Village of Scotia, New York

Design Guidelines

For the Central Business District

Prepared by the Village Planning Board
Adopted by Board of Trustees November 2000
(Updated January 2006 & February 2018)

The map above shows the Village of Scotia Central Business District. Please note that the map below is provided for reference only. The official zoning map of the Village of Scotia should be reviewed to determine the properties the law applies to.

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DESIGN GUIDELINES FOR THE VILLAGE OF SCOTIA CENTRAL BUSINESS DISTRICT

(adopted by the Village of Scotia Board of Trustees Feb 2018)

1. Introduction

The Village of Scotia has been, and is known as, a community of fine homes and quality family life since its incorporation in 1904. This rich history has provided good consumers to support many local businesses that have blended nicely into our community. As the local population expanded into the Town of Glenville, the importance of a vibrant Scotia downtown has become even more important to the Village. To assure the continuation of this natural blend and to maintain the value of property, both commercial and residential, it shall be the law of the Village of Scotia that any development, redevelopment, or rehabilitation of any structure within the central business district (CBD) that these guidelines be followed and adhered to.

2. Purpose and Intent

The guidelines contained in this document are intended to provide a basis for property owners, developers, planning staff and Planning Board members in addressing various retail and commercial use site development issues within the CBD. The guidelines provide design criteria and development approaches that will help the Village and developers consider issues of site organization, architecture, parking, site design, pedestrian circulation, and signs. The guidelines are to be used in combination with all existing Village ordinances, especially site plan review and the sign ordinance. The purpose of these design guidelines is to:

- Clarify and define design objectives pursuant to the Village's 1931 master plan amended in July 2000
- Reduce delays and confusion that developers may encounter during the design phase of proposed projects
- Maintain or improve the visual attractiveness of the CBD
- Encourage innovation and quality in architectural and site design
- Minimize land use conflicts
- Establish a clear and consistent method for analyzing projects; and, stimulate dialogue among decision makers, the Planning Board, the development community, and Village residents, focusing on the issues involved in achieving, quality design.

These design guidelines provide basic information, but do not attempt to address all of the design issues relevant to a proposed residential or commercial use site plan within the CBD. The guidelines must, however, present a clear understanding of critical issues that the developer must address and review boards will consider in the design process for new or re-development in the Village of Scotia central business district.

The guidelines are not intended to restrict imagination, innovation, or variety, but rather to assist in focusing on design principles that can produce creative solutions that will develop a satisfactory visual appearance within the Village of Scotia.

The interpretation of the design guidelines remains the responsibility of the Village of Scotia and its governing bodies.

3. The Village of Scotia Central Business District

a. The CBD Defined

The CBD is the primary east-west transportation route within the Village of Scotia, New York. The visual appearance and physical organization of the CBD presents those visiting the Village with their initial impression of the community. It is, therefore, the prime indicator of the community's economic stability, health, and pride. Existing conditions and land use types vary greatly along the CBD, and in many cases are a mix of commercial, service, and residential uses.

b. CBD Sub-districts

Two sub-districts are found within the CBD. They are generally defined by the primary land use in the area, relationship of buildings to the road edge, on-site parking, sidewalk relationship to the roadway, and existing landscaping. Sub-district "A" is loosely defined as the area between Rt. 50 and the western end of the CBD on the north side of Mohawk Avenue and the intersection of Collins Street at Mohawk Avenue to the western end of the CBD on the south side of Mohawk Avenue. Sub-district "B" is the area known as the entrance to the Village extending from the Western Gateway Bridge to Collins Street intersection on the south side of Mohawk Avenue and to Rt. 50 on the north side of Mohawk Avenue. Maps in the amended master plan are provided to define the general extents of each sub-district:

Sub-District A Characteristics:

- Traditional downtown district where a building may have a mixed use of commercial and residential occupancy;
- Minimal building setback from the roadway;
- Medium-sized building footprint and property;
- Parking is not integral to the building site. It is generally available in a public lot or to the side/rear of the building, almost never in front of the building;
- Sidewalks extend to the curb edge. No buffer exists between automobiles and pedestrians;
- There is minimal landscaping except for street tree plantings at the curb edge.

	
Traditional downtown buildings with large frontage, and apartments on the second and/or third floors can be made attractive with the addition of new sidewalks, planters and other amenities	This building has interesting building character and apartments on the second floor allowing people to live downtown.

Sub-District B Characteristics:

- Buildings setback from the roadway
- Small to medium-sized building footprint, large property area
- Parking is integral to the building site. It is generally located to the side/rear of the building and sometimes in front of the building
- Sidewalks extend to the curb edge. There is a minimal buffer between automobiles and pedestrians
- There is some landscaping present around parking areas, but limited street tree plantings

Examples of buildings in Sub-District B. Buildings setback from road with small/no sidewalks. Such building design and site utilization are to be avoided.

This building is the newest structure in Sub-District B and is well suited to the area. The building is pedestrian friendly being in the front of the lot with a sidewalk. The large building is split into multiple retail spaces on the first floor with office space above.

4. Performance Goals

The CBD corridor is the primary transportation route through the Village of Scotia. Any amount of development can greatly enhance its character and provide a powerful visual identity for the village and the surrounding region. On the other hand, development can significantly detract from the character, inhibit views, and create a negative visual impression for travelers to, and through, the Village. Any new development must be undertaken in such a manner that it be of a character that is in keeping with the traditional character of the village, and supports its objectives of economic growth and community pride. It is the responsibility of the applicant to show compliance with each requirement of these guidelines. This may be done by producing a photo essay of existing structures and explaining how the applicant's modifications will meet the goal of maintaining the traditional downtown look. Economic considerations alone will not be considered as a reason not to comply with these guidelines.

