

PLANNING BOARD RULES & REGULATIONS GOVERNING THE ISSUANCE OF SITE PLAN APPROVAL

Section I - Purpose & Authority

- 1.0 These rules and regulations are adopted by the Planning Board, hereinafter called the Board, as the Site Plan Approval Authority provided in Section 6.7.1 of the Plympton Zoning Bylaws for the purpose of granting Site Plan Approval.
- 1.1 These rules and regulations may be adopted and from time to time amended after notice and a public hearing. A concurring vote of a majority of the Board is required for favorable action. These rules and regulations and any amendments thereto must be filed with the Registry of Deeds and the Land Court in order for them to be enforceable.
- 1.2 These rules and regulations are effective when voted. A copy shall be filed with the office of the Town Clerk, with appropriate endorsements such as:

Date of Adoption: September 20, 2004
Date filed with Town Clerk: September 27, 2004

Section II - Application

- 2.0 An application for Site Plan Approval shall also be accompanied by the following:
- 2.1 Abutters List. A list of the names and addresses which shall include the petitioner, abutters, owners of land directly opposite on any public or private street or way, and abutters to abutters within three hundred feet (300) feet of the property line of the petitioner as they appear on the most recent applicable tax list;
- 2.2 Said list shall be presented on a properly executed Form G list of abutters certified by the Board of Assessors. Applicant(s) shall submit envelopes addressed to each abutter along with Certified Mail, return receipt requested slips, to be filled out for each abutter. The return address on both the envelopes and green slips shall be:

Plympton Planning Board,
Town House, Plympton, MA 02367
- 2.3 An administrative and project review fee shall be filed in accordance with the most recently revised fee schedule. (*Refer to: Plympton Planning Board Rules & Regulations Governing Fees and Fee Schedules*)
- 2.4 One (1) copy of all local, state, and federal approvals, if obtained, prior to site plan approval and any variances obtained prior to site plan approval.
- 2.5 Written permission from the owner of the property to apply for Site Plan Approval if the applicant is not the owner.

- 2.6 An original plan, and twelve (12) copies shall be submitted to the Board with an additional copy filed forthwith with the Town Clerk by the applicant. A complete application packet shall be sent directly to the Planning Board's consultant upon filing a site plan application.

Section III - Procedures

- 3.0 Public Hearing: A public hearing notice shall be given by publication in a newspaper of general circulation once in each of two successive weeks, the first publication to be not less than fourteen (14) days before the day of the hearing and by posting such notice in a conspicuous place in town hall for a period of not less than fourteen (14) days before the day of such hearing and shall send written notice by certified mail, return receipt requested to all direct abutters. The legal ad and abutter notification shall include, at a minimum, the following information and shall be at the expense of the applicant:
- 3.0.1 The name, and if applicable, the business name and address of the applicant;
 - 3.0.2 The street address and the assessor's map and lot number of the property as specified on the Site Plan Application on which construction or expansion is planned;
 - 3.0.3 A brief description of the type of construction or expansion planned;
 - 3.0.4 The designated Town office where the Site Plan Application and plans can be reviewed;
 - 3.0.5 The date, time and place of the public hearing.
- 3.1 Approval: The Planning Board's approval may consider comments received from various municipal reviewers. Additionally, proposed methods of mitigating impacts associated with each project will be incorporated into the Board's approval. In addition, the following criteria must be addressed to the Planning Board's satisfaction. Such findings shall pertain to the entire proposed development, including any site plan or design modifications imposed by the Planning Board as a condition of its approval, and off-site improvements proposed by the applicant or required by the Planning Board as a condition of its approval.
- 3.1.1 The traffic carrying capacity of the intersections and streets likely to be affected by the proposed development will meet the standards set forth in Section 6.9 – 6.9.9.
 - 3.1.2 The proposed development will comply with the environmental impact standards set forth in Section 6.6 – 6.6.6.

