

TOWN OF RANDOLPH
DESIGN REVIEW BOARD
REGULATIONS, RULES AND
GUIDELINES

BY-LAW AS ADOPTED BY TOWN MEETING APRIL 1999
RULES AND REGULATIONS AS ADOPTED AND
REVISED BY DESIGN REVIEW BOARD

TABLE OF CONTENTS

Part I - Introduction	1
Introduction	2
Purpose	3
Part II - Regulations & Rules	4
Design Review Board	5
How to Apply	6
Design Review Process	16
Conclusion	17
DRB Decisions	18
Part III- Guidelines	19
Design Guidelines	20
Site Design	21
Building Design	22
Illustrations	25

PART I

INTRODUCTION

INTRODUCTION

The need to establish design review guidelines for development in Randolph was recognized as early as the 1980's, however, it was not until 1999 that the town and Town Meeting took action. In the fall of 1997 the Board of Selectmen appointed a design review study committee. The committee was charged to review options and present to Town Meeting new zoning amendments that would help to preserve and protect Randolph's unique beauty and quality of life. In April 1999 the Annual Town Meeting added Section 200-91 through 200-95 Design Review to the Randolph Zoning By-Laws. This established the Design Review Board.

PURPOSE

The purpose of the Design Review Board (DRB) is to preserve and enhance the Town's cultural, economic and historical resources by providing a detailed review of all changes in land use, in the appearance of structures and in the appearance of sites which may affect these resources.

The DRB is a regulatory committee whose charge it is to advise permit applicants, town staff, and other town boards on how the design of projects will affect the way the projects will look and how well they will work to benefit the public good.

The DRB is specifically prohibited from imposing the architectural style of a particular period or inhibiting creative design; it is responsible to insure that changes will be compatible with the scale, character and historical integrity of the existing area and future vision of Randolph.

This Guidebook is intended to be used by developers and property owners so they are provided with a degree of flexibility in the way in which they develop their lands.

The guidelines offered in this booklet are recommendations. For the most part, the guidelines are based on the Town regulations but this booklet should not be used as a substitute for a careful study of Randolph Zoning Bylaws. The booklet provides basic information but does not attempt to address all the design issues relevant to a proposed site plan. It is intended to serve as a supplemental source of information to help the Town achieve a style of development which is consistent with the existing and desired character of Randolph. In this booklet, standards that are mandated by the Zoning Bylaws are indicated by the words **must**, **required**, and **shall**. Additional design recommendations are indicated by the words **recommended**, **suggested**, and **should**.

PART II

REGULATIONS

&

RULES

DESIGN REVIEW BOARD

1. The DRB consists of five appointed members.
2. The DRB reviews applications for actions in business districts, business professional districts, multifamily districts, and industrial districts including,
 - new sites
 - alterations
 - facade alterations (that effect exterior appearance)
 - building renovations or additions
 - new construction
 - landscape, site and streetscape improvements
 - changes in outdoor land use
 - changes in site design
 - signage

By working cooperatively, applicants and the DRB can protect Randolph's environmental and architectural heritage, increase property values, stimulate economic growth and make Randolph an attractive place in which to live and shop and an exciting place to visit.

The DRB's procedures are intended to:

1. Enhance the social and economic viability of Randolph by preserving property values and promoting the beauty of the town.
2. Encourage the conservation of buildings, groups of buildings, townscapes and landscapes that have aesthetic or historical significance.
3. Prevent alterations that are incompatible with the existing environment.
4. Encourage flexibility and variety in development.

Who should apply to the Design Review Board?

Certain types of projects must go through a special review process known as Design Plan Review. The purpose of this process is to ensure that the project complies with applicable regulations or the bylaws and does not create impacts that would be detrimental to public health, safety or the quality of life of the residents.

New Construction- Including new structures, changes in outdoor land use, or changes in site design.

Expansion or Alteration- of an existing building, site or landscape that affects the exterior appearance of a building or site.

Additions or changes to existing signs- located on the building or property.

- Certain exterior alterations of an existing commercial, industrial, or multi-family building.

Any construction, alteration, demolition or removal- that affects in any way, the exterior appearance of the building or site including, but not limited to:

(a) The color and the texture of building materials, and

(b) The type, design and character of all:

- Signs
- Light fixtures
- Windows
- Doors
- Landscape and appurtenant elements
- Exterior generators
- Exterior HVAC

HOW TO APPLY

- **STEP ONE:**

Application

Obtain an "Application for Design Review" form from the Building Commissioner, **no other application form will be accepted.**

Copies of the design review zoning by-law and the DRB rules and regulations are also available. Complete the application form and submit form to the DRB with all other required materials. All required information will be considered "the application".

DRB approval will not be given until a complete application, application fee and supporting information have been filed. Once the complete application is filed the DRB has 35 days to respond. Failure by the DRB to respond within 35 days shall be considered a recommendation for approval.

The DRB has the authority to waive or modify the requirements for supporting information upon request by the applicant.

- **STEP TWO:**

Supporting Information

A site's topography, existing vegetation and other natural features should be considered in the lot layout. The building placement and lot layout should be designed to provide a functional relationship with these elements. Natural features should be integrated into the site plan to minimize potential negative impacts on the environment, provide open space and reduce the risk of site problems associated with flood plains, steep slopes, drainage ways, wetlands, and other sensitive features.

I. For New Construction:

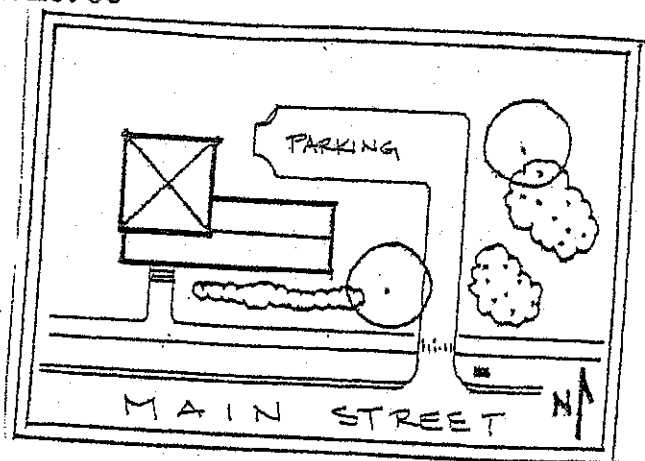
You shall submit 5 copies of each of the following along with your application.

