SITE PLAN REVIEW REGULATIONS

HAMPTON FALLS, NEW HAMPSHIRE

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RECORD OF AMENDMENTS TO 1994 PRINTED VERSION

All pages of the current version of the Site Plan Review Regulations are dated December, 1994", with the following exceptions, which update these regulations as indicated:

Pages 3-5	Reprinted:	November, 1996 - Amendment to add Section 4.1.5 and 4.1.6
Page 11	Reprinted:	March, 1995 - Amendment to add Section 5.8.2.1 and Section 5.8.3
Pages 14-25	Reprinted:	November, 1996 - Amendment to add Section 6.5, 6.6, 6.7 and 6.8
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Pages 15-19	Reprinted:	August, 1997 - Amendment to add Section 6.9
Pages 12&16	Reprinted:	May, 1999 - Amendment to Sections 5.8.1, 5.8.4 and 6.7.1 and to add Appendix I
Page 11	Reprinted:	March, 2002 - Amendment to Section 6.1.4
Page 4	Reprinted:	February, 2003 – Amendment to Article IV, Section 4.2
Page 10	Reprinted:	March, 2004 – Amendments to Section 5.8
Page 24	Reprinted:	September, 2005 – Amendment to Section 9.1
Page 11	Reprinted:	September, 2006 – New Section 6.2.27
Page 2	Reprinted:	April, 2007 – Add definition to Section 3.2
Page 24	Reprinted:	April, 2007 – Amendment to add Section 11.0 to Article IX
Page 10	Reprinted:	September, 2009 – Amendment to Section 6.2.9
Page 18	Reprinted:	September, 2009 – Add Section 7.4
Page 12	Reprinted:	September, 2009 – Amendment to Section 6.2.25
Page 20	Reprinted:	June, 2010 – Amendment to Section 8.8
Page 11	Reprinted:	May, 2014 – Amendment to Section 6.2.27

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ARTICLE I - AUTHORITY AND TITLE

Pursuant to the authority vested in the Planning Board by the Town Meeting held on November 3, 1982 and in accordance with the provisions of New Hampshire RSA 674:43-44, as amended, the Town of Hampton Falls Planning Board adopts the following regulations. These regulations govern the review of site plans for the development or change or expansion of use of tracts for nonresidential uses or for multi-family dwelling units, whether or not such development includes a subdivision or re-subdivision of the site.

These regulations shall be known, and may be cited as, the "Town of Hampton Falls Site Plan Review Regulations," hereinafter referred to as "Site Plan Review Regulations."

ARTICLE II - PURPOSE

The purpose of these Regulations is to:

(a) Provide for the safe and attractive development of the site and guard against such conditions as would involve danger or injury to health, safety, or prosperity by reason of: (1) inadequate drainage or conditions conducive to flooding of the property or that of another; (2) inadequate protection for the quality of groundwater; (3) undesirable and preventable elements of pollution such as noise, smoke, soot, particulates, or any other discharge into the environment which might prove harmful to persons, structures, or adjacent properties; and (4) inadequate provision for fire safety, prevention, and control;

(b) Provide for the harmonious and aesthetically pleasing development of the Town and its environs;

(c) Provide for open spaces and green spaces of adequate proportions;

(d) Require the proper arrangement and coordination of streets within the site in relation to other existing or planned streets or with features of the official map of the Town;

(e) Require suitably located streets of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air and access for firefighting apparatus and equipment to buildings, and be coordinated so as to compose a convenient system;

(f) Require in proper cases, that plats showing new streets or narrowing or widening of such streets be submitted to the Planning Board for approval;

(g) Require that the land indicated on plats submitted to the Planning Board shall be of such character that it can be used for building purposes without danger to health; and

(h) Include such provisions as will tend to create conditions favorable for health, safety, convenience and prosperity.

ARTICLE III - DEFINITIONS

3.1 Interpretations

Unless the context otherwise requires, the following definitions shall be used in the interpretation and construction of these regulations. Words used in the present tense include the future; the singular number shall include the plural, and the plural the singular; words used in the masculine gender include the feminine and neuter; the word "building" shall include the word "structure"; and the word "shall" is mandatory and not optional.

In general, words and terms used in these regulations shall have their customary dictionary meanings. Definitions contained in the existing Town of Hampton Falls Zoning Ordinance, are incorporated herein by reference.

3.2 Definitions

Abutter: means any property owner whose property is located in New Hampshire and adjoins or is directly across the street or stream, from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a Board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII.

Board: means the Town of Hampton Falls Planning Board as established under the provisions of N.H. RSA 673:1, as amended.

Certificate of Occupancy Permit: means a permit issued by the Building Inspector certifying that any structure or land is approved for its intended use (See number 11.0, Article XI-Administration and Enforcement). **(Adopted 04/24/2007)**

Certified Soil Scientist: means a person qualified in soil classification and mapping who is certified by the State of New Hampshire Board of Natural Scientists.

Community Wastewater System: means a non-municipal wastewater supply system that serves an average of at least twenty-five (25) individuals daily year-round or that has at least fifteen (15) service connections.

Community Water Supply: means a non-municipal water supply system that serves an average of at least twenty-five (25) individuals daily year-round, or that has at least fifteen (15) service connections.

Completed Application: means the application form and supporting documents, as specified in these Regulations, that contains all the information the Board needs to review a site plan proposal and make an informed decision.

Development: means the construction of improvements on a tract or tracts of land which shall include the enlargement of the structure or physical changes to the site to accommodate the intended use.

Enlargement: means the increase in size or the expansion of any structure or appurtenance, whether said appurtenance exists alone or in service of a structure or other appurtenance.

Engineer: means a person licensed in accordance with RSA 310-A:2-27, as amended.

Improvement: means all structures, appurtenances or additions to the site whether above or below the surface of the land, and including but not limited to buildings, construction of any kind, site grading, landscaping, street construction, utilities (including water, sewer, electric, gas, storm drainage), whether proposed by the applicant, or required by the Board under these regulations.

Planning Board Agent: means the planning consultant, official, recording agent, or other person(s) assigned by the Board to perform plan review and other such duties.

Soil Type: as defined by High Intensity Soil Maps for New Hampshire prepared by a certified soil scientist.

Surveyor: means a person licensed in accordance with RSA 310-A:53, as amended.

Town Engineer: means the duly designated engineer of the Town of Hampton Falls, or if there is no such official, the planning consultant or official assigned by the Hampton Falls Planning Board.

ARTICLE IV - GENERAL PROVISIONS

4.1 Site Plan Review Required

The Board shall require site plans to be submitted to it for review by any applicant seeking any of the following:

4.1.1 The construction of any new non-residential use or multi-family dwellings.

4.1.2 Any modification or intensification of any non-residential or multi-family permitted use or grandfathered use.

4.1.3 The construction or conversion of any non-residential or multi-family use in which development of the site is contemplated or required by virtue of any other Town or State ordinance, statute, regulation or decision of the Town's Zoning Board of Adjustment.

4.1.4 The change of use within a structure from one permitted non-residential use to another permitted non-residential use which will require development of the site including, but not limited to, improvement or alteration to the site required by virtue of any other Town or State ordinance, statute or regulation.

4.1.5 Change in use from residential to non-residential **or** to a combination of residential and non-residential. **(Adopted 11/26/96)**

4.1.6 Change in use to Bed And Breakfast in any District or new construction to be used as Bed and Breakfast. **(Adopted 11/26/96)**

4.1.7 Erection, Modification, or Removal of Telecommunications Towers and/ or Facilities. **(Adopted 08/26/97)**

4.2 Site Plan Review Not Required **(Deleted 2/20/03)**

4.3 Review Standards

In reviewing site plans, the Board must take into consideration the public health, safety, general welfare, the comfort and convenience of the general public, Master Plan objectives, and, as a condition of approval, may require such modifications of the proposed site plan as it deems necessary to comply with the spirit as well as the letter of these regulations. The Board shall take into account the following objectives:

4.3.1 Safe, adequate and convenient vehicular and pedestrian traffic circulation both within and without the site. At least the following aspects of the site plan shall be evaluated to determine the conformity of the site plan to this standard:

4.3.1.1 The effect of the proposed development on traffic conditions on abutting streets.

4.3.1.2 The number, location and dimensions of vehicular and pedestrian entrances, exits, drives and walkways.

4.3.1.3 The visibility in both directions of all exit points of the site and the visibility of vehicles entering or exiting the site to drivers of vehicles traveling on abutting streets.

4.3.1.4 The location, arrangement and adequacy of off-street parking facilities.

4.3.1.5 Interconnection of parking areas via access drives within the site and between the site and adjacent lots, in order to provide maximum efficiency, minimize curb cuts, and encourage safe and convenient traffic circulation.

4.3.1.6 The location, arrangement and adequacy of truck loading and unloading facilities.

4.3.1.7 Patterns of vehicular and pedestrian circulation both within the boundaries of the site and in relation to the adjoining street and sidewalk system.

4.3.1.8 The location, and adequacy of landscaping within the site and bordering parking and loading facilities.

4.3.2 The protection of environmental quality and the preservation and enhancement of property values. At least the following aspects of the site plan shall be evaluated to determine the conformity of the site plan to this standard:

4.3.2.1 The location, height and materials of walls, fences, hedges and plantings so as to ensure harmony with adjacent development, screen parking and loading areas, and conceal storage areas, utility installations and other such features.

4.3.2.2 The prevention of dust and erosion through the planting of ground cover or installation of other surfaces.

4.3.2.3 The landscaping of the site which shall consist of natural undisturbed vegetation or features, or ground cover, shrubs, or trees, as appropriate.

4.3.2.4 The preparation of the site with minimal disturbance to existing vegetation.

4.3.2.5 The grading and filling of the site to minimize the alteration of surface and subsurface drainage to, toward or across abutting properties.

4.3.2.6 The protection of residential abutters against undue noise, glare, unsightliness or other nuisances detrimental to property values.

4.3.3 In acting upon any site plan, the Board may take into consideration the recommendations of the Town Planner, the Building Inspector, the Road Agent, the Fire Department, the Police Department, the Conservation Commission and any other town agencies or outside specialists with which the Board consults.

4.4 Requirements are Minimum and Not Maximum

These Regulations shall be interpreted as MINIMUM REQUIREMENTS and compliance with these minimum requirements in no way obligates the Board to approve any particular application solely on that basis.

The Board will fully consider all aspects of an application before rendering its decision. This will include a study of all site design and technical aspects of the proposals as well as consideration of the impact of the development on the open space, wildlife habitat and other natural resources, on local traffic patterns and on available public utilities, services and municipal resources. Only after the Board has fully satisfied itself that the proposed project is in the best public interest and that it will not prove detrimental to the public health, safety, welfare or prosperity, will the application be approved.

4.5 Higher Standards Shall Apply

If any other provision of Town, or any provision of State or Federal law relates to any matter covered herein, the provision which imposes the greater restriction or higher standard shall govern.

4.6 Compliance with Other Regulations

The Site Plan Review procedure in no way relieves the applicant from compliance with or approval under the provisions of the Town's Zoning Ordinance, Subdivision Regulations, Building Codes, and/or other regulations which pertain to or govern the proposed development. No Site Plan will be approved unless it is in compliance with all pertinent ordinances and regulations.

4.7 Suitability of Land

4.7.1 Land unsuitable for development due to the presence of poorly drained soils, flood hazard, steep slopes or other conditions constituting a danger to health, safety or the environment or contrary to the purposes of this regulation and the Master Plan shall not be approved for development unless the applicant presents satisfactory evidence or data to the Board, establishing that the methods proposed to overcome any such conditions are adequate.

4.7.2 The Board shall not approve such scattered or premature developments as would endanger or be injurious to health, safety or prosperity by reason of the lack of public services or necessitate an excessive expenditure of public funds for the supply of such services.

4.7.3 In no case shall a dwelling, septic system, or other structure be sited on poorly drained or very poorly drained soils or within 100 feet of such soils.

4.8 Erection of Buildings

No building permit shall be issued by the Building Inspector for the construction of any building or other structure on a development subject to these regulations until approval is granted by the Board, and no Certificate of Occupancy shall be issued until the terms and conditions of the Board's approval have been fulfilled.

4.9 Off-Site Improvements

Pursuant to RSA 674:43 and 44, the Board may require the installation of off-site public improvements and amenities, at the expense of the applicant, to assist in the establishment of a sound built environment. Such improvements shall include, but not be limited to, existing roadway improvements, intersection improvements or signalization, sidewalks, landscaping, extension of utilities, and existing drainage improvements, in order adequately to serve the proposed site. The installation of off-site improvements when required, shall be made a condition of approval. The Board may require the posting of a suitable performance security, as outlined in Article 7.1, to insure that all off-site improvements are completed.

ARTICLE V – PROCEDURE FOR PLANNING BOARD REVIEW

5.1 General Information

5.1.1 Whenever site plan review is required, the owner thereof, or his agent, shall apply in writing to the Board for approval. If the applicant is not the property owner, the applicant shall provide the Board with written consent of the property owner for the proposal. Application for site plan review shall be on forms supplied by the Board. The application shall conform to these regulations.

5.1.2 The Board may make a visual on-site inspection of any proposed site plan at any stage of the proposal, after prior arrangements are made with the applicant or land owner. Inspection is to be at such time when the site is free of snow cover, unless the Board is otherwise satisfied that such inspection is not required.

5.1.3 If a plan is withdrawn prior to having notification for the public hearing, no further action is required by the Board, and it will be considered terminated. One copy of any such plan(s) shall be retained for Board files.

5.1.4 Approval of the plan by the Board shall not constitute an acceptance by the Town of the dedication of any proposed recreation area or other public open space.

5.2 Pre-application Review

The Board provides for an optional pre-application review of site plan plats in accordance with RSA 676:4, II, as follows:

5.2.1 Preliminary Consultation Phase

A preliminary consultation and review on applications shall not bind either the applicant or the Board. The preliminary consultation may include, but is not limited to, discussions of the proposal in general terms to include the desirability of the development and the development's relationship to the Master Plan. Preliminary consultation may occur without the necessity of giving formal public notice as required by RSA 676:4 I (d), but must occur only at formal meetings of the Board. Review beyond such conceptual and general discussion may proceed only after identification of, and notice to, abutters and the general public as required by Article 5.4. In a preliminary consultation, the applicant may present a rough sketch or other information useful in defining the general scope and concept of the site plan. The Board may make suggestions to assist the applicant in preparing the formal application and in resolving problems foreseen with meeting site plan review requirements or other applicable regulations of the Town.

5.2.2 Design Review Phase

The optional design review phase on applications is beyond a preliminary consultation and involves more specific design and engineering details. Such review shall not bind either the applicant or the Board. The design review phase may proceed only after notice to abutters and the general public as provided for in Article 5.4 of these regulations. The applicant shall submit a completed application form, a check for the filing fee, an abutter's list, and a preliminary plan, fifteen (15) days prior to the hearing date. If the applicant wishes to proceed beyond the design review phase, a public hearing for the final site plan must be held.

5.3 Formal Application

5.3.1 Application for approval of the final site plan shall be filed with the Board by the applicant or his agent in writing on forms provided by the Town. **Submitted material shall be complete and include material described in Article VI.** Should an application be found incomplete, the Board shall notify the applicant, requesting that the necessary documentation be submitted and informing the applicants that no further consideration of the application can be made until the application is complete.

5.3.2 A completed application sufficient to invoke jurisdiction of the Board shall be filed with the Board's designee at least 15 days prior to the public meeting of the Board at which it is to be submitted.

5.3.3 A completed application will be submitted to and accepted for consideration by the Board only at a Public Meeting for which notice has been given to the applicant, abutters and the general public.

5.3.4 Applications shall be disapproved by the Board without public hearing only for the following grounds:

5.3.4.1 failure of the applicant to supply information required by these Site Plan Review Regulations; or,

5.3.4.2 failure on the part of the applicant to meet reasonable deadlines as established by the Board; or,

5.3.4.3 failure on the part of the applicant to pay all required fees and charges.

5.4 Public Notices

5.4.1 Notice of the design review phase or submission of a Completed Application shall be given by the Board to the abutters and the Applicant by certified mail, mailed at least ten (10) days prior to the meeting at which the application will be submitted.

5.4.2 The public will be given notice at the same time, by posting at the Town Offices and U.S. Post Office and publication in a local newspaper.

5.4.3 The notice shall give the date, time, and place of the Board meeting at which the Application or other item(s) will be formally submitted to the Board, shall include a general description of the proposal which is to be considered and shall identify the applicant, owner (if different) and the location of the proposal.

5.4.4 If the notice for the public hearing was included in the notice of submission or any prior notice, additional notice of the public hearing is not required. Additional notice is not required of an adjourned session of a hearing provided that the date, time, and place of the adjourned session was made known at the prior meeting.

5.5 Board Action on Completed Application

5.5.1 The Board shall begin consideration of the Completed Application within thirty (30) days of its submission.

5.5.2 The Board shall act to approve, conditionally approve, or disapprove the Completed Application within sixty-five (65) days of submission.

5.5.3 The Board may apply to the Selectmen for an extension not to exceed an additional 90 days before acting to approve, conditionally approve or disapprove an application. An applicant may waive the requirement for Board action within the time periods specified in these regulations and consent to such extension as may be mutually agreeable.

5.5.4 Upon failure of the Board to approve, conditionally approve, or disapprove the application, the Board of Selectmen shall, upon request of the applicant, immediately issue an order directing the Board to act on the application within thirty (30) days per RSA 676:4, I, (c)(1). If the Board does not act on the application within the thirty (30) day time period, then within forty (40) days of the issuance of the order, the Selectmen shall certify on the applicant's site plan review application that the plat is approved, unless within those forty (40) days the Selectmen have identified in writing a specific provision of the Site Plan Review Regulations,

Subdivision Regulations, Zoning Ordinance, or other applicable regulation or by-law with which the application does not comply. Such certification by the Selectmen of the foregoing shall constitute final approval for all purposes including filing and recording under RSA 674:37 and 676:18, and court review under RSA 677:15.

