

# Memorandum

**To:** Hartford Design Review Committee  
**Cc:** Helen Hong, COVER Home Repair, Inc.  
**From:** Jo-Ann Ells  
**Date:** January 23, 2023  
**Re:** Application for exterior changes

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COVER Home Repair, Inc. (COVER) has provided the attached application for your formal review and approval at your meeting scheduled for January 26, 2023.

They are requesting that you recommend that the Planning Commission approve the improvements administratively, without a Public Hearing, as allowed under Section 260-46 A (5) of the Zoning Regulations which states:

If after review by the Design Review Committee, the Committee determines that the changes are minor and have no adverse effect related to the goals identified in Subsection A(2), the Design Review Committee may recommend to the Planning Commission that the proposed change be approved administratively in accordance with Section A (6). (See attached excerpt from the Zoning Regulations.)

Because a portion of the building is within the Town's right-of way, COVER has contacted the Department of Public Works (DPW) to discuss the process for review and approval of the project. Any requirements from the DPW will be addressed before a Zoning Permit will be issued.

COVER's architect will need to certify that the project was constructed in compliance with the permit before a Certificate of Occupancy will be issued.

COVER is aware that it is their responsibility to contact the following to determine if there are additional requirements/permits:

- The Fire Marshall, Tom Peltier (295-3232)
- The State Permit Specialist, Rick Oberkirch (282-6488)



# TOWN OF HARTFORD

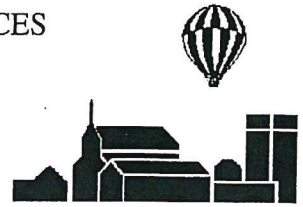
## DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES

171 Bridge Street  
White River Junction, Vermont 05001-1920

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[www.hartford-vt.org](http://www.hartford-vt.org)



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### § 260-46

#### Design review districts.

As provided for in Section 4414(1)(E) of the Act, provision is hereby made for establishment of design review districts for any area containing structures of historical, architectural or cultural merit, as well as areas with striking vistas, agricultural settlement patterns or other significant landscape features. Within this designated district, all structures that are erected, reconstructed, altered, restored, moved, or demolished, or land development that is commenced must be in compliance with the design review sections detailed in these regulations. A Design Review Committee (DRC) may be appointed by the Selectboard in accordance with Section 4433 of the Act to advise the Planning Commission.

#### A.

##### **Downtown White River Junction Design Review District.**

#### (1)

**Purpose.** The purpose of this district is to recognize that White River Junction's natural beauty and visual and historic character represent an important asset to the Town, and contribute substantially to White River Junction's economic base. In order to protect and enhance these attributes, the district is established to ensure that development considers the existing architecture, site layout, streetscape design, and sign placement and design. This design review is not intended to require property owners to solely rehabilitate or replicate. Although reuse of existing buildings is encouraged wherever possible, new construction is appropriate when designed with sensitivity to the historic character and design features in the district. Specific recommendations for development and redevelopment of the district are made in the *White River Junction Design Plan* (2001) and *White River Junction Design Guidelines* (2001), which are incorporated into the Zoning Regulations by reference.

#### (2)

**Goals.** The design goals of the Downtown White River Junction Design Review District are as follows:

#### (a)

To maintain a vibrant downtown, economically, functionally and culturally.

#### (b)

To preserve and conserve the historic qualities of the downtown and retain a sense of place.

#### (c)

To ensure architectural and site enhancements and/or new development projects preserve and/or enhance the historic qualities of downtown.

#### (d)

To acknowledge and preserve the integrity of the built form of the downtown, including landmarks, buildings and streetscape patterns.

#### (e)

To support public and private sector design and development that is compatible with the qualities of the downtown streetscape, townscape and historic architecture.

#### (f)

To educate the public on the value of preserving and enhancing the downtown and the historic district.

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Administration: 295-9353 ♦ Listers: 295-3077 ♦ Planning & Development: 295-3075 ♦ Finance Dept.: 295-3002 ♦ Town Clerk: 295-2785

Parks & Recreation: 295-5036 ♦ Highways, Water, Wastewater: 295-3622 ♦ Solid Waste Management: 295-5740

Police Department: 295-9425 ♦ Emergency Services & Emergency Management: 295-3232

Area Code 802

(g)

To create suitable places for pedestrians.

(h)

To accommodate parking with the least impact and encourage shared parking where appropriate.

(3)

**District boundaries.** The Downtown White River Junction Design Review District shall consist of all lands designated on the White River Junction Design Review District Boundary Map referenced in § 260-12 of these Zoning Regulations.

(4)

**Uses.** All uses that are currently permitted or conditionally permitted in the underlying zoning district remain the same. All dimensional requirements from the underlying zoning district, unless otherwise stated in the White River Junction Design Guidelines, remain the same.

(5)

**Design review approval.** Except as hereafter provided, no person shall do or cause to be done any of the following acts with respect to any building located within the Downtown White River Junction Design Review District without first obtaining design review approval from the DRC, and design review approval from the Planning Commission. If, after review by the DRC, the Committee determines that the changes are minor and have no adverse effect related to the goals identified in Subsection A(2), the DRC may recommend to the Planning Commission that the proposed change be approved administratively in accordance with Subsection A(6).

(a)

New construction, including, but not limited to, a building, wall, fence, or other streetscape or site development activities on private and public land, including in the right-of-way.

(b)

Addition, alteration or restoration of the exterior of a building, including windows, doorways, porches, roofing, siding and other materials when different from those existing.

(c)

Alteration of the roof line of a building, excluding chimney alterations.

