

Long Range Planning Committee Meeting
October 13, 2023
8-9:30 am

Hybrid Meeting:

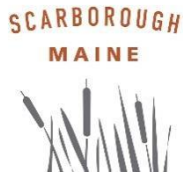
In Person: Public Safety Training Room

Virtually via Zoom:

To view the meeting via Zoom, [Click Here](#)

Members of the public may attend virtually or in person. Committee members are expected to attend in person unless the member meets one of the circumstances established in the Committee's remote participation policy.

- I. Review Minutes September 15, 2023
- II. Review and discuss Chapter 405B Site Plan Standards and Commercial Design Standards Merger/Update – Draft Architectural Design Standards
- III. Public Comment
- IV. Staff Updates
- V. Committee Member Updates
- VI. Adjourn



Long Range Planning Committee Meeting
September 15, 2023
8-9:30 am

Hybrid Meeting:

In Person at Public Safety Training Room & Virtually via Zoom

In attendance: Rick Shinay, Allen Paul, Portia Hirschman, Rachel Hendrickson, Peter Freiling, Marvin Gates, Robyn Saunders, Karen Martin, Autumn Speer, Eric Sanderson

I. Review Minutes August 9, 2023

Motion by Peter Freiling to approve the minutes as written, seconded by Marvin Gates. Motion passes unanimously.

II. Review and discuss recommendations to Ordinance Committee – Chapter 405B Site Plan Standards and Commercial Design Standards Merger/Update – Draft Ordinance Landscape Requirements

Autumn gave an overview of the work done since the last Long Range Planning Committee meeting on the plant list. More native species and a “mature height” matrix were added to the list. In the discussion of the height of plants, Allen Paul asked about width and overgrowth of trees, with Autumn responding there are clearance requirements written into the Ordinance. Street tree requirements can be pursued in the future for appropriate species in the public Right of Way. Rachel added that the Planning Board trusts the Planning Department staff in implementation of the landscape plans presented and clearance, noting that the trees are considered with respect to their relationships to the buildings on a site.

Autumn went on to state several definitions were added, including “bare root plants”. Rick Shinay asked about flexibility if an applicant disagrees with Planning staff on assessment of the landscape plan. Autumn responded there are minimal waivers, as this Ordinance is more prescriptive instead of subjective. It was discussed that the Planning Board typically tries not to get into the extreme details of a plan and more discusses where it wants plantings generally. Robyn Saunders asked about the potential for a peer review by an arborist or landscape architect for the town. Autumn responded staff is capable and the Ordinance includes language that the Planning Board can request a peer review at the applicant’s expense.

Autumn went on to discuss language updated for buffer yards, including between residential and commercial uses, as well as screening for outdoor storage. Rick Shinay requested the “B” be capitalized in the word “board” on page 8. Marvin Gates asked about the availability and cost of native plants, and how that could impact potential landscape plans. He recommended flexibility in this regard, including 60% native species ratio for all trees and shrubs. Rachel Hendrickson added that the timeframe to complete landscaping (page 17 of the packet) in the Ordinance could provide that flexibility. Peter Freilinger asked about periodic review of the approved plantings list, which Autumn indicated staff could update instead of needing to take back to Ordinance Committee if the native or invasive species lists at the state level change. Language was also added to include a table showing plantings required compared to what is proposed. This makes review easier for staff and the Planning Board alike.

The Committee went on to discuss waivers. Rick commented on the introductory sentence to Section S. He suggested it be changed to “the Planning Board may review and approve waiver requests”. Peter Freilinger moved to approve and forward the Ordinance to Council with the changes as discussed, seconded by Robyn Saunders. The motion passed unanimously.

