



**REPORT ON THE WARRANT
FOR THE
SPECIAL TOWN MEETING**

**AMOS CLARK KINGSBURY HIGH SCHOOL
GYMNASIUM**

SPECIAL TOWN MEETING

Monday, November 18, 2019

7:00 PM

Prepared by

BOARD OF SELECTMEN

Guidelines for the Conduct of the Special Town Meeting

1. The Medfield Town Charter (Sec. 2-1) provides: “The Legislative authority of the town shall be vested in the town meeting open to all registered voters.”
2. The Special Town Meeting requires a quorum of two hundred and fifty (250) voters to commence. The Special Town Meeting shall begin when the Town Clerk affirms the quorum requirement has been met and reads the return of service on the Warrant.
3. The subject matter of the meeting is limited to the two Articles set forth in the Report on the Warrant. The Warrant serves as formal notice of the subject matter of the Special Town Meeting.
4. The Moderator will recognize the Warrant Committee for the purpose of making the Main Motion on each of the two Articles. Immediately after the Main Motion is offered, the Moderator will recognize a member of the Warrant Committee for the purpose of providing a report of the committee.
5. The discussion and the vote are not on the Article as printed in the Warrant, but rather on the Motion that is on the floor for consideration.
6. The Moderator will allow only one Motion to Amend to be pending on the floor at any one time.
7. Relative to the zoning article, the Moderator will ask for a report from the Planning Board. The Planning Board’s report shall be followed by a report or presentation by the State Hospital Master Planning committee.
8. The Selectmen will then be recognized for comments on the Article.
9. Following the Selectmen’s comments, and after any reports required by charter or authorized by the Moderator, there will be a dedicated question and answer period. Any voter wishing to ask questions should go to the nearest microphone, and upon recognition by the Moderator, should identify her or himself by name, street address, and town office (if any). Only questions, as opposed to advocacy or argument, will be permitted during the dedicated question and answer period.

10. After the question and answer period, the Moderator shall open the floor to the proponents and opponents of the Motion on the Article. Any voter wishing to speak to the Town Meeting should go to the microphone designated for proponents and opponents. All speakers shall be recognized by the Moderator before providing their comments or views. It is requested that all participants speak to the community by generally addressing their comments and views 'through' the Moderator. The Moderator will enforce discretionary time limits on speakers. The Moderator asks that speakers not to be offended if asked to complete remarks within a limited timeframe.
11. It will be the practice of the Moderator to take voice votes. The Motion relative to the state hospital zoning article requires a two-thirds (2/3) vote for passage. If the Moderator is in doubt as to the outcome of the voice vote, the Moderator will ask for a show of hands. If the Moderator is still in doubt, a count by standing vote will be taken. Such count shall be administered by the Deputy Moderator. Once the voting procedures commence, no further discussion will be allowed on the Motion until the Moderator declares the outcome of the vote. Only one standing count shall be taken.
12. If members of the Town Meeting doubt the ruling of the Moderator on a voice or hand vote, by state statute, any seven voters may demand that a standing vote be undertaken.
13. The Moderator has broad discretion in the administration of the Special Town Meeting. As such, the Town Charter (Sec. 2-4) requires that the Moderator shall stand for election each year. State statutes provide: "The moderator shall preside and regulate the proceedings, decide all questions of order, and make public declaration of all votes."
14. The Moderator shall rely on the following foundations for the exercise of his discretion: principles of fairness, prudence, and expedience; consideration of the best interests of the community; and past precedent in the administration of town meeting.
15. The Town Charter (Sec. 2-12) provides a vote of the town meeting shall be subject to only one motion for reconsideration and such motion shall require a two-thirds (2/3) vote. Any action for reconsideration shall be at the discretion of the Moderator and be subject to a burden of justification. No motion for rescission shall be in order.
16. All non-voting visitors invited to the Special Town Meeting shall be seated in an area designated for visitors and all students who are not yet registered to vote, and are observing the Special Town Meeting, shall sit in an area reserved for students. At the start of the meeting a Motion shall be made by the Moderator to permit non-voting participants 'to sit within' the Special Town Meeting.
17. With your attendance, thank you for being a member of the Medfield's legislature and for participating in the delicate art of self-government.

MESSAGE FROM THE TOWN MODERATOR

To my friends and neighbors in the Medfield community:

“The Legislative authority of the town shall be vested in the town meeting open to all registered voters.” *Medfield Town Charter*

We share a powerful privilege and opportunity to engage with both the history and the future of Medfield. From 1892 to 2003, the Commonwealth operated the Medfield State Hospital on a hill above the Charles River in the northwest corner of our town. Always an extraordinary land and property, the Town acted as a law-making body in a Special Town Meeting in 2014 to acquire the site from the state. Now I have the honor of inviting you to join Medfield’s legislature in considering the future of the property by attending our Special Town Meeting on **Monday evening, November 18, 2019 at 7:00pm** at the Amos Clark Kingsbury High School gymnasium.

I urge all our voters to come to our Special Town Meeting. This is a truly strategic session -- our collective determination on the 18th will have an important and enduring impact on the future of the town. In Medfield, we have an exceptional place to call our home. In large measure, our distinctive character is a product of volunteerism – the enormous commitment, hard work, good thinking, and unbounded energy of so many of our friends and neighbors. Addressing the challenges and opportunities associated with our ownership of the former Medfield State Hospital has only been possible because of the extraordinary efforts of our dedicated neighbors. I’d ask you to consider honoring those efforts by attending and participating in the meeting.

As for procedures, the law of the Commonwealth provides: "The Moderator shall preside and regulate the proceedings, decide all questions of order, and make public declaration of all votes." At the beginning of our meeting on the 18th, I will describe the guidelines for our dialogue and deliberations. Please carefully review the Report of the Warrant and bring it with you to the meeting. I look forward to seeing you on Monday evening, November 18.

Respectfully submitted,

Scott F. McDermott
Town Moderator

WARRANT COMMITTEE CHAIR MESSAGE

While there are only two articles before the Town at the upcoming Special Town Meeting, there are many issues to discuss and consider, particularly when it comes the zoning of the Medfield State Hospital property. Article 2 is the result of countless hours of work by a parade of dedicated individuals, committees, and our Board of Selectmen. While not directly involved in the decision-making, the Warrant Committee has been closely monitoring this process over the past several years. Sincere thanks to Joanna Hilvert, former Chair Martha Festa, and former member Jack Wolfe for their efforts in ensuring that the Warrant Committee would be in a position to fully review the article, deliberate, and provide a reasoned recommendation prior to Special Town Meeting. Pursuant to the Town Charter, the Warrant Committee is charged with considering both the financial and non-financial considerations with respect to each article to be voted on at Town Meeting. This is something each member of the Warrant Committee takes seriously, and every resident can be assured that both articles in this Warrant Report were carefully considered with this charge in mind. I look forward to seeing everyone at Special Town Meeting, and discussing important issues impacting the future of our Town.

Michael Pastore
Warrant Committee Chair

MESSAGE FROM THE BOARD OF SELECTMEN

The warrant report for the Special Town Meeting being held this November consists of two articles. One of these articles is “administrative” in nature involving taxpayer approval of the transfer of funds paid by cable companies to support local cable TV stations to Medfield TV. The second article represents a major milestone in Medfield’s effort to repurpose the Medfield State Hospital property. This second article asks residents to approve zoning changes on the State Hospital property required to support the redevelopment of the property, along the lines of what is described in the MSH Master Plan.

The town’s decision to purchase the property from the state in 2014 was largely based on a desire to “control our own destiny” in regard to how the State Hospital property would be used in the future. Shortly after buying the State Hospital property in December of 2014, the MSH Master Planning Committee was formed and spent the next four years putting in untold hours of volunteer time, along with approximately half a million dollars, to gather inputs and advice from town residents; conduct detailed analyses; and reconcile conflicting priorities to craft a Master Plan, complete with a preferred scenario, that reflected the overall will of the town for how the property should be redeveloped. Throughout this effort, the intent has been to reflect the aspirations and preferences of you, the Medfield resident, in how this remarkable piece of town property should be used.

In the year following the completion of the MSH Master Planning Committee’s efforts, a second committee, the MSH Development Committee, was formed to take a closer look at the economic viability of the Master Plan from a real estate developer’s perspective. This committee was able to confirm that the Master Plan does, in fact, present a potentially attractive opportunity for real estate developers. But the committee also discovered that, if the town hopes to attract serious interest from developers, it will be important to have the necessary zoning changes in place before soliciting redevelopment proposals. Hence, the reason for this fall’s upcoming Special Town Meeting.

Based on the results of the efforts of the MSH Master Planning Committee and the MSH Development Committee, the Board of Selectmen, at this time, believes that it is appropriate for the town to move ahead with this next step in the process of repurposing the Medfield State Hospital property to address the uses that town residents have indicated they would most like to see. Passage of the proposed zoning changes contained in the article under consideration at this fall’s Special Town Meeting will enable the town to solicit detailed proposals from developers in order to potentially move ahead with redevelopment of the property.

This Special Town Meeting gives you, the Medfield resident, the chance to confirm that the Master Plan that has been developed reflects what you would like to see the town do to redevelop this property. At this point, you are only being asked to pass zoning changes that will

enable the town to seek proposals to redevelop the property along the lines of what is described in the Master Plan. This is not the final opportunity you will have to review and approve what the town actually does with the property. Should the Board of Selectmen receive a redevelopment proposal that it believes will be attractive to the town's residents, you will have an opportunity to pass judgment on that specific proposal, at a Town Meeting, before the town signs a contract with the developer.

