CITY OF MONTPELIER
MONTPELIER, VERMONT

Agenda for City Council Meeting
Wednesday,
October 11, 2017
6:00 P.M.

1) Call to Order by the Mayor

2) 17-296. Review and Approve Agenda

3) 17-297. General Business and Appearances

4) 17-298. Consideration of the Consent Agenda:

   a) Consideration of the Minutes:

      i. August 23, 2017 Regular Council Meeting

      ii. September 27, 2017 Regular Council Meeting

   b) Approve office copier leases for Community Services and Police

   c) Approval of bridge maintenance proposal

5) 17-299. Planning Commission appointments

6) 17-300. Housing Authority appointments

7) 17-301. ArtSynergy Selection Committee appointments

8) 17-302. Central Vermont Public Safety Authority update

9) 17-303. Wayfinding signs

10) 17-304. Downtown Improvement District budget

11) 17-304(a). 7:00 â€“ 9:00 P.M â€¦

12) 17-305. Zoning

13) 17-306. Other Business

14) 17-307. Council Reports

15) 17-308. Mayorâ€™s Report

16) 17-309. City Clerkâ€™s Report

17) 17-310. City Managerâ€™s Report

18) Adjournment

Minutes of the Montpelier City Council Meeting
August 23, 2017, 6:00 PM
City Council Chambers, City Hall

In attendance: Mayor John Hollar (Chair), Councilors Anne Watson, Ashley Hill (arrived at 6:09), Justin Turcotte, Dona Bate, Jean Olson, and Rosie Krueger. City Clerk John Odum acted as secretary of the meeting.

At 6pm, the Mayor called the meeting to order.

17-248. The Mayor noted the addition to the proposed agenda of a litigation settlement, as well as the appeal of the French Block zoning decision. Also, the approval of a purchase of an electric vehicle charging station to be installed at the North Branch, and the discussion of the City Manager review process were pulled from the consent agenda for discussion. Without objection the proposed agenda was approved with those amendments by unanimous consent.

17-250. Councilor Watson moved approval of the consent agenda as amended and was seconded by Councilor Bate. Motion carried unanimously (5-0).

17-251. City Manager Fraser gave the report on the submitted Econo Lodge mitigation plan. Discussion followed. Councilor Turcotte moved the Council approve the submitted mitigation plan with the following additional conditions: COPS, Inc. will provide the city with a full list of all required permits within one week, will provide the city notice of application dates for all permits needed and will provide the city copies of all issued permits within 2 days of issuance. As per submitted plan, buildings will be demolished, debris removed and site cleaned within 30 days of receipt of all permits. Full compliance with the Council's order will be deemed to have occurred when the Building Inspector certifies that the structures have been demolished and all debris has been removed. Failure to apply for all required permits in a timely manner will void acceptance of the mitigation plan. Councilor Hill seconded. Motion carried unanimously (6-0).

17-252. Paul Gambill discussed Montpelier ArtSynergy and offered a Public Arts Master Plan update. Discussion followed. No formal action taken.

17-253. Fire Chief Bob Gowans came forward for a public hearing on changes to the Dog Ordinance (1st reading, formally opened at 6:27PM). After discussion, Councilor Hill moved the Council adopt the proposed amendment to strike from the proposed changes the victim restitution language in Sections 201, 208 and 210. Councilor Bate seconded. Discussion followed before the motion carried unanimously. The public hearing was closed at 6:34PM.

Councilor Turcotte moved to amend Section 5 paragraph D to follow the phrase "was in reaction to pain, or injury" with "as a result of an emergent event." Councilor Hill seconded. Discussion followed. The motion carried unanimously at 6:37.

Councilor Turcotte moved to remove the last "only" from the last line of paragraph 2 in

section 213. Motion died for lack of a second.

Danis Regal addressed the Council. Marilyn Mode also commented. Councilor Bate moved the Council pass 1st reading as amended and set the second hearing for the next city council meeting. Councilor Watson seconded. Motion carries unanimously.

Sarah Swenson (Parks Commission) addressed the council. After discussion, Councilor Krueger moved the Council request a report from the parks commission within 6 months regarding dogs in Hubbard Park. Councilor Turcotte seconded. The motion carried unanimously at 7:03.

Recess at 7:04. Reconvened at 7:09.

17-255. Planning Director Mike Miller and Barbara Conrey came to the front table for the continuation of the discussion of the proposed zoning ordinance. Steve Sease, Alan Goldman and Joe Castellano offered questions and comments.

17-254. The 1st public hearing on Caledonia Spirits Tax Stabilization opened at 9:04. Discussion followed. Joe Castellano asked a question. Councilor Turcotte moved to conclude public hearing 1st reading and to set the second hearing for next meeting. Councilor Olson seconded. After further discussion, motion carries 5-1 (Councilor Hill voting nay).

17-257. In other business. Councilor Olson moved to approve the following amendments to the City Manager performance review process: delete reference "May to August, October to December, Manager will meet with individual council members at least once." Under September, add "will include written comments and be fully documented" after "mid-year check in with full council and manager." Councilor Turcotte seconded. After a brief discussion, the motion was withdrawn. Discussion continued.

Councilor Olson moved to delete from the City Manager performance review process the following: "May to August, October to December, Manager will meet with individual council members at least once" and ask the Manager to come back with revisions to Council Manual that includes them. Councilor Turcotte seconded. More discussion followed. Motion carried 5-1 (Councilor Bate voting nay).

Councilor Watson moved to add to the City Councilor self-review process a bullet point for councilors to consider if they have met with the City Manager. Councilor Turcotte seconded. Motion carried 5-1 (Councilor Olson voting nay).

Councilor Olson moved to add to the City Manager Review process mid-year check in with full Council and Manager "and will include written comments and be fully documented." Councilor Turcotte seconded. Discussion followed. Motion carries 5-1 (Councilor Bate voting nay).

Councilor Turcotte moved the City Manager evaluation process, page 3, be amended under documents paragraph 2, such that the description of the evaluation process in the inclusion of the 360 review, to change the word on included comments from "compiled" to "all." Input was offered from Police Chief Facos. Motion died for lack of a second.

Councilor Turcotte moved to eliminate the 2nd paragraph regarding feedback in the documentation section in the description of the evaluation process. Councilor Olson seconded. Discussion followed. The motion was withdrawn.

Approval of the purchase of an electric vehicle charging station to be installed at the North Branch center was taken off the table for review. Discussion followed. Councilor Turcotte moved to approve the purchase not to exceed $3800. Councilor Bate seconded. Motion carried 5-1 (Councilor Olson voting no).

City Manager Fraser introduced the French Block zoning appeal discussion. Councilor Hill moved the city provide up to $5000 to participate in the appeal regarding the French Block. Councilor Watson seconded. Discussion followed. Motion carried 5-1 (Councilor Turcotte voting nay).

The City Manager introduced the discussion of the mediation on drainage appeal, and the proposed tentative settlement. Councilor Watson moved to authorize the City Manager to settle under the terms laid out in the settlement agreement. Councilor Bate seconded. The motion carried unanimously.

17-258. Councilor Bate thanked the City Manager and Councilors Turcotte and Watson for their work on the evaluation processes. Councilor Turcotte shared comments from the public on construction, he also noted he was looking forward to the discussion in October around “aging in place” and fees. Councilor Krueger noted the passage of the gender neutral bathroom policy. Councilor Watson shared an update on the Guertin pocket park and the Mayors’ Innovation Project. Councilor Hill reported on volunteering at the Senior Center and commended city employees.

17-261. The City Manager’s report on the development of a 4-way stop, and the addressing of problems with mold and the roof at City Hall.

17-262. Councilor Watson moved the Council enter Executive session with Chief Facos and the City Clerk for a Police Department Security Briefing. Councilor Bate seconded. The motion carried unanimously.

Without objection, the Mayor declared the meeting returned to open session and subsequently adjourned by unanimous consent.

Minutes of the Montpelier City Council Meeting
September 27, 6:00 PM
City Council Manager's Conference Room, City Hall

In attendance: Mayor John Hollar (Chair, via phone), Councilors Dona Bate, Justin Turcotte, Anne Watson (arrived at 6:08), Ashley Hill and Jean Olson. Councilor Rosie Krueger was absent. City Clerk John Odum acted as secretary of the meeting.

At 6:00 the mayor called meeting to order.

17-281. The 2nd reading of the dog ordinance was removed, to be continued to the next meeting. The agenda as amended was approved by unanimous consent.

17-283 Councilor Hill moved approval of the consent agenda without the August 23rd minutes. Councilor Olson seconded. There was brief discussion of utility rates before unanimous approval.

17-284. Tony Snow and Tina Ruth addressed the Council regarding their candidacies for appointment to the Planning Commission. Councilor Watson moved the Council enter executive session to discuss the appointments. Councilor Bate seconded. The motion carried unanimously at 6:16.

At 6:41, the Council returned to open session without objection. No formal action taken.

17-286. Finance Director Todd Provencher came forward for a discussion of the budget process/schedule. Councilor Turcotte moved approval of the proposed budget schedule. Councilor Hill seconded. Motion carried unanimously at 6:50.

17-287. Joe Evans from the Montpelier Development Corporation presented an MDC update as part of a discussion of the Council's economic development goal. No formal action taken.

17-288. Assistant City Manager Sue Allen, Police Chief Tony Facos, and Fire Chief Bob Gowans came forward for a discussion about heroin and safe needle disposal. Councilor Hill moved the city allocate up to $1000 to purchase sharp disposal containers to place across the city. Councilor Watson seconded. Motion carried unanimously at 7:14.

17-289. Planning Director Mike Miller came forward for the discussion of the proposed zoning ordinance. Alan Goldman (with attorney Mark Nemeth) and Steve Sease commented. The Mayor called a recess at 7:32.

Council reconvened at 7:37. Discussion continued. Barbara Conrey of the Planning Commission added comments. No formal action taken.

17-290. After a brief discussion, Councilor Watson moved that Councilor Bate be appointed voting representative at the Vermont League of Cities and Towns Town Fair. Councilor Hill seconded. Motion carries unanimously at 9:27.

17-292. Councilor Bate offered comments on the zoning public comment process. Discussion followed.

Councilor Turcotte acknowledged the work of police officers, the Department of Public Works, and the Finance Department. He recommended topics for discussion regarding water/sewer fees. City Manager Fraser offered a report on the Econo Lodge nuisance building at Councilor Turcotte's request. Councilor Turcotte also indicated he had invited a state economist for a discussion on aging.

Councilor Watson noted the upcoming T.W. Wood gallery's gala. She also praised the success of the Farmers' Market on State Street.

Councilor Hill echoed the Farmers' Market praise, specifically recognizing Dan Jones and Elizabeth Parker.

17-295. City Manager Fraser offered further comments on Econo Lodge before initiating a discussion of upcoming meeting scheduling.

Without objection, the Mayor declared the meeting adjourned by unanimous consent at 9:33PM.

CITY COUNCIL Agenda Item #17-298(b)
Date: October 11, 2017
Consent _X_ Discussion ___

SUBJECT: Office copier leases for Community Services and Police.

SUBMITTING DEPARTMENT: Technology and Finance

RECOMMENDED ACTION: Authorize the City Manager to execute a 5 year lease agreement with Office Systems of Vermont for office copiers to replace existing leases in the Community Services and Police Departments.

RELATED COUNCIL GOAL/PRIOR ACTION:

A: Affordability
C: Public Safety
H: Environment

EXPENDITURE REQUIRED: Monthly lease payments

SOURCE OF FUNDS: General Fund Operating

LEGAL REQUIREMENTS: City Charter § 320 states "all contracts on behalf of and any purchases for the City shall be authorized by City Council..."

BACKGROUND INFORMATION: Seth Wood completed a Request for Proposals for office copiers to replace existing or expiring leases in the Community Services and Police Departments. The winning proposal was received from Office Systems of Vermont (also the only Vermont based bidder). The anticipated savings from replacing the existing leases is approximately $350 per month (from $915 to $571). The new lease agreements will also provide parts and service compatibility between departments, local service and user recognition and operational benefits.

SUPPORTING DOCUMENTS: Office Systems of Vermont proposal.

INTERESTED PARTIES: City Council, City Voters and staff

CITY MANAGER'S APPROVAL:

OFFICE SYSTEMS OF VERMONT

"Service You Can Depend On"

City of Montpelier vermont

Toshiba Copier Proposal

Seth Wood, Information Technology and Communication Manager

Proposal for Copy/Print/Scan/Fax Solutions
August 16, 2017
Presented by Chris Haviland

OFFICE SYSTEMS OF VERMONT

"Service You Can Depend On"

Office Systems of Vermont has been servicing Vermont for over 70 years. Founded in 1945 as Alan's Business machines then changing its name in 2003 to Office Systems of Vermont, it is the only local owned and operated document imaging company in Central Vermont.

- Office Systems of VT provides full service factory trained Networking Support for all the equipment we sell. Our on call Networking Specialist is dispatched in the same way as our Service Technicians

- All Toshiba Model MFP's provide *standard* protection of your confidential data. All password data is encoded instead of being sent in plain text across your network

- Hard Drive encryption and overwrite features are *standard*, with virtually unbreakable Advanced Encryption Standard (AES) code specified by the U.S. Department of Defense.

- Automated toner replenishment and meter readings utilizing OSV Guardian application provided FREE with service contract

- ***Free Toner Cartridge Recycling!*** Toshiba has partnered with Close the Loop, Inc., as part of our commitment to the environment and to our customers. Now Toshiba customers can recycle ALL spent imaging supplies and turn a growing problem into an innovative solution. Just drop your waste consumables into the provided receptacles and we do the rest. It's that easy!

- Office Systems of Vermont is a privately-held "Local" dealership that focuses solely on quality service, without the conflicting objectives that publicly-held imaging companies face

- Office Systems of Vermont gives back to the community by donating 10% of the company's profits to charities and educational programs within the markets that Office Systems of Vermont does business.

References

Barre Supervisory Union (Toshiba Color 5540c)

Spaulding High School (Eight Units, Toshiba, B&W 656, Color 5540c)

Barre VOTEC (Toshiba 5540c)

Northern Counties Healthcare (Toshiba 12 Units)

Fothergill Segale & Valley (25 year customer)

Berlin Town Offices (Toshiba, 3 units, Color and B&W)

Danville School K-12 (Five Units Toshiba)

Harwood UHSD (Nine Units Toshiba)

Addison Northeast SU (Bristol, Monkton, New Haven, Starksboro & Lincoln)

Vermont Program for Quality Health Care (Montpelier)

Peoples United Bank (all Vermont Branches)

Mayo Healthcare (Northfield)

Brookhaven Treatment and Learning (Chelsea, VT)

- *Reference Contact information furnished upon request*

Service/Warranty Information

Service agreements cover all parts, labor, travel, and toner. (*Excludes paper and staples.*)

Four Hour On-Site Service Response for down equipment.
Two Hour Callback Response

Service Calls may be placed via phone, email or website www.osvcopiers.com

Quality-Service Guarantee. If your Toshiba manufactured copier, fax or printer or its accessories do not operate within Toshiba's product specifications during the term of the lease, and if the equipment cannot be repaired to perform within product specifications, Toshiba will replace the copier or accessory at no charge with a model of equal or better features and specifications. Please see attachment.

Training/Installation Schedule

Two Day Upfront Training for Staff, per location. Additional Training included at no charge as required.

Office Systems of Vermont, Networking Specialist will assist in networking and configuring for print and scan needs.

Proposal Structure

Equipment models and features meet or exceed specifications stated in the Montpelier City Request for Proposal dated July 28, 2017 and upon information gathered during site visit by Chris Haviland on August 3, 2017. Service Contract copy/print allowance for B&W and Color usage based on historical information gathered utilizing OSV/fmAudit utility installed at Montpelier City since September 28, 2015.

Office Systems of Vermont will also add the Kyocera FS-4200 in the City Clerks Office and the Kyocera P6026cdn to the combined contract for copiers thereby significantly lowering the service price for these two units and simplifying the invoicing.

Return Costs for Leased copiers:

OSV can provide return service for competitors leased copiers based on the following price schedule assuming that return shipping is within NY/NJ or New England states.

Single unit lease return shipping: $255.00
Multiple unit lease return shipping: $255.00 (first unit), $95.00 each subsequent units

Unit Configuration
Recreation/Senior Center

Toshiba e-Studio 5005AC (50 ppm B&W and COLOR)

50 page per minute, Copy/Print/Color Scan
Dual Scan Document Feeder (300 Sheet Capacity, 120 ppm Scan Speed)
2 x 500 Sheet Universal
100 Sheet By-pass
2,000 Sheet Letter Supply
Saddle Stitch Stapling/Sorting Finisher
2/3 Hole Punch
Super G3 Fax Board
Standard Data Overwrite to Dept of Defense Specifications
Standard HDD Encryption to Dept of Defense Specifications
9" Color WVGA Touch Screen Tilting Display (tablet style)

May be shown with optional accessories

Unit Configuration
Police Department Dispatch Center
(Downstairs)

Toshiba e-Studio 5005AC (50 ppm B&W and COLOR)

50 page per minute, Copy/Print/Color Scan
Dual Scan Document Feeder (300 Sheet Capacity, 120 ppm Scan Speed)
2 x 500 Sheet Universal
100 Sheet By-pass
2,000 Sheet Letter Supply
Inner Stapling/Sorting Finisher
Super G3 Fax Board
Standard Data Overwrite to Dept of Defense Specifications
Standard HDD Encryption to Dept of Defense Specifications
9" Color WVGA Touch Screen Tilting Display (tablet style)

Shown with Optional Accessories

Unit Configuration
Police Department ~~Dispatch Center~~
~~(Downstairs)~~
OPTION #1

Toshiba e-Studio 3005AC (30 ppm B&W and COLOR)

30 page per minute, Copy/Print/Color Scan
Dual Scan Document Feeder
2 x 500 Sheet Universal
100 Sheet By-pass
Plain Stand/Storage Cabinet
Super G3
Standard Data Overwrite to Dept of Defense Specifications
Standard HDD Encryption to Dept of Defense Specifications
9" Color WVGA Touch Screen Tilting Display (tablet style)

Shown with Optional Accessories

Unit Configuration

Police Department ~~Dispatch Center~~

UPSTAIRS ~~(Downstairs)~~

OPTION #2

Toshiba e-Studio 2500AC (25 ppm B&W and COLOR)

25 page per minute, Copy/Print/Color Scan
Auto Reversing Document Feeder
1 x 250 Sheet Universal
2 x 500 Sheet Universal
100 Sheet By-pass
Plain Stand/Storage Cabinet
Super G3
Standard Data Overwrite to Dept of Defense Specifications
Standard HDD Encryption to Dept of Defense Specifications
9" Color WVGA Touch Screen Tilting Display (tablet style)

Shown with Optional Accessories

Unit Configuration
Fire Department

Toshiba e-Studio 3008A (30 ppm B&W)

30 page per minute, Copy/Print/Color Scan
Auto Reversing Document Feeder
2 x 500 Sheet Universal
100 Sheet By-pass
Plain Stand/Storage Cabinet
Standard Data Overwrite to Dept of Defense Specifications
Standard HDD Encryption to Dept of Defense Specifications
9" Color WVGA Touch Screen Tilting Display (tablet style)

Optional
Super G3 Fax Board

Shown with Optional Accessories

Equipment Lease Pricing Information

Location	Model	36 Mo. Lease	48 Mo. Lease	60 Mo. Lease
Recreation/Senior Center	5005AC	$224.00	$184.00	$148.00
Police Dept. Dispatch	5005AC	$194.00	$158.00	$128.00
Police Dept. (up) Option #1)	3005AC	$170.00	$139.00	$112.00
Police Dept. (up) Option #2)	2500AC	$132.00	$107.00	$87.00
Fire Dept.	3008A	$77.00	$63.00	$51.00
Fire Dept. Optional Fax Board	Fax Brd.	$11.00	$8.50	$7.00
Trade in Allowance PD upstairs	287csl	$-14.00	$-11.00	$-9.00

Equipment Maintenance Agreement Pricing Information

Service/Supplies Cost:

B&W
Monthly: **$60.00**

Combined Annual B&W Usage: **180,000**
B&W Overage: **$0.0040**

Color
Monthly: **$184.00**

Combined Annual Color Usage: **55,000**
Color Overage: **$0.040**

*** Service agreement covers all parts, labor, travel, and toner. (*Excludes paper and staples.*)**

Service agreement to cover the following units/locations

Recreation/Senior Center	**5005AC**
Police Dept. Dispatch	**5005AC**
Police Dept. (up) Option #1)	**3005AC**
(or) Police Dept. (up) Option #2)	**2500AC**
Fire Dept.	**3008A**
City Clerk	**FS-4200 Printer**
City Manager	**P6026cdn**

City of Montpelier
vermont

CITY COUNCIL Agenda Item #17-298(c)
Date: October 11, 2017
Consent X Discussion ___ Time Sensitive X
(Outlined below)

SUBJECT: Approval of Bridge Maintenance Proposal

SUBMITTING DEPARTMENT: DPW

RECOMMENDED ACTION: Consideration of awarding construction contract to perform recommended bridge maintenance work. Approval of a cost proposal as recommended by the Director of Public Works and authorization for the Director or City Manager to execute the contract.

RELATED COUNCIL GOAL/PRIOR ACTION: G: Achieve a steady state for infrastructure. Prior action consists of approving the DPW operating budget for bridge maintenance and the CIP budget.

EXPENDITURE REQUIRED: approximately $15,690.00

SOURCE OF FUNDS: DPW Operating Budget (10.5100.56 – Bridges): FY17 & FY18 = $10,000.
CIP fund: $5,700

LEGAL REQUIREMENTS: 19 VSA §310 - Obligation to maintain Town Highway Bridges

BACKGROUND INFORMATION: The VT Agency of Transportation is required to inspect bridges with spans of 20' or greater every two years. In addition to overall condition assessments, the inspections include maintenance recommendations. It is important that we keep up with our maintenance work but DPW feels it's necessary for a contractor to assist staff due in part to other work demands and lack of technical expertise. Therefore, to fulfill our obligations, it was concluded that a qualified contractor should be retained to undertake the work. For this season, work will be performed on the Main Street & Bailey Avenue bridges and possibly Gould Hill Road if sufficient funds are available.

Two specialty contractors were asked to submit a proposal and one has responded thus far; Blow & Cote, Inc. This contractor has worked for us many times over the years and has consistently provided quality work at a reasonable price. If another proposal is received by October 11th, a review will be conducted to determine which proposal is in the best interest of the City. This matter is time sensitive to take advantage of favorable weather conditions.

SUPPORTING DOCUMENTS: Blow & Cote, Inc. Proposal

INTERESTED PARTIES: Residents, visitors & the travelling public

CITY MANAGER'S APPROVAL:

Susan Allen

PROPOSAL

815 VT ROUTE 15E
MORRISVILLE, VT 05661

Est 1947
BLOW & COTE INC.
BRIDGES • ROADS

PH. 802-888-2067
FAX. 802-888-7138
www.blowandcote.com

Proposal Submitted To: City of Montpelier		**Date:** October 2, 2017
Address: Attn: Tom McArdle		**Job Name:** Bridge Cleaning/Greasing
		Job Location: Montpelier, VT
Phone:	**Fax:**	**E-mail:** tmcardle@montpelier-vt.org

We hereby submit specifications and estimates for:

Bailey Ave: $8140.00 – washing and greasing

Main St: $7550.00 – washing, greasing and silane

Any other work (joints, deck, etc...) will be evaluated after cleaning and the City of Montpelier can decide if additional work is necessary at additional cost.

Traffic control is also included in the above prices. If the City of Montpelier decides that a bridge can be closed to traffic, costs will decrease.

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:
Per above

Payments to be made as follows: No retainages to be withheld. Payment due upon receipt of invoices and is not contingent upon third party payments. 1% interest over 30 days.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurances. Our workers are fully covered by Workman's Compensation insurance.

Respectfully Submitted T Mac Cote

Note – this proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature_____

Signature_____

Date of Acceptance_____

City of Montpelier vermont

CITY COUNCIL Agenda Item #17-299
Date: October 11, 2017
Consent ___ Discussion __X__ Time Sensitive _____

SUBJECT: Appointments to the Planning Commission (moved from 9/27/17 meeting)

SUBMITTING DEPARTMENT: City Manager's office

RECOMMENDED ACTION: Make appointments to fill two, 2-year terms on the Planning Commission

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: No legal requirements; Council makes appointments to fill vacancies on City Boards and Commissions

BACKGROUND INFORMATION: Jon Anderson and Tina Ruth's 2-year seats are set to expire. Both were originally appointed in 2010. Staff advertised for these seats and received responses from the following:

Tina Ruth, Elm Street
Jon Anderson, East State Street
Tony Snow, Sherwood Drive
Stephanie Smith, Charles Street

Current Member Name	Term	Expiration Date	Initial Year of Appointment
Jon Anderson	2	10/09/2017	2010
Tina Ruth	2	10/09/2017	2010
Leslie Welts, Chair	2	08/25/2018	2014
Kirby Keeton	2	08/25/2018	2016
Kimberly Cheney, Vice Chair	2	08/25/2018	2011
John Adams	2	08/25/2018	2014
Barbara Conrey	2	03/25/2019	2015

SUPPORTING DOCUMENTS: Letters of interest from applicants

INTERESTED PARTIES: City Council; Applicants; Planning Department; Planning Commission Members

CITY MANAGER'S APPROVAL:

Jamie Granfield

From: Tina Ruth <tinapruth@gmail.com>
Sent: Tuesday, August 29, 2017 8:32 PM
To: Dona Bate; Ashley A. Hill; Rosie Kreuger; Jean Olson; Justin Turcotte; Anne Watson; John Hollar
Cc: William Fraser; Sandy Pitonyak; Jamie Granfield; Michael Miller
Subject: Reappointment to Planning Commission

Dear Mayor Hollar, Members of the City Council, City Manager and Staff,

My term on the Montpelier Planning Commission ends in September, and I am writing to ask the Council to consider reappointing me for another two year term.

I have been a member of the Planning Commission since 2010, shortly before the adoption of the 2010 Montpelier Master Plan.

I have owned my house on Elm Street since 1999, although I was in and out of it until 2008. After I settled in to living in Montpelier, I learned in 2010 of a vacancy on the Commission, applied for it, and was fortunate enough to be appointed.

I applied for it because I had worked for the VT Department of Housing and Community Affairs, in the Planning Division from 1989 until about 1995, and as the Department's lawyer from then until I retired in 2000. I was always interested in both municipal and regional planning, so I was very happy to be appointed to do something for this city that I really love living in. I was later appointed to represent the city on the CV Regional Planning Commission, until about a year ago, when I resigned from CVRPC.

During this time, the Commission completed and recommended that the Council adopt the 2010 Master Plan, the Planning Commission made various changes to the flood control regulations, among other things, and then embarked on the very long process of devising new proposed Montpelier Unified Development Regulations, commonly called the new proposed zoning regulations, to carry out the new Master Plan.

While you continue your hard work on reaching a decision about the proposed zoning regulations, the Commission has undertaken the second re-adoption of the 2010 plan, following the raising of questions about the first re-adoption process in 2015. With the very able help of Planning and Development Director Mike Miller and his staff, we are adding certain elements required by new statutes, and updating information and the status of some of the goals. Mike is proposing to reorganize the goals in ways that I believe you and Montpelier residents will find more realistic and helpful. We are also straightening out the confusion in the 2015 re-adoption caused by the unexpected differences between the two same-dated versions in different formats of the adopted 2010 Master Plan.

The Planning Commission members and Planning and Development staff have been working intensively and very well together for the past several years. I realize the process has been very long and complicated, but I do believe that both the Planning Commission and Mayor Hollar and the Council members are well versed in the issues reflected in the Plan and enabled in the proposed zoning regulations.

I believe that the most efficient way to conclude the process is to re-appoint the two Planning Commission members whose terms expire in September. Jon Anderson has been a very thoughtful and productive member the Commission for many years, and I hope he will seek re-appointment too.

Thank you for the opportunity to have served on the Montpelier Planning Commission, and for your attention.

Sincerely, Tina Ruth

ATTORNEYS AT LAW
PRIMMER PIPER EGGLESTON & CRAMER PC

JON T. ANDERSON
ADMITTED IN VT
janderson@primmer.com
TEL: 802-864-0880
FAX: 802-864-0328

30 Main Street, Suite 500| P.O. Box 1489 |Burlington, VT 05402-1489

September 13, 2017

Jamie Granfield
City of Montpelier - City Manager's Office
City Hall - 39 Main Street
Montpelier, VT 05602

Re: Letter of Intent Regarding City of Montpelier Planning Commission

Dear Jamie:

Please accept this letter as notice of my interest in being appointed for another term on the City of Montpelier Planning Commission. I am enclosing a copy of my resume.

Very truly yours,

Jon Anderson/alb

Jon Anderson

JTA/alb

Enclosure

ATTORNEYS AT LAW

PRIMMER PIPER EGGLESTON & CRAMER PC

Jon Anderson

Of Counsel- Burlington, VT

Phone: (802) 862-0500
Email: janderson@primmer.com

Jon Anderson concentrates his practice in Zoning, Act 250, Environmental permitting, Environmental clean-up, Real Estate, Complex property valuation, Title Insurance, Land Use and Environmental Litigation in Vermont. He has developed his practice to meet the needs of his widespread clientele throughout the state.

Jon's experience in Zoning and Real Estate extends over 37 years and has positioned him to understand Vermont's unique real estate landscape and be able to obtain the best business result for his client including the expeditious resolution of permitting issues for a wide variety of facilities such as banks, shopping centers, other retail operations and housing developments.

He received his J.D. from Yale University and his B.S./Ch.E from Worcester Polytechnic Institute, where he received the Salisbury Award, the highest distinction given to graduating students in each discipline.

ATTORNEYS AT LAW

PRIMMER PIPER EGGLESTON & CRAMER PC

Practice Areas:

- Environmental & Land Use
- Insurance
- Real Estate

Notables:

- Appointed by Governor Kunin to Technical Advisory Committee on Solid Waste for the State of Vermont and to the Blue Ribbon Task Force on Hazardous Waste of which he was chosen Chair
- Interim Counsel to the Governor, 1990-1991
- Montpelier Planning Commission, 1985-1988, 2011-
- Vermont Bar Association's Environmental Law Committee, Vice Chair, 1995-1998, Chair, 1998-2001
- Vermont House of Representatives (on the Water Resources Committee), Member, 2007-2008
- Judge Advocate General Officer for the Vermont State Guard, 2008-

Publications:

- Decision Analysis in Environmental Decision-making: Improving the Concorde Balance, 5 Columbia Journal of Environmental Law 156 (1978)
- Environmental Enforcements, Vermont Bar Journal & Law Digest, October 1995
- Planning and Zoning Chapter Environmental Law Practice Manual, Vermont Bar Association (1st ed. 1998), (2nd ed. 2006)
- Law and Land Development in Vermont (1st ed. 2002), (2nd ed. 2006)
- A Commentary on the Permit Reform Bill, Vermont Bar Journal and Law Digest, Summer, 2004
- Land Use Litigation is Different, Vermont Bar Journal and Law Digest, Winter 2005-2006
- Approaches to Off-Site Mitigation of Agricultural and Forestry Soils, Vermont Environment Monitor, February 2005
- Recent Act 250 Decisions Threaten To Reduce Local Control, VLCT News

- Environmental Enforcements, The Vermont Bar Journal & Law Digest, October 1995
- Reopening Permit Threatens Land-Use Process, The Burlington Free Press, August 20, 1998
- It's "Sprawl" in the Eye of the Beholder, New England's Environment, June 1999
- Changes to Regional Plan Could Strangle Development, Vermont Business Magazine, November, 1999
- Imprecise Tool for Measuring Sprawl Produces Misleading Results, AIV News & Views, January 14, 2000
- There Are Some Ways Vermont Can Respond To Sprawl, The Burlington Free Press, June 16, 1999
- Two Views On Making Local Plans Work For Towns In The Act 250 Process, VLCT News, February 2000
- Legislators Challenged To Thoughtful Permit Reform, The Burlington Free Press, December 20, 2000
- Defining the Limits of Act 250 Jurisdiction, The Vermont Bar Journal, Spring 2005
- Vermont's Revised Water Clean-Up Law, Vermont Business Magazine, September 2015
- S.123 Should Be Defeated, The Vermont Bar Journal, Fall 2015

Scholarly Lectures:

- Major Land Use Laws, NBI, January, 1995
- Land Use Law Update in Vermont, NBI, July 27, 1995
- Major Land Use Laws, NBI, March 22, 1996
- Land Use Law Update in Vermont, NBI, September 18, 1996
- Lead Paint Hazard, VT Bankers Association, October 17, 2006
- Major Land Use Laws in Vermont, NBI, March 27, 1997
- Advanced Real Estate Law in Vermont, NBI, December 2, 1997
- Advanced Real Estate Law in Vermont, NBI, December 8, 1998
- Major Land Use Laws in Vermont, NBI, August 18, 1999
- Advanced Real Estate Law in Vermont, NBI, February 1, 2000
- Land Use Law Update in Vermont, NBI, May 17, 2000

- Major Land Use Laws in Vermont, NBI, December 15, 2000
- Land Use Law Update in Vermont, NBI, November 30, 2001
- Issues Affecting Brownfields Development Projects In Vermont, Lorman Education Service, December 3, 2002
- Zoning and Land Use in Vermont, Lorman Education Services, November 12, 2002
- Land Use Law Update in Vermont, NBI, November 13, 2002
- Contaminated Property Transactions Seminar, NBI, October 2-3, 2002
- Major Land Use Laws in Vermont, NBI, May 6, 2003
- Practical Guide to Zoning and Land Use Law in Vermont, NBI, August 18, 2003
- Zoning and Land Use in Vermont, Lorman Education Services, November 13, 2003
- Vermont Land Use: Current Issues in Subdivision and Zoning Law, NBI, April 29, 2004
- Permit Reform, Stormwater and other Hot Topics in Environmental Law, VT Bar Association, May 27, 2004
- Basic Skills in Vermont Practice and Procedure, VT Bar Association, October 28, 2004
- Zoning and Land Use Law, Lorman Education Services, February, 2005
- Rural Land Use Issues in Vermont, NBI, May 18, 2005
- How To Address Zoning, Act 250 and Other Environmental Issues in Assembling Complex Real Estate Deals in Vermont, NBI, August 31, 2005
- Zoning and Land Use in Vermont, Lorman Education Services, December 1, 2005
- Advanced Zoning and Land Use, Lorman Education Services, April 11, 2006
- Complying with Vermont Land Use Laws and Regulations, NBI, May 10, 2006
- Resolving Real Estate Title Defects, NBI, November 15, 2006
- Examining and Resolving Title Issues, NBI, December 5, 2006
- Land Use and Zoning Law Litigation, NBI, February 13, 2007
- Zoning and Land Use Law, NBI, June 12, 2007
- Advanced Zoning and Land Use, Lorman Education Services, March 29, 2007
- Plat and Subdivision Law in Vermont, Lorman Education Services, November 11, 2008
- Trends in Water Regulation, Vermont Association of Commercial Real Estate Brokers
- Land Use and Zoning Law, NBI, April 13, 2009

- Title Law in Vermont, NBI, May 11, 2009
- Real Estate Closings A-Z, NBI, June 11, 2009
- VBA CLE for Military Family Law, July 28, 2009
- Advanced Title Insurance Issues, NBI, March 31, 2010
- Real Estate Law: Advanced Issues and Answers, NBI, June 28, 2010
- Handling Real Estate Transactions With Confidence, NBI, March 31, 2011
- Top 10 Title Defects-Cured, NBI, June 18, 2012
- Advanced Issues in Real Estate Law, NBI, March 15, 2012
- Title Workshop: From Examination to Commitment, NBI, February 5, 2013
- Title Law In Vermont, NBI, March 3, 2014
- Handling Real Estate Transactions With Confidence, NBI, June 12, 2014
- Advanced Issues in Real Estate Law, NBI, March 5, 2015
- Environmental and Regulatory Seminar, AIV, August 13, 2015
- Surveys, Plats, Historical Records, Legal Descriptions & Title Insurance, NBI, March 2, 2016
- Title Law Boot Camp, NBI, June 9, 2016
- Land Use from Start to Finish, NBI, December 5, 2016

Other Community Service:

- Board of Trustees of the Vermont Arts Council, Member, 1992-1996
- Vermont Lodging & Restaurant Association, Member, Treasurer, 1992-1998, Vice President, 1997-1998
- Montpelier Downtown Community Association, Board Member, 1999-, Chair, 2003-2005 and 2014-2015
- Pyralisk Arts Center, Board Member, 2000-, Secretary, 2000-2004, Treasurer, 2004-
- Montpelier Travel Information Council, Chair, 1996-2005
- Committee to develop a transit center and park in downtown Montpelier, Chair, 2002-2012
- Montpelier City Council (three terms as President), 1988-1996
- Vermont Board of Architects (by gubernatorial appointment), 1999-2000
- Central Vermont Chamber of Commerce, Member, 1996-, President, 1998-2000
- White House Conference on Travel & Tourism, 1997

- Central Vermont Economic Development Corp., Board Member, 2014-
- Vermont House Member, 2007-2008

Honors & Awards:

- Designated by Best Lawyers in the field of environmental law
- Martindale-Hubbell AV Rating
- Vermont Innkeeper of the Year – 2000
- One of four smartest legislators – 2008
- Designated by Best Lawyers as Vermont Land Use and Zoning Law Lawyer of the Year

September 19, 2017

To Whom It May Concern:

My name is Tony Snow and I would like to be considered for a seat on the Montpelier Planning Commission. As a resident of Montpelier, owning a house at 414 Sherwood Dr., my partner and I are very interested in the future planning of our community. Currently I am a school teacher at Walden School, with my Masters degree from the University of Vermont.

