

2012

*Montpelier 21st Century Design Contest*



City of Montpelier

Department of Planning and

Community Development

May 17, 2012

To the Design Community,

I am pleased to invite you to the Montpelier 21st Century Design Contest, a competition that engages the local, state, and national design community in the preparation of plans and ideas for the city's future. We have set ambitious goals for affordable housing, historic design, and higher density, and this contest allows the whole community in playing their part to fulfill the goals.

This project will help us identify barriers to housing development, and will inspire developers to build homes and buildings that fit our unique character and our demographics. We have high hopes that it will also fulfill our vision of the city continuing to be affordable to working Vermonters.

Thank you for your participation.

Jesse Moorman, Chair  
Montpelier Planning Commission

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## Goals of the Competition

The City of Montpelier has set ambitious goals of encouraging housing development over the next several years – the Master Plan adopted in 2010 set a target of 50 units per year. The Master Plan also called for more affordable housing, housing that is safe, resource efficient, and accessible. The city has also received growth center designation from the State of Vermont to enable housing development following smart growth principles such as compact development close to infrastructure, walkable neighborhoods, preservation of critical resources and wildlife habitats, providing a variety of transportation choices, mixed use neighborhoods, and participatory planning.

To meet these important goals, we are initiating this design competition as we continue the process of revising our zoning regulations to come into compliance with the Master Plan. With the competition, we are hoping to achieve these goals:

1. To identify regulatory and financial hurdles to housing and commercial development.
2. To shape several proposals that meet the city's goals for new development.
3. To demonstrate development practices that are consistent with the Master Plan.
4. To develop new zoning tools to facilitate quality projects.

We are inviting designers, students, architects, and interested citizens to participate in the competition. The neighborhoods where the larger development designs will be focused will be engaged at the beginning to develop neighborhood specific award criteria, in addition to the general criteria listed on page 9. It is not a requirement that contestants participate in the meetings, but it would increase their understanding of the issues which need to be addressed by the design. Notes from the meetings will be posted to the city's contest web site.

We hope that the competition will inspire new housing development, and will give us invaluable feedback about current regulatory hurdles to new housing in Montpelier. This in turn will help us revise the zoning so that the types of development which represent thoughtful and sustainable design will be encouraged.

There are four Competition Categories that contestants can choose for their designs:

- 1) **Infill Housing:** Lots are being volunteered by property owners throughout the city for infill housing designs. These designs should offer innovative approaches to smaller houses that can fit in between homes on the larger lots in the community.
- 2) **Infill Commercial:** Lots volunteered by property owners in the city's historic downtown are the focus of the infill commercial category of the competition.
- 3) **Sabin's Pasture:** The owner of a large lot called Sabin's Pasture has offered the property for the competition. Designs for this property will need to comply with the existing Act 250 Master Permit that has been issued by the Environmental Commission.

## Who is Eligible to Submit Designs?

There will be several categories of awards, and each category will have its own eligibility requirements. They are as follows:

**Professional:** Architects, design firms, engineers, builders, and interdisciplinary professional teams are eligible for making submission to the Professional level of competition. To qualify in this category, you must earn your living as a professional architect, engineer, or designer, and have completed successful projects in your field.

**Students:** Graduate and undergraduate college students and their professors are eligible to apply as teams to the Student level of competition. To qualify in this category, you must be currently enrolled in an accredited program of full-time or part-time study.

**Citizens:** People who are interested in architecture and who design homes and developments for fun or their own use are eligible to apply individually or as teams to the Citizen level of competition. To qualify in this category, you or at least one of your team must be a current resident of Montpelier, Vermont.

**Youth:** Young people who are residents of Montpelier, Vermont can apply individually or as teams to the Youth level of competition. There will be several levels considered separately: ages 6 – 10, ages 11 – 15, and ages 16 – 20. If a team has more than one age level, they will be considered in the level of the oldest person on the team.

## Submission Requirements

**Professional Competition:** In addition to the requirements listed below, examples of past projects – completed housing developments, constructed homes, etc. must be submitted with the design.

