

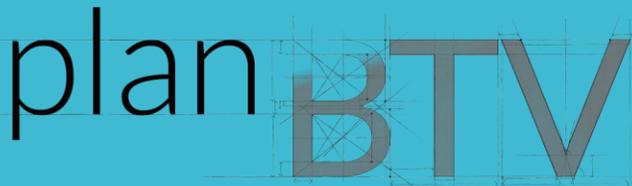
FY 2016 Budget

Burlington Dept. of Planning & Zoning

plan **BTV**

FY 2016 Budget

What we do...

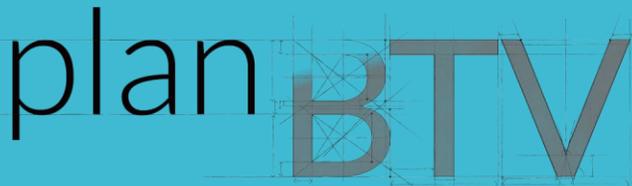


Burlington Dept. of Planning & Zoning

The Department of Planning and Zoning works collaboratively with all members of our community to articulate a vision for the future of Burlington, and works to implement this vision creating a vibrant and sustainable community for the benefit of both current and future generations.

- Areas of responsibility:
 - Current Planning (zoning review and permitting)
 - Comprehensive Planning
 - Information Technology – GIS and Permit Management System
- Serving 4 Citizen Boards and Commission:
 - Planning Commission
 - Development Review Board
 - Design Advisory Board
 - Conservation Board
- Staff of 8 FTE's

What we do...



Burlington Dept. of Planning & Zoning

Current Planning

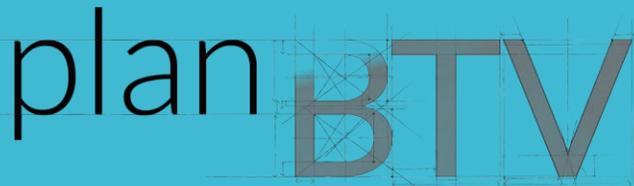
- Development Review:
 - New construction & rehabilitation
 - Change of use & subdivision
 - Signs, fences & awnings
 - Appeals to the DRB, VT Superior Court – Environmental Div. and VT Supreme Court
- **>1,300 zoning requests/yr**
- Participate in state regulatory review processes (Act 250, Sec. 248, Wetlands, etc)
- Management of AMANDA Permitting System

