

DEVELOPMENT IMPACT ASSESSMENT AND MITIGATION RULES AND REGULATIONS

1. Purpose

The purposes of these provisions are to:

1. Assess proposed development and certain land uses to protect the health, safety and general welfare of the inhabitants of the Town of Stoneham;
2. Secure the safety, adequacy and reliability of Stoneham's roads, utilities, services and facilities for pedestrians, residents, employees and motorists alike;
3. Identify the direct impacts a development or certain land uses will have upon the Town's public facilities and services and ensure that the burden of those direct impacts upon public infrastructure are addressed and minimized, including the maintenance and upgrading of infrastructure in a responsible manner consistent with State and Municipal law and to the extent necessary to service public needs; and
4. Ensure that any mitigation required to address the development's impact(s) is/are proportionately borne by the development or land use that creates them via the imposition of reasonable mitigation requirements.

2. Scope of Study

The direct impacts that must be considered and assessed shall include, but not be limited to, impacts upon:

1. The public health, safety and general welfare of the residents of the Town;
2. The surrounding natural environment;
3. Parks, playgrounds, and other recreational and open spaces;
4. Storm water management and drainage ways;
5. Roadways, streets and other public ways;
6. Motor vehicle traffic including public transit, passenger and truck traffic;
7. Non-motorized vehicular traffic, including pedestrian movement and safety and bicycle travel;
8. Public utilities, including water and sewer supplies and demand, gas, electric, telephone and the like;

9. Sanitary waste disposal; and
10. Trash.

2.1 Definitions

The following definitions shall apply to this Section

IMPACT AREA: Area surrounding the proposed development that may be impacted including, but not be limited to, intersections and streets.

LEVEL OF SERVICE (LOS): A measure used to analyze the quality of traffic service by categorizing traffic flow and assigning quality levels of traffic based on performance measures including but not limited to speed, traffic volume and congestion. A project's Level of Service shall be determined according to criteria set forth by the Transportation Research Board of the National Research Council

SUBSTANTIAL ALTERATION OR IMPROVEMENT: An alteration or improvement of a structure or group of structures (a) totaling fifteen thousand (15,000) gross square feet or more in size which will either result in an increase in gross floor area of more than ten percent (10%) or which will require the addition of ten (10) or more parking spaces in order to comply with the Zoning Code, or (b) which alteration or improvement the SPGA determines, by majority vote, may substantially impact existing conditions and therefore have a significant impact as set forth in Section 2 and Section 3. A determination of a Substantial Alteration or Improvement shall be based on the aggregate of all repairs, improvements, extensions or enlargements undertaken within a period of three (3) years prior to the submission of the application to which this section applies.

SPECIAL PERMIT GRANTING AUTHORITY ("SPGA"): The Special Permit Granting Authority (the "SPGA") as referenced in this section shall be the Planning Board.

2.2 Applicability

The requirements of this section shall apply to:

1. Any new construction; (excludes residential subdivision)
2. Any Substantial Alteration or Improvement which requires a special permit;

3. Construction of 5,000 gross square feet or more of new floor area or improvement of 5,000 gross square feet or more of existing floor area in a Business, Central Business, Commercial 1 & 2, Commercial Mixed Use, Highway Business, Medical, Medical/Office, Neighborhood Business, and Overlay Districts
4. Any new use established, or any increase in intensity of an existing use, Table of Uses, which results in:
 1. The construction of 15,000 square feet or more of new gross floor area;
 2. Any Substantial Alteration or Improvement as defined by Section 2.1 above;
 3. The conversion of 15,000 square feet or more of gross floor area from one use to another use; or
 4. The addition of ten (10) or more parking spaces in order to comply with Chapter 15 of the Zoning Code.