III. Review and Discuss recommendations to Conservation Commission – Chapter 405B Site Plan Standards, New Draft Section - Environmental Standards

Autumn gave an overview of buffering for natural resources (wetlands, vernal pools, etc.). She stated the intent of this review is to look at the framework, with the Conservation Commission to recommend specific distances and parameters after they meet in October. Robyn suggested additions to the “purpose” section to clarify that this is for specific resources and not in response to state or federal stormwater or other environmental requirements. Robyn noted the town can request data from the state illustrating changes in resources to determine if any are deteriorating. Rachel suggested clarification on man made versus natural vernal pools, with Robyn adding the same is true for wetlands (i.e. wetlands created by agricultural activity). Allen Paul asked if the state has definitions for buffering, with staff noting it will check in with the Town Engineer for applicable MaineDEP or Army Corps of Engineer requirements.

Wetland delineation was discussed, with Autumn noting protections via fencing or boulders are often pushed back and the resource impacted. The intent of other Ordinance work is to exclude those resource areas from being included in the the total lot area. Peter Freilinger asked if these were for commercial or residential uses, with Autumn noting this would be for Planning Board reviewed project (site plan, subdivision). Individual single-family homes that do not require subdivision review would be exempt. Once the Ordinance is completed, staff intends to add diagrams to illustrate the required buffering. Peter asked to see similar Ordinances,

as Portsmouth and Cape Elizabeth were discussed to have stringent wetland requirements. Rachel added that a provision should be added to address changes in wetland area, where development causes wetlands to disappear and then that development to expand in the previously wetland area. Provisions around use of the former wetland area should be outlined. Peter discussed the converse, where rising sea levels may create more wetlands. The Committee requested the Conservation Commission review these instances and make a recommendation for language in the Ordinance.

Autumn presented the proposed matrix showing what is permitted in the buffer area for particular resources (vernal pools, streams or brooks, wetlands, vegetated buffer, etc.). The language includes protection via buffer, then a setback for disturbance or construction (typically five feet). Marvin requested to see other examples of protection for marsh areas throughout New England. Robyn suggested the Chesapeake Bay as an example to look at, as it is one of the most well protected waterways in the country. Allen requested Section G for waivers be consistent with other sections of Town Ordinances, including what was just discussed for landscaping.

IV. Public Comment

V. Staff Updates

Autumn noted that the architectural standards discussed in the winter and early spring will be coming back to the Committee. Peter noted mixed uses, and asked on when work will start for the town's other village areas, as the town is currently looking at Eight Corners. Autumn responded that this work will continue through the end of 2023.

Parking standards will also be brought to the Committee in 2024.

Transportation Master Plan open house is Tuesday September 26th in the Public Safety Building.

Karen Martin invited the Committee to the SEDCO Annual Meeting on Tuesday, October 3rd from 5:30 to 7:30PM at the Black Point Inn.

VI. Committee Member Updates

Portia emphasized participation on the Transportation Master Plan open house. Peter noted the strategic plan for the Library will be updated, starting at the end of this year. Rachel added that the Planning Board is having a hearing on Monday, September 18th to consider monthly meeting rather than the current schedule of once every three weeks. Allen Paul updated the Committee that the Appointments

Committee met to appoint members to several groups, which will be discussed at two hearings with Council in the coming weeks.

VII. Adjourn

Peter Freilinger moved to adjourn the meeting, seconded by Rick Shinay. Motion passes unanimously. The meeting was adjourned at 9:30AM. The next Committee meeting is Friday, October 13th.

BLACK – CHAPTER 405 SITE PLAN REVIEW – ~~Strike through~~ = Duplications

GREEN – PROPOSED

BLUE – COMMERCIAL DESIGN STANDARDS – ~~Strike through~~ = Duplications

HIGHLIGHTS – CHANGES SINCE LAST REVIEW ON JUNE 7, 2023

SECTION XX: ARCHITECTURAL DESIGN STANDARDS

1. PURPOSE.

~~The purpose of these standards is to encourage architecture within Scarborough's commercial districts that draw its inspiration from traditional New England examples. Building design shall reinforce a human scaled environment through careful consideration of architectural forms, massing, detailing, number and use of materials, and color.~~

The architecture of the building(s) and the aesthetics of the signage on a site shall follow traditional New England building forms and shall be designed to complement the neighborhood or village in which the site is located.