- a scaled site plan 1" = 40'
- a landscape plan (items 1 and 2 can be combined on a single plan)
- a building plan
- building elevations and drawings

A. Scaled site plan.

A scaled site plan should include, but not be limited to the following:

- existing structures
- existing plantings
- proposed new structures
- handicapped access features
- sidewalks, drives and lots
- fire lanes
- all site objects and fixtures

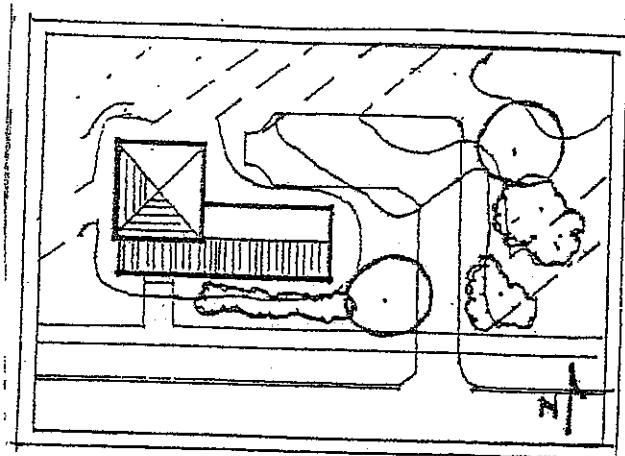


1. All boundary line information pertaining to the land sufficient to permit location of same on ground with existing and proposed topography at 2 foot contour intervals and the location of wetlands, streams, waterbodies, drainage swales, areas subject to flooding and unique natural features;
2. Existing and proposed buildings and structures, including fences, loading areas, accessory buildings, signs, rubbish disposal areas, and storage areas, with proposed building elevations or renderings; utilities and snow disposal methods.
3. Water provision, including fire protection measures;
4. Sanitary sewerage;
5. Storm drainage, including means of ultimate disposal and calculations to support maintenance of the requirements in the Planning Board's Subdivision Rules and Regulations;
6. Existing and Proposed Parking, walkways, driveways, and other access and egress provisions;
7. Existing and proposed exterior lighting;
8. Compliance with all applicable provisions of this Zoning Bylaw;
9. Certified list of abutters;
10. Sign permit application, where new signage is proposed;
11. Application fees as set forth in the Design Plan Rules and Regulations.
12. Delineation of any and all Easements.

B. Landscape Plan.

A landscape plan should include:

- existing and proposed grading
- paving materials
- all site objects and fixtures
- existing plantings
- color photograph of site prior to work
- proposed shade trees on roadways
- irrigation plan, including ground water well location
- proposed planting size at planting and maturity



1. General Landscaping Requirements

Landscaping plays an important role in the appearance of a community. It can be used to create boundaries and transitions between various development intensities as well as separate areas of incompatible land uses. Well designed landscaping can lessen adverse impacts between different types of land uses, reduce noise levels, reduce the effects from fumes and increase privacy levels. Landscape buffers can be in the form of open space separation, buffer plantings, berms and decorative fencing.

When a nonresidential use is located next to an existing residential use within a residential district, the uses **must** be separated by a buffer which protects residential activities while providing attractive landscaping when viewed from the street. The buffer may contain walks, sewerage systems, and wells but no part of any building structure or paved area associated with parking may be located within this type of buffer.

2. Site Furnishings

Careful selection of site furnishings are important to tie a development together and to give it a distinct identity. Site furnishings should make a place more appealing and usable. However, too many of these elements may cause the site to look cluttered or cause confusion for a potential customer. How well the different elements relate to each other and the surrounding area is as important as the design of the individual feature.

3. Landscaping Requirements for Property Lines.

Wherever a nonresidential use is located on a lot which abuts land developed or zoned for residential use, a landscaped buffer shall be provided and maintained on the nonresidential lot along the common lot line in order to minimize the visual effect of all the nonresidential use on the adjacent land. Such buffer shall consist of shrubs and trees of a species common to the area and appropriate for screening, sized and spaced to minimize visual intrusion. Such plantings shall be provided and maintained by the owner of the property used for nonresidential purposes. The buffer area may contain walks, sewerage, and wells but no part of any building structure, or paved space intended for or used as a parking area may be located within the buffer area.

4. Landscaping Requirements for Parking Areas

- a. Parking areas with more than 10 spaces shall contain 150 square feet of planted areas for every 1000 square feet of parking proposed, appropriately situated within the parking area.
- b. Parking lots, loading areas, storage areas, refuse storage and disposal areas, and service areas shall be screened from view, to extent feasible, from all public ways, and from adjacent properties, by the use of planted buffers, berms, natural contours, fences or a combination of the above.

5. Landscaping Requirements Along Roadways.

A landscaped buffer area, continuous except for approved access ways, at least ten (10) feet in width as measured from the layout of the roadway, shall be established adjacent to any public road. The buffer area shall be a continuous area planted with grass, medium height shrubs, and shade trees along the roadway. Shade trees shall be spaced not less than every 10 feet along the roadway.

6. Planting Requirements.

- a. Deciduous trees shall be at least two (2") inches in caliper as measured six (6") inches above the root ball at time of planting. Deciduous trees shall be expected to reach a height of twenty (20) feet within ten (10) years

after planting. Evergreens shall be a minimum of eight (8") feet in height at the time of planting. Where the DRB determines that the planting of trees is impractical, the permit applicant may substitute shrubbery for trees. Shrubs and hedges shall be at least 2.5 feet in height at the time of planting, and have a spread of at least eighteen (18") inches.

- b. Grass is preferable to mulch where practical.
- c. Existing trees with a caliper of six (6") inches or more shall be preserved where feasible.