Comprehensive Planning

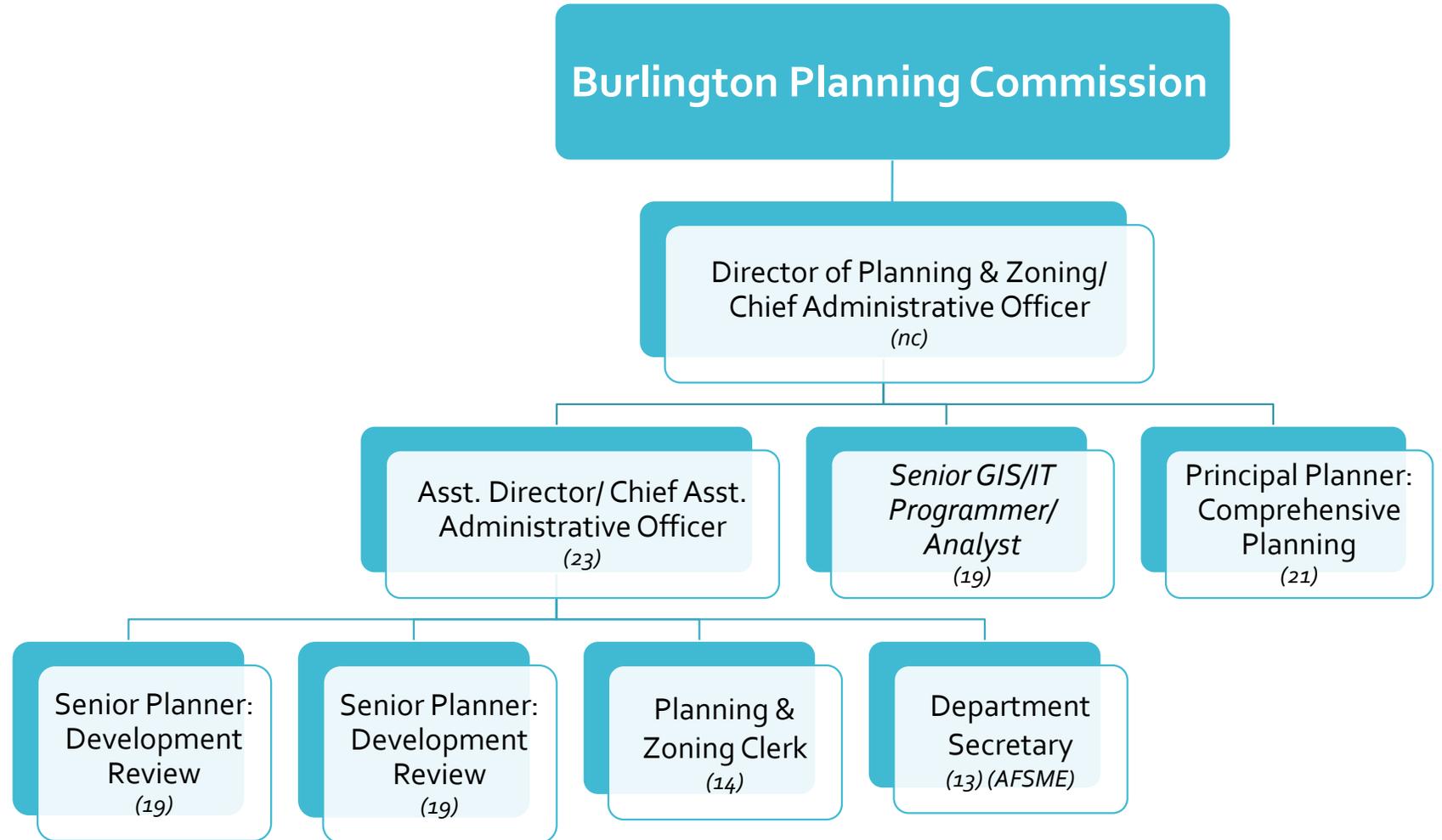
- Municipal Development Plan
 - Area-Specific Planning (e.g. *planBTV: Downtown & Waterfront*)
 - Issue-Specific Planning (e.g. *Open Space Protection Plan*)
- Ordinance Amendments
- Certified Local Government Program (Federal historic preservation review and grants)
- Special projects (e.g. ward redistricting, flood recovery)
- GIS: Mapping and Analysis

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Our team

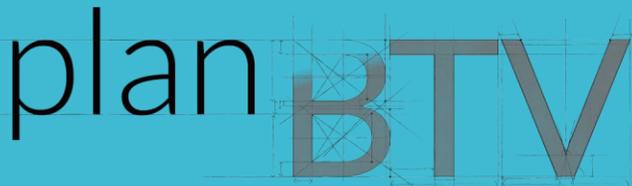


Burlington Dept. of Planning & Zoning



FY 2016 Budget

The 3 F's



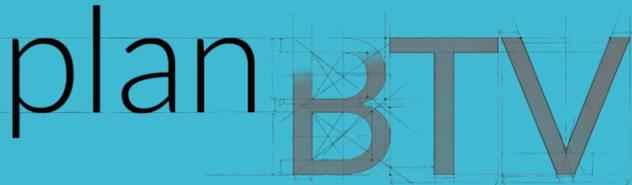
Burlington Dept. of Planning & Zoning

Factual, Fair and Forward:

- Estimates for permit revenues and operating expenses are based primarily on past and current trends with the recognition that they are highly variable and unpredictable
- Grant revenues and expenses are not speculative – they only reflect grants that have already been awarded
- Attempting to be proactive in understanding and addressing the community's emerging issues and opportunities
- Maintain a long-term and comprehensive perspective in all of the work that we do.
- Increase planning and policy-related work, and therefore putting more resources into professional services and public engagement
- Expanding use of non-City funding and partnerships to support comprehensive planning initiatives

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Mayoral Priorities

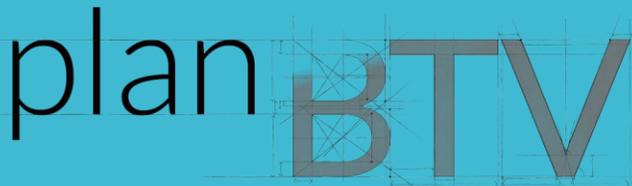


Burlington Dept. of Planning & Zoning

- **Financial stewardship with a focus toward long-term challenges**
 - Support the implementation of the **10-year Capital Plan** and turning this into a comprehensive community facilities and services plan which will serve as the basis for future revisions to the Impact Fee Study.
- **Modernize City government for the 21st century**
 - Completion and implementation of a **Form Based Code for the Downtown and Waterfront.**
 - Develop Burlington's first **Street Design Guidelines and Standards**
 - Develop a **Comprehensive Permitting System Study**
 - Implementation of the **Downtown and Residential Parking Studies**
 - Improve the Department's data collection, analysis and sharing as part of overall **continuous improvement** efforts
 - Develop clear regulations to **support home-sharing** while preserving residential neighborhoods
 - Coordination and consolidation of the **City Street Addressing and E-911 Coordinator** functions
 - Development of a **Wireless Telecommunications Plan** to establish clear priorities regarding the deployment of new equipment and technologies
- **Expand opportunity for all Burlingtonians**
 - Completion, adoption and implementation the **planBTV: South End Master Plan.**
 - Completion, adoption and implementation of the **BTV Mall Development Agreement**
 - Implementation of the **Housing Action Plan**

FY 2016 Budget

Key Drivers - Expenses



Burlington Dept. of Planning & Zoning

- **People**

- Salaries and Benefits are ~90% of overall expenses

- **Growing Demand for Services**

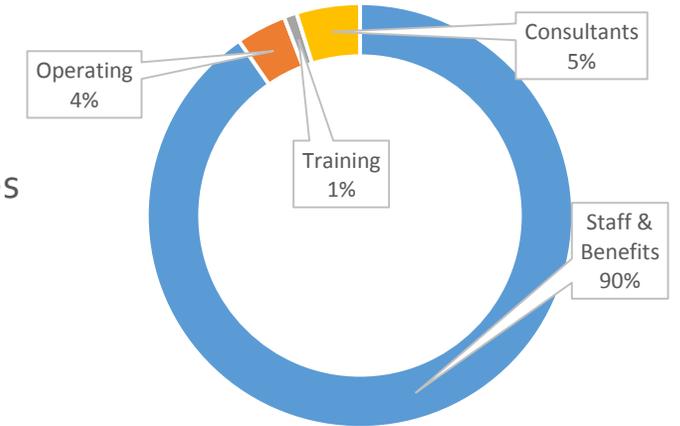
- Permit requests are up 44.5% over past 10 years.
- Demands are highly dynamic and unpredictable
- Steady increase in other requests for services and assistance from applicants, the public, elected officials, and other City departments.
- The complexity of an individual application, and the effort required to address them is often not commensurate with the fee paid. This is especially true in cases of disputes and/or appeals.

- **Statutory and Regulatory Requirements**

- Given the regulatory nature of our operations and various statutory requirements, there is little flexibility for cost reduction or control in areas such as postage and legal notices.

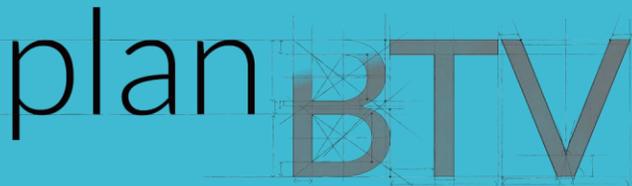
- **Public Expectations**

- We are regularly asked to provide more extensive public notice, collect and provide data, evaluate new issues and challenges, resolve disputes, create new plans, and modify our ordinance.



