

## **SOUTH PLEASANT STREET DISTRICT**

**Draft - January 6, 2012**

### **1. General**

#### **1.1 Purpose**

In recognition of the unique location, function and character of land uses in the South Pleasant Street commercial area, the South Pleasant Street District is intended to:

- a) encourage revitalization of this commercial area;
- b) promote the redevelopment of under utilized properties in a coordinated and well-planned manner;
- c) promote mixed-use development, incorporating retail, restaurant, and office uses;
- d) encourage projects that meet the demands of the market, improve the economic base of the community;
- e) encourage greater focus on design of new buildings by providing greater flexibility; and,
- f) improve the streetscape, including but not limited to, such features as trees, shrubs, and other plantings, as well as walkways, plazas, benches, and other site furnishings and lighting.

#### **1.2 Boundary of South Pleasant Street District**

The South Pleasant Street District boundary is shown on the South Pleasant Street District Map and is generally described as the commercial area between Belmont Center (the former Clark Street Bridge) and Waverley Square including all of the commercial properties formerly located in the Local Business II Zoning District except for those properties with frontage along Trapelo Road.

More specifically, it is the area bounded by Pleasant Street on the north, White Street Extension and the property line between parcels 32-1 (1010 Pleasant Street) and 32-11 (521 Trapelo Road) as listed on the Town's Tax Assessors Map on the west, the boundary of the MBTA commuter rail line on the south, and parcel 30-70A as listed on the Town's Tax Assessors Map on the east.

#### **1.3 Applicability**

The South Pleasant Street District development projects shall be subject to a Design and Site Plan Review in accordance with Section 8 of this By-Law. Certain development

projects will also be eligible for a Special Permit to increase building height and/or lot coverage.

#### 1.4 Authority

The Planning Board shall have Design and Site Plan Review authority for all projects in the South Pleasant Street District. As part of its Design and Site Plan Review authority under this Section, the Planning Board may waive some or all of the dimensional and parking requirements of this Section if, in its determination, such waiver will result in an improved design. In addition, the Planning Board is also the Special Permit Granting Authority (SPGA) for South Pleasant Street District developments requiring a Special Permit.

## 2. Uses

### 2.1 Uses Permitted in the South Pleasant Street District

The following uses shall be allowed within a South Pleasant Street District project. Uses in excess of the sizes permitted below may be allowed by Special Permit subject to the requirements of Section 7.4.3 and Section 8 of this By-Law:

- a) Retail sales and services up to 12,000 square feet **but not including banks, credit unions or similar establishments;**
- b) Office, **but not including banks, credit unions or similar establishments (what about back office space for banks?)**
- c) **Medical offices;**
- d) Restaurant up to 12,000 square feet, **but fast food or take out restaurants require a Special Permit regardless of the size of the establishment;**
- e) Movie theaters up to 10,000 square feet;
- f) Art galleries up to 10,000 square feet
- g) Place of assembly, amusement or athletic exercise up to 12,000 square feet;
- h) Research and Development, including Alternative Energy;
- i) Commercial parking lot or facility; and,
- j) Mixed use development projects consisting of a combination of retail sales, office, restaurant.
- k) **Other Uses – manufacturing and warehousing?**

2.2 The following are expressly prohibited uses in a South Pleasant Street District development project:

- a) Residential;
- b) Exterior mounted or stand alone automated banking facility;
- c) Banks, credit unions and similar establishments;
- d) Drive-through establishments;
- e) Adult entertainment establishments; or
- f) Storage trailers and outdoor storage of goods associated with a commercial use unless use of such structure is necessary during construction.

2.3 Existing Uses

Any use which already exists on the premises proposed for a South Pleasant Street District development project shall be allowed to remain as part of the development project.

2.4 Ground Floor Uses

The ground floor of any building shall be reserved for allowed business uses except that office use shall not exceed 2,500 square feet on the ground floor.

