

# Town Center Districts

## Design Review Rules & Regulations

Burlington Planning Board



Adopted April 6, 2006, revised to January 14, 2009

### **Planning Board**

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Applicants should also refer to Section 8.5.0 of Article VIII, and Sections 9.3.0 through 9.3.6 of Article IX of the Burlington Zoning Bylaw. These sections list general requirements, procedures, approval criteria, public hearing and final action requirements that affect land use applications in the Civic Center (CC) & Central Business (CBD) Overlay Districts.

## Section 1 – Authority

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The Burlington Planning Board hereby adopts the following Rules and Regulations governing Design Review as a component of Site Plan Approval in the Town of Burlington, pursuant to Massachusetts General Laws Chapter 40A, Section 9 and Article VIII, Section 8.5.0 of the Burlington Zoning Bylaw, and Article IX, Section 9.3 of the Burlington Zoning Bylaw. Such regulations shall be effective on and after January 14, 2009.

Pursuant to section 8.5.10 of the Burlington Zoning Bylaw the Planning Board shall not approve any application for approval of a site plan or special permit in the Civic Center (CC) & Central Business (CBD) Overlay Districts unless it finds that all the following conditions are met:

1. The use or uses as proposed to be developed, and as reflected on the Site Plan and/or Special Permit application, will further the goals enumerated in the 1993 Land Use Element of the Master Plan and 2004 Community Development Plan for the Town Center, and the objectives listed in this section;
2. The use or uses proposed to be developed will enhance and improve pedestrian access, vehicular circulation, and the aesthetic appearance and function of the property and the area; and,
3. All criteria for approval listed in Sections 9.2.4 and 9.3.4 of this Bylaw.

## Section 2 – Purpose

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The Zoning Bylaw delineates design attributes to which the present work gives further definition. It is the intention of these rules and regulations to provide ideas for consideration as part of the site plan review process. It is not the intention to provide deterministic compliance criteria, but rather make certain concepts and design strategies more explicit and to allow a collaborative process between developers and the Planning Board, such that the Board may incorporate concepts and “vision” expressed in master planning efforts in site plan/special permit decisions affecting properties in the Town Center.

The purpose is to preserve and enhance the Town’s cultural, economic and historical resources by providing for a detailed review of all changes in land use, the appearance of structures and the appearance of sites which may affect these resources. The review procedures are intended to:

- Enhance the social and economic viability of the Town Center by preserving property values and promoting the Town Center as a place to live, work, visit, and shop;
- Encourage the conservation of buildings and groups of buildings that have aesthetic or historic significance;
- Encourage alterations that incorporate the existing physical and built environment
- Encourage flexibility and variety in future development.
- Encourage the incorporation of environmentally sensitive measures and materials.

## Section 3 – Jurisdiction

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In the CC and CBD Districts, no structure or premises shall be constructed, reconstructed or altered except in conformity with a site plan and a building rendering approved by the Burlington Planning Board. The requirements set forth herein are in addition to those set forth in Articles VIII and IX of the Zoning Bylaw of the Town of Burlington.

