

**Montpelier Design Review Committee Meeting
November 25, 2014**

Approved 12/16/14

Present: Steve Everett – chair, Eric Gilbertson, Jay White, Seth Mitchell, Elinor Bacon, Dina Bookmyer-Baker - staff.

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

Approval of the agenda: Dina suggested adding two items under other business - one to elect a Vice Chair and the other to set a meeting date for the DRC to meet with Brandy Saxton. Eric moved to approve the agenda with the suggested changes, Jay seconded. The motion passed on a 5-0 vote.

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

5 Cliff Street

Owner/Applicant: Mary Andes

Design review to create two new entrances at the front of the building – replacing two doors with four doors.

The applicant was present. The Applicant stated that the application was at the recommendation of Chris Lumbra, the Assistant Building Inspector, to provide more egress.

The work was started before the design was approved because the applicant said that she was told to do it this way.

The doors that have been installed do not match the doors on the application.

The applicant asked what she could provide that was on the checklist that she needs to provide that wasn't provided.

The applicable criteria were reviewed. (the audio dies out during the criteria review)

The vote was based on the overall criteria with Elinor abstaining, the vote to oppose was 4-1 (Bacon abstained).

The information that is to be passed along to the DRB is that the DRC cannot approve the application due to incomplete and inconsistent application details.

The applicant left before signing the decision that was to go to the DRB.

Review of minutes of November 12, 2014: Jay asked that the minutes reflect that the 12-16 Main Street project be amended to note that the changes made to the application that the applicant agreed to note that cornice be made more prominent and the parapet be high enough to hide any

mechanical structures on the roof, and to beef up the posts to be of heavier proportion. The sentence "the square footage is comparable to the existing one" be deleted.

Elinor moved, Jay seconded to approve the minutes with the changes. The motion passed on a 5-0 vote.

Other business: Jay nominated Eric, Seth seconded, the nomination passed on a 5-0 vote.

The meeting with Brandy should happen with 3 members that can attend on December 8 and report out on the meeting on the 16th.

The meetings might happen once a month, but should be based on a case by case basis. Jay mentioned that time might be determined on the basis of detail, the lesser the detail, the earlier in the agenda, more detailed applications be placed later and given a time after the meeting starts to be present.

The DRC members agree that incomplete applications should not come before the committee and staff should explain to the applicant what they need to do to make the application complete.

Adjournment: Eric made a motion to adjourn, Elinor seconded, the motion passed unanimously.

Respectfully submitted,

Tami Furry
Recording Secretary