

# ZONING BY-LAWS

## OF THE

# TOWN OF SHERBORN



Note: The Town of Sherborn originally adopted a Zoning By-Law in 1937. The By-Laws were re-codified in 1969. This document is based on the 1969 re-codification, with the date or dates of subsequent amendments indicated in parentheses following the section or sections.

Includes changes made at the 2015 ATM

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**SECTION 1 GENERAL**

**1.1 Authority**

This zoning by-law is adopted in accordance with the provision of General Laws, Chapter 40A.

**1.2 Purpose**

The purpose of this by-law is to promote the health, convenience and welfare of the inhabitants and to accomplish all other objects of zoning.

**1.3 Basic Requirements** *(Old 1.3 deleted, new 1.3 added 1987, amended 1992, 2011, 2014)*

Notwithstanding any other provision of these By-Laws, any building or structure or any use of any building, structure or premises is prohibited if it is injurious, obnoxious, offensive, dangerous, or a nuisance to the community or to the neighborhood by reason of the following:

- |                         |                                   |
|-------------------------|-----------------------------------|
| Noise                   | Gases                             |
| Vibrations              | Dust                              |
| Concussion              | Harmful fluids or substances      |
| Odors                   | Danger of fire or explosion       |
| Fumes                   | Smoke                             |
| Electronic interference | Excessive drawdown of groundwater |
| Debris/Refuse           | Lighting                          |

or if it discharges into the air, soil, water or groundwater any industrial, commercial or other kinds of waste, petroleum products, chemicals, except pesticides registered and labeled under provisions of F.I.F.R.A. and Chapter 132B of the Massachusetts General Laws, or pollutants unless the same are so treated before discharge as to render them harmless, or has any other objectionable feature detrimental to the neighborhood health, safety, groundwater, convenience, morals or welfare.

**1.4 Nonconforming Uses or Structures** *(Old 1.4 deleted, new 1.4 added 1987)*

**1.4.1 Purpose**

It is the purpose of this By-Law to regulate the change, alteration, or expansion of any lawfully existing nonconforming use or structure. This By-Law is intended to and should be construed to restrict such changes, alterations, or expansions to the extent permitted under General Laws, Chapter 40A, Section 6.

**1.4.2 Continuation of Nonconformity**

Any structure or use lawfully in existence (or lawfully commenced prior to the first publication of notice of a public hearing concerning any adoption or amendment of a by-law affecting such structure or use) may be continued; provided, however, that any structure or use that has been discontinued or abandoned continuously for a period of two years or more may not be re-established and any future use of the buildings or land shall conform to this By-Law.

Construction or operations under a building or special permit shall conform to any subsequent amendment of this By-Law unless the use or construction is commenced within a period of not more than six months after the issuance of the permit and, in cases involving construction, is continued through to completion as continuously and expeditiously as is reasonable.

### **1.4.3 Restoration**

A lawfully existing nonconforming structure or use, if damaged or destroyed by fire or other accident, may be repaired or reconstructed within one year; provided, however, that such repair or reconstruction shall be within the same portion of the lot and shall conform to the extent possible with the requirements of the then existing By-Laws.

### **1.4.4 Temporary Uses**

The Board of Appeals may permit a nonconforming temporary building or use incidental to the development of a neighborhood, such permit to be issued for an initial period of not more than two years and for renewal periods of not more than one year each.

### **1.4.5** *(Deleted 1994; see section 5.5.2 b)*

### **1.4.6 Change, Alteration, or Expansion** *(Amended 1989, 1992)*

Preexisting nonconforming uses or structures may not be changed, altered, or expanded unless there is a finding by the permit granting authority designated in Section 1.4.7 of this By-Law that such change, extension or alteration is not substantially more detrimental to the neighborhood; provided, however, that any change, alteration, or extension shall comply with all existing setback, height, and dimensional requirements of this By-Law.

### **1.4.7 Procedure**

The Board of Appeals shall be the permit granting authority for any application for a finding under Section 1.4.6, except the Planning Board shall be the permit granting authority with respect to applications concerning structures or uses in the Business District.

The applicant for a finding hereunder shall file the original and two (2) copies of his application for said finding with the Town Clerk as filing agent for the appropriate permit granting authority, and shall forthwith file a separate signed copy thereof for the records of the Town Clerk as required under Chapter 40A, Section 9 of the General Laws. Upon its receipt of such application, the permit granting authority shall submit one copy thereof to the Board of Selectmen and one copy to either the Planning Board or the Board of Appeals, as the case may be, for their review and written recommendations. Each such board shall make such recommendations as it deems appropriate and shall send copies thereof to the permit granting authority and the applicant. The failure of either Board to make written recommendations within 35 days from its receipt of such application shall be deemed to be lack of opposition thereto

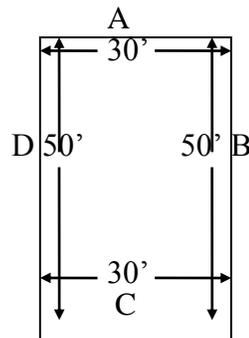
Each application filed for a finding hereunder shall comply with the rules of the permit granting authority relative to the granting of special permits. The permit granting authority hereunder shall hear an application for a finding in full compliance with the time limitations and all other

procedural requirements specified in Chapter 40A of the General Laws and Section 6 of these By-Laws.

### 1.5 Definitions (Amended 1996)

**Accessory Buildings and Uses (Amended 1973 and 1980)** An accessory building or accessory structure is a building or structure designed, constructed and/or devoted exclusively to a use subordinate to and customarily incidental to the principal use. An accessory use is a subordinate use of a building or other structure or of the premises which is customary in connection with the principal use and clearly incidental thereto and which does not constitute a conversion of the principal use of the premises to one not permitted.

**Average Lowest Finished Grade (Added 1996)** The average (mean) lowest elevation of the ground adjacent to all the exterior walls of a building. It is calculated by determining the lowest elevation adjacent to each wall, weighting that elevation by the length of its adjacent wall (multiplying the elevation in feet by the length of the wall in feet), and dividing the sum of all weighted elevation figures by the total length of all exterior walls. The elevation figure used may be the height above mean sea level (msl), elevation relative to the top of the concrete foundation, or some other appropriate fixed point in the discretion of the building inspector. See illustration below:



Low points at each wall (height above msl):

A = 100'  
 B = 90'  
 C = 90'  
 D = 95'

**Calculation:** Weighted Elevations:

$$A = 30 \times 100 = 3000$$

$$B = 50 \times 90 = 4,500$$

$$C = 30 \times 90 = 2,700$$

$$D = 50 \times 95 = \underline{4,750}$$

Total weighted elevation:

14,950

Total length of walls:

160

**Average Lowest Finished Grade:**  $14,950/160 = 93.44$

**Building (Added 1980)** A combination of any materials, whether portable or fixed, having a roof supported by walls or columns and designed for the shelter, housing, or enclosure of persons, animals or property of any kind. The word "building" shall be construed, where the context so permits, as being followed by the words "or any part thereof".

**Building Line (Amended 1996)** A line which is the shortest distance from one side line of the lot to any other side line of the lot and which passes through any portion of the principal building and which differs by less than 45° from a line which connects the end points of the side lot lines at the point at which they intersect the street right-of-way.

**Common Driveway** (*Added 1996*) A driveway, or segment of a driveway, that provides access to two or more building lots by means of an easement, right-of-way or other mechanism over one or more lots.

**Day Care Center** (*Added 1973*) A place, whether known as a day nursery, nursery school, kindergarten, day camp, child play school, progressive school, pre-school or other similar name, which receives for temporary custody, with or without stated educational purposes, during part or all of the day apart from their parents, three or more children under seven years of age and not of common parentage. The term shall not include kindergartens or nursery schools operated as part of an organized educational system or by a stated agency and shall not include a Sunday school conducted by a Church.

**Dwelling** (*Amended 1979 and 1980*) A building which is designed for or redesigned for and/or used exclusively for human habitation, but not including a boarding house, a building devoted to the use of transient or overnight occupants, or a mobile home (however mounted) except as authorized by law.

**Dwelling Unit** (*Added 1979, amended 1980*) A room, group of rooms, or dwelling designed, constructed and/or equipped exclusively for use as a complete living unit for one family including living, sleeping, cooking and sanitary facilities, and which is directly accessible from the outside or through a common hall without passing through any dwelling unit.

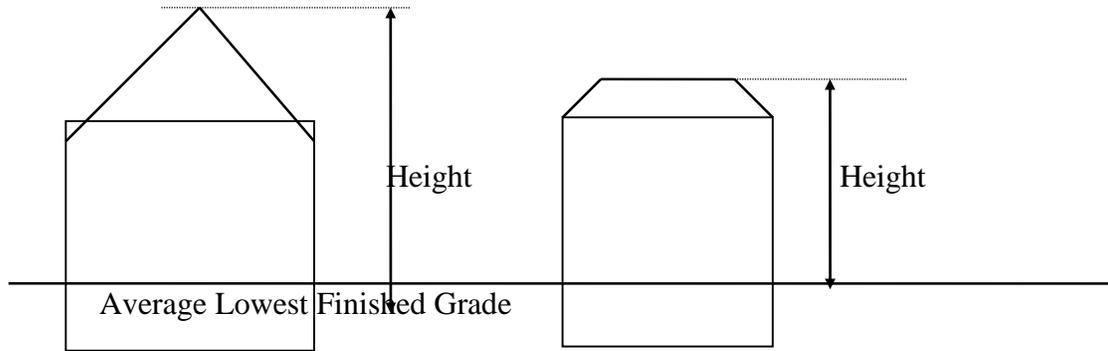
**Exempted Professional Usage** (*Added 1983*) Any generally accepted professional or office type occupation, including but not limited to accounting, advertising, architecture, engineering, journalism, law, management consultation, sales representation, or stenography; but excluding the practice of medicine or personal care in any form, or any profession or business excluded from the definition of "Home Occupation" conducted only in a dwelling or building accessory thereto, employing only the inhabitants of the premises exclusive of persons not related by blood or marriage, and occupying no more than two hundred (200) square feet of floor space.

**Farm** An establishment devoted (apart from residential use) wholly or predominantly to the commercial production of vegetables or other crops, fruit, dairy products, cattle, sheep, goats, poultry, eggs, maple products, or honey, or any combination thereof, including as an incident of the operation of such establishment the sale by its proprietor of its products only, either in their natural state or forming the major ingredients of processed commodities.

The term "farm" does not include an establishment devoted (apart from residential use) wholly or predominantly to processing or distributing farm products dissociated from their production, and does not include a commercial greenhouse or fur farm or nursery or a piggery.

**Gross Floor Area** (*Added 2011*) The sum of the horizontal areas of the floor(s) of a building measured from the exterior face of exterior walls, but excluding unoccupied basement and attic space, and any space where the floor-to-ceiling height is less than six feet.

**Height of Building or Structure** (*Added 1996*) The vertical distance between the average lowest finished grade adjacent to the exterior walls of a building to the highest point of a roof, as illustrated in the figure below:



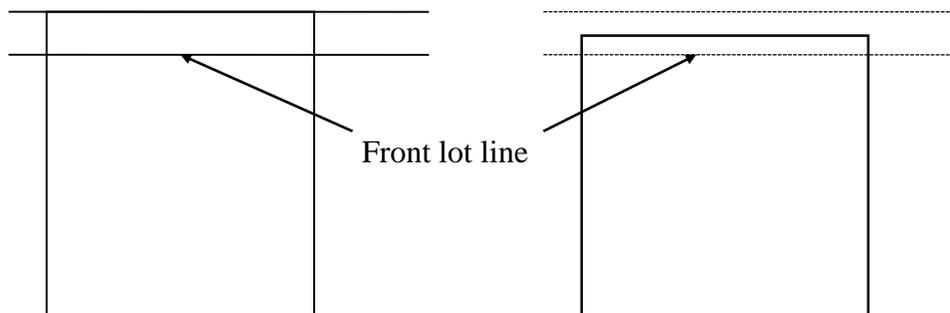
**Home Occupation** (*Amended 1973*) Occupations such as dressmaking, handicraft, preserving home cooking, conducted only in a dwelling or building accessory thereto by and employing only the inhabitants of the premises, and occupying not more than two hundred (200) square feet of floor area. The term "home occupation" does not include a beauty parlor, barber shop, convalescent or rest home, tourist home, massage parlor or similar establishment offering services to the general public.

**Housekeeping Unit** (*Added 1973, amended 1982*) A separate housekeeping unit contained within a single family detached dwelling or in an accessory building which has separate kitchen facilities for the storage, preparation or serving of food and separate living, sleeping or sanitary facilities.

**Lot** (*Amended 1981*) A single area of land with definite boundaries ascertainable by recorded deed or plan.

**Lot Coverage** (*Added 1998*) The percentage of building footprint within the area of a lot.

**Lot Line, Front** (*Amended 1996*) The line defining a street right-of-way, whether it be a public way or private way, where a street layout exists. Where no street layout exists, it shall be the line defining where the rights of others begin.



**Multidwelling** (*Added 1979*) A building containing two or more dwelling units. A multidwelling may be a series of attached or semi-detached town houses or row houses (dwelling units sharing one or more party walls and each having at least one floor at ground level with direct access to outside on two or more sides) or a garden apartment building (dwelling unit sharing a common entry hall or stairway).

**Nonconforming Building or Structure.** A building, structure or portion thereof which does not conform to the height and location regulations for the district in which it is located.

**Nonconforming Lot** A lot which does not conform to the area, frontage, and width regulations for the district in which it is located.

**Nonconforming Use** A use of a building, structure, or land which does not conform to the use regulations of the district in which it is located.

**Parking Space** (*Amended 1973*) An area not less than 8 1/2 feet in width and 20 feet in length for angle parking or 22 feet in length for parallel parking, exclusive of drives and maneuvering space.

**Personal Care Services** (*Added 1998*) Assistance with one or more of those tasks related to bathing, dressing/grooming, ambulation, eating, toileting, reminding/assisting residents in taking medication and other similar tasks related to personal care needs either through physical support or supervision. Supervision includes reminding and/or observing residents while they perform activities.

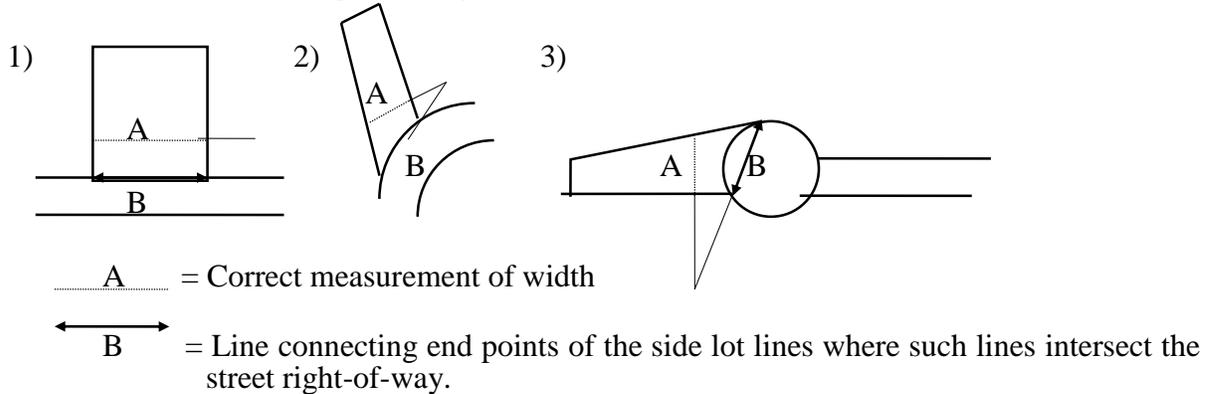
**Premises** (*Added 1980*) A lot together with all buildings, structures, and uses thereon.

**Setback** (*Amended 1996*) The shortest distance from the corresponding lot line to any part of a building or structure, including overhang but not including uncovered steps nor fences or walls less than 6 feet in height.

**Street** Any public way or way opened and dedicated to the public use which has not become a public way.

**Structure** (*Added 1980*) A combination of materials, other than a building, constructed or placed in a fixed location on the ground or attached to anything having a fixed location on the ground. The term structure shall include tennis courts, paddle tennis courts, and swimming pools, but shall not include walls or fences six feet or less in height, or utility poles and guys.

**Width, Lot** (*Added 1996*) A line which is the shortest distance from one side line of a lot to any other side line of such lot, provided that the extension of such line diverges less than 45° from a line, or extension thereof, which connects the end points of the side lot lines where such lines intersect the street right-of-way.



In all three examples above, the extension of Line A diverges from the extension of Line B by less than 45 degrees.

## 1.6 Prohibited Uses

Any building, structure, sign or any use of any building, structure or premises, not expressly allowed, permitted or exempted by this By-Law is prohibited.

## SECTION 2 ESTABLISHMENT OF DISTRICTS

### 2.1 Classes of Districts

The Town of Sherborn is hereby divided into the following classes of district:

Residence District A  
 Residence District B  
 Residence District C  
 Residence District EA (*added 1991*)  
 Residence District M (*added 1979*)  
 Business District G (*added 1983*)  
 Business District P (*added 1983*)  
 Flood Plain District (*added 1970*)

### 2.2 Incorporation of Zoning Map

All districts are located and bounded as shown on a map entitled, "Zoning Map Town of Sherborn" as amended, and on file in the office of the Town Clerk. The Zoning Map, with all explanatory matter thereon, is hereby made a part of this By-Law.

**2.3 District Boundaries**

**2.3.1** Where the boundary lines are shown upon the Zoning Map within the lines of public or private ways, the center lines of the ways shall be the boundary lines.

**2.3.2** Boundary lines located outside the lines of ways and shown approximately parallel thereto shall be regarded as parallel thereto, and dimensions shown in figures placed upon the Zoning Map between the boundary and the lines of ways are the distances in feet of the boundary lines from the lines of ways, such distances being measured at right angles to the lines of ways unless otherwise indicated.

**2.3.3** In all cases which are not covered by other provisions of this subsection, the location of boundary lines shall be determined by the distance in feet, if given, from other lines or points on the Zoning Map, by the use of monuments or other identifiable points shown on the Zoning Map, or by the scale of the Zoning Map.

**2.3.4** Boundary lines of Flood Plain Districts are indicated by dotted lines on the Zoning Map and where marked by a numerical figure followed by the letters msl, the location of the line shall coincide with the contour line at that number of feet above mean sea level. *(Added 1970)*

**2.4 Lots In Two Districts**

Where a district boundary line divides a lot in a single or joint ownership at the time such line is adopted, the regulations for the less restricted portion of such lot shall extend not more than thirty feet into the more restricted portion, provided the lot has the required frontage on a street in the less restricted district.

**SECTION 3 USE REGULATIONS**

**3.1 Basic Requirements** *(Amended 1975, 1978, 1979, 1980, 1981, 1982, 1988,)*

Except as permitted by Section 3.4, no building, structure, or land shall be adapted, constructed or used for any purpose or in any manner other than as permitted and set forth in Section 3.2, Schedule of Use Regulations, of this By-Law.

Allowed            Use allowed by right.

Permissive        Use by special permit granted by The Board of Appeals, The Planning Board, or other permit granting authority as provided in these By-Laws.

Prohibited        Use prohibited by these By-Laws.

Allowed uses and permissive uses granted by the Board of Appeals shall be in conformity with all dimensional requirements, off-street parking requirements, and any other pertinent requirements of this By-Law.

**3.2 Schedule of Use Regulations** (*Headings added 1988, amended 1990, 2007, 2014*)1) Single Family Home - This use is allowed in all districts.

Single family detached dwelling containing one housekeeping unit only, together with accessory buildings not containing a housekeeping unit, including a garage for not more than three automobiles. The number of such dwellings with such accessory buildings on any one lot shall not exceed the number which can be located thereon in conformity to Section 4.2.

2) Apartment - This use is permissive in all districts.

a) Single family detached dwelling, together with accessory buildings, containing in the dwelling or in an existing accessory building one additional housekeeping unit provided:

1(a). Such unit shall be occupied by not more than three persons related by blood, adoption or marriage to the family owning and residing in the dwelling; or

1(b). Such unit shall be occupied by not more than two domestic employees of the family owning and residing in the dwelling.

2. The special permit granting authority shall be satisfied that, upon the termination or expiration of the special permit, the facilities of such unit can readily be removed or, alternatively, reintegrated with the dwelling to produce an allowed use of the property under Section 3;

3. The gross floor area of such unit shall not exceed the lesser of 800 square feet or 30 percent of the gross floor area of the dwelling (including any addition thereto for such unit);

4. No rent shall be paid for such unit;

5. The installation of such unit and any use thereof shall be permitted only upon the issuance of a special permit by the special permit granting authority in compliance with the procedures set forth in Section 6;

6(a). The special permit for a unit occupied by persons related to the family owning and residing in the dwelling may be issued for the duration of such occupancy. Such permit shall require the filing of a sworn affidavit by the permit holder with the Town Clerk certifying such occupancy every four years or at such other time as the Board of Selectmen may require.

6(b). No special permit for a unit occupied by domestic employees shall be issued for a period of more than two years but may be renewable for like periods thereafter in accordance with the procedures set forth in Section 6.

7. Such special permit shall automatically terminate upon the sale, transfer or other change in ownership of the property of which such unit forms a part;

8. The Inspector of Buildings may, in addition to other remedies, order removal of the separate kitchen facilities, equipment, fixtures, interior alterations, any separate metering of utilities, and any structural changes, that were installed to create such unit if the lawful use of such unit has expired or been terminated;
9. The applicant for a special permit for such unit shall file with the special permit granting authority such plans, specifications and other instruments concerning the proposed unit and the subsequent use thereof as the special permit granting authority may reasonably require by general rule or by request to the applicant.
- b) Any special permit for a separate house-keeping unit issued prior to May 4, 1982 may be renewed or, within one year of the termination or expiration of such a permit, may be reissued under the provisions of Section 1.5 and 3.2.2 in effect when the permit was originally issued. *(Amended 1982)*

3) Renting Rooms - This use is allowed in all districts.

The renting of rooms or the furnishing of table board to not more than four persons not related by blood or marriage residing on the premises. This does not include transients or tourists. *(Amended 1973)*

4) Home Occupation - This use is allowed in all districts.

Home occupation or exempted professional usage as defined in Section 1.5 conducted in a dwelling or building accessory thereto by a person residing on the premises, provided that:

- a) Such use is clearly incidental and secondary to the use of the premises for residential purposes;
- b) No person other than a resident of the premises is employed thereon in connection with such use, and no more than one member of the public is served at one time;
- c) No offensive noise, vibration, smoke, dust, fumes, odors, heat, glare or unsightliness is produced;
- d) There is no exterior storage of material or equipment, including the parking of commercial vehicles, and no other exterior indication of such use or variation from the residential character of the premises.

