STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187
www.ellington-ct.gov

TEL. (860) 870-3120 **TOWN PLANNER'S OFFICE** FAX (860) 870-3122

DESIGN REVIEW BOARD
REGULAR MEETING AGENDA
THURSDAY, JUNE 18, 2020, 7:00 P.M.
ZOOM MEETING

(IN-PERSON ATTENDANCE NOT PERMITTED DUE TO COVID19)
(INSTRUCTIONS TO JOIN VIRTUAL MEETING PROVIDED BELOW)

I. CALL TO ORDER:

II. PUBLIC COMMENTS (On Non-Agenda Items)**:**

III. NEW BUSINESS:

1. Review of design elements for Z202008 – MJS Leasing LLC & Chilson Realty Co. owners/ Town of Vernon & Town of Ellington applicants, for the construction of four full-size soccer fields, parking and access roads, concession and restroom buildings, and associated site improvements on properties along the east side of Windermere Avenue near the Vernon town line, at APNs 011-033-0000, 019-005-0004 and 019-005-0005.

IV. ADMINISTRATIVE BUSINESS:

1. Approval of the May 15, 2019 and July 18, 2019 Special Meeting Minutes
2. Correspondence/Discussion:
   a. Ellington – Design Review Guide

V. ADJOURNMENT:

Note: Next regular meeting is scheduled for September 17, 2020

In order to comply with COVID-19 limited in-person meetings and social distancing requirements, this meeting will be conducted using the online video conferencing service provider Zoom. Meeting details will be provided on the Agenda and posted on the Ellington webpage (www.ellington-ct.gov), Agenda & Minutes, Design Review Board.

Join Zoom Meeting via link:
https://zoom.us/j/91214440550
Meeting ID: 912 1444 0550
Password: 789095

Join Zoom Meeting by phone:
1-646-558-8656 US (New York)
Meeting ID: 912 1444 0550
Password: 789095

COMMISSIONERS: TO ASSIST IN ESTABLISHING QUORUMS REQUIRED TO CONDUCT MEETINGS, PLEASE CONTACT THE PLANNING DEPARTMENT IF YOU ARE UNABLE TO ATTEND A SCHEDULED MEETING.

Town of Ellington
Planning & Zoning Commission Application

Type of Application: ☐ Zone Change ☐ Amendment to Regulation ☒ Site Plan Approval Special Permit ☐ Modification ☐ CGS 8-24

Application # Z-20-2008
Date Received 5/21/2020

Notices associated with this application will be sent to the applicant, if different than the owner, unless otherwise requested.

Owner's Information

Name: MJS Leasing, LLC/ Chilson Realty Co.

Mailing Address: 27 Standish Rd./ PO Box 611
Ellington CT 06029 / Vernon CT. 06066

Email:

WHEN NOT REQUIRED BY LAW TO MAIL NOTICE BY USPS, MAY NOTICES BE EMAILED TO YOU? ☐ Yes ☒ No

Primary Contact Phone #:

Secondary Contact Phone #:

Signature: C.A. Chilson - CHILSON REALTY 5-1-20 MTS Date: 5/4/2020

By signing below I certify that all information submitted with this application is true and accurate to the best of my knowledge, that I am aware of and understand the application requirements and regulations, and acknowledge that the application is to be considered complete only when all information and documents required by the Commission have been submitted. Moreover, by signing above I/we expressly provide written consent to the filing of the application and access to the site by the Commission or its staff.

Notices associated with this application will be sent to the applicant, if different than the owner, unless otherwise requested.

Applicant's Information (if different than owner)

Name: Town of Vernon/ Town of Ellington

Mailing Address: 14 Park Place/ 55 Main St.
Vernon CT 06066/ Ellington CT 06029

Email:

WHEN NOT REQUIRED BY LAW TO MAIL NOTICE BY USPS, MAY NOTICES BE EMAILED TO YOU? ☒ Yes ☐ No

Primary Contact Phone #:

Secondary Contact Phone #:

Signature: Date: 5/20/2020

By signing below I certify that all information submitted with this application is true and accurate to the best of my knowledge, that I am aware of and understand the application requirements and regulations, and acknowledge that the application is to be considered complete only when all information and documents required by the Commission have been submitted.

Street Address: Lot #33 - Windemere Avenue, Ellington CT 06029/ Lot #5 West Rd. Rear

Assessor's Parcel Number (APN): 011-033-0000/ 019-005-0005 019-005-0004 **Existing Zone:** IP/IP **Proposed Zone:** N/A
(If unaware of APN, please ask staff for assistance) (If none, insert "N/A")

Public Water: ☒ Yes ☐ No **Public Sewer:** ☐ Yes ☒ No *If not served by public water and sewer, applicant/owner shall make application to North Central District Health Department (Enfield Office).*

Is parcel within 500' to any municipal boundary? ☒ Yes ☐ No

Are there any wetlands/watercourses within 100' of construction activity or within 250' of wetlands/watercourses when located in the Shenipsit Lake Drainage Basin? ☒ Yes ☐ No *If yes, pursuant to state law application must be made to the Inland Wetlands Agency prior to or simultaneously with application to the Planning and Zoning Commission.*

Is the project in a public water supply watershed area? ☐ Yes ☒ No *If yes, applicant shall notify Connecticut Water Company and Commissioner of Public Health about the proposed project by certified mail return receipt within 7 days of application (§8-3i(b). Copy of application, plans, and supporting documents must accompany notice. Proof of notice and copies of return receipts must be provided to the Planning Department.*

Description of Request (If more space is needed, please attach additional sheets)

See Narrative

Project Narrative

The current proposal includes four full size soccer fields, associated parking and access roads surfaced with recycled bituminous millings, amenities such as a concession building with restrooms and storage facilities on the upper level and a second separate building with restrooms for the lower terrace fields. Additionally, an area has been reserved for a more formal playground. Potable water will be provided by CT Water, sanitary waste will be directed to an on-site disposal field. Storm water runoff from the fields, parking and other grass surfaces will be directed to localized recharge systems.

The proposed project is located on two separate parcels which will be acquired by the Town of Vernon and merged into a single tract. The 21.3 Acre parcel currently owned by Chilson Realty Co. (m19-b5-l5) is located in the northerly portion of the project, and the 11.2 Acre parcel currently owned by MJS Leasing, LLC. (m11-b33-l00) is located in the southerly portion of the project, 9.3 acres and 1.9 acres in Ellington and Vernon respectively.

The site contains upland soils, soils of alluvial origin and traditional Poorly or Very Poorly wetland soils. The limits of these various soils as determined by a field investigation are shown on the attached plans. The official wetland limits as shown on the Town of Ellington Website is also shown on the plans along with the 100-year flood limit as published by the FEMA FIRM map. Both Parcels have recently been in active crop production, throughout the parcels without regard to soil category or flood potential.

The change from the current agricultural practices to a stable lawn cover should reduce soil erosion and maintain/improve rainwater infiltration. In order to prepare drought resistant fields and reduce the needs for irrigation in fields 1, 2, and 3 it is suggested that topsoil and loam layers be separately stripped and reserved for replacement after the sandy/gravelly soils are shaped to mirror the finished grading. This will ensure favorable conditions for deep rooted plantings and rainwater infiltration. Field 4 is within the 100 year flood zone and will be regraded to the finished surface without importing any materials to prevent the loss of flood storage.

These techniques and the installation of leaching catch basins will capture runoff to the maximum extent possible. The configuration of the fields and access roads have been developed to eliminate any increases to streamflow volumes and velocity.

Initial Step – the site has been in corn production for a number of years and may or may not be clear of vegetation depending on when or if a cover crop has been planted. The first activity should be to protect the native topsoil from wind and water erosion with a vigorous cover crop.

