

MEMORANDUM

TO: Kate Matthews, Code Enforcement Officer

CC: Kathy Eddy, Assistant to Code Enforcement & Planning
Jason Rogers, Town Manager
Randy Thurston, Code Enforcement Officer

From: Sam Peikes, Planner, North Star Planning

RE: Design Standards for Commercial Development – Draft 3

Date: July 18, 2024

Overview

At the Ordinance Review Committee (ORC) meeting on July 17, the committee discussed and provided feedback on the second draft of design standards. At the meeting the ORC discussed the standards that moved from Section 900 to Section 504 and suggested additional language to clarify standards pertaining to buffer size, building materials and vehicular access and directional signage. Based on the discussion the following changes were made (noted in bold in the draft):

- 504.e. included a note that these standards pertain to all new commercial and multifamily buildings, additions, and/or structures and buildings visible from the public road and abutting properties.
- 504.e.vii. has been reworded to state “new buildings shall use durable and eco-friendly materials and be consistent with traditional New England building vernacular”.
- 504.6.e.vii. pertaining to flat roofs in the Village District was deleted.
- 908.2. buffer height was amended to 3-inch caliper at the time of planting.
- 908.2.b. included “flowers and planter boxes are also encouraged”.
- 908.2.e. added a note that this pertains to fencing between the edge of the right of way and the building.
- 908.2.h. included shipping containers to the list of loading, servicing and storage areas to be screened.
- 908.4.d. included “through road arrows and appropriate directional signage”
- 908.4.f. added “no delivery vehicles shall back out onto a public road”
- 908.5.d. pertaining to handicap parking was deleted.
- 908.6.d. deleted 1 acre.

Design Standards

The purpose of this meeting will be to finalize the ordinance draft before it goes to a Public Hearing. Any comments or suggestions at this point should be more administrative and less policy based. For the meeting on July 24, NSP suggests that the ORC consider the following new language:

- Section 504e. NSP suggests removing the statement that these standards pertain to all buildings visible from the public road and abutting properties.
- Section 9082.h. should shipping containers be included as outside storage?