

**DEVELOPMENT REVIEW BOARD
MINUTES FOR THE REGULAR HEARING
THURSDAY, May 2, 2024
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., noting quorum was met.

Present: Ward I members Linda Shambo and Chrysta Murray; Ward II members Vice-Chair Sarah Helman and Jayme Bauer; Ward III members Katrina Pelkey and Colin Doolittle; and At-Large members Kendall Schmidt.

Absent: At-Large Member Jessica Egerton; At-large Vacant Seat

Staff Present: Michelle La Barge-Burke, Permit Administrator

Public Present (from presentations and Sign-in Sheet): William Duprey, Reuben Stone & Mark Browning

1. Adjustments to Agenda: Sarah recommended to move Bylaws discussion down on the agenda between item # 6-7 in the interest of our applicants time. All agreed.

Linda emphasized to the Board members the need to communicate with the Board and Michelle about any absences. She requested that members raise their hands to make a motion or vote during the meeting.

2. Visitors and Communications: None

3. Old Business:

a. *Consideration of April 4, 2024 Minutes:*

Motion to approve the minutes was made by C. Murray and seconded by K. Schmidt, **motion carried unanimously 7-0-0.**

b. *Consideration of April 4, 2024 Decision:*

Motion to approve the decision for 188 N Main Street was made by S. Helman and seconded by K. Pelkey, **motion carried unanimously 7-0-0.**

4. New Business:

Motion made by S. Helman to enter into the first Hearing, seconded by J. Bauer. **Motion carried 7-0-0**

The hearing began at 7:05 pm.

Summer Street Holdings LLC, 16 Merchant Street. Seeks conditional use for approval for partial demolition of commercial building. Design Review District Overlay, UC-2 Zoning District

The Oath was administered to William Duprey who wished to address the Development Review Board.

The Chair asked if William Duprey had anything further he wanted to add to the application in addition to the written materials already provided; the following testimony was added:

- He was comfortable with his application and was open to answering any questions the board may have regarding the project.

Chair Shambo asked M. La Barge-Burke if there was any documents needed to be read into the record, M La Barge-Burke said, none at this time.

Chair Shambo then asked each of the Board members if they had any comments or questions.

- J. Bauer asked if there was a laundry mat in the space currently. W. Duprey added that there is not a laundry mat currently in the space. The 18' x 18' space can be used for laundry, another tenant or storage for the tenants in that area. The laundry mat is not intended for the public use.

With no further comments from the Board, staff or the public, Chair Shambo stated that the Board would go into deliberative session after the hearing to make a decision, and he can call Michelle in the morning for the decision if rendered, and will receive a letter within a week.

Motion by K. Schmidt and seconded by J. Bauer to close the public hearing and start the second hearing at 7:08 pm, **motion carried unanimously 7-0-0.**

168 N Main St, LLC, 168 North Main Street. Seeks design review for façade; Design Review Overlay, Historic Review Overlay, Special Flood Hazard Area District, UC-1 Zoning District.

The Oath was administered to Reuben Stone & Mark Browning who wished to address the Development Review Board.

The Chair asked if Mark Browning and Reuben Stone had anything further they wanted to add to the application in addition to the written materials already provided; the following testimony was added:

- M. Browning stated they own the Miles Block building next to the old Coins & Hobbies building and are looking to replicate the look of the Miles Block and freshen it up to make it look more presentable for our downtown.
- R. Stone had nothing additional to present.

Chair Shambo asked M. La Barge-Burke if there was any documents needed to be read into the record, M. La Barge-Burke said, none at this time.

Chair Shambo then asked each of the Board members if they had any comments or questions.

- K. Pelkey asked for clarification about the brick versus the wooden rendering. Clarification was provided by M. La Barge-Burke that the brick was the first rendering that came in with the application and the second one came in later after Barre Historical Society was contacted.
- J. Bauer asked for verification that the Historical Society was involved. M. La Barge-Burke clarified that they were introduced for collaboration.

With no further comments from the Board, staff or the public, Chair Shambo stated that the Board would go into deliberative session after the hearing to make a decision, and they can call Michelle tomorrow for the decision, and will receive a letter within a week.

Motion to close the hearing by S. Helman, seconded by C. Murray. **Motion carried 7-0-0**

5. **Deliberative Session:** Motion by C. Murray to go into deliberative session, seconded by S. Helman at 7:15 pm, with Chair Shambo inviting M. La Barge-Burke into the session, **motion carried unanimously 7-0-0.**

Motion by K. Schimdt and seconded by K. Pelkey to leave Deliberative Session at 7:20 pm, **motion carried unanimously 7-0-0.**

16 Merchant St: Motion by S. Helman to approve the application as presented with the condition that the Zoning Administrator be allowed to approve any immaterial or non-substantial changes to the site plan without having to come back before the DRB for revision: seconded by K. Schimdt, **motion carried unanimously 7-0-0.**

168 North Main St: Motion by J. Bauer to approve the application as is with the condition that the Zoning Administrator be allowed to approve any immaterial or non-substantial changes to the site plan without having to come back before the DRB for revision: seconded by K. Pelkey, **motion carried unanimously 7-0-0.**

Old Business: Consideration of the DRB Operational Bylaws.

K. Pelkey – Curious about the history and if the changes will help match other committees.

S. Helman – Asked if the removal of the 7pm time allows them to set anytime. She likes the 40% over 6 consecutive month of absences, the member may be replaced. Page 4 #6 says each board member and #7 says member. We should add in board to be consistent. The numbering needs to be reviewed, as they are out of sequence. #8 should be #10 and the #9 should be #11.

C. Doolittle - Board member should be added throughout the document.

C. Murray & L Shamboo – Michelle should screen the document and add board member where needed.

J. Bauer – By not taking out the time does this allow us to change the time at any time?

S. Helman – Maybe a time later in the summer and an earlier time in the winter as an option.

C. Murray – Suggested adding an item number on the agenda meeting to schedule a time.

J. Bauer – Can we update the website on the time easily?

To be approved at the 6/06/2024 Hearing

S. Helman – Change website to say look at the agenda to confirm time. If a meeting is cancelled, the time would then go to the next meeting.

K. Pelky – Is there discretionary section to address the 4th July for example since it lands on the first Thursday to allow us to make adjustments?

J. Bauer – Can decisions be made via email?

K. Pelkey – Does this need to be voted on tonight? Are alternates members too? Can they only fill in for At- Large members?

S. Helman & L Shambo are not in favor of the alternates. They would be trading one challenge of continuity of alternates to another challenge to just fill current vacant position.

S. Helman – Made a friendly amendment to ask staff to go through bylaws and add board member wording and revise the draft with proposed changes.

J. Bauer –Has concerns about the logistics of selecting alternates.

L. Shambo - Informal poll to have no alternates - agreed

C. Doolittle – Do we have a full board now? Answer from L. Shambo was no .

Motion by S. Helman –to table bylaws to next meeting and asking staff to make corrections to the bylaws that were discussed and remove the alternate board members from the proposal. Seconded by K Schimdt. **Motion carried unanimously 7-0-0**

6. **Roundtable:** None

7. **Executive Session:** None.

8. **Adjourn:** The meeting adjourned at 7:48 pm on motion from C. Murray seconded by J. Bauer, **motion carried unanimously 7-0-0.**

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

Respectfully Submitted,

Michelle La Barge - Burke, Permit Administrator
Recording Secretary