



April 9, 2014
BCE File.: 14107

Ms. Amanda Stearns
Community Development Director
Town of Falmouth
271 Falmouth Road
Falmouth, ME 04105

**Re: Special Zoning for
Casco Bay Arena – Falmouth, Maine
Village Park, 271 Falmouth Road, Falmouth ME**

Dear Ms. Stearns:

On behalf of the Casco Bay Hockey Association (CBHA), we are pleased to submit this letter and accompanying materials to support special zoning required for the development of the Casco Bay Arena at Village Park. We understand this project will be reviewed by the planning staff against the Town's site plan standards, and we look forward to our meeting with the planning staff on Monday, April 14th to discuss how our project will meet those standards.

As you know, the Casco Bay Hockey Association plans to build a covered pavilion and seasonal, refrigerated ice rink at the site of the current outdoor Twombly Rink at Village Park in Falmouth. This project requires a lease agreement with the Town and will include the demolition of the current rink, construction of a new concrete pad and ice system, boards, roof structure, seating, and site drainage improvements. Additionally, the structure will have enclosed heated space at its entrance to house locker rooms, bathrooms, the Zamboni, and other equipment storage.

The following responses addressing VC-1 and General Site Plan standards are from the project team including CBHA, Blais Civil Engineers, Port City Architecture, and Soren deNiord Design Studio:

General Site Plan Review Standards pursuant to Section 3.6.5 (VC-1 District Requirements):

3.6.5.2 General Site Planning.

- 1. Corner Lots – Buildings located on a lot fronting more than one street or internal drive shall be placed at the intersection of the streets or internal drive so that the front setback is met for all frontages unless the site plan designates a future building site at the intersection.***

Not applicable.

- 2. New buildings on lots that have at least 70% of the frontage length within eighty (80) feet of the front lot line developed with buildings are exempt from meeting the setbacks provided that the existing buildings remain in place.*

The special zone revises setback standards. Please refer to the enclosed special zoning amendment text and map for more information.

- 3. Businesses that provide shopping carts shall provide designated cart storage both in the parking lot and inside the store.*

Not applicable.

- 4. Outdoor retail display shall meet the following standards.*

Not applicable.

- 5. Internal drives are encouraged to develop street frontage for existing buildings and provide more opportunity for infill development.*

The site has existing internal drives that are providing the opportunity for this infill development.

- 6. Neighborhood Compatibility – Sites developed adjacent to residential district boundaries shall be designed, where possible, so that service areas, parking lots, outdoor storage yards and other similar features do not face toward the district boundary. If orienting these areas toward adjacent residential district boundaries is unavoidable, adequate year round screening and noise reduction shall be provided. (See Section 3.6.5.7, Landscaping and Screening)*

The sites existing parking does not face the abutting residential properties to the north. The proposed dumpster will be screened from north via a fenced enclosure and the existing wooded buffer. The Zamboni will be stored in an enclosed structure, and the snow storage area along the north side of the building will be screened via the existing wooded buffer of about 50 feet in width. Evergreen trees will be planted along this buffer to ameliorate it.

- 7. 2013 Route One South Infrastructure Plan – The 2013 Route One South Infrastructure Plan (Plan) is hereby adopted as an addendum to this Ordinance. The permitting authority shall rely on the Plan as a guide for access management and streetscape improvements. The permitting authority shall have the authority to modify the improvements if it is determined that the goal of the improvement can be achieved by some other method and that the modifications are in the best interest of the Town and is of equal or greater benefit to the Town.*

Not applicable. This project is not on Route One.

3.6.5.3 Streetscape – Site planning and architectural design shall complement and be integrated with the improvements made by the Town and recommended in the Plan. Buildings at or near the street edge are a necessary component of a village streetscape. Development along all street frontages should encourage pedestrian interest and provide safe movement.

- 1. When there is a gap between the sidewalk/proposed sidewalk on Route One or side streets and the front property line, the applicant shall confer with the Town regarding improvements within the right of way to provide a transition.**

The site has sidewalks in the parking lot that connect to the Hat Trick Drive, Lunt Road, and Clearwater Drive sidewalks.

- 2. Street trees, curbing, pedestrian lighting and sidewalks are required components on both sides of all side streets. Where improvements are not installed by the Town as part of the Plan, the property owner shall be responsible for the installation of improvements.**

The parking area that will be used by the CBHA and the town of Falmouth will be upgraded with street trees and pedestrian lighting to meet the town standards.

