



**Long Range Planning Committee Meeting**  
**March 8, 2024**  
**8-9:30 am**

**In Person:     Public Safety**

**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.

Members: Allen Paul, Rick Shinay, Peter Freiling, Marvin Gates, Robyn Saunders

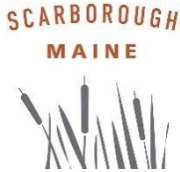
Alternates: Portia Hirschman and Robert Odlin

Planning Board Liaison: Rachel Hendrickson

Council Liaisons: Jean-Marie Caterina and Jon Anderson

- I.        Roll Call and Identify Voting Members
- II.       Review Minutes February 9, 2024
- III.      Nominate Transportation Committee liaison
- IV.      Review and possible action on Chapter 405B Site Plan Standards and Commercial Design Standards Merger/Update – Site Layout Standards and Architecture
- V.       Review and discuss Planning CIP request for 2025: North Scarborough Running Hill Master Plan
- VI.      Review and discuss existing Parking Standards and next steps
- VII.     Public Comment
- VIII.    Staff Updates
- IX.      Committee Member Updates
- X.       Adjourn – Next Meeting April 12, 2024

# MINUTES



**Long Range Planning Committee Meeting**  
**February 9, 2024**  
**8-9:30 am**

## **In Person: Public Safety & Virtually via Zoom**

Members: Allen Paul, Rick Shinay, Peter Freiling, Marvin Gates, Robyn Saunders

Alternates: Portia Hirschman and Robert Odlin

Planning Board Liaison: Rachel Hendrickson

Council Liaisons: Jean-Marie Caterina and Jon Anderson

In attendance: Allen Paul, Portia Hirschman, Marvin Gates, Rick Shinay, Peter Freiling, Robyn Saunders (via Zoom), Rachel Hendrickson, Jean Marie Caterina, Jon Anderson, Karen Martin, Autumn Speer, Eric Sanderson

### **I. Roll Call**

Allen Paul opened the meeting at 8:05.

Rick Shinay stated a potential conflict of interest on any agenda item pertaining to development of the Beech Ridge Speedway.

### **II. Review Minutes January 12, 2024**

Motion to approve the minutes as written by Peter Freiling, seconded by Rick Shinay. Motion passes 5-0-0.

### **III. Review Work Plan for 2024**

The Committee and Planning staff have updated lighting, landscaping, environmental, and parking standards thus far, with lighting already having been adopted by Council. In 2024 into early 2025, staff is proposing the Committee look at completing consolidating the architectural standards, with the possibility of budgeting for a consultant to do design work for a village area(s) through a public process.

Overall, staff is recommending consolidating many of the above standards, which are currently within several town ordinances. Having all items in one ordinance is supported by the Comprehensive Plan and will be beneficial to the town.

Jon Anderson noted the Council adopted its goals on Wednesday, February 7<sup>th</sup> and encouraged the Committee to review these goals. The Committee asked staff to provide updates on the Gorham Connector and zoning in the Running Hill area to help absorb Council goals. Autumn will send the goals to the Committee for review. Peter noted ordinance simplification is not the explicit goal of the Comp Plan with Autumn responding this work helps the town establish a baseline. Karen Martin asked about potentially updating the land use list as part of a possible village standards process.

Peter asked about a general review of the town's residential zoning districts and how the existing lots in those zones don't meet the standards the town adopted. Jon Anderson added that looking at the village areas could be tied into preservation and protection of the Marsh. He added zoning should be more direct about where we want and allow affordable and workforce housing. Marvin requested earmarking portions of a meeting to keep the ball rolling on density and other short to medium term items.

IV. Chapter 405B Site Plan Standards and Commercial Design Standards Merger/Update – Site Layout Standards and Architecture – Discuss Potential for 2025 Budget Initiative

Autumn gave an overview of the Architecture standards the Committee has worked on for the last year reordering and consolidating design standards into one ordinance. She noted this is nearly ready to move forward to Ordinance Committee. The standards cover materials, design, corner buildings, and more for the town's commercial districts. Additional placeholder sections have been added for village standards (Eight Corners, Dunstan, Oak Hill) in which language can be added at a later date if and when the aforementioned village standard work is completed.

The Committee discussed the meaning of "New England" style for buildings, noting consistency in the villages is more important than overall style. Rachel asked whether North Scarborough would be added to the villages list. Karen suggested providing the summary of the Committee's early 2023 tour of other towns to look at architecture to Council liaisons Jean Marie and Jon. Rachel noted the Planning Board has the flexibility in interpreting "New England" vernacular and we know it when we see it. The Committee discussed allowing historical and contemporary styles. "Mixed use language" was discussed to be added moving forward with Peter requesting a definition.

Autumn went on to discuss site layout. The purpose in this section was changed. Peter asked about the area of Snow Canning Road, and whether that is included in the reserve sections mentioned above. Autumn noted she will add this. Setbacks will be a larger point as the town currently has larger setbacks which make siting buildings with a close relationship to the street difficult. The standards include buffer yards and areas as well. Allen asked about internal connections being removed, as we don't want to discourage connectivity between sites. The Committee requested a clean version of the document.

V. Public Comment

VI. Staff Updates

Autumn updated the Committee on the start to the vulnerability assessment. A consultant has been picked and the contract being negotiated. Staff hopes this will start in March. The open space master plan will be kicked off in March as well. The transportation master plan is underway, with staff meeting with the state traffic engineer from MaineDOT this afternoon. New FEMA floodplain maps have also been received with an updated Floodplain Ordinance required to be implemented by June.

VII. Committee Member Updates

Rachel updated the Committee that Planning Board has moved to monthly meetings. An application for a recreation complex has been received, and possible historical remains were identified to be on the site, which the applicant has not been able to find. The Board has requested further searching and generally in the past has requested a memorial be established to remember the history of the town and families. Jon Anderson updated the committee on traffic calming and cost to serve modeling work.

Allen noted that measures are being worked on related to safety for elections and poll workers.

VIII. Adjourn – Next Meeting March 8, 2024

Motion to adjourn by Peter, seconded by Marden. Passes 5-0-0. The meeting was adjourned at 9:35AM

## **DRAFT 3.8.24**

### **SECTION XX SITE UTILIZATION AND LAYOUT**

#### **1. PURPOSE**

The primary goal of the site plan review process is to produce attractive, functional and pedestrian friendly commercial and multi-family development that compliments and conforms to both the natural and built environment in which they are proposed. To this end, the built portions of a site shall be laid out in the most environmentally suitable location, accommodate pedestrian movement, and provide for interconnected facilities.

#### **2. APPLICABILITY**

All commercial, multi-family and mixed-use structures constructed after the date of effect of this Ordinance shall comply with these requirements. This includes new construction, and expansion of any building footprint exceeding 100 square feet, proposed through the Site Plan or Subdivision process.

The provisions of this section shall not apply to RF, R2, R3, R4 or R4A zoned developments.

The provisions of this section shall not apply to Village Residential Districts.

The provisions of this section shall not apply to Light Industrial (LI) or Industrial (I) zoned developments.

The provisions of this section shall not apply to existing individual single and two-family dwellings and their accessory buildings, structures and areas for parking, regardless of zoning.

#### **3. GENERAL STANDARDS**

Structures and impervious areas shall be designed around, and away from, resource areas such as wetlands, steep slopes, water bodies and other unique natural features. Once the build-able portion of a site is identified, the principal building(s) is the most critical amenity to orient and position, as it is the focal point of the site in regards to use, visitation, and aesthetics.

The building(s) shall also be positioned to provide an aesthetic and functional relationship with surrounding streets and sidewalks to ensure attractive and efficient vehicle and pedestrian access. Buildings shall be located as close to the front property line as possible with the majority of parking located at the rear or side of the building.

All new and renovated facilities shall be located, designed, and detailed in full compliance with the Americans with Disabilities Act (ADA), as revised.

