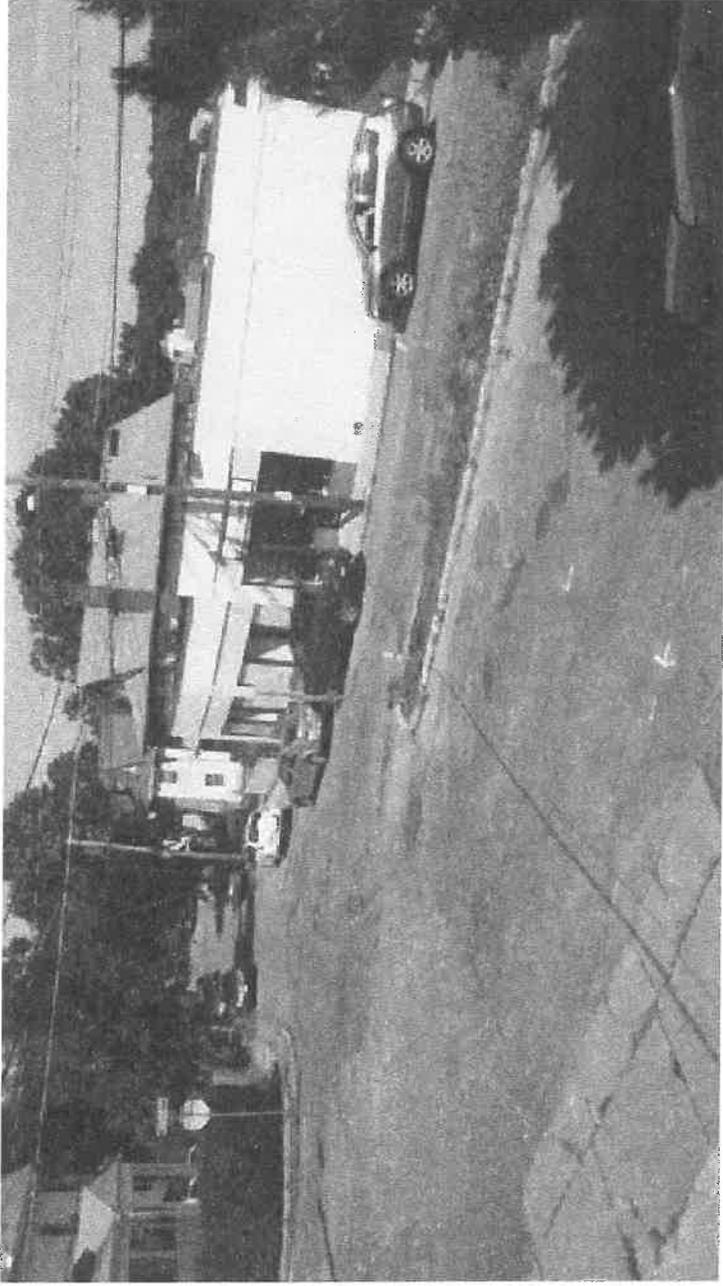
NO PARKING on the North  
 Side of Bartlett would  
 eliminate 9 unmarked  
 spaces in addition

to the single  
 marked space

TOTAL OF  
 10.

