

SECTION 13: SITE PLAN REVIEW

Existing Bylaw Section: Section 7 –Site Plan Review

Approach: This section was drafted to accomplish six primary objectives:

- 1) Reorganize the bylaw to better differentiate between “limited” and “full” site plan review.***
- 2) Ensure internal consistency within the bylaw for submission and plan review requirements.***
- 3) Streamline permit review for projects that also require special permits.***
- 4) Expand the general site development standards and guidelines for site plan review.***
- 5) Provide drainage standards that mirror those in the Subdivision Rules and Regulations.***
- 6) Develop voluntary design guidelines for projects within the Central Business District.***

Commentary for specific provisions is provided throughout this document along with more specific references to those sections of the existing bylaw that are directly related to these revisions.

1. Purpose and Intent

It is in the Town's interest to promote functional and aesthetic design, construction, and safe maintenance of all development and to minimize any harmful effects on surrounding areas, while simultaneously respecting the provisions of M.G. L. c. 40A s.3. The intent of the Site Plan Review process is to regulate rather than prohibit uses through reasonable conditions that may be required by the Planning Board concerning location of buildings, signs, open space landscaping, parking areas, storage areas, snow removal and storage, access and egress, drainage, sewage, water supply, and fire safety.

2. Applicability

Site Plan Review approval from the Planning Board is required for any uses that includes one or more of the following :

- A. All new multi-family, commercial and industrial construction;
- B. All multi-family, commercial and industrial additions (including outbuildings), alterations or reconstruction exceeding five hundred (500) gross square feet or an expansion of the current building footprint but not more than two percent (2%) whichever is the greater;
- C. Construction or creation of any new parking lot or the expansion, or redesign of an existing parking lot with more than six (6) parking spaces;
- D. Creation of all outdoor storage areas for vehicles, machinery or supplies,

or expansion of existing areas by more than five percent (5%);

- E. All uses requiring a Special Permit under Section 5.B, except for one and two family residences and for those uses or activities specifically exempted from Site Plan Review in other sections of the Zoning Bylaw; and
- F. Municipal uses and institutional uses shall also be subject to Site Plan Review consistent with the criteria in Sections 13.2.A through 13.2.D above.

Comment: Other than internal references, no substantive changes have been made to the applicability requirements found in the existing 7-B.

3. Relationship to Special Permit Process

When a project requires both a Special Permit and Site Plan Review by the Planning Board, in order to expedite the review process, the Planning Board shall conduct both reviews simultaneously, to the extent possible. Within the deadline for final action for a special permit, the Planning Board shall take final action relative to both the site plan review and the special permit applications. In projects with two different permit granting authorities, the Planning Board or Board of Appeals may request a joint public hearing be held.

4. Relationship to the Building Permit

The Building Inspector shall not issue a building permit unless and until a Site Plan Review submittal has been reviewed and approved for all applicable development. In the instance of a Full Site Plan Review, no building permit shall be issued until a letter with Site Plan conditions, if any, has been forwarded to the Building Inspector by the Planning Board. In addition:

- A. No occupancy permit shall be issued for any activity or use within the scope of this section unless a Site Plan has been approved, and constructed in accordance with the approved Site Plan.
- B. No activity within the scope of this section shall be carried out without an approved Site Plan. Any work done in deviation from an approved Site Plan shall be a violation of this Bylaw, unless such deviation is approved in writing by the Planning Board as a minor and insignificant field change.
- C. Approval of a Site Plan under this section shall not substitute for the requirement of obtaining a Special Permit or other forms of relief as required by the Zoning Bylaw.

5. Site Plan Review Responsibility

The Planning Board shall be designated as the body responsible to review and approve site plans. Further, the Planning Board may request assistance of outside consultants,

under G.L. c.44, 54G, during its deliberations consistent with peer review procedures and guidelines established by the Commonwealth.

Comment: A reference to the use of outside consultants has been added to improve analysis of the technical issues within the site plan review process.

6. Limited Site Plan Review

A. Applicability

Applications for Limited Site Plan Review shall be deemed appropriate for review if either of the following two conditions is satisfied and the proposed use is allowed by right:

- (1) The proposed building, addition or area of disturbance on the property has a gross area of not more than two thousand five hundred (2,500) square feet or less; or
- (2) The proposed addition or new building would result in the creation of not more than six (6) parking spaces or an increase of less than ten percent (10%) in the current parking capacity, whichever is greater.

