

**PLANNING BOARD MEETING
TOWN OF CUMBERLAND
Cumberland Town Hall
290 Tuttle Road, Cumberland, Maine 04021
Tuesday, August 19, 2014
7:00 p.m.**

- A. **Call to Order:** The meeting was called to order at 7:00 p.m.
- B. **Roll Call:**
Present: Chris Neagle, Chair, John Ferland, Vice-Chair, Peter Sherr, Teri Maloney-Kelly
Absent: Gerry Boivin, Jeff Davis, Joshua Saunders
Staff: Carla Nixon, Town Planner, Pam Bosarge, Administrative Assistant
- C. **Approval of Minutes of the July 15, 2014 meeting.**

Mr. Sherr moved to approve as amended.

Mr. Ferland seconded.

VOTE: 4 – Unanimous

- D. **Staff Site Plan Approvals: None**
- E. **Minor Change Approvals: None**
- F. **Hearings and Presentations:**

1. **Public Hearing: Major Site Plan for a 10,000 square foot commercial building at 68 U S Route One, Lot # 6 of Cumberland Foreside Village, Tax Assessor Map R01, Lot 11B in the Office Commercial South (OCS) district; Applicant; Pack Edge, Inc., Representative, Tom Greer, P.E., Pinkham & Greer Civil Engineers; Owner, 68 Route 1, LLC.**

Ms. Nixon presented background information as follows: The applicant is Pack Edge, Inc., currently located at 340 Presumpscot St., Portland, Maine. The applicant is requesting Planning Board Site Plan approval for the construction of a 10,000 sf. industrial building on a parcel of land that is 2.31 acres in size. The parcel is located at 68 U.S. Route 1 as shown on Tax Assessor Map R01, Lot 11B within the Office Commercial South zoning district. It is also depicted as Lot 6 on the approved subdivision plan entitled, Cumberland Foreside Village; this parcel is within an approved contract zone that sets out specific lot standards, uses and design requirements.

Pack Edge specializes in assembling perishable and specialty food packaging for wholesale, retail and shipping. The use is classified as Light Manufacturing which is a permitted use in the OC (north) district.

Pinkham and Greer, Consulting Engineers, prepared the site plan and application and will represent the owner at the Planning Board meeting.

PROJECT HISTORY: Sketch Plan Review: 6/17/14

Mr. Tom Greer, of Pinkham and Greer Consulting Engineers stated he is present this evening with Dennis Waters, of PATCO construction. If the applicant receives approval this evening they are planning on having a foundation in the ground within a month. Mr. Greer stated the applicant has received DEP Stormwater approval and an MDOT entrance permit.

Mr. Greer reviewed the neighborhood plan showing the building location is left of Sea Fax, stating the compression units which are 4' x 6' x 5' high have been moved behind the building at the far end. These will meet noise standards. The site plan shows two large Crimson King maple trees at the entrance to give a gateway effect. Landscaping has been added between the two sites as a buffer.

Pack Edge employs six employees and will have two to three tractor trailers per day. The stormwater management is an underground soil filter, there will be no increased stormwater leaving the site post development.

Mr. Greer reviewed the building elevations stating there will be horizontal siding broken up with canopies. On the back of the building there will be four overhead doors; this is a pre-engineered metal building with added architectural features on the outside.

Mr. Neagle stated this is a nice project, he asked about the owner 68 US Route 1, LLC.

Mr. Greer stated Mr. James Freeman is owner of 68 US Route 1, LLC and will lease the space to his other company Pack Edge; they are the same owner.

The public portion of the meeting was opened.

Mr. Tom Foley of 29 Granite Ridge Road stated this is an attractive building, he asked about the operation and would there be any odor.

Mr. Greer stated his understanding is that the gel packs are packed into a pre-formed, molded package and frozen. The gel packs are then shipped to the food processors to be used in shipping food such as lobster. There is no food processing at this facility.

Mr. Neagle asked if the Planner's concerns had been addressed.

Ms. Nixon stated yes.

The Board reviewed the findings of fact as follows:

APPROVAL STANDARDS AND CRITERIA

The following criteria shall be used by the Planning Board in reviewing applications for site plan review and shall serve as minimum requirements for approval of the application. The application shall be approved unless the Planning Board determines that the applicant has failed to meet one or more of these standards. In all instances, the burden of proof shall be on the applicant who must produce evidence sufficient to warrant a finding that all applicable criteria have been met.

.1 Utilization of the Site

Utilization of the Site - The plan for the development, including buildings, lots, and support facilities, must reflect the natural capabilities of the site to support development. Environmentally sensitive areas, including but not limited to, wetlands, steep slopes, floodplains, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, and sand and gravel aquifers must be maintained and preserved to the maximum extent. The development must include appropriate measures for protecting these resources, including but not limited to, modification of the proposed design of the site, timing of construction, and limiting the extent of excavation.

The project involves the construction of a 10,000 sf building and small parking area. These structures are located away from an environmentally- sensitive area of wetlands. Previous subdivision approval showed no significant wildlife habitats, fisheries, scenic areas, endangered plants or animals.

The Board finds the standards of this section have been met.

.2 Traffic Access and Parking

Vehicular access to and from the development must be safe and convenient.

- .1 Any driveway or proposed street must be designed so as to provide the minimum sight distance according to the Maine Department of Transportation standards, to the maximum extent possible.
- .2 Points of access and egress must be located to avoid hazardous conflicts with existing turning movements and traffic flows.
- .3 The grade of any proposed drive or street must be not more than +3% for a minimum of two (2) car lengths, or forty (40) feet, from the intersection.
- .4 The intersection of any access/egress drive or proposed street must function:
(a) at a Level of Service D, or better, following development if the project will generate one thousand (1,000) or more vehicle trips per twenty-four (24) hour period; or (b) at a level which will allow safe access into and out of the project if less than one thousand (1,000) trips are generated.
- .5 Where a lot has frontage on two (2) or more streets, the primary access to and egress from the lot must be provided from the street where there is less potential for traffic congestion and for traffic and pedestrians hazards. Access from other streets may be allowed if it is safe and does not promote short cutting through the site.
- .6 Where it is necessary to safeguard against hazards to traffic and pedestrians and/ or to avoid traffic congestion, the applicant shall be responsible for providing turning lanes, traffic directional islands, and traffic controls within public streets.
- .7 Accessways must be designed and have sufficient capacity to avoid queuing of entering vehicles on any public street.
- .8 The following criteria must be used to limit the number of driveways serving a proposed project:
 - a. No use which generates less than one hundred (100) vehicle trips per day shall have more than one (1) two-way driveway onto a single roadway. Such driveway must be no greater than thirty (30) feet wide.
 - b. No use which generates one hundred (100) or more vehicle trips per day shall have more than two (2) points of entry from and two (2) points of egress to a single roadway. The combined width of all accessways must not exceed sixty (60) feet.

Access to the site is via a 30' wide paved drive from Route 1. An entrance permit from MDOT is on file. The application states that truck traffic will consist of 1-3 trucks entering and exiting the site on a daily basis, generally in the afternoon. Once every three weeks, a load of corrugated material will be delivered. The trucks will be approximately 53 feet long with varying cab lengths. Sight distance exceeds 500' in both directions. Trip generation estimates are 64 in a.m. and 58 in p.m.

The Board finds the standards of this section have been met.

.3 Accessway Location and Spacing

Accessways must meet the following standards:

- .1 Private entrance / exits must be located at least fifty (50) feet from the closest unsignalized intersection and one hundred fifty (150) feet from the closest signalized intersection, as measured from the point of tangency for the corner to the point of tangency for the accessway. This requirement may be reduced if the shape of the site does not allow conformance with this standard.
- .2 Private accessways in or out of a development must be separated by a minimum of seventy-five (75) feet where possible.

The plan shows that the entrance area to the parcel meets these standards.

The Board finds the standards of this section have been met.

.4 Internal Vehicular Circulation

The layout of the site must provide for the safe movement of passenger, service, and emergency vehicles through the site.

- .1 Projects that will be served by delivery vehicles must provide a clear route for such vehicles with appropriate geometric design to allow turning and backing.
- .2 Clear routes of access must be provided and maintained for emergency vehicles to and around buildings and must be posted with appropriate signage (fire lane - no parking).
- .3 The layout and design of parking areas must provide for safe and convenient circulation of vehicles throughout the lot.
- .4 All roadways must be designed to harmonize with the topographic and natural features of the site insofar as practical by minimizing filling, grading, excavation, or other similar activities which result in unstable soil conditions and soil erosion, by fitting the development to the natural contour of the land and avoiding substantial areas of excessive grade and tree removal, and by retaining existing vegetation during construction. The road network must provide for vehicular, pedestrian, and cyclist safety, all season emergency access, snow storage, and delivery and collection services.

The entrance is 30' wide and paved. The circulation pattern is well-designed for the truck access; the four loading docks are on the rear of the building and the paved area provides ample room for maneuvering.

The Board finds the standards of this section have been met.

.5 Parking Layout and Design

Off street parking must conform to the following standards:

- .1 Parking areas with more than two (2) parking spaces must be arranged so that it is not necessary for vehicles to back into the street.
- .2 All parking spaces, access drives, and impervious surfaces must be located at least fifteen (15) feet from any side or rear lot line, except where standards for buffer yards require a greater distance. No parking spaces or asphalt type surface shall be located within fifteen (15) feet of the front property line. Parking lots on adjoining lots may be connected by accessways not exceeding twenty-four (24) feet in width.
- .3 Parking stalls and aisle layout must conform to the following standards.

