

Burlington Planning Commission

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Burlington Planning Commission

REGULAR MEETING

Tuesday, October 11, 2011 - 6:30 P.M.

Conference Room #12, Ground Floor, City Hall

AGENDA

Note: times given are approximate unless otherwise noted.

I. Agenda

II. Public Forum - Time Certain: 6:35 pm

The Public Forum is an opportunity for any member of the public to address the Commission on any relevant issue.

III. Report of the Chair – Peter Potts, Chair

IV. Report of the Director – David E. White, Director

V. Zoning Complainants

The Commission will discuss an amendment to the Comprehensive Development Ordinance that removes language regarding confidentiality of written complaints which is in conflict with state statute.

VI. Historic Building Materials

The Commission will resume its discussion on a proposal to change the historic building zoning regulations.

VII. PlanBTV update

The Commission will review the Climate, Energy and Green Infrastructure Analysis Report from Industrial Economics, Incorporated for the first phase of the project. Staff will also present an update on the project.

This agenda is available in alternative media forms for people with disabilities. Individuals with disabilities who require assistance or special arrangements to participate in programs and activities of the Dept. of Planning & Zoning are encouraged to contact the Dept. at least 72 hours in advance so that proper accommodations can be arranged. For information, call 865-7188 (865-7144 TTY). Written comments may be directed to the Planning Commission at 149 Church Street, Burlington, VT 05401.

- VIII. **Neighborhood Improvement Night – Commissioners commitment**
- IX. **Committee Reports**
- X. **Commissioner Items**
- XI. **Minutes / Communications** - Minutes for the August 9 and September 13, 2011 Commission meetings.
- XII. **Executive Session – Director’s Annual Evaluation**
- XIII. **Adjourn** (9:00 p.m.)

Burlington Comprehensive Development Ordinance

PROPOSED: ZA-12-04 Zoning Complainants

As proposed on October 11, 2011

Changes shown (underline to be added, ~~strike-out~~ to be deleted) are proposed changes to the *Burlington Comprehensive Development Ordinance*.

Purpose: The proposed amendment removes language regarding the confidentiality of written complaints which is in conflict with state statute.

Sec. 2.7.5 Observation or Complaints of Violations

Upon receipt of a written, signed complaint alleging a violation of this ordinance, the administrative officer shall investigate the complaint, take whatever action is warranted, and, if requested, inform the complainant in writing of actions that have been taken. ~~A written complaint shall not be considered a public record unless and until such complaint is entered into evidence as part of an administrative or court hearing on an alleged violation.~~

The observation of a violation on the part of the administrative officer shall be considered an Investigation, and the alleged violator may be issued a notice of zoning violation or a municipal civil complaint ticket.

Department of Planning and Zoning

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Nic Anderson, Planning & Zoning Clerk
Elsie Tillotson, Administrative Assistant



MEMORANDUM

TO: Planning Commission
FROM: David E. White, AICP, Director of Planning & Zoning
DATE: Thursday, October 06, 2011
RE: Historic Buildings – Possible Zoning Changes

Enclosed for your Oct. 11 meeting is the first installment of a proposal regarding potential changes to the CDO relative to the regulation and protection of historic buildings. Our intent is to break down our recommendations into sequential and manageable segments of a much larger and farther reaching package of amendments. This first installment is focused on the extent of regulatory authority of the ordinance with regard to historic buildings and properties – **which ones and where?** Future installments will include possible modifications to the regulatory standards and guidelines, demolition standards, treatment of cases of demolition by neglect, and consideration of economic hardship.

As directed by the Commission, this proposal begins with a narrowing of the extent of regulatory authority to include only those buildings and properties that are listed (rather than simply eligible for listing) on the State or National Register of Historic Places. Such a change ensures that the City's regulatory authority is clear and documented from the beginning, and that there are fewer surprises for applicants when they apply for a zoning permit. The definition of what constitutes a historic building remains unchanged and by definition are those standards and processes necessary for listing on the State or National Register of Historic Places. The same three levels of project review also remain unchanged – Historic Review, Design Review and Site Plan Review (site only, no architecture).

It is important to note however the negative implications of such a change. In this case, a significant number of buildings with potential historic merit would lose their current level of protection against insensitive alterations and demolition. Of particular consequence, would be for those buildings not otherwise located within a Design Review District that would no longer receive any architectural consideration at all (Site Plan Review only).

Information collected and evaluated by staff find:

- Total Primary Structures – **10,600+** (does not include accessory structures like carriage barns, detached garages, barns, etc.)
- Buildings built prior to 1960 (an indication of potential eligibility) – **6,280+** (~60% of all buildings)



- Buildings that have been evaluated for their historic merit (includes listed and/or surveyed) – **3,200+** (~30% of all buildings and 50% of those potentially eligible)
- Buildings currently listed on the State and/or National Register – **2,270** (~20% of all buildings and 36% of those potentially eligible)
- Buildings potentially eligible but unlisted on the State and/or National Register and not within a Design Review District – **~2,230+** (~20% of all buildings and 36% of those potentially eligible)

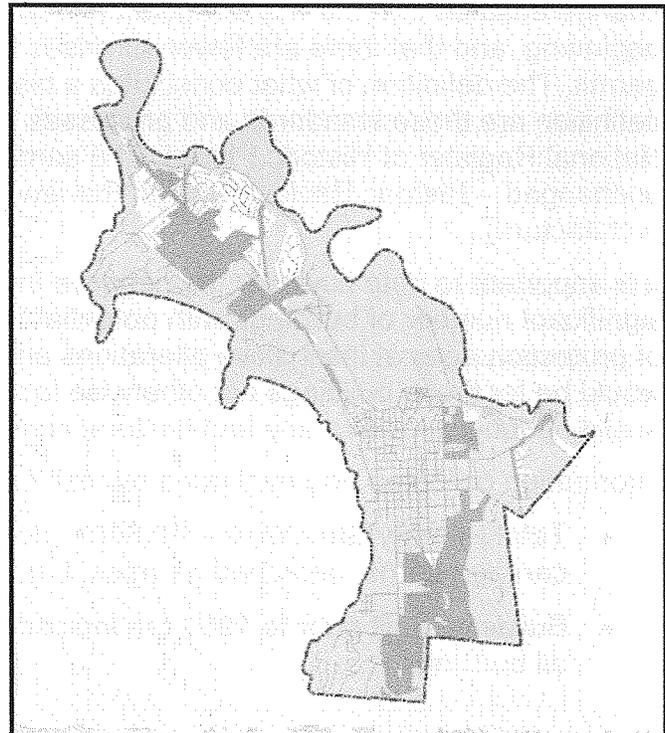
As a result of the proposed change to the extent of regulatory authority alone:

- ⇒ ~ **4,000+** potentially eligible buildings would no longer receive protection against material loss and demolition (64% of potentially eligible buildings)
- ⇒ including **~2,230+** buildings not otherwise located within a Design Review District that would receive Site Plan Review only, with no architectural consideration at all.

