

City of Barre, VT

**Regular Meeting of the
Barre City Planning Commission
Thursday, March 12, 2026 at 5:30 PM**

<https://us06web.zoom.us/j/83132944524?pwd=OY7bpA4Xp6W6PoMaXOCjgyinPLafJx.1>

**Hybrid Participation ONLY this meeting
Meeting ID: 831 3294 4524
Passcode: 381609**

AGENDA

Agenda Item #	Page No.	Description
1	-	Call to Order
2	-	Adjustments to the Agenda
3	-	Public comment (for something not on the agenda)
4	2	Approval of Minutes: for the January 22, 2026 Special Meeting
5		Old Business
	4	Map Change Request for 4 Blackwell Street – zoning change discussion
	10	Municipal Plan RFP draft for discussion
6		New Business
	15	Municipal Plan Review: Next Steps discussion
7		Confirmation of next meeting date of April 9, 2026
8	18	Staff updates – as needed
9		Roundtable
10		Adjourn

Barre City Planning Commission

January 22, 2026 Meeting Minutes

Present: David Sichel (Chair), Wendy Ducey (Vice Chair), Joe Reil (Secretary), Rosemary Averill, Caitlin Corkins

Absent: Raylene Meunier.

Staff: Janet Shatney (Director of Planning, Permitting & Assessing)

Visitors: None.

1. Call to Order.

5:30pm.

2. Adjustments to the Agenda.

None.

3. Public comment (for something not on the agenda).

None.

4. Approval of Minutes.

- a. November 12, 2025.

Ducey suggested an edit, to correct the spelling of her name. Averill moved to approve with that edit, Ducey seconded, unanimous in favor.

5. Old Business.

- a. Map Change Request for 4 Blackwell Street – zoning change discussion.

The requester was unable to attend and consensus was to compile our questions to be sent to them directly.

Questions discussed were about what steps have already been, or would be, taken to bring the building up to flood regulation standards; what the current and historic usage of the building is and has been; and whether they had reviewed zoning regulations prior to making any changes. Shatney will send the questions back to the owner to discuss in our next meeting.

6. New Business.

- a. Municipal Plan Renewal/Rewrite RFP Discussion: Expiration 9/15/2028.

We will need to start planning next steps to get a consultant lined up. Shatney indicated that there is funding available now and more will be requested in the budget for the next fiscal year.

Consensus was that, given how much change has occurred since the previous plan that a completely new plan was appropriate. Some initial priorities (Housing, Grand List, Infrastructure) were discussed and Resilience was considered as an overall theme.

Next steps agreed upon were for Shatney to begin working on RFP, to begin reviewing the existing plan in detail in future meetings, and to consider other parties (e.g., BADC, Police, School Officials, other Committees, etc.) to invite to future discussions.

7. Confirm Date of Next Meeting.

February 12, 2025.

8. Staff Updates.

In addition to the information in the packet, the various City departments are working on their budgets, and work is proceeding on buyout requests. Prospect Heights project put out an RFP for a developer.

Ducey mentioned Shatney's note about the members whose terms will expire this year (Reil, Ducey, Corkins, Meunier, and Averill) and asked about the process to re-apply. Shatney indicated that she would fill out the application and that she would remind everyone when the deadline gets closer.

9. Round Table.

Sichel mentioned Reil's participation in a recent local event, the WORST. SONG. EVER. Contest, held at the Barre Opera House on November 21. Reil thanked him and explained the history and background of the event and its connections to Barre.

10. Adjourn.

6:11 pm, **Reil moved to adjourn, Ducey seconded, unanimous in favor.**



October 23, 2025

Re: 4 Blackwell St- Illegal Use of Building

To Whom It May Concern:

We are writing in response to a letter concerning the property located at 4 Blackwell St. The letter stated that the building is currently being unlawfully utilized as a two-unit residential apartment dwelling in a district designated exclusively for commercial use.

Prior to our ownership, this building comprised a residential unit and a retail office space. Upon acquiring the property, we continued to utilize the space in the same manner as the previous owners, with our office and an additional residential unit.

The location of the property is beside other multi-family mixed-use used are arguably within walking distance of downtown Barre, making it an ideal location for working professionals. We are committed to making housing accessible and affordable in the area. Given the number of housing units affected by the 2023 flood, our objective is to establish more housing. Re-zoning this building to permit residential use will significantly contribute to alleviating the housing crisis in the area.

We respectfully request that the Planning Commission approve a change of use to allow this building to be utilized for residential housing. Granting this change will facilitate the presence of more workforce housing in the area, thereby helping to vitalize Barre.

