

TOWN OF BELMONT
PLANNING BOARD
MEETING MINUTES
December 8, 2010

RECEIVED
TOWN CLERK
BELMONT, MA.

JAN 6 3 56 PM '11

7:07 p.m. Meeting called to order.

Attendance: Sami Baghdady, Chair, Michael Battista, Jenny Fallon, Andres Rojas, Karl Haglund (arrived 8:00pm); Jay Szklut and Jeffrey Wheeler, Staff.

Minutes of October 27, 2010 and November 17, 2010 were unanimously approved.

Committee Updates

Belmont Housing Trust – Mike Battista reported that the Trust was investigating a possible 20 to 30 unit affordable housing project on Moraine Street. The Trust through its membership in the Metro West Collaborative is exploring this project and discussing several other possible projects in Belmont and the region.

Mr. Baghdady announced two upcoming meetings and urged Board members to attend. Unfortunately, both meetings are on the same evening. The third forum in the Belmont Center Series is scheduled for Thursday, December 9 at 7:00 PM. At the same time, the Mega-Group is also meeting. The group will begin the process of prioritizing the various capital projects the Town is facing in the near future.

7:21 p.m. Planning Board Rules and Regulations

Mr. Baghdady reviewed changes to the documented that had been incorporated. These changes primarily clarified terms and images and provided clearer interpretations of intent and purpose.

Moved by Ms. Fallon to adopt the Rules and Regulations as presented.

Seconded by Mr. Battista

Motion passed unanimously

7:32 p.m. Discussion – Bringing Design into Zoning

Mr. Szklut briefly reviewed his Department's funding and specifically funding of the professional services account. Funds from this account can be utilized for consultant services. However, this account is also used for project review services and any other planning studies such as the market analysis of Waverley Square. Based on the discussion on design and the projected cost of a consultant, he is concerned that the Board needs to further define its goals and objectives for incorporating stronger design criteria and guidelines into the zoning bylaw.

Mr. Rojas comments that he strongly believe that the by-law should incorporate 3-dimnesional models for explaining preferred design alternatives.

Mr. Szklut agreed and further noted that the Town has guidelines scattered through several areas of the by-law. There are design guidelines in the Cushing Square Overlay, the Oakley Neighborhood Overlay, the McLean Zoning, etc. Prior to hiring a consultant, the Planning Division should review these guidelines and present to the Board a report on the state of design

guidelines in the Town's zoning. Together with the Board, the Division can consolidate the various guidelines, identify areas that need improvement, incorporate a stronger design guideline section in the Board's Rules and Regulations, and hire a consultant to provide illustrations.

Mr. Szklut also noted that he plans on hiring a consultant to develop 3-dimensional models of existing commercial districts in the Town. Utilizing several software programs (sketch-up, google earth, photoshop, etc) it would be possible to have available existing base maps of the actual buildings and topography of the commercial districts. Once these base maps are available, the Board and residents can better see the impact of proposed buildings/projects and how changes in zoning might affect the district.

8:10 p.m. Belmont Senior Center Rooftop Mechanicals Screening

Mr. Battista reported on the Senior Center Building Committee meeting. The Committee received \$19,050 from the sale of the generator. The Committee was considering using the funds to screen the rooftop mechanicals. Several other uses of the funds were also discussed. The Planning Board discussed what would be the role of the Board should the Building Committee vote to purchase screening. The Board agreed that they should approve any plans for screening.

8:15 p.m. Meeting Calendar

The 2011 calendar of Planning Board meetings was distributed with the following changes:

January 12th meeting moved to January 5th

November 30th meeting added

December 28th meeting removed

8:25 p.m. Communication with Other Boards

The Board continued its discussion on how to improve communication with other Town Boards and Committees. Ms. Fallon noted that there should be some formal relationship between the Planning Board and the Warrant Committee to insure the Warrant Committee receives information on zoning articles in a timely manner. Board members also noted that the Board of Selectmen and Town Meeting members also need to be considered in establishing a formal process for communicating information on prospective zoning articles. Several ideas for communications were mentioned including establishing email lists, using articles in the local paper, use of the web, cable TV, and the Belmont Patch.

9:05 p.m. Comprehensive Plan – Next Steps

Mr. Baghdady began the discussion by noting that the Board has been addressing several of the action items identified in the Plan, including rezoning South Pleasant Street, improvements to Belmont Center and development of the Cushing Square commercial district. Given that the Board is addressing items in the plan, he posed the question of what further should the Board be doing?

Most members agreed that the Board should continue to move forward as it has been doing. When new programs/policies are initiated the Board should include other relevant Boards/Commissions as identified in the Plan.

Ms. Fallon noted that the Board is the overseer of the Comprehensive Plan. As such, the Board should use the Plan to establish factors and considerations that should be identified for evaluating future projects.

