



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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

TEL. (860) 870-3120

TOWN PLANNER'S OFFICE

FAX (860) 870-3122

DESIGN REVIEW BOARD REGULAR MEETING AGENDA MONDAY, JUNE 23, 2025, 7:00 P.M.

**IN-PERSON ATTENDANCE: TOWN HALL ANNEX, 57 MAIN STREET, ELLINGTON, CT
REMOTE ATTENDANCE: VIA ZOOM MEETING, INSTRUCTIONS PROVIDED BELOW**

I. CALL TO ORDER:

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

III. NEW BUSINESS:

1. Review of design elements for Village Properties Associates, LLC, applicant / Village Properties Associates, LLC, Daniel Boone and Barbara Frassinelli, owners, to construct a 11,808 sf warehouse/storage and manufacturing/assembly building and Special Permit for a storage yard for new lumber, building materials, and related items at 79 Windermere Avenue, APN 018-004-0001, and 14 Village Street, APN 017-012-0000, in Industrial Park (IP) zone.

IV. ADMINISTRATIVE BUSINESS:

1. Approval of April 14, 2025, Special Meeting Minutes
2. Review of draft amendments to the Design Review Guide dated 5/11/2025 to align with statutory language and to incorporate design elements consistent with recently approved site development plans.
3. Correspondence/Discussion:

V. ADJOURNMENT:

Next regular meeting is scheduled for September 22, 2025

In addition to providing in person attendance, this meeting will be conducted using the online video conferencing service provider Zoom. Meeting details provided on the agenda and posted on the Town of Ellington webpage (www.ellington-ct.gov), Agenda & Minutes, Design Review Board.

Join Zoom Meeting via link:

Link: <https://us06web.zoom.us/j/86878316024>

Meeting ID: 868 7831 6024

Password: 672283

Join Zoom Meeting by phone:

1-646-558-8656 US (New York)

Meeting ID: 868 7831 6024

Password: 672283

Town of Ellington

Planning & Zoning Commission Application

Type of Application: <input type="checkbox"/> Zone Change <input type="checkbox"/> Amendment to Regulation <input checked="" type="checkbox"/> Site Plan Approval <input checked="" type="checkbox"/> Special Permit <input type="checkbox"/> Modification <input type="checkbox"/> CGS 8-24		Application # <u>7202511</u> Date Received <u>5/15/2025</u>
Notices associated with this application will be sent to the applicant, if different than the owner, unless otherwise requested. Owner's Information (See attached) Name: <u>Village Properties Associates, LLC</u> Mailing Address: <u>9 Village Street</u> <u>Ellington, CT 06029</u> Email: <u>everett@barnyard.com</u> WHEN NOT REQUIRED BY LAW TO MAIL NOTICE BY USPS, MAY NOTICES BE EMAILED TO YOU? <input type="checkbox"/> Yes <input type="checkbox"/> No Primary Contact Phone #: <u>860-454-9103 x114</u> Secondary Contact Phone #: _____ Signature: <u>[Signature]</u> Date: <u>5.15.25</u> <small>By signing below I certify that all information submitted with this application is true and accurate to the best of my knowledge, that I am aware of and understand the application requirements and regulations, and acknowledge that the application is to be considered complete only when all information and documents required by the Commission have been submitted. Moreover, by signing above I/we expressly provide written consent to the filing of the application and access to the site by the Commission or its staff.</small>	Notices associated with this application will be sent to the applicant, if different than the owner, unless otherwise requested. Applicant's Information (if different than owner) Name: <u>Village Properties Associates, LLC</u> Mailing Address: <u>9 Village Street</u> <u>Ellington, CT 06029</u> Email: <u>everett@barnyard.com</u> WHEN NOT REQUIRED BY LAW TO MAIL NOTICE BY USPS, MAY NOTICES BE EMAILED TO YOU? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Primary Contact Phone #: <u>860-454-9103 x114</u> Secondary Contact Phone #: _____ Signature: <u>[Signature]</u> Date: <u>5.15.25</u> <small>By signing below I certify that all information submitted with this application is true and accurate to the best of my knowledge, that I am aware of and understand the application requirements and regulations, and acknowledge that the application is to be considered complete only when all information and documents required by the Commission have been submitted.</small>	
Street Address: <u>79 Windermere Avenue and 14 Village Street</u> <div style="display: flex; justify-content: space-between;"> <div> Assessor's Parcel Number (APN): 018 004 0001 <u>017 - 012 - 0000</u> <small>(If unaware of APN, please ask staff for assistance)</small> </div> <div> Existing Zone: <u>IP</u> Proposed Zone: <u>N/A</u> <small>(If none, insert "N/A")</small> </div> </div> Public Water: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Public Sewer: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If not served by public water and sewer, applicant/owner shall make application to North Central District Health Department (Enfield Office).</i> Is parcel within 500' to any municipal boundary? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Are there any wetlands/watercourses within 100' of construction activity or within 250' of wetlands/watercourses when located in the Shenipsit Lake Drainage Basin? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, pursuant to state law application must be made to the Inland Wetlands Agency prior to or simultaneously with application to the Planning and Zoning Commission.</i> Is the project in a public water supply watershed area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, applicant shall notify Connecticut Water Company and Commissioner of Public Health about the proposed project by certified mail return receipt within 7 days of application (§8-3i(b)). Copy of application, plans, and supporting documents must accompany notice. Proof of notice and copies of return receipts must be provided to the Planning Department.</i>		
Description of Request (If more space is needed, please attach additional sheets) <u>Site plan approval for construction of a 11,808 SF building for warehouse/storage and manufacturing/assembly use.</u> <u>Construction of gravel storage yard with paved access drives to Windermere Avenue and Village Street.</u> <u>Special Permit request for Storage Yard for New Lumber, Building Materials and related items. Items will include prefabricated storage buildings, sheds and similar structures.</u>		

RECEIVED
 MAY 15 2025

Applicant:

Village Properties Associates, LLC has an option to purchase 14 Village Street (017-012-0000). Both parcels, 79 Windermere Avenue (018-004-0001) and 14 Village Street (017-012-0000) are included in this application. The two parcels will be merged into a single parcel following local land use permit approvals.

Consent to make application on behalf of the Owner of 14 Village, BOONE DANIEL 5/7+ FRASSINELLI BARBARA 1/7+ BOONE JAMES 1/7, 131 VERNON AVE, VERNON, CT 06066 is attached.

RECEIVED

MAY 15 2025

TOWN OF ELLINGTON
PLANNING DEPARTMENT

Lisa Houlihan

Subject: FW: DRB Review for Windermere & Village

From: Everett Skinner IV <everett@barnyard.com>
Sent: Wednesday, June 11, 2025 9:10 AM
To: Lisa Houlihan <LHoulihan@ELLINGTON-CT.GOV>
Cc: Barbra Galovich <bgalovich@ELLINGTON-CT.GOV>
Subject: RE: DRB Review for Windermere & Village

Lisa,

Sounds great, it is on my calendar. Yes, the materials will match our existing 9 village facility.



Everett W. Skinner IV; P.E. President
9 Village Street, Ellington, CT 06029
Office: 860-454-9103 x114 barnyard.com

From: Lisa Houlihan <LHoulihan@ELLINGTON-CT.GOV>
Sent: Tuesday, June 10, 2025 3:59 PM
To: Everett Skinner IV <everett@barnyard.com>
Cc: Barbra Galovich <bgalovich@ELLINGTON-CT.GOV>
Subject: DRB Review for Windermere & Village
Hi Everett,

The Design Review Board meeting is scheduled for 6/23/25, 7pm, Town Hall Annex; an agenda will be sent approximately 5 days prior. Will the building materials be similar to what is present at 9 Village?

Thanks much!

Lisa

Lisa M. Houlihan, AICP, CZEO
Ellington Town Planner
PO Box 187 / 55 Main Street / Ellington, CT 06029
Phone: 860-870-3120 / Fax: 860-870-3122
Website: www.ellington-ct.gov Email: lhoulahan@ellington-ct.gov
Office Hours: Monday 8AM - 6:30PM, Tuesday - Thursday 8AM - 4:30PM, Friday Closed

From: [Lisa Houlihan](#)
To: [Everett Skinner IV](#)
Cc: [Barbra Galovich](#); [Dana Steele](#); [John Colonese](#); [Guy Hesketh](#); [Chris Skinner](#)
Subject: RE: Ellington PZC App Z202511 Windermere & Village
Date: Wednesday, June 18, 2025 10:36:36 AM
Attachments: [image003.png](#)

Dear Everett,

Thank you for replying to the second and third comment from my email dated 6/10/25 (copied below). Do you have a response to the first comment?

Thanks again!

Lisa

Lisa M. Houlihan, AICP, CZEO

Ellington Town Planner

PO Box 187 / 55 Main Street / Ellington, CT 06029

Phone: 860-870-3120 / Fax: 860-870-3122

Website: www.ellington-ct.gov Email: lhoulahan@ellington-ct.gov

Office Hours: Monday 8AM - 6:30PM, Tuesday - Thursday 8AM - 4:30PM, Friday Closed

From: Everett Skinner IV <everett@barnyard.com>

Sent: Friday, June 13, 2025 9:55 AM

To: Lisa Houlihan <LHoulahan@ELLINGTON-CT.GOV>

Cc: Barbra Galovich <bgalovich@ELLINGTON-CT.GOV>; Dana Steele <dsteeler@jrrusso.com>; John Colonese <jcolonese@ELLINGTON-CT.GOV>; Guy Hesketh <ghesketh@fahesketh.com>; Chris Skinner <chris@barnyard.com>

Subject: RE: Ellington PZC App Z202511 Windermere & Village

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Lisa,

Attached is the photometric plan to add to the application. Regarding the dumpsters, we will rely on the building and perimeter vegetation to screen them.