VINCENT AVE

# Typical Palfrey Square



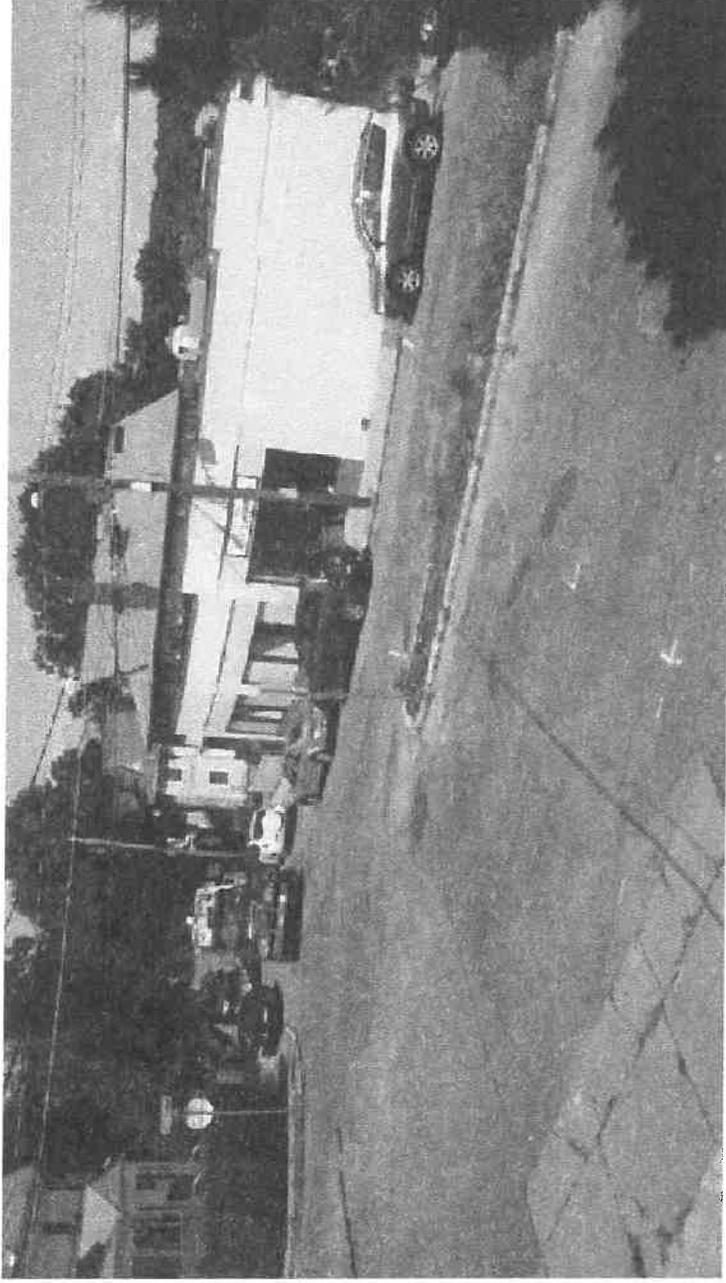
# Parking in Palfrey Square

- General Patterns observed:
  - Business Patrons: < 10 minutes or ~90 minutes
    - ~70% need < 10 minutes (Dry Cleaner, Domino's)
  - Business Owners: > 6 hours
  - Commuters: > 6 hours
- Over half of business patrons depart with a U-turn

# Resident Needs

- Based on conversations with most Palfrey Square neighbors:
  - Many residents of 2-family homes need street space to manage tandem driveways
  - Many area residents struggle to pull out of driveways on Bartlett because of excessive street parking (e.g. 3 Harriet - 2 Bartlett, 9-11 Bartlett, 2-4 Vincent)
- Planned sharper corner to Bartlett should alleviate some speeding concerns

# Tight Fit on Bartlett



# U-Turns

- Most business patrons depart with a U-Turn (toward Trapelo)
- U-Turns become more difficult with narrower street
  - Multiple-point turns
  - Backing up in intersection
- A “No U-Turn” sign won’t help

