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Framingham Planning Board Rules & Regulations

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Amended July 25, 2019

Framingham Planning Board
Memorial Building • Room B14 • 150 Concord Street
Framingham, MA 01702-8373
(508) 532-5450 • planning.board@framinghamma.gov

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City of Framingham Planning Board Rules & Regulations

On September 8, 1998, pursuant to Massachusetts General Laws (M.G.L.) Chapter (c.) 40A, Section 9, the Framingham Planning Board held a public hearing to solicit comments on the proposed draft Planning Board Rules & Regulations. Subsequently, at the Planning Board meeting held on September 15, 1998, the Planning Board voted (4-1-0) to adopt said Rules & Regulations. Hereinafter, these rules and regulations shall be referred to as "Rules & Regulations" and may be cited as the "Planning Board Rules & Regulations."

Over the years, during open public meetings, the Planning Board has voted from time to time to amend the Rules & Regulations. Such amendments occurred on January 11, 2000, March 27, 2001, July 12, 2007, June 12, 2008, January 14, 2010, July 7, 2011, February 16, 2012, April 12, 2012, May 21, 2012 March 21, 2013, April 25, 2013, June 20, 2013, July 11, 2013, July 17, 2013, June 6, 2015, July 16, 2015, October 8, 2015, March 3, 2016, November 21, 2016, May 25, 2017, January 8, 2018, and July 25, 2019.

Table of Contents of the Framingham Planning Board Rules & Regulations

Article 1: Adoption & Amendment
Article 2: Powers and Duties of the Planning Board
Article 3: Organization: Membership, Terms of Office, Officers, and Vacancies
Article 4: Associate Member
Article 5: Duties of Officers
Article 6: Minutes
Article 7: Meetings: Time, Location, and Executive Session
Article 8: Conduct of Meetings & Public Hearings
Article 9: Quorums and Voting
Article 10: Adoption of M.G.L. c. 39, Section 23D, "Mullin Rule"
Article 11: Agenda Management
Article 12: Standards of Conduct for Planning Board Members
Article 13: Site Visits
Article 14: Regulations Governing Administrative Fees and Administrative Fee Schedule
Article 15: Planning Board Personnel
Article 16: Budget and Finance
Article 17: M.G.L. c. 44, Section 53G, Special Funds for Employing Outside Consultants
Article 18: Central Business (CB) Zoning District Design Standards
Article 19: Landscape Design Guidelines
Article 20: Regulations Governing Applications for Site Plan Review for Dover Amendment Uses
Article 21: Site Plan Review Plan Requirements
Article 22: Site Plan Review Lighting Requirements
Article 23: Shoppers World Sign Requirements
Article 24: Land Disturbance and Stormwater Management Documentation Submittal Requirements
Article 25: Special Permit Application Submittal Requirements
Article 26:
Article 27: Nobscot Village Design Guidelines

Article 1: Adoption & Amendments

Section 1.1 These Rules & Regulations were duly adopted in 1998, effective immediately upon the majority vote of the Planning Board. After such adoption, these Rules & Regulations may be amended from time to time during an open public meeting to remain current and compliant with applicable regulations.

Section 1.2 These Rules & Regulations shall be retained in the Planning Board Office and a copy filed with the City Clerk.

Article 2: Powers and Duties of the Planning Board

Section 2.1 In accordance with M.G.L c. 41, the Planning Board shall be responsible for, but not limited to Section 2.1.1 – 2.1.8 of these Rules & Regulations.

Section 2.1.1 Preparation, adoption, amendments, and the implementation of a Master Plan for the City of Framingham under M.G.L. c. 41, Section 81D.

Section 2.1.2 Preparation of an official Zoning Map under M.G.L c. 41, Section 81E.

Section 2.1.3 Draft and submittal of zoning amendments for consideration by the City Council.

Section 2.1.4 Adoption, administration, and amendments of the Rules & Regulations Governing the Subdivision of Land in Framingham (M.G.L c. 41, Section 81K).

Section 2.1.5 Special Permit Granting Authority, when applicable.

Section 2.1.6 Site Plan Review approval, when applicable.

Section 2.1.7 Administer Public Way Access Ordinance, when applicable.

Section 2.1.8 Recommend designation of scenic roads and hold public hearings on requests regarding the Scenic Roads Act.

Article 3: Organization: Membership, Terms of Office, Officers, and Vacancies

Section 3.1 The Planning Board shall consist of five members, each with a three year term. Members of the Planning Board shall be appointed by the Mayor at the recommendation and concurrence of the City Council in staggered terms so that no more than two members' terms expire per year.

Section 3.2 Term of office shall commence immediately upon appointment and qualification by the City Clerk.

Section 3.3 Members of the Planning Board shall elect the following officers from its members: Chairperson, Vice-chairperson, and Clerk.

Section 3.4 Officers shall be elected annually during reorganization as the first order of business at a designated meeting.

Section 3.5 In the event, there is a vacancy of a member, a new member shall be appointed to the Planning Board in accordance with M.G.L. c. 41, Section 81A.

Article 4: Associate Member

Section 4.1 An Associate Member may be appointed in accordance with M.G.L. c. 40A, Section 9.

Section 4.2 The term of office for the Associate Member Position shall be for one year.

Section 4.3 An Associate Member shall have only the duties as authorized by M.G.L., c. 40A, Section 9 *"for the purposes of acting on a special permit application, in the case of absence, inability to act, or conflict of interest, on the part of any member of the planning board or in the event of a vacancy on the board."*

Section 4.4 A vacancy occurring for any reason other than by expiration of term, may be filled for the remainder of the unexpired term in the same manner.

Article 5: Duties of Officers

Section 5.1 The Chairperson shall preside over meetings and shall be responsible for the conduct and decorum of the meeting.

Section 5.2 The Vice-chairperson shall assume the duties of the Chairperson in the absence of the Chairperson.

Section 5.3 The Clerk shall be responsible for taking meeting minutes in the absence of the Planning Board staff. The Clerk shall preside over the reorganization election of officers as the first order of business of the designated meeting.

Article 6: Minutes

Section 6.1 Minutes of all Planning Board meetings shall be prepared by the Clerk or his/her designee, or Planning Board Office staff member, in accordance with the provisions of the Massachusetts Open Meeting Law. Written format to be used shall be provided by the Planning Board Administrator.

Section 6.2 Minutes of open sessions shall become public record immediately, regardless of form. Minutes should be marked "DRAFT" until they are officially adopted by the Planning Board.

Section 6.3 Approval of open meeting and executive session minutes shall be made in open session by a majority vote of the Planning Board. Executive session minutes shall not be released to the public until such time is deemed appropriate that the matter for which an executive session was needed has been resolved.

Section 6.4 Once the Planning Board approves minutes, such minutes may be amended to improve clarity, accuracy, and completeness, but shall not be amended to re-open debate on a previously decided agenda item. Amendments must be made in open session and noted in that meeting's minutes. Revised minutes should be marked, as amended, with the revision date.

Section 6.5 Official minutes shall be signed by the Clerk or his/her designee and the presiding Chairperson at the time the vote is taken. Minutes shall be released and filed with the City Clerk on or after the following meeting.

Section 6.7 Executive Session minutes remain closed to the public for as long as their publication would defeat the purpose of the session. Executive Session minutes must be made public as soon as the reason for secrecy no longer applies.

Article 7: Meetings: Time, Location, and Executive Session

Section 7.1 All meetings of the Planning Board shall be held in accordance with the provisions of the Massachusetts Open Meeting Law.

Section 7.2 All meetings of the Planning Board shall be held in the Memorial Building or such other available municipal building, unless restricted by space availability.

Section 7.3 Meetings of the Planning Board shall begin at 7:00 p.m. unless the Planning Board by majority vote sets a different time for a particular meeting. No Planning Board meeting shall begin earlier than 7:00 p.m., except for scheduled Executive Sessions. Executive Sessions may begin at 6:00 p.m.

Article 8: Conduct of Meetings & Public Hearings

Section 8.1 The Chairperson shall establish rules of parliamentary procedure to enforce order and decorum as may be necessary. Such rules shall promote efficient time management as well as professional conduct of Planning Board business, guided by a desire to engage public input on matters requiring such input before the Planning Board.

Section 8.2 A public meeting or public hearing shall be directed by the Planning Board Chairperson, as applicable.

- Opening of a public hearing, reading of the legal ad, introduction of the project or topic, in addition to an explanation of the basic process and expected conduct of the meeting;
- Invite the Applicant/presenter/project team to provide a presentation;
- Invite the Planning Board's peer review consultant to provide a presentation;
- Request for the Planning Board Administrator to provide project review statement and/or presentation of comments and/or relevant material(s) including a recap of any Technical Review Team (TRT) meeting, and relative notes;
- Request comments, questions, clarification, etc. from members of the Planning Board; and
- Open the hearing to the public to solicit comments, questions or points of clarification from abutters and all other parties of interest; invite follow-up and/or closing remarks

from the Applicant, Planning Board, or Planning Board peer review consultant, and/or Planning Board Administrator.

Section 8.3 The Chairperson shall reserve the right to limit presentations to those that are only relevant and non-repetitive regarding matters being discussed. All comments by the public shall be limited to five minutes in the interest of preserving an efficient process, unless otherwise allowed at the discretion of the Chairperson.

Article 9: Quorums and Voting

Section 9.1 A quorum of three members of the Planning Board shall be required to conduct business.

Section 9.2 All votes must take place at a Planning Board meeting in person. Remote participation is prohibited, therefore no phone-in, email, video conference, or fax votes are permitted.

Section 9.3 Planning Board members present may be counted to determine whether a quorum is present even if they abstain from voting affirmatively or negatively. Exception: if the Planning Board member is abstaining due to conflict of interest, he/she cannot be counted as being present for the quorum for that portion of the meeting for which he/she is disqualified due to a conflict of interest.

Section 9.4 A tie vote defeats a motion.

Section 9.5 Planning Board votes shall be a simple majority of those present and voting except for special permits requiring a “super majority” four-fifths vote by statute.

Section 9.6 A “super majority” of a five member Planning Board is four. This number is required for passage of a motion regardless of the number present.

Section 9.7 Any member of the Planning Board can move to reconsider a vote either on the same night of the vote taken or as the first order of business at the next scheduled meeting. A two-thirds (three out of four / four out of five) is necessary for reconsideration to prevail.

Article 10: Adoption of M.G.L. c. 39, Section 23D, "Mullin Rule"

Section 10.1 Language from M.G.L. c. 39, Section 23D

> *(a) Notwithstanding any general or special law to the contrary, upon municipal acceptance of this section for 1 or more types of adjudicatory hearings, a member of any municipal board, committee or commission when holding an adjudicatory hearing shall not be disqualified from voting in the matter solely due to that member's absence from no more than a single session of the hearing at which testimony or other evidence is received. Before any such missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof. The written certification shall be part of the record of the hearing. Nothing in this section shall change, replace, negate or otherwise supersede applicable quorum requirements.*

Section 10.2 In May of 2013, Annual Town Meeting voted to adopt M.G.L. c. 39, Section 23D, the *"Mullin Rule."* This adoption solely pertains to the Planning Board.

Section 10.3 Applicability of the *"Mullin Rule":* Upon missing a public hearing a member may enact his/her rights under the Mullin Rule by reviewing all material presented and discussed during the public hearing including the official audio, video, or transcript of the missed hearing. The member must then complete the adopted affidavit and file it with the City Clerk's Office. A copy shall be retained in the Planning Board Office and placed in the corresponding project folder as part of the permanent record.

Article 11: Agenda Management

Section 11.1 The Planning Board Administrator and the Chairperson shall be responsible for management of meeting agendas.

Section 11.2 The Planning Board Administrator and staff shall prepare a weekly package of correspondence and supporting documents. Such packets shall be provided electronically and/or mailed to all Planning Board members for review within a reasonable time to accommodate such review.

Section 11.3 Application submittals whether new or revised shall be made in a timely manner to accommodate proper review needed for consideration at the following meeting. The Planning Board reserves the right to accept or deny such consideration. Documents requiring staff or department review and response must be submitted one week prior to the scheduled hearing's submittal deadline unless otherwise determined to be allowed by the Planning Board Administrator.

Section 11.4 The Planning Board Administrator shall not schedule any application deemed incomplete for Planning Board consideration. Requests for waivers shall be taken up as first order of business during the opening public hearing.

Article 12: Standards of Conduct for Planning Board Members

Section 12.1 Planning Board members are obligated to serve the public interest, to conduct himself/herself to maintain public confidence in the Planning Board, to meet the fundamental responsibility of fairness, and to comply with all statutory regulations.

Section 12.2 A member of the Planning Board shall conduct himself/herself in accordance with M.G.L. c. 268A (Conflict of Interest). This includes but is not limited to the following:

1. Not asking for or accepting anything (regardless of value), if it is offered in exchange for your agreeing to perform or not perform an official act.
2. Not asking for or accepting any "gift" worth $50.00 or more from anyone with whom you have official dealings.
3. Not taking any action that could create an appearance of conflict unless you make a proper public disclosure.
4. Not disclosing confidential information.
5. Not taking official action that will affect the financial interests of yourself, your family, a business partner, etc.

Section 12.3 Individual Planning Board members shall not meet with an Applicant and/or their representative outside of a Planning Board meeting unless authorized to do so by the Planning Board. For administrative purposes only, the Chairperson may meet jointly with the Planning Board Administrator, Applicant, and/or their representative.

Article 13: Site Visits

Section 13.1 A "site visit" is defined as a visit by the Planning Board to a location that is the subject of an application before the Planning Board. The visit shall be in the company of the owner, applicant, and/or the applicant's representative when it involves visiting areas that are not customarily available for public inspection.

Section 13.2 No formal motions shall be made nor votes taken at a "site visit".

Article 14: Regulations Governing Administrative Fees and Administrative Fee Schedule

Section 14.1 Procedural History: On March 27, 2001, the Planning Board held a public hearing to consider regulations governing administrative fees and an administrative fee schedule (M.G.L. c. 40, Section 22F). At such time, the Planning Board voted to adopt regulations governing administrative fees and an Administrative Fee Schedule. These Rules & Regulations governing administrative fees and the Administrative Fee Schedule are subject to revisions in a manner spelled out herein.

Section 14.2 This Article has been adopted to produce a more equitable administrative fee schedule that more accurately reflects the cost of technical review of applications for the Planning Board.

Section 14.3 The Planning Board may impose reasonable administrative fees for the review of applications that come before it as deemed necessary from time to time.

Section 14.4 Administrative fees shall be assessed with regard to all Planning Board applications, in order to offset the expense of review by the Planning Board, the Planning Board Office, as well as other municipal departments.

Section 14.5 Administrative fees shall be submitted at the time of the submittal of the application. Any application filed without appropriate administrative fees shall be deemed incomplete. No review of the application shall commence until the fee has been paid in full.

Section 14.6 The following administrative fee schedule applies to the various applications reviewed by the Planning Board. This administrative fee schedule supersedes all previous schedules as they may have appeared in the Framingham Zoning Ordinances, the Rules & Regulations Governing the Subdivision of Land in Framingham, and any other listing that may have been compiled from time to time for the benefit of applicants.

Subdivision Rules and Regulation Fee Schedule

1. **Approval Not Required (ANR) Plans**
   a. Approval Not Required Application - **$100**
   b. Creation of new lot, per lot created - **$50**
2. Preliminary Subdivision Plans - **$1000.00**
3. Definitive Subdivision Plans
   a. Major Definitive Subdivision Plans - **$1,500.00**, plus **$300.00** for each lot; **or $750.00, plus $300.00** for each lot, when a preliminary plan has been filed within the last seven months.
   b. Minor Definitive Subdivision Plans **$200.00** plus **$100.00** for each lot created or affected.

Framingham General Ordinances Applications

4. Application to Modify A Scenic Way - **$200.00**
5. Public Way Access Permit - **$200**

Framingham Zoning Ordinances Applications

6. Site Plan Review - Review of Site Plans shall require the following application fees:
   i. Major Site Plan - **$2,000.00** plus **$0.06** per square foot of **new** gross floor area
   ii. Minor Site Plan/Limited Site Plan Review (Dover) - **$1,000.00** plus **$0.03** per square foot of **new** gross floor area
   iii. Minor Modification to an Approved Site Plan with no change in square footage of the structure- **$500**
7. **Special Permits –**
   i. One or the first Special Permit application - **$500.00**
   ii. Each Special Permit after the first Special Permit - **$200.00**
   iii. Each Special Permit filed with a Site Plan Review application - **$200.00**
8. Modification of Special Permit - **$200.00**
9. Special Permit for P.U.D. **- $ 5,000.00 + $15.00/**unit at Prelim plus - **$35.00/**unit at Definitive Submittal
10. Extension of time for an Approved Site Plan Review or Special Permit - **$200**

Other Planning Board Applications/Review

11. Application to Modify Zoning District - **$500.00**
12. Shoppers World Sign Application - Application fee in accordance with the Department of Inspectional Services (Building Department) Sign Application – fee paid to the Department of Inspectional Services (Building Department)

Section 14.7 Schedule of Miscellaneous Administrative Fees and Charges are as follows:

1. Copies of Documents
   i. Letter or legal Size - $0.25 per sheet*
   ii. 11”x17” - $0.50 per sheet*
2. Zoning Ordinances - $15.00*
3. Zoning Map -$6.00*
4. Subdivision Rules and Regulations - $10.00*
5. * Postage Charge for Mailing - Additional $4.00
6. Large Plan Sheet $4.00

Section 14.8 The Planning Board reserves the right to waive or reduce any Administrative Fee at their discretion.

Section 14.9 No Administrative Fee refunds will be given by the Planning Board once an application review has commenced. Application withdrawal constitutes forfeiture of all administrative fees paid.

Section 14.10 The Planning Board may review and revise its regulations and administrative fee schedules, from time to time, as it deems necessary.

Section 14.10.1 Any new regulations or alterations to the administrative fee schedule shall take effect upon vote of the Planning Board and filing of a copy of the amendments with the City Clerk.

Article 15: Planning Board Personnel

Section 15.1 The Planning Board shall employ necessary staff, such as an Administrator, Administrative Assistant/Communication Outreach Coordinator, Associate Planner, and any other position deemed necessary. Such positions shall be approved through the appropriate municipal process to accommodate the department's needs.

Section 15.2 The Planning Board Administrator's primary responsibilities are to carry out the City's development review process, to manage the administrative and planning operations of the Planning Board Office, and to carry out the duties and responsibilities identified in the approved job description for the position. The Planning Board Administrator serves as the municipal point of contact for all M.G.L. c. 43D expedited permitting applications, point of contact for all inquiries by applicants and their attorneys, Chairs of Boards, Commissions, Committees, and other interested parties. This position also conducts wide range of development and land use planning activities, such as project construction conformance review, master land use plan implementation, and long range planning projects. The Planning Board Administrator reports directly to the Planning Board and the Mayor.

Section 15.3 The Administrative Assistant/Communication Outreach Coordinator's primary role is to assist the Planning Board Administrator with the financial and outreach and communication operations of the Planning Board Office and to carry out the duties and responsibilities as identified in the approved job description for this position. This position reports directly to the Planning Board Administrator.

Section 15.4 The Associate Planner assists in planning operations and reports directly to the Planning Board Administrator. Responsibilities include a wide range of development and land use planning activities, such as project construction conformance review, master land use plan implementation, and long range planning projects, and to carry out the duties and responsibilities identified in the approved job description for this position.

Article 16: Budget and Finance

Section 16.1 The Planning Board Administrator is responsible for managing the budget and all associated accounts relative to the Planning Board.

Section 16.2 The Planning Board Administrator is responsible for the preparation of the Annual Planning Board Budget, subject to review and approval of the Planning Board. The Planning Board Administrator shall develop the budget in consultation with the Planning Board.

Article 17: M.G.L. c. 44, Section 53G, Special Funds for Employing Outside Consultants

Section 17.1 On July 24, 1990, at a Public Hearing, the Framingham Planning Board voted 5-0-0 to adopt the Acts of 1989, M.G.L. c. 44, Section 53G.

Section 17.2 These Rules & Regulations for outside consultants are adopted for special permit applications under M.G.L. c. 40A, Section 9 and M.G.L. c. 44, Section 53G, as amended.

Section 17.3 The Planning Board, at its sole discretion, may determine that a proposed project's size, scale, complexity, potential impact, or particular land use warrants retaining the use of licensed professional independent consultants in any given respective field. Such consultants shall provide professional guidance to assist the Planning Board with the necessary review and analysis needed to make informed decisions that comply with all relevant laws and regulations regarding complex issues. The Planning Board shall select and retain for a reasonable fee such consultants at the expense of the Applicant.

Section 17.4 Consultant Review Fees shall be based upon an estimated review cost. Upon notice of receipt, Review Fees shall be deposited in an account established pursuant to M.G.L. c. 44, Section 53G. No review shall begin nor shall a decision be granted until such fee has been paid in full by the applicant.

Section 17.5 Independent project consultants shall submit a scope of work and all associated predictable costs for their services as requested by the Planning Board for review prior to retaining their services. No supplemental change orders will be approved unless deemed necessary by the Planning Board Administrator with the concurrence of the Planning Board.

Section 17.6 As a condition of approval of a Site Plan Review or special permit, the Planning Board may require a Supplemental Consultant Review Fee for ensuring the availability of funds during the inspection phase of the review process.

Section 17.7 The Consultant Review Fee is to be deposited into a special account as set forth in M.G.L. c. 44, Section 53G.

Section 17.7.1 Outside consultants retained by the Planning Board to assist in the review of an application shall be paid from this account.