To mitigate some of these negative consequences, staff would recommend inclusion of a temporary/interim measure of protection to be provided for buildings that are actively under consideration for listing. As proposed, historic review and protection would be extended upon the recommendation of the City's Historic Preservation Review Committee to the VT Division of Historic Preservation for listing on either the State or National Register of Historic Places. This would ensure: proper research and documentation has been conducted by a qualified professional; assurance of property owner notification and public input; and, review and recommendation by a recognized, qualified and non-partisan public body in a publically-noticed meeting. There are currently several hundred buildings that have already been submitted to the state and are awaiting formal consideration for listing on the State and National Register.

Additionally we would again recommend that the Design Review District be expanded to provide at least some architectural review for Residential – Low Density neighborhoods with high concentrations of potentially eligible buildings. The map to the right highlights (darkest areas) Residential – Low Density neighborhoods with high concentrations of potentially eligible buildings. This would provide at least some level of architectural review for ~2,230 buildings with potential historic merit.

Thank you for your consideration of this information and I look forward to discussing it with you at next week's meeting.



Sec. 5.4.8 Historic Buildings and Sites

The City seeks to preserve, maintain, and enhance those aspects of the city having historical, architectural, archaeological, and cultural merit. Specifically, these regulations seek to achieve the following goals:

- To preserve, maintain and enhance Burlington’s historic character, scale, architectural integrity, and cultural resources;
- To foster the preservation of Burlington’s historic and cultural resources as part of an attractive, vibrant, and livable community in which to live, work and visit;
- To promote a sense of community based on understanding the city’s historic growth and development, and maintaining the city’s sense of place by protecting its historic and cultural resources; and,
- To promote the adaptive re-use of historic buildings and sites.

(a) Applicability:

These regulations shall apply to all buildings, ~~and sites and districts~~ in the city that are listed, ~~or eligible for listing,~~ on either the State or National Register of Historic Places. ~~State or National Register of Historic Places.~~

Interim Protection:

From the time the City’s Historic Preservation Review Committee has made a recommendation to the VT Division of Historic Preservation for listing on either the State or National Register of Historic Places, the buildings, sites or districts so nominated shall be subject to all of the protection of this section until a final decision on the proposed designation becomes effective.

~~As such, a building or site may be found to be eligible for listing on the state or national register of historic places and subject to the provisions of this section if all of the following conditions are present:~~

1. ~~The building is 50 years old or older;~~
2. ~~The building or site is deemed to possess significance in illustrating or interpreting the heritage of the City, state or nation in history, architecture, archeology, technology and culture because one or more of the following conditions is present:~~
 - A. ~~Association with events that have made a significant contribution to the broad patterns of history; or,~~
 - B. ~~Association with the lives of persons significant in the past; or,~~
 - C. ~~Embodiment of distinctive characteristics of a type, period, or method of construction, or representation of the work of a master, or possession of~~

Comment [DEW1]: Changed from eligible for listing to actually listed.

Comment [DEW2]: Ensures: (1) proper research and documentation has been conducted by a qualified professional, (2) assurance of property owner notification and public input, and (3) review and positive recommendation by a recognized, qualified and non-partisan public body in a publically-noticed meeting.

DRAFT: v.10/6/2011

- ~~high artistic values, or representation of a significant or distinguishable entity whose components may lack individual distinction; or,~~
- ~~D. Maintenance of an exceptionally high degree of integrity, original site orientation and virtually all character defining elements intact; or,~~
- ~~E. Yielding, or may be likely to yield, information important to prehistory; and;~~
3. The building or site possess a high degree of integrity of location, design, setting, materials, workmanship, feeling, and association

Comment [DEW3]: Removed to shorten the section but no actual change given extent of the regulatory authority is listed state and nation register properties.

DRAFT

MEMORANDUM | September 30, 2011

TO Sandrine Thibault, Burlington Department of Planning & Zoning

FROM Neal Etre, Angela Helman, Dan Leistra-Jones, Kristen Sebasky, and John Weiss,
Industrial Economics, Incorporated

SUBJECT Executive Summary: Climate, Energy, and Green Infrastructure Analysis

DISCLAIMER: The work that provided the basis for this publication was supported by funding under an award with the U.S. Department of Housing and Urban Development. The substance and findings of the work are dedicated to the public. The author and publisher are solely responsible for the accuracy of the statements and interpretations contained in this publication. Such interpretations do not necessarily reflect the views of the Government.

The City of Burlington, Vermont is currently in the process of developing a land use and development master plan for its downtown/waterfront area. The City envisions a plan that actively promotes climate-conscious development and transportation strategies. As a part of that process, the City's Department of Planning & Zoning (DPZ) contracted Industrial Economics, Incorporated (IEC) to conduct a Climate, Energy and Green Infrastructure Analysis. This analysis consisted of:

- Task 1: IEC assessed the City's current practices and future plans to identify potential opportunities and challenges associated with enhancing energy efficiency and green buildings, renewable energy, green infrastructure, and transportation in the downtown/waterfront area.
- Task 2: IEC developed information to assess greenhouse gas (GHG) emissions reductions that could be realized by promoting development in downtown Burlington, rather than at the suburban fringe.
- Task 3: IEC prepared three case studies of successful or promising strategies employed in other cities, focused on transportation, building energy efficiency, and green infrastructure.
- Task 4: IEC developed recommendations for the City to consider as it moves forward with its sustainability agenda.

This executive summary presents key results of IEC's work on each of these four tasks. Our intention is for DPZ to use this information as an input into the City's ongoing master planning process.

Overall, IEC found that Burlington has laid a solid foundation for advancing a robust sustainability and livability agenda. Burlington already has many sustainability and climate change policies and programs underway. Thus, the City needs to ensure that current policies and programs have the resources needed to succeed. Burlington should also be careful to undertake only those policy changes or new programs that can make a clear contribution to the City's goals, and can be sustained over time.

TASK 1: CHALLENGES AND OPPORTUNITIES FOR GREEN DEVELOPMENT IN THE DOWNTOWN/ WATERFRONT AREA

In Task 1, IEC evaluated the City's current practices and future plans to identify potential opportunities and challenges associated with enhancing energy efficiency and green buildings, renewable energy, green infrastructure, and transportation in the downtown/waterfront area.

As a first step in Task 1, IEC reviewed Burlington's development policy and planning framework. We found that Burlington's framework allows for a mix of uses in the downtown/waterfront area; that the Municipal Development Plan (MDP) action plans provide a set of tangible action items to facilitate achieving the City's

goals; and that the documents recognize the importance of housing in the downtown and waterfront areas, but may overly restrict housing development. The remainder of the Task 1 memorandum focuses on four areas: green building/energy efficiency, renewable energy, green infrastructure, and transportation.