5) Professional Occupation - This use is permissive in all districts.

Professional occupation, trade or craft customarily conducted in a dwelling or building accessory thereto by a person residing on the premises, provided that:

- a) Such is clearly incidental and secondary to the use of the premises for residential purposes;

- b) One person other than a resident of the premises may be employed thereon in connection with such use and no more than one member of the public is served at one time, except as otherwise permitted by the Board of Appeals; (*Amended 1997*)
- c) No offensive noise, vibration, smoke, dust, fumes, odors, heat, glare or unsightliness is produced;
- d) There is no public display of goods or wares and there are no signs except as permitted in Section 5.2;
- e) There is no exterior storage of material or equipment, including the parking of commercial vehicles and no other exterior indication of such use or variation from the residential character of the premises. (*Amended 1973*)

6) Produce Farm - This use is allowed in all districts.

Farm as defined in Section 1.5 but only for production, whether or not for sale, of maple products, honey, fruits, vegetables, hay, fodder, ensilage, and forest products. Roadside stands are regulated under Use No. 9. (*Amended 1973*)

7) Farm, Non-Profit - This use is allowed in all districts.

Farm for the raising and keeping of animals and poultry for use of residents of the property and not for profit. (*Added 1973*)

8) Farm, For Profit - This use is allowed in all districts.

Farm as defined in Section 1.5 but only for the production of dairy products, cattle, sheep, goats and poultry or eggs for profit or other than for the use of the occupants of the premises. (*Added 1973*)

9) Roadside Stand - This use is permissive in all districts except that this use is allowed if it satisfies all the requirements for the so-called agricultural exemption in Chapter 40A, Section 3 of the General Laws. (*Amended 1992*)

Roadside stand for sale of local farm product provided that at least fifty percent by dollar volume is raised within the Town; such stand must be set back at least fifty feet from the center line of the street pavement. (*Added 1973*)

10) Greenhouse - This use is permissive in all districts.

Commercial greenhouse or nursery.

11) Commercial Stable - This use is permissive in all districts. (*Amended 1989*)

Unless otherwise permitted pursuant to Section 3.4, commercial stabling of more than four horses, whether for (1) the conduct of a riding academy to provide instruction in horsemanship on, or off the premises under the direct supervision of an instructor, (2) boarding horses belonging to persons other than the owner of the premises, whether ridden on or off the premises, (3) boarding horses belonging to the owner or persons other than the owner and used for hire, or (4) the breeding, raising and training of horses for sale, provided that:

- a) The permit shall indicate which of the above mentioned uses is covered;
- b) The permit shall indicate the number of horses which may be stabled on the premises at any time;
- c) The permit shall be limited to a maximum of two years, but may be renewed for like periods, subject to application and hearing as in the case of the original permit;  
(Amended 1985)
- d) There shall be no sale of tack or other supplies;
- e) A permit issued hereunder shall not relieve the owner from the necessity of obtaining a license from the Selectmen under M.G.L., Ch. 111, sec. 158 (so long as the Town has less than 5000 inhabitants) or from the Board of Health under sec. 155 (if the Town has more than 5000 inhabitants), shall not limit the powers of the Board of Health under M.G.L., Ch. 111, sec. 31, or other applicable statutes or regulations, and shall not affect the power of the Department of Agriculture under M.G.L., Ch. 128, secs. 2A and 2B.  
(Amended 1973)

11A) Commercial Stable - Four or Fewer Horses - this use is allowed in all districts. (Added 1989)

Commercial stabling of four or fewer horses, provided there is no sale of tack or other supplies.

12) Religious - This use is allowed in all districts.

Church or other religious purpose.

13) Educational - This use is allowed in all districts.

Educational purpose on land owned or leased by the Commonwealth or any of its agencies, subdivisions or bodies politic or by a religious sect or denomination or by a non-profit educational corporation. (Amended 1973 and 1978)

14) Private School - This use is permissive in all districts.

Day care center, private elementary or secondary school, charitable or philanthropic institution, but not a hospital, rest home or sanitarium (except as permitted by paragraph 13 above).  
(Amended 1973 and 1978)

15) Club, Non-Profit - This use is permissive in all districts.

Any public or private social, recreational or athletic club not conducted for profit and not containing sleeping quarters except for caretaker purposes. Miniature golf is prohibited.  
(Amended 1973)

16) Club, For Profit - This use is prohibited in all districts.

Any public or private social, recreational or athletic club conducted for profit and not containing sleeping quarters except for caretaker purposes. Miniature golf is prohibited.  
(Amended 1973)

17) Office - This use is prohibited in all Residence A, B & C districts, permissive in all others, provided that in the EA zone, Town Meeting Preliminary Development Plan Approval has been granted.

Offices for Business or Professional Use. (*Amended 1983, 2013*)

18) Restaurant - This use is permissive in Business G district, prohibited in all others.

Restaurant or other place for serving food in premises designed for the service and consumption of food and beverages inside a building or on an adjoining patio; subject to the limitations as to hours, manner, and location of such outdoor service and consumption of any license issued by the Selectmen pursuant to Chapter 140 of the General Laws; and provided further that in no event is live or mechanical entertainment permitted outside of a building, except that the Zoning Board of Appeals may grant a special permit for a specific event featuring outdoor live or mechanical entertainment, which event is to be held for the purpose of raising funds for any non-profit civic or charitable organization, subject to such reasonable conditions as the Board of Appeals may impose for the purpose of mitigating the effects of noise, light, and traffic on nearby residences, provided that no restaurant may receive more than two such special permits in any calendar year. (*Amended 1988, 2015*)

19) Retail - This use is permissive in Business G district and in EA districts for which Town Meeting Preliminary Development Plan Approval has been granted, prohibited in all others.

Bank or other financial institution, retail store or service establishment, the activities of which are the offering within the building of goods or services at retail for use within the building or off the premises. (*Amended 1983, 2013*)

20) Craft Shop - This use is prohibited in residence districts, permissive in all others.

Shop for crafts such as silver-smithing ceramics, woodworking, making or repairing lampshades, jewelry, or other similar handwork, or shop for the sale of antiques, works of art or craft material made on the premises, provided that no more than three persons are employed on the premises at any one time. (*Amended 1983*)

21) Over 3 Cars - This use is permissive in all districts.

Garage space for more than three automobiles.

22) Service Station - This use is permissive in Business G district, prohibited in all others.

Gasoline service station or automotive repair garage, provided that repairs shall be performed only indoors and that gasoline pumps and equipment shall be so located that vehicles to be serviced are entirely upon the premises and provided further that all activities are conducted in compliance with a site management plan prepared by the owner or operator of the site and approved by the Sherborn Board of Health. (*Amended 1973, 1992*)

23) Repair Shop - This use is prohibited in residential districts, permissive in all others.

Repair shop for appliances and other light equipment, provided that no more than three persons are employed on the premises at any one time. (*Amended 1973*)

24) Public Utility - This use is permissive in all districts.

Use of land for a public utility. (*Amended 1973*)

25) Prohibitions - These uses are prohibited in all districts.

In any district no use will be permitted that fails to comply with the basic requirements of Section 1.3. (*Old 3.2.25 deleted; new 3.2.25 added 1987*)

26) Multi-Dwellings - This use is permissive in Residence EA districts, prohibited in all other districts.

Multidwelling buildings must conform in all respects with the purposes and requirements set forth in Section 5.6 or Section 5.7. (*Added 1979, amended 1991*)

27) Low or Moderate Income Apartment - This use is permissive in all districts.

a) Single family detached dwelling, together with accessory buildings, containing in the dwelling or in an existing accessory building one additional housekeeping unit, or a building designed or used for any non-residential purpose containing one additional housekeeping unit physically separated within the building from the non-residential use, provided as follows:

b) Such unit shall meet the criteria for "Local Initiative Units" as defined in 760 CMR 45.03 (as the same may be amended from time to time), including the following:

i) The unit is to be a "Low and Moderate Income Unit" as defined in 760 CMR 45.02 (as the same may be amended from time to time);

ii) The unit is not developed with, or is not proposed to be developed with, a comprehensive permit within the meaning of Chapter 40B, sections 20-23 of the General Laws;

iii) The unit is subject to Use Restrictions which, as a result of the Special Permit provided by this Subsection 27 permitting such unit, are a condition for the installation of such housekeeping unit (whether such installation results from new construction of the housekeeping unit, building conversion, adaptive reuse to permit use of an existing housekeeping unit, or substantial rehabilitation of the building for this purpose). Use Restrictions means a contract, deed restriction, condition of the Special Permit provided by this Subsection 27, or other legal instrument as may be required by the Special Permit Granting Authority and as may be approved by the Department of Community Affairs within the Executive Office of Communities and Development (which agency has been established pursuant to Chapters 23B and 6A of the General Laws of the Commonwealth), which Use Restriction restricts occupancy of Low and Moderate Income Units to persons with qualified incomes for a determinate period of time.

iv) The initial period of such Use Restrictions is as long as the unit is operated as an apartment, but in no event less than five years; and

v) The owner(s) of the units agree to be subject to equal housing opportunity guidelines established by the Department of Community Affairs.

c) The Special Permit Granting Authority shall be satisfied that, upon the termination or expiration of the Special Permit, the facilities of such unit can readily be removed or,

alternatively, reintegrated with the dwelling to produce an allowed use of the property under Section 3 of the By-Laws.

d) The gross floor area of such unit shall not exceed the lesser of 1200 square feet or 30 percent of the gross floor area of the dwelling (including any addition thereto for such unit).

e) The installation of such unit and any use thereof shall be permitted only upon the issuance of a Special Permit by the Special Permit Granting Authority in compliance with the procedures set forth in Section 6 of the Zoning By-Laws.

f) The Special Permit described in this Subsection 27 may be issued for the duration of such occupancy, provided however that the Permit shall automatically expire on the second year anniversary of its issuance unless the period is extended for one or more additional two year periods upon the filing by the owner(s) of a sworn affidavit with the Town Clerk, with a copy to the Zoning Board of Appeals, certifying occupancy consistent with the Special Permit and this Subsection 27 of the By-Laws.

g) The Inspector of Buildings may, in addition to other remedies, order removal of the separate kitchen facilities, equipment, fixtures, interior alterations, any separate metering of utilities, and any structural changes, or any or all of them, that were installed to create such unit, if the lawful use of such unit has expired or been terminated.

h) The applicant for a Special Permit for such unit shall file with the Special Permit Granting Authority such plans, specifications and other instruments concerning the proposed unit and the subsequent use therefor as the Special Permit Granting Authority may reasonably require by general rule or by request to the applicant.

i) After issuance of any Special Permit pursuant to this Subsection 27, the Board of Selectmen shall make application to the Department of Community Affairs for certification that the unit so permitted is a "Local Initiative Unit", to count towards the Town's statutory obligations under Chapter 40B of the General Laws of the Commonwealth, all in accordance with the application procedures set forth in 760 CMR 45.00 (Local Initiative Program)." *(Added 1991)*

28) Off-site septic systems - This use is permissive in Residence EA district, prohibited in all others.

The use of land for septic systems or leaching fields for municipally owned buildings located beyond the boundaries of the lot or of the district. *(Added 1991)*

29) The storage or parking of automobiles accessory to a business use, whether or not on the same lot as such business use, shall be subject to the granting of a Special Permit by the Planning Board, which may impose conditions on such use in addition to those required by Sections 5.1.3 and 5.1.5 of these By-Laws. *(Amended 1996)*

30) Drive-Through Window - This use is permissive in the Business General District.

Any window, opening, chute, or other mechanism that is part of a building designed for the service of food or beverages for consumption off the premises, or the provision of any other goods or services, to retail customers while they remain in their motorized vehicle.

*(Added 1997)*

31) Municipal Use - This use is allowed in all districts.

Any building, structure or parcel owned and/or operated by the Town and used for administration, public safety, recreation, health and welfare, or for any other public purpose or service provided by the Town. Any new municipal structure or building in any district shall be reviewed and approved in accordance with Section 5.3.1. *(Added 1998)*

31A) Accessory Municipal Use – This use is permissive in all districts.

The use of municipal property for private services through a lease, license or other contractual arrangement provided that:

- a) Such use is clearly incidental and secondary to the use of the property for municipal purposes;
- b) Such use occupies a maximum of 250 square feet;
- c) The use provides a service that is necessary or convenient for Sherborn residents;
- d) No offensive noise, vibration, smoke, dust, fumes, odors, heat, glare or unsightliness is produced;
- e) There is no exterior storage of material or equipment, including the parking of commercial vehicles;
- f) Such use in any district shall be reviewed and approved in accordance with Section 5.3.1.

*(Added 2007)*

32) Assisted Living Facility - This use is permissive in the Business G District and in EA districts for which Town Meeting Preliminary Development Plan Approval has been granted, prohibited in all others.

A residential facility which provides a combination of housing and personal care services for persons 55 years of age or older, but not providing the level of care of a skilled nursing facility. *(Added 1998, amended 2013)*

33) Registered Marijuana Dispensary - This use is permissive in the B-G district, prohibited in all others

A facility licensed under 105 CMR 725.100 that also meets the requirements of Section 4.7.

**TABLE OF USE REGULATIONS<sup>1</sup> (amended 2013, 2014)**

Use <sup>2</sup>	District					
	<u>RA</u>	<u>RB</u>	<u>RC</u>	<u>REA</u>	<u>BG</u>	<u>BP</u>
1) Single Family Home	A	A	A	A	A	A
2) Apartment	P	P	P	P	P	P
3) Renting Rooms	A	A	A	A	A	A
4) Home Occupation	A	A	A	A	A	A
5) Professional Occupation	P	P	P	P	P	P
6) Produce Farm	A	A	A	A	A	A
7) Farm, Non-Profit	A	A	A	A	A	A
8) Farm, For Profit	A	A	A	A	A	A
9) Roadside Stand	P	P	P	P	P	P
10) Greenhouse	P	P	P	P	P	P
11) Commercial Stable	P	P	P	P	P	P
11A) Commercial Stable Four or fewer horses	A	A	A	A	A	A
12) Religious	A	A	A	A	A	A
13) Educational	A	A	A	A	A	A
14) Private School	P	P	P	P	P	P
15) Club, Non-Profit	P	P	P	P	P	P
16) Club, For Profit	X	X	X	X	X	X
17) Office	X	X	X	P*	P	P
18) Restaurant	X	X	X	X	P	X
19) Retail	X	X	X	P*	P	X
20) Craft Shop	X	X	X	X	P	P
21) Over 3 Cars (Garage space)	P	P	P	P	P	P
22) Service Station	X	X	X	X	P	X
23) Repair Shop	X	X	X	X	P	P
24) Public Utility	P	P	P	P	P	P
25) Prohibitions (per Section 1.3)	X	X	X	X	X	X
26) Multi-Dwellings	X	X	X	P	X	X
27) Low or Moderate Income Apartment	P	P	P	P	P	P
28) Off-site septic systems	X	X	X	P	X	X
29) Accessory Storage/Parking of Automobiles	P	P	P	P	NA	NA
30) Drive-Through Window	X	X	X	X	P	X
31) Municipal Uses	A	A	A	A	A	A
31A) Accessory Municipal Use	P	P	P	P	P	P
32) Assisted Living Facility	X	X	X	P*	P	X
33) Registered Marijuana Dispensary	X	X	X	X	P	X

<sup>1</sup> This table is a summary of Section 3.2, Schedule of Use Regulations, and is not intended to make any substantive change to the Zoning Bylaw.

<sup>2</sup>See Section 3.2, Schedule of Use Regulations, for definitions.

A = Allowed P = Permissive X = Prohibited NA = Not Applicable

P\*=Provided Town Meeting Preliminary Development Plan Approval has been granted

**3.3 Living Accommodations In Non-residential Buildings** *(Amended 1973)*

In a business district no living accommodations shall be permitted in a building designed or used for any non-residential purpose except as expressly allowed or authorized by the Board of Appeals or as may be permitted for Low or Moderate Income Apartments pursuant to Subsection 3.2(27) entitled 'Low or Moderate Income Apartments - This use is permissive in all districts'. *(Amended 1991)*

**3.4 Special Uses Relating to Agriculture, Horticulture and Floriculture** *(Added 1978, Amended 2011)*

Uses that qualify for the exemption for parcels of 5 acres or more or 2 acres or more as described in Chapter 40A, sec. 3 relating to agriculture, horticulture, silviculture, viticulture, aquaculture or floriculture shall be uses allowed as of right provided that appropriate and reasonable screening of buildings and structures, such as hedges or fences, as determined by the Planning Board in light of the nature of the proposed use and the character of the surrounding area be provided. Such determination shall be made within 30 days based on a screening plan submitted as part of an application for a building permit, and referred to the Planning Board by the Building Inspector, in connection with any buildings or structure to be erected within 200 feet of a public way or lot line.

**SECTION 4 DIMENSIONAL REGULATIONS****4.1 Basic Requirements** *(Amended 1975 and 1980)*

Except as provided in Section 4.4, every lot shall conform to the dimensional requirements set forth in Section 4.2 and 4.3, and no building or structure, except fences six (6) feet or less in height, in any district shall be built, located, enlarged or structurally altered which does not conform to such dimensional requirements.

**4.2 Schedule of Dimensional Requirements** *(Amended 1973, 1979, 1980, 1983, 1991, 1995, 1996)*

District	Minimum Lot Size (in acres)	Minimum Continuous Frontage (in feet)	Minimum Lot Width	Lot Depth	Minimum Setback (in feet)			Maximum Height		Maximum Lot Coverage
					Front	Side	Rear	Stories	Feet	
Residence A	1	150	150*		60**	30	30	2.5	35	
Residence B	2	200	200*		60**	40	30	2.5	35	
Residence C	3	250	250*		60**	40	30	2.5	35	
Residence EA***	6	50	Not applicable	300	100**	60	60	2.5	35	
Business G	None	100	100*	150	60**	15+	--	2.5	35	1/3
Business P	None	100	100*	150	60	30	30	2.5	35	1/3

\* Measured both at front setback line and at building line. At no point between the required frontage and the building line shall lot width be reduced to less than 50 feet, without an exception from the Planning Board.

\*\* Measured from Front Lot Line.

\*\*\* With a Special Permit for Multidwellings.

+ From abutting residence district.

If any dimensional requirement applicable to a residential district in the foregoing schedule shall be held by judicial process to be invalid with respect to any property, that property shall thereafter be subject to the comparable dimensional requirement applicable to the residence district next preceding in the above alphabetical designation.

### **4.3 Special Requirements**

**4.3.1** Land located in a way, whether public or private, shall be excluded in computing any lot area.

**4.3.2** In the case of a lot abutting more than one street, the minimum requirements as to set-backs from the street sideline shall be applicable with respect to each street. (*Amended 1980*)

**4.3.3** In the case of a lot abutting more than one street, the lot must have the entire required minimum frontage on one of the streets but need not have it on more than one.

### **4.3.4 Height Exceptions**

Churches and municipal buildings may exceed the height limitation. Domes, cupolas, and other ornamental features, chimneys, ventilators, skylights, tanks, bulkheads, machinery, and other accessory features which are required above roofs may exceed the height limitation.

### **4.3.5 Corner Obstruction**

In all districts, no building, fence or other structure shall be erected or installed, and no tree, shrub or other growth shall be planted or permitted to grow or exist, which will dangerously obstruct the view of traffic by operators of vehicles at street intersections.

### **4.3.6 Number and Location of Dwellings on One Lot** (*Amended 1979, 1991, 2009*)

The number and location of dwellings (dwellings in this subsection including accessory buildings) on any one lot shall be such that every dwelling thereon can be provided with sufficient land to form a separate lot which will itself be in full conformity to the regulations of this section and on which that dwelling will be in full conformity thereto; and upon alienation of any dwelling, it shall be provided with such a lot and every remaining dwelling on the original lot shall be left capable of being provided therewith. This section shall not apply to multidwelling projects in a Residence EA District for which a Special Permit has been granted pursuant to Section 5.6.

### **4.3.7 Dwellings in Business Districts**

No dwelling shall be erected on a lot in a business district unless the dwelling and lot conform to the dimensional requirements for Residence A. as set forth in Section 4.2.

### **4.3.8 Location Of Farm Buildings** (*Amended 1980*)

In a residence district no farm or poultry farm building shall be placed within one hundred (100) feet of the street sideline, except that a permanent building or structure used solely in connection with selling or offering for sale of farm products may be placed not less than thirty (30) feet from the traveled portion of the street adjacent thereto.

**4.3.9 Common Driveways** *(Added 1996)*

Common driveways serving more than two building lots shall require a special permit from the Planning Board. Minimum requirements are that they be constructed in compliance with the Sherborn Driveway Bylaw, and each lot so served must have a common maintenance agreement recorded at the appropriate registry. Common driveways in existence and use as of September 30, 1995, shall not require a special permit unless the use is extended to one or more additional building lots.

**4.4 Street Frontage Special Permit** *(1987 version deleted, new 4.4 substituted 1994)*

**4.4.1 Special Permit Required.** Persons seeking relief from the minimum street frontage requirements of Section 4.2 for any lot in a residence district may petition for a special permit granting same. For the purposes of this section, the lot having less than the minimum frontage required by Section 4.2 is the "Section 4.4 lot". The remainder of the original lot must comply with Section 4.2 (both before and after division) and is the "Complying Lot". No permit shall be granted under this section which does not result in both a Section 4.4 Lot and a Complying Lot.

**4.4.2 Grant by Planning Board.** The Planning Board shall be the special permit granting authority for special permits authorized hereunder and shall hear and decide all properly submitted applications in compliance with the time limitations and other procedural requirements specified in Chapter 40A of the General Laws, these Zoning By-Laws (including without limitation Section 6.2) and the Rules and Regulations of the Planning Board.

**4.4.3 Board of Appeals Comment.** The Board of Appeals shall be the review board on all applications under this section. The Board of Appeals shall make such recommendations on each application as it deems appropriate, and shall send copies thereof to the Planning Board and the applicant. The failure of the Board of Appeals to make written recommendations within thirty-five (35) days of receipt of an application shall be deemed to be lack of opposition thereto by the Board of Appeals.

**4.4.4 Application.** Applications for permit under this section shall be prepared in triplicate, and filed with the Town Clerk as follows:

- a) One (1) copy for the records of the Town Clerk as required under Chapter 40A, Section 9 of the General Laws.
- b) One (1) copy for the Town Clerk as the filing agent for the Planning Board.
- c) One (1) copy for the Town Clerk as filing agent for the Board of Appeals.