**Student Competition:** In addition to the requirements listed below, the name of the department or program and the college, university, or professional school must be submitted with the design.

**Citizens and Youth Competitions:** In addition to the requirements listed below, proof of residency in Montpelier for at least one team member must be submitted with the design. Citizen and Youth design submissions do not have to follow all the requirements below, but if they are not followed, a list of what is not included should be submitted with the design.

**Additional Narrative and Materials:** In addition to the requirements listed below, contestants may submit a narrative no longer than four pages, (single spaced, Times New Roman 12 font with 1” margins) that discusses any additional information about the project, particularly if there were state or local regulatory recommendations that would make the project easier (flood hazard and ADA regulations are federal, so would not be subject to local action). Additional drawings on the Sabin’s project may also be submitted to illustrate the project.

## **Submission Requirements (con't)**

**Registration:** Teams entering the competition must identify one individual to be the official registrant in the competition. The registrant will be the official representative of the team. All team members will receive credit for winning entries. Individuals and teams are welcome to submit multiple entries, but each entry must be registered separately.

**Registration Number:** Upon payment of the entry fee, each registrant will be issued a 10-digit Registration Number that contains 8 numeric digits and two alpha characters, eg. 12345678-AB. The Registration Number is randomly generated at the time of registration and is included in the Registration Receipt e-mailed to all successfully completed registrations. The Registration Number must be used on all correspondence and included on all entry materials as described below.

**Notification:** The competition registrant will serve as the sole contact via e-mail throughout the competition.

**Anonymity of Presentation Boards:** Other than the Registration Number, the Presentation Board will bear no identification, name, symbol, insignia, logo or mark that might serve to reveal the identity of the author(s) of the submission. Failure to comply with this rule will lead to immediate disqualification. No entrant may otherwise directly or indirectly reveal the authorship of any design concepts to any juror, competition staff member, competition consultant or member of the press. Such identification, occurring at any time during or prior to Phase I of the competition, will be grounds for disqualification. Registration Number formats not complying with these requirements will be replaced or will be grounds for disqualification, per the decision of the Competition Administrator.

**Presentation Media:** The presentation techniques employed for the submissions are at the discretion of the entrants, with the exception of the Registration Number placement, as per the instructions and diagram. No physical models will be accepted in this design competition. Perspective or sectional images of a model (physical or digital) may be incorporated into the presentation. Three-dimensional renderings or model photographs must show the design proposal in its context, preferably from a pedestrian viewpoint. Entrants may use any medium, or combination of media, that can be clearly understood and accommodated within the board format. Representations may include photographs of models, computer-generated images, hand drawings, paintings, or other forms of two-dimensional communication. The Presentation Board should document clearly and concisely the entrant's conceptual approach to the project. Preliminary ideas about the form, organization, materials, site planning, and design direction of the house or project may be included. Information about the entrant's thought process may also be illustrated. Any narrative description must be included on the presentation side of the board and be incorporated into Area A of the graphic layout as described below.

These requirements have been developed to provide the jury sufficient information to effectively evaluate and compare submissions and to ensure that all Presentation Boards and design concepts are reviewed on an equal basis. The jury decision will be based only on the review of the Presentation Board.

## Presentation Board

In order for a submission to be eligible, it must be on one (1) Presentation Board that is:

- 16.5 inches wide by 23 inches high (42 cm x 58.5 cm);
- no less than 1/4 inch (0.64 cm) thick and no more than 3/8 inch (0.95 cm) thick;
- rigid and lightweight, like foam core or gator board;
- no more than 10 pounds (4.5 kilograms) in weight;
- unframed and not covered in plastic or glass;
- able to lie flat against an easel or wall.

In addition to the above requirements:

- Projections from the flat surfaces of the board are prohibited.
- Wood, masonite, and metal boards are prohibited.
- All text and information must be in English and a minimum 14 point (1/8 inch high) type size.
- Arial or other sans serif font preferred;
- Entrants must securely affix an opaque envelope, marked only with the Registration Number, to the rear of the Presentation Board. Sealed inside this envelope should be a copy of the Submission Form signed by all team members and the CD-ROM with the information described below. Prior to Phase I jury deliberations, the envelopes will be removed and the Registration Number and contact information confirmed.

