



**Town of East Hampton, Connecticut  
Design Review Board**

## **Design Guidelines Handbook**

**Adopted by the Design Review Board  
August 6, 2015**

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# **PART I. INTRODUCTION**

## **1. THE DESIGN REVIEW BOARD**

In 2006 East Hampton adopted an ordinance creating the Town of East Hampton Design Review Board (“DRB”) to ensure that development in the Town of East Hampton is in accord with the Plan of Conservation and Development and does not adversely affect surrounding properties.

The process represents a community effort to improve the visual appearance of the Town, particularly commercial areas, in a way that respects the existing townscape and stresses the quality and character of design detail. It is a conscious effort to reduce existing clutter and to prevent uncoordinated changes to buildings and their appurtenances. Consideration for the overall surrounding area, not just one structure, is the major concern.

Design review provides a method by which merchants, property owners and citizens can work with Town agencies to respond to the desire to produce and maintain an attractive environment.

## **2. RELATIONSHIP WITH OTHER TOWN BOARDS**

The DRB serves as an advisory body to the Planning & Zoning Commission (“P&Z”) and Zoning Board of Appeals (“ZBA”) on matters of commercial site and building design. The DRB is charged with reviewing all projects regarding non-residential exterior construction and renovation submitted to P&Z and ZBA, and suggesting ways to preserve, enhance and add to the design or appearance of proposed projects.

## **3. MEMBERS**

The DRB consists of seven (7) members including: two (2) ex-officio members (Town Manager and Town Planner or their respective designees), and five (5) full citizen members who are appointed by the Town Council for two (2) year terms. There are also two (2) alternate members of the DRB who are appointed by the Town Council for two (2) year terms. Because the DRB benefits from a membership whose backgrounds and expertise are in the fields of architecture, arboriculture, site planning, landscape architecture, construction, historic preservation, professional engineering, commercial real estate, and graphic design, preference is given to appointment of citizen members who are professionals in the above-mentioned or related fields.

## **4. GUIDING PRINCIPLES**

A set of “Guiding Principles” were established for the DRB by the East Hampton Town Council as adopted by the Town Council of the Town of East Hampton April 26, 2006 (Ord. No. 3.05). The Guiding Principles set forth various aesthetic and functional provisions to guide non-residential, commercial, office, industrial and public/quasi-public development in the town. Over time, the Town may, by ordinance, amend, refine or expand these principals and add design concepts to reflect the changing desires of the community. The “Guiding Principles” are as follows:

- to encourage high quality land/site planning, architecture and landscape design;
- to encourage development in keeping with the desired character of the Town and/or specific design attributes identified in plans adopted by the Town;
- to ensure physical, visual, and functional compatibility between uses; and
- to ensure proper attention is paid to site and architectural design, thereby protecting land values.

## **PART II. DESIGN REVIEW PROCESS**

### **1. REVIEW PROCEDURES**

DRB review is required of all non-residential projects in the Town of East Hampton. "Project" is defined as new construction or exterior alterations or modifications requiring a Building Permit. Interior changes, ordinary maintenance, and temporary emergency repairs shall not be considered a Project.

The Building Administrator or designee will consider each application requiring a Building Permit for technical review and determine when referral to DRB review of the Project is required.

### **2. DESIGN REVIEW**

The Building Zoning & Planning Department will forward the applicant's site-plan drawings and any supporting materials that are required for a thorough review (such as color swatches and sample materials) to the DRB. Such drawings shall include a rendering of the overall design of the proposed project including the elevation of the facade and all other exterior elevations abutting a public way, showing all fenestration, signs, and other architectural features including the color and style of building materials and any architectural details or peculiarities.

The DRB will meet as required to review the applicant's submission prior to P&Z and/or ZBA review. The DRB review will be based upon the DRB Standards for Review set forth within this document. The DRB may recommend changes in scope, design, and materials relating to a Project. After a majority vote, the DRB will then render its Advisory Opinion in writing to the appropriate commissions and board and to the applicant.

### **3. DRB STANDARDS OF REVIEW**

The DRB shall base its evaluation for project review on the following:

- a. The compatibility with the Plan of Conservation and Development of the Town of East Hampton (the "POCD") and existing zoning regulations as same may be amended from time to time (refer to sections 28.1.C -28.1.G);
- b. The compatibility of the landscape and layout on the parcel with the landscaping and layout of adjacent parcels;

- c. The landscape treatment should enhance architectural features, strengthen vistas, and provide shade and other means of public comfort, and establish a desirable transition with the streetscape and provide safe pedestrian movement and parking;
- d. Landscaping of all open spaces and buffer zones, including the location, type, and size of all trees and shrubbery;
- e. Fencing, walls, paving, brick, stone, gravel and cobblestones should be used where appropriate to enhance the Project;
- f. Exterior lighting should enhance the architectural and landscape design, and the lighting fixtures should be compatible with the design of the building and neighborhood;
- g. Mechanical equipment or other utility hardware on the roof, ground, or building, service yards, refuse storage areas, dumpsters, and other places that tend to be unsightly should be screened from public view by use of walls, fencing, plantings, or a combination of the above, and should be equally effective in winter and summer;
- h. The compatibility of a proposed architectural design with the architectural designs of existing adjacent buildings and the architectural character of the neighborhood as a whole;
- i. The impact on the historical significance of the affected property/structure and other properties in the immediate area;
- j. Relationship of width to height of new structures should be consistent with the ratio of existing adjacent buildings;
- k. Style and color of building materials should be in harmony with the design of the building and with adjacent buildings;
- l. The lighting, design, materials, colors, size and location, but not content of signs.

#### **4. COMMUNITY CHARACTER**

The Board's recommendations often refer to maintaining or enhancing the "character" of East Hampton. The following discussion is an attempt to generally define those elements and features that contribute to the "character" of the Town. Community character is formed in part by the community's cultural past. East Hampton's character and scale is residential, as the majority of the land is used for residential purposes.

