

Burlington Planning Commission

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



Burlington Planning Commission Special Meeting Tuesday, December 11, 2018, 5:00 P.M. Conference Room 12, City Hall, 149 Church Street Minutes

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

I. Agenda

Call to Order	Time: 5:07pm
Agenda	Approved As Is

II. Public Forum

Name	Comment	Commission Action?
No members of the public spoke		

III. Permit Reform

Action: Provide comments/recommendation for consideration by City Council		
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">• D White outlines the proposal given to the charter change committee which is: Creation of a new Permitting & Inspections Department, mayoral appointment of the Director of Permitting & Inspections, mayoral appointment of the Zoning Administrative Officer, expansion of CEDO to include Chapter 117 planning functions subject to the Planning Commission, mayoral appointment of the Planning Director, and placement of the Planning Director within CEDO.• City Councilor Hartnett comments that the biggest resistance for the City Council is the merger of Planning and CEDO, for various reasons.• An alternative to the merger, would be a co-location for the two departments to work alongside one another.• From a staff perspective, the merger would be the ideal option, to be one department, with shared resources, under one authority. However, staff agree that a co-location is a sufficient compromise.• Commissioners question N Lunderville, Interim Director of CEDO, what the co-location would look like from a CEDO perspective.• N Lunderville explains the CEDO office will be renovated in the near future regardless of the result of the proposed merger. With the new renovations, there will be additional capacity in the space to accommodate Planning staff, as well as additional positions that need to be added for both departments.• A merger would allow for shared resources between both departments, ultimately allowing for broader work to be done by the combined department.		

- With a co-location, D White would continue to be Planning Director, and work as an equal authority with the CEDO Director. With a merger, D White would become a Deputy Director, that would work alongside other assistant directors, but with an elevated role.
- Suggestion is made to consider changing the name of CEDO to avoid a misconception that community development outweighs economic development in the city.
- Commissioners agree that a good short-term solution would be a co-location of Planning and CEDO.
- Commissioners strongly recommended to have a review process set in place to re-evaluate the co-location in one year, eighteen months, and two years. At which time, there could be conversations to merge the two departments if the co-location is working successfully.
- Commissioners remain apprehensive on changing the Planning Director appointment process, and conclude to recommend that change wait.
- Staff explain that a co-location would result in two departments, with two department directors, that have different reporting lines, may become a major problem down the line.
- Commissioners agreed to support the new permit reform department, a co-location of CEDO and Planning with a necessity for review at one year, eighteen months, and two years, to keep the appointment of the Planning Director with the Planning Commission, and to revisit the Planning Director's appointment process discussion during the co-location review periods.

IV. Adjourn

Adjournment		Time: 6:15pm	
Motion: H Roen	Second: A Friend	Vote: Approved Unanimously	



Signed: January 14, 2019

Andy Montroll, Chair



Shaleigh Draper, Planning and Zoning Clerk