Green Building/Energy Efficiency. The City is promoting efficiency through the Burlington Electric Department (BED). BED works closely with developers to conduct energy code compliance, offer technical assistance, and provide incentives for energy efficiency. Funded by a ratepayer Energy Efficiency Charge, BED uses generous rebates as an incentive for developers to implement efficiency measures. BED also supports the development of green buildings; in several cases, BED has paid for a LEED AP to shepherd a building through the LEED accreditation process. BED is in the process of implementing a number of actions from the Climate Action Plan (CAP). These include, but are not limited to, installing “smart meters” that can help influence user behavior to reduce electricity use; implementing the Property Owners Win with Efficiency and Renewables (POWER) program, which allows for loans funded through special tax assessments; and replacing existing street lights with LEDs over a 10-year period.

Renewable Energy. Burlington has achieved modest success in the use of renewable energy, with the notable achievement being the McNeil biomass plant. The City has placed increased renewables as important action item in both MDP and CAP. The CAP actions specifically call for the implementation of several initiatives that could affect the downtown/waterfront area, including, but not limited to:

- A “Solar on Schools” program that seeks to place solar panels on seven schools.
- A renewable resource rider that would set stable rates above the retail cost of electricity to encourage the net metering of solar-generated electricity.
- A “Solar City” project that aims to install solar panels on municipal buildings.

While Burlington’s solar potential (about 1,500 kilowatt-hours per square meter per year) is low compared to many parts of the nation, it still allows for successful solar installation under proper conditions.¹ Geothermal energy is another potential resource for the City to consider. The upfront costs of geothermal energy vary greatly, depending on a number of site-specific factors. It does not appear that wind will be economically viable in the downtown/waterfront area. A recent study conducted by the Carbon Trust found that small urban wind turbines are typically mounted at low heights and are not in a position to catch enough wind to generate a substantial amount of electricity. At low generation rates, the cost of electricity is very high.²

Green Infrastructure/Stormwater Management. Burlington created a dedicated stormwater management plan in 2009. The stormwater program is responsible for wastewater disposal permitting, project review, technical assistance, assessing user fees and credits, code enforcement, and education and outreach. At present, the Program Administrator is responsible for strategic planning, project review, NPDES permitting, technical assistance, regulatory enforcement, approving credits, and additional administrative responsibilities. By assigning all of these functions to one person, the City is likely limiting the potential reach of the stormwater program. Burlington funds the program through a user fee added to property owners’ water and sewer bills. Property owners can gain credits against the user fee by implementing stormwater management techniques; however, the stormwater fee does not provide an adequate incentive for installing green infrastructure, as evidenced by the lack of credits awarded by the program to date. The ordinance provides protections that are consistent with best management practices for stormwater and erosion control.

¹ National Renewable Energy Laboratory. “Photovoltaic Solar Potential in the United States.” 2008. Available at: <http://www.nrel.gov/gis/solar.html>.

² Page, L. “Carbon Trust: Rooftop windmills are eco own-goal.” The Register. August 7, 2008. Available at: http://www.theregister.co.uk/2008/08/07/rooftop_wind_turbines_eco_own_goal/page2.html.

Transportation. In March 2011, the City adopted a new transportation plan. It is too early to critically evaluate the extent to which the plan has resulted in positive changes to the transportation system, but overall, the plan appears to be well-conceived. Innovative ideas for the downtown/waterfront area include:

- Prioritizing maintenance over new road construction.
- Supporting alternative funding sources for public transit.
- Advocating the development of a downtown transportation management association (TMA) to practice Transportation Demand Management (TDM).
- Introduce market pricing concepts to the downtown/waterfront area through a pilot program.

Our evaluation identified parking as a central issue. The Comprehensive Development Ordinance sets minimum off-street parking requirements for the downtown/waterfront area. Critics contend that minimum parking requirements raise the costs of goods and housing, reduce the land available for development and increase urban sprawl, and reduce the viability of transit.³ Business owners express concern that a lack of parking will serve as a deterrent to people using the business district. The City has recognized both sides of the debate by substantially reducing minimum parking requirements in the downtown/waterfront area, and by implementing parking maximums. However, to-date, Burlington has retained a no net loss policy on parking.

TASK 2: COMPACT DEVELOPMENT, TRAVEL PATTERNS, AND GREENHOUSE GAS EMISSIONS - LITERATURE AND METRICS

In Task 2, we reviewed key literature on the relationship between the built environment, vehicle miles traveled (VMT), energy use, and CO₂ emissions. We also identified relevant local data sources and metrics that can be used to track key environmental outcomes over time.

Researchers agree that denser areas are generally associated with lower VMT, but there is considerable disagreement as to the size of the effect. *Growing Cooler* estimates that doubling residential density would result in a five percent reduction in citywide VMT; a smaller change in density would result in a proportionately smaller decrease in VMT.⁴ Other studies produce different estimates, but overall, the literature does not suggest that denser development, on its own, will have a major impact on citywide VMT or CO₂ emissions. Other land use factors appear to be more important than density in influencing VMT; of these, destination accessibility may be the most important (i.e., the number of jobs or other attractions reachable within a given travel time).⁵ If increased density is coupled with other aspects of compact development, such as a well-balanced mix of land uses, short distances from homes to key destinations, a pedestrian-friendly street network, and accessible transit, greater savings could result than from increased density alone.⁶

On the household level, individuals or families choosing to live in a compact development are likely to have substantially lower VMT. The literature suggests that compact development options will reduce an individual's need to drive 20 to 40 percent compared to development at the outer suburban edge.⁷

³ For an excellent summary of the parking requirement debate, see Sherman, A. "The Effects of Residential Off-Street Parking Availability on Travel Behavior in San Francisco." San Jose State University Department of Urban and Regional Planning. May 2010. Available at: http://www.sjsu.edu/urbanplanning/docs/URBP298Docs/urbp298_HonorsReport_Sherman.pdf.

⁴ Ewing, Reid et al. *Growing Cooler: The Evidence on Urban Development and Climate Change*. Urban Land Institute, 2008. P. 70.

⁵ Ewing, Reid and Robert Cervero. "Travel and the Built Environment: A Meta-Analysis." *Journal of the American Planning Association* 76(3), Summer 2010. P. 275.

⁶ National Research Council Transportation Research Board. "Special Report 298: Driving and the Built Environment: The Effects of Compact Development on Motorized Travel, Energy Use, and CO₂ Emissions." National Academy of Sciences, 2009. Available at: <http://onlinepubs.trb.org/Onlinepubs/sr/sr298.pdf>. P. 4.

⁷ Ewing et al. 2008, p. 9.

