

TOWN OF BELMONT
PLANNING BOARD

MEETING MINUTES

June 28, 2011

RECEIVED
TOWN CLERK
BELMONT, MA.

AUG 3 2 17 PM '11

7:00 p.m. Meeting called to order.

Attendance: Sami Baghdady, Chair; Michael Battista; Karl Haglund (arrived 7:50); Andres Rojas; Charles Clark (arrived 7:25), Associate Member; Jay Szklut and Jeffrey Wheeler, Staff.

Absent: Jennifer Fallon

Sami Baghdady thanked the Belmont Media Center for televising the Planning Board meetings. Tonight's meeting is the first meeting of the Board which will be regularly televised. Mr. Baghdady then turned the floor over to Jay Szklut to introduce the new Recording Secretary, Elaine Bean.

Minutes of May 17, 2011 were approved.

7:15 P.M. Wellington School Site Plan Changes

Andy Rojas reported that he had spoken with William Lovallo of the Wellington Building Committee and discussed the landscape design along School Street that called for a 2 foot strip of grass between the sidewalk and roadway. The DPW has requested that the grass strip be moved adjacent to the rest of the lawn, so that the paved sidewalk would be directly adjacent to the curb of School Street. This alignment conforms with Pavement Management Committee's recommended Town Policy as approved by the Board of Selectmen in 2007. The Building Committee has no objection and is bringing this to the Planning Board to amend the approved site plan. The School Committee also supports the changes. There was no opposition to the requested site plan change.

Mr. Baghdady called for questions or discussion on the proposal to amend the site plan under a minor change. Hearing none, he called for a motion to accept the minor change.

Moved and seconded that the requested change to the site plan is a minor amendment that does not necessitate a new advertised hearing.

Motion passed unanimously.

Moved and seconded that the site plan be amended to relocate the grass strip away from the curb of School Street, and instead along the Wellington School property.

Motion passed unanimously.

7:20 P.M. South Pleasant Zoning Proposal

Jay Szklut reported on the South Pleasant Planned Village Development (SPPVD) and indicated that there were many issues and concerns to think about. One was whether or not underground

parking or a parking garage might better serve the development. Other issues mentioned that needed the Committee's eventual action were attention to FARs, increases in intensity criteria, building orientation, step backs, scale and massing of the buildings, and possible incentives including increases in building size in exchange for shorter buildings.

Sami Baghdady thanked Jay and indicated that more in-depth discussion was needed over the next few meetings. He also indicated that maybe the next meeting could focus on more non-dimensional aspects.

Mr. Baghdady also commented that free standing banks, which were closed at night, would not contribute to the desired pedestrian and night time activity that it is hoped the development would encourage. Andy Rojas noted that free standing banks would not generate the general village atmosphere that is intended, and it would not be an integrated community.

7:55 P.M. JOINT PUBLIC HEARING w/ZBA (cont.) - 70 Concord Avenue

Sami Baghdady re-opened the joint meeting with the Planning Board and the Zoning Board of Appeals and requested the applicant to present any new information in response to the concerns raised at the previous meeting.

Paul Fingers, Engineer for the project, spoke on behalf of the applicant. The applicant has entered into an agreement with the Temple for use of the parking lot for employees. The applicant is also scheduled to meet with the Board of Selectmen to seek permission for landscaping on the public portion along Concord Avenue. The applicant will also enter into an agreement with the Town to maintain any landscaping installed by the applicant.

The applicant also presented a memorandum from Vanasse Associates addressing several of the traffic and parking concerns raised at the previous meeting. Summarizing the memo, Mr. Fingers noted that in the opinion of the traffic consultant the proposed development will generate less trips in and out on a daily basis than the previous uses. Other recommendations included:

- Move the Bright Street curb cut closer to Concord Ave.
- The Concord Ave. curb cut should be reduced in size
- The easterly curb cut should be reduced to 18 feet\
- The Bright Road curb cut will have a stop sign.

Finally, the traffic memo noted that the uses proposed in the building would actually require fewer parking spaces than required by the zoning ordinance. The applicant is requesting a waiver of 11 spaces from the 36 required by the bylaw.

There was discussion on pedestrian safety and sidewalk width. It was noted that the width of the sidewalk on-site would be 7 feet 6 inches as the curb itself acted as a car stop.

Mr. Baghdady noted that the landscaping was primarily placed on the Town's right of way and therefore did not meet the landscaping requirements of the Town's Zoning By-Law. He



wondered whether the applicant should seek relief from the ZBA for the landscaping requirement.

Mr. Haglund wondered whether the applicant would be willing to “square off” the easterly side of the building. Mr. Rojas noted several 90° and acute angles where curbs met and asked that those be rounded off on the final plans. Mr. Rojas also recommended the applicant meet with the fire department to discuss adding trees along Concord Avenue.

The issue of snow removal was also raised. The applicant noted that if there was less than 2 inches of snow, it would be onsite. Any more than that would require removal to an off-site facility.

