



Agenda for Regular City Council Meeting

City Council Chambers, City Hall
Wednesday, October 28, 2015
6:30 P.M.

- 1) **5:30 P.M.** Mowatt Property Site Visit - 12 Main Street
- 2) **6:30 P.M.** Televised Portion of Meeting Begins
- 3) Call to Order by the Mayor
- 4) 15-275. Review and Approve Agenda
- 5) 15-276. General Business and Appearances
- 6) 15-277. Mowatt Necessity Hearing
 - a) One of the Council's goals reads as follows: *Goal E: Maintain Current Timeline and Budget for the 1 Taylor Street Redevelopment Project.*
 - b) One step of Goal E is to "Secure Right-of-Way" which is why this hearing is being held.
 - c) Recommendation: Conduct the Necessity Hearing; issue decision within sixty (60) days.
- 7) 15-278. Consideration of the Consent Agenda:
 - a) Consideration of the Minutes from the October 14, 2015 City Council Meeting. 
 - b) Accept the bid submitted by Cheney Trucking of Montpelier for Parking Lot Plowing (Lot #1) for the 2015-16 and 2016-17 winter seasons and authorize the City Manager to sign all pertinent contracts and paperwork. 

- c) Approve request from Montpelier Alive to waive the rental fee for the use of City Hall Auditorium for Dave Keller's New Year's Eve Extravaganza Concert. Montpelier Alive is only seeking the rental fee waiver and understands that they will still incur the costs for tech and additional staff needs. (This is the third year of Dave Keller's concert in City Hall; it's becoming a favorite event for families on New Year's Eve. It is an important part of bringing a New Year's Eve celebration back to downtown Montpelier and is part of Montpelier Alive's event line-up for December 31st. Alleviating the rental cost would free up limited dollars for more marketing of downtown Montpelier for this great city event.)
- d) Authorize the City Manager to sign Lease and Maintenance Agreements with Canon Solutions America for three Canon Digital Imaging Systems for a five-year period beginning November 2015 in the amount of \$977 per month.
- e) Payroll and Bills

- 8) 15-279. Second Reading of amendments to Section 10 of Article VII, "Parking & Parking Meter Zones", concerning the parking of motor vehicles on city streets and in city-owned and operated parking lots during the winter season – as per Council Goals K 
- a) At the City Council's regular meeting of October 14, 2015, the First Public Hearing was held; recommended ordinance amendments were approved.
- b) By unanimous vote of the City Council, a portion of the recommended amendment to Sec. 10-714. NIGHT PARKING RESTRICTIONS concerning School Street was not approved, and City Council directed staff to revise the amendment for second reading.
- c) A memorandum dated October 22, 2015 is presented which contains a full description of the amendments as revised during the First Reading, together with an explanation of the necessity for each.
- d) City Council accepted the staff recommendation to relocate the parking space designated for Car Share in response to a winter parking-related concern which is addressed in the staff memorandum of October 22, 2015.

e) Recommendation: Conduct the Second Public Hearing to allow for comments to consider the proposed ordinance amendments and approve Second Reading.

9) 15-280. Council Goal J: Create a Hospitable Environment for Housing Development and Grand List Growth

a) This goal includes “Complete Zoning Revisions”.

b) Planning Director Mike Miller and Members of the Planning Commission will be in attendance to provide an update on revisions to the City’s Zoning Regulations.

c) Recommendation: Receive update; opportunity for discussion; possible direction to staff.

10) 15-281. Council Reports

11) 15-282. Mayor’s Report

12) 15-283. City Clerk’s Report

13) 15-284. City Manager’s Report

a) Receive and discuss the Community Budget Forum Data Report

14) *Adjournment*



Community Budget Forums: Data Report

Public Forums:
September 24, 2015
October 13, 2015

Report Date: October 23, 2015

Community Forum Overview

Montpelier will continue to face major budget challenges in the coming years. With the Council approved “steady state capital plan,” the City needs to spend an additional \$500,000 per year to reach a sustainable rate of infrastructure funding. This is \$1M more than the City spent three years ago. The municipal tax rate, while remaining stable for several years, remains relatively high compared to other communities in Vermont and elsewhere. This creates a challenge for our residents, businesses, and for future development.

To engage the community in finding solutions to these challenges, Community Budget Forums were held on September 24, 2015 and October 13, 2015. At the first forum participants brainstormed ideas on core community values to be considered during the budget process. At the second forum, participants reviewed the ideas contributed and set key priorities for the City to consider as they build future budgets. Additionally, in the interest of soliciting feedback from those not able to attend evening meetings, two on-line surveys were available.

Key Findings

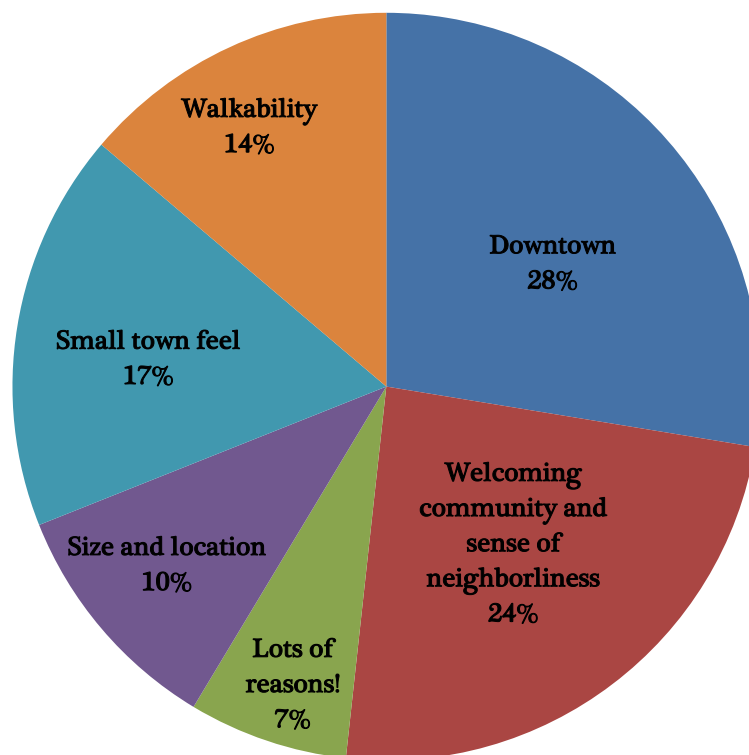
Respondents were asked to prioritize the core values to consider during the budget process. Four values were shared by a third or more of respondents.