Upon receipt of said application, the Town Clerk shall forthwith transmit one (1) copy to the Planning Board and one (1) copy to the Board of Appeals.

**4.4.5 Plans.** Each petition for a special permit under this section shall be accompanied by a survey plan. Each survey plan submitted under this section shall:

- a) Be prepared by a Registered Land Surveyor in accordance with the rules of the Planning Board in such form as will be required for recording with the Middlesex South Registry of Deed or filing with the Land Court.
- b) Show all lot lines, existing and proposed, all existing buildings, structures, walls, wells, fences, rock ridges and outcroppings, water courses, wetlands, septic systems, and flood plain areas, locations of all rights of way and easements on the lot and rights of way and easements on abutting land which are appurtenant to the lot and contours of the existing and finished grades of the access at two (2) foot intervals and contours of the balance of the lot at not more than five (5) foot intervals.
- c) Show the location, width and center line of all existing and proposed access roadways, necessary drainage facilities, all filling, cutting and grading required for the construction thereof, and shall include a profile sheet showing the present and finished grades of such roadways.
- d) Contain a locus plan showing the location of the proposed Section 4.4 and Complying Lot with respect to surrounding lots and streets.

**4.4.6 Minimum Requirements.** The Planning Board shall not grant a special permit under this section unless all of the following requirements are satisfied:

- a) **Frontage and Width** The Section 4.4 Lot shall have at least 50 feet of frontage on a public street and shall be at least 50 feet wide at every point.
- b) **Building Limitations** Not more than one single family dwelling is to be located on each of the Section 4.4 Lot and the Complying Lot. No such single family dwelling may be located on the proposed Section 4.4 Lot at the time of application or approval of the special permit. The special permit shall contain a recorded restriction against further division of the Section 4.4 Lot creating any additional building lots.
- c) **Adequate Access** There will be adequate actual access from the street to the single family dwelling located or to be located on the Section 4.4 Lot and the Complying Lot, respectively. The access to the Section 4.4 Lot shall be within the boundary lines of the Section 4.4 Lot and not subject to any public or private easement or easements unless the Planning Board finds that such easement or easements will have no effect or only minimal effect on the proposed use of the access, in which case the Planning Board may waive the foregoing provision and include a finding supporting such waiver in its decision hereunder.
- d) **Lot Size** The Section 4.4 Lot shall contain at least twice the required minimum lot size of the residence district in which it is located.

e) **Additional Setbacks** Each building greater than 160 gross square feet on the Section 4.4 Lot shall have the following minimum setback from each street and lot line (in lieu of those specified in Section 4.2):

- 1) 100 feet in Residence A
- 2) 125 feet in Residence B
- 3) 150 feet in Residence C

The Planning Board may by special permit authorize an accessory structure having no more than 160 gross square feet to be located closer to the side and rear setbacks, but not closer than the setbacks specified in Section 4.2.

f) **Underground Utilities** All utilities will be installed underground unless the Planning Board specifically finds that above ground utilities will have minimal impact on adjacent lots.

g) **Driveway By-law Compliance** Both the Section 4.4 Lot and the Complying Lot comply with the Sherborn Driveway By-Law.

**4.4.7 Additional Requirements.** In determining whether or not to grant a special permit under this section and in determining what condition, if any, to impose on such a special permit, the Planning Board may consider additional circumstances relating to soil conditions, topography, lot history, wetlands, public safety and convenience, and public interest or other matters affecting the Section 4.4 Lot and the Complying Lot, or the effect of the proposed division on the surrounding area and its inhabitants, including without limitation:

- a) Size, and regularity of shape of the Section 4.4 Lot and the Complying Lot.
- b) Proximity of the access to the Section 4.4 Lot and the Complying Lot to each other and to other roadways or driveway openings.
- c) Adequacy of the street(s) on which the lots front for vehicular traffic, from the standpoint of both capacity and safety.
- d) The extent to which the frontage provided is less than that required by Section 4.2.
- e) The extent to which the Section 4.4 Lot and the Complying Lot will be in harmony with the general purpose and intent of the Zoning By-Laws.
- f) The possibility of future division or subdivision of the Complying Lot.
- g) The effect of the creation and development of the proposed Section 4.4 Lot on scenic or natural qualities of the land in comparison to alternative possible plans for dividing or subdividing the original lot. (Added 1996)

## **4.5 Open Space Special Permit** *(Added 1996)*

### **4.5.1 Purpose**

The purpose of this Section is to provide by special permit for an alternative to traditional subdivision development that preserves open space by permitting greater flexibility in site design than is otherwise allowed in this By-law for standard subdivision lots. The intent of this zoning provision is to:

- encourage the conservation of open land for its scenic beauty and value to wildlife;
- preserve agricultural and forestry use of property;
- enhance recreational resources and use of property;
- protect ecological assets, including water supply, wetlands, wildlife corridors, and uncommon geologic features;
- perpetuate the appearance of Sherborn's traditional small town New England landscape;
- promote better building location and overall site planning than may be possible under traditional zoning, while retaining standard setbacks from other properties not part of the Open Space Subdivision;

### **4.5.2 Special Permit for Open Space Subdivision**

Persons seeking to develop a parcel of land as an open space subdivision may apply for a special permit under this Section 4.5 in accordance with General Laws Chapter 40A, Section 9. Applicants are strongly encouraged to meet with the Planning Board and other town boards informally prior to submitting an application for special permit.

### **4.5.3 Minimum Requirements**

- a. Any parcel of land that is the subject of an application for special permit under this section must have (i) at least four times the minimum area that would be required for a single family residence in the most restrictive zoning district in which all or any part of the parcel lies, and (ii) no less than six acres;
- b. Under this section, the Planning Board may, by issuing a special permit, vary the otherwise applicable dimensional requirements of this Zoning Bylaw, other than provisions as to height, provided that the Planning Board may not issue a special permit for a proposed Open Space Subdivision that shows any lot proposed for development with:
  - (i) a front yard setback of less than 30 feet;
  - (ii) an offset of less than 100 feet measured in a straight line between the principal building on one lot within the Open Space Subdivision and the principal building on an adjacent lot within the Open Space Subdivision;
  - (iii) frontage on a subdivision road or existing street of less than 50 feet;

(iv) a driveway that does not meet the requirements of the Sherborn driveway by-law, unless a waiver is granted pursuant to the terms of that bylaw;

(v) less than one acre in area.

c. The Planning Board shall not vary, and the proposed open space subdivision shall meet, all dimensional requirements pertaining to setback of structures from properties not included as part of the parcel proposed for open space subdivision.

d. With the exception of proposed subdivision ways and public access trails, sidewalks or bicycle paths, there shall be a 100 foot buffer left in its natural condition along any Scenic Road.

e. The Planning Board shall not approve a special permit under this section unless the proposed open space subdivision includes an Open Space Parcel (as defined herein) and has no more building lots than the number of Standard Subdivision Lots that would be allowed on the parcel of land that is the subject of the application.

**4.5.4 Planning Board as Special Permit Granting Authority**

The Planning Board shall be the special permit granting authority for special permits authorized in this Section, and shall hear and decide all properly submitted applications in compliance with the time limitations and other procedural requirements specified in Chapter 40A of the General Laws, these Zoning Bylaws (including without limitation Section 6.2) and the Rules and Regulations of the Planning Board.

**4.5.5 Contents of Application**

An application for a special permit under Section 4.5. shall consist of:

(a) A locus plan clearly showing the location of the parcel with respect to all surrounding properties and streets, and containing thereon, the location of all lot lines, structures and driveways within 500 feet of the land that is the subject of the application.

(b) A preliminary subdivision plan prepared in accordance with the rules and regulations of the Sherborn Planning Board and showing a traditional subdivision or approval not required development meeting all dimensional requirements of the Sherborn Zoning By-law and all applicable requirements of the Sherborn Subdivision Regulations, and indicating thereon the number of Standard Subdivision Lots as defined in this section.

(c) An open space development plan consisting of one or more sheets showing:

- i. all proposed building lots
- ii. the location and configuration of the proposed Open Space Parcel, and calculations demonstrating that the proposed Open Space Parcel satisfies the definition of an Open Space Parcel in this section.

- iii. building envelopes for all proposed principal and accessory structures with a footprint in excess of 250 square feet on the building lots, and a statement of the intended height and bulk of each proposed structure, and the number of bedrooms and maximum square footage for each proposed residence
- iv. proposed setbacks to all lot lines
- v. street layout for all proposed subdivision ways
- vi. the location of existing and proposed driveways, bicycle paths, sidewalks and walkways
- vii. topography, both existing and proposed, at two foot intervals.
- viii. the location and results of all deep hole and percolation tests
- ix. the location of all proposed wells and components of proposed subsurface disposal systems, and existing wells and components of subsurface disposal systems on or within 500 feet of the subject parcel.
- x. the location of all components of any proposed fire protection system (e.g. storage tanks, dry hydrants, emergency access easements)
- xi. the location (both existing and proposed to be retained) of wooded areas, wetland and buffer zone areas, stone walls, easements proposed or of record, trails or paths, and the location of any trees over 12 inches in diameter proposed for removal;
- xii. the location of any existing or proposed landscaping for the purpose of visually distinguishing and enhancing the privacy of individual development lots.

(d) A brief written statement comparing the effect of the proposed open space development to the traditional development that could be built on the parcel, in terms of expected impact on tax base, town services, schools, traffic, wetlands, groundwater, views from public ways and lands, historic structures, recreational, wildlife, agricultural and forestry uses of land, and other relevant and applicable subjects.

(e) such other information and materials as the Planning Board may, in its discretion, require by regulation.

The Planning Board may, upon request of an applicant, and for good cause shown, waive or modify any requirement of this subsection in connection with a particular application.

#### **4.5.6 Filing of Application**

Seven copies of applications for Special Permit under this Section shall be prepared and filed with the Town Clerk as follows:

- a) One (1) copy for the records of the Town Clerk as required under Chapter 40A, Section 9 of the General Laws;
- b) Three (3) copies for the Town Clerk as the filing agent for the Planning Board;
- c) One (1) copy for the Town Clerk as the filing agent for the Board of Appeals;
- d) One (1) copy for the Town Clerk as the filing agent for the Board of Health;
- e) One (1) copy for the Town Clerk as the filing agent for the Conservation Commission.

Immediately upon receipt of an application under this section and the filing fee associated therewith, the Town Clerk shall transmit three (3) copies to the Planning Board, one (1) copy to the Board of Appeals, one (1) copy to the Board of Health, and one (1) copy to the Conservation Commission.

#### **4.5.7 Review and Comment by Advisory Boards**

The Board of Appeals shall review all applications under this section. The Board of Appeals shall make such recommendations on each application as it deems appropriate, and shall send copies thereof to the Planning Board and the applicant. Board of Appeals review shall be advisory and not directive. The failure of the Board of Appeals to make written recommendations within thirty-five (35) days of its receipt of an application shall be deemed to be lack of opposition thereto by the Board of Appeals.

The Conservation Commission shall review all applications under this section for the purpose of advising the Planning Board as to what portion of the parcel is subject to jurisdiction under the Wetlands Protection Act and the Sherborn Wetlands By-law. The Conservation Commission may provide such additional comment to the Planning Board as it deems appropriate. Conservation Commission review shall be advisory and not directive. Such review by the Conservation Commission shall not substitute for or represent a waiver of the exercise of the Conservation Commission's jurisdiction under other applicable laws and regulations.

The Board of Health shall review all applications under this section for the purpose of advising the Planning Board on the number and location of lots shown on the standard preliminary subdivision plan required under 4.5.5 (b) and on the proposed Open Space Development Plan required under 4.5.5(c) that could be developed on the parcel under applicable regulations of the Sherborn Board of Health and Title 5 of the Massachusetts Department of Environmental Protection regulations (310 C.M.R. 15.000). The Board of Health may provide such additional comment to the Planning Board as it deems appropriate. Board of Health review shall be advisory and not directive. Such review by the Board of Health shall not substitute for or represent a waiver of the exercise of the Board of Health's jurisdiction under other applicable laws and regulations.

The Planning Board may, by regulation or otherwise, solicit the comment of other town officials or boards prior to or during the public hearing on the special permit application.

#### **4.5.8 Relationship to Subdivision Process**

Planning Board approval of a special permit hereunder shall not substitute for compliance with the Subdivision Control Law, nor oblige the Planning Board to approve any related definitive plan for subdivision, nor reduce any time periods for Planning Board consideration under the law. However, in order to facilitate processing, the Planning Board, insofar as practicable and allowed by law, may adopt regulations establishing procedures for submission of a combined plan and application which shall satisfy this section and the Board's regulations under the Subdivision Control Law.

#### **4.5.9 Standard for Issuance of Special Permit**

A special permit under this section shall be approved only if the requirements of Section 6.1 and 7.2.3.c of this Bylaw are met and if the Planning Board further determines that:

- a. The proposed open space subdivision meets all the requirements of this section.
- b. The proposed open space subdivision is in harmony with the general purpose of this By-law, will further the purpose of this Section, and is superior for the Town in that regard to a conventional development plan.
- c. The creation of the development according to the plan will not result in a detrimental impact to the neighborhood or the Town, and such development is designed with due consideration for health and safety factors.

#### **4.5.10 Conditions**

- a. Any special permit issued under this section shall include as a condition the requirement that prior to the clearing of vegetation, the issuance of a building permit for, or the commencement of any construction of buildings or other improvements within the Open Space Subdivision, the Open Space Parcel be deeded in fee to the Town of Sherborn for open space use, or to a specified non-profit conservation organization for use in perpetuity as public open space, or to a corporation or trust owned by the owners of lots within the open space subdivision with a permanent conservation restriction imposed thereon for the benefit of the public in accordance with General Laws Chapter 184, Sections 31-33, and G.L. c. 40A, Section 9.
- b. Any special permit hereunder shall include as a condition the requirement that no lot in the Open Space Subdivision may be further divided or subdivided.
- c. A special permit issued under this section shall incorporate such additional conditions as are appropriate to further the purposes of this by-law. Without limiting the foregoing, the Planning Board shall impose such conditions as may be necessary to ensure that the number, type, size, arrangement, and design of proposed residences in the open space subdivision are suitable for the neighborhood within which it is to be located.

#### **4.5.11 Definitions**

The following definitions apply to this section of the Zoning By-law only

i. Open Space Parcel: A parcel proposed for preservation as open space containing contiguous undeveloped land amounting to at least 40 percent of the total area of the parcel that is the subject of the application, at least half of which 40 percent minimum is Upland Area. Such parcel shall be of a size, configuration and location having value to the public and the Town for purposes of preserving or creating agricultural, open space, forestry or recreational resources (including linkage to adjacent public lands or trails), water supply, wetlands, scenic beauty, wildlife protection, wildlife corridors, or similar public purpose.

ii. Standard Subdivision Lot: A lot meeting all applicable dimensional and frontage requirements of Sections 4.2 and 4.3 of the Sherborn Zoning By-law without variance, special permit or exception, containing in the determination of the Planning Board with the advice of the Conservation Commission, sufficient Upland Area with slope of less than 12 percent to provide for a building envelope of at least 100 feet by 100 feet and uninterrupted access thereto from an existing or proposed street or way which is at least 20 feet wide, and having suitable soils of sufficient areal extent to accommodate an individual subsurface disposal system for a house under the applicable regulations of the Sherborn Board of Health and Massachusetts Department of Environmental Protection.

iii. Scenic Road: Any of the roads that have been or are hereafter designated by the Town pursuant to M.G.L. Chapter 40, Section 15C.

iv. Upland Area: Area not subject to the jurisdiction of the Conservation Commission under the Massachusetts Wetland Protection Act, but which may include buffer zone to such protected area

### **4.6 Planned Unit Development Special Permit**

#### **4.6.1 Purpose**

The purpose of this Section is to provide by special permit for an alternative to traditional business development that enhances the rural, village atmosphere of the Town Center or otherwise provides increased public benefits by permitting greater flexibility in site design and mix of uses than is otherwise allowed in this By-law. The intent of this zoning provision is to:

- provide for greater integration of land uses within the Town Center;
- preserve historic buildings by providing economically viable uses for them;
- relieve congestion by providing linked access and parking;
- perpetuate and enhance the appearance of Sherborn's traditional small town New England center; and

- promote better building location and overall site planning than may be possible under traditional zoning, while retaining standard setbacks from other properties not part of the Planned Unit Development.

#### **4.6.2 Special Permit for Planned Unit Development**

Persons seeking to develop property as a Planned Unit Development may apply for a special permit under this Section 4.6 in accordance with General Laws Chapter 40A, Section 9. Applicants are strongly encouraged to meet with the Planning Board and other town boards informally prior to submitting an application for special permit.

#### **4.6.3 Minimum Requirements**

(a) No property shall be the subject of an application for a special permit under this section unless at least 25% of such property is within the Business G or Business P districts and unless such property is at least sixty thousand square feet in total area and has frontage within a Business G or Business P district.

(b) The Planning Board may, by issuing a special permit, vary the otherwise applicable dimensional requirements of Section 4.2, other than provisions as to height and maximum lot coverage, provided that a special permit may not issue for a proposed Planned Unit Development unless the applicant shows:

- (i) a front yard setback of at least 20 feet, or if less, no less than that of a preexisting non-conforming building on the lot;
- (ii) side and rear setbacks of at least 30 feet from any lot not part of the PUD and located in a Residence district;
- (iii) pedestrian linkage(s) to abutting properties that is (are) well defined and of a design and quality that will encourage significant use;
- (iv) vehicular linkage with abutting business parcels;
- (v) significant public amenities on or off site which may include, but are not limited to the following: landscaped open area with walkways, benches, fountains, monuments, and/or other features; bike racks and/or separate bicycle access; hitching posts and/or separate horse access; drinking fountains; awnings, or pavilions; or other suitable amenity; and
- (vi) building designs that are complementary in scale and style to those of abutting properties and that are, in general, appropriate for a small New England village.

(c) Notwithstanding anything in **Section 3.2 Schedule of Use Regulations** to the contrary, a Planned Unit Development may include anywhere within its boundaries any mix of uses currently allowed or permitted in the Business G or Business P districts except

- (i) such mix may not include, by building square footage, more than 50% retail uses;
- (ii) service stations shall be prohibited;
- (iii) no individual retail outlet may exceed 2500 square feet of gross interior floor area, which area shall not include mechanical, storage or kitchen space; and
- (iv) each retail area shall have direct access to a sidewalk, plaza, common or similar outdoor pedestrian connection to the other retail spaces on the site.

#### **4.6.4 Planning Board as Special Permit Granting Authority**

The Planning Board shall be the special permit granting authority for special permits authorized in this Section, and shall hear and decide all properly submitted applications in compliance with the time limitations and other procedural requirements specified in Chapter 40A of the General Laws, these Zoning Bylaws (including without limitation Section 6.2) and the Rules and Regulations of the Planning Board.

#### **4.6.5 Contents of Application**

An application for a special permit under Section 4.6 shall consist of:

- (a) A locus plan clearly showing the location of the proposed PUD with respect to all surrounding properties and streets, and containing thereon, the location of all lot lines, structures and driveways within 500 feet of the land that is the subject of the application.
- (b) A site plan for a Planned Unit Development prepared in accordance with the requirements of Subsection 5.3.1 (b) (C) and including but not limited to:
  - (i) the boundaries of the property to be included within the Planned Unit Development;
  - (ii) building envelopes for all proposed principal and accessory structures, and a statement of the intended height and bulk of each proposed structure, and the square footage proposed for each use;
  - (iii) proposed setbacks from all lot lines;
  - (iv) the location of existing and proposed driveways, parking spaces, bicycle paths, sidewalks and walkways;
  - (v) topography, both existing and proposed, at two foot intervals;
  - (vi) the location and results of all deep hole and percolation tests, and/or other evidence of satisfying waste disposal requirements;

- (vii) the location of all proposed wells and components of proposed subsurface disposal systems, and existing wells and components of subsurface disposal systems on or within 150 feet of the subject parcel;
  - (viii) the location of all components of any proposed fire protection system (e.g., storage tanks, dry hydrants, emergency access easements);
  - (ix) the location (both existing and proposed to be retained) of wooded areas, wetland and buffer zone areas, stone walls, easements proposed or of record, trails or paths, and the location of any trees over 12 inches in diameter proposed for removal;
  - (x) the location of any existing or proposed landscaping or other public amenities proposed to be provided as part of the Planned Unit Development; and
  - (xi) proposed pedestrian and vehicular linkages with abutting properties including any necessary easements or other agreements with abutting property owners that may be necessary to make the linkages possible.
- (c) A brief written statement comparing the effect of the proposed Planned Unit Development to the conventional development that could be built on the parcel, in terms of expected impact on tax base; town services; traffic; wetlands; groundwater; views from public ways and lands; historic structures; recreational, wildlife, agricultural and forestry uses of land, and other relevant and applicable subjects.
- (d) Such other information and materials as the Planning Board may, in its discretion, require by regulation.

The Planning Board may, upon request of an applicant, and for good cause shown, waive or modify any requirement of this Subsection 4.6.5 in connection with a particular application.

#### **4.6.6 Filing of Application**

Seven copies of applications for Special Permit under this Section shall be prepared and filed with the Town Clerk as follows:

- a) One (1) copy for the records of the Town Clerk as required under Chapter 40A, Section 9 of the General Laws;
- b) Three (3) copies for the Town Clerk as the filing agent for the Planning Board;
- c) One (1) copy for the Town Clerk as the filing agent for the Board of Appeals;
- d) One (1) copy for the Town Clerk as the filing agent for the Board of Health; and
- e) One (1) copy for the Town Clerk as the filing agent for the Conservation Commission.

Immediately upon receipt of an application under this section and the filing fee associated therewith, the Town Clerk shall transmit three (3) copies to the Planning Board, and for their review and comment, one (1) copy to the Board of Appeals, one (1) copy to the Board of Health, and one (1) copy to the Conservation Commission.

#### **4.6.7 Relationship to Section 5.3.1(b) Special Permits for Site Changes in the Business District**

Planning Board approval of a special permit hereunder shall be combined with site plan review under Section 5.3.1(b). In reviewing any proposed Planned Unit Development, the Planning Board and the review boards shall consider the criteria listed in Section 5.3.1(b) (D) as well as the standards and minimum requirements contained herein.

#### **4.6.8 Standard for Issuance of Special Permit**

A special permit under this section shall be approved only if the requirements of Section 6.1 and 7.2.3.c of this Bylaw are met and if the Planning Board further determines that:

- (a) The proposed Planned Unit Development meets all the requirements of this section;
- (b) The proposed Planned Unit Development is sufficiently advantageous to render it appropriate to grant special permission to depart from the normal requirements of the district; and
- (c) The creation of the development according to the plan will not result in a detrimental impact to the neighborhood or the Town, and such development is designed with due consideration for health and safety factors.

