

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 16 March 2016  
645 Pine Street

**Commissioners Present:** Robert Alberry; Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (*arrives at 6:38pm*); Solveig Overby; Jeff Padgett (Chair); Tom Simon (*arrives at 6:34pm*). **Commissioners Absent:** None.

**Item 1 – Call to Order – Welcome – Chair Comments**

Chair Padgett calls meeting to order at 6:32pm making no comments.

**Item 2 – Agenda**

Action taken: Agenda approved;  
“Ayes” are unanimous.

*\*\*Commissioner Simon arrives\*\**

**Item 3 – Public Forum**

Caryn Long, Ward 1, speaks on lost green space and lot coverage.

*\*\*Commissioner Gillman arrives\*\**

**Item 4 – Permit Reform Introduction to Consultant Matrix**

A. Oral Communication introduced by Public Works Director Chapin Spencer and given by Matrix Consulting Group Senior Consultant Aaron Baggarly who speaks on the process of permit reform consultation going forward.

B. Commissioner Discussion

Commissioner Overby asks questions on Agenda Item 4 with Mr. Baggarly answering.

C. Action Requested – None

**Item 5 – Residential Parking Implementation Update**

A. Communication given by Senior Planner Nicole Losch who speaks on the city’s near-term implementation of the Residential Parking Management Plan.

B. Commissioner Discussion

Vice Chair Archambeau asks question on Agenda Item 5 with Planner Losch and Engineering Technician Damian Roy answering.

C. Public Comment

Sharon Bushor, Ward 1, speaks on Agenda Item 5.

D. Action Requested – None

\* *Appellant Attorney William Towle, Senior Assistant City Attorney Gene Bergman, and Chair Padgett engage in a discussion over the procedure of the appeal. Commissioner Simon moves to amend Agenda Items 6, 7, and 8, swapping items B and C in each, with Commissioner Barr seconding.*

*Action taken: motion approved;*

*“Ayes” are unanimous.*

**Item 6 – 66 South Union St – Appeal**

A) Staff Oral Presentation to Commission by Assistant Director of Technical Services Norm Baldwin who introduces the appeals of the 3 different properties.

B) Communication by Code Enforcement Director William Ward who presents the city's case concerning the appeal of the 66 South Union St inspection findings, introducing Code Enforcement's "66-68 South Union Street" exhibit (via Power Point presentation) for the record – Appellant Attorney Towle and City Attorney Bergman reply.

C) Oral Presentation by Appellant Attorney Towle and Appellant Soon Kwon who respond to the city's case, introducing Appellant's "66-68 South Union" exhibit (via Power Point presentation) for the record – City Attorney Bergman and Director Ward reply.

D) Commissioner Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioners Gillman and Overby ask questions on the city's case with City Attorney Bergman and Director Ward answering – Appellant Attorney Towle and Mr. Kwon reply.

Vice Chair Archambeau and Commissioners Alberry, Barr, Gillman, Overby, and Simon ask questions on the appeal with Appellant Attorney Towle and Mr. Kwon answering – City Attorney Bergman and Director Ward reply.

E) Public Comment

F) Action Requested – Vote

#### **Item 7 – 41 South Willard St – Appeal**

A) Staff Oral Presentation to Commission

B) Communication by Director Ward who presents the city's case concerning the appeal of the 41 South Willard St inspection findings, introducing Code Enforcement's "41 South Willard Street" exhibit (via Power Point presentation) and the Division of Fire Safety's "Secondary Means of Escape: Emergency Egress Windows" handout for the record.

C) Oral Presentation by Appellant Attorney Towle and Mr. Kwon who respond to the city's case, introducing Appellant's "41 South Willard" exhibit (via Power Point presentation) for the record.

D) Commissioner Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioners Barr, Gillman, and Simon ask questions on the city's case with City Attorney Bergman and Director Ward answering – Appellant Attorney Towle replies.

Vice Chair Archambeau and Commissioners Alberry, Barr, Gillman, Overby, and Simon ask questions on the appeal with Appellant Attorney Towle and Mr. Kwon answering – City Attorney Bergman and Director Ward reply.

E) Public Comment

F) Action Requested – Vote

- \* *On Commissioner Alberry's suggestion, the the 8:50pm "time-certain" deadline for appeal items is extended by 10 minutes, allowing for Agenda Item 7 presentations to be finished. Assistant Director Baldwin addresses the future presentation of Agenda Item 8, telling both City and Appellant to note of the next scheduled meeting on April 20, 2016. City Attorney Bergman asks the commission to consider a special meeting for the appeal but due to scheduling Chair Padgett points out the likelihood being Agenda Item 8 being held over until the April 20, 2016 meeting.*

#### **Item 8 – 40-42 Colchester Ave – Appeal**

- \* *The Commission moves first to Agenda Item 10, needing time with Draft Minutes of 2-17-16.*

#### **Item 10 – Director's Report**

Director Spencer reports on the upcoming March 17, 2016 meeting for the Champlain Elementary Pedestrian Improvements Project, the Manhattan Drive Slope project soon going out to bid, moving ahead with the North Ave Pilot project, and his intent in the next week or two to notifying the Commission of using his power under ordinance to initiate a 1 month pilot project concerning driveway encroachment in

the Loomis St area. Commissioners Alberry and Overby ask questions concerning the encroachment pilot with Assistant Director Baldwin answering.

**Item 9 – Draft Minutes of 2-17-16**

Vice Chair Archambeau makes motion to accept minutes of 2-17-16 and is seconded by Commissioner Barr.

Action take: motion approved;

Commissioner Alberry: abstained (*due to absence at 2-17-16 meeting*)

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Commissioner Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Simon: abstained (*due to absence at 2-17-16 meeting*)

**Item 11 – Commissioner Communications**

**Item 12 – Executive Session For Appeals**

**Item 13 – Adjournment & Next Meeting Date – April 20, 2016**

Motion to adjourn made by Commissioner Simon and seconded by Vice Chair Archambeau.

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 9:16pm.