

**Article**

To see if the Town will vote to amend Section VII – Development of Sites and Location of Buildings and Structures, of the Zoning By-Law of the Town of Shrewsbury by inserting the following a new Town Center District subsection, or taking any action in relation thereto.

**Motion**

I move that the Town vote to amend the Zoning Bylaw of the Town of Shrewsbury, Section VII – Development of Sites and Location of Buildings and Structures, as follows:

*(1) Insert the following new language in its entirety in Section VII, as new subsection “U. Town Center District”.*

**U. Town Center District**

**1. The purpose of the Town Center District is to:**

- a. Foster the development of a traditional New England village center that features a vibrant mix of civic, commercial, institutional, residential, and open space uses within close proximity to each other to create attractive, walkable neighborhoods, where people can live, shop, eat, conduct business, and enjoy arts and cultural activities;
- b. Encourage adaptive reuse of abandoned, vacant, or underutilized buildings or structures where consistent with the character, massing, and density of the neighborhood as defined through this bylaw;
- c. Increase the town’s tax base by creating a thriving small business environment, attracting new investment and promoting economic development;
- d. Allow for a mix of land uses that are appropriate to both the needs of the community and the scale of structures in the surrounding neighborhoods;
- e. Maintain a consistently high level of design quality in terms of physical design, scale, mixes of uses, and visual characteristics.
- f. Minimize impacts on public services through the efficient use of private land and public infrastructure.

**2. Criteria for Special Permits in the Town Center District**

The Special Permit Granting Authority (SPGA) for uses and structures in the Town Center District shall be the Planning Board.

The Planning Board may approve a special permit for proposed uses or structures upon finding that the application complies with the purposes of this Section of the Zoning Bylaw and Section IX.E. In making its determination, the Planning Board shall include consideration of each of the following criteria:

- a. The social, economic, or community needs which are served by the proposed development;
- b. The potential fiscal impact, including impact on town services, tax base, and employment by the proposed development;
- c. The degree to which the proposed development complies with the goals of the most recent Shrewsbury Master Plan;
- d. The degree to which the proposed development constitutes a high quality development with regards to construction materials, architectural design, and site design, which will enhance the downtown and the immediate neighborhood and provide significant benefit to the residents of the Town of Shrewsbury;
- e. Degree to which the proposed development improves the functioning of the town center by at least one of the following means:
  - 1) Provides a significant improvement to the pedestrian experience in the town center;
  - 2) Provides a significant improvement to the effectiveness of the parking space allocation of the downtown area;
  - 3) Provides a significant improvement to the usage and/or number of public parking spaces in the downtown area;
  - 4) Provides a significant improvement to the overall function of the town center area.
- f. Where the proposal would make existing conditions more detrimental relative to the criteria above, the SPGA may require alterations to the proposal that mitigate or eliminate those effects and may condition approval upon compliance with those measures.

**3. Prohibited and Permitted Uses and Structures**

Uses that are permitted by-right, by special permit, or are prohibited in the Town Center District are listed in Section VI, Table I – Use Regulation Schedule.

**4. Dimensional and Intensity Regulations**

Uses in the Town Center District shall comply with the following requirements:

Minimum Lot Area:	5,000 square feet
Minimum Frontage:	50 feet
Yard Setbacks	
Minimum Front Yard Setback:	0 feet
Maximum Front Yard Setback:	10 feet*
Minimum Side Yard Setback:	0 feet
Maximum Side Yard Setback:	10 feet*
Minimum Rear Yard Setback:	10 feet**
Minimum Open Space % Lot Area:	10%
Maximum Lot Coverage:	80%
Maximum Height By Right:	35 feet and 2 1/2 stories

Maximum Height By Special Permit:	40 feet and 3 stories
* The Planning Board may, by Special Permit, authorize front and side yard setbacks greater than ten (10) feet, provided all other standards and requirements of the Town Center District are met.	
** Except that Table II, footnote 7, shall also apply in the Town Center District.	

**5. Design Standards and Guidelines.**

The following standards and guidelines are provided so that the Town Center District can achieve its intent as articulated in Section VII.U.1. Where a standard is required through the use of the word “shall,” this standard requires strict compliance. Deviation from any such standard shall require a Special Permit from the Planning Board. Where a requirement uses the words “should” or “could,” this requirement is a guideline and compliance with this language is a strong preference for the Town. The design standards described in this section are intended to guide the applicant in the development of site and building design as well as the Planning Board in its review of proposed actions.

