

MINUTES
Ordinance Committee Meeting
Wednesday, May 8, 2024 – 6:00 P.M.

Item 1. Call to Order. Councilor Caterina, called the meeting to order at 6:00pm

Item 2. Roll Call. Committee members Councilor Jean-Marie Caterina (Chair), Councilor Don Hamill, and Councilor April Sither were present. Thomas Hall, Town Manager, was also present.

Item 3. Approval of minutes from April 10, 2024. Motion by Councilor Sither, seconded by Councilor Hamill, to move approval of the April 10, 2024 meeting minutes as written.

Vote: 3 Yeas. Motion Passes.

Item 4. Public Comment. None at this time.

Item 5. Site Layout and Architecture. Autumn Speer, Planning Director gave an overview of proposed changes to the Zoning Ordinance, Chapter 405; Site Plan Ordinance, Chapter 405B; and Commercial Design Standards, Chapter 405B-1 then answered committee questions.

Motion by Councilor Hamill, seconded Councilor Sither to move approval the proposed amendments to Zoning Ordinance, Chapter 405; Site Plan Ordinance, Chapter 405B; and Commercial Design Standards, Chapter 405B-1 forward to Town Council, as follows:

5.8.24 ORDINANCE COMMITTEE SUBMITTAL

PURPLE – CHAPTER 405 Site Plan Review

GREEN – PROPOSED

BLUE – COMMERCIAL DESIGN STANDARDS

A. Site Utilization and Layout

1. **Purpose**

The primary goal of the site plan review process is to produce attractive, ~~and~~ functional and pedestrian friendly commercial, multi-family and mixed-use development sites 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 ~~only~~ the most environmentally suitable location, s for development and accommodate pedestrian movement ~~where possible~~, and provide for encourage connections to nearby properties. – Encourage increased walking and cycling activity within commercial districts by providing safe, attractive, interconnected facilities.

Aesthetics and identity standards aim to create buildings and spaces that are visually appealing, distinctive, and meaningful.

Good site planning shall result in an attractive, safe, and economically viable relationship between buildings, parking, signage, lighting, landscaping, and the surrounding environment. Site plans shall minimize the visual effects of parking, feature high- quality landscaping,

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, and expansion of any building footprint exceeding xx%, or reconstruction or any other façade changes proposed through the Site Plan or Subdivision process.

- a. The provisions of this section shall not apply to individual single and two-family dwellings and their accessory buildings, structures and areas for parking.
- b. The provisions of this section shall not apply to RF, R2, R3, R4 or R4A zoned developments.
- c. The provisions of this section shall not apply to Village Residential Districts.
- d. The provisions of this section shall not apply to Light Industrial (LI) or Industrial (I) zoned developments.
- e. 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 principal building(s) shall be oriented on the site in a way that is compatible with neighboring structures and the development pattern in the vicinity.~~

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. Proximity of Buildings to Roadways. Buildings shall be located as close to the front property line as possible with to provide scale and interest to ~~the auto and pedestrian environment.~~ the majority of parking shall be located at the rear or side of the building. Moving parking lots to the rear concentrates people and places along the street, creating an environment that is arguably more accessible, interesting, and safe for walkers and bicyclists.

Parking areas, driveways, access points and sidewalks shall be designed around, and to serve, the principal building(s) and shall also compliment the neighboring development patterns and transportation networks as well as the Comprehensive Plan guidelines.

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

Universal accessibility for all that meets the Americans with Disabilities Act (ADA).

4. Definitions

Compact Parking. A parking space with a dimension of 8' in width and 15 feet in depth.

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.

Stacking Lanes: A designated area of a parking lot that accommodates the queuing of cars (for instance, at a drive-through restaurant).

5. Site Access Location and Design

~~Sound access management throughout the commercial district to maintain efficient traffic flow and high levels of safety.~~

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.

~~**Shared Access.** Entrances to abutting commercial properties shall be combined to the maximum extent possible.~~

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 IV(B), the term "street or driveway" includes both public and private local, collector and arterial streets, as well as entrance roads.

Access Management. Site plan involving curb cuts onto major roadways shall demonstrate an adherence to sound access management principles to promote efficient traffic flow and maintain a high level of safety for pedestrians and motorists.

Curb Cuts on Major Roads. Site plans shall be designed to minimize the number of curb cuts on major roadways to increase vehicular and pedestrian safety.