- Renovation of Existing Buildings: Creative improvements to existing buildings can enhance the vitality of a project in the CBD. Consideration must be given to the addition of appropriate windows and entry architectural elements, construction of second floors, provision of additional entrances in side and back of buildings. Building improvements must be coordinated with site improvements such as walkways and plantings in streetscape and parking lots. Materials used for renovating existing structures must be consistent with the materials used when the structure was originally built. Original details must be preserved and restored whenever possible.
- New Buildings: The design of new buildings must reflect the historic architecture of the village in terms of scale, massing, roof shape, gable orientation, window size, shape, and spacing, and exterior materials. New building design must creatively reflect these concepts, while not necessarily replicating them. Special attention must be paid to adjacent buildings and the context of the project site with its surroundings. Commercial structures must be oriented to the sidewalk, pedestrians and the street.

	Facade restoration in the CBD area does not necessarily have to be costly. This example is typical of many buildings in the village where simple improvements with awnings and facade enhanced the streetscape in the downtown area while maintaining the building character.

Rather than accepting "prototype" building designs such as the one shown in this photo, the Village Architectural Review process will focus on architecture in keeping with existing and historic building design. The per-2017 CVS building stood out as not consistent with the character of Scotia. The 'large grey box' was not appropriate for the Village of Scotia.

Shown above is older CVS building (demolished in 2017/18). The newer CVS building (to be complete 2017/18), shown below, is much better suited to the character of Scotia. The offset brick color and broken roof lines make it appear as 3 smaller buildings instead of 1 large grey building.

5. Site Organization

Proposed land development, redevelopment, or rehabilitation within the CBD must address the opportunities and limitations present on-site and that of adjacent surroundings. Site opportunities must be maximized to enhance the quality of the site, and conscientious steps must be taken to lessen potential negative impacts on the site, CBD, and surrounding community. The impacts of proposed changes on adjacent properties must be considered during all phases of site planning.

When new or redevelopment is proposed, a comprehensive site analysis may be required to be completed to address existing conditions and all potential impacts of the development and a land use plan may be required to be prepared, and approved, prior to any land clearing and subsequent development.

Application for project approval in accordance with the Village of Scotia Design Guidelines shall be made to the Village Planning Board using forms supplied by the Village. Applications shall include reasonably sufficient information for the Planning Board to make findings as part of the site plan review procedure of the Village. In determining the specific content of these different requirements for varying types of projects with varying levels of complexity, the Planning Board way require that the following information be submitted as part of the project site plan application:

- An introductory narrative describing how the project complies with the design guidelines and the Central Business District Master Plan.
- Architectural elevations of the proposed building in its completed state, prepared by a licensed architect, are preferred. Elevations must include detailed information relating to exterior color, windows, building materials, exterior finish, grade and qualify of material to be used, entryways, exterior lighting, signage, and building roof line.
- A site plan must include an illustration (or plan view) of buildings and/or structures and their relationship to property boundaries, landscaped areas including size, types, and amounts of plantings to be included in the project, the relationship of entry ways and to sidewalks, pedestrian pathways, and associated parking areas, the design and configuration of on-site parking (if applicable).
- A narrative explanation of how the design of the proposed buildings and/or structures complements and is consistent with architecture of existing buildings and structures in the area of the proposed project. Such an explanation may include a "photographic essay" which includes photographs of neighboring buildings and structures and a narrative description of the notable architectural elements found and how these elements have been incorporated into the design of the proposed project.

6. Site Design

The physical layout and articulation of new or re-development is integral to its success or failure as a vital component of the CBD.

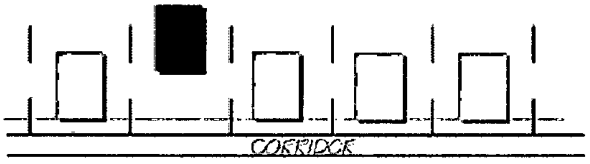
a. Building Setbacks

Consistent setbacks from the street to neighboring properties are strongly encouraged in the CBD. New buildings within the CBD must be visually consistent with surrounding buildings and conform to the dominant setback. Infill development must blend with existing conditions and attempt to match the prevailing CBD character.

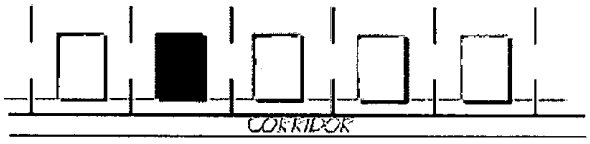
When buildings are built to the back side of the sidewalk, the- continuous building line creates a strong visual edge that defines the public space and contributes to the CBD's traditional character.

Where nonresidential uses are adjacent to residential uses, the specific siting of the nonresidential building must be responsive to the character and use of surrounding residential properties. Buffer plantings must be established to lessen the impacts of adjacent land uses and to create a transition between buildings of contrasting scales.

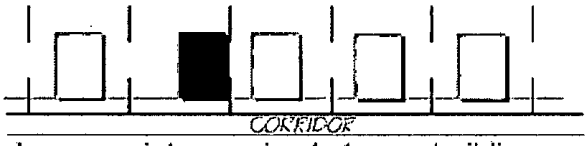
All buildings must be oriented toward the public right of way.



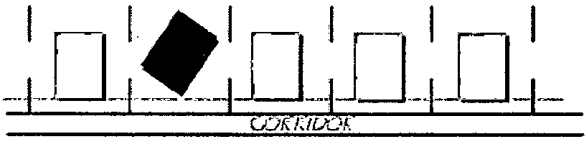
Inappropriate setback.



Appropriate setback, spacing, and alignment for an infill building development.



Inappropriate spacing between buildings.



Inappropriate building alignment.

b. Massing and Open Space

Large buildings, over fifty (50) feet of frontage, new or remodeled, must blend into the village streetscape by designing breaks in the building mass and roof lines or by including appropriate architectural detail. Ample window and door openings must be utilized for facades facing the public realm.

The ratio of building footprint to lot area shall be determined by the Planning Board to allow for the proper development of a particular lot when the use of the building is considered with respect to all other aspects of the project. Where conflicts exist between existing zoning and appropriate planning, the Planning Board may require the applicant to apply to the Zoning Board for a variance.

