

# OFFICE OF COMMUNITY DEVELOPMENT

## FULL TIME PERSONNEL

Thomas G. Gatzunis, P.E., Director (through 4/30/2004)  
Glenn R. Clancy, Director (appointed 10/25/04)  
Timothy J. Higgins, Senior Planner  
Jeffrey A. Wheeler, Planning Coordinator  
George W. Mahnke, Inspection/Enforcement Officer  
Ara Yogurtian, Inspection/Enforcement Officer

Pauline M. Daniels, Administrative Assistant II  
Adriana D'Andrea, Administrative Assistant I  
Kathleen Mason, Administrative Secretary (through 4/8/2004)  
Shirley Ioanna, Administrative Secretary (hired 9/13/2004)

## PART TIME PERSONNEL

John D. MacDonald, Plumbing and Gas Inspector  
Geraldine Cummings, Permanent Volunteer

### **Atlas**

One function of the Engineering Division is the maintenance of the Town Atlas. While this primarily is prepared for the Assessors, it also proves to be a valuable resource for other Town departments, real estate offices, banks, lawyers and others interested in the specific layout of Belmont.

The 74-page Atlas shows every parcel of land, its area, lot number, parcel number and any building thereon drawn to scale. During 2004, 11 houses, 10 demolitions, 85 additions, 15 decks, 4 garages and 15 dormers, as well as several lot line changes and subdivisions of property were added or corrected to keep the Atlas up to date.

### **Board of Assessors**

Along with the preparation of the Atlas, other work was done at the request of the Assessors consisting mainly of computing areas of parcels of land, supplying Atlas prints for tax abatement cases and consultations with the Assessors' Department.

### **Conservation Commission**

During 2004 the Engineering Division provided copies of various Wetland area maps as requested and assisted the Commission with various questions concerning proposed projects in the wetlands.

The Conservation Commission reviewed (4) Notices of Intent, (4) Extension of an Existing Order of Conditions, issued (2) Certificates of Compliance and (2) Request for Determination of Applicability.

Your Director is staff liaison to the Conservation Commission. The Commission meets regularly and addresses such concerns as management of Rock Meadow and the Transfer Site on Concord Avenue, as well as the area surrounding Clay Pit Pond.

### **Electric Light**

As in previous years, various plans were prepared when requested showing all underground utilities to assist the Electric Light Department with the layout of utilities.

### **Pavement Management**

In 2004 several major construction projects were completed. Brighton, Clifton and Prospect Streets had full depth reconstruction and installation of granite curbing, sidewalks, improved channelization, signage, and pavement striping. The layout and design of this project was done in-house. Special attention was paid to the intersection of the future bike path that will be constructed parallel to the railroad tracks off Brighton Street. Crosswalks were added and relocated and shoulders were widened to create better accommodations for bicyclists.

Common Street was resurfaced from Concord Avenue to Slade Street and pavement striping was installed. Handicapped ramps were added throughout the entire length of the project area. Crosswalks were reconfigured and relocated to provide safer pedestrian crossings. Special attention was given to crosswalks near the Wellington School - they were shortened by 20 feet, thereby significantly reducing the amount of time that children will be in the street.

The Engineering Division provided all oversight and management on the reconstruction of the Claflin Street Parking Lot. This project required staff to draft a plan increasing the number of parking spaces by 41, devise a budget, go to Town Meeting to have Claflin Street discontinued, and work closely with the Belmont Center business community since they were funding part of this project. Staff also worked closely with the contractors to insure minimal interference with the businesses and residents and garnered cooperation from various Town departments, including, Department of Public Works and Municipal Light, to significantly reduce the costs of this project.

Aspects covered by this project include full depth reconstruction of the entire parking lot, installation of granite curbing, lighting, landscaping, pavement markings, and signage, and purchasing a new meter machine.

### **Health Department**

The Office of Community Development worked very closely with the Health Department in 2004. Many of the public safety issues that are addressed by the Building Inspector also involve the Health Department. Additionally, the Assistant Director of Community Development works very closely with the Health Department assisting with the review of proposed septic systems under the Title V Regulations.