7. Maintenance of Landscaped Areas.

a. The owner of the property used for nonresidential purposes shall be responsible for the maintenance, repair and replacement of all landscaping materials installed in accordance with this section. All plant materials required by this chapter shall be maintained in a healthful condition. Dead limbs, refuse and debris shall be promptly removed. Dead plantings shall be promptly removed and replaced with new live plantings at the earliest appropriate season. Bark mulch and nonplant ground surface materials shall be supplemented so as to maintain intended purpose and function.

b. The owner of the property or association in charge shall be responsible for the maintenance, repair and replacement of all landscaping materials installed in accordance with this section. All plant materials required by this chapter shall be maintained in a healthful condition. Dead limbs, refuse and debris shall be promptly removed. Dead plantings shall be promptly removed and replaced with new live plantings at the earliest appropriate season. Bark mulch and nonplant ground surface materials shall be supplemented so as to maintain intended purpose and function.

8. Signage.

Commercial signs often reflect the economic vitality of an area and are essential to the advertising of businesses. The most legible and effective signs do not depend necessarily on large size or bright colors. The location, material, lighting and color of the signs can compliment the surrounding environment while still catching the attention of potential customers.

Signage should not dominate the facade of any building. Signage should not negatively impact the appearance of, or egress into or out of the site or adjacent sites. Signs denoting historical significance of a location may be an appropriate exterior feature.

9. Lighting.

Outdoor lighting is desirable where it will provide a sense of security, identify a street name or number or the edge of a walkway, cast an attractive light or shadow, and encourage use in a public area. However, illumination beyond the property boundaries should be minimized. Excessive lighting can create a harsh nighttime environment and interfere with a neighbor's privacy. The following should be considered when designing lighting:

- a. Design lighting so that only the necessary brightness and distribution is used. Avoid wide zones of intense light unless truly required. Large fixtures that give off a very bright light, such as are found along highways, are oversized and inappropriate for all districts. Malfunctioning lighting shall be promptly repaired or replaced.
 1. Safe vehicular and pedestrian circulation will be improved with proper lighting at entrances and destination points.
 2. Fixtures in pedestrian areas should be 10-15 feet in height and 40-60 feet apart, depending on the light level and visual impact desired. Light fixtures in areas with vehicular traffic should be appropriate for the area and traffic flow. However, the height of the lighting should not exceed the height of an adjacent building. All fixtures should be placed so that light illuminates only the property where it originates. Light should not travel from the building toward neighboring areas.

10. Paving material.

Brick and concrete are the most commonly used paving materials for pedestrian walkways. Both materials are durable, easy to walk on and require little maintenance. Cobblestones, wood decking and other materials are sometimes used to create a distinctive area but these materials are not as comfortable for walking or as cost effective as other methods.

Concrete pavers provide decorative options for paved surfaces and are more durable and less expensive than brick. However, it is recommended that designs be kept simple so the walkway does not become a focal point.

Access for the handicapped should be designed into pedestrian systems and building entrances. Ramps should be included in curbs and sidewalks according to the American Disabilities Act requirements.

11. Benches and seating.

Seating should be provided outside of stores, at the edges of parking lots, along pathways, and other areas where people are likely to congregate. Good design, sound construction, suitable lighting and appropriate materials are important considerations.

Benches are the most common approach for seating but other features can serve the same purpose. Low walls or planter edges, if well built, can double as seating space. A comfortable seat height is generally 18 to 21 inches. If public street furniture is located nearby, any newly designed pieces should be compatible in design.

12. Trash receptacles.

- a. Transient Collection.
- b. Bulk Collection.

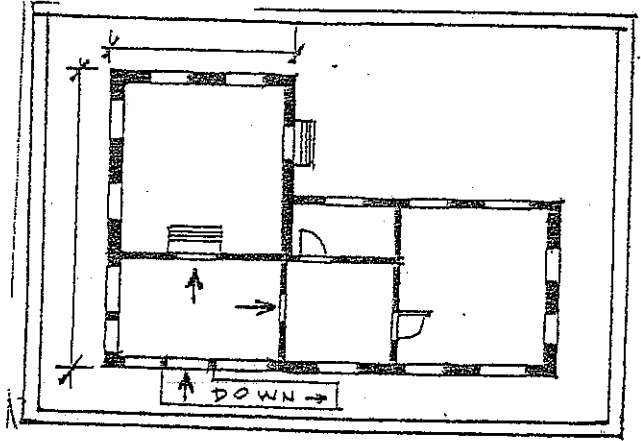
Trash can become a community nuisance therefore trash receptacles should be:

1. designed so as not to allow leakage or wind induced littering.
2. located to minimize odor and noise intrusion on adjacent property.
3. bulk containers will have fixed covers or lids.
4. all containers will be emptied routinely and at least before overflow.

C. BUILDING PLAN.

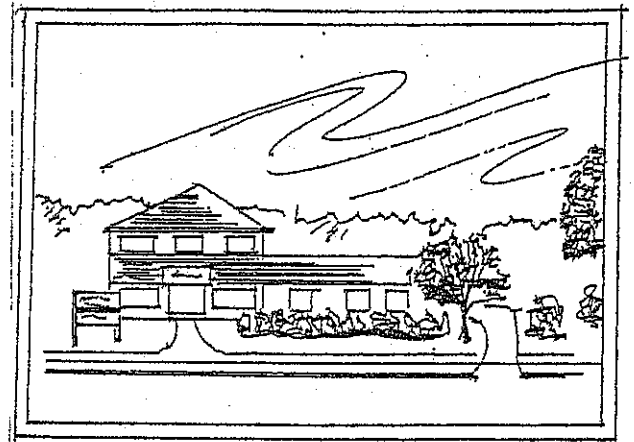
A building plan should include:

- Entrances
- Stairways
- Ramps
- Windows and vents
- External HVAC
- External generators



Building Elevations should include:

- Facade treatment and materials
- Existing and proposed plantings
- All site objects and fixtures

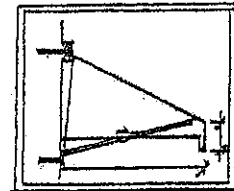
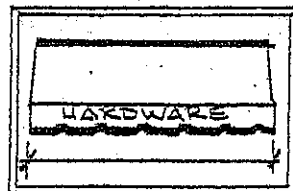
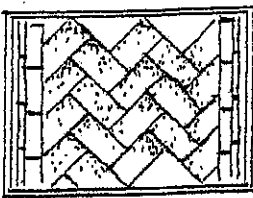


Detail drawings and samples showing surface materials, color, windows, doors, signs, light fixtures, landscape and other appurtenant elements are required.