East Hampton covers approximately 36 square miles, with a population of approximately 13,000 residents, with one of Connecticut's largest inland water bodies, Lake Pocotopaug at 512 acres. State parks and forests surround us on our northern, southern and western borders, along with the famous Comstock Covered Bridge across

the Salmon River. In East Hampton you will find a community that supports a rural/suburban lifestyle that is family oriented.

The Town's residential character is dominated by single-family uses with several multi-family uses located near the commercial cores. The commercial areas are surrounded by residential neighborhoods; consequently, the environmental impact on residential areas of additional construction must be considered.

East Hampton's existing commercial urban design fabric is the result of years of evolution and development of the business areas along the major transportation corridors. The number of individual buildings of historical architectural importance is not great, but groups of such buildings are the backbone of the commercial fabric. The village scale of the older commercial areas is compatible with residential uses.

Floor area ratio requirements in commercial districts are intended to control the size of new commercial development, and parking requirements often shape the landscape plan. Because earlier commercial buildings that established East Hampton's commercial character were not subject to these new requirements, more care must be taken now to preserve and enhance the existing townscape with projects that are compatible with existing conditions. The Board encourages the use of existing landforms and landscaping to enrich open spaces and to screen and enhance parking lots and buildings.

Where zoning requirements dictate building placement, layout and shape, designers must be creative in order to blend proposed buildings into the surroundings. Visual cues should be taken from the surrounding streetscape to avoid costly errors and thought should be given to developing a plan that maintains East Hampton's small, pedestrian suburban scale.

The Town's small, pedestrian suburban scale must also be considered when developing signage. The Design Review Board role is to ensure that proposed signage conforms to the scale and character of the building and the Town.

The Design Review Board believes that the desirable elements which contribute to the Town's character should be preserved. It will become more challenging as the Town is more intensely developed. Care must be taken that all new structures or alterations to existing structures should not detract from a scale and character that the Town is committed to preserving.

The intent of the Design Review Board is not to prescribe what styles of architecture they would like to see in any area of Town. Applicants are expected to be creative with architectural styles and materials and it is expected that new construction will blend with existing scales and styles. At Design Review Board meetings, new ideas and concepts are often generated. The Board will work within an applicant's needs to achieve results beneficial to both the applicant and the Town.



## **PART III. DESIGN CRITERIA**

The following design criteria guiding Design Review are listed below. For each criterion, the intent, policy and recommendations of the Design Review Board are discussed. These criteria are intended to be a guide and not as a prescriptive approach to what features of a project the Design Review Board will approve or disapprove.

### **1. SITE AND LANDSCAPE ORGANIZATION**

#### **1.1. Preservation and Enhancement of Landscaping**

##### **A. Intent**

The landscape should 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 preservation and enhancement of landscaping can often make the difference between a successful and an unsuccessful design approach. It is the Design Review Board's intent to enhance the town with landscaping and screening of paved areas, preserving existing landforms and vegetation wherever possible.

The development should be ecologically responsible and should recognize the site context, character of the land, and design with it and within it.

The plant material should be used in a logical, orderly manner that defines spatial organization and relates to buildings and structures, as well as affirming the historical and regional identity of the location. The use of native species should be encouraged.

##### **B. Policy**

Proposals for new construction in East Hampton should integrate existing vegetation and landforms into plans, keeping in mind the relationship of the natural environment to surrounding properties and the townscape. All proposed construction can and should be enhanced with the proper landscaping and skillful use of existing topography and landforms. Landscaping and screening of parking areas must be provided.

##### **C. Recommendations**

- (1) Prepare and present a comprehensive landscape plan.
- (2) Identify existing natural features (e.g. mature trees, topographic features, rock outcroppings, etc.), consider as design determinants, and preserve as much as possible. Avoid extensive topographic reshaping and/or clearing and integrate mature vegetation into the design where possible.

- (3) Site design should consider surrounding uses and activities. Overall site plan should show adjacent uses and buildings so that methods of minimizing adverse impacts and safety hazards on these properties (e.g. noise nuisance, surface drainage, visual impacts, etc.) may be addressed.
- (4) Use indigenous plants to establish continuity with surrounding areas, and a self-sustaining environment. Avoid unusual cultivars and invasive species.
- (5) Use plant material as design features and not exclusively as buffers.
- (6) Preserve or create scenic views.
- (7) Maintain visual privacy between public and private spaces.
- (8) Separate incompatible uses with large open space or natural buffers.
- (9) To promote environmental sensitivity, the following should be taken into consideration:
  - Factor in local climate conditions (including solar and wind influences) when designing for energy efficiency.
  - Orient and design new structures and additions for minimum solar gain, reflectivity and glare;
  - Shelter entries and windows and use architectural shading devices and landscaping to minimize cooling losses;
  - Use energy efficient materials in doors and windows;
  - Use energy efficient lighting;
  - Reference national programs for environmentally sensitive development methods such as Leadership in Energy & Environmental Design (LEED), Int'l. Energy Conservation Code (IECC) and Energy Star Labeled Buildings.
- (10) Situate utilities below ground wherever possible and relocate existing overhead services below ground.
- (11) Protect places (e.g. special open space, rare vegetation, scenic water features, wildlife habitat, etc.) which lend a unique character to the specific setting.
- (12) Avoid development on ridgeline or hilltop.
- (13) Continue pre-existing visual patterns (e.g. density, lot size, location of sidewalk and parking areas) in those neighborhoods historically based on functional activities.
- (14) Allow a mix of uses (where permitted by regulation) of small scale commercial within primarily residential areas.

