

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



Burlington Planning Commission

Tuesday, December 11, 2018, 5:00 P.M.

Public Records Room (Planning & Zoning)

City Hall, 149 Church Street

Special Meeting AGENDA

I. Agenda

II. Public Forum- Time Certain 6:30 p.m.

I. Permit Reform

The Planning Commission will continue to discuss the proposed reorganization of City Departments based on the Permit Reform Initiative. Information related to this item is enclosed in this packet.

Staff Recommendation: The Commission is requested to provide comments/a recommendation for consideration by the City Council.

II. Adjourn

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Proposed Charter Change *(Dec. 2018 – March 2019)*

- Creation of new Permitting & Inspections Department
- Appointment of new Director of Permitting & Inspections by Mayor
- Appointment of Zoning Administrative Officer by Mayor

- Expansion of CEDO to include Ch 117 planning functions subject to Planning Commission
- Appointment of Planning Director by Mayor
- Placement of Planning Director within CEDO

Discretionary Review and Appeals

DRB
Zoning & Subdivision Decisions

Conservation Board

Design Advisory Board

Public Works Commission
Trades Decisions, with transition of electric appeals from City engineer to DPW Commission

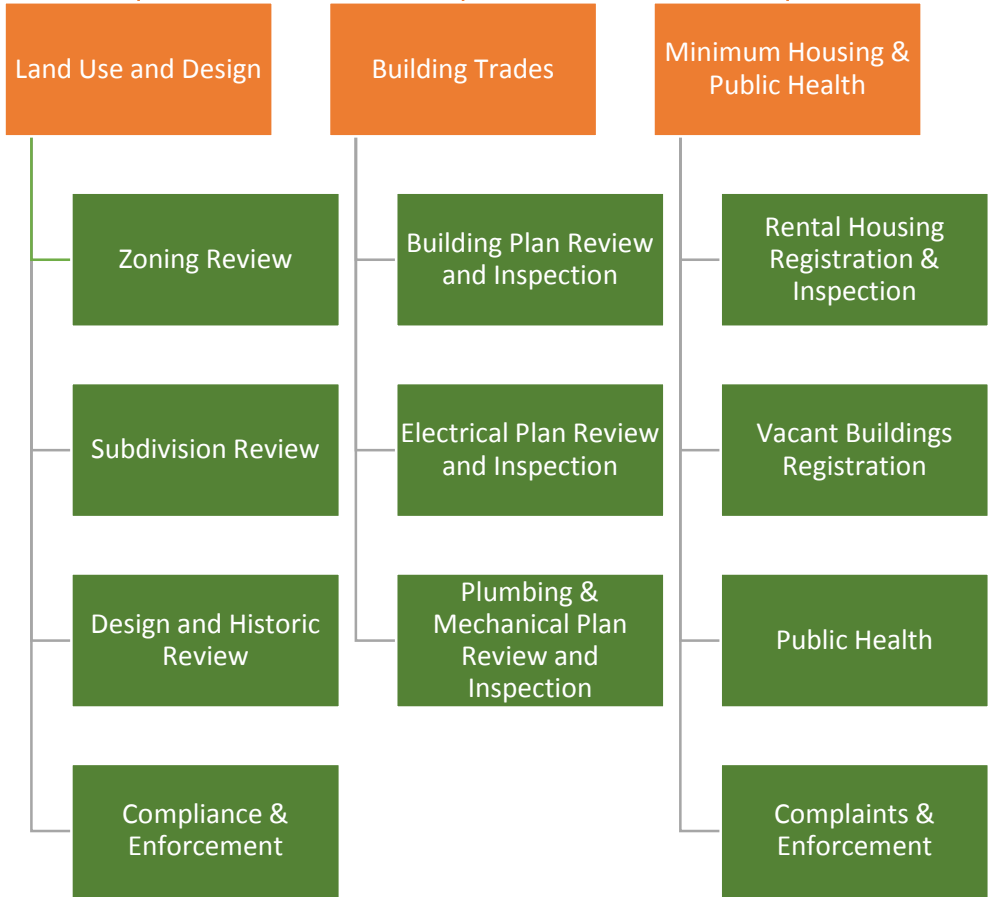
Housing Board of Review
Minimum Housing Decisions

Board of Health
Health Officer Decisions

Commissioner of Public Safety
State buildings, Federal Certifications, Boilers and Pressure Vessels, and Variances

Department of Permitting & Inspections

Customer Service & Administrative Support



Citizen Advisory

Planning Commission

- Amendments and administration of the CDO
- Participates in Annual Performance Review of Director and ZAO
- 2 members participate on Mayor's hiring committee for Director and ZAO

What to do with Planning?