Finally, Mr. Baghdady raised a concern with the location of the dumpster. He noted the proposed location was adjacent to an abutting residential lot and wondered whether the dumpster could be stored in the building. The applicant responded that there currently exists a concrete fence separating the two properties and that the abutter's garage is adjacent to the proposed dumpster site. The dumpster would be enclosed and the abutter has not raised any concerns with its proposed location.

Comments from the Audience:

An email in support of the project from Glen Mohr was read into the record.

Jim Nager of 28 Raleigh Rd.- raised concerns over traffic. He indicated that this area was very heavy traffic wise and the crosswalk nearby was very, very busy. He relayed that a child was struck by a car not long ago in that area and urged the Board to pay attention to the traffic situation.

Gloria Voce of 42 Taylor Road – presented a letter in support of the project signed by 13 neighbors.

Holeh Armian, 21 Stewart Terrace - urgently requested that this project be expedited, so that the neighbors could have closure.

Judith Sarno of 30 Waverly Terrace – spoke in support of the project.

Gina Donaldson, 16 Dana Road – she lives in the area of the development and indicated that the neighbors abutting the property would be very pleased if a tall, attractive fence (6 foot) were put in place between them and the property.

Steve Tomczyk, 47 Hamilton Rd. told the committee that he supported this project.

Mr. Baghdady with the consent of the Board continued the Planning Board Public Hearing to July 12, 2011, 7:15 PM, in the Selectmen's Meeting Room, Belmont Town Hall

9:40 P.M. Planning Board Meeting Calendar

Sami Baghdady suggested there be three meetings in July – the 12th, 19th, and the 26th. He also suggested cancelling all August meetings although should it be needed keeping Aug 2nd available. There were no objections from the Board.

Staff presented a tentative calendar outlining Board agenda and action items through Special Town Meeting in the fall.

9:45 P.M. Town Planners' Report

Jay Szklut reported the following:

- There were 15-20 people who showed up at the Open House
- He hoped to distribute the parking survey to restaurants in the hopes of soliciting input from non-residents..
- Parking spaces in Belmont Center rarely go beyond 70 percent utilization.
- The July 26th Planning Board meeting will not be in the Selectmen's room but may be held in the Auditorium.

10:00 P.M. Meeting Adjourned

Next Meeting: Tuesday, July 12, 2011, 7:00 p.m.
Board of Selectmen's Meeting Room, Town Hall

List of Documents presented:

- Wellington School Revised Site Plan w/documentation (kept in Office of Community Development)
- Initial Draft of a South Pleasant Planned Village Development zoning district.
- 70 Concord Ave supplemental materials (kept in Office of Community Development)
- Tentative Planning Board Schedule through Fall Special Town Meeting

8/2/2011 Minutes Approved



SOUTH PLEASANT PLANNED VILLAGE DEVELOPMENT

Intent

The South Pleasant Planned Village Development (SPPVD) is intended to permit a mix of land uses, densities and building types in one development. It is further intended to promote a vibrant, compact, pedestrian friendly development with the virtues of a traditional New England Village. The Town of Belmont desires to encourage projects that will meet the demands of the market, improve the economic base of the community and protect the Town's character. Any development proposed under this by-law must recognize that protection of Belmont's residential character will be a prime consideration for approval or denial, and therefore developments under this by-law will require more rigorous development standards than those found in other zoning districts.

Boundary of South Pleasant Planned Village Development District

A South Pleasant Planned Village Development may only be proposed in the area shown on the South Pleasant Planned Village Development Map and which is generally described as the area bounded by Pleasant Street on the north, Trapelo Road on the west, White Street and the southerly boundary of the MBTA (formerly the Boston and Maine Railroad) lands on the south, and the eastern boundary of Parcel 29-18 as listed on the Town's Tax Assessors Map on the east. The SPPVD boundaries shall be superimposed on the Town of Belmont Zoning District Map so as to indicate the extent of the SPPVD.

Applicability

The South Pleasant Planned Village Development district shall be considered as overlaying other existing zoning districts. The SPPVD confers development options to be employed at the discretion of the property owner, subject to the requirements of this by-law. SPPVD development projects shall be subject to Design and Site Plan Review. Certain SPPVD development projects will also be eligible for a Special Permit to increase building height and/or to exceed otherwise applicable square footage limitations.

Existing Zoning Districts

The SPPVD does not in any manner remove or alter the zoning rights permitted by the underlying, existing zoning districts.

Eligibility

Minimum Project lot size = 50,000 sq ft
 Bonus density for projects exceeding 150,000 sq ft

Authority

The Planning Board shall have Design and Site Plan Review authority for all projects in the SPPVD. 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 SPPVD developments requiring a Special Permit.

Uses

The following uses shall be allowed within a SPPVD project. Uses in excess of the sizes permitted below may be allowed by Special Permit.

