



City of Barre, Vermont
"Granite Center of the World"

Agenda for the Planning Commission

Meeting held on Thursday, December 9, 2021 ~ 6:30 PM

Hybrid Meeting (in-person and Virtual)

Council Chambers in City Hall and Zoom Virtual meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/87150153625?pwd=VHBvM1BJSUY5c254K0diaElhR0hvQT09>

Meeting ID: 871 50015 3625

Passcode: 823087

Phone: 1 (929) 205-6099 US (New York – Long distance rates will apply)

1. Call to Order
2. Adjustments to the Agenda
3. Public Comment (*for something that is not on the agenda*)
4. Old Business:
 - a. Approve meeting minutes from October 28, 2021
 - b. Zoning regulations - Signage discussion
5. New Business
 - a. Future meetings schedule discussion
6. Staff Updates
7. Roundtable
8. Adjourn

Planning Commission meetings are open to the public.

For questions about accessibility or to request accommodation, please call (802) 477-1465.

Barre City Planning Commission

October 28, 2021 Meeting Minutes

Present: David Sichel (Chair), Jackie Calder (Vice Chair), Amanda Gustin, Jim McWilliam, Thom Lauzon

Absent: Michael Hellein (Secretary)

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

Visitors: Diversity & Equity Committee members Ellen Kaye, Danielle Owczarski, and Svetlana Zhexembeyeva

1. Call to Order

6:30pm

2. Adjustments to the Agenda

None

3. Public Comment

No public comment.

4. Old business

A. Approve meeting minutes of September 23, 2021

Motion: Gustin, second McWilliam, approved.

5. New Business

A. Diversity and Equity Committee Tool Presentation

The visiting members introduced themselves, as well as the Commission members and staff. 3 questions were asked; a) *why is it important to consider issues of diversity and equity in your work as a Planning Commissioner?*; b) *What barriers and challenges have you experienced when considering issues of diversity and equity in your work in the past?* And c) *What are your hopes/expectations in regard to today's presentation tool? Do you have any questions?* The Commission responded; with discussion. A presentation on the Tool was given, noting that this presentation is on the City website. There are 2

To be approved at the 12/09/21 meeting

versions of the actual tool, both short and long. Ultimately, the outcome after using the tool, and if any revisions are needed after the review, is that it should help the City grow and be a healthier community.

This Tool was developed by the State leaders, and modified for use by the City of Barre, noting that we are one of the few municipalities using it.

B. All in for Barre final updates

Sichel noted that the final meeting happened, Calder and Hellein were also present. There are opportunities to sign up to be on any of the 3 task forces. Sichel participated in the Housing Task Force group, and was asked to be the Chair of this task force, and accepted.

C. Meeting dates discussion

With the Veteran's Day and Thanksgiving Day holidays both on regularly scheduled meeting dates, it was decided to have one meeting for the month, on Special Meeting on Thursday, November 18, 2021 at 6:30.

The Christmas holiday presents issues at the end of the month, therefore it was decided to keep the Thursday, December 9, 2021 meeting, with the idea of potentially cancelling the December 23, 2021 meeting – to be finalized at the December 9 meeting.

6. Staff Updates

Nothing more beyond the report in the packet.

7. Roundtable

None.

8. Adjourn

7:59pm, Motion Gustin, Second McWilliam, Adjourned.

- (g) The sign message must not change more than once every 15 minutes.
 - (h) Electronic message signs that will be illuminated after dark must have their brightness adjust in response to ambient light levels. The total light output of the sign must not exceed 20 lumens per square foot of sign area after dark. The Development Review Board may further limit the intensity of the sign's illumination as deemed necessary to achieve the purposes of this section and protect the character of the neighborhood.
- (3) **Internally Illuminated Signs.** Internally illuminated signs where allowed must conform to the following unless otherwise specified in this section:
- (a) There must not be more than one internally illuminated sign per lot.
 - (b) The total light output of fixtures illuminating the sign must not exceed 10 lumens per square foot of sign area.
 - (c) The sign must not be illuminated when the business is closed.
 - (d) Internally illuminated pole, monument, projecting or hanging signs must not exceed 12 square feet in area, or the maximum sign area specified in [Figure 3-9](#) through [Figure 3-20](#) as applicable.
 - (e) Internally illuminated blade signs must not exceed 20 square feet in area.
 - (f) Internally illuminated wall signs must be designed as channel letter signs.
 - (g) Internally illuminated signs must be constructed with either: an opaque background and translucent text and symbols; or a colored background that is darker than the text and symbols
 - (h) Internally illuminated signs must not flash, brighten, dim, change color or otherwise be animated.
 - (i) Not more than 30% of the area of an internally illuminated sign may be used for advertising a product(s) available on the premises.

3107.H **Temporary Signs.** Temporary signs are allowed to advertise limited period of time openings, sales or special events, or for informational purposes supplementary to the business, or temporary signs advertising a business while a permanent sign is being prepared. There are different standards for temporary window and door window signs and all other temporary signs. in accordance with the following:

- (1) ~~Property or business owners may purchase a permit to display temporary signs in accordance with [Figure 3-8](#).~~ Temporary signs, including temporary window and/or door window signs, may provide information regarding product names, logos, prices, and names and/or logos of financial sponsors.

