

7.0 FORM-BASED (FB) ZONING DISTRICTS REGULATIONS

TABLE OF CONTENTS

- 7.01 Purpose and Applicability**
 - .1 Purpose and Intent
 - .2 Conflicting Provisions
 - .3 Components of Form-Based Zoning
 - .4 How to Use This Ordinance
 - .5 Applicability
 - .6 Severability
- 7.02 Regulating Plans**
 - .1 Merrick Form-Based District Regulating Plan
 - .2 Reserved for Additional Form-Based Districts and Regulating Plans
- 7.03 Subdistrict Development Standards**
 - .1 Traditional Residential Subdistrict
 - .2 Neighborhood Center Subdistrict
 - .3 Mixed-Use Redevelopment Subdistrict
 - .4 Reserved for Additional Subdistricts
- 7.04 Design Standards**
 - .1 Purpose and Intent
 - .2 Civic Building Design
 - .3 Existing Buildings and Additions
 - .4 Façades and Exterior Building Materials
 - .5 Doors and Windows
 - .6 Balconies and Front Porches
 - .7 Awnings, Canopies, and Encroachments
 - .8 Lighting
 - .9 Utilities, Mechanical Equipment, Service Areas
 - .10 Front Yards
 - .11 Transitional Landscape Buffers
 - .12 Tree Belts and Street Trees
- 7.05 Signage Standards**
 - .1 Purpose and Intent
 - .2 Applicability
 - .3 Permitted Sign Types
 - .4 Prohibited Sign Types
 - .5 Exempt Signs
 - .6 General Standards
 - .7 Illumination Standards
- 7.06 Parking, Driveway, and Loading Standards**
 - .1 Purpose and Intent
 - .2 Applicability
 - .3 Parking Location
 - .4 Off-Street Parking Requirements
 - .5 Reduction of Minimum Off-Street Parking Requirements
 - .6 Bicycle Parking
 - .7 Parking Lot Layout Standards
 - .8 Street Access and Driveway Standards
 - .9 Loading Standards

- .10 Drive-Through Standards
- .11 Lighting Standards
- .12 Landscaping Standards
- 7.07 Street and Public Space Standards**
 - .1 Purpose and Intent
 - .2 Consistency with Design Standards in the Subdivision Regulations
 - .3 Permitted Thoroughfare Types
 - .4 Block and Network Standards for New Development
 - .5 General Open Space Design Standards
- 7.08 Administration**
 - .1 Purpose and Intent
 - .2 Applicability
 - .3 Non-Conforming Uses, Structures, and Elements
 - .4 Projects Requiring Site Plan Review
 - .5 Projects Requiring Special Permit
 - .6 Administrative Deviation
 - .7 Applicability of Standards Matrix
- 7.09 Definitions**

7.01 PURPOSE AND APPLICABILITY

7.01.1 General Purpose and Intent. The general purpose of the Form-Based (FB) Districts zoning regulations is to guide development in a more predictable and context-based manner than conventional zoning regulations. These regulations and standards are based on a publically driven vision and conceptual development plan for a particular district in West Springfield with the goals of maintaining the character and enhancing the vitality of local centers, corridors and neighborhoods. In older and more historic areas of the community, regulations are drawn from prevailing design and development characteristics, and are intended to ensure that future development will be compatible and complimentary with traditional settlement patterns, architecture, and landscape character. The general purpose and intent is also to build strong relationships between existing and new buildings, civic and open spaces space, and streets through complimentary design. The specific purposes for the following Form-Based Districts are as follows:

A. Merrick Form-Based District.

1. Create a complete neighborhood which is safe, accessible, convenient, and attractive to residents and visitors as a place to live, work, congregate, learn, recreate, and obtain necessary goods and services;
2. Provide for an appropriate mix of uses within the context of a traditional pedestrian-oriented development pattern and supported by attractive street designs, open spaces and building forms;
3. Preserve and rehabilitate historic buildings and landscapes, by allowing the adaptive reuse of older buildings and ensuring that new development is compatible with the architecture and urban forms of this historic neighborhood;
4. Support a safe and attractive multi-modal transportation network for personal vehicles, service vehicles, public transit, bicycles, and pedestrians through a well-connected intermodal transportation network of streets, sidewalks and paths;
5. Expand opportunities for small locally-owned businesses and other entrepreneurial activity that primarily, but not exclusively, serves the local neighborhood and surrounding areas; and
6. Provide flexibility and variety in future development while maintaining compatibility with the existing historic fabric.

B. Reserved (Future Form-Based Districts).

7.01.2 Conflicting Provisions. The Form-Based District zoning regulations cover all land parcels within the Form-Based districts as established in Section III and shown on the Official Zoning District Map (available at the Town of West Springfield Department of Planning and Development, Town Clerk's Office and on the town website). Wherever there appears to be a conflict between this Section and other requirements of the Zoning Ordinance, the requirements specifically set forth in this Section shall prevail. When not covered or conflicted by development standards in this Section, standards found in other sections of the Zoning Ordinance apply.

7.01.3 Components of Form-Based Zoning. The following components are part of Form-Based Zoning:

A. Regulating Plan. The Regulating Plan is an enhanced zoning map with specific standards for each Form-Based District. The Regulating Plan illustrates a coding key that prescribes certain development standards for each land parcel as defined in Section [7.02](#) and summarized below:

1. The underlying Form-Based Subdistrict, if relevant;
2. The Build-To Zone (BTZ) for all land parcels, used in siting buildings, parking areas, and other accessory structures and uses described in the Subdistrict Development standards;
3. Street Types for all streets within the Form-Based District, used to guide capital improvements or retrofitting of existing streets or layout of new streets;
4. Orientation of principal buildings on each land parcel toward specific streets.

B. Subdistrict Development Standards. Subdistrict standards shape public space through placement and design standards for buildings and other site elements. Standards are tailored to fit the context of subdistricts within a larger Form-Based district, and aim to provide the minimum level of control necessary to meet the purpose and intent of the Form-Based Districts with regard

to building uses, placement within a lot, height, and building design elements. All use standards within other sections of the Zoning Ordinance remain applicable unless specifically countered by Section 7.0.

- C. **Design Standards.** Design standards promote a baseline building and landscape character that is complementary to the traditional design characteristics found in Form-Based district.
- D. **Sign Standards.** Sign standards are intended to facilitate the successful referencing and advertising of businesses, services, and community facilities within Form-Based Districts in a manner that fits the context of the district.
- E. **Parking and Loading Standards.** The intent of the parking and loading standards is to provide adequate numbers of spaces, shared facilities, and access to parking areas while avoiding excessive parking lots and curb cuts that create low-interest areas and conflict points for pedestrians.
- F. **Street Types and Streetscape Standards.** The street-type and design specifications are included in the West Springfield Subdivision Rules and Regulations and illustrate configurations for roadway rights-of-way and other common space within the Form-Based Districts. Street Types address block lengths, vehicular and bicycle lane widths, curb radii, on-street parking configurations, tree belt and sidewalk dimensions.

7.01.4 How to Use this Ordinance. There are five basic steps to understand what this section allows on property within each Form-Based District:

- A. Look at the **Zoning District Map** (online, at the Town Clerk's office, or at the Planning Department.) Which Form-Based District is your property in?
- B. Look at the **Regulating Plan** (Section [7.02](#)) of the Form-Based District your property is in. Find the property. Note the color of the property – this determines which Subdistrict your property is in, and which *Subdistrict Development Standards* apply. Note the *Build-To Zone* on the property, the *Build-To Zone Occupancy* requirement, permitted *Height* in stories, where *Primary Facades* must be oriented, if *Active Ground Floor Uses* are required, and applicable *Street Types*.
- C. The **Subdistrict Development Standards** (Section [7.03](#)) are associated with standards that apply to each subdistrict. These pages will tell you the specific regulations for the property in terms of *Use*, *Placement*, *Height*, and *Activation* standards.
- D. Look at the **Design Standards** (Section [7.04](#)) to understand general requirements for all buildings and landscaping in Form-Based Districts.
- E. Look at the **Sign Standards** (Section [7.05](#)) to understand standards for signs throughout the Form-Based Districts.
- F. Look at the **Parking, Driveway, and Loading Standards** (Section [7.06](#)) to understand the number of required parking spaces, as well as location, design, and landscaping requirements.
- G. If reconstructing or constructing new streets, blocks, and open spaces, look at the **Streets and Public Space Standards** (in Subdivision Controls) for the appropriate *Street Type* to understand regulations for street rights-of-way, including yard, tree belt, sidewalk, and roadway requirements.
- H. The **Administration** section ([7.08](#)) details which method of review is needed, depending on the type of project being proposed, and which standards will be applicable.

7.01.5 Applicability. Except as otherwise specifically required by this section, existing structures and uses, conforming or otherwise, shall follow the regulations as described in Section IV of the Zoning Ordinance. Where allowed by right, any exterior alteration, modification, expansion, change of use in an existing building or parking area, or the construction of new development within the Form-Based Districts, review and approval shall be administered in accordance with the standards of Section [7.08](#) and other applicable sections of the Zoning Ordinance.

7.01.6 Severability. The invalidity of any provision of this Section shall not invalidate any other section or provision thereof.

7.02 REGULATING PLANS

LEGEND and REGULATION PLAN ELEMENTS

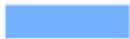
Subdistrict – the color of the parcels indicates the applicable subdistrict designation.



Traditional Residential Subdistrict – Allows traditional residential buildings and uses, including detached and semi-attached single-family and small multi-family houses. See Section [7.03.1](#) for Use, Placement, Height, and Activation requirements.



Neighborhood Center Subdistrict – Allows a pedestrian-friendly mix of commercial, civic, and residential uses, and traditional multi-story mixed-use buildings. See Section [7.03.2](#) for Use, Placement, Height, and Activation requirements.



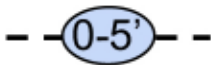
Mixed-Use Redevelopment Subdistrict – Allows a variety of uses and building types to promote economic redevelopment. See Section [7.03.3](#) for Use, Placement, Height, and Activation requirements. Developers and owners are encouraged to discuss plans with Town staff well in advance of application.



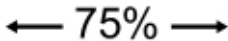
Primary Façade Orientation – A principal building's primary, or front, façade shall face this street.



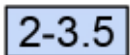
Property Line – Existing lot lines are shown.



Build-To Zone – A street-facing principle building façade shall be located within this setback range. Numbers indicate distance from the front or side right-of-way lines. Stoops, eaves, bay windows, awnings, blade signs, and similar building elements may encroach beyond the Build-To Zone, but porches may not. See Subdistrict Development Standards for specific encroachment, articulation, and porch requirements.



Build-To Zone Occupancy – Where shown, a minimum percentage of the lot's width shall be occupied by a principle building's primary façade.



Height – Minimum and maximum height requirements of principle buildings, in stories. A half-story (.5) represents an attic story, which may or may not be habitable. See subdistrict development standards for specific dimensions of interior clear heights, ground-floor elevations, and other related requirements.



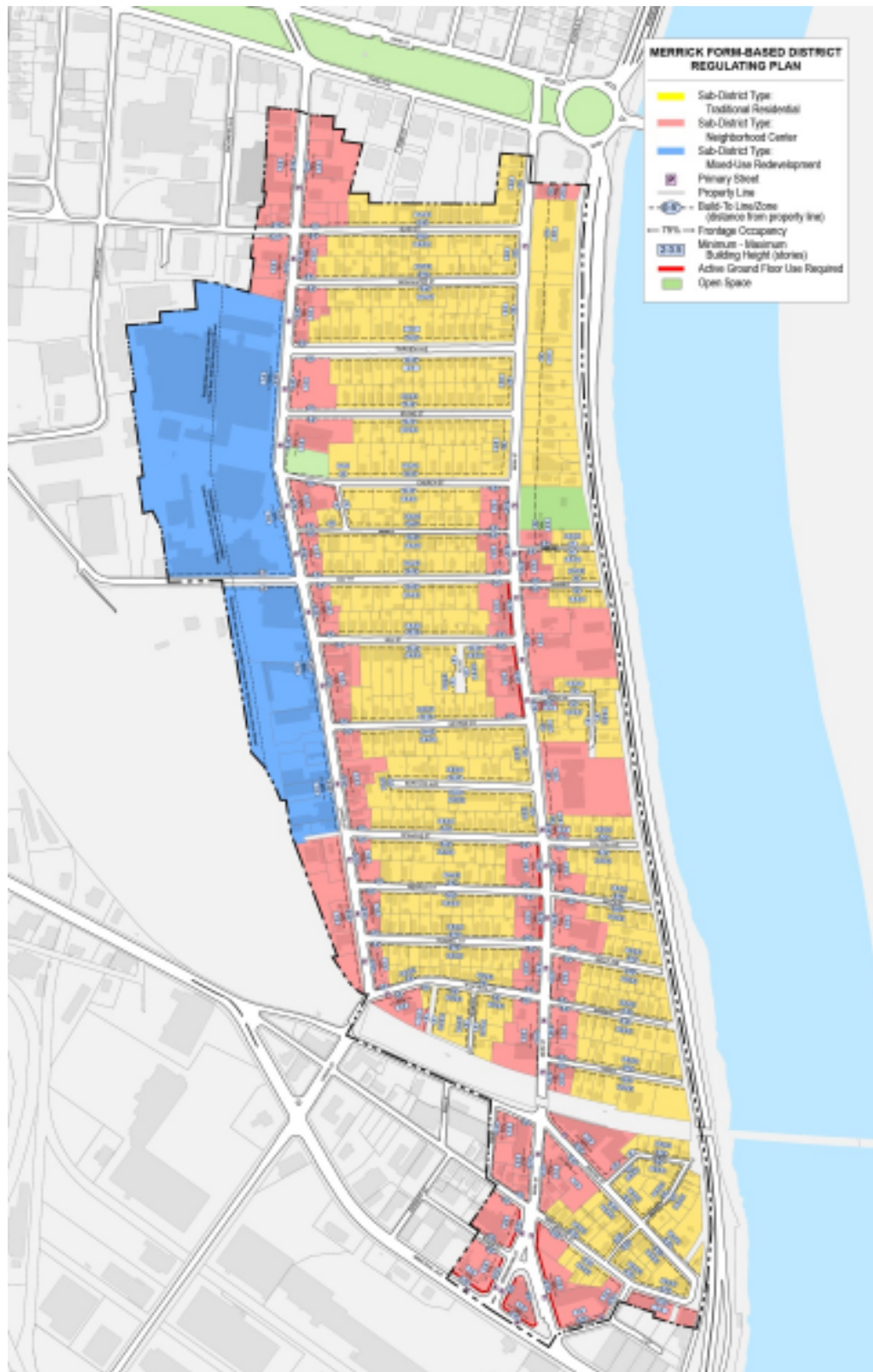
Active Ground Story Use Required – A red coloring along the Build-To Zone indicates that active uses, including retail, restaurants/bars (primarily sit-down), personal service establishments, theaters, and libraries are required on the ground floor front façades in this location.