#### **4.6.9 Conditions**

- (a) Any special permit hereunder shall include as a condition the requirement that there be no further subdivision of the portion of the lot subject to the Planned Unit Development;
- (b) A special permit issued under this section shall incorporate such additional conditions as are appropriate to further the purposes of this by-law; and
- (c) It shall be a condition to the exercise and validity of any special permit under this section that an as-built plan certifying conformance to the approved site plan be submitted to the Planning Board and building department within 30 days after completion of the authorized site changes.

### **4.7 Registered Marijuana Dispensary**

#### **4.7.1 Purposes**

4.7.1.1 To provide for the establishment of Registered Marijuana Dispensaries (RMD) in appropriate places and under strict conditions in accordance with Chapter 369 of the Acts of 2012, and as further regulated under 105 CMR 725.

4.7.1.2 To minimize the adverse impacts of RMD's on adjacent properties, residential neighborhoods, schools, local historic districts, and other land uses potentially incompatible with said RMD's.

4.7.1.3 To regulate the siting, design, placement, security, safety, monitoring, modification, and removal of RMD's.

#### 4.7.2 Applicability

4.7.2.1 The commercial cultivation, production, processing, assembly, packaging, retail or wholesale sale trade, distribution or dispensing of Marijuana for Medical Use is prohibited unless permitted as a RMD under this Section 4.7.

4.7.2.2 No RMD shall be established except in compliance with the provisions of this Section 4.7.

4.7.2.3 Nothing in this Bylaw shall be construed to supersede federal and state laws governing the sale and distribution of narcotic drugs.

4.7.2.4 If any provision of this Section or the application of any such provision to any person or circumstance shall be invalid, the remainder of this Section, to the extent it can be given effect, or the application of those provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, and to this end the provision of this Section are severable.

#### 4.7.3 Definitions

Registered Marijuana Dispensary – Shall mean a not-for-profit entity registered under 105 CMR 725.100, to be known as a registered marijuana dispensary (RMD), that acquires, cultivates, possesses, processes (including development of related products such as edible Marijuana Infused Products, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of marijuana.

Marijuana for Medical Use – Marijuana that is designated and restricted for use by, and for the benefit of, Qualifying Patients in the treatment of Debilitating Medical Conditions as set forth in Chapter 369 and 105 CMR 725

Marijuana – The same substance defined as “marihuana” under Chapter 94C of the Massachusetts General Laws.

#### 4.7.4 Eligible Locations for RMD's.

RMD's may be allowed by special permit in the Business General district only provided the facility meets the requirements of this Section 4.7.

#### 4.7.5 General Requirements and Conditions for all RMD's.

4.7.5.1 All RMD's shall be contained within a building or structure unless exempted under G.L. c. 40A, §3.

4.7.5.2 No RMD shall be located within 500 feet of the property line of any school, playground or athletic fields.

#### 4.7.5.3 Size standards:

- 1) A standalone dispensary shall not exceed 1,500 sq. ft. for product display, client dispensary, and patient consultation area.
- 2) A standalone cultivation facility shall not exceed 3,000 sq. ft.
- 3) A facility to manufacture/process marijuana infused products shall not exceed 3,000 sq. ft.
- 4) Any combination of the above three facilities shall not exceed 7,500 sq. ft.
- 5) The RMD shall be of adequate interior space to accommodate all activities inside the building so as not to have outside patient queuing on sidewalks, in parking areas, or in other areas outside the RMD.

4.7.5.4 A RMD shall not be located in buildings that contain any medical doctors' offices or the offices of any other professional practitioner authorized to prescribe the use of medical marijuana.

4.7.5.5 The hours of operation of RMD shall be set by the Special Permit Granting Authority, but in no event shall an RMD be open and/or operating between the hours of 8:00 PM and 8:00 AM.

4.7.5.6 No smoking, burning or consumption of any product containing marijuana or marijuana-related products shall be permitted on the premises of a RMD.

4.7.5.7 No RMD shall be located inside a building containing residential units. All RMD's shall be contained within a permanent building or structure. No RMD shall be located inside a movable or mobile structure such as a van, trailer, cargo container or truck.

4.7.5.8 Signage for the RMD shall include the following language: "Registration card issued by the MA Department of Public Health required." The required text shall be a minimum of two inches in height.

4.7.5.9 RMD shall provide the Sherborn Police Department, Building Inspector and the Special Permit Granting Authority with the names, phone numbers and email addresses of all management staff and key holders to whom one can provide notice if there are operating problems associated with the establishment.

#### 4.7.6 Special Permit Requirements

4.7.6.1 A RMD shall only be allowed by special permit from the Sherborn Planning Board in accordance with G.L. c. 40A, §9, subject to the following statements, regulations, requirements, conditions and limitations.

4.7.6.2 A special permit for a RMD shall be limited to one or more of the following uses that shall be prescribed by the Special Permit Granting Authority:

- a) Cultivation of Marijuana for Medical Use (horticulture) except that sites protected under Chapter 40A Section 3 shall not require a special permit;
- b) Processing and packaging of Marijuana for Medical Use, including Marijuana that is in the form of smoking materials, food products, oils, aerosols, ointments, tinctures and other products;
- c) Retail sale or distribution of Marijuana for Medical Use to Registered Qualifying Patients:

4.7.6.3 In addition to the application requirements set forth in Sections 4.7.5 of this Bylaw, a special permit application for a RMD shall include the following;

- a) The name and address of each owner of the facility;
- b) Copies of all required licenses and permits issued to the applicant by the Commonwealth of Massachusetts and any of its agencies for the Facility;
- c) Evidence of the Applicant's right to use the site for the RMD, such as a deed, or lease;
- d) A statement under oath disclosing all of the Applicant's owners, shareholders, partners, members, managers, directors, officers, or other similarly-situated individuals and entities and their addresses. If any of the above are entities rather than persons, the Applicant must disclose the identity of the owners of such entities until the disclosure contains the names of individuals;
- e) A certified list all parties in interest entitled to notice of the hearing for the special permit application, taken from the most recent tax list of the town and certified by the Town Assessor;
- f) Proposed security measures for the RMD, including lighting, fencing, gates and alarms, etc., to ensure the safety of persons and to protect the premises from theft.
- g) A site plan showing the boundaries and topography of the parcel; the wetlands, ponds, streams, or waterways within or adjacent to the land; the proposed location, bulk, types, architectural character and floor plans for all buildings or structures; the proposed locations, design and dimensions of all streets, walks, parking and other paved areas; the proposed grading plan, drainage plan, and location of major utilities, wells and septic systems; and the proposed open space.

h) A floor plan showing the total floor area and a site plan showing compliance with state requirements for facilities and areas within an RMD building, a landscaping plan that complies with state requirements that there are no trees, bushes or other foliage outside of the RMD that could allow for a person or persons to conceal themselves from sight.

4.7.6.4 Mandatory Findings. The Special Permit Authority shall not issue a special permit for a RMD unless it finds that:

a) The RMD is designated to minimize any adverse visual or economic impacts on abutters and other parties in interest, as defined in G.L. c. 40A, § 11;

b) The RMD demonstrates that it will meet all the permitting requirements of all applicable agencies within the Commonwealth of Massachusetts and will be in compliance with all applicable state laws and regulations; and

c) The applicant has satisfied all of the conditions and requirements of Sections 4.7.5 and 4.7.6 herein:

4.7.6.5 Annual Reporting. Each RMD permitted under this Bylaw shall as a condition of its special permit file an annual report with the Special Permit Granting Authority, Police Chief and the Building Inspector no later than January 31<sup>st</sup>, providing a copy of all current applicable state licenses for the RMD and/or its owners and demonstrate continued compliance with the conditions of the special permit.

4.7.6.6 A special permit granted under this Section shall have a term limited to the duration of the applicant's ownership of the premises as a RMD. A special permit may be transferred only with the approval of the Special Permit Granting Authority in the form of an amendment to the special permit with all information required in this Section 4.7.

4.7.6.7 The Board shall require the applicant to post a bond at the time of construction to cover costs for the removal of the RMD in the event the Town must remove the facility. The value of the bond shall be based upon the ability to completely remove all the items noted in 4.7.7.2 and properly clean the facility at prevailing wages. The value of the bond shall be developed based upon the applicant providing the Planning Board with three written bids to meet the noted requirements. An incentive factor of 1.5 shall be applied to all bonds to ensure compliance and adequate funds for the town to remove the facility at prevailing wages.

4.7.7 Abandonment or Discontinuance of Use

4.7.7.1 A special permit shall lapse if not exercised within one year, which shall not include such time required to pursue or await the determination of an appeal referred to in chapter 40A, §17, from the grant thereof if a substantial use has not sooner commenced except for good cause or, in the case of a permit for construction, if construction has not begun by such date except for good cause.

4.7.7.2 A RMD shall be required to remove all material, plants equipment and other paraphernalia:

- a) Prior to surrendering its state issued licenses or permits; or
- b) Within six months of ceasing operations; whichever comes first

4.7.8 A RMD shall be subject to the Site Plan Review requirements of Section 5.3.

4.7.9 Hardship Cultivation

Hardship cultivation by qualifying patients registered with the Department of Public Health pursuant to 105 CMR 725.015 shall be in accordance with 105 CMR 725.035 including the requirement that cultivation and storage of marijuana shall be in an enclosed, locked area accessible only to the registered qualifying patient or his or her personal caregiver(s), subject to 105 CMR 725.650. Marijuana shall not be visible from the street or other public areas.

## **SECTION 5 SPECIAL REGULATIONS**

### **5.1 Off-street Parking** *(Amended 1983, 1994, 2009)*

#### **5.1.1 Minimum Parking Requirements** *(Amended 1997, 2009)*

In any district where permitted no use of premises shall be authorized or extended, and no building or structure shall be erected or enlarged, unless there is provided for such extension, erection or enlargement off-street parking facilities treated with a surface binder or crushed stone, located within three hundred (300) feet of the principal building, structure or use of the premises and containing not less than the number of parking spaces hereinafter specified or such lesser number of spaces as the Planning Board may allow on an approved Parking Area Plan under section 5.1.3.

a) Boarding or Rooming House

One space for each sleeping room.

b) Dwelling Used For Professional Occupation

Three spaces.

c) Roadside Stand, Commercial Greenhouse or Nursery

Six spaces plus one space for each two non-resident employees.

d) Commercial Stable

One space for each two employees and one space for every three horses to be stabled on the premises.

e) Day Care Center, Nursery School, Private Elementary Or Secondary School, Charitable or Philanthropic Institution

Ten spaces.

f) Social, Recreational or Athletic Club

One space for each five members.

g) Offices for Business or Professional Use

One space for each 250 square feet of gross floor area or fraction thereof.

h) Restaurant

One space for each three seats and for each 80 inches of standing counter space.

i) Bank or Other Financial Institution, Retail Store or Service Establishment

One space for each 200 feet of gross floor area or fraction thereof.

j) Shop for Crafts, Antiques or Art Objects

One space for each 250 square feet of gross floor area or fraction thereof.

k) Gasoline Service Station, Repair Garage or Repair Shop for Light Equipment

Adequate off-street space to accommodate customers and employees. (Frequent parking of vehicles owned by such customers or employees on a public or private way adjacent to the premises shall be considered evidence of the inadequacy of the off-street parking space provided.)

l) Multidwelling Project in Residence EA District

One and one-half spaces for each dwelling unit. (*Amended 1991*)

### **5.1.2 Nonconforming Parking Exemptions**

Permanent structures and land uses in existence at the time this section becomes effective, and uses for which building permits have been approved at the time this section becomes effective, shall not be subject to the requirements set forth in Section 5.1.1, provided that any parking facilities now existing to serve such structures or uses shall not in the future be reduced, except where they exceed such requirements, in which case they may not be reduced below such requirements.

### **5.1.3 Parking Area Plans**

There shall be submitted to the Planning Board, for approval, before a building permit shall be issued, or a use permit granted, a plan of the proposed parking facilities showing area and dimensions of the lot, locations, areas and sizes of the buildings, maximum area of building to be used for selling, offices and other uses, maximum number of employees to be accommodated at any one time, maximum seating and/or sleeping capacity where applicable. The plan shall also show the number of parking spaces to be provided, their proposed layout including access and egress, circulation, loading and unloading, maneuvering space, grading, drainage provision for snow removal and disposal, safety precautions, and surfacing material. The Planning Board may also require the plan to show any additional information necessary to determine compliance with this by-law.

### **5.1.4 Joint Use of Parking Facilities**

Joint off-street parking facilities may be provided for two or more separate buildings or uses on the same lot or different lots, but in such case, the total spaces required shall be the sum of the spaces required for the individual buildings or uses.

### **5.1.5 Screening of Parking Areas**

All open off-street parking areas, permitted and/or required, which are located within a Residence District, or adjacent to a Residence District, shall be screened from all adjoining lots in the Residence District by:

- a) a strip four (4) feet wide, densely planted with shrubs or trees at least four (4) feet in height; or
- b) a solid wall or fence not less than four (4) feet nor more than six (6) feet in height.

## **5.2 Signs** *(1990 version deleted, new section inserted 1994)*

### **5.2.1 Prohibited Signs**

The following sign prohibitions apply in all districts:

- a) Any sign not expressly allowed or permitted or exempted under this By-Law is prohibited.
- b) No sign shall be erected at or near the intersection of any streets or a street and driveway in such a manner as to obstruct free and clear vision or erected at any location where for any reasons it may interfere with or obstruct the view of or which by reason of its shape, color, location or other characteristics could be confused with any traffic sign, signal or device.
- c) No sign shall be painted or posted directly on a window or affixed to an exterior wall except as permitted under Section 5.2.7.e.3.
- d) No sign shall be affixed in any way to or from a part of any cupola, tower, spire, chimney, enclosure or other object or structure located on or above the roof of any building.

### **5.2.2 Definitions**

The following terms shall be interpreted and defined as:

#### **a) Sign**

A sign shall include any lettering, word, numeral, emblem, design, devise, trademark, drawing, picture, flag with commercial announcements or advertising thereon, pennant, streamer, or other object of whatever material or method of construction and however displayed, whether being a structure or any part thereof, or attached to or painted on or in any other manner represented on a building or other structure or object and used to indicate, announce, direct, attract, advertise or promote.

**b) Nonconforming signs**

Any nonconforming sign legally erected prior to the adoption of this Section may be continued to be maintained but not be enlarged, reworded, redesigned or altered in any way, unless it is brought into conformity. Any such sign which has been destroyed or damaged to such an extent that the cost of restoration would exceed one third of the replacement value of the sign at the time of the destruction or damage shall not be repaired, replaced or altered unless in conformity to Section 5.2. Any sign which has been discontinued or abandoned (as provided in Section 1.4.2) or advertises any products, business or activities which are no longer sold or carried on at the particular premises for a period of two or more years shall cease to be a protected nonconforming sign and shall be removed.

**c) Primary Sign** (*formerly Accessory Sign*)

Any sign which carries one or more of the following elements of general information about the premises on which it is located:

- 1) Name of owner and/or occupant
- 2) Identifying name of the premises
- 3) Street address
- 4) Business, profession or other activity being lawfully conducted thereon
- 5) Advertising the sale, rental or lease of the premises or part thereof
- 6) Identifying participants in construction work thereon.

A primary sign shall not carry any other advertising or information of any kind, except by special permit.

**d) Secondary Sign** (*Formerly Non-accessory Sign*)

Any sign other than a primary sign as herein defined.

**e) Ground Sign**

Any sign other than a building sign as herein defined.

**f) Building Sign**

Any outdoor sign affixed to or painted on or in any manner supported by or forming a part of the exterior of a building, or any sign visible through a window of a building.

**5.2.3 General Regulation for Permanent Signs in All Districts**

The following basic regulations apply to all signs unless otherwise provided by additional requirements in Section 5.2.4 through 5.2.7.

**a) Graphics**

Sign graphics shall be painted, carved or otherwise permanently affixed with no moving, movable or animated elements except that secondary signs may utilize changeable type or messages, not of an electronic nature.

**b) Illumination**

Sign illumination is limited to a fixed white light from an external source either incorporated in the sign structure or set in the ground nearby. Illumination shall not incorporate tube-type gaseous or "neon" elements, nor internal light sources, and shall be directed solely at the sign with glare shielded from the street or abutting premises. No sign shall be illuminated between the hours of 10 o'clock p.m. and 6 o'clock a.m., except that if the business establishment or office is open to the public after 10 o'clock p.m., the sign may be illuminated until closing but not later than midnight.

**c) Construction**

All primary building signs shall be securely affixed to a substantial intermediary surface which shall be securely yet removable affixed to the building and shall conform to the State Building Code and all other applicable governmental requirements. Maximum area of such signs shall be thirty (30) square feet. Area of signs composed of separate letters affixed to the wall of a building shall be deemed to be the area of the smallest rectangle enclosing and touching any parts thereof.

**d) Location**

All permanent signs shall be set back no less than ten (10) feet from the edge of the pavement of any street. Traffic and parking signs shall be excluded.

**e) Permit granting authority**

The Board of Appeals is the permit granting authority for all signs except for those signs allowed by Section 5.2.4.

**5.2.4 General Regulations for Temporary Signs in All Districts**

The Board of Selectmen may grant a special permit on property of the Town of Sherborn for the erection and display of temporary signs for special messages or events.

- a) Special permits for temporary signs shall conform to the applicable provisions of Section 5.2.3 and these additional requirements.
- b) Such signs shall be unlit.
- c) The special permit granted for such signs shall specify the exact dimensions, type, appearances and location of such sign, the period of display and such further restrictions and conditions as deemed to be in the public interest.

**5.2.5 Exempt Signs (Amended 1999)**

The following signs are exempt from the provisions of this By-Law.

- a) Signs expressly protected by any constitution, or law of the federal or state government.
- b) Signs erected on Town property under the authority of the Town of Sherborn.

- c) Nonconforming signs as provided for in Section 1.4.5 of this By-Law.
- d) Any sign, not exceeding four (4) square feet in area, limited solely to directing traffic within a parking area or indicating parking restrictions in the use of such parking area.
- e) Any sign not exceeding one (1) square foot in area, marking or identifying a foot or bridle path over privately-owned land.
- f) Customary signs on gasoline pumps and the price thereof.
- g) Holiday decorations and lights in season.
- h) Religious organization and non-profit educational organization are permitted to erect and maintain on each lot upon which a church, synagogue, place of worship or other facility used by the religious organization or non-profit educational organization directly to foster its religious or educational purposes, a sign or signs meeting the following criteria:
  - 1) One bulletin or announcement board sign or entrance sign for each public entrance, up to but not exceeding a total of three such signs.
  - 2) Each sign shall not exceed thirty five (35) square feet in area.
  - 3) Each sign shall not exceed seven (7) feet in height above the ground level.
- i) Any sign, not exceeding three square feet in area, that
  - 1) is affixed to any building listed on the Sherborn Historical Resources Survey, as maintained by the Sherborn Historical Commission, and indicates the construction date and/or name of the building, as specified in the Survey, or,
  - 2) is affixed to any building listed on the National Register of Historic Places, as maintained by the National Park Service, and indicates the fact of such listing, and/or the construction date and or/name of the building as listed on the Register.

### **5.2.6 Specific Regulations for Residence District**

#### **a) Allowed Permanent Signs**

One (1) primary ground sign and one (1) primary building sign are allowed on any lot in a Residence District. Such signs shall conform with all applicable provisions of Section 5.2.3 and the following additional requirements.

A primary ground sign shall have a maximum area of two (2) square feet, not to exceed six (6) feet above ground level and having no illumination.

A primary building sign shall be affixed parallel to the wall of a building, shall have a maximum area of one (1) square foot and a maximum height of five (5) feet above entryway/threshold.

**b) Specially Permitted Permanent Signs**

The Board of Appeals may grant a special permit for a primary ground sign for business, professional or other lawful use allowed or permitted under Section 3.2.6 through 3.2.11, inclusive, Section 3.2.14, 3.2.15, and 3.2.26. Such sign shall conform with all applicable provisions of Section 5.2.3 and the following additional requirements:

- 1) Maximum area shall be sixteen (16) square feet.
- 2) Maximum height shall be ten (10) feet above ground level.
- 3) The special permit for such sign shall specify its exact dimensions, type, location, appearance, along with any other restrictions or conditions deemed to be in the public interest.

**c) Allowed Temporary Signs**

One (1) temporary primary ground sign is allowed on any lot in a Residence District to advertise the sale, rental or lease of the premises or any part thereof, or to identify owner, architect, engineer, contractor and/or other participation in construction work thereon. Such sign shall conform with all applicable provisions of Section 5.2.3 and the following additional requirements:

- 1) Such sign shall not be illuminated, and shall be removed within one week following completion of sale, rental or lease negotiation or construction work.
- 2) Maximum area shall be eight (8) square feet for signs advertising sale, rental or lease, and twelve (12) square feet for signs identifying construction participants.
- 3) Maximum height shall be ten (10) feet above ground level.

**d) Specially Permitted Temporary Signs for Subdivisions**

The Board of Appeals may grant a special permit for one (1) temporary primary ground sign in each residential subdivision of six (6) or more approved lots for the purpose of advertising the development and/or the sale, rental or lease of the individual lots thereon. Such a sign shall conform to the applicable provisions of Section 5.2.3 and the following additional requirements:

- 1) Such sign shall not be illuminated.
- 2) Maximum area shall be forty (40) square feet.
- 3) The special permit for such a sign shall specify its type, location, appearance, exact dimensions along with any other restrictions or conditions deemed to be in the public

interest, shall be for a stated period of time not exceeding one (1) year and may be renewed for successive periods, not exceeding one year (1) each.

### **5.2.7 Signs in Business District**

All special permits for signs granted under Section 5.2.7 shall specify the exact type, dimensions, location and appearance of such signs along with other conditions and restrictions deemed to be in the public interest.

No sign shall be allowed in a Business District except those allowed in Residence Districts, and/or primary signs or secondary signs complying with the following requirements.

#### **a) Allowed Permanent Ground Signs**

- 1) One primary ground sign on each lot indicating one or more of the following:
  - a) name of the owner and/or occupant
  - b) identifying name of the premises
  - c) street address
  - d) profession, business or other activity being lawfully conducted thereon.
  - e) advertising the sale, rental or lease of the premises or part thereof
  - f) identifying participants in construction work thereon.
- 2) A primary ground sign shall not exceed two (2) square feet in area.

