Town of
Windham, New Hampshire

Design Regulations
For

Village Center District
Gateway Commercial District
Neighborhood Business District
Professional, Business and Technology District

9/4/13 Planning Board Adopted

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SECTION 100: PLANNING BOARD ADMINISTRATION

These Design Regulations shall constitute Site Plan Review Regulations as described in N.H. RSA 674:44 (II) and are adopted according to the procedures required by N.H. RSA 675:6. They are intended to provide for safe and attractive developments (N.H. RSA 674:44 (II) (a)) and provide for the harmonious and aesthetically pleasing development of the municipality and its environs, N.H. RSA 674:44 (II) (b).

These Regulations shall be administered by the Windham Planning Board in conjunction with other provisions of existing applicable Windham Site Plan Regulations. They shall take effect upon adoption.

A Design Review Subcommittee, to be established in accordance with the Planning Boards adopted Rules of Procedure, will review all development applications under the adopted Scope and provide advisory comments to the Planning Board.

All Site Plan Applications proposed in the Village Center District, Gateway Commercial District, Neighborhood Business District, and Professional, Business and Technology District are to follow these Regulations when submitting a Site Plan (minor or major) Application. These regulations are to be used in addition to the Site Plan Regulations and the Town of Windham Zoning Ordinance and Land Use regulations. The ordinance/regulations which provide for the greater regulation shall apply, with preference to the intent of the spirit and purpose of the underlying Zoning District, in the case of regulation overlap.

If any section, subsection, phrase, sentence or portion of this Regulation is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 200: PURPOSE

The purpose of these regulations is to provide design standards that assist with the development, renovations and restorations of non-residential properties in the Village Center District, Gateway Commercial District, the Neighborhood Business District, and the Professional, Business and Technology District. These regulations were developed with the intent to allow for variety in the physical development within the Districts, while complementing the overall New England-style character of the community of Windham. These Regulations are to be used by all projects, including corporate franchises, during the design development of structures and related properties, in order that the resulting developments reflect the aesthetic vision and goals of the physical environment of the Town of Windham.

SECTION 300: SCOPE

This document provides design regulations for: all new construction, amendment, modification, or change of use subject to site plan jurisdiction; except in the case of a change of use with no exterior modifications.

These regulations apply to all such development within Windham's Village Center District, Gateway Commercial District, Neighborhood Business District, and the Professional Business and Technology District. Unless stated otherwise, each regulation applies to all four Districts. The boundaries of these Districts are illustrated on the most current Zoning Map.

Examples and standards are provided herein for each component of property development including: site planning, landscape design and architectural design standards. These regulations are to be used in conjunction with the requirements laid out in the Windham Planning Documents, including the Zoning Ordinance and the Site Plan Regulations. These Design Standards are intended to provide regulations to developers and consultants to help

visualize how their projects work with the goals and objectives of the development vision of the Town of Windham. They are also intended to help the Planning Board with the design evaluation process of each development and redevelopment proposal. The overall goal of these Design Regulations is to eliminate or reduce the common characteristics of poorly planned and haphazard development and work towards maintaining the character and beauty of Windham into the future.

For the purposes of this document the following definitions will be used:

Shall: a mandatory condition. Where certain requirements in the design or application of the standard are described with the "shall" stipulation, it is mandatory that these requirements be met.

Should: an advisory condition. Where the word "should" is used, a condition is considered advisable, but it is not mandatory. Noncompliance with a condition stipulated with the word "should" will not be the basis for Plan Disapproval.

May: a permissive condition. No requirement or recommendation is intended.

SECTION 400: WAIVERS

Waivers to these Regulations may be granted by a vote of the Planning Board if the following conditions are met:

400.1. A waiver request is submitted in writing, either as part of the initial Site Plan Application, or as soon thereafter as the applicant becomes aware that the proposal will require a waiver.

400.2. The waiver request contains a detailed explanation of the reasons for the waiver, its satisfaction of the criteria for approval of the waiver, and how the objectives of the relevant section are otherwise being met. As part of the waiver request, an applicant shall indicate if any of the following circumstances exist:

400.2.1 The application is for an addition to, or modification of, an existing structure; or

400.2.2 The property and/or building has unique characteristics/features that make compliance with the Regulations difficult; or

400.1.3 The application proposes to restore, reuse, or preserve historic structures or culturally significant resources

400.3 The Planning Board shall grant a waiver if (and only if) it determines that either of the following conditions exists:

400.3.1 Strict conformity with the Design Regulations would pose an unnecessary hardship to the applicant and a waiver would not be contrary to the spirit and intent of the regulations, or

400.3.2 Specific circumstances relative to the site plan or the conditions of the land indicate that a waiver will still properly carry out the spirit and intent of the regulations.

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SECTION 500: SITE PLANNING

The goal of these design standards is to guarantee attractive and economically viable Districts. Good site planning is the foundation of functional, attractive, safe and inviting spaces. The relationship between buildings, parking, circulation patterns, and landscape design is critical to the success and viability of commercial development. Transitions from non residential districts to neighboring districts, particularly residential areas, are also a critical design consideration.