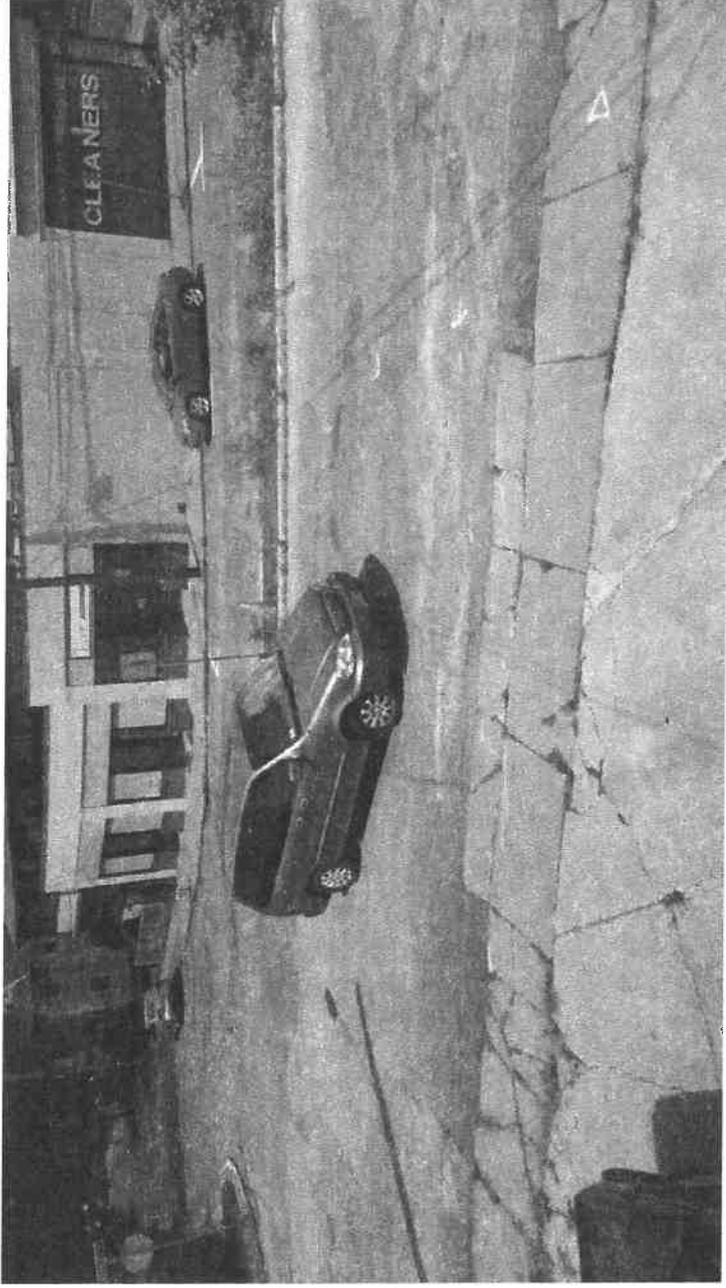
# U-Turn example



# U-Turn example



# U-Turn example



# Suggestions for Improvement

- Designate 1 or 2 commercial parking spaces 15-minutes
- “Palfrey Square Neighborhood” 2-hr parking (except residents)
  - Permits issued to residents
- Limited # of resident permits for business owners
- Further consideration of U-turns

**Thanks!**

# Appendix A: Parking Details

- Over 10 hrs on Thur. (8/7) and 10 hrs on Sat. (8/9):
  - 61 total cars made use of commercial parking
    - Many parked illegally when spaces were unavailable (dbl-park, our driveway, etc.)
  - 44 (70%) parked for < 10 minutes
  - 9 (15%) parked for 30-90 minutes
  - 4 parked for > 4 hours
    - Effectively reduced available commercial parking to 2 spaces
    - These were not business patrons
- 32 (50%) performed U-turns upon departure

## Appendix B: Conclusions

- Vast majority need very short-term parking
- 90 minute parking is needed for massage or hairdresser
- “Unofficial 15-minute space” has been created with new plan
- Parking spaces by our house will both alleviate some parking tightness and make U-turns more difficult

