

TOWN OF
EAST MONTPELIER, VERMONT
SELECTBOARD

Amy Willis (2017 – 2020)
Gene Troia (2018 – 2020)

Kim Swasey (2019 – 2021)
Carl Etnier (2019 – 2022)

Chair, Seth Gardner (2018 – 2021)

August 5, 2019

Richard Amore, AICP
Planning and Project Manager
Community Planning & Revitalization
Vermont Department of Housing and Community Development
1 National Life Drive, Davis Bldg, 6th Floor
Montpelier, VT 05602-0501

RE: North Montpelier Designated Village Center Application

Dear Richard:

The Town of East Montpelier is applying for Village Center designation for North Montpelier. Village center designation would create incentives for private investment in the village's historic buildings and would encourage new village-scale development. Such designation supports the goals and actions identified in the *2018 East Montpelier Town Plan*.

For purposes of this application, the primary contact is:

Bruce Johnson, Town Administrator
40 Kelton Road; PO Box 157
East Montpelier, VT 05651
802-223-3313 ext. 204; eastmontadmin@comcast.net

The following documents are included in this application:

- North Montpelier Narrative
- Integration with the 2018 East Montpelier Town Plan
- CVRPC Municipal plan approval and planning process confirmation letter
- Resolution of Village Center Designation by Selectboard August 5, 2019
- Notification letter to Central Vermont Regional Planning Commission July 22, 2019
- Notification letter to Central Vermont Economic Development Corporation July 22, 2019
- Village Center Designation Map and Photos July 2019
- Zoning map and bylaw language

East Montpelier appreciates your guidance, and the assistance from the Central Vermont Regional Planning Commission, in preparing this application. Please contact me with any questions.

Sincerely,

C. Bruce Johnson
Town Administrator

40 KELTON ROAD
P.O. BOX 157
EAST MONTPELIER, VT 05651

EMAIL: eastmontadmin@comcast.net
PHONE: (802) 223-3313 X 204
FAX: (802) 223-4467

North Montpelier Narrative

North Montpelier is an attractive cluster of historic homes and old factory buildings set at the south end of North Montpelier Pond, and along the Kingsbury Branch. The small village is at the intersection of VT 14 and VT 214.” North Montpelier is anchored to the north by the actively used VT Fish & Wildlife pond access and to the south by the former North Montpelier schoolhouse.

Once a thriving community, the closure of woolen mill in 1969 ended a long period of water-powered mill industry. Although some of the original buildings such as the mill have been lost, many historic structures remain. The Vermont of Historic Preservation identified North Montpelier as a historic district in its Historic Sites and Structures Survey of East Montpelier in the late 1970s.

Some of the village’s commercial buildings are vacant, such as the Riverbend Store which closed in 2012. Other former commercial buildings, former mill buildings and large residences have been converted to apartments, and comprise the majority of the town’s rental housing. Lack of maintenance and investment in these income-producing properties threatens both the town’s historic resources and its multi-family housing stock.

The millpond dam still powers the Kingsbury Branch Hydroelectric Company, which in January 2012 added solar photovoltaic panels to its renewable generation facility.

Recent revitalization efforts in North Montpelier include:

- Successful efforts by residents, working with VTrans to include a sidewalk on the reconstructed bridge over the Kingsbury Branch (2011).
- Recognition of North Montpelier as a growth area in the 2013 and 2018 town plans.
- Specific goals and actions related to North Montpelier in the town plan (see attached Integration with 2018 East Montpelier Town Plan)

North Montpelier is identified in the *2018 East Montpelier Town Plan* as a growth area and a focus for village revitalization. As noted in the town plan “Detailed master planning has not been done for North Montpelier, but residents remain interested in providing small, community-oriented commercial uses, such as a country store, while retaining the historic character and links to nearby open space and North Montpelier Pond. Commercial development should be appropriately designed for the rural village setting, and land use regulations will need review to ensure they accomplish this. If applicable, applying for Village Center Designation could help encourage re-establishing commercial uses through tax credits for renovation of historic commercial buildings.”

North Montpelier is in the Residential and Commercial District. A copy of the regulatory language for the purpose, uses and standards for this district is attached, along with a copy of the town zoning districts map. The Planning Commission is currently working on an update to the town’s land use and development regulations. Any zoning changes for North Montpelier that may occur as a result of this effort would be consistent with the Town Plan’s vision of North Montpelier as an historic, rural village and growth area.

