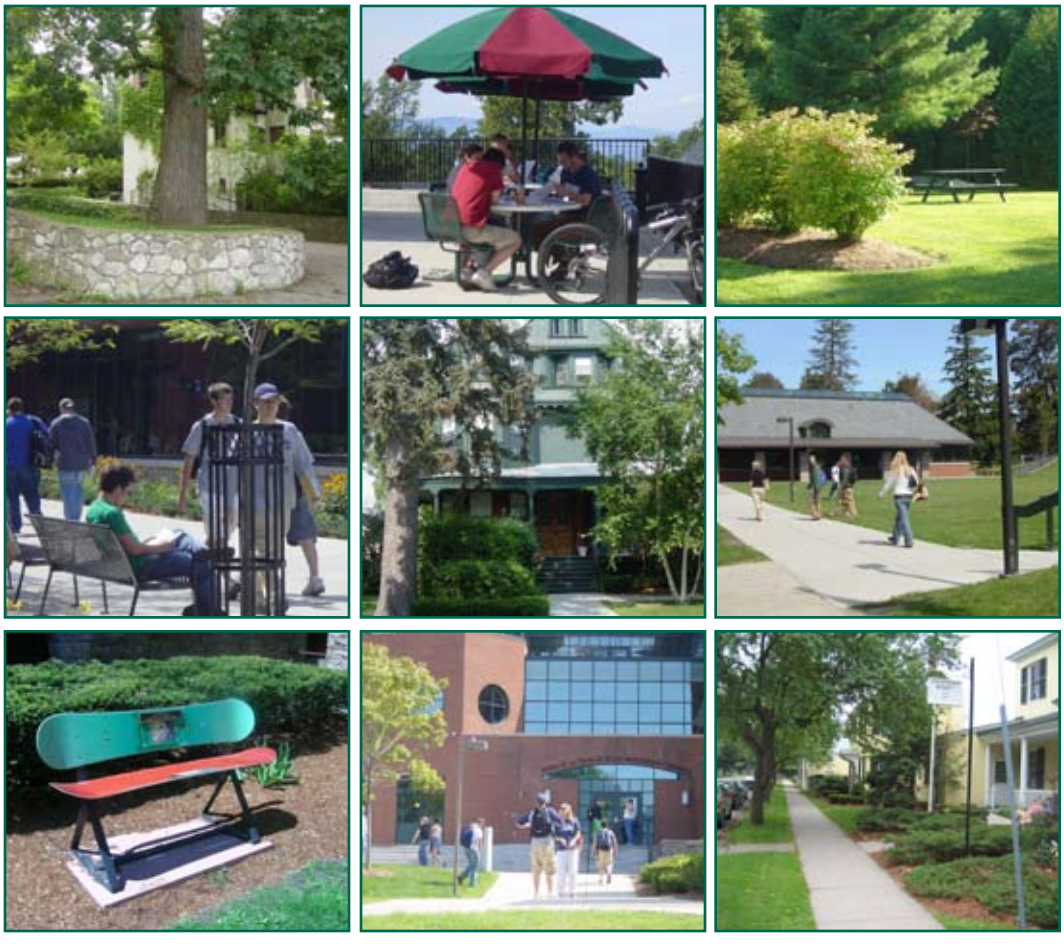
CHAMPLAIN COLLEGE

Development Guidelines



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MARCH 2007

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Master Plan Consultants

Goody Clancy

ORW Landscape Architects and Planners

Rickes Associates

Resource Systems Group (RSG)

consultants

Goody Clancy

Lead Consultants

Goody Clancy is a 110-person planning, urban design, architecture, and preservation firm based in Boston. The firm specializes in planning and design for institutional clients, including academic facilities, student housing, recreational facilities, research buildings, and campus master plans. Balancing skill and vision in developing new designs for campuses or dense urban sites, Goody Clancy has expertise in renovation of existing buildings and preservation of historic structures, often finding new uses for treasured places.

More than three-quarters of Goody Clancy's work is for college and university clients. The firm's planning and urban design division has built a significant national practice in strategic planning for institutional growth and change, with extensive experience creating effective master plans and capital improvement strategies for urban institutions. Goody Clancy assists colleges and universities in creating the flexible strategies they need to handle a rapidly changing higher education environment. The firm is also known for its work in helping institutions build successful working relationships with their host cities and communities, enabling these schools to better respond to changing opportunities and challenges.

In just the past five years, Goody Clancy's campus planning and institutional design work has garnered significant national and regional attention, including three national awards from the Society for College and University Planning (SCUP). Work for Campus Partners and The Ohio State University, as well as for Boston's North Allston neighborhood and Harvard University, have collectively won national awards from SCUP, the Congress for the New Urbanism (CNU), and the American Institute of Architects (AIA). During this same period, Goody Clancy's planning and urban design work, all of which focuses on urban development and community-building, has received national awards from CNU, the American Society of Landscape Architects, and the AIA.

