

To be approved at the 01/14/21 meeting

1
2 **Regular Meeting of the Barre City Planning Commission**
3 **Meeting Minutes for December 10, 2020 at 6:30 P.M.**
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5 The regular meeting of the Barre City Planning Commission was called to order virtually by
6 Commission Chair Michael Hellein at 6:41 pm. In attendance, participating via the Zoom Video
7 Conferencing platform were Commissioners Rachel Rudi, Jackie Calder, Dave Sichel, Thom
8 Lauzon and Amanda Gustin. Also present via video was Planning Director Janet Shatney. Chair
9 Hellein determined that there was a quorum was present. Chair Hellein also welcomed the new
10 Commissioners and thanked them for joining.
11

12
13 1. **Call to Order:** at 6:41 pm.
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15 2. **Adjustments to the Agenda:** None.
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17 3. **Public Comment (*for something that is not on the agenda*):** Chair Hellein noted there was
18 no member of the public in attendance, therefore there were no public comments.
19

20 4. **Old Business:**
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22 **A. Approve meeting minutes: September 10, 2020:** Chair Hellein asked if there were any
23 changes or corrections needing to be made; hearing none, a motion was made by
24 Commissioner Sichel and seconded by Commissioner Rudi to approve the minutes from
25 September 10, 2020, with no further discussion, *motion carried unanimously*.
26

27 5. **New Business:**
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29 **A. Town of Berlin Zoning Amendment and Map Revision – New Town Center**
30 **Discussion**
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32 Chair Hellein called attention to the Town of Berlin Notice of Hearing documents in the
33 packet regarding changes to their zoning bylaws and map from their NTC (New Town
34 Center) designation application. The Director noted that it was a warning for a hearing that
35 is statutorily required to notice the abutting municipalities, and allows the ability to make
36 comments on behalf of the city.
37

38 Commissioner Lauzon asked if anyone else had the opportunity to read their full
39 designation plan application on their website, and noted that it was well done, and similar
40 to what Burlington has done and Williston is trying to do. Biking and walking to the NTC
41 would be difficult, but in and around the NTC would require parking your car there to do
42 that.
43

44 **B. Discuss and set schedule for revisiting Next Steps from 2020 Municipal Plan**
45

46 Chair Hellein began talking about the Google Doc that he had sent to everyone prior to the
47 meeting. In it is a listing of all of the action items from the Municipal Plan so that the
48 Planning Commission could choose some meaningful things to do, in between the times
49 that the Commission is either working on edits to the UDO (Unified Development
50 Ordinance) or edits to the Municipal Plan. He noted that he spoke with Commissioner
51 Sichel in how he thought the Commission might re-center and spend time over the next
52 few months. Commissioner Gustin suggested creating a list of questions about each step
53 that are standardized so that it would help gather all the information in one place. After
54 much discussion regarding who would be involved, who might take the lead, and how to
55 advise of the plan and the role they might have, it was decided to:

- 56
- 57 a. Keep the Google sheet updated adding tabs at the bottom for each goal with the
 - 58 summary list as the first tab;
 - 59 b. List the stakeholders, the text from the plan and then updates about each goal;
 - 60 c. Make this available on the City website;
 - 61 d. The list would drive the Commission agendas.
- 62

63 From this working list then the stakeholders could be invited to the Commission meetings.
64 The Chair noted that in order to create a template of questions, Commissioners need to
65 send their lists to him and copy the Director so that they can be amassed in one place.
66

67 **C. Discuss and set schedule for ongoing self-education**

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69 Chair Hellein wanted the Commissioners to continue to enrich themselves as a body, so
70 that the Commission could do a better job. It would also be an opportunity for exposure
71 of Commissioners to those people that do the work in this field, and would help when
72 working on the next municipal plan. Perhaps, once a quarter set aside a meeting and have
73 some resource who is able to speak to planning or teach something new. Discussion over
74 training occurred, and perhaps having the League or the Regional Planning Commission
75 do a training on what Commissions are to be doing would be good. With identifying two
76 different types of education, there is formal training, and there is visitor education.
77 Commissioner Lauzon also suggested watching and reading other municipality's planning
78 commission meetings and minutes as an educational means.
79

80 **D. Discuss recruitment of Commissioners**

81

82 Chair Hellein noted that this agenda was a carry-over from the cancelled November
83 meeting, and at the time, Commissioners Lauzon and Gustin had not joined. With one
84 more seat to be filled, if there is anyone among your discussions who would like to join,
85 encourage them to submit a letter of interest
86

87 **E. Discuss Planning Department activity and how may impact the Planning Commission**

88

89 The Director gave an overview of the 2020 year, being that with the Covid pandemic, staff
90 furloughs for almost 3 months, then a flurry of grant opportunities, almost every
91 department head, including her had a redirection of work, and that it slowed down the

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92 ability to keep the Commission staffed properly. With the grant activities slowing down,
93 she ensured the Commission that she has the bandwidth in her schedule to get back to
94 regular programming.
95

96 **6. Staff Updates:** In addition to the list that was provided with the packet, the Director noted a
97 few items in zoning where her office has had to say no to zoning applications, such as a
98 manufacturing company in Barre looking to expand by building a R&D (Research and
99 Development) facility out on Allen Street, but that is residentially zoned and not allowed;
100 Brook Street School was also talked about that they are contemplating having a parking lot
101 next to the school that would require demolishing a 3-unit apartment building next to it. With
102 further discussion ensuing about circulating a survey about how the new zoning is working or
103 not working, the Chair said that would be a topic that we would come back to.
104

105 **7. Roundtable:** there were no roundtable items discussed.
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107 **8. Adjourn:** Motion to adjourn was made by Commissioner Lauzon and seconded by
108 Commissioner Rudi at 7:52, *motion carried unanimously*.
109

110 There is a partial audio and video recording of the meeting available. The meeting was recorded
111 by the video conference platform.
112

113 Respectfully submitted,
114 Janet E. Shatney, Planning Director