Architectural elevations, street-side renderings and/or photographs shall be submitted to the Planning Board for review as part of any Administrative Site Plan Review, Site Plan Approval or Special Permit Application. Elevations shall include all sides of a building for new construction. Elevations for renovations shall include all sides affected. The purpose of these materials is to allow the Planning Board to clearly determine compliance with these design standards.

**a. Circulation**

Where pedestrian walkways are provided:

- 1) Pedestrian connections between two buildings or between sidewalks and buildings, shall be designed to be safe, broad, and easily identifiable.
- 2) Alleyways that connect the sidewalk or front of a building with the rear of a building shall include design elements such as decorative lighting and alternative surfaces to create a safe and welcoming pedestrian passageway (see Figure 1).
- 3) Pedestrian connections that cross parking lots shall be designed to clearly show that the space is primarily dedicated to pedestrian traffic using raised or alternative surfaces, colors, signage, or raised landscaped islands that serve as a safe resting area for pedestrians between automobile travel lanes.



Figure 1: Pedestrian Friendly Alleyway  
www.springfieldmo.gov

- 4) Where sidewalks or other pedestrian or bicycle ways intersect with automobile driveways or lanes, distinct raised surfaces and/or durable, decorative alternatives to conventional pavement shall be used to connect sidewalks or bicycle ways from one side of the driveway or lane to the other. Striping alone across the asphalt used for an automobile lane to connect sidewalks or walkways is not adequate to achieve this goal (see Figure 2).



Figure 2: Highly Visible, Decorative Crosswalk  
[www.pedbikeimages.org](http://www.pedbikeimages.org) Photo by Dan Burden WA

b. Property Frontage

Principal Buildings shall be located along the property frontage and shall be located and oriented to engage pedestrians that may pass along the frontage of the property (see Figure 3).

- 1) Principal buildings, whether newly constructed or re-used, shall be connected to the right-of-way in a manner that facilitates pedestrian and bicycle access activity. The areas between the front facade of principal buildings and the right-of-way shall accommodate pedestrian and bicyclist space and associated amenities.
- 2) Frontage sidewalks shall have a minimum width of eight (8) feet and shall run the length of the property frontage. Where the distance between the edge of pavement in the street and the building facade allows, sidewalks shall be greater than eight (8) feet wide and ideally a minimum of ten (10) feet wide where possible. Where the building is not set back from the property line, the sidewalk shall be constructed between the building facade and the edge of the curb. Where a building is setback from the property line, the area between the building's front facade and the edge of the sidewalk shall include such elements as alternative surfaces, raised flower beds, benches or other street ornaments, in order to create a small outdoor courtyard or "room" that draws passersby to the front entranceway and windows.
- 3) An adequate buffer shall be provided between the curb of the street and the primary pedestrian walkway in order to supply enough space for benches, lighting, landscaping, street trees, trash receptacles or other amenities. Site Plans shall identify which amenities the applicant is committed to providing.

- 4) The constructed sidewalk may be located within the public right of way, on private property, or may include both public and private property depending on pre-existing conditions and other opportunities or constraints associated with roadway geometry, location of utilities, and other elements of the built environment.