- Merge with Permitting & Inspections

- Keeps the development of the ordinance close to its administration (+)
- Potentially isolating for a small planning function within a larger permitting department (-)
- Still has overlapping missions/functions with CEDO (-)
- Separates development of plans and policies from a key partner in their implementation(-)
- (or) Physically splits this department between 2 locations - City Hall and Pine St. (-)

- Stand alone

- Too small to be effective, efficient, and meaningful – a **MAJOR** step backwards for planning in BTV (-)
- **Very** isolating for a small planning function – renders it virtually non-existent (-)
- Could work **only if** combined with complimentary planning & policy functions from one or more other department(s) (i.e. CEDO, PRW &/or DPW) (+)

- Merge with CEDO

- Brings two departments with overlapping missions/functions together (+)
- Joins the development of plans and policies with a key partner in their implementation (+)
- Institutionalizes current collaborations and relationships (+)
- Creates efficiencies and expands capabilities/effectiveness of both (+)
- Provides policy framework for community & economic development programs & projects (+)
- Provides a feed-back loop regarding the effectiveness of plans and policies (+)
- Separates development of the ordinance from its administration (-)

Department of Planning

Comprehensive Planning

- Community & Neighborhood Planning
- Land Conservation & Historic Preservation *(shared w/ P&I)*
- Ordinance Development *(shared w/ P&I)*

or

Department of Planning, Permitting & Inspections

Customer Service & Administrative Support

Comprehensive Planning

- Community & Neighborhood Planning
- Land Conservation & Historic Preservation
- Ordinance Development
- GIS & Analytics

Zoning

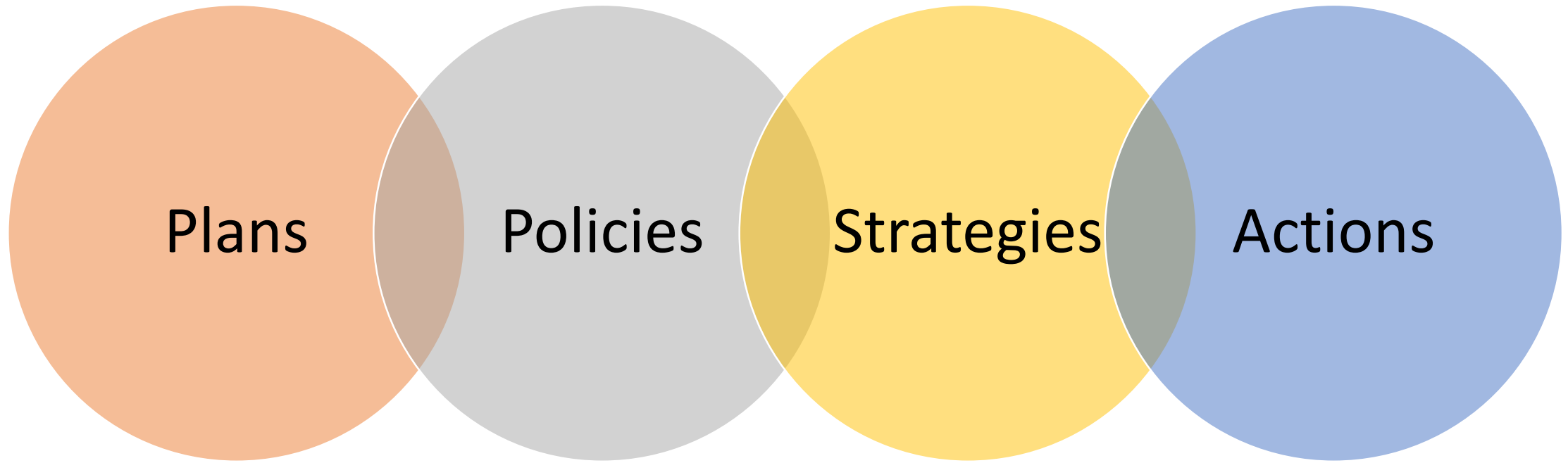
- Zoning Review
- Subdivision Review
- Design and Historic Review
- Compliance & Enforcement

Building Trades

- Building Plan Review and Inspection
- Electrical Plan Review and Inspection
- Plumbing & Mechanical Plan Review and Inspection

Housing Inspection

- Rental Housing Registration & Inspection
- Vacant Buildings Registration & Inspection
- Public Health
- Complaints & Enforcement