Section 17.7.2 Consultant Review Fees shall be turned over to the City Treasurer by the Planning Board for deposit into a Consultant Review Account.

Section 17.7.3 A copy of the latest statement from the banking institution handling the Consultant Review Account shall be forwarded from the office of the City Treasurer to the Planning Board Office as soon as it is received for timely and accurate accounting.

Section 17.7.4 The City Treasurer shall prepare a report on activity in the Consultant Review Account on an annual basis. This report shall be submitted to the City Council and the Mayor for their review.

Section 17.8 The applicant shall be notified of the consultant selection prior to initiation of consultant efforts. As provided in M.G.L. c. 44, Section 53G, the applicant may administratively appeal the selection of the consultant to the City Council (M.G.L. c. 44, Section 53G), on grounds that the proposed consultant selected has a conflict of interest or that the proposed consultant does not possess the minimum required qualifications of an educational degree or three or more years of practices in, or closely related to, the field at issue. Such an appeal may be initiated by the applicant filing notice with the City Clerk within seven calendar days of notice of the selection. If no decision is rendered by the City Council within one month of said appeal then the Planning Board consultant selection shall prevail. The required time limits for action upon an application by the Planning Board shall not preclude further judicial review, if otherwise permitted by law, on the grounds provided for this section.

Section 17.9 Failure of an applicant to pay consultant review fees determined by the Planning Board may be grounds for application disapproval.

Article 18: Central Business (CB) Zoning District Design Standards

Refer to the Planning Board's Project Review Guidelines for the Central Business (CB) Zoning District Design Standards.

Article 19: Landscape Design Guidelines

Refer to the Framingham Planning Board's Project Review Guidelines for Landscaping Design Guidelines.

Article 20: Regulations Governing Applications for Site Plan Review for Dover Amendment Uses

Section 20.1 This Article has been adopted to provide additional explanation regarding the requirements and scope of review for site plan applications and hearings held by the Planning Board. This Article is intended to provide guidance under Framingham Zoning Ordinances, Section VI.F, Site Plan Review, for those applicants and applications partially exempt from the Framingham Zoning Ordinances under M.G.L. c. 40A, Section 3, the Dover Amendment Uses (hereinafter, "Dover Uses").

The Dover Amendment states:

> *No zoning ordinance or by-law shall…prohibit, regulate or restrict the use of land or structures for religious uses or for educational purposes…provided, however, that such land or structure may be subject to reasonable regulations concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements*.

Section 20.2 Applicability

Section 20.2.1 This Article applies to any structure, use, alteration, and/or improvement as to which the Dover Uses applies, requiring limited site plan review and approval under the Framingham Zoning Ordinances, Section VI.F.2. With regard to Dover Uses, the provisions of this Article shall govern and any other Regulations adopted by the Planning Board for Site Plan Review under Section VI.F of the Zoning Ordinances are not applicable.

Section 20.2.2 Nothing in this Article relieves the applicant of its obligation to comply with and satisfy all relevant sections and requirements under the Framingham Zoning Ordinances.

Section 20.3 Application and Review Procedure

Section 20.3.1 Determination of Status under M.G.L. c. 40A, Section 3.

Pursuant to the Framingham Zoning Ordinances, Section VI.F.2, prior to filing an application for Site Plan Review with the Planning Board, an applicant must submit a request to the Building Commissioner for a written determination of whether the provisions of M.G.L. c. 40A, Section 3, are applicable. This determination as to whether the Dover Uses applies to a particular proposed use will be made solely by the Building Commissioner.

Section 20.3.2 Submission of Applications: Following a written determination from the Building Commissioner, an applicant shall submit the application for Site Plan Review approval in accordance with the Framingham Zoning Ordinances, Sections VI.F.4.a.2)iii; 3), 10), and plans compliant with the requirements set forth on Section VI.F.4.b to the Planning Board, together with a copy of the Building Commissioner's written determination. The application shall comply with those requirements of Article 21: Site Plan Review Plan Requirements, as applicable to Minor Site Plan Review.

Section 20.3.3 Contents and Scope of Application: The Planning Board has identified specific subsections of the Framingham Zoning Ordinances, not applicable to Dover Use applicants. Specifically, a Dover Uses applicant is exempt from the following sections of the Framingham Zoning Ordinances:

1. Section VI.F.5, with the exception of items in Section VI.F.5.b. pertaining to bulk and height of the structure and Section VI.F.5.e pertaining to open space review;
2. Section VI.F.4.11) Traffic Impact Report;
3. Section VI.F.4.12) Environmental Impact Report;

4. Section VI.F.6.a Retain Community Character;
5. Section VI.F.6.c Environmental Impact, in its entirety;
6. Section VI.F.6.d Health, in its entirety;
7. Section VI.F.6.e Public Services and Utilities, in its entirety;
8. Section VI.F.6.f Land planning;
9. Not required to address the Traffic portion of Section VI.F.6.b.

Section 20.4 At the outset of the opening of a public hearing on a Dover Use application, the Chairperson will:

1. identify those Sections of the Framingham Zoning Ordinance within Section VI.F that are relevant to the review of the application by the Planning Board;
2. inform the public of the Building Commissioner's written determination of the applicability of M.G.L. c. 40A, Section 3, including making available at that hearing a copy of such determination; and
3. review for the public the provisions of Article 8 of these Rules & Regulations regarding conduct of meetings and public hearings.

Section 20.5 A public hearing is also an opportunity for members of the public to ask questions or make comments about the proposed development project. At the outset of public comment, the Chairperson will direct the public to frame their questions and comments to issues raised by the application that are within the scope of the Planning Board's jurisdiction.

Section 20.6 A decision on a Dover Use application will be made in accordance with the Framingham Zoning Ordinances, Section VI.F.7.a-b. Subject to administrative or other municipal requirements beyond its control, the Planning Board will work diligently to complete its limited site plan review within 60 days of the filing of a complete application. Approval of a Dover Use application will not require off-site improvements as a condition of approval.

Section 20.7 The Planning Board shall approve a Dover Use application in accordance with Section VI.F.7.b. of the Framingham Zoning Ordinances, but the Planning Board's review shall be limited to those provisions imposing reasonable regulations upon the bulk and height of structures and determining yard sizes, lot areas, setbacks, open spaces, parking and building coverage requirements as provided in M.G.L. c. 40A, Section 3.

Section 20.8 In granting approval of a Dover Use application the Planning Board may impose reasonable conditions, limitations, and safeguards that shall be in writing and shall be a part of such approval. Such conditions will not include matters and subjects contained in the Framingham Zoning Ordinances:

1. Sections VI.F.8(a),(b), (c), (d), (e), (g) and (i);
2. Section VI.F.8 as to mitigation measures.

Section 20.9 The Planning Board shall be responsible for deciding the meaning or intent of any provision of the Framingham Zoning Ordinances, Section VI.F.9. The Planning Board may consult with the City Solicitor to determine the meaning or intent of any unclear provision that may be in dispute.

Article 21: Site Plan Review Plan Requirements

Refer to the Framingham Planning Board's Project Review Guidelines for Site Plan Review Plan Requirements.

Article 22: Lighting Requirements

Refer to the Framingham Planning Board's Project Review Guidelines for Lighting Requirements.

Article 23: Shoppers World Sign Requirements

Refer to the Framingham Planning Board's Project Review Guidelines for the Shoppers World Sign Requirements

Article 24: Land Disturbance and Stormwater Management Documentation Submittal

Refer to the Framingham Planning Board's Project Review Guidelines for the Land Disturbance and Stormwater Management Documentation Submittal Requirements.

Article 25: Special Permit Application Submittal Requirements

Refer to the Framingham Planning Board's Project Review Guidelines for Special Permit Applicant Submittal Requirements.

Article 26:

Article 27: Nobscot Village Design Guidelines

Refer to the Framingham Planning Board's Project Review Guidelines for the Nobscot Village Design Guidelines (Article 8).

CITY OF FRAMINGHAM
CITY CLERK'S OFFICE

2019 AUG -8 P 12: 56

FRAMINGHAM PLANNING BOARD PROJECT REVIEW GUIDELINES

Plan
-
Build
-
Grow

City of Framingham, Massachusetts
Published: July 25, 2019

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FRAMINGHAM PLANNING BOARD PROJECT REVIEW GUIDELINES

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City of Framingham, Massachusetts
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Planning Board's Project Review Guidelines

Article 1: Central Business (CB) Zoning District Design Standards
Article 2: Landscape Design Guidelines
Article 3: Site Plan Review Plan Requirements
Article 4: Lighting Requirements
Article 5: Shoppers World Sign Requirements
Article 6: Land Disturbance and Stormwater Management Document Submittal Requirements
Article 7: Special Permit Application Submittal Requirements
Article 8: Nobscot Village Design Guidelines

Article 1: Central Business (CB) Zoning District Design Standards

FRAMINGHAM CENTRAL BUSINESS DISTRICT
DESIGN REVIEW GUIDELINES - 2015

Town of Framingham
Planning Board
150 Concord Street
Framingham, MA 01702

Table of Contents

1. Introduction *4*

2. Purpose *5*

3. Building Scale *6*

4. Facades *10*

5. Windows *11*

6. Entrances *13*

7. Parking *14*

8. External Materials *15*

9. Awnings and Canopies *16*

10. Roof Form *17*

11. Service Areas *18*

12. Sidewalks *20*

13. Public Realm *21*

- *Landscaping*
- *Trees*
- *Bicycle Parking*
- *Lighting*

Introduction and Purpose

1. Introduction

In the Spring of 2014, the Town of Framingham and the Massachusetts Department of Transportation contracted with the Metropolitan Area Planning Council to bring together a team of experts in planning, economics, and engineering to recommend action steps the Town could take to implement its vision of developing a revitalized downtown central business district ("CB"). This work built on previous planning efforts dating back to 2008. Among the key takeaways from these efforts were to update zoning and associated design standards to support new development within the CB.

Urban design has an enormous potential to enhance the quality of life in a downtown environment. In conjunction with a proper mix of uses and a safe and comfortable pedestrian environment, strong urban design can help achieve a successful neighborhood where people are able to live, shop, work, and play.

These Design Standards are adopted by the Planning Board of the Town of Framingham pursuant to section VI.F.6., Central Business (CB) Zoning District Design Standards of the Zoning Bylaw of the Town of Framingham. They complement the Zoning Bylaw and establish the site design guidelines for development with the CB.

This document is organized into subject headings based on the characteristics of site and design guidelines. The sections begin with Guiding Principles followed by Guidelines. The Guiding Principles identify the Town's goals and aspirations for the CB and are intended to provide guidance to the project's planning and design. The Guidelines include specific design criteria for property owners, developers, architects, reviewers and members of the public to consider. Although the Standards in this document are non-binding, in many cases they correspond to the Design Standards outlined within the Zoning Bylaw. Images and diagrams supplement the text to clarify the principles and standards.

2. Purpose

The purpose and intent of these Design Guidelines is to help promote pedestrian-oriented, mixed-use development that is compatible with a transit-oriented downtown through:

- Promoting general and specialty retail, office, and other commercial uses in a compact downtown area complemented by a variety of residential environments that promote the use of transit;
- Preserving the area as the Town's financial, civic, cultural, and government center;
- Promoting a livable urban downtown environment with a multitude of activities and pedestrian presence;
- Preventing the location of auto-oriented uses which detract from a high level of pedestrian activity;
- Promoting pedestrian flow by preserving unbroken block facades; and,
- Encouraging improved visual quality of commercial, residential and mixed-use development which respects and complements the existing urban building pattern.

These guidelines are written to promote through physical design the Town's goals and objectives.

3. Building Scale

Guiding Principles

Scale in architecture is a measure of the relative size of a building or building component in relation to its surroundings. The guidelines as they relate to the building's scale are intended to ensure buildings fit into the existing character of the CB and reflect community preferences. In addition, the guidelines consider the market realities to allow for financially feasible projects.

The perceived scale of any proposed building is a function of:

» The overall size of the proposed building relative to existing building sizes.

» The visual relationship of the new building's facade elements relative to the visual relationship of building facade elements of surrounding, existing buildings.

While height is one consideration, buildings need not be a uniform height to be properly scaled. Other components of a building's facade could be in harmony to achieve a consistent scale. For example, because a strong linear retail frontage is critical to activating the CB, specified ground level ceiling heights are provided that are conducive to retail uses.

Appropriate infill. Although the height differs, the scale of the new building (red) is in harmony with the existing buildings. In particular, the ground floor facade modules, the rhythm of windows, and the proportion are consistent across the buildings.

Inappropriate infill. This infill building (red) is out of scale with the existing buildings. The height and massing are drastically different, as are the side setbacks, first floor height, and rhythm of windows.

Guidelines

- As the diagram to the left illustrates, heights of new buildings need not be uniform with existing buildings. The height should, however, reflect those of adjacent buildings through aligning facade elements (e.g. cornices), or through the use of stepbacks to reinforce the scale, massing, and proportions of existing structures.
- Building heights may range from three stories (35′) to six stories (70′).
- Buildings of contemporary architecture are appropriate if the scale, proportion, and rhythm fit into the context of surrounding area. High quality contemporary architecture is preferable to ersatz historical buildings.

Examples of three, four, and five story buildings that would be appropriate models for development in the CBD.

Although the height would not be appropriate for Framingham, this building illustrates a successful example where a stepback allows the development to be in proper scale with its surroundings, despite the differing height.

Example of appropriately scaled and proportioned contemporary architecture that uses high quality materials and architectural elements.

3. Building Scale

Guidelines

- New buildings should have clearly expressed base, middle and top areas. Having these defined areas add visual interest and help to avoid monotony.
- Retail uses on the ground floor encourage an active streetscape. In order to accommodate these uses ground level ceiling heights along primary roadways (Concord Street, Union Avenue and Hollis Street) should be a minimum of 14′.

These examples all contain clearly expressed base, middle, and top areas, as well as ground level retail.

5 stories is appropriate scale for Downtown
Clearly-defined base, middle, and top areas
Building height differs but scale respects existing buildings
14′ min. ceilings to accomodate retail

4. Facades

Guiding Principles

As the face of the building, the facade should enhance the visual character of the Downtown. The facade elements of buildings in the CB should provide visual appeal, avoid monotony, reduce the appearance of bulk, and provide a visual relationship to adjacent buildings. Where possible, existing buildings of historic significance should be preserved and restored.

Guidelines

- Buildings more than 50′ in width should be broken into bays to reflect historic building rhythm of Downtown Framingham.
- Flat facades should be avoided through the use of balconies, changing materials, or architectural detailing to provide visual appeal and to break down building scale.
- Blank wall surfaces greater than 20′ are strongly discouraged when visible from the street.
- Sides of buildings with frontage on a street should include windows and doors.

The building on the left is broken up into distinct sections through the creation of bays to avoid the monotony that can occur with a long, undifferentiated building.

This is an example of the type of facade that *should be avoided*: long monotonous walls with small windows and little architectural detailing.

This building successfully uses balconies and other architectural elements to provide visual interest.

5. Windows

Guiding Principles

Windows should provide an inviting atmosphere and relieve blank, uninteresting surfaces. Regularly spaced windows can provide symmetry and visually connect adjacent buildings. Fenestration (arrangement of windows on the wall) should be architecturally related to the style, materials, colors, and details of the building.

Guidelines

- » Facades along primary Downtown streets (Concord Street, Union Street and Hollis Street) should incorporate no less than 60% transparent glazing on the ground floor to maximize visibility of street level uses.
- » Facades along secondary streets should incorporate no less than 40% transparent glazing on the ground floor.
- » No portion of the facade should be constructed of highly reflective glass that prevents pedestrian visibility of interior ground floor activities.

Windows comprise the majority of the ground level storefront, creating a welcoming atmosphere.

The windows of these storefronts invite browsing and encourage pedestrians to use the public space.

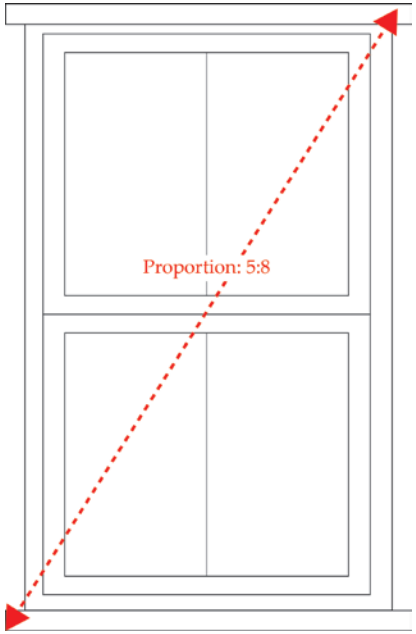
This street is lined on both sides with ground floor retail. The clear, large windows of the storefronts add to the visual interest and character of the streetscape.

These reflective windows, which create a visual barrier akin to a blank wall, *should be avoided*.

5. Windows

Guidelines

- Upper floor windows should not be larger than ground floor windows.
- Wherever possible, window styles should be compatible with the historic style of adjacent structures.
- In general, window and door openings should be proportioned so that verticals dominate horizontals.



Although this does not need to be adhered to as an inflexible rule, one method for determining the proper proportion of windows is the Golden Section. This is one of the oldest systems of determining an "ideal" proportion, which is a rectangle with a width to length ratio of about 5:8, formed when the diagonal of a square is dropped as an arc. This proportion is still frequently used today in western art and architecture.

Windows that are proportioned to be wider than they are tall *do not* fit into the character of the CB.

6. Entrances

Guiding Principles

Entrances should be placed to enhance the pedestrian environment and minimize conflicts with vehicles. As one of the most important parts of the facade, the main entrance should be easily identifiable.

Guidelines

- » Primary building entrances should be located on public sidewalks/streets, and on corners wherever possible to emphasize the pedestrian environment.
- » Doorways to upper floors should be separate from ground level retail entrances.
- » Doors should not extend beyond the exterior facade into pedestrian pathways.
- » Garage entrances should be sited in locations (e.g., side streets) that minimize the impacts of vehicle movement on pedestrian activity.
- » Audible signage should be installed informing pedestrians when vehicles are exiting the structure.

The entrance to this garage is located on a secondary street to minimize potential conflicts between vehicles and pedestrians. Note that although it is the rear of the building, the streetscape includes wide sidewalks, street trees and pedestrian scale lighting.

At this shopping complex pedestrian entrances are located in the rear rather than along Main Street. Because this encourages driving and forces pedestrians along Main Street to walk out of their way this design *should be avoided*.

7. Parking

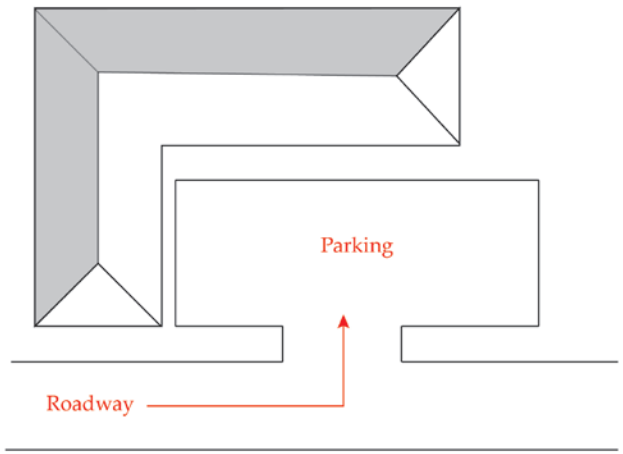
Guiding Principles

Parking should not detract from the pedestrian environment. Parking should be treated as a secondary function of the building with which it is associated. Surface parking along main roads or in front of buildings does not encourage pedestrian activity. In addition, wide and frequent curb cuts increase the risk of conflicts between vehicles and pedestrians.

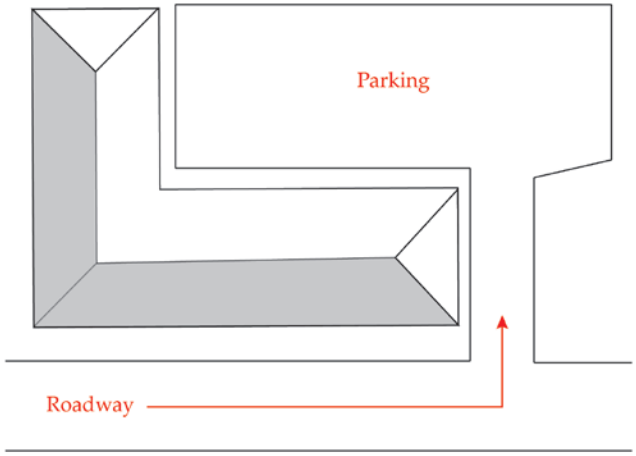
Guidelines

- Below-grade or structured parking should be encouraged wherever feasible.
- To encourage an active, pedestrian environment, surface vehicle parking shall be located behind or to the side of buildings.
- Frequency and widths of curb cuts should be minimized to improve safety for pedestrians.
- Electric vehicle (EV) charging stations are encouraged.

Inappropriate location for parking



Appropriate location for parking



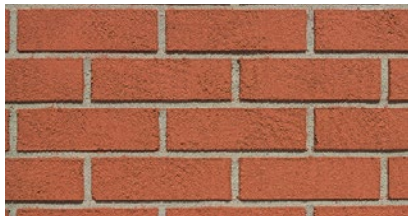
8. External Materials

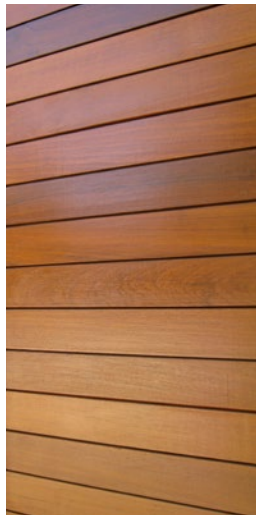
Guiding Principles

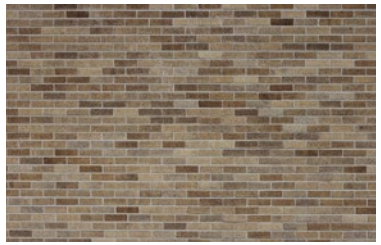
Building materials should reflect the character of Downtown Framingham.

