

Committee Meeting Minutes

Committee Name: Montpelier Housing Committee

Date: Tuesday, June 2

Time: 6:00–7:30 p.m.

Location: Montpelier Senior Center & Zoom

Chairperson: Alyssa Schuren, Lauren Hierl (Vice Chair)

Minute Taker: Dan Wheeler

Attendance

Committee Members Present: Alyssa Schuren (Chair), Lauren Hierl (Vice Chair), Dan Wheeler (Secretary), Alexandra Halasz, Sandy Vitzthum, Ben Linder, Sean Sheehan, Sandy Vitzthum (Zoom), Tim Heney

Absent: Dan Coppock

Councilors & City Staff: Cary Brown (District 3 Councilor), Jim Sheridan (District 3 Councilor) Ben Doyle (District 1 Councilor) Matt Jelacic (Montpelier Community and Economic Development Specialist)

Meeting Summary

Chair called the meeting to order at 6:00 p.m.

Committee unanimously approved previous minutes from May 5.

Committee discussed time allotted to comments during meetings.

Public Comment

Stephen Whitaker voiced concerns about open meeting laws concerning the developer selection for Country Club Road, as well as the installation of a greenhouse that may disturb the Phase II Environmental assessment baseline.

Committee Updates

Housing Trust Fund – A vote is forthcoming at a to-be-scheduled special meeting, where Dan C. can present the proposed amendments, with current revisions.

Vacancy Ordinance – Alyssa S. reviewed the current draft of the ordinance and requested a fact sheet, which is anticipated to be complete by the next meeting.

Development Regulations – Tim H. and Sandy V. have been working with the Planning Commission during their review of the current regulations. A discussion of including all public water sewer served properties within the Growth Center is underway. The current proposed map, drawn by the Planning Department, does not include this full extent of area. Discussions of a potential housing overlay district are also taking place. The Commission is studying other communities that have been creating housing successfully.

June 8th Planning Commission Meeting - The Planning Commission and Housing Committee will hold a joint meeting. CVRPC will be presenting their recent work at meeting. Alyssa S. will send an invite.

City Update

Matt J. reported that the City received updated proposals from the potential CCR developers. CVRPC has produced Municipal Housing Targets draft document, based on the Statewide Housing Needs Assessment, and projected into 2030 and 2050. These numbers far exceed the current Montpelier City goals of added units per year. Matt is talking with COTS, who provides Single Room Occupancies (SRO)s in Burlington. This approach to housing development may be a useful model in Montpelier.

Montpelier Housing Permitting Process & Fees

Seamus Lombardo shared his process of collecting experience-based information from developers. Seamus described “appeal-induced iteration” as a compounding effect on elevated fees. Additionally, uncertainty in zoning approval adds to expense.

Lauren H. asked for a breakdown of which fees that are out of the norm, vs. standard fees in other municipalities. Seamus highlighted the “Level of detail” that is required as a significance difference. Added factors include: uncertainty, iteration, and duplication.

Short Term Rental

In discussions with a registry vendor, Matt J. concluded that the goals and benefits of short-term rental fees are typically tied to creating revenue for a city, as opposed to actually creating housing units. Dan C. will create a recommendation for the HC to discuss.

CHIP Overview

Matt J. presented a summary of the CHIP program. The committee discussed whether or not multi-family construction is or is not a path to development that allows for less exposure to a municipality.

Next Steps

- Seamus L. will gather more fee data from members of the committee and public, identified at the meeting.
- Special brief meeting to vote on Housing Trust Fund, to be scheduled before next Council meeting
- Review of Committee's Priorities Document, and how it compares to the current ongoing work.

Next Meeting

Date: Tuesday, July 7

Time: 6:00 – 7:30p.m.

Location: Montpelier Senior Center

Meeting adjourned at 7:32 p.m.

Minutes prepared by: Dan Wheeler

Date: June 2, 2026