

Date:	10 November 2020
Project name:	Montpelier Design Guidelines
Prepared for:	Meredith Strobbridge Crandall Planning and Zoning Administrator City of Montpelier City Hall, 39 Main Street Montpelier, VT 05602

Item & Description	Hours	Rate	Fee
1. Project Organization. Collect and review materials. Meet with city staff. Prepare a project approach and schedule. Meet with Historic Preservation Commission for project kick-off.	16	\$100	\$1,600
2. Graphics. Collect and organize photos for use in guidelines. Take additional photos as necessary. Identify illustrations needed. Meet with Historic Preservation Commission to review proposed graphics. Generate illustrations and compile selected photographic images for inclusion in the guidelines.	40	\$100	\$4,000
3. Text. Prepare outline for review and approval by Historic Preservation Commission. Write draft following approved outline. Meet with Historic Preservation Commission to review and finalize text of guidelines.	32	\$100	\$3,200
4. Draft Guidelines. Produce draft guidelines for review by city staff and boards. Revise as necessary.	28	\$100	\$2,800
5. Present Guidelines. Assist city staff and boards with presenting the guidelines to the community.	12	\$100	\$1,200
Project Total:			\$12,800

Chapter 220. Overlay Zoning Districts

Section 2201. Design Review Overlay District

2201.A Purpose and Declaration of Public Policy.

- (1) The City Council finds that Montpelier is a compact community with special historical, architectural, engineering, urban design, visual, natural, and cultural significance. In particular, the city has retained a wealth of historic buildings, newer buildings, parks, common areas, bridges, structures, travel corridors, and other contributing resources that, together, establish the city's exceptional visual quality and convey a distinctive and powerful sense of place and time to residents and visitors alike. The tangible fabric of that visual quality represents an intricate weave of historic buildings, landscapes, and structures, including monumental public buildings, dignified commercial blocks, architecturally distinctive residences, important common areas, wooded hillsides, and traditional patterns of streets and walkways that join these interconnected resources, thus revealing the city's historic patterns of settlement from its founding to present day.
- (2) The City Council also finds: (i) that the city's special historic and aesthetic character has been compromised in the past, either through the destruction of entire buildings; through the incremental loss of small or selective features on individual buildings that results in a substantial and cumulative loss over time; or through the location or design of new buildings that compromise the visual and historic quality of the city; and (ii) that such compromises have occurred without adequate consideration or awareness of the irreplaceable loss to the people of the city of the aesthetic, cultural and historic values represented by those resources.
- (3) It is hereby declared as a matter of public policy that the protection, enhancement, perpetuation, and use of the city's architectural, engineering, landscape, and cultural features of historic or aesthetic value is a public good and is required in the interest of health, prosperity, safety, and general welfare of the people. The purpose of this Design Review Overlay District is to: (i) accomplish the protection, enhancement and perpetuation of those features that represent the city's cultural, social, economic, political, engineering, and architectural history; (ii) safeguard the city's historic, aesthetic and cultural heritage; (iii) stabilize and improve property values; (iv) foster civic pride in the accomplishments of the past; (v) protect and enhance the city's attractions to tourists and visitors, thus furthering support and stimulus to business and industry; (vi) strengthen the economy of the city; (vii) promote the use of historic resources for the education, enjoyment, and welfare of the people of the city; and (viii) protect significant viewsheds, including gateway views of the Vermont State House, a National Historic Landmark that is representative of the city's historic role as a seat of government.

- (4) The Design Review Standards, Guiding Design Principles, Specific Design Standards, and New Construction Standards contained herein are intended to advance the purposes of this Design Review Overlay District identified in Paragraph (3) above. Any supplemental educational publications or brochures, as referenced in Section 2201.G(3), prepared by the Design Review Committee or by the city's Historic Preservation Commission, as authorized by this ordinance, are intended to serve as practical, informative guides for property owners and are not substitutes for the standards, principles or guidelines contained herein. Instead, such educational materials should be read in conjunction with the provisions of this ordinance, a means to become better informed about the process required to obtain permits.
- (5) The goals of the Design Review Overlay District are as follows:
 - (a) To preserve the City's irreplaceable historic resources, its built environment, and historic settlement pattern.
 - (b) To promote and support new development projects that are compatible with and complement the City's historic architecture.
 - (c) To retain a strong sense of place for residents and visitors and foster civic pride in the beauty of the City's historic and cultural heritage.
 - (d) To safeguard the City's cultural landscape and significant viewsheds including gateway views of the City and State Capitol.