Phase 1 -includes the construction of the park access road to future Concession Stand and northerly most parking area; the actual parking area, and field #1 and the extension of the Utilities to a central terminus. Landscaping, water management elements and stabilization of the surrounding non-play grass areas.

Phase 2 -includes the construction of field #2, the second parking area, the concession stand, landscaping, water management elements, septic system and leaching field, and stabilization of the surrounding non-play grass areas.

Phase 3 -includes the extension of the access drive and the remaining parking area, field #3, landscaping, water management elements, second restroom building, required utilities connections and stabilization of the surrounding non-play grass areas.

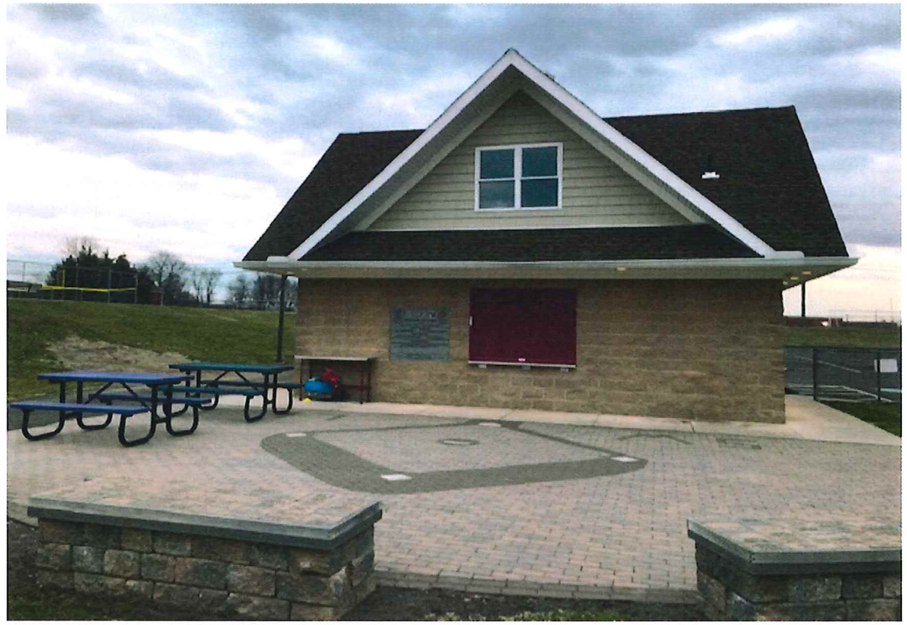
Phase 4 -includes the construction of the service road, construction of field #4, and stabilization of the surrounding non-play grass areas. Field #4 is located within the 100-yr flood area and the final grades are developed to balance the volumes of cuts and fills such that no loss of flood storage will occur. The access path will mimic the existing grades and is only for emergency or maintenance use. No parking areas or structures are proposed in this vicinity.

The project is divided into 4 phases to allow regrading and subsequent stabilization to proceed as rapidly as possible. Construction activities will also be influenced by funding schedules and the availability of resources. Landscaping including buffer trees, gardens, fencing and the location sign will be installed as the project progresses. The tree species shown on the Site Plans are suggested. Variation from those listed species will be permitted only with the permission of the Ellington Parks and Recreation Director.

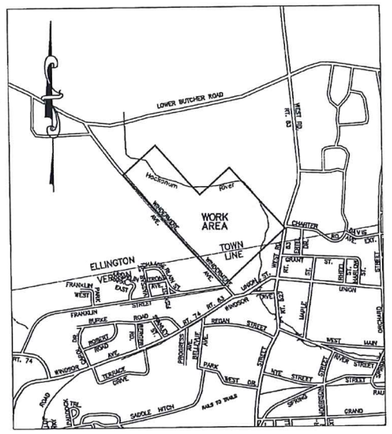
Applications to the Ellington IWC, Vernon IWC, North Central District Health Department, and the CT DEEP Stormwater division will also be part of this Project.

The attached plan set and supplemental documents have been provided to assist the Ellington Planning and Zoning Commission in their review of this proposal.

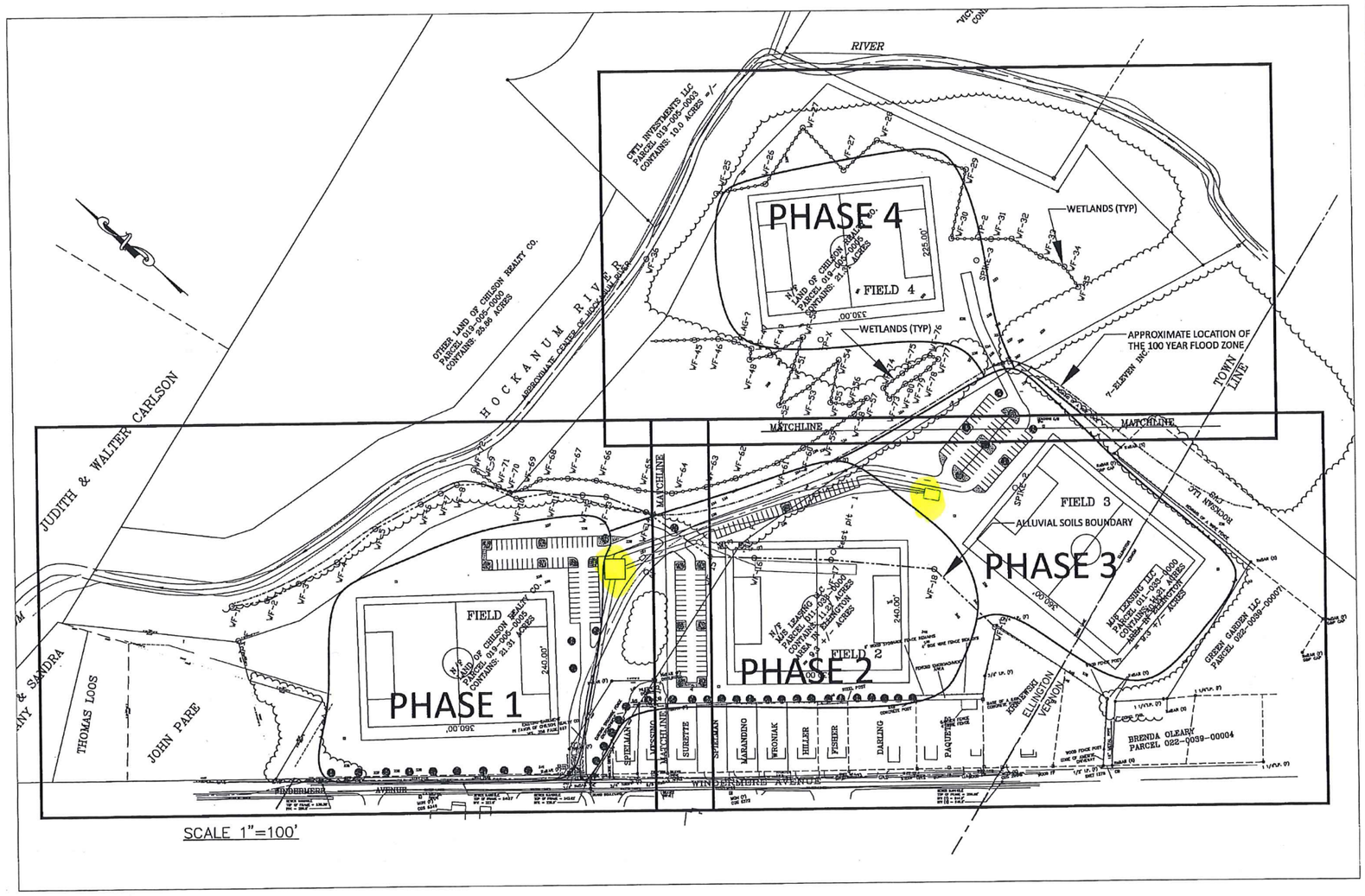
HOME OF THE SOUTH WINDSOR LITTLE LEAGUE



HOME OF THE SOUTH WINDSOR LITTLE LEAGUE



KEY MAP
SCALE 1" = 1000'



