

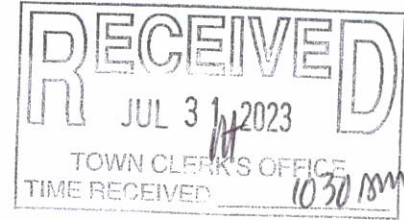


# TOWN OF WARE

Planning & Community Development  
126 Main Street, Ware, Massachusetts 01082  
(413) 967-9648 ext. 120

## PLANNING BOARD

### MEETING AGENDA



Location: Board of Selectmen's Meeting Room  
Town Hall, 126 Main Street, Ware, MA 01082  
Date & Time: Thursday, August 3<sup>rd</sup>, 2023 @ 7:00 PM  
Digital Participation: Phone number: 929-205-6099  
Meeting ID: 784 604 1861  
Passcode: 01082

Instructions for call-in option: at or before 7pm call the phone number above and when prompted enter the Meeting ID number. The platform is Zoom Meetings. Join online: <https://zoom.us/join>

- 
- Pledge of Allegiance
  - Administrative
    - Approval of minutes from July 20<sup>th</sup>, 2023
  - Public Hearings
  - Old Business
  - Response from Bond Construction regarding the demarcation of the buffer area of the Earth Removal Operation at 240 Babcock Tavern Road.
  - Recommendation of Open Space and Recreation Plan (OSRP)
  - New Business
    - Discussion on Belaire Drive
    - Snow Plowing of Unaccepted Roads Discussion (Private Subdivision Roads)  
To discuss the roads to be considered during the yearly unaccepted roads inspection and to set a date for the inspection
    - Revisit Proposed Zoning Changes : 415 – 417 Belchertown Road (Bergeron)
    - Discussion on Sign Regulations
    - *Any matters that are brought up that the Chair did not anticipate including on the agenda prior to this meeting.*
  - Planning & Community Department Update

The next Planning Board meeting will be held August 17<sup>th</sup>, 2023.

At the time of posting, the agenda items listed above are what is reasonably anticipated by the Chairman to be discussed at this meeting. Other items not listed may be brought up for discussion to the extent permitted by law. The general public is invited to this and all meetings of the Ware Planning Board.



# TOWN OF WARE

Planning & Community Development

126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648 ext. 120

Planning Board

Meeting Minutes from

**Thursday, July 20, 2023**

Selectboard Meeting Room

126 Main Street, Ware MA 01082

## Planning Board Members in Attendance:

Rick Starodoj	Chair
Ed Murphy	Vice Chair
Ken Crosby	
Chris DiMarzio	Absent
Elizabeth Hancock	

## Staff Members in Attendance:

Kristen Jacobsen	PCD Dept. Admin. Assistant
Stuart Beckley	Town Manager

## Members of the Public in Attendance:

Rosemary Robidoux  
Lynn Sikes  
James Robidoux

## PLEDGE OF ALLEGIANCE

Chairman E. Murphy called the meeting to order at 7:02pm and led the Pledge of Allegiance.

## ADMINISTRATIVE

- Approval of minutes from July 6<sup>th</sup>, 2023

**Motion** by R. Starodoj to approve the July 6<sup>th</sup> 2023 meeting minutes. **Seconded** by K. Crosby.

**Discussion.** None

E. Murphy		Aye
R. Starodoj		Aye
K. Crosby		Aye
E. Hancock		Aye
C. DiMarzio		Absent
<p style="text-align: center;"><b>Four in favor. One Absent</b>  <b>Approved 4/0/1.</b></p>		

## **OLD BUSINESS**

### **Kulas Earth Removal Project- Babcock Tavern Road**

K. Jacobsen discussed reaching out to Bond Construction and awaiting an answer regarding the posting of the buffer boundary markers.

E. Hancock recused herself.

E. Hancock discussed the flagging of the boundary which she said began on July 19<sup>th</sup>, 2023 and finished July 20<sup>th</sup>, 2023, noting red flags marking the boundary line. The board and E. Hancock discussed the installation of steel/wood posts and questioned if erosion controls had been placed. The board advised reaching out to confirm the erosion controls had been placed.

E. Hancock reappointed.

### **King George Drive- Discussion**

The board discussed with L. Sikes and R. Robidoux the materials needed to progress through the road acceptance process. They would need to present the As Built and Deed before the Planning Board could make a recommendation. L. Sikes mentioned that both items were in progress. K. Jacobsen read a letter from D.P.W. Director Geoff McAlmond regarding the condition of the road and that although the surface is not new and presents oxidation he has no reservations regarding its acceptance by the town. R. Starodoj advised cleaning out the catch basins. L. Sikes and R. Robidoux discussed the possibility of including the acceptance of King George Drive at the Fall Town Meeting, it was determined it was possible pending the receipt of the required materials.