2201.B **Enabling Legislation.** In accordance with 24 V. S. A. Chapter 117 §4414(1)(E), the Design Review Overlay District has been created to guide development in areas with particular historical, architectural, urban design, visual and cultural significance.

2201.C **Overlay Zoning.** These design review regulations are an overlay zoning district and are therefore in addition to any requirements of the underlying zoning district. All uses and dimensional requirements of the underlying zoning district remain the same.

2201.D **Boundary.** The Design Review Overlay District shall consist of all lands depicted in Design Review Overlay District on the official City of Montpelier Zoning Map kept on file in the Department of the Planning and Community Development and incorporated into these Regulations.

2201.E **Applicability.** Except as provided herein, development within the Design Review Overlay District shall meet the provisions of this Section.

- (1) **Exempt Development.** The following development is exempt from design review approval requirements:
 - (a) The subdivision of land.
 - (b) Interior alterations or changes of use that will not result in any exterior modifications. The alteration to doors or windows, located on exterior walls is not an exempt activity.
 - (c) Repainting of exterior painted surfaces provided that destructive surface preparation treatments, including, but not limited to high-pressure water washing, grinding, water blasting, sandblasting, and chemical cleaning are not used.

- (d) Roof repair with in-kind roofing material.
 - (e) Repair or replacement of roof drainage systems, including flashing, downspouts, gutters, snow guards, and rain barrels.
 - (f) Temporary mechanical or equipment installations lasting no more than one hundred twenty (120) days, which will not damage character defining features of a building.
- (2) **Limitations.** Consistent with the goals laid out in Section 2201.A(5), development associated with a community facility shall be governed by this Section 2201 to the extent allowed by Section 3103 of these regulations.

2201.F **Submittal Requirements.**

- (1) **Standard Materials:** In addition to the materials required by any other provisions of these Regulations, applications for design review shall include information sufficient to demonstrate compliance with this Section. At a minimum, applications will typically contain the following, as appropriate for the specific project:
- (a) A written description of proposed work.
 - (b) Locational map showing the parcel location.
 - (c) Current color photographs showing the site and affected structures, all sides, neighboring structures and relevant details.
 - (d) Building elevations, drawn to scale, or annotated photographs of the existing structure, including architectural details such as trim and molding. These drawings do not need to be drawn by an architect, but must be drawn to scale, easy to read, and must include architectural details.
 - (e) A drawing clearly showing new structures and/or changes to existing structures.
 - (f) A plan showing proposed landscaping including information on the type and size of plant materials to be installed. (This is required for projects subject to Site Plan review.)
 - (g) A description of all materials to be used on the exterior of any building. Physical samples of building materials are also helpful for review.
 - (h) Cut sheets for lighting fixtures, bulb type, lumens, and direction of light.
 - (i) If replacing materials that are part of Character Defining Features, a written description of the existing condition of materials and why repair is not feasible.
- (2) **Additional Materials.** The Design Review Committee or Administrative Officer, as appropriate, may require an applicant to submit additional information, as necessary to determine compliance with these rules.

2201.G **Review Process.**

- (1) **Determination of Review Type:** The Administrative Officer shall review projects requiring Design Review per Chapter 420 and either: (1) review the applications administratively per Section 2201.G(5); or (2) refer them to the Design Review Committee for review.