Open Space – Dedicated open space, either publicly or privately owned.

7.02.1 Merrick Form-Based District Regulating Plan.

The following zoning map (broken into tiles on subsequent pages) is the Merrick Form-Based District Regulating Plan and controls development in the bounded area. The foundation for the Regulating Plan is the *Keeping Tradition Alive in the Merrick* Neighborhood report of June 30, 2012, available on the Town's website and at the Planning Department.



INSERT TILES

7.02.2 Reserved for Additional Form-Based District Regulating Plans.

7.03 SUBDISTRICT DEVELOPMENT STANDARDS

The following pages consist of specific standards for each lot within a subdistrict, arranged by Use, Placement, Height, and Activation.

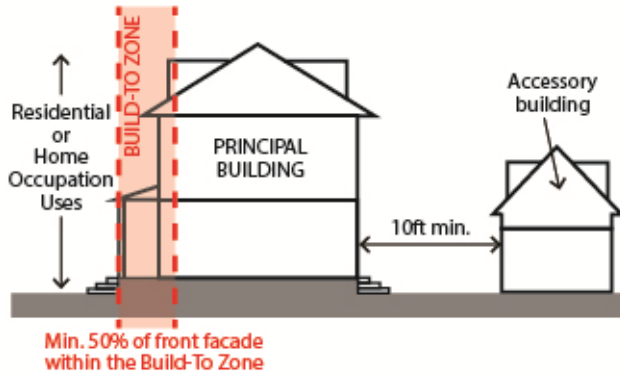
Contents

- 7.03.1 Traditional Residential Subdistrict
- 7.03.2 Neighborhood Center Subdistrict
- 7.03.3 Mixed-Use Redevelopment Subdistrict
- 7.03.4 Reserved of additional Subdistricts

7.03.1 Traditional Residential Subdistrict

B. PLACEMENT

A. USE



1. Primary Uses

- Buildings shall house residential or home occupation uses on all stories.
- Permitted residential uses: single-family detached, two-family detached, and multi-family (3 units maximum).
- Permitted home occupation uses: as permitted in Section 10.0.
- Community gardens and open spaces are permitted as a principal or accessory use.
- Conversion of existing single-family dwellings for two-family or multi-family dwellings is prohibited.

2. Accessory Uses

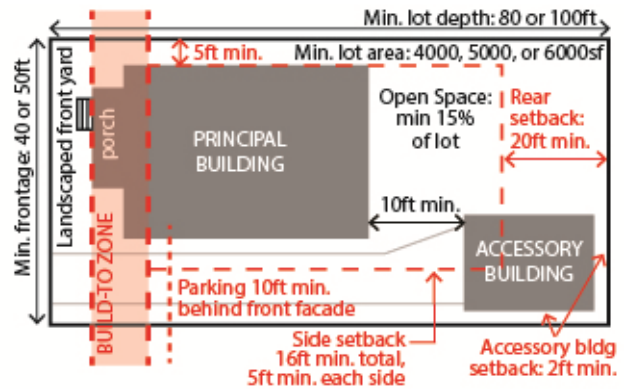
- Accessory uses listed in Section 5, Table 5-1 are permitted.
- One accessory dwelling unit, attached or detached, is permitted per owner-occupied single-family detached dwelling with a minimum lot size of 5000 square feet.

3. Dwelling Unit Size Standards

- Dwelling units in new two-family or multi-family buildings or additions:

Minimum Average Net Floor Area per Dwelling Unit (sq. ft.)	
0 to 1 bedroom	650 (500 minimum)
2 bedrooms	850
3 or more bedrooms	1050 + 150 per additional bedroom

- The maximum net floor area for an accessory dwelling unit shall be no more than 50% of the principal dwelling's floor area, but shall not exceed 1000 square feet.
- The maximum footprint area of an detached accessory garage building shall be 500 square feet per dwelling unit.



1. Lot Standards

	Single-Family Detached	Two-family Detached	Multi-Family (3 units max)
Min. Lot Frontage	40 ft	50 ft	50 ft
Min. Lot Depth	80 ft	80 ft	100 ft
Min. Lot Area	4000 sq.ft.	5000 sq.ft.	6000 sq.ft.

2. Building Placement on Lot

- At least 50% of a street-fronting façade and/or front porch width shall be placed within the applicable Build-To Zone.
- Side yard setbacks for principal buildings shall total a minimum of 16 feet, with a minimum of 5 feet per side. Side yard setbacks for accessory buildings shall be 2 feet.
- Rear yard setback shall be 20 feet minimum for a principal building and 2 feet for an accessory building.
- All accessory structures shall be built a minimum of 10 feet to the rear of a principal building.

3. Open Space / Front Yard

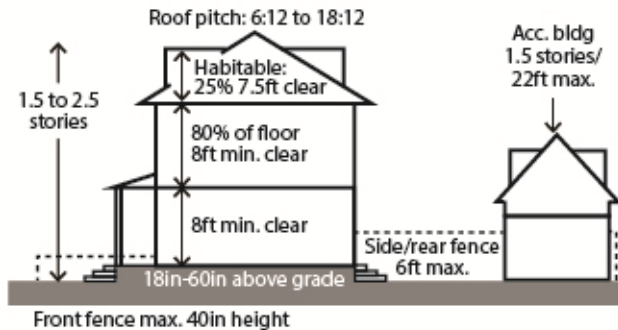
- A minimum of 15% of the total lot area shall be maintained as landscaped open space on every lot.
- Except for driveways and walkways, the area between principal building and street(s) shall be landscaped.

4. Parking Placement

- Entrances to attached garages shall not be located on the front façade of a principal structure.
- All surface parking areas shall be at least 10 feet behind the front façade of the principal building.
- Shared driveways are encouraged.

7.03.1 Traditional Residential Subdistrict

C. HEIGHT



1. Building Height

- The permitted height range of principal buildings is shown on the Regulating Plan.
- Accessory buildings shall be no higher than 1.5 stories or 22 feet.

2. Ground Story Height

- The finished ground floor elevation shall be between 18 inches and 60 inches above grade at the primary entrance.
- The ground story shall have an interior clear height (floor to ceiling) of at least 8 feet.

3. Upper Story Height

- At least 80% of each upper floor story shall have an interior clear height (floor to ceiling) of at least 8 feet.
- At least 25% of a habitable attic story shall have an interior clear height (floor to ceiling) of at least 7.5 feet.

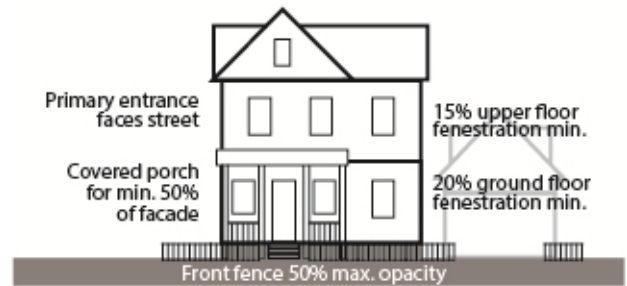
4. Roof Pitch

Roof pitch (rise:run) shall be between 6:12 and 18:12.

5. Wall/Fence Height

- A wall or fence between the public right-of-way and front façade shall not exceed 40 inches in height.
- Side and rear yard privacy fences shall not exceed six feet in height.

D. ACTIVATION



1. Windows and Doors

- Fenestration shall comprise a minimum of 20% of the ground floor façade area, and 15% of upper floor façade area.
- A primary and functional building entrance shall face the street and be accessed via the required front porch.

2. Building Projections

- At least 50% of the front façade shall include a covered front porch located within the Build-To Zone.
- Use of bays, bay windows, multi-story covered porches, turrets, and other traditional architectural elements is encouraged.

3. Walls/Fences

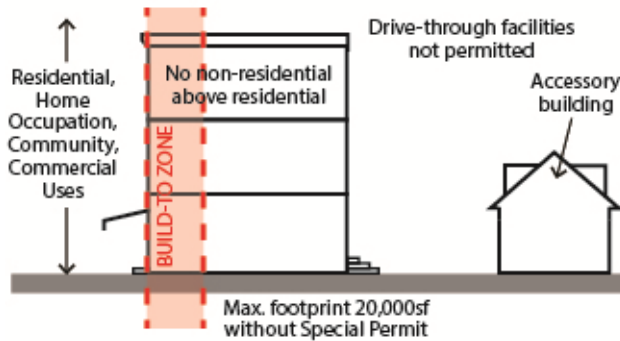
Walls and fences between the public right-of-way and front façade shall not exceed 50% opacity.

4. Signs

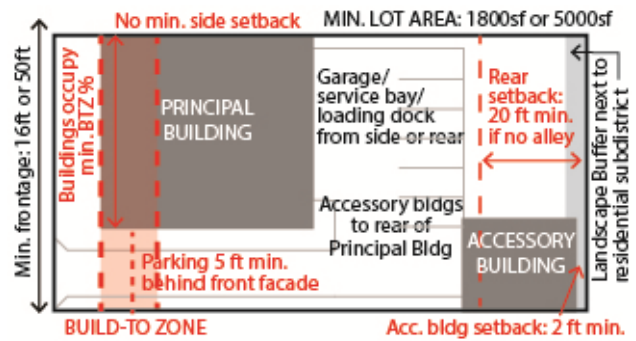
- For home businesses: one wall sign per entity, not more than 12 square feet in area.
- Sign illumination is not permitted.

7.03.2 Neighborhood Center Subdistrict

A. USE



B. PLACEMENT



1. Primary Uses

- Buildings shall house residential, community, commercial, or home occupation uses in whole or in part. Active ground story uses (see 7.08 Definitions) shall occupy the primary ground floor façade where noted on the Regulating Plan. Restaurant or retail uses shall not be allowed in upper stories unless they are second story extensions of a ground story use. No non-residential use is permitted above a residential use.
- Permitted residential uses: townhouse, live-work unit, and multi-family.
- Permitted community uses: those Community Facilities listed in Table 5-2, except correction institution/place of detention.
- Permitted commercial uses: those Retail and Service Uses listed in Table 5-2.
- Permitted home occupation uses: as permitted in Section 10.0.
- Community gardens and open spaces are permitted as a principal or accessory use.
- Drive-through facilities are not permitted. All other auto-oriented uses and other uses listed in Section 7.08.5 require a Special Permit from the Planning Board and shall comply with all zoning regulations.

2. Accessory Uses

- Accessory uses listed in Section 5, Tables 5-1, 5-2 are permitted.
- Accessory dwelling units are not permitted.

3. Building Size Standards

- The maximum footprint for new development is 15,000 square feet; a Special Permit from the Planning Board is needed for any building over this limit.
- Dwelling units in live-work and multi-family buildings:

Minimum Average Net Floor Area per Dwelling Unit (sq. ft.)	
0 to 1 bedroom	650 (500/unit minimum)
2 bedrooms	850
3 or more bedrooms	1050 + 150 per additional bedroom

1. Lot Standards

	Townhouse/ Live-Work Unit	Non-Residential/ Mixed-Use Building
Minimum Lot Frontage	18 ft	50 ft
Min. Lot Depth	50 ft	60 ft
Min. Lot Area	1800 sq.ft.	5000 sq.ft.

2. Building Placement on Lot

- A principal building shall occupy the minimum percentage of the Build-To Zone's width across the lot as identified on the Regulating Plan.
- Street-facing façades of corner buildings shall be located within the applicable Build-To Zones.
- There is no required side setback for principal or accessory buildings.
- There is no required setback from rear alleys for principal or accessory buildings. On lots without rear alley access, the rear setback shall be 20 feet minimum for a principal building and 2 feet minimum for an accessory building.
- All accessory structures shall be built to the rear of the principal building.

3. Open Space / Front Yard

- Townhouses: except for driveways and walkways, the area between principal building and street(s) shall be landscaped.
- Other uses: except for driveways, the area between principal building and street shall be maintained as a pedestrian plaza (see 7.04.10).

4. Parking and Driveway Placement

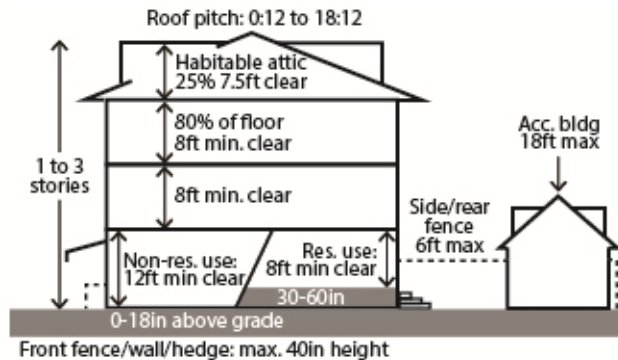
- Entry curb-cuts should be located on side streets where possible.
- Entrances to attached garages, loading, or service bays shall not be located on the front façade of a principal structure.
- All surface parking areas shall be at least 5 feet behind the front façade of the principal building.
- Shared driveways and parking across a common lot line or easement are encouraged.

5. Abutting Subdistricts

Where a mixed-use or non-residential use abuts a lot within a residential-only subdistrict, a wall or fence 6 feet in height, or a Transitional Landscape Buffer (see 7.04.11) at least 5 feet wide shall be built along the lot line.

7.03.2 Neighborhood Center Subdistrict

C. HEIGHT



1. Building Height

- The permitted height range of principal buildings is shown on the Regulating Plan.
- Accessory buildings shall be no taller than 18 feet.

2. Ground Story Height: Mixed-Use and Non-Residential Building

- The finished ground floor elevation shall be between grade and 18 inches above grade at the primary entrance.
- The ground story shall have an interior clear height (floor to ceiling) of at least 12 feet.