Guidelines

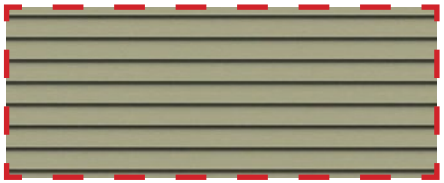
- Predominant wall materials permitted within the CB district are brick, stone, and pre-cast concrete.
- Generally, brick material should consist of red or earth tones.
- On secondary streets fiber board and wood siding are also appropriate materials in addition to the preferred ones on primary streets.
- Aluminum and vinyl siding are prohibited.
- Simulated or prefabricated brick and stone are prohibited.







These photographs are examples of suitable building materials. Regardless of the type chosen, materials should be durable and high quality.



Vinyl/aluminum siding and prefabricated brick and stone do not reflect the historic character of the CBD and thus *are prohibited*.

9. Awnings and Canopies

Guiding Principles

Awnings and canopies are encouraged as a way to enliven the ground floor and to provide shelter for ground floor outdoor uses such as dining. Awnings can improve the comfort of pedestrians with shade and protection from weather. In addition, awnings can increase the success of retail establishments by making pedestrians feel as if they are already in the store.

Guidelines

- » Awnings should fit the shape and scale of the window or door, should be made of canvas or a canvas-like material, and should be designed to be compatible with building signage and design.
- » Awnings should break at the vertical divisions of the structure (i.e., the break between the display windows and the entrance).
- » The color and pattern of awnings affect the entire building and therefore should be carefully selected.
- » A facade with minimal architectural detailing can be enhanced with bright colors and patterns, while a more decorated facade may be complemented with a plain, subtle shade.
- » The shape of awnings should be designed to fit the building's architecture and relate to other awnings that exist along the street.

10. Roof Form

Guiding Principles

As with other aspects of the physical form of the building, the roof form should add visual interest and fit into the context of the CBD.

Guidelines

- » Roof forms and lines should complement adjacent buildings.
- » Variations in height are encouraged with architectural elements including cornices and parapets to create interesting and varied rooflines.
- » Rooftop mechanical equipment shall be screened and designed as a component of the overall roof design. It shall not appear to be an add-on element.
- » Rooftop screening and mechanicals will be designed to accommodate soundproofing.

Example of cornice on historic building.

Example of cornice on contemporary building.

Example of a adjacent buildings with varied roofline, cornices, and architectural detailing.

Example of rooftop mechanicals “designed as a component of the roof design”.

11. Service Areas, Utilities, and Equipment

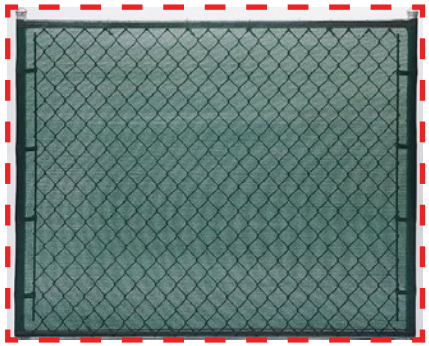
Guiding Principles

Service areas, utilities, and equipment should not detract from the building design nor the surrounding environment. Areas around the building or on the building used for these purposes must be screened appropriately with natural or fabricated material consistent with the guidelines below.

Guidelines

- » Service and loading areas and mechanical equipment and utilities shall be located on the side or rear of a building and sufficiently screened using architectural forms, fencing and /or landscaping so as to not be visible from streets and public open spaces.
- » Service areas, utilities, and equipment will be designed to accommodate soundproofing.
- » Chain linked fencing shall not be permitted for screening.

Brick walls and vegetation can be used to screen service areas and equipment around buildings.



Chain link fence screening does not reflect the historic character of the CBD and thus *is prohibited*.

Building Elements Summary Diagram

12. Sidewalks

Guiding Principles

The public realm, the sidewalks and the elements located within them, should foster comfort, safety, and accessibility for all pedestrians.

Outdoor dining and sidewalk displays are one of the most impactful contributions to enhancing street life, and thus space should be included for these elements where appropriate.

Guidelines (Sidewalks)

- » Sidewalks shall provide adequate space for all users, street furniture, trees/ plantings, and bicycle parking.
- » Where possible, include small setbacks to accommodate plantings and/or outdoor restaurant seating.

Guidelines (Landscaping)

- Thoughtfully designed landscaping appropriate to the context of the building and the surrounding streetscape is highly desirable. These features can define spaces and make for pleasant pedestrian experiences.
- Plantings in sturdy containers can define areas for sidewalk seating.
- Window boxes can enliven a building's facade.
- Plantings in the interstitial space between buildings can make the area more attractive and welcoming.

Guidelines (Trees)

In addition to aesthetic qualities and commercial appeal of trees, they also reduce heating and cooling costs, reduce heat reflected from paved areas, help prevent soil erosion, and increase property value.

- » Deciduous street trees should be planted in sidewalks at a maximum spacing of forty linear feet.
- » All plantings shall be native species. Invasive plant species are prohibited.
- » Street trees should be installed in metal grates at least 16 square feet in area to allow for infiltration of rain water.
- » Street trees should be a minimum of 3" caliper measured at chest level.
- » Where feasible, the practice of continuous trench planting should be incorporated.

Guidelines (Bicycle Parking)

- Bicycle parking should be provided for all new developments, and shall be located as close as possible to the building entrance(s). Any property required to have bicycle parking may establish a shared bicycle parking facility with any other property owner within the same block.
- Bicycle racks should support an upright bicycle by its frame horizontally in two or more places and be installed on a permanent foundation (e.g., concrete pad) to ensure stability.
- Racks should be designed to prevent the bicycle from tipping over and support a variety of bicycle sizes and frame shapes.
- Racks should include space to secure the frame and one or both wheels to the rack with a cable, chain, or u-lock. The diameter of locking pole should be no more than 1.5".

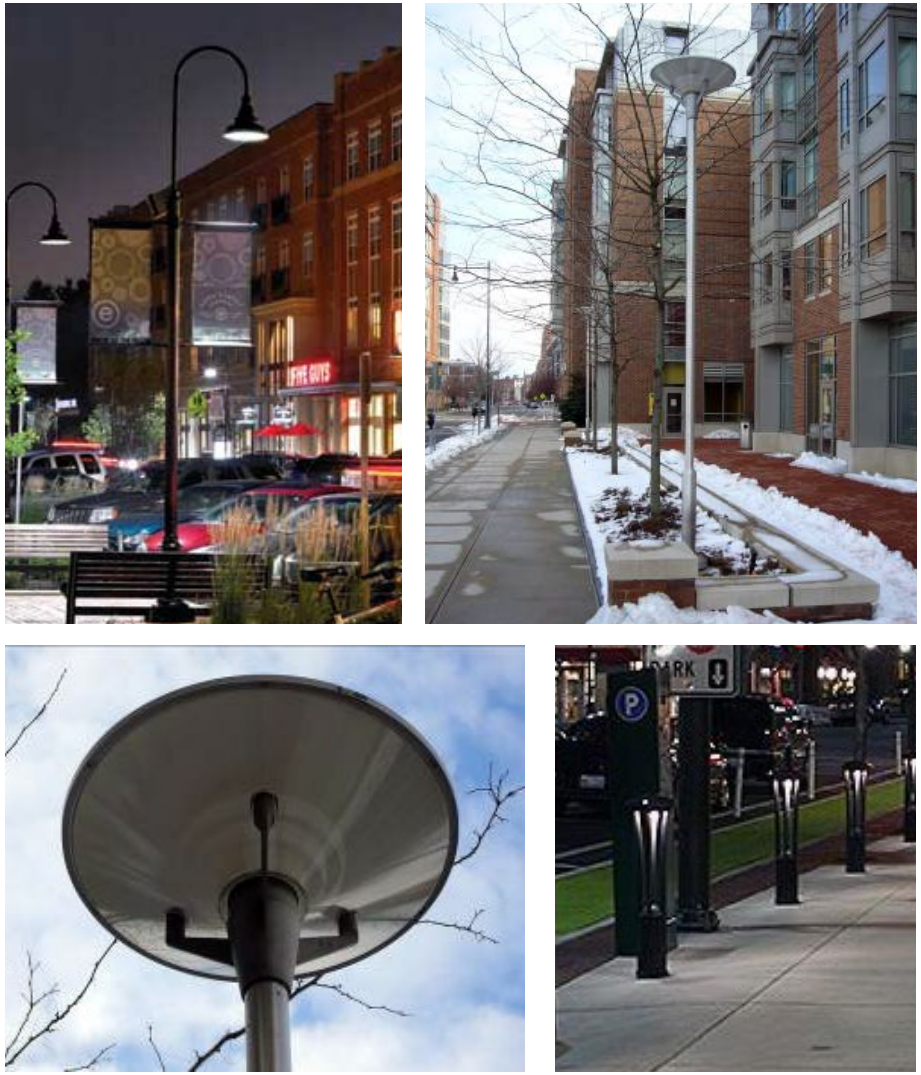
The inverted "U" bicycle rack is one of the best choices for a bicycle rack.

Artistic types of bicycle racks are allowed and encouraged if they meet the Guidelines criteria.

Guidelines (Lighting)

The exterior lighting scheme is important to the success of a vibrant Downtown.

- Energy efficient lighting is encouraged.
- Select pedestrian-scaled light fixtures appropriate to building type and location. Avoid the use of floodlighting, wall packs, and tall light posts intended for lighting large areas.
- If the sidewalk includes street trees, streetlights should be located between the trees so that the tree canopy does not interfere with illumination coverage.
- Full cut-off lighting focuses the illumination downward toward the street, improving pedestrian visibility and reducing light pollution.
- Thirty-foot standard "cobra head" design lamps are not appropriate for the CB because of aesthetics, glare, and auto-oriented illumination.



Examples of pedestrian scale lighting with clean, modern designs

Article 2: Landscape Design Guidelines

Article 2.1 Purpose

Landscape Design Guidelines (LDG) are provided to Applicants to ensure compliance with Board recommended plantings and best practices to be employed for landscape plantings, site design and all integral components of landscaping relative to site design of projects. The Planning Board seeks to promote proper development of all integrated aspects of unified site design including effective storm water management as well as the use of landscape buffers and screens in an effort to improve functionality, aesthetic appeal and overall, the preservation of site ecology.

Article 2.2 Recommended Guidelines for Projects

2.2.1 Landscape design should be suitable to the existing site topography, drainage, water table depth, and/or soil type.

2.2.2 Applicants are encouraged to exercise creativity by using diversity in planting choices in order to avoid establishing a mono-culture among projects.

2.2.3 Landscaped areas should be designed in conjunction with traffic engineering studies to promote maximum unimpeded site circulation while enhancing site aesthetics. Elements should integrate safe pedestrian, bicycle, and vehicle movement onto and within the project site.

2.2.4 Landscape design should provide effective buffers and screens.

2.2.5 Landscape designs with a permanent irrigation system shall be shown on final as-built plans.

2.2.6 Landscape design should be functional, aesthetically pleasing, provides definition to the streetscape, complement building design, and enhance other miscellaneous site amenities.

2.2.7 Landscape materials should be durable and chosen for long-term success of the project. Native, salt, and/or drought tolerant species are highly desirable, for all projects in Framingham.

Article 2.3 Invasive and Restricted Landscape Plantings

2.3.1 Invasive plant species are prohibited as part of landscape design. For the most current list of invasive plants please refer to Massachusetts Department of Conservation and Recreation (DCR). The following invasive species are prohibited:

- *Acer plantanoides* - Norway Maple
- *Acer pseudoplatanus* – Sycamore maple
- *Ailanthus altissima* – Tree of heaven
- *Phellodendron amurense* – Amur corktree

- *Robinia pseudoacacia* – Black locust
- *Acer ginnala* – Amur maple
- *Syringa reticulata*- Japanese tree lilac

2.3.2 Trees and plants with limited use restrictions are as follows:

- *Thuja* – Arborvitae shall only be permitted as a screen around dumpsters and other appropriate places on-site as approved by the Planning Board.
- Nut, fruit, seed, and sap producing trees are discouraged in high traffic and pedestrian areas. These trees are encouraged in areas away from pedestrians and motorized vehicles:
    - *Carya ovate* – Shagbark hickory
    - *Fagus grandifolia* – American beech
    - *Platanus occidentalis* – American sycamore
    - *Quercus alba* – White oak
    - *Quercus macrocarpa* – Bur oak

Article 2.4 Landscape Plantings Design

Applicants are encouraged to work with a horticulturist and/or landscape architect who is licensed and/or registered in the Commonwealth of Massachusetts to assist in the selection of appropriate plantings. Appendix A herein provides a list of plantings most commonly used and approved by the Planning Board. Applicants should consider plantings that are site appropriate to ensure the best success for their survival. The Planning Board's planting list is not an inclusive list, and other species may be considered.

Article 2.5 Zoning and Plan Format Requirements

2.5.1 Sections IV.B. IV.K.8, and VI.F of the Zoning By-Law should be referenced for landscaping requirements.

2.5.2 Landscape plan sheets shall contain a landscape schedule as provided in Appendix B.

2.5.3 The Planning Board reserves the right to disapprove a planting that is deemed inappropriate for specific sites.

Article 2.6 Landscape Design

2.6.1 Tree spacing

1. Trees should be an adequate and appropriate distance from the street curb, dependent upon the species and required area necessary for optimal growth.
2. Trees should be planted within an appropriate distance from streetlights, hydrant, poles, transformers, telephone box, manhole, driveway approaches, and other manmade structures.

3. In general large trees and shrubs should not be planted under or within the area of any utility without prior consultation with the Department of Public Works and the utility company. Appropriate trees near power lines, small spaces, and light fixtures can be found in Appendix A, list Small Trees.

2.6.2 Crown Clearance

1. Street trees should be selected that provide an appropriate clearance and have limited understory growth to avoid interference with roadways and utilities.

2.6.3 Mulch

1. The use of mulch is encouraged around the bases of trees, shrubs, and areas where grass or sod is not practical. Mulch should be used to prevent weed growth, retain moisture to the plants, protect against soil erosion and nutrient loss, maintain a more uniform soil temperature, and improve the appearance of the planting beds.
2. Avoid the overloading of mulch known as “mulch volcanoes,” which prevents air movement and increases disease susceptibility.
3. Mulch should not be installed over site improvements (i.e. underground utility boxes).

2.6.4 Grasses and Groundcover

1. Ornamental grasses should be incorporated into landscape design where appropriate.
2. Landscape areas that are difficult to maintain grass or sod should incorporate groundcover (Xeriascaping) into project design.

2.6.5 Buffering, Screening, and Berms

1. Landscape buffers and screens in combination with fencing, berms, or plantings should be used to reduce possible negative impacts of light and noise levels, and air pollution.
2. The installation of landscape buffers and screens should be employed when a nonresidential project is adjacent to existing or proposed residential uses.
3. Berms may be used to enhance landscape buffers and screenings while providing greater visibility for ornamental and specimen plantings. Plant selections for berms must be located to promote good plant health in addition to providing sufficient room for growth.

2.6.6 Parking and Walkways

1. Parking islands are required to be vegetated, preferably with groundcover and shrubs to discourage pedestrians and bicyclist from moving through them. If pedestrian and bicycle access through the islands is desired a pathway constructed of pavers shall be installed.

2. Parking islands and walkways should be defined by vertical curbing constructed of durable granite or precast concrete that will withstand snowplowing, site maintenance, and traffic conditions.
3. Parking islands should be located in areas that do not conflict with other site improvements and/or activities.
4. Parking islands should be of sufficient size to ensure landscape survival.
5. Walkways should be constructed with aggregate or precast concrete, brick, or alternative material that enhances site design, color contrast, and durable.
6. Landscape design should enhance accessibility and not conflict with it.

2.6.7 Screening of Accessory Structures

1. Transformers, trash enclosures, other accessory structures should be screened with appropriate landscape plantings. Appropriate trees near power lines, small spaces, and light fixtures can be found in Appendix A, list Buffering Trees and Shrubs.

2.6.8 Boulders and Fieldstone

1. Landscape design may incorporate boulders, fieldstone, and stonewalls or other hardscape features.

2.6.9 Retaining Walls

1. Retaining walls should be constructed out of durable material; cement concrete and non-decorative block should be avoided.
2. Wall height is measured from grade level in front of the wall at a given location, to the grade level behind the wall at the same cross section.
3. Gabions should not be used.
4. Terracing of retaining walls may be required. A terraced retaining wall should be setback from the lower wall at least two times the height of the unbalanced fill retained by the lower wall. The walls shall be considered as separate walls. If a successive wall is
5. setback from a lower wall less than two times the height of the unbalanced fill retained by the lower wall, the walls shall be considered as a single wall.

2.6.10 Stormwater Drainage and Resource Areas

1. Drainage Basin
    1. Rip-rap
        - Rip-rap should be used in areas to control erosion where slopes are severe.
        - Rip-rap should be placed by hand and not by machine.

- Prior to the placement of rip-rap stone, infiltration fabric should be placed on exposed soils.
- Above a rip-rap slope native trees and shrubs should be planted to buffer and protect the top of the slope.
- Rip-rap should be of appropriate size and color to compliment site design.
- Gabions should be avoided.

2. Stormwater filtration system

   1. Oil water separators and stormwater separators should be incorporated into site design for the separation of solids from liquids during weather event.

3. Swales and Vegetated Filter Strips

   1. Swales and vegetated filter strips should be incorporated into the site design to collect run-off from the site.

   2. Swales and vegetated filter strips should be used as snow storage and snow melt treatment areas.

<u>2.6.11 Low Impact Development Techniques</u>

1. Where feasible site design should incorporate Low Impact Development (LID) Techniques (i.e. bio-retention cells, vegetated swales, filter strips, disconnected impervious areas, permeable pavers, curb cuts, open channels, submerged gravel wet areas, etc.)

<u>Article 2.7</u> Landscape Maintenance

2.7.1. Landscape Maintenance Plan

1. Developers and property owners must provide a landscape management plan with the application submittal.

2. Areas where Low Impact Development (LID) Techniques have been incorporated into the site, the developer should provide a landscape maintenance plan specific to each feature.

2.7.2. General Maintenance Requirement

1. Vegetation should be maintained in a healthy, vigorous growing condition, free from disease and pests.

2. Natural organic fertilizers or “bridge” fertilizers shall be used.

3. Mulch volcanoes are not allowed.

4. Tree topping or pruning of the leaders is prohibited.

2.7.3. Irrigation

1. Irrigation plans shall be required with landscape plans.

2. All automatic lawn-watering systems should be equipped with a timing device in addition to a moisture-sensing device that will prevent the system from starting automatically when not needed.
3. All automatic lawn-watering systems should be installed with an approved backflow prevention device. Said device will be inspected initially and periodically thereafter as part of the landscape maintenance plan.

Article 2.8 As-Built Plan and Certification Requirements

Final As-Built-Plans shall be submitted at the end of construction prior to the issuance of the final occupancy and use permit.

Appendix A: Framingham Preferred Planting List

Tall Trees – Tall trees may be used for street tree under the appropriate condition:

Ginkgo biloba - Ginkgo (male only)
Gledistsia triacanthos var. inermis (thornless, fruitless species only) – Honey locust
Liriodendron tulipfera - Tulip tree/tulip popular
Plantanus x acerifolia - London planetree
Tilia tomentosa - Silver linden
Tilia cordata - Little-leaf linden
Ulmus americana - American elm (cultivars also encouraged include 'Homestead,' 'Princeton,' Valley Forge'
Acer campestre - Hedge maple
Acer rubrum – Red maple*
Acer rubrum 'armstrong' - Armstrong maple
Acer saccharum – Sugar maple*
Zelkova serrata 'Village Green' – Japanese zelkova 'village green'
Liquidambar styraciflua 'Slender Silhouette' - Columnar sweetgum
Oxydendrum arboretum - Sourwood

Small Trees – Small trees may be utilized under overhead wires as street trees where appropriate. Small trees may be utilized throughout the site.

Betula alleghaniensis – Yellow birch
Betula populifolia – Gray birch
Betula occidentalis – River birch
Ilex opaca – American holly
Amelanchier sp. - Serviceberry
Cercis Canadensis - Eastern redbud
Cornus florida – Flowering dogwood
Cornus kousa - Kousa dogwood
Crataegus phaenopyrum- Washington hawthorn
Magnolia virginiana - Sweet bay magnolia
Magnolia grandiflora – Bull bay magnolia
Prunus serotina – Black cherry
Prunus x. autumnalis/sargentii/yoshino – Cherry species

Buffering and Park Trees – Buffering and park trees shall be utilized away from pedestrian and vehicle parking areas where appropriate.

