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## Site Plan Review Application Guidelines for Smart Growth District Projects

### **PROCEDURE:**

*Smart Growth District Projects:* According to Section 235-71.1—Smart Growth District, Site Plan Review Applications for Smart Growth District Projects must meet the requirements of both Section 235-16.1 (Site Plan Review) as well as Section 235-71.1 (Smart Growth District) in order to receive Site Plan Review Approval from the Planning Board. When filing a Site Plan Review Application for Smart Growth District Projects, Applicants must be sure to submit the “Site Plan Review Application for Smart Growth District Projects” and the “Checklist of Site Plan Review Application Materials for Smart Growth District Projects” in addition to the other standard Site Plan Review Application requirements (see list below). Included in this packet is a review-guide which the Planning Board will use to ensure the Site Plan Review Application meets the additional requirements of Smart Growth District Projects. This review-guide is intended to be a guide in developing a proposal and should not be resubmitted with the application.

*Preliminary Application Review:* Submit one set of the Site Plan Review application materials to the Office of Planning and Community Development (OPCD). The Site Plan Review application materials will be reviewed for completeness within seven (7) days by OPCD staff and returned to the applicant with notification as to whether the application is complete and ready for filing.

*Filing the Application with the City Clerk:* Once the application is considered complete by OPCD staff, one (1) original and fourteen (14) copies of the application materials for Site Plan Review may then be submitted to the City Clerk to be time stamped and filed. One (1) time stamped copy of the application materials will be filed with the City Clerk, one (1) time stamped copy will be returned to the applicant, and the remaining thirteen (13) copies will be distributed to the Site Plan Review Committee (the Planning Board) and to Department Heads for review.

*Waiver Requests:* If the applicant believes any of the required Site Plan Review Application Materials, as described on the “Checklist of Site Plan Review Application Materials for Smart Growth District Projects,” are not applicable to the proposed project, the applicant may request a waiver from the Site Plan Review Committee. All waiver requests shall be put in writing and should be marked as such in the appropriate box of the “Checklist of Site Plan Review Application Materials for Smart Growth District Projects” form. The Planning Board will vote on the waiver request at the Public Hearing. If the waiver is not granted, the public hearing will be continued until the applicant is able to provide the requisite materials.

*Public Hearing:* After the application has been filed with the City Clerk, OPCD staff will notify the applicant as to the date of the public hearing. OPCD staff will notify abutters of the public hearing pursuant to the regulations of chapter 40A, section 11 of the Massachusetts General Laws. A hearing date with the Site Plan Review Committee will be scheduled within sixty-five (65) days of filing with the City Clerk.

*Decision:* The Decision of the Site Plan Review Committee will be made within thirty five (35) days of the close of the public hearing. Decisions made by the Site Plan Review Committee are filed with the City Clerk within fourteen (14) days of the vote, and a notice of the decision is mailed to the applicant.

**FEES:**

An administrative fee for Site Plan Review is required with every Site Plan Review Application. The fee is \$500 for each Site Plan Review Application plus \$.10 per square foot of the gross floor area for every development proposal with a gross floor area of 5,000 square feet or more. The applicant is also responsible for paying for the legal notice in the Melrose Free Press notifying the public of the public hearing. Reasonable technical fees may be required on a case-by-case basis when the size or complexity of a proposal warrants an independent review.

**APPLICATION MATERIALS:**

To file an application for Site Plan Review the following must be submitted when filed with the City Clerk:

- ☐ The Application Form (1 original and 14 copies)
- ☐ The “Checklist of Site Plan Review Application Materials for Smart Growth District Projects” (15 copies)
- ☐ All items described on the “Checklist of Site Plan Review Application Materials for Smart Growth District Projects” and waiver requests in writing, when applicable (15 copies)
- ☐ Administrative fee and signed “Fee Calculation Form” (1 copy)
- ☐ A signed copy of the Authorization Form for Advertising Fee (1 copy)
- ☐ A copy of the Building Commissioner’s denial letter (15 copies)
- ☐ Special Permit for Affordable Housing Incentive Program Application (1 original and 14 copies) and/or Slope Protection Special Permit Application (1 original and 14 copies), when applicable.

