



## Memorandum

**TO:** Winooski City Council

**FROM:** Eric Vorwald, AICP  
Director of City Planning

**RE:** **Report on Proposed Amendments to the City's Unified Land Use and Development Regulations including Article X and Appendix B**

**DATE:** May 06, 2024

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This memo provides information related to proposed amendments to the City of Winooski's Unified Land Use and Development Regulations as discussed by the Planning Commission at multiple meetings. These amendments specifically impact the following parts of these regulations:

- Article X – Map 1 – Zoning Map
- Article X – Map 2 – Gateway Zoning District Regulating Plan
- Appendix B – Section 803 – Use Categories
- Appendix B – Section 901 – Defined Terms

### **Background**

In January 2024, the City of Winooski, through the City Manager, formally requested the Planning Commission consider a change to the Unified Land Use and Development Regulations (ULUDR) that would impact the zoning map and zoning text. The purpose of this request is to support the possible expansion of the O'Brien Community Center. This property is located in the Gateway Zoning District as regulated by the City's Form Based Code.

### **Purpose of Amendments**

In accordance with 24 V.S.A. § 4444, these amendments are being proposed to bring an existing building (the O'Brien Community Center) into conformance with the ULUDR from both a zoning map and zoning text perspective. The proposed changes impact two zoning maps (Map 1 – Zoning Map and Map 2 – Gateway Zoning District Regulating Plan), as well as two sections in Appendix B of the ULUDR related to use categories (Section 803) and definitions (Section 901). No other amendments are proposed. Draft changes to the text include additional uses in the "civic" category, while amendments to the map would categorize the O'Brien Community Center building as a "civic" building which will make it conforming in relation to the overall size and location of the structure on the property. These changes will also accommodate future expansions of the existing building to increase services provided to the community consistent with the municipal master plan goals and objectives.

## **Proposed Amendments**

Included with this memorandum are the proposed amendments to the ULUDR as outlined above. Proposed additional text is shown in red and underlined. Text that appears with a ~~strikeout~~ is proposed to be deleted. If a section is not included, no changes are being proposed to those regulations.

## **Consistency with the Winooski Master Plan**

The following information is provided to address the requirements of 24 V.S.A. § 4441 regarding consistency of the proposed amendments to the City of Winooski Master Plan, adopted March 2019. Specifically, statute requires municipalities to consider three parts when reviewing proposals for new or amended bylaws. These considerations include:

1. *Conforms with or furthers the goals and policies contained in the municipal plan, including the effect of the proposal on the availability of safe and affordable housing and 24 V.S.A §§ 4412, 4413, and 4414.*

The City updated their master plan in 2019. The master plan includes multiple components that discuss the need to maintain community spaces such as the O'Brien Community Center, including their expansion. These amendments, as proposed, would allow for improvements to be made to this facility, including needed expansions for the Winooski Library; as well as upgrades to other areas of the existing building. These amendments also clarify the uses that would be permitted including the need to serve a public purpose or good for the community. These amendments do not impact (positively or negatively) the availability of safe and affordable housing; and no existing dwelling units are impacted by these proposed amendments.

- a. *24 V.S.A. § 4412 – Required Provisions and Prohibited Effects*

As proposed, the draft amendments include clarification to support the development of child care, day care, or learning centers as part of the “civic use” category. The draft amendments are consistent with the other statutory requirements under this section. This includes both the text and the map amendments.

- b. *24 V.S.A. § 4413 – Limitations on Municipal Bylaws*

The proposed amendments support the uses that are included under this section of statute. Specific uses that are identified are permitted in the City's Unified Land Use and Development Regulations. No section of these amendments will prohibit or limit the specific uses included herein.

- c. *24 V.S.A. § 4414 – Zoning; Permissible Types of Regulations*

No new zoning districts are proposed with these regulations. While there are map amendments being considered, they support additional development opportunities to further community facilities and services. Uses are also more clearly defined for compatibility with existing zoning districts and maps.

2. *Is compatible with the proposed future land uses and densities of the municipal plan.*

The proposed amendments maintain future land uses and densities as outlined in the City's Master Plan including the Future Land Use Map. These amendments are intended to support future expansion of services that are included on the facilities map (Map 10) in the municipal master plan. The amendments also provide clarity for future regulation and enforcement, thereby maintaining consistency and compatibility with the municipal master plan.

3. *Carries out, as applicable, any specific proposals for any planned community facilities.*

No specific proposals for community facilities are planned that would be impacted by the proposed amendments. Specifically, the proposed amendments are included to bring a pre-existing non-conforming structure into conformance, and to rezone an existing property. These amendments will not conflict with any future planned community facilities. Developments that may be established due to these proposed changes will support existing community facilities.



**City of Winooski, Vermont  
Unified Land Use & Development Regulations**

Draft approved by the Planning Commission: March 14, 2024

Received by City Council: April 01, 2024

Amended: May 06, 2024

Effective: May 27, 2024

Prepared for the Winooski City Council and the Residents of Winooski, VT  
By the Winooski Planning Commission

## Amendment History:

- Section 7.400 Affordable Senior Housing District [1990]
- Section 5.200 Central Business Transitional District, C-3 [1993]
- Figures 1 – 9 were developed by Site Concern Inc., Landscape Architects + Planners for the City of Winooski in 1993. Funded by a Planning Grant from Vermont Department of Housing & Community Affairs.
- Interim Land Development Regulation for Downtown Core District [2002, 2004]
- Downtown Core District, DCD [2005]
- Interim Land Development Regulation for the C-2 General Commercial District [2003, 2009]
- Inundation Hazard Area Regulation [2010]
- Interim Land Development Regulation to Change Minimum Off-Street Parking Schedule in the Downtown Core District [2011]
- Amendments & Revisions pursuant to 24 V.S.A. §4412 and 4413 [2012]
- Section 8.404 b Changes, Non-Conforming Uses and Non-Conforming Structures [2012]
- Re-zoned East Allen, Mallets Bay and Main St as the Gateway Districts using Form Based Code, and re-organized and updated the entire Zoning Regulations into a Unified Land Use & Development Regulations with the exception of the Downtown Core District [2016]. Appendix B Gateway Districts Form Based Code Regulations were developed by Ferrell Madden with Dreher Design Associates, Inc. and Urban Advantage in 2015. Funded through a grant from the Federal Highway Administration (FHA), and administered by the Chittenden County Regional Planning Commission, and City of Winooski match.
- Amendments & Revisions pursuant to 24 V.S.A. §4412 and 4413 [2017]
  - “Other” category added to use table (Section 2.4)
  - Delete Section 4.4 D. and references to Vermont Division of Historic Preservation from Section 4.4 E.1.
  - Add Nonconforming Right of Way or Drive to Section 4.9
  - Amend Bonus Story provisions in Form Based Code Section 402.F.
- Multiple Amendments and revisions [2021]
  - Amend Section 1.3 to update language related to subdivision and land development
  - Amend Section 2.1 clarify discrepancies in the zoning map and the role of the Zoning Administrator
  - Amend Section 2.2 to delete references to former zoning districts
  - Amend Section 2.4 to update the use table for permitted, conditional, and specific use categories
  - Amend Section 2.5 to update the dimensional standards of zoning districts
  - Add Section 2.16 to include information on lots with multiple zoning districts
  - Update regulations for accessory dwellings in Section 5.1
  - Update Section 6.6 related to site plan review applicability
  - Add and update definitions in Article IX
  - Remove Appendix C and incorporate the requirements for the Downtown Zoning District into Article III and other sections of this document where appropriate.
- Amendments and Revisions to Appendix B – Form Based Code Parts 1 thru 4 and Part 9 [2022]
  - Clarifies references to other sections of the code and addresses consistency with formatting.
  - Provides clarity and consistency related to administrative requirements.
  - Revises language related to curb cuts and common drives.
  - Updates information on siting of buildings, provides additional clarity on individual Building Form Standards, and revises bonus story provisions.
  - Includes new definitions for previously undefined terms, and amends several definitions.

- Amendments and Revisions to Section 2.4 and Section 4.12; adds Section 5.14, and Adds definitions in Article IX [2022]
  - Provides allowance for multi-unit buildings in the Residential A, Residential B, and Residential C districts as part of a PUD with priority housing incentives
  - Removes the required .5 parking spaces in dwellings with three or more bedrooms
  - Creates a new section with incentives for priority housing
  - Adds definitions for Affordable Housing, Priority Housing, and HAMFI
- Multiple Amendments and revisions [2023]
  - Updates and amends Section 4.1 to include specific requirements related to demolition of buildings and structures; including permitting
  - Amends Section 4.2 to clarify specific standards to use for driveways and curb cuts. Also removes information and graphics related to site plan considerations
  - Amends and clarifies Section 4.3 related to permitting requirements for conversions or changes of use
  - Includes minor editorial amendments to Section 4.5 for clarity
  - Updates Section 4.6 regarding the need for permitting of walls, including the location of fences and walls
  - Includes clarification in Section 4.7 on where landscaping and screening is required
  - Updates development standards in Section 4.9 for non-conforming lots and changes of use in pre-existing non-conforming structures
  - Includes clarification in Section 4.10 on where outdoor lighting is required
  - Clarifies Section 4.11 related to where outdoor storage is required, including the location and screening of outdoor storage
  - Amends Section 4.12 to include or revise multiple sections of the parking standards including additional use standards; additional documentation and standards for parking adjustments; adds more detail on bicycle parking, and removes references to parking and loading standards that are specific to site plan review
  - Creates a new Section 5.15 to include incentives for adaptive reuse of historic resources
  - Includes graphics and details for site plan review in Section 6.6 that were previously included in Sections 4.2 and 4.12
  - Adds new definitions in Article IX related to specific terms used in Article IV and terms not currently defined
- Multiple Amendments and revisions [2024]
  - Amends the title of Section 4.4 from Design Review to Local Historic, Cultural, Architectural, and Archeological Resources. Deletes the majority of the previous text related to design review and replaces it with a process whereby covered actions require review by a newly established Local Resource Advisory Board and review procedures, including the information required for review and possible issuance of a Certificate of Appropriateness. Provides a process for adding properties to the map and list of local resources to be reviewed under Section 4.4; and process to remove properties from the list of local resources. Removes existing text related to impacts on state and national register of historic places and properties listed in the City's Municipal Development Plan.
  - Updates existing references in Section 4.9.G.4.b to delete the text related to Design Review included in Section 4.4 and replace the reference for Section 4.4 to include information on Local Historic, Cultural, Architectural, and Archeological resource review.
  - Deletes text under Section 6.2.H.2 that reference the Historic Structures section of Design Review in Section 4.4, but retains the reference to Section 4.4.
  - Updates the text in Section 6.6.C.1 to include title references for Section 4.8 and Section 4.4 as proposed through this amendment.
  - Adds a new item to provide a structure, including membership, powers, and duties for a Local Resources Advisory Board. Specific information is included related to the expertise that members should have in order to serve on the Local Resources Advisory Board including statutory authority to have a local resources advisory board (24 V.S.A. §§ 4433 and 4414). This amendment also includes references to public notice requirements for site plan review consistent with state statute.

- Clarifies the definition of Certificate of Appropriateness to remove references to design review consistent with the proposed language included in Section 4.4, and adds a definition for contributing element.
- Adds a new Map 5 to identify specific properties that will be covered by Section 4.4. This map also includes a list of properties with addresses to specifically identify the property locations, and any resources that may currently exist on the properties; including a local resource number. The map also provides information consistent with Section 4.4.B that indicates properties in the Downtown Core Zoning District are exempt from the standards included in Section 4.4.
- Zoning Map and Text Amendments to Appendix B regarding Civic Uses [2024]
  - Changes the zoning of the property at 21 Hickok Street from Residential C (R-C) to Gateway
  - Amends the Gateway Zoning District Regulating Plan (Official Zoning Map 2) to remove and relocate a neighborhood manners boundary from the common property boundary between 21 Hickok Street and 32 Malletts Bay Avenue, to the common property boundary between 21 Hickok Street and 25 Hickok Street. This map is also amended to identify the O'Brien Community Center as a Civic Building.
  - Adds new text to Section 803 of Appendix B as an introductory statement for this section of the land use regulations and updates the introduction to the "Civic Use Category" heading by adding a reference to the definition of "Use, Civic; and "Civic Use" as included in Part 9 – Definitions. This section is also amended to delete the list of uses included under this heading.
  - Amends Section 901 of Appendix B related to the introduction for clarity. Also amends the definition of "Accessory Unit" for consistency with state statute. Amends the definition of "Civic Use Building" for clarity and consistency with other sections of these regulations. Adds a new definition for "Green Roof" to provide specific detail on this standard. Finally, amends the definition of "Use, Civic" to include a more compressive list of uses that could be considered civic in nature.

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## ARTICLE I – AUTHORITY AND PURPOSE

### SECTION 1.1 - ENACTMENT

- A. In accordance with the Vermont Planning and Development Act (24 VSA Chapter 117), hereinafter referred to as “the Act,” there is hereby established a unified bylaw to govern land use and development in the City of Winooski, VT. This bylaw shall be known as the “Unified Land Use and Development Regulations”, referred to herein as “the Regulations”.
- B. This bylaw replaces and supersedes the following previously enacted municipal bylaws:
- Winooski Zoning Ordinance and Official Zoning Map, enacted December 28, 1981 as amended through January 30, 2012
  - Winooski Subdivision, enacted October 21, 1985
  - Site Planning Guidelines, enacted 1993

The above-referenced bylaws are repealed as of the effective date of the Winooski Unified Land Use and Development Regulations.

### SECTION 1.2 - PURPOSE

- A. The purposes of these regulations are to:
1. Conform to and implement the Winooski Municipal Development Plan as most recently adopted, and to further state planning goals under the Act [§ 4302][statutory references are to Title 24 of Vermont Statutes Annotated, unless otherwise indicated].
  2. Protect and provide for the public health, safety, and general welfare of the City of Winooski.
  3. Protect the public health and safety by the reduction of noise, air, and water pollution, and other noxious physical influences; and secure safety from fire, explosions, floods and other hazards.
  4. Create an optimum urban environment by encouraging a rational pattern of development and the most appropriate use of land, minimizing the adverse impact of one land use on another, protect access to adequate light and air, and by conserving and enhancing important natural areas, urban open space, historic and cultural resources.
  5. Provide adequate access to public ways that will be safe and convenient.
  6. Facilitate the adequate and efficient provision of transportation for pedestrian, bicycle, and vehicular traffic, water, sewer, schools and other public facilities and services.

### SECTION 1.3 - APPLICATION AND INTERPRETATION

- A. These regulations, and their administration and enforcement, are subject to all provisions of the Act as may be amended from time to time.
- B. No subdivision or land development as defined in **Article IX** of these regulations, shall commence in the City of Winooski except in conformance with these regulations. Subdivision or land development not specifically authorized under these regulations, unless exempted under the Act, is prohibited.
- C. These regulations are not intended to repeal, annul, or in any way impair any previously issued permit or approval. All subdivisions, uses, and structures legally in existence as of the effective date of these regulations are allowed to continue. Changes or alterations to pre-existing subdivisions, structures, or uses must meet all applicable requirements of these regulations, including requirements for nonconforming lots, uses and structures.
- D. Where these regulations impose a greater restriction on the use of land or a structure than is required by any other statute, ordinance, rule, or regulation, these regulations shall apply.

- F. Additional municipal, state or federal permits may be required beyond those identified in these regulations. It is the applicant's responsibility to secure all required municipal, state and federal permits prior to commencing subdivision and land development.
- G. Unless specifically included, these regulations shall only apply to building lots within the City. Any project proposed in or above the City right-of-way shall require permitting and be reviewed and approved by the Department of Public Works for any applicable standards that may apply. This review, approval, and permitting may include consultation with other City departments, including the City Council.

#### SECTION 1.4 - BYLAW AMENDMENTS

- A. These regulations, including the official zoning map, may be amended or repealed only in accordance with the Act [§ 4441, § 4442 and § 4444].
- B. Proposed changes to these regulations or the zoning map shall be submitted in writing to the Winooski Planning Commission for consideration, as required under the Act [§ 4441].

#### SECTION 1.5 - SEVERABILITY

- A. The provisions of these regulations are severable. If any provision of these regulations, or its application by the City, is held invalid by a court of jurisdiction, this shall not affect the validity or application of other provisions in these regulations.

## ARTICLE II - ZONING DISTRICTS

### SECTION 2.1 - ZONING MAP

The official zoning map, 'City of Winooski Zoning Map' is hereby adopted as part of these Regulations and is on file with the City Clerk. The Zoning Map shall be amended in accordance with the Act [§ 4441, § 4442 and § 4444]. Any uncertainty as to the location of a district, overlay, or flood hazard area boundary line on the zoning map, including zoning boundary errors identified through the surveying of lot or property boundaries, shall be determined by the Zoning Administrator (ZA) with rights of appeal to the Development Review Board (DRB).

### SECTION 2.2 - LIST OF ZONING DISTRICTS

The City of Winooski Zoning Map and these Regulations divide the City into the following districts:

- A. Residential A, 'R-A'
- B. Residential B, 'R-B'
- C. Residential C, 'R-C'
- D. Central Business District, 'C-1'
- E. General Commercial, 'C-2'
- F. Downtown Core, 'DC'
- G. Gateway, 'G'
- H. Industrial, 'I'
- I. Public, 'P'
- J. Flood Hazard Area, 'FHA'

### SECTION 2.3 - APPLICABILITY

- A. Development of lots may only be permissible based on the uses and dimensional criteria defined in this Article, and in accordance with the review procedures defined in this regulation and all applicable local, state and federal ordinances and regulations.
- B. All lots created after the effective date of these regulations that are intended for development must meet minimum applicable frontage requirements along public road rights-of-way, and area and yard dimensional requirements for the district(s) in which they are located unless modified or waived by the DRB for planned unit development under [Section 6.3](#), or under [Section 6.8](#).
- C. For the Gateway Districts, no lot intended for development shall be so reduced that development cannot be established in accordance with the Building Form Standards in [Part 4](#) of [Appendix B](#) of these regulations.
- D. Any proposed USE not identified in the use table of [Section 2.4](#), described in Article IX or otherwise regulated in this Ordinance shall be reviewed through the Conditional Use process by the DRB in accordance with [Section 6.7](#) of these regulations.

## SECTION 2.4 - LAND USE TABLE

| LAND USE                                    | Residential A    | Residential B    | Residential C    | Central Business District | General Commercial | Downtown Core | Gateway Urban General & Storefront <sup>3</sup> |  | Gateway Townhouse Small Apartment/ Detached Residential <sup>3</sup> |  | Industrial | Public |
|---------------------------------------------|------------------|------------------|------------------|---------------------------|--------------------|---------------|-------------------------------------------------|--|----------------------------------------------------------------------|--|------------|--------|
|                                             | R-A <sup>1</sup> | R-B <sup>1</sup> | R-C <sup>2</sup> | C-1                       | C-2                | DC            |                                                 |  |                                                                      |  | I          | P      |
| <b>RESIDENTIAL USES</b>                     |                  |                  |                  |                           |                    |               |                                                 |  |                                                                      |  |            |        |
| Single Unit Dwelling                        | P                | P                | P                |                           |                    |               | See Part 4 of the Form-Based Code               |  | See Part 4 of the Form-Based Code                                    |  |            |        |
| Accessory Dwelling Unit <sup>4</sup>        | P                | P                | P                |                           |                    |               |                                                 |  |                                                                      |  |            |        |
| Two Unit Dwelling (attached)                | See Note 9       | P                | P                |                           | CU                 |               |                                                 |  |                                                                      |  |            |        |
| Detached Cottage                            | CU               | CU               | CU               |                           |                    |               |                                                 |  |                                                                      |  |            |        |
| Multi-Unit Dwelling (3+ units) <sup>5</sup> | See Note 10      | See Note 10      | See Note 10      | P                         | CU                 | P             |                                                 |  |                                                                      |  |            |        |
| Assisted Living & Residential Care Homes    |                  |                  |                  | P                         | CU                 | P             | P                                               |  | P                                                                    |  |            |        |
| Bed-and-Breakfast (B&B)                     |                  | CU               | CU               | P                         | CU                 | P             | P                                               |  | P                                                                    |  |            |        |
| Family Child Care Home                      | P                | P                | P                | P                         | P                  | P             | P                                               |  | P                                                                    |  |            |        |
| Group Home <sup>6</sup>                     | P/CU             | P/CU             | P/CU             | P/CU                      | P/CU               | P/CU          | P/CU                                            |  | P/CU                                                                 |  |            |        |
| Home Occupation                             | P                | P                | P                | P                         | P                  | P             | P                                               |  | P                                                                    |  |            |        |
| <b>COMMERCIAL USES</b>                      |                  |                  |                  |                           |                    |               |                                                 |  |                                                                      |  |            |        |
| Adult Establishment                         |                  |                  |                  |                           |                    |               |                                                 |  |                                                                      |  | CU         |        |
| Alcohol Manufacturing Facility              |                  |                  |                  | CU                        | CU                 | CU            | P                                               |  |                                                                      |  | P          |        |
| Animal Care & Boarding                      |                  |                  |                  |                           |                    |               |                                                 |  |                                                                      |  | P          |        |
| Bar                                         |                  |                  |                  | CU                        |                    | P             | P                                               |  |                                                                      |  |            |        |
| Brew Pub                                    |                  |                  |                  | CU                        | CU                 | P             | P                                               |  |                                                                      |  | CU         |        |
| Industry                                    |                  |                  |                  | CU                        | P                  |               |                                                 |  |                                                                      |  | P          |        |
| Laboratory                                  |                  |                  |                  | CU                        |                    |               |                                                 |  |                                                                      |  | P          |        |
| Lodging Establishment                       |                  |                  |                  | P                         | CU                 | P             | P                                               |  |                                                                      |  |            |        |
| Office                                      |                  |                  |                  | P                         | P                  | P             | P                                               |  |                                                                      |  | CU         |        |
| Personal Service Establishment              |                  |                  |                  | P                         | P                  | P             | P                                               |  |                                                                      |  |            |        |
| Retail Sales                                |                  |                  |                  | P                         | P                  | P             | P                                               |  |                                                                      |  | CU         |        |
| Retail Sales, Neighborhood Commercial       |                  | CU               | CU               |                           |                    |               |                                                 |  | P                                                                    |  |            |        |
| Recreation & Entertainment, Commercial      |                  |                  |                  | P                         | CU                 | P             | P                                               |  |                                                                      |  | CU         |        |
| Restaurant                                  |                  |                  |                  | P                         | P                  | P             | P                                               |  |                                                                      |  |            |        |
| Restaurant, Café                            | CU               | CU               | CU               |                           |                    |               |                                                 |  | P                                                                    |  | CU         |        |
| Restaurant with Drive-thru                  |                  |                  |                  |                           |                    |               | P                                               |  |                                                                      |  |            |        |
| Vehicle Repair & Sales                      |                  |                  |                  | CU                        |                    |               | P                                               |  |                                                                      |  | P          |        |

| LAND USE                                         | Residential A     | Residential B     | Residential C     | Central Business District | General Commercial | Downtown Core | Gateway Urban General & Storefront <sup>3</sup> |   | Gateway Townhouse Small Apartment/ Detached Residential <sup>3</sup> | Industrial | Public |
|--------------------------------------------------|-------------------|-------------------|-------------------|---------------------------|--------------------|---------------|-------------------------------------------------|---|----------------------------------------------------------------------|------------|--------|
|                                                  | R- A <sup>1</sup> | R- B <sup>1</sup> | R- C <sup>2</sup> | C-1                       | C-2                | DC            |                                                 |   |                                                                      | I          | P      |
| <b>CIVIC &amp; PUBLIC USES</b>                   |                   |                   |                   |                           |                    |               |                                                 |   |                                                                      |            |        |
| Association, Fraternal Organization, Social Club |                   |                   |                   | P                         | CU                 | P             | P                                               |   |                                                                      | P          |        |
| Crematorium                                      |                   |                   |                   |                           |                    |               | P                                               |   |                                                                      | P          |        |
| Cultural Facility                                |                   |                   |                   | P                         | CU                 | P             | P                                               |   |                                                                      |            | P      |
| Daycare Facility                                 | CU                | CU                | CU                | P                         | P                  | P             | P                                               | P | P                                                                    | P          | P      |
| Education Facility                               | CU                | CU                | CU                | P                         | P                  | P             | P                                               | P | P                                                                    | P          | P      |
| Funeral Home                                     |                   |                   |                   | P                         | P                  | P             | P                                               |   |                                                                      |            |        |
| Healthcare Facility                              |                   |                   |                   | P                         | CU                 | P             | P                                               |   |                                                                      |            |        |
| Recreation & Entertainment, Non-Commercial       | P                 | P                 | P                 | P                         | CU                 | P             | P                                               | P | P                                                                    | CU         | P      |
| Religious Facility                               | P                 | P                 | P                 | P                         | P                  | P             | P                                               | P | P                                                                    | P          |        |
| <b>OTHER</b>                                     |                   |                   |                   |                           |                    |               |                                                 |   |                                                                      |            |        |
| Accessory Structure <sup>7</sup>                 | P                 | P                 | P                 | P                         | P                  | P             | P                                               | P | P                                                                    | P          | P      |
| Supporting Use <sup>8</sup>                      | CU                | CU                | CU                | P                         | P                  | P             | P                                               | P | CU                                                                   | CU         | CU     |

Notes:

- Maximum dwelling units per lot in R-A and R-B shall be 2 total dwelling units no matter how it is configured in the allowable use types as listed above (i.e. Two Unit Dwelling in R-B only, Single Unit Dwelling and Accessory Dwelling, or Single Unit Dwelling and Detached Cottage).
- Maximum dwelling units per lot in R-C shall be 3 total dwelling units no matter how it is configured (i.e. Two Unit Dwelling and a Detached Cottage, or Single Unit Dwelling and Accessory Dwelling and Detached Cottage).
- Some of the FBC permitted uses are subject to specific Development and Performance Standards in [Section 804](#) of the code in Appendix B.
- One accessory dwelling consistent with [Section 5.1](#) is permitted per lot.
- Maximum density for Multi-Unit housing in C1 is 60 units/acre.
- If a group home locates within 1,000' of another group home it shall be subject to Conditional Use review and approval.
- One accessory structure not to exceed 100 square feet per lot is exempt under [Section 6.13](#) except for setback requirements. Otherwise all applicable dimensional standards in [Section 2.5](#) shall apply.
- Supporting Use shall be limited to "uses" such as administrative offices or services that relate to the "primary" use of the site/parcel and shall be operated (solely) by the property owner or owner representative for the purpose of providing services to the site. Supporting Uses may be incorporated into an existing structure or in a standalone structure provided the dimensional requirements of [Section 2.5](#) are met.
- Two-unit dwellings are permitted in the R-A Zoning District if proposed as part of a Planned Unit Development consistent with the standards of [Section 5.14](#) and [Section 6.3](#). Otherwise, two-unit dwellings are not permitted in the R-A Zoning District.
- Multi-unit dwellings are permitted in the R-A, R-B, and R-C Zoning Districts if proposed as part of a Planned Unit Development consistent with the standards of [Section 5.14](#) and [Section 6.3](#). Otherwise, multi-unit dwellings are not permitted in these districts.

## SECTION 2.5 - DIMENSIONAL REQUIREMENTS TABLE

|                            |                                | Residential A<br><b>R-A</b> | Residential B<br><b>R-B</b> | Residential C<br><b>R-C</b> | Central<br>Business<br>District<br><b>C-1</b> | General<br>Commercial<br><b>C-2</b> | Downtown<br>Core<br><b>DC</b> | Gateway<br>Districts      | Industrial<br><b>I</b> | Public<br><b>P</b> |
|----------------------------|--------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------------------------|-------------------------------------|-------------------------------|---------------------------|------------------------|--------------------|
| <b>Parcel</b>              | Lot Size (Minimum Square Feet) | 10,000                      | 7,500                       | 7,500                       | 3,000                                         | 7,500                               | NA                            | <b>See<br/>Appendix B</b> | 20,000                 | NA                 |
|                            | Frontage (Minimum Feet)        | 75                          | 75                          | 50                          | 50                                            | 75                                  | NA                            |                           | 100                    | NA                 |
|                            | Lot Depth (Minimum Feet)       | 100                         | 100                         | 60                          | 60                                            | 60                                  | NA                            |                           | 60                     | NA                 |
|                            | Lot Coverage (Maximum %)       | 40                          | 50                          | 50                          | 100 <sup>1</sup>                              | 80                                  | NA                            |                           | 70                     | 50                 |
| <b>Primary Structure</b>   | Front Setback (Minimum Feet)   | 20                          | 10                          | 10                          | 0                                             | 0                                   | NA                            |                           | 10                     | 10                 |
|                            | Rear Setback (Minimum Feet)    | 15                          | 15                          | 15                          | 0                                             | 0                                   | NA                            |                           | 10                     | 15                 |
|                            | Side Setback (Minimum Feet)    | 15                          | 10                          | 10                          | 0                                             | 0                                   | NA                            |                           | 10                     | 10                 |
|                            | Building Height (Maximum Feet) | 35                          | 35                          | 35                          | 60                                            | 35                                  | See Article III               |                           | 35                     | 35                 |
| <b>Accessory Structure</b> | Front Setback (Minimum Feet)   | 10                          | 10                          | 10                          | NA                                            | NA                                  | NA                            |                           |                        | 10                 |
|                            | Rear Setback (Minimum Feet)    | 5                           | 5                           | 5                           | NA                                            | NA                                  | NA                            |                           |                        | 5                  |
|                            | Side Setback (Minimum Feet)    | 5                           | 5                           | 5                           | NA                                            | NA                                  | NA                            |                           |                        | 5                  |
|                            | Building Height (Maximum Feet) | 35                          | 35                          | 35                          | NA                                            | NA                                  | See Article III               |                           |                        | 35                 |

Notes:

1. Conditional upon attainment of all necessary State and City stormwater management approvals.

## SECTION 2.6 - RESIDENTIAL A, 'R-A'

- A. Purpose. The purpose of the Residential A district is to accommodate a safe, livable, and pedestrian friendly residential neighborhood with low density development and an inviting streetscape.
- B. Permitted and Conditional Uses – See [Table 2.4](#).
- C. Dimensional Standards – See [Table 2.5](#).

## SECTION 2.7 - RESIDENTIAL B, 'R-B'

- A. Purpose. The purpose of the Residential B district is to accommodate a safe, livable, and pedestrian friendly residential neighborhood with moderately higher density development than R-A and an inviting streetscape.
- B. Permitted and Conditional Uses – See [Table 2.4](#).
- C. Dimensional Standards – See [Table 2.5](#).

## SECTION 2.8 - RESIDENTIAL C, "R-C"

- A. Purpose. The purpose of the Residential C district is to accommodate safe, livable, and pedestrian friendly single and multi-unit residential housing neighborhoods. Infill development will be balanced with privacy of surrounding homes, preservation of neighborhood character and safe housing conditions. R-C serves as a transition to higher density and non-residential districts.
- B. Permitted and Conditional Uses – See [Table 2.4](#).
- C. Dimensional Standards – See [Table 2.5](#).

## SECTION 2.9 - CENTRAL BUSINESS DISTRICT, "C-1"

- A. Purpose. The regulations associated with this district are intended to encourage, retain, and protect commercial, business, and high density housing land uses which are compatible with historic sites and pedestrian activity.
- B. Permitted and Conditional Uses – See [Table 2.4](#).
- C. Dimensional Standards – See [Table 2.5](#).

## SECTION 2.10 - GENERAL COMMERCIAL, "C-2"

- A. Purpose. The regulations associated with this district are intended to encourage, retain and protect a variety of general business and service activities.
- B. Permitted and Conditional Uses – See [Table 2.4](#).
- C. Dimensional Standards – See [Table 2.5](#).

## SECTION 2.11 - DOWNTOWN CORE, "DC"

- A. Purpose. The Downtown Core District is composed of the core of the City's downtown and has been the subject of a Master Plan which has been developed by the City over many years after extensive public input and hearings. The Master Plan was approved by the DRB, the City Council and by the State of Vermont District Environmental Commission under "Act 250" in 2001. The regulations associated with this district are intended to protect the public health, safety and welfare and to provide for orderly

physical and economic growth by allowing and encouraging high density, mixed use land development within the downtown core.

- B. Permitted and Conditional Uses – See [Table 2.4 and Article III](#).
- C. Dimensional Standards – See [Table 2.5 and Article III](#).
- D. Development Review and Standards. The Master Plan permits a range of uses within pre-approved vertical and horizontal building envelopes as shown on the Building Height and Location Map. Approval of the exterior design details must be submitted by the applicant, with the City as a co-applicant, and must be approved by the District Environmental Commission under Act 250 as complying with the approved Master Plan. Therefore, all development proposed in this District is subject to review and conformance with [Article III](#) of these Regulations.

## SECTION 2.12 - GATEWAY DISTRICTS

- A. Purpose. The purpose the Gateway Districts is to create a walkable, mixed-use development dependent on three factors: density, diversity of uses, and design. Development and redevelopment of the Gateway Districts are intended to follow the vision identified in the Winooski Public Design Workshop Vision Plan and the Municipal Development Plan for these areas. The development regulations are established in the Winooski Gateways Form Based Code (“the Code”) found in [Appendix B](#) of these Regulations. The Code places greatest emphasis on design, or physical form, because of its importance in defining neighborhood and corridor character. The Code shall be applied to new, infill development, and redevelopment within the Gateway Districts both in order to achieve the vision set forth and to provide a mechanism for implementing the following specific goals, using both public and private sector investment:
  - 1. Capitalize on public investment in existing infrastructure
  - 2. Stabilize and strengthen mixed-use commercial areas and residential neighborhoods
  - 3. Create a pedestrian-friendly and multi-modal district
  - 4. Promote, create, and expand housing options
  - 5. Ensure a complementary relationship between the Corridors and the surrounding neighborhoods
- B. Permitted and Conditional Uses – See [Table 2.4 and Appendix B](#).
- C. Dimensional Standards – See [Appendix B](#).
- D. Development Review and Standards. The Gateway Districts are regulated by the Form Based Code in [Appendix B](#). Therefore, all development proposed in this District is subject to review and conformance with [Appendix B](#) of these Regulations, unless specified otherwise in throughout these Regulations.

## SECTION 2.13 - INDUSTRIAL, “I”

- A. Purpose. The regulations associated with this district are intended to encourage, retain, protect, and provide for wholesale and warehousing activities, manufacturing and commercial activities compatible to abutting residential districts.
- B. Permitted and Conditional Uses – See [Table 2.5](#).
- C. Dimensional Standards – See [Table 2.6](#).

## SECTION - 2.14 - PUBLIC, "P"

- A. Purpose. The purpose of the Public District is to retain these lands for public use, public utility, natural resource management, and conservation. The Public District encompasses Landry Park, Gilbrook Natural Area, and the Winooski School District.
- B. Permitted and Conditional Uses – See [Table 2.5](#).
- C. Dimensional Standards – See [Table 2.6](#).

## SECTION 2.15 - FLOOD HAZARD AREA, "FHA"

- A. Purpose. The Flood Hazard Area District is intended to protect the Special Flood Hazard Area and Floodway as defined in Appendix A of this Regulation. More detail on the purpose of this district is included in [Appendix A](#).
- B. Permitted and Conditional Uses – See Section V. Summary Table: Development Review in Hazard Areas of [Appendix A](#).
- C. Dimensional Standards – See [Appendix A](#).
- D. Development Review and Standards. The Flood Hazard Areas are regulated by the Inundation Hazard Area Regulations in [Appendix A](#). Therefore, all development proposed in this District is subject to review and conformance with [Appendix A](#) of these Regulations.

## SECTION 2.16 - LOTS IN MULTIPLE ZONING DISTRICTS

- A. Purpose. Each lot in the City of Winooski is intended to be governed by one zoning district. Through lot line adjustments, including mergers or subdivisions, circumstances may arise where one lot has multiple zoning districts. This section is intended to provide guidance in instances where development is proposed on a lot with multiple zoning districts.
- B. Applicability. This section shall apply to all lots or properties within the City of Winooski.
- C. Specific land development standards for each zoning district, including uses identified in [Section 2.4](#), dimensional standards identified in [Section 2.5](#), and any other applicable standards that are outlined in these regulations, including the appendices, will apply to the corresponding zoning district on the lot.
- D. Any development proposal for a lot with multiple zoning districts shall require site plan approval from the Development Review Board and meet the requirements of [Section 6.6](#) regardless of the proposed use(s). Other information may also be required depending on the specific request being proposed.
- E. Review by the Development Review Board will be solely for the purpose of site plan approval including any specific conditions deemed appropriate, unless conditional use approval, waivers, or variances are also being requested as outlined in [Section 6.7](#) or [Section 6.8](#).
- F. Owners of lots with multiple zoning districts may request a change in zoning as outlined in [Section 1.4](#).

## ARTICLE III – SPECIFIC USE STANDARDS – DOWNTOWN CORE ZONING DISTRICT

### SECTION 3.1 – DESCRIPTION OF THE DISTRICT

- A. **Applicability.** The Downtown Core Zoning District is depicted on the zoning map (Article X, Map 1) and is generally described as:
1. The properties south of the center line of East Allen Street; west of the 2019 wetland delineation as approved by the State of Vermont (located in the Casavant Natural Area); north of the Winooski River; and east of the centerline of Main Street (on the west side of Rotary Park).
  2. Any questions regarding the specific boundary of this zoning district will be determined based on Section 2.1.
- B. **Amendments.** Any amendments to the Downtown Core Zoning District boundaries shall follow the process outlined in Section 1.4.

### SECTION 3.2 – USES

- A. **Permitted Uses.** In addition to the uses listed in Section 2.4, the following uses are permitted in the Downtown Core Zoning District
1. Accessory Uses
  2. Banks without drive-thru windows.
  3. Child care facilities.
  4. Community Centers.
  5. Dwellings, multi-unit.
  6. Fitness centers.
  7. Governmental offices.
  8. Grocery stores, supermarkets, and pharmacies.
  9. Hotels, motels, inns, and bed and breakfasts.
  10. Job training centers.
  11. Libraries, museums, art galleries, art centers.
  12. Offices.
  13. Outdoor parks.
  14. Outdoor recreation.
  15. Parking garages and outdoor parking.
  16. Police stations.
  17. Post offices.
  18. Restaurants without drive-thru windows.

19. Retail sales of goods and services, but excluding motor vehicle sales, repair, service, and washing, sales of gasoline, diesel fuel, and other petroleum products, auto body painting and repair, and building materials.
  20. Schools and educational facilities.
  21. Theaters and cinemas.
- B. **Outdoor Use.** All permitted sales and servicing activities in the Downtown Core District shall be conducted inside building, except for customary accessory uses involving sidewalk sales of retail goods for periods of time not exceeding 5 days per event; seasonal sales of retail good within wholly open sided rooftop structures identified as Area "D" on the "Building height and Location Map"; and seasonal outdoor restaurant uses.

### SECTION 3.3 – DIMENSIONAL STANDARDS

- A. **Intent.** The Master Plan approved for Downtown Winooski through State Act 250 Permit C4-1065 (as amended) provides prescribed dimensional standards for all developments in the Downtown Core. This section provides additional detail as to how building heights and locations are calculated and determined.
- B. **Applicability.** Except as set forth herein, there shall be no dimensional requirements in the Downtown Core District, including but not limited to lot size, lot frontage, lot depth, setbacks, or floor area ratios.
- C. **Maximum Height.** Within the Downton Core District, a person shall not commence any land development which would result in a building or structure exceeding the elevation or height above street grade level, as the case may be, designated on the "Building Height and Location Map"; for the area where such building or structure is or will be located.
1. **Determination of Elevation.** Where elevation controls maximum height, the point shown on the "Building Height and Location Map" at the intersections of the centerlines of Main Street and East Allen Street, having an elevation 190 feet, shall be used as the control point and the following standards shall apply:
    - a. If maximum elevation shown on the Map for an area exceeds the elevation at the control point, the difference shall be added to the 190-foot elevation at the control point, and a horizontal plane extended from the point so calculated shall establish maximum building or structure height for the area.
    - b. If a maximum elevation shown on the Map for an area is less than the 190-foot elevation at the control point, the difference shall be subtracted from the 190-foot elevation at the control point, and a horizontal plane extended from the point so calculated shall establish maximum building or structure height for the area.
  2. **Determination of Street Grade Level.** Where street grade level controls maximum building or structure height, and the street grade Leve or levels fronting a building slopes, the highest grade level along the entirety of the building or structure frontage shall be used to determine the maximum building or structure height of the building.
  3. **Measurement of Maximum Height.** Maximum building or structure height shall be determined by vertical measurement to the highest point of the building or structure, exclusive of the building components which are not to be included in measuring height, as listed on the Building Height and Location Map.
- D. **High Density Requirements.** In order to maximize development density in the Downtown Core Zoning District, the following high density requirements will apply.
1. **Minimum Floor Requirements.** Within the Downtown Core District, except as provided in **Section 3.3. D. 2.** (Parking Garages and Public Spaces), and **Section 3.6. F.** (Non-complying Structures) no building shall be constructed, enlarged, or used unless the construction or enlargement results in a building which contain at least three floors used for one or more uses permitted in

**Section 3.2. A.**, excluding of cellars, basements, attics, and floors used for below street grade parking garages.

2. Parking Garages and Public Spaces. The requirements of **Section 3.3. D.1.** shall not apply to buildings in the areas designated on the Building Height and Location map as “Public Spaces”, or to parking garages, but such requirements shall apply to any building area constructed over and/or connected to a parking garage.

## SECTION 3.4 – BUILDING LOCATIONS

- A. **Building Locations.** All buildings within the Downton Core District shall be located only in Areas “A” through “H” inclusive and in the Champlain Mill Building Area as shown on the Maximum Building Height and Location Map. Building and improvements may be located in, on or over the streets or other public areas and parks as shown on the Maximum Building Height and Location Map, provided they do not interfere with the passage of traffic.
- B. **Green Space Limitation.** The “Green Space Boundary” as depicted on the Building Height and Location Map is intended to provide a 50 foot buffer against a Class II wetland complex in the Casavant Natural Area.
  1. This 50 foot buffer shall be measured from the 2019 wetland delineation, as approved by the State of Vermont.
  2. No building shall be constructed easterly of the line designated as the “Green Space Boundary” on the Building Height and Location Map, except to the extent the Master Plan is amended and such structures are consistent with such plans.

## SECTION 3.5 – SIGNS

- A. **Intent.** The Downtown Core is intended to have a consistent look, feel, and design for signs to create consistency, uniformity, and a sense of place in Downtown Winooski.
- B. **Applicability.** This section shall apply to all properties within the Downtown Core Zoning District.
- C. All signs within the Downtown Core Zoning District shall be subject to the following documents incorporated into Act 250 Permit Amendment 4C1065-08:
  1. Master Sign Plan
  2. Sign Design Guidelines
  3. Sign Code

## SECTION 3.6 – PARKING

- A. **Intent.** Development in and around Downtown Winooski is intended to create a vibrant mixed-use pattern that promotes walkability and pedestrian oriented activities. The diversity of uses will promote centralized parking locations that accommodate multiple uses based on the time of day and the day of week.
- B. **Applicability.** These regulations will apply to any new development or redevelopment in the Downtown Core Zoning District.
- C. **Minimum Off-Street Parking Requirements.** The required quantity of parking for a proposed use shall be provided in accordance with the following:

| MINIMUM OFF-STREET PARKING SCHEDULE                      |                                                                         |
|----------------------------------------------------------|-------------------------------------------------------------------------|
|                                                          | Minimum Parking Requirements                                            |
| Residential – General<br>Elderly<br>Student <sup>1</sup> | 1.0 spaces per bedroom<br>1.0 spaces per unit<br>0.3 spaces per bedroom |
| Commercial, Retail, or Restaurant                        | 3.2 spaces per 1,000 gross square feet                                  |
| Office                                                   | 3.2 spaces per 1,000 gross square feet                                  |
| Hotel/Bed & Breakfast                                    | 1.0 spaces per room                                                     |
| Theatre                                                  | 100 spaces per screen/stage                                             |
| Municipal Uses                                           | 3.2 spaces per 1,000 gross square feet                                  |

| ADJUSTMENTS FOR SHARED PARKING<br>IN MUNICIPALLY CONTROLLED OR RELATED PARKING GARAGES <sup>2</sup> |                                                                         |                   |              |                   |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------|--------------|-------------------|
| Use                                                                                                 | Minimum Parking Requirements                                            | X Daytime/Weekday | X Week Night | X Weekend/Holiday |
| Residential – General<br>Elderly<br>Student <sup>1</sup>                                            | 1.0 spaces per bedroom<br>1.0 spaces per unit<br>0.3 spaces per bedroom | X 0.60 =          | X 1.00 =     | X 1.00 =          |
| Commercial, Retail, or Restaurant                                                                   | 3.2 spaces per 1,000 gross square feet                                  | X 0.75 =          | X 0.50 =     | X 1.00 =          |
| Office                                                                                              | 3.2 spaces per 1,000 gross square feet                                  | X 0.90 =          | X 0.30 =     | X 0.20 =          |
| Hotel/Bed & Breakfast                                                                               | 1.0 spaces per room                                                     | X 0.25 =          | X 1.00 =     | X 0.50 =          |
| Theatre                                                                                             | 100 spaces per screen/stage                                             | X 0.25 =          | X 1.00 =     | X 1.00 =          |
| Municipal Uses                                                                                      | 3.2 spaces per 1,000 gross square feet                                  | X 0.90 =          | X 0.30 =     | X 0.20 =          |

- D. **Location of Parking.** All parking spaces for uses in the Downtown Core District shall be located within the Downtown Core District, and shall either be located on the land where the use is occurring or the parking spaces shall be in a municipally owned or controlled parking facility, in which event, the applicant shall provide a written contract with the municipality which guarantees the continuous use of the required parking spaces for the identified uses(s) for the reasonable expected duration of the use(s).
- E. **Changes or Expansions of Use.** In the Downtown Core District, whenever there is an alteration or conversion of a building or a change or expansion of a use of a building, which increases the parking requirements, the total additional parking requirements for the alteration, conversion, change, or expansion shall be provided in accordance with the Minimum Off-Street Parking Schedule.

<sup>1</sup> Student residents in buildings attached to municipal parking garages only. Otherwise, student housing is calculated the same as general residential.

<sup>2</sup> The minimum parking requirements for uses which are utilizing parking spaces in a municipally controlled or related parking garage may be adjusted for shared parking using the following adjustments. Prior to issuance of a zoning permit the applicant shall provide a calculation of the parking spaces allocated in the garage for each use and time period to demonstrate sufficient parking is available in the garage for the proposed use during the requisite time periods and that the applicant has a contract with the municipality for such parking.

- F. **Non-Complying Structures.** Any building in the Downtown Core District which is a non-complying structure as to off-street parking requirements shall not be subject to the requirements of **Section 3.6** so long as the kind or extent of use is not changed, and provided further that the number of parking spaces legally required to serve at the time such uses were approved shall not in the future be reduced.

## SECTION 3.7 – ZONING PERMITS IN THE DOWNTOWN CORE

- A. **Intent.** Projects in the Downtown Core Zoning District are subject to both a local zoning permit and a State Act 250 Land Use Permit.
- B. **Applicability.** The standards set forth under this section apply only to projects in the Downtown Core Zoning District.
- C. An application for a zoning permit for land development in the Downtown Core District shall include the following:
1. Plans and specifications for any proposed improvements to be made;
  2. A narrative description of the proposed uses;
  3. A certification of a registered architect or surveyor that the proposed improvements comply with the requirement of the Building Height and Location Map;
  4. A narrative description of how the proposed uses and improved comply with the Master Plan and with the applicable provisions of these regulations;
  5. A copy of the approval by the State of Vermont District Environmental Commission of the improvements or a Jurisdictional Opinion from the District Environmental Commission indicating that an amendment to the Act 250 permit is or is not required for the project;
  6. A certification, along with any required contracts, showing compliance with the parking requirements of **Section 3.6**;
- D. Upon a determination that the proposed land development within the Downtown Core District meet the requirements of these regulations, the Zoning Administrator shall issue a zoning permit.
- E. No other permit, except a building permit, shall be required for land development in the Downtown Core District.
1. A proposed improvement, building or use in the Downtown Core District shall not require site plan, design review, or planned unit development approval under these regulations
  2. No approval shall be required under the **Section 6.2** of these regulations.
- F. An application for an amendment to the State Act 250 Land Use permit shall include the following:
1. Review and approval of all design details by the City Council.
    - a. At their discretion, the City Council may refer the development proposal to the Development Review Board for comments and input.
      - i. Comments from the Development Review Board would be advisory only and not require a public hearing.
      - ii. The City Council may establish a timeline for comments to be returned from the Development Review Board.
    - b. Based on comments from the Development Review Board or any other entity, the City Council may request additional information or alterations to the designs of a proposal.

2. Authorization of the City Council as co-applicant to any Act 250 Land Use Permit amendment prior to submission to the District Environmental Commission.

## ARTICLE IV - GENERAL USE REGULATIONS

### SECTION 4.1 - ABANDONMENT, STABILIZATION & DEMOLITION

- A. No zoning permit shall be required for the stabilization or demolition of structures irreparably damaged by fire, explosion, natural disaster, act of God, or public enemy in order to prevent hazards to public health or safety, or to adjoining properties, structures or uses only as deemed necessary by the City's building code official or their designee; nor for the timely repair or reconstruction of damaged structures to the extent of their prior condition and use, however a building or demolition permit issued by the City's Building Code Office may still be required. Rebuilding that results in changes in density, dimension or use under applicable provisions of these regulations shall require a zoning permit. If rebuilding a nonconforming structure, see [Section 4.9.E](#) of these regulations.
- B. Within 6 months after the abandonment of a permanent or temporary structure that has been demolished, destroyed, or substantially damaged, or upon the expiration of a zoning permit for a structure not substantially completed, the owner shall either:
1. Apply for a zoning permit under [Section 6.10](#) of these regulations to resume repair, reconstruction or construction, thus confirming the intent not to abandon the structure.
  2. Remove all improvements and materials from the site, restore the site to a normal grade and establish ground cover sufficient to prevent erosion.
- C. In an effort to protect and preserve the City's historic, architectural, and culturally significant resources, consistent with the goals and objectives outlined in the City's Master Plan, the demolition of buildings or structures shall comply with the standards outlined in [Section 4.4](#) if applicable.
- D. The demolition of a building or structure, regardless of the zoning district, shall require a zoning permit and issuance of a local demolition permit by the City's Building Code Office except as noted in [Section 4.1.A](#). Proposals that include demolition as part of a request for redevelopment do not require a separate zoning permit for demolition.
1. Applicants that propose demolition of a building or structure with or without redevelopment shall submit the following:
    - a. A complete combined zoning/building permit application including applicable fees
    - b. An environmental assessment prepared by a licensed environmental consultant or specialist to certify the presence, or lack thereof, of asbestos, lead paint, or other environmental hazards including mitigation measures for identified hazards
    - c. Other information as deemed necessary by the ZA or building code official
  2. Zoning permits for demolition will be issued in the same manner as any administrative permit including rights to appeal as outlined in State Statute [24 V.S.A. § 4449(a)(3)].

### SECTION 4.2 - ACCESS, DRIVEWAYS, ROADS AND CIRCULATION

- A. **Intent.** Access and circulation elements of a site must be unencumbered to create a safe entry free of hazards. Circulation areas should be designed to ensure ease of mobility, ample clearance, and safety. Pedestrian circulation areas must be convenient to use. Suitable landscaping and drainage shall be installed to enhance the utility and function of parking and circulation, minimize the amount of impervious cover and shall be used to manage stormwater onsite.
- B. **Applicability.** This section shall apply to all Zoning Districts with the exception of the Gateways Districts.
- C. **Frontage.** No land development may be permitted on lots that do not have frontage on a public road or public waters. For lots that have access on both a public road and public waters, only the access on

a public road shall be considered for the frontage required under this ordinance. Rights of way for new public roads shall be 60 feet in width, however this may be reduced to 40 feet in width with approval from the Winooski City Engineer and DRB.

- D. **Access.** Access onto public roads is subject to approval by the City of Winooski or, in the case of state highways, approval by the Vermont Agency of Transportation. Access permits shall be obtained prior to the issuance of a zoning permit. In the event approval by the DRB is required for the development, the access permit shall be obtained after DRB approval. In addition, the following provisions shall apply:
1. No lot may be served by more than 1 curb cut in residential districts, and up to two curb cuts in other districts, by approval from the DRB provided that:
    - a. The additional access is deemed necessary to ensure vehicular and pedestrian safety.
    - b. The additional access will improve vehicular and pedestrian safety and result in a traffic circulation and parking arrangement within the site that better achieves the purposes of these regulations than would be possible with a single access.
    - c. The lot(s) is occupied by a mixed-used development and the additional access would result in better traffic circulation and safety than a single access.
    - d. The strict compliance with this provision would, due to the presence of one or more physical features (e.g., rivers and streams, steep slopes, wetlands), result in a less desirable site layout and design than would be possible with the allowance of an additional access.
    - e. The additional access would facilitate emergency vehicle access, as determined by the Winooski Fire Marshall or ZA.
  2. Where a property occupies a corner of two intersecting roads, access shall be on the less traveled road. This provision may be waived by the DRB only if the applicant can demonstrate that access on the more heavily traveled road would be safer.
  3. Access to properties located along state highways may be limited to secondary roads or a common drive. In the event that a common drive is planned (i.e., identified in the Winooski Municipal Development Plan, or any adopted Official Map and/or Capital Budget), but is not yet constructed, temporary access may be permitted upon approval from the DRB. In granting temporary access, the DRB may place appropriate conditions that the access be relocated within a reasonable time after construction of the common drive.
  4. In appropriate instances, including the presence of compatible adjacent uses, areas characterized by heavy traffic, congestion and frequent and/or unsafe turning movements, or lots having direct access to state highways, the DRB may require provision for shared access between adjoining properties. Construction of shared access may be required at the time of project development if similar provision has been made on contiguous parcels, or may be required at a later time contingent upon future development of neighboring properties.
  5. Applicants for a zoning permit for any lot with more than one access shall eliminate or combine accesses in order to meet the provisions of this section, unless otherwise approved by the ZA or DRB.
  6. Subdivision of a parcel after the effective date of these regulations shall not create a right to construct more than one access unless otherwise approved by the DRB.
  7. In the case of excessively wide pre-existing driveways or uncontrolled access that extends along most of a property's frontage, the DRB shall require the reduction in access width as a condition of approval, unless the applicant can demonstrate that such reduction would place an undue burden on the continued operation of a pre-existing land use.
  8. Access shall be established approximately perpendicular to the street.

9. Access shall be available for fire, ambulance, and police vehicles within 100 feet of the principal entrance to dwellings, commercial, or industrial establishments and institutions, or as required by an authority having jurisdiction.
10. Existing structures which do not meet these standards because of pre-existing site conditions may be required to make improvements necessary to bring the property into greater compliance with the provisions of this section as a condition of approval in accordance with the provisions of **Article VI**.

E. **Residential Driveways.** New driveways serving not more than 3 dwellings shall meet the following standards:

1. Driveways shall be constructed to the Standards and Specifications as identified by the City of Winooski's Department of Public Works. .
2. Driveways shall be set back a minimum of 5 feet from adjoining property lines unless providing shared access to contiguous properties.

F. **Multi-Unit and Non-Residential Driveways.** New driveways serving more than 3 residential dwellings units, non-residential lot(s) and parking garages shall meet the following standards:

1. Driveways shall be constructed to the Standards and Specifications as identified by the City of Winooski's Department of Public Works unless otherwise approved by the DRB.
2. Curb cuts shall be designed and constructed per the Standards and Specifications as identified by the City of Winooski's Department of Public Works.
3. Driveways shall be set back a minimum of 25 feet from adjoining property lines unless providing shared access to contiguous properties.

H. **Evaluation of Traffic Impacts.** The DRB may require an evaluation, and mitigation as needed, of traffic on existing roadways.

1. A traffic impact analysis, prepared by a qualified transportation professional, using commonly accepted transportation standards (e.g., Vermont Agency of Transportation, Institute of Transportation Engineers), shall be used to identify trip generation rates and to evaluate traffic impacts, for any project that generates 75 or more peak hour trips, or as otherwise deemed necessary by the DRB to address existing or proposed site, road and traffic conditions. The study shall include directional distributions, levels of service, design considerations and capacity determinations, and recommend appropriate traffic mitigation measures (including transportation demand management strategies) and road improvements.
2. Proposed development shall incorporate planned highway improvements, including planned right-of-way improvements or realignments, in site design and traffic analyses.

I. **Encroachment for Existing Driveways.** For purposes of allowing existing, developed, nonconforming lots to create a driveway and provide a maximum of two side by side parking spaces from the street, driveways may encroach into the required 5-foot setback up to 4 feet from the property line with ZA approval, and additional encroachment with DRB approval.

1. Such approval shall be based on demonstrated necessity on the part of the property owner as well as unique physical circumstances of the lot, and conditional use criteria and findings that there shall be no undue adverse impact on all of the following items of concern: drainage, safety, protection of neighboring side yard, light and air.
2. The maximum relief from the 5 foot minimum setback shall be the minimum necessary for the purposes of creating such a driveway and parking spaces and shall be allowed only after a finding that driveway and parking configuration cannot be otherwise located on the lot.
3. With such approval, the lot shall not be considered nonconforming due to the decreased setback for the creation of the driveway and parking spaces.

4. Under no circumstances shall parking spaces be allowed within the front setback of the Zoning District.

### SECTION 4.3 - CONVERSION OR CHANGE OF USE

- A. The conversion or change in use of land or structures to another use is subject to the provisions of these regulations as follows:
  1. A conversion or change of use from one permitted use to another permitted use, or from a conditional use to a permitted use as identified in [Section 2.4](#), may require a Site Plan approval from the DRB or ZA under [Article VI](#) of these regulations as outlined in [Section 6.6.B](#), and requires a zoning permit issued by the ZA under [Article VI](#) of these regulations.
  2. A conversion or change of use from a permitted to a conditional use, or from a conditional use to another conditional use, requires conditional use approval from the DRB under [Article VI](#), and may require site plan approval from the DRB under [Article VI](#), followed by a zoning permit issued by the ZA under [Article VI](#) of these regulations.
- B. The proposed use shall be subject to all the requirements of these regulations pertaining to such use, as well as any other applicable municipal, state or federal regulations currently in effect.