Picea pungens – Colorado spruce
Quercus coccinea – Scarlet oak
Quercus palustris – Pin oak
Fagus grandifolia - American beech
Metasequoia glyptostroboides - Dawn redwood
Platanus occidentalis - American sycamore
Quercus macrocarpa - Bur oak
Picea glauca – White spruce
Tsuga Canadensis – Canadian hemlock
Abies balsamaea – balsam fir
Abies concolor – Concolor fir
Abies fraseri – Fraser fir
Abies grandis – Grand fir
Chamaecyparis thyoides – Atlantic white cedar
Corylus Americana – American hazelnut

Shrubs

Taxus canadensis – Canada yew
Viburnum lentago – Nannyberry
Viburnum trilobum – American cranberry
Ceanothus americanus – New Jersey Tea
Cephalanthus occidentalis – Buttonbush
Ilex glabra – Inkberry shrub
Ilex verticillata – Winterberry
Amelanchier Canadensis – Serviceberry
Cercis Canadensis – Eastern redbud
Sambucus Canadensis – Elderberry
Aronia melanocarpa – Black chokeberry
Magnolia liliflora 'Nigra' x stellate 'Rosea" – Ann Magnolia
Rhododendron – Rhododendron
Comptonia peregrina – Sweet fern
Cornus racemosa – Gray dogwood
Myrica pensylvanica – Bayberry
Aronia species – Chokeberry
Chamaecyparis obtusa – Hinoki cypress
Hypericum frondosum – golden St. John's wort
Hypericum prolificum – shrubby St. John's wort
Ilex opaca – American Holly
Itea virginica – Sweet spire
Juniperus communis – Pasture juniper
Juniperus horizontalis – Creeping juniper
Amelanchier arborea – Downy serviceberry
Amelanchier laevis – Alleghany serviceberry
Cornus species – Dogwood species
Clethra alnifolia – Sweet pepperbush
Physocarpus opulifolius – Eastern ninebark
Rhus aromatic – Fragrant sumac
Rosa virginiana – Virginia rose
Viburnum acerifolium – Maple leaf viburnum
Viburnum prunifolium – Blackhaw viburnum
Spiraea Salicifolia – Spirea

Appendix B: Landscape Schedule

LANDSCAPE SCHEDULE

KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	REMARKS
SHADE TREE					
NS	5	NYSSA SYLVATICA	SOURGUM OR TUPELO	2 1/2-3" CAL.	B+B
QR	7	QUERCUS RUBRA	RED OAK	2 1/2-3" CAL.	B+B
QP	2	QUERCUS PALUSTRIS	'EMERALD PILLAR' PINE OAK (COLUMNAR)	2 1/2-3" CAL.	B+B
	14				
ORNAMENTAL TREE					
CC1	1	CERCIS CANADENSIS	EASTERN REDBUD	8-10' MIN HEIGHT	UPRIGHT PLANTS
EVERGREEN SHRUB					
CC	14	CHAMAECYPARIS 'GRACILIS'	HINOKI CYPRUS	8' MIN HEIGHT	B+B
ICG	23	ILEX X MESERVEAE 'CHINA GIRL'	CHINA GIRL HOLLY	42" MIN HEIGHT	B+B
IGC	44	ILEX GLABRA COMPACTA	DWARF INKBERRY HOLLY	42" MIN HEIGHT	#5 CAN
IGS	11	ILEX GLABRA 'SHAMROCK'	SHAMROCK INKBERRY HOLLY	42" MIN HEIGHT	#5 CAN
IVWR	15	ILEX VERTICILLATA 'WINTER RED'	WINTER RED WINTERBERRY HOLLY	42" MIN HEIGHT	#5 CAN
KL	9	KALMIA LATIFOLIA	MOUNTAIN LAUREL	42" MIN HEIGHT	B+B
RM	15	RHODODENDRON MAXIMUM 'ROSEBAY'	ROSEBAY RHODODENDRON	4-5' MIN HEIGHT	B+B
TH	20	"TAXUS MEDIA "HICKSII"	HICKS YEW	42" MIN HEIGHT	B+B
	151				
DECIDUOUS SHRUB					
CA	12	CLETHRA ALNIFOLIA	SUMMERSWEET CLETHRA	42" MIN HEIGHT	#5 CAN
CAR	32	CLETHRA ALNIFOLIA 'ROSEA'	PINK SUMMERSWEET CLETHRA	42" MIN HEIGHT	#5 CAN
CS	12	CORNUS SERICEA (FORMERLY STOLONIFERA)	RED OSIER DOGWOOD	42" MIN HEIGHT	B+B
HPG	2	HYDRANGEA PANICULATA 'GRANDIFLORA'	PEE GEE HYDRANGEA	42" MIN HEIGHT	#5 CAN
HM	15	HYDRANGEA MACRIPHYLLA 'ENDLESS SUMMER'	ENDLESS SUMMER	42" MIN HEIGHT	#5 CAN
MP	23	MYRICA PENSYLVANICA	NORTHERN BAYBERRY	42" MIN HEIGHT	B+B
SBAW	26	SPIREA X BUMALDA 'ANTHONY WATERER'	ANTHONY WATERER SPIREA	42" MIN HEIGHT	#5 CAN
SJLP	7	SPIREA JAPONICA 'LITTLE PRINCESS'	LITTLE PRINCESS SPIREA	42" MIN HEIGHT	#5 CAN
SPMK	23	SYRINGA PATTULA 'MISS KIM'	MISS KIM LILAC	42" MIN HEIGHT	B+B
VA	26	VACCINIUM ANGUSTIFOLIUM	LOWBUSH BLUEBERRY		#1 CAN
VC	27	VACCINIUM CORYMBOSUM	HIGHBUSH BLUEBERRY	42" MIN HEIGHT	#5 CAN
	205				
PERENNIAL					
GMR	31	'ROZANNE' CRANSEBILL	GERANIUM MACRORRHIZUM	1 GAL.	CONTAINER
PA	54	PENNISETUM ALOPECUROIDES	DWARF FOUNTAIN GRASS	1 GAL.	CONTAINER
RF	341	RUDBECKIA FULGIDA 'GOLDSTRUM'	BLACK EYED SUSANS	1 GAL.	CONTAINER
RRM	37	ROSA 'PINK MEIDILAND'	PINK MEIDLAND ROSE	1 GAL.	CONTAINER
SAJ	27	SEDUM X 'AUTUMN JOY'	AUTUMN JOY SEDUM	1 GAL.	CONTAINER
XS	20	XANTHORIZA SIMPLICISSIMA	YELLOWROOT	1 GAL.	CONTAINER
	509				

NOTE: IF ANY DISCREPANCIES OCCUR BETWEEN AMOUNTS SHOWN IN THE PLAN AND THE PLANT LIST, THE PLAN SHALL DICTATE.

SPECIAL LANDSCAPE NOTES

1. CONTRACTOR SHALL SUBMIT AN IRRIGATION SYSTEM DESIGN TO THE PLANNING DEPARTMENT FOR REVIEW & APPROVAL PRIOR TO CONSTRUCTION.
2. MULCH TO BE PLACED IN SHRUB BEDS NO GREATER THAN 12" FROM THE DRIP LINE
3. REPLACE EXISTING SOIL IN PLANT BEDS WITH TOPSOIL TO A DEPTH OF 24" MINIMUM
4. REMOVE SOIL FROM STEMS OF ROOT FLARE AREA.
5. PLANT MATERIAL TYPES, QUANTITIES AND LOCATIONS SHALL NOT BE MODIFIED EXCEPT WITH PERMISSION OF THE PLANNING BOARD, DURING INITIAL INSTALLATION.
6. EXISTING SOIL (TOPSOIL) SHOULD BE REUSED AS MUCH AS POSSIBLE. LOAM BORROW SHOULD ONLY BE BROUGHT IN AS NEEDED. BOTH TOPSOIL AND LOAM BORROW SHOULD BE TESTED BY A UNIVERSITY AGRICULTURAL LAB, SUCH AS UMASS SOIL TESTING LAB, TO DETERMINE IF IT NEEDS AMENDMENTS. LAB SHOULD PROVIDE RECOMMENDATIONS FOR AMENDMENTS BASED UPON PLANTING TYPE, EVERGREEN DECIDUOUS, LAWN, ETC.
7. CONTRACTOR SHOULD FURNISH PLANTS IN QUANTITIES AS SHOWN ON PLANS, NOT IN SCHEDULE.
8. REMOVE SOIL FROM TRUNK FLARES OF TREES AND STEMS OF SHRUBS TO DETERMINE ACTUAL TOP OF ROOTBALL AREA.
9. FERTILIZE AS NEEDED PER RECOMMENDATIONS OF SOIL TESTING LAB.
10. THERE IS A 2-YEAR GUARANTEE REQUIRED.
11. NO PLANT MATERIAL CHANGES WITHOUT PERMISSION OF THE LANDSCAPE ARCHITECT.
12. TREES AND SHRUBS SHALL BE B+B OR CONTAINER – NO BARE ROOT.
13. SEEDING – LOAM AND TOPSOIL SHOULD BE 6" AFTER SETTLEMENT, MIN. FERTILIZE AND LIME PER SOIL TESTING LAB RECOMMENDATIONS.
14. DO NOT OVER-COMPACT PLANTING AREAS. IF AREAS BECOME COMPACTED, DISC TOP 4"-6" TO UNCOMPACT.
15. LOAM- OBTAIN LABORATORY TEST FOR TOPSOIL AND LOAM BORROW. ASK FOR pH (5.5 TO 6.5 PREFERRED), BUFFER pH, ORGANIC MATTER (5 TO 10%), SOLUBLE SALTS, AND SOIL TEXTURE.
16. ADD MICORRHIZA SPORES IN PLANT BEDS AND PITS.
17. TREES AND SHRUBS SHALL BE TAGGED BY THE LANDSCAPE ARCHITECT.
18. TREE PITS SHOULD BE FLOODED 2 TIMES IN SUCCESSION WITH WATER, AND EVALUATED FOR DRAINAGE CHARACTERISTICS AFTER A 24 HOUR PERIOD.
19. CONTRACTOR SHOULD PLAN TO PROVIDE CLEAN POTABLE WATER, HOSES AND ALL EQUIPMENT TO WATER PLANTS.
20. PLANTS SHOULD BE WATERED FROM TIME OF DELIVERY UNTIL ACCEPTANCE.
21. USE TREEGATERS TO PROVIDE SLOW, DEEP WATERING FOR TREES.
22. GENERAL CONTRACTOR TO REMOVE EXISTING INVASIVE SPECIES ON SITE (NORWAY MAPLE, BUCKTHORN, KNOTWEED, ETC.). CONTROL OF INVASIVE SPECIES SHOULD BE MONITORED THROUGH REGULAR, PERIODIC MAINTENANCE
23. GENERAL CONTRACTOR TO REMOVE ROOT BASKETS, BURLAP, WRAPS AND TIES ENTIRELY AND DISCARD.
24. GENERAL CONTRACTOR TO UTILIZE STRAW FOR EROSION CONTROL.
25. THE INTENT OF THE SHRUB PLANTINGS ARE TO GROW INTO MASSES FOR SCREENING AND VISUAL INTEREST.

Article 3: Site Plan Review Plan Requirements

Section 3.1 Site Plan Review site plan requirements

3.1.1 Applications for both **major** and **minor** site plan review shall submit plan sets with a **cover sheet** containing the following information.

1. Address(es) of the proposed project;
2. Identification of parcel by the Assessors' Parcel ID;
3. Project Title;
4. Prepared by/Prepared for;
5. Professional Engineer and/or Land Surveyor licensed in the Commonwealth of Massachusetts stamp and signature;
6. Registered Architect stamp and signature;
7. Zoning Table showing the existing, required, and proposed dimensions in accordance with Section IV. E, Dimensional Regulations;
8. Parking Table, showing the existing number of parking spaces, required number of parking spaces, and the proposed number of parking spaces. This Table shall include the dimensions of the proposed parking spaces, number and dimensions of the handicap accessible spaces, and number and dimensions of loading spaces;
9. Maximum seating capacity, number of employees, or sleeping units if applicable;
10. Color architectural renderings; and
11. Locus Map to allow adequate consideration of the surrounding neighborhood, a plan of adjacent properties shall be presented at a scale of not less than one inch equals 100 feet or at the same scale as the proposed site plan if practical. This plan shall show the general characteristics of all lands within 300 feet of the proposed site or such other distance as may be reasonably required, including structures, parking areas, driveways, pedestrian ways, and natural characteristics. Any structures or significant change in topography within 50 feet of the lot line shall be located precisely on said plan.

3.1.2 Applicants for both **major** and **minor** Site Plan Review shall include the following information on **all plan sheets**:

1. Address(es) of the project, identification of parcel by Parcel ID, and Project Title;

2. Plan sets shall be accurately drawn to a scale of one inch equals 20 feet to one inch equals 60 feet, where practical and appropriate to the size of the proposal;
3. Planning Board Signature Block at approximately the same location on each page of the submitted plans;
4. North arrow and scale of drawings;
5. Date of plan and revision dates;
6. Location of pedestrian areas, walkways, flow patterns and access points, and provisions for handicapped parking and access, and bicycle accommodations; and
7. Locations and dimensions, including total ground coverage, of all driveways, maneuvering spaces and aisles, parking stalls and loading facilities, and proposed circulation of traffic.

3.1.3 Applicants for **major** Site Plan Review shall include the following sheets within a **plan set** shall include the following sheet where applicable:

1. Existing Conditions site plan, showing the locations of all infrastructure on- and off- site, including sidewalks and roadways which are public and private, square feet and dimensional of all existing buildings on-site, existing off-street parking areas with dimensions of landscaping area;
2. A landscape plan at the same scale as the site plan, showing the limits of work, existing tree lines, and all proposed landscape features and improvements including planting areas with size and type of stock for each shrub or tree.
3. A photometric plan showing both the intensity of illumination expressed in foot-candles at ground level to the property's boundaries and the location, orientation, height, wattage, type, style, and color of outdoor luminaire(s) for all existing and proposed lighting. Photometric plan and details should be designed in accordance the Article 22: Site Plan Review Lighting Requirements, in the Planning Board's Rules and Regulations, herein.
4. Dimensions of proposed buildings and structures, including gross floor area, floor area ratio, total lot coverage of building, and breakdown of indoor and outdoor floor area as to proposed use. Area dimensions to include Lot Coverage of Building, Paved Surface Coverage, and Landscaped Open Space and Other Open Space, with percentages of these items to be provided and to total 100 percent of the lot area.
5. Parking Plan showing the drive aisle widths, turning radius, stall heights and

widths, locations of pedestrian and bicycle amenities, and landscaping.

Applicants for **minor** site plan review shall include the sheets within a plan set forth in subsection 21.1.3 above where applicable, except the plans set forth in subsection 21.1.3.3 need not be submitted for **minor** site plan review.

Section 3.2 Request for Waivers from Submittal Items

3.2.1 During the first public hearing the Planning Board shall review the list of requested waivers. At such time the Planning Board shall make a determination as to which waivers shall be granted and what information will be required. During the public hearing process the Planning Board may require additional information that had been waived if it becomes apparent that such information is relevant to completing the application.

Section 3.3 As-built Plans

3.3.1 The Applicant shall submit a final set of "As-built" plans that reflect final constructed conditions prior to the issuance of an Occupancy and Use Permit granted by the Department of Inspectional Services (Building Department).

3.3.2 The Planning Board may retain a Peer Review consultant at the cost of the Applicant to inspect the site to ensure compliance with the approved and/or modified site plan prior to signing off on the Occupancy and Use Permit.

Section 3.4 Modification to an Approved Site Plan

An Applicant may seek modification from the Planning Board through an abbreviated review once a project has been approved and granted an Occupancy and Use Permit from the Department of Inspectional Services (Building Department).

3.4.1 Application Submittal for a Site Plan Review Modification

1. Form A – Cover Letter
2. Form G - Request for Modification
3. Certificate of Ownership
4. Summary of Modifications: a summary listing the proposed modifications, reasons for modifications, and benefit to the site plan.
5. Any modifications that alters the stormwater management or erosion control systems appropriate documentation relevant to said modification shall be submitted in accordance with **Article 6:** Land Disturbance and Stormwater Management Document Submittal Requirements, herein.

3.4.2 Modification to an Approved Site Plan Review Plan Submittal (where applicable)

1. Redline version of the approved site plan (signed by the Planning Board or As-built approved for final occupancy by the Planning Board). All proposed modifications should be highlighted showing the existing vs. the proposed modification.
2. Clean version of the site plan showing the site as it will be constructed of the

site. Submittal of only sheets being shall be required, unless the proposed modification affects other plan sheets.

3. The applicant shall submit one full paper copy and one electronic copy of the site plans upon approval of the modification or portion of the modification that was approved.

Article 4: Site Plan Review Lighting Requirements

Section 4.1

All projects reviewed by the Planning Board require the following outdoor lighting requirements. Outdoor lighting shall meet the most current International Energy Conservation Code (IECC) standards, as well as comply with the Outdoor Lighting Code

Handbook published by the International Dark-Sky Association in compliance with the American Disabilities Act (ADA) and Architectural Access Board (AAB). All lighting shall require full review by the Planning Board regardless of whether lighting is attached to buildings, poles, structures, or is self-supported, located within hardscape and/or landscaped areas, or near the entrance of buildings, sales and non-sales canopies, outdoor sales areas, building facades, and/or within pedestrian ways, to ensure adequate lighting for the use and location is provided. Lighting requirements set forth, herein shall apply to all luminaires for any lot undergoing new development, and/or a modification or expansion under a site plan review permit.

Section 4.2

A Photometric Plan shall be submitted to the Planning Board as part of a Site Plan Review Application package for new or redevelopment projects. The Photometric Plan shall include the location, height, shield type, and lumen rating for all of the existing and/or proposed outdoor luminaires.

Section 4.3 Luminaire Design Standards

4.3.1 Lighting shall be designed not to exceed the light levels necessary for the use and location. Lighting shall be designed to provide a safe and adequately illuminated outdoor area.

4.3.2 Installation of energy efficient outdoor light fixtures is required.

4.3.3 All luminaires must be fully shielded to decrease levels of light trespass onto adjacent properties, roadways, or environmentally sensitive areas.

4.3.4 Existing luminaires which cause light trespass and glare shall be removed during the construction phase of the project and replaced with new compliant lighting. All luminaries shall be fully shielded so that all direct light cast in the direction of abutting lots or adjacent streets is cut off at an angle no more than a cone angle of 45 degrees measured from a vertical line directly below the luminaire and shall not exceed the lumen value specified above. The cut-off may be accomplished by the luminaire photometric properties, or by a supplementary external shielding.

4.3.5 Strobes, searchlights, flashing lights, and laser illumination, are prohibited.

Section 4.4 Sites shall be designed to comply with the maximum permitted light levels, as stated herein.

4.4.1 Parking Lots, Sidewalks, and Bikeways – 1.5 Lumens, per square foot of the area.

4.4.2 Building Entrance Areas – 5 Lumen, per linear foot of the width of all doors

4.4.3 Building Canopies –5 Lumen, per square foot of the ceiling area of a walkway canopy

4.4.4 Retail Sales Canopies – 10 Lumen, per square foot of the ceiling area of a service station; 5 lumen per square foot of the ceiling area of retail sales canopies

4.4.5 Retail Sales Frontage and Outdoor Sales Areas: The Planning Board, at its discretion, will determine the appropriate light levels on a case by case basis.

Section 4.5 The Planning Board prohibits light trespass from a site for both new and existing lighting. The Applicant shall have a Lumen of zero at all lot lines.

Section 4.6 Each site shall be designed to decrease light levels after the closure of the site.

4.6.1 Exterior Site Lights shall be turned off one hour after the last person leaves the building, and shall remain off one hour prior to the opening of the building. Lighting may be replaced by security lighting if the site necessitates such lighting.

4.6.2 Exterior Spot Lights shall be controlled by motion detectors or infrared sensors and shall be activated for no more than 10 minutes of "on-time" and shall be exempt from the hours-of-operation restriction. The motion detector shall be adjusted so that normal movement of vehicles, pedestrians, or traffic along a street or way shall not cause activation.

4.6.3 Flood lights, spot lights, and other site lighting may not be used as a substitute for security of the building or property.

Section 4.7 The following lights shall be exempt from Article 22 set forth herein.

4.7.1 Temporary holiday lights, which shall not exceed 12 weeks in one calendar year.

4.7.2 Emergency lighting required by the Framingham Fire, Police, and/or other official or utility emergency personnel. Such lighting shall minimize any detrimental effects of glare onto passing vehicles, abutting residential properties, and/or pedestrians.

4.7.3 Temporary lighting used on construction sites. Such lighting shall minimize any detrimental effects of glare onto passing vehicles, abutting residential properties, and/or pedestrians.

4.7.4 Lighting associated with signage. Lighting associated with signage shall fall under the jurisdiction of the Building Department.

Section 4.8 Enforcement of Article 22 herein shall be by the Building Commissioner.

Article 5: Shoppers World Sign Requirements

Section 5.1 Application

5.1.1 The Planning Board shall review all Shoppers World signage permits at a posted public open meeting. Any request that varies from the Shoppers World Sign Package, as shown in the Planning Board Rules & Regulations shall require a public hearing for such waiver.

5.1.2 Applicants shall file a completed Shoppers World Sign Application package with the Sign Officer located in the Building Department. Once the Sign Officer deems the Application complete, the Sign Officer shall submit the Application to the Planning Board for review and recommendation.

5.1.3 The Planning Board shall conduct a review of all Shoppers World Sign Applications during a publicly posted open meeting.

5.1.4 The Planning Board shall make a determination for appropriate action on each Sign Application. Once a determination by the Planning Board has been made, the Planning Board Office shall send the determination to the Sign Officer.

5.1.5 The Sign Officer shall review and oversee implementation and construction of the approved Shoppers World Sign as determined by the Planning Board.

5.1.6 Any modifications to the approved Shoppers World Sign shall require a determination from the Planning Board for the requested modification at a publicly posted open meeting.

