SITE PLAN DESIGN GUIDELINES

Adopted by Town of Dewitt
Planning Board
October 27, 2005
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LIST OF REVISIONS

January 21, 2008 – Amended Section IV.B. Layout Plan, Section IV.D. Utilities Plan, Section IV.L. Architecture – General, Section IV.M. Architecture – Elevations, Section IV.N. Architecture – Details, and Section IV.O.2. Detached Signs

July 15, 2008 – Amended Section IV.O.2. Detached Signs, Added Detail O-1, Multi-Tenant Signs and Amended Section IV.E. Landscaping – General

February 1, 2009 – Amended Section IV.I.5 Street Trees

June 1, 2010 - Amended Section IV.J.1 Curbing

July 22, 2010 – Amended Section IV.O.2 Detached Signs

September 10, 2010 – Amended Section IV.J Curbing and Sidewalks

April 11, 2011 – Miscellaneous reorganization and conformity with Town Code designations

May 10, 2011 - Added Section IV.O.4 Solar Energy Conversion Systems

August 22, 2011 – Amended Sections IV.E Landscaping – General and IV.I.5 Street Trees

December 12, 2012 – Addition to Section IV.O.2 – Vehicle Service (Gas) Station Signing, Correction to Code reference in Section IV.O.4 – Solar Energy Conversion Systems, Addition of Section IV.O.5 – Bike Racks, and correction on Drawing K-1.1

February __, 2018 – Addition of II. A. Overarching Planning Principles and Criterion

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I. Introduction

These Site Plan Design Guidelines have evolved over years of site plan review by the Planning Board. They shall be considered acceptable minimum guidelines for the protection of health, safety, convenience, and attractiveness of the Town for new developments and for changes to existing uses, sites, or structures. These Guidelines address the design and construction of projects in the Town of DeWitt other than single-family dwelling units. All other pertinent local, County, State, and Federal regulations shall be adhered to.

This document establishes Guidelines and how they will be applied to site plan review applications. These are used in conjunction with the "Site Plan Review Checklist" during the Planning Board's site plan review process pursuant to Section 192 of the Town's Zoning Ordinance. Additional pertinent information can be obtained at http://www.townofdewitt.com/.

II. Applicability

The Guidelines in this document apply to all site plan review (SPR) applications. In applying these Guidelines, the Board will take into account the surrounding neighborhood and the types and quality of recently approved site plans. These guidelines are established as the minimum acceptable. Based upon neighborhood, zoning district, proposed use, abutting properties, and other individual factors, the Planning Board may require enhanced improvements. All applicants are encouraged to exceed the minimum thresholds outlined in these guidelines.

A. Overarching Planning Principles and Criteria

The Town of DeWitt Planning Board, in its review of matters which come before it, adheres to overarching planning principles and criteria. Accordingly, and in conformance with Planning Board precedent, practice and goals as well as The Comprehensive Plan of the Town of Dewitt 2017 (as amended), the following criteria is considered in the Town of DeWitt Planning Board review process:

1. Development of sites shall be pedestrian centric, with minimally-sized parking footprints.

2. Access to and upon sites shall be maximized with transit, pedestrian, bicycle and universal design systems, with the intent to reduce dependence upon automobile usage.

3. Sites shall be designed with complete streetscapes, including, as appropriate, curbing, verges and sidewalks along streets and connecting to building entrances with minimal pedestrian/vehicular conflict.

4. Site design shall a) protect and enhance natural and built resources; b) preserve historic resources; c) provide for adaptive reuse; d) provide for habitat, wetland and/or waterbody conservation; e) plan for storm and wastewater management.

5. Architectural design is encouraged to respond to local history, topography and climate, as well as vernacular building practice.

B. Relief

Specific relief from one or more of these guidelines may be granted by the Planning Board based upon the scope of the application, the quality of the new or existing facility, the geographic location of the property, and/or other relevant conditions deemed applicable by the Planning Board.

