

**DEVELOPMENT REVIEW BOARD  
MINUTES FOR THE REGULAR HEARING  
THURSDAY, APRIL 6, 2023  
DRAFT**

A regular meeting of the Barre City Development Review Board held in person and video conference was called to order by Chair Linda Shambo (Ward I) at 7:15 pm due to technical difficulties. In attendance, participating on video or in person were Board Members Ward II members Sarah Helman and David Hough; Ward III member Katrina Pelkey; and At-Large member Michael Hellein, Also, in attendance was Janet Shatney, Planning Director and Michelle La Barge-Burke, Permit Administrator. The Chair determined a quorum was present.

**Absent:** Vice Chair: Jeffrey Tuper-Giles, At-Large Members: Ulysse “Pete” Fournier, and Jessica Egerton

**2. Adjustments to Agenda:** None

**3. Visitors and Communications:** None

**4. Old Business:**

**Consideration of March 2, 2023 Minutes:**

- Motion to approve the minutes made by Pelkey and seconded by Helman **motion carried unanimously.**

**Consideration of March 2, 2023 Decision:**

- Motion to approve the decision on 10 Jefferson Street made by Helman and seconded by Pelkey, **motion carried unanimously.**
- Motion to approve the decision on 10 Transport Drive made by Pelkey and seconded by Helman, **motion carried unanimously.**
- Motion to approve the decision on 56 Depot Square preliminary plat made by Pelkey and seconded by Hough, **motioned carried unanimously.**

The Chair informed both applicants there was a quorum from the board but they had the option to postpone to allow more members to be present. Pope & Fecteau both chose to proceed with current members.

- Bob Pope was sworn in for testimony.
- Helman asked the difference between preliminary and final plat.
- Mr. Pope explained they were the same except additional information on easement & statute requirements were added.
- Chair Shambo thanked Mr. Pope, and stated the Board would deliberate and he could find out the result with the Planning Director the next day as well as receive a letter with the Board’s decision within the week.

The Chair stated that anyone wishing to speak or be on record must sign in on the sheet at the clipboard, and would be sworn in when testimony was to be given.

**5. New Business:**

**Trustees of the Barre Lodge #1535, Benevolent & Protective Order of the Elks, 10 Jefferson Street.** Seeking approval to construct a patio next to the building on the Jefferson Street side; UC-2 Zoning District, Design Review Overlay District.

- Chair Shambo swore in Mr. Fecteau for testimony.
  - Applicant Jim Fecteau began addressing the board with similar plan of 12 x 36' patio on Jefferson Street side & updates.
  - Site Plan of patio is between 8' & 13' from existing sidewalk
  - Hours of Operation were listed in the narrative and shared
  - Outdoor seating would be for 30-35 people
  - The fence will include a locking gate
  - Materials are by a member who is a paving contractor
  - The fence will be set so posts are below the frost line with sleeves so they can come out during the winter months.
  - LED downcast lighting will be used and specs included.
  - A camera will be added on the patio so the bartender can keep an eye on the patio.
  - Mr. Fecteau requested outdoor entertainment to be approved.
  - This location is not in the Flood Hazard Area
  - The fence will be brownish in color
  - There are plans to redo the sidewalk from the city sideway to the lounge.
  - The Elks will go to City Council for a liquor license to include the patio.
  - The space will resemble 4-5 other establishments in town currently.
  - Mr. Fecteau is not sure on the usage of the proposed space.
  - Chair Shambo asked for any further questions or comments from the Board members:
  - Hellen, appreciated the level of details, and remaining Board members echoed his statement.
  - Chair Shambo thanked Mr. Fecteau, and stated the Board would deliberate and he could find out the result with the Planning Director the next day as well as receive a letter within a week of the Board's decision.
6. **Deliberative Session:** Motion by Helman and seconded by Pelkey at 7:30 pm, the Board entered Deliberative Session with Shatney & La Barge-Burke invited in, **motion carried.**

Motion by Helman and seconded by Hellein to leave Deliberative Session at 7:35 pm, **motion carried.**

**Vermont Granite Museum of Barre, Inc.:** Motion by Helman to approve final plat for Vermont Granite Museum as proposed and seconded by Pelkey, **motion carried unanimously 5-0-0.**

**Barre Lodge #1535:** Motion by Helman to approve the Elks Club proposal as proposed, seconded by Hough; asked clarification of why the DRB would have to approve. and staff read the direct requirement out of Ordinances, mover and seconder approved amended motion to include outdoor amplified entertainment, **motion carried unanimously 5-0-0.**

To be approved at the 05/04/2023 Hearing

7. **Other Business** –

- Updated on next applicant in May; and Katrina Pelkey will be in Spain during the next meeting.

8. **Roundtable:** None

9. **Executive Session:** None

Chair Shambo introduced Michelle La Barge-Burke the new Permit Administrator. Sarah Helman asked about vacancies on the Board.

10. **Adjourn:** The meeting adjourned at 7:43 PM on motion of Helman, seconded by Pelkey, **motion carried unanimously.**

The open portions of this hearing were recorded on the video meeting platform.

Respectfully Submitted,

Michelle La Barge-Burke,  
Permitting Administrator

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