5.1.7 Any ordinary maintenance and minor repairs that do not involve the installation, replacement, alteration, reconstruction, relocation, new identification, or expansion of a sign shall not require review by the Planning Board, but may need approval from the Building Department.

Section 5.2 Identification of the Buildings within Shoppers World

5.2.1 Shoppers World is comprised of three sections that include the western lot, the central ring, and the southeastern lot. Each building or unit has been given a letter for identification purposes. The letter associated with the building will be followed by a number if a building is subdivided for additional tenants.

5.2.2 The Western Lot is comprised of three free standing buildings. Letters associated with the three free standing buildings include: W, X, and Y.

5.2.3 The Central Ring is comprised of several buildings that are joined by common walls, in addition to several free standing buildings. A majority of Shoppers World's commercial activity occurs within the Central Ring. Letters associated with the Central Ring buildings include: A, B, C, D, E, F, G, J/K, L, M, N, O, P, Q, R, S, T, U, and V.

5.2.4 The Southeastern Lot is comprised of three free standing buildings. Letters associated with the Southeastern Lot include: AA, BB, and CC. One of the three free standing buildings (CC) is located within the Town of Natick.

5.2.5 Building Z is located within Shoppers World, but does not fall under the jurisdiction of the Shoppers World Sign Requirements.

Figure A. Shoppers World Building Assignment

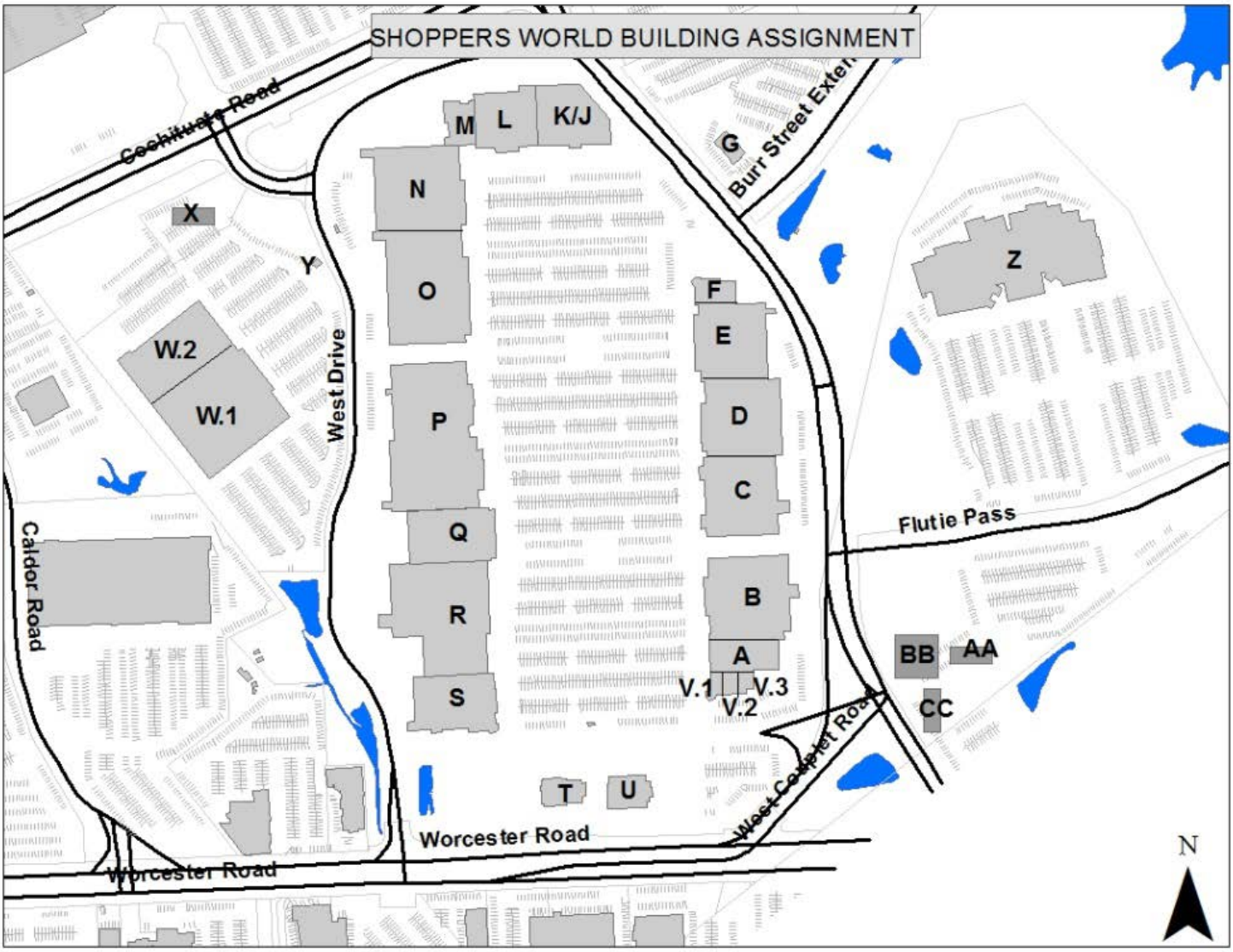


Table 1. Shoppers World Building Identification and Building Area

Building Identification	Building Area *(square feet)*	Building Identification	Building Area *(square feet)*
A	18,300	Q	43,629
B	45,000	R	98,107
C	40,000	S	29,963
D	39,884	T	6,300
E	36,108	U	9,200
F	6,071	V (V.1, V.2, and V.3)	6,002
G	Logan Express Parking Facility	W (W.1 and W.2)	102,555
J/K	27,089	X	4,815
L	24,560	Y	225
M	8,500	Z	122,661
N	50,081	AA	9,500
O	60,834	BB	21,000
P	40,159	CC (in Natick)	7,530

<u>Section 5.3</u> Ground Mounted Sign Regulations for 19 Flutie Pass

The property at 19 Flutie Pass (known as the Southeastern Lot), shall include three ground mounted signs in Framingham, and one ground mounted tenant identification sign located in the Town of Natick. The ground mounted tenant identification sign shall remain under the jurisdiction of the Town of Natick. At no point shall there be four ground mounted signs associated with the Southeastern Lot located within the Town of Framingham.

All ground mounted signs for the Southeastern Lot and Shoppers World shall be constructed of the same materials to create and identify a unique, cohesive retail center. Four signs are illustrated and shown within this Section of the Shoppers World Sign Requirements. These illustrations shall remain as the approved signage until such time that any modification is requested by the owner or owner's designee of Shoppers World.

.3.1 The Southeastern Lot shall be allowed three free-standing signs in Framingham, which shall include the following (Figure B Southeastern Lot Ground Mounted Sign Locations, Figures C-E Southeastern Lot Sign Details):

1. (Sign Location C – Figure C) one monument sign at the entrance to the Southeastern Lot, not to exceed 120 sf and 12 feet in height, including panels for businesses located within the Southeastern Lot;

2. (Sign Location E - Figures D and E) one monument sign located on Shoppers World Drive for wayfinding purposes containing a 2 feet tall 250 sf wall with up to four panels of 16 sf to identify businesses located within the Southeastern Lot; and

3. (Sign Location F – Figure F) one monument sign for wayfinding purposes containing a 2 feet tall 55.5 sf stone wall with an 8.5 sf panel. Vertical measurements of freestanding signs shall include the sign bases and berms.

Figure B. Southeastern Lot Ground Mounted Sign Locations

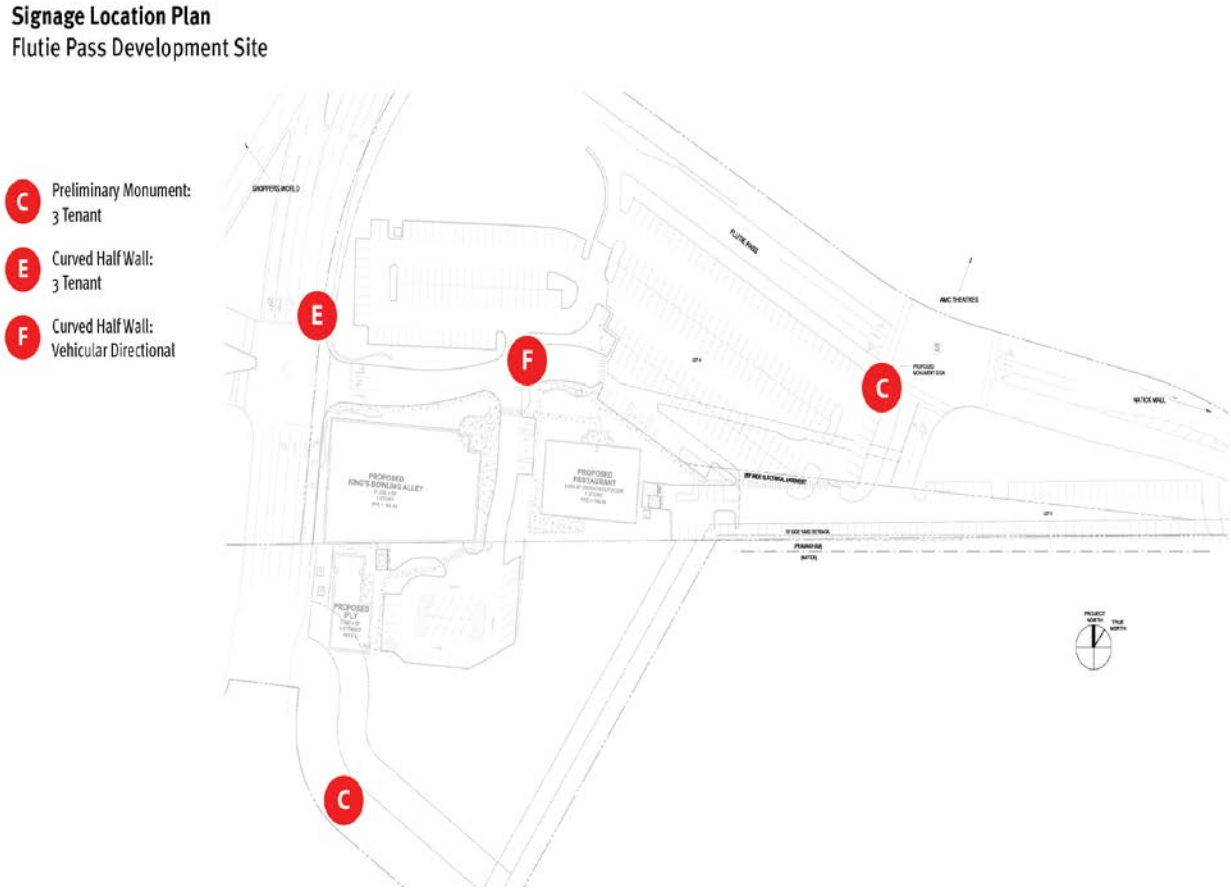


Figure C. Sign Location: C. Ground mounted tenant identification sign.

Figure D. Sign Location: E. Ground Mounted Tenant Identification Half Wall Sign

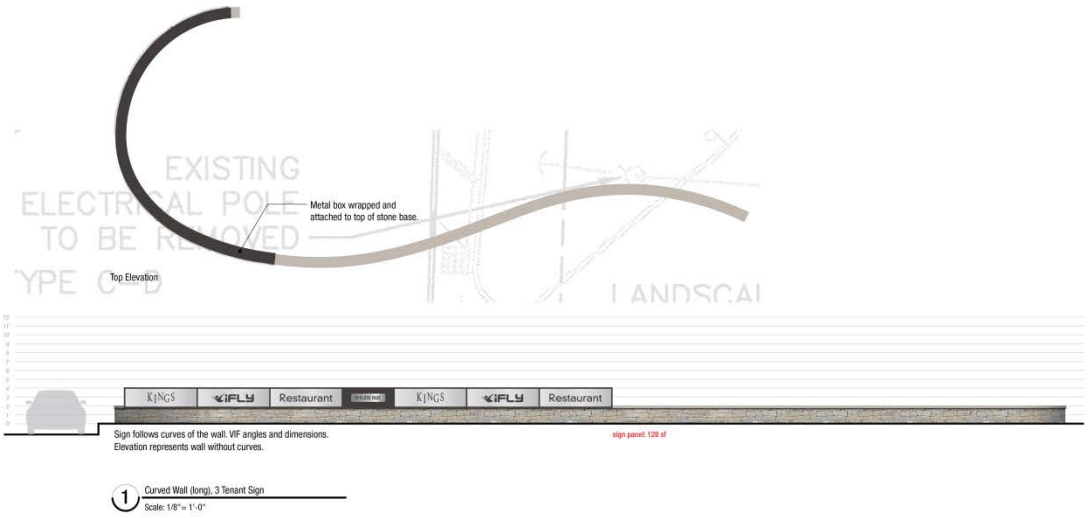


Figure E: Sign Location: E. Sign Location Ground Mounted Tenant Identification detail

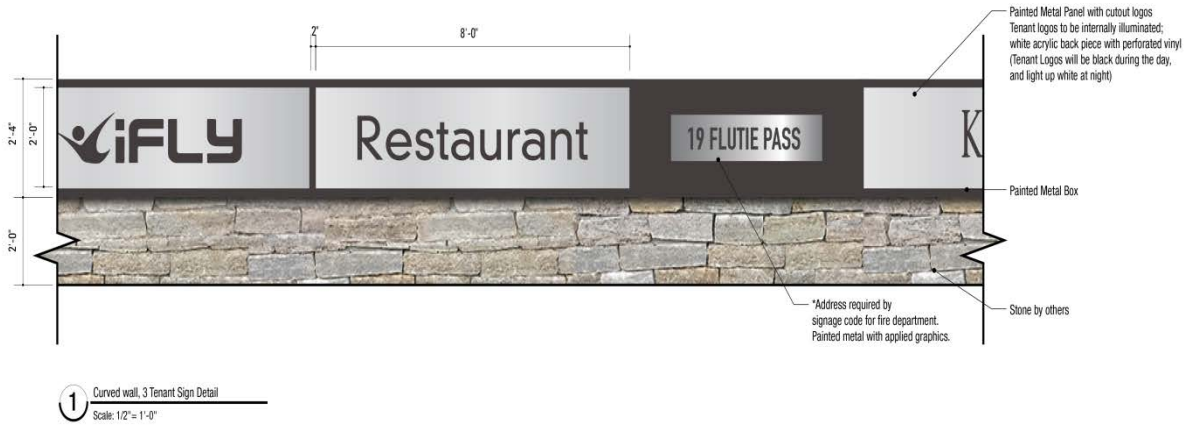
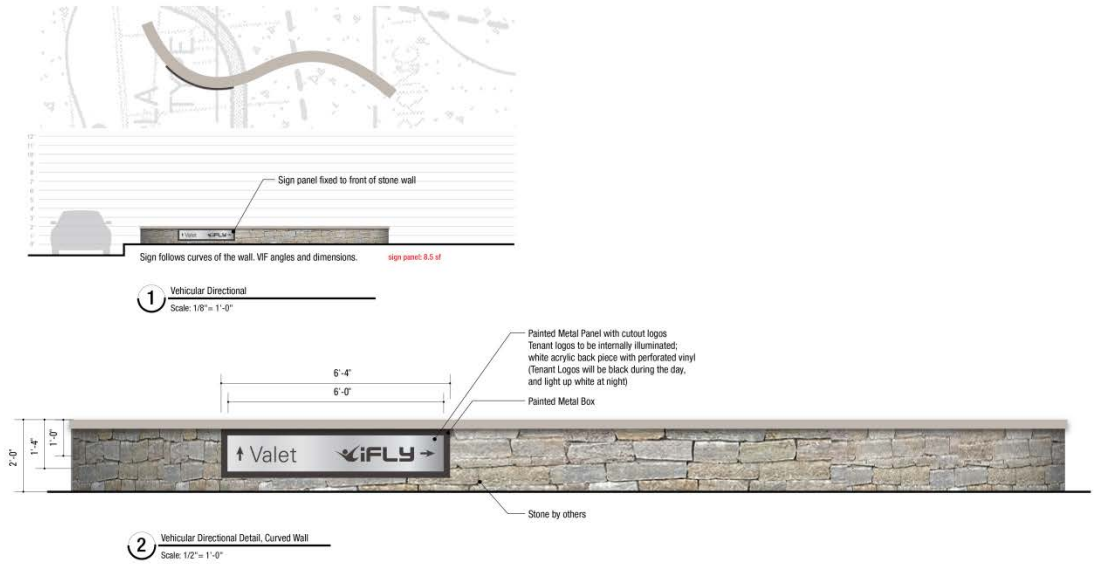


Figure F: Sign Location: F. Ground Mounted Curved Half Wall: Vehicular Directional



Section 5.4 Individual Tenant Identification Sign Regulations for Shoppers World

5.4.1 The size of primary signs for each store or business at Shoppers World shall not exceed 250 sf for businesses with a gross floor area greater than 20,000sf, 200 sf for

businesses with between 15,000 sf to 20,000 sf , and 150 sf for businesses with a gross floor area less than 15,000 sf. Signs shall not be subject to shape or dimensional limits as to height/length/width, but shall be subject to square footage requirements.

- Signage in existence on January 1, 2016 shall be considered pre-existing.

5.4.2 Every tenant in Shoppers World shall be entitled to two wall signs and each tenant within a corner building shall be entitled to three wall signs, each subject to the size limitation of primary signs. A tenant may only display one wall sign per side of the respective building. Tenants located within a building that has been subdivided shall only be permitted two wall signs regardless if the store or business is located within a corner building. Signs for subdivided units shall be determined by the size of the subdivided unit and shall not exceed 200 sf.

- Buildings B, C, F, K/J, M, N, O, P, S, T, U, V, X, AA, and BB may opt to have three wall signs if the building is utilized by one tenant.

5.4.3 Blade signs (also known as projection signs or under canopy signs) shall be located within the front walkway of each store or business front to allow pedestrians to identify businesses from shopping center sidewalks. Blade signs shall not exceed 24" in height and 36" in length and shall not contain any text with logos or specialized fonts and will be in keeping with the specified colors of Shoppers World. Blade signs shall not be installed less than 15 feet above the sidewalk. Furthermore, blade signs shall be installed perpendicularly with the store or business front.

5.4.4 Temporary sale or lease signs and temporary signs of commercial and/or retail businesses may be permitted by Planning Board review only. The hanging of temporary signage shall not exceed 45 days.

Section 5.5 Sign Regulations for Ground Mounted Shoppers World Identification

5.5.1 Shoppers World shall be allowed four freestanding signs (locations shown in Figure F: Shoppers World ground mounted sign locations). Two freestanding Shoppers World ground mounted signs may be either pylon or monument and shall be no more than 200 sf and shall not exceed 20 feet in height. Two freestanding Shoppers World ground mounted signs shall be monument signs and shall be no more than 250 sf in sign face area, with height not exceeding 5 feet. Vertical measurements shall include the bases and berms, which may be designed as part of the signs. Figures G – J illustrate the freestanding Shoppers World ground mounted signs that comply with these regulations.

