



City of Winooski
Vermont's Opportunity City

27 West Allen Street
Winooski, Vermont 05404
802 655 6410
winooski.vt.gov

Planning Commission Agenda

Thursday, February 13, 2020
6:30 PM - Winooski City Hall (27 West Allen Street)

I. Call to Order

II. Changes to the Agenda

III. Public Comment

IV. Approve Previous Meeting Minutes

https://www.winooski.vt.gov/AgendaCenter/ViewFile/Minutes/_01092020-609

V. Public Hearing – Proposed Zoning Amendment

[Click here to view the public hearing notice.](#)

Documents:

Public Hearing Notice - Parking Waiver - 01.13.2020.pdf
Parking Waiver Information - v.3 - As Amended - 02.13.2020.pdf
ULUDR Amendment - Parking Waiver Memo - Planning Commission - 01.13.2020.pdf

VI. Continue Discussion on Form-Based Code – Siting Standards

Documents:

[Siting Standards Revisions - v.5 - 02.13.2020.pdf](#)

VII. Work Plan Review

Documents:

[FY 2020 Work Plan - 07.01.2019 - FINAL.pdf](#)

VIII. Department and City Updates

IX. Other Business

X. Adjourn

PUBLIC HEARING NOTICE
AMENDMENTS TO THE CITY OF WINOOSKI
UNIFIED LAND USE AND DEVELOPMENT REGULATIONS

In accordance with 24 V.S.A §4441 and §4444, the City of Winooski Planning Commission will hold a public hearing on **Thursday, February 13, 2020** beginning at **6:30 p.m.** This hearing will be held at the Winooski City Hall; 27 West Allen Street; Winooski, Vermont 05404 to consider the following:

Amendments to the Unified Land Use and Development Regulations

- Section 4.12: Parking, Loading and Service Areas
- Section 6.8: Waivers & Variance Review

Statement of Purpose: The purpose of these amendments are as follows:

Section 4.12 – Provide a mechanism for relief from the minimum parking requirements and provide options to establish minimum parking for uses that are not currently listed. The addition of a parking waiver includes the specific submission requirements to accompany a waiver request.

Section 6.8 – Provide guidance to the Development Review Board on the standards of review for parking waiver requests. This addition also includes actions available to the Development Review Board when considering requests for parking waivers.

Geographic Area Affected: the proposed amendments will apply to the entirety of the City of Winooski.

Section Headings Impacted:

Section 4.12 – Adds a new subpart #2 under subsection C noting that uses not listed under subpart #1 will establish minimum parking requirements through the same process as the parking waiver. This amendment also includes a new subpart #4 which outlines the requirements for submission of a parking waiver. This amendment also renumbers the subparts under 4.12 C.

Section 6.8 – Adds a new subsection C (including relevant subparts) to provide information related to the standard of review for the Development Review Board to consider parking waivers.

The **full text** of these amendments is available at the Winooski City Hall, 27 West Allen Street, during normal business hours or by contacting Eric Vorwald, AICP, City of Winooski Planning & Zoning Manager by calling 802.655.6410 or evorwald@winooski.vt.gov.



SECTION 4.12 - PARKING, LOADING AND SERVICE AREAS

- A. **Intent.** These parking standards are intended to:
 1. Enable people to conveniently park and access a variety of commercial, residential, and civic enterprises in pedestrian friendly environments by encouraging shared parking.
 2. Reduce fragmented, uncoordinated, inefficient, reserved single-purpose parking.
 3. Avoid adverse parking impacts on neighborhoods adjacent to redevelopment areas.
 4. Maximize on-street parking where available.

- B. **Applicability.** These parking requirements shall apply only to uses and buildings newly constructed, changed, extended, or restored and shall not apply to those uses and buildings lawfully repaired or improved where no increase in gross floor area or change of use is made. The regulations in this section shall apply to all Zoning Districts except the Downtown Core District; and only **Section 4.12. C** shall apply to the Gateway Districts.

- C. **Minimum Reserved Parking Requirements.**
 1. The quantity of parking spaces to be provided in each development proposal shall be determined based on the following requirements. When calculating the spaces required, a decimal shall be rounded up to the nearest whole number.

Uses	Base Parking Requirements
Residential in R-A, R-B and R-C districts	2.0 space/dwelling unit, except 1.0 space/accessory unit
Residential – in all other districts	1.0 space/dwelling unit + 0.50 space/3 bedroom or larger dwelling unit + 1 space for every 4 units (calculated at increments of 4)
Commercial (retail, restaurant, etc.)	3.0 spaces/1,000 sq. ft. of gross floor area
Hotel/B&B	1.0 space/room
Theater	0.25 spaces/seat
Industrial	3.0 spaces/1,000 sq. ft. of gross floor area
Office	4.0 spaces/1,000 sq. ft. of gross floor area

2. Uses not listed under Section 4.12. C. 1 shall follow the process outlined under Section 4.12. C. 4 to determine the required minimum parking.

3. The applicant shall provide a calculation of the parking spaces allocated for each use (including for employees and for customers/clients) and by time period, and any proposed shared use or transportation demand management reductions, and the location of the parking spaces. The required reserved parking spaces may be adjusted, with approval from the DRB or ZA depending on the application requested, as follows:
 - a. Shared Use: Sites over 10,000 square feet in non-residential gross floor area, may be applicable for shared use of the required reserved parking spaces. No more than 60% of the required reserved spaces may be shared. Shared use calculations must be submitted and approved by the Applicable Authority.