3. Ground Story Height: Townhouse

- The finished ground floor elevation shall be between 30 inches and 60 inches above grade at the primary entrance.
- The ground story shall have an interior clear height (floor to ceiling) of at least 8 feet.

4. Upper Story Height

- At least 80% of each upper floor story shall have an interior clear height (floor to ceiling) of at least 8 feet.
- At least 25% of a habitable attic story shall have an interior clear height (floor to ceiling) of at least 7.5 feet.

5. Mezzanines

Mezzanines having a floor area greater than 50% of the story in which it is situated shall be counted as a full story.

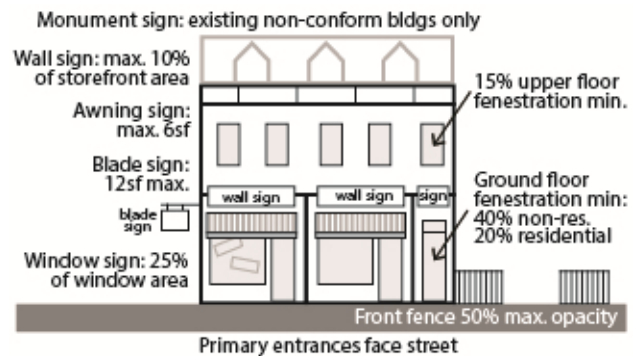
6. Roof Pitch

Roof pitch (rise:run) shall be between 0:12 (flat) and 18:12.

7. Wall/Fence Height

- A street wall, fence, or hedge between the public right-of-way and building façade or on-site parking area shall not exceed 40 inches in height.
- Side and rear yard privacy fences shall not exceed 6 feet.

ACTIVATION



1. Windows and Doors

- Ground floor fenestration, non-residential uses: 40% minimum of the primary street ground floor façade area;
- Ground floor fenestration, townhouses: 20% minimum of the primary street ground floor façade area.
- Ground floor fenestration, corner building: 20% minimum of the secondary street ground floor façade.
- Upper floor fenestration: 15% minimum of the upper floor façade area.
- Functional entry doors shall be provided along the primary street façade at intervals of 60 feet or less.

2. Building Projections

- Awnings are encouraged on commercial storefronts.
- Use of bays, bay windows, multi-story covered porches, turrets, and other traditional architectural elements is encouraged.

3. Walls/Fences

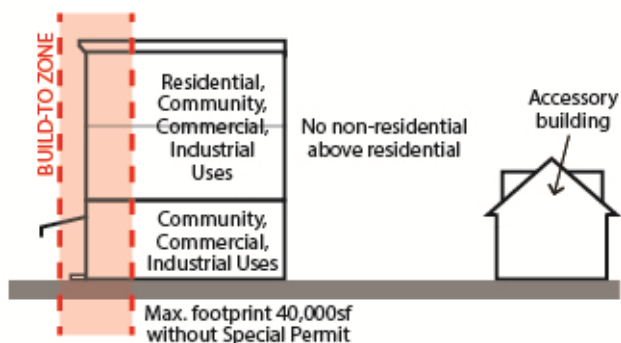
Walls and fences between the public right-of-way and front façade or on-site parking area shall not exceed 50% opacity.

4. Permitted Signs (see 7.05 for add'l standards)

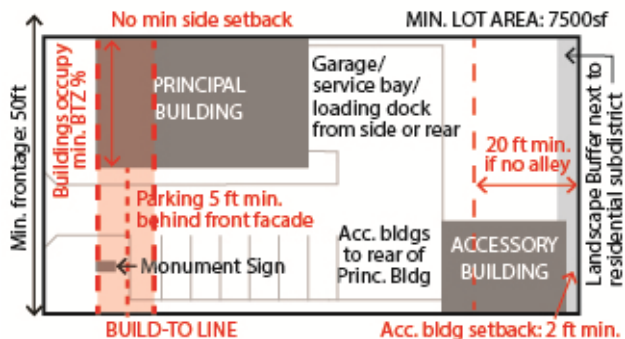
- Awning signs: text/logo on awning, no larger than 6 square feet.
- Blade signs: one per non-residential use, each not more than 12 square feet in area.
- Monument signs: one each for existing non-residential buildings with a location that is non-conforming with respect to the Build-To Zone, until time of redevelopment. Signs shall be located within the Build-To Zone, placed on a defined pedestal no more than 3 feet tall, and the sign panel shall not exceed 4 feet in height, 8 feet in length, or 24 square feet in area.
- Wall signs: one per non-residential use, maximum 10% of the use's ground floor front façade area. Corner uses may have a second wall sign of the same size on the secondary façade.
- Window signs: not more than 25% of commercial window area.
- For home businesses: one blade sign or one wall sign per entity, not more than 12 square feet in area.
- Illumination for exterior signs: externally lit via goose-neck or similar wall lamps, direct lights, or spot/ground lights; or internally lit via halo/reverse, stencil-cut, channel letter, or push-through graphics/text lighting. Internally illuminated cabinets and awnings that light the entire face are prohibited.

7.03.3 Mixed Use Redevelopment Subdistrict

A. USE



B. PLACEMENT



1. Permitted Primary Uses

- Ground stories shall house community, commercial, or industrial uses. Active ground story uses (see [7.08](#) Definitions) shall occupy the primary ground floor façade where noted on the Regulating Plan.
- Upper stories shall house residential, community, commercial, or industrial uses. Restaurant or retail uses shall not be allowed in upper stories unless they are second story extensions of a ground story use. A non-residential use is not permitted above a residential use. Residential uses are not permitted above industrial uses.
- Permitted residential uses: multi-family only.
- Permitted community uses: those Community Facilities listed in Table 5-2, except correction institution/place of detention.
- Permitted commercial uses: those Retail and Service Uses listed in Table 5-2.
- Permitted industrial uses: those Wholesale, Transportation and Industrial uses listed in Table 5-3, except heavy industry; junk yards, junk storage, scrapping and salvage yards; waste, recycling, and sewage-related services.
- Community gardens and open spaces are permitted as a principal or accessory use.
- Auto-oriented uses and other uses listed in Section [7.08.5](#) require a Special Permit from the Planning Board and shall comply with all zoning regulations.

2. Accessory Uses

- Accessory uses listed in Section 5, Tables 5-1, 5-2, 5-3 are permitted.
- Accessory dwelling units are not permitted.

3. Building Size Standards

- The maximum footprint for new development is 30,000 square feet; a Special Permit from the Planning Board is needed for any building over this limit.
- Dwelling units in multi-family buildings:

Minimum Average Net Floor Area per Dwelling Unit (sq. ft.)	
0 to 1 bedroom	650 (500/unit minimum)
2 bedrooms	850
3 or more bedrooms	1050 + 150 per additional bedroom

1. Lot Standards

- The minimum lot frontage and width is 50 feet and minimum lot area is 7,500 square feet.

2. Placement on Lot

- A principal building shall occupy the minimum percentage of the Build-To Zone's width across the lot as identified on the Regulating Plan.
- Street-facing façades of corner buildings shall be located within the applicable Build-To Zones.
- There is no required side setback for principal or accessory buildings.
- There is no required setback from rear alleys for principal or accessory buildings. On lots without rear alley access, the rear setback shall be 20 feet minimum for a principal building and 2 feet minimum for an accessory building.
- All accessory structures shall be built to the rear of the principal building unless approved by Site Plan Review.

3. Open Space

Except for driveways and walkways, the area between principal building and street(s) shall be landscaped or maintained as a pedestrian plaza (see [7.04.10](#)).

4. Parking Placement

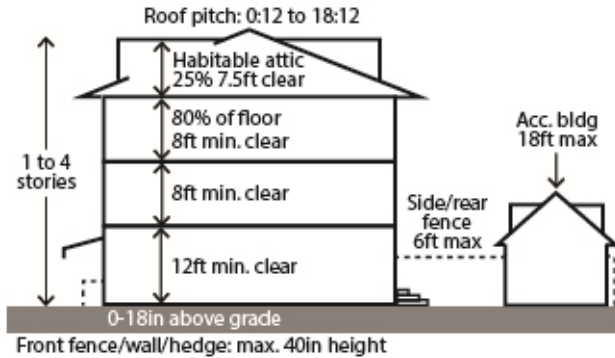
- Entry curb-cuts should be located on side streets where possible.
- Entrances to attached garages, loading, or service bays shall not be located on the front façade of a principal structure.
- All surface parking areas shall be at least 5 feet behind the front façade of the principal building.
- Shared driveways and parking across a common lot line or easement are encouraged.

5. Abutting Subdistricts

Where a non-residential use abuts a residential or mixed-use, a wall or fence 6 feet in height, or a Transitional Landscape Buffer (see [7.04.11](#)) at least 5 feet wide shall be built along the lot line.

7.03.3 Mixed Use Redevelopment Subdistrict

C. HEIGHT



1. Building Height

- The permitted height range of principal buildings is shown on the Regulating Plan.
- Accessory buildings shall be no taller than 18 feet.

2. Ground Story Height

- The finished ground floor elevation shall be between grade and 18 inches above grade at the primary entrance.
- The ground story shall have an interior clear height (floor to ceiling) of at least 12 feet.

3. Upper Story Height

- At least 80% of each upper floor story shall have an interior clear height (floor to ceiling) of at least 8 feet.
- At least 25% of a habitable attic story shall have an interior clear height (floor to ceiling) of at least 7.5 feet.

4. Mezzanines

Mezzanines having a floor area greater than 50% of the story in which it is situated shall be counted as a full story.

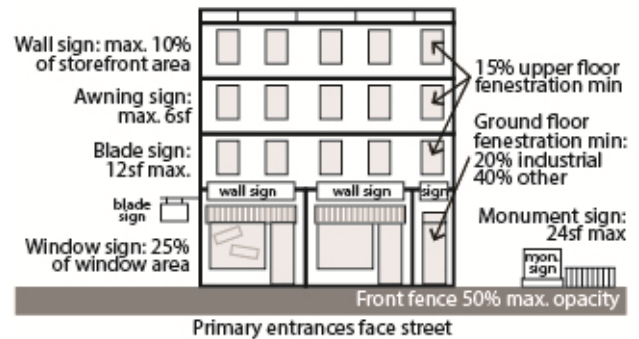
5. Roof Pitch

Roof pitch (rise:run) shall be between 0:12 (flat) and 18:12.

6. Wall/Fence Height

- A street wall, fence, or hedge between the public right-of-way and building façade or on-site parking area shall not exceed 40 inches in height.
- Side and rear yard privacy fences shall not exceed 6 feet unless otherwise approved by the Planning Board.

D. ACTIVATION



1. Windows and Doors

- Ground floor fenestration, commercial and community uses: 40% minimum of the primary street ground floor façade area;
- Ground floor fenestration, industrial uses: 20% minimum of the primary street ground floor façade area.
- Ground floor fenestration, corner building: 20% minimum of the secondary street ground floor façade.
- Upper floor fenestration: 15% minimum of the upper floor façade area.
- Functional entry doors shall be provided along the primary street façade at intervals of 60 feet or less.

2. Building Projections

- Awnings are encouraged on commercial storefronts.
- Use of bays, bay windows, multi-story covered porches, turrets, and other traditional architectural elements is encouraged.

3. Walls/Fences

Walls and fences between the public right-of-way and front façade or on-site parking area shall not exceed 50% opacity.

4. Signs

- Awning signs: sign area no larger than 4 square feet per awning.
- Blade signs: one per non-residential use, each not more than 12 square feet in area.
- Monument signs: one per building. Signs shall be located within the Build-To Zone, placed on a defined pedestal no more than 3 feet tall, and the sign panel shall not exceed 4 feet in height, 8 feet in length, or 24 square feet in area.
- Wall signs: one per non-residential use, maximum 10% of the use's ground floor front façade area. Corner uses may have a second wall sign of the same size on the secondary façade.
- Window signs: not more than 25% of commercial window area.
- Illumination for exterior signs: externally lit via goose-neck or similar wall lamps, direct lights, or spot/ground lights; or internally lit via halo/reverse, stencil-cut, channel letter, or push-through graphics/text lighting. Internally illuminated cabinets and awnings that light the entire face are prohibited.

7.3.4 Reserved for Additional Subdistricts.

7.04 DESIGN STANDARDS

7.04.1 Purpose and Intent. The following Design Standards are intended to establish a coherent character for the Form-Based Districts and encourage a high-quality, lasting development. Design Standards apply to conditions where the development is clearly visible from public streets, sidewalks, parks, playgrounds, and other civic spaces.

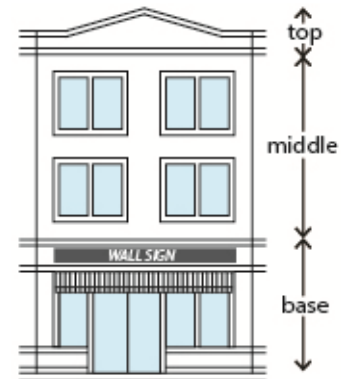
7.04.2 Civic Building Design. Civic buildings and spaces shall be designed to physically express their prominence and community orientation. In order to provide greater flexibility in building types and to allow more distinctive architectural expression, civic buildings may vary from Build-To Zone requirements, and Placement, Height, and Activation standards, as described in Section [7.08.6](#).

7.04.3 Existing Buildings and Additions

- A. Where existing buildings are permitted by the appropriate Form-Based District, retention and reuse is encouraged.
- B. New additions or alterations should be compatible with the massing, size, scale, rooflines, materials, and architectural features of the original building.
- C. Alterations shall not cover, infill, remove or damage significant and viable original architectural elements of existing buildings that are visible from the street. Such elements include decorative cornices, windows, doors, trim around openings, railings, storefronts, open porches, and any significant decorative features.
- D. Replacing original architectural elements which are in too poor a condition to repair or reuse with closely replicated new elements is strongly encouraged.

7.04.4 Facades and Exterior Building Materials

- A. Building façade design shall reflect the surrounding Form District's contextual patterns and provide visual interest.
- B. Long, uninterrupted stretches of flat or blank facades shall be avoided. Building bays, storefronts, entrances, windows, façade articulation, columns, and other vertical elements should be used in approximately 15 to 30 foot increments to "break up" the building façade.
- C. Cornice lines, string courses, and other architectural elements should create a recognizable base, middle, and top to buildings.