### SECTION 4.4 - LOCAL HISTORIC, CULTURAL, ARCHITECTURAL, & ARCHEOLOGICAL RESOURCES

- A. **Intent.** The intent of these standards are to protect, preserve, develop and use Winooski's historic, cultural, architectural, and archeological resources consistent with 24 V.S.A. § 4414(F) in order to stimulate a more meaningful environment for its citizens and the region; maintain the historical, cultural, architectural, and archeological integrity of existing buildings or features; and to ensure the compatibility of new construction or usage to adjacent properties.
- B. **Applicability.** This section is applicable to all properties included in the City of Winooski's Local Register of Historic, Cultural, Architectural, and Archeological Resources regardless of use except that properties located in the Gateway Zoning District shall only be subject to local resource review as described in [Section 4.4](#) for proposed demolition of buildings or structures. Properties located in the Downtown Core Zoning District are exempt from these regulations and are reviewed under the standards outlined in [Article III](#) of these regulations.
- C. **Covered Actions.** In support of the intent of this section as outlined in [Section 4.4.A](#), the following actions are subject to the standards outlined herein:
  1. Demolition of a building or structure; in whole or in part except as exempted under [Section 4.1.A](#);
  2. Movement of a building or structure;
  3. Any new construction of a principal building or structure, unless the new construction is specifically exempt from zoning permitting under [Section 6.13](#);
  4. Exterior remodeling or renovation of an existing building or structure that will change or alter the building or structure related to:
    - a. The overall height; or
    - b. The exterior dimensions
  5. Modifications, including enlargements or reductions to existing windows, doors, or other openings located on the front or side of the building or structure unless specifically required to meet applicable building codes related to life/safety standards, state energy codes, or ADA accessibility requirements; or

6. Modifications or changes including removal of specific elements, materials, or details that are specifically identified in a resources survey or similar document as contributing to the historic integrity; architectural quality; or cultural or historical significance of the building or structure for properties identified as a local historic, cultural, architectural, or archeological resource.
  7. Nothing in this section shall prohibit the removal of unsafe or hazardous materials from existing buildings including lead, asbestos, or similar materials. Consideration will be given to ensure removal of these materials does not alter the contributing context of a building or structure unless no alternative option is available.
- D. **Identification of Resources.** The City shall maintain a list of historic, cultural, architectural, and archeological significant resources. This list will include a map of specific properties to be covered by the provisions of **Section 4.4** and is included in **Article X** of these regulations. This list and map will be referred to as the City of Winooski's Local Register of Historic, Cultural, Architectural, and Archeological Resources.
- E. **Local Resources Advisory Board.** The Local Resources Advisory Board (LRAB) shall review any applications for properties included in the City of Winooski's Local Register of Historic, Cultural, Architectural, and Archeological Resources that propose a covered action as outlined in **Section 4.4.C**.
1. Review by the LRAB shall be limited to the applicable standards of review as outlined under **Section 4.4.F** as they relate to the covered action(s) listed in **Section 4.4.C**.
  2. The LRAB shall advise the ZA or DRB regarding the issuance of a Certificate of Appropriateness related to the covered action(s) listed in **Section 4.4.C**.
- F. **Standards for Review.** Any activity identified under **Section 4.4.C** will be subject to the following standards for review as applicable.
1. **Height.** The height of a proposed building and its visual compatibility with adjacent buildings;
  2. **Setback.** The building setback of new or remodeled construction in relationship to that of existing structures;
  3. **Rhythm.** The relationship of solids to voids in the front facades of a building;
  4. **Proportion of Building's Front Façade.** The relationship of the width of building to the height of the front elevation;
  5. **Relationship of Materials, Texture, and Color.** The compatibility of these facets of a building with the predominant materials used in the buildings to which it is visually related;
  6. **Scale of a Building.** The size of a building and the mass of a building in relation to open spaces, windows, door openings, porches and balconies;
  7. **Proportion of Openings within the Building.** The relationship of the width of the windows to the height of the windows;
  8. **Roof Shapes.** The compatibility of the roof shape of a building with the buildings to which it is visually related;
  9. **Grading and Planting.** Grade changes and landscape plantings incorporated so as to enhance the existing scale and character of the site, and their relationship to adjacent areas;
  10. **Open Space.** Open space designed as to add to the visual amenities of the area;
- G. **Review Procedures.** Within 30 days of a complete application for a covered action as identified in **Section 4.4.C** that is located on a property that is identified in the City of Winooski's Local Register of Historic, Cultural, Architectural, and Archeological Resources as described in **Section 4.4.D** being received by the City, the ZA shall forward the complete application to the LRAB for their next available meeting.

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

H. **Certificate of Appropriateness.** Any project that proposes a covered action as included under **Section 4.4.C** for a property included in the City of Winooski's Local Register of Historic, Cultural, Architectural, and Archeological Resources as described in **Section 4.4.D** shall receive a Certificate of Appropriateness from the ZA or DRB prior to the issuance of a zoning permit for a covered action.

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

I. **Listing of Properties.** The LRAB, when requested, will evaluate properties within the City to determine if the property includes a resource or resources that are historic, cultural, architectural, or archeological significant. If a property is identified that has the potential to be historically, culturally, architecturally, or archeologically significant to the City, the following steps will be taken:

1. The property owner will be consulted to determine if they consent to having the property evaluated for listing.
  - a. If the request is initiated by the property owner this consent will not be required.

- b. If consent is not received from the property owner, the property will not be evaluated.
  2. If the property owner consents to the evaluation, the LRAB, in consultation with the State of Vermont, will identify and contract with a qualified historic preservation consultant to perform a survey of the property, including completion of any forms or documents needed to make a determination of significance. These surveys will include any structures or features that could be historic, cultural, architectural, or archeological significant to the City of Winooski.
  3. The surveys and any other documents will be reviewed by the LRAB for a determination on inclusion in the City of Winooski's Local Register of Historic, Cultural, Architectural, and Archeological Resources; and potential for listing in the state or national register of historic places, as appropriate.
  4. If the LRAB makes a positive determination on eligibility, the recommendation will be forwarded to the Planning Commission for formal recommendation to the City Council to amend the Unified Land Use and Development Regulations to include the property in the City of Winooski's Local Register of Historic, Cultural, Architectural, and Archeological Resources consistent with 24 V.S.A. §§ 4441, 4442, and 4444.
  5. If the LRAB determines the property is not significant or does not have sufficient information to make a recommendation on the property's significance, the LRAB will provide feedback, including necessary information to make a determination.
  6. The LRAB shall include a timeline for when the additional information is needed to make a recommendation on the property's significance.
  7. If the LRAB determines a property lacks significance to be included in the City of Winooski's Local Register of Historic, Cultural, Architectural, and Archeological Resources, this recommendation will be forwarded to the Planning Commission for the final decision on whether or not to draft amendments to the Unified Land Use and Development Regulations related to the City of Winooski's Local Register of Historic, Cultural, Architectural, and Archeological Resources.
  8. Any fees or costs associated with this process, including the preparation of requirement documents, shall be the responsibility of the person or entity requesting the inclusion of the property in the Local Register of Historic, Cultural, Architectural, and Archeological Resources.
- J. **Delisting of Properties.** The owner of a property that is included in the City of Winooski's Local Register of Historic, Cultural, Architectural, and Archeological Resources may request the property be removed from this designation.
1. The property owner shall submit information to the LRAB that provides justification for delisting of a property, including how the historic, cultural, architectural, or archeological significance has been compromised. This information shall be supported by specific documents such as photos, inventories, reports, or similar information. This documentation shall also include an opinion from a qualified historic preservation consultant regarding the current historic, cultural, architectural, or archeological significance of the property.
  2. These documents will be reviewed by the LRAB for a determination on delisting of the property from the City of Winooski's Local Register of Historic, Cultural, Architectural, and Archeological Resources; and potential for delisting from the state or national register of historic places, as appropriate.
  3. If the LRAB makes a determination that the property is no longer significant or contributing, the recommendation will be forwarded to the Planning Commission for formal recommendation to the City Council to amend the Unified Land Use and Development Regulations to remove the property from the City of Winooski's Local Register of Historic, Cultural, Architectural, and Archeological Resources consistent with 24 V.S.A. §§ 4441, 4442, and 4444.

4. If the LRAB determines it does not have sufficient information to make a recommendation on the property's significance, the LRAB will provide feedback, including necessary information to make a determination.
5. The LRAB shall include a timeline for when the additional information is needed to make a recommendation on the property's significance.
6. If the LRAB determines a property is still significant or contributes to the City of Winooski's Local Register of Historic, Cultural, Architectural, and Archeological Resources, this recommendation will be forwarded to the Planning Commission for the final decision on the on whether or not to draft amendments to the Unified Land Use and Development Regulations related to the City of Winooski's Local Register of Historic, Cultural, Architectural, and Archeological Resources.
7. Any fees or costs associated with this process, including the preparation of requirement documents, shall be the responsibility of the property owner.

#### SECTION 4.5 - EQUAL TREATMENT OF HOUSING

- A. These regulations shall not have the effect of excluding the following from the City of Winooski:
  1. Mobile homes, modular housing, or other forms of prefabricated housing, except upon the same terms and conditions as conventional housing is excluded.
  2. Housing necessary to meet the needs of the population, as identified in the housing element section of the Winooski Municipal Development Plan or Master Plan.
  3. Mobile home parks within any zoning district where it is an allowed use and where it meets all applicable requirements for such use (see [Section 5.8](#)).
  4. Multi-unit dwellings entirely from the City.
  5. One accessory dwelling per principal single unit dwelling, as a permitted use, if it meets the requirements of [Section 5.1](#).
  6. A state licensed or registered care home or group home that serves no more than eight persons who have a handicap or disability.
- B. Provisions have been made for each of the above types of housing within designated zoning districts.

#### SECTION 4.6 - FENCES & WALLS

- A. Fences and walls are permitted in all districts provided they conform to the following requirements, however, fences and walls in the Gateway Districts are exempt from this Section and shall conform to the standards of [Section 605 of Appendix B](#):
- B. No fence or wall shall be permitted to exceed a height of 6 feet above finished grade, except those parcels that abut a common lot line with an Urban General or Urban Storefront Gateway District may construct a privacy fence or wall that shall not exceed a height of 8 feet above finished grade; or walls specifically designed to retain or hold back earth as outlined in [Section 4.6.A.C](#).
- C. Walls proposed to retain or hold back earth shall require a zoning permit if:
  1. The wall will exceed three feet in height as measured from the finished grade where the wall is to be located; or
  2. The wall is proposed adjacent to a public right-of-way; or
  3. The wall is proposed adjacent to a public sidewalk or public walkway; or

4. Walls proposed to retain or hold back earth that are included as part of a land development project that requires a zoning permit do not need a separate zoning permit.
- D. Fences or walls may be located up to the property line but shall not be located on the property line. Any wall that is constructed as part of a building or structure shall comply with the dimensional standards included in **Section 2.5**.
- E. No part of any fence or wall shall be placed in such manner as to visually obstruct vehicular or pedestrian traffic. Fences or walls located on a corner lot shall either be placed outside the vision clearance angle or shall not exceed a height of 3.5 feet above finished grade. The vision clearance angle is defined as the triangular area enclosed by the centerline of two intersecting streets and a line joining the points on such centerlines at distances of 75 feet from their intersections.

## SECTION 4.7 - LANDSCAPING & SCREENING

- A. **Intent.** Landscaping shall be provided to enhance the overall appearance of the site and to maintain or establish physical and visual compatibility with neighboring properties. Landscaping and natural screening shall be provided in front and side yards, adjacent to parking areas, and where rear yards abut residential properties or public roads as necessary to lessen and mitigate the physical and visual impacts of development.
- B. **Applicability.** This section shall apply only to use and buildings newly constructed, changed, extended or restored and shall not apply to those uses in and buildings lawfully repaired and improved where no increase in floor area or no change of use is made. This section is applicable in all Zoning Districts in the City with the exception of the Downtown Core, and any residential use of three or fewer dwelling units on the same lot in the Residential A, Residential B, or Residential C Zoning Districts unless configured as a Planned Unit Development. This section is applicable to any alterations or improvements to structures within the Gateway Districts that fall under the thresholds for conformance with the Form Based Code as defined in **Section 209: Non-Conformities of Appendix B**.
- C. **Buffer Areas for More Intense Land Uses.** In order to minimize the impact of one land use upon a less intense land use, buffer areas are required with the following provisions:
  1. **Material.** Buffer areas shall consist of a strip of land on which a fence or plantings have been installed.
    - a. **Height.** The fence or plantings shall have a minimum height of 5 feet.
    - b. **Screening.** The fence or plantings shall create an opaque screen that provides privacy to the surrounding and less intense land uses.
    - c. **Maintenance.** It shall be the responsibility of the owner of the use for which the buffer is required to maintain and replace when necessary, such plantings or fences.
  2. **District Requirements.** Buffer widths are as follows:

| Zoning District                  | Width of Land Abutting a Less Intense District |
|----------------------------------|------------------------------------------------|
| Central Business District (C1)   | 10 feet                                        |
| General Commercial District (C2) | 20 feet                                        |
| Industrial District (I)          | 50 feet                                        |

- D. **General On-site Landscaping Requirements.** Shade trees, shrubs and planting beds are to be used to interrupt the facades of buildings, break-up expanses of parking, visually reduce the scale and bulk of large buildings, integrate the site with the surrounding landscape and to enhance environmental quality—e.g., for wildlife habitat, soil stabilization, storm water retention, air quality, and energy conservation.
  1. Existing vegetation shall be incorporated in site design when physically feasible. Protect established vegetation during construction; when possible, transplant and stockpile shrubs or

trees which must be relocated to accommodate construction. Preserve topsoil from the site for reuse in lawns, open space and buffer areas.

2. New landscaping shall be suited to USDA Zone 4 and the particular site. Trees recommended by Vermont Urban and Community Forestry are preferred. The use of native species is recommended and may be required as necessary to avoid the introduction and spread of nuisance or exotic species.
3. Landscaped areas shall be installed in the front and side yard areas, to include a mix of deciduous and coniferous trees, shrubs and ground cover. Landscaped areas should enhance the general appearance of the site, define planting strips and buffers, and reduce the amount of grass or lawn area.
4. Shade trees shall be a minimum of 2.5" caliper (trunk diameter), measured at a height of five feet, or, in the case of coniferous trees, be a minimum of eight feet in height.
5. Install landscaping, as best as possible, during Vermont's optimal planting seasons: between April 15<sup>th</sup> and June 15<sup>th</sup>, and September 1<sup>st</sup> and October 30<sup>th</sup>.
6. It shall be the responsibility of the owner of the property to maintain and replace, when necessary, such plantings.
7. The DRB or ZA may require the submission of a landscaping plan, to be prepared by a certified landscape architect, as required to determine conformance with these regulations.

E. **Parking lot landscaping requirements.** See [Section 6.6.C.8](#) of these regulations for the required landscaping for parking lots.

F. **Street Tree Requirements.** Street trees shall be required along any street, and along any existing public street. In the event that the City has adopted a street tree plan for a district or road segment, the DRB may require tree plantings that are consistent with that plan, or payment in lieu of trees to ensure plantings are done consistently with City parking, utility and other street-scape improvement projects. Street trees shall be planted to the Standards and Specifications as identified by the City of Winooski's Department of Public Works.

## SECTION 4.8 - NATURAL RESOURCE AND OPEN SPACE

A. **Intent.** All development proposals throughout the City shall be designed to avoid and minimize undue adverse impacts to significant natural resources with the ultimate goal of preserving and enhancing the Winooski River corridor ecosystem, and public health. When feasible common open space areas to be used for parks, trails, urban forestry and urban agriculture shall be provided in development proposals.

B. **Applicability.** All applications for development shall identify and conserve Winooski's significant natural and scenic features in accordance with these regulations.

C. **Standards.** Site layout and design, to the extent physically feasible, shall incorporate and avoid undue adverse impacts to significant natural and scenic resources identified in the Winooski Municipal Development Plan, maps and related inventories, or through site investigation. These include but may not be limited to:

1. **Steep Slopes.** Development areas shall be located and configured to the extent physically feasible to minimize the adverse impacts of development on steep slopes (15% or more); and to avoid site disturbance on very steep slopes (25% or more). Methods to avoid or mitigate adverse impacts include but are not limited to the following:
  - a. Development shall be sized and configured to minimize the extent of clearing, site disturbance and development in areas of steep slope (15% or more). The applicant shall submit a stormwater and erosion control plan in accordance with [Section 4.15](#).
  - b. Driveways, access roads and utility corridors, to the greatest extent feasible shall share access and rights-of-way, follow existing contours to achieve angled ascents, and be

located and designed to minimize surface runoff and erosion, especially in areas of steep slope (15% or more).

- c. Development shall be sited, to the greatest extent physically feasible, to avoid site disturbance and development on very steep slopes (25% or more).
- d. The DRB may require permanent protection of these resource areas as designated open space.
- e. The DRB may require preparation and implementation of management plans for identified resources.

2. **Surface Waters, Wetlands & Floodplains.** Development areas shall be located and configured to avoid adverse impacts to naturally occurring surface waters, wetlands, and special flood hazard areas (SFHAs), and setback or undisturbed buffer areas shall be established between proposed development and identified resources. Methods to avoid or mitigate undue adverse impacts include but are not limited to the following:

- a. Setback and buffer areas of sufficient width to protect surface waters and wetlands from accelerated surface runoff, soil erosion and sedimentation, and to preserve wildlife habitats, shall be designated and identified on site plans and subdivision plats. The DRB may require larger setbacks or buffers, and/or buffer management plans as necessary to minimize impacts resulting from site-specific slope and soil conditions. Setbacks and buffer areas shall be:
  - i. 50 feet from Class II wetlands in accordance with the Vermont Wetland Rules.
  - ii. 50 feet setback from top of bank for streams with a watershed area less than 2 square miles.
- b. Roads, driveways and utility corridors shall be located, to the extent physically feasible, to minimize the number and extent of surface water and wetland crossings and associated areas of site disturbance.
- c. Any development within Special Flood Hazard Areas shall be subject to review under Appendix A: Inundation Hazard Area Regulations.
- d. The DRB may require permanent protection of these resource areas as designated open space.
- e. The DRB may require preparation and implementation of management plans for identified resources.

3. **Natural Vegetative Cover.** Existing vegetative cover shall be preserved on the site to the greatest extent practicable.

4. The applicant, ZA and DRB may consult with state officials, and/or other qualified professionals to determine the likely impact of a development on one or more of these resources, and appropriate mitigation measures.

D. **Common Open Space Areas.** The location, size and shape of lands set aside to be preserved and managed as common open space areas shall be suitable for their intended purpose and use and approved by the DRB, in accordance with the following:

- 1. Common open space areas may include significant natural and cultural features identified and designated for protection in accordance with **Section 4.8.C.**
- 2. For common open space areas that are not designated for protection in accordance with **Section 4.8.C.**, provisions shall be made to allow common open space areas to be used for parks, trails, urban forestry and urban agriculture. Management plans for parks, urban forestry and urban agriculture may be required by the DRB as necessary to ensure their long-term management.

The DRB may require installation of facilities or equipment such as, but not limited to, benches, picnic tables, and playground equipment, as necessary to ensure proper use of common open space areas.

3. Designated common open space areas may include a portion of a single lot, or extend over several contiguous lots; however to the extent physically feasible, site layout and design shall minimize the subdivision and fragmentation of contiguous common open space areas.
4. Utility and road rights-of-way or easements, and access and parking areas shall not be included within designated common open space areas, unless the applicant can demonstrate to the satisfaction of the DRB that they will in no way disrupt or detract from the purposes or values for which the common open space area is to be protected or used.

E. **Legal Requirements.** At a minimum, unless waived by the DRB:

1. Designated common open space areas shall be indicated on the final site plan or subdivision plat.
2. Common open space areas shall be subject to deed restrictions and owner agreements that stipulate the permitted and restricted use of such land, and establish the person(s) or entity responsible for its maintenance and long term stewardship.
3. Designated common open space areas shall be subject to management agreements that include terms for administration, maintenance, and cost sharing. A draft management agreement shall be submitted with the application for final subdivision approval.
4. Nothing in these regulations shall be construed as indicating that the public has a right to access or recreate on private property without permission of the landowner.

#### SECTION 4.9 - NONCONFORMING LOTS, STRUCTURES, RIGHT OF WAY OR DRIVE, AND USES

- A. **Purpose.** Any lot, structure, part of a structure or use that is not in compliance with the provisions of these regulations, but was lawfully established prior to the effective date of these regulations, shall be deemed a nonconformity. It is the goal of the City of Winooski that nonconformities shall over time cease to exist, become conforming or at a minimum continue to be used in a manner that does not increase their degree of nonconformity. Nonconformities shall be regulated and only allowed to continue indefinitely as outlined in this section. Stabilization or repairs to any nonconforming structures intended to prevent hazards to public health or safety; or to adjoining properties, structures, or uses shall comply with [Section 4.1](#) of these regulations.
- B. **Development of Preexisting Nonconforming Lots.** An undeveloped preexisting nonconforming lot may be developed in accordance with the standards of the district in which it is located if the lot:
1. Was in existence on or before the effective date of these regulations; and
  2. Has direct frontage on a public road or street; and
  3. Has access to public water and wastewater at the fronting public road or street; and
  4. Has a clear chain of title, including deed(s) recorded in the City's Land Records documenting the lot has been maintained in its existing configuration
- C. **Use of Nonconforming Lots.** A lawfully developed nonconforming lot:
1. May continue in its current use and configuration.
  2. May, after receiving all applicable approvals and permits, be further developed and used in accordance with the standards of the district in which it is located.
- D. **Nonconforming Right of Way or Drive.** Pre-existing, lawfully established, nonconforming Right of Way or drive that was in existence on or before the effective date of these regulations:

1. Shall Conform with Public Works material and construction standards for public or private right-of-way.
2. May be used, expanded or improved in accordance with fire department, police department, and public works approval.
3. May, after receiving all applicable approvals and permits, be further development and used in accordance with the standards of the district in which it is located.

**E. Nonconforming Structures.** A nonconforming structure:

1. May undergo normal repair and maintenance without a permit provided that such action does not increase the structure's degree of nonconformity.
2. May be restored or reconstructed after damage from any cause provided that the reconstruction does not increase the degree of nonconformity that existed prior to the damage, and provided that a permit is obtained within 6 months of the date the damage occurred.
3. May be structurally enlarged, expanded or moved, after receiving a permit from the ZA, provided that the degree of nonconformity is not increased. The following exceptions may apply: an increase in a structural nonconformity may be permitted, after receiving a permit from the ZA, for an alteration or expansion in height above existing gross floor area so long as the alteration or expansion does not result in any new structure located closer than 5 feet from the property line or exceed the maximum height requirement of the zoning district. The DRB may grant a waiver to dimensional requirements that may allow increases in a structure's degree of nonconformity subject to conditional use approval by the DRB in accordance with the provisions of **Section 6.7** of these regulations.
4. May, subject to conditional use approval by the DRB in accordance with the provisions of **Section 6.7** of these regulations, be structurally altered or expanded in a manner that would increase the degree of nonconformity for the sole purpose of meeting mandated state or federal environmental, health, accessibility, safety or energy regulations that would allow for the continued use of the structure.
5. Changes of use in a nonconforming structure must be made in accordance with **Section 4.9.E** and as follows:
  - a. Uses listed as permitted in **Section 2.4** will require administrative approval.
  - b. Uses listed as conditional will require review and approval by the Development Review Board.
  - c. Review by the Development Review Board for changes or alterations to a nonconforming structure can be done concurrently with conditional use review.

**F. Nonconforming Uses.** A nonconforming use:

1. Shall not be moved from one lot to another where it is also a nonconforming use.
2. Shall not be re-established if the use has been changed to or replaced by a conforming use for a period greater than 6 months.
3. Shall not be re-established if the use has been discontinued for a period greater than 6 months.
4. Shall not be intensified by any means whatsoever, except with the approval of the DRB subject to conditional use review in accordance with the provisions of **Section 6.7** of these regulations.
5. Shall not be extended to displace a conforming use.

- G. **Nonconforming Non-residential Uses in the R-A, R-B and R-C Zoning Districts.** The conversion of nonconforming, non-residential uses in existence on January 1, 2012 in the R-A, R-B and R-C zoning districts to residential uses are incentivized through an increased level of residential density than otherwise would be allowed. An applicant may request approval under this provision if a minimum of 40% of the gross floor area of the structure is in active non-residential use. Conversion is subject to the following provisions:
1. Total, maximum residential density shall be:
    - a. 16 units per acre in the R-A and R-B districts.
    - b. 24 units per acre in the R-C district.
  2. Minimum habitable floor area shall be:
    - a. 600 square feet for each studio or efficiency unit.
    - b. 800 square feet for a 1-bedroom unit, plus, a minimum of 200 square feet for each additional bedroom.
  3. A maximum of 4 bedrooms is allowed in each unit.
  4. Each application for this conversion shall be subject to approval under the standards for:
    - a. Conditional Use and Site Plan approval as specified in **Article VI**;
    - b. **Local Historic, Cultural, Architectural, and Archeological Review** as specified in **Section 4.4** if applicable.
  5. The conversion shall not result in any nonconformance or further nonconformance of the existing structure with regards to setbacks, lot coverage and building height. The maximum height limit of the zoning district shall apply. Any floor area(s) above the maximum height shall not be expanded beyond the pre-existing extent.
  6. Parking shall be provided at the rate of 1 space per residential unit; all lot area in a vegetated condition without hardscape improvements in place on January 1, 2012 shall not be reduced to accommodate parking, drives or site circulation.
  7. Non-residential uses will be considered abandoned upon conversion and shall not be re-established.
- H. **Nonconforming Uses and Noncomplying Structures in the Downtown Core Zoning District.** Within the Downtown Core Zoning District, a noncomplying structure or a nonconforming use shall not be enlarged or extended nor all or any part of a noncomplying structure replaced if voluntarily demolished, unless the resulting building complies with the minimum floor requirements of **Section 3.3.D**.

## SECTION - 4.10 OUTDOOR LIGHTING

- A. **Intent.** It is the intent of these regulations to ensure adequate lighting for night-time visibility, crime deterrence, decoration, and to preserve the ambiance of the night; and to avoid lighting that is too bright, intense, creates glare, hinders night vision, and creates light pollution.
- B. **Applicability.** This section shall apply to all Zoning Districts in the City with the exception of the Downtown Core Zoning District and the Gateway Zoning District; any residential use of three or fewer dwelling units on the same lot in the Residential A, Residential B, or Residential C Zoning District unless configured as a Planned Unit Development; and street lights.
- C. **Lighting Standards.**
1. Utilize lighting that is of a pedestrian scale and style appropriate to the development and the neighborhood.

2. Lighting elements shall be LED, metal halide, or halogen elements with a spectrum of light more perceptively "natural". Lighting elements that cast a perceptively unnatural spectrum of light such as low pressure sodium, HID or fluorescent lights (excepting compact fluorescent bulbs that screw into standard sockets) are not permitted. Alternative lighting elements may be permitted by the ZA as technologies advance and produce additional equivalent or better lighting elements.
3. Lighting fixtures shall be of a "cut-off" design, or be equipped with shields to avoid glare onto neighboring properties or public streets. Fixtures shall provide light without hazard to drivers or nuisance to residents from glare.
4. The maximum height of luminaires shall be 16 feet, with appropriate spacing on a site by site basis to avoid excessive fixtures. The maximum illumination at ground level shall not exceed 3 foot candles.
5. Site lighting shall be of a design, height and location so as to illuminate only the lot. An exterior lighting plan shall be submitted and it shall document a score of zero foot candles at the property lines.
6. Flashing, traveling, animated, or intermittent lighting shall not be mounted on the exterior of any building whether such lighting is of temporary or long-term duration.
7. Floodlights or directional lights (maximum of 1,600 lumens) may be used to illuminate common drives, parking garages and working (maintenance) areas, but shall be shielded or aimed in such a way that they do not shine into other lots, or public streets.
8. Flood or uplighting may not be used to illuminate private building walls. Accent lighting may be permitted on civic use buildings or monuments, to highlight architectural features (such as church steeples or courthouse domes).
9. The method of lighting operation shall be energy efficient and scheduled to minimize adverse impact on residential neighbors. All-night lighting shall be activated by photo-sensor and turned off by timers.
10. Lighting for parking garages shall consider general Crime Prevention Through Environmental Design (CPTED) intent.
11. Temporary (per City regulations) Holiday Lighting is exempt from these regulations.
12. Streetlights shall be coordinated with the Department of Public Works.

#### SECTION 4.11 - OUTDOOR STORAGE, MECHANICAL AND UTILITY EQUIPMENT

- A. **Intent.** It is the intent of these regulations to minimize the location of mechanical and similar equipment, garbage cans, storage tanks, and similar elements in any public areas, be visible from the street, or detract/interfere with the pedestrian space.
- B. **Applicability.** This section is applicable in all Zoning Districts in the City with the exception of the Downtown Core Zoning District and Gateway Zoning District; and any residential use of three or fewer dwelling units on the same lot in the Residential A, Residential B, or Residential C Zoning District unless configured as a Planned Unit Development.
- C. Mechanical and utility equipment, and outdoor storage shall meet the following standards:
  1. The following shall be placed behind any buildings, may not be stored or located within any public street, and shall be screened from view from the public sidewalk and street and neighboring properties: exterior storage areas, air compressors, mechanical pumps, exterior water heaters, water softeners, utility and telephone company transformers, meters or boxes, garbage cans, storage tanks, and similar equipment. Plantings, enclosures and other mitigation screening methods shall be coordinated with the design of the principal building and shall be

utilized to minimize their auditory and visual impact on the public street and neighboring properties to the extent practicable. Above ground utility structures associated with underground utilities may be allowed in front of a building if no alternative location exists, however the equipment must be enclosed with a vegetative buffer.

2. Onsite utilities shall be placed underground whenever practicable.
3. Locations for dumpsters and other refuse containers shall be identified on the site plan and located at the rear or side of the site out of the public view. Dumpsters shall be screened with walls, shelters, fencing, dense plantings or a combination thereof. Screening shall be a minimum of 6 feet tall and provide sufficient year-round coverage.
4. Roof mounted equipment shall be placed away from the façade of the building and screened from view from the public sidewalk and street.
5. Any development involving the installation of machinery or equipment which emits heat, vapor, fumes, vibration, or noise shall minimize, insofar as practicable, any adverse impact on neighboring properties and the environment pursuant to the requirements of **Section 4.13** Performance Standards.
6. Storage of junk shall not be permitted on any property within the City, unless permitted as a State and City licensed salvage yard facility. Junk includes but is not limited to rags, paper, rubbish, bottles, glassware, crockery, bags and used and unregistered motor vehicles and parts there-of, and items of a similar nature.

## SECTION 4.12 - PARKING REQUIREMENTS

- A. **Intent.** Off-street parking is required with all developments or redevelopments and therefore a permitted use on all building lots, in all zoning districts ,however parking lots are not permitted as a standalone use. These parking standards are intended to:
  1. Enable people to conveniently park and access a variety of commercial, residential, and civic enterprises in pedestrian friendly environments by encouraging shared parking.
  2. Reduce fragmented, uncoordinated, inefficient, reserved single-purpose parking.
  3. Avoid adverse parking impacts on neighborhoods adjacent to redevelopment areas.
  4. Maximize on-street parking where available.
- B. **Applicability.** These parking requirements shall apply only to uses and buildings newly constructed, changed, extended, or restored and shall not apply to those uses and buildings lawfully repaired or improved where no increase in gross floor area or change of use is made. The regulations in this section shall apply to all Zoning Districts except the Downtown Core Zoning District
- C. **Minimum Vehicle Parking Requirements.**
  1. The minimum quantity of parking spaces to be provided in each development proposal shall be determined based on the uses included in the following table. When calculating the spaces required, a decimal shall be rounded up to the nearest whole number.
  2. Any project that proposes parking that exceeds the minimum required parking by 125% or more shall receive approval from the Development Review Board under the standards of conditional use review as outlined in **Section 6.7**. This provision does not apply to single unit, two-unit, or accessory dwelling units proposed in the R-A, R-B, or R-C Zoning Districts.

| MINIMUM REQUIRED VEHICLE PARKING                          |                                                                                          |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------|
| Uses                                                      | Minimum Parking Requirements                                                             |
| Residential                                               |                                                                                          |
| Single Unit or Two-Unit Dwellings                         | 2.0 spaces per dwelling unit                                                             |
| Multi-Unit Dwellings                                      | 1.0 spaces per dwelling unit + 1 space for every 4 units (calculated at increments of 4) |
| Multi-unit dwellings in R-A, R-B, or R-C Zoning Districts | 2.0 spaces per dwelling unit                                                             |
| Accessory Dwellings and Detached Cottages                 | 1.0 spaces per dwelling unit                                                             |
| Assisted Living & Residential Care Homes                  | 1.0 spaces per 3 beds                                                                    |
| Non-Residential                                           |                                                                                          |
| Personal Services                                         | 1.0 spaces per 500 gross square feet of floor area                                       |
| Retail Sales                                              | 1.0 spaces per 1,000 gross square feet of floor area                                     |
| Restaurant/Bar/Brew Pub                                   | 1.0 spaces per 500 gross square feet of floor area                                       |
| Hotel or Bed & Breakfast                                  | 1.0 spaces per sleeping room                                                             |
| Theater/Entertainment                                     | 0.25 spaces per seat or 1.0 space per 500 gross square feet of floor area if no seats    |
| Industrial                                                | 1.5 spaces per 1,000 sq. ft. of gross floor area                                         |
| Office                                                    | 1.0 spaces per 500 gross square feet of floor area                                       |
| Civic                                                     |                                                                                          |
| Schools (public or private)                               | 3.0 spaces per instructional space                                                       |
| Community Center/Cultural Facility/Religious Facility     | 1.0 spaces per 300 gross square feet of floor area                                       |
| Healthcare Facility                                       | 2.0 spaces per patient bed or room                                                       |
| Daycare Facility                                          | 1.0 spaces per 500 gross square feet of floor area                                       |
| Funeral Home                                              | 1.0 spaces per 500 gross square feet of floor area                                       |
| Other uses not listed                                     | 1.0 spaces per 500 gross square feet of floor area                                       |

2. The applicant shall provide a calculation of the parking spaces allocated for each use (including for employees and for customers/clients) and by time period.

D. **Vehicle Parking Adjustments.** The following options are intended to support reductions to the minimum parking for each use. The required reserved parking spaces may be adjusted, with approval from the DRB or ZA depending on the application requested, as follows:

1. **Shared Use.** Mixed use projects that include residential and non-residential uses may be eligible to share a portion of the required parking based on the following:
  - a. Projects that include no more than one non-residential unit or suite can share up to 15% of the minimum required non-residential parking with the residential parking.
  - b. Projects that include two or more non-residential units or suites can share up to 30% of the minimum required non-residential parking among the non-residential uses.
  - c. For projects that are located within 500 feet of a municipally controlled garage or metered surface lot, as measured in a straight line from the proposed development site

to a pedestrian access at the identified location of parking, 100% of the total parking for non-residential<sup>1</sup> uses may be met within this facility provided that:

- i. There is a complete ADA accessible walkway that is surfaced and maintained by the City for year-round use providing a complete connection between the development site and the parking facility; and
    - ii. There is unencumbered public parking available in the facility.
  - d. Any shared parking as outlined in **Section 4.12.D.1** shall be accommodated on-site except as indicated in **Section 4.12.D.1.c**.
  - e. For the purposes of this calculation, parking garages shall not count towards the non-residential gross square footage.
  - f. Parking calculations in this section will be rounded up to the nearest whole space.
  - g. Projects that include multiple phases shall base shared parking as outlined in this section on each individual phase or completed phase and not the overall project until the final phase is proposed.
2. **Transportation Demand Management (TDM).** Use of TDM strategies may be incorporated for a reduction of no greater than 15% of the required reserved parking spaces. To qualify for this reduction, the applicant must provide the following:
- a. Site specific information including:
    - i. Existing and proposed land uses identifying the number of residential units (including bedrooms); non-residential square footage; or similar information associated with the development.
    - ii. Maps identifying all local transportation accommodations within ¼ mile of the site including dedicated bicycle lanes; transit routes and stops; carshare, rideshare, or bikeshare locations; or other similar transportation accommodations.
    - iii. Existing and proposed number of employees, residents, visitors, or other users to be associated with the development.
    - iv. Existing and proposed travel demand estimates generated by the proposed development including the most current methodology identified by the Institute of Transportation Engineers (ITE) for determining trips. This information shall be prepared by a Vermont Licensed Engineer, including their stamp or seal.
  - b. Specific TDM strategies to be implemented, including, at a minimum, short-term outdoor covered bicycle parking that exceeds the standards included in **Section 4.12.G** and at least one of the following:
    - i. Provide funding for a transit shelter for use by Green Mountain Transit, or another municipally supported transit provider to be established within one quarter mile of the site. Acceptance of funding from the transit provider must be included with the request.
    - ii. Offer transit passes at no cost to all tenants and employees for a minimum of one year, and at a 50% cost in years after.

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<sup>1</sup> For the purposes of this provision, hotels, motels, bed & breakfasts, rooming houses, or similar lodging facilities shall be considered residential uses.

- iii. Establish a car share vehicle on site. If a vehicle is located within one quarter mile of the site, provide a membership to the car share for tenants and employees for a minimum of one year and at a cost of 50% in years after.
    - iv. Maintain an active membership in a Transportation Management Association (TMA) that offers equivalent or better TDM strategies to those listed herein.
    - v. In buildings with non-residential uses, provide at least one on-site shower with changing facilities for every 50 persons regularly occupying the non-residential space or spaces.
  - c. The associated single occupancy vehicle trip reductions achieved by the identified strategies.
  - d. Letter from a Vermont Licensed Engineer attesting to the identified reductions, including their seal.
  - e. Approval of the identified strategies from the City of Winooski's Department of Public Works or their designated agent.
- 3. **Location.** The applicant shall demonstrate sufficient vehicle parking for residents and employees is available and reserved for use on the applicant's site or off-site within 1400 feet from the project site as measured from the edge of the property for the proposed development to the entrance of the off-site parking area utilizing complete ADA accessible pedestrian pathways or facilities that are maintained by the City for year-round use. No more than 20% of the required reserved parking or 10 spaces, whichever is more, shall be allowed off-site. Each application involving the provision of reserved parking spaces off-site shall submit written proof of contractual arrangements with the owner of the lot which guarantees the continuous use of the required parking spaces for the particular use(s) for the duration of the use(s). The off-site parking provision is not permitted for development proposals within the Residential A, Residential B, or Residential C Zoning Districts.
- 4. **Public Parking.** The customer or client portion of the minimum parking requirements for non-residential uses only, may be accommodated in the City's public parking inventory. Required minimum parking for residential uses must be accommodated on-site or as outlined in **Section 4.12.D.3.**
  - a. To qualify for this provision, the location and number of on-street spaces to be considered shall be provided as part of the application.
  - b. This information shall be reviewed and approved by the Director of Public Works or other entity designated by the City.
  - c. These on-street spaces will remain open to the public and not reserved for use by any one development.
  - d. The location of public parking shall be as follows:
    - i. All on-street parking spaces to be considered under this provision shall be located within 100 feet of the proposed development site, adjacent to a complete ADA accessible public sidewalk or similar publicly accessible walkway that is surfaced and maintained by the City for year-round use, and be included in the City's on-street metering system.
    - ii. Parking located in a municipally controlled garage or metered surface lot shall be located within 500 feet of the proposed development site and be accessible by a complete ADA accessible walkway that is surfaced and maintained by the City for year-round use.

- iii. Distances will be measured from the proposed development site to the public parking spaces along the ADA accessible public sidewalk or similar publicly accessible walkway as described in Section 4.12.D.4.d.i or Section 4.12.D.4.d.ii.
- iv. If there are no unencumbered public parking spaces available in the facility that meet these requirements, this provision cannot be utilized.

5. The adjustments outlined in Section 4.12.D may be combined or used individually.

E. **Incentives for Reduced Parking.** Minimum parking requirements may be further reduced if a project complies with the requirements for either of the incentives listed herein.

1. **Underground Parking.** Any project in the Gateway Zoning District or Central Business District (C-1) that includes 50% or more of the required parking in an underground facility as identified in Section 402.G.14 of Appendix B (Form Based Code), or completely below the average fronting sidewalk elevation for the C-1 Zoning District, shall be eligible for the following reductions:
  - a. Each space that is included in an on-site underground parking structure or facility will count as 1.25 spaces.
  - b. An additional 5% private open area will be required.
  - c. Only the required parking for residential uses may be counted towards this incentive.
2. **Electric Vehicle Charging.** Projects that incorporate electric vehicle charging stations will be eligible for the following parking reductions:
  - a. Each parking space with a dedicated Level 2 electric vehicle charging station that is available for public use will count as 1.5 spaces.
  - b. Each parking space with a dedicated Level 3 or higher electric vehicle charging station that is available for public use will count as 2.0 spaces.
  - c. Electric vehicle charging stations shall not be assigned to an individual dwelling unit or units; or any non-residential space.
  - d. Any electric vehicle charging station(s) incorporated to meet the Vermont Residential or Commercial Building Energy Standards cannot be counted towards parking reductions except for level 3 or higher charging stations.
  - e. Reductions to minimum parking requirements for electric vehicle charging stations shall not exceed 20% of the required minimum parking based on the uses proposed.
3. The number of parking spaces calculated through these incentives shall be rounded down to the nearest whole space.
4. The adjustments outlined in Section 4.12.E cannot be combined and must be used individually.

F. **Accessible Parking Spaces.** Accessible parking spaces shall be provided for all uses as applicable. The size, number, and location of spaces shall comply with the ADA Standards for Accessible Design.

G. **Required Bicycle Parking.** The following standards shall be used to determine the number of bicycle parking spaces required for proposed developments.

1. For all uses, at least one bicycle rack with a minimum two-bicycle capacity to accommodate short-term parking; and one long-term bicycle parking space shall be included, regardless of the size of the proposed use.
2. The required number of bicycle parking spaces calculated in this section shall be rounded up to the nearest whole space.

3. All bicycle parking shall be designed and installed in accordance with the Association of Pedestrian and Bicycle Professionals (APBP) Bicycle Parking Standards.
4. Existing public bicycle parking may be used to satisfy the required short-term bicycle parking requirements if:
  - a. It is designed and installed in accordance with [Section 4.12.G.3](#); and
  - b. Is located in a way that meets the standards outlined in [Section 4.12.G.8.a](#); and
  - c. Is approved by the Department of Public Works or their designee.
  - d. Any required short-term bicycle parking not accommodated by an existing public bicycle parking facility shall be designed and located on-site as outlined in [Section 4.12.G.3](#) and [Section 4.12.G.8.a](#).

| MINIMUM REQUIRED BICYCLE PARKING                      |                                                       |                                                       |
|-------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------|
| Uses                                                  | Minimum Bicycle Parking Requirements                  |                                                       |
|                                                       | Short-term                                            | Long-term                                             |
| Residential                                           |                                                       |                                                       |
| Multi-Unit Dwellings                                  | 1.0 spaces per 5 dwelling units                       | 1.0 spaces per dwelling unit                          |
| Assisted Living & Residential Care Homes              | 1.0 spaces per 10 dwelling units                      | 1.0 spaces per 10 dwelling units                      |
| Non-Residential                                       |                                                       |                                                       |
| Personal Services or retail sales                     | 1.0 spaces per 2,000 gross square feet of floor area  | 1.0 spaces per 6,000 gross square feet of floor area  |
| Restaurant/Bar/Brew Pub                               | 1.0 spaces per 500 gross square feet of floor area    | 1.0 spaces per 1,000 gross square feet of floor area  |
| Hotel or Bed & Breakfast                              | 1.0 spaces per 10 guest or sleeping rooms             | 1.0 spaces per 20 guest or sleeping rooms             |
| Theater/Entertainment                                 | 1.0 spaces per 2,000 gross square feet of floor area  | 1.0 spaces per 15,000 gross square feet of floor area |
| Industrial                                            | 1.0 spaces per 20,000 gross square feet of floor area | 1.0 spaces per 25,000 gross square feet of floor area |
| Office                                                | 1.0 spaces per 5,000 gross square feet of floor area  | 1.0 spaces per 5,000 gross square feet of floor area  |
| Civic                                                 |                                                       |                                                       |
| Educational Facility                                  | 3.0 spaces per instructional space                    | 1.0 spaces per 20,000 gross square feet of floor area |
| Community Center/Cultural Facility/Religious Facility | 1.0 spaces per 1,000 gross square feet of floor area  | 1.0 spaces per 20,000 gross square feet of floor area |
| Healthcare Facility                                   | 1.0 spaces per 5,000 gross square feet of floor area  | 1.0 spaces per 8,000 gross square feet of floor area  |
| Daycare Facility                                      | 1.0 spaces per 10,000 gross square feet of floor area | 1.0 spaces per 20,000 gross square feet of floor area |
| Funeral Home                                          | 1.0 spaces per 2,000 gross square feet of floor area  | 1.0 spaces per 20,000 gross square feet of floor area |
| Other uses not listed                                 | 1.0 spaces per 5,000 gross square feet of floor area  | 1.0 spaces per 5,000 gross square feet of floor area  |

5. Any project pursuing parking reductions through TDM Strategies as identified under **Section 4.12.D.2** shall exceed the minimum short-term bicycle parking requirements included herein for the proposed use.
6. Any required bicycle parking shall accommodate different types of bicycles with a minimum of 10% of the required bicycle parking designed to accommodate electric or cargo bicycles; or similar styles.

7. For the purposes of this section the following definitions shall apply:
    - a. Short-term bicycle parking shall mean bicycle parking that has unrestricted access and is designed to meet the needs of visitors of uses located within a building with visits typically lasting up to two hours.
    - b. Long-term bicycle parking shall mean bicycle parking that is designed to limit access to a specific group of users (such as residents or tenants of a building) and is fully sealed from the weather. Long-term bicycle parking is designed to meet the bicycle storage needs of daily bicycle commuters, occupants of residential dwellings, or public transit users.
  8. Bicycle parking shall be located such that it is separated from vehicle parking to ensure protection from conflicts with motor vehicles; have a surface that is easily maintained to remain clear of snow, mud, or debris; and be in a location that is highly visible and accessible including dedicated lighting. In addition, the following shall apply:
    - a. Short-term bicycle parking shall be located as follows:
      - i. On-site and within 50 linear feet of a publicly accessible entrance to the associated building; or
      - ii. On-site in a covered location to protect from the elements if located further than 50 linear feet from a publicly accessible entrance to the associated building.
      - iii. If the bicycle parking is located further than 50 linear feet from a publicly accessible entrance to the building, signage shall be required that is visible from the associated entrance indicating the location of the short-term bicycle parking.
    - b. Short-term bicycle parking may be located in the City's Right-of-Way as follows:
      - i. The applicant shall receive approval of a right-of-way encumbrance permit from the Department of Public Works including means and methods for installation of the short-term bicycle parking; and
      - ii. The short-term bicycle parking shall meet the design and location standards of [Section 4.12.G.3](#) and [Section 4.12.G.8.a](#); and
      - iii. Conditions of this approval shall include provisions for long-term maintenance or upkeep of the short-term bicycle parking infrastructure.
    - c. Long-term bicycle parking shall be located in a completely enclosed secure on-site facility or structure that is protected from the elements and includes controlled access limited to all residents or tenants of the building. This could take the form of a dedicated room on-site for bicycles, individual storage units assigned to each dwelling, or similar space.
  9. Required long-term bicycle parking shall be made available to all residents or tenants of the building free of charge.
- H. **Changes of Use.** When the use of a preexisting building or structure changes to a use that is permitted in the zoning district where it is located, as outlined in [Section 2.4](#), no additional vehicle or bicycle parking shall be needed, except as follows:
1. Newly established residential uses
  2. Additions or alterations that increase the usable square footage of the building or structure.
  3. Projects meeting either [Section 4.12.H.1](#) or [Section 4.12.H.2](#) shall be brought into conformance with [Section 4.12.C](#). for the new residential uses or new square footage only; and may require site plan approval as outlined in [Section 6.6](#).

I. **Vehicle Parking Standard Dimensional Requirements.**

1. Parking spaces shall be a minimum width of 9 feet, minimum length of 18 feet, and if enclosed, a minimum ceiling height of 7 feet.
2. The aisle space shall be as follows:

| Parking Pattern         | Minimum One-Way Aisle Width | Minimum Two-Way Aisle Width |
|-------------------------|-----------------------------|-----------------------------|
| 90 degree perpendicular | 20 feet                     | 20 feet                     |
| 60 degree angle         | 18 feet                     | 18 feet                     |
| 45 degree angle         | 16 feet                     | 16 feet                     |
| 30 degree angle         | 14 feet                     | 16 feet                     |
| Parallel                | 12 feet                     | 16 feet                     |

J. **Surface Vehicle Parking Site Requirements.**

1. No parking space shall be allowed within the minimum front setback of the district in which the use or property is located except as accommodated in a driveway serving a single property.
2. Parking shall be located at the rear or side of buildings, or within or under the structure, except in the R-A, R-B, R-C, and Industrial Zoning Districts.
3. Parking may be located in a side or rear setback consistent with the standards for residential drives as outlined in [Section 4.2.E](#), and [Section 4.2.I](#).
4. All parking spaces, circulation areas and connected driveways shall be surfaced in accordance with the Standards and Specifications as identified by the City of Winooski's Department of Public Works.

## SECTION 4.13 - PERFORMANCE STANDARDS

- A. All applications for a zoning permit shall be required to demonstrate compliance with the applicable nuisance regulations and performance standards pursuant to the requirements of the Winooski Code of Ordinances, and all applicable Federal and State laws and regulations. All such standards shall be met and maintained for all uses, except for agriculture and forestry, in all districts, as determined or measured at the property line. In determining ongoing compliance, the burden of proof shall fall on the applicant, property owner, and/or all successors and assigns. When a question arises as to identification of or nature of any reasonably presumable hazard as identified below, the ZA may require the applicant or owner of record to submit an analysis prepared by a registered professional engineer.

1. **Noise.** No regularly occurring noise that is excessive at the property line and represents a significant increase in noise levels near the development so as to be incompatible with the reasonable use of the surrounding area shall be permitted, in accordance with the Winooski Noise Ordinance.
2. **Vibration.** No clearly apparent vibration that, when transmitted through the ground, is discernible at property lines without the aid of instruments shall be permitted. The ZA or DRB may modify or waive this requirement during construction or similar special circumstance for a period of up to 1 year in accordance with Article VI of these regulations.
3. **Glare, Lights and Reflection.** No glare, lights or reflection shall be permitted that adversely affect other property owners or tenants that could impair the vision of a driver of any motor vehicle, or that are detrimental to public health, safety and welfare. However, reflections from solar energy collectors that are part of an operating solar energy system shall not be regulated under these performance standards.

4. **Fire, Explosives and Safety.** No fire, explosive or safety hazard shall be permitted that significantly endangers other property owners, or that results in a significantly increased burden on municipal facilities. The storage of any highly flammable liquid in above ground or underground storage tanks shall comply with City Ordinances, Vermont Fire and Building Safety Code and other applicable State laws and regulations, and any applicable federal regulations. The owner of record shall seek approval from the City Fire Chief before installation, and shall submit certification that such use complies with all applicable Federal, State and local regulations.
5. **Smoke, Fly Ash, Dust, Fumes, Vapors, Gases and Other Forms of Air Pollution.** No emission shall be permitted that can cause any property damage, pose a hazard to the health of people, animals or vegetation, or that can cause any excessive soiling at any point on the property of others. All emissions shall comply with Vermont Environmental Protection Rules and any applicable federal regulations.
6. **Heat, Cold, Moisture, Mist, Fog or Condensation.** No releases of heat, cold, moisture, mist, fog or condensation that are detrimental to neighboring properties and uses, or the public health, safety, and welfare shall be permitted.
7. **Liquid or Solid Waste and Refuse.** No discharge shall be permitted at any point into any sewage disposal system or water course or lake or into the ground, except in accord with standards approved by the state Department of Health, Department of Environmental Conservation or other regulatory department or agency, of any materials of such nature or temperature as can contaminate any water supply or otherwise cause the emission of dangerous or offensive elements. There shall be no accumulation of solid wastes or refuse conducive to the breeding of rodents or insects. No solids or liquid wastes may be disposed into the City sewage system except as stated in the Winooski Sewage Use Ordinance.
8. **Electromagnetic Radiation.** It shall be unlawful to operate, or cause to be operated, a planned or intentional source of electromagnetic radiation for any purpose which does not comply with applicable Federal and State laws and regulations.
9. **Radioactivity and Other Hazards.** No radioactive emission or other hazard that endangers the public health, safety or welfare, public facilities, or neighboring properties, or that results in a significantly increased burden on municipal facilities and services shall be permitted.

#### SECTION - 4.14 SIGNS

- A. **Intent.** The intent of this section is to promote and protect the public health, welfare and safety of the general public by regulating signs so as to reduce general hazards, traffic hazards and to preserve open space, natural beauty and the character of the City. It is further the intent to ensure that signs are clear, informative to the public and durable. Signs should be scaled and designed for their intended use. Signage that is glaring or too large creates distraction, intrudes into or lessens the urban experience, and creates visual clutter.
- B. **Applicability.** The regulations in this section shall apply to all signs in all Zoning Districts except the Gateway Districts and the Downtown Core District. Outdoor advertising as regulated by 10 V.S.A., Chapter 21: Tourist Information Services is not subject to these regulations. No signs, other than official street or highway signs, may be permitted in any zoning district except as specifically provided herein and have obtained a sign permit from the ZA.
- C. **Substitution Clause.** The owner of any sign which is otherwise allowed by this sign ordinance may substitute noncommercial copy in lieu of any other commercial or non-commercial copy. This substitution of copy may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over non-commercial speech, or favoring of any particular non-commercial message over any other non-commercial message. This provision prevails over any more specific provision to the contrary.
- D. **Unsafe or Illegal Signs.** In the event that the ZA finds that any sign regulated by this ordinance is unsafe, insecure, or a menace to the public, the ZA shall give written notice to the named owner of the sign and the owner of record of the property on which the sign is located. Owner(s) so notified shall remove, repair, or bring into conformity such sign within thirty (30) days from the date of said notice. If said sign is not removed or repaired within the thirty (30) days the ZA shall revoke the permit issued

for the sign, shall cite the owner for violation of the Zoning Regulations and may remove or repair the sign and will assess all costs and expenses incurred in the said removal or repair against the property owner of record.

E. **General Sign Restrictions.** These include but may not be limited to:

1. **Direct Application.** Signs painted directly on all street facing façades are prohibited, but are permitted, subject to approval by the ZA or DRB as applicable, on the side, rear, and courtyard exterior walls.
2. **Illumination.** No neon or illuminated sign shall be of such illumination or so located so as to diminish or detract in any way from the effectiveness of any traffic signal or similar safety or warning device. Above street-level establishment signs may not be illuminated.
3. **Vision Clearance.** Signs located on a corner lot shall either be placed outside the vision clearance angle or shall not exceed a height of three (3) and one-half (1/2) feet above finished grade. The vision clearance angle is defined as the triangular area enclosed by the centerline of two intersecting streets and a line joining the points on such centerlines at distances of 75 feet from their intersections.
4. **Duality of Districts.** In a situation where land is located in a less restrictive district and a sign is to be located in a more restrictive district, the regulations of the more restrictive shall apply to the sign, unless the DRB determines that the regulations of the less restrictive district will not jeopardize the purpose and intent of this section.
5. **Non-conforming Signs.** Non-conforming signs which are structurally altered, relocated, or replaced shall immediately be brought into conformance with this regulation.
6. **Removal and Repair of Signs.** Any sign that no longer advertises an existing business conducted or product sold on the premises shall be removed by the owner within 60 days. All signs shall be maintained in good condition. Any sign that is abandoned, unsafe, insecure or a menace to the public may be removed by the city at the owner's expense if the owner takes no action to repair or remove the sign after a notice of violation per **Article VII.B** of these regulations.

F. **Temporary Signs.** All signs temporary in nature may be granted a temporary permit from the ZA for a period not to exceed 90 days. The DRB may grant an extension of the temporary permission for an additional 90 day period. Temporary signs shall not exceed 20 square feet in area, and shall not obstruct the vision clearance angle.

G. **Permanent On-Premise Signs in Residential Districts.** One sign per residence which conforms to the following requirements is permitted in the R-A, R-B and R-C Zoning Districts. Illumination of signs in residential districts may not cause any glare beyond the property boundaries.

1. One sign not exceeding 200 square inches and affixed to the building is permitted or;
2. One free-standing sign not exceeding 4 square feet, not exceeding the vision clearance height restrictions and located within the required front yard setback is permitted.

H. **Permanent On-Premise Signs in the Central Business District.** In reviewing applications, the following will be considered:

1. All proposed signs will not relate to the architecture of the building on which they are to be located.
2. All proposed signs will be compatible with the building or structure in terms of the size, color, shape, material and design.
3. **Maximum Size.** The maximum size of a sign or a series of signs for all establishments shall be determined as follows. Different types of signs are permitted per lineal frontage per establishment provided the combined primary and secondary signs do not exceed the maximum allowable sign area in square feet as listed here:

| Lineal Frontage of Establishment | Maximum Allowable Sign Area in Square Feet |
|----------------------------------|--------------------------------------------|
| 36 feet or greater               | 40 square feet                             |
| between 24 and 35 feet           | 35 square feet                             |
| between 16 and 23 feet           | 30 square feet                             |
| between 11 and 15 feet           | 25 square feet                             |
| 10 feet or less                  | 20 square feet                             |

- a. **Sign Area Calculation.** To calculate the area of a sign use the following formulas. Structural members bearing no copy which are not an integral part of the design shall not be included in calculating the surface area.
  - i. Hanging Sign (double faced). Use the area of one side.
  - ii. Three Dimensional Signs. Calculate the projected area of both the front view and the larger side view of the sign, then use one-half the total of the front and large side to determine the area.
  - iii. Irregularly Shaped Signs. Use the area of the smallest plane geometric figure that will wholly contain the sign.
  - iv. Square Footage. The primary and secondary sign area combined shall not exceed the maximum allowable sign area in square feet in **Section 4.14.H.3.a**. A secondary sign shall be no greater than 40% of the maximum allowable sign area, or less if the primary sign is greater than 60% of the maximum allowable sign area, such that the combination of the signs do not exceed the total maximum allowable sign area. The other permissible signs listed under **Section 4.14.H.5.b** below shall not be included in the maximum allowable sign area calculation.
4. **Height of Signs.** Any sign for a street level establishment must be at least 8' above the sidewalk and no higher than the window-sills of the second floor.
5. **Types of Permitted Signs.** The following signs, or combination of signs, are permitted in the Central Business District subject to the following provisions:
  - a. **Primary and Secondary Signs.** Primary signs are an establishment's major sign, which may be a combination of signs, such as a wall sign plus a hanging sign. Secondary signs may be used to indicate the secondary or alternate entrance or egress to a commercial establishment. The types of signs permissible as primary and secondary signs, and included in the maximum allowable sign area, include:
    - i. Banner Signs. Any sign which is constructed of fabric and is not rigidly attached on all sides. Shall not project more than 4'8" from a building or two-thirds (2/3) of the width of the sidewalk, whichever is less.
    - ii. Hanging Signs. Any sign supported by a building wall and not parallel to it which projects 8 inches or more. When a combination of sign types is allowed the hanging sign should consist for the most part of a graphic display with a minimum of lettering.
    - iii. Wall Signs. Painted, incised or three dimensional letters affixed to a signboard which is then attached to a building surface.
    - iv. Window Signs. Any sign which is permanently affixed to the surface of the glass of any part of any establishment. Signs visible through a window on a permanent basis are considered window signs even though they may not be affixed to the

glass. Signs affixed to glass shall not occupy more than twenty percent (20%) of the glass area.

- b. **Other Permissible Signs.** These signs are subject to review, but their area shall not be included in the maximum allowable sign area calculation

- i. **Plaque or Historic Markers.** A permanent sign whose purpose is to indicate some significant fact about the building.
- ii. **Plaza Signs or Free-Standing Signs.** Any sign structurally separate from the building, being supported by itself or on a stand and/or legs. These signs shall not exceed 8 feet in height and no more than 40 square feet in area. The base of all permanent freestanding signs shall be landscaped with perennial and/or annual plantings.
- iii. **Directory Signs.** Any sign which contains listings of two or more commercial establishments who share a common entrance. The maximum size of all directory signs shall not exceed four (4) square feet and no more than one (1) square foot per establishment.
- iv. **Portable Signs.** Portable signs, such as sandwich board signs, are designed for easy placement. Portable signs may not exceed 12 SF on each face and must be removed when the business they advertise is closed. Portable signs may take up no more than 30% of a pedestrian walkway and may not be placed in a public right-of-way. Portable signs must be brought inside when the business with which they are associated is closed.

- 6. **Dimensional Requirements and Sign Types for Signs above the Street-Level Establishments.** Above street-level establishments may use any of the signs allowed under **Section 4.14.H.5** above, but may not be illuminated. The maximum sign area for each establishment shall be twenty (20) square feet. In addition each establishment may have one sign placed on a directory sign.

- I. **Permanent On-Premise Signs in General Commercial (C-2), Industrial Zoning Districts.** Each business is permitted two signs including one applied façade sign and one free-standing sign, provided that said sign conforms to the following requirements:

- 1. **Applied Façade Sign:**

- a. Such sign shall be applied onto and parallel to the face of the building.
- b. Such sign shall not exceed 25 square feet in area.
- c. Such sign shall not project more than 12 inches beyond the face of the building.
- d. No part of such sign shall be situated above the height of the wall to which it is attached.

- 2. **Free-standing Sign:**

- a. Such sign shall not exceed an area of 25 square feet.
- b. Such sign shall not be placed within any public right-of-way, and no closer than 5 feet to any sidewalk.
- c. No sign shall exceed 16 feet in height from the top of the sign to the ground level.
- d. Illumination of signs shall meet the requirements of the outdoor lighting standards in **Section 4.11.**
- e. The base of all permanent freestanding signs shall be landscaped with perennial and/or annual plantings.

3. **Accessory Signs:**

- a. Accessory signs are permitted provided that each such sign does not exceed a maximum area of 4 square feet and shall not exceed a total height of 6 feet. Illumination of signs shall meet the requirements of the outdoor lighting standards in **Section 4.11**.

J. **Electronic message center.** A sign that is capable of displaying words, symbols, figures or images that can be electronically changed by remote or automatic means. Electronic message centers shall:

1. Meet all requirements of this section;
2. Transition in an instant/static fashion; and
3. Automatically dim to the ambient lighting with a maximum brightness of 0.3 foot candles over the ambient lighting.

