



Agenda

Design Review Committee Meeting

Tuesday, September 8, 2026 at 5:30 PM

PARTICIPATION IN PERSON OR BY REMOTE MEANS:

City Council Chambers, City Hall

OR

Join Zoom Meeting (preferably by 5:20 PM)

Link: <https://us06web.zoom.us/j/83352253149?pwd=32mu0s9B49WGN1MEUaEN4aXm887x7V.1>

Call In: (929) 205-6099

Meeting ID: 833 5225 3149

Passcode: 850462

Members: Stephen Everett (Chair), Ben Cheney (Vice-Chair), Eric Gilbertson, Martha Smyrski, Liz Pritchett (Alternate) and Rebekah Owens (Alternate)

Please note that this agenda is subject to change.

1. Remote Attendees log in. Preferably by 5:20 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. **62 Ridge St**
Applicant/Owner: Greenway Incubator LLC
Review proposal for new outside equipment associated with heat plant upgrades
7. **29 Main St**
Applicant: Amber French
Owner: Lucky Boardman
Review 2 new signs, and placement of barber pole
8. Review and Approve Minutes: 08-03-2026 --- and choose between long



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and short form minutes going forward

9. Other Business: Next Meeting Monday, September 21st

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 Design Review Committee meeting, please review the remote meeting procedures, available here: <https://www.montpelier-vt.org/1168/How-to-participate-in-public-meetings-re>

**Montpelier Design Review Committee Meeting
August 3, 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: Steve Everett, Martha Smyrski, Rebekah Owens (alternate), Meredith Crandall – staff, ORCA Media – recording.

Call to order: The meeting was called to order by the Chair, Steve Everett.

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

Approval of the agenda: Martha made a motion to approve the agenda as printed, Rebekah seconded. The motion passed on a 3-0 vote.

Comments from the Chair: There were no comments from the Chair.

32 School Street

Owner/Applicant: Will Roberts (Walka Condo Association)

Review replacement of slate shingles with asphalt roof tiles and capping of non-functional chimney.

Will Roberts was in attendance for the application.

The existing roof is half slate, half asphalt shingles. The slate needs to be replaced with matching gray asphalt shingles.

All of the chimney will be removed and capped.

The applicable criteria were reviewed and determined to be acceptable.

The application was approved on a 3-0 vote.

Review minutes from June 15 and July 6, 2026: Martha made a motion to approve the June 15, 2026 minutes as printed, Rebekah seconded. The motion passed on a 3-0 vote.

Martha made a motion to approve the July 6, 2026 minutes as printed, Steve seconded. The motion passed on a 3-0 vote.

Other business: The next meeting is August 17, 2026.

Adjournment: Martha made a motion to adjourn, Rebekah seconded. The motion passed on a 3-0 vote.

Respectfully submitted,

Tami Furry
Recording Secretary

Design Review Committee - Meeting Minutes - August 3, 2026

City of Montpelier

August 3, 2026 at 5:30 PM

Council Chambers / Remote via Zoom

DRAFT — Not yet approved

Meeting Minutes

Meeting called to order at 5:30 PM by Stephen Everett with a roll call vote.

Roll Call:

- Stephen Everett (Chair) — Present
- Benjamin Cheney (Vice Chair) — Absent
- Eric Gilbertson (Member) — Absent
- Martha Smyrski (Member) — Present
- Rebekah Owens (Alternate Member) — Present (seated as voting member)
- Liz Pritchett (Alternate Member) — Absent

Also present: Meredith Crandall (Zoning Administrator)

Chair Stephen Everett called the meeting to order. Members and staff introduced themselves for the record. Zoning Administrator Meredith Crandall reviewed the remote meeting procedures, explaining how the public could participate via Zoom or telephone, and noted that currently only members and one applicant were on the call.

The Chair asked if the committee had a chance to look at the agenda and requested a motion to approve it.