Development within the Village Center District (VCD) is intended to include a vibrant blending of mixed uses for the enjoyment of residents of Windham, the general public, and residents within the District. The site planning objectives combine a higher density of smaller-scale uses within a dynamic enjoyable village-style environment. The Site Plan should allow for the creative placement of buildings in the context of other development in the District and within mixed-use sites, to draw visitors from one site to the next with consideration given to how people use and enjoy each one. Refer to the VCD Ordinance for extensive information on site planning requirements. Site design should reflect a tone that is compatible with Windham's historic character as found in the Historic District in the Town center. Design within this District also needs to recognize its location where a State roadway corridor bisects it. Good site design should bring together the opportunities and value of the State roadway traffic volume with the desirability of pedestrian-scale business, convenient integrated residential use and public spaces to draw town residents and visitors alike, thus promoting sustainable economic development.

The properties within the Gateway Commercial District (GCD) are in many ways the 'front door' to Windham. These sites, primarily located on major travel ways, hold particular importance in defining the character of the Town. Uses permitted in this District, as described in the current Zoning Ordinances, are commercial in nature. Site planning for these properties require the understanding of the collective vision and the overall impact of development in the District. The planning goal for this District is to promote an attractive, well-designed commercial area that provides for the safety and comfort of the users, as well as the functionality of each businesses located there.

Development within the Professional, Business and Technology Districts (PBTD) will function as offices, research laboratories, and light industries, as well as other uses that are described in the current Zoning Ordinances. The use patterns and traffic flow created by these developments will be a critical element in the site planning of these properties. These standards are to ensure the compatibility with adjacent Districts and the aesthetic quality of development within the PBT District.

The Neighborhood Business Districts (NBD) are located in several areas throughout the town. These NBD parcels are located adjacent to residential neighborhoods, which each have their own unique character. Uses allowed in this District (as described in the Zoning Ordinance) will include retail and commercial that complement the neighborhood in character and scale, have minimal impact on the existing municipal infrastructure, and do not detract from the cultural, historic or natural resources within the area. Site planning for these NBD properties shall reflect the character, needs and typical use patterns of the neighborhood in which they are located.

501. Objectives

In addition to specific ordinance goals that may be inherent in each specific District, the general site planning objectives for the properties within the Village Center District, Gateway District, Professional, Business and Technology District and the Neighborhood Business Districts are:

Create an environment that welcomes all users, including bicyclists, pedestrians, vehicles, and appropriate public transportation.

Promote high quality development that will have a lasting presence and functionality.

Create safe and attractive public spaces, including pedestrian corridors, parking lots, travel lanes and streetscape elements.

Provide buffers and transitions where applicable and appropriate.

Encourage non-vehicular modes of transportation, including walking and bicycling, by providing safe, attractive, interconnected development.

Support access management that will allow for safe and efficient traffic flow.

Provide universal accessibility that meets the Americans with Disabilities Act (ADA) standards.

Encourage construction best practices, high quality building materials and low maintenance design.

Encourage low impact site design practices and low to zero discharge drainage design.

The relationship of the buildings to the roadway is integral to creating human scale and sense of place. Structures should be sited and sized in order to define the street space and public realm.

502. General Site Planning Design Standards

502.1 GCD Buildings to Roadway Setback: Given the commercial development character of the GCD area, new buildings in this District should be located at, or near, the front property line to preserve the streetscape scale and character.

502.2 Façade alignment: Individual, adjacent buildings should be aligned when practical, to create a continuous form along the streetscape. New development, adjacent to existing buildings, shall take into consideration the façade alignment of these existing adjacent structures.

502.3 Parking: Large parking lots of over 20 spaces should be located away from the street, not in front of the building. Parking and access ways should be shared by multiple owners, wherever possible. Parking lots should be screened from the public street by landscaping.

502.4 Plantings: The street face of the building shall include plantings to enhance the visual experience. This may include in-ground planting areas, window boxes and free standing planters. Landscaping elements that help curb stormwater runoff, such as bioswales, planters, rain gardens, and street trees, are mutually beneficial for mobility and ecology. Bioswales and rain gardens should be provided, where possible, to mitigate surface stormwater runoff.

502.5 Street trees: Street trees as a vertical element along the street are effective traffic calming features. Such green elements are increasingly found to be important deterrents of accidents and injuries and contribute to a more comfortable and visually interesting environment for all users. Where street trees are included in the site plan, they should be planted consistently at an appropriate spacing along the sidewalk or streetscape. Trees shall also be planted in interior islands in parking lots to provide shade.

502.6 Existing vegetation: Incorporation of existing, older healthy trees in the new site plan is encouraged.

503. Circulation Planning

503.1 Objectives

Circulation planning is critical to the safe and efficient traffic movement for all modes of transportation and all users. All development projects should incorporate access management principles to reduce the number of curb cuts, provide a safe pedestrian and bicyclist environment, and encourage intra-parcel connectivity.

503.2 Design Standards

503.2.1 Curb cuts: In order to provide safe and accessible travel ways, site plans shall be designed to minimize curb cuts onto major roadways. Curb cuts should be shared by adjacent establishments and site planning shall include intra-parcel circulation plan to accommodate the shared use of vehicular entrances and exits where possible.

503.2.2 Shared access and intra-parcel traffic flow: All site plans should take into account vehicular access to adjacent parcels to minimize turning movements onto major roads and facilitate delivery services. Where feasible, connections between parking lots and driveways should be provided. Access easements should be provided, as required, to allow for intra-parcel movement. The site plan shall also anticipate future connections to abutting undeveloped parcels, where practicable.