I believe I have experience that would allow me to hopefully play a beneficial role on the commission. I have formerly worked as a Transportation Planner for the State of California, tasked specifically for working with California's 111 federally recognized tribes. I have also worked closely with the Federal Highway Administration as well as the Bureau of Indian Affairs on planning projects throughout the state. I have passed California's Transportation Planner examination for promotion to Associate Transportation planner, and have versed myself in complete streets, zoning practices, multimodal transportation, and city, county, and statewide master planning. I have also had the opportunity to work in community planning with the Center for Indian Community Development, as well as the Humboldt Area Foundation, working on projects around place making, and community building.

As a newer member of the Montpelier community I have been seeking to find ways to participate more in my community. I would be coming to the commission with the intention of listening to community needs, paying attention to city and statewide policy, and collaborating with others on the commission to ensure that we are making the best decisions for the future of our city.

Thank you for the consideration,

Tony Snow

414 Sherwood Dr.
Montpelier, VT 05602
707-496-8669
tonysnowvt@gmail.com

Tony Snow

414 Sherwood Dr.
Montpelier, VT 05602
707-496-8669
tonysnowvt@gmail.com

Recent Relative Professional Experience

2017- present **Walden School** **Walden, VT**
6-8 Humanities

2016-2017 **Edmunds Middle School** **Burlington, VT**
Full time Student Intern

- Worked on a team with over 80 $7^{th}/8^{th}$ grade students from diverse backgrounds including ELL, New American, 504, IEP, as well as students who are high achieving.
- Used educational models to create effective lesson plans including: SAMR, UDL, Universal Design, ZPD.
- Participated in team meetings, 504, EST, IEP meetings, staff development days, as well as weekly staff meetings. I am familiar with canvas grading system, and Google applications, which we use throughout the school.

2015-2016 **Sara Holbrook Teen Center** **Burlington, VT**
Director

- Supervise a staff of 9 to provide a safe community for one of the largest after school programs in Burlington.
- Outreach to New American, low income, and generational Vermonters to grow program from an average daily attendance of 25 participants to an average daily attendance of 70 participants, with a record of over 350 unduplicated participants.
- Successfully written and received several grants to create new leadership programs for middle and high school participants. Written and received grants to create a resource computer lab for participants, as well as grants to support summer adventure programs for New American youth.

2012-2014 **Rock Point School** **Burlington, VT**
Residential Educator

- Live in position for a private, non-profit, boarding school with 30+ students who have not had success in traditional learning environments. A majority of our students are working through learning and emotional struggles (anxiety, ADD, depression, etc).
- Work to provide a safe learning environment for my students, strive to listen so that students speak, and speak so that students listen.
- Advise students in healthy living, and positive educational habits. I work to build a strong relationship with my students to make sure that their educational needs are met, and that I can help them develop their strengths, and recognize their weaknesses.
- Teach Health and Wellness classes dealing with topics ranging from healthy coping mechanisms to dealing with stress. I often substitute teach for Math, History, Art, and English classes. Team-taught theater program during the spring and summer program.
- Plan and lead weekend activities (known as Tony's Adventures), major activities (water rafting, camping, Boston trips, etc), study halls, detentions, work crews, and all things related to living in a community.

2010-2012 **Department of Transportation** **Sacramento, CA**
Native American Liaison, Transportation Planner

- Worked with the 109 Federally Recognized Tribes of California on transportation, pedestrian safety, environmental justice, and grant related issues.
- Provided expertise and advocate for the Department's efforts concerning government-to-government relationships with Native American Tribal Governments and Native American groups.
- Responsible for completed staff work including analyzing issues and developing recommendations, completing federal and state legislative analysis, implementing and managing contracts, and acting as the contact for planners on tribal related issues.

- Assist Tribal governments with grant related issues. Review and analyze federal and state grants to provide resources to Tribes to assist them in applying for and obtaining grants.
- Review grant applications, contracts, close outs, and final projects for both Tribal and non-Tribal related grants for the Environmental Justice grant and Community Based Transportation Planning grants program. This is a $6 million program.

Education

University of Vermont Burlington, VT

2017 Masters of Arts in Teaching: Middle Level Social Studies

- One year, intensive Masters program. First semester 3 days a week, second semester full time.
- Courses including Foundations of Special Education; Teaching Pedagogy; Content literacy; Adolescent Learning, Behavioral, and Cognitive Development.
- Critical Friends Group practices.
- Practices in: unit writing, school advocacy, advisory.

Humboldt State University Arcata, CA

2009 Bachelor of Arts Degree: History

- Majored in History.
- Presented thesis on the black market economies of Soviet Russia.
- Attended and presented at Political Science and History conferences.
- Trained in historical research and writing.
- Educated on the subjects of: Political Economies, Environmental Law, Political Advocacy, Colonial Latin America, Colonial and Modern US History, US Foreign Relations and Soviet History.

2006 Panetta Institute for Public Policy Monterey, CA

- Invited to study in Leon Panetta's Leadership Training Seminar.
- Trained in Leadership, decision-making, research, and policymaking.

Trainings (days)

- (6)Cross Cultural Communication, Mediation– Indian Dispute Resolution Services
- (3)Principals of Tribal Consultation – Archaeological and Cultural Education
- (7) Grant Writing – Grantsmenship Center
- (14) Transportation Planning **and** Field Academy – Dept. Transportation
- (2) People Improving Communities through Organizing – PICO
- (30) Community Emergency Response Team – Humboldt State University
- (4) National Rural Youth Assembly – National Rural Assembly

Honors and Certifications

- Recipient of Tim Sampson Memorial Student Internship.
- Participant in the Panetta Institute for Public Policy, 2006.
- Participant in the National Rural Youth Assembly Santa Fe, 2010.
- Success in Education awarded by Educational Talent Search of Humboldt State University.
- Elected President of the Associated Students of Humboldt State.
- Elected Environmental Affairs Representative for the CSU.
- Appointed to the Chancellors Sustainability Advisory Committee.
- Co-Founder of Books Building Bridges, an organization that helped to rebuild children's libraries in Mississippi after Hurricane Katrina.
- Certified in CPR and Lifegueard: 'Standard First Aid' and 'CPR/Adult/Child'
- Trained grant writer by the Grantsmenship Center.
- Community Emergency Response Team (CERT) member.

September 20, 2017

Montpelier City Council
Montpelier, Vermont

Re: Planning Commission Vacancy

Montpelier City Council Members,

I am writing to express my interest in becoming a member of the Montpelier Planning Commission. Unfortunately, I'm unable to attend the upcoming City Council meeting, but I appreciate your time and consideration in reviewing my resume. In the event there is not an opening at this time, I would kindly ask to stay on your radar and be considered for any upcoming openings.

In my current role as the Hazard Mitigation Planner with Vermont Emergency Management, I work with municipalities and Regional Planning Commissions to develop Local Hazard Mitigation Plans and I assist in the administration of several FEMA mitigation grant programs. I am currently coordinating a statewide planning effort to increase resiliency in Vermont as we adapt to a changing climate.

I appreciate your consideration and hope that you will allow me to serve the City of Montpelier on the Planning Commission now or at some point in the future.

Best,

Stephanie A. Smith, MUPP

Stephanie A. Smith

6 Charles Street Montpelier, VT 05602 | stephasmith11@gmail.com | 920-606-9979

EDUCATION

University of Illinois at Chicago | Masters in Urban Planning and Policy, 2013
Community Development Concentration, GPA: 3.84

University of Wisconsin at Milwaukee | Bachelors in Architecture, Minor in Psychology, 2011
Honors Degree, Graduated Cum Laude, GPA: 3.60

John Cabot University Rome, Italy | Study Abroad in Historic Preservation, Summer 2009

WORK EXPERIENCE

Hazard Mitigation Planner | Vermont Emergency Management | June 2016-Present

- Provide statewide support to municipalities and Regional Planning Commissions in developing Local Hazard Mitigation Plans and receiving FEMA approval.
- Coordinate the 2018 State Hazard Mitigation Plan update process.
- Assist the State Hazard Mitigation Officer in the administration of the Pre-Disaster Mitigation and Hazard Mitigation Grant Programs.

Farm to Plate Network Assistant | Vermont Sustainable Jobs Fund, Montpelier, VT | September 2014-June 2016

- Provided logistical and administrative support to Farm to Plate Network groups and Network leadership.
- Managed the logistics and planning of the annual Network Gathering and other special events.
- Maintained the Farm to Plate website, including managing content and assisting users.
- Assisted the Farm to Plate Network in implementing a project management approach.

Community Engagement Coordinator A*VISTA | Central Vermont Regional Planning Commission, Montpelier, VT | September 2013-September 2014

- Developed community outreach tools and projects for the 2016 Regional Plan update.
- Reviewed town plans for regional approval and conformance with state statute.
- Gathered data and performed analysis for the Central Vermont regional data profile.
- Assisted municipalities with data gathering for town plan updates and reviewed plan sections.
- Developed marketing materials for the Regional Plan, including website, newsletter and branding.

Planning Intern | Wicker Park Bucktown Chamber of Commerce, Chicago, IL | May 2012-May 2013

- Supported programming for the Special Service Area taxing district.
- Managed a weekly farmers market and provided support for neighborhood promotional events.
- Created and edited content on the Chamber website and membership database.

Planning Intern | Greater North Michigan Avenue Association, Chicago, IL | August 2011-December 2011

- Researched, designed and edited the "By the Numbers" report for the GNMAA area.
- Performed administrative duties including survey creation and member mailings.

SOFTWARE KNOWLEDGE

Program Skills
Microsoft Office Suite, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, ArcGIS, Google SketchUp

Additional Skills
Wordpress, Constant Contact, MailChimp, Survey Monkey, Eventbrite, Social Media, Web Content and Design

ORGANIZATIONS

Northfield Street Community Garden Member, 2014-Present and Plot Manager, 2015-Present
Purple Asparagus Corks and Crayons Event Planning Committee Member, 2012-2013
American Planning Association Member, 2011-2013
Urban Planning and Policy Student Association Member, 2011-2013
American Institute of Architecture Students Member, 2007-2011

CITY COUNCIL Agenda Item #17-300
Date: October 11, 2017
Consent ___ Discussion _X_ Time Sensitive ___

SUBJECT: Appointments to the Montpelier Housing Authority

SUBMITTING DEPARTMENT: City Manager's office

RECOMMENDED ACTION: Make appointments to fill one, 5-year term, one 4-year term, and 1 one-year term on the Montpelier Housing Authority.

RELATED COUNCIL GOAL/PRIOR ACTION: A: Affordability
E: Housing

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: No legal requirements; Council makes appointments to fill vacancies on City Boards and Commissions

BACKGROUND INFORMATION: Three seats will need to be filled. Christine Zern's 5-year seat (initially appointed in 2007), is set to expire and Paul Audy and Steve Coble have resigned. Staff advertised for these seats and received responses from the following:

Christine Zern, Prospect Street
Katy Stevens-Favorite, Terrace Street
Liz Hannon, Towne Hill Road

Current Member Name	Term	Expiration Date	Initial Year of Appointment
Christine Zern	5	10/09/2017	2007
Paul Audy	5	10/09/2021 (resigned, May 2017)	2004
Steve Coble	5	10/09/2018 (resigned, October 2017)	2003
Ed Larson	5	10/09/2019	2009
Jack McCullough	5	10/09/2020	2015

SUPPORTING DOCUMENTS: Letters of interest from applicants

INTERESTED PARTIES: City Council; Applicants; Montpelier Housing Authority

CITY MANAGER'S APPROVAL:

Susan Allen

Cristine Zern
3 Prospect Street
Montpelier, Vermont 05602

September 19, 2017

City Manager's Office
39 Main Street
Montpelier, Vermont 05602

Att: Jamie Grandfield

Dear Jamie:

I am writing to request reappointment as a Commissioner of the Montpelier Housing Authority.

I have very much enjoyed serving on the Board and believe I bring a unique perspective as a tenant.

Thank you for your reconsideration.

Sincerely,

Cristine Zern

Katherine Stevens-Favorite
66 Terrace Street
Montpelier, VT 05602

Montpelier Housing Authority
City Hall
39 Main Street
Montpelier, VT 05602

October 3, 2017

Dear Members of the Montpelier Housing Authority:

I am interested in filling a vacancy at the Housing Authority. I have a strong interest in supporting affordable housing in our community. We live in a dynamic community, which benefits from economic diversity. However, I believe the city has a responsibility to maintain a housing stock that is safe and comfortable for those who need more financial or logistic assistance in finding and maintaining a home. The aims of the Housing Authority – to preserve good housing while supporting individuals, families and the community – are worthy of our time and focus. Vermont has a long tradition of self-sufficiency, but there are times for assistance to help our neighbors get on their feet.

I would like to be a part of that mission. My husband and I moved to Montpelier in 2014, returning to be near my childhood hometown of Northfield. I lived in New York City for most of the years in between. For 6 of those years, I volunteered in a respite homeless shelter with 8 beds. We welcomed single women who were registered with a city-sponsored agency for an overnight stay. Our services were minimal: a safe cot with a basic dinner and breakfast. It was a clear relief for our guests, however, to have a bed to sleep in. The alternative for our guests was often sleeping on folding chairs in a large gym at the city's main shelter, which I find unacceptable. I started out as an overnight volunteer and then took on more organizing responsibilities, including scheduling other volunteers and interacting with the city-sponsored agency on behalf of the shelter organization and our guests. Many of these guests were waiting for Section 8 vouchers. I became familiar with the challenges facing this population, but it was frustrating to only be able to provide basic respite care. Working with the Montpelier Housing Authority would be an opportunity to be more helpful to people who are in need of housing assistance.

With two small children, I am acutely aware of the day-to-day challenges families face. Although we are financially stable now, I have had periods of my adult life when I was unemployed and wondering when the next paycheck would come. I have lived in several apartments and single family homes, I have rented and owned my homes, and we plan to live in Montpelier for decades to come. All of these experiences would guide my contributions to the Housing Authority.

Thank you for considering my application. Regardless of whether I will be joining at this time, I am happy to read that there is an active board that is supporting the housing needs of our neighbors.

Best regards,

Katherine Stevens-Favorite

Katherine E. Stevens-Favorite, Ph.D.

66 Terrace Street
Montpelier, Vermont 05602
1-917-699-0706
katherine.stevens.phd@gmail.com

Career focus: More than 9 years in medical education and academic publishing as a medical writer, content editor, and communication strategist

Repertoire:

Clinical literature with complex data content

- Primary manuscripts
- Literature reviews
- Abstracts and poster presentations for congresses
- Product monographs

Mixed media for data and disease-state presentations

- Slides and discussion guides for congresses and advisory boards
- Website copy for promotional campaigns and continuing medical education programs
- Scripts and scientific direction of mechanism-of-action animations, web-based patient case studies, and other videos
- Supportive materials for promotional medical education (eg, treatment algorithm)

Market analysis and medical communication strategy

- Evaluation of treatment landscapes at congresses, through literature analysis, and speaking with treating physicians and thought leaders
- Executive summaries of discussions at advisory boards

Accessible scientific writing for nonspecialist and lay audiences

- Newsletters
- News and Views articles
- Research highlights
- Profiles of research initiatives
- Slides for presentations to advocacy groups

Medical specialties:

Oncology (multiple solid and liquid tumor types), infectious diseases (hepatitis C, Ebola virus disease), rheumatology, endocrinology, psychological disorders, neurology.

Experience:

Medical Director and Scientific Writer, Freelance, 2012-2017.

- Developed primary publications in multiple indications; provided copy-writing support for websites and iPad applications; developed Powerpoint presentations for speaker programs, advisory boards, and advocacy groups; attended Advisory Boards and summarized the findings in long- and short-form executive summaries

Medical Director, ProHealth Medical Education, 2012.

- Provided scientific direction in the development of iPad applications and web-based presentations of drug safety data, efficacy data, and patient case studies

Senior Scientific Associate, Ogilvy Healthworld Medical Education, 2010-2011.
Scientific Associate, Ogilvy Healthworld Medical Education, 2008-2010.

- Developed accurate and clear printed materials, slide decks, publications, and poster presentations, while interacting with clients and opinion leaders in hepatitis C, multiple fields of oncology, dermatology, and cardiology

Freelance writer, Simons Foundation for Autism Research Initiative, 2008-2009, 2011.

- Wrote profiles describing research projects supported by the organization for publication on the sfari.org website for lay readers and nonspecialists

Freelance writer and News and Views editor, Nature Medicine, 2007-2009

- Independently commissioned and edited News and Views articles and coordinated with art and production departments to generate monthly section covering developments in the diverse fields of molecular medicine
- Regularly contributed articles for the "Research Highlights" section

Corporate Intern, Nature Methods, 2007-2008

- Developed a workable plan to broaden journal content and engage readers online
- Regularly contributed to the "Research Highlights" section of *Nature Methods*

Publications:

Stevens, KE and Mann, RS (2007) A balance between two NLSs and a NES governs Extradenticle subcellular localization. *Genetics* **175**, 1625-1636.

Stevens, K (2008) Follow the ubiquitin. *Nature Methods* **5**, 380.

Stevens, K (2008) Insulating gene expression. *Nature Methods* **5**, 284-285.

Stevens, K (2008) Gathering a bouquet of miRNA targets**.** *Nature Methods* **5**, 122-123.

Stevens, K (2008) Inner glow. *Nature Methods* **5**, 5.

Stevens, K (2008) There is a virus going around. *Nature Methods* **5**, 6-7.

Stevens, K (2007) Designer modulators. *Nature Methods* **4**, 988.

Stevens, K (2007) The phantom menace? *Nature Medicine* **13,** 1146.

Stevens, K (2007) Sparking consciousness. *Nature Medicine* **13,** 1025.

Education:

Ph.D. Genetics and Development, Columbia University, New York, New York.

B.Sc. Biology cum laude with highest thesis honors, Tufts University, Medford, Massachusetts.

Coursework in Writing, Publishing, and Business Management at School of Continuing and Professional Studies, New York University, New York, New York.

References and portfolio are available upon request.

Jamie Granfield

From: Liz Hannon <lizmhannon@gmail.com>
Sent: Monday, September 25, 2017 10:49 AM
To: Jamie Granfield
Subject: Montpelier Housing Authority
Attachments: Housing Authority.pdf; ATT00001.htm

Good morning:

Please accept this email as my letter of interest in serving on the Montpelier Housing Authority Board. I have been a Montpelier resident since 2002. I believe my background in real estate and landlord/tenant law could be an asset to the board in furtherance of its mission.

I welcome any questions.

Sincerely,

Elizabeth M. Hannon

Elizabeth M. Hannon
326 Towne Hill Road
Montpelier, VT 05602
802-917-3821

Education:	University of Massachusetts, Amherst, MA Major: Environmental Design Concentration: Urban Planning and Community Development	1992
	Vermont Law School Juris Doctor/Master of Studies in Environmental Law	1999
Work Experience:	Assistant Attorney General, Vermont Dept. of Taxes	2013-present
	Owner, Law Office of Elizabeth H. MaGill	2012-2013
	Associate Attorney, McKee, Giuliani & Cleveland, P.C.	1999-2012
Areas of Practice:	Tax compliance, real estate, landlord/tenant, probate, municipal tax sales, debt collection	

CITY COUNCIL Agenda Item #17-301
Date: October 11, 2017
Consent: ____ Discussion: X

SUBJECT: Montpelier ArtSynergy Artist Selection Committee Appointments

SUBMITTING DEPARTMENT: Department of Planning and Community Development on behalf of Community Engagement Lab, and Montpelier Alive. Paul Gambill of Community Engagement Lab and the project manager will be on hand to answer questions.

RECOMMENDED ACTION: Review applicants and appoint 4 of 6 applicants to the committee.

RELATED COUNCIL GOAL/PRIOR ACTION: F: Enhance Sense of Place –Complete Public Art Master Plan

EXPENDITURE REQUIRED: NA

SOURCE OF FUNDS: NA

LEGAL REQUIREMENTS: NA

BACKGROUND INFORMATION: The project team released a request for letter of interest from the community to serve on the artist Selection Committee, and received six responses summarized in the below. The executive committee led by Paul Gambill of the Community Engagement Lab is requesting that City Council appoint four of the six respondents to represent the community in the artist selection process.

SUPPORTING DOCUMENTS: Letters of Interest

INTERESTED PARTIES: City Council, Montpelier Alive

CITY MANAGER'S APPROVAL:

City of Montpelier
PLANNING & COMMUNITY DEV.
802-223-9506 phone 39 Main Street, Montpelier, VT 05602 802-262-6080 fax www.montpelier-vt.org

Community Engagement Lab

Friday, October 06, 2017

Summary

The City of Montpelier is seeking a Vermont artist or Vermont artist team for the design, fabrication, and installation of a permanent work(s) of public art at One Taylor Street in Montpelier, Vermont. The artist(s) selected for the commission will conceptualize and identify appropriate aesthetic treatments for proposed project elements. The artist(s) must be able to work in collaboration with a Project Review Committee (Committee) made up of the representatives from the City of Montpelier, the architect for the project, the departments responsible for the site, and the community. In order to select the artists that will be eligible to submit proposals, the project calls for the creation of an artist selection Committee made up of members of the executive committee, 1 Taylor Street project representatives, a City Council representative, City Staff. The project design also includes four community members.

The project team released an RFQ, and received six responses summarized in the below. The executive committee led by Paul Gambill of the Community Engagement Lab is requesting that City Council appoint four of the six respondents to represent the community in the process

Artist Selection Committee

Confirmed:

1. Greg Gossins, GBA
2. Jamie Smith, GMT's Marketing and Public Affairs Manager
3. Mayor John Hollar, City representative

Four additional members to be chosen from the list below:

Paul Gambill and the Artsynergy Master Planning Committee:

I would like to be part of the Art Selection Committee because I have experience and a unique perspective on the selection of public art in Montpelier.

As director of Langdon Street Alive for the last two years I have overseen the commissioning of 25 pieces of public art in Montpelier of a variety of types, including installations on public and private land, on bridges and buildings. The year before I directed the design and installation of the award winning Montpelier Pocket Park, which features public art. And the year before that I oversaw the design, construction and maintenance of the Rialto Bridge Parklet. I am currently administering two

Vermont Arts Council grants for Langdon Street Art, and was the recipient in 2001 of a NEA Grant for public art in Montpelier for a permanent sculpture over the North Branch River. I also won commissions for two other public art pieces as part of Sculpcycle Montpelier in 2010.

Thank you for your consideration;

Ward Joyce
Ward Joyce Design

Dear Friends,

I see Montpelier as a growing cultural destination for Vermonters and visitors that enriches the experiences of all people through public artwork, music, events, performances, and literature. The density of artists, arts organizations, and opportunities to experience performances attest to the already healthy appetite our region has for the arts. Like the Langdon Street projects, the ArtSynergy commission will be further evidence that creativity and community engagement define our great city.

I seek to serve on the artist selection committee driven by my vision of this project noted above, as a resident and homeowner in Montpelier, and the parent of two young children whose lives I have seen influenced by the arts. My personal history as an artist, an educator, a curator, a social entrepreneur, and the founder of a thriving arts & education organization in San Francisco adds more fuel to this drive. For ten years I led the Helen Day Art Center in Stowe - one of Vermont's leading contemporary arts organizations and the producer of the annual Exposed outdoor sculpture exhibition. I have a great appreciation for the positive effects of public art in a community and for visitors. Simultaneously I have significant experience navigating the legitimate interests of multiple stakeholders that must influence the commissioning and exhibition of public art works.

I would be honored to serve on the Artist Selection Committee.

Yours,

Nathan Suter, MFA

Dear Paul,

I am interested in being considered to be part of the Artist Selection Committee for the One Taylor Street project. I think I bring a somewhat unique perspective -- I am the manager of Artisans Hand Craft Gallery and have recently curated sculptures for the rock garden in front of the gallery. At Artisans Hand I also serve on the jury, working with a board of 6 to select new artists to exhibit their work here. As a resident, I am interested in Montpelier's growth and development and have attended the Net Zero and Sustainable Montpelier Coalition group events. I have a side interest in architecture and design; I have designed (and helped build) my own house, I've renovated another house, and regularly help friends and family with home and garden design. In my past life, I was a jewelry artist and designer and am starting to design and craft jewelry again. I am passionate about design in general and would be honored to serve on the committee. I'm very interested in the way public

art reflects a sense of place and the interaction between art, artist and community. I'm also fascinated with the way public art can speak to wider cultural and societal trends.

Thank you for your consideration.

All best wishes,

Jill Pralle

Jill Pralle, Gallery Manager
Artisans Hand Craft Gallery

Hi Paul,

I am 32 year old Montpelier resident. I have been here on and off since I was a small child, and I wake up every day feeling fortunate that this is my home.

I would love to be on the the artist selection committee because I care enourmously about our town, and the power of art especially in public spaces. I have many friends who are local and well know visual artists, and I am open to many different points of view, both aesthetically and intellectually. I think I would bring an important voice to this committee, as a young professional woman in town who has lived both as a Montpelier insider, and also when I first moved back, as an outsider looking in.

My favorite conceptual artist is Matthew Barney, but I DO appreciate more traditional, less avant garden work as well. Degas and Dali are my favorite artists period.

Thank you for your consideration!!

Maggie
Magdalene Lenz-McQuilken <mlenzmcq@gmail.com>

Hi Paul,
Would love to participate in the committee's work and add my expertise wherever it may be helpful.

I install and repair sculpture of all sizes throughout the world. Specifically, my project director experience may help to insure that bids are realistic and whatever contractors are involved do not cut corners. You can see my work at ArtsManagementServices.org.

I would also like to suggest that the artist, Michael Singer, a world-renown environmental artist who lives in Jacksonville, VT be asked to participate - he has been chosen for many public art projects throughout the US. I believe he is too busy to apply for the project, but may be interested in helping the selection committee. See his work at MichaelSinger.com. I know him personally and would be happy to approach him.

All the best,

Robert Hannum, M.Ed
Arts Management Services

Celebrating 40 Years
Serving Artists, Museums, Corporations and
the Cultural Heritage Office of the US State Dept
7 Vine St, Montpelier, VT 05602
802-236-9163

Paul,

I am writing to express my interest in participating in the Selection Committee for the Taylor Street Transit Center.

I am a multidisciplinary artist, social engagement and systems designer, community organizer and parent living in Montpelier. My family relocated to Vermont from Philadelphia 2 years ago, where I was teaching in a graduate program called Design for Social Impact at the University of the Arts. The program teaches what is called Human Centered Design, with a focus on change making within organizations and the larger world-- a kind of hybrid design and community organizing model.

For the last ten years, my primary practice as an artists has been a collaborative project called the Think Tank that has yet to be named. It grew directly out of our work as activists, artist and organizers in Philadelphia. While much of the work is considered public, because of where it occurs-- as an artist I probably fall more into the "Social Practice" genre rather than someone that makes large scale, monumental public works. I share this because I am happy to be on the panel as either an artist or a community member (as I am both.)

I can offer a critique that values social engagement and participation in public art and would love to have the chance to be engaged in the process with others from our community.

Thanks,

Meredith Warner
meredithwar@gmail.com

CITY COUNCIL Agenda Item #17-302
Date: October 11, 2017
Consent __ Discussion _X_ Time Sensitive ___
(Outlined below)

SUBJECT: Update and discussion of the Central Vermont Public Safety Authority's proposed regional public safety options.

SUBMITTING DEPARTMENT: CVPSA

RECOMMENDED ACTION: Discussion

RELATED COUNCIL GOAL/PRIOR ACTION: Explore and encourage regional efforts with a goal of maintaining service levels and reducing costs

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The CVPSA has been considering ways to create a single regional dispatch center and subsequent regional delivery of public safety services in a manner that is cost effective and sustains/improves public safety. The Authority would like to update the Council on its progress, and discuss with the Council options for moving forward.

SUPPORTING DOCUMENTS: Memo from City Manager to CVPSA regarding dispatch services proposal; CVPSA Strategic Operations and Budget Plan Overview Explanation; CVPSA Dispatch Services Flyer; CVPSA Response to Concerns Expressed by Dispatchers

INTERESTED PARTIES: CVPSA, City Manager, MPD, MFD

CITY MANAGER'S APPROVAL:

City of Montpelier vermont

America's Small Town Capital

Mayor John Hollar

City Council Members:

Dona Bate
Ashley Hill
Rosie Krueger
Jean Olson
Justin Turcotte
Anne Watson

William Fraser,
City Manager

Sue Allen,
Assistant City Manager

MEMORANDUM

To: Central Vermont Public Safety Authority Board of Directors
From: William Fraser, City Manager
Re: October 3rd proposal for dispatching services
Date: October 4, 2017

I am writing on behalf of city staff including Police Chief Anthony Facos, Fire Chief Robert Gowans, Dispatch Supervisor Fred Cummings, Assistant City Manager Sue Allen and me. I am not representing any policy position of the City Council. As you know, the Council will be discussing this topic at their meeting of October 11th.

We are aware that your board is meeting tomorrow, October 5th. Although we just received your updated plan yesterday, we felt it important to provide comments.

Overall: We remain convinced that a single regional dispatch center, and subsequent regional delivery of public safety services makes sense for the long term. We are less certain that a model with only Montpelier and Barre will be successful or sustainable. We need clarity on why we are considering moving in this direction. Our perspective is that we should do so if we can improve public safety services to the end user at a comparable or reduced cost. Dispatching is essential in safety operations but we need to assure that those costs do not place financialpressure on police, fire and EMS service delivery. The resident in need relies on those people to arrive.

Key Factors: The legislature is reviewing police and dispatch services around the state. A reduction in state provided services will change the demand and profile of potential regional opportunities.

We think that regional systems work best with many members. Both Barre and Montpelier are providing regional dispatch services currently. Montpelier also provides

regional ambulance service. Montpelier has developed a solid contractual relationship with Capital Fire Mutual Aid Services (CFMAS) for dispatching. Having CFMAS as a member of the Authority would be very beneficial. The initial CVPSA concept also included Barre Town and Berlin. We understand that those communities opted not to participate. We feel that those decisions changed the dynamics of regional potential.

There are operational and cultural differences among the two cities. More work needs to be done to create consistency and trust among the employees and CVPSA.

The Proposal: We agree that the "one regional dispatch center" goal is correct. We think it will benefit residents through redundant services over 24 hour periods, through improved communications infrastructure, through direct interaction and through economies of scale.

We agree with the improved technology goals set out in the document – better radio systems for CFMAS, CAD systems and the like. Similarly, we agree that in the interim each center and CVPSA member should be compatible technologically as well as in training, protocols and culture. To accomplish the latter set of goals, we agree that qualified supervisors should be in place in both communities.

We agree with the operational items outlined in the phased in approach. We think they are all essential to creating a successful "one center" outcome.

We see no added value with ceding authority during the phase in period. As long as services are being delivered in our police station, we expect to be held accountable for them. The current model cuts out the Chiefs in both cities in the supervisory line which we find unacceptable.

Our recommendation:

1- Keep the "one center" goal by 2021 in place.
2- Keep the CVPSA structure in place for funding technology and training improvements as laid out in the proposal. This will also require a complementary supervisory structure in both cities.
3- The CVPSA board will need to determine what level of administrative support is needed for them.
4- Aggressively seek to add CFMAS as a member of the authority. Continue to reach out to Berlin and Barre Town.
5- Closely watch the state's discussions about dispatch and police.
6- Continue each dispatch center under city management while the transition steps are being taken to prepare for one center. We think this will address many of the employee concerns while still working toward the same final goal.
7- As transition work for dispatch in 2021 is happening, initiate longer term conversations about police, fire and EMS services.

Central Vermont Public Safety Authority

"Together is Better"

Strategic Operations and Budget Plan Overview Explanation

1. **Objective** – to combine dispatch centers into one communications system.
2. **Concept of Operation** – The concept includes two centers operating together, training of personnel, supervisors in place, standardized policies and procedures, new technology, responsible to our partners
3. **Name** – Central Vermont Public Safety Dispatch Center or CV Dispatch Center.
4. **Input into Operations** – Provides for input into dispatch service delivery.
5. **Financial liability** – Financial obligations begins after the ceding of authority occurs it also mandates that sufficient **funds** must be appropriated by the members.
6. **Provision of the CV Comm Center** – Dispatch Center operates out of current facilities. **Supervisors of police and fire may act to direct the center staff in times of emergency.**
7. **Responsibilities of the CVPSA** – CVPSA creates and operates the centers and sets policies and manages the staff.
8. **Responsibilities of the Members** – provide facilities and work to appropriate the necessary funds to operate. **Assets are owned by Members until they reach the end of life.**
9. **Records and Reports** – provide complete reports and records and provide information in its annual report about the operations of the CV Comm Center
10. **Management of the CV Dispatch Center** –**The CVPSA Executive Director shall oversee the management of the centers.** A supervisor position shall also be hired. The plan is to ensure supervisors are in each center. A Director of Public Safety may be hired later.
11. **Annual Operating Plan and Budget** –The Board of the CVPSA approves the budget in future years and sends them or incorporates them in the documents sent to the Councils in accordance with the Charter.
12. **Apportionment of Costs** – Initial costs apportioned among the members (parties) based on their current dispatch operating budget minus any revenue generated by their contracting partners.
    a. **New contracts are to be generated as they expire and before July 1, 2020**.
    b. **FY 21 will be presented to the member's legislative bodies with a revised assessment**.
    c. **Prior to FY 21 any new revenue will be distributed based on current % allocations**.
    d. **Current debt shall be the responsibility of the Members to determine how it is managed.**
13. **Budget Appropriation and Assessment –** Dispatch Center and CVPSA Op budget are separate but are presented in accordance with the charter.
14. **Payment of Assessment –** Same as the Charter
15. **Additional Members –** Shall be admitted based on Charter language.

16. **Withdrawal -**
    a. **One year's notice. A withdrawal dissolves the CV Dispatch Center/System.**
    b. Members agree to take back dispatching responsibility.
    c. Contracted partners must decide which center to receive service.
    d. Any capital expense, debt or equipment owned by CVPSA shall become the responsibility of the Member(s).
    e. **It is agreed by CVPSA and Members to work on a withdrawal transition plan to return dispatching back to where it is today**.
17. **Insurance** – CVPSA assumes liability.
18. **Fiscal Year** – July 1 -June 30.
19. **General Provisions** – CVPSA Charter is the governing document for all issues relating to the transfer, cost assessment, membership and operation of public safety services.
20. **Operating Standards and Training** – National best practices for training following APCO, NPFA or another equivalent agency. The dispatch function must meet customer expectations.
21. **Operational Implementation Issues**
    a. Governance – CVPSA will govern dispatch services and budget matters
    b. Leadership and Supervisory needs – addresses management and supervisor needs. Senior manager shall strategically oversee dispatching, a communications manager shall oversee day to day performance and is supported by supervisors. This staffing structure will evolve over time as the concept matures.
    c. **Staffing –** depicts an organizational chart.
    d. **Labor Issues –** Identifies the Collective Bargaining Agreement (CBA) and the process for transitioning the staff to CVPSA through a model like the one contained in Act 46.

    The CVPSA Board of Directors intends to manage the transition of the employees to the CVPSA in a manner that is consistent with T. 16 V.S.A. § 1802 (2016 Act 46), Transition of Employees to Newly Created Employer. Highlights include

        i. Negotiations shall begin as soon as possible after the City Councils authorize the "ceding of authority" of dispatching to begin on a date,
        ii. An employee of the Cities who was not a probationary employee shall not be considered a probationary employee of the CVPSA,
        iii. If a new agreement is not ratified by both parties prior to the first day of the transition to employment with the CVPSA then;
            1. The parties agree to comply with the existing agreements in place for the employees until a new agreement is reached;
            2. The parties agree to the provisions in the respective current contract regarding issues of seniority, reduction in force, layoff, overtime and other operational decisions until a new contract is negotiated. Until a new contract is negotiated only volunteers shall be sought to work in the other dispatch center.
        iv. On the first day, the employees begin work with the CVPSA, the CVPSA will assume the obligations of existing individual employment contracts,

including accrued leaves and associated benefits with the employees of the Cities now employed with the CVPSA.

e. Facility, Space Needs and Equipment - The current facilities will be used at **the Cities expense. Equipment replacement plans currently in existence will be adhered to. Repairs to any equipment will be managed in the same manner as they are now. Equipment is defined in this section.**

f. **Administrative Issues – All work currently being performed by dispatchers will continue.**

g. Technology Issues
    i. Computer Aided Dispatch (CAD) system will be sought.
    ii. A simulcast radio system needs to be implemented to reduce channel congestion.
    iii. A new telephone system will be sought to connect the two centers.
    iv. Barre City Fire Boxes will need to be monitored either by connecting them with Montpelier or transferring the monitoring to a private service.

22. **Phased Operations Approach – Phase 1 will mean the current centers operate the same as they do now (status quo) but under the direction of CVPSA. Phase 2, which is anticipated to start on or after July 1, 2019 will entail the centers working together as a shared workload system. Phase 3 begins the move of the centers into one facility.**

Central Vermont Public Safety Authority

"Together is Better"

CENTRAL VERMONT PUBLIC SAFETY COMMUNICATION DISPATCH CENTER STRATEGIC OPERATIONS AND BUDGET PLAN FOR FISCAL YEAR 2018

1. Objective

The Authority will exist for only one purpose and will have but one management goal: to enable central Vermont Communities to be safer from crime, fire, and medical emergencies through thoughtful, technologically sophisticated, communications and response between providers and community.

The specific objectives of this plan are:

1. To enhance dispatcher's situational awareness of public safety activities in the central Vermont area, improve professional development and, improve working conditions.
2. To create a communication system that is efficient, delivering a uniform level of service.
3. To improve the radio system for both Cities creating maximum efficiency.
4. To incorporate technological improvements within the communication system.
5. To create a service level that is based on national best practices for dispatching services with input from appropriate public safety entities.
6. To create radio and telephone interoperability between the two centers so that all employees can communicate with all the agencies that are serviced by both centers.
7. To create sufficient redundancy within the dispatch system so that continuity of operations can always be achieved.
8. To combine the human resources of the current Barre City and City of Montpelier dispatch centers into a single bargaining unit which will be recognized by the CVPSA, and to negotiate a single successor collective bargaining agreement ("CBA") to the current CBA's existent between the Barre City and its dispatchers and the City of Montpelier and its dispatchers.