- (15) Utilize plant material as transitional edges between new developments and rural or undeveloped land use (agricultural land or publicly used open space).
- (16) Incorporate open space breaks and preserve existing vegetation in large developments with multiple buildings to create identifiable places within.
- (17) Vary plant material (heights and widths) and integrate open space when buffering an adjacent site.
- (18) Balance the quantity of on-site landscaping with the scale of the proposed development.
- (19) Use plant material to screen local climatic conditions (wind and shade) for pedestrian comfort.
- (20) Landscape around buildings to establish continuity within the site, soften the harshness of re-grading, and introduce human scale at the sidewalk level.
- (21) Choose plant materials that have year-round interest (deciduous color, spring flower, fruits, or branching patterns) as well as their form, texture and shape.
- (22) Avoid blocking sight lines at intersections and curb cuts, and avoid conflicts with overhead or underground services.
- (23) Landscaping in the interior of parking lots should be provided, incorporating existing trees, berms and other landforms where possible;
- (24) Plant materials should be chosen for longevity, low maintenance requirements, attractive appearance, ability to survive, and potential screening. Indicate on plans the sizes and types of plant materials proposed;
- (25) Roadway, driveway and pedestrian walkway slopes should be kept to conservative grades: 5% or less;
- (26) Evergreens are an effective year round buffer between business and residential areas;
- (27) Existing landforms should be used to shelter, enhance, or berm buildings in appropriate cases;
- (28) Planters or other landscaping should be used to visually break up paved areas and/or to enhance an ordinary facade;
- (29) The planting of street trees in public and private areas should be considered for projects which impact the streetscape. Wherever possible, street trees shall be retained. These street trees should be planted in sufficient numbers and spacing to create canopies at maturity for environmental and spatial impact.

## 1.2. Circulation – Vehicular and Pedestrian

### A. Intent

To ensure that site design accommodates the safe and convenient movement of vehicles, bicycles, pedestrians, and transit throughout the proposed development and to and from surrounding areas. The design should create a healthful built environment in which individuals have opportunities to incorporate physical activity, such as walking, into their daily routine; create a safe, attractive, pedestrian-friendly environment where the risk of pedestrian injuries or fatalities is minimized through the application of appropriate development standards; and create a circulation system that contributes to the attractiveness of the development and the surrounding community.

### B. Policy

Site design should provide vehicles and pedestrians with a safe, logical approach and entry to all site use areas and buildings. Equal importance should be given to the pedestrian as to the vehicle in terms of comfort and access. Site design should provide safe and convenient facilities for pedestrians that are reasonably free from hazards and high levels of automobile traffic and provide a reasonable and direct route of travel between destinations.

### C. Recommendations

- (1) The site design should make proper provisions for pedestrian access and safety. All site plans should provide for pedestrian walkways and circulation in and around buildings. Walkways shall be located and aligned to directly and continuously connect areas or points of pedestrian origin and destination, and shall not be located and aligned solely based on the outline of a parking lot configuration unless such a configuration allows for direct pedestrian access. Pedestrian access within the site should be connected to public sidewalks where they exist. The installation of public sidewalks is encouraged.
- (2) To the maximum extent feasible, site plans for proposed developments shall separate movement of pedestrians from movement of vehicles and bicycles, and protect bicyclists from conflicts with vehicles. Where complete separation of movement of pedestrians from movement of vehicles and bicycles is not possible, the site plan shall minimize potential hazards by using special paving, grade separations, pavement marking, signs, striping, bollards, median refuge areas, traffic calming features, landscaping, lighting, or other means to clearly delineate pedestrian areas for both day and night use.
- (3) Where the primary pedestrian access to the site crosses drive aisles or internal roadways, the pedestrian crossing shall emphasize and place priority on pedestrian access and safety. The material and layout shall be continuous as the pedestrian access crosses the driveway, with a break in continuity of the driveway paving and not in the pedestrian access way. The entirety of the

on-site pedestrian walkway system shall be marked and defined using pavement treatments, signs, striping, lighting, median refuge areas, and landscaping, as appropriate, and in consideration of those with physical disabilities.

- (4) Pedestrian facilities shall be designed with security considerations including street lighting, bushes no greater than two (2) feet in height, and tree branches no lower than six (6) feet in height. To provide clear visibility of pedestrians at night, pedestrian facilities should be well-illuminated.
- (5) Circulation patterns should be obvious and simple as possible. All likely pedestrian routes should be considered in the design phase to eliminate “short cuts” that may damage landscaped areas.
- (6) Separate incompatible uses with large open space or natural buffers.
- (7) Create permanent planted setbacks from the public right-of-way to meet current as well projected parking requirements.
- (8) Emphasize entrances, exits and internal barriers with site lighting.
- (9) Avoid screens or structures that block sight lines at entrances or while moving through the site.
- (10) Provide safe and convenient handicapped access (i.e., walks, ramps, handrails, and curbs) to blend with the architecture and landscape plan, and to avoid sharp visual contrast. All site facilities and amenities should be accessible to people with disabilities in accordance with the provisions of applicable local, State of Connecticut and Federal regulations.
- (11) New driveways should be sited away from or immediately opposite street intersections or driveways. The number and width of curb cuts should be minimized. Where wider curb cuts are necessary for emergency or heavy vehicle access, truck aprons should be utilized to expand the passenger vehicle apron and constructed in a manner that allows for access of these larger vehicles while encouraging the use of the passenger vehicle apron for those smaller vehicles.
- (12) To reduce possible traffic conflict points, the owners of adjacent properties are encouraged to pursue common driveways serving more than one property.
- (13) Pedestrian access points at property edges and to adjacent lots shall be coordinated with existing development to provide pedestrian circulation between developments.
- (14) Minimize traffic lane widths while allowing for vehicular maneuvering.

- (15) Segregate general traffic movement from service traffic/loading docks or outdoor storage facilities to minimize conflicts with vehicles and pedestrians.
- (16) Incorporate landscaping and scenic views along circulation system.
- (17) Minimize vehicle headlight glare on adjacent land uses.
- (18) All elements of site design should accommodate access requirements of emergency vehicles and services.
- (19) Redundant circulation, which unnecessarily reduces the amount of site available for landscaped areas, should be minimized.
- (20) Provide space for snow placement or removal.