Values	% indicated this was a top 3 priority
Keep Montpelier affordable for all	51%
Focus on improving and maintaining our infrastructure (roads, sidewalks, bridges)	46%
Focus on housing development (all levels) as a long term way to grow municipal revenue	39%
Focus on business and economic development as a long term way to grow municipal revenue	35%

Respondents were asked to prioritize the ideas for reducing spending or increasing revenue that should be implemented with future City budgets. One idea was shared by 42% of the respondents and another seven where shared by a third to a fifth of the respondents.

Budget Ideas	% indicated this was a top 3 priority
Implement a local option rooms, meals, and alcohol tax	42%
Increase regionalization	32%
Reduce City staff (City Hall, Police, Fire)	30%
Focus on business growth and economic development (long term solution) ADD: Explore land-based taxation	27%
Focus on core services (public safety, public works) and get rid of the fluff	25%
Implement a vacant housing/apartment/storefront penalty	22%
Implement a local option sales tax	20%
Develop new housing (long term solution)	20%

We also asked respondents what they loved about Montpelier.



Analysis – Forum #1

Three key questions were posed:

- o What core community values are crucial to consider in building budgets for the future of the City?
- o Given the financial challenges and infrastructure needs facing the City, what are your ideas around property taxes and other revenue sources or ways to reduce costs in the city budget?
- o Are there key services, programs or functions of the city government that should be seen as key priorities to protect or enhance in the future?

Approximately 40 people attended the Forum (not counting staff or facilitators.) 55 individuals completed the survey. Of these, 39 were from Montpelier and didn't attend the Forum. There were 235, 224, and 158 responses respectively per question.

Summary of all values that emerged from Forum #1 and the associated survey:

- Keep Montpelier affordable for all
- Focus on improving and maintaining our infrastructure (roads, sidewalks, bridges)
- Maintain our current level of public safety service (police and fire)
- Maintain our current Parks and open spaces and create new spaces where possible
- Focus on housing development (all levels)
- Focus on housing development (affordable)
- Focus on business and economic development
- Maintain and enhance our current community services (Senior Services, Recreation)
- Focus on services for vulnerable populations
- Protect our natural resources (quality water, river access)
- Ensure that our downtown is beautiful and vibrant
- Maintain focus on Net Zero Montpelier
- Complete current projects (1 Taylor, bike paths)
- Enhance our stormwater mitigation
- Enhance our tourism efforts and marketing
- Keep our neighborhoods protected and the size they are now
- Be an inclusive, civically engaged community

Summary of all budget ideas that emerged from Forum #1 and the associated survey:

Reductions

- Reduce City staff
 - o City Hall (Clerk's Office, Assistant City Manager, Planning Department)
 - o Fire Department
 - o Police Department
- Increase regionalization

- Find more efficiencies in City services
- Focus on energy efficiency improvements
- Reduce City budget by 5%
- Reduce City budget by 10%
- Focus on core services (public safety, public works) and get rid of the fluff

New Revenues

- Implement a local options tax
- Develop new housing
- Increase fees for non-residents
- Increase parking fees
- Raise property taxes to maintain current services
- Focus on business growth and economic development
- Give residents the opportunity to “contribute” to key priorities

Analysis – Forum #2

Participants and survey respondents were asked to prioritize their top 3 values and top 3 budget ideas from the above lists. Additionally, at the forum, a few other ideas were added (indicated by “ADD” below.) 26 people attended the Forum (not counting staff or facilitators.) 134 individuals completed the survey. Of these, 116 were from Montpelier and didn’t attend the second Forum.

Top 3 values that are crucial to consider in building budgets for the future:

Values	Total	% indicated this was a top 3 priority
Keep Montpelier affordable for all	72	51%
Focus on improving and maintaining our infrastructure (roads, sidewalks, bridges)	65	46%
Focus on housing development (all levels) as a long term way to grow municipal revenue	55	39%
Focus on business and economic development as a long term way to grow municipal revenue	50	35%
Maintain our current level of public safety service (police and fire)	27	19%
Ensure that our downtown (ADD: and neighborhoods) is beautiful and vibrant	25	18%
Focus on housing development (affordable) as a long term way to grow municipal revenue	20	14%
Protect our natural resources (quality water, river access)	19	13%

Values	Total	% indicated this was a top 3 priority
Maintain and enhance our current community services (Senior Services, Recreation)	17	12%
Maintain focus on Net Zero Montpelier	12	8%
Complete current projects (1 Taylor, bike paths)	12	8%
Be an inclusive, civically engaged community (ADD: With increased voter turnout)	12	8%
Enhance our tourism efforts and marketing	10	7%
Maintain our current Parks and open spaces (ADD: and waterfront) and create new spaces where possible	9	6%
Focus on services for vulnerable populations	9	6%
Keep our neighborhoods protected and the size they are now	9	6%
Enhance our stormwater mitigation	3	2%
ADD: Promote the arts	2	1%
ADD: Need larger spaces (2,000 ft and handicapped accessible)	1	1%
ADD: Make our community a community that attracts younger people	1	1%

Top 3 ideas for reducing spending or increasing revenue that should be implemented with future budgets:

Budget Ideas	Total	% indicated this was a top 3 priority
Implement a local option rooms, meals, and alcohol tax	59	42%
Increase regionalization	46	32%
Reduce City staff (City Hall, Police, Fire)	42	30%
Focus on business growth and economic development (long term solution) ADD: Explore land-based taxation	39	27%
Focus on core services (public safety, public works) and get rid of the fluff	36	25%
Implement a vacant housing/apartment/storefront penalty	31	22%
Implement a local option sales tax	29	20%
Develop new housing (long term solution)	28	20%
Reduce City budget by 10%	24	17%

Budget Ideas	Total	% indicated this was a top 3 priority
Focus on energy efficiency improvements	21	15%
Increase fees for non-residents	17	12%
Temporarily freeze on City employee salary increases	15	11%
Reduce City budget by 5%	15	11%
Increase parking fees	6	4%
Raise property taxes to maintain current services	6	4%
Give residents the opportunity to donate to key priorities	5	4%
ADD: Identify efficiencies to cut costs	3	2%
ADD: Enhance marketing for business, tourism, residents (long term solution)	2	1%
ADD: Hiring freeze	0	0%



City of Montpelier, Vermont
FINANCE DEPARTMENT MEMO

DATE: October 23, 2015

TO: Mayor and City Council
William Fraser, City Manager

FROM: Sandra J. Gallup, Finance Director
Fred Skeels, Information & Communications Systems Manager

SUBJECT: Recommendation to Lease Three Digital Imaging Systems

Using the state contract price currently offered by Canon Solutions America, we have the opportunity to upgrade our digital imaging equipment with added functions and lock in another five-year lease at approximately the same as our current costs. And, due to substantial decreases in copier usage, we will save money with our maintenance contract.