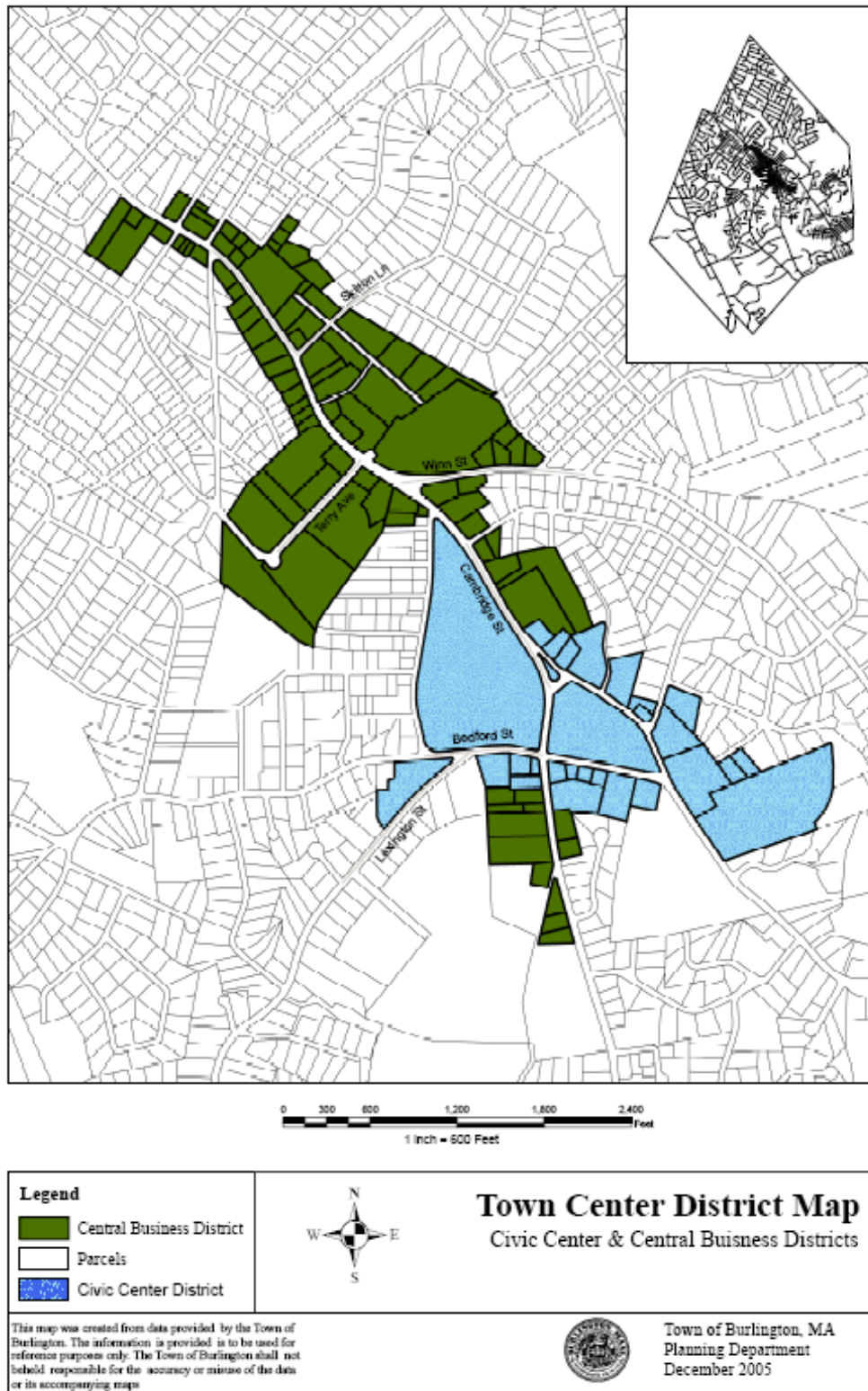
**All new structures, alteration or additions to existing structures, including changes to a building façade and site design including exterior modifications requiring a building permit, site plan review (all levels), special permit, or a variance and which affect the exterior architectural appearance of a building or site shall be subject to design review.**

Exterior architectural appearance shall be defined as: the architectural character and general composition of the exterior of a building, including but not limited to the kind, color, and texture of building materials, including paint color, and the type, design and character of all windows, doors, light fixtures, awnings, utility and ventilation structures and all other appurtenant elements.

The appearance of a site shall be defined as: the character, layout and general composition of the site, including but not limited to the kind, color, and texture of such materials as plantings, paving, benches, site lighting, free-standing signs, utility structures and all other appurtenant elements.

## Town Center District Map

Map not to scale



## Section 4 - Design Review Process

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The following outlined process is recommended for applicants to move through the design review process.

### Strongly recommended

A pre-meeting with **planning staff** before or during the project design phase. At this early stage the developer has not invested substantial time and funds and can readily incorporate staff feedback regarding design issues that might arise during review.

### Recommended

Meeting with **the 3A Subcommittee** to elicit feedback at an early stage before the developer has undertaken a significant investment.

- Step 1) At the time of **application submission** a meeting with **planning staff** pre-submittal to ensure compliance with 8.5.0 and the Design Rules and Regulations, and to verify that all material samples, cut sheets, colors, and so on have been provided as required.
- Step 2) The 3A committee will act in a similar capacity as the departmental review team. Given that the **3A sub-committee** will make a recommendation to the full Board the developer will meet with the committee to ensure compliance with the Design Rules and Regulations governing the Town Center. The recommendation shall be received by the Planning Board within the (35) days specified in Article 9.3.2 of the Zoning Bylaw.
- Step 3) **Planning Board Hearing**: The full Board will hear the proposal, with all recommendations in hand.

## Section 5: Application Materials

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In addition to the requirements of the Site Plan Rules and Regulations the applicant must submit a .PDF (portable document format) of the site plan set on CD as well as six (6) paper copies and a .PDF (portable document format) of the following information:

1. **Renderings and/or elevation drawings** of the building project. All sides of a building shall be included for new construction. Renovations shall include all sides affected. Scaled architectural drawings should be a minimum of (1/8 inch = 1 foot). Drawings are to be submitted on a paper size no smaller than 11" x 17" for full elevations. Detailed areas may be on 8 ½" by 11"
2. **Photographs** help to illustrate the history of a building and/or show a building in context to its neighbors. **Photographs shall be submitted showing** the physical nature of the site and relationship to adjacent buildings and roadways. Renovation projects shall also include photographs of the existing building showing the location of the proposed changes.
3. **All Exterior Materials and Colors.** Written specifications for materials and locations including measurements should be listed. For example, please list the name, model number and, if possible, a photocopy from a catalog for each particular product you are using. Catalog Cuts or photographs in lieu of drawings may be used to show certain detailing including but not limited to trim, storm windows, doors, light fixtures, fences and other manufactured products. Scaled architectural drawings shall be (1/8 inch = 1 foot minimum) and specifications

Examples of the type of information requested are below.

