

**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

To be approved at the 11/07/2024 Hearing

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

To be approved at the 11/07/2024 Hearing

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

DRAFT