Parking Angle	Stall Width	Skew Width	Stall Depth	Aisle Width
90°	9'-0"		18'-0"	24'-0" 2-way
60°	8'-6"	10'-6"	18'-0"	16'-0" 1-way
45°	8'-6"	12'-9"	17'-6"	12'-0" 1-way
30°	8'-6"	17'-0"	17'-0"	12'-0" 1 way
- .4 In lots utilizing diagonal parking, the direction of proper traffic flow must be indicated by signs, pavement markings or other permanent indications and maintained as necessary.
- .5 Parking areas must be designed to permit each motor vehicle to proceed to and from the parking space provided for it without requiring the moving of any other motor vehicles.
- .6 Provisions must be made to restrict the "overhang" of parked vehicles when it might restrict traffic flow on adjacent through roads, restrict pedestrian or bicycle movement on adjacent walkways, or damage landscape materials.

The parking area will be paved and striped. All of the above requirements have been addressed in the plans.

The Board finds the standards of this section have been met.

.6 Pedestrian Circulation

The site plan must provide for a system of pedestrian ways within the development appropriate to the type and scale of development. This system must connect the major building entrances/ exits with parking areas and with existing sidewalks, if they exist or are planned in the vicinity of the project. The pedestrian network may be located either in the street right-of-way or outside of the right-of-way in open space or recreation areas. The system must be designed to link the project with residential, recreational, and commercial facilities, schools, bus stops, and existing sidewalks in the neighborhood or, when appropriate, to connect the amenities such as parks or open space on or adjacent to the site.

The application states that "traffic for this site will be very small". It also states that there will be very few visitors to the site and only 6 employees. Given this, an interior sidewalk system is not required.

The Board finds the standards of this section have been met.

.7 Stormwater Management

Adequate provisions must be made for the collection and disposal of all stormwater that runs off proposed streets, parking areas, roofs, and other surfaces, through a stormwater drainage system and maintenance plan, which must not have adverse impacts on abutting or downstream properties.

- .1 To the extent possible, the plan must retain stormwater on the site using the natural features of the site.
- .2 Unless the discharge is directly to the ocean or major river segment, stormwater runoff systems must detain or retain water such that the rate of flow from the site after development does not exceed the predevelopment rate.
- .3 The applicant must demonstrate that on - and off-site downstream channel or system capacity is sufficient to carry the flow without adverse effects, including but not limited to, flooding and erosion of shoreland areas, or that he / she will be responsible for whatever improvements are needed to provide the required increase in capacity and / or mitigation.
- .4 All natural drainage ways must be preserved at their natural gradients and must not be filled or converted to a closed system unless approved as part of the site plan review.
- .5 The design of the stormwater drainage system must provide for the disposal of stormwater without damage to streets, adjacent properties, downstream properties, soils, and vegetation.
- .6 The design of the storm drainage systems must be fully cognizant of upstream runoff which must pass over or through the site to be developed and provide for this movement.
- .7 The biological and chemical properties of the receiving waters must not be degraded by the stormwater runoff from the development site. The use of oil and grease traps in manholes, the use of on-site vegetated waterways, and vegetated buffer strips along waterways and drainage swales, and the reduction in use of deicing salts and fertilizers may be required, especially where the development stormwater discharges into a gravel aquifer area or other water supply source, or a great pond

There is a stormwater plan approved for the entire subdivision which set threshold limits based on anticipated development. The original concept estimated 34,613 sf of impervious surface and a single underdrained soil filter. The current plan has 39,488 sf of impervious surface and two underdrained soil filters

The Board finds the standards of this section have been met.

.8 Erosion Control

- .1 All building, site, and roadway designs and layouts must harmonize with existing topography and conserve desirable natural surroundings to the fullest extent possible, such that filling, excavation and earth moving activity must be kept to a minimum. Parking lots on sloped sites must be terraced to avoid undue cut and fill, and / or the need for retaining walls. Natural vegetation must be preserved and protected wherever possible.
- .2 Soil erosion and sedimentation of watercourses and water bodies must be minimized by an active program meeting the requirements of the Maine

Erosion and Sediment Control Handbook for Construction: Best Management Practices, dated March 1991, and as amended from time to time.

There are notes on the plan that describe how erosion and sedimentation shall be controlled. This plan has been reviewed and approved by the Town Engineer.

The Board finds the standards of this section have been met.

.9 Water Supply Provisions

The development must be provided with a system of water supply that provides each use with an adequate supply of water. If the project is to be served by a public water supply, the applicant must secure and submit a written statement from the supplier that the proposed water supply system conforms with its design and construction standards, will not result in an undue burden on the source of distribution system, and will be installed in a manner adequate to provide needed domestic and fire protection flows.

The project will connect to the public water supply located in the Route 1 ROW. A capacity to serve letter from the Portland Water District has been submitted.

With the proposed condition of approval, the Board finds the standards of this section have been met.

.10 Sewage Disposal Provisions

The development must be provided with a method of disposing of sewage which is in compliance with the State Plumbing Code. If provisions are proposed for on-site waste disposal, all such systems must conform to the Subsurface Wastewater Disposal Rules.

The project will utilize public sewer. The Cumberland Town Manager, Bill Shane, has provided a letter dated 6/26/14 that states the town has the ability to handle the requested flow amounts and will reserve this capacity. The purchase of two sewer user units is required and is a condition of approval.

The Board finds the standards of this section have been met.

.11 Utilities

The development must be provided with electrical, telephone, and telecommunication service adequate to meet the anticipated use of the project. New utility lines and facilities must be screened from view to the extent feasible. If the service in the street or on adjoining lots is underground, the new service must be placed underground.

All utilities are available from Route 1 and will be placed underground to the building.

The Board finds the standards of this section have been met.

.12 Groundwater Protection

The proposed site development and use must not adversely impact either the quality or quantity of groundwater available to abutting properties or to the public water supply systems. Applicants whose projects involve on-site water supply or sewage disposal

systems with a capacity of two thousand (2,000) gallons per day or greater must demonstrate that the groundwater at the property line will comply, following development, with the standards for safe drinking water as established by the State of Maine.

This site is not located within an aquifer protection area. The project will be served by public water and sewer.

The Board finds the standards of this section have been met.

.13 Water Quality Protection

All aspects of the project must be designed so that:

- .1 No person shall locate, store, discharge, or permit the discharge of any treated, untreated, or inadequately treated liquid, gaseous, or solid materials of such nature, quantity, obnoxious, toxicity, or temperature that may run off, seep, percolate, or wash into surface or ground waters so as to contaminate, pollute, or harm such waters or cause nuisances, such as objectionable shore deposits, floating or submerged debris, oil or scum, color, odor, taste, or unsightliness or be harmful to human, animal, plant, or aquatic life.
- .2 All storage facilities for fuel, chemicals, chemical or industrial wastes, and biodegradable raw materials, must meet the standards of the Maine Department of Environmental Protection and the State Fire Marshall's Office.

The applicant states that there will be no indoor or outdoor storage of any of the above materials. The site is not located in an aquifer protection area.

The Board finds the standards of this section have been met.

.14 Capacity of the Applicant

The applicant must demonstrate that he / she has the financial and technical capacity to carry out the project in accordance with this ordinance and the approved plan.

Re: technical capacity, the applicant has utilized the services of a professional engineer and surveyor.

Re: financial capacity, there is a commitment letter on file dated 5/30/14 from Norway Savings Bank confirming a loan up to \$1,020,000 for construction of the project. A performance guarantee in a form and amount acceptable to the Town Manager is a condition of approval.

With the proposed condition of approval, the Board finds the standards of this section have been met.

.15 Historic and Archaeological Resources

If any portion of the site has been identified as containing historic or archaeological resources, the development must include appropriate measures for protecting these resources, including but not limited to, modification of the proposed design of the site, timing of construction, and limiting the extent of excavation.

There are no apparent historic or archaeological resources on site; a letter from the Maine Department of Historic Preservation was provided during the subdivision review of Cumberland Foreside Village stating there were no apparent historic or archaeological resources on site.

The Board finds the standards of this section have been met.

.16 Floodplain Management

If any portion of the site is located within a special flood hazard area as identified by the Federal Emergency Management Agency, all use and development of that portion of the site must be consistent with the Town's Floodplain management provisions.

According to Flood Insurance Rate map # 2301620018 C as issued by FEMA, the entire site is located in Zone C (area of minimal flooding),

The Board finds the standards of this section have been met.

.17 Exterior Lighting

The proposed development must have adequate exterior lighting to provide for its safe use during nighttime hours, if such use is contemplated. All exterior lighting must be designed and shielded to avoid undue glare, adverse impact on neighboring properties and rights - of way, and the unnecessary lighting of the night sky.

There are 12 full cut-off, wall-mounted light fixtures.

The Board finds the standards of this section have been met.

.18 Buffering of Adjacent Uses

The development must provide for the buffering of adjacent uses where there is a transition from one type of use to another use and for the screening of mechanical equipment and service and storage areas. The buffer may be provided by distance, landscaping, fencing, changes in grade, and / or a combination of these or other techniques.

The revised landscape plan dated 7/29/14 shows there will be five fir trees and four white pines planted along the southerly property line. There is no proposed buffering or screening of the mechanical equipment to be located at the rear of the building.