- Photographs clearly showing the structures to be affected.
- Samples of materials to be used such as: paint chips and color swatches and roofing material, and brick and mortar samples
- Details and specifications for proposed brackets/hangers, colors, installation, methods, light fixtures, etc.

4. **Landscape Plan** showing the number and species of plantings proposed. The planting plan shall not include any species listed on the Commonwealth of Massachusetts prohibited plant list. A registered landscaped architect stamped plan is not required.

All landscaping shall be maintained in perpetuity. The Planning Board may request the applicant to submit a landscape maintenance plan. Any significant change to a landscape plan may necessitate Site Plan approval

5. **A Narrative** explaining how the project meets these regulations (see Appendix A)



## Section 6 – Design Review Principles and Standards

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The design review principles and standards described in this section are intended to guide the applicant in the development of site and building design as well as the Planning Board in its review of proposed actions. These rules and regulations shall be regarded as requirements. They are intended to encourage public/private collaboration and intended to encourage creativity, invention or innovation.

- For historic buildings, every reasonable effort shall be made to preserve the distinguishing original qualities of the building. The removal or alteration of any historic material or architectural features shall be avoided when possible.
- The design of alterations and additions shall, where reasonable and appropriate, strive to improve the quality, appearance and usability, of existing buildings, structures, and sites.
- All applicable historic structures shall comply with the Demolition Delay Bylaw.



Burlington Historical Museum

## **Design Criteria:**

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The overall massing objectives are to stimulate a concentrated use of space in the commercial center of town. Overall site design should employ a variety of site plan and design elements to create a mixture of engaging spaces and views, and should feature focal points. Town Center site design should stress walkability, create pockets of space in front and/or between buildings for seasonal plantings, shaded seating areas, and outdoor dining and foster interaction by concentrating compatible uses to promote a one stop shopping, living, dining and entertainment environment.

This following section will discuss:

**Section 6.1      Site Layout: building placement, parking and circulation, buffering**

**Section 6.2      Street level and sidewalk corridor elements including accommodation for multi-modal transportation such as pedestrians and bicyclists.**

**Section 6.3      Pedestrian zone: Sidewalk, furnishing and frontage zones**

**Section 6.4      Buildings**

**Section 6.5      Placemaking: Unique Features & Public Art**

## Section 6.1 - Site Layout: building placement, parking and circulation

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Buildings shall acknowledge the uniqueness of their location, their building neighbors, their proximity to adjoining residential neighborhoods, and the natural setting. Adjoining buildings may use courtyards or plantings to relate to each other. Where appropriate, natural features such as existing topography, trees and vegetation, should be utilized in the site design.

Pedestrian friendly landscaped environment with benches and shaded areas.



Buildings in the Town Center shall maintain a wide sidewalk with space for circulation. Where a building is placed further back on a lot, consideration should be made for seating and plantings to enhance use.



Building oriented toward the street corner

Buildings shall be placed appropriately to maintain where applicable a consistent street wall/pedestrian face, where the building fronts need not be

directly in line but maintain a consistent corridor along the frontage of the commercial/residential spaces.

Where feasible, parking away from pedestrian areas should be considered. Service vehicle access to buildings shall be away from the primary face of buildings. All measures should be taken to screen headlights from view which face streets, pedestrian and residential areas.



Parking lots should be designed to create a buffer from pedestrian areas include landscaping to break up the area and create a strong horticultural character throughout the year.



Consideration shall be paid to the placement of parking on site within the town center. Large parking fields in front of buildings are discouraged. Where larger parking lots may be needed, parking lots shall accommodate pedestrian refuge islands and landscaped islands to break up the larger space and give pedestrians a path through a larger lot.



Landscaped parking lot



## Section 6.2 - Street level

“Where heavy pedestrian traffic is anticipated, the travel way shall be 5 feet and of a smooth surface which is ADA accessible. The accent surfaces should be durable brick/brick-like pavers, slate, or textured concrete. Asphalt sidewalks shall not be permitted.”



Incorporation  
of ADA  
elements.



Landscaping  
should be low  
enough to  
promote safe  
sight distance  
for vehicles  
and  
pedestrians



All new traffic signal  
hardware should be  
decorative in black  
tones to coordinate  
with existing signals  
around the  
Burlington Town  
Common



## Section 6.3 - Pedestrian zone: Sidewalk, furnishing and frontage zones

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### Furnishing zone

“Enhance the social and economic viability of the Town Center by preserving property values and promoting the Town Center as a place to live, work, visit and shop.”



Street edge defined by trees and shrubs, with zones for furnishing, pedestrians and window gazers.



