

**Vermont Certified Local Government Program
2021 Grant Application Form**

Name of CLG Community: Montpelier, Vermont

Name of CLG Coordinator: Meredith Crandall

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Project Name: Development of Montpelier Design Review Guidelines

Will this project be administered by a designated third-party? Yes or No

If yes, name of organization: _____

Project Category: Please check the appropriate category below and provide the requested information where indicated or on a separate page.

Priority I Projects

Top priority in the selection of projects and award of grant funds is given to Priority I projects.

Survey Project. *Please describe in Project Summary:*

- purpose of the project;
- area to be surveyed (indicate on map);
- estimated number of properties to be surveyed;
- estimated number of acres to be surveyed;
- status of completion of town-wide or city-wide survey; and
- plans for completion of survey.

National Register Project. *Please describe in Project Summary:*

- purpose of the project;
- building or historic district to be nominated (indicate on map);
- property type or theme for Multiple Property nomination;
- for a historic district, the number of contributing properties within the district;
- status of completion of town-wide or city-wide survey;
- plans for completion of survey; and
- status of survey through the National Register process.

Preservation Planning Project. *Please describe in Project Summary:*

- purpose of the project;
- area to be covered by the plan (describe and indicate on map);
- status of completion of town-wide or city-wide survey, and plans for completion of survey; and
- status of survey through the National Register process.

- Information and Education Project.** *Please describe in Project Summary:*
- purpose of the project;
 - audience, methods and products;
 - status of completion of town-wide or city-wide survey, and plans for completion of survey;
 - status of survey through the National Register process; and
 - status of historic preservation planning.
- Pre-Development Project.** *Please describe in Project Summary:*
- purpose of the project;
 - property or area to be covered by the plan (describe and indicate on map);
 - scope of work and products;
 - status of completion of town-wide or city-wide survey, and plans for completion of survey;
 - status of survey through the National Register process; and
 - status of historic preservation planning.

Priority II Projects

Awarded only if grant funds remain after all Priority I projects have been selected.

- Development Project.** *Please describe in Project Summary:*
- purpose of the project;
 - property or area to be covered by the plan (describe and indicate on map);
 - scope of work and products;
 - status of completion of town-wide or city-wide survey, and plans for completion of survey;
 - status of survey through the National Register process; and
 - status of historic preservation planning.
 - Please include a location map showing the footprint of the building, the parcel boundaries, and any areas of possible ground disturbance resulting from the project.

Project Summary (please address the bulleted items in the Project Category selected above):

Purpose of the Project: *This project is a continuation of the logical steps taken over the last several years by the Montpelier Historic Preservation Commission (the “MHPC”) and the City as a whole, beginning with a 2016 update to the city-wide survey, the resulting update to the City Historic District listing on the National Register of Historic Places, and the adoption of new design review regulations—which the MHPC was asked to spearhead by Montpelier’s City Council. The City Council adopted the MHPC’s proposed new, detailed Design Review Overlay District Regulations (Section 2201) during a package of revisions to its Unified Development Regulations on August 26, 2020—finally completing this long-time goal to update and elaborate on the design review criteria that had been in place since the 1970’s. As detailed in the Purpose and Declaration of Public Policy in Section 2201, the Overlay District is intended to: (i) accomplish the protection, enhancement and perpetuation of those features that represent the city’s cultural, social, economic, political, engineering, and architectural history; (ii) safeguard the city’s historic, aesthetic and cultural heritage; (iii) stabilize and improve property values; (iv) foster civic pride in the accomplishments of the past; (v) protect and enhance the city’s attractions to tourists and visitors, thus furthering support and stimulus to business and industry; (vi) strengthen the economy of the city; (vii) promote the use of historic resources for the education, enjoyment, and welfare of the people of the city; and (viii) protect significant viewsheds, including gateway views of the Vermont State House, a National Historic Landmark that is representative of the city’s historic role as a seat of government. Now that the revised regulations have been adopted, the next step is to develop complementary Design Review Guidelines to educate the public on why historic preservation matters and how to comply with the Design Review Regulations.*

The City previously published “Cityscape” in 1976 and “Cityscape II” in 1980 to help explain objectives and guidelines for development in the downtown. But these documents are dated and do not adequately address residential properties outside of the downtown area. Nor do they address design and

compatibility issues related to new construction—but which the regulations address as of the 2020 revisions. Additionally, the City is moving away from a paper-based permitting process, and the new Guidelines will need to be easily navigated in an electronic format, unlike the Cityscape documents.