ORW Landscape Architects & Planners

Landscape Architects

ORW Landscape Architects & Planners' experience spans the practices of landscape design, site planning, environmental planning, urban and village design, transportation design and historic preservation. The firm is committed to preserving the integrity of the natural and cultural landscape in their work. ORW prides itself on its ability to create landscapes that integrate the natural and built environments. ORW has extensive expe-

rience throughout northern New England and beyond, and has completed projects of national significance. The firm has received numerous awards from the American Society of Landscape Architects, the American Institute of Architects, the American Planning Association and the American Society of Consulting Engineers. To date, ORW has participated in the planning and design of over twenty public and private schools and colleges. Based in Norwich, Vermont, ORW's employees have a long history of public involvement both as professionals and as active citizens who care about their communities and region.

Rickes Associates

Academic and Office Space Utilization Consultants

Rickes Associates works with colleges and universities on issues dealing with both people and space. Their clients reflect institutions ranging in size from 500 to 50,000 students, and have included research universities, community colleges, statewide boards, and public and private four-year institutions with a diversity of missions. Rickes Associates' work is grounded in a thorough understanding of the broad forces that are shaping the future of higher education, including the new demands on colleges and universities in terms of services, academic programs, and operational structure. The firm understands the subtleties of educational and organizational environments, and specializes in providing the quantitative analysis needed to evaluate current and future space needs.

Resource Systems Group (RSG)

Transportation Consultants

Resource Systems Group is a transportation planning and engineering firm that offers a multidisciplinary approach to identifying issues and developing solutions. For 20 years the firm has devoted itself to advancing the state-of-the-art in transportation planning, traffic engineering, and design to the benefit of its clients. RSG's staff members have backgrounds in civil and transportation engineering, transportation planning, environmental science, economics, policy, statistics, and computer science. The firm is headquartered in White River Junction, Vermont, and maintains an office in Burlington. Resource Systems Group has one of the largest and most experienced transportation planning and traffic engineering staffs in northern New England (45 professional staff). Its early work focused primarily on applications in Vermont, and this work formed the foundation of a practice that now extends to 32 U.S. states, four Canadian provinces, Asia, and Europe. From its Vermont based offices, RSG have conducted over 750 studies of transportation issues throughout northern New England.

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introduction

The Hill neighborhood is a distinctive area characterized by natural beauty and attractive historic structures. Champlain College is committed to supporting the high quality of life enjoyed by the College and its Hill neighbors. Over time, in response to changes in technology, demographics, economics, peer institutions, and academic mission, the Champlain campus must evolve if it is to remain a successful and contributing Burlington institution. It is in the interest of the College, the neighborhood, and the City for Champlain to pursue evolutionary development with sensitivity to this valued neighborhood and its heritage.

Purpose

While the Champlain College Master Plan forecasts how the campus will change in the future, design and development guidelines are critical to sustaining the desired campus character. To that end, Champlain College's campus will benefit from guidelines that address site planning, sustainability and the character of buildings. These guidelines will direct change and development on campus—in support of those qualities that College affiliates and neighbors value most about the physical environment of the Hill—by identifying desired outcomes (such as appearance and placement of buildings, environmental performance), and preserving of historic structures.

The Champlain College Master Plan proposes new development for the campus. Given the historic and residential character of the neighborhood, careful design of new buildings and open spaces will be essential.

Goals

These development guidelines have two goals. First, in conjunction with the Master Plan and the Landscape Master Plan, they are intended to help preserve and enhance the physical character of the campus and the Hill neighborhood. Second, they are intended to guide growth and change within the campus.

Design Review

The College intends to implement the Master Plan, the Landscape Master Plan and the development guidelines through a design review process that builds on the culture of collaborative planning established during the master planning effort. A design review committee will be established by the College and will include among its members neighborhood residents, College administration, students, faculty, staff and design professionals (an architect and/or landscape architect). City staff and others may be asked to participate as well. This group's purpose will be to see that the intentions of the Master Plan, Landscape Master Plan and the development guidelines are met during the implementation of capital projects on the campus. The committee will meet as needed in an advisory role to the Vice President of Administration and Finance.

The guidelines are organized into the following four categories:

- sustainability guidelines
- guidelines for siting buildings
- exterior architectural character guidelines
- historic preservation guidelines

It is anticipated that over time these guidelines may be modified as needed to meet the changing needs of the College.

sustainability

The Champlain College community affirms its commitment to sustainability as follows:

We are committed to creating a more sustainable 21st century campus community and environment through our learning, research, service, and administrative operations. We seek to foster a learning community that sustains both our economic and ecological systems, and educates all of our community members about ways we can move ourselves towards a more sustainable 21st century post-carbon world. We seek to incorporate environmentally responsible principles and practices as fundamental and integrated components of all Champlain College programs and operations.

The College's decisions and actions with regard to sustainability will be guided by the Champlain College Mission Statement, reflective of the College's resources, and informed by the College's Strategic Plan.