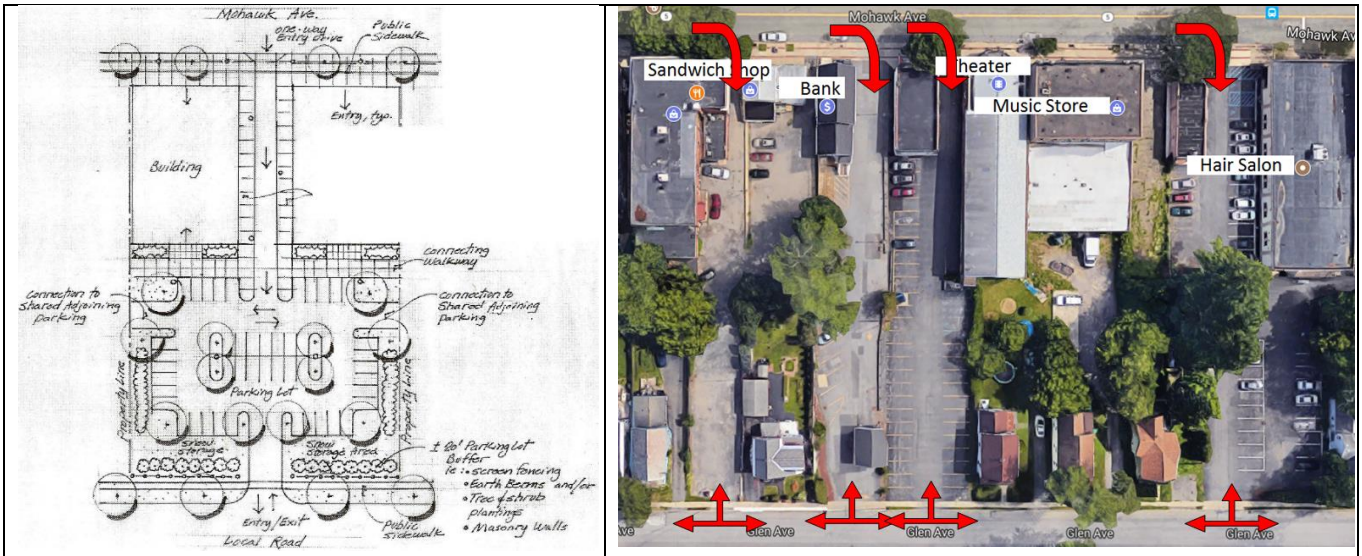
Shown are 2 of the largest building in CBD. Note the effective use of wall breaks and varying rooflines to break up the spacing.

c. Service Areas

Delivery areas must be in the rear of buildings and delivery trucks must not block or use parking areas so as to avoid danger to pedestrians and customers. All trash and delivery areas, plus utility areas for electrical and gas service, plus any HVAC units must be shielded from the public view and in no case can they be in front of a building. Proper shielding may include: coated or mesh chain link fence when not in view of residential neighbors, stockade and louvered type fencing properly painted or stained, shrubbery which is sufficient to cover the offending view, solid walls properly covered with trees and other live plants.

d. Parking

Parking requirements shall be determined by the Village Code in conjunction with the developer or property owner based upon available parking in the surrounding area. Street parking proximity may be used by the Planning Board when determining required parking for a site review. The developer may be required to purchase additional lot area to meet requirements that parking be located at the rear of a site. Also applicants may be required to apply to the zoning board for variances which allow for following these guidelines. Parking must be subservient to the building and pedestrian system. Front parking lots are not allowed in the CBD. It must be behind, or occasionally alongside of commercial structures to visually screen it from the road, and to create a more interesting streetscape. Smallest possible parking areas are preferred. Creating additional side or back entrances to buildings will render side and back parking lots more attractive and useful to customers. Parking should be one-way in from Mohawk Avenue and have an exit on the next parallel street. This may require the developer to purchase additional property along the adjacent street.



Conceptual and physical example of properties with building set to Mohawk Ave with parking behind building.

It is preferable to place off-street parking behind structures and away from the roadway. When parking lots must front a public right-of-way, extensive screening is required. Landscaping is an effective way to screen parking and paved surfaces from view and to soften the appearance of parking areas.

e. Off Street Parking

Parking within the CBD is limited to mostly private business parking areas and on street parking. As the CBD is developed, the design and location of off-street parking lots must be such that conflicts between motorists and pedestrians are avoided, while visual attractiveness within and around the site is maintained. All parking areas must be sited to the rear, or the side of the proposed structure and a mature planting buffer must be established adjacent to the public right of way.

Combined Village/Church parking lot in the middle of CBD

f. On Street Parking

On-street parking helps to slow traffic, reduces the need for parking lots, and offers convenient access to businesses. It encourages pedestrian use of the CBD by dispersing parking and creating a safety buffer between the sidewalk and the street. Where on street parking does exist, it must be retained. On-street parking may count toward the parking requirement for developers where practical. On-street parking is restricted in some areas along CBD where necessary (bus stop, wide turns, etc).

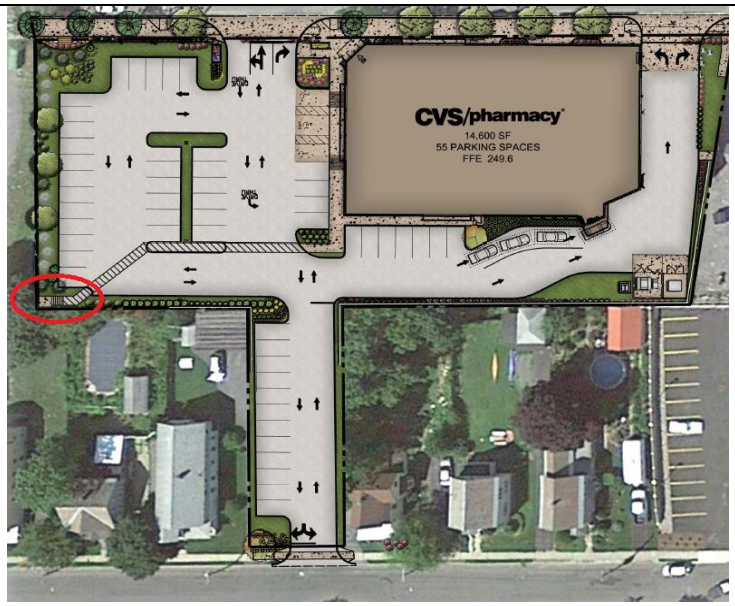
g. Joint and Cross Access

Where possible in the CBD, cross-access between properties and parking lots must be provided. While individual driveways may be desired, shared access driveways minimize disruption of highway traffic flow, reduce potential points of conflict between through and turning traffic, and facilitate the control and separation of vehicles and pedestrian movement.

