

**Burlington Planning Commission
Executive Committee Special Meeting
Bushor Conference Room (Room 102), Burlington City Hall, 149 Church Street
Tuesday, November 9, 2021 @ 5:30 PM
Minutes**

Attendance: M Tuttle, A Montroll, B Baker, Y Bradley, M Gaughan

1. Office of City Planning Updates

Staffing

- M Tuttle shared that D White last day is Nov 8, and Nov. 9 is her first official day as Director. Currently recruiting for Principal Planner, and retooling the Part time Sr. Advisor position to a staff planner position. Anticipating staff vacancies may take about 6 months to fill.
- M Tuttle also working to find staff support from other departments for PC admin, and will focus on major policy items—pausing technical zoning amendments until capacity restored.
- Commissioners are interested in vision for ideal department staffing, and any linkage to new funding opportunities coming from Fed. Infrastructure Bill to support it. Interested in advocating for resources for the department.

Workplan & Priorities

- Especially during this time with limited staffing, top priorities:
 - i. Supporting housing work and possible update to the Housing Action Plan
 - ii. Enterprise Zoning discussions
 - iii. Possible BHS site rezoning (D White prepped a draft amendment)
- Y Bradley noted projects of interest:
 - iv. Historic Preservation and historic materials
 - v. Zoning for major corridors, including allowing some level of commercial uses and considering what does “historic” mean on these corridors
- Regarding an amendment introduced by Councilor Hanson regarding parking, Commissioners expressed concern about this route becoming a frequently utilized process, and concern about delay underscores need for more department resources. Additionally, concern that TDM standards need to be thoughtful and that a policy of this significance must be grounded in clearly communicated purpose.

2. Upcoming Commission Agenda Items

- Two more meetings in 2021: 11/23 and 12/14

3. Adjournment