

CAPITOL COMPLEX COMMISSION

REVIEW AND APPROVAL GUIDELINES

June 2010



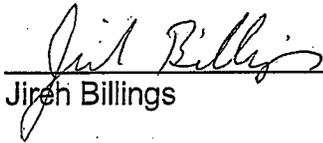
"MAINTAINING THE HISTORIC AND AESTHETIC INTEGRITY OF THE CAPITOL COMPLEX DISTRICT"

CAPITOL COMPLEX COMMISSION

"The general assembly of the state of Vermont hereby finds, determines and declares that the capitol complex is an important and unique historic district and that the maintenance of the architectural and aesthetic integrity of this district is of the utmost importance to all of the people of the state." In furtherance of this goal, this commission has approved and established the following guidelines for reviewing the plans for any structure within the capitol complex.



Heather Shouldice, Chair



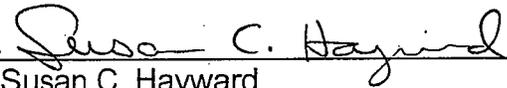
Jiren Billings



Julie Bressor



Paul Carnahan



Susan C. Hayward

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CAPITOL COMPLEX COMMISSION

| <u>Members:</u> | <u>Town</u> | <u>Term Expires</u> |
|--------------------------|--------------------|----------------------------|
| Jireh Billings | Plymouth | 02/28/2012 |
| Julie Bressor | Montpelier | 02/28/2012 |
| Susan C. Hayward | Middlesex | 10/31/2010 |
| Heather Shouldice, Chair | Montpelier | 10/31/2010 |
| Paul Carnahan | Montpelier | 06/28/2010 |

STATE OF VERMONT
DEPARTMENT OF BUILDINGS & GENERAL SERVICES
Gerry Myers, Commissioner
Executive Secretary of the Capitol Complex Commission

Mission

The Capitol Complex Commission and the Department of Buildings & General Services provide guidance and support on matters concerning exterior alterations to structures and land in the Capitol Complex district with the goal of maintaining the historic and aesthetic integrity of those resources.

Vision

The Capitol Complex Commission shall sustain a vision that provides a cohesive and distinct complex which complements the City of Montpelier, maintaining its small town scale, recognizing and valuing human use and business needs, while supporting state government's need to serve the people of Vermont.



History and Purpose

The Capitol Complex Commission was established by No. 269 of Public Acts 1973 (Adj. Sess.). Section 17 of that act created Chapter 6 to Title 29 V.S.A. § 181 - § 185 outlining the powers of the Commission.

Title 29 V.S.A. §181:

“The general assembly of the state of Vermont hereby finds, determines and declares that the capitol complex is an important and unique historic district and that the maintenance of the architectural and aesthetic integrity of this district is of the utmost importance to all of the people of the state. It is the purpose of this chapter to establish a procedure for reviewing the plans for any structure within the capitol complex not substantially erected and completed on April 16, 1974. (Added 1973, No. 269 (Adj. Sess.), § 17, eff. April 16, 1974.)”

In June of 2010, the Commission adopted these guidelines to provide a process for reviewing and approving proposals within the Capitol Complex.



Introduction

The Capitol Complex Commission guidelines are to be used in conjunction with V.S.A. 29 §181 - §185. These guidelines are not intended to be used in isolation or to supersede any other agency rules. Specific rules of the several agencies of the State of Vermont that apply to construction, planning or preservation are beyond the scope of this document.

These guidelines are created to provide the basis for the Commission to act to preserve those elements of (the Complex's) cultural, social, political or architectural history; to promote (its) use and preservation for the education, welfare, and pleasure of the residents of the state of Vermont and to facilitate the coordinated development with the City of Montpelier of any adjacent properties around the Capitol Complex.

The Capitol Complex Commission's intent is to have "Review Guidelines" that will specifically help focus the work of the Commission on the historic and aesthetic aspects of the Complex they are charged to preserve.



Definitions

The Capitol Complex Commission has adopted the following definitions in to guide their review process.