III. Review Procedure

A. Concept Review

1. Purpose

The purpose of the conceptual review of plans is to assist the applicant in getting feedback from the Board on a proposed concept plan. This would include such factors as: intended use, intensity of site use, and general design parameters. In a brief review by the Board, the applicant will know in a timely fashion whether the plan has merit to proceed to more detailed design. It should be noted that the Town of DeWitt Zoning Code (Code) recognizes by reference these Design Guidelines as a way to achieve design quality while providing flexibility to the applicant and designer.

2. Procedure
   a. Schedule a meeting with a Department representative to discuss the project and review Code and Design Guidelines. Applicants may schedule a meeting with Staff to discuss their project at any time.
   b. File a complete SPR Application indicating a desire to have a Concept Review of the plans.
   c. The minimum requirements for submission include: SPR application, sketch site plan, conceptual building elevations and current/stamped survey and fees.
   d. If the Department deems the application to be complete, it will be placed on the agenda for the next Planning Board meeting.
   e. In general, a Concept Review will be limited to a time period of ten (10) minutes, unless extended by the Chairman.
   f. At the discretion of the Planning Board an applicant may be requested to return for further review of the project at a Work Session (informal meeting) or regular meeting following consideration of Board and staff comments.

B. Final Site Plan Review

1. The Department will assist applicants in the interpretation and application of the Design Guidelines and Code. Applicants are asked to provide all applicable information requested on the SPR application and Site Plan Review Checklist. Early submittal of this information will facilitate a meaningful review. Once the Department determines the submittal is suitable for final review, the case will be placed on the next available agenda for consideration by the Planning Board.

2. The Board will review final Site Plans when all applicable Code and Design Guidelines materials are provided and reviewed by Staff.

3. Building construction drawings are unnecessary. Rather, elevations, wall section(s), basic floor plan and appropriate details of key elements should supplement site/engineering and related plans as specified elsewhere.

C. Licensed Design Professionals

1. Applicants are strongly encouraged to hire appropriately licensed professional(s) in accordance with NYS Education Law to prepare SPR materials.

2. Use of licensed professionals within their areas of expertise will likely result in quicker reviews and should result in reduced design and construction costs to the applicant. The Department can provide a list of licensed professionals if requested but cannot offer specific recommendations.

3. On difficult or complex projects the Board may require appropriate design professionals.

IV. Site Plan Guidelines

A. Site Engineering - General

The Town Engineer will review all concept and final applications as directed by the Department. The Town Engineer will provide guidance in the preparation of these plans and written feedback to applicant's submittals. However, the applicant's design professional(s) are solely responsible for the content and accuracy of the information provided on the plans.

B. Layout Plan

The layout plan should clearly show existing and proposed project elements. The plan should provide for an efficient and attractive layout that fosters accessible and safe pedestrian and vehicular movement. The layout plan shall be based on a submitted current, dated and stamped survey.

The layout plan shall provide the location and dimensions of all site features, existing and proposed, including, but not limited to, the following:

1. Buildings, showing dimensions to property lines.
2. Parking lots including parking spaces, aisles, handicap parking space(s), curbed islands, fueling stations, etc.
3. Sidewalks and paved surfaces
4. Curb radii
5. Dumpsters, recycling containers, and their enclosures
6. Ground mounted HVAC or other equipment
7. Loading docks
8. Other miscellaneous site features such as light poles, flagpoles, signs, tanks, etc.
9. Property lines and all easements
10. Adjacent property owners

In addition, notations should be provided on the layout plan for the following:

1. Zoning Board of Appeals approved variances and/or specific permits should be described and the date(s) of those approvals noted.
2. Calculation of required and provided parking spaces; current zoning; summary of the building area and use; building heights; setbacks; lot size; and lot and building coverage
3. Other requirements or approvals such as utility information, highway coordination, etc.