RESOLUTION REGARDING THE APPLICATION FOR VILLAGE CENTER
DESIGNATION FOR THE VILLAGE OF NORTH MONTPELIER

TOWN OF EAST MONTPELIER, VERMONT

WHEREAS, Village Center Designation, as provided for in 24 V.S.A. Chapter 76A, was created by the legislature to recognize and encourage local efforts to revitalize Vermont's traditional village centers; and

WHEREAS, the Town of East Montpelier, Vermont recognizes that the purpose of the Village Center Designation is to support revitalization within the village center; and

WHEREAS, the East Montpelier Planning Commission and the East Montpelier Selectboard support Village Center Designation for the village of North Montpelier;

THEREFORE, BE IT RESOLVED that the East Montpelier Selectboard, as the legislative body of the Town of East Montpelier, hereby authorizes the application for Village Center Designation for the Village of North Montpelier.

ADOPTED by the East Montpelier Selectboard at its meeting on August 5, 2019.

Kim Swasey

Carl Etnier

Gene Troia

Amy Willis

Seth Gardner, Chair

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Amy Willis (2017 – 2020)
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July 22, 2019

Bonnie Waninger
Executive Director
Central Vermont Regional Planning Commission
29 Main Street, Suite 4
Montpelier, VT 05602

RE: North Montpelier Designated Village Center Application

Dear Bonnie:

This letter officially provides notice to the Central Vermont Regional Planning Commission that the Town of East Montpelier intends to apply for Village Center Designation for North Montpelier.

Village center designation will provide incentives for private investment in the village's historic properties as well as encourage new development in this historic village. Designation as a village center will also support the goals and actions identified for North Montpelier in the *2018 East Montpelier Town Plan*.

Your interest in and support of this village center designation application is appreciated.

Sincerely,

C. Bruce Johnson
East Montpelier Town Administrator

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Amy Willis (2017 – 2020)
Gene Troia (2018 – 2020)

Kim Swasey (2019 – 2021)
Carl Etnier (2019 – 2022)

Chair, Seth Gardner (2018 – 2021)

July 22, 2019

Jamie Stewart
Executive Director
Central Vermont Economic Development Corporation
One National Life Drive
PO Box 1439
Montpelier, VT 05601-1439

RE: North Montpelier Designated Village Center Application

Dear Jamie:

This letter officially provides notice to the Central Vermont Regional Planning Commission that the Town of East Montpelier intends to apply for Village Center Designation for North Montpelier.

Village center designation will provide incentives for private investment in the village's historic properties as well as encourage new development in this historic village. Designation as a village center will also support the goals and actions identified for North Montpelier in the *2018 East Montpelier Town Plan*.

Your interest in and support of this village center designation application is appreciated.

Sincerely,

C. Bruce Johnson
East Montpelier Town Administrator



Central Vermont Regional Planning Commission

July 12, 2018

Bruce Johnson, Town & Zoning Administrator
40 Kelton Road
PO Box 157
East Montpelier, VT 05651

Dear Mr. Johnson;

At their regular meeting on July 10, 2018 the Central Vermont Regional Planning Commission's (CVRPC) Town Plan Review Committee held a public hearing to consider regional approval of the 2018 East Montpelier Municipal Plan and to confirm the Town's planning process. The CVRPC reviewed the plan in accordance with the requirements of 24 VSA 117 Section §4350 to ensure that:

- All required elements under 24 VSA 117 §4382 have been included in the plan
- The statewide planning goals identified in 24 VSA 117 Section §4302 have been met
- The Town is engaged in a process to implement the plan

Based on this review, the CVRPC has concluded that the 2018 East Montpelier Municipal Plan meets all the statutory requirements as noted above and the Town is actively working to implement the plan. As such, a resolution indicating regional approval of the plan and confirmation of the municipal planning process was approved by the Commission. A copy of the resolution is included with this correspondence.

The CVRPC has copied the Agency of Commerce and Community Development's Department of Housing and Community Development (ACCD-DHCD) on this communication. Confirmation of your planning process means that the Town of East Montpelier is eligible for future municipal planning grant funding and other statewide programs.

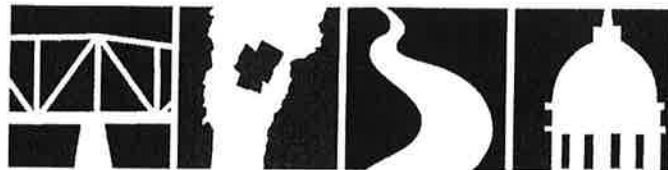
Congratulations for all the hard work your municipality has put into this process and for supporting the future planning of the Town of East Montpelier. Please don't hesitate to contact the CVRPC if you have any questions or need further assistance.

Regards,

A handwritten signature in black ink, appearing to read 'Clare Rock'.

