

## **Burlington Planning Commission**

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*Andy Montroll, Chair*

*Bruce Baker, Vice-Chair*

*Yves Bradley*

*Alexander Friend*

*Emily Lee*

*Harris Roen*

*Jennifer Wallace-Brodeur*

*Eamon Dunn, Youth Member*



## **Burlington Planning Commission**

### **Tuesday, April 10, 2018, 6:30 P.M.**

### **Conference Room 12, City Hall, 149 Church Street**

## **Minutes**

Board Members Present: A Montroll, B Baker, Y Bradley, A Friend, E Lee, H Roen,

Board Members Absent: J Wallace-Brodeur, E Dunn

Staff Present: D White, S Gustin, M Tuttle, A Wade

### **I. Agenda**

The Chair called the meeting to order at 6:31pm. No changes to the agenda.

### **II. Public Forum**

A Hope and E Pierce, City Market: Request a zoning amendment for the grocery store to expand the interior space to include 35,000 sq. ft. instead of the 30,000 sq. ft. that was previously approved by the Planning Commission. City Market finds a need for this space to support the growing demand in its new store.

A Montroll: Requested staff to review and prepare a recommendation for the Planning Commission on the best way to proceed.

### **III. Report of the Chair**

No report.

### **IV. Report of the Director**

D White: Congratulations to Andy for being awarded the Vermont Planning Association, Citizen Planner of the Year for 2018. Staff working on an update regarding the CityPlace project to correct misinformation circulating. Important points include that retail will continue to occupy the entire lower level, and not eliminating 200 parking spaces, but rearranging the 940 parking spaces to better meet design objectives including more housing. P&Z expects to receive a second application to go before the DRB for two new amenity spaces, not seen from the street, placed between the 7<sup>th</sup> and 12<sup>th</sup> floors. Thursday is Department heads retreat with the Mayor to discuss priorities for the year; P&Z number one priority is updating the master plan. DEW will be in New Orleans for the conference beginning next Thursday, coming back on the 25<sup>th</sup> of April. There will not be a Planning Commission meeting on April 25<sup>th</sup>.

### **V. Public Hearing: ZA-18-05 Article 3 Amendments**

S Gustin: City Attorney's office offered additional updates to Article 3 amendments. Changes pertain to language to allow for deferral of an application whereby the clock stops until applicant is ready to continue

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the review of the project and the language pertaining to an appeal for proper filing and effective date of submission.

A Montroll: We will incorporate staff and City attorney's comments into version warned for hearing. With no public comment and no commissioner comments on this item, the hearing was closed.

The Planning Commission unanimously approved a motion by Y Bradley, seconded by A Friend, to forward the proposed amendment, with changes, and the municipal bylaw amendment report to Council.

## **VI. Public Hearing: ZA-18-06 Article 8 Bike Parking**

S Gustin: This amendment proposes a number of small changes to update bike parking standards, to enable payment in lieu options particularly for the downtown areas which is handled by DPW, and regarding providing short term bike parking.

The chair opened the public hearing.

Local Motion: Appreciates amendments, supportive.

N Losch: Appreciate collaboration with DPW on amendments, strikes a good balance and compliments work DPW does to place bike parking.

The chair closed the public hearing.

The Commission unanimously approved a motion by H Roen, seconded by E Lee, to forward the proposed amendment and municipal bylaw amendment report to Council.

Local Motion: Compliments to the City on coordination and continued alignment of the walk/bike plan with the Master Plan.

## **VII. Proposed CDO Amendment: FD 5 Boundaries**

M Tuttle: Updated maps of the properties proposed to be included in FD5 are ready to be warned for public hearing. These include corresponding maps for special height areas and shopfront requirements in Article 14.

Y Bradley: Why not require the corner of N Winooski Ave north of Pearl Street as storefronts as a historic pattern?

D White: Map considers main entrances and core of Downtown. The area is currently shopfronts, and if it were to evolve into something else, it won't necessarily change the pedestrian character of the area. Committee had some hesitancy about the amount of storefront we were requiring already.

E Lee: What about shopfronts on Pearl St?

D White: It is good to have balance of shopfronts on either side the street. The question is how far do we want to go with shop fronts on side streets, but it is required on Pearl St now.