Regards,
Everett



Everett W. Skinner IV; P.E. President
9 Village Street, Ellington, CT 06029
Office: 860-454-9103 x114 barnyard.com

From: Lisa Houlihan <LHoulahan@ELLINGTON-CT.GOV>

Sent: Tuesday, June 10, 2025 2:12 PM

To: Everett Skinner IV <everett@barnyard.com>

Cc: Barbra Galovich <bgalovich@ELLINGTON-CT.GOV>; Dana Steele <dsteeler@jrrusso.com>; John Colonese <jcolonese@ELLINGTON-CT.GOV>

Subject: Ellington PZC App Z202511 Windermere & Village

Hi Everett,

I conducted a cursory review of the PZC application for 79 Windermere & 14 Village and am emailing to share the following:

- The site plan shows 42 parking spaces within the proposed processed stone storage yard. Section 6.2.2C mentions that overall parking areas and individual parking spaces shall be delineated. One possible way to contain the parking area and help manage individual spaces is to enclose the proposed parking with split rail fence like what you installed along Village and Windermere. Is that a feasible option for the new parking area or do you have an alternative proposal?
- The building rendition shows attached wall lights, but there are no light specs or a photometric plan. Can they be provided?
- The plan shows dumpsters to the south of the building. Do you plan to enclose the dumpsters or rely on the building and perimeter vegetation to screen them?

Plans and the drainage report were shared with the Town Engineer and a report is expected from him prior to the upcoming IWA meeting on 6/16/2025; he may have additional comments prior to the PZC on 6/30/2025. Other staff received the IWA application materials and the comments we received were previously shared with you. The PZC application materials will be circulated to other staff for review by end of day tomorrow. If we receive any comments back, Barbra will forward them to you upon receipt.

Please let me know if you have any questions or would like to discuss my comments.
Very best regards,

Lisa

Lisa M. Houlihan, AICP, CZEO

Ellington Town Planner

PO Box 187 / 55 Main Street / Ellington, CT 06029

Phone: 860-870-3120 / Fax: 860-870-3122

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79 Windermere Ave and 14 Village St



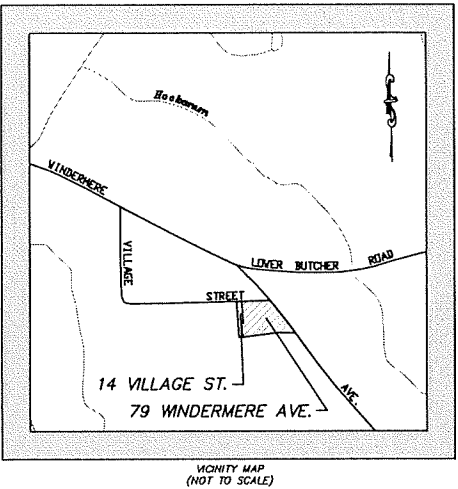
MAP FOR REFERENCE ONLY NOT A LEGAL DOCUMENT

Town of Ellington, CT makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 11/11/2021
Data updated daily

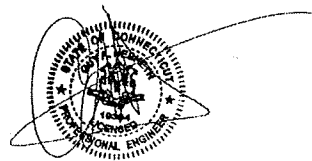
Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.

Proposed Storage Building and Outside Storage Area
14 Village Street & 79 Windermere Avenue
APN: 017-012-0000 & 018-004-0001
Ellington, Connecticut
Ellington Inland Wetlands Agency and
Ellington Planning and Zoning Commission
Inland Wetlands, Site Plan and Special Permit Applications
May 15, 2025



DEVELOPMENT TEAM

Property Owners	Boone, Daniel, et al. Village Properties Associates, LLC
Applicant/Developer	Village Properties Associates, LLC
Civil Engineer	F. A. Hesketh & Associates, Inc.
Landscape Architect	F. A. Hesketh & Associates, Inc.
Land Surveyor	F. A. Hesketh & Associates, Inc.
Wetland Consultant	REMA Ecological Services, LLC.



Guy A. Hesketh P.E. #19394

LIST OF DRAWINGS

	Title Sheet
LA-1	Layout Plan
LS-1 thru LS-2	Landscape Plan
GR-1	Grading and Drainage Plan
EC-1	Soil Erosion and Sediment Control Plan
UT-1	Utility Plan
SD-1 thru SD-3	Site Details
NT-1	Notes
PS-1	Property/Topographic Survey - 79 Windermere Ave.
PS-2	Property/Topographic Survey - 14 Village Street
EX-1	Existing Conditions
A 01	Floor Plan
A 02	Building Elevations

SIGNAGE LEGEND

Symbol	Graphic	Catalog Number	Quantity
(A)		New Reserved Sign (CT Building Code)	1
(B)		31-0648	1
(C)		31-0552	2

SIGNAGE AND PAVEMENT MARKING NOTES

- Stop bars shall be painted with white traffic paint (12 inches wide)
- Standard parking spaces shown are on a gravel surface. No delineation of these spaces is required.
- All accessible parking stalls, aisles and symbols of accessibility shall be painted with blue traffic paint (4 inches wide).
- Centerlines shall be painted with yellow traffic paint and shall consist of double lines (4 inches wide)
- Fire lanes and other areas of parking prohibition shall be painted with yellow traffic paint (4 inches wide). Fire Lane markings are NOT depicted on this plan, but may be required, at the discretion of the Ellington Fire Marshal/Fire Department. Install fire lane markings and signage as required by Ellington Fire Department.
- All on-site traffic paint shall conform to CT DOT Form 819-M.07.20
- All pavement markings and signs shall conform to "Manual On Uniform Traffic Control Devices", "Standard Alphabets For Highway Signs And Pavement Markings", CT DOT 819, State Building Code and ADA Requirements and as shown on the details
- Sign catalog numbers obtained from "Connecticut Department of Transportation, Bureau of Engineering and Highway Operations, Catalog of Signs", October 12, 2021. Contractor to confirm sign types prior to installation.

ZONING DATA TABLE

Zone: IP - Industrial Park

Zoning Data Analysis

Regulation	Section	Required	Proposed
Minimum Lot Area	Section 4.2.1	4 Acres	9.62 Acres *
Minimum Width	Section 4.2.1	200 Feet	500.79 Feet
Minimum Front Yard	Section 4.2.1	100 Feet (**)	80.3 Feet
Minimum Side Yard	Section 4.2.1	10 Feet (***)	35.0 Feet
Minimum Rear Yard	Section 4.2.1	50 Feet (***)	N/A
Maximum Building Height	Section 4.2.3	38 Feet	37.25 Feet
Maximum Floor Area	Section 4.2.3	N/A	N/A
Maximum Lot Coverage	Section 4.2.3	60 Percent	58.8 Percent
Minimum Parking	Section 6.2.3.A	20 Spaces	20 Spaces ****

* Combined Lots (APN 017-012-0000 & APN 018-004-0001)

** May be reduced to 50 feet along any roadway not designed as a collector road, arterial road or state highway.

*** 50 feet side and rear yard required where abutting residential property or zone, except if home occupation only.

**** An additional 23 deferred spaces are also provided.

DEVELOPMENT DATA

Building Area 11,641.5 Sq. Ft. Warehouse and Manufacturing/Assembly Building

Permitted Uses Proposed:

(Listed in Sec. 4.1) - Manufacture & Assembly from Prepared Materials Including Repairs, Warehousing, Storage

Special Permit Uses Proposed:

(Listed in Sec. 4.1) - Storage Yard for New Lumber, Building Materials and related items.

PARKING TABULATION

Required Parking per Section 6.2.3

Manufacturing Uses: 1 Parking Space for each employee on largest shift

Warehouse Uses: 1 parking space for each 2,000 square feet of building floor area used for storage purposes or 1 parking space for each employee, whichever is greater.

Required Parking Calculation

Manufacturing Uses: 20 Employees x 1 space/employee = 20 Spaces

Warehouse Uses: 11,641.5 Sq. Ft. x 1 space/2,000 Sq. Ft. = 6 Spaces
20 Employees x 1 space/employee = 20 Spaces

Total Required Spaces = 20 Spaces

Proposed Parking

Standard Parking Spaces	
8 foot x 10 foot Spaces	19 Spaces
Accessible Parking Space	
8 foot x 16 foot space	1 Space
Reserve Parking Spaces	
8 foot x 10 foot Spaces	23 Spaces
Total Proposed Spaces =	43 Spaces

PAVEMENT MARKING LEGEND

Symbol	Type
DYC	Painted Double Yellow Line
SBL	Single Blue Line
SB	Painted White Stop Bar

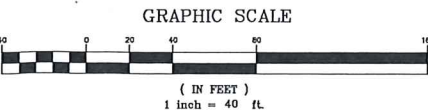
LOADING SPACE TABULATION

Required Loading per Section 6.2.11

one (1) 10'x50' Loading Space per 10,000 Sq. Ft. of floor area

Required Loading Calculation

11,808 Sq. Ft. / 10,000 Sq. Ft. = 2 Loading Spaces Required 2 Loading Spaces Provided



F. A. Hesketh & Associates, Inc.



VILLAGE PROPERTIES ASSOCIATES, LLC

14 VILLAGE STREET & 79 WINDERMERE AVE

ELLINGTON, CONNECTICUT

Drawn by: JAH Job no: 24103

Checked by: GAH Sheet no: 1 OF 1

Date: 05-15-2025

Scale: 1" = 40'

