**Burlington Planning Commission**
149 Church Street
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www.burlingtonvt.gov/cityplanning

*Andy Montroll, Chair*
*Michael Gaughan, Vice Chair*
*Alexander Friend*
*Erhard Mahnke*
*Erin Malone*
*Ryan Nick*
*Julia Randall*

# Burlington Planning Commission

Tuesday September 24, 2024, 6:30 P.M.
Hybrid Meeting via Zoom and in City Hall's Bushor Conference Room
Draft Minutes

## Commissioners Present:

☒ Andy Montroll
☒ Erhard Mahnke
☒ Ryan Nick
☒ Alexander Friend
☒ Michael Gaughan
☒ Erin Malone
☒ Julia Randall

## City Staff Present:

☒ Charles Dillard, Interim Director
☒ Sarah Morgan, Planner
☒ Scott Gustin

**Public Attendance:** Eric Farrell, Colin Larsen, Diane Freiheit, Sharon Bushor, 1 additional attendee in person.

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## 1. Agenda

**Call to Order:** 6:35pm
**Changes to Agenda:** Recommended action: Amend the agenda to include a new Item number 6: Discussion on Staff Workplan & Future Amendments.

## 2. Chair's Report

**Andy Montroll:** N/A

## 3. Director's Report (C. Dillard)

**Ordinance Committee:** Emergency Shelter definitions presented to the City Council. There were concerns expressed and the ordinance was sent back to the Ordinance Committee for further review.
**Neighborhood Code 2A:** There was continued discussion at the Council and the Ordinance Committee regarding the footprint, number of stories, and set back. In their last meeting the Council warned recommendations related to Secondary Structures and Technical Amendments within ZA-24-04 for public hearing. A public hearing on the ordinance is scheduled for Oct. 28th The Council delayed the implementation of the secondary structure height and footprint to November 1st. The Ordinance Committee has outstanding items to work out for the remaining sections of the Code, including some recommendations that were recommended as part of ZA-24-04 but were withheld from the warned amendment (ie: streamlining ADU standards and clarifying aspects related to Design Review).
**Memorial Block:** An Open House was held on the 18th. There will be efforts made to reach out and gather thoughts from the public. Planning staff acknowledged this event was the first step in discussions and planning of the Memorial Block.
**South End Redevelopment:** Council members, developers, and consultants continue to discuss and work on plans. There are also infrastructure and investment plans under consideration.

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## 4. Public Forum

| Name(s) | Comment |
|---|---|
| Sharon Bushor: | Posed a question about the PUD regarding the size of a lot and number of structures allowed, Has a question about the DRB and neighbor input process. |
| Diane Freiheit: | Supports the PUD. Isn't clear about the FAR. |
| Colin Larsen: | Asks about the discretionary review process. |

## 5. Proposed CDO Amendment: ZA-25-02 Neighborhood Code – PUDs

Action: No action taken

**Motion by:** N/A **Seconded by:** N/A **Vote:** N/A

**Discussion Notes:** Standards for PUDs discussed. Please see Civic Clerk for a recording of the discussion.

## 6. Discussion on Staff Workplan & Future Amendments

*This discussion is delayed to the next meeting.*

## 7. Commissioner Items:

| Commissioner(s) | Comment |
|---|---|
| E. Mahnke: | Requested update from Planning regarding continuing work on location for Overdose Prevention and whether staff can circulate the OPC Panel Summary.<br>**Staff Response:**<br>- Staff will circulate the OPC summary from the panel discussion.<br>- State Dept. of Health released guidelines, but there is not much related to the location requirements as opposed to operational standards.<br>- Fletcher Free Library will be having their own panel discussion about this as well.<br>- From a zoning perspective, Staff is waiting for Administration's guidance and information as it relates to what exactly will be in the agreement between City and Service Provider. |
| E. Malone: | Shares observation that small businesses along North Street converting to residential and interest in learning how we address related concerns.<br>**Staff Response:**<br>- The comprehensive planning process will be a good opportunity to address these concerns. |
| M. Gaughan: | Related to Meeting Minutes. Missed the 8/27 meeting and was disappointed that this meeting was the first opportunity to review the minutes, especially because the Council meeting has already passed. One of the reasons he was comfortable with secondary units being three stories was because of the smaller footprint in RM zones, which had been static for almost the entire process of developing the Neighborhood Code. However, this was changed during the Public Hearing. Sympathetic to the change, but doesn't feel this is a great process to make changes in this way. Would like future process not to involve making substantial changes to aspects of the amendment that had not been changed throughout the process. Will be abstaining from the vote to adopt meeting minutes. |

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|---|---|
| J. Randall: | Reminder to the Commission to keep the end of the motel program and homelessness considerations in mind when discussing planning and development.<br>**Response from A. Montroll:**<br>- Shares interest for what the Commission's role may be in supporting a solution as it relates to homelessness and public safety. Would like to discuss this as it relates to Staff's upcoming work plan at a future meeting. |

## 8. Adopt Minutes

Action: Review and approve the 8/27/24 Planning Commission meeting minutes

**Motion by:** J. Randall **Seconded by:** A. Friend **Vote:** 6 Yes, 1 Abstain

**Notes or Corrections:** See M. Gaughan's comment in Commissioner Items.

## 9. Communications

Action: Review and accept the communications

**Motion by:** J. Randall **Seconded by:** A. Friend **Vote:** Unanimous

**Notes or Corrections:**

## 10. Adjournment

Action: Motion to Adjourn Time of Adjournment: 8:50 pm

**Motion by:** E. Mahnke **Seconded by:** R. Nick **Vote:** Unanimous