

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
Emily Lee
Harris Roen
Jennifer Wallace-Brodeur



Burlington Planning Commission

Tuesday, November 13, 2018, 6:30 P.M.
Conference Room 12, City Hall, 149 Church Street
AGENDA - Amended

Note: times given are
approximate unless
otherwise noted.

I. Agenda

II. Public Forum- Time Certain 6:30 p.m.

III. Report of the Chair

IV. Report of the Director

V. Proposed CDO Amendment: Co-Living

The Planning Commission will discuss a requested amendment to the *Burlington Comprehensive Development Ordinance* regarding co-living housing arrangements. Information related to this item is included in the agenda packet on pages 3-10.

Staff Recommendation: No action is needed. The commission should provide feedback on the request to inform its next steps.

VI. Permit Reform

The Planning Commission will continue to discuss the proposed reorganization of City Departments based on the Permit Reform Initiative. Information related to this item is included in the agenda packet on pages 11-17.

Staff Recommendation: No action is needed. The Commission is invited to ask question and provide feedback.

VII. 2019 planBTV Update

The public will be invited to offer comments and ask questions regarding the draft plan during this agenda item. Commissioners and staff will also discuss input received so far and begin to identify potential edits to be made to the draft following public hearing. The draft plan is available at: www.burlingtonvt.gov/planBTV

Staff Recommendation: No action is needed. Commissioners are encouraged to ask question and offer feedback on the draft to inform potential edits after the public hearing.

VIII. Committee Reports

- Executive Committee
- Ordinance Committee
- Long Range Planning Committee

IX. Commissioner Items

- The next regular meeting will be on Tuesday, November 27, 2018 at 6:30pm.

X. Minutes & Communications

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Tuesday, November 13, 2018

The Commission will review and approve the minutes of the October 23, 2018 meeting, enclosed on pages 18-20 of the agenda packet.

XI. Adjourn

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MEMORANDUM

TO: Members of the Burlington Planning Commission
David White, Planning Director
Meagan Tuttle, Comprehensive Planner

FROM: Eric Farrell, Cambrian Rise

RE: Co-living Ordinance Change Request

DATE: November 13, 2018

On behalf of Cambrian Rise, our dynamic new mixed-income, mixed use, inclusive, pet-friendly neighborhood, we would like the Commission to consider adding a housing type that we feel is missing from the Burlington Zoning Ordinance (the Ordinance) , namely “Co-living”.

Suites (i.e. bedroom with private bathroom) within a Co-living building are not “Dwelling Units” or “Housing Units”, as defined in the Ordinance. A Co-living building differs from other types of housing found in Burlington, due to its emphasis on the minimization of personal space and maximization of common space and shared use. A Co-living building is also not a hotel, an inn or co-housing. It may be closest to the definition of a boarding house, although a traditional boarding house is not an “intentional” community nor does it make any effort to foster community. Our proposal that the Burlington Planning Commission consider Co-living is driven by our desire to provide a less expensive housing product in a model that doesn’t skimp on quality and underscores an economy of scale, so to speak, by including shared and common spaces. The suites complement the public spaces and vice versa.

For Co-living to be viable as a housing category in the Ordinance without the individual suites being considered Dwelling or Housing Units, the building would need to provide/benefit from the following features, including but not limited to:

1. Minimization of parking requirements due to the presence of one or more transit resources such as: CarShareVT, Greenride BikeShare, a bus stop located within a quarter mile of the site, membership in CATMA, which provides subsidized transit passes, extensive indoor bike storage, a “walkable” site, connected by sidewalks, to neighborhood commercial needs
2. A kitchenette – including a cooktop but no oven, small refrigerator, sink
3. The shared/common space is some percentage of the total floor area (to be determined)
4. Co-living facilities must be located in a Neighborhood Mixed Use district

Inside The Millennial-Inspired Co-Living Boom

May 28, 2018

[Neil Howe](#) Contributor to Forbes Magazine

Are you strapped for cash, new to the city, or just plain lonely? “Co-living” may be for you: [That’s according to a recent ABC News profile](#), which tracks the rise of co-living startups like Ollie that promise to revolutionize urban life. Group living in general is back in style thanks to these new co-living spaces that promise all the perks of dorm life. While the same Boomers who first popularized group living have played their part in the resurgence, it’s Millennials who are pushing the co-living frenzy to new heights.