The Board of Selectmen urges you to approve both articles under consideration at the Special Town Meeting. As with all zoning changes, approval of the proposed changes contained in the zoning article will require a 2/3's majority vote. Please take the time to come to the Special Town Meeting and make sure your voice is heard on this important issue. Your vote, along with the votes of the other residents who are in attendance at this important meeting, will determine the direction the town takes in its efforts to turn the Medfield State Hospital property into the town asset that people want it to be!

Respectfully Submitted,

Gustave H. Murby

Michael T. Marcucci

Osler L. Peterson

Board of Selectmen

**TOWN OF MEDFIELD
COMMONWEALTH OF MASSACHUSETTS
WARRANT FOR THE NOVEMBER 18, 2019
SPECIAL TOWN MEETING**

Norfolk, ss.

To the Constables of the Town of Medfield in said County, Greetings:

In the name of the Commonwealth, you are directed to notify and warn the Inhabitants of the Town of Medfield, qualified to vote in Town Meetings, to meet at the Amos Clark Kingsbury High School Gymnasium, located at 88R South Street in said Medfield on MONDAY THE EIGHTEENTH day of NOVEMBER, A.D., 2019 at 7:00 o'clock P.M., then and there to act on the following articles:

Article 1. To see if the Town will vote to appropriate the sum of \$73,497.77 from the Public, Educational, and Governmental (PEG) Access and Cable Related Fund to Medfield TV for the purpose of providing local cable access services, equipment, and programming for the Town of Medfield, or to take any other action related thereto.

(Board of Selectmen)

The Annual Town Meeting in 2019 passed Article 5 which created a Public, Educational, and Governmental (PEG) Access and Cable Related Fund to handle the distribution of funds received in connection with the franchise agreement between the Town and cable operators. This article transfers those funds collected to date to Medfield TV.

**WARRANT COMMITTEE RECOMMENDS PASSAGE
BOARD OF SELECTMEN RECOMMENDS PASSAGE**

Article 2. To see if the Town will vote to amend the Code of the Town of Medfield Chapter 300 Zoning by adding a new Article 300-20, Medfield State Hospital District, as follows, and further to amend the official zoning map by adding "Medfield State Hospital District and Subzones," as shown on attached "Figure 1" or do or act anything in relation thereto.

ARTICLE 300-20. MEDFIELD STATE HOSPITAL DISTRICT

Section 1. Purposes.

This Article sets forth the procedures and minimum requirements for the creation of the Medfield State Hospital District (MSHD) within the Town of Medfield in furtherance with Section 1-3 of the Zoning Bylaw. The purposes of the MSHD are to:

- (a) promote the reuse of the former Medfield State Hospital property and certain nearby properties by encouraging a balanced, mixed-use approach with housing, educational, recreational, cultural and commercial uses, with open space and with public access;
- (b) implement the goals and objectives of the Strategic Reuse Master Plan for Medfield State Hospital;
- (c) promote the public health, safety, and welfare by encouraging diversity of housing opportunities;
- (d) increase the availability of affordable housing by creating a range of housing choices for households of all incomes, ages, and sizes, and meet the existing and anticipated housing needs of the Town, as identified in the Medfield Housing Production Plan (2016);
- (e) ensure high quality site reuse and redevelopment planning, architecture and landscape design that enhance the distinct visual character and identity of the Medfield State Hospital area and provide a safe environment with appropriate amenities;
- (f) encourage preservation and rehabilitation of historic buildings;
- (g) encourage the adoption of energy and water efficient building practices and sustainable construction methods and practices;
- (h) establish design principles and guidelines and ensure predictable, fair and cost-effective development review and permitting;

Section 2. Definitions.

For purposes of this Article only, the following definitions shall apply. Capitalized terms used but not defined in this Article shall have the meanings ascribed to them in Article 2.

Administering Agency is the Medfield Board of Selectmen, or such other committee or organization as may be designated by the Medfield Board of Selectmen, with the power to monitor and enforce compliance with the provisions of this Article related to Affordable Housing, including but not limited to enforcement and oversight with respect to (i) rental rates and sales prices; (ii) income eligibility determinations for households applying for Affordable Housing; (iii) marketing of

Affordable Housing pursuant to an approved housing marketing and resident selection plan; and (iv) recording of Affordable Housing Restrictions. In a case where the Administering Agency cannot adequately carry out its administrative duties, upon certification of this fact by the Medfield Board of Selectmen, such duties shall devolve to and thereafter be administered by an alternative committee or organization designated by the Medfield Board of Selectmen.

Affordable Homeownership Unit is a unit of Affordable Housing required to be sold to an Eligible Household.

Affordable Housing is one or more housing units subject to an affordable housing restriction, deed rider or other restriction running with the land that requires such units to be affordable to and occupied by Eligible Households.

Affordable Housing Restriction is an affordable housing restriction, deed rider or other restriction running with the land affecting one or more Affordable Units that meets the requirements set forth in MGL c. 184, §31 and this Article.

Affordable Rental Unit is a unit of Affordable Housing required to be rented to an Eligible Household.

Affordable Unit is either an Affordable Rental Unit or an Affordable Homeownership Unit.

Applicant is any person or entity having a legal or equitable interest in a Proposed Project or the authorized agent of any such person or entity.

Application is a petition for Plan Approval filed with the Plan Approval Authority by an Applicant and inclusive of all required documentation as specified in administrative rules adopted pursuant to Sections 9 and 10 of this Article.

Artist Live/Work Dwelling is a residential unit in which up to 50% of the gross floor area may be used for the production, display and sale of arts and crafts made on premises by the occupant of such unit. Additionally, for the purposes of this Article, this term shall also mean a building or buildings where a portion of the total space is used for residential purposes and other portions, not to exceed 50% of the gross floor area of the building or buildings are used for the production, display and sale of arts and crafts produced by the residents thereof.

As-of-Right is a use permitted under Section 5 of this Article without need for a special permit, variance, zoning amendment, or other form of zoning relief. A Proposed Project that requires Plan Approval by the Plan Approval Authority pursuant to Sections 9 through 13 shall be considered an as-of-right Proposed Project.

Assisted Living means housing units and associated facilities designed for the elderly who require daily assistance but who do not require nursing home care. An Assisted Living Housing Unit consists of a room or group of rooms for one or more persons with provisions for living and sleeping for the exclusive use of the individual or household unit. Assisted Living housing units may provide cooking and sanitary facilities. Associated or shared facilities may include common dining facilities with limited meals, housekeeping services, and common space for social, educational and recreational activities. Assisted Living provides personal services, medical monitoring and

supervision. Assisted Living shall refer to certified Assisted Living Residences only, as defined and certified under MGL, Chapter 19D, and as regulated under 651 CMR 12.00

Best Management Practices (BMPs) are structural, vegetative, or managerial practices designed to treat, prevent, or reduce degradation of water quality due to stormwater runoff and snow melt.

Continuing Care Retirement Community (CCRC) is a building or group of buildings providing a continuity of residential occupancy and health care for elderly persons in the form of congregate housing. This facility includes dwelling units for independent living, assisted living facilities, memory care, or a skilled nursing care facility of a suitable size to provide treatment or care of the residents. Health services should range from health monitoring for the well-elderly, to assisted living in independent living units, to nursing home care on the same site. A CCRC may also include ancillary facilities for the further enjoyment, service, or care of the residents. The facility is restricted to persons sixty (60) years of age or older or married couples or domestic partners where either the spouse or domestic partner is sixty (60) years of age or older.

DHCD is the Massachusetts Department of Housing and Community Development or any successor agency.

Design Guidelines are the standards set forth in the document entitled, "Medfield State Hospital Strategic Reuse Plan," and the Medfield State Hospital District Design Guidelines established in this bylaw. The Design Guidelines are applicable to all Proposed Projects within the MSHD. A copy of the Design Guidelines is on file in the office of the Town Clerk and the office of the Town Planner.

Development Plan is a plan setting forth the proposed area, location and appearance of structures, open space and landscaping for a Proposed Project(s) within the MSHD, including proposed uses, densities, number and configuration of Affordable Units, dimensions, parking, loading, and traffic circulation.

Eligible Household is an individual or household with an annual income not greater than eighty percent (80%) of the area-wide median income as determined by United States Department of Housing and Urban Development (HUD), adjusted for household size, with income computed using HUD's rules for attribution of income to assets.

Eligible Subsidy means an affordable housing subsidy awarded to a Proposed Project, provided that DHCD recognizes units produced with such subsidy as eligible for listing on its Subsidized Housing Inventory.

HUD is the United States Department of Housing and Urban Development or any successor agency.

Live/Work Dwelling is a dwelling unit also used for a home occupation, provided: not more than one nonresident shall be employed therein; the use is carried on strictly within the dwelling unit and not within any ancillary structure; not more than 50% of the existing floor area is devoted to such use; there shall be no display of goods or wares visible from outside the dwelling unit; there shall be no advertising visible from outside the dwelling unit other than a small nonelectrical sign not to exceed one square foot in area and carrying only the name and occupation of any occupant of the dwelling unit such as physician, artisan, teacher, day nurse, lawyer, architect, engineer, clergyman, accountant, osteopath, dentist, and similar occupations or professions; the dwelling

unit so occupied shall not be rendered objectionable or detrimental to the residential character of the neighborhood due to the exterior appearance, emission of odor, gas, smoke, dust, noise, electrical disturbance or in any other way; the dwelling unit shall include no features of design not customary in buildings for residential use. Such uses as clinics, barber shops, beauty parlors, tea rooms, real estate offices, tourist homes, animal hospitals, kennels and others of a similar nature shall not be considered home occupations.

