

## 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, December 11, 2018, 6:30 P.M.**  
**Conference Room 12, City Hall, 149 Church Street**  
**Minutes**

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

### **I. Agenda**

Call to Order	Time: 6:32pm
Agenda	Approved As Is

### **II. Public Forum**

Name	Comment	Commission Action?
Marissa Yanez	UVM student job shadowing D White to learn more about Planning	

### **III. Report of the Chair**

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

D White	<ul style="list-style-type: none"><li>Working on the annual report for FY18, to be completed by the end of the week.</li><li>Many projects to come in the future, but none of which have been formally submitted yet.</li></ul>
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### **V. Reapprove Municipal Bylaw Report ZA-18-08 Form District 5 Boundaries**

Action: Reapprove the Municipal Bylaw Amendment Report and forward comments to City Council		
Motion by: A Friend	Second by: J Wallace-Brodeur	Vote: Approved Unanimously
Type: Discussion	Presented by: D White	
Discussion/Notes: <ul style="list-style-type: none"><li>This zoning amendment was previously referred by the Commission, and referred to the City Council Ordinance Committee, who then made a change to the Planning Commission's recommendation.</li><li>The Council Ordinance Committee chose to exclude one property in the Form District 5 boundary on Clark St that the Planning Commission had included, and not expand Specific Height Area "F" to the new properties added to FD5.</li><li>Commissioners had questions about why the Advance Music building (corner of Maple and S Champlain) was not included in the Specific Height Area "F" given that is already 4-stories. The City Attorney's Office was going to check their notes regarding the rationale for that change.</li><li>Commissioners supported the Council Ordinance Committee changes, and saw no need to amend the Municipal Bylaw Report that accompanies this amendment.</li></ul>		

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

Action: Refer to the Ordinance Committee for review and a recommendation		
Motion by: J Wallace-Brodeur	Second by: Y Bradley	Vote: Approved Unanimously
Type: Discussion	Presented by: D White	
Discussion/Notes:		
<ul style="list-style-type: none"> <li>• This zoning amendment was previously referred by the Commission, and referred to the City Council Ordinance Committee, who then made a change to the Planning Commission's recommendation by striking the language in the amendment regarding the Front Yard Parking Restrictions.</li> <li>• The council felt it was not necessary to include that in this amendment, as it is already addressed in the ordinance.</li> <li>• Commissioners would like reassurance that this limitation is addressed adequately in the ordinance, and does not need to be included in this amendment.</li> <li>• Commissioners agree to refer this amendment to the Ordinance Committee for further review, and a recommendation.</li> </ul>		

**VII. 2019 planBTV Update**

Action: Discuss proposed edits and direct staff to prepare edits before referring to City Council		
Motion by: Y Bradley	Second by: A Friend	Vote: Approved Unanimously
Type: Discussion (PDF version of draft comments and proposed edits posted online)	Presented by: D White	
Discussion/Notes:		
<ul style="list-style-type: none"> <li>• Commissioners and staff received positive feedback on the structure of the public hearing held on December 5<sup>th</sup>.</li> <li>• Attendees found it helpful to speak in smaller groups rather than as a large group, allowing for more people to participate that may not be inclined to speak during a formal hearing.</li> <li>• M Tuttle compiled a document with the comments and proposed edits received for the commission to review and discuss what changes, if any, should be made to the draft.</li> <li>• Commissioners agree with recommendations by M Tuttle on the various proposed edits to be included in the final draft.</li> <li>• It is suggested to include commuter rail as a future means of transportation in the plan.</li> <li>• Put a stronger emphasis on connectivity in Burlington through web-based connections, and connections with the rest of the world to highlight that Burlington is in no way an isolated community.</li> <li>• Commissioners question whether or not to separate the South End Plan from the master plan, and adopt the plans individually, but concluded to proceed adopting both plans simultaneously.</li> <li>• Commissioners agree to direct staff to prepare edits to the draft, send final draft to Planning Commissioners before the City Council meeting, and forward to council with recommendation for adoption.</li> </ul>		

**VIII. Committee Reports**

Executive	No Report
Ordinance	Continuing discussion of the definition of accessory
Long Range	No Report

**IX. Commissioner Items**

Next Meeting	Next meetings are January 9, 2019 @ 6:30pm in Conference Room 12, City Hall, and January 15, 2019 @ 5:00pm in Contois Auditorium, City Hall, for a Joint Meeting with the DRB, DAB & Conservation Board.
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**X. Minutes & Communications**

Action: Approve the Minutes and Accept Communications		
Motion by: A Friend	Second by: J Wallace-Brodeur	Vote: Approved Unanimously
Changes to Minutes: N/A		
Communications Filed:		
<ul style="list-style-type: none"><li>• Certificate of Public Good authorizing the installation of telecommunications equipment at 9 University Terrace.</li></ul>		

**XI. Adjourn**

Adjournment		Time: 7:48pm
Motion: Y Bradley	Second: A Friend	Vote: Approved Unanimously



Signed: January 14, 2019

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Andy Montroll, Chair



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Shaleigh Draper, Planning and Zoning Clerk