K. **Public Art.** Public art includes sculptures, monuments, murals, and other objects of art that are not enclosed in a building or other structure and that will be visible from a public way. Public art may also be incorporated into functional objects like fountains, benches, lamp posts, bike racks and other streetscape features. It is not the intent of this bylaw to limit freedom of expression, but the city does need an opportunity to enforce the distinction between public art and signs. The city also needs to ensure that proposed public art does not constitute a hazard to drivers, cyclists, or pedestrians. For this reason, proposed public art must be included in all development and a Zoning permit will be required for the addition of public art to an approved development.

L. **Application Information, Signs.** The applicant shall submit the following information to the ZA:

1. A detailed drawing or blueprint showing the construction details, the lettering and/ or pictorial matter, the position of lighting and other extraneous devices, the position of the sign on the land or building, the position of the sign in relation to nearby buildings or structures and to any public or private sidewalk, street or highway. A photograph may be submitted in addition to, or instead of, the building drawing, but it must show the information required on the drawing.
2. A drawing, to scale, of the bracket, if any, including dimensions, color, material, and the method of affixing it to the sign and to the building.
3. Written consent of the owner of the building, structure, or land to which or on which the sign is to be erected, in the event the applicant is not the owner thereof.
4. A change in signage to a previously approved site plan shall require resubmission.

## SECTION 4.15 - STORMWATER MANAGEMENT AND EROSION CONTROL

- A. **Intent.** Temporary and permanent stormwater management and erosion control measures shall be used during all phases of development as necessary to minimize surface runoff and erosion, protect water quality, and to avoid damage to downstream properties and infrastructure in conformance with the following requirements.
- B. **Applicability.** These stormwater and erosion control requirements shall apply to all development as required by the Winooski Stormwater Regulations. The regulations in this section shall apply to all Zoning Districts.
- C. Stormwater management and erosion control systems serving the development shall be designed, installed and maintained in accordance with the City of Winooski Stormwater Regulations and best management practices accepted by the State (including Green Stormwater Infrastructure and Low Impact Development strategies), based on the upstream drainage area, size of storm events, soil and slope conditions, the proposed type and density of development, including total lot coverage at build-out.

1. All stormwater management systems shall be designed to accommodate existing and anticipated runoff from the site, including anticipated flows from storm events and total runoff generated at build-out and, avoid flooding or damage to adjoining properties and downstream drainage facilities to the extent physically feasible to:
  - a. Maximize onsite infiltration and treatment through utilization of "Green Stormwater Infrastructure" (GSI) including infiltration, evapotranspiration, storage and reuse, and minimize surface runoff through the use of "Low Impact Development" (LID) strategies including minimize soil compaction, minimize total site disturbance, protect natural flow patterns, protect riparian buffers, protect sensitive areas such as wetlands and steep slopes, and reduce impervious surfaces (see [VT DEC Watershed Management Division's Green Infrastructure website](#) for more information on GSI and LID).
  - b. Integrate natural drainage systems on site and stormwater management system design.
  - c. Minimize the need for expensive system maintenance.
  - d. Integrate stormwater storage and treatment facilities (e.g, retention ponds) in site design.
  - e. Avoid flooding or damage to adjoining properties and downstream drainage facilities.
- D. The applicant shall demonstrate that existing storm/sewer systems infrastructure and downstream drainage facilities will be able to accommodate any additional runoff from the site. If increased runoff exceeds the capacity of downstream drainage facilities and infrastructure, storage or treatment facilities, the Publics Works Director, ZA and/or DRB may require that the applicant install:
  1. additional onsite stormwater infiltration, retention and treatment facilities and/or
  2. off-site improvements to downstream drainage facilities and infrastructure as necessary to accommodate additional runoff from the site.
- E. A stormwater management and erosion control plan is required for development proposals with over 0.2 acres disturbed, prepared or certified by a licensed professional engineer, or a certified professional in erosion and sediment control, as necessary to determine conformance with these regulations. The plan shall incorporate best management practices as recommended by the state in the most recent editions of the "Vermont Stormwater Management Manual" and the "Vermont Handbook for Soil Erosion and Sediment Control on Construction Sites" or similar state-issued publications.
- F. The Publics Works Director, ZA and/or DRB may also require, as necessary to ensure conformance with these regulations:
  1. Project phasing as necessary to minimize the extent of soil disturbance and erosion during each phase of development.
  2. Increased surface water and wetland setback distances and buffer areas (under **Section 4.8**) and/or the submission and implementation of a buffer management plan to protect surface waters and wetlands from accelerated runoff, soil erosion and sedimentation.
  3. Drainage easements or City approvals as necessary to accommodate drainage directed onto adjoining properties or public rights-of-way.
  4. Documentation that state stormwater and construction permits have been obtained, which may also serve as documentation of compliance with applicable requirements of these regulations.

#### SECTION 4.16 - UTILITY INFRASTRUCTURE & PUBLIC FACILITIES

- A. **Intent.** Proposed development shall be adequately served by utilities and facilities and shall not create an undue burden on existing and planned public facilities.
- B. **Applicability.** The regulations in this section shall apply to development in all Zoning Districts.

- C. **Fire Protection.** The applicant shall demonstrate to the satisfaction of the ZA or DRB that adequate fire protection exists to serve the proposed development. The ZA or DRB, in consultation with the Winooski Fire Marshall, may require that the applicant provide adequate distribution facilities for fire protection in accordance with department specifications. If required, the applicant shall install fire hydrants as required by the DRB to serve the development, and shall ensure adequate access to developed lots and buildings for emergency response vehicles.
- D. **Other Municipal Services.** The applicant shall demonstrate to the satisfaction of the ZA or DRB that adequate school, and emergency services exist to serve the proposed development. The applicant shall consult with appropriate municipal and school officials and emergency service providers to determine whether adequate capacity exists to serve the development. In addition:
1. For major subdivisions or site plans or developments, the DRB may require, as a condition of preliminary subdivision approval, that the applicant submit documentation from appropriate officials, or a fiscal impact analysis to be paid for by the applicant, that identifies potential impacts of the subdivision on public facilities and services and methods for mitigating such impacts, which may include the phasing of development in accordance with a duly adopted capital budget and program.
- E. **Water and Wastewater.** The applicant shall demonstrate to the satisfaction of the ZA or DRB that adequate potable water supplies exist, and that adequate wastewater system capacities exist to serve the proposed development in accordance with the Winooski Water/Wastewater Ordinance. In addition:
1. Applicants shall provide a State Wastewater and Potable Water Supply Permit.
  2. All applicable connection fees shall be submitted in accordance with the requirements of the Winooski Water/Wastewater Ordinance.
  3. Final as-builts of all infrastructure associated with connection to the Winooski Water/Wastewater system shall be submitted prior to certificate of occupancy, or in accordance with the Winooski Water/Wastewater Ordinance.
  4. Any new public infrastructure shall be built and coordinated with the City in accordance with the Winooski Water/Wastewater Ordinance and Public Works Specifications.
- F. **Utilities.** The applicant shall demonstrate to the satisfaction of the ZA or DRB that adequate utilities, including but not limited to electric and gas, or alternative energy supplies, exist to serve the development. The location of all existing and proposed utilities, including but not limited to electric, gas, telephone, and cable television utilities, shall be shown on the development application. In addition:
1. All new service utilities associated with development shall be located underground.
  2. The applicant shall coordinate the development design with utility companies to ensure that suitable areas are available for above ground or underground installation, within and adjacent to the proposed development. Utility easements of sufficient width shall be provided to serve both the proposed development, and future service extensions to adjoining properties. Such easements shall be identified on the final subdivision plat or site plan.
  3. Utility corridors shall be shared with other utility and/or transportation corridors where feasible, and be located to minimize site disturbance, adverse impacts to public health and safety, and to significant natural, cultural and scenic resources, in accordance with [Section 4.8](#).

## ARTICLE V – SPECIFIC USE STANDARDS

### SECTION 5.1 - ACCESSORY DWELLING

- A. Accessory dwelling units are a permitted use in all districts where single-unit detached dwellings are permitted. An accessory dwelling unit is a distinct unit that is located within or appurtenant to a single-unit dwelling on an owner-occupied lot. An accessory dwelling unit is clearly subordinate to a single-unit dwelling and has facilities and provisions for independent living, including sleeping, food preparation, and sanitation, provided there is compliance with all the following:
  - 1. The property has a sufficient wastewater allocation;
  - 2. The accessory unit does not exceed thirty (30) percent of the total habitable floor area of the single-unit dwelling or 900 gross square feet, whichever is greater; and,
  - 3. Setback, coverage, and off-street parking requirements specified in the bylaws are met.
- B. A Zoning Permit is required for any accessory dwelling unit.
- C. At time of sale or transfer of title the accessory residential use shall continue provided that one of the dwelling units is and remains owner-occupied.

### SECTION 5.2 - DAY CARE FACILITY (HOME CHILD CARE, DAY CARE FACILITY)

- A. A home child care business, the owner of which is licensed or registered by the state, which serves no more than six children shall be considered a permitted accessory use to single-unit dwellings. A zoning permit shall be required under [Section 6.10](#) only for purposes of documenting and recording the use in the land records of the city. A home child care business that serves no more than six full time and four part-time children, is a permitted accessory use to single-unit dwellings, but shall be subject to site plan review under [Section 6.6](#), prior to the issuance of a zoning permit.
- B. A state-licensed nonresidential child care or adult day care facility may be allowed in Gateway, C-1, C-3, DC and I zoning districts subject to site plan review under [Section 6.6](#), except Gateway and DC (see Appendix B and C for those review procedures).

### SECTION 5.3 - FILLING OR REMOVAL WITH EARTH PRODUCTS

- A. In any district the removal or filling with loam, gravel, stone, fill, topsoil or other similar materials, except when incidental to or in connection with the construction of a building on the same lot, shall be permitted only upon issuance of a permit from the ZA. Any removal or filling incidental to or in connection with the construction of a building on the same lot shall be considered development. In considering such a permit the ZA may consider and impose conditions relating to the following factors:
  - 1. Depth of excavation, especially in proximity to roads or adjacent properties.
  - 2. Existing grade and proposed grade created by this removal or addition of material.
  - 3. Effect upon public health, safety and welfare.
  - 4. Erosion potential due to removal of vegetative cover.
  - 5. Slope stability problems created by the activity.
  - 6. Effect upon use of adjacent properties by reason of noise, dust or vibrations.
  - 7. Effect upon traffic hazards in residential areas or excessive congestion or physical damage on public ways.

- B. Permit Conditions. When issuing a zoning permit, the ZA may:
1. Limit the duration of the permit to any length of time deemed appropriate;
  2. Require the submission of an acceptable plan for the rehabilitation of the site at the conclusion of operations;
  3. Limit the hours of operation, routes of transportation or materials removed; and
  4. Require a suitable bond or escrow deposit to assure compliance with provisions of this Section for the proper rehabilitation of the site.
- C. Any such activity proposed for the floodplain shall be permitted only if it meets regulations in **Appendix A: Inundation Hazard Area Regulations**.

#### SECTION 5.4 - GARAGE SALES

- A. Garage sales are permitted provided such sales conform to the following provisions:
1. One garage sale not to exceed ten consecutive days, or two garage sales not exceed 72 hours each shall be permitted per residential unit in one calendar year.
  2. One temporary sign per garage sale is permitted on the property provided that such sign conforms to **Section 4.14.F** of this ordinance. Such sign shall not create a public hazard. The ZA may remove or cause to be removed any unsafe sign.
  3. The ZA shall request the cessation of any non-conforming garage sale.

#### SECTION 5.5 - GAS STATION AND FUEL SALES

- A. Gas Stations and fuel sales are only allowed in the Gateway Zoning Districts and are subject to review and approval under **Appendix B** of these regulations.
- B. Sale of fuel is not an allowed accessory use of convenience stores.

#### SECTION 5.6 - GROUP, BOARDING AND RESIDENTIAL CARE HOMES

A residential care home or group home, to be operated under state licensing or registration, serving not more than eight (8) persons who have a handicap or disability as defined in 9 VSA § 4501, shall be considered a permitted single-unit residential use of property. A zoning permit shall be required to document and record the use in the land records of the city. A residential care home or group home within 1,000 feet of another existing or permitted home shall be subject to Conditional Use Review and approval, prior to the issuance of a zoning permit.

#### SECTION 5.7 - HOME OCCUPATION

- A. Customary home occupations are permitted residential accessory uses in all districts. Nothing in this regulation shall infringe upon the right of any resident to use a minor portion of a dwelling for an occupation which is customary in residential areas and which does not change the character thereof, and which meets the following standards:
1. The home occupation shall be carried on wholly within the principal dwelling;
  2. The home occupation shall be carried on by residents of the household and no more than one non-household employee;
  3. No exterior displays or signs or other advertising material shall be permitted, accept as allowed under **Section 4.14** of this regulation;

4. Exterior storage of material shall not be permitted and the home occupation shall not include servicing of motorized vehicles or motorized equipment;
5. No traffic shall be generated in greater volumes than would normally be expected in the neighborhood;
6. No objectionable noise, vibration, smoke, dust, electrical disturbance, odors, heat or glare shall be produced;
7. The home occupation shall not utilize more than twenty-five percent (25%) of the total square footage of the dwelling.

#### SECTION 5.8 - MOBILE HOME PARK

- A. In accordance with the Act [§ 4412(1)], these regulations shall not have the effect of excluding mobile homes and mobile home parks from the city. For the purposes of this ordinance, all mobile homes used for residential purposes shall be considered single-family detached dwellings. Mobile home parks shall be allowed where all single-family homes are allowed, and constructed and operated in accordance with 10 V.S.A. Chapter 153. Each mobile home in a mobile home park shall meet the requirements of this ordinance applicable to single-family detached dwellings.

#### SECTION 5.9 - NEIGHBORHOOD COMMERCIAL USES

- A. Neighborhood Commercial Uses. Neighborhood commercial uses are intended to primarily serve the nearby residential area in the R-B and R-C zoning districts subject to the following:
  1. Neighborhood commercial uses shall be limited to a single story on the street level of any structure.
  2. Neighborhood commercial uses shall be treated as a conditional use.
  3. The neighborhood commercial use shall be counted against the property's allowable residential density; every 1,000 ft<sup>2</sup> counts as one residential unit or portion thereof.
  4. The sale of fuel for motor vehicles, or new or expanded gas station canopies, servicing of motor vehicles, and exterior storage of material shall be prohibited.
  5. Hours of operation shall be limited to 6:00am to 11:00pm seven days per week. Any expansion in the hours of operation of an existing neighborhood commercial use shall require conditional use review by the DRB.
  6. All building height and setback requirements for the underlying residential district shall apply, and the lot coverage shall not exceed 60%.
  7. Signage shall be subject to **Section 4.14** of this regulation.
  8. No objectionable noise, vibration, smoke, dust, electrical disturbance, odors, heat or glare shall be produced.
  9. Home occupations as defined and regulated under this article are not restricted by the provisions of this section.

#### SECTION 5.10 - PROTECTED USES, PUBLIC FACILITY

- A. The following uses may be regulated only with respect to the location, size, height, building bulk, yards, courts, setbacks, density of buildings, off-street parking, loading facilities, traffic, noise, lighting, landscaping, and screening requirements, and only to the extent that regulations do not have the effect of interfering with the intended functional use:
  1. State- or community-owned and operated institutions and facilities.

2. Public and private schools and other educational institutions certified by the state department of education.
3. Churches and other places of worship, convents, and parish houses.
4. Public and private hospitals.
5. Regional solid waste management facilities certified under 10 VSA Chapter 159.
6. Hazardous waste management facilities for which a notice of intent to construct has been received under 10 VSA § 6606(a).

#### SECTION 5.11 - SWIMMING POOLS

- A. Outdoor swimming pools are permitted and shall be considered accessory use provided they conform to the following requirements:
  1. Such a swimming pool shall be located within the dimensional setback requirements applicable to the district in which the pool is to be located;
  2. Such a swimming pool shall be completely enclosed by a wall, fence or other substantial structure adequate to prevent the accessibility to the pool by small children;
  3. The owner obtains an electrical permit detailing the installation of electrical appliances for such a swimming pool; and
  4. No swimming pool be constructed on a required front yard.

#### SECTION 5.12 - TEMPORARY STRUCTURES

- A. Temporary Structures in Residential Districts. Temporary structures shall be considered residential accessory uses when they are incidental to the principal residential use or structure located on a residential lot. Any temporary structure with a permanent foundation or which exceeds 100 square feet shall conform to the requirements of this regulation for the district in which it is located.
- B. Temporary Structures in All Other Districts. Temporary structures shall be considered accessory uses when they are incidental to the principal use or structure located on a lot. The DRB may grant conditional use approval for a temporary non-conforming use provided that the use is in conformance with the following provisions:
  1. That such a use is incidental to the development of a neighborhood or project.
  2. That a bond or an escrow account has been properly filed with the City Manager conditional upon the payment to the City of the costs of the removal of such a building or use upon the revocation or the expiration of such a permit if such a use or building is not removed by the owner within the permit period.
  3. That conditional use approval for such a use shall limit the period of time to a maximum of one (1) year; and
  4. That, upon application, the DRB may grant an extension for one (1) year, provided that the total time for any such permit and extensions shall not exceed two (2) years.

## SECTION 5.13 - VEHICLE SERVICE & SALES

- A. **Motor Vehicle Service and Sales.** The display of three or more vehicles for sale at any time on a property shall be considered a commercial motor vehicle sales establishment allowed within designated zoning districts in accordance with Table 2.4, and all other applicable requirements of these regulations. The occasional and temporary display for sale of up to two motor vehicles on a lot, which are owned by the resident or property owner, are exempted from these regulations.
- B. In addition to applicable sections of Article IV, site plan standards and, if required, conditional use standards, commercial motor vehicle service and sales establishments must also meet the following requirements:
1. No more than ten vehicles for sale or lease may be parked in outdoor display areas at any time.
  2. Motor vehicles intended for sale or lease shall be displayed in an enclosed building or within a designated exterior display area approved by the DRB that meets required side and rear setbacks for the district in which it is located. Exterior display areas may be located within the front setback area, however no vehicle shall be parked within a public right-of-way.
  3. The DRB may require landscaping and/or fencing as it deems appropriate for public safety, and to screen exterior display areas from adjoining properties.
  4. Vehicles scheduled for repair shall be parked within an enclosed structure or within a designated yard or parking area approved by the DRB, which meets all setback requirements for the district in which it is located and shall be located to the side or the rear of the garage or maintenance building. The Board may require landscaping and/or fencing as it deems appropriate for public safety, and to screen the yard or parking area year-round from adjoining properties and public rights-of-way.
  5. No more than three unregistered vehicles shall be stored on-site unless the property is a licensed salvage yard.
  6. All maintenance and repair work shall be conducted within an enclosed structure which meets all applicable municipal and state regulations for water supply, wastewater and waste disposal.
  7. Fuel and hazardous materials stored and used on the premises shall be limited to those materials necessary for the operation of the business, and shall be stored in an enclosed and secure structure in accordance with all applicable state and federal regulations.

## SECTION 5.14 - INCENTIVES FOR PRIORITY HOUSING

- A. **Intent.** The intent of these regulations is to provide incentives for the development of dwelling units that meet specific criteria as identified by the City to provide a mix of housing options for current and future residents. The standards outlined herein are optional and not required to be included in any application for land development.
- B. **Applicability.** These incentives will apply to any dwelling units as identified under Section 5.14.D in all zoning districts except the Downtown Core.
- C. **Definitions.** For the purposes of this section, the following terms shall apply:
1. **Affordable Housing** – Affordable Housing shall mean housing that is owned or rented by inhabitants whose gross annual household income is not more than 100% of the HUD Area Median Family Income (HAMFI) for the Burlington-South Burlington Metropolitan Statistical Area (MSA) as defined by the U.S. Department of Housing and Urban Development and the total cost of the housing, including principal, interest, taxes, insurance, and condominium association fees, if owned housing; or the total cost of housing, including rent, utilities, and condominium association fees, if rental housing, is not more than 30% of the gross annual income.

2. **HUD Area Median Family Income (HAMFI)**<sup>1</sup> – HAMFI is the median family income calculated by HUD for each jurisdiction, in order to determine Fair Market Rents (FMRs) and income limits for HUD programs. HAMFI will not necessarily be the same as other calculations of median incomes (such as a simple Census number), due to a series of adjustments that are made.<sup>2</sup>

D. **Qualifications.** To qualify for the incentives identified herein, dwelling units shall meet all the applicable standards listed below for Affordable Housing, Bedroom Count, or both as required to achieve the identified incentive as outlined in **Section 5.14.E**.

1. **Affordable Housing.** Where housing affordability is included as part of the identified incentive, the affordable dwelling units shall meet the following requirements:
  - a. Dwelling units shall be continuously affordable to identified households as identified in **Section 5.14.D.1** for a minimum of 20 years regardless if they are offered for sale or rent.
  - b. To ensure income eligibility and rents or sale prices are consistent with **Section 5.14.C**, when a dwelling unit is newly rented or sold, the owner of the unit shall submit verification of household income and rent(s) or sale price(s) to the City to ensure eligibility and compliance for qualifying units. This provision shall be waived if the management of the qualifying units, including leasing or (re)sale of the units is contracted to, or supervised by, a housing authority, housing trust or other qualified affordable housing provider receiving or managing state or federal housing funds including vouchers where income verification is included as standard practice.
  - c. If the owner of a proposed project is a housing authority, housing trust or other qualified affordable housing provider receiving or managing state or federal housing funds including vouchers, the requirements of **Section 5.14.D.1.b** shall be waived provided ownership in the project is maintained for the duration of affordability as described in **Section 5.14.D.1.a**.
  - d. Documentation indicating compliance with **Section 5.14.D.1.b** shall be submitted to the City with the application for development. This shall include but not be limited to:
    - i. A list of units including the number of bedrooms and the rents to be charged including utilities and condominium association fees per unit size or unit type and corresponding median income levels associated with the unit size or type.; or the cost of ownership including principal, interest, taxes, insurance, and condominium association fees.
    - ii. The name, address, and primary contact of the housing authority, housing trust, or affordable housing provider as outlined in **Section 5.14.D.1.b** if different from the applicant or owner of the project.
    - iii. Draft documents, to be recorded in the City's Land Records, designating the dwelling units as affordable for the duration identified in **Section 5.14.D.1.a**.
    - iv. Other information as necessary to ensure the standards of **Section 5.14.D.1** have been met.
2. **Bedroom Count.** Where bedroom count is included as part of the identified incentive, the dwelling units shall have a minimum of three bedrooms per unit.
  - a. The applicant shall provide architectural plans prepared by a qualified design professional or similar entity in a clearly legible format.
  - b. Submissions shall include a level of detail sufficient to ensure the existence of no less than three bedrooms of a size consistent with the minimum housing standards as

<sup>1</sup> HAMFI definition taken from [https://www.huduser.gov/portal/datasets/cp/CHAS/bg\\_chas.html](https://www.huduser.gov/portal/datasets/cp/CHAS/bg_chas.html)

<sup>2</sup> Methodology on HAMFI adjustments at <https://www.huduser.gov/portal/datasets/il/il18/Medians-Methodology-FY18r.pdf>

outlined in Chapter 9 of the City's Municipal Code or other applicable regulations are included in each unit.

E. **Incentives.** The following incentives may be utilized for projects that propose qualifying dwelling units as described in [Section 5.14.D](#).

1. **Planned Unit Developments.** Planned Unit Developments, as outlined in [Section 6.3](#), are eligible for the following incentives.

a. **Multi-unit Buildings.** Projects proposed in the Residential A, Residential B, or Residential C Zoning Districts that include dwelling units with three or more bedrooms per unit as outlined in [Section 5.14.D.2](#) may configure these dwellings in multi-unit buildings based on the following.

- i. Projects in the Residential A or Residential B Zoning Districts may configure buildings with up to four units per building.
- ii. Projects in the Residential C Zoning District may configure buildings with up to six units per building.
- iii. A minimum of 50% of the dwelling units included in the project or proposal shall meet the qualifications as outlined in [Section 5.14.D.2](#) related to the required minimum number of bedrooms per unit.
- iv. All other standards and requirements for Planned Unit Developments, as outlined in [Section 6.3](#) shall still apply.

b. **Density.** Qualifying projects in the Residential A, Residential B, or Residential C Zoning Districts that are proposed as part of a Planned Unit Development where 100% of the proposed dwelling units meet the qualifications included in [Section 5.14.D.1](#) and [Section 5.14.D.2](#) related to affordability and bedroom count may be eligible for additional density as follows:

- i. Projects located in the Residential A Zoning District shall be eligible for .5 additional dwelling units per new lot included in the project.
- ii. Projects located in the Residential B Zoning District shall be eligible for .75 additional dwelling unit per new lot included in the project.
- iii. Projects located in the Residential C Zoning District shall be eligible for 1.0 additional dwelling unit per new lot included in the project.
- iv. Dwelling units included under this provision will be rounded up to the nearest whole unit.
- v. All other standards and requirements for Planned Unit Developments, as outlined in [Section 6.3](#), including dimensional standards outlined in [Section 2.5](#) shall still apply.
- vi. Bonus units established under this section are not required to meet the affordability or minimum bedroom count standards as outlined in [Section 5.14.D](#) unless configured in a multi-unit building as outlined in [Section 5.14.E.1.a](#).

2. **Minimum Parking.** Qualifying dwelling units in the Gateway, Central Business, or General Commercial Zoning Districts that meet the qualifications included in [Section 5.14.D.1](#) and [Section 5.14.D.2](#) related to affordability and bedroom count shall be eligible for exemptions or reductions to the minimum parking standards outlined in [Section 4.12](#) as follows:

a. Up to 20%, but no more than four qualifying dwelling units included in a development will be exempt from the minimum parking standards of [Section 4.12](#).

- b. Qualifying dwelling units shall not be excluded from having access to parking on-site.

## SECTION 5.15 – INCENTIVES FOR ADAPTIVE REUSE

- A. **Intent.** The City of Winooski’s Master Plan includes specific goals and objectives throughout the Master Plan that support the protection and preservation of historic resources. The intent of these standards is to provide incentives for the adaptive reuse or preservation of all or parts of buildings or structures that have been identified as having historic, architectural, cultural, or archeological significance to the City.
- B. **Applicability.** This section is applicable in all Zoning Districts in the City and shall apply to any building, in full or in part that is or has been occupied for residential or non-residential purposes that are included in or eligible for inclusion in:
  1. A national, state, or local historic register; or
  2. A national, state, or local historic district; or
  3. The Cultural and Historic Resources Map included in the City’s Master Plan
- C. **Incentives.** In order to provide incentives for the adaptive reuse of buildings or structures; and protect, preserve, or maintain the historic character of the City, the following incentives may be utilized for redevelopment projects.
  1. Proposed developments in the Gateway Zoning District, that preserve the entire building façade(s) and incorporate no less than 25% or more of an existing building or structure can apply the following:
    - a. The Required Building Line may be moved to the front of the existing building or structure, provided it is no more than 15 feet from the location of the Required Building Line.
    - b. Projects may reduce the percentage of the façade located on the required building line by up to 20%.
    - c. Preserved structures will be exempt from the Architectural Standards included in Part 6 of the Form Based Code (**Appendix B**) and can be used as a complete and discrete facade.
  2. Proposed developments in the Downtown Core Zoning District that preserve the entire building façade(s) and incorporate no less than 50% or more of the existing building(s) or structure(s) shall be exempt from the High Density Requirements as outlined in **Section 3.3.D**.
  3. Proposed developments in the Central Business Zoning District or General Commercial Zoning District that preserve the entire building façade(s) and incorporate no less than 50% of the existing building(s) or structure(s), including any shared walls with adjacent buildings; and propose a non-residential use or mixed-use project will be exempt from the minimum parking requirements as outlined in **Section 4.12.C**, related to any non-residential use occupying the first floor.
  4. Proposed developments in the Residential A, Residential B, or Residential C Zoning Districts that preserves 100% of the existing building(s) or structure(s) can increase the maximum lot coverage as outlined in **Section 2.5** for the district where it is located by 10%.
  5. Minimum building percentages outlined herein will be calculated based on preservation of the exterior walls and do not include interior spaces.

## ARTICLE VI – DEVELOPMENT REVIEW PROCEDURES

**Introduction:** No land development or subdivision of land, as defined under [Article IX](#), may commence in the City of Winooski until all applicable municipal land use permits and approvals have been issued as provided for under the Act [§ 4446] and these regulations, unless the development is specifically exempted from municipal regulation under [Section 6.13](#). This Article of the Winooski Zoning Regulations provides a comprehensive overview of development review procedures that apply to all types of development throughout the city: subdivision and other land conveyances, planned unit developments, site plan, conditional use, variance, appeal, zoning permit and certificate of compliance/occupancy. This Article also identifies uses and structures that are exempt from Winooski development review.

A. **Permit Requirements.** Municipal land use permits and approvals under these regulations include:

1. Zoning permits issued by the ZA under [Section 6.10](#) for all development.
2. Site plan approval issued by the DRB under [Section 6.6](#) for all permitted uses that require site plan review.
3. Conditional use approval issued by the DRB under [Section 6.7](#) for all conditional uses listed under Article II, and for other development as specified in these regulations.
4. Subdivision approvals issued by the DRB under [Section 6.2](#) for the subdivision or re-subdivision of land.
5. Planned unit development (PUD) approval under [Section 6.3](#) for planned development.
6. Certificates of occupancy issued by the ZA under [Section 6.12](#), for development for which a zoning permit has been issued prior to occupancy or use.

B. **Additional Permits and Approvals.** Additional municipal, state and federal permits or approvals may be required for activities associated with land development and subdivision including, but not limited to the following:

1. Highway Access Permits issued by the Public Works Department and/or City Council to access or work within town highway rights-of-way, or the Vermont Agency of Transportation (Vtrans) to access or work within state right-of-ways.
2. City building permits, water/wastewater allocations and connection permits, sewer connection permits issued by the Building Code Officer, Public Works Director and/or the City Fire Marshall.
3. A variety of state permits or certifications including but not limited to: wastewater (septic) system and potable water supply permits, construction and stormwater permits, wetlands permits, stream alteration or crossing permits, public health and safety permits, child care facility licenses and Act 250 permits.
  - a. As required under the Act [§ 4449(e)], municipal application forms and municipal land use permits or approvals issued under these regulations shall include a statement, in content and form approved by the Secretary of the Agency of Natural Resources, that state permits may be required and that the applicant or permittee should contact the state's regional permit specialist or individual state agencies to determine which state permits must be obtained before any construction may commence.
  - b. The ZA or DRB may require that an applicant submit a state project review sheet with their application that identifies state and federal permits to be obtained by the applicant.
4. Documentation that state, federal and other municipal permits and approvals have been obtained by the applicant may be required, as applicable, prior to:
  - a. the issuance of a certificate of occupancy under [Section 6.12](#);

- b. submitting an application for final subdivision review under **Section 6.2**, unless waived by the DRB; and
- c. recording a subdivision plat in the land records of the City under **Section 6.2**.

## SECTION 6.1 - PRE-APPLICATION MEETING

- A. Intent. All applicants or their authorized agents are encouraged to meet with the ZA prior to filing an application for any type of development in the City. The purpose of this meeting is to provide the applicant with the necessary forms and information needed to file a complete application, and to discuss review procedures and requirements.
- B. At this meeting, the ZA will:
  - 1. Review and discuss the proposed development with the applicant to classify the development review process needed under these regulations, and to help identify options for design that best meet the needs of the applicant and the requirements of these regulations.
  - 2. Provide application forms and checklists, and identify for the applicant what materials will be needed to file a complete application for referral to the DRB, before site visits and hearings can be scheduled.
  - 3. Explain the timing requirements for submissions, hearings, decisions, and plat recording.
  - 4. Identify any other applicable city ordinances and permit requirements that pertain to the development, and recommend that the applicant address these requirements in design.
  - 5. Direct the applicant to contact the state's Regional Permit Specialist to complete a state project review sheet that identifies state or federal permits that also may be required.
- C. Meeting Follow-up. Within 15 business days of the meeting, the ZA will issue a written letter to the applicant that:
  - 1. summarizes the content of the meeting, including issues to be addressed in the application;
  - 2. classifies the type of development; and
  - 3. outlines the requirements for the submission of a complete application.

## SECTION 6.2 - SUBDIVISIONS

- A. **Purpose.** Subdivision regulations, in accordance with the Act [§ 4418], are intended to address the relocation of property boundaries, the creation of new lots, and the recording of plats in the City Land Records. Subdivision review and approval by the DRB ensures that lots meet applicable zoning district requirements and are suited for their intended use. Often, but not always, land development that creates new lots also includes the placement of buildings and other site improvements. The specific regulation and review of such buildings and site improvements are elsewhere in this ordinance.
- B. **Applicability.** These regulations shall apply to all subdivisions of land, as defined under **Article IX**, that are located within the City of Winooski. No land shall be subdivided within the city until the applicant has obtained final subdivision approval from the DRB and the approved subdivision plat is recorded in the Winooski land records. Subdivision approval by the DRB is required prior to:
  - 1. The transfer, sale or long-term lease of title to property (as defined under 32 V.S.A. § 9601) of any portion of an existing lot. See **C.2** below for exemptions.
  - 2. Predevelopment site work, including site clearing, grading, and the construction or installation of infrastructure or other site improvements that are intended to serve more than one lot (excluding forestry, agricultural, and land surveying activities).

3. Recording a subdivision plat or the deed for subdivided lot in the land records of the city.
  4. Applying for a zoning permit to develop a subdivided lot.
- C. **Exemptions.** The following are exempt from subdivision review under these regulations:
1. Rights-of-way or easements that do not result in the subdivision of land.
  2. Condominium developments, footprint lots, and other similar ownership structures, on one parcel of land shall require Site Plan review and approval, not Subdivision review and approval.
  3. Revisions to existing lot lines in accordance with **Section 6.4**.
  4. A parcel or portion of a parcel of land leased for agriculture or forestry that does not require the sale or transfer of land, or the establishment of permanent roads, infrastructure or structures.
- D. **Classification of Subdivisions.** For purposes of these regulations, subdivisions of land will be classified by the ZA as either "minor" or "major" subdivisions as follows:
1. Minor subdivisions include:
    - a. The subdivision of land or the re-subdivision of a previously subdivided lot which results in the creation of no more than three lots including previously subdivided lots, regardless of any change in ownership; and which does not require the installation or extension of a road or municipal utilities.
    - b. An amendment to an approved subdivision or subdivision plat that does not substantially or materially alter findings and prior conditions of subdivision approval.
  2. Major subdivisions include:
    - a. The subdivision of land or re-subdivision of a previously subdivided lot which results in a total of four or more lots including previously subdivided lots, or requires the installation or extension of a road right-of-way or municipal utilities.
    - b. An amendment to a previously approved major subdivision which alters the number of lots, the density of development, the location of building envelopes, rights-of-way or easements, or otherwise substantially or materially alters the findings, terms or conditions of prior subdivision approval.
    - c. All planned unit developments under **Section 6.3**.
- E. **Modifications & Waivers.** The DRB may waive any standard under this article that it determines does not apply to a particular subdivision.
1. In accordance with the Act [§ 4418(2)], the DRB also may modify or waive a standard under this article, subject to conditions if it determines that, due to circumstances specific to a particular application:
    - a. The standard is not requisite in the interest of the public health, safety and general welfare, or the standard is inappropriate because of the inadequacy or lack of connecting facilities adjacent or in proximity to the subdivision; and
    - b. The modification or waiver will not nullify the intent and purpose of these regulations, the Winooski Municipal Development Plan, or other city bylaws and ordinances in effect at the time of application.
  2. Requests for modifications or waivers under this section shall be submitted by the applicant in writing with the application for preliminary or final subdivision review. The applicant must provide sufficient information for the DRB to make findings that justify the modification or waiver, with or without conditions.

3. The DRB may require an independent technical review of a proposed modification or waiver, as specified under Subsection B above, that identifies related impacts and mitigation measures that may be incorporated under associated conditions of approval.
4. In granting a modification or waiver, the DRB shall make explicit findings that:
  - a. Specify the circumstances that justify granting a modification or waiver.
  - b. State how granting the modification or waiver will not nullify the intent and purpose of these regulations or the Winooski Municipal Development Plan, including the plan's stated goals and objectives for the relevant zoning district(s), and other regulations in effect at the time of application.
  - c. State what conditions, if any, shall be required of the applicant in exchange for granting the modification or waiver, as necessary to mitigate adverse impacts.

F. **Additional Information.** The DRB may require, as necessary to assist in its evaluation and determine project conformance with these standards:

1. Written disclosure of the intended use of land to be subdivided and general plans for the subsequent development of any land to be retained by the owner or applicant when only a portion of an existing parcel is to be subdivided.
2. The submission of additional information or studies under one or more standards of review, including an independent technical review prepared by a qualified professional retained by the DRB and paid for by the applicant.
3. The modification of subdivision lot layout and design, the phasing of development, or other reasonable and necessary measures to avoid or mitigate undue adverse impacts resulting from the proposed subdivision and subsequent development of subdivided lots.

G. **Coordination of Review.** Subdivision review and approval by the DRB is required prior to site plan or conditional use review by the DRB or the issuance of zoning permits for the subsequent development of subdivided lots. The conditions of subdivision approval shall apply under subsequent review processes. However, site plan or conditional use review may be conducted concurrently by the DRB with final subdivision review.

H. **General Standards.** All land to be subdivided shall be suitable for the intended use and proposed density of development. The subdivision shall not result in undue adverse impacts to public health and safety, the natural environment, neighboring properties and uses, or the character of the area in which it is located. Subdivision applications shall be reviewed for compliance with the following standards:

1. **Development Density.** The allowed density of development within a subdivision shall be calculated by dividing the total land area to be subdivided, excluding existing and proposed road rights-of-way, by the minimum lot size specified for the zoning district(s) in which the subdivision is located (see Article II), except as modified for planned unit developments under **Section 6.3**.
2. **Existing Site Conditions.** Subdivision layout and design, to the extent physically feasible, shall incorporate and avoid undue adverse impacts to significant natural, historic, cultural, architectural, archeological, and scenic resources identified from the Winooski Municipal Development Plan, maps and related inventories, or through site investigation in accordance with **Section 4.8**, **Section 4.4**, and other relevant sections of these regulations.
3. **Winooski Municipal Development Plan & Regulations.** Subdivisions shall conform to clearly stated policies and objectives in the Winooski Municipal Development Plan as most recently amended, other provisions of these regulations, adopted capital improvement programs, and other city bylaws, ordinances and regulations in effect at the time of application.

4. **District Settlement Patterns.** A subdivision shall be designed and configured to reflect the desired settlement pattern for the zoning district(s) in which it is located, as defined under Article II and the Winooski Municipal Development Plan. To this end, the following standards shall apply to subdivisions within respective zoning districts:
  - a. **Residential Zoning Districts.** Subdivision within this district shall be designed and configured to reinforce a compact residential, pedestrian scale and pattern of development. Lots and building envelopes shall be sized and located to maintain a consistent building line and streetscape along roads, and to maintain privacy in the rear. Subdivisions in this district also shall be designed to incorporate, extend, or connect to existing roads, sidewalks and utility corridors. Sidewalks and other pedestrian facilities shall be provided where physically feasible; new roads in these districts shall be designed to maximize pedestrian and bicycle safety and circulation.
  - b. **Commercial Zoning Districts.** Subdivision within this district shall be designed and configured to reinforce a compact, multistory commercial, residential and/or mixed use, pedestrian scale and pattern of development. Lots and building envelopes shall be sized and located to place buildings at the sidewalk with entrances and windows across the façade. Lots adjacent to residential zoning districts shall maintain a buffer to ease the transition from high intensity commercial districts to the residential districts. Subdivisions in this district also shall be designed to incorporate, extend, or connect to existing roads, sidewalks and utility corridors. Sidewalks, pedestrian and bike facilities shall be provided where physically feasible; and new roads in these districts shall be designed to maximize pedestrian and bicycle safety and circulation. Parking shall be placed behind buildings as best as possible. Parking shall be placed either behind, within, or to the side of structures. Any development within the Downtown Core district is subject to the Master Plan as described in [Article II](#).
  - c. **Industrial Zoning Districts.** Subdivisions within the Industrial Districts shall be designed and configured to avoid undue adverse impacts to existing natural resources. Lots adjacent to residential zoning districts shall maintain a buffer to ease the transition from industrial uses to residential uses. Subdivisions in this district also shall be designed to incorporate, extend, or connect to existing roads, sidewalks and utility corridors. Sidewalks, pedestrian facilities, bike facilities shall be provided where physically feasible; and new roads in these districts shall be designed to maximize pedestrian and bicycle safety and circulation. Parking shall be placed behind buildings to the extent possible.
5. **Lot Layout.** Lots and lot layouts shall be configured to:
  - a. be suitable for their intended use, for subsequent development (building lots) or for public use or common open space areas;
  - b. conform to desired district settlement patterns, as required under [Subsection H.4](#);
  - c. meet minimum lot size and density requirements under Article II, except as modified for planned unit developments under [Section 6.3](#);
  - d. avoid irregularly shaped lots (e.g., with curves, jogs, dog-legs, etc.), unless warranted due to topographic or other physical site constraints, or to minimize the fragmentation of natural, scenic or cultural resources under [Section 4.8](#).
6. **Building Envelopes.** The designation of building envelopes to limit the location of structures, parking areas, and associated site improvements to one or more portions of a lot shall be required for all subdivided lots, as shown on the subdivision plat. The location, size and shape of each building envelope shall be established in accordance with these regulations, including zoning district requirements under Article II, and resource protection standards under [Section 4.8](#). The DRB also may require the identification of specific building locations (footprints) if, in its judgment, such information is needed to determine conformance with these regulations.
7. **Survey Monuments.** The locations of all proposed permanent surveying monuments and corner markers, as required under the Rules of the Board of Land Surveyors, shall be identified on the

final subdivision plat. The DRB may also require that the corner points of designated building envelopes be marked on the ground with iron pins and identified on the final subdivision plat.

8. **Landscaping & Screening.** Landscaping and screening shall be provided, in accordance with [Section 4.7](#).
9. **Energy Conservation.** Subdivision design and layout, to the extent physically feasible, should encourage energy efficient design by:
  - a. Locating and orienting sites (e.g., building lots, envelopes) to maximize southern exposures where available, and solar access for solar energy and heating systems.
  - b. Clustering development (e.g., building lots, envelopes) to minimize road and utility line extensions and to allow for group net-metering.
  - c. Incorporating existing topography, natural vegetation and landscaping to provide wind breaks, seasonal shade and solar access, and to reduce building heating and cooling needs.
10. **Common Open Space Areas.** The location, size and shape of lands set aside to be preserved and managed as common open space areas shall be suitable for their intended purpose and use and approved by the DRB, in accordance with [Section 4.8](#).
11. **Stormwater Management and Erosion Control.** Temporary and permanent stormwater management and erosion control measures shall be used during all phases of subdivision development as necessary to limit surface runoff and erosion, protect water quality and to avoid damage to downstream properties in conformance with [Section 4.15](#). In addition, building envelopes, driveways, road and utility corridors shall be located to minimize site disturbance on steep slopes (15% or more) and, to the greatest extent feasible, avoid site disturbance on very steep slopes (25% or more) in accordance with [Section 4.8](#).
12. **Access & Driveways.** Access to the subdivision and to individual lots within the subdivision shall at minimum meet the requirements of [Section 4.2 \(Access\)](#) and the relevant sub-parts of [Section 4.12 \(Parking\)](#), and the following:
  - a. All lots created after the effective date of these regulations that are intended for development must meet minimum applicable frontage requirements along public road rights-of-way for the district(s) in which they are located unless modified or waived by the DRB for planned unit development under Article IX. The DRB may also reduce or waive district lot frontage requirements for:
    - i. minor (up to three lot) subdivisions accessed by a shared driveway; or
    - ii. lots that will be maintained in perpetuity as undeveloped open land to be used only for passive outdoor recreation or resource conservation.
  - b. Access permits, as required under [Section 4.2](#), are required prior to filing an application for final subdivision review.
  - c. Access to a subdivision shall conform to adopted state or municipal access management plans and capital improvement plans. Planned highway and access improvements, including proposed rights-of-way, shall be incorporated in subdivision design. Right-of-way reservations may be required as necessary to accommodate planned improvements.
13. **Driveways.** Driveways serving minor subdivisions of three or fewer lots shall meet the requirements of [Section 4.2](#) and the Winooski Public Works Specifications in effect at the time of application. For the purposes of these regulations, driveways serving four or more lots shall be considered development roads subject to the requirements of [Subsection H.14](#).
14. **Development Roads.** The following road standards shall apply to all rights-of-way serving or accessing four or more lots. Roads shall be considered private roads until such time as they are

accepted by the City of Winooski as a public road in accordance with adopted city road policies, ordinances and state statutes.

- a. Layout. To promote safety, to facilitate traffic flow and emergency vehicle access, and to protect significant resources, roads shall, to the extent physically feasible, be laid out to:
    - i. Provide a right-of-way for access to adjacent lots for future development.
    - ii. Follow existing linear features where physically feasible (e.g., utility corridors, tree and fence lines), and meet other requirements for the protection of identified resource and hazard areas under **Section 4.8**.
    - iii. Logically relate to topography, following contour elevations, to minimize the amount of cut and fill required and to maintain reasonable finished grades and safe intersections.
    - iv. Extend or connect to existing or planned roads adjoining the subdivision, under joint agreement or in common or public ownership.
15. **Improvements.** The proposed subdivision shall not unduly burden town or state highways, including roads and intersections in the vicinity of the project. Any highway access, drainage, lane, or other infrastructure or traffic control improvements necessitated by the proposed subdivision shall be paid for and installed by the applicant, unless otherwise approved by the DRB in consultation with the City Council or state highway officials. The DRB also may require as conditions of approval, as necessary to ensure compliance with these regulations:
  - a. Performance bonding or other form of surety acceptable to the City Council to ensure that required road, intersection and related infrastructure improvements are installed as approved by the DRB.
  - b. The phasing of development in relation to planned state or municipal transportation infrastructure improvements included in adopted capital improvement programs.
  - c. A development agreement approved by the City Council governing the timing, installation and any agreed upon cost-sharing arrangements between the subdivider and the city or other affected property owners.
16. **Names, Signs and 911 Locator Numbers.** Road names shall be approved by the Winooski City Council as part of the subdivision process. Approved road names and assigned 911 locator numbers for each parcel shall be clearly depicted on the final plat, and identified on signs approved by the ZA.
17. **Transit Facilities.** The DRB may require that subdivisions located on existing or planned transit routes, including school bus routes, incorporate a sheltered transit or bus stop in subdivision design.
18. **Public Facilities & Utilities.** The DRB shall find that the proposed subdivision does not create an undue burden on existing and planned public facilities in accordance with **Section 4.16**. The applicant and DRB may consult with appropriate municipal and school officials and emergency service providers to determine whether adequate capacity exists to serve the subdivision.
19. **Legal Requirements.**
  - a. Common open space areas may be held in common ownership or in separate individual ownership from contiguous parcels. At minimum, land designated as common open space areas shall be indicated with appropriate notation on the final subdivision plat. In addition, the DRB may consider, as required for long-term protection:

- i. A restriction prohibiting the further subdivision of a conserved lot or other protected open space area, as noted on the final plat and in accompanying legal documentation.
  - ii. The dedication of such land, either in fee or through a conservation easement approved by the DRB, to the municipality, an owners' association comprised of all present or future owners of subdivided lots, the applicant, and/or a nonprofit conservation organization with the demonstrated capacity and qualifications to manage conservation easements.
- b. The applicant shall provide documentation and assurances that all required improvements, associated rights-of-way and easements, and other common lands or facilities will be adequately maintained in accordance with an approved management plan, either by the applicant, an owners' association, or through other legal means acceptable to the DRB. Draft management plans and documentation must be submitted with the application for final subdivision review, for approval by the DRB. The DRB may forward submitted documentation to the City Council and City attorney for review. All legal documents, as approved by the DRB, shall be filed in the land records of the City in association with recording the final subdivision plat.
- c. All required improvements shall be constructed to approved specifications in accordance with a construction schedule approved by the DRB. The DRB may require the issuance of a Certificate of Compliance to ensure that all such improvements are completed prior to the issuance of zoning permits for the subsequent development of subdivided lots.

**I. Sketch Plan Review.**

1. Sketch plan review is an informal, pre-application review process intended to acquaint the DRB with a proposed subdivision during the conceptual stage of the design process, before the applicant incurs significant expense in preparing a formal application. As such, the sketch plan review process and letter do not bind the municipality or the applicant, and are not subject to appeal under **Section 6.9**. This informal review and discussion at a regular meeting of the DRB helps identify the type of subdivision and subdivision layout that will best meet the needs of the subdivider and the requirements of these regulations. An applicant is required to submit a sketch plan prior to the submission of a formal application to the DRB. At minimum, the following will be addressed at the Sketch Plan review:
  - a. Consider whether the subdivision, as initially proposed, would be classified as a major or minor subdivision, or planned unit development to be reviewed as a major subdivision.
  - b. Discuss the subdivision review process and any proposed waivers requested by the applicant.
  - c. Discuss the proposed subdivision's general conformance with the Municipal Plan, these regulations, and any other municipal regulations, ordinances or capital improvement programs currently in effect.
2. **Sketch Plan Submissions.** An applicant shall submit:
  - a. One original and six copies of a sketch of the proposed subdivision;
  - b. A brief project description that generally addresses applicable sections under **Subsection 6.2.H** (Subdivision General Standards);
  - c. A description of any proposed modifications or waivers under applicable standards;
  - d. A list of abutting property owners;
  - e. Application fees; and
  - f. An electronic submission of all of the these materials.

3. **Sketch Plan Meetings.** The ZA shall schedule time at the next available regular meeting of the DRB to consider the sketch plan, and will notify the applicant and adjoining property owners in writing of the date and time of the meeting.
  - a. The applicant, or his or her duly authorized representative, shall attend the sketch plan meeting to present and discuss the proposed plan with the DRB.
  - b. The DRB may request additional meetings with the applicant as needed to fully review the sketch plan, which may include a site visit with the applicant to examine the land proposed for subdivision.
4. **Sketch Plan Letter.** Within 15 days of the date of the final sketch plan meeting, the DRB shall issue a sketch plan letter that, based on available information:
  - a. Indicates whether the subdivision as proposed would be reviewed as a minor or major subdivision, or planned unit development, and outlines the associated review process.
  - b. Indicates whether the proposed subdivision generally conforms to these regulations, or will require modifications to conform to the regulations.
  - c. Identifies specific areas of concern to be addressed in subdivision application, including potential impacts to adjoining property owners, significant natural or scenic resources, municipal roads and infrastructure, and community facilities and services.
  - d. Recommends additional information, studies or supporting documentation to be submitted with the application for subdivision review.
5. **Effect of Sketch Plan Review.** Sketch plan review is intended to provide guidance to the applicant on a proposed subdivision, based on preliminary information submitted by the applicant. As such, the sketch plan review process and letter do not bind the municipality or the applicant, and are not subject to appeal under **Section 6.9**. Sketch plan letter recommendations remain in effect for one year from the date of issuance. If an application is not filed within the year, another sketch plan review shall be required.

J. **Preliminary & Final Subdivision Application Requirements.**

1. Application Requirements. Applications for preliminary and final subdivision review shall be submitted to the ZA on forms provided by the City, as specified for each step of the subdivision review process.
  - a. Applications shall include required fees, information specified in application checklists and ZA correspondence, and any written requests to waive or modify specific subdivision review standards under **Section 6.8** of these regulations.
  - b. The ZA shall refer complete applications to the DRB and, for preliminary subdivision review or for final subdivision review if no preliminary subdivision review will be required, copies of application information and public hearing notices to the following for review and comment:
    - i. City departments, including but not necessarily limited to the Public Works Community Services, and Police and Fire Departments.
    - ii. The clerk of the adjoining municipality for a subdivision located within 500 feet of a municipal boundary.
    - iii. The Vermont Agency of Transportation for a subdivision located on or accessed from a state highway.
    - iv. The Vermont Agency of Transportation for any requested reductions in front setback requirements from state highway rights-of-way.

- v. The State National Flood Insurance (NFIP) Coordinator at the Vermont Agency of Natural Resources, Department of Environmental Conservation, River Management Program, for subdivisions in the Flood Hazard Area District.
- c. No municipal approval for a subdivision shall be issued until written comments have been received or thirty days have elapsed from the date of referral. The failure of the ZA to notify the above listed parties shall not constitute grounds for appeal.
- d. The DRB, at any time during the hearing process, may require the applicant or other interested persons to submit additional information, or an independent technical review to be paid for by the applicant or other interested person, as needed to determine project conformance with the standards of these regulations.

K. **Preliminary Subdivision Review.**

1. **Purpose.** The purpose of preliminary subdivision review is to review a draft subdivision plat and supporting documentation in order to determine preliminary conformance with the municipal plan, these regulations and other municipal ordinances in effect at the time of application; to identify particular issues or concerns associated with a proposed subdivision; to recommend modifications necessary to achieve conformance; and to identify any additional information required for submission for final subdivision review prior to the preparation of a final survey plat, engineering plans and legal documents for the subdivision and related site improvements.
2. **Waiver.** The DRB may waive preliminary subdivision review for any subdivision, including Planned Unit Developments, as recommended under sketch plan review to expedite the hearing process for well planned subdivisions with a combined preliminary and final subdivision review hearing.
3. **Application.** The applicant shall submit one original and six 11" x 17" copies of the draft subdivision plat, required fees, engineering drawings, draft legal documents, and any other required information or supporting documentation identified from application checklists, or as specified by the ZA.
4. **Hearing.** Within 30 days of receipt of a complete preliminary application, the ZA shall schedule a public hearing at its next available meeting, to be warned in accordance with the Act [§ 4464]. The DRB may recess and continue the hearing to a date and time specified, to conduct site visits or to allow for the submission of additional information from the applicant or other interested persons. No additional information or comments will be taken following hearing adjournment.
5. **Decision.** The DRB shall issue written findings and a decision to approve, approve with conditions, or deny the application for preliminary subdivision approval within 45 days of the date of hearing adjournment, in accordance with the Act [§ 4464]. Failure to act within this 45 day period, as decided on appeal, shall be deemed to be approval on the 46<sup>th</sup> day. The DRB may specify as conditions of preliminary subdivision approval:
  - a. Modifications or changes to the preliminary plat or supporting documentation necessary to achieve compliance with the standards of these regulations.
  - b. Documentation to be submitted with the application for final subdivision review that all other required municipal and state approvals have been obtained.
  - c. Infrastructure improvements and associated easements or other dedications as required to serve the proposed subdivision, or to mitigate off-site impacts resulting from the proposed subdivision, to be installed or paid for by the applicant.
  - d. The submission of additional supporting information including, but not limited to impact studies, legal documents, development agreements, performance bonds or other sureties, for consideration under final subdivision review.
6. **Appeal.** The applicant or another interested person must file any request for reconsideration by the DRB, or an appeal of the DRB decision to the Environmental Division of Superior Court, within 30 days of the date of issuance in accordance with **Section 6.9.B.**

7. **Effect.** Preliminary subdivision approval is intended to document application and submission requirements for final subdivision review. It does not constitute approval of a subdivision plat for recording in the land records of the City under [Section 6.2.M](#). A preliminary approval shall remain in effect for one year from the date of issuance.

L. **Final Subdivision Review.**

1. **Purpose.** Final subdivision review and approval is required prior to recording a subdivision plat in the land records of the city. The purpose of final subdivision review is to determine final project conformance with the municipal plan, these regulations, and other municipal ordinances in effect at the time of application.
2. **Application.**
  - a. The application for final subdivision review shall be submitted within one year of the date of preliminary approval by the DRB, but not before the initial 30-day appeal period has expired. If an application has not been filed within one year, the applicant will be required to submit a new application for preliminary review under [Section 6.2.J](#).
  - b. The applicant shall submit required fees and one original and six copies of the information specified for final plans and plats, including 11" x 17" copies of the final subdivision plat, engineering drawings and other supporting information and documentation as specified in application checklists and the conditions of preliminary subdivision approval.
3. **Hearing.** Within 30 days of receipt of a complete application, the ZA shall schedule a public hearing at the next available DRB meeting to be warned in accordance with the Act [§ 4464]. The DRB may recess and continue the hearing to a date and time specified to conduct site visits or to allow for the submission of additional information from the applicant or other interested persons. No additional information or comment will be taken following hearing adjournment.
4. **Decision.** The DRB shall issue written findings and a decision to approve, approve with conditions, or deny the application for final subdivision approval within 45 days of the date of hearing adjournment, in accordance with the Act [§ 4464]. Failure to act within this 45 day period, as decided on appeal, shall be deemed to be approval on the 46<sup>th</sup> day. The DRB may require as conditions of approval:
  - a. Measures necessary to mitigate adverse impacts of the subdivision under the standards of these regulations.
  - b. Subdivision phasing as required to avoid overburdening the available capacity of existing or planned public facilities and infrastructure, in conformance with specific municipal plan policies and adopted capital or transportation improvement programs, and that additional subdivision plans and plats be filed for each phase of development.
  - c. Infrastructure improvements and associated easements or other dedications as required to support the proposed subdivision, or to mitigate off-site impacts resulting from the proposed subdivision, to be installed or paid for by the applicant.
  - d. Compliance with the Winooski Public Works Specifications for any infrastructure intended to be dedicated to the City for public ownership.
5. **Appeal.** The applicant or another interested person must file a request for reconsideration by the DRB, or an appeal of a DRB decision to the Environmental Division of Superior Court, within 30 days of the date of issuance in accordance with [Section 6.9.B](#).
6. **Effect.** No subdivision plat shall be recorded in the land records of the City until final subdivision approval has been issued by the DRB and recorded in the land records of the City under [Section 6.2.L](#). Final subdivision approval shall not be construed to constitute acceptance by the City of Winooski of any street, easement, utility, park, recreation area, or other open space shown on

the final plat. A formal resolution of the Winooski City Council is required for municipal acceptance of dedications by the applicant, in conformance with adopted city policies, ordinances and state law. Roads shown on an approved plat shall be considered private roads until such time as they may be formally accepted by the Winooski City Council. Final subdivision approval by the DRB shall remain in effect and run with the land, and legally recorded subdivision plats, as approved by the DRB, shall not expire once the plat is recorded as described in **Section 6.2.M**. For purposes of these regulations, any lot approved by the DRB as part of a planned unit development under Article IX is considered a conforming lot.

**M. Plat Recording Requirements**

1. Within 180 days of the date of final subdivision approval by the DRB, or by the courts on appeal, the applicant shall file a Mylar of the approved plat, as signed by the surveyor and the Chair or other appointed agent of the DRB, in the land records of the City in accordance with the Act [§ 4463(b)] and state plat filing requirements (27 V.S.A. Chapter 17). The applicant shall also submit one paper and one digital copy of the plat, in a format specified by the City, to the ZA.
2. All subdivision and recording fees must be paid in full prior to recording a subdivision plat.
3. The plat to be recorded shall:
  - a. Measure a minimum of 18" x 24" or multiple thereof,
  - b. Have margins outside border lines of 1.5" on the left for binding, and 0.5" on all other sides.
  - c. Be certified and signed by the surveyor.
  - d. Carry the following endorsement, to be signed by the Chair or other authorized representative of the DRB:
4. The subdivision plan (site plan) as approved by the DRB shall also be submitted on Mylar with the subdivision plat, for recording in the land records of the City.
5. An approved subdivision plat that is not recorded within the 180-day period shall expire, and reapplication shall be required. A recorded plat shall not expire, and may be modified only in conformance with **Sections 6.2 and 6.4**

## SECTION 6.3 - PLANNED UNIT DEVELOPMENT STANDARDS

**A. Purpose:** The purposes of Planned Unit Developments are:

1. To provide a method of development for existing parcels which because of physical,

*Approved by decision of the Development Review Board, City of Winooski, Vermont, issued on the \_\_\_\_ day of (month), (year), subject to all requirements and conditions of subdivision and plat approval. Signed this \_\_\_\_ day of (month), (year), by \_\_\_\_\_, Chairperson.*

topographical, or geographical conditions could not otherwise be developed in strict conformance with the dimensional requirements to the fullest extent.

2. To encourage infill appropriate to the particular character of the site and its surroundings, compact, pedestrian-oriented development and redevelopment, and to promote a mix of residential uses and/or nonresidential uses as permitted or conditional in the Zoning Districts.
3. To provide for flexibility in site and lot layout, building design, placement and clustering of buildings, use of open areas, provision of circulation facilities, including pedestrian and bicycle facilities and parking, and related site and design considerations that will best achieve the goals for the area as articulated in the municipal plan and bylaws within the particular character of the site and its surroundings.