**3. Dimensional Regulations**

3.1 Sub-districts

The South Pleasant Street District shall be further divided into two sub-districts as follows:

Sub-district A shall include those properties identified on the Town's Tax Assessor's maps as map 30 parcels 70, 70A, 71, 72, 75, 75A, 76, 77 (a/k/a 750, 762, 768, 774, 778, and 782 Pleasant Street).

Sub-district B shall include those properties identified on the Town's Tax Assessor's maps as map 30 parcels 78 and 79A, map 29 parcels 124, 127, 127A, 128, 128A, 129, 129A and map 32 parcel 1 (a/k/a 800-820, 948 (1000), and 1010 Pleasant Street).

3.2 Setbacks:

- i. Front Setback - no Front Setback is required.
- ii. Side Yard – no Side Setback is required.

- iii. Rear Yard – a minimum 20' Rear Setback is allowed

The Planning Board may modify all setback requirements if, in its opinion, such waiver will result in improved design.

### 3.3 Building Height:

Maximum Building Height of 2-1/2 Stories and 38 feet above ambient sidewalk grade.

Encourage greater height on first floor to allow for retail uses.

### 3.4 Lot Coverage:

Maximum Lot Coverage is 35%.

### 3.5 Floor Area Ratio (FAR)

Sub-district A =

Sub-district B =

Calculation of floor area ratio shall not include areas contained within the cellar as defined in Section 1.4.

## 4. Incentives to Increase Certain Dimensional Regulations

For South Pleasant Street District development projects within Sub-district B, as defined in Section 3.1 above, that meet the eligibility requirements specified below, the Planning Board may grant a Special Permit to allow an increase in building height and/or lot coverage.

### 4.1 Eligible Development Projects

- a) Development projects including underground parking areas on the site;
- b) The development project shall be located on either a single lot, or on a single premises consisting of an assemblage of lots, whether or not in common ownership having an area of or exceeding 15,000 square feet in size;
- c) Other factors that make a project eligible;
- d) LEED Certified;

### 4.2 Building Height – Stories and feet

Eligible development projects can apply for a Special Permit to increase building height to 3-1/2 stories and/ or 48 feet maximum. **Define ½ story or does existing definition work?**

#### 4.3 Step Backs:

- a. Across from residential zoning district which abut railroad tracks
  - i. 15' minimum from rear edge of building perimeter at the 3<sup>rd</sup> level of a 2-1/2 story structure; and
  - ii. 15' minimum from rear edge of building perimeter at the 4<sup>th</sup> level of a 3-1/2 story structure.
- b. Adjacent to a 2-1/2 story structure
  - i. 15' minimum from side edge of building perimeter at the 4<sup>th</sup> level of a 3-1/2 story structure when.

In all cases, Step Backs at lower levels may be less than 15' so long as the uppermost level is stepped back no less than total of 15' from the building perimeter as noted above.

#### 4.4 Lot Coverage:

Eligible development projects can apply for a Special Permit to increase the lot coverage to 45%.

#### 4.5 Additional Criteria

Development projects with Special Permits under this Section shall also be subject to the Special Permit Criteria specified in Section 7.4.3 and the following additional criteria:

- a. Add additional criteria needs to be added here**

### 5. Parking Requirements

5.1 Parking spaces shall be provided for new and/or expanded building area in the South Pleasant Street District, as follows:

- i. Restaurant: One parking space per every **4** persons seating capacity. For purposes of calculating parking requirements, up to 20 outdoor seasonal seats shall not count in total seating capacity. Additional outdoor café parking can be modified during Design and Site Plan Review.

- ii. Other service establishments, retail businesses and offices: One parking space per **550** square feet of ground floor gross floor area, plus one space per **800** square feet gross floor area on other floors. Excluded from these calculations shall be floor area used for parking or loading.
- iii. **Medical Offices**
- iv. **Research and Development**
- v. Other uses: A number of spaces to be determined by the Planning Board. The Planning Board may consider evidence from similar uses under similar circumstances.
- vi. Mixed Use Development: The total number of spaces shall be determined by adding each separate use together.