Five years ago we entered into a lease agreement with Canon Solutions America for three copiers to provide printing, copying, scanning and faxing functions to the City Hall offices. This lease will expire in early 2016. The Finance/Technology Department staff investigated options to increase speed and add functions to the three copiers in the Clerk, Planning and Finance offices without adding to our costs. The proposal from Canon Solutions America allows us to replace our current equipment with upgraded copiers at the contract prices that are available to municipalities through the Vermont State bidding process.

Current Lease Costs: Five-Year \$653.00 per month
Proposed Lease Cost: Five-Year \$661.00 per month

Maintenance Agreement prices will decrease from \$497 per month to \$316 per month due to substantial reduction in copier/printer usage, especially in the Planning Department. We have been pleased with the service provided by Canon Solutions America over the past five years.

RECOMMENDATION

We recommend accepting Canon Solutions America's proposal for a five-year lease beginning in November 2015 for three digital servicing systems at the monthly lease cost of \$661 for the lease and \$316 for the service contract.

Minutes of the Montpelier City Council Meeting
October 14, 2015, 6:30 PM.
City Council Chambers

In attendance: Mayor John Hollar (Chair), Councilors Justin Turcotte, Tom Golonka, Jessica Edgerly Walsh, Jean Olson and Anne Watson. Councilor Dona Bate arrived after the meeting had begun (7:00 PM). City Manager William Fraser was in attendance. Deputy City Clerk Crystal Chase served as Secretary of the meeting.

- 15-258. At the Mayor's request, the proposed agenda was amended to include Capital Convenience (DJ's market) liquor license application approval as part of the consent agenda. Without objection, the Mayor declared the agenda approved, as amended, by unanimous consent.
- 15-259. Mia Moore addressed the council about her time as the City's representative to the Central Vermont Solid Waste Management District's Board.
- 15-260. City Manager Fraser spoke of the two public forums that were held and the positive interaction with community. He noted that the City had received 75 completed surveys back and were hoping to spread the word and get more in. The Mayor stated that he too thought the forums were a success. Councilor Turcotte thought it was a well-balanced group with a variety of values that showed up, and noted a few values that were discussed as high importance by the public.
- Finance Director Sandra Gallup reviewed the outlined timeline for the budget discussions and hearings.
- Manager Fraser told the council that they were looking to get their approval for the presented timeline.
- Council Member Watson moved to approve timeline as stated, councilor Turcotte seconded and the motion carried unanimously.
- 15-261. Assistant City Manager Jesse Baker made a brief presentation/ overview of the city's new website.
- Agenda items 15-262 and 15-263 were tabled until later in the meeting.
- 15-264. Gregory Tisher, resident of Sabin Street, introduced himself to the council. Motion to approve his 3 year term to the City's Historic Preservation Commission was made by Council member Edgerly Walsh and Seconded by Councilor Olson. Approved unanimously.
- 15-265. Claire Wheeler, resident of College Street, introduced herself to the council. Motion to approve her appointment as the City's representative to the Central Vermont Solid Waste Management District's Board was made by Council member Edgerly Walsh and Seconded by Councilor Olson. Approved unanimously.

- 15-266. Board Members Bernie Lambek, Ron Wild, John VanDeren, and Judy Stermer were present for discussion. Mayor Hollar gave an overview of why the board was created and how it was structured. Ron Wild spoke of the challenges of respecting the history of previous grantees with the realization that there are new applicants every year as well. There was discussion about the boards application and approval process and the boards previous years budgets. Board members asked for council's guidance as far as time lines for recommendations. Fraser noted that the City likes to list the recipients in the Annual Report, which would mean they would need recommendation by the January 21st meeting.
- 15-267. Terry Field and Sandra Gallup reviewed the Cash Management Policy and Investment Policy as presented to the council. Councilor Watson requested that an ESG (Environmental, Social And Governance) investment policy be put in place. There was discussion around the want for adding an ESG policy and the want to keep policy broad and general. Tom Golonka made a motion to compromise and adds language to the end of the Investment Restrictions section F "as well as any ESG policy approved by city Council." Motion was seconded by member Edgerly Walsh, and passed on a 6-0 vote. Councilor Watson also put in a request that the committee maybe come up with a road map for possible ESG restrictions and how to deal with them.
- 15-268. Council member Bate moved to approve the proposed Senior Center Fund Addendum for the City of Montpelier Investment Policy. Councilor Golonka requested to amend the motion to approve and direct the investment committee to send out RFP to seek an investment manager. Without objection the motion was so amended and seconded by Councilor Watson. The motion carried 5-0 (Councilor Turcotte recused himself from the vote and discussion).
- 15-269. Councilor Golonka made a motion to invest \$405,000 of 2014-2015 Jackman Bequest Funds money (earmarked for the Senior Center) and reserve \$50,000 for capital improvement. Motion was seconded by Councilor Edgerly Walsh and passed 5-0 (Councilor Turcotte recused himself from the vote and discussion).
- 15-263. The Council considered the Consent Agenda. Councilor Turcotte asked to have item B removed to enable him to recuse himself. Councilor Edgerly Walsh moved to approve the consent agenda without item B (and with the addition of the liquor license for Capital Convenience, Inc.). Councilor Watson seconded, and the motion carried 6-0.
- Councilor Golonka moved to approve item B from the consent agenda with Councilor Edgerly Walsh seconding. Motion carried 5-0 (Councilor Turcotte abstained).
- 15-262. The Mayor opened the First Reading of further amendments to the City's Winter Parking Ban Ordinance – as per Council Goals K.
- Public Works Director Tom McArdle gave a brief overview of the winter parking Changes. There was also a brief discussion regarding the overnight Parking space that is provided for the Car Share. Assistant Manager Baker noted that she has spoken with Car Share and their staff has "Snow Event" procedures in place to clear out the vehicles. McArdle also noted that the current space on School Street is not a good choice for winter overnight parking, so they plan on moving it around the corner to the angle

parking on Main Street to allow for a safer snow removal situation. The council concurred and Councilor Edgerly Walsh moved to pass the first hearing with the car share spot moving to Main Street, and set the second hearing for the next Council meeting. Councilor Bate seconded the motion and the vote passed unanimously.