As a learning institution, Champlain recognizes that planning for sustainability will be an evolving process.

"Sustainable Champlain's" fundamental principles include:

- Incorporating sustainability as a significant priority in College decision-making.
- Seeking alternative practices and procedures to reduce our fossil fuel energy consumption and minimize negative impacts on the environment.
- Conserving natural resources and restoring environmental quality.
- Protecting the biodiversity of our Lake Champlain region.
- Considering the social, economic and environmental impacts of the College's operational policies on the greater Burlington community.
- Fostering a participatory process in developing "Sustainable Champlain" policies.

Goals for Use of Natural Resources

Water Use/Management

- Adopt metering systems to constantly measure water use.
- Install plumbing fixtures and systems that minimize water use.
- Consider adopting timers in shower stalls and "one/two" flush toilets to save money and to encourage reflective water consumption.
- Explore adopting green roof technology (as with the IDX Student Life Center) where appropriate.
- Explore using grey water for landscape irrigation and sewage conveyance.

- Expand integration of stormwater management tools (such as catch basins, vegetated swales and permeable pavement) to slow, capture, and clean on-campus stormwater and protect Lake Champlain.
- Create "drains to the lake" signage to raise consciousness among community members.

Landscape

- Adopt native plantings with an eye towards maximizing green space and minimizing irrigation needs.
- Establish reasonable winter ice melt procedures.
- Using the Landscape Master Plan as a guide, create a new tree canopy that hearkens back to earlier history and maximizes green space.

Energy

- Conduct a comprehensive building-by-building energy audit to explore where the College can save money by using energy more efficiently and reducing use of fossil fuels.
- Adopt metering systems to provide real-time measurement of energy use.
- Adopt an on-campus lighting policy that maximizes efficiency while meeting lighting needs.
- To save money and increase efficiency, explore alternative energy collection, generation, and distribution systems (solar, wind, geothermal, other) for a post-carbon world, in conjunction with Burlington Energy Department, Efficiency Vermont (EV), Vermont Gas, and other utility providers.

Food

- Explore partnerships between existing on-campus food providers and local and/or organic growers and suppliers (i.e. the Intervale, Northeast Organic Farming Association, Vermont Fresh Network, and local dairies, cheese makers, bakeries, meat farms, etc).
- Expand the "Champlain Cash Card" service to include a wider array of off-campus eateries.
- Consider adopting local food initiatives like the "Localvore Challenge."

Goals for Systems and Processes

Building Design and Construction

- Adopt LEED Certifiable building practices for new construction and major renovation projects.
- Retrofit existing buildings to maximize energy efficiency and increase savings.

Waste Management

- Adopt print quotas for individual and office/departmental copying use.
- Reduce the College waste stream through more aggressive waste-management efforts, such as consumption minimization, waste reuse and recycling, and composting of organic matter.

Transportation

- Continue to develop an integrated transportation system that decreases reliance on fossil fuels and builds upon existing programs, such as shuttle partnerships with the Campus Area Transportation Management Association (CATMA) and the University of Vermont, and fully subsidized use of Chittenden Country Transportation Authority (CCTA) buses with college ID.
- Support on- and off-campus cycling and walking through landscape, street, path and sidewalk design.
- Consider implementing a car sharing program such as Zipcar for student, staff and faculty use.
- Promote "RideShare" programs to encourage carpooling and decrease the number of single occupancy vehicle trips to campus.
- Create a community bike-sharing program for College affiliates.

Procurement

- Consider using recyclable and local materials for future building and furnishing projects.
- Procure recycled copy paper for campus-wide copiers.
- Use "green cleaning" products (i.e. phosphate-free) for both campus facilities (i.e. cleaning soaps) and on-campus personal hygiene (toilet paper).
- Adopt a campus-wide policy of supporting businesses that adopt a socially responsible (i.e. sweatshop-free products) approach.

Goals for Campus Culture

Curriculum/Research

- Pursue the integration of educational opportunities for course and policy development (including service learning) to make broader use of intra-campus internships for research and policy support with a focus on "sustainability."
- Harness the creative curiosity of students to help us become more sustainable, tying sustainability-related questions to our classes and curricula.
- Recognize that sustainability is a global issue of multidisciplinary importance that should be a part of every student's learning.

Clubs/Organizations

- Expand and support existing initiatives (student clubs like Campus Organizes Recycling Effectively (CORE) and employee groups like PCC) tackling sustainability issues.

Sustainability Charter/Mission Statement

- Develop, promote, and adhere to sustainability charter as part of Champlain's ongoing 21st century mission and goals.
- Consider developing "Sustainable Champlain" as an integral aspect of Champlain College's image.

Staff Sustainability Coordinator

- Consider attracting personnel to coordinate sustainability work and initiate new programs in conjunction with students, staff, faculty, and administrators.
- Consider partnering with other like-minded institutions in the greater Burlington area to promote regional/institutional sustainability and environmental objectives.