5.5.5 In accordance with RSA 676:3, if the application is not approved, the Board shall provide the applicant with written reasons for disapproval. The decision shall be placed on file in the Board's records and shall be made available for public inspection within seventy-two (72) hours after the decision is made and a copy of the decision shall be filed with the Town Clerk.

5.6 Conditional Approval

5.6.1 The Board may grant conditional approval of a plat or application, which approval shall become final without further public hearing, upon certification to the Board by its designee or based upon evidence submitted by the applicant of satisfactory compliance with the conditions imposed. Final approval of a plat or application may occur in the foregoing manner only when the conditions are:

5.6.1.1 Minor plan changes whether or not imposed by the Board as a result of a public hearing, compliance with which is administrative and which does not involve discretionary judgment; or

5.6.1.2 Conditions which are in themselves administrative and which involve no discretionary judgment on the part of the Board; or

5.6.1.3 Conditions with regard to the applicant's possession of permits and approvals granted by other boards or agencies, provided said permits and approvals themselves have not required a change to the Plat submitted to the Board or to any other conditions imposed by the board.

5.6.2 If the plat or application is approved with one or more conditions precedent that involve discretionary judgment, which are to be fulfilled prior to signing of the plat by the Board and filing of the same with the Register of Deeds, the Board shall hold a Compliance public hearing to determine whether the applicant has compiled and fulfilled the conditions previously set by the Board.

5.6.3 The applicant shall have one year to comply with the conditions of approval and to have the plan signed by the Board. During this first year the conditionally approved plans are exempt from changes in the zoning ordinance or subdivision regulations. If the conditions are not met within one year, the conditional approval shall lapse, unless the applicant is granted a one year extension by the Board prior to the expiration date. Extensions may be granted for a one year period only. The Board shall have the option of holding a public hearing, with notice to abutters and the public as required in Article 5.4, if the Board determines that conditions have changed appreciably. Conditionally approved plans that are granted extensions shall not be exempt from amendments to the zoning ordinance or site plan review regulations. The Board shall have the authority to deny a request for an extension to a conditionally approved plan if the applicant cannot comply with the conditions.

5.7 Recording and Filing of Plats

5.7.1 No site plan shall be filed or recorded until it has been approved by the Board and all outstanding fees have been paid by the applicant. Approved plans shall be endorsed in writing on the plat with the signature of the Chairman of the Board.

5.7.2 The approved site plan will be registered at the Rockingham County Registry of Deeds by the Board at the fee established by the Board. One copy of the recorded plat shall be obtained by the Board at the expense of the applicant. Should the approval be subject to conditions not apparent on the plan, such conditions shall be recorded as well with reference made to such conditions on the plan (or attached thereto).

5.8 Site Plan Review Fees **(Amended July 2004)**

5.8.1 See Appendix II for Schedule of Fees

5.8.2 In accordance with NH RSA 674:44 V, the applicant shall be required to pay all reasonable costs or fees for professional review by the Town's appointed agents, special investigative studies, environmental assessments, and the legal review of documents, which are particular to the application, in addition to application fees as required by the Board.

5.8.2.1 Professional review costs may include, but are not limited to:

- Rockingham Planning Commission Circuit Rider technical review, meetings and other reasonable expenses directly accountable to the application. No Circuit Rider fee will be charged for phone calls or meetings necessary in making an initial application to the Planning Board, for the first Circuit Rider review of an application submitted to the Board, or for attendance at contracted night meetings. **(Adopted 7/27/04)**
- Town Engineer review, discussion and meetings with regard to overall plan review, roadway design, drainage and stormwater management, and erosion and sediment control plans.
- Rockingham County Conservation District review of septic or sewage disposal systems and drainage fields.
  (Amended July 2004)

5.8.2.2 If the Board requires a special investigative study, environmental assessment or legal review as outlined above, the applicant shall be required to provide the Town with funds equal to the estimated cost of said study, assessment or legal review. These funds shall be placed in a separate interest-bearing escrow account prior to starting the study, assessment or legal review. The escrow account shall be drawn down to pay any related expenses. If the expenses exceed the amount in the escrow account, the applicant shall be required to add additional funds to the account. Any funds remaining in the escrow account shall be returned to the applicant upon completion of the study, assessment or legal review. **(Adopted 3/28/95)**

5.8.3 The applicant shall be required to pay any outstanding Board fees for the subject parcel(s), even if incurred by a previous owner, prior to the Board's consideration of a new plan for the parcel(s). See Appendix II for Schedule of Fees. **(Adopted 3/28/95 and Amended March 1999)**

5.8.4 No final approval will be granted and no mylar will be signed or recorded until all fees and other monies owed to the Town have been paid. **(Amended March 1999)**

5.9 Developments of Regional Impact

In accordance with RSA 36:54-58, the Board shall review all site plans to determine if they have regional impact and shall follow the notification procedures required in RSA 36:57.

ARTICLE VI - COMPLETED APPLICATION REQUIREMENTS

6.1 Submission Requirements

The following information is required on the site plan or as part of the submission package in order for the application to be considered complete:

6.1.1 Application: A completely filled out and signed application form, which may be obtained in the Town Office.

6.1.2 Abutter's List: On a separate sheet of paper, a list of the names and mailing addresses of all abutters and the owner(s) of record (and applicant, if different), obtained from the Town records not more than five (5) days before submitting the application.

6.1.3 Fee: A check made payable to the Town of Hampton Falls equal to the fee required in Section 5.8.

6.1.4 Plan: Applicants shall submit four (4) paper copies of the site plan and an original mylar in permanent ink in the format required by Section 6.2. In addition, the applicant shall provide the final approved plan in CAD drawing exchange file (DXF) format on a computer diskette or CD. The file shall contain either a separate layer for property lines to distinguish them from other linear features on the plan, or ONLY property lines. An ASCII text file defining all layers should be submitted with the CAD file. The CAD file will be the sole and exclusive property of the Town of Hampton Falls. **(Amended November 2001)**

6.2 Plan Format and Information Required

The site plan shall conform to the following format and contain the following information:

6.2.1 Sheet size in conformance with the requirements of the Rockingham County Registry of Deeds.

6.2.2 Scale of the plan shall be 1" = 20' (1 inch = 20 feet).

6.2.3 Margin of at least 1/2" outside ruled border lines on three sides and at least 2" along the left side for bindings.

6.2.4 Plan number, current owner(s) of record (and applicant, if different) and all abutters keyed to plan.

6.2.5 Name, license number, and seal of the N.H. registered Land Surveyor, plus name, seal and address of engineer.

6.2.6 Date, north arrow, location (locus) map.

6.2.7 Tax map and parcel number, and zoning district(s) and lines.

6.2.8 Adequate space for the necessary endorsement by the proper authorities.

6.2.9 Locations of property lines and their dimensions and bearings, area of each lot and total parcel, well-radius, septic reserve area, footprint for any proposed building(s), existing building(s), existing and proposed easements, water courses, floodplains, ponds, rock ledges, tree lines and other essential features. Proposed building footprint(s) should not be included on the recorded mylar. **(Amended September, 2009)**

6.2.10 Location of wetlands and appropriate setbacks.

6.2.11 Title and deed references, and easements and other encumbrances.

6.2.12 The plat should list all variances and special exceptions granted by the Board of Adjustment for the parcel involved and the dates granted.

6.2.13 Location and width of existing streets.

6.2.14 Utilities on and adjacent to the tract including location, size and invert elevation of sanitary and stormwater sewers; location and size of water mains; location of gas mains, fire hydrants, electric and telephone poles and street lights. If water mains and sewer are not on or adjacent to the tract, indicate the direction and distance to, and the size of the nearest one.

6.2.15 Where the topography or other conditions are such as to make difficult the inclusion of any facilities mentioned above, within the public area so laid out, the layout shall show the boundaries of proposed permanent easements over or under private property. Such easements shall be not less than 20 feet in width and shall have satisfactory access to existing or proposed public ways.

6.2.16 A topographical plan with contour lines at two (2) foot vertical intervals shall be shown.

6.2.17 Description of proposed grade surfaces (i.e., grass, pavement, etc.), and percent of sealed surface (driveways, parking lots and roofs).

6.2.18 Stormwater drainage control plan, including location of catch basins, culverts and drains; method of storage and disposal; and calculations of volume and frequency of run-off.

6.2.19 Location of proposed fire hydrants, street lighting, fencing, loading docks and exterior lighting.

6.2.20 Description and location of exterior utility areas including solid waste disposal facilities, HVAC units, electric transformers, towers, aboveground fuel storage tanks, etc.

6.2.21 The type, extent, and location of existing and proposed landscaping and open space areas indicating what existing landscaping and open space areas will be retained.

6.2.22 The location, size and design of proposed signs and other advertising or instructional devices.

6.2.23 Location of proposed on-site snow storage.

6.2.24 A circulation plan of the interior of the lot showing provisions for both auto and pedestrian circulation. An access plan showing means of access to the site and proposed changes to existing public streets, including any traffic control devices necessary in conjunction with the site development plan.

6.2.25 Location and results of test pits and location of primary and secondary leach bed sites as required by the NH WS&PCD and local requirements. Location of well heads and their seventy-five (75) foot radii shall be located entirely within the property boundaries. Well heads shall not be located within one-hundred (100) foot wetlands setback. By definition, well heads are structures and shall not be located within the 100' wetland buffer as stipulated in Article III, Section 8 of the Hampton Falls Zoning Ordinances. **(Amended September, 2009)**

6.2.26 Two (2) copies of an architectural rendering showing all elevation views of all buildings and their exterior design.

6.2.27 Architectural Review: In order to permit the Board to render a site plan approval, which takes into consideration consistency with the architectural character of the surrounding area, the Planning Board shall require architectural drawings and material schedules indicating design,

color and exterior finish materials' specifications for new construction and alterations to existing buildings within the Town Common District, Business Districts North and South and the Multifamily Overlay, in addition to other studies deemed necessary under the Town of Hampton Falls Site Plan Review Regulations. Further, the Hampton Falls Planning Board requires that all commercial site plans and multifamily developments comply with the guidelines located herein as an official appendix to the site plan review regulations titled, "Design Guidelines for the Hampton Falls Town Common District, Hampton Falls, New Hampshire"; and "Design Guidelines for Hampton Falls Business District North and Business District South, Hampton Falls, New Hampshire". The Guidelines are meant to illustrate site and building design recommendations in the Site Plan Review process and other design regulations located in various sections of the Hampton Falls' Zoning Ordinance by articulating as well as illustrating the Town's expectations for development that is harmonious and aesthetically pleasing. **(Amended September 2006; May 2014)**

6.3 State and Federal Permits Required as Applicable:

The following state or federal permits may be required as applicable:

6.3.1 N.H. Water Supply and Pollution Control Division septic system design approval.

6.3.2 N.H. Wetlands Board "Dredge & Fill" permit.

6.3.3 N.H. Department of Transportation driveway access permit.

6.3.4 N.H. Water Supply & Pollution Control Division WS411 permit for underground storage tanks as regulated by RSA 146-C.

6.3.5 Any other state or federal permits required.

6.4 Local Items Required as Applicable

The following studies or plans may be required by the Board, as applicable:

6.4.1 Traffic impact analysis, as outlined in Article 7.2.

6.4.2 Soil erosion and sedimentation control plan, as outlined in Article 7.3.

6.4.3 High Intensity Soil Mapping, including the seal of the licensed Soil Scientist.

6.4.4 Landscaping plan, as outlined in Article 8.4.

6.4.5 Wetlands Conservation District Special Use Permit, per Article III, Section 8 of the Zoning Ordinance.

6.4.6 Any other applicable local permit required.

6.5 Special Requirements for Bed and Breakfast **(Adopted 11/26/96)**

The following additional information shall be required in addition to the requirements of 6.1 through 6.4.

6.5.1 A floor plan for all floors indicating size and use of all rooms, all exits, all fire safety and life safety systems.

6.5.2 Sample copies of any advertising brochures to be used.

6.5.3 Sample guest register.

6.5.4 Approved Septic System Design for the use intended or certification that any present system is adequate for the intended use.

6.5.5 Certification that the well is adequate and that water has been tested and meets minimum standards.

6.5.6 The premises shall comply with all State and Federal Handicap accessibility requirements.

6.6 Annual Renewal Permits for Bed and Breakfast **(Adopted 11/26/96)**

Annual Renewal permits for Bed and Breakfast establishments must be reviewed at a Public Meeting of the Planning Board no later than thirty (30) days prior to the expiration of the existing permit. A Public Hearing shall not be required unless it is deemed necessary by the Planning Board.

6.7 Fees for Bed and Breakfast **(Adopted 11/26/96)**

6.7.1 New applications - A fee of fifty dollars ($50.00) plus the cost of Public Notice and abutter fee of four dollars ($4.00) each per abutter plus postage. **(Amended March 1999)**

6.7.2 Renewal Permits - A fee of fifty dollars ($50.00) shall be charged for a renewal permit. If a Public Hearing is required, the fees for Public Notice, abutter notices and postage will apply in addition to the permit fee and shall be the responsibility of the applicant.

6.8 Display of Permit **(Adopted 11/26/96)**

The Permit shall be prominently displayed on the premises at all times.

6.9 Special Requirements for Telecommunication Towers and/or Facilities **(Adopted 08/26/97)**

6.9.1 Definitions:

6.9.1.1 **Antenna**: shall mean any exterior apparatus designed for telephonic, radio, television, personal communications service (PCS), pager network, or any other communications through the sending and/or receiving of electromagnetic waves of any bandwidth.

6.9.1.2 **Height**: shall mean, when referring to a tower or other structure, the distance measured from ground level to the highest point on the tower or other structure, even if said highest point is an antenna.

6.9.1.3 **Telecommunications Facilities**: shall mean any structure, antenna, tower, or other device which provides commercial mobile wireless services, unlicensed wireless services, cellular phone services, specialized mobile radio communications (SMR) and personal communications service (PCS), and common carrier wireless exchange access services.

6.9.1.4 **Tower**: shall mean any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers, guy towers, or monopole towers: The term includes radio and television transmission towers, microwave towers, common carrier towers, cellular telephone towers, alternative tower structures, and the like.

6.9.2 The following requirements and/or conditions, and /or information shall be required in addition to sections 6.1 through 6.4:

6.9.2.1 Aesthetic and Lighting

The guidelines in this subsection, shall govern the location of all towers, and the installation of all antennas. However, the Planning Board may waive these requirements, in accordance with Site Review Article XI Section 11.5, only if it determines that the goals of this regulation are served thereby.

1. Towers shall either maintain a galvanized steel finish, subject to any applicable standards of the FAA or be painted, so as to reduce visual obtrusiveness.

2. At a tower site, the design of the buildings and related structures shall, to the maximum extent possible, use materials, colors, textures, screening, and landscaping that will blend the tower facilities with the natural setting and built environment. These buildings and facilities shall also be subject to all other Site Plan Review Regulation requirements.

3. If an antenna is installed on a structure other than a tower, the antenna and supporting electrical and mechanical equipment must be of color that is identical to, or closely compatible with, the color of the supporting structure so as to make the antenna and related equipment as visually unobtrusive as possible.

4. Towers shall not be artificially lighted, unless required by the FAA or other applicable authority. If lighting is required, the governing authority may review the available lighting alternatives and approve the design that would cause the least disturbance to the surrounding views.

5. Towers shall not contain any permanent or temporary signs, writing, symbols, or any graphic representation of any kind.

6.9.2.2 Federal Requirements

All towers must meet or exceed current standards and regulations of the FAA, FCC, and any other agency of the federal government with the authority to regulate towers and antennas. If such standards and regulations are changed, then the owners of the towers and antennas governed by this Regulation shall bring such towers and antennas into compliance with such revised standards and regulations within six (6) months of the effective date of such standards and regulations, unless a more stringent compliance schedule is mandated by the controlling federal agency. Failure to bring towers and antennas into compliance with such revised standards and regulations shall constitute grounds for the removal, in accordance with Article IV, Section 6.9.4 of the tower or antenna, as abandoned, at the owner's expense through the execution of the posted security.

6.9.2.3 Building Codes-Safety Standards

To ensure the structural integrity of towers and antennas, the owner of a tower shall ensure that it is maintained in compliance with standards contained in applicable local building codes and the applicable standards for towers that are published by the Electronic Industries Association, as amended from time to time. If, upon inspection, the Town concludes that a tower fails to comply with such codes and standards and constitutes a danger to persons or property, then upon notice being provided to the owner of the tower, the owner shall have thirty (30) days to bring such tower into compliance with such standards. If the owner fails to

bring such tower into compliance within thirty (30) days, such action shall constitute an abandonment and grounds for the removal, in accordance with Article IV, Section 6.9.4, of the tower or antenna, as abandoned, at the owners expense through execution of the posted security.

6.9.2.4 Additional Requirements for Telecommunications Facilities

These requirements shall supersede any and all other applicable standards found elsewhere in Town Ordinances or Regulations that are less strict.

1. Setbacks and Separation

See Article III, Section 10.4 of The Hampton Falls Zoning Ordinance.

2. Security Fencing

Towers shall be enclosed by security fencing not less than six (6) feet in height and shall also be equipped with an appropriate anti-climbing device.

3. Landscaping

a. Towers shall be landscaped with a buffer of plant materials that effectively screens the view of the tower compound from adjacent residential property. The standard buffer shall consist of a landscaped strip at least twenty-five (25) feet wide outside the perimeter of the compound. Natural vegetation is preferred.

b. In locations where the visual impact of the tower would be minimal, the landscaping requirement may be reduced or waived entirely.

c. Existing mature tree growth and natural land forms on the site shall be preserved to the maximum extent possible. In some cases, such as towers sited on large wooded lots, natural growth around the property may be deemed a sufficient buffer.