- 3.1.3 The planned capacities of public facilities such as water supply, sewage and drainage systems are adequate in the vicinity of the site to serve the proposed development.
- 3.1.4 The proposed development will comply with the community impact standards set forth in Section 6.8 – 6.8.6.
- 3.1.5 In granting approval of an application, the Planning Board may impose conditions, limitations and safeguards which shall be in writing and shall be a part of such approval. Such conditions may include, among other matters and subjects:
 - 3.1.5.1 Controls on the location and type of access to the site;
 - 3.1.5.2 Requirements for off-site improvements to improve the capacity and safety of roads, intersections, pedestrian ways, water, sewer, drainage, and other public facilities which are likely to be affected by the proposed development;
 - 3.1.5.3 Requirements for donation and/or dedication of land for right-of-way to provide for future roadway and/or intersection widening or improvements;
 - 3.1.5.4 Requirements for securing the performance of all proposed work, including proposed off-street improvements;
 - 3.1.5.5 A certified check or bank check shall be posted in an amount determined by the Planning Board or Planning Board's designated agent sufficient to cover the cost of all or any part of the improvements required as conditions of approval;
 - 3.1.5.6 Conditions to minimize off-site impacts on traffic and environmental quality during construction.
- 3.2 Minor Modification: A minor modification may be approved in accordance with the Site Plan Approval Zoning Bylaw. An additional project review fee may be assessed by the Planning Board.
- 3.3 Pre-construction Meeting: There shall be a pre-construction meeting through the Planning Board Office prior to commencement of any work on the development site. NOTE: Any changes to the approved site plan must be made in writing to the Board and approved prior to commencement of work.
- 3.4 Pre-pavement Site Visit: There shall be a site visit/inspection through the Planning Board Office prior to commencement of any pavement on the development site.

- 3.5 Occupancy Permits: The Planning Board office shall conduct an on-site inspection of the development, hold a site plan compliance meeting with the applicant and issue a site plan compliance report prior to issuance of a occupancy permit by the building department.
- 3.6 Performance Guarantee: The Board shall require accept a bank or certified check from the applicant/controller of the land and/or project, in an amount acceptable to the Board, as a guarantee for performance of unfinished work to the development. In addition, the Board shall require a landscape performance guarantee for two (2) growing seasons from the time of planting.

Section IV – Site Plan Content

The site plan shall contain the following:

- 4.1 A Locus map at a scale of 1" = 200' which shall show all streets, bodies of water, landscape features, historic sites, habitats for endangered species within the parcel and within two hundred (200) feet of the parcel and all buildings within the parcel and within two hundred (200) feet of the parcel;
- 4.2 The location and name of all streets, any and all driveways, and curb-cuts within three-hundred (300) of the site. Street shall include layout and pavement width;
- 4.3 On-site and abutting lot lines; names of all abutters as they appear in the most recent tax list. All contiguous property owned by the applicant shall be included;
- 4.4 Zoning District(s) boundary lines of the locus and all land within two hundred (200) feet of the parcel, including overlay districts and other districts not specifically mentioned; other districts such as: Floodplain, Wetland, Water Resource Protection, and Zoning District boundary lines. Other features including; slope, geological features, unique vegetation, existing; (six (6)' trunk diameter or greater measured four (4) feet above grade) trees, stone walls, easements, fencing, cemeteries, buildings (including historic background if any), septic systems, rock outcroppings, vistas and other natural features;
- 4.5 Five (5) signature lines for Planning Board approval along with a statement that "This Site Plan Approval does not necessarily indicate compliance with the Plympton Zoning By-law". "I, Town Clerk of the town of Plympton, MA hereby certify that the notice of approval of this plan by the Planning Board has been received and recorded at this office and no appeal was received during the next twenty days after receipt and recording of said notice";
- 4.6 Existing and proposed topography contour lines at one (1) or two (2) foot intervals on the parcel to be developed and within fifty (50)' thereof. Information and location of benchmark(s) used shall also be provided;