We look forward to hearing from you

Sincerely,

Boardman Holdings LLC

BARRE CITY UNIFIED DEVELOPMENT ORDINANCE

Effective July 16, 2019; revised 8/20/19; 1/07/20

2. Zoning Districts

210. Base Zoning Districts

2115 Use Table

USE & DEFINITION	UC-1	UC-2	UC- 3	MU-1	MU-2	MU-3	R-16	R-12	R-8	R-4	GB	IN	CIV	CON
RESIDENTIAL														
Single-family dwelling Use of a structure for habitation by one household that provides complete independent living facilities including permanent provisions for living, sleeping, eating, cooking and sanitation.	X	X	P ¹	P	P	P	P	P	P	P	X	X	X	X
Two-family dwelling Use of a structure for habitation by two households each in a unit that provides complete independent living facilities including permanent provisions for living, sleeping, eating, cooking and sanitation, and with each unit having a separate entrance from the outside or through a common vestibule.	X	X	P ¹	P	P	P	P	P	P	P	X	X	X	X
Three- or four-family dwelling Use of a structure for habitation by 3 or 4 households each in a unit that provides complete independent living facilities including permanent provisions for living, sleeping, eating, cooking and sanitation, and with each unit having a separate entrance from the outside or through a common vestibule.	X	P	P	P	P	X	P	P	P	P	X	X	X	X
Multi-family dwelling (5+ units) Use of a structure or part of a structure for habitation by five or more households each in a unit that provides complete independent living facilities including permanent provisions for living, sleeping, eating, cooking and sanitation, or any dwelling unit in a mixed-use building. See Section 3201 .	P	P	P	P	C	X	P	C	C	C	C	X	X	X
Accessory dwelling Accessory use of single-family residential property for a second dwelling unit that provides complete independent living facilities including permanent provisions for living, sleeping, eating, cooking and sanitation. See Section 3202 .	X	X	P ¹	P	P	P	P	P	P	P	X	X	X	X
Home occupation Accessory use of single-family residential property for a small business that does not alter the residential character of the property. See Section 3203 .	X	X	P ¹	P	P	P	P	P	P	P	X	X	X	X
Home business Accessory use of single-family residential property for a small business that may alter the residential character of the property. See Section 3204 .	X	P	P	P	P	P	C	C	C	C	X	X	X	X
Family childcare home Accessory use of single-family residential property for a small daycare business that operates under state license or registration. See Section 3205 .	X	P	P	P	P	P	P	P	P	P	X	X	X	X
Senior housing Use of one or more structures to primarily house people age 55 or older that: (a) Contains multiple dwelling units each intended for habitation by one household and providing complete independent living facilities including permanent provisions for living, sleeping, eating, cooking and sanitation; and (b) May offer minimum convenience services to residents as an accessory use.	P	P	C	P	X	C	P	P	P	P	X	X	X	X
Assisted living Use of one or more structures to provide housing, board and care to residents who need assistance with daily activities such as dressing, grooming, bathing, etc. and that operates under state license. Includes residential care homes.	C	C	C	P	X	C	P	C	C	C	C	X	X	X
Skilled nursing service Use of one or more structures to provide housing and 24-hour skilled nursing care to residents and that operates under state license. This includes nursing or convalescent homes, and hospice or respite care facilities.	X	C	C	P	X	C	C	C	C	C	C	X	X	X
Group home Use of single-family residential property to provide housing to people with a handicap or disability that operates under state license or registration. See Section 1105 and Section 3206 .	X	X	P ¹	P	P	P	P	P	P	P	X	X	X	X
Single-room occupancy Use of a structure or part of a structure to provide housing to single individuals each in a single-room dwelling unit that is not required to include food preparation or sanitary facilities. See Section 3207 .	C	C	C	C	X	X	C	X	X	X	X	X	X	X
Emergency housing Use of structure or part of a structure to provide food, shelter, and other support services on a temporary basis to people who are homeless or to victims of disaster.	C	C	C	C	X	X	C	X	X	X	X	X	X	X

P = Permitted Use | C = Conditional Use | X = Prohibited Use | All uses other than single- and two-family dwellings, and accessory uses to single- and two-family dwellings, require site plan review in accordance with [Section 4305](#). | ¹ Additional use standards apply (see zoning district section)



Zoning Districts

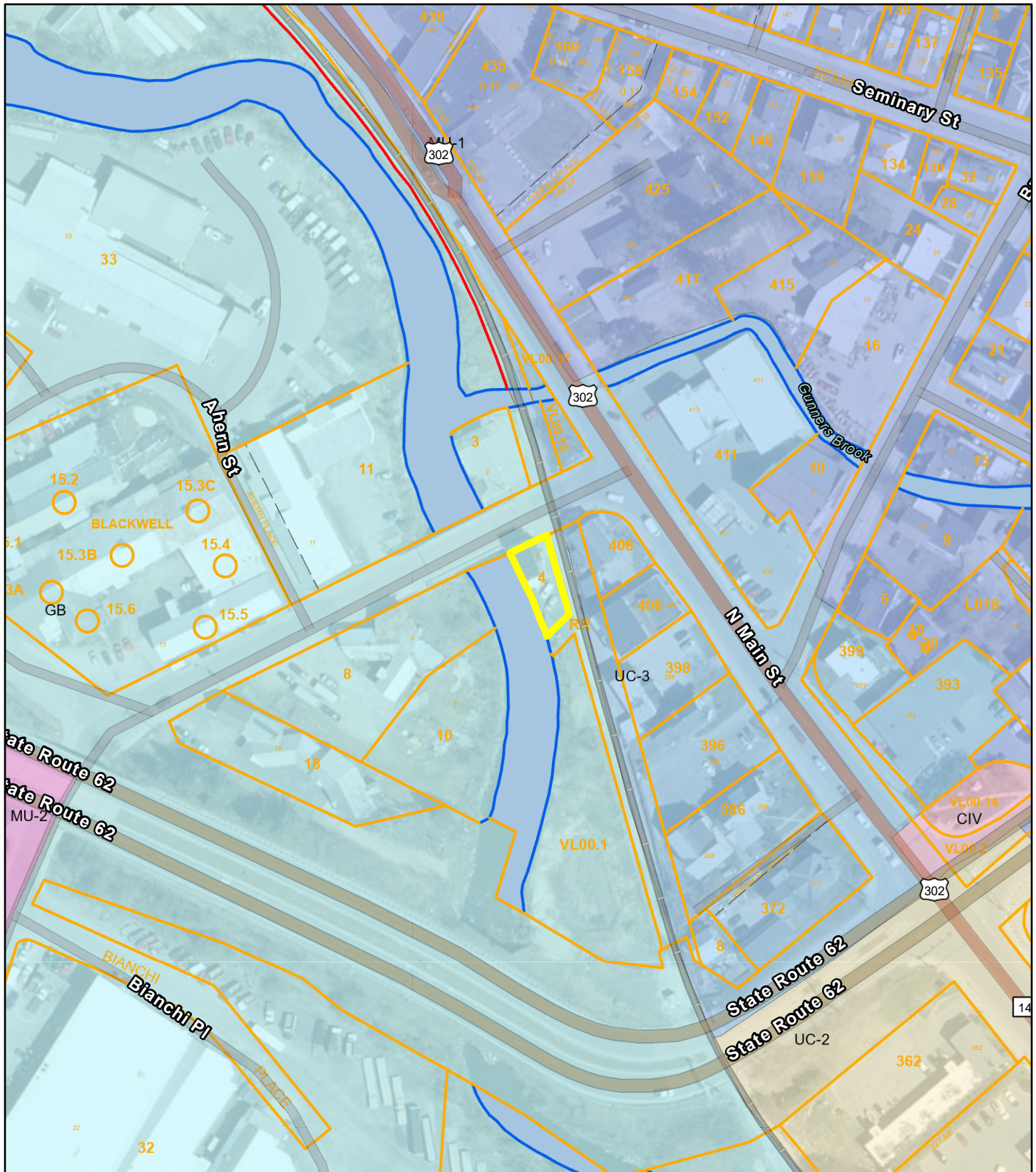
City of Barre, VT

1 inch = 136 Feet



www.cai-tech.com

November 10, 2025



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.