The Commission unanimously approved a motion by E Lee, seconded by A Friend, to approve the municipal bylaw amendment report and the warn the proposed maps for public hearing.

## **VIII. 2019 Update to planBTV: Municipal Development Plan**

M Tuttle: Presentation on what's been implemented from 2014 plan, and the feedback from other departments. We are looking at who supports the implementation of the plan and asked for feedback on whether actions have been achieved, if not why not, and how it applies to the future. We asked the Board and Commissions for comments and we'll take the Planning Commission's comments and suggestions on what is relevant to move forward.

Key takeaways: action items vary widely in level of specificity. We are looking at what level of detail do action items need to provide for the future. Many action items seen in the charts have been initiated and

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may be core work of what the City is doing. Currently there are many action items may still be relevant as we go forward, but how to incorporate plans in a more explicit way without saying "implement plan"? Some items repetitive. Overall, need to bring the number of action items to a more manageable number.

B Baker: At times it's a plan and other times an implementing document; thought this was to be an overall policy statement.

D White: The plan is trying to be a broad policy document and also be strategic in a variety of areas when a plan that provided that direction was missing.

M Tuttle: The City has created many new plans and studies giving us the strategic tools that can be incorporated into the Master Plan. Provided an overview of implementation status of action items and discussed with Commission.

Built Environment Actions; this continues to be a relevant action item. The City Council will be adopting the Great Streets standards. We feel we can expand this throughout the City. We're looking at how we measure density.

B Baker: It would be helpful if stormwater rules were more predictable.

D White: We are regulated by Federal permits for treating stormwater but need to see how to set our own standards. Public works is looking for a mechanism to offer flexibility for unique site considerations.

B Baker: Almost every building in the City is within historic, which is a substantial limitation under guidelines as to what can happen with these properties.

D White: We need a policy to say what is historic and what is not, what is eligible and what is not. We need to start over with the fundamentals and build in the mechanisms to make it positive.

A Montroll: The form based code process and the BTV downtown was a good guide. The plan on historic preservation has been lacking and this is once done, it will be easier with a good foundation.

A Montroll: Regarding housing action about implementing housing at maximum density, need to be clear it is about infill and redevelopment opportunities, not replacing existing neighborhoods. It's important to keep track on the balance between housing and commercial over time, but don't necessarily see a need to set a proportion.

D White: We want to measure what we have and follow the trend over time to get a sense of how to handle a trend.

M Tuttle: Regional Planning Commission is looking at this with their ECOS plan and long term trends.

D White: Previous years there've been economic strategies, but there hasn't been one in a decade or more.

M Tuttle: It's important to have this strategy because as we see the growth of small businesses grow into larger companies they could outgrow the City. Other small businesses can be fostered to grow and continue in the place of larger companies.

B Baker: Anything about permitting over the internet?

D White: Not in master plan, but this is one of the recommendations by the consultant for permit reform.

M Tuttle; There is a strategy to expand City's ability to communicate with the public through technology and finding ways to implement technology for improving services. Lots of examples of how this has been done recently, and will be a major priority going into the future.

M Tuttle: Next steps include a few meetings with the Long Range Committee, and then community workshops. We will postpone the next meeting until May. List of workshops for commissioners to sign up for.

D White: The NPA's should explain why someone should come to the workshops-- what's relevant and encourage them to participate.

**IX. Committee Reports**

A Friend: The ordinance committee had a meeting last week with one member of public attending to discuss intensity and density of development. This will come before the Planning Commission.

**X. Commissioner Items**

M Tuttle: There may be a scheduling issue for the next meeting in May depending on when the workshops are set up. We will keep Commission members informed.

**XI. Minutes & Communications**

The Commission unanimously approved a motion by H Roen, seconded by E Lee, to approve minutes from March 27, 2018, with a change on page 20, for Item 7 to indicate "Long Range Committee", rather than Ordinance Committee, and to approve communications.

**XII. Adjourn**

The Commission unanimously approved a motion by B Baker, seconded by Y Bradley, to adjourn the meeting at 8:05pm.



Signed: July 11, 2018

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Andy Montroll, Chair



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Anita Wade, Planning and Zoning Clerk