Irrespective of the two criteria above, an application shall not be eligible for Limited Site Plan Review if the property and/or buildings in question have been approved for a Limited Site Plan Review for on site development or improvements within the previous ten (10) years from the date of decision approving limited site plan review.

Comment: No substantive changes have been made to the applicability requirements for limited projects. However, this subsection has been reformatted to more clearly detail the submission and review procedures.

B. Site Plan Submittal

Any person desiring approval for a limited site plan review under this section shall submit a time stamped project description to the Building Inspector or designee for a determination as to whether the development plan qualifies for a Limited Site Plan Review. It shall be the responsibility of the applicant to prepare a project description that accurately conveys the nature, scale, conceptual design or layout, and the general physical, operational relationship of the proposed project to the surrounding area, and any additional information the applicant may deem pertinent. As part of the project description submission the applicant may request waivers from site plan submission criteria listed in Section 13.7 that the applicant believes is not germane to the proposed development.

C. Building Inspector Determination of Eligibility for Limited Site Plan Approval

- (1) Within ten (10) days of receipt of the project description, the Building Inspector or designee shall make a decision regarding the applicability of limited or full site plan review, and a decision on any requested waivers from site plan conditions or submission materials.
- (2) At any time during the ten (10) day period the Building Inspector may request additional information from the applicant, and to facilitate the acquisition of said materials the Building Inspector may grant a one time extension of up to ten (10) days.
- (3) The Building Inspector or designee may consult with the Town Planner and Town Engineer or any other applicable town officials or departments.
- (4) The Building Inspector or designee shall put in writing the reasons that waivers may be granted and said waiver decision shall be made part of the site plan application. The decision to grant waivers shall be subject to but not limited to the following: existing man made site conditions, existing natural conditions, the limited scale of the proposal, limited lot size, and pre-existing and germane site data.
- (5) If a decision regarding the applicability of limited site plan review is not made within ten (10) days, the application shall be deemed subject to a Limited Site Plan Review, and the twenty one (21) day limited site plan review period shall commence. Applications that qualify for Limited Site Plan Review shall not require an endorsement of the Planning Board.

D. Building Inspector Review and Decision

- (1) If the application is determined to be consistent with the Limited Site Plan Review eligibility criteria, the Building Inspector or designee shall notify the applicant, and upon written notification, the twenty one (21) day Limited Site Plan Review period shall commence, see Subsection 10 for site development standards.
- (2) Within twenty one (21) days of the decision regarding the approval of a Limited Site Plan Review process the Building Inspector shall approve the application as submitted or approve with conditions except as provided for in Section 13.6.D(3) below. The Building Inspector or designee may consult with other town departments, as he or she deems necessary. However, lack of comments from other Town Departments shall not cause the review period to be extended.
- (3) If during the twenty one (21) day review period for Limited Site Plan Review, the Building Inspector or designee finds that a particular proposal, regardless of size or parking expansion characteristics may create significant public safety problem, the

Building Inspector or designee may require a Full Site Plan Review, with or without waivers from the Full Site Plan Review submission criteria, see Section 13.8. In said instance, the Building Inspector shall put his or her reasons in writing, and said document shall be made part of the site plan submission materials for Full Site Plan Review.

7. Full Site Plan Review

A. Applicability

- (1) Any proposed development that meets the general applicability requirements under Section 13.2 and does not meet the requirements for Limited Site Plan Review shall require Full Site Plan Review.
- (2) Unless specifically exempted in other Sections of the Zoning Bylaw, all projects requiring a Special Permit shall also require Full Site Plan Review regardless of size.
- (3) Any proposal referred by the Building Inspector pursuant to Section 13.6.D.

Comment: This Subsection was provided to clarify when Full Site Plan Review is required. The thresholds have not changed from the existing bylaw, but they were not always directly established.

