



Agenda

for the Meeting of the Development Review Board

Monday, June 29, 2026 at 7:00 PM

SPECIAL MEETING

PARTICIPATION IN PERSON OR BY REMOTE MEANS:

City Council Chambers, City Hall
39 Main Street, Montpelier, VT

OR

Join Zoom Meeting (preferably by 6:50 PM)

Link: <https://us06web.zoom.us/j/86216120244?pwd=F6BabA50HnoHSDe8qwb0HGDIU4jAkT.1>

Call In: (929) 205-6099

Meeting ID: 862 1612 0244

Passcode: 480792

Members: Robert Goodwin (Chair), Katharine Burgess (Vice Chair), Elvira Dana, Alex Halasz, Bill Jolley (alternate), Bryan Jones, Joseph Ryan Kiernan, and Kevin O'Connell.

Please note: Changes in the agenda may occur

- 1) Remote Attendees log in. Preferably by 6:50 PM
- 2) Call to Order by the Chair
- 3) Staff review remote meeting procedures and process, related questions may be asked at this time.
- 4) Approval of the Agenda
- 5) Comments from the Chair
- 6) Report on Deliberative Session Actions Following June 15th Meeting
- 7) **Cont. 9 Heaton St.**
Applicant: Downstreet Housing & Community Development
Owner: Washington County Mental Health Services
Conditional Use and Major Site Plan review for major renovation to convert existing structure into 20 dwelling units, including addition of elevator and stair tower with footprint and height waiver requests
- 8) Review and Approve Minutes: 06 15 2026



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9) Other Business: Next Meeting - July 6, 2026

10) Adjournment

The meetings are open to the public in person, via telephone, or through the Zoom web meeting platform. There is also the option to view live streaming of the meeting over ORCA Media. For questions about accessibility, including technological difficulties, or to request special accommodations, please call the Montpelier Planning Department at 802-223-9506 or email the Planning and Zoning Administrator, Meredith Crandall, at mcrandall@montpelier-vt.org. Prior to attending a remote Development Review Board meeting, please review the remote meeting procedures, available here: <https://www.montpelier-vt.org/1168/How-to-participate-in-public-meetings-re>

**Montpelier Development Review Board Meeting
June 15, 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, Alexandra Halasz, Elvira Dana, Bill Jolley, Mike Miller – staff, ORCA Media - recording.

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: Katharine made a motion to approve the agenda, Elvira seconded. The motion passed unanimously.

Comments from the Chair: Rob mentioned that a fire alarm interrupted the meeting and the hearing of the first two items on the agenda, so the items are still open.

0 (48) Northfield Street (parcel # 113-052001, between 52 Northfield Street and 1 Prospect Street)

Owner/Applicant: Elliot, LLC

Major site plan review for a new 3-story, 14 dwelling unit building with 12 space parking lot requiring DRC, and minimum parking and height waivers from DRB.

Jacob Walker was present for the application, having been sworn in at the prior meeting.

Doriann Prescott, from 1 Cherry Ave, was sworn in and spoke about their concerns about the stability of the slopes, particularly on the hill behind the proposed building, and the removal of trees, as well as concerns regarding pedestrian safety with the existing sidewalk and crosswalk infrastructure.

Applicant Walker and Board members discussed development of the foundation details as part of the building permit process, and that the new structure is on a flat area of the parcel.

John Campbell, from 3 Pleasant Street, who was present and testified at the prior hearing raised three concerns – (1) asking the Board to request a slope-load study; (2) whether 12 parking spaces would be sufficient for 14 families, especially when there isn't a sidewalk immediately in front of the building; (3) whether a snow removal plan is in place.

When requested by the Board, Mr. Walker asked that meeting the building code to confirm safety with slopes be part of the building permit process, which the Board could include as a condition of approval.

Alex clarified that the proposal is for one-bedroom units, unlikely to contain large families. And raising the question of who would be managing the property.