Other considerations include that public transit has its own emissions that dampen savings realized by reduced automobile use. A bus using conventional fuel would need to carry an average of 11.7 passengers at all times in order to be as efficient as a group of cars.^{8,9} Also, reductions in VMT produce corresponding reductions in CO₂ emissions, but the relationship is not one-to-one. Taking into account penalties from shorter trip lengths and increased congestion, both of which may result from more compact development, the literature suggests that a one percent reduction in VMT due to compact development translates into a 0.93 percent reduction in CO₂ from automobiles.¹⁰ Because Burlington has relatively little traffic compared to larger urban areas, the observed ratio may be closer to 1.0. Using these numbers, a 30 percent reduction in VMT would translate into a 28 – 30 percent reduction in automobile CO₂ emissions for affected households. Looking forward, there does not appear to be sufficient data for Burlington officials to measure environmental benefits *caused by* changes in the City’s development patterns. However, local-level data will enable officials to monitor whether changes in VMT, energy use, and CO₂ emissions are occurring *in tandem with* changes to the built environment. We recommend that Burlington use Vermont data from the National Household Travel Survey as a data source for VMT. Based on average emission rates and the adjustment factors noted above, every one VMT decreased should result in a net decrease of 0.86 – 0.93 lb. CO₂. To estimate environmental gains from public transportation, we recommend the following calculation:

EXHIBIT 1: CALCULATING ENVIRONMENTAL GAINS FROM PUBLIC TRANSPORTATION

ROW	CALCULATION STEP	CURRENT VALUE	DATA SOURCE
[1]	Total Bus Gallons (Diesel) Consumed	372,534	CCTA
[2]	/ Total Bus Passenger-Miles	Unknown	CCTA
[3]	= Bus Gallons (Diesel) per Person-Mile	[1] / [2]	Calculated
[4]	x CO ₂ per Gallon (Diesel)	22.2 lb.	EPA
[5]	= Bus CO ₂ per Person-Mile	[3] x [4]	Calculated
[6]	Automobile Gallons (Gasoline) per Person-Mile	0.03	U.S. Average
[7]	x CO ₂ per Gallon (Gasoline)	19.4 lb.	EPA
[8]	= Automobile CO ₂ per Person-Mile	[6] x [7] = 0.582 lb.	Calculated
[9]	Net CO ₂ Reduction per Passenger-Mile from Riding Bus	[8] - [5]	Calculated
[10]	Total CO ₂ Reduction from Riding Bus	[9] x [2]	Calculated

Development modes also impact residential building energy use. This is mainly because compact development tends to promote multi-family buildings and smaller single-family homes. Such buildings have lower volumes and outside surface area per person, resulting in lower heating and cooling loads. For example, Kockelman et al. estimated that a family moving from a 2,400 sq. ft. detached single-family home to a modestly smaller 2,000 sq. ft. apartment would save an average of 37 percent of total energy use.¹¹

TASK 3: CASE STUDIES

In Task 3, IEc developed case studies of other cities that have implemented promising urban development strategies focused on alternative energy, transportation, green buildings, and/or green infrastructure. A common theme identified is the importance of ongoing communication and outreach.

⁸ Department of Energy Center for Transportation Analysis. “Transportation Energy Data Book.” Edition 29, June 30, 2010. Table 2-12. Available at: <http://cta.ornl.gov/data/index.shtml>

⁹ I.e., 39,906 Btu per vehicle-mile / (5,465 Btu per vehicle-mile / 1.6 passengers) = 11.7 passengers.

¹⁰ Ewing et al. 2008, p. 34.

¹¹ Kockelman, K. et al. “GHG Emissions Control Options: Opportunities for Conservation.” University of Texas, Austin, 2009. Available at: <http://onlinpubs.trb.org/Onlinepubs/sr/sr298kockelman.pdf>. Cited in Transportation Research Board 2009, pp. 175, 199.

Boulder, CO: Bus Passes and Municipal Parking. The EcoPass is an unlimited-use pass for yearly access to all area transit services, offered at a group discount rate. EcoPasses are available to employers to purchase for their employees to provide an incentive for taking public transit. A second type of EcoPass, the “Neighborhood EcoPass,” provides a group of residents with a group rate for the EcoPass, without having to receive the pass from an employer.¹²

GO Boulder, a group within the City’s Transportation Division, provides additional benefits beyond the group discount rate, including a 50 percent subsidy for the first year in the EcoPass program and a 25 percent subsidy in the second year. GO Boulder also spends approximately \$1 million per year investing in transit service above what the Regional Transit District (RTD) provides. GO Boulder buses run so frequently that schedules need not be provided, making public transit an even more attractive option.

A parking program further reduces automobile use in Boulder’s downtown area. The City used bonds and property taxes to build shared parking structures, install parking pay stations, and improve signage at parking garages to reduce the amount of circling to find available parking spots. A portion of the revenue generated from parking fees (about \$750,000 in 2010) is used to pay for EcoPasses for all downtown employees.¹³

The major barrier the GO Boulder team faced with the EcoPass is that most of the transit system and the EcoPass itself are owned by RTD, a regional authority operating out of Denver. RTD does not support the subsidies that GO Boulder offers on the EcoPass. Three other groups needed to be convinced that the EcoPass and parking fee programs were a good idea: the Chamber of Commerce, employers, and developers. Thus, the Boulder team conducted extensive outreach to move these programs forward.

The EcoPass program has been successful in encouraging transit. The team has found that an employee or resident with an EcoPass is five to nine times more likely to take public transit compared to an individual without an EcoPass. Also, when an employer provides an EcoPass to its employees, about 38 percent of the employees will drive to work in a single occupancy vehicle, compared to 70 percent of employees that are not provided with an EcoPass.

Berkeley, CA: Municipal Building Energy Retrofits. The City of Berkeley began energy retrofits of municipal buildings in the early 1990s. This initiative is currently under the purview of the Office of Energy and Sustainable Development (OESD). OESD places a high priority on making municipal buildings more energy-efficient. Working cooperatively with the Department of Public Works, OESD staff seek to identify opportunities to incorporate energy efficiency retrofit measures into otherwise scheduled building maintenance activities. Retrofits generally include updated lighting, heating and ventilation systems, and building control systems, along with the addition of occupancy sensors for lights.

The main barrier to retrofits is funding. Retrofits can only be done when there are enough upfront funds and/or financing to support them. For large projects, the City often relies on utility rebates and financing. For example, Pacific Gas and Electric is currently offering zero percent financing for efficiency projects.

To date, the City has saved 2.1 million kWh of electricity and 37,520 therms of heat from retrofit projects in municipal buildings, for an annual savings of \$370,000. Throughout implementation, OESD has found it important to coordinate with other agencies. Coordination with Public Works is particularly beneficial, and maintenance projects now routinely include consideration of energy efficiency upgrade opportunities.

Portland, OR: Stormwater Management. A “Green Street” is a street that uses vegetated facilities to manage stormwater, improve water quality, replenish groundwater, make streetscapes attractive, and improve access

¹² An overview of the EcoPass program is available at: <http://www.rtd-denver.com/EcoPass.shtml>

¹³ Information on parking pricing can be found at: http://www.bouldercolorado.gov/index.php?option=com_content&task=view&id=899

for pedestrians and bicyclists. Portland began exploring a Green Streets initiative in 2005.¹⁴ During Phase 1, a cross-bureau team developed a guidance document, which is now included in the City's Stormwater Management Manual.¹⁵ The team initiated Phase 2 in 2006, during which they wrote a citywide Green Streets policy; the City Council approved this policy in 2007.