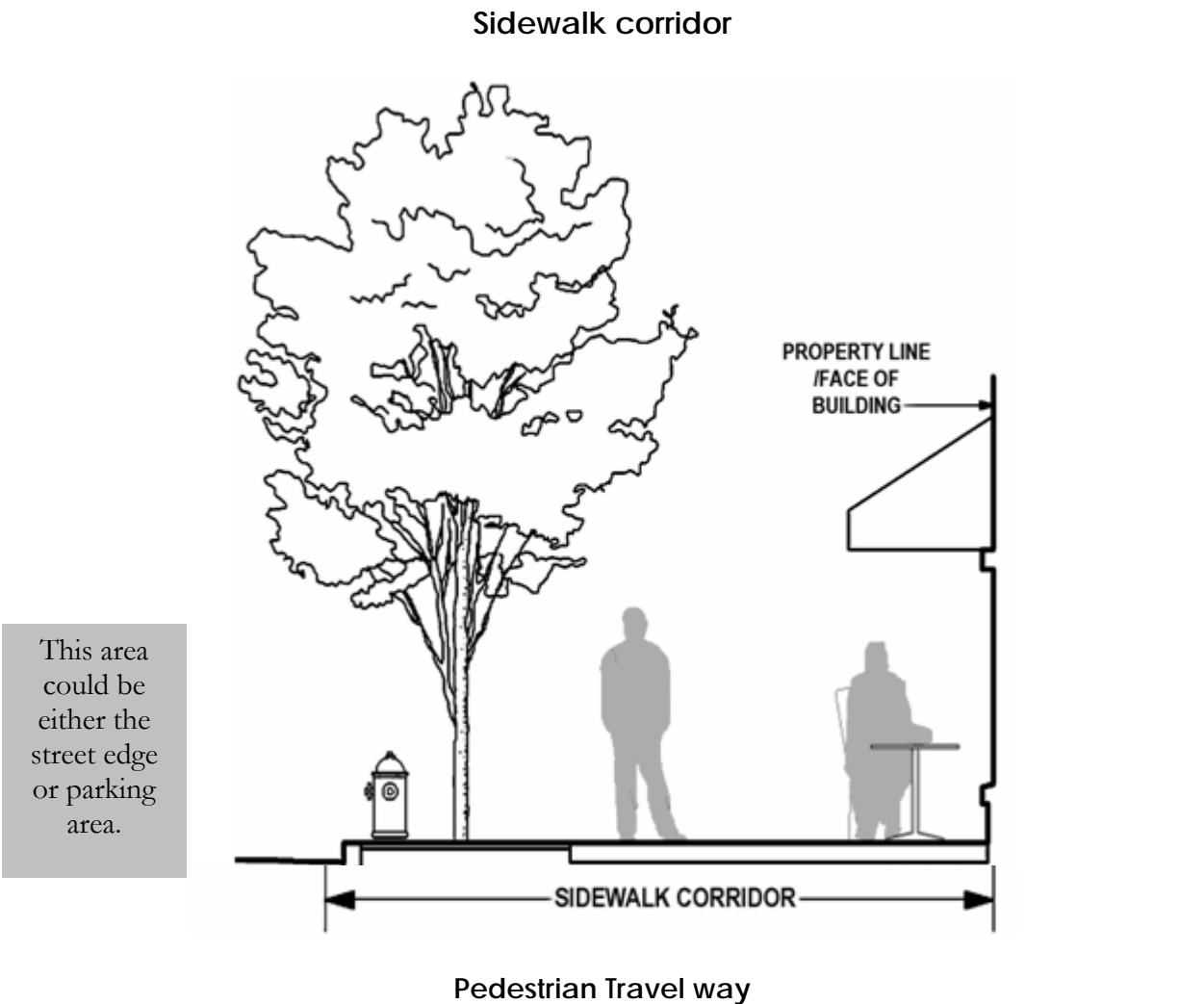
Frontage Zone



Furnishing Zone

# Sidewalk Corridor: User and Options

The sidewalk corridor is used by adults, seniors, kids, dogs as well as utilities, snow in winter, mailboxes, benches, trees and shrubs. In order to best accommodate these users special attention must be paid in the organization and layout of the sidewalk corridor spaces. The following is a list of options which could be considered within the sidewalks corridors of arterial and local street as well as parking areas.



	Arterial Streets	Local Street	Parking Areas	Minimum width
Travelway	•	•	•	5 feet

### Furnishing Zone

	Arterial Streets	Local Street	Parking Areas	Minimum width
Utilities	•	•		1-2 feet
Snow	•	•		1-2 feet
Street Lighting	•	•		1-2 feet
Pedestrian Lighting	•	•	•	1-2 feet
Bus Shelter	•	•	•	8 feet
Bus Signage	•	•	•	
Trash Receptacles	•		•	2-3 feet (depending on type)
Trees	•	•	•	3 feet
Shrubs	•	•	•	1 foot
Hanging Plants	•	•	•	
Grass		•	•	2 feet
Planting beds	•	•	•	2 feet
Decorative Paving	•	•	•	0-1 foot

### Frontage Zone

Frontage Width	0-2 feet	2-5 feet	Over 5 feet
Flower Boxes	•	•	•
Decorative Pavers	•	•	•
Planting beds		•	•
Trellis	•	•	•
Small Shrubs	•	•	•
Outdoor Seating/Dining			•
Bench		•	•
Grass			•
Fenced area		•	•
Hanging Plants	•	•	•
Water Feature			•



## Section 6.4 - Design Criteria: Buildings

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Maintain the distinction between upper and lower floors for multi-story buildings. In traditional town centers, storefronts with large windows were on the first floor and residences with smaller windows were on the second floor. Although second stories may no longer be residential, keep the distinction. The rhythm of smaller windows on the second floor gives the street a dynamic pattern of movement.