- 3. Street Furnishings – Street furnishings, including outdoor seating or space for pedestrians and patrons are encouraged and may be placed in the public right-of-way with the permission of the Town if not provided on site adjacent to the street. Street furnishings are also encouraged on private property and should be located between the building and the sidewalk. They may include bicycle racks, benches, planters or other similar furnishings. Materials shall be durable and able to withstand heavy public use and Maine climate conditions. Street furnishings shall be secured in such a manner that they cannot be removed easily.**

Street furnishings will be added to the landscape plan to meet VC-1 standards (bicycle parking / seating).

3.6.5.4 Internal Drives

There are no internal drives proposed for this project.

3.6.5.5 Architecture for new building development and redevelopment of existing buildings –A high level of architectural quality is expected. The standards below apply to any new building or building expansion. Existing buildings are encouraged to be renovated to meet the standards.

- 1. General Design Standards**
 - a. All buildings and building additions shall be designed by a Maine Licensed Architect unless otherwise waived by the Planning Board.**
 - b. No particular architectural style is required but all styles shall incorporate good architectural design with respect to scale, proportion, massing and balance. They shall be human scaled and designed to create a positive contribution to the street upon which they sit. Architectural styles shall not be mixed on a single building.**
 - c. Corporate, franchise or trademark architecture. Individual corporate image, trademark, or marketing architectural design elements and colors shall be**

incorporated only as secondary design elements to the development and not as dominant elements. These architectural design elements shall not define the character or style of the building or development.

- d. Building Orientation – The primary facades and main pedestrian entrances of buildings shall be situated on a public street or internal drive with the emphasis on public streets where buildings face multiple public streets or internal drives.*
- e. At least one customer entrance shall be provided along a building face that fronts a public street or internal drive. Where frontages are on both a public street and an internal drive, one entrance shall be located on the public street.*

We have oriented the building toward the existing shared parking lot and provided a clearly accentuated main entrance. The massing, shape, and materials of the facility are very appropriate for the use, the local architectural character, and the quality of building preferred by the Town.

- 2. Standards specific to redevelopment of and additions to nonconforming buildings due to setback requirements. Expansions shall not result in the increase of any nonconformity of the building. For purposes of this section increased nonconformity includes reducing the linear feet of a building which is parallel to and closest to a street frontage.*
 - a. Additions shall be limited to 50% of the first floor gross square footage of nonconforming buildings as of the date of the adoption of this ordinance. Additions greater than 50% shall be considered a new building.*
 - b. Additions of 50% or less made to existing nonconforming buildings are exempt from the maximum front setback provided that the area between the building and the primary frontage is improved in such a manner to promote and encourage pedestrian access to the building and to provide a visual connection to the primary frontage. This may include but is not limited to sidewalk extensions, patios, outdoor seating, and street furniture. The Planning Board shall have authority to determine the extent of improvements necessary.*
 - c. Existing nonconforming buildings may be partially demolished. If more than 75% of the existing building, as of the date of the adoption of this section, is demolished and replaced, the resulting building is required to meet the setbacks and is considered a new building.*
 - d. Parking areas between an existing building and the street may remain as long as screening as required in Section 3.6.5.10., Parking Areas is provided.*

N/A- No redevelopment of non-conforming buildings is proposed.

- 3. Exterior Wall Materials –Durable building materials shall be used such as brick, clapboard, wood shingles or stone. Synthetic or composite siding materials are acceptable if they are substantially identical in appearance as natural materials and of equal or greater durability. Concrete block, split face block, multi-colored brick, asphalt shingles, T-111, plywood, and metal siding are prohibited.*
 - a. Highly reflective materials (e.g. plastic panels, brushed aluminum, bronzed glass) are permitted only for windows and doorways.*
 - b. Stain or paint shall be applied to wood building materials in such a manner that completely covers knotholes or other imperfections in the siding.*

We have included the use of some metal siding on the enclosed portion of the building and feel that it is in keeping with the ice rink use (similar to Family Ice next door,) and it provides an architecturally appropriate and durable façade when blended with a brick masonry base at the pedestrian level.