(d)

Moving of a building from its present location to another.

(e)

The demolition of a building [see Subsection A(12)].

(6)

**Administrative design review approval.**

(a)

If, in the opinion of the Zoning Administrator and the Planning Commission Chairperson with input from the DRC Chairperson, the following items are determined to be minor and have no adverse effect related to the goals

identified in Subsection A(2), administrative design review approval may be granted. Such improvements may include:

[1]

Landscaping upgrades consistent with the guidelines;

[2]

Routine maintenance or repair of any structure, as long as the maintenance or repair does not result in any change of design, type of material, or appearance of the structure or its appurtenances;

[3]

Simple utility adjustments or upgrades, such as replacement of a transformer, new power poles or satellite dish;

[4]

Installation of permanent signs; or

[5]

Installation of exterior lighting.

(b)

Otherwise, design review approval by the Planning Commission is required.

(7)

**Exempt development.** The following activities are exempt from design review approval requirements:

(a)

Routine site maintenance and repair;

(b)

A change in use or occupancy;

(c)

Exterior changes that cannot be seen from any public area;

(d)

Interior changes;

(e)

The refacing of an existing sign; or

(f)

Painting (using the same color or changing to a different color).

(8)

**Review procedures.** For application deadlines, the applicant shall consult the Hartford Planning Commission and Zoning Board of Adjustment adopted schedule. Once an application for design review approval is received by the Administrative Officer and determined to be complete, the following procedures shall be followed:

(a)



The DRC shall meet to review the application within 10 days of the application submittal deadline. Said meeting may be continued upon mutual consent by the DRC and applicant.

(b)

The DRC shall forward a written recommendation of the application to the Planning Commission prior to the next scheduled Planning Commission public hearing.

(c)

The Planning Commission shall review the DRC recommendation on the proposal at a public hearing and render a decision on the application within 45 days after the adjournment of the public hearing.

(9)

**Application requirements.** In addition to the submittal requirements of § 260-45, any application for construction, reconstruction, alteration, or demolition of any building in the Downtown White River Junction Design Review District shall include the following:

(a)

Narrative describing the project;

(b)

Description of materials to be used on the exterior of the building;

(c)

Proposed architectural elevations (prepared by an architect registered in the State of Vermont) showing door and window types, shutters and other exterior details;

(d)

Color photographs of the subject building;

(e)

Color photographs of existing buildings on adjacent or nearby properties to illustrate the existing streetscape;

(f)

Site plan; and

(g)

Any additional information which may be requested by the DRC or the Planning Commission as necessary for a clear understanding of the proposal, including scale models or other three-dimensional analyses.

(10)

**Diversity of design.** These regulations recognize the value of diversity in design solutions based on a wide variety of architectural styles and design philosophies, without imposing a particular aesthetic value or prohibiting the introduction of new forms into the built environment, provided these are consistent with the intent of this district.

(11)

**Design criteria.** In making a determination on an application, the Design Review Committee and Planning Commission shall give consideration to the *White River Junction Design Plan* and *White River Junction Design*

*Guidelines and the following criteria:*

(a)

The way in which the project preserves and/or enhances the integrity of the historic architecture of the downtown and the specific buildings.

(b)

The way in which the project uses historically appropriate or compatible materials where possible in rehabilitation and new construction projects.

(c)

The way in which the project respects existing setbacks, scale and massing when developing a new building or addition.

(d)

The way in which the project employs appropriate lighting patterns and levels that reflect use, safety and security.

(e)

The way in which the project implements streetscape elements on a building-by-building basis.

(f)

The way in which the project preserves the landscape, including existing terrain, trees and vegetation to the extent feasible.

(g)

The way in which the project promotes accessibility and rear access from parking areas to commercial buildings.

(h)

The way in which the project provides efficient and effective vehicular and pedestrian circulation.

(i)

The way in which the details being proposed for the building, including window, door, and trim, are compatible with the existing and adjacent buildings' historic and design qualities.

(12)

**Demolition of historic buildings within the design review district.**

(a)

All requests for the demolition of a building listed as a contributing property on the National Register of Historic Places within the Downtown White River Junction Design Review District shall be submitted to the Administrative Officer.

[1]

The DRC shall meet to review the request within 10 days of the application submittal deadline. Said meeting may be continued upon mutual consent by the DRC and applicant.

[2]

The DRC shall forward a written recommendation of the application to the Planning Commission prior to the next scheduled Planning Commission public hearing.

[3]

The Planning Commission shall review the DRC recommendation on the proposal at a public hearing and render a decision on the application within 45 days after the adjournment of the public hearing.

(b)

The applicant shall provide evidence at the time of the demolition request that one of the following conditions has been met:

[1]

Retention of the building is not feasible because it is structurally unsound as determined by a structural engineer licensed in the State of Vermont; or

[2]

Rehabilitation of the building, or portion thereof, would cause undue financial hardship. The applicant must provide clear and convincing evidence that any reasonable return cannot be obtained from the building without approval of the request for demolition.