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.

*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.

| 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' |

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 Applicable Reviewing Authority.

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~~ should be ~~incorporated~~ **required** whenever feasible to limit curb cuts.

Where a site has frontage on two or more streets, the Applicable Reviewing Authority will require that the access to the site be provide 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 in Section IV(B)(1)(a), 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. ~~Site plans shall be designed by a professional engineer familiar with the Scarborough Ordinances.~~ 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.** Traffic calming measures shall be included where appropriate to discourage speeding within the site and between abutting properties. Measures may include speed tables, on street parking, raised crosswalks, vertical curbing, curvilinear road alignment, roadside plantings, neck-downs, curbed islands, and signage.~~

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.

~~**Internal Connections.** Where feasible, connections between parking lots and driveways on adjacent parcels shall be provided to facilitate deliveries and minimize turning movements onto major roadways. Internal connections shall provide safe, direct access between adjacent lots in a manner that prevents them from becoming vehicular shortcuts. Cross easements shall be provided as required to facilitate circulation. The site plan shall anticipate future vehicular connections to abutting undeveloped property.~~

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 in accordance with the following table and shall be designed in accordance with the ADA Design Standards, as revised found: [Accessible Parking Spaces | ADA.gov](#)

| TOTAL SPACES | TOTAL ACCESSIBLE SPACES REQUIRED COLUMN A | SPACES WITH 60" WIDE ACCESSIBLE AISLE | VAN ACCESSIBLE SPACES WITH 96" WIDE ACCESSIBLE AISLE |
|---------------|---|---------------------------------------|--|
| 1 to 25 | 1 | 0 | 1 |
| 26 to 50 | 2 | 1 | 1 |
| 51 to 75 | 3 | 2 | 1 |
| 76 to 100 | 4 | 3 | 1 |
| 101 to 150 | 5 | 4 | 1 |
| 151 to 200 | 6 | 5 | 1 |
| 201 to 300 | 7 | 6 | 1 |
| 301 to 400 | 8 | 7 | 1 |
| 401 to 500 | 9 | 7 | 2 |
| 501 to 1000 | 2% of total parking provided | 7/8 of column A | 1/8 of column A |
| 1001 and over | 20 plus 1 for each 100 over 1000 | 7/8 of column A | 1/8 of column A |

This table is in accordance with the ADA Design Guide, U.S. Department of Justice, Civil Rights Division, Disability Rights Section

8. Parking Lot Design

Parking lots shall be designed to complement adjacent buildings, the site, and the commercial district without becoming a dominant visual element. Every effort shall be made to reduce the scale of parking lots by minimizing the total amount of paved surface visible from the road.

Parking lots shall be designed as part of the overall plan for the site, and shall be coordinated with building entrances, lighting, and landscaping. ~~Parking lots shall be designed to complement adjacent buildings, the site, and the neighborhood by not being a dominant visual element. 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.~~

Parking lots shall be designed as inviting, pedestrian-friendly places by careful attention to landscaping, lighting, and internal walkways. With proper planning, parking lots can balance the needs of both the vehicle and the pedestrian.

Orientation. Parking lots shall be designed as part of the overall plan for the site, and ~~coordinated with building entrances, lighting, and landscaping.~~

Scale. ~~The scale of parking areas with more than 15 spaces shall be broken up with trees, landscaped islands, grade changes, low walls, or other appropriate features. See Landscaping for specific standards regarding parking areas.~~

Siting. ~~Whenever possible, the majority of parking areas shall be located at the rear or sides of commercial buildings, except where parking would be located adjacent to a residential neighborhood, or when included as part of a multi-building site plan (see pp. 13-14). Where land use conflicts occur, (e.g., unavoidable siting of a parking lot next to a home) the lot shall be screened with evergreen trees, earth berms, fences, or shrubs.~~

~~Whenever feasible, The majority of parking areas shall be located at the rear or sides of the building(s) being served, except where parking would be located adjacent to a residential neighborhood or when the parking is part of a multi-building site. Where such placement is not possible, the parking area shall be screened with evergreen trees, earth berms, fences, or shrubs.~~

Side Lot Parking. 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. 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-Throughs. Access routes leading to or from takeout windows or other drive-throughs 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 prevent queuing in parking lots or other areas which would cause ~~congestion or unsafe conditions.~~

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. 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

