

Kennebunk Lower Village Committee Agenda

Monday, February 6, 2017 – 8:00 AM

Washington Hose – Port Road

1. Call the meeting to order – please sign in
2. Approve the minutes of January meeting
3. Report from Sgt. Belisle
4. Report from Chamber – and Bridge update
5. Update from Eric Labelle – parking and travel lanes – Port Road
6. Update from Mat Eddy on RFP for Beach and RFQ for LV infrastructure
7. Update – Design Standards subcommittee – SEE DRAFT BELOW – proposal to Planning Board
8. Update – Bench placement – Laura Dolce and Nina Spencer
9. Open Discussion – all present invited to participate
10. Adjourn

## **Lower Village Business District Kennebunk Design Standards for other than Single Family Residences.**

### **A. Purpose**

The purpose of these design review standards is to allow for growth and development while preserving the historical integrity, habitat and ecosystem integrity, architectural integrity, and visual integrity of Lower Village. Major design goals are:

- Develop and maintain attractive gateways – via Western Avenue and the Port Road;
- Create a functional and safe environment for pedestrian, bicycle and vehicle activity;
- Encourage habitat preservation and natural ecosystem integrity – particularly along the shores of the Kennebunk River and Lake Brook;
- Respect Lower Village’s unique character, history and sense of place;
- Support development and redevelopment that enhances the Village’s positive image to our residents, to visitors and to businesses;
- Prevent the loss of community character by prohibiting the repetition of generic architectural forms frequently used by commercial chains throughout the country, and instead encourage site-specific architectural building based on traditional New England design; and
- To ensure that all sites enhance pedestrian amenity and are designed to provide a safe environment for all on both public and private sidewalk areas.

### **B. Applicability of Design Review**

1. The provisions of this article shall apply to activities that are subject to design review, per subsections B.2. and B.3 below and which are located in the Lower Village Business District.

2. The Activities subject to design review include the following:

- a) Any new construction or relocation of a principal or accessory building or structure on a site that is to be used for other than single family residential purposes;
- b) Addition to or alteration of the exterior of any building in Lower Village Business District that proposes to increase or decrease the square footage of the building, whether enclosed or not;
- c) Alteration of the exterior wall of a building by tearing down or removing any portion thereof, or by filling in of an-existing window or door opening;
- d) The construction or relocation of site features, including parking areas, drive - through lanes, and loading docks;
- e) Any material change in the exterior appearance of an existing building, sign, light, fence, landscape and/ or structure - other than routine maintenance, repair and/or

minor renovations of such features as determined by the Staff Review Committee to be exempt minor renovations. Exempt minor renovations would include replacing windows, siding, signs and/or doors with new of same size, material, color, and style.

3. Undeveloped pad sites that are part of a Site Plan or Subdivision Plan that received plan approval prior to the enactment of these design standards shall be exempt from these design review standards if such plans included the pad site's building layout and design, the pad site's parking layout and the vehicle circulation route to and from the pad site.

### **C. Design Review Application Procedure**

1. **Submissions** - An applicant for design review shall submit the following additional information if the information is not already included in the "subdivision" or "site plan" submission for the proposal:

- a) A site plan, drawn to scale, showing the proposed layout, dimensions and height of all structures and other site improvements, including:
  - Location and design of buildings, including facade treatment, roof pitch, canopies, window and door openings and other architectural features,
  - Driveways, drive-through , ATM , and other customer service areas,
  - Pedestrian walks, sidewalks, crosswalks, and pedestrian connections to abutting properties,
  - Fences, Walls,
  - Existing and proposed landscaped areas — with type and size of materials proposed, as well as identification of existing trees to be retained ,
  - Off-street parking, loading, storage and utility service areas, with the methods / materials proposed for use in screening such areas from public view,
  - Photo documentation showing abutting sites in relation to subject lot - including an aerial image of site if available,
  - Entrances, exits and traffic flow — with dimensions for each in order to provide enough detail to review adequacy of turning and vehicle maneuvering areas, and
  - Attached and freestanding signage and lighting;
- b) Proposed architectural elevations/renderings, drawn to scale, and showing the front, side, and rear elevations of the proposed building(s) and indicating components such as windows, doors, roof configuration, visible mechanical hardware and utility structures, and the materials and colors to be used. In the case of minor plan revision applications, Staff may waive this submission if they determine that adequate information regarding the proposed appearance of the building has been submitted.