Architecture that offers a positive experience from three perspectives: by the pedestrian viewing the buildings up close, **by the motorist driving along the road corridor** and in relation to surrounding buildings that tie into the community's identity. This includes the following:

Good neighborhood buildings that thoughtfully consider scale, form, orientation, height, setback, massing, materials, and architectural features.

Buildings that are designed to human scale that address the comfort, enjoyment, and safety of the users.

Buildings that are designed as permanent, positive additions to the commercial district, constructed of high quality, long lasting materials.

Street corners that are treated as special places.

Architecture that utilizes energy conservation measures wherever possible.

Older buildings that are restored and/or reused to maintain the integrity of Scarborough's historic heritage.

2. APPLICABILITY. **MOVED**

All commercial and multi-family structures constructed after the date of effect of this Ordinance shall comply with these requirements. This includes, but is not limited to, new construction, renovations, reconstruction or any other façade changes proposed through the Site Plan or Subdivision process.

The provisions of this section shall not apply to individual single and two-family dwellings and their accessory buildings, structures and areas for parking. The provisions of this section shall not apply to Light Industrial (LI) or Industrial (I) zoned developments.

In addition to complying with the foregoing performance and design standards, for properties located in the Residence and Professional Office District (RPO), the Local Business District (B-1), the Town and Village Centers District (TVC), the General Business District (B-2), the Highway Business District (B-H), the Haigis Parkway District (HP), and any commercial uses within the Traditional Neighborhood Development Overlay (TND) shall comply with more specific Design Standards for Scarborough's Commercial Districts.

In determining whether a project is designed in accordance with the Commercial Design Standards, the Applicable Reviewing Authority ~~Planning Board~~ may engage the services of appropriate professionals to review (at the applicant's expense) the materials submitted.

In the event of a conflict or inconsistency between any requirement of the Design Standards and a requirement of this Ordinance, the Scarborough Zoning Ordinance, the Scarborough Shoreland Zoning Ordinance, or the Scarborough Subdivision Regulations, the more restrictive requirement shall apply.

3. GENERAL STANDARDS. ~~MOVED~~

New and renovated buildings shall be designed to fit the individual characteristics of their particular site. The architecture shall be influenced by traditional New England building forms and town-making patterns, the specific needs of the intended users, the nature of the intended use, and other site-specific factors. Contemporary architectural styles are appropriate, provided they meet these standards.

Buildings shall present an inviting, human-scaled façade to the street, internal drives, parking areas, and abutting properties.

~~Buildings and site elements shall be designed to human scale. The forms, massing, and openings of buildings shall be proportional to the size of a human figure. Many architectural elements can add scale to a building: watertables, integral planters, recessed openings, windows with divided panes, building mounted light fixtures, dormers, cupolas, projecting rooflines, covered walkways, colonnades, and similar features.~~

~~Many existing commercial buildings may be coming before the Planning Board for Site Plan approval as they undergo major renovations or additions. This is an opportunity to add visual interest to the building and to strengthen its relationship with the site and nearby structures. The Town expects high quality architectural and site design for all renovated structures.~~

4. DEFINITIONS.

5. ARCHITECTURAL PLANS REQUIRED.

All elevations of proposed buildings shall be evaluated as part of the design review. The

Planning Board may request perspectives of the building to illustrate the three-dimensional relationship between the front and side elevations. Elevations and perspective drawings shall include all landscape elements (trees, shrubs, lighting, street furnishings, etc.) that will be seen in conjunction with the facade.

Any structure subject to site plan review shall be designed by an architect licensed in the State of Maine.

6. FRONT FAÇADE AND BUILDING ENTRANCE

Building Public entrances shall be designed to be visible from the street and provide unobstructed areas for pedestrians.

~~The All~~ façades containing ~~the public main~~ entrances shall be treated as a front façade. ~~and shall be designed in a manner that is consistent with the design standards.~~ ~~The All~~ front facades shall contain a clearly defined, highly visible customer entrance and three or more of the following elements to add scale to the building:

- canopies
- overhanging rooflines to provide shelter for pedestrians
- recesses or projections in keeping with the scale of the building
- arcades
- raised corniced parapets over entrances
- gables and **dormers**
- pilasters
- peaked roof forms
- outdoor **seating** or dining areas
- display windows that are visible from the sidewalk
- architectural details such as moldings which are integrated into the building design
- other features which are designed to add scale and visual interest to the facade.