MAP REFERENCE:

1. BOUNDARY INFORMATION SHOWN HEREON IS BASED IN PART ON THE FOLLOWING SURVEYS:
   A. "REVISION TO SUBDIVISION MAP" LIMITED PROPERTY SURVEY LAND OF CHILSON REALTY CO. LANDMARK SURVEYS, LLC DATED 4/27/2020.
   B. PROPERTY SURVEY PREPARED FOR TOWN OF VERNON LAND OF MJS LEASING LLC LANDMARK SURVEYS, LLC DATED 4/27/2020
2. CONNECTICUT WATER MAP – PROPOSED WATER MAIN REPLACEMENT PREPARED BY GESICK & ASSOCIATES, P.C. DATED 11/9/2018.
3. TOPOGRAPHIC INFORMATION DEVELOPED FROM LIDAR SURVEY PERFORMED BY CT DOT AND ASSESSED FROM UNIVERSITY OF CT MAPPING CENTER.

DAVID A. SMITH CT PELS 314173 — DATE
VERNON TOWN ENGINEER
AUTHORIZED PRINTS WILL BEAR MY EMBOSSED SEAL

WETLANDS NOTE:
RICHARD ZULIK /CERT. SOIL SCIENTIST — DATE

#1 – This plan is a dependent Re-Survey with an Accuracy Standard of A-2.
#2 – This Plan has been prepared in accordance with the Regulations of Connecticut State Agencies, Sections 20-300b-20. It is a Compilation Plan and is considered Class A-2 and T-2 Accuracy Standard.
#3 – A-2 Certification applies only to perimeter boundary information as presented. Map reference #1.

To my knowledge and belief, this map is substantially correct as noted hereon.

Rachel Dearborn, Licensed Land Surveyor #70295
This certification not valid unless this plan bears a live signature and my embossed seal

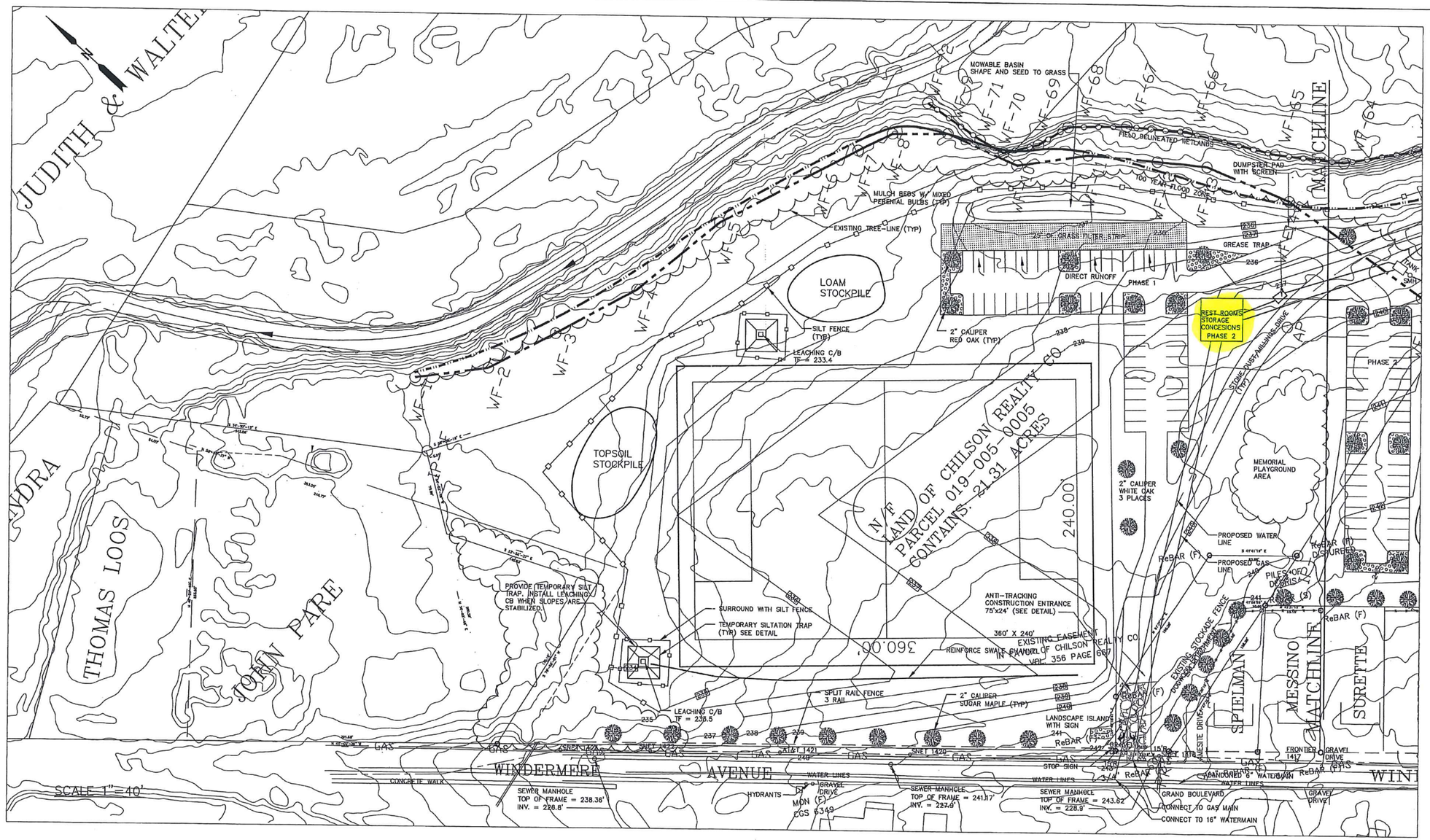
REV 2 – JUNE 3, 2020
REV 1 – MAY 21, 2020

TOWN OF VERNON CONNECTICUT SEAL 1808

OVERALL SITE PLAN
WINDERMERE FIELDS
WINDERMERE AVENUE
ELLINGTON & VERNON CT
TOWN OF VERNON
ENGINEERING DEPARTMENT
14 PARK PLACE, VERNON, CT 06066