Re: Barre City Planning Commission Mtg Jan. 22 QUESTIONS TO BE ANSWERED PLS

From Vermont Rental Solutions <admin@vtrentalsolutions.net>

Date Thu 02/05/2026 8:49 AM

To Janet Shatney <PPADirector@barrecity.org>

Good Morning Janet,

See responses below in green.

Please let us know if you need any further information.

On Thu, Feb 5, 2026 at 8:19 AM Janet Shatney <PPADirector@barrecity.org> wrote:

Good morning, Lucky,

The Planning Commission, at their January 22nd meeting reviewed your request again, and came up with this list of questions to further their review. They are meeting next week Thursday, Feb. 12 at 5:30 and am hoping you are able to come, and go through your answers to further your request.

If you could answer these 6 questions so that I can include them in the Commission's packet tomorrow afternoon, they would appreciate it, thanks.

1. Are either of the units occupied at present -**Yes both of these unit are occupied and have been for multiple years.**
2. What are you planning to do to renovate (no permits have been obtained since the July 2023 flood) -
There was no renovation needed, the water did not effect the units. The original renovation 4ish year ago. That was mainly flooring and paint.
3. Since owning the building, have you experienced any backup flooding or chokepoints, primarily because of the bridge -**No. We were surprised with the flood that the building only had basement water.**
4. What work have you done to already mitigate, and what else do you plan to do, as the property is in the floodway. -**The utilities are already on the first floor, so there is no flood concern for heating and electrical. The basement has been spray foamed.**

They asked how far back has that property been just commercial, and I will answer that as I have zoning and permitting records and information from the previous owner. -**it has always been used as a duplex since our ownership. The permits we pulled were for updating electrical and Rob Stratton did the inspections and approved the work. The design is a traditional up and down duplex. We understand the front is appealing for commercial however there is a larger need for housing then 500 sq/ft commercial space.**

Thank you in advance for getting these 4 answered and back to me to further their discussions.

*Janet E. Shatney, Director
Planning, Permitting & Assessing Services*

4 Blackwell flood photos: taken by drone July 11, 2023 at 12:24 pm





City of Barre, Vermont

6 N. Main St., Suite 2
Barre, VT 05641

www.barrecity.org

R. Nicolas Storrellicastro
City Manager
(802) 476-0240
citymanager@barrecity.org

Request for Qualifications Barre City Municipal Plan Update

Issue Date

Proposals Due Date	DATE
Consultant Selection By Planning Commission:	DATE
Work Completion Deadline	DATE
Contact Person	Janet Shatney, Planning Director, PPADirector@barrecity.org ; (802) 476-0245

Project Purpose and Description

The City of Barre, Vermont (the "City") is seeking a consultant to assist in the update and re-write of the City's Municipal Plan. Specific areas of assistance will include the generation of maps, charts and data to assist in the facilitation of, and as a product of, public participation. Special focus will be given to the continued revitalization of our downtown core district, our north end area, along with economic development and housing goals as a priority.

The political boundary of the City is 4 square miles with an updated population of 8,272 residents. Our Unified Development Ordinance defines 3 urban core districts that surround our downtown, 3 mixed use districts and 4 residential zoning districts. We have a State Designated Downtown, and two historic districts: the Downtown Historic District and the Currier Park Historic District, with multiple State designated Historic Structures within the City.

Over the next few years, the City is undertaking a number of efforts including a new Headworks facility at the wastewater treatment facility, a new public works garage, new utility work on Seminary Street in preparation for the housing project that will be built this year off Seminary Street; a new water main crossing at the Rte. 62 and Berlin Street intersection. The City was also able to purchase this year the blighted building located at 143 N Main Street that was the location of JJ Newbury's Department Store, which is slated for future development. The City is also in the process of purchasing a 34-acre parcel off Prospect Street and will develop for future housing. As the City experienced a catastrophic flood in July of 2023, and 2 more major flood events in December 2023 and again in July 2024, this Municipal master plan needs to be a rewrite to keep ahead of the changes

The City completed an entire rewrite of the Municipal Plan that was adopted in early 2014. Subsequent to that, the current plan is an update. Many of the initiatives and proposals described in this plan are either complete, out of date, or no longer valid. From the 2014 plan, the Unified Development Ordinance (fka the Zoning Regulations) was created and combined the Subdivision Regulations into it. This 8-year plan was adopted by City Council on September 15, 2020, and expires on September 15, 2028. The Planning Commission wants to start now so that we have ample time to complete solid drafts, and have them ready to go to City Council for first reading after January 1, 2028.

This project is being funded out of the Planning Department budget. The project budget is a maximum not to exceed \$40,000. All consultants must agree to comply with any fair employment practices, the Americans with Disabilities Act, and any GIS mapping must be in compliance with VCGI standards.

Final products for this project will be, based on the proposed format, final draft chapters of the Plan including any required maps. This project must be completed by **DATE**.

This proposal may be accessed on the City's website under this project in the Bids & Proposals section (www.barrecity.org/rfp).

Any and all questions are to be submitted via email to PPADirector@barrecity.org on or before **DATE**. All questions will be answered by **DATE**. Any questions received and answers provided will be posted on the City's website under this project in the Bids & Proposals section.

Work may commence by **DATE** and must be completed no later than **DATE**.

Scope of Work

A key component of the consultant's role will be public outreach and citizen participation, engaging stakeholders and the public using workshops, focus groups, charettes, interviews, surveys, and other tools like, web sites, and other media. A key requirement of the contracted consultant will be to provide specific outreach tools for the chapter at hand. Some chapters may require meetings with key individuals (such as the Public Works Director for transportation and sewer and water), other chapters need input from groups (Barre Area Development and The Barre Partnership for Economic Development) and others may require public input through hearings and surveys (evaluating community needs and preferences).

General Conditions

The City does not have GIS capacity in house so consultants will be responsible for the creation and development of any necessary maps. All work associated with this project will become the City of Barre's property and must be provided via electronic means prior to completion of the project.

Site Visit

No facilitated site visits are planned for this proposal, and any consultant interested in working with us should familiarize themselves with the City.

