



Village of Manchester, Vermont

Minutes of a Regular Meeting of the Development Review Board Held on the 14th day of February, 2018

Members Present: Chairman Donald Brodie, Vice Chair Craig Powers, Orland Campbell, Bob Johnston, Dana McKloskey,
Member(s) Absent: Gordon McClellan, Renee Waller
Others Present: Marian Haines, Brian Knight, Richard Moore, Eric Scott, Administrative Officer

Chairman Brodie called the meeting to order at 10:30 A.M.

Minutes:

Approve the draft minutes of the January 03, 2018 meeting.

Member Powers moved that the draft minutes of the January 03, 2018, meeting be approved.
Member Campbell seconded the motion and it passed unanimously.

Applications:

None

Other Business:

Administrative Officer's interpretation of Historic Core Design Control Sub-District map.

Administrative Officer Scott stated that there are several maps that designate the Village's Historic Core Design Control Sub-District and all seem to be incorrect. Scott explained that this map has changed over time. Scott recommends a map drawn in February 1998 to designate the boundaries of the Historic Core Sub-District. There was general agreement amongst the members, however Chairman Brodie tabled the matter until a process to correct the issue is better understood. Scott stated that he would research this and report at the next DRB meeting.

Scott then asked the Board if there was a consensus that the property at 3227 Main Street was not in the Historic Core Sub-District and there was.

The Scott memo regarding the historic maps and accompanying exhibits are available at the Village office.

Review possible changes to Village Bylaws, Sections;

The Board progressed the Sections 4.1 through 4.4.2 of the Bylaw update. Attached are the changes approved. Deleted passages have a ~~striketrough~~ effect and insertions are underlined. Passages in **black** require further review.

There being no further business to come before the Board, the meeting was adjourned at 11:47 A.M.

SECTION 4 - DESIGN CONTROL DISTRICTS

4.1 PURPOSE

The purpose of the Design Control District is to assure that future land development in the Village of Manchester will be consistent with ~~items 1 through 4 of the~~ "GOALS FOR THE VILLAGE" set forth in Section 2.0 of the Village Plan of Development, or as modified therein.

Zoning Bylaw provisions which set forth criteria for development in the three Design Control Sub-Districts do not supersede the dimensional requirements applicable to the several Village of Manchester Village Zoning Districts, and apply only if they are in conformity with those dimensional requirements.

4.2 APPLICABILITY

The Design Control District includes the entire Village of Manchester. To facilitate design control, the Design Control District is divided into ~~three~~ the Sub-Districts listed below:

- A. ~~Historic Core Sub-District~~
- B. ~~Preservation Sub-District~~
- C. ~~General Review Sub-District~~

Each of these sub-districts has different, but related criteria. The following standards are to be applied to specific projects in a reasonable manner, taking into consideration economic and technical feasibility.

4.3 HISTORIC CORE SUB-DISTRICT

The ~~Historic Core~~ Sub-District (defined in Appendix 1 of the Village Plan) is the most restrictive sub-district. This geographic district comprises those lots located within Manchester Village that contain the principal structures and outbuildings listed on the National Register of Historic Places, and the Equinox Historic District, ~~as specified in the Manchester Village Zoning Bylaws.~~

Within the ~~Historic Core~~ Sub-District, no structure or parts thereof, will be demolished or relocated (except to remedy a dangerous situation). Additions, alterations, or repairs to structures, or alterations of lots within this district, must preserve or restore historical detail to preserve the historic character of the structure and streetscapes. Additions, alterations and repairs in this district shall, if possible, conform to the Secretary of the Interior's Standards ~~dated (1992)~~, (or as later revised). New structures in this district will conform to Section 4.3.3 below.

4.3.1 MAINTENANCE AND REPAIRS IN THE HISTORIC ~~CORE~~ SUB-DISTRICT

- a. Repairs must replace deteriorated or damaged features, including roofs to match the original in design, size, shape, material, dimension, pattern, texture, color and detail. Newly available synthetic materials may be approved by the Development Review Board ~~for use, on an ad-hoc basis.~~
- b. Where possible, repairs should involve the replacement of only the deteriorated or damaged portion or detail of a feature, rather than the entire feature.
- c. The preferred color for the body and trim of a structure is white, though other subtle colors may be approved if the ~~commission~~Board finds them to be appropriate for the structure. Previously painted surfaces may be repainted with paints that match the current color, without a permit. Sandblasting and/or excessive power washing are discouraged, as they are detrimental to historic materials.
- d. Damaged, deteriorated or missing exterior lighting fixtures may be replaced with new fixtures that are either similar in appearance, detail and scale, or compatible with the historic structure and site in material, appearance and scale without a permit.