7.04.5 Doors and Windows

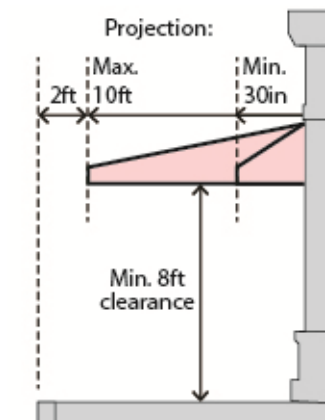
- A. Opaque, heavily tinted, or mirrored windows shall not be used on the ground floor.
- B. Ramped entrances required for compliance with the Americans with Disabilities Act (ADA) requirements are encouraged to be located primarily on the sides of buildings as opposed to directly in front of the building. Where ramping is necessary in front of the building, it should be designed to also provide an attractive and inviting space for pedestrians such as outdoor dining and sitting areas, or integrated with landscaped terraces.

7.04.6 Balconies and Front Porches

- A. Balconies shall project no more than 5 feet from the façade. Balconies shall not project within 5 feet of a common lot line. Balconies shall be enclosed by posts and balustrades (railings) and shall not be otherwise enclosed, above a height of 42 inches. Balconies aligned vertically may post up to one another and share a single roof element.
- B. Front porches shall be flush with or not more than 7 inches below the ground story finished floor elevation, and be at least 5 feet deep. Porches shall be roofed and enclosed by posts and balustrades (railings), and shall not be otherwise enclosed above a height of 42 inches. Fully enclosed porches are not permitted in the front yard.

7.04.7 Awnings, Canopies, and Encroachments

- A. Overhanging eaves, awnings, canopies, marquees, and entry steps/stoops are permitted to encroach past the Build-To Zone, provided they are not in conflict with sidewalks, parking, travel lanes, street trees, and other streetscape furnishings. A minimum of 8 feet above sidewalk level shall be kept clear of overhanging encroachment.
- B. Awnings shall project a minimum of 30 inches from the building façade and a maximum of 10 feet or 2 feet behind the curb or tree belt, whichever is closest to the building.
- C. Awnings shall be cloth, glass, or standing seam metal. Structural elements may be metal, wood, or glass. Aluminum, vinyl, and plastic materials are not permitted.
- D. Awnings shall incorporate an angled surface and not be entirely vertical or horizontal. Quarter-cylinder, bubble, and convex awning configurations are discouraged.
- E. Awnings and overhangs shall not be internally illuminated.
- F. Awnings and overhangs shall complement the fenestration pattern of the building façade – for example, rectangular awnings shall be used for rectangular windows, arched or bubble awnings for arched windows.



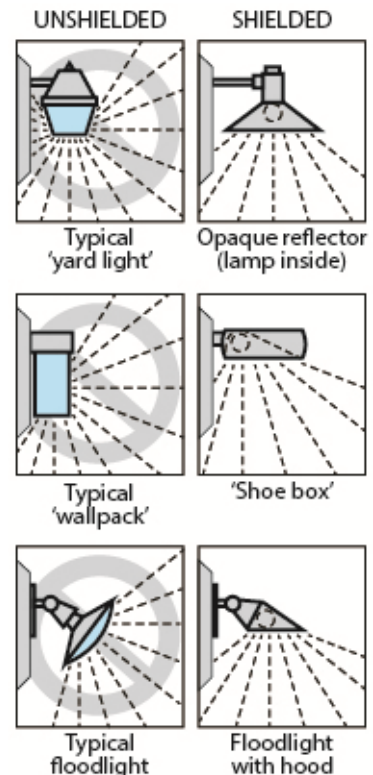
NOT PERMITTED:
 Box awnings, plastic, internally lit



Awnings should complement architecture

7.04.8 Lighting

- A. Lighting elements that cast a perceptively unnatural spectrum of light (such as low pressure sodium and mercury vapor sources) are not permitted. Fluorescent lights, not including compact fluorescent bulbs that use standard sockets, shall not be used for exterior lighting.
- B. No flashing, blinking, running, scrolling, traveling, animated, or intermittent lighting shall be visible from the exterior of any building unless associated with a temporary holiday display.
- C. Light sources shall be fully shielded or cutoff, and shall not be visible from any street right-of-way or abutting property.
- D. Lighting shall use sensor technologies, timers or other means to activate lighting only during times when it will be needed. All non-residential site lighting, including building, sign and parking lot lighting, shall be kept extinguished outside of those business hours, except for lighting determined by the Planning Board to be necessary for site security and the safety of residents, employees and visitors.
- E. Parking area light fixtures are limited to a maximum of 20 feet in height. Illumination levels shall be no brighter than what is necessary for the protection and safety of the public in regard to pedestrian and vehicular circulation.



7.04.9 Utilities, Mechanical Equipment, Service Areas

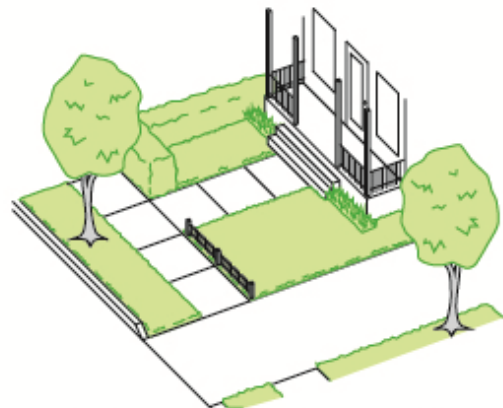
- A. Mechanical equipment, including air compressors, mechanical pumps, exterior water heaters, water softeners, utility and telephone company transformers, meters or boxes, garbage cans, dumpsters, storage tanks, television antennae, satellite dishes, and similar equipment shall be screened from view from streets (not including alleys).
- B. Trash collection areas, trash compaction, recycling collection and similar service areas shall be located to the side or rear of buildings, behind the Build-To Zone and shall be screened from view from adjacent property or public street right-of-way (not including an alley). Outdoor dumpsters shall be secured, and all gates shall remain closed except when pick-ups occur.

7.04.10 Front Yards

- A. Existing significant trees and shrubs as determined by the Planning Board shall be preserved and maintained where possible.
- B. Posts or supporting rails of fences shall face inward toward the property being fenced. Barbed-wire and concertina wire are not permitted fence materials unless approved by the through Site Plan Review.
- C. Lots with with ground floor residential uses shall be landscaped with plant material in the area between the public right-of-way and the principal building façades, outside of walkways and driveways. Native plants are encouraged. Invasive species are not permitted.
- D. Where permitted or required, the front yards of non-residential ground floor uses may consist of hardscaped plazas with pedestrian amenities such as benches, tables/chairs, and smaller planting beds and raised planters. Un-obscured views of ground floor doorways, windows, and signs shall be maintained.
- E. For ground floor commercial uses, outdoor activities accessory to ground-floor retail businesses and consumer services, including outdoor dining areas, outdoor display of products actively available for sale, and temporary sandwich board signs shall be allowed within street-facing yard areas. Outdoor accessory activities shall not block an entrance to the building, and all displays, seating, and other elements shall be stored inside a fully-enclosed building outside of business hours.



Hardscape plaza with pedestrian amenities



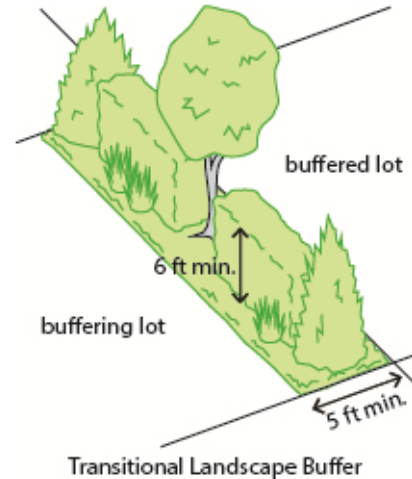
Front yard with residential ground floor use



Outdoor accessory activity examples

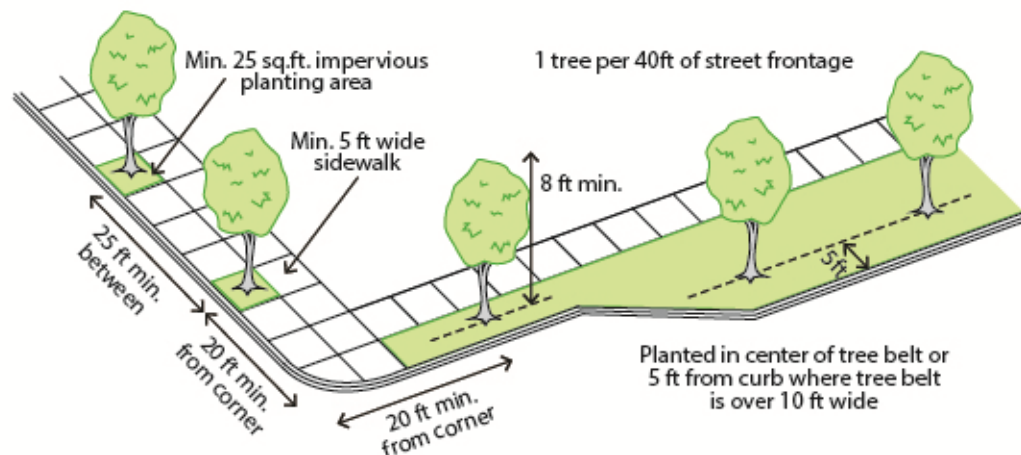
7.04.11 Transitional Landscape Buffers

- A. At minimum, a required transitional landscape buffer shall consist of a continuous planting of an evergreen hedge that forms a visual barrier between lots.
- B. Plantings shall attain a height of at least 6 feet within 3 growing seasons of planting.
- C. The parking of vehicles and the placement of buildings is not allowed in a required landscape buffer.
- D. The owner or tenant is responsible for maintaining all required landscaping in good health or condition. Any dead, unhealthy, deteriorating, broken or missing landscaping must be replaced with landscaping that conforms to this ordinance within 30 days, or within 180 days where weather concerns would jeopardize the health of plant materials.



7.04.12 Tree Belts and Street Trees

- A. One street tree for every 40 feet of street frontage shall be planted in the tree belt. For streets without tree belts, street trees shall be planted in tree pits located at the rear of the curb, as long as at least five feet of clear sidewalk width remains available for pedestrian passage. The exact number of trees and spacing may be adjusted depending on species, existing mature trees, and local conditions such as curb cuts, fire hydrants, lights, and other infrastructure elements.
- B. For tree belts and pits less than 10 feet wide, trees shall be planted in a line marking the half width of the belt/pit. For belts greater than 10 feet in width, trees shall be planted in a line at 5 feet from the back of the curb.
- C. The surrounding impervious surface shall not be less than 25 square feet per tree.
- D. At the time of planting, street trees shall be at least 2 ½ inches in diameter (measured 2 feet above grade) and at least 8 feet in overall height.
- E. Street trees shall properly maintained and “limbed up” as they gain maturity so as to not interfere with pedestrian or vehicular travel, with a minimum of 8 feet clear over the sidewalk and 14 feet over the travel lanes of the street.
- F. Any unpaved ground area shall be mulched or planted with turf, vegetative groundcover, flowering vegetation, or climbing vines.



7.05 SIGNAGE STANDARDS

7.05.1 Purpose and Intent

Signage is desirable for advertising form-based district businesses, services, and community facilities. Signs should be clear and informative to the public, weather well, and be of a size, location, and form that fits the context of the district. For example, mixed-use, signs within pedestrian-oriented neighborhoods with slow-moving automobile traffic will differ fundamentally from auto-centric districts. Signage that is glaring or oversized for its district creates distraction, lessens the district experience, and creates visual clutter that affects the quality of life in the district.

7.05.2 Applicability

Regulations and standards in this section apply to all signs within the Form-Based districts. Standards in this section and set forth in subdistrict development standards shall supercede standards contained in Section 9.2. Wherever there appears to be a conflict between this section and other requirements of the Zoning Ordinance, the requirements specifically set forth in this section or in subdistrict development standards shall prevail.

7.05.3 Permitted Sign Types

Permitted signs vary by subdistrict. Permitted sign types and dimension controls are described in the Activation section of each subdistrict's development standards ([7.03](#)). Where a sign type is not mentioned, it shall be construed as prohibited. In addition, the following signs are permitted for all all Form-Based districts:

- A. Construction Signs, as per 9.284
- B. For Sale, Rent, or Lease Signs, as per 9.285.
- C. Non-Commercial and Political Signs, as per 9.286.
- D. Special Event Signs, as per 9.287.
- E. Portable Sandwich Board/Easel Signs.
- F. Vehicular Entrance, Exit, and Directional Signs.

7.05.4 Prohibited Sign Types

Unless specifically permitted by subdistrict development standards, the following sign types are prohibited for all Form-Based Districts:

- A. Signs which move or give the appearance of moving, including pennants, streamers, string pennants, "garrison" size flags, and all other signs which flutter, undulate, swing, rotate, oscillate, or otherwise move by natural or artificial means. This shall not prohibit banners, streamers, pennants, and other decorative elements that lack logos, text, or other informative displays.
- B. Signs and lighting which imitates or obstructs or causes confusion with official traffic signs or signals or markings, or emergency vehicle lighting. This does not include signs accessory to parking lots or driveways.
- C. Signs placed on a parked vehicle or trailer where the apparent purpose is to advertise a product or direct people to a business.
- D. Signs advertising or identifying a business or organization which is either defunct or no longer located on the premises.
- E. Electronic multiple message boards or screens.
- F. Off-Premise Signs.
- G. Roof Signs.

7.05.5 Exempt Signs

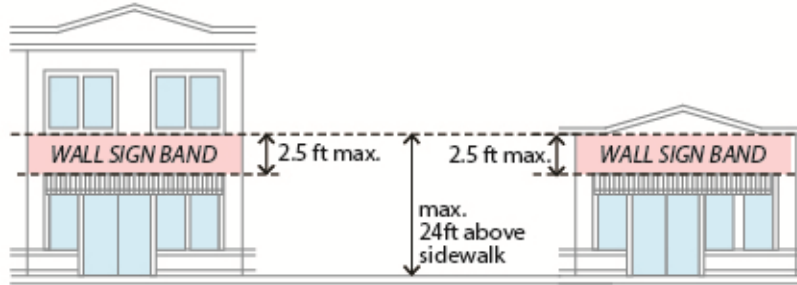
In addition to those signs exempted by Section 9.243, the following signs are exempt from regulation:

- A. Flags bearing the officially adopted design of a nation, state, or political subdivision of a state. Flags should not exceed 30 square feet in area.
- B. Signs on storefronts displaying hours of operation or menus, not to exceed 1 square foot.