6.9.2.5 Information Required

Each applicant under this regulation shall submit a scaled plan in accordance with the Site Plan Review Regulations and further information including; a scaled elevation view, topography, radio frequency coverage, tower height requirements, setbacks, drives, parking, fencing, landscaping, adjacent uses (up to 200' away), and any other information deemed necessary by the Planning Board to assess compliance with this ordinance. Furthermore, the applicant shall submit the following prior to any approval by the Board:

1. The applicant shall submit written proof that the proposed use/ facility complies with the FCC regulations on radio frequency (RF) exposure guidelines.

2. The applicant shall submit written proof that an evaluation has taken place, as well as the results of such evaluation, satisfying the requirements of the National Environmental Policy Act (NEPA) further referenced in applicable FCC rules. If an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) is required under the FCC rules and NEPA, submission of the EA or EIS to the Board prior to the beginning of the federal 30 day comment period, and the Town process, shall become part of the application requirements.

3. Each applicant for an antenna and or tower shall provide to the Planning Board an inventory of its existing towers that are within the jurisdiction of the Town and those within two miles of the border thereof, including specific information about the location, height, design of each tower, as well as economic and technological feasibility for co-location on the inventoried towns. The Planning Board may share such information with other applicants applying for approvals or conditional use permits under this ordinance or other organizations socking to locate antennas within the Jurisdiction of the governing authority, provided, however that the Planning Board is not, by sharing such information, in any way representing or warranting that such sites are available or suitable.

If the applicant is proposing to build a new tower, the applicant shall submit written evidence demonstrating that no existing structure can accommodate the applicant's proposed antenna. This evidence can consist of:

a. Substantial Evidence that no existing towers or structures are located within the geographic area required to meet the applicant's engineering requirements, provided that a description of the geographic area is also submitted.

The applicant proposing to build a new tower, shall submit an agreement with the Town that allows for the maximum allowance of co-location upon the new structure. Such statement shall become a Condition of any Approval. This statement shall, at a minimum, require the applicant to supply available co-location for reasonable fees and to other telecommunications providers. Failure to provide such an agreement is evidence of the applicant's unwillingness to cooperate with the orderly and well planned development of the Town, and grounds for a Denial.

4. The applicant shall submit the engineering information detailing the size and coverage required for the facility location. The Planning Board may have this information reviewed by a consultant for verification of any claims made by the applicant regarding technological limitations and feasibility for alternative locations. Cost for this review shall be borne by the applicant in accordance with RSA 676:4(g).

6.9.3 BONDING AND SECURITY

Recognizing the extremely hazardous situation presented by abandoned and unmonitored towers, the Planning Board shall set the form and amount of security that represents the cost for removal and disposal of abandoned towers in the event that the tower is abandoned and the tower owner is incapable and unwilling to remove the tower in accordance with Article VI, Section 6.9.4.

6.9.4 REMOVAL OF ABANDONED ANTENNAS AND TOWERS

Any antenna or tower that is not operated for a continuous period of 12 months shall be considered abandoned and hazardous to the public health and safety, unless the owner of said tower provides proof of quarterly inspections. The owner shall remove the abandoned structure within 90 days of receipt of a declaration of abandonment from the Town notifying the owner of such abandonment. A declaration of abandonment shall only be issued following a public hearing, noticed per Town regulations, with notice to abutters and the last known owner/operator of the tower. If the abandoned tower is not removed within 90 days the Town may execute the security and have the tower removed. If there are two or more users of a single tower, this provision shall not become effective until all users cease using the tower.

ARTICLE VII - SPECIAL REQUIREMENTS

7.1 Construction and Maintenance Security

Prior to the final approval of the site plan, the Board may require construction and maintenance security to be submitted to ensure the completion of required improvements on the site. Any improvements required off the site on public property will require a construction and maintenance security. The security shall be subject to the conditions and standards as specified in Section 7.4 of the Hampton Falls Subdivision Regulations, as amended.

7.2 Traffic Impact Analysis

All proposed non-residential and multi-family development proposals shall be reviewed by the Board to ascertain that adequate provisions have been made by the owner or his/her agent for traffic safety. To facilitate this review, the applicant may be required to provide a traffic impact analysis when deemed necessary by the Board due to the size, location or any other traffic-generating characteristic of the development. Traffic impact studies shall be conducted in accordance with the conditions and standards contained in Section 7.6 of the Town of Hampton Falls Subdivision Regulations, as amended.

7.3 Erosion and Sediment Control Regulations

The Board may require the submission of an erosion and sediment control plan for the purpose of controlling soil erosion and sedimentation in surface water resulting from site construction and development. In determining if a plan is required, the Board shall consider the potential impact of the project and ascertain if any of the following conditions are proposed:

7.3.1 A cumulative disturbed area exceeding 20,000 square feet;
7.3.2 Construction of a street or road;
7.3.3 Disturbed critical areas.

The plan and the construction shall conform to the conditions and standards contained in Section 7.7 of the Hampton Falls Subdivision Regulations, as amended.

7.4 Wetlands Designation **(Added September, 2009)**

For those sites where wetlands exist, the applicant shall post placard markers—obtained from the Conservation Commission at the applicant's expense—along the wetland buffer setback and at points and corners, with one or more additional marker every 50 (fifty) feet. Markers must be in place prior to any tree cutting or excavation, and a certificate of wetland placard installation form shall be submitted to the Planning Board for the file. These markers are to remain in place after construction. In the event of future construction, the wetland buffer setback shall be verified and the wetland placard markers reestablished as necessary.

ARTICLE VIII - DESIGN AND CONSTRUCTION REQUIREMENTS

An applicant shall use the following design and construction standards when developing a site within the Town of Hampton Falls. These standards and requirements shall be construed as the minimum standards and requirements. The Board, at its discretion, may require higher standards in individual cases, or may waive certain requirements for good cause in accordance with the procedures outlined in these regulations.

8.1 Access Design and Standards

Traffic access to the site from Town streets shall ensure the safety of vehicles and pedestrians. The design and construction standards for points of access are as follows:

8.1.1 All permits for driveways and other access points onto a State highway shall be obtained from the NH Department of Transportation prior to final approval of the site plan. Permits required for driveways onto local streets shall be obtained from the Town's Road Agent.

8.1.2 The Board must give its approval of the design for a proposed access/egress point onto the public way, which point shall provide an adequate sight distance, grade, width and curb.

8.1.3 In all cases, the number of points of access to a given street shall be held to a minimum, preferable one, in order to reduce traffic hazards from turning movements and installations of traffic control devices.

8.1.4 The Board may require improvement of existing access/egress point(s) to provide safe flow onto abutting streets should increased traffic be generated by the development. Improvements could include reducing the number and/or widths of access/egress points and requiring one way traffic patterns.

8.1.5 Off-site improvements may be required, such as pavement width, deceleration lanes, curbing or signal devices.

8.1.6 Traffic circulation, pedestrian access, parking and loading facilities, emergency and fire access shall be designed and located to ensure safety on the site.

8.1.7 Driveways onto State highways shall be designed in accordance with the NH Department of Transportation's Administrative Rules Tra302, as amended. These design standards shall also apply to driveways onto local roads.

8.2 Parking Lot Design

8.2.1 Parking areas and drives shall be paved if public use is intended; however, the Board may waive paving to reduce runoff which cannot be disposed of properly.

8.2.2 Off-street parking areas shall be oriented to and within a reasonable walking distance of the buildings they are designed to serve.

8.2.3 Access to parking areas shall be designed so as not to obstruct free flow of traffic. There shall be adequate provision for ingress to and egress from all parking spaces to ensure ease of mobility, ample clearance, and safety of vehicles and pedestrians.

8.2.4 The width of all aisles providing direct access to individual parking stalls shall be in accordance with the requirements specified below. Only one-way traffic shall be permitted in aisles serving single-row parking spaces placed at an angle other than ninety degrees.

Parking Angle (degrees)	Aisle Width (feet)
45	13
60	18
90	22

8.2.5 Parking spaces shall be arranged so that cars will not back onto a public street.

8.2.6 The final design of the parking lot shall be subject to approval of the Board, which may require other standards as special circumstances warrant.

8.2.7 The number of required parking spaces shall conform with the "Off-street Parking Requirement", Article IV, Section 5 of the Town of Hampton Falls Zoning Ordinance.

8.2.8 Driveways and parking areas shall be located in such a fashion so as not to unduly harm the owners or occupants of neighboring parcels. Driveways and parking areas shall not be located in the required setbacks.

8.2.9 Parking lots shall comply with all state and federal statutes and regulations regarding handicapped accessibility.

8.3 Parking Lot and Driveway Construction Standards

Driveways and parking areas must be constructed to the following specifications:

8.3.1 Loam and/or yielding material must be removed to a depth of no less than 12 inches below finished grade.

8.3.2 A bank run gravel sub-base of six (6) inches shall be applied and compacted, followed by a six (6) inch base of crushed gravel, then compacted and rolled true to grade lines with a roller weighing not less than 12 tons.

8.3.3 A one (1) inch binder course and a one (1) inch wearing surface of bituminous concrete pavement shall be installed with a self-propelled mechanical spreader and rolled by a tandem roller with not less than 25 pounds per inch of wheel width.

8.3.4 The minimum grade for parking areas shall be 0.5 percent, the maximum grade shall be five percent (5%).

8.4 Landscaping and Screening

8.4.1 Landscaping and screening shall be provided with proper regard to adjacent properties, the public highway and within the site, including interior landscaping of parking areas.

8.4.2 Buffer strips shall comply with Article III, Section 5.4.2 of the Town of Hampton Falls Zoning Ordinance, as amended. Where appropriate, existing growth must be incorporated into the buffer strips or landscaping design. Buffer strips shall contain vegetation which will screen the view from adjacent residential property during all seasons.

8.4.3 A landscaping plan shall be submitted and approved, showing locations and types of vegetation to be retained or established.

8.4.4 All outdoor storage areas, loading areas and trash receptacles shall be located or screened and fenced to prevent visibility from public roads, parking areas, or neighboring properties. The manner of waste disposal shall be specified and the site plan shall show the location of all waste disposal facilities.

8.4.5 Parking areas shall be landscaped according to the following design standards in order to break up the visual expansiveness of parking lots and to reduce glare and heat:

8.4.5.1 Parking areas shall be effectively landscaped with trees and shrubs to reduce the visual impact of glare, headlights, and parking lot lights from the public right-of-way and from adjacent properties. In addition, parking lots should be adequately shaded to reduce the amount of reflected heat.

8.4.5.2 A minimum of five percent of the interior of a parking area, excluding the required buffer areas, shall be landscaped with shade trees, low shrubs, and/or groundcover.

8.4.5.3 A continuous landscape strip shall be provided between every four rows of parking. The strip shall be a minimum of eight (8) feet in width to accommodate a low hedge and shade trees.

8.4.5.4 Within the interior of the parking lot, landscaping shall be used to delineate vehicular and pedestrian circulation patterns. Clear and legible signs, different color and texture paving materials, raised areas, and other techniques shall be used to further direct the flow of both vehicular and pedestrian traffic within the site.

8.4.5.5 Landscaping plans shall use trees with groundcover or low shrubs as the primary landscape material within parking lots and avoid tall shrubs or low-branching trees that will restrict visibility.

8.5 Snow Storage

Provision shall be made to store snow accumulation during the winter months, and such provisions shall be shown on the site plan.

8.6 Stormwater Drainage

8.6.1 An adequate surface stormwater drainage system shall be provided. Storm drainage shall be carried to existing water courses, or connect to existing storm drains. Stormwater runoff shall be restricted to existing drainage ways. No new drainage ways shall be created unless necessary easements are obtained by the applicant. No increase in surface runoff shall be permitted if such increased runoff passes beyond the property lines unless it is to be within an existing approved public storm drainage system.

8.6.2 Storm sewers and drainage facilities must be based upon a design flow with a minimum return interval of a 10-year/24 hour storm. Retention structures, such as holding ponds, sedimentation ponds, etc., must be designed to 50-year/24-hour storm standards, in accordance with the guidance document, Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing Areas of New Hampshire, prepared by the USDA Soil Conservation Service, as amended.

8.7 Sidewalks

Sidewalks must be provided for pedestrian traffic to permit passageways between the main entrances of business, housing or industrial establishments, and parking areas. All such sidewalks must be at least six (6) inches above grade and protected by curbing. The design must include means for access by handicapped persons.

8.8 Illumination

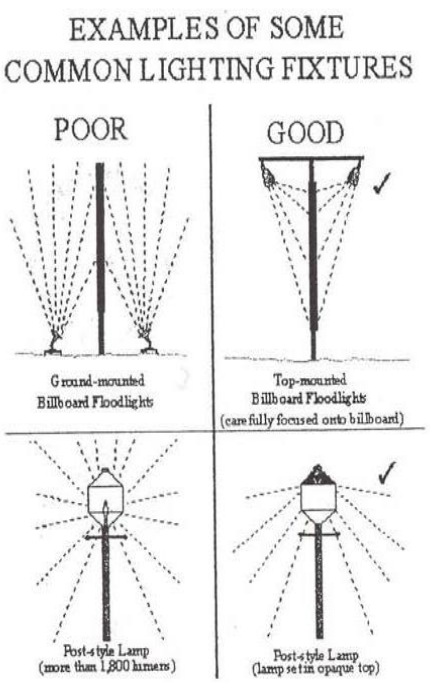
8.8.1 All outdoor lighting shall minimize the spillover of light onto adjacent property or onto public highways or streets. Such lighting shall be down shielded to prevent any emission above a horizontal plane.

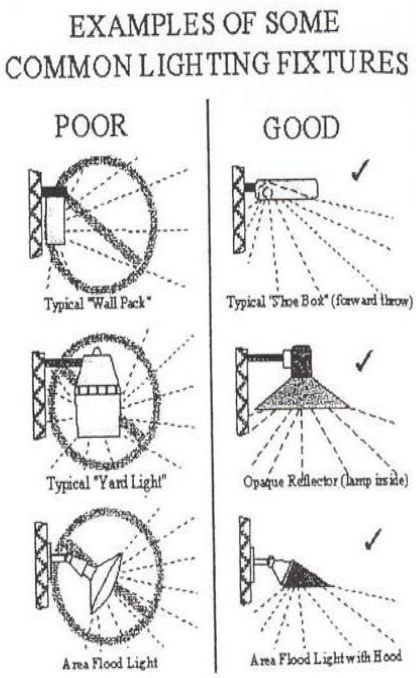
8.8.2 Fixtures and locations must be approved by the Board.

8.8.3 Moving, fluttering, blinking or flashing neon or tubular signs and/or lights shall not be permitted, except as temporary seasonal holiday decorations. Signs must be illuminated only by continuous direct white light with illumination confined to the area of the sign and directed downward.

8.8.4 Seasonal holiday lighting and illumination of the American and state flags shall be exempt, providing that such lighting does not produce glare onto public highways or streets or onto neighboring properties.

8.8.5 Installations existing prior to the enactment of this regulation are exempt from its requirements. However, any changes to an existing lighting system, fixture replacements or any grandfathered lighting system that is moved, must meet these standards.





8.9 <u>Construction Standards</u>

Construction of improvements shall also comply with, and be inspected pursuant to the requirements of "Hampton Falls Building Code".

ARTICLE IX - SUPPLEMENTARY REGULATIONS

9.1 Water and Sewer Service

In areas of the town where municipal water and sewer service is not provided, water supply and sewage disposal systems must be sized to meet the needs of the proposed use. Percolation tests and design of disposal systems shall comply with requirements of Building Code, Section 7.13.

9.2 Industrial Site Development Plans

An application for an industrial use shall conform to these Regulations and Article XI, Section 3.32 of the Town of Hampton Falls Zoning Ordinance.

9.3 Inspections

9.3.1 The Town Engineer may inspect all site improvements.

9.3.2 The applicant shall pay the cost of the Board's employment of said engineer and the cost of any inspector(s) and test(s) deemed necessary by the Board or the engineer.

9.3.3 A letter certifying to the applicant's concession to the employment of said engineer shall be filed with the Board as part of the site plan review.

9.4 Special Flood Hazard Areas

All site plan proposals governed by these Regulations having lands identified as Special Flood Hazard Areas in the "Flood Insurance Study for the Town of Hampton Falls, N.H." together with the associated Flood Insurance Rate Maps of the Town of Hampton Falls, N.H., dated April 15, 1982, shall meet the following requirements:

9.4.1 Site plan proposals, including their utilities and drainage, shall be located and designed to be consistent with the need to minimize flood damage.

9.4.2 All public utilities and facilities, such as sewer, gas, electrical, and water systems shall be located and constructed to minimize or eliminate flood damage.

9.4.3 Adequate drainage shall be provided to reduce exposure to flood hazards.

9.4.4 New and replacement water systems (including on-site systems) shall be located, designed, and constructed to minimize infiltration and avoid impairment.

9.4.5 New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.

9.4.6 On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

9.4.7 In riverine situations, prior to the alteration or relocation of a watercourse, the applicant for such authorization shall notify the N.H. Office of Emergency Management and Wetlands Board, and submit copies of such notification to the Board and the Federal Emergency Management Agency. Further, the applicant shall be required to submit copies of said notification to those adjacent communities as determined by the Board. Within the altered or relocated portion of any watercourse, the applicant shall submit to the Board certification provided by a registered professional engineer assuring that the flood carrying capacity of the watercourse has been maintained.

9.4.8 Site plans shall include 100-year flood elevation data.

9.5 As-built Drawings

Prior to the issuance of a Certificate of Occupancy, the applicant shall have prepared by a competent surveyor or engineer an "as-built plan" showing the accurate location, invert and top grade of all drainage structures, all sewer structures, water mains and appurtenances and ties thereto. Three prints of this information shall be submitted to the Board, or its agent, for approval.