- b. Transportation Demand Management (TDM): Use of TDM strategies may be incorporated for a reduction of no greater than 10% of the required reserved parking spaces. Specific strategies, and the associated single occupancy vehicle trip reductions must be submitted and approved by the Applicable Authority.
 - c. Location: The applicant shall demonstrate sufficient parking for residents and employees are available and reserved for use on the applicant's site or off-site within 1400 feet from the project site. No more than 20% of the required reserved parking or 10 spaces, whichever is more, shall be allowed off-site. Each application involving the provision of reserved parking spaces off-site shall submit written proof of contractual arrangements with the owner of the lot which guarantees the continuous use of the required parking spaces for the particular use(s) for the duration of the use(s). The off-site parking provision is not permitted for development proposals within the Residential Zoning Districts.
 - d. Public Parking: The customer or client (non-employee) portion of the minimum parking requirements may be accommodated in the City's public parking inventory upon approval of the Director of Public Works or Downtown Parking Administrator. However, the parking associated with the public parking inventory will not be reserved explicitly for any one business.
4. Waivers. In addition to the administrative reductions listed under subpart 3, waivers to the required minimum number of parking spaces may be granted by the DRB as outlined in Section 6.8. Requests for waivers to the parking requirements shall include:
- a. A zoning application for a specific use (or uses) requesting the waiver including:
 - i. a narrative outlining the reason(s) the waiver should be granted
 - ii. the specific relief requested
 - iii. how the requested relief from the minimum parking standards will be managed to accommodate the proposed use(s)
 - b. A Transportation Demand Management Plan or similar study stamped by a Vermont Licensed Engineer outlining the justification for the waiver.
 - c. A site plan identifying the location(s) of the proposed parking.
 - d. Applicable fees for DRB hearings as outlined in Chapter 28 of the Winooski Municipal Code.
 - e. Other information as deemed necessary for review by the Zoning Administrator or DRB.
 - f. It is understood that a wavier is typically used to provide relief from an established standard. In lieu of creating a duplicative procedure, this wavier process is being utilized as the mechanism to establish the minimum parking standard for uses that are not listed in Section 4.12. C. 1.
- 5 3. Handicapped-Accessible Parking Spaces. Parking spaces for handicapped persons shall be provided for all non-residential uses. The size, number, and location of spaces shall comply with the ADA Accessibility Guidelines. Handicap accessible spaces are required to be eight feet (8'0") wide, with an adjacent access aisle five feet (5'0") wide. One in every eight (8) accessible spaces must have an access aisle eight feet (8'0") wide and must be signed "van accessible". The number of accessible spaces to be provided in each development proposal shall be determined

based on the following requirements. When calculating the spaces required, a decimal shall be rounded up to the nearest whole number.

Total parking spaces in lot	1-25	26-50	51-75	76-100	101-150	151-200	201-300	301-400	401-500	501-1000	> 1,000
Number of accessible spaces required in lot	1	2	3	4	5	6	7	8	9	2% of total	20 + 1 per 100 over 1,000

- 6.4.** Required Bicycle Parking. Sites and/or projects over 10,000 square feet in land area have the following requirements:
- a. For non-residential uses, the Applicant must provide 1 employee bicycle parking rack (2-bike capacity) per 5,000 square feet of non-residential gross floor area and 1 visitor/customer bicycle parking rack (2-bike capacity) per 10,000 square feet of non-residential gross floor area. The employee and visitor racks may be co-located.
 - b. For residential, the developer must provide 1 tenant bicycle parking rack (2-bike capacity) per 10 units and 1 visitor bicycle parking rack (2-bike capacity) per 25 units. Projects under 10 units shall have no requirement.
 - c. Bicycle parking facilities shall be visible to intended users. The bicycle parking facilities shall not encroach on any area in the public right-of-way intended for use by pedestrians, nor shall they encroach on any required fire egress.

SECTION 6.8 - WAIVERS & VARIANCE REVIEW

- A. **Applications & Review Standards.** The DRB may waive application requirements, and site plan or conditional use review standards under Sections 6.6 and 6.7, that it determines are not relevant to a particular application.
- B. **Dimensional Waivers.** The DRB, in association with site plan or conditional use review, or on appeal of a ZA's determination, may reduce minimum district setback requirements (under Table 2.5) or minimum surface water and wetland setbacks (under Section 4.8) in accordance with the Act [§ 4414] and the following requirements.
1. A waiver request, including information regarding the specific circumstances, need and justification for the waiver shall be submitted in writing with the application for site plan or conditional use review.
 2. A waiver under this section may be granted by the DRB only as necessary to:
 - a. Allow for the reasonable development and use of a pre-existing nonconforming lot under Section 4.9.
 - b. Allow for additions or improvements to a pre-existing nonconforming structure under Section 4.9.
 - c. Comply with federal or state public health, safety, access and disability standards.
 - d. Allow for the siting of renewable energy structures.
 3. The minimum required setback distance shall be reduced by no more than 50% under this provision. Variance approval under Section 6.8 shall be required for any further reduction in dimensional requirements.
 4. In granting a waiver under this section, the DRB shall find, based upon clear and convincing evidence of a specific need and circumstances that:
 - a. No reasonable alternative exists for siting the structure, addition or improvement outside of the required setback area.
 - b. The reduced setback is not contrary to public health, safety and welfare, stated objectives and policies of the Winooski Municipal Development Plan, or the intent of these regulations.
 - c. The waiver represents the minimum setback reduction necessary to allow for the proposed development.
 - d. Any potential adverse impacts resulting from reduced setbacks on adjoining properties, surface waters or wetlands shall be mitigated through site design, landscaping and screening, or other accepted mitigation measures.
- C. **Parking Waivers.** The DRB, upon application, may grant a waiver to the minimum required parking for land uses as outlined in Section 4.12. C.
1. The DRB shall consider the specific reasons outlined when considering the waiver to the minimum parking requirements including:

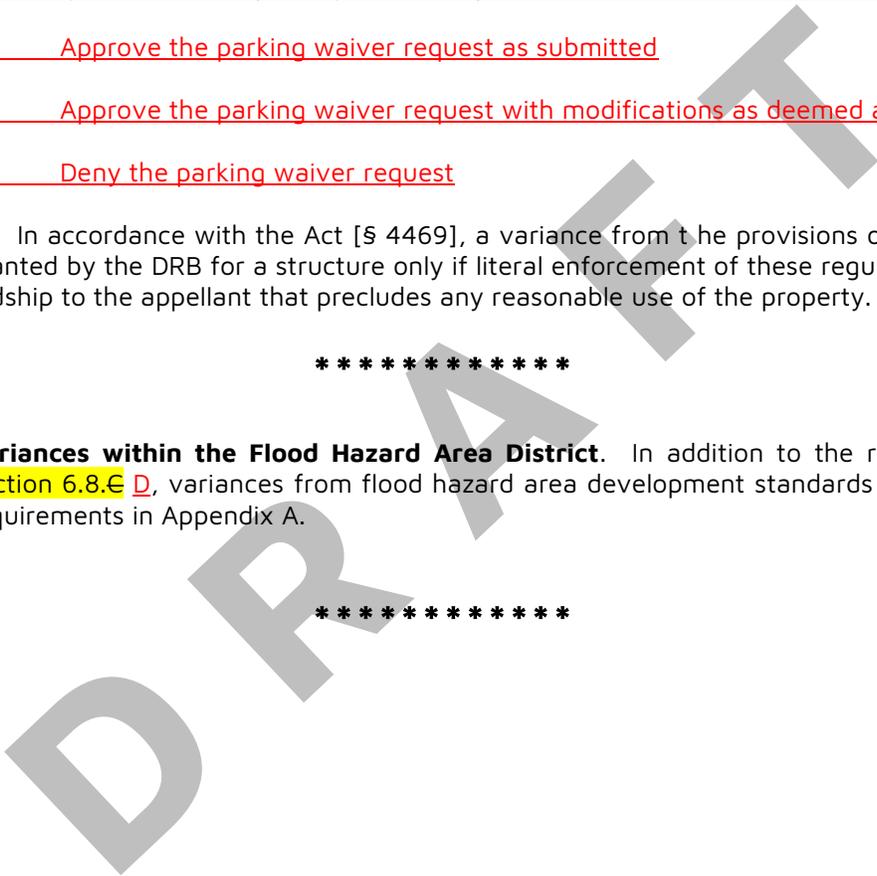
- a. Identified need for parking reductions as outlined in the provided parking study
- b. Ability for the proposed development to support the parking needs as indicated on the provided site plan
- c. Potential impacts to surrounding parking facilities including City maintained streets or parking structures
- d. The parking waiver request represents the minimum parking relief necessary to allow for the proposed development to occur

2. Following review of the parking waiver request, the DRB shall take action to:

- a. Approve the parking waiver request as submitted
- b. Approve the parking waiver request with modifications as deemed appropriate
- c. Deny the parking waiver request

D. €. **Variances.** In accordance with the Act [§ 4469], a variance from the provisions of these regulations may be granted by the DRB for a structure only if literal enforcement of these regulations results in an undue hardship to the appellant that precludes any reasonable use of the property.

3. **Variances within the Flood Hazard Area District.** In addition to the requirements under **Section 6.8.€ D**, variances from flood hazard area development standards are also subject to requirements in Appendix A.



Memorandum

To: Planning Commission

From: Eric Vorwald, AICP, Planning and Zoning Manager

RE: Proposed Amendments to the City of Winooski's Unified Land Use and Development Regulations – Parking Waiver

Date: January 13, 2020

This memo provides information related to two proposed amendments to the City of Winooski Unified Land Use and Development Regulations. These amendments specifically impact Section 4.12 and Section 6.8 and both amendments are related to parking waivers.

Background

With the comprehensive update to the City's Unified Land Use and Development Regulations (ULUDR) in 2016, changes were made to multiple sections of the code. The most significant change was the inclusion of Appendix B – Gateway Districts Form Based Code Regulations. Early drafts of Appendix B included specific provisions related to parking in the Gateway District, however those provisions were not included in the final draft. Instead, parking for the Gateway District is regulated through Section 4.12 of the base zoning regulations.

In addition to the amendment adding Appendix B, the 2016 update to the ULUDR made other changes. One notable change included provisions for relief from the minimum parking requirements including options for shared use parking, reductions in lieu of Transportation Demand Management Strategies, and off-site parking options. Another notable change was the elimination of a provision in the parking regulations identifying the minimum parking requirements for uses not listed. Specifically, the 2016 update eliminated the following text:

"g. Other – for uses not specified here, the number of required parking spaces shall be determined by application to the Zoning Board of Adjustment."

While the provisions included in Section 4.12 offer administrative relief from parking minimums, there is currently no option for additional relief from these minimums or, more importantly, there is no mechanism to properly identify parking minimums for uses that are not listed in the following table:



Uses	Base Parking Requirements
Residential in R-A, R-B and R-C districts	2.0 space/dwelling unit, except 1.0 space/accessory unit
Residential – in all other districts	1.0 space/dwelling unit + 0.50 space/3 bedroom or larger dwelling unit + 1 space for every 4 units (calculated at increments of 4)
Commercial (retail, restaurant, etc.)	3.0 spaces/1,000 sq. ft. of gross floor area
Hotel/B&B	1.0 space/room
Theater	0.25 spaces/seat
Industrial	3.0 spaces/1,000 sq. ft. of gross floor area
Office	4.0 spaces/1,000 sq. ft. of gross floor area

The current regulations do not contemplate uses outside of this table, therefore parking may be over estimated for uses not included.