## NEW BUSINESS

Review of 2022 Open Space and Recreation Plan.

S. Beckley discussed the current draft of the OSRP with the Planning Board. It is the process of being updated with current information. The state would like the last 4-5 pages (goals, action steps, and the plan). S. Beckley reviewed the importance of the plan and it's purpose. The board discussed the possibility of connecting the rail trail with Grenville Park. The board discussed how item on the plan are paid and what the process for that is.

**Motion** by R. Starodoj to **Continue** the discussion of the Open Space and Recreation Plan to August 3, 2023 Planning Board meeting . **Seconded** by K. Crosby. **Discussion.** None

E. Murphy		Aye
R. Starodoj		Aye
K. Crosby		Aye
E. Hancock		Aye
C. DiMarzio		Absent
<b>Four in favor. One Absent</b> <b>Approved 4/0/1.</b>		

## PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

S. Beckley discussed the interest the Bergerons have in revisiting the zoning changes proposed in 2022 of 415-417 Belchertown Road.

PVPC- plan for senior housing which might include high density development and the possibility of reusing an existing building. The board discussed the possible impact it may have on town services.

The board inquired about the hiring of the Town Planner. S. Beckley discussed the high number of openings for Town Planners across the state but it had been reposted.

The board and S. Beckley discussed the available opening of board alternate.

E. Hancock inquired about Cosello Waste Services and the reopening of the Hardwick Landfill. S. Beckley had attended the Zoom meeting (which is posted on their youtube page) and has their presentation which is available. S. Beckley and the board discussed the permitting and overall process.

## ADJOURN

**Motion** made by R. Starodoj to **ADJOURN** at 7:33 pm. **Seconded** by E. Hancock **Discussion:**  
None

E. Murphy		Aye
R. Starodoj		Aye
K. Crosby		Aye
E. Hancock		Aye
C. DiMarzio		Absent
<b>Four in favor. One Absent</b> <b>Approved 4/0/1.</b>		

## NEXT PLANNING BOARD MEETING DATE:

**Thursday, August 3, 2023 at 7:00pm.**

Minutes from Thursday, July 20, 2023.