## 5.2 Reduction of Parking

The Planning Board may reduce the on-site parking requirements for all uses in a South Pleasant Street District development project, based upon a consideration of:

- i. Availability of shared parking on another property within 300 feet; however, parking spaces for one use shall not be considered as providing the required spaces for any other use, except when it can be clearly demonstrated that the need for parking occurs at different times. The Planning Board may require a shared parking agreement to be submitted as part of the Design and Site Plan Review application. The agreement shall address issues such as the times of use, maintenance, striping, and snow plowing of the shared parking area.
- ii. Other factors supporting the reduction in the number of required parking spaces such as staggered hours or other opportunities for shared parking among different uses.
- iii. **Uses within 250 feet of municipal parking garages or lots may be entitled to a 20% reduction in required parking. (check distance – may not be appropriate)**
- iv. Parking waiver agreement between the applicant and the town in which a fee is paid by the applicant which would be set aside for the creation of future municipal parking facilities to service the district.
- v. **Uses within 200 feet of public transportation may be entitled to a 10% reduction in required parking. (check distance – may not be appropriate)**

## 5.3 Bicycle Parking

Long term bicycle parking shall be provided for all new development projects in the South Pleasant Street District. Long-term bicycle parking shall be at least 50% sheltered from the elements. The following requirements apply to any new developments:

- i. **Business - at least two bicycle parking spaces shall be created.**
- ii. Any property owner required to have bicycle parking may elect to establish a shared bicycle parking facility with any other property owner in close proximity to each development utilizing the shared parking.

## **6. Performance and Design Standards**

To ensure that new development shall be of high quality, and meet the standards envisioned by the Town of Belmont in adopting this By-law, the Planning Board shall adopt Design Standards governing the issuance of Site Plan Approvals for Development Projects within the South Pleasant Street District and shall file a copy with the Town Clerk. In addition to the standards set forth in this By-law, the physical character of Development Projects within the South Pleasant Street District shall comply with such Design Standards. In the event of any conflict between this By-law and the Design Standards, this By-law shall govern and prevail.

### **6.1 General Guidelines**

The Planning Board shall consider the architectural and aesthetic compatibility of the proposed development project, taking into account appropriate scale, massing, and location of buildings on the lot, roof slopes, street façade, exterior building materials, and similar factors. The following objectives and criteria shall be considered in reviewing development projects in the South Pleasant Street District:

- i. Appropriateness of the proposed design and materials of proposed buildings;
- ii. Determination that the height and bulk of the proposed buildings will not be injurious to surrounding property;
- iii. Adequacy of the site in terms of the size of the proposed use(s);
- iv. Impact of the proposal on the existing mix of structures and businesses in the South Pleasant Street District;
- v. Adequacy of landscaping/site improvements.
- vi. Adequacy of the provision of open space, its accessibility to the general public, and/or its association with adjacent or proximate open space areas;
- vii. Impact on traffic and pedestrian flow and safety;

- viii. Adequacy of utilities, including sewage disposal, water supply and storm water drainage;
- ix. Determination that there will be no serious hazard to vehicles or pedestrians within the site or on adjacent streets or sidewalks;
- x. Adequacy of the arrangement of parking and loading spaces in relation to the proposed uses of the buildings;
- xi. Appropriateness of the proposed methods of disposal of refuse and other wastes resulting from the uses permitted on the site, including size, location and landscape screening of dumpsters or other trash receptacles;
- xii. Obtain appropriate evidence of compliance of the proposal with the applicable requirements of this By-Law other than this Section; and

**Board may wish to specify specific design components here.**

## 6.2 Building Design

The detailed design standards below are intended to promote quality development.

To the extent feasible, building and site design shall incorporate best-practices in energy efficiency, environmental protection, and storm water management; shall address current Leadership in Energy and Environmental Design (LEED) standards (or other comparable standards), as promulgated by the U.S. Green Building Council; and shall incorporate Low Impact Development site design components.

