ARCHITECTURAL DESIGN STANDARDS

KENT VILLAGE DISTRICT
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1. Introduction
The purpose of these guidelines is to establish preferred patterns and a design framework for Kent’s Village District and to protect and enhance the overall quality of the built environment in the district. The guidelines are intended to apply to both public and private development in this district and to guide town officials and private citizens in making land use and design decisions.

The quality of life in Kent is dependent in many ways on the health and vitality of the downtown area and on the natural beauty, history, scale, and mixture of uses that characterize it. The quality of the street environment should encourage pedestrian activity and informal interaction between the residents, business users and visitors to the area. This interaction is enlivened by the closely interwoven mixture of residential, office, commercial and public uses in a human scaled environment. New buildings should respect that scale and character and reinforce the best elements of the streetscape, avoiding architectural treatments that would overwhelm their neighbors.

In addition to the buildings, the landscape, streetscape elements, and vistas are all essential elements of Kent’s Village Center. Wherever possible, the walkways, natural features, and vistas in the district should be preserved and enhanced. They should also be considered in the context of other open space areas and byways in town and the potential for pedestrian and bicycle routes to provide alternatives to vehicular travel.

As used in these standards:
a. The word "shall" means that the relevant standard, criterion or action must be followed unless the applicant demonstrates that it would clearly be unreasonable or undesirable to do so under all of the circumstances;
b. The word "should" means that the relevant standard, criterion or action will generally be required, but the applicant may offer, and the ARB may approve, an alternative standard, criterion or action if the ARB finds that the alternative would better fulfill the overall goals set forth in these standards.

Please refer to Section 5A of Kent’s Zoning Regulations (attached as Appendix A) for information pertaining to Kent’s Village District including its boundary, project applicability, and application requirements.
2. Design Sub-Districts of Kent's Village District

For purposes of appropriately addressing the character of different sections of Kent's Village District, these design guidelines will consider four sub-districts, to be distinguished by their differing architectural characters and patterns of use. The design guidelines following will apply across the entire district, except when noted as applicable to specific sub-districts.

2.1 Sub-district A: North & South Main Street, Bridge Street, and Maple Street – a mixture of small scale business uses, with “over the store” apartments or offices in many cases, one and two-family homes, churches, condominiums, and restaurants. This area is characterized by a mixture of architectural styles, a predominately residential scale, and a compact development pattern.

2.2 Sub-district B: Greenward Boulevard and Kent Green Boulevard (a.k.a Kent Green) – the vast majority are commercial one-story buildings with roof lines running parallel with the street; the exceptions being Kent's Town Hall and the flat-roofed building housing Davis IGA. Buildings are generously spaced apart with ample parking.
2.3 Sub-district C: Village Center Residential Zones 1 & 2 – Houses are predominately two-story built in the early to mid 20th century with a consistent character and scale. Elizabeth and Lane Streets (the majority of VC-1) have a higher-density pattern than the residential development along North Main Street. Parking is generally located to the rear of houses, with the exception being newer development along Meadow Street. Deep front porches are common.

2.4 Sub-district D: Maple Street Extension – The bulk of Kent's Industrial Zone, development has been limited. Present buildings range from a large retrofitted Dutch Colonial barn, a small one-story office, and a large one-story, flat-roofed former factory building.
3. Historic Elements & Key Undeveloped Areas

The following historic houses, commercial properties, public buildings, and key undeveloped areas are of particular value to the character and future development of Kent's Village Center. Their character and preservation shall be considered a high priority in consideration of all design proposals.

<table>
<thead>
<tr>
<th>Map</th>
<th>Block</th>
<th>Lot</th>
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<td>The Johnson-Chase House</td>
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4. **Building and Site Layout**

The overall goal of these standards is to promote awareness of, and respect for, the sensitive balance of visual and spatial relationships that can create character and support the function of the Village Center. More than any particular architectural or decorative style, it is the objective of a pattern created by a limited number of building types, built in a variety of styles, but with a high quality of detailing and materials, and the relationships between these buildings and the streets and walks of the District, that is to be recognized, encouraged and enhanced.