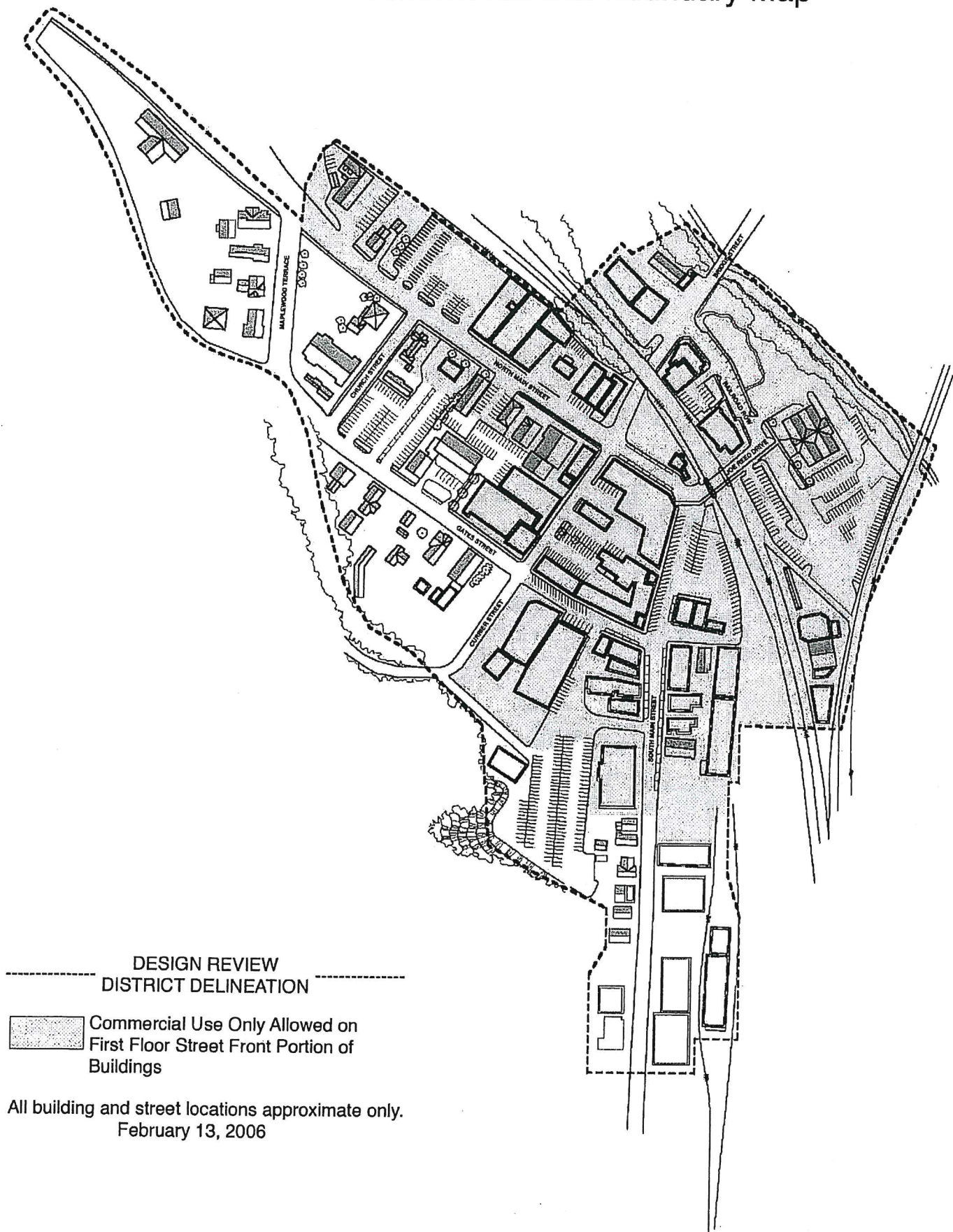
(c)

If the request for demolition is approved by the Planning Commission, the applicant shall provide an opportunity to the Historic Preservation Commission to conduct photo documentation of the interior of the building no less than 15 days prior to the scheduled demolition.

(d)

If a building has been damaged by flood, fire, wind or other act of nature in excess of 70% of its fair market value prior to damage as determined by a State of Vermont certified or licensed real estate appraiser, permission for demolition may be granted by the Administrative Officer without prior review by the DRC or the Planning Commission.

White River Junction  
Design Review District Boundary Map  
First Floor Commercial Use Boundary Map





# Application to the Town of Hartford Design Review Committee

Submitted by COVER Home Repair

1/19/2023

## Enclosures

1. Narrative describing the project
2. Description of materials to be used on the exterior of the building
3. Conformance with design review criteria
4. Color photographs of subject building
5. Color photographs of streetscape
6. Color photographs of adjacent properties
7. Site plan 2017 – *see Att. 7*
8. Boundary survey 2002 – *see Att. 8*
9. Aerial photo – *see Att. 9*
10. Architectural elevation – *see Att. 10*
11. Design Details – *see Att. 11*

## 1. Project Narrative

The COVER building was built in the 1930s for use as a meat-processing plant and later renovated and used as a beer bottling plant for Catamount Brewery. There used to be two garage bays when the building was used by Catamount Brewery. At some time, the exterior of the garage bays were filled in with cement blocks.

Around 1998, COVER acquired the building for use as a retail thrift store, office space and storage of home repair materials.

Currently, there are stairs to climb in order to access the home repair office. This means that the office is difficult to access for the mobility-impaired. Our store sales help to support our home repair program expenses, however we lack the retail floor space to expand.

A permit has been issued to convert two former garage bays (currently used as a woodshop and for materials storage for the home repair staff) into a retail space for used books and an office space for the home-repair program. Situated immediately adjacent to a busy sidewalk along South Main Street, these new spaces will be more inviting to pedestrians. A clear connection will also be made between our retail operations and our home repair program by placing our home repair office in a prominent location along the sidewalk and Main Street.

The proposed exterior façade is to signify to the public that the building can now be accessed through the sidewalk side entrances. Book stores are particularly inviting to pedestrians and will be useful in downtown White River Junction where there is no public library or book store.

