

**Town of Caroline
Land Use and Economic Development Task Force**

Meeting 10

**November 16, 2020
7:00 PM**

Agenda

1. Privilege of the floor
2. General Discussion
3. Review of proposed changes to the Design Standards
4. Final Report to Town Board
5. Zoning

Attendance

Michele Brown; Barbara Knuth; Barbara Lynch; Ellen Harrison (Site Plan Review Board Member); Ken Miller; Yusmin Allim; Bill Podulka (Planning Board Member); Tim Murray (Town Board Representative); Mark Whitmer (Town Supervisor); and Greg Colucci (Planner)

Absent from the Task Force was Rebecca Schillenback

Notes

1. Privilege of the floor; no member of the public joined the meeting.
2. Tim Murray asked for a report from the Task Force no later than the December 9 Town Board meeting.
3. Greg Colucci reviewed the proposed changes to the Design Guidelines document, which is now proposed to be titled Design Standards

Building and site elements are proposed to be included in the Design Standards and anything that is not related to building and site design (from the current Design Guidelines) is added to the proposed Site Plan Review Law.

Building Placement and Design

1. A building must not front directly on existing public roads to maintain rural character and vehicular safety.
2. The architectural design and details of proposed buildings or structures must be compatible with the scale, type of construction and landscaping characteristic of the surrounding area.

Any reference to hamlets differing in design from those areas outside of hamlets is more appropriate within a zoning framework. There could be separate, hamlet-specific design standards if there was zoning.

Added: walkways adjacent to buildings shall be covered.

Roofing

1. Roofing shall have a minimum pitch of 4:12.

Will be modified to include exceptions for “environmental purposes.”

2. Corrugated metal as a roofing material is prohibited.

Remove #2

Ken Miller asked whether the standard requiring buildings to be compatible with surrounding structures would conflict with standards requiring, for example, a specific roof pitch.

Greg answered that “compatibility” is typically interpreted as cumulative compatibility, so one design element may not be a reason to disapprove a development.

Massing

1. Buildings that are larger than 1,500 square feet must be designed as a series of smaller buildings.

Materials

1. Materials should be consistent with Caroline building design including the use of clapboard, shingle, and board and batten.

Vinyl siding and hardi board will be added.

2. Stone, masonry block, brick, metal, and modern stucco is allowed on up to 30% of the public-facing façade.

Stone, masonry block, brick will be removed

Language will be revised to say “metal is allowed as a *minor* component of the public...”

3. Cement, cinder, and concrete blocks are prohibited on public-facing facade

Fenestration

1. Public facing facades shall have a window area of at least 15% of the façade.
2. Windows should be arranged and grouped between 2 feet and 10 feet above the finished exterior grade.

Removed #2

Canopies

1. Drive through or drive under canopies, typically associated with gas stations should draw on design traditions of Caroline
2. Canopies should have a pitched roof
3. Canopy supports should be visually proportional to the roof structures

Added: the canopy should be visually compatible with the primary structure

Rooftop Equipment

1. Antennas, satellite dishes, and other mechanical equipment on a roof should not be visible from public roadways.
2. Screening of rooftop equipment is required and must appear integral to the building design.

Lighting

1. Site and parking lot light poles should not exceed 18 feet above surrounding grade.
2. Light fixtures should be shielded to direct light downward and contained within the site.

Parking

1. Parking areas associated with the Development must be located no closer to the road than the closest façade of the building, unless approved by the Town. If an exception is granted, parking areas located between structures and public roads are limited to a maximum of 15 spaces, and should be softened with a low growing hedge and/or an attractive fence or wall between the parking and the road.
2. Shared parking lots and interconnected service drives to reduce new curb-cuts and maintain road safety and function should be used to the extent practicable.
3. Internal pedestrian connections (on site, from parking lots, to adjacent lots, etc.) must be provided as appropriate to the Site to provide pedestrian access to and around the Development.
4. Large expanses of parking should be broken up with tree and shrub plantings.
5. A vegetative buffer or fence must screen a parking area located within 20 feet of a property line.

#5 will be modified: A parking area located within 20 feet of a property line must have a vegetative buffer or fence between the parking area and property line.

Screening of Accessory Equipment

1. Equipment located at grade, such as compactors, dumpsters, HVAC equipment, on-site utility boxes, loading docks, and other infrastructure shall be screened from public roads and adjacent residential uses in a manner approved by the Board.
2. Screening materials and design must be attractive and compatible with the building and overall landscape designs.

Signage

1. Wall signs:
 - Channel letters, halo lit letters, or downcast externally lit letters are encouraged.
 - Cabinet or box signs are discouraged.

2. Ground mounted signs
 - Shall be no taller than 6 feet above finished grade.
 - Shall be monument style, rather than pole-mounted, unless the Review Board grants an exception.
 - Shall be externally illuminated, and downcast, if using lighting.
3. Ample landscaping must be provided at the base of signs of any type.
4. Digital signs (including LCD signs) with changing, moving, or flashing text are prohibited.

To add: A maximum size for signs.

Landscaping

1. Landscaping should enhance the site and screen undesirable features from view.

Landscaping cannot practicably be used for noise impacts.

Sustainable Transportation Infrastructure

1. The Development is encouraged to provide to the extent possible support for transportation choices such as bike racks and/or storage, dedicated car-share parking spaces, a car or van pooling service, electric vehicle charging stations, or local public transportation infrastructure for persons with disabilities
4. Final Report to Town Board
 1. Summary
 2. Purpose and Background
 3. Findings of the Task Force
 1. Formula Business Restrictions
 2. Economic Impact Review
 3. Site Plan Review and Design Standards
 4. Zoning
 4. Recommendations

Greg will re-order the Findings section

5. Zoning

Greg explained that zoning can regulate the location, siting, and density of development whereas other land use tools cannot. A number of concerns with land development that have been brought up – such as residential development, commercial/industrial development, and having hamlet-specific regulations – can be appropriately managed via zoning.

Ken Miller voiced his opposition to zoning because it can be too restrictive and may negatively affect farmers who want flexibility to sell off land for other uses.

Greg said that zoning can regulate which uses would be allowed in agricultural areas – some communities only allow agricultural uses in Agricultural Zone Districts, but others allow more types of uses than just agricultural uses.

Ellen Harrison reminded the committee that the Task Force is just charged with either recommending that the Town look into zoning further or not, and not the specifics of the zoning ordinance.

Barbara Lynch commented that one of the goals of the Town is to have more commercial development in hamlets and zoning could be an appropriate tool to allow that to happen, in addition to other incentives.

Tim suggested that zoning can be more incentivizing than merely just restricting as it's often characterized. Zoning can also be a stronger framework for some of the land use tools that the committee has been considering, such as design standards.

Meeting adjourned at 9:00 PM
Meeting notes prepared by Greg Colucci