2. Concept of Operation

The current dispatching centers will initially operate in a same manner as they do now but under the management and direction of the Central Vermont Public Safety Authority. The centers will evolve into a combined system as the technology is developed and supervisory staff are identified. There will be a supervisor in both Montpelier and Barre City. The CVPSA shall also evaluate the capacity to merging the two centers into one center either through collapsing one into the other or by creating a new standalone facility.

Initially the centers will work independent of each other but under a common management platform. Work shall be done to train staff and implement common policies and procedures necessary to deliver a

common service. As this development of service occurs and technology is implemented then the two centers shall begin to share workload and work as one system.

As this continues to occur the dispatch centers will be combined into a consolidated communications system under the authority of the Central Vermont Public Safety Authority. The new Central Vermont Public Safety Communication System (CV Dispatch Center) will operate between each center by replicating the technology in both locations. The CV Dispatch Center will be managed by a communications manager when one is hired and supervisors in each location. Until a communications manager can be hired (funding received) the executive director of the CVPSA shall provide management oversight.

The centers will operate by training personnel, identifying supervisory staff, and implementing standardized policies and procedures. New technology (radio, record keeping, and telephones) will be installed to allow the centers to communicate with one another and to improve efficiency. The staff will be cross trained to receive and dispatch calls for service between both Cities. Center managers will strive to work cooperatively with partners of the Central Vermont Dispatch Center.

Staffing levels and workloads will be evaluated to determine the number of dispatch positions that are needed to provide the best service.

An advisory board will be formed as necessary to guide service delivery of dispatching to the member public safety agencies and the partners.

3. Name

The Members hereby agree, to provide the services as described herein, and to create an entity to be known as the “Central Vermont Public Safety Dispatch Center” (the CV Dispatch Center).

4. Input into Operations

Input from appropriate public safety entities will be received by the Board and management regarding the dispatch service delivery. It will also be necessary to execute the necessary management and control agreement with the Vermont Department of Public Safety/Vermont Crime Information Center to ensure the police departments continue to receive the criminal justice information necessary to perform their jobs.

5. Financial Liability

The financial obligations of the CVPSA and the Members shall not commence until the effective date of the ceding authority document. This ceding authority document, operation plan and budget plan shall be the formal request for the legislative bodies to vote on ceding such authority to the CVPSA. This requirement is consistent with 901§ 54 (b) “Ratification” of the Central Vermont Public Safety’s Charter. After the vote and upon the commencing date of ceding authority and sufficient funds have been appropriated by the Members to the CVPSA

Board of Directors the CVPSA shall assume direction and management responsibility for dispatching services.

6. Provision of the Central Vermont Public Safety Dispatch Center (CV Dispatch Center)

The CV Dispatch Center, operating out of the Barre City Police Department and the Montpelier Police Department, shall provide direct services to Members and partners.

When necessary, the CV Dispatch Center personnel shall receive direction from recognized police and fire supervisors as necessary to carry out the service in an emergency.

7. Responsibilities of the CVPSA

The Board of Directors of the CVPSA shall oversee and direct the creation of the CV Dispatch Center as an operational entity, including all matters pertaining to its furnishings, operating equipment and operational policies and procedures except as otherwise noted herein, in accordance with the provisions and requirements of the Annual Operational Plan and Budget. All CV Dispatch Center staff shall be employees of the CVPSA. The CVPSA Board of Directors, through its Director of Public Safety or other senior manager, shall have sole responsibility and authority to oversee, direct, manage and supervise the operations of the CV Dispatch Center, and to hire, set the compensation for, supervise, discipline and terminate all CV Dispatch staff in accordance with all labor agreements.

8. Responsibility of Members

The Members shall provide the facilities located within their cities necessary to operate the Central Vermont Public Safety Dispatch Center(s) and shall work to appropriate the necessary funds to operate the Center(s). The members agree to work with the CVPSA to ensure that equipment is maintained in a manner that allows for the continued operation of the centers. Costs for repair and maintenance shall be paid first by the CVPSA based on the budget provided by the members. Cost overruns shall be identified and payment shall be negotiated by the CVPSA and the Members.

Assets and equipment currently owned by the Members shall remain owned by the Members. When an asset reaches its end of life and needs to be replaced it shall be replaced at the expense and direction of the CVPSA.

9. Records and Reports

The CVPSA Board of Directors shall ensure the creation and maintenance of complete records of all meetings, decisions, directives, policies, procedures, operations, financial transactions,

and all other records and reports pertinent to the business of the CV Dispatch Center. All records shall be maintained in accordance with the requirements of Vermont's Access to Public Records Law, Title 1 V.S.A. § 316.
The CVPSA Board of Directors shall include in its annual report information summarizing the activities operations and finances of the CV Dispatch Center during the prior fiscal year. The operations of the CV Dispatch Center shall be included in the CVPSA annual audit.

10. Management of the CV Dispatch Center

The Board of Directors of the CVPSA shall appoint a Director of Public Safety in accordance with the CVPSA Charter, 901 § 16, who shall oversee the operations at the direction of the Board. In the absence of a Director of Public the Executive Director shall provide management services to the center(s) and report to the CVPSA Board of Directors. An additional supervisor shall be hired so that a supervisor is in each dispatch center.

11. Annual Operating Plan and Budget

The CVPSA Board of Directors shall deliver to the Member legislative bodies the "Annual Operating Plan and Budget" for the next fiscal year in accordance with the time requirements and manner as outlined in the CVPSA Charter 901§ 28, Budget Appropriation and Assessment.

The Annual Operating Plan and Budget shall delineate all anticipated revenue and costs. Including the number, classifications and compensation of CV Dispatch Center staff, all anticipated non-labor expenses and a list of capital expenditures.

Material deviations from the plan and budget for reasons of emergencies, or otherwise, shall be reported to the legislative bodies of the Member Cities in a timely manner which shall consider the need, if necessary, to amend the plan and budget.

12. Apportionment of Costs

The Members, City of Barre and the City of Montpelier, shall share all costs of the CV Dispatch Center.

Initial costs shall be apportioned among the parties based on their current dispatch operating budget minus any revenue generated by their contracting partners.

In subsequent years, the CVPSA Board of Directors, shall apportion annual operating costs, including any ongoing debt obligations, in the "Annual Operations and Budget Plan", which is submitted in accordance with the CVPSA Charter 901§ 28, Budget Appropriation and Assessment, to the Members legislative bodies. Annual operating costs apportionment shall be based on the anticipated cost of dispatching that each City would have paid had they not ceded operational authority to CVPSA.

Current debt such as pension liability debt, and employee accrued leave liability shall be the responsibility of the Members to determine how it is paid. The CVPSA will be responsible for all debts associated with employees after the personnel become employed by the CVPSA.

Beginning July 1, 2020(fiscal year 2021), the CVPSA shall negotiate new contracts with the dispatching partners whose contracts end prior to or on July 1, 2020. Thus, the FY 2021 budget shall be presented to the member legislative bodies with a revised assessment formula.

Prior to FY 21 any new revenue generated by the CV Dispatch Center shall be distributed based on the current percentage allocation used for CVPSA operations budget.

A summary of actual FY 16 costs, Actual FY 17 costs, budgeted FY 18 costs and estimated FY 19 costs are included with this document as *Appendix A*.

13. Budget Appropriation and Assessment

The CVPSA shall annually assess on each Members its proportionate share of the net costs of operating the CV Dispatch Center in accordance with the annual budget approved by the CVPSA Board of Directors. The approved budget shall be submitted for review and comment by the member legislative bodies. The budget for operating the CV Dispatch Center along with the operational budget of the CVPSA shall be presented to the voters of the Members community in accordance with the CVPSA Charter Chapter 901 § 28(b)(1), Budget Appropriation and Assessment.

14. Payment of Assessment

The payment for the net annual costs of operating the CV Dispatch Center shall be assessed to each Member in a warrant the Treasurer of the CVPSA issues to each Members legislative body. This assessment shall be performed annually, on or before July 1 and the assessment is to be paid in a schedule established by the CVPSA Board of Directors all in accordance with the CVPSA Charter Chapter 901 § 31, Collection.

15. Admission of Additional Members

New member municipalities shall be admitted as members of the Central Vermont Public Safety Authority as stipulated in the CVPSA Charter Chapter 901 § 49. This section is not intended to preclude agencies or departments of a municipality from contracting with the Authority for services.

16. Withdrawal

Any Member may withdraw from ceding authority to the CVPSA to administer dispatching services by providing at least one-year written notice and after a vote by their legislative body. A withdrawal by one member effectively dissolves the Central Vermont Public Safety Dispatch Center (CV Dispatch Center) as a system forcing the other municipality to take responsibility to manage and direct their own dispatching center. Contracted partners must choose which dispatch center they will receive services from. Upon the dissolving of the CV Dispatch Center the Member Cities agree to honor any contracted agreements with partner public safety agencies that were negotiated with the CVPSA.

This section is not intended to supersede the CVPSA Charter 901§ 48, withdrawal of a municipality, and does not mean that a Member is withdrawing from the CVPSA.

Any City Manager of a Member that has presented withdrawal from the CV Dispatch Center to its appropriate legislative body for action shall immediately notify the other Member(s) and the CVPSA Board of Directors of such pending action.

Any pending capital expense, debt, or equipment owned by the CVPSA that is crucial to the operation of a dispatch center shall become the financial responsibility of the individual Members.

The CVPSA and Members agree to collaboratively work together on a withdrawal transitions plan to return dispatching service to where it was before ceding of authority for CVPSA to administer the service occurred.

17. Insurance

The CVPSA Board of Directors shall assume the liability for operating the CV Dispatch Center and shall maintain insurance coverage to cover liabilities incurred by the CV Dispatch Center. The cost for such insurance shall be presented in the Annual Operating Plan and Budget.

18. Fiscal Year

The fiscal year of the CV Dispatch Center shall begin on July 1st and end on the following June 30th.

19. General Provisions

The CVPSA charter is the governing document for all issues relating to the transfer, cost assessment, membership, and operations of public safety services.

20. Operating Standards, Training and Performance Measures

The CV Dispatch Center shall work towards delivering a professional dispatching and communication service that meets, to the extent possible, the training and operating standards of the Association of Public Communication Officials (APCO), applicable NFPA standards or equivalent agency.

To the extent that funding is available, policies and procedures shall be created that meet national best practices regarding public safety dispatch standards. The CV Dispatch Center shall operate, to the extent possible, delivering a service that meets the service expectations of the contracted partners (customer driven approach to service delivery). Management and staff will work together to review and implement these standards and procedures to determine what is achievable within the CV Dispatch Center. Management and staff shall also work together to develop performance measures for the dispatching function. Base line measures will be established and tracked over time.

21. Operational Implementation Issues

a. **Governance**

The CVPSA Board of Directors will establish the budget for the new system and work with the City Councils as necessary to ensure the two dispatch centers operate efficiently and in a cost - effective manner. The CVPSA will provide, to the City Councils and taxpayers, yearly budget estimates based on the requirements contained in the CVPSA charter.

To ensure that the Central Vermont Dispatch Center maintains its ability to receive, use and disseminate criminal justice information the necessary management and control agreement will be entered with the Vermont Crime Information Center. This scope of this agreement will include the use of all computers, electronic switches and routers, mobile data computers, and manual terminals which interface directly with VLETS / NCIC will be under the oversight of criminal justice agencies.

b. **Leadership and Supervisory Needs**

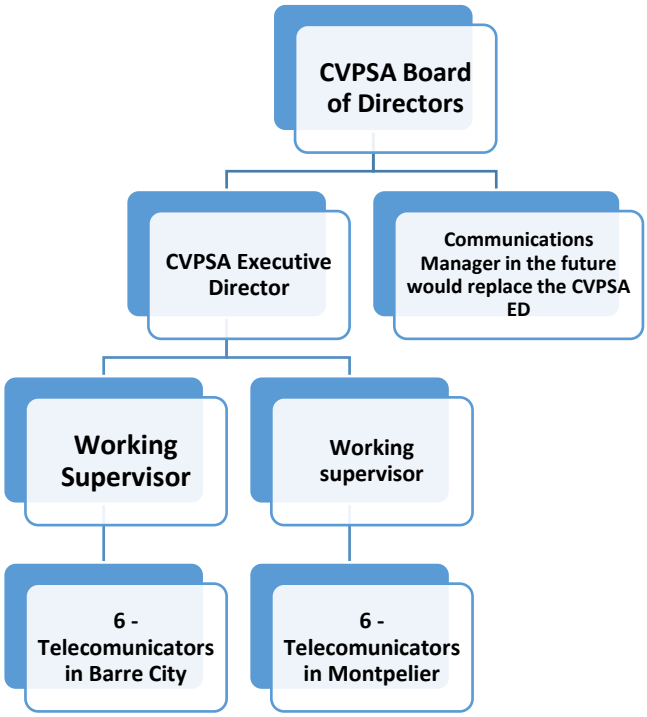
The Central Vermont Public Safety Dispatch Centers will be lead on a day to day basis by a Communications Manager. One supervisor shall be appointed to help oversee the operations at the Barre City Communication Center. The Communications Manager shall be an employee of the CVPSA. The CVPSA Executive Director will oversee the dispatching centers, and shall be a CVPSA employee. The communications manager shall report to the executive director and the supervisor shall report to the communications manager. Management and supervisory personnel shall be hired by the CVPSA and operate under personnel rules adopted by the CVPSA. Staffing shall grow based on the dispatching service growth and/or available funding. In phase 1 the centers shall operate in the same manner as the operate currently.

The organizational chart depicted below is an ideal staffing structure. Initially it may be necessary to have the communications manager serve as a working supervisor in the Montpelier's dispatch center. This position will evolve into assuming operational responsibilities for the entire communication system.

c. Staffing

The following is an organizational chart that conceptualizes the startup staff levels of the new system.

Central Vermont Public Safety Dispatch Center(s)
Proposed Structure for FY 19, effective July 1, 2018 (DRAFT)



d. Labor Issues

The model for employee transition the CVPSA will look to emulate is the one contained in Act 46. As soon as both cities have made the decision to cede authority the CVPSA Board would appoint a negotiations council for negotiating with the future representative of the employees;

The Fraternal Order of Police (FOP) has agreed to establish a new bargaining unit and represent the future employees.

The FOP will gather signatures or take the necessary actions to establish that employees desire to be represented by the FOP. The FOP will then petition the CVPSA to voluntarily recognize it as the employee's representative.

The CVPSA Board would recognize FOP as representative of a new bargaining unit composed of dispatchers from Barre and Montpelier.

CVPSA and FOP would begin negotiating a new contract for the dispatch unit per 21 VSA Chapter 22, Vermont Municipal Labor Relations Act.

The CVPSA Board of Directors intends to manage the transition of the employees to the CVPSA in a manner that is consistent with T. 16 V.S.A. § 1802 (2016 Act 46), Transition of Employees to Newly Created Employer. Specifically, the CVPSA Board will;

- Appoint a negotiating committee,
- Recognize the representatives of the Employees as the authorized individuals to negotiate for the employees,
- Negotiations shall begin as soon as possible after the City Councils authorize the "ceding of authority to begin on a particular date,
- An employee of the Cities who was not a probationary employee shall not be considered a probationary employee of the CVPSA,
- If a new agreement is not ratified by both parties prior to the first day of the transition to employment with the CVPSA then;
    - The parties agree to comply with the existing agreements in place for the employees until a new agreement is reached;
    - The parties agree to the provisions in the respective current contract regarding issues of seniority, reduction in force, layoff, overtime and other operational decisions until a new contract is negotiated. Until a new contract is negotiated only volunteers shall be sought to work in the other dispatch center.
    - On the first day, the employees begin work with the CVPSA, the CVPSA will assume the obligations of existing individual employment contracts, including accrued leaves and associated benefits with the employees of the Cities now employed with the CVPSA.

e. Facility, Space Needs and Equipment

The current facilities will be used. Montpelier and Barre shall provide the facilities located within their cities necessary to operate the Central Vermont Public Safety Communication Center(s). The CVPSA will not be charged space fees for use of the facilities.

Montpelier will be equipped with three (3) console positions and Barre City will be equipped with three as well. A new radio console will be purchased for Montpelier to bring it to 3 positions. A bridge will be installed allowing for radio communication between the two centers making interoperability possible.

Equipment shall be replaced as it nears the end of its life cycle. All equipment will remain owned by the respective City. Any equipment replacement plan in place currently within the Cities shall be adopted by the CVPSA. In the absence of a plan one will be developed.

Any equipment failure shall be fixed and/or repaired in the same manner as is in place today. Emergency equipment malfunctions will be handled in the same manner as it managed today. The costs of repair shall be paid for out of the respective dispatching budgets. The CVPSA and the Cities agree to work together to ensure that all equipment necessary for dispatching is operational, repaired when necessary and costs for such repair shall be paid for out the current budgets. In the event of a catastrophic equipment failure where a significant cost is incurred (beyond the available budget) the CVPSA and the Cities shall work together to determine the manner of paying for the repair. For the purposes of this plan equipment and assets are defined as all equipment necessary to operate the dispatch centers and includes, but is not limited to; computers (all information technology equipment, hardware, software and servers), telephones, radio (to include consoles and receivers and transmitters) recording devices, and furniture

f. Administrative Issues

All current administrative issues including jail monitoring and security monitoring will be incorporated into the work functions of the Central Vermont Public Safety Communication Center(s).

g. Technology Issues

i. Computer Aided Dispatch (CAD) system

The CVPSA acknowledges the current Valcour records management system (RMS) is not built for the dispatch function. Valcour has been designed as a law enforcement records management system. It does not produce the dispatcher efficiencies that a CAD does. The CVPSA plans to implement a CAD in the future as funding becomes available and as the Valcour RMS advisory board allows.

ii. Radio

A simulcast radio system is needed to relieve the radio channel congestion. The CVPSA will work to secure the necessary funding to implement a simulcast radio replacement project.

However, this may take time. The CVPSA will work to reduce this radio congestion by working with the Capital West Communication Group to implement the use of the incident command system for incidents and train fire departments on expected radio etiquette.

iii. Telephones

Telephones need to be connected between the two centers for the two centers to communicate with each other and calls for service transferred. The CVPSA will work to secure funding to enable the acquisition of a new phone system. Programable numbers, switching capabilities and a system that allows for voice over internet protocol (VOIP) shall be part of the scope of work in this replacement project.

Redundancy of the telephone service shall be a consideration in connecting the two centers.

iv. **Barre City Fire Boxes**
The fire boxes currently monitored by the Bare City dispatch center must either be replaced with a private service or they need to be connected to Montpelier.

22. Phased Operations Approach

Implementation of the CV Dispatch Centers will occur in phases.

Phase 1 shall begin on or about July 1, 2018. The management and direction of dispatching by the CVPSA shall be the first step. Dispatching services shall operate as they do now during Phase 1.

The benchmarks for this phase shall include the following;

- The appointment of a supervisor.
- The appointment of a communication manager.
- A signed collective bargaining agreement with employees or an interim agreement.
- Completed training of dispatchers.
- Implementation of standardized policy and procedures and performance measures.
- Installation of necessary technology for the centers to work together (technology may include telephones, visual and audio services, mapping)
- Operational testing of equipment and systems to ensure that calls for service and other administrative services can be effectively and efficiently transferred. This is being planned regardless of the move to one facility. The transfer of calls will help the two dispatch centers work together. This is being planned to ensure there are two operational centers in case one is effected by a catastrophic event.

Phase 1 completion anticipated by July 1, 2019.

Phase 2 shall commence upon a decision that necessary technology, training and standardized operating procedures are in place to begin sharing workload between the two centers.

The benchmarks for this phase shall include the following.

- Cross training of personnel in the workings of both dispatch centers.
- Transition of calls between the two centers. The sharing of the workload shall be done slowly and in a systematic manner. It shall begin after an evaluation, to include employee feedback, to ensure that it can be done effectively. Calls shall be handled between the two centers beginning with the least busy hours.

Phase 2 completion is anticipated within 18 months of acquiring the technology to properly connect the two centers.

Phase 3 includes the merging of staff into one facility. The anticipated timeline for this phase starts in January of 2021.

Appendix A - Operational Budgets –

Dispatch Budgets FY 19	Montpelier			Barre City			Combined	CVPSA Combined Budget			
	FY 18	FY 19		FY 18	FY 19		FY 18	FY 19			
OPERATING EXPENSES:											
Salary and wages**	379,188	386,772		338,896	420,674		718,084	807,446	2% Projected increase in FY19 & FY20 Plus a supervisor position in Barre		
Overtime/part time	56,878	56,878		115,076	115,076		171,954	171,954	Level funded in FY19.		
Dental insurance	2,940	2,969		2,370	2,394		5,310	5,363	1% increase in FY19, FY20 and FY21		
FICA / Medicare	31,700	35,504		34,729	38,896		66,429	74,400			
Health insurance**	102,140	132,247		95,890	115,685		198,030	247,932	5% projected increase in FY19 - 21		
Flex spending	1,750	1,750			1,110		1,750	2,860	Level funded in FY19 2% increase in FY20.		
LT Care insurance	-						-	-			
Retirement	32,051	34,615		35,214	38,031		67,265	72,646	8% Projected Increase.		
Life insurance	5,454	5,454		3,042	2,889		8,496	8,343	Level funded in FY19 2% increase in FY20.		
Unemployment insurance	933	1,000		1,000	1,000		1,933	2,000			
Workers comp insurance*	15,642	16,642		14,500	16,642		30,142	33,284	See note below.		
Tuition reimbursement	1,000	1,000			1,000		1,000	2,000			
Parking fee	1,716						1,716	-			
Uniforms	2,100	1,600		2,500	1,000		4,600	2,600			
Office supplies	2,800	3,074		2,250	2,900		5,050	5,974			
Postage	50	25			25		50	50			
Operating supplies	3,100	1,593			1,500		3,100	3,093			
Advertising	800	818					800	818			
Tel, cellular and pager	8,400	8,400					8,400	8,400			
Tel, Vlets	4,300	4,300		3,900	4,106		8,200	8,406			
Computer access				8,400	8,400		8,400	8,400			
Dues and subscriptions	500	261			250		500	511			
Training	5,000	5,000		2,500	2,500		7,500	7,500			
Prop & Liab insurance	7,790	8,000			4,965		7,790	12,965			
Equipment repairs and maintenance	26,150	25,000		7,750	8,896		33,900	33,896			
Computer replacement				3,500	2,556		3,500	2,556			
Copier	1,130	1,155					1,130	1,155			
Travel	2,000	2,000		1,000	1,068		3,000	3,068			
Vision				1,200	1,200		1,200	1,200			
Pension principal	1,275	1,304					1,275	1,304			
Pension interest	11,559	11,819					11,559	11,819			
GROSS TOTAL	708,346	749,180		673,717	792,763		1,382,063	1,541,943			
Revenue	316,793	323,129		61,000	62,220		377,793	385,349			
Net Total	391,553	426,051		612,717	730,543		1,004,270	1,156,594			
Percentage Increase		8.81%			19.23%			15.17%			
* FY 18 and FY 19Workers comp for Barre and Montpelier is estimated based on previous budget info.											
*** Workers comp reduction is based on VLCT PACIF estimate for an estimated payroll of $863,000 given toCVPSA**											
** Salry increase of $75000 for supervisor and health insurance increase of $15000 for supervisor.											

Dispatch Budgets FY 16							
Personnel	Montpelier	**Actual**	Barre	**Actual**	Combined	**FY 16 Actual**
Police Comm Salary and Wages	$ 327,103	**$ 345,262**	$ 487,929	**$ 298,426**	$ 1,160,294	$ 1,131,617
Overtime	$ 45,000	**$ 67,301**	$ 84,257	**$ 84,461**	$ 196,558	$ 236,019
Training P/R				**$ 977**		
Part Time Dispatchers				**$ 9,562**		
Dental	$ 2,873	**$ 2,414**			$ 5,287	$ 2,414
FICA/Medicare	$ 27,155	**$ 29,546**		**$ 28,619**	$ 56,701	$ 58,164
Health Ins	$ 75,009	**$ 77,531**			$ 152,540	$ 77,531
Flex Spending Account	$ 1,437	**$ 881**			$ 2,318	$ 881
LT Care Ins./Disability	$ 150	**$ 7**			$ 157	$ 7
Life Ins	$ 4,310	**$ 4,264**			$ 8,574	$ 4,264
Retirement	$ 24,365	**$ 28,853**			$ 53,218	$ 28,853
Unemployment	$ 697	**$ 768**			$ 1,465	$ 768
Worker's Comp	$ 12,495	**$ 13,251**			$ 25,746	$ 13,251
Tuition Reimbursement	$ 1,000	**$ 121**			$ 1,121	$ 121
Sub Total Personnel Expenses	$ 521,594	**$ 570,199**	$ 572,186	**$ 422,045**	$ 1,663,979	$ 1,553,891
Equipment/Operating						
Parking Fee	$ 1,200	**$ 1,200**			$ 2,400	$ 1,200
Uniforms	$ 2,100	**$ 1,098**			$ 3,198	$ 1,098
Office Supplies	$ 2,500	**$ 1,764**	$ 5,500		$ 9,764	$ 7,264
Postage	$ 50	**$ -**			$ 50	$ -
Operating Supplies	$ 300	**$ 302**			$ 602	$ 302
advertising	$ 800	**$ -**			$ 800	$ -
Tele Cell & Pager	$ 7,465	**$ 4,617**	$ 5,500	**$ 618**	$ 17,582	$ 10,735
Tele VLETS	$ 4,328	**$ 1,249**			$ 5,577	$ 1,249
VIBRS Charge/computer access					$ -	$ -
Dues/Sub/Meetings	$ 100	**$ 30**			$ 130	$ 30
Training/Recruitment	$ 2,800	**$ 1,611**	$ 500		$ 4,911	$ 2,111
Prop& Liabi ins	$ 15,683	**$ 16,919**			$ 32,602	$ 16,919
Equip Rep & Maint	$ 17,956	**$ 14,888**			$ 32,844	$ 14,888
Radio Maintenance				**$ 983**		$ 983
Clothing /Uniforms						
Equip Operation -Comm (computer)			$ 1,750	**$ 183**	$ 1,750	$ 1,933
Dispatch Console Maint.						$ -
copier	$ 1,120	**$ 1,083**			$ 2,203	$ 1,083
travel/trans	$ 500	**$ -**			$ 500	$ -
Mach & Equip	$ -	**$ -**	$ 2,000	**$ 1,012**	$ 2,000	$ 3,012
Vision						
Pension Exp	$ 11,691	**$ 11,691**			$ 23,382	$ 11,691
Sub Total Equipment Expense	$ 68,593	**$ 56,452**	$ 15,250	**$ 2,796**	$ 140,295	$ 74,498
GROSS TOTALS	**$ 590,187**	**$ 626,651**	**$ 587,436**	**$ 424,841**	**$ 1,804,274**	**$ 1,628,389**
Revenue	**$ 334,019**	**$ 334,019**	**$71,964**	**$71,964**	**$ 740,002**	**$ 740,002**
NET TOTAL	**$ 256,168**	**$ 292,632**	**$ 515,472**	**$ 352,877**	**$ 1,064,272**	**$ 888,387**
	Note: Benefits for Barre need to be added.					

Central Vermont Public Safety Authority

"Together is Better"

Francis (Paco) X. Aumand III
Executive Director
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Berlin, VT 05602
802 747-8611
Paumand@cvpsa.org

Councilor Dona Bate
Montpelier City Council
City Hall
39 Main St
Montpelier, VT 05602

September 27, 2017

Dear Councilor Bate,

Since the Central Vermont Public Safety Authority last appeared before your Council we have been working to refine our dispatching plan and we have listed to feedback and responded where appropriate. We believe all employees routinely working together and providing input on operations will provide a better service.

Attached to this letter is a flyer highlighting why we should have a regional dispatch system? We also are forwarding to you a copy of a response the Board has generated to concerns some employees have about this change.

We have strengthened the strategic operations section to address the concerns we have heard. We also have included a third phase to our project that involves the moving of the two-center concept into one center. We believe the merging of services is the future to containing costs.

The Board of Directors look forward to presenting to you our latest request to manage and direct dispatching.

Sincerely,

Francis (Paco) X. Aumand III
Executive Director

Central Vermont Public Safety Authority

"Together is Better"

WHY HAVE A REGIONAL DISPTACH SYSTEM?

WHAT WE HAVE TODAY

- Two dispatching centers do not *routinely* work together as they are separate with different management.
- No agreement yet on common policy and procedures.
- One City can't seamlessly help the other.
- No coordinated computer displays of maps, location of need, or availability of equipment (CAD*).
- No effective intercity communications.
- Radio interference and dead spots exist.
- No effective intercity dispatch phones.
- City dispatchers not trained to work with the other city.
- Inefficient communications between cities, towns and State Police in Central Vermont.

A BETTER TOMORROW

- A single communication system working together and sharing calls for service.
- All dispatchers responding and delivering service the same way.
- Improved technologies with visual displays, identifying resources and logging of incidents.
- Development of a simulcast radio system that would remove dead spots and prevent jamming of messages.
- Connecting telephone system between the two dispatch centers.
- Equally trained dispatchers where everyone knows what to do and where to send resources.
- Working together guarantees a minimum of 2 positions staffed 24/7.
- Career opportunities for dispatchers.
- Other towns will be anxious to join a high functioning dispatch system.
- A management system and plan dedicated to dispatching.
- Shared capital costs and increased likelihood of federal funding in support of interoperable communications.

FOR MORE INFORMATION CONTACT:

FRANCIS (PACO) AUMAND, EXECUTIVE DIRECTOR, CVPSA

EMAIL: PAUMAND@CVPSA.ORG

CELL PHONE: 802 747-8611

* https://www.youtube.com/watch?v=-_oNKUbog_o

Central Vermont Public Safety Authority

"Together is Better"

CENTRAL VERMONT PUBLIC SAFETY AUTHORITY RESPONSE TO CONCERNS EXPRESSED BY DISPATCHERS

The Authority will exist for only one purpose and will have but one management goal: to enable central Vermont Communities to be safer from crime, fire, and medical emergencies through thoughtful, technologically sophisticated, communications and response between providers and community.

Barre and Montpelier Dispatchers have attended CVPSA BOARD meetings. They have expressed strong, even hostile, disapproval of the two-city merger concept, especially if no single dispatching center is created to staff a function unified in place and management.

This document does two things. First, it restates *in italic type* the criticisms based on the reasons the dispatchers gave to the Board for their response. On occasion, several stated reasons are combined into one central theme. Alternatively, reasons are stated as directly as memory permits. Second, it contains the CVPA Board's response. The Board insists that wise and vigorous management of a merged facility – with or without a new stand-alone facility can overcome the voiced obstacles.

1. *COMMENT: Several dispatchers said No benefit was perceived to occur by merger without creation of single center.*

   RESPONSE: The measure of an organization is the energy and the creativity of the people who work for it not the space in which they function. Management must help everyone to meet those qualities necessary for success in any venture.

2. *COMMENT: Dispatchers complained the Board did not "respect" them. Various comments imply a feeling that the CVPSA has cobbled together plans without adequate thought or consultation with them which will impact the dispatchers*

work environment, community culture, management, supervision and possibly pay and benefits. One dispatchers complained they were being asked to walk into an "unknown". Another said dispatching can be a high stress job, and requirements for 24/7 staffing are a disincentive for many applicants. Therefore, it is important to retain existing staff.

RESPONSE: The Authority's management goal is to have and retain people that are proud to work for an organization that is vital to the community and who in return are appreciated for the good work they do. Managers and dispatcher's alike must feel respect for each other. This goal is achievable by allowing dispatchers to use their experience, creativity and training to come forward with ideas and procedures to improve service. Management will respect them by so doing, and they will respect management that does so.

The CVPSA is confident that dispatchers will be able to engender that respect both in the workplace and the community because of the broad support they voiced for achieving such an organization. This confidence is because most of the dispatchers filled out a questionnaire in which they identified the strength and opportunities (reproduced below) a merger would bring about. These statements are virtually identical to the goals of the authority. With agreement in principle the execution is achievable.

Strengths and Opportunities

At a recent dispatcher meeting a majority of employee's present were asked to list the strengths of a formal coordination between the two dispatch centers.

- 24/7 coverage
- Better department safety - first responder
- Shared internal and external resources
- Combined special interests
- Consistent policies and procedures
- Existing working relationships
- More staff coverage
- Levels of experience

The CVPSA accepts that communications between the Board and dispatchers could have been better. Management goals have been clearly articulated in written planning documents. However, these documents are often complex and difficult to understand how they impact individuals. These documents were not widely or effectively distributed. Discussion and concerns of dispatchers that impede reaching our goals have been and will be considered. This dialogue is ongoing and will continue by working with the dispatchers to establish their preferred method of communications.

The CVPSA acknowledges that the lack of a collective bargaining process has limited the ability to communicate with potential employees regarding pay and benefits. Regardless, the CVPSA has embraced the model for a collective bargaining process that is contained in T. 16 V.S.A. § 1802 (2016 Act 46. school merger).

2. *COMMENT: Dispatcher "culture' among public safety workers who depend on each other is like family and it cannot be changed, by breaking up existing relationships.*

RESPONSE: All organization must adapt their culture to meet the needs of changing technology and demands for customer or community services. Otherwise they become obsolete and collapse. Dispatchers who enlarge their geographic and personnel contacts while serving public safety entities and the emergency needs of communities will always experience a bond with the fire, police and emergency medical services they are responsible for. This will not change.

The change that will occur will be that dispatchers working for the CVPSA will be part of a larger public safety community including fire/EMS and police departments from two Cities not just the one police department they are part of now. In Barre, now that fire fighters are in the same building there is a better relation and understanding of mutual needs as they have gotten to know each other. And so the "family" has expanded. This process can also occur through planned learning events educating personnel on the needs and requirements of each other and ways of getting to know one another.

Respect for the dispatcher function requires management to encourage this evolution, and respect for management requires employees to embrace it.

4. *COMMENT: Personal availability of dispatchers at each facility 24/7 is a comfort to the populations of each City. People with mental health issues frequently contact dispatchers for information and security concerns. Interaction via video would not be as effective as in person communication, even though now contact is separated by glass.*

Management's preferred plan is a period of transition beginning with a merger of operations operating out of two facilities with a single management structure, followed by a discontinuation of one or both existing dispatching spaces and creation of a single facility. For the period of transition dispatchers

will continue to function as they do now. During the transition, alternative plans can be vetted.

RESPONSE: Management's goal is to optimize the outcome of the communication for the person needing safety services or information. This goal, is more important than the medium by which that communication occurs. The goals of a management response for a 911 call, and an "in person" in facility request for a perceived emergency, usually for a less urgent situation, are similar; prompt assessment and allocation of appropriate resources to meet the event, rather than the method of communication. Personal communication would be preferred but it is not essential.

In case of discontinuation, there may be times when a City facility is not staffed. An in-person visitor to that facility will have instant video communication with a despatcher in a staffed facility. Operational protocols will be established to ensure prompt in person response by a police officer. Various mediums of communications will be available. Visual and voice communications and personal contacts will occur. It would be possible for an in-person visitor in appropriate circumstances to hear the dispatcher communicate with the police or fire/EMS personnel regarding the response to their concern.

5. *COMMENT: Even a perfect video hook- up to enable a person at a facility not staffed by a dispatcher to communicate with one that is, would not get administrative work such as working on parking tickets or jail monitoring accomplished.*

RESPONSE: This problem only occurs when one dispatch center is collapsed into the other or a stand-alone facility is created. Initially we expect no change. However, as change occurs there are three administrative support needs that must be considered:

i. The administrative support functions for the police will continue to be performed by dispatchers. For example, warrant control, relief from abuse orders and trespassing notices will be performed by dispatchers.

ii. Jail monitoring can still be performed with a video feed but a quick in-person response to any jail issues cannot be performed by dispatchers who may be remotely located. Indeed, it may not be possible now if the dispatcher is engaged in crises of communications with victims and providers.

iii. A management goal is to eliminate dispatchers performing non-dispatch functions. The ability to maintain a local lock up is a larger Barre City management issue with implications for the surrounding communities that would permit short periods of confinement rather than transport to St. Johnsbury. This issue should involve a coordinated approach involving the States Attorney, the Vermont Department of Corrections, the Vermont Department of Mental Health and other partners.

iv. The parking functions are a City issue that needs to be performed by non-dispatchers.

6. *COMMENT: The Authority structure is unstable, tentative, and could change so any municipality joining the system now could become dissatisfied and leave. Unnecessary disruption of operations, and employees is the likely result of the plan.*

RESPONSE: This risk is inherent in all present operations. Both Barre and Montpelier have contracts with other towns for fire/ems dispatching which support operations. The existence of this possibility is not limited to the Authority plan. It is precisely why the Authority must knit its municipal

members into a well-functioning, economically bound, well supplied, and well-trained operation so it can plan for the future and provide secure employment.

