



City of Barre, Vermont  
Office of Planning, Permitting & Assessing  
Services  
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**BARRE CITY DEVELOPMENT REVIEW BOARD AGENDA**  
Regular Hearing held on Thursday, November 7, 2024 ~ 7:00 P.M.  
City Hall Council Chambers

Hybrid Meeting (In-person and Virtual)

<https://us06web.zoom.us/j/84972830621?pwd=dzZCSnRZY3g4L1ZiOUVLYWsyYUwQT09>

**Meeting ID: 849 7283 0621 ~ Passcode: 445631**

Dial by your location: +1 929 205 6099 US (New York; long distance, charges may apply)

1. Call to Order 7:00 pm
2. Adjustments to the Agenda
3. Visitors and Communications
4. Old Business
  - Consideration of Minutes from October 3, 2024 Hearing
  - Consideration of Decisions from October 3, 2024 Hearing
    - 2 North Street
5. New Business

**David Lawrence, 18 South Main Street.** Seeks Design Review and Major Site Plan Approval; Design Review Overlay District, UC-2 Zoning District.

**City of Barre, 0 Seminary Street & 1 Campbell Street.** Seeks Design Review and Major Site Plan Approval; Design Review Overlay District; Special Flood Hazard Area, UC-1 Zoning District.

6. Deliberative Session
7. Roundtable – as needed
8. Executive Session – as needed
9. Adjourn

Participation Note: Under Chapter 117 Title 24 of the Vermont State Statutes, participation in these proceedings is a prerequisite to the right to make any subsequent appeal. You will lose the right to appeal the final decision unless you participate in the process by offering, through oral or written testimony, evidence or a statement of concern related to the application being reviewed. Oral testimony must be given at the public hearing. Written testimony must be submitted prior to the close of the public hearing.

**Development Review Board hearings are open to the public.**  
For questions about accessibility or to request accommodation, please call (802) 476-0245.

To be approved at the 11/07/2024 Hearing

**DEVELOPMENT REVIEW BOARD  
MINUTES FOR THE REGULAR HEARING  
Thursday October 3, 2024**

A regular meeting of the Barre City Development Review Board was held in person and video conference. The hearing was called to order by Vice Chair, Sarah Helman (Ward II) at 7:01 pm., noting quorum was met.

**Present:** Ward I members 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:** Ward I member; Chair Linda Shambo and; At-large Jessica Egerton and Vacant Seat

**Staff Present:** Michelle La Barge-Burke, Permit Administrator

**Public Present** (from presentations and sign-in sheet): In-person: Jessamine Kelley

1. **Adjustments to Agenda:** None

2. **Visitors and Communications:** None

3. **Old Business:**

a. ***Consideration of September 5, 2024 Minutes:***

Motion to approve the minutes was made by C. Murray and friendly amendment by V Chair S. Helman to approve minutes with 5 corrections: Page 3, last paragraph spelling "Shambo"; Page 4, fifth bullet "L. Shambo" Page 5, first paragraph "Bonacorsi"; third bullet "only heard", fourth bullet "Shambo" seconded by K. Pelkey, **motion carried unanimously 6-0-0.**

b. ***Consideration of September 5, 2024 Decisions:***

58 Circle Street: motion to approve by J. Bauer, seconded by K. Schmidt, **motion carried unanimously 6-0-0.**

821 N Main Street: motion to approve by C. Murray, seconded by K. Pelkey, **motion carried unanimously 6-0-0.**

20 Burnham Street: Motion to approve by K. Pelkey, seconded by K. Schmidt, **motion carried unanimously 6-0-0.**

4. **New Business:**

Vice Chair asked if anyone needed to be recused themselves due to any conflict of interest from the hearing – None

The Chair informed the attendees there was a quorum of the Board present and that in order to receive a positive outcome, there must be at least 5 votes in the affirmative. With 6 of the 9-member board present, there was an option to postpone to allow the full board to be present, applicant chose to proceed.

Motion to open hearing by C. Murray, seconded by C. Doolittle.

**Motion carried unanimously 6-0-0. Hearing opened at 7:12pm**

**Jessamine Kelley, 2 North Street:** Seeks Design review and Historic Overlay approval for stairs; Design Review Overlay District, Historic Overlay District, MU-1 Zoning District.