The Board unanimously passed a motion to approve the agenda. *Moved by Martha Smyrski, seconded by Rebekah Owens.*

Will Roberts presented an application for 32 School Street to replace a portion of the roof and remove a chimney. Roberts explained that half of the building's roof was currently slate and half was asphalt shingles. Because the slate needed replacement, the plan was to install a full asphalt shingle roof to match the existing asphalt portion. They also planned to remove and cap an unused corbeled brick chimney. Crandall shared street views and noted the property was on the National Historic Register, but changing the roof and removing one chimney when part of the roof was already asphalt should not make it ineligible for continued listing. Alternate Member Martha Smyrski expressed appreciation that the applicant selected a "slate gray" shingle color. Roberts confirmed the project would only take a couple of days and the contractors would dispose of the old slate. Chair Everett asked about the chimney's original use. Roberts clarified it was part of an old heating system and had been unused for nearly 20 years since propane units with direct outdoor exhaust were installed. Alternate Member Rebekah Owens asked about the metal edge treatment on the roof. Roberts and Crandall reviewed photos, determining the metal

edge was only on the back section and would likely be removed or matched to code by the roofers. Chair Everett read through the design review criteria for the historic district, noting that the removal of slate was the only impact on historic materials, which was acceptable, and that all other criteria regarding compatibility, differentiation, and architectural features were met.

The Board unanimously passed a motion to chair Everett asked for those in favor of approving the application for 32 School Street.

The Chair asked if members had reviewed the minutes from the June 15, 2026, meeting and if there were any changes. Hearing none, a motion was requested to approve them.

The Board unanimously passed a motion to approve the June 15th minutes the way that they're printed. *Moved by Martha Smyrski, seconded by Rebekah Owens.*

The committee then reviewed the minutes from the July 6, 2026, meeting. Smyrski stated she read the minutes and they looked good. Owens noted she was not present at that meeting. Crandall clarified that as long as at least one person voting was present to testify to the content, others could review for proofing purposes. Chair Everett noted he was also present at that meeting.

The Board unanimously passed a motion to accept the July 6th minutes the way that they're written. *Moved by Martha Smyrski, seconded by Stephen Everett.*

The Chair asked if there was any other business. Hearing none, he asked for a motion to adjourn.

The Board unanimously passed a motion to adjourn. *Moved by Martha Smyrski, seconded by Rebekah Owens.*

The meeting adjourned at approximately 6:41 PM.

Respectfully submitted,

Planning Department Staff with drafting assistance from AI software

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Design Review Committee - Meeting Minutes - August 3, 2026

City of Montpelier

August 3, 2026 at 5:30 PM

Council Chambers / Remote via Zoom

DRAFT — Not yet approved

Meeting called to order at 5:30 PM by Chair Stephen Everett with a roll call vote.

Roll Call:

- Stephen Everett (Chair) — Present
- Martha Smyrski — Present
- Rebekah Owens (Alternate Member) — Present (seated as voting member)
- Benjamin Cheney (Vice Chair) — Absent
- Eric Gilbertson (Member) — Absent
- Liz Pritchett (Alternate Member) — Absent

Also present: Meredith Crandall (Zoning Administrator)

The committee reviewed the agenda for the meeting.

The Board unanimously passed a motion to approve the agenda. *Moved by Martha Smyrski, seconded by Rebekah Owens.*

The committee considered an application for 32 School Street to replace a portion of the roof and remove a chimney.

The Board unanimously passed a motion to chair Everett asked for those in favor of approving the application for 32 School Street.

The committee reviewed the minutes from the June 15, 2026 meeting.

The Board unanimously passed a motion to approve the June 15th minutes the way that they're printed. *Moved by Martha Smyrski, seconded by Rebekah Owens.*

The committee reviewed the minutes from the July 6, 2026 meeting.

The Board unanimously passed a motion to accept the July 6th minutes the way that they're written. *Moved by Martha Smyrski, seconded by Stephen Everett.*

The committee addressed the adjournment of the meeting.

The Board unanimously passed a motion to adjourn. *Moved by Martha Smyrski, seconded by Rebekah Owens.*

The meeting adjourned at approximately 6:41 PM.

Respectfully submitted,
Planning Department Staff with drafting assistance from AI software

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