Plenty of companies are capitalizing on this trend. The largest tier consists of property managers with no real estate ownership—like Common, which plans to expand from 40 bedrooms across the country today to [1,000 bedrooms by the end of 2018](#). WeWork, an offshoot of “co-working” startup WeLive, [expects to house 34,000 residents across the globe by year’s end](#). These mainstays have been joined by upstarts such as Ollie, OpenDoor, and Hubhaus.



For Millennials, together is better when it comes to housing. ISTOCKPHOTO

Another tier consists of companies like Property Markets Group (PMG) that both manage and own the property. PMG, best known as a conventional real estate developer, [plans to build](#)

[3,500 U.S. co-living units comprising more than 7,000 bedrooms](#) under the “PMGx” banner. The final tier consists of Craigslist-like “marketplaces” that bring together potential roommates, including [app-based services](#) like Roomi and EasyRoommate.

The success of these ventures can largely be attributed to Millennials. But it’s not just about them: Boomers are breathing new life into a more formalized version of the communes and co-ops they dabbled with in their youth. These “intentional communities” typically lean to the rustic and the pastoral, and promote wholesome values such as egalitarianism, serenity, and self-sufficiency. The Fellowship for Intentional Community (FIC), a nonprofit that provides support services to these communities, says its U.S. membership (after a “big chill” during the 1980s) [surged by 300% from 1990 to 2010](#). Today, FIC’s directory lists more than 1,000 intentional communities across the country—with executive Laird Schaub putting the unofficial figure even higher.

The Millennial version of co-living is something else again. It’s a lot less like a chapter out of the *Whole Earth Catalog* and a lot more like a scene out of *Silicon Valley*.

For starters, these spaces are mostly urban, with hubs in population centers like New York, Chicago, and San Francisco. A look at [the heat map of U.S. co-living spaces](#) shows that these residences are concentrated on either coast. Why? Economic necessity is a big driver. Co-living has its greatest appeal in regions where desirability, urban density, and stringent zoning laws combine to make prices unaffordable. It’s no accident that there is significant overlap between co-living regions and [the cities where a high share of Millennials live at home](#). This geographic distribution has lent co-living a hipster, blue-zone flavor—think of the Zuckerberg-esque “hacker houses” that dot the Silicon Valley landscape.

Despite often being cheaper than a comparable apartment, Millennial co-living spaces don’t skimp on furnishings. [Many utilize modern design schemes](#) consisting of simple-yet-clean colors and textures, industrial elements, and natural wood. Open space is key, both when it comes to the actual floor plan (open kitchens and common areas are integral) and the amenities. [WeLive Crystal City](#), for instance, features a courtyard complete with picnic tables, grills, and Christmas lights to encourage residents to relax together.

One major element not present in the Boomer version of co-living is an emphasis on rules and authority. Boomers fled to communes as young adults in part to escape a society they felt was overly oppressive and rules-driven. But Millennials practically beg for in loco parentis authority: Millennial co-living spaces are run by community managers responsible for maintaining the property, scheduling social events, and even [resolving conflicts](#). These individuals are like a landlord and an RA all in one—with doors always open to assist community residents.

The big question everyone’s asking of this new Millennial iteration of co-living: Will the trend simply die out when Millennials decide to “grow up”?