Submitted: 05-15-2025

LA-1

2024/24103 - 79 Windermere, Ellington (Submitted) 2025-05-15 - Submittal (LA-1) 2025-05-15.dwg, LA-1, May 16, 2025 - 6:36:59 AM

LANDSCAPE SCHEDULE

Shade Trees

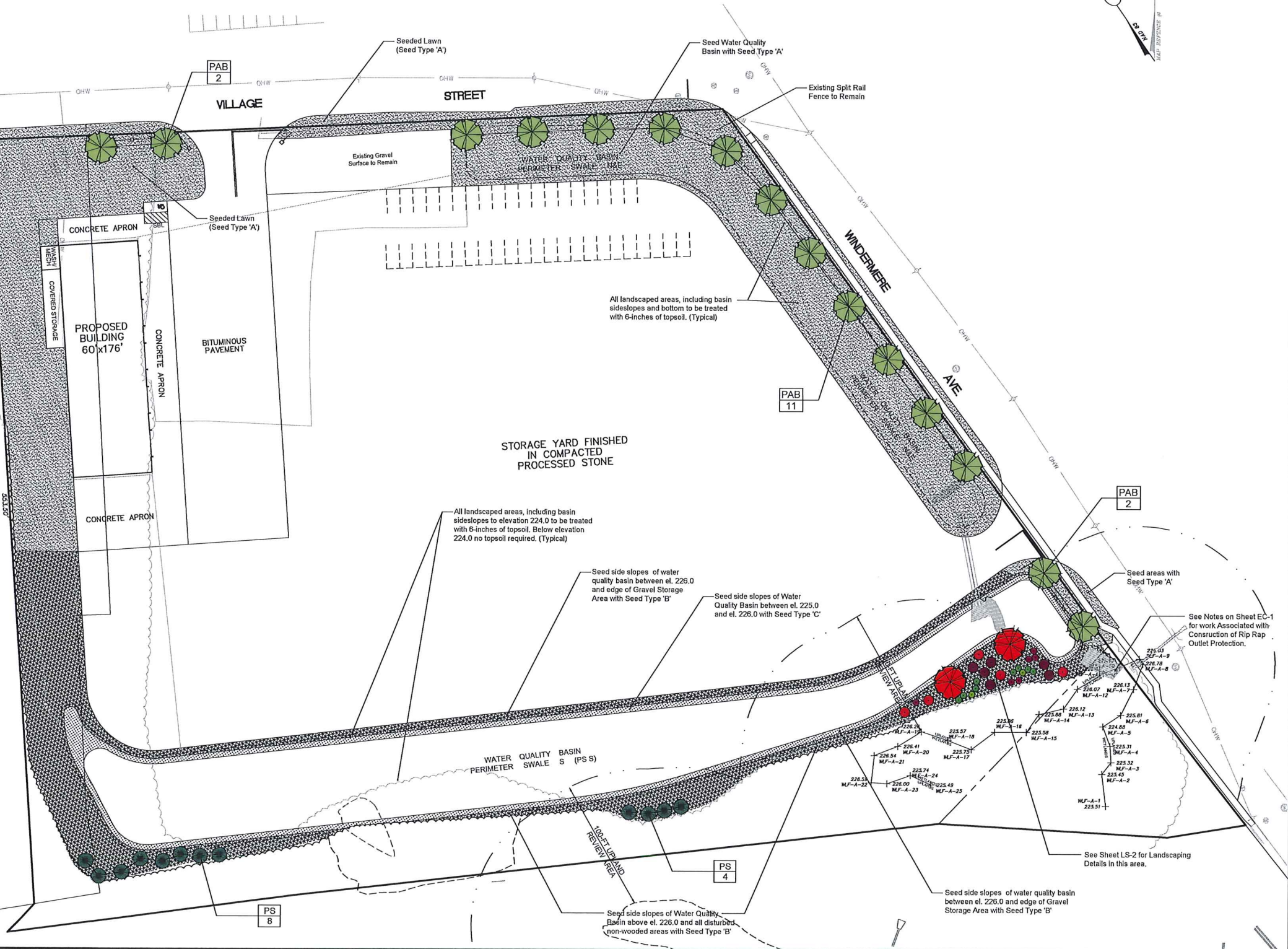
Symbol	Botanical Name	Common Name	Quantity	Size	Root	Mature Height
PAB	<i>Platanus x acerifolia</i> 'Bloodgood'	Bloodgood Planetree	15	3 to 3 1/2 inch caliper	Balled and Burlapped	45 to 50 Feet
ARR	<i>Acer rubrum</i> 'Red sunset'	Red Sunset Red Maple	2	3 to 3 1/2 inch caliper	Balled and Burlapped	50 Feet

Evergreen Trees

Symbol	Botanical Name	Common Name	Quantity	Size	Root	Mature Height
PS	<i>Pinus strobus</i>	Eastern White Pine	12	5 to 6 foot height	Balled and Burlapped	60 to 70 Feet

Deciduous Shrubs

Symbol	Botanical Name	Common Name	Quantity	Size	Root	Mature Height
CSB	<i>Cornus sericea</i> 'Bailey'	Red Twig Dogwood	5	24 to 30 inch height	#3 Container	20 Feet
VCR	<i>Vaccinium corymbosum</i> 'Bluejay'	Bluejay Highbush Blueberry	6	24 to 30 inch height	#3 Container	5 Feet
VL	<i>Viburnum lentago</i>	Nannyberry Viburnum	6	24 to 30 inch height	#3 Container	6 to 12 Feet
IVJ	<i>Ilex verticillata</i> 'Jim Dandy'	Jim Dandy Winterberry (male)	2	18 to 24 inch height	#3 Container	5 to 7 Feet
IVR	<i>Ilex verticillata</i> 'Red Sprite'	Red Sprite Winterberry (female)	8	8 to 24 inch height	#3 Container	3 to 4 Feet

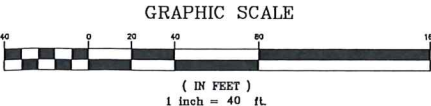


SEED TYPE LEGEND

Symbol Type	Description
[Pattern]	Type 'A' - Sun & Shade
[Pattern]	Type 'B' - Erosion Control/Restoration Mix Dry Sites
[Pattern]	Type 'C' - Erosion Control/Restoration Mix Moist Sites

LANDSCAPE NOTES

- All plants shall meet or exceed the specifications of Federal, State and County laws requiring inspection for plant disease and insect control.
- Plant material shall conform with the "American Standard for Nursery Stock" by the American Association of Nurserymen, Inc. (ANSI Z60.1-2004), as amended.
- All plants shall be certified true to name by the nursery source. Plant names shall be in accordance with "Hortis Third" (1976) by the staff of the Liberty Hyde Bailey Hortorium, Cornell University. One plant from each species shall be tagged with name and size of the plant in accordance with the standards of practice of the American Association of Nurserymen. Botanical names shall take precedence over common names.
- Plant material shall be typical of their species and/or variety, with a normal habit of growth, sound, healthy and vigorous. They shall be well branched and densely foliated when in leaf, free of disease, insect pest, eggs or larvae. They shall have healthy well-developed root systems. All trees shall have straight single trunks with their main leader intact unless otherwise noted or approved.
- All landscaped areas to have 2" shredded bark mulch (color: black) over weed control fabric. No weed control fabric in areas of groundcover or perennial plantings.
- Provide protective covering of plant material during delivery and storage. Root balls shall not be cracked or broken. Do not prune plants prior to delivery. Remove unacceptable plant material immediately from the job site.
- Plant locations on the Drawings are approximate and are to be used only as a guide. Contractor shall provide all field engineering services to accurately stake out locations for all plants prior to installation. Do not begin excavation until Project Landscape Architect has approved specific layout.
- If requested by Project Landscape Architect, stake and guy each tree as shown on the applicable Drawings immediately after planting. Keep trees plumb and taut.
- If requested by Project Landscape Architect, wrap the trunks of all trees spirally from the ground line to above the lowest main branch.
- Perform all cultural care necessary to properly maintain plant viability and keep planted areas in a neat and orderly condition, including but not limited to:
 - Watering
 - Weed removal
 - Apply lime or sulphur to adjust soil pH to specific plant requirements
 - Restore or reshape earth saucers
 - Pruning
 - Adjust and tighten tree supports to maintain plants at their proper grades and vertical position
 - Replace mulch to maintain proper depth
- A minimum of 4 inches of topsoil shall be placed on all areas of disturbance to be reseeded.



F. A. Hesketh & Associates, Inc.
6 Creamery Brook East Granby, CT 06028
Phone (860) 653-9000 Fax (860) 844-8600
www.fah.com Landscaping Architects



2024 24103 - 79 Windermere, Ellington (Submitted 03-05-15 - Submittal LS-1 2025-05-15.dwg, LS-1, May 16, 2025 - 9:14:49 AM)

LANDSCAPE PLAN
REQUIRED FOR
VILLAGE PROPERTIES ASSOCIATES, LLC
14 VILLAGE STREET & 79 WINDERMERE AVE
ELLINGTON, CONNECTICUT

Date: 05-15-2025 Drawn by: JWH Job no: 24103
Scale: 1" = 40' Checked by: GAH Sheet no: 1 OF 2

LS-1

STAKE TREES ONLY UPON THE APPROVAL OF THE PROJECT LANDSCAPE ARCHITECT. SEE STAKING DETAIL(S) IF REQUIRED.

MULCH RING: 1800 MM (6 FT.) DIAM. MIN. 2400 MM (8 FT.) DIAM. PREFERRED

SET TOP OF ROOT BALL FLUSH TO GRADE OR 25-50 MM (1-2 IN.) HIGHER IN SLOWLY DRAINING SOILS.

