

Montpelier Conservation Fund

Guidelines

Purpose of the Montpelier Conservation Fund:

The Montpelier Conservation Fund is a dedicated reserve fund established for the purpose of conserving lands and waters within the City for agricultural, forest, wildlife, recreational or natural area use, under the control and direction of the City Council.

When and How the Fund will be Used:

The Fund will be used when other funds and means are not available or sufficient for a given conservation project. When the Fund is used, our goal is to leverage other public and/or private funds. The Conservation Fund is administered by a committee of the Montpelier Conservation Commission.

Uses of the Fund may include but are not limited to: purchase of (or assistance in the purchase) rights of first refusal, options to purchase, long term leases, conservation easements (development rights), land through a bargain sales, and land in fee. The fund may not be used in any way for development of the land.

Eligibility:

Any Montpelier landowner or official landowner representative is eligible to submit an application. The Montpelier Conservation Commission reserves the right to recommend to City Council that an eligible proposal may be tabled until such time as the proposal can be evaluated in relation to one or more anticipated proposals.

Guidelines:

A primary requirement for the expenditure of moneys from the Fund is that such expenditure must yield a clear benefit to the City and must result from a voluntary agreement between the City or a land trust and the owner.

A number of criteria will be considered when determining whether the Fund should be used on a particular parcel of land or body of water. Since each application for use of the Fund is different, the guidelines listed below are general and are meant to bring up broad issues that would be applicable to any proposed use of the Fund.

Benefits

Use of the Fund must result in at least one of the following benefits to the City:

- ✓ Provision of opportunities for public access and/or public outdoor recreation for the people of Montpelier.
- ✓ Preservation of agricultural enterprises, which allows land to remain in conservation.

- ✓ Protection of the City's mosaic of built up and scenic, open space character.
- ✓ Preservation of natural habitats for plants and animals, including wildlife corridors.
- ✓ Effect in aiding to create a more walk-able environment throughout Montpelier through the creation of trails, greenways or other alternative transportation modes.

Criteria

Each proposal will be evaluated based on the following criteria:

1. Relative importance of the proposal for agriculture, forest, wildlife, scenic, recreational or natural area.
2. Use and priority according to available evaluation systems, e.g. Montpelier Open Space Study. Copies of the Open Space Plan may be obtained by contacting the City Manager's office
3. Effect of proposal on adjacent land and other land in the area.
4. Opportunities presented by the proposal to offer or preserve significant recreational or scenic benefits to Montpelier citizens, the loss of which would detract from the quality of life in Montpelier.
5. Preservation of important natural areas in the community.
6. Imminent threat of conversion to other uses.
7. Project's ability to pay for itself; including possibility of private participation in conservation effort, incentive for leveraged funds, donations of easements, or bargain sales.

Administration & Application:

Ultimate responsibility for the disposition of moneys from the Fund rests with the Montpelier City Council. The Montpelier Conservation Commission will use its Conservation Fund Committee to evaluate requests and makes written recommendations to the City Council.

Proposals for use of the Fund shall be submitted on the enclosed application form to the Conservation Fund Committee of the Montpelier Conservation Commission (address below). Please submit hard copy proposals. The application form may be duplicated or reproduced on a computer. You may be asked to host a site visit to the property.

For questions, or to submit an application:
Christine Zachai, Conservation Fund Chair
229-4606, cazachai@yahoo.com
4 Edwards Street, Montpelier, VT 05602

For questions:
William Fraser, City Manager's Office
223-9502
City Hall, 39 Main St., Montpelier, VT 05602

Timeline:

- 1. Proposals may be submitted at any time, and will be reviewed at quarterly meetings of the Conservation Fund Committee in January, April, July and October. Urgent proposals may be reviewed ASAP.**
2. The Conservation Fund Committee will subsequently bring recommendations to the Montpelier Conservation Commission the month following (February, May, August and November). The Montpelier Conservation Commission meets on the second Thursday of each month.
3. Every effort will be made to have final funding recommendations reviewed by the Montpelier City Council at the earliest City Council meeting after the Conservation Commission meeting. The Montpelier City Council meets on the second and fourth Wednesdays of each month.
4. Applicants will be notified of the status of their proposal by the Conservation Fund Committee as soon as possible following a final decision.

Montpelier Conservation Fund

Application

Applications may be submitted at any time, and will be reviewed at quarterly meetings of the Conservation Fund Committee in January, April, July and October. Urgent proposals may be reviewed ASAP.

Date _____ Funding Request: _____

Contact Information:

Applicant's Name _____
Applicant's Address _____
Applicant's Phone _____ E-mail _____
Applicant Signature _____ Date _____

Current Landowner's Name (if different from Applicant) _____

Landowner's Mailing Address _____
Landowner's Phone _____ E-mail _____
Landowner's Signature _____ Date _____

Description of Land Under Consideration:

Attach a *topographical map* of the property under consideration. Outline property boundaries.

Location _____

Zoning District _____ Size of parcel _____

Is it part of a larger parcel? Describe: _____

Project Description

Interest to be acquired: Fee _____ Easement _____

Describe the project in full, including current use of land and proposed use of land.

What will insure that the land will remain in the use proposed in this request?

Describe the structure of the proposed new ownership.

Are there current restrictions on the land, such as existing conservation easements? Please describe.

Benefit to the City of Montpelier:

How will this project result in the *benefits* outlined in the Montpelier Conservation Fund Guidelines?

How will this project meet the *criteria* outlined in the Montpelier Conservation Fund Guidelines?

Has this property been inventoried as part of the Montpelier Open Space Inventory?

Yes _____ No _____ I don't know _____

Does this land have special natural resource or recreation significance to the City of Montpelier?

Is there any other information you wish to mention or values you wish to describe?

Project Budget:

Funding Request: _____ Total Project Budget: _____

What other funding has been applied for or secured to date?

Funding Source	Dollar Amount	Pending or Confirmed?
1.		
2.		
3.		
4.		
5.		

Will you still move forward with the project should this request not be fully funded? What are your alternate funding plans?

Applicants may attach extra pages of explanation, maps or photos if necessary.

Submit to:

Christine Zachai Chair

Montpelier Conservation Fund Committee

4 Edwards St., Montpelier, VT 05602

Telephone: 802-229-4606

Email: cazachai@yahoo.com (questions only, no emailed applications please)