Proposal Submission

Proposals will be received by the City of Barre until **DATE AND TIME**. Proposals shall be plainly marked as **PROJECT NAME** and must be delivered in a sealed envelope **and/or via email to:**

Janet Shatney, Director of Planning

City of Barre, VT
6 N Main Street Suite 7
Barre, VT 05641
(802) 476-0245 office
(802) 477-1465 Direct
PPADirector@barrecity.org

Submittal requirements must be provided with the Proposal:

- A short letter of interest
- Statement on consultant qualifications. If more than one firm is involved, describe working relationship
- Detailed scope of services incorporating the consultant elements of the attached work plan
- Schedule for completing each task in the scope of services
- Estimated budget for each task
- Fee structure and estimate of total cost for performing the scope of services
- Summaries of relevant projects, including the names and telephone numbers of references

Proposals shall be signed by an authorized agent of the consultant. All information submitted becomes the property of the City upon submission.

Proposals shall be effective and open for acceptance for 60 days after date and time set for receipt thereof. The City may waive any informalities or minor defects and/or reject any and all proposals. Any proposal may be withdrawn prior to the above scheduled time for the opening of Proposals or authorized postponement thereof. Any proposals received after the time and date specified shall not be considered. **The City reserves the right to reject any/all Proposals at its discretion if such action is deemed in the best interests of the municipality.**

Selection Criteria

This project will be a collaboration between the City Planning Commission, Planning Director and Consultant. The City is looking for a candidate with the interest and drive to produce a master plan that is truly innovative and effective at articulating the City's goals and visions as well as establishing mechanisms to implement the plan. Qualifications required for selection include:

- Experience in developing City master plans and facilitating public input
- Talents in graphic design and layout of plans to best communicate ideas and concepts
- Background in GIS to develop effective maps
- Knowledge of Vermont State laws and the requirements for municipal plans outlined in Chapter 117 of Title 24
- Proven ability to work with committees and conduct public workshops.
- Ability to begin work immediately.

It is anticipated that a contract will award on or after **DATE**. Contracts over \$25,000 require prior approval by the City Council in accordance with the [City of Barre Procurement Policy](#).

Schedule

- Proposals are due by **DATE AND TIME**
- The Barre City Planning Commission will review and rank proposals at their DATE Planning Commission meeting
- At the discretion of the Planning Commission, interviews may be asked for top candidates. Interviews will be scheduled by **DATE**.
- Recommendations will be sent to the City Council for final approval at the earliest opportunity.
- The Consultant may begin as soon as the contract is signed.

The City reserves the right to accept the proposal deemed to be in the best interest of the City of Barre, even if it is not the lowest. The City of Barre also reserves the right not to award the contract to any proposer, if not making an award is deemed to be in the best interest of the City. All proposers, successful or unsuccessful, will receive notice of the City's decision to either accept or not accept after the Planning Commission has reviewed and recommended to City Council their choice.

The selected Contractor and the City of Barre agree that the provisions of this Request for Qualifications are incorporated by this reference into any executed contract.

Payment

Payment will be made to the contractor (generally within thirty (30) days of submission of an invoice).

Insurance

A copy of insurance shall be provided and be maintained until the project is completed. Such insurance shall include coverage for general and automobile liability.

Coverage shall be maintained without interruption from date of commencement of the work until the date of completion. Certificates of Insurance, and a W-9 acceptable to the City shall be filed with the Planning Director prior to commencement of work.

Termination for cause

The City of Barre may terminate the contract if the contractor:

1. Does not proceed in an expeditious manner with adequate forces to accomplish the work within the contracted time;
2. Fails to begin the work within the specified time;
3. Fails to pursue the work in a manner to ensure proper completion;
4. Pursues the work in a manner to render the completed project unsuitable to the City;
5. Discontinues work on the project;
6. Fails to make payments to subcontractors for materials or labor in accordance with the respective agreement between contractor and the subcontractors;
7. Persistently disregards directive of the City of Barre or laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction; or
8. Otherwise is guilty of substantial breach of a provision of the contract documents.

When any of the above reasons exist, the City of Barre may without prejudice to any other rights or remedies of the City of Barre and after giving the contractor and contractors surety, seven days written notice, terminate employment of the contractor and may, subject to any prior rights of surety:

1. Take possession of the site and of all materials, equipment, tools, and construction equipment machinery thereon owned by the contractor;
2. Accept assignment of subcontractors pursuant to the following:
 - a. Each subcontractor agreement for a portion of the work is assigned by the contractor to the City of Barre provided that assignment is effective only after termination of the contract by the City of Barre for just cause and only for those subcontract agreements which the City of Barre accepts by notifying the subcontractor in writing and assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the contract.

When the City of Barre terminates the contract for one of the reasons stated above, the contractor shall not be entitled to receive payment until the work is finished. If the unpaid balance of the contract sum exceeds costs of finishing the work, including the City of Barre expenses made necessary thereby, such excess shall be paid to the contractor. If such costs exceed the unpaid balance, the contractor shall pay the difference to the City of Barre.

Suspension for convenience

The City may, without cause, order the contractor in writing to suspend, delay or interrupt the work in whole or in part for such period of time as the City may determine. Only adjustments for lost days shall be made.

Indemnification

The contractor will indemnify and hold harmless the City of Barre, their agents and employees from and against all claims, damages, losses and expenses. This indemnification shall include attorney's fees arising out of, or resulting from the performance of the work, and is caused to whole, or in part, by any negligent or willful act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

The indemnification obligation shall not be limited in any way by the amount or type of damages, compensation or benefits payable by or for the contractor or any subcontractor under worker's compensation acts, disability benefit act or other employee benefit acts in any and all claims against the City of Barre or any of their agents or employees by:

- any employee of the contractor;
- any subcontractor;
- anyone directly or indirectly employed by any of them; or
- anyone for whose acts any of them may be liable.

The obligation of the contractor under this paragraph shall not extend to the liability of the City of Barre, its agents or employees arising out of preparation or approval of drawings, opinions, reports, surveys, change orders, designs, or specifications.