VERTICAL TO 1:1 SLOPE ON SIDES OF PLANTING HOLE.

TAMP SOIL AROUND ROOT BALL BASE FIRMLY SO THAT ROOT BALL DOES NOT SHIFT.

25 MM (1 INCH) PREPARED PLANTING MIXTURE. TAMP TO ACHIEVE EVEN, FIRM BASE FOR ROOT BALL.

DO NOT HEAVILY PRUNE THE TREE AT PLANTING. PRUNE ONLY BROKEN OR DEAD BRANCHES.

FACE TREE TO GIVE ITS BEST APPEARANCE AS ACCEPTED BY THE PROJECT LANDSCAPE ARCHITECT.

EACH TREE MUST BE PLANTED SUCH THAT THE TRUNK FLARE IS VISIBLE AT THE TOP OF THE ROOT BALL. DO NOT COVER THE TOP OF THE ROOT BALL WITH SOIL.

50 MM (2 IN.) MULCH. DO NOT PLACE MULCH IN CONTACT WITH TREE TRUNK. MAINTAIN THE MULCH WEED-FREE.

100 MM (4 IN.) HIGH EARTH SAUCER BEYOND EDGE OF ROOT BALL.

BACK FILL WITH PREPARED PLANTING MIXTURE.

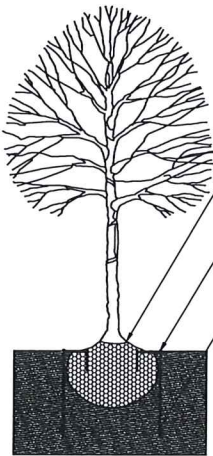
EXISTING UNDISTURBED SUBGRADE.

DIAMETER OF TREE PIT TO BE THREE TIMES THE DIAMETER OF ROOT BALL.

REMOVE ALL TWINE, ROPE, AND BURLAP FROM TOP THIRD OF ROOT BALL. IF PLANT IS SHIPPED WITH A WIRE BASKET AROUND THE ROOT BALL, CAREFULLY REMOVE ENTIRE WIRE BASKET WITHOUT DISTURBING ROOT BALL.

EVERGREEN B&B TREE PLANTING DETAIL

N.T.S.



AT INITIAL INSTALLATION, LEAVE BURLAP AND ANY TWINE INTACT. AFTER INSTALLATION, CUT BACK BURLAP, LEAVING MATERIAL UNDER CROSSBARS.

RECESS TREE STAPLE DEVICE 1" TO 2" INTO ROOT BALL.

'TREE STAPLE' BELOW-GRADE STABILIZING SYSTEM (BY 'TREE STAPLE' OR EQUAL):

1" TO 2" CALIPER TREES - MODEL #TS24
2 STAPLES WITH UP TO A 16" ROOT BALL.

2" TO 4" CALIPER TREES - MODEL #TS36
2 STAPLES WITH A 24" ROOT BALL.

4" TO 6" CALIPER TREES - MODEL #TS42
2-3 STAPLES WITH A 30"+ ROOT BALL.

6" TO 8" CALIPER TREES - MODEL #TS48
2-3 STAPLES WITH A 36"+ ROOT BALL.

TREE STAKING DETAIL

N.T.S.

DO NOT HEAVILY PRUNE THE SHRUB AT PLANTING. PRUNE ONLY BROKEN OR DEAD BRANCHES.

FACE SHRUB TO GIVE ITS BEST APPEARANCE AS ACCEPTED BY THE PROJECT LANDSCAPE ARCHITECT.

SET TOP OF ROOT BALL FLUSH TO GRADE OR 25-50 MM (1-2 IN.) HIGHER IN SLOWLY DRAINING SOILS.

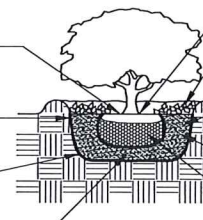
VERTICAL TO 1:1 SLOPE ON SIDES OF PLANTING HOLE.

TAMP SOIL AROUND ROOT BALL BASE FIRMLY SO THAT ROOT BALL DOES NOT SHIFT.

25 MM (1 INCH) PREPARED PLANTING MIXTURE. TAMP TO ACHIEVE EVEN, FIRM BASE FOR ROOT BALL.

SHRUB PLANTING DETAIL

N.T.S.



EACH SHRUB MUST BE PLANTED SUCH THAT THE TRUNK FLARE IS VISIBLE AT THE TOP OF THE ROOT BALL. DO NOT COVER THE TOP OF THE ROOT BALL WITH SOIL.

50 MM (2 IN.) MULCH. DO NOT PLACE MULCH IN CONTACT WITH TRUNK. MAINTAIN THE MULCH WEED-FREE.

100 MM (4 IN.) HIGH EARTH SAUCER BEYOND EDGE OF ROOT BALL.

BACK FILL WITH PREPARED PLANTING MIXTURE.

EXISTING UNDISTURBED SUBGRADE.

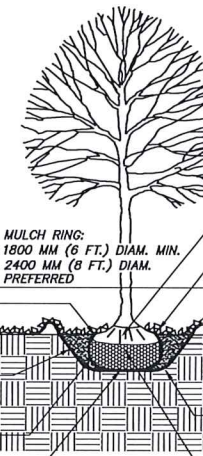
DIAMETER OF SHRUB PIT TO BE THREE TIMES THE DIAMETER OF ROOT BALL.

REMOVE ALL TWINE, ROPE, AND BURLAP FROM TOP THIRD OF ROOT BALL. IF SHRUB IS SHIPPED IN A CONTAINER, REMOVE CONTAINER AND CAREFULLY LOOSEN ROOT MASS.

FACE TREE TO GIVE ITS BEST APPEARANCE AS ACCEPTED BY THE PROJECT LANDSCAPE ARCHITECT.

STAKE TREES ONLY UPON THE APPROVAL OF THE PROJECT LANDSCAPE ARCHITECT. SEE STAKING DETAIL(S) IF REQUIRED.

WRAP TREE TRUNKS ONLY UPON THE APPROVAL OF THE PROJECT LANDSCAPE ARCHITECT.



DO NOT HEAVILY PRUNE THE TREE AT PLANTING. PRUNE ONLY CROSSOVER LIMBS, CO-DOMINANT LEADERS, AND BROKEN OR DEAD BRANCHES. SOME INTERIOR TWIGS AND LATERAL BRANCHES MAY BE PRUNED; HOWEVER, DO NOT REMOVE THE TERMINAL BUDS OF BRANCHES THAT EXTEND TO THE EDGE OF THE CROWN.

MULCH RING: 1800 MM (6 FT.) DIAM. MIN. 2400 MM (8 FT.) DIAM. PREFERRED

SET TOP OF ROOT BALL FLUSH TO GRADE OR 25-50 MM (1-2 IN.) HIGHER IN SLOWLY DRAINING SOILS.

VERTICAL TO 1:1 SLOPE ON SIDES OF PLANTING HOLE.

TAMP SOIL AROUND ROOT BALL BASE FIRMLY SO THAT ROOT BALL DOES NOT SHIFT.

25 MM (1 INCH) PREPARED PLANTING MIXTURE. TAMP TO ACHIEVE EVEN, FIRM BASE FOR ROOT BALL.

B&B TREE PLANTING DETAIL

N.T.S.

SEED TYPES

Seed Type A

Sun & Shade Mixture

By: Jonathan Green or approved equal

Seed rate: 25 pounds per 9,375 square feet

20% Darkstar II Perennial Ryegrass
20% Carmen Chewings Fescue
15% Deepblue Kentucky Bluegrass
15% Eugene Creeping Red Fescue
15% Yorkshire Dales Perennial Ryegrass
15% Salisbury Chewings Fescue

Seed Type B

New England Erosion Control/Restoration Mix for Dry Sites

Seed rate: 35 pounds per Acre

NEW ENGLAND WETLAND PLANTS, INC.

14 Pearl Lane South Hadley, MA 01075

PHONE: 413-548-8000 FAX: 413-548-4000

EMAIL: INFO@NEWWP.COM WEB ADDRESS: WWW.NEWWP.COM

New England Erosion Control/Restoration Mix for Dry Sites

Botanical Name	Common Name	Indicator
<i>Elymus canadensis</i>	Canada Wild Rye	FACN+
<i>Echinochloa</i>	Red Fescue	FACN
<i>Lolium multiflorum</i>	Annual Ryegrass	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN

The New England Erosion Control/Restoration Mix for Dry Sites provides an appropriate selection of native and naturalized grasses to ensure that dry and recently disturbed sites will be quickly revegetated and the soil surface stabilized. It is an appropriate seed mix for road cuts, embankments, steep slopes, and areas requiring quick cover during the revegetation process. The mix may be applied by hydro seeding, by mechanical spreader, or by hand. Light raking, or rolling to ensure proper soil seed contact. Best results are obtained with a Spring or late Summer seeding. Late Spring through Mid-Summer seeding will benefit from a light mulching of seed bed straw to conserve moisture. If conditions are dry or the seed bed is bare, mulching will be required. Fertilization is not recommended unless the site is particularly infertile. Preparation of a clean seed bed is necessary for optimal results.

New England Wetland Plants, Inc. may modify seed mixes at any time depending upon seed availability. The design criteria and ecological function of the mix and remain unchanged. Price is bulk price, FOB warehouse. Mix is available in 50 lb. bags and 100 lb. bags.

Seed Type "C"

New England Erosion Control/Restoration Mix for Detention Basins and Moist Sites

NEW ENGLAND WETLAND PLANTS, INC.

