

**DEVELOPMENT REVIEW BOARD
MINUTES FOR THE REGULAR HEARING
THURSDAY, October 5, 2023
DRAFT**

A regular meeting of the Barre City Development Review Board was held in person and video conference. The hearing was called to order by Chair Linda Shambo (Ward I) at 7:00 pm. In attendance, participating on video or in person, were Board Members Ward I member Linda Shambo; Ward II member Sarah Helman; Ward III members Katrina Pelkey and Colin Doolittle; and At-Large members; Jessica Egerton (who arrived at 7:06 pm) and Jayme Bauer. Also, in attendance were Janet Shatney, Planning Director and Michelle La Barge-Burke, Permit Administrator. The Chair determined a quorum was present.

Absent: Ward II Member David Hough.

1. **Welcome New Member:** Chair Linda Shambo welcomed new member Jayme Bauer for At-Large: Jayme Bauer
2. **Adjustments to Agenda:** Linda Shambo, Chair requested that the Nomination of Vice Chair be postponed until full Board is available.
3. **Visitors and Communications:** None.
4. **Old Business:**

Consideration of August 3, 2023 Minutes:

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

Consideration of August 3, 2023 Decision:

- Motion to approve the decision for 240 North Main Street was made by Katrina Pelkey and seconded by Sarah Helman, **motion carried unanimously.**

5. **New Business:**

The Chair informed the applicant there was a quorum of the board and 6 of 7 members present, and they had the option to postpone to allow more members to be present for a better outcome. Michael & Sandra Thurston, the property owners chose to proceed, both were sworn in for testimony.

Michael & Sandra Thurston, 94 North Main Street. Seeks design review approval for façade: Design Review District, Historic Structure Overlay District, Special Flood Hazard Area, UC-1 Zoning District.

- Michael Thurston brought in a sample of the metal to be used for the façade and was passed around.
- Michael Thurston said the color is called City Scape Gray, a shade similar to granite, thus chosen.
- Jayme Bauer asked about the vinyl on the windows and Michael Thurston said their plans were to scrape it off and not replace the vinyl lettering as it no longer matches the color scheme.
- Katrina Pelkey asked about the orange that Michael Thurston mentioned currently under the façade when talking colors, and he stated it was the original color when they bought the building when it was a liquor store.

To be approved at the 12/07/2023 Hearing

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 to make a decision. They can call the Permit Administrator, Michelle La Barge-Burke in the morning for the decision and they will receive a letter within the week.

6. **Deliberative Session:** Motion by Sarah Helman to go into deliberative session, seconded by Jessica Egerton at 7:08 pm, with Chair Shambo inviting Michelle La Barge-Burke and Janet Shatney into the session, **motion carried.**

Motion by Sara Helman and seconded by Katrina Pelkey to leave Deliberative Session at 7:11 pm, **motion carried.**

Motion by Sara Helman to approve application as presented and that the Zoning Administrator to approve any immaterial and non-substantial changes to the project without coming back to the DRB. Colin Doolittle seconded, motion carried unanimously 6-0-0.

7. **Roundtable–**

- Jessica Egerton asked since she arrived late if there was anything she missed from the applicant's presentation around the materials for 94 N Main and specifically around the time and safety of the project.
- Katrina Pelkey asked what the status was with the Board and the vacancies. It was verified that Jeffrey Tuper-Giles and Michael Hellein had resigned.
- Linda Shambo asked for an update on vacancy replacements and Janet Shatney shared that the City Manager's office was handling the process for appointment from City Council.
- Linda Shambo asked for clarification on DRB members having to be city residents, which Janet confirmed. Linda asked if there was any time limit on how long they need to be residents before being on the board and there is currently none.

9. **Executive Session:** None.

10. **Adjourn:** The meeting adjourned at 7:15 PM on motion from Sarah Helman seconded by Katrina Pelkey, **motion carried 6-0-0.**

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

Respectfully Submitted,

Michelle La Barge-Burke,
Permitting Administrator