9:34 p.m. Meeting Adjourned

Next Meeting: Wednesday, January 5, 2010, 7:00 p.m.,
Board of Selectmen's Meeting Room, Town Hall

List of Documents presented:

- Draft Planning Board rules and regulations
- Planning Board 2011 Meeting Schedule (draft)
- Planning Board Tentative Agenda through Annual Town Meet

1/5/2011 Minutes Approved

BELMONT PLANNING BOARD

RULES AND REGULATIONS
(adopted December 8, 2010)

ARTICLE I ORGANIZATION

SECTION 1 MEMBERS AND OFFICERS

The Planning Board shall consist of five regular members and one associate member appointed by the Board of Selectmen. The members shall elect, on a yearly basis, a Chairperson and Clerk of the Board.

A. Associate Member

1. The Associate Member shall sit with the Board and participate in all hearings and discussions concerning Design and Site Plan Review applications and Special Permit applications. The Associate Member shall vote only in the case of absence, recusal, or conflict of interest of a regular appointed member of the Board.

SECTION 2 THE CHAIR

The Chair shall:

1. Set up meeting dates and times;
2. Set the agenda for meetings, and be eligible to vote on all matters;
3. Moderate/facilitate meetings;
4. Decide points of order, unless overruled by a majority of the Board;
5. Appoint standing subcommittees as may be constituted;
6. With the concurrence of a majority of the Board, shall make appointments of members to such other boards, committees, and task forces as authorized by the Board of Selectmen;
7. Represent the Board before the appointing authority, other Town bodies, the public and the media as required; and
8. Compile a summary of the committee's activities from the previous year and submit it to the Office of the Board of Selectmen for inclusion in the Annual Town Report.

In the absence of the Chair, either the Chair shall appoint an acting Chair prior to the meeting, or the Board members at a meeting shall elect an acting Chair.

SECTION 3 THE CLERK

The Clerk shall be responsible for all clerical work of the Board, including all Board correspondence and the taking of minutes of all Board meetings, which shall include the recording of all actions and votes of the Board.

SECTION 4 ELECTIONS

Elections of officers shall be held annually at the first regularly scheduled meeting of the Board following the June appointment or reappointment of members but no later than the first September scheduled meeting of the Board.

SECTION 5 QUORUM

Three regular members of the Board shall constitute a quorum for all regular business before the Board.

Three members of the Board, which may include the Associate member, shall constitute a quorum for Design and Site Plan Review hearings.

Four members of the Board, which may include the Associate member, shall constitute a quorum for Special Permit hearings.

SECTION 6 MEETINGS

The Planning Board shall meet at least once a month as determined by the members and may schedule additional meetings as necessary. The agenda for the meetings shall be filed with the Town Clerk and publicly posted in Town Hall at least 48 hours prior to such meetings, not including Saturdays, Sundays or legal holidays. For the convenience of the public, agendas may also be posted on the Town's official website.

Regular Board business, while conducted in meetings open to the public, is not a public hearing. The Chair with concurrence of the Board will allow testimony only as deemed necessary. All comments shall be directed through the Chair. Unsolicited comments may be ruled out of order by the Chair.

Any materials relevant to an agenda item before the Board must be submitted to the Office of Community Development a minimum of seven (7) days prior to the Board meeting for which that item was scheduled. Failure to do so will require consideration of that item to be continued to the next available meeting date.

ARTICLE II APPLICATION SUBMISSION REQUIREMENTS

SECTION 1 FORM

Applications to the Board for either Design and Site Plan Review or Special Permit shall be made on the official application form for either of these two procedures. Application forms shall be available in the Office of Community Development and on the Town's official website. The information required with the application as specified in the Town of Belmont Zoning By-Law and the fee required in Section 3 of these Rules and Regulations shall be considered a part of the application and no application shall be considered complete unless said information and fee are included.

SECTION 2 FILING AND REVIEW

- A. Applications to the Board for either Design and Site Plan Review or Special Permit shall be filed with both the Town Clerk and the Office of Community

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Development. The date of receipt by the Town Clerk shall be considered the date on which the application has been filed with the Planning Board. All required information and the filing fee shall be required at the time of filing unless waived by the Board.

SECTION 3 FEE

All applications for Design and Site Plan Review and Special Permit shall be accompanied by an application fee. Fees are determined based on administrative and advertising costs and are set by the Office of Community Development subject to review by the Board of Selectmen. The current fee structure is as follows:

Design and Site Plan Review - \$350 administrative fee and \$125 for advertising costs.

Special Permits - \$350 administrative fee and \$125 for advertising costs.

Changes to the fee structure will be posted in the Office of Community Development. All fees are payable to the Town of Belmont.

ARTICLE III PARKING STANDARDS

SECTION 1 APPLICABILITY

These standards shall serve as a guide for Planning Board decisions under Design and Site Plan Review and Special Permit applications.