- 4.7 Information on the location, size, type and number of existing and proposed landscape features. A Landscaping Plan shall be provided. Said plan may be required to be prepared, stamped and signed by a Landscape Architect registered in the Commonwealth of Massachusetts;
- 4.8 Information on location, size and capacity of existing and proposed on-site and abutting utilities (water, sewer, drainage, electrical, cable, etc.);
- 4.9 A Zoning Chart with the minimum area requirements per the Plympton Zoning Bylaws;
- 4.10 Elevation and façade treatment plans of all proposed buildings. A listing of materials to be used;
- 4.11 Information on the location, size and type of parking, loading, storage and service areas;
- 4.12 Percent of building lot coverage and percentage of paved (impervious) area used for parking, loading, access within the property and percent open space of the site;
- 4.13 Existing and proposed location(s) of loading areas, driveways, access and egress points, and the location and number of parking spaces required per Plympton Zoning Bylaws;
- 4.14 The site plan(s) shall be at a scale of 1"= 20' or 1"=40', except for building elevation plans, which shall be at a scale of 1/4"=1' or 1/2"=2', drawn on a standard 24"*36" sheet(s);
- 4.15 A Development Impact Statement will be required in accordance with Section 6;
- 4.16 Site plan(s) must be prepared, signed and stamped by a professional civil engineer and a Professional Land Surveyor both who must be registered in the Commonwealth of Massachusetts. The land surveyor shall perform an instrument boundary survey and who shall certify the accuracy of the locations of the building, setbacks and all other required dimensions, elevations and measurements and shall be signed under the penalties of perjury;
- 4.17 The date and north arrow shall be shown;
- 4.18 The location of existing or proposed building(s) on the lot(s) shall be shown with the total square footage and dimensions of all buildings, all building elevations and floor plans, and perspective renderings;
- 4.19 The applicant shall submit information on existing and proposed on-site wells, water supply systems, storm drainage systems, utilities, sites for enclosed refuse and recycling containers and location and capacity of septic systems and estimated amounts of water consumption and sewer discharge, including: all

measures proposed to prevent pollution of surface water or groundwater, soil erosion, increased runoff, and flooding. An erosion control plan showing method(s) and location(s) to be used shall also be submitted;

- 4.20 Existing and proposed signs; noting height, size, location and manner of lighting (applicant is encouraged to include photograph(s) and /or sketch(s));
- 4.21 A photometric plan showing the parcel to be developed and within fifty (50) feet thereof. The plan shall include the following: location of all existing and proposed exterior light(s), including building ground and parking lot light(s); noting height, initial foot-candle readings on the ground and data on the types of fixtures to be used;
- 4.22 A traffic impact study prepared by a registered professional engineer experienced and qualified in traffic engineering;
- 4.23 The application shall also furnish a narrative summary of the vital statistics of the project;
- 4.24 Any additional information, which the Board reasonable require. The Board may engage an appropriate to review the site plan for completeness and correctness and shall require the applicant to pay for the cost of the review.

Section V – Requirements

All Site Plans shall be prepared in compliance with the Plympton Zoning Bylaws and the Plympton Planning Board Rules and Regulations governing Site Plan Approval. The site plan standards not specifically enumerated herein shall be found in Time-Saver Standards for Site Planning written by Joseph De Chiara & Lee E. Koppelman, as most recently revised. Along with all applicable site plan standards of the Architectural Access Board, American Disabilities Act, AASHTO and any other local, state, and federal standards not specifically enumerated herein. In the event there is a conflict in standards, the jurisdictional standard shall apply, unless otherwise waived by the Planning Board.

- 5.1 Site Landscaping
 - 5.1.1 Every effort shall be made to retain and protect existing (6” trunk diameter or greater measured 4 feet above grade) trees, shrubs and other landscape features on a site.
 - 5.1.2 A three (3) foot wide landscaping strip shall be provided along the foundation walls to soften their appearance for all non-residential building(s). The landscape strip may be staggered in order to vary the landscape design for a site. The landscape strip shall provide screening to the portion of the foundation above grade.
 - 5.1.3 A twenty-five (25) foot undisturbed natural buffer area shall be maintained from any wetland resource area defined under the Massachusetts Wetland Protection Act and recognized by the Plympton Conservation

Commission. Stairways, decks, fences and water dependent structures (and the grading for such) internal to parking lots and around buildings are not exempted from the twenty-five (25) foot setback requirements.