EX:

Brick pattern

Awning construction

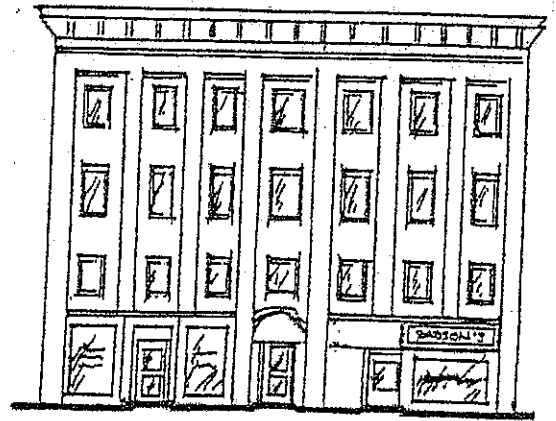
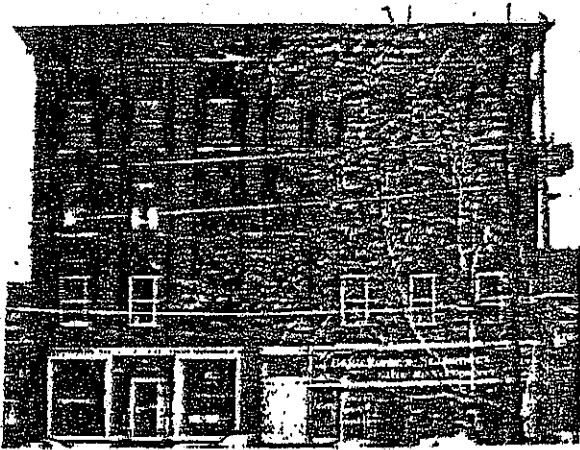


II. For expansions, construction, alteration, demolition or removal:

For expansions, construction, alteration, demolition or removal that affects in any way, the exterior of the building or building site, including but not limited to, the kind, color and texture of building materials, the type, design and character of all windows, doors, light fixtures, signs, landscape and appurtenant elements, you shall submit along with your application form:

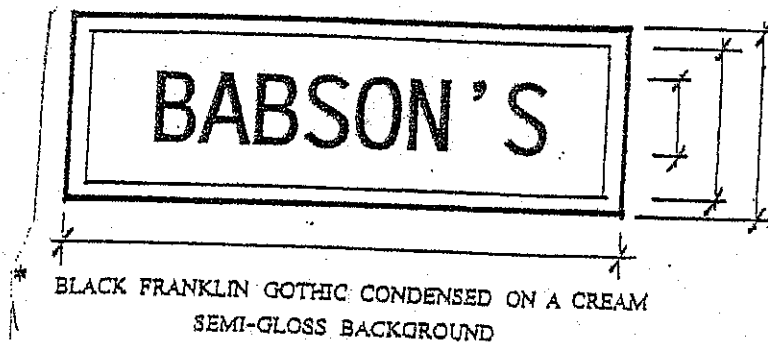
8" x 10" Color photograph or color photocopy blow-ups of photos of the existing buildings, showing all the areas to be modified, and;

A scale elevation of the existing Structure and proposed changes Including details of surface materials, color, windows and landscape.



III. For new signs or changes to existing signs:

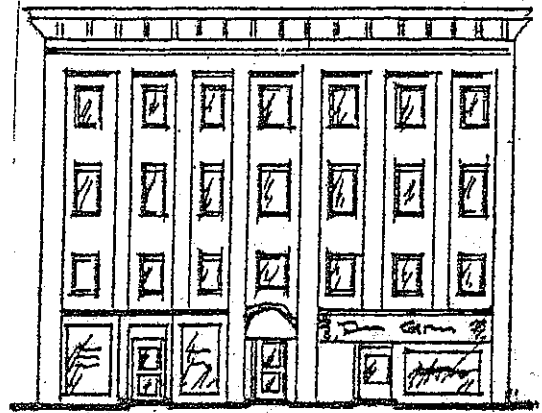
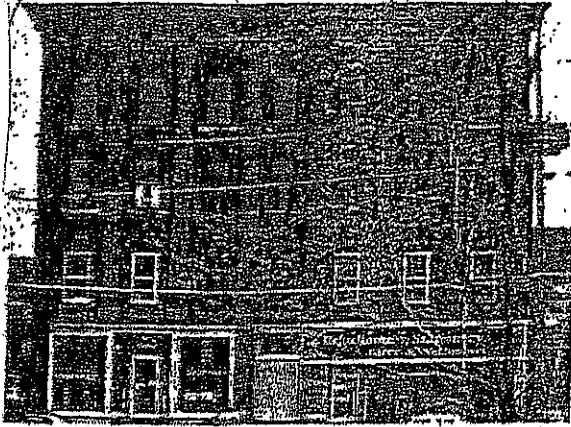
For new signs or changes to existing signs on the building or property, you shall submit along with your application form.



A scale drawing of the sign designs including materials, dimensions, color, lighting, and lettering style and;

8 x 10 color photographs or color photocopy blow-ups of photos of the existing signs or proposed sign locations, showing all the proposed modifications, and

a scale elevation or color photocopy blow-up of photographs, altered to the proper size and position of the signs



• **STEP THREE:**

Design Review Board Process

1. Submitting Application.

Submit the completed "Application for Design Review" and all supporting documentation to the DRB c/o The Selectmen's Office in Town Hall. Meetings for the DRB are usually scheduled for every Tuesday. Applications should be submitted by noon the previous Friday.

2. Fee.

All applications shall be accompanied by an application fee (see fee schedule), made payable to the Town of Randolph Design Review Board and submitted with the application. All application fees are non refundable.