~~Wherever possible, entrances shall be clearly visible from the street and reinforced through site and architectural features designed to direct visitors to the building.~~

~~When multiple entries are provided, each pedestrian entrances to each building shall be clearly delineated to convey a sense of individuality. This can be accomplished by architectural detailing, roofline breaks, landscaping, lighting or a combination of these elements. Where covered walkways are used, they should extend the full length of the facade.~~

7. TRANSPARENCY, WINDOWS AND DOORS **COMBINED**

~~For retail structures,~~ The front facade or any other facade that faces a public or private street shall have display windows, entry areas, or other transparent features along 40% or more of its horizontal length.

~~This standard may be waived if other architectural elements are used to provide scale and visual interest to the front facade in keeping with these Design Standards. Moved to waivers~~

Windows, door openings, ventilation openings, and other forms of exterior fenestration in frame

construction shall be trimmed.

Windows should be vertical in orientation, or square.

If shutters are used, they must be sized to fit the openings and provided for all windows on a given wall.

8. ARTICULATION - GENERAL

No uninterrupted length of any facade shall exceed 100 horizontal feet. Facades greater than 100 feet in length shall incorporate wall plane projections or recesses having a depth of at least 3% of the length of the facade and extending at least 20 percent of the length of the facade. Where the plane of a wall is broken, the offset shall be proportional to the building's height and length.

Strong shadow lines, changes in rooflines, pilasters and other architectural details, patterns in the surface material, and wall openings can all be effectively used to add visual interest and scale to the facade. Projections used to break up the mass of the building shall extend to the ground.

Blank walls facing public roads, residential neighborhoods, or abutting properties are prohibited. Where rear or side facades are visible from adjacent properties or roadways they shall be designed to match or complement the architectural treatment of the primary facade to give it scale and visual interest.

9. ARTICULATION – CORNER STRUCTURES

The architectural treatment of the street corner of the building shall emphasize its prominent position. This can be accomplished by greater massing and height, unique detailing, lighting, and other facade treatment to emphasize the front corner of the building. This corner treatment shall be designed to be visible from both streets. Where practical, an entrance to the building shall be located on the corner.

Buildings on corners shall be a minimum of two stories or twenty feet (20') in height to add mass and visual prominence to the street.

~~Buildings located on corners are particularly important because they help define the character of two streets. These high-visibility locations shall be emphasized by quality architecture and site development.~~

~~Both facades of corner buildings shall be designed as front facades according to the standards in Facade Design, p. 5. Blank or unadorned facades facing streets on corner buildings are prohibited. The facade of the upper floor(s) shall be visually related to the ground floor through repetition of design elements, e.g., color, materials, window treatment, and detailing that will unify the structure and help frame the ground floor.~~

10. MATERIALS

Building materials shall be treated as important design elements that define the appearance of the structure and strengthen the sense of identity throughout Scarborough. The use of materials that give the appearance of New England architectural forms are strongly encouraged.

~~Building materials shall be treated as significant design elements that define the appearance of the structure and strengthen the sense of identity throughout Scarborough. The use of materials that give the appearance of New England architecture is strongly encouraged.~~

Traditional, high-quality building materials common to northern New England (e.g., brick, clapboard, shingles or other similar products) shall be used as the primary siding material. Contemporary materials that have the same visual characteristics (e.g., cement plank clapboards or vinyl siding) are acceptable if attention is paid to detailing (e.g., comers, trim at openings, changes in material). Painted MDO plywood is acceptable when used in combination with traditional materials to give it scale. Long-term maintenance needs shall be a consideration in the selection of all building materials

Highly reflective or processed materials (e.g., metal or plastic panels, brushed aluminum, bronzed glass, concrete block, T-111, untreated plywood, dryvit, etc.) and multicolored brick (incorporating occasional white bricks in a random pattern) shall not be used on the primary or front-facing facade.