### 1. Scale

- i. Building design shall incorporate features to add visual interest while reducing appearance of bulk or mass. Such features include, as appropriate, varied facades, rooflines, dormers, roof heights, materials, and details such as brick chimneys or shutters.
- ii. The massing of commercial buildings should be deemphasized by the use of projecting and recessed sections, to reduce their apparent overall bulk.
- iii. Reduce the apparent scale of the building by introducing small scaled architectural features and breaking the roof-scape with dormers, gables or changes in roof direction. Uses architectural elements like openings, sills, shutters, chimneys, columns and other features to establish human scale at the street level
- iv. Façade Length – Buildings or portions of a building with a mass over 50 feet wide must divide their elevations into smaller parts. A pronounced change in



massing, pronounces changes in wall planes and introducing significant variations in the cornice/roofline are all possible methods to accomplish the desired divisions of elevations into smaller parts.

## **2. External Materials and Appearance – Foster Human Scale**

- i. The ground level of the building must offer pedestrian interest along sidewalks. This includes windows, entrances, and architectural details. Signs, overhead weather protection and ornamentation are encouraged.
- ii. Except for windows and minor trim, buildings shall avoid reflective materials such as porcelain enamel or sheet metal.
- iii. Predominant wall materials shall have the appearance of wood, brick, or stone painted or coated in a non-metallic finish. Material selection should be durable with the intent to minimize the maintenance required to keep in good condition.
- iv. Exterior building materials should have a human scale; this helps people relate to the size of the building. Good examples include stone and brick. Non-modular exterior materials, such as stucco, and those in large modules, such as concrete panels, will need finer details to reduce the perceived bulk and create human scale.
- v. Colors should be used to enhance the design of the structure, and be compatible with colors that blend with or complement the neighborhood.
- vi. Exposed foundation walls should be minimized, softened by landscaping and architectural design.

## **3. Architectural Details**

- i. Architectural features shall be compatible with other structures in the area. Distinctive features, finishes, and construction techniques shall be utilized in the design of new buildings or additions.
- ii. Buildings may be either traditional in their architectural character or a contemporary expression of traditional styles and forms.
- iii. Buildings should articulate the line between the ground and upper levels with cornice, canopy, balcony, arcade or other architectural features. The cornice and/or parapet is an area where architectural detail and materials are important, as they can add distinctiveness and visual emphasis to a building, but they should be consistent with the body of the design in scale and detail.

- iv. The use of special architectural elements, such as but not limited to towers and turrets, muntins and window shutters, chimneys and dormers, etc. is encouraged at major corners buildings to accent structures and provide visual interest
- v. Roof trim should have depth and consistency of lines. Corner elements at gable ends may project.
- vi. Architectural details include trim and shutter elements.
- vii. Molding and trim should be used to decorate or finish a surface of buildings and doors.

#### **4. Storefront**

- i. Well-designed storefronts add vitality to the streetscape, encouraging pedestrian as well as vehicular traffic. Retail storefronts should make generous use of glass, face the street or sidewalk and not be obstructed by piers or other features that block view of the display windows. Carefully designed awnings coupled with appropriately scaled signage and lighting will further enhance the storefront's appearance.
- ii. Roll-down security gates over first floor windows should be avoided.

#### **5. Windows**

- i. Fenestration (the arrangement of windows on the wall) should be architecturally related to the style, materials, colors, and details of the building. Windows and door openings should be proportioned so that verticals dominate horizontals. To the extent possible, upper-story windows shall be vertically aligned with the location of windows and doors on the ground level, including storefront or display windows.
- ii. Upper stories should incorporate window patterns and designs that are compatible with and complimentary to existing upper-story window patterns on the block.
- iii. First Floor windows should create a feeling of transparency on the ground floor of the building. This contributes to a sense of safety and is welcoming to pedestrians. The viewing zone of the first floor façade should be made up of approximately 75% transparent nonreflective glass. Window displays are encouraged, but visibility into the building from the sidewalk should be maintained.
- iv. Upper-story windows should have the appearance of divided lites. A single pane look is not preferred. First floor window size and detail should be harmonious with the scale of the structure.