The Board finds the standards of this section have been met.

.19 Noise

The development must control noise levels such that it will not create a nuisance for neighboring properties.

The proposed use will require trucks to back-up to the loading docks thereby emitting a back-up alarm sound. With the proposed condition of approval limiting the hours that trucks may deliver and pick up, and given the relatively few number of truck trips anticipated, it is not expected that the use will generate noise that would be a nuisance for neighboring properties.

The Board finds the standards of this section have been met.

.20 Storage of Materials

- .1 Exposed nonresidential storage areas, exposed machinery, and areas used for the storage or collection of discarded automobiles, auto parts, metals or other articles of salvage or refuse must have sufficient setbacks and screening (such as a stockade fence or a dense evergreen hedge) to provide a visual buffer sufficient to minimize their impact on abutting residential uses and users of public streets.
- .2 All dumpsters or similar large collection receptacles for trash or other wastes must be located on level surfaces which are paved or graveled. Where the dumpster or receptacle is located in a yard which abuts a residential or institutional use or a public street, it must be screened by fencing or landscaping.
- .3 Where a potential safety hazard to children is likely to arise, physical screening sufficient to deter small children from entering the premises must be provided and maintained in good condition.

The applicant has stated that there will be no indoor or outdoor storage of materials. There will be an enclosed dumpster located at the rear of the building which will be visible to the southerly neighboring property, however it will be fenced.

The Board finds the standards of this section have been met.

.21 Landscaping

Landscaping must be provided as part of site design. The landscape plan for the entire site must use landscape materials to integrate the various elements on site, preserve and enhance the particular identity of the site, and create a pleasing site character. The landscaping should define street edges, break up parking areas, soften the appearance of the development, and protect abutting properties.

Parking is located on the southerly side of the building. A mix of maple, fir and white pine trees are proposed along with lilac, dogwood, viburnum and arborvitae.

The Board finds the standards of this section have been met.

.22 Building and Parking Placement

- .1 The site design should avoid creating a building surrounded by a parking lot. Parking should be to the side and preferably in the back. In rural, uncongested areas buildings should be set well back from the road so as to conform to the rural character of the area. If the parking is in front, a generous, landscaped buffer between road and parking lot is to be provided. Unused areas should be kept natural, as field, forest, wetland, etc.
- .2 Where two or more buildings are proposed, the buildings should be grouped and linked with sidewalks; tree planting should be used to provide shade and break up the scale of the site. Parking areas should be separated from the building by a minimum of five (5) to ten (10) feet. Plantings should be

provided along the building edge, particularly where building facades consist of long or unbroken walls.

There is a small parking area for employee parking (8 spaces and 1 handicapped space). The parking area is located on only one side (southerly) of the building. There is a 75' undisturbed tree buffer along Rt. 1. The Board finds the standards of this section have been met.

.23 Fire Protection

The site design must comply with the Fire Protection Ordinance. The Fire Chief shall issue the applicant a "Certificate of Compliance" once the applicant has met the design requirements of the Town's Fire Protection Ordinance.

The Fire Chief has reviewed and approved the plan with conditions as included in the proposed conditions of approval.

The Board finds the standards of this section have been met.

.24 Aquifer Protection (if applicable)

If the site is located within the Town Aquifer Protection Area, a positive finding by the Board that the proposed plan will not adversely affect the aquifer is required.

The site is not located within the aquifer protection area.

The Board finds the standards of this section have been met.

.25 Route 100 Design Standards (if applicable)

All development in the Village Center Commercial, Village Office Commercial I and II, and the MUZ Districts shall be consistent with the Town of Cumberland Route 100 Design Standards; in making determination of consistency, the Planning Board may utilize peer review analysis provided by qualified design professionals.

N/A (Parcel does not front on Route 100)

.26 Route 1 Design Guidelines (if applicable)

All development in the Office Commercial North and Office Commercial South districts is encouraged to be consistent with the Route 1 Design Guidelines.

These are applicable. See findings below.

ROUTE 1 DESIGN GUIDELINES: FINDINGS OF FACT

1.1 Master Planning

Objective: On properties that are large enough to accommodate more than a single structure, developers are encouraged to develop a conceptual master plan to show the Planning Board the general location of future buildings, parking lots, circulation patterns, open space, utilities, provisions for stormwater management, and other components of site development.

On sites with multiple buildings, the outdoor space defined by the structures should be designed as a focal point for the development, with provisions for seating and other outdoor use. Landscaping, bollards and other site features should maintain a safe separation between vehicles and pedestrians.

FINDING: There is only one building proposed. The site plan shows the proposed locations for parking, circulation and a future parking area.

1.2 Designers

Objective: Developers are encouraged to have their site plans designed by licensed professionals (civil engineers, architects or landscape architects) to address the health, safety, welfare and visual pleasure of the general public, during all hours of operation and all seasons of the year.

FINDING: Pinkham and Greer is a recognized firm of licensed Civil Engineers with staff skilled in landscape design.

1.3 Route One Buffer Strip

Objective: Developments should be designed to preserve the naturally forested character of much of Cumberland's Route One Corridor, and to ensure that it does not become developed in the treeless "strip" style seen elsewhere along this corridor.

In order to preserve the effect of a forested corridor for people driving through it, a 75' front setback for all buildings is strongly recommended. The setback area can either remain in its natural wooded state, or the buffer area/entrance could appear as a more manicured, park-like setting. If a developer chooses the latter option, larger trees as well as attractive smaller trees or other vegetation would be kept, but the area would be more open. Additional, decorative plantings could also be added.

The Town of Cumberland appreciates that the visibility of a business from Route One is desirable. The clearing associated with driveway access points will provide views into the site and of the structure.

The option of a park-like wooded area can increase visibility as well. This, in conjunction with site design and signage, will afford adequate exposure of the business from Route One, while achieving the primary objective: preserving some of the natural appearance of the corridor.

For areas of Route One that are not forested, the 75' buffer is still recommended. Again, the existing vegetation could remain, or the area could be landscaped.

FINDING: As illustrated within the plan set, the site offers a wooded corridor along Route One. There is a 75' setback from Rt. 1 to the building.

1.4 Vehicular Access

Objective: Development along Cumberland's Route One corridor should promote safe, user-friendly and efficient vehicular movement while reducing both the number of trips on the roadway and the number of curb cuts wherever possible. The vehicular movements discussed in this chapter, both on-site and off-site, should be designed by a professional engineer.

FINDING: Vehicular travel ways have been designed by a professional engineer.

There is only one curb cut to be placed in a location approved by the Maine Department of Transportation. Sight distance in both directions meets all standards.

1.4.1 Route One Curb Cuts

To promote vehicular, bicycle and pedestrian safety, the number of curb cuts on Route One needs to be kept to a minimum. Adjacent uses are encouraged to use shared driveways wherever possible, thereby reducing the number of turning motions onto and off of Route One. This practice will increase motorist, bicycle and pedestrian safety, and has the added environmental benefit of helping to reduce impervious (paved) area.

Driveways and their associated turning movements should be carefully designed and spaced to reduce interruptions in Route One's level of service and to promote safe and easily understandable vehicular movements. Where curb cuts will interrupt sidewalks, ADA requires that the cross slope not exceed 2% in order to maintain accessibility.

New driveways and existing driveways for which the use has changed or expanded require a Maine Department of Transportation "Driveway Entrance Permit." The Planning Board will grant no project approval until the Town has been provided a copy of the permit, or alternately, until the applicant provides the Town a letter from the DOT stating that such a permit is not required.

FINDING: The project has been granted an entrance permit by the Maine Department of Transportation. No existing sidewalks are interrupted and access is limited to one driveway.

1.4.2 Site Circulation

Internal vehicular movement on each site should be designed to achieve the following goals: to ensure the safety of motorists, delivery vehicles, pedestrians and cyclists by providing clear cues to the motorist as to where to drive or park, etc., once they enter the site. Landscaping, to reduce impervious areas are encouraged as much possible.

Every effort should be made to restrict paved surfaces to a maximum of two sides of the building. The site should not feature a building surrounded by drive lanes and parking.

To ensure safe and easily understandable circulation, parking spaces, directional arrows, crosswalks and other markings on the ground should be painted on the pavement paint or shown by other suitable methods.

FINDING: There is a clear circulation plan with defined parking spaces. The parking is on the side of the building and the truck loading area is in the back of the building.

1.4.3 Driveways between parcels

Driveways between adjacent parcels should be used where feasible in order to make deliveries easier and reduce unnecessary trips and turning movements on Route One.

These driveways should provide safe, direct access between adjacent lots, but only where the paved areas of the two adjacent lots are reasonably close together. However, they are inappropriate where they would require excessive impervious (paved) area or impose undue financial burden on the owner.

All such driveways between parcels should have pedestrian walkways.

FINDING: Due to the nature of the use (delivery truck circulation) it is not appropriate to interconnect with adjacent lots.

1.5 Building Placement

Objective: Buildings should be placed on their sites in a way that is sensitive to existing site conditions and respectful of adjacent uses. Generous setbacks and landscaping are desirable to maintain the wooded character of the Route One corridor.

1.5.1 Location of Building on the Site

In placing the building on the site, the designer should carefully consider the building's relationship to existing site features such as the size of the site, existing vegetation and topography, drainage, etc., as well as the abutting land uses.

