

Burlington Planning Commission

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*Andy Montroll, Chair
Bruce Baker, Vice-Chair
Yves Bradley
Alexander Friend
Emily Lee
Harris Roen
Jennifer Wallace-Brodeur*

Burlington Planning Commission

Tuesday, May 11, 2021, 6:30 P.M.

Remote Meeting via Zoom

Minutes

Members Present	A Montroll, J Wallace Brodeur, A Friend, H Roen, E Lee
Staff Present	D White, M Tuttle, S Gustin, W Ward, K Sturtevant
Attendance	S Bushor

I. Agenda

Call to Order	Time: 6:34pm
Agenda	No Change

II. Chair Report

A Montroll	Thanked D White for service, congratulated M Tuttle on award.
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III. Director's Report

D White	Will not be seeking reappointment. Will serve until a search produces a new Director, anticipate transitioning into a part time role within the department. M Tuttle is recipient of 2021 VPA Professional Planner of the Year award.
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IV. Public Forum

Name(s)	Comment
S Bushor	Shared a communication requesting an amendment related to the shoreline setbacks. M Tuttle indicated staff generally supports, will look at any adverse impacts on shallow lots and bring a recommendation to the Commission.

V. Proposed CDO Amendment: Article 14 Updates

Action: Accept the Ordinance Committee changes, approve Municipal Bylaw Amendment report and warn for public hearing		
Motion by: E Lee	Second by: A Friend	Vote: Approved unanimously
Type: Action	Presented by: D White	
Ordinance Committee discussed proposed amendments and recommended changes, including: <ul style="list-style-type: none">- Adjust language to allow additional forms and applications of concrete masonry as an accent material.- Add preference for low embodied carbon for primary and alternative materials.		
Regarding the request by property owners to rezone the corner of Pine & King, Committee agreed with staff recommendation that this should be considered as part of a broader discussion about zoning		

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district boundaries, not tacked onto this amendment. There needs to be a broader assessment of the areas zoned RH, and particularly in the Pine Street corridor between ELM and FD5 zones.
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VI. City Planning FY22 Proposed Work Plan & Budget

No action required.		
Motion by:	Second by:	Vote: n/a
Type: Discussion	Presented by: D White	
D White provided a preview of the department's FY22 budget, anticipated work plan, staffing changes and requests. The information will be presented to the City Council's Board of Finance on May 19. Several Commissioners indicated their support for the request to increase staffing for planning projects.		

VII. Update on Department of Permitting & Inspections

No action required.		
Motion by:	Second by:	Vote:
Type: Discussion	Presented by: W Ward, S Gustin	
W Ward and S Gustin provided an update on how the relocation and combination of zoning and trades at the Dept. of Permitting & Inspections has been working over the last year. In addition to building closures, COVID-19 impacted construction by reducing number of permits and shifting to smaller projects which has decreased department revenues. Customer service team is now structured in a way that prioritizes customer service and gives team a strong sense of ownership to resolve issues. On May 3, new online permit application system went live. While some kinks are still being resolved, the first week has already brought a 22% reduction in the number of customers visiting the lobby for permits. Staff is finding that new system also helps streamline permit review, improve internal coordination, and reduce data entry redundancy.		
Commissioners acknowledged how much of a leap forward this new system is, and shared anecdotes and small suggestions for improvement from their personal use.		

VIII. Commissioner Items

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| <ul style="list-style-type: none"> - Next Meetings are on May 25 (TBD) and June 8 at 6:30pm. - Commissioner Lee asked about status of recycling totes. W Ward indicated that DPW has no supply of totes, so City is not enforcing against property owners. |
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IX. Minutes and Communications

Action: Approve the minutes and accept the communications		
Motion by: A Friend	Second by: H Roen	Vote: Approved unanimously
Minutes Approved: April 27, 2021		
Communications Filed:		
<ul style="list-style-type: none"> • In the agenda packet and posted online 		

X. Adjourn

Adjournment	Time: 7:47pm	
Motion: E Lee	Second: H Roen	Vote: Approved Unanimously



Andy Montroll, Chair

Signed: May 12, 2021

Respectfully submitted by:



Megan Tuttle, Comprehensive Planner