C. Grading/Drainage Plan

The grading/drainage plan shall provide existing grading, proposed grading, and information on the stormwater management system as noted herein, in the Town Stormwater Management and Erosion and Sediment Control code and, if required, by the New York State Department of Environmental Conservation SPDES General Permit for Stormwater Discharges from Construction Activity including the New York State Stormwater Management Design Manual and New York Standards and Specifications for Erosion and Sediment Controls. Information provided should include, but is not limited to, the following:

1. Existing and proposed topography at a minimum of one (1) foot contour intervals. In general, slopes must be less than 4:1.
2. Spot elevations as necessary to convey drainage collection, dispersal, and distribution
3. Rim elevations of all stormwater structures

4. The size, flow direction, and inverts for all pipes
5. Top and bottom elevations for all retaining walls, curbing, and other grade changes
6. Inverts for all retaining/detaining pond outfalls
7. Sufficient topographic detail on detention/retention basins to determine if water quality and quantity standards are being met. SPDES requirements must be met for sites with greater than one (1) acre of disturbance.
8. All basins installed in connection with SPDES requirements should reflect a natural, organic form and be landscaped in a fashion consistent with naturally occurring ponds and swales. Wherever allowed by the site's topography and drainage characteristics, these basins shall be installed at the rear of the site. Side slopes on these basins shall be no greater than 4:1.
9. A minimum 1% and not greater than 5% slope in paved areas.
10. Sedimentation and erosion control measures in accordance with NYSDEC SPDES Permit requirements. A separate Stormwater Management Report supporting the design should be provided.

D. Utilities Plan

The utility plan shall show the locations of all existing and proposed utility lines/connections and shall include the following as appropriate:

1. Water – both mains and laterals. Provide sizes of all pipes existing and proposed.
2. Telephone – both above and below grade. All new installations will be underground from the property line.
3. Electric – both above and below grade. All new installations will be underground from the property line. Exterior meters shall be screened.
4. Gas – Exterior meters shall be screened.
5. Cable/fiber optic – both above and below grade. All new installations will be underground from the property line.
6. Sanitary Sewer – all structures and pipes, mains and laterals, existing and proposed, with rim elevations, size, flow direction, and inverts of all new and existing pipes.
7. Septic – both tank and leach field location.
8. Roof leaders – Exterior leaders are discouraged. Discharging exterior leader water onto adjacent pavement is not allowed.

E. Landscaping – General

Landscaping is a critical part of a successful site plan application. Buffers between properties and uses, foundation plantings, street trees, water features, and strategically located site plantings are critical to establishing an attractive property with visual interest in all four seasons. Topography and existing vegetation shall be considered important elements in the landscaping plan.

Guidelines:

1. A separate landscaping plan shall be provided for all applications.
2. Existing trees shall be preserved wherever practical.
3. Plant materials shall be liberally located throughout the site. Massing of multiple plants is preferable to the installation of individual plants. A successful planting plan will feature a variety of types (trees, shrubs, ground covers, perennials, deciduous, evergreen) and sizes of plant materials.
4. Specimen trees shall be a minimum 2-½ inch caliper. Evergreen trees shall be a minimum eight feet tall.
5. Approved street tree species are also the preferred specimens in parking lot applications.

6. Native plant species shall be used in or near proposed stormwater management areas, near environmentally sensitive areas, eg. wetlands. Additionally, vegetated buffers should consist of native plant species such as white pine and white spruce.
7. The use of non-native invasive species is discouraged. These include Japanese Barberry, Norway Maple, Russian Olive and Autumn Olive.
8. Planted berms should be placed between parking lots and public streets.
9. Shrubs and groundcovers shall provide visual interest in all seasons.
10. The landscaping plan shall include a keyed Planting Schedule specifically detailing the quantity, species, and size of all plant materials.
11. The landscaping plan shall include a note committing the owner to the permanent maintenance and replacement of all plant materials depicted on the landscaping plan, including lawn areas, fences, and retaining walls.
12. Unless located in a hardscape (plaza, courtyard, etc.), water features (including ponds and wet areas created as part of the storm water management system) shall be organically shaped and be sympathetic to the natural topography of its setting.
13. Weed control fabric and mulches shall be provided as appropriate. Stone mulches are discouraged.
14. Berms and trees should generally not be located over Town utilities.
15. Clearly designate lawn areas.
16. Trees and low plantings should be used in parking lot islands to break up the parking lots and help locate islands.
17. Provide detailed landscaping plans for stormwater management areas consistent with Design Guidelines and the NYS Stormwater Management Design Manual. Establishing a diverse range of vegetative cover types with suitable plant species is important to limiting the spread of nuisance and invasive species. Therefore, care shall be given to incorporate a mixture of trees, shrubs, and herbaceous species consistent with naturally occurring ponds, wetlands and streams.

