

AS ACTED UPON DURING A DULY NOTICED OPEN MEETING OF THE TOWN BOARD OF THE TOWN OF HENRIETTA, COUNTY OF MONROE, STATE OF NEW YORK, HELD AT THE HENRIETTA TOWN HALL AT 475 CALKINS ROAD, HENRIETTA, NEW YORK ON APRIL 11, 2018 AT 7:00 P.M.

RESOLUTION #8-142/2018

On Motion of  
Councilman Stafford

Seconded by  
Councilman Adair

WHEREAS, the Town of Henrietta Multiple Dwelling Development Committee has been considering the implementation of design guidelines and/or standards to be applied in relation to the development of multiple dwellings, and

WHEREAS, while the Committee continues to work on finalizing standards, at this time it has developed guidelines relating to the development of multiple dwellings that it recommends the Town Board approve and implement.

THEREFORE, BE IT RESOLVED, that the Town Board has reviewed such guidelines and finds that the guidelines will promote compatibility and high quality development of multiple dwellings within the Town.

BE IT FURTHER RESOLVED, that, therefore, the Town Board hereby adopts and approves these guidelines, such that in considering any land use application involving multiple dwellings (i.e., a special use permit by the Town Board or a site plan by the Planning Board), these guidelines shall act as additional factors to guide the relevant board's decision-making process.

Duly put to a vote:

Councilman Page	voting	Aye
Councilman Adair	voting	Aye
Councilman Barley	voting	Absent
Councilman Stafford	voting	Aye
Supervisor Schultz	voting	Aye

Carried

Design Guidelines for Multiple  
Dwelling Facilities  
Town of Henrietta, NY

Final  
April 2018

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## Purpose

The purpose of these Town of Henrietta ***Design Guidelines for Multiple Dwelling Facilities*** is to provide alternatives to conventional site and project design. For the purposes of this document, conventional site design is a style of suburban development that has evolved in Henrietta during the past 50 plus years. Conventional development generally involves large lot development often accompanied by the clearing of vegetation and grading of significant portions of a site, wide streets and cul-de-sacs, and highly visible large parking areas.

The intent is not to discourage creative or innovative architectural design but promote compatibility and high-quality development within Town zoning districts. These guidelines should not contradict the requirements of the New York State Fire Prevention and Building Code.

## Applicability

These guidelines apply to all new multiple dwelling development and redevelopment projects within the Town of Henrietta. The application of these guidelines will be considered by the Town Planning Board in site plan review and approval, and by the Town Board in special permit applications as contained in Chapter 295 Zoning Ordinance including, but not limited to Section 295-13 Multiple Dwellings, and other applicable sections of the Town Code.

All multiple dwelling development and redevelopment proposals should be reviewed with the Director of Engineering and Planning and appropriate members of reviewing boards or Town staff during an initial Pre-application meeting to discuss overall project feasibility. If the project and preliminary concept plan are determined to be potentially feasible, and at the request of the applicant, the proposal may move forward to preliminary site plan review.

In considering these guidelines:

- a. The Town shall take into account the context and compatibility of proposed multiple dwelling projects with nearby and adjoining residential and non-residential development during the review process.
- b. In its review the Town may refer to the goals, objectives and recommendations of the Comprehensive Plan and the 2011 Strategic Update to the Comprehensive Plan.
- c. The maximum dwelling unit density per acre for multiple dwellings shall be determined by the Town Board with input from the Planning Board on a case by case basis depending on project location, existing zoning district, site conditions, neighborhood context and future land use.
- d. All on- and off-site improvements shall be the responsibility of the developer and accomplished in the same manner as described elsewhere according to the procedures and regulations of Town Code.

The following types of information shall be considered by the Town in comparing the context and compatibility of a proposed project with existing, planned or desired development.

- a. The site design process as illustrated in the graphics on following pages, shall consider existing uses and the character of adjacent and neighboring properties. Existing site conditions, including natural and cultural features, shall be completely inventoried and mapped during the preliminary site design process to identify potential development opportunities and constraints. Significant features proposed to be protected and preserved shall also be identified.
- b. The Town shall consider the spacing patterns, scale, height and setbacks of principal multiple dwelling buildings along public streets and with neighboring properties. The compatibility and harmony of materials, textures, and colors with traditional building materials and architectural design in the neighborhood will also be considered.
- c. Roof type, shape, slope and use of roof design features, such as the use of gables or dormers, should be consistent and complementary to prevalent types in the area.
- d. Proportions and design of front façades and entryways using building recesses and projections, window, porch and balcony treatments, and other entryway features with traditional styles in the zoning district.
- e. Site design details such as landscaping, pedestrian and vehicular circulation patterns, lighting, buffers and visually screened areas for safety, security and positive aesthetic affect.
- f. Provision of common open space not occupied by buildings and required improvements, for example, as stormwater management areas, and opportunities for permanent open space including trails integrated into a public trail or open space/greenbelt network.