- (2) **Review Criteria:** The Design Review Committee, the Administrative Officer, and the Development Review Board shall evaluate an application's conformance to the criteria set forth in the following design standards when making a determination or recommendation on an application (i.e., alteration or addition to an existing historic or non-historic building, new building, new sign, etc.).
- (3) **Additional Guidance Materials:** The Administrative Officer, Design Review Committee, and Development Review Board may use additional outside materials in making recommendations and determinations, including the following: (i) the Secretary of the Interior's Standards for Rehabilitation, attached as Appendix A; (ii) the Montpelier Guidelines for [title TBD], attached as Appendix B; and (iii) any other supplemental educational publications or brochures prepared by the Committee or the City's Historic Preservation Commission, and available through the Department of Planning and Community Development.
- (4) **Optional Referral:** The Administrative Officer may refer applications to the Design Review Committee when there is uncertainty about whether the proposal is eligible for administrative review.
- (5) **Administrative Review.** The following may be reviewed by the Administrative Officer without review by the Design Review Committee:
 - (a) Routine maintenance and repair of existing structure(s) and site improvements, including repairs and changes to siding and roofing, provided that all changes are in-kind.
 - (b) Repair, replacement, and installation of mechanical, electrical, data, and plumbing systems on the rear building elevation provided that such work does not alter or permanently change the appearance or affect character-defining features of the building.
 - (c) Repair or partial replacement of deteriorated porches, cornices, exterior siding, doors, balustrades, stairs, or trim when the repair or replacement is done in-kind.
 - (d) Window and door repair and maintenance including the installation of storm windows and doors that do not require permanent alteration to the window or door openings and where all visually-related windows or doors on the same façade receive the same storm window or door treatment.
 - (e) New or modified retractable awnings on the side elevation of residential buildings and all elevations of commercial buildings.
 - (f) One accessory structure meeting the requirements of Section 1101.B(1) per lot located in the side or rear yard.
 - (g) Exterior placement of meters, vents, cable or telephone boxes, wiring, antennas, satellite dishes and components of HVAC systems including heat pumps located on the side building elevation.
 - (h) Electric, fuel or propane tanks less than 500 gallons, gas meters, cable boxes, satellite dishes less than 3 feet in diameter, HVAC equipment, service meters, sprinkler systems, valves, wiring, and any associated screening systems.
 - (i) Above-ground storage tanks not exceeding a total of 500 gallons per property which are located in the side yard and generally not visible from the public right-

of-way.

- (j) Americans with Disability Act (ADA) features, such as ramps, located on the sides or rear building elevation.
 - (k) Installation of roof drainage systems, including flashing, downspouts, gutters, snow guards, and rain barrels.
 - (l) The removal of signs.
 - (m) Modifications to plans previously approved by the Design Review Committee upon a finding that the proposed change:
 - (i) Is not a material change; and
 - (ii) Does not affect any character-defining features on the parcel.
- (6) **Design Review Committee Review:** All projects not specified for Administrative Review in Section 2201.G(5) must be reviewed by the Design Review Committee.
- (7) **Informal Review:** Applicants whose projects or properties are located within the Design Review Overlay District are encouraged to have an informal meeting with the Administrative Officer or the Design Review Committee, as appropriate, to obtain information or guidance:
- (a) prior to undertaking significant repairs, or for technical assistance with implementing recommended repair and maintenance practices; and
 - (b) to get preliminary guidance regarding the proposed activity or project and the necessary application contents.

2201.H **Design Review Standards.**

- (1) **Design Standards.** Project requiring Design Review shall be evaluated based on the following standards, as applicable:
- (a) **All Projects.**
 - (i) Exterior design and materials of new construction or alterations of existing buildings shall be consistent and compatible with the characteristics of the existing building or other properties in the district;
 - 1. Additions to existing buildings shall respect and be compatible with the size, scale, materials, detailing, and overall character of the primary building and its environs.
 - 2. Additions shall not obscure or undermine the essential form and character of the original building, and should reflect the addition's period and style as appropriate.
 - (ii) Existing buildings shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken. New construction, additions, and alterations shall be of their own time and shall not create a false sense of historicity;

