

## APPENDIX ZA:1

### ZONING GUIDELINES\*

#### **GUIDELINES AND PERFORMANCE STANDARDS FOR ACTIVITIES SUBJECT TO THE PROVISIONS OF THE TOPSFIELD ZONING BY-LAW.**

##### **ZA:1-1. PREAMBLE.**

These Guidelines and Performance Standards hereinafter called "the guidelines" have been adopted by vote of the Permit Granting and the Special Permit Granting Authorities hereinafter interchangeable called "the authority" at a joint meeting on 01/19/1993 pursuant to the provisions of Sections 9.07 and 9.08 of Article IX of the Topsfield Zoning By-Law.

The guidelines address the nine (9) standards for review contained in Section 9.07 of the above-mentioned Article.

The guidelines are intended to supplement the procedures and requirements set forth in Article IX of the Topsfield Zoning By-Law. In the event that the guidelines or any portion thereof are found to be in conflict with any provision of Article IX, the latter shall govern.

##### **ZA:1-2. DEFINITIONS.**

Terms used in the guidelines shall have the same meanings as listed in Article I of the Topsfield Zoning By-Law. Terms used herein that are not defined in the above Article are defined in the text wherein they are used or they are defined in the Rules and Regulations, Statutes, or By-Laws sited relative hereto.

##### **ZA:1-3. STANDARDS.**

**ZA:1-3.1 Compliance With All Standards Required; Exception.** In the following the performance standards relative to each of the nine (9) review criteria of Section 9.07 are set forth. Applications for Site Plan Review that do not meet these standards and any of the nine (9) criteria set forth in Section 9.07 shall contain a written request for a waiver by the authority of each of the standards and/or criteria that are not met in the proposed site plan.

**ZA:1-3.2 Legal.** Site plans submitted for review shall contain a list of all permits, licenses, and approvals required under Federal, State and local statutes, rules and regulations, and By-Laws for the use, construction and operations on, and occupancy of the premises. Said list shall state when applications for these required approvals, licenses, and/or permits were or will be made and when they were granted, or when they are expected to be obtained. Copies of applications or permits shall be appended to the list.

**ZA:1-3.3 Traffic.** In addition to those items that must be submitted, a traffic study, when required, shall contain a traffic impact analysis that projects the total traffic generated by the proposed project, the division of that excess traffic on the adjoining roads, the peak hours of said traffic generated by the project, and the ability of these roads or ways to absorb said excess traffic. In addition the impact of said excess traffic on the intersections nearest to the proposed project shall be estimated. Wherever possible a truck entrance shall be designed to have a deceleration lane. The authority shall not approve projects that require any vehicle to back into or out of an entrance from a public way.

Provisions shall be made to ensure that pedestrian traffic generated by the project is separated from vehicular traffic via curbed sidewalks and designated cross-walks.

**ZA:1-3.4 Parking.** Parking space facilities shall conform with the requirements contained in Article IV, Section 4.12 of the Topsfield Zoning By-Law entitled Parking. Where appropriate for the proper operation of the site, on-site cargo docks shall be provided to deliver and dispatch goods used or manufactured in the project. Said docks shall be located on the site such that vehicles using them do not intrude upon adjacent ways or interfere with traffic thereon.

**ZA:1-3.5 Town Services.** The site plan review application shall contain a review of the site plan and a written determination by the Police Chief, the Fire Chief, the Superintendent of the Water Department, and the Highway Superintendent that the services required by the proposed project can be provided by the respective department without requiring any increase in staffing or service capacity.

Emergency access for fire prevention vehicles and ambulances shall be provided, and said access, shown on the site plan, shall be approved in writing by the Topsfield Fire Chief.

**ZA:1-3.6 Pollution Control.** All subsurface septic disposal facilities shall be constructed in accordance with the requirements of 310 CMR, 15.00 and the Topsfield Board of Health Supplemental Rules and Regulations to 310 CMR, 15.00. All stormwater control and drainage installations shall be installed in accordance with the relevant requirements of The Rules and Regulations Governing the Subdivision of Land in the Town of Topsfield, Massachusetts. In any event calculations shall show that the off-site surface water run-off rate has not increased beyond that of the pre-development state except in those cases where that increase caused by the proposed project can be disposed of in streams or waterways that have substantial excess capacity to absorb said run-off.

Underground fuel storage tanks required on-site shall be installed in accordance with applicable constructions and performance standards contained in 527 CMR, 9.00 and the Topsfield Underground Petroleum Tank By-Law.

**ZA:1-3.7 Nuisances.** Noise at ground level from permanent installations such as air conditioning units shall not exceed three (3) decibels (dB) above ambient noise level when measured at a time when said ambient noise is least. Said ambient noise measurements shall be taken at the lot boundaries of the site at ground level elevation.

Smoke, dust, fumes, odors, and vapors from the proposed project shall not be vented into the air in sufficient quantity to be unhealthful, irritating, inflammable or explosive, toxic, or noxious even when wind driven across the lot line.

Outdoor lighting shall in general conform with that specified in Section ZA:1-3.4 Light from any proposed building or parking lot on the site in the proposed project shall not directly or indirectly illuminate any building located on lots contiguous with the site. Said lighting shall not be directed at and focused on adjacent ways such that it interferes with the vision of motorists thereon. Nor shall it be directed at adjoining lots.

**ZA:1-3.8 Existing Vegetation.** Wherever possible existing trees, shrubs, and other vegetation of note shall be preserved either by design or by transplantation to another locus on the site.

**ZA:1-3.9 Amenities.** Perimeter vegetative buffers and screens shall comply with the requirements of Article IV, Section 4.05, the Topsfield Zoning By-Law. Plantings interior to the proposed project not subject to the above said requirements shall be selected to provide sufficient species diversity to preclude a substantial loss of plants in the event that disease or drought eliminates any one of the selected species.

**ZA:1-3.10 Town Character.** The maximum building area occupancy on-site and setback dimensions shall not exceed that and those listed in the Table of Dimensional and Density Regulations of the Zoning By-Law under the "BP" entry. The dimensions and placement of signs advertising the location

and the nature of the commercial activity on the site shall comply with the applicable provisions of the Topsfield Sign By-Law. Landscaping shall comply with the requirements set forth in subsections ZA:1-3.8 and ZA:1-3.9 above.

The architectural design of buildings proposed for the site shall be such as to integrate their stylistic elements - ie.; exterior decorations, elevations, and choice of siding and roofing material, with those of the prevailing buildings in the surrounding neighborhood. The buildings shall be designed such that from any view point exterior to the site their appearance is harmonious with the prevailing buildings in the immediate vicinity of the site and are visually integrated with the surrounding topography (terrain).

Wherever possible, on-site buildings, structures or other man-made features with historical significance or of such interest shall be preserved or restored where required. Evidence of said significance or interest shall be furnished by the Topsfield Historical District Commission.

**\*These Guidelines and Performance Standards were adopted on January 19, 1993 at a Joint Meeting of the Planning Board and the Zoning Board of Appeals.**