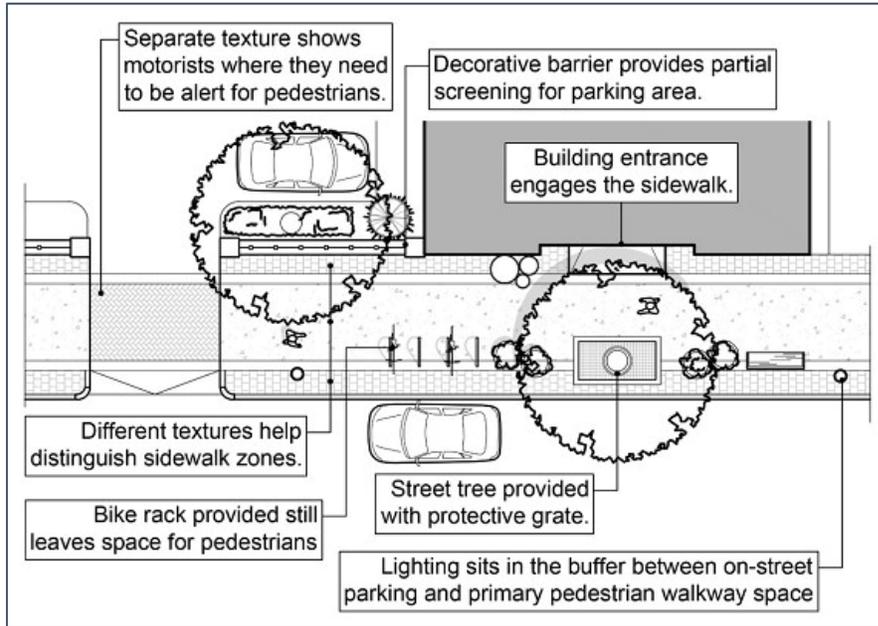


Figure 3: Frontage Diagram

- 5) Where a corner lot's legal frontage is on a side street, the frontage sidewalk shall be considered the sidewalk along the main pedestrian thoroughfare. Sidewalks on side streets shall have a minimum width of six (6) feet.
- 6) Sidewalks should be reinforced concrete, however, the Planning Board may approve varied finishes for the concrete or a mix of materials consistent with the purposes of the Town Center District including, but not limited to: brick, pavers, slate, or cobblestone in order to provide visual interest and to delineate sidewalk areas that may be used for other functions such as outdoor seating. Standard asphalt coverage is not appropriate for sidewalk areas.
- 7) Travel lanes for automobiles shall not be located in the front yard except where access driveways are approved.
- 8) Sidewalk designs shall meet or exceed any sidewalk standards adopted by the Shrewsbury Department of Public Works, the Massachusetts Department of Transportation and the American with Disabilities Act. Sidewalks shall be constructed within the road right of way where possible.
- 9) Owners and developers shall work with Shrewsbury Electric and Cable Operations to incorporate electrical and broadband infrastructure to meet the aesthetic intent of the Town Center Zoning District, including furthering the goal of undergrounding new and existing utilities.

c. Landscaping

- 1) Applicants shall provide a landscape plan and maintenance agreement that includes, but is not limited to, a combination of fixed and/or moveable planters, street trees, decorative plantings (see Figure 4). Where feasible, street trees should be spaced along the sidewalk at an average frequency of one tree for every thirty (30) feet of frontage.
- 2) All areas of a site that are not rendered impervious through the development of structures, parking features, circulation features, or other hardscape features should be landscaped with vegetation.
- 3) Native species shall should be used wherever possible in landscaped areas and shall be Asian Longhorned Beetle Resistant.
- 4) Landscaping, trees, and plants must be planted in a growing condition according to accepted horticultural best practices and shall be maintained in a healthy growing condition. Where applicable, ANSI A300 Standards for Tree Care Operations, as revised, shall apply. All landscaping shown on plans shall be maintained by the owner and any dead or dying vegetation shall be replaced, no later than the following growing season, as long as the site plan remains valid.
- 5) Landscaped areas should be designed to remain functional and attractive during all seasons through a thoughtful selection of deciduous, evergreen, berrying, and flowering plant varieties. Caliper of trees shall ultimately be determined by the species chosen.
- 6) Turf is discouraged and, where it is used, must not be planted in strips less than five (5) feet wide. Turf seed mixes should be drought resistant. To achieve a high level of drought tolerance, turf seed mixes may include, but shall not be limited to, a predominance of fine fescues.
- 7) Plant varieties should be selected for cold-hardiness as well as resistance to drought, moisture, salt, urban conditions, or insects and other pests depending on the location of landscaping and the specific stressors anticipated for different areas of the site.
- 8) Plants should be selected so that landscaping can be maintained with minimal care and the need for irrigation, pesticides, or fertilizers can be minimized or eliminated.