B. Submittal and Review Procedure

- (1) The applicant shall submit nine (9) copies of said plan with application for approval thereof, including a Town of Walpole Development Impact Statement, and review fee directly to the Planning Board. Upon receipt of the application and associated material the Planning Board shall time stamp the request for Site Plan Review Application. The deadlines for final action set forth hereunder shall be automatically extended and not begin to run until all required materials have been determined by the Planning Board to have been submitted. If all of the required materials have not been submitted within 10 days of receipt of the initial materials, the Planning Board may deny the application. The Planning Board, within five (5) days, shall be responsible for distributing one copy to each of the following; the Conservation Commission, Engineering Department, Town Planner, Building Inspector, Board of Health, Police Chief, Fire Chief, and the Sewer and Water Commission. All town departments listed above shall have thirty five (35) days to submit comments to the Planning Board, failure of any local department to respond within the thirty five (35) day period shall not preclude the Planning Board from

- proceeding with the Site Plan Review schedule.
- (2) The Planning Board shall hold a public hearing with the applicant no later than thirty five (35) days after submission of the proposed Site Plan to the Planning Board. The notification requirements for the public hearing shall conform to the requirements listed under Section 2.2.A of this Bylaw.
 - (3) The Planning Board shall hold as many meetings as necessary within a sixty five (65) day review period to review the proposal. However, no later than 65 days from the date of the submission, the Planning Board shall provide its site plan decision in writing to the Building Inspector, except that at the request of the applicant the Planning Board may grant an extensions of the review period. At the conclusion of the sixty five (65) day review period or an extended review period, the Planning Board shall approve the application as submitted or approve with conditions. A majority vote of the full Planning Board shall be required to approve all site plans and site plan review conditions.
 - (4) If no action is taken within sixty five (65) days or during the extended review period, the application shall be deemed approved as submitted.
 - (5) When reviewing the project, the Planning Board may waive any submission requirement, development or drainage standard, or design guideline it judges to be unnecessary or inapplicable to the review of the project provided the Board determines that the project will not have a significant impact on the site, its relationship with abutting properties, traffic impacts to public ways, public infrastructure or services, or environmental or historic resources. Said waiver requests shall be made by the Applicant in writing with stated reasons for requesting the waiver(s). The Planning Board shall grant such waivers in writing.

C. Approval Procedure

- (1) One copy of the approved Site Plan shall be provided each to the applicant, and to the Town Engineer and the Building Inspector. Further, one copy, in an electronic media format acceptable to the Town, shall also be provided to the Town Engineer.
- (2) An As-Built Plan and a letter of certification shall be submitted to Building Inspector, prior to the granting of an occupancy permit, by a Registered Professional Engineer, Registered Architect, Registered Landscape Architect or Registered Land Surveyor, or combination thereof, as appropriate. Said certificate shall indicate that all work has been done substantially in compliance with the approved Site Plan, or any modifications to the site plan as approved by the Planning Board.

8. Full Site Plan Review Submission Contents

- A. The Site Plan shall include one or more appropriately scaled maps, but not to exceed one inch equals forty feet, and stamped by a Registered Professional Engineer, Registered Architect, Registered Landscape Architect or Registered Land Surveyor, as appropriate to the work involved, except that the water and sewer portion of the Site Plan must be stamped by a Registered Engineer. At a minimum, a Site Plan submission shall include the following as applicable:
- (1) Cover letter describing the nature and location of the project and the site, including a legal description of the property, complete dimensions and area, the zoning classifications that apply to the property, assessor's map and lot numbers, and the name and address of the property owner and the applicant, if different from the property owner.
 - (2) Parcel lot lines for the proposed project and surrounding parcels, and a locus plan at a scale of one (1) inch per two hundred (200) feet.
 - (3) Complete parking and traffic circulation plan, if applicable, showing parking calculations as required under Section 8 (Parking Regulations), location and dimensions of parking stalls, driveway openings, dividers, islands, bumper stops, required buffer areas and planting beds.
 - (4) Proposed surface treatment of paved areas and the location and design of drainage systems with pre- and post-construction drainage calculations prepared, signed and stamped by a Registered Professional Engineer.
 - (5) Location of existing and proposed buildings and public or private ways on the project site, including all public and private easements.
 - (6) Height and use of all buildings abutting the proposed project, including a building or buildings directly across from the proposed project but separated by a public or private right of way.
 - (7) Estimated average daily traffic and peak hour traffic to be generated by the proposal. Further, a traffic impact plan indicating impacts, if any, to surrounding intersections servicing the project site if the proposed project generates more than five hundred (500) vehicular trips per day. The determination of traffic generation rates shall require professional analysis standards prepared by the Institute of Traffic Engineers (ITE) or any similar professional organization acceptable to the Planning Board.
 - (8) Rendering of all elevations of proposed buildings and structures.
 - (9) Location, size and type of signage.
 - (10) Foundation lines of the proposed buildings, gross floor area, and

