

**DEVELOPMENT REVIEW BOARD
MINUTES FOR THE REGULAR HEARING
THURSDAY, June 6, 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; Ward III members Katrina Pelkey and Colin Doolittle; and At-Large members Kendall Schmidt and Jessica Egerton.

Absent: Ward II member; Jayme Bauer At-Large Member; At-large Vacant Seat

Staff Present: Michelle La Barge-Burke, Permit Administrator

Public Present (from presentations and Sign-in Sheet): Benjamin Perry

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.

2. Visitors and Communications: None

3. Old Business:

a. *Consideration of May 2, 2024 Minutes:*

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

b. *Consideration of May 2, 2024 Decision:*

Motion to approve the decisions for 16 Merchant Street and 168 N Main Street was made by C. Murray and seconded by S. Helman, **motion carried unanimously 7-0-0.**

4. New Business:

Motion made by C. Doolittle to enter into the first Hearing, seconded by K. Schmidt. **Motion carried 7-0-0**

The hearing began at 7:04 pm.

Benjamin Perry, 135 Berlin Street. Seeks curb cut variance; R-4 Zoning District

The Oath was administered to Ben Perry who wished to proceed and had nothing to add for the Development Review Board.

- Ben commented that the new driveway would be the best access to the front door.

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 if this new driveway would be the primary. Ben indicated that they currently use the lower driveway but only have room for 2 cars front to back and guests have to park on the lawn.

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 two weeks.

5. Deliberative Session

Motion by C. Murray and seconded by K. Schmidt to close the public hearing and go into deliberative session at 7:08 pm, **motion carried unanimously 7-0-0**. Chair L. Shambo asked M. La Barge Burke to join them.

Motion by C. Doolittle and seconded by J. Egerton to leave Deliberative Session at 7:13 pm, **motion carried unanimously 7-0-0**.

- **135 Berlin 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: S. Helman added additional conditions that regulations be adhered to for the storm water requirements. Seconded by J. Egerton **motion carried unanimously 7-0-0**.

Old Business:

Consideration of the DRB Operational Bylaws.

L. Shambo – reappointment letters should go to the City Manager the same as for applicants.

Motion by S. Helman to accepted the Operational Bylaws with the change of the reappointment letters going to the City Manager. Seconded by C. Doolittle. **Motion carried unanimously 7-0-0**

July Meeting

The date was discussed as the next meeting falls on Thursday, July 4. The following dates were offered: Wednesday, July 3, Friday, July 5, Wednesday, July 10 & Friday, July 12, 2024.

- Discussion was had by all members and the date that most members could be present was Friday, July 12, 2024

To be approved at the 7/12/2024 Hearing

Motion by C. Murray for a Special Meeting for Friday, July 12, 2024 at 7pm. Seconded by S. Helman

6. **Roundtable:**

J. Egerton asked if we still had a vacant seat. Chair; L. Shambo confirmed we have one At-Large seat vacant.

7. **Executive Session:** None.

8. **Adjourn:** The meeting adjourned at 7:25 pm on motion from K. Schmidt seconded by J. Egerton, **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