14 Pearl Lane South Hadley, MA 01075

PHONE: 413-548-8000 FAX: 413-548-4000

EMAIL: INFO@NEWWP.COM WEB ADDRESS: WWW.NEWWP.COM

New England Erosion Control/Restoration Mix for Detention Basins and Moist Sites

Botanical Name	Common Name	Indicator
<i>Elymus riparius</i>	Riverbank Wild Rye	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN
<i>Lolium perenne</i>	Perennial Ryegrass	FACN

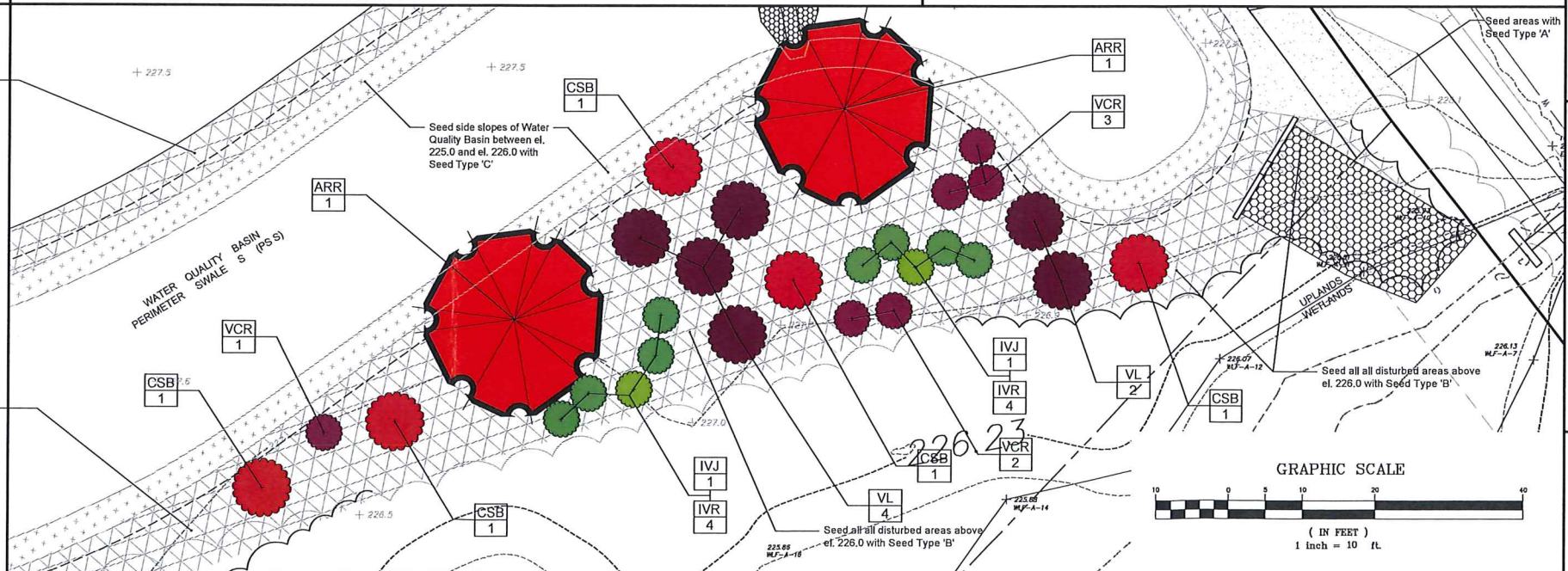
The New England Erosion Control/Restoration Mix for Detention Basins and Moist Sites contains a selection of native grasses and wildflowers designed to colonize generally moist, recently disturbed sites where quick growth of vegetation is desired to stabilize the soil surface. It is an appropriate seed mix for ecologically sensitive, restoration sites that require stabilization as well as long-term establishment of native vegetation. This mix is particularly appropriate for detention basins that do not hold standing water. Many of the plants in this mix can tolerate frequent inundation, but most cannot flourish. The mix may be applied by hand, by mechanical spreader, or by hydro seeding. After seeding, lightly rake, roll or outpack to ensure good seed-to-soil contact. Best results are obtained with a Spring or late Summer seeding. Late Fall and winter dormant seeding requires an increase in the application rate. A light mulching of straw is recommended.

New England Wetland Plants, Inc. may modify seed mixes at any time depending upon seed availability. The design criteria and ecological function of the mix and remain unchanged. Price is bulk price, FOB warehouse. Mix is available in 50 lb. bags and 100 lb. bags.



Seed side slopes of water quality basin between el. 226.0 and edge of Gravel Storage Area with Seed Type 'B'

Seed side slopes of Water Quality Basin above el. 226.0 and all disturbed non-wooded areas with Seed Type 'B'



LANDSCAPE PLAN - DETAILS AND NOTES
VILLAGE PROPERTIES ASSOCIATES, LLC
14 VILLAGE STREET & 79 WINDERMERE AVE
ELINGTON, CONNECTICUT
Date: 05-15-2023 Drawn by: JWH Job no: 24103
Scale: N.T.S. Checked by: GAH Sheet no: 2 OF 2

LS-2

F. A. Hesketh & Associates, Inc.
6 Creamery Brook, East Granby, CT 06026
Phone (860) 653-9000 Fax (860) 844-9800
www.fah.com
Civil & Traffic Engineers • Surveyors • Planners • Landscape Architects

F.A.H.

- LEGEND
(SYMBOLS NOT TO SCALE)
- CATCH BASIN
 - SANITARY MANHOLE
 - DRAINAGE MANHOLE
 - WATER MANHOLE
 - TELEPHONE MANHOLE
 - ELECTRIC MANHOLE
 - UNKNOWN MANHOLE
 - YARD DRAIN
 - CABLE MANHOLE
 - FLARED END SECTION
 - FIRE HYDRANT
 - WATER GATE VALVE
 - GAS GATE VALVE
 - MISC. GATE VALVE
 - VENT PIPE
 - FILLCAP
 - HELL
 - MAIL BOX
 - HAND HOLE
 - CONTROLLER CABINET
 - ELECTRIC TRANSFORMER
 - UTILITY POLE
 - CROSSWALK POLE
 - POST
 - TRAFFIC LIGHT SUPPORT POLE
 - STREET SIGN
 - TREE (TYP.)
 - MONITOR WELL
 - BORING
 - ELECTRIC METER
 - GAS METER
 - WATER METER
 - TELEPHONE
 - AC UNIT
 - SPOT GRADE
 - DELTA ANGLE
 - RADIUS
 - TANGENT
 - LENGTH
 - CHORD
 - CHORD BEARING
 - FRONT YARD
 - SIDE YARD
 - REAR YARD
 - CONTROL POINT
 - DEED MEASURED
 - 362.00'
 - 362.00'

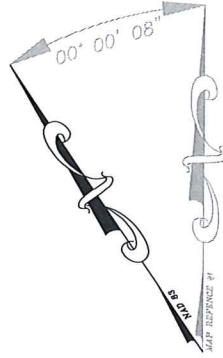
CONVERSION ON RODS AND LINKS
TO SURVEY FEET

1 ROD = 16.5'
1 LINK = 0.66'

LEGEND
(SYMBOLS NOT TO SCALE)

- TREE LINE
- STONE WALL
- GUIDE RAIL
- DIRECTION OF FLOW
- I.P. PROPERTY CORNER
- MONUMENT
- DRILL HOLE
- SURVEY CONTROL POINT
- FENCE LINE
- WATER LINE
- GAS LINE
- ELECTRIC LINE
- CABLE TELEVISION LINE
- OVERHEAD WIRES
- POINT OF BEGINNING
- NORTHING
- EASTING
- NOW OR FORMERLY
- ELLINGTON LAND RECORDS

- DELTA ANGLE
- RADIUS
- TANGENT
- LENGTH
- CHORD
- CHORD BEARING
- FRONT YARD
- SIDE YARD
- REAR YARD
- CONTROL POINT
- DEED MEASURED
- 362.00'
- 362.00'



POSSIBLE ENCROACHMENT:
GRAVEL DRIVEWAY ALONG WESTERLY
LOT LINE.

C.P. #7
N=879500.24
E=1073962.96
ELEV.=231.47

#26
N/F
BML REALTY COMPANY, LLC
E.L.R. VOL. 443 PG 432

#14
COMBINED LOT AREA:
35893± SQ.FT. OR
0.82± ACRES
LAND TO BE CONVEYED TO
VILLAGE PROPERTIES ASSOCIATION, LLC
AND MERGED WITH
#79 WINDERMERE

#14
N/F
JAMES H. BOONE
E.L.R. VOL. 537 PG 1022
E.L.R. VOL. 538 PG 466
AREA=9049± SQ.FT. OR
0.21± ACRES

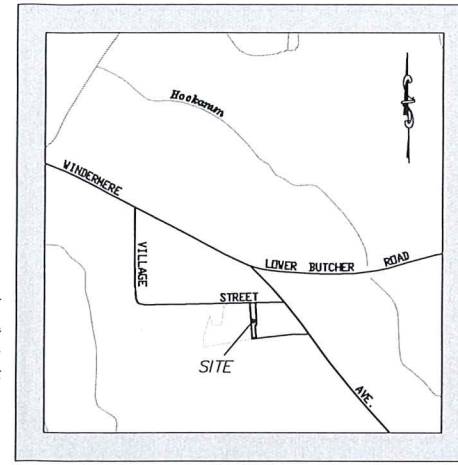
#79
N/F
VILLAGE PROPERTIES ASSOCIATION, LLC
E.L.R. VOL. 540 PG 1061
AREA=383059± SQ.FT. OR 8.79± ACRES
+ AREA OF #14 VILLAGE=35893± SQ.FT. OR 0.82± ACRES
COMBINED LOT AREA = 418952± SQ.FT. OR 9.61± ACRES