*Figure 4: Street Tree Plantings  
Google Street View, Image Capture Oct 2019*

d. Screening

- 1) All solid waste enclosures, service areas, mechanical equipment, and utilities must be screened from public view through the use of fencing and/or landscaping that is effectively opaque.
  - 2) Chain link fencing is prohibited in front and side yards within the Town Center District unless it is necessary for security standards unique to the individual use, is vinyl coated, and is screened using evergreen trees (minimum six (6) feet in height) and/or shrubs.
- e. Building Form (see Figures 9 and 10)
- 1) Multi-story buildings shall clearly articulate the base, middle (where applicable), and top of the building using cornices, borders of distinct material, or other articulating features on every visible surface of the building.
  - 2) In new non-residential or mixed-use construction, ground floors in the Town Center District should be a minimum of eleven (11) feet from floor to ceiling to enhance the pedestrian streetscape, regardless of the overall building height (see Figures 9 and 10).
  - 3) Buildings with facades longer than forty (40) feet shall articulate the facade with features common to traditional New England architecture that create visual interest. Features shall include a combination of two or more of the following: 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 facades.
  - 4) A complex of smaller scale buildings is preferable to a single large structure because the varied massing provides visual interest and human scale (see Figure 5).
  - 5) Where a large principal building is proposed, consideration should be given to incorporating several smaller tenant spaces and “storefronts” that front the roadway and main pedestrian thoroughfare and add to the variety on the building facade. These smaller tenant spaces could be used to screen unadorned large business that do not typically incorporate pedestrian-oriented features on their own facades (see Figure 6).
  - 6) Secondary facades, a building’s walls that either do not face a public right-of-way or are not readily viewed from a public way, may be less detailed than



*Figure 5: Multiple smaller-scale buildings create visual interest and break up monotony of the facade  
Cape Cod Commission, "Contextual Design on Cape Cod" Oct. 1. 2009*



*Figure 6: A large principal building, a movie theater, in the rear with small front tenant spaces in front  
Cape Cod Commission, "Contextual Design on Cape Cod" Oct. 1. 2009*

the primary facade, but shall be characterized by design treatments that are generally consistent and comparable with the front facade's architectural style.

f. Building Entranceways and Orientation (see Figures 9 and 10)

- 1) All buildings shall have a principal facade and entry (with operable doors) facing a street or other area dedicated to pedestrian circulation. Buildings may have more than one principal facade and/or entry. Primary entrances not facing the property frontage should open onto sidewalks or other designated pedestrian areas that are at least eight (8) feet in width. The street facade must be designed to appear to be a principal point of entry for the building.
- 2) Buildings shall be oriented parallel with the front setback line to establish and preserve a consistent building line to maintain, where applicable, a consistent street wall/pedestrian face, where the building fronts need not be directly in line but maintain a consistent corridor along the frontage of the commercial/residential spaces.
- 3) Main entrances shall incorporate architectural and/or sidewalk features that draw attention to the entrance. These features shall include at minimum one or more of the following: covered porches, distinct sidewalk surfacing, porticos, recessed doorways, and awnings.

g. Roofline Form

- 1) The roof design for new buildings shall provide a variety of building heights and varied roofline articulation reflecting traditional New England architecture. These roof shapes include gables, gambrels, flat roofs, mansards and any jointed configuration of these styles. Decorative spires or towers may also be used to articulate rooflines and to provide focal points within a complex of principal buildings. (see Figures 5 and 9)
- 2) Flat roofs shall include decorative design elements such as parapets or cornices that shield all views of any mechanical systems located on the roof from the street or from windows at a lower elevation in adjacent buildings.
- 3) For new buildings or replacement roofing, industrial style metal materials visible from the street shall not be permitted. Metal roofing materials that use decorative finishes and textures for visual accent may be allowed. Visible metal materials necessary for structural integrity, fastening, sealing or other essential purpose are also allowed.
- 4) Downspouts shall match or be complementary to gutters in material and finish.
- 5) Utilities and protuberances through or on the front facing roofs are highly discouraged and should generally be shielded from view.

h. Dormers (see Figure 7)

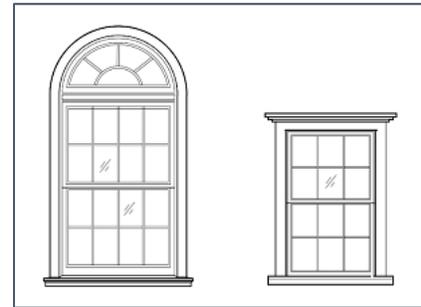
- 1) On pitched rooflines, dormers shall be used to break up roof surfaces and shall be provided at a minimum frequency of one per thirty (30) horizontal feet or fraction thereof.
- 2) Dormer styles may include doghouse, eyebrow, or shed dormers.
- 3) Windows shall fill the face wall of the dormer to the maximum extent practicable and match the windows in the rest of the building.