In the event that the Board or its agent shall determine that the as-built plans shall differ in any respect from the plans previously approved by the Board, the Board shall decide whether such differences are sufficiently material as to require a re-submission of portions or all of the project plans to the Board under these regulations or any part thereof.

ARTICLE X - STATE DEALER'S LICENSE REQUIREMENTS

10.1 Definition of Dealer

Any site for storage of or display of three or more registered or unregistered motor vehicles, OHRV, utility vehicles, trailers, RVs, boats, or construction equipment for wholesale or retail sales shall be considered a dealer and subject to Site Plan Review Regulations.

10.2 Site Plan Requirements for Dealers

All dealerships shall conform to the following requirements to obtain Board approval as required to obtain State of New Hampshire Dealer's License.

10.2.1 Each site shall be approved for only one dealer's license.

10.2.2 Each site shall be considered as a separate dealership and shall conform to site plan requirements.

10.2.3 Each site shall have one building that shall maintain a minimum of 1,200 square feet of inside storage devoted to vehicle use only and shall conform to the current Town of Hampton Falls Building Code and N.H. Department of Environmental Services rules for floor drains and storage of waste oils, antifreeze solutions and other hazardous materials.

10.2.4 Each site shall have display parking for a minimum of 25 vehicles in addition to normal parking requirements needed for buildings on site, as specified in the zoning ordinance. Display parking spaces do not have to have adjacent access to an aisle (i.e. they can be stacked parking) and must be a minimum of 8 feet wide and 18 feet long.

10.2.5 Each site shall maintain an on-site area for loading and unloading of vehicles that are delivered via transport.

ARTICLE XI - ADMINISTRATION AND ENFORCEMENT

11.1 Certificate of Occupancy Permit **(Adopted 04/24/2007)**

It shall be unlawful and subject to penalty for persons to use or occupy, or permit the use of or occupancy of, any land, structure, or part thereof, created, erected, changed, converted or altered in its use until a Certificate of Occupancy Permit is used by the Building Inspector stating that the proposed use of the land and/or construction or addition to any structure(s) conform(s) to the requirements of all applicable Town regulations. A Certificate of Occupancy Permit shall be not required for the normal repair or redecorating of any structure(s). However, any structure that has had extensive electrical or plumbing renovations must obtain a Certificate of Occupancy Permit from the Building Inspector before use or occupation.

11.2 General

These Regulations shall be administered by the Board with the assistance of the Building Inspector, Town Engineer, planning board agent and such other persons as the Board shall designate. It shall be the duty of the Board of Selectmen to enforce these Regulations. The Selectmen in enforcing these Regulations shall act upon complaints from the public or information from the Board, Building Inspector, Town Engineer, planning board agent or others, and shall, whenever practicable, take such action as is necessary.

11.3 Appeals

Any person aggrieved by any decision of the Board concerning a plat or subdivision may appeal said decision to the Superior Court, as provided by RSA 677:15.

11.4 Amendments

The Board may from time to time amend these regulations. Amendments to the Subdivision Regulations shall include the following steps:

11.4.1 The Board shall hold at least one (1) public hearing on the proposed regulations and/or amendments.

11.4.2 Notice for time, place and date of any hearing to amend shall be given at least ten (10) calendar days before hearing, not including day of posting or day of hearing. Notice of hearing shall be published in a paper of general circulation in Town and posted in two (2) public places. Notice shall include an adequate statement describing the proposal and the place where a full text of proposal is on file for public inspection. Posting shall include a copy of the full text.

11.4.3 The Board may adopt the amendments upon completion of the public hearing by an affirmative vote of a majority of its members.

11.4.4 Regulations and/or amendments adopted shall be legal and have full force and effect when copies are certified by a majority of the Board members and filed with the Town Clerk. A copy of the regulations and/or amendments shall be forwarded to the Office of State Planning.

11.5 Fines and Penalties

Any violation of these regulations shall be punishable as per RSA 676:17, 17-a, and 17-b, as the Board of Selectmen shall elect. The Board shall also have the authority to seek injunctive relief pursuant to RSA 676:15.

11.6 Waiver Procedure

11.6.1 When a proposed site plan is submitted for approval, the applicant may request in writing to waive specific requirements of these Regulations as they pertain to the site plan. The applicant shall present reasons in writing why the waiver is needed.

11.6.2 The Board may grant a waiver in a special case, so that justice may be done and the public interest secured, provided that such waiver will not have the effect of nullifying the intent and purposes of these Regulations; and further provided that the Board shall not approve waivers unless it shall make findings based upon the evidence presented to it in each specific case. Such waivers will be entertained and acted upon by the Board only at a properly noticed public hearing.

11.7 Conflicting Provisions

Where these Regulations are in conflict with other local, state or federal ordinances, the more stringent shall apply.

11.8 Validity

If any section or part of section or paragraph of these Regulations shall be declared invalid or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or sections or part of a section or paragraph of these Regulations.

11.9 Effective Date

These revised regulations are effective as of January 19, 1995 on which day they have been filed with the Hampton Falls Town Clerk.

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APPENDIX I

ROAD DESIGN DIAGRAM

APPENDIX II

SCHEDULE OF FEES

1.	**Subdivision Regulation***	
1.1	Application Processing Fee	$50.00
1.2	Newspaper Notice	Actual Cost
1.3	Abutter Notices - including landowner, applicant and others as required by statue	$4.00 per notice, plus postage
1.4	Per lot or housing unit fee - based on the final number of lots approved	$125.00 per lot or housing unit
1.5	Technical/Assessment/Legal Review or Other special studies (See Subdivision Reg. Section 5.9.2.2 for required pre-funding)	Actual Cost
1.6	Recording and Filing Fee	$35.00 plus Registry of Deeds fees
1.7	Tax Map and Record Changes Fee	$15.00 per lot

**** Design Review only 1.1, 1.2, and 1.3 are required***

2.	**Lot Line Adjustments**	
2.1	Application Processing Fee	$50.00
2.2	Newspaper Notice	Actual Cost
2.3	Abutter Notices - including landowner, applicant and others as required by statue	$4.00 per notice, plus postage
2.4	Recording and Filing Fee	$35.00 plus Registry of Deeds fees
2.5	Technical/Assessment/Legal Review or other special studies (See Subdivision Reg. Section 5.9.2.2 for required pre-funding)	Actual Cost
3.	**Scenic Road Alteration Permits**	
3.1	Application Processing Fee	$50.00
3.2	Newspaper Notices (two required by statue)	Actual Cost
4.	**Wetland Special Use Permit**	
4.1	Application Processing Fee	$100.00
4.2	Newspaper Notice	Actual Cost
4.3	Technical/Assessment/Legal Review or other Special studies (See Subdivision Reg. Section 5.9.2.2 for required pre-funding)	Actual Cost

SCHEDULE OF FEES cont.

5.	**Site Plan Review ****	
5.1	Application Processing Fee	$100.00
5.2	Newspaper Notice	Actual Cost
5.3	Abutter Notices - including landowner, postage applicant and others as required by statue	$4.00 per notice, plus postage
5.4	Hearing Fee	
5.4.1	Site Plans with no new structures or additions to existing structures	$100.00
5.4.2	Site Plans involving new structures or additions to existing structures	$25.00 per 1,000 square foot of new area -Minimum $100 to maximum of $1,000
5.5	Technical/Assessment/Legal Review or other special studies (see Site Plan Reg. Section 5.8.2.2 for required pre-funding)	Actual Cost
5.6	Record and Filing Fee	$35.00 plus Registry of Deeds fees
5.7	Bed and Breakfast	See Section 6.7
5.8	Tax Map and Record Charge	$15.00 per lot

***** Design Review only 5.1, 5.2 and 5.3 are required.***

General Notes

1. If two approvals are needed and are applied for simultaneously (example, lot line adjustment and subdivision) certain fees such as newspaper or abutters notices may be reduced.
2. Questions to or general correspondence with the RPC Circuit Rider is done at no fee.
3. Plan review is required before the application is considered for acceptance of jurisdiction.
4. Informal, conceptual or preliminary consultations do not require fees and are non-binding upon the Board and the Applicant.
5. All fees or other charges are required to be prepaid (or pre-funded) and failure to do so may result in the application being denied or not being processed.

APPENDIX III

DESIGN GUIDELINES
FOR THE HAMPTON FALLS TOWN COMMON DISTRICT,
HAMPTON FALLS, NEW HAMPSHIRE

ADOPTED:	**July, 2014**
AMENDED:	August 21, 2013
	May 27, 2014

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Design Guidelines for the Hampton Falls Town Common District
Hampton Falls, New Hampshire

July 2013 (Draft 2: Aug 7, 2013) (Final: 8.21.13 and 4.18.14, Amended at hearing, 4.22.14)

A. INTRODUCTION

The Town of Hampton Falls *Design Guidelines* have been developed to guide the appearance, form, and functioning of the zone known as the Town Common District. Hampton Falls has recognized that in order to preserve an economically and culturally viable Town Center, an active effort must be put forth to provide an attractive, relevant destination.

Part of that effort includes a comprehensive set of design guidelines that can be used to direct and evaluate future development endeavors in the Town Common District. It is also recognized that enhanced building design projects a positive image that attracts users to the Center and will contribute to the vitality and economic success of the community.

The *Guidelines* are meant to illustrate Design Standards in the Site Plan Review process and other design regulations in various sections of the Hampton Falls' Zoning Ordinance. By articulating as well as illustrating the Town's expectations for development, it should serve as a useful tool for developers, design professionals, Planning Board members, and Town Staff.

The provisions of the *Guidelines* apply to all retail, commercial, multi-family and residential development in Hampton Falls' Town Common District. It applies to new construction as well as expansions, renovations or redevelopment of existing buildings and sites.

There are two main functions of the *Guidelines*.

First, they will provide guidance to landowners and developers in the early stages of planning and design, to address the question of "What is Hampton Falls looking for?"

Secondly, it will be used as a benchmark by the planning staff, Planning Board, and peer reviewers to evaluate development proposals as part of the review processes to address the questions of "Does it meet the Town's criteria?" and "What will it look like and how will it function?"

Implementation of the design guidelines relies heavily on the services of architects, civil engineers, and landscape architects working as either consultants for developers and peer reviewers for Hampton Falls. The *Guidelines* will be administered by the Planning Board through the Site Plan Review process. The *Guidelines* will be applied to developments that require site plan approval from the Planning Board, (subject to the waiver provisions in the Site Plan Review Regulations.)

The *Guidelines* are not designed to produce immediate results. Like a Master Plan, it provides a framework for the future. The process is intended to ensure that site plans are reviewed efficiently and consistently by the Planning Board, resulting in high quality development that contributes to Hampton Falls' overall aesthetics.

B. THE COMMUNITY

Hampton Falls prides itself on being a rural, New England, small business community with roots in agriculture and the mills community. It is committed to preserving and maintaining this character and the environment through its land conservation efforts and new building development. The *Guidelines* will serve this effort by aiding and reinforcing the desired aesthetic and environment.

C. ARCHITECTURAL INTENT

Hampton Falls Design Standards establish guidelines for new or renovated buildings that will complement the existing historic context and embrace future design. The guidelines are not intended to dictate building styles; rather they provide assistance for residential and commercial development.

These guidelines are intended to supplement and illustrate various sections of the existing Hampton Falls Zoning Ordinance and the Site Plan Regulations. The provisions of these guidelines vary from district to district.

D. DESIGN OBJECTIVES AND PRINCIPLES

Well-designed buildings that reinforce Hampton Falls' character. The primary architectural styles found in Hampton Falls' include:

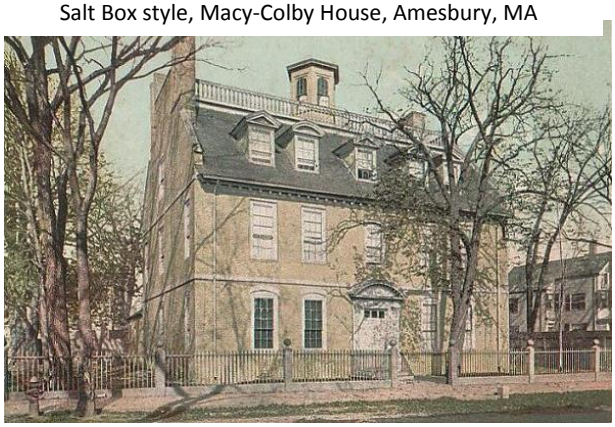
- New England Colonial
- Cape Cod
- Salt Box
- Georgian
- Federal
- Greek Revival (1, 1.5 and 2 story gable front homes)
- Barn/Farm Structures

Examples of primary architectural styles

Well preserved New England Colonial houses in historic Marbehead, MA. This architectural style remains popular today for a mixture of commercial and residential uses.

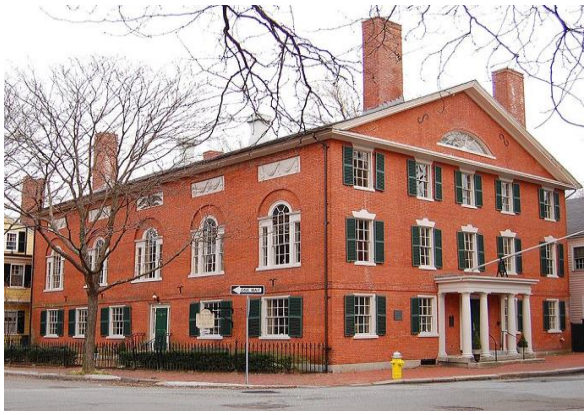
Salt Box style, Macy-Colby House, Amesbury, MA

Greek Revival, Eastman House, South Berwick, ME



Georgian Style, Warner House, Portsmouth, NH

New England 'Barn", Windham, ME



Federal Style, Hamilton Hall, Salem, MA

Cape Cod Style

DESIGN OBJECTIVES AND PRINCIPLES, CONTINUED.

- Good buildings thoughtfully consider scale, form, orientation, height, setback, massing, materials, and architectural features.
- Buildings that present a 'front door' to the street and make a positive contribution to the streetscape.
- Buildings that are designed to address human scale, comfort, enjoyment, and safety of the users.
- Buildings that are designed as permanent, positive additions to the community, constructed of high quality, long lasting materials.
- Street corners that are treated as special places.
- Older buildings that are restored and/or reused to maintain the integrity of Hampton Falls' historic heritage.

Examples of existing, appropriate building style in the Hampton Falls' Town Common District

Examples of existing, appropriate building style in the Hampton Falls' Town Common District, cont'd

1. Streetscape/ 'street wall' concept

A critical element to Site Plan development and its consistency in the District is continuity of building massing at the front property line. A continuous line of street facades can invoke a sense of place through the understanding that the community has developed along a distinct pattern, lending sense that pedestrians are welcome to browse the storefronts. Although not always possible or practicable, providing building or site design elements at the property line is encouraged, and noticeable gaps or other discontinuities at the street line are discouraged. Any break in the street wall should be resolved as open space plaza for public art, pedestrian seating area, or the like. This type of interrupted street wall will be permitted only in limited areas where a continuous building façade is impractical.

Examples of various continuous Streetscapes in New England Town Centers

Bristol, Rhode Island

Kennebunkport, Maine

Portland, Maine

Concord, Massachusetts

Examples of various continuous Streetscapes in New England Town Centers, continued

Portsmouth, New Hampshire

Newburyport, Massachusetts

Example of the relationship between Vehicular Space, Pedestrian Sidewalk and Street Wall
(This is to be used as an educational tool and illustration, not exact specifications, at this time.

Vertical
Street----------Pedestrian Way----------Vehicular Way----------
Wall

2. Additions, renovations and adaptive re-use

In many instances building owners will be seeking guidance to renovate, refurbish or maintain existing structures. The design presentations for these modifications should follow the same principles.

Renovations or additions offer an opportunity to add visual interest to existing buildings and to strengthen their relationship with the site and nearby structures. Hampton Falls expects high quality architectural and site design for all renovations and additions.

Where an existing building currently meets the design guidelines, proposed renovations should:

- Be designed to respect the proportions, window and door patterns, and details of the original building.
- Complement or match the materials, colors and detailing of the original building.

Where an existing building does not meet the design guidelines, the owner is strongly encouraged to:

- Upgrade the most visible portions of the entire structure.
- Demonstrate how the materials used in the renovation will complement the existing structure.

Examples of encouraged building additions

Building addition relates with an historic reference to a Main House and secondary barn structure

Examples of encouraged building additions, continued

Building expansion is secondary to the primary structure, while still displaying an architectural relationship in building details and style

Examples of a discouraged, unbalanced series of building additions

Building expansion is unarticulated, exhibiting little definition with regards to building hierarchy.

3. Multi-family and mixed-use structures, large individual developments of varying uses

Building massing and style should be distinctively residential in character, drawing on the historical design elements that are contextually consistent with regional New England architecture. Historical and traditional design elements are encouraged.

Primary roof pitches consistent with single family, residential design, e.g., minimum pitch of 6/12. New England traditional or vernacular styles are preferred. Material should be consistent with the architecture of the building. Composition shingle material is acceptable, providing that it is of high quality and provides architectural definition to the tab shingle to emulate traditional wood shingle styles. Slate or metal roofing is permitted, provided it is consistent with the architectural style of the building. Gutters and downspouts are encouraged to provide drainage away from foundations, but should be consistent with the other architectural elements of the building. The installation of appurtenances (chimneys, cupolas, widow walks) on the roofs of all buildings is encouraged to convey the look and feel of residential use. These features should be designed to appear functional, meet all codes and zoning requirements while remaining a design feature; scaled appropriately to the overall, primary building design and its massing.

Eaves and roof overhangs should be incorporated into the design of the roof to provide a distinct shadow line. Where possible, roofs and eaves should have projections and recessions to break up the linearity of large roofs.