503.2.3 Internal traffic flow: The site plan shall clearly delineate internal traffic patterns for vehicles, service vehicles, pedestrians, and bicyclists. A licensed professional engineer shall design the traffic and parking circulation for the site.

503.2.4 Pedestrian connections: Where applicable, pedestrian walkways should be provided within the parcel, as well as between abutting parcels, to reduce vehicular traffic and encourage walking between establishments. These walkways shall be a minimum of five (5) feet wide and meet all applicable ADA Accessibility Guidelines. Pedestrian refuge areas in traffic islands shall be provided at all roadway and driveway crossings that are greater than thirty (30) feet. Plantings, lighting, benches and site amenities are encouraged to enhance the pedestrian experience.

503.2.5 Bicycle connections and amenities: Bicycle traffic is to be accommodated throughout the Districts. Where existing or proposed bike routes exist adjacent to development properties, connections to these routes shall be provided and clearly reflected in the site plans. Bike parking facilities shall be provided in an appropriate location.

503.2.6 Traffic-calming: Vehicular speeds shall be controlled through the use of traffic calming measures within the site and between abutting parcels. Traffic calming elements may include; speed tables, raised pedestrian crosswalks, tree planting and planting areas, curbed islands, neck-downs, and signage.

503.2.7 Service areas: loading docks and trash/recycling facilities shall be screened from the street.

504. Parking lots

504.1 Objectives

Parking shall be designed to be functional and efficiently designed to allow for smooth traffic flow. Parking lots shall not be dominant visual elements in the design of the development. Every effort shall be made to reduce paved areas for parking by allowing for shared parking facilities. Parking lots should be designed as attractive pedestrian friendly places through the use of planting areas, walkways and lighting. Tree planting shall also be used to optimize shade in parking lots in order to reduce heat-island effects.

504.2 Design Standards

504.2.1 Siting: No parking lots larger than 20 spaces should be located between the building and the main public road. Parking lots shall be located to the rear of the building wherever possible. Parking located on the side of buildings shall occupy no more than one-hundred (100) linear feet of street frontage. Side parking lots should be screened by plantings or fencing along the street frontage and should not extend closer to the street or sidewalk than the façade of the building, including the screening.

504.2.2 Structured Parking: Structured parking facilities shall generally be concealed within or under buildings and away from street fronts. Where structured parking is provided on the ground floor, commercial or retail uses shall be along the street front, with parking facilities placed behind the uses and away from streets wherever possible. Except for required driveways, ground-level structured parking exposed to the street shall be designed with features that add visual interest to the pedestrian and minimize unwanted views into garage, such as architectural screening and/or plantings.

504.2.3 Orientation: Parking lots shall be designed to be functional to the building they serve and to adjacent lots. To minimize paved areas, and maximize efficiency, parking lots shall be designed in regular, rectangular shapes. Curved parking lot configurations may be used where practical.

504.2.4 Scale: In order to reduce paved parking lots, the size of the parking lots shall take into consideration shared parking opportunities with adjacent lots. Adjacent, existing parcel parking demands shall be analyzed as part of the site planning.

504.2.5 Relationship to Buildings: Paved surfaces of parking lots shall be separated from the building foundations by a sidewalk or landscape strip of at least five feet.

504.2.6 Screening: All parking lots visible from the street should include landscaping, walls, fencing or a combination of these elements that allow reasonable visibility form the street for safety and security purposes.

504.2.7 Landscaping in Parking lots: Landscaping should constitute a minimum of 25% of the parking lot, including adjacent buffers and setbacks. Landscape islands shall be at least 8' in width to provide adequate growth medium for the plantings. Shade trees shall be provided for at a minimum interval of one tree for every ten spaces along a linear axis. Landscape areas used for bioswales and rain gardens are strongly encouraged within parking lots.

504.2.8 Dead-end Parking Lots: Parking lots that have a permanent single point of access are strongly discouraged. Where dead-end lots are unavoidable, they should not contain more than twenty-four spaces and shall include a method for exiting vehicles to maneuver to prevent backing out of the lot.

504.2.9 Shared Parking: Shared parking between businesses is strongly encouraged, particularly where adjacent uses have different peak demand hours. Easements would be required to allow shared parking lots.

504.2.10 Pedestrian Access: Safe pedestrian access shall be provided from parking lots to buildings. This shall include clearly marked and paved walkways, signage, and lighting. Crosswalks shall be clearly visible by the use of pavement markings or the change of pavement material, texture or color. Placement of plantings, signage and other elements shall not impede pedestrian visibility.

Pedestrian walkways in parking lots

504.2.11 Curbing: granite curb should be used in all parking islands and edges where curbing is required. Curbing is not required where bioswales are used to accept drainage within parking lots.

504.2.12 Pervious Paving: The use of pervious and porous paving is encouraged, where applicable.

504.2.13 Snow Storage: Adequate snow storage shall be accommodated within each parking lot and/or be required to be properly removed. Snow storage shall not interfere with visibility and should take care not to have damaging effects on landscaping. Runoff from stored sand or salt shall be controlled.

505 Pedestrian Areas

505.1 Objectives

Pedestrian-friendly outdoor spaces should be designed to enhance the streetscape and encourage pedestrian activity throughout the Districts. Developments should incorporate appropriate pedestrian spaces for a variety of uses, including sitting, dining, respite and displays of public art. Pedestrian space also includes walkways and entranceways into buildings.