The village also encourages individual developers to design a site layout which facilitates future joint access in anticipation of future adjacent development. For example, commercial driveways must be located along a side yard property line rather than at the center of the front yard property line.

Adjacent commercial areas are encouraged to share parking areas and provide connections between them. Reducing the number of curb-cuts required will reduce congestion, add on street parking spaces and make safer sidewalks. This will also increase the potential for enhanced business activity by facilitating access among adjacent businesses.

Good example of shared parking area in CBD. Multiple business share a common parking area.



Where vehicular cross-access is not practical a pedestrian cross-access may be utilized. This helps encourage customers to walk between businesses instead of driving a car to a neighboring parking lot which produces unnecessary traffic.

h. Parking Area Lighting

Property owners and developers must provide adequate exterior lighting within parking areas.

Emphasis must be placed on appropriate lighting at parking lot entrances, exits and barriers. Lighting must be positioned to minimize glare and illumination beyond the development. Lighting supports must not exceed 16 feet in height.

i. Parking Area Landscaping

Landscaping of parking areas that will provide visual relief, shade and buffer adjoining areas is required. Attention must be paid to three-dimensional aspects of the view of open spaces. Trees, shrubs, flowers, and ground cover must be used appropriately. Large parking areas must be divided into smaller units using landscaping or other techniques. Planting islands must be large enough to support trees as they mature.

Good example of a well landscaped parking area. The 20ftx20ft 'pocket park' in the top left helps divide the large parking area with neighbor's parking lot. The interior lot is divided with a landscaped median.

j. Renewable Energy Sources

In an effort to help comply with the *2015 New York State Energy Plan*, incorporating renewable energy sources into the site plan is recommended. One of the commitments of the 2015 NY State Energy Plan is a commitment to have 50% of energy produced from renewable sources by 2030. Use of renewable energy resources in the CBD will help New York meet this goal. Where practical, a business should utilize renewable energy resources.

Many times, solar panels can be incorporated without detriment to the architecture nature of a building. Additional permits and inspections are required, contact the building inspector. Other forms of renewable energy are allowed, but may be difficult given the nature of the CBD.

k. Electric Vehicle Charging Station

Additionally, the *2015 New York Energy Plan* provides a target for reducing Greenhouse Gas emissions. To support this plan, incorporating electric car changing stations is recommended in the CBD. Businesses with more than 25 spaces are strongly encouraged to provide electric car chargers. The owner can decide to provide 'free' or 'pay' chargers. 'Free' chargers can encourage customers to a business and 'pay' chargers can be an additional revenue source.

Charging stations should be at least Level 2 chargers with the standard J1772 connector. A charge rate of at least 230V, 30A is recommended. Parking spaces with chargers should be farther from the entrance and clearly marked to discourage non-electric cars from blocking the space. Chargers and electrical cables should be protected by curbs, bollards or other structural features to prevent damage from vehicles. Charges can be wall mounted or on pedestal mounted, below are examples.

Wall-mounted charger: Note that electrical panels are protected by the yellow part. Signs indicated Electric Vehicle Charging Only.

Pedestal-mount charger: Note the parking spaces are clearly marked with green paint and signs. The chargers are protected with a curb and curb stop. Bollards could be installed for additional protection.

7. Architecture

New or redevelopment architecture must relate to the surrounding environment with regard to texture, scale, massing, proportion, and color. A strong visual relationship between the building, the site, and adjacent development is vital for overall design compatibility. The exterior appearances of a building must complement the character of the Village of Scotia. Buildings must reflect the rhythm and patterns of traditional building facades found elsewhere in the CBD. While development does not need to copy existing styles, it should be compatible with existing buildings in the CBD. Designs must maintain the pattern of building elements such as doors and windows.

a. Architectural Form

Architectural standards must be applied consistently throughout the CBD. Emphasis must be placed on creating an interesting visual impression, particularly from public rights-of-way and adjacent lands. The use of different textures, complementary colors, shadow lines, detailing, and contrasting shapes to create an appealing facade is strongly encouraged. The use of single colors and/or blank walls is discouraged. All proposed buildings or structures within the CBD must be designed and constructed with sensitivity toward existing community character. This includes:

- Maintaining existing proportional relationship between buildings, open space, and building setbacks;
- Use of darker shades and earth tones on building elements that are intended to be muted such as wide expanses of long, unbroken exterior walls;
- Use of lighter shades and softer tones on building elements that are intended to be noticed and highlighted such as ornamental window frames;
- Retaining architectural form and strengthening the character of the CBD;
- Designing buildings to achieve a human scale and interest;
- Buildings or their architecture treatments must not be so garish in line, color, or effect to constitute being a sign in and of themselves;
- Avoid large expanses of blank wall with no window breaks or facade breaks.

b. Building Height

New buildings in the CBD should be at least two and can be up to three stories. The first-floor level of a building must be at sidewalk grade. Two story mixed-use buildings are encouraged. Single story commercial building, typical of newer construction, often do not blend or match existing architecture styles that are a prevailing character of the CBD.

The building's first floor should be devoted to retail space. Second and third floors may be devoted to office space or residential apartment units provided village and state codes are followed.