a program of policies to achieve an established goal

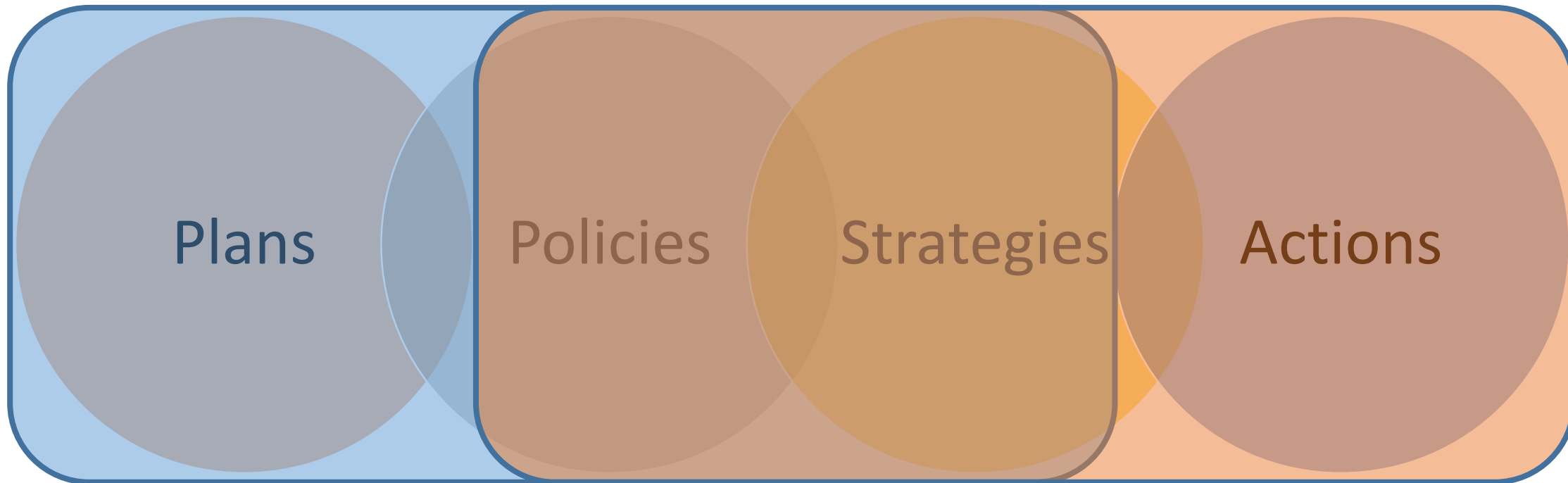
a set of ideas that is used as a basis for making decisions

a collection of actions employed to afford the maximum support of adopted policies

the accomplishment of a thing usually over a period of time or in stages

Agencies with overlapping missions/functions can lead to confusion and conflict

Planning   **CEDO**



a program of policies to achieve an established goal

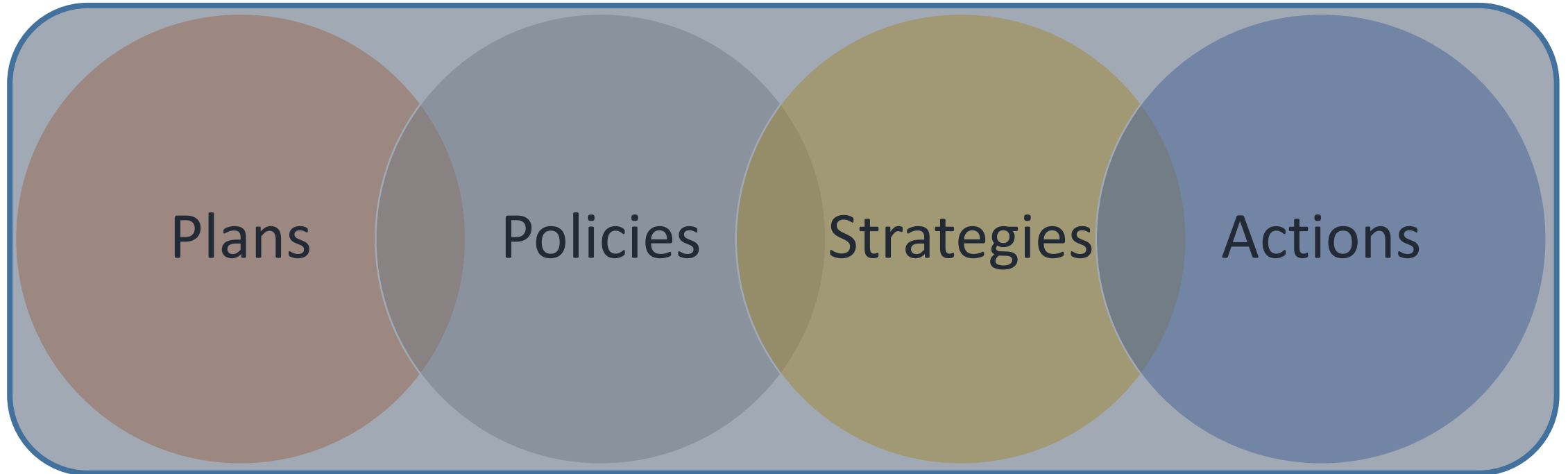
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← **Planning/CEDO** →