# Appendix C: Neighborhood Concerns

- Data collected speaking with neighbors:
- Azra: “Unlike Winn Brook or Belmont Hill area, most of the people living in this zone are not living in the single family with garage and enough parking on their driveway. It is completely opposite situation. I live on Vincent Ave, where most homes are two families with multiple cars and single-lane driveways. We need parking in front of our home to be able to function with our neighbors. It is very tight when it comes to parking. Starting to feel like Cambridge. Non-resident parking is becoming an issue.”
- Alex: Needs space to manage parking with neighbors
- Scott: Can't back out because of cars on both sides and behind
- Tony: Can't back out because of cars on both sides and behind
- 3 Bartlett: Can't back out because of cars on both sides and behind. And, people park at the stop sign
- 2 Vincent: People come screaming by

## Clancy, Glenn

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**From:** Clancy, Glenn  
**Sent:** Friday, September 05, 2014 11:47 AM  
**To:** 'sinasina30@yahoo.com'; 'lcnickens@verizon.net'; 'pfcirro@gmail.com'; 'Dana Miller'; 'mattsull74@yahoo.com'; 'Don Mercier (mercierbj@verizon.net)'; 'Laurence Macdonald'; 'Joseph.griffin@verizon.net'  
**Cc:** McLaughlin, Richard; Castanino, Peter; 'Karl Haglund'; 'bmailhot@belmontpd.org'; 'Andres T. Rojas'; Kale, David  
**Subject:** TAC Meeting - September 11, 2014 - Regular Meeting  
**Attachments:** 01-19-10 New Wellington School Recommendations to Board.pdf; Scanned from a Xerox multifunction device001.pdf; TAC Agenda 09-11-14.pdf

Good morning TAC Members:

Please note the meeting will be held in the Board of Selectmen's Meeting Room. There is a Public Hearing scheduled for the Bartlett Avenue neighborhood to discuss proposed parking restrictions.

The e-mail below is related to the Wellington School issue also on the agenda. TAC needs to decide how to proceed on this matter. I have attached the original selectmen approved plan though there was some tweaking made with the drop-off and pick-up on Orchard Street before the fall of 2013 that I believe you are aware of. Also attached is the Planning Board approval for the new school.

If I receive minutes from the August meeting before we meet on 9/11 I will forward them along.

Thanks, Glenn

**From:** Margaret Waters [[mailto:margaret\\_waters@yahoo.com](mailto:margaret_waters@yahoo.com)]  
**Sent:** Tuesday, September 02, 2014 1:11 PM  
**To:** [lnickens@comcast.net](mailto:lnickens@comcast.net); Linda Nickens; Clancy, Glenn  
**Subject:** Wellington School traffic plan + Morning care drop off

Hello Glenn and Linda,

I'm writing about Wellington traffic and a problem with early morning drop-offs in front of our house in the small Employee-only lot across from #116 Orchard Street.

Do you have a copy of the official Wellington Traffic plan we all agreed to? As I recall, it was a condition from the planning board that the traffic plan keep the smaller lot for Employees only, no parent drop off. We should probably share this with Amy Spangler, the new Assistant Principal Maureen, and the head of Wellington's Morning/Aftercare. (None of them were on staff when the plans were made -- so they probably just need a refresher on the details.)

We chatted last year about the need to re-communicate the Wellington Traffic Plan to new leadership at the Wellington School.

In the meeting held Tuesday, August 23, 2011, at the Chenery Middle School Community Room run by Glenn Clancy --- Superintendent Kingston, the WBC, the Town Engineer, BPD, and neighbors all agreed to a plan that said the small parking lot on Orchard St. would never be used for parent drop off or pickup. It would be for fire access and handicap with

a few teacher parking spots. Anyone exiting the lot would take a Right turn only, and the lot would be posted Employees Only.

However, the Wellington Morning Care program uses this lot for live, unattended drop off from 7:15 to 8:40 every morning. Parents are still dropping off even after handicap vans arrive and start unloading. This is both unsafe and outside the agreement. The larger Wellington lot near St. Joe's was designed specifically for safe drop off away from neighbors houses. The WBC, the principal and the town leaders acknowledged that Orchard St. neighbors bear the brunt of the regular school drop off and pickup, and so accorded us some consideration that we wouldn't have cars loading and unloading on Orchard Street during early morning, while we are getting our own families fed and out of our driveways for work and school. About half the Morning Care parents leave the lot the wrong way, and we've had some near accidents trying to get into or out of our own driveway.