Clare Rock
Senior Planner

Cc: East Montpelier Planning Commission Chair
ACCD-DHCD w/enclosures



Central Vermont Regional Planning Commission

RESOLUTION

Whereas Title 24, VSA, Section §4350 requires that regional planning commissions, after public notice, shall review the planning process of member municipalities and shall so confirm when a municipality:

1. is engaged in a continuing planning process that, within a reasonable time, will result in a plan that is consistent with the goals contained in 24 V.S.A. § 4302;
2. is engaged in a process to implement its municipal plan, consistent with the program for implementation required under 24 V.S.A. § 4382; and
3. is maintaining its efforts to provide local funds for municipal and regional planning purposes;

Whereas as part of the consultation process, a regional planning commission shall consider whether a municipality has adopted a plan;

Whereas a regional planning commission shall review and approve plans of its member municipalities, when approval is requested and warranted, and a commission shall approve a plan if it finds that the plan:

1. is consistent with the goals established in 24 V.S.A. § 4302;
2. is compatible with its regional plan;
3. is compatible with approved plans of other municipalities in the region; and
4. contains all the elements included in 24 V.S.A. § 4382(a)(1)-(12);

Whereas the Town of East Montpelier prepared a municipal plan in accordance with 24 V.S.A Chapter 117;

Whereas the Central Vermont Regional Planning Commission concluded that the 2018 East Montpelier Town Plan meets the requirements for approval; now, therefore, be it

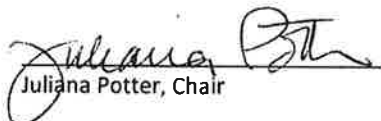
Resolved, that the Central Vermont Regional Planning Commission:

1. approves the 2018 East Montpelier Town Plan, adopted June 4, 2018; and
2. consulted with and confirms the planning process of the Town of East Montpelier.

Under 24 V.S.A. § 4350, when an adopted municipal plan expires, its approval and confirmation of the municipality's planning process also expire. Recommendations made by the Central Vermont Regional Planning Commission are attached and should be considered when developing the next municipal plan.

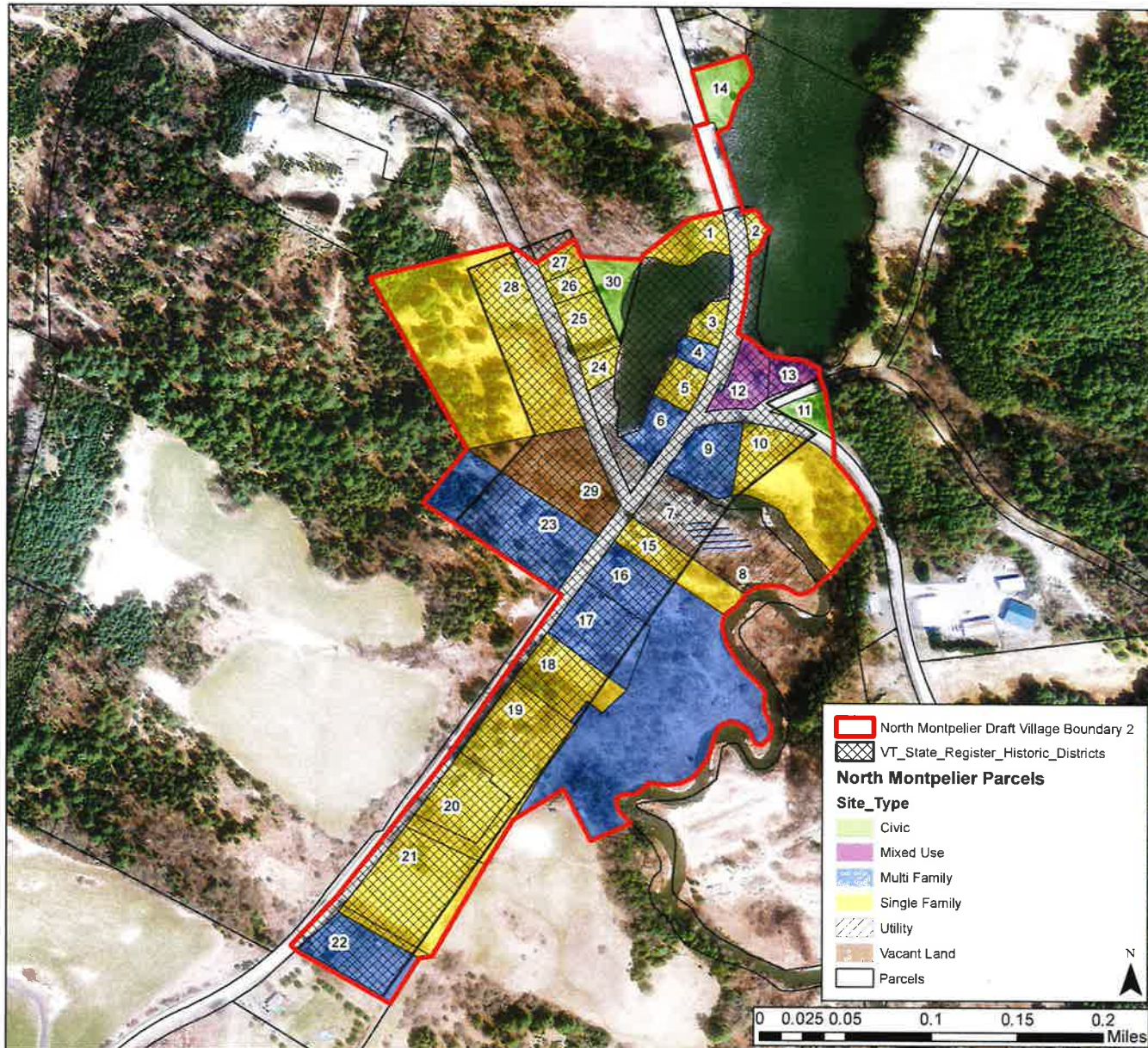
A municipality that has adopted a plan may define and regulate land development in any manner that the municipality establishes in its bylaws, provided those bylaws are in conformance with the plan and are adopted for the purposes set forth in 24 V.S.A. § 4302.