3. Development Impact Statement (DIS)

A Special Permit or other application for a project meeting the thresholds in Section 2.2 above shall include a development impact statement which shall be prepared by personnel competent and qualified in their respective fields; at a minimum, the traffic and utility assessments must be prepared by qualified Massachusetts Registered Professional Engineers. The development impact statement shall include detailed information on and assessments of the subjects identified in Section 2 and set forth herein, including assessments of the clear and direct impacts the proposed project will have upon them. A development impact statement shall contain the following information:

- a. Traffic Study: This assessment shall document existing traffic conditions in the vicinity of the proposed project, accurately describe the volume and effect of the projected traffic generated by the proposed project, and identify measures necessary and sufficient to mitigate any adverse impacts on existing traffic conditions.
 1. Determination of Scope: Prior to preparing the Traffic Study, the Applicant's Registered Professional Engineer is strongly encouraged to participate in a Scoping Meeting with the Department of Public Works to review the proposed scope of the Traffic Study including identification of the project's Impact Area to be studied. The DPW Director shall provide a written

statement to the SPGA regarding concurrence or disagreement with the proposed scope or the scope as otherwise provided in the Traffic Study, and the reasons for the DPW Director's opinion. Such written statement shall be provided to the SPGA and the Applicant either within thirty (30) days of the DPW Director pre-application meeting with the Applicant's Registered Professional Engineer or, if no Scoping Meeting is held, within thirty (30) days of the DPW Director's receipt of the Traffic Study as part of the application filed with the Town Clerk. Such written statement of concurrence or disagreement shall be either included with or subsequently attached to, as applicable, the Traffic Study submitted by the Applicant.

The SPGA may require the Applicant to study and evaluate additional roadways and/or intersections to address any concerns identified by the DPW Director.

2. Contents: The Traffic Study shall contain the following:

- i. Existing traffic conditions: Measurement and assessment of average and daily peak hour vehicular, pedestrian and bicycle traffic volumes, average and peak speeds, sight distances, accident data and Levels of Service (LOS) of all intersections and streets within the project's Impact Area and including any intersection projected to be adversely affected by the project over the No Build condition. Such data shall be no more than twelve (12) months old at the time of application, unless other data are specifically approved by the SPGA with the recommendation(s) of the DPW Director. Automated Traffic Recorder (ATR) data must be for a minimum of 48 hours, not including Saturdays, Sundays, holidays, any day within a holiday week, or any day with any snowfall in the Boston basin geographical area. For each location counted, a plot of average directional count by hours for a 24 hour average weekday shall be provided.

For projects near a State or Federal highway, turning movement counts must be sufficient to show that they include, at a minimum, the two highest peak hours among these possibilities: AM highway peak, mid-day highway peak, mid-afternoon highway peak, and PM highway peak. If the two highest generator peak hours do not overlap any part of the highway peak, substantiating data must be provided.

With respect to accident history, a minimum of three (3) years of data shall be provided for each roadway and intersection impacted by the project. Written requests for accident reports shall be made to the Stoneham Police Department for local roads and intersections and to MassDOT's District 4 Engineer for roads and intersections on State-owned highways.

- ii. Projected traffic conditions: Projected traffic conditions for the design year of occupancy, including a statement of the design year of occupancy, estimated background traffic growth on an annual average basis, and impacts of other proposed developments that have been approved in whole or in part by the Town of Stoneham or an abutting town which will affect future traffic conditions.
- iii. Projected impact of proposed project: Projected peak hour and daily traffic generated by the proposed project on the roads and ways in the project Impact Area, sight lines at the intersections of the proposed driveways and streets, existing and proposed traffic controls in the vicinity of the proposed project, and projected post-development traffic volumes and Levels of Service (LOS) of intersections and roads likely to be affected by the proposed project.
- iv. Traffic mitigation measures: Specific measures to be undertaken by the Applicant in order to mitigate the impacts of the proposed project and to ensure that current traffic conditions and Levels of Service (LOS) are not adversely affected by the project. Also, the assessment shall consider both on site and off site mitigation measures, to include but not be limited to new traffic control signals, increase(s) in right of way capacity via widening roads, or other right of way or intersection improvements. Where the use of existing transit systems is proposed as mitigation, analysis of the impacts on capacity and performance of these services should be quantified and documented in this section. The proposed mitigation measures, if approved, shall be required to be completed prior to the issuance of a final certificate of occupancy for the project component. The assessment shall also consider how the proposed mitigation measures and future year performance degradation are fully mitigated to the equivalent No Build condition.
- v. Trip Reduction Requirements: As a condition of its approval, the SPGA may require actions and programs by the owner and/or manager of a development to reduce the number of single occupant automobile trips made to a development, particularly during peak traffic hours. These requirements are geared toward an office environment, but may be applied to other uses to a certain extent. Such actions and programs may include:
 - 1. providing a pass to employees for use on a public transportation system that service the development area;
 - 2. use of carpools and vanpools;