- 5.1.4 It is the purpose of these Rules and Regulations to preserve and/or maintain open space for new sites. Therefore any lot or group of contiguous lots totaling less than three (3) acres shall provide twenty five (25) percent open space. Any lot or group of contiguous lots totaling more than three (3) acres shall provide thirty-five (35) percent open space. Open space shall be considered any area not occupied by buildings, paving, drives, roadways, sidewalks etc. Wetland resources areas defined by the Massachusetts Wetland Protection Act can be used to meet the open space requirement described above. Whenever possible, open space should be maintained in its natural state. All open space areas on a site shall be adequately landscaped with trees, shrubs, flowers, grass, and/or mulch. Wherever feasible, open space shall be contiguous with other open space of abutting land.
- 5.1.5 Parking lots containing ten (10) or more parking spaces shall have at least one tree per eight (or fractions of eight) parking spaces. Such trees to be located within the paved parking area. Such trees shall be at least four (4)" trunk diameter measured twelve (12)" to eighteen (18)" above the ground with a minimum of sixty (60) square feet of seeded or landscaped permeable surface area per tree. When parking areas contain twenty-five (25) or more spaces, at least five (5) percent of the parking area shall be maintained with landscaping (within the interior of the parking area), including trees as above, in plots of at least ten (10) feet in width. Trees and landscaped plots shall be so designed and located as to provide visual relief and sun and wind screening within the parking area, and to assure safe patterns of internal circulation. Planting areas are required along parking area perimeters to prevent off-site glare onto the public or private way(s). Parking lot plantings shall not block motorists line of sight upon entering and exiting a site. Any landscaped area described above can be used to meet the open space requirement of this section for new sites.
- 5.1.6 All residential properties shall be protected by a landscaped buffer strip with a minimum width of 50 feet, with such berms, fences, sound walls, and plantings deemed necessary by the Planning Board to protect neighboring residences.

5.2 Site Lighting

Access ways, parking areas, and pedestrian walkways shall have adequate lighting for security and safety reasons. Lighting shall meet the following standards:

- 5.2.1 The luminaries/lighting fixtures shall be the shoe box type or decorative in nature (with interior directional shields), consistent with the architectural theme of the development. Flood and area lighting is unacceptable. All

luminaries/lighting fixtures shall have a total cutoff of all light at less than ninety (90) degrees from vertical. The lighting fixture shall only be visible from below.



[Appropriate Lighting Fixtures]



[Inappropriate Lighting Fixtures]

- 5.2.2 Reflectors of proper distribution shall be selected for maximum efficiency. Reflectors and shielding shall provide total cutoff of all light at the property lines of the parcel to be developed.
- 5.2.3 The luminaries/lighting fixtures shall not exceed twenty (20) feet in height or the height of the building's roofline whichever is lower. The luminaries/lighting fixtures for sidewalks/paths shall not exceed 12 feet in height.

- 5.2.4 Where wall-pack type luminaries/lighting fixtures are utilized for outdoor lighting fixtures, the fixture shall be equipped with a prismatic lens to reduce glare. Wall-pack lighting shall be designed to a maximum cutoff of seventy (70) degrees from vertical. The location of the wall-pack on the structure shall not exceed 20 feet in height.
- 5.2.5 All luminaries/lighting fixtures shall be restricted to a maximum foot-candle level of 8.0 (initial), as measured directly below the fixture at grade.

5.3 Drainage

The drainage system shall be designed so that there is no net increase in the pre v. post peak rates of storm water discharge for the 2, 10 and 100-year storm events and rates. The applicant shall demonstrate to the satisfaction of the Planning Board that the project is designed to have no measurable or significant impact as to existing vegetation, topography, wetlands, and other natural or man-made features.