The program is funded by capital dollars and the City's general fund. Transportation enhancement projects fund some Green Street facilities, as all new city infrastructure projects are required to consider Green Streets. When new development projects have difficulty funding Green Streets, they can access Portland's "One Percent for Green" fund.¹⁶ Construction projects within the right-of-way that fall outside the requirements of the Stormwater Management Manual are required to contribute one percent of construction costs to this fund.

Staff within the Watershed Revegetation Program visit the facilities at least twice per year to perform maintenance. In addition, through the "Green Streets Steward Program," volunteers can become "stewards" of Green Streets, providing needed maintenance such as weed removal, plant trimming, and trash cleanup.

Despite some dedicated funding sources and a volunteer maintenance corps, funding for the Green Streets program remains a challenge. In addition, the Bureau of Environmental Services (BES) experienced difficulty in identifying the best plant types to be used in Green Street facilities. BES has also found that outreach to both other agencies and the public is essential to program success; the bureau has a group of staff members specifically devoted to outreach.

Results indicate that Green Street facilities are effective, as evidenced by a 90 percent average reduction in peak flow from green infrastructure facilities and an average retention of 80 percent of rain water annually.¹⁷ The effectiveness of individual facilities can vary according to several factors, including prior conditions, maintenance, and physical elements of the facility.

TASK 4: IMPLEMENTATION RECOMMENDATIONS

In the final task, IEC provided a set of recommendations to guide Burlington's implementation of its sustainability agenda. The key recommendations from Task 4 are as follows:

Adopt a form-based code (FBC). IEC recommends that Burlington shift its zoning code to a form-based code (FBC). FBCs use physical form rather than the separation of uses as the organizing principle for development. They are prescriptive solutions that focus on identifying the types and features of development desired by the community at specific locations. Through the use of FBCs, Burlington would have more control over land use than conventional zoning, allowing the City to effectively implement policies and programs that are crucial for realizing the City's sustainability and livability goals. FBCs have been shown in many communities to be more effective than conventional zoning in realizing densities, better pedestrian orientation, and a reduction in auto dependency.¹⁸ FBCs can also include provisions that prescribe the location and development of renewable energy, transportation nodes, and green infrastructure measures.

Reconsider current parking policies. Burlington's no net loss parking policy and off-street parking minimums are in conflict with the City's sustainability goals. To move residents towards public

¹⁴ Information on the Green Streets program is available at: <http://www.portlandonline.com/BES/index.cfm?c=44407&>

¹⁵ The Stormwater Management Manual is available at: <http://www.portlandonline.com/bes/index.cfm?c=47952>

¹⁶ Information on the fund can be found at: <http://www.portlandonline.com/BES/index.cfm?a=341452&c=44407>

¹⁷ City of Portland, *Stormwater Management Facilities Monitoring Report*, December 2010, p. S-5. Available at: <http://www.portlandonline.com/bes/index.cfm?c=36055&a=343463>

¹⁸ Brad Broberg. "New Kind of Zoning, Cities of All Kinds Adopting Form-Based Codes." *On Common Ground*, a publication of National Association of Realtors, Winter 2010. See also Bill Spikowski. "Form-Based Codes." *Florida Planning*, Winter 2010.

transportation for commuting and walking in the downtown area, both of which are necessary for realizing the City's GHG emission goals, the cost of parking needs to rise. Boulder, Colorado, discussed above, has raised parking fees without any apparent negative impact on downtown businesses. The current low cost of parking downtown also represents a missed opportunity to raise revenues for parking and transportation improvements. The City should also consider allowing new development to provide cash-in-lieu of parking to create additional revenue. The revenues collected through cash-in-lieu of parking and higher parking fees could fund more strategically located garage parking, and/or street design and traffic control improvements.

Changes to parking policy could be coupled with innovations such as demand-responsive meter rates and shared parking. Other cities have been successful with this approach. Redwood City, California uses demand-responsive meter rates that produce an average 18 percent availability in the downtown area. Before program implementation, these parking spaces were always occupied by day-long employees. Now, the program provides greater access for shoppers and visitors.¹⁹

Take steps to ensure the success of the new transportation plan. Burlington's Transportation Plan sets a preliminary goal to increase annual transit ridership by five percent annually. Increasing service frequency on key routes is an appropriate first step. The Chittenden County Transportation Authority (CCTA) notes that most of its buses provide service every 30 minutes; the key recommendation of the Burlington Transportation Plan is to establish 15-minute service on the four major routes bringing riders into Burlington. Incentives to use transit will also be important to spur additional ridership; In Burlington, the CCTA's Smart Business program could be a useful tool for encouraging transit ridership. Boulder's EcoPass program could provide a useful model for successful implementation of a similar incentive program.

Develop a re-commissioning program for the City's older building stock. Over time, building system operations may cease to work in peak condition due to wear and tear, human error, changes in building operations, weather conditions, or other reasons. Re-commissioning, which includes testing and adjusting building systems to meet the original design intent and/or optimizing systems to satisfy current needs, can yield significant energy and cost savings at the building level. At a minimum, Burlington should require City buildings and schools to undergo re-commissioning on a fixed schedule, such as every five years. For privately-owned buildings, Burlington could require or incentivize re-commissioning at the point of sale.

Develop a strategic plan for Burlington's green infrastructure initiatives, and ensure available resources to support it. Current staffing is inadequate to support the green infrastructure program, and the stormwater fee does not provide an adequate incentive for green infrastructure. To develop a strategic plan, City officials should:

- Develop a few scenarios for the size and scope of a long-term green infrastructure program.
- Analyze funding needs in terms of staffing and other operating costs for each scenario over time.
- Analyze the potential for stormwater fees and other potential revenues to meet the funding needs estimated under each scenario.

As part of this analysis, the City should examine the impacts of raising its stormwater fee. The current user fee of \$1.17 per thousand square feet of impervious surface is too low to stimulate significant interest in earning green infrastructure credits. In contrast, Portland, Oregon, discussed above, charges \$9.97 per

¹⁹ Seattle Department of Transportation. "Best Practices in Transportation Demand Management." Seattle Urban Mobility Plan. January 2008. Available at: <http://www.seattle.gov/transportation/docs/ump/07%20SEATTLE%20Best%20Practices%20in%20Transportation%20Demand%20Management.pdf>.

thousand square feet of impervious surface for non-residential properties.²⁰ The City could also consider cost-sharing opportunities or low-interest loans for green infrastructure projects, such as under Philadelphia's SMIP program (briefly discussed in Task 3).