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Key Drivers - Revenues



Burlington Dept. of Planning & Zoning

- **Development Activity**

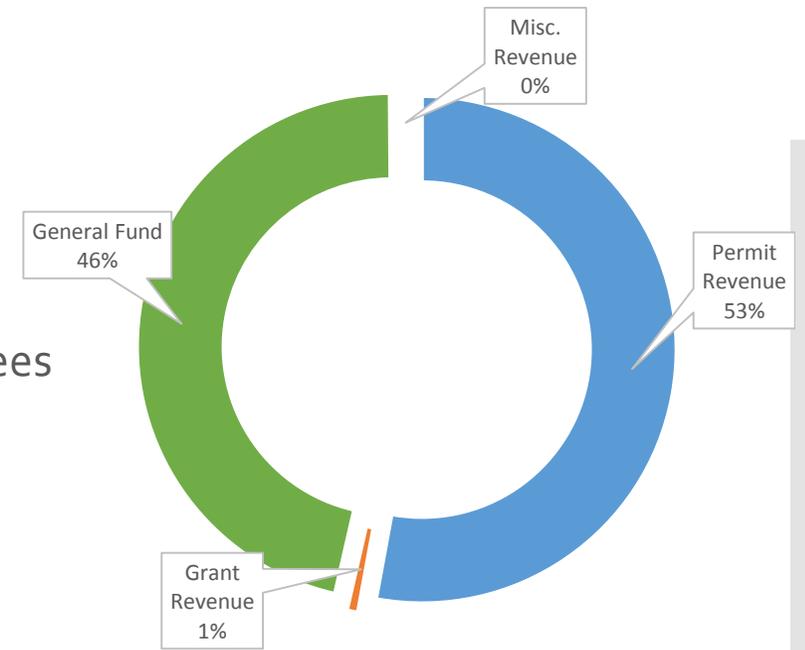
- 53% of total revenues from permit fees
- Highly volatile and unpredictable
- Fees set by the City Council

- **General Fund Support**

- 46% of total revenues
- Fills the gap between permit revenues and overall expenses
- Supports larger planning initiatives

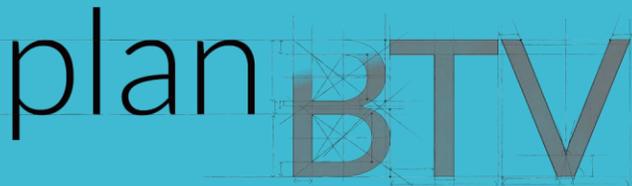
- **Grants**

- Grant revenues and expenses included are not speculative – they only reflect grants that have already been awarded.
- Grant funds are entirely passed-through to support special planning projects.



FY 2016 Budget

Goals & Priorities



Burlington Dept. of Planning & Zoning

Department Goals:

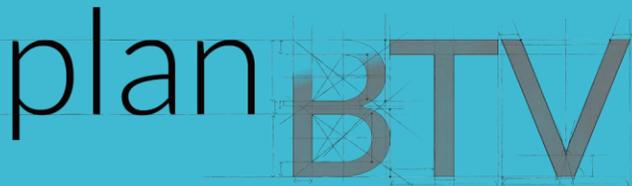
- Continuous improvement in everything we do
- Make the regulatory process more efficient and predictable, and to improve the user experience
- Be proactive in understanding and addressing the community's emerging issues and opportunities
- Maintain a long-term and comprehensive perspective in all of the work that we do.
- Undertake more neighborhood-based planning initiatives
- Improve the type, quality and delivery of information we provide to the public
- Leveraging non-City funding and partnerships for comprehensive planning initiatives
- Facilitate ongoing improvements to the city's quality of life, economy, tax base and infrastructure.

