

**DEVELOPMENT REVIEW BOARD
MINUTES FOR THE REGULAR HEARING
THURSDAY, August 3, 2023
DRAFT**

A regular meeting of the Barre City Development Review Board held in person and video conference. Hearing was called to order by Chair Linda Shambo (Ward I) at 7:05 pm. In attendance, participating on video or in person, were Board Members Ward I member; Linda Shambo, Ward II member; Sarah Helman & David Hough, Ward III member; Katrina Pelkey & Colin Doolittle; and At-Large member; Jessica Egerton & 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: At-Large Member; Ulysse “Pete” Fournier, Ward I Member; Jeffrey Tuper-Giles

2. Welcome New Member: Chair Linda Shamboo welcomed our new member for Ward 3: Colin Doolittle

3. Adjustments to Agenda: Michelle La Barge-Burke noted that the Zoning District on the agenda for the 240 N Main LLC applicant was incorrect and should be UC-1 district. It was warned correctly and in the staff report correctly.

3. Visitors and Communications: None

4. Old Business:

Consideration of July 20, 2023 Minutes:

- Motion to approve the minutes by Katrina Pelkey and seconded by Jessica Egerton, **motion carried unanimously.**

Consideration of July 20, 2023 Decision:

- Motion to approve the decision on 109 Boynton Street made by Sarah Helman and seconded by Jessica Egerton, **motion carried unanimously.**

5. New Business:

The Chair informed the applicant there was a quorum from the board and they had the option to postpone to allow more members to be present for a better outcome. Elizabeth Manriguez the property owner chose to proceed with David Burke –Architect and were both sworn in for testimony.

240 N Main LLC, 240 North Main Street. Seeks design review approval for façade, conditional use for distinctive sign and a variance on principle entrance: UC-1 Zoning District, Design Review District.

- Jessica Egerton raised the question about the alley and access and wanted clarification. David Burke spoke to the plan to use metal for the siding but block of current access from the rear side as the front is currently blocked to prevent access to the area.
- Katrina Pelkey asked the proposed purpose of the space and it was explained it was going to be used for retail and is going to be a dispensary.
- Katrina Pelkey asked for clarification about the new roof. It was made know there is no new roof, just the façade would show more of the rounded roof which currently exists. Elizabeth Manriguez explained that some of the requirements for their retail is to not expose transactions and control visibility from the street.

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- Sarah Helman asked about the sign lighting and concerned about the brightness if it would only be on during operating hours. David Burke mentioned the plan was to keep within the required lumens for a lighted sign.
- Colin Doolittle asked for confirmation that the sign is actually recessed which David Burke confirmed and explained.
- Michael Hellein asked Michelle La Barge-Burke if the sign is approved as distinctive and the DRB would be setting a precedence? Also being inside the building is it necessary to be considered a sign. Michelle La Barge-Burke read the section in the ordinance regarding applicability for a distinctive sign. It states a distinctive sign is a building mounted sign.
- Elizabeth Manriquez brought up the interior ramp and wanted to share the extent they are going to make the ramp ADA complaint by widening and adding platform at the top and bottom of the ramp.

Chair Linda Shambo asked if there were any questions from the board members. Members had no further questions.

Chair Shambo informed the attendees that the Board will go into deliberative session after the hearing and will make a decision. They can call the Permit Administrator, Michelle La Barge-Burke or Planning Director, Janet Shatney in the morning for the decision and they will receive a letter within the week.

6. **Deliberative Session:** Motion by Jessica Egerton to go into deliberative session and invite Michelle La Barge-Burke & Janet Shatney into the session. Seconded by Sarah Helman at 7:25 pm, to enter Board Deliberative Session, **motion carried.**

Motion by Katrina Pelkey and seconded by Colin Doolittle to leave Deliberative Session at 7:33 pm, **motion carried.**

240 North Main: Motion by Michael Hellein and seconded by Sarah Helman to remove the conditional use sign from the application. Motion carried unanimously 8-0-0

Motion by Michael Hellein to approve amended application for façade and principle entrance. David Hough seconded the motion. Sarah Helman made a friendly amendment to add that the Zoning Administrator is allowed to approve any immaterial and non-substantial changes to the project without coming back to the DRB. Michael Hellein accepted the friendly amendment. David Hough seconded, motion carried unanimously 8-0-0.

7. **Roundtable/ Other Business –**

- Chair Linda Shambo made the request that people respond to Michelle La Barge-Burke if you will or will not be attending the DRB Hearing so plans can be made to secure a quorum.
- Request for an update about Ulysse “Pete” Fournier status – Janet stated none at this time.
- La Barge-Burke asked if the Board would like to continue to receive the DRB Packets with the Staff Reports electronically. The Board agreed.
- Helman- reminded folks that the DRB Hearings are warned and can be found on the City Website if they are unsure of a meeting.
- Hellein apologized for missing the last meeting and usually has it on his calendar. The Clerk will have his back with the meeting invites.

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- La Barge-Burke mentioned she will know if there is a DRB Hearing for September by tomorrow.

9. **Executive Session:** None

10. **Adjourn:** The meeting adjourned at 7:39 PM on motion from Jessica Egerton seconded by Colin Doolittle, **motion carried 7-0-1.**

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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