

**Montpelier Design Review Committee Meeting
January 7, 2019**

This public meeting was recorded, and the video will be available for viewing at:
<http://www.montpelier-vt.org/416/City-Meeting-Videos>

Present: Steve Everett, Eric Gilbertson, Hannah Smith, Seth Mitchell, Martha Smyrski, Ben Cheney (alternate), Meredith Crandall - staff.

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

Approval of the agenda: Eric made a motion to approve the agenda as written, Ben seconded, the motion passed on a 6-0 vote.

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

Election/re-election of Chair and Vice Chair: Ben made a motion to approve the maintain current status, Martha seconded. The motion passed on a 4-0 vote.

112-116 Main Street

**Owner/Applicant: Sam Shippee, Shippee Family Eyecare
Review of multiple exterior renovations including windows.**

Rollin Tait from Black River Design was present.

The building has three retail shops on the ground floor with office space above. The proposed building would have an optometrist office on the ground floor (combining the three currently separate spaces) with three residential units on the second floor.

The exterior changes are replacement of the second floor front windows, replacement of unused retail doors in front with glass panels with wooden panels below, replacement of two odd shaped and small side elevation windows with larger windows – similar to others of similar size nearby. Plus, the insertion of two new windows in the rear and courtyard, and removing two doors in the rear.

A change in lighting has not been discussed, but if there is, that will be brought back with any awning changes, as well as landscaping and signage proposals.

The options are: the replacement windows in the front may be one over one or two over two, at the applicant's discretion. The replacement windows will be either Marvin Integrity or wood frame Integrity.

The applicable criteria were reviewed and determined to be acceptable.

The application was approved on a 5-0 vote.

25 East State Street

Owner/Applicant: S & M Property Management, LLC

Review of building repainting.

Paul Somerset was present. He didn't know he had to have the colors approved, but is submitting the paint job for approval now. Mr. Somerset indicated that he just updated the colors one notch. The red trim was changed to blue, the cream stayed the same, the green base color went up one tone level.

The applicable criteria were reviewed and determined to be acceptable.

The application was approved on a 5-0 vote.

Review of proposed new Design Review Regulations, as drafted by the Historic Preservation Commission.

A quorum of the Historic Preservation Commission members were present.

This was bumped up in the agenda before approve of the minutes and the Rules of Procedure.

The committee was joined at the table by the following members of the Historic Preservation Commission: Jamie Duggan, Lily Fournier (student representative), Jenna Lapachinski, and Liz Peebles.

The HPC has been reviewing the regulations since the 2016 proposed new draft was rejected by the Planning Commission following outcry from the public (and criticism from the HPC). The Commission's goals in revising this draft include: (i) making more administrative decisions available, instead of people needing to present everything to the committee; (ii) making the process more transparent and more user friendly; and (iii) enshrining the actual decision making process in the regulations, thereby making decisions more enforceable. DRC and HPC members discussed the evolution of the new draft regulations, and possible outreach strategies should the Planning Commission and City Council adopt the proposed revisions, including, but not limited to, handouts for real estate professionals and those coming to the Department of Planning and Community Development as part of a potential property purchase.

Eric will meet later with Leslie Welts, Chair of the Planning Commission, for a preliminary discussion of the draft prior to presentation to the full Planning Commission at a regular meeting (to be scheduled).

Meredith has met with Mike Miller, Planning Director, to review the draft and will be suggesting some further changes to assist with administration of the Regulations. She welcomes any comments or suggested revisions from DRC members ahead of the next HPC meeting (January 29th). There may be another meeting with the HPC to go over any changes.

Review minutes from October 15, October 30, and December 3, 2018:

October 15 – in attendance – Eric, Seth, Ben – Seth made a motion to approve, Ben seconded. The motion passed on a 3-0 vote

October 30 – in attendance – Steve, Eric, Seth, Ben - Eric made a motion to approve, Ben seconded. The motion passed on a 4-0 vote

December 3 – in attendance – Steve, Seth, Martha, Hannah - Martha made a motion to approve, Hannah seconded. The motion passed on a 4-0 vote.

Review of proposed updates to DRC Rules of Procedure:

There are changes on pages 2, 3, and 4 that just have to do with the times the meetings are held. The Committee meetings have been operating this way for at least a year, but the rules were never updated. Eric made a motion to approve the changes, Seth seconded. The motion passed on a 5-0 vote.

Other business: The next meeting will be Tuesday, January 22, 2019.

Adjournment: Ben made a motion to adjourn, Martha seconded.

Respectfully submitted,

Tami Furry
Recording Secretary