505.2 Design Standards

505.2.1 Location: Outdoor areas should be located in highly visible areas of the site and sized to fit anticipated uses. The spaces should complement the overall site plan and take into consideration existing adjacent pedestrian spaces

505.2.2 Materials: Outdoor spaces should be constructed of high quality paving and building materials to ensure longevity and ease of maintenance. Materials should complement the materials used on the adjacent buildings.

505.2.3 Building entrances: Primary entrances to building shall be designed to link directly to public sidewalks and other walkways. Entrance walkways should be emphasized through the use of decorative paving, planting, lighting and other elements. Weather protection shall be considered at least six (6) feet in depth from the façade of the building at entrances. In the VCD, or where the entrance is on a public or common sidewalk, weather protection shall be addressed for all non-residential buildings.

505.2.4 Outdoor Dining Areas: Outdoor dining encourages pedestrian activity and provides for a vibrant streetscape environment. Where eating establishments provide outdoor dining areas, dining patios and courtyards should be placed as to be visible from the street or pedestrian areas. Enlarged sidewalks may be used for the use of outdoor dining. Dining is considered to include eating and/or drinking.

505.2.5 Walkways: Pedestrian walkways within the site shall be provided to connect pedestrians to public sidewalks and parking lots, as well as to adjacent existing developments within the District. Pedestrian connections to future developments shall be part of the site planning. Walkways shall be clearly visible to motorists and bicyclists and provide the pedestrian with a full view of on-coming traffic at crossings. Except at road crossings, walkways shall be separated from parking lots and travel lanes by raised curbing. The minimum width shall be five feet, excluding bumper overhang in parking lots.

Pedestrian walkways within development areas

506 Stormwater Management

506.1 Objectives

Site plans shall include a stormwater management plan that will comply with Town requirement and NHDES regulations. Given the environmentally sensitive areas that include Cobbetts Pond and Canobie Lake, particular attention will be paid to the treatment of stormwater runoff. Low impact design practices are encouraged.

Acknowledging that not all low impact development practices will be effective on all sites, the intent of these regulations is to achieve what is possible to improve stormwater conditions on site and in an integrated manner coordinated with other stormwater management efforts.

506.2 Design Standards

506.2.1 Location: Where treatment basins and related facilities are required, they should be located in the least visible location on the site.

506.2.2 Low Impact Development (LID): The project should incorporate LID Integrated Management Practices (IMP) Standards and Specifications when possible.

506.2.3 Rain Gardens: Rain gardens and similar landscape measures to treat stormwater may be counted as part of landscaped area in parking lots, pedestrian-oriented space, and common public space, provided that they are located and designed to enhance the visual, pedestrian-oriented qualities of the development.

506.2.4 Green Roofs: Green roof technology may be incorporated into the building design as a part of stormwater management plan.

506.2.5 Visual Sensitivity: Detention ponds, grass swales, bioswales and other features should be sensitively integrated into site design, while maintaining biofiltration efficiency.

506.2.6 Location: Locate biofiltration swales, ponds, or other approved stormwater management systems as part of a landscape feature, such as a screen, natural area or garden. The swale or pond shall be designed so it does not impede pedestrian circulation or shared parking between two or more properties.

506.2.7 In Parking lots: Where topography is favorable, locate the biofiltration swale, wet pond, or other approved stormwater management system within the paved parking or service areas. The swale or pond should be landscaped as part of the required internal parking lot landscaping.

506.2.8 Landscaping: The incorporation of landscaping into biofiltration swale and cell designs is encouraged. If the biofiltration swale is located near highly visible areas of the site, it shall be designed as an attractive landscaping feature with approved design and plant materials. Plant species shall be used that will tolerate the conditions of the drainage element.

SECTION 600: LANDSCAPING

Landscaping shall be an integral part of all site plan development. Trees shrubs and other plantings, along with landscape features, should be used to provide shade, color, accent to buildings, screening, stormwater management, and pedestrian scale interest. To ensure the longevity and health of the plant materials, the physical characteristics of the site, microclimate of the planting area, and allotted space shall be carefully evaluated by the applicant when making planting selections.

601 Objectives

Planting design shall be used to enhance the aesthetic quality of the development and the surrounding area. Use of appropriate plant material is critical to the sustainability and effectiveness of the landscaping. Street trees are encouraged to reinforce the streetscape where appropriate, and are also an effective traffic calming measure. The use of plantings to reinforce entryways and circulation patterns should be part of the overall site planning.

602 Design Standards

602.1 Plan Preparation: Landscape plans shall be prepared by a licensed landscape architect or other qualified professional.

602.2 Plant Selection and Suitability: Plant material shall be selected with consideration to zone, ultimate size, health and safety of the users. Invasive species are not acceptable. Disease resistant and drought tolerant varieties shall be used. Native and adaptive species are strongly encouraged. See Appendix A: Suggested Plant List

602.3 Coordination with utilities: Planting plans shall be compatible with all proposed and existing underground and overhead utilities to avoid conflicts. All existing and proposed utilities shall be shown on the planting plans.

602.4 Existing Trees: Where possible, existing large trees shall be incorporated into the design. Existing trees to be retained shall be protected and adequate space provided for their survival. Existing trees may also be transplanted to more suitable locations on site, if necessary.

