

City of Barre, VT

**Regular Meeting of the
Barre City Planning Commission
Thursday, November 13, 2025 at 5:30 PM**

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

Hybrid Participation (in person and remote)

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 June 12, 2025 meeting
5		Old Business
	5	TOD Raise Grant – Downtown Final Master Plan Product Discussion
6		New Business
	37	Map Change Request for 4 Blackwell Street – zoning change discussion
	42	Officers Elections – Chair, Vice Chair, Secretary
7		Confirmation of next meeting date of December 11, 2025
8	46	Staff updates – as needed
9		Roundtable
10		Adjourn

Barre City Planning Commission

June 12, 2025 Meeting Minutes

Present: David Sichel (Chair), Becky Wigg (Vice Chair), Joe Reil (Secretary),
Wendey Ducey, Raylene Meunier*

Absent: Caitlin Corkins

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. March 13, 2025.

Wigg moved to approve, Meunier seconded, unanimous in favor.

5. Old Business.

None.

6. New Business.

a. Barre City Municipal Plan – planning process and expiration discussion.

The Current plan was adopted in September 2020 and can be maintained through September 2028.

Sichel notes that because the previous plan was largely just an update of the previous plan, as well as numerous changes since then (including Covid, Flooding, and Housing Challenges) that it would be worth looking at a more complete overhaul.

Shatney agrees that agrees with going ahead with an overhaul and also notes that a Consultant was hired for the previous plan and would recommend doing so again as there is a lot to consider when drafting a plan.

There was discussion of next steps in this process, including the timing of applying for a grant and putting out an RFP. We would also want to consider what the theme of the new plan should be. Other considerations are possibly coordinating with other City Committees and local organizations.

Immediate next steps are for Janet and David to draft a rudimentary work plan, considering the State grant process, and how long the process may take.

b. Proposed Wobby Park Subdivision – zoning district revision discussion

Barre City recently put out a letter of interest to build housing on part of the parcel that holds the public safety building, a section currently known as "Wobby Park".

Downstreet responded to the City's latter and current discussion is about how to lay out the space for four single-family homes.

There was discussion about zoning as the lot is currently zoned as "Civic" but cannot remain that way once sold. The site and surrounding areas were reviewed and various zoning options were considered. Sichel suggested that R12 may be the best option for four single-family homes. There was also a question about whether Downstreet would consider duplexes or an apartment building instead, which could impact the zoning decision. Shatney will engage in further discussion with Downstreet about these possibilities.

7. Confirm Date of Next Meeting.

Due to scheduling conflicts on July 11, 2025 (the regular meeting date), the back-up date of July 24, 2025 was selected for the next meeting.

8. Staff Updates.

Sichel had a question about an item on the Staff Updates section in the packet, "The 3 HMGP Applications...". Shatney clarified that these were consultants facilitating applications to help with flood mitigation.

There was another question about whether any ADU permits had been submitted, Shatney indicates there hadn't been many.

Wigg commended Janet's work on the Downtown Master Plan Project and looking forward to seeing what comes of it.

Shatney noted that Michelle La Barge Burke has accepted job as City's Rec Director.

9. Round Table.

Sichel noted that this was Wigg's last meeting on Planning Commission and thanked her for her time and that with this resignation there are two vacancies.

10. Adjourn.

6:25 pm, **Ducey moved to adjourn, Averill seconded, unanimous in favor.**

BARRE

Downtown Master Plan

Vision Book

July 2025



Table of Contents

2	Project Team
3	Introduction
4	Study Area
8	Charrette Process
14	Planning & Design Principles
16	Precedent Images
24	Concept Plan
25	Illustrative Plan
26	Open Space Framework
27	Pedestrian Shed Diagram
28	Renderings

Project Team



Town Planning & Urban
Design Collaborative, LLC

Brian Wright
Jessica Wilson
Erica Guertin
Anna Blevins
Gorica Zivak
Sabrina Below



City of Barre,
Vermont



Chittenden County
Regional Planning
Commission (CCRPC)



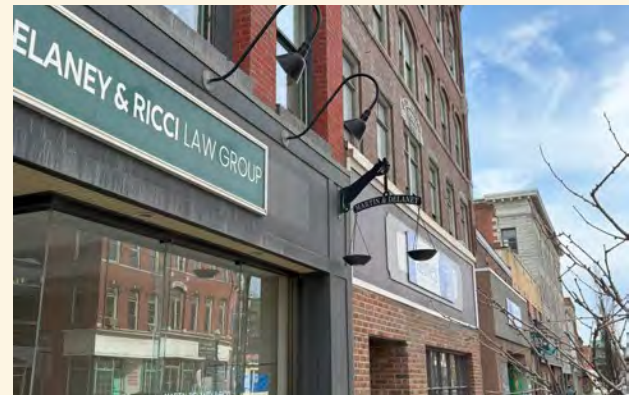
Central Vermont Regional
Planning Commission

Introduction

Located just six miles southeast of Montpelier, the state capital of Vermont, the City of Barre is home to approximately 8,400 residents. Barre evolved from a modest agricultural town into a bustling urban center in the late 1800s, driven by the national demand for granite to support railroad expansion. Barre became known as the 'Granite Capital of the World.' Today, Downtown Barre has a historically rich Main Street characterized by granite facades, walkable sidewalks, and public art.

TPUDC's Barre Downtown Master Plan aims to equip the City with strategies to strengthen the vibrancy and resiliency of the Downtown area, particularly in light of the devastating reoccurring flood events the area has experienced. Drawing from the distinct character of Downtown Barre, the plan not only honors the area's identity but also integrates broader priorities and needs of its residents.

This book sets forth a vision to shape a legacy that honors Barre's past while embracing its potential. We see Downtown as full of opportunity to cultivate a resilient, inclusive, and vibrant community.



