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

Andy Montroll, Chair
Bruce Baker, Vice-Chair
Yves Bradley
Alexander Friend
Michael Gaughan
Erin Malone
Julia Randall

Burlington Planning Commission

Tuesday, June 25, 2024, 6:30 P.M.

Hybrid Meeting via Zoom and in the Bushor Conference Room

Draft Minutes

Members Present	M. Gaughan, A. Montroll, A. Friend, B. Baker, E. Malone, J. Randall
Staff Present	M. Tuttle, S. Morgan, C. Dillard,
Public Attendance	Sharon Bushor, Todd DeLuca, Diane Freiheit, R. Nick, E. Manke

1. Agenda

Call to Order	Time: 6:30pm
Agenda	No changes.

2. Public Forum

Name(s)	Comment
Sharon Bushor	• Would like to know how the discussions about the NC will be structured. • Thinks part 1A needs to have a condition regarding stormwater for development. • Asked about how the IZ is going to be handled and emphasized the importance of affordability and height in secondary structures. • Made a point about the future of corridors and Andy's example of Salt Lake City model. • Wished M. Tuttle the best as she leaves the City.
Todd DeLuca	• Spoke about the 1947 zoning ordinance. Having flexibility in the height of buildings. Thinks IZ constricts the housing supply.
Diane Freiheit	• Endorses all of Sharon Bushor's comments. • Wonders if more could be done to encourage more small scale development. • Thinks more attention should be paid to scale, particularly on minimally sized lots. • The Design Advisory Board is a great asset and a great steward in the design process.

3. Chair's Report

A. Montroll	• Thanked the Planning Commission for their hard work in the past year. • Acknowledged that is was the last meeting for B. Baker and Y. Bradley and thanked them for their service. • Spoke about M. Tuttle's amazing contributions. • M. Tuttle shared appreciation for working with the Commissioners.

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4. Director's Report

M. Tuttle	• Charles will work with the Executive Committee in July to schedule a meeting one the committee memberships have been set up for FY25. • The first PC meeting for the new commissioners – Ryan Nick and Erhard Mahnke will be on July 9th. • The official director transition will be on July 1st. Charles Dillard will be the acting interim Director of Planning. • The City Council approved the FY25 budget. • Ravi Venkataraman who's been a temporary planner for the Planning Office has been named the Director of Planning in Winooski.

5. Proposed CDO Amendment: ZA-24-04 Neighborhood Code Part 2

Action: Ask questions and provide feedback on the draft amendment.		
Motion: N/A	Seconded by: N/A	Vote: N/A

Commissioners discussed the following items in Part 2-A:

a. Secondary Structures + ADUs: Waiting to hear back from Attorney's office whether state statute requires us to include ADUs or if they can be implied in proposed language.
b. Planned Unit Development Standards
   - Part 2-B will address cottage courts.
   - The City holds maps that show both rights of way and parcel boundaries.
   - Alex expressed concerns about the complexity of the language. It's more likely that the projects will be undertaken by developers that are familiar with the terminology.
   - Julia asked about ensuring some level of pervious surface as part of the PUD standards. Response is it would be covered by the lot coverage standard in the underlying zoning district.
   - Addressing comment about low FAR. To discuss in a future meeting a couple ways a project could qualify for additional development intensity. Michael requested additional modeling to show what 0.5 and 1 looks like using the various building typologies.
c. Technical Corrections
   - Boundary correction for the Design Review Overlay to align with the dorm district boundary.
   - The RM/RC residential areas previously zoned RL changed in ZA-24-02 to be subject to design review in the Overlay District.
   - A vast majority of what happens in the City (e.x. buildings with 3-4 units, multiple buildings on a lot) is subject to design review by DAB and DRB.

6. Commissioner Items

Next meeting, July 9th

7. Minutes

Action: Review and approve the 5/28 PC meeting minutes		
Motion by: A. Friend	Second by: B. Baker	Abstained: M. Gaughan
Vote to approve: A. Montroll, A. Friend, B. Baker, E. Malone, J. Randall		

8. Adjournment

Adjournment	Time: 7:30 p.m.	
Motion: A. Friend	Second: B. Baker	Vote: unanimous

DRAFT