To achieve these objectives, the DRB (DRB) may modify the dimensional requirements, with the exception of density, lot coverage and height, of applicable zoning provisions in accordance with these regulations.

- B. **Authority and Applicability:** These regulations are enacted under the provisions of 24 V.S.A. Section 4417. PUDs are allowed in all Zoning Districts except the Gateway Districts and the Downtown Core. To encourage integrated master planning, a PUD may include multiple adjoining properties in common ownership, or in separate ownership if a joint application by all property owners is submitted. PUDs may involve the creation of separate building lots and/or development in which multiple buildings or uses are located on a single parcel in common ownership. Ownership within a PUD can be conveyed or leased along building lines. In addition, PUDs may be configured as FOOTPRINT LOTS. Such transfers will not violate lot coverage, minimum lot area, frontage or setback requirements. For the purposes of a PUD, lot is defined as a parcel of land dedicated to the entire PUD, and not any subdivision or leasing of land and/or building within the PUD. With the approval of the DRB, the lot size, frontage, and setback dimensional requirements, excluding the density and lot coverage, may be altered for a planned unit development. More than one principal use and more than one principal structure may be permitted on a single lot.
- C. **Review Process:** Review of a request for PUD Approval shall be considered to also be a request for Site Plan Approval, Subdivision Approval (if applicable), and as Conditional Use Approval (if applicable) so that, if granted, PUD Approval shall constitute Site Plan Approval, Subdivision Approval, and Conditional Use Approval for any use or structure governed by that PUD Approval. A decision by the DRB to grant or not grant a PUD Approval may be appealed pursuant to [Section 6.9.B](#). In addition, approved modifications and other conditions of approval shall be specifically identified in the written decision granting subdivision and planned development approval and noted on or appended to the survey plat and recorded in the land records.
- D. **Application Requirements:** A person requesting a PUD Approval shall submit a complete application to the ZA on a form specified by the City. The application shall include:
1. Six (6) sets of a Site Plan of the proposed development, as well as one (1) copy of the Site Plan of the proposed development in digital electronic format acceptable to the ZA, that includes or depicts in sufficient detail, drawn to scale, and with sufficient legibility the following:
    - a. The scale used;
    - b. Natural and proposed grade elevations on contour intervals of not less than 2'-0";
    - c. Existing and proposed drainage devices and patterns;
    - d. Existing and proposed water and wastewater infrastructure;
    - e. Existing and proposed landscaping elements (including trees, fences and walls);
    - f. Proposed, existing and adjoining streets, driveways, parking and loading spaces, traffic circulation spaces;
    - g. Existing and proposed structures and areas dedicated to existing and proposed uses;
    - h. Existing and proposed easements, building lines/footprints/envelopes, yards and other spaces required by this Ordinance;
    - i. Existing and proposed exterior lighting;
    - j. Existing and proposed signs, including dimensions and locations;
  2. Survey prepared by a licensed surveyor including the location of existing and proposed lot lines, if the PUD involves a subdivision of lots, or adjustment of lot lines;
  3. elevations and a description of the materials proposed to be used on the façade of each proposed building;

4. a statement setting forth the nature of all requested waivers to the lot size, frontage, and setback dimensional requirements of the zoning district in which the project is located. This statement must include the reasons why such modifications or changes are necessary in order to implement the PUD purposes as listed in [Section 6.3.A.](#);
5. Management plans for any natural areas or open space to be conserved, and for all common areas, facilities and services within the PUD, to include a description of ownership, use, and long-term maintenance or management, and associated legal agreements, easements or covenants; and
6. Density calculations used to determine the overall density of development within the PUD, in accordance with the following:
  - a. The maximum number of building units or lots within a PUD shall not exceed the number which could be developed on a parcel based on total parcel acreage, lot size and lot coverage density requirements for the zoning district(s) in which the PUD is located.
  - b. This calculation of the site's overall "yield" shall be used to determine the number of building units or lots that may be clustered or grouped at higher densities on those portions of the parcel that are suitable for development.
  - c. For PUDs within two or more zoning districts, the allowed overall density of development shall be the sum of the allowed density calculated for each area of the PUD within a particular zoning district, using the dimensional standards for that district; however building lots or units may be transferred from that portion of the parcel within the lower density zoning district(s) to developable areas of the parcel within the higher density zoning district(s).
  - d. For PUDs on two or more adjoining parcels, the allowed overall density shall be calculated as the sum of the allowed density for each lot, however building lots or units may be transferred from one parcel to developable areas on another parcel.

E. **Standards:** The following requirements shall be met for the DRB to approve a PUD:

1. The proposed PUD shall include only those uses Permitted by right or a Conditional Use in the district in which the proposed use would be located.
2. The proposed PUD shall be consistent with the goals and policies of the Winooski Municipal Development Plan currently in effect, the purpose of the zoning district(s) in which it is located, and all applicable regulations not modified through PUD review and approval.
3. The proposed PUD shall comply with the Site Plan standards of [Section 6.6](#), the Conditional Use standards of [Section 6.7](#) if applicable, and the Subdivision standards of [Section 6.2.H](#) if applicable.
4. The proposed PUD shall present an environmentally sensitive, effective and unified treatment of the site(s), that:
  - a. locates development on the most developable portions of the site(s), and excludes from development environmentally sensitive areas in accordance with [Section 4.8](#) of these regulations, and preserves, to the extent feasible, natural and scenic qualities of open space, and the historical quality of existing buildings (in accordance with [Section 4.4.E](#) of these regulations);
  - b. is compatible with planned patterns and densities of development for the zoning district(s) in which it is located, including building type, site layout, and pedestrian-scale and orientation while minimizing site disturbance and infrastructure development costs as best as possible;

- c. provides the minimum rear setback required for the zoning district in which the PUD is located along the periphery of the project, and landscaping within the setbacks to maintain district character and to minimize adverse physical or visual impacts from adjoining properties and uses; and
  - d. integrates vehicular, bicyclist and pedestrian circulation with neighboring properties and public rights-of-way, and incorporates adequate parking and access in accordance with Sections 4.2 and 4.12 of these regulations.
- 5. The proposed PUD shall provide such public and nonpublic improvements as may be determined by the Board to conform with the Winooski Municipal Development Plan.
  - 6. If needed, the proposed PUD shall specify reasonable periods within which development of each phase of the PUD may be started and shall be completed.
  - 7. If waivers are needed and requested by the Applicant, grant one or more waivers of the lot size, frontage, and setback dimensional requirements, otherwise applicable under this Ordinance, if the nature of all requested waivers is necessary in order to implement the PUD purposes as listed in Section 6.3.A.
  - 8. If public infrastructure is proposed, require as a condition of PUD Approval that the applicant furnish to the City security to assure the proper development of the PUD according to the standards, conditions, and restrictions specified by the DRB.

#### SECTION 6.4 - REVISIONS TO EXISTING LOT LINES

- A. Modifications or revisions to an approved subdivision plan, plat or the conditions of subdivision approval require a subdivision amendment approved by the ZA or DRB. Any modifications or revisions made to an approved plat without such approval shall be considered null and void, and subject to municipal enforcement as a violation under Article VII.
- B. Modifications or revisions to existing lot lines legally in existence as of the effective date of these regulations require approval by the ZA or DRB. Any modifications or revisions made to an approved plat without such approval shall be considered null and void, and subject to municipal enforcement as a violation under Article VII.
- C. Administrative Amendments.
  - 1. The following are eligible for review and administrative approval by the ZA, unless the ZA determines that the request may not meet these criteria and should instead be referred to the DRB for review under Subsection C.
    - a. Boundary (lot line) adjustments between two or more adjoining parcels that do not result in the creation of new or nonconforming lots and do not materially or substantially alter the findings and conditions of a previous subdivision approval. The adjustments must be prepared and surveyed by a licensed surveyor.
    - b. Merging of two or more lots into one that does not result in the creation of nonconforming lots and do not materially or substantially alter the findings and conditions of a previous subdivision approval. The adjustments must be prepared and surveyed by a licensed surveyor.
    - c. The relocation, modification or expansion of building footprints, parking areas and site improvements within approved building envelopes, as long as such relocations, modifications or expansions comply with the conditions of subdivision approval and other applicable requirements of these regulations.
    - d. The relocation or modification of roadways, utilities and related improvements within approved rights-of-way or utility corridors that otherwise comply with the findings and conditions of subdivision approval and other applicable requirements of these regulations.

- e. Approval of as-built plans that deviate from approved plans to the extent that such deviations do not substantially or materially alter the findings and conditions of subdivision approval.
  - f. Modifications to approved landscaping and screening requirements to allow for the substitution of materials, provided the substitutions meet the conditions of subdivision approval.
  - g. Modifications specifically authorized for administrative review and approval by the DRB in its written decision and conditions of final subdivision approval.
2. The ZA shall issue, post and record administrative amendments in the same manner that zoning permits are issued under [Section 6.10](#), mail a copy of the amendment to all adjainers of record and interested parties to the original subdivision proceedings, and forward a copy to the DRB. An administrative subdivision amendment may be appealed within 15 days of the date of issuance to the DRB under [Section 6.9.A](#).
- D. All other subdivision amendment applications shall be classified by the ZA under [Section 6.2](#), and referred to the DRB for review.

## SECTION 6.5 - SITE PLANS, CONDITIONAL USE & VARIANCES

- A. Development review procedures and related standards under this section apply only to development applications that must be reviewed and approved by the DRB, following a public hearing, before a zoning permit can be issued by the ZA. For land subdivision review procedures, see Part 1 of this Article. Development review procedures under this article include:
- 1. **Site Plan Review.** See [Section 6.6](#).
  - 2. **Conditional Use Review.** See [Section 6.7](#).
  - 3. **Waivers and Variances.** See [Section 6.8](#).
- B. **Coordination of Review.** If land subdivision is also proposed, final subdivision approval is required prior to site plan or conditional use review for the development of a subdivided lot; however site plan or conditional use review may be conducted concurrently with final subdivision review under Article VII as long as the application, notice, procedural requirements and review standards for each are met. Flood hazard area review under Article VI also may be conducted concurrently with site plan or conditional use review under this article.
- 1. For the review of development on a lot that has received prior subdivision approval, the DRB shall consider and incorporate all conditions of subdivision approval applicable to that lot. In the event that a condition of site plan, conditional use or flood hazard area approval is inconsistent with the conditions of subdivision approval, the more restrictive shall apply.
- C. **Application Requirements.** Applications for site plan or conditional use review shall be submitted to the ZA on forms provided by the City.
- 1. Applications shall also include:
    - a. All required fees;
    - b. One original and six 11" x 17" copies of a site development plan;
    - c. Letter of Intent from the Agency of Transportation for access from State Highways;
    - d. Draft legal documents as applicable;
    - e. Other required information or supporting documentation identified from application checklists, or as specified by the ZA; and

- f. Any written requests to waive or modify specific development review standards under Articles II and IV.
  2. The ZA shall refer complete applications to the DRB and copies of application information and public hearing notices to the following for review and comment as appropriate:
    - a. Community officials, including the Police, Fire & Rescue, Code Enforcement, Public Works (highway access, water, sewer, stormwater, etc), Community Service Departments, and the School Superintendent for development that requires or may adversely affect community facilities and services.
    - b. The State National Flood Insurance (NFIP) Coordinator at the Vermont Agency of Natural Resources, Department of Environmental Conservation, River Management Program, for development within the Flood Hazard District (see **Appendix A**).
  3. The applicant is encouraged to contact the above listed officials prior to submitting an application for development review to the DRB, and to incorporate their recommendations in site layout and project design.
  4. No DRB approval shall be issued until written comments have been received or thirty days have elapsed from the date of referral. The failure of the ZA to notify the above listed parties shall not constitute grounds for appeal.
- D. **Hearing.** Within 30 days of receipt of a substantially complete application, the ZA shall schedule a public hearing on the application at the next available DRB meeting to be warned in accordance with the Act [§ 4464].
1. If the hearing includes a variance request on appeal to the DRB, it must be held within 60 days of the date of the filing of a notice of appeal.
  2. The DRB may waive one or more required application materials if it determines that such information is unnecessary to make findings under applicable criteria of these regulations. The DRB also may request additional information, including independent technical analyses, as needed to determine conformance with these regulations. An application will not be considered complete by the DRB until all necessary materials have been submitted.
  3. The Board may recess and continue the hearing to a date and time specified, as necessary to conduct site visits or to allow for the submission of additional information from the applicant or other interested persons. No additional information or comments shall be taken following hearing adjournment.
- E. **Decision.** Within 45 days of the date of hearing adjournment, the DRB shall issue written findings and a decision to approve, approve with conditions, or deny the application. Failure to act within this 45-day period, as decided on appeal, shall be deemed to be approval on the 46<sup>th</sup> day. The DRB may specify as conditions of approval:
1. Modifications or changes to the proposed site layout and project design.
  2. The submission of supporting documentation necessary to achieve or monitor compliance with the standards of these regulations and conditions of approval.
  3. Documentation to be submitted with the application for a certificate of occupancy that all other required municipal and state approvals have been obtained.
  4. Infrastructure improvements and associated easements or other dedications as required to serve the proposed development, or to mitigate off-site impacts resulting from the proposed development, to be installed or paid for by the applicant.
  5. The submission of a development agreement, performance bond or other surety acceptable to the Winooski City Council.

- F. **Appeal.** The applicant or another interested person who participated in the hearing process may either request that the DRB reconsider a decision, or file an appeal of the DRB decision to the Environmental Division of Superior Court, within 30 days of the date of issuance, in accordance with [Section 6.9.B](#). In accordance with the Act [§ 4470], the DRB may reject a request for reconsideration without hearing and render a decision, including findings of fact, within 10 days of the date of filing if it considers the issues raised in the request have been decided in an earlier appeal or involve substantially or materially the same facts as presented by or on behalf of the appellant.
- G. **Effect.** Site plan and conditional use approval by the DRB shall expire with the expiration of the zoning permit, and may be extended only in accordance with [Section 6.11.A.2](#), or as provided for abandoned structures under [Section 4.1](#). Once approved uses or structures are established, site plan and conditional use approvals shall remain in effect and run with the land.

## SECTION 6.6 - SITE PLAN REVIEW

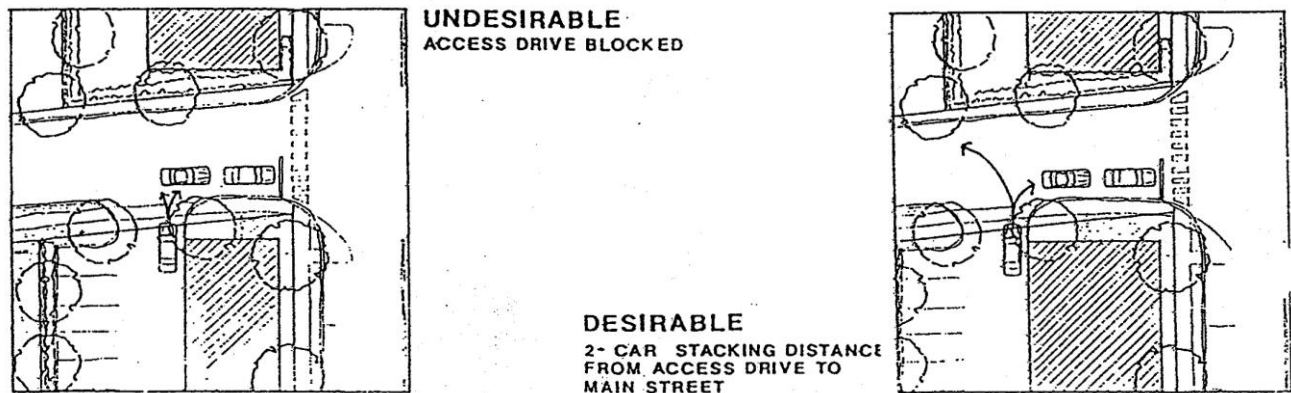
- A. **Intent.** Site plan review is intended to ensure that site layout and development design are functional, safe, attractive, and consistent with the purpose and character of the district(s) in which the development is located. Standards specifically relate to the internal layout of the site, its physical design, and the functional and visual integration of the site with adjoining properties, uses and infrastructure.
- B. **Applicability.** Unless otherwise noted in these regulations, Site plan review is required for all “permitted uses” listed by zoning district under Article II, except for property located in the Downtown Core Zoning District and the Gateway Zoning District; single and two unit dwellings; associated accessory structures and accessory dwellings as specified under [Section 5.1](#); home occupations and home child care facilities as specified under [Sections 5.2 and 5.7](#); signs if not associated with a development proposal; and other uses specifically exempted from these regulations under [Section 6.13](#). Unless otherwise specified, site plan review is required for changes of use as regulated under [Section 4.3](#) when site modifications are proposed that result in changes to curb cuts or access drives; additions to existing structures; new structures; or similar changes that will alter the overall layout or function of the existing site. Uses listed as “conditional uses” under [Article II](#) do not require separate site plan review and approval, but must meet applicable site plan review standards under [Section 6.6](#).
- C. **Standards.** The DRB may consider and impose appropriate safeguards, modifications and conditions relating to the following standards:
1. Existing Site Features. Site layout and design, to the extent physically feasible, shall incorporate and avoid adverse impacts to significant natural, historic, cultural, architectural, archeological, and scenic resources identified from the Winooski Municipal Development Plan; maps and related inventories; site investigation; or other applicable sources in accordance with [Section 4.8](#) – Natural Resource and Open Space; Local Historic, Cultural, Architectural, and Archeological Resources as discussed in [Section 4.4](#); and other relevant sections of these regulations. The DRB may require one or more of the following measures as necessary to avoid or mitigate adverse impacts to natural, scenic and historic resources in the vicinity of the proposed development:
    - a. Increased setback distances or undisturbed buffer areas between proposed development and identified resources.
    - b. The designation of building envelopes sited to exclude identified resource areas, and to limit the extent of site clearing and disturbance.
    - c. Permanent protection of identified resource areas as designated open space.
    - d. The screening of development as viewed from public vantage points and for privacy from neighbors.
    - e. The preparation and implementation of management plans for identified resources.
  2. **Site Layout & Design.** The location and orientation of structures, and supporting infrastructure on the site shall be compatible with their proposed setting and context, as determined from

specific policies of the Winooski Municipal Development Plan, zoning district objectives, existing site conditions and features, adjoining or facing structures in the vicinity, and other applicable provisions of these regulations, including density, setback, height and buffering requirements. To ensure that development is designed in a manner that is consistent with the existing and desired character of the district within which it is located, the following general standards shall apply as specified for particular district:

- a. **Residential Zoning Districts.** Subdivision within this district shall be designed and configured to reinforce a compact residential, pedestrian scale and pattern of development. Lots and building envelopes shall be sized and located to maintain a consistent building line and streetscape along roads, and to maintain privacy in the rear. Subdivisions in this district also shall be designed to incorporate, extend, or connect to existing roads, sidewalks and utility corridors. Sidewalks and other pedestrian facilities shall be provided where physically feasible; new roads in these districts shall be designed to maximize pedestrian and bicycle safety and circulation.
  - b. **Commercial Zoning Districts.** Subdivision within this district shall be designed and configured to reinforce a compact, multistory commercial, residential and/or mixed use, pedestrian scale and pattern of development. Lots and building envelopes shall be sized and located to place buildings at the sidewalk with entrances and windows across the façade. Lots adjacent to residential zoning districts shall maintain a buffer to ease the transition from high intensity commercial districts to the residential districts. Subdivisions in this district also shall be designed to incorporate, extend, or connect to existing roads, sidewalks and utility corridors. Sidewalks, pedestrian and bike facilities shall be provided where physically feasible; and new roads in these districts shall be designed to maximize pedestrian and bicycle safety and circulation. Parking shall be placed behind buildings to the extent possible. Parking shall be placed either behind, within, or to the side of structures. Any development within the Downtown Core district is subject to the Master Plan as described in [Article II](#).
  - c. **Industrial Zoning Districts.** Subdivisions within the Industrial Districts shall be designed and configured to avoid undue adverse impacts to existing natural resources. Lots adjacent to residential zoning districts shall maintain a buffer to ease the transition from industrial uses to residential uses. Subdivisions in this district also shall be designed to incorporate, extend, or connect to existing roads, sidewalks and utility corridors. Sidewalks, pedestrian facilities, bike facilities shall be provided where physically feasible; and new roads in these districts shall be designed to maximize pedestrian and bicycle safety and circulation. Parking shall be placed behind buildings to the extent possible.
3. **Vehicle Access.** Vehicular access, including road intersections, shall meet applicable City and state access management and design standards, including those set forth in [Section 4.2](#). Curb cuts and road intersections shall not create hazards to vehicles, pedestrians or bicyclists on site or on adjoining roads, sidewalks and pathways. To ensure safety and manage access in a manner that maintains road capacity the DRB, in consultation with the City or state highway officials may:
- a. Limit the number and size of curb cuts in accordance with [Section 4.2D.1](#).
  - b. Require the reduction, consolidation or elimination of noncomplying curb cuts.
  - c. For parcels having direct access to more than one road, limit access to a side street or secondary (less traveled) road.
  - d. Require shared access between adjoining properties with compatible uses, to be installed immediately if similar provision has been made on a contiguous parcel, or to be contingent upon the development or redevelopment of a contiguous parcel(s).
  - e. Require access and driveway redesign as necessary to allow for emergency vehicle access.

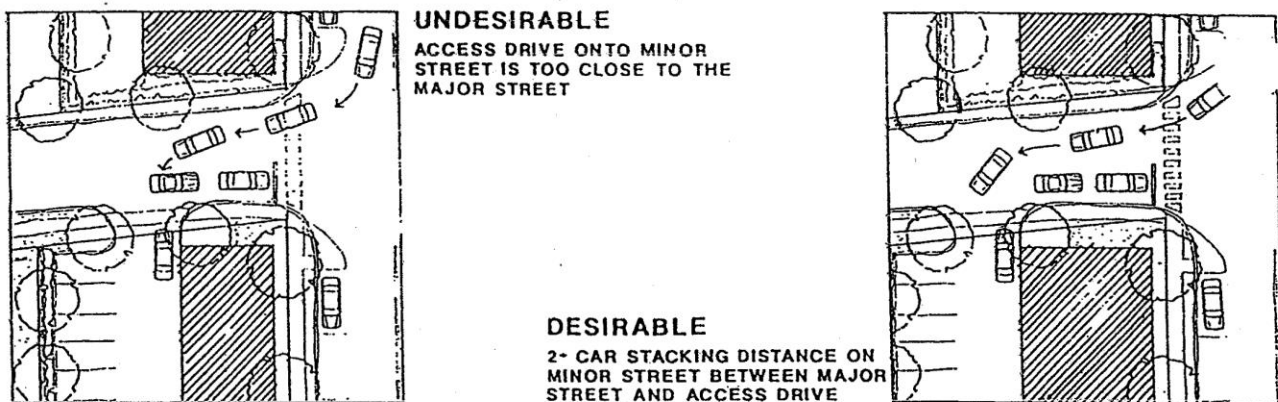
- f. Provide adequate separation between road intersections and vehicle access drives for adequate stacking space, ease of mobility, and vehicle and pedestrian safety as depicted in Figure 1 – Intersection Stacking Space.

**FIGURE 1 – Intersection Stacking space**



- g. Locate vehicle access points so as to neither obstruct the free flow of traffic on public streets nor from the site as illustrated in Figure 2 – Corner Clearance.

**FIGURE 2 – Corner Clearance**



4. **Parking, Loading & Service Areas.** On-site parking, loading and service areas shall be provided in accordance with the requirements of [Section 4.12](#), and the following, with particular attention given to pedestrian and vehicular safety:
  - a. Vehicle parking areas shall be located to the rear or side of the principal building(s), unless otherwise permitted by the DRB due to site constraints that would prevent reasonable use of the property or result in unsafe traffic conditions.
  - b. Vehicle parking areas shall be landscaped to avoid large, uninterrupted paved areas in accordance with [Section 4.12](#), and screened to minimize their visibility from public rights-of-way and neighboring properties.
  - c. Shared parking and/or driveway connections to parking areas on adjacent properties with compatible uses, or provisions for future shared parking or driveway connections to adjoining parcels contingent upon their development or redevelopment, shall be required where physically feasible. In the event that such connections allow for shared

parking between properties, overall parking requirements may be reduced pursuant to **Section 4.12.**

- d. The off-street loading requirements shall apply only to commercial, business, industrial and institutional buildings and uses constructed, enlarged or extended after enactment of these requirements. These requirements shall not apply to buildings lawfully repaired or improved if no change of use or increase in floor space is made.

- i. The number of loading spaces to be provided shall be as follows:

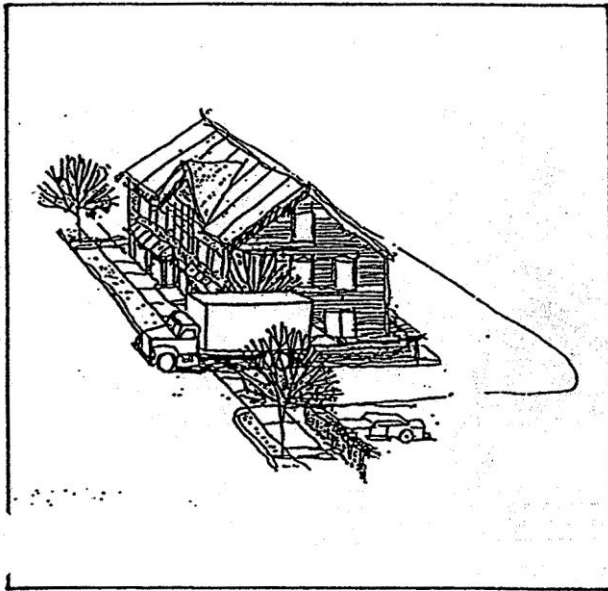
| <b>Square Feet of Gross Floor Area</b> | <b>Required Number of Loading Spaces</b> |
|----------------------------------------|------------------------------------------|
| 0 – 15,000 square feet                 | 1                                        |
| 15,001 – 40,000 square feet            | 2                                        |
| 40,001 – 100,000 square feet           | 3                                        |
| 100,001 – 160,000 square feet          | 4                                        |
| Each additional 80,000 square feet     | 1                                        |

- ii. Loading spaces shall have the following dimensions:

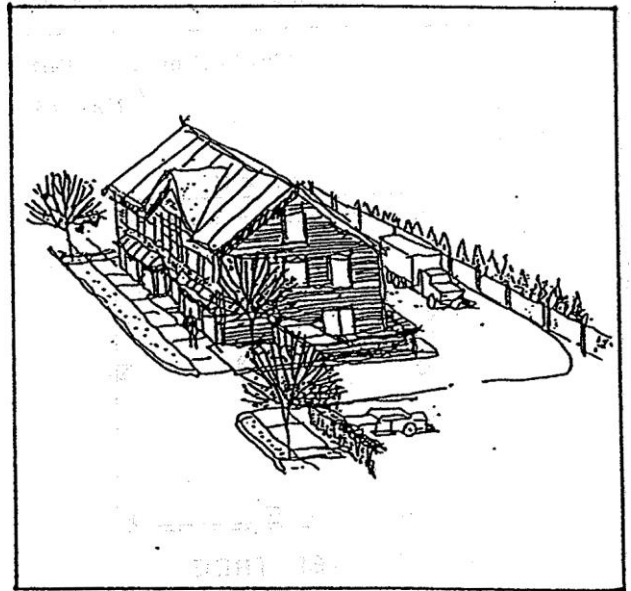
|                            |         |
|----------------------------|---------|
| Minimum Width              | 10 feet |
| Minimum Length             | 25 feet |
| Minimum Height if Enclosed | 14 feet |

- e. In the event the parcel on which the off-street loading is to be located abuts upon an alley of sufficient size to accommodate vehicles, the loading space shall use the alley for access and not the public street.
- f. When the loading space is to access upon a public street the maximum curb cut allowed shall be 25 feet.
- g. All loading spaces shall provide adequate room for the vehicles to turn around so as to avoid the necessity of backing into a street or alley.
- h. Loading and service areas shall be provided onsite. Such areas shall be located, landscaped, and/or screened to minimize their visibility from public rights-of-way and neighboring properties. Techniques include, but are not limited to the integration of facilities with building architecture and providing a minimum 6-foot-high screen within a minimum 6-foot-wide buffer as illustrated in Figure 3 Loading Area Placement.

**FIGURE 3 – Loading Area Placement**



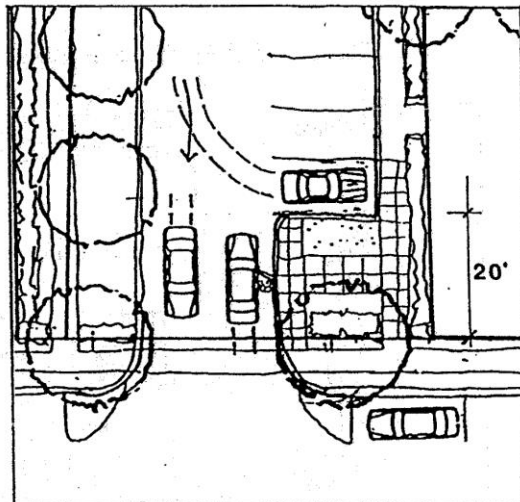
**UNDESIRABLE  
LOADING AREA HIGHLY VISIBLE  
WITH DELIVERY VEHICLES  
DISRUPTING PEDESTRIAN &  
VEHICULAR TRAFFIC**



**DESIRABLE  
LOADING AREA AT REAR OF  
BUILDING, WELL SCREENED FROM  
NEIGHBORING USES**

- i. The outdoor storage or display of goods, supplies, vehicles, equipment, machinery or other materials is prohibited unless specifically approved by the DRB within a designated area, or as otherwise allowed for a specific use. Secured, covered and screened areas shall be provided for the collection and on-site storage of trash and recyclables generated by the proposed development consistent with [Section 4.11](#).
5. **Site Circulation.** Provision shall be made for adequate and safe onsite vehicular and pedestrian circulation, with consideration given to the intended use of the property, the location of accesses, buildings, parking areas, and existing facilities onsite and on adjoining properties in accordance with [Sections 4.2 and 4.12](#).
  - a. The site plan shall include clearly marked travel lanes, pedestrian crossings, and pedestrian paths or sidewalks that connect buildings, parking areas, and adjoining properties, unless it is determined by the DRB that such facilities are unnecessary to ensure vehicular and pedestrian safety and convenience.
  - b. The site plan shall incorporate sidewalks, recreation paths, proposed rights-of-way and related infrastructure improvements identified in duly adopted municipal improvement plans (e.g., sidewalk or streetscape plans), capital budgets or programs.
  - c. Where surface parking is provided for multi-unit residential developments or non-residential uses (including mixed-use development), a front yard landscape buffer shall be provided to create stacking and maneuverability space for vehicles entering and exiting the development site, create a safety barrier between parked cars and pedestrians on the public sidewalk, and provide screening. The front yard parking buffer shall be a minimum 20 feet wide to accommodate a car length, and landscaping a maximum of 3 feet high so as to not obstruct sight distances as illustrated in Figure 4 – Frontyard Buffer and Stacking Space.

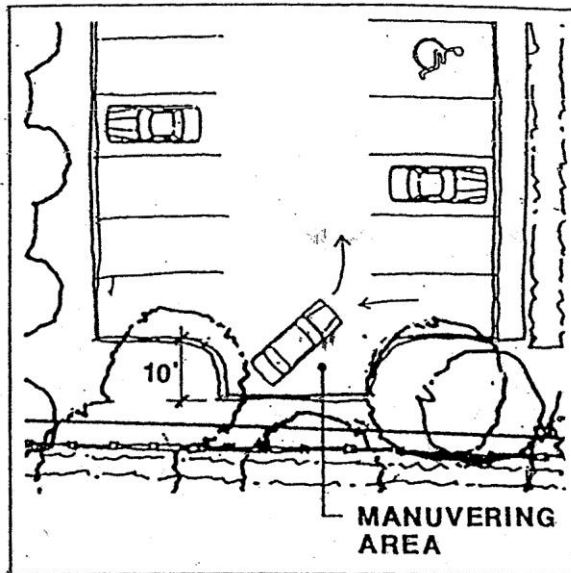
**FIGURE 4 – Frontyard Buffer and Stacking Space**



**PROVIDE ONE CAR STACKING DISTANCE  
BETWEEN SIDEYARD PARKING &  
STREET, ALLOWS FOR LANDSCAPE  
BUFFER**

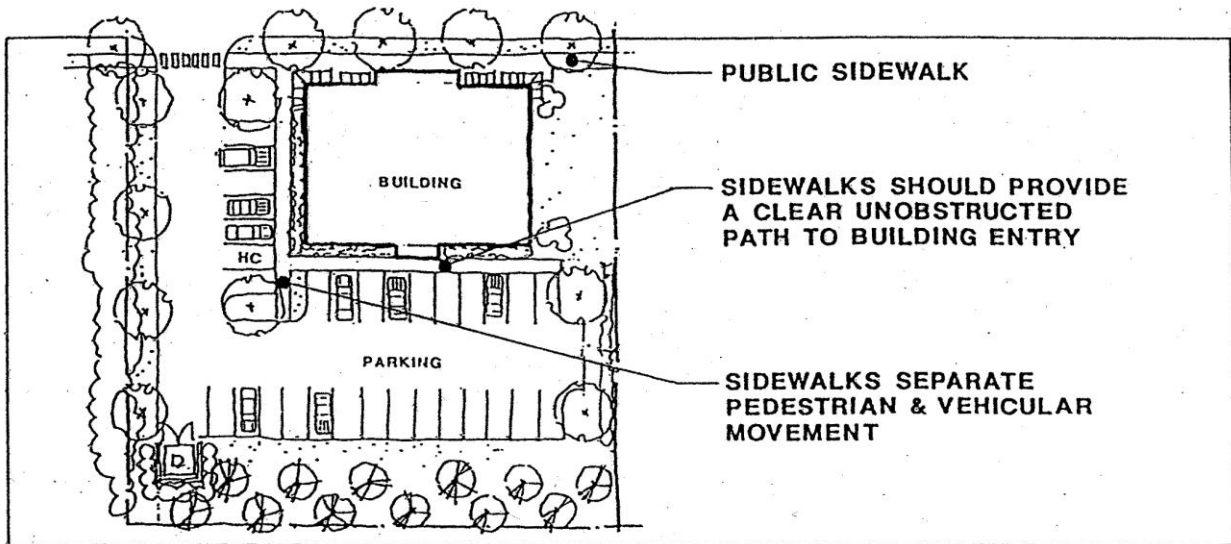
- d. Provide adequate maneuvering areas for vehicles such as utility and emergency trucks to serve the property and avoid backing onto a public right-of-way as illustrated in Figure 5 – Indentation Area for Maneuvering.

**FIGURE 5 – Indentation Area for Maneuvering**



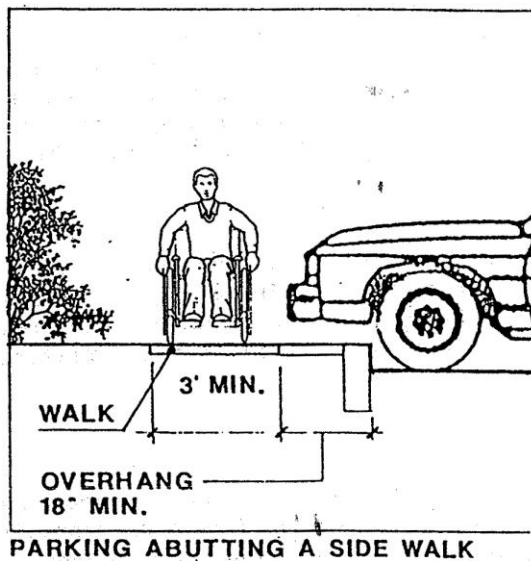
- e. Sidewalks shall be provided between site circulation drives, parking areas, and buildings to separate vehicular and pedestrian traffic as depicted in Figure 6 – Sidewalks as a Component of the Site Design.

**FIGURE 6 – Sidewalks as a Component of the Site Design**



- f. Increase walkway widths when parking stalls directly abut a sidewalk to accommodate vehicle overhangs and reduce conflicts as identified in Figure 7 – Avoid Conflicts – Provide Adequate Walkway Width in Parking Areas:

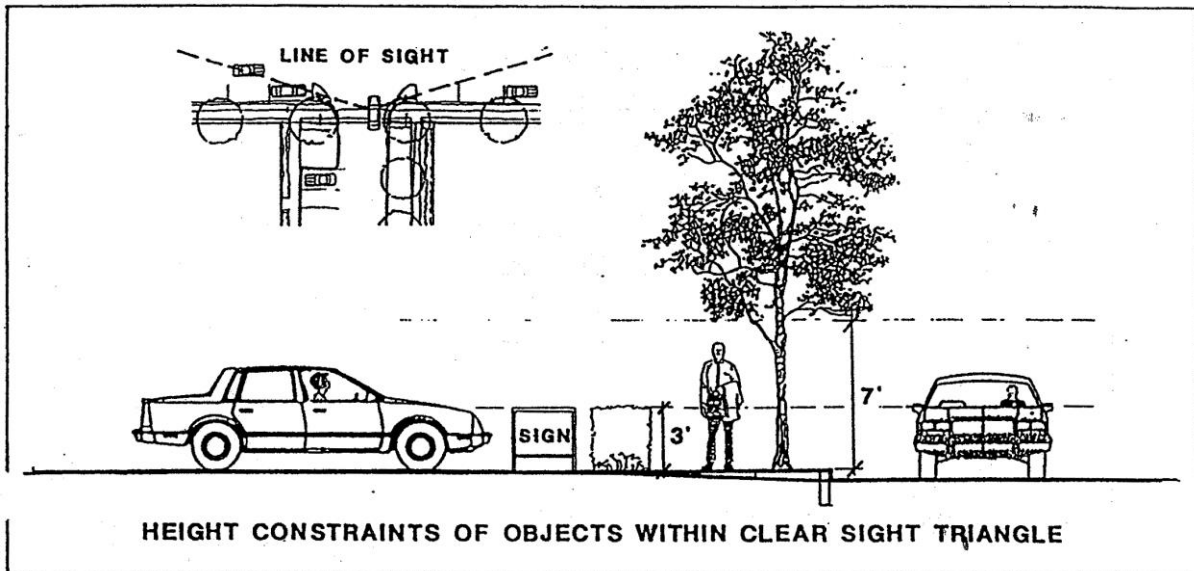
**FIGURE 7 – Avoid Conflicts – Provide Adequate Walkway Width in Parking Areas**



- g. Alternative paving materials shall be used to designate walkway areas and building entrances, and add visual interest and sense of pedestrian scale to sites. Alternatives to asphalt include, but are not limited to, textured and exposed aggregate concrete, paver blocks, and bricks.
6. **Outdoor Lighting.** Outdoor lighting installations shall be provided for safety at intersections, in parking areas, along walkways, at entryways and between buildings; and shall meet the requirements of [Section 4.10](#). The DRB may require the submission of an outdoor lighting plan, prepared by a qualified engineer or lighting expert, for projects determined by the DRB to pose a potential for significant off-site lighting impact due to the number, location and/or intensity of proposed lighting fixtures.

7. **Stormwater Management and Erosion Control.** Temporary and permanent stormwater management and erosion control measures shall be used during all phases of development as necessary to minimize surface runoff and erosion, protect water quality, and to avoid damage to downstream properties and infrastructure in conformance with [Section 4.15](#).
8. **Landscaping and Screening.** Landscaping and screening shall be provided in accordance with [Section 4.7](#). The following are minimum requirements, unless evidence of existing site conditions, such as existing vegetation or slope conditions, can be shown to meet the intent of these regulations:
  - a. Screening shall be provided along the perimeter of the parking lot to improve the appearance of the site and minimize noxious characteristics. Utilize evergreens for screening and deciduous trees for shade within the lot and adjacent to public streets. Canopy shade trees should be placed at an average distance not to exceed 30 feet on center and aligned parallel three to seven feet behind the property line. Plant land between trees with shrubs, ground cover or lawn.
  - b. Place and maintain front yard landscaping so that it does not obstruct lines of sight at points of egress from the site as depicted in Figure 8 – Site Distance at Egress Points.

**FIGURE 8 – Site Distances at Egress Points**



- c. Landscaping shall be designed to filter and infiltrate stormwater runoff on the site wherever feasible.
- d. In addition to the above requirements, parking lots in commercial or industrial districts that abut a residential district shall provide a planting screen with a minimum height of 4 feet at the time of planting, and shall be of a sufficient density throughout the year to provide adequate privacy to the residential district.
- e. It shall be the responsibility of the owner of the property for which such parking and/or circulation is provided to maintain and replace, when necessary, such plantings.

## SECTION 6.7 - CONDITIONAL USE REVIEW

- A. **Purpose.** These conditional use regulations are enacted to provide for a more detailed consideration of development proposals which may present a greater impact on the community. Typically, land uses are subject to conditional use review because their scale, intensity and potential for off-site impacts warrant

more careful scrutiny by the DRB. Standards and conditions relate to the identification, avoidance and/or mitigation of potential impacts.

- B. **Applicability.** Conditional Use review is required for the approval of all development identified as "Conditional Use" or "CU" in the Use Table in [Section 2.4](#), any particular circumstances listed under [Article IV](#) that elevates a development proposal to a Conditional Use review status, and any Special Use identified as needing Conditional Use review in [Article V](#).
- C. **General Standards.** Conditional use approval shall be granted by the DRB only upon finding that the proposed development shall not result in an undue adverse effect on any of the following:
1. The capacity of existing or planned community services or facilities. The applicant and DRB shall consider the demand for community services and facilities resulting from the proposed development in relation to the available capacity of existing and planned community services and facilities. Community facilities and services that may serve a proposed development include schools, emergency services, municipal water supply and wastewater treatment, public parks and trail networks, and public utilities as identified from the Winooski Municipal Development Plan, an adopted municipal capital improvement program, or through site investigation.
    - a. Available capacity shall be determined through consultation with municipal and state officials having jurisdiction over affected services and facilities, and consideration of any duly adopted municipal capital budget and program in effect.
    - b. Conditions will be imposed as necessary to ensure that the demand for community facilities or services does not exceed available capacity. Such conditions may include the phasing of development, the installation of facilities or improvements by the developer as required to serve the proposed development, and the submission of a development agreement, performance bond, or other surety, as approved by the City Council, for the installation of such facilities or improvements.
  2. **The character of the area affected.** The applicant and DRB shall consider the location, scale, type, density and intensity of the proposed development in relation to the character of the area affected, as defined by zoning district purpose statements and specifically stated and relevant policies and standards of the Winooski Municipal Development Plan.
    - a. Mitigation measures shall be employed by the applicant as necessary to avoid undue adverse impacts to the character of the area. These measures may include site plan or building design modifications; increased setback distances, buffers, or screening; the designation of building envelopes to minimize impacts to significant natural, historic or scenic resources or other measures acceptable to the DRB.
  3. Traffic on roads and highways in the vicinity evaluated in terms of increased demand for parking, travel during peak commuter hours, safety, contributing to congestion, as opposed to complementing the flow of traffic and/or parking needs.
    - a. Conditions shall be imposed as necessary to mitigate undue adverse impacts to existing and planned road and intersection improvements, levels of service (LOS) and volume-to-capacity (v/c) ratios. Rather than focusing on incremental and often inconsequential changes between different levels of service, the v/c measure provides information on whether capacity of an intersection is being fully utilized and recognizes that areas intended for additional development will have an impact on traffic congestion that cannot be wholly avoided, nor should it be for a thriving urban environment. In addition, LOS measures quality of service of a transportation facility from a driver's perspective based on how quickly vehicles can move through an intersection, and this is not necessarily the best measure for safety and adequacy of roadways for bicyclists and pedestrians. Such conditions may include the phasing of development in relation to planned highway improvements, traffic management strategies including transportation demand management strategies, or physical improvements to the road network required to serve the proposed development, to be paid for and installed by the applicant, and the submission of a development agreement, performance bond, or other surety as approved by the City Council, for the installation of such improvements.

4. **Bylaws in effect.** The applicant and DRB shall consider whether the proposed development complies with all municipal bylaws and ordinances in effect at the time of application, including other applicable provisions of these regulations and the Municipal Development Plan. No development shall be approved in violation of existing municipal bylaws and ordinances.
    - a. Conditions may be imposed by the DRB as necessary to ensure compliance with municipal bylaws and ordinances. Certificates of occupancy for an approved project shall not be issued until all required municipal, state and federal permits have been obtained.
  5. **The utilization of renewable energy resources.** The proposed development shall not interfere with the sustainable use of renewable energy resources, including access to, or the direct use or future availability of such resources.
    - a. Conditions may be imposed as necessary to ensure long-term access, use, and availability of such resources onsite or on adjoining properties.
- D. **Specific Standards.** The DRB also may consider the following standards and impose conditions as necessary to reduce or mitigate any identified adverse impacts of a proposed development:
1. **Performance Standards.** The proposed use shall comply with all performance standards set forth in **Section 4.13**. In determining compliance, the DRB may consult with state officials and consider accepted industry standards. To ensure compliance, the DRB may include as conditions of approval:
    - a. Require documentation that proposed uses, processes, or equipment will comply with applicable performance standards.
    - b. Require increased setback distances and buffers from property lines.
    - c. Reasonably limit hours of operation.
  2. **Legal Documentation.** Legal documentation shall be provided as necessary to ensure that that all required improvements, rights-of-way and easements, and other common lands or facilities will be installed and adequately maintained either by the applicant, an owners association, or through other legal means acceptable to the DRB.

## SECTION 6.8 - WAIVERS & VARIANCE REVIEW

- A. **Applications & Review Standards.** The DRB may waive application requirements, and site plan or conditional use review standards under **Sections 6.6 and 6.7**, that it determines are not relevant to a particular application.
- B. **Dimensional Waivers.** The DRB, in association with site plan or conditional use review, or on appeal of a ZA's determination, may reduce minimum district setback requirements (under **Table 2.5**) or minimum surface water and wetland setbacks (under **Section 4.8**) in accordance with the Act [§ 4414] and the following requirements.
  1. A waiver request, including information regarding the specific circumstances, need and justification for the waiver shall be submitted in writing with the application for site plan or conditional use review.
  2. A waiver under this section may be granted by the DRB only as necessary to:
    - a. Allow for the reasonable development and use of a pre-existing nonconforming lot under **Section 4.9**.
    - b. Allow for additions or improvements to a pre-existing nonconforming structure under **Section 4.9**.

- c. Comply with federal or state public health, safety, access and disability standards.
  - d. Allow for the siting of renewable energy structures.
- 3. The minimum required setback distance shall be reduced by no more than 50% under this provision. Variance approval under **Section 6.8** shall be required for any further reduction in dimensional requirements.
- 4. In granting a waiver under this section, the DRB shall find, based upon clear and convincing evidence of a specific need and circumstances that:
  - a. No reasonable alternative exists for siting the structure, addition or improvement outside of the required setback area.
  - b. The reduced setback is not contrary to public health, safety and welfare, stated objectives and policies of the Winooski Municipal Development Plan, or the intent of these regulations.
  - c. The waiver represents the minimum setback reduction necessary to allow for the proposed development.
  - d. Any potential adverse impacts resulting from reduced setbacks on adjoining properties, surface waters or wetlands shall be mitigated through site design, landscaping and screening, or other accepted mitigation measures.
- C. **Variances.** In accordance with the Act [§ 4469], a variance from the provisions of these regulations may be granted by the DRB for a structure only if literal enforcement of these regulations results in undue hardship to the appellant that precludes any reasonable use of the property.
  - 1. The DRB shall hear and decide requests for variances in accordance with the appeal procedures under **Section 6.9**. Variance requests also may be considered concurrently with site plan or conditional use review. The request for a variance shall include:
    - a. Information required under **Section 6.9** and the Act [§ 4466] for a notice of appeal, including:
      - i. a copy of the application, or brief description of the property in question for which a variance is being requested,
      - ii. a reference to the regulatory provisions from which a variance is requested,
      - iii. a description of the relief requested, and
      - iv. the grounds why the requested relief is proper, under the circumstances.
    - b. Information necessary to make findings under each of the variance criteria specified below.
  - 2. The DRB shall grant a variance, and render a decision in favor of the applicant or appellant, only if all of the following facts are found, and the findings are specified in its written decision:
    - a. There are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that unnecessary hardship is due to these conditions and not the circumstances or conditions generally created by the provisions of these regulations in the neighborhood or district in which the property is located.
    - b. Because of such physical circumstances and conditions, there is no possibility that the property can be developed in strict conformity with the provisions of these regulations and that the authorization of a variance is necessary to enable the reasonable use of the property.

- c. The unnecessary hardship has not been created by the applicant or appellant.
  - d. The variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, or be detrimental to the public welfare.
  - e. The variance, if authorized, will represent the minimum that will afford relief and will represent the least deviation possible from these regulations and from the plan.
3. Variances within the Flood Hazard Area District. In addition to requirements under **Section 6.8.C**, variances from flood hazard area development standards are also subject to requirements in Appendix A.

## SECTION 6.9 - APPEALS

- A. **Zoning Administrator Decisions.** An applicant or other "interested person" as defined under the Act [§ 4465] may appeal a decision or act of the ZA within 15 days of the date of the decision or act by filing a notice of appeal with the Clerk of the DRB, and by filing a copy of the notice with the ZA.
- 1. **Notice of Appeal.** A notice of appeal filed with the DRB under this section shall be in writing and include the following information:
    - a. the name and address of the appellant;
    - b. a brief description of the property with respect to which the appeal is taken;
    - c. a reference to applicable provisions of these regulations;
    - d. the relief requested by the appellant, including any request for a variance from one or more provisions of these regulations; and
    - e. the alleged grounds why such relief is believed proper under the circumstances.
  - 2. **Variances.** A variance request under the Act [§ 4469] and **Section 6.8** may be considered on appeal, or concurrently with site plan or conditional use review, as long as the requirements of this section are met. Applicants or appellants shall submit information sufficient for the DRB to make required findings under all variance criteria under **Section 6.8** and, for development within Special Flood Hazard Areas, also under **Section Appendix A**.
  - 3. **Hearing.** The DRB shall hold a public hearing on a notice of appeal within 60 days of its filing. The DRB shall give public notice of the hearing under the Act [§ 4464], and shall mail a copy of the hearing notice to the appellant not less than 15 days prior to the hearing date.
  - 4. In accordance with the Act [§ 4470], the DRB may reject an appeal without hearing, and render a written decision that includes findings of fact, within 10 days of the filing of the notice of appeal, if the DRB determines that the issues raised by the appellant have been decided in an earlier appeal or are based on substantially or materially the same facts by or on behalf of the appellant.
  - 5. All appeal hearings shall be open to the public. Any interested person or body may appear and be heard in person or be represented by an agent or attorney at the hearing. The hearing may be adjourned and continued by the Board from time to time, provided that the date and place of the adjourned hearing shall be announced at the hearing.
  - 6. A decision on appeal shall be rendered within 45 days after the adjournment of the hearing. The decision shall be sent by certified mail to the appellant within the 45-day period. Copies of the decision also shall be mailed to every person or body appearing and having been heard at the hearing, and filed with the ZA and the City Clerk as part of the public records of the municipality, in accordance with the Act [§ 4464].

7. The City Council shall set the fee for appeals of ZA decisions. All costs incurred by the city in association with the appeal shall be borne by the appellant.

B. **DRB Decisions.** The applicant, appellant, or any other interested person who has participated in an appeal proceeding of the DRB under this section may appeal a decision rendered by the DRB, within 30 days of such decision, to the Environmental Division of Vermont Superior Court in accordance with the Act [§ 4471].

1. "Participation" in a board proceeding shall consist of offering, through oral or written testimony, evidence of a statement of concern related to the subject of the proceeding.

2. The notice of appeal shall be filed by certified mailing, with fees, to the Environmental Court and by mailing a copy to the ZA who shall supply a list of interested persons (including the applicant if not the appellant) to the appellant within five business days. Upon receipt of the list of interested persons, the appellant shall, by certified mail, provide a copy of the notice of appeal to every interested person. If any one or more of those persons are not then parties to the appeal, upon motion they shall be granted leave by the court to intervene.

C. **Reconsiderations.** A request for reconsideration of a DRB decision may be submitted to the DRB by an interested party within 30 days of the date of the decision. The request must include new information that the DRB had not previously considered. In accordance with the Act [§ 4470], the DRB may reject the request for reconsideration without hearing and render a decision, including findings of fact, within 10 days of the filing of the application if the DRB determines that the issues raised on appeal have been decided in an earlier appeal, or involve substantially or materially the same facts by or on behalf of the appellant.

## SECTION 6.10 - ZONING PERMITS

A. **Applicability.** No land development subject to these regulations shall commence in the City of Winooski until a zoning permit has been issued by the ZA, in accordance with the Act [§ 4449].

B. **Application Requirements.** The application for a zoning permit must be submitted to the ZA on forms provided by the city, along with any application fees as established by the Winooski City Council. In addition, the following will be required as applicable:

1. Applications for permitted uses shall include a statement describing the existing and intended use of the land and structures and/or any proposed structural changes, and be accompanied by a copy of a sketch plan, no smaller than 8.5" x 11", drawn to scale, that accurately depicts the following:

- a. the dimensions of the lot, including existing and proposed property boundaries;
- b. the location, footprint, and height of existing and proposed structures and additions;
- c. the location and dimensions of existing and proposed accesses (curb cuts), driveways and parking areas;
- d. the location of existing and proposed easements, rights-of-way and utilities;
- e. setbacks from property boundaries, road rights-of-way, surface waters, and wetlands;
- f. the location of existing and proposed water and wastewater connections; and
- g. such other information as may be needed to determine compliance with these regulations as specified by the ZA.

2. For development requiring one or more approvals from the DRB and/or City Council prior to the issuance of a zoning permit, application information and fees shall be submitted concurrently with the application for a zoning permit. The ZA shall refer the application to the appropriate board or municipal official following submission.

3. Additional copies of applications for development within Special Flood Hazard Areas under Appendix A, as provided by the applicant, must be forwarded by the ZA to the State Floodplain Coordinator within 10 business days of receipt of the application. All other applications that require referral to a state agency shall be done by the applicant with evidence of that submission provided to the ZA prior to the issuance of any zoning permit.
  4. The ZA or DRB may reject an application that misrepresents any material fact, in accordance with the Act [§ 4470a].
- C. Issuance of Zoning Permits. A zoning permit shall be issued by the ZA only in accord with the following provisions:
1. No zoning permit shall be issued by the ZA for any use or structure that requires approval of the DRB until DRB approval has been obtained. DRB decisions, including approvals, may be appealed under **Section 6.9.B**; however, administrative zoning permits issued by the ZA for DRB-approved development cannot be separately appealed under **Section 6.9.B**.
  2. No zoning permit shall be issued by the ZA for the development of a lot for which subdivision approval is required until subdivision approval has been granted by the DRB.
  3. For uses requiring state agency referral, no zoning permit shall be issued until a response has been received from the state, or the expiration of 30 days following the submission of the application to the state, whichever is sooner.
  4. If public notice has been issued by the Winooski City Council for their first public hearing on a proposed amendment to these regulations, the ZA shall issue a zoning permit for development that is subject to the proposed amendment only in accordance with the requirements of the Act [§ 4449(d)].
  5. Within 30 days of receipt of a complete application, including all application materials, fees and required approvals, the ZA shall act to either issue or deny a zoning permit in writing, or to refer the application to the DRB. If the ZA fails to act within the 30-day period, on appeal to the DRB a permit shall be deemed issued on the 3<sup>1st</sup> day.
  6. All zoning permits shall include a statement of time within which appeals may be taken under **Section 6.9.A**; and shall require the posting of a notice of permit, on a form prescribed by the city, within view of the nearest public right-of-way most nearly adjacent to the subject property until the time for appeal has expired.
  7. The ZA shall deliver a copy of the permit to the Assessor and post a copy of the permit at the city office within three days of the date that the permit is issued. The permit shall be posted for a period of 15 days from the date of issuance.

## SECTION 6.11 - EFFECTIVE DATES AND PERMIT RENEWALS

- A. **Zoning Permits.** No zoning permit shall take effect until the time for appeal under **Section 6.9.A** has passed or, in the event that a notice of appeal is properly filed, until the appeal has been decided. Permits shall remain in effect for one year from the date of issuance, unless the permit specifies otherwise.
1. Development authorized by a zoning permit shall be substantially commenced within this period or the zoning permit shall become null and void, unless a permit extension is obtained by the permittee.
  2. A one-year administrative extension may be granted by the ZA if the extension is requested prior to the permit expiration date and the ZA determines that there was reasonable cause for delay in starting development. "Reasonable cause for delay" shall be based on a determination that:
    - a. The delay is the result of delays in a state or federal permitting process; or

- b. The applicant has made a good faith effort to exercise his rights under the permit and, though the use or actual construction of structures authorized permit has not begun, the permittee is conducting work at the site in furtherance of the permitted project.
3. Only recording fees shall be assessed for an administrative extension.
4. A one-year permit extension granted under this subsection is not renewable. Should the permittee fail to substantially commence the project within the one-year extension period, he or she will be required to submit a new application for development.

B. DRB Approvals. DRB approvals shall remain in effect as follows:

1. Subdivision Approval. Final subdivision approval by the DRB shall remain in effect and run with the land, and legally recorded subdivision plats, as approved by the DRB. For purposes of these regulations, any lot approved by the DRB as part of a planned unit development under **Section 6.3** is considered a conforming lot.
2. Site Plan and Conditional Use Approval. Site plan and conditional use approval by the DRB shall expire with the expiration of the zoning permit, and may be extended only in accordance with **Section 6.11.A.2** above; or as provided for abandoned structures under **Section 4.1**. Once approved uses or structures are established, site plan and conditional use approvals shall remain in effect and run with the land.
3. Variance Approval. Variance approval expires with the expiration of a zoning permit. Variance approval shall remain in effect and run with the land for structures or structural alterations that are constructed in strict compliance with the conditions of variance approval.

## SECTION 6.12 - CERTIFICATES OF OCCUPANCY/COMPLIANCE

- A. Certificate of Occupancy/Compliance.** A certificate of occupancy issued by the ZA is required prior to the use or occupancy of land, a principal structure, or part thereof, for which a zoning permit has been issued. The purpose of this certificate is to ensure that the use or structure, as established, conforms to these regulations and the conditions of approval.

Certificates of occupancy shall not be required for certain exterior residential accessory structures, unless those structures are located within a Flood Hazard Overlay District (Special Flood Hazard Areas). Those exterior residential accessory structures, outside of the Flood Hazard Overlay District (Special Flood Hazard Areas), which are exempt from obtaining a certificate of occupancy are: satellite dishes, play structures, tree houses, doghouses, and sheds under 100 sq. ft. All exterior residential accessory structures must, however, comply with all other requirements of these regulations and conditions of approval.

1. The applicant shall submit an application for a certificate of occupancy including as-built drawings where applicable, to the ZA upon substantial completion of required improvements, but prior to the use or occupancy of the land or structure.
  - a. Substantially Complete. A development shall be deemed substantially complete if it meets all applicable permit requirements and conditions, and is habitable or otherwise able to be occupied or used for its intended purpose.
  - b. Certificates of occupancy may be issued on a unit by unit basis.
2. A certificate of occupancy shall not be issued until:
  - a. The applicant documents that all necessary permits and approvals required by these regulations, including applicable state and federal permits, have been obtained.
  - b. The applicant provides certification from a professional engineer or site technician (designer) licensed by the state that wastewater and water supply systems have been installed and tested as approved by the state.