## **6. Roof Types**

- i. Larger structures can benefit from dormers, chimneys, gables, cupolas, fascias, etc. that breaks up the massing into appropriately scaled elements. Avoid large flat-roofed areas, or conceal them behind parapets or sections of sloped roof.
- ii. Roofs should be clad in architectural grade shingles, wood shingles, or slate. Faux materials which imitate the look and appearance may be considered.
- iii. A variety of roof treatments should be considered. Roof treatments should be responsive to the neighboring residential context and in harmony with the existing architectural context.
- iv. Roof trim should have depth and consistency of lines. Corner elements at gable ends may project.

## **7. Awnings and Signs**

Sections 5.2.4 b) 1 and 5.2.4 b) 4 shall apply to signs. The following requirements shall also apply to awnings on buildings within South Pleasant Street District development projects:

- i. Hardware should be hidden from view. Supports should be located on walls or window frames, and painted to complement the building's color scheme.
- ii. Adequate ventilation should be provided around air conditioners.
- iii. Periodic maintenance is required for awnings, in addition to full replacement every ten years, depending on the color, exposure to the sun, and fabric.
- iv. All awnings should have a similar design, function (fixed or retractable), material, shape, color, and appearance.
- v. The preferred materials for awnings are canvas or acrylics.
- vi. Awnings should be practical, durable, and not impede other building functions.

## **8. Vehicle and Pedestrian Features**

Buildings should be designed to enhance the pedestrian environment. The following vehicle and pedestrian guidelines apply to South Pleasant Street District development projects:

- i. Curb cuts shall be allowed only at the discretion of the Planning Board.

ii. The Planning Board may allow pedestrian and vehicular access to existing or future development on abutting properties in order to facilitate pedestrian access and to minimize curb cuts.

iii. The pedestrian environment shall provide for continuous sidewalks that are unencumbered by parked vehicles and are minimally broken by vehicular access and parking.

iv. Sidewalks should provide a uniform travel surface for people who use wheelchairs, carriages, walkers, bicycles or scooters.

v. The provision of parking shall be designed taking into consideration the extent to which the design maximizes pedestrian flow within the development and maximizes the efficient use of existing and proposed parking facilities.

vi. Parking lots and driveways shall have landscaped “buffer zones” separating cars from pedestrians. The Planning Board shall determine an adequate buffer zone for each project.

vii. Underground parking is strongly encouraged where feasible.

viii. Vehicle, pedestrian, and bicycle features shall be designed to provide a network of pathways and promote walking within the District.

## **9. Driveways**

- i. provide shared access with adjacent development where feasible
- ii. provide a driveway interconnection between adjacent parcels to avoid short trips and conflicts on the main road

## **10. Site Development Standards**

- i. Buildings should acknowledge the uniqueness of their location, their building neighbors, their proximity to adjoining residential neighborhoods, and the natural setting. Adjoining buildings may use courtyards or plantings to relate to each other. Where appropriate, natural features such as existing trees and vegetation, should be utilized in the site design.
- ii. Where heavy pedestrian traffic is anticipated, the landscaped surfaces should have durable surfaces: brick, pavers, slate, cobblestone or textured concrete (patterned or giving the appearance of other listed materials). Asphalt sidewalks are not acceptable. All dedicated pedestrian ways should meet the requirements of the Americans with Disability Act and the standards of the Massachusetts Architectural Access Board.

- iii. Mechanical equipment, whether ground level or rooftop shall be screened from view of adjacent properties and public rights-of-way and designed to be an integral part of the building.
- iv. Trash compactors shall be fully screened on 3 sides with solid walls a minimum of 6 feet high with a solid front gate, 6 feet high, which shall be kept closed. Trash compactors shall be enclosed to minimize noise.