*Figure 7: The dormer on the left shows the proper scale and form of a dormer window. The dormer on the right provides a window that is too small and shows no aesthetic detail.*

#### i. Fenestration

- 1) Window bays in facades above the first floor (above street level) shall have a minimum width-to-height ratio of 1:2. Multiple bays may be placed immediately adjacent to one another in order to create larger window areas. This does not apply to dormers (see subsection “h”).
- 2) Mullion pattern and thickness shall reflect traditional New England design with broad decorative surfaces between windows. Mullion finishes that would be highly reflective or industrial in nature are not allowed.
- 3) Windows on the ground floor shall begin no lower than two (2) feet above street level and shall extend at a minimum height of seven (7) feet from street level.
- 4) Street level facades shall have a transparency of at least fifty (50) percent with transparent doors and windows.
- 5) Clear, non-reflective glass with minimal tinting shall be used at street level to allow unobstructed views of window displays and/or the interior of the building, reinforced with interior lighting.



*Figure 8: These windows show how different treatments still comply with the basic design standards.*

#### j. Building Materials

- 1) Materials and building treatments shall be used that reduce the visibility of buildings from distant vantage points and shall be consistent and compatible with traditional New England design and construction.
- 2) Where more than one material is used for siding, traditionally heavier materials (stone, brick, concrete with stucco, etc.) shall be located below lighter materials (wood, fiber cement board, siding, etc). The change in material shall occur along a horizontal line, preferably at the floor level.

- 3) For finished siding and foundations, natural materials such as brick, stone, wood/concrete clapboards and shingles, and slate are allowed. Asphalt shingles or similar materials for roofing are allowed. High-quality cement-fiber siding designed to preserve the traditional aesthetic character of the district is also allowed. Vinyl siding shall be prohibited.
- 4) Finish colors should be used to differentiate between important features (e.g., foundations, entranceways, windows, decorative borders, etc.) and can be used to differentiate between building stories. Generally, it is preferable to use two or three colors inclusive of masonry. The main color(s) on a building should generally be nature blending, earth tone, neutral, or pastel in character. Bright colors should be limited to accent features and/or entranceways. High intensity colors, metallic colors, or fluorescent colors should not be used.

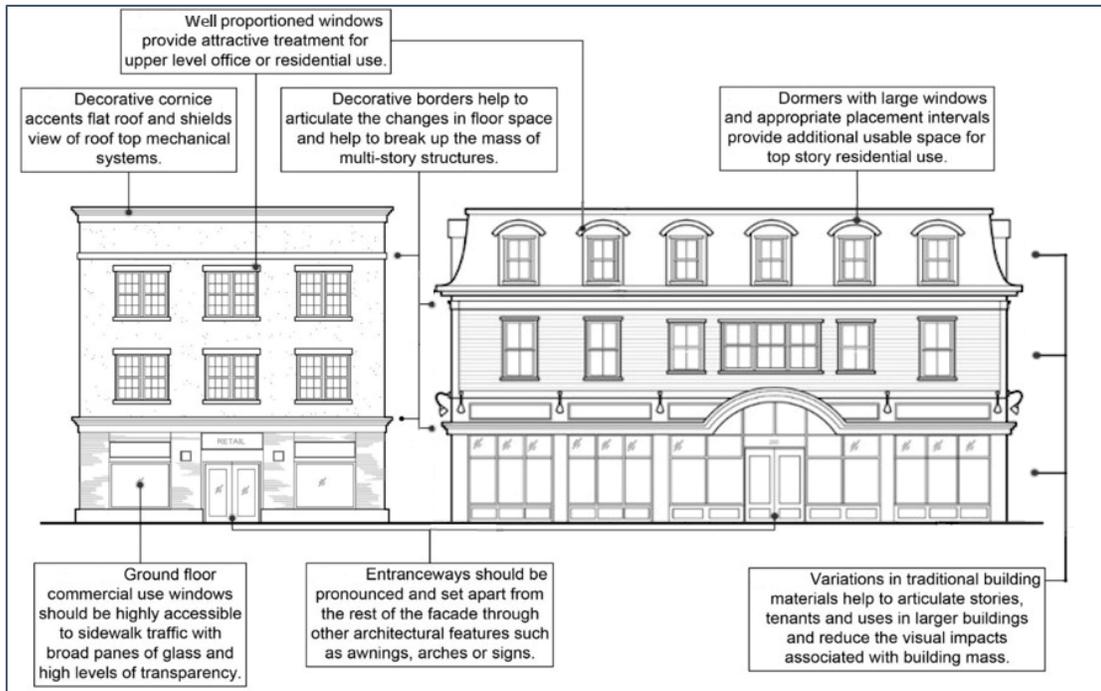


Figure 9: This image is designed to illustrate several of the Town Center Design Standards



