

TOWN OF BELMONT
PLANNING BOARD

MEETING MINUTES
November 17, 2010

RECEIVED
TOWN CLERK
BELMONT, MA.

DEC 9 11 24 AM '10

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

Attendance: Sami Baghdady, Chair, Michael Battista, Jenny Fallon, Andres Rojas, Karl Haglund (arrived 7:30pm); Jay Szklut and Jeffrey Wheeler, Staff.

Minutes of November 8, 2010 were unanimously approved.

There were no committee updates.

Last Minute Agenda Item:

Senior Center Rooftop Mechanicals Screening – Mr. Szklut reported to the Board that the Senior Center Building Committee would be meeting on Thursday, November 18 to discuss adding screening to the rooftop mechanicals. Mr. Szklut asked whether the Planning Board felt that such work to the exterior of the Senior Center building would require the approval of the Board under the Design and Site Plan Review provisions of the Zoning By-Law. It was agreed that Board member Michael Batista would attend the Building Committee meeting and report back to the Board at the December 8th meeting the results of the Building Committee meeting. Based on Mr. Batista's report, the Board will decide whether the Building Committee's rooftop mechanicals screening work will require the Planning Board's approval as an amendment to the site plan.

7:20 p.m. Discussion – Bringing Design into Zoning

To begin the discussion, Ms. Chris Klutchman, Consultant, reviewed her November 10th memo to the Board.

Board members noted that Site Plan Review guidelines had been adopted. A copy will be provided to the consultant.

Members requested clarification on the appeals process for Site Plan Review decisions.

Ms. Klutchman noted that the Board had expressed a desire to better address height, mass, and bulk of buildings through design standards. Ms. Klutchman recommended that the Board, through the RFP process, expand or provide examples of possible approaches so that prospective consultants responding to an RFP would be clear on the goals of the Board. She noted for example that design criteria might look at the topography and immediate surrounding area of a site to determine appropriate height and not just have a fixed height as part of the by-law. Ms. Klutchman also asked whether the Board had any other suggestions for dealing with height, mass, and bulk through design.

The Consultant provided the Board with a draft request for proposals to secure consulting services to actually draft new design criteria. Members discussed how to limit the scope and parameters of the proposed work to fit into a limited budget, estimated at \$25,000 to \$50,000. Staff noted that the department budget could not fund that amount over a single year.

Board members unanimously agreed that any changes should be incorporated into the Board's Rules and Regulations and not, generally, necessitate amendments to the Zoning By-Law.

Ms. Klutchman will review the existing site plan review guidelines and present a final draft of a proposed RFP to the Board.

8:15 p.m. Belmont Center Study

Staff expressed a concern that the Belmont Center Study appears to be focusing too heavily on traffic flow as the determining factor in possible changes to the current roadway and parking configurations. Generally speaking, decisions for selecting possible alternatives for further consideration have not been presented in light of current data (e.g. traffic counts, intersection levels of service, etc.) but on the general consensus articulated at the public meetings. The direction of the study does not examine tradeoffs among priorities or at least is not presented as such.

Ms. Fallon expressed concern that the Planning Board's priorities have not been fully articulated and that decisions should reflect a view that traffic flow should serve the priorities.

There was some discussion on what should be the role of the Planning Board in this process.

Staff urged Planning Board members to attend the Transportation Advisory Meetings to insure the Board's concerns are incorporated into the decision making process. The Board agreed to send a memorandum to the TAC outlining design goals and ideas which might create a more vibrant and active Belmont Center, to stimulate discussion along these lines with the TAC. Ms. Fallon agreed to write an initial draft of a memo to be sent to the TAC.

8:50 p.m. Rules and Regulation

Staff distributed a draft of the proposed Planning Board Rules and Regulations and requested Board members to review draft and prepare for discussion and approval at next Board meeting.

9:12 p.m. April Town Meeting

The following possible zoning amendments were identified.

Accessory Historic Structures – The intent of this amendment is to expand the definition of “owner” to recognize that immediate family members, such as children, may become the legal owners of the real estate for estate planning purposes. Staff will schedule a public hearing for February to begin the process.

South Pleasant Street – Staff will set up an informal public meeting for Board members and residents to discuss possible zoning changes for this area. Based on the public outreach, the Board will decide whether to proceed with any zoning amendments for the April Town Meeting.

CP-IPOD - Staff reported that the Central/Palfrey Squares Interim Planning Overlay District will expire upon the adjournment of the 2012 Annual Town Meeting. The Board will need to determine whether to further extend or make permanent the CP-IPOD.