**Review Process:** The additional standards of this shall be made a part of the Site Plan Review Standards/Process (Zoning Art. 1 1) or the Subdivision Review Standards/Process, as applicable. (Please note that in some cases, these standards and the Design Standards Manuals are more stringent than the Site Plan Review Standards.) In the event that a proposal meets the applicability criteria of Section B. 2. And B.3. above but is not subject to the applicability criteria of either Site Plan Review or Subdivision Review, it will be reviewed by the Site Plan Review Board under the provisions of this Section. A pre-application informational meeting with Town Staff is required as part of this process.

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3. **Design Review Standards Manual(s):** Reference is made to the Kennebunk Design Review Standards Manual and the Better Models for Commercial Development booklet (prepared by Ed McMahon and The Conservation Fund) which are provided as guides to understand what the Town's design goals are for development in Lower Village. These manuals provide direction and shall be used by both the applicant and the review board in the plan review and approval process.
4. **Waiver of Criteria:** All requests for waivers of any of the Art. 10, Section 23. Design Review Standards shall be decided by the applicable review board utilizing the waiver provision of Zoning Art. 1 1, Section 9.

#### D. Design Criteria

In considering the application before it, the applicable review authority shall determine that the following site layout and building design standards have been met:

##### 1. Site Layout and Design -

**a) Site Design for new buildings and infill development** — Proposed structures shall be related harmoniously to the terrain and to existing buildings in the vicinity of the proposed building(s). The design of the site shall be based on existing topography, vegetation and drainage characteristics and shall retain significant and /or unique site features such as the Kennebunk River, historic resources, existing ponds or streams and mature trees to the greatest practical extent. In addition, building layout shall conform to the following:

- Building frontages shall be located at the street edge where possible, and new buildings shall be compatible with the front facades of existing buildings which are presently located in proximity to the proposed frontage;

- Buildings shall be aligned to the front setback line and from both streets if building will be located on a corner lot. The review board may permit a reduction in the front setback requirement and green buffer requirement - to a minimum of 15 feet - where applicant provides a plan for locating the new building(s) in line with front facades of existing buildings in the area. In addition, when the creation of an outside seating area or outdoor use area is part of the design for front of building, some variation in this front setback standard will be permitted;
- Buildings shall locate main entrance, or at least one functional entrance, on the front side of the building(s) directly facing Western Avenue or the Port Road;
- Drive-through lanes shall not cross a business's principal entrance to the building;
- Walls of commercial establishments along the street(s) should be transparent (not opaque); with windows and doors to maximize views in and out of the building
- Parking shall be located entirely to the side or rear of the building. In the case of sites where existing buildings will be retained or reconfigured, every effort shall be made to locate the new parking to the side or rear of building.
- For multi-building developments, a conceptual master plan shall be prepared to show the general location of both current buildings and proposed future buildings, parking areas, driveways, walkways and natural features to be retained or protected (such as wetlands).

## **b) Site Features**

**Internal Traffic Flow and Connections to Adjacent Sites** - To ensure safety of motorists, delivery trucks, bicyclists and pedestrians, the site plan shall clearly delineate internal traffic patterns for both vehicles and pedestrians. Special attention shall be given to location, number of access points, increased traffic to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient. In addition, the plan shall show potential connections between parking lots and driveways on adjacent parcels (whether developed or undeveloped) in order to minimize turning movements on Village roads and to provide safe, direct access between adjacent lots.

**Shared Driveway Access** - Entrances to and exits from uses located along the Port Road and Western Avenue shall be combined and shared with neighboring uses to the maximum extent possible in order to minimize the number of curb cuts and increase vehicular and pedestrian safety.

**Parking** — Where new off—street parking areas are proposed, they shall be located to the side or the rear of the principal building. In no case shall parking be located closer to the

Port Road and Western Avenue than the building located closest to those roads. No more than 50 % of the lot's frontage width may be used for parking. Parking lots shall be designed as inviting, pedestrian friendly places with careful attention to landscaping, lighting, and internal walkways. Shared parking is encouraged, especially where abutting uses have differing hours of peak parking demand. (Cross access easements may be required to allow shared parking.) Where multiple buildings are proposed, parking should be located within the core/central area if possible, to provide adequate ADA adjacency and also street screening. Parking lots shall be screened from the Port Road and Western Avenue and visually broken up through the use of trees, landscaped parking islands, building locations, hedges, shrubs, or a combination of all these elements.