## **2. Description of Materials to be Used on the West Façade**

Currently, the exterior building façade on the west side consists of brick, concrete blocks and plywood.

The proposed project will keep the existing brick. The cement block wall, which is set back approximately nine inches from the brick façade, will be removed and a new wall framed so that a window can be installed.

The new façade will have a mix of wood and metal while keeping the existing brick. The wood will likely be clear, white cedar that is installed in a vertical, tight shiplap and stained (using a Benjamin Moore Exterior Stain, Cedar ES-40 or Natural ES-10). The bottom three feet or so will be a Galvalum corrugated metal roofing product made of aluminum and zinc coating that will match the siding used on the COVER Store's main entrance on the south-facing side. The wood siding and metal siding will be joined by a wood cap with metal flashing on top.

The exterior doors will be fiberglass and painted a dark blue color (New York State of Mind #805 or similar). The two doors (center and right) will provide access to the used bookstore and home repair office. As spaces that are meant to be inviting to the public, the doors will have a full window. The door to the left will be used for emergency egress and therefore has only a half window to differentiate it from the other two doors. We considered using different colors to differentiate between the emergency egress door and the other two doors. We believe that having uniform wood/metal siding around the center and right doors will sufficiently differentiate these two doors from the emergency egress door.

The windows will have black frames in vinyl, metal or fiberglass with minimal cedar trim.

There will be metal awnings (gray or black in color) – one over the bookstore and the other one over the home repair office. The awning is made of aluminum with interior lattice tubes and a six-inch fascia, and installed with overhead braces. Four-foot downward strip lights would be installed on the underside of the awning. The awning would be three-feet deep and have an overhang of 2' 3" (taking into account the nine-inch in-set). Each awning will span the distance between the brick columns. The metal awnings will be more durable than the more traditional fabric retractable awnings and will serve an important function of reducing direct sunlight during the afternoons.

## **3. Conformance with Design Criteria**

- (a) Preserve and enhance the integrity of the historical architectures of the downtown.

The proposed project uses large glass windows to articulate a front façade that distinguishes it from the second floor and to create an inviting bookstore and office space. Currently, most of the front façade is boarded up with plywood, making the interior space look vacant. Transom windows top the store front and office windows. A

bench in front of the bookstore will attract pedestrians and signal the entrance to the bookstore, while also providing a place to rest.

We would use an existing wooden bench, approximately 6' x 2.5' in size, or build a new one similar in design and material.

(b) Use historically appropriate and compatible materials.

The proposed use of metal and wood, along with the use of the existing bricks, is historically appropriate and compatible. Wood and bricks are appropriate materials given the building's location at the intersection between the commercial district (where brick is favored) and residential homes (where wood siding is favored). The metal siding would be a durable alternative to wood and makes reference to the presence of garage bays formerly at the COVER building and other buildings in the downtown. Additionally, the metal siding will match the metal siding that is currently used on the south-facing side of the COVER building.

(c) Respect existing setbacks, scale and massing when developing a new building or addition - not applicable.

(d) Employ appropriate lighting patterns and levels that reflect use, safety and security.

Currently two Town lamp posts on the sidewalk provide the only pedestrian light in the area of the project. The proposed downward lights on the awnings will be 4' or 8' long and LED low wattage and will improve the current high contrast between bright and dark areas. The lights will be set to a timer. The lights will illuminate the bookstore and office entrances when lights are needed and also make pedestrian travel along the sidewalk better-lit and safer.

We plan to submit lighting and signage details to the Town for administrative approval before the end of February.

(e) Implement streetscape elements on a building-by-building basis.

The project will create a pedestrian-friendly streetscape through the use of a bench and a welcoming office and storefront. The lights under the awning, together with the creation of pedestrian-accessible retail and office space along the sidewalk, will invite pedestrians to explore the northern edge of the downtown district, which includes businesses such as River Roost and Big Fatty's. Currently, the shuttered appearance of this part of the COVER building, along with the shadows despite the Town street lights, may discourage pedestrians from exploring this part of the downtown.

The existing large hanging COVER sign over the west-facing façade will remain. The black metal awnings will signal to the public the entrances to the bookstore and home repair office. There will also be text about 4 to 5 inches tall on the fascia of the awnings to indicate the presence of a bookstore and home repair office. (We will submit signage details to the Town for administrative approval before the end of February.)

- (f) Leave the landscape undisturbed.

Currently, there are some perennial plants in the area of the project. The plants will be left undisturbed. We may introduce hop plants to the area if they can tolerate the use of salt on the adjacent sidewalks. There are currently hop plants on the north-facing wall of the building that are original to the years when our building was used by Catamount Brewery.

- (g) Promote accessibility and rear access from parking areas.

One of the primary reasons for the project is to create an accessible home repair office for the first time in COVER's 25 year history. Currently, one must climb a full flight of stairs to access the home repair office. The project will create a bookstore and home repair office that can be directly accessed from the sidewalk.

- (h) Provide efficient and effective vehicular and pedestrian circulation.

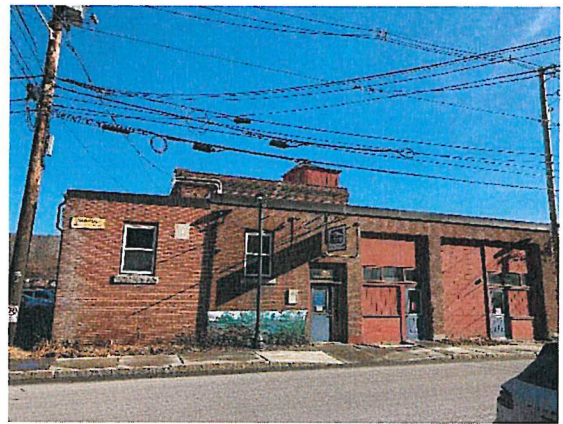
Vehicles can use street parking or park in the COVER parking lot and walk to the bookstore or home repair office. The 2017 site plan mentions a proposed walkway from the COVER parking lot to the sidewalk. Currently, this area is landscaped with low plantings and can be used as an informal walkway.