3. Application review.

The Board will schedule a review of an application for its next regular meeting. The applicant or their representative should attend the meeting to present the proposal.

Conclusion

The recommendations and zoning summary provided in this Guidebook present an overview of the critical design issues that should be considered in the development of the Town of Randolph. Good design is an effective way to advertise and improve the visual environment. While not all of the recommendations and suggestions are requirements per se the DRB will consider these items in the Site Plan Review Process. Each element described in the Guidebook should be used in conjunction with one another. It is important to remember that each individual development adds up to an overall sense of community identity. The visual quality of our surroundings is the face of the community and contributes to the beauty, diversity and the quality of life in our Town.

DRB DECISIONS

Accepted Proposal

If the application is voted upon favorably as presented, or favorably with modifications, the DRB will notify the Building Commissioner within three days.

Design plan approval shall be granted upon determination of the board that the requirements herein have been satisfied. The DRB may impose reasonable conditions at the expense of the applicant, including performance guarantees, to ensure that the performance standards are met. Plan approval shall lapse after one year from the grant thereof if a substantial use thereof has not sooner commenced except for good cause. Such approval may, for good cause, be extended in writing by the DRB upon the written request of the applicant.

Applicants shall come back to the board for approval of any changes during construction. Failure to follow the approved plan as signed on, shall result in permit revocation and failure to gain an occupancy permit.

OR

Rejected Proposal

If the application is not accepted, the DRB may suggest design alterations and require the applicant to resubmit new designs or plans. The required time limits for public hearing and said action may be extended by written agreement between the applicant and the DRB. The DRB will also notify the Building Commissioner. In the event of the rejection of an application, the re-application by the same owner, for the same location and building type will not require an additional fee.

PART III

GUIDELINES

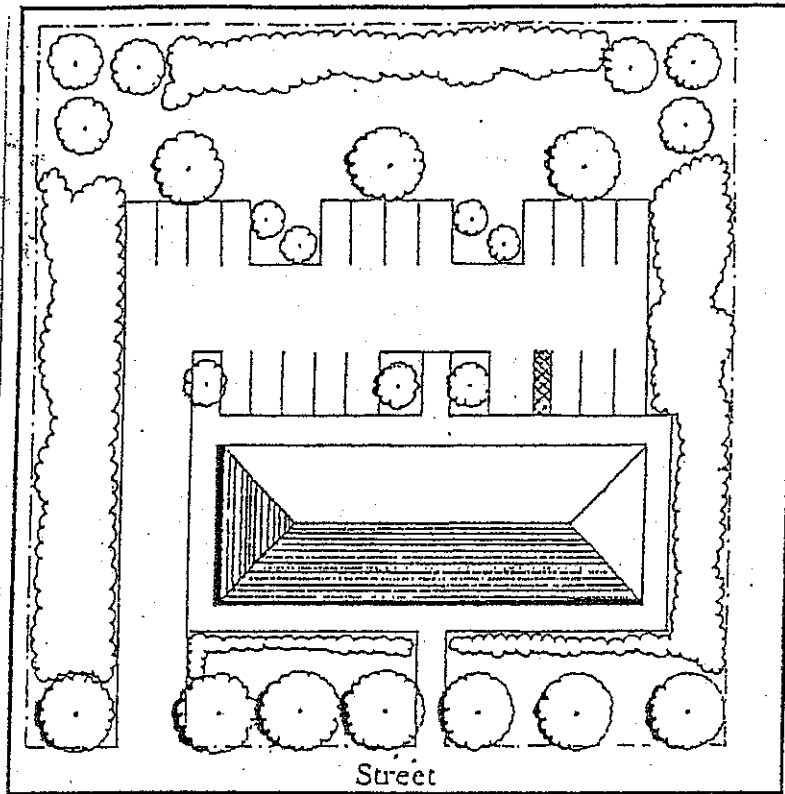
DESIGN GUIDELINES

The DRB uses the following general design guidelines to help integrate individual development proposals for buildings, facades and landscapes into a meaningful fabric for Randolph.

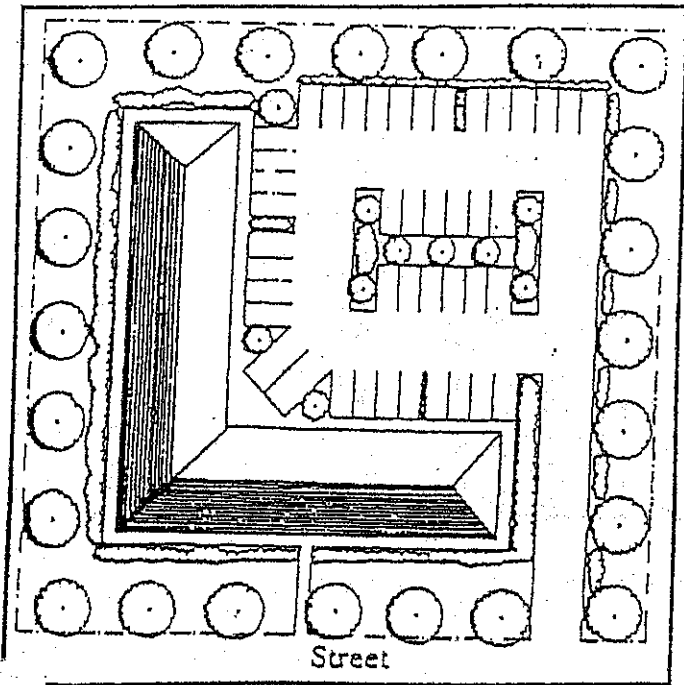
1. Comparable building heights
2. Proportion of architectural elements
3. Rhythm of masses and voids on building facades
4. Shapes of roofs and windows
5. Human scale of building and street elements
6. Landscape and streetscape treatments
7. Directional dominance of horizontal versus vertical features
8. Details- color, texture, materials, paving, light fixtures, signs, lettering, sidewalk displays
9. Compatible signage within the intent of this bylaw.