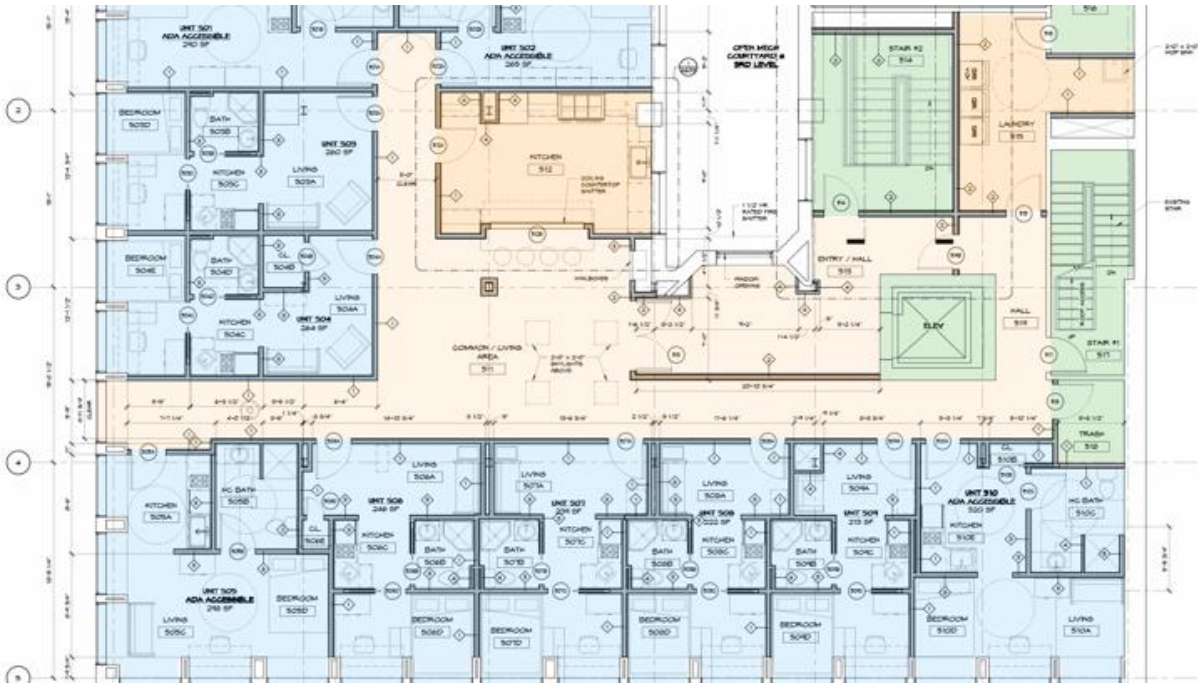
Probably not. Co-living doesn't so much reflect Millennials being slow to reach adulthood as it reflects Millennials *redefining* adulthood. To be sure, cost comes into play for this cash-strapped generation. But it's not just that housing is more expensive. Millennials simply don't attach as much importance to the pride of property ownership and are turned off by the travails of property upkeep. Flexibility is also key: A Millennial moving to a new city may not want to commit to 12 months at an apartment, sight unseen, and risk losing a sizable deposit if things don't work out. It's a far less risky proposition to go month-to-month in a co-living space. (And if there's one thing Millennials hate, it's risk.)

Millennials don't mind being dependent on others—whether it's Mom and Dad or a group of strangers. It also doesn't hurt that Millennials, who have been closely monitored their entire lives and have been raised to be team players, don't place much importance on personal space and privacy. Most are perfectly happy to live in a micro-apartment or a crowded co-living space as long as there is a nearby gathering place to socialize—whether it's downstairs in an outdoor common area or a few blocks away in a coffee shop. Proximity to the urban core is another Millennial motivator. Many are willing to sacrifice traditional living quarters in exchange for walking (or biking) distance to work and a great urban view.

Co-living is a win for tenants, city governments, and landlords eager to reap the benefits of higher housing density, fewer commuters, more salary earners, and more rental income per square foot, among other things. It is generating new demand for remodelers and interior reconstruction firms. It could even help ease [the impending U.S. caregiver deficit](#) caused by a wave of retiring Boomers. Co-living is not good news, however, for a homebuilding industry expecting a Millennial housing boom to save the day. In any case, this trend is likely here for the long haul.

Neil Howe is a historian, economist, and demographer, and a leading authority on generational trends. He coined the term "Millennial Generation" and is the bestselling author of over a dozen books, including Generations, The Fourth Turning, Millennials Rising, and The Graying of the Great Powers. Howe is the Managing Director of Demography at Hedgeye and president of Saeculum Research, which helps managers and investors anticipate changes in markets, consumer preferences, and the public mood. Howe has served hundreds of clients—from Nike and Fidelity to Disney and the U.S. Marine Corps.

Dorms for Grownups: A Solution for Lonely Millennials? In a new model of living, residents will have their own “microunits” built around a shared living space for cooking, eating and hanging out. [ALANA SEMUELS](#) NOV 6, 2015



COMMONSPACE LLC

SYRACUSE—This office looks like a pretty typical co-working space, what with the guy with a ponytail coding in one corner, the pile of bikes clustered in another, and the minimalist desks spread across a light-filled room. Troy Evans opened this space, CoWorks, in a downtown building here in February.

