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February 27, 2017

Mr. Jeffrey Wheeler, Senior Planner
Belmont Office of Community Development
19 Moore Street
Belmont, MA 02478

RE: Design and Site Plan Review
Belmont Day School
55 Day School Lane
Project No. 16-002

Dear Jeffrey,

On behalf of our client, Belmont Day School (BDS), Avalon Consulting Group is pleased to submit a Design and Site Plan Review Application for the construction of a new athletic and academic facility ("the Barn") and entrance driveway on the existing campus. This application includes the following:

- 1) Application;
- 2) Project Statement;
- 3) Site Plans, Planting Plans, and Architectural Plans;
- 4) Renderings;
- 5) Architectural Perspective Rendering;
- 6) Photosimulations of Views from Adjacent Open Space;
- 7) Proposed Roadway Signage;
- 8) Legal Opinion relative to the use of the 40' wide parcel as a driveway;
- 9) Traffic Impact and Access Study;
- 10) Stormwater Report; and
- 11) Community Noise Report.

The proposed project includes the construction of the 25,817± SF Barn that will include classrooms, a gymnasium, administrative office, and common areas for gathering; and the construction of an entrance driveway at the 12.4-acre Belmont Day School campus, all located at 55 Day School Lane. The entrance driveway will provide a second means of ingress and will reduce the traffic on Day School Lane, which is the only entrance to the site under current conditions. BDS proposes to increase enrollment over the next 4-5 years by a total of 45 students with ten faculty and staff members added to support this growth.

BDS is a private non-profit educational institution that was founded in 1927 by a group of parents on a sheep farm that has been home to the school since 1933. It was founded as a K-6 institution and at the turn of the millennium had approximately

180 students. By 2003, the school had added 7th and 8th grade and an additional ninety students and is now a PK-8 school of 270 students and 73 faculty/staff. Additionally, BDS has, for the past sixty years, offered a Day Camp and Swim and Tennis Association (STA) program during the summer time. Both the STA and the Day Camp have been utilized by Belmont residents throughout the history of the programs.

The school strives to be an integral part of the community and to foster respect for the neighborhood in which they exist. BDS provides use of the existing athletic facilities (gym, tennis and sports fields) to local community groups in the evenings and on weekends and the site continues to be used as a summer camp. Belmont residents frequently park at the school to enjoy walking the paths on the adjacent open space land.

Communication During the Design Process

Throughout the design process, BDS reached out to neighbors, attended town commission/committee meetings and communicated with town staff. Meeting with these groups early in the design phase enabled the project team to include their recommendations and input to inform the development of the project. Comments provided from these groups and individuals resulted in a stronger overall project design and application.

Town Staff

BDS representatives and members of the project team met with staff in the Office of Community Development to review conceptual plans and discuss project scope, clarify the intersections that should be included in the traffic study, and to review drafts of the traffic and stormwater analyses. Members of the project team met with fire prevention staff to discuss the project and strategies for regulatory compliance and consulted with the Fire Chief, Assistant Police Chief, and staff for the Board of Health, Board of Survey and Historic District Commission during project development.

Committee Meetings

Cemetery Commission meeting - October 12, 2017

The project team shared conceptual plans for the proposed project. The meeting was attended by one neighbor and members of the Commission, who shared information on the history of BDS in the town and the concerns that they had related to a new structure and driveway. As a result of this meeting the alignment of the entrance driveway was modified, the setback of the structure from the property line with the cemetery was increased and the project team agreed to work with the Commission during construction to limit the impact on services in the cemetery.

Land Management Committee for Lone Tree Hill – January 4, 2017

The project team shared conceptual plans for the proposed project. The meeting was attended by several neighbors and Belmont residents and members of the Committee. As a result of this meeting BDS plans to have students work cooperatively with the Land Management Committee of Lone Tree Hill in maintaining the existing trails on BDS property that connect to the existing trail system on the former McClean property and has prepared and submitted the photo simulations of views from the open space to the new structure.

Historic District Commission

A member of the project team consulted with the chair of the Historic District Commission regarding the applicability of their regulations and guidelines to the project.

Traffic Advisory Committee

The project team consulted with staff for the Traffic Advisory Committee regarding the need to appear before this Committee and was informed that the Planning Board would make this decision.

Neighbor Meetings

BDS sent invitations to neighbors in the general area for a preliminary meeting at the school on September 1, 2016. Approximately 14 neighbors from Day School Lane, Old Concord Avenue, Concord Avenue and Pinehurst Road met with representatives of the school and the project team to introduce the new head of school, Brendan Largay and to discuss the Barn and driveway plans.