602.5 Landscape elements: Landscape features such as boulders, stonewalls, seat walls, and other amenities may be used as accents incorporated into the overall design. Existing historic stonewalls shall be preserved in place, where possible.

602.6 Groundcover: Extensive beds of bark mulch shall not be solely used as groundcover. Low growing, hardy and perennial groundcover plants are encouraged in planting beds.

Landscaping adjacent to parking shall include a mixture of hardy shrubs and trees and perennials and annuals. Minimal mulch shall be used.

602.7 Pedestrian safety: Plant material placement shall consider the visibility of pedestrians from vehicles, as well as the pedestrian's ability to see vehicles at crossings.

602.8 Seasonal interest: Plants shall offer a variety of seasonal interest including flowers, foliage, and fall color and winter interest.

SECTION 700: ARCHITECTURAL DESIGN STANDARDS

The following standards establish criteria for new and renovated buildings in Windham's Village Center District, Gateway Commercial District, Neighborhood Business District, and the Professional, Business and Technology District. The intent of these standards is to promote a sense of place through architectural form, quality and continuity, while allowing for a diversity of architectural styles.

These standards favor buildings that are traditional in design in a broad sense. The intent behind these standards is to reinforce the existing character and historic nature of Windham's New England-style architectural tradition. However, modern buildings that are sensitive to that character may also be permitted. The focus is to promote architecture with a strong sense of human scale, fine detailing, made of quality materials, oriented to pedestrians and designed with the site context and adjacent development in mind.

701 Objectives

The objective of these design standards is to promote the development of architecture that defines a place and offers an attractive, pleasant experience for all users.

Development within the Village Center District (VCD) is intended to include a vibrant blending of mixed uses for the enjoyment of residents of Windham, the general public, and residents within the District. The building design objectives include promoting a higher density of smaller scale uses, within a dynamic enjoyable village-style environment. The buildings should reflect a character and tone that is compatible with Windham's historic identity found in the Historic District within the Town center and in the many historic structures throughout the Town. These design standards will help advance the opportunities inherent in a mixed-use, pedestrian-scale VCD to promote sustainable economic performance, and at the same time, quality architecture and site planning.

The Gateway Commercial District is often the point of entry for many to Windham and therefore, the development within that District should be representative of the physical character and development vision of Windham. Architecture within this District shall complement traditional New England style architectural elements, materials and overall proportions

Properties located within the Neighborhood Business Districts shall take architectural cues from the surrounding residential neighborhoods. New construction in these areas must take into account the scale, use and character of the

adjacent and surrounding structures.

Architectural styles other than 'Historic New England' within the Professional, Business and Technology District may be considered, provided that the context, surrounding neighborhood character and the General Design Standards in this section are incorporated.

The general architectural objectives for the properties within the Village Center District, Gateway District, Professional, Business and Technology District and the Neighborhood Business Districts include:

- Architectural design that thoughtfully considers scale, form, site placement, context, massing, materials and details.
- Buildings that are designed for human scale and offer attractive, comfortable and enjoyable experience at the pedestrian level.
- Construction that is permanent and functional and that uses high quality, durable materials.
- Context sensitive design that acknowledges the site, as well as the streetscape, and surrounding development.
- Energy efficient design that uses best practices for energy conservation. Energy Efficiency and Environmental Conservation LEED (Leadership in Energy and Environmental Design) standards, or an equivalent standard, are strongly encouraged to be incorporated into the building design.
- Older and historic structures and archeological elements are encouraged to be preserved and redeveloped in a manner that maintains their architectural integrity and reflect their historic heritage.

Examples of Historic New England styles of architecture in Windham

702 Design Standards

702.1 Any structure subject to site plan review and approval shall be designed by a licensed architect.

702.2 Overly elaborate designs are discouraged. However, ornamentation that contributes to the character of the building is encouraged. Ornamentation shall be consistent with that used in the neighborhood of buildings to reinforce the fabric and richness of the community.

702.3 Corporate architecture is not allowed. Architecture that acts as signs (such as some fast food franchises) that uses architecture to define its corporate identity will not be permissible.

Examples of corporate franchises utilizing traditional architecture in a commercial district.

703 Scale and Massing

703.1 The scale of proposed buildings should take into consideration the scale and proportion of adjacent architecture.

703.2 Less public uses, such as accessory structures, shall be shielded from view in the rear of the site. This will allow for utilitarian style construction to be hidden behind the more attractive human scale architecture that is along the streetscape.

703.3 Building mass near the front of the site shall include design features that give it a pedestrian scale.

703.4 Long blank, uninterrupted walls and large expanse of windows are to be avoided at the front of the building. If they cannot be avoided, design accents such as pilasters, plantings or other façade articulations shall be employed to help to reduce the overall scale appearance.

Images above are examples of new construction using New England style architectural design.

Photos above are examples of new contemporary commercial and office building architecture.

703.5 Larger scale design features, such as garage doors or long horizontal windows, should be located in the rear of the facility and out of sight from the street.

703.6 Different massing and detail at the entry to the building should be employed to help to further define and highlight the entrance.

703.7 The incorporation of covered porches, canopies, and similar recessed front entry areas are encouraged to help create a more pedestrian scale in the front of the building. These also help to draw attention to the point of entry and provide shelter from inclement weather.