Any side of the building that is visible from a street or sidewalk should have windows. A blank wall creates an unfriendly void for pedestrians. Maximizing the amount of windows along publicly-viewed walls allows additional opportunities to market your business and creates an inviting feel. As a general rule more than 50 percent of the first floor front façade on commercial buildings should be glass.

Architectural details include trim and shutter elements. Roof trim should have depth and consistency of lines. Corner elements at gable ends may project from the structure.

“Molding and trim should be used to decorate or finish a surface of buildings and doors . . . windows shall have the appearance of being multi-paned. . . the pane size in the window shall be harmonious with the scale of the structure.”



Architectural detail and character.

Break up facades with column lines and bays. This helps to distinguish tenants and storefronts. Give similar attention to the side façade on corner properties.

Molding and trim should be used to decorate or finish a surface of buildings and doors.

Siding shall be wooden clapboard, wood shingle, or brick or close facsimile. Foundation walls should be minimized, softened by landscaping and architectural design. Roofs shall be clad in architectural grade shingles, wood shingles, slate, or of close facsimile.

Mixed use environment, rich in architectural detail. Note exterior variety of siding types, entry treatments, trim accents, shutters, mulled windows, blade signs, etc.

“A roof is one of a building’s most prominent features and a key element in defining its style.”



Colors should be used to enhance the design of the structure, and be compatible with colors that blend with or compliment the neighborhood. Neon colors and bold colors shall not be used.

Roof shapes may be simple gable, gambrel, saltbox, and hip. Flat roofs shall not be allowed, except for attachments such as loading docks which are distinct from the primary structure or where such feature is concealed from the primary public view. Roofs shall be sloped, with a minimum roof pitch of 7 in 12,



Pedestrian scale street lamps should illuminate pedestrian ways and be traditional (colonial lantern fixtures or resembling gas light styles). Understanding that safety and security are important elements, such lighting should be recessed and discrete fixtures that do not glare onto abutting properties or adjoining public or private streets.

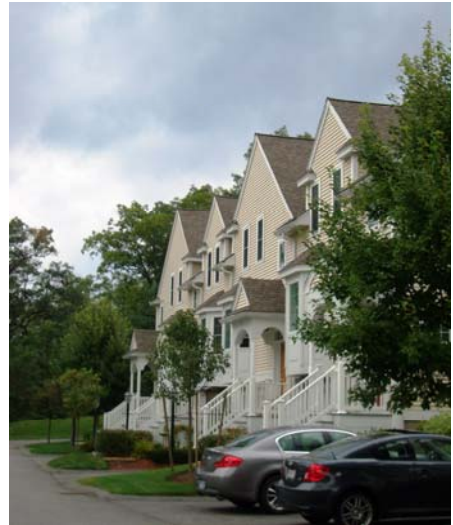
## Section 6.4.1 - Design Criteria: Housing

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A diverse mix of housing and commercial space is integral to the vitality of the Town Center and promotes walkability and a reduction of vehicle trips. In addition housing can act as a good transitional use from the outside edges to the commercial and mixed-use heart of the Town Center.



If a proposal is for a large structure, the break-up, or appearance of a break-up into multiple smaller structures should be considered to minimize bulk



All Housing in the Town Center shall incorporate sloped roofs with changes in the roof line to minimize bulk. All windows in the Town Center shall have window panes. In addition a variety of materials are encouraged.





Housing in the Town Center is encouraged to include unique architectural features which add to the diversity and interest to the Center.



There shall be a clear indication of the front entrances, which shall include pedestrian access to the Town Center Area



Site details such as fencing and retaining walls visible from the street and abutting properties shall not be chain-link, in addition retaining walls shall be stone or faced with a stone-like façade treatment



## Section 6.4.2 - Design Criteria: Placemaking: Unique Features & Public Art

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### Public Art



Street sculpture



Seating

“...art has enabled people in all societies better to understand their communities and individual lives. Artists capable of creating art for public places must be encouraged “



Tree grate

Art can also be used to enliven usually drab features such as traffic control hardware and other utilities along the streetscape. It is encouraged for these elements to be enhanced in creative ways to minimize their look along the streetscape.

