

## **SECTION 6. SPECIAL REGULATIONS**

### **6.15 Hotel Use Regulations**

#### 6.15.1 Generally

The Town of Belmont permits three classes of Hotels within designated zoning districts.

#### 6.15.2 Purpose

The purpose of this Section 6.15 is to regulate the location and design of Hotels in Belmont in order to promote economic development, provide high-quality lodging facilities, protect adjacent residential neighborhoods, ensure adequate transportation and parking, and maintain high design standards.

#### 6.15.3 Applicability

- 1) This Section 6.15 shall apply to all eligible parcels located within the boundaries of the districts designated in Section 6.15.4 below as shown on the Zoning Map.
- 2) The requirements of this Section 6.15 supplement the requirements of the underlying District or Overlay District in which the proposed Hotel is to be located. If there is a conflict between those requirements and those in this Section 6.15, the requirements of this Section 6.15 control.

#### 6.15.4 Establishment

Hotels of the following class(es) are permitted by-right in the following zoning district(s):

- 1) Center Gateway Overlay District – Classes 2 and 3, provided that no applications for Design and Site Plan Review or a Special Permit for a hotel shall be received, reviewed, or granted, until November 1, 2026.

#### 6.15.5 Definitions

In this Section 6.15, terms defined in Section 1.4 of this By-Law shall have the definitions provided there (regardless of capitalization), and the following terms shall have the meanings given below:

- 1) **Hotel** – A building, or portion of a building with access provided through a common entrance, lobby, or hallway to one or more guest rooms, designed to be rented out as overnight accommodations for guests. Valet parking, bellhop services, room service operations, concierge services, event coordination services, business centers, technology support, housekeeping and laundry facilities, maintenance facilities, mechanical rooms, electrical facilities, staff facilities and offices, internal lobbies or foyers not customarily open to the general public, trash and recycling enclosures, and other uses customary, incidental, and subordinate in area and function to Hotel operations shall all be considered part of the Hotel use rather than accessory uses. This definition shall not include a Bed and Breakfast Home, Lodging House, or Motel, as those terms are defined in G.L. c. 140 or c. 64G.

- 2) **Accessory Use, Guest Serving** – Accessory use within the facility or on the grounds of the Hotel that are intended to for use by the guests, Hotel staff, or both, or their guests, but not the general public.
- 3) **Accessory Use, Public Facing** – Accessory use associated with the facility and intended for use by the general public, such as a street-level retail or food service establishment.
- 4) **Facility GFA** – the sum of the Gross Floor Area of the principal building(s) and any accessory buildings serving a use in a principal building, including any outdoor patios or dining, bar, or event areas at 50% of the square footage of the space (e.g., 2,000 sf patio counts as 1,000 sf toward the cap), but excluding structured parking.
- 5) **Guest Room Area** – the total Gross Floor Area of all guest rooms (excluding guest room balconies) and corridors, alcoves, and linen or housekeeping closets on guest floors.
- 6) **Hotel, Class 1 (“Inn”)** – A small Hotel with 25 or fewer rooms that does not offer outdoor activities.
- 7) **Hotel, Class 2 (“Boutique”)** – A small-to-moderate-sized Hotel with between 26 and 100 rooms with some amenities for guests or the public..
- 8) **Hotel, Class 3 (“Business Class”)** – A larger Hotel with 101-150 rooms designed primarily to serve business travelers and short-term guests, including guest rooms equipped with work areas and communications technology suitable for business use, and providing amenities such as meeting or conference rooms, business centers, and a fitness or wellness center for the convenience of guests.
- 9) **Major Intersection** –The junction of two or more streets that are functionally classified as major arterial or collector roadways.

#### 6.15.6 General Requirements

- 1) The applicant shall demonstrate, to the satisfaction of the Planning Board, measures such as management by a professional management company with appropriate experience in Hotel operations to ensure compliance with approved plans and any conditions imposed, and a reasonable probability of receiving any and all other required licenses.
- 2) Each guest room must have its own bathroom.

#### 6.15.7 Design Quality and Amenity Standards

Hotels must meet design and amenity standards appropriate for Belmont’s status as a gateway to metro Boston, including:

- 1) Exterior architecture utilizing materials and design elements consistent with documented historic, civic, architecturally significant, or other signature properties in Belmont, and any requirements of the district or overlay in which the Hotel is located;
- 2) Any Class 2 or 3 Hotel must provide at least one of each of the following three types of amenities: a social lounge or patio open to the public; a restaurant or café; or fitness center, gymnasium, spa, or similar fitness or wellness facility for guest use; and

- 3) Site and building layouts demonstrate safe, accessible, and attractive pedestrian pathways, with features such as landscaping, seating, and lighting per this Section 6.15 and any requirements of the district or overlay in which the Hotel is located.