CITY COUNCIL Agenda Item #17-303
Date: October 11, 2017
Consent ___ Discussion _X_ Time Sensitive ____
(outlined below)

SUBJECT: Wayfinding Signage

SUBMITTING DEPARTMENT: Montpelier Alive

RECOMMENDED ACTION: Review Plan & Give Feedback

RELATED COUNCIL GOAL/PRIOR ACTION: F: Enhance Sense of Place

EXPENDITURE REQUIRED: $5,000

SOURCE OF FUNDS: Downtown Improvement District (DID) Budget

LEGAL REQUIREMENTS: N/A

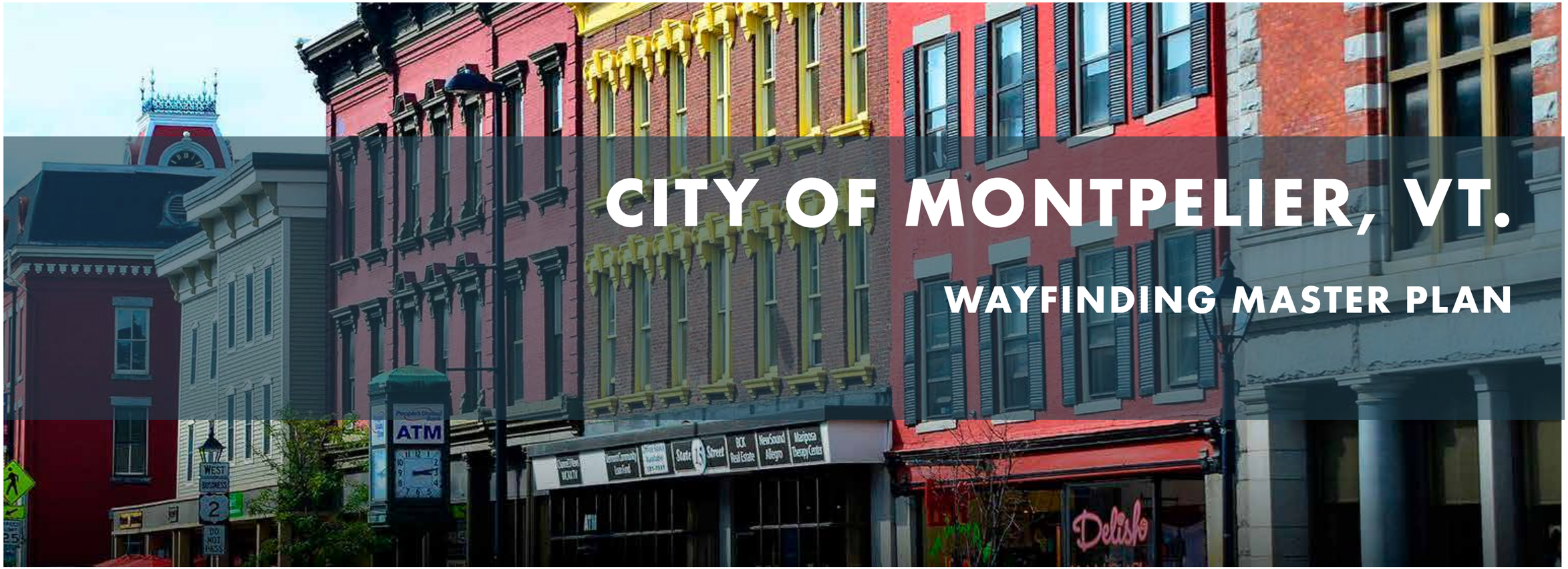
BACKGROUND INFORMATION: For the past three years, we have been saving DID dollars to complete a wayfinding signage plan for the City of Montpelier. After an RFP process, Surface Matter Design was selected to complete the Wayfinding Signage Plan. Montpelier Alive formed a committee of members representing different interests and locations in Montpelier.

The plan has been reviewed and approved by the Montpelier Transportation Committee and has been reviewed by the State TIC and will need to go back to the committee for final approval by first quarter of 2018.

SUPPORTING DOCUMENTS: PowerPoint presentation

INTERESTED PARTIES: Downtown Businesses, Community Members, Council, DPW

CITY MANAGER'S APPROVAL:



CITY OF MONTPELIER, VT.

WAYFINDING MASTER PLAN

MARCH 28, 2017

prepared by:

surfacematter DESIGN

111 Chestnut Street, 2nd Floor
Providence, RI 02903
T 617.513.4651
www.surfacematterdesign.com

Montpelier ALIVE

CITY OF MONTPELIER WAYFINDING MASTER PLAN — CONTENTS

PROJECT GOALS AND OBJECTIVES **3**

I. WAYFINDING RECOMMENDATIONS **4 - 9**
- RECOMMENDED SIGN TYPES 5
- SIGN LOCATION PLANS 6 - 7
- VERMONT STATE STATUTE (FOR MESSAGING) 8
- SIGN HIERARCHY 9

II. SIGN TYPES & SPECIFICATIONS **10 - 24**

III. SIGN LOCATIONS AND MESSAGING **25 - 34**
- LOCATION PLANS 26 - 31
- MESSAGE SCHEDULES 32 - 34

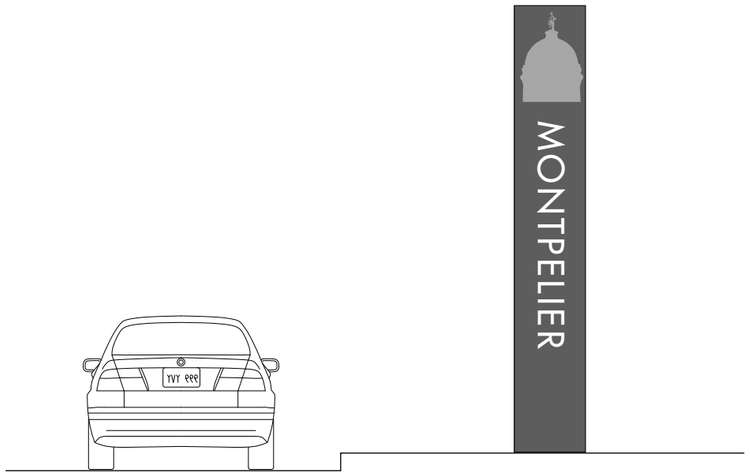
PROJECT GOALS AND OBJECTIVES

- **CREATE A COMPREHENSIVE WAYFINDING MASTER PLAN** — POSITIVE USER EXPERIENCE FOR ALL
- **ESTABLISH MONTPELIER AS A LANDMARK DESTINATION IN NEW ENGLAND** — PROMOTE LOCAL CULTURAL DESTINATIONS & BUSINESSES
- **MAXIMIZE AWARENESS IN THE COMMUNITY —** REINFORCE SENSE OF PLACE AND VISUAL IDENTITY OF MONTPELIER
- **DEVELOP A SYSTEM HIERARCHY FOR FUTURE EXPANSION** — FLEXIBLE, SCALABLE, AND MAINTAINABLE

I. WAYFINDING RECOMMENDATIONS

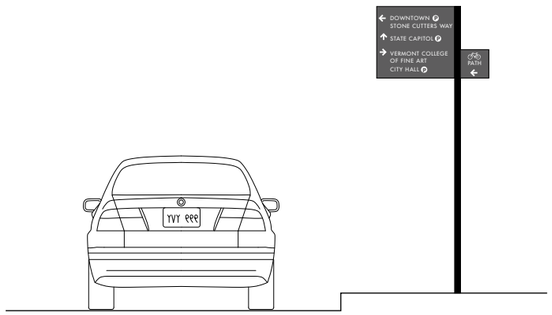
RECOMENDATIONS — SIGN TYPES (DIAGRAMS ONLY)

IDENTIFICATION

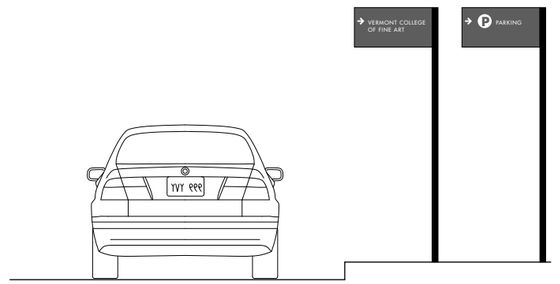


1 – 6 GATEWAY ID/LANDMARK

DIRECTION

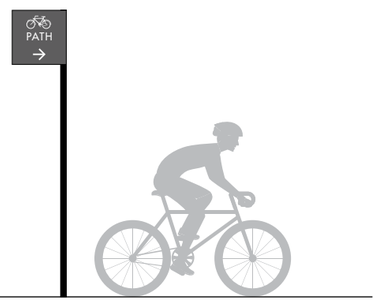


VEHICLE DIRECTION



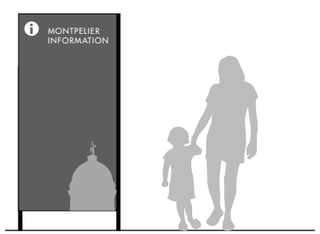
TRAILBLAZERS

P PEDESTRIAN DIRECTION



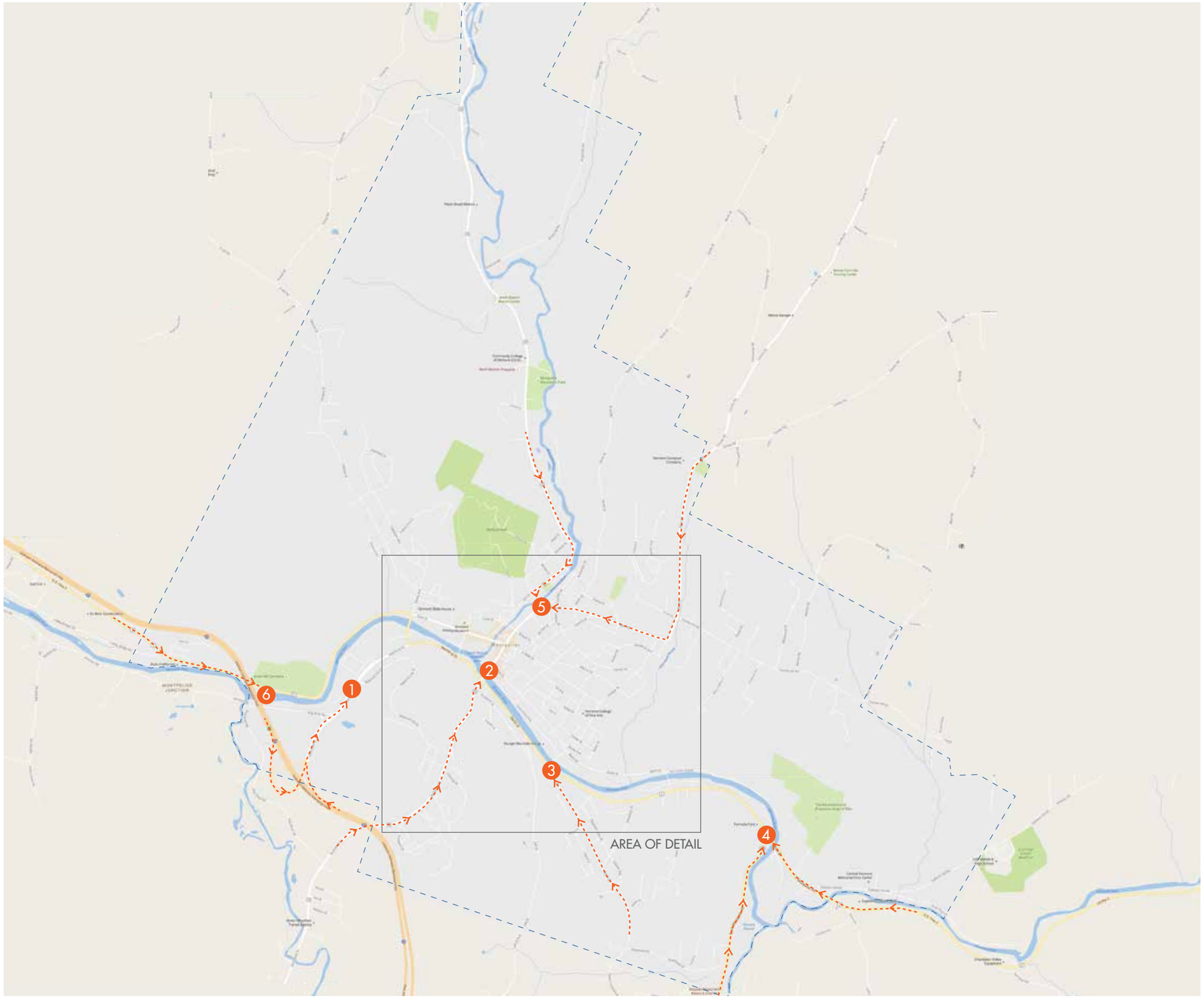
B BICYCLE DIRECTION

INFORMATION



INFORMATION KIOSK/MAP

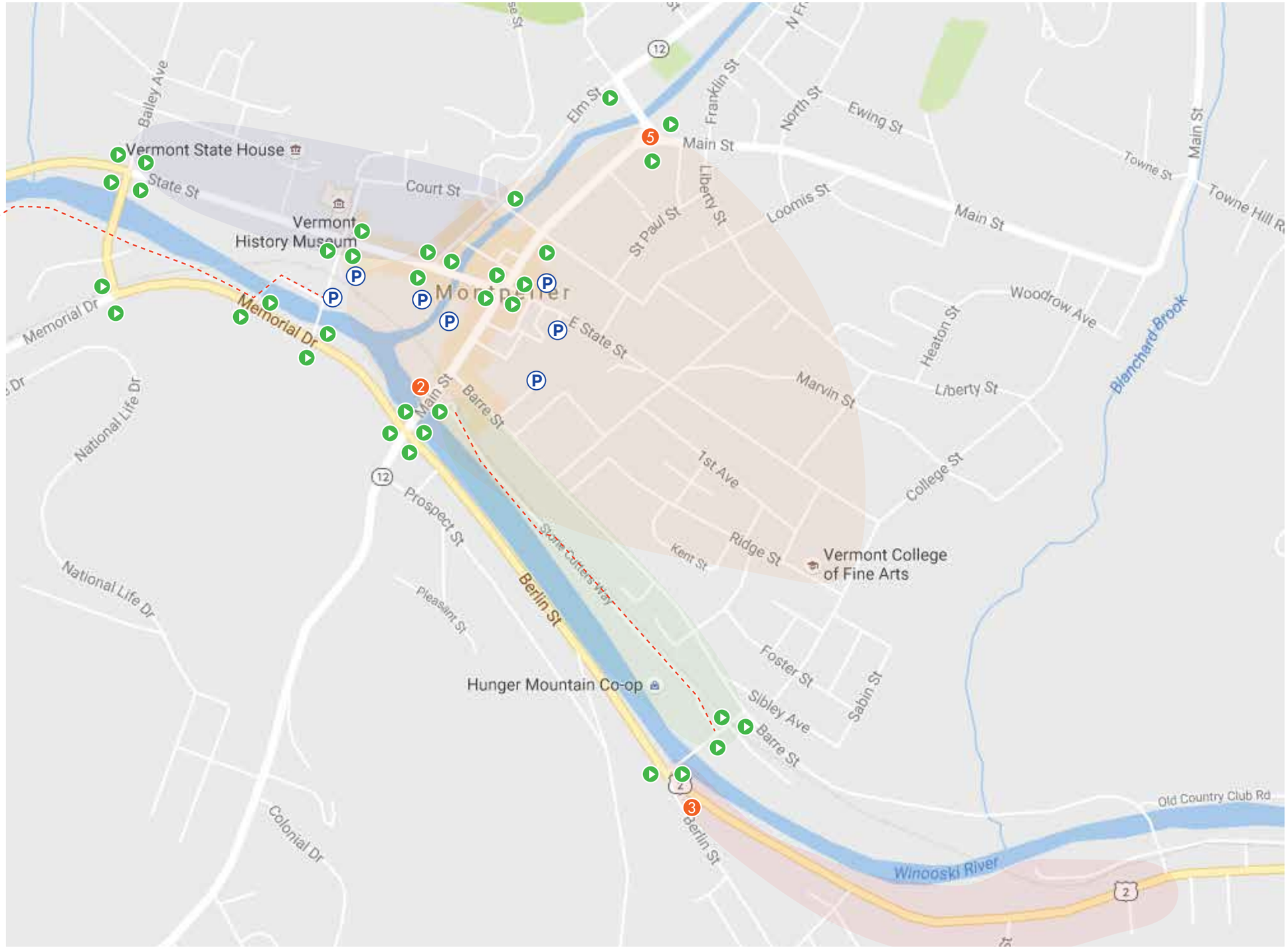
RECOMENDATIONS — SIGN LOCATION PLAN — GATEWAYS INTO MONTPELIER



GATEWAYS & ENTRY POINTS:

1. MEMORIAL DRIVE (EXIT 8)
2. MEMORIAL DR. / MAIN ST. (AT BRIDC
3. BERLIN / RIVER
4. ROTARY @ RT. 2 / RT. 302
5. ROTARY @ MAIN / SPRING RD.
6. RT. 2 (EAST OF OVERPASS, ACROSS FROM GREEN MT. CEMETARY)

RECOMENDATIONS — SIGN LOCATION PLAN — DOWNTOWN



VEHICULAR WAYFINDING

- GATEWAYS 1 - 6
- VEHICLE DIRECTIONAL
- BIKE PATH
- PARKING

VERMONT STATE REQUIREMENTS (PORTION RELATED TO SIGN MESSAGING ONLY)

VERMONT STATUE TITLE 10 — CHAPTER 21: TOURIST INFORMATION SERVICES
ARTICLE 494

"A municipality may provide alternative signs of a guidance or informational nature and creative design to assist persons in reaching destinations that are transportation centers, geographic districts, historic monuments and significant or unique educational, recreational or cultural landmarks, including farmers markets that are members of the Vermont farmers market association selling Vermont agricultural products, provided that such destinations are not private, for-profit enterprises."

SIGN MESSAGE HIERARCHY — DIRECTIONAL SIGNS

I. DISTRICTS

(CAPITAL COMPLEX, DOWNTOWN, STONE CUTTERS WAY, RIVER STREET)

II. PUBLIC SPACES & GOVERNMENT

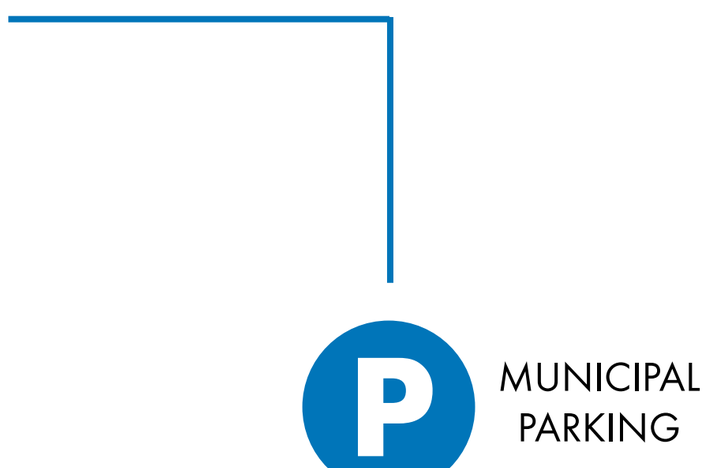
(PUBLIC PARKS, CITY AND STATE GOVERNMENT BUILDINGS, STATE HOUSE, ETC.)

III. NON PROFIT INSTITUTIONS & CULTURE

(EDUCATION, MUSEUMS, NON PROFIT GALLERIES AND THEATERS)

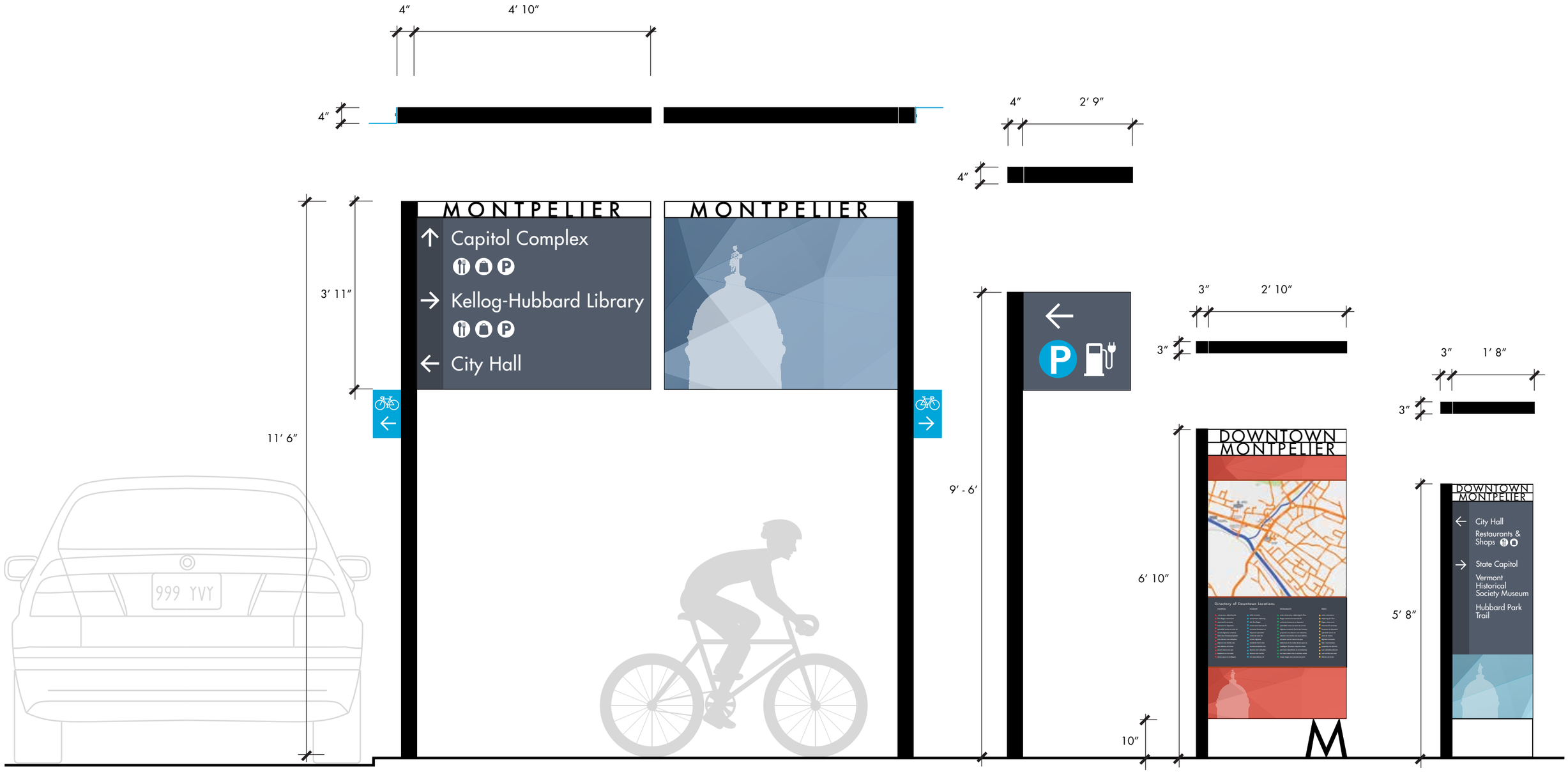
IV. SHOPS & RESTAURANTS

(GENERAL CATEGORY WITH GRAPHIC SYMBOLS)



II. SIGN TYPES & DESIGN SPECIFICATIONS

SIGN TYPE FAMILY



scale 1/2″ = 1′- 0″

B1 VEHICLE DIRECTION
(FRONT AND BACK)

B3 PARKING DIRECTION

C1 INFORMATION KIOSK

B2 PEDESTRIAN DIRECTIO

THE MONTPELIER ALIVE BRAND

Montpelier ALIVE

downtown Montpelier

downtown Montpelier vermont

vermont, served daily.

waste

bike Montpelier

City of Montpelier
America's Small Town Capital

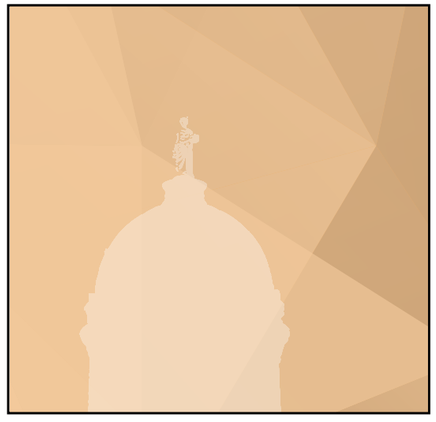
Flannel Friday
downtown montpelier

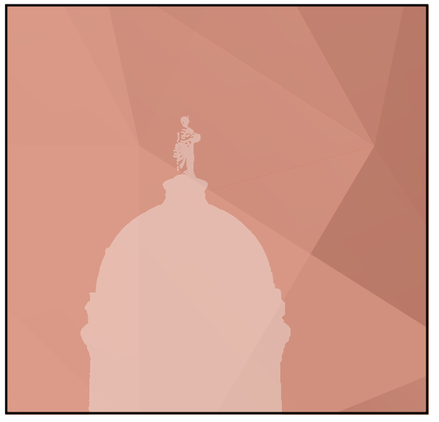
Moonlight Madness
downtown montpelier

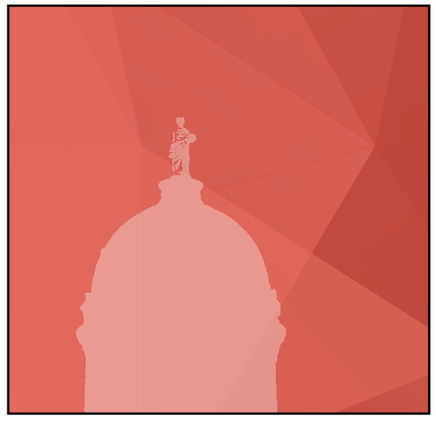
downtown montpelier sidewalk $ale

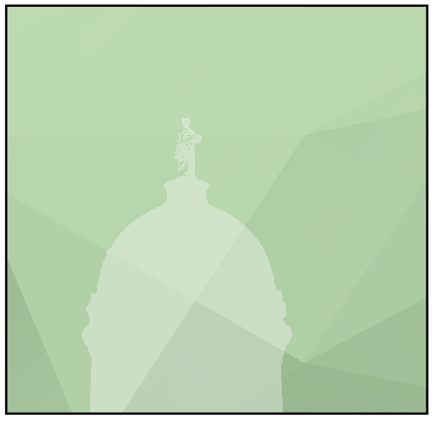
park on the Perimeter
pop
Take a Stroll, daily

SIGN FAMILY COLOR PALETTE

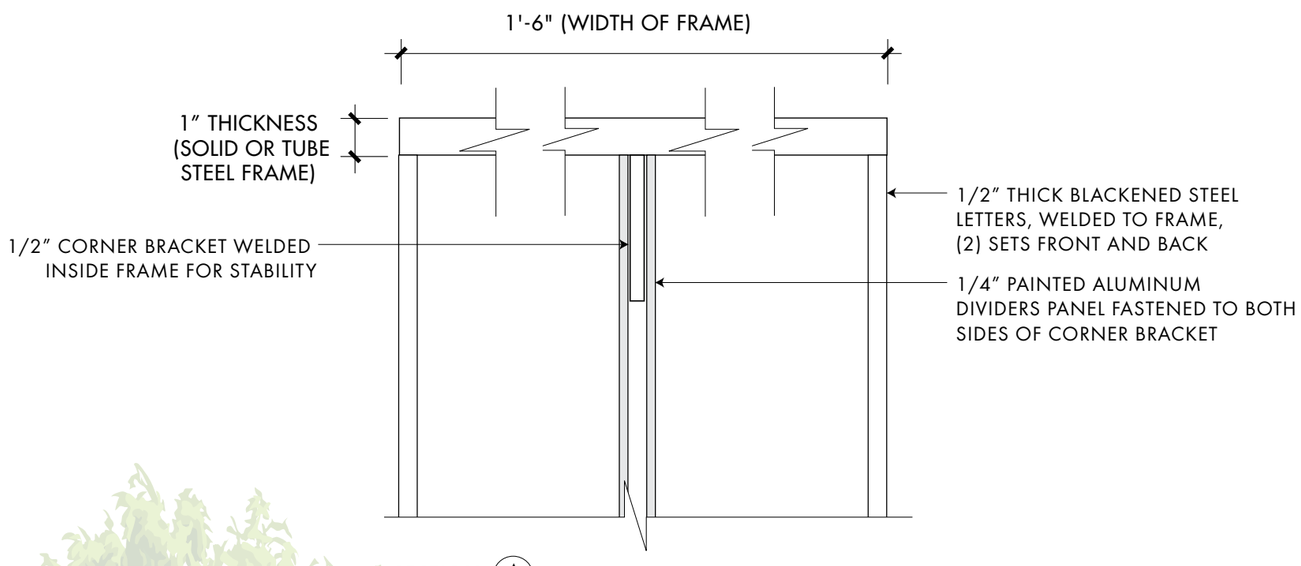




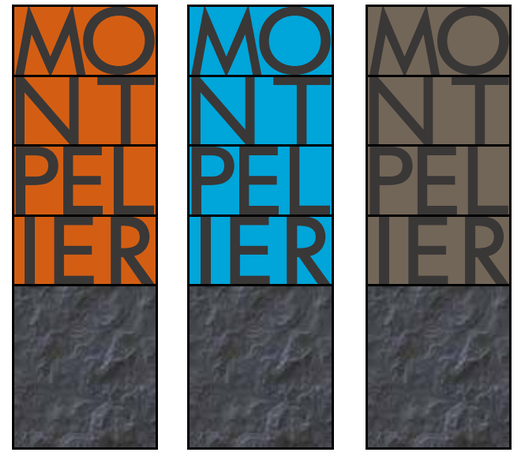




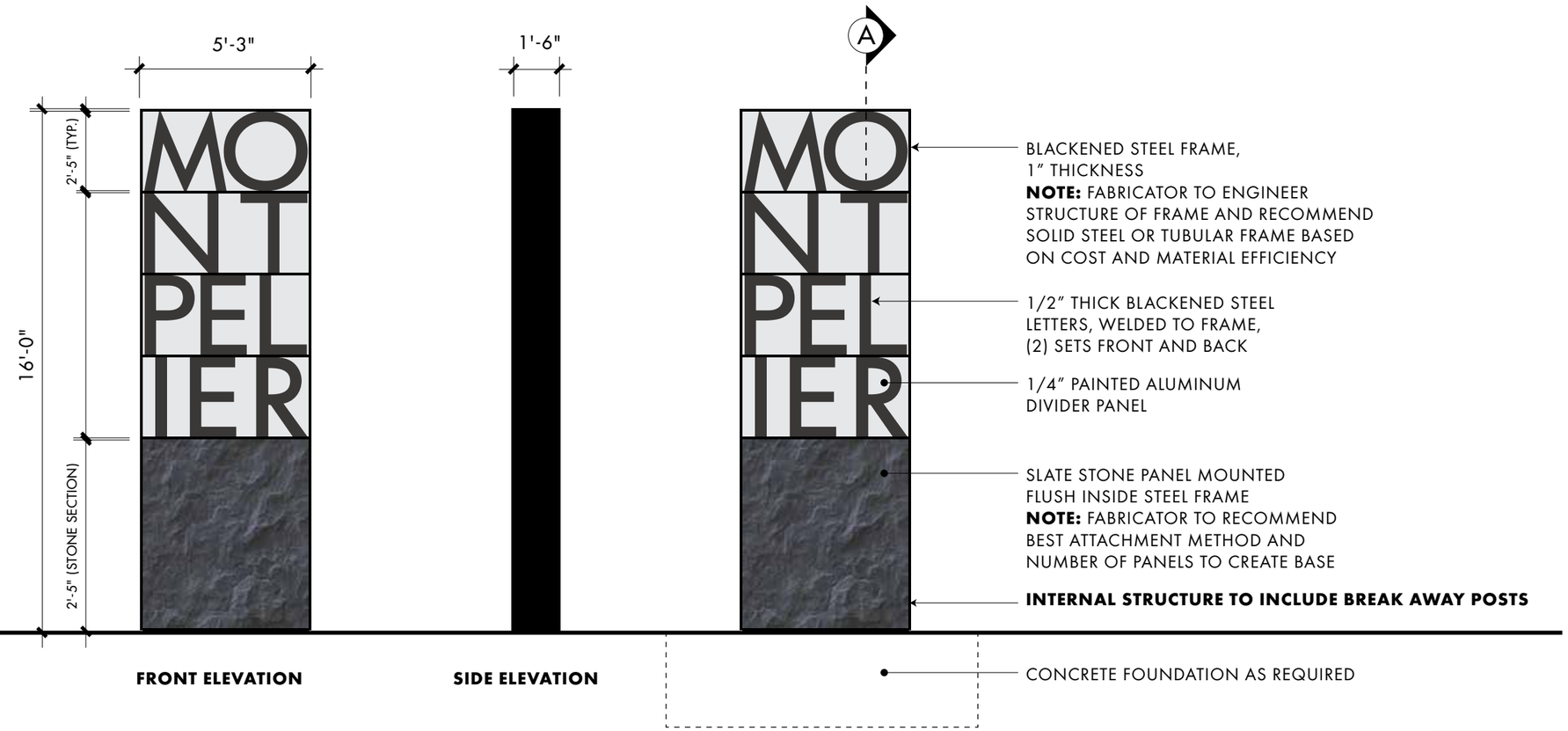
A1.1 _ A1.2 — MONTPELIER LANDMARK ID (MEMORIAL DRIVE, AND MAIN STREET LOCATIONS - QTY -2)



SECTION (A)



COLOR OPTIONS FOR DIVIDER PANEL



FRONT ELEVATION **SIDE ELEVATION** **REAR ELEVATION**

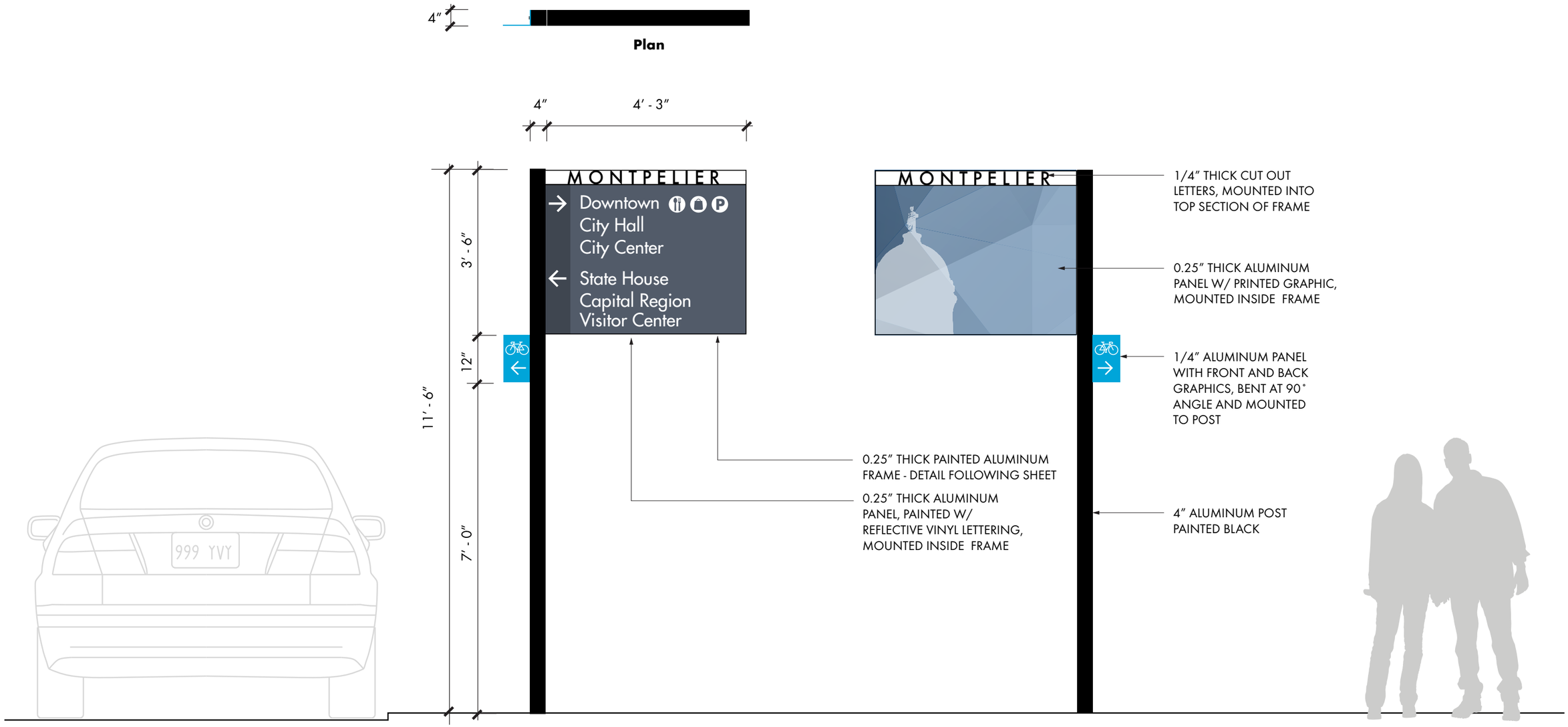
A1 — MONTPELIER LANDMARK ID — FOR REFERENCE