## Design Guidelines

### Site Design and Layout

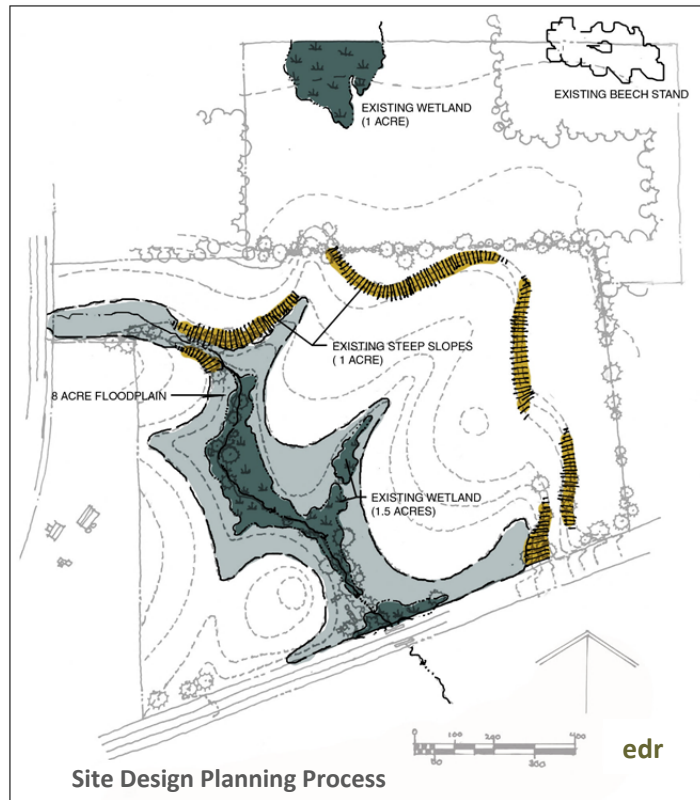
#### Natural Features and Open Space

- a. Environmentally sensitive features, including important surface waters, streams, wetlands and floodplains should be preserved in their natural state to the maximum extent practicable. These features should be incorporated into the proposed site design planning process as a project amenity, and as subject to any permitting requirements of local, State or federal jurisdictional agencies such as, but not limited to, the New York State Department of Environmental Conservation (NYSDEC) and the U.S. Army Corps of Engineers (USACE). See the Site Design Planning Process illustration on the following page.
- b. Green infrastructure facilities consistent with the New York State Stormwater Management Design Manual may, at the discretion of the Town Board, be considered common area and open space if designed and/or improved as a site amenity subject to review and approval by the Town. Examples include green roofs, trees and tree boxes, pervious pavements, rain gardens, vegetated swales, planters, reforestation, and protection and enhancement of riparian buffers and floodplains.

- c. The use of green infrastructure and the reduction of impervious surfaces for enhanced stormwater management will be encouraged by the Town for all new development and redevelopment projects of one acre or more. Stormwater management techniques shall be consistent with the New York State Stormwater Management Design Manual.

Green Infrastructure includes a wide range of practices to manage and treat stormwater. Green infrastructure practices are also effective to maintain and restore natural hydrology and ecological function through infiltration, evapotranspiration, capture and reuse of stormwater, and establishment of natural vegetative features.

On a town-wide scale, green infrastructure can be used in the preservation and restoration of natural landscape features, such as woodlands, floodplains and wetlands, particularly when incorporated into infill and redevelopment projects to reduce impervious surfaces and runoff.