4.1 **Building alignment: enclosing the street space**

4.1.1 Buildings should have a well defined front facade with entrances facing the street. They should be aligned so that the dominant lines of their facades parallel the street and create a sense of enclosure. The width, height and spacing of buildings should respect the existing rhythms of the street. Departures from the regular rhythm should be allowed only for significant public buildings, or to terminate important vistas along streets or sidewalks, or to act as focal points for public spaces.

4.1.2 The relationships of buildings and the street should be parallel or perpendicular, not oblique or diagonal. Front facades should be parallel to the street with major roof ridges either parallel or perpendicular to the street.

4.1.3 Roof peaks should reach a height of at least a true two stories above grade. Roof forms and heights should be compatible with buildings in the immediate area and with the character of the Village District.

4.1.4 Upper-level apartments and offices are encouraged and should be accessible from entries on the sidewalk. Secondary entrances located on rear alleys or parking lots are also acceptable.

4.1.5 Corner lots and street corners are important focal points. Buildings, trees, fences and hedges should be designed to address both sides of the corner.

4.1.6 Building designs and practices that are adaptable to multiple uses for extended building life-cycles are encouraged. Structures designed for specific uses that are oversized in length or height are discouraged.

4.1.7 Accessory structures visible from the public right of way or accessible to the public as part of a business should follow the same standards as main structures, generally respecting the architectural character and design relationship established by the main structure with which they are affiliated. In the interest of variety, they do not, however, need to be detailed or designed to match the main structure.
4.2 Fences, walls and landscape screens
4.2.1 Fences, low walls and hedges define walkways and give pedestrian scale to the street. They create a transition between public and private spaces, and they can screen and mitigate the effects of parking lots and other vacant space.
4.2.2 Fences, walls and landscape hedges are encouraged along front property lines where buildings are set back significantly from the street. Materials and detail should be wood, brick, stone, or wrought iron. The use of chain link or plastic fencing is discouraged.
4.2.3 Visually intrusive, service, or noisy uses may require taller fences, hedges or landscape screens.

4.3 Curb cuts, sidewalks, and parking
(See also Section 18 of Kent’s Zoning Regulations)
4.3.1 Wide curb cuts and other sidewalk interruptions destroy the scale and pedestrian continuity of streets. Frequent curb cuts on heavily traveled streets can create unsafe conditions. Curb cuts should be minimized through the use of shared driveways, rear driveway connections, and side street access to off-street parking areas.
4.3.2 Curb cuts and interruptions of the pedestrian sidewalk should be kept to a minimum (Section also Section 18.3 of Kent’s Zoning Regulations)
4.3.3 Where interrupted by curb cuts, the continuity of the sidewalk surface material should be maintained, while the material of the driveway should be interrupted.
4.3.4 Sidewalks are critical to healthy pedestrian activity. Any new development or redevelopment is strongly encouraged to have sidewalk and parking connections to adjacent properties.
4.3.5 Parking areas that are smaller in scale are encouraged. When necessary, extensive parking areas should include generous landscaped divides incorporating shade trees, shrub planting and low berms. Interconnecting rear parking is encouraged, and should be lit and landscaped, with pedestrian walkways for easy access.
5. Landscaping

These landscaping guidelines are adopted for the purpose of protecting property values by preserving existing vegetation and planting of new materials; providing privacy from visual intrusion, light, dirt, and noise; preventing the erosion of soil; and improving the quality of the environment and attractiveness of the Village Center.

5.1 Overall Landscaped Area

5.1.1 Any lot developed for commercial use shall provide and properly maintain appropriate landscaping. Areas for common-use, such as picnic areas, are encouraged but should always be attractively landscaped and maintained.

5.1.2 Residential development in the Village District should provide and maintain appropriate landscaping, including lawns, plantings and walkways compatible with the traditional character of Village’s residential structures.

5.1.3 The use of indigenous plant material and native or characteristic species is encouraged, wherever possible. Landscaping is an important constituent of the distinctive character of the Village Center and other New England towns, and should be appropriate to that context. Existing topographic features such as vistas, rock walls, and vegetation should be incorporated when appropriate.

5.1.4 The use of existing vegetation in lieu of new plantings may be acceptable in certain cases.

5.2 Landscaped Buffers

5.2.1 Side/Rear Yards - an appropriate landscaped buffer shall be provided along side and rear yards where Commercial & Industrial Zones abut Residential Zones or uses.

