

**Regular Meeting of the Barre City Planning Commission
Meeting Minutes for February 28, 2019 at 6:30 P.M.**

A regular meeting of the Barre City Planning Commission was called to order by Commission Chair Jackie Calder at 6:35 pm at City Hall. In attendance were Commissioners Michael Hellein, David Sichel, Jim Hart, Rick Badem and Rachel Rudi. Also in attendance was Planning Director Janet Shatney, and Mayor Lucas Herring. Chair Calder determined that there was a quorum was present.

Absent: None.

Adjustments to the Agenda: None.

Visitors and Communications for anything not on the agenda: None.

Old Business: The February 14, 2019 minutes were approved with a typographical correction by a motion by Commissioner Hellein, seconded by Commissioner Rudi. **Motion carried.**

New Business: City Master Plan Update.

Discussion over a goals “scorecard” ensued; how do we track next steps, accountability and benchmarks so that what is put in the Plan is actually followed.

Census data was also discussed as part of an update, which dataset is used if there is not a different census between plan revisions.

The Plan’s benchmarks were discussed. Commissioner Hellein supports removing them, and Commissioner Sichel questioned how would we measure our success then? Benchmarks are used so that we know we are getting things done. A report card, or report was talked about and hopes to be utilized once this Plan is revised and adopted.

The public process was then talked about. It was agreed to utilize the social media outlets such as Front Porch Forum, Facebook; utilize the city website. An editable table, similar to that used with the zoning update will be used as comments and work get done on the Plan edits. Previous attempts to get information and assistance from the Fire and Police Departments and the schools were discussed. Organizations such as BADC and The Partnership will be utilized through the process.

The Community Profile section of the Plan was looked at, and suggestions made to reach out to other organizations and people who might be able to provide updated information.

A list of logical partners could be utilized to assist with engagement, encouraging us in the plan work.

A Capital Improvement Plan was talked about, as statutorily the Commission has the ability to work on one. Director Shatney will try and get whatever information there is from other staff to the Commissioners.

To be approved at the 03-14-19 Planning Commission meeting

Roundtable: several items were discussed – the DRB and the soon to be filled vacant seat; the upcoming March 7 DRB hearing; walkability in the City, its successes and strategies; the draft Vacant Building Ordinance.

Chair Calder also said that during the appointments to be done in May (Commissioner Sichel’s term ends this year) that she would like to step down as Chair when the Chair, Vice-Chair and Secretary are determined.

Adjourn: The Planning Commission meeting adjourned at 8:34 pm on a motion from Commissioner Hellein, seconded by Commissioner Badem. **Motion** carried.

There is no audio recording of this meeting.

Respectfully Submitted,
Janet Shatney, Planning Director