- (i) Building details, including window, door, and trim, should be compatible with the existing and adjacent buildings' historic and design qualities.

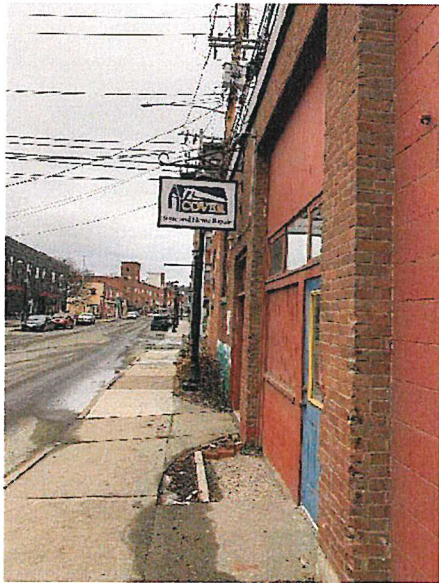
The proposed project makes reference to the former garage bays by using square muntins in the windows. The COVER building is surrounded on one side for LedgeWork's new building (primarily constructed of metal) and Big Fatty's (primarily constructed of masonry) on the other. Across the road are a few residential homes with wood clapboard siding. The proposed exterior façade pulls together the adjacent buildings' historic and design qualities by using brick, wood and metal as finish materials.



#### 4. COVER Building Photos



#### 5. Streetscape Photos



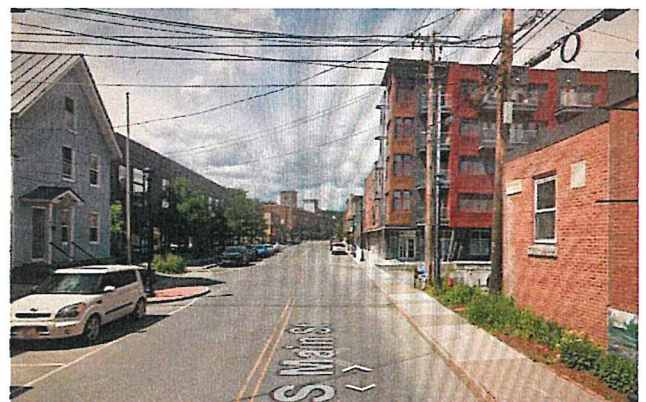
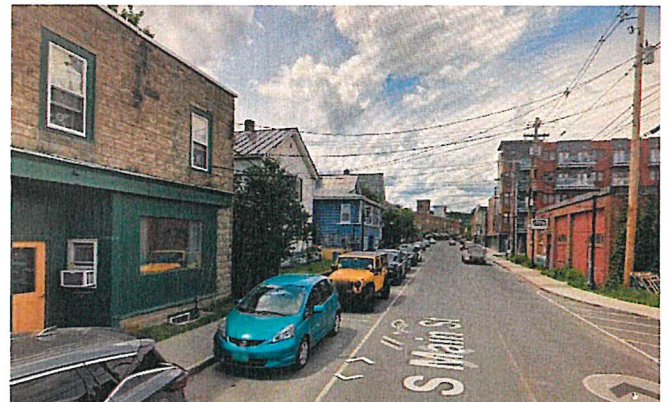
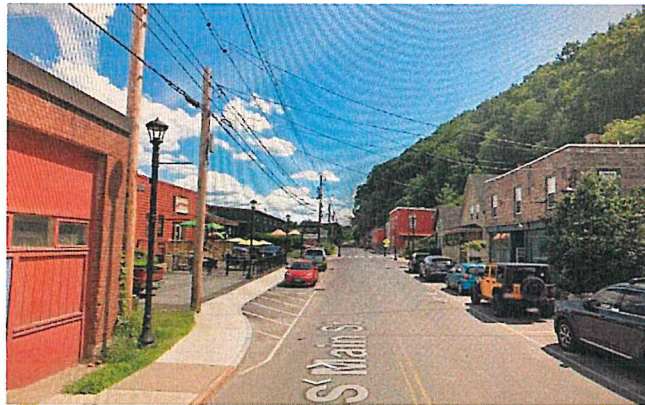
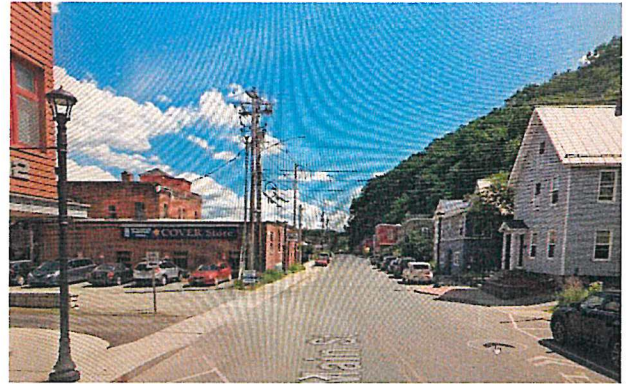
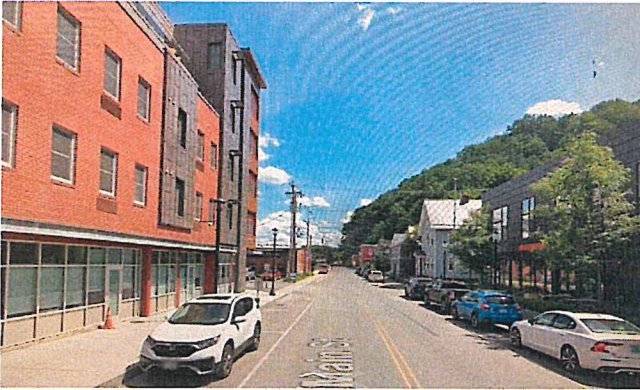
LEFT: facing south