F. Landscaped Areas at Property Lines

A landscaped area is a thoughtful combination of trees (both deciduous and evergreen), shrubs, groundcovers, elevation changes, and/or fences. It is typically dense enough to provide protection to neighboring sites from light and noise migration. When used for noise mitigation the landscaped area must include the installation of a fence and/or berm. Though a specimen-planted landscaped area at a property line does not have to be continuous in all cases, the areas should be provided strategically and liberally to define property edges.

Guidelines:

1. The landscaped area shall be at least ten feet wide at side and rear yards; twenty feet in front yards; and shall be placed entirely on the applicant's property.
2. Fences or walls, if used, shall be from four to six feet high (dependent upon topography) and shall be largely opaque. Wood is the preferred material.
3. Berms, if used, shall have side slopes no greater than 1:4. Berms shall be organically shaped.

G. Foundation Plantings

Foundation plantings soften the geometry of building forms and add color and visual interest at all times of the year. They complement the placement of walks, walls, and other site features.

Guidelines:

1. Some foundation plantings should be provided along all sides of the building. Greater emphasis shall be placed at the front of the building. In the event that parking is provided on multiple sides of a building, foundation plantings will be provided on all sides of the building where parking is placed.

2. Massing of multiple plants is preferable to the installation of individual plants. A successful foundation-planting plan will feature a variety of types (small trees, shrubs, ground covers, deciduous, evergreen) and sizes of plant materials.
3. Densely planted ground cover plantings are encouraged as an alternative to mulches.
4. Foundation planting beds shall extend a minimum of four (4) feet from the building's drip edge. Larger buildings (height/mass) should have deeper planting beds.

H. Buffering Dissimilar Uses

In order to preserve the integrity of residential neighborhoods, substantial buffers will be required at the property line(s) between dissimilar uses. A buffer between dissimilar uses (i.e., retail and residential) is a combination of trees (both deciduous and evergreen), shrubs, groundcovers, elevation changes (berms), and/or fences. It is typically dense enough to provide protection to neighboring sites from light and noise migration. When used for noise mitigation the landscaped area must include the installation of a fence and/or a berm. A landscaped buffer between dissimilar uses must be continuous in all cases.

Guidelines:

1. The landscaped area shall be at least thirty feet wide at side and rear yards.
2. Fences or walls, if used, shall be from four to six feet high (dependent upon topography) and shall be largely opaque. Wood is the preferred material.
3. Berms are encouraged and shall have side slopes no greater than 1:4. Berms shall be organically shaped and variations in elevation along its length are encouraged.

I. Street Trees

Street trees improve the aesthetic quality of the Town's neighborhoods, moderate temperatures in the summer, and play a role in calming traffic.

Guidelines:

1. Street trees shall be deciduous unless the Planning Board provides specific relief.
2. Street trees shall be planted in the tree lawn space (also known as street side strips) between the road edge-of-pavement (or curb) and the sidewalk. If no sidewalk exists, street trees shall be planted no further than 10 ft. from the road edge-of-pavement (or curb), unless this conflicts with underground utilities. A uniform distance from the pavement should be maintained. If tree pits are used in pavement or other sidewalk type materials, they should be a minimum of four (4) feet square.
3. Plant street trees at less than 35 ft. on center along the entire street frontage of all streets bordering the property. If some existing street trees exist, infill as necessary to create a regular pattern of street trees.
4. Street trees shall be a minimum three-inch caliper.
5. The following street trees are approved for use in the Town of DeWitt:
    a. Tree pits surrounded by pavement
        - Flowering crabapple (Native)
        - Hedge maple
        - Callery pear, except Bradford
        - Thornless honey locust (Native)
        - Thornless cockspur hawthorn (Native)
    b. Street side strips < 5 ft.
        - Thornless cockspur hawthorn (Native)
        - Hedge maple