Develop an outreach and communication strategy. Burlington should invest in communication and outreach for its sustainability programs, to market the concept of a Sustainable Burlington. All stakeholders will benefit from Burlington centralizing information on its climate change and sustainability plan onto one well-designed, branded website (e.g., "LivableBurlington.gov"). The City's sustainability page should explain what the City is trying to accomplish with its sustainability plan and should provide a compelling, concise argument about how climate action, livability, and economic stability are intrinsically linked for Burlington. Boulder County, Colorado and Seattle, Washington both have sustainability sites that Burlington could use as examples.^{21,22}

Additional outreach and communications efforts would also benefit the City:

- Local businesses may want information on how sustainability initiatives can improve their bottom lines by creating a more livable, vibrant, and economically stable downtown. They will also benefit from reassurance that a lack of on-site parking will not negatively impact customer traffic.
- Existing and potential community members should understand the livability benefits of a vibrant, pedestrian-friendly downtown, such as the ability to walk to work and other key destinations.
- Other City agencies may require information on how Burlington's sustainability initiatives fit into existing procedures, how they are paid for, and what the environmental benefits will be.

In addition to the key recommendations detailed above, IEc also made several additional recommendations for Burlington's agencies to consider. These include:

- Implement and maintain stricter building standards, either by keeping Burlington's energy code state-of-the-art, implementing a "stretch" code, or by mandating buildings to meet green building standards such as LEED or the International Green Construction Code (IgCC).
- Reach out to experts to obtain guidance on implementing a green historic preservation program.
- Integrate energy efficiency into the capital planning process for municipal buildings.
- Focus on energy efficiency first, with renewable energy use a secondary strategy.
- Conduct additional feasibility analyses on renewable energy, particularly solar and geothermal, and integrate the results of these analyses into the form-based code.
- Create a green roofs program to bridge information gaps and provide incentives for users.
- Work with the Parks and Recreation Department to manage urban forestry as green infrastructure.
- Review Burlington's existing transportation assumptions and performance metrics using the information provided in the Task 2 memorandum.
- Increase service frequency for the City Loop bus route.
- Consider switching the CCTA bus fleet to biodiesel.

²⁰ City of Portland, Oregon, Portland Bureau of Environmental Services. "Drainage/Stormwater Management User Service Charges and Discounts." Available at: <http://www.portlandonline.com/bes/index.cfm?a=354259&c=55059>.

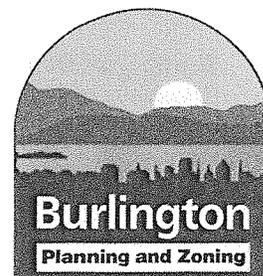
²¹ Boulder County. "About Sustainability." 2011. Available at: <http://www.bouldercounty.org/sustain/initiative/pages/aboutsustain.aspx>

²² City of Seattle Office of Sustainability and Environment website. 2011. Available at: <http://www.seattle.gov/environment/>

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Burlington Planning Commission Minutes Tuesday, August 09, 2011 - 6:30 pm

Present: Y Bradley, L Buffinton, A Montroll, P Potts, H Roen, J Wallace-Brodeur

Absent: B Baker

Staff: D White, S Thibault, E Tillotson

I. Agenda

No changes except the chair reserves the right to discuss downtown/waterfront first.

II. Public Forum

P. Potts – Opened the public forum at 6:34pm.

M. Posig - She is present to speak for the West Hill Neighborhood Assn bordered by Buell and Pearl Streets and to address the residential disintegration of the neighborhood. An example is the addition creating the huge structure at the end of Hungerford Terrace. The Association's sense is that the relationship between parking and the number of units does not relate to the number of bedrooms in a unit. Some members attended the public meeting about the building at College Street where it appears that the addition of bedrooms does not require more parking spaces. The area is the gateway to Burlington; don't want to see disintegration of the area. The rule that no more than four unrelated people are allowed to live together which now does not apply in the RH zone should apply to this area. It seems relatively easy to get a waiver for off street parking, perhaps too easy; perhaps the requirements should be strengthened. A letter from the Association is presented to the Planning Commission.

L. Buffinton - Is this the RH zone? Did the neighbor actually construct four bedrooms?

M. Posig - Yes there was an actual Z in the window. She was somewhat shocked that she was not actually personally notified. The College campus from the top of the hill seems to be expanding to the downtown area. The current residents wish to preserve the residential neighborhood.

A. Montroll - Are there still many single family homes?

M. Posig - Yes, quite a few.

P. Potts - Parking issues on sites have come up before, he suggests an executive committee meeting later this month, for this topic to be put on the agenda for discussion at a future Commission meeting.

Y. Bradley - This is going on in other parts of the city due to investors. It is a quality of life issue.

P. Potts - The Commission will discuss this further and it would usually come at the beginning of the meeting if we expect guests attending who are interested in the topic.

P. Potts - Closed the public forum at 6:47pm.

III. Report of the Chair

The Chair presented the following report:

- The next Planning Commission meeting will be Sept 13th

As approved by the Burlington Planning Commission on.

- Neighborhood Improvement Nights will be all be held in, with the last scheduled for November 15th
- The Chair attended the Transportation Forum last week. There was wide ranging discussion, especially with private developers. Parking problems were discussed and different ideas and solutions posed.
- The parking issue that M. Posig raised will be especially pertinent to further discussion.

IV. Report of the Director

The Director presented the following report:

- He apologized for his absence at the last meeting.
- He reported that he was terrifically busy last month with meetings, especially involving transportation issues and other issues with the Downtown/Waterfront project.
- The City received a planning grant for City Hall Park which should dovetail nicely with the Downtown/Waterfront plan.
- The Director has been asked to serve on a national AICP membership committee to improve professional certification for this coming year.
- He will be on vacation at the end of August.
- The first hearing of three about the Champlain Parkway is to be held. The subject will be mostly how to handle traffic on Lakeside which is still being worked out.

V. Public Hearing: ZA-12-01 through ZA-12-03

The Commission holds a public hearing on the following proposed amendments:

1. ZA-12-01 – Bed & Breakfast Definition – Modification of Article 13 to remove reference to the number of short-term lodging rooms allowed.
2. ZA12-02 – Signs in Enterprise District – Addition to Section 7.2.5.(e) to clarify the language regarding dimensional requirements for signs in the Enterprise District by including language for maximum square footage.
3. ZA-12-03 – Adaptive reuse of outbuildings in Planned Unit Development (PUD) – Clarifies the allowance of outbuilding conversion in a minor PUD in Section 11.1.3 (b)

- D. White - 1. The stated number of rooms is in conflict with use table.
3. Removes the dimensional allowance from a minor PUD.

On a motion by A Montroll, seconded by J Wallace-Brodeur, the Commission unanimously adopts the proposed changes and forwards to the City Council.

VI. Downtown & Waterfront Plan Update/Contract Approval

S. Thibault – Presented the following update to the Commission:

- The Downtown & Waterfront Plan website is live at:
http://www.ci.burlington.vt.us/planning/downtown_plan/
- The project can be followed on Facebook which is accessible from the website. Please help us spread the word.
- September 7 - Mitch Silver, President of the American Planning Association, will speak on downtown redevelopment.
- October 6 - Hillary Heisman from Robert Wood Johnson Foundation will discuss public health and community design at 7:00pm.