4.3.2 ALTERATIONS AND ADDITIONS IN THE HISTORIC CORE SUB-DISTRICT

The following provisions apply to alterations and additions to historic structures in the Historic Core Sub-District. Alterations and additions to a non-historic or non-conforming structure in the Historic Core Sub-District shall conform to ~~section 4.4.2 of these bylaws~~ provisions of the Preservation Sub-District.

- a. If necessary, ~~new~~ walkways, driveways, or parking areas may be constructed if they are compatible with the location, scale, materials, configuration and overall historical character of the historic structure and site. Whenever possible, ~~new~~ parking should be at the rear of the structures, and existing mature vegetation and additional perimeter landscaping or screening should be used to lessen the impact of the ~~new~~ parking areas.
- b. If necessary, for security or safety, or to highlight a public historic building, ~~new~~ exterior lighting that is compatible with the character and scale of the historic structure and site may be introduced.
- c. ~~New~~ non-historic roof features, such as skylights, vents and antennae, may only be installed on non-character-defining roofs. Such features must not be visible from the street, and must be located so that they do not diminish the original character of the historic structure, or damage historic roofing materials.
- d. ~~New~~ wall features, including doors, windows, ventilators, and electrical and mechanical fixtures, may be introduced only on non-character-defining elevations, and located so that they do not diminish the original character of the historic structure, or damage historic wall materials.
- e. The preferred color of the body and trim of a structure is white, though other subtle colors may be approved if the applicant can demonstrate to the Development Review Board that they are historic and/or appropriate for the structure. Accent colors may be used on separate features such as shutters, doors and sash with Board approval.
- f. Storm windows and doors may be installed for energy efficiency. Storm windows should not damage or obscure existing sash and frame, and should be painted or finished with a color compatible with the existing sash color.
- g. If desired and historically appropriate in color and style, fabric awnings over windows, entrances, or porch openings, may be installed in a way that does not damage or obscure historic features.
- h. ~~New~~ porches, decks or entrances may be introduced only on non-character-defining elevations, and must be attached in ways that minimize the loss of historic fabric.
- i. Transformers, meters, pipes, alternative energy sources such as solar panels, and mechanical or communication-related items should be located as inconspicuously as possible, usually in rear yard locations or along non-character-defining elevations. Such features should be screened from view. Air conditioning units, if needed, shall be located on the rear or on non-character-defining elevations of historic structures.
- j. Existing additions that contribute to the overall historic character of a historic structure should not be removed.
- k. ~~New~~ additions may be added on non-character-defining elevations in such a manner as not to visually overpower the historic structure or diminish, conceal or detract from the character of the historic structure and the structure's historic setting, and must be compatible with the historic building in massing, height, form, scale, proportions, roof shape, and relationship of solids to voids in exterior walls.
- l. Add language regarding Roofs

4.3.3 NEW CONSTRUCTION IN THE HISTORIC CORE SUB-DISTRICT

New construction in Manchester Village requires **design review** and a permit. A severely damaged or deteriorated structure shall not be demolished without a permit (see Sections 9.8 & 9.1.2). This permit may require certification by an engineer, architect or other professional, knowledgeable in historic preservation, that the structure cannot be practically or economically (compared to replacement costs) restored. However, such certification is not binding upon the Development Review Board.

A pre-existing, non-conforming historic building, which has been destroyed by a natural disaster, may be reproduced identical to the original, in external location and appearance, without a variance permit from the Development Review Board (9.1.2).