## **Section 7 - Environmentally sensitive design measures**

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The fields of environmental technologies are relatively new and continually evolving. The following measures shall not be regarded as inflexible requirements, and they are not intended to discourage creativity, invention or innovation. Rather they are intended to be used as a starting point for discussion and evaluation of construction proposals in the town center.

- Solar orientation
- Reduced water use
  - Greywater systems
  - Rain barrels
  - Xeroscaping & the use of native plants
- Minimize site disturbance, retaining natural features
- Reuse of Historic Buildings
- Contaminant Reduction and Brownfield remediation
- Recycled building materials
- Construction waste management
- Light pollution reduction
- Stormwater management
  - Permeable pavement in pedestrian areas and hardscape
  - Green roofs (reduces volumes)
  - Rain gardens (improves water quality)
- Bicycle facilities
- Transportation Demand Management
- Green buildings
  - Incorporating components of LEED within the building design.

## Section 8 - Landscaping:

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Landscaping in the Town Center should building upon the “natural beauty of the location”. Abundant, well chosen, and well maintained plantings and landscaping should become a notable theme to be reinforced through the Town Center. Outdoor gathering places close to open spaces, shops, and residences should provide benches, and plantings that reflect the natural surroundings.



It is recommended that structures include window boxes or plant shelves for lower floor windows and facades. Flower baskets hung from lighting posts should also be considered.



Awnings, lighting, hanging plants and potted shrubs enhance the buildings and mature trees offer shade, beauty and place.



Landscaping should be used to strengthen or buffer the visual relationship with the surrounding area. Existing natural features should be assessed for incorporation within open space areas.

Landscaping shall be designed with consideration of nearby building, walkways, and parking areas. Walkways should be located to account for most probable access routes. Parking lots should be designed with landscaped islands within them, and islands between buildings, roads, and walkways should be abundantly planted to create a strong horticultural character from throughout the year. The use of mulch for more than 25% of planting beds is discouraged.



Variety of paving types.

Planting scheme should add to the attractiveness of the environment and demonstrate civic pride.



Dense and diverse landscaping



Where heavy pedestrian traffic is anticipated, the landscaped surfaces should have durable surfaces: brick, pavers, slate, cobblestone or textured concrete (patterned or giving the appearance of other listed materials). Asphalt sidewalks shall not be permitted. All areas must meet ADA requirements.

Where a commercial or multifamily structure is abutting, or across from a residential neighborhood outside of the Civic Center or Central Business District special attention should be given to landscaping and site design in the area of view to minimize the visual impact of the commercial or multifamily residential use to the neighborhood.

All landscaping should last in perpetuity; a long-term maintenance plan shall be submitted. Any landscaping changes post Planning Board approval shall be reviewed and approved by the Planning Director and if deemed a substantial deviation from the Planning Board's approval may necessitate Planning Board review.

### **Landscaping recommendations:**

The following are recommended species; this list is a starting point to work from in developing a landscaping plan. Some of the following recommended plants may or may not be truly "native" to Massachusetts, but are considered to be "native" or "native-like" as they were introduced and have thrived in this climate, some for well over a century. Choose species that are appropriate for your site conditions and will create an attractive landscape. Species should be selected based upon their tolerance of temperature extremes, salt, vehicular exhaust, sun exposure or shade, mature height or breadth (trees and shrubs). Landscapes should be sensitive to the conservation of water.

Species which have been placed on the current Massachusetts prohibited plant list are prohibited. The list can be found on:

Massachusetts Department of Agriculture's web-site  
[http://www.mass.gov/agr/farmproducts/proposed\\_prohibited\\_plant\\_list\\_v12-12-05.htm](http://www.mass.gov/agr/farmproducts/proposed_prohibited_plant_list_v12-12-05.htm)

The Invasive Plant Atlas of New England  
[http://nbiin.ciesin.columbia.edu/ipane/ipanespecies/current\\_inv.htm](http://nbiin.ciesin.columbia.edu/ipane/ipanespecies/current_inv.htm)

The Evaluation of Non-Native Plant Species for Invasiveness in New England  
<http://www.mass.gov/dfwele/dfw/nhesp/findingslistapr05.pdf>

## Landscaping recommendations:

### Ground Covers, Full to Partial Shade

(The use of mulch covering more than 25% of a planting bed is discouraged)