Purpose of Amendments

While there are two amendments being proposed in different sections of the ULUDR, the amendments are directly related, therefore one amendment cannot occur without the other. The purpose of these amendments is twofold. First, the amendment to Section 4.12 includes a waiver option to reduce the minimum parking requirements below what is achievable through administrative options and to provide a mechanism for determining minimum parking requirements for uses that are not listed. The second amendment incorporates standards for the Development Review Board to consider when reviewed parking waiver requests in Section 6.8.

Proposed Amendments

The following text includes excerpts from Section 4.12 and Section 6.8 respectively. Text that appears in red and underlined is proposed to be added. Text that appears with a ~~strikeout~~ is proposed to be deleted.

SECTION 4.12 - PARKING, LOADING AND SERVICE AREAS

- A. **Intent.** These parking standards are intended to:
 1. Enable people to conveniently park and access a variety of commercial, residential, and civic enterprises in pedestrian friendly environments by encouraging shared parking.



2. Reduce fragmented, uncoordinated, inefficient, reserved single-purpose parking.
3. Avoid adverse parking impacts on neighborhoods adjacent to redevelopment areas.
4. Maximize on-street parking where available.

B. **Applicability.** These parking requirements shall apply only to uses and buildings newly constructed, changed, extended, or restored and shall not apply to those uses and buildings lawfully repaired or improved where no increase in gross floor area or change of use is made. The regulations in this section shall apply to all Zoning Districts except the Downtown Core District; and only **Section 4.12.C** shall apply to the Gateway Districts.

C. **Minimum Reserved Parking Requirements.**

1. The quantity of parking spaces to be provided in each development proposal shall be determined based on the following requirements. When calculating the spaces required, a decimal shall be rounded up to the nearest whole number.

Uses	Base Parking Requirements
Residential in R-A, R-B and R-C districts	2.0 space/dwelling unit, except 1.0 space/accessory unit
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Commercial (retail, restaurant, etc.)	3.0 spaces/1,000 sq. ft. of gross floor area
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Industrial	3.0 spaces/1,000 sq. ft. of gross floor area
Office	4.0 spaces/1,000 sq. ft. of gross floor area

2. Uses not listed under **Section 4.12 C.1** shall follow the process outlined under **Section 4.12 C. 4** to determine the required minimum parking.

3. The applicant shall provide a calculation of the parking spaces allocated for each use (including for employees and for customers/clients) and by time period, and any proposed shared use or transportation demand management reductions, and the location of the parking spaces. The required reserved parking spaces may be adjusted, with approval from the DRB or ZA depending on the application requested, as follows:

- a. Shared Use: Sites over 10,000 square feet in non-residential gross floor area, may be applicable for shared use of the required reserved parking spaces. No more than 60%



of the required reserved spaces may be shared. Shared use calculations must be submitted and approved by the Applicable Authority.

- b. Transportation Demand Management (TDM): Use of TDM strategies may be incorporated for a reduction of no greater than 10% of the required reserved parking spaces. Specific strategies, and the associated single occupancy vehicle trip reductions must be submitted and approved by the Applicable Authority.
 - c. Location: The applicant shall demonstrate sufficient parking for residents and employees are available and reserved for use on the applicant's site or off-site within 1400 feet from the project site. No more than 20% of the required reserved parking or 10 spaces, whichever is more, shall be allowed off-site. Each application involving the provision of reserved parking spaces off-site shall submit written proof of contractual arrangements with the owner of the lot which guarantees the continuous use of the required parking spaces for the particular use(s) for the duration of the use(s). The off-site parking provision is not permitted for development proposals within the Residential Zoning Districts.
 - d. Public Parking: The customer or client (non-employee) portion of the minimum parking requirements may be accommodated in the City's public parking inventory upon approval of the Director of Public Works or Downtown Parking Administrator. However, the parking associated with the public parking inventory will not be reserved explicitly for any one business.
4. Waivers. In addition to the administrative reductions listed under subpart 3, waivers to the required minimum number of parking spaces may be granted by the DRB as outlined in Section 6.8. Requests for waivers to the parking requirements shall include:
- a. A zoning application for a specific use (or uses) requesting the waiver including:
 - i. a narrative outlining the reason(s) the waiver should be granted
 - ii. the specific relief requested
 - iii. how the requested relief from the minimum parking standards will be managed to accommodate the proposed use(s)
 - b. A Transportation Demand Management Plan or similar study stamped by a Vermont Licensed Engineer outlining the justification for the waiver.
 - c. A site plan identifying the location(s) of the proposed parking.
 - d. Applicable fees for DRB hearings as outlined in Chapter 28 of the Winooski Municipal Code.
 - e. Other information as deemed necessary for review by the Zoning Administrator or DRB.



5.3. Handicapped-Accessible Parking Spaces. Parking spaces for handicapped persons shall be provided for all non-residential uses. The size, number, and location of spaces shall comply with the ADA Accessibility Guidelines. Handicap accessible spaces are required to be eight feet (8'0") wide, with an adjacent access aisle five feet (5'0") wide. One in every eight (8) accessible spaces must have an access aisle eight feet (8'0") wide and must be signed "van accessible". The number of accessible spaces to be provided in each development proposal shall be determined based on the following requirements. When calculating the spaces required, a decimal shall be rounded up to the nearest whole number.

Total parking spaces in lot	1-25	26-50	51-75	76-100	101-150	151-200	201-300	301-400	401-500	501-1000	> 1,000
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- 6.4. Required Bicycle Parking. Sites and/or projects over 10,000 square feet in land area have the following requirements:
- a. For non-residential uses, the Applicant must provide 1 employee bicycle parking rack (2-bike capacity) per 5,000 square feet of non-residential gross floor area and 1 visitor/customer bicycle parking rack (2-bike capacity) per 10,000 square feet of non-residential gross floor area. The employee and visitor racks may be co-located.
 - b. For residential, the developer must provide 1 tenant bicycle parking rack (2-bike capacity) per 10 units and 1 visitor bicycle parking rack (2-bike capacity) per 25 units. Projects under 10 units shall have no requirement.
 - c. Bicycle parking facilities shall be visible to intended users. The bicycle parking facilities shall not encroach on any area in the public right-of-way intended for use by pedestrians, nor shall they encroach on any required fire egress.



