



Special City Council Meeting - Monday, December 3, 2018, 7:30 pm, Contois Auditorium, City Hall 12/3/2018

BURLINGTON CITY COUNCIL
CONTOIS AUDITORIUM, CITY HALL
BURLINGTON, VERMONT
MINUTES OF SPECIAL MEETING
December 3, 2018

MEMBERS PRESENT: Kurt Wright (Council President) – Ward 4
David Hartnett – North District
Joan Shannon – South District
Richard Deane – East District
Sharon Foley Bushor – Ward 1

Max Tracy – Ward 2
Brian Pine – Ward 3
William “Chip” Mason – Ward 5
Karen Paul – Ward 6 [via telephone]
Ali Dieng – Ward 7
Adam Roof – Ward 8

MEMBERS ABSENT: Jane Knodell – Central District

ADMINISTRATION: Miro Weinberger, Mayor
Beth Anderson, CAO
Rich Goodwin, DFO
Eileen Blackwood, City Attorney
Jordan Redell, Mayor’s Office
Olivia LaVecchia, Mayor’s Office
Lori Olberg, C/T



Special City Council Meeting - Monday, December 3, 2018, 7:30 pm, Contois Auditorium, City Hall 12/3/2018

Amy Bovee, C/T

Neale Lunderville, CEDO

Kirsten Merriman Shapiro, CEDO

David White, Planning & Zoning

Meagan Tuttle, Planning & Zoning

OTHERS PRESENT: None.

1.0 CALL TO ORDER and AGENDA

Council President Wright called the special meeting to order at 7:52 PM on December 3, 2018 and led the assemblage in the Pledge of Allegiance.

1.01 Agenda

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve the agenda with the following amendments:

- **Note additional information in Item 3.01 (Permit Reform)**
- **Add Item 3.02 (BT Update in Executive Session)**

VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

Public forum was opened at 7:55 PM. There were no comments. Public forum was closed at 7:56 PM.

3.0 DELIBERATIVE AGENDA

3.01 Permit Reform: CEDO-Planning Merger

Interim CEDO Director Lunderville reviewed the current assessment of CEDO and recommendations to go forward to make Burlington the most livable and connected community in the country offering housing, opportunity, place, and engagement. Key observations of the assessment include turnover of CEDO workers, compartmentalized and fragmented work model, need for resources to achieve the mission, need to align the mission, vision, initiatives, and the organization structure. Recommendations include investing in training and staff development, work model drawing from the strength of



Special City Council Meeting - Monday, December 3, 2018, 7:30 pm, Contois Auditorium, City Hall 12/3/2018

the team to get the best outcome with projects (lifecycle approach), adding more staff (three to five people), merging with the Planning Department to best align the work. Planning Director White added the proposal is to have Zoning merge into the Permitting & Inspections Department and Planning merge into CEDO. The Planning Director would become the CEDO Deputy Director and be appointed by the Mayor. The Planning Commission will remain an independent body with statutory authority. It is very common across the country to have Planning as part of the community development department.

Councilor Bushor asked about the remaining workers in Planning & Zoning. Planning Director White explained all permitting functions will go to the Permitting & Inspections Department. Councilor Bushor said zoning is needed in permit reform and with the DRB. There should be collaboration between Planning and CEDO, and the office location should remain at City Hall. Councilor Bushor asked who will draft city ordinances. Planning Director White said with the merger there will be a strong working relationship creating and administering ordinances.

Councilor Shannon noted the Charter Change Committee has already taken action that included Zoning staff going to a new department at DPW. Only the merger of Planning and CEDO remains. If Planning is not merged into CEDO then there will be only two people remaining in the department which may hamper staffing efforts moving forward. Planning Director White confirmed the department would be under resourced. Senior Planner Tuttle spoke of collaboration with people at CEDO. CEDO Project Specialist Shapiro spoke of the work load and need for more staff at CEDO.