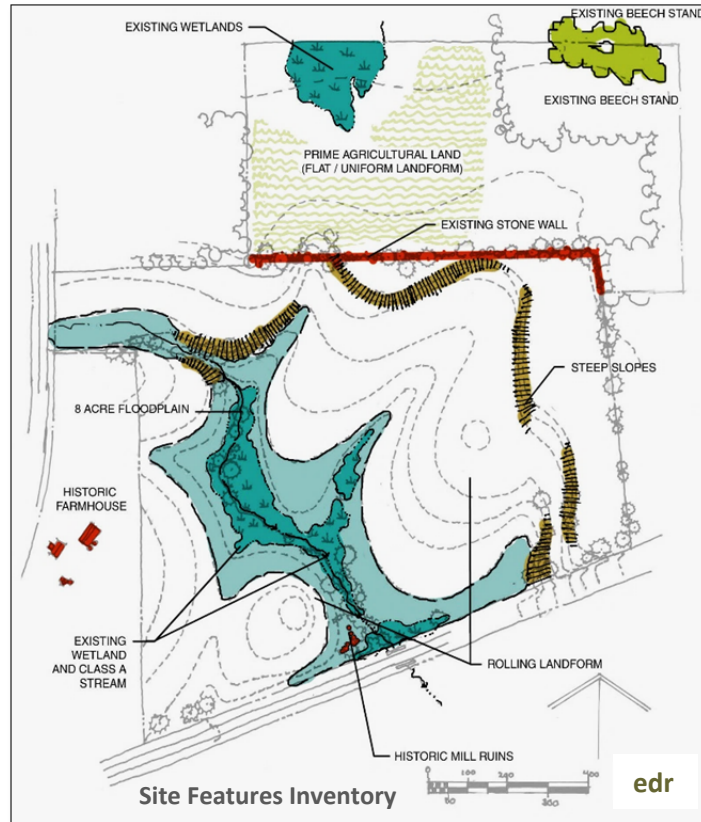
### Buffer Zones

- a. A greenbelt or strip of land between adjacent uses should be included as part of new development as directed by the Town. Buffers which abut a single-family residential neighborhood, shall be a minimum of 50 feet in width. Buffers which abut a New York State certified and County-adopted Agricultural District parcel, or an industrial parcel shall be a minimum of 100 feet in width. The Planning Board reserves the right to modify or require larger buffers.
- b. This strip shall serve as a transitional buffer area between the proposed use and the adjacent property uses, considering both existing and future uses allowed by current zoning. No part of this transitional buffer shall be used for any site functions, unless required as part of the conditions to a permit.
- c. Effective buffers should include dense vegetation and or changes in topography and shall be maintained to prevent debris collection, invasive species and unsafe conditions created by dead or diseased trees and shrubs. Buffer management should be described in the site plan.

- d. Buffer zones, if constructed or enhanced by new vegetative plantings, should use native plant materials, including a mix of deciduous and evergreen trees for year-round effectiveness. The buffer zone may be supplemented with ornamental vegetation, structural fences or walls, used separately or in combination. The plans and specifications for new site development should include the proposed arrangement for buffer zone plantings and structures.

## Vegetation

- a. Mature trees, typically over 12 inches diameter at breast height (dbh), specimen trees, and areas of healthy contiguous forested upland and wooded wetland, should be preserved to the greatest extent practicable.
- b. Mature woodlands should be preserved along property lines as natural buffers between adjacent changes in existing or planned land use or zoning district.
- c. Any significant reduction in potential density of development as a result of preserving important vegetation may, at the discretion of the Town Board, allow for the recovery of lost density through the use of clustering of buildings.
- d. Invasive plant species, as prohibited or regulated by the NYSDEC under NYCRR Part 575 Invasive Species Regulations, should be controlled and managed according to best management practices and described as part of a landscape plan submitted during the site plan review process. Information on invasive species is available at <http://www.dec.ny.gov/regulations/2359.html>.



## Topography

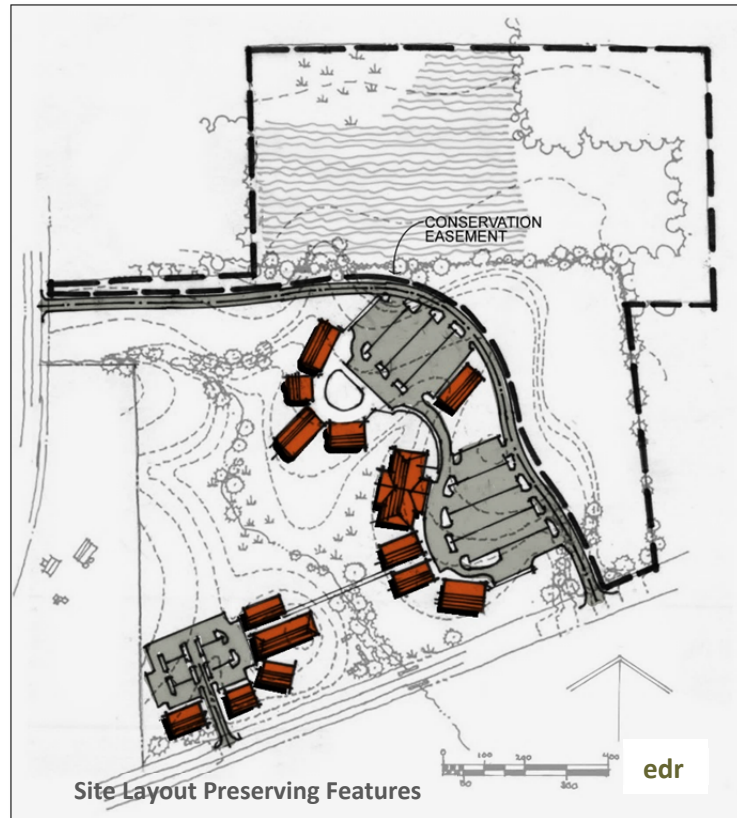
- a. Buildings, access roads, and parking areas should be sited with thorough consideration of incorporating natural landforms, slope and topographic features as part of a complete site