STUDY AREA

The Study Area encompasses U.S. Route 302 (North Main Street) and Summer Street between Maple Avenue/Vermont Route 62 and Elm Street with a southern boundary of Stevens Branch. The area is characterized by a mix of uses including restaurants, shops, civic and cultural uses, offices, different residential types, industrial uses and parking lots that together define Downtown Barre. The area is partially defined by Stevens Branch of the Winooski River, and surrounded by hills and rising terrain on nearly all sides. Due to the study area's proximity to Stevens Branch and the surrounding rising terrain, considerable flooding has occurred Downtown. Many streets leading into and out of Downtown ascend steep grades, and views from various points in the City offer glimpses of the rolling hills and forested slopes that define the Green Mountains region.

TPUDC's expert design team carefully analyzed the area's distinctive features, taking into account the topography, floodplain, and infill opportunities to create a Master Plan that will enhance community connections, highlight areas for new development and open spaces and enhance adaptability to natural disasters.



Study Area



Study Area Photos



Study Area Photos



CHARRETTE PROCESS

The City of Barre, Vermont and Town Planning and Urban Design Collaborative, LLC (TPUDC) hosted the City of Barre Downtown Master Plan Charrette, a 4-day public engagement and design workshop in the heart of Barre, in April 2025. The charrette offered the public an inclusive workshop experience where they were encouraged to collaborate with City Staff and TPUDC. The collective objective was to envision for the future of Downtown Barre that would stimulate economic growth and Downtown investment, increase placemaking opportunities, promote the use of public transit, improve circulation, address flooding concerns, and support infill development.

To kick off the Charrette, TPUDC hosted an Opening Presentation to introduce the project, Downtown study area, design principles, and precedent inspiration. Following the presentation, participants were asked to be planners for the night, helping to distill their visions for the future of Downtown Barre through identifying places they love, places of opportunity, and places that need some help. This interactive process provided a preliminary inventory and assessment of issues and opportunities based on the concerns and vision of the public and stakeholders who participated in the workshop.

On the subsequent day of the Charrette, topical meetings began, inviting community members, city staff and officials, and stakeholders to discuss their ideas and concerns on the topics of housing and redevelopment, stormwater and flooding, and transportation and streetscapes.

Throughout the week, anyone who wished to participate was welcome to drop in during Open Studio hours to provide comments, suggestions, or simply watch the team work. The Open Studio ran concurrently with the Topical Meetings and was part of the process where many deliverables were created.

During the charrette, the Team heard concerns from the community about flooding, traffic, and walkability, and the desire for meaningful open spaces, streetscape improvements, and additional housing options.

Culminating with a Closing Presentation, TPUDC presented the work that was completed. The Barre Downtown Master Plan was displayed, along with plan diagrams and precedent images. Following the presentation, the Team hosted a Q&A Session where the public was given the opportunity to provide feedback and ask any lingering questions.



Hands-On Citizen Workshop

For the Hands-On Citizen Workshop, participants were split into groups to mark up maps of the project site. They used sticker dots and markers to identify the following:

- Places they loved (green dots)
- Places of opportunity (blue dots)
- Places that need improvement (red dots)

Each group was then invited to present their maps to the audience, explaining their top five “big ideas” for Downtown Barre. TPUDC synthesized this information by grouping red, blue, and green dots on individual maps (as displayed on this page), along with one map including all dots, which helped the Team discover patterns and common issues that residents experience in Downtown. Notes from each map are summarized on the following page.



Places that are loved



Places of opportunity



Places that need improvement

Hands-On Citizen Workshop

What We Heard

- Flooding concerns
- Improve air quality
- Narrow roads and add brick crosswalks
- Add more outdoor seating
- Provide mixed-income housing
- Improve landscaping
- Add pocket parks and courtyards
- Activate the waterfront along Stevens Branch
- Enhance gateways into Downtown
- Re-envision the back entrances of stores on Merchants Row
- Provide additional parking with parking garage(s), but mask the garage(s) with liner buildings
- Incorporate a Rail Trail along existing railroad tracks
- Encourage more public art
- Redevelop underutilized/vacant parcels along north end of Downtown
- Close Church Street along City Hall Park and extend the park



All Workshop Dots Combined



Topical Meeting

Topical Meetings: Key Takeaways

Housing & Redevelopment

- Barre has a proud history and is home to a variety of cultural assets.
- The current housing stock in Barre is attracting young home buyers.
- Owner-occupancy could be increased by incentivizing homeownership and addressing absentee landlords.
- The City presents many adaptive reuse and development opportunities.
- Infill housing should intersect with existing utility resources.
- Lack of funding is a barrier to providing alternative housing solutions.
- There is a lack of medium-to-high-density residential product offered in Barre.
- There is a high percentage of homelessness in the City, presenting a need for permanent supportive housing with ongoing services for those who are unhoused in the community.



Topical Meetings: Key Takeaways

Stormwater & Flooding

- Flooding is part of the City's natural heritage.
- FEMA buyouts and resilient building practices are being utilized to mitigate the impacts of severe flood events.
- Regional collaboration is essential as upstream towns can affect Barre's floodplain.
- There is a Flood Study Model in progress that will determine ways to help alleviate flooding and debris.
- Layer small initiatives such as rain barrels, trees, and wetland landscaping to absorb water.
- Additional concerns include landslides, hillside erosion, and failing infrastructure.
- FEMA regulations are being enforced to reduce the effects of substantial flood events.



Transportation & Streetscapes

- Barre is heavily reliant on automobiles, which does not create a welcoming and walkable environment.
- Two major state routes run through Downtown, causing traffic congestion.
- Truck traffic disrupts the pedestrian experience.
- There is a lack of transit opportunities.
- The City should implement walkability improvements for crosswalks, paved roads Downtown, more seating areas, and general upkeep.
- Tactical urbanism could test short-term pedestrian-friendly infrastructure.
- There are opportunities for bicycle infrastructure in flatter areas of the City.



