



Agenda

Planning Commission Meeting

Monday, November 25, 2019 at 5:30 PM
City Council Chambers; City Hall

1. Call to order
2. Approval of the agenda
3. Comments from the Chair
4. General business (comments from the public about something not on the agenda)
5. Review and Approve Minutes of November 12, 2019
6. City Plan - Review and discussion of the draft Historic & Cultural Resources Chapter.
7. City Plan - Review and discussion of the Housing & Neighborhoods Chapter.
8. Adjournment

PC meetings are open to the public. For questions about accessibility or to request accommodations please call (802) 223-9506.

**Montpelier Planning Commission Meeting
November 12, 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, Kirby Keeton, Aaron Kisicki, Marcella Dent, Emery Richardson, Michael Miller.

Absent: Barbara Conrey, Stephanie Smith, and John Adams.

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

Approval of the agenda: The agenda was deemed approved.

Comments from the Chair: Kirby mentioned that the view shed discussion from the last meeting will be continued, with updates from Mike.

General business (comments from the public about something not on the agenda): There were no members of the public in attendance.

Consider minutes from October 28, 2019: Aaron made a motion to approve the minutes as printed, Marcella seconded. The motion passed on a 4-0 vote, with no abstentions.

Continuation of the discussion and public input on the Design Review proposal and map. A quorum of Historic Preservation Committee members may be present to discuss the proposal: Eric Gilbertson from the HPC was in attendance, as well as Meredith Crandall.

Eric stated that some energy efficiencies can damage buildings, such as vinyl siding. It has been proven that old windows can be rehabbed and be energy efficient with storm windows.

A vote will be taken on the regulation changes and the map at the same time.

[a vote couldn't be captured accurately because the video was on the map]

Aaron made a motion that 10-4 be included, move Redstone to 7-5 and portion of 3 properties on the west side. Aaron, Kirby, and Marcella voted in favor. Ariane's vote couldn't be seen in the video. Letters will be sent out to the people who are affected by the moves.

Aaron made a motion to approve the changes to design review regulations and overlay district as discussed. Marcella seconded. The motion passed on a 4-0 vote with no abstentions. There will be a public meeting in January.

Discussion of a potential River Hazard Area regulations map change that will be taken to

the City Council: The river hazard rules are not the flood plain. An application is asking to build just a shelter for their salt pile in their backyard but they can't because it's in the river hazard area. The structure will be cheaply built, so by the time in 100 years that the river shifts, the structure will be gone. A change regarding cheaply built structures in the river hazard area will be proposed to City Council to allow the DRB to decide on the structure.

Discussion of vision statement including review of Montpelier Alive's branding statement

(time permitting): A consultant for Montpelier Alive! wrote their vision statement. Mike didn't know if it could be adapted for the City Plan, but it doesn't quite fit. Mike is meeting with the different committees to gather their vision statements.

Adjournment: Ariane made a motion to adjourn, Marcella seconded.

Respectfully submitted,

Tami Furry
Recording Secretary

Historic & Cultural Resources Implementation Strategy

The City of Montpelier is committed to being an inclusive, equitable, and engaged community (see Governance Chapter). To this end, the planning and implementation of the Historical and Cultural Resources Plan will be accomplished under the guidance of the Historic Preservation Commission with staff support as assigned by the City Manager and funded by the City Council and residents of Montpelier.

As of Fiscal Year 2020 this includes:

- The Historic Preservation Commission (HPC), consisting of no less than 3 and no more than 7 voting members, plus one youth member, operated in compliance with Certified Local Government requirements;
- The HPC meets monthly in City Hall (meetings are not televised);
- The Planning & Zoning Administrator is assigned as staff and provides approximately 4 hours of support a month;
- The HPC has no independent budget or reserve funding;
- Montpelier is a ***Certified Local Government*** (“CLG”) Community, with the ability to apply for funding and grants through the CLG Program.
- Additional resources will be needed to meet the new goals and strategies proposed herein.

Goals and Strategies:

(Aspiration A) Montpelier will continue to be a community that understands, appreciates, and preserves its historic and cultural resources.

Goal a. Improve the City’s understanding of its historic and cultural resources.

Strategy: Conduct surveys of historic sites, structures, and districts including:

- New updates to the ***State Register of Historic Places***
- New additions to the ***State Register*** through individual and district nominations
- New ***mapping of existing sites*** that are on the State nominations register
- Continue updates to the ***National Register of Historic Places***
- New ***National Register of Historic Places*** District nominations
- Additions to the ***National Register*** through new individual and district nominations
- New ***mapping of existing sites*** that are on the National Register

Strategy: Identify and develop historic contexts for themes significant to Montpelier’s historic development

Strategy: Conduct survey of ***archeologically sensitive areas*** and map resources

Strategy: Conduct survey of ***culturally sensitive areas*** and map resources

Strategy: Conduct a survey of **key scenic resources** and conduct a viewshed analysis of the resources.

Strategy: Compile **oral histories of Montpelier** residents.

Strategy: Develop a plan with partners for the **collection and preservation of artifacts** of local significance.

Strategy: Assist partners with identifying and maintaining a location to store local cultural and historical items, such location to be secure, flood proof, and climate controlled, with facilities for documenting and displaying the preserved items.