- 15-271. Councilor Watson wanted to thank city staff and whoever else had a hand in picking up the bike that was along Stone Cutters Way. She also wanted to look into the idea of putting parking meters on Court Street.

Councilor Edgerly Walsh noted that she was happy to see the bus shelter outside of City Hall.

Councilor Bate attended the VLCT Fair and thought it was a great event.

Councilor Turcotte questioned the spacing of the reserved bus spots thought next year suggesting that the City may want to take into consideration the walkability to downtown attractions. He also requested that the City Manager get a total of annual overtime hours and costs for all departments.

- 15-272. City Manager Fraser encouraged residents to take part in the Budget Survey was still available on line.

Councilor Watson moved to enter into executive session pursuant to Title 1 V.S.A. Section 313(a)(3) to discuss the 6-month evaluation of the City Manager. The motion was seconded by Councilor Edgerly Walsh and passed on a vote of 6-0.

Without objection, the Mayor brought the Council back into open session and adjourned, by unanimous consent.

**CITY OF MONTPELIER
DEPARTMENT OF PUBLIC WORKS**

M E M O R A N D U M

TO: William J. Fraser, City Manager

FROM: Thomas J. McArdle, Director 

DATE: October 14, 2015

SUBJECT: Tabulation of Bids Received - Parking Lot Plowing (Lot #1)

On October 14, 2015, we opened the single bid received for plowing Lot #1 (behind Rite-Aid, City Hall, and the Fire Station) for the for the next two winter seasons. The low bid was submitted by Cheney Trucking of Montpelier. In FY 2015, we spent \$18,447 for this service. Cheney has not changed their per-event rate for the upcoming two seasons. \$20,000 is included in the FY2016 budget.

Based on our review, it is our recommendation that you seek authorization from the City Council on the next available Consent Agenda to award the contract for Parking Lot Plowing for 2015-2016 and 2016-2017 to Cheney Trucking, suggested wording as follows:

To accept the bid submitted by Cheney Trucking of Montpelier for Parking Lot Plowing (Lot #1) for the 2015-2016 and 2016-2017 winter seasons, and to authorize the City Manager to sign all pertinent contracts and paperwork.

If you have any questions or would like to discuss further, please contact me.

c: Brian Tuttle, Streets Supervisor

BID NO.

Cheney Trkg

PURCHASE NO.

DATE OF OPENING

404401.56

10/14/2015

DEPARTMENT

DEPARTMENT
DPW/Parking Lots

[illegible]

PREPARED BY:

AWARDED BY:

**City of Montpelier
Department of Public Works
Montpelier Police Department
Memorandum**

To: William J. Fraser, City Manager
Jessie Baker, Assistant City Manager

From: Thomas McArdle, Director of Public Works
Anthony J. Facos, Chief of Police

Date: October 22, 2015

Subject: Winter Parking Ban
Recommended Ordinance Modifications: **2nd Reading**

This memorandum is presented to assist with the second and final reading for the proposed ordinance amendments reviewed and considered during the City Council's regular meeting of October 14th. The City Council approved first reading but directed staff to revise 10-714 *NIGHT PARKING RESTRICTIONS* regarding School Street (Main St – Loomis St) by deleting the proposed alterations related to the Car Share parking space. Accordingly, no amendment to the existing ordinance concerning School Street will be included whereby the current wording will be retained as printed below (the proposed amendment is now crossed out).

In regard to the Car Share parking space, it was agreed by consensus that the existing designated space on School Street will be relocated to one of the angle parking space on Main Street. As per Sec. 10-718A. DESIGNATED CAR SHARE PARKING SPACES, (a) "the City Council may, at its discretion, establish certain selected parking spaces in the city of Montpelier for the exclusive use by a car share organization". Accordingly, it is recommended that the City Council establish the parking space for Car Share to be located on the easterly side of Main Street in the first space northerly of those parking spaces designated as accessible parking for people with disabilities. No other action on the part of City Council is necessary to approve the relocation.

Except as noted above, the remainder of this memorandum is reprinted for the second reading as required:

- To reduce adverse impacts on patrons visiting restaurants in the downtown business district, alter the commencement time of the winter on-street parking ban from 12:00 midnight to 1:00 am for all declared weather related events by revising Sec. 10-713 as follows:

Sec. 10-713. NIGHT TIME PARKING DURING WINTER.

*The City Manager or his/her designee may, by executive order, prohibit the parking of motor vehicles, trailers, equipment or any other object on the streets of the city of Montpelier between the hours of ~~12:00 midnight~~ **1:00 A.M.** and 7:00 A.M. between November 15 and April 1. The City Manager*

- To improve winter maintenance operations and to correct problematic areas experienced during the winter of 2014/15, alter the list of streets where the declared weather event related ban is not applicable by amending Sec. 10-714 to include additional streets, and also to revise the restricted time period to be consistent with section 10-713 as follows:

Sec. 10-714. NIGHT PARKING RESTRICTIONS.