Audience, Methods, and Products:

Audience: The Guidelines will have two core audiences: (i) primarily, potential zoning permit applicants—i.e., parcel, building, and business owners, as well as tenants; but also (ii) the Design Review Committee and Zoning Administrator who are charged with administering the Design Review regulations.

Methods: The Montpelier Historic Preservation Commission (the “MHPC”)—in coordination with the City’s Planning and Community Development Department Staff—propose hiring a consultant who will create illustrated Design Review Guidelines to explain the Design Review Regulations, including promoting appropriate preservation and rehabilitation of historic structures within the Overlay District. The MHPC will provide source materials to the consultant where reasonable, such as photographs of existing structures within Montpelier or neighboring communities, and diagrams from previous guidance documents. MHPC will coordinate with City Staff, and other third parties if needed, to obtain these materials and otherwise support the consultant’s work. For example, the MHPC is considering the possibility of a summer intern from a local college to take photographs of exemplar structures.

Given that Section 2201 has multiple sets of standards for historic and non-historic buildings that require illustration in the Guidelines—compatibility of size, scale, and massing, proportion, rhythm of windows and doors, continuity of landscaping, compatibility of materials, etc.—the project may require multiple Phases. This is largely dependent on total funding available for 2021-August 2022. So, the MHPC and City Staff will work with the ultimate consultant to break the project into manageable portions, as needed, once the likely funds for this initial project period are known.

Status of Completion of Town-Wide or City-Wide Survey, and Plans for Completion of Survey:

The Montpelier Historic District was first documented in 1978 with over 500 buildings included covering the central city core. Other areas, outside the listed district, were documented in additional cultural resource surveys between 1979 and 1985. Much of the downtown and adjacent residential and institutional areas were covered by this work. The survey was further updated by the MHPC in 2016, working closely with a consultant, and including both updating the information for all previously surveyed resources as well as adding thirty-six (36) new resources within the District.

Status of Survey through the National Register Process: As noted above, the most recent update to the Montpelier Historic District as nominated to the National Register of Historic Places was completed in 2016. We are told that Montpelier’s downtown National Register District is the largest in the state. Montpelier also has smaller distinct National Register listings. Not all of the properties surveyed or in the NR districts are within the Design Control District. However, in addition to the revisions to the Unified Development Regulations on August 26, 2020, the City Council also adopted revisions to the boundaries of the Design Control District so that it now encompasses almost all of the existing Downtown Montpelier Historic District. The MHPC intends to lobby the City’s Planning Commission for a 100% capture in the near term. One of the MHPC’s long-term goals (within the next 5-10 years) is to survey and nominate additional districts to the National Register, including possibly: (i) outbuildings and buildings known to be a part of the Civil War hospital in the College Hill area; and (ii) buildings within the area known as the “Meadow” adjacent to Route 12/Elm Street as it heads North out of the City.

Status of Historic Preservation Planning: As noted above, the Historic Preservation Commission took a direct role in drafting Montpelier’s current Design Review Regulations. The result is regulations that support the protection, enhancement, perpetuation, and use of the city’s architectural, engineering, landscape, and cultural features of historic or aesthetic value, while also allowing for change and growth through new development within the City’s downtown. In addition to the Design Review Guidelines project to which this application relates, the Montpelier Historic Preservation Commission is also taking a role in development of a new Historic Resources Chapter for the Montpelier City Plan, having provided a draft Historic Resources Implementation Strategy to Montpelier’s Planning Director for review by the Planning Commission in February of 2020.

Please Answer the Following Questions:

1. How will the public be informed about the purpose of this project and the value of historic preservation? (note: public information and education is a required component of all CLG grant projects)

One of the purposes of the project itself is to inform the public about the value of historic preservation.

The public will be informed of this project through: (i) notices for public meetings of the MHPC; (ii) the sending of public engagement session invitations to property and business owners within the Design Review Overlay District, as well as local architects, contractors, and developers; (iii) notices via the City website and Facebook page, as well as the Montpelier Front Porch Forum listserv; and (iv) any other public engagement options that present themselves as safe venues during periods of limited face-to-face engagement due to the Covid-19 pandemic.