design process and where practicable to enhance the visual compatibility of buildings and other structures with the character of the surrounding landscape.

- b. The placement of buildings on sloping terrain, wherever practicable, should consider multi-storied designs with entrances at different elevations as an alternative to eliminating slopes through significant regrading of a site.

- c. Construction of roads and driveways on slopes of more than 8 percent grade should be avoided.

- d. Grading of a site should blend in with existing contours of adjacent parcels to minimize abrupt or unnatural



looking changes in grade, unless necessary to correct drainage issues, or for other stormwater management, engineering, or site use requirements.

- e. Earthen berms, if used for visual or noise screening purposes, should not appear overly engineered, linear, or unnatural in appearance.

## Architectural Features

### Building Orientation

- a. Multiple dwelling buildings should maximize views of their front facades, not the sides or rear of the buildings from primary public roadways.
- b. The front facades of multiple dwelling buildings should be oriented where possible with building entrances visible along the primary street façade.
- c. Multiple dwelling buildings located on interior portions of a site should visually and functionally relate to one another, to public use areas and viewpoints, and organized around central features, such as courtyards, green space or plazas connected by pedestrian walkways and amenities.
- d. Buildings should not be organized to surround the edges of large common parking areas.



## Building Design

- a. All visible facades, whether viewed from public or private property, shall display a similar level of design quality, materials, colors, and architectural interest consistent and complementary to the neighborhood.
- b. Multiple dwellings shall be designed to visually define separate housing units to reduce visual monotony.
- c. There should be no long, blank, featureless building facades. Building appearance shall be enhanced with architectural design features and/or landscape features such as trees, shrubs and planters to avoid monotony in appearance.
- d. A variety of materials, complementary colors, textures and patterns should be used on each building to avoid uniform façades. Contrast on a building may be accomplished by providing the appearance of various depths to the façade, such as shadow lines.

## Building Materials

- a. All structures shall be constructed with exterior building materials approved by the Planning Board.
- b. Materials shall be considered for their durable quality, longevity and ease of maintenance. Inappropriate use of materials, for which they are not intended, and non-typical construction practices in their installation, shall be avoided.
- c. Buildings should make use of the same materials, or those that are architecturally harmonious and visually compatible, for all building facades and exterior building components.
- d. Detailed site design and building design should consider avoiding configurations and features that are likely to result in accumulation of debris, leaves, trash, dirt and rubbish or other long-term maintenance and appearance problems.
- e. Front and side building façade materials should consist of subtle colors and low reflectance to prevent glare. Colors that are classic and traditional in appearance, neutral, timeless, and earthen tones are encouraged over non-traditional, bright or neon colors. Earth tone colors such as browns, tans, brick red, grays, and terra cotta with complementary accent colors including white should be used in building design.

## Rooflines

- a. Variation in rooflines as shown below or similar design techniques, shall be encouraged to break up rooflines, reduce the scale and mass of large multiple dwelling buildings and to add visual interest.



Adapted from Lakewood CO  
Mixed-use Standards

- b. Buildings should use low parapet walls or roof styles to conceal flat roofs, elevator and stair shafts, large vents, and rooftop equipment such as HVAC units along all roof edges.

### Building Scale and Massing

- a. All multiple dwelling buildings shall be compatible in scale, mass and form with adjacent structures and existing or planned development patterns and uses in nearby areas.
- b. Large multiple dwelling buildings should be designed with articulated features by dividing large facades into several sections that give the appearance of smaller building mass.
- c. Large multiple dwelling buildings that are in close physical and visual proximity to single-family residential or single-family residentially zoned district boundaries should include a minimum transition zone of 125 feet in which building height and scale gradually increases as distance from the single-family residential use increases.