- Flowering crabapple (Native)
- Callery pear, except Bradford
- Eastern hophornbeam (Native)
- American hornbeam (Native)
- Serviceberry (Native)

c. 5 – 12 ft. street side strips
- Thornless honey locust (Native)
- Littleleaf linden
- Callery pear, except Bradford
- Northern hackberry (Native)
- Ginkgo, males only
- Black tupelo (Native)
- Yellowood (Native)
- Red maple (Native)

d. Street side strips > 12 ft.
- Northern hackberry (Native)
- Thornless honey locust (Native)
- Littleleaf linden
- Ginkgo
- Silver linden
- Swamp white oak (Native)
- Scarlet oak (Native)
- Kentucky coffeetree (Native)
- Scarlet oak (Native)
- Sugar maple (Native)
- Red oak (Native)

e. Street side strips with overhead wires
- Japanese tree lilac
- Serviceberry (Native)
- Amur maple
- Thornless cockspur hawthorn (Native)
- Flowering crabapple (Native)
- Hedge maple
- Paperbark maple
- Eastern redbud (Native)
- Sargent cherry

J. Curbing and Sidewalks

1. Curbing

Curbing of entries, parking lot edges, and parking lot islands provides important visual cues to drivers; defines traffic patterns; separates vehicles and pedestrians; defines space for vehicle stacking and parking; protects structures; and has the beneficial tendency of calming on-site traffic.

Guidelines:

a. All points of entry/egress to a property for vehicular travel shall be continuously curbed from a logical point in the street right-of-way to a logical point on the property. For Town roads, unless there is curbing along the property line, the curbing at the street shall end with a tapered

section that ends at grade level and is three feet back from the nominal road edge of pavement/shoulder.

b. In larger parking lots of 25 or more required parking spaces, curbed islands for plantings and exterior light pole locations should be provided.
c. Sidewalks located at building fronts and entrances shall be curbed. Integral concrete curbing is acceptable where adjacent to sidewalks.
d. When a retail, office, or business structure has parking on multiple sides, curbing will be provided on each side of the building where parking is provided.
e. With the exception of the integral concrete curbing noted above, curbing shall be granite.

2. Sidewalks

Sidewalks should be provided to accommodate the expected pedestrian traffic both within the lot and between adjacent lots.

Guidelines

a. Sidewalks shall comply with applicable handicapped accessible requirements.
b. Sidewalks shall provide for safe access from parking areas to building entrances.
c. Special provisions for Erie Blvd:
    - For new and renovated projects, a 4'-6" wide four inch thick air-entrained concrete 4000 psi sidewalk shall be provided along the frontage on Erie Blvd.
    - A nominal eight foot wide grass strip shall be provided between the existing Erie Blvd. curbing and the new sidewalk

K. Site – Details

Applicants must include details for the following as applicable. See Appendix A for graphic examples of site details.

1. Light pole base
2. Curbing and sidewalks
3. All pavement sections
4. Sewer and/or Stormwater system pipes and structures
5. Retaining walls (details must be prepared, stamped, and signed by a licensed structural engineer or architect if the wall is four feet or greater in height at any point along its length)
6. Fences, walls
7. Planting
8. Stone swales/turf reinforcement mats
9. Dumpster enclosure
10. Utilities
11. Handicap parking/access facilities
12. Signage
13. Erosion control
14. Stormwater Phase II requirements

L. Architecture – General

Architectural drawings (as described below) shall be provided for every new and renovated structure regardless of its size or intended use and for all projects involving additions and façade renovations. The drawings must be comprehensive enough for the Planning Board to assess the aesthetic quality of the overall design as well as the selection and installation methods of materials. All buildings must have foundations and footings. Building design should take into account the building's neighborhood

context, use, size, and scale. Building materials should be appropriate for the context and use. Traditional materials like wood, stone, and brick are preferred. Simplicity of form is preferred. Likewise, simple color schemes are encouraged.