- building height.
- (11) Location of solid waste containers, which shall be screened.
 - (12) Existing and proposed topographical contours of the property taken at two (2) foot contour intervals by a registered engineer or registered land surveyor.
 - (13) The location of wetlands, streams, water bodies and other natural features located on the property or within one hundred (100) feet of the perimeter of the site. The plan shall indicate whether the wetlands information has been confirmed by the Conservation Commission and, if so, on what date.
 - (14) Areas subject to a one hundred (100) year flood, if any.
 - (15) Where a site lies within the WRPOD and does not require a Special Permit pursuant to Section 12 of the Zoning Bylaw, a list of all Toxic or Hazardous materials to be stored on the site.
 - (16) Existing and proposed utilities and storage facilities, including sewer connections, septic systems, wells and any storage tanks, noting applicable approvals, if received.
 - (17) Lighting plan showing the location, height, direction, and intensity of existing and proposed external light fixtures.
 - (18) A landscaping plan showing the location, name, number and size of plant types, and the locations and elevation and/or height of planting beds, fences, walls, steps and paths of the existing site and proposed site plan including the screening proposed for any tanks, solid waste or utility related structures.
 - (19) Location of all required open space.
 - (20) Location and type of all historically significant structures, historic walls or similar features, including an indication of their protective status, if any.
 - (21) Location of all water resource protection areas if any portion of the site lies within the Water Resource Protection Overlay District.
 - (22) A drainage plan that demonstrates compliance with Section 13.11 Drainage Standards except where waivers may have been granted by the Planning Board.

Comment: Plan requirement number 22 above is the only additional plan requirement when compared with the existing bylaw.

- B. Additional information may be required by the Planning Board, as reasonably necessary, to make determinations required by this section of the Bylaw.

9. Site Plan Review Criteria

- A. At minimum, the Planning Board shall review all Site Plans for the following:
 - (1) Consistency with the design and character of the surrounding area,

- such as but not limited to height, mass, setbacks, and traditional building materials.
- (2) Consistency with the General Site Development Standards and Guidelines of this Bylaw.
 - (3) Consistency with any sign or design guidelines, landscaping and buffering requirements issued by the Planning Board.
 - (4) Consistency with the Walpole Master Plan and with the most recent Open Space and Recreation Plan.
 - (5) Protection and enhancement of important existing site features, natural and man-made.
 - (6) Protection of adjoining premises against detrimental uses by provision of surface water drainage, sound and light barriers, preservation of light and air, noise impacts, and preservation of views when possible.
 - (7) Convenience and safety of vehicular and pedestrian movement within the site, the location of driveway openings in relation to traffic and/or adjacent streets, see Section 13.8.A (7).
 - (8) Adequacy and arrangement of parking and loading spaces, and the ability of the Site Plan to accommodate parking in areas other than the front of the building where applicable.
 - (9) Consistency with all applicable dimensional regulations of the Zoning Bylaw.

Comment: These review criteria are the same as in the existing bylaw. Section reference numbers have been changed where necessary.

10. General Site Development Standards and Guidelines

- A. Applicants for both Limited and Full Site Plan Review must make every reasonable effort to achieve consistency with the following site development standards and guidelines:
 - (1) Conserve and protect natural features that are of some lasting benefit to the site, its surrounding area and the town at large.
 - (2) Protect slopes in excess of fifteen (15%) percent against erosion, runoff, and unstable soil, trees and rocks. Appropriate measures shall be taken to stabilize the land surface from unnecessary disruption. Stabilization measures shall be the responsibility of the property owner.
 - (3) Buildings, structures, fences, lighting, and fixtures on each site shall be placed so as to not interfere with traffic circulation, safety, appropriate use and enjoyment of adjacent properties.
 - (4) All roadway and driveway design shall take into consideration safe sight distances at intersections and along all traveled ways, in accordance with appropriate AASHTO requirements. As much as possible, clear sight distances shall take into account topography,