Capitol Complex means all of the land and buildings in the City of Montpelier, excluding as much of State Street as lies within the boundaries thereof, enclosed within the following described bounds: commencing at the juncture of Taylor Street, so-called, and north line of the Winooski River, thence northerly along the westerly line of Taylor Street, crossing state Street and continuing northerly along the westerly line of the extension of Taylor Street, crossing Court Street at an angle to the westerly line of Greenwood Terrace, thence continuing northerly along the westerly line of Greenwood Terrace to a point on a line extension of the southerly line of Mather Terrace, thence westerly along the aforesaid line extension to Mather Terrace, thence westerly along the southerly line of Mather Terrace and Terrace Street to the intersection of Terrace Street and the easterly line of Bailey Avenue, thence southerly along the easterly line of Bailey Avenue crossing State Street and continuing along the easterly line of Bailey Avenue extension to the Winooski River, thence easterly along the northerly line of the Winooski River to the point of the beginning.

Capitol Complex Commission means a commission consisting of five members. Four members shall be appointed by the Governor, with the advice and consent of the Senate, for a term of three years. The fifth member shall be appointed by the Montpelier City Council for a term of two years. The chair of the Capitol Complex Commission shall be designated by the Governor. No more than two members of the commission shall be residents of the City of Montpelier, and no member may be an exempt employee of the State of Vermont. The commissioner of buildings and general services shall be the executive secretary of the board and shall have no vote.

Developer means any person or entity owning or undertaking construction of any structure of any nature on any plot or parcel within the capitol complex.¹

Plan means but shall not be limited to all overall designs, blueprints of floor plans, site plans, elevation drawings and front, left, right and detailed perspectives.²



¹ Expanded the definition under Title 29 V.S.A. §182

² Expanded the definition under Title 29 V.S.A. §182

Alteration: construction that results in exterior modifications or changes to a structure, or the rearrangement, relocation, enlargement, or demolition of a structure, other than ordinary maintenance and repairs and modification in building equipment.

Application: the required materials submitted to the CCC by the developer in order to secure aesthetic and historic identity.

Architectural Style: Combination of structural and detailed elements that present overall aesthetic and historic identity.

Building: Structure having a roof supported by columns or walls and intended or suitable for the shelter or enclosure of persons or chattel, the storage of property, or the conducting of business or trade.

Building Front Line: The line parallel to the front lot line transecting that point in the building face which is closest to the front lot line. This face includes porches, whether enclosed or unenclosed.

Building Height: Vertical distance measured from the average elevation of the proposed finished grade at the front of the building to the highest point of the roof for flat and mansard roofs and to the average height between eaves and ridge for other types of roofs.

Commence Construction: for the purposes of these guidelines the word “commence” means the visible initiation of actual operations on the ground for the erection of a structure.

Demolition: the removal of all or part of a structure

Landscaping: any adornment, planting of flowers, shrubs, or trees, improvement, or contouring to the land within the Capitol Complex.

Lot Area: Total area within property lines excluding any part thereof lying-within the boundaries of a public street, or proposed Public Street.



Lot Width: Width measured at right angles to its lot depth, at the required building front line.

New Construction: The Commission shall consider how the design complements adjacent architecture and respects existing styles and scale.

Proposal: Proposal means, information necessary to present an idea that alters the Capitol Complex to provide the materials and information necessary to present the plan.

Structure: Anything constructed or erected, the use of which requires fixed location on the ground or attachment to something located on the ground, not limited to building.

Entry features: Include but are not limited to, the following:

- Access features: steps, ramps, walkway and railings etc...
- Awnings/Canopies/Porte-Cochere/Marquees
- Banners/Signs
- Benches/Bike racks/Trash/Smoking dispensers/Displays/Bulletin boards
- Surface finishes/paving/ground cover
- Planters; temporary/permanent
- Lighting

Screening: Include but are not limited to, the following:

- Walls
- Fences
- Landscape hedges
- Screening for mechanical/dumpsters/waste containers

Other Structures: Include but are not limited to, the following:

- Non-office space
- Art – Sculptures/Monuments
- Gardens
- Parking Areas
- Lighting



Guidelines for Review and Approval

The Capitol Complex Commission has adopted the following guidelines to support their decision process for approval.

Guideline # 1 - Structures

Within the Capitol Complex District, no structure may be demolished, reconstructed, moved, erected, or have the exterior physically altered without the prior written approval of the CCC. No person shall commence construction on any structure without prior written approval of the CCC.

Guideline # 2 - Application

Prior to commencing construction or the demolition, reconstruction, move, or alteration of a structure, the developer shall submit an application to the CCC which shall contain plans with sufficient information for the CCC to review the proposed project for the overall bulk, size, height, setback, parking requirements, landscaping, design continuity with other structures in the capitol complex, both private and public, and maintenance of the character of the capital complex as a unique and historic district.