- Wild ginger - *Asarum canadense*
- Wild geranium - *Geranium maculatum*
- Whorled aster - *Aster acuminatus*
- Pathway rush - *Juncus tenuis*
- White wood aster -
- *Aster divaricatus*
- Wood rushes - *Luzula*
- Large-leaf aster - *Aster macrophyllus*
- Canada mayflower - *Maianthemum canadense*
- Pennsylvania sedge - *Carex plantaginea*
- Sweet cicely - *Osmorhiza claytonii longistylis*
- Plantain-leaved sedge - *Carex plantaginea*
- Barren strawberry - *Waldsteinia fragarioides*
- Golden saxifrage - *Chrysoplenium americanum*
- Meadow rue - *Thalictrum*s
- Sweetfern - *Comptonia peregrina*
- New York fern - *Thelypteris noveboracensis*
- Goldthread - *Coptis trifolia*
- Foamflower - *Tiarella cordifolia*
- Hay-scented fern - *Dennstaedtia punctilobula*
- Low bush blueberry - *Vaccinium angustifolium*
- Evergreen woodfern - *Dryopteris intermedia*
- Native violets - *Viola* species
- Christmas fern - *Polystichum aristichoides*
- Wintergreen - *Gaultheria procumbens*
- Swamp buttercup - *Ranunculus hispidus* var. *caricetorum*
- Thick-leaved wild strawberry - *Fragaria virginiana*
- Sweetwoodruff - *Galium odoratum*
- Solomon's seal - *Polygonatum*
- Japanese Pachysandra - *Pachysandra terminalis*

### Ground Covers, Sun to Partial Shade

- (The use of mulch covering more than 25% of a planting bed is discouraged)

- Big bluestem - *Adropogen gerardii*
- Beach pea - *Lathyrus japonica*
- Geraniums (cranesbill)
- Bush-clovers - *Lespedeza*s
- Common blue heart-leaved aster - *Aster cordifolius*
- Switchgrass - *Panicum virgatum*
- New England aster - *Aster novae-angliae*
- Common bittercress - *Cardamine pensylvanica*
- Little bluestem - *Schizachyrium scoparium*
- New Jersey tea - *Ceanothus americanus*
- Purple lovegrass - *Eragrostis spectabilis*
- Low-bush blueberry - *Vaccinium angustifolium*
- Hayscented fern - *Dennstaedtia punctilobula*
- Indiangrass - *Sorghastrum nutans*

### Shrubs, Full Sun

Juniper - *Juniperus* species and cultivars (growth patterns of species and cultivars vary)

▪ **Shrubs, Full Sun to Partial Shade**

- Shadbushes – Amelanchiers
- Virginia rose – *Rosa virginiana*
- Bearberry – *Arctostaphylos uva-ursi*
- Red raspberry – *Rubus idaeus*
- Silky dogwood – *Cornus amomum*
- Shining willow – *Salix lucida*
- Gray dogwood – *Cornus racemosa*
- Elderberries – *Sambucus*
- Red osier dogwood – *Cornus sericea*
- Leucothoes
- Hazelnut – *Corylus Yew* – *Taxus* species and cultivars
- Bush-honeysuckle – *Diervilla lonicera*
- Maple-leaved viburnum – *Viburnum acerifolium*
- Inkberry – *Ilex glabra* ‘compact’
- Hobblebush – *Viburnum lantinioides*
- Winterberry – *Ilex verticillata*
- Witherod viburnum – *Viburnum cassinoides*
- Spicebush – *Lindera banzion*
- Mountain azalea – *Rhododendron prinophyllum*
- Swamp rose – *rosa palustris*
- Nannyberry – *Viburnum lentago*
- Carolina rose – *Rosa carolina*
- Limber honeysuckle – *Lonicera dioica*
- Viburnum – *Viburnum* species and cultivars
- Witch hazel – *Hamamelis virginianum*
- Boxwood – *Buxus* species and cultivars (must protect from drying winds)
- Flowering Quince – *Chaenomeles speciosa* and cultivars

## **Trees, Full Sun**

- Smoketree – *Cotinus coggygria* and cultivars
- Japanese tree lilac – *Syringa reticulata*
- Planetree – *Platanus x acerfolia* and cultivars (too large for street tree though)
- Serbian Spruce – *Picea omorika* (for large open spaces, very large tree)
- Pyramidal European Hornbeam – *Carpinus betulus* 'Fastigiata'
- Austrian pine – *Pinus nigra* (for large open spaces, very large tree)
- Columnar English Oak – *Quercus robur*
- 'Fastigiata' Linden – *Tilia cordata* and cultivars (for large open spaces)

## **Trees, Full Sun to Partial Shade**

- Bradford Pear
- Weeping Cherry
- Littleleaf Linden
- Austrian Pine
- Dwarf Alberta Spruce
- Sawtooth Oak -*Quercus acustissima*
- American hornbeam - *Carpinus carolina*
- Hedge Maple - *Acer campestre*
- Golden Rain Tree - *Koelreuteria paniculata*
- Heritage Birch - *Betula nigra*
- Katsura Tree - *Cercidiphyllum japonicum*
- Downy Serviceberry - *Amelanchier arborea*
- Hawthorne - *Crataegus phaenopyrum*
- Japanese tree lilac - *Syringa reticulata*
- Amur maackia - *Maackia amurensis*
- Japanese Maple - *Acer palmatum*
- Red maple – *Acer rubrum*
- Green ash – *Fraxinus pennsylvanica*
- Sugar maple – *Acer saccharum*
- Tupelo – *Nyssa sylvatica*
- Hedge maple – *Acer campestre*
- Poplar – *Populus tremuloides* / *deltoides*
- Amur maple – *Acer ginnala*
- Serviceberry – *Amelanchier arborea*
- Black birch – *Betula lenta*
- White oak – *Quercus alba*
- Paper birch – *Betula lenta*
- Northern red oak – *Quercus rubra*
- Paper birch – *Betula papyrifera*
- Sassafras – *Sassafras albidum*
- Basswood – *Tilia americana*
- Shadbushes – *Amelanchier arborea*, *laevis*
- Pagoda dogwood – *Cornus alternifolia*
- Pin cherry – *Prunus pensylvanica*

