

**DEVELOPMENT REVIEW BOARD
MINUTES FOR THE SPECIAL HEARING
Monday January 5, 2026**

A special meeting of the Barre City Development Review Board was held in person and video conference. The hearing was called to order by Chair Sarah Helman (Ward II) at 6:03 pm, noted quorum was met.

Present: Ward I members Vice Chair Chrysta Murray; Ward II member Jayme Bauer; Ward III members Katrina Pelkey and Colin Doolittle, and At-Large member Michelle Davis Farnham,

Absent: Liz Turner

Staff Present: Janet Shatney, Planning Director and Robin L. Davis, Permit Administrator

Public Present (from presentations and sign-in sheet): In-person: Michael D. Monte representing Monte Properties, LLC.

2. **Adjustments to Agenda:** Correction to warning language on agenda should be “seeks final plan approval for subdivision development review overlay district MU-1 Zoning District for **Monte Properties, LLC, 59 Summer Street.**”
3. **Visitors and Communications:** None
4. **Old Business:**
 - a. **Consideration of March 6, 2025, Minutes:** Motion to approve the minutes made by K. Pelkey and seconded by J. Bauer, noting a grammatical correction. **motion carried unanimously 6-0-0.**
 - b. **Consideration of March 6, 2025; Decision:** Motion to approve decision made by C. Murray and seconded by K. Pelkey; **motion carried unanimously 6-0-0.**

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:**

Monte Properties LLC, 59 Summer Street. Seeks subdivision final plan approval for Design Review Overlay, District MU-1, Zoning District.

Michael D. Monte of Monte Properties, LLC was present in person and sworn in to speak by Chair S. Helman

Motion to open hearing by J. Bauer and seconded by K. Pelkey at 6:06pm, **motion carried unanimously 6-0-0.**

With no further comments from the Board or the public, Chair Helman advised Mr. Monte that if there is less than a full board, in order to achieve a positive outcome on the application it would require a quorum of 5 to be approved if less than 5 the motion will not carry. Chair S. Helman then asked if Mr. Monte would proceed or postpone till the next DRB Meeting. Mr. Monte answered in the affirmative, he wished to move forward.

Chair S. Helman asked if Mr. Monte had anything to add to the application in addition to the material previously provided to the board. Chair S. Helman asked if there were any questions or comments from the board. There were none.

Chair S. Helman asked the other board members if there were any reasons to enter into a deliberative session. There were none.

Motion to close the hearing by C. Murray and seconded by C. Doolittle at 6:08 pm, **motion carried unanimously 6-0-0.**

Chair S. Helman asked for motion to approve the application as presented authorizing the permit administrator to be allowed to approve any immaterial or non-substantial changes to the subdivision plan without having to go before the Board. Motion made by J. Bauer and seconded by C. Murray, **motion carried unanimously 6-0-0.**

6. **Deliberative Session: None**

7. **Election of New Officers:**

Chair S. Helman opened nomination for Board Chair. Nomination by C. Murray to elect S. Helman as Chair, seconded by K. Pelkey, **motion carried unanimously 6-0-0.** No further nominations, Chair S. Helman closed nominations.

Chair S. Helman opened nominations for board vice chair. Nomination by J. Bauer to elect C. Murray as Vice Chair, seconded by C. Doolittle, **motion carried unanimously 6-0-0.** No further nominations, Chair S. Helman closed nominations.

No election for Secretary or Clerk as that role is done by City Staff.

8. **Next Meeting** –February 5, 2026, at 6pm in-person and via zoom.

9. **Roundtable** – None

10. **Executive Session:** - None

11. **Adjourn:** The meeting adjourned at 6:15 pm on motion from C. Doolittle and seconded by C. Murray, **motion carried unanimously 6-0-0.**

To be approved at the 02/05/2026 Hearing

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

Respectfully Submitted,

Robin L. Davis
Permit Administrator/DRB Clerk

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