*Parking of motor vehicles, trailers, equipment or any other objects on city streets or parking lots that are designated in this section is hereby prohibited between the hours of ~~12:00 midnight~~ **1:00 A.M.** and 7:00 A.M. between November 15 and April 1. Streets or zones may be amended in this provision by executive order at the City Manager's or his/her designee's discretion.*

- Cedar Street for its entire length;
 - Court Street between its intersection with Elm Street and the intersection with Governor Aiken Avenue;
 - Downing Street for its entire length;
 - East State Street on its northerly side from Main Street to Cedar Street, and on its southerly side from 89 East State Street to West Street;
 - Elm Street on both sides from State Street to Spring Street;
 - Langdon Street on both sides for its entire length;
 - Liberty Street from Main to Hubbard;
 - School Street on both sides between Elm Street and Main Street;
 - School Street ~~on the southerly side~~ from the intersection of School and Main Streets easterly to the intersection with Loomis Street. ~~and on the northerly side from the intersection of Saint Paul Street easterly to the intersection of Loomis Street;~~
 - Spring Street on both sides from its intersection with Elm Street easterly to its intersection with Keck Circle;
 - Taylor Street on both sides from State Street to Taylor Street Bridge;
 - Those portions of Memorial Drive, Northfield Street and Berlin Street lying within the radius of one hundred feet from the point of intersection of said streets;
 - Charles Street for its entire length;
 - Cliff Street for its entire length;
 - Nelson Street for its entire length;
 - Prospect Street for its entire length;
 - Cherry Avenue for its entire length;
 - Pleasantview Street for its entire length;
 - Chapman Road.
- To address the need for alternative off-street parking options during declared winter weather events per Section 10-713, and to clarify the ordinance for enforcement and regulatory purposes, an amendment is recommended relative to public parking lots under Section 10-715C. This amendment is specific to the Blanchard and Pitkin Court parking lots to implement a rotating schedule that will allow for the necessary winter maintenance to be performed while allowing ample parking for those who may need it. Note that new graphic signs are being developed to give proper and clear notice for those times when parking is not allowed. The recommended revisions are as follows:

Sec. 10-715C. REMOVAL OF VEHICLES CONSIDERED ABANDONED.

(a) Any vehicle or conveyance found in a public parking lot for seventy-two (72) consecutive hours, and parked contrary to the times and rates set forth in this Chapter for seventy-two (72) hours, shall be immediately removed by the owner.

(b) Any vehicle or conveyance found in a public parking lot for more than twelve (12) hours following a snow storm, or after notice is given to remove the vehicle, shall then be immediately removed by the owner.

(c) Vehicles parking in free public parking lots are limited to no more than twelve (12) hours of free parking. Signs shall be posted at the entrance of free parking lots indicating the restriction.

(d) No person shall park, or permit to remain parked, any motor vehicle within the parking lots known as the "Pitkin Court Lot" (situated behind the Fire Station and extending to Blanchard Park and Harry Sheridan Avenue) and the "Blanchard Court Lot" (situated behind 27 Main Street and the St. Augustine's Church) and including the parking spaces located along the southerly side of City Hall, is restricted to a rotating winter maintenance schedule from November 15th of any year to April 1st of the succeeding year, between the hours of 1:00 am and 7:00 am on designated weekdays as follows: Parking is prohibited in the Pitkin Court Lot on Monday, Wednesday, and Friday mornings. Parking is prohibited in the Blanchard Court Lot on Tuesday, Thursday and Saturday mornings. Overnight parking is also prohibited

in both parking lots each and every day of the week in the designated snow storage areas as identified by authorized signs.

- As a "housekeeping" measure to update and improve clarity, the following alterations of Sec. 10-715 are recommended:

Sec. 10-715. REMOVAL OF VEHICLES PARKED IN VIOLATION.

*Any motor vehicles, ~~teams, carts~~ or other conveyances parked on the streets and public property of the City of Montpelier in violation of Sections 10-713, 10-714 and 10-224 of this code may, when in the opinion of any law enforcement officer or officer of the Fire Department the public safety demands its immediate removal or when in the opinion of ~~any official of the Street or Water Departments~~ **the Director of Public Works** the proper plowing, maintenance or repair of said street or water mains or pipes under said street requires its immediate removal, be removed forthwith on order of said law enforcement officer, Fire Department officer or ~~official of the Street or Water Departments~~ **the Director of Public Works**. All costs of said removal and any expense incurred in securing such conveyance shall be charged against the owner of the conveyance or the person responsible for said conveyance at the time removal is ordered and said conveyance shall not be released to the owner or person responsible for it at the time removal was ordered until all such costs have been paid.*

C: Anthony Facos, Chief of Police
Robert Gowans, Fire Chief
Brian Tuttle, DPW Superintendent

MEMORANDUM

To: City Council

From: Mike Miller, Director of Planning & Community Development

Re: Zoning Update

Date: October 23, 2015

After almost two years of work with our consultant, Brandy Saxton of Placesense, the Planning Commission is moving towards completion of the draft zoning update. The process thus far has included a complete rewrite of the zoning bylaws and then six weeks of input and comments from the public in May and June of this year. The Commission has taken all those comments and integrated them into a revised draft which we are now making some final changes to. I wanted to take this opportunity to introduce one of the biggest achievements- the new zoning map and district requirements (both attached)- and explain what will be happening next.

The new zoning map and districts were developed with a few principles in mind. The new map should:

- Follow property lines (the current map does not);
- Strive to keep everyone in the same neighborhood in the same zoning district;
- Try not to split zoning districts on roads (one side in one district and the other side in another district); and
- Establish densities and dimensional requirements that are similar to those that appear on the ground today.

The process resulted in the combining of a number of districts (mostly commercial districts) and the splitting of others (mostly residential districts). The changes to the residential districts will have the greatest impact overall as the draft map is now more nuanced than the current adopted map. For example, the adopted map has three zoning districts at densities of 1 unit per 2 acres, 4 units an acre and 29 units an acre. The new draft map will have those districts but will also have a 7 units an acre and a 14 units an acre district as well. Those new options for residential density helped to calibrate the new map to more closely reflect the densities found in each neighborhood today. The adjustments to the dimensional standards will result in fewer non-conforming structures and variance requests making development easier for applicants.

Moving forward, the planning commission has one or two meetings left to finalize their drafts. These drafts can be found by following the link on the City's website. After completing the draft, the Commission will call for a public hearing maybe in December but probably in January. Following any changes, it will be forwarded to the Council for your consideration. You can have as many hearings as you like and Ms. Saxton and I will work with you to help you finish.

The best thing you can do for now is to review the zoning map and district requirements. Start talking to your constituents, ask questions, and make any suggestions. While the zoning bylaws may be 150 pages long, we expect most of the comments from the public will come down to the few pages involving these pieces. For that reason we want to have this out early so we can talk as much as possible about these aspects, even before the commission has finished and warned the first hearing.

Feel free to contact me between Council meetings and I can come back in a December to answer questions and give another update. I'm excited about where the commission is and of the quality of the product that is being produced. This new zoning map and district requirements far exceeds what we have today and will be an excellent guide for the city moving forward.