These general design guidelines, including but not limited to those above, can be applied to changes in signs, additions, alterations, building and sites. The following pages illustrate these design guidelines, and how they can be applied to your building.

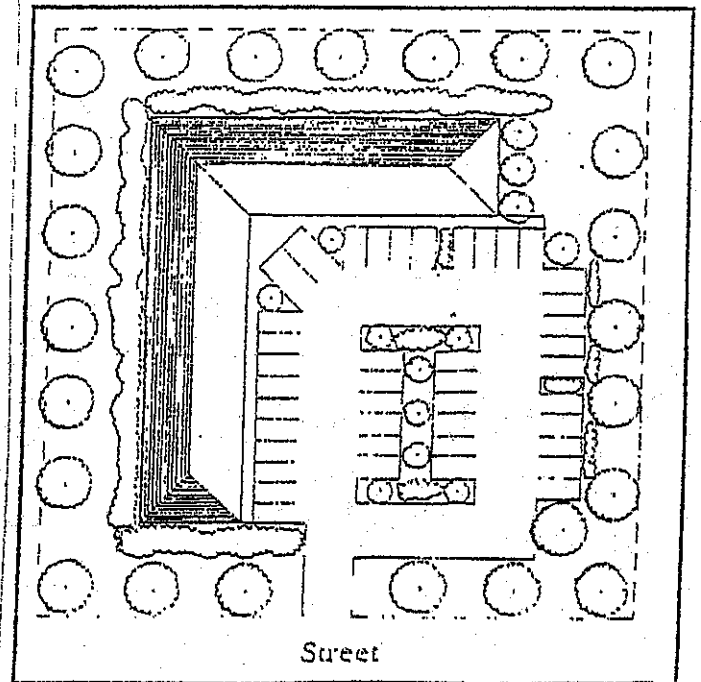
SITE DESIGN



Example site plan of a one-story retail use

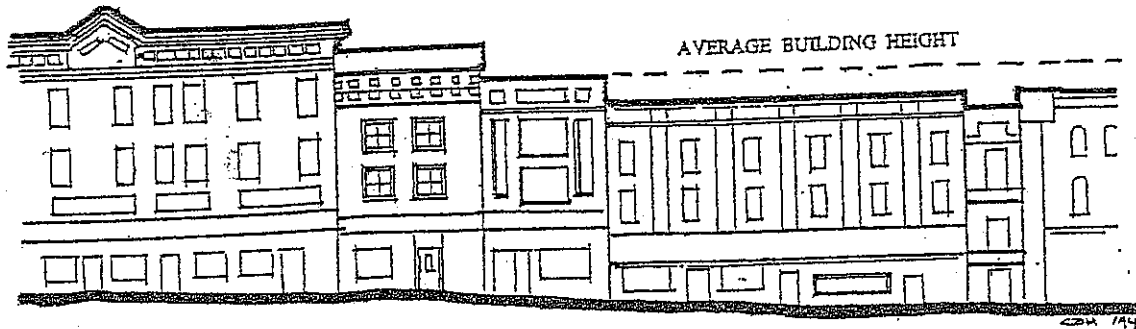


Preferred



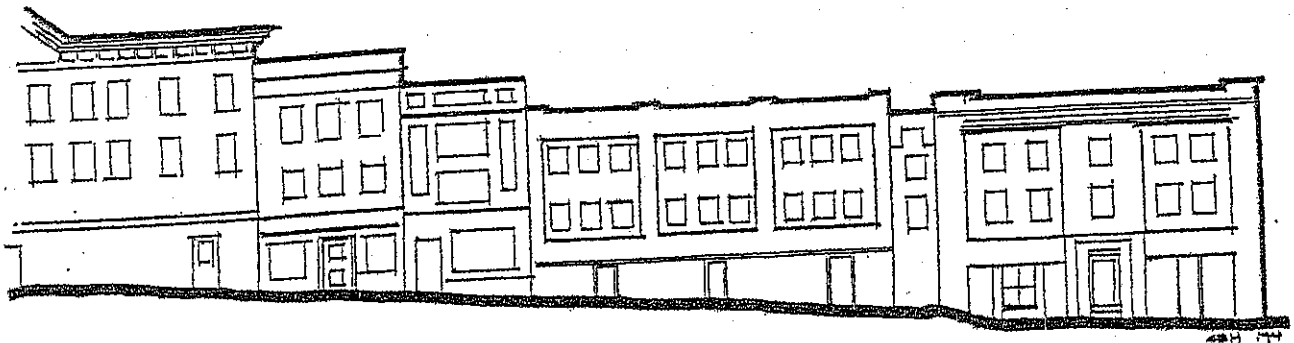
BUILDING DESIGN

1. Comparable building heights give the street a unified skyline

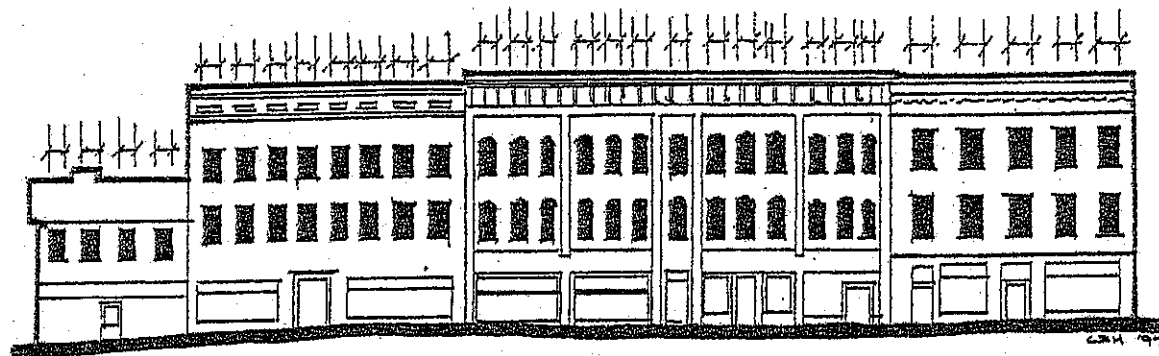


The average height of adjacent buildings should be considered in new construction.