#### **b) Specially Permitted Permanent Ground Signs**

The permit granting authority may grant a special permit for one (1) primary ground sign on a lot instead of the sign allowed in Section 5.2.7a and one (1) secondary ground sign if it shall find that the nature and use of the premises or the location of the building with reference to the street(s) is such that a ground sign(s) may be permitted in harmony with the general purpose and intent of this By-Law, subject to the applicable provisions of Section 5.2.3 and the following additional requirements:

- 1) A ground sign shall be located no less than ten (10) feet from the edge of the pavement and no less than thirty (30) feet from a Residence District.
- 2) Primary ground signs shall not exceed twenty-four (24) square feet in area, nor six (6) feet in any dimension nor twelve (12) feet in height above ground level.
- 3) Secondary ground signs shall not exceed twelve (12) square feet in area and the maximum height of five (5) feet above ground level.
- 4) The special permit for such signs shall specify its exact dimensions, type, location, appearance and any other restrictions and conditions as deem to be in the public interest.

**c) Allowed Permanent Building Signs**

The following primary building signs are allowed in Business Districts, subject to the applicable provisions of Section 5.2.3 and these additional requirements:

- 1) All building signs must be affixed parallel to a wall or building surface, shall not extend from the face of such wall horizontally or vertically, and shall not project out from such wall more than twelve (12) inches.
- 2) One (1) primary building sign for each business establishment consisting of a single building except that if such building has more than one public entrance, a additional sign may be affixed to each wall in which such entrance is located other than the wall on which the primary sign is affixed. The area of such an additional sign(s) shall not exceed one-half (1/2) of the area of the allowable principal sign.
- 3) One (1) primary building sign for each business establishment in a building have two or more such establishments, provided that such establishment has a separate public entrance to its premises and that such a sign is affixed to that portion of a wall which forms a part of the enclosure of such premises.
- 4) One (1) primary building directory sign of the business establishments occupying a building having a common public entrance, such sign to be affixed to the wall of such public entrance. The area of such signs shall not exceed one (1) square foot for each establishment in the building.

**d) Specially Permitted Permanent Building Sign**

For a sign that would exceed the size of an allowed permanent building sign or a sign that is to be perpendicular to the face of the wall:

- 1) The permit granting authority may grant a special permit for one (1) primary building sign on each lot instead of the allowed permanent building sign if it shall find that the nature and the use of the premises or the location of the building with reference to the street(s) is such that a building sign may be permitted in harmony with the general purpose and intent of this By-Law subject to the applicable provisions of Section 5.2.3 and the following additional requirements:
- 2) Maximum area of such sign shall be sixty (60) square feet. Area of a sign composed of separate letters affixed to the wall of a building shall be deemed to be the area of the smallest rectangle enclosing and touching any parts thereof.
- 2) If a primary building sign is affixed perpendicular to the wall of a building, it shall not extend above the top of such wall or shall it project from the face of the wall more than six (6) feet.

**e) Allowed Temporary Signs**

- 1) One (1) temporary primary ground sign is allowed on any lot in a Business District to identify participants in construction work thereon. Such sign shall conform with all

applicable requirements of Section 5.2.6.c, except that the maximum area shall not exceed fifteen (15) square feet and the sign shall be set back at least twenty (20) feet from any lot line.

2) The temporary signs allowed under Section 5.2.6 are also allowed in the Business District.

3) Temporary secondary signs posted or painted directly on the inside of the windows of businesses permitted in the Business District but covering no more than fifty percent (50%) of any window surface.

**f) Specially Permitted Temporary Secondary Sign**

1) One (1) or more secondary building sign may be specially permitted which may be constructed of flexible material but which must be affixed by at least its four (4) corners to the wall and may be changed from time to time during the duration of the permit. The sign shall be no larger than fifteen (15) square feet provide that a special permit has been granted by the Board of Appeals. The special permit may impose conditions upon this sign(s).

2) One or more secondary ground (sandwich board/A-frame, flag) sign/s which (i) announces daily specials; ii) must be removed at the close of the business day; iii) may not obstruct a public or private walkway, or be placed on public property. The maximum area shall not exceed fifteen (15) square feet, and the maximum height of five (5) feet above the ground. The special permit may impose limiting conditions, including among other matters the number allowed at each business property location.

**5.3 Special Permits in Business Districts** *(Added 1981, amended 1987, 1994)*

**5.3.1** *(1987 version deleted, new section substituted 1994)*

a) Preliminary Site Plan Review

All applicants for a building permit in a Business District for exterior construction, or interior construction to allow a change of use or an increase in an existing use and all applicants for a special permit for a permissive use in a Business District shall be required to obtain a preliminary site plan review by the Planning Board before applying to the Board of Appeals for such special permit or, if no special permit is required, before applying to the building inspector for such building permit. The applicant shall submit a drawing or drawings adequately and accurately depicting the existing structures and any proposed alteration, extension, change or additional structures, as well as any proposed change in landscaping, signage, lighting, the location and layout of parking and vehicular and pedestrian access and egress, and the location of surface water, sewerage, refuse or other waste disposal facilities. In addition, the applicant shall submit a short narrative statement describing the nature of the alteration, extension or change or additional structure and the reasons therefore.

The Planning Board shall review the preliminary site plan and may

(i) approve the plan as submitted;

(ii) approve the plan subject to such reasonable conditions as it deems necessary or appropriate to maintain the public health, safety and well being and a consistent and attractive visual appearance of the Business District, including but not limited to conditions relating to pedestrian and vehicular access and egress, parking location and layout, the location and type of signage, lighting and landscaping, including fences and the location of surface water, sewerage, refuse or other waste disposal facilities.

(iii) conclude that a proposed alteration, extension or change or additional structure for other than residential use will have a substantial impact on the Business District or adjoining Residential Districts and that the preliminary site plan review is therefore denied without prejudice and a site plan special permit pursuant to subsection 5.3.1(b) is required.

The Planning Board shall act upon a preliminary site plan submission within 21 days from the date the submission is complete and presented to the Planning Board, and failure of the Planning Board to act upon such submission within 21 days of such presentation shall be considered unconditional approval. Any change to the preliminary site plan shall require resubmission and review under this subsection.

Any applicant subject to site plan review in accordance with Section 5.3.1(b) shall be exempt from the requirements of this Section.

b) Special Permits for Site Changes in the Business District.

A) A site plan review special permit from the Planning Board shall be required where preliminary site plan review has been denied as set forth in 5.3.1(a)(iii) or where the existing or proposed use of the lot or any portion thereof requires a special permit for a permissive use in the Business District and the applicant proposes one or more of the following site changes:

- i. The erection of a new building, any addition to an existing building or any change in the location of the exterior walls so as to increase the building footprint by ten percent or more, or any increase in the roof elevation of an existing building.
- ii. An increase of the gross floor area of an existing business use by more than 25 percent, whether accompanied by exterior construction or not.

B) The applicant for a site plan review special permit hereunder shall file the original and six (6) copies of his application for such review with the Planning Board and shall forthwith file an additional copy thereof with the office of the Town Clerk. Upon its receipt of such application, the Planning Board shall submit one copy to the Board of Selectmen, one copy to the Board of Health and one copy to the Board of Appeals for their review and written recommendations as they deem appropriate and they shall send copies of such recommendations to the Planning Board and the applicant. The failure of any such board to make written recommendations within 35 days from its receipt of such application shall be deemed to be lack of opposition thereto.

C) Each application and each copy thereof filed for a site plan review special permit hereunder shall be accompanied by a site plan of the proposed use prepared by a registered professional engineer, architect or landscape architect in compliance with the rules of the Planning Board (if any) concerning the size, form, contents and style of plans and specifications required for the granting of a special permit. Such site plan shall show among other things all existing and proposed buildings with building elevations depicting architectural treatment thereof, all structures, parking spaces, driveway openings, driveways, service areas and other open uses, well locations, and all facilities for sewage, refuse and other waste disposal and for surface water drainage, catch basins and drain pipes and all landscape features such as walkways, illumination systems, fences, planting areas, trees, shrubs and open areas on the lot. Said site plan shall include a locus map (prepared in accordance with any Planning Board rules) showing the site in relationship to the properties, easements and roadways in reasonable proximity thereto including buildings, structures, driveway openings, off-street parking and all public or private ways. Each application shall also include a short narrative statement describing the nature of the proposed site changes and the reasons therefore.

D) In reviewing the application and the site plan, the Planning Board as the special permit granting authority, and the Board of Selectmen, Board of Health and Board of Appeals, as the review boards, shall consider among other things:

- i. Compliance with the requirements for parking lot size, frontage, yards and heights, and coverage of buildings, and all other provisions of the By-Laws;
- ii. Convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent streets, properties or improvements;
- iii. Adequacy of the arrangement and number of parking spaces in relation to the proposed uses of the premises;
- iv. Provision for off-street loading and unloading of vehicles incidental to the servicing of the buildings and related uses on the lot or tract;
- v. Arrangement and appearance of proposed buildings, structures, illumination systems, signs, screening and landscaping;
- vi. Adequacy of methods for waste disposal, surface and subsurface drainage and lighting;
- vii. Protection of adjoining premises and the general neighborhood from any detrimental use of the lot or tract;
- viii. Consideration of the natural characteristics of the site, including geological features, soils, vegetation, slopes, watershed boundaries, scenic areas and views;
- ix. Adequacy of all municipal facilities relative to fire and police protection and public works and other municipal services required to meet the needs of the uses to be accommodated on the site;

x. Description of the methods to be used during construction to control erosion and sedimentation, to protect soil stockpiles and existing trees, and to insure the continuation of the unique characteristics of the site;

xi. Whether the proposed location and exterior appearance of the buildings will promote and preserve harmony in architectural treatment and avoid incongruous or inappropriate architectural appearance and building arrangement detrimental to property values of the adjoining owners or the community.

xii. Adequacy of methods to preserve and protect the quality and quantity of groundwater at the site and neighboring locations.

E) It shall be a condition to the exercise and validity of any special permit under this section, that an as-built plan certifying conformance to the approved site plan, be submitted to the Planning Board and building department prior to the issuance of a permanent occupancy permit.

c) Amendment to Site Plan

Any person to whom a site plan special permit has been granted shall submit to the Planning Board any proposed change to such site plan prior to the commencement of any construction in exercise of such permit. If within 30 days the Planning Board finds that such change is inconsistent with the site plan special permit, the Planning Board may require the submission of an application to amend the permit in which event the Planning Board shall hear and decide the application to amend in full compliance with the procedural requirements specified in Chapter 40A of the General Laws and Section 6 of these By-Laws.

Any change that would result in an increase in the height or dimensions or a diminution in the setback of any proposed structure of ten percent or less may and any such change of more than ten percent shall be presumed to be inconsistent with the site plan review special permit.

### **5.3.2 Special Permits for Business Use**

The Board of Appeals shall be the special permit granting authority for any application for a permissive use in a business district. The applicant for a permissive use hereunder shall file the original and 2 copies of his application for such use with the Town Clerk as filing agent for the Board of Appeals, and shall forthwith file a separate signed copy thereof for the records of the Town Clerk as required under Chapter 40A, Section 9 of the General Laws. Upon its receipt of such application, the Board of Appeals shall submit one copy thereof to the Board of Selectmen and one copy to the Planning Board for their review and written recommendations. Each such board shall make such recommendations as it deems appropriate and shall send copies thereof to the Board of Appeals and the applicant. The failure of either board to make written recommendations within 35 days from its receipt of such applications shall be deemed to be lack of opposition thereto.

Each application filed for a permissive use hereunder shall comply with the rules of the Board of Appeals relative to the granting of special permits. The Board of Appeals, as the special

permit granting authority hereunder, shall hear an application for a permissive use in full compliance with the time limitations and all other procedural requirements specified in Chapter 40A of the General Laws and Section 6 of this by-law.

### **5.3.3 Site Plan Review for Certain Non-Residential Activities in a Residence District** *(Added 1997)*

- a. Except as and to the extent exempted from local regulation by Chapter 40A, Section 3 of the General Laws, all applicants for a building permit for interior or exterior construction in a Residence District in connection with a use included in the Schedule of Use Regulations under Section 3.2.12 (Religious), or 3.2.13 (Educational) and all applicants for a driveway permit in connection with such use or proposed use in a Residence District shall undergo site plan review in accordance with the substantive and procedural requirements of Section 5.3.1 a) before a driveway permit or building permit can issue. For review under this Subsection 5.3.3, the Planning Board may either approve the plan as submitted, as provided by Section 5.3.1a) (i), or approve the plan subject to conditions, as provided for by Section 5.3.1 a) (ii). Activities on lots devoted to religious or non-profit educational use at the present time shall not be subject to this provision.
- b. The Planning Board shall be a review board as provided for in Section 6.2.2 for all applications to the Board of Appeals for permissive uses in a Residence District.

### **5.4 Material Removal** *(Amended 1973, 2011)*

The removal of sod, loam, clay, sand, gravel, stone (whether quarried or not), stone walls along a public way, or other natural inorganic material from the premises in any residential or business district is prohibited except in instances when such removal is (1) incidental to the lawful construction or alteration of a building or structure (provided that such removal does not exceed five hundred [500] cubic yards), or the lawful construction of a driveway on the portion of the premises where the removal occurs (provided that such removal does not exceed fifty [50] cubic yards), or (2) incidental to the construction or operation of public works by the Town or other public body.

### **5.5 Flood Plain District** *(Added 1970, amended 1980, 2010, 2014)*

#### **5.5.1 Purpose**

The purpose of the Flood Plain District is to provide that lands in the Town of Sherborn subject to seasonal or periodic flooding as described herein shall not be used for residence or other purposes in such a manner as to endanger public health and safety in any district.

### 5.5.2 Regulations

A Flood Plain District shall be considered to be superimposed over any other district established by this by-law. Land in a Flood Plain District may be used for any purpose otherwise permitted in the underlying district except:

a) No building or structure may be erected in a Flood Plain District; provided that the Board of Appeals may grant a special permit in accordance with the provisions of Section 6.2.3 for the construction or use of a building or structure which:

- 1) will not be used for sustained human occupancy;
- 2) will not substantially interfere with the natural water storage capacity of the land or the natural flow of water;
- 3) will not constitute a danger to the public health or safety; and
- 4) will not cause any increase in the 100 year flood plain.

b) No dumping, filling, dredging, excavation, transfer or removal of any material which will reduce the natural flood water storage capacity of the land or will interfere with the natural flow of water over the land shall be permitted whether or not such land is within a "Regulatory Floodway" designated by the Federal Emergency Management Agency (FEMA).

c) If any land included in a Flood Plain District is found by the Board of Appeals not in fact to be subject to seasonal or periodic flooding, the Board of Appeals may grant a special permit in accordance with the provisions of Section 6.2.3 for the use of such land for any purpose permitted in the underlying district. The Board of Appeals may consider the elevation of the particular land, its history of flooding and any other relevant evidence. The Board of Appeals may request and consider information on the question from any other public official, board or agency.

d) The portion of any lot in a Flood Plain District may be used to meet lot area requirements for the Residential District over which the Flood Plain District is superimposed, provided that such portion in the Flood Plain District does not exceed 25% of the minimum lot area in Residence District A, 50% of the minimum lot area in Residence District B, and 60% of the minimum lot area in Residence District C. Land in the Flood Plain District may not be used to meet lot area requirements in Business Districts.

e) Whenever an application is made for a building permit, which the Building Inspector believes may involve the use of land in the Flood Plain District, he shall require the applicant for such permit to provide, as part of such application, a plan of the lot on which such building is intended to be built showing the land contours at two foot intervals, related to elevations above mean sea level, indicating the bench marks used and certified by a registered land surveyor.

f) The provisions of Section 5.5 shall not apply to any building or structure in a Flood Plain District that was in existence at the time of the adoption of Section 5.5 and notwithstanding the provisions of Section 1.4, such buildings may be repaired, restored, altered, enlarged or rebuilt in compliance with all other zoning laws and applicable state and municipal laws and

regulations, provided that any such altered, enlarged or rebuilt building shall not affect the natural flow patterns of any watercourse.

### 5.5.3 Location of Flood Plain District

The Flood Plain District is herein established as an overlay district. The District includes all special flood hazard areas within the Town of Sherborn designated as Zone A and AE on the Middlesex County Flood Insurance Rate Map (FIRM) issued by FEMA from the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town of Sherborn are panel numbers 25017C0518F, 25017C0519F, 25017C0538F and 25017C0631F dated July 7, 2014; and 25017C0539E, 25017C0632E, 25017C0633E, 25017C0634E, 25017C0651E, 25017C0652E, 25017C0653E, and 25017C0654E dated June 4, 2010. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated July 7, 2014. The FIRM and FIS report are on file with the Town Clerk, Planning Board and Building Inspector and are hereby made a part of the Zoning Map and are incorporated herein by reference.

### 5.5.4 Floodway and Base Flood Elevation Data

a) **Floodway Data.** In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

b) **Base Flood Elevation Data.** Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or 5 acres, whichever is the lesser, within unnumbered A zones.

### 5.5.5 Notification of Watercourse Alteration

In a riverine situation, the Conservation Commission Agent shall notify the following of any alteration or relocation of a watercourse:

- Adjacent Communities
- NFIP State Coordinator  
Massachusetts Department of Conservation and Recreation  
251 Causeway Street, Suite 600-700  
Boston, MA 02114-2104  
(or any successor agency or successor address)
- NFIP Program Specialist  
Federal Emergency Management Agency, Region I  
99 High Street, 6th Floor  
Boston, MA 02110  
(or any successor agency or successor address)

### 5.5.6 Use Regulations

- a) The Floodplain District is established as an overlay district to all other districts. All development in the district, including structural and non-structural activities, whether permitted by right or by special permit must be in compliance with Chapter 131, Section 40 of the Massachusetts General Laws and with the following:
- Sections of the Massachusetts State Building Code (780 CMR) which address floodplain and coastal high hazard areas;
  - Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);
  - Inland Wetlands Restriction, DEP (currently 310 CMR 13.00);
  - Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5);

Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

- b) In Zone AE, along watercourses that have a regulatory floodway within the Town of Sherborn designated on the Middlesex County FIRM encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- c) All subdivision proposals must be designed to assure that:
- i) such proposals minimize flood damage;
  - ii) all public utilities and facilities are located and constructed to minimize or eliminate flood damage; and
  - iii) adequate drainage is provided to reduce exposure to flood hazards.

## 5.6 Residence EA District – Multi-dwelling Projects *(Added 1979, Amended 2008)*

### 5.6.1 Purposes

The purposes of the Residence EA District are to provide for the demonstrated elderly housing needs of the Town by making provision for appropriately located, specially designed and reasonably priced housing for occupancy by elderly persons who otherwise would not have such housing opportunities within the Town; to allow greater flexibility in land use planning for the development of tracts of land in terms of density, preservation of open spaces, utilization of natural features, provision of municipal services and provision of a variety of housing types; to ensure that site development plans will be presented to the Town Meeting in connection with a proposal to rezone a tract of land to Residence EA District; and to enable the Planning Board to require adherence to such site development plans in the granting of a special permit as hereinafter described.

### **5.6.2 Land Use and Dimensional Requirements**

In the absence of a special permit for multi-dwelling project granted as hereinafter described, land uses and dimensional controls in the Residence EA District shall be the same as those for the district for which the land was zoned before the rezoning. Multi-dwelling projects which have received such special permits must conform with the dimensional requirements set forth in Section 5.6.5. The Planning Board may impose conditions limiting the uses allowed in a multi-dwelling project pursuant to Section 5.6.6g.

### **5.6.3 Town Meeting Presentation - Preliminary Development Plan**

Every proposal for the rezoning of land to a Residence EA District classification must be presented to a Town Meeting for a two-thirds vote in accordance with Chapter 40A of the General Laws. The initial proposal submitted to the Board of Selectmen for inclusion in the Town Warrant need only include a description of the land proposed for rezoning and a brief description of the proposed project, but every proposal must include a Preliminary Development Plan when it is presented at the Planning Board public hearing required by said Chapter 40A prior to the Town Meeting, and later, as the plan may be amended after such public hearing, at the Town Meeting. In addition to the requirements imposed by the rules and regulations of the Sherborn Planning Board, adopted pursuant to said Chapter 40A, the Preliminary Development Plan shall show in a general manner but drawn to scale, the boundaries and topography of the parcel; the wetlands, ponds, streams, or waterways within or adjacent to the land; the proposed location, bulk, types, architectural character and typical floor plans for all buildings or structures; the proposed locations, design and dimensions of all streets, walks, parking and other paved areas; the proposed grading plan, drainage plan, and location of major utilities, wells and septic systems; and the proposed open space. The Preliminary Development Plan shall also include, either on the plans or in other documentary form, the name and address of the record owner, the proposed dwelling unit density, the total floor area, proposed rents or sale prices, and any other information concerning the purposes and nature of the proposed project which the proponent believes will assist the Planning Board and Town voters in their deliberation. The Planning Board, in its report to the Town Meeting, required by law, shall include its opinion on whether or not the proponent has prepared and presented sufficient data to give reasonable assurance that the development will conform to the Preliminary Development Plan with respect to the location, layout and design of proposed buildings, drives and streets, to the density, type and design of floor plans and dwelling units, and to any other material which the proponent has submitted with his proposal. At least two weeks before the Town Meeting, one complete copy of all material to be presented to the Town Meeting shall be filed with the Town Clerk for public inspection.

### **5.6.4 Special Permit Application - Final Development Plan**

The Planning Board shall be the special permit granting authority for multi-dwelling projects within a Residence District and all relevant requirements set forth in Section 6.2.3 and 6.2.5 with respect to special permits before the Board of Appeals shall apply to the Planning Board herein.

The applicant shall file his application for a special permit with the Planning Board and forthwith with the Town Clerk. Such application shall be accompanied by a Final Development Plan which indicates full compliance with the requirements set forth in Section 5.6.5 below, and which includes at a minimum, the following plans and supporting materials:

a) Survey

A survey plan of the land by a registered land surveyor showing all metes and bounds, prominent natural or man-made features, existing buildings or structures, tree lines, topography in 2 foot contours in the portion developed with buildings and 10 foot contours elsewhere, the location of land in the Flood Plain District, if any, all adjoining existing streets and all abutting owners.

b) Site Development Plan

A plan or plans showing soil culture, proposed grading plans, drainage plans, the location of buildings and other improvements, the landscaping plan, open space designation, the utilities distribution plan, and the dimensions, materials and types of construction of all streets, roads, parking, walkways and walls.

c) Architectural Plans

Preliminary plan or plans showing building locations, typical floor plans, elevations, sections, important exterior details of the buildings and general massing.

d) Statistics

A tabulation of the proposed buildings by building type, size (showing number of rooms by use, and total floor area), ground coverage, dwelling units per building, and dwelling units per acre. There shall also be a summary of the percentages of the site covered by buildings, covered by paved areas and designated for open space.

e) Developer Information

A legal description of the development entity with documented financial information sufficient to establish the developer's capability to complete all aspects of the project; documentation indicating a firm commitment from a recognized financial institution for construction financing and, where appropriate, permanent mortgage financing; the approximate schedule of rents, leases or sale prices; and where publicly financed, subsidized or otherwise publicly assisted units are involved, written evidence of the receipt of such approvals and/or commitments as may be required.