PLANNING & DESIGN PRINCIPLES

Based on the feedback gathered during the Charrette Process, TPUDC distilled that information into a list of planning and design principles to guide Downtown Barre's future. The goal is to create a walkable, vibrant, resilient and mixed-use Downtown Barre that serves as a welcoming destination for residents, visitors, and businesses alike. Central to this vision is the activation of the waterfront--transforming it into a lively public asset that connects the community to its natural surroundings while helping to address flooding issues. Streets and public spaces will prioritize pedestrians, enhancing accessibility, safety, and everyday experiences through thoughtful streetscape improvements, wayfinding, and human-scale design. Parking lots will be infilled with mixed-use buildings and a variety of housing options creating a more inviting environment for residents and visitors. In addition, the integration of sustainable stormwater strategies, such as green infrastructure, permeable pavement, and bio-retention areas, will help mitigate future flooding risks while improving environmental quality and resilience.

With this approach in mind, we are laying the foundation for a Downtown that not only reflects Barre's unique character and heritage, but also supports long-term adaptability, economic vitality, and environmental stewardship.



Planning & Design Principles

The following principles guided our planning and design framework for the Barre Downtown Master Plan:

- Sustainable Stormwater
- Public Realm Improvements
- Civic Space & Public Art
- Walkability & Mixed Use
- Housing Diversity
- Maker Spaces
- Waterfront Activation
- Multi-Modal Transportation



Outdoor Seating



Sustainable Stormwater



Mix of Uses



Waterfront Activation



Housing Diversity



Public Realm Improvements

Precedent Images: Sustainable Stormwater



Precedent Images: Public Realm Improvements



Precedent Images: Civic Space + Public Art



Precedent Images: Walkability + Mix of Uses



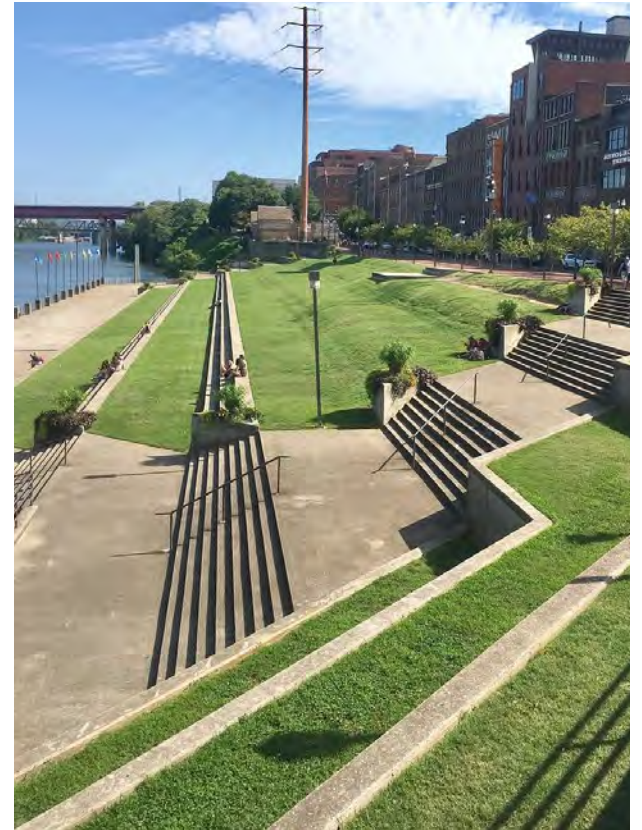
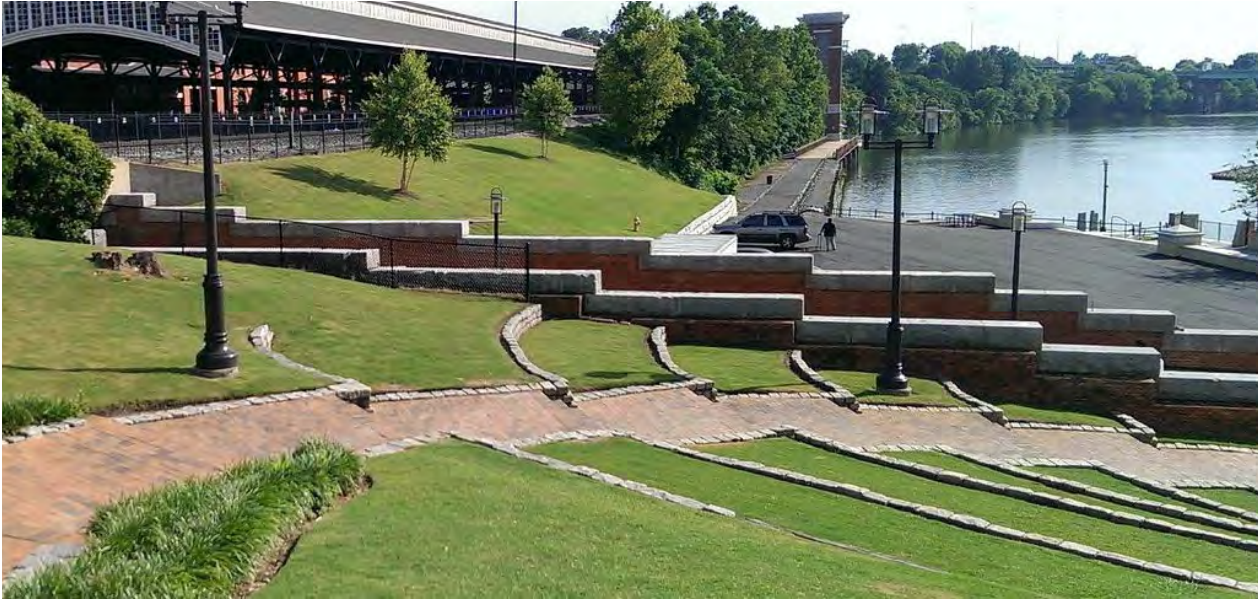
Precedent Images: Housing Diversity