MEMORIAL DRIVE - WEST BOUND

NOTE: INTERNAL STRUCTURE TO INCLUDE
BREAKAWAY POSTS AS REQUIRED

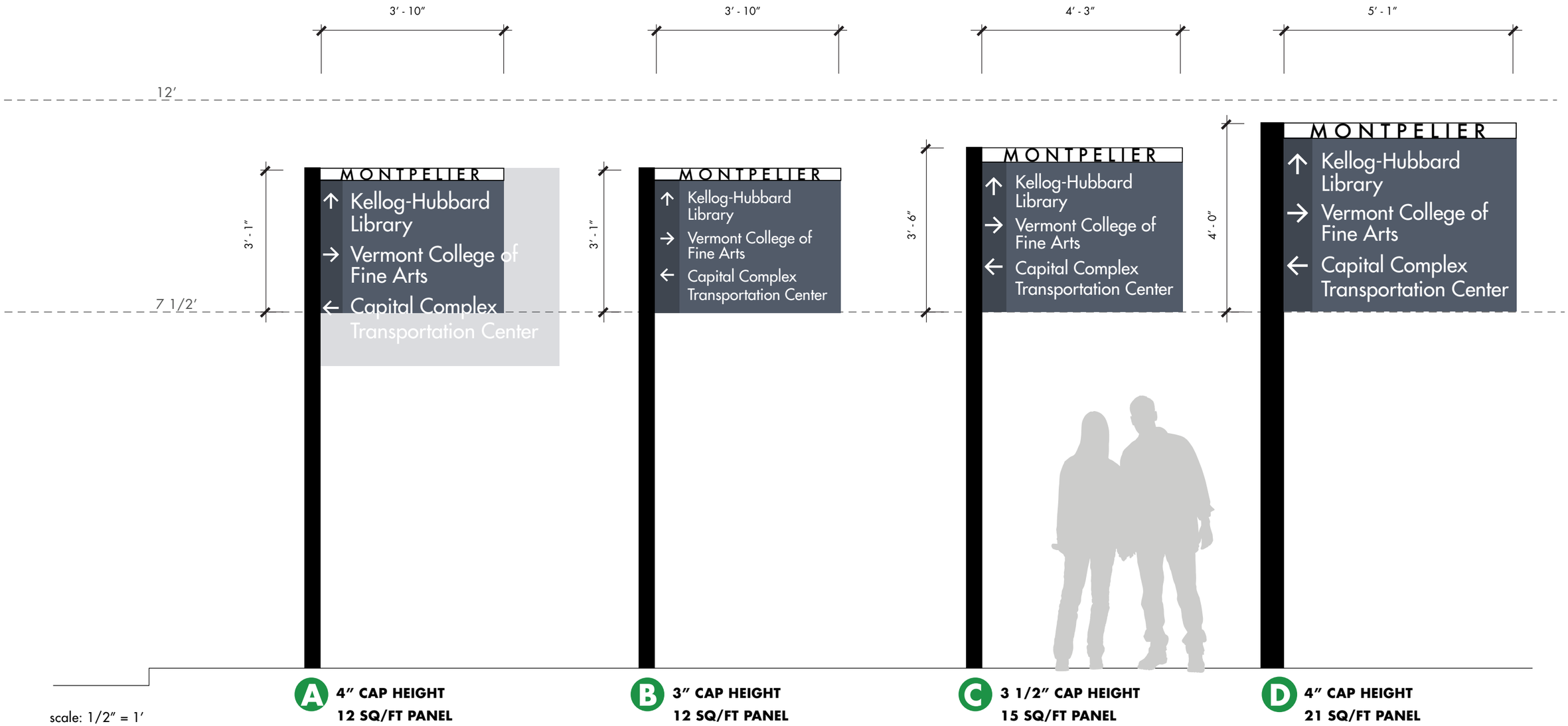
MAIN STREET / MEMORIAL DRIVE

B1 — VEHICLE DIRECTION SIGN



B1 **VEHICLE DIRECTIONAL**
scale: 1/2″ = 1′

B1 — VEHICLE DIRECTION SIGN — SIZE AND CAP HEIGHT STUDY



scale: 1/2″ = 1′

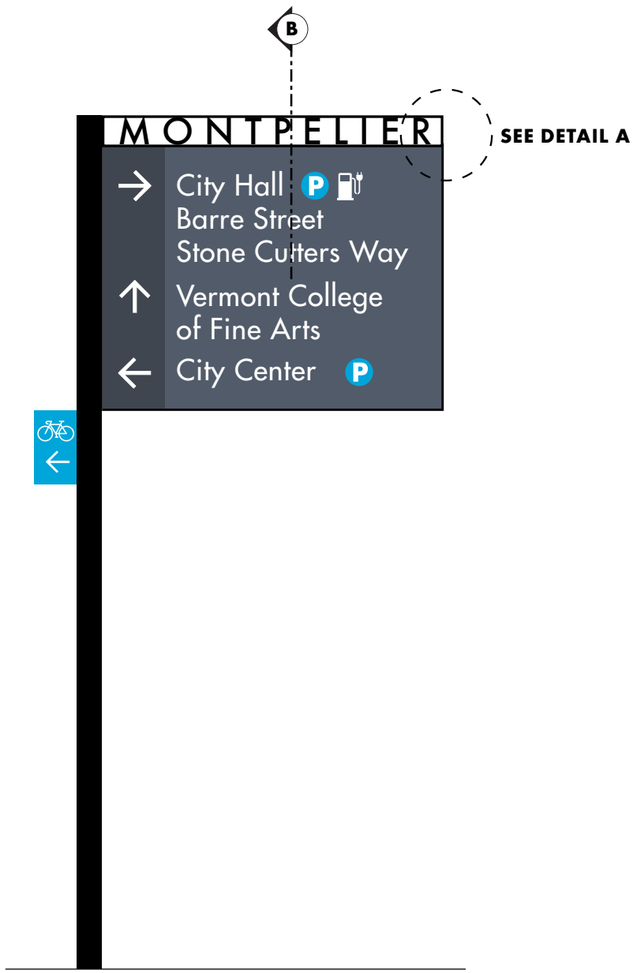
A **4″ CAP HEIGHT**
12 SQ/FT PANEL

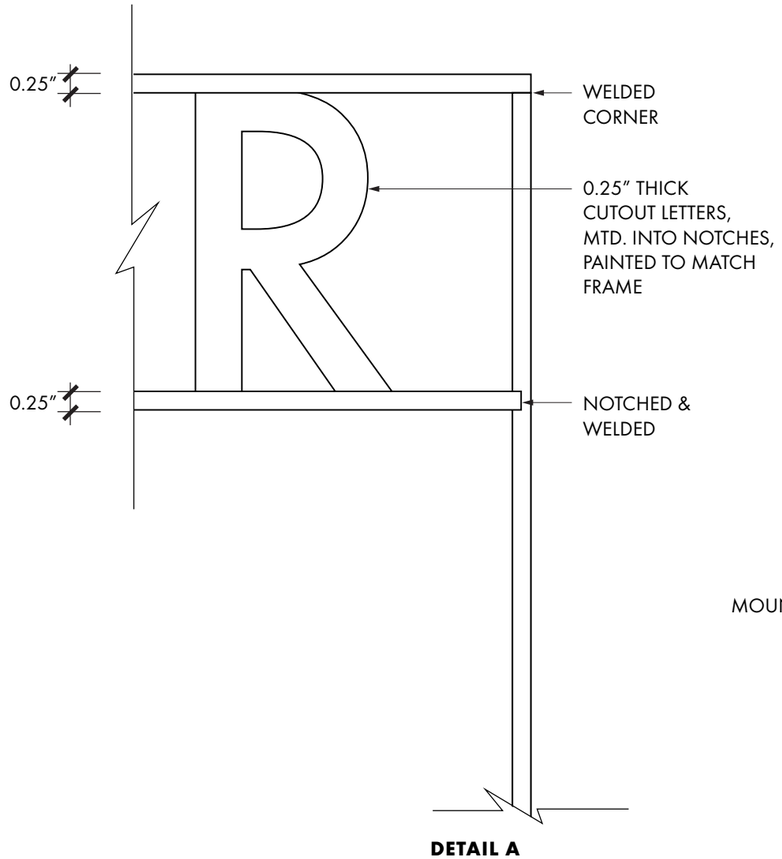
B **3″ CAP HEIGHT**
12 SQ/FT PANEL

C **3 1/2″ CAP HEIGHT**
15 SQ/FT PANEL

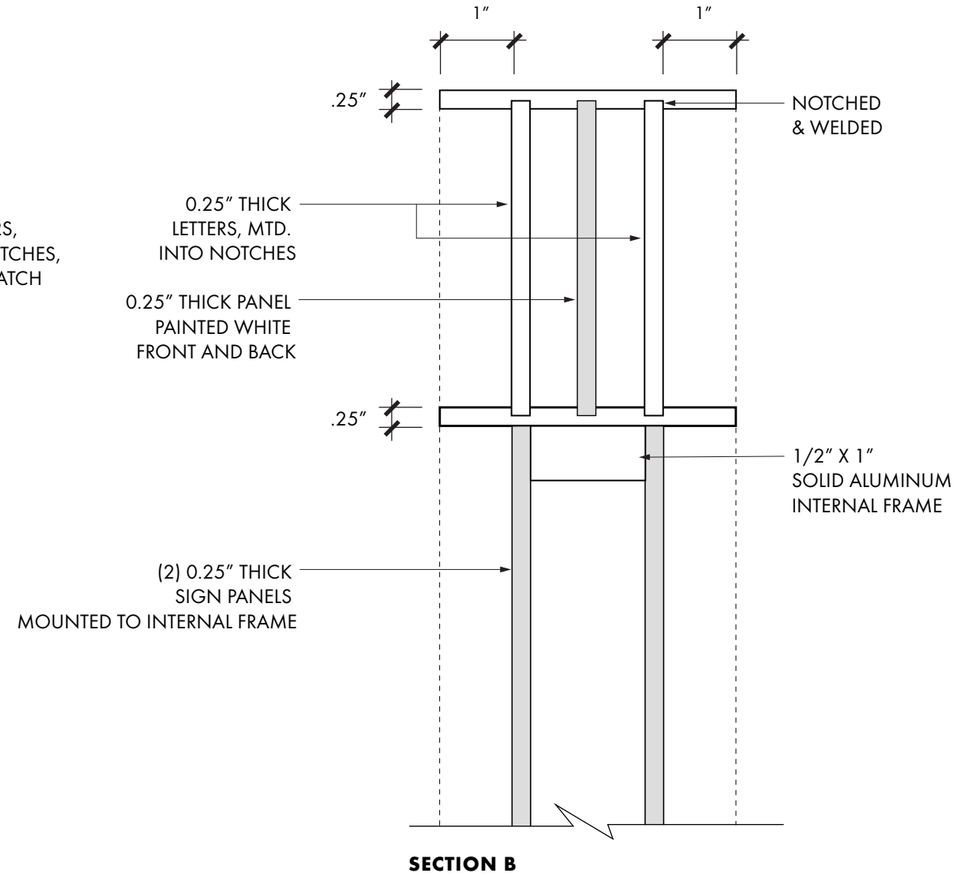
D **4″ CAP HEIGHT**
21 SQ/FT PANEL

B1 — VEHICLE DIRECTION SIGN — DETAILS





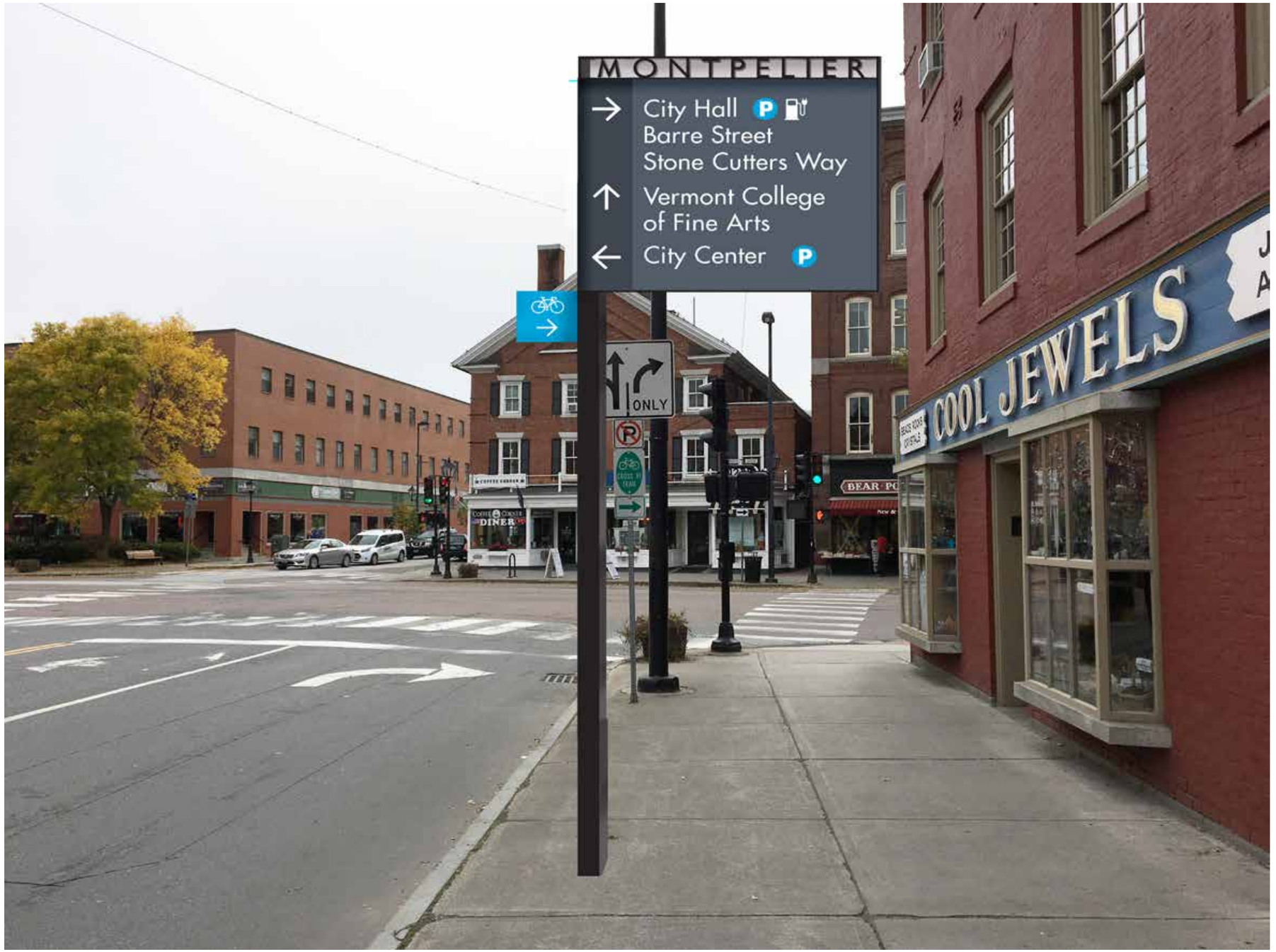
DETAIL A



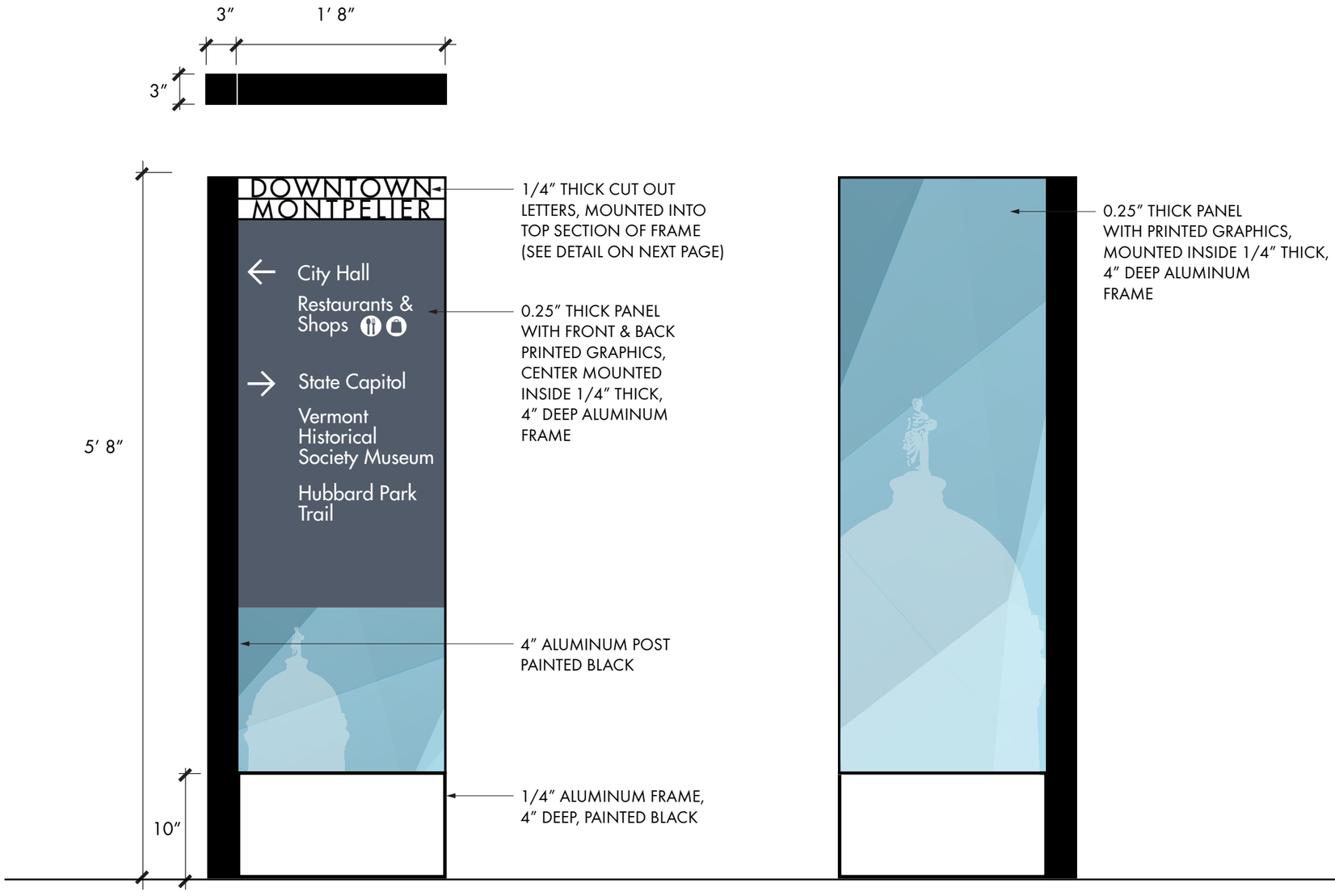
SECTION B

B1 **VEHICLE DIRECTIONAL - DETAIL & SECTION**
scale: 3" = 1'

A1 — MONTPELIER LANDMARK ID — FOR REFERENCE

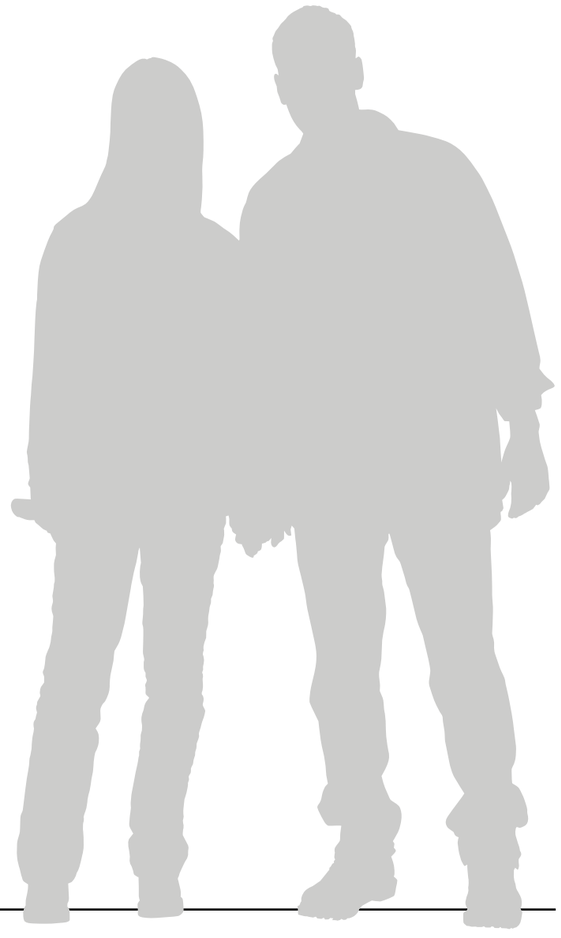


B2 — PEDESTRIAN DIRECTION SIGN



FRONT/BACK (DOUBLE SIDED)

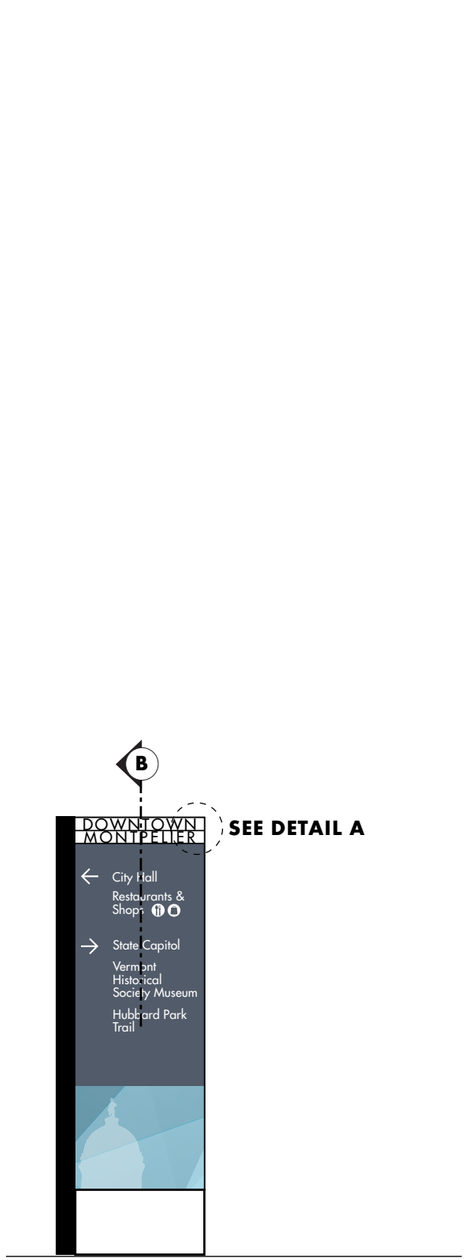
BACK, SINGLE SIDED VERSION

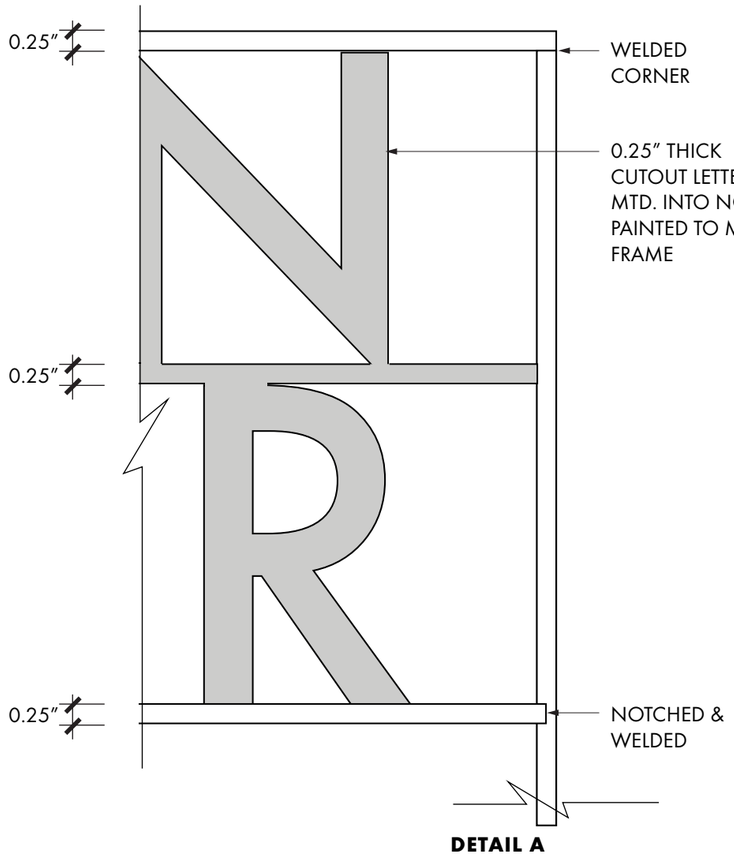


B2 PEDESTRIAN DIRECTIONAL

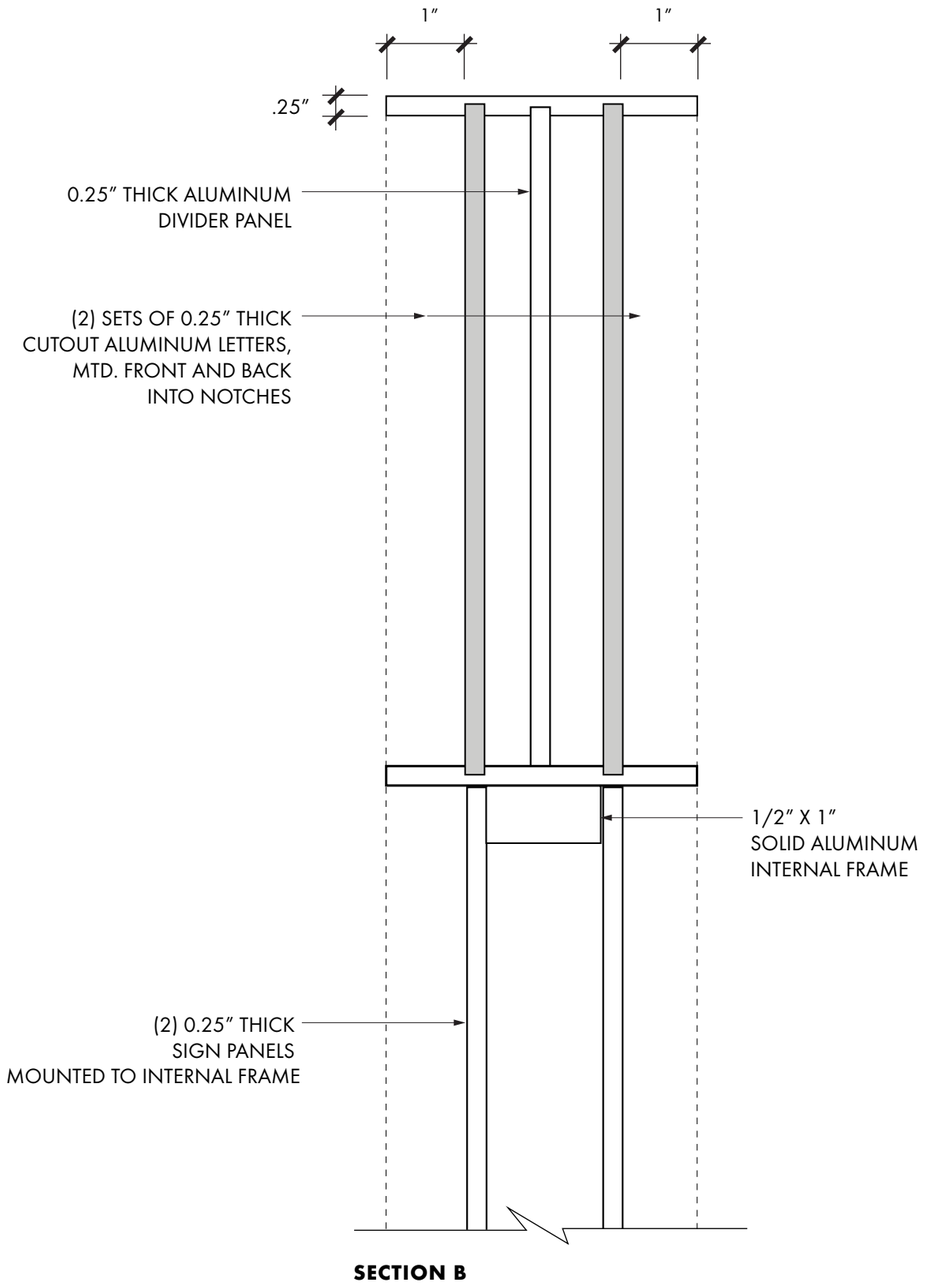
scale: 1″ = 1′

B2 — VEHICLE DIRECTION SIGN





DETAIL A

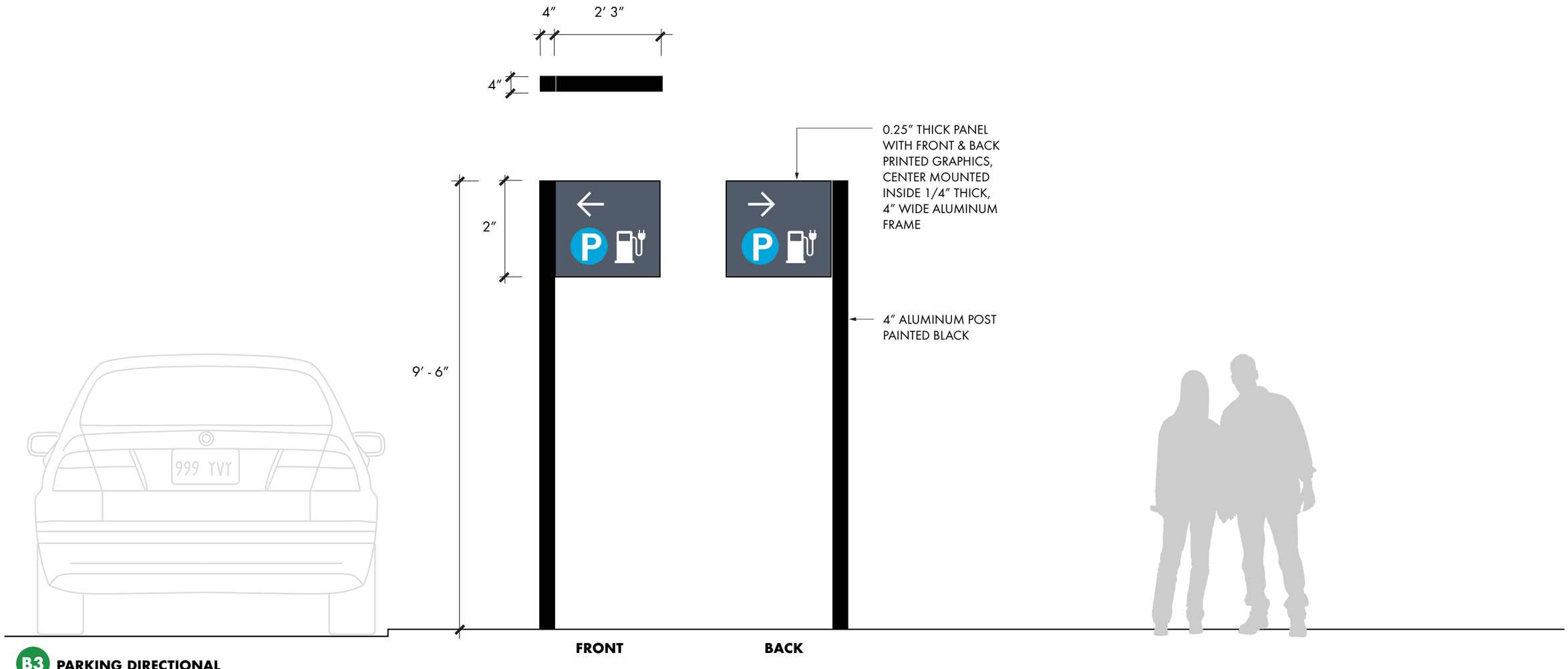


SECTION B

B2 PEDESTRIAN DIRECTIONAL - DETAIL & SECTION

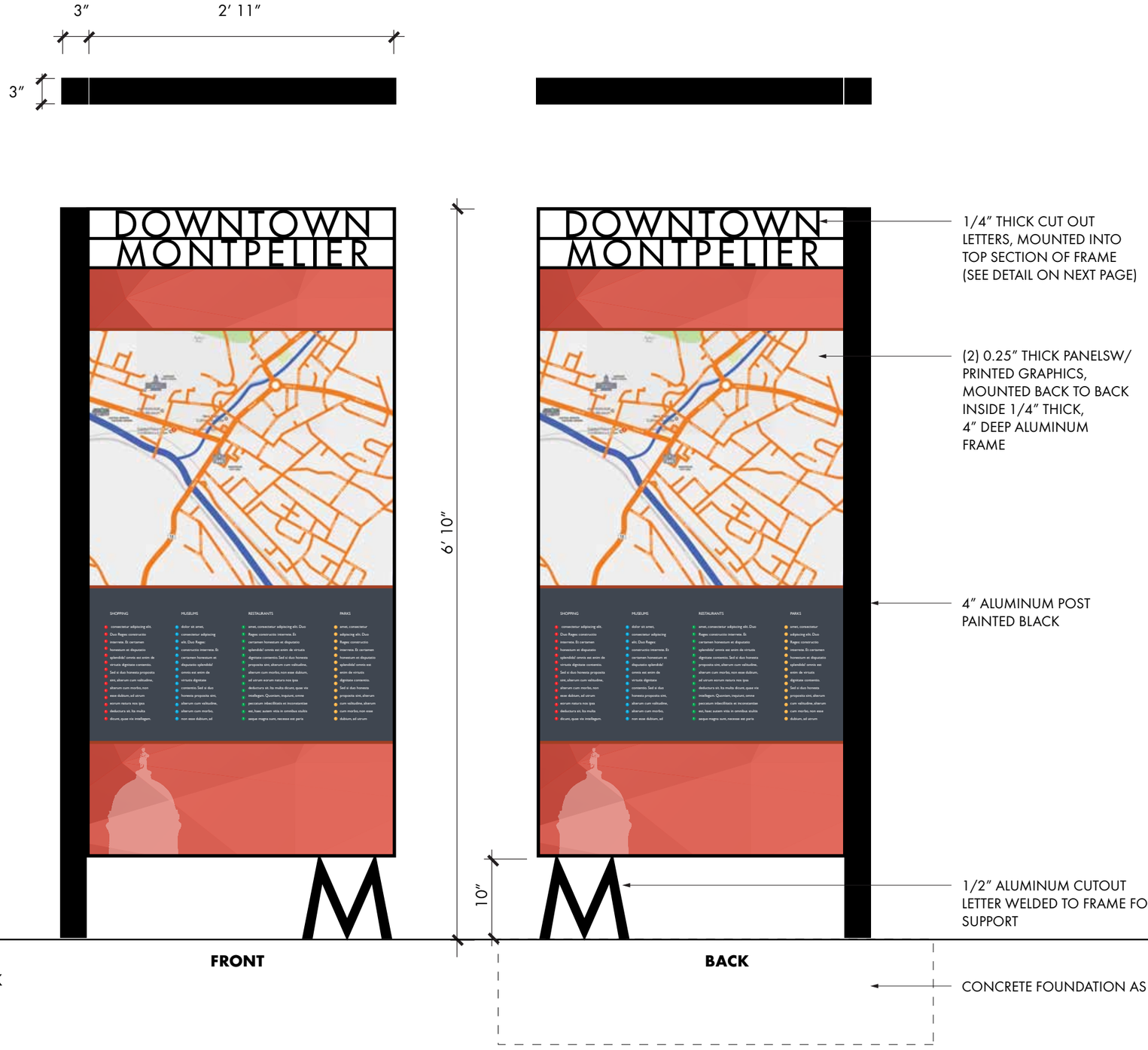
B2 — PEDESTRIAN DIRECTION SIGN — FOR REFERENCE