a program of policies to achieve an established goal

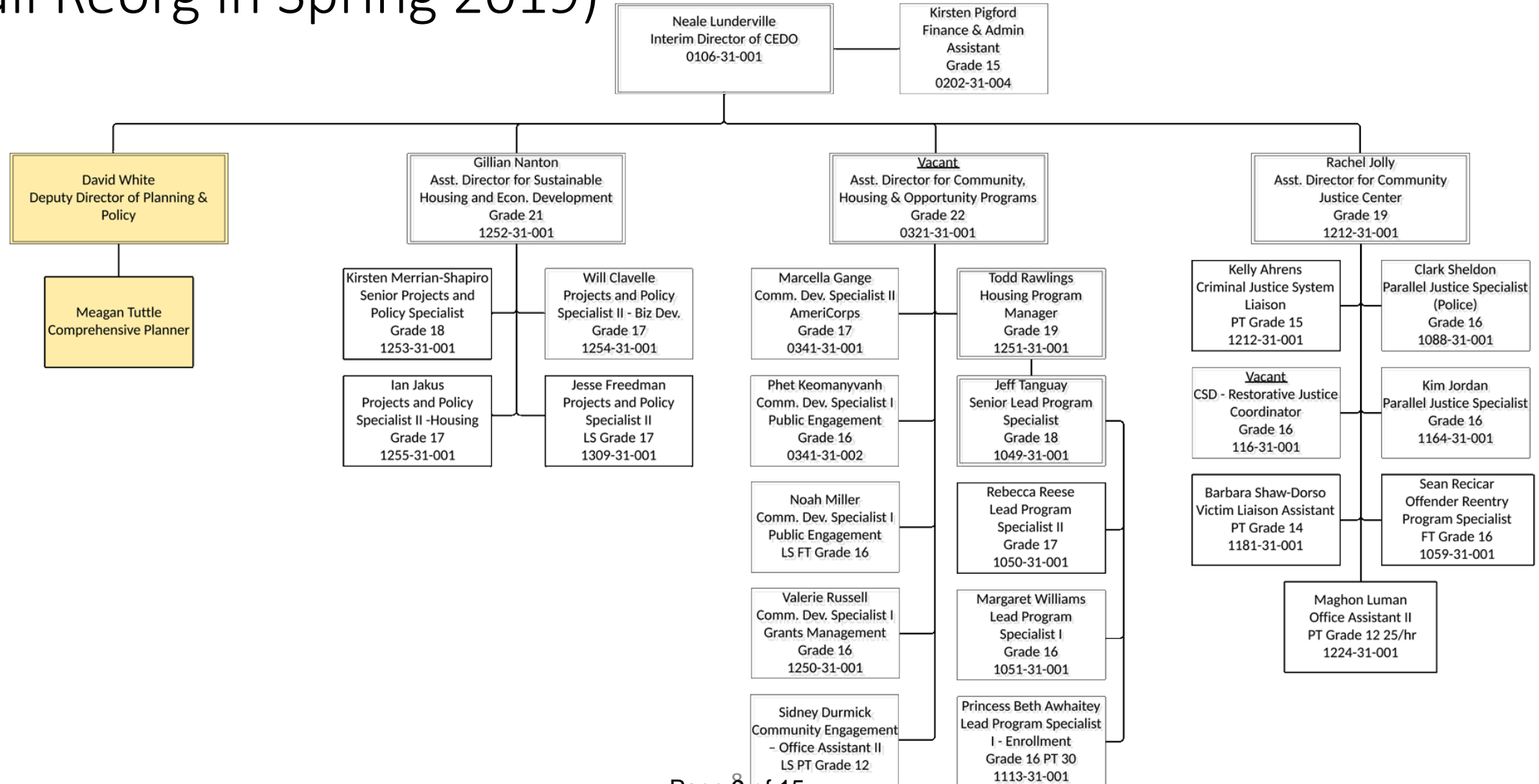
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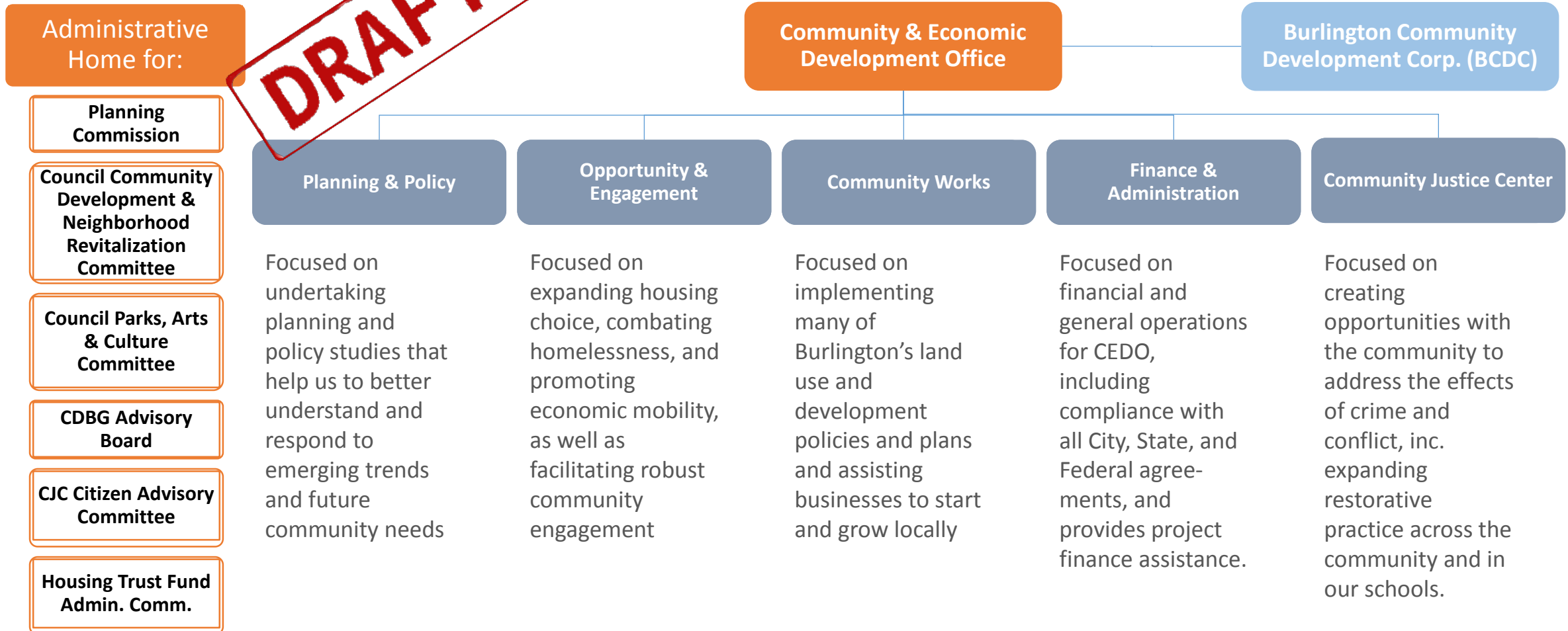
Proposed Org Chart for Merger Only