5.2.2 Parking areas should be provided with appropriate landscaping, providing a buffer to adjacent properties and breaking up large expanses of paving, examples include trees planted in islands or strips, or areas of evergreen ground-cover.

5.3 Street Trees

5.3.1 Street trees should be preserved and special care should be taken to protect their roots from being cut, compacted or otherwise damaged due to construction, utility maintenance, parking, or snow removal operations. Streets should be maintained in a way that minimizes the need to remove mature trees. Dead trees that are within 20 feet of the pavement should be replaced with new trees.

5.3.2 Canopy trees should be deciduous shade trees planted at least % inches in caliper with a mature height of at least %% feet. Trees planted under utility lines should be carefully selected so that their mature height does not interfere with the lines. Under
story trees should be deciduous shade or ornamental trees planted at % inches in caliper with a mature height of at least % feet.

5.3.3 Trees with high canopies should be selected for the main commercial area so as to minimize visual obstruction of the ground floor windows and signage. Commercial development within Sub-districts A & B should provide one canopy tree per forty (40) feet of frontage. Residential development within Sub-district C is encouraged to provide one canopy tree per sixty (60) feet of frontage.

5.4 Street Lighting and Furniture

5.4.1 A consistent scheme of pedestrian scaled lighting, signage and street furniture is essential to the creation of a downtown identity. This palette of fixtures, benches, trash receptacles, and signage should continue throughout the Village Center, with adjustments in placement and light levels to address differing uses and pedestrian traffic patterns in the four sub-districts.

6. Architecture

Because Kent's Village Center possesses a rich assortment of architectural styles, these standards do not prescribe any particular architectural genre or style. Rather, they describe basic design elements and relationships that should be adhered to in order to maintain and enhance the harmonious elements of the architectural fabric that currently exists.

Some modern architectural forms and types are consistent with these design elements, while others are not. For example, most types of "franchise architecture" and "ranch," "raised ranch," "A-frame," and "split-level" building types are not in keeping with the character and historical context of the Village Center.

Most buildings covered by these standards are relatively small and built at a human scale. This quality needs to be maintained to preserve the character of the Village Center. New buildings should be similar in size, scale, and proportions to the historic buildings in the downtown. They should be designed for long-term adaptability and changes in use. Specialized public buildings should adhere to these standards only to the extent practical, considering their unique functional requirements, but should be designed as significant public buildings.

It is recognized that occasionally architecturally unique or exceptional buildings may, in the appropriate place and at an appropriate scale, contribute to the character of the
Downtown District. However, the burden of proof, in the case of significant departures from these standards, rests with the applicant.

Planned use development, condominium, affordable housing, and similar multi-unit development are strongly encouraged to promote variety in design and layout and avoid repetition.

6.1 Building Materials
6.1.1 Preferred building materials are wood, stone, and brick. Limited use of concrete and concrete block is acceptable if detailed and finished to be compatible with surrounding buildings. Corrugated concrete and "cinder block" exteriors are not encouraged. Tile, stucco, and metal wall surfaces are not typical building materials in the Village Center area, but may be acceptable in limited applications.
6.1.2 Materials should be used according to their particular logic of assembly and with appropriate detailing and expression. Cladding materials, such as wood siding, should not be used as a monolithic treatment, but rather broken up by appropriate trim and detailing.
6.1.3 The following sloped roofing materials are encouraged: asphalt, slate, wood shingles, shakes, and standing seam metal. Colors should be neutral to dark.
6.1.4 Historic residential areas should maintain traditional materials and detailing, especially on elevations viewed from public right of ways.
6.1.5 Any new or exterior alterations should have significant trim detail to be compatible with surrounding architecture. Renovation should not significantly reduce the level of architectural detail, and new construction should be detailed at a level compatible with the immediate area.

6.2 Materials
6.2.1 The following wood siding and trim materials are encouraged: wood, clapboard, shiplap, board and batten, shingle. Brick of traditional texture and color and stone walls are also acceptable.
6.2.1 Vinyl, asphalt and other synthetic siding materials are discouraged.
6.2.3 Trim details, such as rake boards, corner boards and fascia trim, should be of a material and dimension appropriate to the overall treatment of the façade. These details help to outline and give definition to a façade, and should be wide and thick enough to serve that purpose effectively. Historic details should be incorporated when appropriate.
6.3 Height
6.3.1 Maximum 2-story eave heights are encouraged. The first floor level of a 2-story facade should not exceed a height of 4' above the grade at the street face of a building. Story heights should remain within the range of those in surrounding buildings. Two-story mixed-use buildings are strongly encouraged within sub-district A.

