



Town of Naples

Town Hall
15 Village Green Lane
P.O. Box 1757 • Naples, Maine 04055
(207) 693-6364

Ordinance Review Committee

Agenda

October 21st, 2020 9AM-11AM

ZOOM Meeting Information:

ID: 86393958557

Password: 510985

1. Minimum Setback
 - a. Universal setback versus lot specific
 - b. Side setback issues
2. Continued Discussion on Village Standards
3. Solar Standards
4. Next Meeting – TBD
5. Adjourn

MEMORANDUM

TO: Ordinance Review Committee (ORC)

From: Ben Smith, AICP, Principal, North Star Planning 

CC: Renee Carter, Code Enforcement Officer
Kate Matthews, Assistant Code Enforcement Officer
Sarah DelGizzo, Planner, North Star Planning

RE: Design Standards Discussion

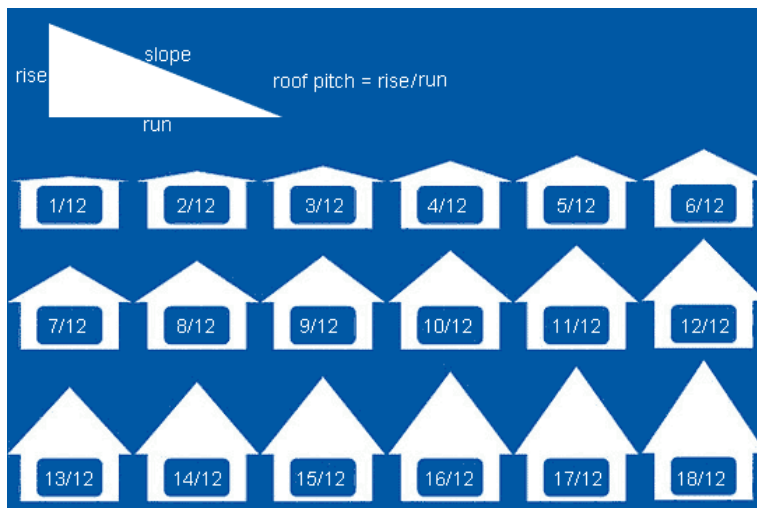
Date: September 25, 2020

The ORC will be continuing the conversation on design standards specifics that was started at the meeting on September 30, 2020.

Changes from the first set of Design Standards include changes to both the Village and Commercial District Standards.

Village

- Roofline standard has been updated to prohibit flat roofs, and to specify a minimum pitch of 5/12. See graphic below for a representation of different roof pitch steepness.
- Requirement for a building entrance on the building's front façade has been updated to clarify corner lots must have a building entrance on the busier of the two streets.



Commercial

- Decorative residential, pedestrian scale lighting, and holiday lighting is exempt from standard for full cut off fixtures (lighting where the bulb or lighting element is not visible).

Design standards discussion at this meeting should focus on at least the following areas, several of which were raised at the last meeting:

- Extent of Village District standards. As currently drafted, these standards apply to all development in the Village District. Should these standards apply to only properties on Route 302? Only properties within 600-800 feet of Route 302 (about 2 block lengths)?
- Related to the point above, what is the extent of the ideal sidewalk network buildout? Thinking about where sidewalks should be provided in the future can be helpful in thinking about what the extent of the Village really is, if it is not the area currently designated as the Village District.

Finally, there was discussion at the end of the last meeting about the extent of building and architectural standards that should be required for all new development in the Village area. As noted at the last meeting there are a range of standards related type of buildings styles, building materials, roof styles, building colors, percentage of windows on the front façade, lighting and landscaping requirements that are implemented in other communities. So far, we are working to insure we hit the basics of site layout, parking location, and buffering and screening of storage and services areas.

North Star Planning recommends a continued focus on these basics, based on what the ORC stated was most important at the first meeting in September, and only get into the other types of standards as time allows, given our deadline at the end of January for the 2021 town meeting next spring. From a practical standpoint, it may also be good to get a year or two of experience learning from staff and property owners what additional standards might be best to add into a set of core design requirements that are currently being developed.