11. COLORS

Traditional colors commonly found in New England villages are appropriate for all components of the building. Facade colors shall be low reflectance. The use of high intensity, high reflectance, chrome, metallic, or fluorescent colors or black is prohibited as the primary color.

Where trim is used, it shall be a color that complements to the building's primary color. Neon tubing shall not be allowed as an exterior trim or accent material.

Arbitrary changes in materials or embellishments that are not in keeping with the rest of the building are discouraged.

12. AWNINGS AND CANOPIES

Awnings and canopies can enhance the appearance and function of a building by providing shade, shelter, shadow patterns, and visual interest. Where awnings are used, they shall complement the design, materials, color, and appearance of the building.

Where awnings are used, both fixed or retractable, they shall be an integral element of the architecture. Awnings shall be located directly over windows or doors to provide protection from the elements.

Awnings and canopies shall not be made of reflective materials, such as metal or plastic. Their color shall match or complement the facade of the building

Graphics used on awnings for identification or advertising shall be designed as an integral part of the signage program for the property, and shall be coordinated with other sign elements in terms of typeface, color, and spacing. Awnings shall not be used as advertising features or light sources. Backlit awnings are prohibited. Graphics on canopies are counted toward the total signage area.

13. FUNCTIONAL ELEMENTS

All vents, downspouts, flashing, electrical conduits, meters, HVAC equipment, service areas, loading docks, service connections, and other functional elements shall be treated as integral parts of the architecture, starting at the conceptual building design phase. When these elements need to be part of the facade (e.g., downspouts, vents) they shall be incorporated into the architecture through detailing or matching colors.

Meters, utility banks, HVAC equipment, and other exterior service elements shall be contained in service closets, behind walls, or located out of view from the public.

Building elevations presented for Planning Board review shall show the location and treatment of all functional elements.

14. ROOFLINES

Rooflines shall be designed to provide diversity in the form of the building and add visual interest to the streetscape. Specifically, rooflines shall be designed to reduce the mass of large buildings, emphasize building entrances, provide shelter or shade for pedestrians, and incorporate elements unique to Maine and New England.

~~Rooflines shall be designed to provide diversity in the form of the building and add visual interest to the streetscape. When used properly, rooflines can reduce the mass of large buildings, emphasize entrances, and provide shelter and shade for the pedestrian.~~

Buildings with pitched roofs are strongly encouraged. Where pitched roofs are used, the minimal pitch shall be at least **5/12**. Projecting rooflines shall be designed to create strong shade/ shadow patterns.

False mansard, A-frames, and other non-traditional roof forms shall not be used as the primary roofline.

Flat roofs, especially on single-story isolated buildings, are discouraged in most applications. Where flat rooflines are used, the design shall create no horizontal line greater than 100 feet without a break, using features found on traditional New England buildings.

~~See pp. 15-16 *Large Scale Buildings* for additional design standards. Flat roofs on multi-story office buildings are appropriate when designed in conformance with the *Office Building* design standards.~~

In the HP, RH and BOR Districts, flat roofs are anticipated and acceptable on office, research and hi-tech buildings which are three or more stories in height. In these instances, changes in the roofline, pilasters, trim and other architectural detailing shall be used to vary and break up a flat roofline.

Where parapets are used to break up a flat roofline, the height of the parapet shall be at least five percent of the total length of the wall.

Variations in rooflines, detailing, and building heights shall be included to break up the scale of

connected linear buildings.

15. ROOF MATERIALS

Composite asphalt shingles and standing-seam non-glare metal are preferred for visible roofing. High gloss roofing materials shall not be used. Roofing materials shall complement the color and texture of the building's facade. Roof colors shall be muted earth tones or a color that is darker than the facade. Stripes and patterns on the roof are strongly discouraged.