**CITY OF MELROSE**  
**Site Plan Review Application Form for Smart Growth District Projects**

**INSTRUCTIONS:** Applications must be typed or printed. Refer to the Site Plan Review Application Guidelines for Smart Growth District Projects for a complete description of the Site Plan Review filing requirements for Smart Growth District Projects.

**PROJECT ADDRESS AND SITE INFORMATION:**

NUMBER & STREET: \_\_\_\_\_  
ASSESSOR'S MAP & PARCEL: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

**APPLICANT'S CONTACT INFORMATION:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**APPLICANT'S REPRESENTATIVE** (If applicable):

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**OWNER'S CONTACT INFORMATION** (If different from Applicant):

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**EXISTING BUILDING/S DESCRIPTION:** (Briefly describe the uses and types of buildings currently existing on the site, including square feet and height) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT DESCRIPTION:** (Briefly describe the proposed project. Please note an executive summary is also required.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**USE INFORMATION:**

PROPOSED USES: \_\_\_\_\_  
PROPOSED SQUARE FOOTAGE FOR EACH USE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SITE INFORMATION:**

SGD PROJECT LOT AREA: \_\_\_\_\_ SGD PROJECT FRONTAGE: \_\_\_\_\_

MINIMUM YARD SETBACKS: Front: \_\_\_\_\_ Side: \_\_\_\_\_

Rear (abutting residential zoning district): \_\_\_\_\_ Rear (not abutting residential zoning district): \_\_\_\_\_

PERCENTAGE OF FRONTAGE ON PUBLIC STREET OCCUPIED BY A BUILDING OR OPEN SPACE: \_\_\_\_\_

SEPARATION BETWEEN BUILDINGS: \_\_\_\_\_

DENSITY (Residential Units Per Acre, excluding affordable units): \_\_\_\_\_ FLOOR AREA RATIO: \_\_\_\_\_

OPEN SPACE PERCENTAGE: \_\_\_\_\_ BUILDING COVERAGE: \_\_\_\_\_

**OFF-STREET PARKING:**

NUMBER OF PARKING SPACES DESIGNATED FOR RESIDENTIAL: \_\_\_\_\_

NUMBER OF PARKING SPACES DESIGNATED FOR RETAIL/OFFICE: \_\_\_\_\_

PROPOSED NUMBER OF SHARED PARKING SPACES: \_\_\_\_\_ TOTAL NUMBER OF SPACES: \_\_\_\_\_

NUMBER OF BICYCLE PARKING SPACES: \_\_\_\_\_

PARKING STRUCTURE MINIMUM SETBACK FROM:

Internal Way: \_\_\_\_\_ Public Street: \_\_\_\_\_ Side Lot Line: \_\_\_\_\_

Rear Lot Line (abutting residential district): \_\_\_\_\_ Rear Lot Line (not abutting residential district): \_\_\_\_\_

PARKING LOT MINIMUM SETBACK FROM:

Internal Way: \_\_\_\_\_ Public Street: \_\_\_\_\_ Side Lot Line: \_\_\_\_\_

Rear Lot Line (abutting residential district): \_\_\_\_\_ Rear Lot Line (not abutting residential district): \_\_\_\_\_

**BUILDING AND STRUCTURE INFORMATION:**DOES THE SGD PROJECT INCLUDE PRE-EXISTING NON-CONFORMING BUILDINGS OR SGD LANDMARK BUILDINGS, EXPLAIN?: \_\_\_\_\_  
\_\_\_\_\_PROPOSED BUILDING MATERIALS: \_\_\_\_\_  
\_\_\_\_\_**PHASING:**DESCRIBE ANY PLANS FOR PHASING THE SGD PROJECT: \_\_\_\_\_  
\_\_\_\_\_