Respectfully submitted by,

Kristen Jacobsen  
Administrative Assistant  
Planning & Community Development

**Minutes Approved on:** \_\_\_\_\_

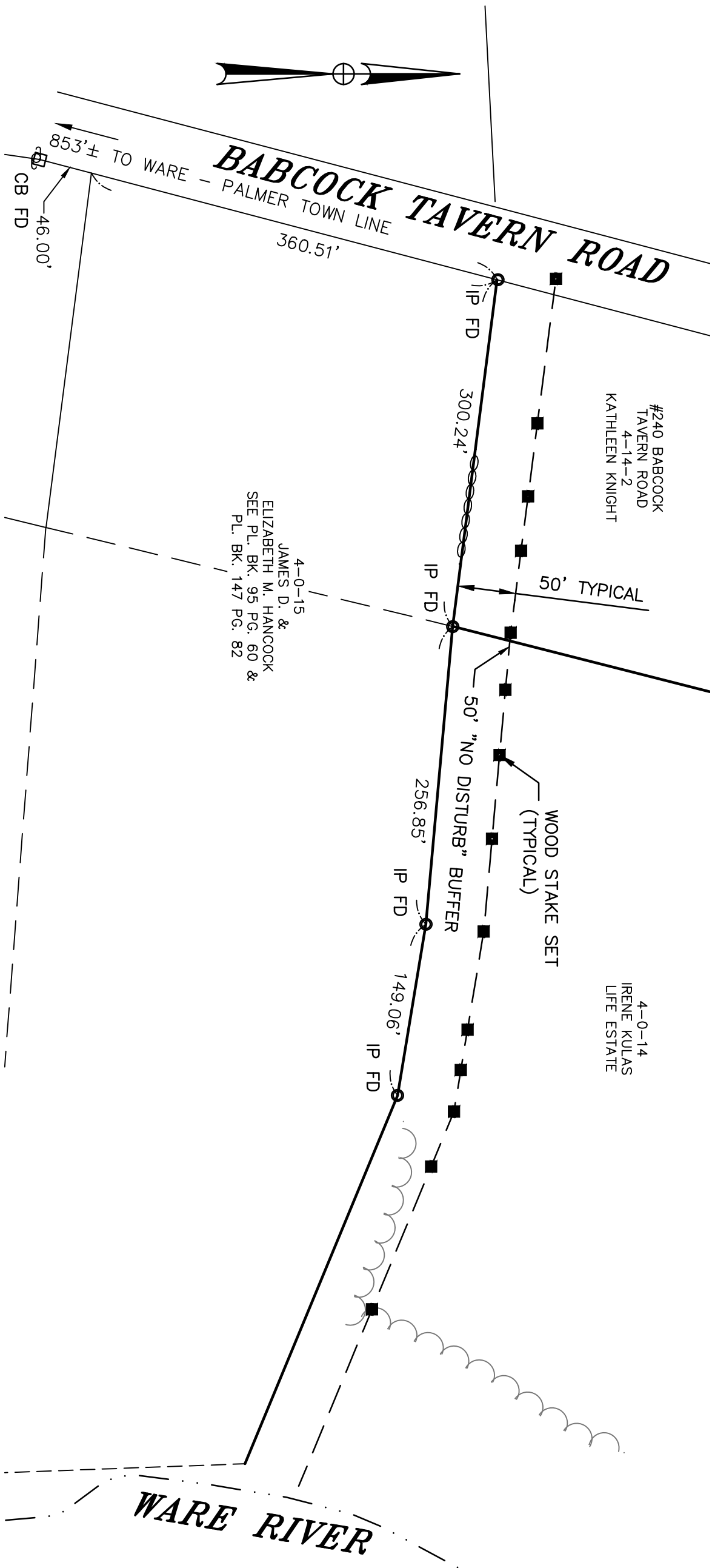
Starodoj \_\_\_\_\_

Murphy \_\_\_\_\_

Hancock \_\_\_\_\_

Crosby \_\_\_\_\_

DiMarzio \_\_\_\_\_



NOTES:  
1. THIS PLAN IS TO SHOW STAKES SET ON THE 50' "NO DISTURB" BUFFER LINE, AS SHOWN ON PREVIOUS PLANS PREPARED BY THIS OFFICE FOR BOND CONSTRUCTION CORP. STAKES WERE SET ON 07/20/2023.

**SKETCH OF FIELD WORK  
BOND CONSTRUCTION CORP.  
BABCOCK TAVERN ROAD  
WARE, MA**



DATE: 7/21/23	SCALE: 1"=100'	PROJECT #: 22009
FIELD WORK: TJC	DRAWN: KJM	APPROVED: DJF





Belair Drive 2023





Belair Drive 2023





Belair Drive 2023

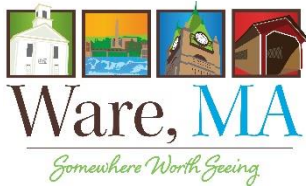




Belair Drive 2023







# TOWN OF WARE

Planning & Community Development  
126 Main Street, Ware, MA 01082  
t. 413.967.9648 ext. 120

## 2022/2023 Planning Board recommendations to Select Board

The Planning Board (in discussion with the Planning & Community Development and Department of Public Works Directors) wishes to provide the following recommendations in regard to plowing and sanding of the Town's privately owned road ways:

### **BELAIR DRIVE** (Belair Estates):

- It appears that no repairs have been made to this road for some time
- Road condition has gotten worse since last year
- Owner used concrete on exposed manholes to smooth the road
- **We recommend that Belair Drive NOT be plowed nor sanded this winter**

### **COLDBROOK DRIVE** (Penny brook Estates):

- The road is in good condition
- Detention Basin slightly overgrown
- **We recommend that Coldbrook Drive be plowed and sanded by the Town this winter.**

### **HIGH MEADOW LANE**

- The road serves as someone's driveway and has not been plowed in the past
- **We recommend that High Meadow Lane NOT plowed and sanded by the Town this winter.**

### **HILLSIDE TERRACE:**

- Hillside Terrace is a Town Owned Road that was accepted on May 11, 2005.
- It was in error that this road was included initially on this list
- **DPW will plow and sand this road since it is Town Owned**

### **KING GEORGE DRIVE**

- The DPW has plowed this private road in the past
- Road is still in good condition but is starting to show signs of deterioration
- Mrs. Robidoux has recently shown interest that she intends to move forward with road acceptance.
- **We recommend that King George Drive be plowed and sanded this winter.**

### **LEE ROAD**

- The DPW has plowed this private road in the past



- There are two easements placed on Lee Road for the purposes of plowing, drainage and general road maintenance
- **We recommend that Lee Road be plowed and sanded this winter.**

