

## Burlington Planning Commission

149 Church Street  
Burlington, VT 05401  
Telephone: (802) 865-7188  
(802) 865-7195 (FAX)  
(802) 865-7144 (TTY)

[www.burlingtonvt.gov/pz](http://www.burlingtonvt.gov/pz)

*Andy Montroll, Chair  
Bruce Baker, Vice-Chair  
Yves Bradley  
Alexander Friend  
Emily Lee  
Harris Roen  
Jennifer Wallace-Brodeur*



## Burlington Planning Commission Tuesday, July 10, 2018, 6:30 P.M. Conference Room 12, City Hall, 149 Church Street Minutes

|                 |  |
|-----------------|--|
| Members Present | A Montroll, B Baker, Y Bradley, E Lee, H Roen, J Wallace-Brodeur |
| Members Absent  | A Friend   |
| Staff Present   | M Tuttle, S Draper   |

### **I. Agenda**

|               |                |
|---------------|----------------|
| Call to Order | Time: 6:36 pm  |
| Agenda        | Approved As Is |

### **II. Public Forum**

| Name            | Comment   | Commission Action? |
|-----------------|---|--------------------|
| Barbara Hedrick | Suggests modifying zoning ordinances to disallow division of single family homes to duplexes and multi-units. |                    |

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

|            |   |
|------------|---|
| A Montroll | <ul style="list-style-type: none"><li>Welcome back to 4 reappointed members for another term.</li></ul> |
|------------|---|

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

|                                     |  |
|-------------------------------------|--|
| M Tuttle<br>(Comprehensive Planner) | <ul style="list-style-type: none"><li>S Draper began on 7/2 as Planning &amp; Zoning Clerk</li><li>Mayor of Zittau, Germany visited last week to learn about planning &amp; zoning regulations</li></ul> |
|-------------------------------------|--|

### **V. Annual Organizational Meeting**

| Position                 | Member(s)  | Motion            | Second | Action               |
|--------------------------|------------|-------------------|--------|----------------------|
| Chair                    | A Montroll | Y Bradley         |        | Approved Unanimously |
| Vice Chair               | B Baker    | J Wallace-Brodeur |        | Approved Unanimously |
| Exec. Committee At Large | Y Bradley  | B Baker           |        | Approved Unanimously |
| Clerk                    | S Draper   | Y Bradley         |        | Approved Unanimously |

*This agenda is available in alternative media forms for people with disabilities. Individuals with disabilities who require assistance or special arrangements to participate in programs and activities of the Dept. of Planning & Zoning are encouraged to contact the Dept. at least 72 hours in advance so that proper accommodations can be arranged. For information, call 865-7188 (865-7144 TTY). Written comments may be directed to the Planning Commission at 149 Church Street, Burlington, VT 05401.*

|                      |   |            |  |                      |
|----------------------|---|------------|--|----------------------|
| Long Range Committee | E Lee<br>H Roen<br>J Wallace-Brodeur<br>E Kujawa (CB)<br>DRB Member TBD | A Montroll |  | Approved Unanimously |
| Ordinance Committee  | A Montroll<br>B Baker<br>A Friend<br>DRB Member TBD<br>DAB Member TBD   | Y Bradley  |  | Approved Unanimously |

**VI. FY 2018 Annual Report to Council**

|   |                              |                            |  |
|---|------------------------------|----------------------------|--|
| Action: Approve report and forward to City Council  |                              |                            |  |
| Motion by: Y Bradley  | Second by: J Wallace Brodeur | Vote: Approved Unanimously |  |
| Type: Discussion  | Presented by: M Tuttle       |                            |  |
| Discussion/Notes:   |                              |                            |  |
| <ul style="list-style-type: none"> <li>A Montroll points out the large amount of work done in the past year, and thanks everyone for their time and hard work.</li> </ul> |                              |                            |  |