ADOPTED by the Central Vermont Regional Planning Commission on July 10, 2018.


Juliana Potter, Chair

29 Main Street Suite 4 Montpelier Vermont 05602
802-229-0389 E Mail: CVRPC@CVRegion.com

DRAFT East Montpelier Village Designation: North Montpelier



Building List		
Number	Current Use	Historic Use
1	Single Family House	
2	Single Family House	
3	Single Family House	
4	Multi-Family House	Pre-1800's General Store
5	Single Family House	
6	Multi-Family House	
7	Hydro & Solar Utility	Mill Building Locations
8	Hydro & Solar Utility	Ruins of Mill Turbine Building
9	Multi-Family House & Single Family House	
10	Single Family House	
11	State Garage (Civic Open Space)	
12	Mixed Use Building	Riverbend General Store
13	Mixed Use Building	Hollister Mill / Masonic Lodge (1855)
14	Pond Access	Open Space
15	Single Family House	
16	Multi-Family House	
17	Multi-Family House	
18	Single Family House	
19	Single Family House	
20	Single Family House	Rich Tavern (1805)
21	Single Family House	
22	Multi-Family House	2nd School House (1853)
23	Multi-Family House	Sibley House (1889)
24	Single Family House	
25	Single Family House	
26	Single Family House	
27	Single Family House	
28	Single Family House	
29	Vacant Land	Open Space
30	Vacant Land/Open Space	

DRAFT Map created on 7/15/2019

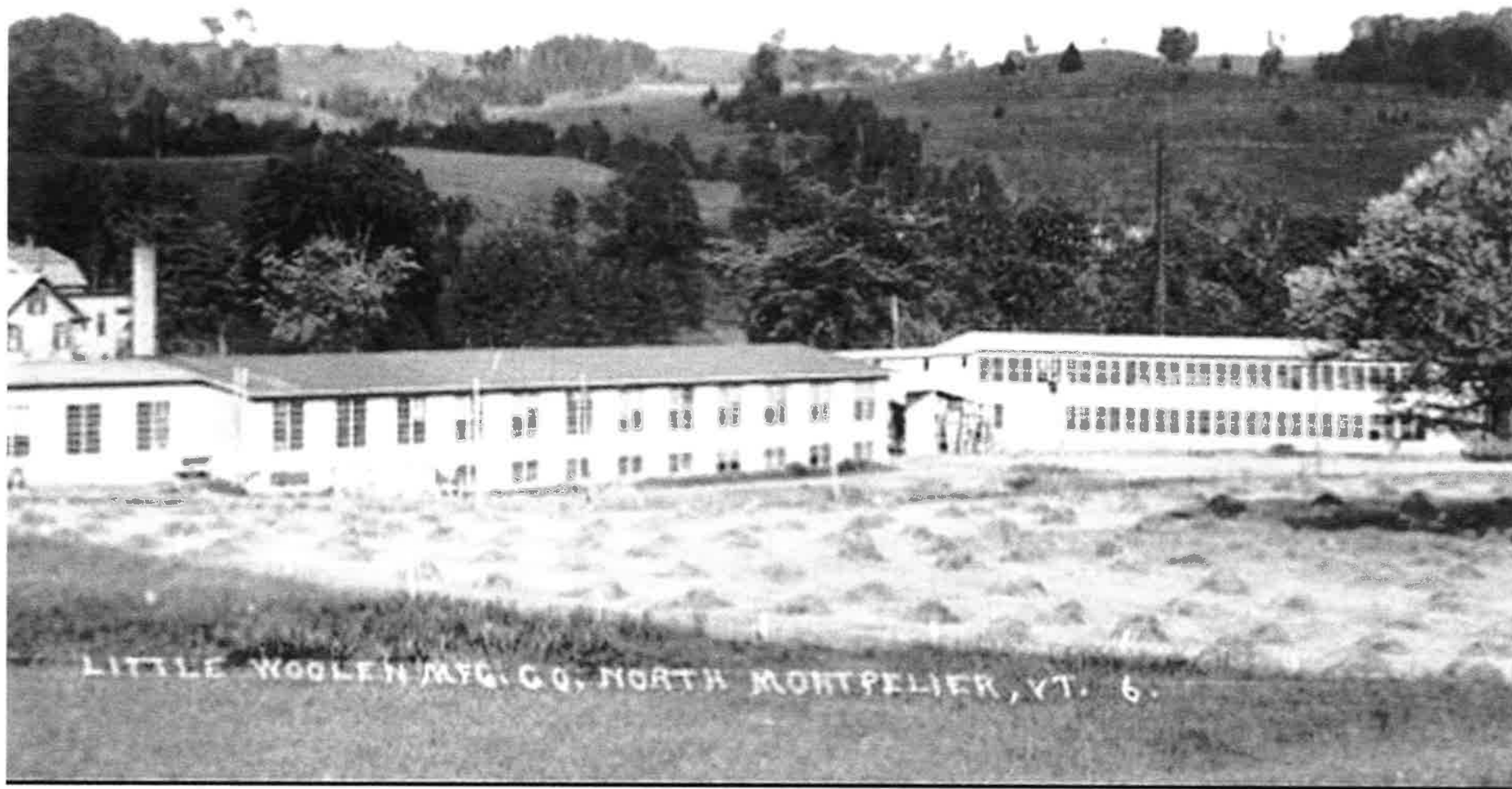
This map is for planning purposes only.
Data is only as accurate as the original sources.
This map may contain errors and or omissions.