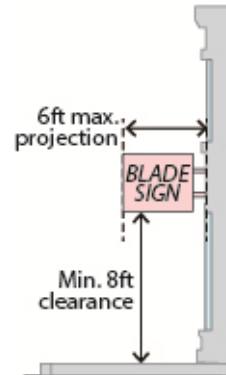
- C. Historic or interpretive plaques.
- D. Historic 'ghost' signs or advertisements painted on the exterior walls of buildings. These may be maintained or preserved with review by the Planning Board.

7.05.6 General Standards

- A. Wall signs. Wall signs are only permitted below the second floor windows of a multi-story building, or below the cornice line of a single story building, within a horizontal band not to exceed 2.5 feet in height. In no case shall this band be higher than 24 feet above the adjacent sidewalk. Wall signs shall not obstruct the light into or vision to or from a window or door.

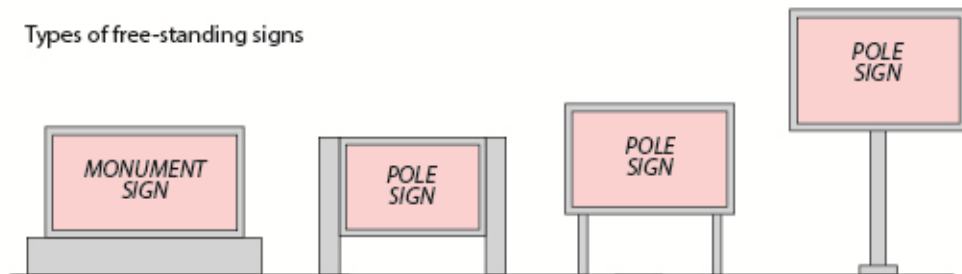


- B. Blade signs. Blade signs shall provide a minimum of 8 feet clear height above the sidewalk, and are to be hung from the front façade below the second floor windows of a multi-story building, or below the cornice line of a single story building. Blade signs shall not extend more than 6 feet from the façade. Three-dimensional icon forms meeting these standards may be substituted for traditional flat blade signs.



- C. Free-Standing Signs, Monument Signs, and Pole Signs. Signs shall be located and sized according to Subdistrict Development Standards. Signs shall not be placed to interfere with pedestrian movement or vehicular movement or sight lines.

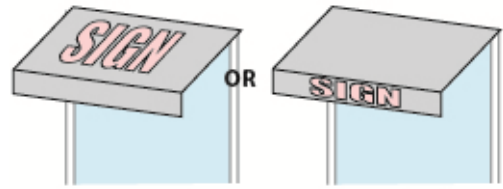
Types of free-standing signs



- D. Channel letters. Letters and symbols shall not exceed 6 inches in relief, and may be constructed with up to two inch standoffs to allow for reverse-lit/halo-lit illumination.



- E. Awning signs. Signs on awnings shall appear on either the angled portion or vertical valance portion of the awning, but not both. Awning signs are not permitted on upper floors unless the floor contains a publicly accessible business use. Awnings shall conform to the standards in [7.04.7](#).



- F. Sandwich boards. Sandwich board signs shall be no larger than 6 square feet per face. Only one sandwich board sign per ground floor business.



- G. For Sale, Rent, or Lease signs shall be no larger than 12 square feet.
- H. Non-commercial and political signs shall be no larger than 8 square feet.
- I. Construction signs shall be no larger than 4 square feet.
- J. Special Event Signs shall be no larger than 20 square feet. Signs may be erected no sooner than 14 days before the event and must be removed not later than 6 days after the event. Signs shall not be displayed for more than 21 consecutive days.
- K. Vehicular entrance, exit, and directional signs shall be free-standing or wall-mounted, without logos or commercial type, and are limited to 4 square feet in area and 3 feet in height if free-standing.

7.05.7 Illumination Standards

Permitted and prohibited illumination methods for signs are described in the Activation section of each subdistrict development standards. Where an illumination method is not mentioned, it shall be construed as prohibited. Along with standards in Section 9.26, the following standards apply:

- A. Illumination should be integrated into the building façade, sign, or ground. Conduit and junction boxes should be concealed from public view. Light fixtures should be positioned as to not obscure the sign's message and graphics.
- B. The light source shall be shielded from view to prevent glare and overspill of light. This requirement is not intended to preclude the use of creative exposed lighting.
- C. Downcast lighting (as opposed to up-lighting) of signs is preferred to lessen light pollution.
- D. Awnings and canopies shall not be under-lit or internally illuminated.
- E. The brightness of a sign shall not exceed .3 footcandles above ambient light conditions, as measured perpendicular to the sign face at a distance of 100 feet.
- F. The use of light-emitting diodes (LED) and other energy-efficient illumination methods are encouraged. Neon lighting and tubing may be used as lettering or logos on permitted signs, but shall not be used to outline buildings, architectural elements, or ornamental features.
- G. Unless specifically permitted by subdistrict development standards, signs which contain or are illuminated by flashing, blinking, running, scrolling, traveling, animated, or intermittent lighting, or are designed to attract attention by a change in lighting intensity are prohibited.
- H. Unless specifically permitted by subdistrict development standards, signs which contain or are illuminated by electronic message boards or screens are prohibited.

7.06 PARKING, DRIVEWAY, AND LOADING STANDARDS

- 7.06.1 Purpose and Intent.** The overall objective for parking regulations is to ensure an adequate amount of parking while taking into account the context of the individual Form-Based District and avoiding excessive parking areas that create unproductive land use, environmental impacts, and low-interest areas for pedestrians. The parking requirements in the FBZ Districts emphasize efficiency, and allow for shared parking, remote parking, and on-site reduction techniques that help foster economic opportunities while preserving functionality. Locational and design controls work towards creating environments where vehicles are provided access, but do not dominate.
- 7.06.2 Applicability.** Unless specifically exempted by subdistrict development standards (7.03), all existing and proposed development in Form-Based Districts shall provide parking facilities in accordance with this section. Where in conflict with Section 9.0, these regulations shall supersede.
- 7.06.3 Parking Location.** The location of parking shall be consistent with the following requirements:
- A. Off-Street Parking.** Off-street parking shall be located in accordance with the applicable subdistrict development standards (7.03).
 - B. Shared Parking.** Abutting lots with compatible uses are encouraged to physically join parking areas across lot lines and create shared access drives and connected parking aisles, provided a mutual access and use easement acceptable to the Town of West Springfield is executed.
 - C. Remote Parking.** Required parking spaces may be permitted at off-site locations if the off-site parking complies with the all of following standards:
 - 1. Off-site parking spaces are located within 500 feet from the primary entrance of the building along the shortest available pedestrian route (from the nearest point of the parking area to the nearest point of the primary entrance).
 - 2. Specifically designated off-site parking areas for employees may be located up to 700 feet served along the shortest available pedestrian route (from the nearest point of the parking area to the nearest point of the employee entrance).
 - 3. A contract, written agreement, or other suitable legal instrument acceptable to the Town of West Springfield's legal counsel shall be filed with the application which shall specify the location, number, and available hours of all spaces to be used.
 - D. Valet Parking.** Valet parking may be permitted as a means of satisfying the applicable off-street parking requirements where all of the following standards have been met:
 - 1. Adequate assurance of the continued operation of the valet parking is provided, such as a contractual agreement for valet services or the tenant's affidavit agreeing to provide such services.
 - 2. An equivalent number of valet spaces are available to replace the number of required off-street parking spaces.
 - 3. Valet spaces do not require individual striping and may allow tandem or stacked parking of vehicles (see 7.06.7.B).
 - 4. The design of the valet parking area shall not cause queuing in a vehicular travel lane.
 - 5. An attendant must be provided to park vehicles during business hours.
- 7.06.4 Off-Street Parking Requirements.** Minimum parking for all uses and structures in Form-Based Districts shall be provided in accordance with the following table. Multiple uses on one site shall be added cumulatively. Decimal amounts shall be rounded up or down to the nearest whole number. Where no requirement is designated and the use is not comparable to any of the listed uses, required parking shall be determined by the Planning Board based upon the capacity of the facility, its associated uses, and best practices. The maximum number of off-street surface parking spaces shall not exceed 200% of the minimum parking requirements.

Off-Street Parking Requirements	
Use	Minimum Parking Spaces
Residential Use (per unit)	
Single and Two-Family Dwellings	2 per dwelling unit
Multi-Family (0-1 Bedrooms)	1 per dwelling unit
Multi-Family (2-3 Bedrooms)	1.5 per dwelling unit
Multi-Family (4+ Bedrooms)	2 per dwelling unit
Nursing/Convalescent/Senior Housing	.7 per dwelling unit
Commercial (per 1000 SF)	
Retail	3.33
Retail with extensive display areas (auto sales or rental or wash, furniture, nursery, etc.)	1.25
Office, banks, non-medical	3.33
Personal service (dry cleaner, repair shop, etc.)	3.33
Eating and drinking establishments (primarily sit-down)	1 per 4 seats
Eating and drinking establishments (primarily take-out)	5
Hotel, motel, inn, B&B, lodging house	1 per room (not including accessory meeting space, restaurant, etc.)
Child care facility, adult day care	.5 per employee + .2 per enrollee
Auto repair	2 per service bay
Assembly places w/ fixed seating (theaters, auditoriums, churches, arenas)	1 per 4.5 seats
Assembly places w/o fixed seating (social clubs, community centers, indoor places of amusement)	4
Funeral home	10 per reposeing room
Accessory drive-through	min 6 stacking spaces in drive-through queue
Health Services (per 1000 SF)	
Medical, dental offices	4
Hospital, nursing home	2
Education	
K-8 school	1 per employee + 1 per classroom
High school	1 per employee + 1 per classroom
Trade school	1 per employee + 1 per 2 students
Industrial	
Industrial , manufacturing, warehouse, wholesale	1 per employee on largest shift
Storage	1 per 5000 SF

7.06.5 Reduction of Minimum Off-Street Parking Requirements. The Planning Board may approve a Special Permit to reduce the number of required non-handicapped-accessible off-street parking spaces.

A. Parking Reduction Factors. Factors that the Planning Board may consider include, but are not limited to, the following:

1. A mix of uses on-site or using shared parking lots with offset peak demand times.
2. A shared parking agreement with proximate properties where uses have offset peak demand times.
3. Uses with a high rate of parking turnover.
4. Evidence of similar uses and locational situations operating successfully with lower amounts of parking.
5. Location within an area with sufficient commercial density and appropriate infrastructure to support pedestrian travel between uses, and proposed uses which are conducive to pedestrian travel.

6. Location within an area with sufficient residential density and infrastructure to support pedestrian and bicycle access as a primary means of travel, and a viable alternative to access by a personal vehicle.
7. Proximity to publicly-available parking lots or on-street parking.
8. Proximity to public transit and proposed uses which are conducive to transit usage.
9. Proximity to bicycle infrastructure, provision of on-site bicycle parking, and proposed uses which are conducive to bicycle usage.
10. Characteristics of the likely occupants that lessen parking demand, such as age.
11. For existing parking lots, the lack of feasible means of expanding the parking area.
12. Avoidance of harm to historic or natural resources, such as historic buildings, significant trees, or wetlands and other sensitive environmental areas.

To this end, the Planning Board may require the applicant to provide a formal parking study prepared by a registered professional that includes the following:

1. Size and type of existing and proposed uses or activities on site;
2. Rate of parking turnover;
3. Peak traffic and parking loads to be encountered. Shared parking reductions should reference credible sources such as Urban Land Institute's Shared Parking Manual or SmartCode's Shared Parking Matrix (see below).
4. Availability of on-street or public parking facilities or existing shared parking lots;
5. Availability of public transit, bicycle infrastructure, and pedestrian infrastructure;
6. Other factors identified by the Planning Board.

SmartCode 9.2 Shared Parking Matrix

(Divide the sum of the parking requirements for two functions by the applicable ratio.)

Building Function	Shared Factor	Building Function
Residential		Residential
Lodging		Lodging
Office	1	Office
	1.1 1.1	
Retail	1.4 1 1.4	Retail
	1.2 1.7 1.7 1.2	
	1.3 1 1.3	
	1.2 1.2	
	1	

- B. Parking Reserve.** In lieu of or along with an absolute reduction, the Planning Board may require a portion of the site be reserved but not developed to meet the required off-street parking. The reserved area shall be either landscaped or maintained in a natural state. The reserved area shall not count towards any open space requirements.
 1. The reserved parking area shall be labeled as "Reserve Parking" on the site plan and maintained in a landscaped or natural state. It shall not be used for building area.
 2. If, after one (1) year from the issuance of a certificate of occupancy, the Planning Board finds that any of the reserve spaces are needed or not needed, the Planning Board may require that all or any portion of the spaces identified as reserve parking on the site plan be constructed or eliminated from the plan within a reasonable time period, as specified in writing by the Planning Board following a public meeting with the owner of the property.
- C. Special Permit Criteria.** In approving the Special Permit, the Planning Board shall provide the following findings:
 1. The reduction is in harmony with the purpose and intent of the Form-Based District;
 2. The amount of off-street parking to be provided will be sufficient to serve the use(s) for which it is intended;

3. The reduction will not create, nor add to, undue congestion or unsafe traffic situations; and
4. The proposed parking layout and landscaping will be in conformity with all applicable Zoning Ordinance requirements.

7.06.6 Bicycle Parking. To facilitate bicycle use, the following bicycle parking regulations shall apply:

- A. Multi-Family Residential Developments.** Developments with 5 or more multi-family units shall provide at least one indoor covered bicycle parking space for every 5 dwelling units unless an alternative is approved by the Planning Board.
- B. Non-Residential Uses.** Non-residential uses shall provide the following minimum bicycle parking spaces unless an alternative is approved by the Planning Board. A single typical inverted-U rack or pole rack accommodates two bicycles.