	Next Step	Priority	Status	Responsible Dept./Individual (updated from Municipal Plan outline)	Logical obstacles
Economic Development	Implement the state-approved Tax Increment Financing (TIF) District for the downtown business district.	A	In Progress	Council; City Manager, TIF Administrator	Done; we have spent \$2.2M of the \$6.6M granted; the city is seeking an amendment to add the Seminary Street work as an approved project to our TIF District
	Open a grocery store in Barre City.	B	Cancelled	External entity	The now defunct Granite City Co-op attempted to locate and permit one, but the necessary real estate for parking was unable to be obtained
	Complete planning for and implement the Merchant Row project.	A	Over Budget	Planning Director and others	Tied to TIF - time and financing
	Update planning for and implement the North Main to Summer Street project.	B	Cancelled	Planning Director	Outdated plan, planned project will not work as outlined; need updated plan endorsed by the Council
Housing	Undertake a study to document the occupancy of downtown buildings and recommend strategies to encourage use of upper floors for housing.	B	Not Started	Planning Director with Planning Commission	A better idea to complete with housing as a statewide priority now; can be incorporated into the Housing Needs Assessment tool provided by the CVPRC
	Implement a pilot program that would assist with the purchase and management of owner-occupied rental properties in the city.	C	Paused	City Council	Appears no interest at this point
	Amend the city's Minimum Housing Code to incorporate stronger and more effective standards.	B	Completed	Code Enforcement	Council updated Chapter 7 Ordinance in 2024; and is an ongoing item for the Fire Marshal and City Staff
	Encourage home-sharing as a means of keeping larger single-family homes intact.	C	Cancelled	City Website	Does not appear to be something of interest
	Consider implementing a Housing Preservation Loan Program to help with the repairs needed to homes in the City.	A	In Progress	City Council, Downstreet	Revolving Loan Fund that Downstreet is managing for this
Transportation	Develop and adopt a Complete Streets policy.	B	In progress	Public Works Director and Planning Director	Little interest from former and current Public Works Directors
	Investigate demand for and establish additional scheduled stops as needed along the City Route, City Commuter and Hospital Hill bus routes.	B	Over Budget	GMTA	Changes at GMT including funding, routes, etc. and there are other vehicles-for-hire in the city now that take care of these needs
	Encourage and support Barre City Elementary and Middle School's (BCEMS) involvement in the Safe Routes to School program.	B	Not Started	Fire and Police Departments	Little interest in the past by these entities
	Identify and take appropriate action with regard to paper streets, particularly those that are limiting the use and development of otherwise suitable lots.	B	In Progress/behind schedule	Public Works Director	Lack of infrastructure on these streets makes development harder and more costly; UDO requires property to have municipal connections; Public Works has changed policy on maintaining private streets
	Develop and adopt road standards.	A	Not begun	Public Works Director	Time; prioritization
	Complete a citywide Pedestrian Environment Quality Index (PEQI) and Complete Streets assessment.	B	Not begun	Recreation Director	Time and attention from other DH's
	Review access management provisions in the city's land use regulations and update as needed.	C	Not begun	Public Works Director, Planning Commission	no movement on this topic

	Next Step	Priority	Status	Responsible Dept./Individual (updated from Municipal Plan outline)	Logical obstacles
	Develop a citywide long-range bicycle and pedestrian plan.	C	Not begun	Recreation Director	Attention and prioritization
	Complete construction of the bike path through the city.	C	In progress	Public Works Director; City Manager, Recreation Director	Some legs have been completed; there is no further movement on any additional sections being developed at this time
	Re-engineer the railroad trestle on Vanetti Place to mitigate flood hazards.	A	Completed	VTrans, the Railroad and CVRPC	Due to the July and December 2023, and July 2024 flooding, they exacerbated this need and the trestle has been removed
	Construct Barre's first traffic circle.	C	Cancelled	Public Works Director	Former Planning Commission member wanted to see this done primarily at the N Main and Berlin Street location; but any other location; feasibility; cost is not being entertained
Public Utilities	Prepare and adopt a Capital Improvement Program, which would incorporate the capital improvements needed by city-owned utilities into a municipal capital planning and budgeting process that would include all city departments/services.	A	Completed	Planning and Finance Directors	With the new City Manager, now former Asst. City Manager and all Department Heads, this plan was completed and implemented and remains an active program
	Install guard rails around the city's reservoir.	C	Not begun	Public Works Director	No interest by the Director; scrutinization of the use of the reservoir is currently taking place with the public
	Pursue further waste-based economic development, expanding and building upon the success of ReSource's project at 30 Granite Street	B	In Progress	BADC	Barre City, under the membership of the CVRSWMD's zero waste policy and Act 148 (established universal recycling and composting statewide) would need to find a property and a developer
Energy	Continue the support of the Barre City Energy Committee (BCEC) to coordinate the city's energy planning, efficiency, conservation and generation efforts.	C	Cancelled	BCEC	this committee is defunct with no active members, nor anyone seeking to reinstate this committee at this time
	Schedule and continue to complete energy efficiency upgrades to city-owned buildings.	A	In progress	Facilities Director, Planning Director	A Municipal Energy Grant for \$500,000 and Senator Sander's Congressionally Directed Spending of \$2.9M will assist in energy upgrades to City Hall and the Auditorium. The City has purchased property in Barre Town to move the Public Works Campus there by end of 2026
	Consider implementing the voter-approved Property Assessed Clean Energy (PACE) program.	C	Cancelled	City Clerk with City Council	No interest
	Adopt energy-efficiency standards for rental units, particularly those that do not include heat as part of the rent.	B	Not begun	Code Enforcement, Council	prioritization, funding, authority
Utilities	Prepare and adopt a Capital Improvement Program, which would incorporate the capital improvements needed by city-owned utilities into a municipal capital planning and budgeting process that would include all city departments/services.	A	Completed	Planning and Finance Directors	With the new City Manager, now former Asst. City Manager and all Department Heads, this plan was completed and implemented and remains an active program

	Next Step	Priority	Status	Responsible Dept./Individual (updated from Municipal Plan outline)	Logical obstacles
Community Services and Air	Enroll in the National Flood Insurance Program's Community Rating System.	B	In progress	Planning Director with Public Works Director	time and attention
	Develop and adopt a citywide Parks and Recreation Plan.	C	Not begun	Recreation Director	With the retirement of the former Recreation Director in 2024, the City went a year without any formal recreation direction. The City Manager has hired a Recreation Coordinator/Director with multiple new and changing programs occurring; census between Council, City Manager and Recreation Coordinator should be sought

Natural Environment	Enroll in the National Flood Insurance Program's Community Rating System.	B	In progress	Planning Director with Public Works Director	time and attention
	Develop and adopt a river management plan	B	Not begun	Public Works and Planning Directors	FEMA will release the new flood hazard zones some time in 2026 hopefully, and with ANR requirements and a new state flood bylaw, this will be a future endeavor
	Develop and adopt a citywide Open Space Plan	C	Not begun	Recreation Director in collaboration with Public Works and Planning Director	No desire to complete with former Public Works Director; could be done in conjunction with Recreation Plan
	Study the feasibility of and options for establishing a greenway with a multi-use path along the Stevens Branch.	C	Paused	Public Works and Recreation Directors	Sections of the multi-use path have already been completed, while other sections have not been rerouted or construction ideas sought; needs further scrutiny
	Complete the projects listed in the 2018 Central Vermont Tri-Town Stormwater Master Plan.	C	Not begun	Public Works Director	funding; prioritization; land owner buy-in