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 ANGLE DEGREE | MINIMUM AISLE WIDTH (FEET) |
|---------------------------|----------------------------|
| 0° parallel parking | 12' |
| 30° | 12' |
| 45° | 13' |
| 60° | 18' |
| 90° perpendicular parking | 254' |

~~Parking areas shall be landscaped and screened in accordance with the following standards:~~

~~Paved surfaces of parking areas shall be separated from buildings by a minimum of five (5) feet of landscaping and a five (5) foot walkway. Beyond the 5 foot minimum, the width of the landscaping shall be proportional to the height of the building.~~

The scale and impervious area of parking lots with more than 15 spaces shall be broken up with trees, landscaped islands, grade changes, low walls, or other features.

At a minimum, between 10% and 15% of the parking lot shall be landscaped. The higher percentage (15%) shall be used for larger parking lots consisting of 40 or more spaces. The lower percentage of 10% shall be used for smaller parking lots containing fewer than 40 parking spaces. Planting islands shall be a minimum of 9 feet in width. All parking lot landscaping shall be hearty and appropriate for parking lot conditions. Existing natural groupings or clusters of trees shall also be preserved.

Where front parking is permitted between the building and the road it shall be screened by trees, berms, fencing, shrubs, low walls, perennial masses, or a combination of these elements. The height of the screening shall be approximately 3 feet to minimize the view of the parking lot and vehicles, while providing a clear view of the building and signage.

Dead End Parking Lots. Parking lots with a single point of access are strongly discouraged. Dead-end parking lots shall not contain more than ten spaces.

Where dead-end lots are unavoidable, space shall be provided to safely turn a vehicle around without having to back out.

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.

Provisions shall be made for snow storage in the design of all parking areas. The areas shall be shown on the site plan to avoid conflicts with landscaping, visibility, drainage, or icing during the winter season.

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. 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.

~~**Snow Storage.** All walkways shall be designed for ease of snow removal to encourage year round use. Site plans shall indicate locations for snow storage in areas where they will not interfere with pedestrian movement, block visibility, or cause dangerous conditions from freezing meltwater.~~

Accessibility. 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 main entrance. Internal walkways shall invite pedestrians onto the property and make them feel welcome.

Continuous internal walkways shall be provided from any existing or planned public sidewalk in the street(s) adjacent to the site to 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

Internal Walkways. Continuous internal walkways shall be provided from the public sidewalk to the principal customer entrance of all principal buildings on the site. At a minimum, walkways shall connect focal points of pedestrian activity such as, but not limited to, transit stops, street crossings, and building entrances.

Width. Internal walkways shall be a minimum of five feet wide to allow two people to pass comfortably. Additional width may be necessary in certain

conditions, e.g., where shopping carts may be used, where heavy pedestrian traffic is anticipated, or where cars over hang the walkway.

for ADA compliance and shall be raised and separated from vehicular traffic by 6 inch curbing except at crosswalks and access areas.

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

Pedestrian and Bicycle Movement. The circulation plan shall provide 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.

~~**Refuge Zones.** Pedestrian islands (five feet minimum width) shall be installed in driveways and streets where the crossing distance is greater than 32 ft.~~

Within larger parking lots where the main building 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.

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

~~**Location.** Walkways shall be located where motorists can anticipate pedestrians and react accordingly. Likewise, walkways shall be designed to give the pedestrian a full view of oncoming vehicles, with minimal interference from trees, shrubs, and parked cars. Walkways shall avoid drive through lanes, access and service drives, and other high traffic routes. Traffic control signs, light fixtures, trees, or other potential obstacles shall be located far enough from walkways to prevent interference with pedestrian movement.~~

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.

Crosswalks. Internal crosswalks shall be marked by a change in pavement texture, pattern, or color to maximize pedestrian safety in parking areas and other potentially hazardous areas. The materials selected for road crossings shall be highly durable and low maintenance. Raised crosswalks shall be considered at key locations as a traffic calming device to make crosswalks more visible.

Safety. Crosswalks shall be marked by a change in pavement texture, pattern, or color to maximize pedestrian safety in parking areas and other potentially hazardous

areas. Care shall be taken in the selection of shrubs, ornamental grasses, walls, or other landscape elements to maintain visibility.

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.

Curbing. Internal walkways shall be separated from parking bays and/or travel lanes by raised curbing. Granite is preferred for its longevity, low maintenance, and appearance.

