

MEMORANDUM

To: Vermont College of Fine Arts
c/o Katie Gustafson, VP for Finance & Administration
From: Montpelier Development Review Board
Re: Permit Application #Z-2022-0140, Final Review of Campus Development
Date: January 20, 2023

This memo is to follow up on the Development Review Board's January 3rd hearing on the above-referenced zoning permit application, and to request additional information from the permit Applicant, the Vermont College of Fine Arts, prior to or no later than the continuation of the application hearing scheduled for Monday, February 6th. Specifically, following a January 17th deliberative session, the Development Review Board requests that Applicant provide:

1. **Baseline traffic data for the area surrounding the Vermont College of Fine Arts, including, but not limited to, College Street, West Street, and First Street.** Additionally, the Board requests that Applicant provide some basic trip generation potential for those Conditional Uses that Applicant is requesting the Board convert to Permitted Uses, similar to the potential parking needs analysis already included in the application.
2. **A more concrete plan for which Uses Applicant is requesting be converted from Conditional to Permitted.** The Board recognizes the need for increased residential development in the City and the potential for conversion of at least some of the existing buildings on this site into higher density housing, and possibly some complimentary supporting uses. However, the current list of requested conversions is more of a laundry list. The Board asks that that Applicant narrow the scope of use conversion requests to focuses on those most likely in the near term, both in terms of the number of uses and the scope of potential conversion.
3. **A clear designation of the land that will be “reserved” as common open space to comply with the requirements of § 3408.G.** The Board's interpretation of this provision is that to meet the subsection G requirement, the “reserved” land must be clearly identified in the Master Plan with enough specificity to prevent administrative approval of future zoning permit applications for development on that land that in any way alters it from being “common open space.” This does not mean that the open space designation could not be changed in the future, but

that it would require amending the Master Plan through the Development Review Board hearing process, or whatever zoning regulation process is in effect at the time of the application.

The Board requests that the above information be provided as soon as possible so that both City Staff—including the Department of Public Works—and Board members have time to review the information in advance of the February 6th continued hearing.

Development Review Board Members present at January 17th deliberative session:
Allen, Burgess, Kiernan, Lazorchak, O'Connell, and White

From: [Meredith Crandall](#)
To: [Katie Gustafson - Vermont College of Fine Arts \(katie.gustafson@vcfa.edu\)](#)
Cc: [David White](#); [Gail Henderson-King](#)
Subject: Memo from Montpelier Development Review Board
Date: Saturday, January 21, 2023 9:45:00 AM
Attachments: [DRB Deliberative Session Memo 01 20 2023.pdf](#)

Good Morning Katie,

Attached please find a memorandum from the Development Review Board with information requests following its deliberative session. Any responses you can get to me ahead of the continued hearing on February 6th will be forwarded to appropriate City Staff and the Board for consideration asap, as well as made available to the public for review.

Best,

Meredith

Meredith Strobridge Crandall

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