(Full Reorg in Spring 2019)



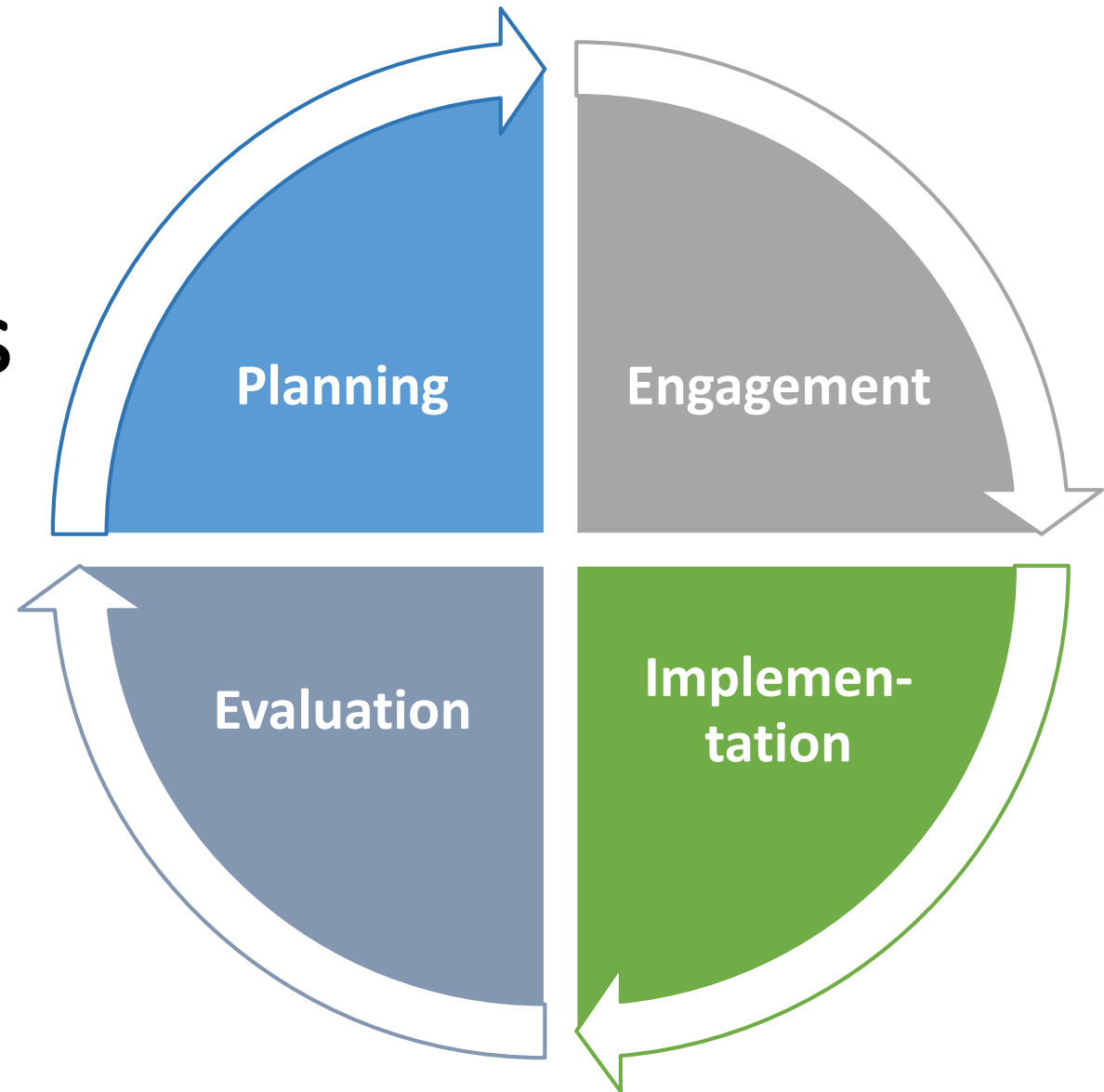
Conceptual Org Chart: Post-Merger *(spring 2019)*