<table>
<tr>
<td>  </td>
<td rowspan="2">The scale of new or remodeling development must not overpower neighboring buildings. Through the use of variations in building height, roof line and grade definition, the perceived height of the building or project can be effectively reduced. Landscaping need not be limited to small plantings but can also consist of larger trees as can be seen between the buildings

Buildings shall be considered in terms of their relationship to the height and massing of adjacent buildings, as well as in relation to the human scale as shown in this illustration. This large 3-story building is far enough from smaller buildings to be appropriate

The lower left image shows an example of inappropriate scale and character as compared to neighbors and should be avoided</td>
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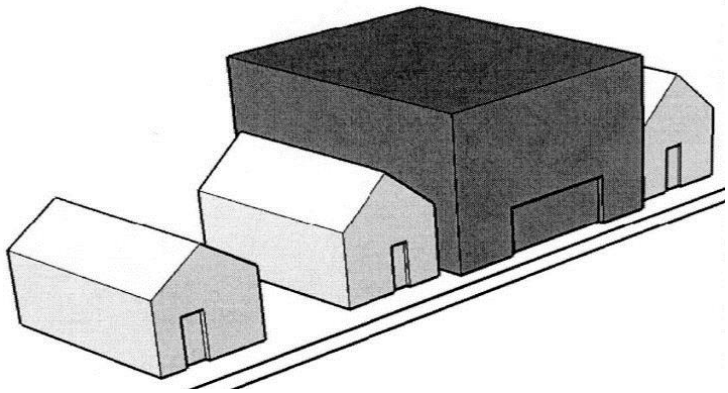
<td>  </td>
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c. Building Shape

Buildings must be sized and shaped to take full advantage of the building site, keeping in mind parking, service areas, and pedestrian traffic. When existing zoning conflicts with good planning, a variance to exceed area coverage (or set back) may be required from the Zoning Board.

d. Facade

All elevations of a building that are visible from a public right of way shall be considered public facades for purposes of these guidelines. These facades will be more carefully scrutinized than other facades of buildings. Facade pattern, or rhythm, relates to the arrangement of facade elements, such as windows and doors, in a recognizable and consistent pattern. Consistent spacing of windows along a building wall is one example.

When there are adjacent structures, the facade must be in keeping with the rhythm of the adjacent structures. It is suggested that the pattern be kept simple so that it is easily understandable by the observer. Within the pattern, however, interesting details can be added to further enrich the design. Detail

can be added to highlight the main entrance to a building that is within the important sight line of the pedestrian, bicyclist, and automobile.

The first floor of a building should have a minimum of 30% transparency and a maximum of 60% transparency which includes windows and doors. For purposes of measuring the percentages, muntin and sash will be included, but not casings. The glazing should be 100% transparent, false windows are strongly discouraged. Second and third floors should have a minimum of 15% transparency. The windows and doors should be evenly distributed along the facade as to avoid large areas of solid walls. Windows should be proportioned so that the height shall be equal to or greater than the width.

Re-Development of buildings will not be subject to these requirements but existing windows and doors must not be filled in or covered up because of the re-development. Raw aluminum must not be used for framing storefront windows. The use of security bars on windows and doors is not permitted.

The old large arced windows and prominent door add to the character of this building.

This property was originally intended to be removed to construct a new one. Instead, extensive renovations were made to the building so it would blend in with the existing streetscape.

Keeping features like the large front windows of this building maintain the Village character.

Attention to the use of doors to add character to a building.

e. Materials and Colors

Materials and color are two important aspects of building design which help convey a business image. Even though color selection is the owner's choice, the color scheme must be compatible with neighboring buildings and must set a standard of quality. "Loud" colors used to attract attention are inappropriate. Color selection shall be determined by building elements. Generally, building elements which are large in scale or mass, shall be muted and consist of darker earth tones which do not draw attention. Correspondingly, interesting building elements, such as historically significant soffit and fascia details may consist of lighter shades and brighter tones that attract visual attention. Color schemes shall be complementary and not contrasting.

The quality of exterior materials must be sufficiently durable to guarantee low maintenance, stability, and a reasonable life span. These materials include common red brick, special masonry units, natural stone and painted wood. Undesired facade materials include beige brick, plain or colored concrete block, vinyl siding, metal siding and imitation stone. Cultured stone is a good alternative to "real" stone. Property owners and developers must avoid using rough sawn material such as wood paneling used to simulate a false historic or rustic look. Exterior insulation finishing system (EIFS) may be a good choice to meet continuous insulation requirements of Building Code. It can be shaped to provide architectural character of the building. Trim must consist of finished grade painted or stained wood rather than bare, lumber grade, wood. Painting of existing brick is not appropriate.

Visible roof forms must be flat, gable, hip (pyramidal), or a combination thereof. Mansard roofs must be avoided except as a true mansard roof where the top floor is occupied. Roofs visible from the public right of way must be copper, slate, coated metal, or dark colored asphalt/fiberglass shingles.

Rooftop mechanical equipment and elevator shafts shall not be visible from the public right of way. If completely unavoidable they shall be screened using architecturally compatible materials.

f. Awnings

Awnings can be a decorative and integral part of building design and can provide customers and pedestrians relief from weather. Awnings may be retractable or fixed but may not have support poles that extend down to the public right of way. An awning must compliment a building's architecture, not conceal it. Canvas is the preferred material, although other waterproofed fabrics may be used; metal, aluminum or plastic composites are prohibited. No sign may be hung from the awning. Minimal awning signage is allowed and must be located on the valence. The lowest part of the awning must be a minimum of seven (7) feet above the sidewalk. Appropriate lighting under the awning must be considered to provide a safe and secure feeling during the evening hours.

This picture shows awning and their relationship to the building. No significant architectural amenities can be covered by the awning. No signs may hang from the awning or awning structure.

g. Canopies

Traditional roll down cloth awnings are preferred however, the use of canopies may also be used to complement a building facade. All canopies must meet specific measurements (see illustration below). Loud colors are prohibited. Solid colors only are allowed. Canopies cannot be back lit.

