

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

Date: July 3, 2024

Overview

The Ordinance Review Committee (ORC) is working with North Star Planning (NSP) to developing additional design guidelines for commercial development. At the ORC meeting June 26, 2024, the committee reviewed the design standards from Harvard, MA in comparison with the current design standards in Naples under Site Plan Review. Additional design standards pertaining to buffers and landscaping, building relation to the environment, building material guidelines, vehicular access, parking and lighting have been added under Section 900 Site Plan Review.

Performance Standards

For the purposes of focusing the discussion for the July 10 ORC meeting, NSP requests feedback on the following areas:

- General Comments:
 - This draft has standards under Section 900 Site Plan Review. The standards strive to include more specificity and are applicable for multifamily development not just Commercial. Performance standards are also waivable by the Planning Board.
 - NSP suggests that the ORC consider moving design standards for building design and materials to Section 504 under district standards.
 - The ORC discussed including proposed building images and typologies within the ordinance. The ORC should discuss where these images should be placed in the ordinance and if these images should be local or regional.

- The ORC should be aware of any language in the ordinance that is vague such as those standards that say “high encouraged” or “highly discouraged” in order to have more clear standards.
- Buffers & Landscaping
 - Does the ORC want to consider amending the size of the existing Class I buffer?
 - NSP suggests incorporating more specific language to standards I.-o.
- Relation of Proposed Building to the Environment
 - NSP suggests moving c.-d. and g. – p. (i.-vii.) to district standards in Section 504.
 - How large should buildings be under e.?
 - Under d. what is the “long-range” vision for the Commercial District?
- Building Material Guidelines
 - NSP recommends moving standards a.-g. to district standards in Section 504.
- Exterior Lighting
 - NSP suggests removing g. as all new development already use LED lights.