SECTION 6.8 - WAIVERS & VARIANCE REVIEW

- A. **Applications & Review Standards.** The DRB may waive application requirements, and site plan or conditional use review standards under Sections 6.6 and 6.7, that it determines are not relevant to a particular application.
- B. **Dimensional Waivers.** The DRB, in association with site plan or conditional use review, or on appeal of a ZA's determination, may reduce minimum district setback requirements (under Table 2.5) or minimum surface water and wetland setbacks (under Section 4.8) in accordance with the Act [§ 4414] and the following requirements.
1. A waiver request, including information regarding the specific circumstances, need and justification for the waiver shall be submitted in writing with the application for site plan or conditional use review.
 2. A waiver under this section may be granted by the DRB only as necessary to:
 - a. Allow for the reasonable development and use of a pre-existing nonconforming lot under Section 4.9.
 - b. Allow for additions or improvements to a pre-existing nonconforming structure under Section 4.9.
 - c. Comply with federal or state public health, safety, access and disability standards.
 - d. Allow for the siting of renewable energy structures.
 3. The minimum required setback distance shall be reduced by no more than 50% under this provision. Variance approval under Section 6.8 shall be required for any further reduction in dimensional requirements.
 4. In granting a waiver under this section, the DRB shall find, based upon clear and convincing evidence of a specific need and circumstances that:
 - a. No reasonable alternative exists for siting the structure, addition or improvement outside of the required setback area.
 - b. The reduced setback is not contrary to public health, safety and welfare, stated objectives and policies of the Winooski Municipal Development Plan, or the intent of these regulations.
 - c. The waiver represents the minimum setback reduction necessary to allow for the proposed development.



- d. Any potential adverse impacts resulting from reduced setbacks on adjoining properties, surface waters or wetlands shall be mitigated through site design, landscaping and screening, or other accepted mitigation measures.

C. **Parking Waivers.** The DRB, upon application, may grant a waiver to the minimum required parking for land uses as outlined in **Section 4.12 C.**

- 1. The DRB shall consider the specific reasons outlined when considering the waiver to the minimum parking requirements including:
 - a. Identified need for parking reductions as outlined in the provided parking study
 - b. Ability for the proposed development to support the parking needs as indicated on the provided site plan
 - c. Potential impacts to surrounding parking facilities including City maintained streets or parking structures
 - d. The parking waiver request represents the minimum parking relief necessary to allow for the proposed development to occur
- 2. Following review of the parking waiver request, the DRB shall take action to:
 - a. Approve the parking waiver request as submitted
 - b. Approve the parking waiver request with modifications as deemed appropriate
 - c. Deny the parking waiver request

Consistency with the Winooski Master Plan

The following information is provided to address the requirements of 24 V.S.A. §4441 regarding consistency of the proposed amendments to the City of Winooski Master Plan, adopted March 2019. Specifically, statute requires municipalities to consider three parts when reviewing proposals for new or amended bylaws. These considerations include:

- 1. *Conforms with or furthers the goals and policies contained in the municipal plan, including the effect of the proposal on the availability of safe and affordable housing.*

The City updated their Master Plan in 2019. The master plan indicates that there is a perception that too much parking is required in the gateways which is limiting development.



Land Use Goal 4 notes that updates to the parking requirements of the Unified Land Use and Development Regulations should be considered. Also, Municipal Infrastructure Goal 9 discusses implementing components of the transportation master plan related to parking, and components of the downtown parking plan (completed in 2017) related to parking management including public assets. These proposed amendments will help further these goals and others of the City of Winooski Master Plan.

Additionally, parking is often identified as an added cost for development that can decrease housing affordability. Based on information from the 2018 U.S. Census Bureau's American Community Survey, approximately 20% of Winooski's renter households have no vehicle and another 50% only have only one vehicle. Providing opportunities for developers to reduce parking needs beyond the administrative adjustments to meet affordable housing goals established in the City's Master Plan can help achieve greater numbers of affordable housing.

2. *Is compatible with the proposed future land uses and densities of the municipal plan.*

The City of Winooski is almost completely developed and has access to centralized water and wastewater. This infrastructure has established a pattern of small lots that are underutilized. Redevelopment of these lots is the only mechanism the City has to continue growing. Changes to the ULUDR have supported increased density along the gateways, in the downtown core, and in the central business district. This is also reflected on the City's Future Land Use Map.

Due to the existing parcel configurations, it can be challenging to develop a project that takes advantage of the public infrastructure to maximize density due to the suburban style parking regulations. The waiver option would allow developers to provide additional information to establish parking at a more urban scale, take advantage of public parking facilities, and increase development density.

3. *Carries out, as applicable, any specific proposals for any planned community facilities.*

While these amendments would not directly impact any proposed community facilities, there may be an impact to a future parking garage being planned for Downtown Winooski.