## **11. Lighting**

Understanding that safety and security are important elements, lighting should be recessed and discrete fixtures that do not glare onto abutting properties or adjoining public or private streets. The following lighting requirements concerning lighting shall apply to buildings within a South Pleasant Street District development project:

- i. Exterior signs should have lights for visibility at night.
- ii. Landscaped paths and walkways should always be comfortably and safely lit. Consider low-placed lamps, wall sconces, and pedestrian-scale pole-mounted fixtures.
- iii. Subject to compliance with the lighting requirements, distinctive features of buildings including entries, signage, canopies, and areas of architectural detail and interest may be illuminated.
- iv. Awnings and canopies may be illuminated from within to make them glow at night.
- v. Lights may be required to be appropriately screened so as to prevent them from reflecting in the eyes of people on the sidewalks, in buildings, or in cars.
- vi. Exterior light fixtures shall be shielded from view or blended into the building's lines. Electrical conduit shall be concealed within the moldings and lines of the building. Decorative fixtures may be exposed as a design element.
- vii. Building entries and display windows shall be lit with incandescent or warm-toned fluorescent lighting.
- viii. There shall be no neon or flashing signs.

## **12. Landscaping and Off-Site Improvements**

The applicant may be required to install street furniture and landscaping on public property abutting and within the proximity of the proposed development project to

ensure the integrity of design in the District. Site improvements, such as window boxes or potted plants, may be installed outside a development project storefront.

If a front setback is provided, those portions of the front yard not occupied by public amenities shall be landscaped to enhance the streetscape.

The following landscaping and site improvement guidelines apply to the South Pleasant Street District:

- i. All site open space (yards, parking lots, setbacks) should be planned carefully, with appropriate plantings or landscaping. Open space shall be usable, open, and available to the general public and may consist of landscaped gardens, plazas, sitting areas, sidewalks or similar features.
- ii. Open spaces shall be utilized to break up a block of buildings in order to provide visual relief and should be designed to be functional and well-integrated with the built environment.
- iii. Parking lots should be designed with landscaped islands within them, and islands between buildings, roads, and walkways should be abundantly planted to create a strong horticultural character throughout the year.
- iv. Trash receptacles shall be provided at all gathering places and properly maintained.
- v. Window boxes, gardens, or hanging planters shall be located in appropriate locations.
- vi. Landscaping and plantings shall be maintained so as not to interfere with entry to stores or block visibility of signs.
- vii. Climate requirements, growth potential, and adaptability to the urban environment shall be considered when selecting plant types and species.
- viii. Landscaping shall be installed to properly screen dumpsters, transformers, air conditioning equipment, and other similar building equipment.
- ix. Landscaping should be designed with consideration of nearby building, walkways, and parking areas.
- x. Street furniture, including benches, planters, trash receptacles, lamps, bike racks, and signs, shall be provided for public use.
- xi. Street furniture should be made of solid wood or recycled plastic lumber to ease maintenance.

xii. In order to contribute to the attractiveness of the streetscape, consideration should be given to providing amenities such as street trees, benches and planters along the site's frontage, using the general standard of:

- a. One (1) Street Tree for every 25 feet of frontage, and
- b. One (1) Bench or Planter for every 50 feet of frontage.

## **7. Submittal Requirements**

Any person seeking Design and Site Plan Approval or a Special Permit for a South Pleasant Street District development shall submit 13 copies of the application in such form as the Planning Board may require which shall include the following:

- a) Development plans bearing the seal of a MA Registered Architect, MA Registered Landscape Architect, Registered Civil Engineer, or similar professional as appropriate;
- b) Narrative description of the proposed work affecting the exterior of the building or structure, including a description of the materials to be used;
- c) Site plans and specifications showing total square footage and dimensions of all buildings and site improvements, including:
  - i. New buildings, additions, adjacent structures;
  - ii. Streets, sidewalks and crosswalks;
  - iii. Existing and proposed open spaces, including, existing and proposed walls, fences, outdoor lighting, street furniture, new paving and ground surface materials;
  - iv. Points of vehicular and pedestrian access/egress;
  - v. All utilities, easements or service facilities, insofar as they relate to the project; and
  - vi. Proposed site grading, including existing and proposed grades at property lines.
- d) A certified plot plan less than 6 months old;
- e) Architectural Layout Plans at a scale of  $1/8'' = 1'$  or appropriate scale. All spaces within the proposal must be properly labeled and all dimensions must be clearly shown;
- f) Site perspective, sections, elevations  $1/8'' = 1'$ ;

- g) Detailed description of the proposed use of the building, including hours of operation, numbers of employees, method and types of deliveries, etc;
- h) Detailed plans for disposal of sanitary sewage;
- i) Detailed plans for landscaping;
- j) Parking plan;
- k) Plan for lighting, including the type of fixtures, and the off-site overspill (foot candles) of the lighting;
- l) Signage plans; and,
- m) The proposed method of storm water removal accompanied by calculations for a 20-year storm event.

The Planning Board may also require the following prior to acting on the application:

- i. Material boards of proposed buildings; and
- ii. An estimate of municipal revenues and costs expected to be generated by the project, including anticipated real estate valuation and public service needs.

The Planning Board may request additional information necessary in their deliberations relative to the application for either the application for Design and Site Plan Review and/or the Special Permit.

## **8. Procedures**

### **8.1 Design and Site Plan Review**

The Planning Board shall promulgate rules and regulations requiring an applicant for Design and Site Plan Review under this Section to pay a review fee in an amount to be determined by the Planning Board to cover the reasonable costs of the Planning Board for the employment of any independent consultants determined to be needed to assist in the review of the application for Design and Site Plan Review. Such consultants shall be qualified professionals in the relevant fields of expertise as determined by the Planning Board.

Review of a submitted application shall follow the procedures below and as specified in Section 7.3.3 of the Zoning By-Laws. Where there is a conflict in procedures, those specified below shall prevail. The Planning Board, or its designee, shall review a submitted application for completeness and shall notify the Applicant within thirty (30) days of its submission whether the application is complete or, if not, what items are missing. If the Planning Board fails to so notify the Applicant within such time, the



application shall be deemed complete; provided that nothing herein shall be interpreted to limit the ability of the Planning Board to require additional information. The time for holding a public hearing shall not commence until the Planning Board has received a complete application.

An application for Design and Site Plan Review hereunder shall be approved if such application, as affected by such reasonable conditions as the Planning Board may impose, is consistent with the objectives in this Section and all other requirements of this By-Law. The Planning Board may impose such reasonable conditions on its approval as it shall deem appropriate to assure the continuing consistency of the development project with the purposes of this Section.

An application may be denied where:

- a) An application is incomplete; or
- b) No reasonable conditions will ensure that the proposed development is consistent with the standards and criteria set forth in Section 8.3. Such a denial shall be in writing and shall set forth the reasons for denial.

Any proposed amendment to an Approval under this Section shall follow the procedures set forth herein for an initial application.

## 8.2 Minor Modifications

Notwithstanding any provisions hereof to the contrary, Design and Site Plan Review shall not be required for alterations or repairs to an existing building in a previously approved South Pleasant Street District development project which do not increase the height, bulk, or footprint thereof, which are not being performed to provide for its use for a substantially different purpose and which do not violate the conditions contained within any prior Design and Site Plan Approval applicable to such building.

## 8.3 Special Permit Application

All applications for a Special Permit in the South Pleasant Street District will follow Sections 7.4.4 and 7.4.5 of the Town of Belmont Zoning By-Law for the application procedures.

## 8.4 Coordination with Other Provisions of By-Law

This Section together with the rest of this By-Law constitutes the zoning regulations for the South Pleasant Street District. Where conflicts exist between this Section and the rest of the By-Law, the provisions of this Section shall govern.