Councilor Mason asked how the process would be better if the departments are merged. Planning Director White said work in the Planning Office requires collaboration with CEDO. By institutionalizing the work more can be done than is being done today.

Councilor Pine said the idea has merit, but it is not certain the solution is right. It is not clear how a merger results in increasing resources for CEDO. Interim CEDO Director Lunderville said new staff is on top of the merger. Merging with Planning is about the lifecycle approach with projects. A new organizational chart for the merged department will be done.

Council President Wright asked if CEDO staff is in support of the merger. Interim CEDO Director Lunderville said the two departments have been working together and see the value.

Councilor Dieng said there appears to be a lack of diversity and equity in CEDO. Interim CEDO Director Lunderville said equity is part of the CEDO mission. At the core of what CEDO does is to promote diversity, equity, and inclusion.

There was further discussion of institutionalizing the collaborative work between Planning and CEDO through merger rather than by chance. Councilor Shannon suggested splitting the question of having a separate Planning Office and CEDO or merging for permit reform. There is significant impact on the Planning Office by permit reform and this does not support having a separate department. Councilor Bushor interjected a zoning component is needed in Planning and permit reform. Comment from the Planning Commission should be heard. The city would not be well served by having the



Special City Council Meeting - Monday, December 3, 2018, 7:30 pm, Contois Auditorium, City Hall 12/3/2018

Planning Director appointed by the Mayor. Autonomy for the Planning Director is good. "One-stop-shop" for Zoning is good, but unraveling Planning & Zoning may not be doing the city justice.

MOTION by Councilor Deane, SECOND by Councilor Mason, to refer the CEDO portion of permit reform to the Charter Change Committee for consideration and report to City Council at the 12/17/18 meeting.

DISCUSSION:

- Councilor Deane observed it is logical for both organizations to share a common location and mission and be within the same organization.
- Councilor Hartnett suggested looking at how to keep Planning & Zoning as one and do permit reform.
- Councilor Tracy said the matter feels rushed. Information was not received in a timely fashion. It is not clear how the historic functions of equity outreach and anti-poverty work are specifically supported by the merger. Answers are needed to a number of questions.
- Interim CEDO Director Lunderville said the plan strengthens the equity focus because ways to enhance and promote equity, diversity, inclusion, anti-poverty, and economic mobility are actively being sought. The plan was developed by staff, not the Mayor. There are development items, but they are taken in balance with other items needed to make a complete city. The plan is to start with bringing Planning and CEDO together and continue to go through the list at an acceptable pace.

VOTING (by roll call): Council President Wright – aye, Councilor Bushor – nay, Councilor Deane – aye, Councilor Dieng – aye, Councilor Hartnett – aye, Councilor Mason – aye, Councilor Paul – aye, Councilor Pine – aye, Councilor Roof – aye, Councilor Shannon – aye, Councilor Tracy – nay (9 ayes, 2 nays); motion carried.

3.02 BT Update – Executive Session

MOTION by Councilor Mason, SECOND by Councilor Shannon, to find that premature public knowledge of legal strategy on litigation against the city would place the city at substantial disadvantage. VOTING: unanimous; motion carried.

MOTION by Councilor Mason, SECOND by Councilor Shannon, based on the finding that premature public knowledge of legal strategy on litigation against the city will place the city at a disadvantage to go into Executive Session and invite the City Attorney, CAO, Mayor and Mayor's Office staff to attend. VOTING: unanimous; motion carried.

Executive Session was convened at 9:41 PM.

MOTION by Councilor Mason, SECOND by Councilor Shannon, to adjourn Executive Session and resume the regular meeting. VOTING: unanimous; motion carried.



Special City Council Meeting - Monday, December 3, 2018, 7:30 pm, Contois Auditorium, City Hall 12/3/2018

Executive Session was adjourned at 10:16 PM.

4.0 ADJOURNMENT

MOTION by Councilor Shannon, SECOND by Councilor Bushor, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 10:17 PM.

RScty: MERiordan