## Presentation Board Layout

The Presentation Board should be divided into the 4 areas described below and shown on the diagram below:

### **Area A: Category Option, Title, Narrative and Data (4 inches x 6 inches, top right corner)**

The purpose of Area A is to provide each entrant with an opportunity to describe ideas that cannot be easily understood through typical illustrations. We encourage entrants to explore new construction technologies, sustainable building practices and neighborhood livability. The competition category and type must be clearly indicated. For example: Professional/Infill, or Student/Sabin's Pasture Development, or Citizen/Infill Development.

Area A allows for an approximately 100-word narrative. All text and information must be in English and a minimum 14-point (1/8 inch high) type size. Arial or other sans serif font is preferred. The design submission should be titled. The title must be a minimum of 18-point (3/16 inch high) bold type size.

For the Infill Category, the total square footage (i.e., 1,200 sq.ft.) of the building and of each element and/or level of the design should be noted clearly. The total square footage of building coverage must be included as well. For the Development Category, the number of units, the types of mixed use, and the overall density (6 units per acre, etc.) should be noted clearly.

**Area B: Elevations/Perspectives, Sections and Other Images (16.5 inches x 13 inches, top)**

The primary purpose of Area B is to render visually the three-dimensional nature of the design. A perspective from a pedestrian vantage point is required. Elevations may also be provided in addition to the perspective. These images should illustrate how the design addresses the Design Values, potential material palette, and inventive design approaches.

A section drawing must be included to illustrate the programmatic elements. Section(s) must be drawn at 1/8" = 1'-0" scale, minimum. This area may also contain other plans, diagrams, or similarly supportive images.

**Area C: Floor Plans/Site Plans (16.5 inches x 10 inches, bottom)**

The purpose of Area C is to illustrate the design ideas in a building-plan format. Floor plan drawing(s) should be at the scale of 1/8" = 1'-0", with the long axis oriented vertically on the Presentation Board. No specific geographic orientation of the site is required; however, the geographic orientation must be clearly indicated with an arrow showing the North direction of the plan.

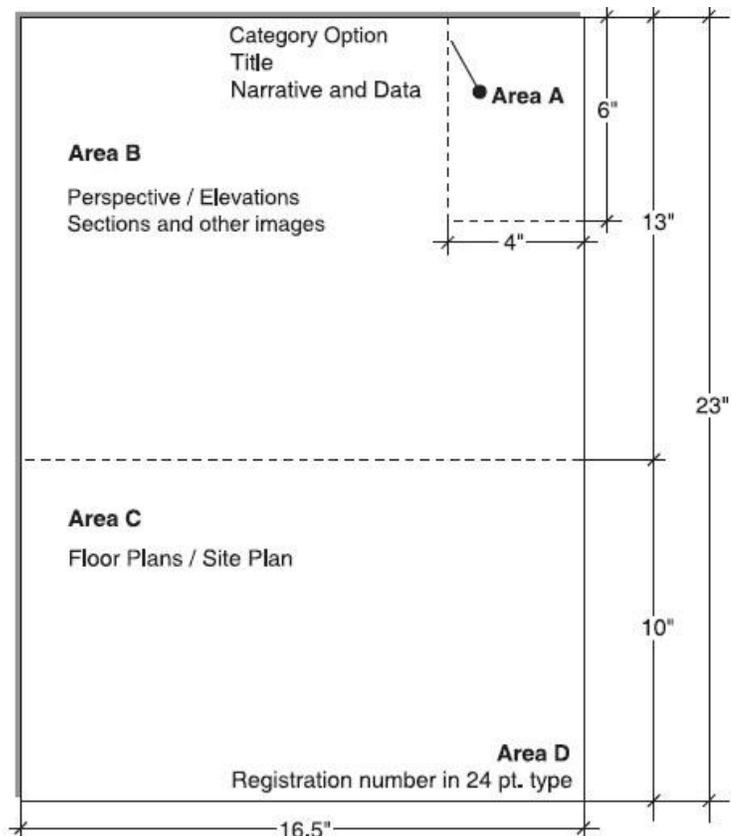
A ground-floor plan is required for the infill category. Other floor plans (i.e. 2<sup>nd</sup> floor/attic) may be included to clearly illustrate design intentions. Total house length and width dimensions should be noted using a single dimension leader for each direction. Interior room dimensions are not required. Solid walls should be filled with color to assist in clearly reading the differentiation between walls, thresholds, and other conditions.