Size of Use	Required Spaces
0 to 5,000 square feet of gross floor area	0
5,001 to 10,000 square feet of gross floor area	2
10,001 to 30,000 square feet of gross floor area	4
30,001 square feet or more of gross floor area	6

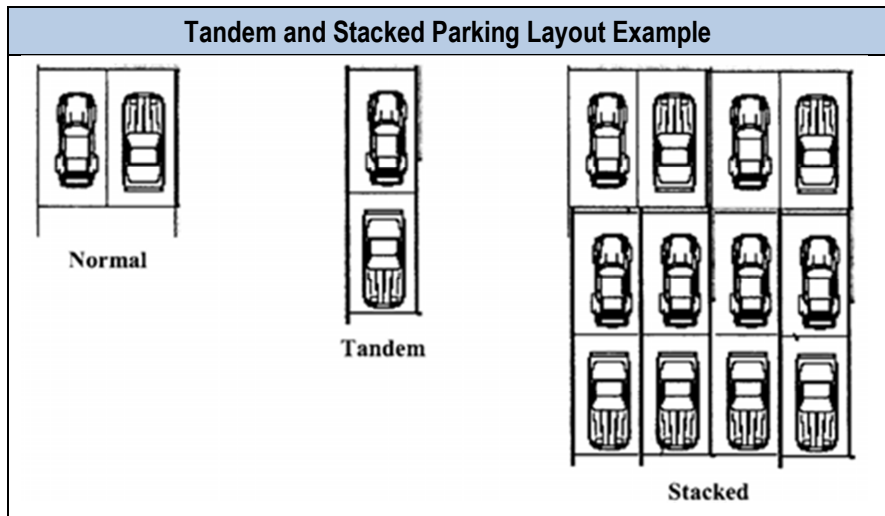
Required bicycle parking spaces may be placed on private property, within the tree belt or on a sidewalk along the curb, provided that at least 5 feet of sidewalk remains clear for pedestrian use. An inverted-U rack is recommended as a standard parking rack. Required bicycle parking shall be publicly accessible and located within 100 feet of the building entrance.

7.06.7 Parking Lot Layout Standards. The following layout standards shall apply except where specifically regulated in subdistrict development standards:

- A. Space and Aisle Dimensional Standards.** Parking spaces and drive aisles shall meet or exceed the dimensions shown in the following table. Dimensions other than those specified may be used if approved by the Planning Board with input from the Town Engineer.

Minimum Dimensional Standards for Parking Spaces and Aisles (feet)									
Parking Angle	Stall Width	Curb Length	Curb Projection	Stripe Length	Aisle Width			Module Width	
					1-Way, 1 Row	1-Way, 2 Rows	2-Way	1-Way	2-Way
A	B	C	D	G	E	E	E	F	F
Parallel	8	20	8	20	11	12	20	28	36
45 deg	8.5	12	18.7	26.5	12	14	24	51.4	61.4
60 deg	8.5	9.8	19.8	22.9	14	16	24	55.6	63.6
90 deg	8.5	8.5	18	18	18	20	24	56	60

- B. Tandem and Stacked Vehicle Parking.** Tandem or stacked parking (see diagram below) may be permitted for valet parking for non-residential uses. Tandem parking may be permitted for residential uses where the tandem spaces are assigned to the same dwelling unit.



- C. Accessible Parking Spaces.** The required number, location, and design of handicapped-accessible parking spaces shall be consistent with the requirements of Section 9.07.

7.06.8 Street Access and Driveway Standards. The following standards shall apply except where specifically regulated in subdistrict development standards (7.03):

- A. No lot shall have more than two vehicular access points to public ways for each 500 feet of frontage, unless approved by the Planning Board. Where a parcel is located at the corner of two public streets, access via the secondary or side street is preferred.
- B. For non-residential, mixed-use properties, and residential properties with more than 8 units, two-way entrances and driveways shall be at least 20 feet, but not more than 24 feet, in width where they cross the right-of-way onto a street, unless approved by the Planning Board. One-way entrances shall be at least 10 feet, but not more than 14 feet in width.
- C. For residential-only properties with 8 or fewer units, the maximum driveway width at the right-of-way shall be 12 feet. Behind the building's front façade, the driveway may widen to accommodate on-site parking.
- D. Vehicular entrance locations shall be consistent with Sections 9.033 and 9.034, unless approved by the Planning Board.
- E. Common and shared driveways are encouraged, and shall be consistent with Section 9.1.
- F. Access across lot lines between abutting parking lots is highly encouraged, and perimeter screening requirements may be waived for the purpose of efficient design.

7.06.9 Loading Standards. The following standards shall apply except where specifically regulated in subdistrict development standards (7.03):

- A. Adequate off-street loading and unloading space shall be provided whenever the normal operation of any use requires that supplies, goods, equipment, customers, inhabitants, or similar to be delivered to or from the site.
- B. The number of loading spaces shall follow the requirements of Section 9.082, unless otherwise approved by the Planning Board.
- C. Loading areas shall be located on the same lot occupied by the use served. Loading activities are not permitted in the public right-of-way.
- D. Loading areas shall be located to the side or rear of buildings.

- E. Loading activities shall not encroach on or interfere with the use of on-site sidewalks or other pedestrian paths, driveways, or parking areas during business hours.

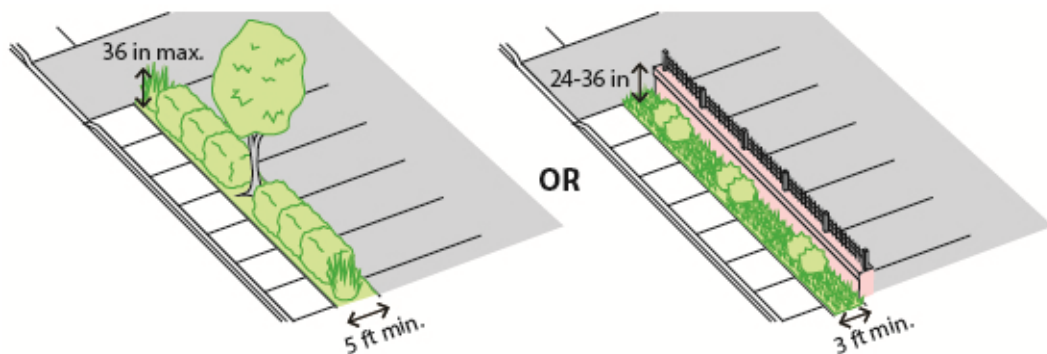
7.06.10 Drive-Through Standards. The following standards shall apply to drive-through facilities, where permitted, unless specifically regulated in subdistrict development standards (7.03):

- A. Accessory drive-through facilities, including windows, aisles, and stacking lanes shall be located to the rear of the Build-To Zone.
- B. Entrances and exits between the street and drive-through facilities shall be regarded as driveways and shall be consistent with Section 7.06.8.
- C. Drive-through facilities shall be designed to accommodate a minimum of six stacking spaces. An escape aisle next to the drive-through aisle shall be provided.
- D. Drive-through lanes shall be physically separated from parking spaces.

7.06.11 Lighting Standards. Lighting of parking areas shall follow standards in Section 7.04.8, except where specifically regulated in subdistrict development standards (7.03).

7.06.12 Landscaping Standards. Planted areas shall contain a mix of trees and other plants with an emphasis on low maintenance drought- and salt-resistant species native to western Massachusetts. All landscaping shall be maintained, irrigated, and replaced as necessary. Landscaping may be installed at or below the level of the parking lot surface to allow for capture of stormwater runoff. The following landscaping and screening shall be provided, except where specifically regulated in subdistrict development standards (7.03):

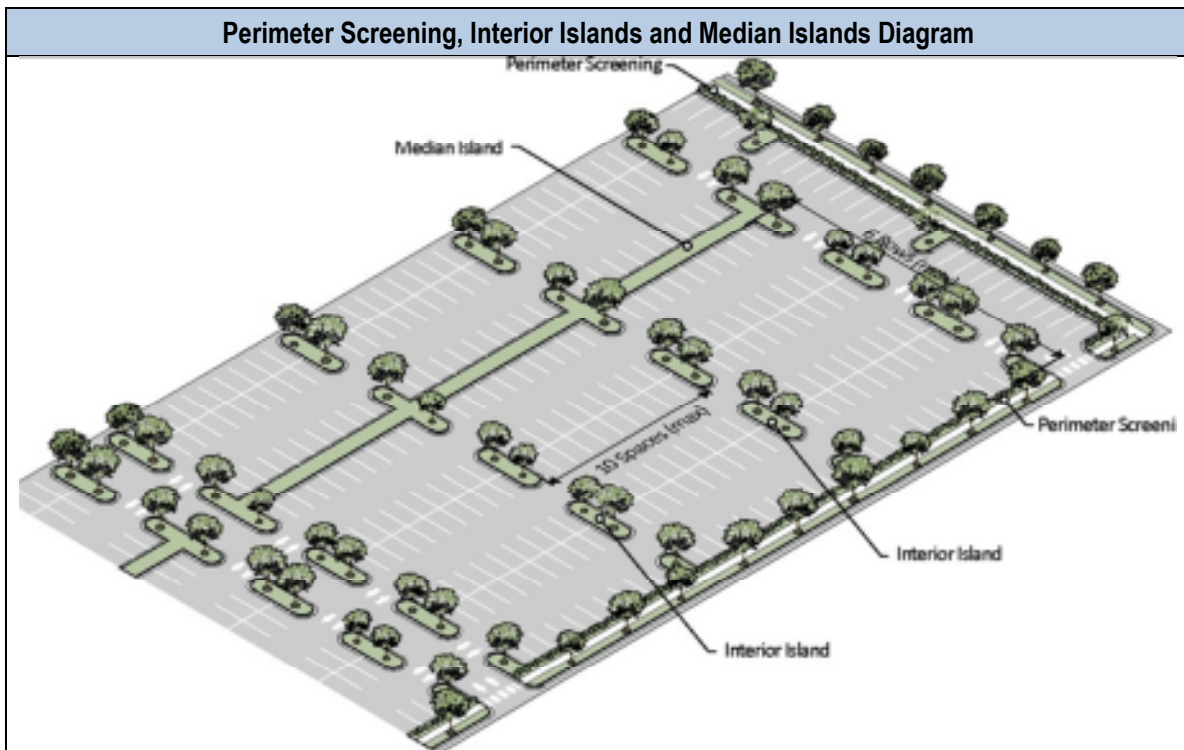
- A. **Street Screening.** All surface parking lots that front on a public street, sidewalk, or right-of-way (not including an alley) shall be screened with one or more of the following:
 1. A minimum 5-foot wide, unpaved landscaping strip with a continuous row of perennial shrubs between the right-of-way and parking lot. Shrubs shall be a minimum of 12 inches in height when planted and shall reach a mature size of no higher than 36 inches. Trees are encouraged, as long as they provide visibility below the canopy.
 2. A wall or fence within a minimum 3-foot wide, unpaved landscaped strip. Trees are encouraged, as long as they provide visibility below the canopy. The wall or fence shall be between 24 and 36 inches in height. Taller walls and fences are permitted when the portion above 36 inches allows visibility. Walls and fences shall otherwise be consistent with subdistrict development standards.



- B. **Transition Screening.** Where a parking lot, driveway, drive-through, or loading area for a mixed-use or non-residential use abuts a lot with residential-only use(s), a wall or opaque fence 6 feet in height, and/or a Transitional Landscape Buffer at least 5 feet wide shall be built along the lot line. Buffers shall conform to Section 7.04.11.
- C. **Large Parking Lots.** For parking lots with 30 or more spaces, the following standards apply:
 1. **Interior Islands.** One landscaped interior island at least 5 feet in width and the length of a parking space shall be provided for every 10 parking spaces, as demonstrated in the diagram below. Interior islands shall be distributed evenly throughout the parking area,

and may be installed at or below the level of the parking lot surface to allow for capture of stormwater runoff.

2. **Median Islands.** A landscaped median island at least 5 feet in width shall be provided between every 6 single parking rows, as demonstrated in the following diagram. Median islands may be consolidated or intervals may be expanded in order to preserve existing trees. A median island may also serve as the location for a sidewalk, though it must provide a planted area at least 5 feet in total width. Median islands may be installed below the level of the parking lot surface to allow for capture of stormwater runoff.
- D. **Shade Tree Coverage.** Trees shall be at least 2.5" in diameter at breast height at the time of planting. Parking areas shall include the following number of shade trees:
1. Street Screening: at least one shade tree for every 40 linear feet.
 2. Interior Islands: at least one shade for every 150 square feet.
 3. Median Islands: at least one shade tree for every 25 linear feet.



- E. **Storage, Trash, and Service Screening.** Exposed storage areas, machinery, garbage "dumpsters," service areas, truck loading areas, utility buildings and similar shall be screened from view of abutting residential uses properties and streets using plantings, fences, or other methods. Where feasible, shared use and designated areas for garbage dumpsters are encouraged.
- F. **Pervious Materials.** Pervious or semi-pervious parking area surfacing materials, such as pervious asphalt, grass, grasscrete, ring and grid systems, are encouraged where ground conditions allow for adequate infiltration.

7.07 STREET AND OPEN SPACE STANDARDS

- 7.07.1 Purpose and Intent of Streets in FB Districts.** Whether dedicated public or private thoroughfares, well-designed and “complete” streets balance the needs of all modes of transportation – personal vehicles, service vehicles, bus transit, bicycle, and pedestrian. The intent is to maximize access, mobility, safety, convenience, and aesthetic quality of transportation within Form-Based districts. While all streets will balance various transportation needs, their design characteristics will vary by specific location, depending on the context, land uses, and transportation needs of the surrounding area. The following street and streetscape design standards are intended to define a hierarchy of travel corridors that create a multimodal and highly functioning infrastructure to support surrounding land uses and future private investment, foster pedestrian activity, and create attractive streetscapes that contribute to appealing neighborhoods and centers.
- 7.07.2 Consistency with Design Standards in the Subdivision Regulations.** The thoroughfare types identified in this section and specifically defined in the West Springfield Subdivision Regulations, Section X – Design Standards. Design standards for each thoroughfare type address the components of the right-of-way layouts including travel modes and specifications as well as streetscape features. All other Design Standards in Section X and Construction Standards in Section XII of the West Springfield Subdivision Regulations shall apply to existing and new street types where applicable in the Form-Based districts.
- 7.07.3 Permitted Thoroughfare Types.** The following specifications illustrate typical configurations for street and thoroughfare types within the Form-Based Zoning districts, as identified within each district’s Regulating Plan. The Town of West Springfield may adjust these as necessary for specific conditions.