Any lighting must be directed downward to the public right of way. A business name, building name or street number can be placed on the face of a canopy as on an awning. No sign may hang down from the canopy or any part thereof.

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<tr>
<td>This canopy is <u>unacceptable</u> for several reasons. The canopy is not of one color and the 3 foot maximum height of the canopy is exceeded. Also, the blandness of the building above the awning should have been addressed upon installation of the canopy</td>
<td>Canopy replaced in 2016 is much more appealing and <u>acceptable</u>.</td>
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<tr>
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<td>This canopy is unacceptable due to its bright color and is backlight both of which are prohibited. The preferred treatment would be a darker color canopy that would show less dirt pickup and better conformance to the existing streetscape.</td>
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h. Lighting

Site lighting must provide security and visual interest while not projecting adverse glares onto adjacent properties. On-site lighting must reflect the character of the village and be located to avoid harsh glares which may distract motorists line of sight. Pedestrian level lighting must be on fixtures that do not exceed 16 feet in height. Street poles characterizing the historic nature of Scotia have been selected and must be used during all development and redevelopment. No flashing or blinking lights are allowed on buildings, in parking lots or in public rights of way. To blend with the streetscape lighting and provide consistency,

site lighting temperature should be 4000-5000K in color.

8. Landscape Plan

Landscaping adds visual interest, seasonal variety, and a softer texture to development. Well maintained landscaping throughout the CBD improves the perception of the community's economic health, stability, and community pride to visitors doing business in the Village of Scotia, or traveling through. The use of rain gardens (aka bioswales) is recommended to reduce impact on the storm sewer system, see section 8.g for details.

A landscape plan is an important component of any site within the CBD. Developers must provide adequate landscaping to screen negative views, and to provide an amenity to the new development. The plans must locate all existing vegetation to remain and the location, species, and size of all new stock. Sufficiently diverse plant types must always be used to guard against disease, and insure against visual monotony. See section H-6 for recommend plant species. All plantings must be properly maintained year-round by the building owner.

Open parking lots with more than ten spaces must contain at least 10 percent of the interior area of the parking facility landscaped. This must not include perimeter planting provided for beautification and/or screening requirements.

Good example of appropriate Landscaping plan - note the perimeter and interior landscaping. The 20x20ft ‘pocket park’ in top left (along Mohawk Ave) visually break up the large parking area against neighbor’s parking with fencing, shrubs, street trees and a sitting area.

To be effective, landscaping provisions must be specific about the results to be achieved (e.g., "a continuous, unbroken, year-round visual screen within three years of planting"). Alternatives to landscaping, such as walls or opaque fences may also be allowed but are not preferred. To ensure that such walls are attractive, combine them with landscaping or other design provisions. Any planting strip must be at least four feet in width.

Below are examples of good landscaped areas with limited space. Note the use and variety of planters in each bed.

a. Preservation of Existing Features

Mature tree stock takes years to reestablish once removed from a site and replacement is difficult and expensive. Existing vegetation can provide a sense of permanence and continuity to a new development.

- Existing Vegetation. When developing a site recognize existing vegetation in the design development process. Encourage and include the preservation of mature plant species, hedge rows, and wood lots as a design element in the site landscape plan.

- Tree Protection. When developing a site, make every effort to protect existing tree stock over 8" in diameter. Uncontrolled removal of trees and vegetation may speed up the process of erosion, sedimentation and storm water runoff. Note trees that are to be saved on site plans and outline appropriate measures to protect the tree stock from damage during construction.

b. Buffers

Landscape buffers between dissimilar or conflicting land uses is encouraged within the CBD. Well-designed landscape treatments lessen adverse visual impacts between different types of land uses, reduce noise levels, mitigate effects, from fumes, and increase privacy levels. Landscaped buffers can take a variety of forms including open space separation, buffer plantings of various heights and widths, berms and fences. When residential uses are adjacent to highway or commercial uses, they must be separated by a buffer edge which protects residential activities while providing pleasant visual experiences when viewed from the public right-of-way.

Generally, buffer and highway plantings must include a variety of local species and have low maintenance requirements. Their appearance must be natural, and clustering is preferred over planting in rows.

c. Site Balances

The amount and scale of on-site landscaping must effectively correspond with the proposed land use. Specific types of development may require more landscaping if the proposed use is not compatible with adjacent land uses or is within an important view shed.

Inappropriate Site Balance	Appropriate Site Balance
	

d. Street Trees

Street trees must be used to enhance the CBD throughout its entire length. Consistently spaced street trees create a visually harmonious edge to the roadway, provide summer shade and reduce heat buildup within asphalt areas. Trees and shrubs add variety to the streetscape and help distinguish public from private spaces.

	Pruning of trees is the responsibility of the landowner and must be kept high enough to allow for a line of sight for drivers and pedestrians and low enough so as not to interfere with utility wires. Shown is a bad example of overgrown street trees. They hide the building and interfere with utility lines.

e. Maintenance

Design all landscaping within the CBD to facilitate ongoing maintenance. Maintenance of landscaping is the responsibility of the property owner. Where appropriate, low maintenance plants are encouraged. The selection of landscaping materials must be compatible to the Upstate New York climate, soil types, and water availability. To ensure survival and usefulness of new plant materials the following minimum sizes are required for this region:

f. Plant Species Recommendations

Below is a recommended list of appropriate tree/plan species along with acceptable sizes for the CDB. Diversity is important to creating a sustainable streetscape in the CBD. The list below are recommended plant species acceptable for the CBD, other species may be acceptable.