IS THE APPLICANT SEEKING ZONING RELIEF FROM THE ZONING BOARD OF APPEALS? \_\_\_\_\_

If YES, please list zoning relief sought.  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

# CITY OF MELROSE

## Checklist of Site Plan Review Application Materials for Smart Growth District Projects

The following is the list of required materials for Site Plan Review. Plans shall be prepared by a Registered Professional Engineer, Registered Land Surveyor, Architect, or Landscape Architect, as appropriate. Plans and renderings should be full size, not reduced, and prepared on a scale adequate for interpretation, which for site plans is usually not less than 1 inch equals 40 feet. Any of the requirements of a Site Plan Review application may be waived by a majority vote of the SPRC. Waiver requests must be in writing. Please see application guidelines for additional application requirements.

<b>Applicant</b> (Check applicable column)		<b>Planning Board</b> (Office Use)	
Included with Appl.	Waiver requested	Waiver accepted (Yes/No)	Date
EXECUTIVE SUMMARY generally describing the nature and location of the project, including: parking and loading, traffic flow and circulation, projected traffic volumes and impact, external lighting, landscaping and screening, utilities and protection and/or enhancement of existing natural areas.			
SITE PLAN (information may appear on separate drawings at a scale of no less than 1 inch equals 40 feet) including:			
Parcel lot lines for the proposed project and surrounding parcels.			
Height and use of all buildings abutting the proposed project, including a building or buildings directly across from the proposed project but separated by a public or private right of way.			
Proposed parking plan including location of access and egress.			
Location of existing and proposed buildings on the project site.			
Handicapped access provisions.			
Foundation lines of the proposed buildings, gross floor area, and building height.			
Location of solid waste containers and the nature of any required screening.			
Existing and proposed topography and the location of all natural features such as wetlands, streams, water bodies, and exposed bedrock to be removed, if any.			
Areas subject to a 100-year flood, if any.			
Provisions for drainage and sewage.			
Proposed landscaping, including all screening and buffering of adjacent residential areas.			
Provision for fencing and walls.			
Location, material, and size of all signs.			
Location, materials and dimensions of loading areas, walkways and driveways.			
Location of all site lighting, style of light pole and fixtures, and description of method for mitigating light spillage onto adjacent properties.			
INFRASTRUCTURE ANALYSIS, demonstrating that adequate water supply and pressure are available, adequate sewerage capacity is available, and adequate storm water management is provided as shown by a drainage analysis and calculations.			
FAÇADE RENDERING of the front, side and rear of proposed buildings, including roof appurtenances.			
BUILDING HEIGHT DIAGRAM showing the heights of all buildings and structures, including roof appurtenances, and the distance from all lot lines (multiple diagrams may be appropriate).			

<b>Checklist of Site Plan Review Application Materials for Smart Growth District Projects (continued)</b>	<b>Applicant</b> (Check applicable column)		<b>Planning Board</b> (Office Use)	
	Included with Appl.	Waiver requested	Waiver accepted (Yes/No)	Date
SIGN RENDERINGS describing the dimensions and style of all proposed signage.				
CONSTRUCTION MANAGEMENT PLAN, describing provisions for the protection of abutting properties during construction, and site excavation, demolition, blasting, and site reclamation plans.				
TRAFFIC IMPACT REPORT:				
Estimated average daily traffic and peak hour traffic to be generated by the proposal and means taken to mitigate impact, if any;				
Level of Service Analysis for nearby intersections;				
Transportation Management Plan (TMP) including policies for parking management, transit promotion, bicycle storage, pedestrian safety and car sharing. The TMP shall explain the long term management and enforcement of the TMP components.				