#14
N/F
ORA M. BOONE
E.L.R. VOL. 115 PG 163
ESTATE OF ORA M. BOONE
E.L.R. VOL. 198 PG. 128
AREA=26843± SQ.FT. OR
0.61± ACRES

C.P. #9
N=879283.87
E=1074086.91
ELEV.=229.31

ACCESS EASEMENT PER MAP
REFERENCE #1

DECLARATION
VILLAGE PROPERTIES ASSOCIATION
E.L.R. VOL. 519 PG. 11

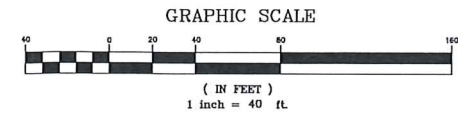


NOTES:

- THIS SURVEY HAS BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-3006-1 THROUGH 20-3006-20, AS AMENDED.
- IT IS A PROPERTY SURVEY INTENDED TO BE USED FOR LAND CONVEYANCE.
- THIS SURVEY FALLS INTO THE RESURVEY BOUNDARY DETERMINATION CATEGORY AND IS BASED UPON MAP REFERENCE #1.
- THIS SURVEY CONFORMS TO CLASS A-2 HORIZONTAL ACCURACY STANDARDS.
- THE SUBJECT PROPERTY IS CURRENTLY OWNED BY JAMES H. BOONE, E.L.R. VOL. 538 PG. 466, AND ESTATE OF ORA M. BOONE VOL. 198 PG. 128. A TITLE SEARCH MAY BE REQUIRED.
- BEARINGS AND COORDINATES DEPICTED HEREON REFER TO THE NORTH AMERICAN DATUM OF 1983 (NAD83), AND ELEVATIONS REFER TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88) AND ARE BASED UPON OPUS RAPID STATIC OBSERVATIONS ON 12-20-2024 RESULTING IN THE FOLLOWING VALUES: CONTROL POINT #1, N=879710.27, E=1074557.34 (NAD83) ELEV.=228.17 (NAVD88) AND CONTROL POINT #2 N=879418.04 E=1074777.14 (NAD83) ELEV.=228.83 (NAVD88).
- THE SUBJECT PROPERTY IS LOCATED IN THE INDUSTRIAL PARK ZONE IN THE TOWN OF ELLINGTON BASED UPON THE TOWN OF ELLINGTON ONLINE PROPERTY FIELD CARD, AND THE TOWN OF ELLINGTON ZONING MAP, EFFECTIVE SEPTEMBER 15, 2016.
- INTENTIONALLY OMITTED.
- INTENTIONALLY OMITTED.
- UNDERGROUND UTILITY, STRUCTURE AND FACILITY LOCATIONS (IF ANY) DEPICTED AND NOTED HEREON HAVE BEEN COMPILED, IN PART, FROM RECORD MAPPING, PARCEL TESTIMONY, VISIBLE FEATURES AND OTHER SOURCES. THESE LOCATIONS MUST BE CONSIDERED AS APPROXIMATE IN NATURE. ADDITIONALLY, OTHER SUCH FEATURES MAY EXIST ON THE SITE, THE EXISTENCE OF WHICH ARE UNKNOWN TO THIS SURVEYOR. THE SIZE, LOCATION AND EXISTENCE OF ALL SUCH FEATURES MUST BE FIELD DETERMINED AND VERIFIED BY THE APPROPRIATE AUTHORITIES PRIOR TO CONSTRUCTION. CALL BEFORE YOU DIG 1-800-922-4455.

MAP REFERENCE:

- MAP OF PROPERTY OF NORMA L. CANTOR, ELLINGTON, CONNECTICUT, SCHINDLER SURVEYS, LAND BOUNDARY CONSULTANTS, ELLINGTON, CONNECTICUT, SCALE 1"=50', DATE 01/03/96.
- SCHEDULE A3, PROPERTY SURVEY DEPICTING THE DECLARATION OF WINDERMERE VILLAGE - ACTIVE ADULT COMMUNITY PREPARED FOR: QUANTUM OF ELLINGTON II, LLC (DECLARANT), WINDERMERE AVENUE, ELLINGTON, CONNECTICUT, SCALE 1"=80', DATE APRIL 28, 2006, BY MALONE & MACBROOM, 99 RELATY DRIVE CHESHIRE, CONNECTICUT, 06410
- PROPERTY SURVEY PREPARED FOR: DEVELOPMENT SERVICES, LLC, WINDERMERE AVENUE, ELLINGTON, CONNECTICUT, SCALE 1"=80'. DATE: FEBRUARY 7, 2005, BY MILONE & MACBROOM, 716 SOUTH MAIN STREET, CHESHIRE, CONNECTICUT, 06410
- PROPERTY/ TOPOGRAPHIC SURVEY, PREPARED FOR VILLAGE PROPERTIES ASSOCIATES, LLC, 79 WINDERMERE AVE, ELLINGTON, CT, DATE 01-23-2025, LAST REVISED 05-18-2025, SCALE 1"=40', BY F.A. HESKETH AND ASSOCIATES, INC., 6 CREAMERY BROOK, EAST GRANBY, CT 06026.



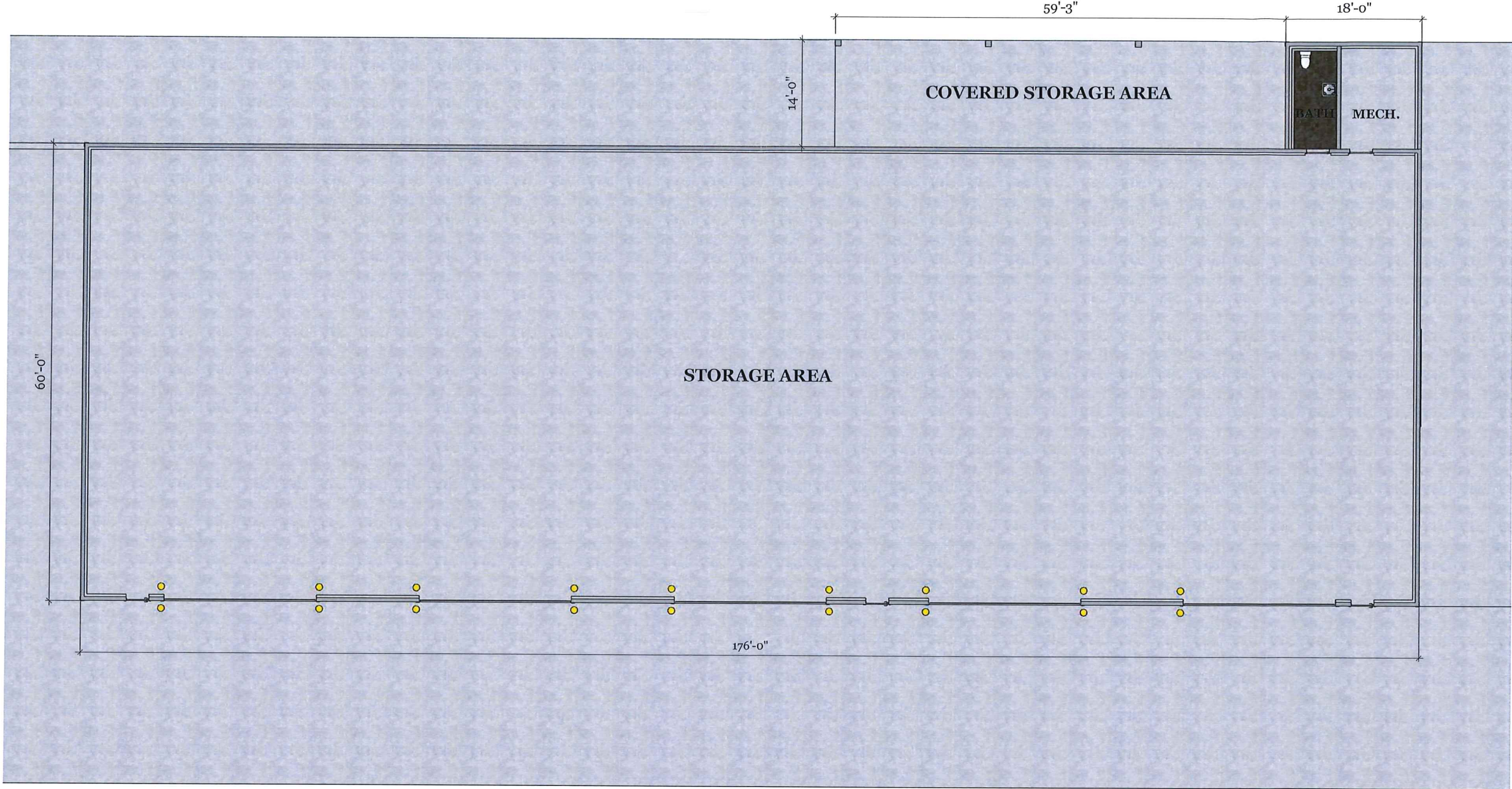
MY KNOWLEDGE AND BELIEF THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED
HEREON.
IS MAP IS NOT VALID WITHOUT THE LIVE SIGNATURE AND IMPRESSION TYPE
AL OF THE LAND SURVEYOR WHOSE NAME APPEARS HEREON.
D.S. HESKETH LS 17945

F. A. Hesketh & Associates, Inc.
6 Creamery Brook, East Granby, CT 06026
Phone (860) 653-9000 Fax (860) 844-9600
www.fahesketth.com