- density of dwelling units or intensity of use, and horizontal and vertical alignment.
- (5) Provide adequate illumination of parking lots and other areas for vehicular and pedestrian circulation. In a residential district, no freestanding illumination devices shall be installed to a height exceeding fifteen (15) feet. All illumination shall be directed and/or shielded so as not to shine beyond the perimeter of the site or interfere with traffic.
 - (6) All areas designed for vehicular use shall be paved in accordance with the roadway and parking lot design standards the Town of Walpole.
 - (7) All utility service transmission systems, including but not limited to water, sewer, natural gas, electrical and telephone lines, shall, whenever practicable, be placed underground.
 - (8) All surface water runoff from structures and impervious surfaces shall be managed in accordance with Subsection 11, Drainage Standards

Comment: No substantive changes have been made to the site development standards under subsection 7-J of the existing bylaw.

11. Drainage Standards

Comment: This section was added in order to include the current drainage system requirements of the Subdivision Rules and Regulations into the site plan review process. The section is formatted and drafted to address three primary issues:

- (1) ***Applicants for Site Plan Review will often not require approval for a subdivision and may therefore not be familiar with the drainage standards in the Subdivision Rules and Regulations. In order to create a more “even playing field” for both applicant and reviewing agents, standards for managing drainage have to be established in Site Plan Review that mirror those in the Subdivision Rules and Regulations.***
- (2) ***It is not legal to simply reference standards in the Subdivision Rules and Regulations within the Zoning Bylaw. Also, if this were possible, it would be very confusing to apply standards that often deal primarily with designing roadways to development within a site.***
- (3) ***Many of the standards within the current Subdivision Rules and Regulations are now easily referenced in the Massachusetts Stormwater Policy. Where that is the case, the Stormwater Policy is referenced. Where local standards go beyond the Stormwater Policy, these are written directly into the bylaw.***

- A. The drainage system within the site shall be laid out to the satisfaction of the Board, which will require provision of such facilities and arrangement thereof as, in its opinion, are necessary to:
- (1) Permit unimpeded flow of all natural water courses.
 - (2) Insure adequate drainage of all low points.
 - (3) Intercept excessive ground water in the subsoil.
 - (4) Intercept storm water runoff along all impervious surfaces at intervals reasonably related to the extent and grade of the area drained.
 - (5) Insure that the lots are prepared and graded in such a manner that development of one shall not cause detrimental drainage on another.
 - (6) Insure that the rates of runoff from the site after development or redevelopment are managed in accordance with the most recent version of the Massachusetts Stormwater Policy.
- B. Use of natural areas to control, mitigate, and/or alter rates of runoff is preferred and, where proposed, shall be implemented and designed in accordance with the most recent version of the Massachusetts Stormwater Policy. Newly constructed drainage areas shall be planted with trees, shrubs, and other vegetation necessary to stabilize any slopes and to facilitate percolation of stormwater. A landscape plan shall be prepared which shows proposed vegetation and existing vegetation to be saved. Newly constructed drainage areas shall be designed to be as maintenance free and aesthetically pleasing as is practicable.
- C. The design and maintenance of detention basins shall meet all applicable standards in the most recent version of the Massachusetts Stormwater Policy as well as the following:
- (1) Unless designing a wet-bottom detention basin or constructed wetland, the bottom elevation of the basin shall be at least two feet above the seasonal high groundwater table and above bedrock.
 - (2) The proposed basin shall be located entirely on private property and to the maximum extent possible on one lot.
 - (3) The construction of the detention basin shall precede all other construction, excepting that clearing which is necessary for access to the basin site.
- D. The design and maintenance of infiltration pits (stormwater recharge systems) shall meet all applicable standards in the most recent version of the Massachusetts Stormwater Policy following as well as the following:

- (1) An access way with a heavy duty lockable cover shall be provided for all infiltration pits.
- (2) The proposed infiltration pit shall be located entirely on private property and to the maximum extent possible on one lot.

E. Drainage System Component Specifications.

- (2) Proper connections shall be made with the existing public drainage system if applicable.
- (3) All drain pipes shall be reinforced concrete pipe having a minimum diameter of twelve (12) inches and shall be laid on a slope of not less than one-half of one percent (0.5%).
- (4) No drainage outfall shall discharge below the high water line of a stream, swamp, or body of water.
- (5) A suitable headwall shall be provided at the outfall end of all drains.
- (6) All drain manholes over five (5) feet in depth shall be provided with suitable steps.
- (7) No bell ends are to be laid in manholes or catch basins.
- (8) Suitable grates are to be installed at the discharge or inlet end of all drains eighteen (18) inches in diameter or larger.
- (9) All catch basins are to be constructed with sumps having a minimum depth of four (4) feet.
- (10) The closed storm drain system shall be of adequate capacity to accommodate flows from a ten (10) year storm at a minimum. The calculations used to determine the size of pipes, structures and culverts in the drainage system shall be based on the rational method, and shall be submitted to the board for review and approval.