Part 4. Building Form Standards

401. Intent

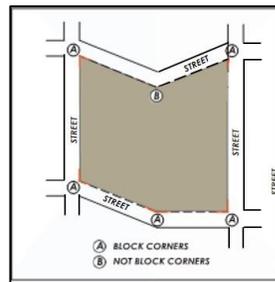
- A. The goal of the BUILDING FORM STANDARDS (BFS) is the creation of a vital, and coherent public realm through the creation of good STREET-SPACE. The intent of these form standards is to shape the STREET-SPACE—the specific physical and functional character—of the Gateway District. The form and function controls on building frontages work together to frame the STREET-SPACE while allowing the buildings greater latitude behind their FACADES. The BUILDING FORM STANDARDS aim for the minimum level of control necessary to meet this goal.
- B. The BFS set the basic parameters governing building construction, including the building envelope (in three dimensions) and certain required or permitted functional elements, such as FENESTRATION (windows and doors), STOOPS, BALCONIES, FRONT PORCHES, and STREET WALLS.
- C. The BFS establish the rules for development and redevelopment on private lots, unless otherwise indicated on the REGULATING PLAN.
- D. The REGULATING PLAN identifies the BUILDING FORM STANDARD within the Gateway District, establishing the rules for development and redevelopment on all lots, unless otherwise indicated on the REGULATING PLAN.

402. General Provisions

The following apply to all BFS, unless expressly stated otherwise within an individual BFS or otherwise designated on the REGULATING PLAN.

G. Siting

1. Building FACADES shall be built to the RBL as prescribed in the BFS.
2. The building FACADE shall be built to the RBL within 30 feet of a BLOCK CORNER, unless otherwise specified in the BFS. *(See diagram 402.G.2.)*
3. The RBL, for all BFS frontages except Detached, designated on the REGULATING PLAN as an absolute line, incorporates an offset area (or depth) of 24 inches behind that line (into the BUILDABLE AREA) allowing for jogs, FACADE articulation, etc. unless otherwise designated herein. Therefore, where the FACADE is placed within that 24-inch zone, it is considered to be “built to” the RBL.



402.G.2

3. **In order to create interest and provide a pedestrian scale in the Urban General and Storefront BFS, when the RBL is co-located with the front property line on the REGULATING PLAN is designated on the regulating plan as an absolute line, the following requirements will apply to any building with a facade length of 75**

linear feet or more.

- a. Up to 50% of the building **FACADE** in the Urban General or Storefront BFS may be set back up to **five** feet from the RBL, but no less than two feet from the RBL. This off-set will allow for entry ways, seating, landscaping, street furniture, or other amenities to enhance the STREET-SPACE as noted under *Part J. Elements*.
- b. Each offset shall encompass a COMPLETE AND DISCRETE FACADE COMPOSITION including a functional entry door either to a SHOPFRONT or to the interior finished space of the building.
- c. Buildings in the Urban General or Storefront BFS with a **FACADE** length of 50 feet or less may set the **entire** building back up to five feet from the RBL provided the GROUND STORY is developed with COMMERCE, RETAIL, or CIVIC USES. Otherwise, the FACADE shall be built to within 24 inches of the RBL.
- d. Buildings in the Townhouse/Detached Frontage BFS may be set back up to **five** feet from the RBL provide that:
 - i. a front porch is not proposed for the development.
 - ii. the RBL is co-located with the front property boundary and a setback is not already incorporated into the REGULATING PLAN.

4. For Detached frontages the RBL incorporates an offset area (or depth) of 10 feet behind that line (into the BUILDABLE AREA) allowing for jogs, FACADE articulation, etc. unless otherwise designated herein. Therefore, where the FACADE is placed within that 10 foot zone, it is considered to be "built to" the RBL.
5. Where a STREET WALL is required, it shall be located along any RBL frontage that is not otherwise occupied by a building; and shall be built to within the 24-inches of the RBL ~~zone~~.
6. Buildings may only occupy that portion of the lot specified as the BUILDABLE AREA; within any LOT BUILDING LIMIT and outside of any NEIGHBORHOOD MANNERS setback.
7. No part of any building may be located outside of the BUILDABLE AREA except overhanging eaves, awnings, SHOPFRONTS, BAY WINDOWS, STOOPS, steps, handicapped ramps approved by the Zoning Administrator, or BALCONIES. STOOPS, steps, and ramps shall not be located within the CLEAR SIDEWALK area. For appropriate COMMERCE and RETAIL uses, temporary displays or cafe seating may be placed in the DOORYARD.
8. There is no required setback from COMMON DRIVES except as otherwise indicated in the BFS.
9. There are no side lot setbacks, except as specified in *Section E. Neighborhood Manners* (above) or in the individual BFS.
10. The PARKING SETBACK LINE is generally 30 feet behind the RBL and extends,

vertically, from the first floor level, as a plane unless otherwise indicated on the REGULATING PLAN or in the BFS. Vehicle parking shall be located behind the PARKING SETBACK LINE, except where parking is provided below grade, on-street, or otherwise indicated on the REGULATING PLAN.

XX. The BUILDABLE AREA is defined for each BFS in Sections 403 thru 406 respectively and represents the maximum area where buildings can be located. If buildings are adjusted related to the RBL as noted in Section 402 G. 3, the BUILDABLE AREA will similarly be adjusted to maintain the maximum size identified in each BFS and not be increased beyond what is designated.

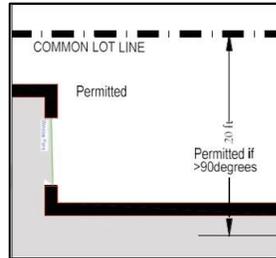
11. All lots, including CORNER LOTS and through lots, shall satisfy the build- requirements for any and all of their RBL frontages, and the DOORYARD and/or FRONT YARD requirements for each designated BFS, unless otherwise specified in this Code.

J. Elements

1. FENESTRATION is regulated as a percentage of the FAÇADE between floor levels. FENESTRATION is measured as glass area (including mullions, muntins, and similar window frame elements with a dimension less than one inch) and/or open area.
2. FENESTRATION shall be distributed such that no 30-foot section of a FAÇADE violates the BFS percentage parameters.
3. Windows shall not direct views into an adjacent private lot where the COMMON LOT LINE is within 20 feet. Specifically: the window opening and its window panes shall be at an angle of greater than 90 degrees to/ with the COMMON LOT LINE, unless:
 - a. that view is contained within the lot (e.g. by a PRIVACY FENCE or GARDEN WALL), or
 - b. the window's sill is at least 6 feet above its finished floor level, or
 - c. otherwise specified in the individual BFS.