DRAFT



Proposed Structure Supports Lifecycle Approach to Projects

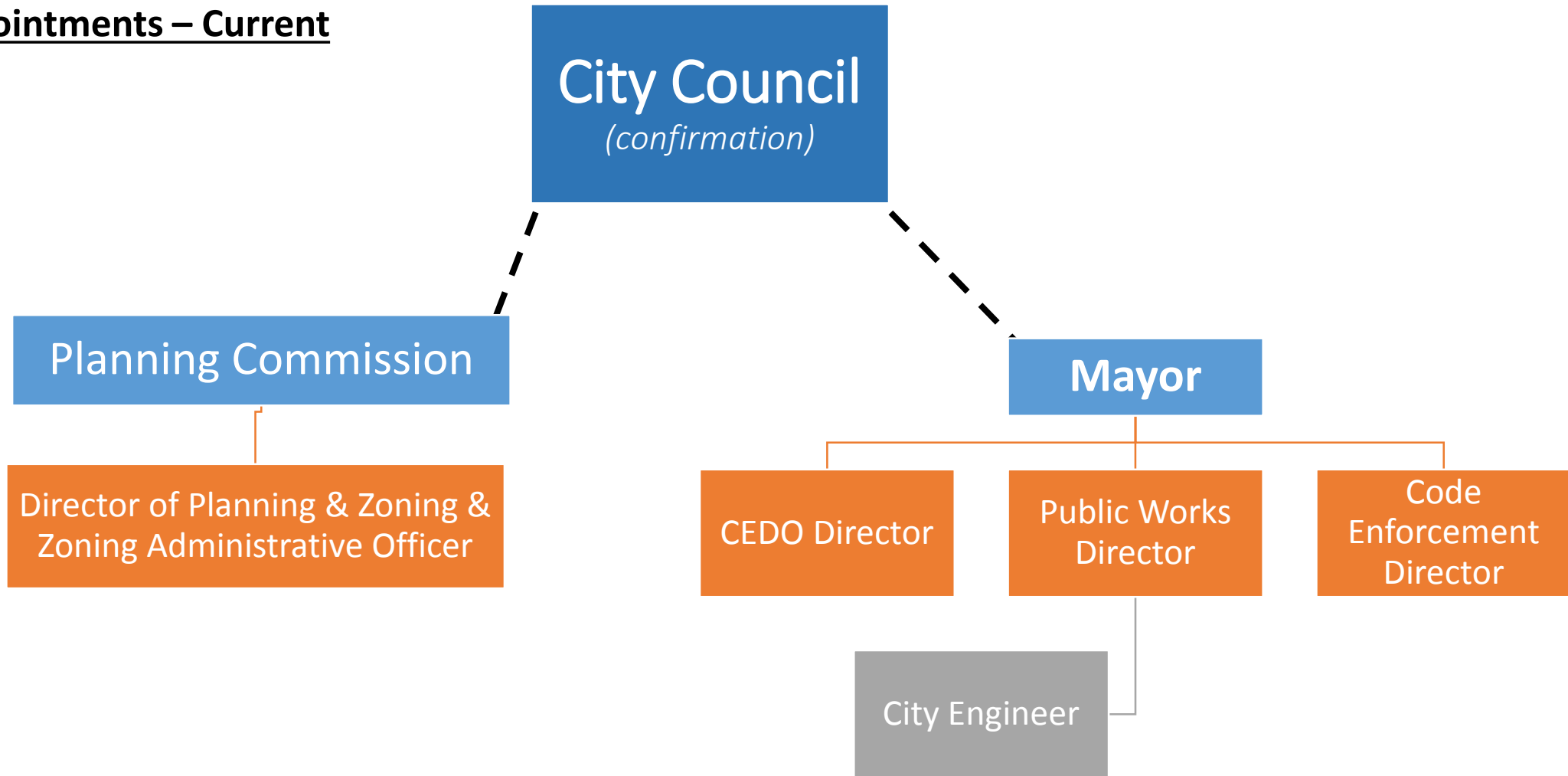
- Applies to range of CEDO and Planning projects, programs, & initiatives
- Most effective when coupled with a team-based methodology to manage work flow
- See: [Agile, Scrum, Kanban](#)



