

## Burlington Planning Commission

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Peter Potts, Chair  
Bruce Baker, Vice-Chair  
Yves Bradley  
Lee Buffinton  
Andy Montroll  
Harris Roen  
Jennifer Wallace-Brodeur  
Vacant, Youth Member



## 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 13<sup>th</sup>

As approved by the Burlington Planning Commission on October 11, 2011.

- Neighborhood Improvement Nights will be all be held in, with the last scheduled for November 15<sup>th</sup>
- 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/](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.

- 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**

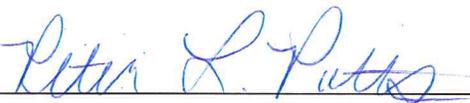
None

**XI. Minutes/Communications**

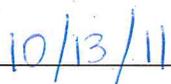
On a motion by A. Montroll, seconded by L. Buffinton, the Commission unanimously adopted the July 11, 2011 meeting minutes and accepted the communications and placed them on file.

**Adjournment**

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

  
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Peter Potts, Chair

  
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Date

  
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Elsie Tillotson, recording secretary