Sustainability Assessment

- Begin to address goals described in this section and implement best sustainability practices in earnest by conducting a comprehensive campus-wide sustainability assessment addressing:
  - > Landscape
  - > Buildings
  - > Policies the campus would need to adopt to become carbon neutral.

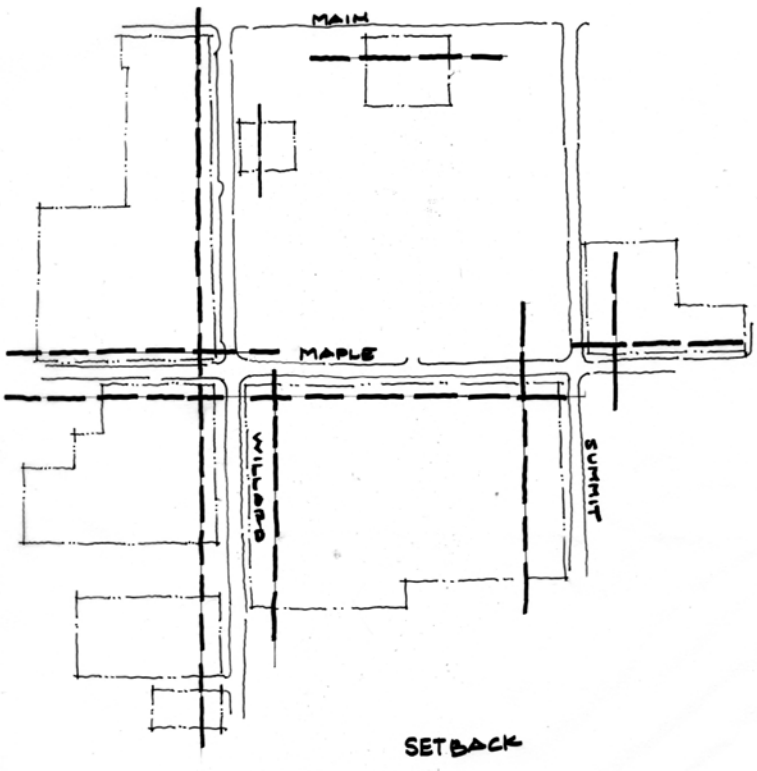
guidelines for siting buildings

Careful site planning—the arrangement of facilities on the land—is fundamental to the character of a place. Site planning involves identifying and strengthening desired relationships among built elements, and considers the relationship of buildings to outdoor spaces.

Through a broadly inclusive process, the campus Master Plan selected appropriate sites for future development. Attention to important site planning factors not explicitly outlined in the Master Plan—setbacks, creation of campus spaces and preservation and enhancement of views—can ensure that these sites are developed in ways that respect and enhance both the campus and the neighborhood while meeting the needs of the College.

Setbacks

The setback of buildings from street rights-of-way and property lines will be evaluated by the Design Review Committee on the basis of local zoning and the special conditions presented by each development site. In general, setbacks should be consistent with adjacent properties. The Committee may require variations in setback if sight lines, topography, vegetation or road alignment dictates special conditions. However, in no case should the minimum setbacks be less than the following: Main Street 30 feet, Willard Street 30 feet, Maple Street 30 feet and Summit Street 40 feet.

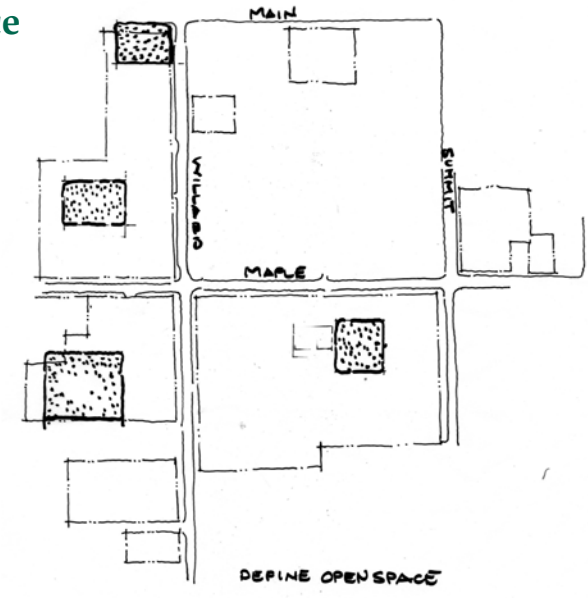


In general, setbacks on Main, Willard, Maple, and Summit Streets should be consistent with adjacent properties.

Creation of Outdoor Campus Space

Consider the experience of a visitor approaching or leaving a campus destination, and shape spaces to provide a positive experience not just within buildings, but on the way to, from, and between buildings as well. Emphasis should be placed on giving each destination a relationship to the campus as a whole and orienting travelers as they move around the neighborhood and the campus.