The system shall be designed to treat storm water to all applicable standards of town state and federal agencies. The system design shall promote on-site infiltration and minimize the discharge of pollutants to the ground and surface water. Drainage systems shall have an emergency overflow for the one-hundred (100) year storm event. Additionally, the drainage system will be designed in accordance with Stormwater Management Volume I and II prepared by: MA Department of Environmental Protection and MA Office of Coastal Zone Management as most recently revised. In special cases, the site drainage can utilize the Town's drainage system with the approval of the Highway Department. The Planning Board requires that proper calculations be submitted. A minimum of one foot of freeboard shall be provided for all detention/retention structures.

5.3.1 Design Criteria: The applicant shall use the best available drainage systems. The suitability of the drainage design shall be based on the natural features, such as soil types, slope, vegetative cover, water table etc., of the site. Drainage plans shall be developed in consultation with the Planning Board office and the Board's consultants with the following objectives in mind:

5.3.1.1 Protection of surface and groundwater quality;

5.3.1.2 Public safety;

5.3.1.3 Protection of existing abutting properties and septic systems;

5.3.1.4 Enhancement of and connection to natural drainage systems, including streams, floodplains, and associated wetlands;

5.3.1.5 Attractiveness of the plan, minimizing disruption to existing features, and successful imitation of natural systems;

5.3.1.6 Minimizing of long term maintenance and/or reconstruction obligations.

5.3.2 Performance Standards: On site drainage systems, including detention/retention areas, shall meet the following:

5.3.2.1 A twenty-five (25) foot buffer screen that is aesthetically pleasing of existing vegetation shall be retained between all detention or siltation structures and adjacent off-site uses (roadways and/or structures).

5.3.2.2 A thirty (30) foot buffer zone of existing vegetation shall be retained between all point source discharges of stormwater and surface waters and wetlands;

5.3.2.3 All piping within the drainage system shall be sized for the twenty five (25) year storm event.

5.3.2.4 Detention facilities shall be designed to function as natural wetlands, having characteristics of side slopes, gradients, vegetation and topographic location which follow naturally occurring wetland.

5.3.2.5 Side slopes of detention/retention facilities should be no steeper than 3:1 horizontal to vertical relationship unless steeper slopes can be shown to be typical for conditions on the site;

5.3.2.6 A maximum of 2% slope shall be permitted for the bottom of the basin;

5.3.2.7 Where clearing and/or regrading is unavoidable, vegetation shall be re-established in conformance with the landscaping plan.

5.3.2.8 Retention basins shall provide one-hundred and fifty (150) of the required storage volume for the one-hundred (100)-year storm event. At least one permeability test shall be conducted within each retention basin to estimate the infiltration rate. (one test per 10,000 square feet of overall detention/retention basin area is required).

5.3.2.9 Ground infiltration by means of leaching pits, leaching catch basins or similar facilities are not allowed as a means to calculate or mitigate storm water disposal;

5.3.2.10 No drainage outfall shall be discharged at an elevation below the high water line of a wetland, stream or water body;

5.3.2.11 A headwall with wing walls protected by rip-rapped aprons shall be provided at the outfall of all drainage pipes.

5.3.2.12 Test holes shall be conducted by a licensed soil evaluator in each detention/retention basin in accordance with the 310CMR: Department of Environmental Protection (Title V) methods. A minimum of one test per 10,000 square feet of overall detention/retention basin area is required. Monitoring wells may be required by the Planning Board.

5.3.2.13 All retention/detention basins within ten (10) feet of parking lots, driveways, or areas of public access shall be protected by a guardrail. All retention/detention basins within forty (40) feet of public ways shall be protected by a guardrail. The Planning Board may require additional guardrails.

5.4 Parking and Loading

Parking lots shall be designed to include median strips and landscape islands to improve internal circulation. Additionally, rows of parking should be interrupted by landscaped or naturally vegetated islands. Parking lots and access drives shall be designed to prevent motorists from stacking onto the public way. Parking areas shall be interconnected wherever feasible. Any entrance or exit driveway shall be a minimum of twenty four (24) feet in width. Parking lanes shall be sized according to the internal circulation pattern. Parking shall be prohibited between buildings and street layout, except for handicap access. Parking for large trucks shall be provided as determined by the Planning Board. Loading shall be designed to be convenient to the loading and unloading of vehicles and to avoid conflicts with the internal circulation pattern. Curbing shall be vertical granite at the access drive radii. Each site shall have only one curb cut per street frontage, except where it is deemed that more than one curb cut is necessary for emergency access purposes or to enhance the site.