**CITY OF MELROSE**  
**Administrative Fee Calculation Form**

An administrative fee for Site Plan Review is required with every Site Plan Review Application. The fee is \$500 for each Site Plan Review Application plus \$.10 per square foot of gross floor area for every development proposal with a gross floor area of 5,000 square feet or more. Please provide calculation for administrative fee below, sign this form and submit it with your payment and application materials to the City Clerk. Checks should be made payable to the City of Melrose. A copy of this form should be submitted with the Preliminary Application for Review by OPCD Staff

Administrative Fee Calculation

A. BASE FEE (required by all Site Plan Review Applications) \$ 500.00

B. ADDITIONAL FEE

Provide total gross floor area\* \_\_\_\_\_

*Where gross floor area is 5,000 sq.ft or more complete the following calculation:*

Gross floor area \_\_\_\_\_ sq. ft. x \$.10 per sq.ft. = \$ \_\_\_\_\_  
(if gross floor area is less than 5,000 sq.ft. enter 0)

C. TOTAL FEE (add A and B to determine total fee) \$ \_\_\_\_\_

\* See the Melrose Zoning Ordinance for a definition of Gross Floor Area.

*Please sign below to acknowledge the accuracy of the information provided and submit this form along with payment and application materials to the City Clerk.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF MELROSE**  
**Authorization Form for Site Plan Review Advertisement**

To: Melrose Free Press  
Legal Advertising Department

I hereby authorize GateHouse Media Newspaper to bill me directly for the legal notice to be published two times in the Melrose Free Press newspaper for a notice of Public Hearing with the Melrose Site Plan Review Committee. I understand the OPCD Staff will write and submit the advertisement, using the information contained on the application, and that the Melrose Free Press will bill me directly for the cost of the ad.

Errors and omissions in the application material are the responsibility of the applicant and could result in additional advertisement costs to the applicant.

Please note: An application cannot be scheduled for public hearing without advertisement. If the Melrose Free Press is unable to publish the advertisement due to non-payment by the applicant or other reasons related to actions or inactions by the applicant, the hearing date may be revoked and the City of Melrose may no longer be able to accommodate a hearing within 65 days of the filing date.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Date of Hearing (to be completed by City): \_\_\_\_\_

Melrose Free Press Legal Advertisement Department  
Phone: 781-433-6930  
Fax: 781-433-7951



# CITY OF MELROSE

## Smart Growth District Review Guidelines

*The following is a list of requirements the Planning Board considers when reviewing Smart Growth District projects. This form does not need to be completed by the Applicant.*

**1. Design Standards:** All SGD Projects shall comply with the following design standards, unless the Planning Board finds, through Site Plan Review, any standards to be inappropriate for the proposed use. To assist in your review of this SGD project, mark the status of each requirement in the column on the right-hand side.

	Status of Requirement
<b>Building Design</b>	
(a) New buildings shall be designed to be compatible with SGD Landmark Buildings, as defined in Section G2 herein, in terms of their massing, size, scale, and architectural features.	
(b) Exterior materials that are primarily associated with domestic residential buildings, such as wood clapboards and shingles, or that are relatively impermanent, such as Exterior Insulation and Finish Systems (EIFS), plywood, aluminum and vinyl, are discouraged.	
(c) Building facades shall articulate the line between the ground and upper levels with a cornice, canopy, balcony, arcade, or other visual device.	
(d) Building facades facing public streets or Stone Place, or within 30 feet of main entrances, shall reflect a high level of detail refinement.	
(e) Building facades more than fifty feet in length shall be divided into shorter segments by means of changes in materials, varying roof lines or other architectural treatments.	
(f) Rooftop building systems, such as mechanical and electrical equipment and antennas, shall be screened with appropriate architectural elements from all key observation points.	
(g) New buildings and renovations shall incorporate sustainable design and construction practices as governed by the Energy Star Program to the extent reasonable; and developers are strongly encouraged to receive US Green Building Council LEED Rating for their building.	
(h) For new buildings containing commercial uses, at least 60 percent of the street-facing building façade between two feet and eight feet in height shall be comprised of clear windows that allow views of indoor space or product display areas. This requirement shall not apply to buildings accessory to residential uses and not open to the general public, such as clubhouses.	
(i) Buildings or building facades shall not be designed primarily according to themes or architectural styles defined by or associated with corporate chains or franchises. The Planning Board may prohibit designs that it finds to be inconsistent with this provision.	
<b>Historic Preservation</b>	
(a) Definition of SGD Landmark Buildings (Section 235-71.1, subsection G2(a)).	---
(b) No SGD Landmark Building shall be demolished.	
(c) Any alteration or addition to a SGD Landmark Building shall not modify its architectural features in such a way as to impair or detract from the building's historic character.	
(d) The Planning Board may prohibit alterations or additions to SGD Landmark Buildings that it finds to be materially inconsistent with this provision.	
<b>Landscaping</b>	
(a) Landscape materials shall be sustainable, requiring minimal maintenance, irrigation or fertilizer, and shall be planted with species that are native to the area, tolerant of salt, and capable of withstanding extreme weather conditions.	
(b) Street trees shall be planted by the developer along all public streets and internal ways within and abutting the property. <ul style="list-style-type: none"> <li>(1) Trees shall be planted at intervals of no more than 40 feet along both sides of the roadway. If the Planning Board determines through Site Plan Review that such spacing is not feasible, it may alter the spacing or determine that up to the equivalent number of trees shall be planted elsewhere on the site.</li> <li>(2) Trees shall be of a species common to the area, and shall be appropriate species to provide</li> </ul>	