6.4 Façade Plane
6.4.1 The foremost frontal plane of the building facing the street is the main façade. Other front or side facing planes within a 20' setback from the foremost façade are also considered facades.
6.4.2 Bay windows, porticos, and historical façade projections are acceptable in proportion to the size of the façade.
6.4.3 Front porches and one-story porches of any size are encouraged. Most traditional houses have porches including entry porches, full front porches or wrap-around porches. Front porches create a semi-private zone at the front of the building. This encourages socializing along the street and adds architectural interest for both pedestrians and occupants.
6.4.4 Any overhang of upper stories should be detailed to provide appropriate definition and visual support, e.g. through the use of trim and/or brackets. Projections should be appropriate to the scale and character of the building.
6.4.5 Overhangs, trellises, projections, reveals, and awnings that create variety and provide shade and shelter for pedestrians are encouraged.

6.5 Window and Door Placement
6.5.1 Windows and doors should be balanced in their placement on building facades. Though literal symmetry is not necessary, a general balance between façade elements, in keeping with the prevailing rhythms of the district, is desirable.
6.5.2 Buildings should have many windows and doors at street level to encourage pedestrian traffic and commercial activity. Frequent entries contribute to lively pedestrian space.
6.5.3 All exterior walls should have windows, especially if they face the street or any public or semi-public space.
6.5.4 Principal building entries should be oriented toward and visible from the street. Main entrances should front on streets or side yards rather than on...
parking lots or interior courts, although secondary back entries or entrances from courtyards, which face the street, are acceptable. Accessory units may be accessed through a rear alley or side yard.

6.5.5 Main entrances should be clearly visible, appealing, and identifiable from the public rights-of-way as well as the primary vantage points along the street.

6.6 Extent of Glazing
6.6.1 No less than 12% and no more than 35% glass area should be employed on the foremost, front facing façade of a building. No more than 35% glass area should be employed on other facades. Glass area is measured as inclusive of muntin and sash, exclusive of casings, and is measured per façade.

6.6.2 Glass areas per floor should be greater at ground floors than at upper level floors.

6.6.3 Signage displayed in window areas should generally be limited to 25% of the total area of the window with which they are associated. Neon signs and other internally illuminated signs are not allowed (see Section 19.6 of Kent's Zoning Regulations).

6.7 Window Style
6.7.1 The window style should be compatible across the entire exterior of a building.

6.7.2 The following window styles are encouraged: Double-hung, casement, bay and storefront (in commercial areas).

6.7.3 The following may be used sparingly as significant details in traditional buildings: half-round, elliptical, Palladian.

6.7.4 The following window styles are discouraged: picture (except in commercial areas), combination picture/awning, triangular, sloped, and curtain wall.

6.7.5 Display windows in commercial uses are encouraged at the main floor. The use of muntins to break the expanse of glass into smaller panes is encouraged, where appropriate. Larger areas of glass should always be combined with window displays. When plate glass is used for commercial windows, it should be appropriately scaled and detailed to enhance the street front and the scale of the building overall. A combination of the preferred window styles can create interesting storefront compositions. Storefronts can successfully integrate wide windows.

6.8 Window Size and Proportion
6.8.1 A window is defined as the single set of glazed sash contained between jambs or mullions.

6.8.2 Singly cased windows are encouraged in traditional-style buildings. Multiple ganged window configurations are acceptable in more modern buildings.

6.8.3 Except on storefronts, windows should be vertical, in proportions ranging from a 1:2 to a 3:5 ratio of width to height.

6.8.4 Windows of a 1.5:1 to 3:1 ratio range are acceptable just below roof eaves. These are known as "eyebrow" windows.

6.8.5 Shaped windows and windows of a 1:1 ratio are acceptable within the triangle created by converging roof planes and at decorative entries and where combined in a decorative configuration.
6.8.5 Windows wider than 3' are strongly discouraged except on the entry levels of commercial uses where a maximum width of 6' is acceptable.
6.8.6 Every building should have operable windows on the upper floors. These should be double-hung, casement, awning, or pivot windows, or a combination of any two types. Individual windows may be grouped, but continuous strip windows without major vertical divisions are discouraged, as are heavily tinted or reflective glass.