B3 — PARKING DIRECTION SIGN



B3 PARKING DIRECTIONAL
scale: 1/2″ = 1′

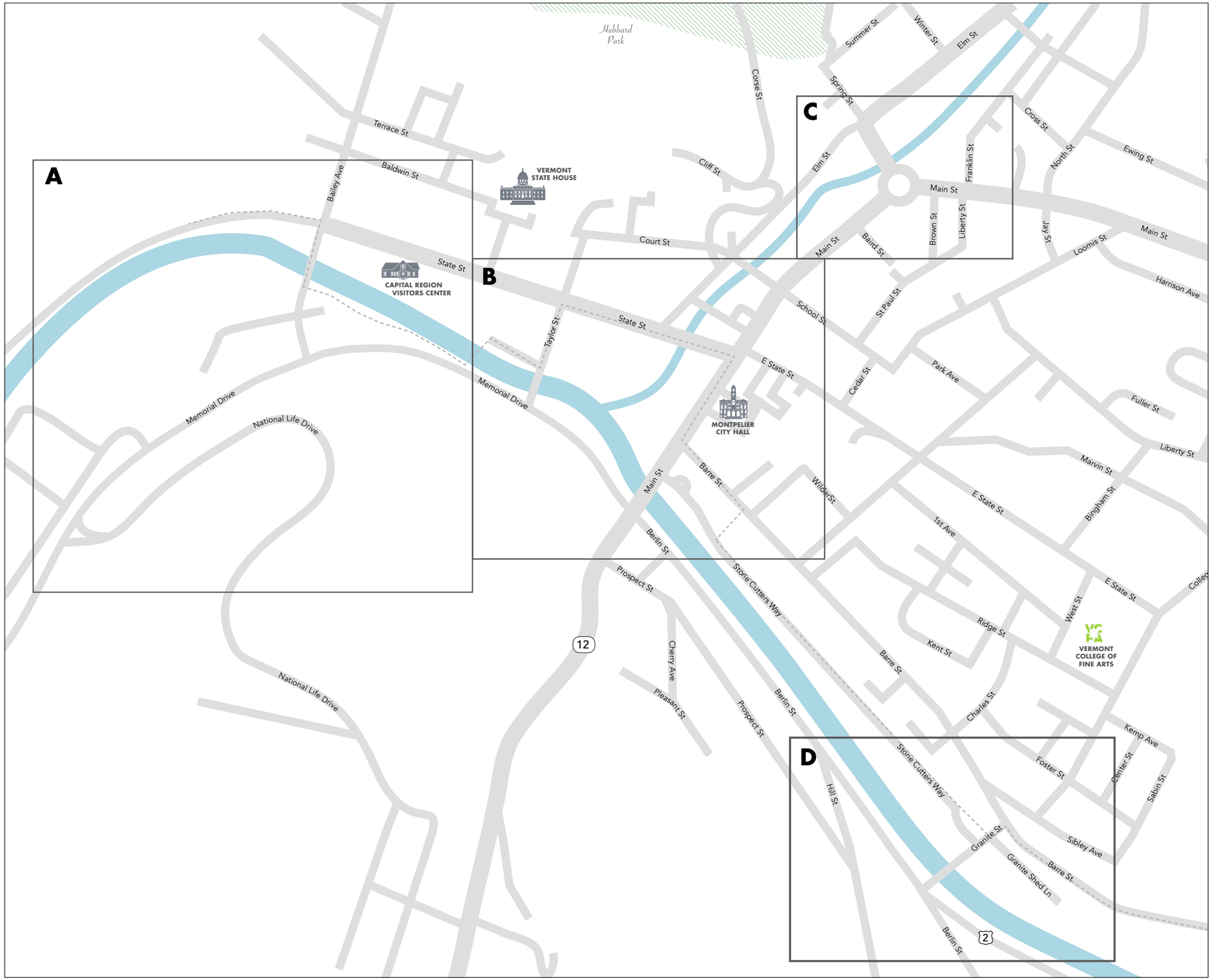
C1 — INFORMATION KIOSK



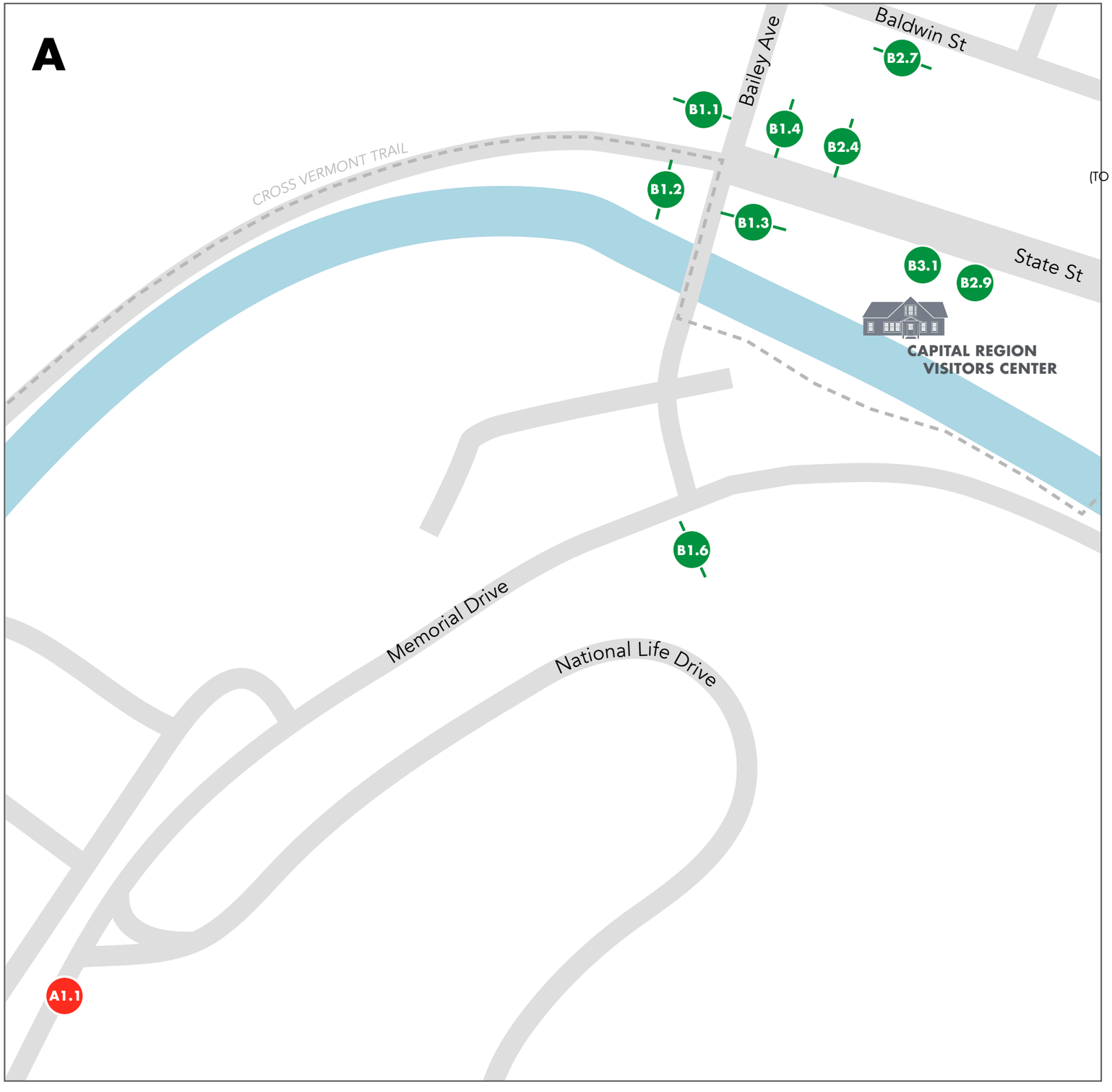
C1 INFORMATION KIOSK
scale: 1″ = 1′

III. SIGN LOCATIONS & MESSAGING

SIGN LOCATION PLAN



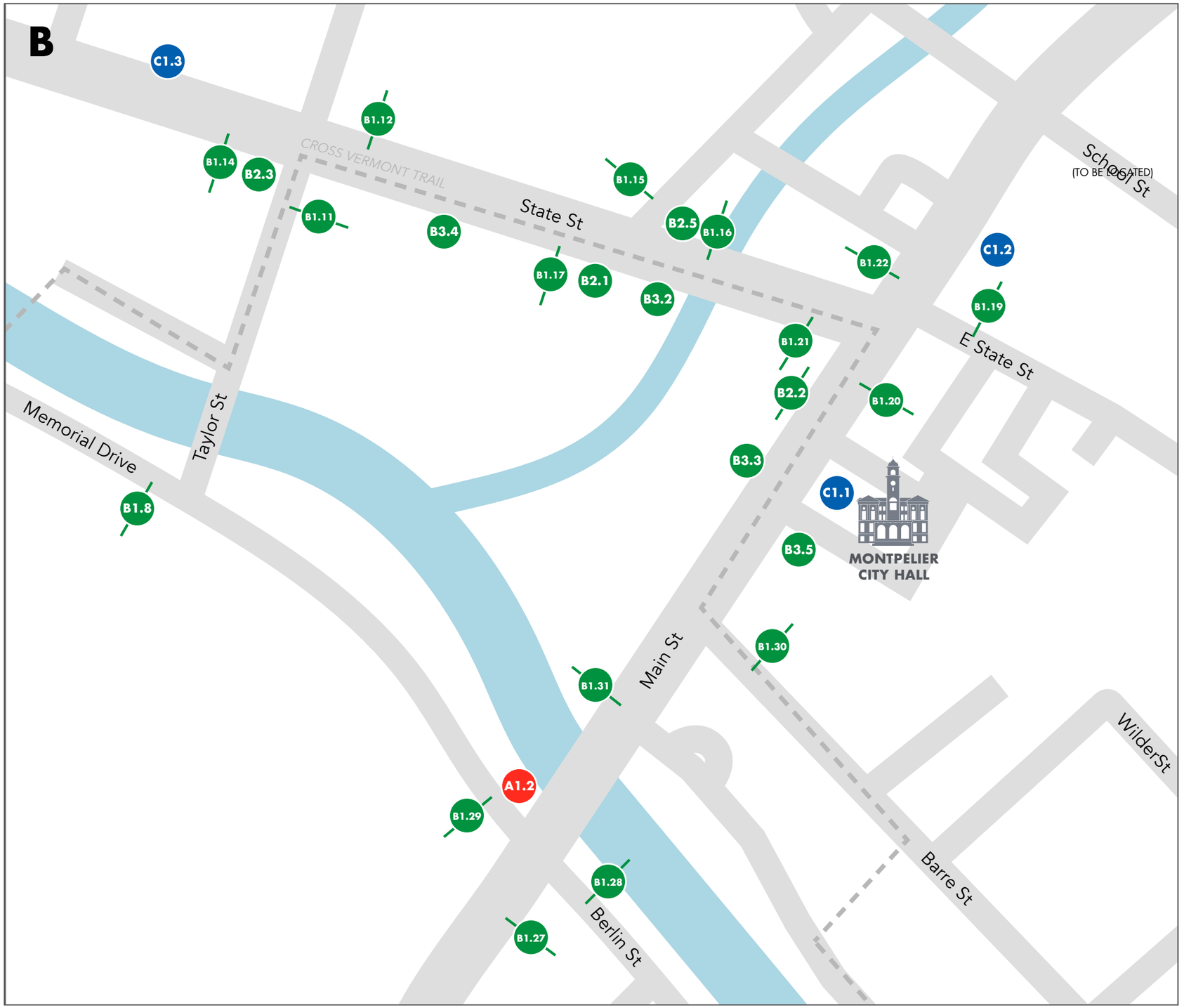
SIGN LOCATION PLAN – KEYMAP A



(TO BE LOCATED)

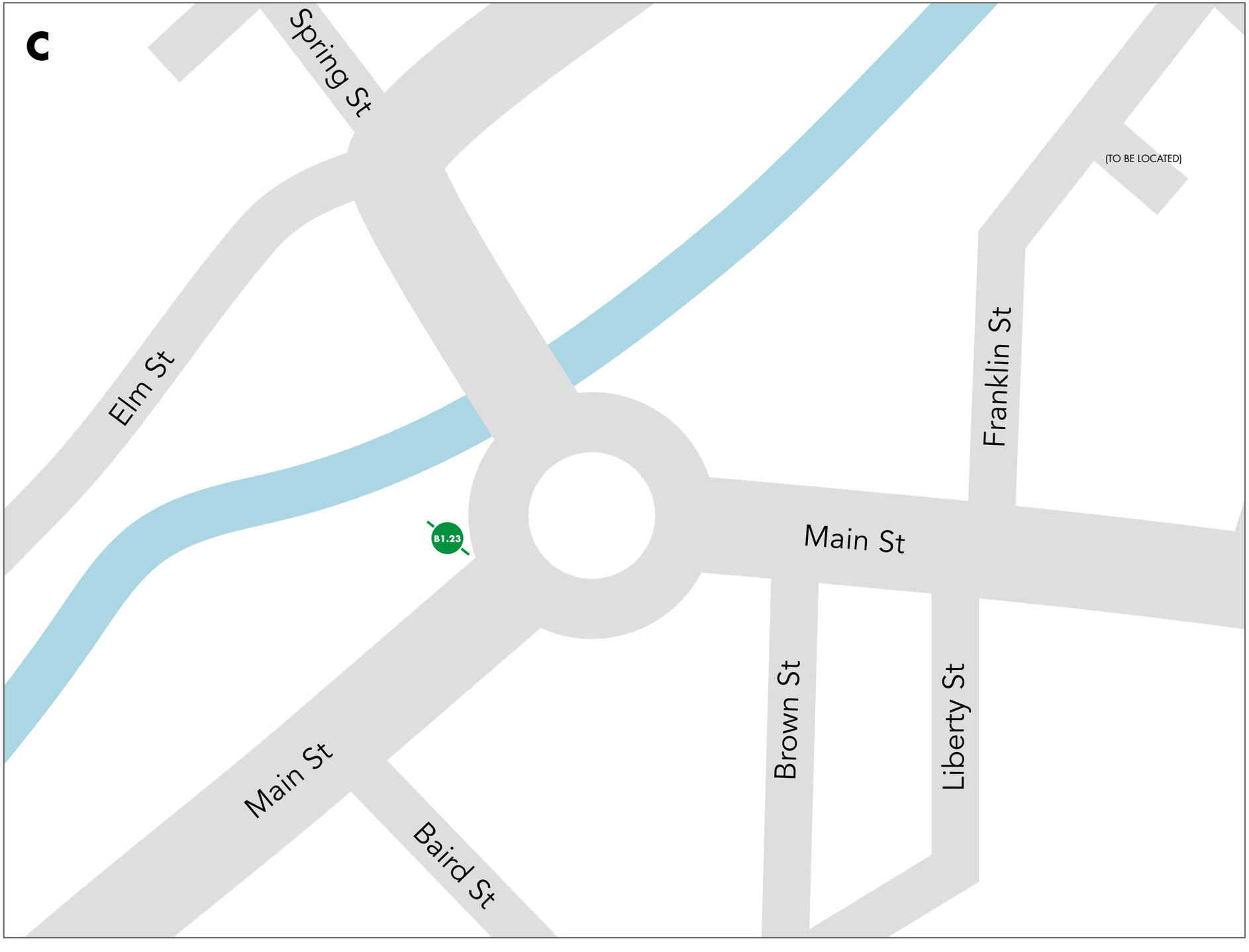
- A1 GATEWAY
- B1 VEHICLE DIRECTION
- B2 PEDESTRIAN DIRECTION
- B3 PARKING
- C1 INFORMATION KIOSK

SIGN LOCATION PLAN – KEYMAP B



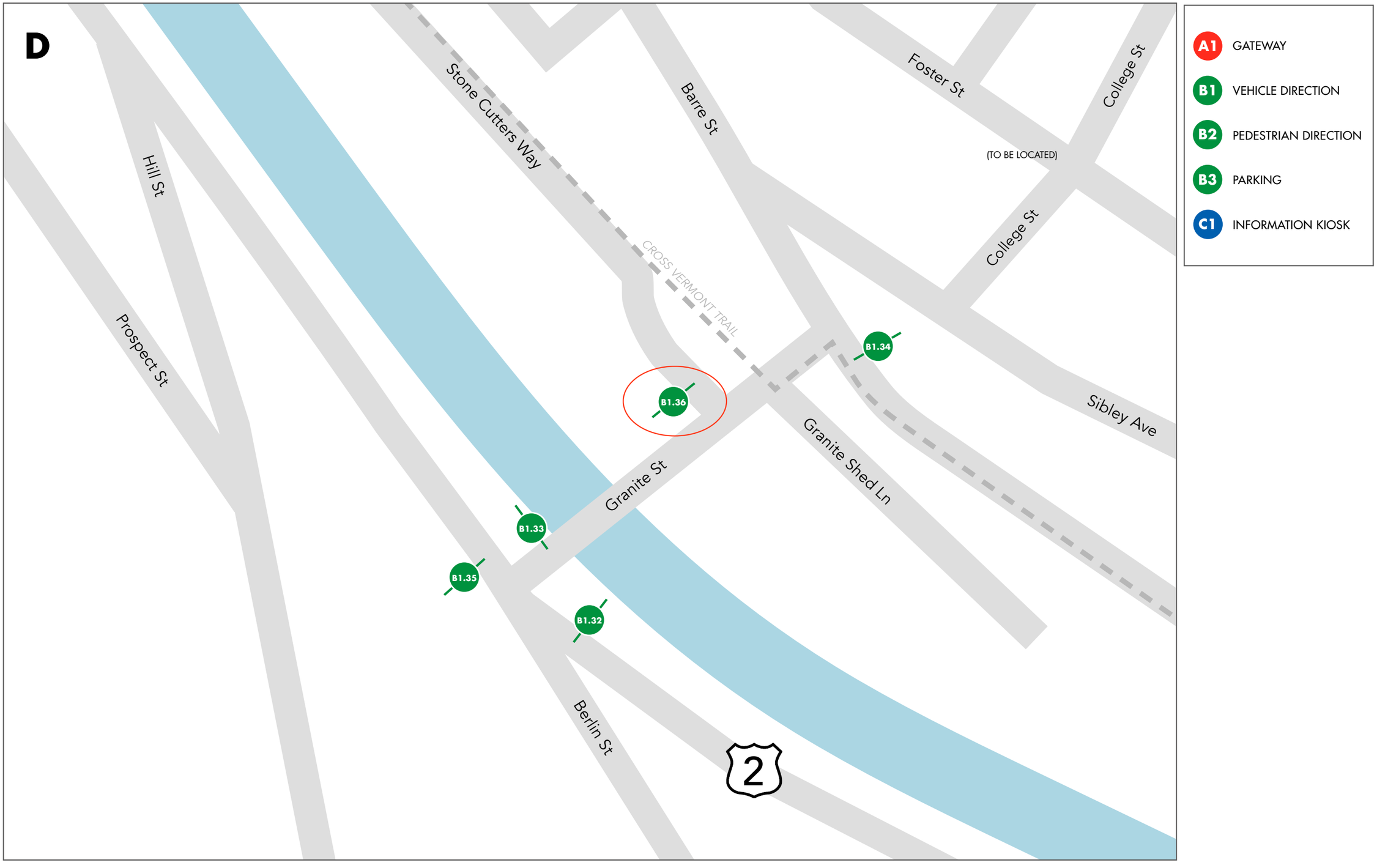
- A1 GATEWAY
- B1 VEHICLE DIRECTION
- B2 PEDESTRIAN DIRECTION
- B3 PARKING
- C1 INFORMATION KIOSK

SIGN LOCATION PLAN – KEYMAP C

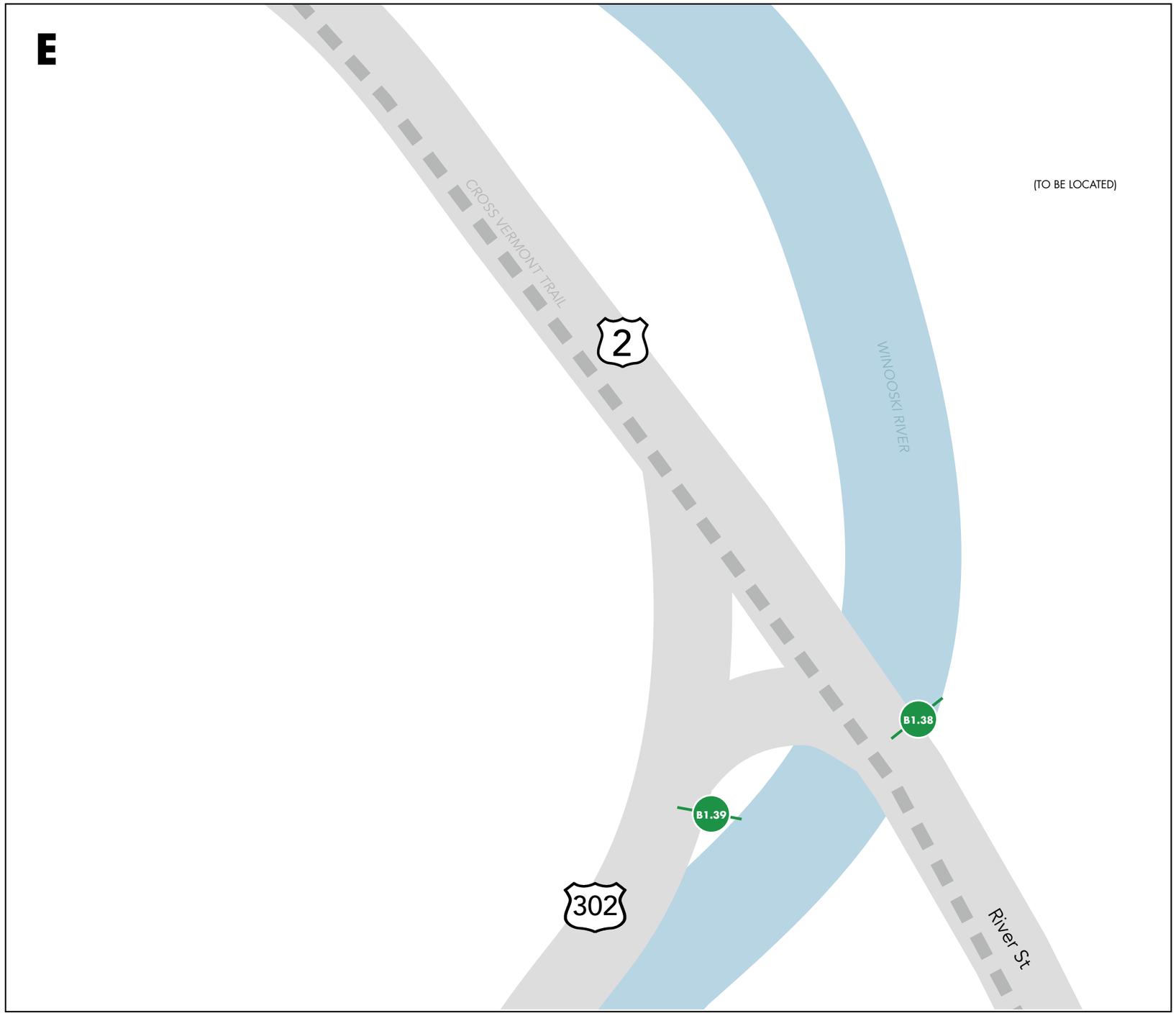


- A1 GATEWAY
- B1 VEHICLE DIRECTION
- B2 PEDESTRIAN DIRECTION
- B3 PARKING
- C1 INFORMATION KIOSK

SIGN LOCATION PLAN – KEYMAP D



SIGN LOCATION PLAN – KEYMAP E



- A1 GATEWAY
- B1 VEHICLE DIRECTION
- B2 PEDESTRIAN DIRECTION
- B3 PARKING
- C1 INFORMATION KIOSK

MESSAGE SCHEDULE — 01

KEY MAP A

SIGN TYPE B1 – VEHICLE DIRECTIONAL

B1.1
- ↑ CITY HALL
- ← DOWNTOWN
  STATE HOUSE
  TRANSPORTATION CENTER

B1.2
- ↑ DOWNTOWN
  STATE HOUSE
  VT HISTORICAL SOCIETY MUSEUM
  TRANSPORTATION CENTER

B1.3
- → DOWNTOWN
  STATE HOUSE
  VT HISTORICAL SOCIETY MUSEUM
  TRANSPORTATION CENTER

B1.4
- ← TRANSPORTATION CENTER
- → HUBBARD PARK

B1.6
- ↑ DOWNTOWN MONTPELIER
  STONE CUTTERS WAY
  BARRE STREET
  TRANSPORTATION CENTER
- ← CAPITOL COMPLEX
  CAPITAL REGION VISITORS CENTER

SIGN TYPE B2 – PEDESTRIAN DIRECIONAL

B2.4

SIDE A (EAST)
- → HUBBARD PARK TRAIL

SIDE B (WEST)
- ↑ DOWNTOWN
  VT HISTORICAL SOCIETY MUSEUM
  KELLOG-HUBBARD LIBRARY
  CITY CENTER

(NEED CLARIFICATION FOR LOCATION)

B2.7
TRAIL SIGN

SIDE A
- ↑ HUBBARD PARK

SIDE B
- ↑ CAPITAL COMPLEX
  DOWNTOWN

B2.9
- → HUBBARD PARK (TRAIL ACROSS ST)
- ← DOWNTOWN
  VT HISTORICAL SOCIETY MUSEUM
  KELLOG-HUBBARD LIBRARY
  CITY HALL
  CITY CENTER
  TRANSPORTATION CENTER

KEY MAP B

SIGN TYPE B1 – VEHICLE DIRECTIONAL

B1.8
- ↑ DOWNTOWN MONTPELIER
  STONE CUTTERS WAY
  BARRE STREET
- ← CAPITOL COMPLEX
  VT HISTORICAL SOCIETY MUSEUM
  TRANSPORTATION CENTER

B1.11
- ↑ PARKING
- → DOWNTOWN
  CITY HALL
- ← STATE HOUSE
  CAPITAL REGION VISITORS CENTER

B1.12
- ↑ STATE HOUSE
  CAPITOL COMPLEX
  CAPITAL REGION VISITORS CENTER
- ← TRANSPORTATION CENTER

B1.14
- ↑ DOWNTOWN
  CITY HALL
  CITY CENTER
- → TRANSPORTATION CENTER

MESSAGE SCHEDULE — 02

KEY MAP B - CONTINUED

SIGN TYPE B1 – VEHICLE DIRECTIONAL

B1.15
- → STATE HOUSE
  VT. HISTORICAL SOCIETY
  MUSEUM (P)
- TRANSPORTATION CENTER
- ← DOWNTOWN
  CITY HALL
  CITY CENTER
  (food) (shopping) (P)

B1.16
- ↑ CAPITOL COMPLEX
  VT. HISTORICAL SOCIETY
  MUSEUM
- TRANSPORTATION CENTER (P)
- → LANGDON ST (food) (shopping)

B1.17
- ↑ CITY HALL
  KELLOG-HUBBARD LIBRARY
  (P)
- ← LANGDON ST
  (food) (shopping)

B1.19
- ↑ CAPITOL COMPLEX
  VT HISTORICAL SOCIETY
  MUSEUM
  (food) (shopping) (P)
- TRANSPORTATION CENTER
- → KELLOG-HUBBARD LIBRARY
- ← CITY HALL
  STONE CUTTERS WAY
  (food) (shopping) (P)

B1.20
- ↑ KELLOG-HUBBARD LIBRARY
- → VT COLLEGE OF FINE ARTS
- ← CAPITOL COMPLEX
  (food) (shopping) (P)
- TRANSPORTATION CENTER

B1.21
- ↑ VT COLLEGE OF FINE ARTS
- → CITY HALL
  STONE CUTTERS WAY
  (food) (shopping) (P)
- ← CITY CENTER
  KELLOG-HUBBARD LIBRARY

B1.22
- ↑ CITY HALL
  STONE CUTTERS WAY
  (food) (shopping) (P)
- → CAPITOL COMPLEX
  TRANSPORTATION CENTER
- ← VT COLLEGE OF FINE ARTS

B1.27
- ↑ DOWNTOWN MONTPELIER
- → RIVER STREET (food) (shopping)
- ← CAPITOL COMPLEX (P)
  TRANSPORTATION CENTER

B1.28
- ↑ TRANSPORTATION CENTER
- → DOWNTOWN MONTPELIER
  CAPITOL COMPLEX
  CITY HALL

B1.29
- ↑ RIVER STREET
- ← DOWNTOWN MONTPELIER
  STONE CUTTERS WAY
  BARRE STREET

B1.30
- → CITY HALL
  CITY CENTER
  (food) (shopping) (P)
- ← STONE CUTTERS WAY

B1.31
- ↑ RIVER STREET
- ← STONE CUTTERS WAY

MESSAGE SCHEDULE — 03

KEY MAP B - CONTINUED

SIGN TYPE B2– PEDESTRIAN DIRECTIONAL

B2.1

STATE HOUSE
HUBBARD PARK
TRANSPORTATION CENTER

DOWNTOWN
CITY HALL
CITY CENTER
LANGDON ST

B2.2

SIDE A

STATE HOUSE
CAPITOL COMPLEX
CAPITAL REGION VISITORS CENTER
VT HISTORICAL SOCIETY MUSEUM
KELLOG HUBBARD LIBRARY

BARRE ST
STONE CUTTERS WAY

SIDE B

STATE HOUSE
CAPITOL COMPLEX
CAPITAL REGION VISITORS CENTER
VT HISTORICAL SOCIETY MUSEUM
KELLOG HUBBARD LIBRARY

BARRE ST
STONE CUTTERS WAY

B2.3

STATE HOUSE
HUBBARD PARK
CAPITAL REGION VISITORS CENTER

DOWNTOWN
CITY HALL
VT HISTORICAL SOCIETY MUSEUM

B2.5

LANGDON ST

DOWNTOWN

STATE HOUSE
CAPITAL REGION VISITORS CENTER
VT HISTORICAL SOCIETY MUSEUM
HUBBARD PARK TRAIL
TRANSPORTATION CENTER

KEY MAP C

SIGN TYPE B1 – VEHICULAR DIRECTIONAL

B1.23

DOWNTOWN
CAPITOL COMPLEX
CITY HALL
STONE CUTTERS WAY

KEY MAP D

SIGN TYPE B1 – VEHICULAR DIRECTIONAL

B1.32

DOWNTOWN MONTPELIER
CAPITOL COMPLEX

STONE CUTTERS WAY
BARRE STREET

B1.33

DOWNTOWN MONTPELIER
CAPITOL COMPLEX
STONE CUTTERS WAY
BARRE STREET

RIVER STREET

B1.34

STONE CUTTERS WAY

DOWNTOWN MONTPELIER

B1.35

RIVER STREET

STONE CUTTERS WAY
BARRE STREET

MAP E

B1.38

DOWNTOWN MONTPELIER
CAPITOL COMPLEX
STONE CUTTERS WAY
BARRE ST
TRANSPORTATION CENTER

B1.39

DOWNTOWN MONTPELIER
CAPITOL COMPLEX
STONE CUTTERS WAY
BARRE ST
TRANSPORTATION CENTER

City of Montpelier vermont

CITY COUNCIL Agenda Item #17-304
Date: October 11, 2017
Consent __ Discussion X Time Sensitive ____
(Outlined below)

SUBJECT: Downtown Improvement District (DID) Budget Presentation

SUBMITTING DEPARTMENT: Montpelier Alive

RECOMMENDED ACTION: Review 2017 Budget, Vote to Approve 2018 Budget

RELATED COUNCIL GOAL/PRIOR ACTION: F: Quality of Life, Provide Financial and Logistical Support for Downtown

EXPENDITURE REQUIRED: FY '18 DID PROJECTED INCOME:

DID Tax	**$41,460**
PILOT	**$18,203**
TOTAL	**$59,663**

SOURCE OF FUNDS: PILOT & DID Tax

LEGAL REQUIREMENTS: Budget must be officially adopted by City Council

BACKGROUND INFORMATION: Montpelier's Downtown Improvement District (DID) was implemented by public vote in 2013. The purpose of the District is to raise revenue for streetscape improvements / enhancements and for marketing and promoting downtown Montpelier. The funds are administered by Montpelier Alive with oversight and approval from the Montpelier City Council.

SUPPORTING DOCUMENTS: Proposed Budget

INTERESTED PARTIES: Downtown Businesses, Community Members, Council

CITY MANAGER'S APPROVAL:

FY ’18 DID PROJECTED INCOME:

Tax $41,460

PILOT $18,203

TOTAL $ 59,663

FY ’18 DID BUDGET PROPOSAL

Advertising & Marketing $34,000

- Out-of-State $ 10,000 (match with Travel & Tourism)
- In State Marketing $ 6,000
- Materials $ 12,000
- Website $ 1,500
- Photography/Video $ 3,000
- Website Design $ 1,500

DOWNTOWN DESIGN, $ 20,663

- Wayfinding Signage Plan $ 5,000
- Holiday Decorations $ 6,663
- Downtown Plantings & Maintenance $ 7,000
- Streetscape Design $ 2,000

COMMUNITY ARTS GRANT, $5,000

- RFP Process as in FY ’14, ’15 & ’16 $ 5,000

Annual Recap

Budget for 2014/2015 (no PILOT year)

Marketing, Promotions		$ 17,000
Community and Arts Grants		$ 6,000
Streetscape		$ 18,000
	Total:	**$ 41,000**

Budget for 2015/2016

Marketing & Promotions		$ 19,000
Community and Arts Grants		$ 7,000
Signage, & Street Scape & Façade		$ 41,000
Ice Skating Rink Match Grant		$ 4,000
	Total	**$ 71,000**

Budget for 2016/2017

Marketing & Promotions		$ 33,000
Community and Arts Grants		$ 5,000
Signage, & Street Scape & Façade		$ 21,000
	Total	**$ 59,000**

CITY COUNCIL Agenda Item #17-305
Date: October 11, 2017
Consent ___ Discussion _X_

SUBJECT: Continuation of the review of the matrices of the Unified Development Regulations (also known as the zoning bylaws).

SUBMITTING DEPARTMENT: Planning & Community Development

RECOMMENDED ACTION: The council should be prepared to ask questions of the Director and take comment from the public. The Council may, if they choose, vote to make any changes to the bylaws they deem appropriate within limits of state law.

RELATED COUNCIL GOAL/PRIOR ACTION: Support and promote a vibrant downtown; Alleviate parking pressures in Montpelier to maintain a vibrant downtown; Create a hospitable environment for housing development and grand list growth; Create a hospitable environment for housing development and grand list growth.

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Title 24 Chapter 117 lays out the requirements for the development and adoption of land use regulations.

BACKGROUND INFORMATION: This will be the eleventh meeting to discuss zoning by the Council and for them to take public comments. The Planning Director has completed his presentation of the draft and has provided a matrix of comments that have been received. The council has started and will now continue to review comments and make decisions.

SUPPORTING DOCUMENTS: The most up to date matrix can be found at: http://www.montpelier-vt.org/947/Public-Comment-Matrices

INTERESTED PARTIES: Planning Commission, Housing Task Force, Conservation Commission, and MEAC.

CITY MANAGER'S APPROVAL:

Number	Staff/ Public Comment Received	Staff Recommendation/Comment	City Council Decision
1	All. Need global search and replace to switch "Historic Design Review District" for "Design Control District".	Noted by some readers that some HDRC references have not been replaced with DCD. **Staff Supports making changes.**	Council agrees to have global search and replace to switch "Historic Design Review District" for "Design Control District"
2			
3	**Part 1**		
4	1002. Public comment that the purpose statement in 1002 should be more detailed.	The purpose can be as long or short as you like. Nothing in the purpose is technically regulatory. The current zoning is one sentence and says the purpose of the zoning is to implement the goals and policies of 24 vsa chapter 117. We added some additional thoughts that it is also intended to implement the master plan and identifies some goals. **Staff recommends keeping the purpose as it is.**	Council agrees- No change
5	1009. Public comment that the Disclaimer of Liability is not necessary and not found in other bylaws.	While the fact that it is not necessary may or may not be true (I'll let lawyers argue that point), what I can say is that we have found disclaimers in other zoning regulations in the state that were not written by Ms. Saxton including the City of Burlington (section 1.1.11), the state's model floodhazard regulations (section III C), and - yes – even in our current zoning but only with respect to flood hazards (section 309.K). Using Flood Hazards as an example, the reason for the disclaimer is that we are requiring people to build above the base flood elevation but that does not mean we are saying you will not be damaged in a flood. We are minimizing risk not guaranteeing that someone will not flood. If you build to 100 year elevations and we get a 500 year event, then you will flood and when that happens you can't sue us for damages. That's what the liability disclaimer says. If that statement is not needed because of other statutory reasons then it is a common error in zoning throughout the state (including as noted above in the state's model flood hazard regulations). Some communities have extended that to the entire zoning bylaws by inserting it into the general provisions. I haven't spent more time looking for additional examples but the first two places that I looked I found disclaimers. **Staff recommends keeping the disclaimer as it is.**	Council votes to strike 1009 Disclaimer of liability in its entirety.
6	1101.A(2) Typo "unfished space" to "unfinished space"	Agreed. **Staff Supports the change.**	Council agrees -under 1101.A(2) replace "unfished space" to "unfinished space"
7	1101.A Montpelier Alive has provided some input that they would like a clearer comment that Parklets will be exempt from zoning because they will be regulated separately.	**Staff agrees and will work to develop language**.	Staff will develop and report back to Council
8	1101.A(8)(a) a public comment that the 20 cubic yard figure is too low.	This provision discusses how much material can be added or removed without needing a permit. If you need to add more then you would need a permit and we get involved with ensuring proper erosion control and other quesitons. A big single axle dump truck is generally about ten cubic yards so this would allow two big dump loads of fill without a zoning permit. We need some cutoff and the consultant and staff felt this was a common sense amount. **Staff recommends not making changes.**	Council votes to change 1101.A(8)(a) from 20 cubic yards to "30 cubic yards per year".

Consent approval items; Staff will provide more comment; Need COuncil decision

9	1102.B(2) requiring permits for farm structures. Comment that state law exempts farm structures and that only a notification is required. Is the requirement to submit an application ok?	It is surprising how many farm projects do not qualify for farm exemptions. The best thing from a records standpoint is to receive an application describing the project and the ZA making a determination. I personally built a two story gambrel barn for my horses, sheep and goats and needed local permits because I did not qualify as a farm in the eyes of Ag. of Ag. We also need to determine if the setback requirements are met. **Staff recommends keeping the language as it is.**	Council agrees- No change
10	1203.D and .E and .F It was noted that each of these use the word MAY which is poor practice in writing regulations.	I think .D is uneccessary but harmless- Normal repair and maintenance are exempt under 1101.B(1). On .E "may" should be changed to "must"- If the applicant meets the requirements the ZA doesn't have the option to approve. On .F the "may" is ok because it is clarifying that a waiver can be applied for to be closer than the non-conforming line if waiver requirements are met. One thing I would add is "section 3002.J" to the end... (see sections 3002.J and 4602). **Staff recommends making changes to .E and .F as described above.**	Council agrees- make changes to 1203.E to change "may" to "shall" and in 1203.F to add "section 3002.J" to the end "(see sections 3002.J and 4602)"
11	1206.A Public comment that 6 months is too short	While 6 months sounds short, the requirement here is only to stabilize and secure. I think those can occur in 6 months. The provisions in .B allow for extensions in extenuating circumstances. **Staff recommends not making changes.**	Council agrees- No change
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13			

Consent approval items; Staff will provide more comment; Need COuncil decision

14	**Part 2**		
15	Part 2. Public comment that under each figure in Part 2 or as a part of each figure that there should be a clearer note that all of these dimensional requirements are discussed further in section 3003 for accessory structures and 3002 for dimensional requirements.	Agreed. If it is confusing and not clear to many people (and it sounds like it is) then we should adjust the format to make it clear that these dimensional requirements apply to principal structures and that additional information is provided in 3002 and 3003 (for accessory). **Staff will bring suggested changes at a future meeting.**	Staff will develop and report back to Council
16	Part 2. Comment that city should focus development in the downtown.	The City cannot restrict development to occur only in the downtown. This draft has made a number of changes to increase the opportunities for development in the downtown but we cannot restrict development to only the downtown. **Staff does not recommend making any changes based on this suggestion.**	Council agrees- No change
17	Part 2. Consistency on some standards. Some height in feet and others in stories; some FAR has numbers and some say "Max".	Agreed. The PC discussed and approved changes to always be in feet for height but must not have caught all. Also, all FAR should say Max. **Staff recommends making those changes.**	Council agrees: Regarding height- stories needs to change from "2 stories" to "24 feet min" in Figures 2-01, 2-02, and 2-03; "Max" needs to be added to FAR requirements on Figure 2-06, 2-07 and 2-08.
18	Part 2. Councilor comment. In any district with a two story minimum. Will this impact smaller infill accessory buildings such as a carrage houses?	The intent to maximize dense mixed use development to facilitate vibrancy. Single use and single story buildings spread out uses and make communities less walkable which is why the two story minimum is imposed. Per 3002.H(2), only principal buildings must meet the minimum height requirements. The Council can consider removing the minimum height from some districts (riverfront or mixed use) but staff would recommend keeping the requirement in the Urban Center districts. Optionally you can keep it in all districts that it currently is in and allow waivers to make a one story building in certain instances. You have some options but **staff recommends keeping the language as presented**.	Council agrees- No change
19	2101.B(1) confusion over neighborhood name of "capitol complex"	Agreed that this name has created confusion. It was intended, nor was it being used to represent the legally defined "Capitol Complex" in a regulatory sense but as it does lead to confusion I recommend changing the name of the neighborhood to "Civic" which is what the area is called in the current zoning district. **Staff recommends changing neighborhood name to "civic".**	Council agrees to change name of "capitol complex" neighborhood in section 2101.B(1) and on the zoning map to "civic"
20	2101.E Confusing to know when architectual standards apply	Received this comment in many venues so we do need to clarify. Suggestions have ranged from providing an "informational note" to adding some other language. My suggestion to start would be to add "for major site plan applications" in place of "when required". In that way there is at least a clear indication up front in the district requirements that these apply only in a limited number of applciations. If approved by council this would be replicated in sections 2102 to 2109. **Staff recommedns making change as described above.**	Council agrees to add "for major site plan applications (see section 3201)" in place of "when required" for all architectural standards in sections 2101 to 2109.