4. *Façade design – Facades for buildings are to provide visual interest at the street level and shall be proportioned to human scale.*
 - a. *Foursquare Design – All sides of a building should be equally attractive. Architectural details such as texture, pattern, color, and building form used on the front façade should be incorporated on all building facades.*
 - b. *Primary entrances to buildings shall be emphasized by detailing, massing, changes in materials, or other architectural methods. Entrances shall be proportional to the scale of the building.*
 - c. *Design elements that add depth and visual interest to building facades such as mixing materials and colors, decorative trim and molding, cornice details, stepped facades, and columns are encouraged. Decorative elements shall be consistent with the architectural character of the building and scaled appropriately.*
 - d. *Façade articulation – Façade articulations are required to reduce the apparent length, monotony and mass of larger buildings, creating the illusion of several smaller buildings with common walls and a consistent rhythm of facades. All buildings shall have sufficient relief which interrupts the horizontal and vertical plane of each wall. No wall surface shall exceed 50 feet without an interruption in the horizontal plane of the wall of a minimum of three feet.*
 - e. *Repeating Façade Treatments – Building facades shall include in their detailing some form of a repeating pattern that includes no less than one of these design elements that shall repeat horizontally: color change, texture change and material module change.*

Because the building is open on three sides due to the open air rink, three of the four sides do not have walls making the four square design N/A. We have emphasized the front entrance of the building with a gently sweeping curved design with full glass. Punched windows in the locker rooms and a 48' high brick base articulate the façade for a pleasing and human scaled treatment that is true to the function of the floor plan behind the wall.

- f. *Multi-story Treatment - A building's style shall be consistent throughout; details from different eras and inconsistent styles shall not be mixed on a single building.*
 - 1) *Multistory buildings shall be designed to accommodate a pedestrian scale by providing a sense of "base," "middle" (where applicable), and "top."*
 - 2) *Standards:*
 - a) *Ground-level facades along public streets or internal drives shall be given a "stronger" appearance than upper floors. Distinction of ground-level facades from other floors shall occur by incorporating a minimum of two of the following features: color change, texture change and material module change.*

- b) Ground floor ceiling height shall be taller than upper stories to emphasize the ground floor as the “base” of the buildings. Ground floor ceiling heights shall be a minimum of 10 feet.*
- c) Middle floors of the building shall be made distinct from the ground floor by a change in material or color, window treatment, incorporation of balconies, stepbacks, and signage.*
- d) Horizontal moldings, belt courses, or other features shall be utilized to create visual separation between each story of the building. Alignment of horizontal moldings shall be considered and relate to the moldings of adjacent building facades that are consistent with these standards, where feasible.*
- e) The top of the building shall emphasize a prominent edge when viewed against the sky, utilizing elements such as projecting parapets, cornices, upper level stepbacks, or pitched rooflines.*
- g. Murals – Murals may be used to treat existing blank facades and may include realistic architectural style detail similar to that on the front façade or artwork. Murals shall be approved by the permitting authority and may not be used as signage.*
- h. Marquees and Awnings – Marquees and awnings are permitted on buildings at a first floor entrance facing a public street or an internal drive. They may project over a public ROW provided that proof of insurance is provided. A minimum clearance of ten feet shall be maintained between the ground surface and the lowest element of the marquee or awning.*

N/A – The building is one story and contains no murals, marquees, or awnings.

- i. Functional Elements – All vents, down spouts, flashing, electrical conduits, meters, service connections and other functional elements shall be treated as integral parts of the design. Where appropriate, these elements shall be painted to match the color of the adjacent surface, unless used expressly as an accent.*
 - j. Auxiliary structures, including freestanding pad structures, shall be architecturally consistent with the primary structures on the site in the use of color, material and detailing.*
- 5. Fenestration – The patterns of windows and doorways shall be designed to reflect the internal function of the building in a fashion that complements its façade and form.**
- a. Transparency Standards - Facades facing a public street or internal drive shall have a minimum of 30% of window space between the height of 3 and 8 feet. Retail buildings are encouraged to have a minimum of 70% of window space.*
 - b. Windows shall generally be vertical or square in proportion rather than a horizontal ribbon window or other long horizontal window arrangements. Window frames should be recessed into the wall and shall have prominent detailing around the opening such as sills, shutters, relief, trim boards to create a frame around the opening.*
 - c. Awnings – Fixed or retractable awnings are permitted at ground floor levels to provide protection for pedestrians. Awnings shall be designed as an integral*

part of the building façade and should be sized to match window and doorway openings.

All functional elements shall be incorporated into the architecture. The chiller equipment for the ice shall be located under the roof canopy at the southeast corner of the building to provide a screened and protected environment. The fenestration on the front façade is appropriate to the uses inside. Full glazing from grade to ten feet high is provided at the main entrance and public viewing lobby. Three operable awning windows are provided at each of the four locker rooms along the front façade from seven feet to ten feet high.