THOROUGHFARE TYPES IN FORM-BASED ZONING DISTRICTS				
Thoroughfare Type	Form-Based Subdistricts			
	TN	NC	MUR	Reserved
Primary Streets				
1. Neighborhood Business District Street Type A (NBDS)		X	X	
2. Neighborhood Residential Street Type A (NRS-50-34)	X		X	
3. Neighborhood Residential Street Type B (NRS-70-36)	X		X	
4. Mixed Use Street Type A (MUS-50-30)		X	X	
5. Industrial Park Street Type A (IPS-50-30)		X	X	
Secondary Streets				
6. Parking Access Street Type A (PAS-40-22)	X	X	X	
7. Alley (AL-20-16)	X	X	X	
Passages and Trails				
8. Multi-Purpose Trail A (MPT-15-8)	X	X	X	

- 7.07.4 Block and Network Standards for New Development.** The following standards address the design of a street grid to guide development or redevelopment of large parcels within Form-Based districts:
- A. Street Networks and Connectivity.** Each Form-Based district shall have an interconnected network of streets designed to achieve the following objectives:
1. Ability to accommodate existing and anticipated public transit improvements and facilities.

2. Extension to adjoining districts except where the general integration with surrounding uses is inappropriate for a particular area. Street stubs should be provided to accommodate future street connectivity to adjoining undeveloped areas.
3. New streets should respect topography and be designed to avoid damages to designated environmental resources.
4. New streets should be publicly dedicated. Gated private streets are prohibited.
5. Secondary streets and rear alleys should be generally aligned to provide ease of access and lessen vehicular turning movements.

B. Block Development. The length, width, and shape of blocks shall be designed to provide convenient and safe circulation and access for pedestrians and vehicles.

1. Block perimeters in new developments shall not exceed 1,400 linear feet as measured along the inner edges of each street right-of-way. Individual block lengths or widths (distance between cross streets) shall not exceed 400 feet.
2. Smaller blocks (200-250 feet in length) are encouraged to promote walkability and connectivity.
3. Blocks may include mid-block access alleys or site curb cuts where permitted.

7.07.5 General Open Space Design Standards. Public and private open space shall be designed, landscaped, and furnished in a manner consistent with the character of the Form-Based district in which they are located. Individual property owners shall utilize a minimum of 5% of their lot for civic or open space in one of the types identified in the table below. For residential lots, private yards, forecourts, and courtyards are eligible types of open and civic spaces. For multiple residential lots, community gardens, pocket parks, parklets, playgrounds or any combination of these are eligible types of open and civic spaces. For commercial and mixed use lots, Outdoor Activity Zones located in the streetyard and sideyard setback areas are eligible types of civic and open spaces. Two or more property owners within a Form-Based Zoning District may create a joint civic or open space as long as the dedicated space is accessible to the public and amounts to a minimum of 5% of the land area of all the properties involved. A Transitional Buffer on commercial or mixed use lots may be counted toward the open space requirement.

OPEN AND CIVIC SPACE TYPES AND STANDARDS			
Open Space Type	Suggested Frontage	Typical Size	Permitted Subdistricts
Preserve: An area comprised of constraining natural resources available for limited public access and low impact recreation. Its landscape may consist of paths and trails, meadows, woodland, wetlands, floodplains, scenic vistas, and other natural attributes. Preserves may be lineal, such as the natural corridor along the Connecticut River. The liner preserves should connect to surrounding neighborhood and civic buildings.	1 Street	0.5 Acres Min.	TR, NC, MUR
Park: A natural preserve available for active and passive recreation. Its landscape shall consist of paths and trails, meadows, woodland, community gardens, open shelters, playgrounds, playing fields and courts, all naturalistically disposed. Parks should connect to surrounding neighborhood and civic buildings.	1 Street	0.5 Acres Min.	TR, NC, MUR
Common/Green: An open space, available for unstructured recreation and programmed for civic gatherings. A green may be spatially defined by landscaping rather than building frontages. Its landscape shall consist of lawn and trees, naturalistically disposed.	2 Streets	.25 to 5 Acres	TR, NC, MUR
Square: An open space available for unstructured recreation and civic gatherings. A square is spatially defined by building frontages. Its landscape shall consist of paths, lawns and trees, formally disposed. Squares shall be located at the intersection of important thoroughfares.	1 Street	.125 to 2 Acres	NC, MUR
Plaza: An open space available for civic gatherings and commercial activities. A plaza is typically defined spatially by building frontages. Its landscape shall consist primarily of pavement. Plazas may be located at the intersection of important streets.	1 Street	.125 to 1 Acres	NC, MUR
Pocket Park: An open space designed primarily for passive recreation and may be equipped for the active recreation of children and community garden plots. Pocket Parks may be interspersed within residential areas and may be placed within a block. There are no minimum of maximum typical size.	0 to 1 Street	Variable	TR, NC, MUR
Playground: An open space designed for the active recreation of children. A playground shall be fenced and may include an open shelter. Playgrounds may be interspersed within residential areas and may be placed within a block. Playgrounds may be included within parks, greens and community gardens. There are no minimum or maximum typical size.	0 to 1 Street	Variable	TR, NC, MUR
Community Garden Plots: A grouping of garden plots available to nearby residents for small-scale cultivation using shared water source. Community garden plots may be located on public parks or private lots.	0 to 1 Street	Variable	TR, NC, MUR
Private Yards and Gardens: Private open space and the configuration of other site features, such as parking, should be coordinated with adjacent properties to create shared access and larger open spaces whenever possible. For example, multi-family buildings can alternate open space and parking orientation to combine open space features and parking areas.		Variable	TR, NC, MUR
Playing Fields and Courts: A publically accessible open space designed and equipped for active recreation and organized sports. Playing fields and courts may include grass, artificial turf, clay, dirt, stone dust, concrete, asphalt, ice or other pervious or impervious materials to support various sporting events.	1 Street	Variable	TR, NC, MUR
Privately Owned Public Space (POPS) and Outdoor Activity Zones (OAZ): POPS may include various utilization of private frontages such as forecourts, outdoor terraces, seating areas, plazas, and public art installations that are used for passive creation and public gathering. Outdoor Activity Zones include POPs but may also include use of publically-owned spaces such as sidewalk dining as permitted by the Town.	1 Street	Variable	TR, NC, MUR
Parklet: An open space designed for off-street parking to serve surrounding neighborhood. Parklets shall be landscaped and include perimeter street trees and transitional buffer treatments in avoid visual impacts on surrounding properties. Parklets may be interspersed within residential areas and may be placed within a block. Parklets may be surfaced with grass blocks, gravel, pervious pavers and other permeable materials. Parklets may be included within pocket parks, playgrounds, community garden plots, and playcourts. However, they do not count toward required open and civic space requirements. There are no minimum or maximum typical size.	1 Street	20 spaces or 6,000 S.F. Max	TR, NC, MUR

TR = Traditional Residential; NC = Neighborhood Center; MUR = Mixed-Use Residential

7.08 ADMINISTRATION

- 7.08.1 Purpose and Intent.** Administration standards are intended to carry out the regulations and standards for Form-Based Districts and ensure these are effectively, fairly, and consistently applied in order to promote the general purpose and intent of each district.
- 7.08.2 Applicability.** Section 12 and Section 13 shall guide the process for review of Special Permits and Site Plans. Where in conflict with Sections 12 and 13, the standards of this section and other Form-Based regulations in Section 7.0 shall supersede.
- 7.08.3 Non-Conforming Uses, Structures, and Elements.** Uses, structures, architectural elements, signs, and parking facilities in Form-Based Districts in existence prior to the adoption date of Section 7.0, but which do not conform to the provisions of Section 7.0, may continue to be used so long as it remains otherwise lawful, subject to the provisions below. Nothing contained in this section shall be construed so as to allow for the continuation or alteration of structures or uses that were not in compliance with all applicable ordinances and laws at the time the structure was constructed or the use begun.
- A. Ordinary Repair and Maintenance.** Normal maintenance, repairs, and installation or relocation of non-bearing walls may be performed on any non-conforming structure or any structure that is devoted in whole or in part to a non-conforming use.
 - B. Discontinuance and Re-Establishment of a Non-Conforming Use.** A non-conforming use which has been discontinued or abandoned shall follow Section 4.5.
 - C. Alterations (Not Addition or Expansion).** A non-conforming structure or architectural element may be altered (not including reconstruction, addition, or expansion) without a special finding, provided that such alteration shall not create an additional non-conformity or increase the degree of the existing non-conformity of all or any part of such structure. Alterations shall be subject to the Applicability of Standards Matrix (Section [7.08.7](#)).
 - D. Addition or Expansion: Single and Two-Family Uses and Structures.** An addition or expansion (increase in size, footprint, or height) of a non-conforming single-family or two-family structure shall follow Section 4.4.
 - E. Addition or Expansion: Multi-Family and Non-Residential Uses and Structures.** An addition or expansion (increase in size, footprint, or height) of a non-conforming multi-family, mixed use, or non-residential use or building shall require a Special Permit from the Zoning Board of Appeals, as per Section 4.3. In addition to the relevant findings necessary for approval under Section 4.3, the Board shall also make the following findings before approving a Special Permit:
 - 1. The proposed changes will support or at least not be more detrimental to the general Purpose and Intent of the Form-Based Zoning and the goals for the specific Form-Based District (Section [7.01](#)).
 - 2. The proposed changes will conform with the standards as per required by the Applicability of Standards Matrix (Section [7.08.7](#)).
 - F. Restoration/Reconstruction.** A damaged non-conforming structure may be restored or reconstructed if it meets the standards of Section 4.61. Otherwise any restoration or reconstruction shall be subject to the Applicability of Standards Matrix (Section [7.08.7](#)).
 - G. Non-Conforming Signs.** Signs shall follow Section 9.259. Alterations shall be subject to the Applicability of Standards Matrix (Section [7.08.7](#)).
 - H. Non-Conforming Parking, Driveway, and Loading Areas.** Parking, driveway, drive-through, and loading areas shall be brought into conformity as per the Applicability of Standards Matrix (Section [7.08.7](#)).

7.08.4 Projects Requiring Site Plan Review. The following matrix determines when a Site Plan Review is required, and which method of review is available. Entire projects shall require the most stringent review that any portion of the project requires. In addition, the Planning Board, the Department of Planning and Development, or the applicant may refer any project that requires a Site Plan Review to the Planning Board for review. Except where superseded by specific requirements found in Section 7.0, Site Plan Review shall follow the criteria established in Section 13.6, and the current Site Plan Review Policies of the Planning Board.

Proposed Development	SITE PLAN REVIEW		
	None Req'd	Administrative	Planning Board
Change of Use			
Change of use, less or same parking demand	X		
Change of use, higher parking demand		X	
Expansion of Use Within Existing Building			
Accessory dwelling unit			X
Expansion 2000 sq.ft. or less		X	
Expansion greater than 2000 sq.ft.			X
Change of Parking Area/Spaces			
Repaving/restriping only	X		
Change to driveway/curbs only		X	
New or Expansion of parking area (less than 10 spaces)		X	
New or Expansion of parking area (10 or more spaces)			X
Off-site parking			X
Sign Changes			
Face change only	X		
New or replaced sign structure or sign illumination		X	
Building and Yard Changes Visible from Street			
New or replacement doors, windows, exterior materials	X		
New or replacement balcony, front porch, awning/canopy		X	
New or replacement lighting, mechanicals	X		
Structural changes (new window/door openings, roof)		X	
New or replacement front yard fence/wall	X		
Addition/Expansion of Building Area			
Addition to single or two-family building	X		
Addition less than 2000 square feet		X	
Addition 2000 sq. ft. or greater			X
New Construction			
Reconstruction of existing building			X
New single or two-family building		X	
Other principal building			X
Accessory building less than 50 sq. ft. in area	X		
Accessory building greater than 50 sq. ft. in area		X	

7.08.5 Projects Requiring Special Permit. The following matrix determines if a use or project, when permitted by subdistrict development standards, shall require a Special Permit and which Board is authorized to review and issue the Special Permit. All standards and conditions in Section V apply, except where explicitly contradicted by subdistrict development standards (7.03).

Proposed Development or Use	Special Permit Planning Board	Special Permit Zoning Board of Appeals
New building over maximum building footprint (varies by Subdistrict Development Standards)	X	
Mobile home parks	X	
Boarding house/lodging house	X	
All vehicle-related uses, including but not limited to new or used motor vehicle sales; vehicle or trailer rental; vehicle repair, service, or detailing; fueling station; car wash; livery businesses; commercial parking.	X	
Storage of commercial vehicles	X	
Drive- through facilities	X	
Truck terminals and freight handling	X	
Adult theater, bookstore, club and similar uses	X	
Therapeutic massage facilities	X	
Sewage disposal	X	
Junk yards, junk storage, scrapping of motor vehicles and parts and the salvage thereof	X	
Addition to non-conforming building		X
Re-construction of a non-conforming building		X

- A. Special Permit Criteria.** Projects requiring special permits in Form-Based Districts shall follow appropriate criteria in Section 12.4, as well as the following supplemental criteria:
1. The project meets all applicable regulating plan and subdistrict development standards;
 2. The project meets all applicable use standards and conditions found in Sections 5 and 10.
 3. The project offers wider public benefits to the Town and nearby areas such as:
 - a. Improved access and enhancements to public transportation;
 - b. Enhancements to parking, traffic, and roadways;
 - c. Civic and public spaces that accommodate a variety of uses and promote a vibrant street life;
 - d. On- and off-site improvements to pedestrian and bicycle facilities;
 - e. Public safety improvements;
 - f. Sustainable and low-impact design;
 - g. On-site affordable housing opportunities; or
 - h. Public utility and infrastructure enhancements.
 4. The project has been designed to allow uses that are appropriate for its setting for the foreseeable life of the buildings;
 5. Pedestrian and vehicular access and infrastructure are appropriately designed, in terms of neighborhood context, streetscape continuity, and avoidance of adverse impacts on nearby neighborhoods from traffic and other activities generated by the project;
 6. The project provides a high quality architectural design so as to enhance the visual and civic quality of the site;
 7. The project has proposed feasible measures to mitigate or eliminate substantial negative impacts associated with the following:
 - a. Noise, smells, and light pollution;
 - b. Negative aesthetics or loss of neighborhood character;
 - c. Loss of on-street parking;
 - d. Disruption of pedestrian, transit, or bicycle infrastructure;
 - e. Traffic increase and/or lowered level of service of nearby roadways.