#### **WALTER DRIVE** (Edgewood Estates):

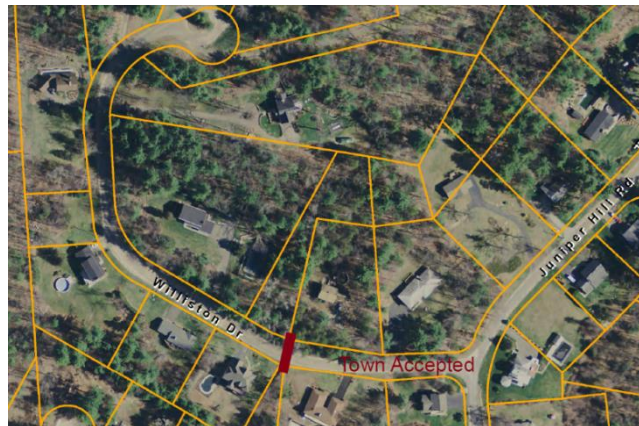
- The basecoat continues to deteriorate but still in good condition
- Mr. Pelski has shown interest in pursuing road acceptance
- There appear to be no problems for either the Town or the owner if the Town plowed and sanded this winter
- **We recommend that Walter Drive be plowed and sanded by the Town this winter**

#### **WILDFLOWER DRIVE & BRIAR CIRCLE** (Isabella Ridge):

- Attempted to reach out to Berkshire Bank but have not received any feedback from them
- Sidewalks contain a good amount of overgrowth
- Road condition is still good overall
- **We recommend that Walter Drive be plowed and sanded by the Town this winter**

#### **WILLISTON DRIVE**

- Only the eastern section of Williston Drive has been accepted by the Town (see photo)
- The DPW has historically plowed and sanded the entire length of this road so that the trucks could turn around easily
- Roads are showing early signs of deterioration
- **We recommend that the entirety of Williston Drive be plowed and sanded this winter.**



#### **SUMMARY**

The Planning Board recommends the approval the expenditure of Town funds and to direct the DPW to manage sanding and snow and ice removal on the private section of Walter Drive and on the private roads Coldbrook Drive, King George Drive, Lee Road and Williston Drive during the winter of 2021-2022 (FY 2022). We also recommend that the Board take action to explicitly not perform any snow removal or sanding, on Belair Drive until this roadway is repaired to the satisfaction of the DPW and the Planning Board.





TOWN OF WARE, MASSACHUSETTS  
**TOWN MEETING ARTICLE REQUEST FORM**  
(Please use additional sheets if necessary)

Date of Request: October 12, 2022

Date of Town Meeting: November 14, 2022

Name of Individual and Department submitting request:

Rob Watchilla, Planning & Community Development, on behalf of the Planning Board

- 1) Below, please provide the wording of the proposed article as you wish it to appear on the warrant.

To see if the Town will vote to create the Rural Residential Business (RRB) Overlay District, as indicated on the map presented during the Planning Board Public Hearing, and to amend sections 3.4 (Overlay Districts) and 4.9 (Overlay District Regulations) of the Zoning Bylaws.

- 2) **What is the intent and purpose of the article?**

To promote economic development along a heavily trafficked state highway that used to contain a light commercial district.

- 3) **If this article is not passed at Town Meeting or approved by the Selectboard, what effect would this have on your department goals and programs?**

The status quo would remain with larger undeveloped lots being further subdivided and turned into single family homes (as allowed by right in the Rural Residential District).

- 4) **Cost/Estimated Cost of Article:**  
\$0.00

- 5) **Three-year projection of cost (please list each year separately).**  
1<sup>st</sup> Year \$0.00      2<sup>nd</sup> Year \$0.00      3<sup>rd</sup> Year \$0.00

- 6) **List existing budget/line affected by this article:** Not applicable.





## TOWN OF WARE

Planning & Community Development

126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648 ext. 118      rwatchilla@townofware.com

To: Town Meeting (STM November 14, 2022)

From: Planning Board

Robert Watchilla, *Director of Planning & Community Development*

Date: November 3, 2022

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### **Article IV (Rural Business Overlay District):**

The Ware Planning Board voted on Thursday, November 3, 2022, to provide **no recommendation** for the proposed Article IV (RRB Overlay District) at the Special Town Meeting occurring on November 14, 2022.

The Board stated that their concerns that led to a vote of no recommendation stemmed from the need for further research and input from residents.



or more lots provided it finds that the peak rate of storm water runoff from such offsite facilities does not exceed the rate existing prior to the new construction based on a 25-year design storm, and the applicant has retained the rights and powers necessary to assure that the offsite storm water drainage facilities will be properly maintained in good working order.