Low Impact Development (LID) is an approach to environmentally friendly land use planning. It includes a suite of landscaping and design techniques that attempt to maintain the natural, pre-developed ability of a site to manage rainfall. LID techniques capture water on site, filter it through vegetation, and let it soak into the ground where it can recharge the local water table rather than being lost as surface runoff.

Low-Mid Rise Housing is a building of two or more stories with four or more units of residential housing.

Mixed Use means a Structure intended for use by both (a) one or more “Non-Residential Uses” listed in Table 1 of this Section and (b) one or more “Residential Uses” listed in Table 1 of this Section.

MSHD is the Medfield State Hospital District, which is a zoning district adopted under this Article that addresses the uses and dimensional regulations for development and redevelopment on the property formerly occupied by Medfield State Hospital, now owned by the Town of Medfield at the adoption of this bylaw.

MSHD Map is the map of the area within the Town of Medfield that comprises the approximately 135-acre Medfield State Hospital District, which map is entitled “Medfield State Hospital District” and dated December 2017.

PAA Rules means the administrative rules relative to the application requirements and contents for Plan Review adopted by the Plan Approval Authority pursuant to Sections 9 and 10.

Plan Approval means a favorable decision by the Plan Approval Authority on an Application.

Plan Approval Authority is the Medfield Planning Board, which shall be authorized to approve a Development Plan to implement a Proposed Project.

Plan Review is the procedure by which a Proposed Project within the MSHD is made subject to review by the Plan Approval Authority under the provisions of this Article. Plan Review shall be conducted pursuant to the PAA Rules.

Proposed Project is a residential, mixed-use, commercial or municipal development undertaken within the MSHD in accordance with the requirements of this Article and that involves the erection, extension, rehabilitation or substantial demolition of any structure or part thereof, or the change of use of any structure or land, for which the Applicant is required to obtain a building or use permit.

Required Number of Affordable Units means 15% of total units in a Proposed Project that has 20 units or less; 20% of total units in a Proposed Project that has between 21 and 49 units; and 25% of total units in a Proposed Project that has 50 units or more.

Single Family Cottage means a one-story, single family dwelling having a Net Floor Area less than 2,200 square feet.

Sub-Zone is a specific and defined area of land within the MSHD that is subject to specific requirements for allowable uses or dimensional requirements that may differ from the requirements for allowable uses or dimensional requirements in other specific and defined areas within the MSHD. The boundaries and the names of the Sub-Zones are referred to in Section 3.B of this Article.

Unrestricted Unit is a Dwelling Unit that is not restricted as to rent, price or eligibility of occupants.

Section 3. - Establishment of Medfield State Hospital District.

- A. **Establishment.** The Medfield State Hospital District is a district having a land area of approximately 135 acres in size that is imposed on the portion of the property shown on the MSHD Map. The MSHD Map is hereby made a part of the Zoning Bylaw and is on file in the office Town Clerk and the Office of the Planning Board.
- B. **Sub-Zones.** There are hereby established eight Sub-Zones within the MSHD. The sub-zones define areas for appropriate development density within the MSHD based on existing context and planned uses specified in the Strategic Reuse Master Plan. The sub-zones are:

1. MSH North.

- a. **The Green** is a broad open space defining the entry to the MSH campus.
- b. **Cottage/Arboretum** is an area in the southeast corner of MSHD currently occupied by deteriorating, wood frame dwellings and the location of a number of historic and rare specimen trees and shrubs.
- c. **Core Campus** is the central hilltop campus quadrangle consisting of 24 brick buildings.
- d. **North Field** is a rolling field to be maintained as passive open space, and possible agricultural use.
- e. **West Slope** is an area to the west of the main quadrangle overlooking the wooded Medfield Charles River State Reservation, with a few additional existing brick buildings and open land areas.
- f. **Water Tower** is an open area surrounding the existing town water tower, currently partially paved.

Section 4. - Applicability of MSHD.

- A. **Applicability of MSHD.** The MSHD is established to enable the implementation of the Medfield State Hospital Strategic Reuse Master Plan.
- B. **Administration, Enforcement and Appeals.** The provisions of this Article shall be administered by the Building Commissioner except as otherwise provided herein.

Section 5. - Permitted Uses.

The specific uses permitted and not permitted in MSHD in each specific sub-zone are enumerated in Table 1. All new construction in MSHD will require a site plan review and approval by the Planning Board. If the proposed rehabilitation of an existing building includes new construction, which will alter the existing footprint by more than ten percent, a site plan review and approval by the Planning Board will be required.

Permitted Uses.

In the following table of Use Regulations, symbols shall mean:

YES –	A use permitted by right in the MSH District.
SP –	A use which may be permitted in the MSH District by a Special Permit from the Board of Appeals in accordance with Section 14 of the Medfield Zoning Bylaw.
PB –	A use which is permitted in the MSH District by Site Plan Approval from the Planning Board in accordance with Section 14 of the Medfield Zoning Bylaw.
NO –	A use which is not permitted in the District.

Table 1. Permitted Uses in MSHD.

Use	MSH North					
	A. The Green	B. Cottage/Arboretum	C. Core Campus	D. North Field	E. West Slope	F. Water Tower
RESIDENTIAL USES						
Single-Family Cottages	NO	YES	NO	NO	NO	NO
Two and Three-family dwellings	NO	YES	SP	NO	NO	NO
Multi-family Dwellings	NO	NO	YES	NO	YES	NO
Senior housing with or without supportive services	NO	YES	YES	NO	SP	NO
Artist Live/Work Dwelling	NO	NO	YES	NO	YES	NO
Live/Work Dwelling	NO	YES	YES	NO	YES	NO
Mixed-Use	NO	NO	YES	NO	YES	NO
NON-RESIDENTIAL USES						
Agricultural, Floriculture, Horticulture	NO	NO	NO	YES	YES	YES
Arboretum	YES	YES	NO	YES	NO	NO
Community Gardens	NO	NO	PB	PB	PB	YES
Open Space	YES	YES	YES	YES	YES	YES
Hotel/ Inn/ Bed and Breakfast	NO	NO	SP	NO	YES	NO
Commercial Office	NO	NO	YES	NO	YES	NO
Distillery/ Brewery	NO	NO	SP	NO	SP	NO
Restaurant/ Café	NO	NO	YES	NO	YES	NO
Wellness/ Medical Office or	NO	NO	YES	NO	YES	NO

Use	MSH North					
	A. The Green	B. Cottage/Arboretum	C. Core Campus	D. North Field	E. West Slope	F. Water Tower
Clinic						
Food and Beverage Production	NO	NO	SP	NO	SP	NO
Retail Sales with less than 10,000 square feet of floor area open to the public	NO	NO	SP	NO	SP	NO
Research & Development	NO	NO	NO	NO	SP	NO
Light Manufacturing	NO	NO	NO	NO	SP	NO
Spa, Salon or Personal Service Establishments	NO	NO	PB	NO	PB	NO
Nursing Home/ Memory Care/ Assisted Living, Rehabilitation Center, Hospice, Continuing Care Retirement Community	NO	NO	PB	NO	PB	NO
Community Center or Social Club	NO	NO	YES	NO	NO	NO
Arts Center (Performance Space, Gallery, Exhibition, Museum, Arts Education)	SP	NO	YES	SP	YES	NO
Recreation, nonprofit or municipal (buildings)	NO	NO	PB	NO	PB	NO
Recreation, for-profit	NO	NO	PB	NO	SP and PB	NO
Passive Recreational Uses	YES	YES	YES	YES	YES	YES

Use	MSH North					
	A. The Green	B. Cottage/Arboretum	C. Core Campus	D. North Field	E. West Slope	F. Water Tower
(outdoors)						
Education, Museum	SP	NO	SP	SP	YES	NO
Governmental	NO	NO	SP	NO	SP	YES
Parking (shared-use and off-site)	SP	SP	PB	NO	PB	YES
Open Air Amphitheatre	SP	NO	NO	NO	NO	NO

Section 6. - Housing and Housing Affordability.

- A. **Housing Marketing and Selection Plan.** Prior to obtaining Plan Approval for any Proposed Project, the Applicant shall submit a housing marketing and resident selection plan that complies with the Town of Medfield's Inclusionary Zoning Bylaw (Medfield's Inclusionary Zoning Bylaw is § 300-14.16) The Town has also adopted a Housing Production Plan to advance inclusionary zoning. The town intends for a fair housing compliant residential selection process.
- B. **Number of Affordable Units.** Not less than the Required Number of Affordable Units in Proposed Projects shall be Affordable Units. For purposes of calculating the Required Number of Affordable Units required within a Proposed Project, any fractional unit of 0.5 or greater shall be deemed to constitute a whole unit.
1. An individual building within a Proposed Project may have more or less than the Required Number of Affordable Units, provided that the aggregate number of Affordable Units within a Proposed Project is equal to or greater than the Required Number of Affordable Units calculated on the basis of the total number of units within the Proposed Project at the time Certificates of Occupancy for all buildings within the Proposed Project are issued.