12. Design Standards & Guidelines for the Central Business District (CBD)

Comment: This section has been added in order to better address the myriad of design issues associated with encouraging a high level of quality and character for new infill, adaptive reuse or redevelopment of existing commercial properties within the Central Business District. Development over the past twenty to thirty years has been “hit or miss” when it comes to issues of community character in the CBD. The design standards provided here will create consistency with those sites in the CBD that reflect the best buildings and features within the district.

A. Purposes

In the CBD district, the following architectural standards and guidelines are provided to encourage building and site design(s) that enhance and strengthen Downtown Walpole’s distinct community character as a

traditional New England center with a diverse architectural heritage that evolved over many historical periods. This heritage includes many distinctive brick industrial-era mill buildings as well as a wide array of Colonial, Georgian, Greek Revival, Victorian and other architectural styles.

Recognizing the importance of consistency in building materials, massing, scale and articulation, design elements and motifs representing Downtown Walpole's unique architectural heritage should be incorporated into both new construction and the renovation of older buildings. In particular, design for a project should respect the historic buildings and architectural styles of the surrounding neighborhood and adjacent properties.

In the context of Site Plan Review, the Planning Board will use the design criteria in this section as a general guideline to assist in the development of site plans that are compatible with the existing fabric of the CBD.

B. Site Design

- (1) The location of buildings, parking areas, walkways, outdoor gathering places, landscaping, utilities, loading areas, dumpsters, automobile access, travel lanes, and signs should reflect a thoughtful approach that focuses primarily on providing optimal access and mobility for pedestrians on and between sites.
- (2) Parking areas behind buildings should allow for easy access between lots for automobiles and pedestrians.
- (3) Clear pedestrian pathways should be provided between buildings and across automobile travel lanes in the form of raised or distinct surfaces such as stamped concrete or grid pavers, arcades colonnades or other similar features.
- (4) In complexes with multiple principal buildings, landscaped areas with walkways, courtyards or arcades should be used in conjunction with compact site design to bring buildings closer together and enhance connectivity between them for residents and customers.

C. Building Size, Height & Scale

- (1) In order to modulate their scale, multi-story buildings should clearly articulate the base, middle and top of the building through the use of cornices, stepbacks, borders of distinct material or other articulating features.
- (2) Larger buildings with long façades should articulate the façade with varied rooflines, distinct signage for multiple tenants, awnings, arcades, pilasters, columns, recessed spaces and/or entrances and any other features that serve to add texture to these longer façades. Unbroken façades in excess of fifty (50) feet should be avoided.

- (3) Large, flat, unadorned, blank walls should be avoided for any side or rear walls of buildings. Where windows are not feasible, raised or recessed vertical surfaces may be used in conjunction with windows, window-shaped depressions and decorative lighting to make these surfaces more attractive.

D. Building and Sign Placement

- (1) Street corridors should be framed at their terminus with buildings of at least two stories at approximately equal setbacks.
- (2) On sites with multiple principal buildings, site design should be as compact as possible. To the greatest extent practicable, pedestrians should not need to cross parking areas to move from one building to another.
- (3) Signs should not cover or obscure architectural elements;

E. Entrancesways

- (1) All buildings should have a principal façade and entry (with operable doors) facing a street or other area dedicated to pedestrian circulation. Buildings may have more than one principal façade and/or entry. Primary entrances not facing a street should open onto sidewalks or other pedestrian features at least ten (10) feet in width.
- (2) Especially where buildings are set back from the property line, main entrances should incorporate architectural features that draw attention to the entrance. These features may include covered porches, porticos, recessed doorways and awnings.
- (3) Street level frontage should be primarily devoted to entrances, shop windows or other displays.