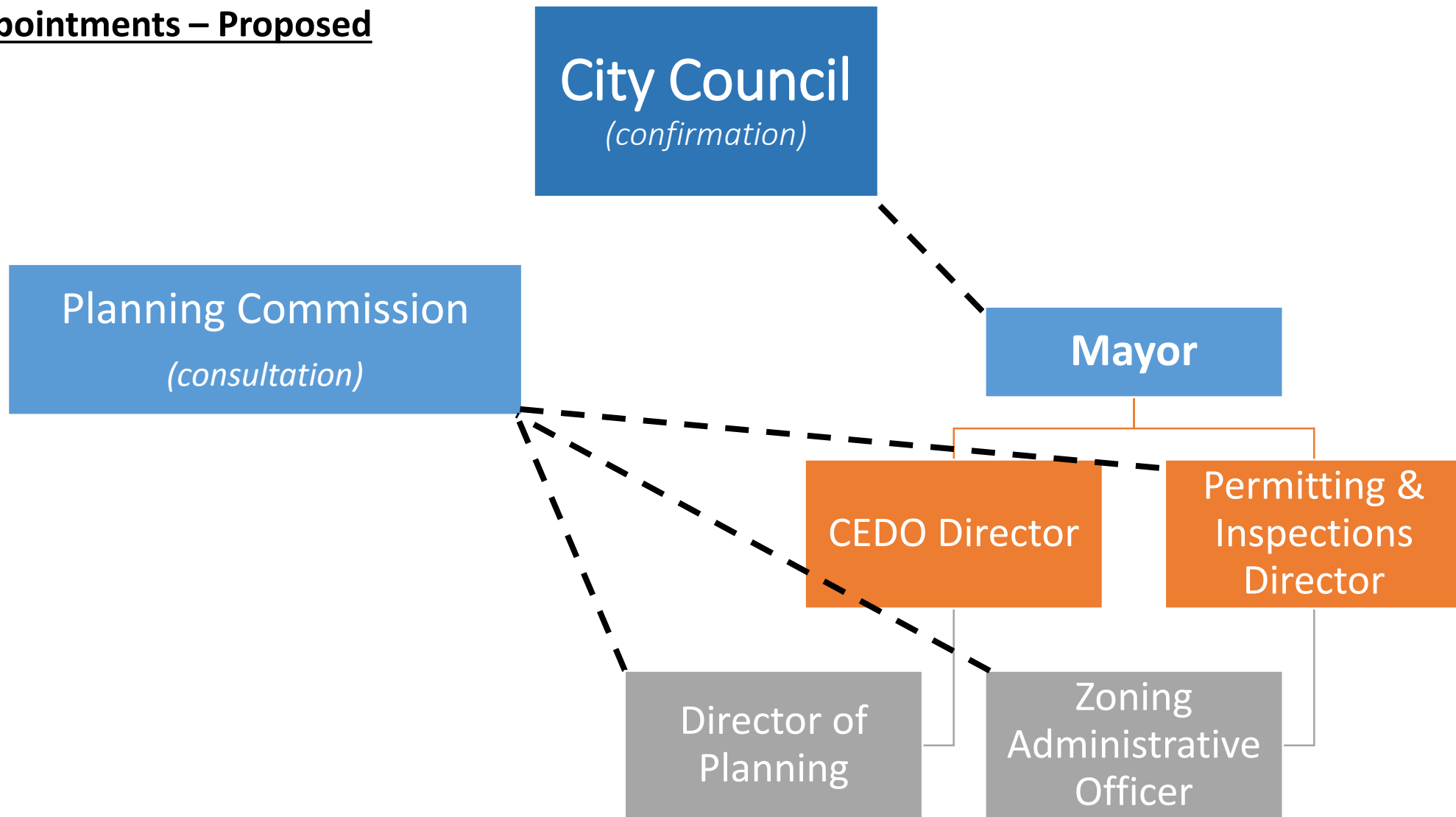
Cross-Cutting Teams for Initiatives & Projects