The Oath was administered by Vice Chair, Sarah Helman, to Jessamine Kelly

Vice Chair S. Helman asked Jessamine Kelley if she had anything to add from the applications and staff report that was already received and was invited to speak.

- J. Kelley had additional photos and drawings to add. She texted them to the Vice Chair who logged in to Zoom and shared them for all to see.
- J. Kelley shared that the exterior part of the stairs would be boxed in and the stairs would not protrude off from the existing porch and would come out about 2'.
- Applicant shared she was under the impression that a portion of the proposed apartment had been vacant for at least 60 years and that the story is the brother was in the Korean War and the sister wanted a place for him upon his return, unfortunately he never made it home.
- The plan is to not touch the historic trim on the porch but keep it intact.

Vice Chair S. Helman asked each of the Board members if they had any comments or questions.

- K. Pelkey asked where the landing at the bottom of the stairs goes internally, which J. Kelly stated to the kitchen but there is a refrigerator located there now.
- C. Doolittle asked based on the drawings that the stairs will not go out beyond the current foot print, which J Kelley confirmed to be true.

With no further comments from the Board, staff or the public, Vice Chair, S. Helman stated that the Board would go into deliberative session after the hearings to make a decision, and the applicant can call Michelle tomorrow for the decision if rendered, and will receive a letter within two weeks.

Motion to close the hearing by J. Bauer and seconded by K. Pelkey

**Motion carried unanimously 6-0-0 Hearing closed at 7:26 PM**

## 5. Deliberative Session

To be approved at the 11/07/2024 Hearing

Motion to go into deliberative session by C. Murray and a friendly amendment to add the Permit Administrator and seconded by K. Schmidt at 7:27pm, **motion carried unanimously 6-0-0**

Motion by C. Murray and seconded by K Pelkey to exit deliberative session at 7:29 pm, **motion carried unanimously 6-0-0.**

- **2 North Street:** Motion to approve application as presented with the handrail requirement from the Fire Marshal and 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 by C. Murray and seconded by J. Bauer, **motion carried unanimously 6-0-0**

## 6. Election of Officers

### Nominations for DRB Chair:

Vice Chair S. Helman asked for nominations for Chair:

C. Murray nominated S. Helman, seconded by C. Doolittle

K. Schmidt nominated L. Shambo, seconded by K. Pelkey.

S. Helman accepted the nomination.

L. Shambo (not present was assumed accepted)

S. Helman received 5 votes

L. Shambo 1 vote

S. Helman is the new DRB Chair

### Nominations for DRB Vice Chair:

Vice Chair S. Helman asked for Vice Chair nominations:

J. Bauer nominated C. Murray, seconded by C. Doolittle.

C. Murray accepted the nominations and received 6 votes

C. Murray is the new DRB Vice Chair

### Nominations for DRB Clerk:

Vice Chair S. Helman asked for nominations.

J. Bauer nominated M. La Barge-Burke, seconded by K. Pelkey

M. La Barge-Burke accepted the nomination

M. La Barge-Burke received 6 votes.

M. La Barge-Burke is the DRB Clerk.

## 7. Roundtable - None

8. **Executive Session:** - None

9. **Adjourn:** The meeting adjourned at 7:37pm on motion from C. Doolittle seconded by K. Schmidt

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

Respectfully Submitted,

Michelle La Barge - Burke, Permit Administrator  
Recording Secretary/DRB Clerk

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**CITY OF BARRE, VERMONT  
DEVELOPMENT REVIEW BOARD  
HEARING: OCTOBER 3, 2024  
NOTICE OF DECISION FOR 2 NORTH STREET**

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**I. INTRODUCTION and PROCEDURAL HISTORY**

1. This proceeding involves a request for a Design Review and Historic Overlay approval for exterior stairs of a Historical Building from the Development Review Board (the DRB).

On September 5, 2024, Jessamine Kelley (the "Applicant") filed a City of Barre zoning application (the "Application") and supporting documentation seeking approval for the proposed Design Review and Historic Overlay approval for exterior stairs, at 2 North Street (the "Project"). The owner of the subject property (the "Property") is Jessamine Kelley (the "Owner").