Coworking is probably a familiar concept at this point, but Evans wants to take his idea a step further. On Friday, on the top two floors of the building, he’s starting construction on a space he envisions as a dorm for Millennials, though he cringes at the word “dorm.” Commonspace, as he’s calling it, will feature 21 microunits, which each pack a tiny kitchen, bathroom, bedroom, and living space into 300-square-feet. The microunits surround shared common areas including a chef’s kitchen, a game room, and a TV room. Worried about the complicated social dynamics of so many Millennials in one living unit? Fear not, Evans and partner John Talarico are hiring a “social engineer” who will facilitate group events and maintain harmony among roommates.

Forget communes or co-ops. Millennials, Evans says, want the chance to be alone in their own bedrooms, bathrooms, and kitchens, but they also want to be social and never lonely (hence #FOMO).

“We’re trying to combine an affordable apartment with this community style of living, rather than living by yourself in a one-bedroom in the suburbs,” Evans, who is 35, told me.

Some parts of Commonsplace are sure to appeal to twentysomethings looking for friends in the city. Evans plans to create an online recruiting process that will help him select applicants who fit into the community. Residents will be able to communicate with each other through Facebook groups and Slack channels, and will come together through weekly dinners and pub crawls and will be able to garden together on the rooftop garden.

The apartments will be fully furnished to appeal to potential residents who don’t own much (the units will have very limited storage space). The bedrooms are built into the big windows of the office building—one window per unit—and the rest of the apartment can be traversed in three big leaps. Residents will only have to sign up for six months to start. Evans and Talarico hope to also rent out some of the units on Airbnb to get fresh faces moving through the space.

The units will cost between \$700 and \$900 a month, which is slightly cheaper than the going rent for a one-bedroom in downtown Syracuse, the two say.

“If your normal rent is \$1,500, we’re coming in way under that,” Talarico said. “You can spend that money elsewhere, living, not just sustaining.”

Evans might be entering the market at the perfect time. Millennials are staying single longer than previous generations have, creating a glut of people still living on their own in apartments, rather than marrying and buying homes. But the generation is also notoriously social, having been raised on the Internet and the constant communication it provides. Indeed, more 25-to-34-year-olds live with roommates than have in previous generations, partly because rental prices have climbed while wages have remained stagnant.

But this is also a generation that has grown up with luxury, and may be accustomed to college campuses with climbing walls, infinity pools, and of course, their own bathrooms. Commonsplace gives these Millennials the benefits of living with roommates—they can save money and stay up late watching *Gilmore Girls*—with the privacy and style an entitled generation might expect.

Evans and Talarico aren’t the only ones trying out something like this. Pure House, which *The New York Times* called a “Millennial commune,” is a Williamsburg apartment building that also creates a networking and social community for its residents. Krash is a

startup that invites entrepreneurs to live in a shared living space for three to 12 months in Boston, New York, or D.C. to jumpstart their connections. Even WeWork, the massive coworking space, is planning on moving into shared living spaces, according to the *The Wall Street Journal*.

But no other startup has combined shared space and micro units. Yet what makes Commonspace truly different is its goal of helping revitalize the downtown of a Rust Belt city that struggles with some of the highest rates of poverty in the nation. In cities such as Syracuse, Evans explains, people moved to the suburbs at an alarming rate, abandoning the downtown. Young professionals moved to the suburbs, too, because there wasn't much happening downtown after dark. Evans lived in a Philadelphia suburb by himself after college and still remembers how lonely it was.

"We're trying to make it a neighborhood in a building," he said. "You're not staying in your room watching TV all day, you're eating in the restaurants, going to the coffee shops and the bars, and doing it as a group."

If this works, Evans, who is a real-estate developer, plans to expand to other cities in upstate and central New York. And maybe even Cleveland.