**Pedestrian and Bicycle Movement** — The circulation plan shall provide safe pedestrian and bicycle movement — both within the site and to abutting sites and public sidewalks. The plan shall also demonstrate how linkage(s) can be made to adjacent properties, both developed and undeveloped. Internal crosswalks shall be provided and marked by a change in pavement texture, pattern, and/or color to maximize pedestrian safety.

**Service Areas** — Service areas (e.g. solid waste/recycling facilities, above ground transformers, mechanical equipment, utility areas and loading areas) shall be located to the side or rear of the building and, wherever possible, shall be hidden and incorporated into the design of the building — with maximum screening from public view.

Service areas shall be screened with privacy fencing, walls and/or landscaping in order to minimize visibility from public and private roadways, main entrances, abutting neighborhoods, public open spaces, and pathways.

Additionally, the location of proposed ATMs and /or vending machines shall be shown on the plan and screened from view wherever possible.

**Roof Top Equipment** - Where roof top utility and/or equipment areas are necessary, they shall be hidden and incorporated into the architecture of building and screened from all visible sides.

**Landscaping** - A Landscape Plan, conforming to the standards of Art. 1 1, Section 6.B. (7) and Art. 1 1, Section 8. (1) and (2) of this Ordinance - as well as the standards of this Section, shall be provided as part of any plan involving new building construction, parking lot, and/or drive through development. Landscaping shall be used to complement the architecture, enhance the human scale, reinforce circulation paths, highlight entrances, provide shade, and add color and seasonal interest to site.

Existing mature trees and natural vegetation along the street frontage and edges of the site shall be evaluated and, when determined to be in good condition, they should be retained.

**Advertising Features** — The size, number, location, design, color, texture, lighting and materials of all permanent signs and outdoor advertising structures or features shall not

detract from or adversely affect the design, appearance, and environmental and aesthetic qualities of proposed building and structures and the surrounding properties.

**Snow Storage** — Provisions shall be made for adequate snow storage in the design of all parking areas, and shall avoid conflicts with landscaping, visibility, drainage and icing during winter months. Alternatively, a snow management plan indicating how the snow removal will be handled shall be reviewed and included in the plan approval process.

- c) **Additional Standards for Auto oriented uses and Drive -Throughs** — Auto oriented establishments such as gas stations, convenience stores, fast food restaurants, car wash facilities, and drugstores or banks with drive through windows/ATMs, shall orient the building close to Port Road or Western Avenue and shall locate all the automobile-related activities such as parking, fuel pumps, drive through windows and drive through lanes to the side or rear of the building — with no such auto oriented activities to be located between the building and Port Road or Western Avenue.

**Pedestrian Circulation** — Pedestrian safety shall be an important consideration in the design of access routes leading to or from auto - oriented uses. Site layout shall minimize conflicts with pedestrian access to the on-site businesses, to businesses on adjacent sites, and to public sidewalks. Drive - through lanes shall not cross a business's principal entrance to the building. Traffic calming measures shall be included where appropriate to discourage speeding within the site and between abutting sites. Measures may include raised crosswalks, curbing, roadside plantings, curbed islands, and appropriate signage.

**Facility Design** - Drive-through operations and other automobile-oriented facilities shall be designed with facade and roofline elements that reduce their scale and are consistent with the architectural character of the main building.

**Traffic Standards** - All streets and intersections to be impacted by a proposed drive through facility shall show that they will meet the Maine DOT Level of Service Standards after development and shall provide evidence of such conformance as part of the review process. No vehicular entrance to or exit from a drive-through facility shall be located within two hundred feet (200) of a street intersection. Entrances to drive-through facilities shall be located off of interior roadways, interior drives, or parking areas , rather than off the public street. Queuing lane(s) shall be designed so they do not result in vehicles needing to back into or block public streets.

**Buffer / Screening** - Landscaped buffers in addition to walls and/or fences, shall be used to soften the visual impact of parking areas, service areas, commercial buildings, drive through lanes, street frontages and adjacent properties.

- 2) **Building Design** — The Town encourages high quality architectural design that is inspired by Kennebunk's traditional building style. The following standards shall be addressed as part of the proposed building design:

**Architecture** - The goal of these standards is to produce architecture that draws its inspiration from traditional New England vernacular. Traditional building styles and materials shall be used in a way to accommodate contemporary building needs.