1. Village District

d. District Standards.

1. Parking Areas

- a. Locations. Parking areas must be located at the rear or sides of commercial buildings.
 - i. When located on the side, parking areas shall not be located closer to the right-of-way than the front façade of the building. Such parking areas must be screened from the right-of-way with landscaping or fencing to minimize visibility.
- b. Provisions should be made for snow storage in the design of all parking areas. The areas should be shown on the Site Plan to avoid conflicts with landscaping, visibility, drainage, or icing during winter months.

2. Screening and Landscaping

- a. Screening.
 - i. Service areas, including loading areas and trash or recycling disposal containers shall be screened from view along public rights of way. Screening can included vegetation or fencing.
- b. Landscaping. The area between the roadway and front of the building shall be attractively landscaped with elements such as trees, flowering shrubs, fencing, stone walls, and other elements. Existing healthy trees and shrubs shall be preserved or transplanted to another area of the site wherever possible.

- i. Non-residential uses may include areas for accessory retail display areas, public seating, outdoor dining areas and other elements that contribute to pedestrian activity and interest in this area.
- 3. Outdoor Storage. Outdoor storage is prohibited in the Village, though outside retail sales displays accessory to a retail use are allowed in areas that do not impact pedestrian mobility.
- 4. Building Orientation
 - a. Buildings shall be oriented to create usable, safe and attractive pedestrian spaces, preserve significant site features, and minimize the appearance of parking areas.
 - b. Generally, building front facades should be parallel with the edge of right-of-way.
 - c. New non-residential and multifamily structures must have a building entrance on the building front façade.
 - i. Buildings on corner lots, which have two front facades, must have an entrance on the busier of the two streets.
- 5. Rooflines
 - a. ~~Flat roofs are permitted, provided that the design creates no horizontal line greater than 50 feet.~~ Flat roofs are not permitted. Roof pitch shall be at least 5/12.
 - b. Roof mounted mechanical and other equipment must be screened from public view or grouped at the rear of the structure to limit visibility. Rooftop screening shall be designed as an

integral part fo the architecture to complement the building's mass and appearance.

6. Public sidewalks

- a. Sidewalks shall be required on all new commercial and multifamily developments on public streets and shall tie into existing pedestrian network when feasible.

7. Street corners

- a. A building on the corner of two public streets should be located as close to the intersection as allowed by code. No parking, vehicular travelways, or service areas should be located between the building and the property lines along both streets.

8. Lighting

a. Design

- i. All lighting shall be directed downward with full cut-off fixtures.
- ii. No unshielded lights shall be placed in view of any public roadway.
- iii. Decorative residential lighting, pedestrian scale lighting, and holiday lighting is encouraged, and is exempt from requirements for cut-off fixtures and unshielded light sources.

b. No rotating or flashing lights are permitted.

c. Light poles shall have a maximum height of 20 feet.

9. Drive-through Facilities

- a. Drive-through Facilities are not allowed in the Village District.
-

2. Commercial Area

d. District Standards.

1. Parking Areas

- a. Locations. Parking areas must be located at the rear or sides of commercial buildings.
 - i. When located on the side, parking areas shall not be located closer to the right-of-way than the front façade of the building. Such parking areas must be screened from the right-of-way with landscaping or fencing to minimize visibility.
- b. Scale. Parking areas with 16 or more parking spaces shall be divided into smaller spaces to reduce their mass and scale through the use of trees, landscaped islands, grade changes, or other features.
- c. Internal Traffic Flow. To ensure safety of vehicles and pedestrians, the site plan shall clearly delineate internal traffic patterns using directional arrow, crosswalks, and other ground markings.

2. Screening and Landscaping

- a. Screening. Outdoor storage and service areas, including loading areas and trash or recycling

disposal containers shall be screened from view from all public rights-of-way. Screening can include vegetation or fencing.