SCALE: AS NOTED	DATE: MAY 4, 2020	SHEET: 2 OF 7

FILE: Q:\PARKS and REC\WINDERMERE SOCCER FIELDS



REV 2 – JUNE 3, 2020
REV 1 – MAY 21, 2020

TOWN OF VERNON CONNECTICUT SEAL 1808

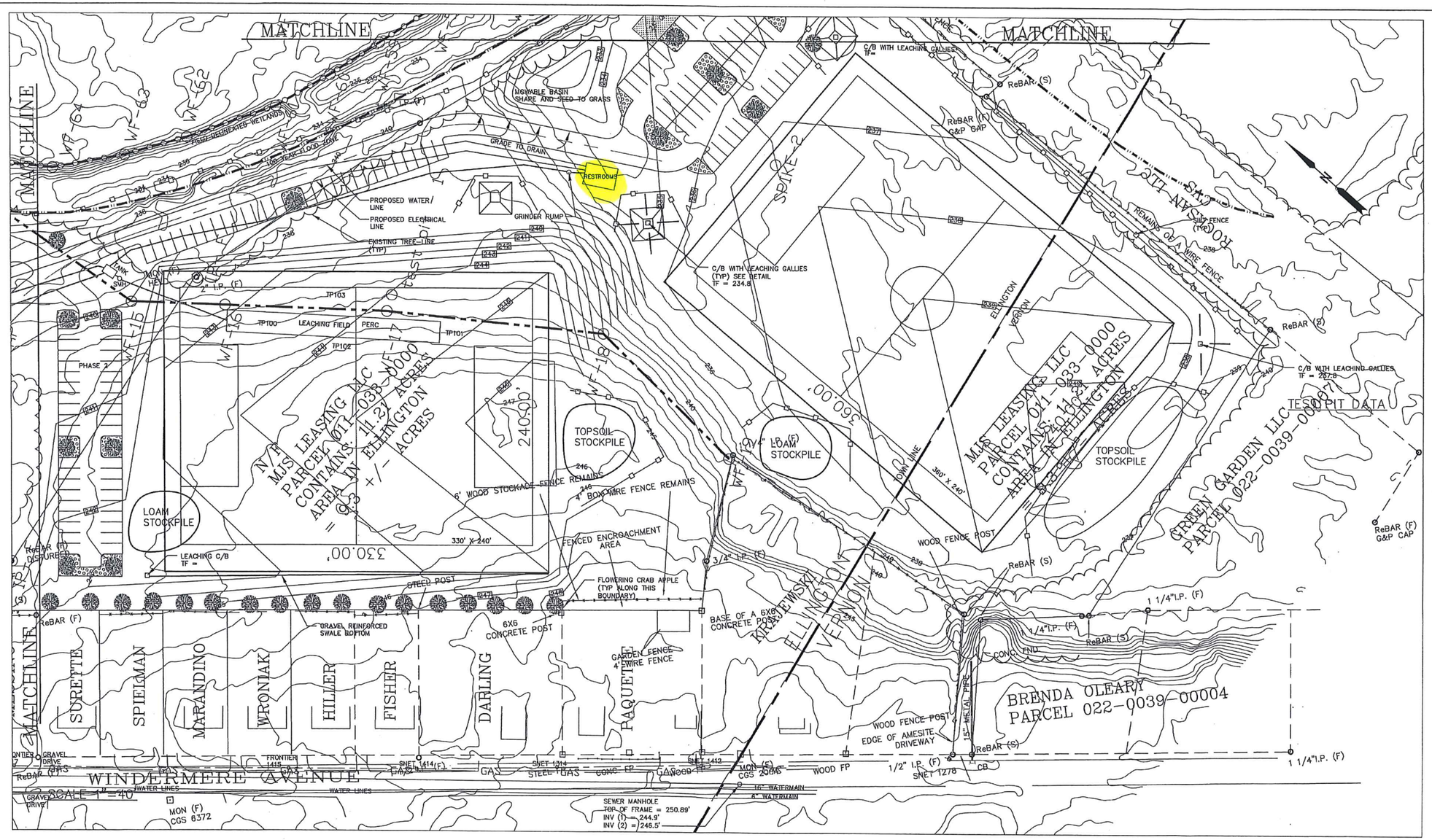
SITE PLAN FIELD - 1

WINDERMERE FIELDS
WINDERMERE AVENUE
ELLINGTON & VERNON CT

TOWN OF VERNON
ENGINEERING DEPARTMENT
14 PARK PLACE, VERNON, CT 06066

SCALE: 1" = 40'	DATE: MAY 4, 2020	SHEET: 3 OF 7

FILE: Q:\PARKS and REC\WINDERMERE SOCCER FIELDS



REV 2 – JUNE 3, 2020
REV 1 – MAY 21, 2020

TOWN OF VERNON CONNECTICUT SEAL 1808

SITE PLAN FIELD - 2 & 3

WINDERMERE FIELDS
WINDERMERE AVENUE
ELLINGTON & VERNON CT

TOWN OF VERNON
ENGINEERING DEPARTMENT
14 PARK PLACE, VERNON, CT 06066

SCALE: 1" = 40' | DATE: MAY 4, 2020 | SHEET: 4 OF 7

FILE: Q:\PARKS and REC\WINDERMERE SOCCER FIELDS

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DESIGN REVIEW BOARD
SPECIAL MEETING MINUTES
WEDNESDAY, MAY 15, 2019, 7:00 PM
TOWN HALL MEETING ROOM A, 55 MAIN STREET, ELLINGTON, CT

MEMBERS PRESENT: Chairman Robert Dawson, Michele Beaulieu-Dzen, Gary Chapin, and Kevin Zahner

MEMBERS ABSENT: Ronald Stomberg

STAFF PRESENT: Lisa Houlihan, Town Planner and Barbra Galovich, Recording Clerk

I. CALL TO ORDER:
Chairman Dawson called the meeting to order at 7:00 PM.

II. PUBLIC COMMENTS (On Non-Agenda Items): None

III. NEW BUSINESS:

1. **Review of design elements associated with Planning & Zoning File Z201908–Chauncey Real Estate, LLC (Waste Water Services, LLC), owner/applicant, request for a Special Permit for contractor's equipment storage and site plan approval and modifications for building addition, additional parking, and associated site improvements at 11 Courtney Drive, APN 018-015-0000, 21 Courtney Drive, APN 018-015-0002, and 31 Courtney Drive, APN 018-015-0003 in an I (Industrial) Zone.**

   Rachel Dearborn of Landmark Surveys and Andrew Coleman of Waste Water Services were present to represent the application. Ms. Dearborn explained the location of the property, the area where trucks park, the basketball court, changes proposed to the existing drainage basin, the material storage bins, and wetlands. She illustrated the two street trees currently located at the entrance of the site near the cul-de-sac, the foundation plantings currently located along the west side of the building, and three street trees near the parking to the north of the existing building. She referenced the existing detached sign and explained that it sits within a landscaped island.

   The proposal is for an addition to the east of the existing building. The addition will be finished with grey vinyl siding and architectural shingles to match the current building. She reviewed the existing walk to the main entrance of the building and explained it will be extended west to connect to the proposed new parking lot. The plan shows 30 spaces, but will be revised to reduce the number of spaces to 29 to eliminate the need to provide more landscaping. A

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DESIGN REVIEW BOARD
SPECIAL MEETING MINUTES
THURSDAY, JULY 18, 2019, 7:00 P.M.
TOWN HALL ANNEX, 57 MAIN STREET, ELLINGTON, CT

MEMBERS PRESENT: Michele Beaulieu-Dzen, Gary Chapin, and Ronald Stomberg

MEMBERS ABSENT: Chairman Robert Dawson and Kevin Zahner

STAFF PRESENT: Barbra Galovich, Recording Clerk

I. CALL TO ORDER:

Acting Chairman Chapin called the meeting to order at 7:00 PM.

II. PUBLIC COMMENTS (On Non-Agenda Items): None

III. NEW BUSINESS:

1. Review of design elements associated with Planning & Zoning File Z201914 – DeML Enterprises, LLC, owner/applicant, request for a Special Permit modification to remove 2007 condition of approval and allow screened outside storage and request for Site Plan approval for Phase 2 construction of building and related site improvements located at 72 Windermere Avenue, APN 018-026-0000, in an IP (Industrial Park) Zone.

   John Pare, Deml Enterprises, LLC, 238 Jobs Hill Road, was present to represent the application.

   Mr. Pare explained that he is going to the Planning & Zoning Commission next week to request a re-approval of his Special Use Permit since the original permit has expired and request to allow outside storage on the site. He said he is looking to erect a 24'x8'x6' raw wood stockade fence with stain to preserve the fence for his tenants to store their equipment in. Building #2's foundation is on site and sewer is ready for hookup to the proposed building.

ELLINGTON

Design Review Guide

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INTRODUCTION

This guide is derived from content approved as part of the Route 83 Corridor Study approved in 2015 and includes standards for design elements for commercial, industrial, mixed-use, multi-family developments, and Special Permit uses in residential zones in Ellington, Connecticut.