Design of the facade should be highly detailed and articulated to be compatible with the scale and sensitivity to the residential uses of the project. Facades should have a well defined foundation, a projected and recessed wall element, and articulated cornices to provide the scale and character of a typical single family residence.

Building entrances must comply with all current accessibility regulations; however, the use of ramps and lifts is discouraged. Buildings should be designed with entrances that are barrier free for the intended use. The use of sloping entry walks, covered entryways, porticos, arcades, and covered porches is encouraged. Where grade separation of an entrance is required because of site topography, accommodation should be provided in the architectural detail of the entry to allow barrier free use by building residents and visitors.

Doors and windows should reflect residential detailing in design and placement. The use of cornices, architectural moldings, side lights, transom lights, and raised panels in doors is encouraged. The use of opening sash windows with true divided lights, or detailing to convey the character of divided lights is encouraged. The use of shutters consistent with the architecture of a building is encouraged.

Material chosen for exterior elements should be consistent with the intent and use of materials traditionally found in residential design in New England. Siding materials, such as clapboards and shingles, are preferred. The use of new materials which reduce maintenance, but emulate the look and feel of traditional materials, is encouraged. The use of trim to provide detail at the eaves, corners, gables, pediments, lintels, sills, quoins, and balustrades is encouraged. The use of bays, towers, cupolas, cross gables, and dormers to provide unique character to a building and provide articulation of the facade is encouraged. The color palette chosen for any building should be consistent with traditional residential colors.

Encouraged Multi-Family and Mixed-Use Developments with varying rooflines and massing.

Encouraged Multi-Family and Mixed-Use Developments with varying rooflines and massing, cont'd

Discouraged Multi-Family and Mixed-Use Development. The roofline could be further articulated to relate more closely to a single family structure.

4. <u>New one story structures</u>

Buildings with multiple storefronts (e.g., strip shopping centers, one story office buildings) should:

- Be visually unified through the use of complementary architectural forms, similar materials and colors, consistent details, and coordinated signage.
- Variations in the front setbacks are strongly encouraged to add visual interest, create spaces for common entries, outdoor eating / social spaces, and landscaped spaces.
- Where covered walkways are used, they should extend the full length of the facade.
- Pedestrian entrances to each business should be clearly delineated to convey a sense of individuality. This can be accomplished by:
    - Architectural detailing
    - Roofline breaks
    - Landscaping, lighting or a combination of these elements.

Encouraged One Story Buildings with appropriate architectural detailing, massing and articulation

Discouraged, unarticulated One Story Building

5. Drive through structures

Drive Through and Convenience Stores should be sited to face the street. Pump islands, accessories functions and canopies should be located in the rear or on the side so the primary building is the major feature seen from the road. Where canopies are used they should:

- Be integrated into the design of the main building through their use of scale, color, and detailing, massing and other architectural treatments.
- Be secondary in scale to the main building.
- Canopies should complement the main structure through consistency in roof pitch, architectural detailing, materials, and color.
- Pitched roofs with fascia trim are preferred for canopies.
- Bands of bold color on the canopy and backlighting inside the canopy are discouraged.
- Consideration should be given to making the site as visible as possible to ensure the safety of the patrons.

Encouraged canopy designs- as an extension of and congruous with the main structure

Discouraged canopy bears no resemblance to its primary building and overshadows it

E. DESIGN GUIDELINES

1. Building Facades and Entries

a) Primary Facades, Front Elevations and Entries

The front facade or *'Street Wall'* (the facade facing the street) should be designed as the front of the building.

- The front elevation must contain a front door, and/or windows.
- Building entrances should be visible from the street and provide unobstructed areas for pedestrians.
- Where two-story buildings exist, the facade of the upper floor(s) should be visually related to the ground floor through repetition of design elements, e.g., color, materials, window treatment, and detailing that will unify the structure and help frame the ground floor.
- Building entrances must comply with all current accessibility regulations; however the use of ramps and lifts is discouraged.
- Buildings should be designed with entrances that are barrier free for the intended uses.
- Where grade separation of an entrance is required because of site topography, accommodation should be provided in the architectural detail of the entry to allow barrier free use by building occupants and visitors.

b) Street Corner Buildings and Corner Entries

- A building on the corner of two public streets should be located as close to the intersection as allowed by code.
- Buildings on corners are recommended to match the maximum allowable buildable height for the zone. This will add mass and visual prominence to the street.
- All buildings on corner lots should have a second story with a usable floor area or the appearance of such.
- On corner lots, the main entrance should face the major street, or be located on the corner of the building.
- The architectural treatment of the corner should emphasize its prominent position. This can be accomplished by:

    - Greater massing
    - Unique detailing and lighting, or
    - An inverted condition where the Pedestrian Open Space is amplified (see images below).

Corner building with entrances and pedestrian activity facing both major streets.

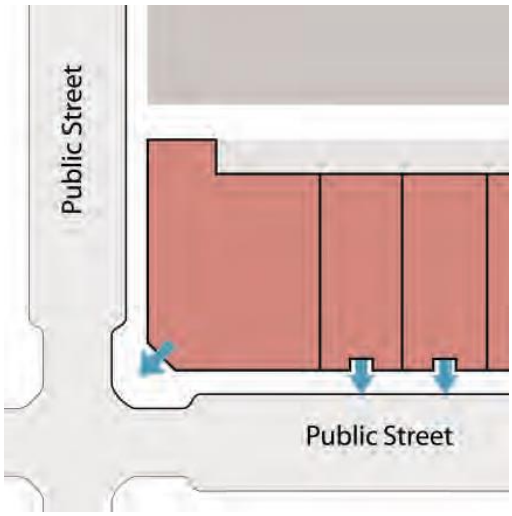
Example of pedestrian Open space defining a street corner.

c) Secondary Facades, Rear Facades and Secondary Entries

Buildings walls that do not face a public right-of-way or pedestrian route, or are not readily viewed from a public right-of-way are considered Secondary Facades.

- Secondary entrances to stores and shops should be encouraged where practical, particularly on blocks where public parking or pedestrian walkways are located behind buildings.
- Secondary and Rear entrances to stores and shops should be attractive, safe and inviting (See Lighting Section of these Guidelines), and should be characterized by design treatments that are comparable to front entrances.

Retail Entries on Primary and Secondary Streets.



d) Blank Walls

Blank walls should not face adjacent structures, roadways, residential areas, or other public viewpoints. Facades should not extend for more than 35 horizontal feet in length without incorporating architectural features such as or a combination of:

- Pilasters or vertical breaks of the buildings siding and/or mass,
- Windows (and shutters where applicable),
- Cornices,
- Porches, corners, or offsets.
- Where the wall plane is broken, the offset should be proportional to the building's height and length.
- Projections used to break up the mass of the building should extend to the ground.

Examples of Blank walls where architectural features could have been implemented.

e) Building Material: Siding, Roofing Dormers and Trim

Buildings should be constructed of traditional, high-quality materials common to Hampton Falls.

Encouraged materials may include:

- Brick, both clay and cement (Many modular brick sizes are available. Sizes and colors must be carefully chosen to fit within the context of the Town Common District).
- Clapboards
- Shingles
- Stone or simulated stone (limestone, granite, marble, and slate)
- Vertical boards
- Mill-finish or machine-finished metals (aluminum, copper, galvanized steel, zinc, etc)
- Pre-finished metals in natural or traditional colors
- Decorative composite fabrications such as columns, pilasters, and other decorative architectural elements
- Glass (In fenestration applications)

Discouraged materials include:

- Metals with non-traditional finishes
- T-111
- Untreated Plywood
- Particle Board
- Plastics
- Fabrics (except for awnings or entrance canopies)
- Concrete Block
- Multi-colored Brick
- EIFS
- Glass Block

Contemporary materials with the same visual characteristics as traditional materials (e.g., cement plank clapboards) are acceptable if properly detailed with surface textures and trim at openings, corners, and changes in material. Painted medium density overlay (MDO) plywood is acceptable when used as a secondary material in combination with traditional materials to give it scale. Long-term maintenance needs should be a consideration in the selection of all building materials.

Facade colors should be low reflectance. The use of high intensity, high reflectance, chrome, metallic, or fluorescent colors, or black is discouraged as the primary color.

Arbitrary changes in materials or embellishments that are not in keeping with the rest of the building are discouraged.

Traditional materials used in new construction to blend with historic surroundings

Dormers, shutters, cupola, front porch and articulated entry are all details that reflect qualities of an historic center.

A variety of architectural elements can evoke the sense of a building having evolved over time. This structure features multiple dormer styles, siding materials and massing to support the idea that it has a history within the community.

f) Roofing and Eaves

In order to promote the desired residential character of the Town Common District, the use of varied roof forms from building to building is encouraged. Adjacent buildings need not have matching types or slopes. However, the roof design should address the context of the building and adjacent roof form. Also roof heights from building to building should not vary widely, but are preferred to adjust gradually.

The following roof forms are suggested, but the building designer has a great deal of latitude in selecting a roof form appropriate to the façade design and building use:

• Gambrel
- A two-sided roof with two slopes on each side, together creating an obtuse angle. The upper slope is positioned at a shallow angle, while the lower slope is steep.
- Rules of Thumb: For basic gambrel calculations, the angles of each side must add to 90 degrees. That means if the slope of the top portion is 30 degrees, the bottom angle must be 60 degrees. Gambrel roofs usually have a gentler top slope and a more sharply pitched bottom slope. The 90-degree rule applies regardless of the width of the roof sections.
- Most Common Pitches (top to bottom): Use 7-12 for the top pitch, meaning it slopes 7 inches per foot of run or the distance from the peak to where the second slope begins. Figure the bottom slope the easy way -- reverse that to make the lower slope a 12-7 pitch.

• Hip
• Mansard
• Gable
• Flat (Although this is not encouraged, as a rule, unless working with an existing structure with an existing flat roof structure. The use of parapets is recommended and may be necessary to meet building code requirements.)

Preferred materials for visible roofing areas:
- Architectural Roof Shingles
- Slate
- Standing Seam, non-glare metal

Considerations:
- Prominent roofs should have a minimum pitch of 6/12 (ratio of rise to run), unless demonstrated to the Planning Board's satisfaction that this is not a practicable from of engineering or other technical standpoints.
- Roofing materials should complement the color and texture of the building's facade. Roof colors should be muted earth tones or a color that is darker than the facade.
- Eaves and roof overhangs should be incorporated into the design of the roof to provide a distinct shadow line.
- All roofs should be designed to shed snow, ice, and rainwater in a manner that does not cause a safety hazard or interfere with pedestrians or vehicles.
- The use of cupolas, dormers, chimneys, and other roof projections is encouraged, provided they are designed as integral parts of the structure and do not appear arbitrary.

Encouraged Roof Types (Flat Roofs are limited to existing conditions where a viable solution does not exist for the improvement.)

Gambrel

Mansard

Gable

Hip

Discouraged:

- High gloss roofing materials are prohibited.
- Stripes and patterns on the roof are strongly discouraged.

Discouraged Roof Types

Resembling mansards, these buildings display inappropriate proportions and details.

g. Dormers

The use of dormers is encouraged to promote the desired residential character of the Town Common District.

Dormers are encouraged to be incorporated with purposeful space within the roof structure of a building, and not just applied decorative elements. Alternatively, decorative dormers could be designed, provided they are proportioned and detailed as though they are functional.

- Dormer design should be consistent with the context of the overall appearance of the building.
- A variety of dormer configurations are encouraged within the context of surrounding buildings, including but not limited to
    - Shed,
    - Gable,
    - Hip.
- The quality of materials used for dormer construction should be equal to the quality of the balance of the building. Dormers are intended to be used as accent elements in façade design.
- Dormers should not extend for more than 50% of the façade length, and should not be placed closer to the end of a roof than the width of face of the dormer.

Examples of Dormers: Styles and Placement on Roof

Gable Dormers on Hipped Roof

Shed Dormer on Gambrel Roof

F. FENESTRATION AND DECORATION: DOORS, WINDOWS, SHUTTERS AND AWNINGS, SIGNAGE AND LIGHTING

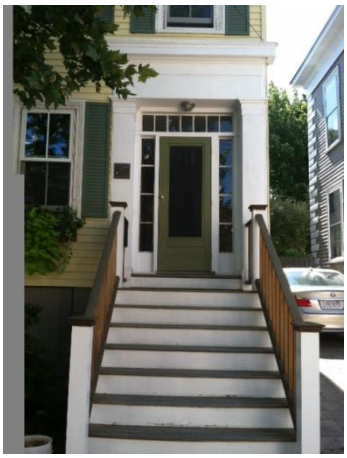
1. Doors and Windows

Doors and windows should be entirely consistent with the architecture of the buildings in design and placement.
A wide range of material for doors and windows is acceptable. The use of commercial, anodized or painted aluminum or steel storefront assemblies is discouraged.

Architectural Features to accompany doors and windows are encouraged and include

- Cornices,
- Architectural moldings,
- Side lights,
- Transom lights,
- Raised panels.

Examples of encouraged window and door details



2. Bay Windows

Bay windows are a unique means of both adding architectural interest, adding some small additional interior volume without affecting the building footprint, and increasing the amount of daylight and fresh air available to a building.

The use of projecting bay windows is encouraged to promote the desired residential character of the Town Common Center.

- Bay windows should not be applied as decorative elements, but should be incorporated with purposeful space within the façade design of a building.
- Bay design should be consistent with the context of the overall appearance of the building.
- The quality of materials used for bay construction should be equal to the quality of the balance of the building.
- Projecting bays are not appropriate to all architectural styles.
- The use of projecting bays purely for the purpose of adding interior building volume is discouraged.
- The amount of bay window projection into a public way must meet the requirements of the Zoning Ordinance.

Examples of encouraged window bays

3. Storefront Windows

Town Common District developments are encouraged to utilize residential-style windows in order to reinforce the desired residential character. However, use of these types of windows (and doors) at retail frontages is sometimes undesirable due to the lack of functionality as retail display space. In these cases, effort should be made by the designer to incorporate custom details wherever possible to differentiate its building from adjacent buildings in order to avoid the monotonous appearance that can occur with over-use of this material.

- Variations in mullion details and configurations,
- Variations in glass exposure area and
- Variations in color and height are some variables which could be exploited.

The following criteria will be evaluated for the proposed system or units:

- Curtain-Wall systems are generally not acceptable.
- Grade-level glazing systems should be inset similar to a residential window application to achieve the appropriate shadow which would be historically common.
- It is recommended that glazing systems not be continuous to grade, but that a knee wall and trim detailing be placed below the glazing in order to provide a more traditional appearance.

Examples of storefronts that exhibit residential architecture details.

Examples of storefronts that exhibit residential architecture details, continued

Discouraged storefront installation.

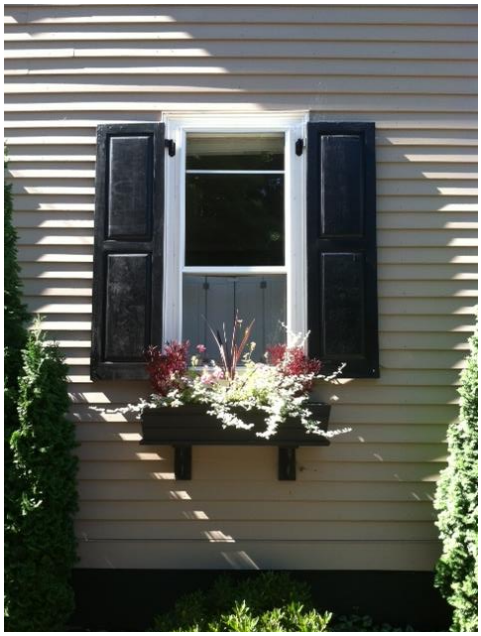
Glossy building materials and aluminum framed plate glass create a look dissimilar to the residential details that are encouraged in the Town Common District.

4. Shutters

Where shutters are used, they should be

- Installed as if to function with proper hardware; hinge straps, pintals, and latches,
- Sized to fit the openings and
- Provided for all windows on a given wall.

Examples of shutters installed with proper hardware



5. Awnings

Where awnings are used, both fixed or retractable, they should be an integral element of the architecture. Awnings should be located directly over windows or doors to provide protection from the elements.

Awnings and canopies should not be made of highly reflective materials, nor should they be used ***primarily*** as advertising features. Their colors should match or complement the facade of the building.
The following general guidelines apply to the design of awnings and canopies:

- Awnings and canopies should be in character with the architectural style of the building.
- Awnings and canopies should be positioned at least eight feet above the sidewalk.
- Awnings and canopies should fit within the frame of the storefront; they should not hide the building's façade, distort its proportions, or cover architectural features.
- Where several storefronts were developed as a single building, they should have awnings of a similar style and similar color.
- Awnings should be made of a durable material that can be easily cleaned.
- Awning and banner colors must take into account the color selection of the surrounding materials, buildings, signs, awnings, and image of the retailer/user and district.
- Valances may be fixed or loose.
- Awnings may be fixed or retractable. Retractable awnings must be kept either in the fully projected position or the fully closed position. Fixed awnings are to have concealed rigid metal frames.
- Under panels are not acceptable.
- The awning material should be taut, not relaxed.
- Awnings are encouraged to be made of solution-dyed acrylic with hand painted lettering where applicable; however, the awning manufacturer should be consulted for their preferred method for quality and lifetime wear.
- Awning signs and logos are limited to a height of 6", and may be placed on the valance only.
- Back-lighting or internally lit awnings are not acceptable.

Encouraged Awning applications

Discouraged Awnings applications

Back lit, highly reflective, heavily lettered and poorly structured awnings are discouraged

6. Lighting

Building and site lighting generally falls into two categories: Functional and Decorative.