16. ROOFTOP SCREENING

Mechanical and other equipment mounted on rooftops must be screened from public view or grouped in a location where visibility is limited. Where used, screening for roof-mounted equipment shall be designed as an integral part of the architecture to complement the building's mass and appearance.

Roof mounted signs are prohibited by the Sign Regulations in the Zoning Ordinance.

17. ADDITIONAL REQUIREMENTS - FRANCHISE DESIGN

~~Large retail buildings, linear commercial buildings, national franchise buildings, and service stations shall all comply with the specific requirements for such structures found in the *Design Standards for Scarborough's Commercial Districts, January 27, 2003.*~~

National franchises (e.g., restaurants, service stations, retail stores) are a welcome and permitted use within Scarborough's commercial districts. However, the design of these buildings can contribute to the loss of identity for Scarborough by the repetition of generic architectural forms that are found throughout the country. Buildings for these types of uses shall reflect an awareness of New England architectural traditions in their form, detailing, and materials.

Architectural forms primarily derived from building styles from other regions of the country are prohibited. New England regional prototypes from national franchises are permitted, provided they meet the Design Standards. Buildings that are stylized to the point where the structure is a form of advertising are not acceptable.

Applicants shall provide the Planning Board with illustrations that demonstrate how site features and accessory structures will be coordinated with the principle building. These may include dumpster screens, storage buildings, refrigeration lockers, playgrounds, signage, and lighting.

18. ADDITIONAL REQUIREMENTS - LARGE SCALE RETAIL – OVER 20,000 SQ FT

Due to their visibility and mass, large scale buildings (**20,000** square feet or greater), such as 'big box' retail or grocery stores, can greatly enhance or detract from the visual character of the commercial district. These buildings shall be designed as attractive pieces of commercial architecture that are consistent with the scale and form found in Scarborough traditional buildings.

~~Large structures shall be designed to break up their mass into smaller visual components through the use of projections, recesses, and varied facade treatments.~~

Architectural details shall be used to reduce the scale and uniformity of large buildings. Elements such as colonnades, pilasters, gable ends, canopies, display windows, and light fixtures can be effective measures to add human scale.

~~Horizontal facades greater than 100 feet in length shall incorporate wall plane projections or recesses having a depth of at least 3% of the length of the facade and extending at least 20% of the length of the facade. Nor uninterrupted length of any facade shall exceed 100 horizontal feet.~~

~~Other devices to add interest to long walls include strong shadow lines, changes in rooflines, pilasters and architectural details, patterns in the surface material, and wall openings. All facade elements shall be coordinated with the landscape plan to ensure balance, proportion, and continuity.~~

~~Ground floor facades that face public streets shall have display windows, entry areas, or other such transparent features along 40% or more of their horizontal length.~~

All sides of a large-scale building that face an abutting public or private street shall feature at least one customer entrance to facilitate pedestrian access, minimize walking distances from cars, and reduce the scale of facades. Where a building abuts more than two streets, this requirement shall apply to only two sides of the building, including the side facing the primary public street and another side facing a second street.

~~Large-scale buildings shall contribute to the establishment or enhancement of the pedestrian environment by providing at least two of the following:~~

- ~~Patio/seating area~~
- ~~Pedestrian area with benches~~
- ~~Window shopping walkway~~
- ~~Outdoor playground area~~
- ~~Kiosk area~~
- ~~Water fountain~~
- ~~Clock tower~~
- ~~Other focal features or amenities that enhance the pedestrian environment.~~

~~Scale reductions of large buildings shall be reinforced by appropriate site features such as pedestrian shelters, large trees, clearly defined entrances, and site furnishings.~~

~~Windows shall be trimmed and include visually prominent sills, shutters or other such forms of framing.~~

Where principal buildings contain additional, separate stores which in total occupy less than 20,000 square feet of gross floor area, with separate, exterior customer entrances, the following **additional** standards shall apply:

- The street level facade of such stores shall be transparent between the height of three feet and eight feet above the walkway grade for no less than 40% of the horizontal length of the building facade of such additional stores.