9:27 p.m. Meeting Adjourned

Next Meeting: Wednesday, December 8, 2010, 7:00 p.m.,
Board of Selectmen's Meeting Room, Town Hall

List of Documents presented:

- Draft RFP for Design into Zoning Consultant Services
- November 10 memorandum from Chris Klutchman to Jay Szklut
- Map of Belmont Center
- Copies of selected slides from Belmont Center presentation
- Draft Planning Board rules and regulations

12/8/2010 Minutes Approved

Belmont Planning Board
Request for Proposals
Adding Design Requirements into Belmont’s Planning Process

SUMMARY PAGE

Proposal Due Date: _____

This Project, which is more specifically defined below, shall:

- Analyze best practices in commercial design regulations and requirements and proposed specific methods and rules that would best apply to Belmont,
- Identify feasible incentives that might reasonably encourage the use of preferred design in commercial projects; and
- Produce draft language to amend the Planning Board Rules and Regulations; and
- Produce draft zoning language to amend the Zoning Bylaw.

Project Timeframe: Complete work by June 2011.

Project Budget: _____ [only if this has a specified \$ amount].

For Planning Board Discussion – should this be a “fee proposal” or do you want to set a price?

Setting a fee – Advantages: Town understands financial commitment of project up front; the cost gives consultants an understanding of the level of effort desired In addition to the tasks described in the RFP,
Disadvantages: Cost estimate may not accurately reflect consultant costs, if too low, some teams may not submit proposal.

Contact: Mr. Jay Szklut, Planning and Economic Development Manager
Town of Belmont, MA
19 Moore Street
Belmont, MA 02478
Phone: 617-993-2661
Email: jszklut@belmont-ma.gov

Belmont Planning Board
Request For Proposals
Adding Design Requirements into Belmont’s Planning Process

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I. INTRODUCTION AND BACKGROUND

The Town of Belmont Planning Board (hereinafter referred to as "the Board") is seeking to engage a planning consultant (hereinafter referred to as "the consultant"), for the purpose of adding design requirements, guidelines, incentives, graphic illustrations and approval criteria into the Town Zoning Bylaw and Planning Board Rules and Regulations, (hereinafter referred to as "the project").

The Belmont Zoning Bylaw has some design criteria within the Design and Site Plan Review section, but the Board feels that the direction to applicants is not sufficient and does not provide certainty of projects that fit into the character of business districts. In particular, the Board is concerned with height, mass and bulk of new commercial development from several perspectives:

- 1) Relationship to existing nearby commercial structures (which may be non-conforming to current zoning rules);
- 2) Relationship to existing adjacent residential neighborhoods which have little transition distance to commercially zoned properties; and
- 3) The process by which commercial developments are reviewed.
- 4) In the last few years, several proposed commercial projects have garnered significant controversy and animosity between the applicants and neighborhood representatives.

This Project, which is more specifically defined below, shall:

- Analyze best practices in commercial design regulations and requirements and proposed specific methods and rules that would best apply to Belmont,
- Identify feasible incentives that might reasonably encourage the use of preferred design in commercial projects; and
- Produce draft language and related illustrative graphics to amend the Planning Board Rules and Regulations; and
- Produce draft zoning language and illustrative graphics to amend portions of the Zoning Bylaw.

A. Community Character

The Town of Belmont (incorporated 1881), Middlesex County, is approximately 6 miles northwest of Boston and is bordered by Waltham on the west, Arlington and Lexington on the north and northwest Cambridge on the southeast and Watertown on the south. It is approximately 4.8 square miles in area.

Belmont's 2008 population of 24,194, live in a combination of single family, duplex and multi-family residential. Only 3% of the land base is zoned for commercial development. In addition to residential and commercial areas, the town has large areas of open space, primarily on the west side of town, Belmont Hill.

There are eight commercial centers in Belmont: three of these are historic railroad villages: Belmont Center, Waverly Square, and Brighton Street. Commercial areas are clustered along Trapelo Road interspersed with residential areas: Cushing Square, Central/Palfrey Squares, and East Belmont. . In almost every commercial district, residential uses abut commercial development or have views of the commercial districts. Proposed commercial development or redevelopment often face strong opposition from adjacent neighborhoods.

B. Background

Three key issues emerged from the 2010 Comprehensive Plan process:

- 1) Protect the Town's character,
- 2) Enhance commercial areas, and
- 3) Improve pedestrian infrastructure, connections, and access to transit.

One specific recommendation in the Comprehensive Plan was to "Refocus control of future development on design guidelines and review process to supplement traditional zoning."

The Town's Zoning Bylaw has some specific design related provisions:

- One overlay district for a particular commercial area (Cushing Square Overlay District, Section 8) which includes incentives for buildings to include certain design elements and other amenities such as underground parking.
- The Design and Site Plan Review (Section 7.3) applies to all non-residential development or redevelopment of more than 2,500 square feet. The criteria in this section do not require specific design elements, and could use improvement.

The Planning Board operates under Rules and Regulations, which can include specific design guidelines, and design criteria. To date, no design-oriented rules have been adopted by the Planning Board. In the summer and fall of 2010, the Board reviewed the existing design provisions and discussed possible approaches and methods to apply design controls in Belmont. A memorandum summarizing that process is included in this RFP as Attachment E.

