

Historic Preservation Commission Meeting REGULAR

Tuesday, August 12, 2025 at 7:00 PM

REMOTE ACCESS ONLY

To Join Via Zoom Meeting Go To:

<https://us06web.zoom.us/j/89610019456>

Alternatively you can Call In by Dialing: 1-929-205-6099

For both remote options, the Meeting ID is: 896 1001 9456

Members: Eric Gilbertson (Chair), Robert McCullough (Vice Chair), Paul Carnahan, Craig Durham, Bryan Jones and Linden Chozinska

1. Call to Order
2. Public Comments [~5 minutes]
3. Approval of the Agenda [~5 minutes]
4. Comments from the Chair [~5 minutes]
5. Staff Updates:
 - a. HPC Ordinance Updated - membership changes
 - b. 87 State Street - Federal Sale
 - c. Discuss any updates on possible Green Mount Cemetery gate house project
6. Update on Federal funding for State Historic Preservation Office (SHPO)
7. **12-month Goals -- Any need CLG grants?**
Adopted City Plan: <https://montpelier-city-plan-segroup.hub.arcgis.com/>
8. Review and Approve Minutes: 03/11/2025, 04/08/2025, 05/13/2025 [~5 minutes]
9. Other Business:
 - a. Annual Report Due to State by 9/28
 - b. Next Regular Meeting - 9/9/25

10. Adjournment

Meetings are open to the public. For questions about accessibility or to request accommodations please call (802) 223-9506.

Historic Resources Implementation Strategy

The City of Montpelier is committed to being an inclusive, equitable, and engaged community (see Governance Chapter). To this end, the planning and implementation of the Historical Resources Plan will be accomplished under the guidance of the Historic Preservation Commission with staff support as assigned by the City Manager and funded by the City Council and residents of Montpelier.

As of Fiscal Year 2020 this includes:

- The Historic Preservation Commission (HPC), consisting of no less than 3 and no more than 7 voting members, plus one youth member, operated in compliance with Certified Local Government requirements.
- The HPC meets monthly in City Hall (meetings are not televised).
- The Planning & Zoning Administrator is assigned as staff and provides approximately 4 hours of support a month.
- The HPC has no independent budget or reserve funding.
- Montpelier is a **Certified Local Government** (“CLG”) Community, with the ability to apply for funding and grants through the CLG Program.
- Additional resources will be needed to meet the new goals and strategies proposed herein. Some resources may be available through grants.

Goals and Strategies:

(Aspiration A) Montpelier will strive to be a community that understands, appreciates, and preserves our historic resources.

Goal a. Improve the City’s understanding of its historic resources.

Strategy: Conduct surveys of historic sites, structures, and districts including at a minimum two of the new activities listed below:

- i. Assess ongoing eligibility of resources listed on the **National Register of Historic Places** [Priority: Low; Cost: Low; Who: HPC, P&ZA, consultant]
- ii. Inventory (survey and map) neighborhoods and areas listed on the **State Register of Historic Places** but not the **National Register**, for purposes of nomination as new historic districts on the **National Register**. At a minimum, do this for the Meadow Neighborhood. [Priority: High; Cost: Medium; Who: HPC, P&ZA, consultant]¹
- iii. Identify and inventory (map) existing sites and proposed updates to the **State Register of Historic Places, including both individual and district nominations**. [Priority: High, Cost: Medium; Who: HPC, P&ZA, consultant]

¹ Low Cost = less than \$1,000. High Cost = more than \$100,000.

- iv. Other additions to the **National Register of Historic Places** through new individual and district nominations *[Priority: Medium, Cost: Medium; Who: HPC, P&ZA, consultant]*
- v. New **mapping of existing sites** that are listed individually on the National Register but are not within the City's Historic District *[Priority: Medium, Cost: Medium; Who: HPC, P&ZA, consultant]*

Strategy: Conduct a survey of **key scenic resources** and conduct a viewshed analysis of the resources. *[Priority: High; Cost: Medium; Who: P&ZA and consultant]*

Strategy: Continue to participate in the **Certified Local Government** program to provide access to grants and other funding to pursue studies and preservation projects.