5.5 Service Facilities

Service facilities such as: garbage collection, recycling containers, refrigeration units, utility areas and other facilities not specifically identified shall be screened around their perimeters. Screening may consist of fencing and/or natural vegetation. Screening shall have an effective height and width to screen from public view said service facility.

5.6 Construction

- 5.6.1 All access drives and parking areas shall be graded, paved, and drained in accordance with standards enumerated above.
- 5.6.2 Curbing shall be placed at the edges of all paved surfaces. Wheelstops shall be placed where parking spaces abut sidewalks and/or walkways for pedestrians. Guardrails shall be placed along parking spaces and drive aisles where slopes exceed 3:1. Curbing shall not be bituminous concrete.
- 5.6.3 All utility connections shall be underground and constructed in accordance with the requirements of the town and other utility companies.
- 5.6.4 Bollards shall be placed along the sides of the building exposed to vehicle traffic.

5.7 Access Connections

5.7.1 Separation between access connections on all collector and arterials shall be based on the posted speed limit in accordance with the following table:

<i>Posted Speed Limit (MPH)</i>	<i>Access Connection Spacing (Feet)</i>
20	140
30	210
40	280
50	350

5.7.2 The width of the access connections at the property line of the development shall not exceed 25 feet, unless the traffic impact study identifies and the Planning Board agrees to the need for turning lanes from the development onto the adjacent public road.

5.7.3 The access connection shall provide a minimum distance of 40 feet in depth between the property line and the beginning of any parking areas, turning areas and/or stacking lanes within the development.



Appropriate separation from road



Inappropriate separation from road

5.7.4 For a site at an intersection where no alternatives exist, such as joint or cross access, the Board may allow construction of an access connection at a location suitably removed from the intersection. In such cases, the applicant shall provide directional restrictions (i.e. right in/ right out only and/or a restrictive median) as required by the Board.

5.7.5 A system of joint use driveways and cross access easements shall be established wherever feasible along (name road or overlay corridor) and the proposed development shall incorporate the following:

- A service drive or cross access corridor extending the width of the parcel.
- A design speed of 10 mph and sufficient width to accommodate two-way travel aisles.
- Stub-outs and other design features to make it visually obvious that the abutting properties may be tied in to provide cross-access via a service drive.

- 5.7.6 A leveling area shall be provided having a minus one percent (-1%) grade for a distance of thirty (30) feet measured from the nearest exterior line of the intersecting street, to the point of vertical curvature.

5.8 Drive Through Facilities

- 5.8.1 In order to ensure that no vehicles back up into public ways and create a safety hazard, drive-through facilities shall provide a minimum of twenty (20) stacking spaces (within the site and exclusive of driveways) before the order board. The facility shall provide a minimum of another (4) four stacking spaces between the order board and the transaction window. If the facility has two transaction windows the (4) four stacking spaces may be spilt between each of the windows. An additional three (3) stacking spaces shall be provided after the last transaction window(s).
- 5.8.2 Each stacking space shall be a minimum of twenty (20) feet in length and ten (10) feet in width along straight portions. Stacking spaces and stacking lanes shall be a minimum of twelve (12) feet in width along curved segments.
- 5.8.3 Stacking lanes shall be delineated from traffic aisles, other stacking lanes and parking areas with striping, curbing, landscaping and the use of alternative paving materials or raised medians.
- 5.8.4 Entrances to stacking lane(s) shall be clearly marked and a minimum of sixty (60) feet from the intersection with the public street. The distance shall be measured from the property line along the street to the beginning of the entrance.