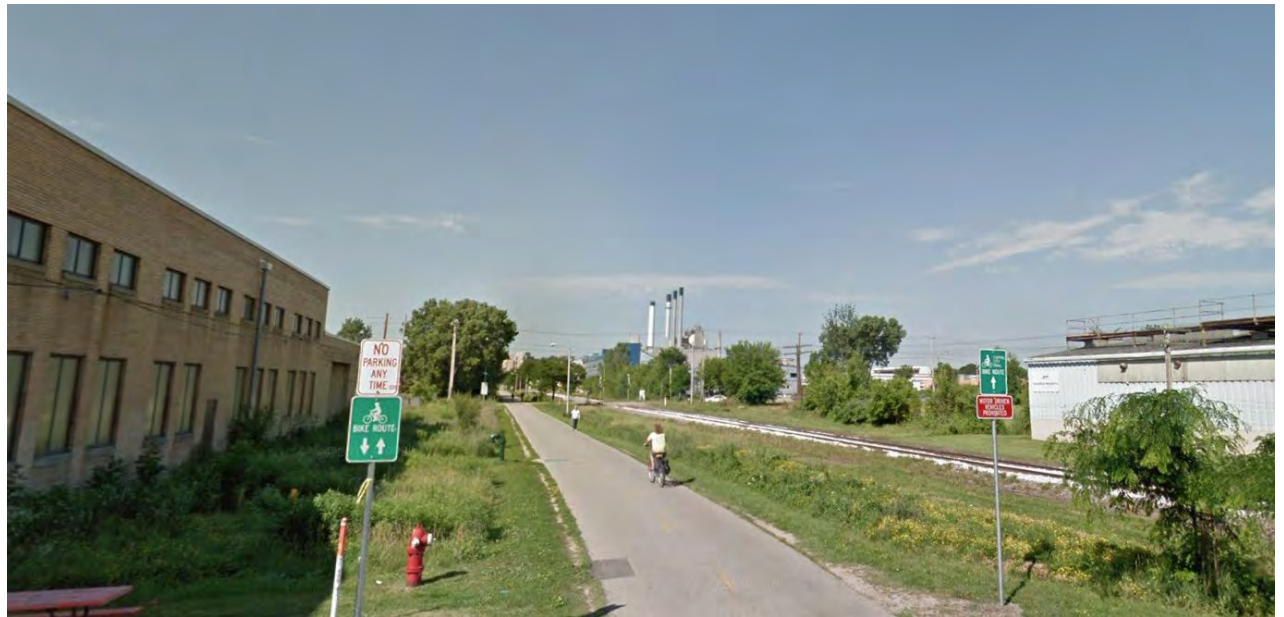
Precedent Images: Maker Spaces



Precedent Images: Waterfront Activation



Precedent Images: Multi-Modal



CONCEPT PLAN

- 25 Illustrative Plan
- 26 Open Space Framework
- 27 Pedestrian Shed Diagram
- 28 Renderings

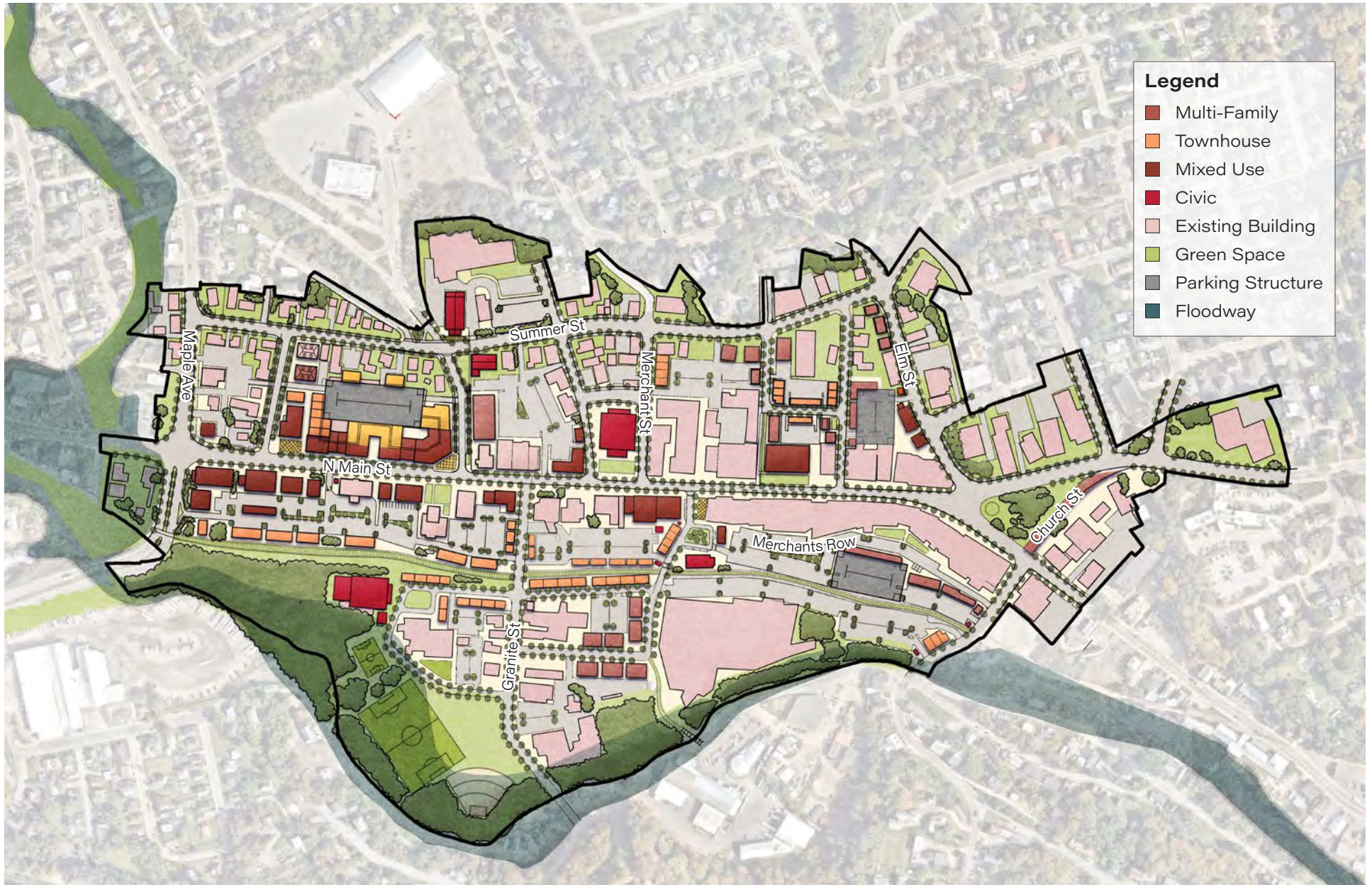
The Barre Downtown Master Plan envisions a dynamic, walkable district with a range of improvements that celebrate community life while supporting long-term resilience and economic growth. A new trail system along the existing railroad tracks enhances connectivity and promotes outdoor activity, while the incorporation of townhouses and multi-family buildings expand residential options in the Downtown core. Mixed-use buildings are strategically introduced to encourage active street life and support local businesses. At the site of the existing strip mall, the plan proposes larger-scale, dense development with facades articulated to resemble smaller individual buildings, minimizing visual monotony and maintaining a human scale.