The site design should make every effort to avoid creating a building surrounded by parking lot. In addition, buildings should generally be square to Route One and should avoid unusual geometry in building placement unless the site requires it.

FINDING: The building has been placed on the site in a manner that is sensitive to existing site conditions and respectful of adjacent uses. Setbacks and landscaping have been provided. Parking is limited to one side of the building and the building is square to Route One.

1.5.2 Building Entrances

The building's main entrance should be a dominant architectural feature of the building, clearly demarcated by the site design and landscaping. Main entrances should front onto the most convenient parking area.

At building entrance areas and drop-off areas, site furnishings such as benches, sitting walls and, if appropriate, bicycle racks should be encouraged. Additional plantings may be desirable at these points to clearly identify the building entrance and to invite pedestrians into it.

Where building entrances do not face Route One, the Route One façade should still be made interesting and attractive to drivers on Route One.

FINDING: The building entrance is located at the front corner of the building in proximity to the parking spaces.

1.5.3 *Building Setbacks*

If adjacent building facades are parallel with Route One and buildings have consistent setbacks from Route One, the visual effect from the road will be orderly and attractive. The pattern of the buildings will also be more “legible” to users.

Side and rear building setbacks must conform to the requirements of the underlying zone. A central theme of these guidelines is to encourage the front setback from Route One to be consistent with the 75’ buffer discussed in Section 1.3.

FINDING: All required setbacks have been met.

1.5.4 *Hillside Development*

When a proposed development is located on a hillside that is visible from Route One or from other public areas, its presence will be much more obvious than development on a level site. Because of this, it is even more important that the structure be designed to fit harmoniously into the visual environment.

Site clearing should also be minimized and vegetation should be retained or provided to minimize the visual impact of the development. Issues of drainage, run-off and erosion should also be closely examined.

FINDING: This lot is nearly flat.

1.5.5 *Universal Accessibility*

Development of all properties, buildings, parking lots, crosswalks, walkways and other site features must comply with the applicable standards and guidelines of the Americans with Disabilities Act (ADA).

FINDING: Universal Accessibility. Site design for built features complies with applicable standards and guidelines of (ADA).

1.6 Parking

Objective: Development should provide safe, convenient and attractive parking. Parking lots should be designed to complement adjacent buildings, the site and the Route One corridor without becoming a dominant visual element. Every effort should be made to break up the scale of parking lots by reducing the amount of pavement visible from the road. Careful attention should be given to circulation, landscaping, lighting and walkways.

FINDING: There are only nine proposed parking spaces and they are located along the southerly side of the building. There is no impervious surface between the building and Route One.

1.6.1 *Location*

Parking lots should be located to the side or rear of buildings. Parking should only be placed between the building and Route One if natural site constraints such as wetlands or topography, allow no other option. If parking must be built between the building and Route One, it should be limited, if at all possible, to only one row of parking spaces.

FINDING: Parking is limited to the southerly side of the building.

1.6.2 *Landscaping*

The 75’ buffer between Route One and buildings in each development, as well as the location of the parking to the side or rear of the buildings are both intended to insure that views from Route One are not of expanses of asphalt. It is not necessary for parked cars be hidden from Route One, but it is the intent of these guidelines that the impact of their presence be lessened.

The buffer strip along the Route One right of way will also serve to create defined points of access and egress. Where a buffer of trees cannot be provided, a low wall, fence, hedge or berm shall be used to create the buffer and define the entrance and exit points.

Parking should be separated from the building by a landscaped strip a minimum of five to ten feet wide.

Landscaping around and within parking lots will shade hot surfaces and visually soften the appearance of the hard surfaces. Parking lots should be designed and landscaped to create a pedestrian-friendly environment. A landscaped border around parking lots is encouraged, and

landscaping should screen the parking area from adjacent residential uses. Developers are encouraged to separate every ten parking spaces by a landscaped plot to break up long runs of parking. Tree plantings between rows of parking are very desirable. Granite curbs, while more expensive, are more attractive and require less maintenance than asphalt ones.

FINDING: The landscaping plan shows 35 new trees and shrubs to be placed at each end of the building.

1.6.3 Snow Storage

Provision should be made for snow storage in the design of all parking areas, and these areas should be indicated on the site plan. The area used for snow storage should not conflict with proposed landscaping or circulation patterns. These areas should be sited to avoid problems with visibility, drainage or icing during winter months.

FINDING: Snow storage is depicted on the plan.

1.6.4 Impervious Surfaces

The amount of paved surface required for parking, driveways and service areas should be limited as much as possible in order to provide green space reduce run-off and preserve site character. This will have the added benefit of reducing construction and maintenance costs.

FINDING: Impervious surfaces have been limited as appropriate.

1.7 Service Areas

Objective: Service areas include exterior dumpsters, recycling facilities, mechanical units, loading docks and other similar uses. Service areas associated with uses along Route One should be designed to meet the needs of the facility with a minimum of visual, odor or noise problems. They should be the smallest size needed to fit the specific requirements of the building and its intended operation, and should be fully screened from view by either plantings or architectural elements such as attractive fences.

FINDING: There will be 4 loading docks on the rear of the building. There is no proposed fencing extending out from the ends of the buildings. There are two Frasier firs shown on the end of the building which in time could partially screen the loading docks.

1.7.1 Location

Service areas should, if possible, be located so that they are not visible from Route One or from the building entrance. Locations that face abutting residential properties should also be avoided wherever possible.

Dumpster, recycling facilities and other outdoor service facilities should be consolidated into a single site location, in accordance with appropriate life safety requirements

FINDING: There is one proposed dumpster located on the rear/southerly end of the building. It will be fenced. There are two Frasier firs proposed adjacent to the dumpster.

1.7.2 Design

Service areas should be designed to accommodate the turning movements of anticipated vehicles, and should be separated from other vehicle movements, parking areas and pedestrian routes.

Wherever possible, service drives should be separated from areas where people will be walking by landscaped islands, grade changes, berms, or other devices to minimize conflicts.

Gates on enclosures should be designed to prevent sagging or binding. Wooden fencing is always preferred, but where chain link is necessary for safety considerations, it should be screened by landscaping and painted a dark color, or coated with dark vinyl. Avoid the use plastic slats inserted into chain link.

FINDING: The dumpster location is out of the way of turning movements of vehicles and will be fenced.

1.7.3 Buffering/Screening

Service areas should be screened to minimize visibility from sensitive viewpoints such as Route One, nearby residential dwellings, public open space, pedestrian pathways, and building entrances. Landscape screening may consist of evergreen trees, shrubs, and/or planted earth berms.

Architectural screening may consist of walls, fences or shed structures, and should complement the design of the main structure through repetition of materials, detailing, scale and color.

Where plantings do not survive, or where they grow to a point where they no longer serve as effective screens, they shall be replaced or supplemented to meet the intent of the plan as approved by the Planning Board.

FINDING: There are two proposed Frasier firs that will somewhat buffer the view of the dumpster from the south.

1.8 Open Space

Objective: In order to provide an attractive, hospitable and usable environment, future development along Route One should have generous amounts of open space and attractive site details for such elements as pavement, curbing, sitting and other public areas, landscaping, planters, walls, signage, lighting, bollards, waste receptacles and other elements in the landscape.

FINDING: The proposed use is such that planning for public areas and other elements listed above is not practical or necessary.

1.8.1 *Internal Walkways*

Internal walkways should invite pedestrians onto the property and make them feel welcome.

Walkways extending the full length of a commercial building are encouraged along any façade that features a customer entrance and an abutting parking area. Such walkways should be located five to ten feet from the face of the building to allow for planting beds. Such walkways should be shown on the project's landscaping plan.

Wherever feasible, interconnections between adjacent properties should be developed to encourage pedestrian movement and reduce vehicle trips.

At a minimum bituminous concrete should be used as the primary material for internal walkways, except that for entrance areas and other special features the use of brick or special paving shall be encouraged. Walkways should be separated from parking areas and travel lanes by raised curbing. Granite is strongly preferred for its durability, appearance and low maintenance requirements.

Driveway crosswalks should be marked by a change in pavement texture, pattern or color to maximize pedestrian safety in parking and other potentially hazardous areas.

FINDING: There will be only 9 parking spaces; 6 employees and very few, if any, visitors to the site. Given that, the above are N/A.

1.8.2 *Landscaping*

Where there are trees in the 75' buffer between Route One and the building, existing healthy trees should be maintained in their natural state. Where there are few or no trees in the 75' buffer, the buffer area should be landscaped either with trees, or with flowering shrubs, fencing, or such architectural elements as stone walls.

Where plantings do not survive, or grow to a point where they no longer serve as effective buffers, they shall be replaced or enhanced to meet the intent of the approved plan.

FINDING: There are many deciduous trees on all sides of the property. Additional trees are proposed. The 75' buffer, which is heavily wooded, is being preserved.

1.8.3 *Usable Open Space*

Site plans should provide inviting open spaces where people can sit, relax and socialize. Open spaces should be thought of as outdoor rooms, with consideration to ground surfaces, landscaping, lighting and other physical elements. Examples of such spaces include a forecourt outside a building entrance, or a peaceful place outdoors where employees can sit down and eat lunch or have breaks.

FINDING: There is no defined open space associated with this project. A small outside area for employees to sit down and eat should be considered.