PROPERTY SURVEY
LAND TO BE CONVEYED TO
VILLAGE PROPERTIES ASSOCIATES, LLC
14 VILLAGE STREET
ELLINGTON, CONNECTICUT

PS-2

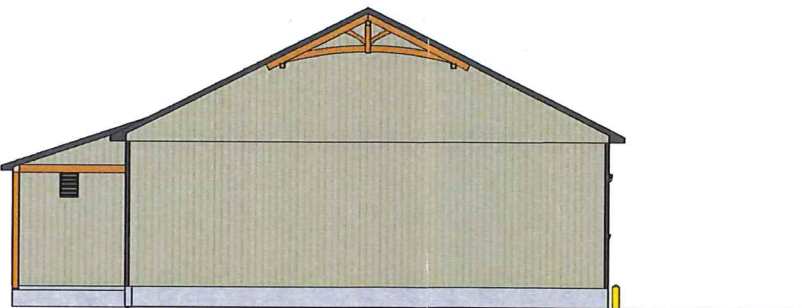
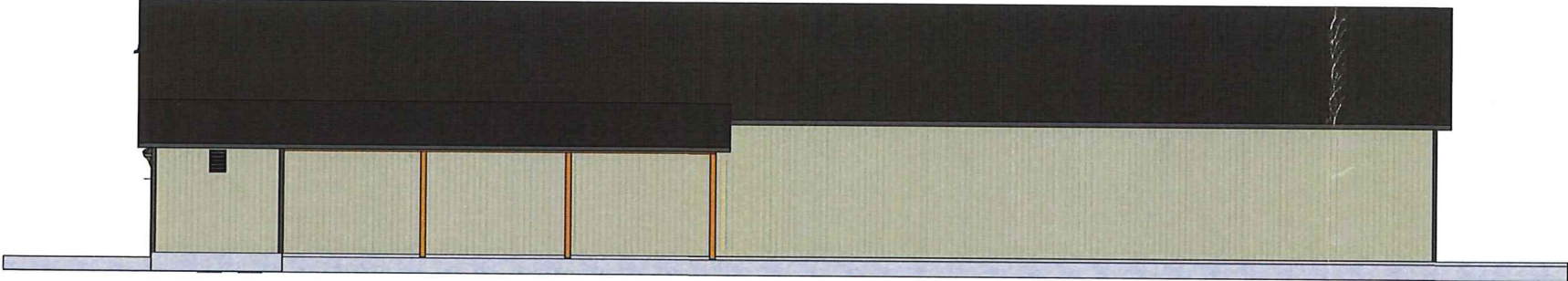
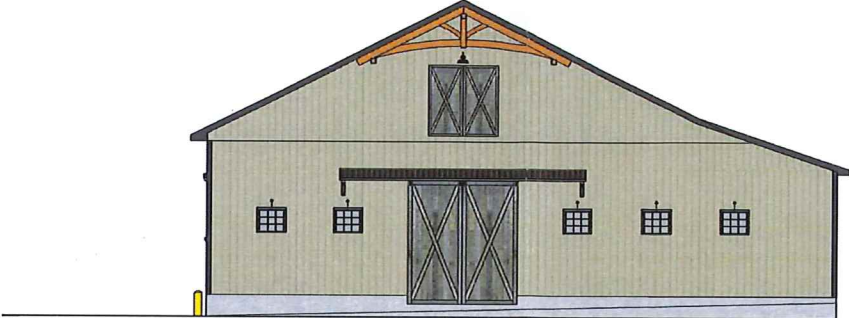


Floor Plan



Barn Yard Storage Building

REVISIONS		
	MM/DD/YY	REMARKS
1	--/--/--	--
2	--/--/--	--
3	--/--/--	--
4	--/--/--	--
5	--/--/--	--



Building Elevations



Barn Yard Storage Building

REVISIONS		
	MM/DD/YY	REMARKS
1	--/--/--	---
2	--/--/--	---
3	--/--/--	---
4	--/--/--	---
5	--/--/--	---



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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

TEL. (860) 870-3120

TOWN PLANNER'S OFFICE

FAX (860) 870-3122

DESIGN REVIEW BOARD SPECIAL MEETING MINUTES MONDAY, APRIL 14, 2025, 7:00 P.M.

MEMBERS PRESENT: Chairman Michele Beaulieu, Vice-Chairman Gary Chaplin, Regular Members Ronald Stomberg, Katherine Heminway and Landon Barlow

MEMBER(S) ABSENT: None

STAFF PRESENT: Barbra Galovich, Recording Clerk

I. CALL TO ORDER:

Chairman Michele Beaulieu called the Design Review Board meeting to order at 7:00 P.M.

II. NEW BUSINESS:

1. Review of design elements for Kayder Properties, LLC, owner/Syn-mar Products, Inc., applicant, to construct a 12,012-sf addition, parking/loading area, and associated site improvements at 5 Nutmeg Drive, APN 017-022-0007 in an Industrial (I) zone.

Tim Hill, 315 Jobs Hill Road, was present to represent the application. Tim explained that the original building was constructed in 2006, with the intention to complete the second half of the building at a later date. Tim noted the original site plan was previously approved showing the proposed 12,012 sf addition. The existing building roof is single sloped, and the addition will be single sloped the other way. Tim shared the samples of the siding and metal roof.

Tim Hill stated the addition will not be utilized for office space. The manufacturing portion of the building will be extended, and the new portion of the building will be for finishing, fabrication and shipping. Syn-mar Products, Inc. has hired two people this year and upon completion of the project, will be hiring more individuals. Chairman Beaulieu inquired about the lighting for the new addition. Tim Hill stated the proposed lights will match the existing lights. Barbra Galovich noted in accordance with the Zoning regulations, the wall mounted lights should not be brighter than 4000 kelvins. Vice Chairman Chaplin asked about any additional parking, Tim said eight additional parking spaces have been added to the site plan.

Tim Hill pointed out there is only one light post at the beginning of the driveway and there is an ample amount of lighting on the building. Tim noted the pole by the concrete sidewalk from the building to the parking area is a flagpole. Chairman Beaulieu asked about the water on the site. Tim explained it is the retention pond for the industrial park, which was overgrown and was recently cleaned up to help the functionality of the retention pond. Commissioner Stomberg asked about the note on the color rendering of the building. Tim said they will try to match the addition front color to the original color or find another color to offset and accent the building. There were no recommendations from the commissioners for the project.

MOVED (CHAPLIN), SECONDED (HEMINWAY) AND PASSED UNANIMOUSLY TO GRANT A POSITIVE REFERRAL TO THE PLANNING & ZONING COMMISSION to construct a 12,012-sf addition, parking/loading area, and associated site improvements at 5 Nutmeg Drive, APN 017-022-0007 in an Industrial (I) zone.

RECOMMENDATION(S): None

III. ADMINISTRATIVE BUSINESS:

1. Approval of March 24, 2025, Regular Meeting Minutes

MOVED (HEMINWAY), SECONDED (BARLOW) AND PASSED UNANIMOUSLY TO APPROVE MARCH 24, 2025, REGULAR MEETING MINUTES AS WRITTEN.

2. Correspondence/Discussion: **None**

IV. ADJOURNMENT:

MOVED (BEAULIEU), SECONDED (HEMINWAY) AND PASSED UNANIMOUSLY TO ADJOURN THE DESIGN REVIEW BOARD MEETING AT 7:20 P.M.

Respectfully submitted,

Barbra Galovich, Recording Clerk



ELLINGTON

Design Review Guide



Adopted March 19, 2015, Revised -----

Ellington Design Review Guide
Page 1 of 21

2025_05-01_Working Draft Revisions-Design Review Guide for DRB Review

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INTRODUCTION



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

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

Some of the issues for consideration include:

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

Things To Protect And Preserve

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

Protecting and enhancing the quality of the built environment ~~This~~ can be accomplished ~~in three ways by~~:

- Ensuring the appropriate maintenance of existing buildings and sites;
- Guiding the design of new buildings and sites;
- ~~Guiding appropriate land use based on the zoning map and zoning regulations, and.~~
- Protecting natural and historical resources.

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

For new buildings and sites, Ellington currently has a Design Review Board which reviews applications for new development and modifications to existing development. The Board is advisory and since establishment in 2004 has had ~~some~~ success in improving building and site development designs. The effectiveness of this arrangement could be enhanced by:

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



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

VISION



Things to Protect and Preserve

Natural Resources	<ul style="list-style-type: none"> Continue to protect natural resources such as wetlands, floodplains, steep slopes <u>farmland soils</u>, <u>dark skies</u>, etc.; Protect water quality; Discourage development on steep slopes.
Open Space	<ul style="list-style-type: none"> Continue to preserve, <u>maintain, and enhance</u> open space; Seek to expand the Hockanum River Trail; Seek to expand and enhance trails and other recreational opportunities.

Farms And Farming

- Continue to support farms and farming.

Community

Character Appearance

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



Services and Facilities to Provide

Community Facilities

- Continue to maintain and enhance community facilities and enhance or enlarge them facilities to address emerging trends and growth.

Transportation

- Strive to maintain capacity / avoid congestion in the corridor and other commercial or high-density development areas:
 - Require access management / shared driveways
 - Minimize / reduce driveway intersections and curb-cuts
 - Promote or require interior road connections would be beneficial
 - Coordinate traffic signals where nearby intersections conflict;
 - Maintain appropriate traffic signal spacing in order to to control traffic and “platoon” traffic flow for individual properties;
 - Require traffic improvements (such as left turn lanes) at the time of
-

development;

- Encourage walking and bicycling by:
 - ~~Lack of~~ Requiring developments to include roadside and internal sidewalks prevents people from walking
 - ~~Walkability / sidewalks are an important goal~~
 - ~~Make Encouraging designs that promote~~ more provisions for biking (e.g. wider interior road widths for shared modality, bike racks, etc.)