## 6.5 Signage

### 6.5.1 *Purpose and Intent*

It is recognized that signs perform important functions in the community which are essential for the public safety and general welfare, such as communicating messages, providing information about goods and services available and providing orientation. Simplicity in design and restrained use of signs are necessary to prevent a sign overload which creates clutter and is as confusing as no signs at all. It is further recognized that because of their potential detrimental impact on the visual and perceptual environment, signs must be regulated in order to:

- Minimize hazards to vehicular and pedestrian traffic;
- Minimize conditions which have a blighting influence and contribute to declining property values;
- Provide for easy recognition and legibility of all permitted signs and other uses in the immediate vicinity; and
- Preserve the amenities and visual quality of the town, minimize light pollution, and curb the deterioration of the community environment.

Therefore, it is the intent of this section to protect property values, create a more attractive business climate, and enhance and protect the physical appearance of the community through the regulation of signage within the town.

6.5.2 *Applicability.* All new signs erected and reconstruction of existing signs shall comply with this §6.5. Any sign which has deteriorated to the extent that restoration of the sign, including its support system, would exceed 50 percent of the replacement cost of the sign, including its support system, shall not be repaired, rebuilt, or altered except to conform to the requirements of this §6.5.

6.5.3 *Exempt Signs.* The following signs are exempt from the provisions of this Section:

- A. Signs not exceeding one square foot in area displaying only property numbers, post box numbers, and names of occupants of premises.
- B. Signs erected by governmental bodies, such as but not limited to legal notices, identification information, temporary signs announcing public events (regardless of whether product or company logo is included), or direction signs.
- C. Signs for directing traffic within a site, except as provided in §6.5.7.
- D. "Open" and "Closed" signs, provided such signs do not exceed two square feet and do not flash on and off [to comply with §6.5.4.B].
- E. Signs associated with political candidates for local, county, state or federal elections, or for ballot questions.
- F. Menu sign that is associated with a drive-through facility.
- G. Real estate sign, provided the sign does not exceed 32 square feet if located in a non-residential district (HC, CI, or I), or 16 square feet in a mixed use district (RB, DTC, or MY), or 4 square feet if located in a residential district (RQ, RR, SR, BLR, or DTR).
- H. Agricultural signs associated with on-site agricultural activities.
- I. Sports field signs
- J. Tag sale signs
- K. Automotive signs
- L. Fund raising signs



- M. Local event signs, provided it is not in place for more than 30 days.
- N. Sponsor signs
- O. Property notice signs such as “No Hunting”, “No Fishing”, “No Trespassing” etc.
- P. Decorative signs, non-business
- Q. Gasoline pump signs
- R. Similar signs as determined by the Building Inspector to not be a circumvention of the requirements of this §6.5 and which meet the purpose and intent of this §6.5.

**6.5.4 Prohibited Signs**

- A. Billboards.
- B. Flashing, moving and animated signs, including signs containing reflective elements which sparkle in sunlight, except as provided in §6.5.5 C.
- C. Any sign advertising or identifying a business or an organization which is either defunct or no longer located on the premises.
- D. Any banner or sign painted on or temporarily affixed to a non-registered motor vehicle or trailer for the purpose of providing a sign for a business or commercial purpose.
- E. Roof signs, except for existing roof signs at premises that have undergone a change in the business occupying the space, provided the space is re-occupied and the roof sign is re-lettered within six months of its vacancy.

**6.5.5 Requirements Applicable to All Districts**

**A. General**

- 1. Permit Required. All signs except those expressly exempted from the provisions of this §6.5 must be permitted as provided in §6.5.8.
  - 2. Sign Content. Signs shall relate to the premises on which they are located unless they are legally conforming off-premises signs as provided for in this §6.5, or unless the message displayed is a public service announcement.
  - 3. No sign shall be attached to marquees or awnings. This does not include materials that are integral to the marquee or awning, however the sign area is included as part of the total signage allowed for the wall area for the business.
  - 4. All lighting for signs for non-residential uses shall be turned off no later than 10:00 PM unless otherwise permitted or restricted in a permit or approval issued by the Planning Board or Zoning Board of Appeals. Signs associated with emergency services such as police, fire or hospital services are exempt from this regulation. Such exempt signs should be kept to the minimum practical size as determined by the enforcement authority and be constructed so as to minimize nuisance to abutters while still providing needed orientation.
  - 5. Any sign over 32 square feet, constructed or installed utilizing a material other than fabric or non-metallic rope, must meet all safety requirements associated with construction and may require inspection at the discretion of the Building Inspector.
  - 6. Exterior product displays may contain only the product being sold and no branding logos other than that which are integral to the product’s basic packaging.
-



