V. REHABILITATION AND IMPROVEMENTS TO EXISTING BUILDINGS AND SITES

As buildings and sites are renovated, updated and improved over time, it is the desire of the Town that these sites and buildings be updated to comply with the current Design Guidelines and open space requirements, to the extent possible. The use of high-quality materials for such renovations should be used. Deteriorated materials should be removed.

Applicants are encouraged to work closely with the Town staff to review existing and proposed conditions of a building or developed site to determine the best alternatives.

Any change to the exterior of a building or site requires prior approval and a permit from the Design Review Committee or their designee, unless such changes fall in the following categories:

1. Replacement of existing materials with the same, including materials, design and color.
2. Repainting or re-roofing using the same color.
3. Repair or replacement of items with the same.
4. Replacement of windows with the same design and color.

Conversions of a site or building to a new use with different site requirements (i.e. parking, access, screening) must go through the Town’s Site Plan permit process to demonstrate the new use’s compliance with applicable Town ordinances and guidelines. This includes review by the Planning Commission and Design Review Committee.

In order to achieve the design and character of other non-residential buildings in Town, residential structures shall not be converted to non-residential uses unless there is a stated goal to preserve the property that is eligible for, or listed on, the National Historic Register or a local historic designation, as in the Depot Square District, or the use is characteristically consistent with a residential structure, such as a bed-and-breakfast.