

**Montpelier Development Review Board Meeting
February 17, 2026**

Subject to review and approval

This public meeting was recorded, and the video will be available for viewing at this link:
<https://www.montpelier-vt.org/1094/CivicClerk>

Present: Robert Goodwin, Katharine Burgess, Joe Kiernan, Alexandra Halasz, Elvira Dana, Bill Jolley (alternate and not voting), Meredith Crandall – staff, ORCA Media - recording.

Others in attendance: John Pitrowski, Lee Lauber, Nicholas Low

Call to order: The meeting was called to order by the Chair, Rob Goodwin.

Staff to review remote meeting procedures and processes, related questions may be asked at this time: Staff gave a summary of how to participate in the hybrid model.

Approval of the agenda: Joe made a motion to approve the agenda, Alex seconded. The motion passed on a 5-0 vote.

Comments from the Chair: Rob gave a summary of the agenda items.

0 Veo Road (parcel #176-028001)

Owner/Applicant: Shea Property Services, LLC c/o Corey Shea

Reapproval of final two parcel subdivision involving natural resources area behind 2996 Elm Street.

John Pitrowski, the design engineer for the project, was present and sworn in. Lee Lauber was present remotely, but did not wish to be sworn in and did not speak on the matter.

The final plat recording deadline was missed, so the July 2025 approval is back before the Board. The proposal is the same. John confirmed that the survey pins and markers have been set. The Board discussed a request by the owners' attorney regarding a road easement that was not relevant to the proposal; Staff and John confirmed that the only easement involved will be for the shared septic system. The status of Veo Road (Class 4) was also discussed, with confirmation that the Department of Public Works has not required improvements to it for the proposed Subdivision or the development potential demonstrated with the wastewater system design.

Alex made a motion to approve the two-parcel subdivision of 0 Veo Road, as presented in Application #Z-2025-0004 and supporting and supplemental materials, subject to the following conditions of approval:

- I. An easement detailing written maintenance and repair responsibilities for the septic system shall be recorded in the land records and presented to the Zoning Administrator prior to recording of the final plat.

- II. Within 180 days of this decision, applicant shall record the final survey plat in the Montpelier land records office, per the procedures detailed in § 4405 of the Zoning Regulations, including necessary easements for shared water and wastewater systems, and the locations of all applicable survey rods and markers.
- III. The future, as built septic design, shall be filed with the Zoning Administrator when completed.

Joe seconded. The motion passed on a 5-0 vote.

230 Perkins Road

Owner/Applicant: Nicholas Low and Emily Warner

Reapproval of final two-parcel subdivision involving natural resources area.

Nicholas Low was in attendance and sworn in.

The final plat recording deadline was missed, so the July 2025 approval is back before the board. The subdivision proposal is the same. Mr. Low confirmed that the monuments shown on the survey have been set.

Joe made a motion to approve the two-parcel subdivision of 230 Perkins Road, as presented in Application # Z-2026-0005 and supporting and supplemental materials, subject to the following condition of approval:

- I. Within 180 days of this decision, applicant shall record the final survey plat in the Montpelier land records office, per the procedures detailed in § 4405 of the Zoning Regulations, including the locations of all applicable survey rods and markers.

Alex seconded the motion. The motion passed on a 5-0 vote.

Review and approve minutes of January 5, 2026 (shifted ahead of the Rules discussion by Chair): Alex made a motion to approve the minutes, Katharine seconded. The motion passed on a 4-0 vote, with Rob abstaining since he wasn't in attendance at that meeting.

Review proposed changes to DRB Rules of Procedure – adopt if majority approves: After the training with Vermont League of Cities and Towns, Rob and Meredith worked on revising the Rules of Procedure.

Rob and Meredith summarized key proposed changes. Some of the changes were reviewed in more detail; and the Board provided feedback and suggested revisions to the Meetings and Order of Meetings Sections.

Board members present chose to have a second meeting on the proposed revisions. Meredith will circulate a revised draft in both clean and redline versions. Board members can provide feedback to her, and the Board will review the proposal again on March 2nd.

Other Business: The next meeting is March 2nd, to discuss Rules of Procedure. No permit applications will be on the agenda.

Adjournment: Joe made a motion to adjourn, Alex seconded. The motion passed unanimously.

Respectfully submitted,

Tami Furry
Recording Secretary