4. No part of any building may project forward of the RBL except overhanging eaves, AWNINGS, SHOPFRONTS, BAY WINDOWS, STOOPS, steps, BALCONIES, or handicapped ramps approved by the Zoning Administrator.

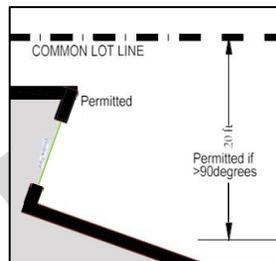
5. GROUND STORY AWNINGS shall have a minimum of ten-foot clear height above the sidewalk and a minimum five-foot depth, measured from the FAÇADE. The maximum depth is to back-of-curb or the TREE LAWN edge, whichever is less.



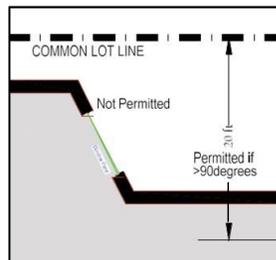
6. BALCONIES shall not project within 5 feet of a COMMON LOT LINE or encroach within the public right-of-way.

7. Where an individual BFS includes balconies as a method for achieving the required PRIVATE OPEN AREA, the BALCONY:

- a. shall be enclosed by balustrades, railings, or other means that block at least 55 percent of the view through them;
- b. shall not otherwise be enclosed above a height of 42 inches, except with insect screening and/or columns/posts supporting a roof or connecting with another BALCONY above; and
- c. shall be roofed.



8. BAY WINDOWS shall have an interior clear width of between four and eight feet at the main wall. BAY WINDOWS shall project no more than 42 inches beyond the RBL and walls and windows of the bay shall be between 90 degrees (perpendicular) and 0 degrees (parallel) relative to the primary building wall from which they project.



402.J.3
Plan View Diagrams

9. ATTIC STORIES are permitted for all BFS frontages.

- a. On the RBL/FAÇADE side of the roof pitch (BLOCK interior elevations are not restricted) ATTIC STORY windows may only be located in DORMERS and/or gable-ends.
- b. ATTIC STORY DORMERS are permitted so long as they do not break the primary eave line, are individually less than 15 feet wide, and their collective width is not more than 60 percent of the RBL FAÇADE length.
- c. ATTIC STORIES do not count against the ULTIMATE BUILDING HEIGHT or maximum STORY height as long as they meet the above standards.

10. For Urban General and Urban Storefront frontages, as an alternate to the ATTIC STORY, a HALF STORY is allowed above the maximum full story, provided that:

- a. its footprint is no more than 50% of any of the STORIES below it,
 - b. it is set back from the FAÇADE below no less than 15 feet, and
 - c. not less than 1/3rd of the building's total roof area is constructed as a GREEN ROOF.
 - d. HALF STORIES do not count against the ULTIMATE BUILDING HEIGHT or maximum STORY height as long as they meet the above standards.
11. At least one functioning entry door shall be provided along each GROUND STORY FAÇADE. No GROUND STORY FAÇADE may include a section of greater than 75 feet without a functioning entry door, unless otherwise specified in the BFS.
 12. All required FRONT PORCHES shall be completely covered by a roof. FRONT PORCHES may be screened (insect screening) when all architectural elements (columns, railings, etc.) occur on the outside of the screen on the side facing the STREET-SPACE. The finished FRONT PORCH floor height shall be no more than 8 inches below the first interior finished floor level of the building to which it is attached. FRONT PORCHES shall not extend past the DOORYARD into the CLEAR WALKWAY.
 13. The finished STOOP floor height shall be no more than 8 inches below the first interior finished floor level of the building to which it is attached. STOOPS shall not extend past the DOORYARD into the CLEAR WALKWAY.
 14. PRIVACY FENCES may be constructed along and within 6 inches of COMMON LOT LINES, except those forward of the RBL, and along COMMON DRIVES. PRIVACY FENCES shall have a maximum height of 8 feet.

15. Any setbacks, as described under Section 402. G. 3, that are incorporated into a building design shall include the following elements:

- a. Setbacks up to 3 feet shall incorporate ground cover suitable to control any runoff or erosion.
- b. Setbacks between 3 and 5 feet that do not include an entry door shall provide may include landscaping, street furniture (such as benches), bicycle parking facilities, or other pedestrian scale elements as approved by the Zoning Administrator or Public Works Director.
- c. Setbacks that are done in conjunction with a SHOPFRONT shall include space that can be used for seating; temporary display of goods or merchandise; or similar facilities to support the use associated with the SHOPFRONT.

Commented [EV1]: Do we want to dictate what goes into the offset or allow the developer to propose something? Maybe more of a design question than a specific mandate.

**CITY OF WINOOSKI
PLANNING COMMISSION
FY 2020 WORK PLAN**

The City of Winooski's Planning Commission annually establishes a plan of work including tasks that will implement the 2019 City of Winooski Master Plan. The following is a list of tasks that will directly work towards implementation of the goals or strategies listed in the Master Plan. This document is organized in a narrative format that includes and Implementation Action with a summary about that action; timeline for implementation of the action, or key milestones as appropriate for the action; costs and potential funding sources if known; and specific goals and objectives from the Master Plan that will be met through the actions.

1. REVIEW VISION OF THE FORM-BASED CODE

ACTION NARRATIVE

The Gateway Zoning District, as part of the form-based code, was established to create a dense, walkable, multi-use development pattern along the City's gateways. This development pattern includes wide sidewalks, multi-modal transportation options, and mixed-use buildings that front along the street space. With several developments constructed or in process in the Gateway Zoning District, concerns have been raised that the vision presented with the development of the regulations is not matching the development pattern being established.