At a minimum, the application shall include the following information:

- (a) A written summary of the proposed project with specific reference and emphasis on the elements described above;
- (b) A site location map;
- (c) Building elevations;
- (d) Description of the materials to be used on the exterior of any structure;
- (e) Signs
- (f) CCC may require additional information and documentation as it deems necessary to properly evaluate the criteria or the design continuity with other structures.



Guideline #3 - Approval

Approval of the CCC shall expire within two (2) years from the date of the written approval by the CCC if the project has not yet begun. Said written approval shall occur within sixty (60) days of submission of the required information contained in Guideline #2. The CCC will notify the applicant when the application is complete. If said action is not accomplished within sixty (60) days of the notice that the application is complete, then the project will be deemed approved and the two (2) year term begins on the 30th day after the application was complete.

The Capitol Complex Commission shall review, request additional information, or modify plans for any structure on any plot or parcel within the capitol complex prior to approval.

Guideline # 4 - Compatibility

Whenever the State of Vermont is the “developer” and prior to final approval by the CBGS, BGS shall submit an application to the CCC. Additionally, for any project that includes “New Construction”, the Commission shall consider, in addition to the factors listed above, how the design complements adjacent architecture and respects existing styles and scale. The provision of appropriate parking should also be considered in addition to alternative modes and including public transportation.

For an expansion or alteration of existing structures, proposal shall complement, but not imitate adjacent buildings. The new design should be appropriate for the site, and parking space shall be maintained or improved.

Proposals for demolition of existing structures shall include compelling cause, including cost comparison analysis for the proposed demolition and plans for future development.

Guideline # 5 - View

All projects and proposals shall be reviewed by the CCC for their impact on views as referenced in the Capitol Complex Commission Viewshed Report adopted in January, 2002.



Guideline # 6 – Landscape

Prior to final approval by the Commissioner of Buildings and General Services of a proposal for landscaping, the Capitol Complex Commission shall review, consider and approve the following as part **of the project landscape plan**:

Signage: All state buildings signage that guides users to state services shall follow a uniform template. The Commission shall approve that uniform design.

- Location –
 - Sign as proposed, site photos, signage elevations and drawings shall be submitted.
- Non – State
 - Signage proposals shall outline the size, materials, colors, lighting, lettering (size, style, and spacing) and method of attachment, support and projection.
 - The Commission may waive this requirement for signs that have historic significance.
 - Temporary Signs or Banners: Any temporary signs or banners in place for less than three days do not need approval of the Capitol Complex Commission.
 - Temporary Signs or Banners: Any temporary signs or banners proposed to be in place for more than three days require approval of the Capitol Complex Commission and the Commissioner of Buildings and General Services.



Signage Conditions: All approvals shall be conditioned on the following:

- All signs shall be maintained in substantially as good condition as when they were constructed or installed.
- In the event that any sign should suffer structural deterioration, it shall be promptly repaired or removed by the owner.
- Discontinued signs shall be promptly removed within 30 days. This provision requires the removal of the sign, lettering, or graphics as well as the sign structure assembly that supports the lettering or graphics.
- Supporting posts or structures, used exclusively for the discontinued sign, must also be removed.
- Temporary Signs or banners more than 30 days shall follow signage guidelines.

Guideline #7 - Exterior Features

Any entry feature, temporary or permanent, shall be approved on an individual basis. The Capitol Complex Commission will evaluate, review, approve or modify all entry features with the following in mind:

- Design concept
- Color scheme/material type/surface texture
- Period of time/longevity of products & test of design over time
- Mounting or installation
- Location/contextual relationship/site appropriate/maintenance upkeep
- Operations cost/Maintenance Plan
- Lighting
- Landscaping



Screening: Screening shall be reviewed, modified and approved on an individual basis. The Capitol Complex Commission will evaluate, review, approve or modify with the following in mind:

- Design concept
- Color scheme/material type/surface texture
- Period of time/longevity of products & test of design over time
- Mounting or installation
- Location/contextual relationship/site appropriate/maintenance upkeep
- Operations cost/Maintenance Plan
- Lighting
- Landscaping

Other Structures: Any temporary or permanent structures shall be reviewed, approved or modified with the following in mind:

- Design concept
- Color scheme/material type/surface texture
- Period of time/longevity of products & test of design over time
- Mounting or installation
- Location/contextual relationship/site appropriate
- Operations cost/Maintenance plan
- Lighting
- Landscaping

Access Features: Access separate from a major construction or renovation project shall include railings, steps, ramps and bridges and shall result in minimal visual impacts or change to buildings or landscape.