All application, plans and supporting materials for such special permits shall be submitted to the Board of Health and the Conservation Commission by the Planning Board for their review and written recommendations. Either such board or commission shall make such recommendations as it deems appropriate and shall send copies thereof to the Planning Board and to the applicant. The Failure of either such board to make recommendations to the Planning Board within 35 days from the receipt thereof shall be deemed to be lack of opposition

thereto. Such a submission by the Planning Board and such recommendations by the Board of Health and the Conservation Commission shall in no way relieve the applicant of any obligations he may have to obtain permits or other approvals independently from those boards.

### **5.6.5 Special Permit Requirements** *(Amended 2008)*

The Planning Board must hold a public hearing within 65 days after the filing of the application with the Planning Board. In addition to the specific requirements set forth below, the Planning Board may consider the probable impact of the proposed development upon Town services and facilities, the compatibility of the project with the surrounding area and the consistency of the proposed development with the Town's long range planning objectives. In order to approve a proposed multi-dwelling project and grant a special permit therefore, the Planning Board must find that all of the following requirements are met:

a) Lot Size

Only lots 6 acres or larger may be rezoned for Residence EA District use for multi-dwelling projects.

b) Lot Location

No special permit shall be granted for any land which is more than one mile by public way from the intersection of Main and Washington Streets unless at least 25% of such property is within the Business G or Business P districts as shown on the Zoning Map of Sherborn. Locations should be readily accessible to shopping, transportation, and other public facilities and services used by the elderly.

c) Building Occupancy

Multi-dwelling developments in Residence EA Districts shall be designated either "age-restricted" or "affordable". If designated "age-restricted", occupancy shall be limited to families at least one member of which is 55 years of age or older; if "affordable", a minimum of 25% of the units within the entire development shall be restricted to occupancy by persons eligible for Low or Moderate Income Housing as defined in 760 CMR 56 (as the same may be amended from time to time). *(Amended 2015.)*

d) Density

No more than 4 dwelling units per acre shall be permitted on any one lot approved for multi-dwelling use. There shall be no more than 8 dwelling units in any one building and not more than three bedrooms in any one dwelling unit. The minimum distance between buildings shall be determined by the Planning Board as part of the Special Permit process.

In the case of multistory buildings containing single level dwelling units (flats) which require an elevator to comply with ADA and handicapped access requirements, the Planning Board may waive the 8 unit maximum for each building if they find the building is otherwise harmonious and appropriate for the particular location and consistent with the architectural traditions of the Town.

e) Special Needs Design

Building and site layout shall be specially designed for the needs of the elderly with particular attention to appropriate floor plans, safe and convenient ingress and egress from buildings, and parking, walks and ramps which meet current standards for the handicapped. Where possible, special facilities for meeting and communal social activities shall be provided.

f) Architectural Design

The architectural scheme shall be harmonious within the project with respect to choice of materials, colors, style, detailing and massing, but rigidity and monotony are to be avoided by use of variations in building size, height, location, and rooflines and the judicious arrangement of landscaping elements and site features. The project shall also be harmonious with the surrounding buildings and insofar as is appropriate for the particular location, consistent with the architectural traditions of the Town.

g) Landscaping

All improvements shall be placed so as to leave undisturbed, as far as possible, the special environmental and historical features of the site including especially woodlands, wetlands, ponds, streams, waterways, marshes, hill tops, ravines, biological habitats of special interest, views of unusual importance, continuous green belts, existing trails and bridle paths and historical monuments. The required setback buffer shall consist of natural woodlands wherever possible. Otherwise, indigenous trees and shrubs and other elements such as walls and earth berms shall be used to create effective screening. The applicant must submit a landscaping plan prepared by a registered architect or landscape architect which will be reviewed by the Planning Board for aesthetic effect.

h) Open Space

At least 25 percent of the total area of all lots within a contiguous Residence EA district, shall, except as provided below, remain unbuilt upon and set aside for conservation, outdoor recreation or park purposes or buffer areas. Such open land shall be in addition to required front, side and rear, setback areas except in cases where the total open space including such, setback areas, but excluding any land within 30 feet of a dwelling unit, exceeds 50% of the total lot area. The required open space may be in one or more parcels of a size and shape appropriate for the intended use and may be conveyed either to and accepted by the Town or its Conservation Commission, to a legal association comprised of the homeowners within each such lot, or to a non-profit organization the principal purpose of which is the conservation of open space. Such open land shall be included in the total lot area for the purpose of computing the dwelling unit density of the lot. The future ownership of such open land, which may differ from parcel to parcel, shall be specified by the Planning Board as a condition of the special permit, but when such open land is conveyed to persons other than the Town of Sherborn, the Town shall be granted an easement over such land sufficient to insure its perpetual use as conservation, recreation or park land or buffer area. (*Amended 2015*).

i) Utilities

All electrical, gas, telephone, water distribution and other utility and service lines shall be placed underground in accordance with the regulations of the respective utility companies and the rules and regulations of the Sherborn Planning Board adopted pursuant to Chapter 40A. Adequate methods shall be provided on the site for waste disposal and for surface and subsurface drainage in accordance with the Regulations of the Health Department.

j) Lighting

Lighting of parking and walkways shall be designed to provide sufficient uniform illumination with a low glare factor. The mounting heights shall be as appropriate for the architectural character and scale of the buildings, but all lights must be arranged and shielded to prevent direct glare from the light source onto any street or adjacent property.

### **5.6.6 Planning Board Approval**

The Planning Board may grant a special permit for a multi-dwelling project based on a determination that the proposed development will be consistent with the development as approved by the Town Meeting, consistent with the requirements set forth in Section 5.6.5 and consistent with the general purposes of the Residence EA District, subject to the following standards:

- a) The special permit shall incorporate by reference the Preliminary Development Plan presented to the Town Meeting. The Planning Board may, in its discretion, permit deviations from the Preliminary Development Plan presented to the Town Meeting, provided, however, that the Board shall not permit any increase in the dwelling unit density, nor shall it permit an increase greater than 10% in the total floor area. The Planning Board shall not authorize any non-residential use other than shown in the Preliminary Development Plan presented to the Town Meeting.
- b) The Planning Board may require dwelling unit density to be less than that shown on the Preliminary Development Plan presented to the Town Meeting, if the Board determines that proper land use planning so requires, but in such event, the Board shall file with its decision the basis for its determination, including, among other factors, soil conditions, drainage, traffic or other neighborhood conditions brought to the Board's attention, and the provisions of the usable open space.
- c) The Planning Board may permit the construction and use of facilities such as a community center or recreation center for the use of the elderly residents and their guests if the Board determines that the inclusion of such facilities would be appropriate to the site and to the project as designed.
- d) In granting a special permit, the Planning Board shall impose as a condition thereof that the installation of services and construction of interior drives within the development shall comply with the requirements of the rules and regulations of the Sherborn Planning Board

adopted pursuant to Chapter 40A and may impose such additional conditions and safeguards as public safety, welfare and convenience may require.

e) The Planning Board, upon application by the developer and after hearing, may amend a special permit previously granted, but only in accordance with the standards hereinbefore set out.

f) Subsequent to a special permit granted by the Planning Board under the provisions of this section, minor revisions may be made from time to time in accordance with applicable laws, by-laws and regulations, but the development under such special permit shall otherwise be in accordance with the submission accompanying the developer's application for a special permit, except as modified by the decision of the Planning Board of any such revision. If the Board determines such revisions not to be minor it shall order a public hearing.

g) The Planning Board may impose such conditions on the permit which limit or otherwise vary the allow ability of uses listed in Section 3.2 for Residence EA Districts where in its judgment such uses would be inappropriate in a multi-dwelling project context.

#### **5.6.7 Planning Board Denial** *(Amended 1980)*

The Planning Board may deny an application for a special permit hereunder and base its denial upon the failure of the proposal to meet the requirements established in Section 5.6.5 hereof, a finding that the development would not be consistent with the purposes of the Residence EA District including, but not limited to, the absence of a demonstrated need for such housing or a finding that the proposed development does not substantially conform to the Preliminary Development Plan as approved by the Town Meeting in connection with the rezoning of the land. Failure to so issue and file a decision within said 90 days shall be deemed a grant of the permit in accordance with Chapter 40A of the General Laws.

#### **5.6.8 Additional Requirements** *(Added 2008)*

In addition to the foregoing, Low and Moderate Income Units shall meet the following additional requirements:

a) Such housing must be either Subsidized Housing units as defined in Chapter 40B of the General Laws of the Commonwealth or Local Initiative Units as defined in 760 CMR 45.03 (as the same may be amended from time to time), or affordable housing operated on the basis of substantial similarity with the goals and policies of Local Initiative Program as defined in 760 CMR 45.00.

b) For Local Initiative Units, the following shall apply:

i) the units are to be "Low and Moderate Income Units" as defined in 760 CMR 45.02 (as the same may be amended from time to time);

ii) the project is not developed with, or is not proposed to be developed with, a comprehensive permit within the meaning of Chapter 40B, Sections 20-23 of the General Laws:

iii) the project is subject to Use Restrictions which, as a result of the Special Permit provided by this Section, are a condition for the granting of the Special Permit: Use Restriction shall mean a contract, deed restriction, condition of Special Permit provided by this Section 5.6 or other legal instrument as may be required by the Special Permit Granting Authority and as may be approved by the Department of Housing and Community Development (which Agency has been established pursuant to Chapters 23B and 6A of the General Laws of the Commonwealth), which Use Restriction restricts occupancy of Low and Moderate Income Units to persons with qualified incomes for a determinate period of time.

iv) the period of such Use Restrictions is as long as the unit is occupied, but in no event less than five years; and

v) the owner/developer of the units agrees to be subject to equal housing opportunity guidelines established by the Department of Housing and Community Development.

vi) After issuance of any Special Permit pursuant to this Section 5.6, the Board of Selectmen shall make application to the Department of Community Affairs for certification that the unit so permitted is a "Local Initiative Unit" to count towards the Town's statutory obligations under Chapter 40B of the General Laws of the Commonwealth, all in accordance with the application procedures set forth in 760 CMR 45.00 ("Local Initiative Program").

### **5.6.9 Procedural Requirements For Special Permits** *(Added 1980)*

The Planning Board, as the special permit granting authority for multidwelling projects within a Residence EA District, shall hear and decide an application for a special permit or any extension, modification or renewal thereof, in full compliance with the time limitations and all other procedural requirements specified in Chapter 40A of the General Laws and Section 6 of this By-Law.

## **5.8 Wireless Communications Facilities** *(Added 1997)*

### **5.8.1 Purpose**

The purpose of this Section is to permit and regulate the use of commercial and municipal personal wireless communications facilities within the Town of Sherborn and encourage their location and use in a manner which minimizes negative visual and environmental impacts on the residents of Sherborn. Wireless communications facilities include towers, antennas, receiving or transmitting equipment of any kind, and any other equipment, or structure, including access ways or landscaping, used to support wireless communications activities such as cellular telephone service, personal communications service (PCS), enhanced specialized mobile radio service, specialized mobile radio service, paging and any other functionally equivalent service. It is intended that this Section be in compliance with the federal Telecommunications Act of 1996. This provision does not apply to the construction or use of an antenna structure by a federally licensed amateur radio operator, as exempted by M.G.L. Chapter 40A, Section 3.

### 5.8.2 Definitions

**Above Ground Level (AGL).** The height of a tower as measured from a plane located at the average elevation Above Mean Sea Level of the ground, within a 10-foot radius of the center of the tower, prior to being altered for construction of the tower, to the uppermost point of the tower.

**Antenna.** The surface from which wireless radio signals are sent and received by a personal wireless communications facility.

**Camouflaged.** A personal wireless communications facility that is disguised, hidden, part of a preexisting or proposed structure or placed within or on a preexisting or proposed structure is considered to be "camouflaged."

**Carrier.** A company that provides wireless services.

**Co-location.** The use of a single mount on the ground by more than one carrier (vertical co-location) and/or several mounts on a preexisting building by more than one carrier.

**Environmental Assessment (EA).** The document required by the Federal Communications Commission (FCC) and the National Environmental Policy Act (NEPA) when a personal wireless communications facility is placed in certain designated areas.

**Equipment Shelter.** An enclosed structure, cabinet, shed or box at the base of the mount within which are housed batteries, electrical equipment or other equipment to support the personal wireless communications facility.

**Essentially Not Visible.** A determination by the Planning Board that a wireless communications facility is not easily noticeable to passersby, motorists, or adjacent residents during their normal day to day activities.

**Fall Zone.** The area on the ground within a prescribed radius from the base of a mount. The fall zone is the area within which there is a potential hazard from falling debris (such as ice) or collapsing material.

**FAA.** Federal Aviation Administration, an independent agency of the federal government with regulatory authority over aviation issues.

**FCC.** Federal Communications Commission, an independent agency of the federal government with regulatory authority over communications issues.

**Functionally Equivalent Services.** Cellular, Personal Communication Services (PCS), Enhanced Specialized Mobile Radio, Specialized Mobile Radio, and Paging.

**Guyed Tower.** A tower that is tied to the ground or other surface by diagonal cables.

**Lattice Tower.** A type of mount that is self-supporting with multiple legs and cross-bracing of structural steel.

**Licensed Carrier.** A company authorized by the FCC to construct and operate a commercial mobile radio service system.

**Monopole Tower.** The type of mount that is self-supporting with a single shaft of wood, steel or concrete and a platform (or racks) for panel antennas arrayed at the top.

**Mount.** The structure or surface upon which antennas are mounted, including the following four types of mounts:

1. Roof-mounted. Mounted on the roof of a building.
2. Side-mounted. Mounted on the side of a building.
3. Ground-mounted. Mounted on the ground.
4. Structure-mounted. Mounted on a structure other than a building.

**Omnidirectional (WHIP) Antenna.** A thin rod that beams and receives a signal in all directions.

**Panel Antenna.** A flat surface antenna, usually developed in multiples.

**PCS. Personal Communications Services.** Broadband radiowave systems that operate at a radio frequency in the 1850 - 1950 megahertz range.

**Personal Wireless Communications Facilities.** Any device, instrument or other object used for the provision of personal wireless communications services, as defined by the Telecommunications Act, including towers, antennas, receiving or transmitting equipment of any kind, and any other related equipment or facility.

**Radiofrequency (RF) Engineer.** An engineer specializing in electrical or microwave engineering, especially the study of radio frequencies.

**Radiofrequency Radiation (RFR).** The emissions from personal wireless communications facilities.

**Related Equipment or Facilities.** Any equipment, building, structure, access way, landscaping or other means used to support the operation, or disguise the appearance, of a personal wireless communications tower, antenna, or transmitting or receiving equipment of any kind.

**Security Barrier.** A locked, impenetrable wall, fence or berm, or combination thereof, that completely seals an area from unauthorized entry or trespass.

**Separation.** The distance between one carriers array of antennas and another carriers array.

**Utility.** A system of wires or conductors and supporting structures that functions in the transmission of electrical energy or communication services (both audio and video) between generating stations, sub-stations, and transmission lines.

### 5.8.3 Special Permit Granting Authority

The Planning Board shall be the Special Permit Granting Authority for site plan review for all wireless communications facilities (except those that comply with Section 5.8.4).

### 5.8.4 Use of Existing Structures

It is the policy of the Town of Sherborn to encourage the location of personal wireless communications facilities in existing structures. Therefore, the establishment of personal wireless communications facilities shall not require any regulatory review or permits other than a building permit, provided that:

(a) such facilities are proposed to be located on an existing commercial wireless communications tower, or on an existing structure supporting electric utility transmission lines, or, in the case of related equipment, adjacent to such tower or structure; or

(b) such facilities are proposed to be located entirely within, mounted on, or (in the case of related equipment) adjacent to, structures or buildings existing as of November 18, 1997, in such a manner that they are essentially not visible from a public street or from any dwelling; and

(c) the applicant demonstrates that the installation will meet the Federal Communications Commission standards for radiofrequency radiation emissions.

Additional facilities or equipment mounted on an existing commercial wireless communication tower, or structure supporting electric transmission lines, shall not be required to meet the "essentially not visible" standard, provided that (a) such facilities do not increase the height of the existing tower or structure beyond the height necessary to accommodate the dimensions of the antenna array, (b) the related equipment on the ground does meet the "essentially not visible" standard, and (c) the proposed access route already exists. Additional facilities or equipment proposed to be located on an existing commercial wireless communications tower that do not meet the standards of (b) or (c), shall undergo a Preliminary Site Plan Review in accordance with the substantive and procedural requirements of Section 5.3.1.

Prior to the issuance of a building permit, plans for the proposed wireless communication facilities shall be submitted to the Planning Board in order that it may certify that the "essentially not visible" standard will be met or determine that a Preliminary Site Plan Review is necessary.

### 5.8.5 Wireless Communications Overlay Districts

In order to encourage any necessary new wireless communications towers or mounts to be located in areas that will have the least visual and environmental impact on Town residents, there are hereby created two Wireless Communications Overlay Districts as follows:

**Wireless Communications Overlay District 1** - This district shall include all land used for high tension electrical transmission facilities by Boston Edison or any successor, whether by easement or in fee;

**Wireless Communications Overlay District 2** - This district shall include that portion of Parcel 174A of Assessors' Map 11 that is not used for cemetery purposes and has an elevation greater than 70 meters above mean sea level, and that portion of Parcel 193 of Assessors' Map 12 that has an elevation greater than 70 meters above mean sea level.

#### **5.8.6 Special Permit for Wireless Communications Facilities**

Persons seeking to develop wireless communications facilities within the Wireless Communications Overlay Districts shall apply for a Special Permit under Section 5.8 for site plan review in accordance with General Laws Chapter 40A, Section 9, provided that proposals which are certified by the Planning Board as being in compliance with the provisions of Section 5.8.4 are exempt from this provision.

#### **5.8.7 Minimum Requirements**

All wireless communications facilities to be located in the Wireless Communications Overlay Districts shall comply with the following:

- a. All applications for new tower locations within Wireless Communications Overlay Districts are exempt from the height limitation of 35 feet specified in Section 4.2. However, no tower shall be greater than 100' Above Ground Level or, in Wireless Communications Overlay District 1 only, the elevation above mean sea level of the nearest electricity transmission line tower, whichever is higher. Omnidirectional (whip) antennas shall not be counted in the height calculation.
- b. All proposed new towers, in appropriate locations, may be required to accommodate the facilities of up to two carriers in addition to those of the applicant, depending on the resulting visual and environmental impacts of such additional capacity. This requirement shall not apply to "flagpole" type towers, or other camouflaged facilities, as applicable.
- c. Wireless communications towers shall not be lighted unless the FAA requires such lighting, or the Planning Board requires such lighting to ensure public safety upon the advice of the Police and/or Fire Chiefs. Except in extreme circumstances, and in cases where the Planning Board finds that alternative scenarios are more deleterious to the Town, no proposed tower location shall be approved that requires lighting.
- d. Each proposed new tower must include a "fall zone" equal to at least 100% of its height Above Ground Level. If it is in the best interests of the Town to do so, this fall zone may be reduced by the Planning Board to as little as 50% of height Above Ground Level. Generally, this fall zone must be located within the boundaries of the parcel on which the tower is located. However, at the discretion of the Planning Board, the fall zone may extend onto adjacent property if the following three conditions are satisfied: a) doing so will result in a less intrusive visual impact; b) the adjacent property is either Town-owned or the owner has granted written permission for such use in the form of an easement that remains in effect for the life of the tower; and c) it can be demonstrated that the use of such adjacent property does not pose an undue safety risk. In all cases, the applicant shall submit information certified by a licensed structural engineer demonstrating the structural integrity of the tower and that the design is

such that the tower will implode, rather than fall over, when experiencing undue stress, and that the proposed fall zone is adequate for the design proposed.

e. All towers shall be of a design that minimizes the negative visual and environmental impacts on the Town. Generally, this will be the monopole type or a camouflaged design.

f. No new towers within Overlay District 1 shall be located closer to another freestanding wireless communications tower than the distance between three successive electric transmission towers in the immediate area. This does not apply to antennas attached to existing electrical transmission support towers.

g. All equipment proposed for a personal wireless communications facility shall be authorized per the FCC *Guidelines for Evaluating the Environmental Effects of Radiofrequency Radiation*. Demonstration of compliance shall be as specified in the Rules and Regulations of the Planning Board, Section 2.3.6.

h. No new towers shall be visible from (1) the Farm Pond public beach or boat launch ramp, or (2) the Historic Districts of Sherborn. The Planning Board may grant an exemption to clause (2) above if the proposed facility is Town-sponsored or used for a municipal purpose and the Board finds that the proposed facility will have a limited visual impact.

i. All applications for new tower locations shall be accompanied by a narrative statement endorsed by a qualified radiofrequency engineer explaining why the proposed location (or locations) was (were) selected. For any tower proposed to be located in Overlay District 2, such statement shall include additional supporting documentation demonstrating that no feasible alternative location was available, including at least three alternative scenarios utilizing existing structures and locations outside Overlay District 2.

j. All applications for towers with heights greater than 20 feet above the average tree line within a 100' radius must include documentation as to why such greater height is necessary, and why the proposed height is the minimum necessary at the proposed location, and shall require findings by the Planning Board that both (1) such additional height is necessary to accommodate additional carriers and (2) the additional height will result in a limited visual impact. No tower in Overlay District 2 shall be greater than 100' in height Above Ground Level. Omnidirectional (whip) antennas shall not be counted in the height calculation.

k. No new towers within Overlay District 2 shall be located closer to another freestanding wireless communications tower than 1/2 mile.

l. Any wireless communications facility proposed to be located in Overlay District 2 shall be, to the greatest practical extent, camouflaged in the manner set forth in Section 5.8.13 c.

### **5.8.8 Contents of Application**

An application for a Special Permit under Section 5.8 shall consist of:

(a) A locus plan clearly showing the proposed location with respect to all surrounding properties and streets and containing thereon the location of all lot lines, structures and driveways within 500 feet of the location that is the subject of the application.