- (iii) Proposed landscaping shall be compatible with the Neighborhood and the site on which the project is located.
- (iv) Location and appearance of all utilities, mechanical equipment, trash storage, and fencing shall be sited to minimize adverse visual impact or adequately and appropriately screened from public view;
- (v) Alterations to buildings called for by public safety, accessibility, and fire codes shall be designed to maintain the character of the construction materials and features to the maximum extent feasible;
- (vi) Where applicable, development shall be designed to respect views of the State House Dome;
- (vii) For parcels with both river and street frontage, development shall be oriented so that both river and street façades are primary. Materials on the riverside of a structure shall be of equal character and quality as those on the street side. Both façades should incorporate fenestration, detailing, and other building components that are dimensionally proportional and are pedestrian friendly.
- (viii) **Height.** The height of building additions shall not overwhelm the primary façade.
 - 1. The height of building additions shall be considered in relation to the varied heights of existing building and adjacent buildings.
- (ix) **Proportion.**
 - 1. The relationship between the width and height of the façades of buildings shall be compatible with adjacent buildings.
 - 2. The relationship of width to height of windows and doors of adjacent buildings shall be referenced and incorporated into the design of new additions.
- (x) **Rhythm.** The visual patterns established by the alterations of solid walls and openings (windows and doors) in the façade of buildings shall create a rhythm.
 - 1. Proportional architectural details, a sense of rhythm, and regular spacing of fenestration shall be considered.
 - 2. Scale and massing of architectural features shall present a variety in their composition.
- (xi) **Roof Shape and Equipment.**
 - 1. The similarity or compatibility of roof shapes in the immediate areas shall be considered in the alteration of a building.
 - 2. Rooftop equipment and fixtures on flat roofs shall be concealed from eye level view from adjacent public rights-of-way, and from the ground level of any adjacent properties.
- (xii) **Architectural Features.** Architectural features, including but not limited to, cornices, windows, shutters, fanlights, entablature, trim, and other forms of molding or character-defining detailing prevailing on the existing building shall be considered in the alteration of a building.

- (xiii) **Roof Drainage Systems.** Roof drainage systems shall not hide or obscure architectural character-defining features and shall run adjacent to building corners when possible.
- (xiv) **Signage.** When removing a sign, evidence of the sign's installation must be removed to the greatest extent practicable.

(b) **Additions and Alterations to Historic Buildings**

(i) **Generally Applicable**

1. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a historic property shall be avoided.
2. Character-defining features, finishes, and construction techniques or examples of craftsmanship that characterize a historic building shall be preserved. For instance:
 - a. Additions shall not obscure or undermine the essential form and character of the original building, and should reflect the addition's period and style as appropriate; and
 - b. Additions to buildings shall not introduce style and features that are not compatible with the historic building.
3. Development shall not destroy Character Defining Features.
 - a. Deteriorated Character Defining Features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a character-defining feature, the new feature shall be replaced in-kind.
4. Any treatments that cause damage to historic materials, including but not limited to chemical or physical treatments such as sandblasting, shall not be approved.
5. Any new development shall be differentiated from the old, but shall respect and be compatible with the massing, size, scale, architectural features, detailing and overall character of the primary historic building and nearby historic properties.

(ii) **Rhythm.** Patterns of solids and openings shall be preserved to the extent feasible.

1. It is not appropriate to add, cover over, or remove a window or door opening on façades visible from a public street unless the applicant can demonstrate it is essential to operations occurring within the building. In those cases where a window or door opening must be added, covered or removed, a suitable design solution that maintains the architectural integrity of the façade shall be proposed, including retention of the window or door opening and trim, with any infill material set back within the opening.

(iii) **Site Features.** Existing historic and contributing resources such as street trees, fences, gates, walls, steps, gazebos, walkways, front and side yard patterns

shall be retained or restored when impacted by the alteration of a building. Walls and fences shall be compatible with the site and the building in scale, traditional materials, and design that reflects the period of the building and/or is compatible with the surrounding context.

- (iv) **Materials.** Character Defining Materials should be preserved to the maximum extent practicable and replaced in-kind when they have deteriorated beyond repair. Replacement materials shall match existing materials to the maximum extent feasible. Covering Character Defining Materials with new materials shall be avoided.
 - 1. An alteration shall be considered to be compatible if the building materials used possess a kind or type which are appropriate to that building. Materials selected shall either fit the context of the existing building and/or reflect the nature and use of the structure.
 - 2. Materials shall be selected for the long-term performance and durability.
 - 3. When composite materials are appropriate, they should be treated in the same manner of the replaced material(s).
- (v) **Roof Shape.** Roof forms and pitch shall not be altered on the primary façade.
- (vi) **Architectural Features.**
 - 1. Architectural or Character Defining Features prevailing on the existing building shall be considered in the alteration of a building.
 - 2. When an architectural feature on a historic building has deteriorated beyond repair, the replacement architectural feature shall match the existing in design, texture, other visual qualities, and materials.
 - 3. Architectural features on an addition shall not duplicate, but shall respect the original building's architectural features.
- (vii) **Windows and Doors.**
 - 1. Character Defining window and door patterns, placement, sizes, proportions, and original features such as trim, sash and moldings, shall be preserved to the extent possible. When preservation is not possible, such Character Defining windows and doors must be rehabilitated or replaced in-kind.
 - 2. Windows and doors that are not Character Defining, may be replaced, but such replacements must be compatible with the historic building's style, materials, and architectural features. .
- (viii) **Porches and Stairs.**
 - 1. The location of porches, ramps, and stairs shall be placed in a manner that does not impact or undermine the original and significant ornamentation or detailing of the existing building.
 - 2. Stairs, ramps and porches shall employ suitable detailing to connect and be compatible with the historic and important design features of existing buildings and new construction.