C. Existing Reports

The following reports are available for examination in the Planning Board Office and are available on the Town Website (<http://www.belmont-ma.gov>)

- 2010 Comprehensive Plan
- Zoning Bylaw
- Interim report on Design in Planning Process, fall 2010 (Attachment E).

II. SCOPE OF SERVICES

The Project shall include:

- A. One workshop with the Board where the board has a chance to react to specific proposals from the consultant team that identify **at least three methods** to address height, mass, and bulk in new commercial developments. The workshop should provide materials for the planning board to help them “walk through” possible applications and use various approaches to review the various design controls.
- B. A Public Forum (typically an evening session) typically involving presentation of draft regulatory concepts in a large group session and public discussion in focus groups of 6-8. The Forum discussion might be guided by the following subject areas:
 - 1) Thresholds or triggers for varying review procedures.
 - 2) Possible design controls related to height, mass, bulk and form.
 - 3) Role and level of importance of land USES in the development review process.
 - 4) Sample development project and review under current and proposed rules.
 - 5) Feedback from public about reactions to change in local neighborhoods.
 - 6) Explain relationship of community desires and design criteria to built projects.
- C. Draft changes to the zoning bylaw and Board Rules and Regulations with the following elements:
 - 1) Description of how proposed changes reflect discussion from the Forum and Board direction.
 - 2) Incorporate illustrative graphics into the development review rules and guidelines of the application of the proposed zoning language.
 - 3) Write at least two alternative approaches with design measures and approval criteria related to mass, bulk and height.
- D. Presentation of Draft to Board at a workshop to elicit Board and possibly public reactions to proposed changes.

- E. Revised Draft regulatory amendment package based on feedback from last presentation.
- F. A final presentation to the Board at a second Public Forum to review proposed zoning language and changes to Board rules and regulations.
- G. Final report with concise summary of process to develop proposed changes and the text of changes in legislative format.

III. PROJECT DELIVERABLES AND SCHEDULE

- A. The project must be completed by June 30, 2011.
- B. The Consultant shall deliver in hard copy:
 - 1) 10 copies of the preliminary draft and recommendations by _____(date);
and
 - 2) 10 copies of the completed Project by _____(date);
 - 3) The Consultant shall deliver a draft and final copy of the Project on a CD both in Word format and in a PDF format.
- C. Each page of the Final Report shall be printed double-sided on high quality 20 pound bond paper with no read through, 8.5" x 11" format spiral or loose leaf bound.

IV. CONSULTANT QUALIFICATIONS

At a minimum the proposing firm/team must meet the following requirements:

- A. The firm/team has at least five (5) years experience in urban design, zoning regulations and development review procedures, urban planning, public policy, management consulting and/or architecture.
- B. The principal or project manager to be assigned to the project must be available for meetings with the Town of Belmont days or evenings as requested.
- C. The firm/team has experience in the management of planning policy projects and has completed three (3) such projects in Massachusetts in the last three (3) years.
- D. The firm/team has proven experience in the public sector and in working with public agencies, boards and commissions, neighborhood, and business organizations.

V. SELECTION CRITERIA

The Board reserves the exclusive right to select or reject the Consultant(s) that it deems to be in its best interest to accomplish the Project. The selection of the Consultant(s) will be based on the following criteria:

- A. A clear understanding of the Town's needs, the objective and goals to be achieved, the work involved, and the content of the proposal;
- B. The quality, depth of the experience, expertise of the individuals who will do the work;

- C. Experience in drafting zoning revisions, development review improvements and implementation measures, land use planning, architectural design and planning graphics capabilities;
- D. A background and track record in promoting and sustaining a high degree of participation by the property owners and merchants, active involvement of elected officials, boards and commissions as well as participation by non-governmental groups;
- E. Quality of the Consultant's technical approach with emphasis on techniques for incorporating the Town's needs and concerns of the public into the Project;
- F. Appropriateness of the Consultant's fee schedule, overall cost and the ability to perform the assigned tasks within the identified time frame and budget;
- G. Appropriateness of the Project organization and team members including the identity, qualifications and competence of the individuals (including sub-consultants) who would actually do and/or be responsible for conducting the Project, and the role of each in its completion. The Board desires to obtain an individual or a team composed of individuals who will actively participate throughout the duration of the Project, and shall not be replaced without prior agreement of the Board
- H. The Consultant's demonstrated ability to prepare and support the Project;
- I. Demonstrated knowledge and understanding of Massachusetts Zoning laws and practices based on success with projects in similar communities including experience in promoting the interests of increasing design in the planning process; and
- J. Other relevant criteria (to be applied uniformly to all respondents). The Board reserves the right to approve any and all consultants under sub-contract.

Selection will be made on criteria set forth in this RFP. A contract will be negotiated with the selected Consultant. Should agreement not be reached, the Board would then negotiate with the remaining consultants in order of their ranking until a suitable agreement could be reached.

The Board reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate, for any reason, if selection is terminated.