~~**Maintenance.** All internal walkways shall be designed to facilitate maintenance by the property owner. The site plan shall coordinate the location of walkways with utilities, plantings, drainage, and other site elements that could affect long-term maintenance.~~

~~Areas adjacent to walkways shall be landscaped with trees, shrubs, ground cover, benches or other materials. Walkways in parking areas shall include landscaped islands for visual relief, shade, and scale.~~

~~Major entrances to new or renovated buildings shall be complemented with outdoor seating or use areas. Canopies, recessed entrances, seating areas, decorative plantings, lawn areas and other elements may be incorporated around the building entry to serve as pedestrian space or gathering areas.~~

11. Pedestrian Access: Public Sidewalks and Crosswalks

Sidewalks provide many benefits to a community including pedestrian safety, mobility options, health benefits and even economic impacts. The propensity to walk is influenced not only by distance, but by the quality of the walking experience. Good sightlines and visibility toward destinations and intermediate points are important for way-finding and personal security. There are many areas in Scarborough's commercial areas which are currently not pedestrian or bicycle friendly. The long-term objective is to create an interconnected network of sidewalks to achieve these benefits. ~~to~~ encourage exercise for the general population.

Public sidewalks should be provided wherever possible throughout Scarborough's commercial areas. Existing and proposed road corridors should include sidewalks, planted esplanades, crosswalks, and pedestrian amenities to encourage a safe flow of ~~non-motorized traffic.~~

There are many areas in Scarborough's commercial areas which are currently not pedestrian or bicycle friendly. The long-term objective is to encourage an interconnected network of sidewalks that encourage exercise for the general ~~population.~~

Public sidewalks ~~are to~~ **should**—be provided wherever possible 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 ~~but the Town has identified~~ the construction of a sidewalk for this portion of the street(s) in the Town Wide Transportation Study (March 2005) 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 Applicable Reviewing Authority. 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.

Public Sidewalks. Wherever possible, Sidewalks and planted esplanades shall be provided within or near the right-of-way on both sides of all streets to encourage safe pedestrian movement. ~~Facilities shall be coordinated with abutting land uses to create interconnections throughout the commercial area and linkages to surrounding residential neighborhoods. lighting and other amenities abutting walkways should be at human scale.~~

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 will not allow for this. 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 ~~to further the goals of “subsection F Landscaping, Buffering and Greenspace” of this Ordinance.~~

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 Applicable Reviewing Authority as part of the site plan approval.

~~**Coordination with Site Plan.**~~ All new sidewalks shall be **designed** coordinated with ~~the Site Plan~~ 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. Sheet flow of stormwater across sidewalks shall be avoided. Underground storm drainage systems are strongly encouraged.

Material Selection. Concrete sidewalks with granite curbing shall be used on ~~sidewalks within the public ROW.~~

~~**Crosswalks.**~~ 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.

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, or individual travel lanes for either mode of transportation.

13. Site Plan Waivers – Site Layout Requirements

If an applicant can demonstrate to the Applicable Reviewing Authority that the nature or operation of the proposed use will not necessitate the minimum parking space requirements found in Section XI., the Applicable Reviewing Authority 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 ~~will~~**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.

~~For uses that experience high turn-over traffic volumes (i.e. typical visitation is less than one hour) the Applicable Reviewing Authority may require the dimensions of parking spaces in close proximity of the building entrance to be 10 feet wide by 20 feet long.~~

~~The Applicable Reviewing Authority may approve parking spaces for use by employees or residential parking to be 8 feet wide. All 8 foot wide parking spaces that are provided for employees and residential uses must be in physically segregated parking areas and the design of such parking areas must be shown on an approved site plan. No more than 10% of off-street parking spaces may be designed with a width of less than 9 feet.~~

5.8.24 LRPC
SUBMITTAL

PURPLE – CHAPTER 405 SITE PLAN
REVIEW **GREEN – PROPOSED**
BLUE – COMMERCIAL DESIGN
STANDARDS

I. Architectural Design Standards

1. Purpose

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

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

The purpose of architectural design standards 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.

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

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.

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.

~~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

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

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

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

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.

Building Mass: The height, width, and depth of a 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.

Redevelopment: The reconstruction, reuse or change in use of any developed property including an increase in intensity of use or structural enlargement.

Rehabilitation/Renovation/Restoration: To construct an addition, make alterations, or to upgrade to the design and layout of a building.