Appointments – Current

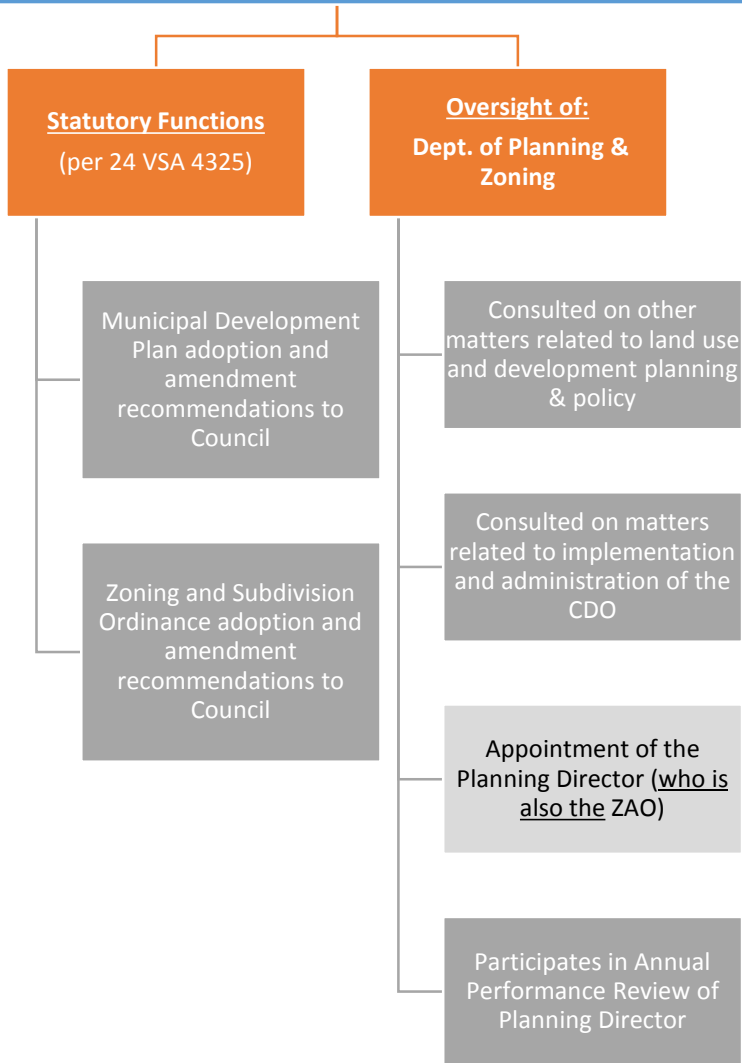


Appointments – Proposed

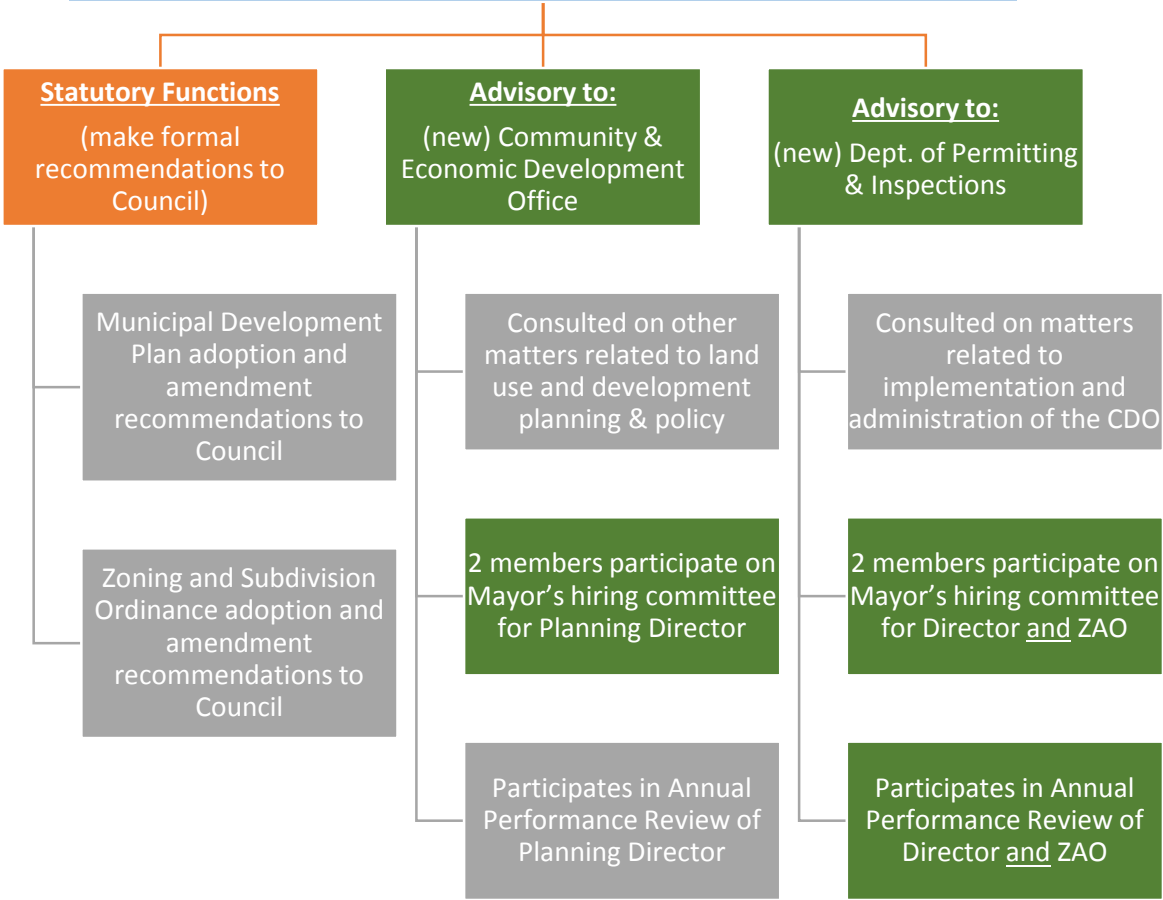


Planning Commission Role – Before and After

Planning Commission *(current)*



Planning Commission *(proposed)*



24 VSA 4321

- Appointed by Council
- 3-9 members
- Majority residents
- No more than 2 elected or appointed officials who are non-voting members
- Powers and Duties per 24 VSA 4325

Former role

New role