Reserved Strategy: Conduct a survey of **archeologically sensitive areas** and map resources. *[Priority: low; Cost: Medium; Who: P&ZA and consultant]*

Reserved Strategy: Identify and incorporate **archeologically sensitive and historically significant areas** and contexts into the State and National Register listings. Examples of significance include, areas reflecting historic settlement patterns (granite industry, tenement housing clusters, etc.), the Civil War Hospital on College Street, the Capitol Complex, the Bailey Avenue Brickworks, Hubbard Park. *[Priority: Low; Cost: Low; Who: P&ZA with consultant]*

Reserved Strategy: Compile **oral histories of Montpelier** residents regarding the built environment. *[Priority: Low, Cost: Low, Who: P&ZA, consultant]*

Reserved Strategy: Develop a plan with partners for the **collection and preservation of artifacts** of local significance. Assist partners with identifying and maintaining a location to store local cultural and historical items, such location to be secure, flood proof, and climate controlled, with facilities for documenting and displaying the preserved items. *[Priority: Low, Cost: Medium, Who: P&ZA]*

Goal b. Increase the community's appreciation for its historic resources.

Strategy: Establish a program to **coordinate, collaborate, and sponsor educational events** with current and potential partners (e.g. Montpelier Alive, Div. of Historic Preservation, Montpelier Heritage Group, Preservation Trust of Vermont, Vermont Folk Life Center, Vermont Humanities Council, Kellogg-Hubbard Library, UVM Preservation Program, local historical societies, and other similar organizations) including:

- Develop a **speaker series, conferences, and/or workshops** to assist developers, contractors, and homeowners with meeting the design review standards as well as promoting changes to the **design review regulations**. *[Priority: High, Cost: Low–Medium, Who: HPC, P&ZA, hopefully with collaborators]*
- Hosting **walking tours** in conjunction with the Farmers markets and other appropriate events. *[Priority: Low, Cost: Low, Who: HPC and P&ZA]*

- Developing materials or apps for **self-guided walking tours** of the Historic District. *[Priority: Low, Cost: Medium, Who: HPC a collaborator with other leads; Overlaps with Cultural Resources Chapter]*

Strategy: Develop and improve the **historic resource topics on the City's website**.
[Priority: High, Cost: Low, Who: HPC and P&ZA]

Strategy: Identify or develop **educational materials for the public** on the value of historic resources. Make them available through the Planning & Community Development Office. *[Priority: High, Cost: Low, Who: HPC and P&ZA]*

Strategy: Continue to participate in the **Certified Local Government** program to provide access to grants and other funding to pursue education and outreach opportunities.

Strategy: Continue to participate in the **Designated Downtown Program** to provide opportunities for events and outreach that supports Montpelier's Historic Downtown.

Reserved Strategy: Continue and expand a program **to partner with educational institutions** (schools of all types, libraries, and museums) for outreach including:

- i. Engage in relationship(s) with teachers and educators to expand student interest.
- ii. Continue to have a **high school HPC member**
- iii. Develop new **educational programs** such as a 3D Vermont Team, Lego competitions of Montpelier buildings, or supporting entries for History Day Competitions.
- iv. *Enlist aid of students from local and regional schools of all types to assist with surveys and mapping, either paid or volunteer. For example: Vermont Technical College, University of Vermont, Norwich, City schools, community based learning programs.*

[Priority: Low, Cost: Low–Medium, Who: HPC, P&ZA and possible collaborators]

Reserved Strategy: Initiate a program to install **interpretive and informational historic markers and educational displays**.

- i. Explore **Historic District Street Signs** and pop-up displays in City Hall and/or storefronts.
- ii. Create a program to actively promote the installation of interpretive and informational historic markers.
- iii. Coordinate with the Montpelier Alive! **Wayfinding** project.
- iv. Republish **historical downtown maps** for distribution through Planning and Community Development Office and other locations.

[Priority: Low, Cost: Low–Medium, Who: HPC, P&ZA, and possible collaborators]

Reserved Strategy: Create a program to assist with the **recovery, collection, preservation, and display of historically significant items**. [Priority: Low, Cost: Medium, Who: P&ZA with HPC and partners]

Goal c. Continue and improve upon the City's protection of historic resources.