#### 4. DEFINITIONS

Cross Easement - The reciprocal legal right to pass from one property to another.

Curb Cut - The opening along the curb line at which point vehicles may enter or leave the roadway.

Neckdowns - Located at the openings of curb lines, the curb width is extended, usually 7-8", to decrease the distance between opposing curb lines and to prohibit parking. Sometimes referred to as "bump outs."

Sight Triangle - A triangular shaped portion of land established at street intersections in which nothing is erected, placed, or planted that would limit or obstruct the motorists vision as they enter or depart the intersection.

#### 5. SITE ACCESS LOCATION AND DESIGN

Vehicle access to and from the site shall be safe and convenient, shall minimize conflict with the existing flow of traffic, and shall be from roads that have adequate capacity to accommodate the additional traffic generated by the development. Access management techniques such as limiting the number of driveways and combining driveways preserves mobility and improves safety, and shall be incorporated to the extent feasible.

All development activities shall be characterized by safe, user-friendly, and efficient traffic flow. Access management principles shall be followed to reduce the number of curb cuts, provide a safer vehicular and pedestrian environment, encourage intra-parcel travel, and minimize the number of trips on roadways.

As used in this Section, the term "street or driveway" includes both public and private local, collector and arterial streets, as well as entrance roads.

Any street or driveway access shall be separated from any other street or driveway, existing or proposed, on-site or off-site, in accordance with the following table.

Driveway separation shall be measured from the edge of the proposed street/driveway entrance to the edge of the alternative entrance, excluding the radii. The location of the site's access shall also consider the existing location of driveways and entrances across a road or highway and shall attempt to meet the same separation standards established below.

POSTED SPEED IN M.P.H.	SEPARATION IN FEET
25 or less	90'
30	105'
35	130'

40	175'
45	265'
50	350'
55 or more	525'

\*Entrances having the same centerline and situated directly across a road or highway from a proposed street or driveway shall not apply to this spacing requirement.

Any street or driveway access shall be so designed in profile and grading and so located as to provide the minimum sight distance measured in each direction as specified in the Maine Department of Transportation's "Entrance Rules - Chapter 299, Part B" (as may be amended from time to time).

Driveway grades at street intersections shall not be more than five percent (5%) up or down for the first fifty (50) feet from the street, unless otherwise approved by the Planning Board.

Streets and driveways shall be located not less than 125 feet from the tangent point of the curb radius of any intersection. However, a greater distance or movement restrictions shall be provided if necessary based on the results of a vehicle queuing analysis at the intersection.

When serving an individual site, no part of any street or driveway shall be located within a minimum of ten (10) feet of a side property line.

The sharing of street or driveway accesses between sites is required whenever feasible to limit curb cuts.

Where a site has frontage on two or more streets, the Planning Board will require that the access to the site be provided off the street where there is lesser potential for traffic congestion and for hazards to traffic and pedestrians.

There shall be no more than one full service street or driveway connection from any lot to any street, except when an additional entrance/exit must be provided to prevent traffic hazards or congestion. If two curb cuts are found to be necessary for congestion or safety reasons they shall be separated in accordance with the separation requirements above.

Streets and driveways shall intersect the road at an angle as near to ninety (90) degrees as site conditions will permit and in no case less than seventy-five (75) degrees.

Streets and driveways intersecting collector and arterial roadways shall be adequately lit.

The level of service at a proposed signalized intersection shall be "D" or better. At an existing signalized intersection, the level of service shall not be reduced below "D" by the development. If an existing signalized intersection is operating below a LOS "D" pre-development, then the development shall not increase the delay at the intersection, unless this standard is waived by the Applicable Reviewing Authority. At an un-signalized intersection, if the level of service is forecasted to be less than a "D" post-development, then the installation of a traffic signal and/or additional turning lanes shall be investigated. If these

improvements are found not to be warranted, then a level of service less than “D” may be acceptable.

## 6. INTERNAL VEHICULAR CIRCULATION

The layout and circulation pattern within the site shall provide for the safe and convenient movement of passenger, service, and emergency vehicles through the site. The circulation layout shall also provide a safe, accessible pedestrian environment as well as encourage intra-parcel travel, minimizing curb cuts and unnecessary roadway travel in keeping with the access management goals of section B.

The dimensions of streets and driveways shall be designed to adequately accommodate the volume and character of vehicles anticipated to visit the site on a daily basis. The required minimum and maximum dimensions for driveways are indicated below. Streets and driveways serving large volumes of daily traffic or truck traffic shall be required to establish high to maximum dimensions.

LAND USE	ONE-WAY WIDTH (FEET)	TWO-WAY WIDTH (FEET)
Residential	12 to 14	20 to 24
Commercial & Industrial generating between 10 - 50 truck trips per hour	15 to 25	26 to 30
Commercial & Industrial generating 50 or more truck trips per hour	Maine DOT Criteria to Apply	Maine DOT Criteria to Apply

A site development access driveway profile shall be designed to conform to the natural topographic features of the site, to the extent feasible. Driveways serving residential development shall be between 0.75% and 15% up or down. Driveways serving commercial or industrial developments shall be between 0.75% and 8% up or down.

The construction and materials used for a driveway, street, parking lot and drainage infrastructure shall comply with the latest standard specifications issued by The State of Maine Department of Transportation and as approved by the Applicable Reviewing Authority. Specific construction details for this infrastructure shall also be approved by the Applicable Reviewing Authority.

The layout and design of driveways and parking areas shall provide for safe and convenient circulation of vehicles throughout the site and shall provide the necessary curbing, directional markings, and signage to achieve this requirement. The layout, design and circulation pattern must also provide for pedestrians and cyclists as well as emergency, delivery, and service vehicles.

Internal Traffic Flow. To ensure the safety of motorists, delivery trucks, and pedestrians, the

site plan shall clearly delineate internal traffic patterns. Parking space, directional arrows, crosswalks, and other markings on the ground shall be delineated with pavement paint or other suitable material to ensure safe circulation.

Traffic calming measures shall be included where appropriate to discourage speeding within the site and between abutting sites. Measures may include speed tables, on-street parking, raised crosswalks, vertical curbing, curvilinear road alignments, roadside plantings, neck-downs, curbed islands, signage or other traffic calming techniques.

Where feasible, connections between parking lots and driveways on adjacent parcels shall be provided to facilitate deliveries and minimize turning movements onto primary roads. Internal connections shall be designed to provide safe, direct access between adjacent lots in a manner that prevents their use as vehicle shortcuts. The site plan shall show stub outs, or other driveway or parking lot linkages, anticipating future vehicular connections to abutting undeveloped property.

Identifiable routes of access for emergency and service vehicles shall be provided to and around the buildings on the site.

## 7. MINIMUM PARKING REQUIRED

Off-street parking shall conform to Section XI., Off-Street Parking & Loading Requirements, of the Zoning Ordinance.

There shall be adequate provisions made for handicap parking in accordance with the ADA Standards for Accessible Design and marked by the international symbol of accessibility. Handicap accessible spaces shall be designated in the closest located spaces on a site to the accessible entrances. Such spaces shall be provided and designed in accordance with the ADA Design Standards, as revised found: [Accessible Parking Spaces | ADA.gov](https://www.ada.gov/accessible-parking-spaces)

## 8. PARKING LOT DESIGN

Parking lots shall be designed as part of the overall plan for the site, and shall be coordinated with building entrances, lighting, and landscaping. Every effort shall be made to reduce the scale of parking lots for aesthetic and stormwater reasons. Parking areas shall balance the needs of both vehicles and pedestrians. Parking lots shall be accessible and organized to serve the motorist, while being safe and pedestrian-friendly.

The majority of parking areas shall be located at the rear or sides of the building(s) being served.