- b. Landscaping. The area between the roadway and front of the building shall be attractively landscaped with elements such as trees, flowering shrubs, fencing, stone walls, and other elements. Existing healthy trees and shrubs shall be preserved or transplanted to another area of the site wherever possible.

3. Design of National Franchise

- a. Franchise styles. New England regional prototypes from national franchises are permitted provided they meet the design standards of this district.

4. Rooflines

- a. Flat roofs are permitted, provided that the design creates no horizontal line greater than 50 feet.
- b. Roof mounted mechanical and other equipment must be screened from public view or grouped at the rear of the structure to limit visibility. Rooftop screening shall be designed as an integral part fo the architecture to complement the building's mass and appearance.

5. Public sidewalks

- a. Sidewalks shall be required on all new commercial and multifamily developments on public streets and shall tie into existing pedestrian network when feasible.

6. Street corners

- a. A building on the corner of two public streets should be located as close to the intersection as allowed by code. No parking, vehicular travelways, or service areas should be located between the building and the property lines along both streets.

7. Lighting

a. Design

- i. All lighting shall be directed downward with full cut-off fixtures.

ii. No unshielded lights shall be placed in view of any public roadway.

ii.iii. Decorative residential lighting, pedestrian scale lighting, and holiday lighting is encouraged, and is exempt from requirements for cut-off fixtures and unshielded light sources.

- b. No rotating or flashing lights are permitted.

- c. Light poles shall have a maximum height of 30 feet.

8. Drive-through Facilities

- a. Drive-through Facilities are permitted in the Commercial Area.
- b. Drive-through Facility windows and service areas must be located on the side or rear of the principal structure.
- c. Safe pedestrian movement must be incorporated into the Drive-through Facility design. Safe crossings and pathways must be clearly marked.

MEMORANDUM

TO: Ordinance Review Committee

From: Sarah DelGizzo, Planner, North Star Planning

CC: Renee Carter, Code Enforcement Officer
Kate Matthews, Assistant Code Enforcement Officer
John Hawley, Town Manager
Ben Smith, AICP, Principal, North Star Planning

RE: Solar Standards

Date: October 13, 2020

The Planning Board voted at the September, 15th 2020 meeting to allow solar farms in the rural zone with specific standards and conditions to be set by the Ordinance Review Committee. These standards would replace the previously adopted Solar Overlay District. Solar Farms would be permitted in the following zones:

	R	CR	C	RG	VD	CO	SZ
Solar Energy System, Accessory	P	P	P	P	P	P	P
Solar Farm, Medium	P	P	P	P	NP	NP	NP
Solar Farm, Large	P	P	P	P	NP	NP	NP

P = Permitted
NP = Not Permitted

This change will be voted on at Town Meeting in April 2021. Attached you will find drafted solar standards provided by North Star Planning. The attached standards include performance standards and dimensional standards as written in the previously adopted Solar Overlay District as well as additional language around applicability.

Section 300 Definitions

Solar Energy System: A device or structural design feature for which the primary purpose is to harvest energy by transforming solar energy into another form of energy or transferring heat from a collector to another medium using mechanical, electrical, or chemical means.

Solar Energy System, Accessory: Solar Energy System generating power for on-site consumption or to offset electrical use for on-site accounts shall be considered accessory to the principal use when it is incidental and subordinate to the principal use or structure and located on the same lot. Excess energy may be fed back to the public utility.

Solar Farm, Medium: Solar Energy System, roof or ground-mounted Photovoltaic Array, which generates electricity for off-site accounts and has an array area (including panel area and inter-panel space) smaller than 2 acres.

Solar Farm, Large: A Solar Energy System, roof or ground mounted Photovoltaic Array, which generates electricity for off-site accounts, and has an array area (including panel area and inter-panel space) of 2 acres or more.