## Site Features

### Driveways, Access and Streets

- a. Site access shall be consistent with the requirements of Town Code, Chapter 240 Streets, Sidewalks and Driveways.
- b. Site access via driveways shall meet all Town, County and State DOT requirements to minimize traffic conflicts and provide adequate sight distances that maximize visibility between vehicles, bicyclists and pedestrians.
- c. Site entrances and exits shall be clearly delineated and designed to provide for smooth traffic flow into and out of a site and within parking areas utilizing curbing and landscaping that delineate traffic and pedestrian circulation patterns.
- d. Measures to avoid, reduce or mitigate potentially significant adverse changes in traffic patterns, vehicle and pedestrian movement, anticipated trips generated, changes in levels-of-service, and road capacities shall be considered. Measures may include, but not be limited to consideration of alternative access locations, reduction in residential dwelling unit density and potential use of public or private (shuttle) transit. Traffic calming features such as curb extensions, landscaped medians, use of variable surface textures, and creation of

frontage or service roads to encourage slower traffic speeds and minimize traffic access issues shall also be considered.

- e. Access management strategies shall be considered for all redevelopment projects with opportunities to consolidate driveways where possible and to limit the number of driveways on Town, County and State roadways.

### Surface Parking

- a. Parking shall be provided per Town requirements and specifications.
- b. Surface parking shall not be located between multiple dwelling buildings and primary street frontage without use of landscaped berms or other visual screens.
- c. The practice of land banking of future parking areas that may not be needed at present is encouraged to maintain those areas in a natural open space condition.

### Sidewalks and Pedestrian Circulation

- a. Site access, sidewalks and pedestrian circulation shall be consistent with the requirements of applicable sections of the Town Code including Chapter 240 Streets, Sidewalks and Driveways.
- b. Sidewalks shall be provided along all public roadways adjacent to multiple dwelling facilities subject to the public right-of-way requirements and approvals of the State, County, or Town jurisdictional agency.
- c. All new sidewalks, curbs and crosswalks shall be consistent with the requirements and standards of the Americans with Disabilities Act (ADA).
- d. Sidewalk and curb materials shall require Planning Board approval.
- e. New multiple dwelling development and redevelopment projects may be required to provide sidewalk and/or trail easements or construct sidewalks and/or trails as a condition of Planning Board approval.
- f. Sidewalks in areas that are a component of an enhanced public streetscape should include pedestrian amenities such as, but not limited to, street trees, planters, benches/public seating, trash receptacles and pedestrian-scale lighting.
- g. Sidewalks should connect to existing sidewalks on abutting properties and other nearby pedestrian destinations and transit stops.
- h. Well-defined crosswalks to connect sidewalks along major roadways are of paramount importance for public safety. In most cases, crosswalks should be defined by various means such as signage, texture, painting and striping, and in some instances, changes in surface pavement materials, such as brick pavers, subject to approval from the jurisdictional or permitting agency.
- i. Sidewalks should connect:
  1. Areas between the public right-of-way and the front entryway of residential buildings;

2. Residential buildings to other on-site facilities, such as parking areas and public spaces;
  3. Transit stops adjacent to a multiple dwelling facility; and
  4. All residential buildings on the site to existing or planned public sidewalks, adjacent multi-use trails, parks, and greenways.
- j. To create a safe pedestrian environment, the placement of sidewalks internal to all multiple dwelling residential buildings on site should avoid the creation of unsafe conditions with vehicular circulation and hidden spaces that may be blocked from view.
  - k. Internal on-site sidewalks must be hard surfaced, and a minimum of 5 feet in width.
  - l. Transitions in paving materials and/or patterns shall provide a smooth, continuous surface free of potential tripping hazards.
  - m. Internal sidewalks parallel and adjacent to a street or drive aisle shall use a raised walk or be separated from the street or drive aisle by a raised curb, landscaping or other physical barrier. If a raised internal sidewalk is used, the ends of the raised portions must be equipped with curb ramps and meet ADA requirements.

### Transit Stops

- a. Public transit stops, if required, should be located and designed as an integrated project component within a multiple dwelling development, subject to approval by the transit provider and through a determination of need by the applicant and submitted to the Town during site plan review.
- b. Pedestrian amenities such as weatherproof shelters, benches and lighting should be provided.