### **1.3. Off Street Parking**

#### **A. Intent**

The location, amount and appearance of parking is a major determinant in a development's image. Parking facilities should not be viewed as merely utilitarian and "accessory" to the main activity on a site. Parking lots are not exclusively for the circulation and storage of vehicles; people pass through these places on foot and their needs for safety, convenience, and visual appeal must be met. Parking located along the street front where pedestrian traffic is desirable lessens the attractiveness of the area to pedestrians and compromises the safety of pedestrians on the street.

#### **B. Policy**

Parking should be integrated into the design and provide a positive visual element and not dominate the landscape. Parking on the street front should be minimized and where possible located behind the building. Landscaping should be provided adjacent to and within parking areas to screen vehicles from view and to minimize the expansive appearance of parking fields.

All parking drainage should be designed in conformance with 2004 Connecticut Department of Environmental Protection, "Storm Water Quality Manual" or latest revision.

#### **C. Recommendations**

- (1) Create a strong architectural edge by locating the majority of parking at the rear and remainder at the side yard.
- (2) Landscaping within parking areas should include fast growing trees to create summer shade.

- (3) Screen parking area from street view. The use of trees or evergreen shrubs in combination with an earth berm or a solid wall or fence are typical solutions.
- (4) Keep covered parking compatible in scale, character, and detail with the architecture that it serves.
- (5) Provide vehicle barriers (curbs, bollards, or low walls/fences) located to protect and not obstruct adjacent walks, or where required for other safety purposes (e.g. grade changes, traffic lanes, trees, etc.).
- (6) Minimize the use of wheel stops in parking spaces. Use only in areas with no pedestrian movement.
- (7) Protect end row parking from turning movements of other vehicles with curbed landscaped areas.
- (8) Illuminate the parking area for security and safety.
- (9) Locate no more than ten parking spaces in a row without a generous landscaped divider strip.
- (10) Use concrete, stone or similar curbing to contain landscape materials and provide protection from vehicles.
- (11) Maintain a spatial separation or landscape barrier between the parking area and the building.
- (12) Provide space for snow placement or removal.
- (13) Pave and grade parking so that storm water will not cross public sidewalks.

#### **1.4. Public Spaces/Open Space**

##### **A. Intent**

The site plan should incorporate places for outdoor social activity (i.e. plazas, courtyards, parks, greenways, etc.) that reinforce community life.

The intent of this criterion is to ensure that the valuable open space in the Town is preserved and enhanced. Included are the visual advantages of open space as well as the physical use of open spaces. An open "feeling" is often effective in the built environment to convey the illusion of greater open space than exists.

It is the intent of the Design Review Board to maximize the quantity, quality and use of open space within the parameters of new construction and building alterations in the Town of East Hampton.

## B. Policy

All open space (landscaped and usable) should be designed to add to the visual amenities of the area by maximizing its visibility for persons passing the site or overlooking it from nearby properties. The site should be made more enjoyable for users and inhabitants.

Proposals should be consistent with town open space goals and plans. Any proposed development should not detract from existing open space areas nearby, and existing landscaping and landforms should be incorporated into plans and used to the advantage of the design.

Building scale, setbacks, height, texture and roof slopes shall contribute to the greater enhancement or illusion of open space.

## C. Recommendations

- (1) Encourage planned and/or spontaneous public gathering at convenient, safe, and visually engaging locations.
- (2) Create opportunity for passive recreation in natural wooded or open space settings.
- (3) Locate active recreation open space convenient to roads and public parking.
- (4) Place spatial elements (e.g. green spaces, gardens, or parks) to establish neighborhood landmarks.
- (5) Utilize peripheral green belts to form spatial boundaries separating individual neighborhoods.
- (6) Use greenways and trails to encourage active recreation (e.g. walking, biking).
- (7) To enhance buildings and the surrounding areas, trees should be planted along streets and sidewalks and ample parking lot landscaping and screening should be provided;
- (8) Small parks with seating areas should be provided where possible;
- (9) Large paved areas should be avoided;
- (10) A study model should be submitted when designing a major construction project to study the rhythm of solids and voids and open space relationships.



## **1.5. Streetscape Components**

### **A. Intent**

The site plan should promote pedestrian comfort and visual pleasure through the use of well-designed, durable, and useful amenities.

### **B. Policy**

The site design should contain streetscape components including sidewalks, street furniture and pedestrian amenities.

Proposals should be consistent with streetscape components abutting the site in the public rights of way.

### **C. Recommendations**

- (1) Use sidewalks as organizing elements to define public, as separate from private, areas.
- (2) Include benches and/or low walls to encourage pedestrians to gather in places where they will be used without creating an obstruction.
- (3) Enliven street or driveway appearance with design elements (e.g. fences, kiosks, stone walls, pots, planting beds, sculpture, etc.).
- (4) Install trash receptacles where accumulation of trash is likely to occur.
- (5) Strengthen security with adequate area illumination and street visibility.
- (6) Incorporate Pedestrian Amenities
- (7) Integrate Furniture into Site

## **1.6. Exterior Site Lighting**

### **A. Intent**

The lighting should be durable, low maintenance, and functional. The appearance (style, color, brightness, distribution pattern, etc.) of lighting elements should be consistent with local character.

### **B. Policy**

It is the policy of the DRB that all exterior site lighting visually enhance and compliment the proposed development and ensure proper lighting for pedestrian and vehicular movements within the development site. All proposed lighting plans shall be developed to avoid the potential for light trespass onto adjacent private property by utilizing full cut-off type fixtures and/or point light sourcing.