A site plan that illustrates the full property boundary is required. For Development projects, the site plan should include all buildings, topography (at 20 foot intervals), natural features, roads, sidewalks, bike paths, parks, and other improvements. The site plan must be drawn at 1/16" = 1'-0" scale.

If regulatory barriers have been found in the design process, these can be described in an attached narrative.

**Area D: Registration Number (lower right corner)**

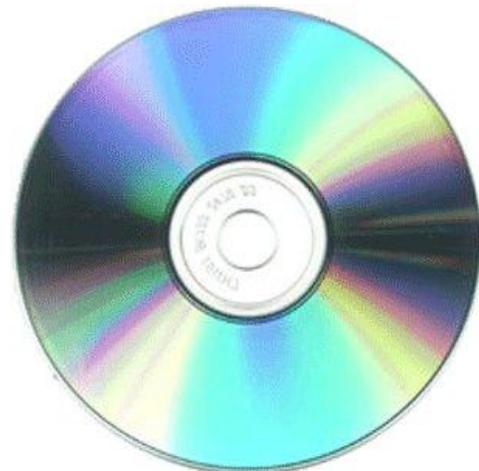
The purpose of Area D is to identify each entry by the Registration Number. The Registration Number was e-mailed to the entrant. The number should be 24-point (1/4 inch high) size in Arial Black or other bold, sans serif font type.



## PC-Compatible CD-ROM Requirements

To facilitate the creation of future publications and exhibition presentation, a PC-compatible CD-ROM must be provided with the following files in the formats specified.

- ☑ When burning the CD-ROM files, name the CD-ROM with the Registration Number (i.e. “12345678-AB”). Clearly mark the Registration Number on the top surface of the CD-ROM with indelible black ink or similar media.
- ☑ The Presentation Board should be saved as PDF (Portable Document Format) (i.e. “12345678- AB.pdf”) at a minimum 300 dpi resolution.
- ☑ The Project Title, Narrative, and Data is to be saved as a simple text file (i.e. “12345678-AB.txt”).
- ☑ Provide full contact information for all team members. Include name, firm name, address, telephone number, e-mail address, as they should appear in publication and exhibition materials.
- ☑ Save the contact information as a simple text file (i.e. “12345678-AB -Contact.txt”).
- ☑ All images are to be saved in CMYK or Grayscale Tagged-Image File (\*.tif) format without LZW Compression (board size image at 300 dpi, line art at 1200 dpi, or 1500x1200 pixel size minimum). Files are to be named, beginning with the Registration Number, and followed with the image type and number (i.e. “12345678-AB-f01.tif”). Image types should be noted as follows:
  - “f” refers to the “Floor Plan” image(s);
  - “p” refers to the “Perspective” image(s);
  - “e” refers to the “Elevation” image(s);
  - “s” refers to the “Section” image(s);
  - “sp” refers to the “Site Plan” image(s).
- ☑ If images contain text, the letter “t” should be appended to the end of the file name (i.e., “12345678-AB-f01t.tif”). A second version should also be saved without the text (and without the “t” suffix).



## **Submission Requirements (con't)**

**Submission Deadline:** All design submissions must be received no later than 4:00 pm on August 24, 2012. This is not a postmark deadline, the presentation boards, CDs, and other materials must be date stamped in the Planning Department at City Hall in Montpelier.