703.8 The size, scale, motif, and use of materials for the front façade should be consistent in order to ensure continuity.

704 Building Height and Roof Design

704.1 The tallest façade of the building should face the street, stepping down in back if necessary.

704.2 The size and pitch of the roof of the building shall be in keeping with the scale of the structure itself.

704.3 Roofs and parapets shall demonstrate a commonsense recognition of the climate by utilizing appropriate pitch, drainage, and materials.

704.4 Flat roofs on single story buildings are discouraged. Where flat roofs are used, building size, height and roof detailing should be appropriate to the building scale.

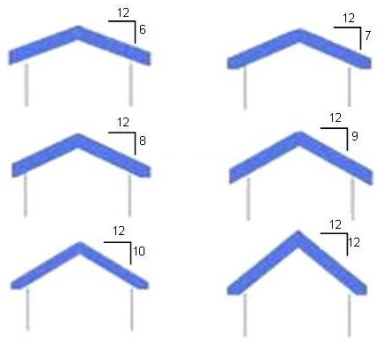
704.5 Air handling units, condensers, satellite dishes and other equipment placed on the roof shall not be visible from the street and shall be screened by building elements. See also Section 711 Mechanical Equipment

704.6 Skylights and roof vents are permitted only on the roof plane opposite the primary street or when shielded from the street view by the building's parapet wall.

704.7 Green roof technologies are encouraged. Vegetative cover should be considered for flat roofs and solar panels and other solar roofing technologies should be considered.

704.8 False roof fronts, built-out roof frames and similar applied designs are discouraged.

704.9 Sloped roof structures are encouraged to maintain a pitch between 6:12 minimum and 12:12 maximum slope on all primary roof areas. (Not including dormers, entry canopies or similar elements.).Buildings with sloped roofs shall provide roof overhangs between six (6) and eighteen (18) inches deep.



Typical sloped roof pitch proportions

704.10 Changes in roof design and fluctuations in the roof line are encouraged to highlight important areas of the building, such as the entry, and break up longer expanses roof area.

704.11 Buildings without visible roof surfaces, or flat roofs and overhanging eaves, shall have a cornice projecting horizontally between six (6) and twelve (12) inches beyond the building walls. For buildings three stories or taller, the cornice projection shall increase an additional six (6) and twelve (12) inches per story.

704.12 The roof of a structure shall be designed so as to divert the fall of rain and snow away from pedestrian areas, such as walkways and doors. The use of canopies, awnings or similar protective designs is also encouraged at entry locations.

Examples of cornice design on flat roof structures

704.13 Preferred material for pitched roofs include composite asphalt shingles and standing seam, non-glare metal roofing. Solar shingles should also be considered. Roofing materials and colors should also complement the building materials.

705 Proportion and Façade Articulation

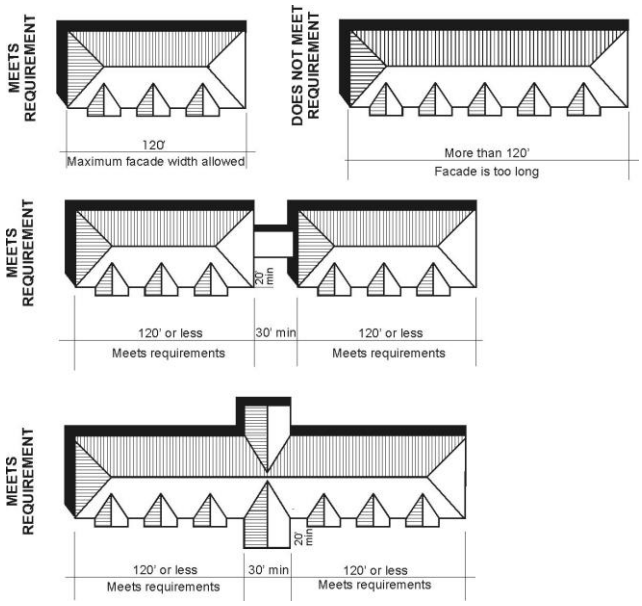
705.1 The proportion of structural elements, such as posts or columns, should be appropriate to the weight they appear to be carrying.

705.2 Articulations of the façade are encouraged to create a visually interesting design by eliminating long expanses of flat walls, by casting shadows and by adding pedestrian scale detail at the street level. Articulation elements should repeat at 50 foot, or less, intervals along the façade.

705.3 Methods of articulation include; window patterns, weather protection, (awnings or overhangs), columns or piers, planters, art pieces, change in modulation and materials.

705.4 More detail shall be used at the street level to maintain human scale and interest. In a building of two or more stories, the upper floors may have decreasing levels of detail

705.5 The maximum uninterrupted façade shall be 120 feet in length. Buildings that have a façade of more than 120 feet along the street front shall be divided into modules separated by recessed or extruded sections that are a minimum 30 feet wide. These sections should be of an adequate depth, measured from the face of the façade, to provide visual relief to address the mass of the building.



705.6 In non-pedestrian areas, such as the side or rear of the building, a decrease in architectural detail may be allowed.

705.7 The use of porches, colonnades, canopies or awnings are encouraged and should be in proportion to the massing of the building.