Sources:
1979 State Historic Districts (Updated 2018)
2017 Parcels
2017 E911 Data
2014 Orthoimagery

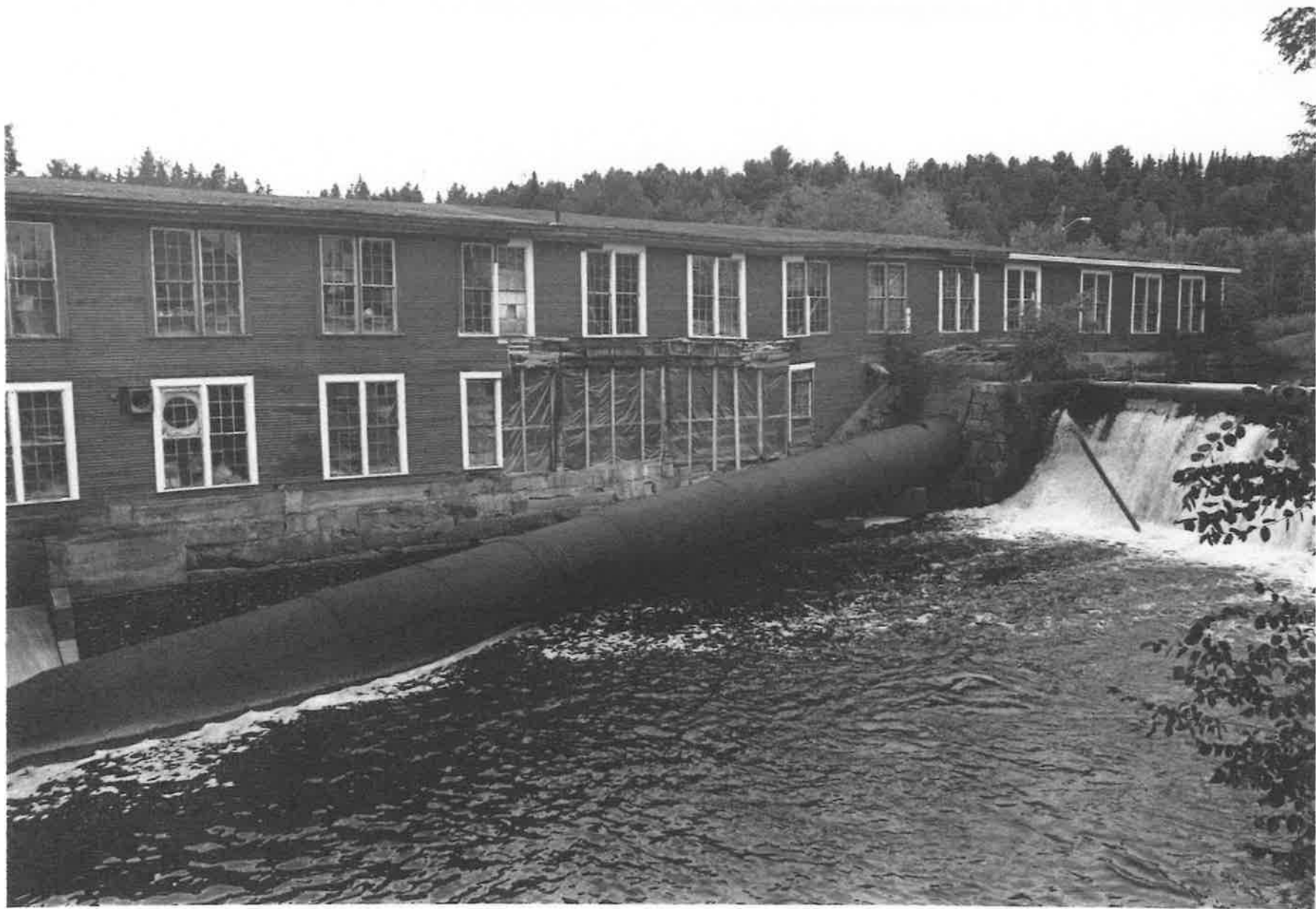


First mill





LITTLE WOOLEN MFG. CO., NORTH MONTPELIER, VT. 6.



1207-57



NORTH MONTPELIER, VT.

1207-57











Integration with 2018 East Montpelier Town Plan

The *2018 East Montpelier Town Plan* includes multiple goals and actions that are relevant to this application for village center designation for North Montpelier.

Historic Resources

Goal 4.8: Preserve the town's historic structures and cemeteries for future generations to enjoy.

- **Action 4.8.3:** Assist property owners who wish to apply for listing on the national or state Register of Historic Places.
- **Action 4.8.4:** Encourage property owners within the designated Village Center to take advantage of available tax credits for improvements to historic buildings.

Infrastructure

Goal 6.3: Reduce traffic speeds and improve safety in villages and areas with pedestrians and bicyclists.

- **Action 6.3.1:** Implement traffic calming measures in villages and areas with pedestrians and bicyclists.

Goal 6.10: Develop wastewater solutions for East Montpelier Village and North Montpelier to support residences and businesses, protect water quality and allow future growth.

- **Action 6.10.2:** Support the development of distributed wastewater treatment systems in East Montpelier Village and North Montpelier suitable for supporting new residential and community-scaled business growth.

Goal 6.12: Ensure the availability of a sufficient and sustainable supply of clean water for residential, commercial and industrial uses.

- **Action 6.12.1:** Evaluate where future public water supplies may be possible and appropriate to support development in villages and growth areas.

Economic Development

Goal 7.2: Encourage small, community-focused commercial enterprises in North Montpelier.

- **Action 7.2.1:** Pursue funding and business assistance programs that support economic development in North Montpelier to include business recruitment, infrastructure improvements, and aesthetic enhancement.

Housing

Goal 8.1: Provide a range of housing opportunities including single-family, multi-family, mixed use, and affordable housing.

- **Action 8.1.1:** Partner with other organizations to create affordable and senior housing near transportation and services.

