

# Minutes

## BENNINGTON HISTORIC PRESERVATION COMMISSION Bennington Town Office – Conference Room August 29, 2018 @ 4:00 P.M.

Present: Anne Bugbee, Michael McDonough, Joe Hall, Jeff Goldstone and Zirwat Chowdhury  
Also Present: Beth Antognioni

1. Minutes of August 22, 2018 were approved as presented.

### 2. HPC Minimum Standards Discussion

- Mike provided the following documents for discussion, the first of which contained the excerpted Table 3.19 (three pages) from the Town Land Use and Development Regulations pertaining to the requirements within the Historic Central Bennington Design Review District, and the excerpted Section E of the Town Sign Ordinance.

The following suggestion in bold was offered:

Items pertaining to the requirements within the Historic Central Bennington Design Review District, shall submit their application to **the Zoning Administrator**, ~~not to the Historic Preservation Commission~~ for review and comment at least ten (10) days prior to the Board's hearing regarding the application.

- The second set of documents included recommendations for content review and revisions to the HPC application that is included in the Town's building permit application and the second which is not. Mike also provided the Town Sign Permit Application (two) pages.

Following are comments that Zirwat and Mike will go over and make final changes. Once changes have been made, Zirwat and Mike will meet with the Zoning Administrator to discuss how best to proceed. Comments/Suggested changes are in bold.

~~Application to the Historic Preservation Commission~~  
May 24, 2007

### Submittal Requirements to the Historic Preservation Commission For Projects located in the Bennington Design Review District

~~In order to help the Bennington Historic preservation Commission to fully review your application for a change within Bennington's Design Review District, please provide the following information with your application if possible:~~

*For New Signage: (to be submitted with Bennington sign permit application)*

**In context** – (needs to be added)

- 8" x 10" or larger photos of existing building or location;
- 8" x 10" or larger photos or drawings showing placement of new signage on existing building. A digitally enhanced photo is preferred that shows the actual placement, scale, design and color of the signs, but a **well - rendered drawing to scale** is acceptable;
- Color palette for the new signage;
- Any other information that would aid the HPC commissioners visualize the new sign that may be useful in make a decision or recommendation.

*For Façade Changes: and new construction*

- 8" x 10" or larger photos of existing building or location; **in context** (needs to be added)
- 8" x 10" or larger historic photos of building or location, if ~~readily~~ available;

- ~~Blueprint size architectural plans including all elevations, if available; and~~  
**appropriate; to scale drawings, adequate, legible**
- ~~Blueprint size site plans and landscape plans, if available and appropriate;~~ **include a graphic drawing, in context, have full scale drawing accessible at the town office**
- ~~Product information—Cut sheets, specification sheets or photos of replacement windows, doors or other materials, if appropriate;~~
- ~~Sample replacement windows or other replacement materials, if available;~~ every application
- Color palette of the proposed design scheme, ~~if available;~~
- Anything else that would help HPC commissioners visualize the proposed existing or historic features of the building.

If you have any questions about materials to be included with your application, please contact Zirwat Chowdhury, **Community Development Director** at 442-1037 or **Dan Monks, Zoning Administrator?**

Perhaps the document below will be used as an education piece: comments are in purple.



## HISTORIC PRESERVATION COMMISSION

### Application for Development Projects in the Design Review District

Applicant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location of Project: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Is this a residential or commercial building? \_\_\_\_\_ **(Needed?)**

Work Being Performed (check all that apply):

- ~~Business Signage: While signs may or may not be directly attached to a building, they can significantly affect its character. Appropriate signage can enhance a buildings historic character and visual interest; however, if not carefully designed, it can also detract from the character by obscuring or competing with other historic design features. (\*artistic renderings required)~~
  - Sign Specifications: height: \_\_\_\_\_ /ft width: \_\_\_\_\_ /ft Total Sq Ft of Building Façade: \_\_\_\_\_
- ~~Façade / Structure Changes: Façades are the most prominent and notable features to any commercial and/or residential building. In addition, changes to the front facing form of any building can potentially diminish the historic character of the structure. It is critical that façade improvements build upon existing historic attributes, using materials that are in line with the time period the building was constructed. (\*artistic renderings, plans, dimensions, paint samples, and drawings required)~~
- ~~New Construction: When building in the Design Review District, it is important that any new structure is able to co-exist without causing devaluation of the historic equity of the surrounding structures. New structures must maintain the historic character of the surrounding neighborhood by ensuring that it complements the styles that currently exist in the community. (\*artistic renderings, plans, paint samples, and drawings required)~~