Utilities

- ~~Implement Encourage~~ Low Impact Development (LID);
- Manage sewer allocation;
- ~~The existence of~~ Prioritize sewer lines that supports commercial, ~~industrial,~~ and downtown expansion;
- ~~Ellington should preserve excess sewer capacity for such commercial/industrial expansion and codify this in the regulations~~
- Require ~~Burying of the~~ utility lines;
- Coordinate drainage within the corridor consistent with stormwater management best practices;
- Improve design standards for detention basins and other drainage facilities;
- Promote a master drainage concept to coordinate drainage collection, water quality, and discharge.

Route 83 Traffic



Need For Sidewalks



DESIGN GUIDELINES FOR ELLINGTON

1. PURPOSE

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

- a. The distinctive character appearance, landscape and historic value of Ellington;
- b. The sensitive balance of visual and spatial relationships that create and enhance favorable character design ~~of~~ in Ellington;
- c. The overall quality of the built environment, and

- d. The economic and social vitality of areas which depends upon maintaining the attractiveness of the street environment, the economic viability of businesses, and a hospitable atmosphere ~~for residential occupants and visitors.~~

2. USE OF GUIDELINES

These design guidelines are intended to provide:

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

3. APPLICABILITY

These design guidelines are intended to apply to:

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

4. OVERALL DESIGN

4.1. Compatibility Objectives

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

- a. The building, and layout of buildings, and site improvements should reinforce favorable existing buildings and streetscape patterns;

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

4.2. Local Context

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

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

4.3. Other Context

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

4.4. Organization

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

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

5. SITE LAYOUT

5.1. General

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

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

5.2. Building Alignment

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

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

5.3. Pedestrian Circulation

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

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

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

5.4. Vehicular Circulation

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

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

5.5. Site Parking

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

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

5.6. Service / Utility Areas

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

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

6. BUILDINGS

6.1. Architectural Style

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

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

6.2. Form and Space

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

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

6.3. Scale, Massing and Proportion

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

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

6.4. Rooflines, Facades and Entrances

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

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

6.5. Materials, Color and Surface Texture

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

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

6.6. Equipment and Services

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

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

6.7. Building Height

Building heights should be appropriate. Guidelines include:

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

7. SITE ENHANCEMENTS

7.1. Landscaping

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

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

7.2 Buffer Recommendations

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

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

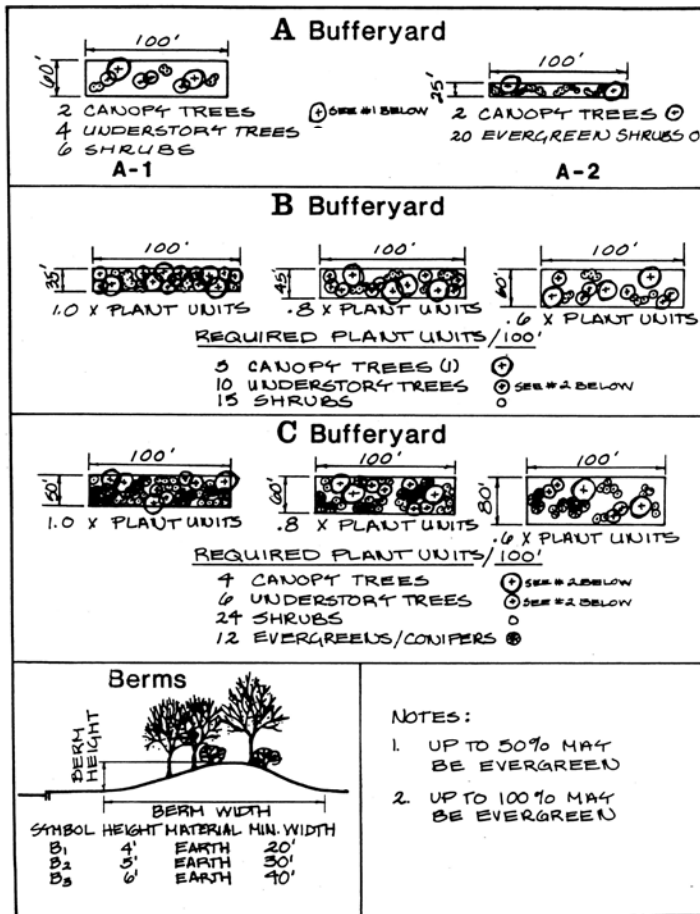
B. Front Yards - To preserve and protect residential property values and privacy of residential lots, a front yard landscaped buffer is recommended in the following situations:

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

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

- One (1) canopy tree, or
 - Two (2) understory trees.
- i. The planting specifications for the different bufferyard requirements may be reduced or modified when warranted by special conditions such as retention of existing vegetation, topography, abutting land uses or other factors which obviate the need for such planting.
 - ii. Existing vegetation in lieu of part or all of the bufferyard requirements may be used when existing vegetation meets or exceeds requirements.
 - iii. In particularly sensitive situations, such as where a change in grade may render a planted buffer ineffective, an earthen berm in addition to the bufferyard requirements is recommended.

BUFFER YARD TABLE



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

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

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

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

7.3. Site Lighting

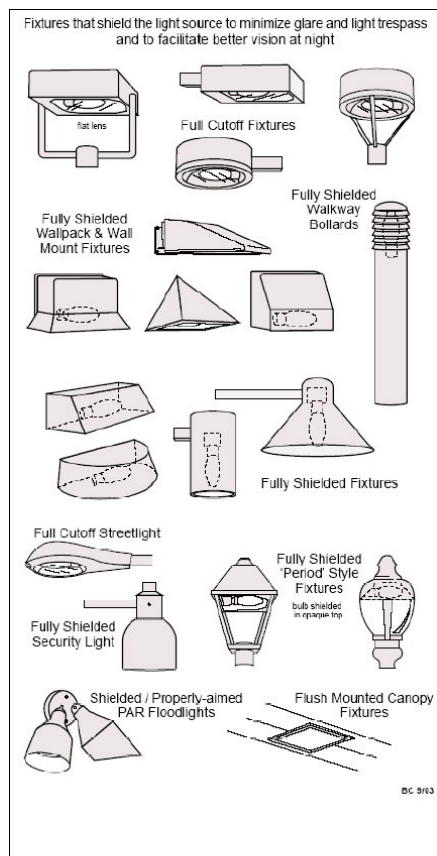
Site lighting should provide the functional and esthetic benefits of exterior lighting while mitigating the potential for nuisance. Guidelines include:

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

7.3 Site Lighting Illustration

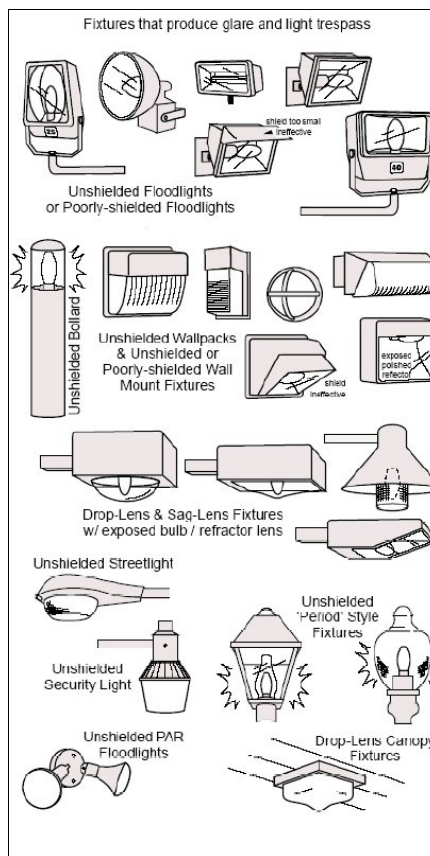
RECOMMENDED

Fixtures Which You Can Not See The Light Source &
Would Not Generally Be Expected To Produce Glare
or Light Trespass



NOT RECOMMENDED

Fixtures Which You Can See The Light Source &
Would Generally Be Expected To Produce Glare or
Light Trespass



7.4. Fences, Walls, and Landscape Screens

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

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

7.5. Site Drainage

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

- a. Prepare for storm water recharge;
- ~~b.~~ Design for zero increase in the peak rate of runoff;
- ~~c.~~ Use Low Impact Development techniques;
- ~~b.d.~~ Avoid designs that allow impervious areas to directly discharge to waters of the state;
- ~~c.e.~~ Encourage renovation of storm water quality, and
- ~~d.f.~~ Use permeable pavement surfaces where optional.

8. SIGNAGE

8.1. General

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

- a. Integrate any existing and/or proposed signage into the overall site design ~~insuring-ensuring~~ that it complements its surroundings;

- b. Avoid visual competition with other signs in the area and repetitious signage information on the same building frontage;
- c. Minimize the number of building and directional signs to avoid repetition, and
- d. Avoid markings on the pavement, other than markings required for traffic and safety.

8.2. Sign Context

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

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

8.3. Sign Design

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

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

8.4. Sign Landscaping

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

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

8.5. Sign Lighting

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

- a. Use only external sources when lighting;
- b. Illuminate only the sign surface and avoid light spillage onto adjacent property;
- c. ~~Screen any~~Shall not include external spot or flood lighting ~~from view by the passers-by;~~
- d. Screen low-level lighting from view with plant materials, and
- e. Balance signage illumination with surrounding lighting level intensities.