Parking on the side of buildings shall not extend closer to the street than the front facade. The space between the end of the parking lot and the roadway shall be landscaped according to an overall plan for the property.



Shared parking is strongly encouraged where appropriate, particularly where abutting land uses have differing hours of peak parking demand. Cross easements may be required to allow shared parking.

Drive-through lanes shall minimize conflicts with pedestrian circulation routes. Motorists shall be made aware of pedestrians through signage, lighting, raised crosswalks, changes in paving or other devices. The site plan shall be designed to minimize queuing in parking lots or other areas which would cause congestion or unsafe conditions.

Queuing for drive-through lanes shall not interfere with the vehicle accessibility to the parking area for the site.

Service drives shall be separated from internal walkways, parking areas, or pedestrian use areas by landscaped islands, grade changes or other devices to minimize pedestrian contact.

There shall be adequate provisions for ingress and egress to all parking spaces. The following aisle widths shall be required to ensure adequate and safe access to parking spaces. Only one-way traffic shall be permitted in aisles serving single-row parking spaces placed at an angle other than ninety (90) degrees.

PARKING DEGREE	ANGLE	MINIMUM WIDTH (FEET)	AISLE
0° parallel parking		12'	
30°		12'	
45°		13'	
60°		18'	
90° perpendicular parking		24'	

Parking areas with a single point of access are strongly discouraged. Dead-end parking lots shall not contain more than ten (10) spaces. Where dead-end lots must be used, adequate space shall be provided to safely turn a vehicle around to avoid backing out.

Directional signage and markers shall be utilized in diagonal parking lot arrangements.

## 9. PEDESTRIAN ACCESS: GENERAL

Developments shall provide attractive, safe, and functional walkways within the site and for connection of the site to the Town's sidewalk system when a public sidewalk exists or is planned in the vicinity of the site. Walkways shall be designed to direct pedestrians to the main entrances of the buildings from the public right-of-ways, abutting properties and businesses, and the parking areas on the site. Public entrances to buildings shall also be designed to provide some outdoor space for pedestrian use, such as seating, dining, or lawn area.

All walkways and sidewalks shall be designed for efficient snow removal to enable year-round use.

Walkways shall be located, designed, and detailed in full compliance with the Americans with Disabilities Act (ADA), as revised.

#### 10. PEDESTRIAN ACCESS: INTERNAL WALKWAYS.

Commercial properties shall provide attractive, safe, and functional walkways between the public right-of-way and the principal customer entrances on the site. At a minimum, walkways shall connect focal points of pedestrian activity such as transit stops, street crossings, and building entrances. Internal walkways shall be a minimum of 5 feet in width

Safe pedestrian connections between abutting land uses shall be provided where possible to encourage foot traffic and minimize vehicular movement.

A circulation plan shall be provided demonstrating safe pedestrian and bicycle movement within the site. The plan shall demonstrate how linkages can be made to adjacent properties, both developed and undeveloped. Pedestrian and bicycle connections between abutting properties shall be coordinated with vehicular routes to encourage foot traffic and minimize vehicular movement.

Within larger parking lots where the customer entrance will be 50+ feet from at least half of the parking spaces, a network of walkways shall be provided. These walkways shall be separated from parking bays and travel aisles by raised curbing or landscape buffering and shall be aligned with the main entry or a focal point on the building for way finding. The width of these internal parking lot walkways shall be five feet or more to enable the use of shopping carts or heavy pedestrian traffic.

Walkways in parking lots shall be aligned with the main entry or a focal point on the building to assist in wayfinding.

Walkways shall be located where motorists can anticipate pedestrians. Likewise, walkways shall be designed to give pedestrians a view of oncoming vehicles and shall avoid bisecting drive-through lanes, access and service drives, and other high-traffic routes.

Internal crosswalks shall be provided and marked by a change in pavement texture, pattern, or color to maximize pedestrian safety. The materials selected shall be highly durable and low maintenance. Raised crosswalks shall be considered at key locations as a traffic calming device as well as to make crosswalks more visible.

Signs may be warranted in certain situations as determined by the Institute for Traffic Engineers (ITE). Materials selected for crosswalks shall allow safe bicycle movement across the surface.

#### 11. PEDESTRIAN ACCESS: PUBLIC SIDEWALKS AND CROSSWALKS

Public sidewalks are to be provided throughout Scarborough's commercial areas. Existing and proposed road corridors should include sidewalks on both sides of the street, planted esplanades, crosswalks and pedestrian amenities to encourage a safe flow

of non-motorized traffic.

If a sidewalk does not exist in the street(s) adjacent to the site the applicant shall be responsible for the construction of a sidewalk along the full width of the frontage or in a location otherwise determined by the Planning Board. The applicant shall not be responsible for the construction of a sidewalk in a location for which the Town Council has already adopted and funded a Sidewalk Capital Improvement Plan. In this instance, a fee in lieu may be required.

If a sidewalk is required to be constructed, the sidewalk shall be located within the right-of-way of the public street unless the width of the right-of-way is not adequate. In this case, the sidewalk shall be located on the parcel in the area immediately adjacent to the street right-of-way unless the topography or natural characteristics of the site or existing development make this impractical. When determining the location and alignment of new sidewalks, existing street trees shall be avoided and preserved to the extent possible.

If the sidewalk will be located outside of the street right-of-way, the applicant shall convey an easement to the Town for the sidewalk area.

When a sidewalk is constructed wholly within the street right-of-way it must conform to the design and construction requirements set forth in the Town's Street Acceptance Ordinance (Chapter 701) for the class of street. When a sidewalk is constructed wholly or partly outside of the street right-of-way the location and design of the sidewalk must be approved by the Planning Board as part of the site plan approval.

All new sidewalks shall be designed to avoid conflicts with landscaping, utilities, grading, drainage structures, signs, and other elements. Sidewalks shall be designed to facilitate snow removal and allow year-round use.

Where sidewalks intersect with commercial drives or roads, crosswalks shall be installed to alert the motorist and improve visibility. Crosswalks shall offer a noticeable change in texture and color. Materials for crosswalks shall be highly durable and slip resistant. Mid-block crosswalks are prohibited.

## 12. ALTERNATIVE TRANSPORTATION

Provisions shall be made for alternative transportation if the site is located on a bus or bicycle route. Such provisions may consist of bus shelters, bicycle racks, individual travel lanes for either mode of transportation or fee in lieu may be required.

## 13. SITE PLAN WAIVERS – SITE LAYOUT REQUIREMENTS

If an applicant can demonstrate to the Planning Board that the nature or operation of the proposed use will not necessitate the minimum parking space requirements found in Section XI., the Planning Board shall have the authority to approve a site plan showing fewer parking spaces than are required. This allowance may only be provided, however, if the site plan incorporates a landscaped area that is feasible and adequate to accommodate the requisite

parking under Section XI., should there be a future change in the nature or operation of the use necessitating the required parking.

The Board of Appeals may also permit a reduction in the required parking spaces as per Section XI(F) of the Zoning Ordinance.

When a street or driveway serves two (2) or more adjacent sites, the Planning Board may allow the street or driveway to be located on or within ten (10) feet of a side property line between the sites.

For developments with significant traffic volumes of 50 or more peak trips, the Planning Board may consider requests for access to more than one street, providing a traffic study clearly demonstrates a traffic safety and congestion benefit will result.

The Planning Board may relax driveway separation standards only upon finding, based on a traffic study, that the location of the street or driveway closer than these minimums is necessary for effective utilization of the site or to enable the sharing of an access with an adjacent lot to reduce the total number of necessary curb cuts, and will not cause unreasonable congestion or unreasonable safety hazards.

## **SECTION XX: ARCHITECTURAL DESIGN STANDARDS**

### **1. PURPOSE**

The purpose of architectural design standards is to encourage design which draws its inspiration from both historical and contemporary New England examples while complementing the neighborhood or village in which the site is located.

