

**Montpelier Development Review Board Meeting  
December 17, 2018**

*Subject to review and approval*

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

**Present:** Daniel Richardson, Kate McCarthy, Thomas Kester, Ryan Kane, Robert Goodwin, Meredith Crandall – staff.

**Call to order:** The meeting was called to order by the Chair, Dan Richardson.

**Approval of the agenda:** Kate made a motion to approve the agenda as printed, Tom seconded, the motion passed on a 5-0 vote.

**Comments from the Chair:** Dan, Kate, and Meredith honored former board members Phil Zalinger, Jack Lindley, and Roger Cranse with framed maps of the city for their many years of service on the DRB. The City Manager, Bill Fraser, spoke about the appreciation for their years of service and presented Phil Zalinger with a key to the city.

Phil then spoke about how he has worked with every zoning administrator that the city has ever had and how they keep improving with each one.

The Board then took a 5 minute break.

**Approval of minutes from December 3, 2018:** There were not enough members present to review the minutes, so they were tabled to the next meeting.

**155 Northfield Street**

**Owner/Applicant: National Life Insurance Company**

**Final plan review of a two lot subdivision.**

Kris Jurentkuff was present for National Life and was sworn in.

National Life is subdividing 2.05 acres of land from a 17.85+/- parcel to donate to the Waldorf School. There is a preschool with an apartment over it and playground on the smaller, Lot 1, with a community garden and solar farm to remain on the 15.8 acre Lot 2.

When the sketch plan review was done on November 19, 2018, the Board requested the final plan include at least: (1) approximate water setback and riparian buffer distances; and (2) more detailed measurements of the access easement to the solar farm. They also determined that a new survey was not necessary. No further development is planned.

Staff's report includes a proposed condition for the easement language to be memorialized in a written agreement prior to permit issuance. The Board agreed with Mr. Jurentkuff that it is appropriate for the easement wording to instead be in the deed or a separate agreement that is executed and recorded after the permit is issued.

Ryan made a motion to approve the application with the condition that: (1) within 180 days of the decision, the applicant record the final survey plat in the Montpelier land records office; and (2) record with the City Clerk an agreement memorializing the access easement in a separate agreement or deed and file a copy of such with the Administrative Officer. Tom seconded the motion and it was approved on a 5-0 vote.

**Other Business:** The next regular meeting will be Monday, January 7, 2019. There are no applications pending for that date. That meeting date could be used for training. The next available meeting after the 7<sup>th</sup> would be Tuesday, January 22, 2019. There may be one application for that meeting.

Board members can email Meredith on what they're interested in for training topics.

**Adjournment:** Tom made a motion to adjourn, Rob seconded.

Respectfully submitted,

Tami Furry  
Recording Secretary