- c. The applicant provides certification from a licensed engineer that all permitted road and driveway improvements have been completed in conformance with approved plans.
  - d. The ZA determines that the development has been completed in conformance with permits and approvals, from as-built drawings submitted by the applicant and/or site inspection.
3. The ZA shall inspect the premises to ensure that all work has been completed in conformance with the zoning permit and associated approvals prior to issuing a certificate.
  4. A certificate of occupancy shall be issued or denied by the ZA within 14 business days of receipt of the complete application. If the ZA fails to either grant or deny the certificate of occupancy within 14 days of the submission of an application, the certificate, on appeal, shall be deemed issued on the 15<sup>th</sup> day.
  5. Certificates of occupancy shall be posted, delivered and recorded in the Winooski land records and in the zoning file for the property in the same manner as zoning permits.
  6. The ZA's decision to issue or deny a certificate of occupancy may be appealed to the DRB under **Section 6.9.A.**

## SECTION 6.13 - EXEMPTIONS

- A. The following uses and structures have been determined to impose no impact or a de minimus impact on the surrounding area and the overall pattern of land development in the City in accordance with the Act [§ 4446] and, unless otherwise regulated under the Flood Hazard Area Overlay District (Article VI), are exempted from these regulations. Outside of Special Flood Hazard Areas, no municipal permits or approvals shall be required for:
  1. The normal maintenance and repair of existing structures, utilities and infrastructure which does not result in any expansion or relocation, including any change to the footprint or height of a structure, or a change in use.
  2. Residential entry stairs (excluding decks and porches), handicap ramps, walkways, and fences or walls in accordance with **Section 4.6.**
  3. Exterior patios constructed without a permanent foundation.
  4. Minor fill, grading or excavation that is incidental to regular driveway maintenance, and to residential lawn and yard maintenance and which does not change the existing elevation of land by more than two feet over a total area of no more than 2,000 square feet.
  5. Resurfacing an existing driveway that does not result in driveway or road widening or relocation.
  6. Recreational trails or paths located outside of required stream and wetland buffer areas under **Section 4.8** that do not involve or require the development, construction or use of structures or parking areas (e.g., walking, hiking, cross-country skiing and/or snow mobile trails).
  7. One accessory structure per lot, with written notification to the ZA, provided that the structure does not exceed 100 square feet in floor area and 10 feet in height and meets all setback distances for the district in which it is located.
  8. Transit or bus stop shelters approved by the Winooski City Council or the Vermont Agency of Transportation, which do not exceed 200 square feet in area and 12 feet in height, are set back at least five feet from edge of the travel lane, and do not otherwise interfere with corner visibility or sight distances for vehicular traffic.
  9. Garage sales in accordance with **Section 5.4.**
  10. A home occupation in accordance with **Section 5.7.**

- B. The following uses are specifically exempted from local land use and development regulations in accordance with the Act [§§ 4412, 4413]. No zoning permit or approval shall be required for:
1. Accepted agricultural and best management practices (AAPs, BMPs) as those practices are defined by the Secretary of the Agency of Agriculture, Food and Markets, including farm structures as defined under the Act [§ 4413]. Written notification, including a sketch plan showing structure setback distances from road rights-of-way, property lines, and surface waters shall be submitted to the ZA prior to any construction, as required under AAPs. Such structures shall meet all setback requirements under these regulations, unless waived by the Secretary.
  2. Accepted management practices (AMPs) for silviculture (forestry) as defined by the Commissioner of Forests, Parks, and Recreation.
  3. Public utility power generating plants and transmission facilities regulated by the Vermont Public Service Board under 30 V.S.A. § 248, including net metered renewable energy facilities (e.g., wind generators, solar panels).
  4. Telecommunications facilities as defined under 30 V.S.A. § 248a, when and to the extent that jurisdiction for such facilities are assumed by the Public Service Board.
  5. Hunting, fishing and trapping on public or private land as specified under 24 V.S.A. § 2295. This specifically does not include facilities that support such activities, such as firing ranges and rod and gun or fish and game clubs, which are subject to these regulations.
- C. Decisions of the ZA as to whether a use is exempt from permit requirements under this section may be appealed to the DRB under [Section 6.9](#).

## ARTICLE VII – VIOLATIONS & ENFORCEMENT

- A. **Violations.** In accordance with the Act [§§ 4451, 4452), the commencement or continuation of any land development, subdivision or use that is not in conformance with the provisions of these regulations shall constitute a violation. Each day that a violation continues after notice of violation per subsection B below shall constitute a separate offense. The ZA shall institute in the name of the City of Winooski, any appropriate action, injunction or other proceeding to enforce the provisions of these regulations. All fines imposed and collected for violations shall be paid over to the city.
- B. **Notice of Violation.** No action may be brought under this section unless the alleged offender has had at least seven days notice by certified mail that a violation exists, as required under the Act [§ 4451]. The warning notice shall state that:
1. a violation exists;
  2. that the alleged offender has an opportunity to cure the violation within the seven days;
  3. that the alleged offender will not be entitled to an additional warning notice for a violation occurring after the seven days; and
  4. that action may be brought without notice and opportunity to cure if the alleged offender repeats the violation of the regulations after the seven- day notice period and within the next succeeding 12 months.
- C. **Limitations on Enforcement.** An action, injunction or other enforcement proceeding relating to the failure to obtain or comply with the terms and conditions of any required or duly recorded municipal land use permit may be instituted against the alleged offender if the action, injunction or other enforcement proceeding is instituted within 15 years from the date the alleged violation first occurred, and not thereafter, in accordance with the Act [§4454]. The burden of proving the date the alleged violation first occurred shall be on the person against whom the enforcement action is instituted. No enforcement proceeding may be instituted to enforce an alleged violation of a municipal land use permit unless the permit or a notice of the permit has been recorded in the land records of the municipality in accordance with **Section 6.10**.

## ARTICLE VIII - ADMINISTRATION

- A. **Appointments.** The following appointments shall be made by the Winooski City Council in association with the administration and enforcement of these regulations:
1. **Zoning Administrator (Administrative Officer).** The City Manager shall appoint a ZA. An acting ZA, who shall have the same duties and responsibilities of the ZA, may be appointed in the ZA's absence. The ZA shall literally administer and strictly enforce the provisions of these regulations, and in doing so shall inspect development, maintain records, and perform other related tasks as is necessary and appropriate.
  2. **Development Review Board.** DRB members and alternates shall be appointed by the City Council for specified terms. The DRB shall adopt rules of procedure and rules of ethics with regard to conflicts of interest to guide its official conduct. The DRB shall have all powers and duties as set forth in the law and these regulations.
  3. **Planning Commission.** Planning Commission members shall be appointed by the City Council. The Commission shall adopt rules of procedure and rules of ethics with regard to conflicts of interest to guide its official conduct. The Commission shall have the following duties in association with these regulations:
    - a. Prepare proposed amendments to these regulations, and consider proposed amendments submitted by others, include amendments submitted by petition.
    - b. Prepare and approve written reports on any proposed amendment to these regulations as required.
    - c. Hold one or more warned public hearings on proposed amendments to these regulations, prior to submission of a proposed amendment and written report to the City Council.
  4. **Local Resources Advisory Board.** Local Resources Advisory Board (LRAB) members shall be appointed by the City Council. The members of the LRAB shall, to the extent practical, have expertise, specific knowledge, or interest in design, architectural, landscape design, or historic preservation. The LRAB shall adopt rules of procedure and rules of ethics with regard to conflicts of interest to guide its official conduct and adhere to Vermont's Open Meeting Laws. The LRAB shall only have authority to review and provide recommendations related to the standards as outlined in **Section 4.4** related to local historic, cultural, architectural, or archeological resources.
    - a. The LRAB shall have the following powers and duties:
      - i. Preparing reports and standards for the Planning Commission in creating, amending, or expanding review criteria or standards related to the City of Winooski's Local Register of Historic, Cultural, Architectural, and Archeological Resources;
      - ii. Advising and assisting the City Council, Planning Commission, or other entities on matters regarding the creation of plans or bylaws; and planning for public improvements related to local historic, cultural, architectural, or archeological resources;
      - iii. Advising the ZA or Development Review Board in development review and enforcement related to the standards included in **Section 4.4** related to local historic, cultural, architectural, or archeological resources
    - b. The LRAB shall also adhere to other specific requirements as outlined in 24 V.S.A. § 4414, 24 V.S.A. § 4433, and other sections of statute as applicable.
- B. **Fee Schedule.** The City Council shall establish a schedule of fees to be charged in administering these regulations, with the intent of covering the city's administrative costs. Such fee schedule may be reviewed and revised periodically.

C. **Technical Review.** Should the DRB or the ZA require the assistance of an independent technical review when reviewing applications:

1. The ZA or DRB shall prepare a scope for the technical review. The scope shall be strictly limited and relevant to specific review criteria upon which findings and a decision must be made under the regulations.
2. The review shall be conducted in a timely manner.
3. The review shall be conducted by an independent consultant who is clearly qualified and demonstrates necessary expertise in the pertinent field(s), and, where applicable, is licensed by the state.
4. The cost of the review shall be paid for by the applicant.

D. **Public Notice.** In accordance with the Act [§ 4464(a)], warned public hearings shall be required for site plan and conditional use review, appeals, variances, and preliminary and final subdivision review. Notice shall be the responsibility of the ZA and shall be given not less than 7 days prior to the date of the public hearing for site plan review and 15 days prior to the date for all other required public hearings by all of the following:

1. Publication of the date, place and purpose of the hearing in a newspaper of general circulation in the City of Winooski.
2. Posting of the same information in three public places: the Winooski City Hall, and two other locations.
3. Posting of a notice of hearing within view from the public right-of-way nearest to the property for which the application is being made.
4. Written notification, sent by certified mail return receipt requested, to the applicant and to owners of all properties adjoining the property subject to development, without regard to public rights-of-way, which includes:
  - a. a description of the proposed project;
  - b. information that clearly informs the recipient where additional information may be obtained; and
  - c. notice that participation in the local proceeding is a prerequisite to the right to take any subsequent appeal.
5. For hearings on subdivision plats located within 500 feet of a municipal boundary, written notification to the clerk of the adjoining municipality.
6. For applications in which a waiver or variance is sought regarding setbacks from a state highway, written notification to the Secretary of the Agency of Transportation.
7. Cost of all required notice shall be borne by the applicant.

E. **Meetings and Hearings.**

1. **Development Review Board.** All meetings and hearings of the DRB, except for deliberative and executive sessions, shall be open to the public. The DRB shall adopt rules of procedure and rules of ethics that at minimum address the following, in accordance with the Act [§ 4461] and Vermont Open Meeting Law:
  - a. The conduct of any meeting and the taking of any action.
  - b. Quorums which shall be not less than a majority of the members of the DRB.

- c. The DRB shall keep minutes of its proceedings, showing the vote of each member upon each question or, if absent or failing to vote, indicating this, and shall keep records of its examinations and other official actions which shall be filed immediately in the City Office as public zoning records.
- d. Public hearings shall be noticed and warned in accordance with **Article VIII.D**. In any regulatory hearing of the DRB there shall be an opportunity for each person wishing to achieve status as an interested person, for purposes of participation or appeal under **Section 6.9** to demonstrate that the criteria for achieving such status are met. The Board shall keep a written record of the name, address, and participation of each of these persons.
- e. The DRB may recess the proceedings on any application pending submission of additional information, and should close evidence promptly after all parties have submitted requested information.
- f. No member of the DRB shall communicate on any issue in an application proceeding, directly or indirectly, with any party, party's representative, party's counsel, or any interested person in the outcome of the proceeding while the proceeding is pending without additional notice and opportunity for all parties to participate. All ex parte communications received by DRB members, all written responses to such communications, and the identity of the person making the communication shall be entered into the record.
- g. Members of the DRB shall not participate in the decision on an application unless they have heard all the testimony and reviewed all the evidence submitted in the hearing. This may include listening to a recording, or reading the minutes or transcripts of testimony they have missed, and reviewing all exhibits and other evidence prior to deliberation.

F. **Decisions.** The DRB may recess proceedings on any application pending the submission of additional information. The DRB will close evidence promptly after all parties have submitted requested information, and shall issue a decision within 45 days after the adjournment of the hearing. Failure to issue a decision within the 45-day period, on appeal, shall be deemed approval and shall be effective the 4<sup>6th</sup> day.

- 1. All decisions shall be issued in writing and shall separately state findings of fact and conclusions of law. Findings of fact shall explicitly and concisely restate the underlying facts that support the decision, based exclusively on evidence of the record. Conclusions shall be based on the findings of fact. The decision shall also include a statement of the time within which appeals may be taken under **Section 6.9**.
- 2. DRB decisions shall also include a statement, in content and form approved by the Secretary of the Agency of Natural Resources, that state permits may be required and that the applicant or permittee should contact the state's regional permit specialist or individual state agencies to determine which state permits must be obtained before certificates of occupancy or compliance are issued, or any construction may commence.
- 3. In rendering a decision in favor of the applicant, the DRB may attach reasonable conditions and safeguards as it deems necessary to implement the purposes of the law, these regulations, and the municipal plan currently in effect.
- 4. All decisions shall be sent by certified mail, within the required 45-day period, to the applicant or to the appellant on matters of appeal. Copies of the decision also shall be mailed to every person or body appearing and having been heard at the hearing, and filed with the ZA and City Clerk as part of the public record of the municipality, in accordance with **Article VIII.G**.
- 5. Administrative Amendments. Any decision issued by the DRB may authorize subsequent changes or amendments to an approved project subject to administrative review by the ZA,

rather than DRB review, in accordance with the following, which shall be specified in the DRB's decision:

- a. The decision shall clearly specify the thresholds and conditions under which administrative review and approval shall be allowed.
- b. The thresholds and conditions shall be structured such that no new development shall be approved that results in substantial impact under the requirements of these regulations, or any of the thresholds or conditions set forth in the decision.
- c. No amendment issued as an administrative review shall have the effect of substantially altering the findings of fact of any DRB approval in effect.
- d. Any decision of the ZA authorized in this manner may be appealed to the DRB in accordance with [Section 6.9](#).

**G. Recording Requirements.**

1. Within 30 days of the issuance of a municipal land use permit or notice of violation, the ZA shall deliver either the original, a legible copy, or a notice of the municipal land use permit or notice of violation to the City Clerk for recording in the land records of the city generally as provided in 24 V.S.A. § 1154(c), and file a copy in City Hall in the zoning files. The applicant shall be charged for the cost of the recording fees.
2. For development within the Flood Hazard Area District, the ZA shall also maintain a record of all permits, elevation certificates, elevations, floodproofing certifications and variance actions issued for development within the district as required under [Appendix A](#).
3. Approved subdivision plats and plans shall be recorded by the applicant in the city land records in accordance with the requirements of [Section 6.2](#).

**H. Availability & Distribution of Documents.** Copies of these regulations, other related municipal regulations and ordinances, and the City plan shall be made available to the public during normal business hours in the Winooski City Hall.

## ARTICLE IX - DEFINITIONS

In this Regulation, the following terms shall have the following meanings. There are other definitions unique to the Downtown Core District, Gateway Districts and the Flood Hazard Area Districts that can be found in the respective appendices; and therefore these definitions do not apply to those districts unless expressly stated.

**Abandonment:** An intentional and absolute relinquishment and cessation of a use for 6 months without intention to resume said use.

**Accessory:** A use, activity, structure, or part of a structure that is subordinate and incidental to the main activity or structure on the lot.

**Accessory Dwelling:** A distinct dwelling unit that is located within or appurtenant to an owner-occupied single-unit dwelling, and is clearly subordinate to that dwelling. An accessory dwelling unit has facilities and provisions for independent living, including sleeping, food preparation, and sanitation. Accessory dwellings are regulated under [Section 5.1](#).

**Accessory Structure:** a structure which is detached from and clearly incidental and subordinate to the principal use of or structure on a lot and is located on the same lot as the principal structure or use, and is clearly and customarily related to the principal structure or use. For residential uses these include, but may not be limited to garages, garden and tool sheds, and playhouses

**Addition:** New construction performed on a building which increases the outside dimensions of the structure. An addition increases floor area of a structure.

**Adult establishment:** An establishment that utilizes five percent (5%) or more of its retail selling area for the purpose of sale, rental or viewing of printed and visual materials which are distinguished by their emphasis on creating sexual interest through sight, sound or touch.

**Affordable Housing:** Affordable Housing shall mean housing that is owned or rented by inhabitants whose gross annual household income is not more than 100% of the HUD Area Median Family Income (HAMFI) for the Burlington-South Burlington Metropolitan Statistical Area (MSA) as defined by the U.S. Department of Housing and Urban Development and the total cost of the housing, including principal, interest, taxes, insurance, and condominium association fees, if owned housing; or the total cost of housing, including rent, utilities, and condominium association fees, if rental housing, is not more than 30% of the gross annual income.

**Alterations:** Any change, addition, or modification in construction, other than cosmetic or decorative, or any change in the structural members of buildings such as bearing walls, columns, beams, or girders.

**Alcohol Manufacturing Facility:** A facility where alcoholic beverages can be manufactured, stored, bottled and sold at wholesale or at retail in sealed containers for consumption off premises. The facility may include a tasting or tap room as an accessory use.

**Animal care provider/ Veterinarian:** Any facility which provides medical care to animals, and may include facilities for keeping animals overnight as part of veterinary care. Also includes establishments which provide overnight boarding and caring for animals not part of veterinary care.

**Assisted Living & Residential Care Homes:** State-licensed facilities that provide rooms, meals, and personal care services in living arrangements designed to meet the needs of people who cannot live independently and usually do not require the type of care provided in a nursing home.

**Association, fraternal organization, social club:** A membership organization that holds regular meetings, has formal written membership requirements, and that may, subject to regulations controlling such uses, maintain dining facilities, serve alcohol, or engage professional entertainment for the enjoyment of dues paying members and their guests. There are no sleeping facilities.

**Bar:** A licensed establishment subject to State and municipal licensing and regulations in which the principal business is serving alcoholic beverages for consumption on the premises. Food may also be served as an accessory use subject to Vermont Health Regulations.

**Bed-and-breakfast (B&B):** A single-dwelling residence with four or fewer rooms for rent, accommodating a maximum of ten guests, for short-term overnight lodging by the day or by the week. The single-dwelling residence must be the primary residence of the owner or operator of the bed and breakfast. Employment shall not exceed one (1) full-time employee in addition to the owner. It may provide meals for compensation incidental to the provision of accommodation.

**Brew pub:** A restaurant where malt beverages can be manufactured, stored, bottled and sold to be consumed on the premises. Licensing for brew pubs are regulated by VSA Title 7 and other relevant State and municipal regulations.

**Buffer:** A strip of land, fence, or border of trees, etc., between one use and another, which may or may not have trees and shrubs planted for screening purposes, designed to set apart one use area from another. An appropriate buffer may vary depending on uses, districts, size, and separations.

**Building:** A structure having a roof and used for the shelter, support, or enclosure of persons, animals or property of any kind.

**Building height and location map:** Only applicable to the Downtown Core Zoning District. The building height and location map is included in Article III. The locations of the areas designated on the Building Height and Locations Map shall be determined by the distances designated on the Map; these shall be construed as distances are not applicable due to curving right of way lines or otherwise, or if the location of the Green Space Boundary shown on the Map is in question, the locations of the areas or location of the Green Space Boundary shall be determined from the scale of the official Building Height and Location Map in the office of the Administrative Officer.

**Certificate of Appropriateness:** The written approval as recommended by the Local Resources Advisory Board (LRAB) indicating a project's consistency and compatibility with the historic, cultural, architectural, or archeological standards as outlined in [Section 4.4](#). A Certificate of Appropriateness is required prior to the commencement of any activities covered under [Section 4.4.C](#).

**Certificate of Fitness:** The written approval, signed by the Code Enforcement Officer, or duly authorized municipal official, setting forth that the building, structure and premises comply with the Municipal & State Codes, this Certificate of Fitness is required prior to a dwelling unit, and or a public building, to be occupied.

**Certificate of Occupancy:** The written approval of the ZA certifying that a newly constructed structure, addition and or alterations to an existing structure, or an existing structure undergoing a change in use is in full compliance with the zoning provisions of Municipal By-laws, Ordinances and Codes adopted under the authority of the City Charter.

**Contributing Element:** A building, object, structure, detail, site, or similar component which adds to the historical integrity; architectural quality; or cultural or historical significance and is identified in a National, State, or Local Historic Register, including districts.

**Crematorium:** A facility containing properly installed, certified apparatus intended for use in the act of cremation.

**Cultural facility:** A public or non-profit establishment open to the public providing for the documentation, display, performance, or gathering space for the enjoyment of heritage, culture, history, science or the arts, such as a library, museum, performance venue or community center. May include the occasional sale or provision of refreshments, souvenirs, or other articles as related to and accessory to the activities occurring at the center.

**Curb cut:** A legally designated vehicular point of access from a street to a driveway.

**Daycare facility:** An establishment providing care for children, the elderly or individuals with disabilities in a protective setting for a portion of a 24-hour day. This use includes a state registered or licensed child care provider serving more than six full-time and four part-time children.

**Deck:** An above ground outdoor living space that is open to the sky, but may be temporarily covered by an awning or partially covered by a pergola. When attached to the primary structure, a deck will be considered part of the primary structure and subject to the dimensional standards of [Section 2.5](#).

**Demolition permit:** A permit that gives the applicant/owner the right to demolish a building and to ensure that no unsafe condition exists on the site when the demolition is complete. Demolition permits are issued by the City's Building Code Office, but a zoning permit is required before a demolition permit can be issued.

**Detached Cottage:** A detached building or structure containing only one dwelling unit, which shall not exceed 1,000 square feet of finished habitable floor area. In the R-A and R-B zoning districts a detached cottage shall take the place of the permitted accessory dwelling unit.

**DRB:** City of Winooski Development Review Board

**Dwelling, Multi-Unit:** A building or structure or portion thereof containing three or more dwelling units.

**Dwelling, Single-Unit:** A detached building or structure containing only one dwelling unit.

**Dwelling, Two-Unit:** A detached building or structure containing no more than two dwelling units that are contained under the same roof, share a common "party wall", or share a common entry; and neither unit is an accessory dwelling unit.

**Dwelling Unit:** A building or entirely self-contained portion thereof contain complete house-keeping facilities for only one household, and having no enclosed space other than vestibules, entrances, or other hallways, in common with any other dwelling unit. A boarding house, rooming house, convalescent home, fraternity or sorority house, hotel, inn, lodging, nursing, or other similar home or similar structure shall not be deemed to constitute a dwelling unit.

**Education Facility:** An establishment providing instruction to students and including accessory structures and uses traditionally associated with a program of study, which is operated under state licensing and/or professional accreditation.

**Family Child Care Home:** A state registered or licensed child care home or facility serving six or fewer children considered by right in 24 V.S.A. Section § 4412(5) as a permitted single-unit residential use of property; and a state registered or licensed child care home or facility serving no more than six full-time and four part-time children.

**Fence:** Any material or combination of materials erected to enclose, screen, or separate areas of land. Fences may be of an open (e.g. picket), semi-open, or closed (e.g. brick or stone) style. Closed fences may also be known as walls.

**Floor area:** The total area of all floors of the building or buildings on a lot as measured from the exterior faces of exterior walls or from the centerline of party walls separating two buildings. The floor area shall include halls, stairways, elevator shafts, porches, balconies, garages, and accessory use. The floor area shall not include cellars, basements and attics.

**Floor area, gross:** The total floor area of a building or structure designed for occupancy and exclusive use, including basements, mezzanines, and upper floors, expressed in square feet and measured from the outside face of the exterior walls and from the centerline of common walls or joint partitions. This excludes stairwells, elevator shafts, mechanical rooms, space related to the operation and maintenance of the building, and lobbies and bathrooms located for common or public use rather than for internal use.

**Frontage:** That lot line or property line or lines which is coincident with a public right-of-way. Corner lots with frontage on two or more roads must meet frontage on primary road right-of-way and lot depth on secondary road right-of-way as determined by the ZA.

**Funeral home:** A building or part thereof used for human funeral services. Such building may contain space and facilities for (a) embalming and the performance of other services used in the preparation of the dead for burial; (b) the storage of caskets, funeral urns, and other related funeral supplies; and (c) the storage of funeral vehicles.

**Garage sale:** A short term sale of household goods from a residence which shall include similar terms such as porch, lawn, or cellar sales. Sales of programs and food and beverage items at school athletic events shall not be deemed to constitute garage sales.

**Garage, parking:** A garage, other than a private or storage garage, which is used for the short-term parking of vehicles.

**Government facility:** Any building held, used, or controlled exclusively for public purposes by any department or branch of government, federal, state, county, or municipal, without reference to the ownership of the building or of the realty upon which it is situated.

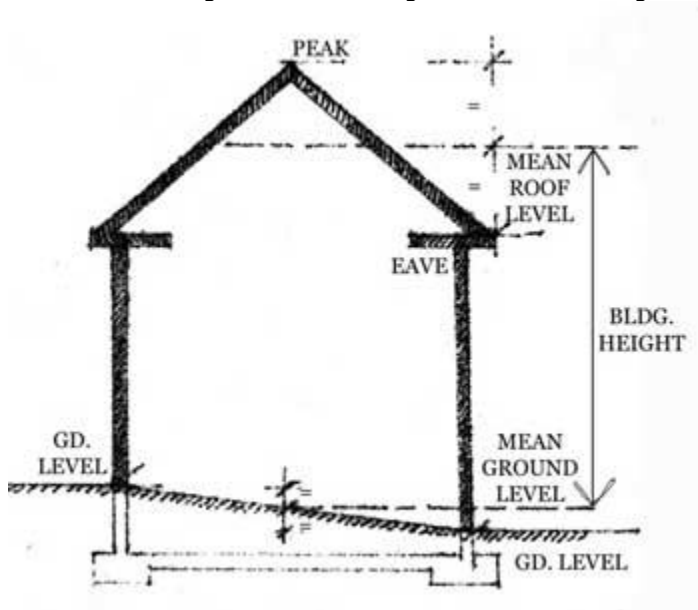
**Group Home:** A residential establishment operated under state licensing or registration, serving not more than eight persons who have a disability as defined in 9 V.S.A. § 4501. Group homes are considered by right a permitted single-unit residential use of property, except shall be considered a Conditional Use when such home is located within 1,000 feet of another existing or permitted group home.

**Healthcare facility:** Any facility maintained and operated to provide licensed medical care, including, but not limited to hospitals, nursing homes, clinics and private healthcare provider offices.

**Height:** The vertical distance measured from the average (or mean) elevation of the finished grade immediately adjacent to the structure to:

- a) the highest point of a flat roof, mansard roof, stepped building or terraced building OR
- b) the mean height level between eaves and peak for all other roof types.

Height calculation of a building shall not include rooftop apparatus such as chimneys, solar collectors, heating & cooling equipment, antennas or similar projections, unless the projections are greater than 10 vertical feet. See the following illustration for guidance in defining building height:



Source: [http://www.mass.gov/envir/smart\\_growth\\_toolkit/pages/CS-fbc-lowell.html](http://www.mass.gov/envir/smart_growth_toolkit/pages/CS-fbc-lowell.html)

**Home Occupation:** An occupation, profession, activity or use that a) is clearly a customary, secondary, and incidental use of a dwelling unit, b) is carried on for gain by a resident of the dwelling, and c) does not alter the exterior of the property or affect the character of the area. Home occupation considered a permitted right in VSA 24 Chap 117 §4412(4) as a permitted residential use of property.

**Household:** One (1) or more persons living together in a single dwelling unit, provided that a household other than an extended household may not contain more than five (5) persons who are not related by blood or marriage.

**Household, extended:** A household that contains at least six (6) persons who are not related by blood or marriage, but does not contain more than eight (8) persons who are not related by blood or marriage.

**HUD Area Median Family Income (HAMFI):** HAMFI is the median family income calculated by HUD for each jurisdiction, in order to determine Fair Market Rents (FMRs) and income limits for HUD programs. HAMFI will not necessarily be the same as other calculations of median incomes (such as a simple Census number), due to a series of adjustments that are made.

**Industry:** A business use or activity at a scale greater than home occupation involving processing, manufacturing, fabrication, assembly, finishing, warehousing, and/or storage. Finished or semi-finished products may be temporarily stored outdoors pending shipment.

**Instructional Space:** A space included inside a building intended for teaching or academic use including traditional classrooms, art rooms, music rooms, computer rooms, or seminar rooms.

**Laboratory:** A building or group of buildings in which are located facilities for scientific research, investigation, testing, or experimentation, but not facilities for the manufacture or sale of products, except as incidental to the main purpose of the laboratory.

**Land development:** Means the construction, reconstruction, conversion, structural alteration, relocation, demolition, or enlargement of any building or other structure; or of any mining operation, excavation or landfill; and any change in the use of any building or other structure, land or extension of use of land. Also see "Development" as defined for purposes of flood hazard area management and regulation in Appendix A.

**Loading space:** An off-street space on the same lot with a building or group of buildings for temporary parking of a commercial vehicle while loading and unloading merchandise or materials.

**Lodging establishment:** A facility, other than a bed and breakfast, offering transient lodging accommodations for a fee to the general public which may provide additional services, such as restaurants, meeting rooms, and recreational facilities.

**Lot:** Land whose boundary lines have been established by a duly recorded conveyance.

**Lot, corner:** A lot at the junction of an abutting two or more intersecting streets where the interior angle of intersection does not exceed 135 degrees; on a curved street the tangents to the curve at the points of intersection of the side lot lines with the street lines intersect at an interior angle of less than 135 degrees.

**Lot coverage:** A measure of intensity of land use that represents the portion of a site that is impervious (i.e. does not absorb water). This portion includes but is not limited to all areas covered by buildings, parked structures, driveways, roads, sidewalks, and any area of pavement. In all districts, the following shall not be counted as lot coverage: Lawns, gardens and unpaved landscaped areas; Open play structure without roofs and not located on a paved surface; Fountains; Swimming pools (Note: aprons, decks and walks adjacent to swimming pools shall be considered as lot coverage); Fences; and, Ramps for the disabled, for which the sole purpose is to provide access for the disabled, and which have no more than the minimum dimensions required to meet accessibility standards.

**Lot depth:** The minimum distance from the street line of a lot to the rear lot line of such lot.

**Lot line:** A boundary of a lot other than a street line.

**Lot line, rear:** The lot line generally opposite the street line; if the rear lot line is less than 10 feet in length, or if the lot comes to a point in the rear, the rear lot line shall be deemed to be that line as nearly parallel to the frontage as possible and lying farthest from the frontage, having a length of not less than 10 feet.

**Master plan:** The master plan for the Winooski Falls Riverfront Downtown Project which the City created with an intent to recreate a traditional urban environment in the downtown core and riverfront of the City, with a high density mix of uses, including offices, basic retail and services and a range of housing options. The Master Plan was approved by the State of Vermont District Environmental Commission in Land Use Permit 4C1065 (Revised) July 6, 2001 and Land Use Permit 4C1065-1 (Corrected) dated November 1, 2002, and which may be further revised by the City.

**Municipal development plan:** The comprehensive long-range plan intended to guide the growth and development of the City of Winooski; included are analyses, recommendations and proposals for the community's population, economy, housing, transportation, community facilities, and land use.

**Nonconforming lots or parcels:** Means lots or parcels that do not conform to the present bylaws covering dimensional requirements but were in conformance with all applicable laws, ordinances, and regulations prior to the enactment of the present bylaws, including a lot or parcel improperly authorized as a result of error by the administrative officer.

**Nonconforming structure:** Means a structure or part of a structure that does not conform to the present bylaws but was in conformance with all applicable laws, ordinances, and regulations prior to the enactment of the present bylaws, including a structure improperly authorized as a result of error by the administrative officer.

**Nonconforming use:** Means use of land that does not conform to the present bylaws but did conform to all applicable laws, ordinances, and regulations prior to the enactment of the present bylaws, including a use improperly authorized as a result of error by the administrative officer.

**Nonconformity:** Means a nonconforming use, structure, or lot.

**Office:** Administrative, executive, professional, research, or similar organizations, and laboratories having only limited contact public, provided that no merchandise or merchandising services are sold on the premises, except such as are incidental or accessory to the principal permissible use.

**Owner:** The person or persons holding legal title to the property as recorded in the City's Land Records. In the event a trust, estate, or other ownership interest holds title, the controlling person or persons of said entity shall be considered the owner.

**Owner-Occupied:** Where owner occupancy is required by these regulations it shall mean the owner (as defined herein) maintaining principal residency at a property or premise year-round.

**Party Wall:** An internal shared wall that separates one dwelling unit from another.

**Patio:** A patio is an improved at-grade living space that is open to the sky.

**Person:** Means an individual, a corporation, a partnership, an association, and any other incorporated or unincorporated organization or group.

**Personal service establishment:** A business that provides services of a personal nature including but not limited to: beauty salons, apparel cleaning or repair, banks, and pet grooming shops. Sales of products must be clearly incidental to the services provided.

**Planned unit development:** Means one or more lots, tracts, or parcels of land to be developed as a single entity, the plan for which may propose any authorized combination of density or intensity transfers or increases, as well as the mixing of land uses. This plan, as authorized, may deviate from bylaw requirements that are otherwise applicable to the area in which it is located with the exception of density, lot coverage and height.

**Principal structure:** A building or structure which contains the main or principal use of the lot on which said building or structure is located.

**Priority Housing:** For the purposes of these regulations, priority housing shall mean dwelling units that have been identified by the City of Winooski that are desired for development due to their size, bedroom count, configuration, or similar elements. The desired housing may change from time-to-time based on the policies and priorities of the City Council which may necessitate amendments to these regulations.

**Recreation and entertainment, Commercial:** Recreation and entertainment facilities operated for profit including, but not limited to, health clubs, instructional studios, and theaters. Excludes adult establishments.

**Recreation and entertainment, Non-commercial:** Recreation and entertainment facilities owned or operated by a public or non-profit entity including, but not limited to, sports fields, parks and trails, playgrounds, recreation centers and farmers markets.

**Religious facility:** Places of worship, such as churches, chapels, mosques, synagogues, and temples, including facilities customarily related to a place of worship, such as: rectory or convent, parsonage, private school, meeting hall, offices for administration of the institution, licensed child or adult daycare, playground, cemetery.

**Restaurant:** A licensed commercial establishment subject to Vermont Health Regulations where food and beverages are prepared, served and consumed primarily within the principal building and adjacent street-space, and where a minimum of 60% of gross sales must be created by the sale of food. See also RESTAURANT, café and RESTAURANT, with drive-thru.

**Restaurant, café:** A licensed commercial establishment subject to Vermont Health Regulations containing less than or equal to 2,000 gross square feet where food and non-alcoholic beverages are prepared, served and consumed either on or off premises.

**Restaurant, with drive-thru:** A licensed commercial establishment subject to Vermont Health Regulations where customers order and are served food and non-alcoholic beverages at a counter or in a motor vehicle in packages prepared to leave the premises, or able to be taken to a table or counter to be consumed.

**Retail Sales, Neighborhood commercial:** Non-residential establishments intended to serve or accommodate the needs of a limited geographic segment of a community or area. Such uses include but are not limited to: neighborhood convenience stores, hardware and general merchandise; pharmacies, and cafes.

**Retail sales:** Establishments engaged in selling an assortment of goods or merchandise to the general public for personal or household consumption and rendering services incidental to the sale of such goods.

**Setback:** The distance between the nearest portion of a building projection on a lot and the right-of-way of the street or property line. Corner lots with frontage on two or more roads must meet front setback requirements for each adjoining road right-of-way. Above grade projections from a building such as roof overhangs, balconies, sills, cornices or similar architectural features may be permitted to extend up to 30 inches into required setbacks, except that no projection shall extend over a public or private right-of-way unless otherwise specified in these regulations.

**Storage, outdoor:** The keeping, in an area outside of a building, of any goods, material, merchandise, or vehicles in the same place for more than 24 hours, except for merchandise placed in an area for outdoor display.

**Structure:** Means an assembly of materials for occupancy or use, including a building, mobile home or trailer, sign, wall, or fence.

**Structure, temporary:** An assembly of material for occupancy or use which lacks a permanent foundation and can be easily removed.

**Subdivision:** The division of any lot, parcel, or tract of land into two or more lots, plots, sites, parcels of other division for any purpose. See [Section 6.2](#) for exemptions.

**Substantially Commenced:** For new construction to be considered substantially commenced it shall include either the first placement of permanent construction of a structure on a site such as the pouring of slab or footings; the installation of piles; the construction of columns; or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Substantially commenced does not include land preparation such as clearing; grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footing, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings such as garages or sheds not occupied as dwelling units; or not part of the main structure. For improvements to an existing structure, substantially commenced means the first alteration of any wall, ceiling, floor, or other structural part of a building, regardless whether that alteration affects the external dimensions of the building.

**Supporting Use:** A use that is clearly subordinate to the primary use on a lot. A supporting use may be considered on a conditional basis by the DRB if the use is not otherwise permitted in the zoning district where it is proposed and the property is in conformance (or could be made conforming) with these regulations.

**Technical deficiency:** Means a defect in a proposed plan or bylaw, or any amendment or repeal thereof, correction of which does not involve substantive change to the proposal, including corrections to grammar, spelling, and punctuation as well as the numbering of sections.

**Vehicle Repair & Sales:** A building or establishment where the following activities may occur: selling or leasing vehicles, general repair, engine rebuilding, reconditioning of vehicles, collision repair, painting, and general maintenance. No abandoned vehicles shall be stored on the premises.

**Wall:** Any solid assemblage of materials intended to separate or delineate one space from another. Walls are typically constructed of brick, stone, masonry, or similar materials. Walls can be standalone features or may be designed and engineered to hold back earth.

**Wetlands:** Means those areas of the state that are inundated by surface or groundwater with a frequency sufficient to support vegetation or aquatic life that depend on saturated or seasonally saturated soil conditions for growth and reproduction. Such areas include marshes, swamps, sloughs, potholes, fens, river and lake overflows, mud flats, bogs, and ponds, but excluding such areas as grow food or crops in connection with farming activities.

## ARTICLE X – OFFICIAL ZONING MAPS

The following maps are included and are a visual representation of these regulations, including the Zoning Districts as described in Article II:

Official Zoning Map 1 – Zoning Districts

Official Zoning Map 2 – Gateway Districts Regulating Plan

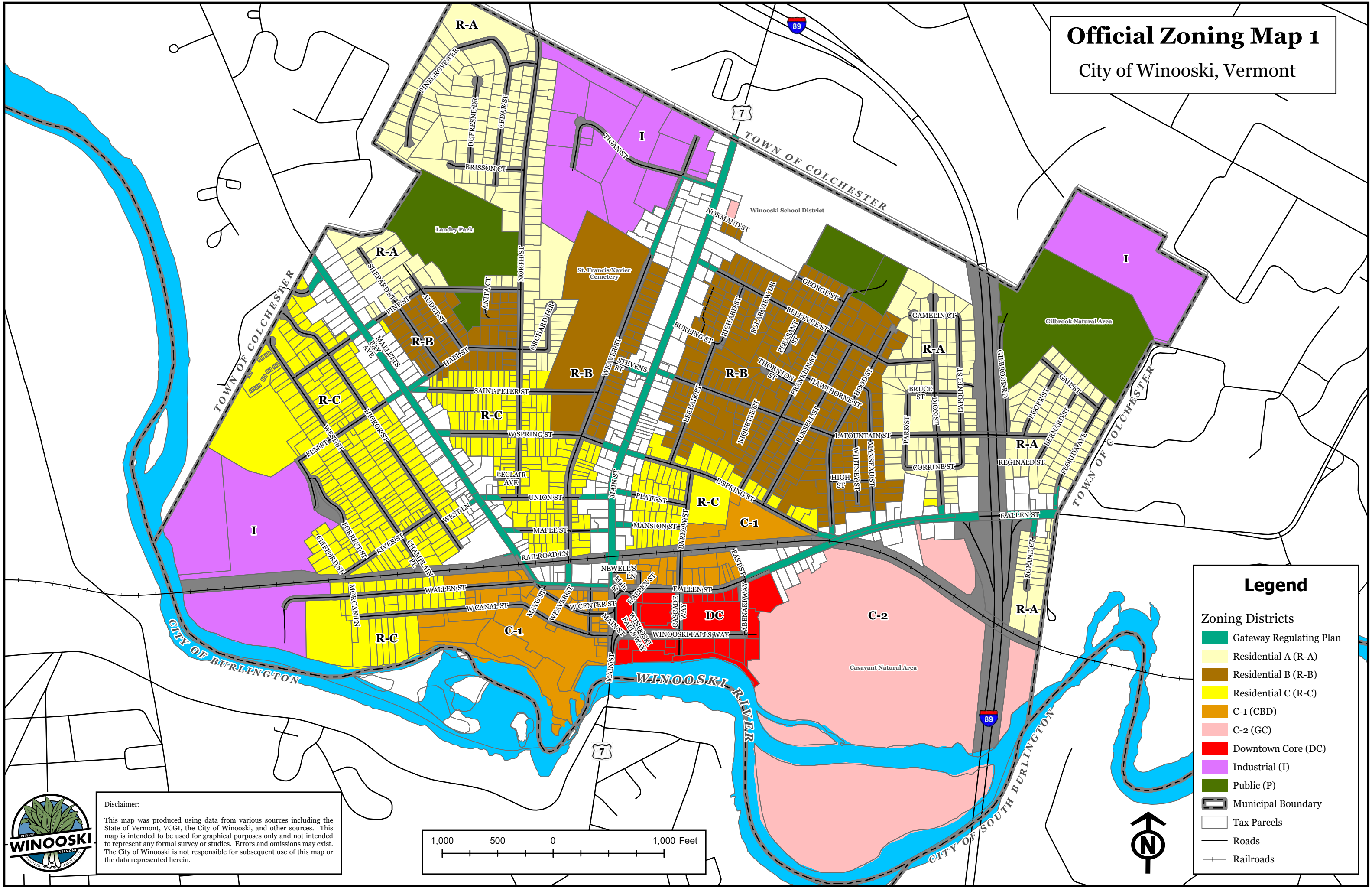
Official Zoning Map 3 – Regulated Flood Hazard Areas

Official Zoning Map 4 – Downtown Core Zoning District Building Height and Location Map

Official Zoning Map 5 – Local Register of Historic, Cultural, Architectural, and Archeological Resources

# Official Zoning Map 1

City of Winooski, Vermont



### Legend

**Zoning Districts**

- Gateway Regulating Plan
- Residential A (R-A)
- Residential B (R-B)
- Residential C (R-C)
- C-1 (CBD)
- C-2 (GC)
- Downtown Core (DC)
- Industrial (I)
- Public (P)

**Other Features**

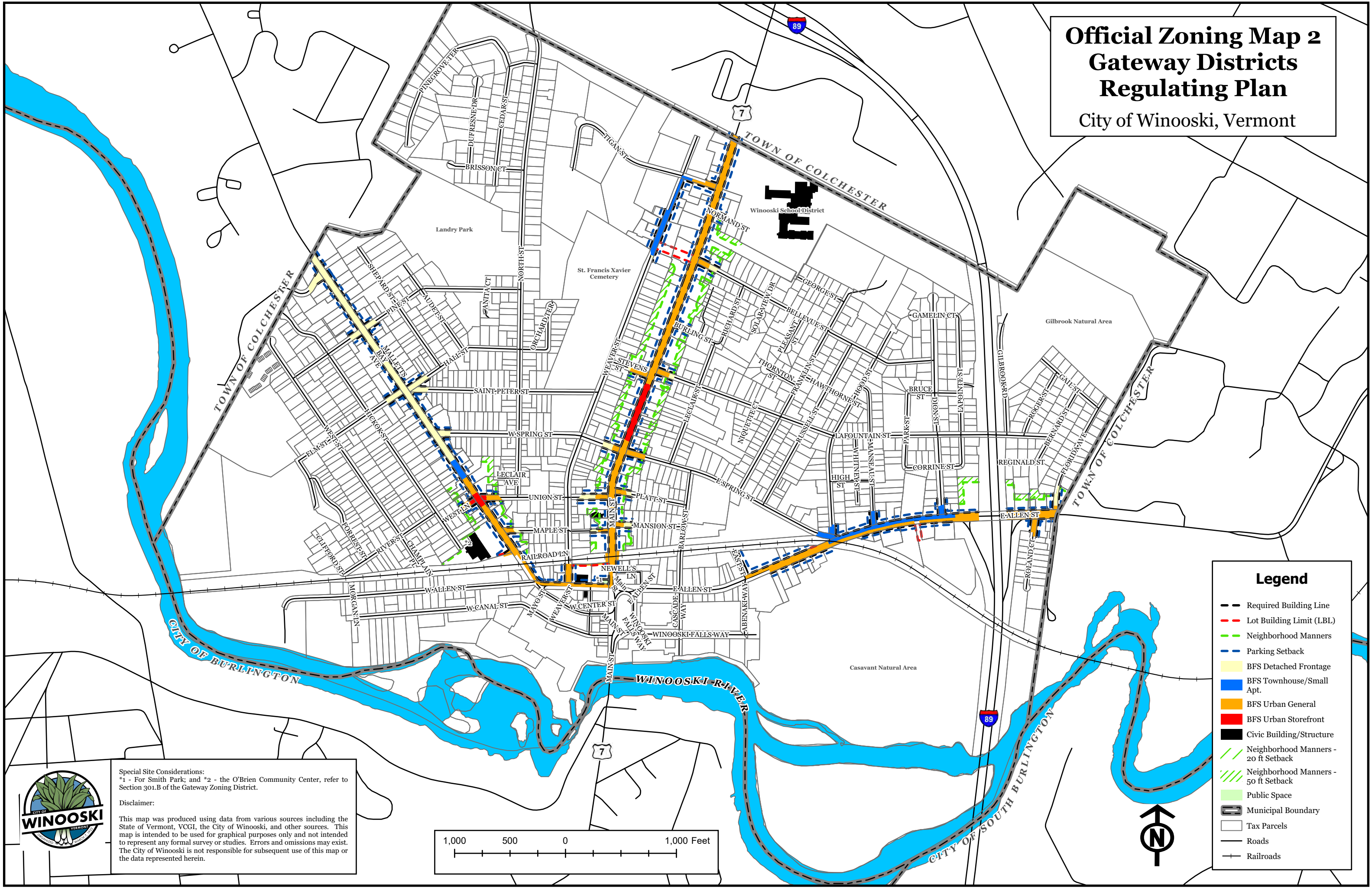
- Municipal Boundary
- Tax Parcels
- Roads
- Railroads

Disclaimer:

This map was produced using data from various sources including the State of Vermont, VCGI, the City of Winooski, and other sources. This map is intended to be used for graphical purposes only and not intended to represent any formal survey or studies. Errors and omissions may exist. The City of Winooski is not responsible for subsequent use of this map or the data represented herein.



**Official Zoning Map 2**  
**Gateway Districts**  
**Regulating Plan**  
City of Winooski, Vermont



Special Site Considerations:  
\*1 - For Smith Park; and \*2 - the O'Brien Community Center, refer to Section 301.B of the Gateway Zoning District.

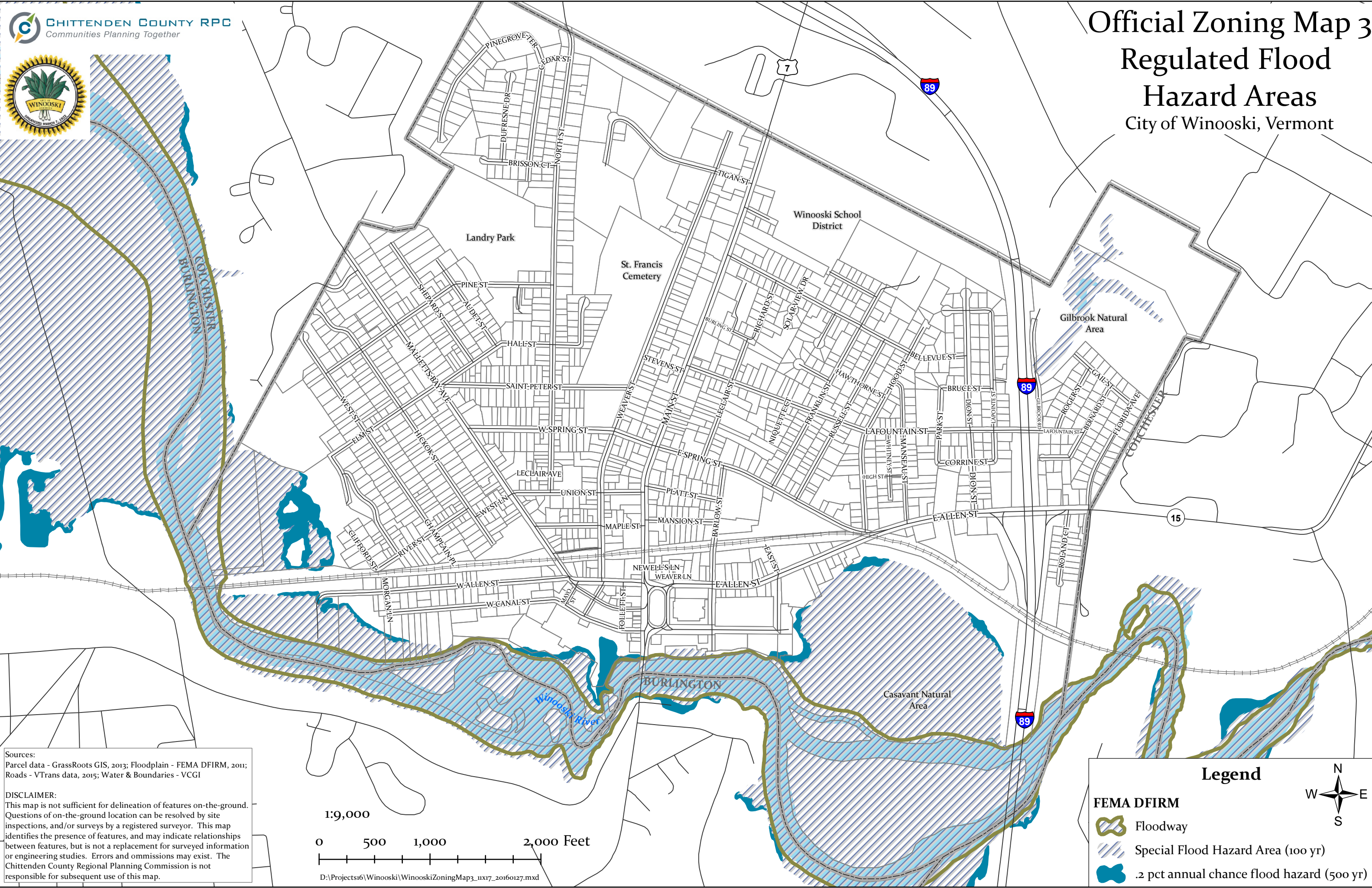
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# Official Zoning Map 3

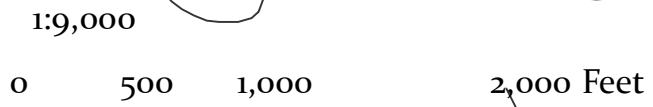
## Regulated Flood Hazard Areas

City of Winooski, Vermont



Sources:  
 Parcel data - GrassRoots GIS, 2013; Floodplain - FEMA DFIRM, 2011;  
 Roads - VTrans data, 2015; Water & Boundaries - VCGI

DISCLAIMER:  
 This map is not sufficient for delineation of features on-the-ground. Questions of on-the-ground location can be resolved by site inspections, and/or surveys by a registered surveyor. This map identifies the presence of features, and may indicate relationships between features, but is not a replacement for surveyed information or engineering studies. Errors and omissions may exist. The Chittenden County Regional Planning Commission is not responsible for subsequent use of this map.



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### Legend

**FEMA DFIRM**  
 Floodway  
 Special Flood Hazard Area (100 yr)  
 .2 pct annual chance flood hazard (500 yr)





# City of Winooski - Local Historic, Cultural, Architectural, & Archeological Resources

Adopted 02.05.2024

**Legend**

**HCAA Parcels \***

- Outside DC Zoning District
- Inside DC Zoning District
- Downtown Core Zoning District
- Municipal Boundary
- National Register Historic District
- State Register Historic District
- Tax Parcels
- Roads

**Scale:** 400 200 0 400 800 Feet

**North Arrow**

\* Properties located within the Downtown Core (DC) Zoning District are exempt from review under Section 4.4. Changes to these properties are reviewed through an amendment to the existing Act 250 Permit in place for Downtown Winooski; including design approval from the Winooski City Council as outlined in Article III.

Disclaimer: This map is not sufficient for the delineation of features on-the-ground. Field verification should be done to determine exact locations of any information depicted herein. The data on this map is derived from a variety of sources and the City of Winooski does not ensure accuracy. The City of Winooski is not responsible for future use or interpretation of this map.



**CITY OF WINOOSKI'S  
LOCAL REGISTER OF HISTORIC, CULTURAL, ARCHITECTURAL, AND ARCHEOLOGICAL RESOURCES**

The following is a list of historic, cultural, architectural, and archeological resources in the City of Winooski. These properties, including any and all structures located on the entire property, are regulated under Section 4.4 of the City's Unified Land Use and Development Regulations (ULUDR). These properties are also referenced on Map 5 in Article X of the ULUDR.

| LOCAL REGISTER ID | RESOURCE NAME <sup>1</sup>                    | ADDRESS                  | YEAR OF CONSTRUCTION | ARCHITECTURAL STYLE |
|-------------------|-----------------------------------------------|--------------------------|----------------------|---------------------|
| WIN-001-24        | Winooski Block                                | 1 East Allen Street      | 1867                 | Italianate          |
| WIN-002-24        | St. Francis Xavier Church                     | 1 St. Peter Street       | 1870                 | Eclectic            |
| WIN-003-24        | St. Francis Xavier Rectory                    | 1 St. Peter Street       | 1887                 | French 2nd Empire   |
| WIN-004-24        | Winooski Hydro One <sup>2</sup>               | 1 Winooski River         | c. 1990              | Vernacular          |
| WIN-005-24        | Danisse/Graves Tenement                       | 10 LeClair Avenue        | 1895                 | Queen Anne          |
| WIN-006-24        | Millyard Condos <sup>2</sup>                  | 100 West Canal Street    | c. 1985              | Vernacular          |
| WIN-007-24        | LaFontaine House                              | 102 East Allen Street    | 1850                 | Greek Revival       |
| WIN-008-24        | Webster-Demara House                          | 105 East Allen Street    | 1840                 | Greek Revival       |
| WIN-009-24        | Brink-Cameron House                           | 106 East Allen Street    | 1853                 | Gothic Revival      |
| WIN-010-24        | Col. Nathan Rice House/The Mansion            | 107-109 Main Street      | 1818                 | Italianate          |
| WIN-011-24        | Desautels/Bruneau House                       | 108 Weaver Street        | 1890                 | Queen Anne          |
| WIN-012-24        | Porter Screen Company - Offices               | 110 East Spring Street   | c. 1900              | Vernacular          |
| WIN-013-24        | Rosaire Piche Apartment Building <sup>3</sup> | 11-13 North Street       | 1905                 | Queen Anne          |
| WIN-014-24        | Elisha Allen House/Allen-Clark House          | 114 Main Street          | 1857                 | Italianate          |
| WIN-015-24        | Dumas Tenements                               | 114 West Allen Street    | c. 1907              | Italianate          |
| WIN-016-24        | St. Stephen's Rectory                         | 115 Barlow Street        | 1882                 | Eclectic            |
| WIN-017-24        | LeClair Tenement                              | 12 North Street          | c. 1880              | Vernacular          |
| WIN-018-24        | Ernest Le Sage House                          | 12 West Canal Street     | c.1850               | Vernacular          |
| WIN-019-24        | Porter Screen Company - Warehouses            | 120 East Spring Street   | c. 1900              | Vernacular          |
| WIN-020-24        | Annie Hanson Building                         | 13-15 West Center Street | 1830                 | Federal             |
| WIN-021-24        | A.C. McBride House/Lavigne Funeral Home       | 132 Main Street          | 1888                 | Colonial Revival    |
| WIN-022-24        | Menard House                                  | 135 Main Street          | 1870                 | Gothic Revival      |

| LOCAL REGISTER ID | RESOURCE NAME <sup>1</sup>               | ADDRESS                 | YEAR OF CONSTRUCTION | ARCHITECTURAL STYLE      |
|-------------------|------------------------------------------|-------------------------|----------------------|--------------------------|
| WIN-023-24        | Dumas Tenements                          | 135 West Canal Street   | c. 1907              | Italianate               |
| WIN-024-24        | Mead House                               | 138 East Allen Street   | 1840                 | Early Workers Home       |
| WIN-025-24        | Philippe Danisse House                   | 14 LeClair Avenue       | c. 1885              | Vernacular               |
| WIN-026-24        | Wright House                             | 144 East Allen Street   | 1850                 | Greek Revival/Italianate |
| WIN-027-24        | F.E. Allard House/Ira Allen House        | 146 Main Street         | 1850                 | Greek Revival            |
| WIN-028-24        | Seymore Reynolds House/Dufresne's Gulf   | 147-149 Main Street     | 1880                 | Italianate               |
| WIN-029-24        | J.S. Tubbs House/Tubbs House             | 15 Union Street         | 1845                 | Greek Revival            |
| WIN-030-24        | Dr. L.F. Burdick House/Dr. Burdick House | 154 Main Street         | 1879                 | Italianate               |
| WIN-031-24        | Francis LeClair Worker House             | 156 West Allen Street   | c. 1875              | Vernacular               |
| WIN-032-24        | Francis LeClair Worker House             | 163 West Allen Street   | c. 1875              | Vernacular               |
| WIN-033-24        | Francis LeClair Worker House             | 164 West Allen Street   | c. 1875              | Vernacular               |
| WIN-034-24        | Francis LeClair Worker House             | 165 West Allen Street   | c. 1875              | Vernacular               |
| WIN-035-24        | Francis LeClair Worker House             | 170 West Allen Street   | c. 1875              | Vernacular               |
| WIN-036-24        | Francis LeClair Worker House             | 173 West Allen Street   | c. 1875              | Vernacular               |
| WIN-037-24        | Francis LeClair Worker House             | 178 West Allen Street   | c. 1875              | Vernacular               |
| WIN-038-24        | Francis LeClair Worker House             | 179 West Allen Street   | c. 1875              | Vernacular               |
| WIN-039-24        | Meuiner House                            | 183 Main Street         | 1850                 | Greek Revival            |
| WIN-040-24        | Savard House                             | 188 Malletts Bay Avenue | 1860                 | Gothic Revival           |
| WIN-041-24        | LeMothe House                            | 19 Platt Street         | 1890                 | Queen Anne               |
| WIN-042-24        | Francis LeClair Worker House             | 191 West Allen Street   | c. 1875              | Vernacular               |
| WIN-043-24        | Francis LeClair Worker House             | 197 West Allen Street   | c. 1875              | Vernacular               |
| WIN-044-24        | Memorial Park                            | 199 Elm Street          | Prehistoric          | N/A – Archeological Site |
| WIN-045-24        | Falls Terrace Park                       | 2 Main Street           | N/A                  | N/A – Open Space         |
| WIN-046-24        | Langlois/Couchon House                   | 20 North Street         | c. 1890              | Greek Revival            |
| WIN-047-24        | Champlain Mill                           | 20 Winooski Falls Way   | 1912                 | Vernacular/Italianate    |
| WIN-048-24        | Francis LeClair Worker House             | 205 West Allen Street   | c. 1875              | Vernacular               |
| WIN-049-24        | John O'Brien Commercial Block            | 22 Main Street          | c. 1845              | Vernacular               |
| WIN-050-24        | Peking Duck House                        | 24 Weaver Street        | c. 1840              | Vernacular               |
| WIN-051-24        | Methodist Episcopal Church of Winooski   | 24 West Allen Street    | 1918                 | Neo-Gothic Vernacular    |

| LOCAL REGISTER ID | RESOURCE NAME <sup>1</sup>                 | ADDRESS                  | YEAR OF CONSTRUCTION | ARCHITECTURAL STYLE         |
|-------------------|--------------------------------------------|--------------------------|----------------------|-----------------------------|
| WIN-052-24        | Pi Express                                 | 24-26 Main Street        | 1884                 | Queen Anne                  |
| WIN-053-24        | Race Double House                          | 251-253 Main Street      | 1870                 | Vernacular                  |
| WIN-054-24        | Judge O'Brien House                        | 26-30 West Allen Street  | 1855                 | Greek Revival               |
| WIN-055-24        | John Trono Block/New York Cleaners         | 28-30 Main Street        | 1938                 | Vernacular                  |
| WIN-056-24        | Frank & Madeline Perrino House             | 29 Follett Street        | 1845                 | Greek Revival               |
| WIN-057-24        | B.H. Weston House/Weston House             | 291 East Allen Street    | 1860                 | Greek Revival/Eclectic      |
| WIN-058-24        | Stevens-Morwood House                      | 29-31 West Spring Street | 1868                 | Italianate                  |
| WIN-059-24        | Dufresne Apartment Bungalow                | 3 Franklin Street        | 1920                 | Bungalow                    |
| WIN-060-24        | Faith Baptist Church                       | 30 Platt Street          | 1877                 | Gothic Revival              |
| WIN-061-24        | Woolen Mill Offices                        | 30 West Canal Street     | c. 1880              | Vernacular                  |
| WIN-062-24        | Winooski Restaurant                        | 30-32 Main Street        | 1880                 | Italianate                  |
| WIN-063-24        | Burlington Woolen Co.'s Overseer's House   | 33 West Center Street    | 1855                 | Greek Revival               |
| WIN-064-24        | D.J. Greansy Block/Emmon's Market          | 33-41 West Allen Street  | 1905                 | Early Georgian Revival      |
| WIN-065-24        | Tom's Lounge                               | 36-38 Main Street        | 1880                 | Italianate                  |
| WIN-066-24        | Concrete Block House                       | 39 Franklin Street       | 1906                 | Eclectic                    |
| WIN-067-24        | J. Randall Niquette House                  | 39 West Center Street    | 1845                 | Greek Revival               |
| WIN-068-24        | Corporation Block                          | 40-42 Main Street        | 1878                 | Vernacular                  |
| WIN-069-24        | Niquette House                             | 41 East Allen Street     | 1872                 | Italianate/Colonial Revival |
| WIN-070-24        | Burlington Woolen Co. Boarding House       | 41-47 West Center Street | 1863                 | Vernacular                  |
| WIN-071-24        | Hanson's                                   | 44-48 Main Street        | 1875                 | Colonial Revival            |
| WIN-072-24        | Bigwood House                              | 49 East Spring Street    | 1830                 | Eclectic                    |
| WIN-073-24        | Patnaude-Dufresne House                    | 53 East Allen Street     | 1889                 | Queen Anne                  |
| WIN-074-24        | J.D. Bazinett House/Bazinett-Blow House    | 54 LeClair Street        | 1885                 | Queen Anne                  |
| WIN-075-24        | Langlois/Poissant House                    | 6 LeClair Avenue         | c. 1890              | Vernacular                  |
| WIN-076-24        | Chick's Market                             | 60-62 Hickok Street      | 1892                 | Queen Anne Commercial       |
| WIN-077-24        | Wheater House                              | 61 East Allen Street     | 1857                 | Gothic Revival              |
| WIN-078-24        | Mrs. Eunice Smith House/Smith-Kittel House | 61-63 East Spring Street | 1882                 | Italianate                  |
| WIN-079-24        | Richardson-Lasage House                    | 69 East Allen Street     | 1835                 | Greek Revival               |
| WIN-080-24        | Joseph Lavallee House                      | 7 LeClair Avenue         | c. 1885              | Vernacular                  |

| LOCAL REGISTER ID | RESOURCE NAME <sup>1</sup>                | ADDRESS                | YEAR OF CONSTRUCTION | ARCHITECTURAL STYLE       |
|-------------------|-------------------------------------------|------------------------|----------------------|---------------------------|
| WIN-081-24        | Old Stone House/Brownell's Tavern         | 73 East Allen Street   | c. 1789              | Vernacular                |
| WIN-082-24        | Jonathon Newell House/Newell-DePaul House | 73-75 Main Street      | 1865                 | Italianate/Gothic Revival |
| WIN-083-24        | Charles Flint House/Flint-Provost House   | 79 East Spring Street  | 1872                 | Italianate                |
| WIN-084-24        | Dominic's Shoe Repair/The Joy of Wool     | 7-9 West Canal Street  | 1883                 | Queen Anne                |
| WIN-085-24        | Langlois/Bourassa House                   | 8 LeClair Avenue       | c. 1885              | Vernacular                |
| WIN-086-24        | Louis Lapidou House                       | 8 Main Street          | c. 1890              | Vernacular                |
| WIN-087-24        | River House Inn                           | 81 East Allen Street   | 1850                 | Greek Revival             |
| WIN-088-24        | Merrill-Viens House                       | 82 East Allen Street   | 1845                 | Greek Revival             |
| WIN-089-24        | Christ the King Hall                      | 84 Weaver Street       | 1866                 | Italianate                |
| WIN-090-24        | George Graves House/Graves House          | 85 East Spring Street  | 1898                 | Queen Anne                |
| WIN-091-24        | Hubacher House                            | 86 Weaver Street       | 1878                 | Gothic Revival            |
| WIN-092-24        | Chevier Block                             | 98 Malletts Bay Avenue | 1903                 | Commercial                |
| WIN-093-24        | First LeClair House                       | 99 Weaver Street       | 1840                 | Greek Revival             |

Notes:

1. If a resource name was not included on a nomination form or survey, the owner at the time of the survey's completion is listed as the resource name.
2. Property is included in a State or National Historic District; however the structures may not be historically, culturally, architecturally, or archeologically significant.
3. Property is listed in both the National and State Register. The National Register lists the property as the Rosaire Piche Apartment Building, while the State Register lists the property as the Brunelle Apartments. In this instance, the National Register naming has been used for the Resource Name.