- Retail sales and services up to 12,000 square feet;
- Office, but not including banks, credit unions or similar establishments;
- Restaurant up to 12,000 square feet, but not including fast food or take out restaurants;
- Mixed use development projects consisting of a combination of retail sales, office, restaurant, movie theater, art gallery or commercial off-street parking facility uses.

Movie theaters up to 10,000 square feet;
Art galleries up to 10,000 square feet; and
Commercial parking lot or facility.

The following are expressly prohibited uses in a SPPVD development project

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

Existing Uses

Any use otherwise permitted in the underlying district and which already exists on the premises proposed for a SPPVD development project shall be allowed to remain as part of the development project.

Intensity of Use

FAR requirements = 2.5 overall
Parcels within 100 ft of residential = 1.5 FAR
Staggering or separation of buildings requirement. (Sight lines/view corridors)

Dimensional Requirements

Setbacks
Height
Building Orientation – Building within 50 ft of Trapelo Road to be oriented such that building faces Trapelo Road.
Other – At least 1/3 of the gross floor area to be contained in buildings three stories and under.
Only 1 four story building may be built for every 50,000 sf of parcel area.
How to deal with ½ stories.
Step backs on upper floors

Performance and Design Standards

Parking Requirements

Design Standards

Building
Site

Scale

The size and detailing of buildings shall be pedestrian oriented and shall reflect community preference for moderate-scale structures that reflect the residential character of the Town, rather than city blocks. 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.

External Materials and Appearance

Except for windows and minor trim, buildings shall avoid reflective materials such as porcelain enamel or sheet metal.

Awnings and Signs

Vehicle and Pedestrian Features

Landscaping and Off-Site Improvements

Incentives

Submittal Requirements (review, revise and rewrite)

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

Development plans bearing the seal of a MA Registered Architect, MA Registered Landscape Architect, Registered Civil Engineer, or similar professional as appropriate;
Narrative description of the proposed work affecting the exterior of the building or structure, including a description of the materials to be used;
Site plans and specifications showing total square footage and dimensions of all buildings and site improvements, including:

- New buildings, additions, adjacent structures;
- Streets, sidewalks and crosswalks;
- Existing and proposed open spaces, including, existing and proposed walls, fences, outdoor lighting, street furniture, new paving and ground surface materials;
- Points of vehicular and pedestrian access/egress;
- All utilities, easements or service facilities, insofar as they relate to the project;
- Proposed site grading, including existing and proposed grades at property lines.

A certified plot plan less than 6 months old;
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;
Site perspective, sections, elevations 1/8" = 1';
Detailed description of the proposed use of the building, including hours of operation, numbers of employees, method and types of deliveries, etc;
Detailed plans for disposal of sanitary sewage;
Detailed plans for landscaping;
Parking plan;
Plan for lighting, including the type of fixtures, and the off-site overspill (foot candles) of the lighting;
Signage plans; and,
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:

Material boards of proposed buildings; and

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 the Special Permit.

Procedures

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 Section 8.

An application may be denied where:

An application is incomplete; or

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.

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 SPPVD 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.

Special Permit Application

All applications for a Special Permit in the SPPVD will follow Section 7.4.4 and Section 7.4.5 of the Town of Belmont Zoning By-Law for the application procedures.

This Section together with the rest of this By-Law constitutes the zoning regulations for the South Pleasant Planned Village Development. Where conflicts exist between this Section 8 and the rest of the By-Law, the provisions of the Section shall govern."

PLANNING BOARD SCHEDULE AND AGENDA
 JULY 2011 THRU NOVEMBER 2011
 (amended 8/2/11)

DATE	Topics	
July 12, 2011	PLANNING BOARD MEETING: Draft Underlying LBII Proposed Zoning Changes Initial Draft – Allowed PUD uses, intensity, minimum area, FAR	
Aug 2, 2011	PLANNING BOARD MEETING: PUD Bulk and Height Discussed Draft Architectural Design Guidelines Discussed	
Sept 1, 2011	Begin Advertising for Forum III	Staff
Sept 8, 2011	Article to Media re: PUD Zoning District Zoning Public Hearing Ad to Citizen Herald	Sami/Jay Jay
Sept 13, 2011	PLANNING BOARD MEETING: Town Meeting Communications Committee Draft PUD Zoning By-Law discussed Proposed LB II by-law change	
Sept 15, 2011	S Pleasant Street Forum III	
Sept 27, 2011	PLANNING BOARD MEETING: ZONING PUBLIC HEARING – LBII Changes & New PUD District	
Oct 11, 2011	PLANNING BOARD MEETING: ZONING PUBLIC HEARING (cont.) – LBII Changes & New PUD District	
Oct 17, 2011	Warrant Closes (Tentative)	
Oct 25, 2011	PLANNING BOARD MEETING: PUD Zoning By-Law – Deliberations/Revisions/Decision	
Oct 27, 2011	Zoning Proposals Presentation to Town Meeting Members	
Nov 8, 2011	PLANNING BOARD MEETING:	
Nov 14, 2011	SPECIAL TOWN MEETING (Tentative)	