3. Stairs and ramps shall be designed in a manner with details and materials that provide the most sensitive and compatible structure and that fits the building design and layout.

(c) **Projects that Do Not Involve an Historic Building**

- (i) **Additions and Alterations.** Additions and alterations to non-historic and non-contributing structures shall respect and be compatible with existing patterns and setbacks found in adjacent buildings. New additions on non-historic and non-contributing structures that overshadow or diminish the historic character of adjacent contributing structures are prohibited.
- (ii) **New Development.**
 1. New development shall incorporate sustainable design and construction methods and materials compatible with historic materials and styles.
 2. **Scale and Massing.** The scale and massing of new buildings shall be compatible with surrounding structures.
 - a. Compatible scale and massing can be achieved by incorporating a variety of shapes or materials, such as columns, windows and their placement, doorways, roof segments, and wall patterns.
 3. **Orientation.** New buildings shall be oriented toward, and relate both functionally and visually to, public streets and/or common greens, parks, or plazas. To provide a uniform streetscape, new principal structures shall be located and oriented with their fronts parallel to the street and with the setback distance comparable to adjacent structures.
 - a. Consideration shall be given to buildings serving special civic, social, or cultural functions, including places of worship, that may be designed to serve as prominent focal points and result in different site planning parameters within the district, subject to the limitations noted in Section 3103 of these regulations.
 4. **Height.** The height of a new building shall be compatible with the varied heights of existing adjacent buildings.
 5. **Proportion.**
 - a. The relationship between the width and height of the facades of buildings shall be similar to adjacent buildings.
 - b. The relationship of width to height of windows and doors of adjacent buildings shall be referenced and incorporated into the design of a new building.
 6. **Rhythm.** The visual patterns established by the alterations of solid walls and openings (windows and doors) in the façade of buildings create a rhythm. These patterns of solids and openings shall be compatible to the adjacent buildings in the construction of a new building.
 - a. In making this determination, proportional architectural details, a sense of rhythm, and regular spacing of fenestration shall be considered.

7. **Continuity.** Physical elements such as yards, fences, evergreen masses, or building facades may combine to form lines of continuity along a street. These supporting design or landscape elements, and particularly those with historic value and purpose, shall be retained or referenced in new construction.
8. **Materials.** The materials of new construction shall be compatible with materials of surrounding buildings.
 - a. New construction shall be considered to be compatible if the materials used possess a kind or type that are appropriate to the District.
 - b. Materials selected shall either fit the Neighborhood context of the proposed building and/or reflect the nature and use of the structure.
 - c. Materials may be selected for the long-term performance and durability.
9. **Roofs.**
 - a. **Shape.** The roof shape shall be compatible with roof shapes in the surrounding area.
 - b. **Equipment and Fixtures.** Rooftop equipment and fixtures on flat roofs shall be concealed from eye level view from adjacent public rights-of-way, and from the ground level of any adjacent properties.
10. **Architectural Features.** Architectural features including but not limited to cornices, windows, shutters, fanlights, entablature and other forms of molding or unique detailing prevailing in the surrounding area shall be regarded as suggestive of the extent, nature, and scale of details that are appropriate for new buildings.
 - a. This subsection does not require that the details of historic buildings be duplicated.
11. **Context and Connectivity.** Building design shall be sensitive to the overall character and context of the Design Review Overlay District and to adjacent buildings.
 - a. New construction shall incorporate architectural elements that reinforce or add to the character of the area.
 - b. Other building elements and components such as lighting fixtures, sign size, design and sign placement, paving patterns, and landscape elements are to be selected and incorporated into new construction in a manner that provides compatibility with adjacent structures and sites.
12. **Accessory Buildings and Structures.**
 - a. New accessory buildings or structures shall be located within either the side yard or rear yard.