Thanks very much for your help,

Margaret Waters  
106 Orchard Street



## OFFICE OF COMMUNITY DEVELOPMENT

### MEMO

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**MEMO TO:** Board of Selectmen  
Thomas G. Younger, Town Administrator

**FROM:** Glenn R. Clancy, P.E.

**SUBJECT:** Traffic Advisory Committee Recommendations  
New Wellington Elementary School

**DATE:** January 20, 2010

The Traffic Advisory Committee held several meetings in the fall of 2009 to discuss traffic issues at the new Wellington Elementary School. Members of the building committee and the public were present at the meetings. After careful consideration a plan was formulated. In general the plan is to control access to the school while keeping traffic moving away from the school site during drop-off and pick-up hours. The proposal is as follows:

- Access to Glendale Road will be restricted from Common Street between the hours of 7 and 9 Am and 2 and 4 Pm Mon - Fri. Traffic will be allowed to travel down Glendale Road from Orchard Street only.
- Access to Orchard Street will be restricted from Common Street between the hours of 7 and 9 Am and 2 and 4 Pm Mon - Fri. Traffic will be allowed to travel down Orchard Street from Goden Street only.
- Parents on Orchard Street will have the choice of accessing the Wellington School site for rolling drop-off or parking temporarily on Orchard Street and walking their children into the school. During the drop-off and pick-up hours access to the site will be from Orchard Street only and vehicles will exit onto School Street only.
- The Memorial Park side of Orchard Street along the school frontage will be posted No Parking Anytime and No Stopping or Standing. Parking will be allowed only along the school side for drop-off and pick-up. The school side of Orchard Street along the school frontage will be posted No Parking 7 - 9 Am and 2 - 4 Pm Mon - Fri.

A "bump-in" for parking along the school is not being proposed. The Traffic Advisory Committee felt this would limit the amount of available space for vehicles to park along the school. Police Chief McLaughlin was apposed to this idea believing parents will park on the Memorial Park side even with posted restrictions and therefore accommodations should be made to ensure enough room on the street for emergency vehicles. The TAC was encouraged by a report that the School Superintendant has formed a committee to look into traffic issues around all schools.

As a contingency plan the TAC would like the BOS to consider allowing funds, perhaps Pavement Management money, to be used to construct bump-ins along the school if the Chief's fears come to fruition.

- Traffic exiting the school site after drop-off/pick-up will not be allowed to turn left on School Street. A sign will be posted opposite the driveway exit stating No Left Turn 7 - 9 Am and 2 - 4 Pm Mon – Fri.
- Access to School Street, from Cottage Street to Common Street, will be restricted for traffic moving westbound 7 - 9 Am and 2 - 4 Pm Mon – Fri. All traffic moving westbound on School Street during these hours will have to turn onto Cottage Street, Myrtle Street or Goden Street.

During the morning commute traffic is heaviest on School Street heading eastbound. This traffic will still be allowed unimpeded access to School Street from Common Street. In the afternoon the pattern reverses however most of the peak commuter traffic occurs after 4:00 Pm therefore the restricted access to School Street for west bound motorists will almost exclusively impact parents of Wellington children. The TAC feels parents will happily trade off inconvenience for increased safety around the school property.

- Access to Myrtle Street from Concord Avenue will be restricted from 7 - 9 Am and 2 - 4 Pm Mon – Fri. This results in Myrtle Street essentially becoming a one-way street, from School Street to Concord Avenue, during these times.
- A raised crosswalk is proposed on School Street near Cottage Street. This is a heavily used pedestrian crossing. The final location of the crosswalk will be coordinated with the bus turn-in proposed in front of the new school.