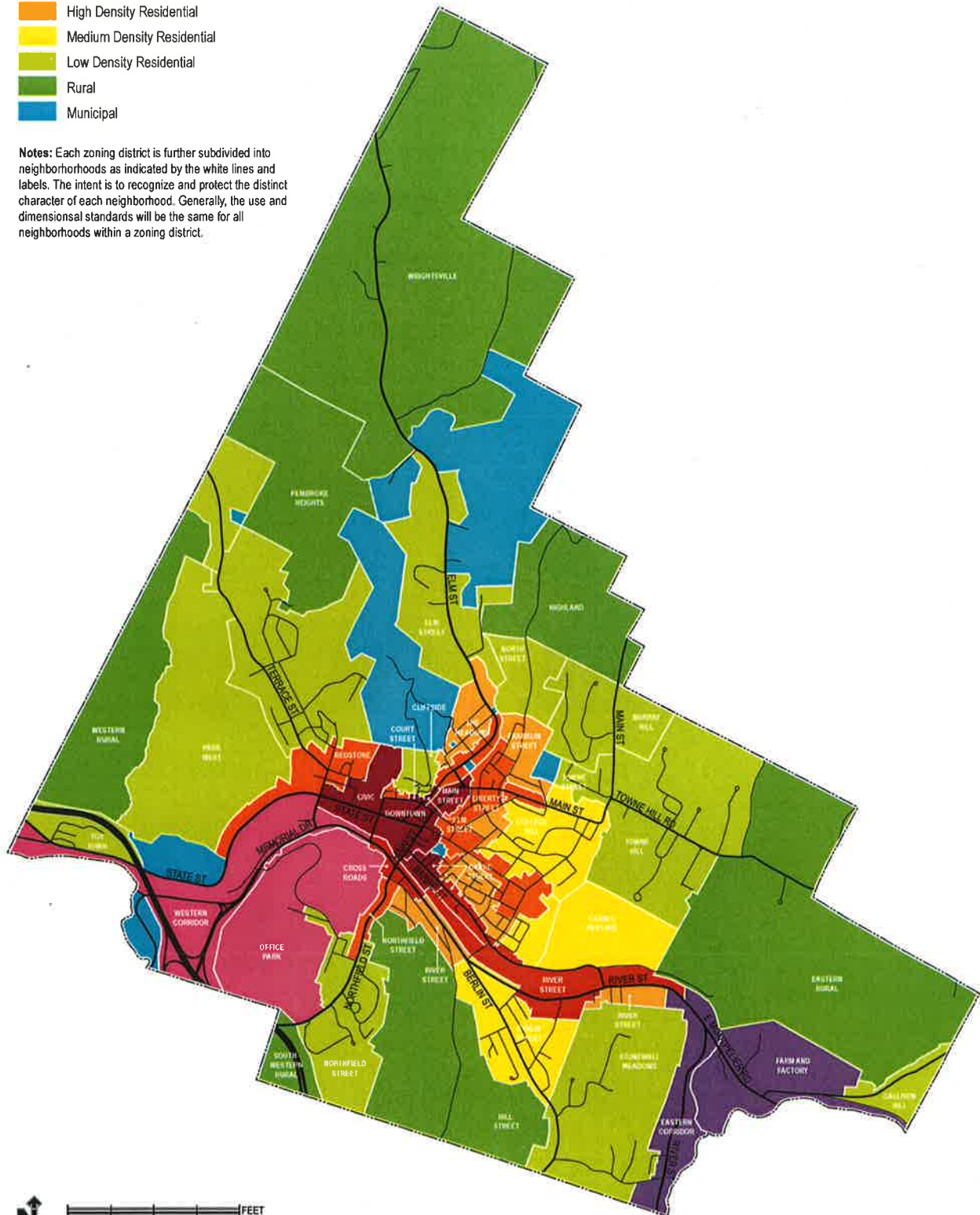
Mike

DRAFT ZONING DISTRICTS & NEIGHBORHOODS FOR PLANNING COMMISSION REVIEW

DRAFT ZONING DISTRICTS

- Urban Center
- Riverfront
- Western Gateway
- Eastern Gateway
- Mixed Use
- High Density Residential
- Medium Density Residential
- Low Density Residential
- Rural
- Municipal

Notes: Each zoning district is further subdivided into neighborhoods as indicated by the white lines and labels. The intent is to recognize and protect the distinct character of each neighborhood. Generally, the use and dimensional standards will be the same for all neighborhoods within a zoning district.