1.9 Buffering of Adjacent Uses

Objective: Buffering or screening may be necessary to effectively separate quite different land uses such as housing and office or commercial buildings. Plantings, earth berms, stone walls, grade

changes, fences, distance and other means can be used to create the necessary visual and psychological separation.

FINDING: There is natural buffering along Rt. 1. There is a mix of deciduous and evergreen trees on the north and northeasterly side of the lot.

Objective: The selection of the proper type of buffer should result from considering existing site conditions, distances to property lines, the intensity (size and number of users) of the proposed land use, and the degree of concern expressed by the Planning Department, Planning Board, and abutting landowners. Discussions regarding the need for buffers, and appropriate sizes and types, should begin at the sketch plan stage of review.

FINDING: Buffering is provided by maintaining existing vegetation around the perimeter and supplementing it with additional plantings.

1.9.2 Design

Buffers and screens should be considered an integral part of the site and landscaping plans. Stone walls, plantings, fencing, landforms, berms, and other materials used for buffers should be similar in form, texture, scale and appearance to other landscape elements. Structural measures, such as screening walls, should likewise be related to the architecture in terms of scale, materials, forms and surface treatment.

FINDING: There are several proposed plantings that will enhance the site.

1.9.3 Maintenance

Where plantings do not survive, or where they grow to a point where they no longer serve as effective buffers, they shall be replaced or supplemented to meet the intent of the plan as approved by the Planning Board.

FINDING: Landscape plantings will be maintained as outlined on the plan set in accordance with Design Guidelines provided by the Town. The performance guarantee will include an amount for landscaping, and a portion of that amount will be retained for one year to ensure that plants that do not survive are replanted.

1.10 Erosion, Sedimentation and Stormwater Management

Objective: Protecting the natural environment in Cumberland is as much a priority in these design guidelines as protecting the visual environment. A developer should take every measure possible in the construction and operation of a project to ensure that little or no adverse impact to the natural environment occurs. These measures should be as visually attractive as possible.

FINDING: The proposed landscaping will provide permanent stabilization for the disturbed areas of the site and enhance the visual attractiveness of the development.

1.10.1 Erosion and Sedimentation

Before any site work, construction or the disturbance of any soil occurs on a property, methods, techniques, designs, practices and other means to control erosion and sedimentation, as approved or required by the Maine Department of Environmental Protection, shall be in place. For guidance developers should refer to “Maine Erosion and Sedimentation Control Handbook for Construction – Best Management Practices,” produced by the Cumberland County Soil and Water Conservation District and the Maine DEP.

FINDING: An Erosion and Sedimentation Control Plan has been prepared to mitigate and manage the potential for soil erosion during construction.

1.10.2 Stormwater Management

All stormwater management systems should be designed to create the least visual impact on the site. Open ditches should be avoided. Drainage should be confined to a closed system of pipes. All such measures should fit unobtrusively into the landscape.

FINDING: The stormwater management system has been designed to create the least visual impact on the site. Underdrain areas are located to the side and rear and are not visible from Rt.1

1.11 Utilities

Objective: It is important to make efficient use of the utility infrastructure that exists along the Route One corridor, and to ensure that utility connections to individual development lots are as inconspicuous as possible. Underground utilities are encouraged whenever possible.

FINDING: All on-site utilities will be installed underground and are shown as such on the plans.

1.11.1 Water and Sewer

All proposed development along the Route One Corridor must connect to the municipal water supply and the municipal sewer, wherever such connections are available. Proposed connections are subject to review by the Town and/or its peer reviewers.

FINDING: Public water is available from Route 1.

Electric, Telephone and Cable

Electric, telephone, cable and other wired connections from existing utilities on Route One should be made to individual development lots via underground conduit wherever possible. This prevents the accumulation of unsightly overhead wires, and preserves the natural character of the corridor.

FINDING: Electric service will be from a pole located along an existing driveway underground to the building. Telephone, cable and any other wired connections will follow the same route as electrical power.

2.1 General Architectural Form

Traditional New England buildings look like they do because of the climate, the materials and technologies available for building and the styles and fads of the 19th century. This is what is meant when people talk about “vernacular architecture”. It is the architecture that develops in a particular geographic area. Typically, while there may be architects who work in a particular “vernacular”, vernacular architecture evolves over time and is not the product of a particular person’s powerful vision.

These guidelines encourage the use of materials and forms that are characteristic of the construction of ordinary houses and commercial buildings of 19th century in northern New England, and particularly in Maine. Modern interpretations and versions of these materials and forms are entirely appropriate and encouraged.

FINDING: The majority of the building walls visible from Route 1 are finished with horizontal siding. The siding is a high end vinyl product with 6” exposure to go with the scale of the building.

2.1.1 Roofs

Because of the need to shed snow, New England roofs have generally been pitched rather than flat. Federal roofs are sometimes gambrel-shaped. In the Greek Revival style they are often gabled or have dormers, and have decorative “returns” at the bottom edge of the gable or dormers, suggesting the pediment of a Greek temple. Victorian houses typically have more steeply sloped roofs. Flat roofs are discouraged.

FINDING: The building incorporates a slightly pitched roof line (12/1).

2.1.2 Windows

Windows are typically vertical rectangles, often with two or more panes of glass. They may have shutters. If shutters are used, each should be wide enough to actually cover half of the window. Horizontal and vertical “lights”, rows of small panes of New England buildings such as parapets. Where parapets are used to break up a flat roofline, the height of glass, are common over and next to doors. Window frames often have a decorative wood or stone pediment over them.

FINDING: Windows are traditional double hung windows with detailing consistent with the New England style.

2.1.3 Detailing

Each historical period also has its characteristic embellishments. Federal buildings may have a decorative fanlight over the entrance door. Greek Revival buildings have corner-boards in the form of pilasters or even rows of actual columns across one façade, below a pediment. Victorian

buildings use a wealth of turned columns and decorative scroll-work and shingle-work. Too many embellishments can look “busy”, and mixing the details of several periods or styles can also spoil the desired effect. Modern interpretations of older styles often used simplified forms to suggest the details that were more elaborately defined in earlier periods.

FINDING: Detailing is simplified with corner board trim and flat casing window trim.

2.1.4 Building Materials

Traditional siding materials common to Northern New England are brick, painted clapboard and either painted or unpainted shingles. Contemporary materials that have the same visual characteristics as traditional materials (e.g., cementitious clapboards or vinyl siding) are acceptable if attention is paid to detailing (e.g., corners, trim at openings, changes in material). Metal cladding is discouraged.

Common traditional roofing materials are shingles – cedar originally or asphalt now, as well as standing seam metal. Where visible, the roofing color should be selected to complement the color and texture of the building’s façade. Roofing colors are usually darker than the color of the façade. Colors commonly found in historic New England houses vary by period. In the Federal and Greek Revival periods, white was the most common color, often with green or black shutters. But houses were not infrequently painted “sober” colors such as dull mustard or gray. In the Victorian period much brighter colors were often used, with trim in complementary colors. The characteristic colors for barns are white, barn red, or weathered shingle

FINDING: The majority of the building walls visible from Route 1 are finished with horizontal siding. The siding is a high end vinyl product with 6” exposure to go with the scale of the building.

2.2 Large Scale Buildings

Objective: Due to their visibility and mass, the design of new large structures (10,000 square feet or greater) have the ability to greatly enhance or detract from Route One’s visual character. These structures should be designed as attractive pieces of commercial architecture that are responsive to their site and compatible with adjacent development.

2.2.1 Design and Massing

Large structures should be designed so that their large mass is broken up into smaller visual components through the use of clustered volumes, projections, recesses and varied façade treatment. The design should provide variation to add shadow and depth and a feeling of reduced scale.

FINDING: The front elevation drawing shows a 125’ wide structure with 19 windows.

2.2.2 Site Design

Wherever possible, large buildings should fit into the existing topography and vegetation, and should not require dramatic grade changes around their perimeter. Landscaping, site walls, pedestrian amenities and existing trees can be effective in reducing the apparent scale of large buildings.

FINDING: The building design works with the existing flat surface.

2.2.3 Architectural Details

Large structures should have the same degree of detailing found in well-designed smaller and medium sized buildings along the Route One corridor. Architectural details can be used to reduce the scale and uniformity of large buildings. Elements such as colonnades, pilasters, gable ends, awnings, display windows and appropriately positioned light fixtures can be effective means of achieving a human scale.

FINDING: The façade is broken up in sections to reduce the scale and color variations aid in this. Metal canopies at mid height of the front and side walls further break up the wall planes and create shadows.

2.2.4 *Facades and Exterior Walls*

Unbroken facades in excess of 80 feet are overwhelming whether they are visible from Route One, other roadways or pedestrian areas, or when they abut residential areas. Breaking up the plane of the wall can reduce this sense of overwhelming scale. Where the plane of the wall is broken, the offset should be proportionate to the building's height and length. A general rule of thumb for such projections or recesses is that their depth shall be at least 3% of the façade's length, and they shall extend for at least 20% of the façade's length.

Other devices to add interest to long walls include strong shadow lines, changes in rooflines, pilasters and similar architectural details, as well as patterns in the surface material and wall openings. All façade elements should be coordinated with the landscape plan.

Facades of commercial buildings that face Route One or other roadways should have transparent openings (e.g. display windows or entry areas) along 30% or more of the length of the ground floor. Blank or unadorned walls facing public roads, residential neighborhoods, or abutting properties are boring and unattractive.