The following provisions apply to new construction on a lot in the Historic Core Sub-District that contains a Historic Structure. ~~New construction on a lot in the Historic Core Sub-District that does not contain a Historic Structure (e.g. an empty lot where a historic structure was destroyed or demolished and is not being exactly reproduced, or a lot containing an non-contributing structure), is governed by the provisions of Section 4.4.3 herein.~~

- a. New structures on historic sites shall be constructed only in locations that do not diminish, conceal, or detract from the character of the historic site, and shall be sited on historic sites in ways that conform to the orientation characteristic of the specific historic site.
- b. New construction shall be designed to be compatible with the historic building in massing, height, form, scale, proportion and roof shape, as well as character of the historic structure's setting.
- c. New construction will be compatible with the historic structure in terms of scale, design, materials and finishes.
- d. Although the new construction must be compatible with the historic structure, it must also be differentiated from it. It is not appropriate to attempt to make new construction duplicate the historic structure, or to create a false historic appearance.

New construction on a lot in the Historic Sub-District that does not contain a Historic Structure (e.g. an empty lot where a historic structure was destroyed or demolished and is not being exactly reproduced, or a lot containing an non-contributing structure), is governed by the provisions of Section 4.4.3 herein.

4.4 PRESERVATION SUB-DISTRICT

The Preservation Sub-District is the next most restrictive sub-district, and has its own design criteria and provisions. This district is defined as all lands within 300 feet of the centerline of all through roads and streets in Manchester Village (see ~~map~~ APPENDICES "A" and "B"X). In most cases, the Preservation Sub-District boundaries do not follow lot lines, and therefore may or may not completely contain those contiguous lots that border the Village through roads and streets. In many cases, the Preservation Sub-District overlaps the lots that make up the Historic Core Sub-District and/or there may be structures in the Preservation Sub-District ~~deemed to be historically significant~~ inventoried in the National Register of Historic Places (see APPENDIX "C"). For such cases, the more restrictive design provisions and criteria of the Historic Core Sub-District ~~will~~ shall apply.

Within the Preservation Sub-District, new structures, additions, alterations, and repairs shall maintain the primarily late 19th and early 20th century appearance of the Village. Repairs or alterations to structures in this sub-district must basically reproduce the significant architectural style, features and details of the present structure, though substitution of modern materials may be permitted. Additions to structures in this sub-district may either reproduce the architectural style, features, and details of the present structure or may be designed to inconspicuously complement the present structure. Similarly, new structures in the Preservation Sub-District may either attempt to reproduce a style typical of the late 19th and early 20th century, or may be designed to inconspicuously complement neighboring

structures. In no case shall additions, new structures, or alterations or repairs to lots detract from the primarily late 19th and early 20th century appearance of the sub-district.

~~Architecturally significant s~~Structures listed in inventoried in the National Registry of Historic Places (see APPENDIX "C" which are not physically located in the Historic Core Sub-District, are deemed to be historically and/or architecturally significant, and fall under shall conform to the more restrictive provisions of the Historic Core Sub-District.

Within the Preservation Sub-District, the following provisions apply:

- a. The size, shape and massing of structures should be consistent with the lot size and with neighboring structures.
- b. Houses should be arranged with respect to neighboring structures, streets and roads to maintain the aesthetics, environment and appearance of the late 19th and early 20th century village.
- c. Design should be compatible with the area and should be appropriate for a traditional late 19th and early 20th century village.
- d. Building exteriors should be compatible with traditional Manchester Village structures.

4.4.1 MAINTENANCE AND REPAIR IN THE PRESERVATION SUB-DISTRICT

The provisions for maintenance and repair in the Preservation Sub-District are, with the following exceptions, the same as for those for the Historic Core Sub-District (Section 4.3.1).

- ~~a. Repairs in the Preservation Sub-District shall adhere to Sections 4.3.1 of this bylaw.~~

If it is more economical or practical, repairs may replace in kind, an entire feature, rather than attempting to preserve that portion of a feature that is not deteriorated or damaged.

4.4.2 ALTERATIONS OR ADDITIONS IN THE PRESERVATION SUB-DISTRICT

- a. Alterations and additions to a non-historic or non-conforming structure in the Historic Sub-District shall conform to this section.
- b. ~~In the Preservation Sub-District, Alterations and additions to an existing structure and landscape~~ may either be treated in accordance with the Secretary of the Interior's Standards, ~~dated (1992 (or as amended),~~ i.e. compatible but differentiated, or may duplicate and mimic the existing structure and landscape.
- c. Alterations and additions shall be designed to be compatible with the existing building, and the character of the building's setting.