Public gathering areas are thoughtfully integrated, with plazas and civic spaces anchoring key corners and a cleaned-up alley contributing to a more attractive and functional urban environment. The plan also reconfigures certain uses for improved aesthetics and efficiency, such as relocated gas pumps to the rear of the gas station on the south side of North Main Street where it meets Cottage Street, and reducing curb cuts to create safer and more continuous sidewalks. Additional parking is introduced through garages that are discreetly tucked behind buildings, creating a pedestrian-friendly streetscape.

Along the waterfront, floodable ball fields provide recreational space while enhancing the City's flood resilience. Civic buildings are given greater prominence, and Depot Square is reimagined with mixed-use buildings, civic space, and pedestrian improvements to make it a vibrant community focal point. Finally, the plan supports economic innovation by incorporating incubator and maker-spaces, offering opportunities for small businesses and startups to flourish in the heart of Barre.



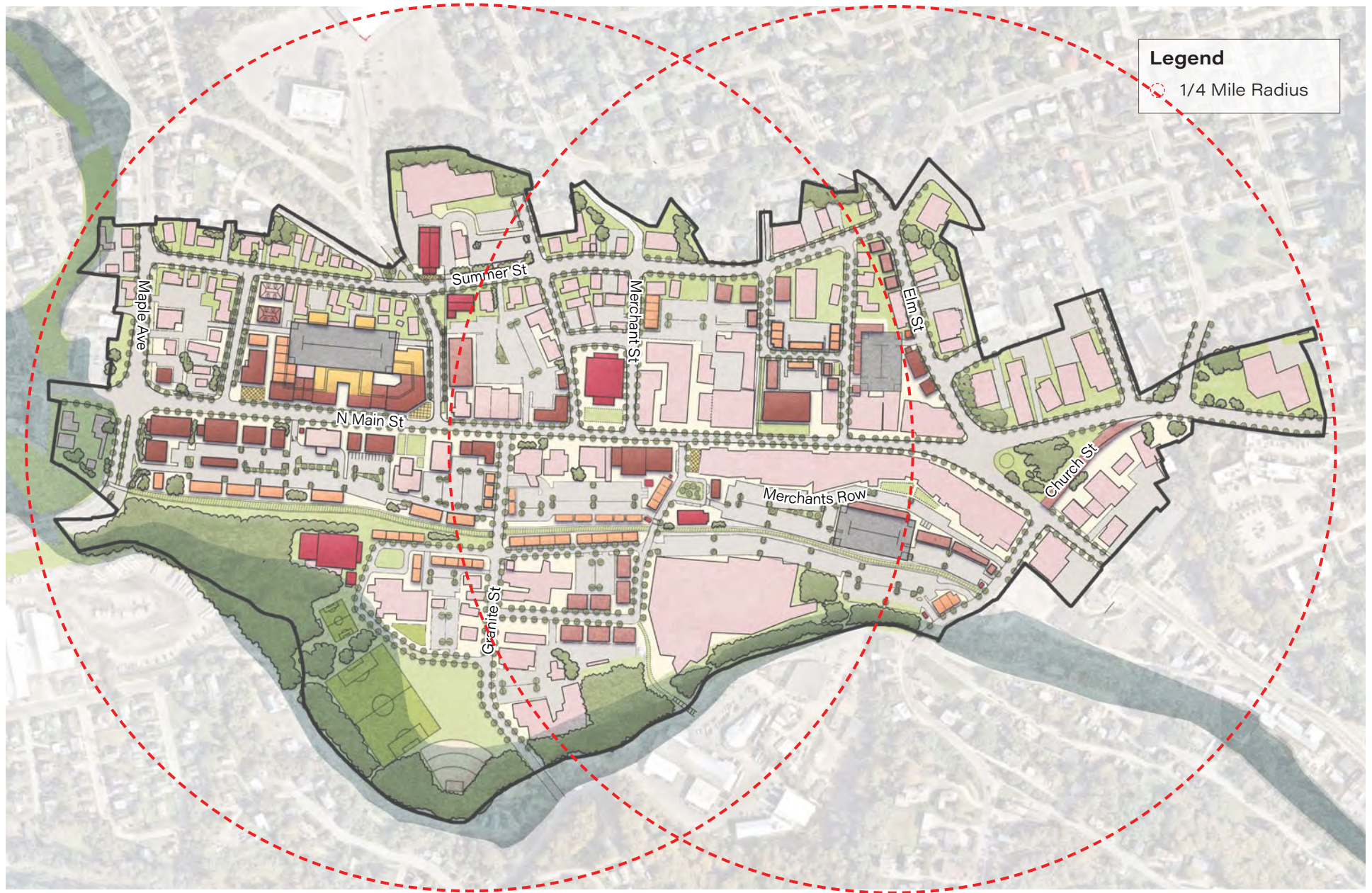
Illustrative Plan



Open Space Framework



Pedestrian Shed Diagram



Depot Square

Once a wide and car-dominated street, the Depot Square area of Downtown Barre has been thoughtfully transformed into a more welcoming place for pedestrians. The road was strategically narrowed, allowing for the creation of an active pedestrian plaza. This new space features outdoor seating that supports nearby restaurants, inviting people to linger and gather. A distinct change in pavement indicates that the area prioritizes foot traffic over vehicles, reinforcing its identity as a people-friendly environment. The addition of trees not only brings shade and comfort but also enhances the overall environmental quality. Overhead string lights add both character and a sense of vibrancy, especially in the evening, turning the once-overlooked corridor into a lively and inviting place for residents and visitors alike.