CBD Plant Recommendation		
	Acceptable Species	Not Acceptable Species
Small Tree (under power line)	Acer campestre (Hedge maple) Acer truncatum (Shantung maple) Acer ginnala (Amer Maple) Acer tatarium (Tartarian Maple) Carpinus Caroliana (American Hornbeam) Cercis canadensis (Eastern Red Bud) Crataegus sp. (Hawthorn) Cronus Racemosa (Grey Dogwood) Prunus 'Accolade' (Flowering Cherry) Prunus virginiana 'Canada Red' (Canada Red chokecherry)	Bradford Pear Japanese Tree Lilac
Large Tree (not under power line)	Cercidiphyllum japonicum (Katsura tree) Fraxinus Americana (White Ash) Gingko biloba (Gingko, male) Gleditsia triacanthos var. inermis (Honey Locust) Metasequoia glyptostroboides (Dawn Redwood) Platanus x acerifolia (London Planetree) Tilia cordata (Little-leaf Linden) Tilia x euchlora (Crimean Linden) Ulmus x sp. (Elm Hybrids) Zelkova serrata (Japanese zelkova)	Silver Maple Norway Maple Crimson Maple
Shrub	Northern White Cedar Dwarf Blue Spruce Dwarf Norway Spruce Rockspray Cotoneaster Burning bush	
Flowering/Decorative Plant	Quartz Verbena Blue Lyme Grass Goldenrod Elijah Blue Fescue Azalea Violets Lily	

g. Rain Garden

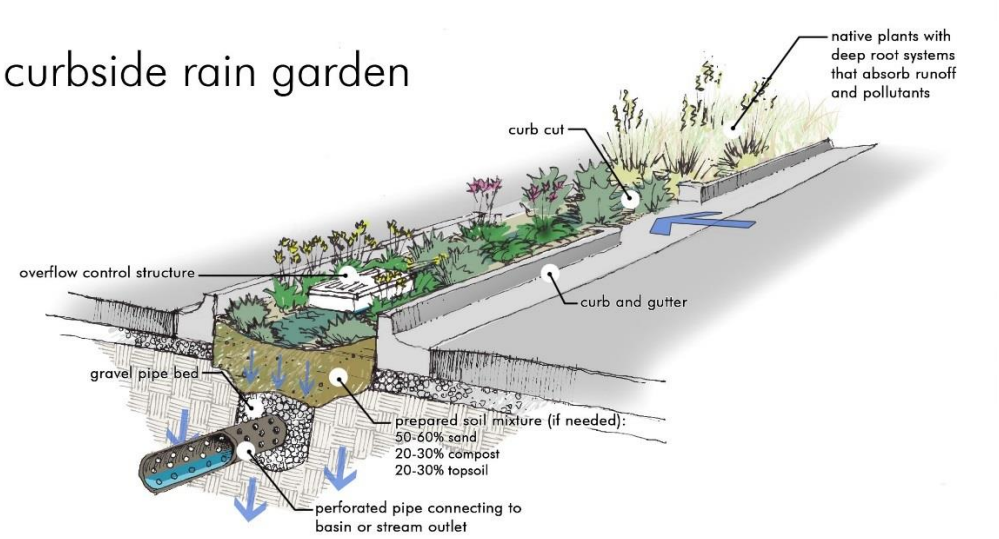
The incorporation of Rain Garden (aka Bioswale or Infiltration Planter) into a site plan is highly recommended. A rain garden is a planted depression that allows rainwater runoff from areas like roofs, driveways, walkways and parking lots the opportunity to be absorbed. This reduces rain runoff by allowing storm-water to soak into the ground instead of flowing into storm drains. Rain gardens help reduce reliance on storm sewers and reduce erosion from runoff. The site-specific soil conditions need to be considered when designing a rain garden. Areas that have low soil percolation may not be suitable for this type of feature. Items like soil drainage, location, pedestrian traffic, etc should be considered. Trip hazards should be avoided.

Below are a few examples of rain gardens that may be appropriate for the CBD.

Depressed Planter: (@ SUNY Syracuse) This rain garden is simply a depressed landscaped area. The walkway is sloped towards the rain garden to allow water to enter it. Note there is no raised curb to allow water to flow into the rain garden.	
Street-side Rain Garden: (Schenectady NY) This type of rain garden is well suited along the road throughout the Scotia CBD. Note the curb cutouts allows rain runoff to enter the slightly recessed rain garden. During a storm, water will flood the rain garden diverting it from the storm sewer. The water will slowly absorb into the ground.	 
Parking Lot Rain Garden: (California) This type of rain garden would be well suited to replace interior landscaped islands for larger parking lots. Note both sides of the parking area slope to the rain garden without a raised curb. Overflow drains divert water to the storm sewer during heavy rain to prevent flooding.	

Credit Photo: http://www.dot.ca.gov	

While a rain garden should be designed for the specific area in mind, they will contain common features. The schematic below details the general concepts. Rain water enters the garden through gutter, curb cuts or with a flush surface grade. Water designed to pool in this area with a depth of 3-12". During heavy rain fall, water is directed to an overflow devices. In some cases the overflow may be the existing storm sewer grates on the street. Water slowly drains from the rain garden into the soil or back into the storm sewer. This general design helps alleviate water surges in the storm sewer system by creating small buffers of runoff throughout the area. Pedestrian trip hazards should be avoided.



Credit: http://thewhiteriveralliance.org/

Due to the occasional flooding, special attention must be made to plant species in Rain Gardens. Below is a recommended list of species suited to rain gardens in the Upstate NY climate:

CBD Rain Garden Plan Species Recommendation	
Full-Sun:	Swamp milkweed (Asclepias incarnate) Little Blue Stem (Andropogon Scoparius) Side Oats Grama (Bouteloua curtipendula) Partridge Pea (Chamaecrista fasciculata) Big Bluestem (Andropogon gerardii) Black-eyed Susan (Rudbeckia hirta) Wild Senna (Senna hebecarpa) Wild Blue Lupine (Lupinus perennis) Beard Tongue (Penstemon digitalis) Smooth Blue Aster (aster laevis) Switchgrass (Panicum virgatum) Joe Pye Weed (Eupatorium purpureum)
Part-Sun:	Blue lobelia (Lobelia syphilitica) Silky Wild Rye (Elymus villosus) Indian Grass (Sorghastrum nutans) Wild Blue False Indigo (Baptisia australis)
Tree and Shrub	Buttonbush (Cephalanthus occidentalis) Silky dogwood (Cornus amomum) Winterberry holly (Ilex verticillata) American elderberry (Sambucus Canadensis) Arrowwood (Viburnum dentatum)

	Grey dogwood (Cornus racemosa)_ Red Flame Willow (Salix Alba)

9. Pedestrian Circulation

Convenient and safe pedestrian access to and from commercial and residential development is essential for the well-being of a community. This is especially true when connecting area neighborhoods within the CBD.

a. Pedestrian Walkways

To encourage and maintain safe and efficient pedestrian walkways, provide pedestrian connections from residences to recreation areas, such as the riverfront, commercial businesses, downtown, parking areas, and other facilities as they are developed. Whenever possible, the developer should provide shared access with adjacent property owners for pedestrian walkways between parking lots and to building frontage on Mohawk Avenue (section 6.g). This will help to minimize openings between buildings.