The entire proposal outlined above was approved unanimously by the Traffic Advisory Committee.

The final element of the new Wellington Elementary School traffic proposal is a four way Stop approach at the intersection of Goden Street and School Street. An engineering study was done by the consulting firm of Vanasse Hangen and Brustlin, Inc. The study concluded that the warrants used to justify the need for a four way Stop approach were not met. However, the Manual on Uniform Traffic Control Devices, the governing document in such matters, allows engineering judgment to be used in cases where the strict warrants are not met. I believe the traffic mitigation plan proposed above will benefit by a four way Stop approach at this location and I also feel the alignment of this intersection causes enough confusion with motorists that a four way Stop approach will maintain safety at this location.

The four way Stop approach was approved by the Traffic Advisory Committee by a vote of 4 to 1.

The Traffic Advisory Committee respectfully asks the Board of Selectmen to approve these recommendations.



OFFICE OF COMMUNITY DEVELOPMENT  
TOWN OF BELMONT

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FINAL  
FILE

Building Division  
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Engineering Division  
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Planning Division  
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**Town of Belmont Planning Board**

**DESIGN AND SITE PLAN APPROVAL**

**121 ORCHARD STREET  
WELLINGTON SCHOOL**

**Wellington School Building Committee, on behalf of the Town of Belmont**

October 28, 2009

Pursuant to Sections 5.1.2 i) and 7.3.2 a) of the Town of Belmont Zoning By-Laws, the following is the Planning Board's findings and decision on the Design and Site Plan Review application of the Wellington School Building Committee, on behalf of the Town of Belmont, for a new building (elementary school) greater than 2,500 square feet (§7.3.2 a)) and to determine the number of parking spaces (§5.1.2 i)) at 121 Orchard Street. A duly noticed public hearing on the subject application was held on August 28, 2009 and continued to September 9, and 23, and October 14. Sitting for the Planning Board were Jennifer Fallon, Chair, Sami Baghdady, Karl Haglund, Carla Moynihan, and Andres Rojas.

**The Proposal**

The proposal is to construct a new two story, 88,000 square foot elementary school (kindergarten through 4<sup>th</sup> grade) on the site of the existing Wellington Elementary School. The building will be clad in red brick to resemble school and municipal buildings throughout the Town. The building will also contain many architectural 'green' features. As proposed, the site will include 80 on-site parking spaces. Access to the site will be via Orchard and School Streets. The subject property is located in the Single Residence C Zoning District.

**Design and Site Plan Review**

Sections 5.1.1 i) and 7.3.2 of the Zoning By-Laws require Design and Site Plan Review for the proposed elementary school in order to determine the required number of on-site parking spaces

and the proposed school will be greater than 2,500 square feet. Section 5.1.1 i) allows the Planning Board to waive the parking requirements provided that the applicant can demonstrate that a smaller number of spaces is appropriate for the proposed use of the building.

### **Submissions to the Planning Board**

The applicant submitted the following information during the Planning Board's review:

1. Application for Design and Site Plan Review, dated August 12, 2009;
2. Planning Board Project Summary Statement submitted August 12, 2009;
3. Section 3 Design Criteria submitted August 12, 2009;
4. Amended Section 3 Design Criteria dated August 25, 2009 and submitted August 25, 2009;
5. Amended Section 3 Design Criteria dated October 7, 2009 and submitted October 9, 2009;
6. Public Input on Wellington Design Process dated August 26, 2009;
7. Design drawings submitted August 12, 2009, and prepared by Jonathan Levi Architects and Burt, Hill Architecture, including:
  - Topographic Site Plan of Land, Certified Plot Plan, Site Utility Plan, Site Grading Plan, Site Plan, First Floor Plan - Overall, Second Floor Plan - Overall, Basement Floor Plan, and 2 Building Elevation plans, dated August 12, 2009;
8. Revised design drawings submitted August 25, 2009, and prepared by Jonathan Levi Architects and Burt, Hill Architecture, including:
  - Existing Conditions Plan, Site Demolition Plan, Site Utility Plan, Site Grading Plan, Layout Plan, Planting Plan, Architectural Site Plan and Site Lighting Plan, Basement Floor Plan, First Floor Plan - Overall, Second Floor Plan - Overall, Roof Plan – Overall, and 3 Building Elevation plans, dated August 21, 2009;
9. Revised design drawings submitted October 9, 2009, and prepared by Jonathan Levi Architects and Burt, Hill Architecture, including:
  - a. Certified Plot Plan, dated September 30, 2009; and
  - b. Site Demolition Plan, Site Layout Plan, Site Utility Plan, Site Grading Plan, 3 Site Detail plans, Planting Plan, Planting Details, Architectural Site Plan, Architectural Site Details, Architectural Site Lighting Plan, Site Lighting Photometric Analysis, Basement Floor Plan, First Floor Plan - Overall, Second Floor Plan - Overall, Roof Plan – Overall, and 3 Building Elevation plans, dated October 7, 2009;
10. Certified Plot Plan, prepared by Nitsch Engineering and dated August 12, 2009;
11. Draft Traffic and Parking Study – Wellington School, prepared by VHB/Vanasse Hangen Brustlin, dated September 2009;
12. Conceptual Drainage Analysis, prepared by Nitsch Engineering, dated August 12, 2009;
13. Drainage Report, prepared by Nitsch Engineering, dated October 7, 2009;
14. Zoning Compliance Check List, prepared by Clark Donkin and dated August 12, 2009;
15. Revised Zoning Compliance Check List, prepared by Clark Donkin and dated October 2, 2009;

16. New Wellington School Metric, prepared by Jonathan Levi Architects Burt Hill, and dated September 23, 2009;
17. Revised New Wellington School Metric, prepared by Jonathan Levi Architects Burt Hill, and dated October 7, 2009;
18. Listing of Wellington School Staff dated September 23, 2009;
19. Exterior Fixture Schedule, prepared by Sladen Feinstein Integrated Lighting, Inc., and dated October 6, 2009; and,
20. Lighting Specifications sheets submitted October 9, 2009;

The following information was submitted by various Town Departments:

1. Memo from Chief Richard McLaughlin, Belmont Police Department, commenting on the drop-off and pick-up of students, on-site parking capacity, and design of the building to prevent crime, dated August 20, 2009; and,
2. Memo from Chief David Frizzell, Fire Department, commenting on the proposed site plan and insuring proper fire apparatus access, dated August 26, 2009.

#### **Planning Board's Findings and Decision**

The Planning Board finds that the proposed construction of an elementary school meets the special circumstances of Section 5.1.1 i) and the Approval Guidelines of Section 7.3.5 based on the submitted information, the testimony received during public hearings, and revised documentation. More specifically, the Board found that the required number of parking spaces can be reduced because of the unusual age and characteristics of the elementary school and the other forms of transit that will be provided to the children (walking, biking, carpool, school bus).

Therefore, after considering the provisions of Sections 5.1.2 i) and 7.3.2 a) of the Zoning By-Laws, the plans submitted, the statements made at the public hearings, and its deliberations, the **PLANNING BOARD VOTED (5 to 0) TO GRANT** the requested **DESIGN AND SITE PLAN APPROVAL** for a new building greater than 2,500 square feet (§7.3.2 a)) and to determine the number of parking spaces (§5.1.2 i)) in **ORDER TO CONSTRUCT AN ELEMENTARY SCHOOL** (Wellington School) as proposed **SUBJECT TO THE FOLLOWING CONDITIONS:**

#### 1. General

- a. The building and site shall be constructed in conformance with the final, stamped design and site plans as listed above and as modified by the following conditions.
- b. If modifications to the approved documents are requested, the Planning Board shall review the modifications to insure that they are in keeping with the design intent of the structure as originally approved by the Board. The Planning Board, or its designee, shall decide if an issue is Minor (requiring no Board action) or Major (requiring Board re-approval of the change). Major changes require a new public hearing.