21	2101.E General comment that there was a concern that these architectural standards would not get us to where we want to go as a city (from a design perspective). The standards require change in roof form and wall plane etc.	This was part of a longer set of comments and staff disagrees with the concerns about changes in wall plane - we want to have a visually dynamic streetscape. It improves character and most of our historic buildings have these characteristics. Staff does agree with the concern that these rules will not get us where we want to go. Staff comments during the PC process were that form based codes or design guides (like our historic design control district) are a better approach. The PC heard a lot of comment about protecting character and because we don't have the time to do a big design review overhaul they felt this was a good step in the right direction. **At this time I will continue to recommend we keep the architectural standards in the various districts which they have been proposed.**	Council agrees- No change
22	2101.E Standards are confusing for general public to understand. Suggestion that diagrams be added to show what the requirements are.	Agreed. The city had not allocated money to diagrams because they can be more expensive feature and if rules are not adopted or changed then more money is needed to amend the drawings. If the council chooses to keep the architectural requirments then we will commission drawings to be added before adoption, if possible, or be incorporated into the next revision of the zoning. **Staff recommends adding diagrams as soon as practical following approval.**	Council agrees- No change
23	Figure 2-01 Typo- Note reference in Water is incorrect	Agreed. Note should read "2" not "1". **Staff recommends making change.**	Council agrees that note reference in Figure 2-01 for water is incorrect and should read "2" not "1"
24	Figure 2-01 and 2-02 couple comments that the water setback in UC-1 and UC-2 should not allow construction over the waterways as allowed in the notes.	This special exception (the note) was added because a developer commented during the planning commission process that he felt these should be allowed because they already exist on Elm Street and that these could be unique features for future downtown projects. Staff had some concern over the approval process because the land over water is not owed by abutters they are public waters owned by the state. The developer felt they had ways to meet that requirement so the PC allowed them. Staff would continue to have that concern about our ability to approve such an item. **Staff would recommend eliminating the second sentence in note 2**.	Council agrees- eliminate second sentence in note 2 in figures 2-01 and 2-02.
25	2102 Comment that the density on Main street is not appropriate.	Staff looked at dimensional requirements in this area and found these requirements were very consistent with what we find on the ground. If there is a specific dimension that does not look correct then we can take another look but we did check on this specifically during the Planning Commission hearing process. **Staff does not recommend making any changes to dimensional requirements.**	Council agrees to tentative change for front setback on Figure 2-02 from 5 feet minimum to 10 feet minimum with a new note added that "where existing buildings on abutting properties are closer to the street than 10 feet, new buildings can match building lines of adjacent buildings." COuncil will revisit to vote any changes.
26	Figure 2-02. This is the dimensional table for Urban Center 2. 5th and 6th stories are not appropriate in this area.	Staff agrees. This was voted to be removed by the planning commission but was not edited out. **Staff recommends removal of allowance for 5th and 6th stories.**	Council agrees. Strike "5th and 6th story setback: 16 foot minimum."

Consent approval items; Staff will provide more comment; Need COuncil decision

27	2103 In the riverfront district there were two comments regarding the Crossroads neighborhood. Should the city consider changes to the purpose because it is described as "auto service" functions and questions were raised about the two story minumum requirement here (figure 2-03).	This neighborhood has been a uniques case. It really is different from all other areas in town and is a tight area of auto service uses. We did not intend this to be to the exclusion of other uses but considering the need for auto service stations for the thousands of people who drive through town every day, we should not allow uses that would not be compatible with the existing uses in this area. Concerning the dimensional requirements like the two story minimum, I have considered before and will throw it out here whether this neighborhood should be it's own zoning district with its own standards. The problem is the design and architectural standards, dimensional requirements, and uses are all set by Barre Street, River Street, and Berlin Street (the other parts of Riverfront district). Staff suggests making Crossroads neighborhood its own zoning district so staff can devleop a quick set of rules. That would fix the purpose, character, and dimension inconsistencies. **Staff recommends making Crossroads into its own zoning district and adjusting the purpose and neighborhood character to be consistent with this area.**	Council voted to change 2103.B(2) in the second and third sentences- In the second sentence change "should continue to be a" to "has historically served as a"; In the third sentence strike "however" and replace "maintain the neighborhood's service function while also improving" with the word "improve".
28	2105.A The purpose of the Western Gateway should discuss more uses than office, government, and civic.	Agreed. Even in the neighborhood description it talks about compatible light industrial and mixed use development. Staff recommends adding language to the end of 2105.A(1) "…as well as the development of a mix of new uses to support a vibrant campus and village setting at National Life and an attractive gateway with uses that support the downtown." I put that together as a palce to start and Council can add or change what is suggested. **Staff supports amending the purpose.**	Council agrees to add language to the end of 2105.A(1) "…as well as the development of a mix of new uses to support a vibrant campus and village setting at National Life and an attractive gateway with uses that support the downtown."
29	2106 to 2111 Concerns about 90% rule - i.e. that the maximum densities of residential districts is too high.	I believe we have provided sufficient information for why we chose to adjust density and lot size figures. Its both a matter of fairness and improves processing of applications if rules, in the very least, match the development on the ground. To deny an application for a new 0.9 acre building lot because it will be out of character (too small) when the abutters are all 0.3 acre lots just flies in the face of fairness. **Staff recommends keeping the district densities as they are unless a neighborhood or district has been misclassified.**	Council agreed that the 90% works generally and will address specific neighborhoods where a different set of numbers should be used. No change.

30	2106.B(2) Comment that the court street neighborhood description states that proposed development should protect the residential scale and character of the neighborhood. The large parking lot adjacent to court street is a prime area for commercial development. There are very few residences on the block. Language could be a significant barrier to such development.	The large parking lot off court street is part of the downtown business neighborhood so any redevelopment of that area will need to meet the requirements of the UC-1 district (not these in Mixed Use Residential). The Court street neighborhood is a mix of both commercial and residential (6 offices and 7 residential) so it is a good candidate for this MUR district. The office buildings are mostly converted former residential units so the character of the street is one that tends to be of residential character. The description does not limit the uses allowed in the street (that is defined on table 2-14). This could be used to affect the chracter of buildings being developed though. **Staff recommends keeping these rules as they have been presented.**	Council votes to specifically reference "the pit" in the description to make sure that provisions in 3304.A don't interfere with redevelopment of the pit area. Suggests adding to the end of the description "Court Street is a rare street whose neighborhood is different on the north (MUR) than the south (UC-1). Properties on each side of the street are expected to be developed consistent with the respective character of that neighborhood and therefore have difficulty meeting requirements regarding character of the neighborhood. As such, Urban Center projects on Court Street will be exempt from the requirement of 3304.A that potential impacts of both neighborhoods will be considered."
31	2107.B(1) change name of neighborhood from "college hill southwest" to "Hubbard Street"	I had notes that we would change the name but not too what. I've suggested Hubbard Street. **Staff recommends making the change.**	Council voted to change name of college hill southwest neighborhood in 2107.B(1) name to "Blanchard Park". Make change on Map as well.
32	2109. Public comment that Planning Commission did not reflect the input of the Parks Commission or Master Plan in zoning proposal regarding Sabins Pasture. The property owner responded with his proposal. These suggestions include dividing the pasture into mutliple distircts including ones to decrease the top to rural and others to increase the bottom to riverfront. Others have suggested keeping the same zoning boundaries as today (breaking into three districts).	Staff has provided input already about rationale behind Sabins zoning. The city cannot create a park through zoning. It would be unconstitutional to do so. If the City would like to make a park, the planning commission is prepared to create an official map to give us the power to do that. If it is not going to be a park then the planning commission created rules that would allow development at a density that creates great neighborhoods and still leaves room for clustering that would protect some open space (although it would not be publicly accessible open space). Res-6 is the same as College Hill. **Staff recommends keeping Res-6.**	Council voted to keep Sabins as presented but to amend 3404.J(1) to increase requirements to 40% minimum open space. (See #126 for approved change).
33	2109.B(5) Sabins pasture neighborhood description should be a more aspirational statement regarding open space. Mention PUD and clustering.	That is something that could be easily accommodated although if the pasture is divided into multiple districts then each area would be its own neighborhood. There could be a Lower Sabins Pasture and an Upper Sabins Pasture neighborhood (one being in the riverfront district and the other being in the res 17,000 for example). The description here may be appropriate for the lower pasture area. Staff will develop neighborhood descriptions based on final decisions and if the council decides to keep Sabins in one district then I will amend the description to meet those requests if that is the Councils wish. **Staff recommends waiting to change until final decisions are made.**	2109.B(5) should replace the first sentence with the following "Sabin's pasture is an undeveloped property that presents an opportunity to develop a new neighborhood for Montpelier. This area has complex natural features including floodplains, wetlands steep slopes and an old quarry. These opportunities and constraints invite a proposal that would cluster development in higher densities along existing roadways while protecting open space in more challenging areas." The following sentence should be added to the end as well "Open space should be protected in accordance with the Natural Resources Inventory Map and any Official Map, if so adopted."
34	Figure 2-10 comment that footprint requirement in Residential 9000 is too big at 4,000 square feet.	These footprint limits were really meant to put an upper limit on how big a building could be. For smaller parcels, clearly these buildings could never be built at this size but places like Crestview have been identified as somewhere where largehomes could be built to meet the needs of executive housing. They may build a 3,000 square foot home or larger. This would simply cap those at a certain size (4,000 squre feet in this case). Council can change it but I would keep it as presented. **Staff recommends keeping the requirements as presented.**	Staff will review footprint information for each district and report back to Council

Consent approval items; Staff will provide more comment; Need COuncil decision

35	2111. Public comment that density of Towne Hill (Res 17) is too high.	Staff has explained the reasoning before. Staff actually recommended res 15 as that would be a more appropriate density based on the neighborhood but Planning Commission settled on Res 17. **Staff recommends keeping Res 17 (PC recommendation) or increasing density to Res 15 (staff recommendation).**	Council votes to change to 23k and asks staff to report back with conformity
36	2111.D Councilor comment page 2-25 typo. 2111.D -refers to Residential 9000 when it should read "17,000"	Staff agrees. **Staff recommends fixing typo.**	Typo- automatic approval
37	2112. Rural minimum lot size is two acres and minimum lot size is 1 unit per 2 acres. Councilor comment that this appears low and will not protect rural character. Public comment is that rural density too low and should be higher.	This was debated by the planning commission adn we can see both sides. The current zoning is one acre (and one unit per acre) so moving to two acres was felt to be a step in the right direction. Two acres is the minimum to fit septic and well with protection distances between them. Staff thinks two acres is a good balance. It should not be less but could be a small bit more. I would not go much larger than 3 acres though as subdivisions start to become very consumptive. **Staff recommends keeping rural density as presented at two acres.** .	Council agrees- No change
38	Zoning Map- Zoning District change recommended. Recommendation to change CCV, Turtle Island (2 parcels), and the City rec fields to change from Residential 9000 to Mixed Use Residential.	Staff recommends approving this change. It was proposed and removed during the planning commission process but these 4 non-conforming uses are distictly different than their surrounding uses and it limits logical reuse of these properties. **Staff recommends changing the zoning for the parcels identified to be mixed use residential.**	Council agrees to change CCV and Turtle island (2 parcels) to MUR but not to change rec fields.
39	Zoning Map- Cliff Street neighborhood design review.	Does the Council desire any changes to this boundary?	Council agrees to not change boundary
40	Figure 2-14 recommendation to add greenhouses as conditional uses to all districts in which it is not permitted.	These greenhouses are the commercial kind (not backyard greenhouses) but these could be in any district depending on the nature of the business. It makes sense that they would be Conditional Uses and let the DRB decide if the specific applciation will have an implact on traffic or neighbors. **Staff recommends adding greenhouses as a CU in all districts where it is currently not allowed.**	Council agrees to add greenhouses as a CU in all districts where it is currently not allowed.
41	Figure 2-14 Add bus stop as a conditional use in the Rural district.	Agreed. **Staff Supports the change.**	Council agrees to add bus stop as a conditional use in Rural
42	Figure 2-14 Concern from terrace street resident (Res 9) that new zoning would allow 6 new markets to be built on Terrace and Bailey	The count is technically correct based on the written specific use in 3117 and the number of neighborhoods in that area. The reality is that these are the maximum possible number and each new market is a conditional use and can be denied. Because these are targetted to markets (selling staple foods) and not retail we don't expect to have more than two exist. We would be happy to get one but we cannot allow any if we don't at least make them a CU in the table. **Staff recommends keeping the rules as presented.**	Council agrees- No change
43	Figure 2-14 Page 2-29 typo "Zoning district" misspelled	Agreed. **Staff Supports the change.**	Typo- automatic approval

Consent approval items; Staff will provide more comment; Need COuncil decision

44	Figure 2-14. Public comment that the uses allowed in RES 17 district on Figure 2-14 may not be appropriate for the district.	The permitted uses in this district include single and two family uses, religious facility, nature or recreational park, grade school, cemetery, family child care home (registered), bus stop, certain utilities, and ag and forestry. Nearly all of these are uses that receive some statutory protections or would not significantly impact the character of the neighborhood. Religious, grade schools, utilities, ag and forestry all have statutory protections. Registered child care homes are limited in size and are encouraged in the City Mater Plan as important for a number of goals. The conditional uses are allowed only after public hearing and must meet requirements that they will not affect the character of the neighborhood. As noted by public comment, the Planning Commission did allow the possibility of a major group home, senior housing, B&B, inn, academic institution, library, museum, and licensed child care facility, as well as a stable, greenhouse, or rural enterprise. Council certainly can disallow these if they choose. Major group homes are ones that are larger than the regular group homes which are exempt by statute. These group homes are for mentally and/or physically handicapped not drug rehab or half way houses for inmate reintegration. Academic institutions have some statutory protections as well making it impossible to deny them anyways. Adding or removing allowed uses is a policy decision. We created Res 17 to match the uses in Res 9. It may be appropriate to have things be different. Under current zoning (LDR) child care homes (P), group homes (C), B&B (C), academic (P), museum (C), cemetery (P), religious (P), and many more uses are allowed.	Council agrees- No change
45	Continued from previous	[Continued comments from previous] Overall, fewer uses are recommended to be allowed in this draft than current zoning but Council is free to add or remove as they feel necessary. **Staff is ok with uses as they are but is also ok if you want to make some changes.**	Council agrees- No change
46	Figure 2-14 page 2-32 surface parking. Request to add surface parking a conditional use in Res 1.5.	Staff agrees but also suggests adding in Mixed Use Residential as conditional use as well. **Staff recommends changing surface parking to conditional use in MUR and Res 1.5.**	Council agrees to change surface parking to a conditional use in MUR and Res 1.5
47	2201.H(1)(c) Typo - appears to be missing the end of the sentence.	Absolutely correct… should go on to say "…be required for clarification, along with the manufacturer's catalog data and illustrations, if applicable. "	Typo- automatic approval
48	2201.C Page 3-34. ZA Comment- This section states that "not structure may be erected, reconstructed, substantially altered, restored moved, or demolished…" without review by the DRC. Section 4301(A) states land developemtn within the Design Control OVerlay District must be refered to the DRC. Also current regulations require fences and above ground storage tanks to go to DRC.	Good catch. This is because we cut and pasted current zoning requirements. I recommend adding "including fences and above ground storage tanks" after the word "structures" in section 2201.C (even though I would have considered them to be structures. In 4301.A I would revise to read "...all applications requiring review under section 2201.C and within the Design Control District District to the Design Review Committee...". **Staff recommends making the changes as described above.**	Council agrees. Add "including fences and above ground storage tanks" after structures in 2201.C. Also in 4301.A revise to read "… all applications requiring review under section 2201.C and within the Design Control District to the Design Review Committee... "

Consent approval items; Staff will provide more comment; Need COuncil decision

49	2201.G Demolition- The ZA noted that this provision should moved to Section 3004 where .B would be removed and these provisions added in a new section after .D	Agreed. As written today, any historic structure in the city, regardless of whether it is in design review or not, cannot be demolished without meeting these requirements. Having those rules in design review would mean they no longer apply outside of the area. **Staff recommends moving 2201.G to 3004 and placed after .D**	Council agrees to move 2201.G to 3004 and place after .D
50	2201.G Demolition- Comment that the standards seem overly proscriptive and (3) appears to allow the DRB to establish the requirements … "chall consider at least the following.."	These are the rules that are in effect today. We recognized that many requirements need to be adjusted but the decision of the Planning Commisson was to let the Historic Preservation Commission develop an alternative set of regulations and proposed them rather than take time to amend the current regulations. **Staff recommends keeping the rules as they are until the HPC can propose new rules to replace them.**	Council requests a recommendation from staff
51	2201.H.2.f page 2-39 ZA comment. This provision states that "internally lit pastice signs are not permitted in design review" while 3012.C.9 is more restrictive. These should be consistent.	I think the stricter would apply in this case based on how they are worded but to be consistent I recommend changing 2201.H.2.f to read "internally illuminated signs are not permitted…" **Staff recommend making the change as stated above.**	Council agrees to change 2201.H.2.f to read "internally illuminated signs are not permitted.
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Consent approval items; Staff will provide more comment; Need COuncil decision

55	**Part 3**		
56	Fix page numbering	numbers did not reset at the start of the section	Typo- automatic approval
57	3001.B Zoning Administrator pointed out that the use table on Figure 2-14 describes residential uses as "structures" so she was unclear if 5 single family dwellings on a single parcel are approved as single family dwellings or a mutlifamily.	I think a new section in between .B and .C would work that states that residential uses are classified by the number of units per parcel for the purpose of Figure 2-14. Therefore if someone had 20 acres in rural (two acres per unit) would be entilted to 10 units but could not put more than 4 without subdividing or creating a PUD because multifmaily is not allowed in rural. **Staff recommends making clarification described above and will prepare specific language if approved.**	Staff will prepare language that implements idea.
58	3002.C(2)(b) refers to wetlands mapped on the Vermont Significant Wetlands Inventory and should refer to wetlands on "identified on the Montpelier Natural Resources Inventory Map".	Agreed. When we administer these regulations we have specific data layers on our GIS that we will be looking at and these will be the Natural Resource Inventory map. **Staff recommends correcting that reference error.**	Council agrees to reference Natural Resources Inventory Map
59	3002.D(2) add a new (a) stating maximum residential density may be limited by the amount of steep slopes on the parcel. See section 3007 for additional details and for districts in which those requirements may apply."	Agreed. That would be a good clarifying addition. **Staff recommends making that change.**	Council agrees to add "(a) starting maximum residential density may be limited by the amount of steep slopes on the parcel. See section 3007 for additional details and for districts in which those requirements may apply."
60	3002.F (1) zoning administrator noted that approval of a ROW generally requires DRB approval; (2)(a) wording is confusing (heard from multiple sources); (3)(b) comment that 15 feet is too narrow.	Agreed on all three counts. (1) recommend adding ", approved by the Development Review Board, that is…" after the word right-of-way; (2) reword to say"… shall be maintained on at least one street in each district where the lot has frontage."; (3) In subsection 3b the minimum is 15 feet rather than the 20 feet in part a. Staff did not recommend allowing any new lots that do not have frontage and therefore wanted to strike 3b altogether but some members of the PC were insistent on allowing new lots without frontage. If kept I recommend being consistent and changing to 20 feet. **Staff recommends changes as described above.**	Council agrees to (1) recommend adding ", approved by the Development Review Board, that is…" after the word right-of-way; (2) reword to say"… shall be maintained on at least one street in each district where the lot has frontage."; (3) In subsection 3b change the minimum to 20 feet rather than the 15 feet.
61	Figure 3-01 has an illustration for LOT FRONTAGE which references section 3203. That reference is incorrect	Reference should be 3002.F(3)	Typo- automatic approval
62	3002.H - Public comment that height regulations will promote the development of flat roof buildings in the city.	The Planning Commission reviewed a few alternatives on how to measure height. In the end, the Staff noted that there have been no comments or complaints about how the current zoning regulates height (until the hearing process) and there have been no problems of people developing flat roofs so perhaps keep the rules the same. The Planning Commission voted to use the same rules as are in effect today. **Staff recommendation is to leave the definition of height as it is. If council wants a change then please provide direction as to how.**	Council agrees- No change
63	3002.H(3) why is a and b listed separately.	They each are qualified statements so it is probably clearer being written separately than to try to combine them. **Staff recommends keeping it as written.**	Council agrees- No change

64	Figure 3-06 waivers. Recommendation that side and rear waivers not be allowed; and height waiver not be allowed. New zoning rules have reduced the minimum standards such that these should no longer be needed.	I tend to agree somewhat but wonder what happens in specific cases where it is needed. I think a better approach may be to tighten the rules in figure 4-02 to make those waivers more difficult to issue rather than not allow them at all. **Staff recommends keeping these as they are and revisit this issue in section 4 when figure 4-02 is reviewed.**	Council agrees- No change
65	Figure 3-06 waivers. Note that height waiver is still in stories when that was eliminated in rest of bylaws.	If this remains it must be converted to feet. **Staff recommends a not to exceed of 5 feet rather than a full story.**	Council agrees to allow height waivers of not to exceed 5 feet.
66	Figure 3-06 Footprint waiver. It has been noted that in some cases a larger footprint for a building may not be a bad thing and that in certain conditions larger buildings can be better. One option proposed for exceeding footprint requirements would be to allow waivers up to certain percentage of the base (say 300% bigger) if they meet Conditional Use requirements. We would need to add those here if we wanted that option.	I think this is a viable option. Footprint requirements were added because of the Sibley project (large lot allowed property owner to build large building in neighborhood of smaller homes). It's a policy question. I think we want to limit the footprints and allow waivers if it is exceeded. How much latitude the Council gives the DRB should be added to the waiver provision. Both a project on Elm Street and Sabins pasture could want to cluster development into single large structures away from neighbors. Council could give unlimiteed latitude and let the DRB make the decision based on the specific conditions of the applciation. **Staff recommends, at a minimum, increasing the maximum waiver to 300% provided the applicant can demonstrate compliance with conditional use requirements.**	Council partly agreed with recommendation. They decided to revise footprint requirements for each neighborhood to lower them and then allow any application that exceeds the max footprint to apply for a waiver and demonstrate compliance with Character of the Neighborhood requirements. Therefore strike "footprint" and "10% more than district standard" from 3-06 Waiver limitation". Character of the neighborhood is already a requirement of 4-02.
67	Figure 3-07 (regarding accessory structures) max of two garages carports and barns- should this apply to rural; Same limit on sheds or similar small accessory; also only discusses allowing them in rear and side yards.	I think the first one is written correctly with the qualifier that "unless meeting all the dimensional standards for principal buildings in the district." The intention of these rules is to allow accessory buildings closer to the property lines than principal buildings. You can always have more accessory buildings but only two (or three) can be in the setback area of the principal building. I think this is clear in the statement 3003.C(1). That phrase should be added to the "sheds" line as well. It may not be clear because it does not expressly state it but accessory structures would be allowed in the "front yard" but not "in the front setback area". Accessory structures still need to meet the setbacks for principal buildings. **Staff recommends adding the "unless meeting..." language from above to the sheds section and keeping the rest the same.**	Council agrees to add "unless meeting all the dimensional standards for principal buildings in the district."
68	3004.B Demolition note that earlier comment proposed adding demolition from 2201.G and deleting .B	agreed.	Note of earlier change of moved infor being inserted here

Consent approval items; Staff will provide more comment; Need COuncil decision

69	3005.B Applicability of riparian areas. Why no preservation of riparian in UC1, UC2, and riverfront. Shouldn't we preserve existing vegetation.	The Planning Commission felt that requiring vegetative buffers on the channelized portions of the Winooski and North Branch would make a lot of non-confoming development and require additional reviews to projects that probably should be allowed. Think of the NECI building as an example. If they looked at redeveloping their site, what would we require? If they tore down the building by the river should they be prohibited from building with 10 feet of the river and have a 10 foot vegetated buffer? The PC said no- The urban core can be developed. **Staff supports the Planning Commission in exempting these districts. Currently no riparian requirements exist in the city zoning and now it will be introduced fist to the less developed parts of the City.**	Council requests staff to develop rules that protect existing vegetation, allow rivier access and destroyed can rebuild in UC1 UC2 and riverfront.
70	3005 typo Natural Resources ***Inventory*** Map	agreed.	Typo- automatic approval
71	3005.D reference is to 3005.E and 3005.F but should be 3005.E(3) and 3005.F(3).	Technically the general references are ok and are actually prefereable in this case. Development can be uses or structures so 3005.F(1) would allow a change of use (development) of an existing building in the riparian area. If we only refered to .F(3) we would miss this in (1). **Staff recommends keeping as written.**	Council agrees- No change
72	3006.D Add "to the greatest extent feasible" before "land development must be designed to:" and change (2) to read "… within wetland buffers and vernal pool buffers including…"	This conservation commission comment was to clarify a graammatical concern - is it "wetlands" and "vernal pool buffers" or is it "wetland and vernal pool" buffers. This clarifies. **Staff supports adding language in both places**.	Council agrees- Add "to the greatest extent feasible" before "land development must be designed to:" and change (2) to read "… within wetland buffers and vernal pool buffers including…"
73	3007.C steep slopes - recommendation to add to the list of 'normal property maintenance or management activities' the removal of invasive species.	Agreed. **Staff recommends adding "removal of invasive species and" after "such as"**	Council agrees - add "removal of invasive species and" after "such as"
74	3007.E change "conditional use" in title and"conditional use approval from" in the text to "Hearing requirement" and "a required hearing by" respectively. Also Figure 3-08 will need to reflect the change from CU to just refering to a hearing.	Agreed that the conditional use requirements (traffic?, impact on community facilities? Character of the neighborhood?) don't really apply in the review of these plans. What is desired is a hearing so the public and neighbors are noticed of significant clearing of steep slopes. **Staff recommends making the changes outlined above.**	Council agrees- on 3007.E change "conditional use" in title and"conditional use approval from" in the text to "Hearing requirement" and "a required hearing by" respectively. Also Figure 3-08 will need to reflect the change from CU to just refering to a hearing.
75	3007.F typo should read figure 3-09	agreed	Typo- automatic approval
76	Figures 3-08, 3-09, and 3-10 should be more consistent with each other. 08 and 09 are listed shallow to steep but 10 is steep to shallow; the professional plan requirement is a percentage for steep slopes plan and square feet for erosion cotrol plan; EC requirements change at a different rate than SS requirements	Agreed. I think a number of these could be made more consistent so it is easier to read and to know when extra engineering is needed. Adjust 3-10 to read steep to shallow; 3-09 should be twice the square footages in 3-08; requirements in 3-10 should match 3-09 (keeping the >10% requirement at 10,000). **Staff recommends making the changes described above.**	Council agrees - Adjust 3-10 to read steep to shallow; 3-09 should be twice the square footages in 3-08; requirements in 3-10 should match 3-09 (keeping the >10% requirement at 10,000).
77	3007.H(15) suggestion to strike	Agreed. This requirement to add to bad design. **Staff recommends striking (15).**	Council agrees - strike (15)
78	3008 Erosion control- question about applicability. Who does this apply to and who needs a professional plan.	Everyone must meet the requirements but only those that are more than 3-10 need a plan. Those projects that receive a state permit are exempt locally. **Staff recommends keeping requirements as they are.**	Council agrees- No change

Consent approval items; Staff will provide more comment; Need COuncil decision

79	3008.C are "professional plans" necessary for larger projects?	These are developments with larger clearing of land on steeper slopes that require plans. Commission believes this was a good requirement. Staff will check with DPW to determine what they would like to see.	Staff will research erosion control specialist and report back to council.
80	3008.D(1) incomplete sentence. Needs word "development" after proposed.	Agreed.	Typo- automatic approval
81	3009 Stormwater- DPW and ZA recommend adding in the language from section 723 in the current zoning to section 3009 until new language can be developed.	Agreed. **Staff recommends adding the language from the current zoning.**	Council agrees to add section 723 of current zoning into draft as a placeholder until future rules are adopted.
82	3009 when will new language be ready. After Master Plan is complete?	It's timing is separate from the master plan update. The new language needs a few pieces- final state rules (so we can match our requirements to theirs), a new imprevious cover data layer from UVM (we have agreed to pay for a new high accuracy data layer), and then some time to make rules to implement. We think this could be this winter depending on how we prioritize work plans (official map, design review, stormwater, master plan deadline in 6 months or one year, etc).	Informational question
83	3010 has a number of references to DRB. Which projects need DRB approval?	Good catch. This is because we had originally had these requirements imbedded within site plan (and prior to adminsitrative site plans) so many requirements mention the DRB. The DRB references in 3010.B(2), (3), and (9) are ok- approvals are administrative unless you want a special consideration. (4) can be fixed striking (a) which requires higher requirements and replace "on low volume streets" with "based upon the site and street conditions". That way this becomes a waiver as well (meet the rules in 3-11 unless you go to DRB). (5) add "at the time of subdivision..." to the start of the esecond sentence. Subdivisions always go through the DRB and are the most likely time to require commection between lots. (7) combine the two sentences by striking "the development review board may require the applicant to provide" and add the word including. (8) change "the development review board may require the applicant" to "the applicant may need". **Staff supports making the above changes.**	Council agrees to change the following - (4) can be fixed striking (a) which requires higher requirements and replace "on low volume streets" with "based upon the site and street conditions". (5) add "at the time of subdivision..." to the start of the second sentence. (7) combine the two sentences by striking "the development review board may require the applicant to provide" and add the word "including". (8) change "the development review board may require the applicant" to "the applicant may need".
84	3010.B last sentence before the numbered list is confusing.	Agreed. It should read that the public works specifications will take precedence over the standards of this section and that the standards of this section take precedence over the B-71 standards. **Staff supports making that change to the language.**	Council agrees- strike the first "the B-71 standards or"
85	3011.F question whether loading should be limited to times when on busy (rush hours)	I think the loading area is off street it should not matter when the trucks arrive. If they are on street we have other mechanisms to force them to adjust their scheudle. I would not suggest getting into scheduling deliveries. **Staff recommends leaving language as presented.**	Council agrees- No change
86	3011.I(1)(a) what about other durablepaving materials (permeable).	Good catch. **Staff recommends rewording the end of (a) to read "asphalt, concrete, or other durable materials."**	Council agrees- reword the end of (a) to read "asphalt, concrete, or other durable materials."

Consent approval items; Staff will provide more comment; Need COuncil decision

87	3012.C(12) confusing. According to figure 3-16 the biggest sign is 40 square feet but now its 150 square feet (?)	The provision is not necessary because of the regulations later in the section. The 150 square feet comes from the billboard law. **Staff recommends strikeing 3012.C(12).**	Council agrees- strike 3012.C(12)
88	3012.C(9) Internally illuminated are prohibited here and them allowed later. Makes for confusion.	Agreed. It should read "Unless otherwise allowed herein…" The intention was to make sure those were not allowed at all but them some allowance were made later on. **Staff recommedns making the addition discussed above.**	Council agrees to add "Unless otherwise allowed herein…" to 3012.C(9)
89	3012.C(11) recommend striking as difficult to enforce.	Agreed. **Staff recommends striking.**	Council agrees to strike 3012.C(11)
90	3012.D(11) suggestion to strike or amend the exemption of signs on the inside of the glass to target specific neon open signs, etc.	This was a large and well documented comment. As this would be a significant change in policy I would like to recommend that more outreach is taken on this issue. What does the business community think? Montpelier Alive? Does a percentage of the public have similar concerns? In general I would not recommend regulating these but perhaps Mont Alive could develop good downtown practices for businesses to adhere to rather than a new zoning regulation.	Council agrees not to change language.
91	3012.D exempt signs. Are political signs exempt and if so should they be added to the list?	While I heard a number of comments about poilitical signs I'm pretty sure we cannot regulate them. I will follow up with our attorneys. If so we should add political signs to the list on 3012.D.	Need to prepare signs amendment with David Rugh input
92	3012.G question of enforcement of these rules. What is the procedure for enforment?	All signs need permits so these rules will be enforced through the administrative process. Signs constructed would be a violation and be subject to enforcement as any violation would be. Enforcement is discussed in Chapter 470.	Informational question
93	3012.G(5)g confusing requirement.	Agreed. Not entirely sure what the requirement is here for this one. Recommend striking. **Staff recommedns striking 3012.G(5)g.**	Council agrees- strike 3012.G(5)g
94	3012.G(10) and figure 3-15 talk about both portable and temporary signs. Unclear what the difference would be. Sandwich boards are exempt which would presumably be a portable sign so that should be struck from figure 3-15. Other temporary signs would presumably need a permit.	Agreed to strike potable signs from Figure 3-15. Yes temporary signs need permits. **Staff supports striking the portable signs from figure 3-15.**	Council agrees- strike portable signs from figure 3-15.
95	3012.I(1)(b) reference error	Correct. Was referencing a provision that was later deleted. Strike "…of Paragraph Error Reference source not found."	Typo- automatic approval
96	3012.M what about adding Capital Stationers sign on the side of the building to the list of landmark signs.	I personally do not like these exemptions but they have been maintained by the Planning Commission. The listed signs would be simply pre-existing non-conforming signs which would be allowed to exist indefinately until abandoned. By giving them a special status and are not non-conforming so they can be changed and will never go away. Barre City had one of these on Summer Street for Bond Auto which they replaced with a new giant Bond Auto sign while I was there (over my objection) and will now presumably be a giant O'Riley Auto Parts signs. Hardly seems fair and equitable for competing auto parts stores. **Staff does not recommend adding any additional signs to the landmark list.**	Counicl agrees- remove all of 3012.M(4)

Consent approval items; Staff will provide more comment; Need COuncil decision

97	3102.B(1) does this include parking spaces or public rights of way?	This should be clearer about whether this is discussing public or private. Construction dumpsters of public property must get approval from the public works director. This should apply only to private property. **Staff recommends adding the language "on private property" after "A construction dumpster" and to add 3102.C Construction dumpsters on public property including streets and public parking areas must receive approval fromt he Director of Public Works.**	Counicl agrees- add the language "on private property" after "A construction dumpster" and add "3102.C Construction dumpsters on public property including streets and public parking areas must receive approval fromt he Director of Public Works."
98	3104.A(2) suggestion to increase limit on accessory apartments to 1,200 square feet and 45%	In 3002.C(4)(b) we already extended the right to property owners to make duplexes anywhere there are Single family dwellings provided they were on a conforming lot and have sewer and water. The recommendation to go to 45% is alomost a duplex anyways (remember 50% is half the home) and 1,200 square feet would be larger than many older homes. I think the rules as constructed are good. Only non-conforming structures will be limited to 900 square feet and 30%. **Staff does not recommend making changes.**	Council agrees- No change
99	3104.A(4) in A and A(4) it talks about owner occupied. How would this ever be enforced?	I would support eliminating the owner occupied requirement for that reason. Staff recommends striking owner occupied from the .A requirement and strike (4) as it would then be unnecessary.	Staff will review with City Attorney whether owner occupied is able to be removed (is removal "less restrictive"?).
100	3107.D Question of why we would call something group home major.	There are a number of requirements in order to be considered a group home (which is a protected class of housing under Vermont law). The question comes up of what happens if someone wants to do something that is a group home but doesn't meet the requirements. For example I worked in Richford where a proposal came in for a home for people with Alzheimer's. It was an old house with 8 beds and licences from the state. It met state law for a group home except that it was within 1,000 of another home for something else. So now what do you do? But for the other home they would not even need to get a zoning permit at all but now they have no way to apply for a permit. We put this provision in to cover those types of applications- maybe it has 10 beds, maybe it is near another group home, etc. In those cases- group homes major are classified as conditional uses on figure 2-14 use table so neighbors would be notified and a hearing held. **Staff recommendation is not to change the proposal.**	Council agrees- No change
101	3108.A(1) noted that a lot with three or more does not have any days as a qualifier. Three tents for one day makes you a campground?	Good point. It doesn't come up a lot. As written yes one day would make you a campground but this is looking to catch the problem cases (e.g. people having multiple RVs with guests). Council is welcome to make changes but I think it is a use that will not receive much use. **Staff receommends not changing the proposal.**	Council adds "for not more than seven days" after the parenthetical.