Link the campus together through visual means. Creating visual connections between different areas of campus – in pronounced ways within academic areas and in more subtle ways within residential areas – will strengthen the campus as a unified area. Consistent signage, landscaping, and path design



Buildings should be sited so as to create "outdoor rooms" as well as indoor spaces.

systems (addressed in more detail within the Landscape Master Plan) should be used to strengthen connections and increase campus navigability.

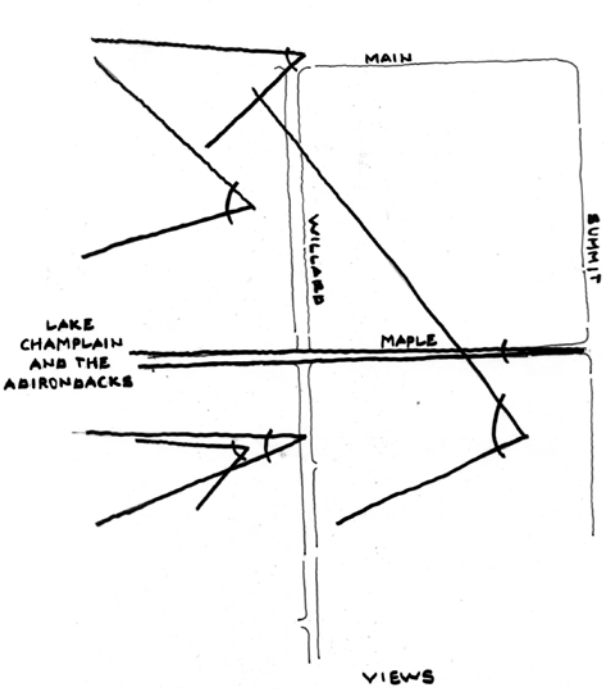
Design outdoor spaces to accommodate many types of events. Campuses benefit from a broad range of outdoor spaces, from busy plazas to large greens suitable for hosting sizeable events; from places that can accommodate a pick-up game of Frisbee to more intimate areas for conversation or reflection; and from places that feel insular to the campus community to places that welcome in the larger community. Significant campus open spaces should be designed as inviting "outdoor rooms," providing a sense of place. Accommodating a range of outdoor spaces will make the campus more versatile and dynamic while supporting a diversity of needs. The use of high quality landscaping and materials accompanied by regular maintenance should be continued. Additional information on the creation of outdoor spaces is included within the Landscape Master Plan.

Design buildings with front doors facing courtyards spaces. New buildings should be designed to open not only onto streets but also onto campus green spaces. This approach will provide gathering and recreation areas for building users, help define edges to open spaces and ensure that outdoor common spaces remain lively.

"Outdoor rooms" should be designed in a range of sizes and materials to accommodate a variety of activities—from big events to pick-up sports games to quiet study.

Views

View corridors create a sense of orientation and unify the campus and neighborhood. From the Hill, views to the lake are a cherished amenity. On the campus and throughout the neighborhood, the roadway corridors and other sites from which the skyline of Burlington, Lake Champlain and the Adirondacks can be seen should be enhanced. To the extent possible, new construction should be sensitive to existing view corridors.



Views of Lake Champlain and the Adirondacks are an important campus and community amenity and should be preserved and enhanced where feasible.

exterior architectural character guidelines

As part of each future development project, an effort should be made to review, understand and draw inspiration from the architectural character of neighboring buildings. Architectural detailing may include hand-worked stone relief, brick patterning, shingle patterning, unique trim, slate roofs or even special glazing. It is important for the campus and the neighborhood that projects incorporate appropriate levels of architectural detailing with consideration for the availability of materials and technologies. It is expected that new buildings may be more modern in appearance than their neighbors, and that these architectural details may be applied and interpreted in new ways.

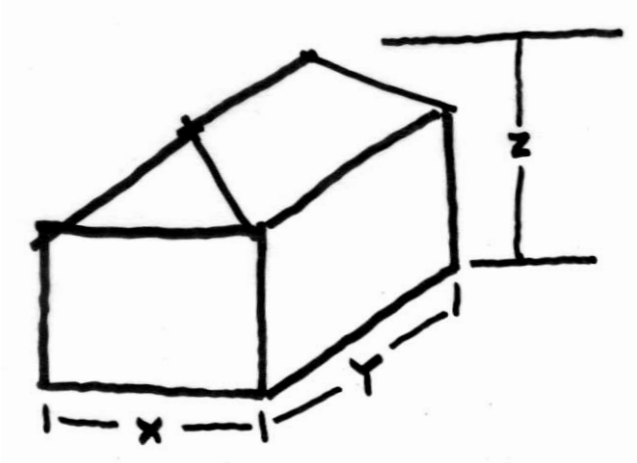
The following guidelines supplement the Master Plan drawings and general recommendations. They are meant to advise future planning and design teams as to the intent of the Master Plan. The following key architectural features should be considered during the design of any new building on the campus.