Land Use

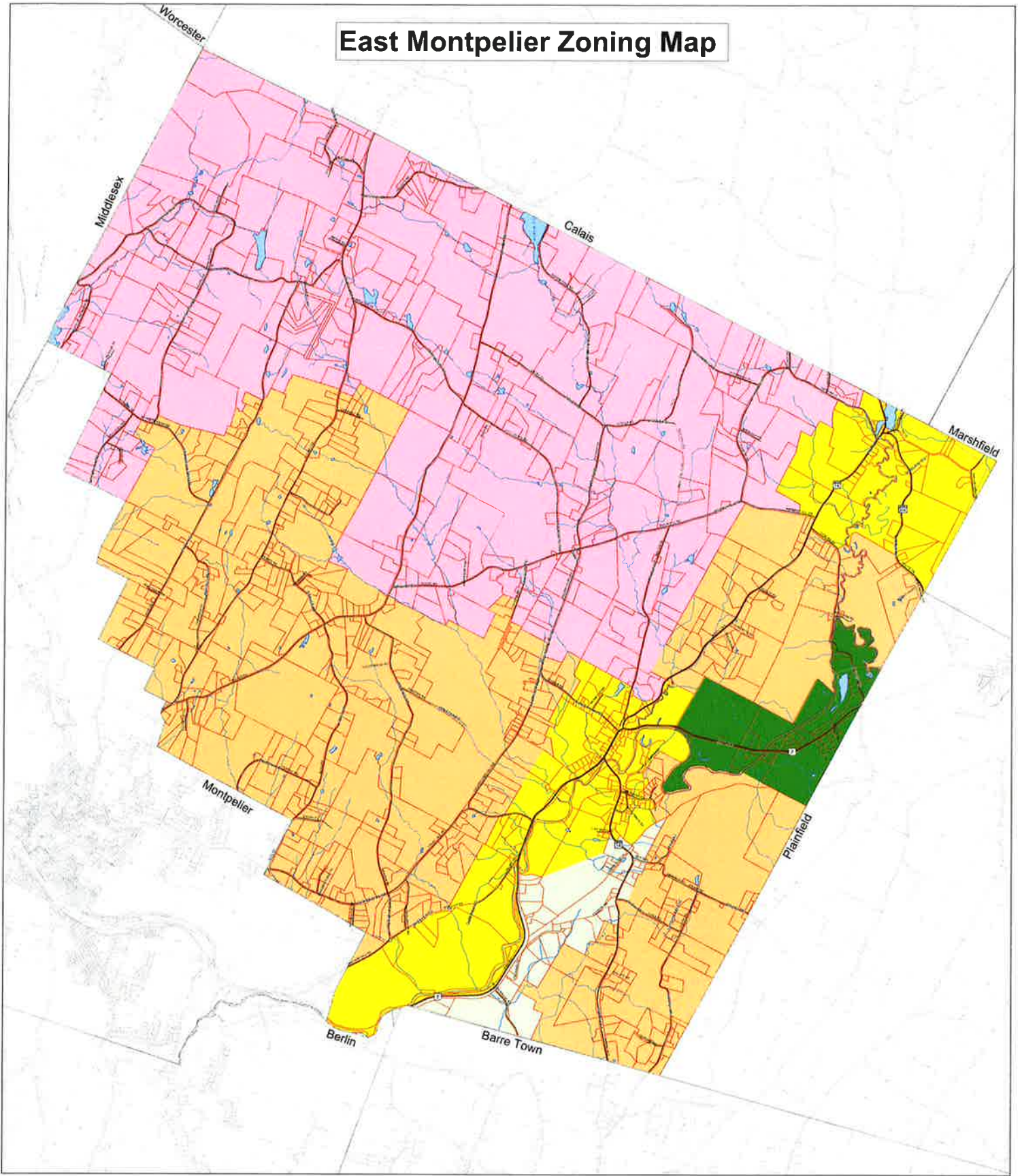
Goal 10.1: Ensure that land use patterns retain the values expressed by citizens including rural development patterns, protection of agricultural land and open space, and the enhancement of East Montpelier's villages.

- **Action 10.1.1:** Review and update East Montpelier's zoning districts to ensure that the boundaries, purposes, and standards are appropriate to meet the goals of the Town Plan.
- **Action 10.1.4:** Develop zoning regulations that encourage new developments to reflect historic landscape patterns such as compact development, a close and positive relationship to the street, and orientation of building and structures parallel or perpendicular to the road and other structures.

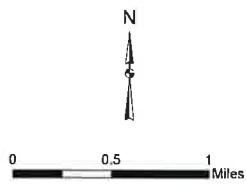
Goal 10.2: Focus new development in villages and growth areas.

- **Action 10.2.2:** Research and if appropriate apply for Village Center designation for North Montpelier.
- **Action 10.2.3:** Evaluate the potential for a village zoning district in North Montpelier.

East Montpelier Zoning Map



East Montpelier Zoning Edited 2007		Roads	Lakes and Ponds
ZONE		Class	Rivers and Streams
Green	A - Commercial District	— Class 1, 2, and 3	Blue outline
Yellow	B - Industrial District	- - - - Class 4	Blue outline
Orange	C - Residential and Commercial District Legal Trail	Blue outline
Light Orange	D - Rural Residential and Agricultural District Private	Blue outline
Pink	E - Agricultural and Forest Conservation District	— Vermont State Routes	Blue outline
		— US Routes	Blue outline
			Blue outline
			Blue outline



Source:
 Zoning: East Montpelier Zoning - 2007, CVRPC
 Parcels: East Montpelier Parcels - 2012, CVRPC
 Roads: VTtrans Road Centerlines - 2012, VCGI
 Hydrologic Data: VHD - 2004, VCGI
 Map Edited 11/21/12 by CVRPC
 N:\Town\EMontpelier\EastMontZoningMap1.mxd

Data is only as accurate as its original source.
 This map is for planning purposes only.
 This map may contain errors and omissions.



**TABLE 2.3
RESIDENTIAL-COMMERCIAL DISTRICT [ZONE C]**

(A) Purpose. The purpose of the Residential-Commercial District is to promote compact residential development, and commercial uses compatible with the scale and character of residential neighborhoods, within and surrounding traditional village centers.