Gwendolyn Hallsmith, Director  
Planning and Community Development  
City Hall  
39 Main St.  
Montpelier, VT 05602  
802-223-9506  
[ghallsmith@montpelier-vt.org](mailto:ghallsmith@montpelier-vt.org)

Each entrant bears responsibility for the proper and timely delivery of their submission. The City of Montpelier, its employees, agents and consultants are not liable for the safe and timely delivery of the submissions. The City of Montpelier and the Competition Staff assume no responsibility for lost or damaged competition entries.

**Return of Submissions:** Entrant's submission will not be returned and access to the submission will not be allowed at any time. Entrants are advised to make record copies of their design solutions prior to submitting them.

**Disqualification:** Members of the Competition Juries and Competition Staff are ineligible to compete. Nor may any jury member or the Competition Staff compete in association with, advise, or assist an entrant in any way. Nor may any City Employee or contract employee directly involved in the administration of this competition participate in the competition. No spouse, child, direct relative or other household member of any of these individuals may participate in the competition. Jurors may not be consulted nor may they provide any assistance to any entrant.

Entries may be invalidated if they:

- are not properly registered;
- arrive after the submission deadline;
- do not have a properly completed and attached Submission Form;
- are incomplete in any significant fashion; or
- contain any visual or written material on the display surfaces of the entry that in any way identifies the entrant to the jury.

If it is determined before, during or after jury deliberations that an entrant failed to observe these regulations, that entrant's project will be disqualified. The Competition Administrator's decision with respect to any such disqualification will be final and binding on all parties.

**Examination for Eligibility of Submissions:** Competition staff will examine submissions prior to the jury review to ascertain whether they comply with competition rules and requirements. Competition Staff will report to the jury apparent instances of failure to comply

with the rules and requirements and will present to the jury a list of any proposed ineligible submissions. The jury may review submissions that appear to be ineligible to determine the accuracy and appropriateness of the decision.

**Disputes:** Any disputes arising from this competition should be addressed in writing to the Competition Administrator. The Competition Administrator has final authority in enforcing the provisions of these instructions.

The City of Montpelier Department of Planning and Community Development will make all final decisions on disputes or questions of interpretation arising out of the competition rules and requirements. All such determinations will be binding on all registrants and entrants in the competition.

## Submittal Checklist

**16.5” by 23” vertical format Presentation Board:**

- Category Option, Title, Narrative and Data
- Perspective
- Section and Floor Plans at 1/8” = 1’-0”
- Site Plan at 1/16” = 1’-0”
- Registration Number

**Submission Form**

- All team members must sign form
- Registration Number must be noted
- Design Category/Option must be noted

**CD-ROM**

- PDF file
- TIF images
- TXT file

**Submission Deadline**

August 24, 2012 4:00 pm

## Questions

Entrants may seek further clarification of the information presented here only by submitting questions in writing via e-mail to [ghallsmith@montpelier-vt.org](mailto:ghallsmith@montpelier-vt.org). All questions, answers, and resulting program clarifications will be posted on the competition website on Wednesdays. Any changes to this document resulting from answers to the questions will become part of these instructions. Entrants should check the website on a regular basis. No questions may be addressed directly to members of the jury or other individuals associated with the competition. Telephone, fax or other methods of inquiry will not be accepted. Please include Registration Number on all correspondence.

## **Public Participation Process**

Three public meetings will be held to define the neighborhood specific criteria by which the entries will be judged, and these meetings will be held within the first month after the competition is announced, to make it possible for all contestants to attend if they are able. The criteria will be posted to the web site by June 7<sup>th</sup>, so that contestants have ample time to include the criteria in their designs. Designs that do not meet the neighborhood specific criteria will still be considered, and their scores will reflect the degree to which they did take them into consideration.

Infill Designs that fall in the City's current Design Control District must take the design standards listed in the CityScape book available on the city web site into account, and describe how the proposed housing or commercial building meets the standards.

Sabin's Pasture Development designs will need to review the current Act 250 Master Permit requirements, in addition to the city's zoning regulations, to determine what is possible for the development proposal there.

## **Jury Process**

The Planning Commission and Design Review Committee will select members to serve as the jury for the design competition. The jury will begin meeting no later than August 31<sup>st</sup> to review the submissions and establish a schedule for reviewing them. The winners will be announced no later than October 1<sup>st</sup>, 2012.