The use of three or fewer materials (including the doors and window frames) or colors on a given building façade is encouraged. Overuse of signage and branding schemes involving architectural elements as part of signage/merchandising is strongly discouraged.

A roof plan must be submitted showing all roof-mounted equipment together with screening of equipment.

M. Architecture – Elevations

The applicant shall provide colored renderings for all building elevations. The elevations must be comprehensively annotated for materials and colors with accurate detailing. Elevations must include ancillary improvements such as screening of rooftop equipment, communication equipment, light fixtures, all electrical equipment, all piping, mechanical openings, vents, awnings, signs, and any other visible building amenities. Provide an indication of foundation walls and pattern of wall materials. The area to be utilized for an allowed sign, the "sign band", shall be noted.

N. Architecture – Details

The following list includes architectural details that should be provided:

1. Foundations and footings
2. Exterior wall sections – show all typical conditions, indicate foundation and footings
3. Expansion and control joints (if applicable)
4. Fences or other screening of HVAC equipment
5. Wall openings
6. Trash enclosures

O. Miscellaneous

1. Lighting

Exterior lighting must conform to Town lighting standards at Chapter 117 of the Town Code. A lighting plan denoting light levels at all points on the site and catalog cuts of all fixtures must be provided before final approval can be given by the Planning Board. Additionally, the specific number for the uniformity ratio, maximum average maintained, maximum maintained, minimum maintained, and pole height, both allowed and proposed, shall be listed.

2. Signs

a. Refer to the Town's Zoning Code for detailed information and direction regarding signs.

b. Business/Industrial Park and Multi-Tenant Sign Plan:

Business/industrial parks and landlords of non-residential facilities with two or more tenant spaces are required to obtain Planning Board approval of a park identity or multi-tenant sign plan prior to the issuance of a sign permit. Once such approval is granted, a new or modified sign may receive a sign (development) permit provided the sign drawings conform to the approved multi-tenant sign plan.

Park identity signs must be constructed of materials compatible with park buildings. Such signs shall be monument signs and shall be suitably landscaped.

For multi-tenant sign approval, the following items are required. This applies to all commercial properties where more than one business operates on the "property". A single large sheet or multiple 8.5" x 11" bound pages are acceptable. See Zoning Code section 192-106 for further clarification.

The drawings for multi-tenant sign approval must be prepared by a licensed architect. See Section III-C of these Guidelines.

Items to be included in the applicant's submission:

1. The property name, address and tax parcel number shall be on the drawing.
2. A table showing what is allowed by Town of DeWitt code and what the tenant proposes. (See Code section 192-106F)
3. The maximum square footage allowed per tenant from the Code including detached, attached and window signs.
4. The maximum square footage, height and width limitations per sign if one is proposed.
5. Letter and sign box or channel letter details and sizes, including the number of rows allowed.
6. Sign construction details and dimensions.
7. Color of letters, background and sign box.
8. Scaled building elevation(s) with dimensions, sign band area identified and percent of façade area.
9. A note that no wiring shall be visible.
10. A sample sign drawing.
11. Detached sign details, if proposed.

c. Detached signs in all districts

- The sign panel shape shall be rectangular with the width greater than the height.
- Lettering and street numbers shall be a minimum of four inches in height. The copy font style shall not be script or serif.
- Lettering, logo and street numbers shall be a maximum of three colors. The background color shall be uniformly black or white which colors do not count as part of the three allowed.
- Refer to the Town Zoning Code Section 192-106 Signs.
- The review process for post style detached signs is intended to be conducted administratively through the Sign Permit Review with the Department provided the Zoning Code and Site Plan Design Guidelines are met.
- Additionally, the sign shall conform to the following district specific rules: (next page)

d. Vehicle Service (Gas) Station Gas Island Signing

- All such signing shall be included in the square footage allowance for the lot and limited by Code section §192-106-D-(1).
- The façade on the gas island pump canopy shall be a single color that is architecturally compatible with the building. Any logo or lettering shall match the balance of building signing.
- The individual pump island signing may include the following: pump island numbers, fuel prices and a small single logo or fuel name on each side of the pump.
- Product display advertising is not allowed.