RIGHT: facing north





6. Adjacent Properties, [https://street360.net/usa/vermont/white-river-junction\\_windsor-county.php](https://street360.net/usa/vermont/white-river-junction_windsor-county.php)



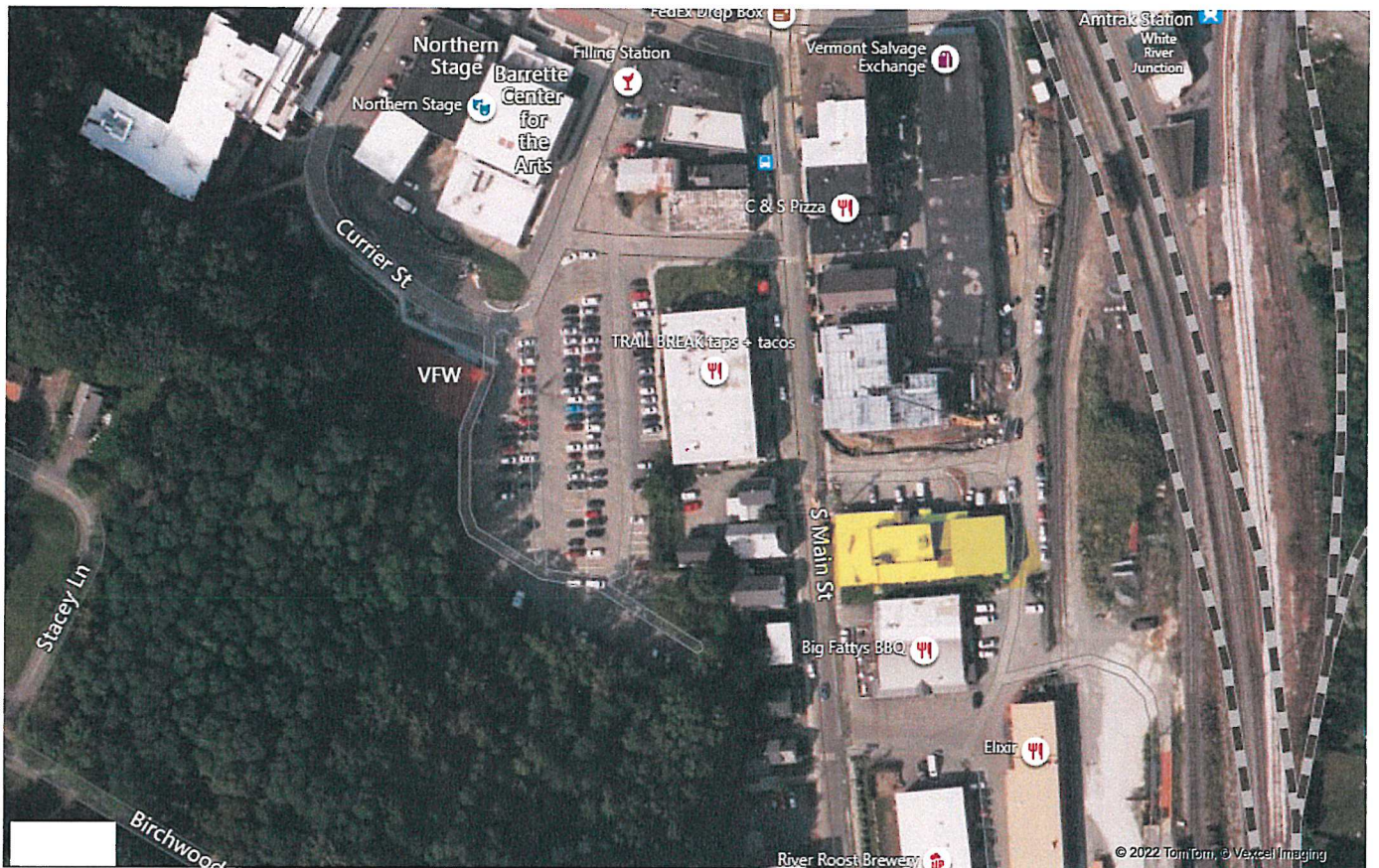
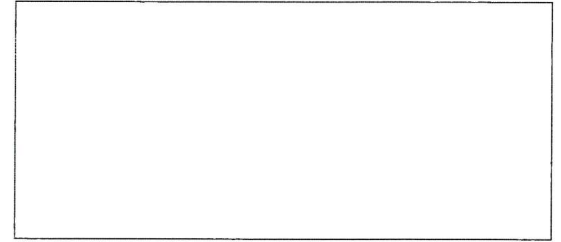


