



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

**Hybrid Meeting:**

**In Person: Public Safety Training Room & via Zoom**

In Attendance: Peter Freiling, Allen Paul, Marvin Gates, Rick Shinay (via Zoom), Robyn Saunders (via Zoom), Karen Martin, Autumn Speer, Eric Sanderson

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

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

II. Review and discuss Chapter 405B Site Plan Standards and Commercial Design Standards Merger/Update – Draft Architectural Design Standards

Autumn Speer gave an overview of the updates made to the architectural standards. One of the main changes was addition of an “applicability” section to include applicability of the standards to new multifamily construction and renovations as part of the site plan review process. Peter Freiling noted the town should think of how these may apply to larger business zones that contain “box stores” and larger retail spaces (i.e. B2 and B3 districts). Many of those stores are not traditional New England architecture, and Autumn suggested adding language to the “purpose” section to clarify on this item. This includes on page 6, adding “architecture of the buildings(s) and the aesthetics... shall to the extent possible, be designed to complement traditional New England building forms and the neighborhood or village in which the site is located.” The meaning of “traditional” was discussed with the Committee noting possibility of evolution in the New England Style. Robyn Saunders added that material availability and climate considerations could affect where and when the standards may apply.

Autumn went on to note language changes for façade requirements and entrances. This includes requiring three of multiple possible features. Marvin recommended that emphasis be put on the last item “other features designed to add scale and visual interest” to the façade. Peter noted bicycle spaces should be integrated into the front façade elements for accessibility and convenience of bike storage near entrances to a building. Autumn responded the landscaping standards include flexibility for the standards which could allow for indoor bike storage. She suggested addition of “integrated bicycle spaces” as one of the façade requirements, with Allen Paul placing the caveat on this, that not all bicycle facilities could be bike racks. The

Committee requested the language be strengthened to include more substantial architectural elements (beams, tables, etc.). Pictures will be provided to the Committee to assist moving forward.

Transparency requirements were discussed, with display window requirements in previous Section 6 were noted to be redundant. Fenestration ratio images and diagrams were requested to illustrate various transparency ratios in commercial uses. For plane projection, Peter suggested language to the effect of “a building wider than 40 feet must have 1 or more offsets”, with tiered standards for buildings with 100+ ft. etc. Images were again requested. The Committee went on to discuss corner lots and treatments, with hesitation to keep the minimum 20 foot requirement as parking restrictions could restrict the actual use of a second story for a building, creating a situation where false second stories are created.

The Committee discussed site functionality and layout, with Autumn suggesting that discussion happen before the architectural feature requirements and standards are finalized. She added that parking maximums and requirements could be included in this discussion as well. Allen Paul concluded the conversation noting these standards may be great for one site but not ideal for another, so flexibility is key.

The group agreed that discussing site layout should be discussed prior to specific architectural standards.

### III. Public Comment

### IV. Staff Updates

The lighting Ordinance standards that sustainability presented is going to Second Reading by Council on Wednesday, October 18<sup>th</sup>.

The Transportation Committee public input for the Master Plan was held on September 26<sup>th</sup>, with emphasis on Bike and Ped improvements (both in favor and opposed to), especially with regard to the Haigis District.

Market Street at the Downs is being constructed, with work to start on the Downs Town Center subdivision area soon.

Karen Martin updated the Committee on the SEDCO Annual Meeting.

### V. Committee Member Updates

Peter reminded the Committee of home business ZBA applications continue, although seafood sales are about to be allowed without ZBA approval, so further improvements are forthcoming to ensure home occupations can easily be set up.

### VI. Adjourn

A motion was made by Marvin Gates to adjourn. Seconded by Rick Shinay. Motion passes unanimously. The meeting was adjourned at 9:30 AM