Priority Initiatives:

- Completion of the **Form Based Code for the Downtown and Waterfront.**
- Completion of the "**planBTV: South End Master Plan.**"
- Completion of a development agreement regarding the redevelopment of the **BTV Mall**
- Participate in the development of Burlington's first **Street Design Guidelines and Standards**
- Participate in the development of a **Comprehensive Permitting System Study**
- Implementation of the **Downtown and Residential Parking Studies**

FY 2016 Budget

Comparing FY15 to FY16

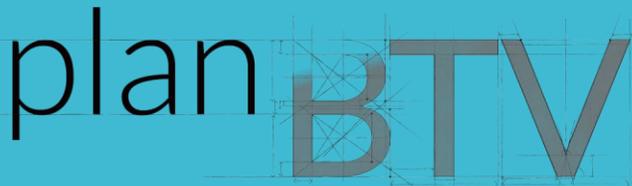


Burlington Dept. of Planning & Zoning

- Projected permit revenue and expenses for core permitting functions are largely unchanged
 - Actual FY15 permit revenues exceeding projection by ~300% (5/19/15)
- Permitting fees and staffing levels remain unchanged
- ~30% of FY15 revenues (~\$350,000) from grants and interfund transfers to support planBTV: South End project
 - Related expenses primarily concentrated in Professional Services, supplies and printing
 - A small portion will be carried forward into FY16 to support the completion of this project into the early fall
- However only ~\$6,000 of FY16 revenues are grant-related
- FY16 workplan will emphasize completion and wrap-up of larger FY15 projects.
- Other FY16 Priority Initiatives are supported by staff-time and are largely budgeted in other Departments

FY 2016 Budget

Looking ahead to FY 2017 and beyond



Burlington Dept. of Planning & Zoning

- Estimates for permit revenues and operating expenses will continue to be based on past and current trends
- Permitting fees and staffing levels expected to remain unchanged
- Consider additional funding to support staff and volunteer training and education in future budgets
- Continue to increase planning and policy-related work, and therefore putting more resources into professional services and public engagement
- Will look to a dedicated Planning Reserve Fund to provide core City support for new planning initiatives and leverage for non-City resources
- Continue to expand the use of non-City funding and partnerships to support comprehensive planning initiatives
- Assess and evaluate the progress and success of our FY16 Priority Initiatives in determining priorities for new initiatives



City of Burlington, VT
Department of Planning and Zoning
FY2016 Fee Schedule - Proposed

Development Applications and Permits	Fee
<u>Awning Permit:</u>	
A. Awning <u>with</u> a Sign: (per awning with signage)	1. \$10 filing fee; and , 2. \$80 per awning (less 50% if part of an approved Master Sign Plan)
B. Awning <u>without</u> Sign: (Treated as a Basic or COA Level 1)	\$80
<u>Fence Permit:</u>	\$50
<u>Sign Permit:</u> (<i>per sign</i>) (Awnings with signage subject to fee listed above)	1. \$10 filing fee; and , 2. \$80 per sign. (less 50% if part of an approved Master Sign Plan)
<u>Sketch Plan Review:</u>	
A. Initial Review (<i>per Board</i>)	\$300 per request
B. Subsequent Review (<i>per Board</i>)	\$250 per request
<u>Basic Zoning Permit:</u>	\$80
<u>Certificate of Appropriateness (COA) Level I:</u> (Estimated Construction Cost (ECC) of \$23,000 or less ^{F, H})	\$80
<u>Certificate of Appropriateness (COA) Level II:</u> (Estimated Construction Cost (ECC) greater than \$23,000 ^{F, H})	
A. <u>Application Fee</u>	1. \$110; and , 2. \$2 per \$1,000 of ECC;
B. <u>Development Review Fee</u> (<i>due prior to release of the permit</i>)	\$4.50 per \$1,000 of ECC;
<u>Certificate of Appropriateness (COA) Amendment:</u> (based upon original ECC of total project)	1. \$110; and , 2. \$0.50 per \$1,000 of ECC