Figure 10: This image is designed to illustrate several of the Town Center Design Standards.  
Roofline Form: The image shows the interplay between dormers and jointed roofs. In this case, a jointed gable configuration along the “doghouse” dormers reflects typical New England architecture.  
Ground Floor Design: The ground floor is slightly taller than floors above it and incorporates a high level of transparency to visually connect people on the sidewalk with what is available inside the building.  
Entrances: The entranceways to the building are made more prominent through the use of signage and different

k. Lighting

- 1) Lighting for streets, parking areas, and civic/gathering spaces shall be decorative in shape, scale, and finish, with detailed, articulated treatments for the base, post, fixture, and crown. Where decorative street lighting is already installed, the design of proposed lighting standards and fixtures shall be consistent with or complementary to said lighting (see Figure 11).
- 2) Light poles and fixtures shall not exceed 20 feet in height. Height is measured from the base of the standard to the highest point of the structure. Structural features used to anchor light standards (e.g., concrete pilings) are not counted toward the maximum height but shall not protrude more than six (6) inches from the ground (see Figure 11).
- 3) All exterior lights on private property shall be dark-sky compliant with full cut off or fully shielded/recessed lights, and designed, located, installed, and directed in such a manner as to minimize light trespass onto adjacent properties unless such trespass is intentional and meets the purposes of this district. Lighting fixtures for building security or display purposes shall similarly be top downward (not upward or sideways), and full cut off or fully shielded/recessed.
- 4) Lighting could be directed upwards as part of a landscaping scheme used to highlight important features including, but not limited to: steps, walkways, art installations, and the edge of buildings. Any proposal for upward lighting shall be accompanied by renderings and other visuals demonstrating the impact and effect of the lighting scheme on the building and its surroundings.

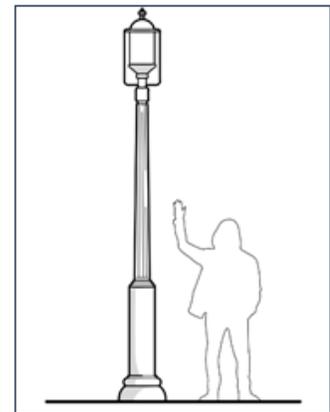


Figure 11: This illustration shows the proper scale and attention to aesthetic detail.

## 1. Signage

In addition to the requirements under Section VII.E.2. VII.E.1, the following standards and guidelines shall apply:

### 1) Permitted Signage

(a) Externally Illuminated or Front-lit Signs shall have downward-directed, steady, stationary light only, with fully-shielded decorative lamps that do not obscure the sign's graphics.

(b) Reverse Lit or Halo Lit Signs, illuminated by white light only. The source of light shall be completely concealed.

(c) Wall Mounted Signs and Projected Signs (a.k.a. Blade or Hanging Signs): One sign of each type shall be allowed per tenant on each elevation of a building with a customer entrance. The sign should be located no lower than 7'6" above the ground floor, but not higher than the top of the first floor. Each projected sign may be externally illuminated with two integrated lights (one light for each sign face or panel). The size of the projected sign shall not exceed six (6) square feet in area as measured on one face of the sign. Signs should not obscure architectural features or windows and should be integrated with the design of the building (see Figure 12).



Figure 12: Externally Lit Hanging Signs

(d) Window Signs shall not cover more than twenty-five percent (25%) of the window area.

(e) Awning signage is permitted only on the apron portion of the awning.

(f) Free-standing monument or structured signs not taller than five (5) feet above grade that incorporate design details, materials, and colors of the associated building(s). The base or support elements of freestanding signs should be integrated with the surrounding environment and should incorporate ornamental landscaping where possible.

(g) Sign colors should be selected to enhance sign legibility for both day and nighttime viewing. Contrasting colors can be used effectively to increase clarity. Sign colors and finishes should be compatible with the color of the building or development. Sign materials should be of high quality and compatible with the design of the building and facade on which they are placed.

(h) Temporary banners provided they are only used for a period of thirty (30) days prior to and following the opening of a business or other establishment.