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

**Scale of Building(s)** — The scale of a building depends on its overall size, the mass of it in relationship to the open space around it, and the sizes of its doors, windows, porches and balconies. The scale gives a building "presence", that is, it makes it seem so big or small, awkward or graceful, overpowering or unimportant. The scale of a building should be visually compatible with its site and with its neighborhood.

Linear commercial structures, e.g. shopping centers, multi-tenant office buildings, and other large commercial structures, are not appropriate in Lower Village.

Facades greater than 100 feet in length shall be designed with facade and roofline elements that reduce their scale and add architectural interest. Where the plane of a wall is broken, the offset shall be proportional to the building's height and length. Projections used to break up the mass of the building shall extend to the ground.

**Height** — Heights of new buildings and reconstruction of existing buildings should be visually compatible with the heights of the buildings in the neighborhood. A sudden dramatic change in the building height can have a jarring effect on the overall look of the street. If a building's proposed height is 50% or higher than neighboring buildings, the applicant shall incorporate architectural features in the building's design that limit the visual impact of the proposed building. The maximum allowed height in the District is 35 feet and no more than 2 1/2 stories.

**Roof Shape** — The shape and proportion of the roof shall be articulated so as to lend visual interest and reduce the apparent size of new building(s) and should be visually compatible with the architectural style of the building and with neighboring buildings.

**National Franchises** — National franchises ( e.g., restaurants, service stations, retail stores, ) are permitted forms of land use otherwise permitted in the Lower Village Business District. Since the design of these buildings can contribute to a loss of identity for Kennebunk by repeating the generic architectural forms that are repeated throughout the country, buildings that are stylized to the point where the structure is a form of advertising are not permitted.

**Facade Design and Materials** — The first impression that a building gives is very important. All buildings shall present an inviting, human scaled facade to the street, internal drives, parking areas, and surrounding neighborhoods.

-- All sides of a building should receive design consideration. Blank walls facing public or private streets, residential neighborhoods, or abutting properties are prohibited. Where side or rear facades are visible from adjacent properties or roadways, they shall be designed to complement the architectural treatment of the primary facade to give scale and visual interest.



-- The pattern of solids and voids, windows and doors in the front facade of a new or altered building should be visually compatible with the architectural style of the building and with that of its neighbors.

-- Materials used on facades help to provide added character to a building — clapboards, shingles, brick, etc. — and therefore should be visually compatible to those of other buildings around it. For facades of buildings visible from a public way, preference shall be given to clapboard, shingle and other materials commonly used in local architecture. (Cinder block, highly reflective metal siding, stucco type siding are discouraged.)

**Canopies** - Canopies should incorporate features to help them fit the scale and architectural character of the building. A pitched roof or other traditional roof form shall be used and the fascia of the canopy shall be shown in height, generally not to exceed two feet.

**Primary Entrance** - The primary building entrance shall face the street unless the applicant can demonstrate that the circumstances of a given application merit an alternative orientation. The entrance shall be identified through the use of architectural details that may include awnings or roofs for shelter, recessing, decorative lighting, trim or railings, in addition to pedestrian walkways connecting to parking areas and public sidewalks.

**Street Corners** - Buildings located on street corners are important because these high visibility locations help define the character of both streets, therefore the building facades along both streets shall be articulated. No parking, vehicular travel ways, or service areas shall be located between the building and the property lines along both streets.

**Signage** - The size, scale, materials, illumination, colors, style and location of signs on the site have a visual impact on the streetscape. Signs shall state clearly the name of the business without overwhelming either the architecture or the streetscape. Multi-use sites shall prepare a signage master plan that provides size, design and locations of the signs for all the proposed business spaces proposed for the site, as well as any shared or joint identification signage proposed.

**Color** — Colors used on building exteriors should integrate a building's various design elements or features. The use of bright colors should be discouraged. Softer, muted or earth-toned colors are preferred. Colors should be compatible with the architectural character of surrounding buildings and neighborhood, unless such surrounding buildings are not in conformance with these design standards. To view examples of acceptable paint choices please see Historic Colors of America Palette by California Paints.

**Lighting** - The proposed lighting plan shall be consistent with the architectural style of the principal building and shall conform to the standards of Art 10, Section 6. No high intensity lights should be installed. Low level landscape lighting is always encouraged.