VI. CONTENTS, REQUIREMENTS AND ORDER OF PRESENTATION OF PROPOSAL SUBMISSION

Proposals must respond in writing to all requirements of this RFP in the order of the items listed below. Responses should reflect detailed consideration of the issues and opportunities presented. Any additional information that is felt relevant by the Consultant but does not apply to the categories listed

should be added after the items listed below. Each proposal shall be limited to ten (10) pages, exclusive of information relative to a Consultants qualifications and past experience.

A. Statement of Project Requirements.

State in succinct terms the Consultant's understanding of what is required by this RFP.

B. Response to this RFP.

Describe in narrative form the Consultant's approach and technical plan for accomplishing the work listed above. The Consultant shall provide a detailed summary of how the Project will be accomplished in accordance with above. The Consultant shall provide graphic representation of previous work and approved Rules and Regulations, Ordinance or Bylaw projects (if applicable).

C. Team.

Provide names and complete curriculum vitae for all professional members of the Consultant's and sub-consultant's (if any) team. Each member's educational background shall be provided. Special skills should be summarized, including recent seminars and relevant courses. Identify the person(s) who will be the team leader with ultimate responsibility for the work. Team members must be available throughout the duration of the project to actively participate.

D. Similar Experience.

Provide details of experience and past performance of the Consultant and members of the team on comparable work for government entities. This section should cover, as a minimum, the substantive nature of comparable engagements, the experience of members of the team in working successfully in matters of similar complexity and the record of the members of the Consultant's team for timely performance. Consultants are requested to give sufficient information of their experience to permit the Town to understand and verify the exact nature of contribution to other projects and entities. The Consultant is requested to disclose previous work experience within the Town.

E. Competing Commitments.

Consultants shall discuss the means by which adequate and timely attention to this engagement will be assured.

F. References.

Provide the names, titles and telephone numbers of **three persons** who can substantiate the Consultant's summary of qualifications and experience relevant to this project. Indicate the linkage between the persons listed and the professional work of the Consultant.

G. Required Forms (Attached to this RFP)

Proposals must include completed forms attached to the RFP as follows:

- 1) Signed Certificate of Non-Collusion and Tax Compliance, Attachment A.
- 2) Signed Certificate of Vote (Corporations Only), Attachment B.

- 3) Signed cost estimate in the format provided in Attachment C. Budget Estimate must be delivered in clearly marked separate envelope as specified in Section VIII below.
- 4) Evidence of insurance coverage as shown in Attachment D.

VII. FUNDING AND PROJECT BUDGET

The Consultant shall submit an estimated cost summary, not to exceed \$ _____ to provide the services required to fully complete the Project.

Alternatively – Do not include a budget and request Fee Proposal. See notes on Summary Page.

VIII. PROPOSAL SUBMISSION

A. Two submissions shall be made.

- 1) One shall be marked: "Non-Pricing Information Adding Design to Belmont’s Planning Process"
- 2) The other shall be in a sealed envelope marked: "Pricing Information Adding Design to Belmont’s Planning Process." The Pricing Information will be opened by the Planning Board after the interview process has been completed.

B. Proposal Due Date

Ten copies of the proposal are required. Each proposal shall be limited to ten (10) pages, exclusive of information relative to a Consultants qualifications and past experience, delivered on or before, _____, 2010, 3:00 p.m. to:

Mr. Jay Szklut, Planning and Economic Development Manager
Town of Belmont, MA
19 Moore Street
Belmont, MA 02478

Delivery of submissions to any office or location other than the address indicated will not constitute receipt.

IX. TOWN’S REPRESENTATIVE

The Town's coordinator for this contract will be:

Contact: Mr. Jay Szklut, Planning and Economic Development Manager
Town of Belmont, MA
19 Moore Street
Belmont, MA 02478
Phone: 617-993-2661
Email: jszklut@belmont-ma.gov

Mr. Szklut will be responsible for coordinating actions and for responding to all questions.

X. OWNERSHIP OF INFORMATION PROVIDED

All information provided by the Town and all material developed for this project shall be returned or delivered to the Town before final payment and will not be used by the Consultant for other purposes or released to others without permission of the Town.

XI. ATTACHMENTS

Attachment A Certificate of Non-Collusion and Tax Compliance

Attachment B Certificate of Vote (Corporations Only)

Attachment C Fee Proposal Format

Attachment D Insurance Requirements

Attachment E Memorandum, Review of Approaches to Design in Planning Process in Belmont, MA

Eaton Planning

Date November 10, 2010
To: Jay Szklut, Director Economic Development and Planning, Town of Belmont
From Chris Kluchman, AICP
RE: Summary: Adding Design in the Planning Process

Memorandum Overview

On September 22, 2010, the Belmont Planning Board (Board) discussed various approaches to increasing design measures in the Town's planning process. This memorandum summarizes the discussion and provides a summary of that discussion and direction for the next phase of work to improve design mechanisms in the Zoning Bylaw and Planning Board Rules and Regulations. This is a DRAFT memorandum prepared for the Board's review and refinement.