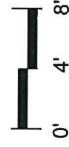
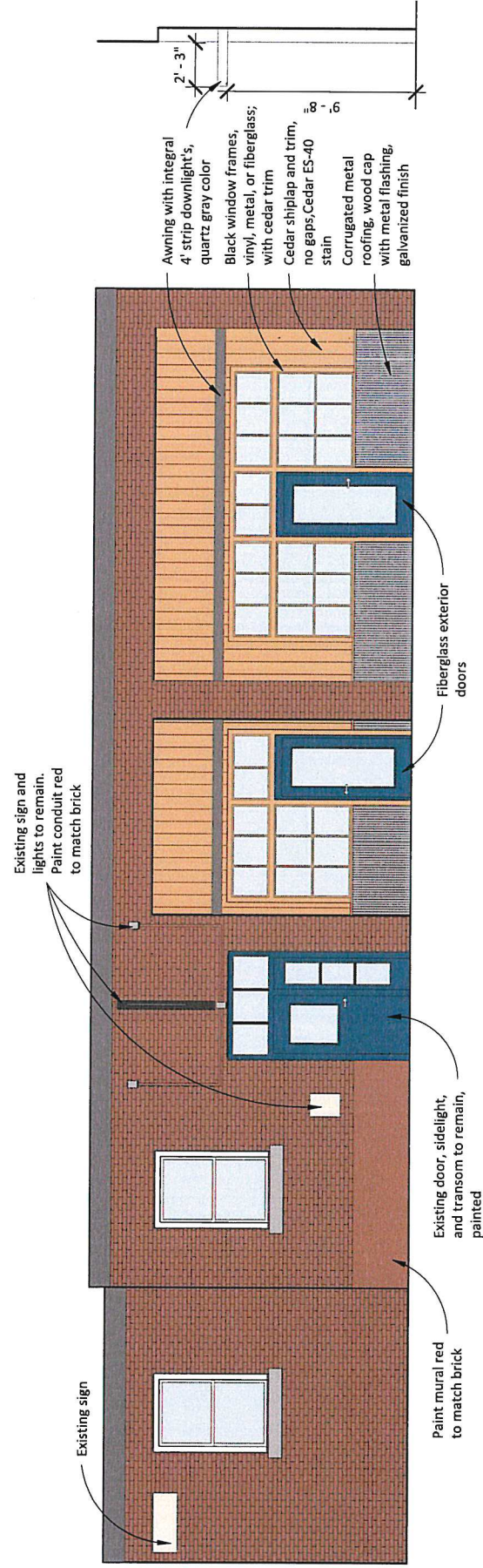






White River Junction, VT





## Cover Home Repair Renovation

West Facade  
**SD-1**

January 20, 2023  
3/16" = 1'-0"

**STUDIO NEXUS**  
ARCHITECTS + PLANNERS  
PO Box 275, White River Junction VT 05001  
802 275 5110 | [www.studionexusarch.com](http://www.studionexusarch.com)





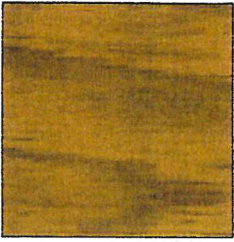

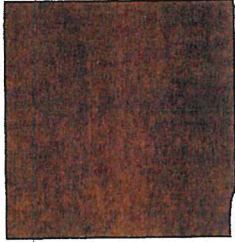
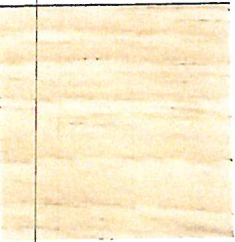


## TRANSLUCENT STAINS

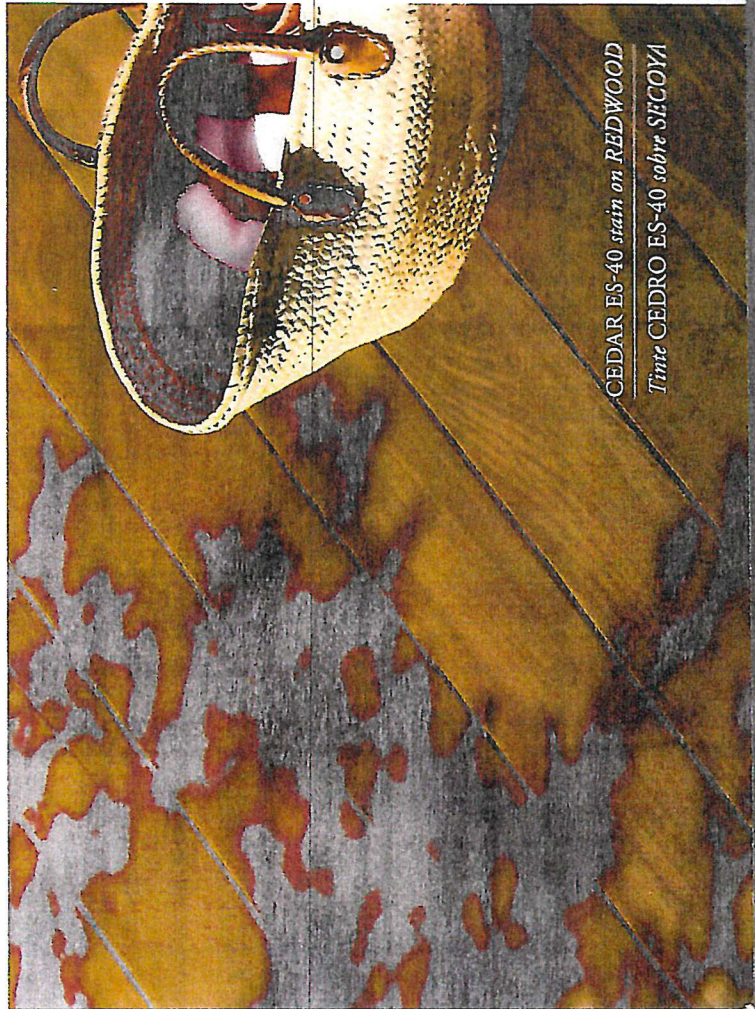
*Enriches the beauty of wood with a touch of color and allows the grain and texture to show through.*