Section 500 Zoning Districts

	R	CR	C	RG	VD	CO	SZ
Solar Energy System, Accessory	P	P	P	P	P	P	P
Solar Farm, Medium	P	P	P	P	NP	NP	NP
Solar Farm, Large	P	P	P	P	NP	NP	NP

Section 600 Performance Standards

1. Solar Energy Systems generating power for on-site consumption or to offset electrical use of on-site accounts shall be considered Accessory to

the Principle Use. These Solar Energy Systems shall be permitted wherever Accessory Uses are permitted and shall conform to the standards for Accessory Structures of the applicable district.

2. Solar Energy Systems generating power for off-site consumption or to offset electrical use of off-site accounts shall not be considered an Accessory Use and shall conform to the standards listed below.

a. Application Requirements for Solar Farm, Medium and Solar Farm, Large. Outside agency permitting must be completed prior to application submission. In addition to the site plan application requirements, when applicable, the Applicant shall submit the following supplemental information as part of a Planning Board application:

- i. A fully executed and signed copy of the application for Site Plan Review. The application will be provided by the planning department.
- ii. Name of the owner and operator of the facility, and the names of the owner of the property.
- iii. Cover letter describing the project, with details on the size and location of the proposed system and the subject property.
- iv. Plans (including location of proposed system, identifying the location of the facility on the property and physical dimensions of the system and the property. Location of any public road or right-of-way that is contiguous with the property. Location of overhead utility lines).

b. Dimensional Standards

- i. Minimum or Maximum Lot Size:
 - a. 10 acre minimum
- ii. Maximum Developed Area/Area of Disturbance per Solar Farm
 - a. 60 acres

- iii. Maximum Height:
 - a. 25 feet, measured from ground level to the highest point of the facility when oriented at maximum tilt.
- iv. Minimum Setbacks, Front, Side, and Rear:
 - a. 50 feet in all zones except properties on Route 302.
 - b. 200 feet front setback from Route 302.
- v. Minimum Road Frontage
 - a. 100 feet

c. Solar Farm District Standards

- i. A sign shall be required to be installed on the property to identify the owner and provide a 24-hour emergency contact phone number. Additional signage may be required. All signs must conform to the standards of the Land Use Ordinance.
- ii. All electrical and control equipment for a ground-mounted Solar Farm shall be labeled and secured to prevent unauthorized access.
- iii. Solar Farms that have frontage on a public road must maintain a twenty-five (25) foot ~~wooded vegetated screened~~ buffer at the property's front, side, and rear lot lines.
- iv. Existing trees, shrubs and other vegetation within the buffer area shall be preserved. The Planning Board may require additional plantings to create a naturalized vegetated buffer.
- v. Access drives may cross the buffer area but parking areas or internal access drives may not be located within this area.
- vi. A Solar Farm Maintenance and Operations Plan shall be provided upon Site Plan approval.
- vii. Decommissioning and removal of the Solar Farm is required after twelve (12) consecutive months of no energy generation. The owner or operator and/or operator shall remove the system, in its entirety, by no later than ninety (90) days after the end of the twelve-month period.

- viii. Solar Farm, Large removal surety required. Upon Site Plan approval, and prior to applying for any applicable building permits for a Solar Farm, Large the applicant shall submit to the Town a surety or performance guarantee to be approved by the Town Manager in the amount of 125% of the estimated removal costs. Such costs will account for physical removal of all structures, systems, equipment, security barriers and electrical lines, disposal of all solid and hazardous waste, and stabilization or re-vegetation of the site as necessary to minimize erosion. The surety or performance guarantee shall be kept in effect throughout the lifetime of the system, and the form and amount of the financial surety will be reviewed by the Town Manager or designee every five (5) years, and renewed or adjusted as necessary.
- ix. Solar Farms shall be located outside of any portions of a property within a Shoreland or Stream Protection zone and must meet current standards. Additional plantings may be required to meet these standards.
 - x. Applicant must demonstrate that the project is not viewable from any great pond.
- xi. All Solar Farms must meet the standards of DEP Chapter 500 rules for stormwater management.