(b) A proposed development plan consisting of one or more sheets showing the proposed location of the tower, support buildings, fences, driveway, parking spaces, utilities, and landscaping; proposed setbacks from all lot lines; proposed setbacks from the nearest residential building; proposed setback from, and height above mean sea level of, the nearest electricity transmission tower; topography, both existing and proposed, at five foot intervals; the location of wooded areas including the average and maximum heights of the tree line within 200 feet of the proposed tower site; the location of wetland and buffer zone areas, stone walls, easements proposed or of record, trails and paths; the location of any trees over 12 inches in diameter proposed for removal; and proposed locations of support equipment, additional tower(s), and/or other facilities that may be needed in the future to accommodate one or more additional carriers

(c) Narrative statements addressing each of the minimum requirements of Section 5.8.7 for the applicable Overlay District.

(d) A narrative statement and drawings describing and illustrating how the visual and environmental impacts of the facilities will be minimized. With respect to Wireless Communications Overlay District 2, factors addressed in this statement shall include the design of structures housing support equipment (with adequate consideration given to the potential to locate such structures underground, partially depressing such structures to reduce impact and facilitate screening, and designing the exterior to blend with surroundings); the design, color and location of proposed towers; the design of fencing and security barriers; the design of access roads, parking and utilities; cable runs; and landscaping (with the objective being to minimize disturbance of natural vegetation and designing new landscaping to simulate a natural appearance).

(e) Sight line representations of the site shall be provided illustrating views of the proposed site from the nearest point of the nearest public way and the nearest facade of the nearest residence (subject to the owner granting permission to use his property for such representations). Photographs shall also be provided from the same viewpoints (again with permission from the owner in the case of private property) to illustrate current views without the proposed facilities. A second set of the same photographs shall also be provided with an illustration of the proposed facilities superimposed on them. A maximum of two additional viewpoints may be requested by the Planning Board. Such submissions may be submitted with the initial application or after the on site visit/demonstration as provided for in Section 5.8.11.

(f) Documentation, certified by a licensed RF engineer, that the facility will not result in interference with public safety communications, and that the facility will comply with FCC radiofrequency radiation emissions standards.

(g) A statement addressing environmental impacts including stormwater runoff, the use of hazardous materials, and noise. Such statement shall include existing conditions at the site, current and projected ambient noise levels, hazardous materials that will be used at the site and the methods proposed to ensure that no such materials are released into the environment. The statement shall address both construction and permanent operation.

(h) A statement certified by a licensed structural engineer documenting that the design of the structure is capable of withstanding conditions expected at the proposed location, and that

the design of the tower is such that excess stress will result in the collapse, not falling over, of the tower.

(i) A copy of the certified abutters list obtained by the applicant from the Assessors Office.

(j) Such other information or materials that the Planning Board may, in its discretion, require by regulation as specified in Section 2, Wireless Communications Facilities, of its Rules and Regulation Governing Special Permits.

(k) In the case of applications respecting Wireless Communications Overlay District 2, topography of the proposed site, both existing and proposed, at two foot intervals.

### **5.8.9 Filing of Application**

Five copies of applications for Special Permits under this Section shall be prepared and filed with the Town Clerk as follows:

(a) One (1) copy for the records of the Town Clerk as required under Chapter 40A, Section 9 of the General Laws;

(b) Three copies (3) for the Town Clerk as the filing agent for the Planning Board;

(c) One (1) copy for the Town Clerk as the filing agent for the Board of Appeals;

Immediately upon receipt of an application under this section and the filing fee associated therewith, the Town Clerk shall transmit three (3) copies to the Planning Board, and one (1) copy to the Board of Appeals.

### **5.8.10 Review and Comment by Board of Appeals and Others**

The Board of Appeals shall review all applications under this section. In the case of Special Permit applications for Planning Board site plan review, the Board of Appeals shall make such recommendations on each application as it deems appropriate and shall send copies thereof to the Planning Board and the applicant. Board of Appeals review shall be advisory and not directive. The failure of the Board of Appeals to make written recommendations within thirty-five (35) days of its receipt of an application shall be deemed to be lack of opposition thereto.

The Planning Board may, by regulation or otherwise, solicit the comment of other town officials or boards prior to or during the public hearing on the Special Permit application. In addition, the Planning Board may, at the expense of the applicant, consult with an independent RF engineer to review and evaluate the information submitted by the applicant.

### **5.8.11 On Site Visit/Demonstration**

Between the filing of the application and the public hearing date, a site visit shall be scheduled to allow representatives of the Planning Board, Board of Appeals, and other interested persons to view stakes or other means to illustrate the footprint locations of the tower, equipment building, access way, fencing, and any other proposed facilities. On the day of the visit, a balloon, crane or other representative object shall be placed at the height of the proposed tower

in order to demonstrate the visual impact on the surrounding area, and other measures must be used to illustrate the height of the equipment building. The day and time of the site visit/demonstration shall be advertised in a local newspaper a minimum of one week in advance. At least one alternate date shall be also be announced in the event of inclement weather. The Planning Board may, at its discretion, waive the requirement for a newspaper advertisement if unfavorable weather conditions result in the cancellation of the site visit/demonstration on both the primary and alternate dates.

#### **5.8.12 Conditions**

Any Special Permit issued under this section shall include as conditions the following:

- a. All towers and other wireless communications facilities shall be kept in good condition with regular maintenance for the duration of the use.
- b. Wireless communications facilities must be regularly updated in accordance with current technology if such updates will decrease the visual impact or other intrusive aspects of the facility. Such updates shall undergo a Preliminary Site Plan Review in accordance with the substantive and procedural requirements of Section 5.3.1 (a).
- c. All wireless communications facilities, or components thereof, must be removed within 12 months of the cessation of use. The area in which such facilities are located shall be restored to a natural condition, and as close to its original condition, to the maximum extent practicable.
- d. To insure such regular maintenance as well as removal after the cessation of use, a performance bond, in an appropriate amount set by the Planning Board, shall be posted by the applicant prior to the issuance of a building permit for the wireless communications facility. Such bond shall be available for maintenance, removal and disposal of the facilities, and restoration of the site to near its original condition in the event these activities are not performed or completed by the Special Permit holder.
- e. The Special Permit shall specify any conditions related to future co-location of additional wireless communications facilities at the approved location.
- f. The initial term of any Special Permit issued under this section shall not exceed five years. Such Special Permits may be renewable for additional maximum terms of five years upon application by the Special Permit holder at least 90 days prior to the expiration of a current term. Renewal applications shall contain documentation that the conditions of the original Special Permit (or any previous renewals) were met and maintained during the previous term.

#### **5.8.13 Special Permits for Wireless Communications Facilities Outside Wireless Communications Overlay District**

- a. Planning Board Special Permit - Wireless communications facilities outside the Wireless Communications Overlay District (except those allowed under Section 5.8.4) shall be limited to the flagpole type or others that conform to the camouflaging standards listed below. Such facilities shall be subject to all dimensional requirements of Section 4.2, and must be clearly secondary and incidental to the primary use of the property.

The provisions of 5.8.6 through 5.8.12 (except the height limit exception of Section 5.8.7 a. and j.) as they apply to Wireless Communications Overlay Districts shall apply to applications for locations outside the Overlay Districts with four added requirements as follows:

- (1) the contents of the application to the Planning Board shall include documentation that at least three alternative scenarios utilizing existing structures and the Overlay Districts to provide comparable service to that of the proposed location or locations were considered and rejected;
- (2) topography of the proposed site, both existing and proposed, shall be submitted at two foot intervals;
- (3) all equipment and facilities shall meet the camouflaging standards outlined below; and
- (4) A narrative statement and drawings describing and illustrating how the visual and environmental impacts of the facilities will be minimized shall be submitted. Factors addressed in this statement shall include the design of structures housing support equipment (with adequate consideration given to the potential to locate such structures underground, partially depressing such structures to reduce impact and facilitate screening, and designing the exterior to blend with surroundings); the design, color and location of proposed towers; the design of fencing and security barriers; the design of access roads, parking and utilities; cable runs; and landscaping (with the objective being to minimize disturbance of natural vegetation and designing new landscaping to simulate a natural appearance).

b. Board of Appeals Special Permit for Wireless Communications Use in a Residence District  
In addition, a Special Permit from the Board of Appeals shall be required for the wireless communications towers in a residence district in excess of 35 feet. Such Special Permits may allow a height up to a maximum of 20 feet above the average tree height within a 100-foot radius of the proposed site (but in no event in excess of 100 feet Above Ground Level) if sufficient justification is submitted by the applicant.

c. Camouflaging Standards - Personal wireless communications facilities shall be camouflaged as follows:

(1). Camouflage by Location - A personal wireless communications mount is considered camouflaged by location if it is (a) essentially not visible from any public way or existing dwelling within 1000 feet of the proposed location (provided that such distance may be reduced by the Planning Board to 500 feet on a case-by- case basis), and (b) not visible from, nor located within, any of the Scenic-Historic Resources defined in Map 4-9 and Appendix D of the 1996 Open Space and Recreation Plan; or

(2). Camouflage by Design - A personal wireless communications mount is considered camouflaged by design if it is disguised as a building or structure, either existing or new, appropriate in type and scale to its location (e.g., a silo or barn in a field, a light standard adjacent to a recreational area or parking lot, a fire tower in a forest, flagpole in a park or cemetery), and the antennas are hidden within or mounted on the structure in a manner which is "essentially not visible."

(3).Equipment Shelters - Equipment shelters for personal wireless communications facilities shall be designed and constructed consistent with one of the following:

- (a) Located in underground vaults; or
- (b) Designed consistent with traditional materials, color and design of the area; or
- (c) Camouflaged behind an effective year-round landscape buffer, equal to the height of the proposed building, and/or wooden fence; or
- (d) Wholly enclosed within an existing or new building that would otherwise be allowed or permitted.

d. Density - No Tower outside the Overlay District which is camouflaged by location shall be located closer than 1/2 mile from any other tower. Antennas within existing structures and camouflaged facilities appropriate to the area (for example towers disguised as light standards adjacent to a playground, or silos in a field) shall not be included in this calculation.

**5.8.14 Planning Board Decisions**

In order to encourage the location of wireless communications facilities within the Overlay Districts, the Planning Board shall vote on applications for locations within the Overlay Districts within 45 days of receiving a completed application (unless such time is extended by agreement between the Planning Board and applicant).

The Planning Board shall file its decision with the Town Clerk within 15 days of the vote.

**5.9 Water Supply Protection District** *(Added 1995)*

**5.9.1 Purpose**

The purpose of the Water Supply Protection District is to provide that lands in the Town of Sherborn functioning as recharge areas for community and non-transient non-community water supply wells shall not be used in such a manner as to endanger the public health and safety in any District. Improper land uses in these sensitive recharge areas can cause contamination of drinking water supplies.

**5.9.2 Regulations**

A Water Supply Protection District shall be considered to be superimposed over any other District established by this By-Law. Land in a Water Supply Protection District may be used for any purpose otherwise permitted in the underlying district except: underground storage tanks of any kind of construction, holding any petroleum products of any kind whatsoever, including gasoline, are prohibited.

**5.9.3 Location of Water Supply District**

The location of the Water Supply Protection District shall be those areas heretofore and hereafter designated by the Commonwealth of Massachusetts Department of Environmental

Protection approval process for community and non-transient non-community water supply wells as "Zone I" or "Zone II" or "Interim Wellhead Protection Area" or "Preliminary Zone I or Zone II", for any such water supply well, irrespective of whether such well is physically located within or without the limits of the Town of Sherborn, and shall include those such Zones as are described on a certain map entitled "South West Water Supply Protection Plan, Map 1, Water Supply Study Area", issued by the Metropolitan Area Planning Council GIS Lab, dated September, 1993, on file with the office of the Town Clerk.

## **5.10 Large-Scale Ground Mounted Solar Photovoltaic Facilities** *(Added 2011)*

### **5.10.1 Purpose**

The purpose of this Section is to promote and regulate the use of commercial and municipal solar photovoltaic facilities within the Town of Sherborn and encourage their location and use in a manner which minimizes negative visual and environmental impacts on scenic, natural and historic resources and to the residents of Sherborn. The purpose is also to provide adequate financial assurance for the eventual decommissioning of such installations. Large-scale solar photovoltaic facilities include photovoltaic panels, mounting structures, transmission lines and any other equipment, or structure, including access ways or landscaping, used to support solar photovoltaic activities with a rated nameplate capacity of at least 250 kW (DC). This provision does not apply to the construction or use of any solar energy systems or the building of structures that facilitate the collection of solar energy, as exempted by M.G.L. Chapter 40A, Section 3.

### **5.10.2 Definitions**

**As-of-Right Siting:** As-of-Right Siting shall mean that development may proceed without the need for a special permit, variance, amendment, waiver, or other discretionary approval. As-of-right development may be subject to site plan review.

**Large-Scale Ground-Mounted Solar Photovoltaic Installation:** A solar photovoltaic system that is structurally mounted on the ground and is not roof-mounted, and has a minimum nameplate capacity of 250 kW DC.

**On-Site Solar Photovoltaic Installation:** A solar photovoltaic installation that is constructed at a location where other uses of the underlying property occur.

**Rated Nameplate Capacity:** The maximum rated output of electric power production of the Photovoltaic system in Direct Current (DC).

**Related Equipment or Facilities.** Any equipment, building, structure, access way, landscaping or other means used to support the operation, or disguise the appearance, of a solar photovoltaic tower, antenna, or transmitting or receiving equipment of any kind.

**Security Barrier.** A locked wall, fence or berm, or combination thereof, which seals an area from unauthorized entry or trespass.

**Utility.** A system of wires or conductors and supporting structures that functions in the transmission of electrical energy or communication services (both audio and video) between generating stations, sub-stations, and transmission lines.

### **5.10.3 Solar Photovoltaic Overlay District**

In order to allow new solar photovoltaic facilities to be located efficiently and in areas that will have the least visual and environmental impact, there is hereby created the following Solar Photovoltaic Overlay Districts (SPOD):

**Solar Photovoltaic Overlay District** - This district shall include all land within the parcels shown on Assessors Map 10, Parcels 1 and 1A.

### **5.10.4 Siting Solar Photovoltaic Facilities**

It is the policy of the Town of Sherborn to encourage the location of ground-mounted large scale solar photovoltaic facilities within the SPOD. Therefore, the establishment of such facilities shall be allowed by right and subject to site plan review in accordance with Section 5.3.1(a) and a building permit, provided that the following minimum requirements are met:

#### **Site Control**

The project proponent shall submit documentation of actual or prospective access and control of the project site sufficient to allow for construction and operation of the proposed solar photovoltaic installation.

#### **(a) Operation & Maintenance Plan**

The project proponent shall submit a plan for the operation and maintenance of the large-scale ground-mounted solar photovoltaic installation, which shall include measures for maintaining safe access to the installation, storm water controls, as well as general procedures for operational maintenance of the installation.

#### **(b) Utility Notification**

No large-scale ground-mounted solar photovoltaic installation shall be constructed until evidence has been given to the Planning Board that the utility company that operates the electrical grid where the installation is to be located has been informed of the solar photovoltaic installation owner or operator's intent to install an interconnected customer-owned generator. Off-grid systems shall be exempt from this requirement.

### **5.10.5 Dimension and Density Requirements**

For large - scale ground-mounted solar photovoltaic installations, parcels must have a minimum area of 5 acres and front, side and rear setbacks shall be 100 feet.

### **5.10.6 Appurtenant Structures**

All appurtenant structures to large-scale ground-mounted solar photovoltaic installations, including but not limited to, equipment shelters, storage facilities, transformers and substations, shall be architecturally compatible with each other. Whenever reasonable, structures should be screened from view from abutting properties and public ways by

vegetation and/or joined or clustered to avoid adverse visual impacts on abutting properties or public ways.

### **5.10.7 Design Standards**

#### **(a) Lighting**

Lighting of solar photovoltaic installations shall be consistent with local, state and federal law. Lighting of other parts of the installation, such as appurtenant structures, shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Lighting of the solar photovoltaic installation shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution.

#### **(b) Signage**

Signs on large- scale ground-mounted solar photovoltaic installations shall comply with the sign bylaw (Section 5.2), except that one additional sign no more than 1 square foot in area shall be required to identify the owner and provide a 24-hour emergency contact telephone number. Solar photovoltaic installations shall not be used for displaying any advertising except for reasonable identification of the manufacturer or operator of the solar photovoltaic installation.

#### **(c) Utility Connections**

All utility connections from the solar photovoltaic installation shall be underground, provided however that the Planning Board may waive this requirement as part of its site plan review based on soil conditions, shape, and topography of the site and/or any requirements of the utility provider. Electrical transformers for utility interconnections may be above ground if required by the utility provider.

### **5.10.8 Safety and Environmental Standards**

#### **(a) Emergency Services**

The large scale solar photovoltaic installation owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the fire chief. Upon request the owner or operator shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the solar photovoltaic installation shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries throughout the life of the installation.

#### **(b) Land Clearing, Soil Erosion and Habitat Impacts**

Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the large – scale ground-mounted solar photovoltaic installation or otherwise prescribed by applicable laws, regulations, and bylaws.

### **5.10.9 Monitoring and Maintenance**

#### **(a) Solar Photovoltaic Installation Conditions**

The large - scale ground-mounted solar photovoltaic installation owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures. Site access

shall be maintained to a level acceptable to the local Fire Chief and Emergency Medical Services. The owner or operator shall be responsible for the cost of maintaining the solar photovoltaic installation and any access road(s), unless accepted as a public way.

**(b) Modifications**

All material modifications to a solar photovoltaic installation made after issuance of the required building permit shall require approval by the Planning Board in accordance with Section 5.3.1 (a).

**(c) Removal Requirements**

Any large- scale ground-mounted solar photovoltaic installation which has reached the end of its useful life or has been abandoned consistent with Section 5.10.9 (d) of this bylaw shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:

- i. Physical removal of all large- scale ground-mounted solar photovoltaic installations, structures, equipment, security barriers and transmission lines from the site.
- ii. Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
- iii. Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Board may allow the owner or operator to leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.

**(d) Abandonment**

Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances, the solar photovoltaic installation shall be considered abandoned when it fails to operate for more than one year without the written consent of the Planning Board. If the owner or operator of the large- scale ground-mounted solar photovoltaic installation fails to remove the installation in accordance with the requirements of this section within 150 days of abandonment or the proposed date of decommissioning, the town may take appropriate enforcement action including pursuing all available civil or criminal penalties.

**(e) Financial Surety**

Proponents of large-scale ground-mounted solar photovoltaic projects shall provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal and remediation of the landscape, in an amount and form determined to be reasonable by the Planning Board, but in no event to exceed more than 125 percent of the cost of removal and compliance with the additional requirements set forth herein, as determined by the project proponent. Such surety shall remain in force for so long as the project is in existence, and the owner shall annually provide the Planning Board with proof that the surety continues in effect. Lapse of surety shall be a violation of this bylaw and the town may take appropriate enforcement action. Such surety will not be required for municipally- or state-owned facilities. The project proponent shall submit a fully inclusive estimate of

the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.

#### **5.10.10 Contents of Application**

Prior to the issuance of a building permit, plans for the proposed facilities shall be submitted to the Planning Board for site plan review. In addition to the requirements of Section 5.3.1(a) for Site Plan Review, applications for a large-scale solar photovoltaic facility shall also include:

- (a) A site plan showing:
  - i. Property lines and physical features, including **access** roads for the project site;
  - ii. A locus map showing the site in relationship to the properties, easements, and roadways in reasonable proximity thereto including buildings, structures driveway openings, off-street parking and all public or private ways;
  - iii. Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation and structures;
  - iv. Elevations and/or photo simulations of the proposed facility from the nearest public way and possibly other locations at the discretion of the Planning Board;
  - v. Blueprints or drawings of the solar photovoltaic installation signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts showing the proposed layout of the system and any potential shading from nearby structures
  - vi. One or three line electrical diagram detailing the solar photovoltaic installation, associated components, and electrical interconnection methods, with all National Electrical Code compliant disconnects and overcurrent devices;
  - vii. A stormwater management plan;
  - viii. An erosion and sedimentation control plan;
  - ix. Documentation of the major system components to be used, including the PV panels, mounting system, and inverter;
  - x. Name, address, and contact information for proposed system installer;
  - xi. Name, address, telephone number and signature of the project proponent, as well as all co-proponents and/or property owners, if any;
  - xii. The name, contact information and signature of any agents representing the project proponent; and
- (b) Documentation of actual or prospective access and control of the project site
- (c) An operation and maintenance plan;
- (d) A decommissioning plan in compliance with Section 5.10.9 (c);
- (e) Zoning district designation for the parcel(s) of land comprising the project site (submission of a copy of a zoning map with the parcel(s) identified is suitable for this purpose);

(f) Proof of liability insurance; and

(g) Description of financial surety as required by Section 5.10.9(e).

### **5.10.11 Review of Application**

Notice of application to Planning Board shall be filed by the applicant with the Town Clerk, who shall date stamp it and forward a copy of the notice to the Planning Board. Upon receipt of an application, the Town Planner shall review it for completeness and file a determination of completeness or a notice of missing items with the Town Clerk within 21 days of the date stamped on the notice by the Town Clerk unless an extension of time is agreed to in writing by the applicant. A copy of this notice shall also be sent to the applicant.

Following the procedures and review criteria of Sections 5.3.1(a) and the requirements of this section, the Planning Board shall review the application and file its site plan decision with the Town Clerk within 180 days of a determination of completeness by the Town Planner. Failure by the Planning Board to take final action and file its decision with the Town Clerk within the allotted time, unless an extension of time is agreed to in writing by the applicant, shall be deemed to be approval of the site plan.

## **SECTION 6 SPECIAL PERMIT GRANTING AUTHORITY**

*(Added 1981)*

### **6.1 General Authority and Conditions**

As required by Chapter 40A of the General Laws, this Zoning By-Law provides for specific types of uses which are only permitted in specific districts upon the granting of a special permit by the Special Permit Granting Authority (hereinafter referred to as the Authority) in the manner provided herein. Special permits may be granted only for uses which are in harmony with the general purpose and intent of this By-Law and shall be subject to general and specific provisions set forth herein; and such permits may also impose conditions, safeguards and limitations on time and use, and may require reasonable security for their observance, including the giving of a bond to insure performance of the permit by the holder of the permit, in order thereby to further the objects of this By-Law.

**6.1.1** The Planning Board, when acting as the Authority, shall have one (1) Associate Member. The Associate Member shall be appointed by the Moderator for a term of two (2) years. The Associate Member shall act in the case of absence, an 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.

### **6.2 Procedures**

#### **6.2.1 Rules for Special Permits**

Each authority designated in this By-Law shall adopt and from time to time amend rules relative to the granting of special permits and shall file a copy of said rules in the office of the

Town Clerk. Such rules may prescribe the size, form, contents, style, plans and specifications, and the procedure for a submission and approval of such permits.