6.9 Doors
6.9.1 Below are examples of encouraged doors and entry areas.

6.9.2 Sliding glass doors are discouraged on front building facades.
6.9.3 Handicap access as required by the Americans with Disabilities Act (ADA) including ramps and railings should be considered an integral part of the overall design.

6.10 Signage
(see Section 19 of Kent's Zoning Regulations.)
6.10.1 In general, all signage should be designed to be consistent with the architectural style, character and composition of the façade of which it is part.
6.10.2 Most commercial facades will have a natural location for signage in a zone above the ground floor fenestration and below the second floor fenestration. Signage outside this zone is discouraged.
6.10.3 Signs should be proportionate to the dimensions of their location and the overall dimensions of the facades. They should not extend beyond the edges of the building, although small signs mounted perpendicular to the façade are allowed. Redundant signage should be avoided, for example window signage that simply repeats signage on other parts of the building. Signage for adjoining tenants in the same building should be clearly separated.
6.10.4 Window signage should not dominate the window in which it is displayed, and should generally not be larger than 50% of the area of the window in which it is displayed. Like façade-mounted signage, it should be in keeping with the architectural character of its site.

7. Roofs
7.1 Roof Types
7.1.1 The Village Center area includes a variety of roof types, with the majority in the Commercial Zone made up of a simple gable. Variety is added by orienting the gable either perpendicular or parallel to the street. Residential Zones are more of a mixture of gable & gambrel roofs with a few hipped and cottage styled roof types. Most roofs on new structures should conform to this approach. Elimination of historic roof profiles is strongly discouraged.
7.2.2 Shed roofs are acceptable as secondary roofs but discouraged as main roofs. The highest roofline of the shed roof should be attached to the dominant building mass.
7.2 Roof Massing
7.2.1 Simple roofs consist of a single roof type. More complex roofs consist of a main roof type that is dominant with attached secondary roof types that are smaller and lower than the main roof ridge-line. Although simple roof types are encouraged on small buildings, roofs of larger buildings should be more complex and should combine a main roof with lower intersecting secondary roof types rather than use only a single roof form.
7.2.2 As a building increases in size, more complex roofs are necessary to enable the building to remain in character and scale with its surroundings. Historically, many large buildings grew by adding new sections similar in massing and proportion to existing structures. There should, however, always be a clear hierarchy in compositions with multiple roofs.
7.2.3 When possible, heating, ventilation, and air conditioning equipment on the roof should not be visible from the street.

7.3 Roof Pitch
7.3.1 Gable roofs may vary in pitch from 7:12 to 14:12. Roof pitches below 8:12 on main roofs are discouraged.
7.3.2 Hipped roofs may vary in pitch from 4:12 to 14:12. Roof pitches steeper than 9:12 on main roofs are discouraged.
7.3.3 Gambrel roofs have different pitches on their upper and lower roof planes. Upper roof pitches may vary from 5:12 to 8:12 while lower pitches may vary from 18:12 to 20:12. The most typical and harmonious arrangement is an upper roof pitch of 5:12 and a lower roof pitch of 20:12.
7.3.4 Mansard roofs are built with a concave curve and they are characterized by protruding eaves and ridges and support brackets below the eave. They may not exceed 8' in height from eave to ridge. The height of Mansard roofs should be designed in proportion to the scale of the facade below. Though dormers are encouraged on Mansard Roofs, skylights are not. Modern Mansard imitations that lack the proportions of historic Mansard roofs are not encouraged.
7.3.5 Shed Roof additions may vary in pitch from 4:12 to 14:12.
7.4 Roof Details
7.4.1 Roof overhangs of 6" to 18", exclusive of gutters, are encouraged.
7.4.2 Details consistent with the period styling of the building are strongly encouraged.

7.5 Roof Features
7.5.1 Dormers and skylights may be added in proportion to the roof's overall size. Cumulatively they should interrupt the roof plane no more than 1/3 of the length of the eave line.
7.5.2 Dormers should be set back from the face of the building at least 1' and from the building sides at least 3'.
7.5.3 The face of the dormer should be minimal in height and made up mostly of window area.
7.5.4 The dormer roof should connect to the main roof at least 1' below the main roof ridge line.
7.5.5 The roof pitch of gable dormers should match the roof pitch of the main roof.
7.5.6 Shed roof dormers that envelop the main roof slope are discouraged.