### **Plan Work**

During 2004, 3 plans were received from the Massachusetts Land Court and Registry of Deeds on lot line changes and subdivisions of property lines. The Town Atlas and other records were changed accordingly.

The official town map, precinct maps and zoning map were all updated.

Numerous other plans, sketches and charts were made for various town departments, boards and commissions.

### **Police Department**

We worked closely with the Traffic Division in 2004 on several projects such as traffic pattern realignments as requested by different neighborhoods in Town. We also worked with them during numerous reviews of proposed developments that would impact traffic in Town. In addition, we prepared maps of the Town and provide court testimony to assist in court hearings.

### **Sanitary Sewers**

During 2004 private contractors made 6 connections to the sanitary sewer.

### **Storm Sewers**

In 1999 an engineering study was started in order to design individual house connections in order to eliminate private sources of inflow. This work continued in 2002 and included in-home surveys. In 2003 design and construction drawings were completed and construction began in the spring 2004.

We made 3 studies of rear yard flooding/wet basement conditions during 2004. The Highway Department or private contractor made 1 connection to property and we took measurements and locations for permanent records.

### **Town Clerk**

Restriction lines, 150 feet from election polling places, were marked out at each of the eight precincts at the request of the Town Clerk.

We also assist the Town Clerk in selecting the proper house number for new or converted dwellings by providing plot plans of the property and technical assistance.

### **Traffic Advisory Committee**

In 2004 your Director of Community Development attended monthly meetings as staff liaison to the Traffic Advisory Committee. Truck traffic, intersection redesign, as well as many other concerns was discussed at these meetings. Information and support was given to the Committee by this department as needed.

### **Water Department**

The Engineering Division performed various functions for the Water Department including locating sanitary sewers and storm drains for repair and/or replacement of domestic water lines and main lines.

Notifications of new sanitary sewer house connections are sent to the Water Department to update the sewer use master list for billing purposes. Additionally, all phases of the Water Department 30-Year Plan are closely

coordinated with the Engineering Division in order to ensure coordination of utility replacements or upgrades as well as pavement restoration.

**Building Division**

During 2004, this division processed 786 building permits, received 18 possible zoning violation complaints, 9 possible building code complaints and 9 general bylaw violation complaints. Estimated total building construction value was \$31,064,757.57. All alleged zoning and building code violation complaints received during the year were investigated and notifications were sent to the parties involved. Through the cooperation of the Fire Department, the Building Division is notified of every fire in which possible structural damage is evident. Immediate inspections are made and recommendations given to the owners or builders.

Income for the calendar year 2004 from Building Permits totaled \$434,420 and income from Plumbing, Gas, Board of Appeal, Certificate of Inspections, Home Occupation, Signs, etc. totaled \$55,974. Total income received by this division was \$490,394.

During 2004, 615 plumbing permits were issued to properly licensed persons. Inspections were made on all work for which permits had been issued and other inspections were made at the request of the property owner. Total income received \$27,832

During 2004, 400 gas permits were issued for which all necessary inspection and re-inspections were made. Total income received \$9,494.

**Zoning Board of Appeals**

During 2004, the Zoning Board of Appeals conducted 33 petitions with the following results:

Special Permits .....	40	Amended.....	0
Variances .....	13	Denied.....	6
Institutions.....	0	Granted.....	26
Site Plan Reviews .....	5	Pending.....	1
Zoning Relief .....	1	Appeal.....	0
Residential applications ..	25		
Commercial applications .	8		

Total application fees: \$7,400

Your Planning Coordinator attended all of the hearings

**State Building Code**

During 2004, as part of the duties required by the Massachusetts State Building Code, this division inspected 114 public buildings and spaces, (schools, hospitals, restaurants, public halls, day care centers etc.) for compliance with safe egress, emergency lighting and maximum capacity. This program requires on-site inspections. Mandatory fees collected during 2004 totaled \$3,922.00. As a means of keeping informed with the State Building Code and its ongoing changes and amendments, representatives from this division attended several state sponsored programs during 2004.

Respectfully submitted,  
Glenn R. Clancy, Director of Community Development