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

Strip Commercial Centers: Continuous or intermittent linear roadside development, generally one store deep and characterized by multiple roadway access points, highly visible off-street parking and an assortment of commercial uses with direct access to abutting roads.

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

Vernacular Architecture: Architectural forms which are indigenous to an area, having developed in response to available materials, environmental conditions, and local cultural traditions.

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

~~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 ~~façade~~.

7. Transparency, Windows and Doors

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.

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 that are treated 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.

Buildings located on comers 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 comer 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

Buildings are to be that are designed as permanent, positive additions to the commercial district, 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. 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 and Screening

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

~~Energy Conscious Design.~~ ~~Commercial architecture and site planning shall promote energy conservation wherever possible. Consideration shall be given to solar orientation and siting, use of maximum insulating materials, reduced lighting loads, and landscaping for windbreaks and shading.~~

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 CPD, 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~~ **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 ~~strongly discouraged~~ **prohibited**. High gloss roofing materials ~~shall not be used~~ 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

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.

Connections to the public sidewalk shall be included in the site plan to ~~permit~~ encourage pedestrian use. Access routes leading to or from service stations and convenience stores shall minimize conflicts with pedestrian circulation.

18. Additional Requirements – Large Scale Retail.

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 – Multi-Building Developments (MBD)

Multiple building developments shall exhibit a high degree of coordination in site planning, architectural design, site design, and site detailing. ~~MB physical components shall be designed to complement an overall plan.~~

~~**Master Plan.** For MBD's, a conceptual master plan shall be prepared to show the Town the general location of future buildings, parking lots, roads and driveways, walkways, common open spaces, utilities, service areas, stormwater management, and other components of site development. The master plan shall also show how traffic, stormwater, and utilities will be coordinated with adjacent properties. The plan shall also illustrate the measures that will be taken to preserve significant natural or cultural features, such as wetlands, specimen trees, or stone walls.~~

~~**Phasing Plan.** As part of the Site Plan application, the applicant shall provide a phasing plan that illustrates the sequence of development and what steps will be taken to ensure compatibility between current and future activities.~~

~~**Building Orientation.** All buildings in MBD's shall be oriented to create usable, safe and attractive pedestrian spaces, preserve significant site features and minimize the appearance of parking areas.~~

~~**Focal Points.** In MBD's, a limited number of **multiple** buildings or other elements shall be designed as focal points. These structures shall be visually more prominent, enhanced by height, massing, distinctive architectural treatment, lighting, landscaping, or other distinguishing features.~~

~~**Outdoor Spaces.** MBD's shall include outdoor use areas such as greens, plazas, and courtyards. Buildings may be oriented toward open spaces rather than roadways. ~~In~~ ~~these~~ situations, buildings shall have a major access on the space as well as a secondary access point(s) oriented to parking areas. Outdoor spaces shall be coordinated with the pedestrian circulation plan to **allow** encourage pedestrian use, with provisions for seating and outdoor activities. Outdoor spaces shall be designed to separate pedestrian and vehicular traffic with landscaping, grade changes, and other site features.~~

~~**Drive Through Facilities.** Where drive-through facilities are a component of a MBD, the building and site plan shall emphasize pedestrian access.~~

~~**Signage Plan.** Applicants for MBD's shall submit a master signage plan that shows how graphics will complement and unify the proposed development. ~~See Signage.~~~~

21. 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.

22. RESERVED - Additional Requirements – Village: Eight Corners

23. RESERVED - Additional Requirements – Village: Oak Hill

24. RESERVED - Additional Requirements – Village: Dunstan

25. RESERVED - Additional Requirements – Village: North Scarborough

26. RESERVED - Additional Requirements – Village: Pine Point

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~~

27. 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.

28. 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*).

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.

29. 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.~~

30. Waivers to Architectural Standards

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

- a. 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.
- b. 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. 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.

J. Sign Standards

1.
Purpose

Signs play a central role in providing information, wayfinding, and setting the tone for Scarborough's commercial districts. They inform motorists and pedestrians, while having a direct effect on the overall appearance of the roadway.

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

2. Applicability and General Standards

The signage for a site shall comply with Section XII, Sign Regulations of the Zoning Ordinance. and shall be reviewed in conjunction with the site plan.