Generally, the Planning Board seeks to:

- Improve design review standards in the land use review process;
- Reduce the amount of conflict during development review of commercial projects; and
- Promote commercially viable development.

Summary

After considering a wide range of methods, and approaches, the Board concluded that the most important features to be addressed in revising design controls are: **height, mass and bulk**. They also said that requiring the applicant to provide **illustrations** of the proposed development (plan view, elevations, bird's eye and massing studies) will help Belmont's residents understand proposed commercial developments. They prefer to create design guidance in the **Planning Board Rules and Regulations**, instead of adding more detail into the Zoning Bylaw. The Board recognizes that thresholds for development that trigger certain reviews are important considerations in the development process and they would like to review the current thresholds and decision making bodies, especially related to the definition of redevelopment of non-conforming structures. New rules must consider the high probability that new commercial development will result from **aggregated lots**, and should anticipate this in design standards and controls.

Approaches to Design

The Board considered a variety of approaches to design – as shown in

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Table 1 below. They considered the pros and cons of each approach and reviewed sample language and illustrations. These approaches are broken down into the methods currently used by the Town and new approaches.

Table 1 summarizes the Board's discussion.

Table 1: List of Design Approaches

Type of Design Control	Planning Board Reactions	Include in Phase 2?
Currently in Use		
Changes to current Zoning Bylaw standards	Interested in looking at some <u>height standards</u> in commercial districts for <i>redevelopment</i> efforts. In terms of height, the Town wants to examine new ways to relate height standards to a site's surrounding topography so that land adjacent to hillsides might be allowed to be developed with taller buildings. Also want to consider <u>massing and bulk features</u> such as gable roofs vs. flat roofs in different contexts.	Yes
Design and Site Plan Review	Continue practice set forward In Zoning Bylaw, review, analyze and modify the existing standards in this section. The current standards refer to other standards in the bylaw instead of addressing how a building should be built and how a site can be designed to best fit into the neighborhood context.	Yes
Overlay Districts (Cushing Square for example)	Some Board members think that the Cushing Square Overlay District is a good concept that can be repeated for other commercial districts (with individually crafted standards).	
Major Development Review	No changes.	No
Thresholds, review triggers and decision making body	This is especially important when considering redevelopment in commercial areas. The current threshold of 2,500 sf/ 6 parking spaces may be too low. The Board also wants to be the Special Permit Granting Authority (SPGA) for special permits instead of the current practice of these decisions being made by the Zoning Board of Appeals (ZBA)	Yes
Create design guidance/standards in the Planning Board Rules and Regulations	This is the document where the Board feels that most of the design guidance and controls should go. They are interested in having	Yes
New Approaches		
Design Standards in Zoning Bylaw (prescriptive approach)	The Board had limited support for using prescriptive standards for specific design features on buildings, except for Design and Site Plan Review.	No

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Type of Design Control	Planning Board Reactions	Include in Phase 2?
Design Guidelines in Zoning Bylaw (discretionary approach)	The Board had limited support for using discretionary rules except for Planning Board Special Permit reviews.	Not in Zoning Bylaw
Form Based approach (90% control over form of building and 10% use controls)	The Board feels that the Form Based approach to mass, bulk and height is helpful, but they are not willing to remove use controls.	No
Illustrations (within the rules and by applicants) Massing/Height studies Plan view, elevations, bird's eye, photographs and computer modeling	The Board wants to require applicants to prepare illustrations of proposed building and possibly address the neighborhoods overall bulk and height as a means to illustrate the neighborhood context.	Yes
Relate the development process to the review process. For example, a small project in commercial district would have less review, while a larger project has higher level of review. (Tiered Review)	To some extent, the Town has a Tiered Review process in place. The Board is not interested in refining the existing system in a comprehensive manner. They understand that small changes may be made.	No
Require Neighborhood Meeting prior to application submittal	This approach was not discussed by the Board, but is one way to increase the communication between applicant and interested parties/abutters. This may help reduce tensions during the formal review process.	??

Further Discussion

1. If the majority of design related provisions are in the Board's Rules and Regulations, what is the appeal process?
2. Is the Board comfortable with the statements in Table 1 about revisions to the SPGA for Design and Site Plan Review?
3. Does the Board have any specific ideas for innovation in height, mass and bulk that should be included in this list?