Height

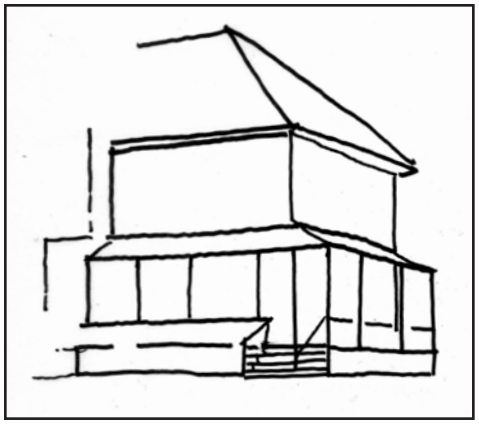
Buildings on the Hill generally range from two to three stories. Distinctive architectural elements such as lanterns and cupolas often extend above the roof line. New campus buildings on the Hill should be no more than three stories or 36 feet tall. Heights should be sensitive to existing zoning as well as the heights of adjacent buildings.

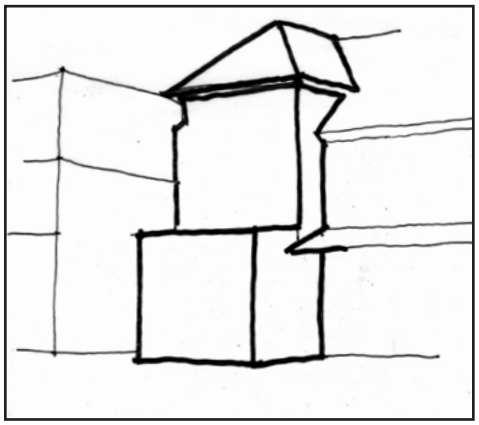
Massing

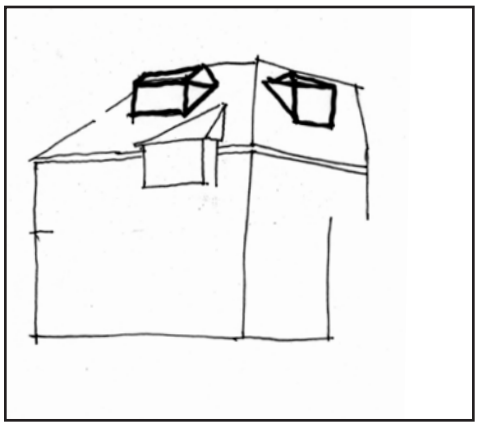
On the Hill, building masses are generally taller than they are wide. Champlain should attempt to replicate the "large house" character of the neighborhood by breaking sizeable buildings such as residence halls into smaller scale pieces, perhaps connected at the basement level. Massing is particularly important along street fronts, the public "face" of the campus and neighborhood. Where overall massing cannot be reduced, buildings should be tucked behind existing structures (e.g., on existing parking lots) to limit visibility from the street. Particularly in the design of residence halls, there are several architectural elements that should be used to help scale building masses to the character of the neighborhood.



New buildings should be massed and scaled with sensitivity to the "large house" character of the Hill neighborhood.







Porches, notches, and dormers are common architectural elements in Hill buildings.

- **Porches** – Roofed outdoor space attached to buildings should either frame doorways or extend across the full length of the façade. On corner buildings, porches should be present on all façades fronting thoroughfares.

- **Notches** – Large building masses can be interrupted with notches or variations in the depth of the buildings. Notches not only provide visual definition on a building's exterior but also can serve as interior transitional or gathering spaces.

- **Roofs and Dormers** – Roof pitches ranging from 8/12 to 12/12 are common in Burlington and should be used on new buildings. Flat or low-pitched roofs should be avoided. A diversity of roof heights, gable orientation, and volumes in new buildings will help to reinforce the character of the neighborhood. Roof slopes should be interrupted with appropriately proportioned dormers which create usable, light-filled spaces under the roofs of buildings. The most common roof shapes for dormers in the neighborhood are gabled, hipped and inset.

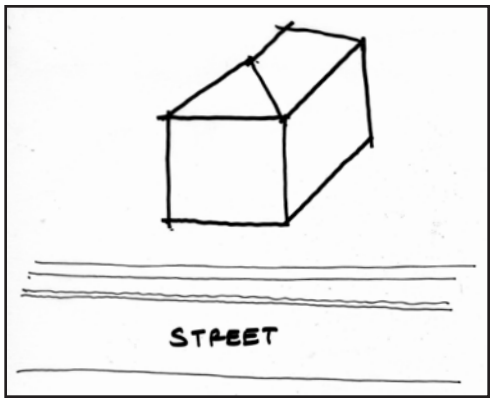
Orientation

The directional placement of a building can affect the way in which its size is perceived. In houses, building orientation has traditionally been directly related to the function and size of interior rooms, as well as the demands posed by circulation corridors. Functions related to greeting the public were placed adjacent to the front door, creating a consistent orientation of the façade to the street. This pattern is evident in the historic homes of the Hill neighborhood. The following techniques should be used to replicate this quality in new buildings:

- **Orientation to the street –** To help maintain the character of the neighborhood and to echo the large houses adjacent to and within the campus, the narrow dimension of the buildings should be perpendicular to public streets.