Architectural design must consider scale, form, orientation, height, setback, massing, materials, and architectural features.

### **2. APPLICABILITY**

All commercial, multi-family and mixed-use 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.

### **3. GENERAL STANDARDS**

New and renovated buildings shall be designed to fit the individual characteristics of their particular site. The architecture shall be influenced by New England building forms, 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.

### **4. DEFINITIONS**

**Arcade** – An arcade is a succession of contiguous arches, with each arch supported by a colonnade of columns or piers. Exterior arcades are designed to provide a sheltered walkway for pedestrians.

**Architectural Feature** - A prominent or significant part or element of a building, structure or site.

**Articulation** – Articulation refers to how building surfaces come together to define form. Articulation may include changes in both the horizontal and vertical plane of the structure.

**Façade** – Facade refers to the face of a building.

**Fenestration** - Window treatment in a building or on a building facade.

Human Scale - The relationships of a development and/ or its elements in terms of size, height, bulk, intensity, and aesthetics, to human beings.

Massing - The grouping of three-dimensional forms to achieve variation (as in a building or landscape planting).

Mixed-Use Building - A mixed-use building is a building that can be used for more than one purpose, and in any combination. For the purpose of this section, mixed-use buildings include both a residential and non-residential component.

Parapet - The extension of the main walls of a building above the roof line.

Pilasters – Pilasters are rectangular columns, especially those projecting from a wall.

Public Entrance – Public Entrances are entries specifically provided for general public access into a building. This term as it applies in this section does not include employee only entrances.

Scale. The relationships of a development and/ or its elements in terms of size, height, bulk, intensity, and aesthetics, to one another and the surroundings

Transparency – Transparency refers to windows, doors and other transparent openings enabling view into and out of a structure.

## 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

Public entrances shall be designed to be visible from the street and provide unobstructed areas for pedestrians. Buildings shall present an inviting, human-scaled façade to the street, internal drives, parking areas, and abutting properties.

All-façades containing public entrances shall be treated as a front façade. All front facades shall contain a clearly defined, highly visible public 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.

## 7. TRANSPARENCY, WINDOWS AND DOORS COMBINED

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.

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

Buildings on street corners are to be designed as special places. 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.

Both facades of corner buildings shall be designed as front facades. 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

Buildings are to be designed as permanent, positive additions and constructed of high quality, long lasting 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.

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., corners, trim at openings, changes in material). 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 and 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 AND SCREENING

Design that utilizes energy conservation measures wherever possible shall be used.

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 and provide shelter or shade for pedestrians.

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 architectural features for interest and variation.

In the CPD, HP, RH and BOR Districts, flat roofs are anticipated and acceptable on multi family, mixed use, 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 required for visible roofing.

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 prohibited.

High gloss roofing materials are prohibited.

## **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**

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 architecture 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 prohibited.

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

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

All sides of a large-scale building that face an abutting public or private street shall feature at least one public 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 provide 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.

Where principal buildings contain additional, separate stores which in total occupy less than 20,000 square feet of gross floor area, with separate, exterior public 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.

#### 19. ADDITIONAL REQUIREMENTS – LINEAR COMMERCIAL STRUCTURES

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 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.

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.

## 20. ADDITIONAL REQUIREMENTS – AUTO ORIENTED USES

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 follow these design standards. Windows or other forms of fenestration shall be included on all street facing facades and treated as a front facade.

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 - DRIVE-THROUGH USES

Drive-throughs shall be subordinate to the design of the main building to maintain the pedestrian orientation of the structure.

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.

## **22. ADDITIONAL REQUIREMENTS - ACCESSORY USES**

Non-habitable structures, such as freestanding ATMs, garages, canopies, storage units, recycling sheds, 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.

Shopping carts must be stored inside the building, or in 'cart corrals', out of the way of pedestrian circulation.

## **23. 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. 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 and demonstrate how the materials used in the renovation will complement the existing structure.

## **24. ADDITIONAL REQUIREMENTS – VILLAGE: EIGHT CORNERS - RESERVED**

## **25. ADDITIONAL REQUIREMENTS – VILLAGE: OAK HILL - RESERVED**

## **26. ADDITIONAL REQUIREMENTS – VILLAGE: DUNSTON – RESERVED**

27. ADDITIONAL REQUIREMENTS – VILLAGE: NORTH SCARBOROUGH - RESERVED

28. ADDITIONAL REQUIREMENTS – VILLAGE: PINE POINT – RESERVED

29. SITE PLAN WAIVERS – ARCHITECTURE

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

- Transparency standards may be decreased 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 CPD Innovation District, HP, RH and BOR Districts.

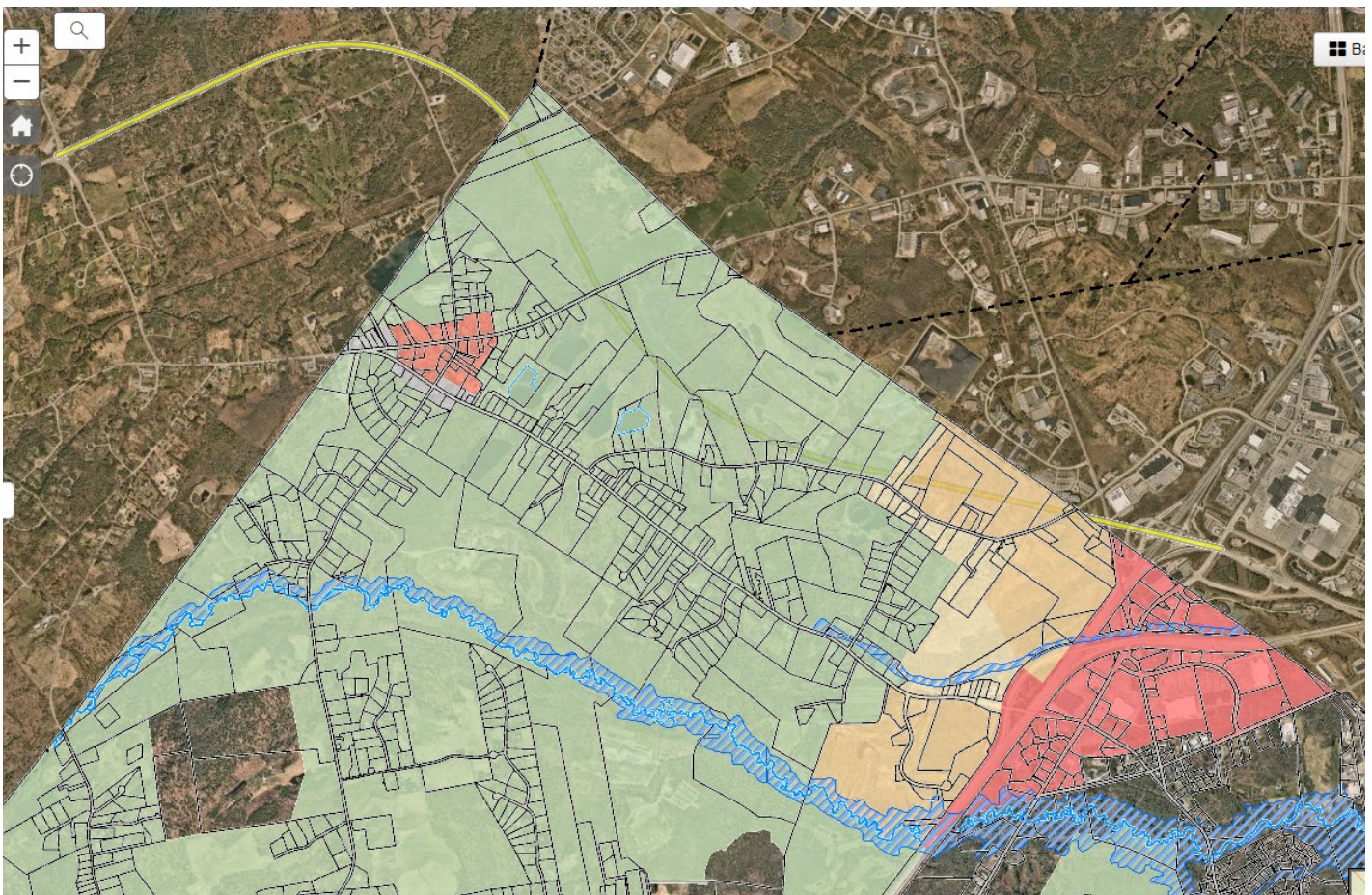


Agenda Item 5:

**2025 CIP Request - Review and discuss Planning CIP request for 2025: North Scarborough / Running Hill Master Plan – \$100,000**

The Comprehensive Plan and future Town Wide Transportation Master Plan provide a framework for next steps focusing on the key villages and areas of the Town. The Village Center or Master Plan approach allows communities to focus wholistic efforts on target areas relating to land use, architectural design, environmental impacts, conservation opportunities and transportation needs. Planning for these focused master plan areas on an annual basis would allow the town flexibility for focus on the most pressing needs at the time.