- b. New accessory buildings shall not visually disrupt the streetscape or affect the integrity of the existing building or proposed new building.
- (d) **Demolition.** The demolition of any structure, or portion thereof, shall be reviewed under subsections (a), (b), and (c), as applicable.
- (e) **Signage.** The size, location, design, color, texture, lighting, and material of all exterior signs within the Design Review Overlay District shall be compatible with the buildings and structures of the site and surrounding properties. Additional guidance includes the following standards:
 - (i) Where appropriate, signing shall respect the original sign placement and sign “bands” on historic structures. If a building has multiple tenants, there shall be consistency in placement and size among all signs.
 - (ii) It is recommended that sign placement be centered over building entries.
 - (iii) Sign installation shall minimize damage to character defining materials on the building.
 - 1. In masonry buildings, fasteners shall be in the mortar joints.
 - (iv) Sign design, color, and typography shall respect historic precedents where appropriate, and shall be the appropriate scale for existing and new buildings.
 - (v) Sign support structures shall be compatible with the building architecture and must not be overly complex or dominant in and of themselves.
 - (vi) Lighting fixtures for signs on façades of Historic Buildings shall not conflict with or damage the building’s architectural integrity, or cover or impact character-defining architectural features.
 - (vii) Lighting fixtures for signs mounted on all building façades shall be designed with appropriate housing, shielding, and photometrics to ensure that there is appropriate lighting levels and illumination that focuses on the sign panels exclusively.
- (f) **Outdoor Lighting Fixtures.** The structural design of outdoor lighting fixtures shall be compatible with the architectural design and function of the building and compatible with the neighborhood.
- (g) **Landscaping, Screening, and Site Furnishings** Projects within the Design Review Overlay District and subject to the landscaping requirements in Section 3203 shall consider the following:
 - (i) Site furnishings including fencing, seating and other types of site furniture visible from the street or side yards shall be considered within the context of the existing building, its site and its context.
 - (ii) Landscaping should not be placed or designed in a manner that would obscure or undermine key architectural patterns or elements on historic buildings.
 - (iii) When practicable, existing historic fencing shall be preserved or replicated when employed in either residential or commercial/institutional settings. For

new construction compatible materials and design patterns shall be employed.

- (iv) Mechanical equipment such as HVAC elements, utility structures, loading docks and trash receptacles shall be screened from public view either by: (i) siting on rooftops or in rear yard locations; or (ii) via screening with fencing and/or landscaping.
 - 1. “Green” fencing such as hedges planted with native and hardy landscape species can be employed as effective buffers and screens for utilities and other elements incompatible with an historic district and setting.

- (2) **Waivers** – When reviewing an application under these regulations, the Design Review Committee, the Administrative Officer, and the Development Review Board may consider exceptional circumstances including, but not limited to, cost and technical feasibility.

2201.1 **Defined Terms.** The following defined terms are specific to the provisions of Section 2201. The general definitions under Chapter 510 shall apply to this Section unless otherwise specified in this subsection.

- (1) **Alteration**- The change of the exterior features, appearance, or form of an existing building.
- (2) **Architectural feature** – Any part of a building and general arrangement of the exterior of a building or other structure, including, but not limited to, type or textures of the building material and siding; the type and style of all windows, doors, porches, roofs, foundations, signs, landscaping, fencing and other appurtenant architectural fixtures, features, details or elements relative to the foregoing.
- (3) **Character** - The visual aspects and physical features that comprise the appearance of a building. Character may include individual structures or the relationship between structures.
- (4) **Character Defining Materials**- The construction materials included in a character defining feature of a building, structure, or site.
- (5) **Compatible**- In harmony with surroundings considering, for example, balanced with or similar in size, scale, massing, outward appearance, fenestration, proportion, etc.
- (6) **Cultural Landscape**- Historically significant places that show evidence of human interaction with the physical environment. Cultural landscapes include both cultural and natural resources and are associated with a historic event, activity, or person or exhibiting other cultural or aesthetic values. In addition to vegetation and topography, cultural landscapes may include water features, such as ponds, streams, and fountains; circulation features, such as roads, paths, steps, and walls; buildings; and furnishings, including fences, benches, lights and sculptural objects.
- (7) **Elevation**- The external face of a building or a drawing thereof.
- (8) **Façade**- Any one of the external vertical planes of a building. The primary facade of a building usually faces the street and serves as the building’s main entrance.