Strategy: Adopt a policy that the **protection, enhancement, perpetuation and use of the City's architectural, engineering, landscape, and cultural features of historic or aesthetic value is a public good** and is required in the interest of health, prosperity, safety, and general welfare of the people. [Priority: High, Cost: Low; Who: HPC and P&ZA]

Strategy: Adopt a policy requiring the **maintenance of City owned historic buildings** (e.g. City Hall, Fire Station, Hubbard Park Tower, and Green Mount Cemetery Chapel) consistent with Secretary of Interior Standards. [Priority: High, Cost: Low; Who: HPC and P&ZA]

Strategy: Revise the **City's agreement with the Capitol Complex Commission** to administer Design Review Rules in order to clarify roles and responsibilities of each party. [Priority: Low; Cost: Low \$, high time; Who: Planning Department Staff and HPC]

Strategy: Amend the **tax stabilization program** to provide points toward awarding contracts for projects that rehabilitate historic structures consistent with Secretary of the Interior Standards.

Strategy: Continue to administer and enforce provisions of the **Unified Development Regulations** that protect historic structures and amend as noted below including at least i, ii, and iii out of the following:

- i. Amend the demolition of historic structures provisions to make the process clearer and to study whether to cover all historic structures (not just those in the Design Review District). [Priority: High, Cost: Low; Who: HPC and P&ZA]
- ii. Amend the boundary of the Design Review District to match neighborhood boundaries, National Register District boundaries, or other justification. [Priority: High, Cost: Low; Who: HPC, Planning Dept. Staff, Planning Commission, and City Council]
- iii. Continue process to amend the City's Design Review Regulations including development of guidelines to assist developers and reviewers. [Priority: High, Cost: Medium; Who: HPC, Planning Dept. Staff, Consultants]
- iv. Review adaptive reuse provisions and determine if changes are required. [Priority: Low, Cost: Low, Who: HPC, Planning Dept. Staff]
- v. Explore amending the Design Review Committee procedures to require at least one member have historic preservation training or education. [Priority: Medium, Cost: Low, Who: HPC, Planning Dept. Staff]
- vi. Strategy 5: Investigate what **owner-occupied programs** could be instituted to assist projects involving single and two-family, owner-occupied historic homes that rehabilitate the structures consistent with Secretary of the Interior

Standards. *[Priority: Medium, Cost: Depends on scope of program; Who: HPC, P&ZA]*

Strategy: Continue to assist historic property owners with **grant writing** for:

- Historic Preservation grants
- Barn Preservation grants
- Downtown & Village Tax Credits
- Federal Rehabilitation Investment Tax Credits
- Brownfield loans and grants
- Other opportunities that may exist.

Strategy: Continue to participate in the **Certified Local Government** program to provide access to grants and other funding to pursue revisions to programs and regulations that support preservation of historic structures.

Strategy: Continue to participate in the **Designated Downtown Program** to provide opportunities for grants and programs that support the rehabilitation of historic structures in Montpelier's Historic Downtown.

Strategy: This Historic Resources Plan supports the implementation of the **Land Use Plan** for its highlighting of historic context and character in appropriate neighborhoods.

Reserved Strategy: Establish a program to **identify endangered historic buildings** and provide technical support to the owners. *[Priority: Low, Cost: High; Who: HPC and Planning Dept. Staff, possible consultants and collaborators]*

Reserved Strategy: Follow up on the archeological resources study when conducted and if appropriate add new provisions to the **Unified Development Regulations** to protect those resources. *[Priority: Low, Cost: Medium, Who: HPC, P&ZA]*

Historic Preservation Commission Meeting Minutes

Subject to review and approval

Tuesday, March 11, 2025, at 7:00 PM
via Zoom Video Conference

Commission Members Present: Eric Gilbertson (Chair), Robert McCullough (Vice Chair), Paul Carnahan, Linden Chozinska

Members Absent: Bryan Jones and Craig Durham

Others Present: Josh Jerome (City's Community and Economic Development Specialist) and Meredith Crandall (staff)

Call to Order: 7:02 PM.

Public Comments: None.

Approval of the Agenda: Paul moved to approve the agenda with the addition of discussion of the Federal Post Office Building at the top of the agenda. Bob seconded. The agenda was approved 4-0.