PLANNING COMMISSION ROLE

The Planning Commission should consider the vision that was established with the Gateway Zoning District and evaluate if the current development pattern is meeting that vision. This should be done in the context of the developments that are constructed, permitted, or under review. Additionally, other efforts (including the Main Street Revitalization Program) should be considered in relation to the future vision of the community. Changes to the Unified Land Use and Development Regulations should be considered, as appropriate, to ensure the vision will be realized. This may impact more than just the form-based code.

MASTER PLAN IMPLEMENTATION

Land Use Goals & Objectives 1, 3, 4
Municipal Infrastructure Goals & Objectives 8



TIMELINE

Draft recommendations prepared and approved by the Planning Commission CY 2020.

2. REVIEW AND UPDATE PARKING REGULATIONS AS APPROPRIATE

ACTION NARRATIVE

With the update to the Unified Land Use and Development Regulations in 2017, specific changes for the Gateway Zoning District were not included. One intent of the Gateway Zoning District was to promote a “park once” approach to land development and allow for reduced parking needs. Additionally, parking has been identified as a barrier to establishing affordable housing units. Parking regulations should be reviewed to determine any changes that may be appropriate.

PLANNING COMMISSION ROLE

Initial work on this task will begin with the Housing Commission. The Housing Commission will compile data related to existing parking needs of residential areas to establish baseline information. This may include number of vehicles per household, number of spaces in existing developments, land area occupied with parking, available on-street parking, and parking requirements in other communities. This information will help the Planning Commission determine any changes that may be appropriate to meet the future parking needs of the community.

In support of this action, the Planning Commission should review the existing parking requirements to identify potential areas for change. This could include consultations with members of the development community to identify challenges that have been encountered in real-world situations. Additionally, the Planning Commission should evaluate alternative transportation options to determine if multimodal transportation alternatives may be necessary to support reduced parking requirements. This discussion may also include additional incentives for relief from the parking regulations.

MASTER PLAN IMPLEMENTATION

Land Use Goals & Objectives 4
Municipal Infrastructure Goals & Objectives 9

TIMELINE

Options or recommendations identified for possible updates by end of CY 2019



3. REVIEW AND EVALUATE INCENTIVES FOR DEVELOPMENT PRIORITIES

ACTION NARRATIVE

The Unified Land Use and Development Regulations include incentives to encourage affordable housing and energy efficiency in buildings. Both of these incentives are incorporated into the Gateway Zoning District. Since these incentives were added, no development has taken advantage of the bonuses allocated through these incentives.

PLANNING COMMISSION ROLE

In support of this effort, the Housing Commission will review existing information on incentives and provide data to the Planning Commission. This data may include an analysis of incentives that are working in other communities, preferred incentives from the development community, or incentives that will lead to developments that incorporate community priorities.

The Planning Commission should review the data that will be compiled by the Housing Commission and the existing Unified Land Use and Development Regulations to evaluate the incentives that are included and determine if they should be expanded, modified, eliminated, or otherwise altered. Additionally, the Planning Commission should identify the types of development that are desired through the incentives. Specific options include affordable housing, energy efficiency, or sound mitigation measures.

MASTER PLAN IMPLEMENTATION

Land Use Goals & Objectives 4
Housing Goals & Objectives 1, 2, 7

TIMELINE

Development priorities and incentives identified by the end of CY 2019.

4. GENERAL ZONING UPDATES

ACTION NARRATIVE

Staff has been tracking issues related to the existing Unified Land Use and Development Regulations for the past year. Many of these issues relate to missing or incorrect references; formatting issues; or limited details to provide guidance with interpretations. This work plan item will cover the updates related to these minor edits, tweaks, and changes to the ULUDR that can



be completed as a comprehensive update package. These updates are not intended to include any substantive changes that may require additional resources, support, or public outreach.

PLANNING COMMISSION ROLE

The Planning Commission should review draft changes to the Unified Land Use and Development Regulations to evaluate impacts to land development and ensure clarity to the regulations is being achieved. The Planning Commission will suggest edits or changes to the amendments before holding public hearings on the changes. The Planning Commission may consider these more administrative changes independently of larger updates, or incorporate one comprehensive package of updates to be considered by Council.

MASTER PLAN IMPLEMENTATION

Multiple Goals & Objectives will be addressed through this action

TIMELINE

Draft recommendations prepared and approved by the Planning Commission CY 2020.

5. SUPPORT EFFORTS TO DEVELOP HISTORIC PRESERVATION REGULATIONS

ACTION NARRATIVE

As land development activities continue throughout the City, interest in the preservation of Winooski's history has increased. In order to implement this action, several questions have been presented. Specifically:

- What does preservation mean to the City of Winooski?
- What resources exist within the community?
- What techniques should be implemented locally to best achieve the community's preservation goals?

The first step that has been identified for this action will be establishing an inventory of the City's existing historic resources. This may include buildings or structures; landscapes; neighborhoods or districts; or similar resources that have a significant place in Winooski's history. The work will help inform the methods of preservation that will support the community's goals.



PLANNING COMMISSION ROLE

The City will seek grant funding to enlist the help of experts to conduct an inventory of historic resources and to solicit input from the community regarding preservation goals. To support this effort, the Planning Commission may host community forums, provide input on draft proposals, or similar efforts, however the primary work on the inventory will be done through outside efforts.

The resulting information from the survey and input from the community will inform the direction the City may support regarding historic preservation. The Planning Commission will take this information and help develop any regulatory updates that may be needed.

MASTER PLAN IMPLEMENTATION

Land Use Goals & Objectives 10 and 11
Municipal Infrastructure Goals & Objectives 12

TIMELINE

Inventory to begin when funding sources are identified.