## TINTES TRANSLÚCIDOS

*Enriquezca la belleza natural de la madera con un toque de color y permita que se vean el grano y la textura.*

			
Natural ES-10 Natural	Redwood ES-20 Redwood	Teak ES-30 Teca	
			
Cedar ES-40 Cedro	Mahogany ES-60 Caoba	Silver Gray ES-70 Gris de Plata	

1/23/23 Note: Coloring in these two photos did not scan correctly



CEDAR ES-40 stain on REDWOOD  
*Tinte CEDRO ES-40 sobre SECOYA*





image of corrugated metal used at  
the COVER store, south side.



# **1 ¼ CORRUGATED METAL ROOFING PANELS**

As an exposed fastener panel, the 1 ¼ Corrugated panel combines a traditional style with an innovative design.

This is a Galvalum product made of aluminum and zinc coating that will not rust. Panels are 24" wide with ¼" corrugations. They are overlapped by 2 ridges and are secured with exposed fasteners that are the same color.



Product Search

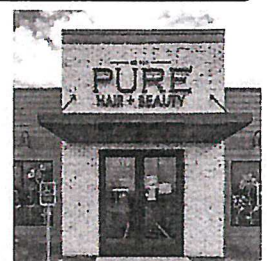
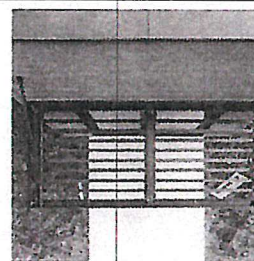


MENU ▼



◀ Prev

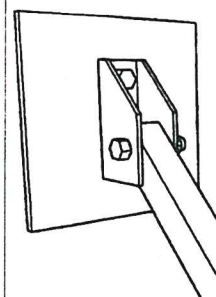
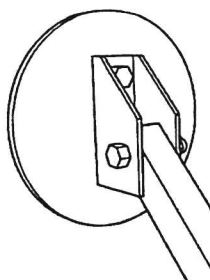
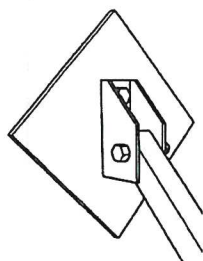
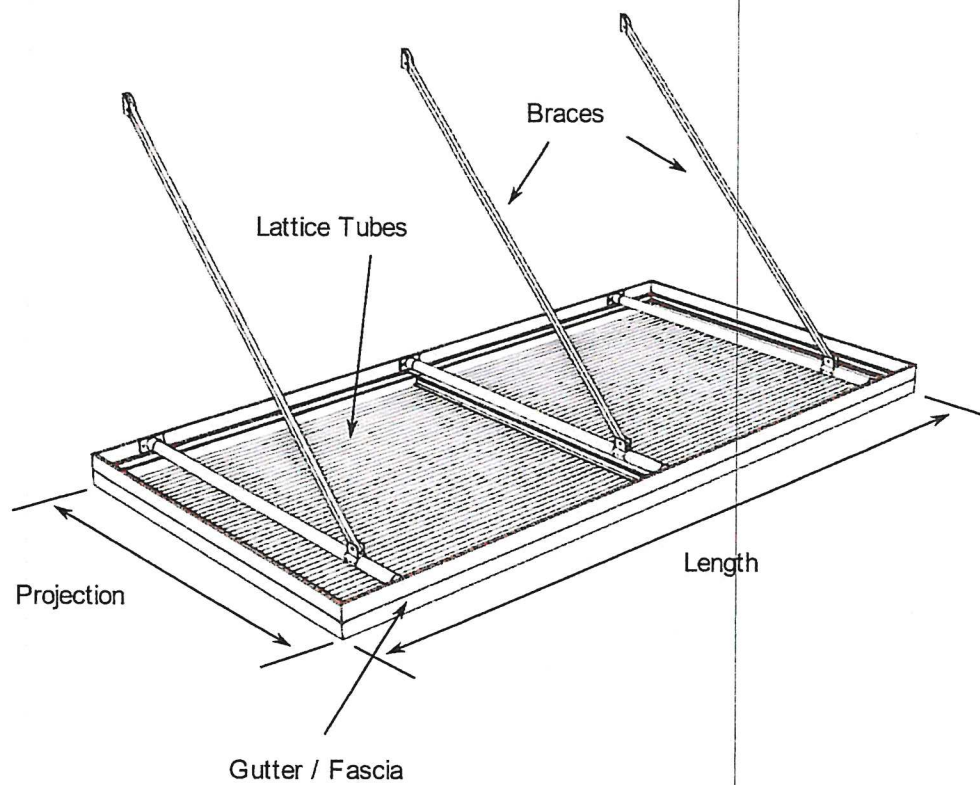
Next ▶



## Imperial Marquee Awning with Lattice Tubes

Base price: \$1,520.00

This stylish aluminum awning is popular for commercial and multifamily residential properties, but can be used for single family homes as well. Its overhead brace design allows it to be used where vertical support posts are not suitable.







Benjamin Moore New York State of Mind #805  
or similar.



Royal Blue



Existing Wooden bench at COVER –

For use at the bookstore entrance area (or a similar wooden bench to be built).

Wood piece in the front of the bench – temporary piece - would be removed prior to placement by the bookstore entry.









2000.50.1052 - Swift Bldg. 1983





2000.50.793