Attachments

Sample text of various approaches considered by Planning Board *[note – note attached in this DRAFT, these are the same attachments form the July 12 memo]*



Imagery Date: Jun 19, 2010

42°23'48.79" N 71°10'29.67" W elev 32 ft

©2010 Google

Eye alt 1630 ft

Purpose of Project

1. Analyze alternatives
2. Determine preferred alternative relative to:
 - Roadway
 - Sidewalk
 - Parking
 - Landscape
3. Initiate design & construction

Study Area Context Belmont Center

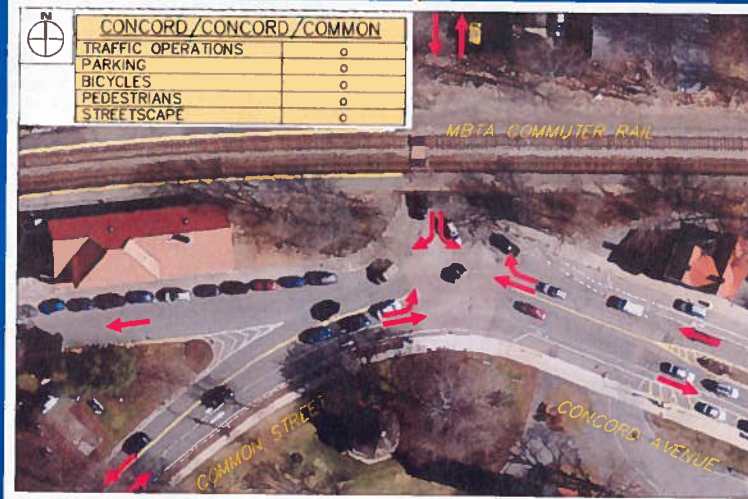


Alternative Traffic Patterns Roundabout



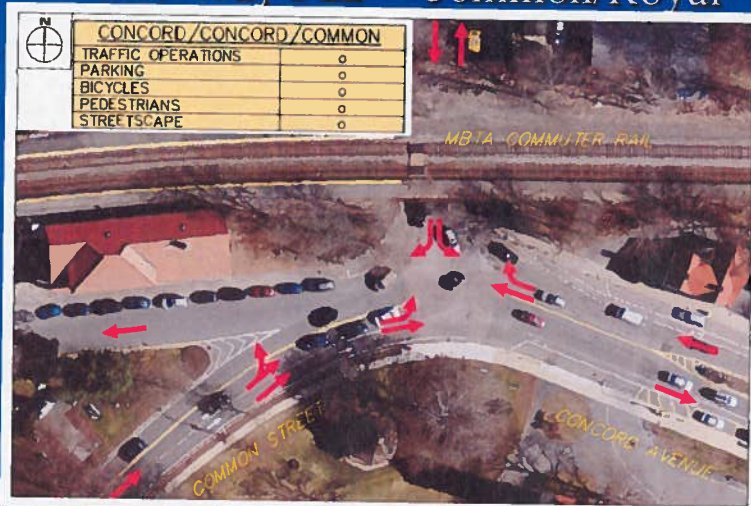
BSC GROUP

Alternative Traffic Patterns Existing - South of Bridge with Modifications



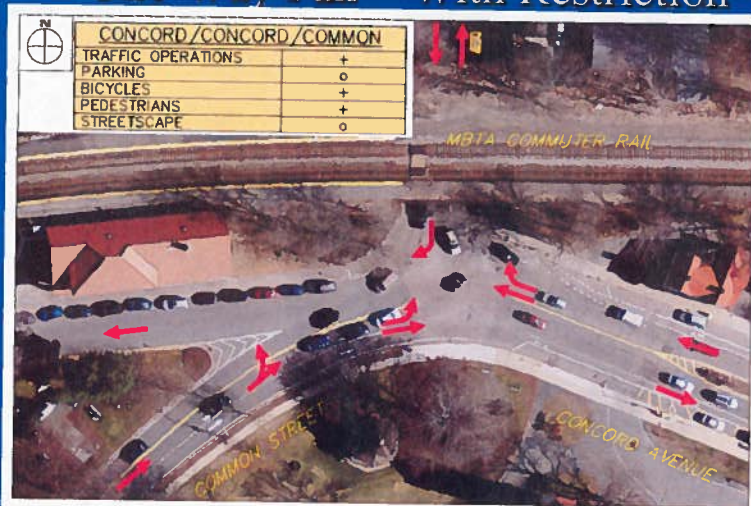
BSC GROUP

Alternative Traffic Patterns One-Way Pair – Common/Royal



BSC GROUP

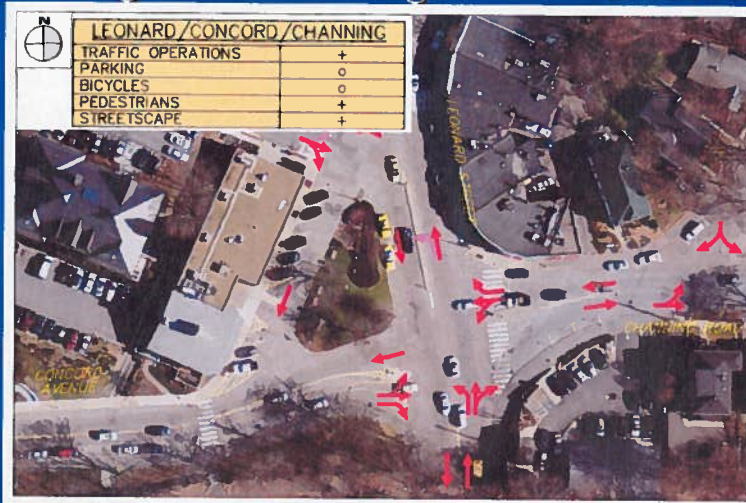
Alternative Traffic Patterns One-Way Pair – With Restriction