The general criteria used to evaluate the submissions are as follows:

1. Consistency with Smart Growth principles.
2. Consistency with neighborhood criteria.
3. Design innovation and excellence, including addressing site resource issues.
4. High quality livability.
5. Clarity in communicating design intent.
6. Quality of feedback on the city's regulatory system and financial hurdles.

Category Specific criteria that will be used include:

1. For Development proposals, consistency with LEED Neighborhood standards and incorporation of affordable, energy efficient, and accessible housing.
2. For Infill proposals, compatibility with adjacent building types and design.
3. For proposals in the historic design district, consistency with historic preservation goals.

## Competition Schedule

|                               |  |
|-------------------------------|--|
| Competition Opens             | May 17 <sup>th</sup> , 2012                                    |
| Public Participation Meetings | May 16 <sup>th</sup> , 31 <sup>st</sup> , June 6 <sup>th</sup> |
| Neighborhood Criteria Posted  | June 7 <sup>th</sup>   |
| Submissions Due               | August 24 <sup>th</sup> at 4:00                                |
| Jury Deliberations            | August 31 <sup>st</sup> – September 15 <sup>th</sup>           |
| Awards Announced              | October 1 <sup>st</sup>  |
| Gallery of Awards             | October 1 <sup>st</sup> – November 30 <sup>th</sup>            |

## Prizes

|   |         |
|---|---------|
| Grand Prize                               | \$1,000 |
| Second Prize                              | \$300   |
| Third Prize                               | \$200   |
| City Innovator Awards                     |         |
| Professional, Student, Citizen, and Youth | \$100   |
| Honorable Mention Awards                  |         |
| Professional, Student, Citizen, and Youth | \$50    |

In addition to the recognition that winners will receive with the award, the city will make a commitment to have the winning entries on display at the gallery in City Hall for a couple months, and again at Town Meeting time, so that all city residents can appreciate the design work that has gone into the submissions. We will also pursue media coverage of all types to publicize the awards and the winners.

## Registration Fees

Each contestant or team must submit the following registration fee for each entry:

Professional: \$30.00 --- Student: \$15.00 --- Citizen: \$20.00 --- Youth \$5.00

## Submission Form

Please fill out the information required and sign below.

Registration Number: \_\_\_\_\_ Fee Submitted: \_\_\_\_\_

Contestant Category: \_\_\_\_\_ Professional \_\_\_\_\_ Student \_\_\_\_\_ Citizen \_\_\_\_\_ Youth

Design Category: \_\_\_\_\_ Infill Housing \_\_\_\_\_ Infill Commercial

\_\_\_\_\_ Sabin's Pasture \_\_\_\_\_ Other

Name of contact person for entry: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

### Ownership of the Submissions and Grant of License

The Competition Team (Team), consisting of the team members whose signatures appear below, represents that the Team's submitted entry is an original design and, if not an original design, that the Team has the right to use, copy, assign and grant a license to it. The Team understands that it will be considered the author and owner of the drawings, specifications and other documents that comprise the Team's submitted entry, including those in electronic or graphic form. The Team further understands that the Team will retain all common law, statutory, intellectual property and other rights, including copyrights, except as otherwise provided in this Ownership of the Submissions and Grant of License.

The Team, through the signature of the team members below, grants to the City of Montpelier (City) a nonexclusive and unrestricted license to publish, reproduce, publicize, distribute, exhibit and archive any part or all of the Team's submitted entry in whatever manner the City deems appropriate, including by written and electronic medium, and the right to authorize such use by others. No person, including the City, may use the Team's submitted entry to prepare full-set plans for construction without first obtaining the Team's specific written approval and compensation for the Team. The Team understands that when the City publishes, reproduces, publicizes, distributes, exhibits or archives any part or all of the Team's submitted entry, the City will properly attribute credit for the entry to the Team, including identifying the Team as the copyright owner.

### Competition Team

Please sign, print your name, date, and add more pages if needed.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_