District Specific Rules	**Neighborhood Business** Residential, Business Transitional, & Special Business Transitional	**Business** Business. High Tech, Office & Professional & Industrial	**Hamlet** Hamlet
Sign Panel Area Maximum [Square feet]	16	20	12
Sign/Structure Height Maximum [Ft. above average grade]	5	6	5
Structure: Post Style	6" x 4"	6" x 4"	Complement the sign **
Structure: Small framed Monument - Maximum Area [Square feet] *	36	44	Not applicable
Structure: Monument Maximum Area [Square feet] *	44	60	Not applicable
Lighting ***	Internal: Only copy may be illuminated	Internal/External	External
Drawing reference in Design Guidelines	O-1, O-2 and O-3	O-1, O-2 and O-3	O-1
Code references	Sec. 192-106-F-(1) & (2)	Sec. 192-106-F-(3)	Section 192-106-F-(6)
* Match or complement facility materials, colors and design ** Posts shall be constructed of wood, stone or material with appearance of same *** Lighting sources shall be hidden and care must be taken to limit lighting through the sign face by means of appropriate lighting equipment, lamp selection and opacity of background material.			

3. Trash/Recycling

Applicants must make provision for the temporary storage of solid waste on site. In cases where that storage will take place outside the building a gated, fenced enclosure must be provided. This fence will fully screen the storage containers from view. All solid waste must be temporarily stored in containers designed for that purpose. If no outside storage is to be provided, a note shall be placed on the site plan indicating that no trash containers shall be allowed outside.

a. Enclosure materials, including the gate(s) shall complement the building materials.
b. Size of the enclosure shall take into account recycling requirements.
c. Dumpsters and recycling containers shall be placed on concrete pads.
d. Suitable bollards shall be provided for protection of the enclosure.
e. Location shall take into account truck access for removal of trash.
f. Applicant shall provide a letter from the building occupant/tenant indicating that the enclosure is sized adequately for the proposed use and trash and recycling requirements.

4. Solar Energy Conversion Systems

In addition to the requirements of Chapter 80 Energy Conversion Systems and as called for in §80-8, applicant shall provide the following as part of the Site Plan Review Process:

a. Verification of the Standards as enumerated in §80-6-F. This shall be provided as clear documents indicating compliance with each of the applicable Standards.
b. A clear indication that the output is connected to the power company grid.
c. A detailed site plan indicating the location of the proposed solar panels.

d. A detailed plan showing the location of the proposed solar panels on the roof, wall or ground, as applicable. The plans shall be clearly and completely dimensioned, including:
   - The dimensions of all panels, spacing of panels, distances to walls or roof edges.
   - The heights of the panels, including angle from horizontal.
   - The angle of the panels from facing South.

e. A detailed Bill of Materials including:
   - List of each item including: manufacturer, catalog number, quantity, rating and colors
   - A catalog cut sheet with the applicable item indicated on the sheet if more than one item or size is indicated.

f. No conduits or feeds can be laid on the roof. Feeds to the inverter area shall be run within the building and penetrate the roof at the solar panel location.

g. Roof drains shall be located on the plan if the panels are to go on the roof.

h. Provide engineer's verification that roof structure can handle additional load, including any additional drifting snow.

i. Show the location of all trees that may have to be topped or removed so they do not shade the solar panels.

5. Bike Racks

In order to promote, facilitate and provide for biker friendly building transportation, each lot shall:

a. Provide bike racks in convenient, prominent locations

b. There shall be racks for a minimum of two bikes, with adjacent area provided for future expansion

c. The Planning Board may require a greater quantity at locations where the expected demand is greater

d. Bike rack design shall be either U-Shaped, Wave, or Bollard type

e. Racks shall be a single color, chosen to be architecturally compatible with the building.

f. The rack finish shall be matte with a thermoplastic or powder coating over galvanized steel.