#### 6.15.8 Site and Building Development Requirements

- 1) The primary driveway for a Class 2 or 3 Hotel shall be within 100' of a major intersection.
- 2) Parking requirements for Hotels shall comply with the requirements of the zoning district in which they are located.
- 3) Regardless of any loading requirements for the zoning district in which the Hotel is located, loading requirements for Hotels shall be as follows:
  - a) Class 1 and 2: No loading area permitted. Loading and unloading may occur during the hours of 7:00 am to 7:00 pm, Monday through Friday only, and may not obstruct the public right-of-way.
  - b) Class 3: May have a loading area of up to 2,000 s.f., located to the side or rear of the facility, and screened from any residential use. Loading and unloading may occur during the hours of 7:00 am to 7:00 pm, Monday through Saturday only.
- 4) Any signs shall comply with Section 5.2.
- 5) In addition to any requirements imposed by Section 5.4 of the Zoning By-Law for solid waste receptacles, any such receptacles for Hotels must be discreetly located in side or rear yards only and screened with a stockade or other decorative fencing that completely obscures the trash receptacle. Waste services shall occur from 8:00 AM – 5:00 PM only.
- 6) Landscaping for Hotels shall comply with Section 5.3.
- 7) Unless the zoning district in which the Hotel is located has its own lighting requirements or regulations, lighting for Hotels shall comply with Section 5.4.3.
- 8) To ensure the Hotel use remains predominant and to keep external impacts proportionate, the Planning Board shall determine whether the proposed design and layout appropriately balances guestroom area and common/accessory areas, according to the following standards: the following standards apply:
  - a) In any Hotel, Guest Room Area shall make up at least the following proportion of Facility GFA:
    - i. Class 1 (Inns): 50%
    - ii. Class 2 (Boutique Hotels): 47.5%
    - iii. Class 3 (Business Class Hotels): 45%
  - b) In any Hotel, Public- and Guest-Facing Accessory uses shall make up no more than the following proportion of Facility GFA:
    - i. Class 1: 15%
    - ii. Class 2: 20%
    - iii. Class 3: 25%

c) Submittal and Review.

With any application for DSPR or a Special Permit, applicants shall provide a “Program Area Table” that:

- i. Shows how much each floor contributes to Facility GFA;
- ii. Lists each accessory use and how much GFA is associated with each use on each floor;
- iii. Calculates Guest Room Area, GFA associated with Public- and Guest-Facing Accessory Uses, and Facility GFA, and shows the resulting percentages vs. the thresholds in (a) and (b).
- iv. Identify the number of guest rooms in each of three size classes: 300-450 s.f., 451-650 s.f. and 650-900 s.f. The size of guest rooms shall be measured by square feet of usable space, including restroom and storage space, but excluding balcony space.

The Planning Board may condition approval on the project remaining consistent with the figures and ratios shown in the Program Area Table, and require that any material change be made only after an amendment to the Design and Site Plan Approval or the Special Permit, as applicable.

d) Limited Modifications.

The Planning Board may allow a modification of the percentages in a) or b) by up to 10 percentage points by Design and Site Plan Approval, or by more than 10 percentage points by Special Permit, upon written findings that:

- i. The Hotel clearly remains the predominant use;
- ii. Transportation and neighborhood impacts are appropriately mitigated (by, e.g., a transportation demand management plan, shared parking, or a loading plan); and
- iii. The project delivers superior urban-design and public-realm outcomes consistent with applicable provisions in the governing provisions of the Zoning By-Law and any applicable Design Guidelines contained in the Planning Board’s Rules and Regulations.

e) Relation to Accessory-Use Permissions (Table 1).

This subsection governs relative floor area only. Whether a specific accessory use is permitted, prohibited, or requires Special Permit remains controlled by Table 1.

6.15.9 Permitted Uses by Class

**Table 1 – Permitted Accessory and Ancillary Uses for Hotels by Class**

Facility Type →	Class 1	Class 2	Class 3
<b>Guest Serving Accessory Uses ↓</b>			
Laundry Facilities, Staff Use Only	N	Y	Y
Maintenance Facilities	Y	Y	Y
Facility Management Offices	Y	Y	Y
Landscaping Facilities	N	SPP	Y
Loading Dock	N	N	Y
Facility Storage, Staff Use Only	Y	Y	Y

Coffee Shop or Café	SPP	Y	Y
Restaurant or Tavern, Guest Use	SPP	Y	Y
Gift Shop, Guest Use	Y	Y	Y
Business Office, Guest Use	Y	Y	Y
Fitness or Wellness Facility, Guest Use	SPP	Y	Y
Parlor or Community Room, Guest Use	Y	Y	Y
Vending Area, Interior Only	Y	Y	Y
Outdoor Patio, Guest Use	SPP	Y	Y
Beauty or Barber Shop	N	Y	Y
Outdoor Pool or Recreation Area	N	SPP	Y
Conference and Meeting Facilities	N	SPP	Y
<b>Public Facing Accessory Uses ↓</b>			
Social Lounge or Outdoor Patio, Public Use	N	Y	Y
Restaurant or Tavern	N	Y	Y
General Retail Use (not to exceed 2,000 s.f.)	N	Y	N

**Key:** Y = Yes; N = No; SPP = Special Permit from Planning Board

#### 6.15.10 Application and Review Procedures

- 1) The Planning Board shall be the Special Permit Granting Authority for any Hotel use or Guest Serving or Public Facing Accessory Use requiring a Special Permit. All Special Permit applications shall be governed by Section 7.4 of this Zoning By-Law.
- 2) All Hotels that do not require the issuance of a Special Permit shall be permitted by-right subject to Design and Site Plan Review in accordance with Section 7.3 of this Zoning By-Law.
- 3) During Design and Site Plan Review or while considering whether to grant a Special Permit, in addition to any other factors set out in Section 7 of this Zoning By-Law, the Planning Board shall consider the following factors.
  - a. Whether the proposed Hotel provides facilities and amenities consistent with a Hotel of its size and class, such as on-site dining, guest common areas, meeting or event space, or fitness or wellness facilities, as applicable.
  - b. For a proposed Class 2 or 3 Hotel that would be located on a block zoned in significant part for ground-floor commercial uses, whether the Hotel includes ground floor retail or service uses adjacent to the street.
  - c. Whether to impose transportation demand measures, proportionate to project scale and impacts, such as contracted shuttle or paratransit services, shared mobility programs, or contributions to off-site mobility improvements.