Figure G. Shoppers World Ground Mounted Sign Locations

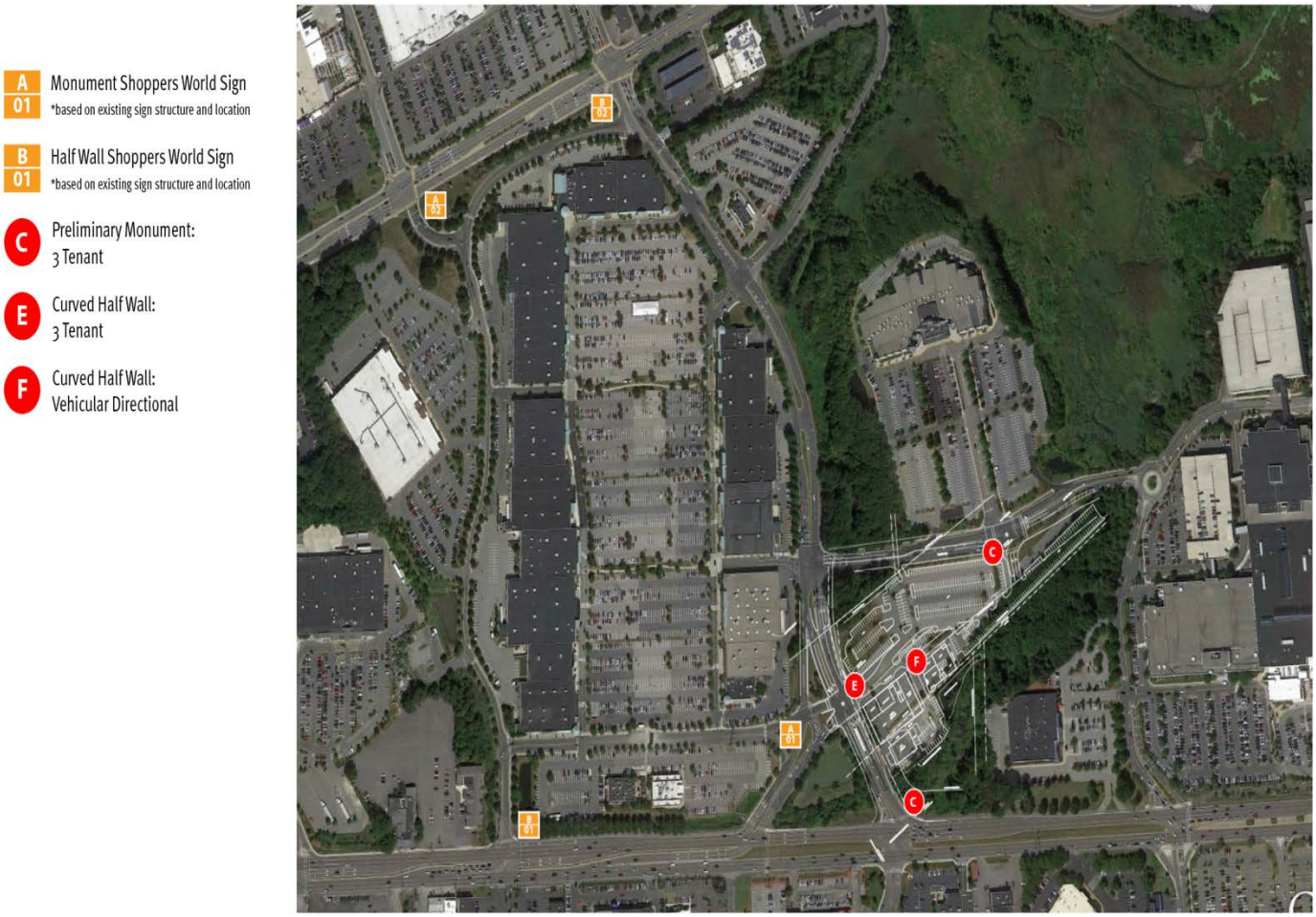
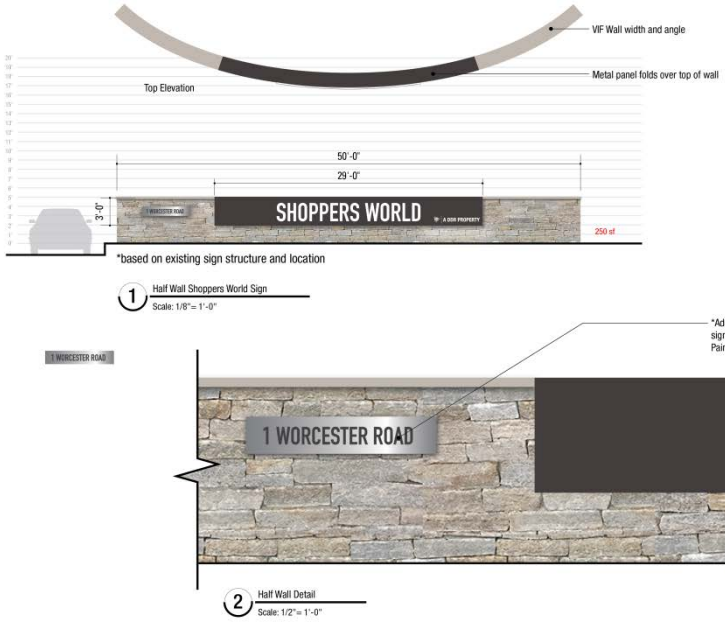


Figure H. Shoppers World and Southeastern Lot Ground Mounted Sign Details

Figure I. Shoppers World Ground Mounted Signage - Monument

Figure J. Shoppers World Ground Mounted – half wall



Existing Signage

Section 5.6 Shoppers World Sign Illumination

New lighting installed within Shoppers World shall meet current Building Energy Code for energy efficiency provisions. In addition, lighting shall not blind vehicles or pedestrians, nor shall lighting flicker, flash, strobe, or change shades/hues. Types of light sources that are strongly encouraged include light emitting diodes (LEDs) or fluorescent lights. The use of neon or incandescent lighting is strongly discouraged.

Section 5.7 Colors and Design of Tenant Signage

5.7.1 Color of signs shall match the trade mark or logo of the tenant.

5.7.2 The primary sign located over the storefront entrance shall consist of the tenant's name.

5.7.3 Primary signs located on the side/rear of the building may be either the tenant's logo or name.

5.7.4 Wall signage may be installed with individual letters internally or externally illuminated, as an insert where the letters are stamped onto the background material, applied by paint or flush with the background (these types of signage would require external illumination, or push-through cuts in the background material.)

Section 5.8 Window Signage

5.8.1 Signage within the windows shall not cover more than 40 percent of the tenant's total window area.

5.8.2 Window signage may be frosted on the glass or etched into the glass. Such frosting or etching shall be consistent with the tenant's branding package.

5.8.3 Window signage may have a background color that is consistent with the tenant's branding and corporate colors.

5.8.4 Window signage shall not be self-illuminated.

5.8.5 Window signage shall not be located within 10 feet of the main entrance of the storefront, with the exception of the Blade Sign.

5.8.6 Special sale signs shall not be posted within tenant windows for a period greater than 15 days.

Section 5.9 Banner/Flag Mounted Signage installed by BRE DDR

5.9.1 Banner/flag mounted signs that are tall and narrow that promotes Shoppers World and/or events within Shoppers World including during holiday seasons are encouraged to create a pedestrian environment.

5.9.2 Banner/flag mounted signs shall be located perpendicularly on corners of buildings, light poles, structural columns, etc.

5.9.3 Banner/flag mounted signs shall not exceed 20 sf and shall only be installed a minimum of 15 feet above finished grade. Mounting fixtures shall not protrude more than 6 inches off the structure from which the banner is affixed to. Banner signs shall not be located closer than 20 feet to any other sign.

5.9.4 Banners/flag mounted signs shall only be installed and removed by the property owner or property owner's designee.

Section 5.10 Banners/Flag Mounted Signage Installed by Tenants

Temporary banners and/or flag mounted signage installed by the tenants of Shoppers World may be permitted by Planning Board review only. The temporary banners and/or flag mounted signage shall not exceed 60 days.

Section 5.11 Items not considered signs

5.11.1 The following types of signs shall not be considered signs under the Shoppers World Master Permit and shall be allowed:

1. way finding business signs not exceeding 16 sf in area each for guiding and directing traffic and parking including panels on walls or monument signs which do not exceed 2 feet in height;
2. artwork, including murals;
3. trademarks or logos that do not exceed 16 sf; and

4. interior or exterior signs not visible from public or private roadways.

Article 6: Land Disturbance and Stormwater Management Document Submittal Requirements

Applicants shall be required to submit the following documents for review by the Technical Review Team (TRT) and the Planning Board: a Land Disturbance and Stormwater Management **(**LDSM) Development Impact Report; a LDSM Site Plan; and a Long-Term LDSM Plan. Waivers from the requirements of Section V.F.3 shall not be allowed. A LDSM Application shall include the following:

Section 6.1 LDSM Development Impact Report shall include a Stormwater Runoff Analysis that includes, but shall not be limited to, the following:

6.1.1 Stormwater runoff calculations in accordance with the most recent, best available science on storm intensity sources. Data may be based on Cornell/Northeast Regional Climate Center data. Applicants shall refer to the Department of Public Works (DPW) Stormwater Management Engineer for the most current data source to be use for the project prior to the development of stormwater runoff calculations.

6.1.2 Pre- and post-construction stormwater runoff and infiltration rates.

6.1.3 Pre- and post-construction design calculations using generally accepted analytical tools to show the effects of the project.

6.1.4 Applicants shall prepare a construction LDSM Plan for all procedure to be installed on-site pursuant to Best Management Practices (BMPs) described in the Massachusetts Stormwater Handbook (http://www.mass.gov/eea/agencies/massdep/water/regulations/massachusetts-stormwater-handbook.html) and shall describe Low Impact Development (LID) techniques to mitigate the impacts of stormwater, erosion, sedimentation, and other land disturbance effects caused by the project. The LDSM Plan shall contain a series of sections that include a plan for erosion, land disturbance, and stormwater management for the different phases of the project, and shall contain a description of long-term maintenance once the project is complete and taken over by the landowner or the homeowner trust. LDSM Plan information shall include, but shall not be limited to, the following:

1. Construction and Maintenance Procedure: Such section shall include a checklist for the project management to ensure all BMPs are properly managed and shall identify the party responsible for such management.
2. All stormwater and erosion control management shall be checked prior to the start and finish of each work day.
3. The Applicant shall check all stormwater features prior to and at the end of each construction day. In the event that a multiple day storm event (classified as ½" of precipitation per day or greater) occurs, the project manager (for the applicant, the applicant's designee, a peer review hired by the Town, and/or Environmental Monitor, etc.) shall inspect the stormwater features to ensure

that they are functioning properly and have not exceeded their capacity. Any repairs, adjustments or deficiencies shall be made immediately.

4. Daily compliance with Stormwater Pollution Prevention Plan (SWPPP).
5. The Applicant shall provide appropriate erosion control and covering methods such as silt fences and straw wattles around the stock piles, tarps covering over the stock piles in case of a storm event, in addition to the temporary dust control requirements.

Section 6.2 Land Disturbance and Stormwater Management Site Plan

The information below is required to be shown on a site plan. Any information that is not applicable to the project should be noted within the plan notes and/or provided in a narrative and included within the LDSM Development Impact Report.

6.2.1 General Information

1. Address and Assessor's Identification Number for the property.
2. Names, address, and telephone numbers of the owner(s) and applicants.
3. Company name, address, and telephone numbers of the firm(s) who prepared the plan.
4. Title, date of plans, dates of all revisions, north arrow, scale, names of the direct abutters, and legend.
5. Locus map showing the location of the project.
6. Plans must be stamped and certified by a qualified Professional Engineer registered in Massachusetts or a Certified Professional in Erosion and Sediment Control.
7. Certified benchmark shown on plans, in addition to source and data related to the utilized benchmark.

6.2.2 Locations and descriptions of natural features

1. All wetlands and wetland resource areas as defined in M.G.L. c. 131, Section 40; the Framingham Wetlands Protection Bylaw, Article V, Section 18 of the General By-laws; all drainage patterns; and all watershed boundaries.
2. Delineation of all potential and certified vernal pools, streams, ponds, and wetlands within 125feet of the project site/limit of work.
3. Delineation of the 30-foot no-cut/no alteration zone, 100-foot state wetlands buffer, the 125-foot local wetlands buffer, the 125-foot potential and certified vernal pool no-cut/no alteration zone, and the inner and outer riparian zones that include the 100' and 200' riverfront areas.

4. Watercourses and water bodies, wetland resource areas and all floodplain information, including the 100-year flood elevation based upon the most recent Flood Insurance Rate Map, or as calculated by a professional engineer for areas not assessed on these maps.

5. Existing vegetation including tree lines, canopy layer, shrub layer, and ground cover, and trees with a caliper twelve inches or larger, noting specimen trees and forest communities.
6. Habitats mapped by the Massachusetts Natural Heritage & Endangered Species Program (NHESP) as Endangered, Threatened or of Special Concern, Estimated Habitats of Rare Wildlife and Certified Vernal Pools, and Priority Habitats of Rare Species within five hundred feet of any construction activity.

6.2.3 BMPs and LIDs installed on site

1. Location of each BMP and LID.
2. Plan detail for each different type of BMP and LID used on site.

6.2.4 Landscape

1. Locations of the items listed in Section V.F.2.a.vii
2. A landscape plan for each BMP and LID to be used on the site.
3. Location, description, and implementation schedule of temporary and permanent seeding, vegetative controls, and other stabilization measures.
4. A narrative documenting the existing species and quantities of native and specimen trees and/or other vegetation to be removed or relocated within the project area that meet or exceed 8” caliper.
5. If applicable, include a statement prepared by a certified arborist for the proposed relocation of any existing native and specimen tree explaining how said tree is to be relocated and maintained.
6. A narrative documenting the existing trees that are proposed to be removed as part of the project. Accompanied by a list of species that will replace all trees greater than 8” caliper in accordance with Section V.F.3.c. Tree Removal. Such list of proposed replacement trees shall include native species, identified by the Latin name, common name, and the quantity.

6.2.5 Structures, Manmade Features, and Easements

1. Roadways that directly abut the property shall be shown on the map. Information shall include the name of the roadway noting if the road is public or private, the width of the roadway, location of the drainage system, grades of the roadway and

public right-of-way onto the property, the locations of the existing and proposed driveway(s), existing and proposed curb cuts, type of curbing, and sidewalks.

2. The size and location of all existing and proposed buildings, structures, utilities, roads, driveways, parking areas, and areas of cut and fill on the site, and the location of all structures on abutting properties within 100 feet of the property lines of the parcel.

3. A list of properties within 300 feet of the property boundaries that utilize private wells. If shallow wells, the depth shall be documented in such list.
4. Property lines, easements and/or other legal rights or restrictions benefitting and burdening the subject property within the property lines.
5. Surveyed property lines showing distances and monument locations, all existing and proposed easements, rights-of-way and other encumbrances, the size of the entire parcel, and the delineation and number of square feet of the land area to be disturbed.
6. Location and description of industrial discharges, including stormwater discharges from dedicated asphalt plants and dedicated concrete plants, which are covered by this permit.

6.2.6 Topography

1. Boundaries of existing and proposed topography within the property boundaries. Contours shall be spaces at a 2-foot interval, using (National Geodetic Vertical Datum 1929) NGVD29, or the most recent version thereof.
2. Specification of the NGVD used for the plans shall be located in the plan notes.
3. Identification of Moderate Slopes as defined in Section IV.E.3.e, as well as the 30' Moderate Slope buffer.

6.2.7 Soil and Fill

1. Plan note including the existing soil types, type of fill to be used, and volume and nature of imported soil materials.
2. Location of soil types on site and locations of fill.

6.2.8 Construction Phase Grading Plan Sheet

1. Drainage patterns and approximate slopes anticipated after major grading activities.
2. Location and details of erosion and sediment control measures, including both operation and maintenance for structural and non-structural measures, interim grading, and material stockpiling areas.

3. Path and mechanism to divert uncontaminated water around disturbed areas, to the maximum extent practicable.

Section 6.3 Long-Term Operation & Management LDSM Plan

Applicants shall prepare a Long-Term Operations and Management LDSM Plan for all features installed on-site pursuant to BMPs and LID techniques to mitigate the impacts of stormwater, erosion, sedimentation, and other land disturbance effects caused by the project. This document shall contain a plan for erosion, land disturbance, and stormwater management for the long term operation and

management of the project post-construction. Furthermore, this document shall contain a description of long term maintenance once the project is complete and taken over by the owner.

6.3.1 Land Owner and/or Trust Procedure

Such section shall inform the owners of the land or homeowners trust what BMPs and LID techniques have been installed, proper management of such BMPs and LID techniques, and the Long Term LDSM Plan for the project. The Long Term LDSM Plan shall be recorded with the Registry of Deeds or filed with the Registry District of the Land Court, as applicable, prior to the first deed of any lot so that successors in title may know how to properly management the features installed on-site.

Section 6.4 Land Disturbance and Stormwater Management Performance Bonds

6.4.1 Construction Maintenance Bond

1. Prior to the issuance of a building permit, the Applicant shall provide a Construction Performance Bond in accordance with Section V.F.5.b of the Framingham Zoning By-Law, as amended.
2. The Planning Board shall hold such Construction Maintenance Bond until the project is complete and a Use and Occupancy Permit has been granted by the Department of Inspectional Services (Building Department).
3. Such Construction Maintenance Bond shall be held in a project account set-up specifically for the project.
4. The Planning Board and/or the Department of Public Works may utilize the funds to repair and/or maintain any stormwater management, erosion control equipment and/or techniques installed if the Applicant fails to remedy an issue within 24 hours; or if the Applicant fails to install such required equipment or techniques; or if the Applicant has abandoned the project, fails to maintain such equipment and techniques, and/or installed features are failing.

6.4.2 Landscape Performance Bond

1. Prior to the issuance of a Use and Occupancy Permit issued by the Department of Inspectional Services (Building Department), the Applicant shall provide a Land

Disturbance and Stormwater Management (LDSM) Performance Bond in accordance with Section V.F.5.e of the Framingham Zoning By-Law.

2. The Planning Board shall hold the LDSM Performance Bond for a total of five years, and release a percentage of the LDSM Performance Bond in accordance with the submittal of annual maintenance reporting to the Planning Board and Department of Public Works. Said funds shall be returned to the depositor of the LDSM Performance Bond, unless documentation is provided to the Planning Board Office from the depositor of the funds that another party has taken over the funding source.

3. The Planning Board and/or the Department of Public Works may utilize the funds to repair and/or maintain any stormwater management, erosion control equipment and/or techniques installed if the Applicant/landowner/homeowner trust fails to remedy an issue within 24 hours; or if the Applicant/landowner/homeowner trust fails to install such required equipment or techniques; or if the Applicant/landowner/homeowner trust has abandoned the project, fails to maintain such equipment and techniques, and/or installed features are failing; or if the Town is required to clean and maintain such stormwater management and/or erosion control systems.

Section 6.5 Request for Waivers from Submittal Items

6.5.1 During the first public hearing the Planning Board shall review the list of requested waivers. At such time the Planning Board shall make a determination as to which waivers shall be granted and which information will be required. During the public hearing process the Planning Board can require additional information that was waive if it becomes relevant during the public hearing process.

Section 6.6 Modification to an Approved Special Permit for Land Disturbance and Stormwater Management

Once a project has been approved and granted an Occupancy and Use Permit from the Department of Inspectional Services (Building Department). An Applicant may seek modification from the Planning Board through an abbreviated review.

6.6.1 Application Submittal for Land Disturbance and Stormwater Management Project

1. Form A - Cover Letter
2. Form G - Request for Modification
3. Certificate of Ownership
4. Summary of Modifications: a summary listing the proposed modifications, reasons for modifications, and benefit to the site plan if granted modifications.

6.6.2 Modification to an Approved Land Disturbance and Stormwater Management Plan Submittal

1. A redline version of the approved site plan (signed by the Planning Board or As-built approved for final occupancy by the Planning Board). All proposed modifications should be highlighted showing the existing vs. the proposed modification.
2. Clean site plan showing the site as it will be constructed. Only sheet being affected by the modification should be submitted, unless modification affects other plan sheets.
3. Upon approval, approval with modification, or acceptance of a portion of the proposed modifications, the Applicant shall submit one full paper copy of the site plans and one electronic copy of the site plans.

Article 7: Special Permit Application Submittal Requirements

<u>Section 7.1</u> Documentation Submittal (Special Permit for Land Disturbance and Stormwater Management shall file under the appropriate form and follow the submittal requirements outlined in Article 6, herein.

7.1.1 Special Permit Application

1. Cover Letter
2. Special Permit Applicant that is applicable to the special permit(s) that are being applied for.

7.1.2 Special Permit Site Plans (projects that only require a special permit from the Planning Board)

1. Address(es) of the proposed project;
2. Identification of parcel by the Assessor Parcel ID;
3. Prepared by/Prepared for;
4. Professional Engineer and/or Land Surveyor licensed in the Commonwealth of Massachusetts stamp and signature;
5. Registered Architect stamp and signature, if applicable;
6. Zoning Table showing the existing, required, and proposed dimensions in accordance with Section IV. E, Dimensional Regulations;
7. Zoning Table/Information showing the proposed use, permits required in accordance with Section II.B, Table of Use;
8. Parking Table, showing the existing number of parking spaces, required number of parking spaces, and the proposed number of parking spaces. This Table shall include the dimensions of the proposed parking spaces, number and dimensions of the handicap accessible spaces, and number and dimensions of loading spaces;
9. Maximum seating capacity, number of employees, or sleeping units if applicable;
10. Plan sets shall be accurately drawn to a scale of one inch equals 20 feet to one inch equals 60 feet, where practical and appropriate to the size of the proposal;
11. Planning Board Signature Block at approximately the same location on each page of the submitted plans;
12. North arrow and scale of drawings;
13. Date of plan and revision dates;

7.1.3 Special Permit Analysis

1. A summary of the special permits in compliance with the appropriate section of the Framingham Zoning By-Law. The summary shall provide an overview of the special permits being sought, how the project has been designed to comply with the specific special permit requirements, and how the special permit if granted will benefit both the project and the neighborhood.

Section 7.2 Request for Waivers from Submittal Items

7.2.1 During the first public hearing the Planning Board shall review the list of requested waivers. At such time the Planning Board shall make a determination as to which waivers shall be granted and which information will be required. During the public hearing process the Planning Board can require additional information that was waive if it becomes relevant during the public hearing process.

Section 7.3 Modification to an Approved Special Permit

Once a project has been approved and granted an Occupancy and Use Permit from the Department of Inspectional Services (Building Department). An Applicant may seek modification from the Planning Board through an abbreviated review.