☐ Rehabilitation: Rehabilitation can occur in many forms and include just about any structure. When restoration occurs in the Design Review District, whether it involves a commercial structure, a residential dwelling, municipal building or monument, rehabilitation of these structures must be done in a way that continues the historic relevancy of Bennington and promotes the cultural value that the community was built upon. (\*artistic renderings, plans, paint samples, and drawings required)

Applicants should review “Time & Place in Bennington: A guidebook for the Central Bennington Historic district” before submitting his/her application. Digital copies of the guidebook are available online for free at (<http://bit.ly/1gapQuP>), or in print at the Bennington Town Offices located at 205 South Street, Bennington, VT 05201, at a cost of \$10.

All applications MUST be accompanied by supporting documentation, visual aids and dimensions.

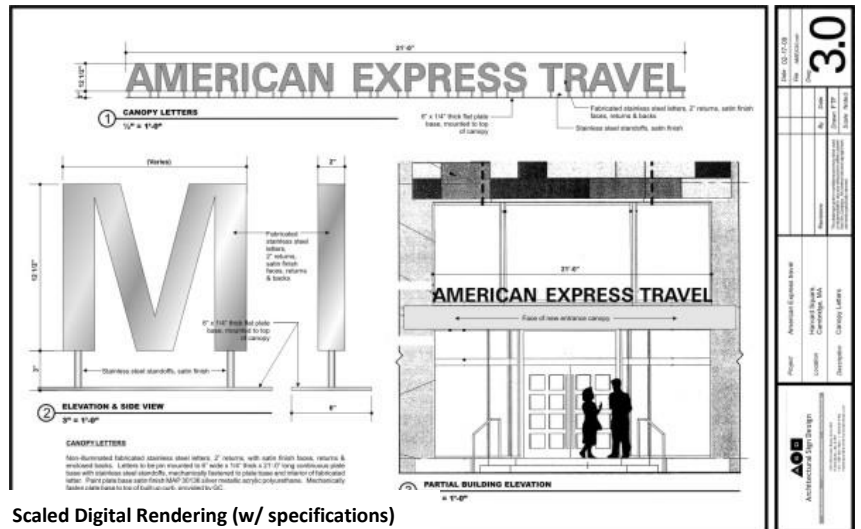
## Supporting Material Checklist

When submitting an application to the Historic Preservation Commission, please include the following items:

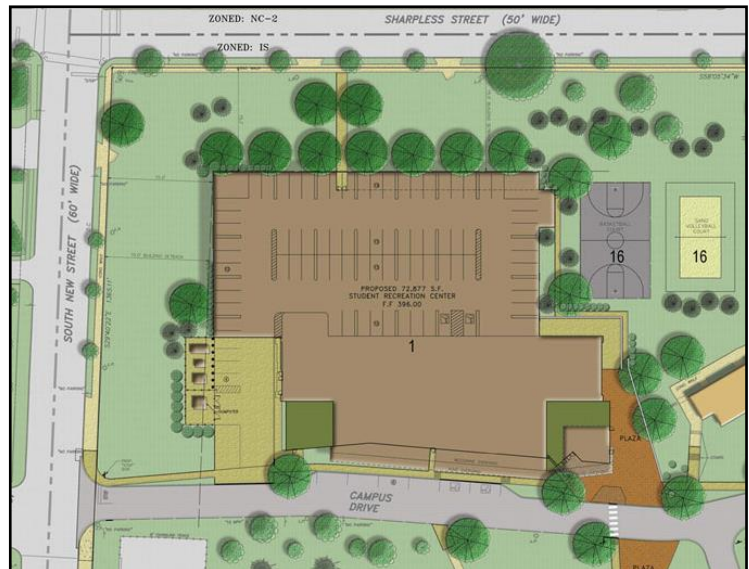
- ☑ Clear photographs of the current, existing structure
- ☑ Scaled drawings with dimensions
- ☑ Scaled digital rendering of proposed changes with proposed colors

[View House placement context](#)

Samples Materials:



Scaled Digital Rendering (w/ specifications)



Detailed Site Plan

Zirwat and Mike will review comments below and put together a single document regarding signs, façade & construction.