Clearly delineated stacking lanes



- 5.8.5 Stacking lanes shall be designed to prevent circulation congestion, both on site and on adjacent public streets. The circulation shall: (a) separate drive-through traffic from site circulation, (b) not impede or impair access into or out of parking spaces, (c) not impede or impair vehicle or pedestrian traffic movement, and (d) minimize conflicts between pedestrian and vehicular traffic with physical and

visual separation between the two. Stacking lanes shall not interfere with required loading and trash storage areas and loading or trash operations shall not impede or impair vehicle movement. . If said separate stacking lane is curbed, an emergency by-pass or exit shall be provided.

- 5.8.6 Stacking lanes shall not enter or exit directly into a public right-of-way. Stacking lanes shall be integrated with the on-site circulation pattern.
- 5.8.7 The intersection of stacking lanes and walk-in customer access shall be a minimum of fifty (50) feet from any access connections and/or transaction windows. Said intersections shall be provided with a crosswalk. These crosswalks shall use enriched paving and striping and include warning signage aimed at both the pedestrian and vehicle.
- 5.8.8 Any outdoor service facilities (including menu boards, speakers, etc.) shall be a minimum of one hundred (100) feet from the property line of residential uses and shall be screened by a sound wall or otherwise limited to render any transactions inaudible to residential abutters.
- 5.8.9 Menu boards shall be a maximum of thirty square (30) feet, with a maximum height of six (6) feet in height and shall be shielded from any public street and residential properties.
- 5.8.10 The above standards are critical to ensuring safe operation of the drive-through facility in the future and can only be waived if a study of the most restrictive examples of representative facilities demonstrates that a given standard can be reduced.

5.9 Architectural/Building Design

- 5.9.1 Architectural details of new buildings and additions, textures of wall and roof materials, should be harmonious with the building's overall architectural style and should preserve and enhance the character of the surrounding area.
- 5.9.2 The mass, proportion and scale of the building, roof shape, roof pitch, and proportions and relationships between doors and windows should be harmonious among themselves and with those of the surrounding area.
- 5.9.3 The building's location shall be oriented parallel or perpendicular to the street. Where the minimum setback cannot be maintained by the building, the applicant shall provide adequate spatial definitions through the use of walls, fences and or other elements, which will maintain the street line.
- 5.9.4 The design of proposed buildings, structures and additions shall complement, whenever feasible, the general setback, roof line, roof pitch, arrangement of openings, color, exterior materials, proportion and scale of existing buildings in the vicinity.



Appropriate exterior materials, proportion and scale



Appropriate Building Colors



Inappropriate Building Colors

- 5.9.5 When a drive-through is proposed on a property with an historic building, the architectural character defining the exterior elements of the historic building shall be preserved. Signage should be compatible with the historic character of the building.



- 5.9.6 Buildings: buildings should be placed close to the road and sidewalk to encourage pedestrian traffic; parking areas should be placed to the side or rear of buildings; long horizontal facades should be avoided by incorporating recesses and projections, of a minimum of two feet in depth; entrance ways should be emphasized by use of rooflines, changes in materials, landscape treatments or other architectural elements; franchise architecture with highly contrasting color scheme, non-traditional forms, reflective siding and roof materials should be avoided; drive-through elements should be architecturally incorporated into the building; drive-through elements generally should not face the street; the material used for additions should complement the materials of the original structure.
- 5.9.7 Rooflines: the use of flat roofs and A-frame roofs should be avoided; roof colors should be earth tones or a color that is darker than the facade and garish roof colors should not be used; visible roofing materials should complement the color and texture of the building's facade; roof mounted mechanical equipment should be screened from public view or grouped at the rear of the structure where visibility is limited.



Appropriate roof pitch



inappropriate roof

5.9.8 Building Signs: simple geometric shapes should be used for signs; signs should be limited to two or three contrasting colors that complement the colors on the building; garish colors should be avoided; carved wooded signs are encouraged; internally illuminated signs should not be whole panels that are lit, thus constituting light fixtures in their own right; lighting fixtures illuminating signs should be located so light is directed only onto the sign facade.

5.9.9 Windows: A minimum of 60% of the building's street side facade shall contain windows. The windows should be divided by muntins and framed with a casing trim; awnings should be designed as an integral part of the building facade; metal awnings are discouraged.



Inappropriate Architecture



Appropriate Architecture details