Mixed-Use Infill on Main Street

Along Main Street, what was an open parking lot has been transformed into a mixed-use building that engages directly with the street, reinforcing a lively and continuous streetscape. The building's facade is crafted at a human scale, fostering a sense of comfort and approachability for pedestrians. A parking structure is discreetly positioned behind the building, preserving the visual integrity of the street. Main Street has been significantly enhanced with bioswales, wider sidewalks, and new street trees, cultivating a walkable and sustainable atmosphere that aligns with the charm and character of Downtown. The roadway has been narrowed to calm traffic, and a protected bike lane has been introduced to support safe, multi-modal travel. At the corner, a new plaza serves as a welcoming gathering space for the community, creating a sense of place.



Downtown Barre Aerial

Downtown Barre's surface parking lots have been replaced with mixed-use buildings, establishing a continuous and active public realm. Parking has largely been consolidated into structures, allowing the land to be used more efficiently. New housing options have been introduced, offering more choices for residents and supporting a growing Downtown population. The rail corridor has been transformed with the addition of a multi-use trail, with buildings oriented toward it to provide visibility, connection, and a sense of safety for trail users. Open spaces and public plazas have been added to serve as gathering places for the community. Along Stevens Branch, new recreational areas provide both public access to the river and support for flood mitigation. These changes result in a more sustainable, resilient and vibrant Downtown Barre.





Downtown Master Plan



Downtown Master Plan



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



Zoning Districts

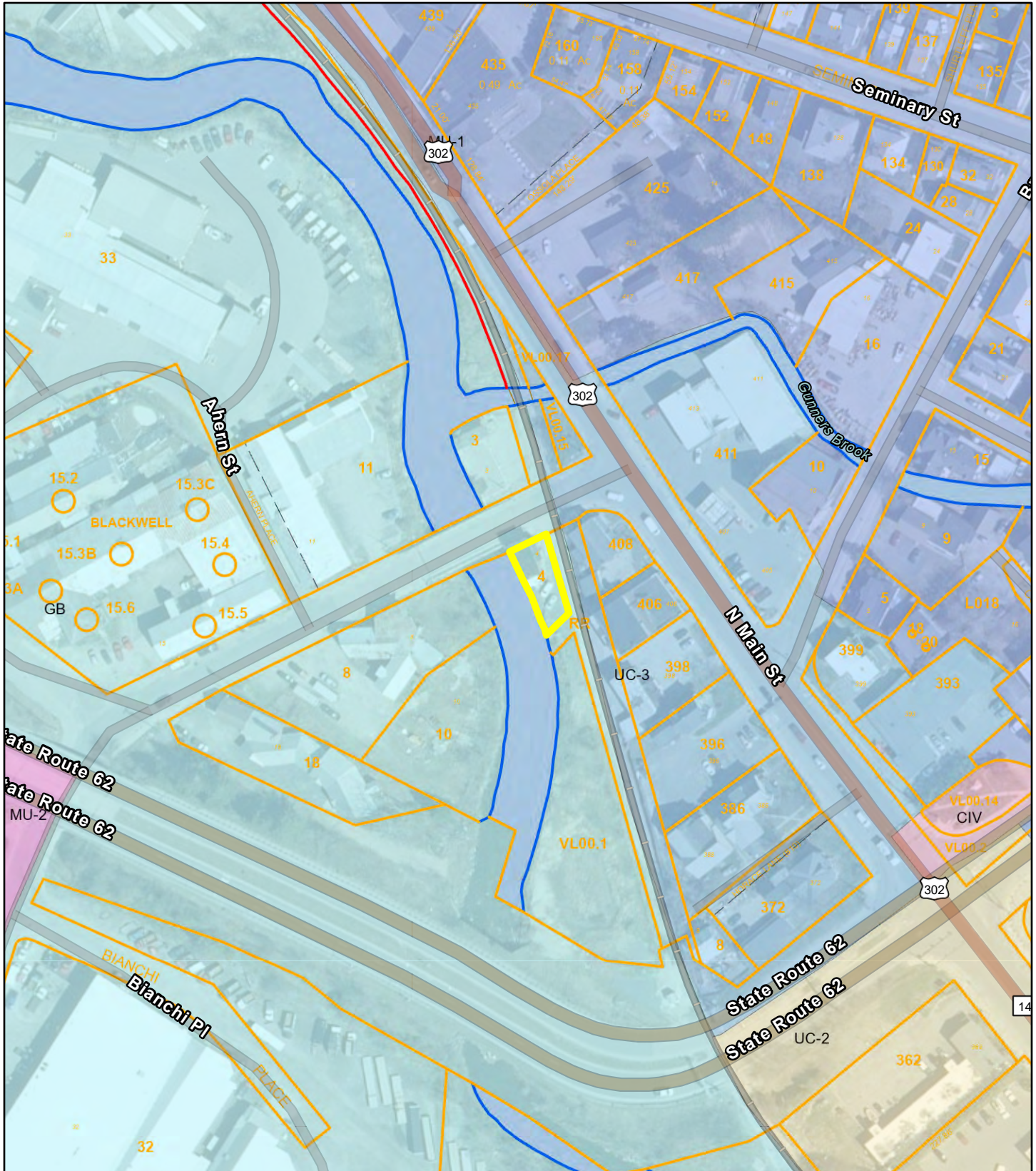
City of Barre, VT

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.