## TOWN OF BENNINGTON SIGN PERMIT APPLICATION

Application is hereby made for the issuance of a permit under the Town of Bennington Sign Ordinance for the erection, alteration, display and registration of a sign as described below **and on plans or drawings accompanying this application.**

**State permits may be required for this project. Call 802-786-5915 to speak to the State Permit Specialist before beginning any construction.**

Sign Location (Address) \_\_\_\_\_ Zoning Class. \_\_\_\_\_  
 Applicant \_\_\_\_\_ Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Land Owner \_\_\_\_\_ Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Name of Business \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Estimated Cost \$ \_\_\_\_\_

Description of Sign: (include a sketch showing sign and location whether attached to building or freestanding)  
*SEE PAGE 2 FOR SIGN(S) LOCATED IN BENNINGTON DESIGN REVIEW DISTRICT.*

A. Size of Sign _____ sq. ft.	E. Height from ground to bottom of sign _____ ft.
B. Material used _____	F. Height from ground to top of sign _____ ft.
C. Describe lighting if any _____	G. Lineal footage of building facing right of way _____ ft.
D. Setback from Property Line/Sidewalk _____ ft.	H. Square footage of signage already existing on the property _____ sq. ft.

Date: \_\_\_\_\_ Signature \_\_\_\_\_  
Owner/Authorized Agent

The fee for this sign permit, made payable to the Town of Bennington for processing this application must accompany this form. **0-10 sq.ft \$20.00 \* 11-20 sq.ft \$40.00 \* 21 and up \$2.50 per sq.ft.**

**FOR USE BY ZONING ADMINISTRATOR**

Application No. S \_\_\_\_\_ Date Received \_\_\_\_\_ Fee Paid \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_ Referred to DRB \_\_\_\_\_  
 Reason for approval/denial \_\_\_\_\_  
 \_\_\_\_\_  
 Date of Decision \_\_\_\_\_ Zoning Administrator \_\_\_\_\_

~~*Application to the Historic Preservation Commission*~~

~~*July 10, 2007*~~

~~Property or business owners wishing to erect a new sign or make facade changes within the Central Bennington Historic District must first submit their application to the Historic Preservation Commission for comment prior to review by the Development Review Board. The HPC review process is intended to maintain and improve the historic quality of Downtown Bennington. We appreciate your help with this effort. To facilitate this process, please submit the following information with your application to the Bennington HPC:~~

~~*For New Signage:*~~

- ~~• 8" x 10" or larger photos of existing building or location;~~
- ~~• 8" x 10" or larger photos or drawings showing placement of new signage on existing building. A digitally enhanced photo is preferred that shows the actual placement, scale, design and color of the signs, but a hand-rendered drawing is acceptable;~~
- ~~• Color samples for the new signage;~~
- ~~• Material sample or material description for new signage;~~
- ~~• Any other information that would aid the HPC commissioners visualize the new sign that may be useful in making a decision or recommendation.~~

~~*For Façade Changes:*~~

- ~~• 8" x 10" or larger photos of existing building or location;~~
- ~~• 8" x 10" or larger historic photos of building or location, if readily available;~~
- ~~• Architectural plans including all elevations, if available and appropriate;~~
- ~~• Floor plans and landscape plans, if available and appropriate;~~
- ~~• Specification sheets, architectural drawings, or photos of replacement windows, doors, roof or other materials, if appropriate;~~
- ~~• Sample replacement windows or other replacement materials, if available;~~
- ~~• Color palette of the proposed design scheme;~~
- ~~• Anything else that would help HPC commissioners visualize the proposed, existing or historic features of the building.~~

For further information about your historic neighborhood and guidance on appropriate sign and design changes, please consult *Time and Place in Bennington: A Handbook for the Central Bennington Historic District*. The handbook is available in the town offices and at the Bennington Free Library.

If you have any questions or if you would like to arrange for a preliminary meeting with the HPC to discuss your project prior to submitting your application, contact Zirwat Chowdhury at 442-1037.

~~*ZOR ZOLING ADMINISTRATOR?*~~

Mike suggested commission members review the Work Plan that was distributed and be ready to discuss ideas at the next meeting. Next meeting is September 12 at 4:00 p.m.

Commission members agreed upon meeting monthly on the second Wednesday of every month at 4:00 p.m. Meetings will be cancelled if there is no business.

Respectfully Submitted,

Beth Antognioni

Community Development Administrative Assistant

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