Comments from the Chair: None.

AGENDA ITEMS

1. Federal Post Office Building

- a. Josh Jerome updated the Commission on his recent tour through the building with GSA, and that the Federal Government has begun the process to dispose of the property. The process will most likely include Sec. 106 review, which the Commission will take part in. The State and City will have a window to express an interest in purchasing the building after other Federal Agencies have been given the option.
- b. Members requested that Staff organize a special meeting with SHPO Laura Trieschmann and invite Devin Coleman. A key topic: What Sec. 106 conditions/covenants have been put on similar modern commercial structures? What are the character defining features of the building? Just the exterior façade? How much of it?
- c. Eric suggested a condition that bars demolition until all applicable permits and financing for the redevelopment have been obtained.
- d. Josh was asked to request information on repairs made following the July 2023 flood and for construction plans or drawings of the building.

2. Review of Draft Historic Resources Scoping Overview Memo
 - a. Eric, Linden, and Paul suggested edits to the revised Memo provided by Bob.
 - b. Final edits agreed to by the Commission, Staff to incorporate and place on Memo letterhead per Eric's prior draft revisions to then forward to the Planning Commission. Final copy also to be sent to Eric and full HPC with a link to the Study for sharing with others, such as the Montpelier Historical Society.
3. Jacob Davis House Update
 - a. When asked about specific character defining materials that might be saved, HPC members noted: door surrounds, fireplace mantle and surrounds, bullseye molding, brick nogging (used as insulation in walls).
 - b. Suggested that PTV give the Montpelier Historical Society first look if PTV doesn't want any of the materials.
4. Review and Approve Meeting Minutes – Bob moved to adopt the 2/25/25 minutes with Staff amendments to the heading. Linden seconded. Motion passed 4-0.
5. Other Business:
 - a. Paul summarized the Montpelier Historical Society's proposal to add a Study of Restoring the Views of the City from the Hubbard Park Tower, as well as Views of the Tower, within the new Montpelier City Plan chapter on Historic Resources. Bob moved that the Commission approve the study as proposed by Paul. Linden seconded the motion. During the discussion the motion was unanimously amended to use the word "support" instead of "approve." The amended motion passed 4-0.
 - b. Next Regular Meeting: Tuesday, April 8th 7:00 PM
6. Adjournment: Eric declared the meeting adjourned at 8:42 PM

Historic Preservation Commission Regular Meeting Minutes

Subject to review and approval

Tuesday, April 8, 2025, at 7:00 PM
via Zoom Video Conference

Commission Members Present: Eric Gilbertson (Chair), Robert McCullough (Vice Chair), Paul Carnahan, and Linden Chozinska

Members Absent: Craig Durham and Bryan Jones

Others Present: Meredith Crandall (staff)

Call to Order: 7:02 PM

Public Comments: None.

Approval of the Agenda: Paul moved to approve the agenda. Bob seconded. The agenda was approved 4-0.

Comments from the Chair: Eric noted that there are two projects before the Commission, and that he spoke with Ben Doyle about both earlier in the day.

AGENDA ITEMS

1. 5 Home Farm Way/Jacob Davis House - Demo of Historic Structure Permit Application for April 21 Development Review Board Hearing
 - a. Eric suggests that the Commission should say it supports the deconstruction, versus demolition, of the structure.
 - b. Eric spoke with Jamie Duggan, and he's expected to send an email about what from the building could be re-used, including Jamie's opinion on timbers.
 - c. Bob noted that the brick nogging may be worth saving, and that maybe timbers from the building could be used to create a new info booth like the Greek revival style booth that used to be on State Street.
 - d. Paul noted that he'll be away Friday through Monday.
 - e. Paul made a motion that HPC members send comments to Eric for him to incorporate into a letter to the Development Review Board regarding disposition of the historic materials on the property. The letter to also suggest that the Board inquire about secure storage space for said materials.
 - f. Bob seconded the motion.
 - g. Eric amended the motion to add that the letter state that HPC supports the deconstruction of the Jacob Davis House. Bob seconded.
 - h. The amended motion was approved 4-0.

