

SECTION 4.4 - DESIGN REVIEW

- A. **Intent.** The intent of these Design Review standards is to protect, preserve, develop and use Winooski's historic, cultural, architectural and natural resources to stimulate a more meaningful environment for its citizens and the region; to maintain the architectural and historical integrity of existing buildings or features; and to ensure the compatibility of new construction or usage to adjacent properties.
- B. **Applicability.** This section is applicable to all properties located within the Design Review District regardless of use except that in all Zoning Districts in the City with the exception of the Downtown Core, and any residential use of three or fewer units, properties located in the Gateway Zoning District shall only be subject to design review for proposed demolition of buildings or structures and proposals that include ~~This section is applicable to any alterations or improvements to buildings or structures within the Gateway Districts that fall under the thresholds for conformance with the Form Based Code as defined in~~ **Section 209: Non-Conformities of Appendix B.**
- C. **Covered Actions.** The following ~~types of development~~ actions are subject to these ~~the~~ standards outlined herein:
1. Demolition of a building or structure; in whole or in part except as exempted under **Section 4.1.A**;
 2. Movement of a building or structure;
 3. Any new construction of a building or structure subject to view that will be located within 50 feet of the edge of ~~from a public street~~ right-of-way, unless the new construction is specifically exempt from zoning permitting under **Section 6.13**;
 4. Exterior remodeling or renovation of an existing building or structure that will change or alter the building or structure related to:
 - a. The overall height; or
 - b. The exterior dimensions; or
 - c. The exterior materials
 5. ~~Modifications, including enlargements or reductions to existing windows, doors, or other openings located on the front or side of the building or structure unless specifically required to meet applicable building codes related to life/safety standards or ADA accessibility requirements; or~~
 6. ~~Modifications or changes including removal of specific elements, materials, or details that are specifically identified in a resources survey or similar document as contributing to the historic integrity, architectural quality, or cultural or historical significance of the building or structure for properties listed in a National, State, or Local Register of Historic Places.~~
 5. ~~Change in existing walls and fences, or construction of new walls and fences along the public right of way;~~
 6. ~~Change in exterior color or material;~~
 7. ~~Exterior lighting;~~
 8. ~~Exterior signage.~~
- D. **Design Review District Boundaries.** The Design Review District is an overlay and is depicted on the Design Review District Map included in **Article X**. All properties within the Design Review District are subject to these standards unless otherwise excluded in **Section 4.4.B**.

E. **Design Advisory Commission.** The Design Advisory Commission (DAC) shall review any applications within the Design Review District that propose a covered action as outlined in **Section 4.4.C.**

1. Review by the DAC shall be limited to the applicable standards of review as outlined under **Section 4.4.F** as they relate to the covered action(s) listed in **Section 4.4.C.**
2. The DAC shall advise the ZA or DRB regarding the issuance of a Certificate of Appropriateness related to the covered action(s) listed in **Section 4.4.C.**

EF. **Standards for Review.** Development subject to design review will be subject to the following standards: Any activity identified under **Section 4.4.C** will be subject to the following standards for review as applicable.

1. **Height.** The height of a proposed building and its visual compatibility with adjacent buildings;
2. **Setback.** The building setback of new or remodeled construction in relationship to that of existing structures;
3. **Rhythm.** The relationship of solids to voids in the front facades of a building;
4. **Proportion of Building's Front Façade.** The relationship of the width of building to the height of the front elevation;
5. ~~**Relationship of Materials, Texture, and Color.** The compatibility of these facets of a building with the predominant materials used in the buildings to which it is visually related;~~
6. **Scale of a Building.** The size of a building and the mass of a building in relation to open spaces, windows, door openings, porches and balconies;
7. **Proportion of Openings within the Building.** The relationship of the width of the windows to the height of the windows;
8. **Roof Shapes.** The compatibility of the roof shape of a building with the buildings to which it is visually related;
9. ~~**Grading and Planting.** Grade changes and landscape plantings incorporated so as to enhance the existing scale and character of the site, and their relationship to adjacent areas;~~
10. ~~**Open Space.** Open space designed as to add to the visual amenities of the area.~~

G. **Design Review Procedures.** Within 30 days of a complete application for a covered action as identified in **Section 4.4.C** that is located within the Design Review District as described in **Section 4.4.D** being received by the City, the ZA shall forward the complete application to the DAC for their next available meeting.

1. The DAC shall annually publish a schedule of meeting dates and times and make this information available to the public.
2. The ZA shall warn all meetings of the DAC in accordance with Vermont's Open Meeting Laws.
3. Within 30 days of the adjournment of the Design Advisory Commission meeting, the DAC shall issue a recommendation to the ZA or DRB regarding the request for a Certificate of Appropriateness.

H. **Certificate of Appropriateness.** Any project that proposes a covered action as included under **Section 4.4.C** for a property located within the Design Review District as described in **Section 4.4.D** shall receive a Certificate of Appropriateness from the ZA or DRB prior to the issuance of a zoning permit for a covered action.

1. To be considered for a Certificate of Appropriateness, the applicant shall submit a combined zoning/building permit application to the Zoning Administrator for review.
2. In addition to the information identified in Section 6.10.B, the applicant shall provide the following documentation:
 - a. Narrative information describing how the proposal meets or is compatible with the standards for review in Section 4.4.F.
 - b. Site plans identifying existing and proposed conditions for the overall site.
 - c. Detailed architectural plans, elevations, or renderings for the covered action as identified in Section 4.4.C.
 - d. Environmental assessments to determine the existence or absence of asbestos or other environmental hazards.
3. Documents listed in Section 4.4.H.2 shall be prepared by licensed professionals, including their stamp or seal; and submitted with the application for a zoning permit.
4. Complete applications will be referred to the DAC for consideration and a recommendation on the issuance of a Certificate of Appropriateness.
5. If the proposed action or use can be approved administratively as outlined in Section 2.4, the Zoning Administrator will render a decision on the application following a recommendation from the DAC on the issuance of a Certificate of Appropriateness.
6. If the proposed action or use requires approval from the DRB as outlined in Section 2.4, the Zoning Administrator will forward the application, along with the recommendation from the DAC to the DRB to be considered at their next available meeting.
7. No zoning permit will be issued for a covered action that has not received a Certificate of Appropriateness.
8. The decision of the Zoning Administrator or DRB to issue a Certificate of Appropriateness may be appealed as outlined in Section 6.9 of these regulations.

~~D. **Historic & Cultural Resources.** Adaptive reuse is intended to allow for the continued, economically viable use of historic structures that have outlived their original purpose but contribute to the historic, architectural and/or cultural fabric of the community. Accordingly, an alternative use may be allowed within the current dimensions of a historic structure, subject to the above general design review standards, conditional use review under Section 6.7, and any recommendations from Section 4.4.D above. In addition:~~

- ~~1. Methods shall be used to avoid undue adverse impacts on the National or State Registers of Historic Places and those listed in the Municipal Development Plan as Local Historic and Architecturally Significant Buildings. The demolition of structures listed on the National or State Registers of Historic Places shall be prohibited unless a letter from a qualified Historic Preservation consultant documents that the historical significance has been compromised and is no longer relevant.~~
- ~~2. Methods shall be used to minimize undue adverse impacts to the historic and cultural resources listed on the Vermont Historic Sites and Structures Survey for the City of Winooski and still considered eligible for listing on the National or State Register of Historic Places according to the Vermont Division of Historic Preservation.~~