					
PURPOSE		URBAN CENTER (UC) Maintain a compact and walkable urban center by preserving historic character and encouraging compatible infill.	RIVERFRONT (RIV) Encourage compact, higher-density infill development, particularly multi-family housing, within walking distance of downtown. Recognize the natural constraints and hazards created by the river corridor and encourage redevelopment of the riverfront as a public amenity and greenway corridor.	WESTERN GATEWAY (WG) Encourage the ongoing use of the district for office, governmental and civic uses while protecting significant view of the Statehouse as one enters the city and enhancing pedestrian connections with downtown.	EASTERN GATEWAY (EG) Encourage increased business activity, mixed-use redevelopment and infill development that enhances property values, the quality of construction and site design, and the overall aesthetics of this entrance to the city.
DIMENSIONS	LOTS	Size: 3,000 sf min / Frontage: 30 ft min	Size: 3,000 sf min / Frontage: 45 ft min Coverage: 80% max	Size: 20,000 sf min Coverage: 50% max	Size: 20,000 sf min / Frontage: 120 ft min Coverage: 50% max
	SETBACKS	Front: 0 ft min, 20 ft max Water: 10 ft min	Front: 5 ft min, 20 ft max / Side: 5 ft min / Rear: 10 ft min Water: 10 ft min	Front: 20 ft min / Side: 20 ft min / Rear: 30 ft min Water: 25 ft min developed lot, 50 ft min undeveloped lot	Front: 20 ft min / Side: 20 ft min / Rear: 30 ft min Water: 25 ft min developed lot, 50 ft min undeveloped lot
	BUILDINGS	Frontage Build-Out: 70% min Height: 2 stories min, 60 ft max / 5th & 6th Story Setback: 16 ft min	Footprint: 12,000 sf max Frontage Build-Out: 50% min Height: 2 stories min, 45 ft max	Height: 24 ft min, 60 ft max	Height: 24 ft min, 45 ft max
	DENSITY	Residential: no maximum Floor Area Ratio: 4.0 FAR max	Residential: 1 dwelling unit per 1,500 sf lot area max Floor Area Ratio: 2.0 FAR max	Residential: 1 dwelling unit per 4,000 sf lot area max Non-Residential: 1.5 FAR max	Residential: 1 dwelling unit per 5,000 sf lot area max Non-Residential: 1.5 FAR max
USES	RESIDENTIAL	All residential uses permitted.	All residential uses permitted.	Residential uses are conditional (need DRB approval).	Residential uses are conditional (need DRB approval).
	LODGING	All lodging uses permitted.	All lodging uses permitted.	All lodging uses permitted.	All lodging uses permitted.
	COMMERCIAL	Most commercial uses are permitted (offices, shops, restaurants and bars, banks, business, professional and personal services). Drive-through service only allowed for banks as a conditional use (need DRB approval). Shopping centers and rental/leasing uses also need conditional use approval.	Many commercial uses are permitted (offices, shops, restaurants, banks, business, professional and personal services). Some commercial uses require conditional use approval from the DRB (auto repair, bars, shopping centers, lumber yards). Gasoline stations are conditional, but only in the Cross Roads neighborhood and on the river side of River Street. No drive-through service.	Limited set of commercial uses permitted (offices, professional and business services, banks, shops). Other uses require conditional use approval from the DRB (open markets, bars and restaurants, personal services). Drive-through service only allowed for banks as a conditional use.	Many commercial uses permitted (offices, professional, business and personal services, open markets, gasoline stations, auto repair, lumber yards). Others require conditional use approval from the DRB (bank, shops, shopping centers, bars and restaurants).
	INDUSTRIAL	Light, low-impact industrial uses that occur entirely inside a building are allowed. Most are conditional (need DRB approval).	Light, low-impact industrial uses are permitted (laboratories, publishing, data centers). Other industrial uses require conditional use approval from the DRB (manufacturing, warehousing, wholesale distributors).	Light, low-impact industrial uses require conditional use approval from the DRB (manufacturing, wholesale distributors, publishing, data processing).	Light, low-impact industrial uses are permitted (construction-related, light manufacturing, warehousing, wholesale distributors, publishing, information services). More intensive or heavier industrial uses require conditional use approval from the DRB (large area distribution warehouse, heavy manufacturing, tank farms).
	PUBLIC & INSTITUTIONS	Most public and institutional uses are permitted (gov't offices, schools, daycare, healthcare, human services). A few are conditional (need DRB approval).	Most public and institutional uses are permitted (gov't offices, schools, daycare, healthcare, human services). A few are conditional (need DRB approval).	Most public and institutional uses are permitted (gov't offices, schools, daycare, healthcare, human services).	A few uses are permitted (religious facilities, parks, trade schools, public safety facilities). Some uses require conditional use approval from the DRB (theaters, arenas, gyms, healthcare facilities, colleges, daycare).
	TRANSPORT & UTILITIES	Parking and transit related uses are permitted. Most other public utilities and facilities are conditional (need DRB approval).	Parking and transit related uses are permitted. Most other public utilities and facilities are conditional (need DRB approval).	Parking and transit related uses are permitted. Other transportation uses require conditional use approval from the DRB. Most other public utilities and facilities are conditional.	Many uses are permitted (parking, transit, bus or truck maintenance facilities). Others require conditional use approval from the DRB (truck and freight services, sewer and waste facilities).
	MINING, AG & FORESTRY	Greenhouses, nurseries and agriculture & forestry (in accordance with state law) are permitted. Businesses that support agricultural and forestry uses are conditional (need DRB approval).	Greenhouses, nurseries and agriculture & forestry (in accordance with state law) are permitted. Businesses that support agricultural and forestry use and kennels are conditional (need DRB approval).	Agriculture & forestry (in accordance with state law) are permitted. Businesses that support agricultural and forestry use and mining uses are conditional (need DRB approval).	Many uses are permitted (agriculture & forestry, stables, kennels, greenhouses, nurseries, ag/forestry support businesses). Composting facilities and mining are conditional uses (need DRB approval).
CHANGES		Consolidates portions of current CB- 1, CB-2 and Civic districts. Minimum lot size reduced. Added maximum front setback, minimum frontage build-out, upper floor setback and floor area ratio. No maximum residential density or minimum parking requirements. More commercial uses permitted. More industrial uses allowed.	Expands current Riverfront district east along Barre Street and across river to commercially developed portions of River Street. Added maximum front setback, building footprint and frontage build-out. Expanded range of allowed uses.	Combines current Office Park district and the portions of the General Business district on the western side of the city. Increased maximum building height. Uses are similar to what is currently allowed with somewhat greater opportunity for residential and lodging uses.	Combines the General Business and Industrial districts on the eastern side of the city. Reduced minimum lot size and maximum lot coverage. Increased minimum lot frontage and maximum building height. Range of uses is similar to current zoning but less opportunity for residential uses.