Entryways. Each principal building shall have a clearly defined, highly visible customer entrance featuring three or more of the following:

- ~~Canopies~~
- ~~Overhangs or recesses provide shelter~~
- ~~Arcades that lead to entrances~~
- ~~Raised-corniced parapets over the door~~
- ~~Peaked roof forms~~
- ~~Outdoor patios~~
- ~~Architectural details such as tile work and moldings which are integrated into the building structure and design, or~~
- ~~Other features which are designed to add scale and visual interest to the buildings.~~

~~Where additional stores are located in the principal building, and customer entrances to such stores are outdoors, each additional store shall conform to the above requirements. All components used to enhance entranceways or provide a distinctive look shall be designed or detailed as integral parts of the whole building.~~

19. ADDITIONAL REQUIREMENTS – LINEAR COMMERCIAL STRUCTURES

~~Linear commercial structures (e.g., strip shopping centers, multi-tenant offices, or commercial buildings) shall be designed with facade and roofline elements that reduce their scale and add architectural interest.~~

~~Buildings with multiple storefronts (e.g., strip shopping centers, one story office buildings) shall be visually unified through the use of complimentary architectural forms, similar materials and colors, consistent details, and coordinated signage.~~

~~Variations in the front setbacks are strongly encouraged to add visual interest, create spaces for common entries, outdoor eating / social spaces, and landscaped spaces.~~

~~Linear commercial buildings shall include a focal point such as raised entrance way, clock tower, or other architectural elements - to add visual interest and help reduce the scale of the building.~~

~~Linear structures shall include architectural elements designed to provide shelter, encourage pedestrian movement, and visually unite the building. These can include covered walkways, open colonnades, arcades, and similar features.~~

Entrances. ~~Pedestrian entrances to each building shall be clearly delineated to convey a sense of individuality. This can be accomplished by architectural detailing, roofline breaks, landscaping, lighting or a combination of these elements. Where covered walkways are used, they should extend the full length of the facade.~~

Rooflines. ~~Variations in rooflines, detailing, and building heights shall be included to break up the scale of connected linear buildings.~~

20. ADDITIONAL REQUIREMENTS – AUTO ORIENTED USES

~~Service stations, car washes, and convenience stores shall be designed with facade and roofline elements that reduce their scale and add architectural interest.~~

Service stations, convenience stores, and similar uses shall be sited to face the street.

Pump islands and canopies shall be located in the rear or side so the primary building is the major feature seen from the road.

The architecture shall be designed so all four sides are in compliance with these design guidelines standards. Windows or other forms of fenestration shall be included on all street the facade facing facades and the street which shall be treated as a front facade.

~~The front facade shall include a pedestrian entrance from the street.~~

Service station canopies shall be visually compatible with the main structure through consistency in roof pitch, architectural detailing, materials, and color. Pitched roofs and fascia trim are preferred for canopies. Bands of bold color on the canopy and backlighting inside the canopy are prohibited.

Openings for car washes or service bays must be integrated with the design of the building and sited on the side or rear so they are not directly visible from public roadways or adjacent residential areas.

21. ADDITIONAL REQUIREMENTS – VILLAGE: EIGHT CORNERS - RESERVED

22. ADDITIONAL REQUIREMENTS – VILLAGE: OAK HILL - RESERVED

23. ADDITIONAL REQUIREMENTS – VILLAGE: DUNSTON - RESERVED

24. ADDITIONAL REQUIREMENTS – HP, RH, BOR DISTRICTS – Moved to waivers

~~In the HP, RH and BOR Districts, large scale, multi-story office, research and hi-tech buildings (40,000 square feet or greater) are allowed and encouraged. These buildings shall be designed as attractive pieces of commercial architecture that help define the Town of Scarborough. Given the context and type of development in the HP, RH and BOR Districts, the Planning Board may apply alternative design standards to large scale office, research and hi-tech buildings which vary from a few specific sections of the Design Standards. These alternative standards are outline below. Other than these alternatives, the remainder of the Design Standards for Scarborough's Commercial Districts shall apply.~~