6. Roofs

- a. Flat roofs are allowed only on multi-story buildings. Mechanical equipment on flat roofs shall be hidden from view from any street as well as any adjacent building by an enclosed parapet a minimum of 42 inches high or higher if necessary.*
- b. Cool or green roofs are encouraged for flat roofs.*
- c. Where the roof will be visible, the roofing materials shall be selected to complement the color and texture of the building's façade.*
- d. Roof design shall minimize the potential for snow to unload into the front setback or public right of way.*
- e. Gas Stations and Service Garage Canopies – Pitched roofs and fascia trim are required for canopies.*

A 3/12 slope metal roof complementing the façade is provided over the entire structure. Snow shall be pitched toward the landscaped north and south sides of the building.

- 7. Service bays shall be oriented so that the openings are not directly accessed from Route One or a side street and are screened from view from the street. The Planning Board may waive this requirement if it determines that there is no other alternative.*

The Zamboni garage and the dumpster service areas have been located on the northeast corner of the building. This is out of view of the main entrance and is the best location for the overall plan. Activity at these areas should be minimal and should not affect the residential zone hundreds of feet away. Landscape screening will be provided between the entire north façade and the residential zone. Currently there is an existing outdoor town rink on the same site. While the intensity of use will most likely expand, the insulated covered roof and the increased acoustical landscaping should easily mitigate any additional noise from the facility.

3.6.5.6 Pedestrian and Bicycle Movement Development shall include a well-defined safe circulation system that encourages walking and cycling within the Village Center with connections to adjacent neighborhoods. This should be provided with pathways between sidewalks, sidewalks on public streets and sidewalks on internal drives.

- 1. Pedestrian circulation systems shall provide connectivity between internal pathways, sidewalks on adjacent public and internal streets, buildings and parking lots.*

The network of paved sidewalks, proposed hardscape plaza will maintain / enhance the existing pedestrian circulation system; connecting streets and parking lots to adjacent buildings.

2. *Sidewalks and pathways shall avoid crossing parking lots at entrances, service areas and other potential points of conflict where possible. Where such crossings are unavoidable, they shall be as direct as possible.*

Such crossings have been avoided to the maximum extent practicable.

3. *Pedestrian islands shall be installed in streets, drives and driveways where the crossing distance is greater than 32 feet. Pedestrian refuge islands shall be a minimum of six feet wide.*

Not applicable. The aisles of the existing parking tray do not exceed 32 feet in width.

4. *Where crosswalks occur, a change in materials, textures or colors shall be provided to emphasize the crossing and enhance visibility.*

The proposed crossings will use a material change to emphasize the crossing. We will submit more details on this design as the project develops.

5. *Bike racks shall be provided at a minimum of one at each customer entrance of a building and be placed so to minimize bicycle-pedestrian conflicts. Bike racks may be placed in a public right of way with permission of the Town.*

The design proposes bicycle racks to meet the town standards

3.6.5.7 Landscaping and Screening – A landscaping plan shall be designed to complement the proposed or redeveloped buildings, reinforce pedestrian circulation, highlight transitions between parking and the building, provide shade to parking areas, provide stormwater treatment, add seasonal interest to the property and provide appropriate screening to adjacent residential properties and districts.

Please refer to the enclosed Landscape Plan, Drawing L1.0.

3.6.5.8 Lighting – In addition to the standards in Section 9.23, the following standards shall be met. Where the standards differ, the standards in this section shall prevail. The minimum level of lighting shall be provided to provide security, safety and visual appeal for both pedestrians and motorists.

Existing parking lights are planned to be upgraded to have full cut-off fixtures and to conform with these standards. Please refer to the Landscape Plan, Drawing L1.0 for proposed light locations. Some accent lighting will be added at the building façade and building entrance/plaza.

3.6.5.9 Signage

Signage will be designed according to the applicable Town standards. Further information will be provided as a later time.

3.6.5.10 Parking Areas

This project will use the underutilized parking tray near the proposed structure. Parking agreements will be formalized as the lease is finalized. We will follow up with parking demand numbers for the proposed use as we continue the design process.

3.6.5.11 Service Areas – Provisions for servicing buildings, including loading docks, service entrances, trash disposal, utilities, and mechanical equipment shall be provided in such a way that minimizes visual blight, offensive odors and excessive noise.

The proposed structure does not require a loading dock or service entrance. The dumpster will be screened by a fence, and will be emptied regularly to avoid odors. The Zamboni will store ice scrapings (snow) on the northern side of the building where a 50 foot wooded buffer exists to the edge of the property. Evergreen plantings will be added along this area to provide further screening.