2. Two Proposed Projects in which one project contains less than the Required Number of Affordable Units and one contains sufficient Affordable Units so that the Required Number of Affordable Units for both Proposed Projects is met may be proposed and approved together, provided that no certificate of occupancy shall be granted to the Proposed Project with fewer Affordable Units until a certificate of occupancy is granted to the Proposed Project with more Affordable Units.
 3. The Town of Medfield may require submittal of a surety, bond or other financial guarantee to guarantee the construction of the Required Number of Affordable Units in a Proposed Project consisting of multiple buildings where the actual number of Affordable Units may be less than the Required Number of Affordable Units on a pro rata basis at any point during the construction process.
- C. **Requirements.** Affordable Housing within the MSHD shall comply with the following requirements:
1. For an Affordable Rental Unit, the monthly rent payment, including utilities and parking, shall not exceed thirty percent (30%) of the maximum monthly income permissible for an Eligible Household, assuming 1.5 persons per bedroom, unless other affordable program rent limits applicable to an Eligible Subsidy shall apply.
 2. For an Affordable Homeownership Unit, the monthly housing payment, including mortgage principal and interest, private mortgage insurance, property taxes, condominium and/or homeowner's association fees, insurance and parking, shall not exceed thirty percent (30%) of the maximum monthly income permissible for an Eligible Household, assuming 1.5 persons per bedroom unless other affordable program limits applicable to an Eligible Subsidy shall apply.
 3. Affordable Housing offered for rent or sale shall be rented or sold to and occupied only by Eligible Households.
- D. **Design and Construction.** Affordable Units shall be dispersed throughout the Proposed Project of which they are part, shall be comparable in construction quality equivalent to that of other housing units in the Proposed Project and shall have exteriors that are equivalent in design and materials to the exteriors of other housing units in the Proposed Project. The total number of bedrooms in the Affordable Housing shall be proportionate to the total number of bedrooms in all of the units in a Proposed Project of which the Affordable Housing is part.
- E. **Affordable Housing Restriction.** Each Affordable Unit shall be subject to an Affordable Housing Restriction recorded with the Norfolk County Registry of Deeds or Norfolk County Registry District of the Land Court, as applicable that must be senior in priority to all mortgages and other liens on the Proposed Project and that must include, at a minimum, the following:
1. a specification of the term of the Affordable Housing Restriction which shall be in perpetuity;
 2. the name and address of one or more agencies designated with the power to monitor and enforce the Affordable Housing Restriction, including the Administering Agency;

3. a description of the Affordable Units by address and number of bedrooms, a description of the Proposed Project and an indication whether the Units are Affordable Rental Units or Affordable Homeownership Units;
4. a reference to a marketing and resident selection plan to which the Affordable Housing is subject and that includes an affirmative fair housing marketing program, including public notice and a fair housing compliant resident selection process. The marketing and resident selection plan may provide for local preferences in resident selection to the extent consistent with applicable law. The plan shall designate the household size appropriate for an Affordable Unit with respect to bedroom size and provide that preference for such Affordable Unit shall be given to a household of appropriate size;
5. a requirement that buyers or tenants will be selected at the initial sale or initial rental and upon all subsequent sales and rentals from a list of Eligible Households compiled in accordance with the marketing and resident selection plan;
6. reference to the formula pursuant to which rent of an Affordable Rental Unit or the maximum sale/resale price of an Affordable Homeownership Unit will be set;
7. a statement that the Affordable Housing Restriction is intended to have lien priority over all mortgages and other monetary encumbrances;
8. a requirement that only an Eligible Household may reside in an Affordable Unit and that notice of any lease or sublease of an Affordable Unit shall be given to the Administering Agency;
9. a provision for effective monitoring and enforcement of the terms and provisions of the Affordable Housing Restriction by the Administering Agency;
10. a provision that the Affordable Housing Restriction on an Affordable Homeownership Unit shall run in favor of the Administering Agency and the Town in a form approved by municipal counsel, and shall limit initial sale and re-sale and occupancy to Eligible Households;
11. a provision that the Affordable Housing Restriction on an Affordable Rental Unit shall run in favor of the Administering Agency and the Town in a form approved by the municipal counsel, and shall limit rental and occupancy to Eligible Households;
12. a provision that any owner or manager of any Affordable Rental Unit shall file an annual report to the Administering Agency, in a form specified by that agency, certifying compliance with the provisions of this Article and containing such other information as may be reasonably requested in order to ensure affordability; and
13. a requirement that residents in Affordable Housing provide such information as the Administering Agency may reasonably request in order to ensure continuing affordability eligibility.

F. **Administering Agency.** The Administering Agency shall ensure the following:

1. prices of Affordable Homeownership Units and rental rates for Affordable Rental Units are properly computed;
 2. income eligibility of households applying for Affordable Housing is properly and reliably determined;
 3. the marketing and resident selection plan conforms to all requirements and is properly administered;
 4. sales and rentals are made to Eligible Households chosen in accordance with the marketing and resident selection plan; and
 5. each Affordable Housing unit is encumbered by an Affordable Housing Restriction that meets the requirements of this Article and is properly recorded.
- G. **Age Restrictions.** The MSHD does not impose age restrictions on Proposed Projects, but the development of specific Proposed Projects within the MSHD may be exclusively for the elderly, persons with disabilities, or assisted living. Any Proposed Project that includes age-restricted residential units shall comply with applicable fair housing laws and regulations.
- H. **Computation.** Prior to the granting of any building permit for any housing component of a Proposed Project, the Applicant must demonstrate, to the satisfaction of the Administrating Agency, that the method by which the affordable rents or affordable purchase prices will be computed is consistent with DHCD guidelines for affordability applicable to the Town of Medfield.

Section 7. Dimensional Requirements.

The dimensional requirements set forth as set forth in Table 3 Design Guidelines for MSHD and Dimensional Requirements shall apply to all Proposed Projects in the MSHD and are incorporated herein by reference

- A. **Mixed-Use.** The total gross floor area devoted to non-residential uses within a mixed-use building shall not exceed eighty-five percent (85%) of the total gross floor area of the Proposed Project.
- B. **Architectural Access Board and Americans with Disabilities Act.** Notwithstanding the above, minor footprint extensions shall be permitted if necessary to comply with requirements of the Massachusetts Architectural Access Board or the Americans with Disabilities Act.

Section 8. - Parking Requirements.

The following parking requirements shall be applicable in the MSHD. The purpose of these parking requirements is to encourage the MSHD to be pedestrian-friendly, with alternative travel modes encouraged, including the use of bicycles and automated electric vehicles. (AEVs), as appropriate. Parking requirements within the MSHD are as follows:

A. Location and Landscaping. Parking areas and lots should be landscaped and dispersed throughout the MSHD as outlined in the Medfield State Hospital Strategic Reuse Master Plan. Parking lots should be connected with pedestrian walkways and the sidewalk and trail system. Parking lots in the Core Campus Sub-Zone shall be minimized.

1. Low Impact Design (LID) landscaping is required for each parking area. LID Landscaping Plans shall denote a drainage design where seventy-five percent (75%) or more of the first half inch of stormwater runoff from impervious surfaces is treated for water quality by a combination of LID techniques in accordance with the most recent version of the Massachusetts DEP Stormwater Management Manual. Acceptable LID techniques shall include vegetated swales, rain gardens or bioretention facilities, permeable pavers, infiltration facilities and constructed wetlands. Cisterns and grey water systems that recycle stormwater runoff may also be included in these calculations. Native plants shall be used whenever possible. Invasive species shall be avoided.
2. With respect to parking areas that will contain fewer than ten (10) spaces, compliance with respect to the design standards set forth in this Article shall be determined by the Zoning Enforcement Officer.

B. Minimum Parking Space Requirements. Table 2 contains the minimum parking requirements for the MSHD.

C. Handicap Access Parking. All off-street parking areas with eight or more parking spaces shall contain spaces designed for handicapped access. In addition to the regulations herein, all off-street parking facilities must comply with the currently applicable "Rules and Regulations of the Architectural Access Board of the Commonwealth of Massachusetts" to the extent the same are in force and effect.

D. Shared Parking. The use of shared parking to fulfill parking demand for uses with demands at different times of the day may be permitted by the Plan Approval Authority if the Applicant can demonstrate that shared parking spaces will meet parking demands by using accepted methodologies (e.g., the Urban Land Institute Shared Parking Report, ITE Shared Parking Guidelines, or other approved studies).

E. Reduction of Parking Requirement. The required amount of parking may be reduced at the discretion of the Plan Approval Authority upon a showing that the lesser amount of parking will not cause excessive congestion or endanger public safety and that the lesser amount of parking will provide positive environmental or other benefits. The Plan Approval Authority may consider:

1. Shared use parking spaces serving uses having a peak user demand at different times;

2. Age, income or other characteristics of the likely occupants that are likely to result in lower motor vehicle usage;
3. Such other factors as may be considered by the Plan Approval Authority, including whether the reduction of parking requirements is likely to encourage the use of public transportation; shared transport services such as taxi-cabs, ride-sharing or short-term vehicle rentals; or encourage the development to be more pedestrian friendly.
4. Impact of the parking requirement on the physical environment and historic resources of the affected lot or the adjacent lots including reduction in green space, destruction of significant existing trees and other vegetation, significant negative impact on historic resources or impairment of the integrity of the historic MSH landscape.