SECTION 2 GENERAL STANDARDS

PARKING: MINIMUM DIMENSIONS (refer to Diagram A)					
Angle	Auto Type	Stall Width (A)	Clearance (B)	Stall Length (C)	Aisle Width (D)
90° (shown as 'straight parking' on Diagram A)	Standard	9 feet	2 feet	17 feet	24 feet
	Compact	8 feet	2 feet	14 feet	24 feet
60° (see angle parking)	Standard	9 feet	2 feet	18 feet	18 feet
	Compact	8 feet	2 feet	15 feet	18 feet
45° (Illustrated on Diagram A, angle parking)	Standard	9 feet	2 feet	16 feet	13 feet
	Compact	8 feet	2 feet	14 feet	13 feet
30° (see angle parking)	Standard	9 feet	2 feet	14 feet	12 feet
	Compact	8 feet	2 feet	12 feet	12 feet
Parallel Parking	Standard	8 feet	3 feet	22 feet	13 feet
	Compact	7 ft. 6 in.	3 feet	18 feet	13 feet

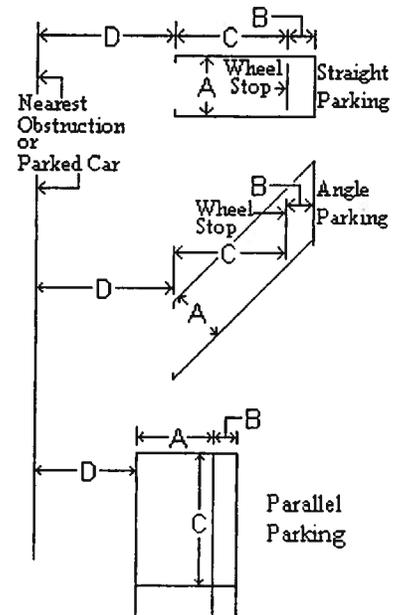


Diagram A

SECTION 3 SPECIFIC STANDARDS

A. Compact Cars

1. In parking facilities where standard and compact cars are segregated, not more than one-third of the total stalls may be for compact cars, except that the Planning Board may authorize a larger percentage if the applicant submits survey data specific to his own case substantiating that higher percentage.
2. Compact car stalls should be located near the entrance to the use or the structure which the parking facility serves (except that handicapped parking comes first).
3. Compact car stalls must be identified with signs.

B. Handicapped Parking

1. For handicapped parking standards see Massachusetts Architectural Access Board Regulations **521 CMR 3.00 published July 10, 1987 (update)**, the uniform Federal Accessibility Standards, the ADA Accessibility Guidelines and all subsequent revisions.
2. Standards for handicapped parking are the same whether standard or compact cars are mixed or segregated.

C. Dense Parking

1. In special circumstances, the Planning Board may authorize departure from these standards to allow bumper to bumper parking, as in the case of valet parking and parking provisions for large audience events where the entire audience will leave substantially at the same time, but only in cases where there is documented assurance of the permanence of the circumstances justifying the departure. Any occupancy permit granted on the basis of such authorized departure shall become invalid upon termination of the special circumstances.

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Planning Board 2011 Schedule

(2nd and 4th Wednesdays, unless otherwise noted)

Meetings Will Be Held in the Selectmen's Meeting Room
455 Concord Avenue

Month	Date	Time
January	12 26	7:00 PM – 10:00 PM
February	9 23	7:00 PM – 10:00 PM
March	9 23	7:00 PM – 10:00 PM
April	13 27	7:00 PM – 10:00 PM
May	11 25	7:00 PM – 10:00 PM
June	8 22	7:00 PM – 10:00 PM
July	13 27	7:00 PM – 10:00 PM
August	10 24	7:00 PM – 10:00 PM
September	14 28	7:00 PM – 10:00 PM
October	12 26	7:00 PM – 10:00 PM
November	9	7:00 PM – 10:00 PM
December	14 28	7:00 PM – 10:00 PM

PLANNING BOARD SCHEDULE AND AGENDA
THRU April, 2011 (amended 12/8/10)

DATE	Topics	
Dec. 8, 2010	PLANNING BOARD MEETING: Adoption of Rules and Regulations	
Dec. 9, 2010	3 rd Belmont Center Forum	
Dec. 10, 2010	Cushing Square Application received (anticipated)	Staff
Jan. 12, 2011	PLANNING BOARD MEETING: CP-IPOD – Discussion on Continuing or Making Permanent	
Jan. 13, 2011	Final Belmont Center Forum	
Jan. 20, 2011	South Pleasant Street Public Forum	
Jan. 26, 2011	PLANNING BOARD MEETING: Approval of Barn By-Law wording for amendment Public Hearing – Cushing Square (Anticipated) Decision on CP-IPOD Review of South Pleasant Street Forum	
Jan 28, 2011	Barn Bylaw Amendment ad to Newspaper	Jay
Feb. 3, 2011	Newspaper Ad on Barn By-Law Amendment printed	
Feb. 9, 2011	PLANNING BOARD MEETING:	
Feb. 23, 2011	PLANNING BOARD MEETING: Public Hearing – Barn By-Law Amendment Public Hearing (cont) – Cushing Square (Anticipated)	
Mar. 9, 2011	PLANNING BOARD MEETING:	
Mar. 23, 2011	PLANNING BOARD MEETING:	
Apr. 13, 2011	PLANNING BOARD MEETING:	
Apr. 25, 2011	ANNUAL TOWN MEETING	
Apr. 27, 2011	PLANNING BOARD MEETING:	