- (2) ~~The Zoning Administrator may only issue one permit per lot, or one per business for lots with multiple uses. Temporary signs may not be placed in a public right-of-way or as stated in 3107.D..~~
- ~~(3) (3) No permit is necessary for the posting of temporary window signs that do not, cumulatively exceed 20% of the total window area; are each less than four (4) square feet each in size, and are posted not earlier than two (2) weeks prior to the event and are removed within three (3) days after the event. The permit for a temporary sign authorizes the holder to display one or more signs provided that the total sign area does not exceed 36 square feet.~~
- ~~(4) Grand Opening Banners. Any business opening a new business or in a new location may place one (1) banner on the property where the business is situated for a period of up to thirty (30) days, provided the banner does not exceed twenty-four (24) square feet.~~
- (4) The permit holder Temporary signage must:
 - (a) Securely attach a temporary sign to a window, door, building or a permanent ground-mounted sign.
 - (b) Not install permanent footings, posts or similar structures to support a temporary sign.
 - (c) Not illuminate a temporary sign.
- (5) Barre City will consider temporary signs that do not meet the above, and are not readily movable to be permanent signs subject to all applicable provisions of this section and require a permit.

Figure 3- 8: Temporary Sign Table

1 – 30 days in any 12-month period	See Fee Schedule
31 – 180 days in any 12-month period [±]	See Fee Schedule

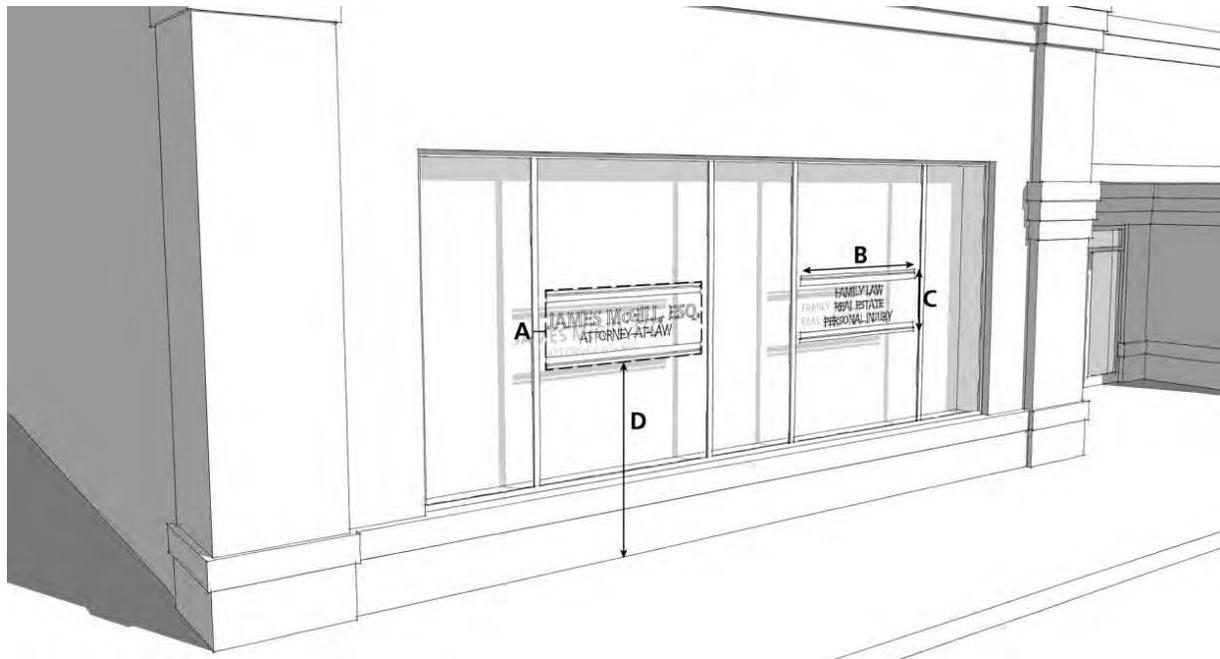
[±]Any temporary sign in place after 180 days shall be considered a permanent sign and a new sign zoning permit must be obtained or violations shall be issued.

3107.I **Sign Area.** Sign area will be determined in accordance with the following:

- (1) The sign area will include all the elements that serve primarily to communicate the sign’s message and not the structural elements supporting or serving as a background for the sign. If the support structure will be visually prominent, designed to attract attention, or otherwise integral to communicating the sign’s message, it will be included in the calculation of sign area.
- (2) The area of a sign will be calculated by drawing a rectangle around all the elements that serve to communicate the sign’s message. The area of signs that consist of multiple elements may be calculated by drawing a separate rectangle around each element and totaling the area.
- (3) Sign area will only include one side of a double-sided sign. The Zoning Administrator

Figure 3- 1011: Window Sign **DRAFT REVIEW for 12-09-21 PC Mtg**

UC-1	UC-2	UC-3	MU-1	MU-2	MU-3	R-16	R-12	R-8	R-4	GB	IN	CON	CIV
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									



Description

The window sign type is often professionally painted or applied directly on the inside or outside of the window consisting of individual letters and designs. Window signs offer a high level of craftsmanship and visibility, and are often used for small professional offices.