General lighting recommendations:

- Front and rear entries should be adequately but not overly illuminated.
- Most functional, exterior lighting sources should be concealed; where concealment is not practical, light fixtures should be compatible with storefront and/or building design.
- Neon lighting is not allowed. Incandescent, LED, and fluorescent should be encouraged for store identification and accent lighting. Modern, energy efficient lighting will be reviewed and considered.
- Exterior up lighting is allowed to illuminate the outside of a building facade or building details, while maintaining 'Dark Sky' compliance.

Functional light fixtures are typically utilitarian in nature and placed as required to illuminate areas for evening use. Parking lot standards and wall-mount luminaries, sidewalk light bollards and down lights in covered walkways are all examples of this type of lighting.

The fixtures will be reviewed for the following critical characteristics:

- The fixture must have a suitable appearance in context with the surroundings, but also in context with use.
- The fixture must meet its intended function by providing enough light to satisfy safety concerns.
- ‘Dark Sky’-compliant fixtures are required. These fixtures eliminate light wash upwards from the fixture housing, minimizing light pollution.
- Excessive light wash over a side or rear property line is not acceptable.
- Light intensity shall be consistent over the area intended to be illuminated.
- Fixture lamp type/color shall be considered. Lamps with a natural color rendering index are preferred, and lamps with monochromatic color rendering are to be avoided. Metal halide or similar lamps are generally encouraged and high-pressure sodium or similar lamps are unacceptable. Fluorescent lamping may be found to be acceptable in certain situations.
- Energy efficiency will be heavily weighted against installation cost.

Decorative light fixtures are typically not used for area lighting, but are installed as decorative elements or as a decorative accent, with the light wash focused on a decorative element.

- The style, proportions and color of the fixture itself shall match the context of the building.
- Additional flexibility may be permitted for lamp color.

Encouraged Post and Wall Mounted Lighting Styles

Discouraged lighting, unshielded and facade mounted

7. Signage

Refer to Hampton Falls' Sign Ordinance.

Graphics used on awnings for identification or advertising should be:

- Designed as an integral part of the signage for the property
- Coordinated with other sign elements in terms of typeface, color, and spacing
- Awning signs and logos are limited to a height of 6”, and may be placed on the valance only.

Encouraged Signage

8. Functional elements and screening

All vents, downspouts, electrical conduits, service meters, HVAC equipment, service areas, loading docks, service connections, waste receptacles, storage containers and other functional elements of the building should be treated as integral parts of the design. Meters, utility banks, HVAC equipment, and other exterior service elements should be contained in service closets, screened with walls, fences, or landscaping elements or located out of view from the public.

Building elevations presented for Planning Board review should show the location and treatment of all functional elements.

- The screening system must meet the height of the enclosed elements (6'-0" minimum) and
- The screening system must be shown to be of substantial construction to meet the anticipated abuse of a commercial environment.
- When choosing landscaping elements as concealment, applicants should carefully evaluate the physical characteristics of each site and their own maintenance abilities when making the final selection to ensure that the plantings will survive and achieve maturity in their selected locations.

Mechanical, HVAC, and other equipment mounted on rooftops should be screened from public view or grouped in a location where visibility is limited. Screening for roof-mounted equipment should be designed as an integral part of the architecture to complement the building's mass and appearance.

Where freestanding, non-habitable structures are allowed (e.g., ATMs, garages, service stations, canopies, storage units, recycling sheds, trash enclosures, cart corrals, utility buildings), they should meet the same design standards as the principal building(s) on the site. The design of freestanding structures should be coordinated with the principal building through repetition of architectural forms, materials, colors, and detailing.

Encouraged mechanical containment that related to the style and design of the primary structure. Meters and service connections are located out of sight in the cabinet in the second image.

Containment and concealment examples whose colors and materials match and are appropriate to the primary building.

Discouraged containment and exposed mechanicals

Mechanicals and trash receptacles become a focal point and eyesore when not handled properly.

9. Landscaping

Landscaping should be an integral part of all site plan developments with the preservation of existing, appropriate and/or unique landscaping being a priority.

Applicants should carefully evaluate the physical characteristics of each site and their own maintenance abilities when making the final selection to ensure that the plantings will survive and achieve maturity in their selected locations.

Other considerations should include:

- Incorporate appropriate plantings that are in scale with their surroundings.
- Separate roadways from commercial development by attractive landscape planter strips.
- Incorporate plantings in parking lots to add aesthetic value, reduce their scale, provide canopy shade, reduce radiant heat from the surface, reduce headlight glare, and add seasonal interest.
- Preserve mature trees and other significant landscape features which help define the character of the community.
- Provide screening for less attractive parts of a site or incompatible land uses.
- Help define areas where pedestrians are safely separated from a road or drive pattern.
- Reinforce way finding by emphasizing entrances and circulation patterns.
- Manage invasive species using ecologically sound practices.

G. SPECIAL CONDITIONS

All special conditions will be reviewed on a project by project basis. Not all projects have special conditions.

Some of these conditions may include:

- Outdoor Sidewalk Cafes
- Pedestrian Peninsulas and Islands (Sidewalk Bump Outs)
- Bus Stops and Associated Structures
- Solar/ Alternative Energy Treatments

H. REFERENCES

Salem, NH Design Guidelines, March 2011

Northfield, Ill, Design Guidelines, November 2008

TravelGuideofAmerica.com

City of Redmond, WA, Village Street Design Guidelines, April 2001

Town of Bedford, Ma Design Guidelines

Historic New England, www.historicnewengland.org

American Planning Association, New England Chapter www.nnecapa.org

Rejuvenation Lighting, www.rejuvenation.com

APPENDIX IV

DESIGN GUIDELINES FOR HAMPTON FALLS BUSINESS DISTRICT NORTH & BUSINESS DISTRICT SOUTH, HAMPTON FALLS, NEW HAMPSHIRE

ADOPTED: **August 26, 2014**
AMENDED:

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Design Guidelines for Hampton Falls Business District North & Business District South, Hampton Falls, New Hampshire

A. INTRODUCTION

The Town of Hampton Falls *Design Guidelines* have been developed to guide the appearance, form, and functioning of the zones knows as Business District North and Business District South. Hampton Falls has recognized that in order to preserve an economically viable Business District North and Business District South, an active effort must be put forth to provide an attractive, relevant destination.

Part of that effort includes a comprehensive set of design guidelines that can be used to direct and evaluate future development endeavors in Business District North and Business District South. It is also recognized that enhanced building design projects a positive image that attracts users to the Districts and will contribute to the vitality and economic success of the community.

The *Guidelines* are meant to illustrate Architectural Design Standards in the Site Plan Review Regulation 6.2.17 and other design regulations in various sections of the Hampton Falls' Zoning Ordinance. By articulating as well as illustrating the Town's expectations for development, the Guidelines should serve as a useful tool for developers, design professionals, Planning Board members, and Town Staff.

The provisions of the *Guidelines* apply to all retail, commercial, multi-family and residential development in Hampton Falls' Business District North and Business District South. They apply to new construction as well as expansions, renovations or redevelopment of existing buildings and sites.

There are two main functions of the *Guidelines*.

First, they will provide guidance to landowners and developers in the early stages of planning and design, to address the question of "What is Hampton Falls looking for?"

Secondly, it will be used as a benchmark by the planning staff, Planning Board, and per reviewers to evaluate development proposals as part of the review processes to address the questions of "Does it meet the Town's criteria?" and "What will it look like and how will it function?"

Implementation of the *Design Guidelines* relief heavily on the services of architects, civil engineers, and landscape architects working as either consultants for developers and peer reviewers for Hampton Falls. The Guidelines will be administered by the Planning Board through the Site Plan Review process.

The *Guidelines* are not designed to produce immediate results. Like the Town's Master Plan, they provide a framework for the future. The process is intended to ensure that site plans are reviewed efficiently and consistently by the Planning Board, resulting in high quality development that contributed to Hampton Falls' overall aesthetics.

B. THE COMMUNITY

Hampton Falls prides itself on being a rural, New England, small business community with roots in agriculture and the mills community. It is committed to preserving and maintaining this character and the environment through its land conservation efforts and new building development. The *Guidelines* will serve this effort by aiding and reinforcing the desired aesthetic and environment.

C. ARCHITECTURAL INTENT

Hampton Falls Design Standards establish guidelines for new or renovated buildings that will complement the existing historic context and embrace future design. The Guidelines are not intended to dictate building styles; rather they provide assistance for residential and commercial development.

D. DESIGN OBJECTIVES AND PRINCIPLES

Well-designed buildings should reinforce Hampton Falls' character. The primary architectural styles found in Hampton Falls include:

- New England Colonial
- Cape Cod
- Salt Box
- Georgian
- Federal
- Greek Revival (1, 1.5 and 2 story gable front homes)
- Barn/Farm Structures

- Good buildings thoughtfully consider scale, form, orientation, height, setback, making, materials, and architectural features.
- Buildings that present a 'front door' to the street make a positive contribution to the streetscape.
- Buildings that are designed to address human scale, conform, enjoyment, and safety of the users.
- Buildings that are designed as permanent, positive additions to the community, constructed of high quality, long lasting materials.
- Street corners that are treated as focal points.
- Older buildings that are restored and/or reused to maintain the integrity of Hampton Falls' historical heritage.

1. Streetscape

New buildings should be designed to fit the specific characteristics of their particular site. The architecture will be influenced by traditional New England building forms and town-making patterns, the specific needs of the intended users, the nature of the intended use, and other site specific factors.

2. Additions, Renovations, and Adaptive Re-Use

Where the existing building currently meets the design guidelines, proposed renovations should be designed to respect the proportions, fenestration patterns, and details of the original building. Where the existing building does not meet the design guidelines, the owner is strongly encouraged to follow the Design Guidelines, particularly for the most visible portions of the entire structure.

3. Linear Commercial Buildings

Buildings with multiple storefronts (e.g.) strip shopping centers, one story office building(s) should be visually unified through the use of complementary architectural forms, similar materials and colors, consistent details, and coordinated signage. Variations in the front setbacks are strongly encouraged to add visual interest, create spaces for common entries, outdoor eating/social spaces, and landscaped spaces.

Linear structures should include architectural elements design to provide shelter, encourage pedestrian movement, and visually unite the building. These can include covered walkways, open colonnades, and similar features.

Pedestrian entrances to each building should be clearly delineated to convey a sense of individuality. This can be accomplished by architectural detailing, roofline breaks, landscaping, lighting or a combination of these elements. Where covered walkways are used, they should extend the full length of the façade.

Variations in rooflines, detailing, and building heights should be included to break up the scale of connected linear buildings.

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

4. Service Stations and Convenience Stores

Service stations and convenience stores should be sited to face the street. Pump islands and canopies should be located on the side in order to promote the primary building as the major feature seen from the road.

Where canopies are used over gasoline pumps, they should be integrated into the design of the building. Canopies should complement the main structure through consistency in roof pitch, architectural detailing, materials, and color. Pitched roofs with fascia trim are preferred for canopies. Bands of bold color on the canopy and backlighting inside the canopy are discouraged. If lighting is to be installed within the canopy, drop fixtures are strongly discouraged.

Connections to the public sidewalk should be included in the site plan to encourage pedestrian use. Access routes leading to or from service stations and convenience stores should minimize conflicts with pedestrian circulation.

E. DESIGN GUIDELINES

1. Building Facades and Entries

a) Front Elevation

The façade facing the street should be designed as the front of the building. The front elevation should contain a front door, and/or windows. On corner lots, the main entrance should face the major street, or be located on the corner of the building. Building entrances should be visible from the street and provide unobstructed areas for pedestrians.

Similar materials and detailing should be used on all facades to ensure continuity and design completeness and give the building scale and visual interest.

b) Entrances

Each building should have a clearly defined, highly visible customer entrance. In the case of multi-tenant buildings, each separate space should have its own customer entrance. The use of the following architectural elements is recommended to add scale to the building, provided that they are integral to the design:

- Canopies and covered walkways
- Overhanging rooflines to provide shelter for pedestrians
- Recesses or projections in keeping with the scale of the building
- Raised corniced parapets over entrances
- Gables and dormers
- Pilasters
- Outdoor sitting or dining areas
- Display windows that are visible from the sidewalk
- Architectural details such as moldings which are integrated into the building design
- Other features which are designed to add scale and visual interest to the façade.

Architectural details should be an integral part of the design of the structure, and not merely appendages.

c) Transparency

For retail structures, any façade that faces a public or private street should have display windows, entry areas, or other transparent features along its horizontal length. As an alternative, other architectural elements may be used to provide scale and visual interest to the front façade.

d) Blank Walls

Facades should not extend for more than 30 horizontal feet in length without incorporating architectural features, such as pilasters, windows, cornices, porches, corners, or offsets.

Where the plane of a wall is broken, the offset should be proportional to the building's height and length. Projections used to break up the mass of the building should extend to the ground. Blank walls should not face adjacent structures, roadways, residential areas, or other public viewpoints.

For industrial buildings, the blank wall guideline applies only to the front face and the first 100 feet of the side façade for light industrial buildings. Where such uses are located on a corner lot, the Planning Board may consider both sides that face the street to be front faces for purposes of meeting this standard. Where the façade treatment extends less than the full length of the building, the side and/or architectural design should incorporate measures to minimize contrasts resulting from the change in surface treatment.

Facades should incorporate architectural features – such as pilasters, windows, cornices, porches, corners, offsets, or changes in materials – to break up the mass of the building and add visual interest. Where the plane of a wall is broken, the offset should be proportional to the building's height and length. Projections used to break up the mass of the building should extend to the ground.

Signage, lighting, landscaping, and other exterior elements should be designed to complement the façade, avoid visual or functional conflicts, and maintain visibility.

All vents, downspouts, electrical conduits, service meters, HVAC equipment, service areas, loading docks, service connections, and other functional elements of the building should be treated as integral parts of the design. Meters, utility banks, HVAC equipment, and other exterior service elements should be contained in service closets, screened with walls or fences, or located out of view from the public. Building elevations presented for Planning Board review should show the location and treatment of all functional elements.

The site plan and architectural elevations should show the location of all ATMs and vending machines. The plans should also demonstrate who these machines will not detract from the design of the building or the site.

e) Building Materials: Siding, Roofing, Dormers, and Trim

Buildings should be constructed of traditional, high-quality materials common to Hampton Falls.

Encouraged materials include:
- Brick, both clay and cement
- Clapboards
- Shingles
- Stone or simulated stone (limestone, granite, marble, and slate)
- Vertical boards
- Mill-finish or machine-finished metals (aluminum, copper, galvanized steel, zinc, etc.)
- Pre-finished metals in natural or traditional colors
- Decorative composite fabrications such as columns, pilasters, and other decorative architectural elements
- Glass (in fenestration applications)

Discouraged materials include:
- Highly reflective or processed materials (e.g., sheet metal or plastic panels, brushed aluminum,. Bronzed glass)
- T-111
- Untreated plywood
- Particle board
- Tilt-up concrete panels
- Fabrics (except for awnings or entrance canopies)
- Concrete block
- Multi-colored brick
- Adobe
- Stucco or synthetic stucco

Contemporary materials with the same visual characteristics as traditional materials (e.g., cement plank clapboards) are acceptable if properly detailed with surface textures and trim at openings, corners, and changes in material. Painted medium density overly (MDO) plywood is acceptable when used as a secondary material in combination with traditional materials to give it scale. Long-term maintenance needs should be a consideration in the selection of all building materials.

Façade colors should be low reflectance. The use of high intensity, high reflectance, chrome, metallic, or fluorescent colors, or black is discouraged as the primary color.

Arbitrary changes in materials or embellishments that are not in keeping with the rest of the buildings are discouraged.

2) Roofing and Eaves

Rooflines can add visual interest to the streetscape and establish a sense of continuity between adjacent buildings. When used properly, rooflines can reduce the mass of large structures, emphasize entrances, and provide shade and shelter for the pedestrian.

The following roof forms are suggested, but the building designer has a great deal or latitude in selecting a roof form appropriate to the façade design and building use:

- Gambrel
- Hip
- Mansard
- Gable
- Flat (Although this is not encouraged, as a rule, unless working with an existing structure with an existing flat roof. The use of parapets is recommended.

Preferred materials for visible roofing area:

- Composite asphalt shingles
- Standing-seam non-glare metal
- Slate or slate looking composite

Discouraged materials:

- High gloss roofing materials

Considerations:

- Prominent roofs should have a minimum pitch of 4/12 (ratio of rise to run), unless demonstrated to the Planning Board's satisfaction that this is not practical from a construction standpoint.
- Roofing materials should complement the color and texture of the building's façade. Stripes and patterns on the roof are strongly discouraged.
- Eaves and roof overhangs should be incorporated into the design of the roof to provide a distinct shadow line.
- All roofs should be designed to shed snow, ice, and rainwater in a manner that does not cause a safety hazard or interference with pedestrians or vehicles.
- The use of cupolas, dormers, chimneys and other roof projections is encouraged, provided they are designed as integral parts of the structure and do not appear to be floating or pasted on.

- Mechanical, HVAC, and other equipment mounted on rooftops should be screened from public view or grouped in a location where visibility is limited. Screening for roof mounted equipment should be designed as an integral part of the architecture to complement the building's mass and appearance.

F. FENESTRATION AND DECORATION: DOORS, WINDOWS, SHUTTERS, AND AWNINGS, SIGNAGE AND LIGHTING

1. Doors and Windows

Doors and windows should be entirely consistent with the architecture of the buildings in design and placement.

Windows should be vertical in orientation or square.

2. Shutters

Where shutters are used, they should be sized to fit the openings and provided for all windows on a given wall.

3. Awnings

See pages 33 and 38 of the "Design Guidelines for the Hampton Falls Town Common District".