How the physical environment is constructed has a significant impact on the quality of life and property values in Ellington. This guide is intended to provide property owners and development professionals with assistance in designing site improvement plans. And, to help guide local boards with tools to appropriately manage land use and development activities in Ellington.

Some of the issues for consideration include:

- Protecting important resources;
- Enhancing the overall character and appearance of the physical environment since it is a reflection of the overall community;
- Propose a long-term vision in order to guide planning and land use decisions and promote positive outcomes for the community and for landowners.

Things To Protect And Preserve

In most cases, Ellington has good regulations in place to protect important resources in the community. Still, residents feel that more can and should be done to protect and enhance the character of the built environment.

This can be accomplished in three ways:

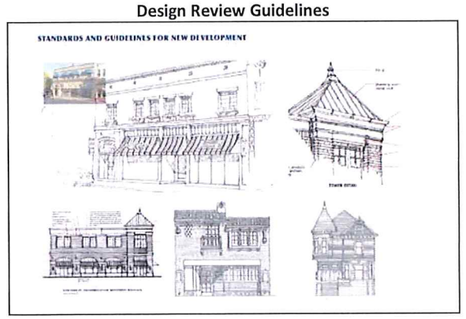
- Ensuring the appropriate maintenance of existing buildings and sites;
- Guiding the design of new buildings and sites;
- Guiding appropriate land use based on the zoning map and zoning regulations.

In terms of ensuring the appropriate maintenance of property, Ellington is very fortunate. Some communities in Connecticut and around the country are struggling with unoccupied properties or a lack of maintenance which can detract from community appearance, erode the value of nearby homes, pose health and safety risks, and consume hours of staff time. Although Ellington has not had the number or severity of problems seen in other communities, it might be helpful to have a "property maintenance" ordinance in place in the event it is needed.

For new buildings and sites, Ellington currently has a Design Review Board which reviews applications for new development and modifications to existing development. The Board is advisory and has had some success in improving design. The effectiveness of this arrangement could be enhanced by:

- Encouraging more pre-application discussions with potential applicants;
- Establishing published design guidelines to help architects and others prepare plans;
- Establishing a stronger arrangement for preventing designs that do not fit into Ellington and encouraging designs that fits Ellington.

Design Review Guidelines



Ellington should enhance its design review process in order to ensure that new development respects Ellington's traditions and fits into Ellington's character.

VISION

Things to Protect and Preserve

Natural Resources	• Continue to protect natural resources such as wetlands, floodplains, steep slopes, etc.; • Protect water quality; • Discourage development on steep slopes.
Open Space	• Continue to preserve open space; • Seek to expand the Hockanum River Trail; • Seek to expand and enhance trails and other recreational opportunities.
Farms And Farming	• Continue to support farms and farming

Community Character	• Character is key:
	  ○ Route 83 is a gateway to Ellington and the character of the corridor reflects on the community
	  ○ Some buildings and sites do not enhance character of the corridor
	  ○ Ellington should ensure new buildings fit into the character of the community
	• Enhance the design review process (standards, guidelines, etc.);
	• Ensure appropriate buffers between business and residential areas;
	• Require more green (landscaping) in front of businesses and in parking lots and as buffers as part of new and modifications to existing development;
	• Ensure sign size and lighting fits into the character of the community and disallow signage that detracts from the overall character of the community;
	• Encourage or require the maintenance of property.

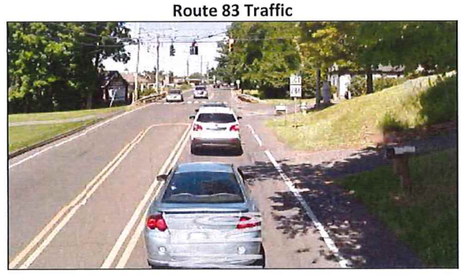
Services and Facilities to Provide

Community Facilities	• Continue to maintain community facilities and enhance or enlarge facilities to address emerging trends and growth.

Transportation	• Strive to maintain capacity / avoid congestion in the corridor and other commercial or high density development areas:
	  o Require access management / shared driveways
	  o Minimize / reduce driveway intersections
	  o Interior road connections would be beneficial
	• Coordinate traffic signals where nearby intersections conflict;
	• Maintain appropriate traffic signal spacing in order to control traffic and "platoon" traffic flow for individual properties;
	• Require traffic improvements (such as left turn lanes) at the time of development;
	• Encourage walking and bicycling:
	  o Lack of sidewalks prevents people from walking
	  o Walkability / sidewalks are an important goal
	  o Make more provisions for biking.

Utilities	• Implement LID; • Manage sewer allocation; • The existence of sewer lines supports commercial/industrial expansion; • Ellington should preserve excess sewer capacity for such commercial/industrial expansion and codify this in the regulations • Bury the utility lines; • Coordinate drainage within the corridor; • Improve design standards for detention basins; • Promote a master drainage concept to coordinate drainage collection and discharge.

Route 83 Traffic



Need For Sidewalks

DESIGN GUIDELINES FOR ELLINGTON

1. PURPOSE

These design guidelines are intended to aid in maintaining and enhancing the character and quality of buildings and public spaces in Ellington in order to maintain and enhance:

a. The distinctive character, landscape and historic value of Ellington;
b. The sensitive balance of visual and spatial relationships that create and enhance favorable character of Ellington;
c. The overall quality of the built environment, and
d. The economic and social vitality of areas which depends upon maintaining the attractiveness of the street environment, the economic viability of businesses, and a hospitable atmosphere for residential occupants and visitors.

2. USE OF GUIDELINES

These design guidelines are intended to provide:

a. That proposed buildings or modifications to existing buildings shall be harmoniously related to their surroundings, and the terrain and to the use, scale and architecture of existing buildings that have a functional or visual relationship to a proposed building or modification;
b. That all spaces, structures and related site improvements visible from public roadways shall be designed to be compatible with the favorable elements of the area in and around the proposed building or modification;
c. That the color, size, height, location, proportion of openings, roof treatments, building materials and landscaping of property and any proposed signs and lighting shall be evaluated for compatibility with the local architectural motif and the maintenance of views, historic buildings, monuments and landscaping;
d. That proposed improvements complement and are in concert with existing and planned public improvements including but not limited to sidewalk construction, street curbing, street lighting and landscaping;
e. That the removal or disruption of historic traditional or significant structures or architectural elements shall be minimized, and
f. Criteria from which a property owner and the design review board and the planning and zoning commission may make a reasonable determination of what is permitted.

3. APPLICABILITY

These design guidelines are intended to apply to:

a. Any development within a Commercial, Planned Commercial, Industrial or Industrial Park Zone;
b. Any multi-family development or other high-density development (e.g. Mixed Use), and
c. Any Special Permit use within a Residential Zone.

4. OVERALL DESIGN

4.1. Compatibility Objectives

All development shall be designed to be compatible with the existing and planned character of the area where it is proposed. Guidelines include:

a. The building and layout of buildings and site improvements should reinforce favorable existing buildings and streetscape patterns and the placement of buildings and included site improvements shall assure there is no adverse impact;
b. Proposed streets should be connected to the existing road network, wherever possible;
c. Open spaces within the proposed development should reinforce open space patterns, in form and siting;
d. Locally significant features of the site such as distinctive buildings or sight lines or vistas should be integrated into the site design;
b. The landscape design should complement favorable landscape patterns in the vicinity of the site;
c. The exterior signs, site lighting and accessory structures should support a uniform architectural theme and be compatible with favorable surroundings; and
d. The scale, proportions, massing and detailing of any proposed building should be in proportion to the scale, proportion, massing and detailing in the vicinity of the site.