Development Applications and Permits	Fee
Certificate of Appropriateness (COA) Level III: <i>(Planned Unit Development, Lot line Adjustment and Lot Merger, or Subdivision; includes Major Impact Review Fee where applicable):</i>	
A. Preliminary Plat	
1. <u>Application Fee</u>	1. \$200 and \$2 per \$1,000 of ECC; or \$300 per lot if subdivision only.
2. <u>Development Review Fee</u> <i>(due prior to release of the DRB Approval)</i>	\$3 per \$1,000 of ECC
B. Final Plat	
1. <u>Application Fee</u>	1. \$10 filing fee; and , 2. \$200 and \$2 per \$1,000 of ECC; or \$300 per lot if subdivision only.
2. <u>Development Review Fee</u> <i>(due prior to release of the permit)</i>	\$3 per \$1,000 of ECC
C. Preliminary/Final Combination	
1. <u>Application Fee</u>	1. \$10 filing fee; and , 2. \$200 and \$4 per \$1,000 of ECC; or \$300 per lot if subdivision only.
2. <u>Development Review Fee</u> <i>(due prior to release of the permit)</i>	\$3 per \$1,000 of ECC
D. Lot Line Adjustment/Lot Merger	
	1. <u>\$10 filing fee; and</u> <u>+2 \$100 per lot involved</u>
Conditional Use, Variance, Public Hearings and Appeals:	
A. Conditional Use and Variance <i>(in addition to applicable COA application fee and paid at the time of application)</i>	\$150
B. Conditional Use - Major Impact <i>(in addition to applicable COA application fee and paid at the time of application)</i>	1. \$210; and , 2. \$1.10 per \$1,000 of ECC
C. Conditional Use - Major Impact Review Amendment <i>(based upon the ECC of the <u>total</u> project)</i>	1. \$210; and , 2. \$1 per \$1,000 of ECC
D. Other matters requiring a hearing before the DRB: Time extensions, Master Plan Review, etc.	\$150
E. Appeals to the DRB: Appeals of Administrative Officer decisions to the Development Review Board	\$250

Commented [DEW1]: Not a new fee, but a clarification regarding a pre-existing fee.

Development Applications and Permits	Fee
F. Appeals to VSC-ED: Appeals of DRB decisions to the VT Superior Court – Environmental Division.	\$250 ¹

Other Fees	Fee
Impact Fees Visit: www.burlingtonvt.gov/PZ/Impact-Fees .	
Zoning Certificate of Occupancy:² <i>(by Code Enforcement Office)</i>	
A. Final Certificate of Occupancy	1. \$30 ^E and, 2. 10% of all zoning and conditional use permit application fees.
B. Temporary Certificate of Occupancy	\$150 each
C. “After-The-Fact” Zoning Certificate of Occupancy	see attached schedule
Zoning Determination	\$160 for Functional Family \$80 for all others
Zoning Compliance Report Request:² <i>(by Code Enforcement Office)</i>	\$35
Documents, Copies, etc.	
A. Audio Tapes	\$3.50 per tape
B. File Research	\$20.00 per hour
C. Planning Documents: Municipal Development Plan, Comprehensive Development Ordinance, etc.	actual cost of publication (hardcopy or CD)
D. Postage and Handling	\$4.00 (in state) \$5.00 (out of state)
E. Photocopies	\$0.10 per page (B&W) \$1.00 per page (Color)
F. Paper Zoning Map (24x36, color)	\$15.00 per map
G. Digital Maps (PDF format and emailed only)	no charge

Field Code Changed

Commented [DEW2]: Not a new fee, but a clarification regarding a pre-existing fee.

Fee Schedule Notes:

- A. All revenue generated by this Fee Schedule, with the exception of Impact Fees, are deposited into the City’s General Fund. Therefore this Fee Schedule shall not apply when any fees would also be paid out of the City’s General Fund, with the exception of the payment of Impact Fees, in order to

¹ For information only: Fee assessed by, and paid to, the VT Superior Court – Environmental Division.