### C. Recommendations

- (1) Locate lighting fixtures to respond to the anticipated use (e.g. signage, site features).
- (2) Avoid relative brightness differences with adjacent dissimilar land uses. Provide photometric data as requested for specific development.
- (3) Use selective night lighting of buildings. Lights should not blink, flash or change in intensity.
- (4) Use lighting fixtures with shielding devices or sharp cut-off refractors to eliminate up lighting (full cut-off). Direct down lighting without light splay off site.
- (5) Conceal the lighting source wherever possible from the public right-of-way.
- (6) Use white light lamps (e.g. metal halide, fluorescent, incandescent) for all new site development illumination. White light is crisp and has true color rendition.
- (7) Do not use low or high-pressure sodium sources.
- (8) Ensure that location of lighting supports does not create a pedestrian or vehicular safety hazard.
- (9) Use shatterproof coverings for low-level lighting.
- (10) Select a fixture style within the same “family” of standards accepted for specific character areas (e.g. the “bell” fixtures in the Route 66 streetscape area, etc.).
- (11) Coordinate lighting fixture assembly with architecture it serves.
- (12) Provide pedestrian scale lighting fixtures in areas designed for pedestrian activity such as plazas, courtyards, pathways and seating areas but excluding parking only areas. Select lighting fixtures that complement the general architectural style of the development.
- (13) Highlighting of unique or special features of the site, such as architectural features, specimen trees and artwork with accent lighting should be considered.

## **2. ARCHITECTURE**

### **2.1. Relationship of the Site and Buildings to the Existing Built and Natural Environment**

#### **A. Intent**

All proposed development shall complement the existing natural and manmade elements of the site.

Development in East Hampton has usually occurred in a way which has enhanced the visual quality of the town and the quality of life for its residents. This quality is the result of the harmonious relationship among the various elements of the built environment and with the natural environment.

In order to preserve and enhance these qualities, it is the intent of this criterion to identify the elements of design which affect the subjective relationship between the existing fabric of the Town and proposed new construction, and to provide guidelines for ensuring that development will add to the visual quality of the townscape.

The intent of the DRB is NOT to discourage new and innovative architectural forms, but instead to identify certain characteristics which contribute to the overall environmental harmony of the Town in the belief that new styles and building technologies can be appropriate for the town as long as they are not harshly discordant with the existing forms.

When preparing plans for DRB review, applicants should be cognizant of the interrelationships among buildings in the area. More than a separate structure, each building becomes part of the built environment. A design professional can aid in proposing a building design that successfully fits into the existing built as well as natural environments. This is particularly true regarding renovations involving substantial façade redesign and new or large construction projects.

#### **B. Policy**

It is the policy of the DRB that the proposed building and site architecture establish a balanced relationship between prominent natural land features, prevailing vegetation patterns, and adjacent land use development with regard to organization, visibility, and character.

The design of proposed new construction in East Hampton should acknowledge and respect the surrounding existing patterns of development by complimenting and strengthening them. Proposed buildings shall be visually related to their surroundings with respect to:

- Open space and landscapes
- Neighboring architectural styles
- Spacing of buildings or signage

- Height/Scale
- Roof Pitch/Slopes
- Rhythm of solids and voids
- Fenestration
- Street façade
- Materials, texture, and color

### C. Recommendations

- (1) Use prominent site features (e.g. topography, rock, mature vegetation, water, etc.) to organize the architectural composition.
- (2) Establish a balanced proportional relationship between the building (mass and scale) and the site (terrain, landscape, views).
- (3) Design primary building orientation (horizontal or vertical) to flow from related landforms.
- (4) Design the main building entrance to be clearly visible and identifiable from the primary vantage points or public right-of-way.
- (5) Provide a logical and visually appealing approach to the entrance.
- (6) Orient the building consistent with energy conservation principles (Southern exposures).
- (7) Respect prevailing established building setbacks at both front and side yards.
- (8) Relate the scale of the proposed design directly to the surrounding neighborhood; a study model should be submitted for major construction or redesign projects to demonstrate the relationships and scale of the building to the environment.;
- (9) Use architectural styles compatible with the character of the town and/or surrounding structures;
- (10) Choose materials with regard for adjacent buildings and the character of the surrounding neighborhood. It is generally more desirable to use a minimal of differing materials to avoid overcomplicating the visual impact;
- (11) Include coordinated signage in new construction and facade renovation/redesign plans;

- (12) Develop signage graphics to compliment surrounding established signage patterns.
- (13) Wayfinding signage in the public rights of way shall be consistent with existing streetscape signage.
- (14) Avoid cluttering of roof lines with excessive and differing angles/pitches.
- (15) Screen mechanical equipment, including metal chimneys, at grade, attached to, or on the roof of a building from view by using integrated design elements and techniques versus applied barriers;
- (16) Integrate all elevator penthouses (including renovations) into the new or existing building design (versus creating a screened barrier) by using materials, placement, roof shape/ form, or other means to enhance the design;
- (17) Consider and incorporate solar control devices (awnings, overhangs, special glazing, interior devices and/or landscaping features, etc.) for south facing commercial facades;
- (18) Use open space and landscaping to enhance the site and building design and to strengthen or buffer the visual relationship with surrounding areas;
- (19) Maintain consistency of design elements throughout multi-building projects;
- (20) Minimize exposed concrete foundation walls.

## **2.2. Historic Resources/Heritage**

### **A. Intent**

It is the intent of the DRB to preserve aspects of the existing cultural expression of the Town by ensuring that new construction and substantial renovation projects are in harmony with traditional, significant or historic uses and structures. When appropriate, the DRB will consult with; gather information from, and request opinions of the Historic District Commission and/or town historians regarding specific structures or groups of structures.

### **B. Policy**

Removal or disruption of historic, traditional or significant uses, structures and/or architectural elements should be minimized insofar as practicable, whether these exist on the site or on adjacent properties.

The covering or removal of original facade elements (columns, pilasters, fenestration (windows), arches, lintels, and decorative elements) is generally discouraged. Proposals for a facade renovation or new building construction that use a particular historical style should utilize accurate elements of that style. The proposed design

of any construction project should complement and not detract from any existing historical buildings or sites.