- (i) Sandwich board signs no greater than six (6) square feet that do not interrupt the safe flow of pedestrian, cyclist or automobile traffic.
  - (j) The Planning Board may issue a Special Permit to allow for a Digital Message Board Sign provided that the individual letters or numbers on the message board do not change more than once per hour and shall not include flashing or moving lights.
- 2) Prohibited Signage
- (a) Free-standing signs with clearance above the ground that is more than two feet above grade.
  - (b) Internally illuminated signs of any kind and signs made of plastic or vinyl.
  - (c) Illuminated signs with exposed neon tubing or exposed LEDs such as, for example, open face channel letters.
  - (d) Box style cabinet signs or “can signs” with illuminated, translucent background and silhouette, translucent or acrylic letters.
  - (e) Signs attached to any utility pole, vegetation, rocks, hydrants, or fences.
  - (f) Roof Signs or any sign projecting above the roof or parapet line.
  - (g) Off premise signs: All signs shall be located on the same lot as the main use which it is advertising.
  - (h) Signs or advertising devices that are animated, flash, make noise, or contain any visible moving parts, including, but not limited to, commercial balloon devices, high powered search lights, and L.E.D. signage. Indicators of time or temperature may move.

## 6. Parking Standards

### a. Parking Report

Administrative Site Plan Review, Site Plan Approval applications, or a change in use in the Town Center District shall be accompanied by a Parking Report that demonstrates reasonable access to parking spaces on-site or a combination of on-site and off-site. The Parking Report shall include:

- 1) Size and type of all existing and proposed uses or activities on the property.
- 2) Proposed total number of parking spaces on-site and off-site.
- 3) Parking demand, including peak demand, shall include a calculation of the on-site uses as determined by the Zoning Bylaw and, where different, through the most recent estimates provided by the Institute of Transportation Engineers (ITE).
- 4) If applicable, a feasibility study of shared parking among different on-site uses demonstrating that there will be adequate parking for the combined uses at all times. The feasibility study shall incorporate analysis of peak parking demand that shows which uses will occur at different times of the day and on different days of the week.

- 5) Availability of alternative methods of travel to the site, including public transportation, and bike and pedestrian access.
- 6) Narrative explanation of how the demand analysis and proposed strategies justify the proposed total number of parking spaces.

b. Off-Street Parking

- 1) Parking shall be located behind principal buildings on the property and shall not be located on the side of a building or between the front facade of a building and a street or a public way.
- 2) The Planning Board may issue a Special Permit to allow for parking that is to the side of principle buildings due to unusual site constraints provided that parking is not located within the maximum front setback or between the front plane of a building and a street or public way. Where a proposed surface parking area is adjacent to a sidewalk, internal walkway, or other pedestrian space, the applicant shall provide a landscaped buffer between the parking area and the pedestrian space as follows:
  - i. At a minimum, the landscaped buffer shall include a decorative barrier, which may be designed as brick or stone walls, decorative fencing, or a combination of these treatments (see Figure 13).
  - ii. In addition to and inclusive of a decorative barrier, to the extent practicable, the landscaped buffer shall include planted areas designed to provide separation between the surface parking area and the pedestrian space while allowing pedestrians to maintain visual awareness between the two areas (see Figure 13).

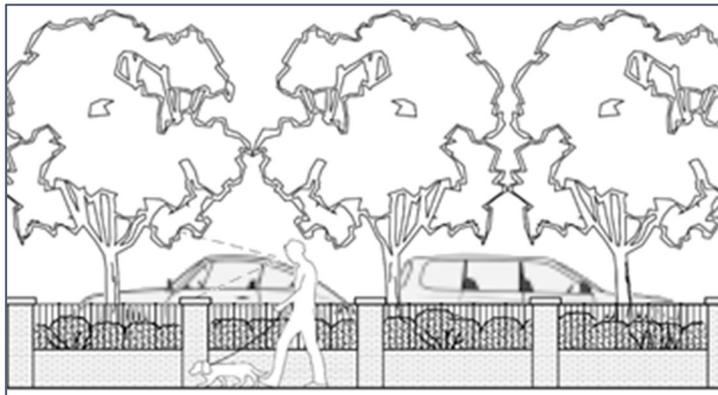


Figure 13: Decorative barrier separating sidewalk and parking area

- 3) For developments with proposed surface parking areas of ten (10) spaces or more, a minimum of ten percent (10%) of the designated parking area shall be landscaped. This calculation may include any landscaped borders surrounding the parking lot where the landscaped borders are predominantly ornamental vegetation and/or are specifically designed to provide stormwater treatment.

Borders that are predominantly stone, turf, fencing, or screening shall not be counted toward this requirement.

