

# 2021 ANNUAL REPORT

## **COMMUNITY DEVELOPMENT:**

**Department Head:** Glenn R. Clancy, P.E., C.B.O.

**Assistant Director:** Ara Yogurtian

**Senior Planner:** Robert Hummel

**Staff Planner:** Gabriel Distler

### **Resident Engineer:**

Arthur O'Brien

### **Inspection and Enforcement Officer:**

Kevin Pickering

### **Administrative Staff:**

Leanne Petto, Administrative Coordinator

Christine Zale, Administrative Assistant II

Gina Farrar, Administrative Assistant I

### **Part Time Staff:**

John D. MacDonald, Plumbing and Gas Inspector

David Farrar, Electrical Inspector

Mary Trudeau, Conservation Commission Agent

## **Conservation Commission**

The Office of Community Development has a part-time Conservation Agent on staff who works closely with the Conservation Commission. The agent administers the Victory Garden's at Rock Meadow, manages the Rock Meadow conservation land and provides technical assistance on all matters relating to the Wetlands Protection Act. The Conservation Agent also began issuing permits for 3-4 Beekeepers, as well as promoting a grazing pilot program. The Conservation Agent also reviews various proposals including hosting 4-5 Cross Country Road Races each year and applications for the Blue Bird Nesting program. The Conservation agent oversees botanical walks and astronomers nighttime use of the meadows.

## **ENGINEERING DIVISION**

### **Pavement Management**

In 2021, the following roadways were scheduled to be reconstructed by R.M. Pacella.

Street	From	To
BRANCHAUD RD	CARLETON RD	WASHINGTON ST
GODEN ST	CONCORD AVE	SCHOOL ST
LOUISE RD	CONCORD AVE	BECKET ROAD
PEQUOSSETTE RD	OAKLEY RD	PAYSON RD
SCOTT RD	PLEASANT ST	RADCLIFFE RD

### **Police Department:**

The Department worked closely with the Traffic Division in 2021 on traffic relate issues. The Department works with the Traffic Division providing technical assistance to the Transportation Advisory Committee. The Department also works with the Traffic Division reviewing ad approving requests for handicapped parking spaces.

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## **Sanitary Sewers:**

During 2021 private contractors made 33 new connections to the sanitary sewer. The Department continued to provide various information as requested.

## **Storm Sewers:**

Private contractors made 5 new connections to residential properties and the Department took measurements and locations of the sewers for permanent records.

## **Town Clerk:**

Restriction lines, 150 feet from election polling places, were marked out at each of the eight precincts at the request of the Town Clerk.

The Department also assisted the Town Clerk in selecting the proper house number for new or converted dwellings by providing technical assistance and plot plans of the property.

## **Transportation Advisory Committee:**

In 2021 the Director of Community Development attended monthly meetings as staff liaison to the Transportation Advisory Committee. Parking restrictions and traffic studies as well as many other concerns were discussed at these meetings. Information and support was given to the Committee by this department as needed.

## **Public Works - Water Division:**

The Engineering Division performed various functions for the Water Department including locating sanitary sewers and storm drains for repair and/or replacement of domestic water lines and main lines.

Additionally, all phases of the Water Department's 30-Year Plan are closely coordinated with the Engineering Division in order to ensure coordination of utility replacements or upgrades as well as pavement restoration.

## **BUILDING DIVISION**

During 2021, this division approved 1010 building permits, received 27 possible zoning violation complaints, 34 possible building code complaints and 10 general bylaw violation complaints. Estimated total building construction value was \$59,169,022. All alleged zoning and building code violation complaints received during the year were investigated and notifications were sent to the parties involved. Through the cooperation of the Fire Department, the Building Division is notified of every fire in which possible structural damage is evident. Immediate inspections are made and recommendations given to the owners or builders. The division also proactively enforced the Residential and Commercial Snow removal bylaw resulting in 30 warnings and 3 citations respectively.

Income for the calendar year 2021 from Building Permits totaled \$842,290 and income from Plumbing, Gas, Electrical, Board of Appeal, Certificate of Inspections, Home Occupation, Certificate of Compliance, Signs, etc. totaled \$228,393.

Total income received by this division was \$1,979,842.

During 2021, 589 plumbing permits were issued to properly licensed persons. Inspections were made on all work for which permits were issued and other inspections were made at the request of the property owner. Total income received was \$34,548.

During 2021, 359 gas permits were issued for which all necessary inspection and re-inspections were made. Total income received was \$12,394.

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During 2021, 684 electrical permits were issued for which all necessary inspection and re-inspections were made. Total income received was \$124,800.

## **State Building Code:**

During 2021, as part of the duties required by the Massachusetts State Building Code, this division inspected 89 public buildings and spaces, (schools, hospitals, restaurants, public halls, day care centers etc.) for compliance with safe egress, emergency lighting and maximum capacity. The Code requires on-site inspections. Mandatory fees collected during 2021 totaled \$3,486. As a means of keeping informed with the State Building Code and its ongoing changes and amendments, representatives from this division attended several state sponsored workshops during 2021.

## **Health Department:**

The Office of Community Development continued to work very closely with the Health Department in 2021. Many of the public safety issues that are addressed by the Building Inspector also involve the Health Department. The Department also works closely with the Health Department to review plans for new restaurants.

## **PLANNING DIVISION**

### **Zoning Board of Appeals:**

During 2021, the Zoning Board of Appeals heard (33) new cases for Special Permits and/or Variances with the following results (some of these cases involved more than one application):

TOTAL CASES	33
Special Permits	50
Variances	3
Comprehensive Permit	1
Appeal	0

DECISIONS	
Granted	32
Denied	0
Withdrawn	1
Continued	0

### **Planning Board:**

The Planning Board heard (21) new cases.

TOTAL CASES	21
Site Plan Review	6
Special Permit	24
Waiver	2

DECISIONS	
Granted	19
Withdrawn	2
Continued	0
Denied	0

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Total application fees for both the Zoning Board of Appeals and Planning Board were \$11,975.

### **Summary of Activities and Accomplishments:**

In 2021 the Office of Community Development continued to optimize the online permitting portal for Plumbing, Gas, Electrical, Sheet Metal Permits and Express Building Permits this allows contractors to reduce processing time and 24 hour access for applications and pay for their respective applications online. Inspectional Services were able to provide uninterrupted permitting during the global health crisis.

### **Goals for 2022:**

The Office of Community Development hopes to continue with the development of the People GIS software to allow for increased online permitting capabilities.

The Department will continue to study traffic related issues and working with the Transportation Advisory Committee to make recommendations to the Board of Selectmen on Pedestrian, Bicycle, and Traffic and Safety related improvements in Belmont.

Respectfully Submitted,

Glenn R. Clancy, P.E., C.B.O.  
Director of Community Development