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)

General Business District Area in and around 4 Blackwell Street



MU-1 Zoning District Area in and around 4 Blackwell Street



Rules of Procedure
City of Barre
Planning Commission
May 16, 1997; September 26, 2019

Article I. Establishment of Rules of Procedure

- (a) Authority. The Planning Commission of the City of Barre shall be governed by the provisions of all applicable state statutes, the City Charter, and these Rules of Procedure, as adopted by the Planning Commission.
- (b) Adoption of these Rules. The Planning Commission Rules of Procedure shall be those adopted by the Commission in accordance with 24 VSA §4462. Upon adoption of the rules, a copy of these rules and all amendments shall be filed with the City Clerk as a public record and be made available to the public upon request.
- (c) Amendments. These rules may be amended at any regular meeting by an affirmative vote of a majority of the Commission provided that such amendment has been presented in writing to each member of the Commission at least 48 hours preceding the meeting at which the vote is taken.

Article II. Officers and Duties

- (a) Members. The Planning Commission of the City of Barre shall consist of seven (7) members appointed by the City Council for three-year terms in accordance with Title 24 VSA §4322-4323. The Planning Commission shall perform such planning functions and duties as may be required by the City Council, Charter, Ordinances, or applicable state laws.
- (b) Chairperson. The Commission shall elect a Chairperson from among its members by a majority vote annually in the month of May. The Chairperson shall perform the duties prescribed by state law, the City of Barre's Charter, and these rules.
- (c) Duties of the Chairperson. The Chairperson shall call the meeting together, preside over all meetings of the Commission, put all questions, maintain order, decide all questions of order and procedure, subject to these rules, and shall appoint any committees found necessary to carry out the business of the Commission, subject to the order of a majority of the members of the Commission.
- (d) Vice Chairperson. The Commission shall elect a Vice Chairperson from among its members by a majority vote annually in the month of May. The Vice Chairperson shall perform all of the duties of the Chairperson in the Chairperson's absence, or when the Chair is not presiding.
- (e) Signature. The Chairperson's signature shall be the official signature of the Commission and shall appear on all applicable documents pertaining to actions of the Commission

which were made at meetings of the Commission when the Chairperson was present and presiding. The Vice Chairperson's signature shall appear on all documents pertaining to actions of the Commission which were made with the Chairperson was not present or not presiding.

- (f) Secretary. A Secretary, who may or may not be a member of the Commission, or the Department of Planning, Permitting & Assessing staff, shall be appointed by a majority of the Commission. The Secretary shall perform the following duties:
 - 1. Keep the minutes of all Commission actions and proceedings, showing the vote of each member upon every question, or if absent, disqualified, or failing to vote, shall so indicate; and shall include in the minutes the names and addresses of all witnesses, and a summary of the facts on which the decision is based and the decision rendered.
 - 2. Preserve and keep the records of the Commission's examinations and other official actions.
 - 3. Cause to be filed all minutes and records of examination and other official actions with the City Clerk & Treasurer as a public record.
- (g) Vacancies. The Secretary shall give immediate notice of any vacancy of the Commission to the municipal legislative body. Any vacancy among the officers of the Commission shall be filled by election, for the unexpired term, at the regular meeting of the Commission. If the office of Chairperson becomes vacant, the Commission shall fill that office by election for the unexpired term at the next regular meeting of the Commission.
- (h) Attendance. Less than 75% attendance in any fiscal year or two unexplained absences by a Commissioner in a row is grounds for recommendation of dismissal to the City Council.
- (i) Vacancies. Vacancies shall be filled by the City Council upon the expiration of such term or an unexpired portion of any term.
- (j) Removal. Upon majority vote, the Commission may request that the City Council remove a Commissioner from the Planning Commission. Planning Commissioners may be removed at any time by unanimous vote of the legislative body per 24 VSA §4323(h).

Article III. Meetings and Hearings

- (a) Regular Meetings. Regular meetings of the Planning Commission shall be held on the second and fourth Thursday in each calendar month, unless there is no business to transact, in which case the meeting may be canceled.
- (b) Special Meetings. Special meetings of the Commission may be called by the Chairperson or by a majority of the members of the Commission, provided that at least 24 hours written notice of the time, place, and business of such meeting shall be given to each member of the Commission. Action items requiring public hearing notice shall conform to the notice requirements in 24 VSA §4447 and will not be scheduled for a special meeting.

- (c) Site Visits. The Commission may convene at a site if the Commission feels a site visit will aid in their understanding of a proposed project, activity, or study. Members may visit a site individually or as a Commission. If a quorum of the Commission is present, it is an open meeting and its date and time must be announced and/or posted in accordance with state law.
- (d) Recess of Meeting or Hearing. The Commission may recess a meeting or hearing if all business cannot be disposed of on the day set. No further public notice shall be necessary provided that the date, time and place of the recessed meeting or hearing shall be announced prior to the adjournment.
- (e) Open Meetings. All meetings of the Commission and any subcommittees shall be open to the public, and held in a location that is handicapped accessible. No longer a quasi-judicial body, the Commission cannot enter into deliberative sessions which are not open to the public to discuss the issues. The Commission and any subcommittees can enter into executive sessions only in accordance with the Open Meeting Law.

