

**DEVELOPMENT REVIEW BOARD
MINUTES FOR THE REGULAR HEARING
Thursday December 5, 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 Chair Sarah Helman (Ward II) at 7:02 pm., noting quorum was met.

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

Absent: At Large Vacant Seat

Staff Present: Michelle La Barge-Burke, Permit Administrator

Public Present (from presentations and sign-in sheet): In-person: Michael Monte and Casey Harrington

2. **Adjustments to Agenda:** Chair Sarah Helman asked to have the Date and Time of the next Meeting be added between item 6 and 7 and become a standing item moving forward.

3. **Visitors and Communications:** None

4. **Old Business:**

a. **Consideration of November 7, 2024 Minutes:** Motion to approve the minutes made by E. Turner and seconded by C. Murray, with the following friendly amendments:

Second Page: third bullet – J. Aden to J. Alden; second bullet remove “and to be there”; first bullet second section after interior doors replace “?” with “.”. Third Page: Hearing title should be 1 Campbell Place and bullet one also 1 Campbell Place, **motion carried unanimously 8-0-0.**

b. **Consideration of November 7, 2024 Decision:**

18 S Main Street- Motion to approve by C. Murray, seconded by K. Pelkey, **motion carried unanimously 8-0-0.**

0 Seminary Street/1 Campbell Place- Motion to approve by J. Bauer, seconded by L. Turner, **motion carried unanimously 8-0-0**

5. **New Business:**

Monte Properties LLC, 59 Summer Street:

Chair Helman read the brief overview of the matter before the board for the evening; asked if there was anything needing to be read into the record, M. La Barge-Burke stated there was not. Chair Helman asked if there was any ex parte communication among the board members that

needed to be disclosed and the response was there was none. Lastly, she noted to the applicant that the board is currently comprised of 8 members out of 9, and that in order to receive approval of their application that there must be 5 votes in the affirmative to pass, and that they are down one member and can postpone the hearing if they choose – the applicant chose to proceed.

Monte Properties LLC, 59 Summer Street. Seeks Subdivision Sketch Plan Approval; Design Review Overlay District, MU-1 Zoning District.

Motion to open hearing by C. Murray, seconded by K. Pelkey at 7:13 pm, **motion carried unanimously 8-0-0.**

Present for the application was Mike Monte. The Oath was administered by Chair Helman.

Chair Helman asked if there was anything to add from the application and staff report that was already received and M. Monte was invited to speak.

- M. Monte asked to confirm that the Board all had colored copied which was confirmed.
- M. Monte's father and grandfather purchased the law office and rental house in 1968.
- Per subdivision regulation in MU-1 the lot would need to be 8,000 sq. ft. and is short and would like to request a 10% waiver.
- Dotted lines are drawn on the sketch to show potential easements and right of ways for the rental house.

Chair Helman asked each of the Board members if they had any comments or questions:

- J. Bauer asked about snow removal plan, which M. Monte shared has been backed dragged from the driveway and pushed in front of the office on to the Summer St lawn. The same contractor is used as does the St. Monica's Parish/neighbors currently.
- L. Shambo asked about the dotted lines between the houses on the sketch. M. Monte stated that is to allow the house to use everything up to the porch.
- L. Shambo asked who will do the final plan. M. Monte shared he wanted to be sure it was agreeable before proceeding with a surveyor for the final plans.
- C. Doolittle asked for clarification on the current driveway off from West Street and proposal line for water and sewer was to allow setbacks which M. Monte agreed.
- C. Doolittle asked if the current buildings have separate water and sewer lines – M. Monte stated yes.
- C. Doolittle asked about the easement and the usage between the two buildings and parking. M. Monte shared that they park near the office because of the snow on the steel roof. They used to be more staff using the office building but there is about 2 currently and they rarely fill the lot.
- C. Doolittle asked if they plan to sell the rental house if approved, which M. Monte agreed and it was currently vacant as he is not interested in being a landlord anymore.
- K. Pelkey asked who the gravel lot was owned by, which M. Monte shared it was the Church and there was once a 16 unit apartment building there but was torn down.

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- L. Turner clarified that the 4779 sq. ft. is with the use of the easements and right of ways and M. Monte stated yes.
- No public comments or questions were directed toward the applicants.