2. The proportion, the height-to-width relationship, of architectural elements that express a building's stories or interior units should relate to adjacent buildings.

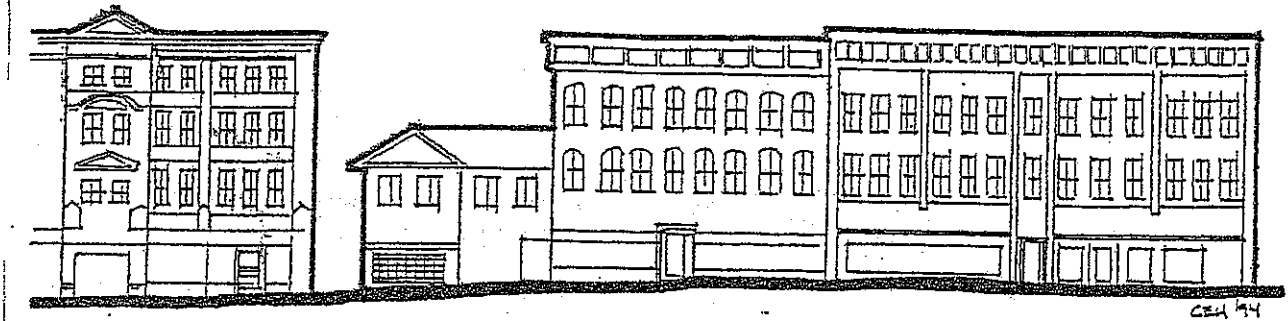


3. The rhythm of masses and voids, as expressed in facades, windows and doors gives the street a dynamic pattern of movement.



This rhythm should not be interrupted by the use of incompatible forms, size, or spacing of windows or entries.

4. The shapes of roofs and windows should be consistent on each facade and relate to adjacent buildings.

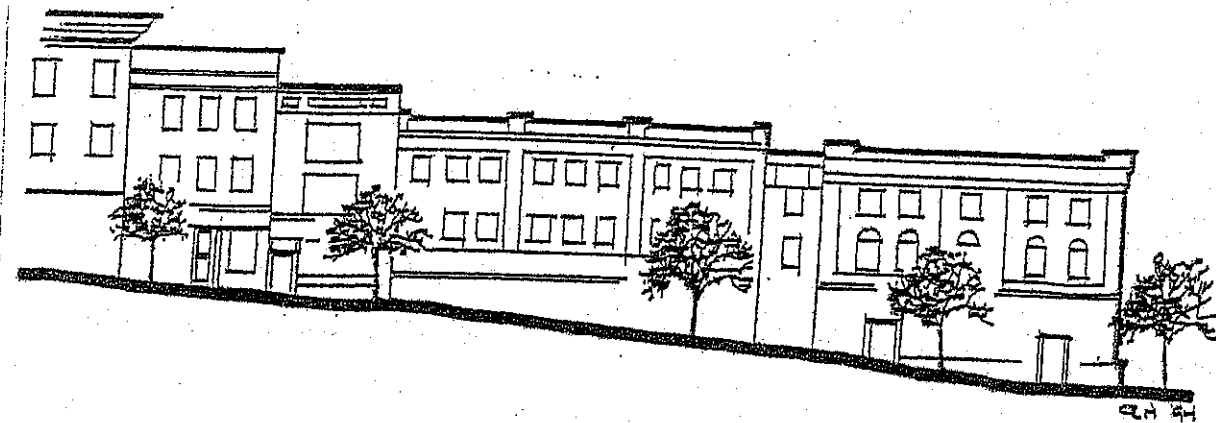


5. The human scale of building and street elements make the street scene a pleasant and exciting place for the pedestrian.

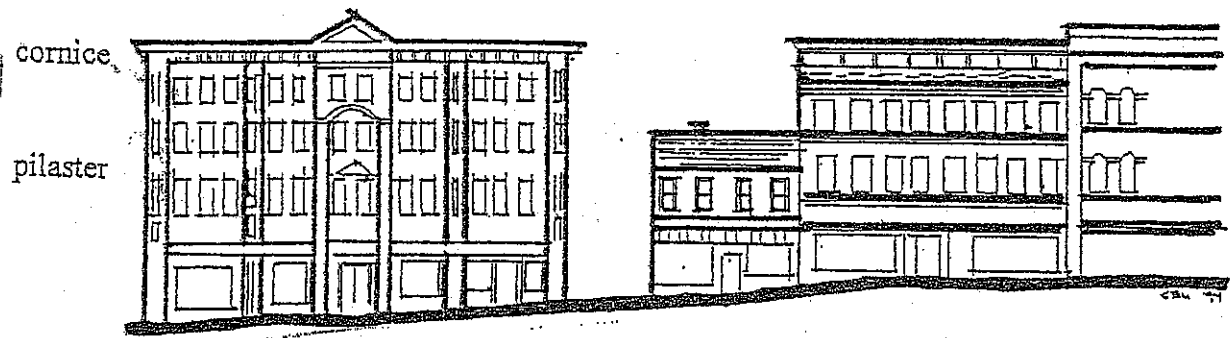


Open spaces, entryways, windows, porches, sculpture and benches should be intimate, not intimidating or monumental.

6. The landscape and streetscape including the topography, planting and paving patterns, give continuity and definition to the street and pedestrian areas.