4.2. Local Context

The design of improvements shall be patterned on the physical, cultural and historic context in the vicinity of the site. Guidelines include:

a. Reinforce historic scale, massing, proportion, spacing, setbacks, and orientation;
b. Protect and create views of distinctive landscapes and historic sites and structures, and
c. Incorporate historic / cultural landmarks into new development, where applicable.

4.3. Other Context

The exterior of structures and the configuration of sites should also be consistent with the distinctive characteristics in the vicinity of the site and may consider the "Connecticut Historical Commission - The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings", revised through 1990, as amended.

4.4. Organization

Improvements should be organized as an integrated system of structures, outdoor spaces, landscapes, and details both within the site and in relation to other improvements in the vicinity of the site. Guidelines include:

a. Organize the site in a unifying and discernible manner;
b. Maintain visual privacy between public and private spaces, and
c. Preserve or create scenic views.

5. SITE LAYOUT

5.1. General

The overall design of the site should provide for places that promote pedestrian comfort, provide visual pleasure, and support outdoor social activity that reinforce community life. Guidelines include:

a. Provide for public gathering at convenient, safe and visually engaging locations;
b. Use sidewalks / walkways as organizing elements, and
c. Illuminate assembly areas and street for visibility and safety.

5.2. Building Alignment

The width, height and spacing of buildings should respect the existing rhythms of the street on which they front. Guidelines include:

a. Provide a well-defined front facade with the main entrance clearly visible and identifiable from the primary public vantage points or public right-of-way;
b. Align buildings so that the dominant lines of their facades parallel the line of the street and create a sense of enclosure, and
c. The relationships between buildings and the street (such as front facades and major roof ridges) should either be parallel or perpendicular, not oblique or diagonal.

5.3. Pedestrian Circulation

This section of the guide is intended to recommend provisions for pedestrians and bicycles within developments and along major roadways. The overall design of the site should provide a safe, logical approach and entry to all buildings and site use areas for pedestrians. Pedestrian walkways shall be provided within a development to facilitate pedestrian movement between parking areas and building entrances, between the building(s) and the street, and between buildings in a multi-building development, and in such other locations on the site as needed to separate pedestrian movement from vehicular movement.

Walkways on private property should connect to and extend the network of public pedestrian movement that is crucial to the proper functioning in the vicinity of the site. Guidelines include:

a. Minimum sidewalk /walkway width should be five (5) feet;
b. Grass strips, at a minimum of 3' wide, shall be provided in between roads and sidewalks;
c. Materials for sidewalks and walkways shall be concrete, brick, or precast concrete pavers;
b. In parking lots with more than two aisles or two full parking bays, walkways shall be provided where needed so that pedestrians can move from their cars to buildings along a well-marked walkway and shall be clearly marked by a change in grade or material or both;
c. along the street frontage or frontages of the parcel or parcels;
d. Walkways should take advantage of, and give access to, views, open space, and environmental features;
e. Encourage a sidewalk or similar pedestrian path from the building laterally to the property line(s) to provide for pedestrian connections between properties, and
f. Encourage accommodations for pedestrians and bicyclists as part of the development including bicycle racks, benches or other seating areas, and other accommodations to encourage and promote pedestrian activity and cycling activity.

5.4. Vehicular Circulation

The overall design of the site should provide a safe, logical approach and entry to all buildings and site use areas for vehicles. Guidelines include:

a. Minimize curb cuts (both number and width) and encourage the use of shared walkways, shared driveways, rear driveway connections, and alley access to off-street parking areas;
b. Minimize conflicts between pedestrians (sidewalks) and vehicles (curb cuts);
c. Locate all delivery areas toward the rear of the site concealed from the public right-of-way, and
d. Where interrupted by curb cuts, the continuity of the sidewalk surface material should be maintained, while the material of the driveway should be interrupted.

5.5. Site Parking

The overall design of the site should integrate parking into the site design providing a positive visual element rather than the dominating one. Guidelines include:

a. Consider designs that locate parking at the rear and sides of buildings;
b. Pave and grade parking so that storm water will not cross public sidewalks;
c. Encourage parking lot light standards and fixtures that are compatible with the area in terms of design, height, color and intensity of illumination, and
d. Screen parking areas from street view (with landscaping, berms, fencing, etc.) to create a buffer that would visually screen parking areas, but not isolate the property or compromise security:
    i. Screen hedges or walls shall be 2'-3' min. height (for plant material) when installed and maintained at a minimum of three feet in height. Types of plants that are encouraged include hedges of yew, privet, junipers, holly, euonymus, boxwood or other vegetation.
    ii. Stonewalls are encouraged. Earthen berms or brick may also be acceptable.

5.6. Service / Utility Areas

The overall design of the site should minimize the safety hazards and visual impacts of service equipment and supporting structures. Guidelines include:

a. Install new utility service systems underground;
b. Conceal or screen all HVAC equipment from view from the public rights-of-way, areas of public assembly and adjoining properties, and
c. Protect adjacent residential neighborhoods from noise, traffic, risk of hazards, etc.

6. BUILDINGS

6.1. Architectural Style

"New England style" type architecture should be encouraged. Guidelines include:

a. Promote basic design elements and relationships that will help maintain and enhance a harmonious "New England style" type architectural character;
b. Other architectural forms and types (including architecturally unique or exceptional buildings) may also contribute, in the appropriate place and at an appropriate scale, to the character of the area, and
c. In the event of significant departure from this standard for "New England style" type architecture, the burden of proof of the overall appropriateness of the design rests with the applicant.

6.2. Form and Space

Building forms and surrounding spaces should reflect continuity of density, streetscape rhythm, yard setbacks, and community character. Guidelines include:

a. Create interesting and proportional outdoor spatial relationships between buildings, open space, and setbacks on adjacent sites;
b. Establish building references (e.g. eave or cornice heights, wall detailing, ground window heights, etc.) with adjacent building forms for visual continuity;
c. Create variety using building siting, surface recesses, and projections;
d. Avoid long and large unarticulated structures that are uninviting and do not contribute to the human-scaled streetscape, and
e. Avoid the over massing of buildings as it spatially relates to public rights-of-way, areas of open space and pedestrian walkways.

6.3. Scale, Massing and Proportion

The design statement should be simple and the individual design elements, materials, and details should be consistent with the contextual setting. Guidelines include:

a. Balance the visual relationships of building bulk and size with its site.
b. Break larger building volumes into smaller forms to lessen the total building mass.
c. Maintain proportions between building height, length and width consistent with prevailing architectural standards.
d. Create variety through compatibility rather than conformity, and
e. Strive for visual simplicity rather than unnecessary complexity.

6.4. Rooflines, Facades and Entrances

Rooflines should be simple, functional, and reflective of the broader community building stock and the public face of the building should present a clear, well-defined, and balanced façade. Guidelines include:

a. Form a consistent composition between the roof mass and building façade;
b. Reference adjacent building rooflines and roof details (e.g. dormers, fascias, roof pitches, etc.) and materials where applicable;
c. Apply consistent and historically correct architectural detailing throughout;
d. Build elements (e.g. protective canopies, columns, stairs, roof projections, etc.) to human scale at sidewalk level to encourage pedestrian use;
b. Avoid false detailing (e.g. mansard roofs, partial HVAC screens, truncated roof structures, etc.) which detracts from the building's integrity;
c. Create an agreeable pedestrian environment including weather protection, convenience, and safety features;
d. Arrange window patterns with a balanced spacing and conscious rhythm, and
e. Observe historic precedents wherever possible.