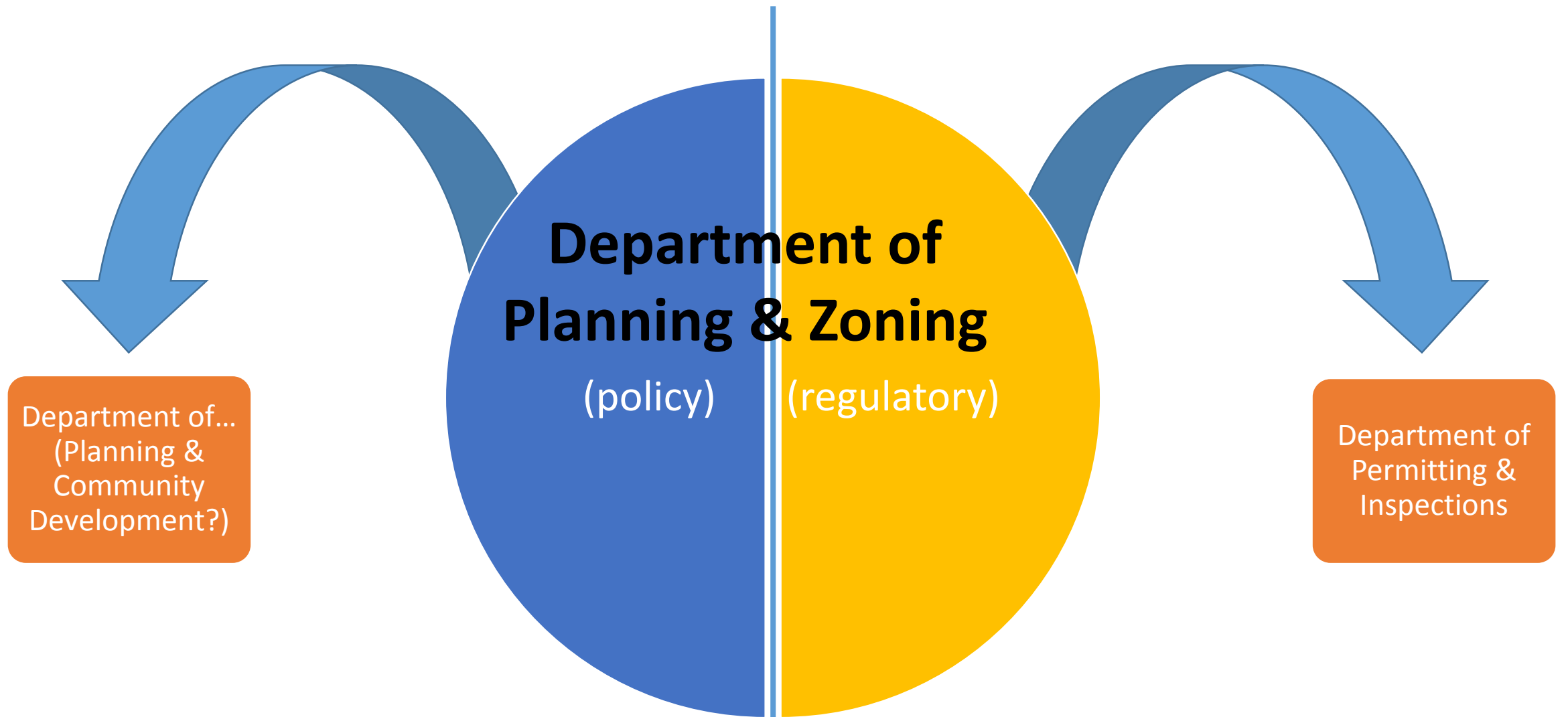
I asked Talarico and Evans how they planned to surmount what I saw as the biggest obstacle: People may like the idea of living with others, until they actually move in and get frustrated by loud music or annoying neighbors or that guy who always hogs the game room. The rooms are built to be extremely soundproof, they told me, and while the building might be designed for social activity, the actual apartments are built for introverts who want privacy. And of course, the social engineer is there to moderate disputes and kick out anybody who misbehaves.