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summer shade, winter light, and year-round visual interest. (3) Trees shall be two and one-half inches (2.5”) caliper at four feet (4’) above grade, and reach a height of at least thirty feet (30’) at maturity.	
(c) All dumpsters and utility/service areas shall be screened with adequate plantings and/or landscape structures appropriate to the scale and character of the neighborhood.	
(d) A landscaped buffer strip at least 10 feet in width shall be provided along any lot line that abuts a residential zoning district. The buffer strip shall contain a vegetative screen not less than three feet wide and six feet high relative to the lot line, designed and maintained to provide a dense screen year-round. The screen shall be planted with trees or shrubs no more than three feet on center. At least 50 percent of the plantings shall consist of evergreens, distributed along the length of the buffer strip.	
<b>General Site Design</b>	
(a) Roadways, sidewalks and other infrastructure shall be designed in accordance with the City of Melrose’s Subdivision Regulations, and with the additional standards set forth below.	
(b) Sidewalks, crosswalks, walkways, or other pedestrian access shall be provided to allow for safe and convenient access to adjacent properties and between individual buildings, parking areas and other points of interest within a development. Sidewalks and walkways shall be constructed of cementitious concrete and shall be minimally broken by vehicular access.	
(c) Pedestrian amenities such as benches, planters, trash receptacles, walkways and gardens etc. shall be provided along the sidewalks of public streets and in open space plazas.	
(d) All utilities servicing an SGD project shall be placed underground, unless prohibited by a utility company. All utilities on new internal roadways servicing an SGD project shall be placed underground. All utility and drainage requirements shall be approved as part of the site plan review process and not subject to any other sections of the zoning ordinance.	
(e) Off-street parking and loading spaces, internal ways, and maneuvering areas shall be designed to provide for adequate drainage, snow storage and removal, maneuverability and curb cuts.	
(f) Granite curbing shall be used along all roads and private internal ways. Cementitious concrete curbing may be substituted for granite curbing in all other locations.	
(g) The number of driveway curb cuts along Washington and Pleasant Streets shall be kept to a minimum.	
(h) Driveways shall be consolidated and aligned with existing intersections as feasible.	
(i) Appropriate traffic control devices, including signage, shall be installed at driveways.	
(j) Adequate sight distance shall be provided at driveways.	
<b>Parking</b>	
(a) Surface lots shall be screened along all public streets by a landscaped buffer not less than six feet in depth, or by walls or fencing at least three feet high and compatible with the adjacent architecture, and shall be designed to ensure that lights from cars within the surface lots do not spill into adjacent streets and properties. These provisions shall not apply to SGD Projects that are limited to the rehabilitation of a building or buildings in existence at the time of the effective date of this Section 235-71.1 and do not include the construction of new buildings.	
(b) Parking structures and lots shall have well-designed and marked pedestrian walkways and connections to the sidewalk system.	
(c) Parking structures shall be designed to be compatible with adjacent buildings and architecture. All structured parking shall be designed so that the only openings at street level are those to accommodate vehicle ingress and egress and pedestrian access to the building. All openings shall be designed so that vehicles are not visible from the sidewalk on a public street.	
<b>Site Lighting</b>	
(a) Broad area lighting shall be avoided.	
(b) Parking lot pole lighting shall not exceed a height of 18 feet.	
(c) Lighting shall be installed along roadways, driveways, pedestrian walkways and sidewalks.	
(d) Lighting shall not create overspill onto adjacent properties or into the night sky and shall meet the following requirements: (1) Any luminaire with a lamp or lamps rated at a total of more than 1,800 lumens (and any flood or spot luminaires of more than 900 lumens) shall be of fully shielded (cutoff) design and shall not emit any direct light above a horizontal plane passing through the lowest part of the light	