4. Lighting

General lighting recommendations:

- Provide appropriate levels of lighting to ensure visibility and safety throughout Hampton Falls while avoiding over-illumination.
- Promote wise energy consumption.
- Help to unify the quality of the visual environment through the selection of attractive, appropriately scaled fixtures.
- Avoid light fixtures or mountings that can cause distractions or hazards to motorists or pedestrians.
- Minimize reflective light from parking lots and large commercial users that contribute to sky glow.
- Avoid intrusions onto abutting property owners, especially residential uses.
- Enhance noteworthy features such as monuments, sculpture, or architectural elements.

Outdoor lighting directly impacts the visual appearance of Hampton Falls, as well as the town's safety and security. The following lighting guidelines are designed to help balance the need for visibility and safety and enhance the visual quality of Hampton Falls, while respecting the privacy of abutting residential properties. Lighting plans should consider illumination levels and fixtures that accommodate safety and visibility needs, but are also respectful of neighbors. Light levels should comply with the Town's requirements and not exceed the illuminating Engineering Society of North America (IESNA) recommended minimum standards.

Exterior lighting should be designed to provide the minimum level of illumination necessary for security, safety, and visual appeal for both pedestrians and vehicles. Lighting should allow activity after sunset without adding to unnecessary sky glow. Functional, aesthetic, and safety goals should be met with fixtures that are designed as integral site elements.

a) Lighting Plan

Lighting plans required for development plan review should be presented with the application to enable the Planning Board to properly understand and review the lighting design.

The lighting plan should be coordinated with the landscape plan to avoid obstructions from large trees, dark spots from shadows, or other conflicts as planting mature.

b) Luminaires

Lighting fixtures mounted on poles or masts should be cut-off fixtures (cut-offs control light 'spill' onto adjacent properties) except for period or historical features described below.

c) Pole and Fixture Design

The location and design of lighting should complement adjacent buildings, pedestrian amenities, and site elements. Poles and fixtures should be proportionate to the buildings and spaces they illuminate.

d) Period or Ornamental Fixtures

Decorative fixtures may be used as alternatives to cut-off fixtures, provided that they comply with the Site Plan Regulations. Period or ornamental fixtures should be designed or selected to complement the color, form, and lines of the architecture on the site.

e) Mounting Heights

Light fixtures should be mounted at the lowest level allowing compliance with IESNA practices and Hampton Falls Zoning Ordinance and Site Plan Regulations.

f) Safety and Energy Conservation

Illumination levels should not exceed the minimums to provide safe conditions as currently defined by the IESNA and any other requirements found within the regulations.

The design and placement of plantings, buffers, screen walls, fencing, and other landscape elements should be coordinated with the lighting plan to eliminate dark spots and potential hiding places.

Wherever practicable, lighting design should include the installation of timers, photo sensors, and other energy saving devices to reduce the overall energy required for the development and eliminate unnecessary lighting. The use of light-emitting diode (LED) lights is also strongly encouraged for efficiency.

Solar panels (PVs) are encouraged and should be screened from the public's street view if/where possible without limiting effectiveness.

g) Feature Lighting

Unique building or landscape features may be highlighted if the lighting does not create glare or distraction. Neon tubes should not be used as lighting or advertising features on the exterior of buildings.

h) Light Pollution

Lighting should not cause spillover onto neighboring residential properties or create dangerous conditions due to glare on adjacent roadways. The maximum illumination level at the property line abutting residential properties should not exceed 0.1 footcandles. Unshielded light bulbs are not allowed.

i) Updating Existing Lighting

When existing fixtures are replaced or modified, the replacements should conform to the requirements of these guidelines and any other pertinent regulations.

j) Parking Lots, Outdoor Sales, and Service Areas

The alignment and spacing of fixtures in parking lots should follow a regular pattern that is coordinated with the orientation of buildings and other site elements.

k) Building Facades and Landscape Lighting

Façade lighting is a way of highlighting special architectural features and attractively landscaped areas, while adding depth and variety to Hampton Falls at night. Lighting used to illuminate building facades and landscaping should be limited to areas where it enhances particular features in accordance with the overall lighting plan and does not disturb surrounding residential areas. The lighting plan narrative should describe how the facades of individual buildings and/or landscaping will be lit (if at all) and the design intent behind such lighting.

l) Pedestrian Spaces

The lighting of pedestrian spaces should consider users' needs and safety. Light standards should adequately, but not excessively, illuminate not only the space occupied by people, but also the elements within those spaces such as stairs, walls, benches, curbs, and landscaping.

5. Signage

Signage should be aesthetically pleasing and appropriate to the façade or design of the building. Refer to Hampton Falls' Sign Ordinance.

6. Functional Elements and Screening

All vents, downspouts, electrical conduits, service meters, HVAC equipment, service areas, loading docks, service connections, waste receptacles, storage containers and other functional elements of the building should be treated as integral parts of the design. Meters, utility banks, HVAC equipment, and other exterior service elements should be contained in service closets, screened with walls, fences, or landscaping elements or located out of view from the public.

Building elevations presented for Planning Board review should show the location and treatment of all functional elements.

Where freestanding non-habitable structures are allowed (e.g., ATMs, garages, service stations, copies, storage units, recycling sheds, trash enclosures, cart corrals, utility buildings) they should meet the same design standards as the principal building(s) on the site. The design of freestanding structures should be coordinated with the principal building through repetition of architectural forms, materials, colors, and detailing.

G. SPECIAL CONDITIONS

All special conditions will be reviewed on a project by project basis. Not all projects have special conditions.

Some of these conditions may include:

- Outdoor sidewalk cafes
- Pedestrian peninsulas and islands (sidewalk bump outs)
- Bus stops and associated structures
- Solar/alternative energy treatments.

Hampton Falls
DESIGN GUIDELINE
Example Book

GENERAL ARCHITECTURAL PRINCIPLES

Building Architecture in Hampton Falls should draw inspiration from traditional New England examples. Building design should be developed to a human scale through careful consideration of architectural forms, massing, detailing, number and use of materials, and color.

These three commercial buildings are characterized by their use of traditional New England forms and materials. Entrances are well marked and provide users with areas for shelter and/or interaction.

Examples of high quality architecture in Hampton Falls – an office building, a retail store, and a retirement housing facility – that have been designed at human scale and fit their unique sites.

Classic examples of Architectural style the Town of Hampton Falls is trying to avoid

This restaurant occupies a highly visible corner location, yet provides the public with a scaleless, blank wall that does not contribute to the aesthetics of the street.

A commercial building that lacks scale. There are virtually no distinguishing features to give the structure character or relate it to the context of New England.

Three examples of generic buildings that have no reference to traditional New England forms or materials.

Facade Design. All buildings should present an inviting, human scale facade to the street, internal drives, parking areas, and surrounding neighborhoods.

The front facade of this retail store has a well-defined entrance that offers some protection to its customers.

Transparency is achieved with windows on all facades of this small retail building. The design is enriched by planters, awnings, and integrated signage.

The scale of this 'big box' has been effectively reduced by architectural elements and detailing. The overhang provides protection for pedestrians and emphasizes the entrance.

The building's meters and service connections are located out of sight in this service cabinet.

The facade treatment wraps around the entire structure, creating a sense of continuity and design completeness. The building takes full advantage of a dramatic site.

Materials. Examples of the richness and variety of traditional New England materials and colors appropriate to Hampton Falls

Traditional materials used on new buildings to blend into historic settings.

Traditional materials used on new buildings to blend into historic settings..

A freestanding car wash designed with the forms, colors, and materials commonly found in New England.

Clapboards, shutters, cupola and large front porch represent traditional New England materials and colors.

Clapboard siding with brick base.

Stained/painted wooden clapboards and cloth awnings.

Roofs. Rooflines can add visual interest to the streetscape and establish a sense of continuity between adjacent buildings. When used properly, rooflines can reduce the mass of large structures, emphasize entrances, and provide shade and shelter for the pedestrian.

Standing seam metal roofing is a traditional material common in older commercial buildings in New England

Roof colors should be muted earth tones or a color that is darker than the facade. Bright colors are not appropriate.

Roof-mounted mechanical equipment has been effectively screened by a roof top structure.

The mechanical equipment on the peak of this roof gives it a cluttered, top-heavy appearance and is poorly shielded from view.

Multi rooflines break up linear commercial buildings

Roofs on large buildings should help to reduce their scale. This example successfully breaks up the scale of the building by variety in massing and roof planes.

Linear commercial buildings (e.g., strip shopping centers, multi-tenant offices, and commercial buildings) should be designed with facade and roofline elements that reduce their scale and add architectural interest.

A retail store that uses a cupola as a focal point. Changes in the rooflines help to break up the mass of the building.

Colonnades add visual interest to linear buildings, while providing scale and protection from the elements.

Covered walkways can reduce the scale of a long building and unify the facade

The scale of this linear shopping plaza has been effectively reduced through variations in roof planes, careful attention to detailing, and a cupola.

Covered walkway encourages pedestrian movement and window shopping.

*A multi-tenant building with no variation in the roofline or facades to break up the scale is **not** acceptable.*

Service stations and convenience stores that sell gasoline should be designed with facade and roofline elements that reduce their scale and add architectural interest to the building.

The flat-roofed canopy bears no design relationship to the well-detailed convenience store in terms of form, materials, or architectural style

This service station canopy is designed to be an extension of the building. The columns, roofline, dormers, and signage contribute to a sense of continuity in the architecture.

This gasoline station is sited close to the road with the canopy, and pumps in the rear.

The pump canopy repeats the same forms, colors, and materials as the main building.

Lighting should be considered as an integral part of the canopy design. The canopy fixtures are recessed so the light source is not visible and does not create 'hot spots' that are distracting to the passing motorist

Exterior lighting should be designed to provide the minimum level of illumination necessary for security, safety, and visual appeal for both pedestrians and vehicles. Lighting should allow activity after sunset without adding to unnecessary skyglow. Functional, aesthetic, and safety goals should be met with fixtures that are designed as integral site elements.

The color, form, and line of this fixture reflects the contemporary design of this office building. Its height and placement contributes to the human scale of the entrance.

Period light fixtures can be an effective and attractive way to add character and scale to the landscape. Fixtures are available with internal baffles to minimize glare.

Detailed ornamental lighting, mounted on 10’ poles, is in scale with the pedestrian environment.

This pedestrian fixture has been located to illuminate the crosswalk that leads into a commercial establishment.

These light fixtures complement the surrounding architecture and site through the use of similar materials and appropriate scale.

Small spotlights directed downward are easily aimed to prevent glare. The simple design of the fixture complements the line and colors of the sign.

A well-coordinated lighting plan that uses variations on the same fixture for both walkway and parking lot lighting.

Bollard fixtures on the provide even illumination and complement the building.

This 10-foot fixture adds human scale to the landscape while illuminating the pathways.

Landscaping. Hampton Falls should be characterized by a rich variety of landscape materials that enhance human scale, complement the architecture, reinforce circulation paths, highlight entrances, provide canopy shade, and add seasonal interest.

A well-coordinated low-maintenance landscape that provides an attractive commercial setting.

A mature shrub next to a driveway may cause low visibility for exiting traffic

While rocks keep cars out of the planter strip, they do not provide the visual interest or texture of well-designed plantings.

Plantings have been used to create outdoor use areas and increase the attractiveness of this business.

Wood chips, stone, or other inert material should not be used as the primary groundcover in planting strips.

Planting strips should be fully vegetated with turf grass (above) or other living plant material.

Landscaping. Hampton Falls should be characterized by a rich variety of landscape materials that enhance human scale, complement the architecture, reinforce circulation paths, highlight entrances, provide canopy shade, and add seasonal interest.

A mix of groundcover, large shrubs and evergreen trees help to screen the side of this building from the public way.

Wildflowers can be an effective groundcover if properly installed and maintained.

Combination of berm and plantings help to screen the building and internal driveway.

Planting strips should contain street-side trees and preserve existing trees where practical.

Informal groupings of mixed deciduous and evergreen trees make for a good buffer with seasonal interest.

Linear grouping of trees can be used to create a boulevard effect.

Landscaping. Hampton Falls should be characterized by a rich variety of landscape materials that enhance human scale, complement the architecture, reinforce circulation paths, highlight entrances, provide canopy shade, and add seasonal interest.

Trees in these parking lots have been given an adequate amount of room for their root systems to grow. The lower branches have been pruned above eye height. Planting trees in groups provides more effective shade than individual plantings.

Grass or other living groundcover is preferred over inert mulch in parking lot islands to counteract the heat island effect.

This island adds visual interest to the parking lot and can withstand harsh winter conditions.

Ornamental trees lead the eye to the entrance of this outlet mall. Shrub masses and/or berms should have been used in addition to better screen the parking lot.

Landscaping. Hampton Falls should be characterized by a rich variety of landscape materials that enhance human scale, complement the architecture, reinforce circulation paths, highlight entrances, provide canopy shade, and add seasonal interest.

A simple bed of flowering shrubs makes an effective, low-maintenance foundation planting.

Small areas of accent plantings can add color, texture, and visual interest to the landscape.

Ornamental grasses and low shrubs provide a cost-effective, low-maintenance way to add year-round texture.

Trees, shrubs, and perennial groundcover used to create a highly unified, inviting streetscape.

Flowering shrubs and perennials are an attractive way to edge a parking lot and soften the views.

A simple planting plan that features drifts of perennials and ornamental grasses to accentuate the front of a bank building.

Circulation Planning Principles. Applied access management examples that help provide insight for a safer vehicular and pedestrian environment.

Planting beds can be an attractive way to separate entering and exiting traffic.

This curbed, landscaped island divides entering and exiting traffic. The identification sign is located away from the intersection to avoid interfering with the motorists' line of sight.

The predominance of curb cuts along this roadway creates an unsafe/ uninviting pedestrian environment.

Wide parking lot islands provide ample room for safe vehicular passing as well as allow for tree growth and snow storage.

An island provides a refuge zone for pedestrians crossing this wide driveway. Flush unit pavers or textured asphalt crosswalks could have minimized annual maintenance
.

Pedestrian Spaces. Commercial buildings should provide outdoor spaces for a variety of uses – seating/ resting, dining, displays, and aesthetic enhancement – to create a pedestrian-friendly environment.

When this existing home was converted into a bakery, the front porch was retained as a pleasant outdoor

An informal lawn area provides welcome visual relief and an opportunity for programmed activities.

An informal dining area in front of a deli provides an attractive setting for customers. Parking is screened by an attractive wooden fence.

Outdoor use areas should be designed as rooms, with consideration given to the floor, walls, ceiling, and furnishings.

This pedestrian space effectively screens out the roadway and provides a safe buffer between the pedestrian and vehicular right of way.

This well-detailed outdoor space in a downtown environment provides an attractive opportunity for pedestrians. The wooden trellis and landscaping complement the building and add human scale.

Pedestrian Spaces. Commercial buildings should provide outdoor spaces for a variety of uses – seating/ resting, dining, displays, and aesthetic enhancement – to create a pedestrian-friendly environment.

When this existing home was converted into a bakery, the front porch was retained as a pleasant outdoor

An informal lawn area provides welcome visual relief and an opportunity for programmed activities.

An informal dining area in front of a deli provides an attractive setting for customers. Parking is screened by an attractive wooden fence.

Outdoor use areas should be designed as rooms, with consideration given to the floor, walls, ceiling, and furnishings.

This pedestrian space in the front setback effectively screens out the roadway.

This well-detailed outdoor space in a downtown environment provides an attractive opportunity for pedestrians. The wooden trellis and landscaping complement the building and add human scale.

APPENDIX V

DESIGN GUIDELINES FOR LANDSCAPING IN THE TOWN COMMON DISTRICT, BUSINESS DISTRICT NORTH AND BUSINESS DISTRICT SOUTH

ADOPTED: **September 23, 2014**
AMENDED:

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Design Guidelines for Landscaping in the Town Common District, Business District North and Business District South

A. INTRODUCTION

Landscaping should be an integral part of all site plan developments. Trees, shrubs, and other landscape elements can be used to accentuate buildings, create a sense of identity, reduce the amount of impervious surfaces, and provide human scale. Applicants should carefully evaluate the physical characteristics of each site and their own maintenance abilities when making the final selection to ensure that the plantings will survive and achieve maturity in their selected locations.

These Guidelines are intended to support, illustrate, and amplify the existing landscaping Standards found within the Site Plan Review Regulations. The provisions for landscaping may vary from district to district.

Hampton Falls should be characterized by a rich variety of landscape materials that enhance human scale, complement the architecture, reinforce circulation paths, highlight entrances, provide canopy shade, and add seasonal interest.

B. DESIGN OBJECTIVES AND PRINCIPLES

- Incorporate appropriate plantings that are in scale with their surroundings.
- Separate roadways from commercial development by attractive landscape planter strips.
- Incorporate plantings in parking lots to add aesthetic value, reduce their scale, provide canopy shade, reduce radiant heat from the surface, reduce headlight glare and add seasonal interest.
- Preserve mature trees and other significant landscape features which help define the character of the community.
- Help define areas where pedestrians are safely separated from a road or drive pattern.
- Manage invasive species using ecologically sound practices.
- Reinforce way finding by emphasizing entrances and circulation patterns.

