

## **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

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

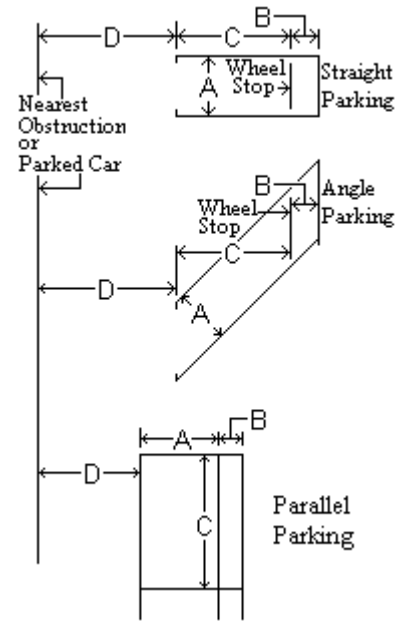


Diagram A

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.