



# DESIGN HANDBOOK

## KITTERY • MAINE

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The **Kittery Design Handbook** was approved  
by the Kittery Planning Board, August 11, 2005.

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# DESIGN HANDBOOK

## **What is the purpose of the Design Handbook?**

The Design Handbook is meant to supplement the ordinance language contained in the Kittery Land Use and Development Code (LUDC). By articulating as well as illustrating the Town's expectations for development, it should serve as a useful tool for developers, design professionals, Planning Board members, and Town Staff.

## **How is the Design Handbook organized?**

The Handbook is presented in five chapters:

- I: Site Planning
- II: Architecture
- III: Landscape
- IV: Lighting
- V: Signage.

Each chapter starts with a set of goals that envision what the Town hopes to accomplish by adhering to the Handbook (e.g., Reduce visual clutter, Protect investments).

Individual chapters are divided into a number of sections that deal with specific issues (e.g., under Signage there are sections on Sign Design, Content, Multi-tenant Properties, and Internally-lit Signs). For each issue the Handbook provides planning objectives, references to the requirements in the LUDC, and design guidelines.

Photographs are used extensively throughout the Handbook to illustrate what would be considered acceptable and what would not be acceptable in Kittery. The photographs are representative samples to make the Handbook more reader-friendly. The Handbook is not meant to stifle creativity; in all situations there are many ways to achieve the town's goals.

## **Are the provisions of the Handbook mandatory?**

Where the operative word "must" is used, the provisions of the Handbook are mandatory and are based upon the requirements of the LUDC.

Where the operative word "should" is used, the provisions are not mandatory, but are provided to educate readers about design objectives and options to meet the Town's goals.

Chapter 16.28.180 of the LUDC authorizes the Planning Board to grant waivers or to modify the requirements under special circumstances, subject to appropriate conditions.

## **Where does the Design Handbook apply?**

The provisions of the Handbook apply to all commercial and multi-family development in Kittery. It applies to new construction as well as expansions or redevelopment of existing buildings.

Most commercial development occurs in the Mixed Use (MU), Commercial (C-1, C-2, and C-3), Local Business (LB), and Kittery Foreside (KF) Zoning Districts. Where applicable, the Handbook provides specific guidelines for each of these districts.

## **How did the Town develop this Handbook?**

The Planning Board engaged the services of Planning Decisions, Inc., Planners, of South Portland and Terrence DeWan & Associates, Landscape Architects, of Yarmouth. The board, the Town Planner, and the consultant team reviewed similar documents from other communities, received comments from the public and the Town Council, and developed this document as a joint effort..

## **How will the Handbook be used?**

There are two main functions of the Handbook. First, it will provide guidance to landowners and developers in the early stages of planning and design, to address the questions of "what am I allowed to do?", and "what is the Town looking for?"

Secondly, it will be used as a benchmark by the planning staff, Planning Board, and peer reviewers to evaluate development proposals as part of the review processes to address the questions of "Does it meet the Town's criteria?" and "What will it look like and function?"

## **What will the ultimate outcome be for the Town?**

The guidelines in the Handbook are not designed to produce immediate results. Like the Comprehensive Plan, it provides a framework for the future. Each development / redevelopment project should be seen as an opportunity for Kittery to come closer to its vision..