## CITY OF WINOOSKI INUNDATION HAZARD AREA REGULATIONS

Adopted by Mayor and Council February 22, 2010 and  
Effective March 15, 2010

**Incorporated into Unified Land Use & Development  
Regulations in 2016**

|                                                           |    |
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### I. Statutory Authorization and Effect

In accordance with 10 V.S.A. Chapter 32, and V.S.A. Chapter 117 §4424, §4411 and §4414, there is hereby established a bylaw for areas at risk of flood damage in the City of Winooski, Vermont. Except as additionally described below, all administrative procedures follow municipal procedures under 24 VSA Chapter 117.

### II. Statement of Purpose

It is the purpose of this bylaw to:

- A. Implement the goals, policies, and recommendations in the current municipal plan;
- B. Avoid and minimize the loss of life and property, the disruption of COMMERCE, the impairment of the tax base, and the extraordinary public expenditures and demands on public services that result from flooding;
- C. Ensure that the selection, design, creation, and use of development is reasonably safe and accomplished in a manner that is consistent with public wellbeing, does not impair flood plain services or the stream corridor,
- D. Manage the flood hazard area designated pursuant to 10 V.S.A. Chapter 32 § 753, the municipal hazard mitigation plan; and make the City of Winooski, its citizens, and businesses eligible for federal flood insurance, federal disaster recovery funds, and hazard mitigation funds as may be available.

### III. Other Provisions

#### A. Precedence of Bylaw

The provisions of these flood hazard bylaws shall not in any way impair or remove the necessity of compliance with any other local, state, or federal laws or regulations. Where this flood hazard regulation imposes a greater restriction the provisions here shall take precedence.

#### B. Validity and Severability

If any portion of this bylaw is held unconstitutional or invalid by a competent court, the remainder of this bylaw shall not be affected.

#### C. Warning of Disclaimer of Liability

This bylaw does not imply that land outside of the areas covered by this bylaw will be free from flood damages. Neither these regulations nor implementation hereof shall create any liability whatsoever on the part of the City of Winooski, or any municipal official or employee thereof.

### IV. Lands to Which these Regulations Apply

#### A. Regulated Flood Hazard Areas

These regulations shall apply to the Special Flood Hazard Area in and on the most current flood insurance studies and maps published by the Department of Homeland Security, Federal Emergency Management Agency, National Flood Insurance Program, as provided by the Secretary of the Agency of Natural Resources pursuant to 10 V.S.A. Chapter 32 § 753, which are hereby adopted by reference and declared to be part of these regulations. The location of the boundary shall be determined by the Zoning Administrator (ZA). If the applicant disagrees with the determination made by the ZA, a Letter of Map Amendment from FEMA shall constitute proof.

#### B. Base Flood Elevations and Floodway Limits in Special Flood Hazard Areas

Where available, base flood elevations and floodway limits provided by the National Flood Insurance Program and in the Flood Insurance Study and accompanying maps shall be used to administer and enforce these regulations. In Special Flood Hazard Areas where base flood elevations and/or floodway limits *have not* been provided by the National Flood Insurance Program in the Flood Insurance Study and accompanying maps, it is the applicant's responsibility to develop the necessary data. Where available, the applicant shall use data provided by FEMA, or State, or Federal agencies.

Winooski Unified Land Use & Development Regulations - Appendix A.  
INUNDATION HAZARD AREA REGULATIONS

### V. Summary Table: Development Review in Hazard Areas

The hazard areas are not appropriate sites for new structures nor for development that increases the elevation of the base flood.

| #  | Activity                                                                                          | Hazard Zone               |          |
|----|---------------------------------------------------------------------------------------------------|---------------------------|----------|
|    |                                                                                                   | Special Flood Hazard Area | Floodway |
|    | <b>P</b> Permitted<br><b>C</b> Conditional Use Review<br><b>X</b> Prohibited<br><b>A</b> Exempted |                           |          |
| 1  | New Structures                                                                                    | X                         | X        |
| 2  | Storage                                                                                           | X                         | X        |
| 3  | Improvements to Existing Structures                                                               | P, C                      | C        |
| 4  | Small Accessory Structures                                                                        | P                         | X        |
| 5  | At Grade Parking                                                                                  | P                         | C        |
| 6  | Replacement water supply or septic systems                                                        | C                         | C        |
| 8  | Fill as needed to elevate existing structures                                                     | C                         | C        |
| 9  | Fill                                                                                              | X                         | X        |
| 12 | Grading                                                                                           | C                         | C        |
| 13 | Road maintenance                                                                                  | A                         | A        |
| 14 | Road improvements                                                                                 | C                         | C        |
| 15 | Bridges and culverts                                                                              | C                         | C        |
| 16 | Channel management                                                                                | C                         | C        |
| 17 | Recreational vehicles                                                                             | P                         | P        |
| 18 | Open space, recreation                                                                            | A                         | A        |
| 19 | Forestry                                                                                          | A                         | A        |
| 20 | Agriculture                                                                                       | A                         | A        |

### VI. Development Review in Hazard

#### Areas A. Permit

A permit is required from the Zoning Administrator for all development in all areas defined in Section IV. Development that requires conditional use approval, non-conforming use approval, or a variance from the Development Review Board (DRB) under these flood hazard regulations, must have such approvals prior to the issuance of a permit by the ZA. Any development subject to municipal jurisdiction in the designated hazard areas shall meet the criteria in Section VI and VII. Any permit issued will require that all other necessary permits from State or Federal Agencies have been received before work may begin.

B. Permitted Development

For the purposes of review under these regulations, the following development activities in the Special Flood Hazard Area where outside of the Floodway, and meeting the Development Standards in Section VII, require only an administrative permit from the ZA:

1. Non-substantial improvements;
2. Accessory structures;
3. Development related to on-site septic or water supply systems;
4. Building utilities;
5. At-grade parking for existing buildings; and,
6. Recreational vehicles.

C. Prohibited Development in Special Flood Hazard Area

1. New residential or non-residential structures (including the placement of manufactured homes);
2. Storage or junk yards;
3. New fill except as necessary and reasonable to elevate structures above the base flood elevation;
4. Accessory structures in the floodway;
5. Critical facilities are prohibited in all areas affected by mapped flood hazards; and,
6. All development not exempted, permitted, or conditionally permitted.

D. Conditional Use Review

Conditional use review and approval by the DRB is required prior to the issuance of a permit by the ZA for proposed development within the following:

1. Substantial improvement, elevation, relocation, or flood proofing of existing structures;
2. New or replacement storage tanks for existing structures;
3. Improvements to existing structures in the floodway;
4. Grading, excavation; or the creation of a pond;
5. Improvements to existing roads;
6. Bridges, culverts, channel management activities, or public projects which are functionally dependent on stream access or stream crossing;
7. Public utilities;

#### E. Exempted Activities

The following are exempt from regulation under this bylaw:

1. The removal of a building or other structure in whole or in part;
2. Maintenance of existing roads and storm water drainage;
3. Silvicultural (forestry) activities conducted in accordance with the Vermont Department of Forests and Parks Acceptable Management Practices; and,
4. Agricultural activities conducted in accordance with the Vermont Department of Agriculture's Accepted Agricultural Practices (AAP). Prior to the construction of farm structures the farmer must notify the ZA in writing of the proposed activity. The notice must contain a sketch of the proposed structure including setbacks.

#### F. Variances

Variances may be granted in writing by the DRB only in accordance with all the criteria in 24 V.S.A. § 4469, § 4424 (E), and 44 CFR Section 60.6, after a public hearing noticed as described in Section VIII.

Any variance issued in the Special Flood Hazard Area will not increase flood heights, and will inform the applicant in writing over the signature of the Zoning Administrator that the issuance of a variance to construct a structure below the base flood elevation increases risk to life and property and will result in increased flood insurance premiums. Such notification shall be maintained with a record of all variance actions.

#### G. Nonconforming Structures and Uses

The DRB may, after public notice and hearing, approve the repair, relocation, replacement, or enlargement of a nonconforming structure within a flood hazard area provided that:

1. The proposed development is in compliance with all the Development Standards in Section VII of this bylaw;
2. A nonconforming structure that is substantially damaged or destroyed may be reconstructed only in circumstances when the structure cannot be relocated to a less hazardous location on the parcel. The lowest floor of the reconstructed structure must be rebuilt to one foot or more above the base flood elevation, and the structure must otherwise comply with all requirements of the National Flood Insurance Program;
3. Nonconforming structures or uses shall be considered abandoned where such structures or uses are discontinued for more than 12 months; and
4. An individual manufactured home lot in an existing manufactured home park that is vacated shall not be considered a discontinuance or abandonment of nonconformity. Replacement manufactured homes must be placed so as to meet the development standards in this bylaw.

Winooski Unified Land Use & Development Regulations - Appendix A.  
INUNDATION HAZARD AREA REGULATIONS

VII. Development Standards - The criteria below are the minimum standards for development in the flood hazard areas. Where more than one zone or area is involved, the most restrictive standard shall apply to the entire property being developed.

A. Special Flood Hazard Area

1. *All development* shall be:

- a. Reasonably safe from flooding;
- b. Designed, operated, maintained, modified, and adequately anchored to prevent flotation, collapse, release, or lateral movement of the structure;
- c. Constructed with materials resistant to flood damage;
- d. Constructed by methods and practices that minimize flood damage;
- e. Constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
- f. Adequately drained to reduce exposure to flood hazards;
- g. Located so as to minimize conflict with changes in channel location over time and the need to intervene with such changes; and,
- h. Required to locate any fuel storage tanks (as needed to serve an existing building in the Special Flood Hazard Zone) a minimum of one foot above the base flood elevation and be securely anchored to prevent flotation; or storage tanks may be placed underground, if securely anchored as certified by a qualified professional.

2. In Zones AE, AH, and A 1-A30 *where base flood elevations and/or floodway limits have not been determined*, development shall not be permitted unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated encroachment, will not increase the base flood elevation more than 1.00 foot at any point within the community. The demonstration must be supported by technical data that conforms to standard hydraulic engineering principles and certified by a registered professional engineer.

3. *Structures to be substantially improved* in Zones A, A1-30, AE, and AH shall be located such that the lowest floor is at least one foot above base flood elevation, this must be documented, in as-built condition, with a FEMA Elevation Certificate;

4. *Non-residential structures to be substantially improved* shall:

- a. Meet the standards in VII A 3; or,
- b. Have the lowest floor, including basement, together with attendant utility and sanitary facilities be designed so that two feet above the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; A permit for flood proofing shall not be issued until a

Winooski Unified Land Use & Development Regulations - Appendix A.  
INUNDATION HAZARD AREA REGULATIONS

registered professional engineer or architect has reviewed the structural design, specifications and plans, and has certified that the design and proposed methods of construction are in accordance with accepted standards of practice for meeting the provisions of this subsection.

5. *Fully enclosed areas below grade* on all sides (including below grade crawlspaces and basements) are prohibited.
6. *Fully enclosed areas that are above grade*, below the lowest floor, below BFE and subject to flooding, shall
  - a. Be solely used for parking of vehicles, storage, or building access, and such a condition shall clearly be stated on any permits; and,
  - b. Be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Such designs must be certified by a registered professional engineer or architect, or meet or exceed the following minimum criteria: A minimum of two openings on two walls having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided. The bottom of all openings shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
7. *Recreational vehicles* must be fully licensed and ready for highway use;
8. A *small accessory* structure of 500 square feet or less that represents a minimal investment need not be elevated to the base flood elevation in this area, provided the structure is placed on the building site so as to offer the minimum resistance to the flow of floodwaters and shall meet the criteria in VII A 6 (above).
9. *Water supply systems* shall be designed to minimize or eliminate infiltration of flood waters into the systems.
10. *Sanitary sewage systems* shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.
11. *On-site waste disposal systems* shall be located to avoid impairment to them or contamination from them during flooding.
12. *The flood carrying and sediment transport capacity* within the altered or relocated portion of any watercourse shall be maintained, and any alteration or relocation shall not result in any decrease of stream stability;
13. *Bridges and culverts*, which by their nature must be placed in or over the stream, must have a stream alteration permit from the Agency of Natural Resources where applicable.

- 14 *Subdivisions and Planned Unit Developments must be accessible by dry land access outside the special flood hazard area.*
15. *Existing buildings, including manufactured homes, to be substantially improved in Zone AO shall have the lowest floor, including basement, elevated above the highest adjacent grade, at least as high as the depth number specified on the community's FIRM, or at least two feet if no depth number is specified.*

#### B. Floodway Areas

1. Encroachments or development above grade and less than one foot above the base flood elevation, are prohibited unless hydrologic and hydraulic analyses are performed in accordance with standard engineering practice, by a registered professional engineer, certifying that the proposed development will:
  - a) Not result in any increase in flood levels (0.00 feet) during the occurrence of the base flood;
  - b) Not increase any risk to surrounding properties, facilities, or structures from erosion or flooding.
2. Public utilities may be placed underground, and the analyses may be waived, where a registered professional engineer certifies that there will be no change in grade and the utilities will be adequately protected from scour.

### VIII. Administration

#### C. Application Submission Requirements

1. Applications for development shall include:
  - a. Where applicable, a site plan that depicts the proposed development, all water bodies, Special Flood Hazard Areas, floodways, any existing and proposed drainage, any proposed fill, and pre and post development grades, and the elevation of the proposed lowest floor, as referenced to the same vertical datum as the elevation on the current Flood Insurance Rate Maps;
  - b. A Vermont Agency of Natural Resources Project Review Sheet for the proposal. The Project Review Sheet shall identify all State and Federal agencies from which permit approval is required for the proposal, and shall be filed as a required attachment to the municipal permit application. The identified permits, or letters indicating that such permits are not required, shall be submitted to the ZA and attached to the permit before work can begin;

## B. Referrals

1. Upon receipt of a complete application for a substantial improvement or new construction the ZA shall submit a copy of the application and supporting information to the State National Flood Insurance Program (NFIP) Coordinator at the Vermont Agency of Natural Resources, in accordance with 24 V.S.A. § 4424. A permit may be issued only following receipt of comments from the Agency, or the expiration of 30 days from the date the application was mailed to the Agency, whichever is sooner.
2. If the applicant is seeking a permit for the alteration or relocation of a watercourse, copies of the application shall also be submitted to the adjacent communities, the Stream Alteration Engineer at the Vermont Agency of Natural Resources, and the Army Corps of Engineers. Copies of such notice shall be provided to the State National Flood Insurance Program (NFIP) Coordinator at the Vermont Agency of Natural Resources, Department of Environmental Conservation. A permit may be issued only following receipt of comments from the Vermont Agency of Natural Resources, or the expiration of 30 days from the date the application was mailed to the Vermont Agency of Natural Resources, whichever is sooner. The Board should consider comments from the NFIP Coordinator at ANR.

## C. Records

The Zoning Administrator shall properly file and maintain a record of:

1. All permits issued in areas covered by this bylaw;
2. Elevation Certificates with the as-built elevation (consistent with the datum of the elevation on the current Flood Insurance Rate Maps for the community) of the lowest floor, including basement, of all new or substantially improved buildings (not including accessory buildings) in the Special Flood Hazard Area
3. All flood proofing and other certifications required under this regulation; and,
4. All decisions of the Board (including variances and violations) and all supporting findings of fact, conclusions and conditions.

## IX. Certificate of Occupancy

In accordance with 24 V.S.A. Chapter 117 §4449, it shall be unlawful to use or occupy, or permit the use or occupancy of any land or structure, or part thereof, created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure within Special Flood Hazard Area until a certificate of occupancy is issued therefore by the Zoning Administrator, stating that the proposed use of the structure or land conforms to the requirements of these bylaws. A certificate of occupancy is not required for structures that were built in compliance with the bylaws at the time of construction and have not been improved since the adoption of this bylaw. Within 14 days of the receipt of the application for a certificate of occupancy, the ZA shall inspect the premises to ensure that all permits identified on the Project Review Sheet have been acquired and all that all work has been completed in conformance with the zoning

permit and associated approvals. If the ZA fails to grant or deny the certificate of occupancy within 14 days of the submission of the application, the certificate shall be deemed issued on the 15th day. If a Certificate of Occupancy can not be issued, notice will be sent to the owner and copied to the lender.

#### X. Enforcement and Penalties

A. This bylaw shall be enforced under the municipal zoning bylaw in accordance with 10 V.S.A. § 1974a, and 24 V.S.A § 4451, and § 4452. A copy of the notice of violation will be mailed the State NFIP Coordinator.

B. If any appeals have been resolved, but the violation remains, the ZA shall submit a declaration to the Administrator of the National Flood Insurance Program requesting a denial of flood insurance to the property pursuant to Section 1316 of the National Flood Insurance Act of 1968, as amended.

C. Violations of the Accepted Agricultural Practices shall be enforced under this Section as violations of this bylaw. Such violations shall also be immediately reported to the Secretary of Agriculture for enforcement under 6 V.S.A. § 4812.

#### XI. Definitions

*"Accessory Structure"* means a structure which is: 1) detached from and clearly incidental and subordinate to the principal use of or structure on a lot, 2) located on the same lot as the principal structure or use, and 3) clearly and customarily related to the principal structure or use. For residential uses these include, but may not be limited to garages, garden and tool sheds, and playhouses.

*"Area of Special Flood Hazard"* is synonymous in meaning with the phrase "special flood hazard area" for the purposes of these regulations.

*"Base Flood"* means the flood having a one percent chance of being equaled or exceeded in any given year (commonly referred to as the "100-year flood").

*"Base Flood Elevation" (BFE)* is the elevation of the water surface elevation resulting from a flood that has a 1 percent chance of equaling or exceeding that level in any given year. On the Flood Insurance Rate Map the elevation is usually in feet, in relation to the National Geodetic Vertical Datum of 1929, the North American Vertical Datum of 1988, or other datum referenced in the Flood Insurance Study report, or the average depth of the base flood, usually in feet, above the ground surface.

*"BFE"* see Base Flood Elevation

*"Common plan of development"* is where a structure will be refurbished over a period of time. Such work might be planned unit by unit.

*"Critical facilities"* - include police stations, fire and rescue facilities, hospitals, shelters, schools, nursing homes, water supply and waste treatment facilities, and other structures the community identifies as essential to the health and welfare of the population and that are especially important following a disaster. For example, the type and location of a business may raise its status to a Critical Facility, such as a grocery or gas station.

*"Development"* means any human-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

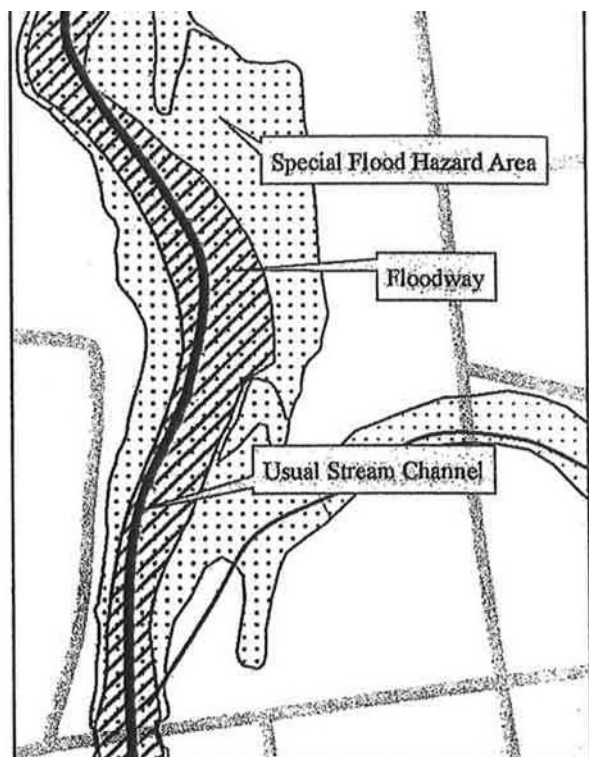
*"Fill"* means any placed material that changes the natural grade, increases the elevation, or diminishes the flood storage capacity at the site.

*"FIRM"* see Flood Insurance Rate Map

*"Flood"* means (a) a general and temporary condition of partial or complete inundation of normally dry land areas from: the overflow of inland or tidal waters; the unusual and rapid accumulation or runoff of surface waters from any source; and mudslides which are proximately caused by flooding and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current. (b) The

collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding.

*"Flood Insurance Rate Map" (FIRM)* means an official map of a community, on which the Federal Insurance Administrator has delineated both the special flood hazard areas and the risk premium zones applicable to the community. In some communities the hazard boundaries are available in paper, pdf, or Geographic Information System formats as a Digital Flood Insurance Rate Map (DFIRM).



*"Flood Insurance Study"* means an examination, evaluation and determination of flood hazards and, if appropriate, the corresponding water surface elevations or an examination, evaluation and determination of mudslide (i.e., mudflow) and /or flood related erosion hazards.

*"Floodplain or flood-prone area"* means any land area susceptible to being inundated by water from any source (see definition of "flood").

*"Flood proofing"* means any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

*"Floodway"* means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot at any point. Please note that Special Flood Hazard Areas and floodways may be shown on a separate map panels.

*"Floodway, Regulatory in the City of Winooski"*, means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot at any point.

*"Functionally dependent use"* means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water.

*"Historic structure"* means any structure that is: (a) listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (c) individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or (d) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either: (i) by an approved state program as determined by the Secretary of the Interior or (ii) directly by the Secretary of the Interior in states without approved programs.

*"Letter of Map Amendment (LOMA)"* is a letter issued by the Federal Emergency Management Agency officially removing a structure or lot from the flood hazard zone based on information provided by a certified engineer or surveyor. This is used where structures or lots are located above the base flood elevation and have been inadvertently included in the mapped special flood hazard area.

*"Lowest floor"* means the lowest floor of the lowest enclosed area, including basement, except an unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of 44 CFR 60.3.

*"Manufactured home (or Mobile home)"* means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

*"New construction"* for regulation under this bylaw, means structures for which the *start of construction* commenced on or after the effective date of the floodplain management regulation adopted by the community and includes any subsequent improvements to such structures.

*"Non-residential"* includes, but is not limited to: small business concerns, churches, schools, nursing homes, farm buildings (including grain bins and silos), pool houses, clubhouses, recreational buildings, government buildings, mercantile structures, agricultural and industrial structures, and warehouses.

*"Recreational vehicle"* means a vehicle which is: (a) Built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projection; (c) Designed to be self-propelled or permanently towable by a light duty truck; and (d) Designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use.

*"Special Flood Hazard Area"* is the floodplain within a community subject to a 1 percent or greater chance of flooding in any given year. For purposes of these regulations, the term "area of special flood hazard" is synonymous in meaning with the phrase "special flood hazard area". This area is usually labeled Zone A, AO, AH, AE, or A1-30 in the most current flood insurance studies and on the maps published by the Federal Emergency Management Agency. Maps of this area are available for viewing in the municipal office or online from the FEMA Map Service Center: [msc.fema.gov](http://msc.fema.gov) Base flood elevations have not been determined in Zone A where the flood risk has been mapped by approximate methods. Base flood elevations are shown at selected intervals on maps of Special Flood Hazard Areas that are determined by detailed methods. Please note, where floodways have been determined they may be shown on separate map panels from the Flood Insurance Rate Maps.

*"Start of construction"* for purposes of floodplain management, determines the effective map or bylaw that regulated development in the Special Flood Hazard Area. The "start of construction" includes substantial improvement, and means the date the building permit was issued provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings,

Winooski Unified Land Use & Development Regulations - Appendix A.  
INUNDATION HAZARD AREA REGULATIONS

the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets -and/or walkways; nor does it include excavation for a basement, footing, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, regardless whether that alteration affects the external dimensions of the building.

*"Structure"* means, for regulatory purposes under this bylaw, a walled and roofed building, as well as a manufactured home, and any related built systems, including gas or liquid storage tanks.

*"Substantial damage"* means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged conditions would equal or exceed 50 percent of the market value of the structure before the damage occurred.

*"Substantial improvement"* means any reconstruction, rehabilitation, addition, or other improvement of a structure after the date of adoption of this bylaw, the cost of which, over three years, or over a the period of a common plan of development, cumulatively equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The term does not, however, include either:

- (a) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specification which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions or
- (b) Any alteration of a "historic structure", provided that the alteration will not preclude the structure's continued designation as a "historic structure".

*"Violation"* means the failure of a structure or other development to be fully compliant with this bylaw. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in 44 CPR 60.3 is presumed to be in violation until such time as that documentation is provided.

# Appendix B Gateway Districts Form Based Code Regulations



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## How to Use this Code

### Why are some words shown in SMALL CAPITAL LETTERS?

The Gateway Corridors Form-Based Code includes terms with special meanings and their definitions are included in *Part 9. Definitions*. Defined terms are shown throughout the document in SMALL CAPITAL LETTERS.

### I want to know what is allowed for my property:

- A. Look at the Winooski Zoning map and determine if the property in question is located within the Gateway Corridors Form-Based Code District. If not, this Code is not applicable.
- B. Look at the adopted REGULATING PLAN in *Part 3. The Regulating Plan*. Find the property in question. Note the REQUIRED BUILDING LINE and the PARKING SETBACK LINE. Note the color of the fronting STREET-SPACE—this determines the applicable BUILDING FORM STANDARD (see the key located on the REGULATING PLAN).
- C. Find the applicable BUILDING FORM STANDARD in *Part 4. Building Form Standards* (Note the *General Provisions* in *Section 402* apply to all properties in the Gateway District.). The BUILDING FORM STANDARD will tell you the parameters for development on the site in terms of height, siting, elements, and use.
- D. Additional regulations regarding streets and other public spaces surrounding the property, parking requirements, and building functions are found in the following sections: *Part 5. Urban Space Standards*; *Part 6. Architectural Standards*; *Part 7. Parking and Loading Standards*; and *Part 8. Building Functions*. See also the City's *Municipal Plan* for information regarding plans for the public right of ways.
- E. See *Part 2. Administration, Application Process & Appeals* for information on the development review process.

### I want to modify an existing building:

- A. If this Code is applicable to your property, determine whether your intended changes would trigger a level of code compliance by looking at *Part 2. Administration, Section 207*.
- B. If yes, follow the indicated portions of steps 2-5, above.

### I want to establish a new use in an existing building:

- A. Find the property on the REGULATING PLAN and determine the applicable BUILDING FORM STANDARD.
- B. Determine whether the use is allowed by looking at the Permitted Use Table in *Part 8. Building Functions*. If the use is listed with a cross-reference in the right-hand column, refer to those standards.

### I have a use, building or site that is nonconforming:

- A. Existing uses, buildings and site configurations that met the rules when they were constructed, but do not comply with this development code are considered nonconforming.
- B. See *Part 2. Section 209 Non-Conformities* for further details.

**I want to change the Regulating Plan regarding my property:**

*See Part 2. Section 207 Amendments to the Form-Based Code.*

**I want to subdivide my property:**

- A. Property can be subdivided in accordance with the procedures in Article VI of the Winooski Unified Land Use and Development Regulations, referred to herein as "the Regulations".
- B. Any such subdivision shall also meet the standards of this Code.

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# Part 1. General Provisions

## 101. Title

This Code is known as the Gateway Districts Form-Based Code.

## 102. Applicability

The Code is in effect for that part of the City of Winooski, Vermont, designated on the Winooski Zoning Map as the Gateway Districts.

## 103. Purposes

The goal of the Winooski Public Design Workshop Vision Plan was to reset the conversation and provide guidance for future development and redevelopment in these gateway corridors. This Code will implement the purpose and goals of that Plan by providing strong implementation tools for the City.

The Code shall be applied to new, infill development, and redevelopment within the Gateway District both in order to achieve the vision set forth and to provide a mechanism for implementing the following specific goals, using both public and private sector investment:

- A. Capitalize on public investment in existing infrastructure
- B. Stabilize and strengthen mixed-use commercial areas and residential neighborhoods
- C. Create a pedestrian-friendly and multi-modal district
- D. Promote, create, and expand housing options
- E. Ensure a complementary relationship between the Corridors and the surrounding neighborhoods

The creation of walkable, mixed-use development is dependent on three factors: density, diversity of uses, and *design*. This Code places greatest emphasis on design, or physical form, because of its importance in defining neighborhood and corridor character. All places evolve. Density and uses can be expected to change over time as the area continues to grow and mature.

## 104. Other Applicable Regulations

All development must comply with relevant Federal, State and City regulations. Whenever any provision of this Code imposes a greater requirement or a higher standard than is required in any State or Federal statute or other City regulation, the provisions of this Code shall govern unless preempted by State or Federal law.

Where apparent conflicts exist between the provisions of this Code and other existing ordinances, regulation or permits, or by easements, covenants, or agreements, the provisions of this Code shall govern, as is consistent with State and Federal law.

## 105. Minimum Requirements

In interpreting and applying the provisions of the Code, they are the minimum requirements for development under this Code.

## 106. Severability

Should any provision of this Code be decided by the courts to be unconstitutional or invalid, that decision shall not affect the validity of the Code other than the part decided to be unconstitutional or invalid.

## 107. Components of the Code

This Code places a primary emphasis on physical form and placemaking, with a secondary focus on land uses. the principal regulatory sections of this Code are described below.

- A. **Administration.** *Part 2. Administration* covers application and review process for development plan approval.
- B. **Regulating Plan.** A REGULATING PLAN is the application key for the Gateway District. Defined and illustrated in *Part 3*, it delineates the STREET-SPACE and other public open space and provides specific information on the development parameters for parcels within the Gateway District. The REGULATING PLAN shows how each lot or development project relates to the STREET-SPACE and the surrounding neighborhood. the REGULATING PLAN may identify additional regulations and/or special circumstances for specific locations.
- C. **The Building Form Standards.** The primary purpose of the BUILDING FORM STANDARDS (BFS), located in *Part 4*, is to shape the STREET-SPACE—its specific physical and functional character—through placement and form standards on buildings as they frame the STREET-SPACE or public realm. their secondary purpose is to ensure that the buildings cooperate to form a functioning and consistent BLOCK structure. The BFS aim for the minimum level of regulation necessary to meet these goals. the applicable standard(s) for a development project is determined by the street frontage designated on the REGULATING PLAN.

The BUILDING FORM STANDARDS establish both the boundaries within which things *may* be done and specific things that *shall* be done.
- D. **The Urban-Space Standards.** The purpose of *Part 5. Urban-Space Standards* is to ensure coherent STREET-SPACE and to assist developers and owners with understanding the relationship between the public realm and their own development project or building. This part establishes rules and standards for the STREET-SPACE within the Gateway District that are the responsibility of the developer/owner. They will foster an environment that encourages and facilitates pedestrian activity and “walkable” streets that are comfortable, efficient, safe, and interesting. Applicants should consult the City’s *Municipal Plan, Transportation Plan, Public Works Standards* and related regulations and policies to understand the future/planned configurations of the vehicular part of the street, including travel-lanes, curb geometry, and on-street parking, as well as the placement of STREET TREES, sidewalks, and other amenities or furnishings (e.g., benches, signs, street lights, etc.) within the STREET-SPACE.
- E. **The Architectural Standards.** The purpose of *Part 6. Architectural Standards* is to ensure a coherent and high-quality building character that is complementary to the best traditions of Winooski. The Architectural Standards govern a building’s exterior elements for all BFS and set the parameters for allowable materials, configurations, and techniques. Materials and products that are ‘equivalent or better’ than those specified are always encouraged and may be submitted for approval to the Zoning Administrator, who is authorized to approve them when they meet the intent of these standards.

- F. Parking and Loading Standards.** *Part 7. Parking and Loading Standards* provide goals and requirements to promote a pedestrian-friendly, walkable corridor through shared parking and encourage a “park once” environment. They establish the specific vehicular and bicycle parking ratios required throughout the Gateway District.
- G. Building Function Standards.** *Part 8. Building Function Standards* establishes the range of uses allowed in the Gateway District. Uses permitted on GROUND STORIES and in upper STORIES are correlated with each BUILDING FORM STANDARD. Because these standards emphasize form more than use, they include fewer, broader categories than those provided in the Winooski Zoning Regulations.
- H. Definitions.** Certain terms in this Code are used in very specific ways, often excluding some of the meanings of common usage. Wherever a word is in SMALL CAPITALS format, consult *Part 9. Definitions* for its specific and limited meaning within this Code. Terms not defined here may be defined elsewhere in the City of Winooski’s Unified Land Use and Development Regulations. In such case, the definition included in the Unified Land Use and Development Regulations shall be used. Where there is an apparent conflict or contradiction, the definition in *Part 9. Definitions* shall prevail.

## Part 2. Administration, Application Process & Appeals

### 201. Applicability

Development proposals within the Gateway District shall be subject to the provisions of this Code. Subdivisions or lot line adjustments are subject to review under Article VI of the Regulations.

### 202. Zoning Administrator

- A. Authority.** The Zoning Administrator is authorized to approve applications for Certificates of Conformity and Administrative Adjustments, following public notification.
- B. Delegation of Authority.** The Zoning Administrator may designate any member of the City Staff to represent the Zoning Administrator in any function assigned by this Code. The Zoning Administrator, however, shall remain responsible for any final action taken under this Section.

### 203. Certificate of Conformity

An application for approval of a CERTIFICATE OF CONFORMITY, demonstrating conformity with the provisions contained in this Code and the regulating plan shall be submitted to the Zoning Administrator.

- A. Certificate of Conformity Application Requirements.** The application for a CERTIFICATE OF CONFORMITY shall include:
  - 1. An application for a zoning permit on the appropriate form provided by the City, including all associated application fees
  - 2. A brief narrative describing the Development Proposal.
  - 3. Five (5) sets of completed plans for the Development Proposal to scale [Site Plans at 1"= 20' to 1"= 50', Building Plans and Elevations (not including facades) at 1"= 8', facades drawn at 1" = 4', and details as necessary to demonstrate form-based code ("FBC") conformity at 1"= 4' to 1"=10'] prepared by a Registered Professional Engineer, Registered Land Surveyor, Architect, or Landscape Architect, as appropriate, and including the following information, which shall be submitted on the above listed or additional sheets:
    - a. Location and dimensions of all proposed buildings and other construction;
    - b. A mid-block access/common drive plan, showing any internal roadways, streets and/ or street-spaces, common access easements, and accessways to adjacent properties and public roadways if applicable;
    - c. Location and dimensions of all parking areas;
    - d. Utility Strategy;
    - e. Architectural drawings of all proposed building FAÇADES and elevations; and
    - f. Completed Form-Based District Review Checklists, which shall be developed, maintained, and made available by the Zoning Administrator, demonstrating conformity with the provisions of the FBC.

4. A Traffic Impact Study (TIS).
  - a. The scope and scale of the TIS will be determined by the Department of Public Works based on the proposed development or redevelopment.
  - b. All traffic impact studies, traffic operational analysis reports, or traffic operational letters shall be prepared and signed by a professional Traffic Engineer, licensed by the State of Vermont or a professional Civil Engineer with adequate traffic engineering experience.
  - c. The City may require comments or review from a third party at their discretion.
  - d. The City shall accept, reject, or request additional information before rendering a decision on the Traffic Impact Study
5. Any other documents and/or materials required by the Zoning Administrator to determine conformity with the FBC.
6. The application materials for a CERTIFICATE OF CONFORMITY may be submitted electronically at the discretion of the Zoning Administrator.

**B. Certificate of Conformity Review.**

1. A pre-application conference with the Zoning Administrator is required prior to the submission of any application for a CERTIFICATE OF CONFORMITY. The applicant shall provide a schematic site plan at a scale of 1" = 20' to 1" = 50' and schematic drawings of all FACADES at a scale of 1" = 8' for consideration by the staff. The discussions and any conclusions based thereon at such a pre-application conference are not binding on any party thereto.
2. The Zoning Administrator may administratively provide for submission and review deadlines for materials and studies required in support of any application for a CERTIFICATE OF CONFORMITY. The need for technical studies shall be at the Zoning Administrator's discretion.
3. Applicants shall be notified no later than 7 business days following the submittal deadline if additional materials and studies will be required in order for review of their application to commence.
4. Upon submittal of a complete application, it shall be the responsibility of the Zoning Administrator to:
  - a. Schedule a meeting of the PROJECT REVIEW COMMITTEE (PRC).
  - b. Provide abutting landowners with a notice of the PRC meeting to be mailed no less than 10 days before the meeting.
  - c. The PRC shall, at a minimum:
    - i. Review and provide input as to the development project's compliance with the code;

- ii. Recommend any changes or conditions of approval in order to meet the code;
    - iii. Request additional information, including studies necessary to make a determination on impacts to other City infrastructure that might result from the development.
  - d. Within 30 days of submittal of the application, and after the PRC meeting, the Zoning Administrator shall take one of the following actions:
    - i. Approve the application as submitted;
    - ii. Approve the application with conditions; or
    - iii. Forward the application to the Development Review Board, to be heard at their next meeting.
- 5. After the effective date of the Form-Based Code, no property which has been zoned under the Form-Based Code may be developed or redeveloped without approval of a CERTIFICATE OF CONFORMITY and issuance of a zoning permit from the Zoning Administrator.
- 6. An applicant or other “interested person” as defined under 24 V.S.A. Section § 4465 and Article VI of the Regulations, may appeal a decision or act of the Zoning Administrator within 15 days of the date of the decision or act by filing a notice of appeal with the Clerk or Secretary of the Development Review Board, and by filing a copy of the notice with the Zoning Administrator. This process is outlined in Article VI, Section 6.9 of these Regulations.

Page left intentionally blank and Section 204 reserved for the future if needed.

## **205. Effect of Certificate of Conformity Issuance**

Issuance of a CERTIFICATE OF CONFORMITY by the Zoning Administrator allows an applicant to apply for other necessary permits and approvals which include, but are not limited to, those permits and approvals required under the City Building Code.

**A. Certificate of Conformity Modification.** After the Zoning Administrator has issued a CERTIFICATE OF CONFORMITY, any change in the Development Proposal from the plans submitted to the Zoning Administrator, other than those permitted under Section 206 below, shall be considered to be a Material Modification and shall be subject to the following review procedure:

1. Material Modification requests shall be submitted to the Zoning Administrator for review and approval, and shall include sufficient information to determine conformity with the FBC.
  - a. Any modifications resulting in increases to the number of dwelling units or size of non-residential space; or an increase building height or the number of STORIES shall require review by the PROJECT REVIEW COMMITTEE as outlined in Section 203.B., including notification to adjacent property owners.
  - b. Modifications that result in changes to approved site plan may require additional review and approval by City Departments to ensure conflicts with previously approved infrastructure do not exist. Site plan review by the PROJECT REVIEW COMMITTEE shall be done at the discretion of the Zoning Administrator.
  - c. Modifications that result in changes to exterior materials or percentages of fenestration consistent with these regulations, including Section 206, may be approved by the Zoning Administrator or referred to the PROJECT REVIEW COMMITTEE for review, but will not require notification to adjacent property owners or issuing of a new CERTIFICATE OF CONFORMITY.
2. The Zoning Administrator may administratively provide for submission and review deadlines for materials and studies required in support of any application for a CERTIFICATE OF CONFORMITY.
3. Changes that result in modifications to a CERTIFICATE OF CONFORMITY will require a new zoning permit, including the posting of the property for the required 15-day appeal period as outlined in 24 V.S.A. § 4465.

**B. Certificate of Conformity and Zoning Permit Expiration.** A CERTIFICATE OF CONFORMITY or zoning permit duly issued by the Zoning administrator will expire according to the following:

1. A CERTIFICATE OF CONFORMITY shall lapse 18 months from its issuance if an applicant does not secure a zoning and building permit.
2. Upon written communication by the applicant submitted at least 30 days prior to the expiration of the CERTIFICATE OF CONFORMITY, and upon a showing of good cause, the Zoning Administrator may grant one extension not to exceed 6 months. Upon an application for extension, the CERTIFICATE OF CONFORMITY shall be deemed extended until the Zoning Administrator has acted upon the request for extension.

3. A zoning permit shall be issued once all conditions outlined in the CERTIFICATE OF CONFORMITY required for zoning approval have been met. The zoning permit shall be valid for 18 months from the date issued.
  - a. A one-time extension of 6 months may be granted to a zoning permit upon showing reasonable cause for delay in starting development. Reasonable cause shall be based on a determination that:
    - i. The delay is a result of delays in a state or federal permitting process; or
    - ii. The applicant has made a good faith effort to exercise their rights under the permit and, though the use or actual construction of structures authorized under the permit has not begun, the permittee is conducting work at the site in furtherance of the permitted project.
  - b. If development authorized by the zoning permit is not substantially commenced prior to the expiration date, the zoning permit will become void and a new application will need to be submitted.
4. The applicant will be required to pay recording fees only for the issuance of a zoning permit extension.

## **206. Administrative Adjustments**

- A. **Purpose and Intent.** The purpose and intent of this section is to provide an administrative mechanism for allowing minor adjustments to limited and specific requirements of the Gateway District, with the intent of providing relief where the application of a standard creates practical difficulties in allowing development to proceed. These adjustments are intended to provide relief for minor construction/survey issues; they are not intended for designed or intentional variances from the FBC, like those governed by *Section 208* below. This optional process occurs only where an applicant requests an Administrative Adjustment to a standard specified below.
- B. **Administrative Adjustment Application and Review Procedure.** All requests for administrative adjustments are required to submit an application to be reviewed by the Zoning Administrator according to the standards outlined below.
  1. An application for approval of an Administrative Adjustment shall include:
    - a. A brief narrative describing the Administrative Adjustment sought;
    - b. A completed Administrative Adjustment Checklist, the form of which shall be developed, maintained, and made available by the Zoning Administrator, demonstrating that the adjustment sought is limited to the standards set forth below; and
    - c. Any other documents and/or materials required by the Zoning Administrator to determine that the adjustment sought is limited to the standards set forth below.
  2. The Zoning Administrator may seek assistance from the Development Review Board in making a determination under this Section.

3. Within 30 days of receipt of a complete application, the Zoning Administrator shall review the application in accordance with the Administrative Adjustment Standards below, and take one of the following actions:
  - a. Approve the application as submitted;
  - b. Approve the application with conditions; or
  - c. Deny the application.
4. An application for an administrative adjustment may be submitted in conjunction with an application for a CERTIFICATE OF CONFORMITY as outlined in Section 203.B.

**C. Administrative Adjustment Standards.** The Zoning Administrator is authorized to approve Administrative Adjustment applications in strict conformance with the following standards only:

1. Height
  - a. Minimum and maximum height – up to 5% for any cumulative increase or decrease in building height.
  - b. STREET WALL/fence requirements – up to 10%.
  - c. Finished floor elevation – up to 5%.
2. Siting
  - a. REQUIRED BUILDING LINE – move up to 12 inches, but not into the public ROW.
  - b. REQUIRED BUILDING LINE minimum percentage build-to – reduction of up to 5% of required length.
  - c. PARKING SETBACK LINE – move forward as follows:
    - i. Mid-block lots – up to 6 feet.
    - ii. Corner lots – up to 6 feet on the primary street and up to 15 feet on the secondary/side street.
  - d. Mezzanine floor area – up to 10% additional area.
  - e. STREET WALL requirements – up to 10% of the height/ FENESTRATION/access gate requirements.
  - f. Entrances (maximum average spacing) – up to 10% increase in spacing.
3. Elements
  - a. FENESTRATION (minimum and maximum percent) – up to 5%.
  - b. Elements (minimum and maximum projections) – up to 5%.

4. Architectural Standards
  - a. Primary and Secondary materials – up to 10%.
  - b. Window and pane dimensions – up to 10%
  - c. SHOPFRONT entry geometry – up to 10%.

5. Streets, Blocks and Common Drives

Street center lines (and the STREET-SPACE/RBLS with it) may be moved up to 50 feet in either direction, so long as:

- a. the street connectivity is maintained (no cul-de-sacs);
- b. any change to adjacent properties are approved by their owners;
- c. no street intersection occurs within 100 feet of another street intersection; and
- d. the BLOCK configuration meets the standards defined in *Section 301.D.2*.
- e. the resulting configuration is approved by the Winooski Department of Public Works.

**D. Administrative Adjustment of Unlisted Standards.** Any request for relief from a required FBC standard other than those listed above shall be made through the Variance procedures set forth in *Section 208 of these regulations*.

**E. Applicability.** Any Administrative Adjustment approved under this Section shall run with the land and not be affected by a change in ownership.

## **207. Amendments to the Form-Based Code**

**A. Text Amendments.** Any application for an amendment to the Code text shall be considered an application for a zoning text amendment subject to Article I, Section 1.4 of the Regulations and any other regulations applicable to zoning text amendments.

**B. Regulating Plan Amendments.** Any application for an amendment to the Code REGULATING PLAN shall be considered an application for a zoning map amendment subject to Article I, Section 1.4 of the Regulations and any other regulations applicable to rezoning. The exception being that notification shall be made to all parties within 400 feet of the proposed change.

**C. Building Form Standards (BFS) Considerations.** In determining the allocation and, thereby, the form and mixed-use character of the district, attention must be paid to both the physical context (what goes next to what) and diversity of allowed/required uses.

1. When amending a REGULATING PLAN, the standards of *Section 301* shall apply.
2. CIVIC USE BUILDINGS (those designated on the REGULATING PLAN) are not restricted by these standards.

## **208. Variances**

Any person seeking a variance from the provisions of the FBC shall follow the variance procedures outlined in *Section 6.8 of the Unified Land Use and Development Regulations*.

## **209. Non-Conformities**

Non-conforming structures within the Gateway District may be altered or repaired according to the following schedule:

### **A. Single-family and duplex structures.**

1. Repairs and remodeling and additions to a single-family or duplex structure may be made without conformance to the Code provided that they do not encroach into any NEIGHBORHOOD MANNERS setback.
2. Repairs, remodeling and additions resulting in additional units shall require full code compliance, except one additional unit within existing structures may be permitted without full code compliance.
3. Intentional demolition requires conformance to the Code.
4. Single-family and duplex structures destroyed by fire, explosion, act of God, or the public enemy may be replaced with conformance to a like residential zoning district as determined by the Zoning Administrator.

### **B. Other Structures.**

1. Additions of up to 20% of the square footage of a non-conforming structure (existing as of the adoption of the Gateway District) may be made subject to conformance with only the Architectural Standards of the Gateway District relative to the new addition only.
2. Additions greater than 20% but equal to or less than 50% of the square footage of a non-conforming structure may be made subject to conformance with the Architectural Standards of the code and the site requirements of the code relative to the new addition only.
3. Additions greater than 50% of the square footage of a non-conforming structure shall be made in conformance with the code. Non-conforming site improvements must also be brought into complete conformity with the regulations applicable to the Gateway District.
4. Existing structures destroyed by fire, explosion, act of God, or the public enemy may be replaced with a structure of comparable height and gross floor area that otherwise meets the requirements of the code.

### **C. Non-conforming Uses.**

1. A non-conforming use may be extended throughout any portion of a completed building that, when the use was made non-conforming by this Code, was manifestly designed or arranged to accommodate such use.

2. A non-conforming use may not be extended to additional buildings or to land outside the original building.

**D. Historic Structures.**

1. Historically-designated structures may be specified as a CIVIC USE BUILDING by the Planning Commission and City Council if they effectively serve the community as CIVIC USE BUILDINGS. If so designated, they may be added to the REGULATING PLAN.
2. Historically designated structures or properties shall comply with the standards as outlined in Section 4.4 of the Unified Land Use and Development Regulations.

## Part 3. The Regulating Plan

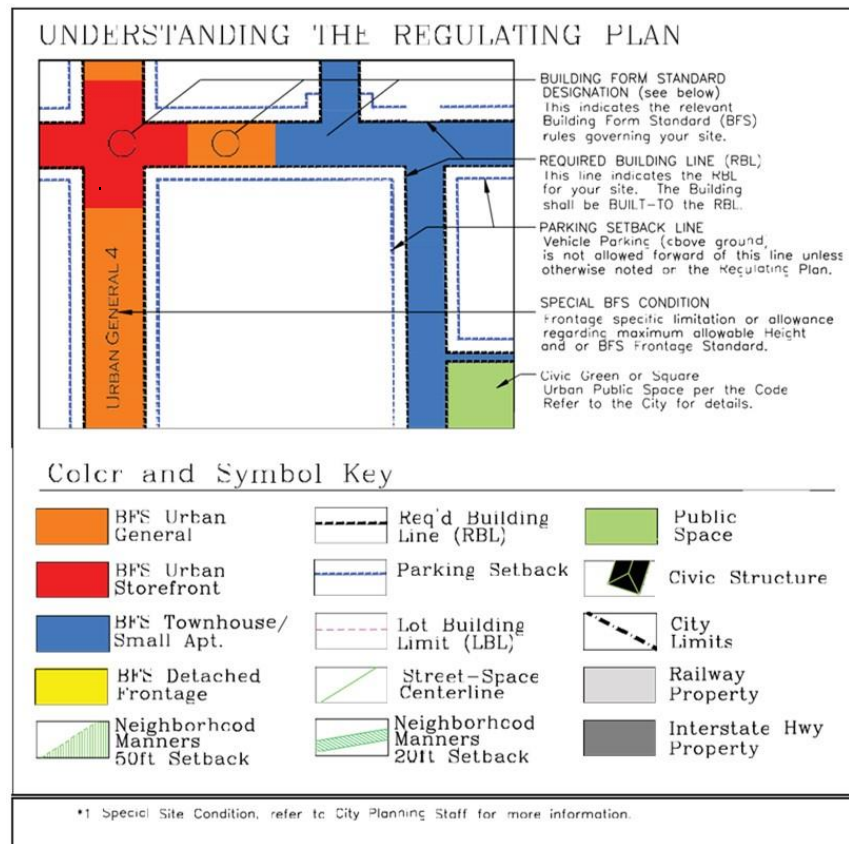
### 301. Rules for The Regulating Plan

#### A. Purpose and Intent

1. A REGULATING PLAN is the controlling document and principal tool for implementing this Code.
2. The REGULATING PLAN makes the development standards place-specific, by designating the BUILDING FORM STANDARDS (BFS) and delineating the public spaces. The REGULATING PLAN identifies: the boundaries for the Gateway District; existing and new streets; the REQUIRED BUILDING LINE (RBL); and the PARKING SETBACK LINE throughout the Gateway District.
3. A REGULATING PLAN may identify specific characteristics assigned to a lot or site and may identify additional regulations (and opportunities) for lots in specific locations, as well as exceptions to the BFS or other standards.

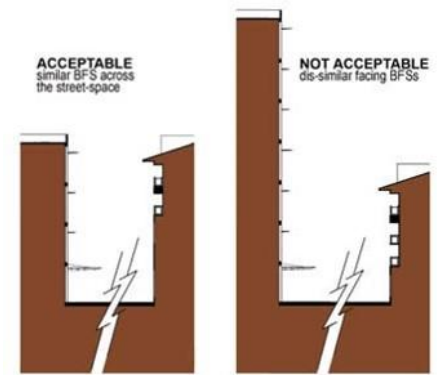
#### B. Regulating Plan Key. The Key includes two special circumstances:

1. \*1 indicates an applicant's choice for the RBL on this parcel, as shown by the two RBLs on the Regulating Plan.
2. \*2 indicates a 5' deep NEIGHBORHOOD MANNERS setback for this parcel.



### C. Building Form Standards (BFS) on the Regulating Plan

1. BUILDING FORM STANDARDS are designated on the REGULATING PLAN by STREET FRONTAGE.
2. The allocation and distribution of BFS frontages—which define the form and character of the district—was based on the Public Design Workshop Vision Plan and determined by the physical context (what goes next to what) and diversity of allowed/required uses.



### D. Streets, Blocks & Common Drives on the Regulating Plan

1. Streets
  - a. The proposed Street Specifications for the Gateway District are part of the Transportation Plan. Street configurations called out there and referred to in *Part 5. Urban Space Standards* and/or on the REGULATING PLAN may or may not be immediately constructed. They shall be placed into the system such that, when reasonable for the City's street maintenance/reconstruction plan, they can be rationally constructed.
  - b. Additional streets may be added to the REGULATING PLAN to create a smaller BLOCK pattern. No streets may be deleted without being replaced elsewhere within the Gateway District and the resulting configuration must meet the requirements of *Part 3. The Regulating Plan*.
  - c. Where new COMMON DRIVES or PEDESTRIAN PATHWAYS are designated on the REGULATING PLAN, they are critical to the working of the Gateway District and shall be considered mandatory. While the street may not be constructed until some point in the future, the RBL, LOT BUILDING LIMIT (LBL) or PARKING SETBACK LINE, and other designations of the REGULATING PLAN shall be respected at the time of redevelopment.
  - d. New COMMON DRIVES or PEDESTRIAN PATHWAYS shall be public or publicly accessible.
  - e. All lots shall share a frontage line with a STREET-SPACE.
2. Blocks
  - a. Maximum Size: No BLOCK FACE shall have a length greater than 350 feet without a COMMON DRIVE or equivalent access easement, or PEDESTRIAN PATHWAY providing through-access to another STREET- SPACE, or COMMON DRIVE. Individual lots with less than 200 feet of STREET FRONTAGE are exempt from the requirement to interrupt the BLOCK face; those with over 200 feet of STREET FRONTAGE shall meet the requirement within their lot, unless already satisfied within that BLOCK face.

301.C Illustrative Intent

- b. Curb Cuts: The creation and/or retention of curb cuts in the Gateway District shall be dependent on their providing access to, and circulation for, COMMON DRIVES per Section 301.D.3. and below. No new curb cuts are permitted unless otherwise specified here:
  - i. Where the regulating plan shows a NEIGHBORHOOD MANNERS 20 ft. setback meeting an RBL, a curb cut is permitted to provide access to a COMMON DRIVE as indicated in Section 301.D.3.
  - ii. For lots with COMMON DRIVE access, existing or in their redevelopment plan, existing curb cuts other than those necessary for COMMON DRIVE circulation, shall be eliminated/vacated at the time of redevelopment.
  - iii. For lots without COMMON DRIVE access, existing curb cuts may be maintained in the current location, or relocated to an alternative location on the site, subject to the restrictions below.
    - 1. No new or relocated curb cut may be within 100 feet of another curb cut on the same BLOCK FACE or within 50 feet of a BLOCK CORNER except where the new curb cut provides needed access for existing or planned COMMON DRIVE circulation, subject to Zoning Administer approval. Curb cuts for shared COMMON DRIVES have priority.
    - 2. Where a parking structure (or surface lot with more than 20 spaces) is being provided with at least 30% of its spaces available to the general public, existing curb cuts that provide access to the public parking may be retained or relocated (even if the lot has COMMON DRIVE access.)
    - 3. When a curb cut is relocated, the original location shall be permanently closed including new curbing, sidewalk, and green belt in accordance with applicable Public Works Standards.

### 3. Common Drives

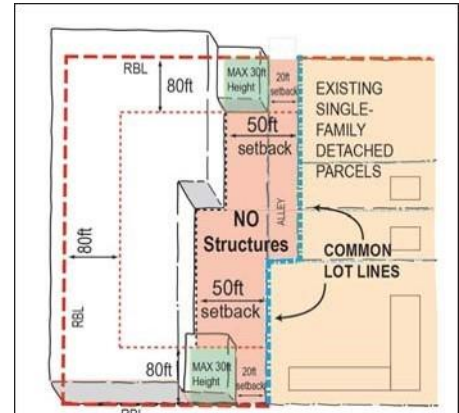
- a. COMMON DRIVES are intended to provide internal block circulation, shared access to rear parking, access to service areas, and connections between properties. COMMON DRIVES will be accessed by shared curb cuts thereby eliminating the need for each property to maintain an individual curb cut. This may result in a property or properties not having a dedicated curb cut onto the roadway where the property has frontage. Eliminating curb cuts will prioritize pedestrians over vehicles and help create a more walkable and active street space; and create the ability to accommodate more on-street amenities such as bicycle lanes, transit facilities, or vehicle parking.
- b. All properties in the Urban General, Urban Storefront, and Townhouse/Small Apartment building form standards are required to include a COMMON DRIVE on the site plan as part of their development unless any of the standards under Part 301.D.3.f. apply.