<p>emitting luminaire.</p> <p>(2) Luminaires, regardless of lumen rating, shall be equipped with whatever additional shielding, lenses, or cutoff devices are required to eliminate light trespass onto any abutting lot or parcel and to eliminate glare perceptible to persons on abutting land.</p> <p>(3) Building facades may be illuminated with soft lighting of low intensity that does not draw attention to the building. The light source for the building facade illumination shall be concealed. Building entrances may be illuminated using recessed lighting in overhangs and soffits, or by use of spotlighting focused on the building entrances with the light source concealed (e.g., in landscaped areas). Direct lighting of limited exterior building areas is permitted when necessary for security purposes.</p> <p>(4) A flood or spot luminaire with a lamp or lamps rated at 900 lumens or less may be used without restriction to light distribution, provided that it is aimed, directed, or focused so as not to cause direct light from the luminaire to be directed toward buildings on adjacent or nearby land, or to create glare perceptible to persons operating motor vehicles on public ways.</p>	
(e) Lamp type shall be selected to provide a natural uniform quality of light, rather than a strong color such as yellow or blue.	
(f) The style of light poles and fixtures shall be compatible with the character of the area and any existing City standards.	
(g) Parking and pedestrian light fixtures shall be compatible with the building lighting to provide for a consistent appearance of the project.	
<b>Infrastructure</b>	
(a) SGD projects shall demonstrate that adequate water supply and pressure are available, adequate sewerage capacity is available, adequate storm water management is provided, traffic circulation on site is safe and convenient and the traffic flow and circulation at nearby intersections is preserved, pursuant to the criteria stipulated in Section 235-16.1. Analysis and documentation of compliance with these standards shall be prepared by registered engineers and/or other appropriate professionals. When the size and complexity of a proposal for an SGD project warrants an independent review of the impacts, the applicant will be responsible for funding such independent peer review.	
(b) In cases where a specific SGD project would not otherwise meet the above criteria, the developer shall implement mitigation measures, including but not limited to improvements to public infrastructure, to adequately address any deficiency.	
<b>Signs</b>	
(a) An SGD Project shall comply with the provisions of this section, which supersede the provisions of Sections 235-27 through 235-30 for SGD Projects only.	
<p>(b) An SGD Project may have up to two standing signs complying with the following standards:</p> <p>(1) Maximum height above the sidewalk: 6 feet</p> <p>(2) Maximum sign area: 40 square feet per sign face</p> <p>(3) Minimum setback from front lot line: 10 feet</p> <p>(4) Minimum setback from side lot line: 30 feet</p> <p>(5) Minimum distance between two standing signs on the same lot: 300 feet</p>	
<p>(c) Within an SGD Project, each business that has an exterior public entrance may have one wall sign, attached and parallel to the facade containing said entrance, as follows:</p> <p>(1) Maximum sign area: 50 square feet or 10 percent of the area of the facade occupied by the business, whichever is less.</p> <p>(2) Maximum projection from building wall: 6 inches</p>	
<p>(d) Within an SGD Project, each business that has an exterior public entrance may have one projecting (blade) sign, attached and perpendicular to the facade containing said entrance, as follows:</p> <p>(1) Maximum height above grade: 15 feet</p> <p>(2) Minimum clearance above grade: 8 feet</p> <p>(3) Maximum sign area: 6 square feet per side</p> <p>(4) Maximum projection from building wall: 4 feet</p>	
(e) Signs in display windows may be permitted provided that such signage shall not cover more than 10% of the display window area and shall be lighted only by building illumination (stationary white light).	
(f) Signs may be illuminated only by an external source of steady, stationary white light, of reasonable intensity, shielded and directed solely at the sign, and not casting direct or reflected light off the premises. No sign shall be illuminated internally or from behind a translucent sign face. All light	