BSC GROUP

Alternative Traffic Patterns

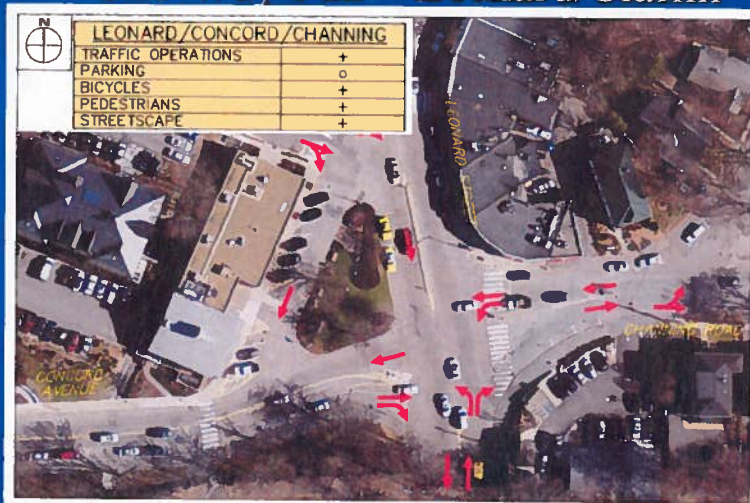
Existing - North of Bridge with Modifications



BSC GROUP

Alternative Traffic Patterns

One-Way Pair – Leonard/Claflin



BSC GROUP

DRAFT (November 15, 2010)

BELMONT PLANNING BOARD

RULES AND REGULATIONS
(adopted XX. XX, 2010)

ARTICLE I ORGANIZATION

SECTION 1 MEMBERS AND OFFICERS

The Planning Board shall consist of five members and one associate member appointed by the Board of Selectmen. The members shall elect, on a yearly basis, a Chair, Vice-Chair, 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 decide points of order, unless overruled by a majority of the Board, appoint standing subcommittees as may be constituted, set the agenda for meetings, and be eligible to vote on all matters. The Chair, 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. 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 including the Associate member shall constitute a quorum for Design and Site Plan Review hearings.

DRAFT (November 15, 2010)

Four members of the Board including 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, not including Saturdays, Sundays or legal holidays, prior to such meetings. 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 consent of the Board will allow testimony only as deemed necessary. Unsolicited comments may be ruled out of order by the Chair.

ARTICLE II APPLICATION SUBMISSION REQUIREMENTS

SECTION 1 FORM

Applications to the Board for either Design and Site Plan Review or Special Permits shall be made on the official application form for either of these two procedures. Application forms are 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 4 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 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.
- B. Applications and/or additional materials must be submitted to the Office of Community Development a minimum of seven (7) days prior to the Board meeting for which it was scheduled. Failure to do so will require consideration to be continued to the next following meeting.

SECTION 3 FEE

All applications for Design and Site Plan Review and Special Permit shall be accompanied by an application fee as follows:

Design and Site Plan Review - \$100 (one hundred dollars)

Special Permits - \$150 (one hundred fifty dollars)

Fees should be made 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 on Diagram A)	Standard	9 feet	2 feet	17 feet	24 feet
	Compact	8 feet	2 feet	14 feet	24 feet
60°	Standard	9 feet	2 feet	18 feet	18 feet
	Compact	8 feet	2 feet	15 feet	18 feet
45° (shown on Diagram A)	Standard	9 feet	2 feet	16 feet	13 feet
	Compact	8 feet	2 feet	14 feet	13 feet
30°	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

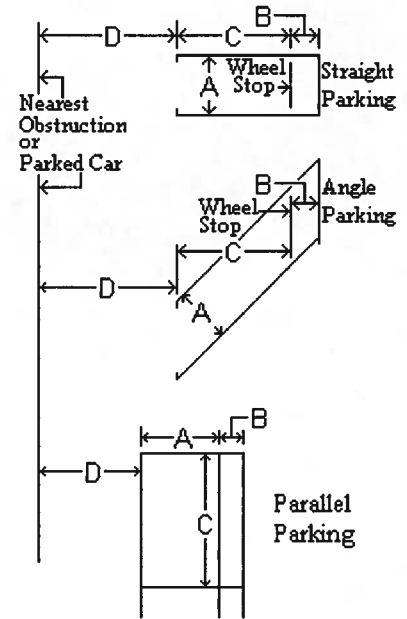


Diagram A

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, the uniform

DRAFT (November 15, 2010)

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.

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

- Set up meeting dates and times;
- set the agenda for meetings, and be eligible to vote on all matters;
- moderate/facilitate meetings;
- decide points of order, unless overruled by a majority of the Board,
- appoint standing subcommittees as may be constituted;
- 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;
- represent the Board before the appointing authority, other Town bodies, the public and the media as required; and
- 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.