### C. Recommendations

- (1) Treat resources in a manner consistent with the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties.
- (2) Preserve and/or enhance natural views and features of historical importance.
- (3) Incorporate historic cultural landmarks (e.g. houses, commercial buildings, old stone walls, barns or sheds, fences, tree stands on open space edges, etc.) into new development.
- (4) Preserve and reinforce historic scale, massing, and proportion where applicable.
- (5) Incorporate architectural elements of existing significant buildings into the design of additions or renovations;
- (6) Do not conceal significant architectural elements by signage, facade alterations, or by any other means;
- (7) Convert significant or historic structures to other uses with sensitivity to the structure, with as little deviation as possible from the design intent of the original building;
- (8) Conceal all mechanical equipment on roofs (including metal chimneys) and at grade. The screening device or design should integrate into the overall building or site design so as not to detract from the buildings significant architectural elements or the streetscape;
- (9) Minimize the impact of new construction on existing significant structures through the use of building placement, design, landscaping, etc.

## **2.3. Form and Space**

### A. Intent

It is the intent of the DRB to ensure that renovation, new construction and development is in harmony with the existing general style and community character of the Town.

### B. Policy

The building forms and surrounding spaces should reflect and enhance continuity and general community character.

## C. Recommendations

- (1) Design to create appealing and proportional outdoor spatial relationships between buildings, open space, and setbacks on adjacent sites;
- (2) Maintain lot and block patterns (lot sizes, dimensions and shapes; yard setbacks; dwelling setback variations; building sizes and character; distribution of open space on lots) with adjacent building forms for visual continuity;
- (3) Create variety using building clustering, surface recesses, projections, open space breaks, etc.;
- (4) Honor local historic detailing with simple roof forms and shapes;
- (5) Design to avoid long, large, unarticulated structures which are uninviting and do not contribute to the streetscape;
- (6) Use large open spaces to provide strong, clear boundaries between different land uses or different neighborhood densities;
- (7) Establish visual and functional focal points (e.g. “town green”, landmark structure, public park, etc.) for all large developments.

## 2.4. Scale, Massing and Proportion

### A. Intent

The visual impact of a building depends not only on its size, but on its proportions and detailing: the relationship between its length, width and height; and architectural design elements.

### B. Policy

Building mass should be divided into smaller elements, consistent with the proportions of the architectural style selected and of surrounding structures. Architectural design elements such as entryways, fenestration (windows), color, materials, landscaping, etc. should be consistent with its contextual setting.

### C. Recommendations

- (1) Balance the visual relationships of building bulk and size with its site, including when viewed from a distant vantage point;
- (2) Break larger building volumes into smaller forms to lessen the total building mass and to provide continuity with nearby patterns. Smaller forms could include projections (e.g. overhangs, awnings, etc.) or recesses (e.g. windows) on smaller buildings, or stepping back upper levels on larger buildings;

- (3) Maintain proportions between building height, length and width consistent with prevailing architectural standards;
- (4) Avoid distortion or exaggeration;
- (5) Create architectural variety through compatibility with surrounding structures and simplicity of design;
- (6) Incorporate architectural features and patterns into the building elevations that include a pedestrian scale; for example, a portico at the entrance location of a multistoried building or a landscaped area specifically for sitting;
- (7) Provide handicapped access to buildings in accordance with all Federal, State and Town regulations.

## **2.5. Rooflines, Facades and Entrances**

### **A. Intent**

Design facades to provide a visual effect that is consistent with the community's character and scale.

### **B. Policy**

The rooflines should be simple, functional and reflective of the surrounding neighborhood as well as the broader community building stock. Facades should be clearly defined and well balanced.

### **C. Recommendations**

- (1) Consider rooflines of adjacent properties in the design to avoid clashes in style and materials. Reference adjacent building roof details (e.g. dormers, fascias, roof pitches, etc.) when applicable;
- (2) Use parapets or variations in rooflines or to reduce the perceived scale of commercial buildings;
- (3) Coordinate roof size, shape, material, color and slope with the scale and style of the building;
- (4) Design all roof elements to coordinate with the size and scale of roofing materials used.
- (5) Include multiple planes to aid in minimizing the perceived mass of buildings with large and or long sloping roofs;
- (6) Establish horizontal continuity by referencing adjacent prominent façade detail elevations and rhythms (e.g. brick coursing, mouldings, fenestration, etc.).



- (7) Design all elevations, including rear and side of a building generally visible from public view or adjacent to residential areas to relate to but not overwhelm the adjacent properties or neighborhood. All generally visible elevations should reflect the overall design, colors and textures used on the front façade.
- (8) Observe historic precedents whenever possible and include architectural detailing consistently throughout the design. Ensure such detailing is compatible with the historical context.
- (9) Include building elements (e.g. protective canopies, stairs, columns, wall or roof projections and recesses, etc.) to human scale at sidewalk level to encourage pedestrian use. Architecture and site design should create an agreeable pedestrian environment that includes weather protection, convenience, and safety features.
- (10) Avoid false detailing (e.g. mansard roofs, partial HVAC screens, truncated roof structures, etc.), which detracts from a building's integrity.
- (11) Accentuate and define individual tenant entrances and include individual legibility;
- (12) Clearly define customer entrance(s) incorporating elements such as:
  - Canopies/ porticos/overhangs;
  - Recesses/projections;
  - Arcades/arches;
  - Raised corniced parapets over the door;
  - Peaked roof forms;
  - Entrance framed by architectural details such as moldings integrated into the building structure; outdoor pedestrian features or enhanced landscaping, such as integral planters or wing walls incorporating landscaped areas, etc.;
  - Enhanced pedestrian surfaces.
- (13) Arrange window patterns with a balanced spacing and deliberate rhythm;

## **2.6. Materials, Color and Surface Texture**

### **A. Intent**

Design buildings with quality materials that are reflective of local style and community character.

### **B. Policy**

Predominant exterior building materials should be of high quality that are durable, functional and whose color and texture relate to the surrounding and adjacent buildings as well as the neighborhood.