Commercial uses in Scarborough shall be identified by attractive, legible signs that serve the needs of the individual business, complement the site and the architecture, and are legible to both the motorist and pedestrian. All new and replacement signs erected within Scarborough's commercial districts shall be designed to meet these standards

~~Provide basic, legible information about commercial establishments with attractive, highly legible signage.~~

~~Encourage forethought in the design, size, placement, and graphic format of all signage used in the commercial areas of Scarborough.~~

~~Create distinctive commercial corridors and nodes, where signage is compatible with quality architecture and site design.~~

~~Reduce visual clutter along Scarborough's major roadways.~~

~~Protect the investment of commercial interests throughout Scarborough by establishing a quality benchmark for future signage, in keeping with the design standards.~~

~~**Design.** The shape of the sign shall complement the architectural features on the building. Simple geometric shapes are preferred for all signage. Signs shall be trimmed and detailed to complement the building.~~

~~**Compatibility.** Signs shall be designed to achieve a high level of visual compatibility with the building(s) and its surroundings through the use of similar detailing, form, color, lighting, and materials.~~

Reader boards: A sign affiliated with a business or institution that contains temporary announcements about events or activities occurring on the premises.

Temporary Signs: A sign which is installed for a limited time and is not constructed or intended for long-term use.

Signage Plan. A Signage Plan shall be submitted as part of the Site Plan application. It shall be developed by design professionals experienced in commercial signage or environmental graphics. The applicant shall expect to resubmit the plan to the planning staff if the building's tenant is unknown at the time of application.

Standard Note. Any modifications to signage that has been approved by the Planning Board shall comply with the Standard Note. No change from the conditions of approval is permitted unless an amended plan is first submitted to and approved by the Planning Board.

Design. Facade mounted signs shall be designed as an integral element of the architecture. The shape and materials of the sign shall complement the architectural features on the building.

Location. Signs shall not be mounted in locations that obscure architectural details on the building. Signage shall be mounted on vertical surfaces without projecting above the fascia trim. In general, signs shall be located a minimum of 18" from the corner of the building.

Mounting Systems. Signs shall be mounted in a manner that provides adequate support for the weight of the sign with concealed hardware. Mounting systems shall be designed to be compatible with the architecture in terms of color, forms, and style. Electrical connections, wiring, junction boxes, and other similar devices shall not be visible from pedestrian pathways or roadways.

Metal hardware shall be stainless steel or galvanized to prevent rust and corrosion that could stain or discolor the building. Where hardware will be painted to blend with the sign, rust-inhibiting paint shall be used to prevent rust streaks.

Multi-tenant commercial properties shall provide legible, attractive signs that help people identify the property without contributing to the visual clutter in the commercial district. Signage shall stress the identity of the place and de-emphasize individual tenants that occupy it.

Hierarchy of Signs. A hierarchy of signage shall be established to facilitate wayfinding and minimize site clutter. Multi-tenant properties shall be identified by a simple identification sign in a highly visible location.

Identification Signs. Multi-tenant buildings or multi-building sites shall have one identification sign conveying an overall identity for the property. This sign shall be located near the main entrance to reinforce circulation patterns and minimize visual clutter.

Identification signs that also list multiple tenants shall exhibit a logical hierarchy in the display of information (i.e., address, name of building/development, primary tenant, other tenants). Only essential information (the name of the tenant) shall be displayed on the main sign. Phone numbers, hours of operation, advertising slogans, etc. should not be listed.

Street Numbers. The main identification sign for multi-tenant properties shall incorporate the street address into the sign to facilitate wayfinding and **911** emergency response.

Compatibility. The design of multi-tenant signs shall be coordinated with the design of the principle building(s) in terms of color, materials, detailing, and style.

Color Consistency. Multi-tenant signs shall conform to a simple color and graphic palette in order to minimize the confusion and clutter of the sign. In general, multi-tenant signs shall have no more than three colors.

Lettering Size. As a general rule, the minimum lettering size for identification signs shall be six inches in height. Smaller letters are generally unreadable at high speeds and may require motorists to slow down to read them, which could potentially be a safety hazard.

Location. Signs shall be mounted in locations that do not block motorists' line of sight or create a hazard for pedestrians or bicyclists. Roof mounted signs are strongly discouraged.

Roof mounted signs that project above the roofline are prohibited.

Maintenance. Signs shall be located where they can be easily maintained. Non-functioning bulbs shall be replaced immediately.