7. Signs must not be placed so as to obstruct the view of traffic entering or leaving a premises, as determined by the Building Inspector.
  8. Signs may not cause visual background clutter or interference with traffic signals. Inspection of a sign's interference with traffic signals may be conducted at any time there is a question as to this matter. Determination of an interference situation may result in a requirement that the sign be modified or removed at the cost of the sign owner or property owner.
  9. No sign shall overhang any abutting property without the expressed written consent of the abutting property owner, nor shall any sign overhang into the public way in the Downtown Commercial District except as provided in §6.5.7 B.4.
  10. Bulletin boards accessory to public and semipublic uses such as schools, hospitals and places of worship and assembly shall not exceed 25 square feet in area.
  11. The type, direction, or amount of illumination on a sign shall not constitute a hazard to vehicular traffic.
  12. Signs shall not constitute a distraction or nuisance to the motoring public or abutters, as determined by the permitting authority.
  13. Banners and pennant signs shall be allowed for a period of 30 days per permit, consecutive or non-consecutive, for up to four times within a calendar year (i.e. maximum of 120 days, including all banner and pennant signs).
  14. Civic Organizational Signs are allowed provided they do not exceed 32 square feet and 8 feet in height from the ground below the sign to the top of the sign, may be illuminated as permitted in the zoning district in which it is located, shall have complementary landscaping to the extent such landscaping is feasible, and must have the written permission of the property owner for the placement of the sign on his property.
  15. Construction signs are allowed provided they do not exceed 32 square feet, and they must be removed within two days of the issuance of the certificate of occupancy for a building or within one month of acceptance of a road for a subdivision.
- B. Off-Premises Signs. It is recognized that some business are located on dead end roads and/or little used roads, and signs located off the premises of the establishment being advertised are allowed in these instances, provided the following criteria are met:
1. The off-premises sign must conform to the dimensional requirements of the zoning district in which it is placed (§6.5.6 or 6.5.7 A), except that off-premises signs may not exceed 15 square feet.
  2. The off-premises sign must be located as near as is practical to the next intersection to the road that the subject business is located on.
  3. The business owner applying for the off-premises sign must submit a written and signed statement from the property owner where the sign is to be located giving permission for the sign to be located on his property.
-



4. When more than one off-premises sign is located at an intersection, the signs must be coordinated and placed in a uniform, neat manner as determined by the Building Inspector, at the cost of the sign owners.
  5. The off-premises sign may be illuminated in districts where lighted signs are allowed.
- C. Electronic Message Signs are allowed as a technological advancement of a manual letter board (aka changeable copy) sign, in mixed use and non-residential zoning districts provided the following criteria are met:
1. In no case are video style signs allowed.
  2. Message signs including both manual and electronic letter boards shall be non-flashing, non-moving, non-animated and of one lettering color only. Background shall also be of one color only.
  3. Signs shall be dimmable to account for day and night lighting differences. If not dimmable, then night brightness shall be the governing factor.
  4. Sign brightness shall be adjusted to conform to that of signs at adjacent businesses.
  5. All electronic message signs except for time, temperature and date signs, shall be turned off during non-business hours.
  6. There shall be a crisp change in message with no fades or wipes.
  7. Messages displayed may not change more than one time per minute.
  8. Message face may not exceed thirty-two (32) square feet per sign face, and shall be included in the size allowances in §6.5.7.
  9. Displays associated with gas station pricing signs, other than those on pumps, are included in the total size allowances in §6.5.7.
  10. Signs displaying only time, temperature and date information may change at any rate and may operate during non-business hours.
- D. Construction and Maintenance of Signs
1. Signs shall be constructed of durable and weatherproof material.
  2. Signs shall be maintained in safe structural condition and good visual appearance at all times and no sign shall be left in a dangerous or defective state.
  3. The Building Inspector shall have the authority to inspect any sign and order the owner to paint, repair or remove a sign which constitutes a hazard or a nuisance due to improper or illegal installation, dilapidation, obsolescence or inadequate maintenance.
-



