



Agenda

Planning Commission Meeting

Monday, July 29, 2019 at 5:30 PM
City Council Chambers; City Hall

1. Call to order
2. Approval of the agenda
3. Comments from the Vice-Chair
4. General business (comments from the public about something not on the agenda)
5. Election of new officers (until January 2020)
6. Explanation of process used to develop the historic preservation design review-how the rules will be implemented.
7. Section by section review of the proposed design review standards.
8. Initial discussion of boundary - if time permits.
9. Review and Approve Minutes: June 24, 2019
10. Adjournment

Montpelier Planning Commission Meeting June 24, 2019

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: Leslie Welts, Barbara Conrey, Ariane Kissam, Stephanie Smith, John Adams, Kirby Keeton, Emery Richardson, Aaron Kisicki, Meredith Crandall – staff..

Call to order by the Chair: The meeting was called to order by the Chair, Leslie Welts.

Approval of the agenda: The agenda was deemed approved.

Comments from the Chair: Leslie said that she submitted her resignation from the commission. The new chair will be elected in January, but Kirby will be acting chair since he's currently vice chair. If anyone is interested in acting as chair or vice chair, please contact the group. Kirby mentioned that if anyone was interested in being the representative to the regional planning commission, they could take his place.

General business (comments from the public about something not on the agenda): There was no one in the audience that wasn't on the agenda.

Presentation and discussion of proposed Design Review rules by the Historic

Preservation Commission: Eric Gilbertson, chair of the Historic Preservation and vice chair of the DRC. He wanted to thank Meredith and Sarah McShane in drafting the regulations. With some grant money the HPC were able to revise the regulations and updated the National Register nominations. The goal was to ease the process and helping people understand the regulations.

Jamie Duggan, the vice chair of the HPC spoke next about the process in the redraft that started in September, 2017, using a PowerPoint presentation. Outreach started on April 4, 2018 with a mailed notice and there was a presence at the Montpelier Farmers' Market, there were some walking tours, and some public meetings. The next step is to create guidelines, not regulations, for people to use. Meredith recommended waiting until the zoning regulations are finished.

Steve Everett, the chair of the DRC spoke next. He considers the DRC as technical guidance to building owners. They often offer advice that saves the applicants money. Oftentimes, people are in the middle of a project and don't realize they need design review. There are ideas about education, i.e. reaching out to realtors to let prospective homeowners know that they might need to do. He mentioned an outreach letter to new property owners that the DRC is a resource.

Secretary of Interior Standards were used as guidelines but adapted to Montpelier.

The criteria that are used by the DRC was then reviewed. Many times "shall" prevents administrative approval and then they need to go for DRC approval.

The HPC are more than willing to meet again.

The next meeting should go through the DRC and HPC items with Meredith.

Consider minutes from June 10, 2019: John and Ariane had to leave. Barb moved to approve the minutes, Stephanie seconded. The motion carried.

Adjournment: The meeting was adjourned.

Respectfully submitted,

Tami Furry
Recording Secretary

**Montpelier Planning Commission Meeting
July 15, 2019**

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: Ariane Kissam, Stephanie Smith, Kirby Keeton, Michael Miller.

Call to order by the Chair: The meeting was called to order by the Acting Chair, Kirby Keeton.

Approval of the agenda: Since there wasn't a quorum, the Acting Chair decided to have a working session and to table the agenda to the next meeting.

Roof treatments and window treatments shouldn't need to go to DRC if it's replacing same for same.

Mike will try to provide the maps for the next meeting to discuss the boundaries.

Mike has started implementation procedures with the various committees. Land use will eventually come back to the Planning Commission.

Respectfully submitted,

Tami Furry
Recording Secretary