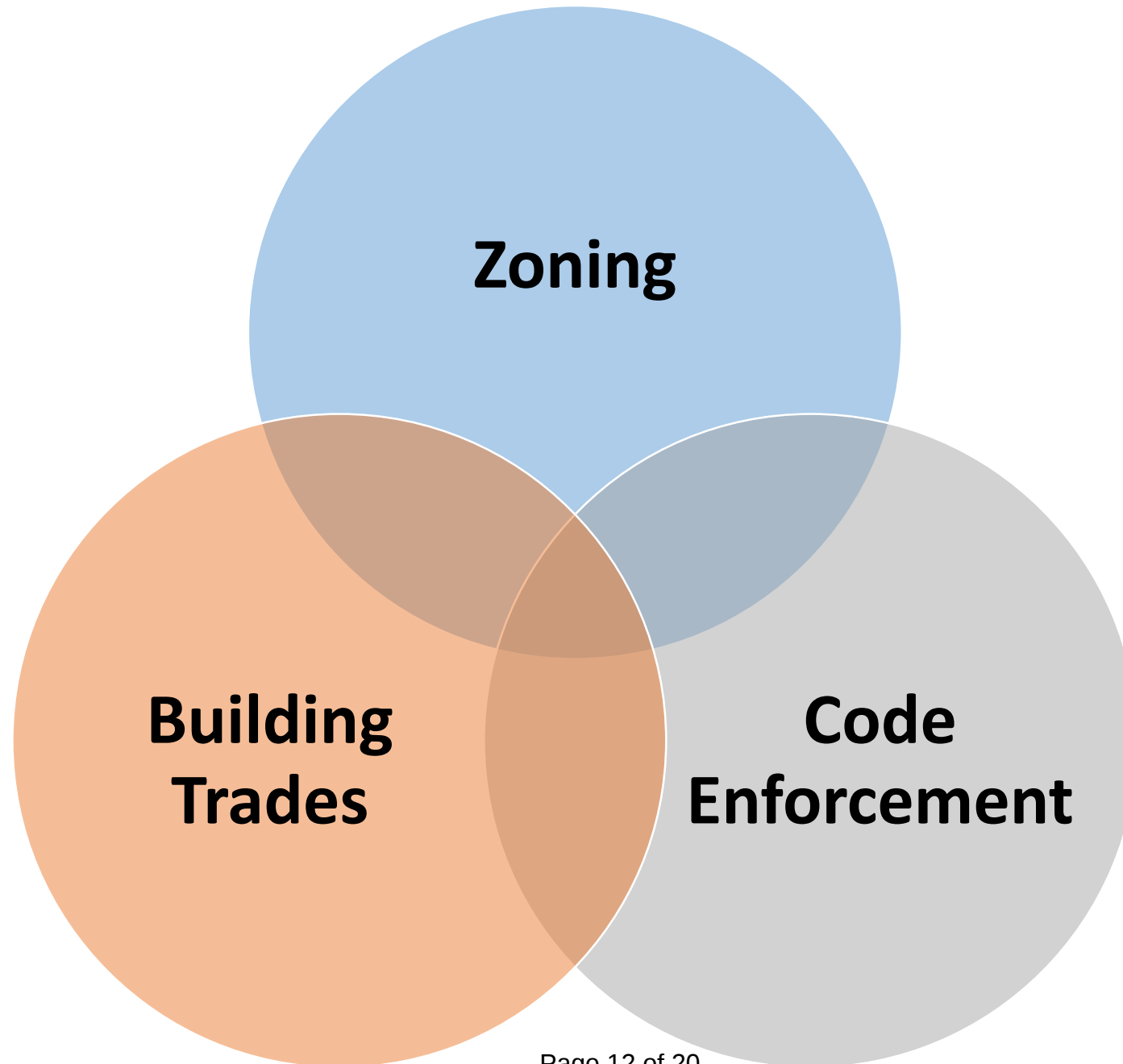
Even Talarico and Evans, who consider themselves introverts, say they've learned to appreciate the value of regular social interaction. Evans, for example, went to school in Syracuse, but didn't really feel like he had a community there until he opened CoWorks. Indeed, studies show that people in coworking spaces are happier and less lonely, and that their business increases because of the connections they make there. Coliving could have the same effect, Evans says, especially if people can have their social space and their private space, too.

The building even appeals to people outside the "Me Generation." Evans says he's had interests from all age groups, including empty nesters looking to be more connected to the city.

Michelle Kingman is one of the Syracuse residents interested in Commonspace. Kingman considers herself a minimalist—until she rented an apartment in February, all of her possessions could fit into her car, she told me. Now she and her husband Julian live in a two-bedroom downtown, and have turned one of the bedrooms into a pristine meditation space. They'd have to give that up if they moved into a tiny Commonspace apartment, but Kingman, who is working on her own startup, likes the idea of being part of a big neighborhood community in one building. And when she wants to escape that and retreat into her tiny microunit, she says, she'll be able to.

"It's the best of both worlds," she told me. "You have roommates, but they're not roommates."