6.5. Materials, Color and Surface Texture

Building materials should be durable and functional and the use of color and texture should be reflective of local style and character. Guidelines include:

a. Preferred exterior materials look like natural materials (i.e. brick, stone, and wood);
b. In pitched roofs preferred roof materials are slate, wood shingles, and shakes. Asphalt shingles are acceptable. Colors should be neutral to dark;
c. Standing seam metal roof materials may be acceptable in some areas. Colors should be neutral to dark;
d. Balance the number of different materials on the exterior to avoid visual overload;
e. Materials should be used with appropriate detailing and expression;
f. Avoid large, unarticulated or monolithic areas on the street facades by using details to add relief and shadows;
g. Create visual variety and establish character using architectural elements (e.g. roof overhangs, trellises, projections, reveals, awnings, etc.) using proportional architectural elements;
h. Coordinate all exterior elevations of the building (color, materials, architectural form, and detailing) to achieve continuity;
i. Any new or exterior alterations should have trim detail to be compatible with favorable surrounding architecture, and
j. Trim details, such as rake boards, corner boards and fascia trim, should be of a material and dimension appropriate to the overall treatment of the facade.

6.6. Equipment and Services

Building equipment, storage, and service areas should be integrated into the site plan and architectural composition in ways that minimize adverse impacts. Guidelines include:

a. Install new utility service systems underground, and encourage burying all existing above ground services when renovating.
b. Conceal views of all roof-mounted equipment (e.g. HVAC, plumbing, exhaust fans, etc.).
c. Screen all ground or concrete pad-mounted equipment using evergreen plant materials of different species and size, or architectural detailing complementary to the building.
d. Locate and screen accessory buildings and functions (e.g. trash containers, storage sheds, and emergency generators) away from parking areas, walks, and adjacent land use.
e. Conceal garage doors and loading areas from view from surrounding streets and adjacent properties.

6.7. Building Height

Building heights should be appropriate. Guidelines include:

a. Maximum two-story eave heights are encouraged;
b. The first floor level of a 2-story facade should not exceed a height of four feet (4') above the grade at the street face of a building;
c. Story heights should remain within the range of those in surrounding buildings;
d. Two-story mixed-use buildings are encouraged.
e. Roof eaves on main roofs should be at least ten feet (10') above the grade at the building front entry.

7. SITE ENHANCEMENTS

7.1. Landscaping

Planting material should be used in a logical, orderly manner that defines spatial organization and relates to buildings and structures. Guidelines include:

a. Consideration shall be given to any overall landscaping plan or theme endorsed by the Design Review Board and Planning and Zoning Commission for the vicinity of the site.
b. Use plant material as design features and integrate mature vegetation into the design utilizing existing trees where possible.
c. Use indigenous plants and avoid unusual or exotic cultivars.
d. Create identifiable places utilizing open space and vegetation.
e. Balance the quantity of landscaping with the scale of the development.
f. Landscape around buildings, shield unsightly areas, and provide shade.
g. Create tree canopies for environmental and spatial impact at maturity.
h. Choose plant materials that have year-round interest.
i. Preserve street trees and protect their roots during and after construction and from snow removal operations.
j. Provide landscaped islands within parking areas.
k. Protect landscape materials and vehicles with curbs.
l. Landscape areas between the parking and the building.
m. Provide space for snow placement or removal.
n. Trees shall be planted in landscaped areas, unless planters, tree wells or tree pits are a preferable alternative.

7.2 Buffer Recommendations

A. Side/Rear Yards - A landscaped buffer shall ordinarily be provided along the side and rear yards where Commercial, Planned Commercial, Mixed Use, Industrial or Industrial Park Zones, or approved Special Permit uses within Residential Zones abut Residential Zones or uses as follows:

Situation	Requirement
Industrial Zone or Industrial Park Zone to a Residential Zone or use	C Bufferyard
Commercial Zone or Planned Commercial Zone to a Residential Zone or use	B Bufferyard
Approved Special Exception use within a Residential Zone to a Residential use	B Bufferyard

B. Front Yards - To preserve and protect residential property values and privacy of residential lots, a front yard landscaped buffer is recommended in the following situations:

Situation	Minimum Requirement
Industrial Zone or Industrial Park Zone to a Residential Zone or use	A-1 Bufferyard
Commercial Zone or Planned Commercial Zone to a Residential Zone or use	A-2 Bufferyard
Approved Special Exception use within a Residential Zone to a Residential use	A-2 Bufferyard

C. Route 83 – For property in the Planned Commercial or Commercial district along Route 83, a front yard landscaped buffer, meeting or exceeding the requirements of the A-2 Bufferyard, may be required by the Commission in the 25 feet adjacent to the front property line to enhance the streetscape except that the twenty (20) evergreen shrubs may be replaced with:

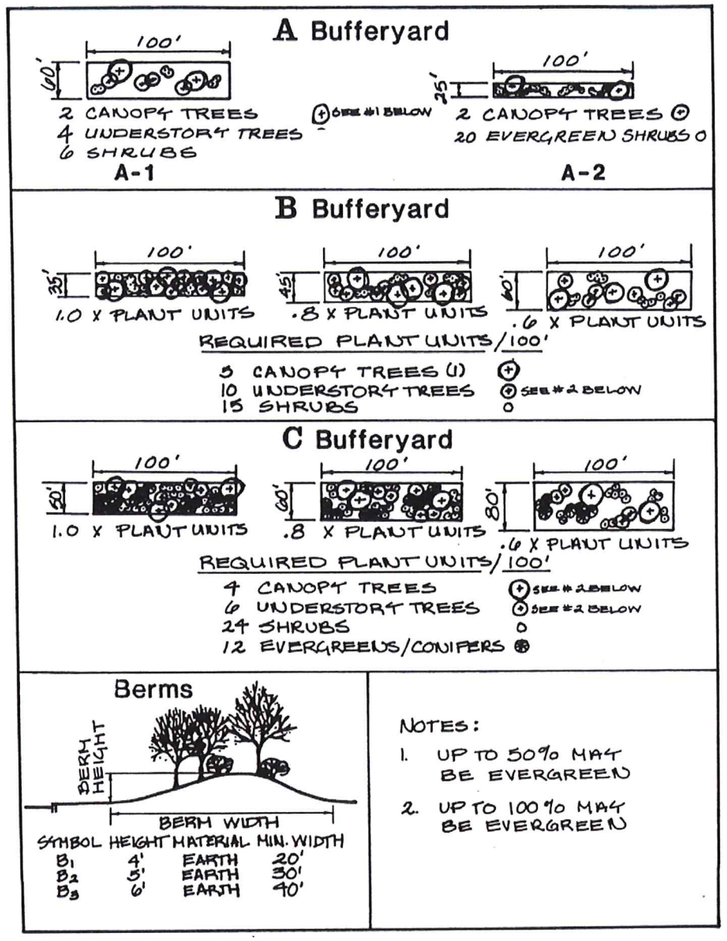
- One (1) canopy tree, or
- Two (2) understory trees.

i. The planting specifications for the different bufferyard requirements may be reduced or modified when warranted by special conditions such as retention of existing vegetation, topography, abutting land uses or other factors which obviate the need for such planting.

ii. Existing vegetation in lieu of part or all of the bufferyard requirements may be used when existing vegetation meets or exceeds requirements.

iii. In particularly sensitive situations, such as where a change in grade may render a planted buffer ineffective, an earthen berm in addition to the bufferyard requirements is recommended.

BUFFER YARD TABLE



Canopy trees shall be deciduous shade trees planted at 3 inches in caliper with a mature height of at least 35 feet.

Understory trees shall be deciduous shade or fruit trees planted at 2 inches in caliper with a mature height of at least 12 feet.

Evergreens shall be coniferous species planted at 6 feet in height.

Shrubs shall be either deciduous species planted at 2 1/2 feet in height with a mature height of at least 6 feet or coniferous species planted at 2 1/2 feet in spread.