3. scheduling of hours of operation, such as flex-time, staggered work hours, and spread scheduling that reduces trips during peak traffic hours;
 4. preferential parking locations and arrangements for vehicles other than single occupant automobiles; and/or
 5. restrictions on access to, or egress from, off-street parking areas during peak traffic hours.
- b. Utility Impact Assessment: The Utility Impact Assessment shall document the capacity and condition of the existing public utility infrastructure in the vicinity of the proposed project, including but not limited to water and sewer services and storm water drainage systems. The assessment shall also accurately describe the additional demand, if any, upon said infrastructure items, generated by the proposed project, and identify measures necessary and sufficient to mitigate the impact caused by any such additional demand.
1. Determination of Scope: Prior to preparing the utility impact assessment, the Applicant's Professional Engineer is strongly encouraged to meet with the DPW Director to review the proposed scope of the utility impact assessment, including the identification of the project's Impact Area to be studied, which shall include all water and sewer utilities likely to be affected by the proposed project. The DPW Director shall provide a written recommendation to the SPGA regarding the proposed scope or the scope as otherwise provided in the utility impact assessment, and the reason(s) therefor. Such written recommendation shall be provided to the Applicant within thirty (30) days of the DPW Director's meeting with the Applicant's Professional Engineer, or, if no scoping meeting is held, within thirty (30) days of the DPW Director's receipt of the utility impact assessment as part of the application filed with the Town Clerk. Such written recommendation shall either be included with or subsequently attached to, as applicable, the Utility Impact Assessment submitted by the Applicant. The SPGA may require the Applicant to study and evaluate additional utility infrastructure impacts, including but not limited to water, sewer and storm water drainage, to address any concerns identified by the DPW Director.
 2. Contents: The Utility Impact Assessment shall evaluate:
 - i. Existing condition and capacity: Identification of the size, type, condition and overall remaining capacity of the existing utility infrastructure. The assessment shall include examination of available Town Plans within the immediate Project vicinity, completion of hydrant pressure testing of the Town water main(s) serving the facility and,

where necessary, video camera inspections of existing sewer service connections to be re-used. The assessment shall also include an up-to-date inventory of Town-owned utility infrastructure impacted by the Project; for sanitary sewer and storm drainage systems provide estimates of the existing capacity and percentage of capacity presently utilized as well as excess capacity if any;