Land Use	Complete planning for and implement the Merchant Row project.	A	Over Budget	Planning Director and others	Tied to TIF - time and financing
	Update planning for and implement the North Main to Summer Street project.	B	Cancelled	Planning Director	Outdated plan, planned project will not work as outlined; need updated plan endorsed by the Council
	Complete review for implementation of a Design Review Committee.	C	Cancelled	Planning Director	staffing; endorsement by City Council; training

Priority:

A = Must Do/Doing	High priority, very important, critical items, with close deadlines or high level importance to them
B = Should Do/Doing	Medium priority, quite important over time, not as critical as "A" items, but still important to spend time doing
C = Not being done	Low priority at this time, low consequences if left undone at this moment

Status Choices:

Not Started	Planning is underway, but execution hasn't begun
In Progress	Tasks are actively being worked on
Completed	Work has been delivered and accepted
Paused	A project element can't move forward until an issue is cleared
Cancelled	The project is no longer being pursued
Over Budget	Costs have exceeded expectations
Under Budget	Costs are within expectations

Behind Schedule	The project is not on track
In progress/behind schedule	The project is happening but behind schedule
over budget/ahead of schedule	The project is late but ahead of schedule
Under budget/behind schedule	The project is on track but behind schedule
Paused/ahead of schedule	The project is not moving forward but is ahead of schedule
Cancelled/Ahead of schedule	The project is no longer being pursued but is ahead of schedule

Staff Updates for March 12, 2026 Packet

- As stated in the past, the DRB membership is 7 out of 9 possible members. And, the Planning Commission is 6 out of 7 seats. Recruitment by word of mouth is always appreciated. Last week, a resident submitted his application for the DRB board, and will be on the City Council agenda for acceptance.
- To note: in May, 5 of the Commission's membership terms are ending (Reil, Ducey, Corkins, Meunier, Averill). One individual has already expressed that they will not be renewing their term. If the remaining Commissioners are interested in renewing their 3-year term at City Council at some point between now and the end of June, I have attached the form from the website that needs to be completed and submitted to the City Manager's office for placement and approval by City Council. If any one of the remaining of you are not going to renew your term, I would appreciate an email to me indicating as such so that I can work with the Manager's office on recruitment. If you are going to seek reappointment, you must ask Chair Helman to submit a letter of support (see next page, excerpted from the City website).
- The DRB met in February to approve Site Plan for the Campbell Place parking lot redevelopment. The intention is for curbing, landscaping, traffic flow improvements and a reduction in spaces, in part from the Development known as the Stephens Branch Apartment Building that changes that area.
- Assessing continues to work with the Appraisal company; all residential has been visited, and the appraisal company, New England Municipal Consultants, is out visiting all our commercial properties now. All values get set by April 1 of this year, and they will begin their informational meetings soon regarding the changes in assessment, leading up to notices of changes of appraisal.
- FEMA buyout status: 13 properties have been purchased by the City, and 9 of those have been demolished to date. Closing for an additionally approved housesite will occur on March 13, and an offer has been made to 1 residential location, and 1 commercial location to date.
- Turning Point Center at 18 S. Main Street continues to move along nicely; their consultant and I continue to move to grant agreement from grant award, getting final pieces of documentation in the grants management system.
- CDBG-DR funding with ACCD status: 3 grant awards were given to the city for the Prospect Heights Development for \$5,434,242; the Harrington Avenue Debris Rack redevelopment for \$856,428; and the Stormwater upgrades for study and design for \$250,000. The other 4 applications were not awarded to the city.

On Friday, February 27, we submitted 2 more applications for housing development. These consisted of an application for buyouts and elevations for \$5.09M, and a second application for Acquisitions and redevelopment for \$1.46M. Awards are supposed to be made public around the beginning of April.

Volunteer Opportunities in Barre City

The City of Barre is seeking applications for volunteers to serve on City committees, task forces, boards, and commissions. Participation in these public bodies is a great way to get involved in your community, and lend your expertise or interest to make the City an even better place to live. If you are interested in serving your community, please see the application process information below.

Questions? [Email the City Manager](#).

Application Process

Interested applicants must [complete an application form](#) which is available on the City's website under Volunteer Opportunities, and attached to the end of this notice. (and after this page).

- **Due date:** Applications for terms beginning July 1, 2025 will be accepted through April 30, 2025.
 -
 - **How to submit your application:** Submit your completed application [via email](#) or drop it off in the City Manager's Office at City Hall (6 N. Main Street, Suite 2)
 -
- Note:** *You do not need to physically "sign" the application form, typing your name on the fillable form is acceptable.*

Volunteers currently serving on these public bodies who (1) have expiring terms and (2) are seeking reappointment must also submit applications.

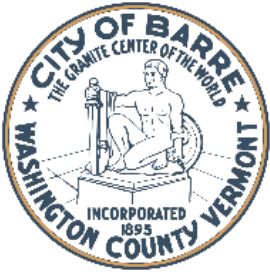
Council Interviews

Candidates for open seats will be invited to an informal interview with the City Council accordance with [City Council policy](#) prior to appointment. Council meetings generally occur every other Tuesday at 6:00 PM. A schedule of [upcoming Council meetings](#) can be located on the City's website. Candidates will be invited by City staff to a specific meeting for the brief interview. Please note that Council interviews will not be required under the following circumstances:

- The candidate is an incumbent seeking reappointment, and
- The Chair (or the Vice-Chair in the case of the Chair's pending reappointment), provides a letter in support of reappointment.
-

Additional Information

Applicants are encouraged to attend a meeting or speak to the chair of public bodies they are interested in joining.



Volunteer Application Form

Full Name

Preferred Pronouns

Home address

Barre City Resident?

E-mail Address

Cell/Home Phone Number

Position(s) you are applying for?

1.

2.

3.

Have you attended a meeting of the public bodies you are applying for?

Please describe why you are interested in the positions you are applying for. Include any special skills or qualifications that may be beneficial for the position.

By signing below you acknowledge that all information provided is accurate and complete to the best of your ability, and you understand the City Council has the authority to remove members appointed to any City-created public bodies in accordance with the City Charter and Vermont State Statute, as applicable, for misrepresentation of any statement made on this application

Sign here (or type your name for an electronic submission)

Date

For City Manager's Office Use Only

Appointed?

