

# DESIGN REVIEW COMMITTEE SUBMISSION REQUIREMENTS

The Design Review Committee (DRC) is responsible for approving the architectural and aesthetic characteristics of all structures in the Downtown & Historic Overlay Districts. The committee reviews every feature that contributes to the overall appearance of the building. The following is a list of items that must be included in your DRC submission:

- **Completed application form**
- **Photos of current building or space**
  - Photos from all visible angles
  - Photos showing the streetscape and surrounding properties
- **Site plan**
- **Building elevations (all visible elevations)**
- **Rendered drawings or models**
  - Show in relation to human scale and in relation to existing streetscape
- **Include cut-sheets and material examples for the following items:**
  - Façade materials
  - Roofing materials
  - Façade colors
  - Lighting types
  - Door types
  - Window Types
  - Awnings (size, material, color)
  - Architectural details (roof brackets, moldings, cornices, railings, etc.)
  - Any exterior accessories (plantings, street furniture, ATMs, etc.)

**Please submit 8 copies to the Old Orchard Beach Planning Department and prepare a visual presentation for the DRC meeting.**

**The DRC will evaluate your application based on the attached Performance Standards (Sec. 78-686). This is generally a two-month process, so please start the Design Review Process early on, prior to your desired construction start date.**

If you have any questions, please contact: Megan McLaughlin, Assistant Town Planner  
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# APPLICATION AND PROCEDURE

## **Purpose of DESIGN REVIEW COMMITTEE [Sec. 78-246]**

The design review committee shall be responsible for conserving the cultural and architectural heritage of the town, providing technical design assistance to property owners, and promoting quality architectural design and historically sensitive building renovation as a means of sustaining economic vitality and stable property values.

## **Design review certificate [Sec. 78-427 (b)]**

The following activities are subject to review by the design review committee and the planning board under this division:

- (1) Any new construction, expansion, or alteration to a building where the newly constructed, expanded or altered portion exceeds 500 square feet in area.
- (2) Demolition of any existing building or part of a building where the portion to be demolished exceeds 500 square feet in area.
- (3) Any activity listed in section 78-426 which requires a site plan and/or conditional use permit from the planning board.

## **Design Review Certificate Application [Sec. 78-428(b)]**

Application for a design review certificate shall be made to the planning department on forms provided by the department. Eight copies should be provided and shall be accompanied by the following information:

- (1) Site plan of the proposed building modification or addition drawn at a scale one inch equals 40 feet, showing the location of all existing and proposed site features, buildings, driveways and sidewalks, utility lines and lighting, signs, property lines and any other site improvement required by the planning department.
- (2) Building elevations of the proposed addition, alteration, or new construction, drawn at a scale not less than one-fourth inch equals one foot.
- (3) Catalogue cut sheets, scaled detail drawings, and/or shop drawings of architectural elements, lighting, signs, and/or materials.
- (4) If a structure in excess of 500 square feet in area is proposed to be demolished or removed, the applicant shall provide the committee with a detailed plan and strategy for the reuse of the property.
- (5) Any supporting documentation or information requested by planning board.
- (6) All fees for a design review certificate, as established on the application form, shall be paid in full prior to the acceptance of any application.

## **Design Review Certificate Procedure [Sec. 78-429(b)]**

(1) **Submission.** All applications for a design review certificate shall be submitted to the planning department on forms provided by the department at least ten days prior to the next regularly scheduled meeting of the design review committee.

(2) **Determination of a complete application.** At its next regularly scheduled meeting, the design review committee shall determine whether the application is a complete application and contains all relevant information necessary for the board to make a reasonable and informed decision. If the application is lacking data required by the design review committee, the applicant shall provide the required information before the application is designated as being complete.

(3) **Decision and recommendations.** Within 30 days of determining that the submission is complete, the design review committee shall render forward an assessment to the planning board based on the application's conformance with the performance guidelines of the downtown district requirements as outlined in subdivision II of division 7 of article VI of this chapter. Failure to render a decision within the 30-day review period shall represent a recommendation for denial of the application by default.

(4) **Planning board action.** Design review certificates may be issued only by the planning board. When the project requires site plan or conditional use approval from the planning board, the assessment of the design review committee, pursuant to subsection (b)(3) of this section shall be considered by the planning board as part of its deliberations on the site plan and conditional use permit. The design review certificate shall be issued as part of the site plan or conditional use approval. For applications where site plan or conditional use approval is not required, the planning board shall issue a separate design review certificate. When the planning board determines that the applicant is in conflict with the guidelines of subdivision II of division 7 of article VI of this chapter, the planning board may require the applicant to return to the design review committee for resolution of the design conflicts.

#### **Performance assurances [Sec. 78-430]**

To ensure that the terms and conditions accompanying any issuance of an administrative or design review certificate are met pursuant to this article, the applicant shall submit a fully executed performance assurance to the planning department in a form and amount specified by the planning board under section 78-217 and prior to the issuance of a building permit, a certificate of occupancy, or the commencement of the approved activity.

## **PERFORMANCE STANDARDS**

#### **Design standards for new construction and building rehabilitation [Sec. 78-686]**

(b) *Architectural design standards.* All proposed structural renovations, modifications, or new construction proposed within the downtown business districts should conform to the following design guidelines:

(1) **Mass and scale.** Mass and scale of all proposed buildings shall be compatible with the surrounding structures or with the local building fabric. Proposed structures should neither be of overpowering mass or scale so as to visually dominate the streetscape to the visual exclusion of other structures, nor should proposed buildings be of such a diminutive size to create visual holes in the street fabric. Structures exposing a broad mass to the street should be visually broken into smaller components compatible with the bulk of surrounding structures through projecting and retreating building lines, vestibules, gable dormers, and varying roof elevations.