## **Vines, Full Sun to Partial Shade**

- Climbing Hydrangea – *Hydrangea anomala* species *petiolaris*
- Japanese Hydrangea Vine – *Schizophragma hydrangeoides*
  
- **Maintenance Flowers for Window Boxes, Containers**
  
- Impatiens (annual, shade)
- Portulaca (annual, full sun)
- Nasturtium (perennial, full sun)
- Lobelia (annual, filtered sunlight)
- Dusty Miller (annual to tender perennial, sun to light shade)
- Vincas/Madagascar periwinkle (annual to tender perennial, full sun)
- Sweet allysum (annual to tender perennial, full sun)
  
- **Low Maintenance Flowers for the Garden**
  
- Penstermon (full sun)
- Narcissus (perennial bulb, sun)
- Sedums (perennial, sun to light shade)
- Helleborus (blooms in March, April)
- Daylily – *Hemerocallis* (full sun)
- Heuchera (full sun to partial shade)
- Hosta (full to partial shade)
- Dead Nettle – *Lamium* (partial to full shade)
- *Alchemilla mollis*/Lady's mantle (perennial, sun to light shade)
- Trillium – Trilliaceae (partial to full shade, blooms in spring)

## Appendix A: Developer Narrative

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The questions below are intended to help the applicant create a narrative as to how their project meets these criteria within rules and regulations. These questions are to be used as a guide. They are not fixed and therefore may change from time to time.

Please provide a brief description of how you have met the following criteria:

1. Has the project:
  - a. Incorporated Sloped roofs
  - b. Incorporated Variegated planes to minimize bulk
  - c. Incorporated 10 foot pedestrian zone
  - d. Incorporated windows and /or visual divisions of area on any Building façade visible from a street or sidewalk. Blank walls are prohibited.
2. Have the buildings acknowledged the uniqueness of their location, their building neighbors, their proximity to adjoining residential neighborhoods, and the natural environment?
3. Does the site design facilitate pedestrian mobility and traffic circulation?
4. Does the project incorporate architectural details in the structures?
5. Does the project incorporate diverse site details (Paving, walls, walk-ways, frontage zone elements)?
6. Does the project establish access and connections onto and around the site?
7. Has the project incorporated environmentally sensitive design measures? (Green roof, recharge, energy star, etc...)
8. Is the on-site parking adequately buffered from pedestrian areas?
9. Does the structure maintain a distinction between upper and lower floors for multi-story buildings?
10. Describe how the Landscaping is used to strengthen or buffer the visual relationship with the surrounding area.
11. Please explain any additional criteria the reviewing bodies should know about the project

## Appendix B: Review Checklist

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The checklist below will be used during the review of projects by the various reviewing committees and boards. The Town Center Design Rules and Regulations should guide the review process. This checklist is intended as a tool to help that process. These items are not fixed and may be modified from time to time to ensure efficient and balanced review.

Project incorporates the following:

- Sloped roof
- Variegated planes to minimize bulk
- 10 foot pedestrian zone
- Building façade incorporates windows on all visible planes

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1=Strongly Disagree   2=Disagree   3=No Opinion   4=Agree   5=Strongly Agree

1. Buildings shall acknowledge the uniqueness of their location, their building neighbors, their proximity to adjoining residential neighborhoods, and the natural setting. (Pg. 8)

1                      2                      3                      4                      5

2. Site design facilitates pedestrian mobility and traffic circulation. (Pg. 9-14)

1                      2                      3                      4                      5

3. The project incorporates architectural details in the structures (Note exterior variety of siding types, entry treatments, trim accents, shutters, mulled windows, etc). (Pg. 15-18)

1                      2                      3                      4                      5

4. The project incorporates site diverse site details (paving, walls, walk-ways, frontage zone elements) (Pg. 9-14).

1                      2                      3                      4                      5

5. Access and connections onto and around the site

1                      2                      3                      4                      5

6. Environmentally sensitive design measures (Pg. 20)

1                      2                      3                      4                      5

7. Parking is adequately buffered from the main pedestrian areas (Pg. 10)

1                      2                      3                      4                      5

8. Maintain the distinction between upper and lower floors for multi-story buildings (Pg. 15)

1                      2                      3                      4                      5

9. Landscaping should be used to strengthen or buffer the visual relationship with the surrounding area. (Pg. 21-27)

1                      2                      3                      4                      5