Tuesday, August 9, 2011

- D. White and S. Thibault will be traveling to Washington DC on Oct 20 and 22 as a requirement of the HUD grant.
- During the month, the managing consultants from the Phase 1 Transportation study will be putting together their final report. Pat Buteau, Burlington City Transportation Department, will be reviewing and working with this group to understand the final report and its uses in planning.

L. Buffinton – Will there be an analysis of boat slips and marine transportation and access to the waterfront. People can't get into Burlington via water; there simply is not enough access.

S. Thibault - Another part of the analysis may touch on the demand for boat slips. The contract approval, the statement of qualifications for the Town Planning and Urban Design Collaborative envisions a fluid process and the City can choose the specific services it wants as part of the package. There is a memo in the packet explaining the selection process for the main consultant on the project, activities 2 and 3 should occur in the same time frame. Staff is looking for any feedback before this goes to the City Council, and is solidified.

P. Potts - The 3D modeling they propose will tie into the downtown models already constructed for us by Champlain College.

Workshops and open hearings are great, process 5.7, number 3 envisioning perhaps a combined Council and Commission meeting can be beneficial, but perhaps not optimal where the elicitation of views is the goal. The dynamics among the Commission and the Council are different and it is important not to have one body overwhelm the other. Where eliciting views is desired, it might be best for the consultant to meet with each body separately. It would also allow more time for members of each body to speak because less people will be competing for attention at the same time.

S. Thibault – The enhanced elements are possibilities that probably will involve extra costs.

J. Wallace-Brodeur - Ask prices?

S. Thibault - Yes, we will ask for quotes for some of these specific elements.

L. Buffinton - Creative approaches are necessary to get waterfront research especially.

A. Montroll - What if we decide we will need to use a different strategy?

D. White - We will have to decide what we want the code to be and look like, and then take whatever parts we want from the form based code to use.

A. Montroll - It's important and necessary to keep all options open.

H. Roen - The general public doesn't really understand the semantics.

D. White - We really have a hybrid code and public input is necessary to implement the code that will be custom tailored for our city. The Collaborative will do education with the public; and they need to be informed that it is not a foregone deduction what type of product will be the end result.

On a motion by J Wallace-Brodeur, seconded by L Buffinton, the Commission unanimously approved the contract for phases two and three of the Downtown & Waterfront Plan.

VII. History of the Burlington Waterfront

D. White - Director shows slides and presents an extensive history of the waterfront with an index of the changes to present day.

P. Potts - Changes and management of the waterfront regarding the Urban Reserve is a politically charged question. The Downtown/Waterfront plan might spur some action.

L. Buffinton - It is time for the City to think big picture and not view the Urban Reserve as a "savings account for a rainy day". It is raining in Burlington!

A. Montroll - Could be interim use.

VIII. HVAC Vents Exemption

D. White – He has been through a couple of iterations, trying to pin down the vent size. This is a clarification that the definition is not 12 square inches but 12 inches square.

L. Buffinton - Nor shall they encroach into any set back.

D. White - It will require a permit for setback encroachment.

L. Ravin - Thanks to D. White. It was burdensome and the new iteration is a great idea. She spoke with physical plant people and the question is does it include the pad?

D. White - Yes it does.

IX. Committee Reports

Long Range Planning Committee has met and recommended approval of the contract.

Executive Committee – Will be meeting on August 31, 12:00 pm.

X. Commissioner Items

None

XI. Minutes/Communications

On a motion by A. Montroll, seconded by L. Buffinton, the Commission unanimously adopted the July 11, 2011 meeting minutes and accepted the communications and placed them on file.

Adjournment

On a motion by L. Buffinton, seconded by Y. Bradley, the Commission unanimously adjourned the meeting at 8:24 pm.

Peter Potts, Chair

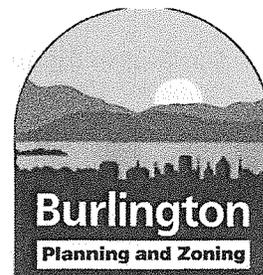
Date

Elsie Tillotson, recording secretary

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Yves Bradley
Lee Buffinton
David Cain
Andy Montroll
Jennifer Wallace-Brodeur
Andrew Saba, Youth Member



Burlington Planning Commission Minutes Tuesday, September 13, 2011 - 6:30 pm

Present: P. Potts, L. Buffinton, J. Wallace-Brodeur, H. Roen, Y. Bradley

Absent: B. Baker, A. Montroll

Staff: D. White, S. Thibault, E. Tillotson

I. Agenda

No Changes

II. Public Forum

No one to speak

III. Report of the Chair

The Chair presented the following report:

- He attended the presentation by Mitch Silver, President of the APA, and found it very interesting.
- He also attended the Saturday downtown planning workshop which he found more interesting than anticipated, all around a good experience.
- Met Will Robb, the head of urban agriculture task force in city, who the Planning Commission will likely hear from sometime this winter.
- He attended the City Council meeting last night with the Director to witness the approval of the downtown/waterfront contract.
- Oct 25 meeting is on schedule, November meetings are canceled.
- City Councilor Shannon has expressed a particular interest in the historic materials so the Chair is facilitating a meeting with her.

IV. Report of the Director

The Director presented the following report:

- The majority of the report will follow in the Downtown/Waterfront update.
- Ken Lerner's father passed and Ken has been out this past week.
- Burlington hosted the NECAPA conference Thursday and Friday of the previous week, with 150-160 professional planners/students. The conference was organized and coordinated thanks to Sandrine, and with the cooperation of great weather our city was enjoyed by many.

V. Transportation Projects Update

Nicole Losch, Transportation Planner, Office of Planning discussed improvement plans for different areas of the city including the following list. Many of these projects reflect the types of designs that would be incorporated in future improvements.

- Pearl St

As approved by the Burlington Planning Commission on.

- Cherry St/ Church St
- Church St Market Place
- Champlain Parkway
- Main Street Parking Pilot
- Transportation Plan Implementation including:
 - Colchester Avenue Demonstration Project
 - Colchester Avenue Corridor Study
 - 25 mph Citywide Speed Limit
- Church Street and Saint Paul Street
- Waterfront North Project
- City Wide Paving

Much information relative to these projects is available on line at the DPW Transportation Planning Site
There was much discussion of the difficulty of mass parking area availability.
Tomorrow night there will be a CCTA public hearing

VI. Downtown & Waterfront Plan Update

S. Thibault reported updated on PlanBTV.

- The transportation study from RSG is being wrapped up with a meeting today. By the end of this month, the city will be receiving draft reports back from other consultants to complete the first phase of the project.
- The Retail and Real Estate Analysis consultants will be doing a public presentation, perhaps September 29th in Contois Auditorium. This study built upon the Milone & Macbroom land use inventory done earlier this year.
- City Council approved the Town Planning and Urban Design Collaborative (TPUDC) contract last night. Staff will hold conference call with them to begin discussing some details and then a meeting in person the first week of October to finalize details of the contract.
- The Saturday workshop event was attended by an enthusiastic class of students from Vermont Technical College who worked to facilitate the event. NNECAPA planners also attended and facilitated each workgroup.
- Staff is also finalizing some work on the logic model for the HUD grant administration.
- Sandrine announced that the Downtown/Waterfront Plan has a newly designed and very attractive logo which is available for viewing on the website.

