

## Burlington Planning Commission

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*Yves Bradley, Chair  
Bruce Baker, Vice-Chair  
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Emily Lee  
Andy Montroll  
Harris Roen  
Jennifer Wallace-Brodeur  
vacant, Youth Member*



## Burlington Planning Commission Executive Committee

**Tuesday, November 24, 2015, 12:00 P.M.**

Dept. of Planning & Zoning Conference Room, Burlington City Hall

### Meeting Notes

**Present:** Y. Bradley & A. Montroll

**Public:** M. Lang

**Staff:** D. White & M. Tuttle

#### **I. Status Reports**

- Staffing: Application period for Assoc. Planner ended last week. Awaiting packet of qualified applicants from HR.

#### **II. Joint Meeting – PC, DRB, DAB & CB**

- Scheduled for Dec 15. Goal is for annual/bi-annual joint meetings to build relationships and communications between various bodies.

#### **III. Meeting Time Management and Public Input**

- Important to keep meetings on schedule and moving through the agenda. Rarely a problem, but needs to be taken on a case-by-case basis. Public comment is often very useful, but priority needs to be given to the Commissioners. Need to be clear boundaries as to when it is and is not appropriate for members of the public to engage in the discussion. They should not interrupt, and need to be recognized by the chair.

#### **IV. Upcoming Commission Agenda Items**

- planBTV: South End: Commission's priority for a majority of the next several meetings.
- Downtown and Waterfront Form-Based Code Update/Revisions: Joint Committee is hoping to wrap up in December, and make final review in January. Planning how the roll-out will work. Once process starts, expecting that the Joint Committee will continue to play the primary role in making any necessary revisions. Mayor is suggesting a public lecture with an outside expert to help community understand form based codes generally and become more familiar and comfortable with the concept. A facilitator in a joint work session, and speak to the community after it has been released might be best. Set up a meeting between Andy, Yves and Mayor to discuss ideas how to make this work.
- GBYMCA: Looking to get before the Commission with their plans for the redevelopment of the former Ethan Allen Club in January, and a request for a zoning amendment regarding parking waivers. Objective is to at least provide an opportunity for them to seek a waiver of more than 50%. Development in and around our downtown is very complex

and costly, and our ordinance needs to provide more options for this kind of flexibility. This is a time-sensitive matter that should get on an agenda as soon as possible.

- ZA-16-?? UVMCC: Bring forward the simple boundary and sign changes being requested as soon as possible.
- ZA-16-?? Burlington College Land Plan: This will take some time to go through but needs to be addressed promptly.
- ZA-16-?? Short-Term Kennel/Dog Day Care Downtown: Keep this to a simple change to the Use Table, and try to keep this moving as soon as possible
- ZA-16-?? Parking as a Secondary Use and Low Impact Development (LID) Techniques: Not high priorities right now and can be bumped as necessary.
- Zoning Enforcement Statute of Limitations: Needs to continue to move forward. Check with Bill to see how much of a priority it needs to be, but probably can wait until later in the winter
- Historic Buildings: Creating some background information and examples of best practices has been wrapped into the Permit Reform project being led by the CIO. It is very important to hear from both sides of the issue, and this process will include interviews and surveys of applicants. This will provide important background and perspective for the Commission as they consider ordinance changes.

v. **Adjourn** (1:10 p.m.)

Next meeting: Dec. 22 at noon