The Running Hill/North Scarborough area has the potential to be greatly affected by the Gorham Connector and subsequent land use pressures. The Master Plan approach will provide the Town with a long term vision for this specific area and facilitate consistent and clear decision making. Development pressures can be considered and planned for providing a proactive approach into planning for the future while targeting specific needs and desires for the community.



### **2026 CIP Request - Dunstan Village Master Plan – \$75,000**

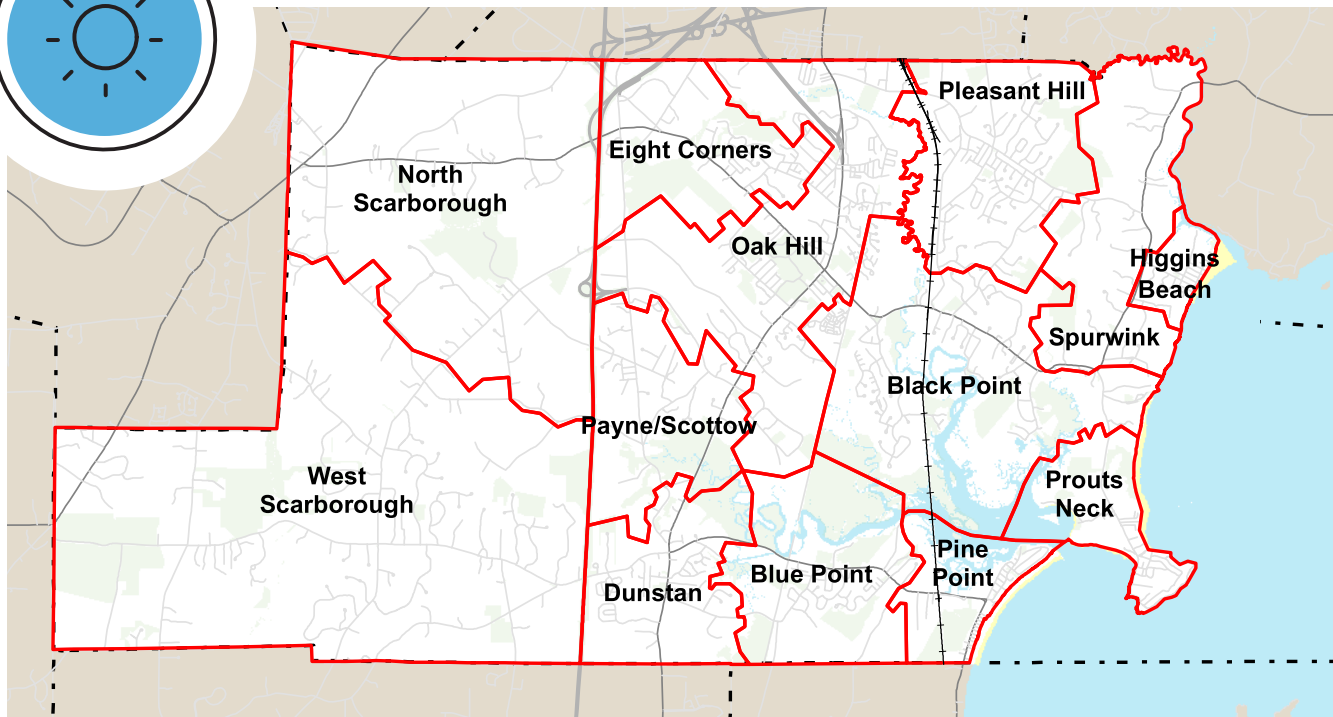
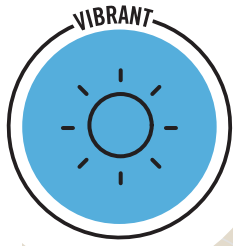
The Comprehensive Plan and future Town Wide Transportation Master Plan provide a framework for next steps focusing on the key villages and areas of the Town. The Village Center or Master Plan approach allows communities to focus wholistic efforts on target areas relating to land use, architectural design, environmental impacts, conservation opportunities and transportation needs. Planning for these focused master plan areas on an annual basis would allow the town flexibility for focus on the most pressing needs at the time.

The Dunstan Village area has substantial redevelopment and new development opportunity. The Village Master Plan approach will provide the Town with a long term vision for this specific area and facilitate consistent and clear decision making. Development pressures can be considered and planned for providing a proactive approach into planning for the future while targeting specific needs and desires for the community.

### **2027- 2030 CIP Requests - Village Master Plan TBD – \$80,000**

Remaining Villages for consideration include Eight Corners, Pine Point, Oak Hill, Pleasant Hill and West Scarborough.





The above map shows commonly referenced neighborhoods.

## Scarborough's Villages

Scarborough is comprised of multiple village centers, rather than a central downtown. Outside of these centers, development is primarily low-density residential with some industrial parks and large commercial and retail buildings.

### Pine Point and Higgins Beach

Two of the villages, Pine Point and Higgins Beach, are located along the coast. These are small destination villages, providing a few dining, retail, and service options to residents of, and visitors to, Scarborough's beach communities. To give an example of the disconnected nature of the villages, while Pine Point and Higgins Beach are only about

three miles apart as the crow flies, it can take almost thirty minutes to drive between the two, as it requires traveling back inland to Route 1 in order to circumvent the marshes. Both villages are at risk for flooding damage in the case of a major coastal storm and future development and public investment will need to plan accordingly, as discussed later in this Plan. Though Higgins Beach and Pine Point share similarities of beach front communities, they differ in terms of scale of development and mix of activities, which is important to consider in any planning context.

### North Scarborough

The third village, North Scarborough, is, as the name suggests, in the far northern corner of Town and includes a handful of small

businesses. North Scarborough provides a few basic services to the residents in this relatively low-density part of Town and is convenient to Interstate 95. The Conservation and Growth Map re-categorizes this village as a Village. North Scarborough is located in the congested Route 22 and 114 "overlap area," with a mix of commercial and residential land uses on this busy road. Travel delay is experienced regularly during peak travel times.

As identified during the Gorham East-West Corridor Feasibility Study process, relief from congestion is desired, but not to the detriment of the existing neighborhood fabric. Any future connections to the I-95 through this portion of Scarborough should be sensitive to the impacts on the community. Future non-residential

development should be geographically limited to reduce impacts of strip commercial development. With these issues resolved, residents are interested in hamlet-style development in North Scarborough.

### Eight Corners

Eight Corners is an area near the intersection of I-95 and I-295 with several big-box national retailers and a few local small businesses. While there is no “village” feel currently, there are significant areas that, if redeveloped, could provide transportation connectivity and access to the larger public transit network. While this won’t happen quickly, the recent rezoning along the Gorham Road segment towards the Nonesuch could be a step towards a transit-oriented pattern of development for this area.