VII. Non-Conforming Structures Additions

Chair P. Potts chose to relegate this subject to a future meeting since two of the commissioners who are most interested in the subject are not present.

VIII. Sight Triangle – review of memo to City Council

The Commission had previously requested that a memo on the safety elements related to this topic be sent to City Council.

- L. Buffinton - Shrubs and hedges on private property are more of a problem.
- D. White - We are addressing street intersections, and obstructions in the public row.
- P. Potts - Keep as written, remove second drawing for clarification.

IX. Municipal Planning Grant Application

S. Thibault explained that another round of the State Municipal Planning Grant has just become available. The department wishes to apply for the grant to supplement the budget for the code development for PlanBTV. Staff just received pricing this week for the enhanced elements proposed by TPUDC and that could also be pursued for additional funding.

On a motion by Y. Bradley, seconded by H Roen, the Commission unanimously endorsed the application of the grant.

X. Committee Reports

The Chair met with the Executive Committee in August and planned agendas for the coming Fall.

The Committee also considered the density concerns presented to the Commission by Mrs. Posig and considered solutions. He will address a letter to her and the group she belongs to soon and will copy Councilor Kranichfeld.

The Director's evaluation is anticipated to be taken up by EC on Monday Oct 3rd.

Non conforming structures will be added to an ensuing PC agenda.

XI. Commissioner Items

There were none.

XII. Communications

On a motion by J. Wallace-Brodeur, seconded by L. Buffinton, the Commission accepted the communications and placed them on file.

The Director mentioned that CEDO is organizing the block grant for the CDBG program involving housing for the City, an important project for the Planning and Zoning Department to be involved in.

XIII. Adjournment

On a motion by L. Buffinton, seconded by Y. Bradley, the Commission unanimously adjourned the meeting at 7:39 pm.

Peter Potts, Chair

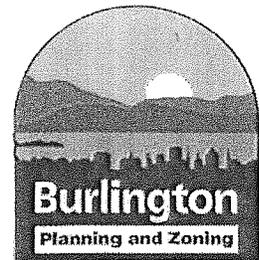
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Burlington Planning Commission

Executive Committee

Monday, July 18, 2011, 11:30 A.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: Consultant interviews are scheduled for later in the week. 4 Team will be interviewed (all but one in person). The Selection Committee will be finalizing their recommendation to the Commission next week. Staff should provide the Commission with the boiler-plate contract language in their packet in case there are any questions and have a City Attorney at the 8/9 meeting in case there are. Should debrief the Commission on the transportation forum at the next meeting and the Commission would like to see staff Waterfront Planning History presentation.
- Financial and Development Review Report: Quarterly reports provided.

III. Upcoming Commission Agenda Items

- Historic Building Materials Guidelines/Policy: Staff will endeavor to have something back to the Commission in Sept., but they are extremely busy with other projects.
- Transportation Plans and Projects Update: Invite Nicole Losch to the first Sept. meeting to give an update on the many projects going on.
- Climate Action Plan: Staff working to develop and overview/summary
- Open Government – Neighborhood Meetings for Major Projects: Plan for Sept and suggest DRB be invited
- Affordable Housing Conversions/Residential Parking Requirements: This will likely be addressed as part of the Downtown and Waterfront Plan

IV. Other Business

- Director's Evaluation: First Oct meeting
- Neighborhood Improvement Night: Oct/Nov. Should coordinate with LRPC regarding program planning.
- Meeting Schedule: Will cancel 8/23, 10/25 and 11/8

v. Adjourn – 1.00pm

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Burlington Planning Commission

Executive Committee

Wednesday, August 31, 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: TPUDC contract went to the Finance Board on Monday and will go to the Council for final approval on 9/12. Mitch Silver, APA President, is the next speaker on 9/7 with another planned on 10/6 regarding Public Health and Community Planning. Community Workshop planned for 9/10 with ~75 registered to attend.

III. Upcoming Commission Agenda Items

- Historic Building Materials Guidelines/Policy: Late Sept. or early Oct.
- Open Government – Neighborhood Meetings for Major Projects: 9/27.
- Transportation Plans and Projects Update: Nicole Losch invited to the first Sept.
- RH - Functional Family Amendment and Residential Parking Requirements: Chair will respond. Commission has several other things to finish before moving on to this but it is clearly on their radar.
- Non-Conforming Structures in the Setback: Ordinance Committee has a proposal for the Commission to consider. Sept.

IV. Other Business

- Neighborhood Improvement Night/Fall Meeting Schedule: 11/3, 11/8-10, and 11/15. Need at least one Commissioner at each. Send a Doodle to schedule who can attend.
- Meeting Schedule: Late Oct – TBD, cancel both meetings in Nov
- Council Site-Distance Safety memo: Draft for 9/13 meeting
- Planning Director's Annual Evaluation: 10/11 meeting. Committee asked to review questions.
- Staff Training: Focus should be on mediation skills and problem solving. Staff needs to understand what the applicant is trying to accomplish and applicants need to be heard and know that staff is trying to help them.

v. Adjourn – 1.00pm

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Burlington Planning Commission

Executive Committee

Monday, October 3, 2011, 12:00 P.M.

Meeting Notes

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

I. Agenda

II. Status Reports

- Downtown and Waterfront Plan Update: Draft Phase 1 reports are nearing completion and will be posted on the web as soon as they are ready. Need to be bringing them to the Commission for briefing on the results at coming meetings. Speaker series event on 9/29 well attended (noon portion) and next event is 10/6. Will be working with two interns who will help with communications and outreach. Kick-off meeting with TPUDC two days this week.

III. Upcoming Commission Agenda Items

- Historic Building Materials Guidelines/Policy: Oct. 11 and 25. Will include demolition by neglect suggestions as well.
- Downtown and Waterfront Plan Reports: Climate and Energy on 10/11 and Retail and Real Estate on 10/25
- Tax Increment Finance District: CEDO request as the proposal will go to the voters in March for final approval.
- CDO Amendment – Zoning Complainants: 10/11

IV. Other Business

- Neighborhood Improvement Night/Fall Meeting Schedule: 11/3, 11/8-10, and 11/15. Need at least on Commissioner at each. Get commitments from Commissioners on 10/11. Meeting format will be developed by staff and TPUDC. One suggestion was to use a "World Café" format of round-robin comments at topic-specific tables facilitated by Commissioners.
- Meeting Schedule: Cancel Nov 8 and 22

V. Executive Session

- Planning Director's Annual Evaluation: Moved by Y. Bradley to go into Executive Session to discuss a personnel matter at 1:00pm. Unanimous approval. Moved by Y. Bradley to close Executive Session at 1:10pm. Unanimous approval. Moved by Y. Bradley to forward the evaluation to the Commission for their consideration on 10/11. Unanimous approval.

VI. Adjourn – 1.15pm