Term of Appointment: From

To

BARRE TOWN PLANNING COMMISSION AGENDA

The Town of Barre Planning Commission will hold its regular meeting with a public hearing on **Wednesday, March 18, 2026**, beginning at **7:00 p.m.** at the **Barre Town Municipal Building**, 149 Websterville Rd, to consider the following:

A. CALL TO ORDER – 7:00 P.M.

B. CHANGES TO THE PUBLISHED AGENDA

C. APPROVAL OF MINUTES:

- 1) February 25, 2026 (Special)

D. NON-AGENDA ITEMS (PUBLIC COMMENT)

E. WARNED PUBLIC HEARING(S):

- 1) **PROPOSED AMENDMENT TO THE BARRE TOWN ZONING BYLAW & BARRE TOWN SUBDIVISION ORDINANCE:** The purpose of the proposed amendment is to consider revisions to the following sections of the bylaws, all of which affect the entirety of the Town of Barre:

Barre Town Zoning Bylaw

- Article 3, Sec. 3.2 (Access Requirements/Required Frontage on a Public Road)
- Article 3, Sec. 3.8 (Outdoor Storage Limitations)
- Article 3, Sec. 3.9 (Off-Street Parking, Loading, and Service Area Requirements)
- Article 4, Sec. 4.4 (Campers/Recreational Vehicles)
- Article 4, Sec. 4.5 (Campgrounds)
- Article 4, Sec. 4.11 (Home Occupations)
- Article 8, Sec. 8.1 (Additional Definitions)

Barre Town Subdivision Ordinance

- Article IV, Section 420 (Lots with Multiple Pre-Existing Principal Structures) **NEW**

NOTE: Contact or visit the Barre Town Planning & Zoning Office for more information or to view the full text of the proposed amendment.

F. NEW BUSINESS:

- 1) Conceptual Discussion with Kyle Bellavance regarding a potential future Allowed Use Determination (AUD) request.

G. ZONING BYLAW UPDATE (MUNICIPAL PLANNING GRANT PROJECT):

- 1) Update on the status of the project

H. FOLLOW-UP:

- 1) Central Vermont Regional Planning Commission monthly report
- 2) Energy Committee monthly report

I. ROUND TABLE

J. ADJOURN

This meeting will offer a tele- and video conference option. To attend by teleconference, call 802-505-6632 and use meeting code 861996227#. To join by video conference, go to barretown.org and find the link on the Planning Commission page.



TOWN OF BARRE

PO Box 116
Websterville, VT 05678
(802) 479-2595

- ☒ Planning Commission
- ☐ Development Review Board
- ☐ Zoning Administrator

Planning Commission Written Report Amendments to the Barre Town Zoning Bylaw & Barre Town Subdivision Ordinance

March 2, 2026

BRIEF EXPLANATION:

The Barre Town Planning Commission is proposing amendments to modernize and clarify the Barre Town Zoning Bylaw and the Barre Town Subdivision Ordinance. Specifically, this bylaw amendment proposes to make revisions to or add new language on the following topics: road frontage and road access requirements, outdoor storage, campers/recreational vehicles, campgrounds, home occupations, and unique subdivision standards for lots with multiple pre-existing principal structures.

STATEMENT OF PURPOSE:

The Barre Town Planning Commission is seeking to amend the Barre Town Zoning Bylaw and Barre Town Subdivision Ordinance. In accordance with 24 V.S.A. § 4441(c), a written report on the proposed bylaw amendment shall be prepared and approved by the Planning Commission. As required by 24 V.S.A. § 4444, a statement of purpose shall be included in the written report.

The purpose of this bylaw amendment is to modernize the Town's zoning regulations by editing specific portions of the zoning bylaw, creating a few new definitions to provide clarity, and adding a brand new section in the subdivision ordinance. The topics proposed to be revised include areas that in recent years have hindered the Development Review Board, items that have been ambiguous to the Zoning Administrator, and potential concerns that the Planning Commission wants to address before they have the chance to become problematic to residents.

Access Requirements/Required Frontage on a Public Road – Section 3.2 of the Barre Town Zoning Bylaw:

The purpose of these updates is to improve road safety, reduce curb-cuts, enforce recognized planning practices, and clarify standards.

Key Changes:

- Require lots to consist of *contiguous* frontage along at least one road (except for back lots).
- Require wider access easements/R.O.W.s (50' in width) for back lots serving a commercial/industrial property or a residence with 3+ units.
- Increase number of driveways that may use a shared curb-cut up to 4 in order to incentivize a reduction in the overall number of curb-cuts.
- Require shared maintenance agreements for all new shared curb-cuts and shared driveways.
- Shift authority of requests for multiple curb-cuts to the Development Review Board.
- New definition (Section 8.1): *Independent access easement*.

Outdoor Storage Limitations – Section 3.8 of the Barre Town Zoning Bylaw:

The purpose of these updates is to regulate outdoor storage and protect the character of residential areas of Town.

Key Changes:

- Use of truck trailers is limited to 8 per commercial/industrial property; limited to 1 per residential property and may only be used on a temporary basis (6 months or less).
- New regulations on shipping containers: temporary use (6 months or less) allowed by right, permanent use requires approval via zoning permit, limit of 2 per residential property.
- New definition (Section 8.1): *Shipping container*.

Campers/Recreational Vehicles – Section 4.4 of the Barre Town Zoning Bylaw:

The purpose of these updates is to modernize the regulations on the use of a camper or RV as a temporary or seasonal dwelling at a residential property in order to ensure public health and safety measures are being taken, while also balancing the rights of property owners to use their property as they see fit.

Key Changes:

- Limit the use of a camper/RV as a temporary/seasonal dwelling from April 15th through November 1st; clarify that winter habitation or permanent habitation of a camper/RV is prohibited.
- Limit of one camper/RV occupied per residential property (excludes campgrounds), may not be used as or in conjunction with a commercial use or activity, landowners' permission required.
- Require campers/RVs used as temporary/seasonal dwellings to have a valid government-issued registration.
- Temporary use of a camper/RV for up to 30 days is allowed by right, extended use for more than 30 days requires DRB approval and will only be considered on a limited/seasonal basis.
- Property owners occupying a camper/RV on their own land are exempt from local permitting requirements, provided that State wastewater and potable water supply regulations are complied with.