- i. Meredith summarized a Deconstruction versus Demolition webinar that she attended recently. HPC supports adding language supporting deconstruction to Montpelier's zoning regulations.
2. Federal Post Office Building – 87 State Street
- a. Eric summarized his conversation with Ben Doyle about the building. Is suggesting that the Resiliency Commission, HPC, and others coordinate on a packet of information about the building to assist potential developers.
 - b. Staff offered to provide zoning and river hazard overview.
 - c. Eric suggested that Caitlin Corkins from the State may be a good source for Tax Credit information.
 - d. Eric noted that Devin is willing to write up his speech from April 1st regarding the historic context of the building, and Eric would love if Bob Stevens could provide a basic overview of flood proofing suggestions.
 - e. Eric asked if the City would be submitting a letter of interest to GSA, even if just to get more information. Staff advised that this is beyond her role.
 - f. Eric and Bob emphasized that the sale of a building includes inherent uncertainty, and with the current Federal chaos that uncertainty is heightened.
3. Review and Approve Meeting Minutes
- 1. 3/11 Minutes draft wasn't in packet. Moved to next meeting.
 - 2. Eric wants a link to the zoom recording added to the April 1st meeting, and more detailed copy of Devin's speech. Staff to revise.
4. Other Business:
- a. Next Regular Meeting: Tuesday, May 13th 7:00 PM
5. Adjournment: Paul moved to adjourn. Bob seconded. Meeting adjourned unanimously at 8:00 PM

Historic Preservation Commission Regular Meeting Minutes

Subject to review and approval

Tuesday, May 13, 2025, at 7:00 PM
via Zoom Video Conference

Commission Members Present: Eric Gilbertson (Chair), Robert McCullough (Vice Chair), ,
Craig Durham, and Linden Chozinska

Members Absent: Bryan Jones and Paul Carnahan

Others Present: Meredith Crandall (staff)

Call to Order: 7:07 PM

Public Comments: None.

Approval of the Agenda: Bob moved to approve the agenda. Craig seconded. The agenda was approved 4-0.

Comments from the Chair: Expressed desire for the HPC to be involved in the post office sale process, and expressed opinion on SHPO Section 106 letter issues for the Commission to resolve—including citation of City ordinances and clarity of review process.

AGENDA ITEMS

1. 87 State Street—Federal Building Section 106 Review

- a. Eric expressed desire to clarify process for potential purchasers of the building, while avoiding being viewed as obstructing development.
- b. Staff summarized letter issues and timeline of actions to date by others.
- c. Commission discussed Section 106 review between U.S. General Services Administration and Vermont State Historic Preservation Officer, including Federally required standards of review and MHPC role in process.
- d. Commission modified Section 106 Letter drafted by Bob to respond to Vermont State Historic Preservation Officer's , incorporating comments from Eric and Linden, as well as modifications discussed during the meeting.
- e. HPC directed Staff to present the draft letter to City Council at its next meeting for guidance on whether the Letter should request that the Notice of Restriction for sale of the building be subject to "local Historic Preservation Commission approval" or "recommendations" for compliance with the NPS Secretary of Interior's Standards for Rehabilitation.
- f. Craig moved to approve the draft Section 106 letter to John E. Kelly as amended during the meeting, with subcommittee of Bob, Eric, and Craig to finalize language with consultation of City Staff, and submit it to GSA when final per City Council. Bob seconded. Motion passed unanimously.

- g. At Eric's suggestion, Bob moved to amend the letter to include Devin Colman's description of the Federal Building as an attachment. Craig seconded. The motion passed unanimously, 4-0.
- h. Eric asked to CC Ben Doyle for Resilience and Recovery Commission, City Manager's Office and City Council, and Laura Trieschmann.
- i. Staff to confirm the Section 106 letter addressing specifics.

2. Review and Approve Meeting Minutes

- 1. Staff advised that 4/1 minutes couldn't have Devin's input attached as Eric requested previously, and can't include a link to the audio recording from Zoom. Zoom links aren't kept forever. Eric indicated no need to include either. Asked that Devin's Architectural History of 87 State Street be a resource available for others.
- 2. Shift April 8th minutes to next meeting.

3. Other Business:

- a. Next Regular Meeting: Tuesday, September 9th 7:00 PM

4. Adjournment: Meeting adjourned unanimously at 8:48 PM