### Bicycle Parking

- a. Bicycle parking facilities, racks and spaces should be provided at convenient locations within multiple dwelling developments that are located near or along dedicated bicycling corridors.
- b. Bicycle parking areas should be in secure, visible areas that will not create safety hazards or obstructions to pedestrian travel.
- c. Bicycle parking and storage facilities shall be securely anchored and theft resistant.

## Landscape Features

### Landscape Design

- a. Landscaping design including natural vegetation and hardscape materials should be used extensively in streetscapes, large parking areas and civic spaces to define distinct visual focal points, and to physically separate vehicular traffic from pedestrian circulation patterns.

- b. Large parking lots should include landscaping adjacent to buildings and along pedestrian walkways.
- c. Landscaped buffers and parking lot islands, where required, should consider the use of a variety of native plant materials, including deciduous and evergreen trees, shrubs and/or perennial flowering plants for visual appeal, maintainability and year-round effect.
- d. Landscaped grounds and plant materials should be routinely maintained, repaired and replaced, as necessary. This should include the removal and replacement of dead or diseased plant materials at no greater than on an annual basis.

### Streetscapes

- a. The developer should construct a pedestrian pathway network within a multiple dwelling project site connecting all residential buildings, parking areas and public open spaces to nearby pedestrian pathways, public amenities and land uses. Public sidewalks shall be installed along all public road frontages.
- b. Crosswalks at intersections and points of vehicular access should be installed with appropriate materials to delineate pedestrian safe zones using changes in materials, texture or color, including striping, or as directed by the Director of Engineering and Planning or jurisdictional agency.
- c. The provision of streetscape amenities is encouraged along all public pedestrian sidewalks where possible. This includes the placement of suitable species of street trees, pedestrian lighting, native plant materials, and benches.
- d. Trees, shrubs, flowers or other landscaping materials should not restrict views of or from pedestrian areas or cause the creation of any potentially unsafe visibility or circulation situations.
- e. Tree species with canopy and root growth habits should be selected that do not cause damage or interference with pavements, sewer and water lines, overhead utilities or other infrastructure.
- f. The Director of Engineering and Planning may provide a recommended list of trees which shall be acceptable to satisfy the requirements for landscape plans, including approved canopy shade trees that may be used as street trees. As an alternative, the developer may propose tree species including ornamental trees that may be planted in substitution of the canopy shade trees where overhead lines and limited space prevent normal growth and maturity.
- g. Plant materials should be located to avoid interference with vehicular and pedestrian movement. Plant materials, including street trees, shall not project over sidewalks, paths, or trails below a height of 8 feet at maturity.

### Outdoor Lighting

- a. The developer shall provide adequate lighting for safety and security reasons for both pedestrians and vehicle occupants in all areas open and accessible to the public per Town requirements.
- b. All light fixtures on structures, canopies, poles, stands, or mounted on a building shall have a shield to direct light downward except in situations where low level lighting is used specifically to highlight landscape features, buildings and pedestrian walkways. Vandal resistant light fixtures should be used to the greatest extent possible.

### Visual Screening

- a. Outdoor storage areas shall be attractively screened from public view and adjacent residences through creative design and use of earthen berms, fencing, landscaping and screening provided by buildings, walls and other architectural features.
- b. All wall-mounted, roof-mounted or ground-mounted mechanical, electrical, communication, and service equipment, including satellite dishes and vent pipes, shall be screened from public view by parapets, walls, fences, landscaping, or other approved means.

### Outdoor Utilities

- a. All exterior on-site utilities including, but not limited to electrical, telephone, fiber optic and communication lines and equipment, should be installed and maintained underground or as otherwise directed by the Town or service provider.
- b. Above ground utilities, vaults and equipment boxes should be located away from pedestrian sidewalks and street corners and screened using building design features and similar materials used on site, or adequately landscaped to obscure equipment from public view.

### Outdoor Refuse Collection Areas

- a. The storage of refuse should be provided inside building(s) out of public view or within an outdoor area enclosed by either brick or other acceptable type of masonry walls or durable low-maintenance materials at least 8 feet in height. Wood, vinyl or metal fencing shall not be used.
- b. Dumpsters should have fully closable lids to control odors and scavenging.
- c. Trash enclosure doors or fence gates should be self-closing.
- d. Any refuse containment areas outside of a principal building shall be designed to be architecturally compatible with the multiple dwelling building(s) in color and materials and be maintained on a regular basis. Refuse containment enclosures should not be located in the front of the principal building or visible from public streets and sidewalks.