### **6.2.2 Review Boards**

Upon the filing of an application for a permissive use hereunder, the Authority shall submit copies thereof to each Town board designated as a review board under the provisions of this By-Law applicable to such use. Each such board shall review such application and make such written recommendations as it deems appropriate and shall send copies thereof to the applicant. The failure of any such board to make such written recommendations within 35 days from its receipt of such applications shall be deemed to be lack of opposition thereto.

### **6.2.3 Public Hearing**

Special permits shall only be granted following a public hearing held within sixty-five (65) days after the filing of an application with the Authority, a copy of which shall forthwith, within two (2) business days, be filed by the applicant with the Town Clerk. Notice of such public hearing shall be given by publication, by posting and by mailing to "Parties in Interest" in full compliance with the procedures set forth in Chapter 40A, Section 11 of the General Laws.

### **6.2.4 Issuance of Permit within 90 Days**

The Authority shall act within ninety (90) days following said public hearing and shall, within said 90 days, issue to the owner, and to the applicant if other than the owner a copy of its decision granting the special permit, or any extension, modification or renewal thereof, certified by the Authority, containing the name and address of the owner, identifying the land affected, setting forth compliance with the statutory requirements for the issuance of such special permits and certifying that copies of the decision and all plans referred to in the decision have been filed with the Planning Board and the Town Clerk.

### **6.2.5 Effective Date of Special Permit**

No special permit nor any extension, modifications or renewal thereof shall take effect until the date that a copy of the decision bearing the certification of the Town Clerk that twenty (20) days have elapsed after the decision was filed in the office of the Town Clerk and that no appeal had been filed, or if filed has been dismissed or denied, is recorded with the Registry of Deeds for the Southern District of Middlesex County and indexed in the grantor index under the name of the owner of record or is registered and noted on the owner's certificate of title. The fee for recording or registering shall be paid by the owner or the applicant.

### **6.2.6 Denial of Special Permit**

The Authority may render a decision denying an application for a special permit and base such denial upon the failure of the proposed use to meet all applicable provisions of Chapter 40A of the General Laws and/or applicable provisions of this by-law. In the event of such denial the Authority shall within 90 days following the aforesaid public hearing, issue to the owner and to the applicant if other than the owner, a copy of its decision denying the special permit

or any extension, modification or renewal thereof, certified by the Authority, containing the name and address of the owner, identifying the land affected, setting forth the reasons for denying such special permit and certifying that copies of the decision and all plans referred to in the decision have been filed with the Planning Board and the Town Clerk.

### **6.2.7 Moratorium Following Denial of Special Permit**

Except as otherwise provided in Chapter 40A, Section 16 of the General Laws, no application for a special permit hereunder which has been denied by the Authority in accordance with Section 6.2.6 shall be acted favorably upon within two (2) years after the Authority has issued a copy of its adverse decision to the owner and to the applicant if other than the owner in the manner provided in Section 6.2.6.

### **6.2.8 Withdrawal of Application without Prejudice**

Any application for a special permit which has been filed with the Authority may be withdrawn without prejudice by the applicant prior to the publication of the notice of a public hearing thereon, but thereafter withdrawn without prejudice only with the written approval of the Authority.

### **6.2.9 Votes Required for Special Permit**

Special permits granted by an Authority designated by this by-law shall require a vote of at least four (4) members of a five (5) member board and a unanimous vote of a three (3) member board.

### **6.2.10 Failure to Take Final Action within 90 Days**

Failure by the Authority to take final action upon an application for a special permit in the manner provided in this section within ninety (90) days following the date of the required public hearing thereon, shall be deemed to be a grant of the special permit subject to the following requirements:

a) The applicant, after the expiration of said ninety (90) day period, shall file with the office of the Town Clerk a copy of his application for the special permit together with an affidavit of the applicant stating the name and address of the record owner of the land affected by the granting of the special permit, the name and address of the applicant if he is not the record owner, the date of the public hearing held on such application and the failure of the Authority to issue a certified copy of its decision to the owner and to the applicant, if not the record owner, within the ninety (90) day period following the date of said public hearing.

b) Upon receipt of the application and affidavit from the applicant, the Town Clerk shall give notice forthwith of such filing by mailing certified copies of said application and affidavit to those persons entitled to notice of a decision under Chapter 40A, Sections 11 and 15 of the General Laws. Such notice shall show the date on which the application and affidavit were filed with the Town Clerk and shall specify that an appeal may be made to the Superior Court for Middlesex County pursuant to Chapter 40A, Section 17 of the General Laws within twenty

(20) days from the date the application and affidavit were filed with the Town Clerk. The filing of such application and affidavit in the Office of the Town Clerk shall be deemed the equivalent of the filing of a decision by the Authority for purposes of the provisions of General Laws, Chapter 40A, Section 11, 15 and 17, applicable to special permits.

c) If no appeal has been filed within the required statutory period, or if filed has been dismissed or denied, the Town Clerk shall issue to the owner and to the applicant, if other than the owner, a certified copy of the application and affidavit bearing the certification of the Town Clerk that no appeal has been filed, or if filed has been dismissed or denied, and the special permit shall take effect on the date such document is recorded with said registry of deeds in lieu of the document required to be recorded under Section 6.2.5.

### **6.3 Appeal for Judicial Review**

Any person aggrieved by a decision of the Authority or by failure of the Authority to file a decision within the statutory time period as set forth in Section 6.2, may appeal to the Superior Court for the County of Middlesex by bringing an action within twenty (20) days after the applicant files with the office of the Town Clerk his application and affidavit pursuant to the provisions of Section 6.2.10. Any such appeal may be made by following the judicial review requirements set forth in Chapter 40A, Section 17 of the General Laws.

### **6.4 Lapse of Special Permit**

A special permit shall lapse after a period of two years from the effective date of the grant thereof, if substantial use of such permit has not sooner commenced except for good cause or, in the case of a permit for construction, if construction has not begun by such date except for good cause.

## **SECTION 7 ADMINISTRATION**

### **7.0 Procedure and Coordination** *(Amended 2011)*

1. All applications for the construction, reconstruction, alteration, repair, demolition, removal or change in use or occupancy of buildings and structures shall be submitted to the Building Commissioner in accordance with the State Building Code 780 CMR.
2. Such applications for a new structure or the expansion of an existing structure shall be accompanied by either a) an Order of Conditions issued by the Sherborn Conservation Commission (or a Superseding Order of Conditions from the Massachusetts Department of Environmental Protection) or b) a Negative Determination of Applicability issued by the Sherborn Conservation Commission or its Agent. See M.G.L. Chapter 131, Section 40.
3. If the application is for a new structure, or the expansion of an existing structure, or the renovation of an existing dwelling the application shall be accompanied with an approval from the Board of Health with respect to the on-site septic or a notation from

the Board of Health or its administrative staff, that no further Board of Health action is required. See Rules and Regulations of the Sherborn Board of Health.

4. The Inspector of Buildings shall examine or cause to be examined all applications for permits and amendments thereto within thirty days after filing thereof. If the application and/or the required construction documents do not conform to the requirements of the State Building Code or do not contain the Sherborn Conservation Commission or Board of Health approvals as set forth above in subparagraph 2 and 3, the Building Commissioner shall reject such applications in writing, stating the reasons therefore. If the Building Commissioner is satisfied that the proposed work conforms to the requirements of the State Building Code and this section, the Building Commissioner shall issue a permit therefore.

## **7.1 Enforcement**

The Inspector of Buildings shall be charged with the enforcement of this zoning by-law and shall withhold a permit for the construction, alteration or moving of any building or structure if the building or structure as constructed, altered or moved would be in violation of this by-law; and no permit or license shall be granted for a new use of a building, structure or land which use would be in violation of this by-law. If the Inspector of Buildings is requested in writing to enforce this zoning by-law against any person allegedly in violation of the same and said Inspector declines to act, he shall notify, in writing, the party requesting such enforcement of any action or refusal to act, and the reasons therefore, within 14 days of receipt of such request. *(Amended 1981)*

## **7.2 Board of Appeals** *(Amended 1987)*

### **7.2.1 Membership** *(Title added 1987; text amended 1988)*

There shall be a Board of Appeals of three members and two associate members to be appointed and designated as provided by the zoning statutes.

### **7.2.2 Appeals** *(Title added 1987)*

In addition to the appeals provided for by the zoning statutes, appeals may be taken to the Board of Appeals by any officer or board of the Town, or by any person aggrieved by any order or decision of the Inspector of Buildings or other administrative official in violation of the zoning statutes or this by-law. An appeal to the Board of Appeals shall be taken within thirty (30) days after the date of the order or decision appealed from, by filing a notice of appeal specifying the grounds therefore with the Town Clerk, who shall forthwith transmit copies of the notice of appeal to the officer or board from whose order or decision the appeal is taken and to the members of the Board of Appeals.

### **7.2.3 Special Permits** *(Title and subtitles added 1987)*

#### a) Authority

The Board of Appeals is designated as the special permit granting authority for the issuance of special permits authorized by this by-law except where this by-law expressly designates other

special permit granting authorities to issue special permits for particular uses specified in this by-law. Each application to the Board of Appeals for a special permit shall be filed by the applicant with the Town Clerk. The Town Clerk, acting as the filing agent for the Board of Appeals, shall forthwith transmit the application to said Board. The applicant shall also file with his application a separate signed copy thereof for the records of the Town Clerk as required under Chapter 40A, Section 9 of the General Laws.

b) Procedural Requirements

The Board of Appeals shall hear and decide an application for a special permit in full compliance with the time limitations and all other procedural requirements specified in Chapter 40A of the General Laws and Section 6 of this by-law.

c) Basic Requirements (*Amended 1987*)

No special permit shall be granted by the Board of Appeals or other special permit granting authority unless it shall be determined that the proposed use complies with the basic requirements of Section 1.3.

**7.2.4 Variances** (*Added 1978, amended 1981, subtitles added 1987*)

a) Authority and Procedures

The Board of Appeals shall have the authority to grant variances from the provisions of this by-law provided, however, that the Board of Appeals shall not grant a use variance. Each petition for a variance shall be filed by the petitioner with the Town Clerk in the same manner as provided in Section 7.2.3 for the filing of an application for a special permit.

b) Required Findings

In order to grant such variance, the Board of Appeals must, after public hearing specifically find that circumstances relating to soil conditions, topography, or the shape of the land or structures which especially affect the particular land or structure but do not generally affect the zoning district in which it is located are such that a literal enforcement of the terms of the by-laws would involve substantial hardship, financial or otherwise to the applicant for the variance and that desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent and purpose of this by-law.

c) Conditions

The Board of Appeals may impose conditions, safeguards and limitations both of time and use, including the conditions on the continued existence of particular structures but excluding any condition, safeguard or limitation upon the ownership of the land or structures to which the variance pertains.

d) Lapse Of Rights

If the rights authorized by a variance are not exercised within one year of the date the variance was granted, such rights shall lapse and may be reestablished only if a new variance is granted pursuant to this section.

**7.2.5 Hearings And Decisions** *(Added 1978, amended 1981)*

The Board of Appeals shall hold a public hearing upon each application for a special permit or variance and shall issue its decision within such time limits as are specified from time to time in G.L. Chapter 40A. Subject to the procedural requirements for special permits set forth in Section 6.2, failure to take final action within such specified time periods shall be deemed to be a grant of the special permit or variance applied for and the applicant shall be entitled to whatever documents are necessary to evidence such special permit or variance.

**7.3 Subsequent Amendments** *(Added 1978)*

Construction authorized by a building permit or special permit shall conform to any subsequent amendment of this zoning by-law unless the construction is commenced within six months of the issuance of the permit and is continued through to completion as continuously and expeditiously as is reasonable. Any operation or use authorized by a building or special permit shall conform to any subsequent amendment of this zoning by-law unless such use is commenced within six months of the issuance of the permit. Once construction has been completed or a use has commenced as authorized by a building or special permit, subsequent amendments shall not affect the terms of the permit except through the general provisions of this by-law governing nonconforming structures and uses.

**7.4 Penalty** *(Amended 1978)*

Any person violating the provisions of this by-law shall be fined not more than one hundred dollars (\$100.00) for each offense. Each day that such violation continues shall constitute a separate offense.

**7.5 Severability**

The invalidity of any part or provision of this by-law of the application hereof to any particular subject matter shall not invalidate any other part or provision hereof or affect the application hereof to any other subject matter.

**SECTION 8 HISTORIC DISTRICTS** *(Added 1983)***8.1 Grant Of Power**

Historic Districts in the Town of Sherborn shall be created and maintained in every respect under and according to the provisions of General Laws of the Commonwealth, Chapter 40C, and all amendments thereto, and this Section shall be in every respect controlled by and subject to the provisions of said Chapter 40C and all amendments thereto. The boundaries of Historic Districts are shown on a map of the Historic Districts which is filed with the Clerk of the Town of Sherborn and recorded in the Registry of Deeds. The Historic Districts are indicated on the Zoning Map of the Town of Sherborn. The Historic Districts shall be considered as overlaying other zoning districts.

## **8.2 Purpose**

The purpose of the Historic Districts is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history of the Town of Sherborn and the Commonwealth, or their architecture, and through the maintenance and improvement of settings of such buildings and places and the encouragement of design compatible therewith.

This Section is not intended to conflict with any other section of this Zoning By-Law or any other by-law of the Town of Sherborn. The requirements established herein do not relieve any persons from also satisfying any and all applicable rules, regulations and laws.

## **8.3 Definitions**

For the purpose of this Section, the following terms shall be defined as follows:

### **8.3.1 Altered**

Includes the words "rebuilt", "reconstructed", "restored", "removed", and "demolished" and the phrase "changed in exterior color".

### **8.3.2 Building**

A combination of materials forming a shelter for persons, animals, or property.

### **8.3.3 Commission**

The commission acting as the Historic District Commission.

### **8.3.4 Constructed**

Includes the words "built", "erected", "installed", "enlarged", or "moved".

### **8.3.5 Exterior Architectural Feature**

Such portion of the exterior of a building or structure as is open to view from a public way, public park, or public body of water, including but not limited to the architectural style and general arrangement and setting thereof, the kind, color and texture of exterior building materials, the color of paint or other materials applied to the exterior surfaces and the type and style of windows, doors, lights, signs and other appurtenant exterior fixtures.

### **8.3.6 Structure**

A combination of materials other than a building including a sign, fence, wall, terrace, walk or driveway.

## **8.4 Historic District Commission Review**

**8.4.1** Except as this Section may otherwise provide in Paragraph 8.4.2, no building or structure within the Historic Districts shall be constructed or altered in any way that affects exterior architectural features unless the Commission shall first have issued a Certificate of Appropriateness, a Certificate of Non-Applicability, or a Certificate of Hardship with respect to such construction or alteration.

### **8.4.2 Exception**

a) The authority of the Commission shall not extend to the review of the following categories of buildings or structures or exterior architectural features in the Historic Districts, and the buildings or structures or exterior architectural features so excluded may be constructed or altered within the Historic Districts without review by the Commission:

- 1) Temporary structures or signs subject to the applicable sections of the Zoning By-Laws.
- 2) Walks, walls, fences, terraces, and driveways serving dwellings in areas zoned for single family residences.
- 3) Storm windows, storm doors, screen doors, window screens, window air conditioners, antennas for communications equipment, solar panels, greenhouses, and windmills.
- 4) Buildings which do not require a building permit.
- 5) Signs in conformity with the Town of Sherborn Zoning By-Laws.
- 6) Color of paint on previously painted surfaces.
- 7) The reconstruction, substantially similar in exterior design, of a building, structure or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided such reconstruction is begun within one year after such damage or destruction and carried forward with due diligence.

b) Nothing in this Section shall be construed to prevent the ordinary maintenance, repair or replacement of any exterior architectural feature within an Historic District which does not involve a change in design, material, color or the outward appearance thereof, nor to prevent the landscaping with plants, trees, or shrubs, nor construed to prevent the meeting of requirements certified by a duly authorized public officer to be necessary for the public safety because of an unsafe or dangerous condition, nor construed to prevent any construction or alteration under a permit duly issued prior to the adoption of this Section.

### **8.5 Owner's Application For Commission Review And Certification**

**8.5.1** No building permit for construction of a building or structure or for alteration of an exterior architectural feature within an Historic District, excepting only work specifically exempted under Paragraph 8.4.2, and no demolition permit for the demolition, removal from or relocation of any building or structure within an Historic District shall be issued by the Board of Appeals or by the Building Inspector until a Certificate of Appropriateness, of Non-Applicability or of Hardship has been issued by the Commission upon proper application by the owner or the owner's agent.

**8.5.2** The applicant for a Certificate of work subject to review by the Commission shall, before commencing any such work, inform the Commission of the intended work and file with the Commission, in such form and such detail as the Commission shall reasonably require, an

application for a Certificate of Appropriateness, of Non-Applicability, or of Hardship, as appropriate. The Commission shall assist the applicant to conform the work, the application and other submission materials to the requirements for Certification.

**8.5.3** The Commission may require of the applicant such drawings, specifications material and other information, including, in the case of demolition or removal a statement of the proposed condition and appearances of the property thereafter, as may be reasonably required to permit a determination on the application by the Commission.

**8.5.4** The Commission shall determine promptly, and in all events within fourteen days after the filing of an application for a Certificate of Appropriateness, a Certificate of Non-Applicability or a Certificate of Hardship, as the case may be, whether the application involves any exterior architectural features which are subject to approval by the Commission.

### **8.5.5 Hearings and Notices**

a) If the Commission determines that such application involves any features which are subject to approval by the Commission, the Commission shall hold a public hearing on the application unless such hearing is dispensed with as hereinafter provided. The Commission shall fix a reasonable time for the hearing on any application and shall give public notice of the time, place and purposes thereof at least fourteen days before said hearing in such manner as it may determine, and by mailing, postage prepaid, a copy of said notice to the applicant, to the owners of all adjoining property and any other property deemed by the Commission to be materially affected thereby as they appear on the most recent applicable tax list, to the Building Inspector, to the Planning Board of the Town and to any person filing written request for notice of such hearing, such request to be renewed yearly in December, and to such other persons as the Commission shall deem entitled to notice.

b) As soon as convenient after such public hearing but in any event within sixty days after the filing of the application, or within such further time as the applicant may allow in writing the Commission shall make a determination on the application. If the Commission shall fail to make a determination within such period of time the Commission shall thereupon issue a Certificate of Hardship.

c) A public hearing on an application need not be held if such hearing is waived in writing by all persons entitled to notice thereof. In addition, a public hearing may be waived by the Commission if the Commission determines that the exterior architectural feature involved is so insubstantial in its effect on the Historic District that it may be reviewed by the Commission without public hearing on the application, provided however, that if the Commission dispenses with a public hearing on an application, a notice of the application shall be given to the owners of all adjoining property and other property deemed by the Commission to be materially affected thereby as above provided, and ten days shall elapse after the mailing of such notice before the Commission may act upon such application.

## **8.6 Review Criteria**

The Commission shall not make any recommendations or requirements except for the purpose of preventing developments incongruous to the historic aspects or the architectural characteristics of the surroundings of the Historic Districts. In passing on matters before it the Commission shall consider, among other things, the following:

- a) The historic and architectural value and significance of the site, building or structure.
- b) The general design, arrangement, texture and material of the features involved.
- c) The relationship of features involved to similar features of buildings and structures in the surrounding area.
- d) In the case of new construction or additions to existing buildings or structures, the Commission shall consider the appropriateness of the size and shape of the building or structure both in relation to the land area upon which the building or structure is situated and to buildings and structures in the vicinity.
- e) In appropriate cases the Commission may impose dimensional and setback requirements in addition to those required by other applicable by-laws.

The Commission shall not consider interior arrangements or architectural features not subject to view from a public way.

## **8.7 Findings**

At the conclusion of its review, the Historic District Commission shall issue in writing one of the following:

### **8.7.1 Certificate of Appropriateness**

If the Commission determines that the alteration for which an application for a Certificate of Appropriateness has been filed will be appropriate for, or compatible with, the preservation or protection of the Historic District, the Commission shall cause a Certificate of Appropriateness to be issued to the applicant.

### **8.7.2 Notice of Disapproval**

a) In the case of disapproval of an application for a Certificate of Appropriateness, the Commission shall place upon its record the reasons for such determination and shall forthwith cause a notice of its determination, accompanied by a copy of its reasons therefor as set forth in the records of the Commission, to be issued to the applicant, and the Commission may make recommendations to the applicant, with respect to appropriateness of design, arrangement, texture, materials and other features.

b) Prior to the issuance of any disapproval, the Commission may notify the applicant of its proposed action accompanied by recommendations of change in the applicant's proposal which, if made, would make the application acceptable to the Commission.

c) If within fourteen days of receipt of such notice the applicant files an acceptable written modification of his/her application, the Commission shall cause a Certificate of Appropriateness to be issued to the applicant.

### **8.7.3 Certificate of Non-applicability**

In the case of a determination by the Commission that an application for a Certificate of Appropriateness or for a Certificate of Non-Applicability does not involve any exterior architectural feature which is not then subject to review by the Commission in accordance with the provisions of 8.4.2, the Commission shall cause a Certificate of Non-Applicability to be issued to the applicant.

### **8.7.4 Certificate of Hardship**

If the construction or alteration for which an application for a Certificate of Appropriateness has been filed shall be determined to be inappropriate, or in the event of an application for a Certificate of Hardship, the Commission shall determine whether, owing to conditions especially affecting the building or structure involved, but not affecting the Historic District generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purpose of this Section. If the Commission determines in either instance that owing to such conditions failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without such detriment or derogation, or if the Commission fails to make a determination on an application within the time specified in Section 11 of Chapter 40C of the General Laws the Commission shall cause a Certificate of Hardship to be issued to the applicant.

## **8.8 Appeals**

Any applicant aggrieved by a determination of the Commission may, within twenty days after the filing of the notice of such determination with the Town Clerk, file a written request with the Commission for a review by a person or persons designated by the Metropolitan Area Planning Council.

## **SECTION 9 ZONING MAP** *(Added 1991, Amended 1997, 2000, 2001, 2002, 2006, 2013)*

Zoning districts are hereby established as shown on a map entitled "Zoning Map of the Town of Sherborn" (hereafter referred to as the Zoning Map), dated April 17, 2002 and prepared by the Planning Board, or as hereafter amended. The Zoning Map by this reference and all boundaries, notations, and other data shown thereon, are made as much a part of these By-Laws as if fully described in detail herein. Any change in the location or boundaries of zoning districts shall be by the same procedure as amendments to the text of the Zoning By-Laws.