### Dunstan and Oak Hill

The two more centrally-located villages, Dunstan and Oak Hill,

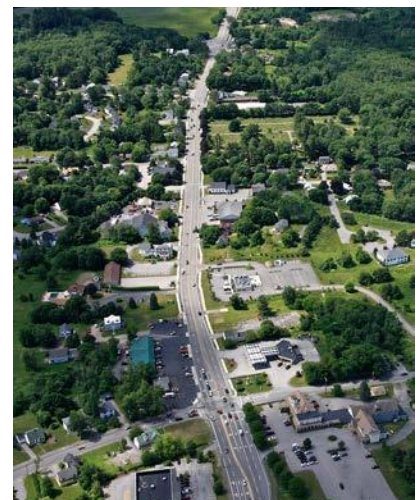
are located at major intersections. Dunstan can be characterized as a suburban commercial center with a gas station and a couple of small retailers and restaurants, but without a cohesive identity. Oak Hill is located near the physical center of Town, at the intersection of Route 1, Black Point Road, and Gorham Road. Most of Scarborough’s residents and visitors pass through this intersection regularly, if not daily, as they travel from the coast to I-95 or from parts of Scarborough into Portland. Oak Hill provides most of the Town’s municipal services, and includes Town Hall, Scarborough’s High School, Middle School, and Wentworth (elementary) School, the post office, as well as the Hannaford shopping center and numerous other businesses. While not considered “downtown,” Oak Hill is commonly thought of as the center of activity in Scarborough. Through the community charrette process, Dunstan and Oak Hill were re-categorized as Community Activity Centers, where future

development and redevelopment should be concentrated because of the presence of existing infrastructure and services. Furthermore, the portion of Route 1 that connects these two centers should be a more walkable, bikeable corridor, supported by good design.

### Scarborough Downs

The community charrette process also recognized Scarborough Downs as one of the most under-utilized properties in Scarborough. With its proximity to Oak Hill and the town’s main arterials, Scarborough Downs has the potential to be redeveloped at a higher intensity than the Community Activity Centers. It has been categorized as a Regional Activity Center.

See the call out box on the following page for more information about Scarborough Downs.



**SECTION XI. OFF-STREET PARKING REGULATIONS. [amended 01/06/2010; 01/04/2023][Amended 07/19/2023]**

**SECTION XI. OFF-STREET PARKING REGULATIONS. [amended 01/06/2010; 07/19/2023]**

Off-street parking spaces shall be provided in all districts whenever any structure is constructed, altered, or enlarged; a new land use is established; an existing use is replaced by a new use (change of use); or an existing use is expanded or increased in intensity. Such spaces shall be provided in accordance with the provisions of this Section, prior to the issuance of a certificate of occupancy for the structure or use. Single family and two family dwellings in existence as of January 6, 2010, shall be exempt from this provision. [adopted 01/06/10]

As provided for under the requirements of the Site Plan Review Ordinance, site plan approval is required before any parking or vehicular use is established, enlarged or changed. [adopted 01/06/10]

Off-street parking, either by means of open air spaces or by garage space, in addition to being a permitted use, shall be considered as an accessory use when required or provided to serve uses located in any district. [amended 01/06/10]

**A.** Off-street parking shall be designed, constructed and maintained as follows: [amended 01/06/10]

- 1.** For all uses, each off-street parking space must have an area no less than 9 feet wide by 18 feet long, except that the size of parking spaces may be determined by the Planning Board in accordance with the requirements of Section IV(D)(1) of the Site Plan Ordinance.
- 2.** Where required by applicable federal or state law, all off-street parking areas shall include handicapped accessible parking spaces in accordance with the ADA Standards for Accessible Design and the Site Plan Review Ordinance.
- 3.** For all uses, parking spaces must be adequately served by isles and drives in accordance with the requirements of Section IV of the Site Plan Review Ordinance.

**B.** The following minimum off-street parking requirements shall be provided and maintained. Where a use is not specifically mentioned in this provision, the Planning Board shall determine the minimum parking requirements. The number of parking spaces required shall be determined by the Planning Board based on the nature of the use, the intensity of the proposed use and the parking demand expected to be generated by the specific proposal.

**1. Standards for off-street parking.**

<b>USE</b>	<b>Number of Parking Spaces Require</b> *FA=Floor Area *GLA=Gross Leaseable Area
Dwellings	
a. Single Family	2 for each dwelling unit.
b. Two Family	2 for each dwelling unit

**SECTION XI. OFF-STREET PARKING REGULATIONS. [amended 01/06/2010; 01/04/2023][Amended 07/19/2023]**

c. Multi-family	2 for each dwelling unit containing 2 or more bedrooms 1.5 for each dwelling unit containing fewer than 2 bedrooms
d. Accessory Unit	None required
e. Senior housing	1 parking space per dwelling unit and 1 parking space for each employee based on the expected average employee occupancy.
Hotels, motels and other transient lodging establishments	1 for each guest room.
Schools..... <b>a.</b> Elementary and Middle School:	1 per teacher and staff member, plus 1 space per 2 classroom.
<b>b.</b> High School:	1 per teacher and staff member on the largest shift, plus 1 space per 5 non-bused students.
<b>c.</b> College:	1 space per staff member on the largest shift, plus 1 space per 2 students of the largest class attendance period.
<b>d.</b> Group Day Care Homes, Day Care Centers, Nursery Schools	1 per 4 children the facility is licensed for, plus 1 for each employee required by the State of Maine licensing standards for child to staff ratio
Hospitals, Boarding Care Facilities for the Elderly, nursing homes, residential and long-term care facilities for the ill, aged or disabled	1 per 3 beds, plus 1 for each employee based on the expected average employee occupancy.
Place of assembly, amusement, culture and places of worship	1 for each 4 seats or for each 100 square feet or major fraction thereof of assemblage space if no fixed seats.
Retail sales & services	4 per 1,000 sq. ft. of FA
Business services and business offices; Professional offices	4 per 1,000 sq. ft. of GLA
Financial, Insurance and Real Estate Offices	3.5 per 1,000 sq. ft. of GLA
Personal services	3.5 per 1,000 sq. ft. of GLA
High Technology Facility	2 per 1,000 sq. ft. of FA
Data Processing/Telemarketing	6 per 1,000 sq. ft. of GLA
Medical and Dental Offices	4 per 1,000 sq. ft. of GLA
Restaurants & drinking establishments without drive-thru or take-out services	1 per 4 table or booth seats, plus 1 per 2 counter or bar seats, plus 1 for each 60 square feet of customer standing or waiting area, plus 1 for every 2 employees, based on highest employee occupancy

**SECTION XI. OFF-STREET PARKING REGULATIONS. [amended 01/06/2010; 01/04/2023][Amended 07/19/2023]**

Restaurants & drinking establishments with drive-thru and/or take out services	Standards described above apply, provided that the minimum number of parking spaces is 10, plus 6 stack spaces for each drive-up window, at least 3 of which must be designated for the ordering station, located so as not to impede pedestrian or vehicular circulation on the site of any adjacent street
Work space in a live/work unit	2.5 per 1,000 sq. ft. of GLA, provided that the Planning Board has required, as a condition of approval of the site plan or subdivision plan which includes the live/work unit, that the work space shall be principally used by one or more of the residents of the live/work unit and provided that the work space is in fact so used. That restriction on the use of the work space must be incorporated into all deeds to or leases of the live/work unit or any part thereof.  Alternatively, 4 per 1,000 sq. ft. of GLA, when the non-residential space is not required to be principally used by one or more of the residents of the live/work unit.
Industry, manufacturing, warehousing and distribution [amended 01/06/2010]	2 per 1,000 sq. ft. of FA (additional spaces required for area(s) occupied for office and/or sales use) [amended 01/06/2010]
Health Club [amended 01/06/2010]	3.5 per 1,000 sq. ft. Of FA, except that areas occupied by, and only to be used for specific activities (i.e. tennis or racquetball courts, exclusive of gymnasiums) require 3 per court.
Funeral Home	10 per 1,000 sq. ft. of FA in slumber rooms, parlors, and individual service rooms
Water Dependent Golf Driving Ranges	1.5 spaces for each tee area.

