

Burlington Planning Commission

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*Andy Montroll, Chair
Bruce Baker, Vice-Chair
Yves Bradley
Alexander Friend
Emily Lee
Harris Roen
Jennifer Wallace-Brodeur*



Burlington Planning Commission Tuesday, October 23, 2018, 6:30 P.M. Conference Room 12, City Hall, 149 Church Street Minutes

Members Present	A Montroll, B Baker, Y Bradley, A Friend, E Lee, H Roen, J Wallace-Brodeur
Members Absent	
Staff Present	M Tuttle, D White, S Draper

I. Agenda

Call to Order	Time: 6:30pm
Agenda	Approved As Is

II. Public Forum

Name	Comment	Commission Action?
No members of the public spoke		

III. Report of the Chair

A Montroll	<ul style="list-style-type: none">No Report
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IV. Report of the Director

D White	<ul style="list-style-type: none">Executive Committee met before meeting, variety of agenda items will be coming soon.The joint committee of the City Council Ordinance Committee and CDNR Committee will be forwarding recommendations on inclusionary zoning.D White, M Tuttle, and A Montroll will be attending the Northern New England Chapter of American Planning Association conference in Maine at the end of this week where A Montroll is receiving Citizen Planner award.
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V. 2019 Meeting Calendar

Action: Approve the revised meeting calendar		
Motion by: Y Bradley	Second by: A Friend	Vote: Approved Unanimously
Type: Discussion	Presented by: A Montroll	
Discussion/Notes: The February 26 th meeting falls during school break; may need to be cancelled or rescheduled. TBD		

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VI. Reapprove ZA-18-05 Municipal Bylaw Amendment Report

Action: Reapprove the Municipal Bylaw Amendment Report		
Motion by: J Wallace-Brodeur	Second by: A Friend	Vote: Approved Unanimously
Type: Discussion	Presented by: M Tuttle	
Discussion/Notes:		
<ul style="list-style-type: none"> This item is being sent back to the Commission for statutory opportunity to provide comment, and to reapprove the report due to Council Ordinance Committee change. 		

VII. Proposed ZA-19-05 Density Calculations

Action: Approve the Municipal Bylaw Amendment Report and warn a public hearing		
Motion by: Y Bradley	Second by: A Friend	Vote: Approved Unanimously
Type: Discussion	Presented by: M Tuttle	
Discussion/Notes:		
<ul style="list-style-type: none"> This amendment is formerly ZA-18-04, but expired. Council Ordinance Committee requested Commission to refer a new amendment that is exactly the same as previous 18-04. 		

VIII. Permit Reform Re-Organization Concept

Action: No Action Required		
Motion by:	Second by:	Vote:
Type: Discussion	Presented by: B Lowe, Interim Chief Innovation Officer	
Discussion/Notes:		
<ul style="list-style-type: none"> Purpose of the reform is to re-organize into a "one-stop shop" for permitting to create a more convenient system for the public, improve customer service, consistency, accountability, and increase collaboration between staff. This will merge zoning function with trades and inspections and create a new department under a single dept head. Pending major upgrade to permitting IT system; reorganization should evaluate process and inform this new system. Intend to merge physically in 2019; charter changes either March of 2019, or March 2020. Discussing a potential merger of the planning function with CEDO into a new department focused on planning, policy, and other implementation functions. Discussion has included potential of a position for a City Architect. Commissioners asked questions about the oversight of the two new departments by commissions or community organizations; specifically, there was support for a citizen committee (PC or other) to oversee new planning/CEDO dept. Overlap with the two departments will create overlap for the Commissions. There was concern that keeping the Planning Commission relationship to just the planning aspect of a new planning/CEDO department will cause issues down the line. DRB & DAB process will function the same as today. Staff indicated that there are no intentions to dilute the Planning Commission's authority., but rather for Planning and CEDO to become a new department. The structure of that department, functions, directives, reporting lines, and commissions are all still being discussed. 		

IX. 2019 Update to planBTV

Action: Schedule special meeting and warn a public hearing		
Motion by: A Friend	Second by: Y Bradley	Vote: Approved Unanimously
Type: Discussion	Presented by: M Tuttle	

Discussion/Notes:
<ul style="list-style-type: none"> • M Tuttle walked Commissioners through a complete draft, which brings together a number of sections previously reviewed in meetings over the course of the last several months. • Follow up from last discussion around land use for the residential neighborhoods <ul style="list-style-type: none"> • Updated framework to “Sustain”. Primarily interested in preserving as residential areas, but recognize that they will evolve in some ways. Overall intent is to provide support to strengthen neighborhoods over time. • Identify four “example general neighborhood types”: Outer Neighborhoods- Low Density, Outer Neighborhoods- Higher Density, Inner Neighborhoods, Core Neighborhoods. • The different neighborhood influences are layered on top of all the neighborhood types, rather than identifying each individual influence for every neighborhood type. • Purpose for these details is to underscore that the way we target policy and future action will not be the same in every neighborhood, and to set the stage to undertake work to ensure zoning reflects what the actual characteristics of these areas are. • Soon there will be a website where people can go to read the plan, rather than downloading a PDF version. • The next step is to warn for a public hearing, which will include a presentation discussion and feedback. Will do informal events and communications leading up to the hearing. Following PC hearing, the City Council holds two public hearings. During that time, there will still be public discussion and presentations of the plan.

X. Committee Reports

Executive	Topics coming up include sign ordinance, short term rentals, inclusionary housing, parking amendments, ADU’s, historic, green building as part of the downtown code.
Ordinance	No Report
Long Range	No Report
Other	N/A

XI. Commissioner Items

Next Meeting	November 13, 2018 @ 6:30pm in Conference Room 12, City Hall
E Lee	Requested an update on sale of the Cathedral of the Immaculate Conception. D White explains they hired a broker for the property, but no plans have been presented so far. Both the building and landscape are associated with significant designers, so the plans for what will be done will likely be impacted by that.

XII. Minutes & Communications

Action: Approve minutes and accept communications		
Motion by: H Roen	Second by: J Wallace-Brodeur	Vote: Approved Unanimously
Changes to Minutes: N/A		
Communications Filed:		
<ul style="list-style-type: none"> • Letter from VTrans regarding traffic impact from the new UVM athletic facility; due to only one facility holding an event at a time, no anticipated impact to traffic. • Advanced Notice of South Prospect Street Certificate of Public Good 		

XIII. Adjourn

Adjournment	Time: 7:59pm	
Motion: Y Bradley	Second: E Lee	Vote: Approved Unanimously



Signed: November 14, 2018

Andy Montroll, Chair



Shaleigh Draper, Planning and Zoning Clerk