2. Describe the impact that this project will have on historic resources. Will it be significant and long lasting?

The Design Review Regulations that the Guidelines assist will have a more significant and lasting impact on Montpelier's Historic Resources. One of the best ways to protect historic integrity is to regulate development of historic buildings. The protection that regulations provides is long lasting; provided there is good administration and enforcement. This project improves both the administration and enforcement of the new Design Review Regulations, resulting in significant protection—in that it will help protect many hundreds of historic structures with one project. The Guidelines will amplify the impact of the updated Design Review Regulations—in that the more applicants understand and support historic rehabilitation and preservation, and the benefits that can flow down from applying those principles to a structure, the more successful the Design Review Regulations will be.

3. Describe the project schedule assuming starting date of **March 2021** and completion date of **August 1, 2022**. List dates for subcontracting with consultants, on-site meetings, delivery of draft products, such as survey and National Register forms, and public meetings, as applicable. All products, including a final project report and auditable financial documentation are due by the completion date.

DATE	Task/Product Completed
12/2021	Issue Request for Proposal for Guidelines Consultant
1/2021	DHP notifies applicants of grant awards
January-March 2021	MHPC and City Staff to define necessary Guideline Section and potential Phases of Development with input from the Design Review Committee
3/2021	Execute Grant Agreement with DHP
March or April 2021	Execute Subcontract Agreement with Consultant (TBD)
May-June 2021	Finalize any Summer Intern Agreement for June-August 2021
Summer and Autumn 2021	Generate materials (photographs/diagrams) for Consultant to incorporate into Guidelines
Autumn 2021	Initial Public Engagement Meeting to obtain comments on preliminary

	draft Guidelines
September 2021 – February 2022	MHPC and City Staff continue iterative drafting process with Consultant
12/1/2021	First Progress Report Due to DHP
2/2022	Consultant to deliver final draft of at least Phase I of Guidelines to MHPC
3/2022	Second Public Engagement Meeting to obtain comments on updated draft Guidelines
4/1/2022	Second Progress Report Due to DHP
May and June 2022	MHPC and City Staff to refine Phase I of Guidelines as needed with Consultant Support, Post to City Website, Announce to Public, and Issue for Use by Design Review Committee
8/1/2022	Completion Date: Deadline to submit final project report, final product, and request reimbursement.
9/30/2022	Deadline for DHP to process payment requests and disburse grant funds

4. Who will participate in the project and what will they do? Relate the personnel listed in the budget (CLG staff and commissioners, consultants, volunteers) to their role in completing the project.

MHPC Commissioners


Participant Title and Name	Role in Project
CLG Personnel:	
Meredith Crandall, MHPC Staff, and Planning and Zoning Administrator	Staffing MHPC meetings and public engagement sessions, coordinating between Consultant, Summer Intern, MHPC, and other CLG Personnel, final revisions to Guidelines as needed
Additional CLG Personnel as needed (Mike Miller, Planning Director; Audra Brown, Zoning Assistant; Kevin Casey, Community Development Coordinator)	Mike Miller, Planning Director – Drafting assistance and community development Audra Brown, Planning and Zoning Assistant – Website development and other assistance as needed Kevin Casey, Community Development Coordinator – Community Development (public engagement and funding assistance)
Contractual:	
Consultant (TBD)	Drafting web-friendly Guidelines to elaborate on regulations, as well as drafting new illustrations as directed by CLG personnel and MHPC members
Summer Intern (TBD)	Photographing example structures, preliminary drafting of diagrams, assistance with public engagement, website development, etc., as able
Volunteers:	
Eric Gilbertson, MHPC Chair	Research, outlining, and revisions, public outreach
Robert McCullough, MHPC Vice Chair	Research, outlining, and revisions, public outreach
Brian Powell, MHPC Commissioner	Research, outlining, and revisions, public outreach
Additional MHPC Commissioners as may be	?

appointed during life of project


5. What are the dates of the local government's fiscal year? July 1st to June 30th


Signatures: After completing the application, print it out and have each of the three signatories sign and date this page. Then scan the complete application as a PDF and email it as an attachment along with the other required application materials.

THIS APPLICATION IS NOT COMPLETE UNTIL ALL REQUIRED SIGNATURES ARE ENTERED BELOW:

<u>Meredith S. Crandall</u> Name of person preparing this application	<u>Planning and Zoning Administrator</u> Title
	12/07/2020
Signature	Date

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<u>Eric Gilbertson</u> Name of CLG Commission Chair	
	12/07/2020
Signature	Date

<u>Anne Watson</u> Name of Chief Elected Local Official (or Designee)	<u>Mayor</u> Title
	12/07/2020
Signature	Date