8. "Trademark" Buildings
Trademark buildings, which identify the owner or occupant by a trademarked architectural style, are not encouraged. Buildings with advertising icon images detract from the coherent and distinctive identity of Kent’s Village Center. Additionally, separated one-story buildings set back from the street and surrounded by parking are incompatible with the spatial character of traditional downtown streets. Franchise business operations can be allowed if they are designed to harmonize with the Village Center mixed-use areas.
Addendum:

References to the Regulations in this document should be taken to refer to the Kent Village Overlay District in the current Planning and Zoning Regulations.

The current revision is known as Section 5100 Kent Village Overlay District and attached.
5100 KENT VILLAGE OVERLAY DISTRICT (KVOD)

5110 PURPOSE AND INTENT

The purpose of the Kent Village Overlay District (KVOD) is to protect and enhance the unique character and scale of the village of Kent as a small New England village in accordance with the goals set forth in the Town of Kent Plan of Conservation and Development. The KVOD regulations are intended to ensure that new development or redevelopment of land or modification of buildings within the District are consistent and compatible with the existing village character. These regulations have been adopted to establish this area as a "village district" as authorized by CGS Section 8-2j, as may be amended.

The intent of these regulations is to:

1. maintain the existing village scale by encouraging buildings that are generally compatible in size and character to the existing residential-style and commercial-style buildings that predominate the streetscape;
2. preserve the historic and significant structures within the District;
3. encourage pedestrian activity within the village center;
4. promote and retain a mix of commercial and residential uses (mixed-use) in the commercial district;
5. ensure the future cohesiveness and unity of the Kent Village District by connecting any future streets into the existing District road network;
6. discourage the widening of existing streets and encourage the width of new streets to be consistent with the existing streets in the Kent Village District; and
7. encourage vibrant and diverse residential development consistent with the traditional character of the community that fits harmoniously into the town fabric and helps reinforce the local sense of place.

For reference, a disc is available in Town Hall with a visual inventory of the Kent streetscape.
5120  APPLICABILITY

1. The KVOD is an overlay district and the provisions of this Section shall be applicable to the land within the KVOD boundaries in addition to the regulations that are applicable to the underlying Districts, unless the provisions of this Section expressly provide otherwise.

2. The provisions of this Section shall apply to any proposal for any new building or other structure, alteration of an existing building or other structure, alteration of landscaping, including fences and signs, or alteration of parking or pedestrian areas within view of a public street.

3. The provisions of this Section shall not apply to signs in accordance with Section 8130.

4. The provisions of this Section shall not apply to activities categorized by the Zoning Enforcement Officer as:
   a. Routine maintenance: activities that occur on a regular basis in order to keep a property in good condition.
   b. Basic repairs or replacement: repairs or replacement generally considered “like for like.”

5130  VILLAGE DISTRICT CONSULTANT

1. In accordance with CGS Section 8-2j, as may be amended, all applications for new construction and substantial reconstruction within a village district and in view from public roadways shall be subject to review and recommendation by the village district consultant for such application.

2. As provided in CGS Section 8-2j, as may be amended, the Commission hereby designates the Architectural Review Board ("ARB") as the village district consultant to advise the Commission concerning an application's compatibility with the village character as contained in these Regulations and the "Architectural Design Standards – Kent Village District” guidelines.

3. The ARB shall consist of 5 regular members and up to two alternates appointed by the Planning and Zoning Commission for staggered two-year terms. The majority of the ARB members shall be Kent residents and no member of the Town of Kent Planning and Zoning Commission shall serve as a member of the ARB. So that the ARB can serve as the village district consultant in accordance with CGS Section 8-2j, as may be amended, the membership of the ARB shall include at least one architect, landscape architect, or planner who is a member of the American Institute of Certified Planners.

4. Alternatively, the Commission may designate a village district consultant for such application who is an architect or architectural firm, landscape architect, or planner who is a member of the American Institute of Certified Planners.

5. The ARB may meet informally with property owners or prospective developers prior to the formal submission of an application to the Commission.
 APPLICATION PROCESS AND REQUIREMENTS

Preliminary Review Recommended

1. Preliminary review by the Zoning Enforcement Officer, the village district consultant and/or the commission is recommended for any activity within the KVOD prior to the submission of an official application.