706 Materials and Texture

Building walls should reflect and complement the traditional materials and techniques of Windham's architecture. They should express the construction techniques and structural constraints of traditional, long-lasting building materials. Simple configurations and solid craftsmanship are favored over complexity and ostentation in building form and the articulation of details. All building materials to be used should express their specific properties. For example, heavier more permanent materials (masonry) support lighter materials (wood).

706.1 Smaller scale, natural materials are encouraged, particularly on the front façade and near pedestrian areas. Manufactured materials that simulate natural materials may be used upon approval of a sample of the material by the Planning Board.

706.2 Building materials should be context sensitive and should reflect a consistency to be found within the community.

706.3 Concrete masonry units, when used in the primary façade, shall incorporate a combination of textures and/or colors to add visual interest. For example, combining architectural split face or rock-façade units with smooth blocks can create distinctive patterns. Standard, gray concrete masonry units shall not be used on the façade facing a public right-of-way or public space. Concrete masonry units use on the side of fire walls/zero lot line walls, when visible from a public street, pedestrian plaza, or parking lot, should include changes in textures and shapes, colors, and/or other masonry materials to add visual interest.

706.4 Stucco and similar troweled finishes, including exterior insulation and finish system or “EIFS”, shall be trimmed in wood, masonry, or other material and shall be sheltered from extreme weather by roof overhangs or other methods. Horizontal surfaces exposed to the weather should be avoided. Stucco, EIFS, and similar surfaces shall not extend below two feet above the ground plane. Concrete, masonry, or other durable material shall be used below the two-feet-above-grade line to provide a durable surface.

706.5 Use only exterior-grade wood products; Plywood sheathing, “T-111,” and other low quality sheet wood products shall not be used for exterior cladding. Architectural-grade panels, such as “Hardie Plank,” for example, specifically fabricated and detailed for exterior cladding are generally acceptable. Wood and exposed wood

edges are to be finished with exterior-grade sealer, stain, or paint, to prevent weathering and deterioration.

707 Exterior Colors

The intent of the following regulations is to encourage a wide range of harmonious building colors that complement Windham's natural landscape and the envisioned architectural character of each District. The predominance of earth tones and historical colors, as base colors for building shells, is to increase continuity within a range of building types and styles.

707.1 Colors used on buildings should be traditional, historic colors commonly found in New England towns. Colors for exterior materials should reflect the period of the style of architecture.

707.2 The use of multiple colors on the exterior of the building is encouraged with one of the colors to be used as the principle theme. The main color theme should be of a natural, muted shade. Brighter, more vibrant colors may generally be reserved for accents and highlights only.

707.3 Acceptable Colors: Colors used should complement and emphasize overall design. Colors that are disharmonious with other colors used on the building or found on adjacent structures should be avoided. The use of multiple colors is encouraged, with the principal color being an earth tone. The predominance of earth tones with brighter or more vibrant complementary color is to ensure the continuity within a range of building types and styles. The color range should relate to the natural materials found on the building such as brick, terra cotta, stone or wood. Contrasting colors which accent architectural details and building entrances are encouraged

707.3.1 Basic Building Shell Colors shall be selected as an integrated effort incorporated into the design by the licensed architect. The overall design and colors shall be presented by the architect, including discussion and explanation of the design and colors. The selection of colors shall demonstrate appropriate design methods which enhance the quality and character of the building, the site, and the facility's function and use, and the underlying Zoning District's intended scale.

707.3.2 Trim and Secondary Colors shall be selected, presented, and reviewed in the same method as Section 707.3.1

707.3.3 Accent Colors shall be selected, presented, and reviewed in the same method as Section 707.3.1

707.4 Roof colors should complement the base color of the building.

708 Windows and Doors

708.1 Windows should be divided by mullions into multiple, vertical panes or the appearance of multiple panes of glass, when appropriate to the architectural style.

708.2 Windows should have trim appropriately sized for the architectural style, but at least four inches in width, that is a contrasting color to the base color of the building. Alternatively, windows without trim shall project or be recessed from the façade at least two inches.

708.3 Window sections/divisions should be vertical or square in orientation, unless used as an accent detail.

708.4 Shutters, if used, should be sized to fit the window or door openings.

708.5 Doors may also incorporate transom windows and sidelights.

709 Principal Building Entrances

Principal building entrances shall be clearly visible from their main access areas and create a safe and inviting space. The architectural design shall incorporate the following features:

709.1 Pedestrian covering of at least 6 feet wide, where feasible, this may include a recessed entryway.

709.2 Lighting to meet safe pedestrian foot-candle

requirements

709.3 Building or business name

709.4 Glass doors or adjacent glazing so pedestrians can clearly see others entering or exiting from the other side. Use of sidelights are also acceptable.

709.5 Special paving materials, including colored and/or stamped concrete and stone, brick or concrete pavers at the entryway.

709.6 Landscaping and/or planters.

710 Lighting

710.1 Materials and equipment chosen for lighting fixtures shall be durable, energy efficient and weather well. Appropriate lighting is desirable for nighttime visibility, crime deterrence, and decoration. However, lighting that is too bright or intense creates glare, hinders night vision, and creates light pollution will not be acceptable.

710.2 Fixture and pole style should reflect the style of architecture of the development and coordinate with adjacent existing lighting.