FINDING: The majority of the building walls visible from Route 1 are finished with horizontal siding. The siding is a high end vinyl product with 6" exposure to go with the scale of the building.

2.2.5 *Building Entrances*

Large structures should have clearly defined and highly visible entrances emphasized through such devices as significant variations in rooflines or cornice lines, changes in materials, porticos, landscape treatments, distinctive lighting or other architectural treatments.

FINDING: The main building entrance is highlighted with a canopy to provide architectural interest.

2.3 Linear Commercial Buildings

Objective: Linear commercial structures, such as multi-tenant offices or commercial buildings, are appropriate along Route One provided that they are designed with façade and roofline elements that reduce their sense of large scale and add visual interest.

FINDING: The majority of the building walls visible from Route 1 are finished with horizontal siding. The siding is high end vinyl product with 6" exposure to go with the scale of the building.

2.3.1 *Design*

Buildings with multiple storefronts should be visually unified through the use of complementary architectural forms, similar materials and colors, consistent details, and a uniform signage size and mounting system.

FINDING: Not applicable

2.3.2 *Façade Design*

The use of covered walkways, arcades, or open colonnades is strongly encouraged along long facades to provide shelter, encourage people to walk from store to store, and to visually unite the structure. Pedestrian entrances to each business or tenant should be clearly defined and easily accessible.

2.3.3 *Focal Points*

Linear commercial buildings can include a focal point – such as a raised entranceway or clock tower, or other architectural element – to add visual interest and help reduce the scale of the building.

FINDING: There is a canopy over the front entrance that adds visual interest.

2.3.4 *Façade Offsets*

Variations in the plane of the front façade add visual interest. They also create opportunities for common entries, and social or landscaped spaces.

FINDING: The majority of the building walls visible from Route 1 are finished with horizontal siding. The siding is high end vinyl product with 6" exposure to go with the scale of the building.

2.3.5 *Rooflines*

Variations in rooflines, detailing, cornice lines and building heights should be incorporated into the design to break up the scale of linear commercial buildings.

FINDING: The building roof line has a slight pitch which blends in with the front façade.

2.4 Smaller Freestanding Commercial Buildings

Objective: Smaller freestanding commercial buildings can easily make use of traditional New England building forms and should be designed to be attractive pieces of architecture, expressive of their use and compatible with surrounding buildings.

2.1 Smaller Freestanding Commercial Buildings

We understand this section to be indicative of smaller structures and have answered items in Section 2.2. Items noted below are not applicable to this structure however; several design approaches are discussed in Section 2.2.

2.4.1 *Single Use Buildings*

Buildings that are constructed for use by a single business are generally smaller in scale than multi-tenant buildings. Single use buildings should be designed to be attractive and architecturally cohesive. To the greatest extent possible, the same materials, window types and roof types should be used throughout.

FINDING: There is a mix of materials used for exterior siding, however they integrate well with one another and serve to break up the large expanse of building. The same window and roof types will be used.

2.4.2 *Franchise Design*

Franchise architecture with highly contrasting color schemes, non-traditional forms, reflective siding and roof materials are not related to any traditional New England style. They are buildings that are stylized to the point where the structure is a form of advertising. However, franchises have been willing to use existing “vernacular” buildings, and sometimes have designs that somewhat reflect local styles.

FINDING: Not Applicable.

2.4.3 *Mixed Use Buildings*

Buildings containing mixed uses (e.g., health club on the first floor with professional offices on the second floor) are encouraged. The architecture of a mixed-use building can reflect the different uses on the upper floors by a difference in façade treatment, as long as the building has a unified design theme.

FINDING: Not Applicable.

2.5 Residential Structures

Objective: Cumberland’s future housing stock in the Route One corridor should be well designed and constructed, and is encouraged to have some connection to the traditional styles of New England residential architecture. The large mass of duplex and, even more of multiplex dwellings, can be broken up by façade articulation and architectural detailing in order to reduce their apparent size.

Building form and massing can conform to traditional New England residences by using gable or gambrel roofs with generous overhangs. Traditional vertically hung windows are encouraged. Garages should not constitute a major element of the front of the house that faces the street, but should be located to the side or rear wherever possible.

Dwellings with ell and additions, and ones with multiple roof planes harken back to traditional New England farm and seaside homes. Box-like, ranch or split-level “contractor modern” type dwellings do not particularly reflect Maine styles.

Similarly, traditional New England building materials such as wooden shingles and clapboards are encouraged. Modern low-maintenance materials such as cementitious shingles and clapboards may be substituted.

FINDING: Not Applicable.

2.6 Residential Care Facilities

Objective: Ensure that the future needs of Cumberland’s aging population are met in healthy and well-designed facilities, and that the architecture and site design of such facilities fit into the Cumberland context.

The design of Residential Care Facilities can also draw on the local vernacular architecture of gable roofs, multiple building forms and traditional materials. Landscaping, site design and resident amenities will also be of concern to the Planning Board. The site should offer outdoor amenities such as decks, terraces, gardens, gazebos, lawns or similar features. Residential Care Facilities should be buffered from roadways and adjacent uses as much as possible.

FINDING: Not Applicable.

2.7 Hotels and Motels

Objective: To ensure that any future hotels or motels in the Town of Cumberland are in keeping with the character of the surrounding area, and that the scale and design respects the architectural context of the region. While it is understood that these uses need to be visible from adjacent roads, effort can be made to ensure that the structures and their signs are not overly dominant. Lots should be designed and landscaped in such a way that the visual impact of the structure is softened, while still affording recognition from automobiles. Using traditional building materials and colors is encouraged, and the use of large blocks of bright, primary colors is discouraged. The signage and lighting guidelines contained in this publication will help as well.

FINDING: Not Applicable.

2.7.1 All Building Types: Awnings and Canopies

Awnings and canopies can enhance the appearance and function of a building by providing shade, shelter, shadow patterns, and visual interest. Where awnings are used, they should complement the overall design and color of the building.

Whether fixed or retractable, awnings and canopies should be an integral element of the architecture. They should be located directly over windows and doors to provide protection from the elements. Awnings or canopies should not be used as light sources or advertising features. Graphics and wording located on canopies and awnings will be considered part of the total signage area. Any such graphics shall be designed as an integral part of the signage program for the property, and coordinated with other sign elements in terms of typeface, color and spacing.

FINDING: To complement the building design the main building entrance is highlighted with a covered entry.

3 Signage

Signs play a central role in providing much-needed information and setting the tone for the Route One corridor. They inform motorists and pedestrians, and have a direct effect on the overall appearance of the roadway. Signage should not create visual clutter along the roadway, yet must provide basic, legible information about commercial goods and services. Signs should be compatible with the architecture and the context of the development.

There are no proposed signs for the project at this time. The owner will need to return to the Planning Board should a sign be necessary in the future.

3.1 Sign Design

Objective: Commercial uses along Route One in Cumberland should be identified by attractive, legible signs that serve the need of the individual business, while complementing the site and the architecture. All signage shall comply with the requirements of the Zoning Ordinance of the Town of Cumberland.

FINDING: No signage proposed.

3.1.1 Signage Plan

For development proposals requiring multiple signs, the Planning Board may, at its discretion, ask that a detailed signage plan be submitted as part of Site Plan or Subdivision review. The signage plan should show the location of all signs on a site plan drawing and on building elevations, as well as sign construction details, dimensions, elevations, etc., and accurate graphic representations of the proposed wording. Where the future tenant of a proposed development is not known at the time of Planning Board review, the applicant should resubmit the signage plan when tenancy has been finalized.

For less complex development proposals where the Planning Board does not require a detailed signage plan, the applicant is still required to submit drawings depicting the design, size, content and location of proposed signs.

FINDING: N/A

3.1.2 Sign Location

Signs should be placed in locations that do not interfere with the safe and logical usage of the site. They should not block motorists' lines of sight or create hazards for pedestrians or bicyclists. Roof mounted signs are not encouraged.

FINDING: N/A

3.1.3 Sign Design

The shape and materials and finish of all proposed signage should complement the architectural features of the associated building. Simple geometric forms are preferable for all signs. All signage shall comply with the requirements of the Zoning Ordinance of the Town of Cumberland.

FINDING: N/A

3.1.4 Sign Colors

Signs should be limited to two or three contrasting colors that are clearly complimentary to the colors of the associated building.

FINDING: N/A

3.1.5 Sign Content

To ensure a clear and easily readable message, a single sign with a minimum of informational content should be used. As a general rule no more than about 30 letters should be used on any sign. Lettering on any sign intended to be read by passing motorists needs to be legible at the posted speed limit. In general a minimum letter height of 6 inches is appropriate. Smaller letters can require motorists to slow down thereby creating traffic and safety hazards. Upper and lower case lettering is preferred to all upper case, as it is easier to read.

Don't use variable message "reader boards", sponsor logos, slogans or other messages that promote products or services other than the tenants'.

Signage for any proposed development should prominently feature its assigned street address to facilitate general way-finding and e-911 emergency response.

FINDING: N/A

3.2 Sign Type

Objective: To ensure that any sign type complements the architecture of the associated building, and to ensure that they are attractively designed and functional while clearly delivering the intended information.

