

Burlington Planning Commission

149 Church Street
Burlington, VT 05401
Telephone: (802) 865-7188
(802) 865-7195 (FAX)
(802) 865-7144 (TTY)
www.ci.burlington.vt.us/planning

*Peter Potts, Chair
Bruce Baker, Vice-Chair
Yves Bradley
Lee Buffinton
David Cain
Andy Montroll
Jennifer Wallace-Brodeur
vacant, Youth Member*



Burlington Planning Commission

Executive Committee

Monday, April 18, 2011, 12:00 P.M.

Meeting Notes

Present: P. Potts, Y. Bradley and B. Baker
Staff: D. White and S. Thibault

I. Agenda

II. Status Reports

- Downtown and Waterfront Plan Update: The land use inventory and build-out consultants are in town this week completing their field work. Finalizing the contract with VHFA for the housing analysis. Reviewing a second round of proposal for the transportation and parking analysis and the retail and real estate analysis with recommendations for the Commission at the next meeting. Finalizing a scope of work with DPW on infrastructure. Beginning to discuss the energy and cultural assessments RFP's, and to draft a Request for Qualifications (RFQ) for the planning process.
- Quarterly Financial and Development Review Report: Distributed. Everything is on-track as expected although the budget shown does not actually reflect the budget as amended. 4th quarter revenues and development review work is expected to be strong.
- Department Website: A new website is up and running. Much of the same content for now but staff is revising it so any input is welcomed.

III. Upcoming Commission Agenda Items

- Historic Building Materials Guidelines/Policy: Nancy Boone from the VT Div. for Historic Preservation will present at the next meeting. PC will get copies of other ordinances provided by Gene Bergman and staff will prepare a simple comparison for 5/10 meeting.
- Regional Park and Ride Plan: Will discuss on 4/26.
- Open Government – Neighborhood Meetings for Major Projects: NPA's still discussing this – waiting to hear back from Ward 1 and Wards 2/3. Starting to hear some push-back from development community. When the proposal comes back to the PC it will be important to hear from other side. Perhaps ready for early June.
- Low Impact Design (LID): Ordinance Commission is ready for the Commission to discuss this on 5/10. Should be first item on the agenda so Scott doesn't have to wait again.
- HVAC Vents: Commission should discuss this issue raised by Harris. 5/24 meeting

IV. Other Business

- Staff Training: The Commission is particularly interested in ways to make the development review process more customer-friendly. As such, staff's ability to more effectively communicate with applicants can go a long way. Are there training opportunities for things like: active listening, understanding the development process and costs from the applicant's

perspective, customer service, and positive communication that could help overcome historical perceptions?

Staff has already developed a "Department Mission and Values" statement. It is particularly important to understand the goals the applicant has for their project/property in order to facilitate how to meet them within the constraints of the ordinance. Creativity and clear communication is essential. Staff can't be expected to always be supportive in the end, but every interaction should set that as its goal. Informational and educational materials produced by the Dept. need to be positive and encouraging in its message (e.g. what can you do rather than what you can't do).

v. **Adjourn** – 1.00pm