- ii. Projected conditions: Projected usage shall be provided, including estimated water usage, and sanitary and storm water outflows; together with the impacts, as available, of usage caused by other developments already approved by the Town.
 - iii. Utility mitigation measures: Specific measures to be implemented by the Applicant to mitigate the impacts of the proposed project on the public water and sewer infrastructure, including increasing the capacity by replacing and/or enlarging existing lines; inflow and infiltration improvements or payments; on-site retention or detention tanks; or other on-site or off-site measures. The proposed mitigation measures, if approved by the SPGA, shall be solely related to the proposed development and completed prior to the issuance of a final certificate of occupancy for the Project component.
- c. Other Public Facilities Impact Assessments: This section of the DIS shall include detailed information and analyses about the development's projected impact(s), both on-site and in the impact area, on all of the following:
- 1. Parking, including existing and proposed on-site motor vehicle and bicycle parking layout(s)/accommodations and on-street/off-site (where applicable) motor vehicle and bicycle accommodations to evidence proposed facilities are sufficient to serve the project;
 - 2. Transit Services, including locations of bus, train and transit stops, shelters, stations and routes within the project Impact Area as well as private shuttle bus service routes, school bus stops, etc. within five hundred (500) feet of the project site. Information shall be provided relative to daily AM and PM schedules (including Saturdays for residential or retail projects) for stops/stations within five hundred (500) feet of the project site including a summary of transit schedules and headways for each service.
 - 3. Environmental conditions and impacts, including a summary of wetland resource areas and buffer zones, identified and potential vernal pools, groundwater protection zones, flood hazard areas and floodplains, steep

slopes and areas of known soil/groundwater contamination. If the project is subject to a Notice of Intent filing with the Conservation Commission, the Applicant shall provide a copy of the submission to the SPGA to fulfill the provisions of this Section.

4. Parks, playgrounds, and other recreational and open spaces, including all public and privately-owned open space parcels and trails, public parks and playgrounds and athletic facilities such as pools, running tracks, walking paths and ballfields within five hundred (500) feet of the project site.
 5. Pedestrian movement and safety, including existing levels of pedestrian traffic within five hundred (500) feet of the project site, five (5) year projections of volumes of pedestrian traffic, the location and condition of existing sidewalks and other pedestrian ways including whether or not compliant with ADA requirements, and provision of lighting and other safety measures in areas where pedestrian traffic exists or is expected as a result of the development.
 6. Trash and recycling. The project may have private trash service, include estimated tonnage of refuse and recycling to be generated by the development on a weekly basis and any private provision(s) for collection of trash and recycling.
- d. Fiscal Impact Assessment

The purpose of the Fiscal Impact Assessment is to evaluate the fiscal and economic impacts of the proposed development on the Town in accordance with the following:

1. Projections of costs arising from increased demand for public services (such as schools, police and fire (including ambulance service), trash and waste disposal; administrative and inspection services);
2. Projections of benefits from increased tax revenues, employment (construction and permanent), and value of public infrastructure to be provided;
3. Projections of the impacts of the proposed development on the values of abutting properties;
4. Five-year projection of increased Town revenues versus costs resulting from the proposed development.

3.1 Report by DPW Director

The DPW Director shall be responsible for preparing a written report to the SPGA after consulting with all other relevant departments regarding the adequacy and accuracy of the scope, data, findings, and proposed mitigation measures presented in the Development Impact Statement.

3.2 Peer Review

The SPGA may require peer review of some or all of the contents of the Development Impact Statement, at the Applicant's expense as it deems appropriate.

3.3 Performance and Completion of Mitigation Measures

1. No building permit shall be issued to an Applicant until surety has been established in a sum (3% of the total project cost), sufficient to ensure completion of any said mitigation measures in the form of a performance bond, irrevocable letter of credit, or escrow agreement and such is filed with the Town Treasurer the sum of said surety shall be established by the SPGA after consulting with the DPW Director, who shall be responsible for review and approval of the costs of construction/completing mitigation measures and including a minimum of an additional ten percent (10%) to the estimate, to account for inflation and as a contingency against unexpected field conditions. Such cost estimate shall be prepared by the applicant's Professional Engineer or licensed architect. The SPGA shall approve the surety as to proper form and content prior to its acceptance.

The applicant is expected to complete/implement any and all required mitigation construction/improvements as conditions of any Special Permit or plan approval prior to the issuance of a final occupancy permit for the project.

The SPGA may, by majority vote, periodically reduce the amount of the bond held as surety to guarantee completion of mitigation measures. No bond reduction or final release of remaining bond monies shall be approved unless the SPGA has received certification from the DPW Director and/or any other appropriate municipal department that all required mitigation work has been satisfactorily completed.