~~Metal panels and brushed aluminum are contemporary materials used in large scale office, research and hi-tech building construction. The Planning Board may allow non-reflective metal panels and brushed aluminum to be incorporated into the facade design of these structures. These materials shall be supplemented with the tradition, high quality building materials common to northern New England to maintain a regional vernacular and sense of identity throughout Scarborough.~~

~~Under the Flat Roofs Standard in the ROOFLINE Section (pp. 13), flat roofs are discouraged in most applications.~~

~~Further, roof-mounted equipment must be screen from public view in accordance with the Roof-Mounted Equipment Standard on pp. 13~~

25. ADDITIONAL REQUIREMENTS - DRIVE-THROUGH USES

Drive-throughs shall be subordinate to the design of the main building to maintain the pedestrian orientation of the structure. Architectural design and circulation planning for buildings with drive-throughs require careful consideration to integrate them into the Scarborough environment.

Drive-through operations and other automobile-oriented facilities shall be designed with facade and roofline elements that reduce their scale and add architectural interest.

Where drive-through windows are allowed, they shall be incorporated into the design of the building through their scale, color, detailing, massing, and other architectural treatments.

Drive-throughs shall avoid facing public or private roadways and shall generally be located at the side or rear of the building. Where drive-throughs are located at the rear, the site should be designed to ensure the safety of the employees and patrons.

Drive-through canopies shall be visually compatible with the main structure. This can be accomplished through consistency in roof pitch, architectural detailing, materials, and color. Pitched roofs and fascia trim are preferred for canopies. Bands of bold color on the canopy and backlighting inside the canopy are prohibited.

26. ADDITIONAL REQUIREMENTS - ACCESSORY USES

Non-habitable structures, such as freestanding ATMs, garages, service stations, canopies, storage units, recycling sheds, trash enclosures, cart corrals, and utility buildings shall meet the same design standards as the principal building(s) on the site. The design of freestanding structures shall be coordinated with the principal building through repetition of architectural forms, materials, colors and detailing.

Where vending machines are provided, they shall be sited in locations that are not visible from the street. The site plan and architectural elevations shall show the location of all vending machines.

~~Where allowable, areas for outdoor sales, storage, or service shall be designed as an integral part of the site and architectural plan, and shall meet the Service Areas standards (See Site Planning, Service Areas). Covered in landscape standards~~

Shopping carts must be stored inside the building, or in 'cart corrals', out of the way of pedestrian circulation. ~~Cart storage areas shall meet the standards for accessory structures.~~

27. ADDITIONAL REQUIREMENTS – EXISTING STRUCTURES

Applications to the Planning Board that involve renovations and additions shall show all improvements as well as the existing structure. A narrative shall accompany the application which explains the designer's intent to relate the old with the new.

Where the existing building currently meets the design standards, proposed renovations must be designed to respect the proportions, fenestration patterns, and details of the original building. ~~Where existing buildings meet the design standards, Additions or renovations shall complement or match the materials, form, color, and detailing of the original structure.~~

Where the existing building does not meet the design standards, the owner is strongly encouraged to upgrade the entire structure. ~~Where the original building does not meet the standards, the owner shall and demonstrate how the materials used in the renovation will complement the existing structure.~~

Renovations shall retain any distinctive architectural features or examples of skilled craftsmanship.

~~All buildings shall present an inviting, human scaled facade to the street, internal drives, parking areas, and surrounding neighborhoods. Wherever possible, entrances shall be clearly visible from the street and reinforced through site and architectural features.~~

28. SITE PLAN WAIVERS – ARCHITECTURE

The Planning Board may review and approve requests for waivers to architecture standards for the following:

- Transparency standards ~~This standard may be waived if other architectural elements are used to provide scale and visual interest to the front facade in keeping with these Design Standards.~~
- The Planning Board may allow non-reflective metal panels and brushed aluminum to be incorporated into the facade design of large scale office, research and hi-tech buildings in the HP, RH and BOR Districts. These materials shall be supplemented with the tradition, high quality building materials common to northern New England to maintain a regional vernacular and sense of identity throughout Scarborough.