F. Off-site Parking. Required parking may be located at nearby sites within the MSHD district.

G. Parking Maximums. The proposed amount of parking to be provided shall not exceed 180% of the minimum parking requirements set forth in Table 2.

H. Electric Vehicle Charging Stations. Electric vehicle charging stations shall be provided at a ratio of 1 charging station per 35 vehicles.

I. Bicycle Parking. In addition to motor vehicle parking, bicycle parking shall be provided. One bicycle parking space per seven residential dwelling units shall be provided. For non-residential uses, 1 bicycle parking space per ten motor vehicle parking spaces shall be provided.

Table 2. Minimum Required Motor Vehicle Parking for Development by Land Use/Building Type in MSHD.

Land Use	Required Minimum Parking		
Senior Housing (SF cottages)	1	per	Unit
Duplexes or Triplexes	2	per	Unit
Low / Mid-Rise Housing	1.23	Per	Unit
Senior Adult Housing – Attached	0.59	Per	Unit
Assisted Living/ Nursing Care	0.41	Per	Unit
Office Building	2.84	Per	1,000 sf
Hotel or Inn	1.2	Per	Occupant Room
Function Space	1	per	40 sf of Function Space
Live Theatre	0.25	Per	Seat
Library, Art Center, Community Facility	2.61	Per	1,000 sf
Restaurant/ Café	0.2	Per	Seat
Retail	2.87	per	1000 sf
Education/ Classroom	1	Per	5 Seats in a Classroom

When units or measurements that determine the number of required parking spaces for motor vehicles or bicycles result in a requirement of a fractional space, a fraction over 1/2 shall require one parking space.

Section 9. - Application for Plan Approval.

The Plan Approval Authority shall adopt and file with the Town Clerk PAA Rules relative to the application requirements and contents for Plan Review. The Plan Review process encompasses the following:

- A. Pre-Application Review.** The Applicant is encouraged to participate in a pre-application review at a regular meeting of the Plan Approval Authority. The Applicant and/or its designee and the Applicant's engineering and other technical experts should attend in order to facilitate pre-application review and to obtain the advice and direction of the Plan Approval Authority prior to filing the Application. At the pre-application review, the Applicant shall outline the proposal and seek preliminary feedback from the Plan Approval Authority, other municipal review entities, and members of the public.
- B. Application Procedures.** An Application shall be filed by the Applicant with the Town Clerk. A copy of the Application, including the date of filing of the Application, shall be filed simultaneously by the Applicant with the Plan Approval Authority. Application submissions must include a hard copy as well as an electronic copy in PDF, and in CAD format for plan documents. Said filing shall include any required forms provided by the Plan Approval Authority. As part of any Application for a Proposed Project, the Applicant must submit the following documents, if applicable, to the Plan Approval Authority and the Administering Agency:
 - 1. Evidence that the Proposed Project complies with the cost/rent and eligibility requirements of Section 6;
 - 2. Proposed Project plans that demonstrate compliance with the design and construction standards of Section 6 and the Design Guidelines; and
 - 3. A form of Affordable Housing Restriction that satisfies the requirements of Section 6.
- C. Required Documentation.** The Application shall be accompanied by a Development Plan and supporting documentation in a form specified by the PAA Rules that shall show, among other data, the following:
 - 1. The perimeter dimension of the lot or development rights area;
 - 2. Assessor's Map, lot and block numbers.
 - 3. All existing and proposed buildings, structures, building setbacks, parking spaces, driveway openings, distances between buildings, viewsheds, exterior measurements of individual buildings, driveways, service areas, and open areas;

4. Internal roads, sidewalks and parking areas for motor vehicles and bicycles (with dimensions of paving and indication of number of parking spaces);
 5. All facilities for sewage, refuse and other waste disposal and for surface water drainage.
 6. All proposed and existing landscaping features, such as fences, walls, planting areas, viewsheds, walkways, seating areas, or gathering areas in and within 300 feet of the development area;
 7. Existing major natural features, including streams, wetlands, and all trees five inches or larger in caliper (caliper is the girth of the tree at approximately waist height).
 8. Scale and North arrow (minimum scale of one-inch equals 40 feet);
 9. Total site area in square footage and acres and areas to be set aside as public open space, if appropriate;
 10. Percentage of lot coverage, including the percentage of the lot covered by buildings and percentage of open space, if appropriate;
 11. The proposed residential density in terms of dwelling units per acre and types of proposed commercial uses in terms of the respective floor area, and recreation areas, and number of units proposed by type; number of one-bedroom units; two-bedroom units, etc., if appropriate.
 12. Location sketch map (indicating surrounding streets and properties and any additional abutting lands owned or controlled by the Applicant).
 13. Representative elevation sketches of buildings (indicate height of building and construction material of the exterior façade).
 14. Typical unit floor plan for residential uses (Floor plan should be indicated for each type of unit proposed: either one-bedroom, two-bedrooms or more.) The area in square feet of each typical unit should be indicated.
 15. Developer's (or developer's representative) name, address and phone number.
 16. Draft marketing and resident selection plan as required in Section 6.
 17. Any other information, which may include required traffic, school and/or utilities impact study, in order to adequately evaluate the scope and potential impacts of the Proposed Project.
- D. **Rehabilitation Plans.** If living quarters are to be rehabilitated, or areas to be converted into living quarters, in addition to the required Development Plan, copies of the following plans shall be furnished:
1. A floor plan of each floor on which remodeling is to be done or areas converted into living quarters;

2. A floor plan showing the stairways, halls, door openings into and exit doors of each floor or floors where remodeling or converting is to be done; and
3. An elevation of the parts of the building where outside stairways or fire escapes are to be located.

The plans and elevations shall be clearly illustrated. The scale of each plan should be ¼ inch equals one foot or larger.

- E. **Additional Documentation & Certifications.** The Application shall also be accompanied by other such plans and documents as may be required by the Plan Approval Authority to make the findings required by Section 11 below. All Development Plans, including site plans, landscape plans and building plans and elevations shall be prepared, as appropriate, by an architect, landscape architect, and/or civil engineer licensed in the Commonwealth of Massachusetts. All plans shall be signed and stamped, and drawings prepared at a scale of one-inch equals forty feet (1"=40') or larger, or at a scale as approved in advance by the Plan Approval Authority. Upon written request, the Plan Approval Authority may, at its discretion, waive the submission by the Applicant of any of the required information, so long as the Applicant provides some written information on each of the above items and explains why a waiver from a requirement for more detailed information is appropriate.
- F. **Application Fee.** The Applicant shall be required to pay the application fee at the time of Application as set forth in the PAA Rules.
- G. **Circulation of Application.** Upon receipt of a complete Application by the Plan Approval Authority, the Plan Approval Authority shall distribute the Application to the Administering Agency, the Affordable Housing Committee, the Affordable Housing Trust, the Board of Health, the Board of Selectmen, the Building Commissioner, the Conservation Commission, the Fire Chief, the Medfield Historic Commission, the Farm & Hospital Historic District Commission, the Housing Authority, the Town Planner, the Police Chief, the Public Works Department, and the Water & Sewer Commission for review and comment. Any reports from these parties shall be submitted to the Plan Approval Authority within thirty (30) days after filing of the Application.

Section 10. Plan Review Procedures.

- A. **Hearing.** The Plan Approval Authority shall hold a public hearing for which notice has been given as set forth below. The public hearing and review of all Applications shall be in accordance with the procedures of this Article and the Medfield Zoning Bylaw. The Plan Approval Authority shall, at the Applicant's expense, provide mail notice of said hearing to all parties in interest in accordance with the procedures set forth in MGL c. 40A, §11.
- B. **Notice of Public Hearing.** Notice shall be given by publication in a newspaper of general circulation in the Town once each of two successive weeks, the first publication to be not less than fourteen (14) days before the day of the hearing and by posting in a conspicuous place in the Town Hall for a period of not less than fourteen (14) days before the day of such hearing. In all cases, where notice to individuals, municipal officers, agencies or boards is required, notice

shall contain the name of the Applicant, a description of the area or premises, street address, if any, or other adequate identification of the location that is the subject of the Application, the date, time, and place of the public hearing, the subject matter of the hearing, and the nature of action requested, if any. No such hearing shall be held on any day on which a state or municipal election, caucus or primary is held.

- C. Administering Agency Review.** Prior to granting of any Plan Approval for a Proposed Project, the Applicant must demonstrate to the satisfaction of the Administering Agency, if applicable (i) that the method by which affordable rents or affordable purchase prices will be computed and Eligible Households will be selected are consistent with Section 6, (ii) that the proposed Affordable Housing Restriction meets the requirements of Section 6 and (iii) that the Proposed Project otherwise complies with the provisions of Section 6. Upon making this finding, the Administering Agency shall submit in writing to the Plan Approval Authority notice that the affordability components of the Proposed Project are consistent with the provisions of Section 6.
- D. Peer Review Fees:** The Applicant shall be required to pay for reasonable consulting fees to provide peer review of the Application for the benefit of the Plan Approval Authority, pursuant to MGL c.44 §53G. Such fees shall be held by the Town in a separate account and used only for expenses associated with the review of the Application by outside consultants, including, but not limited to, attorneys, engineers, urban designers, historic preservation consultants, housing consultants, planners, landscape architects and others. Any surplus funds remaining after the completion of such review shall be returned to the Applicant, without interest. All peer reviewers shall be licensed in the Commonwealth of Massachusetts in their respective disciplines and recognized as an authority in their specialty.