3.2.1 Building Mounted Signs

Building or façade mounted signs should be designed as an integral element of the architecture, and should not obscure any of the architectural details of the building. Signage should be mounted on vertical surfaces and should not project past or interfere with any fascia trim. Signs should be located a minimum of 18" from the edge of a vertical wall, however the overall proportions of both the wall and sign should be taken into consideration in the placement of the sign.

Flush mounted (flat) signage should be mounted with concealed hardware. Perpendicularly mounted hanging signs should be mounted with hardware designed to complement the building's

architecture. All metal hardware should be corrosion and rust resistant to prevent staining or discoloration of the building.

FINDING: N/A

3.2.2 *Freestanding Signs*

An alternative to a façade-mounted sign is a freestanding “pylon” sign. These signs are typically located between the building and the roadway right-of-way, adjacent to the site’s vehicular entry point.

As with façade-mounted signage, design and content guidelines shall apply. Because freestanding signs amount to architecture themselves, it is important that they be carefully designed to complement the associated building. This will entail similar forms, materials, colors and finishes. Landscaping surrounding the base of such signs shall be consistent with the landscaping of the entire site.

Where a freestanding sign lists multiple tenants, there should be an apparent hierarchy: i.e., Address, name of the building or development, primary tenant, other tenants.

FINDING: N/A

3.2.3 *Wayfinding Signs*

To prevent visual clutter and motorist confusion, additional smaller signs indicating site circulation are generally discouraged. However they are sometimes need to clarify complex circulation patterns. Wayfinding signage is also sometimes required to indicate different areas of site usage, such as secondary building entries, loading, or service areas. The Planning Board shall exercise its discretion in the requirement or prohibition of such signs.

Where required, wayfinding signage should be unobtrusive, no taller than absolutely necessary, and shall complement the overall architecture and signage plan in terms of materials, color, form and finishes.

FINDING: This is a simple circulation plan that should be easy for vehicles to navigate.

3.3 *Sign Illumination*

Only externally lit signs are recommended in the Route One corridor because, compared with internally lit signs, the direction and intensity of the light can be more easily controlled. Externally illuminated signs are made of an opaque material and have a dedicated light fixtures or fixtures mounted in close proximity, aimed directly at the sign face. The illumination level on the vertical surface of the sign should create a noticeable contrast with the surrounding building or landscape without causing undue reflection or glare.

Lighting fixtures should be located, aimed and shielded such that light is only directed onto the surface of the sign. Wherever possible, fixtures should be mounted above the sign and be aimed downward to prevent illumination of the sky.

FINDING: No sign is proposed.

4 Lighting

Outdoor lighting is used to identify businesses and illuminate roadways, parking lots, yards, sidewalks and buildings. When well designed and properly installed it can be very useful in providing us with better visibility, safety, and a sense of security, while at the same time minimizing energy use and operating costs. If outdoor lighting is not well designed or is improperly installed it can be a costly and inefficient nuisance. The main issues are glare (hampering the safety of motorists and pedestrians rather than enhancing it), light trespass (shining onto neighboring properties and into residential windows), energy waste (lighting too brightly or lighting areas other than intended or necessary), and sky glow (lighting shining outward and upward washing out views of the nighttime sky).

4.1 Good Lighting

Objective: Good lighting does only the job it is intended to do, and with minimum adverse impact on the environment. Common sense and respect for neighbors goes a long way toward attaining this goal.

Appropriate Levels of Illumination

The applicant should provide sufficient lighting for the job without over-illuminating.

Fixtures should be fully shielded, giving off no light above the horizontal plane. They should also direct the light onto the intended areas. Fully shielded produce very little glare, which can dazzle the eyes of motorists and pedestrians.

The height and positioning of fixtures is also important, since even well shielded fixtures placed on tall poles can create light trespass. Fixtures should be positioned to uniformly illuminate the subject area. Hot spots created by too-bright or too-low fixtures make the in between areas seem dark, which can create safety problems.

High efficiency lamps may be a little more expensive initially, but they quickly pay for themselves by saving energy and lasting longer. Shielded lights can be lower in wattage, and will actually light an area better than unshielded high-output lights because they don't waste light by casting it outward and upward.

FINDING: Wall mounted fixtures are shown on all sides of the building.

4.2 The Lighting Plan

Objective: As part of Site Plan or Subdivision review the Planning Board may, at its discretion, require that a lighting plan be provided. It should be prepared by a professional with expertise in lighting design. The intent of the lighting plan is to show how the least amount of light possible will be provided to achieve the lighting requirements.

4.2.1 Elements of the Lighting Plan

In addition to meeting the requirements of the Zoning Ordinance, the Lighting Plan should contain a narrative that describes the hierarchy of site lighting that describes how lighting will be used to provide safety and security, and describes how it will achieve aesthetic goals. The Lighting Plan should include specifications and illustrations of all proposed fixtures, including mounting heights, photometric data, and other descriptive information. It should also include a maintenance and replacement schedule for the fixtures and bulbs.

If the Planning Board requires a photometric diagram, it should show illumination levels from all externally and internally visible light sources, including signage.

The location and design of lighting systems should complement adjacent buildings, pedestrian routes, and site plan features. Pole fixtures should be proportionate to the buildings and spaces they are designed to illuminate.

Buffers, screen walls, fencing and other landscape elements should be coordinated with the lighting plan to avoid dark spots and potential hiding places.

Where proposed lighting abuts residential areas, parking lot lighting and other use-related site lighting should be substantially reduced in intensity within one hour of the business closing.

FINDING: The wall packs on the rear of the building will not cast light beyond the area below. There are no pole lights on the site.

4.3 Types of Lighting

4.3.1 Façade and Landscaping Lighting

Lighting on the front of a building can highlight architectural features or details of a building and add depth and interest to landscaping. This style of lighting should not be used to wash an entire façade in light or light the entire yard. Rather should be used to emphasize particular aspects of the project. All fixtures should be located, aimed and shielded so that they only illuminate the façade or particular plantings and do not illuminate nearby roadways, sidewalks or adjacent properties. For lighting a façade, the fixtures should be designed to illuminate the portion of the face of the building from above, aimed downward, to eliminate skyglow.

FINDING: None proposed

4.3.2 Parking Lot and Driveway Lighting

Parking lot and driveway lighting should be designed to provide the minimum lighting necessary for safety and visibility. Poles and fixtures should be in proportion to the roadways and areas they are intended to illuminate.

All fixtures should be fully shielded or “cut-off” style, such that no light is cast above the horizontal plane. Decorative fixtures are strongly encouraged as long as they meet the cut-off criteria, and their design and color complements the architecture and landscaping of the project.

FINDING: There are no pole or bollard fixtures proposed, only the wallpack lights.

4.3.3 Pedestrian Lighting

Places where people walk, such as sidewalks, stairs, sitting areas, curbs and landscaping should be adequately but not excessively illuminated.

Mounting heights for pedestrian lighting should be appropriate in design and scale for the project and its setting. Bollard fixtures of 3’ to 4’ in height and ornamental fixtures of up to 12’ in height are encouraged. Fixtures should be a maximum of 100 watts and should not create glare or light trespass onto abutting properties.

FINDING: There are wall pack lights on the building which will provide light for the few employees that work at the facility.

Mr. Sherr moved to approve the Findings of Fact and the Route Design Guidelines as proposed.

Ms. Maloney-Kelly seconded.

VOTE 4 – Unanimous

Mr. Sherr moved to approve the Major Site Plan for a 10,000 square foot commercial building for Pack Edge, LLC; at 68 US Route One, Lot # 6 of Cumberland Foreside Village, Tax Assessor Map R01, Lot 11B in the Office Commercial South (OCS) district. This approval is subject to the ten conditions of approval, the Limitation and Standard Conditions of Approval.

Mr. Ferland seconded.

VOTE: 4 – Unanimous

LIMITATION OF APPROVAL:

Construction of the improvements covered by any site plan approval must be substantially commenced within twelve (12) months of the date upon which the approval was granted. If construction has not been substantially commenced and substantially completed within the specified period, the approval shall be null and void. The applicant may request an extension of the approval deadline prior to expiration of the period. Such request must be in writing and must be made to the Planning Board. The Planning Board may grant up to two (2), six (6) month extensions to the periods if the approved plan conforms to the ordinances in effect at the time the extension is granted and any and all federal and state approvals and permits are current.

STANDARD CONDITION OF APPROVAL:

This approval is dependent upon and limited to the proposals and plans contained in the application and supporting documents submitted by the applicant. Any variation from the plans, proposals and supporting documents, except minors changes as so determined by the Town Planner which do not affect approval standards, is subject to review and approval of the Planning Board prior to implementation.

PROPOSED CONDITIONS OF APPROVAL

- 1. That all fees be paid prior the building permit being issued.