- 4) The ends of parking aisles in surface lots that are more than fifteen (15) spaces in length must incorporate landscape islands at either end of the row. Each island shall include at least one tree that is two (2) inches in caliper at the time of planting. Where the length of a parking aisle exceeds twenty-five (25) spaces, additional landscaped islands must be installed at regular intervals. This interval must not be more than every thirteen (13) spaces.

c. Remote or Off-Site Parking

Parking for business and commercial uses may be located off-site to substitute for some or all of the required on-site parking spaces, provided the following criteria are met:

- 1) The off-site parking is located within 800 feet of the subject property line.
- 2) A safe and clearly defined pedestrian route between the off-site parking and the subject property is provided.
- 3) Any proposed on-site parking shall include parking spaces for people with disabilities in accordance with ADA standards.
- 4) Where off-site parking is proposed, a binding parking agreement and sufficient legal documentation providing access to, use of, and management of the designated off-site parking spaces shall be submitted to the Town as part of the Parking Report.

d. Shared Driveways and “Combined” Parking Lots

- 1) Abutting property owners are encouraged to coordinate parking layouts, including combining and connecting with adjacent parking lots, and coordinating access to their parking lots, including utilizing common curb-cuts and driveways under reciprocal easements. The Planning Board may permit such shared driveways, curb-cuts and combined parking lots if the applicant can demonstrate that the proposed design improves on-site or off-site circulation and/or results in a smaller parking area (see Figure 14).

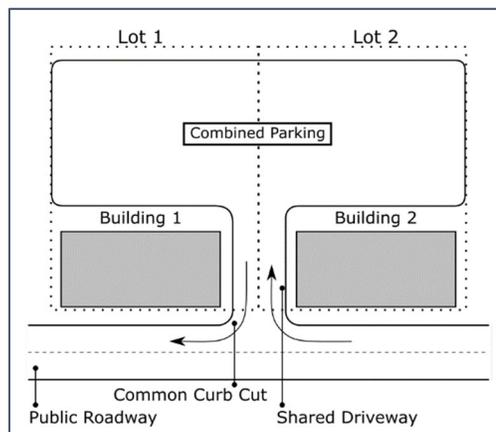


Figure 14: Rear combined parking lot

## 7. Accessory Dwelling Units

Accessory dwelling units in the Town Center District shall be subject to the following standards and requirements:

- a. There shall be not more than one accessory dwelling unit on a lot.
- b. Any building extensions or alterations shall maintain the appearance of a Single Family Dwelling when viewed from a street.
- c. The gross floor area of the accessory dwelling unit shall not be less than 300 square feet of gross floor area and shall not exceed the lesser of forty percent of the gross floor area of the principal unit or 800 square feet.
- d. The accessory dwelling unit shall be clearly and distinctly separated from the principal unit by separate entrances either from the exterior of the building or from a common hallway located within the building.
- e. Any stairways to an accessory dwelling unit located above the ground floor of a building shall be enclosed within the exterior walls of the building.
- f. There shall be not more than one driveway or curb cut providing access to the accessory dwelling unit, except for half circular or horseshoe driveways.
- g. A minimum of one parking space shall be provided for the accessory dwelling unit.
- h. The owner of the property shall occupy either the principal dwelling unit or the accessory dwelling unit. For the purposes of this section, the “owner” shall be one or more individuals residing in a dwelling unit who holds legal or beneficial title and for whom the dwelling unit is the primary residence for voting and tax purposes.
- i. The accessory dwelling unit shall not be held in, or transferred into separate ownership from the principal unit under a condominium form of ownership, or otherwise.
- j. The accessory dwelling unit may be located within a detached building that is located on the same lot as the building with the principal dwelling unit.
- k. A lot containing a building with a principal unit and an accessory dwelling unit within a detached building shall not be further divided resulting in the separation of the principal unit and the accessory dwelling unit, unless both resulting lots and the buildings thereon meet all minimum area, frontage, width and yard requirements of the applicable zoning district.
- l. The accessory dwelling unit in a detached building shall be installed on a permanent foundation.
- m. The accessory dwelling unit in a detached building shall only be located in the side and rear yard.
- n. No accessory dwelling unit permitted under this Section shall be constructed and occupied without Building and Occupancy Permits issued by the Building Commissioner.

*The purpose of Article 33 is to introduce a subsection of the Zoning Bylaw that is dedicated to articulating the Town's vision for the development of a traditional New England-style village center. The article language provides specific guidance for developers, Planning Board members and residents when evaluating a proposed project in the town center and lays out detailed markers for pedestrian, building and aesthetic design. The Planning Board and Planning and Economic Department consider this article to be vital toward creating an economically and socially vibrant Town Center.*