## C. Recommendations

- (1) Limit the number of exterior building materials to avoid overcomplicating the visual impact;
- (2) Avoid large or lengthy unarticulated street façades.
- (3) For all buildings at least two of these elements should repeat horizontally. Include several of the elements listed below in buildings with facades greater than 100 feet,:
  - Subdued but contrasting color change;
  - Material change;
  - Change in wall plane such as offsets, reveals, archways, projections or recesses;
- (4) Create visual variety, while aiding in climate control, to otherwise flat facades by creating shadow patterns using architectural elements (e.g. overhangs, trellises, projections, reveals, and awnings).
- (5) Use natural materials in their traditional applications (e.g. wood, stone, brick, glass, metal, etc.) when and where there is either a visual or historic benefit over the use of vinyl or aluminum siding, or an exterior insulation and finish system.
- (6) Achieve design continuity by coordinating all exterior elevations of the building (color, materials, architectural form, and detailing);
- (7) Coordinate building trim and accent areas using differing building materials and/or colors that are compatible with main building materials, colors and design;
- (8) Coordinate color scheme and materials with neighboring buildings, and the town as a whole, to reinforce harmony of the built environment.

## 2.7. Equipment and Service Areas

### A. Intent

Minimize visual clutter of equipment and service areas of all buildings.

### B. Policy

Integrate the design of building equipment, storage and service areas into the site plan and architectural composition to minimize adverse impacts.

## C. Recommendations

- (1) Install new utility service systems underground, and bury all existing above ground services when renovating;
- (2) Conceal views of all roof-mounted equipment (e.g. HVAC, plumbing, exhaust fans, etc.) from the public right-of-way using detailing incorporated into the architectural design as opposed to an applied barrier.
- (3) Screen all ground or concrete pad-mounted equipment (e.g. HVAC, electrical, gas, metering devices, etc.) using evergreen plant materials of different species and size, or architectural detailing complementary to the building.
- (4) Locate accessory buildings/functions (e.g. trash containers, storage sheds, emergency generators, etc.) away from parking areas, walks, and adjacent land use. Screen using evergreen plant materials of different species/size and/or an architectural detailing complementary to the building design;
- (5) Conceal garage doors and loading areas from view from surrounding streets using a variety of evergreen plant materials and/or an architectural enclosure in character with the primary building;
- (6) Protect adjacent residential neighborhoods from noise, traffic, risk of hazards, etc.

## 3. SIGNS AND ADVERTISING DEVICES

### 3.1. Overview

#### A. Intent

Achieve a level of commonality that reflects the character of the neighborhood and town without sacrificing individual expression and design creativity

#### B. Policy

To maximize the effectiveness of signs and building architecture, every sign should be an integral, but noticeable, part of its building, and each building should be complementary to its group of buildings. As a result, the building and its sign become part of an overall image, each supporting the other. A sign on the building should be integrated into the building and not treated as an unrelated object attached to it.

The size, location, design, color, texture, lighting and materials of signs and advertising devices shall be in harmony with significant architectural features of existing and proposed buildings and structures and with surrounding properties.

Signs shall conform to the maximum area, height, number, setback and illumination requirements set forth in the East Hampton Zoning Regulations, Section 22 Outdoor Signs.

### C. Recommendations

- (1) Integrate the sign into the site plan, and ensure that it complements its surroundings.
- (2) Avoid visual competition with other signs in the area.
- (3) Minimize the number of building and directional signs to avoid repetition.
- (4) Avoid markings on the pavement.
- (5) Sign size, placement and method of illumination should be consistent with other signs in the area;
- (6) Signs on the same building or on a series of attached buildings should have consistency of size and expression;
- (7) Signs should be placed on buildings consistent with architectural details and should not conflict with elements such as cornices, arches, lintels, pediments, windows, pilasters, etc;
- (8) The design of lettering, materials and colors should result in good visibility and a clear message;
- (9) Consider mounting signs 1/2" to 1" away from the building's facade wall to cast a shadow, providing depth and visual interest to the sign;
- (10) Signs in most of East Hampton's business areas should be oriented to the pedestrian or slow moving traffic;
- (11) Telephone numbers should not appear on signs.

## 3.2. Relationship to the Site and Architecture

### A. Intent

Signs should reinforce the architectural character of the site and should be in a "small town" scale as not to dominate the landscape.

### B. Policy

The sign design shall conform to the architectural character of the building in terms of historic era, style, location and size.

### C. Recommendations

- (1) Create a sign proportionate to the dimensions of its location. Avoid exaggerated sign surfaces or individual sign letters on building parapets or other designated areas.
- (2) Integrate signage to become a natural part of the building façade.
- (3) Provide building signage that is proportional to the scale of the tenant façade. All building and freestanding signs should be designed to further the design theme of the building and be consistent with any sign package.
- (4) Directly proportion the overall sign area in relation to the setback from the primary vantage point (e.g. a 32 square foot sign viewed at 30 feet would be the equivalent of a 16 square foot sign viewed at 15 feet).
- (5) Avoid repetitious signage information on the same building frontage regardless of the sign area allowed in the zoning regulations.
- (6) Maintain a space (36 inches minimum) between tenants' adjoining wall signs and a space (18 inches minimum) to the vertical edge of the wall.
- (7) Consider parallel hung signage on the façade instead of roof-mounted signage. Where roof signs are the only feasible option, ensure that the bottoms of the letters or sign are mounted closely to the roof and that mounting hardware is not visible from street level or unsightly from any angle.
- (8) Construct freestanding monument signs at a low height whenever site conditions allow for visibility.
- (9) Top heavy, pole mounted freestanding signs subject to DRB approval.
- (10) Use driveway directional signs only for projects where circulation is complex and traffic must proceed through the site along a specific path.
- (11) Design directional signs with similar design elements as the project freestanding signs.

### 3.3. Graphics, Text and Information

#### A. Intent

The purpose of building signage should be for identification and way finding, not to serve as an advertising billboard.,

#### B. Policy

The sign shall identify the business and street number, and avoid advertising.