F. Windows

- (1) The width-to-height ratio of windows in the façade above ground level should be as close as possible to a width to height ratio of one to two (1:2).
- (2) Windows on the ground floor should begin no lower than two (2) feet from street level and should extend at a minimum height of seven (7) feet from street level.
- (3) Mullion pattern and thickness should reflect traditional New England design with broad decorative surfaces between windows.
- (4) Clear, non-reflective glass with minimal tinting should be used at street level to allow maximum visual interaction between pedestrians and the interior of the building.
- (5) Street level facades should have a transparency of at least sixty (60) percent being glazed windows or doors.

(6) All windows (except storefront windows) should be operable.

G. Dormers

- (1) Dormer styles may include doghouse, eyebrow or shed dormers. Shed dormers should only be placed on the rear or less public side of a building with a side-gable roof.
- (2) Dormers should not be so large that they dominate the gable end roofline.
- (3) Windows should fill the face wall of the dormer to the maximum extent practicable and match the windows in the rest of the building.

H. Building Lighting

- (1) Broad area lighting will be highly discouraged while soft lighting aimed down will be highly encouraged.
- (2) Entry lights should be mounted within the siding not on the door trim.

I. Parking, Loading, Garages and Driveways

- (1) Loading docks, service areas and trash disposal facilities should not face public gathering space or a public street.
- (2) Drive-through service windows should only be located on the side or in the rear of properties which are internal to the block or accessible from an alley.
- (3) Garages should be subservient in size, height and location to the overall building and should be located so that cars parked outside the structure will not project beyond the front building wall. The use of detached garages to the rear of the lot is highly encouraged.
- (4) Attached garages, not setback from the front main building façade, should be designed to have access from the side or from the rear of the building not visible from the public way.
- (5) Common or shared driveways and parking lots are strongly encouraged to reduce curb cuts and enhance pedestrian circulation.

J. Roofline Articulation

- (1) The roof design should provide a variety of building heights and varied roofline articulation. Local models reflecting traditional New England architecture should be considered in the selection of roof forms. Introducing roof shapes, pitches, or materials not traditionally used in the area should be avoided.
- (2) Flat roofs should not be used for single story buildings. Where proposed, flat roofs should have decorative cornices or parapets that shield views any mechanical systems located on the roof from the street or from windows at a lower elevation in adjacent buildings.
- (3) Downspouts should match gutters in material and finish.

- (4) Utilities and protuberances through or on the front of roofs are highly discouraged.
- (5) For any building, the pitch and vertical height of roofs should not rival or exceed walls in their respective visible proportions from street views.

K. Building and Sign Materials

- (1) Materials and building treatments should be used that reduce the visibility of buildings from distant vantage points and should be consistent and compatible with traditional New England design.
- (2) Where more than one material is used, traditionally heavier materials (stone, brick, concrete with stucco, etc.) should be located below lighter materials (wood, fiber cement board, siding, etc). The change in material should occur along a horizontal line, preferably at the floor level.
- (3) Natural materials, such as brick, stone, wood clapboards and shingles, and slate are preferred over industrial materials such as concrete, sheet metal, asphalt shingles, vinyl and plastic synthetic siding and windows and insulated steel doors; especially those that can be seen at the pedestrian level.
- (4) All signs should be made of the following materials or acceptable substitutes: wood (painted or natural), stone, copper, brass, galvanized steel, painted canvas or paint/engraved on façade surface;

13. Site Plan Review Fees

The Planning Board shall adopt site plan review fees for full and limited site plan review, and for modifications to an approved site plan. The limited site plan fee and modification of site plan review fee shall be less than the fee charged for full site plan review. All site plan fee information shall be available at the Walpole Planning Board. Further, the Planning board shall require, as it deems necessary, the peer review of any or all reports and documents submitted by the applicant. The applicant shall be required to fund all peer review studies consistent with the requirements established by the Commonwealth of Massachusetts.

14. Appeals

Applicants for a Site Plan Review for projects allowed as of right may appeal any conditions approved by the Building Inspector as part of a Limited Site Plan Review or those approved by the Planning Board as part of Full Site Plan Review to the Walpole Board of Appeals within thirty (30) days after the written site plan decision has been issued.

15. Modification of Site Plan

The Planning Board shall have the power to modify or amend its approval of a site plan on application of the person owning or leasing the premises in the event of changes in physical conditions sufficient to justify such action within the intent of this section. All of the provisions of this section applicable to approval shall, where apt, be applicable to such modification or amendment.