(2) **Building heights.** In order to maintain the street enclosure of the downtown districts, foster vertical stratification of land uses, and increase the critical mass of the downtown commercial center, all buildings should be a minimum of at least two stories, with three to four stories preferable. If market conditions cannot justify multiple stories, the owner is encouraged to either:

- a. Construct but not finish off the second floor; or
- b. Construct with adequate loadbearing walls and truss roof construction to enable addition of additional floors when market conditions can justify multiple floors.

(3) **Rooflines.** Roofs play a critical role in defining the mass and character of a building. Historically, buildings in the downtown area have been constructed with flat roofs or roof pitches in which the facade of the structure is visually dominant and the roofline is subordinate or concealed. Recent rehabilitation has emphasized broad pitching gable-ended and one-story structures that leave voids in the upper story building fabric of the street, and make the building line appear choppy. Roofs should be pitched at a ratio of between 12"/8" to 12"/12". Pitches of less than 12"/8" are encouraged only in hip roof and jerkin head construction. True mansard roofs incorporating the top floor of a structure are encouraged, however false mansard roofs employed as a roof or storefront cornice are to be avoided. Flat roofs are desirable as long as a parapet or a distinctive roof cornice projects above the roof elevation from the pedestrian viewpoint. Proposed structures with gable ends facing the public street or sidewalk shall not be of greater lateral dimension than the width of adjacent structures.

(4) **Fenestration (window and door arrangement).** The relationship of voids (windows and doors) to the building facade plays a crucial role in the architectural and visual quality of the structure. The following principles shall govern all reviews of proposed fenestration for building rehabilitation and new construction:

- a. Window and door area should be not less than 25 percent nor more than 66 percent of the facade area facing the public sidewalk.
- b. The arrangement of the windows and doors should provide a visual rhythm in the facade without appearing monotonous.
- c. Window dimensions and construction should be complementary to the architectural character and, where appropriate, the historical period of the structure.
- d. Windows of differing dimensions are encouraged as long as they occupy a logical location of the structure, such as a half-round window at a gable peak, and complement the fenestration pattern.
- e. Ribbon windows and curtain glass walls are specifically discouraged.
- f. Conservatories and sunrooms are positive additions to a structure providing that they are harmoniously integrated into the facade of the building.

(5) **Facade materials.** The preferred facade materials are either wood clapboards or cedar shingles. Wood provides the airy atmosphere connotative of traditional New England coastal communities and provides the flexibility to accept changing paint schemes and to integrate architectural treatments and decoration consistent with the downtown's historic features.

- a. *Red brick.* Red brick is a heavy material more suitable for institutional structures and downtown Portland than for a seaside resort. Red brick may be used as a facade material provided that the entire facade is faced with red brick and visual breaks between floors is created via reveals, protruding cornices, or other architectural treatments. Yellow-chrome bricks are inappropriate materials in the downtown business districts.

- b. *Stucco*. Stucco is an acceptable facade treatment in the downtown business districts provided that corbels or cornerboards are constructed at the building corners and architectural details outlined in this subdivision are included to diminish the mass of the facade.
- c. *Concrete and textured concrete masonry units*. Concrete and textured concrete masonry units (CMUs) are visually cold and monolithic facade materials normally unsuitable for the seaside resort atmosphere and character. Unless integral color, architectural details, and mass-reducing treatments are incorporated into the building design, concrete and textured CMUs are strongly discouraged as a facade material.
- d. *Vinyl or aluminum siding, T-111 and similar synthetic materials*. Vinyl or aluminum siding, T-111, and similar synthetic materials are specifically discouraged on the sidewalk facade of any structure in the downtown business districts.
- e. *Glass*. Glass curtain wall construction is inappropriate for the downtown business districts. However, sunrooms, conservatories and other distinctive glass elements are encouraged, providing that the glass structures are well integrated into the form and mass of the building and conform to the fenestration requirements of this subsection.
- f. *Metal*. Metal as a facade material is acceptable for architectural details such as storefront bulkhead panels. However metal skin structures, particularly prefabricated metal structures, should be avoided.
- g. *Combination of materials*. Facades should be of a single building material with architectural details such as storefront bulkheads, cornices, pilasters, and columns of different materials.

(6) **Architectural details**. Much of the character of any building stock and, hence, the public's perception of that district as a unique area is partially determined by the presence of architectural detailing and pedestrian-scale structure. Architectural detailing can be effectively employed as a mitigation measure, reducing building mass or creating visual character on an otherwise mundane structure. Architectural details that are appropriate to the downtown business districts include carved roof brackets, bargeboards, cornices with reveals and moldings, storefront bulkheads with recessed or raised panels, cornerboard corbelling. Pilasters and columns are appropriate for adding some architectural flavor to a bland building facade. Spindles, brackets, finials, and balustrades for porches, railings and roof overhangs are classic details reminiscent of seaside cottages.

(7) **Fences, railings, and steps**. Design standards for fences, railings, and steps are as follows:

- a. Fences, steps, and porches should reflect the architectural character, materials, and historic period of the principal structure. Finials, reveals, balustrades, spindles and other decorative elements should be incorporated into the design wherever possible and appropriate.
- b. Freestanding fences visible from the sidewalk or street should be constructed of a durable wood, such as cedar, redwood, or pressure-treated pine, or of metal or combination thereof and in a manner consistent with specifications of the planning board.
- c. All fences and railings should be either painted or stained in white or neutral colors or, where appropriate, in the color of the principal structure.