

To be approved at the 9/10/20 meeting

**Regular Meeting of the Barre City Planning Commission
Meeting Minutes for August 27, 2020 at 6:30 P.M.**

The regular meeting of the Barre City Planning Commission was called to order virtually by Commission Chair Michael Hellein at 6:30pm. In attendance, participating via Zoom were Commissioners Rachel Rudi, Jackie Calder, and Dave Sichel. Also present via video was Planning Director Janet Shatney. Chair Hellein determined that there was a quorum was present.

Absent: None.

- I. **Adjustments to the Agenda:** Commissioner Calder asked if the public hearing with the City Council for the draft Municipal Plan on Tuesday, September 8, 2020 would be added.
- II. **Public Comment** (*for something that is not on the agenda*): Chair Hellein noted there was no member of the public in attendance, therefore there were no public comments.
- III. **Old Business:**
 - A. Approve meeting minutes from August 13, 2020: Motion was made by Commissioner Sichel and seconded by Commissioner Calder to approve the minutes from August 13, 2020, with no further discussion, *motion carried unanimously.*
 - B. Draft Municipal Plan hearing on Sep. 8th, 2020 at Council: Commissioner Calder asked what the plan will be at the Council meeting. The Council is holding the first of two public hearings to review and adopt the draft Municipal Plan; at which the Commission along with the Planning Director will make a brief introductory presentation regarding the Commission's work, the plan and the process.
- IV. **New Business:**
 - A. Electronic Sign Request discussion: The Director briefed the Commission regarding the letter submitted informing the City of the intent to install an electronic sign by a property owner in the city. Commissioner Sichel said he was flummoxed by what the City Attorney's response was when the zoning administrator requested a review of the draft letter that she would send, and why wouldn't the zoning district as delineated stand, and why wouldn't he advocate more for the city – if we really didn't want electronic signage could then revoke all of it. All the commissioners agreed. It was suggested that the Director do some groundwork as to what other attorneys may be able to offer.
 - B. Meeting Frequency Reduction to one per month: Discussion occurred regarding meeting once a month instead of 2. With the Municipal Plan on going, and until a project or the need to return to the twice per month frequency is needed, meeting on the second Thursday of each month for now was suggested. Chair Hellein stated that this would give more time to queue up planning projects, and what needs to be accomplished. Motion was made by Commissioner Sichel and seconded by Commissioner Calder to meet on the second

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Thursday of every month only, until such time as is needed to return to the regular schedule; no further discussion, *motion carried unanimously*.

- V. **Staff Updates:** The Director let the Commission know that one of her tasks for the ensuing fiscal year is to be the project manager on the Capital Improvement Plan. She also corrected her report stating that the Salvation Army appeal has still not been decided, and is on-going with the Council at the moment.
- VI. **Roundtable:** Chari Hellein said he was appointed to the TAC (Transportation Advisory Committee) and as the Vice Chair. He would like to see how the Commission and the TAC can chart a course for things to come out of the Commission. He also said that at the TAC, there needs to be a way for the City to know about and inform the citizens better when there are highway or other road projects occurring, not only from the city level, but from the state as well. The TAC could then make the effort to reach out to the neighborhoods to inform them of pending activity. Commissioner Sichel asked what is the charge of the committee, and why, what is the output, etc., and Chair Hellein stated he is going to figure that out.
- VII. **Adjourn:** Motion to adjourn was made by Commissioner Calder and seconded by Commissioner Rudi at 7:16, *motion carried unanimously*.