Size

SIGNABLE AREA

A	Area per shopfront- <u>tenant</u> window	20% max 50% max
B	Width	5 ft max
C	Height	36 inch max

Location

D Height above ground 5 ft min
 Window signs ~~must~~ may be applied directly to the inside or outside of the window or door glass.

Miscellaneous

Applied plastic or vinyl cut letters are strongly discouraged and are prohibited in the DRO district.
Window signage must be visible from the sidewalk, affixed or painted on the glass or other window material.

Window signs must have a clear background.

Window signs must not be illuminated.

Staff Updates for week ending December 10, 2021:

1. Masks continue to be required to enter any city building.
2. The Council took up the discussion regarding mask mandating at their Nov. 30th meeting like other municipalities are also doing. After hearing from the public, it was decided to take no action.
3. All department heads participated in the City Council Budget Workshop this past Saturday from 1:00 pm to approx. 4:15 pm. Discussions included potential new staff; parking meeting money collected over the holiday being donated to the Garden Club; a tax rate projection goal of under 4% to not more than 4%; ARPA fund usage; eliminating the City Hall custodian; reduction in summer cemetery staff; reduction in funds for traffic signal maintenance; moving community development functions in-house. The Council agreed to remove or reduce the following:
 - Remove website upgrades
 - Remove the bike patrol (again)
 - Reduce committee allotments
 - Remove allocation for the VT Youth Conservation Corp. or move to another funding source such as the Semprebon Fund
 - Reduce increases to the annual stipends to BADC, the Partnership and the Aldrich Library
 - Reduce advertising expenses

The City Council minutes will be posted by Friday for review of the entire meeting's work.

4. The Assessing Clerk processed 18 PTTR's (Property Transfer Tax Returns) in the last 3 weeks.
5. No development applications for the Development Review Board since August, and board members were notified there were no applications for the December meeting. The date to submit applications for a January 2022 hearing was last Friday, therefore there won't be a January 2022 meeting either. Note, at the Dec. 7th Council meeting there is the agenda item to accept application for a new member to the DRB, and then they will be fully seated once again.
6. Permitting is fairly slow at this point. What is coming into the office are electrical permits for roof solar projects, and vacant building re-registrations by the banks.
7. Successfully submitted the ERSA (Enhancement of Recreation Stewardship and Access) Trail Grant application for \$50,600 in trail improvements, on behalf of the Cow Pasture Committee by the deadline of Monday, November 29, 2021 by 5 pm. We now wait for the review of the applications to see if we were successful or not.

8. There have been no responses to date on the Assessor solicitation that has been out in the public for a month now.
9. The Turning Point Center grant application with ACCD was heard at the Board presentation and interview on November 18, and we have been unofficially notified that they awarded \$300,000 in grant funds, not the full \$500,000 as was requested. Official notification will come once the Governor's office creates such notification.
10. Downstreet Housing has another project on the books: their Granite City Apartments consists of the existing Bromur Street apartments, to which they want to complete some enhancements to those, along with the former Ward 5 School being turned into 9 apartments for low income families. The Council approved opening an application on the State grant portal, and a full public hearing regarding the project along with Council's final approval to submit the application will come in mid-January 2022.
11. Pearl Street Pizza is well on their way to opening, along with enhancements to the bar area, with their wood-fired pizza oven. They are struggling with their signage, and want to affix a window sign to the inside of the glass. Remember, the wall signage is fully taken up by the AR Market, so this tenant is limited to awning type signage at this point. Their frustration is over the window signage, and when I told them the Commission was actually working on potential edits to the zoning regarding window signage, they intend to be present at this meeting.
12. I finished the brochure for Fire/EMS for the E911 address signs that residents can purchase, and added to the Fire/EMS webpage by choosing the "E911 Address Signs" on the right-hand toolbar [<https://www.barrecity.org/e911-address-signs.html>] and printed brochures for mock signpost in the hallway outside our door (see photos).
13. Completed the annual property sales reports and posted them to the City website, and will ensure the most recent is kept up to date by adding the preceding monthly sales to the current list, currently running April 2, 2021 to October 31, 2021 [see Assessor webpage approx. $\frac{3}{4}$ way down for "Property Sales Reports" <https://www.barrecity.org/assessment.html>]. At the request for this information from The Bridge newspaper in Montpelier, and as this is public information and other communities post these on their websites, I felt it warranted posting on ours as well. I will be adding in the November information shortly.
14. The DPW Director and the consultant hired to find the City property for a new City garage has culminated in a possible alliance with that property also hosting a household hazardous waste collection transfer facility with the solid waste district. The property being looked at is out on Allen Street toward the City line. The property is in a trust by the owner family, and also in current use, and I am reviewing current use rules to see what the penalty for removing it out of current use to then potentially sell to the City would be.