

**Montpelier Design Review Committee Meeting  
January 27, 2015**

*Approved February 24, 2015*

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

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

**Approval of the agenda:** Dina wanted to add two items: an informal review of the National Life sign and an informal review of the heat pump at the Barre Street condos. Liz made a motion to approve the agenda with the additions. Seth seconded. The motion passed on a 5-0 vote.

**Comments from the Chair:** (None)

**110 Northfield Street**

**Owner/Applicant:** Daniel and Britt Richardson

**Design review to replace windows and doors, add an ADA ramp and lighting, and make other alterations associated with converting a garage into two dwelling units.**

Britt Richardson was present. There is a 3 car garage and a 5 unit apartment. A fire wall would be installed and two one bedroom apartments would be created. The exterior of the building would be spruced up with landscaping and better access to the parking area.

They are trying to maintain the symmetry of the existing windows and tightening up the insulation. The Applicant was advised that the front entry door might not be required to be fire-rated, and she has the option to make this change.

The applicable criteria were reviewed and determined to be acceptable. All in favor: 6-0.

**Informal review of the National Life sign:** Craig Strachen was present. It will be on Memorial Drive and National Life Drive. There is a memorial to the space shuttle there now. National Life would like to move it to the right or the left. They understand the City raised the money for it but National Life has been maintaining the property around it. There is no sign there now indicating National Life is on the street.

There will be no lighting. When the application is submitted formally, the site plan will need to be submitted.

**Review of minutes of December 16, 2014:** The street name will need to be changed to Corse Street from Course Street.

Jay made a motion to approve the minutes with the change, Seth seconded. The motion passed on a 3-0 vote.

**Informal review of a heat pump installation at 221 Barre Street:** The potential applicant was not present. The condo association approved the installation. It should have come before the DRC and the DRB for approval.

The Committee determined that the pump should be moved so it's less intrusive.

**Adjournment:** Eric made a motion to adjourn, Seth seconded. The motion passed unanimously.

Respectfully submitted,

Tami Furry  
Recording Secretary