2. The informal consideration of a proposal can facilitate consideration of factors and problems that may be associated with a plan before the applicant proceeds with preparation of plans and documents required for formal consideration.

3. This informal consideration by the Commission and/or the village district consultant, however, shall not be deemed to constitute any portion of the official and formal procedure of applying for and approving a Site Plan as contemplated herein or under the provision of the Connecticut General Statutes.

Activities Considered Minor in Nature

1. An application involving fences or construction or alteration of a single-family dwelling shall be submitted to the Zoning Enforcement Officer for review by the village district consultant.

2. Applications shall include the following:
   a. A completed application form.
   b. Sketch plan as outlined in the Appendix of these regulations.
   c. Photographs showing the location of the proposed activity as well as the surrounding properties.
   d. Copy of the Kent Village District Map with the subject property highlighted.
   e. If relevant, elevation drawings (front and side views), section drawings and/or photographic images. These materials shall indicate the existing and proposed roofing, siding, windows, and exterior doors as well as roof pitches, overhangs, eaves, etc. Overall dimensions of the plan and vertical dimensions of the eaves and ridge shall be shown as well as sizes of the windows and exterior doors.
   f. If relevant, samples or catalogue “cuts” of proposed roofing, siding, windows and doors. Product sheets may be acceptable.

3. The village district consultant shall have 35 days after the official date of receipt of the application to report in writing.

4. If determined by the village district consultant to conform to the intent of these regulations and the “Architectural Design Standards – Kent Village District” guidelines, the applicant may apply for a zoning permit to commence work.

5. If determined by the village district consultant to NOT conform to the intent of these regulations and the “Architectural Design Standards – Kent Village District” guidelines, the applicant may:
   a. modify the proposal and resubmit, or
   b. submit a Site Plan application to the Commission for review and possible approval.
1. Regulated activities within the KVOD other than fences or construction or alteration of a single-family dwelling shall require a Site Plan application to the Commission.

2. Applications shall include the following:
   a. The materials required as part of a Site Plan application,
   b. Photographs showing the location of the proposed activity as well as the surrounding properties.
   c. Copy of the Kent Village District Map with the subject property highlighted.
   d. Elevation drawings (front and side views), section drawings and/or photographic images. These materials shall indicate the existing and proposed roofing, siding, windows, and exterior doors as well as roof pitches, overhangs, eaves, etc. Overall dimensions of the plan and vertical dimensions of the eaves and ridge shall be shown as well as sizes of the windows and exterior doors.
   e. Samples or catalogue "cuts" of proposed roofing, siding, windows and doors. Product sheets may be acceptable.

3. For Site Plan applications, the following may be required if determined necessary by the Commission:
   a. A representation of all proposed demolition of any structure or part thereof.
   b. A streetscape illustrating the new proposal to scale and indicating the dimensional relationship between the project and structures on adjacent parcels.
   c. Historical pictures of subject site and surrounding area as available.

4. Such application shall be referred to the village district consultant for a report as to whether the application conforms to the intent of these regulations and the “Architectural Design Standards – Kent Village District” guidelines.

5. The village district consultant shall have 35 days after the official date of receipt of the application to report in writing. Such report and recommendation shall be entered into the record and considered by the Zoning Enforcement Office and/or the Commission in making its decision.

6. Failure of the village district consultant to report within the specified time shall not alter or delay any other time limit imposed by the regulations. If a report is not received within this timeframe, the Zoning Enforcement Office and/or the Commission may act on the application.

7. The village district consultant or the Commission may seek the recommendations of any town or regional agency or outside specialist with which it consults, including but not limited to, a licensed architect, a licensed landscape architect, a certified planner, the regional planning agency, the historical society, the Connecticut Trust for Historic Preservation and/or the University of Connecticut College of Agriculture and Natural Resources. Any reports or recommendations from such agencies or organizations shall be entered into the public hearing record.
5150 DESIGN CONSIDERATIONS