The width and types of walkway paving is dependent upon the use volumes and the walkway locations. Provide landscape plantings along walkways in pedestrian scale, to provide enclosure and shade. Incorporate barrier-free circulation into residential walkways systems for use by the handicapped. Do not use sidewalks and pedestrian walkways for drainage courses.

The Central Business District (CBD) has a specific sidewalk layout that must be followed. The recommended width for both sidewalks and buffer areas within the CBD are presented in the Master Plan streetscape drawings. Sidewalk specifications are available from the Department of Public Works.

The intent of sidewalks with pavers is to establish a uniform "look" to the CBD of the Village of Scotia—primarily those businesses along Mohawk Avenue. Sidewalks must be constructed of concrete and in accordance with the village code and specifications. (See Village Code Chapter 210.) The contrasting brick paver inlay provides a unique look to the CBD. The paver inlay sidewalk design should be implemented when a site is developed, re- developed, especially when such development involves the Mohawk Avenue (front side) of the premises. Installation of pavers along property lines on side streets in the CBD not included in the above referenced chapter is optional upon recommendation of the Planning Board and approval of the Superintendent of Public Works.

Due to maintenance issues of actual pavers raising and falling, the preferred methods is to used stamped/colored concrete to achieve a brick paver look. Actual brick pavers can be used, but typically require more maintenance. Colored asphalt should be avoided as it tends to sag does not provide a consistent walkway surface.

In all circumstances sidewalks with pavers, or materials that resemble a paver "look," should exhibit connectivity between sites, both in physical location of the pavers and pattern of the paver material. "Connectivity" will be determined by the nearest existing installation of pavers or paver material. "Pattern" will be determined by the layout used for brick paver installations.

In the CBD, in conjunction with sidewalk improvements, the removal of old, large trees along the sidewalk corridor is encouraged. Trees removed must be replaced with new planting (Section 8.a).

b. Utility Access

All new projects are encouraged to install underground utility service systems. When economically feasible, existing above ground utility service systems must be placed underground to enhance safety and improve the visual appearance of the CBD.

c. Ornate Street Fixtures

To maintain a consistent appearance in the CBD, the following street fixtures are to be used. If a model is unavailable or discontinued, all attempts should be made to find an alternate of similar appearance and function. The Planning Board will approve alternates in Site Plan. Check with the Building Inspector and/or Business Improvement District (BID) to verify the list is up-to-date.

Items below are the responsibility of the Business Owner:

Bench:
Manufacturer – Landscapeforms
Model – Gretchen Bench (72" with arms)

Street Light:
Manufacturer – Holophane
Post – Charleston (model CHA)
Light – Utility Postop (model PTUE)

The items below are the responsibility of the BID:

Planter:
Manufacturer – Landscapeforms
Model – Rosa Planter

Trash Can:
Manufacturer – Landscapeforms
Model – Scarborough Litter Receptacle

d. Signage

Attractive, coordinated, well-designed signs have a positive impact on both local businesses and the community. Signs provide a defined identification of individual businesses, stimulate business performance, create a pleasing environment that will attract people, and enhance the image of the Village.

e. Types of Signage

Signs within the CBD must be wall mounted, hanging, and/or located on the face of an awning.

Signs must be an integral design element of a building's architecture and be compatible with the building's style in terms of location, scale, color and lettering. Refer to the village sign ordinance for more details.

f. Sign Location and Size

Small, rather than large, signs must be utilized in the CBD. Signs must be scaled toward the pedestrian. Color and type of lettering is more important than size for comprehension. Signage must relate directly to the type of business establishment it advertises.

g. Signage Colors

Use a dark color for background, a contrasting color for lettering, and a third color for emphasis (e.g., borders, shading, etc.). Exceptions may be permitted for illustrations and logos provided the sign meets all other requirements.

h. Signage Lighting

Light all signs from an outside source. Vinyl backlit type signs must be avoided. Flashing or blinking signs are not allowed. Sign lighting that also lights the sidewalk is encouraged.

i. Sign Materials

Acceptable materials and construction for signs include painted wood or metal, finished metals such as bronze, copper, and stainless steel, high density plastics, three-dimensional components, individual letters of wood, plastic, or metal, individually backlit letters, fabrics, ceramic tile, stained glass, and vinyl or painted signs on glass. Neon signs must be avoided.

j. Directional/Traffic Signs

Signs play a significant role in forming the character of a street. CBD signs can either contribute significantly to or detract from the visual quality of a public right-of-way. Street and highway signs must be clean, simple, and easy to read if they are to be legible for drivers. The relevant governmental agencies must strive to locate all sign poles at a consistent distance from the curb. The cumulative effects of signs within the public right-of-way must not create confusion for motorists or adverse visual impacts on the surrounding community. Signage which is redundant or excessive must be removed.

The Code for the Village of Scotia contains additional regulations relating to signs. Refer to Chapter 205, Sections 205-1 through 205-16. A copy of a booklet titled *Sign Guideline* is available from the Village Building Inspector.

The Central Business District Design Guidelines shall be reviewed for revision upon the expiration of each term of the Planning Board Chair, or not less than every five years.