Article IV. Conflict of Interest

All members of the Planning Commission shall abide by the City of Barre's Conflict of Interest Policy adopted by the Barre City Council on October 13, 2009, together with any subsequent amendments. No disqualified member shall preside at a hearing or be counted by the Commission in establishing the required quorum. The applicant or any interested party may petition the Commission to disqualify any member because of a conflict of interest. If the Chairperson is disqualified, the Vice Chairperson shall preside. In the event the Vice Chairperson is unable to preside, a majority of the remaining Commission shall appoint an Acting Vice Chairperson for the proceeding.

Article V. Conduct of Public Hearings

- (a) Public hearings shall be conducted in accordance with the applicable rules as set forth in 24 VSA §4384, 24 VSA §4403, and other rules as are applicable.
- (b) Record of Proceedings. Proceedings at public hearings shall be recorded either electronically or by the Secretary.
- (c) Recess of public hearing. The Commission may recess a public hearing if all the matters pertaining to it cannot be disposed of on the day set. No further public notice shall be necessary provide that the date, time, and place of the recessed hearing shall be announced before adjournment.

Article VI. Voting

- (a) Quorum. For the conduct of a meeting or hearing, and the taking of any action, a quorum of the Commission must be present, consisting of a majority of the Planning Commission.

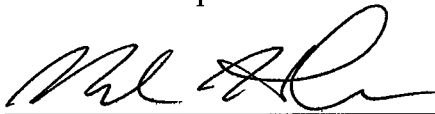
(b) Majority Vote Required. Decisions on any matter before the Commission, except the amendment or adoption of procedural rules, shall require the concurrence of a majority of the members of the entire Commission, regardless of vacancies or disqualifications.

(c) Motions in the affirmative. All motions made for any decision shall be made in the affirmative. This does not imply that the person making or seconding the motion support that motion. A failure to obtain four (4) affirmative votes shall be considered a denial. An abstention equals a negative vote.

(d) Tie Vote. A tie vote shall constitute no action of the Planning Commission.

(e) Conflict of Interest. No Commission member shall participate in any hearing or vote on any matter in which he or she has a personal or direct or indirect financial interest in the matter under consideration.

These rules of procedure were adopted by the Planning Commission.



Chairperson Michael Hellein

9/30/19

Date

Staff Updates for November 13, 2025 Packet

- Staffing in my office has been challenging. As I told you in June, Michelle, my permit administrator took a different position within the City as our Recreation Director, and is thriving, doing all kinds of great things for the City.
- I hired Robin Davis and she started with me on September 22nd. She came out of retirement after working at National Life for 36 years in insurance, and is reinventing herself in municipal compliance.
- Kathryn Bramman, who was with the City 40 years this past June, retired from us in September. She was with the Assessing Department for 24 years, and before that in the Clerk's Office. This position, while currently vacant has garnered a lot of resumes, and I am in process of starting the interview process to fill that position.
- The DRB is back to 7 members out of 9. They haven't met since March of 2025 as there haven't been any applications. In December, they will meet to complete the final approval of 59 Summer Street's subdivision, as it received sketch plan approval last year. Otherwise, there are no applications for a hearing in process at this time.
- The Assessor and Appraisers have been steadily completing review of the City in gearing up for the appraisal next year. All residential has been completed by the appraisal company, and their focus now is all commercial buildings. The preliminary values will be released by late May to early June 2026. NEMC anticipates hosting informal discussions in June and they hope to be on track for the filing of the abstract (preliminary) Grand List by the June 24 deadline.
- FEMA buyout status: 24 of 27 projects are still granted, and with the government shutdown, the 3 in process remain outstanding if they will get funded or not. 9 properties have been purchased by the City, 3 more have closing dates scheduled for this month, and the remaining 7 are in various stages of still submitting more information, in VEM review, or in the closing attorney's title search review.
- Elevations: The City Council has chosen the 3 structures that are to be elevated, working on RFP and homeowner agreements.
- Turning Point Center acquisition of 18 S Main Street and VCDP (Vermont Community Development Program) grant: ACCD approved another \$300,000 from the enhancement request we did, bringing the total to \$600,000, which assisted in closing the gap on their funding needs. Turning Point purchased the property last month, and permitting is underway, with some construction to begin shortly.
- The Friends of the Winooski River has removed the dam behind Trow and Holden, and will work on the other in Barre City this coming spring. It is located behind the Esperanza Inn (fka Quality Inn), on S. Main Street.

- Prospect Heights continues to move forward in the engineering phase.
- Construction for the 11 Seminary Street approved housing project for up to 32 units of housing (behind Key Bank) will begin Spring 2026.
- ACCD received \$67,845,000 from HUD in CBDG-DR (disaster Recovery) in response to VT's July 2023 floods (FEMA Declaration 4729). These funds are intended to help communities with the necessary expenses related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization in the most impacted and distressed areas. Of these funds, \$54,276,000 is dedicated to all of Washington County and some of Lamoille County. The projects we submitted applications for are: development of 143 N Main Street to commercial, and workforce, senior and affordable housing on upper floors; Prospect Heights helps with the remaining funds to see the project through; the City's North end area for a mid-rise 64-unit 5-story building at the Wobby Park site, more city acquisitions for redevelopment of flood resilient housing and elevations, and a grocery store and a daycare facility. The other remaining project grant funds applied for are stormwater upgrades for the city, match for the work being done to upgrade the Auditorium, work to expand floodplain and upsize culvert at the Potash Brook area (Currier Park); funding for the Willey Street bridge widening, and expanding the floodplain area at Harrington Avenue with the debris rack redesign (this got started in 2015-2017 with 5 buyouts and the initial floodplain created there next to Brook Street with the V-shaped debris rack. Announcements for award are scheduled for November 20, 2025.