4. No sign shall be painted or posted directly on the exterior surface of any wall, including windows and doors. All signs must be painted, printed, posted or otherwise securely affixed to a substantial intermediate removable surface, and such surface shall be securely affixed to the wall of the building. The foregoing, however, shall not prevent installation of a sign by individual letters or devices cut into or securely affixed to the exterior wall of a building, provided that such letters or devices have a minimum depth or projection of one-fourth of an inch. The material of the sign and intermediate surface and the manner of affixation of the sign to the intermediate surface and of the intermediate surface to the wall of the building shall be subject to the approval of the Building Inspector for the purpose of protecting the safety of the public.
5. No sign shall be attached to a utility pole, fire hydrant, street sign, fence, tree or light post, without the expressed written permission of the owner of the object. No sign shall be placed such that any portion of the sign or its support structure is within five feet of a fire hydrant.
6. Signs for defunct entities or for a business no longer operating at the location must be removed within one year of the business closing, by the sign owner or property owner. Blanking of such signs, if the location is to be re-used by a future tenant, is acceptable. Reversal of panels in lighted signs is not acceptable if the former sign can still be seen in a reversed manner. Panels may not be removed so as to leave the internal portions of the sign exposed.
7. A new permit shall be required when the original wording of a sign is modified. Re-lettering a sign with no changes in sign content does not require a permit.

**6.5.6 Requirements Applicable to Residential Districts (RQ, RR, SR, BLR, and DTR).** One permanent sign is permitted per lot, subject to the following restrictions:

- A. Lighted signs are prohibited.
- B. Signs in relation to the use of a residence for business purposes, as provided in §4.4.1 F, shall not exceed three square feet.
- C. The maximum height of a sign attached to a building shall be eight feet from the ground below the sign to the top of the sign.
- D. The maximum height of a freestanding sign shall be six feet from the ground below the sign to the top of the sign.

**6.5.7 Requirements Applicable to Mixed Use and Nonresidential Districts (RB, DTC, MY, HC, CI, and I)**

- A. Type, Number, and Size. Signage in these districts shall conform to the standards in the following table.

	RB	DTC	MY	HC	CI	I
<b>Four or Fewer Businesses on Site<sup>1</sup></b>						
<b>Freestanding Signs</b>						
Number allowed per site	1	1	1	1	1	1
Max Size (sq ft)	50	24	32	75	50	Note 4



Max Height (ft)	16	15	15	28	28	10
<b>Wall Signs and Projecting Signs</b>						
Number allowed per business	1 primary and 1 secondary per business (in all districts).					
Primary <sup>2</sup> Max Size	50	40	40	Note 6	Note 6	Note 4
Secondary <sup>3</sup> Max Size	32	16	16	40	40	NA
<b>Five or More Businesses on Site</b>						
<b>Freestanding Signs</b>						
Number allowed per 10 businesses <sup>5</sup>	1	1	1	1	1	1
Max Size (sq ft)	75	75	75	100	100	Note 4
Max Height (ft)	16	10	10	28	28	10
Min Distance Between Signs (ft)	100	100	100	100	100	100
<b>Wall Signs and Projecting Signs</b>						
Number allowed per business	1 primary and 1 secondary per business (in all districts).					
Primary Max Size	32	32	32	Note 6	Note 6	Note 4
Secondary Max Size	16	16	16	16	16	NA
<b>Notes for Table 6.5.7 A:</b> <ol style="list-style-type: none"> <li>For the purposes of this table and Section, "site" shall mean the parcel or parcels that comprise a commercial or industrial center.</li> <li>Primary wall signs are located on the front of the building, which is where the primary entrances to the businesses are located.</li> <li>Secondary wall signs are located on side or rear walls of a building.</li> <li>In the Industrial zone, the total area for all signs on the site is a maximum of 200 sqft.</li> <li>One freestanding sign is permitted for sites with 5 – 10 businesses; two are permitted for sites with 11 – 20 businesses; three are permitted for sites with 21 – 30 businesses, etc.</li> <li>Two square feet per linear foot of building front (i.e. side of building where the main entrance is located), not to exceed 100 square feet in the HC district and 200 square feet in the CI district.</li> </ol>						

**B. Placement.**

- A freestanding sign must be erected on the site which is advertised and such that no portion shall be located within the airspace above any abutting property.
- Wall signs and projecting signs shall be securely attached to the wall of the building.
- Wall signs in the RB, DTC, MY, HC, and CI districts shall not project more than 12 inches out from the face of the wall.
- Projecting signs in the RB, DTC, MY, and CI districts shall not project more than six feet out from the face of the wall nor to within three feet of the street curb, and shall provide a minimum of seven feet of clearance from the sidewalk or ground directly below the sign to the bottom of the sign.
- Wall signs in the Industrial District:
  - may extend up to 42 inches above the top of the wall to which it is attached;
  - may project up to 24 inches out from the face of the wall to which it is attached (whether a wall sign or a projecting sign); and
  - may not extend beyond the end of the wall to which it is attached.