DRAFT (December 8, 2010)

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 it was scheduled. Failure to do so will require consideration 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 Permits 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

DRAFT (December 8, 2010)

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 Permits 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

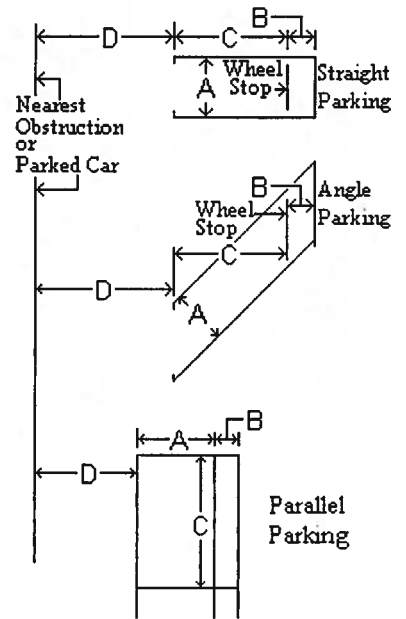


Diagram A

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, the uniform Federal Accessibility Standards, the ADA Accessibility Guidelines and all subsequent revisions. *update*
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.

Belmont Town Offices

455 Concord Avenue, Belmont, MA 02478

ph: 617-993-2600

Role of the Chairman

The role of the Chairman is very important. The success or failure of a Board, Committee or Commission often depends on the Chairman's leadership role. Once a Board, Committee or Commission is formed, the Chairman will usually be elected at one of the first few meetings.

The Chairman is responsible to:

- a. moderate/facilitate the meeting;
- b. insure minutes of the meeting are recorded and filed properly in the Town clerk's office;
- c. set up meeting dates and times;
- d. insure the meeting is posted in accordance with open meeting law;
- e. set agenda topics;
- f. insure that full and proper membership is maintained;
- g. represents the committee before the appointing authority, other town bodies, the public and the media as required;
- h. report to the appointing authority the name of any member who fails to attend any three successive meetings of the board;
- i. Every board, committee or commission is given the opportunity to list their membership, meeting dates, agendas, minutes and other material on the Town's website. The Chair is responsible for informing the Committees & Commissions Coordinator, or their Management Liaison, about any changes or items that they wish to have on the website;
- j. insures that meeting is held in accordance with Open Meeting Laws, including e-mail discussions of committee topics among members;
- k. insures all members are aware of an upcoming meeting. This is usually done via a mailing or e-mailing of the officially posted meeting notice to all members;
- l. 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*.

Quorum

In order for a committee to take an official vote, a quorum must be present. A quorum is a simple majority of a governmental body unless otherwise defined by constitution, charter, rule or law applicable to such governing body. (from MGL Ch.39, Sec. 23A).

If a quorum is not met at an officially posted public meeting of a Board, Committee or Commission, any votes taken are *not considered an official, binding vote*.

BELMONT PLANNING BOARD

RULES AND REGULATIONS
(adopted XX. XX, 2010)

ARTICLE I ORGANIZATION

SECTION 1 MEMBERS AND OFFICERS

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Deleted: , Vice-Chair

A. Associate Member

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SECTION 2 THE CHAIR

The Chair shall decide points of order, unless overruled by a majority of the Board, appoint standing subcommittees as may be constituted, set the agenda for meetings, and be eligible to vote on all matters. The Chair, 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. 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.

Expand
(See Role
of Chairman
Attached)

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Deleted: including

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

Deleted: including

SECTION 6 MEETINGS

CONCURRENCE

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.

Deleted: prior to such meetings

Regular Board business, while conducted in meetings open to the public, is not a public hearing. The Chair with ~~consent~~ 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.

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shall be

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3

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

Deleted: -# Applications and/or additional materials must be submitted to the Office of Community Development a minimum of seven (7) days prior to the Board meeting for which it was scheduled. Failure to do so will require consideration to be continued to the next following meeting ¶

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DRAFT (November 22, 2010)

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.

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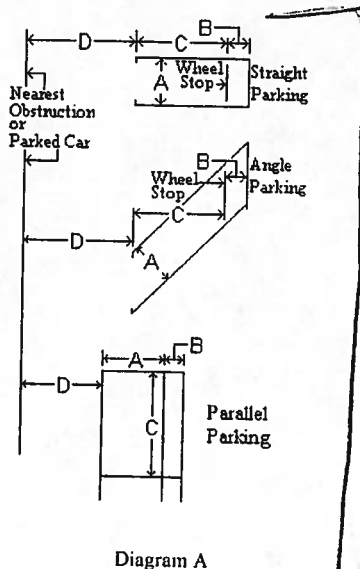
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LABEL ?

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why ?

DRAFT (November 22, 2010)

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]

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why?

+ Add Consultants

(Hiring consultants under CSOD)