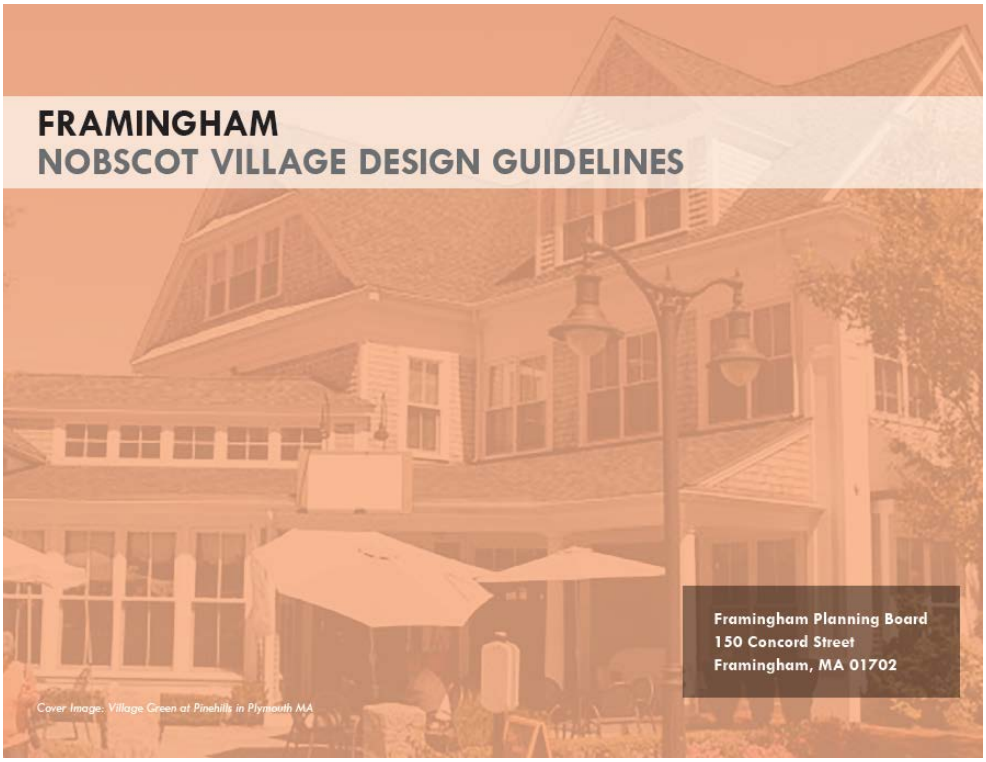
7.3.1 Application Submittal for a Special Permit Project

1. Form A - Cover Letter
2. Form G - Request for Modification
3. Certificate of Ownership
4. Summary of Modifications: a summary listing the proposed modifications, reasons for modifications, and benefit to the site plan if granted modifications. Modification to an Approved Land Disturbance and Stormwater Management Plan Submittal

7.3.2 Modification to an Approved Special Permit Plan Submittal, where applicable

1. A redline version of the approved site plan (signed by the Planning Board or As-built approved for final occupancy by the Planning Board). All proposed modifications should be highlighted showing the existing vs. the proposed modification.
2. Clean site plan showing the site as it will be constructed. Only sheet being affected by the modification should be submitted, unless modification affects other plan sheets.
3. Upon approval, approval with modification, or acceptance of a portion of the proposed modifications, the Applicant shall submit one full paper copy of the site plans and one electronic copy of the site plans.

Article 8: Nobscot Village Design Guidelines



FRAMINGHAM
NOBSCOT VILLAGE DESIGN GUIDELINES

Framingham Planning Board
150 Concord Street
Framingham, MA 01702

Cover Image: Village Green at Pinehills in Plymouth MA

Table of Contents

1. Introduction 4

2. **Sites** **6**
   - Multi-modal circulation 6
   - Plazas and open space 8
   - Landscape and materials 10
   - Furnishings and lighting 12
   - Service areas and utilities 14

3. **Buildings** **16**
   - Massing and character 16
   - Facades and materials 18
   - Entrances and windows 20
   - Awnings and canopies 22
   - Roof form and utilities 23

4. **Signs** **24**
   - Site and building signs 24

5. References and resources 26

6. Definition of terms 27

1. Introduction

Photographs of the current context in Nobscot

The Nobscot Village Design Guidelines (NVDG) document has been compiled to recognize the importance of the input provided by the Nobscot community through public meetings, conversations, and previous studies. This document articulates the design preferences expressed by the Nobscot community as a future redevelopment guide for the community.

The purpose of the NVDG is to provide developers with clear guidelines and expectations specific to Nobscot Village prior to filing an application for a permit. The intent of these NVDG is to encourage new investment that will provide a strong sense of community while ensuring that enhanced walkability and connectivity are emphasized.

In 2017, Framingham worked with the Metropolitan Area Planning Council (MAPC) to define design guidelines for Nobscot Village based on the public input, previous studies and recently completed reports.

These design characteristics are expected to enhance the quality of life in the neighborhood. A safe and comfortable pedestrian environment comprised of a mix of uses along with strong village design can help achieve a vibrant and successful neighborhood center where people are able to live, shop, gather, work, and play.

The NVDG are planned to be adopted by the Framingham Planning Board and incorporated into the Planning Board Rules and Regulations. The NVDG will be used in conjunction with the Zoning Ordinances as a companion document that establishes the site and building design guidelines for redevelopment in Nobscot Village.

The NVDG are organized into subject headings based on the characteristics of site and building design guidelines. The sections begin with guiding principles followed by specific design guidelines. The guiding principles identify the community's goals and aspirations for Nobscot Village and are intended to provide guidance for the project's planning and design.

The specific design guidelines include measurable design criteria for property owners, developers, architects, reviewers and members of the public to consider when determining the appropriateness of a particular design for Nobscot Village.

The following vision, goal, and recommendation statements were articulated through the community-based *Nobscot Economic Development Action Plan* in 2015.

Nobscot Community Vision Statement

Nobscot Village is a vital and historic commercial center that serves the surrounding residential neighborhoods with community, service, and recreational amenities that reinforce livability and quality of life.

Nobscot Community Goals

- Transform underperforming properties
- Align uses and services to local needs
- Connect recreational resources
- Aggressively expand walkability

Nobscot Recommendations

- Focus on improving the character of primary street frontages
- Reduce the visual impact of parking
- Create consistent district features
- Enhance walkability/bikability
- Improve vehicular circulation
- Strengthen open spaces/links
- Reinforce attractive, safe, and active pedestrian realm
- Strengthen quaint walkable character of a commercial neighborhood center
- Provide a protective buffers and transitions to surrounding residential uses

The NVDG are written to promote incremental progress toward the vision statement, goals, and recommendations by the following:

- Promoting retail, service, and other commercial uses in a compact area complemented by a variety of residential uses that promote neighborhood walkability
- Preserving and strengthening the neighborhood center as a focus of activity providing services and amenities within a village context
- Integrating auto-oriented uses into a pedestrian-oriented center which is safe, comfortable and attractive for walking
- Encouraging improved visual quality of commercial, residential and mixed-use development that strengthens the existing neighborhood center
- Creating, incorporating and supporting new community space and amenities

The Nobscot Design Guidelines (NVDG) apply to the area highlighted in the aerial photograph. This is the same area within the boundary of the existing B-2 Community Business zoning district.

2. Sites
Multi-modal circulation

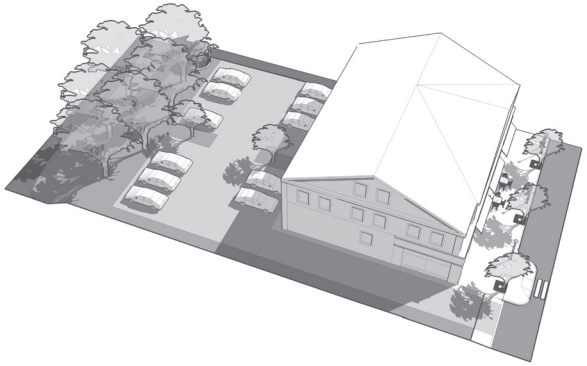
Every investment in Nobscot Village should improve the character and sense of place while strengthening the pedestrian environment and walkability. The site principles and guidelines are intended to enhance attractiveness and retain long term property values by promoting multiple ways to get around.

Principles

- Site design and layout should place buildings to provide definition to public street frontages and to define blocks and streets internal to a large development site
- Site design and layout should create new circulation connections both internal to the site and connecting to adjacent streets, access ways, trails, and sidewalks
- Site design and layout should correspond to the surrounding context including adjacent properties, open spaces, trail connections, streets, corners, and other unique characteristics. Where the context is inconsistent with the guidelines, a new pattern should be established to conform with the design guidelines
- Site design and layout should position parking to be concealed by buildings, streetscape, and open spaces. Parking should not be the primary and most visible feature of the site plan

A large property where the site layout defined an internal street that included on-street parking, generous sidewalks, and buildings that are positioned to frame and define the street frontage

A site design and layout that responds to a corner site with the orientation of the building and a small defined entry plaza



A simple diagram depicting a site layout where the building defines street frontage, new connections are created, and parking is concealed

Guidelines

- On a large property, multiple types of parking including on-street parking on internal access ways, should be integrated to reduce large parking lots
- Pedestrian circulation should provide continuous connections between public sidewalks, parking areas, building entries, and open spaces
- Pedestrian and bicycle circulation should connect to local recreational assets that may be adjacent to the site including Nobscot Park, Aqueduct, and Rail Trails
- Vehicular, pedestrian, and bicycle access should be provided to connect to adjacent properties and allow for convenient circulation between adjacent properties
- Parking should be placed to rear and side of buildings, not in front of buildings, and should not detract from or disrupt the continuity of the pedestrian environment
- Parking areas near building or site entry plazas should be designed to support flexible use and events by integrating alternative paving materials
- Parking entry drives and curb cuts should be minimized, combined, and shared across multiple properties when possible

Alternative paving patterns and pervious pavers should be used creatively to improve the quality of parking areas, reduce negative visual impact of parking, and increase the potential for the flexible use

Continuous pedestrian circulation that provides connections between public sidewalks and building entries while providing attractive and high quality landscape, amenity and paving features

Simple and maintained pedestrian and bike connections to surrounding amenities would enhance connectivity within the district

All redevelopment investments should expand and strengthen the neighborhood network of publicly accessible plazas and open spaces. These areas should be integrated with the site design adding flexibility, character, and amenity.

Principles

- Reinforce a pedestrian-friendly environment that is attractive and walkable
- Integrate modest landscaped plazas and open spaces into the overall site design and layout focusing activity near building entries and public street frontages
- Strengthen and complement a consistent street character with expanded plazas and open space areas that extend streetscape and landscape components
- Design and integrate amenities into plazas and open spaces to support active use of the spaces for sitting, eating, or other uses
- Modest plazas and open spaces should be integrated into site plans and connected to the public realm in a way that promotes public access and use
- Plazas and open spaces should integrate with a network of pedestrian walkways internal to the site connecting destinations

Site design and building orientation may create opportunities for modest plazas and open space integrated with an attractive landscape frontage that connects to the public sidewalk

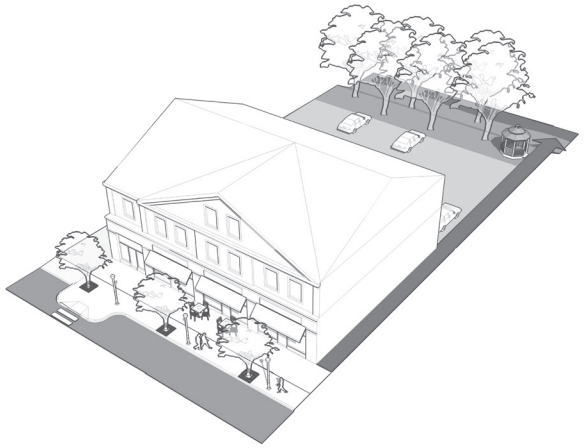
Benches and other forms of seating provide amenity and invite active use of modest plazas and open spaces

Modest plazas are an opportunity for interesting community amenities that draw people together in the neighborhood center

Guidelines

- Modest plazas should be used to expand sidewalks in strategic locations to accommodate dining, outdoor displays, or seating
- Sidewalks should provide a generous and attractive pedestrian environment that is an integral part of each street and access way providing connections to each building entry, open space, and parking areas
- Plaza and open space activities should not reduce the minimum clear width of the sidewalk to allow for proper circulation
- Sidewalk layout and design should integrate with the ground floor design of adjacent building frontage
- Plazas and open spaces should be considered as locations highly suitable for the integration of modest public art installations
- Plazas, open spaces, and the amenities within them should be viewed as opportunities to strengthen community identity and create recognizable features

A strong relationship between building interior and exterior with the expansion of a modest plaza to support outdoor seating and additional landscaping



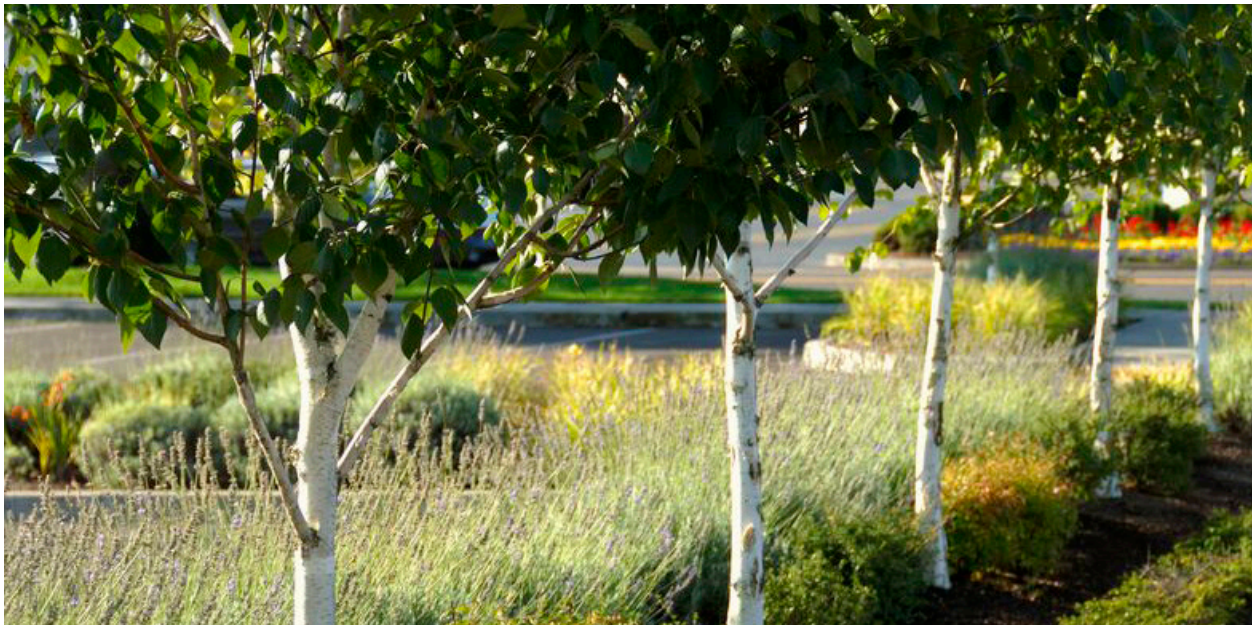
A site layout could integrate a modest plaza placed at the building frontage as an expansion of the sidewalk and placed at the edge of the rear of a property adjacent to another open space resource

A site design feature should leverage an orientation to an adjacent open space or street frontage to create a community feature

Site investments should include high quality landscape and materials that will be long-lasting and attractive. Site materials should improve the character, elevate the quality, and extend the legacy and longevity of Nobscot Village.

Principles

- High quality landscape should enhance a sense of attractive and welcoming places
- Landscape should be used to define outdoor spaces, plazas, and seating areas
- Landscape should be generous and integrated into the design of the street frontages, plazas, building and parking
- Landscape and materials on private property should be coordinated with the existing landscape features and streetscape design of adjacent properties and street frontages
- The landscape design should be appropriate to the surrounding context, preserve native and hybrid plantings, integrate with existing planting patterns, and preserve older growth native trees
- Site materials should be selected for quality, durability, ease of maintenance, and resilience to winter and other severe weather conditions



Building entry plazas should be used as an opportunity to increase shade tree cover and use distinctive materials to enhance the site character

Parking areas should include the generous provision of landscape areas that can be integrated with stormwater management and contributions to the districts tree canopy

Granite pavers with engraved historic markings are one approach to highlighting the history or significant events of Nobscot

Guidelines

- The palette of site materials should improve the character of Nobscot and reference the historic character of a New England village center featuring natural materials such as quarried stone and brick
- Materials should be used creatively to highlight design features and history of the site
- Site materials should include granite curbs, concrete sidewalks, and accents with brick, or pavers to provide visual interest and design patterns to reduce large expanses of concrete or asphalt
- Sidewalk finishes should be continuous at street crossings and curb cuts to visually reinforce pedestrian use and right-of-way. Finishes in roadways should be coordinated and designed for durability and ease of maintenance
- Sidewalk materials should integrate accents, or other design features to reinforce circulation or highlight crossings, such as brick inlay accents or other changes in material or color
- Building design should integrate landscape with unique approaches encouraged on building facades with window boxes, trellises, green walls, and plantings at the perimeter of the building foundation
- Plantings in sturdy containers should be used to define areas for sidewalk seating areas
- All trees and plantings should be species native to Eastern Massachusetts, or a named cultivar of a native species, or hybrid of a native species, low maintenance, long-lived, hardy, sturdy, and salt tolerant
- Landscaping and shade trees should be integrated into the parking design
- Parking should be screened with both low landscape features (shrubs, hedges) and shade trees. Areas exposed to street frontage, at the side of a building, should be additionally screened with a fence or decorative wall
- Trees should be an integral part of the site and landscape design
- Trees should be generously integrated into the site plan to provide aesthetic value, commercial appeal, reduce heating and cooling costs, reduce heat reflected from paved surfaces, prevent soil erosion, and increase property values
- Trees should be positioned to provide shade and reduce the solar absorption of hard top surfaces, such as parking lots, to reduce the heat island effect
- Integrate a full range of streetscape elements in the design including streets, sidewalks, bike lanes, crosswalks, landscape, street trees, benches, bike racks, trash receptacles, signs, lighting, on-street parking, and public art
- Provide landscape buffers adjacent to existing residential streets, such as Whiting Road, Montgomery Drive, Windsor Drive South, and Donovan Drive with berms, generous plantings including trees, preserve existing trees in buffers

Site furnishings and lighting should be functional, attractive, of a high quality, and consistent with or complementary to the publicly provided furnishing and lighting fixtures.

Principles

- All site furnishings should be coordinated and consistent in terms of style, materials, and finish and should include benches, light fixtures, bike racks, trash receptacles, and other items that may be needed
- Encourage bicycling by providing convenient and visible locations for bicycle parking integrated with site plans located near building entries and plazas
- Shared bicycle facilities are encouraged across multiple tenants or building entries
- Lighting should be used as an important feature to strengthen the vibrant neighborhood center providing general ambient light and highlights for building, landscape, and site features
- Lighting should reinforce the safety, comfort, and scale of the pedestrian environment. It should be used purposefully and with restraint to avoid glare, eliminate spill and impacts to neighboring properties, and light pollution in the night sky

Furnishings such as benches and trash receptacles should be coordinated and complementary to other public amenities in the district

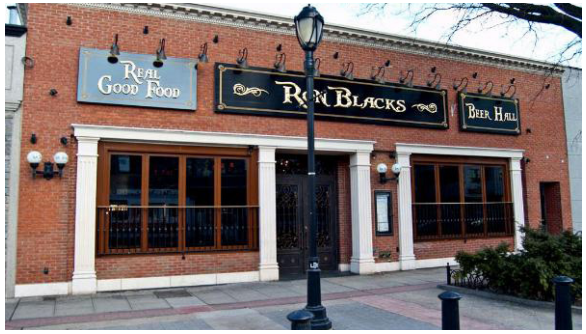
Examples of the appropriate bicycle racks integrated into the surrounding site design and layout

Plazas should be considered for alternative approaches to furnishings to enhance the sense of place and visual interest

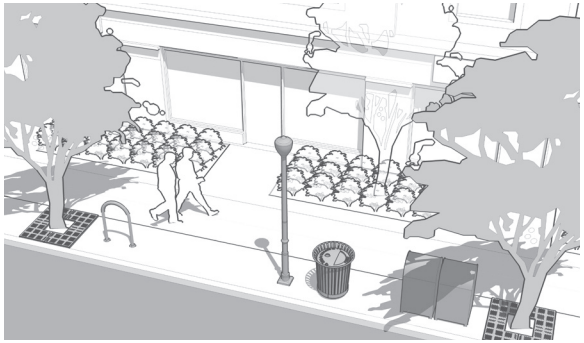
Guidelines

- Bike racks should be of a type that allow bikes to be securely supported in an upright position at two or more secure points that prevent bicycle tipping, accommodating a variety of bike shapes
- Bike racks should be located and installed with adequate clearances around them to allow for maneuvering and securing bikes
- Bike storage rooms may be integrated with ground floor uses to encourage bicycle use by tenants and visitors of the building
- Lighting design should minimize larger scale flood lighting fixtures, pedestrian-scaled light fixtures are encouraged and should focus illumination downward with full cut-off fixtures that are dark sky compliant
- Locations of light fixtures should be coordinated with street trees, street furniture, utilities, and other amenities
- Ornamental light fixtures are encouraged, more utilitarian "cobra head" type light fixtures are discouraged
- Light fixtures with poles should allow the opportunity for banners to be attached to the light pole

Benches should be integrated and coordinated with the landscape



A variety of coordinated and traditionally styled light fixtures



Site furnishings coordinated along internal access ways to provide consistency and avoid conflicts

Consistent street lights internal to a site design with potential banners

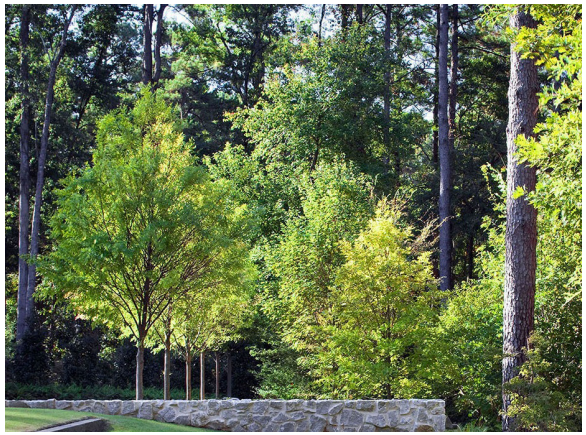
Simple pedestrian-scaled light bollards can enhance pedestrian safety and evening character of the site

Service areas (including parking), utilities, and equipment should not detract from the attractiveness of the district nor disrupt the pedestrian environment. These functional requirements should be integrated into the site design and layout to minimize impact.