Campgrounds – Section 4.5 of the Barre Town Zoning Bylaw:

The purpose of these updates is to bolster the existing regulations established for campgrounds to further align with land use goals and health/safety standards.

Key Changes:

- Limit the use of new campgrounds from April 15th through November 1st.
- New minimum lot size of 5 acres.
- Properties used as campgrounds shall be the only use on the subject parcel.
- Maximum of 12 tents or 8 other camping spaces (*e.g.* campers, cabins, lean-to, etc.) allowed per acre.
- At least 20% of the campground property shall be conserved as open space.

Home Occupations – Section 4.11 of the Barre Town Zoning Bylaw:

The purpose of these updates is to clarify standards and to add more flexibility to how home occupations are allowed to operate.

Key Changes:

- Eliminate contradictory language and clarify that a maximum of two employees who live off premises may work at a home occupation.
- Clarify that the primary operator of the home occupation must be a resident of the host dwelling.
- Allows a detached accessory structure to be used as part of a home occupation.
- Updated standards for allowable area for business operations: up to 25% of dwelling, up to 75% of accessory structures greater than 500 sq ft, up to 100% of accessory structures 500 sq ft or smaller.
- New parking standard (Section 3.9): 1 parking space per employee who lives off premises (maximum 2), plus 1 parking space for every 200 sq ft of building space occupied, plus the minimum parking spaces required for the host dwelling.
- Amended definition (Section 8.1): *Home occupation*.

Lots With Multiple Pre-Existing Principal Structures – Section 420 of the Barre Town Subdivision Ordinance:

The purpose of these updates is to provide a new section in the subdivision ordinance allowing for a legal resolution for (nonconforming) lots with multiple principal structures to be able to be legally subdivided.

Key Changes:

- Allows the DRB to review and approve subdivisions of historic lots with multiple pre-existing principal structures, even if all current dimensional standards cannot be met.
- Under this section, subdivisions must be “as conforming as possible” and have separate road accesses for each proposed lot in order to take advantage of this provision.

FINDINGS:

- 1. How the proposal conforms with or furthers the goals and policies contained in the municipal plan, including the effect of the proposal on the availability of safe and affordable housing, and sections 4412, 4413, and 4414 of this title.**

There are a couple of different goals outlined in the Town Plan which are achieved by this proposal. The land use plan (Article 2) lists goals of orderly growth and efficient land use, which are achieved in part by improved road access management measures and new standards allowing for subdivisions of lots that would otherwise be unable to be subdivided. Another area of the Town Plan that these changes complement is the economic development element (Article 10), which is accomplished in this proposal by the new flexibility being provided to home occupations. Lastly, the preservation section (Article 5) is addressed as part of these proposed bylaw amendments by preserving historic structures (new subdivision section), historic character (limiting outdoor storage in residential areas), and natural resources (strengthening regulations on campers/RVs used as temporary dwellings to ensure proper wastewater disposal).

The effect on the availability of safe and affordable housing options is most directly addressed by the proposed updates to the regulations on the use of campers/RVs as temporary living quarters. The Planning Commission has identified the use of campers/RVs as an unsafe housing option, especially during the coldest months of the year. We wish to officially discourage the use of campers/RVs throughout the seasons with the harshest weather conditions by prohibiting such use in this timeframe. It should also be noted that the proposed bylaw amendments do not specifically address obligatory updates to the Barre Town Zoning Bylaw necessary for fulfilling the requirements outlined in Act 47 (2023) and Act 181 (2024). The Town of Barre was awarded a Municipal Planning Grant in the FY2025 cycle, and the Barre Town Planning Commission is actively working with contracted consultants to address those specific requirements as part of a future proposed bylaw amendment.

Many of the proposed changes specifically address items regulated/protected by Section 4412 of Title 24. This includes new language on road frontage standards, home occupations, and nonconformities. The proposed changes comply with this section, as no proposed changes contemplate restricting any of these standards to a greater extent than allowed by statute. While the road frontage standards are being clarified in this proposal, the home occupations and nonconformities standards are being relaxed in order to further conform with the intent of the statutory language.

The proposed amendments do not specifically address Section 4413 of Title 24, as the list of public facilities identified in this section are not proposed to be affected in any way. And while this proposal also does not directly address Section 4414 of Title 24, it does have the effect of preserving the original intent of the current town zoning districts originally created as part of the last comprehensive update of the Barre Town Zoning Bylaw back in 2008. The only slight change in this proposal that in any way affects Section 4414 is the proposal to add new specific criteria during conditional use review of newly proposed campgrounds (new minimum lot size, new open space requirement, etc.).

2. How the proposal is compatible with the proposed future land uses and densities of the municipal plan.

Though this proposal does not greatly impact proposed future land uses and densities of the municipal plan, the small tweaks that are being made have the effect of complementing the Town Plan. The main benefit of the proposed amendments is to preserve the character and integrity of the residentially zoned areas in town. Examples of how this is being done include by adding certain restrictions on outdoor storage in residential areas, promoting more flexibility for home occupations, allowing pre-existing lots with multiple principal structures with potentially conflicting uses (*e.g.* residential and commercial) to be legally subdivide, and further regulating the use of temporary dwellings in part to help limit the creation of unpermitted and unsafe living situations.

Two other benefits can be identified by looking at two of the specific amendments. For the changes made to the road access requirements, the incentive to reduce the number of overall curb-cuts will positively affect access management so that if density increases in the future, then the alterations made today will produce less of an overall burden than if these changes were never made. Conversely, for the changes made to the campgrounds section, these revisions propose to preserve the town's rural areas by preventing high-impact, overly dense uses of campgrounds.

3. How the proposal carries out, as applicable, any specific proposals for any planned community facilities.

The proposed amendments do not affect any planned community facilities, nor do they add any perceived barriers to planning for community facilities in the future.

Sincerely,



Cedric Sanborn
Chair of the Planning Commission

CC: Barre Town Selectboard
Tina Lunt, Barre Town Clerk
Christian Meyer, Executive Director of the Central Vermont Regional Planning Commission
Vermont Department of Housing and Community Development
David Sichel, Chair of the Barre City Planning Commission
Gordon Clow, Chair of the Berlin Planning Commission
Ben McCall, Chair of the East Montpelier Planning Commission
Lee Cattaneo, Chair of the Orange Planning Commission
Will Colgan, Chair of the Plainfield Planning Commission
Joe Bresette, Chair of the Washington Planning Commission
Rich Turner, Chair of the Williamstown Planning Commission