- (9) **Feature, Character-Defining** – Building or landscape components that contribute to the historical or architectural interest, identity, or significance of a resource. This includes parts of buildings that if removed or inappropriately altered would compromise its architectural character or appearance. Character-defining features may include the overall shape of the building, its materials, craftsmanship, and decorative details, as well as the various aspects of its site and environment.
- (10) **Fenestration**- The arrangement of windows and doors on the elevations of a building.
- (11) **Historic Building**- Any building listed on the State Register or National Register of Historic Places.
- (12) **In-kind** – In-kind replacement refers to replacing an element with a matching element of the same material, size, shape, and appearance (excepting color).
- (13) **Integrity**- The ability of a property to convey its significance. Seven aspects or qualities that, in various combinations, define integrity include location, design, setting, materials, workmanship, feeling, and association.
- (14) **Mass, massing** – The bulk, form, and shape of a building.
- (15) **National Register of Historic Places**- Those properties located in Montpelier, Vermont, and nominated for listing on the United States federal government's official list of districts, sites, buildings, structures, and objects deemed worthy of preservation for their historical significance, through a National Register of Historic Places Registration Form, last updated April 2017, as amended from time to time.
- (16) **Proportion**- Refers to the relationship of height to width of the various elements in a building's design.
- (17) **Resource** – In the context of historic preservation, a building, structure, site, district, or object. Also known as “cultural resource” or “historic resource.”
- (18) **Resource, Contributing** – A building, structure, site, district, or object with qualities of historical or architectural interest. Generally contributing resources are more than 50 years old and are identified as contributing in the National Register of Historic Places nomination.
- (19) **Resource, Non-contributing** – A building, structure, site, district, or object without qualities of historical or architectural interest or significance.
- (20) **Rhythm** – A patterned repetition or alternation of formal elements (doors, windows, porches, etc.) or motifs to establish a repetitive pattern.
- (21) **Routine Maintenance** –The repair of any deterioration, wear or damage to a structure or any part thereof in order to return the same as nearly as practicable to its condition prior to the occurrence of such deterioration, wear, or damage with in-kind material and quality workmanship. Routine maintenance includes in-kind replacement of exterior elements or accessory hardware.
- (22) **Scale** – The size and mass of a building's façade and form in relation to nearby buildings. Important factors in establishing the scale of a façade include the physical relationship of elements, such as window area to wall area, the shape and size of fenestration, the bonding pattern of the brickwork, and details such as cornices and trim.

- (23) **Secretary of Interior's Standards** - When referenced in these regulations, the Standards refer to the list of ten Rehabilitation Standards aimed at retaining and preserving those features and materials that are important in defining the historic character of a resource.
- (24) **Setting** – The physical environment that surrounds a building or structure.
- (25) **Side Building Elevation** – Means the building elevation that faces a side yard.
- (26) **Siding**- The exterior wall covering of a structure.
- (27) **Significance**- The importance of a property to the history, architecture, archeology, engineering, or culture of a community, a State, or the nation. The Historic Preservation Commission may provide testimony of the significance of a property at a Design Review Committee or Development Review Board hearing.
- (28) **Structure, Contributing** – A structure that qualifies as a Contributing Resource.
- (29) **Structure, Non-contributing** – A structure that qualifies as a Non-Contributing Resource.
- (30) **State of Vermont Register of Historic Places**- The State's official list of historic properties significant to the history of the Green Mountain state.
- (31) **Trim** – Finished woodwork used to decorate, border or protect the edges of openings, such as doors and windows.
- (32) **Visible from the public right-of-way** - Any portion of a building or structure that is generally visible from the public street or sidewalk immediately adjacent to the property. For the purposes of these regulations, any portion of a building or structure that is not visible due to landscaping shall be considered visible from the public right-of-way.