2. The property is located at 2 North Street, tax map ID# 1085-0020.0000, SPAN # 036-011-10435. It is currently a residential building, in the Mixed Use 1 Zoning District, on 0.16 acres. The property is bounded by residential and commercial buildings and city streets.
3. The October 3, 2024 Hearing was warned 15 days before; in the Wednesday, September 18, 2024 Times Argus issue per Vermont Statute 24 VSA §3105 (b)
4. On September 18, 2024, the Zoning Administrator sent to adjoining property owners a copy of the agenda with memorandum notifying them of the public hearing on the Project's request. A notice for posting of the October 3, 2024 hearing with the memorandum was also sent to the Applicant/Owners on the same day. The Barre Historical Society was also notified on September 18, 2024 with a memorandum and agenda notifying them of the public hearing per ordinance.
5. On September 26, 2024, the Zoning Administrator sent the City of Barre Department Heads the application for the project at 2 North Street asking for concerns or comments as the appointed Design Review Advisory Committee. No concerns were shared with the Zoning Administrator.
6. A hearing of the DRB was held on October 3, 2024 in a hybrid format including in-person and digital participation. Present during the hearing were the following members of the DRB:

Sarah Helman, VChair	Colin Doolittle	Chrysta Murray
Jayne Bauer	Kendall Schmidt	Katrina Pelkey

7. At the outset of the hearing, the DRB afforded those persons wishing to achieve status as an interested party an opportunity to participate as outlined in Vermont Statute 24 VSA §4465(b). The list of persons attending the hearing is included in the application packet, and listed:

Jessamine Kelley

Applicant/Owner

11. A presentation of the application was provided by the applicant at the October 3, 2024 Hearing. All application documentation, including a staff report prepared by the Permit Administrator in connection with the consideration of the application from the DRB Hearing October 3, 2024, is on file in Barre City Hall.

## II. FINDINGS and CONCLUSIONS

Based on the application materials, testimony by the Owner/Applicant and Hearing participants and documents read into record, the DRB makes the following findings and conclusions.

1. The property is located in the Mixed Use 1 Zoning District as described on the City of Barre's official Zoning Map and included in the Unified Development Ordinance (the "UDO", effective January 7, 2020).
2. Figure 4-1 of the UDO is Conditional Use Criteria that the applicant must demonstrate the proposed project meets. Also, Section 4303.D Design Review Criteria and 2202. E & 2202. F Historic Structure Overlay Criteria.
3. The Permit Administrator's Staff Report to the DRB identifies those standards for Conditional Use, Design Review Overlay, Historic Overlay and MU-1 District standards, and describes the consistency of this request against those standards.
4. The DRB afforded those in attendance an opportunity to provide testimony or evidence during the public hearing to consider, prior to rendering a decision.
5. During the hearing, the following testimony was provided by the Owner/Applicant:
  - a. New drawings of the proposed stairs were provided to the Vice Chair by the applicant/owner who shared within the zoom for all participants to see.
  - b. The exterior part of the stairs will be boxed in on the porch and not protrude off of the porch.
  - c. The stairs will come out about 2 feet onto the porch
  - d. Part of the proposed apartment was vacant for at least 60 years. She heard the story that the brother was in the Korean War and the family wanted to have a place for him when he returned. Unfortunately, he never made it home.
  - e. The historic trim will not be touched for this project.

## III. DECISION and CONDITIONS

The DRB deliberated on the submission of the proposed Design Review & Historic Criteria for the stairs of the Historical Building. Based on the information presented in the application, at the hearing and discussed during deliberation, the DRB made the following motion:

*Approve application as presented with the handrail requirement per the Fire Marshal. In addition, the DRB authorizes the Permit Administrator be allowed to approve any immaterial or non-substantial changes to the variance without having to come back before the DRB for revision.*

The motion passed by a vote of 6-0-0 and is therefore **APPROVED**.

Dated at Barre City, Vermont, this 11<sup>th</sup> day of October, 2024.

Sarah Helman  
Sarah Helman, Vice Chair

#### **IV. APPEAL RIGHTS**

The owner of the project property and interested persons have a right to appeal this decision, within 30 days of the date this decision is issued, to the Vermont Environmental Court, pursuant to 24 V.S.A. §4471 and Rule 5(b) of the Vermont Rules for Environmental Court Proceedings.