PURPOSE		MIXED USE RESIDENTIAL (MUR)	HIGH DENSITY RESIDENTIAL (HDR)	MEDIUM DENSITY RESIDENTIAL (MDR)	LOW DENSITY RESIDENTIAL (LDR)	RURAL (RL)
		Encourage infill development - including neighborhood-scale businesses and a range of housing choices - while preserving each neighborhood's distinct character and quality.	Encourage infill development - including neighborhood-scale businesses and a range of housing choices - while preserving each neighborhood's distinct character and quality.	Encourage infill development and a range of housing choices while preserving neighborhood character and quality.	Maintain a low-density settlement pattern and rural character by clustering land development and protecting farmland, forestland, open space and important natural resources.	Maintain a low-density settlement pattern and rural character by clustering land development and protecting farmland, forestland, open space and important natural resources.
DIMENSIONS	LOTS	Size: 3,000 sf min / Frontage: 45 ft min Coverage: 70% max	Size: 3,000 sf min / Frontage: 45 ft min Coverage: 60% max	Size: 6,000 sf min / Frontage: 60 ft min Coverage: 50% max	Size: 9,000 sf min / Frontage: 75 ft min Coverage: 40% max	Size: 20,000 sf min / Frontage: 120 ft min Coverage: 20% max
	SETBACKS	Front: 5 ft min, 30 ft max / Side: 5 ft min / Rear: 10 ft min Water: 25 ft min	Front: 10 ft min, 30 ft max / Side: 5 ft min / Rear: 10 ft min Water: 25 ft min	Front: 15 ft min, 40 ft max / Side: 10 ft min / Rear: 20 ft min Water: 25 ft min	Front: 20 ft min / Side: 15 ft min / Rear: 30 ft min Water: 25 ft min	Front: 20 ft min / Side: 20 ft min / Rear: 40 ft min Water: 50 ft min
	BUILDINGS	Footprint: 6,000 sf max Height: 24 ft min, 40 ft max	Footprint: 5,000 sf max Height: 35 ft max	Footprint: 4,000 sf max Height: 35 ft max	Height: 35 ft max	Height: 35 ft max
	DENSITY	Residential: 1 dwelling unit per 1,500 sf lot area max Floor Area Ratio: 1.0 FAR max	Residential: 1 dwelling unit per 3,000 sf lot area max Floor Area Ratio: 1.0 FAR max	Residential: 1 dwelling unit per 6,000 sf lot area max Floor Area Ratio: 0.5 FAR max	Residential: 1 dwelling unit per 9,000 sf lot area max Floor Area Ratio: 0.5 FAR max	Residential: 1 dwelling per 2 acres max Non-Residential: 0.2 FAR max
USES	RESIDENTIAL	Most residential uses permitted. Multi-family housing with more than 4 units, congregate living and nursing homes are conditional (need DRB approval).	Single-family homes and duplexes are permitted. Other residential uses, including multi-family and congregate housing, are conditional (need DRB approval).	Single-family homes and duplexes are permitted. Other residential uses, including multi-family (up to 4 units) and congregate housing, are conditional (need DRB approval).	Single-family homes and duplexes are permitted. Other residential uses, including multi-family (up to 4 units) and congregate housing, are conditional (need DRB approval).	Single-family homes and duplexes are permitted. Town-homes, triplexes and retirement housing allowed with conditional use approval from the DRB.
	LODGING	B&Bs and inns are permitted. Rooming/boarding houses and hotels/motels are conditional (need DRB approval).	B&Bs and rooming and boarding houses, are conditional (need DRB approval).	B&Bs and rooming and boarding houses, are conditional (need DRB approval).	B&Bs and rooming and boarding houses, are conditional (need DRB approval).	B&Bs and rooming and boarding houses, are conditional (need DRB approval).
	COMMERCIAL	Offices and professional services are permitted. Other commercial uses require conditional use approval from the DRB (shops, business and personal services, restaurants). Some commercial uses are limited to a maximum of 3,000 sf of floor area.	Neighborhood markets are the only commercial use allowed and require conditional use approval.	Neighborhood markets are the only commercial use allowed and require conditional use approval.	Neighborhood markets are the only commercial use allowed and require conditional use approval.	A few commercial uses are allowed with conditional use approval from the DRB (veterinarians and animal services, building services like landscaping or pest control, caterers).
	INDUSTRIAL	A few light, low-impact industrial uses would be allowed with conditional use approval from the DRB (laboratories, media studios, data centers and data processing).	No industrial uses allowed.	No industrial uses allowed.	No industrial uses allowed.	Light industrial uses allowed with conditional use approval from the DRB, along with laboratories, media studios, warehousing, artisan/craftsperson workshops.
	PUBLIC & INSTITUTIONS	Permitted uses include religious facilities, schools and colleges, libraries, museums, parks, daycare. Other public and institutional uses would be allowed with conditional use approval from the DRB (gov't offices, medical clinics, sports facilities).	Permitted uses include religious facilities, schools, parks. Other public and institutional uses would be allowed with conditional use approval from the DRB (colleges, libraries, museums, daycare).	Permitted uses include religious facilities, schools, parks. Other public and institutional uses would be allowed with conditional use approval from the DRB (colleges, libraries, museums, daycare).	Permitted uses include religious facilities, schools, parks. Other public and institutional uses would be allowed with conditional use approval from the DRB (colleges, libraries, museums, daycare).	Permitted uses include religious facilities, parks and cemeteries. Other public and institutional uses would be allowed with conditional use approval from the DRB (theaters, recreation facilities, gov't facilities, educational facilities, daycare).
	TRANSPORT & UTILITIES	Allowed uses are generally limited to transit facilities and essential services.	Allowed uses are generally limited to transit facilities and essential services.	Allowed uses are generally limited to transit facilities and essential services.	Allowed uses are generally limited to transit facilities and essential services.	Allowed uses are generally limited to essential services and communications towers.
	MINING, AG & FORESTRY	Agriculture & forestry (in accordance with state law) are permitted. Stables, greenhouses and nurseries would be allowed with conditional use approval from the DRB.	Agriculture & forestry (in accordance with state law) are permitted.	Agriculture & forestry (in accordance with state law) are permitted.	Agriculture & forestry (in accordance with state law) are permitted. Stables, greenhouses and nurseries would be allowed with conditional use approval from the DRB.	Agriculture & forestry (in accordance with state law) are permitted, along with stables, kennels, greenhouses, nurseries and game reserves. Composting facilities, mining and ag/forestry support businesses allowed with conditional use approval from the DRB.
CHANGES		Incorporates some of the current High Density district, as well as a portion of Northfield Street. Reducing minimum lot size. Changing how residential density is measured. Adding maximum front setback, maximum footprint, and minimum height. Some expansion in the range of uses allowed.	Incorporates most of the remaining current High Density district and expands it to the north and east, as well as along segments of Prospect Street and Route 2. Reducing minimum lot size. Changing how residential density is measured. Density based on buildable, not total acreage. Adding maximum front setback, maximum footprint, and minimum height. Range of allowed uses is similar.	Reshapes the current Medium Density district to reflect extents of water and sewer service resulting in expansion on the east and west sides. Adding maximum front setback and building footprint. Other setbacks and densities are similar but density would be based on buildable, not total acreage. Range of allowed uses is similar.	Incorporates land mostly in the current Medium Density district and some now in Low Density district that is or could be served by municipal water or sewer. Adding maximum front setback and building footprint. Other setbacks and densities are similar but density would be based on buildable, not total acreage. Range of allowed uses is similar.	Replaces the current Low Density district leaving only land generally not served by municipal water or sewer. Reducing minimum lot size and reducing maximum density. Density based on buildable, not total acreage. Fewer commercial uses would be allowed - those allowed are generally land-based or rural in nature.