Advertising Features. Objects other than signs designed primarily to attract public attention are prohibited in the commercial district because they distract motorists and contribute to visual clutter. Examples of prohibited advertising features include greater-than-life size models of food or other products, replicas of spokes-people associated with commercial products, rows of flags or banners, and internally lit bands of color.

~~Signs used to identify a business shall be kept simple and direct in message and content. They shall convey only the most essential information about the business. Motorists should not be distracted by signs containing excessive information.~~

~~**Content.** Identification signs shall contain a maximum of either **30** letters or **7** bits of information. A bit can be a syllable or a symbol. Repetitious information between signs and buildings shall be avoided, regardless of the sign area allowed.~~

~~**Advertising.** The use of 'sponsor' logos, slogans, or other messages on a tenant sign to promote products or services other than the primary tenant, is strongly discouraged. If a sign is sponsored, the name of the sponsor and/or its logo shall not occupy more than 25% of the total face of the sign.~~

~~**Readerboards.** Readerboards, with stationary or electronic text, are strongly discouraged within Scarborough's commercial districts, and prohibited within the HPZ district. Where readerboards are part of a permanent sign, they shall contain no more than three lines of text. Lettering height shall be a maximum of 6". The readerboard shall be fully integrated into the overall sign design by virtue of its form, scale, color, and detailing. Readerboards will be considered part of the total signage area.~~

~~Facade mounted signs used to identify commercial properties shall provide the necessary information without overwhelming the building.~~

Lighting for externally-lit signs shall be designed as an integral part of the sign design. Lighting shall not create glare that would distract motorists or pedestrians, nor shall the degree of illumination disturb the surrounding residential areas or contribute to light pollution. See Lighting Chapter for additional information.

Light Level. The illumination level on the vertical surface of the sign shall be bright enough to provide a noticeable contrast with the surrounding building or landscape without causing undue glare or reflection.

Lighting. Lighting fixtures shall be carefully located, aimed, and shielded so that light is directed only onto the sign facade. Lights shall not be aimed toward adjacent streets, sidewalks, or abutting properties. Ground-mounted lighting shall be screened or partially buried to minimize the view of the light source.

Light Sources. Top-mounted lighting fixtures shall be used if they are directed downward in a manner that hides the light source. Uplighting may be used if the fixture can be aimed to prevent spillage beyond the sign.

Design. Light fixtures and mounting devices shall be selected to complement the color and design of the sign and the architecture. Concealed light sources are strongly encouraged.

Internally lit signs shall consist of light lettering and/or symbols on a dark background, and shall not act as light fixtures in their own right.

Design. Internally-lit signs shall consist of light lettering and/or symbols set against a dark background to minimize the amount of light emanating from the sign. Internally lit letters and symbols are preferred over whole panels that are internally lit. Letters and/or symbols on panels shall constitute no more than 40% of the sign's surface area.

Intensity. Internally lit signs shall not act as light fixtures or cause glare on nearby pathways or roadways. Lighting levels shall not exceed 1 fc of illumination measured 10 feet from the base.

~~Most commercial uses in Scarborough's commercial districts rely upon temporary signs on occasion to convey specific information, alert the public to special events, or~~

~~announce new businesses. The design and placement of temporary signs shall be closely related to existing sign systems, landscape improvements, and the building design to avoid visual clutter.~~

~~**Content and Design.** The same standards established for the content and design of permanent signs shall be applied to temporary signage.~~

~~**Location.** Temporary signs shall be installed in locations that do not create a hazard for pedestrians or vehicles.~~

~~**Size.** The total size of temporary signs, regard less of function, shall not exceed 20% of the business' total signage area.~~

~~**Lighting.** Temporary signs shall not include any additional source of illumination, either internal or external.~~

~~**Landscaping.** Landscaping surrounding signs for multi-tenant buildings shall be consistent with the landscape treatment for the entire property.~~

Vote: 3 Yeas. Motion Passes.

Item 6. Future Agenda Items.

- Good Neighbor Ordinance—Special Amusement Permits
- Environmental Standards
- Short Term Rentals
- Complete Streets

Item 7. Adjournment. Motion by Councilor Sither, seconded by Councilor Hamill, to move approval to adjourn the regular meeting of the Scarborough Ordinance Committee.

Vote: 3 Yeas. Motion Passes.

Meeting adjourned at 6:24 p.m.

Respectfully submitted,

Kristen Barth
Deputy Town Clerk