² For information only: Fee assessed by, and paid to, the Burlington Code Enforcement Office.

eliminate duplicative and unnecessary accounting for payments and deposits within the same City fund. The payment of Impact Fees out of the City’s General Fund shall continue to apply.

- B. All development review and permit fees are non-refundable.
- C. All development review and permit fees include a \$10 filing fee assessed by the Burlington Clerk and Treasurer’s Office as required by state statute unless otherwise noted.
- D. All development review and permit fees are **due at the time of application** unless otherwise noted and are non-refundable. Check should be made payable to the “City of Burlington.” Credit cards are not currently accepted.
- E. Permit applications resulting from a zoning Notice of Violation are subject to double or triple the application fee as specified under Sec. 2.7.8 of the *Burlington Comprehensive Development Ordinance*.
- F. “ECC” is the Estimated Construction Cost as specified under Sec. 3.2.4 (a) of the *Burlington Comprehensive Development Ordinance*. Fees are calculated for every \$1,000 of ECC.
- G. For permit applications submitted from July 1, 1998 to July 1, 2009, the Final Certification Occupancy fee is \$20 plus 10% of the zoning permit application fee. (From 7/1/1998 - 7/1/2009, the filing fee assessed by the Burlington Clerk Treasurer's Office was paid at the time of the original zoning permit application.)
- H. The ECC threshold between COA Level I and COA Level II applications is annually adjusted based on the Consumer Price Index pursuant to Sec. 3.2.4(a) of the *Burlington Comprehensive Development Ordinance*. For Fiscal Year 2016 this amount is \$24,000TBD on 1 July 2015.

Commented [DEW3]: The actual amount is determined on July 1, 2015 based on changes to the CPI and will be reflected here accordingly.

ZONING CERTIFICATE OF OCCUPANCY AFTER THE FACT (ATF) FEE SCHEDULE*

	<i>Exempt from ATF</i>	<i>Nominal ATF</i>	<i><u>Tier 1 ATF</u></i>	<i><u>Tier 2 ATF</u></i>	<i><u>Tier 3 ATF</u></i>	<i><u>Tier 4 ATF</u></i>
<i>Permit Type</i>	<ul style="list-style-type: none"> • Fence • Sign • Awning • Lot line adjustments • Satellite dishes • Handicap ramps • Demolition only • Permits approved before July 13, 1989 • Stormwater only 	Permits that fall within the following timeframe: approved on or after July 13, 1989 and expire before or on January 31, 2009.	All permits that are administratively reviewed with expiration dates after January 31, 2009 but before July 1, 2012.	All DRB reviewed permits including appeals with expiration dates after January 31, 2009 but before July 1, 2012.	All permits that are administratively reviewed with expiration dates on or after July 1, 2012.	All DRB reviewed permits including appeals with expiration dates on or after July 1, 2012.
<i>ATF Fee*</i>	ATF = \$0 No ATF fee applies.	ATF = \$75.00	ATF fee equals \$150.00 per TZCO required previously [#] but not obtained up to a maximum fee of \$450.00 or an amount equal to the permit application fee, WHICHEVER IS LESS.	ATF fee equals \$150.00 per TZCO required previously [#] but not obtained up to a maximum fee of \$1,500.00 or an amount equal to the permit application fee, WHICHEVER IS LESS.	ATF ≤ \$450.00 ATF fee equals \$150.00 per TZCO required previously [#] but not obtained up to a maximum fee of \$450.00.	ATF ≤ \$1,500.00 ATF fee equals \$150.00 per TZCO required previously [#] but not obtained up to a maximum fee of \$1,500.00.

231170-00002/Fees/CO After the Fact Table 4-20-12

* - *All other applicable fees, including but not limited to the Final Zoning Certificate of Occupancy fee still apply.*

- Number of TZCO's required calculated from the expiration date of the permit or the date of occupancy if that occurred first, based upon TZCO intervals of 180 days.