Strategy: Continue to participate in the **Certified Local Government** program to provide access to grants and other funding to pursue studies and preservation projects.

Goal b. Increase the community's appreciation for its historic and cultural resources.

Strategy: Establish a program to **coordinate, collaborate, and sponsor educational events** with current and potential partners (e.g. Montpelier Alive, Div. of Historic Preservation, Montpelier Heritage Group, Preservation Trust of Vermont, Vermont Folk Life Center, Vermont Humanities Council, Kellogg-Hubbard Library, UVM Preservation Program, local historical societies, and other similar organizations) around the topic of historic and cultural resources including:

- Develop a speaker series, conferences, and/or workshops to assist developers, contractors, and homeowners with meeting the design review standards as well as promoting changes to the **design review regulations**.
- Hosting **walking tours** in conjunction with the Farmers markets and other appropriate events.
- Developing materials or apps for **self-guided walking tours** of the Historic District.

Strategy: Develop and improve the **historic and cultural resource topics on the City's website**.

Strategy: **Identify or develop educational materials for the public** on the value of historic and cultural resources. Make them available in the Planning & Community Development Office.

Strategy: Continue and **expand partnerships with educational institutions** (schools of all types, libraries, and museums) for outreach to youth and young adults including:

- Engage in relationship(s) with teachers and educators to expand student interest.
- Continue to have a **high school HPC member**
- Develop new **educational programs** such as a 3D Vermont Team, Lego competitions of Montpelier buildings, and supporting entries for History Day Competitions.

Strategy: Support the creation of and actively promote the installation of ***interpretive and informational historic markers and educational displays***.

- Explore ***Historic District Street Signs*** and pop-up displays in City Hall and/or storefronts.
- Create a program to actively promote the installation of interpretive and informational historic markers.
- Coordinate with the Montpelier Alive! Wayfinding project.

Strategy: Continue to participate in the ***Certified Local Government*** program to provide access to grants and other funding to pursue education and outreach opportunities.

Strategy: Continue to participate in the ***Designated Downtown Program*** to provide opportunities for events and outreach that supports Montpelier's Historic Downtown.

Strategy: Assist with the recovery, collection, preservation, and display of culturally and historically significant items.

Goal c. Continue and improve upon the City's protection of historic and cultural resources.

Strategy: Adopt a policy that the ***protection, enhancement, perpetuation and use of the City's architectural, engineering, landscape, and cultural features of historic or aesthetic value is a public good*** and is required in the interest of health, prosperity, safety, and general welfare of the people.

Strategy: Adopt an ordinance requiring the maintenance of City owned historic buildings (e.g. City Hall, Fire Station, Hubbard Park Tower, and Green Mount Cemetery Chapel) consistent with Secretary of Interior Standards.

Strategy: Establish a program to ***identify endangered historic buildings*** and provide technical support to the owners.

Strategy: Continue to administer and enforce provisions of the ***Unified Development Regulations*** that protect historic structures and make revisions as necessary including:

- Amend the demolition of historic structures provisions to make the process clearer and to cover all historic structures (not just those in the Design Review District), possibly require HPC review of demolition of all buildings or sections thereof that are more than 50 years old.
- Add a map identifying the location of archeological and culturally sensitive areas and new provisions to protect those resources.
- Continue process to amend the City's Design Review Regulations including development of guidelines to assist developers and reviewers.
- Review adaptive reuse provisions and determine if changes are required.
- If appropriate, amend the boundary of the Design Review District to include more or less of the City depending upon the purpose of the District and goals of the City.

- Explore amending the Design Review Committee procedures to require at least one member have historic preservation training or education.

Strategy: Amend the **tax stabilization program** to provide points toward awarding contracts for projects that rehabilitate historic structures consistent with Secretary of the Interior Standards. Focus on single and two-family, owner-occupied homes – possibly move to abatement (e.g., 5 year tax abatement on the value of the rehabilitation work completed).

Strategy: In consultation with the Historic Preservation Commission, the Planning Commission will participate in **Act 250** and **Section 248 processes** where historic and archeological resources may be impacted.

Strategy: Adopt a policy that any **Section 106** responses involving historic resources will be provided after consultation with the **Historic Preservation Commission**.

Strategy: Continue to assist historic property owners with **grant writing** for:

- Historic Preservation grants
- Barn Preservation grants
- Downtown & Village Tax Credits
- Federal Rehabilitation Investment Tax Credits
- Brownfield loans and grants
- Other opportunities that may exist.

Strategy: This Historic and Cultural Resources Plan supports the implementation of the Land Use Plan for its highlighting of historic context and character in appropriate neighborhoods.

Strategy: Revise the **City's agreement with the Capitol Complex Commission** to administer Design Review Rules in order to clarify roles and responsibilities and to provide the Historic Preservation Commission an opportunity to comment on projects that impact historic resources.

Strategy: Continue to participate in the **Certified Local Government** program to provide access to grants and other funding to pursue revisions to programs and regulations that support preservation of historic structures.

Strategy: Continue to participate in the **Designated Downtown Program** to provide opportunities for grants and programs that support the rehabilitation of historic structures in Montpelier's Historic Downtown.