### C. Recommendations

- (1) Do not use advertising and business slogans. Signs may include brief information describing products sold or services provided.
- (2) Design information to fit properly into the sign location attractively and without visual clutter.
- (3) Avoid use of extremely small letters when the primary vantage is from the street rather than an adjacent sidewalk.
- (4) Use symbols, logos, and illustrations as well as street number for identification.
- (5) Use small-scaled informational signs (e.g. restrooms, elevators, telephones, etc.) that have a uniform appearance, for directing pedestrians.

### **3.4. Materials, Color and Texture**

#### A. Intent

The construction of signs should reinforce the small town character of East Hampton.

#### B. Policy

Materials, color, and texture of the signage shall conform to the architectural character of the building and to the general character of the neighborhood.

#### C. Recommendations

- (1) Use permanent, durable materials (e.g. stone, brick, or wood) on the bases of freestanding signs.
- (2) Use durable, weather-resistant and vandal-proof materials for the sign.
- (3) Avoid extremely bright background colors (e.g. bright red, orange, or yellow) within the Historic District.
- (4) Coordinate sign background, trim, message color, and detail with the architecture it serves.
- (5) Avoid a white or off-white color in a large field of illuminated background.
- (6) Avoid visible raceways and transformers for individual letters.
- (7) Avoid exposed guy wires or supports to stabilize signs.

- (8) Trim or bevel the edges and or radius the corners of flat sheet signs (i.e. plywood) or frame to improve the finished appearance.
- (9) Use a flat or semi-gloss finish on the surface of wood or like materials and avoid a glossy, plastic finish.

### **3.5. Landscaping**

#### A. Intent

Signs should be part of the site landscaping that forms a cohesive and attractive frontage.

#### B. Policy

The sign should be integrated with the ground plane by using complementary plant materials as part of an overall planting plan.

#### C. Recommendations

- (1) Use durable and low maintenance plant materials with year round appeal at the base of freestanding signs.
- (2) Utilize low walls to define specific plant beds when appropriate to the architecture.
- (3) Irrigate planting beds when possible.
- (4) Screen low-level lighting from view with plant materials.
- (5) Locate freestanding signs on low planter walls or design monument signs to incorporate distinctive elements of the architectural style or theme of the development.

### **3.6. Lighting**

#### A. Intent

Signs should not dominate the nighttime landscape or distract from the visual impact of the surrounding properties or streetscape.

#### B. Policy

Sign lighting should be used judiciously and specifically to illuminate useful information and the intensity should be consistent with neighborhood standards.

### C. Recommendations

- (1) Use only back-lit (halo-lit, or reverse pan channel) individual letters on skyline signs located on the upper portions of the building.
- (2) Use only external or back-lit illumination sources when lighting. Unless traditional or architecturally appropriate lighting is determined by the DRB to be more appropriate for the specific building or neighborhood.
- (3) Screen any external spot or flood lighting from view by the passersby.
- (4) Illuminate only the sign surface. Avoid blinding motorists or pedestrians with light spill onto adjacent property.
- (5) Avoid overly bright illumination for signage compared to surrounding lighting level intensities.



## **PART IV. SUBMISSION MATERIALS**

### **1. GENERAL**

The following section describes the materials required for a complete review by the DRB. The applicant should consider a preliminary submission to DRB at an earlier stage of the design process. The intent of a preliminary review is to provide a mechanism for early review of a project while its design is still flexible. It is the policy of the DRB to work with applicants to develop a design that is appropriate for its location and use.

### **2. SUBMISSION MATERIALS**

#### **2.1. Site Plan**

Site plan will be prepared by a licensed Land Surveyor, Professional Engineer, or Architect and will include all information as outlined by Section 28.2 of the East Hampton Zoning Regulations (EHZR) as well as any additional recommendations made by the Design Review Board Guidelines (DRBG).

#### **2.2. Photographs**

Photographs will be color and will include the following:

- (1) Street view (all streets) of the property and surrounding properties showing buildings, parking, loading and landscape area in relationship to the public street and adjoining properties; and
- (2) Views from adjacent and adjoining properties showing location of proposed building or addition.

#### **2.3. Samples**

Reference Part III (Design Criteria), Section 2.6 (Materials, Color and Surface Texture) of the DRBG and include the following:

- (1) Color charts and building material finishes.

#### **2.4. Lighting Plan**

Reference Section 28.2.F of EHZR and Part III (Design Criteria), Section 1.6 (Exterior Site Lighting) and include the following:

- (1) Height;
- (2) Locations;
- (3) Fixture design; and
- (4) Photometric plan, which includes the impact the proposed site lighting will have on adjoining properties, street, sidewalk and public spaces.

## **2.5. Signage Plan**

Reference Section 28.1,F of the EHZR and Part III (Design Criteria), Section 3 (Signs and Advertising Devices) of the DRBG and include the following:

- (1) Drawings of the proposed sign showing area, height, width, colors, illumination and materials;
- (2) Location plan for standing signs showing distances set back from the property lines, streets and buildings
- (3) Facade rendering for wall and window signs showing dimensions, colors and materials of the proposed sign on the building. Dimensions of the facade and distance from the ground elevation to the top of the sign must be included.
- (4) Type
- (5) Materials

## **2.6. Landscaping Plan**

Reference Section 28.1 of the EHZR and Part III (Design Criteria), Section 1 (Site and Landscape Organization) and include the following:

- (1) Detailed plans of the proposed landscaping showing plantings and other landscaping features; and
- (2) Planting schedule identifying type, size and quantity of each plant type.

## **3. SUBMISSION MATERIAL CHECKLIST**

**3.1. Site Plan (7 copies)**

**3.2. Photographs (2 copies)**

**3.3. Samples of Building Materials and Colors (1 set)**

**3.4. Lighting Plan (2 copies)**

**3.5. Signs Plan (2 copies)**

**3.6. Landscaping Plan (2 copies)**