Ms. Prescott spoke again, contesting that one-bedroom units wouldn't evolve into housing large families and that this may mean that 12 parking spaces would not be sufficient.

Elvira made a motion to table the hearing to after agenda item 8, Katharine seconded. The motion passed on a 5-0 vote.

0 (64) Northfield Street (parcel # 113-056001, between 56 and 68 Northfield Street)

Owner/Applicant: Elliot, LLC

Major site plan review for a new 3-story, 14 dwelling unit building with a 12 space parking lot requiring DRC and minimum parking and height waivers from DRB.

Jacob Walker was present for the application and sworn in.

The application is for Major Site Plan review of a new, 14 unit building with relevant site improvements, requesting a minimum parking waiver (to 12 spaces) and waiver of the 40' maximum height.

This application is similar to the previous application, with the building angled 90 degrees to accommodate the specific parcel.

The Board discussed the project compliance with the regulations as guided by the Staff Report, including that the project is proposed for what is officially two parcels – with the building on one and the parking on a second, both owned by the Applicant, and the plan for merging the parcels.

Steep slope issues were also discussed thoroughly, including that the stormwater designs were in process on this site--with the goal to run water away from the foundation, and that a professional erosion control plan will be required.

Applicant confirmed that though it was in the application materials, there is no longer a retaining wall planned due to the design changes.

Design of the parking lots, including that the Dept. of Public Works raised issues with the turning radius for parking spaces 1 and 7, were also discussed. Mr. Walker confirmed that Grenier Engineering is working on adjusting the parking layout to resolve the turning radius issue. The Board also discussed the parking space waiver request, recognizing that the proposal met multiple criteria for granting the waiver.

Alex and Mr. Walker confirmed that the Design Review Committee's concerns from their initial review were addressed at the second DRC meeting.

Dorian Prescott from 1 Cherry Ave was not sworn in, but Rob allowed her to speak informally on the project, asking about whether there will be electrical outlets in the storage areas and the impact on e-bike charging. Mr. Walker clarified that this is a fire code issue related to the building permit.

Unknown person provided informal comments (not sworn in) related to requiring lots of parking can make it harder to provide affordable housing.

Alex made a motion to table the hearing to after agenda item 8, Elvira seconded. It will then be taken up in deliberative session. The motion passed on a 5-0 vote.

9 Heaton Street

Owner: Washington County Mental Health Services Applicant: Downstreet Housing and Community Development

Conditional use and major site plan review for major renovation to convert an existing structure into 20 dwelling units, including addition of elevator and stair tower with footprint and height waiver requirements.

Nicola Anderson, from Downstreet Housing, and Dan Wheeler, from GBA Architecture, were in attendance and sworn in.

The historic building is currently being used as offices. The exterior will be restored, and an addition will be created that houses an egress stairs and an elevator.

The Board went through the applicable provisions as guided by the Staff Report, including the footprint waiver request for the addition and the building height exception related to this being an affordable housing project. Character of the neighborhood was also discussed.

Applicant submitted new drawings regarding the narrowed curb cut, and analysis of the largest anticipated vehicles being able to enter and turn around to address questions raised by the Dept. of Public Works.

Nicola clarified that the project will not prohibit families or children in the proposed units.

Lisa Mahoney, from 5 Heaton Street, spoke about how she and others in the community hadn't gotten the latest traffic study being referenced in this hearing.

Theresa Murray-Clausen spoke about the history of the house in her time living in the neighborhood.

Bill made a motion to continue this hearing to July 29th. There was a second. Katharine disagreed with tabling the application since she feels there is enough information to vote on it tonight. The motion carried 4-1 with Katharine voting no.

Review meeting minutes from June 1, 2026: Elvira made a motion to approve the minutes as written, Katharine seconded. The motion passed unanimously.

Katharine made a motion to move into deliberative sessions on 48 and 64 Northfield Street applications, Elvira seconded. The board moved into deliberative session on a unanimous vote.

Respectfully submitted,

Tami Furry
Recording Secretary