Principles

- Service areas, utilities, and equipment should not detract from the building and site design nor the surrounding context
- Locate loading and service areas to the rear of the site and to the side or rear of buildings on the site or remotely in the rear of parking areas
- Loading and service areas should be located to provide a convenient and non-disruptive location for service vehicles including trash pick-up and truck deliveries
- A defined area for service and loading should be provided and delineated with landscape and screening
- Conceal loading, service areas, and utilities from adjacent public streets and abutting properties

Service and loading areas should be used as an opportunity to further define the site and reinforce a sense of place



Existing tree lines and landscape buffers should be used to screen development and support functions from nearby residential properties

Screening for service areas should be used to visually conceal the function from streets and adjacent properties

Guidelines

- Service and loading areas should be designed to be as compact as possible
- Service and loading areas should be designed to be concealed when not in use and should be minimized through the location and design of screening elements
- Service, loading areas, and utilities that emit sound should incorporate soundproofing in the design
- The design of screening should be integrated with the surrounding landscape and should complement the building design and external materials
- Chain link fencing is strongly discouraged as a boundary or screening material
- Utilities including power generation or sustainability features should be integrated with the site layout and design to use the site as efficiently and attractively as possible
- Utilities should be placed on the rooftops of buildings and screened from view, also refer to "roof form" design guidelines
- Utilities should be placed underground where possible

Sustainability features such as rain gardens and bioswales should be integrated with the site design and layout

Screening should be considered as an opportunity for architectural and landscape expression used to reinforce design themes and enhance the sense of place and community

Site layout and design should thoughtfully integrate sustainable features to optimize orientation and function while allowing efficient use of the site

3. Buildings
Massing and character

The design of the building form and architectural features should be respectful to the surrounding residential context, to reduce the impression of large scale structures, and to reinforce the sense of a modest pedestrian-oriented village.

Principles

- All aspects of a building design should reinforce the sense of community and strengthen the perception of Nobscot as a village center with an identity and sense of place
- Large buildings should be divided and defined as smaller and distinct parts that are part of an overall composition
- Building massing and character should be designed to promote interest and a sense of vitality and activity in the center
- Building massing and character should develop a traditional approach to the building form that enhances the sense of place of the Nobscot village center
- Building massing, orientation and design should define a clear relationship to its surroundings to respond to adjacent structures, frame street frontages, define open spaces, and shape community amenities

Design of the building massing to frame street frontages and small plazas while reinforcing a modest pedestrian scale

Building massing with a retail base that is differentiated from a residential top integrated into a complementary design

Variation in building massing, height, roof form, balconies and materials reduces the visual impact of a larger building

Guidelines

- Building massing should frame and emphasize amenities such as plazas and open spaces and conceal parking and service areas
- The ground floor should be taller than the upper floors with a minimum height of 12'
- The addition of a lower level porch, awning or covered entry area can be used to reduce the overall scale of the building
- The use of upper level stepbacks to reduce the perception of building height is encouraged - upper level should step back from the front facade a minimum of 5'
- Reduce scale of large buildings by breaking building massing into the appearance of several smaller connected building forms with distinct roof lines, varying building heights, and variation in building materials
- Building massing and character should define a clear base, middle, and top to add visual interest and a traditional approach to the building form

Building massing designed to break down the scale of a large building by stepping back a portion of the facade and adding a covered porch

Building massing that responds to the context of a corner site using form and materials to highlight the corner of the building

Variation in the height, roof form and massing add visual interest and reduce the scale of the building while integrating multiple tenants

All building facades and materials should enhance the character of Nobscot and strengthen its New England village heritage. The primary building facades should be oriented to the street and secondary facades should relate to the surrounding context. All facades should promote a pedestrian-scaled environment.

Principles

- The design of the building facade should be used to reduce the overall scale and bulk of large buildings and use details and materials to reinforce a human-scale
- The design of the building facades should use details and features to add visual interest and to avoid unnecessary repetition and monotony
- The composition of the building facade and use of materials should define a distinct ground floor that reinforces pedestrian activity and visually anchors the building
- The palette of building materials should reflect the traditional character and history of Nobscot with preference for natural materials such as brick, stone and wood
- High quality building materials should be selected for durability, ease of maintenance, and sustainability

An updated interpretation of traditional facade elements and materials

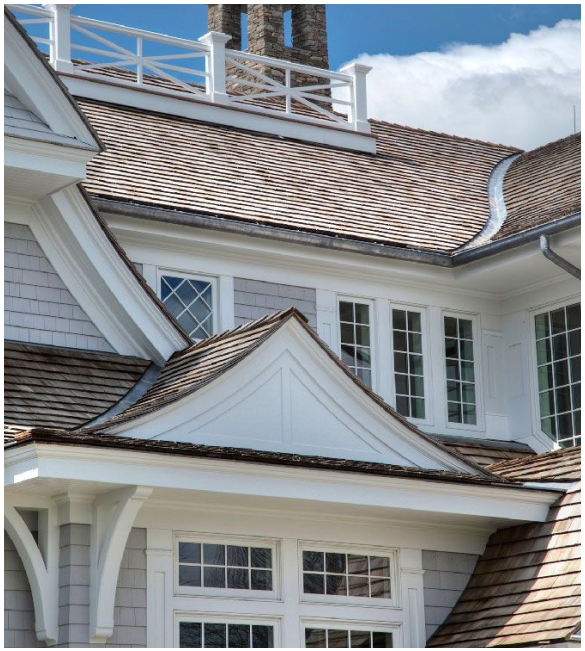
A facade with strong detailing that features storefronts, windows, and eave lines while defining a distinct base, middle and top

Facades should use different materials or detailing to define a distinct ground level and upper level integrated with the roof form

Guidelines

- The facade design and material selections should define a base, middle, and top that helps to reduce the overall building scale
- The facade design and features should be used to break-down large building masses with vertical or horizontal divisions and avoid blank featureless areas, break facades greater than 50' in length into multiple distinct bays with the building form
- The facade design should use a variety of materials and textures to reinforce building form and to avoid blank surfaces and monotony; no blank surface should be more than 20' in length
- Facades should feature simple architectural detailing that place a visual emphasis at entries, windows, eaves, cornice, and roofs
- Provide a sign band and other design features to distinguish and anchor the ground floor to create a distinction from the levels above
- Provide a distinct eave and cornice line where the upper level meets the roof
- Facade design and details should derive inspiration from traditional forms, but interpret and update in a creative fashion
- Balconies should be integrated with the facade design and used to interrupt flat facades and provide visual variation and depth
- Materials should be used creatively to highlight design features of the building and differentiate between building masses and architectural features
- Building materials should be natural materials and include red or earth tone brick materials, stone, wood clapboard siding, wood shingles, wood trim, and glass
- Complementary building materials and colors should be composed to highlight traditional details including trim to frame doors, windows, structural bays, eaves, and cornices
- Complementary building materials should be used to distinguish the ground floor from the upper floors with a distinctive detail at the top of the ground level that highlights this transition
- Aluminum siding, vinyl siding, plywood, concrete, stucco, and metal cladding systems, and prefabricated brick are materials that are discouraged

Natural materials such as brick, wood siding, and stone are preferred for building facades



An example of many of traditional details and ornamental features of that add visual interest to the facade and interrupt large surfaces

Entrances and windows are the most visible human-scaled features of the building. Entries should be integrated with the building design to highlight the location as a central feature that is easily identified and welcoming. Windows and associated glass applications such as side lites and clerestory windows should be used to highlight activity and provide visual interest. Ground floor windows add vitality and enhance an attractive place to walk and gather.

Principles

- Create identifiable building entries that assist with orientation and direction
- Architectural design and detail should both anchor and highlight building entries
- Coordinate building entries for multiple uses into an integrated design
- The placement, design, and type of windows should reinforce a differentiation of a facade base, middle, and top
- Window placement should be used strategically to create visual interest and balance integrating with the design of the overall building form and facades
- Window placement and style should complement the architectural style of the building

A highlighted building entry integrated into a ground floor storefront with smaller and vertically oriented upper level windows

The entries and windows are integral to a balanced design of the facade that strengthens a sense of human scale

A variety of windows and doors integrated into the facade design to add a sense of scale and vitality while organizing multiple entries

Guidelines

- The ground floor should include larger and more frequent windows, including storefronts, compared to the size and frequency of upper floor windows
- Primary facades that face Water Street, Edgell Road, and Edmands Road should contain a minimum of 60% ground floor glazing with clear glass
- Secondary facades that face any other street, open space, or parking area should contain a minimum of 40% ground floor glazing with clear glass
- The interior building program should be arranged to place active uses on the ground level next to transparent glazing
- Windows should be proportioned with the vertical dimension greater than horizontal
- Building entry doors should not extend beyond the building facade unless additional clearance is provided
- Garage entries should be minimized and placed on secondary building facades
- Building entries for residential and commercial uses should be separate but coordinated with the overall design

A high percentage of transparency on the ground floor with a welcoming and recessed entry door

Entries and windows integrated into an overall design that differentiates a base, middle, and top of the building

A generous and transparent ground floor storefront that integrates an upper level entry into a coordinated design that is welcoming and attractive

Awnings and canopies

Awnings and canopies should be integrated with the overall building design to reinforce building facade patterns while adding interest, depth, and protection for windows and doors.

Principles

- Awnings and canopies are encouraged to enhance building facades above window and door locations
- Awnings and canopies should be designed to provide functional benefits of shading windows, protection of building entries, and sheltering outdoor spaces
- Awnings and canopies should be integrated with the architectural design of the building
- Awnings and canopies should be integrated and coordinated with building signs, building lights, or architectural features to avoid any conflicts
- All awnings across multiple tenants must be coordinated and designed to be cohesive and balanced, but are not required to be the same

Guidelines

- Awnings should be used in a coordinated fashion over ground floor or upper floor windows
- Awnings and canopies over building entries should be large enough to provide cover from the weather in front of the door
- Awning shape and scale should fit the window or door opening for which it is designed
- Awnings should respect the structural bays of the building and should not overlap vertical structural building elements or other building facade features
- Awnings should be made of a durable canvas or similar material
- Canopies should be made of glass, wood, or metal and coordinate with other building materials
- Seasonal sun and shade patterns should be studied for placement and depth of awnings

Canvas awnings placed to protect the building entries and to coordinate with the architecture and signage

A simple canvas awning adding visual interest at a building entry, coordinated with building lighting and outdoor furnishings

Building canopies integrated with the architecture to provide protection for entries and windows while reducing the visual scale of the building

A building's roof form is an important part of the building character and a major contributor to district character. A building's roof form should be designed to reduce the overall scale of the structure and strengthen the attractiveness of the building design.

Principles

- Roof form should add visual interest to the context and character of Nobscot through the use of sloped and pitched roof forms with dormers, gables, or other articulation of the roof form
- The design of the roof form and variations in that form should be used to reduce the overall scale of the building and to differentiate between several buildings or building masses in a larger redevelopment
- The top floor of occupied space should be designed and integrated with the roof form to increase usable building area while reducing perception of building height and scale
- Roof design and form should be used to conceal utilities and integrate them with the overall building form and architectural design

Guidelines

- Roof form should correspond to and complement adjacent buildings and context through height, orientation, stepbacks or other design features
- Pitched roofs with variations are encouraged, including gable ends, dormers, and shed roofs, oriented to the primary street frontage to add visual interest and reinforce a "village" character
- Large roof surfaces should be interrupted by roof features or changes in roof form to reduce the perception of large scale buildings. The design should also vary roof features to avoid repetitious patterns
- Dormers should be used to lower roof lines while maintaining usable floor area
- Height variations with architectural elements including cornices and parapets are encouraged to create interesting and varied rooflines
- Rooftop mechanical equipment should be integrated into the roof form and design to visually conceal, screen and minimize noise emitted by mechanical equipment

Gable ends are oriented to the street and varied in size to avoid repetition and reduce the overall scale of the roof and building

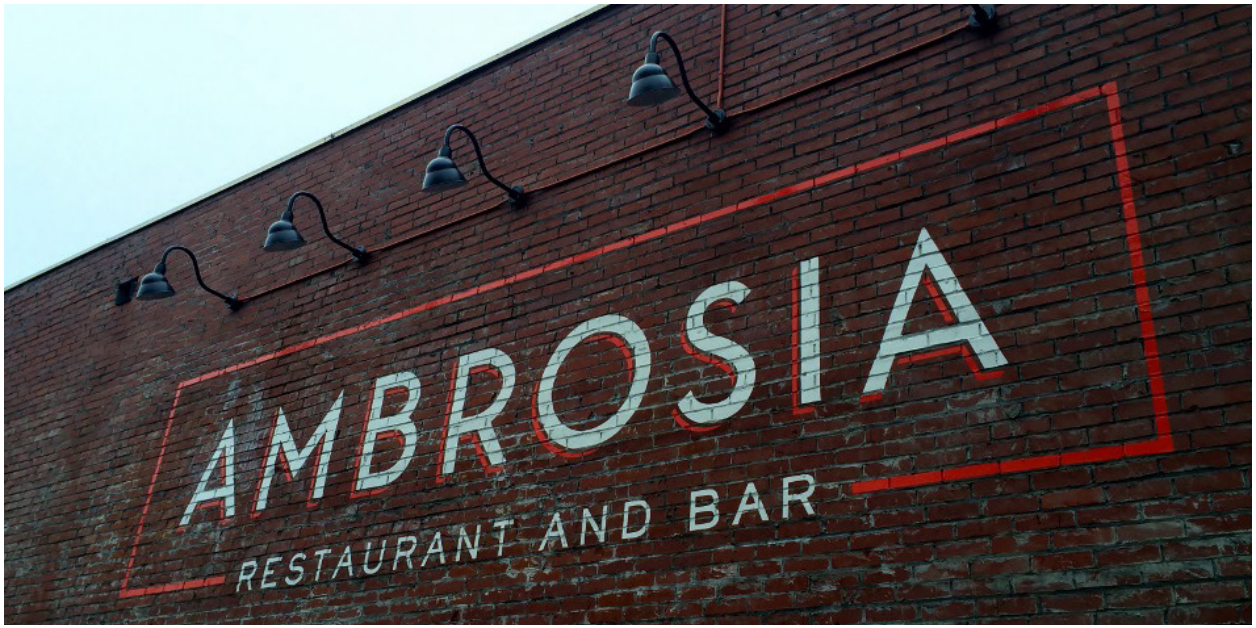
Large gable dormers add occupied interior space, reduce the scale of the building and more visual interest than the flat roof in the foreground

Utilities, vents, and other functional needs of the building should be integrated with the roof form and overall style of the building

Signs should be integrated with the overall site and building design to provide orientation and information while integrating with the overall character and context of the site and building. Signs should not dominate views of site and buildings.

Principles

- Signage should be integrated with the building and site design to provide wayfinding, orientation and interest
- Multiple systems of signs (traffic, wayfinding, tenant) should be coordinated and managed to be integrated with the overall site and building design
- Public art should be considered as a valuable part of communication in the district and be used to celebrate the history and heritage of Nobscot
- Signage should be used to reinforce a community feel and pedestrian scale
- Signs should be viewed as a cost effective approach to elevating the design and quality of the district, particular care and attention should be given to sign design, layout, font selection, and branding



A simple painted sign that adds to the character and visual interest of a blank building facade and that is integrated with lighting

Signs for multiple tenants are integrated into a consistent location on the building facade and coordinated with first floor sign band

An example of a classic wood carved sign that can be integrated with the building facade while not visually dominating the building

Guidelines

- Buildings with multiple tenants should encourage consistent sign types and sign positions on the building, although the signs may differ in layout, color, and size
- Pedestrian-oriented sign types that reinforce a pedestrian-scale and that are oriented to the sidewalk are encouraged, for example blade signs in which the sign is mounted perpendicular to the building facade
- Restrained public art, for example in the form of bronze sculpture or simple water features, should be used to enhance and provide interest to streetscape and small plaza spaces
- Signage should avoid unnecessary distraction or competition among signs
- District signs should feature the district name of "Nobscot Village"

Signs should be viewed as part of a larger branding strategy to reinforce the character and identity of Nobscot Village

Public art should be integrated with building facades and signage to reinforce the identity of Nobscot and share community heritage

A well designed sign can elevate the perception of the design and quality of the building and attractiveness of the site and district

5. References and resources

The following references and resources are available for review when considering project design and approvals for investments in Nobscot. These references and resources include regulatory documents and previous planning documents related to efforts in Nobscot Village and Framingham.

Regulations

Framingham Zoning By-Law (May 2017)
www.framinghamma.gov/DocumentCenter/Home/View/24878

Framingham Zoning Map (2015)
www.framinghamma.gov/DocumentCenter/View/18879

Rules & Regulations Governing the Subdivision of Land in Framingham (2017)
www.framinghamma.gov/DocumentCenter/Home/View/211

Planning Board's Project Review Guidelines
www.framinghamma.gov/DocumentCenter/Home/View/24895

Framingham Planning Board Rules & Regulations
www.framinghamma.gov/DocumentCenter/Home/View/24894

Framingham Policy on Complete Street (2015)
www.framinghamma.gov/DocumentCenter/Home/View/17514

Framingham General Ordinances
www.framinghamma.gov/242/City-Ordinances

Planning Studies

Nobscot web page
www.framinghamma.gov/1869/Nobscot-Village

Nobscot Plaza Presentation (2017)
www.framinghamma.gov/DocumentCenter/View/25403

Nobscot Community Meeting Presentation (2016)
www.framinghamma.gov/DocumentCenter/View/25483

Framingham Village Commercial Centers Saxonville and Nobscot: Economic Development Action Plan (2015)
www.framinghamma.gov/DocumentCenter/View/20726

Framingham Master Land Use Plan
www.framinghamma.gov/DocumentCenter/View/17814

Terms that may be unique to the discussion of design characteristics are defined in this section to offer further explanation to assist in the clear communication intended through the NVDG. The definitions here have been reviewed relative to other definitions which may be found in the Zoning Ordinance to avoid duplication, additional terms are defined in the ordinance.

Building facade - the elevation or face of a structure. Typically, a structure is composed of four primary elevations with at least one that faces a street.

Building form - the shape or configuration of a building, similar to "building massing" defined below.

Building massing (or masses) - the overall size, shape, and form of a structure, including the geometry of the floor plan, height of the structure, and form of the roof.

Building scale - the proportion of a structure's overall mass and bulk in relationship to the context of other structures in the immediate surrounding area.

Circulation - any form of movement that occurs on a property (people walking, cars driving, bicyclists riding) and the routes that are designed to support this movement (roadways, sidewalks, trails, etc.)

Connections - a term used in relationship to circulation, the path that links two points or destinations on a property together. For example, the a sidewalk internal to the site may provide a connection for pedestrians moving from the public street-adjacent sidewalk to the front door of the building.

Context - the existing built and natural environment within the general area of a proposed development site and building.

Cornice - the horizontal decorative feature at the top of an exterior building wall integrating the edge of the roof with the transition to the wall. The cornice may relate to other architectural details or molding features such as the eave, fascia, frieze board, soffit, or cornice return.

Curb cuts - a break in the continuous line of the curb along a street to accommodate a vehicular driveway and pedestrian ramps graded down from the sidewalk level to the adjoining street level.

Dormer - a window that projects from a sloping roof. The dormer may vary in the number of windows included and the style of roof and roof transition, but should be consistent with the overall style of the building.

Eave - the edge of the roof which overhangs the top of the face of the exterior building wall.

Gable - the part of a vertical wall that encloses the end of a pitched roof. The gable is typically triangular.

6. Definition of terms

Glazing - the portion of a building elevation or wall assembly that is made of glass.

Links - a term used in relationship to circulation focusing on the connection between two points or destinations.

Livability - refers to the aspects of a place that increase the suitability, comfort, convenience and health of a .

Multi-modal circulation - any form of movement that occurs on a property and the routes that are designed to support this movement. The mode is the type of travel (driving, biking, walking, transit, or other) and multi-modal is a term that highlights providing for all types of travel.

Pedestrian environment - all the elements of publicly and privately owned facilities that are used by people walking. This may include sidewalks, crosswalks, plazas, open spaces, trails, paths, and building entry areas.

Placemaking - a multi-faceted approach to the design and management of public space to strengthen attractiveness and promote community and quality of life.

Protective buffer - providing distance between new development and existing abutting residential uses for the preservation of existing trees, planting of new trees, landscape features, berms, or fences intended to provide screening and reduce the visual impact of new development on existing neighbors.

Public realm - all the elements of publicly owned and accessible facilities that include streets, sidewalks, pathways, parks, open spaces, and civic or municipal facilities.

Quality of life - the standard of health, comfort, and happiness experienced by an individual or group.

Roof form - the shape of the roof of a building, including the slope of the roof and roof features such as gables, hips, dormers, eaves, or other elements.

Scale - the relative size of any component of a site or building, including lighting, signs, or other architectural elements, such as doors, windows, or decorative features.

Sense of place - the characteristics of a geographic location that make it special or unique, particularly the characteristics that foster a sense of attachment, meaning, community, and authenticity.

Stepback - a setback that is part of the building design, typically located at the upper floors of the building, in which the floor above a certain height are stepped back from the vertical plane of the front building facade.

Street frontage - the portion of a property that is adjacent to the street, the location of a property that is critical for considerations of placemaking and walkability in a district.

Streetscape - all features and components of the street environment including the roadway, lane markings, curbs, sidewalks, landscape, traffic signals, signs, and lights.

Transparency - allowing visibility of interior activity from the exterior of a building, typically focused on the ground level and achieved with clear glass.

Transitions - recognizing a change in scale from the redeveloped property to the abutting properties through the sensitive design of the site and landscape buffers and the building massing and roof form.

Walkability - a measure of how friendly an area is to walking and all of the components that contribute to a comfortable and safe pedestrian environment.

Wayfinding - components of the built environment that aid in the orientation and navigation of a building, site, or district.