710.3 In order to minimize light pollution, lights shall be "Dark-Sky Friendly" incorporating shields, cutoffs or designed to direct light downward to the immediate area being lighted. An exception to the "Dark-Sky Friendly" lighting is that up-lit floodlighting may be used to illuminate building walls, and site features only

710.4 Lights on poles shall be located a minimum of twelve (12) feet above grade with a maximum spacing in order to provide adequate foot-candle standards

710.5 Site lighting shall be of a design and height so as to illuminate only the necessary area of the property.

710.6 No flashing, traveling, animated, or intermittent lighting shall be visible from the street on the exterior of any building, whether such lighting is of temporary or long-term duration.

711 Mechanical Equipment

711.1 Air compressors, mechanical pumps, exterior water heaters, water softeners, utility and telephone company transformers, meters or boxes, garbage cans, dumpsters, storage tanks, and the like shall not be stored or located within any area considered a front yard or street frontage.

711.2 All such equipment shall be screened by use of fencing and/or landscaping.

711.3 Roof-mounted mechanical equipment shall be located so as not to be visible from the street, public space, parking lots, or from the ground level of adjacent properties. Screening features shall utilize similar building materials and forms to blend with the architectural character of the building.

711.4 Locate and screen utility meters, electrical conduit, and other service and utilities apparatus so as not to be visible from adjoining and nearby streets and minimize visual impacts from private internal streets, public spaces, and pedestrian walkways.

Common Name	Botanical Name	Native
TREES		
Balsam Fir	Abies balsamea	X
Amur Maple	Acer ginnala	
Paperbark Maple	Acer griseum	
Red Maple	Acer rubrum	X
Sugar Maple	Acer saccharum	X
River Birch	Betula nigra	X
Paper Birch	Betula papyrifera	X
Pagoda Dogwood	Cornus alternifolia	X
Thronless Hawthorn	Crataegus crusgalii inermis	
Marshall's Seedless Green Ash	Fraxinus pennsylvanica 'Marshall's Seedless'	X
Ginko	Ginko biloba	X
Tamarack	Larix laricina	X
American Sweetgum	Liquidambar styraciflua	X
Tuliptree	Liriodendron tulipifera	X
Star Magnolia	Magnolia stellata	
Canterbury Crabapple	Malus "Canterbury'	
Donald Wyman Crabapple	Malus 'Donald Wyman'	
Harvest Gold Crabapple	Malus 'Harvest Gold'	
Firebird' Sargent Crabapple	Malus sargentii 'Firebird'	
Black Tupelo	Nyssa sylvatica	X
Austrian Pine	Pinus nigra 'Arnold Sentinel'	
Red Pine	Pinus resinosa	X
White Pine	Pinus strobus	X
London Planetree	Platanus acerifolia	X
Flowering Pear	Pyrus calleryana	
Swamp white oak	Quercus bicolor	X
Pin Oak	Quercus palustris	X
Red Oak	Quercus rubra	X
Dark American Arborvitae	Thuja occidentalis 'Nigra'	X
Littleleaf Linden	Tillia cordata	X
Valley Forge American Elm	Ulmus americana 'Valley Forge'	X
Zelkova	Zelkova serrata	
SHRUBS		
Regent Serviceberry	Amelanchier alnifolia 'Regent'	
Rainbow Pillar Serviceberry	Amelanchier canadensis 'Glenform'	X
Silky Dogwood	Cornus amomum	X

SHRUBS (cont'd)		
Ivory Halo Dogwood	Cornus alba 'Ivory Halo'	
Creeping Willowleaf Cotoneaster	Cotoneaster salicifoliud 'Repens'	
Dwarf Fothergillia	Fothergillia gardenii	
Fairy Rose	Rosa floribunda	
Hydrangea	Hydrangea sp.	
Japanese Holly	Ilex crenata	
Nordic Inkberry	Ilex glabra 'Nordic'	X
Mountain Laurel	Kalmia latifolia	X
Russian Cypress	Microbiota decussata	
Rhododendron	Rhododendron	
Carol Mackie Daphne	Daphne burkwoodii 'Carol Mackie'	
Grow-low Sumac	Rhus aromatica	
Catawba Rhododendron	Rhododendron catawbiense	
Cunningham White Rhododendron	Rhododendron Cunningham White	
Dwarf Korean lilac	Syringa meyeri 'Palibin'	
Common Lilac	Syringa vulgaris	
Greenwave Yew	Taxus cuspidata 'Greenwave'	
Lowbush blueberry	Vaccinium angustifloium	X
Doubleflie Viburnum	Viburnum plicatum tomentosum	
GROUNDCOVERS AND PERENNIALS		
Ajuga	Ajuga reptans 'Alba'	X
Astilbe	Astilbe	
Bearberry	Archtostaphylos uva-ursi	X
Wild Ginger	Asarum canadense	X
Tickseed	Coreopsis	X
Bunchberry	Cornus canadensis	X
Purple Coneflower	Echinacea	
Wintercreeper	Euonymus fortunei coloratus	
Fern Sp.	Fern sp	
Sweet Woodruff	Galium odoratum	
Eastern Teaberry	Gaultheria procumbens	X
Daylily	Hemerocallis	
Plantain Lily	Hosta sp.	
Carpet Juniper	Juniperus chinensis	X
Lilyturf	Liriope	
Pachysandra	Pachysandra terminalis	
Dwarf Fountain Grass	Pennisetum alopecuroides 'Hamelin'	
Periwinkle	Vinca Minor	