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

Minutes

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

II. Chair’s Report
A Montroll  No report

III. Public Forum
Name(s)  Comment
No comments

IV. Department Work Plan & Upcoming Commission Items
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:
- 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
Action: No action
Motion by:  Second by:  Vote: N/A

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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.

Staff indicated they would work with the Commission to schedule an in-person meeting.

VI. Commissioner Items

- Upcoming meetings include October 26 and Nov 9 at 6:30pm

VII. Minutes and Communications

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<th>Action: Approve the minutes and accept the communications</th>
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<td>Motion by: A Friend</td>
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Minutes Approved: September 14, 2021

Communications Filed:
- Documents included in agenda packet and additional materials posted at: https://www.burlingtonvt.gov/CityPlan/PC/Agendas

VIII. Executive Session

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<tr>
<th>Action: Enter Executive Session to discuss a personnel matter, including D White &amp; M Tuttle</th>
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<td>Motion by: A Friend</td>
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Commission entered the Executive Session at 7:36pm, and adjourned at 7:47pm with no action taken.

IX. Adjourn

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<tr>
<th>Adjournment</th>
<th>Time: 7:49pm</th>
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<tr>
<td>Motion: A Friend</td>
<td>Second: M Gaughan</td>
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Signed: October 29, 2021

Andy Montroll, Chair

Respectfully submitted by:

Meagan Tuttle, Comprehensive Planner