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

Motion to close the hearing by L. Turner and seconded by C. Doolittle at 7:30 pm, **motion carried unanimously 8-0-0.**

Baron Properties LLP, 10 Brook Street Application:

Chair Helman read the brief overview of the matter before the board for the evening; asked if there was anything needing to be read into the record, M. La Barge-Burke stated there was not. Chair Helman asked if there was any ex parte communication among the board members that needed to be disclosed and the response was there was none. Lastly, she noted to the applicant that the board is currently comprised of 8 members out of 9, and that in order to receive approval of their application that there must be 5 votes in the affirmative to pass, and that they are down one member and can postpone the hearing if they choose – the applicants chose to proceed.

Baron Properties LLP, 10 Brook Street. Seeks Conditional Use Approval; Historic Overlay District; Special Flood Hazard Area, AE-Floodway; MU-1 Zoning District

Motion to open hearing by C. Murray, seconded by K. Schmidt at 7:32 pm, **motion carried unanimously 8-0-0.**

Present for the application Casey Harrington. The Oath was administered by Chair Helman.

Chair Helman asked if C. Harrington had anything to add from the application and staff report that was already received and invited C. Harrington to speak.

- C. Harrington provided some background that the church is not used and they use the side as overflow and don't conduct any business in the space.
- They have recently had problems with homeless in the vestibule.
- The late 70's/ early 80's it was a repair shop for boats and motor cycles and there was a cut out for a prior garage door which was covered over. He apologized for not getting a permit as he did not know.

Chair Helman asked each of the Board members if they had any comments or questions:

- S. Helman asked clarification if the door was a regular door prior and C. Harrington said no it was a garage door.
- C. Murray shared that the August 2023 photo shows a window not a door in the location, which C Harrington stated inside you could see the header for the preexisting garage door.

- L. Turner asked what the garage door was made out of and C. Harrington said it was regular door gray in color to blend in, no colonial design, just basic to blend in.
- L. Turner asked if there was any records of the previous garage door to see where it was in the concrete. C. Harrington said he had none and they ended up moving the garage door a bit to keep the other window.
- L. Turned asked if there was an option to put it on the opposite side, which C. Harrington shared that the foundation was to grade and when it floods the water comes through the buildings and where the door is now is higher up. Since the flood took out the heating there is no heat in the building.
- It was also noted that there is no curb cut in the sidewalk, which C. Harrington said they use a hand truck and there is no need for one and they are not asking for one.
- L. Shambo asked about if there was any change in traffic, which C Harrington stated the use has not changed and the only change is easier access.
- J. Bauer asked about the day to day use with no curb cut and trucks. C. Harrington said most of the time we use U-boats and trollies or he pulls his truck up so there is no traffic change and no issues with the snow.
- S Helman asked when the door was put in and Casey shared it was probably in July 2024 sometime after the flood.
- C. Doolittle asked if C. Harrington was able to provide a picture before with the header and C. Harrington said they did not and it was not covered up.

Chair S. Helman asked if there was anything to be read into the record, which M La Barge-Burke stated no.

- There were no questions or comments from the public.

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

K. Pelkey made the motion to close the hearing at 7:45pm and was seconded by C. Doolittle, **motion carried unanimously 8-0-0.**

6. Deliberative Session

Motion made by C. Murray and seconded by L. Turner to enter into deliberative session, inviting both M. La Barge-Burke at 7:46 pm, **motion carried unanimously 8-0-0.**

Motion by C. Murray and seconded by K. Pelkey to exit deliberative session at 8:39 pm, **motion carried unanimously 8-0-0.**

- **Monte Properties LLC/59 Summer Street:** Motion made by L. Turner and seconded by K. Pelkey to approve sketch plan including the waiver for dimensional requirements for subdivision and is conditional on the applicant submitting the survey and full plans in 1

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year per regulations. Also the condition that the Zoning Administrator be allowed to approve any immaterial or non-substantial changes to the criteria without having to come back before the DRB for revision, **motion carried unanimously 8-0-0.**

- **Baron Properties LLC/ 10 Brook Street:** Motion made by C. Murray and seconded by J. Bauer to approve conditional use of the garage door addition as presented while also conditioning that the Zoning Administrator be allowed to approve any immaterial or non-substantial changes to the criteria without having to come back before the DRB for revision.

Next Meeting –January 2nd at 7pm in-person and via zoom.

7. **Roundtable** – J. Bauer will be taking a class and may need to miss March and April DRB Hearings.
8. **Executive Session:** - None
9. **Adjourn:** The meeting adjourned at 8:43 pm on motion from L. Shambo seconded by C. Murray, **motion carried 8-0-0.**

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

Respectfully Submitted,

Michelle La Barge-Burke,
Permit Administrator/DRB Clerk