- **Orientation in relation to adjacent buildings –** Spaces between buildings provide opportunities for valued campus places. The orientation of buildings on a site should be used to help create the open spaces articulated in the Master Plan.

- **Orientation of main entrances –** The main entrances of new buildings should be oriented toward pedestrian activity areas to facilitate safe and barrier-free access to the structures. Where possible, major entrances should be oriented to street fronts. For buildings adjacent to open spaces, entrances should also be provided to and from these areas. In no event should a building along a street appear to "turn its back" on that street.



Buildings should be oriented with their narrow end towards the street.

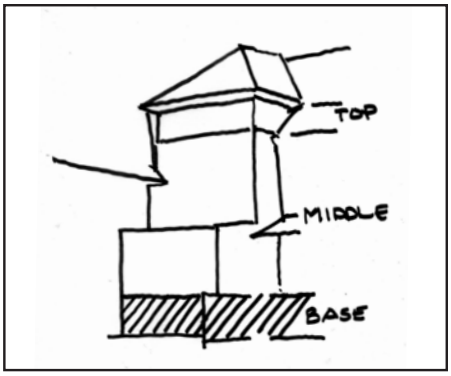
Buildings should be arranged to create internal courtyards and quads.

Materials and Color

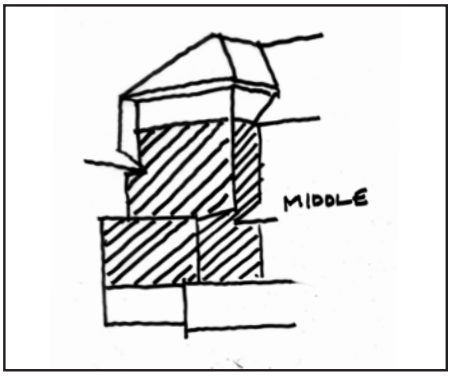
The location and variation of materials on the façades of buildings is an important characteristic of structures on the Hill. Traditional materials such as shingles, clapboards and stone can help blend new buildings in with the old. While color and material choices can contribute to a traditional character for a building, however, that character cannot be achieved in the absence of appropriate scale, proportions and siting.

Choices of material type and color can play an important role in enabling a new building to blend in with a historic neighborhood.

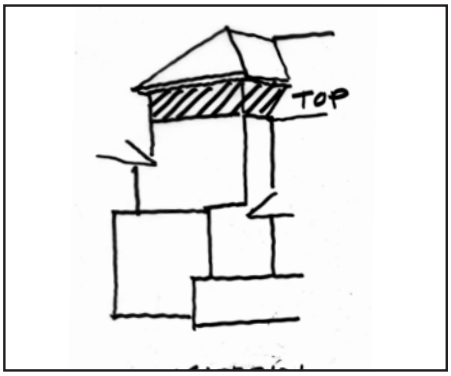
- **Base –** New buildings should have a discernible base or podium on which the building "grows from the earth." Many historic buildings in the neighborhood have a distinct base created from Vermont sandstone, though in some cases this base is created from clapboard or shingles.



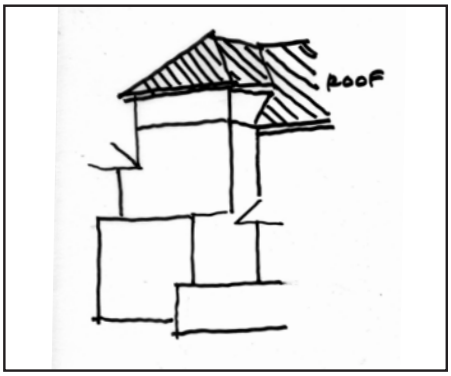
- **Middle –** This section of the building façade should be articulated. On the Hill, this is most often achieved through painted clapboards or shingles laid in a regular pattern.



- **Top –** The upper portion of building facades on the Hill, generally the top third is set off with distinctive shingle patterns, sometime diamonds or other shapes not used on other parts of the building. This approach should be replicated in new structures.



- **Roof –** On the Hill, the roofs of larger, more distinguished structures are generally slate but many of the homes use asphalt shingles. For the most part, in the interest of character and durability, the College has used slate with copper valleys and gutters on the roofs of its buildings. Any of these approaches would be appropriate for new structures.



Fenestration

Careful proportioning and placement of windows on all major facades is essential for blending in new construction with old. In the Hill neighborhood, windows are generally rectangular with strong vertical orientation, accented and set off by mullions and trim boards. New fenestration should draw from a variety of traditional window and door placements. Excessive regularity or irregularity should be avoided, as should glass curtain walls. Circular, octagonal, and bay windows should be used sparingly. Window locations should reflect traditional rhythms on the facade and provide a balanced look. Overall balance is important, but Victorian facades occasionally contain window eccentricities. Some distinctive variations would be appropriate in new construction as well.