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fixtures shall either be decorative (such as goose-neck lights) or camouflages. Wiring should be concealed within building molding and lines.	
<p>(g) The following additional signs are permitted in an SGD Project:</p> <ol style="list-style-type: none"> <li>(1) Any traffic or directional sign owned and installed by a governmental agency.</li> <li>(2) One unlighted temporary sign offering premises for sale or lease for each parcel in one ownership, provided that it shall not exceed 6 square feet in surface area and it shall be set back at least 10 feet from the street lot line.</li> <li>(3) One unlighted temporary sign of an architect, engineer or contractor erected during the period such person is performing work on the premises on which such sign is erected, provided that it shall not exceed 4 square feet in surface area and it shall be set back at least 10 feet from the street lot line.</li> </ol>	
<p>(h) Additional sign regulations:</p> <ol style="list-style-type: none"> <li>(1) The limitations as to the number of signs permitted does not apply to traffic or directional signs which are necessary for the safety and direction of residents, employees, customers and visitors, whether in a vehicle or on foot, of any business, industry or residence. Such signs shall not carry the name of any business or product.</li> <li>(2) The supporting members for any sign shall be in acceptable proportion to the size of the sign.</li> <li>(3) Any sign attached to a building shall not extend above the height of the roof of the building.</li> <li>(4) No sign shall be erected so as to obstruct any door, window or fire escape on a building.</li> <li>(5) Signage should employ colors and type faces that complement the primary architectural style of the building.</li> <li>(6) Signs should be made of durable materials compatible with the materials of the building served.</li> <li>(7) Signage shall be integrated into the architecture. Signage that covers or obscures significant architectural details of the building shall be avoided.</li> <li>(8) In a multiple storefront building, the signage should be of a size, location, material and color that relates harmoniously between bays.</li> <li>(9) Neon signs, reader boards, LED lights, or other similar signs shall not be permitted.</li> </ol>	

**2. Site Plan Review Criteria.** The Planning Board shall at a minimum review all site plans for the following and shall find that the following criteria are fulfilled.

(1) Consistency with the design, character, and scale of the surrounding area.	
(2) Consistency with all sign, design, landscaping, lighting, buffering, and public safety requirements and standards established by City of Melrose Departments.	
(3) Protection and enhancement of important existing natural, historic or scenic site features.	
(4) Protection of adjacent properties and surrounding areas from detrimental impacts during and after construction, including but not limited to air and water pollution, flood, noise, odor, dust, vibration, and lighting.	
(5) Convenience and safety of vehicular and pedestrian movement within the site and of the location of driveway openings in relation to traffic and/or adjacent streets.	
(6) Adequacy and arrangement of parking spaces, bicycle racks, internal ways, loading areas, and sidewalks, and the ability of the site plan to accommodate parking in areas other than the front of the building.	
<p>(7) Adequacy of the local streets to accommodate the traffic generated by the proposed use. When a Level of Service (LOS) Analysis is required to make this determination, the proposed development shall comply with the following standards:</p> <ol style="list-style-type: none"> <li>(a) LOS at nearby intersections shall not be degraded more than one level as a result of traffic generated by the proposed development, nor shall any nearby intersection degrade below the Level of D. Intersections with an existing LOS of E or F shall not result in increased delay time or be made worse.</li> <li>(b) Safety hazards shall not be created, added to, or exacerbated as a result of traffic generated by the proposed development.</li> <li>(c) If any of the standards in Paragraph 7(a &amp; b), above, are violated, the applicant shall provide alternative proposals to meet the standards, including but not limited to reduction in the size of the</li> </ol>	