1. Within the KVOD:
   a. Special consideration shall be given to protecting the distinctive character, landscape, and historic structures.
   b. The removal or disruption of historic, traditional, or significant structures or architectural elements shall be avoided or minimized.
   c. The conversion, conservation, and preservation of existing buildings and sites in a manner that maintains the historic or distinctive character of the “village district” shall be encouraged.
   d. In reviewing the exterior of structures or sites, the Commission and the village district consultant may consider:
      i. The “Architectural Design Standards – Kent Village district”,
      ii. The Connecticut Historical Commission - The Secretary Of The Interior’s Standards For Rehabilitation And Guidelines For Rehabilitating Historic Buildings, as amended; or
      iii. The distinctive characteristics of the district, including those specifically identified in the plan of conservation and development.
   e. Proposed buildings or modifications to existing buildings shall be harmoniously related to their surroundings, the terrain in the district, and to the use, scale and architecture of existing buildings in the district that have a functional or visual relationship to a proposed building or modification.
   f. All spaces, structures, and related site improvements visible from public roadways shall be designed to be compatible with the elements of the area of the “village district” in and around the proposed building or modification.
   g. The size, height, location, proportion of openings, roof treatments, building materials, and landscaping of commercial or residential property, and any proposed signs and lighting, shall be evaluated for compatibility with the local architectural motif.
   h. Maintenance of views, historic buildings, monuments, and landscaping shall be encouraged.

2. The Commission and the village district consultant shall consider the relationship of buildings within the KVOD to the site and adjoining areas:
   a. Buildings shall be organized in a coordinated and functional manner that is compatible with site features and the desirable characteristics of adjoining areas.
   b. A unified design theme for building massing, exterior treatments and signage shall be established where harmony in textures, lines, and masses is provided and monotony is avoided.
   c. Parking areas shall be treated appropriately in relation to the building, the neighborhood, and the community.
   d. The height and scale of each building shall be compatible with its site and existing (or anticipated) adjoining buildings.
   e. Newly installed utility services, and service revisions necessitated by exterior alterations, shall be underground.
   f. A desirable streetscape and attractive landscape transitions to adjoining properties shall be provided.

3. The Commission and the village district consultant shall also consider the landscape and site treatment within the KVOD:
   a. Landscape treatment shall be provided to enhance architectural features, shield unsightly areas, provide shade, and relate to the natural environment and topography.
   b. Plant material that is indigenous to the area shall be selected for its ultimate growth and for interest in its shape, texture, and color.
   c. Pedestrian walkways shall provide safe and convenient connections within the site and between adjacent sites and shall be constructed of all-weather materials appropriate for the location (such as brick, concrete, or paving blocks but not earth, gravel, or loose stone).
   d. Existing trees at four (4) inches or greater caliper should be incorporated into the plan to the extent feasible.
4. The Commission and the village district consultant shall also consider the building design within the KVOD:
   a. Architectural features shall be evaluated based on the scale of the building(s), the quality of the design, and the relationship to surroundings.
   b. Facades and rooflines shall be articulated and/or varied to reduce the appearance of bulk and provide architectural interest.
   c. Building materials shall have good architectural character and durable quality and shall be selected for harmony of the building with adjoining buildings.
   d. Building textures and components shall be selected for harmony of the building with adjoining buildings.
   e. Utility and service equipment areas shall be screened from public view with materials harmonious with the building.

5. The Commission and the village district consultant shall also consider the signs and lighting within the KVOD:
   a. Every sign should be designed as an integral architectural element of the building and site to which it principally relates and should be coordinated with the building architecture.
   b. Exterior lighting, where used, should enhance the building design and the adjoining landscape.
   c. Lighting should be restrained in design and excessive brightness avoided.

5160 ACTION

1. In accordance with CGS Section 8-2j, as may be amended, if the Commission approves or denies an application, it shall state upon the record the reasons for its decision. If the Commission denies an application, the reason for the denial shall cite the specific regulations under which the application was denied. Notice of the decision shall be published in a newspaper having a substantial circulation in the municipality;

2. No approval of the Commission shall be effective until a copy thereof, certified by the Commission, containing the name of the owner of record and a description of the premises to which it relates, is recorded in the land records of the Town. The Town Clerk shall index the same in the grantor's index under the name of the then record owner and the record owner shall pay for such recording.

5170 VARIANCES

In accordance with CGS Section 8-6, as may be amended, it is hereby specified that no use variances may be granted by the Zoning Board of Appeals from the requirements established under this Section.