**C.** In specific cases where it is demonstrated that a particular building can be occupied or use carried on with fewer parking spaces than required under this section, the Planning Board may reduce the requirements for off-street parking upon finding the following requirements are met:

- 1.** That the undeveloped parking spaces are shown on an approved site plan as reserved future parking spaces. Such reserved future parking spaces shall be designed to meet all requirements of this Ordinance and of the Site Plan Review Ordinance and shall be treated by the Planning Board in the same manner as developed parking spaces for purposes of determining the compliance of the site plan with ordinance standards, including, but not limited to, stormwater management standards, grading, vehicular access and circulation.
- 2.** If at any time after construction of the development the Code Enforcement Officer determines that actual need for parking exceeds the number of spaces actually developed, the Code Enforcement Officer may order the owner of the property to

**SECTION XI. OFF-STREET PARKING REGULATIONS. [amended 01/06/2010; 01/04/2023][Amended 07/19/2023]**

appear before the Planning Board for a determination by the Board as to whether some or all of the reserved future parking spaces must be developed.

**D.** In specific cases where two or more uses listed in section B(1), above, occupy segregated areas of the same building or structure the off-street parking requirements shall be based on the total area occupied by each distinct use.

**E.** The Planning Board may approve the joint use of a parking facility by two or more principal buildings or uses where it is clearly demonstrated that said parking facility will substantially meet the intent of the requirements by reasons of variation in the probable time of maximum use by patrons or employees among such establishments.

**F.** In specific cases where it is demonstrated that a particular building can be occupied or use carried on with fewer parking spaces than required under this section, the Board of Appeals may reduce the requirements for off-street parking upon finding that such reduction will not detract from neighborhood values, inconvenience the public, or increase congestion in the street. The granting of such reduction shall not be construed as the granting of a variance to relieve undue hardship.

**G.** On-street parking cannot be used to satisfy the requirements of this section unless it is specifically authorized in another section of this Ordinance.

**H.** Required off-street parking in all districts shall be located on the same lot as the principal building or use except that the Planning Board may authorize residential off-street parking to be located within 300 feet of principal residential uses, measured along lines of public access, where it cannot reasonably be provided on the same lot. Such parking areas shall be held under the same ownership or lease as the residential uses served and evidence of such control or lease shall be required.

**I.** Required off-street parking in all business and industrial zones shall be located on the same lot with the principal building or use, or within 100 feet measured along lines of public access, except that where off-street parking cannot be provided within these limits, the Planning Board may permit such off-street parking to be located a reasonable distance from the principal building or use, measured along lines of public access, if the premises to be used for parking are held under the same ownership or lease. Evidence of such control or lease shall be required and such lots shall be located within business or industrial districts.

**J.** Where off-street parking for uses other than single or two-family dwellings is required or provided on a lot and vehicles are to be or may be parked within the area otherwise required to be kept open and unoccupied for front, side and rear yards in the zone in which such parking is located, the following requirements shall be met.

**1.** Where vehicles are to be or may be parked within ten feet of any street line a continuous guard curb, rectangular in cross-section, at least six inches in height and permanently anchored shall be provided and maintained at least five feet from the street or lot line between such off-street parking and that part of the street or lot line involved; or a continuous bumper guard of adequate strength, the top of which shall be at least 20 inches



**SECTION XI. OFF-STREET PARKING REGULATIONS. [amended 01/06/2010; 01/04/2023][Amended 07/19/2023]**

in height, shall be provided and maintained between such off-street parking and that part of the street or lot line involved so that bumpers of vehicles cannot project beyond its face toward the street or line involved, either above or below the impact surface.

2. No parking shall be located within a green strip buffer required pursuant to Section IV(F)(10) of the Town of Scarborough Site Plan Review Ordinance.

**K.** Where off-street parking for any use other than single or two-family dwellings is required or provided, the following construction requirements shall apply: [Adopted 01/04/2023]

1. Appropriate driveways from streets or alleys, as well as maneuvering areas, shall be provided (see Site Plan Review Ordinance, Section IV for requirements). When access to parking areas is available from more than one street, ingress and egress to and from the lot shall have the approval of the Planning Board.

2. The surface of driveways, maneuvering areas and parking areas shall be uniformly graded with a subgrade consisting of gravel or equivalent materials at least six inches in depth, well compacted and with a wearing surface equivalent in qualities of compaction and durability of fine gravel. Unless otherwise specifically approved by the Planning Board, the surface of driveways, maneuvering areas and parking areas in all Business Zones shall be paved.

3. A system of surface drainage shall be provided in such a way that the water runoff shall not run over or across any public sidewalk or street.

4. Where artificial lighting is provided cut-off fixtures shall be used to control glare, skyglow, and spillover onto adjacent properties.

**L.** Electrical Vehicle Charging Infrastructure. The purpose of this provision is to facilitate and encourage the use of electric vehicles, to expedite the establishment of a convenient, cost-effective electric vehicle infrastructure, and to establish minimum requirements for such infrastructure to serve both long-term and short-term parking needs.

1. All new or redevelopment parking facilities shall be required to install electrical vehicle charging station (EVCS) infrastructure according to Table 1 below. Site design must provide electrical, associated ventilation, accessible parking, and wiring connection to transformer to support the additional potential future electric vehicle charging stations. For redeveloped parking facilities, EVCS standards shall apply to the redeveloped parking area(s) and not the parking facility as a whole.
2. For commercial development, the requirements outlined in Table 1 may be revised upward or downward by the Planning Board as part of an application review based on verifiable information pertaining to parking. Sites where EVCS requirements are reduced will be subject to in-lieu fees outlined in section L.3.
3. For single family and two-family dwellings, the requirements in Table 1 may be waived by the Zoning Administrator as part of the building permit application process. An in-lieu fee will apply, as outlined in section L.3.
4. Those who do not wish to meet EVCS requirements may pay an in-lieu fee to the Town of Scarborough in the following amounts:

\$15,000 per required Level 3 EVCS-installed parking space

**SECTION XI. OFF-STREET PARKING REGULATIONS. [amended 01/06/2010; 01/04/2023][Amended 07/19/2023]**

\$8,000 per required Level 2 EVCS-installed parking space  
 \$3,000 per required EVCS-ready parking space  
 \$1,000 per required EVCS-capable parking space

- 4.1 EVCS in-lieu fees collected by the Town shall be deposited into a specific account, segregated from the Town's general revenue, and created for supporting electric vehicle infrastructure in the Town of Scarborough. These funds shall be used in accordance with the following:
- The funds contributed to the specific account, entitled the Electric Vehicle Charging Infrastructure Fund, shall be used to further the electric vehicle infrastructure within the Town. More specifically, these funds may be used for equipment, and/or construction costs of electric vehicle charging infrastructure in existing or new municipally-owned parking lots within Scarborough.
  - A portion of these funds may also be used for administrative, legal, engineering, or other costs related to the planning, design, permitting, and property acquisition for electric vehicle charging.
  - A portion of these funds may also be used to establish a grant or revolving loan program to provide direct financial assistance to offset the cost of retrofitting existing parking areas with electric vehicle charging infrastructure.
  - The Electric Vehicle Charging Infrastructure Fund may be used in combination with other Town funds and other private, non-profit, and government funding for expanding electric vehicle charging infrastructure within Scarborough.
  - The in-lieu fees contributed by a development shall not be used by the same or other developments to fund the electric vehicle charging infrastructure that is required to meet the minimum zoning standards.
  - The in-lieu fees collected by the Town shall not be utilized to fund electric vehicle charging infrastructure that is otherwise required to included electric vehicle charging infrastructure in order to meet minimum zoning standards.