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development, change in the proposed uses on the site, contributions to off-site street and intersection improvements or construction of off-site street and intersection improvements.	
(8) Adequacy of sewerage and water supply systems within the site to serve the proposed use without overloading the municipal systems to an extent that the health, safety or general welfare of residents of the City are put at risk.	
(9) Adequacy of proposed methods of refuse disposal and storage.	
(10) Adequacy of snow management, including removal or onsite storage.	
(11) Adequacy of soil erosion plan and the plan for protection of steep slopes, both during and after construction.	
(12) Stormwater management: (a) Stormwater systems shall be designed to protect the public and environment from flooding, siltation, pollutants and related drainage impacts and shall conform to the applicable performance standards included in the Massachusetts Department of Environmental Protection Stormwater Management Policy or any successor legislation. (b) Stormwater systems shall be designed to use Low Impact Design (LID) methodologies to mitigate drainage impact. LID methodologies may include porous pavements, bio-retention cells, infiltration trenches, rainwater collection cisterns and other design methods that maximize the use of landscaped areas for stormwater control and promote the re-use of runoff. (c) Stormwater flood mitigation shall be provided through the use of Best Management Practices (BMPs) to further reduce the frequency and intensity of flooding otherwise generated at the proposed site. To the extent practicable, BMPs shall be sized to capture, retain, and percolate to ground all runoff from impermeable surfaces generated by the 5-year 24-hour storm event. Preferred BMPs shall include, but not be limited to, constructed wetlands, pocket wetlands, rain gardens, vegetated swales, retention/detention ponds, and subsurface leaching systems.	
(13) Adequacy of landscaping, including the screening of adjacent residential uses, street trees, landscape islands in any parking lot/s and landscape buffers along the street frontage.	
(14) Adequacy of screening for storage areas, loading docks, dumpsters, rooftop equipment, utility buildings and similar features.	

**3. Open Space Calculation:** The Open Space Contribution shall be a condition of the Site Plan Review decision. Upon receiving a building permit for any residential units in an SGD Project, the applicant shall make a contribution to the City's Open Space Fund in the amount of \$1,100 per dwelling unit. The Open Space Fund contribution per dwelling unit shall be decreased by five percent (5%) for each one percent (1%) by which the open space on the lot exceeds the minimum requirement stipulated in 235-71.1E5(a).

Total Contribution Amount Due \_\_\_\_\_ = (Total Number of Residential Units \_\_\_\_\_) X (\$1,100 – (\$1,100 X (.05 X (the number of percentage points by which the development's open space exceeds the minimum requirement stipulated in Section 235-71.1, subsection E5(a)\* \_\_\_\_\_)))

\*for example if the percentage open space required is 30% and the developments open space is 35% write a 5 in the blank.

**4. Special Permit for the Affordable Housing Incentive Program:** All SGD Projects including 5 or more residential units must also apply for the Affordable Housing Special Permit. Before making a decision on the affordable housing special permit review the additional requirements stipulated in 235-71.1, subsection H of the SGD ordinance. These requirements should become conditions of the decision.

**5. Ownership and Maintenance of Common Facilities:** Section I, subsection 1 of the SGD ordinance (235-71.1) requires that all internal streets, ways and parking areas shall be privately owned and maintained. This section of the ordinance states "All deeds conveying any portion of land containing private streets, ways, or parking areas shall note this private responsibility of maintenance." Section I, subsection 2 requires applicants to submit a copy of the legal document which stipulates the maintenance of common open space and common facilities within the development. These two requirements should become conditions of the decision.