- c. The following regulations will be used to establish COMMON DRIVES in the Gateway Zoning District.
  - i. COMMON DRIVES shall be located as far to the rear of the property as feasible to enable connections to adjacent properties or developments.
  - ii. COMMON DRIVES can be incorporated into a NEIGHBORHOOD MANNERS SETBACK or into a parking area drive aisle.
  - iii. The minimum width of a common drive shall be 20 feet with a maximum width of 25 feet.
- d. The following regulations will dictate the functional utilization of common drives:
  - i. COMMON DRIVES shall incorporate measures to limit traffic speeds such as speed tables, speed dips, or similar methods.
  - ii. No COMMON DRIVE may have a length of more than 400 feet without a stop device to control traffic.
- e. Where the development or redevelopment of a property establishes the start of a COMMON DRIVE, but does not extend or continue an existing COMMON DRIVE due to the existing development pattern of the adjacent properties, the applicant is required to:
  - i. Identify the future location(s) of the COMMON DRIVE connection on the site plan including a note that authorizes future connection(s) between adjacent properties.
  - ii. Ensure the designated connection(s) to adjacent properties remains free and clear of obstructions that would limit a future COMMON DRIVE connection.
  - iii. Include pavement or appropriate surface treatment as close to the adjacent property as practical to assist in creating the connection to the adjacent property.
- f. The area designated for future connections to adjacent properties may be used for parking until such time the connection to the adjacent property is completed.
- g. A COMMON DRIVE shall not be required if:
  - i. A lot has streets on three sides and the absence of a COMMON DRIVE would not deprive an adjacent neighbor of rear lot access; or
  - ii. The rear lot area provides no connection/access possibility to an existing or reserved COMMON DRIVE area; or
  - iii. The lot is less than 80 foot in depth.

- h. Any property not required to establish a COMMON DRIVE based on the criteria herein shall incorporate a setback from the rear property boundary as indicated in Parts 403, 404, or 405.
4. Any amendment or change to the REGULATING PLAN, beyond those specified above, will be a zoning map amendment of this code. **See Part 2. 207. Amendments to the Form-Based Code.**

#### E. Neighborhood Manners on the Regulating Plan

1. Intent. NEIGHBORHOOD MANNERS provide for a complementary relationship between residential zoning districts immediately behind new and larger scale development. (See Section 402.D *Neighborhood Manners* for specific rules.)
2. Location. The REGULATING PLAN specifies placement of the NEIGHBORHOOD MANNERS 20-foot Setback Area and the NEIGHBORHOOD MANNERS 50-foot Setback Area.
3. Adjustment. The NEIGHBORHOOD MANNERS Setback Area shall only be adjusted in concert with an amendment to the REGULATING PLAN. (see Part 2. 207. *Amendments to the Form-Based Code*).

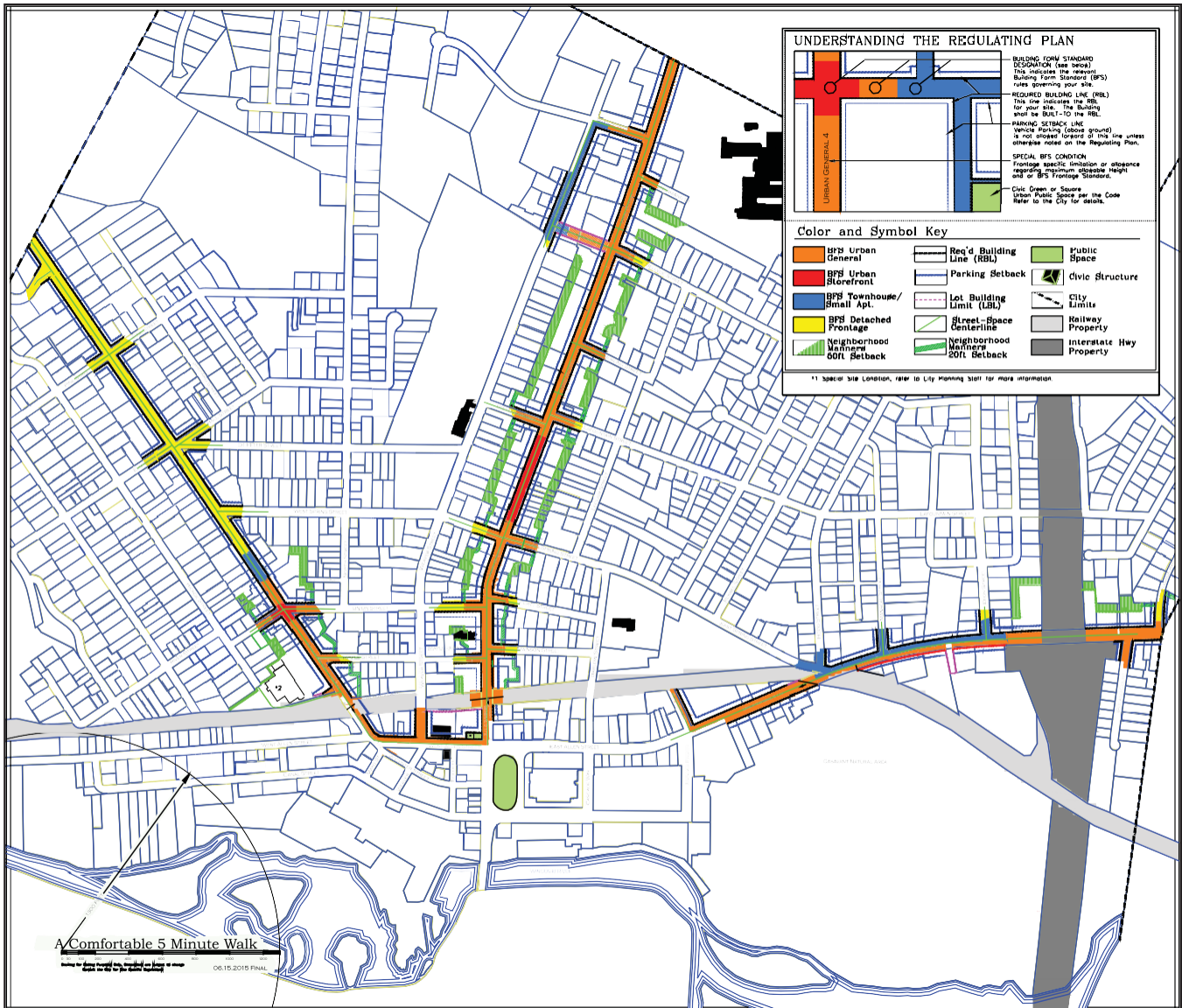


301.E. Illustrative Intent  
NEIGHBORHOOD MANNERS

- F. **Required Building Line.** The REQUIRED BUILDING LINE (RBL) is designated on the regulating plan and is unique for each property in the Gateway Zoning District. The specific location is established based on a property's location, size, orientation, physical characteristics (such as slope, sight distance, etc.), and other features. The data supporting the location of the RBL can be provided by the Zoning Administrator in a digital format to be overlaid on a site plan, thus ensuring accuracy and consistency with the requirements of the Form-Based Code.
  1. Unless otherwise indicated in these regulations, all buildings within the Gateway Zoning District shall be located on the REQUIRED BUILDING LINE.
  2. Specific details related to the siting of buildings are included in Section 402.G.
- G. **Parking Setback Line.** The PARKING SETBACK LINE is designated on the REGULATING PLAN. This line is located behind the RBL and extends vertically, from the first-floor level, as a plane unless otherwise indicated on the REGULATING PLAN or in the BUILDING FORM STANDARDS (BFS). The data supporting the location of the PARKING SETBACK LINE can be provided by the Zoning Administrator in a digital format to be overlaid on a site plan, thus ensuring accuracy and consistency with the requirements of the Form-Based Code.
  1. For most properties, the PARKING SETBACK LINE is located 30 feet behind the RBL, however the PARKING SETBACK LINE has been individually designated for each property and will require specific analysis to identify the exact location of this line.
  2. Corner lots will have a PARKING SETBACK LINE on each road frontage that will be designated based on the specific location of the property and will be established on the REGULATING PLAN.

3. Vehicle parking shall be located behind the PARKING SETBACK LINE except as designated in Section 402.G.14.

### 302. Regulating Plan (facsimile only)



This image of the Gateway District Regulating Plan is shown for illustrative purposes only; refer to the City for specific Regulating Plan information.

## Part 4. Building Form Standards

### 401. Intent

- A. The goal of the BUILDING FORM STANDARDS (BFS) is the creation of a vital, and coherent public realm through the creation of good STREET-SPACE. The intent of these form standards is to shape the STREET-SPACE—the specific physical and functional character—of the Gateway District. The form and function controls on building frontages work together to frame the STREET-SPACE while allowing the buildings greater latitude behind their FACADES. The BUILDING FORM STANDARDS aim for the minimum level of control necessary to meet this goal.
- B. The BFS set the basic parameters governing building construction, including the building envelope (in three dimensions) and certain required or permitted functional elements, such as FENESTRATION (windows and doors), STOOPS, BALCONIES, FRONT PORCHES, and STREET WALLS.
- C. The BFS establish the rules for development and redevelopment on private lots, unless otherwise indicated on the REGULATING PLAN.
- D. The REGULATING PLAN identifies the BUILDING FORM STANDARD within the Gateway District, establishing the rules for development and redevelopment on all lots, unless otherwise indicated on the REGULATING PLAN.

### 402. General Provisions

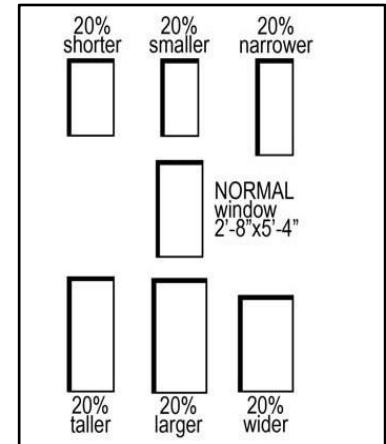
The following apply to all BFS, unless expressly stated otherwise within an individual BFS or otherwise designated on the REGULATING PLAN.

- A. **Frontage Transitions.** When the BFS designation shown on the REGULATING PLAN changes along a property's REQUIRED BUILDING LINE (RBL), the property owner has the option, for that property's STREET FRONTAGE only, of applying either BFS for a maximum additional distance of 50 feet, from the transition point shown on the REGULATING PLAN, in either direction along said RBL. This shall be limited by and within the parcel lines as they exist on the REGULATING PLAN and shall not be affected through lot line adjustments, lot mergers, or subdivisions—except through a formal rezoning process. *(See 205.B Regulating Plan Amendments).*
- B. **Façade Composition.** "FAÇADE COMPOSITION" is the arrangement and proportion of FAÇADE materials and elements (windows, doors, columns, pilasters, bays). "COMPLETE AND DISCRETE" distinguishes one part of the FAÇADE from another to give the appearance of distinct FAÇADES.
  - 1. For each BLOCK FACE, FAÇADES along the RBL shall present a COMPLETE AND DISCRETE VERTICAL FAÇADE COMPOSITION to maintain and/or create the pedestrian-scale for the STREET-SPACE, at no greater than the following average STREET FRONTAGE lengths:
    - a. 60 feet for Urban Storefront frontage sites,
    - b. 75 feet for all other BFS frontages,
    - c. A longer FAÇADE may be presented, as long as smaller FAÇADE COMPOSITIONS appear within the same BLOCK FACE in order to achieve the above-stated average.

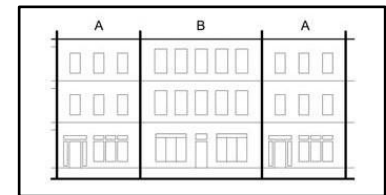
2. Each FAÇADE COMPOSITION shall include a functioning street entry door.
3. Individual infill projects on lots with STREET FRONTAGE of less than 100 feet on a BLOCK FACE are exempted from the overall FAÇADE COMPOSITION requirement for that BLOCK FACE, but shall still include a functioning street entry. This requirement may be satisfied by liner shops (small/ shallow shops that sit in front of a larger footprint use such as grocery stores).

4. To achieve a COMPLETE AND DISCRETE VERTICAL FACADE COMPOSITION (Item 2 above) within a STREET FRONTAGE requires, at a minimum, Item a. below, and at least two additional items b-e that differ from one FACADE COMPOSITION to the next:

- a. Clearly different ground story FAÇADE COMPOSITION (both framing materials and FENESTRATION proportions).
- b. Different FENESTRATION proportions of at least 20 percent in height or width or height:width ratio. *(See illustration 402.B.5.b.)*
- c. Different FAÇADE configurations with a clearly different 'bay' rhythm (e.g. 'ABA' – 'ABB' – 'BACB' – 'ABC'). *(See illustration 402.B.5.c.)*
- d. Change in wall material (color changes are insufficient).
- e. Change in total FENESTRATION percentage (minimum difference 12 percent; ground floor FAÇADES are not included).



402.B.4.b Illustrative Intent



402.B.4.c Illustrative Intent

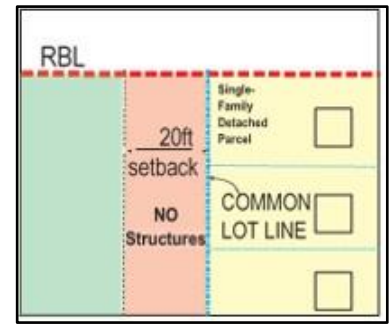
**C. Building Size.** The maximum footprint for a building is 20,000 gross square feet. This shall not limit publicly accessible parking structures built according to the standards of this Code.

**D. Neighborhood Manners.** For the Urban General and Urban Storefront BFS frontages sharing a COMMON LOT line with a Detached Frontage or with a residential zoning district outside the Gateway District, the following rules apply:

1. The NEIGHBORHOOD MANNERS setback areas are specified in the regulating plan.
2. Each NEIGHBORHOOD MANNERS setback area shall include the following:
  - a. An uninterrupted GARDEN WALL or fence between 6 to 8 feet in height and completely opaque shall be constructed within the NEIGHBORHOOD MANNERS setback area.
  - b. Trees, as outlined in Section 506 shall be planted on maximum 30-foot centers between 5 and 10 feet from this wall or fence. At planting, trees shall be at least 2.5 inches in diameter at designated breast height (DBH) and at least ten feet in overall height.

3. Within 80ft of the RBL:

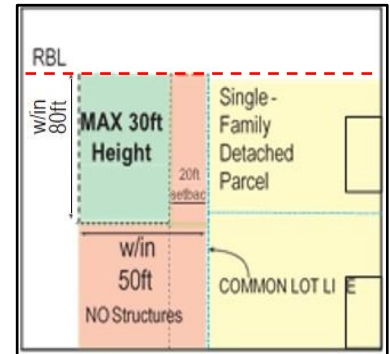
- a. There shall be a 20 foot setback from the COMMON LOT LINE. COMMON DRIVES, trees, and surface parking are permitted within this setback, but there shall be no structures within this area (See *diagram 402.D.3.a.*).
- b. Between 20 and 50 feet of the COMMON LOT LINE, any structure shall have a maximum height of 30 feet. This requirement supersedes any BFS story height requirement. (See *diagram 402.D.3.b.*)
- c. This area is specified in the REGULATING PLAN.



402.D.3.a Illustrative Intent

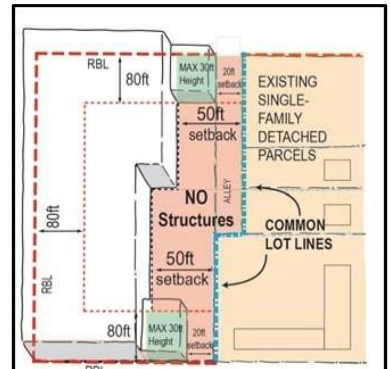
4. Farther than 80 feet from any RBL:

- a. There shall be a 50-foot setback from the COMMON LOT LINE. No structures with a height greater than the required GARDEN WALL maximum (per D.2 above) shall be permitted within this setback, excepting automobile-parking shelter-roofs, that are 10 feet or less in height. Parking, at grade and below, and COMMON DRIVES are allowed in this area.
- b. The NEIGHBORHOOD MANNERS Setback Area shall move only in concert with a rezoning as outlined in Section 207 - *Amendments to the Form-Based Code*.
- c. The location of this area is specified in the regulating plan.



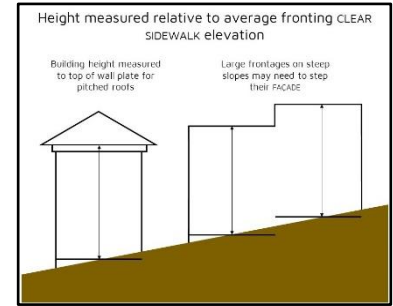
402.D.3.b. and c. Illustrative Intent

- 5. GARDEN WALLS or fences included in the NEIGHBORHOOD MANNERS SETBACK area are prohibited from including FENESTRATION as may be required by this code, except one pedestrian scale gate may be included as outlined in Section 605.



402.D. Illustrative Intent showing the limits to buildable area

- E. Height.** The following identifies specific requirements related to building height including how building height is calculated.
1. The height of all buildings is measured in stories, with an **ULTIMATE BUILDING HEIGHT** in feet, measured from the average fronting sidewalk elevation to the top of the wall plate, unless otherwise designated herein.
  2. The minimum **FAÇADE** height that is required at the RBL is shown on the individual BFS.
    - a. In the Urban General or Urban Storefront BFS, where the **GROUND STORY CLEAR HEIGHT** of a building with more than two stories exceeds 16 feet, it will be considered to meet the minimum height requirements at the RBL.
    - b. Any stories above a 16-foot **CLEAR HEIGHT GROUND STORY** in the Urban General or Urban Storefront BFS can be set back from the RBL.
  3. The ceiling of an **ENGLISH BASEMENT** shall be at least 3 feet above the average fronting sidewalk grade with windows above grade. **ENGLISH BASEMENT** units do not count against the maximum story limit but do count against the ultimate height measurement.
  4. An **ATTIC STORY** is not included in the **ULTIMATE BUILDING HEIGHT** or story height measurement except as specified in Section 604.
  5. Any portion of a parking structure within 30 feet of a building constructed under this Code shall not exceed that building's primary ridge or parapet height.
  6. **MEZZANINES** that have a floor area greater than 1/3rd of the floor area of the story in which they are located shall count as an additional full story in the building height measurement.
  7. **MEZZANINES** shall be set back from the RBL at least 25 feet.
  8. The prescribed minimum **STORY CLEAR HEIGHT** shall be met by at least 80 percent of the specified **STORY** area.
  9. The **GROUND STORY** finished floor elevation requirements shall be measured:
    - a. from the average exterior sidewalk elevation at the RBL, and
    - b. within 30 feet of any RBL.
  10. For Urban General and Urban Storefront frontages the maximum **GROUND STORY HEIGHT** shall be measured from the average fronting sidewalk elevation to the second story floor.



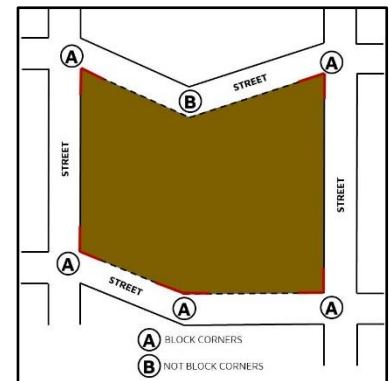
402.E.1 Height Reference

**F. Bonus Story.** Where an Urban General or Urban Storefront property has been approved by the City as eligible for a BONUS STORY, it is entitled to the maximum story limit and ULTIMATE BUILDING HEIGHT identified in the BFS.

1. To be eligible for a BONUS STORY, each project must meet or exceed at least one of the following:
  - a. **Affordable Housing.** The uppermost FULL story will be allowed so long as a Gross Floor Area equal to 50% of that additional story is provided in the same building as Affordable Housing, as defined as 80% to 120% of Area Median Household Income (*See Affordable Housing Development and Performance Standards in Section 804 for further requirements*).
  - b. **Sound Mitigation Construction Standards.** Construction of the building shall meet or exceed sound mitigation standards to limit interior acoustic levels from external influences to no more than 45 decibels and incorporate windows and doors with a minimum sound transmission class rating of 30.
  - c. **Green Building Construction Standards.** Construction shall meet or exceed a LEED rating of no less than Silver as identified by the U.S. Green Building Council or equivalent green building construction standard.
2. Documentation certified by a Vermont Licensed Engineer or equivalent design professional shall be submitted with the application verifying the standards under subpart b or c above in order to qualify for the BONUS STORY.
3. The BONUS STORY shall only be constructed within 80 feet of the RBL.

**G. Siting.** Siting of buildings is critical to establishing a vibrant and active STREET SPACE. The following information describes the requirements related to the siting of buildings

1. Building FAÇADES shall be built to the RBL as prescribed in the BFS.
2. The building FAÇADE shall be built to the RBL within 30 feet of a BLOCK CORNER, unless otherwise specified in the BFS. (*See diagram 402.G.2.*)
3. The RBL, for all BFS frontages except Detached, designated on the REGULATING PLAN as an absolute line, incorporates an offset area (or depth) of 24 inches behind that line (into the BUILDABLE AREA). Therefore, where the FAÇADE is placed within that 24-inch zone, it is considered to be “built to” the RBL.



402.G.2

4. In order to create interest, activate the STREET SPACE, and provide a pedestrian scale in the Urban General and Storefront BFS, when the RBL is co-located with the front property boundary on the REGULATING PLAN, the following requirements will apply to any building with a FAÇADE length greater than 60 linear feet.
  - a. Up to two-thirds of the building in the Urban General or Storefront BFS may be set back up to 8 feet from the RBL and still be considered “built to” the RBL. This offset shall accommodate features such as entry ways, seating, landscaping,

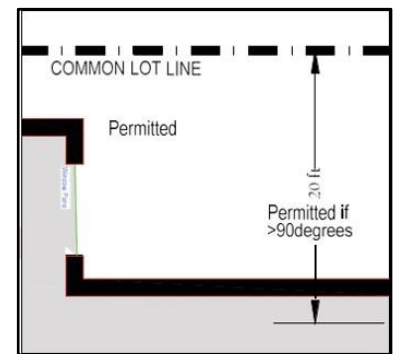
street furniture, or other amenities to enhance the STREET-SPACE as noted under Part J. Elements.

- b. Each offset shall encompass a COMPLETE AND DISCRETE FAÇADE COMPOSITION (as defined under Section 402.B.) including at least one functional entry door either to a SHOPFRONT or to a publicly accessible interior finished space of the building during commonly accepted business hours.
5. Buildings in the Urban General or Storefront BFS where the RBL is co-located with the front property boundary on the REGULATING PLAN and have a FAÇADE length of 60 feet or less may set the entire building or any portion thereof back up to 8 feet from the RBL
6. Buildings in the Townhouse/Small Apartment BFS may be set back up to 8 feet from the RBL and still be considered "built to" the RBL provide that:
  - a. the RBL is co-located with the front property boundary and a setback is not already incorporated into the REGULATING PLAN.
  - b. a front porch is not proposed for the development since an off-set between 7 and 9 feet is required in this BFS to accommodate a front porch.
7. The 8-foot offset is a maximum distance and is inclusive of the 24-inch offset described under 402.G.3.
8. For Detached frontages the RBL incorporates an offset area (or depth) of 10 feet behind that line (into the BUILDABLE AREA) allowing for jogs, FAÇADE articulation, etc. unless otherwise designated herein. Therefore, where the FAÇADE is placed within that 10 foot zone, it is considered to be "built to" the RBL.
9. Where a STREET WALL is required, it shall be located along the same plane as the building's FAÇADE adjacent to the STREET WALL and parallel to the RBL.
10. Buildings may only occupy that portion of the lot specified as the BUILDABLE AREA; within any LOT BUILDING LIMIT and outside of any NEIGHBORHOOD MANNERS setback.
11. No part of any building may be located outside of the BUILDABLE AREA except overhanging eaves, awnings, SHOPFRONTS, BAY WINDOWS, STOOPS, steps, handicapped ramps approved by the Zoning Administrator, or BALCONIES. STOOPS, steps, and ramps shall not be located within the CLEAR SIDEWALK area. For appropriate COMMERCE and RETAIL uses, temporary displays or cafe seating may be placed in the DOORYARD.
12. There is no required setback from COMMON DRIVES except as otherwise indicated in the BFS.
13. There are no side lot setbacks, except as specified in *Section E. Neighborhood Manners* (above) or in the individual BFS.
14. Vehicle parking shall be located behind the PARKING SETBACK LINE, except where parking is provided completely below the MINIMUM FRONTING SIDEWALK ELEVATION, on-street, or otherwise indicated on the REGULATING PLAN.

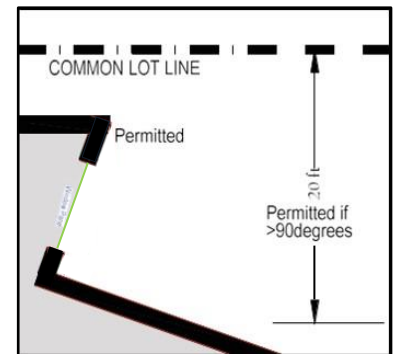
15. The BUILDABLE AREA is defined for each BFS in Sections 403 thru 406 respectively and represents the maximum area where buildings can be located. If a setback is incorporated into the design as described in 402.G.3. or 402.G.4., then the BUILDABLE AREA will be similarly adjusted for each setback to maintain the maximum BUILDABLE AREA permitted by each BFS but will not be permitted to encroach into a NEIGHBORHOOD MANNERS setback.
16. All lots, including CORNER LOTS and through lots, shall satisfy the build-to requirements for any and all of their RBL frontages, and the DOORYARD and/or FRONT YARD requirements for each designated BFS, unless otherwise specified in this Code.

**H. Private Open Area.** The required PRIVATE OPEN AREA for projects regulated by the Form-Based Code is designated in each BUILDING FORM STANDARD and is generally represented as a percentage of the buildable area.

1. Any ground level required PRIVATE OPEN AREA shall have at least 1 tree per 800 square feet, of at least 2.5 inches in diameter at designated breast height (DBH) and at least 10 feet in overall height. Where new trees are planted to meet this requirement, they shall be no closer than four feet on center to any COMMON LOT LINE. Urban Storefront lots, and lots that are reusing existing structures where there is no existing ground level PRIVATE OPEN AREA are exempt from this requirement.
2. Species listed on the Vermont Invasive Plant Council list are prohibited from PRIVATE OPEN AREAS.

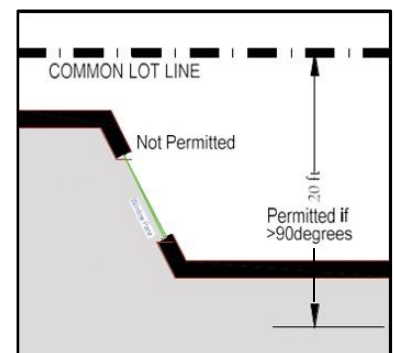


**I. Garage and Parking.** Curb cuts or driveways shall be located at least 75 feet away from any BLOCK CORNER or parking structure entry on the same BLOCK FACE. This does not apply to driveways accessed off COMMON DRIVES.



**J. Elements.** Each building form standard includes detailed information regarding required elements. The following provides additional information on the configuration of the required and optional elements.

1. FENESTRATION is regulated as a percentage of the FAÇADE between floor levels. FENESTRATION is measured as glass area (including mullions, muntins, and similar window frame elements with a dimension less than one inch) and/or open area.
2. FENESTRATION shall be distributed such that no 30-foot section of a FAÇADE violates the BFS percentage parameters.
3. Windows shall not direct views into an adjacent private lot where the COMMON LOT LINE is within 20 feet. Specifically: the window opening and its window panes shall be at an angle of greater than 90 degrees to/ with the COMMON LOT LINE, unless:



402.J.3  
Plan View Diagrams

- a. GROUND STORY
    - i. The view is contained within the lot (e.g. by a PRIVACY FENCE or GARDEN WALL); or
    - ii. The window's sill is at least 6 feet above its finished floor level.
  - b. Upper Stories
    - i. The window's sill is at least 6 feet above its finished floor level; or
    - ii. The side of the building is adjacent to a permanent access or shared driveway serving multiple properties, is no less than 15 feet in width, and recorded in the City's Land Records.
4. A GROUND STORY configured with non-residential uses may incorporate windows on the side of a building for a depth of no greater than 8 feet as measured from the RBL.
  5. No part of any building may project forward of the RBL except overhanging eaves, AWNINGS, SHOPFRONTS, BAY WINDOWS, STOOPS, steps, BALCONIES, or handicapped ramps approved by the Zoning Administrator.
  6. GROUND STORY AWNINGS shall have a minimum of ten-foot clear height above the sidewalk and a minimum five-foot depth, measured from the FAÇADE. The maximum depth is to back-of-curb or the TREE LAWN edge, whichever is less.
  7. BALCONIES shall not project within 5 feet of a COMMON LOT LINE or encroach within the public right-of-way.
  8. Where an individual BFS includes balconies as a method for achieving the required PRIVATE OPEN AREA, the BALCONY:
    - a. shall be enclosed by balustrades, railings, or other means that block at least 55 percent of the view through them;
    - b. shall not otherwise be enclosed above a height of 42 inches, except with insect screening and/or columns/posts supporting a roof or connecting with another BALCONY above; and
    - c. shall be roofed.
  9. BAY WINDOWS shall have an interior clear width of between four and eight feet at the main wall. BAY WINDOWS shall project no more than 42 inches beyond the RBL and walls and windows of the bay shall be between 90 degrees (perpendicular) and 0 degrees (parallel) relative to the primary building wall from which they project.
  10. ATTIC STORIES are permitted for all BFS frontages.
    - a. On the RBL/FAÇADE side of the roof pitch (BLOCK interior elevations are not restricted) ATTIC STORY windows may only be located in DORMERS and/or gable-ends.
    - b. ATTIC STORY DORMERS are permitted so long as they do not break the primary

eave line, are individually less than 15 feet wide, and their collective width is not more than 60 percent of the RBL FAÇADE length.

- c. ATTIC STORIES do not count against the ULTIMATE BUILDING HEIGHT or maximum STORY height except as specified in Section 604.
11. For Urban General and Urban Storefront frontages, as an alternate to the ATTIC STORY, a HALF STORY is allowed above the maximum full story, provided that:
- a. its footprint is no more than 50% of any of the STORIES below it,
  - b. it is set back from the FAÇADE below no less than 15 feet, and
  - c. not less than 1/3rd of the building's total roof area is constructed as a GREEN ROOF.
  - d. HALF STORIES do not count against the ULTIMATE BUILDING HEIGHT or maximum STORY height as long as they meet the above standards.
12. At least one functioning entry door shall be provided along each GROUND STORY FAÇADE. No GROUND STORY FAÇADE may include a section of greater than 75 feet without a functioning entry door, unless otherwise specified in the BFS.
13. All required FRONT PORCHES shall be completely covered by a roof. FRONT PORCHES may be screened (insect screening) when all architectural elements (columns, railings, etc.) occur on the outside of the screen on the side facing the STREET-SPACE. The finished FRONT PORCH floor height shall be no more than 8 inches below the first interior finished floor level of the building to which it is attached. FRONT PORCHES shall not extend past the DOORYARD into the CLEAR WALKWAY.
14. The finished STOOP floor height shall be no more than 8 inches below the first interior finished floor level of the building to which it is attached. STOOPS shall not extend past the DOORYARD into the CLEAR WALKWAY.
15. PRIVACY FENCES may be constructed along and within 6 inches of COMMON LOT LINES, except those forward of the RBL, and along COMMON DRIVES. PRIVACY FENCES shall have a maximum height of 8 feet.
16. Any setbacks, as described under Section 402.G.4. that are incorporated into a building design shall comply with the following:
- a. Setbacks shall incorporate methods suitable to control and manage stormwater runoff and mitigate erosion of soils.
  - b. Setbacks shall include landscaping, street furniture (such as benches), bicycle parking facilities, or other publicly accessible pedestrian scale elements as approved by the Zoning Administrator or Director of Public Works.
  - c. Any landscaping, plantings, or other amenities shall be situated as to not obstruct or impede access to the building FAÇADE and maintain views to and from the STREET SPACE.

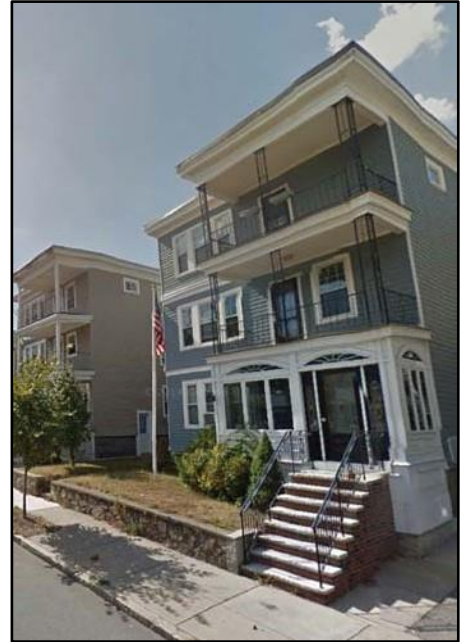
- d. Setbacks that are done in conjunction with a SHOPFRONT shall include space that can be used for seating; temporary display of goods or merchandise; or similar facilities to support the use associated with the SHOPFRONT.
- K. **Building Functions.** Allowable uses for GROUND STORIES and UPPER STORIES are identified in each BFS. Additional use standards are provided in *Part. 8 Building Functions*.
- L. **Civic Buildings.** When CIVIC BUILDINGS are designated on the REGULATING PLAN, they are exempt from Part 4, except NEIGHBORHOOD MANNERS.

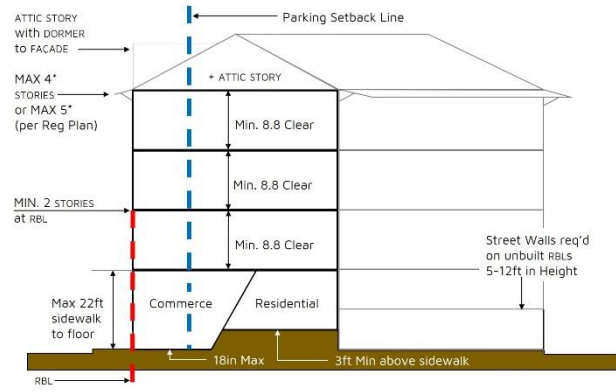
## 403. Urban General Frontage

### ILLUSTRATIONS AND INTENT

*Note: These are provided as illustrations of intent. The illustrations and statements on this page are advisory only and do not have the power of law. Refer to the standards on the following pages for the specific prescriptions and restrictions of this Building Form Standard. Where these photos or statements may be inconsistent with the regulations, the regulations prevail.*

Urban General is the basic urban street frontage, once common in towns and cities across the United States. The purpose of this frontage is to develop multi-story buildings placed directly at the sidewalk with one or more entrances and windows across the FAÇADE. The uses range from commercial to residential, municipal to retail and restaurants—and combinations of all of the above. There could be several buildings lined up shoulder to shoulder, filling out a BLOCK, or on smaller BLOCKS, a single building might fill the BLOCK face. This frontage is designated in the more intense areas of the Gateway Corridors District and it is anticipated that there will be significant pedestrian traffic along these frontages.





## HEIGHT

### Building Height

The building shall be at least 2 STORIES in height at the REQUIRED BUILDING LINE, but no greater than 4 1/2 STORIES and 58 feet in height, except where designated 5 1/2 on the REGULATING PLAN (south of the rail line). There the ULTIMATE BUILDING HEIGHT is 65 feet.

\*In all cases, the uppermost full STORY shall only be permitted as a BONUS STORY. (See also 402. General Provision, F. Bonus Story.)

### Ground Story Height

The GROUND STORY height of each complete FAÇADE shall be no less than 12 feet and no more than 22 feet in height for a minimum depth of 30 feet as measured from the building FAÇADE, regardless of intended use,

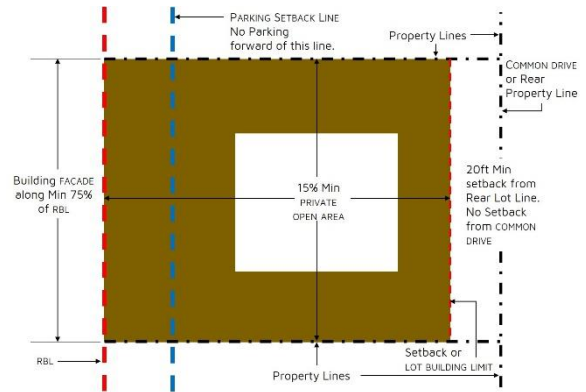
1. COMMERCE, RETAIL and CIVIC uses  
(See also Section 404 - Urban Storefront Frontage.)
  - a. The GROUND STORY finished floor elevation of each complete FAÇADE shall be:
    - i. no lower than the average fronting exterior sidewalk elevation and
    - ii. no higher than 18 inches above the average fronting exterior sidewalk elevation where the complete FAÇADE is located.
  - b. The GROUND STORY shall have a CLEAR HEIGHT of at least 12 feet contiguous to the RBL frontage for a minimum depth of 30 feet
2. Residential uses
  - a. The finished floor elevation shall be no less than 3 feet above the average fronting sidewalk elevation.
  - b. The GROUND STORY shall have a CLEAR HEIGHT of at least 8.8 feet.

### Upper Story Height

The minimum CLEAR HEIGHT for UPPER STORIES is 8.8 feet.

### Street Wall Height

A STREET WALL not less than 5 feet in height or greater than 12 feet in height shall be required along any RBL frontage that is not otherwise occupied by a building on the lot.



## SITING

### Façade

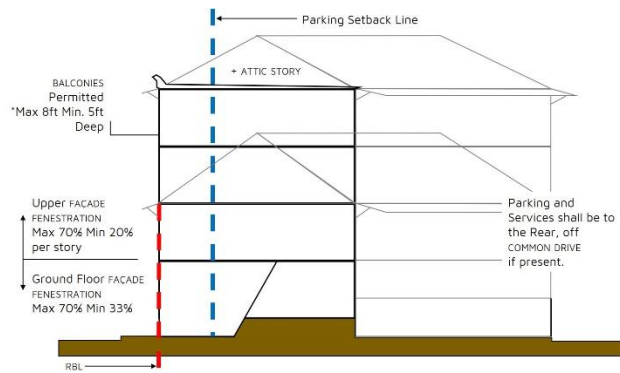
1. On each lot the building FAÇADE shall be built to the REQUIRED BUILDING LINE for at least 75% of the RBL length.
2. Within 8 feet of the BLOCK CORNER, the GROUND STORY FAÇADE may be CHAMFERED to form a corner entry.

### Buildable Area

1. The BUILDABLE AREA is delineated in the diagram above.
2. A PRIVATE OPEN AREA equal to at least 15% of the total BUILDABLE AREA shall be preserved on every lot. Up to 33% of the required PRIVATE OPEN AREA may be satisfied through the BALCONIES of individual units. At least 67% of the PRIVATE OPEN AREA shall comprise no more than two separate contiguous areas, as follows:
  - a. Where located at grade, such PRIVATE OPEN AREA may be located anywhere behind the PARKING SETBACK LINE, including within the NEIGHBORHOOD MANNERS Setback Area, but not in or beyond any COMMON DRIVE.
  - b. Where provided above the second STORY but below a building's highest roof level, the PRIVATE OPEN AREA may be located forward of the PARKING SETBACK LINE (such as in a raised courtyard configuration) and shall open onto no more than one STREET-SPACE and shall be set back at least 30 feet from any BLOCK CORNER or BUILDING CORNER.
  - c. Where located on the building's highest roof level, the PRIVATE OPEN AREA may be located anywhere on the roof.

### Garage and Parking

Openings in any RBL for parking garage entries shall have a maximum CLEAR HEIGHT no greater than 16 feet and a clear width no greater than 22 feet.



## ELEMENTS

### Fenestration

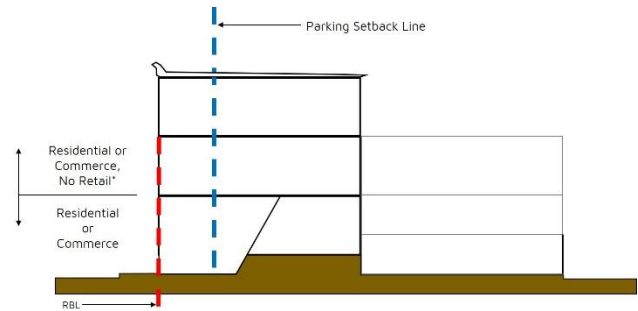
- Blank lengths of wall exceeding 20 linear feet are prohibited on all REQUIRED BUILDING LINES (RBL) including any off-sets or setbacks as identified in Section 402.G.
- GROUND STORY FENESTRATION for each complete FAÇADE shall be designated by use based on the following:
  - FENESTRATION for residential uses shall comprise between 33% and 70% of the GROUND STORY FAÇADE.
  - FENESTRATION requirements for non-residential uses shall follow the standards outlined in Section 404 - URBAN STOREFRONT FRONTAGE for each GROUND STORY FAÇADE.
- UPPER STORY FENESTRATION shall comprise between 20% and 70% of the FAÇADE area per STORY.

### Building Projections

- Awnings shall project a minimum of 5 feet from the FAÇADE.
- \* These BALCONY depth parameters are necessary to achieve any required PRIVATE OPEN AREA credits.

### Street Walls

One access gate no wider than 22 feet and one pedestrian entry gate no wider than 5 feet shall be permitted within any required STREET WALL.



## USE

### Ground Story

The GROUND STORY may only house COMMERCE or RESIDENTIAL uses. See height specifications above for specific requirements unique to each use.

### Upper Stories

- The upper STORIES may only house RESIDENTIAL or COMMERCE uses. \*No restaurant or retail sales uses shall be allowed in upper STORIES unless they are second STORY extensions equal to or less than the area of the ground story use.
- No COMMERCE use is permitted above a RESIDENTIAL use.
- Additional habitable space is permitted within the roof where it is configured as an ATTIC STORY.

## 404. Urban Storefront Frontage



*These photos are provided as illustrations of intent. They are advisory only and do not have the power of law. Refer to the standards below and on the previous pages for the specific prescriptions and restrictions of this Building Form Standard. Where these photos or statements may be inconsistent with the regulations, the regulations prevail.*

Where Urban Storefront is designated on the REGULATING PLAN, the Urban General BFS standards (previous pages) shall apply, except that the GROUND STORY configuration shall be that of a SHOPFRONT with uses, forward of the PARKING SETBACK LINE, limited to COMMERCE.

- a. The GROUND STORY shall have a CLEAR HEIGHT of at least 12 feet contiguous to the RBL frontage forward of the PARKING SETBACK LINE across the entire GROUND STORY FAÇADE.
- b. GROUND STORY FENESTRATION shall comprise between 50% and 90% of the GROUND STORY FAÇADE.
- c. Single panes of glass shall not be permitted larger than 10 feet in height by 5 feet in width.
- d. GROUND STORY windows may not be made opaque by window treatments (excepting operable sunscreen devices within the conditioned space). A minimum of 80% of the window surface shall allow a view into the building interior for a depth of at least 12 feet.
- e. SHOPFRONTS may extend up to 24 inches beyond the FAÇADE or RBL into the DOORYARD, but shall not project into the CLEAR WALKWAY.

## 405. Townhouse/Small Apartment

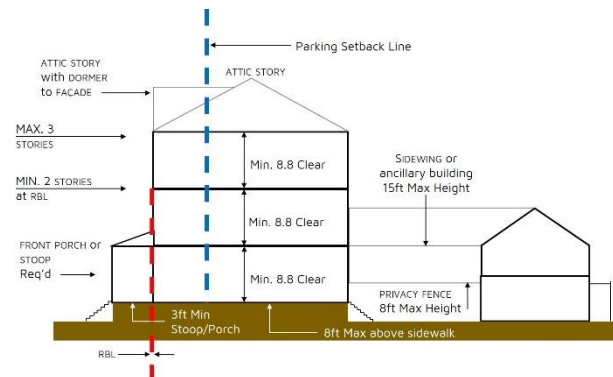
### ILLUSTRATIONS AND INTENT

*Note: These photos and statements are provided as illustrations of intent and are advisory only. They do not have the power of law. Refer to the standards on the following pages for the specific prescriptions and restrictions of the Townhouse/Small Apartment Building Form Standard. Where these photos or statements may be inconsistent with the regulations, the regulations prevail.*

The Townhouse/Small Apartment frontage is of moderate intensity, often created by a series of smaller attached structures—configured as single-family residential or stacked flats. This BUILDING FORM STANDARD has regular STREET- SPACE entrances, as frequently as 18 feet. The character and intensity of this frontage varies depending on the STREET- SPACE and the location of the REQUIRED BUILDING LINE—the buildings may be placed up to the sidewalk with STOOPS, or further back with small DOORYARD gardens and/or FRONT PORCHES.

Similar in scale to the townhouse and row house, a small apartment is of limited size and can also be used to transition from the more intense areas of the Gateway District to adjacent, and less intense, neighborhoods. It is anticipated that the pedestrian activity along these frontages will vary considerably based on the time of day and week.





**HEIGHT**

### Building Height

- Each building shall be at least 2 STORIES high at the REQUIRED BUILDING LINE (RBL), but no more than 3 STORIES with an ULTIMATE BUILDING HEIGHT of 40 feet, unless otherwise designated on the REGULATING PLAN.
- A SIDE WING or ancillary structure shall be no higher than 15 feet in height.

### Ground Story Height

- The finished floor elevation of each FAÇADE shall be no less than 3 feet and no more than 8 feet above the average exterior sidewalk elevation at the RBL where the FAÇADE is located.
- At least 80% of the GROUND STORY shall have an interior CLEAR HEIGHT of at least 8.8 feet.
- Main entrances may be at grade, with transitions to meet the minimum finished floor elevation within the building interior.

### Upper Story Height

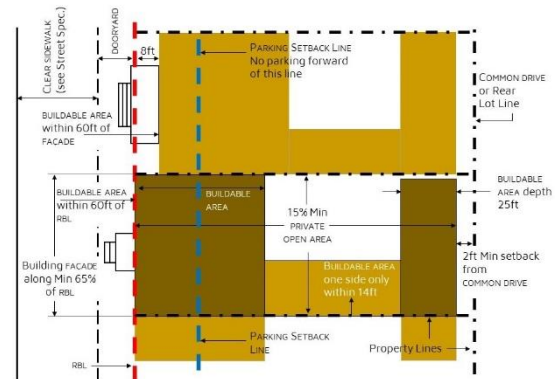
At least 80% of each upper story shall have an interior CLEAR HEIGHT of at least 8.8 feet.

### English Basements

The finished floor level of the ENGLISH BASEMENT shall be no greater than 4 feet below the average elevation of the fronting sidewalk.

### Street Wall Height

A STREET WALL not less than 4 feet in height or greater than 8 feet in height shall be required along any RBL frontage that is not otherwise occupied by a FAÇADE.



**SITING**

### Façade

On each BFS frontage, the FAÇADE shall be built to:

- the RBL for at least 65% of the RBL length, or
- a line an additional 8 feet behind the RBL (only permitted to accommodate a FRONT PORCH—see *Elements* FRONT PORCH requirements) with a width not less than 65% of the RBL.

### Buildable Area

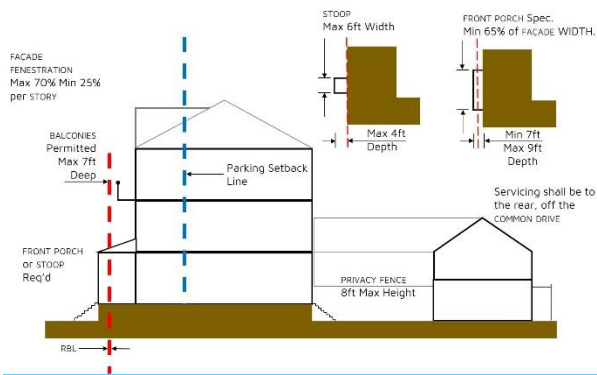
- The BUILDABLE AREA is as defined in the diagram above.
- A PRIVATE OPEN AREA equal to at least 15% of the total BUILDABLE AREA shall be preserved on every lot (for each unit where done as a TOWNHOUSE). The required PRIVATE OPEN AREA shall be located at grade anywhere behind the PARKING SETBACK LINE and shall not include any side or rear setback areas.
  - For lots deeper than 50 feet, up to 33% of the required PRIVATE OPEN AREA may be satisfied through the BALCONIES and/or raised decks of individual units.
  - For all other lots, 100% of the required PRIVATE OPEN area may be above grade, via BALCONIES or decks.

### Garage and Parking

- Garage doors/entries are not permitted on any RBL/FAÇADE.
- At-grade parking may be forward of the PARKING SETBACK line only when it is within a garage on a corner lot, within 40 feet of a rear lot line, and the parking area's RBL frontage is less than 25 feet.

### Frontage Widths

- The minimum width for new TOWNHOUSES is 18 feet.
- Although there are no individual BFS side setbacks, no individual SMALL APARTMENT BUILDING or contiguous set of TOWNHOUSES may exceed 100 feet of STREET-SPACE FRONTAGE. A complete separation of at least 15 feet that is open to the sky is required between buildings.



## ELEMENTS

### Fenestration

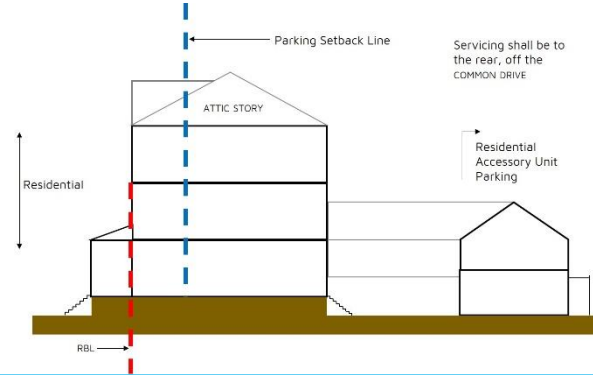
1. Blank lengths of wall exceeding 15 linear feet are prohibited on all FAÇADES.
2. FENESTRATION shall comprise between 25% and 70% of the FAÇADE.
3. Each TOWNHOUSE and/or SMALL APARTMENT BUILDING shall include a functioning STREET-SPACE entry.

### Building Projections

1. Each TOWNHOUSE or SMALL APARTMENT BUILDING shall include either:
  - a. a STOOP of not more than 4 feet deep and 6 feet wide (not including steps), or
  - b. a FRONT PORCH, between 7 and 9 feet deep,
    - that projects no more than 1 foot forward of the RBL, and
    - with a width not less than 65% of the FAÇADE

### Street Walls

One access gate no wider than 15 feet and one pedestrian entry gate no wider than 5 feet shall be permitted within any required STREET WALL.



## USE

### All Stories

1. RESIDENTIAL and limited non-residential uses consistent with Part 8 are permitted. This includes Home Occupation uses.
2. Individual TOWNHOUSES shall have no more than two residential units, including the ACCESSORY UNIT.
3. Buildings configured as SMALL APARTMENTS have no set limit to the number of units. The maximum number of units in a SMALL APARTMENT building is set by limits on the building's size.
4. ENGLISH BASEMENT ACCESSORY UNITS are only permitted in TOWNHOUSES.

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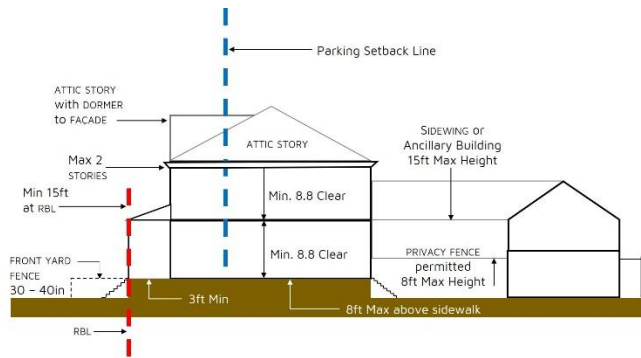
## 406. Detached Frontage

### ILLUSTRATIONS AND INTENT

*Note: These photos and statements are provided as illustrations of intent and are advisory only. They do not have the power of law. Refer to the standards on the following pages for the specific prescriptions and restrictions of the Detached Building form standard. Where these photos or statements may be inconsistent with the regulations, the regulations prevail.*

The detached frontage is represented by the traditional single family house with small front, side, and rear yards along a tree-lined street. Structures are 1 to 2 stories in height with pitched roofs and front porches. Its purpose is to reinforce the character of existing single family neighborhoods.





## HEIGHT

### Building Height

1. Each building shall be at least 15 feet tall at the REQUIRED BUILDING LINE (RBL), but no greater than 2 STORIES with an ULTIMATE BUILDING HEIGHT of 27 feet.
2. A SIDEWING or ancillary structure shall be no higher than 15 feet.

### Ground Story Height

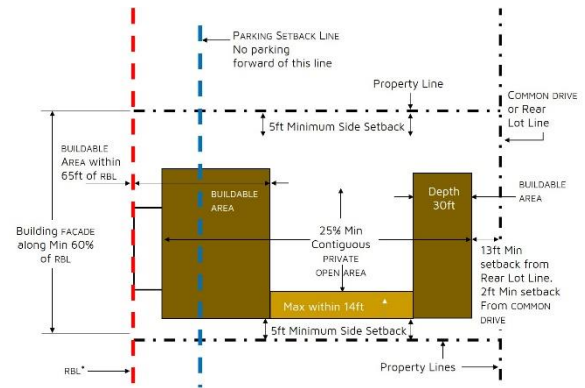
1. The finished floor elevation shall be no less than 3 feet and no more than 8 feet above the average exterior sidewalk elevation at the RBL.
2. At least 80% of the first story shall have an interior CLEAR HEIGHT of at least 8.8 feet.

### Upper Story Height

1. At least 80% of each upper story shall have an interior CLEAR HEIGHT of at least 8.8 feet.

### Front Yard Fence

Any FRONT YARD FENCE has a minimum height of 30 inches and a maximum height of 40 inches.



## SITING

### Facade

1. \*For Detached frontages the REQUIRED BUILDING LINE (RBL) shall be ten (10) feet deep/wide, extending into the lot (see 402.G.4).
2. On each lot the FACADE shall be built parallel to the REQUIRED BUILDING LINE (RBL) for at least 60% of the building width. The FRONT PORCH shall be built to the RBL.
3. For CORNER LOTS the minimum 60% build-to shall include the frontage within 20 feet of the BLOCK CORNER.

### Buildable Area

1. The BUILDABLE AREA is as defined in the diagram above.
2. A contiguous PRIVATE OPEN AREA equal to at least 25% of the total BUILDABLE AREA shall be preserved on every lot. Such contiguous area shall be located at grade, anywhere behind the PARKING SETBACK LINE and not include any side or rear setbacks.

### Lot Size and Setbacks

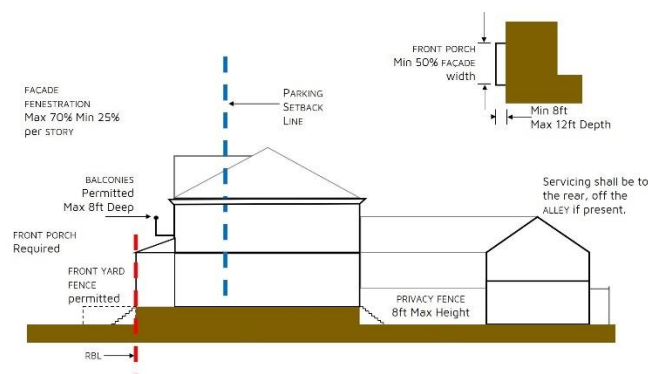
1. All lots of record are buildable under this code.
2. Newly subdivided lots shall have a minimum width at the RBL of 32 feet, a maximum width of 55 feet, and a minimum depth of 85 feet.
3. The minimum side lot setbacks are 5 feet or as otherwise designated on the REGULATING PLAN.

### Front Yard

1. The FRONT YARD/DOORYARD shall not be paved excepting walkways.
2. Where through lots or CORNER LOTS exist, any FRONT YARD standards shall be applied on both STREET-SPACE FRONTAGES.

### Garages, Parking and Common drives

1. Garage doors shall not be located on the RBL/FACADE.
2. There is a 2 foot required setback from COMMON DRIVES.



## ELEMENTS

### Fenestration

1. Blank lengths of wall exceeding 15 linear feet are prohibited on all FAÇADES.
2. FENESTRATION shall comprise at least 25%, but not more than 70%, of all FAÇADES.
3. No window may face or direct views toward a COMMON LOT LINE within 10 feet unless:
  - a. that view is contained within the lot (e.g. by a PRIVACY FENCE/GARDEN WALL), or
  - b. the window sill is at least 6 feet above the finished floor level.

### Building Projections

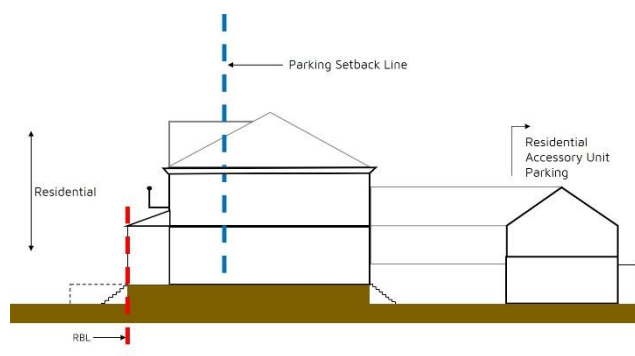
1. Each building FAÇADE shall include a FRONT PORCH at the RBL, between 8 feet and 12 feet deep with a width not less than 1/2 of the FAÇADE width.
2. No building element except the FRONT PORCH eaves and steps may encroach beyond the RBL into the DOORYARD.

### Doors/Entries

At least one functioning entry door shall be provided along the GROUND STORY FAÇADE of each building FAÇADE.

### Street Walls and Fences

1. There is no STREET WALL requirement.
2. Any FRONT YARD FENCE shall be within one foot of the CLEAR WALKWAY/DOORYARD line parallel to the RBL and along COMMON LOT LINES to a point at least 10 feet behind the RBL.
3. A PRIVACY FENCE may be constructed along a COMMON LOT LINE behind the FAÇADE.



## USE

### All Stories

1. Only RESIDENTIAL uses are permitted. This includes Home Occupation uses.
2. Individual DETACHED lots may have up to two residential units, plus one ACCESSORY UNIT, provided one unit is owner occupied.

### Gateway District Perimeter Frontages

Where a Detached frontage at the perimeter of the Gateway District is under common ownership with an Urban General frontage: the front porch and side setback requirements are waived. The building may then be attached and a part of the adjacent Urban General building. The façade shall then be built to the RBL instead of the front porch.

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## Part 5. Urban Space Standards

### 501. Applicability

- A. These elements shall be implemented as makes sense within appropriately scaled private sector developments, public-private partnerships, the municipal budget, and special available funds.
- B. All work within the STREET-SPACE shall be coordinated with the Department of Public Works.

### 502. Intent

- A. Although commonly thought of as just parks or greens, urban space (or the public realm) is much more; it includes the complete STREET-SPACE—the public domain between the building FAÇADES; the travel lanes between the curbs as well as the sidewalks; urban SQUARES as well as CIVIC GREENS.
- B. The goals for the Urban Space are:
  - 1. To establish an environment that encourages and facilitates pedestrian activity. “Walkable” streets are comfortable, efficient, safe, and interesting.
  - 2. To ensure the coherence of the STREET-SPACE, serving to assist residents, building owners, and managers with understanding the relationship between the STREET-SPACE and their own properties.
  - 3. To contribute to ultimate sustainability. Native (and non-native adapted) trees and plants contribute to privacy, the reduction of noise and air pollution, shade, maintenance of the natural habitat, conservation of water, and storm-water management.
- C. Property frontages and building FAÇADES are part of the public realm, literally forming the walls of the public STREET-SPACE and are therefore subject to more regulation than the other portions of the private property.
- D. The private, interior portions of the lots (toward the COMMON DRIVE or rear lot lines) are much less regulated to allow commercial operators to utilize these spaces as efficient working environments unseen by the public and to allow residents to have private (a semi-private common area for apartment and condominium dwellers) gardens and courtyards.