- c. Before a building permit can issue, all plans should be stamped by its respective professional, i.e., the site plan must be stamped by a civil engineer, etc.
- d. All conditions of this Approval shall be attached to the site plan and to each respective plan (i.e., landscape conditions shall be attached to the landscape plan).

## 2. Parking and Traffic

- a. The site plan shall indicate a total of 80 on-site parking spaces, 76 regular spaces (8'-6" X 18') and 4 handicap accessible spaces.
- b. A Drop-Off and Pick-Up policy shall be developed by the School Committee, Parent Teacher Organization, and School Department and in place before issuance of the Certificate of Occupancy.
- c. The Wellington School Building Committee shall make a recommendation(s) on traffic flow based on the Traffic Study to the Traffic Advisory Committee which shall in turn make a recommendation(s) to the Board of Selectmen prior to the issuance of a building permit.
- d. A Safe Routes to School Policy shall be developed in consultation with the Superintendent's Health, Safety and Security Task Force, the School Committee, Parent Teacher Organization, and the Police and Fire Departments prior to the issuance of Certificate of Occupancy.

## 3. Landscape Plans

- a. The Planning Board shall have review and final approval of the Planting Plan, Plant Lists, and Planting Details.
- b. A revised, stamped plan shall be submitted prior to the issuance of a building permit listing the existing trees and documenting the measures to be taken to ensure the preservation of the existing trees during construction, including all required protection, monitoring, fertilization, pest control, pruning, fencing, and other necessary measures, and the required measures shall be performed by a MA Certified Arborist.
  - i. The landscaping along the School Street façade in front of the gymnasium shall be planted with appropriate foundation shrubbery.
  - ii. Street tree planting shall be planted 20' on center unless otherwise approved due to site constraints.
  - iii. All new deciduous trees shall be a minimum of 3 to 3-½ inches caliper at the time of planting. All shrubs, perennials, and ground covers shall be as described on the Architect's Approved Planting Plan & Plant List.

- iv. Plant details shall be clearly specified on the landscape plans.
- v. The landscape plan shall indicate the size of all plant materials, including perennials and vines.
- vi. The Applicant's landscape contractor shall provide a minimum of 90 days full Landscape Maintenance Program for all plantings from the day of accepted installation.
- vii. New fencing shall be installed along the abutting property lines as approved on the site plan to match the fencing found throughout the site. Final details of the fencing (type, material, height, design, etc.) of the perimeter fencing shall be submitted to the Planning Board and indicated on the landscape plan.

4. Maintenance

- a. A permanent Maintenance Plan of the Parking Lots and Landscape, including Best Management Practices (BMPs) shall be submitted prior to the issuance of the Certificate of Occupancy and shall include the following:
  - i. Regular sweeping of the parking lot and sidewalk (including leaf removal and disposal);
  - ii. Periodically renewing the paint delineating the parking spaces;
  - iii. Planting maintenance, pruning and upkeep schedules; and
  - iv. Cleaning the catch basins.

5. Issuance of Certificate of Occupancy

- a. Prior to the issuance of a final Certificate of Occupancy, the applicant shall submit evidence that the project is in full compliance with these Conditions.
- b. The Planning Board may waive any of these conditions for cause and upon the request of the Applicant and substitute a mutually agreeable guarantee (e.g, the landscaping cannot be completed because of the time of year).

Town of Belmont Planning Board,

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Jennifer Fallon, Chair

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Karl Haglund

121 Orchard Street – Wellington School  
October 28, 2009  
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Sami Baghdady

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Carla Moynihan

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Andres Rojas

October 28, 2009