Windows and doorways should be thoughtfully designed as significant architectural elements.

- **Entrances –** Building entrances are celebrated and distinguished on buildings throughout the neighborhood. They are either set off with large porches, hooded, or located at the top of a set of grand stairs. Entrances into new buildings should also be given prominence.

- **Windows –** On most Hill structures, windows are placed in classical arrangement on the building façade. Depending upon the location and function behind the window there is sometimes variation to the surrounding trim. The same should be true for new construction. Windows should have double hung sashes with mullions.

Special Features

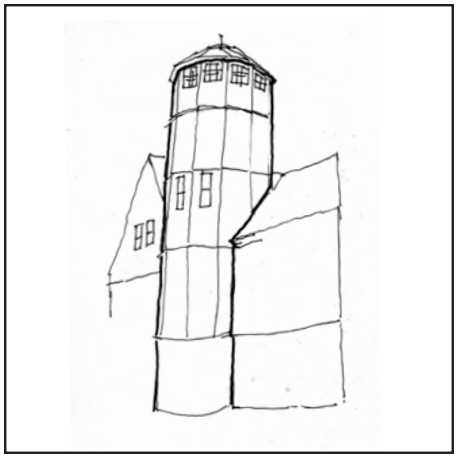
Many of the buildings on the campus and in the neighborhood incorporate special architectural features, which should be integrated in appropriate ways into the design of new structures. Special uses in the interiors of buildings – gathering places, study nooks, gallery spaces – should be associated with these exterior elements. Special architectural features common to the neighborhood include:

- **Widow walks** – large open porches at the top of buildings, generally found in costal communities; historically were used to watch ships entering and leaving the town harbor.

- **Chimneys** – where possible, should be incorporated as an architectural element into the exterior and interior design of the structures; also where possible, ornate brickwork should be incorporated into the design.

Example of a widow walk as an important architectural detail.

- **Turrets/towers –** attractive elements that project from the exterior wall of a structure, offering grand views; found frequently in Hill homes.



- **Cupolas –** small room for ventilation (can't be accessed) that extends above main roof line of a building; if reachable by climbing a stairway inside the building, it is also called a widow walk.

- **Lanterns –** an element found frequently in campus and neighborhood buildings; modern interpretations of lanterns have been integrated into many of Champlain's newer buildings. These are smaller than street cupolas, generally shed light, and may be found at locations other than the tops of roofs (more associated with providing light).

Service areas

Where physically and financially feasible, utility lines, connections and equipment, including electric and telecommunication, should be located underground and linked to the nearest available source. Locating transformers or meters of any type on power poles or widely visible areas on the outside of buildings is strongly discouraged. Rather, these utilities should be placed at grade within the building or in an exterior location screened from public view. Any above-grade utility transformers that cannot be reasonably located underground should be screened from view. Where possible, parking facilities should be accommodated below buildings; the grade changes throughout the campus make it possible to have an open air, "tuck-under" parking structure at one end of a building while maintaining pedestrian entrances at grade.

Delivery and access

Campus rights-of-way should be designed to facilitate and integrate service and delivery vehicle access. To the extent feasible, shared access should be provided between adjacent buildings to minimize construction of redundant infrastructure. Certain campus corridors may serve multiple transportation functions; a pathway used primarily by pedestrians during the day may be shared by delivery vehicles during off-peak hours or used by service vehicles during emergencies. Facilities such as loading docks should be located

unobtrusively and screened as needed to ensure compatibility with the surrounding neighborhood and/or adjacent campus uses. Where possible, work with vendors to schedule appropriate times for delivery.

Fire and life safety

Fire and safety provisions should be integrated into the design of any new construction project on campus, reflecting the College's commitment to the protection of community wellbeing and property. Fire safety vehicle access, and adequate vehicle standing areas near all campus buildings, should be provided and incorporated into multi-use pedestrian systems where possible. Emergency call boxes should enable students and faculty to contact campus security in the event of an emergency.

historic preservation

As recommended in the Master Plan, the College should seek to preserve historic structures, recognizing the unique character of the Hill neighborhood. Since many existing buildings within or adjacent to the campus are historic structures, this will be a difficult and expensive endeavor. Nonetheless, continuing and strengthening a commitment to historic preservation in the Hill neighborhood is an important objective of the College, and an important component of a balanced campus development approach. Such an approach should consider the feasibility of building reuse as well as any potential impacts to historic structures which may be adjacent to new building projects.

Not only should historically significant structures be preserved and reused as appropriate, but new development on campus should reflect the historic character of the Hill neighborhood through its architecture, according to the design strategies described in these development guidelines. New buildings should be designed as modern expressions of the campus' historic neighborhood context, thereby addressing the area's historic fabric and providing a sensitive transition between the campus and surrounding residential uses.

Historic campus landscapes are assets to both the College and the community. The preservation of these landscapes should also be considered a priority. Further direction can be found in the Landscape Master Plan.