Landscape: For construction, renovation or change in current landscape design, project shall be reviewed, modified or approved based on:

- Design concept
- Location/contextual relationship/site appropriate
- Types of plantings and material type (hardy, native, and size)
- Operations Cost/Maintenance plan

Softscape: For change in current landscape design, project shall be reviewed, modified or approved based on:

- Types of plantings and material type (hardy, native, and size)
- Operations Cost/Maintenance plan

Acquisition of Gifts: All gifts relative to softscape and hardscape shall be reviewed, modified or approved on an individual basis based on:

- Design
- Location
- Color
- Maintenance

Lighting: All proposals for lighting fixtures for street, parking lots, building exteriors, and walkways shall enhance the turn-of-the-20th century period of most structures in the Capitol Complex.

ADA Access: All ADA access shall have minimal visual impact or change to buildings and landscapes (for example, strongly favor “earthen” alterations to vary landscape grades, or incorporate ramps into porches, etc.).

Capitol Complex Preservation: All proposals shall maintain the distinctive character of the Complex while enhancing relationship with surrounding properties.



State Facility Rules and Security: All proposals shall ensure security presence throughout the Complex that is obvious yet unobtrusive; all proposals must comply with existing State Facility Rules.

Guideline #8 – Historic Resources

The Capitol Complex Commission shall review, consider, request additional information, or modify any plans of any structure or landscape within the Capitol Complex given consideration to historic guidelines provided by the Department of Buildings and General Services.

Buildings: All new construction shall respect surroundings, but clearly reflect the architecture of its time. It shall also result in minimal alteration and change to character-defining features of all historic buildings in the Complex.

Archaeological Resources: Any ground disturbance below a depth of 6 inches and beyond 100 square feet within the Complex shall be subject to archaeological investigation and documentation.

Landscape Features: Plans shall minimize alteration of historic landscape features as new features are developed.



Suggested Procedures for Applicants

The State Curator and a Buildings & General Services Project Manager is available to applicants for design consultation well in advance of the actual submission of proposals to the Commission. Such early discussions with the Curator and Project Manager are encouraged and may provide new ideas, ensure compliance with the Capitol Complex guidelines, and save time and money before formal steps are taken.

1. The Capitol Complex Commission must evaluate and decide upon the appropriateness of the proposal against the standards and procedures that have been defined by local, state, and federal permit and approval processes. The Commission is the main body that has a comprehensive oversight review responsibility toward maintaining and implementing the vision, goals, policies and priorities as expressed in maintaining the Capitol Complex development one case at a time, while at the same time respecting due process and the rights of each proposal.
2. Proposals may be reviewed by Capitol Complex Commission in 3 phases if the project requires:
 - Concept/program
 - Schematic design
 - Design development
3. When submitting schematic design and design development documents, each applicant must prepare and submit to the Commissioner of Buildings and General Services, for review and approval by the Capitol Complex Commission, a packet of information that includes the following:
 - Written description of the scope of project
 - Current color photographs of the property showing the immediate neighboring building.
 - Conceptual design plans, site plans, elevations and perspectives if available, landscaping, design continuity with other structures.
 - Proposed budgets
 - Proposed donations
 - Proposed maintenance and operational plan
 - Necessary approvals from state or local agencies
 - Physical samples of all materials (may be required for clarification)
 - Manufacturers catalog data and illustrations (when requested)



4. The Department of Buildings and General Services shall review each submission and determine which of the following will be applicable prior to final review by the Capitol Complex Commission:

- Local: (Zoning, planning commission)
- State: ANR - ACT 250 (water supply/waste water, permit for storm water runoff, storm water discharge, air pollution, wetlands, etc).
- Department of Health (lead, asbestos, food and lodging).
- Department of Public Safety (Fire prevention)
- Division for Historic Preservation or the Advisory Council (Secretary of the Interior's Standards); Vermont Historic Preservation Act 22 VSA 701 per 2006 BGS-HP MOU
- Cultural Resources for Archeological Findings
- Public Service Department (Energy Conservation, Efficiency Vermont)
- BGS: (Review by Regional Director's, Director of Security, State Curator, Property Management, Risk Management)
- Agency of Transportation Review
- Federal: (Army Corps of Engineer's, Demolition notice, etc).