Table 1. EV Charging Infrastructure Requirements  
 (Table based on table in section B.1)

USE	Number of Parking Spaces Required *FA = Floor Area *GLA = Gross Leasable Area	Electric Vehicle Charging Station (EVCS) Requirements				
		EVCS-installed parking spaces	EVCS-ready parking spaces	EVCS-capable parking spaces	TOTAL SPACES	Minimum type of EVCS
<b>Dwellings</b>						
a. Single Family	2 for each dwelling unit.	--	100%	--	100%	Level 2
b. Two Family	2 for each dwelling unit	--	100%	--	100%	Level 2



**SECTION XI. OFF-STREET PARKING REGULATIONS. [amended 01/06/2010; 01/04/2023][Amended 07/19/2023]**

c. Multi-family	2 for each dwelling unit containing 2 or more bedrooms 1.5 for each dwelling unit containing fewer than 2 bedrooms *EVCS: 100% indoor parking spaces EVCS-ready	5%	30%*	65%	100%	Level 2
d. Accessory Unit	1 for each unit					
e. Senior housing	1 parking space per dwelling unit and 1 parking space for each employee based on the expected average employee occupancy. **EVCS requirements apply only to residential parking spaces	10%**	20%**	70%**	100%	Level 2
<b>Schools</b>		<b>EVCS targeted in faculty/staff parking spaces</b>				
a. Elementary and Middle School:	1 per teacher and staff member, plus 1 space per 2 classrooms.	5%	5%	15%	25%	Level 2
b. High School:	1 per teacher and staff member on the largest shift, plus 1 space per 5 non-bused students.	5%	5%	15%	25%	Level 2
c. College:	1 space per staff member on the largest shift, plus 1 space per 2 students of the largest class attendance period.	5%	5%	15%	25%	Level 2
d. Group Day Care Homes, Day Care Centers, Nursery Schools	1 per 4 children the facility is licensed for, plus 1 for each employee required by the State of Maine licensing standards for child to staff ratio		5%	20%	25%	Level 2
<b>Commercial</b>						

**SECTION XI. OFF-STREET PARKING REGULATIONS. [amended 01/06/2010; 01/04/2023][Amended 07/19/2023]**

Retail sales & services (> 25,000 sq. ft.)	4 per 1,000 sq. ft. of FA	5%	10%	10%	25%	50% Level 2 50% Level 3
Retail sales & services (< 25,000 sq. ft.)	4 per 1,000 sq. ft. of FA		5%	20%	25%	Level 2
Health Club	3.5 per 1,000 sq. ft. Of FA, except that areas occupied by, and only to be used for specific activities (i.e. tennis or racquetball courts, exclusive of gymnasiums) require 3 per court.	5%	10%	10%	25%	Level 2
Hotels, motels and other transient lodging establishments	1 for each guest room.	10%	10%	80%	100%	Level 2
All other commercial uses	Refer to Table 1 in Ch. 405 Section XI. Off-Street Parking Regulations for required number of parking spaces		5%	20%	25%	Level 2

**5. General Requirements for Electric Vehicle Infrastructure**

5.1 Electric vehicle charging stations within single-family and two-family residences are exempt from the below general requirements. This does not exempt electrical or other permit obligations.

**5.2 General station requirements**

5.2.1 Size. A standard size parking space shall be used for an electric vehicle charging station where such a station is required or planned.

EVCS parking spaces are to be included in the calculation for both the number of minimum and maximum parking spaces required.

5.2.2 Equipment Standards and Protection. Where provided, parking for electric vehicle charging purposes shall meet the standards of subsections 5.2.2 (1) through (4) of this section.

1. Clearance. Charging station equipment mounted on pedestals, light posts, bollards or other devices shall be a minimum of 24 inches clear from the face of curb.

**SECTION XI. OFF-STREET PARKING REGULATIONS. [amended 01/06/2010; 01/04/2023][Amended 07/19/2023]**

2. **Charging Station Equipment.** Charging station outlets and connector devices shall be no less than 36 inches or no higher than 48 inches from the top of surface where mounted, and shall be designed and located as to not impede pedestrian travel or create trip hazards on sidewalks.
  3. **Charging Station Equipment Protection.** When the electric vehicle parking space is perpendicular or at an angle to curb face and charging equipment, adequate equipment protection, such as wheel stops or concrete-filled steel bollards shall be used.
  4. **Maintenance.** Charging station equipment shall be maintained in all respects, including the functioning of the charging equipment. A phone number or other contact information shall be provided on the charging station equipment for reporting when the equipment is not functioning or other problems are encountered.
- 5.2.3. **Signage.** Electric vehicle charging stations, other than in residential use, shall have posted signage allowing only charging electric vehicles to park in such spaces. For the purposes of this subsection, “charging” means that an electric vehicle is parked at an electric vehicle charging station and is connected to the charging station equipment.
- 5.2.4. The EVCS must be operational during the normal business hours of the use(s) that it serves. EVCS may be de-energized or otherwise restricted after normal business hours of the use(s) it serves. *Operation hours of the chargers and a phone number for public assistance must be placed in a prominent position visual from the parking space.*
- 5.2.5. **Usage Fees.** The property owner or operator is not restricted from collecting a service fee for the use of an electric vehicle charging station made available to visitors of the property.

**5.3. Accessible Facilities**

- 5.3.1. Where electric vehicle charging stations are provided in parking lots or parking garages, excluding garages in single-family or two-family residential units, accessible electric vehicle charging stations shall be provided according to the ratios shown in Table 2. The first column indicates the number of electric vehicle stations being provided on-site and the second column indicates the number of accessible charging stations that are to be provided for the corresponding number(s) of charging stations.

**Table 2 Minimum Number of ADA Accessible Electric Vehicle (EV) Charging Stations**

<b>Number of EV charging stations</b>	<b>Minimum accessible EV charging stations</b>
1-50	1
51-100	2
101+	3

**SECTION XI. OFF-STREET PARKING REGULATIONS. [amended 01/06/2010; 01/04/2023][Amended 07/19/2023]**

- 5.3.2. Accessible electric vehicle charging stations should be located in close proximity to the building or facility entrance and shall be connected to a barrier-free accessible route of travel.

**6. Definitions Specific to Electric Vehicle Infrastructure**

*Charging levels* means the standardized indicators of electrical force, or voltage, at which an electric vehicle's battery is recharged. The terms 1, 2, and 3 are the most common charging levels, and include the following specifications:

- Level 1 provides charging through a 120 volt (V), alternating-current (AC) plug
- Level 2 charging is through a 240V, AC plug
- Level 3 charging is through a 480V, direct-current (DC) plug.

*EVCS-capable* means parking spaces with necessary conduit installed but lacking required electrical capacity to install EVCS.

*EVCS-installed* means parking spaces equipped with electrified EVCS.

*EVCS-ready* means parking spaces with necessary conduit installed and electrical capacity available to install EVCS.

*Electric vehicle infrastructure* means conduit/wiring, structures, machinery, and equipment necessary and integral to support an electric vehicle, including battery charging stations.

*Electric vehicle parking space* means any marked parking space that identifies the use to be exclusively for the parking of an electric vehicle.

*Electrical capacity* shall mean, at minimum:

- Panel capacity to accommodate a dedicated branch circuit and service capacity to install a 208/240V outlet per charger;
- Conduit from an electric panel to future EVCS location(s).

*Non-electric vehicle* means any motor vehicle that is licensed and registered for operation on public and private highways, roads, and streets that does not meet the definition of an electric vehicle.

*Redevelopment* means the excavation or grading (not including paving or fine grading) of existing parking areas in excess of 25% of the existing parking area.