(B) Permitted Uses

1. Accessory Dwelling [see Section 4.2]
2. Accessory Structure/Use (to a permitted use)
3. Agriculture
4. Bank/Financial Institution
5. Bed & Breakfast
6. Boarding House
7. Community Center
8. Dwelling, Single-family
9. Dwelling, Two-family
10. Forestry
11. Funeral Home
12. Group Home [see Section 4.9]
13. Home Child Care [see Section 4.10]
14. Home Occupation [see Section 4.10]
15. Home Industry [see Section 4.10]
16. Medical Clinic
17. Motor Vehicles Sales & Service
18. Personal Service
19. Place of Worship
20. Professional/Business Office
21. Recreation Facility (Indoor)
22. Recreation Facility (Outdoor)
23. Restaurant (without drive-through)
24. Retail Sales
25. Veterinary Clinic

(C) Conditional Uses

1. Accessory Structure/Use (to a conditional use)
2. Cultural Facility
3. Day Care Center
4. Dwelling, Multi-family [see Subsection (E)]
5. Adaptive Re-use [see Section 4.3]
6. Extraction of Resources [see Sections 4.6 and 4.7]
7. Gas Station [see Section 4.8]
8. Home Industry [see Section 4.10]
9. Public Facility [see Section 4.13]
10. Mixed Use [see Section 4.11]
11. Residential Care Facility
12. Restaurant (with drive-through)
13. School
14. Telecommunications Facility [see Section 4.14]
15. Transit Shelter
16. Any other use the Development Review Board determines to be similar in scale, intensity and potential impact as other uses allowed as permitted or conditional uses in this district.

(D) Dimensional Standards

<i>Dimensional Standards (unless otherwise specified for a particular use)</i>	
Minimum Lot Size	1 acre
Minimum Frontage	150 feet
Minimum Setback/Front [see also Section 2.3 (E)]	50 feet
Minimum Setback/Side	25 feet
Minimum Setback/Rear	25 feet
Maximum Height	35 feet

(E) Supplemental District Standards

- (1) All permitted uses, excluding single-family and two-family dwellings, accessory uses/structures to single family dwellings (e.g., home occupations, accessory dwellings, home child care), forestry and agriculture, must receive site plan approval by the Development Review Board in accordance with Section 5.4.
- (2) All uses must comply with the requirements of Article 3: General Regulations and Article 4: Specific Use Standards, as applicable.
- (3) Planned Residential Developments (PRDs) and Planned Unit Developments (PUDs) are allowed in the Residential - Commercial District in accordance with Section 5.6.

1. Cover Letter, including:

- Name of the Municipality.
- Brief narrative of why you seek village center designation and a list of previous and current revitalization activities.
- Name, address, daytime phone number and email address of the primary contact person for application.
- A list of documents included in application.

2. Authorization from Town or Village Selectboard or Trustees

- Minutes from publicly held meeting, showing that the application for village center designation has been authorized by the town or village (if separately confirmed municipality).
- Or municipal resolution from majority of selectboard/trustees authorizing application.

3. Notification to Regional Planning Commission and Regional Development Corporation

- Letters notifying the regional planning commission and regional development corporation of the application. The application must include copies of the letters to each of these organizations notifying them of the intent to apply.

4. Confirmed Planning Process

- A letter from the municipality's regional planning commission must be included in the application, stating that its planning process is "confirmed" under [24 V.S.A. §4350](#) by the commission. Confirmation means that the adopted municipal land use plan and planning process, have been reviewed and approved by that regional commission.

5. Village Center Designation Boundary Map

- A color map must be included, clearly delineating the boundary of the proposed village center district, showing the buildings and properties that are within the district. See page example map on [page 10](#). In most cases, an orthophoto should be used as the base map with the information below superimposed over it:
 - Clearly delineates the proposed designated boundary.
 - Streets identified by name.
 - Significant buildings and all businesses indicated by number with a separate key identifying each number and name of the building/business – see example map.
 - Photograph locations identified and keyed on the map. See item 6 below and [example map](#).
 - Land/building use identified with colors that clearly indicate the various land uses.
 - North arrow, scale and current date.
 - Property lines should be shown, but if not available, are not required.
 - Zoning district boundaries, if applicable, should be included on the map or on a separate map.
 - Historic district boundaries, if applicable, should be included on the map or on a separate map.
 - Once designated, work with your regional planning commission to provide DHCD a digital GIS shape file of the boundary map.

6. Photographs

- Color photographs are required showing key areas of the village center district, particularly at the edges and other areas where there may be questions about consistency with the definition of a village center. Photographs should show the streetscape rather than just individual buildings, giving a sense of the context of the area. Photos should be clearly keyed on the map to identify the location of where the photographs were taken. [See example map](#).

7. Municipal Plan Integration

- Evidence that the municipal plan includes the intention to apply for village center designation and the municipal plan explains how the designation would further the plan and statewide goals (include municipal plan excerpts).

8. Other Required Information

- Zoning district map with corresponding bylaw language should be submitted, but if not available or there is no adopted zoning, is not required.
- National or State Register Historic District boundary map should be submitted, but if not available, is not required.