

Burlington Planning Commission

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www.burlingtonvt.gov/pz

Andy Montroll, Chair
Bruce Baker, Vice-Chair
Yves Bradley
Alexander Friend
Michael Gaughan
Emily Lee
Brynne Martin

Burlington Planning Commission Tuesday, October 12, 2021, 6:30 P.M. Remote Meeting via Zoom, with City Hall In-Person Option Minutes

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| Members Present | A Montroll, Y Bradley, A Friend, E Lee, M Gaughan, B Martin |
| Staff Present | D White, M Tuttle |
| Public Attendance | S Bushor |

I. Agenda

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| Call to Order | Time: 6:33pm |
| Agenda | Add Item VIII before adjournment for Executive Session |

II. Chair's Report

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| A Montroll | No report |
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III. Public Forum

| Name(s) | Comment |
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| No comments | |

IV. Department Work Plan & Upcoming Commission Items

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| Action: Requested staff draft a letter on behalf of the Commission to advocate for additional staff | | |
| Motion by: | Second by: | Vote: N/A |
| Type: Discussion | Presented by: D White | |
| D White presented an overview of the department's functional responsibility, the FY22 reorganization, and upcoming FY22-FY24 projects on the horizon. The presentation is available at: https://www.burlingtonvt.gov/CityPlan/PC/Agendas | | |
| Commission Discussion: | | |
| <ul style="list-style-type: none">Commissioners asked for information on specific ways that it can support the department and advocate for additional resources to achieve the work load.Commissioners shared ideas for comparing the size of the department to other planning departments, communicating the value of the work the department performs, and identifying grant or consultant resources that could support aspects of the department's work plan.A Commissioner requested that staff help communicate priority for zoning amendment requests that come before the Commission, to balance responsiveness to community with department capacity and potential community outcomes. | | |

V. Planning Commission Meeting Plan

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| Action: No action | | |
| Motion by: | Second by: | Vote: N/A |

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Tuesday, October 12, 2021

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| Type: Discussion | Presented by: M Tuttle |
| <p>M Tuttle shared with the Commission that technology is now available in City Hall to accommodate hybrid Commission meetings based on the Commission's preference. Commissioners expressed a preference to continue mostly virtual/hybrid meetings vs. in-person, except for having one fully in-person meeting in the near term so that the new Commissioners can meet other board members.</p> <p>Staff indicated they would work with the Commission to schedule an in-person meeting.</p> | |

VI. Commissioner Items

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| - Upcoming meetings include October 26 and Nov 9 at 6:30pm |
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VII. Minutes and Communications

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| Action: Approve the minutes and accept the communications | | |
| Motion by: A Friend | Second by: E Lee | Approved Unanimously |
| Minutes Approved: September 14, 2021 | | |
| Communications Filed: | | |
| <ul style="list-style-type: none"> Documents included in agenda packet and additional materials posted at: https://www.burlingtonvt.gov/CityPlan/PC/Agendas | | |

VIII. Executive Session

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| Action: Enter Executive Session to discuss a personnel matter, including D White & M Tuttle | | |
| Motion by: A Friend | Second by: E Lee | Approved Unanimously |
| Commission entered the Executive Session at 7:36pm, and adjourned at 7:47pm with no action taken. | | |

IX. Adjourn

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| Adjournment | Time: 7:49pm | |
| Motion: A Friend | Second: M Gaughan | Vote: Approved Unanimously |



 Andy Montroll, Chair

Signed: October 29, 2021

Respectfully submitted by:



Meagan Tuttle, Comprehensive Planner