Consent approval items; Staff will provide more comment; Need COuncil decision

102	3110 B&Bs - Do these regulations address Air B&Bs?	Yes and no. There are not spcific regulation of air B&Bs but they would technically still need to meet the requirements of B&B if it is in an occupied home. We should look at developing rules for short term rentals if Council thinks it makes sense. For the most part they are not really B&Bs. Most of the time someone is renting out their entire house or apartment unit for a day or a week. Those will be difficult to catch and regulate but we can discuss. **At this time, staff does not recommend making a change to the zoning.**	Council agrees- No change
103	3122. Has this been reviewed by experts?	No we have not sent it to someone for review but the consultant reviewed the 248 standards. Wireless telecommunication facilities continue to be partly (mostly) exempt from local zoning. The legislature just extended the section 248 exemption until 2020 although the municpality CAN, if they choose give a local alternative pathway. The assumption of this language was that we would need something on the books if the state pre-emption was lifted. In theory developers can choose which path to go if we allow them a path. I think these rules are way too much but considering developers will simply choose section 248, I'm not worried. As staff we chose our battles for what to go after to redraft and we felt this one could stay and get a review on the next zoning update. Its exempt for the next three years (effectively). We can address it between now and then. **Staff recommends keeping language as presented.**	Council agrees- No change
104	3201 major site plan approval - it appears major site plans would require professionally prepared landscape plans and lighting plans. Mention was made at meeting to flag for change	Yes. Major site plans would be required to meet those standards. It's a policy question for the City if they want to require professional plans or not. Staff does not have an opinion except that it is easier to approve professional plans because it clearly shows locations and items. If someone can present a plan that shows they meet the standards then it probably doesn't matter if it was proessionally prepared.	Council decides not to change draft.
105	3203.F(3) should include a reference to figure 3-20.	Agreed. **Staff recommends adding "figure 3-20 and" after "accordance with".**	Council agrees to add "figure 3-20 and" after "accordance with"
106	3206.E Energy code comment whether this is needed considering it looks redundant to 3207.C(6)	Agreed. It looks redundant to 3207 and should be removed. **Staff recommedns removing 3206.E**	Council agrees- remove 3206.E
107	3206.G unclear why this is here.	Agreed. **If council wishes to keep this staff recommends moving to 3202 and add as .C**	Council agrees to move 3206.G to 3202 and add as .C
108	3207.C introcutory statement needs grammer edits.	Agreed. **Staff recommends rewording to say "Applications required to meet this section shall meet the following:"**	Council agrees to reword 3207.C to say "Applications required to meet this section shall meet the following:"
109	3207.C(4)(a) building materials "high quality building materials" is squishy	Good point. We don't need o ustify our regulations in them so we do not need the end of the sentence. It is that part of the sentence that adds problems. **Staff recommends striking everything from "… that conveys a sense of durability…" to the end.**	Counicl agrees to strike everything from "… that conveys a sense of durability…" to the end.
110	3207.C(7) residnetial bulk storage Why require this?	Agreed. **Staff recommends striking.**	Council agrees- strike 3207.C(7)

Consent approval items; Staff will provide more comment; Need COuncil decision

111	3303.B concerns using levels of service and what these mean	Staff received a comment from Tom MacArdle that he wanted to provide some edits to this section. He is not a fan of LOS and thinks we can come up with something better. Staff will develop an alternative with Tom and bring to Council.	Staff will work with DPW to develop draft language to replace LOS.
112	3304.A Character of the neighborhood. This requires projects to meet the potential impacts on both neighborhoods if a project is adjacent to two neighborhoods. The pit off Court street is an area of concern.	Agreed this provision could result in impacts to a project on the boarder of two areas. Council has two choises, to elimiate the consideration of the abutting neighborhood or to insert langage to soften the impact (abutting neighborhoods will be given consideration but not to the extent that it prohibits otherwise allowed development in the base neighborhood."	
113	3304.C Staff comment that "development should be compaitble" should be replaced with, with not have an undue advers affect upon"	That phrase is a legal term of art that is used in land use law and has a tried and tested prociess for making decisions. **Staff recommends making that change in language.**	
114	Chapter 340 general comment on density bonuses being too generous in PUDs. Perhaps reduce to just 25% to 50%.	That will be a policy question. I think they would need to be examined on a case by case. I think the reality is that they will not be used or if they did could be denied by the board if not of good deisgn or if it impacts abutters.	
115	3401.B Can we create visual descriptions of the amount of infill development that could occur under infill development?	Infill PUD is only allowed on lots less than 2 acres in the higher density neighborhoods. So a 25% or 50% increase in a small number is usually not too much on a small lot. The reality is that most development does not maximize development because they still need to meet other requirements (parking, setbacks on the perimeter) and also any requirements for maximum development. It is why I have said I will be surprised if in 10 years any applications for any PUDs happen except for campus PUD on VCFA. "Worst case scenario" ... A 2 acre lot in res 1500 can have 29 units an acre or 58units total at maximum build out! Now they get an addition 50% bonus for building with the infill requirements (87 units). Assuming they meet all other requirements for parking etc. this would be about 45 units an acre and before everyone thinks this is insane, we are not yet as dense as the Lane Shops. Keeping that in mind- THESE WOULD BE CONDITIONAL USES IN THAT DISTRICT. Anything more than 4 requires conditional use and if the development would result in a project that impacts the character of the area then it could be denied. Nothing in these PUD sections are adminsitrative approvals. It would be impossible to map out all the possibilities but, it gives the DRB the ability to approve a higher density project if they use good design. MOst applciations if they come will be someone trying to add one unit to a small lot and looking for an avenue to get that approved. While some other PUDs may need a more careful review of the density bonus- this one is fine. **Staff does not recommend changing the proposal.**	
116	3401.B Recommendation to remove Res 6 and Res 9 from applicability.	In light of some of the comments above about limitations of use above, anything more than 4 units is a CU in res 6 and not allowed at all in res-9. **Staff would recommend keeping these provisions as a possibility in these districts.**	

Consent approval items; Staff will provide more comment; Need COuncil decision

117	3401.C(5) Suggest clarifying this to be a pre-PV HERS score	Beyond my skill to make a recommedned change. Staff will reach out to the energy committee and efficiency vt for a suggestion.	
118	3401.D(3) recommendation to strike this provision as this is a list of what applicant may do (and this statement is negative).	Agreed. S**taff recommends striking (3).**	
119	3401.F(2)should we be clearer about how we measure 1/4 mile walk (publicly accessible paths and sidewalks?)	I think we can develop a sub (a) that addresses how we will make that calculation. Staff will develop this and get back to council.	
120	3402.B Add cottage cluster to rural as well.	Agreed. **Staff recommends adding rural to the list of allowed districts for cottage cluster.**	
121	3403.B(9) Community buildings in other section have more descriptions. We should be consistent.	Agreed. We should match to 3402.J but not include (1). Also change "cottages" to "manufactured homes". **Staff recommends making those changes.**	
122	3404.B(2) typo change units to lots.	This was a staff comment. As written any large apartment building will be forced to go through these requirements even if they are not subdividing.	Typo- automatic approval
123	3404.B(2) how is 10 years tracked.	This is a tough one. In some ways it will be difficult to traack but in the same way if it is not there then an applicant can simply subdivide 39 lots this year and 39 more lots next year. It becomes too easy to avoid the rules. This at least makes it more difficult (and opponents will alway remember these rules and tell us if we forget.). **Staff recommends keeping it despite its limitations.**	
124	3404.C(5) Suggest clarifying this to be a pre-PV HERS score	Beyond my skill to make a recommedned change. Staff will reach out to the energy committee and efficiency vt for a suggestion.	
125	3404.J New neighborhood open space. Section refers to requirement to create open space but previous comments were that the city cannot create a park through zoning. How do these relate.	The difference is that parks have public access. We can require Murray Hill to have a swimming pool for its guests and residents but we cannot require them to let everyone in town swim in their pool. Similarly we can require a subdivision to set aside open space for the enjoyment of people living in the PUD but we cannot require it to be open to the public.	Informational question
126	3404.J(1) increase 5% to much higher number; clustering should be required	The purpose fotr the minimum is to address projects on properties that lack any natural resource features and are not on the official map. In the least, all projects should conserve at least 5% for open space. That number could grow to as high as 40% on parcels that have a lot of lands needing protection. The Planning Commission drafted these rules to protect those properties that had lands in ened of protetion and left other properties alone. The new neighborhood has a requirement in .B requiring the pUD which in effect requires clustering. **Staff does not recommend making additional changes in these areas.**	Council voted to increase the minimum requirement for open space to 40% in 3404.J(1). Staff will develop recommendation and review with City Attorney and report back to Council.
127	3404.J(2) comment that it could be clearer that the developer can conserve more than 40% if they choose but DRB can only require up to 40%.	Agreed but I think that could go without saying. To add that language can complicate how the rest is written and may confuse things. **Staff does not recommend making changes to this provision.**	

128	3404.J(4) Concern that developer could cover entire open space with solar panels	This is entirely a policy question. These areas have been set aside primarily for environmental reasons though which may make that more difficult. I think it depends on what the open space was for. If it is on the official map and the city does not want to assume the acquisition then I don't see why use for solar would not be inappropriate. If it is set aside for wetlands then it would be a problem to have solar. It's worth the discussion.	
129	3405 title conservation subdivision- what is it	These are classic PUDs that some people do to conserve open space. Rather than subdivide 20 acres into ten 2 acre lots they cluster the development into 10 one acre lots and leave 10 acres as protected open space.	Informational question
130	3405.I "with with" repeat	agreed. Typo	Typo- automatic approval
131	3406.A term major light industrial is not defined.	Agreed. "Major light industrial" should be replaced with "manufacturing". **Staff recommends making change.**	
132	3406.k The allowable size and height of main entrance signs seem extremely large. Maybe make smaller and allow DRB to make larger	Agreed. Ground mounted signs are currently proposed with a maximum of 32 square feet (12 feet high) so that would be a better default. **Staff recommedns chaging those numbers for entrance sign to 32 square feet and 12 feet high with a new statement at the end that the Development Review Board may approve waivers to the standards not to exceed 100% in size and 50% in height provided the additional size will not negatively affect the character of the neighborhood. "**	
133	3503.C add new (3) Buildings and building envelopes on recorded plat shall be representative only and placed only to demonstrate a suitable area for development. Approval of a plat with a house site or building envelope shall not be infered as a permit to build such structure nor shall it be a limitation to future development outside of the envelope or house site unless included as a condition of approval."	This is designed to make sure plats approved in the past with these characteristics do not reaquire someone to go back and amend their plat before building their house 10 feet to the left or right of the identifed hous on the plat. **Staff approves this recommendation.**	
134	3504.A concern that any project - no matter how small - will need a traffic study.	No. Only subdivisions resulting in 75 trips per day will need th professional study. 75 trip would be a big project considering the Sibley project (16 new residential units) was NOT going to trigger a traffic study. **Staff does not recommend changing this provision.**	
135	3504.B concerns using levels of service and what these mean	Staff received a comment from Tom MacArdle that he wanted to provide some edits to this section. He is not a fan of LOS and thinks we can come up with something better. Staff will develop an alternative with Tom and bring to Council.	
136	3505.B(8) add new "All new lots shall contain sufficient buildable area to meet minimum density requirements of section 3002.C."	Agreed. **Staff recommends making that addition.**	
137	3506.A(1)g suggest adding a comma after "wide"	Sounds good.	Typo- automatic approval
138	3506.A(5) need to add "may" after DRB	Agreed	Typo- automatic approval
139	3506.I(1)b should we be clearer about how we measure 1/4 mile walk (publicly accessible paths and sidewalks?)	I think we can develop a sub (c) that addresses how we will make that calculation. Staff will develop this and get back to council.	

Consent approval items; Staff will provide more comment; Need COuncil decision

140	3506.B(2) discusses pedestrian and multiuse but not explicitly "bike paths". We should have on road bike lanes when streets are part of a subdivision.	Agreed. Neither of these (1) or (2) explicitly discusses bikes. It could be tricky to rewrite because not all roads need bike lanes. Low volume streets can safely by sharrowed and the narrower street also reduces impervious cover. I think we should add a (3) though that expressly mentions bikes. Staff will develop some language for council to consider.	
141	3507.A simlar to comment under 3304 where projects on the boarder of two neighborhoods must be consistent with both neighborhoods.	Whatever the decision is for 3304 should be replicated here for consistency sake. **Staff recommends being consistent with 3304.**	
142	3508.B(4) extraneous "	agreed.	Typo- automatic approval
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Consent approval items; Staff will provide more comment; Need COuncil decision

145	**PART 4**		
146	4201.D Should the Zoning Adminsitrator provide other codes as well.?	The ones listed in .D are the ones the Adminsitrative Officer is required to provide by law. We are always able to provide others at a cost. **Staff does not recommend changing the provisions as written.**	
147	4201.H Should we provide a definition of "promptly"?	This was discussed by the planning commission and other communities set days. The issue comes when unusual situations arise and we trip a required date that is set by the bylaws but not set under state law and an application becomes deemed approved. As this is not a problem in Montpelier we suggested leaving this as a general statement knowing we typically issue permits on the day a completed applciation is received for permitted uses. **Staff does not recommend making any changes.**	
148	4207.D requires applicants to go to Superior Court to get deemed approval from an adminsitrative officers failure to act. Why not simply say it is deemed approved?	First the deemed approval is set in statute and simply says applications were deemed approved. No one knew how "deemed approved" would actually happen. We need a paper trail and someone to determine that the deemed approval was warrented. Maybe someone dropped off their zoning application at the Fire Department and now simply declares that I submitted to the city an application and did not get a reply in 30 days so its approved. Maybe the administrative officer told them they needed more information and they failed to provide it. Maybe the adminsitrative officer sent it to the state for comment (which automatically stays the 30 day clock) but a member of the public may simply decide on their own that the permit is deemed approved. The Courts stepped in to provide the remedy which is an appeal to Superior Court and a judge will determine if it is warrented. While this may seem onerous to the applicant there is more to it than simply the issuance of a permit. The second key point to keep in mind is the neighbors. Image if Doug Zorzi put in an application to develop 500 units in Sabins Pasture and in the confusion of doing things it took 35 days to issue the permit. Without a court hearing the permit would be issued and the abutters all have no opportunity to comment on the application their rights would have been lost due to the failure of the adminsitrative functions of the city. It would not be fair to those neighbors to lose their rights for our error. The Court makes sure those rights are observed. **Staff does not recommend making any changes to the draft.**	
149	4207.G(3) typo should be "explains" not "explain"	Agreed	Typo- automatic approval

150	4302.B Conservation commisison has a 21 day requirement to act but Design Review (also an advisory board) does not have such a requirment. Should there be a requirement for DRC?	There CAN be a requirement set but there has not been an issue with this committee in the past (and there isn't a requirement under current zoning). The Conservation is new and the PC was concerned that the board meets once a month and a mistimed application could cause a 5 week day to a project. While the PC wanted to extend the priveledge of commenting on applications to the CC they wanted to make sure they would hold special meetings as need to ensure no additional delays are added to applciations. **Staff does not recommend making any changes.**	
151	4501.A(2) states "at least one more" when state law requires "at least two more"	Agreed. **Staff recommends changing "one" to two".**	
152	4505.H wording not clear	Agreed. The best way to make this clear is to break into a list of (1) send a copy to applicant and others...; (2) file a copy with AO…and (3) record in land records. **Staff recommends breaking into a list.**	
153	4505.L odd statement in this location. Should be removed	Agreed. Statement out of place here and should be removed. Permits run with the land. A decision is necessary to issue a permit. **Staff recommends deleting 4505.L.**	
154	Figure 4-02 had three sets of comments. First the requirements in the table are blank (no check boxes indicating which are required. Second, should character of the area or district be "character of the area or neighborhood"; and third, these do not appear to match state law and they should match state law.	On the first, agreed. In fact this has been an item on the PC fix list a few times and each time it gets worse (going from what was unclear markings to no markings at all). Table must once and for all be updated with "X" in the appropriate boxes. Second I think "district" should be replaced with "neighborhood" but, except for waivers, these rules are set by state law and should match (see third point). Third, I agree that this must match state law and while it simply rewords state law to be clearer, I think I would prefer the exact wording from statute. While tables and graphics can be used to simplify and clarify laws and regulations, sometimes they are unecessary and make things more confusing. **Staff recommendation would be to remove the table; insert per state law the requirements into 4603.D (1) and (2) the requirements for general varaiances and renewable variances, and insert waiver requirements into 4602.C.**	
155	4701.B delete " at end of line	agreed	Typo- automatic approval
156	4701.F typo/reword	agreed. Would be clearer to say "The City shall observe any limitations on enforcement proceedings set forth in the Act (24 VSA 4454)." **Staff recommends making the change as stated above.**	

Consent approval items; Staff will provide more comment; Need COuncil decision

157	4701.G confusion.	Lots of confusion on this one including for me. Technically this can be deleted as it is a part of the limitations that are talked about in .F above it. If anyone cares… what the state law said was that if a permit is issued but not recorded in the land records that the city cannot enforce a zoning volation on that property. So we issue a permit to build a garage 10 feet from the property line and you build it 5 feet from the line- we would be unable to enforce a violation if the permit is not issued. It is a terrible law that is rife with unintended consequences but the law is what it is. **Staff recommendation is to strike .G as it is already included above in .F.**	
158	4701 or 4702 add restorative justice option	After some consideration I think this one will need to wait for a time when we can do more homework on it. While we refer people to community justice for neighbor disputes, that is different than enforcement of violations. Under state law the Administrator is required to 'literally enforce the bylaws'. The restorative process would not be legal or appropriate in determining whether violations exist. We spend no time today enforcing in court and collecting fines so I'm not sure how retorative justice would apply. I would suggest that before we institute ticketing (these bylaws will enable that but not institute it) we should look at restorative. Both of those decisions can wait until later. **Staff suggests not changing anything at this time.**	
159	4702.C and 4307.B Taken together it looks like if someone is ntoified of a violation and doesn't fix it for 4 days then day 1 is first offence, day 2 is second offence, etc. and then we transfer to Env Court after 4 days. Correct?	Its not quite that cut and dry. 4704 talks about the required notice of violation. That notice requires a statement giving property owers seven days to cure the violation before we can enforce. That notice of violation, though, can be appealed within 15 days of being sent (and usually is) so we generally do not enforce for the first 15 days (to see of they appeal the NoV). If they do not contest it or lose on appeal then we can begin enforcing. We have two avenues at that point- go directly to superior court or (if we institute it) issue tickets. The "day offense" is regarding tickets. Yes, after a number of tickets those would also be transfered to superior court as well.	Informational question
160	4704.A section says "the Adminsitrative Officer may issue a notice of violation…" statement should be revised to read that " the Administrative Officer shall issue a notice of violation…" Enforcement is not discretionary.	Agreed. **Staff recommends that "may" should be replaced with "shall"**	
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Consent approval items; Staff will provide more comment; Need COuncil decision

164	**PART 5**		
165	5001.D Ordinance uses "will" and "must" to refer to manditory actions. The appropriate convention is "shall".	Staff agrees. Technically, though, it is not improper to use "will" and "must" but the convention is to use shall. The consultant prefered "will" and the commission was ok with that approach. A global search and replace would require a careful proofread but could be done. If Council wants it changed we can do it.	
166	His/Her should be replaced with "his or her"	I found 6 locations where that occurred - 1206.B, 4201.H, 4203.B, 4503.B, 4601.A (in the information bullet) and 4604.A (information bullet). **Staff agrees they should be replaced.**	
167	And/or is not a word; it should be replaced with one or the other depending on context.	I was surprised how often this appeared (84 times) in the bylaws but many were ok. The and/or can be eliminated in some cases by rewording sentences to say "shall include at least one of the following." In many cases where and/or is used, what is being expressed is that you must do one but that would not prohibit you from doing more. So, for example there is a requirment to "either mitigate and/or minimize noise". I think you can simply say "or" but developers may question whether they must do one or the other (not both) to meet the requirement. I don't think it is wrong to say and/or but we could adjust them to say or. I did not review all 84 to see if some were incorrectly applied. **Staff recommends changing and/or to "or" and proofreading each to ensure it is appropriate.**	
168	5101 generally. Should we be including definitions of things defined in state law? Should we simply delete them or reference the state statute?	In many cases we do not need to use state law and we can use alternative definitions. I think if we are using a state law we can simply reference state law. For example 5101.H(3) restates state law 10 VSA 6602(4). The advantage of restating is the AO and public do not need to research state law to find the definition. The disadvantage is that the state sometimes changes statelaw and if you rewriting it in the bylaws then you could have a conflict. Its a policy decision. In the past I usually placed the reference (where it came from) and then copied it into the ordinance so that it would be easy to find when we needed it. Truely a policy decision. We can do it either way.	
169	5101.B(6) bedrooms- requiring bedrooms to have a closet. Can we remove closet requirement?	Bedrooms appear in only 3 places - accessory dwelling units must be a "studio or one-bedroom apartment"; B&Bs cannot have "more than 5 guest bedrooms"; and extended stay hotel rooms must have "separate bedroom/sleeping space". I don't think the closet is critical in any of these. I question, based on where and how the term is used whether the definition is needed at all. I think a one-bedroom apartment speaks for iteself (you don't need to define bedroom to understand what that means; 5 guest bedrooms could easily be 5 guest rooms and mean the same thing, and bedroom/sleeping space is understood without definition. **Staff recommends striking definition of bedroom.**	

170	5101.D(16) definition of 3&4 dwellings includes mention of separate entrances while multifmaily does not. Add for consistency?	I actually would remove the requirement from the previous. Leaving it unsaid means the developer can meet with separate doors or single vestibule or by some other measn or combination. **Staff recommends striking "and with each unit having a separate entrance from the outside or through a common vestibule" from 5101.D(15)**	
171	5101.D(14) to (16) each of these does not contemplate multiple buildings on one parcel. Should that be addressed here or somewhere else?	The concern here is that someone with 20 acres in rural are entitled to 10 residnetial units. As written if they put 10 single family homes (without subdividing) one foot away from each other they would all be permitted uses and could proceed development pretty easily and without . If those same 10 units shared a wall they would be a multifmaily structure and not be allowed because multi family stuctures are not allowed in rural. Is that OK? The ZA and Director have different views on what should be ok but we know we need to be clear which it should be. Director feels the definition should be changed to read "parcel" rather than "structure" so that a single parcel with 5 single family homes would be considered a mutlifamily use on the use table -depending on the district that could mean it will not be allowed or be pushed into conditional use. The ZA believes this is an unusual way of doing this and that continuing to build single fmaily homes should be permitted.	
172	5101.L(7) Locally produced. Vermont Farm to Plate uses a different definition which is Vermont plus 30 miles. Should we change to match others.	The original draft was really small (maybe Washington County) and then it was expanded to Vermont plus 30 miles but then backed down to Vermont. **Staff would support adding the "plus 30 miles" back in.**	
173	5101.S(16) do we need to clarify that basements and attics are not counted in stories?	I actually think the correct thing to do is to strike the second setence. If we want to discuss "how to measure height" then we should add that language to section 3002.H (where that topic is discussed). That line is inappropriate as a part of a definition of story. **Staff recommends striking the second sentence.**	
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Consent approval items; Staff will provide more comment; Need COuncil decision

179	**ADDENDUM ITEMS**		
180	From Castelano email:		
181	1) Main Street still zoned too densely in new zoning	Relates to #25 above. #25 focused on the dimensional requirements between the new and old zoning (setbacks, coverage, height). My responses were based on how those were characterized (that new development would change the character of the area). In those cases there aren't much difference between new and old. But looking at minimum lot size specifically and residential densities to a lesser extent (see those neighborhood descriptions we prepared you can see on 2-2 Main Street) I need to revise my recommendation. There is enough difference that may warrent a better approach. I misunderstood the nature of the comments so I wasn't looking at the lot size and residential density requirements specifically. In the original draft zoning there was only Urban Center (not a 1 and 2). We found that some areas (Main Street and Barre Street neighborhoods) were different enough from the rest of downtown so a separate district was created. Looking at the DISTRICT the densities and lot sizes were developed. Barre Street though impacted the overall numbers (see 2-1 fpr Barre Street West); if you look at the tables oyu will notice the lot sizes and densities are smaller than Main Street. I remember that the PC had considered making two different districts (maybe UC-2 for Main and a UC-3 for Barre St) but chose to keep them the same. Looking at the lot size and density numbers today I would recommend making a separate distirct as had been discussed previously by the planning commission.	
		The biggest differenc you can see on the table is that minimum lot size is recommended to be 3,000 square feet where most lots in the Main St area are bigger that 8,700 (90%). Also as proposed there is not a residential density established. It shouldn't matter because it would be as many units as one can fit in a building in the neighborhood but under current zoning its limited to 1 per 1,500 sq ft and on the ground the 90% conformance is 1 per 3,200 sq feet. That is a policy discussion for you to decide. I would create a new district with those requirements and the specifics of the revised setbacks from the earlier decision. We will still need to resolve front setbacks as I have pulled surveys to find the recommended standards work for the western side of the street but not the eastern side of the street so we will need to discuss options to resolve that matter. **Staff recommedns creating a separate district for Main Street and make the minimum lot size 10k (which will match current zoning) and to set the other dimensional amd use requirements as appropriate.**	

182	2) There needs to be setbacks for any potential development on the North Branch	Refers to #24 above. This is a policy question. The original recommendation from the PC was the 10 foot setback in UC-1 and UC-2. Public comment from property owners and developers in these districts were that they felt they were losing valuable real estate and that these conservation principles were best for areas outside of the urban core. The PC looked at existing development and found that little development along the Winooski were built right on the river (a few historic buildings like Sarducci's). Along the North Brach there were more so they removed the requirement for the North Branch but kept it on the Winooski. Another point is that there currently are no water setbacks in zoning today. PC felt that even if this is not fully there, this zoning was a significant step in the right direction. So you have the history of 10 foot proposed with exception on North Branch. At this point it is a policy decision. Staff would support 0 feet or reinstating 10 foot.	
183	3) There should be infill housing on the VCFA campus	This was one of the primary reasons for creating both the mixed use zoning district and the campus PUD. Both of these requirements achieve the goal of infill housing on the VCFA campus. **Staff does not recommend any changes to the zoning because zoning already accomplished the goal.**	
184	4) There are a number of new approved housing developments such as French Block, TD Bank building, etc. Won't this alleiviate some of the concerns about more housing in the city?	Policy question- It depends on the goal. If the goal is to create 25 housing units then yes this would achieve that goal. Estimates of the housing shortage range from a hundred units (150 in the EDSP), to 240 (housing strategy), to goals of 500 or even 1,000 that have been discussed at times. These units are a good first step but rental vacancies are less than 1% (extremely tight) and for sale housing is almost getting as bad. I would side with the reports that we should be encouraging many more. I support the 240 proposed by the Housing Task Force for the next 8 years. Spread out around town (in a City with 4,000+ housing unit) would be a very modest 5% increase in units over 8 years. Ultimately- it is a policy decision that we set the programs and regulations to meet.	
185	5) One of the incentives for allowing more housing is to potentially lower taxes. However, I believe that there are studies that indicate that no town can decrease taxes if they build more than 20% affordable housing.	Policy question- We have tried to be clear that more housing is NOT going to decrease your taxes. We hope the additional development will help to stabilize taxes as most of our services will not need to be expanded to accommodate new growth. This is especially true with our utilities but it would take an incredible amount of development to actually change the Grand List in any measurable way. On his second point, I am not aware of any studies with the conclusions provided but would always be willing to review them for relevancy to Montpelier.	

186	6) Offstreet parking requirements should not be waived, especially downtown	Refers to 3011.B which exempts properties in UC-1 and UC-2 from needing to meet parking requirements. Recent literature on parking management have talked aboutt he damages caused by minimum parking standards. Especially in built up areas communities are better to develop public parking to allow for "park once / shop many" and to "disconnect the cost of parking from the products that we buy" (see Donald Shoup's "The High Cost of Free Parking"). Best practices say to move away from minimum requirements and let the market set the parking. The Planning Commission discussed this policy at length and decided to exempt only properties in the Urban Core. There were some who wanted to remove the requirements city wide but they were out voted. Staff thinks the PC struck the right balance. Starting with this UC area we can see about expanding to other districts later if it works well. **Staff receommends keeping the rules as they are drafted.**	
187	7) The matrix does not accurately reflect a lot of public commentary. There are complete sections missing, such as Steve Sease's comments about river front setbacks and Main Street	Staff set out only to capture the recommended changes to the zoning and not general comments. You will note no comments supporting the zoning even though there was testimony to that effect. I also did the best I could to capture the changes and plug them in appropriately. I have always encouraged the council and others to review and comment on the matrix and to make any additions that I may have missed. I apologize to any whose comments were not fully reflected in the tables.	
188	8) Sabins' should have conservation, open space or parkland at the top and housing at the bottom. Mike Miller has not provided any real rationale or support as to why this can't be done.	Relates to #32. I think I have been clear that I support accomplishing that goal but that it cannot be implemented through zoning. I think I have been extremely clear why we cannot do parkland (it would, very clearly, violate the US Constitution). Conservation can be if you can tie and environmental standard to the area (rare plants, soils, etc.). We don't have such an environmental constraint that I am aware of. For open space we would need an open space plan for the community that we would be writing rules to implement. We do not have an open space plan (that I am aware of). The Green Print plans are for parks and rec and we have explained that we cannot implement through the zoning ther parkland goals.	

189	9) The building envelope density in some districts will allow projects like the proposed 28 Sibley apartments to be built or for McMansions to be built.	This refers to the footprint requirements in the figures for each district in Part 2 (Figure 2-08 for example). Also discussed in #34 and #66 above. Quite the contrary these rules were developed to prevent Sibley from happening. This large apartment proposal happened during the development fo the zoning and the commisison responded by adding new requirements to help set upper limits to development. So a property owner may have an oversized lot (sibley included a lot of undevelopable bank area so it was 3/4 acre). That extra land allowed for big buildings. Sibley was proposed to be 7,932 square foot footprint. The PC set (for example) the limit in Res 6000 (Sibley Street's district) a max limit of 4,000 square feet or, by coincidence, half of the proposed Sibley building. 4,000 square feet is still big but it is meant to be the upper most limit for a building. If the COuncil would like to set a lower threshold they can. These footprint requirements though have been the #1 concern of developers. Caledonia Spirits, Elm Street, others have all stated that they would rather cluster development into a few big buildings and keep the rest of the area open. That put us in the difficult place of what to recommend- keep them in / perhaps lower the limit (hurting some projects) or increasing limits / eliminating the requirement thereby leaving neighborhoods vulnerable to another Sibley type project. It is a policy decision and this is where the PC found the balance. Considering there is no footprint requirement today and that character of the area is such a big concern, staff has provided a recommednation in #66 for how to potentially address this.	See #34
190	10) Regarding tax stabilization plan for Caledonia Spirits I need to ask why? I also would like to know what sorts of jobs this will produce? Are there any conditions that Caedonia would need to qualify for this? What about changing impact fees to recoup some of the taxpayer cost of improving access, etc.?	Completely unrelated to zoning.	
191	11) Reduce Density on Towne Hill and make density closer to the current density of one unit per acre.	Already discussed in #35. Staff has made a recommendation with reasoning but it is a policy decision at this point for Council to make.	See #35
192	12) Cut PUD density bonuses in half.	Already discussed in #105 where it is flagged for additional comment. Comment in that one is to reduce density TO 25% or 50% not reducing the BY 50%.	
193	13) Drop infill PUD from Residential 6000 and Res 9,000 districts.	Already discussed in #107.	
194	14) Increase the new neighborhood PUD open space requirement from 5% of the parcel to 40%	Already discussed in #117.	
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196	From Sease email:		

197	A section should be added to the matrix to discuss Missing Figure 30. The language in the figure addresses the very significant policy direction that the City will grow outward from downtown in successive five year stages. What is going to become of the figure? More importantly, how will the proposed ordinance address its language? It can hardly be ignored. If the language is dropped, it would amount to a substantive revision of the new plan without any foundation. I suggest language to the effect that Figure 30 be inserted in the Plan in its original form, and the zoning ordinance be revised to be consistent with its direction		
198	Another section should be added to address the evolution of the Growth Center as it was submitted by the City and approved by the state. The City committed to the State to shrink the Growth Center. How will this be addressed in the plan? My suggestion is to insert the new map and adopt the reasoning in Figure 30.		
199	Note 16. The Planning Director conflates recommendations to concentrate growth in the downtown to restricting development to downtown. This is disingenuous at best. No one that I am aware of made such a recommendation, and it is obviously impossible. My request was to develop an ordinance that would concentrate density (not growth) in the downtown, and I cited the example of the Net Zero exercise. Figure 30 captures this concept. Growth will obviously be possible in the outlying regions under whatever ordinance is adopted.		
200	Insert language: Zone in progressively less dense sectors from the downtown outward to preserve the character of neighborhoods in accordance with Figure 30. Use a walkability index of approximately a 1/4 of a mile (the figure found in much planning literature) to accomplish this goal.		
201	Note 24. The Planning Director addresses only the part of the comments I made concerning the North Branch about balconies. I commented that there is a significant amount of green space behind the buildings from the on the west side of Main Street from the roundabout to School Street. Some historic structures directly abut the river, but the great majority of properties have some green space, with shrubbery, bushes, and mature trees. I requested that the zero setback from the river be dropped in favor of protecting the existing green space. This comment does not appear in the matrix at all. I herewith renew my request, and make the following suggestion:		

202	no new construction be permitted closer than 20 feet to the North Branch in UC-2, and natural vegetation and trees will be planted and maintained in this buffer. If a green space of less than 20 feet exists on a lot proposed for redevelopment, that space must be preserved. Existing properties with no setback may continue to have no setback. This recommendation is based on preservation of the aquatic health of the river and aesthetics. Let's not have Montpelier be recognized as a city that canyonized the remaining green space along its rivers.		
203	Note 69. This is out of numerical order, but notes 24 and 69 are related. I would suggest, in the example used, that if NECI were to be torn down, that development be allowed on the old footprint to the edge of the river, even though this flies in the face of good river conservation and environmentalism. Preserving existing green space in UC1 would protect the very attractive green area along the river by the Garage, for example. Even the thin fringe of trees on the eroding bank next to the parking lot behind Aubuchons adds color and vibrancy to this area, and, combined with the trees across the river, helps shade and cool the North Branch as it nears its confluence with the Winooski.		
204	any existing green space less than 20 feet in width along the North Branch must be preserved in both UC1 and UC2 along the North Branch.		
205	Note 25. I commented that proposed building size, roofs, and setbacks are out of character along Main Street from School to the roundabout. This may be Montpelier's most iconic historic street. It's quite lovely, and the viewer sees a great deal of green space in front and back yards and some side yards. There are a number of trees, a great deal of landscaping and shrubbery, and green lawns. The Planning Director only comments on density, when much of my concern was directed toward the egregiously out-of-scale building sizes that would be permitted there		
206	Insert: limit building heights to what exists now, only gable roofs of the same pitch as is found now be allowed, and front and side yard setbacks be limited to what exists now.		
207	The large parking lots behind the buildings on the east side of Main Street present opportunities for development, as a number of contestants in the Net Zero project demonstrated. I recommend that these parking lots be considered for zoning for dense development, with the street front properties limited to what exists now. This would be consistent with practices in numerous other communities that protect aesthetic and historic values of street front property but allow larger and more contemporary structures behind, in a manner designed to protect the qualities of the street front.		

208	Note 34. A 4000 square foot footprint in Res 9000 would be completely out of character with this zone - indeed, in the city at large. A three story 4000 square footprint building would be a monstrosity in any residential neighborhood, adding up to 12,000 square feet of floor space. I think it's important to know the average square footage of buildings in all zones. Present zoning, at 3000 square feet, is also out of character with residential neighborhoods. Direct the Planning Commission determine the average building footprint in all residential zones, and limit new buildings to a reasonable per cent of that number, or limit any new construction to 20% of the building existing on the lot.		See #34
209	Note 38. Change the City's playing fields on Elm Street to Mixed Use Residential. This is preposterous. The city is limited in its recreational opportunities now. Is the Planning Director seriously recommending zoning for development for the Mountaineers' ball field, the other playing fields, tennis courts and the swimming pool, thus eliminating those uses? Does he believe that there is a logical reuse for the playing fields other than recreation? This proposal should be dropped for the recreation fields. Keep it for Turtle Island and CCV. And certainly protect these and all other recreational and park facilities in the City with appropriate zoning.	In looking at the zoning for the two recreation fields I had interpretted the color on quick glance as Residential 9000 meaning these fields woiuld be non-conforming uses. I figured to roll them into MUR because many activities in that area reflect a commercial impact (rather than a resindeital one. The proposed zoning actually has them as municipal lands which allow these recreational uses. That was my mistake misreading the map. I think the proposed zoning can remain municipal (that works fine) but could work as MUR if public-private partnerships were going to be considere in the future (treating the area as if it is commercial). Its a policy decision. Probably cleanest to keep as municipal lands.	See #38
210	Note 110. This addresses a proposal to allow the DRB to waive common open space for infill housing if the development is within 1/4 mile of a park, school, or the State House lawn. Has the School Board, the Recreation Commission, or the state, been consulted on this proposal? It appears to tell residents of these developments,if the waiver is allowed, to head over to the nearest school, park, or State House lawn to recreate. Does that include barbecues? Alcohol consumption? How would this play out if school is in session? As I noted above, the city needs more recreational opportunities, and providing open space at infill developments, and other developments where this idea might apply, is good planning. The proposal, seemingly ill-thought-through, would lead to potentially incompatible demands of school yards, parks, or the State House lawn and increase pressure on our already limited recreational opportunities.		
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213	From Nemeth PLC on behalf of Goldman		
214	Sent 7 page packet with attachments outlining concerns with the Natural Resources Inventory Map.	The information was sent to David Rugh (City Attorney) and he is comfortable with the City map and does not believe we need to make any changes to address concerns raised. Rugh's review was specific of the scientific basis of the data layers being questioned.	

Consent approval items; Staff will provide more comment; Need COuncil decision

215	3006. One specific concern worth noting is with the 500 foot vernal pool buffer. Mr Nemeth points out that the state has a requirement of only 50 feet so the city will be enforcing 10 times the state setbcak.	I see both sides as staff. 500 feet is very big but 3006 has rules that allow some development in this area. Council should consider if enough latitude is there to make sure the property interests are protected	
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218	Castellano #2 memo		
219	recommendation to reduce densities on the west side of Sabins Pasture and not allow development on the east side.		See #32
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222	Additional staff comments		
223	Figure 2-01. Needs clarification on 5th and 6th story setback in UC-1 district. Does this apply just to front setbacks or all setbacks?	Two solutions. One is to delete the requirement all together. Many of the 6 story buildings that exist today in UC-1 do not have that setback (Pavillion Building). That was built in as a requirement when UC was one big district that included areas that are now in UC-2 (which does not have this requirement). Second option is to designate which setbacks this applies to. I would recommend striking the 5th and 6th story requirement but if the council would like to maintain it then I would suggest applying only to the front setback.	
224	strike 3002.H(6) no longer applicable as buildings are no longer measured in stories.	Self explanatory.	
225	Remove Inn from Res 17 on Table 2-14	Councilor request. Staff agrees it makes sense.	
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