

Burlington Planning Commission

149 Church Street
Burlington, VT 05401
Telephone: (802) 865-7188
(802) 865-7195 (FAX)
(802) 865-7144 (TTY)

www.burlingtonvt.gov/pz

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



Burlington Planning Commission

Tuesday, November 13, 2018, 6:30 P.M.

Conference Room 12, City Hall, 149 Church Street

Minutes

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

I. Agenda

Call to Order	Time: 6:33pm
Agenda	Approved As Is

II. Public Forum

Name: Justin Worthley		
Comment: Burton facility at 152 Industrial Parkway is larger than what is needed for Burton functions alone. The company would like to rent the available space to expand into a Burton Headquarters Hub with performing arts, food/beverage, and a skate park. The Burlington zoning ordinance does not allow for this type of expansion in this location. Asks the Commission to consider an amendment to allow for these uses in the ELM on Industrial Parkway.		
Commission Action: Send to staff for a draft zoning amendment recommendation		
Motion by: J Wallace-Brodeur	Second by: A Friend	Vote: Approved Unanimously

III. Report of the Chair

B Baker	• No Report
---------	-------------

IV. Report of the Director

D White	• No Report
---------	-------------

V. Proposed CDO Amendment: Co-Living

Action: Send to staff for a draft zoning amendment recommendation		
Motion by: E Lee	Second by: Y Bradley	Vote: Approved Unanimously
Type: Discussion	Presented by: E Farrell	
Discussion/Notes: Eric Farrell shared a concept about a "Co-living" building at Cambrian Rise. This housing type emphasizes minimal personal space and maximum common space/shared use to provide a quality, but less expensive housing product. Concept is similar to "Micro-suites" with a private bedroom, bathroom, and small kitchenette. Closest definition would be a boarding house, but those are not permitted in the NAC-Cambrian Rise zoning district. Asks Commission to consider an amendment to allow this type.		

This agenda is available in alternative media forms for people with disabilities. Individuals with disabilities who require assistance or special arrangements to participate in programs and activities of the Dept. of Planning & Zoning are encouraged to contact the Dept. at least 72 hours in advance so that proper accommodations can be arranged. For information, call 865-7188 (865-7144 TTY). Written comments may be directed to the Planning Commission at 149 Church Street, Burlington, VT 05401.

VI. Permit Reform

Action: Schedule special meeting devoted to permit reform discussion		
Motion by: A Friend	Second by: E Lee	Vote: Approved Unanimously
Type: Discussion & Presentation	Presented by: D White, B Lowe	
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. Merge zoning function with trades and inspections into a new department under a single department head. Sets the city up for a change to current permitting process, a new IT system, and a new online process. Also offers opportunity to rethinking planning's role, by forming a new department with CEDO. Intent to physically merge and pursue charger change in 2019, with any reorganization of advisory bodies later as they are more complex. However, powers and duties of Commission that are in statute will not change. Will require continuous collaboration between new departments at a staff and commission level. • Commissioners raised concerns of organizing the roles of advisory bodies later, rather than simultaneously, and feel as though there needs to be a public commission to advise the new permitting and inspections department. B Lowe agrees on the need for clear citizen advisory roles, but dept. structures need to inform how the role of the boards are organized. • Commissioners would like a clearer understanding of the current functions of the departments (including CEDO), the problems identified in the current system, and an explanation of how the reform and reorganization is going to solve those problems. 		

VII. 2019 planBTV Update

Action: Deferred to future meeting due to time		
Motion by:	Second by:	Vote:
Type: Presentation & Discussion	Presented by: M Tuttle	
Discussion/Notes:		

VIII. Committee Reports

Executive	Met on 11/9, discussed permit reform effort
Ordinance	No Report
Long Range	No Report

IX. Commissioner Items

Next Meeting	November 27, 2018 @ 6:30pm in Conference Room 12, City Hall
--------------	---

X. Minutes & Communications

Action: Approve Minutes		
Motion by: Y Bradley	Second by: H Roen	Vote: Approved Unanimously
Changes to Minutes: N/A		
Communications Filed: Notice of Public Hearing for the City of Winooski 2018 Master Plan Update		

XI. Adjourn

Adjournment	Time: 8:18pm	
Motion: Y Bradley	Second: A Friend	Vote: Approved Unanimously



Signed: November 29, 2018

Andy Montroll, Chair



Shaleigh Draper, Planning and Zoning Clerk