

Sec. 5-58. Site plan approval for construction or modification of municipal buildings and facilities.

It shall be the policy of the city to apply similar standards of planning and control of density and environmental impact, when the city's public buildings and facilities are constructed or modified, as the city applies under chapter 30, Zoning, of the Revised Ordinances when petitions for changes in land use are initiated by its citizens or property owners. In implementing this policy for land in the public use district or otherwise classified city land, the prior establishment of a zoning classification or district (in accordance with section 30-4 of these Revised Ordinances) shall not be required.

(a) Whenever construction or modification of a municipal building or facility is undertaken which involves new construction or substantial change in usage, and which involves a change in: vehicular access; off-street parking requirements; site grading; drainage; landscape features; or service areas, the following procedures shall apply:

(1) The executive department shall include in the architect's contract the requirement for preparation and submission of site plans suitable for review and approval in accordance with the procedure outlined in section 30-23 of these Revised Ordinances.

(2) The department of planning and development shall maintain cognizance over the development of specifications, conceptual designs and site plans to determine the consistency and compatibility of such designs and plans with the city's comprehensive plan and other pertinent planning and analytical studies. The director of planning and development shall make written notification of this finding to the mayor, to the clerk of the board of aldermen, to the design review committee, and (in the case of school buildings) to the secretary of the school committee.

(3) The design review committee shall consider the project plans, designs, and specifications not only in terms of the details of layout and construction of the building or facility, but also in terms of the site and its surrounding area. Consultations shall be made with such city departments and neighborhood groups as are considered necessary and appropriate.

(4) Upon its approval of the initial design concept and prior to recommending that the project proceed to the detailed design phase and to the preparation of construction drawings, the design review committee shall file with the clerk of the board of aldermen its approved site plan including building floor plans and architectural schematics, along with a formal petition for site plan approval in accordance with the procedure outlined in section 30-23 of these Revised Ordinances. The design review committee shall not be required to pay a filing fee for purposes of this section.

(5) At the earliest opportunity, the board of aldermen shall for the purposes of this section assign that petition for public hearing before its committee dealing with matters of public buildings and this committee shall hold a public hearing. Due notice of such public hearing shall be given to the abutters of the proposed building or facility and to the

abutters of such abutters. The committee shall deliberate and negotiate such changes to the site plan and affix such restrictions and conditions as are in the public interest, and it shall make its report to the board of aldermen within forty-five (45) days following the public hearing.

(6) The site plan, including building floor plans and architectural schematics, as formally approved by the board of aldermen and the mayor (and in the case of school buildings, by the school committee) shall become part of the final set of project plans and construction drawings, and they shall not be changed or altered in any manner without first being resubmitted to the design review committee and to the board of aldermen in accordance with steps (3), (4) and (5) above. The board of aldermen may waive a public hearing on a previously approved site plan if in its judgment the changes proposed are not of sufficient scope as to warrant a public hearing.

(b) The board of aldermen shall not approve an appropriation of any funds for preparation of detailed construction drawings for a project applicable under this section until the requirements of (a)(1) through (a)(6) above have been satisfied.

(c) The executive department shall not formally submit a project applicable under this section to competitive construction bid unless the requirements of (a)(1) through (a)(6) have been satisfied.

(d) The requirements of this section that are not otherwise required by law or by the charter may be waived in whole or in part by a two-thirds (2/3) vote of those members of the board of aldermen present and voting. (Rev. Ords. 1973, § 2-365; Ord. No. 8, 8-12-74; Ord. No. 102, § 4, 12-15-75; Ord. No. V-195, 9-22-98)

Sec. 30-23. Site Plan Approval.

(a) Applicability. Whenever site plan approval is required under the provisions of this ordinance, the procedure set forth in this section shall be followed.

(b) Applications. A written application for a site plan approval, on forms provided by the city clerk and accompanied by fifteen (15) sets of plans prepared as provided below, shall be submitted by delivery or registered mail, return receipt requested, to the city clerk, who shall transmit such application to the board of aldermen and the department of planning and development. If the application is submitted by delivery, the city clerk shall give the applicant a written receipt therefor, indicating the date of such submission.

The plans submitted with an application for site plan approval shall be prepared, as appropriate, by an architect, landscape architect, professional engineer or land surveyor. Such site plan(s) shall be drawn at a suitable scale, on sheets no larger than twenty-four (24) by thirty six (36) inches. When more than one (1) sheet is required, a key sheet shall be provided. The site plan(s) shall include the following information:

- (1) Boundaries, dimensions and area of the subject lot(s);
- (2) Use, ownership, zoning of, and existing buildings or structures on the subject lot(s); such information shall also be provided for all parcels adjacent to the subject lot(s);
- (3) Existing and proposed topography of the subject lot(s) at two (2) foot intervals;
- (4) Existing and proposed easements, if any;
- (5) Existing and proposed wetlands and watercourses, if any;
- (6) All existing and proposed buildings, structures, parking spaces, maneuvering aisles, driveways, driveway openings, pedestrian walks, loading areas, and natural areas and landscaping on the subject lot(s), with the dimensions thereof;
- (7) All facilities for sewage, refuse and other waste disposal, for surface water drainage, utilities, proposed screening, surface treatment, exterior storage, lighting, and landscaping, including fencing, walls, planting areas, and signs; or
- (8) Facade elevations and floor plans for any proposed new construction and/or alteration to the existing building or structure.

(c) Procedures.

- (1) The board of aldermen or a committee thereof shall hold a public hearing within sixty-five (65) days of the filing of an application for site plan approval. Notice of such public hearing shall be provided as required by G.L. c.40A, §11.
- (2) When conducting a site plan approval, the board of aldermen shall consider the application in light of the following criteria:
 - a) Convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent streets, properties or improvements, including regulation of the number, design and location of access driveways and the location and design of handicapped parking. The sharing of access driveways by adjoining sites is to be encouraged wherever feasible;
 - b) Adequacy of the methods for disposal of sewage, refuse and other wastes and of the methods of regulating surface water drainage;
 - c) Provision for off-street loading and unloading of vehicles incidental to the servicing of the buildings and related uses on the site;

d) Screening of parking areas and structure(s) on the site from adjoining premises or from the street by walls, fences, plantings or other means. Location of parking between the street and existing or proposed structures shall be discouraged;

e) Avoidance of major topographical changes; tree and soil removal shall be minimized and any topographic changes shall be in keeping with the appearance of neighboring developed areas;

f) Location of utility service lines underground wherever possible. Consideration of site design, including the location and configuration of structures and the relationship of the site's structures to nearby structures in terms of major design elements including scale, materials, color, roof and cornice lines;

g) Avoidance of the removal or disruption of historic resources on or off-site. Historical resources as used herein include designated historical structures or sites, historical architectural elements or archaeological sites.

The board of aldermen may condition approval of a site plan submittal in a manner consistent with the objectives set forth in these criteria.

(4) Any approval of an application for site plan approval shall lapse not later than one (1) year from the grant of such approval unless construction required by such site plan approval has begun. The board of aldermen may extend the period of time granted under this subsection for good cause, whether or not such period of time shall have expired, without the necessity of a further public hearing thereon, unless the board or its committee on land use shall vote to require a public hearing. Notwithstanding the above, no extensions shall be granted which shall extend the time for substantial exercise of the site plan approval for more than two (2) years from the date of the grant of the requested relief.

(5) Site plan approval from the board of aldermen for any purpose for which such approval is required under this ordinance shall be granted by a majority vote. (Ord. No. V-9, 2-21-95)