

## Department of Planning and Zoning

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### MEMORANDUM

**TO:** Bill Keogh, City Council President  
 Burlington City Councilors  
 Mayor Bob Kiss

**FROM:** David E. White, AICP, Director of Planning & Zoning

**DATE:** Thursday, December 10, 2009

**RE:** Open Government Committee Report – Dept. of Planning and Zoning Update

Per your request you will please find below a very brief update regarding the Dept. of Planning & Zonings progress towards implementing the recommendations of last summer's Open Government Committee:

<b>Action Proposed:</b>	<b>Status:</b>
Publishing online a series of reports of all active permit applications sorted by Ward and status.	<b>Completed.</b> Two "Zoning Permit Request Status Reports" are now available online: one sorted by street address and status; and the other sorted by ward, street address and status. Both are automatically updated daily.
Adding links to the City homepage to the permit application report and DRB/DAB/CB agendas for greater prominence and easier access.	<b>Completed.</b> <u>Several</u> new links have been added to the City homepage and elsewhere in order to improve public access to this information. These include links to all meeting agendas in the "Boards and Commissions" sidebar, new listings in the "Burlington A to Z", and a highlighted announcement about "Proposed Development" on the home page.
Producing a revised version of the Development Caseload Report listing significant development projects throughout the city, and making this report available online and distributed via email to city officials, NPA Steering Committee members and others.	<b>Not started.</b> Information about projects currently under review are now included in the "Zoning Permit Request Status Report." Department staff input is often sought for future development projects at a pre-application stage. However in many cases the information is incomplete and the applicant is unprepared to make it available to the public.
Redesign the Department website and develop new information and educational materials to help people to find, understand and utilize information regarding the development review process. We can also include a simple flow diagram to help make the review process more understandable.	<b>In process.</b> <u>Several</u> new links have been added to the Department website in order to improve public information about the development review process and permit applications.  A complete redesign of the site remains to be undertaken given staff workloads.

<b>Action Proposed:</b>	<b>Status:</b>
Add the Department's website address on the "Z-Card".	<b>Completed.</b> New "Z-Card's" are currently being printed. Department staff has also discussed the benefit of providing multiple Z-Card's for some projects to improve their visibility.
Investigate the creation of a single-sheet flyer that could be distributed by an applicant to their neighbors at the time of application and would provide information about the development review process generally and where they can go for more information.	<b>In process.</b> DPZ staff has recently been discussing creation of such a flyer as a mechanism to provide additional public notice for applications being reviewed and approved administratively. Additionally, some of the "Development Review Guides currently on the Department's website are out of date and need to be revised.  Tangible work has yet to be undertaken however given staff workloads.
Include all NPA Steering Committee members on an e-mail list of all meetings and hearings.	<b>Completed.</b> All NPA Steering Committee members receive an e-mail all meeting and hearing agendas. However, we have since received requests from <u>several</u> NPA Steering Committee members requesting that this information <u>not</u> be sent.  Staff is currently collaborating with CEDO's C-CAN to find alternative solutions.
<b><u>Other Actions:</u></b>	
Flowchart	<b>Completed.</b> A flowchart illustrating the development review process has been created which will be provided on the Department's website for informational and educational purposes.
Educational Presentation	<b>Not started.</b> Staff will be developing an educational presentation for general audiences about the development review process and how to effectively navigate and participate.  Tangible work has yet to be undertaken however given staff workloads.

Other activities recommended by the Committee have not been undertaken at this time. Our staff is already working at - and often beyond - its sustainable capacity, and our ability to absorb additional tasks remains severely limited. We will continue to take-on projects that both directly and indirectly address the Committee's recommendations as time and resources allow.

Please let me know if there are any questions or additional information I can provide.