7.08.6 Administrative Deviation. Minor deviations from strict adherence to Form-Based District standards may be permitted based on architectural merit, hardship, or other extenuating circumstances, where the resulting design will further the specific intent and purposes of the Form-Based District regulations (Section [7.01.1](#)). When requested by an applicant, the Planning Board is authorized to approve administrative deviations to certain requirements of Section 7.0 Form-Based Districts as specified below. Any request for deviation not listed below shall be reviewed by the Zoning Board of Appeals as a variance, in accordance with Section 15.8 and Massachusetts General Law. Approved deviations shall not be considered precedents for future requests.

A. Civic Buildings and Spaces. Civic and community buildings and attached civic spaces with unique public, monumental, or ceremonial purposes (i.e. town halls, schools, churches and other religious buildings, museums, libraries, etc.) may vary from Subdistrict Development Standards ([7.03](#)) and Design Standards ([7.04](#)), in order to physically express their prominence and community orientation, and allow distinctive architectural expression. Civic buildings are encouraged to be a visual landmark through design and/or placement at terminal vistas of a street or public space, and are encouraged to be sited with adjoining or surrounding open spaces. Deviations may be granted if proposed designs comply with the following criteria:

1. The design remains consistent with the Intent from Section [7.01.1](#).
2. Alternative designs shall not create significant interruption of the alignment of any sidewalk constructed on public or private property or will not otherwise interfere with pedestrian access.
3. Where design alterations result from compliance with the Americans with Disabilities Act (ADA) requirements.
4. The alternative ensures new development is in accord with existing neighborhood character.

B. Multiple Buildings on One Lot. More than one principal building on a single lot may be permitted as an exception to Section 5.51, provided the applicant can demonstrate sufficient evidence that all proposed uses and structures comply with the following criteria:

1. The primary uses and structures are complementary to one another, and are individually permitted in a FBZ District. This provision shall not allow continuation of existing illegal or non-conforming uses.
2. Neighboring uses of the proposed primary uses and buildings have similar characteristics including but not limited to the intensity of lot usage, hours, noise level, amount of traffic, number of employees, size of structure and other factors.
3. The combination of primary uses and structures shall not be detrimental to other uses within the District or to the adjoining land uses.
4. The alternative provides new local business development opportunities.
5. The alternative provides housing where appropriate and provides an appropriate mix of affordability levels and life cycle opportunities.

C. Subdistrict Development Standards. The following deviations are permitted:

1. Use: no deviation permitted.
2. Placement:
 - a. Required Build-To Zone: +/- up to 10 feet.
 - b. Required Build-To Zone Occupancy: up to 25% deviation.
 - c. Rear setback: up to 10 feet deviation.
 - d. Accessory residential unit: maximum area.
 - e. Curb cut locations.
3. Height:
 - a. Minimum and maximum stories: +/- up to 1 story.
 - b. Wall/fence height.
 - c. Finished floor elevation.
 - d. Accessory building height.
4. Activation:
 - a. Fenestration percentage: up to 10%.
 - b. Blank length of wall.

- c. Entry door interval.
- D. Design Standards.** The following deviations are permitted:
 1. Balconies and Front Porches: dimensions.
 2. Awnings, Canopies, and Encroachments: projection distances and permitted materials (shall be equivalent or better). Material expressly not permitted shall remain not permitted.
 3. Front Yards: materials for non-residential and mixed-use buildings.
- E. Signage Standards.** The following deviations are permitted:
 1. Wall Sign and Blade sign location on façade.
 2. Channel letter dimensions.
- F. Parking, Driveway, and Loading Standards.**
 1. Minimum Off-Street Parking requirements (see Section [7.06.5](#) for procedure).
 2. Bicycle Parking requirements.
 3. Parking Layout Standards: dimensions, with input from the Town Engineer.
 4. Street Access and Driveway Standards:
 - a. Location of access drives.
 - b. Number of access drives.
 - c. Width of access drives.
 5. Loading Space Standards: size and quantity.
 6. Drive-Through Facilities: number of stacking spaces.
 7. Lighting Standards: maximum lighting height.
 8. Landscaping Standards:
 - a. Street Screening dimensions, where the alternative design provides adequate buffers and sightlines.
 - b. Large Parking Lot landscaping: interior island quantity and dimensions, median island dimension.
 - c. Shade Tree Coverage: required number of shade trees.
- G. Criteria for Administrative Deviation.** In approving an administrative deviation, the Planning Board shall find that such deviation meets the following criteria:
 1. The requested deviation is based on architectural merit, hardship, or other extenuating circumstances;
 2. The resulting design will further the specific purpose and intent of the Form-Based Zoning District regulations (Section [7.01](#)).
 3. The resulting design is consistent with the purposes and intent of adopted plans.
 4. Granting the administrative deviation will not materially and adversely affect adjacent land uses and the physical character of uses in the immediate vicinity of the proposed project;
 5. Granting the administrative deviation will not have an adverse impact on the built landscape or street-space of the immediate vicinity of the proposed project.

7.08.7 Applicability of Standards Matrix. The standards of Section 7.0 shall be applied according to the following matrix. Generally, the more intense a proposed development is, the more and further standards are applied. Also, standards generally apply only to the proposed change.

PROPOSED DEVELOPMENT	APPLICABLE STANDARDS																										
	7.03 FRONTAGE			7.04 ARCHITECTURAL							7.06 PARKING, DRIVEWAY, LOADING																
7.03 Use																											
7.03 Placement																											
7.03 Height																											
7.03 Elements																											
7.04.3 Existing Buildings and Additions																											
7.04.4 Facades and Exterior Materials																											
7.04.5 Doors and Windows																											
7.04.6 Balconies and Front Porches																											
7.04.7 Awnings and Canopies																											
7.04.8 Lighting																											
7.04.9 Utilities, Mech. Equipment																											
7.04.10 Front Yards																											
7.04.11 Transitional Landscape																											
7.04.12 Tree Belts and Street Trees																											
7.05 Signage Standards																											
7.06.3 Parking Location																											
7.06.4 Off-Street Parking Req's																											
7.06.6 Bicycle Parking																											
7.06.7 Parking Lot Layout Standards																											
7.06.8 Access and Driveway Standards																											
7.06.9 Loading Standards																											
7.06.10 Drive-Thru Standards																											
7.06.11 Lighting Standards																											
7.06.12 Landscaping Standards																											
Change of Use																											
Change of use, less or same parking demand																											
Change of use, higher parking demand																											
Expansion of Use Within Existing Building																											
Accessory dwelling unit																											
Expansion 2000 sq. ft. or less																											
Expansion greater than 2000 sq. ft.																											
Change of Parking Area/Spaces																											
Repaving/stripping only																											
Change to driveway/curbs only																											
New or Expansion of parking area (less than 10 spaces)																											
New or Expansion of parking area (10 or more spaces)																											
Off-site parking																											
Sign Changes																											
Face change only																											
New or replaced sign structure or sign illumination																											
Building and Yard Changes Visible from Street																											
New or replacement doors, windows, exterior materials																											
New or replacement balcony, front porch, awning/canopy																											
New or replacement lighting, mechanicals																											
Structural changes (new window/door openings, roof)																											
New or replacement front yard fence/wall																											
Addition/Expansion of Building Area																											
Addition to single or two-family building																											
Addition less than 2000 square feet																											
Addition 2000 sq. ft. or greater																											
New Construction																											
Reconstruction of existing building																											
New single or two-family building																											
Other primary building																											
Accessory building less than 50 sq. ft. in area																											
Accessory building greater than 50 sq. ft. in area																											

X: Existing and new or rebuilt elements shall fully comply.

O: Only new or rebuilt elements need comply.

7.09 DEFINITIONS

Active Ground Story Use. A use, usually street-level, that faces and engages the public at large, primarily relying on in-person visitors, customers, and patrons. Examples include retail, restaurants, bars, personal service establishments, theaters, and libraries.

Attached Dwelling. A residential unit attached to other buildings on both sides, such as a townhouse (separate lots), or triplex units (common lot). See Detached Dwelling and Semi-Detached Dwelling for differentiation.

Auto-Oriented Use. A use, typically commercial in nature, that centers on the sale, rental, servicing, washing, refueling, storing, or commercial parking of vehicles.

Attic Story. A habitable space under a sloping roof with dormers or other raises.

Blade Sign. A sign oriented perpendicular to the face of the building. The examples below show (l-r) a blade sign mounted to the façade, hanging from a covered walkway, and an 3-dimensional icon.



Build-To Zone. A line marking where where the street-facing façade of a primary building shall be located. Numbers indicate distance from the front property line / right-of-way line. A range distance is indicated by a dash (-), and street-facing facades may be located anywhere within this range. Stoops, eaves, bay windows, awnings, blade signs, and similar elements may encroach beyond the Build-To Zone. Porches may not.

Build-To Zone Occupancy. The width of a lot that must be occupied by a primary building, as determined by a Regulating Plan. A 100% BTZ Occupancy means the entire width of the lot must be occupied by a building. A 50% BTZ Occupancy means at least half the lot width must be occupied by a building and the remaining lot width may be open space, driveway, parking, building, or other activities.

Cabinet Sign. A sign that contains all text and/or logo symbols within a single enclosed cabinet which may or may not be illuminated. Also referred to as “Can Sign”. The example below shows a simple rectangular cabinet with a single face, internally illuminated:



Can Sign. See Cabinet Sign.

Channel Letter Sign. A sign composed of three-dimensional letters or other emblems, logos, symbols, or images. The examples below show (l-r) an internally lit channel letter sign with translucent plastic letters, and a halo-lit channel letter sign.



Civic Building. For the purposes of this Section 7.0, civic buildings are public and private buildings with unique public, monumental, or ceremonial purposes. Examples include town halls, schools, churches and other religious buildings, museums, and libraries.

Detached Dwelling. A stand-alone residential building with one or more units, with yards or other non-building space on all sides; a single-family house. See Attached Dwelling and Semi-Detached Dwelling for differentiation.

Direct Illumination. A method of external sign illumination where a light source is directed at a sign while being adequately shielded to prevent light pollution on neighboring properties. The example below has a direct light enclosed in the decorative mantle above the sign lettering:



External Illumination. Lighting source is external to the sign, with illumination from cast light. Down-cast lighting is preferred to minimize glare and light pollution. The examples below show an externally lit free-standing sign and wall sign:



Fenestration. Clear openings within a building wall, typically for windows, doors.

Building Envelope. The Building Envelope dictates the specific set of building envelope standards that apply to all properties. Building Envelope Standards consist of Use, Siting, Height, and Element requirements.

Goose-Neck Illumination. External illumination consisting of lamps that hang over the sign, where the lamps are an architectural component of the building. The example below shows a sign lit by three goose-neck lamps:



Ground Lighting (sign). A method of illumination where the source is from the ground and not an architectural component of the building or sign, while remaining shielded from public. The example below is a monument sign lit by two spotlights enclosed within the base of the sign, seen as two dark circles below the sign.



Halo-Lit Sign Illumination. Illumination which appears behind the sign on the face of the surface on which the sign is mounted, creating a halo of light around the sign. Also referred to as "reverse-lit." The example below shows an opaque channel letter sign with white halo lighting:



Interior Clear Height. The height of interior space, as measured between the top of the flooring and the bottom of the ceiling.

Mezzanine. An intermediate floor between main floors of a building, often located between the ground floor and the floor above.

Monument Sign. A freestanding sign fixed to the ground by means of a permanent foundation in which the area containing the support pole(s) is replaced or covered by a pedestal structure. The example below shows

a monument sign with a concrete pedestal. The sign itself is open face channel letters with internal neon illumination:



Occupancy, Build-To Zone. The proportion of a lot's Build-To Zone occupied by a principle building's primary façade. Walls and hedges may count towards this requirement, depending on Building Envelope standards. Block faces that are pedestrian-oriented with denser activity will have higher occupancy requirements than auto-oriented block faces.

Opacity, Fence or Wall. The amount of the fence or wall that may be seen through. A traditional picket fence is approximately 50% opaque, while a stockade fence is 100% opaque.

Open Face Letter Signs. Channel letters or other emblems, logos, symbols, or images with the front face removed, often used to feature the illumination method. The example below shows an open face letter sign with neon lighting:



Owner-Occupied (Housing). A residential unit that is lived in full-time by the owner of the unit.

Push-Through Letter Signs. Similar to cut-out letter signs, only the letter/logo material is "pushed" out from the cuts of the sign face. Illumination is usually internal or from behind, as seen in the example below:



Primary Façade. The main street-facing face of a principle building, typically where entrances, porches, storefronts, signs, etc. present the public face of the building. For a building fronting multiple streets, a primary façade usually faces the most important street.

Regulating Plan. The coding key for a Form-Based District, usually a map with Building Envelopes, Build-To Zones, and other requirements which vary by block face.

Reverse-Lit Sign Illumination. See Halo-Lit Sign Illumination.

Roof Pitch. The slope of the main face of a roof, often described as a ratio of rise to run. A flat roof would have a pitch of 0:12. A Mansard roof is closer to 18:12.

Sandwich Board Sign. A portable easel-style sign displayed during business hours only.



Secondary Façade. A principle building's less-important street-facing façade, typically a side, often without entrances, signs, or storefronts. For a building fronting multiple streets, a primary façade usually faces the lesser streets.

Semi-Detached Dwelling. A residential unit with one side attached to another, such as twin homes (separate lots) or a duplex (common lot). See Attached Dwelling and Detached Dwelling for differentiation.

Stacked Dwelling. A residential building with two or more units arranged on top of one another.

Stencil Cut Sign. Letters or other emblems, logos, symbols, or images cut from a surrounding sign face. The example below shows letters cut from an opaque stainless steel surface and filled with a translucent plastic. Illumination is behind the sign, shining through the plastic:



Stoop. Uncovered steps and/or raised landing, with or without handrails, existing for the sole purpose of reaching the entrance to a building.

Townhouse. An attached single-family dwelling, on a separate lot from neighboring dwellings.