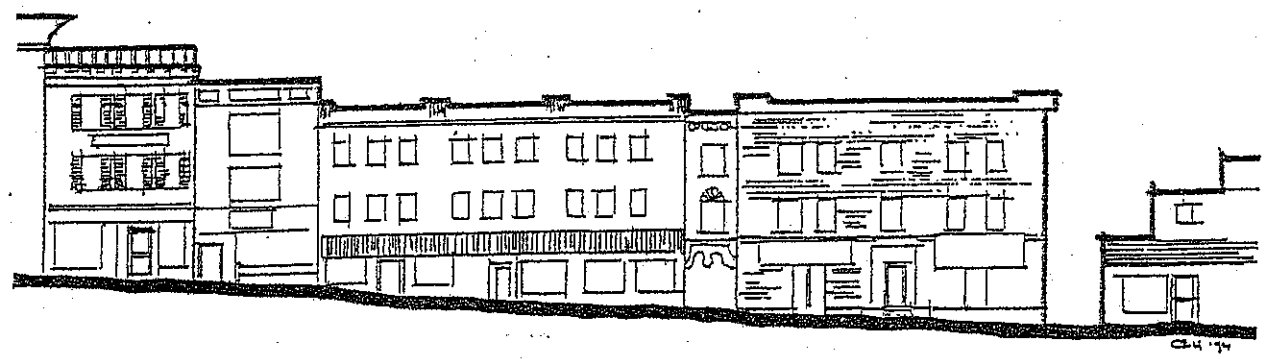


7. The directional dominance of horizontal versus vertical design features like cornice lines, pilasters, and window arrangement, organizes the individual elements within the street block. *notice the visual dominance of vertical and horizontal features.*

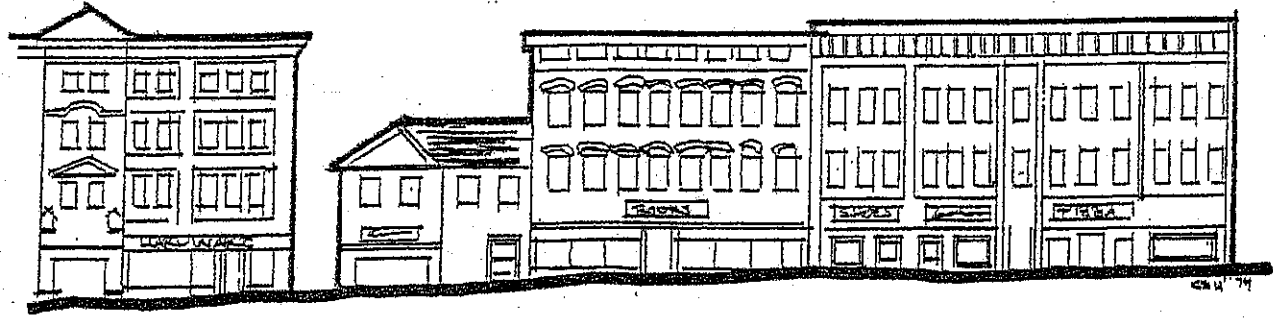


New construction or alterations should consider existing direction design features on adjacent buildings.

8. Details, color texture, materials, light fixtures, signs and all exterior features should be visually compatible, blending to create a diverse yet unified street composition.



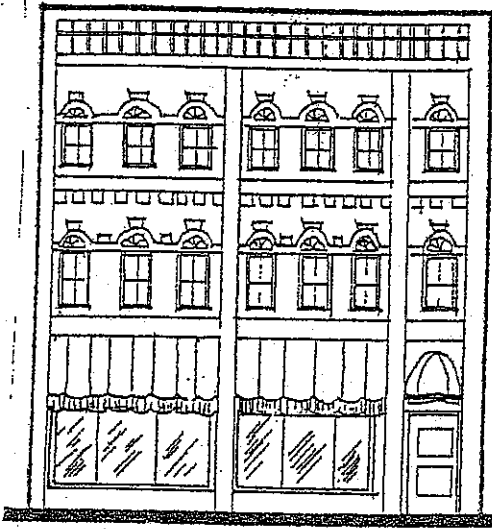
9. Compatible signs that reflect the scale and character of the building and surrounding landscape should identify individual stores while remaining subordinate to the larger streetscape.



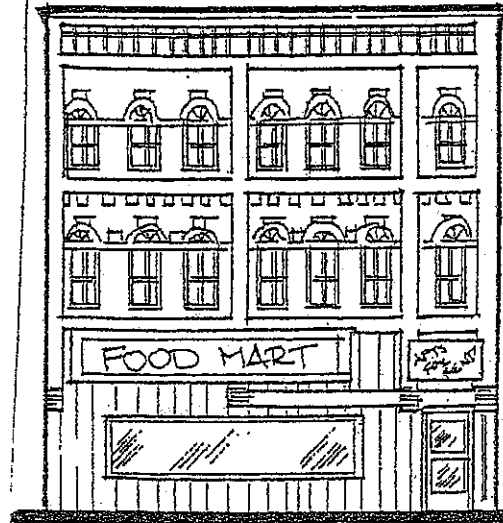
The choice of color, size, method of illumination, and design of signs should relate to the building's architectural style and the intent of the bylaw.

Illustrations

1. Reflect or enhance the original qualities of a historic building by not imposing other architectural periods or styles on the facade.



THIS



NOT THIS

2. Treat the craftsmanship of a building with respect. Avoid adding too many different kinds of details and materials.



THIS



NOT THIS

3. Create architecture that is compatible with surrounding buildings.



THIS

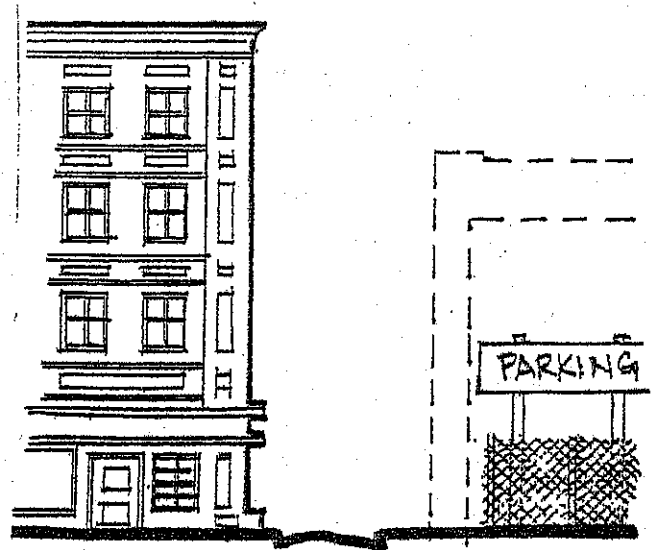


NOT THIS

4. Treat the urban pattern as a continuous unit, so that there is continuity in its scale and overall proportions.



THIS



NOT THIS