**VII. Proposed CDO Amendment: Groceries in E-LM**

|   |                        |                            |  |
|---|------------------------|----------------------------|--|
| Action: Approve Municipal Bylaw Amendment report and warn for public hearing  |                        |                            |  |
| Motion by: Y Bradley  | Second by: E Lee       | Vote: Approved Unanimously |  |
| Type: Discussion  | Presented by: M Tuttle |                            |  |
| Discussion/Notes:   |                        |                            |  |
| <ul style="list-style-type: none"> <li>Originated from request from City Market to expand the allowable size of groceries in the ELM to 35,000 sq.ft.; continue to be a Conditional Use.</li> <li>A Hope notes City Market not expanding their footprint, but using space they have already built but cannot occupy.</li> </ul> |                        |                            |  |

**VIII. 2019 update to planBTV**

|   |                        |       |  |
|---|------------------------|-------|--|
| Action: No Action Required  |                        |       |  |
| Motion by:  | Second by:             | Vote: |  |
| Type: Presentation & Discussion   | Presented by: M Tuttle |       |  |
| Discussion/Notes:   |                        |       |  |
| <ul style="list-style-type: none"> <li>Presented outline for updated Comprehensive Plan and shared draft themes and geographic areas.</li> </ul>  |                        |       |  |
| Commissioner comments:  |                        |       |  |
| <ul style="list-style-type: none"> <li>"Sustainability" too generic and overused; find a different way to describe.</li> <li>Land use framework good, but Preserve and Maintain sound similar.</li> <li>Consider adding the lake as a distinctive element in the plan.</li> <li>Add an element about more representation of diverse communities; often those involved in the decision making process lacks in diversity. Plan should emphasize inclusivity, involvement from a wider range of backgrounds and how diversity is one of city's characteristics.</li> <li>Talk about city's youth in demographics, but also its character. This also poses a challenge/tension with needing housing/jobs to support population.</li> </ul> |                        |       |  |

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Management of utilities is more a dynamic theme; connectivity of utilities should discuss communications/internet/etc.</li> <li>• Frame the plan as a work in progress, always improving, evolving in approach.</li> <li>• Icons need work to be more representative/inclusive.</li> </ul> |
|---|

**IX. Committee Reports**

|            |   |
|------------|---|
| Executive  | <ul style="list-style-type: none"> <li>• Received an update on permits issued, revenues, expenses, for P&amp;Z FY18.</li> <li>• Discussed a list of topics that will be coming up for future agendas.</li> </ul>                                |
| Ordinance  | Forthcoming recommendations: <ul style="list-style-type: none"> <li>• Remove vestigial provision to add an additional unit to duplex in RL</li> <li>• Items clarifying tandem parking, access drives</li> <li>• Density Calculations</li> </ul> |
| Long Range | <ul style="list-style-type: none"> <li>• H Roen requested regular monthly meeting during planBTV update</li> </ul>  |
| Other      |   |

**X. Commissioner Items**

|              |  |
|--------------|--|
| Next Meeting | July 24, 2018 @ 6:30pm in Conference Room 12, City Hall  |
|              | E Lee shared info about tax law changes that establish opportunity zones. M Tuttle will ask CEDO if information has been made available. |

**XI. Minutes & Communications**

|                           |                   |                            |
|---------------------------|-------------------|----------------------------|
| Action: Approve Minutes   |                   |                            |
| Motion by: Y Bradley      | Second by: H Roen | Vote: Approved Unanimously |
| Changes to Minutes: N/A   |                   |                            |
| Communications Filed: N/A |                   |                            |

**XII. Adjourn**

|                |               |                            |
|----------------|---------------|----------------------------|
| Adjournment    | Time: 7:51pm  |                            |
| Motion: H Roen | Second: E Lee | Vote: Approved Unanimously |



Signed: July 30, 2018

---

Andy Montroll, Chair




---

Shaleigh Draper, Planning and Zoning Clerk