

Burlington Planning Commission

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

Burlington Planning Commission

Tuesday, March 22, 2022, 6:30 P.M.

Remote Meeting via Zoom

Minutes

Members Present	A Montroll, A Friend, E Lee, Y Bradley, B Martin, B Baker, M Gaughan
Staff Present	M Tuttle, S Dunn, B Pine
Public Attendance	

I. Agenda

Call to Order	Time: 6:33pm
Agenda	No change

II. Public Forum

Name(s)	Comment
K Devine	Know there is a housing crisis in the city, but BBA is concerned about the proposal to put shelter pods in Burlington. Concerned about experience related to proposed changes to emergency shelters. Should either provide this level of expedited approval for all housing types, or none.
S Bushor	For temporary structures that become permanent, no requirement that it is again inspected.
M Lang	Regarding BHS, concerned about buildings that are up to 80 ft high on the property line. In an Institutional Zone for overlays, institutions had to give back to the neighborhood a buffer zone. Caution that this is a major zoning change, need to go slowly.
J Nick	CSM Commission is concerned about the location of Elmwood Ave location for shelter pods due to bad behaviors that could end up on the marketplace. planBTV says that concentration of social services can become unmanageable if not coordinated. Need to have a dialogue before approving any project.
E Langfeldt	Concerned about pods next door to 43 Elmwood and impacts on the residents that are in the building. Permitting process brings neighbors to the table to make better projects. Need housing of all type, but not at expense of process.

III. Chair's Report

A Montroll	No report.
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IV. Director's Report

M Tuttle	Introduce C Dillard as Principal Planner. Shared that City Council sustained Mayor's veto of new short term rental ordinance and referred proposed changes to parking and TDM to PC for public hearing.
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V. Proposed CDO Amendment: Interim Emergency Shelters

Motion by:	Second by:	Vote: N/A
Type: Discussion	Presented by: S Dunn, M Tuttle	
<p>M Tuttle noted two key questions from last discussion were how neighbors could be engaged in permits for temporary shelters if they can be approved administratively, and what the standards for operating a shelter would be. M Tuttle shared that the draft was updated to require a pre-application neighborhood meeting for temporary shelters, and conditional use process maintained for permanent facilities.</p> <p>Commissioner discussion:</p> <ul style="list-style-type: none">• Some Commissioners felt that there was a need for more clear standards to protect the public and consequences if they are not met, and some wondered about a shorter time limit for what is temporary.• The question was raised on why there seems to be more requirements for establishment of temporary shelter rather than a permanent shelter. Staff noted that today emergency shelters are considered "conditional use" with a public hearing, but not required to meet pre-application neighborhood meeting. The proposal would not require a temporary shelter permit to be voted on by DRB. If the project is rejected administratively it can be appealed to the DRB. If rejected by the DRB, the appeal process goes outside the City to the Environmental Court.• A question was raised whether the project was outside the definition of "temporary" since the timeline is up to 3 years. It was noted that the proposal is that a permit will need to be reviewed every year for up to 3 years. Beyond that, the project will need a permanent facility permit.• Regarding some concerns about the need to make other forms of housing easier to create, staff noted a number of changes the Planning Commission has made to zoning requirements in Downtown core, which cumulatively led 77 Pine Street to obtain a permit in 3 weeks.• A Commissioner was concerned that maintaining DRB review without clear standards will result in neighborhoods arguing that a temporary shelter does not fit into the character of the neighborhood.• Other commissioners felt that criteria/standards for the City and the DRB to evaluate these plans would be helpful in understanding what is supposed to happen and not happen at this site, and some what annual reviews should consider. M Tuttle noted that an Operations and Maintenance Plan will still need to be approved by the City (CEDO). S Dunn added that the Special Assistant to End Homelessness position has been filled in CEDO and that person will start soon. That position will determine the requirements of the Operations Plan, and City Council recommended quarterly updates on how the Shelter community is doing.• S Dunn explained that the project does not necessarily require a zoning amendment and will be seeking a zoning permit. M Tuttle noted that this is not about the city circumventing rules or changing zoning for a specific project, but rather asking the question about whether conditional use is an appropriate regulatory process for temporary, emergency housing solutions for the most vulnerable. B Pine raised the point that government entities serving public good/public policy should be reviewed differently than a private developer trying to circumvent zoning requirements.• A question was raised whether this policy should be considered, and why the city isn't focusing more on a permanent shelter and housing opportunities. M Tuttle addressed that the City is trying to address the housing crisis at many levels, both permanent affordable housing and more flexible immediately deployable housing options like this one.• The Commission asked for more information, particularly the operating standards, from S Dunn and M Tuttle for further review.		

VI. Commissioner Items

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| <ul style="list-style-type: none">• Next meetings are April 12 and 26 at 6:30pm |
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VII. Minutes and Communications

Action: Approve the minutes and accept the communications		
Motion by: A Friend	Second by: E Lee	Approved Unanimously
Minutes Approved: March 8, 2022		
Communications Accepted: in the agenda packet and posted at https://www.burlingtonvt.gov/CityPlan/PC/Agendas		

VIII. Adjourn

Adjournment	Time: 8:03pm	
Motion: M Gaughan	Second: E Lee	Vote: Approved Unanimously



Andy Montroll, Chair

Signed: April 12, 2022

Respectfully submitted by:



Bridget O'Keefe, Community Engagement Office Coordinator