C. DESIGN GUIDELINES

1. Landscape Plans

Landscape plans should be prepared by a landscape architect registered in New Hampshire, or other qualified professional familiar with local growing conditions. The plan should be accompanied by a simple narrative that describes the design intent, the plantings and other landscape features, maintenance, tree protection, and other relevant features of the plan.

a) Coordination with Site Features

The landscape plan should show all utilities, signage, lighting, and other site features that may influence the selection or location of plantings. The plan should be designed to avoid conflicts (both at the time of planting and in the future) between plantings and other site elements.

b) Safety

The selection of plant materials should consider public health and safety. Plants to be avoided include those with poisonous fruits, large thorns, or invasive growth patterns. The ultimate form and height of plantings as they mature should be considered so they will not create unsafe conditions, interfere with utilities or block sight lines for pedestrians, bicyclists, or motorists.

c) Rock

Large rocks should be used very sparingly as landscape elements and only as ascents in mass plantings. Rocks should not be used as substitutes for shrubs.

d) Variety

Plant materials should exhibit some seasonal color and interesting texture to create a distinctive, yet low maintenance evironment. Landscape plans should strike a balance between monoculture (the use of a single species) and excessive variety. A list of recommended plant materials is inlcuded within.

e) Minimum Plant Sizes

Plant materials should meet the following minimum sizes at planting:

Street Trees	2 ½ inch caliper
Ornamental Trees	2 inch caliper
Evergreen Trees	5-7 foot height
Deciduous Shrubs	30 inch height
Evergreen Shrubs	18 inch ht./spread
Perennials	2 year clumps
Ornamental Grasses	2 year clumps
Ground Covers	3 inch pots

The measurement for deciduous trees (caliper) is taken at a point 4 feet above ground level.

f) Irrigation

Underground irrigation is encouraged in front setbacks, public spaces, and other highly visible areas. It should be designed to prevent overflow or flooding onto walkways or parking lots.

Rain water collection systems are encouraged.

g) Planting Design

Planting design should stress simplicity in form and limit the number of species. Plantings should be massed to soften edges, corners, and pavement areas and to integrate the building into the landscape.

2. Planting Strips

Commercial development should be separated from the adjacent roads by landscaped planting strips. These areas should be designed to screen parking areas and separate land uses.

a) Ground Covers

Appropriate groundcovers include turf grass, ornamental grasses, perennials, low-growing evergreens and flowering shrubs. Planting other than turf grass should be spaced close enough to achieve full coverage within 3 years after installation. Stone, wood chips, or other similar inert material should not be used as a substitute for vegetated groundcover.

b) Mulch

Mulch may be used directly under plantings to preserve soil moisture. However, it should not be used as the primary groundcover. Where used it should consist of dark, decomposed shredded bark.

c) Plant Masses

Shrubs, perennials, annuals, and ornamental grasses used in planter strips should be installed in masses or 'drifts' that emphasize colors, forms, and textures. The use of excessive numbers of different species as well as strict monoculture should be avoided.

d) Street Side Trees

The required trees within planter strips may be installed in a linear fashion or informal groupings. Linear plantings may be appropriate along roadways to create a boulevard effect, using large spreading deciduous trees to define the edge of the travel way, provide shade for pedestrians, and add scale to commercial corridors. Informal groupings may be appropriate in areas where existing vegetation has already established a particular rhythm and pattern to the streetscape.

e) Roadside Plantings

Trees should be planted a minimum of 5 feet from the edge of the roadway, driveways, and parking areas. Trees and other landscaping planted at intersections should preserve a clear area for sight lines.

f) Parking Lots

Parking lots should be separated from the street by plantings, earth berms, walls, and/or other landscape elements to minimize headlight glare and the view of vehicles, while still allowing the public to see the building.

3. Parking Lot Landscaping

Landscaping in parking lots can be used to improve its appearance, reduce the scale and amount of paved areas, define edges, provide shade, reduce headlight glare, and add seasonal interest.

a) Trees & Shrubs

- High-maintenance trees that may damage automobiles with dripping sap, messy fruit, or hard seeds should not be used in or around parking lots.
- Trees in parking lots should be planted in informal groups, straight rows, or irregular groupings as space permits, or concentrated in certain areas. Trees should be planted a minimum of five feet from the end of parking lot islands.
- Shrubs and ornamental plantings in parking lot islands should not exceed 3 feet in height to avoid blocking visibility.

b) Parking Stall Separation

See Site Plan Regulation 8.4.5.

c) Snow Storage

Landscape material surrounding parking lots and in islands should be able to tolerate large quantities of snow stored during winter months. Delicate woody plant material should not be used in areas where it is likely to be damaged by snow. Perennials (e.g., dayliles, hostas) can withstand snow mounds and return each spring unharmed.

4. Recommended Species

Plants that are tolerant to road salt are italicized.

STREET TREES

Aesculus hippocastanum	*Baumanii Horsechestnut*
Aces x. freemanii	Autumn Blaze Maple
Acer rubrum	Red Maple
Acer saccharum	Sugar Maple
Betula nigra	River Birch
Cercidiphyllum japon	Katsura Tree
Clasrastis lutea	Yellowood
Fagus grandifolia	American Beech
Fraxinus Americana	*White Ash: 'Aut.Purp' 'Aut. Applause'*

Fraxinus pennsylvanica	Green Ash
Ginko biloba	*Maidenhair Tree (m)*
Gleditsia triacanthos	*Thornless Honey Locust*
Prunus Maackii	Amur Chokecherry
Pryus calleryana	Callery Pear
Quercus alba	White Oak
Quercus bicolor	Swamp White Oak
Quercus coccinea	Scarlet Oak
Quercus palustris	Pin Oak
Quercus robur	Upright English Oak
Quercus rubra	*Red Oak*
Quercus shumardi	Shumard Red Oak
Sophora japonica	Regent Scholartree
Tilla americana	American Linden
Tilla cordata	Littleleaf Linden
Tilla tomentosa	Silver Linden
Ulmus americana	Princeton American
Elm; Frontier Elm	
Zelkova serrata	Greenvase Zeklova

ORNMANETAL TREES

Aesculus carnea	Red Horsechestnut
Amelanchier Canadensis	Service Berry
Carpinus betulus	European Hornbeam
Carpinus caroliniana	American Hornbeam
Celtis occidentalis	Hackberry

5. <u>Invasive Plant Species</u>

Plant species that are considered invasive or potentially invasive in New Hampshire should not be used in the landscape. The Landscape Plan should indicate how existing invasive species present on the site will be removed, using Best Management Practices. The following species are among those considered invasive in Hampton Falls:

NEW HAMPSHIRE PROHIBITED PLANT SPECIES (2009):

Acer platanoides**	Norway Maple
Ailanthus altissima	Tree of Heaven
Alliaria petiolata	Garlic Mustard
Berberis thunbergii**	Japanese Barberry
Berberis vulgaris	European Barberry
Butomous umbellate*	Flowering Rush
Cabomba caroliniana*	Fanwort
Celastrus orbiculatus	Oriental Bittersweet
Cynanchum nigrum	Black Swallowwort
Cynanchum rossicum	Pale Swallow-wort
Egeria densa*	Brazilian elodea

Elaeagnus umbellata	Autumn Olive
Euonymus alatus**	Burning Bush
Heracleum mantegazzianum	Giant Hogweed
Hydrilla verticillata*	Hydrilla
Hydrocharis morsus-ranae*	European Frogbit
Iris pseudacorus	Water-flag
Ligustrum obtusifolium	Blunt-leaved Privet
Lonicera x bella Showy	Bush Honeysuckle
Lonicera japonica	Japanese Honeysuckle
Lonicera morrowii	Morrow's Honeysuckle
Lonicera tatarica	Tartarian Honeysuckle
Lythrum salicaria*	Purple loosestrife
Myriophyllum aquaticum*	Parrot Feather
Myriophyllum hetophyllum*	Variable Milfoil
Myriophyllum spicatum*	European Water-Milfoil
Najas minor*	European Naiad
Nymphoides peltata*	Yellow Floating Heart
Phragmites australis*	Common Reed
Polygonum cuspidatum	Japanese Knotweed
Potomogeton crispus*	Curly-leaf Pondweed
Rhamnus cathartica	Common Buckthorn
Rhamnus frangula	Glossy Buckthorn
Rosa multiflora	Multiflora Rose

* species is currently regulated by the Department of Environmental Services [DES]
** species is banned in New Hampshire

For updates to the Prohibited Invasive Plant Species Rules visit:
http://www.agriculture.nh.gov/publications-forms/documents/prohibited-invasive-species.pdf

6. Resources

The following sources are recommended for additional information on the planting and care of trees:

American Standard for Nursery Stock: ANSI www.anla.org/applications/Documents/Docs/ANLAStandard2004.pdf

Architectural Graphic Standards. Planting Details, James Urban, ASLA. pp. 178-182. 1998.

Principles and Practice of Planting Trees and Shrubs. International Society of Arboriculture. 1997.

Trees in the Urban Landscape. Site Assessment, Design, and Installation. Peter J. Trowbridge and Nina L. Bassuk. John Wiley & Sons. 2004.

APPENDIX VI

DESIGN GUIDELINES FOR GENERAL SITE PLANNING

ADOPTED: **September 23, 2014**
AMENDED:

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Design Guidelines for General Site Planning in the Town Common District, Business District North and Business District South

A. INTRODUCTION

Each property is unique. Plans for development and redevelopment should be based upon a careful understanding of the site and its surroundings in order to meet the requirements of the ultimate user, while meeting the town's goals for functionality, safety, and visual character.

These *Guidelines* are intended to supplement, illustrate, and amplify various sections of the Zoning Ordinance and Site Plan Review Regulations. Check the applicable sections of the regulations for specific requirements.

B. DESIGN OBJECTIVES AND PRINCIPLES

Good site planning should result in an attractive, safe, and economically viable relationship between buildings, parking, signage, lighting, landscaping, and the surrounding environment. Site plans should minimize the visual effects of parking, feature high-quality landscaping, accommodate pedestrian movement, and encourage connections to nearby properties.

- An attractive, functional, and safe environment that is conducive to commerce and other permitted activities.
- Distinctive, attractive properties that welcome people to Hampton Falls.
- Quality development that respects the uniqueness of each property and reinforces Hampton Falls' sense of place and character.
- Public open space throughout Hampton Falls to enhance its appearance and support pedestrian use.
- Quality redevelopment of transitional or substandard properties.
- Protection for abutting residential properties through sensitive site planning, buffering, and architectural design.
- Upgrading visual character and sense of human scale in spaces through particular attention to architecture, site planning, signage, landscaping, and lighting.
- Encourage increased walking and bicycling by providing safe, attractive, interconnected facilities. Universal accessibility that meets the Americans with Disabilities Act (ADA).
- Sensible access management to maintain efficient traffic flow and high levels of safety.

C. DESIGN GUIDELINES

1. General Guidelines

a) Site Analysis

The site plan should be based upon a careful analysis of existing site conditions that considers topography, wetlands, soil conditions, existing vegetation, drainage, abutting land uses, and other factors that will influence the placement of buildings, roads, and parking areas. The Planning Board

may require a graphic presentation to demonstrate how knowledge of site conditions has influenced the site plan.

b) Preservation of Existing Features

Site development should minimize disruption to natural and cultural features (e.g., mature trees, wetlands, vernal pools, drainage ways, rock outcrops, barns, historic buildings, stone walls) in a manner that would change their existing character.

c) Open Space

Open Space should be preserved and integrated thoughout the development. Where possible, open space should be continuous and used to preserve significant natural and cultural features. Open space should be coordinated with abutting properties to create continuous open space networks for wildlife corridors, riparian buffers, visual screening, etc.

d) Parking Lots

Parking should be located primarily at the side or rear of the bulidng, with minimal parking in front. Parking lots should be screened to minimize their appearance in most districts.

e) Relationshiops to Surrounding Properties

Service areas, parking lots, outdoor storage and sales areas, HVAC equipment, trash containers, and other similar features should not face residential neighborhoods.

f) Coordinated Future Development

Where site plans are presented for a portion of a property, the applicant should show how the plan has been designed to accommodate future buildings, access roads, sidewalks, esplanades, drainage, utilities, signage, and preserved open space in a coordinated fashion.

2. Circulation Planning

Development activities throughout Hampton Falls should be characterized by safe, user-friendly, and efficient traffic flow. Access management principles should be followed to reduce the number of curb cuts, provide a safe vehicular and pedestrian environment, encourage intra-parcel travel, and minimize the number of trips on roadways.

a) Curb cuts on Major Roads

Site plan involving curb cuts onto major roadways should demonstrate an adherence to sound access management principles to promote efficient traffic flow and maintain a high level of safety for pedestrians and motorists. The number of curb cuts on major roadways should be minimized to increase vehicular and pedestrian safety.

b) Shared Access

Entrances to abutting commercial properties should be combined wherever feasible to minimize curb cuts and provide for more efficient traffic flow.

c) Internal Traffic Flow

To ensure the safety of motorists and pedestrians, the development plan should clearly delineate internal traffic patterns for both vehicles and pedestrians. Development plans should be designed by a professional engineer familiar with the Hampton Falls Site Plan Regulations. Parking space, directional arrows, crosswalks, and other markings on the ground should be delineated with pavement paint.

d) Connections with Adjacent Properties

Pedestrian and vehicular connections between parking lots and driveways on adjacent parcels should be provided wherever feasible to facilitate deliveries, minimize turning movements onto major roadways, and encourage foot traffic. Internal connections should provide safe, direct access while discouraging vehicular shortcuts. Cross easements should be provided as required to facilitate circulation. Site planning should anticipate future connections to any abutting undeveloped property.

e) Refuge Zones

Pedestrian islands (5 ft. minimum width) should be installed in driveways and streets where the crossing distance is greater than 32 ft.

f) Pedestrian and Bicycle Movement

The development plan should provide for safe pedestrian and bicycle movement within the site and between abutting properties.

g) Services Drives

Service drives should be separated from internal walkways, parking areas, or pedestrian use areas by landscaped islands, grade changes, or other method to minimize pedestrian contact.

h) Maintenance

All painted crosswalks and parking area lines should be repainted on an annual or biannual basis to maintain their effectiveness.

i) Traffic Calming

Traffic calming measures should be included where appropriate to discourage speeding within the site and between abutting properties. Measures may include speed tables, on-street parking (where

appropriate), raised crosswalks, vertical curbing, curvilinear road alignment, roadside plantings, neck-downs, curbed islands, and signage.

j) Drive-Throughs

Where such uses are allowable, access routes leading to or from takeout windows or other drive-throughs should minimize conflicts with pedestrian circulation routes. Motorists should be made aware of pedestrians through signage, lighting, raised crosswalks, changes in paving, or other devices. The site plan should be designed to prevent queuing in parking lots or other areas which would cause congestion or unsafe conditions.

3. Parking Lots

Parking lots should be designed to complement adjacent buildings, the site, and the commercial district without becoming a dominant visual element. Every effort should be made to reduce the scale of parking lots by minimizing the total amount of paved surface visible from the road.

Parking lots should be designed as inviting, pedestrian-friendly places by careful attention to landscaping, lighting, and walkways. With proper planning, parking lots can balance the needs of both the vehicle and the pedestrian.

a) Orientation

Parking lots should be designed as part of the overall plan for the site, and coordinated with the circulation plan, building entrances, lighting, landscaping, snow storage, and service areas. Parking lots should be located, to the maximum extent possible, to the rear and or side of all commercial or mixed use buildings.

b) Scale

Parking areas with more than 10 spaces should be broken up with trees, landscapes islands, grade changes, low walls, or other appropriate features.

c) Relationship to Buildings

Paved surfaces or parking lots should be separated from buildings by a minimum of five feet of landscaping and/or a paved walkway. The width of the landscaping should be proportional to the height of the building.

4. Pedestrian Spaces

Commercial buildings should provide outdoor spaces for a variety of uses – seating/resting, dining, displays, and aesthetic enhancement – to create a pedestrian-friendly environment.

a) Outdoor Spaces

Development plans should include outdoor use areas such as greens, plazas, and courtyards. Buildings should be oriented toward open spaces rather than roadways. In these situations, buildings should have a major access on the space as well as a secondary access point(s) oriented to parking areas. Outdoor spaces should be coordinated with the pedestrian circulation plan to encourage pedestrian use, with provisions for seating and outdoor activities. Outdoor spaces should be designed to separate pedestrian and vehicular traffic with landscaping, grade changes, and other site features.

b) Planning

Where outdoor use areas are provided, they should be located in sunny, highly visible locations and sized to fit the anticipated uses. The design should be a collaborative effort between architect, landscape architect, engineers, artist, and other design professionals.

c) Materials

Outdoor use areas should be constructed of high quality, easily maintained materials. All elements within the space should be coordinated with the architecture and site elements to achieve a unified look. The use of decorative paving is encouraged for sitting areas, pedestrian plazas, building entrances, or other designed open spaces.

d) Entrances

Major entrances to new or renovated buildings should be emphasized through the use of canopies, recessed entries, seating areas, decorative plantings and lighting.

5. Public Sidewalks

Public sidewalks and planted esplanades can be a highly desirable part of the streetscape, adding scale in a commercial landscape and creating a safe place for pedestrian movement.

There are many areas in Hampton Falls' commercial districts which are currently not pedestrian or bicycle friendly. The long term objective is to provide an interconnected network of sidewalks that provide an alternative to the automobile and encourage safety, connectivity and an alternative form of transport for the general population.

Where sidewalks and planted esplanades are required by the town, they should be constructed within or near the right-of-way on and in some cases on both sides of all streets to encourage safe pedestrian movement. Facilities should be coordinated with abutting land uses to create interconnections throughout the commercial areas and linkages to surrounding residential neighborhoods and in the case within the Business District South, the Town of Seabrook. Lighting and other amenities abutting walkways should be at a human scale.

a) Coordination with Site Plan

All new sidewalks should be coordinated with the Site Plan to avoid conflicts with landscaping, utilities, grading, drainage structures, signs, and other elements. Walks should be designed to facilitate snow removal for year-round use. Sheet flow of storm water across sidewalks shall be avoided.

b) Material Selection

Material selected for curbing and sidewalks should be durable, long-lasting, and resistant to New Hampshire winters and local maintenance policies. Developers should coordinate their choice of materials with the Town and or Towns reviewing representative for suitability.

c) Crosswalks

Where sidewalks intersect with commercial drives or roads, crosswalks should be installed to alert the motorist and improve visibility. Crosswalks should offer a noticeable change in texture and color. Materials for crosswalks should be highly durable and slip resistant.