Section 11. - Plan Approval Decision.

- A. Plan Approval Decision.** The Plan Approval Authority shall make a decision on an Application and shall file said decision, together with the detailed reasons therefor, with the Town Clerk, within one hundred and eighty (180) days of the receipt of the Application by the Town Clerk. The required time limit for public hearings and taking of action by the Plan Approval Authority may be extended by written agreement between the Applicant and the Plan Approval Authority, with a copy of such agreement being filed with the Town Clerk. Failure of the Plan Approval Authority to take action within said one hundred and eighty (180) days or extended time, if applicable, shall be deemed to be Plan Approval of the Application.
- B. "Failure to Act" De facto Approval.** An Applicant who seeks Plan Approval because of the Plan Approval Authority's failure to act on an Application within the one hundred eighty (180) days or extended time, if applicable, must notify the Town Clerk in writing of such Plan Approval, within fourteen (14) days from the expiration of said time limit for a decision. Such notice shall state that a copy of the notice has been sent by the Applicant to the parties in interest by mail and such notice shall specify that appeals, if any, shall be made pursuant to the Zoning Enabling Act and shall be filed within twenty (20) days after the date the Town Clerk received such notice from the Applicant that the Plan Approval Authority failed to act within the time prescribed.

- C. Form of Decision.** The Plan Approval Authority's findings, including the basis of such findings, shall be stated in a written decision of Plan Approval, conditional Plan Approval, or denial of the Application. The written decision shall contain the name and address of the Applicant, identification of the land affected and its ownership, and reference by date and title to the plans that were the subject of the decision. The written decision shall certify that a copy of the decision has been filed with the Town Clerk and that all plans referred to in the decision are on file with the Plan Approval Authority. The decision of the Plan Approval Authority, together with the detailed reasons therefor, shall also be filed with the Building Commissioner. A copy of the decision shall be mailed to the owner and to the Applicant, if other than the owner, by the Plan Approval Authority. A notice of the decision shall be sent to the parties in interest and to persons who requested a notice at the public hearing.
- D. Waivers.** Upon request of the Applicant, the Plan Approval Authority may waive dimensional and other requirements set forth in the MSHD in the interests of design flexibility and overall project quality, and upon a finding that such variation is consistent with the overall purpose and objectives of the MSHD and advances the goals and objectives of the Medfield State Hospital Strategic Reuse Master Plan, or if it finds that such waiver will allow the Proposed Project to achieve the density, affordability, mix of uses, and/or physical characteristics allowable under the provisions of the MSHD.
- E. Project Phasing.** The Authority, as a condition of Plan Approval, may allow a Proposed Project to be phased at the request of the Applicant, or it may require a Proposed Project to be phased for the purpose of coordinating development with the construction of planned infrastructure upgrades or to mitigate any extraordinary adverse project impacts on nearby properties, either within or without the MSHD. For Proposed Projects that are approved and developed in phases, the total number of Affordable Units in the Proposed Project shall not, at any time, be less than a pro rata portion of the Required Number of Affordable Units applicable to the entire Proposed Project.
- F. Criteria for Plan Approval.** An Application shall be reviewed by the Plan Approval Authority for consistency with the purpose and intent of this Article. The Plan Approval Authority shall approve the Proposed Project upon the following findings:
1. The Applicant submitted the required fees and information as set forth in the PAA Rules;
 2. The Proposed Project and Development Plan as described in the Application meet all of the requirements and standards set forth in this Article and applicable Design Guidelines for the MSHD, or a waiver has been granted therefrom; and
 3. Any extraordinary adverse potential impacts of the Proposed Project on nearby properties have been adequately mitigated.

For a Proposed Project subject to the Affordability Requirements of Section 6, compliance with Section 9.B above shall include written confirmation by the Administering Agency that all requirements of Section 6 have been satisfied, as described in Section 10.C above.

- G. Criteria for Conditional Approval.** The Plan Approval Authority may impose conditions on a Proposed Project as necessary to ensure compliance with the requirements of this Article and

applicable Design Guidelines or to mitigate any extraordinary adverse impacts of the Proposed Project on nearby properties.

H. Criteria for Plan Disapproval. The Plan Approval Authority may deny an Application pursuant to this Article only if the Plan Approval Authority finds one or more of the following:

1. The Proposed Project does not meet the requirements and standards set forth in this Article or the applicable Design Guidelines;
2. The Applicant failed to submit information and fees required by this Article and necessary for an adequate and timely review of the design of the Proposed Project or potential impacts of the Proposed Project; or
3. It is not possible to adequately mitigate significant adverse impacts of the Proposed Project on nearby properties by means of suitable conditions.

I. Validity of Decision. A Plan Approval shall not lapse, provided that construction has commenced within two (2) years after the decision is issued, which time shall be extended by the time required to adjudicate any appeal from such Plan Approval. Said time shall also be extended by the Plan Approval Authority upon a showing by the Applicant that the Applicant is actively pursuing other required permits for the Proposed Project or there is other good cause for the failure to commence construction or as may be provided in a Plan Approval for a multi-phase Proposed Project.

J. Upon approval of a Proposed Project by the Plan Approval Authority, but prior to construction, a pre-construction conference must be held with the Town Planner, the Building Commissioner and any other Town staff that the Building Commissioner or the Town Planner considers appropriate. Prior to first occupancy, a pre-Certificate of Occupancy meeting must be held with the Town Planner, the Building Commissioner and any other Town staff that the Building Commissioner or the Town Planner considers appropriate.

Section 12. Change In Plans After Approval.

A. Minor Change. After Plan Approval, an Applicant may apply to make minor changes in a Proposed Project involving minor utility or building orientation adjustments, or minor adjustments to parking or site details that do not affect the overall buildout or building envelope of the site, or provision of open space, number of housing units, housing need or affordability features. Such minor changes must be submitted to the Plan Approval Authority on application forms provided by the Plan Approval Authority, including, if appropriate, redlined prints of the approved plan reflecting the proposed change(s). The Authority may authorize such changes without the need to hold a public hearing and shall set forth any decision in accordance with Section 11 above.

B. Major Change. Any change deemed by the Plan Approval Authority to constitute a major change to a Proposed Project because the nature of the change in relation to the prior approved plan, or because such change cannot be appropriately characterized as a minor change as described

above, shall be processed by the Plan Approval Authority as a new Application pursuant to this Article.

Section 13. - Design Guidelines.

Any Proposed Project undergoing the Plan Approval process shall be subject to Design Guidelines as set forth in this Article. The purpose of the Design Guidelines is to ensure that new development shall be of high quality, and shall be compatible with the character of building types, streetscapes, and other community features traditionally found in the area of the MSHD. The Design Guidelines may be supplemented from time to time by the Plan Approval Authority.

A. Campus Character & Context. The Medfield State Hospital campus is a unique setting both for its historic buildings and its natural features. Characterized by a clear campus “quadrangle” atop a hill crest, the main campus offers views of rolling hills, forested areas, and the Medfield Charles River Gateway to the west. Maintaining these view-sheds is a top priority for the site, and has informed strategies for renovation and new construction, parking and landscape planting.

1. Campus Setting.

a. **Medfield State Hospital Campus.** New construction on the main campus area is limited in order to maintain consistent rhythm of perimeter buildings and views between the buildings to the surrounding landscape. New development shall be compatible in relationship to the campus context and surrounding structures in terms of solid to void massing, rhythm and spacing between buildings, setback patterns of buildings and porches, overall building massing and form.

- (1) The view-shed between buildings, especially to the north, west and south is to be maintained.
- (2) The rhythm/ spacing of buildings of the core campus should be maintained.
- (3) Reuse of existing buildings and new construction should orient structures toward the primary street, and main building entries should be from the primary street. (Refer to “Frontage” in Table XII-5 for additional information.)
- (4) Appropriately designed additions which respect existing building features permitted at the rear of buildings.
- (5) Additions linking buildings are permitted on the east side of the Core Campus only, where they least disrupt view-sheds.

- (6) Links on the East Perimeter of the Core Campus should be set back from the inner street face of buildings and appear to be distinct in materials; glazing is preferred.

B. Historic Preservation. Adherence to the Secretary of the Interior's Standards for Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating & Reconstructing Historic Buildings is a core part of preservation of the Medfield State Hospital properties. Within the standards, the Secretary of the Interior's Standards for Rehabilitation provide the best guidance for the Medfield State Hospital Redevelopment. Principles for preservation include:

1. Removal or alteration of historic features is discouraged; repair is preferred.
2. Replacement of historic materials or features should be based on evidence, and new materials should match those being replaced as best possible.
3. Additions should not impact integrity of the original building if removed in the future.
4. Cleaning, Repair and Replacement. Specific approaches for dealing with cleaning, repair and replacement of materials are as follows:
 - a. Retain & repair original materials wherever possible.
 - b. Replace deteriorated material with matching materials.
 - c. Match masonry and mortar as closely as possible.
 - d. Clean masonry with gentlest method possible.
 - e. Avoid using waterproofing or water repellent coatings on masonry.
 - f. Do not paint masonry.

Table 3. Design Guidelines for MSHD and Dimensional Requirements.