6. If the sign is attached to a parapet, it shall not exceed the height of the parapet.
- C. Directional Signs. Each site, as defined in the table in §6.5.7 A, may have a maximum of four signs within the front setback area for the purpose of directing and guiding traffic in and out of the site, but bearing no advertising matter, provided such signs do not exceed two square feet and three feet in height above the ground.
- D. Directory Sign. There may be not more than one directory of the occupants or tenants of the building affixed to the exterior wall of the building, with an area not to exceed one square foot per occupant or tenant of the building.
- E. Product Signs. Each business may have a maximum of three permanent or temporary product signs, each not to exceed 15 square feet in size which shall not be counted as part of the size requirements given in §6.5.7 A, and which may be located anywhere on the site provided they do not constitute a hazard or otherwise conflict with the provisions of §6.5.4 or §6.5.5.
- F. Window Signs. Temporary signs affixed to the inside of a window shall not exceed 30 percent of the window area of the storefront.
- G. Exterior Temporary Signs. In addition to product signs permitted in §6.5.7 E, one exterior temporary sign per allowable freestanding sign is permitted for a period not to exceed 60 calendar days within a 12-month period, not to exceed five square feet per side, and located a minimum of 30 feet apart in the case where two or more such signs are permitted.
- H. Sandwich Board Signs. Each business may have one sandwich board sign, not to exceed 30 inches in width and 48 inches in height, and the sign must be located within 20 feet of the entrance to the business but shall not obstruct pedestrian or vehicular traffic. Such signs, when located in the public way, shall be removed from the public way when the business closes each day.
- I. Changeable copy signs. A freestanding sign which has a portion of the sign area used for changeable copy messages shall include a portion of the sign for the name of the business in a permanent manner.
- J. Transient Vendor Signs. One temporary sign securely attached to the vehicle or structure from which the sales or promotion is conducted, not to exceed 32 square feet, is allowed for a maximum of 7 days in a calendar year.

#### 6.5.8 Administration

- A. Application for a Sign Permit. Anyone wishing to erect a sign pursuant to this Section shall submit an application for a sign permit to the Building Inspector which shall include the following:
1. A completed application form;
  2. A plan showing the location of the property boundaries, buildings, parking areas, and curb cuts, and the proposed location of any freestanding signs, including directional signs as provided in §6.5.7. It shall be the burden of the applicant to accurately determine the location of the property boundaries.



3. A scaled drawing of the sign and supporting structure, including details of construction sufficient to allow the Building Inspector to determine compliance with all relevant codes in effect at the time of application.
4. Information regarding the proposed lighting of the sign, including type of lighting, brightness, and dimming operations.
5. Any other information, drawings or documentation that the permit granting authority may deem necessary for evaluation of the proposed installation.

B. Enforcement

1. Upon finding a violation of this §6.5, the Building Inspector shall issue a written warning to the owner of the sign and the property owner, if different. The sign owner is primarily responsible for the correction of the infraction, however, the property owner bears responsibility if the sign owner fails to correct a violation.
2. Either party has ten business days to correct the violation.
3. Failure to comply with the written warning will result in the Building Inspector issuing a written order to comply with this §6.5, as provided in Article 7.

6.6 **Common Driveways**

- 6.6.1 *Purpose.* The purpose of allowing common driveways is to reduce traffic hazards from numerous individual driveways, to consolidate access to the buildable areas of lots across wetland resources, and to minimize the removal of trees and other vegetation, thereby preserving the rural character.
- 6.6.2 *Applicability.* Common driveways may be permitted upon the granting of a special permit to service no more than two lots for single-family dwellings.
- 6.6.3 *Standards.* The applicant shall submit documents, plans, and profiles for approval to the Planning Board to assure compliance with the following standards for common driveways:
- A. The maximum grade shall be 12% except for a 5% maximum grade within 50 feet of the driveway's intersection with a street. The minimum centerline radius shall be 45 feet. The maximum length shall be 2,000 feet.
  - B. The minimum width for the durable surface shall be 18 feet and maximum width shall be 24 feet, with a 3-foot wide gravel shoulder on at least one side. Driveways shall be surfaced with a durable, all season non-dusting material, drained and suitably maintained to the extent necessary to avoid any nuisance by reason of dust, erosion or water flow onto streets or adjoining property.
  - C. The common driveway shall exit onto the street with a minimum angle of intersection of 45 degrees, and shall be located entirely within the boundaries of the lots being served.
  - D. An easement with a minimum width of 24 feet shall be created and recorded along with the deeds for the lots to assure maintenance, drainage, snow removal, rubbish collection, and the like, and liability for the common driveway shall remain the responsibility of the private parties, or their successors-in-interest, in perpetuity. A copy of the draft maintenance agreement shall be submitted with the application.
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