2. That the applicant purchases the two required sewer user permits from the town prior to the preconstruction conference.
3. If more than 1 acre of area will be disturbed on the project site, the applicant shall provide the Planning Department with a copy of the MDEP General Construction permit prior to the issuance of a building permit.
4. That a preconstruction conference be held prior to the start of construction.
5. That all clearing limits be clearly flagged by the applicant and inspected and approved by the town engineer prior to the preconstruction conference.
6. That a performance guarantee in an amount acceptable to the Town Manager be provided prior to the preconstruction conference.
7. There shall be no indoor or outdoor storage of any hazardous materials.
8. Should a sign be needed in the future, the applicant shall obtain approval by the Planning Board and a sign permit from the Town of Cumberland.
9. Hours of Operation: Monday –Friday 6:00 a.m. to 6:00 p.m. with an occasional weekend as required. Deliveries are limited to Monday – Friday from 6:00 a.m. to 6:00 p.m.
10. That the requirements of the Fire Chief, as listed below, be met prior to the issuance of an occupancy permit.
 1. The building shall be equipped with a fire alarm system that is monitored by an approved fire alarm company. The system shall have a remote annunciator panel located at the main entrance that can be silenced with the push of one button from this location. The strobe or other visual alarm signaling devices shall remain active when the system is silenced. The alarm system shall identify the exact location of each individual initiation device with plain text at the fire alarm panel.
 2. The building shall be equipped with a hinged key box approved by the fire department. The key box shall be electronically connected to the fire alarm system to show a trouble signal whenever the box is in the open position.
 3. The building shall meet the requirements of the National Fire Protection Association Life Safety Code. These requirements cannot be determined until a complete set of building drawings are reviewed.
 4. Any fuel storage shall meet the appropriate standard of the National Fire Protection Association. Attention to building and property line set back requirements should be included as part of the site plan review.
 5. An automatic fire protection sprinkler system shall be installed and shall meet the requirements of the National Fire Protection Association. The fire department connection shall be equipped with a 4” locking coupling that is located in an area that is approved by the fire department. The sprinkler system shall send a water flow signal to the fire alarm panel whenever water is moving throughout the system. The fire department shall receive a copy of the sprinkler system drawings that have been approved and permitted by the State Fire Marshal’s Office.
 6. A fire hydrant shall be installed on Route 1 that is located near the main entrance of the facility.
 7. Access to the building shall be adequate enough to accommodate fire department vehicles.

2. *Sketch Plan Review: Major 10-lot subdivision at 179 Foreside Road, a portion of Tax Map R01, Lot 2 in the Low Density Residential 9LDR) district; Owner, Spears Hill, LLC, Applicant / Developer 179 Foreside Road, LLC.*

Mr. Ferland asked to be recused as he is a direct abutter.

Mr. Sherr disclosed his firm has done work with the applicant but does not feel it will affect his opinion on the project.

Mr. Neagle stated he only knows about the project what he has read in the Forecaster. He stated the role of the Planning Board is to review subdivisions to make sure they meet the standards of the Subdivision Ordinance. There are sample findings on the back table. Any larger political issues are not before the Planning Board. Tonight the applicant will present a conceptual plan of the property.

Mr. David Bateman, one of the partners of 179 Foreside Road stated he is present tonight with Peter Anastas, Joe LaVerriere, project engineer from FST Engineers; and Nathan Bateman.

Mr. Bateman reviewed the aerial photograph of the property which consists of approximately 104 acres bisected by an existing gravel road from Route 88. In the middle of the property are the main house and a cottage built in the 1930s; and another structure which is not visible. The first two properties are the Payson Estate. The property has extensive conservation easements. This is an absolute unique piece of property and as such it embodies the concept that less is more. That concept is the underlying guidelines and concepts that have been utilized in our presentation. The conservation easement limits the number of houses that can be built on the property with very specific building envelopes. There are only locations for ten residences on the entire 104 acre property. The building envelopes maximize the sloping features of the property; eighty percent of the property is currently wooded with substantial growth. Today, the conservation easement is the document the developer is following and respecting as a guide for development. Some of the objectives of the conservation easement may not be in concert with specific ordinances specifically road widths and permeable surfaces on roadways. We would hope you will agree with us this is a unique site and given the low density development with regards to the sheer size of the property that the concerns that are embodied in the initial conservation easement, we can come to an agreement in the best interest of doing the least amount of intrusive activity.

Mr. Neagle stated the issue of road widths and surface types will not be addressed at sketch plan. We appreciate you letting us know about these issues that will be reviewed at preliminary review.

Mr. Bateman reviewed the sketch plan stating the building envelopes are placed on the plan in conformance with the conservation easement. The gravel road still exists; there is very little new construction of roadways. We would ask to have a site walk scheduled, and with regards if you want to hear from Mr. LaVerriere he is present.

Mr. Sherr asked for clarification of the building envelopes line up with the conservation easement, but don't line up with lot lines.

Mr. Bateman stated that is correct the conservation easement limited building envelope locations, but not the size of the lots.

Mr. Neagle stated the easement states no more than ten residents, and there are three currently on site.

Mr. Bateman stated they are only asking for seven new residences, but they are asking to subdivide one of the existing houses, one existing house they do not own and the tenth lot is one they are retaining.

Mr. Neagle asked that Lot 2C be labeled something other than 2C, such as not part of the development.

Mr. LaVerriere said the 2C is the Tax Assessor Lot number.

Mr. Neagle stated whether the retained 11 acre lot on the ocean that is not before the board this evening, he wants to ensure that the width of the roadway down to that site is sufficiently wide to allow for normal traffic to and from a public area should that become its use.

Mr. Sherr asked if there is anything else that is a requirement of the conservation easement that is included in the sketch plan.

Mr. Bateman stated the conservation easement is their design bible.

Mr. Neagle asked who is going to own all the other land, is there going to be Homeowner's Association. Is lot 2C a big piece of land.

Mr. Bateman stated Lot 2C is about three acres, the majority of the land that surrounds the property will be Homeowner's Association land; and one of the reasons is there are some wonderful riding trails, which are valuable to share with the Homeowners.

Mr. Neagle stated he assumes the conservation easement has some say of what happens on that land.

Mr. Bateman stated it speaks specifically about maintenance to existing trails but to the extent that new one are desired they will need to interface with the Land Trust and get their permission.

Mr. Neagle stated he would like to see the proposed by-laws in the Homeowner's Association, those can be complicated; he asked if the developer would be representing the ownership of the lots and that there will be at least nine members.

Mr. Bateman stated yes.

The public portion of the meeting was opened.

Mr. John Ferland of 2 Birch Lane stated there are existing CTC land trust trails on the property and asked if the trails could be more clearly marked on the plan.

Mr. Bateman stated they will be GPS located and clearly shown on the plan.

Ms. Becky Quinlin of 26 Pine Lane asked if there were plans for the existing house on the property.

Mr. Bateman stated the house with the barn will be one piece and sold as a single family residence.

The public portion of the meeting was closed.

Ms. Teri Maloney-Kelly moved that the Planning Board agrees conceptually with the sketch plan of the proposed subdivision.

Mr. Sherr seconded.

VOTE – Unanimous 3-0

The Board set a date of Wednesday, September 10, 2014 at 5:30 p.m. for the site walk.

Mr. Neagle stated the Planning Board's role is similar to judges and there should be no ex-parte conversations; all members of the Planning Board and public will stay together and hear the information at the same time.

3. Public Hearing: Major Site Plan Amendment to Louie's Grille, 319 Main Street; Tax Assessor Map U13, Lot 110 in the Town Center District (TCD); Owner, Applicant Jim Guidi. Proposed amendments are: dumpster location; signage; additional use in outdoor space.

Mr. Guidi stated he was present at the Board to finalize the dumpster location; it will be moved approximately ten feet to the left away from its current location and away from the condos. The dumpster will be fenced in accordance with the Ordinance requirements. The dumpster will be kept at the rear of the property.

Mr. Neagle stated he thought that was a good location for the dumpster, and asked if it will it have a stockade fence.

Mr. Guidi stated yes.

Mr. Guidi continued stating the signage and outdoor space is the same item. At the location of where the Phase II building is we would like to have an outdoor yoga class. Ms. Nixon and Mr. Longley stated I needed to come back to the Board if I wanted to change the use.

Mr. Neagle informed Mr. Guidi that he would need to go to the Board of Appeals; the Planning Board cannot change uses on a property.

Mr. Neagle referenced Ms. Nixon's memo which stated the classification of the use in our zoning ordinance would be Outdoor Recreational Facility and that use is not permitted in the Town Center District (TCD). Should he wish to have these activities inside the café, the use could be classified as "Health and Fitness Studio" which is permitted in the TCD. Another consideration is that the TCD allows for multiple uses on one parcel as long as each use meets the required lot standards. That means the café use would need 10,000 square feet and the additional use would require another 10,000 square feet. The lot size is .81 acres or 35,283 square feet.

Ms. Nixon stated the use outdoors is not an allowed use.

Mr. Neagle stated the Board can't approve outdoor yoga. Mr. Neagle stated the Board cannot act on that request.

Mr. Neagle asked about the picnic tables.

Mr. Guidi stated the table is still on the property to be used only by staff at break.

The public portion of the meeting was opened. There were no public comments. The public portion of the meeting was closed.

Mr. Sherr moved to approve the Major Site Plan Amendment for the re-location of the dumpster for 319 Main Street, Louie's Grille, Tax Assessor Map U13, Lot 110 in the Town Center District.

Mr. Ferland seconded.

VOTE: Unanimous

Ms. Sharon Zandan stated she is an officer with Osgood Village Condominium Association and asked the guidelines for the landscaping that was approved at the Major Site Plan; and when it would be installed.

Mr. Neagle stated that question would be addressed by Town staff.

Ms. Zandan asked about the four picnic tables, stating he has two tables.

G. Administrative Matters: None

H. Adjournment: Chairman Neagle adjourned the meeting at 8:15 p.m.

A TRUE COPY ATTEST:

Christopher S. Neagle, Board Chair

Pam Bosarge, Clerk to the Board