3.6.5.12 Stormwater Management Facilities – Stormwater management facilities shall be treated as an integral and attractive part of the landscape and be generally compliant with the recommendations of the 2013 Route One Stormwater Management Grant Report or other stormwater management plan as may be adopted by the Town. The location of bio retention areas, rain gardens, filter strips, swales, and constructed wetlands is permitted in required setback areas, parking islands and in buffer strips.

Because the pipe draining out of the existing catch basin of the parking lot is deep, there is an opportunity for underground stormwater treatment. This method would not be visible at the surface and therefore would not be unattractive. We will work with the Town's engineering department to meet any applicable recommendations of the 2013 Route One Stormwater Management Grant Report to the maximum extent practicable.

3.6.5.13 Focal Points

No focal points are proposed as part of this project.

3.6.5.14 Outdoor Spaces

This standard does not appear to be applicable to this project. Please let us know if we are mistaken.

General Site Plan Review Standards Pursuant to Section 9.7:

- a. Preservation of the Landscape: the landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.***

The site is keeping its original character and will not significantly impact the general appearance of neighboring developed areas. The proposed structure will be constructed over the existing Trombley Rink to minimize additional disturbed areas. Grade changes will be kept to a minimum and should only be required to provide positive drainage away from the proposed facility.

- b. Relation of Proposed Buildings to Environment: Proposed structures shall be related harmoniously to the terrain and to existing buildings in the vicinity that have a visual relationship to the proposed structures, so as to have a minimally adverse effect on the environmental and aesthetic qualities of the developed and neighboring areas.*

The building will not be constructed near other buildings. The relatively level site is well suited for this type of building, which essentially provides a roof over a flat playing surface. A wooded buffer of about 50 feet will be preserved between the building and neighboring residential property.

- c. Drives, Parking and Circulation: With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location, number of access points and increased traffic to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, an arrangement of parking areas that are safe and convenient, and, insofar as practicable, do not detract from or have a minimally adverse effect on the design, appearance, and environmental and aesthetic qualities of proposed buildings and structures and the neighboring properties.*

The project is an infill development which will utilize existing infrastructure that was developed to encourage such uses.

- d. Utility Service: The Planning Board may require electric, cable television, and telephone lines to be underground. Any utility installations remaining above ground shall be located so as to have a harmonious relation to neighboring properties and the site. Within the VC, BP, and CO districts, all individual electrical and telecommunication services shall be placed underground from the building(s) to the main utility lines unless the cost of doing so would exceed twenty (20%) percent of the total estimated project construction cost. This section shall not apply to projects submitted for Minor Site Plan Approval.*

Utility services will be extended to the site underground.

- e. Advertising Features: The size, number, location, design, color, texture, lighting and materials of all permanent signs and outdoor advertising structures or features shall not detract from or adversely affect the design, appearance, and environmental and aesthetic qualities of proposed buildings and structures and the surrounding properties.*

All signage will be designed in conformance with this standard.

- f. *Special Features: Exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures shall be subject to setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being adverse to or incongruous with the design, appearance, environment and the surrounding properties.*

A snow storage area and dumpster are proposed along the northern property line. The dumpster will be screened by a fence and a row of evergreen trees will be added to the north side of the rink to screen the snow storage and structure from abutters.

- g. *All Site Plan Review applications within the VC Districts are subject to Section 3.6. Site Plans shall include those portions of the public right of way necessary to demonstrate how the standards have been incorporated into the site plan under review.*

The Section 3.6 standards are addressed in the above portion of this letter.

- h. *[deleted 8/26/13]*

- i. *Route 100: All Site Plan Review applications within the Corridor Overlay District shall meet the requirements of Section 3.10 of the Zoning Site Plan Review Ordinance and, wherever possible, follow the recommendations contained in the Exit 10 Design Guidelines dated January 5, 1998.*

Not applicable. This project is not within the Route 100 Corridor Overlay District.


- j. *Business Professional District: All site plan review applications within the Business Professional District shall meet the requirements of the Route One Design guidelines date October 27, 1997.*

Not applicable. This project is not within the Business Professional District.

We trust we have provided you with the preliminary information you require at this point of the rezoning process. We look forward to the presenting the project at the April 16th Town Council meeting. In the meantime, please contact me if you have any questions or require further information.

Sincerely,

BLAIS CIVIL ENGINEERS

for 
Steve G. Blais, PE
President

Cc: John Veilleux, CBHA
Andy Hyland, Port City Architecture

Soren deNiord

Enclosures:

1. Site Plan, Drawing S1.0
2. Landscape Plan, Drawing S2.0
3. Proposed Zoning Map Amendment
4. Proposed Amendment to the Falmouth Zoning and Site Plan Review Ordinance
5. Architectural Renderings