Sub-Zone/ Area	Footprint	Frontage	Height
Core Campus: West Perimeter of Quad	Limited to existing building footprints, plus the area of previous porches.	Maintain line of existing building frontage facing the quadrangle.	Maintain height, cornice line and floor-to-floor levels consistent with existing structures. (See section 13.C-1.)
Core Campus: North Perimeter of Quad	Limited to existing building footprints. Extensions to the north are possible but not to exceed 100% of the existing footprint. Planning Board approval required.	Maintain line of existing building frontage facing the quadrangle.	Maintain height, cornice line and floor-to-floor levels consistent with existing structures. (See section 13.C-1.)
Core Campus: East Perimeter of Quad	Limited along East Street to existing building footprints, plus the area of previous porches. Connections between buildings are allowed, with a maximum footprint of 2,000 SF each. Planning Board approval required. New construction permitted on site of former TB Cottage, east of South Street and west of Stonegate Drive.	Maintain line of existing building frontage facing the quadrangle. New link construction should be set back from the inner street face of buildings, and appear to be distinct in materials; glazing preferred.	Maintain height, cornice line and floor-to-floor levels consistent with existing structures. (See section 13.C-1.)
Core Campus: South Perimeter of Quad	Limited to existing building footprint; additions or extensions are prohibited.	Maintain line of existing building frontage facing the quadrangle.	Maintain height, cornice line and floor-to-floor levels consistent with existing structures. (See section 13.-1.)
Core Campus: Core of Quad	Where additions to existing structures are permitted per the Master Plan, footprint of addition not to exceed 50% of existing footprint. If Building 27B is demolished, new	N/A	Maintain height, cornice line and floor-to-floor levels consistent with existing structures. (See section 13.C-1.)

Sub-Zone/ Area	Footprint	Frontage	Height
	construction of up to 50% of the existing building foot print may be permitted, subject to design review. Planning Board approval required.		
West Slope	Limited to existing building footprints, with the exception of the area north of North Street, where new construction residential uses are permitted.	N/A	Maintain height, cornice line and floor-to-floor levels consistent with existing structures (See section 13.C-1.), with the exception of the area north of North Street where a maximum of 40 feet to the lower edge of the roof eave is permitted.
Cottage Arboretum	New construction with a maximum footprint of 3,600 SF is permitted; new construction should be sited so as not to impact or remove existing specimen trees.	Minimum 15 feet, and maximum of 30 feet from the edge of the ROW.	Maximum 35 feet to peak of roof.
Water Tower	New construction prohibited, with the exception of parking with solar panels above, single story accessory structures for parking and community gardens, and for public water supply purposes.	N/A	Maximum 12 feet to the bottom of the roof eave for accessory parking structures.
North Field	New construction of structures that support public recreation and arts use allowed through special permit. Structures must not impact the viewshed or night sky. The portion of the North Field area that may have	Structures must be sited so as not to impact the viewshed.	

Sub-Zone/ Area	Footprint	Frontage	Height
	new construction with a Special Permit may not exceed 360 feet north of the centerline of North Street.		
The Green	New construction of structures that support public recreation and arts use allowed thru special permit. Structures must not impact the viewshed or night sky. The maximum percentage of lot coverage as defined in §300.2.1 shall be no more than thirty percent (30%).	Structures must be sited so as not to impact the viewshed.	

C. Buildings. To address how rehabilitation and new construction projects best fit in with the established context of the campus, the design guideline criteria for buildings address massing and form, site relationships, orientation, fenestration and materials.

1. Design & Massing

a. **Existing Building Character.** The existing campus buildings on the MSH campus are characterized by:

- (1) Steep-pitched, slate roofs with dormers, clerestories and chimneys.
- (2) A three-part massing consisting of: a base (an exposed basement/ lower level), a two-story section with generous floor to floor heights, and a steep pitched roof.
- (3) Wood porches and entry stairs protrude from the main brick building massing.

b. **Building Rehabilitation.** Effort should be made to rehabilitate existing structures in order to maintain the historic campus setting. To this end:

- (1) Building features removed over time, such as verandas, porches and entry stoops should be reconstructed or may be integrated into the building as part of new uses.

- (2) New construction need not replicate existing buildings, but should reflect the massing, floor heights and character of the existing buildings in order to promote a consistent appearance across the campus.
- (3) New construction should match the cornice height and floor-to-floor dimension of existing buildings in order to reflect the scale of the campus setting.
- (4) Any new construction should maintain a consistent building line relative to the street in the Core Campus area.
- (5) New construction should maintain a distance between structures, existing or new, that is consistent with the existing core campus building footprints.

2. Windows and Doors. Guidelines for window openings and glazing, door openings and doors are as follows:

- a. New glazing is acceptable if elements are consistent in scale, rhythm, color, and transparency with campus setting.
- b. Existing door and window openings should be retained; do not enlarge or reduce size of existing openings.
- c. Replacement windows on existing structures should match original window mullions and details.
- d. Rhythm or pattern of door and window openings should be consistent with that of the original buildings.

3. Materials. Material choices for new construction and renovations are important in the context of the historic campus and natural areas of Hospital Road.

- a. **Character of Existing Materials in Medfield State Hospital North Buildings.** The current campus is characterized by brick buildings with slate roofs, and white painted wood window frames, porches and details. The brick construction incorporates detail on the cornice line and eave area, around window openings and at entryways.
- b. **Materials for Rehabilitation and New Construction on MSH North.** While not limited to the existing palette of existing materials, new construction should reflect the quality of construction and durability of materials in existing historic context. While some new materials may better address maintenance issues, their appearance may not be in keeping with the historic character of the campus. For this reason, materials such as vinyl siding and brick veneer are prohibited.

- c. **Electric and Gas.** Energy Star – conservation-rated lighting, appliances, and heating and cooling systems should be used in both rehabilitation and new construction throughout MSHD. Renewable energy technologies, such as solar energy, geothermal, microgrids and waste heat recovery are encouraged; wind turbines and stand-alone ground mounted solar arrays are not encouraged.
- d. **Water.** Water Sense – conservation-rated products and services should be used in both rehabilitation and new construction throughout MSHD. Water Sense products include, but are not limited to low-flush toilets, water-reducing shower heads, and water-conserving appliances. Water saving methods, such as capturing ground water run-off and recycling gray water for irrigation are encouraged.

4. Roofs.

a. **MSH North.** The MSH campus buildings are distinguished by steep pitched, slate roofs.

- (1) As character-giving elements of the buildings, existing hip roofs, dormers, and clerestories should be preserved.
- (2) Details of roof construction such as cornices, brackets, gutters, and cupolas, should be preserved.
- (3) Deteriorated roof materials should be replaced with like materials, or if not feasible, with materials that approximately match the existing in size, shape, color, texture, and installation method.

D. Infrastructure.

- 1. **Streets & Sidewalks.** Streets and sidewalks should be compatible with the historic fabric of the MSH campus and in keeping with the Secretary of the Interior’s Standards for the Treatment of Historic Properties.
- 2. **Utilities.** The impact of utilities on viewsheds and on the historic fabric of the campus should be minimized. To this end:
 - a. Utilities and infrastructure should be installed underground so as not to impact the character of the campus or disrupt view-sheds.
 - b. Utility infrastructure elements, such as electrical boxes, standpipes and similar items, should be located to the rear of buildings, out of view from the main campus quadrangle. Utility infrastructure elements should be screened from view with landscape treatment.

3. Lighting.

- a. Building lighting, signage lighting and site lighting should adhere to any dark sky guidelines adopted from time to time by the Medfield Planning Board.

- b. Pedestrian scaled lighting should be provided at paths and walks in the public areas of the main campus.

E. Access & Parking.

1. Public Parking. Public parking to support public access to site is to be provided. Public parking should also be provided for visitors to residential homes and for customers of commercial and nonprofit uses.

- a. The primary public parking areas should be concentrated at the entry road by Building 2, and near the access point to the Medfield Charles River Gateway in the northwest corner of the property. Additional smaller-scale public parking areas should be distributed across the MSH Core Campus, West Slope and Water Tower areas.
- b. On street parking is permissible per the Master Plan;
- c. One bump-out with vegetation is required for every ten or fewer parking spaces.

2. Building Entrances.

- a. In the Core Campus area, primary building entrances should match the historic pattern of building stoops and porches, and be oriented toward the campus core road.
- b. In other areas of the MSH site, primary building entrances should be oriented toward the addressing street.
- c. Secondary building entrances from parking areas may be located at the rear or sides of buildings.

3. Garage and Parking Entrances. Garage and parking entrances should be from the rear of buildings on the Core Campus quadrangle so as to support a pedestrian-oriented walkable core area and not visually disrupt the main campus circulation.

4. Parking Areas.

- a. Parking should be provided based on the Institute of Transportation Engineers (ITE) Parking Generation, 4th Edition for Average Peak Period Parking Demand.
- b. Ample storage area for snow removal should be located so as to not damage the campus landscape or impact the natural areas surrounding the campus.
- c. Parking should be screened from view and preferably located at the rear of buildings.
- d. Parking on The Green is limited to special event parking, if necessary.

- e. Shared-use parking with MSH patrons and residents should be developed in conjunction with the prospective siting of municipal recreational facilities or other uses south of Hospital Road.

F. Landscape. The essence of Medfield State Hospital’s character lies in the contrast between the formality of the hilltop campus and the surrounding pastoral landscape. Development on the campus should respect this framework through contextual siting of buildings and appropriate enhancements to the campus landscape.