7.3. Site Lighting

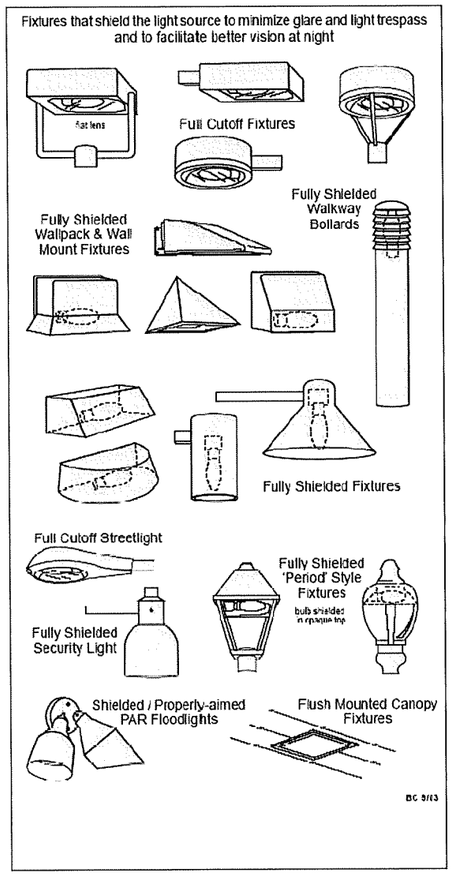
Site lighting should provide the functional and esthetic benefits of exterior lighting while mitigating the potential for nuisance. Guidelines include:

a. Consideration shall be given to any overall lighting plan or theme endorsed by the Design Review Board and Planning and Zoning Commission for the vicinity of the site;
b. Coordinate lighting fixture and standard details with recommended architecture or favorable neighborhood character;
c. To ensure that light sources are not visible off site, light sources shall be directed down toward the ground surface, lighting fixtures shall have opaque hoods over all light elements, and all fixtures shall have sharp cut off shields;
d. Light pole height shall be kept as low as practical;
e. Lighting for walkways shall be at a maximum pole height of 15';
f. Bollard type lights are encouraged;
g. Locate lighting fixtures for the anticipated use (e.g. signage, site features);
h. Avoid relative brightness differences with adjacent dissimilar land uses and provide associated photometric data;
i. Use of selective night lighting, where deemed appropriate, to highlight architecturally-significant and/or distinctive features of a building or structure;
j. Lights should not blink, flash, or change in intensity;
k. Use lighting fixtures with shielding devices or sharp cut-off refractors;
l. Conceal the lighting source from the public right-of-way and offsite;
m. Use white light lamps (e.g. metal halide) for site development illumination, do not use low or high-pressure sodium sources, and avoid mixing light source colors;
n. Ensure that lighting support locations do not create a safety hazard;
o. Use shatterproof coverings for low-level lighting;
p. Coordinate lighting fixture assembly with architecture it serves, and
q. Illuminate entrances, exits and internal barriers.

7.3 Site Lighting Illustration

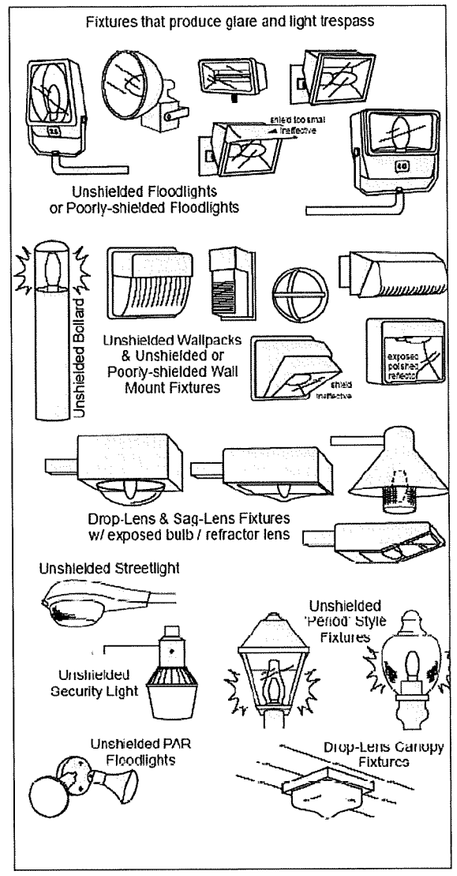
RECOMMENDED

Fixtures Which Would Not Generally Be Expected To Produce Glare or Light Trespass



NOT RECOMMENDED

Fixtures Which Would Generally Be Expected To Produce Glare or Light Trespass



7.4. Fences, Walls, and Landscape Screens

Open fences, low walls, or landscape hedges may be appropriate where the continuity of buildings is interrupted by a vacant lot, a parking lot, or a building set back farther than the build-to line or setback zone. Guidelines include:

a. Where appropriate, use open fences, low walls, and hedges to define walkways, help give pedestrian scale to the street, and create a transition between public and private spaces;
b. Discourage the use of fences, walls, or hedges that separate a building from the street or try to make up for other design issues;
c. Fences, walls, and hedges should generally be residential in scale, character and materials, and architecturally compatible with the main structure;
d. Chain link and stockade fences and tall walls and hedges create unfriendly barriers and may block important public visual and pedestrian access and are discouraged, and
e. Maximum height of fences and walls shall be four feet, except for screening of dumpsters, mechanicals, etc. which shall be six feet in height.

7.5. Site Drainage

Site drainage should protect the health and safety of the public and promote ecologically sensitive approaches. Guidelines include:

a. Prepare for storm water recharge;
b. Design for zero increase in the peak rate of runoff;
c. Encourage renovation of storm water quality, and
d. Use permeable pavement surfaces where optional.

8. SIGNAGE

8.1. General

Signage should identify the business and street number clearly and simply and avoid use of slogans and advertising. Guidelines include:

a. Integrate any existing and/or proposed signage into the overall design insuring that it complements its surroundings;
b. Avoid visual competition with other signs in the area and repetitious signage information on the same building frontage;
c. Minimize the number of building and directional signs to avoid repetition, and
d. Avoid markings on the pavement, other than markings required for traffic and safety.

8.2. Sign Context

Signage should reflect the favorable character of the architecture, site, and neighborhood without occurring at the expense of individual expression and creativity. Guidelines include:

a. Integrate signage programs to become a natural part of the building façade;
b. Create a sign proportionate to its location and the setback from the primary vantage point;
c. Design information to fit properly into the sign location without visual clutter;
d. Prohibit roof-mounted signage, freestanding signs, and driveway directional signs unless needed in unusual situations, and
e. Replacements for oversized existing signs should be resized for the location rather than matching the pre-existing conditions.

8.3. Sign Design

Signage should conform to the character of the site elements in terms of historic era, style, location, and size. Guidelines include:

a. Coordinate sign background, trim, text, and detail with the architecture;
b. Use durable, weather-resistant and vandal-proof materials for the sign;
c. Avoid bright background colors (e.g. bright red, orange, or yellow);
d. Avoid a white or off-white color in a large field of illuminated background;
e. Avoid visible raceways and transformers for individual letters;
f. Trim edges of flat sheet signs to improve the finished appearance;
g. Use a flat or semi-gloss finish on the surface in lieu of a glossy, plastic finish, and
h. Discourage internally illumination.

8.4. Sign Landscaping

Signage should be integrated with the ground plane by using complimentary plant materials as part of the overall planting plan. Guidelines include:

a. Use durable and low maintenance plant materials with year round appeal;
b. Utilize low walls to define plant beds when appropriate to the architecture, and
c. Irrigate planting beds when possible.

8.5. Sign Lighting

Sign lighting should be used judiciously and specifically to illuminate useful information. Guidelines include:

a. Use only external sources when lighting;
b. Illuminate only the sign surface and avoid light spillage onto adjacent property;
c. Screen any external spot or flood lighting from view by the passers-by;
d. Screen low-level lighting from view with plant materials, and
e. Balance signage illumination with surrounding lighting level intensities.