*The STREET-SPACE*



*The STREET-SPACE is a human and sustainable environment*

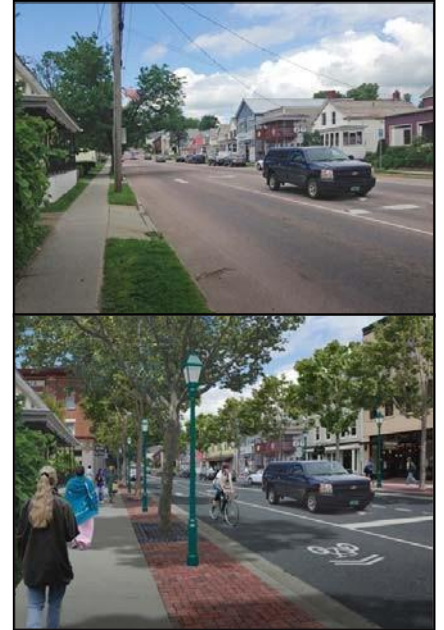
## 503. Street Type

For specific information regarding standards for improvements within the STREET-SPACE refer to the City Public Works Specifications and the Winooski Transportation Plan.

### A. Intent and Principles

#### 1. General Intent

- a. Streets are a community's first and foremost public spaces and should be just as carefully designed and planned as any park or public building. The character of the STREET-SPACE—both its scale and its details—determines the pedestrian quality of a given location.
- b. Streets must balance the needs of all forms of traffic—auto, transit, bicycle and pedestrian—to maximize mobility and convenience for all residents and users. Their character will vary depending on their location: some streets will carry a large volume of traffic and provide a more active and intense urban pedestrian experience while others will provide a less active and more intimately scaled STREET-SPACE.
- c. These are complete streets and must be developed as such to create people-oriented places balancing all transportation modes. These streets are designed to balance walkability and pedestrian comfort with automobile movement.



*Street Trees and the tree lawn reduce storm-water impacts*

## 504. Streetscape Standards

### General Provisions

1. All work within the STREET-SPACE shall be coordinated with the Department of Public Works.
2. STREET TREES shall be required along any street, and along any existing public street. In the event that the City has adopted a STREET TREE plan for a district or road segment, the City may require tree plantings and installation of STREETLIGHTS that are consistent with the plan, or payment in lieu of trees to ensure plantings are done consistently with City parking, utility and other street-scape improvement projects.
3. Street trees and lighting shall be planted to City of Winooski Public Works Specifications.
4. In addition to the lot, the owner must maintain the following areas:
  - a. The portion of the STREET-SPACE between their RBL and the back of the curb.
  - b. The portion of the COMMON DRIVE on either side of the COMMON DRIVE pavement.
5. Mechanical and electrical equipment including, but not limited to, air compressors, pumps, exterior water heaters, water softeners, private garbage cans (not including public sidewalk waste bins), and storage tanks may not be stored or located within any street-space. Water pumps for public fountains or irrigation not visible are not included in this prohibition. Temporary placement of private garbage cans within the street-space may be allowed to accommodate scheduled pick-up.

## 505. Squares and Civic Greens

### A. Intent.

1. These standards apply to those spaces that are either publicly owned or publicly accessible, as designated on the REGULATING PLAN.
2. SQUARES, and CIVIC GREENS should be situated at prominent locations. The plants and trees of SQUARES and CIVIC GREENS provide a landscape and civic architecture that complement the surrounding private building architecture.
3. SQUARES are active pedestrian centers. CIVIC GREENS are spaces intended for less intensive foot traffic.
4. Pervious paving materials (to allow oxygen for tree roots and absorb stormwater run-off) are encouraged in both SQUARES and CIVIC GREENS, and the percentage of impervious paving material is limited. (see *C. Materials and Configurations* below.)

### B. Standards.

SQUARES and CIVIC GREENS, established after the date of adoption, must be designed, planted and maintained according to the following requirements:

1. SQUARES and CIVIC GREENS shall have at least 60 percent of their perimeter fronting public rights-of-way. Both shall be surrounded by STREET TREES. Their dimensions shall be no narrower than a 1:5 ratio and no SQUARE or CIVIC GREEN width or breadth dimension shall be less than 25 feet.
2. Appropriate to their high (pedestrian) traffic level SQUARES must be designed with a higher percentage of paved surface area.
3. A clear view through the SQUARE or CIVIC GREEN (from two to seven feet in height) is required, both for safety and urban design purposes.
4. SQUARES and CIVIC GREENS shall not include active recreation structures such as ball fields and courts.
5. SQUARES and CIVIC GREENS are for public use and access shall not be constrained. Not less than 60 percent of their tract area shall be usable space, available to the public as walkable/occupiable, picnic-able open space, unimpeded by structures, art installations, sculptures, or landscape design elements (excluding plant material).

### C. Materials and Configurations.

1. General
  - a. The maximum slope across any SQUARE or CIVIC GREEN shall not exceed ten percent.
  - b. Except for tree trunks, streetlights, CIVIC use buildings, public art or monuments, there shall be a clear view between two and seven feet above grade. The foliage of newly planted trees may intrude into this area until the tree has sufficient growth to allow such a clear trunk height.

- c. Trees within a SQUARE or CIVIC GREEN may also be selected from the Tree List (see *Sec. 506*).
  - d. Asphalt is prohibited within a SQUARE or CIVIC GREEN tract.
- 2. Pedestrian Pathways

The area within a pedestrian pathway shall be a public access easement or public right of way. The easement width for these pathways must not be less than 20 feet with a paved walkway not less than 10 feet wide providing an unobstructed view straight through its entire length, except where otherwise specified on the regulating plan.

## 506. Tree Lists

### A. General

1. All trees in private space in the Gateway Districts shall be suited to USDA Zone 4 and the particular site. Trees recommended by Vermont Urban and Community Forestry are preferred.
2. All trees for use in the Gateway District STREET-SPACE shall meet the City of Winooski Public Works Standards and Specifications.
3. The use of native species is recommended and may be required as necessary to avoid the introduction and spread of nuisance or exotic species.



502. Intent Illustration, A Tradition of STREET TREES in Winooski.

## Part 6. Architectural Standards

### 601. Intent

- A. These architectural standards establish basic parameters regarding functional building element configurations and palettes for building materials.
- B. The architectural standards serve to establish a coherent character and encourage a high caliber, lasting quality of development. Buildings shall be reviewed by the Zoning Administrator to verify that they meet the architectural standards (as well as the balance of this Code). The Zoning Administrator may also work with the developer or designer to show them how to work within these requirements.
- C. In order to establish and maintain a sense of place, these standards specify an architectural aesthetic of load-bearing walls and regional materials. Buildings should reflect and complement the traditional materials and techniques of Vermont. The standards also specify details, such as window proportions, roof or cornice configurations, SHOPFRONTS, and overhangs.



*Traditional brick house with simple architectural detailing*

### 602. General Principles

- A. All building materials to be used shall express their fundamental properties. For example, stronger and heavier materials (masonry) support lighter materials (wood).
- B. EQUIVALENT OR BETTER.
  - 1. While only materials, techniques, and product types prescribed here are allowed, equivalent or better practices and products are encouraged. They may be submitted to the Zoning Administrator for review. The Zoning Administrator is authorized to approve alternative materials and methods if they maintain the intent of these standards.
  - 2. Additional products may be added to the list through a text amendment to this Code or may be allowed on a case by case basis through a Administrative Adjustment approved in accordance with Part 2, Administration.
- C. WHERE CLEARLY VISIBLE FROM THE STREET-SPACE.
  - 1. Many of these standards apply only in conditions WHERE CLEARLY VISIBLE FROM THE STREET-SPACE. Note that the definition of STREET-SPACE includes parks, SQUARES, and CIVIC GREENS but not COMMON DRIVES.



*Cast iron shopfront with brick second story*



*Front porch with stone pier and wooden column*

2. These controls therefore concentrate on the public space/views from the public space and minimize interference in the private realm. For example, an architectural element that is visible only through an opening in a STREET WALL is not CLEARLY VISIBLE FROM THE STREET-SPACE. A building element that is more than 30 feet behind the REQUIRED BUILDING LINE does not meet the definition of where CLEARLY VISIBLE FROM THE STREET-SPACE.

## 603. Building Walls

### A. Applicability

Exterior building walls, FAÇADES and elevations.

### B. Intent

Building walls should define the public realm—the STREET-SPACE. All walls should express the construction techniques and structural constraints of traditional, long-lasting, building materials. Simple configurations and solid craftsmanship are favored over complexity and ostentation in building form and the articulation of details.

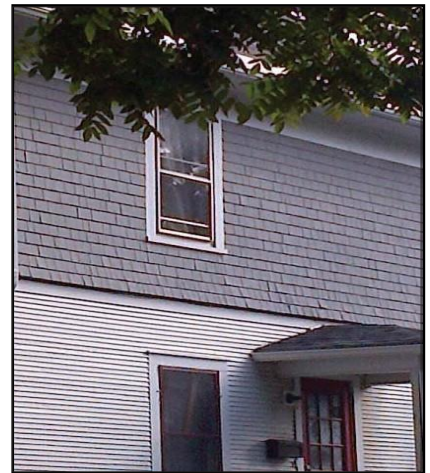
*The illustrations and statements of subsection B. Intent, are advisory only. Refer to the Code standards on the following page for the specific prescriptions of this section.*



*Material change between brick and clapboard made at appropriate structural location.*



*Winooski building with brick FACADE and ornate window surrounds*



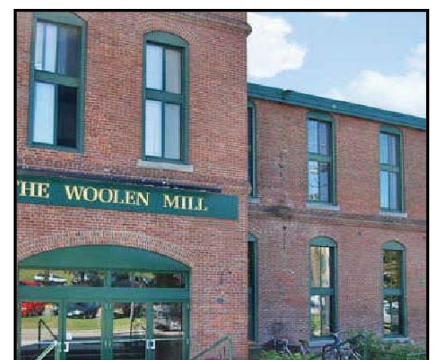
*Wooden clapboards on ground floor and wooden shingles above*



*Mixed-use building FACADE with stone GROUND STORY and wood siding above.*



*Newly constructed brick townhouses with rich architectural detailing*



*Woolen mill with brick walls and segmental arched lintels over windows and doors*

**C. Primary Façade Materials.**

Primary building materials shall be used on a minimum of 75% of the FAÇADE

1. Brick
  - a. Ground-floor brick shall be clay brick with a nominal depth of at least 3".
  - b. Brick above the ground floor may have variable thickness.
  - c. Tile
2. Wood (or approved fiber cement siding)
3. Natural Stone (or Integrally-colored synthetic, equivalent or better.
4. Stucco (cement plaster)
5. Metal (where used as a primary material, only copper, stainless steel (18-8 or better), and titanium are permitted.)

**D. Secondary Materials.**

Secondary materials are permitted on a maximum of 25% of the FAÇADE surface area and on all side and rear elevations

1. All materials allowed in 603.C.
2. Metal
3. Ground- or Split-faced block (integrally colored)
4. Glass block
5. Decorative tile
6. Pre-cast masonry
7. Synthetic materials (above the second STORY) as approved by the Zoning Administrator
8. For side and rear elevations only (no FAÇADES); vinyl siding, grade approved by the Zoning Administrator.

**E. Configurations and Techniques.**

The following configurations and techniques are permitted.

**1. Walls**

- a. Wall openings (FENESTRATION): the horizontal dimension of the opening shall not exceed the vertical dimension except where otherwise prescribed in this Code (*no more squat than square*).
- b. Wall openings (FENESTRATION) shall not span vertically more than one story.
- c. Wall openings (FENESTRATION) shall correspond to the interior space and shall not span across building structure such as floor or wall structural thicknesses.
- d. Material changes shall be made with appropriate construction details for each abutting material—as where an addition (of a different material) is built onto the original building.

**2. Wood Siding and Wood Simulation Materials**

- a. Horizontal siding shall be configured with a maximum board exposure of 8".
- b. Board and batten siding shall have a maximum board width of 12".
- c. Siding and shingles shall be smooth or rough-sawn finish.

**3. Brick, Block, and Stone**

All masonry shall be in an apparent load-bearing configuration

**4. Stucco (cementitious finish)**

- a. Finish coat shall be smooth or sand only, no roughly textured finish.
- b. Stucco shall not come in contact with the ground surface.

## 604. Roofs and Parapets

### A. Applicability

WHERE CLEARLY VISIBLE FROM THE STREET-SPACE.

### B. Intent

Roofs and parapets should demonstrate common-sense recognition of the climate by utilizing appropriate pitch, drainage, and materials in order to provide visual coherence to the district. Roof forms are not interchangeable. The roof type is integral to the design of the building and its architectural character.

The slope of a pitched roof is determined by local climatic conditions (such as the ability to shed snow loads) and physical properties of the roofing material.

Parapets are low guarding walls at the edge of roofs (usually flat) and are formed by extensions of the building FAÇADES.

Cornices are crowning (trim) projections on a parapet wall. While the code contains parameters for the horizontal projection, these elements should be designed to be appropriate for the building and proportionate for the dimensions of the FAÇADE.

*The illustrations and statements of subsection B. Intent, are advisory only. Refer to the Code standards on the following page for the specific prescriptions of this section.*



*Roof with multiple pitch configurations*



*Pitched roof with enclosed eaves*



*Parapet wall with projecting cornice*



*Pitched roof gable end with brackets*



*Parapet wall with coping*



*Projecting cornice*



*Overhanging eave*



*Pitched roof with large overhang, brackets, and exposed rafter tails*

## **C. Materials**

1. Only the following roofing materials are permitted:
  - a. Clay or concrete (faux clay).
  - b. Tile (beavertail or flat roman).
  - c. Slate (and equivalent synthetic or better).
  - d. Metal (standing seam, equivalent or better).
  - e. Dimensional Architectural Grade composition shingles.
  - f. Wood Shingles
2. **Additional Permitted Roof Features:**
  - a. Skylights and Solar Panels.
  - b. Cornices and soffits may be a combination of wood, vinyl, synthetic materials (above the second story) as approved by the Zoning Administrator, and/or metal.
  - c. Gutters and downspouts may be vinyl, and/or metal in accordance with industry standards.

## **D. Configurations and Techniques**

The following configurations and techniques are permitted.

1. **Flat Roofs with Parapet Walls**

Allowed for General Urban, General Storefront, and Townhouse/Small Apartment frontage sites where the roof material is not visible from any adjacent STREET-SPACE.
2. **Pitched Roofs**

Pitch (exclusive of roofs behind parapet walls):

  - a. Simple hip and gable roofs shall be pitched between 5:12 and 12:12.
  - b. Shed roofs, attached to the main structure, shall be pitched between 3:12 and 8:12.
3. **Overhang Requirements**
  - a. Eaves shall overhang 8 to 30 inches on the primary structure.
  - b. Eaves on accessory buildings, dormers, and other smaller structures shall overhang at least six inches.
  - c. Timber eaves and balcony brackets shall be a minimum of three inches by three inches in dimension.
  - d. Buildings may satisfy the overhang requirement with a cornice or similar form projecting from near the top of the building wall horizontally between 6 and 24 inches beyond the building wall.
4. **Other Features**

Roof vents are permitted only on the roof plane opposite the STREET-SPACE (or REQUIRED BUILDING LINE) or when shielded from STREET-SPACE view by the building's parapet wall.

## 605. Street Walls and Garden Walls

### A. Applicability

WHERE CLEARLY VISIBLE FROM THE STREET-SPACE.

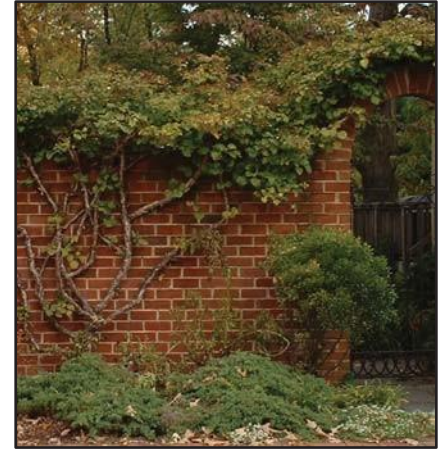
### B. Intent

Property lines are physically defined by buildings, walls, or fences. Land should be clearly public or private—in public view or private and protected.

STREET WALLS and GARDEN WALLS establish a clear edge to the STREET-SPACE where the buildings do not. These requirements include masonry walls that define outdoor spaces and separate the STREET-SPACE from the private realm (e.g. parking lots, trash cans, gardens, and equipment). All STREET WALL and GARDEN WALL faces shall be as carefully designed as the building FAÇADE, with the finished side out (i.e. the “better” side facing the STREET-SPACE).

A STREET WALL is a masonry wall set back not more than eight inches from the REQUIRED BUILDING LINE or adjacent building FAÇADE and built to the height specified in the building form standards.

*The illustrations and statements of subsection B. Intent, are advisory only. Refer to the Code standards on the following page for the specific prescriptions of this section.*



*GARDEN WALL defining private yard*



*STREET WALL with gate between FAÇADES*



*STREET WALL with gate between FAÇADES*



*STREET WALL with pedestrian and automobile gates shielding service area from public realm*



*Brick STREET WALL between Townhouses*

**C. Materials.** Only the following materials are permitted:

1. Walls
  - a. Native/regional stone and equivalent or better imitation stone.
  - b. Brick.
  - c. Stucco on concrete block or poured concrete (only when a brick or stone coping is provided).
  - d. A combination of materials (e.g. stone piers with brick infill panels).
  - e. Wood (where configured to be effectively opaque).
2. Gates
  - a. Metal (wrought iron, welded steel and/or electro-statically plated black aluminum) - may be used for gates and FENESTRATION.
  - b. Wood.

**D. Configurations and Techniques**

The following configurations and techniques are permitted:

1. STREET WALLS along any unbuilt REQUIRED BUILDING LINE shall be built to the height and length specified in the BUILDING FORM STANDARD.
2. STREET WALLS and GARDEN WALLS taller than 4 feet shall be subject to the FENESTRATION requirements of their BFS frontage.
3. Coping, or similar finish cap, shall project between one inch and four inches from the face of the STREET WALL.
4. Metal work may additionally be treated to imitate a copper patina.



*Brick STREET WALL with coping fronting a parking area.*

## 606. Windows and Doors

### A. Applicability

WHERE CLEARLY VISIBLE FROM THE STREET-SPACE.

### B. Intent

The placement, type, and size of windows and doors on the FAÇADE largely establishes the scale and vitality of the STREET-SPACE. For commercial buildings, they allow interplay between the shop interiors and the STREET-SPACE.

Commercial uses (especially restaurants and retail establishments) benefit from exposure to the passers-by and the STREET-SPACE benefits from the visual activity. For residences, they foster the “eyes on the street” surveillance which provides for the security and safety for the area.

Windows should be divided by multiple panes of glass to preserve a smaller scale for the pedestrian. This will also help the window hold the surface of the FAÇADE, rather than appearing like a “hole” in the wall (an effect produced by an over- large single sheet of glass).



*SHOPFRONT window in Winooski*

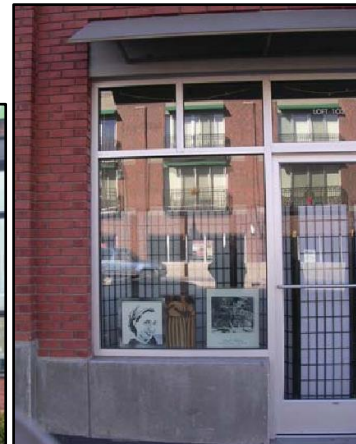
*The illustrations and statements of subsection B. Intent, are advisory only. Refer to the Code standards on the following page for the specific prescriptions of this section.*



*Door with transom and sidelight windows*



*Multi-paned SHOPFRONT windows and glass doors (large panes)*



*SHOPFRONT window*



*Grouped windows*



*SHOPFRONT interior space intermingling with public realm*



*Grouped windows*

### **C. Materials**

Only the following materials are permitted:

1. Window frame sashes shall be of anodized aluminum, wood, clad wood, vinyl, or steel.
2. Window glass shall be clear, with light transmission at the ground story at least 90 percent and for the upper STORIES at least 75 percent (modification as necessary to meet any applicable building and energy code requirements). Specialty windows (two per FAÇADE maximum) may utilize stained or opalescent glass, or glass block.
3. Window screens shall be black or gray.
4. Doors shall be of wood, clad wood, glass, or steel and may include glass panes.
5. Shutter materials shall be wood or clad wood.

### **D. Configurations and Techniques**

The following configurations and techniques are permitted:

1. All Windows:
  - a. The horizontal dimension of the opening may not exceed the vertical dimension (*no more squat than square*) except for SHOPFRONT and other entry door transoms and where otherwise prescribed in this Code.
  - b. Windows may be grouped horizontally if each grouping (maximum five per group) is separated by a mullion, column, pier or wall section that is at least seven inches wide.
  - c. Windows (not doors) may be no closer than 30 inches to BUILDING CORNERS (excluding BAY WINDOWS and SHOPFRONTS).
  - d. Exterior shutters, if applied, shall be sized and mounted appropriately for the window (one-half the width), even if inoperable.
  - e. The maximum dimensions for glass panes are 60" vertical by 36" horizontal.
  - f. Window panes shall be recessed behind their FAÇADE surface a minimum of three inches, except for BAY WINDOWS and SHOPFRONTS.
  - g. Snap-in mullions and muntins are permitted but not considered in any proportion calculation/ measurement.
2. Upper-Story Windows:
  - a. Windows may be double-hung, single-hung, hopper, awning, or casement windows.
  - b. Fixed windows are permitted only for office use buildings.
  - c. Egress windows may be installed as required by the applicable building code.
3. Doors:
  - a. Double-height entryways (those that span more than one STORY) shall not be permitted.
  - b. Urban General and Urban Storefront FAÇADE doors shall not be recessed more than three feet behind their FAÇADE/SHOPFRONT and, in any case, shall have a clear view and path to a 45-degree angle past the perpendicular from each side of the door into the STREET-SPACE.

## 607. Signage

### A. Applicability

WHERE CLEARLY VISIBLE FROM THE STREET-SPACE.

### B. Intent

Signs along commercial frontages should be clear, informative to the public and durable. Signs should be scaled and detailed for this mixed-use, pedestrian- oriented area and not for high speed automobile traffic. Signage that is glaring or too large creates distraction, intrudes into or lessens the urban experience, and creates visual clutter. The substitution clause in Section 4.15.C of the Regulations applies to the Gateway Districts as well.

*The illustrations and statements of subsection B. Intent, are advisory only. Refer to the Code standards on the following page for the specific prescriptions of this section.*



*Neon sign, within the building envelope*



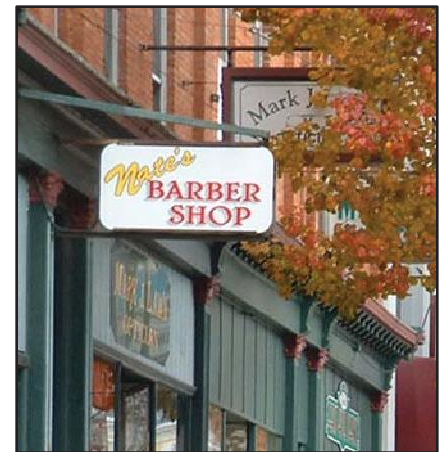
*Window, blade, and awning signs*



*Parapet sign*



*Wall sign*



*Blade sign*



*Wall sign*

### **C. General Design and Materials**

1. Wall signs are permitted within the area between the second STORY floor line and the first-floor ceiling, within a horizontal band not to exceed three feet in height. In no case may this band be higher than 24 feet or lower than 12 feet above the adjacent sidewalk.
2. Letters may not exceed 24 inches in height or width and 2 inches in relief. Signs may not come closer than two feet to an adjacent COMMON LOT LINE.
3. Company logos may be placed within the horizontal sign band or placed or painted within GROUND STORY and SHOPFRONT windows.
4. A single masonry or bronze plaque bearing an owner's or building's name may be placed in the building's cornice/ parapet wall or under the eaves, and above the upper STORY windows. Any such plaque shall be no larger than a rectangle of 18 square feet in size. Company logos or names in this position shall not be larger than a rectangle of eight square feet in size.
5. Blade signs and marquee signs are permitted. (Not more than two feet by three feet, vertical or horizontal with a minimum nine feet clear height above the sidewalk) may be hung within the permitted wall sign area, perpendicular to the REQUIRED BUILDING LINE or from a GROUND STORY overhang or AWNING.
6. Prohibited Signs: Billboards, free-standing pole signs, monument signs, any kind of animation, and roof signs are prohibited. No internally lit, flashing, traveling, animated, or intermittent lighting may be mounted on the exterior of any building whether such lighting is of temporary or long-term duration (they are allowed within the building behind the window glass, in the Urban General and Urban Storefront.) Portable or wheeled signs and advertising devices located outside any building shall not be permitted, pursuant to City regulations (excepting as provided in this Code for the DOORYARD area). Signs painted on FAÇADES are prohibited (excepting those existing prior to February 2015) but are permitted, subject to approval by the Zoning Administrator, on the other exterior walls (side, rear, and courtyard elevations).
7. Temporary Sandwich Boards - shall not exceed 12 square feet on each face. Signs may occupy the dooryard area only and shall not occupy the CLEAR SIDEWALK LINE, and must be removed when the business they advertise is closed.

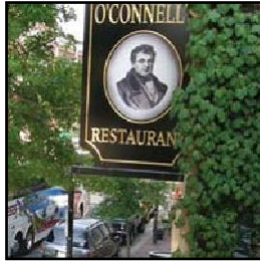
### **D. Awnings Overhangs**

1. AWNING overhangs shall have a minimum of ten feet clear height above the sidewalk and be minimum of five feet deep, measured from the FAÇADE. The maximum depth is to back-of-curb or the TREE LAWN edge, whichever is less.
2. Only the following materials are permitted: canvas or equivalent (no shiny or reflective materials), metal or glass.
3. Internal illumination through the AWNING or overhang is not permitted.
4. Lettering on AWNINGS shall be limited to 6 inches in height on the outside edge/vertical face of the AWNING.
5. One-quarter cylinder configurations are not permitted.

*The illustrations below are advisory only.*



*Wall sign*



*Blade sign*



*Awning sign*



*Awning and wall signs*

## 608. Lighting & Mechanical Equipment

### A. Applicability

District wide.

### B. Intent

Appropriate lighting is desirable for night-time visibility, crime deterrence, and decoration. However, lighting that is too bright or intense creates glare, hinders night vision, and creates light pollution. Every attempt should be made to preserve the ambiance of the night by applying the appropriate fixtures in the correct locations – pedestrian-scaled streetlights should occur along all streets as per the City Street-lighting Regulation. “Cobra-head” highway-type fixtures should only occur at intersections when absolutely necessary. All materials and equipment chosen for lighting fixtures should be durable to age well without demanding maintenance requirements.

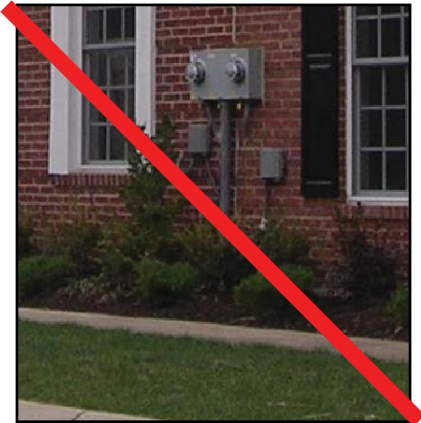
Mechanical equipment is generally any heating, ventilation, and air conditioning (HVAC) or electrical machinery but also includes air compressors, hoods, mechanical pumps, exterior water heaters, water softeners, utility and telephone company transformers, meters or boxes, garbage cans, storage tanks, and similar elements. These elements should not be located in any public areas, be visible from the street, or detract/interfere with the pedestrian space.

*The illustrations and statements of subsection B. Intent, are advisory only. Refer to the Code standards on the following page for the specific prescriptions of this section.*

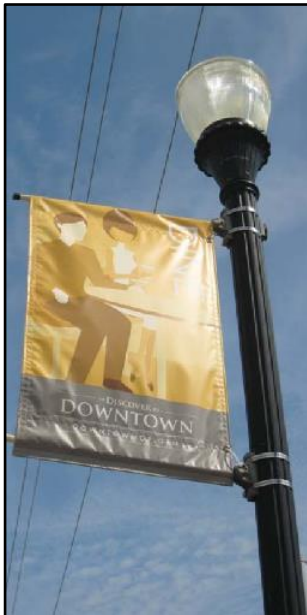
*The illustrations below are examples of mechanical equipment arrangements that are only acceptable away from and/or not visible from a STREET-SPACE (e.g. within a COMMON DRIVE or hidden from view).*



*Not permitted, visible from the STREET-SPACE*



*Not permitted, within the STREET-SPACE*



*Street light with banner*



*Pedestrian-oriented street lights*



*Not permitted, within the STREET-SPACE*

## C. Lighting

1. STREETLIGHTS and STREET TREE placement should be coordinated by the Department of Public Works. STREETLIGHTS should be located between 9 feet and 16 feet above grade with a maximum average spacing (per BLOCK FACE) of 70 feet on center on General Urban and General Storefront frontages, and 85 feet on Townhouse/ Small Apartment and Detached frontages along the STREET TREE ALIGNMENT LINE on each side of the STREET-SPACE (unless otherwise indicated on the REGULATING PLAN). STREETLIGHT and STREET TREE placement should be coordinated and should sit no closer than 10 feet.
2. At the building FAÇADE, exterior lights (maximum 100-watt incandescent or equivalent lumens) shall be mounted between 8 feet and 12 feet above the adjacent sidewalk. These fixtures shall illuminate the DOORYARD and CLEAR SIDEWALK area, and shall be shielded or aimed in such a way that they do not direct light upward, or out of the Gateway District.
3. All lots with COMMON DRIVES shall have lighting fixtures within five feet of the COMMON DRIVE. These fixtures shall illuminate the COMMON DRIVE, be between 9 and 16 feet in height, and not cause glare in adjacent lots.
4. Lighting elements shall be specified to proscribe those that cast a clearly/perceptively unnatural spectrum of light (such as low pressure sodium). LED, metal halide, or halogen elements with a spectrum of light more perceptively “natural” are preferred. HID or fluorescent lights (excepting compact fluorescent bulbs that screw into standard sockets) shall not be used on the exterior of buildings. These standards may be updated by the Zoning Administrator as technologies advance and produce additional EQUIVALENT OR BETTER lighting elements.
5. Floodlights or directional lights (maximum 100-watt incandescent or equivalent) may be used to illuminate COMMON DRIVES, parking garages and working (maintenance) areas, but shall be shielded or aimed in such a way that they do not shine into other lots, the STREET-SPACE, or direct light out of the Gateway District.
6. Flood or uplighting may not be used to illuminate private building walls. Accent lighting may be permitted on CIVIC USE BUILDINGS or monuments, to highlight architectural features (such as church steeples or courthouse domes).
7. Site lighting shall be of a design, height and location so as to illuminate only the lot. An exterior lighting plan shall be approved as consistent with these standards by the Zoning Administrator.
8. Flashing, traveling, animated, or intermittent lighting shall not be mounted on the exterior of any building whether such lighting is of temporary or long-term duration.
9. Lighting for parking garages shall consider general Crime Prevention Through Environmental Design (CPTED) *intent*.
10. Temporary (per City regulations) Holiday Lighting is exempt from these regulations.

#### **D. Mechanical Equipment**

1. The following shall be placed behind and away from any REQUIRED BUILDING LINE, may not be stored or located within any STREET-SPACE, and shall be screened from view from the STREET-SPACE: air compressors, mechanical pumps, exterior water heaters, water softeners, utility and telephone company transformers, meters or boxes, garbage cans, storage tanks, and similar equipment.
2. The following shall be screened from pedestrian-level view from the STREET-SPACE: air compressors, mechanical pumps, exterior water heaters, water softeners, garbage cans, storage tanks, and similar equipment.
3. Roof mounted equipment shall be placed behind and away from any REQUIRED BUILDING LINE and be screened from view from the STREET-SPACE.

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## Part 7. Parking and Loading Standards

### 701. Intent

These Gateway District standards are intended to:

- A. Enable people to conveniently park and access a variety of commercial, residential, and civic enterprises in pedestrian friendly environments by encouraging shared parking.
- B. Reduce fragmented, uncoordinated, inefficient, reserved single-purpose parking.
- C. Avoid adverse parking impacts on neighborhoods adjacent to redevelopment areas.
- D. Maximize on-street parking.
- E. Provide flexibility for redevelopment of small sites and for the preservation of historic buildings.
- F. Increase visibility and accessibility of public parking.

### 702. Minimum Parking Requirements

- A. See **Section 4.12.C** in the Regulations for minimum parking requirements

### 703. Special Parking Standards

#### A. Joint Parking

Sites abutting one another shall physically connect their surface parking areas at the lot line to create connecting drive aisles. This may be accomplished using COMMON DRIVES. Where such surface parking areas lie within 50 feet of one another, a mutual access easement acceptable to the Zoning Administrator shall be executed. Parking lot configurations in place prior to adoption of this Code are exempt from this requirement.

#### B. Tandem Parking

- 1. Tandem parking is only allowed for:
  - a. Single-family residential projects; and
  - b. Multifamily projects and the residential component of mixed-use projects.
- 2. Two parking spaces in tandem shall have a combined minimum dimension of 9 feet in width by 34 feet in length.
- 3. Up to 75 percent of the total required off-street parking spaces provided may incorporate tandem parking.
- 4. Tandem spaces shall be assigned to the same dwelling unit. Tandem parking shall not be used to provide guest parking.

#### **704. Surface Parking Lot Plantings for New Development**

- A. The edge of any surface parking lot adjacent to a STREET-SPACE shall be planted with canopy shade trees suited to USDA Zone 4, placed at an average distance not to exceed 30 feet on center and aligned parallel three to seven feet behind the RBL/STREET WALL.
- B. The edge of any surface parking lot adjacent to residential (detached) lots shall comply with *Part 4, Building Form Standards, D. Neighborhood Manners*.

#### **705. Loading Facilities**

- A. No loading facilities are required.
- B. Where loading facilities are provided, they shall be located to the rear and COMMON DRIVE side of buildings.

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## Part 8. Building Functions

### 801. General Provisions

#### A. Permitted Uses

Permitted uses by BUILDING FORM STANDARD frontage are shown in *Section 802*. The categories in the use table are listed in *Section 803*. In addition, the uses under the Commerce category are listed in Table 2.4 of the Regulations.

#### B. Use Determination

1. Administrator Responsibility: The Zoning Administrator is responsible for categorizing all uses. If a proposed use is not listed in a use category, but can be said to be reasonably similar in impact on the Gateway District to a listed use, the Zoning Administrator shall treat the proposed use as a permitted use under that category. If a proposed use is not listed in a use category, and is fundamentally different from any other listed use, the use shall be prohibited.
2. Uses Not Specifically Listed: When determining whether a proposed use is similar to a use listed in *Section 803*, the Zoning Administrator shall consider the following criteria:
  - a. The actual or projected characteristics of the proposed activity in relationship to the stated characteristics of each use.
  - b. Types of vehicles used and their parking and or loading requirements.
  - c. The likely impact on surrounding properties.
  - d. The intent of the Gateway District.

## 802. Use Table

This table identifies the uses allowed in the respective BFS (BUILDING FORM STANDARD) frontages.

| BUILDING FORM STANDARD (BFS) |                                  |               |             |                  |             |                       |             |             |                       |  |
|------------------------------|----------------------------------|---------------|-------------|------------------|-------------|-----------------------|-------------|-------------|-----------------------|--|
|                              |                                  | Urban General |             | Urban Storefront |             | Townhouse / Small Apt |             | Detached    |                       |  |
| USE CATEGORY                 |                                  | Ground Story  | Upper Story | Ground Story     | Upper Story | Ground Story          | Upper Story | All Stories | Additional Regulation |  |
| RESIDENTIAL                  | Household Living                 | □             | ■           | □                | ■           | ■                     | ■           | ■           | Sec. 804.B.1-2        |  |
|                              | Group Living                     |               | □           |                  | □           | □                     | □           | □           |                       |  |
| COMMERCE                     | See Table 2.4 in the Regulations |               |             |                  |             |                       |             |             | Sec. 804              |  |
|                              |                                  |               |             |                  |             |                       |             |             |                       |  |
|                              |                                  |               |             |                  |             |                       |             |             |                       |  |
|                              |                                  |               |             |                  |             |                       |             |             |                       |  |
|                              |                                  |               |             |                  |             |                       |             |             |                       |  |
|                              |                                  |               |             |                  |             |                       |             |             |                       |  |
|                              |                                  |               |             |                  |             |                       |             |             |                       |  |
|                              |                                  |               |             |                  |             |                       |             |             |                       |  |
| CIVIC                        | See Part 9. Definitions          | ■             |             | ■                |             | ■                     |             | ■           | Sec. 804.C.           |  |

Key: ■ = Permitted □ = Additional Regulations Apply Blank Cell = Not Permitted

### **803. Use Categories**

The following outlines the general uses included under each category as described on the use table under Section 802. Additional development and performance standards for use categories are outlined under Section 804.

#### **A. Residential Use Categories**

1. Household Living
  - a. One-, two-, and three-family dwellings Multi-family dwellings
  - b. Home Occupation
  - c. Accessory Dwelling (subject to **Section 5.1** of the Regulations)
  - d. Detached Cottage (in an existing structure only as of date of adoption of this Code)
2. Group Living
  - a. Assisted Living & Residential Care Homes
  - b. Family Care Home
  - c. Group Home

#### **B. Commerce Use Categories**

1. These include Retail Sales and Service as referenced throughout the Code.
2. Refer to **Table 2.4** in the Regulations.

#### **C. Civic Use Category**

Civic uses are intended to provide public functions, services, or support. Specific uses and other regulatory elements are outlined in Part 9. Definitions under USE, CIVIC; and CIVIC USE BUILDING.

## **804. Development and Performance Standards**

### **A. General**

1. All permitted uses shall meet the *Section 402. General Provisions* and those standards specified in the applicable individual BUILDING FORM STANDARD pages.
2. No CIVIC, or COMMERCE use is permitted above a RESIDENTIAL use.
3. Businesses providing drive-up services shall not have a drive-through lane or service window that abuts or faces a STREET-SPACE.
4. No smoke, radiation, vibration or concussion, heat or glare shall be produced that is perceptible outside a building, and no dust, fly ash or gas that is toxic, caustic or obviously injurious to humans or property shall be produced.
5. Communication antennas may be installed between 45 and 80 feet of the rbl on UG and US buildings that are at least 3 stories, provided that the antenna increases the structure height by no more than 20 feet, subject to receiving a Certificate of Conformity. Associated equipment may be permitted on the roof so long as it is screened from view in accordance with *Part 6. Architectural Standards*. Ground mounted equipment is subject to the performance standards outlined in *Part 6. Architectural Standards*.

### **B. Residential**

1. See the Urban General BFS for configuration requirements for GROUND STORY RESIDENTIAL uses.
2. A lobby serving an upper STORY RESIDENTIAL use is permitted on the GROUND STORY of an Urban Storefront site.
3. Residential uses are not permitted within the required minimum depth for the SHOPFRONT space in an Urban Storefront site.

### **C. Civic**

Buildings that are specifically designated on the REGULATING PLAN as a CIVIC USE BUILDING or structure are not subject to *Part 4. Building Form Standards*, or *Part 6. Architectural Standards*.

### **D. Office**

Office uses are permitted within the required minimum depth for the shopfront space in an Urban Storefront site.

### **E. Lodging Establishment**

1. GROUND STORY guest rooms shall meet the configuration standards for GROUND STORY RESIDENTIAL uses as specified in the Urban General BFS.
2. A lobby serving an upper STORY lodging establishment is permitted on the GROUND STORY of any Urban Storefront site.
3. For DETACHED frontages, only Bed & Breakfast types are permitted.

**F. Restaurant/Bar, Retail Sales**

1. Outdoor eating areas for eating/drinking establishments shall be allowed on the public sidewalk in Urban General and/or Urban Storefront frontages, subject to:
  - a. the provision of a minimum clear width of five (5) feet within the CLEAR WALKWAY area; and
  - b. a joint use of R.O.W. agreement with the City.
2. An eating/drinking establishment or RETAIL use is permitted in the second story of a Urban Storefront or Urban General site provided it is an extension equal to or less than the area of the same ground story use.
3. The sale and consumption of cereal malt beverages and alcoholic liquor shall be subject to City and State liquor licensing requirements.
4. Clubs and drinking establishments are required to obtain a Conditional Use approval if the walls of the facility are within 100 feet of a residential zoned property which is not included in the Gateway District.
5. No merchandise (including motorcycles, scooters, and automotives) may be left within the STREET SPACE when the business is not open.

**G. Gas Station/Vehicle Repair.** A gas station may be permitted, subject to the following:

1. The subject property shall be located at least 200 feet from any lot on which a school, outdoor playground, library, or hospital is located;
2. The use shall not include the display and rental of cargo trailers, trucks, or similar uses;
3. The storage or junking of wrecked motor vehicles (whether capable of movement or not) is prohibited;
4. Repair service shall be completed within one week after the vehicle is left for service. Discarded parts resulting from any work shall be removed promptly from the premises. Automotive replacement parts and accessories shall be stored inside the main structure;
5. Upon the abandonment of a gas station, the use shall terminate and all structures exclusively used in the business (including underground storage tanks), except buildings, shall be removed by the owner of the property.

**H. Affordable Housing for Bonus Provision (see 402.F.1)**

1. The units must remain affordable for at least 20 years.
2. Applicants must demonstrate that the housing costs will be affordable to occupants whose gross annual household income falls within 80 to 120% of the Area Median Household Income.
  - a. Applicants must provide the total annual cost of the housing as rent or expected mortgage payment with condominium association fees, and utilities.

- b. Applicants must demonstrate that the housing costs will be no greater than 30% of 80 to 120% of the Area Median Household Income.
- 3. These affordability provisions shall be evidenced by deed restriction and recorded in the City Land Records. Draft documents must be submitted to the City with the Application for review.
- 4. An audit must be submitted to the City on a two-year basis verifying that the units are being maintained in accordance with these provisions.
- 5. The Certificate of Occupancy will be contingent upon perpetual affordability as defined herein. The Zoning Administrator has the authority to revoke the Certificate of Occupancy for the affordable units if these affordability requirements are not adhered to.

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## Part 9. Definitions

### 901. Defined Terms

The following terms are defined for the purpose of this Code. Terms not defined here may be defined elsewhere in the Unified Land Use and Development Regulations (ULUDR).

In such case, the definition contained in the ULUDR shall be used. Certain terms in this Code are used in very specific ways, often excluding some of the meanings of common usage. Where there is an apparent conflict or contradiction, the definition herein shall prevail.

**Accessory Dwelling Unit.** A building or addition for living purposes that is not the primary structure or principal dwelling unit on a lot. See also Section 5.1 and Article IX of the Unified Land Use and Development Regulations.

**Attic Story.** Habitable space situated within the structure of a pitched roof and above the uppermost STORY. They are permitted for all BFS sites and do not count against the maximum STORY height or ultimate height limits of their BFS except as specified in Section 604.

**Average Fronting Sidewalk Elevation.** The central elevation of the sidewalk directly in front of a property (or properties) included in a development proposal as measured along the property's REQUIRED BUILDING LINE. The AVERAGE FRONTING SIDEWALK ELEVATION for a property (or properties) is established by dividing the sum of the MAXIMUM FRONTING SIDEWALK ELEVATION and the MINIMUM FRONTING SIDEWALK ELEVATION by 2.

**Balcony.** An exterior platform attached to the upper floors of the building FAÇADE (forward of the REQUIRED BUILDING LINE).

**Bay Window.** Generally, a U-shaped enclosure extending the interior space of the building outward of the FAÇADE/REQUIRED BUILDING LINE (along its STREET-SPACE side).

**Block.** An increment of land comprised of lots, COMMON DRIVES and tracts circumscribed and not traversed by streets (PEDESTRIAN PATHWAYS excepted). BLOCKS shall be measured at the REQUIRED BUILDING LINE (RBL).

**Block Corner.** The outside corner of a BLOCK at the intersection of any two STREET-SPACES (the RBLs). Inside corners, where the resulting angle formed by the BLOCK face is less than 180 degrees (concave) are not considered BLOCK CORNERS for the purposes of this Code.

**Block Face.** The outside/public side of the block, coincident with the RBL, between 2 BLOCK CORNERS.

**Bonus Story.** The full STORY permitted in exchange for the provision of a specifically defined public benefit, such as affordable housing. Where an Urban General or Urban Storefront frontage property has been approved by the City as eligible.

**Buildable Area.** The area of the lot that building(s) may occupy, which includes the area of the lot behind the REQUIRED BUILDING LINE as designated by the BUILDING FORM STANDARD and the REGULATING PLAN. The BUILDABLE AREA sets the limits of the building footprint now and in the future—any additions shall be within the specified BUILDABLE AREA.

**Building Corner.** The outside corner of a building where the primary building mass is within an angle less than 180 degrees. Inside corners, where the exterior space of the building mass forms an angle of more than 180 degrees are not considered BUILDING CORNERS for the purposes of

this Code.

**Building Form Standards (BFS).** The part of this Code that establishes basic parameters regulating building form, including the envelope (in three dimensions), placement and certain permitted/required building elements, such as SHOPFRONTS, BALCONIES, and STREET WALLS. The BUILDING FORM STANDARDS establish both the boundaries within which things may be done and specific things that must be done.

**Building Face.** See FAÇADE.

**Certificate of Conformity.** A CERTIFICATE OF CONFORMITY is a document issued by the Zoning Administrator that outlines a project's conformance with these regulations and includes any conditions necessary to be met before a zoning permit will be issued. The CERTIFICATE OF CONFORMITY is intended to document consistency with the regulations, and is not a permit. A zoning permit shall be issued on a project that is consistent with these regulations, and fulfills any conditions as outlined in the CERTIFICATE OF CONFORMITY.

**Chamfered Corner.** A cut corner (beveled edge), generally at an even 45 degree angle. For purposes of the Gateway District, this refers to an allowance in the BUILDING FORM STANDARD for Urban General frontages to have such a 'cut corner' extending as far as 8ft away from a BLOCK CORNER.

**Civic Green or Square.** A public open space designated on the REGULATING PLAN. The term *square* is generally used to describe spaces that have more paved surface area. The term *civic green* is generally used to describe a formally configured small public lawn or park that is primarily unpaved. CIVIC GREENS and SQUARES do not include active recreation structures such as ballfields and courts. See *Part 5. Urban Space Standards* for the specific controls on SQUARES and CIVIC GREENS.

**Civic Use Building.** Those buildings that house CIVIC USES as defined herein or historically and urbanistically significant structures and are specifically designated on the REGULATING PLAN. CIVIC USE buildings and publicly-owned public art are not subject to the BUILDING FORM STANDARD prescriptions of this Code.

**Clear Height.** Within a structure, the distance between the floor and ceiling. For entrances and other external building features, the unobstructed distance from the ground to the bottom of the lowest element above.

**Clear Sidewalk.** The portion of the sidewalk within a STREET-SPACE that shall remain clear of obstructions and allow public passage. The CLEAR SIDEWALK width is specified in the *Street Type Specifications*.

**Clearly Visible from the Street-Space.** Many requirements of this Code apply only where the subject is "CLEARLY VISIBLE FROM THE STREET-SPACE." A building element more than 40 feet from a REQUIRED BUILDING LINE or STREET-SPACE is by definition not CLEARLY VISIBLE FROM THE STREET-SPACE (such as elements facing a COMMON LOT LINE). Also, common or party walls are by definition *not* CLEARLY VISIBLE FROM THE STREET-SPACE. This does not exempt vehicle parking lots or parking structures from any BUILDING FORM STANDARD requirements.

**Commerce.** See Use, COMMERCE.

**Common Drive.** The public right-of-way or easement for vehicles and pedestrians within a BLOCK that provides access to the rear or side of properties, vehicle parking (e.g., spaces and/or garages), utility meters, recycling containers, and garbage bins.

**Common Lot Lines.** Lot lines shared by adjacent private lots.

**Comparative Pedestrian Crossing.** The measured distance, shown on the *Street Type Specifications*, that a pedestrian would be within an automobile travel lane (or turning movement) while crossing a street. A crossing time is calculated based on a pedestrian speed of 3.7 feet per second (a generally accepted urban average). This distance/time is calculated to provide a relative gauge of pedestrian comfort level in crossing the street.

**Complete and Discrete Façade Composition.** The FAÇADE articulation that breaks down the apparent scale of a large building into smaller perceived pieces. The intent of such a FAÇADE COMPOSITION is to provide 'human scale' for the STREET-SPACE. The objective requirements of the COMPLETE AND DISCRETE FAÇADE COMPOSITION section of the BUILDING FORM STANDARDS regulate and ensure such scalar break- down.

**Corner Lot.** A lot in which one side lot line is adjacent to a street or STREET-SPACE. Special building placement, fencing and landscape requirements may apply.

**Covered Sidewalk.** A roofed or built structure attached to the FAÇADE and extending beyond the REQUIRED BUILDING LINE and over the sidewalk or SQUARE, open to the STREET-SPACE except for supporting columns, piers, or arches.

**Detached Frontage Building.** Building form and functions resulting from/as determined by the Detached BUILDING FORM STANDARD as indicated on the REGULATING PLAN.

**Dooryard.** The area within the STREET-SPACE between the FAÇADE of the building (generally the REQUIRED BUILDING LINE) and the CLEAR WALKWAY area of the sidewalk. The DOORYARD area is designated in the *Street Type Specifications*.

**Dormers.** Roofed ancillary structures with windows providing light and air to an ATTIC STORY.

**Eave Height.** EAVE HEIGHT shall be measured at the bottom of the top layer of roofing material at its outermost point from the building wall.

**English Basement.** A unit in a habitable floor level below the first floor in a TOWNHOUSE configuration, that is partially above and below grade, with direct STREET-SPACE access. An ENGLISH BASEMENT unit is considered an ACCESSORY UNIT.

**Equivalent or Better.** A building material or construction technique that has been determined, by the Zoning Administrator, to be at least equal to, in appearance, durability, etc., or surpassing those expressly permitted herein.

**Façade (Building Face).** The building elevation facing the STREET-SPACE or REQUIRED BUILDING LINE. Building walls facing private interior courts, COMMON LOT LINES, and COMMON DRIVES are not FAÇADES.

**Façade Composition.** The arrangement and proportion of materials and building elements (windows, doors, columns, pilasters, bays, etc.) on a given FAÇADE.

**Fenestration.** Openings in the building wall, including windows and doors, allowing light and views between interior (private realm) and exterior (public realm) and/or STREET-SPACE.

**First Floor.** See GROUND STORY.

**Front Porch.** The ground floor platform attached to the FAÇADE or REQUIRED BUILDING LINE side of the main building.

**Front Yard.** An open (unpaved) space required by certain BUILDING FORM STANDARDS extending across the entire width of the lot between the FAÇADE and the CLEAR WALKWAY. This area is contiguous with the STREET-SPACE, and includes any FRONT PORCH.

**Front Yard Fence.** The wood (picket) fence, wrought iron fence, or masonry wall located along and surrounding the FRONT YARD.

**Garage Entry.** An opening (with curb cut) in the building FAÇADE and/or street wall where vehicles may enter into a parking structure in the block interior for general parking and business servicing.

**Garden Wall.** A wall defining a property line or delineating a private area. A GARDEN WALL may serve as a FRONT YARD FENCE.

**Green Roof.** A vegetative layer that covers an entire roof area as required herein and serves to mitigate stormwater runoff and reduce heat islands created by the built environment. Green roofs can be either Extensive or Intensive as described by the United States Environmental Protection Agency.

**Ground Story.** The first habitable level of a building at or above grade. The next STORY above the GROUND STORY is the second floor or STORY.

**Half Story.** Habitable space, with a limited footprint, that is situated above the uppermost full STORY.

**Lot Building Limit (LBL).** A line or plane indicated on the REGULATING PLAN that extends vertically beyond which no building shall be placed (unless otherwise specified in this code).

**Maximum Fronting Sidewalk Elevation.** The highest elevation of the sidewalk directly in front of a property (or properties) as measured along the property's REQUIRED BUILDING LINE. The MAXIMUM FRONTING SIDEWALK ELEVATION and MINIMUM FRONTING SIDEWALK ELEVATION are used to establish the AVERAGE FRONTING SIDEWALK ELEVATION to determine the ULTIMATE BUILDING HEIGHT. If no sidewalk exists, the location of the RBL as designated on the REGULATING PLAN will be used to establish this value.

**Mezzanine.** An intermediate level between the GROUND STORY and the second STORY. It may be in the form of a platform, podium, or wide balcony, with uses limited to a continuation of the GROUND STORY uses.

**Minimum Fronting Sidewalk Elevation.** The lowest elevation of the sidewalk directly in front of a property (or properties) as measured along the property's REQUIRED BUILDING LINE. The MINIMUM FRONTING SIDEWALK ELEVATION and MAXIMUM FRONTING SIDEWALK ELEVATION are used to establish the AVERAGE FRONTING SIDEWALK ELEVATION to determine the ULTIMATE BUILDING HEIGHT. If no sidewalk exists, the location of the RBL as designated on the REGULATING PLAN will be used to establish this value.

**Mullion.** A vertical or horizontal element that forms a division between units of a window, or door. When dividing adjacent window units, its purpose is as a rigid support to the glazing (glass panes) of the window.

**Muntin.** A strip of wood, metal, or synthetic material separating and holding panes of glass in a window or giving the appearance of individual panes of glass in a window.

**Neighborhood Manners.** A set of rules in this Code designed to ensure a positive and complementary relationship between the new and more intense redevelopment under this Code and existing residential zoning districts abutting the Urban Storefront and/or Urban General frontages.

**Open Area.** See PRIVATE OPEN AREA.

**Parking Setback Line.** A line or plane indicated on the REGULATING PLAN which extends vertically up from the GROUND STORY floor level (unless otherwise noted on the REGULATING PLAN or BFS) and is generally parallel to the REQUIRED BUILDING LINE. Parking may be placed anywhere within the lot behind this line, except where otherwise specified in this Code.

**Pedestrian Pathway.** An interconnecting paved way providing pedestrian and bicycle passage through BLOCKS running from a STREET-SPACE to another STREET-SPACE, a COMMON DRIVE or an interior block parking area. The area within a PEDESTRIAN PATHWAY shall be a public access easement or public right-of-way.

**Plaza.** See CIVIC GREEN.

**Privacy Fence.** An opaque fence made of wood or masonry (not chain link or any other type of rolled fence) along COMMON DRIVES, , PEDESTRIAN PATHWAYS, and COMMON LOT LINES (where behind the required building line). See the BUILDING FORM STANDARDS for height and placement specifications.

**Private Open Area.** An occupiable area within the BUILDABLE AREA and generally behind the PARKING SETBACK LINE, accessible only to occupants of the particular building or site, and (primarily) open to the sky. Additional specifications for the PRIVATE OPEN AREA may be included in each BUILDING FORM STANDARD. The PRIVATE OPEN AREA shall not be built-upon, used to satisfy minimum stormwater Best Management Practice area (if thereby excluding active tenant use), parked or driven upon (except for emergency access).

**Project Review Committee (PRC).** The PROJECT REVIEW COMMITTEE consists of the City of Winooski's departments heads, and is chaired by the City Manager. The purpose of the PRC is to solicit input and feedback on projects that are requesting a CERTIFICATE OF CONFORMITY as outlined in Section 203. Comments from the PRC will provide guidance to the Zoning Administrator and may result in specific conditions that are included as part of zoning approval. The PRC is an advisory committee only and meetings of the PRC do not include formal recorded testimony from the public, but do provide an opportunity for the public to comment on projects. Comments provided during the PRC meeting are non-binding unless specifically included as conditions of approval as outlined in the CERTIFICATE OF CONFORMITY and zoning permit.

**Regulating Plan.** The implementing site plan for the development of the Gateway District under this Code. REGULATING PLANS allocate the BUILDING FORM STANDARDS and street types and provide specific information for the disposition of each building site. The REGULATING PLAN also shows how each site relates to adjacent STREET-SPACES, the overall district, and the surrounding neighborhoods. Unless outlined in Section 206 of these regulations, adjustments or changes to any features or elements on the REGULATING PLAN shall only be done through an amendment to these regulations as identified in Section 207.B.

**Required Building Line (RBL).** A line or plane indicated on the REGULATING PLAN, defining the STREET FRONTAGE which extends vertically and generally parallel to the street, at which the building FAÇADE shall be placed. The minimum length and height of FAÇADE that is required at the RBL is shown on the appropriate BUILDING FORM STANDARD.

**Sidewing.** The portion of a building extending along a COMMON LOT LINE toward the COMMON DRIVE or rear of the lot.

**Small Apartment Building.** See TOWNHOUSE/SMALL APARTMENT FRONTAGE BUILDING.

**Square.** See CIVIC GREEN.

**Stoop.** An entry platform on the FAÇADE of a building.

**Shopfront.** That portion of the GROUND STORY FAÇADE intended for marketing or merchandising of COMMERCE USES and allowing visibility between the sidewalk and the interior space.

**Story (Story Height).** That space within a building and above grade that is situated between one floor level and the floor level next above, or if there is no floor above, the ceiling above. STORY HEIGHT parameters are as specified by the appropriate BUILDING FORM STANDARD.

**Street Frontage.** That portion of the lot or building that is coincident with the REQUIRED BUILDING LINE as required by this Code.

**Streetlight.** A luminaire installed on both sides of the STREET-SPACE, along the STREET TREE ALIGNMENT LINE or median centerline, unless otherwise designated in this code, with the design criteria in the Gateway District giving equal weight to the lighting of the pedestrian areas and the automobile areas.

**Street-Space.** All space between fronting REQUIRED BUILDING LINES (streets, SQUARES, PLAZAS, PEDESTRIAN PATHWAYS, CIVIC GREENS, sidewalks, parks)—including any transit service operator passenger platform—but not garage entries or COMMON DRIVES.

**Street Tree.** A tree located in the STREET-SPACE (and required per this code) and listed in the *Street Tree List* located in *Part 5. Urban Space Standards* that is of a proven hardy and drought tolerant species and large enough to form a canopy with sufficient clear trunk to allow traffic to pass under unimpeded.

**Street Tree Alignment Line.** A line along which STREET TREES shall be planted and STREETLIGHTS and other such infrastructure are to be placed. It is generally parallel with the STREET-SPACE and mid-way between the back-of-curb and the CLEAR SIDEWALK.

**Street Wall.** A masonry wall set on the REQUIRED BUILDING LINE which assists in the definition of the STREET-SPACE in the absence of a building. See the BUILDING FORM STANDARDS for height and gate specifications.

**Townhouse/Small Apartment Frontage Building.** Building form and functions resulting from/as determined by the Townhouse/Small Apartment BUILDING FORM STANDARD indicated on the REGULATING PLAN.

**Tree Lawn (Tree Trench).** A continuous strip of soil area—typically covered with grass, other vegetation, bridging pavement, or sometimes porous pavers—located between the back of curb and the CLEAR SIDEWALK AREA, and used for planting STREET TREES and configured to foster healthy STREET TREE root systems. TREE LAWN dimensions are specified in the Street Type Specifications and in *Part 5. Urban Space Standards*.

**Ultimate Building Height.** A height limit for structures in the Gateway District, measured from the average fronting sidewalk elevation to the top of the FAÇADE wall plate.

**Urban General Frontage Building.** Building form and functions resulting from/as determined by the Urban General BUILDING FORM STANDARD as indicated on the REGULATING PLAN.

**Urban Storefront Frontage Building.** Building form and functions resulting from/as determined by the Urban Storefront BUILDING FORM STANDARD as indicated on the REGULATING PLAN.

**Use, Civic.** For the purpose of this Code, CIVIC USES are intended to provide public functions, services, or support. CIVIC USES include: meeting halls; libraries; public or private schools; day care or family child care facilities; adult or early learning centers; police and fire stations; post offices (retail operations only, no primary distribution facilities); places of worship; museums; auditoriums; arenas; transit centers; community centers; community health centers or clinics; public health organizations; job training facilities; farmers markets; government functions open for the public; and, other similar community uses.

**Use, Commerce.** For the purpose of this Code, COMMERCE USES shall be considered to encompass all of the permitted and conditional uses included under the "commercial uses" category in Table 2.4 of Article II of the Unified Land Use and Development Regulations, and all of the CIVIC USES defined above, except transit centers.

**Use, Residential.** RESIDENTIAL USES shall be considered to encompass all of the uses listed in Section 803.A of this Code.

**Use, Retail.** Includes the following:

**Retail Service.** Establishments providing services, as opposed to products, to the general public, including restaurants, hotels and motels, finance, real estate and insurance, travel agencies, health and educational services, and galleries; as well as personal services as defined in the Regulations.

**Retail Sales.** Establishments wherein the primary use is the sale of merchandise for use or consumption by the immediate purchaser.

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