1. Landscape Setting.

- a. Maintain the thoughtfully and creatively designed landscape within the Core Campus.
- b. Maintain the open, rolling pastoral landscape of the Historic Farm and Hospital District along both sides of Hospital Road.
- c. Maintain the historic gateway and entrances to the site and the tree-lined historic entry drives—Stonegate Drive, which runs along the existing ridge line and Service Drive.
- d. Preserve and retain existing stone walls. New entry walls, site walls or stone fencing should be of fieldstone to match the existing campus entry gates and walls.
- e. Preserve the connection to the Charles River from the Core Campus.
- f. Restore and preserve the Common to the west of Lee Chapel.
- g. With the demolition of Building 27B, enlarge the landscaped park area to create a town square or add a structure that meets design standards.
- h. Preserve historic landforms, such as the knoll on The Green by the Superintendent’s House that contribute to the character of the campus.

2. Buffers and Screening. Landscape buffers and quality screening elements consistent with the campus character and the species and variety of trees and shrubs currently in place should be used to minimize disruption of the campus environment and important viewsheds. Buffers and screening are required as follow:

- a. Landscape buffers should be provided at utility infrastructure, such as electric boxes, to screen them from view.
- b. Landscape buffers and fence screening should be provided at trash areas and maintenance areas.

- c. Landscape buffers should be provided between parking lots and residential uses.
- d. Parking areas should have tree planting areas. A minimum of one tree planting area for every ten parking spaces should be provided; if a more restrictive requirement is outlined in any town-wide design guidelines the more restrictive requirement shall apply.

3. Trees and Plantings.

- a. Protect and preserve the historic, mature trees that define the spaces and streets of the MSHD.
- b. The historic specimen tree collection is to be preserved and maintained throughout the site, and in particular in the Core Campus, the Green and the Cottage Arboretum areas.
- c. Invasive species should be removed, and new plant materials should be native species. In the Cottage Arboretum area new specimen plantings are encouraged.
- d. Tree plantings along Stonegate Drive should be restored.
- e. The parallel lines of street trees that, along with the architecture, create the street walls of the Core Campus should be maintained and reinforced.

4. Irrigation.

- a. **Soil Moisture-Sensor Devices:** All in-ground irrigation systems installed shall be equipped with a soil moisture-sensor device to prevent the system from operating when not needed. Any service or repair to an existing in-ground irrigation system shall include the installation of a moisture-sensor device, if the same is not already installed and in good working condition. Proof of this installation shall be provided to Medfield Board of Water and Sewer.
- b. **Timing Device.** All in-ground irrigation systems shall be equipped with a timing device that can be set to make the system conform to any Non-essential Outdoor Water Use Restrictions that may be issued by the Town of Medfield.
- c. **Shutoff Valve.** All in-ground irrigation systems shall be plumbed so that a shutoff valve is located outside the building.

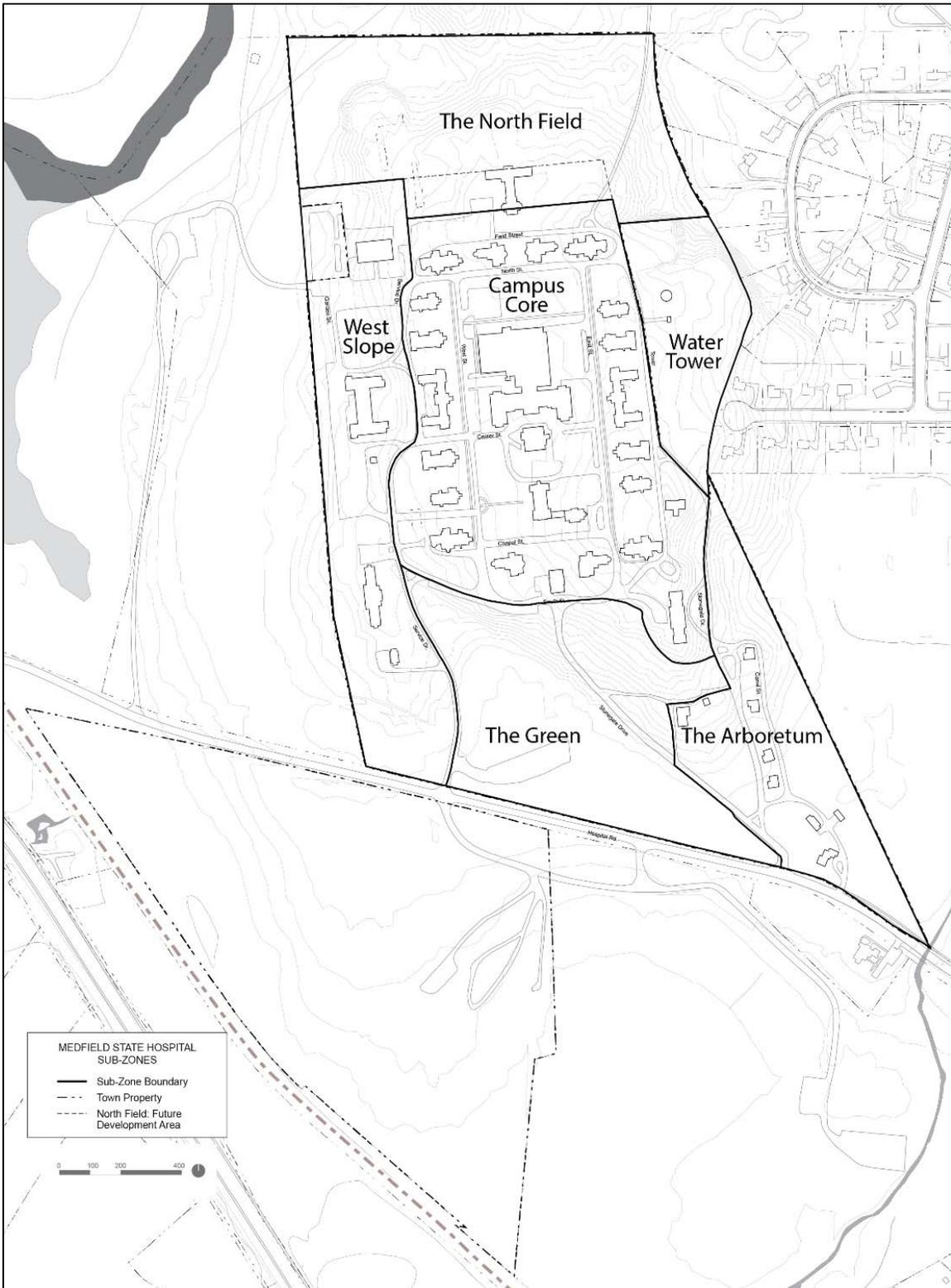
Section 14. Signage.

The provisions of the Sign Bylaw (Article 13) shall apply in the MSHD, provided that Sign Bylaw provisions applicable in business districts shall apply to all signs for “Non-Residential Uses” listed in Table 1 of this Section and Sign Bylaw provisions applicable to residential uses shall apply to all signs for “Residential Uses” listed in Table 1 of this Section.

Section 15. Severability.

If any provision of this Article is found to be invalid by a court of competent jurisdiction, the remainder of this Article shall not be affected, but shall remain in full force. The invalidity of any provision of this Article shall not affect the validity of the remainder of this Article and the Zoning Bylaw.

FIGURE 1: Medfield State Hospital District and Sub-Zones.



The zoning for the Medfield State Hospital area north of Hospital Road is based on the Medfield State Hospital Strategic Reuse Master Plan completed in 2018 by the Medfield State Hospital Master Plan Committee appointed by the Board of Selectmen after four-years of extensive community engagement, research, analysis, discussion and deliberation. The MSH Strategic Reuse Master Plan and this zoning designed to implement the plan north of Hospital Road takes a balanced approach meeting a 3-prong test that the plan and the implementing zoning be good for the Town; good for the Medfield resident; and financially feasible for prospective private developers of MSH. The Plan and this zoning article meet Medfield's priorities for reuse, namely to:

- 1. Maintain and enhance the character and values of the Town of Medfield and its residents;*
- 2. Address Town housing needs creating choice in the types of housing in Medfield and in alignment with the Town's Housing Production Plan; and*
- 3. Support the preservation and availability of open space in Medfield to promote the Town's enjoyment of its natural resources*
- 4. Achieve reasonable economic and financial impacts on Medfield residents and town services.*

The MSH Strategic Reuse Master Plan and this zoning article focuses development within the historic core of the Medfield State Hospital grounds, the nearby perimeter, and the Arboretum area. Open space is an important value and distinguishing characteristic of Medfield. So as to retain local control of its open space by Medfield residents and avoid the risk of the state legislature taking control of this land through Article 97 of the state constitution, the Planning Board in consultation with Town Counsel, has provided for limited uses on the Green and North Field areas by Special Permit. While there are currently no specific plans to exercise any of these limited allowed uses, this was done to ensure that the Town will retain its control over the use of those areas in the future.

(Board of Selectmen)

**WARRANT COMMITTEE RECOMMENDS PASSAGE
BOARD OF SELECTMEN RECOMMENDS PASSAGE**

Two-Thirds Vote Required

TOWN OF MEDFIELD
459 Main Street
Medfield, MA 02052

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Zip Code 02052

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