A second neighbor meeting was held on October 26, 2016, BDS mailed invitations to abutters within 300 feet of the site and invited elected and appointed public officials (Cemetery Commission) and town staff (Fire Department, Police Department, Office of Community Development). While it was attended by fewer neighbors, this meeting singularly focused on the plans to build the Barn and the driveway and to explain the enrollment growth initiative. Attendees viewed sketches of the structure and preliminary site plans, and discussed property line set-backs, proposed traffic flow through the site and impacts of traffic on neighbors, and proposed permitting and construction schedule. BDS representatives, consultants and legal counsel were available to answer questions.

Most recently, BDS held a neighbor meeting on January 25, 2017. Invitations were mailed to the same list as the October meeting and approximately 11 neighbors from Concord Ave, Pinehurst Road, Day School Lane, and Somerset Road, as well as other parts of Belmont and representatives from the Land Management Committee for Lone Tree Hill, Cemetery Commission and Habitat were in attendance to view the building and site plans. BDS representatives, consultants and legal counsel were available to answer questions. Day School Lane neighbors generally encouraged the construction of the new driveway as a mechanism to reduce traffic flow on Day School Lane. Questions were asked regarding the need for consultation with the Traffic Advisory Committee and Historic District Commissions. The project team reached out to both of these groups.

Regulatory Framework

Historically BDS has been reviewed by the Town of Belmont and has been issued certain special permits, variances and site plan reviews granted by the Planning Board in cases #75-03, #82-20, #95-04 and #01-02.

BDS is an educational institution and as such is exempt, pursuant to MGL Chapter 40A from zoning regulation as to its use. The proposed structure and driveway are located in the Single Residence A District (SR-A) and educational uses as provided in MGL Chapter 40A §3 are allowed in the SR-A District as specified in the Town of Belmont Zoning By-law. Generally, lands and structures used for educational purposes may be subject to reasonable regulations

Mr. Jeffrey Wheeler, Belmont Office of Community Development
February 27, 2017 Page 4

concerning bulk and height of structures, yard sizes, lot area, setbacks, open space, parking and building coverage requirements.

Design and Site Plan Review is required for any new building, addition or change in use of a predominantly non-residential building greater than 2,500 gross square feet gross floor area in any zoning district, or a proposal that results in the need for six (6) or more parking spaces on the lot or if the proposal reduces the number of on-site parking spaces or changes to the configuration of off-street parking, screening, egress, utilities, drainage or lighting.

BDS has worked diligently to design the project to meet the Zoning By-laws and to incorporate, where feasible, input from town commissions and neighbors. We look forward to presenting this project to the Planning Board and please do not hesitate to contact me should you have any questions regarding this submittal.

Sincerely,
Avalon Consulting Group

A handwritten signature in black ink that reads "Kelly Durfee Cardoza". The signature is written in a cursive style with a long, sweeping underline.

Kelly Durfee Cardoza
Principal

cc: Brendan Largay, BDS Head of School



Town of Belmont
Planning Board

APPLICATION FOR DESIGN AND SITE PLAN REVIEW

Date: 2017-02-27

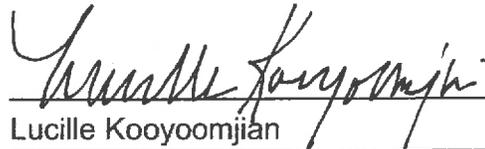
Planning Board
Homer Municipal Building
19 Moore Street
Belmont, MA 02478

To Whom It May Concern:

Pursuant to the provisions of Section 7.3, Design and Site Plan Review, of the Town of Belmont Zoning By-Laws, I/We the undersigned, being owner(s) of certain parcel of land (with the buildings thereon) situated on 55 Day School Lane Street/Road, hereby make application to your Board for **DESIGN AND SITE PLAN REVIEW** for the erection or alteration on said premises or the use thereof under the applicable Section of the Zoning By-Laws of said Town for "the construction, furnishing and equipping of a new, approximately 25,000 square foot facility, that will include classrooms, a gymnasium, administrative offices, and common areas for gathering, and the construction of a driveway at the Belmont Day School campus, all located at 55 Day School Lane, Belmont, Massachusetts." on the ground that the same will be in harmony with the general purpose and intent of said Zoning By-Law.

Petitioner(s) are further to comply with the requirements of Section 7.3.5 of said Zoning By-Law attached.

Signature of Petitioner



Print Name

Lucille Kooyoomjian

Address

55 Day School Lane

Belmont, MA 02478

Daytime Telephone Number

(617) 484-3078