2. Payments in Lieu of Performing Mitigation Measures

- a. It is the preference of the Town that the developer/Applicant complete all mitigation measures, if any. Occasionally the option of a payment in lieu of performance may be appropriate in certain circumstances (e.g. contributions, which to the extent not voluntary and with the exception of the 10% interest and contingency specified above cannot exceed the cost of any direct and proportionate impact of the proposed project, toward a larger-scale infrastructure project being planned by others). In those circumstances the SPGA may by majority vote authorize the Applicant to make a payment in lieu of performing all or part of mitigation measure(s) which have been made a condition of a Special Permit or plan approval.
- b. Any such payment shall be equivalent to the amount calculated by the Department of Public Works in accordance with paragraph 3.3.1 above and shall be placed into an account dedicated to the specific purpose identified as a condition of the approval. The payment shall be used for no other purpose. In calculating any such payment, the Applicant shall not be credited the amount of the contribution required under the Town of Stoneham's Town Regulation or any contribution to roadway, water or sewer improvements required as a result of the environmental review process of the state or federal government. The applicant cannot take credit for mitigation improvements for work required by a state or federal agency.
- c. At least once each year from the date the funds are deposited with the Town, the Town Accountant shall certify in writing to the SPGA the remaining funds in the mitigation account.
- d. In the case when such payment in lieu of performance is accepted and if the funds have not been encumbered by the Town of Stoneham within two years of the issuance of an occupancy permit, the SPGA upon its own initiative or the request of the Applicant shall hold a hearing to determine why the funds have not been spent or encumbered. At said hearing, the SPGA may extend for a period of no more than two years an extension of time to encumber such payment in lieu of performance. If payment in lieu of performance is not encumbered in the aforementioned time frame, the payment shall be returned to the developer.

- e. Any money in the fund shall be expended only by a majority vote of the entire membership of the Planning Board, with the approval of the Town Administrator, and shall be appropriated only for the purpose of performing and/or addressing the mitigation set forth in the Development Impact Statement.
3. If the Applicant has failed to comply with all the conditions of the Special Permit or plan approval, and/or has not completed required mitigation work before the issuance of a temporary or final occupancy permit, the Town shall complete the mitigation measures as much as is practical with funds obtained through the exercise of the surety posted in accordance with paragraph 3.3.1.
4. If a proposed project generates a significant number of additional residents and/or employees as determined by the planning board and such participation is warranted and required by the SPGA, the Applicant shall participate in the regional or local transportation management association (TMA) and implement a transportation demand management program that includes the assignment of an Employee/Resident Transportation Coordinator to work with the TMA, residents and employees to encourage ridesharing and the use of public transportation.
5. Waivers - The SPGA, by a majority vote of the full SPGA, after receiving the Development Impact Statement and the report of the DPW Director, may waive all or part of the mitigation requirements of this provision. The SPGA, in approving a waiver, shall make a specific finding, in writing, that the granting of a waiver will not create conditions which are substantially more detrimental to the neighborhood in which the site is located, than if the waiver were not granted. As the basis for its decision, the SPGA shall consider other positive impacts of the project upon the project Impact Area not measured by the Development Impact Statement, such as, but not limited to, the substantial remediation of an environmentally contaminated site, the creation of needed affordable housing and transportation demand management measures.
6. At the completion of the project and after all mitigative measures have been completed and or implemented prior to issuance of the certificate of occupancy, any remaining mitigation funds, at the discretion of the SPGA, shall be returned to the developer/owner.

In a case where there is a potential of multiple developments in the same project area, the SPGA at their discretion may hold back remaining mitigation funds for any or all of those projects until all the projects have been completed and impacts addressed. At that time, the SPGA, at their discretion, can release any remaining mitigation funds to the respective developers.

3.4 Severability

The invalidity of one or more provisions or clauses of this section shall not invalidate or impair the section as a whole or any other part hereof.

Adopted by vote of the Planning Board on September 10, 2025

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