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Discretionary
Review and
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Inspection

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and Inspection

Vacant Buildings
Registration

Design and Historic
Review

Plumbing &
Mechanical Plan
Review and
Inspection

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Transportation Plan
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Inspection

Water/Wastewater
Review & Inspection

Fire Marshal Review &
Inspection

Urban Forestry
Review & Inspection

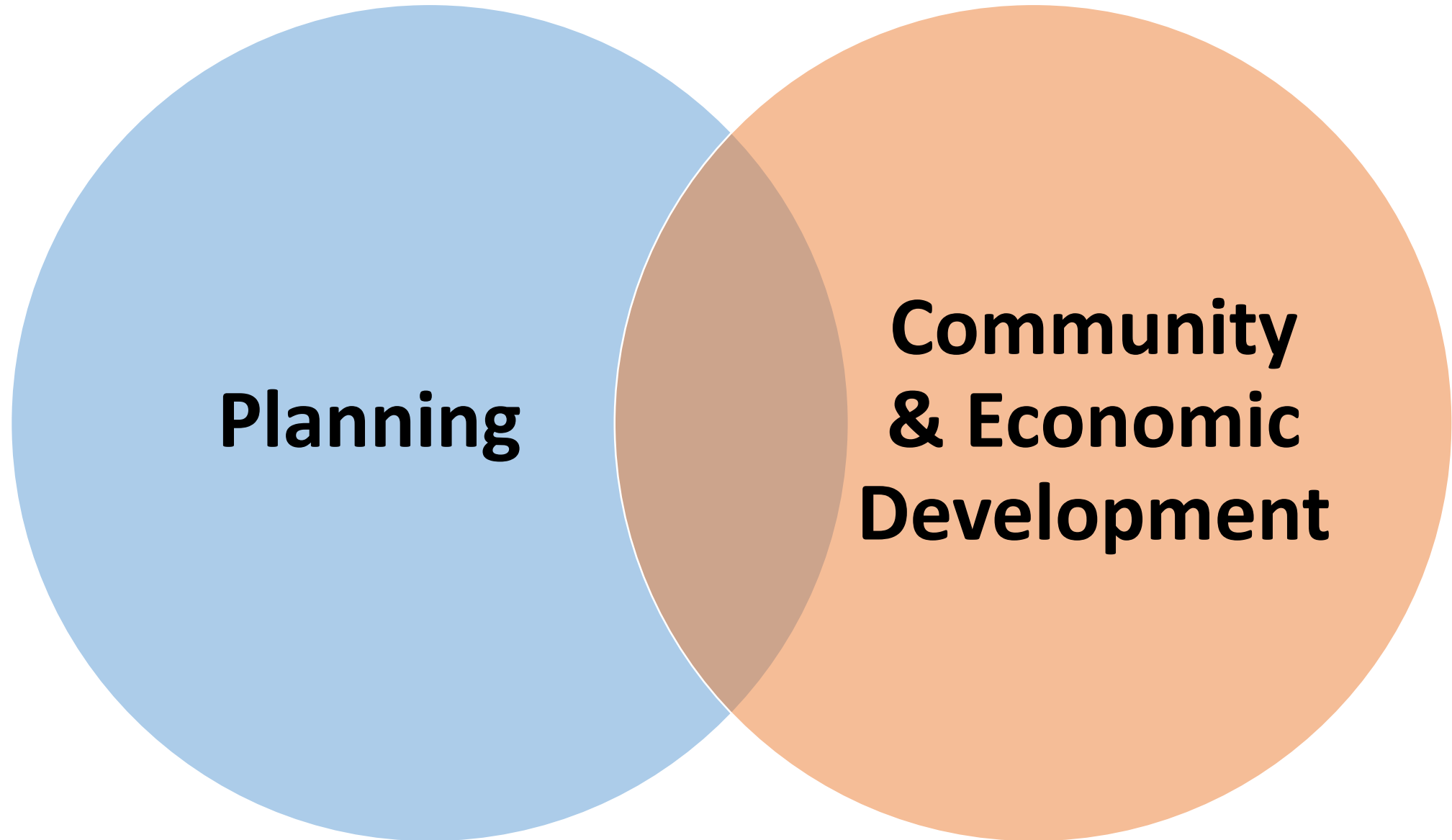
Energy Review &
Inspection

Data Support Functions

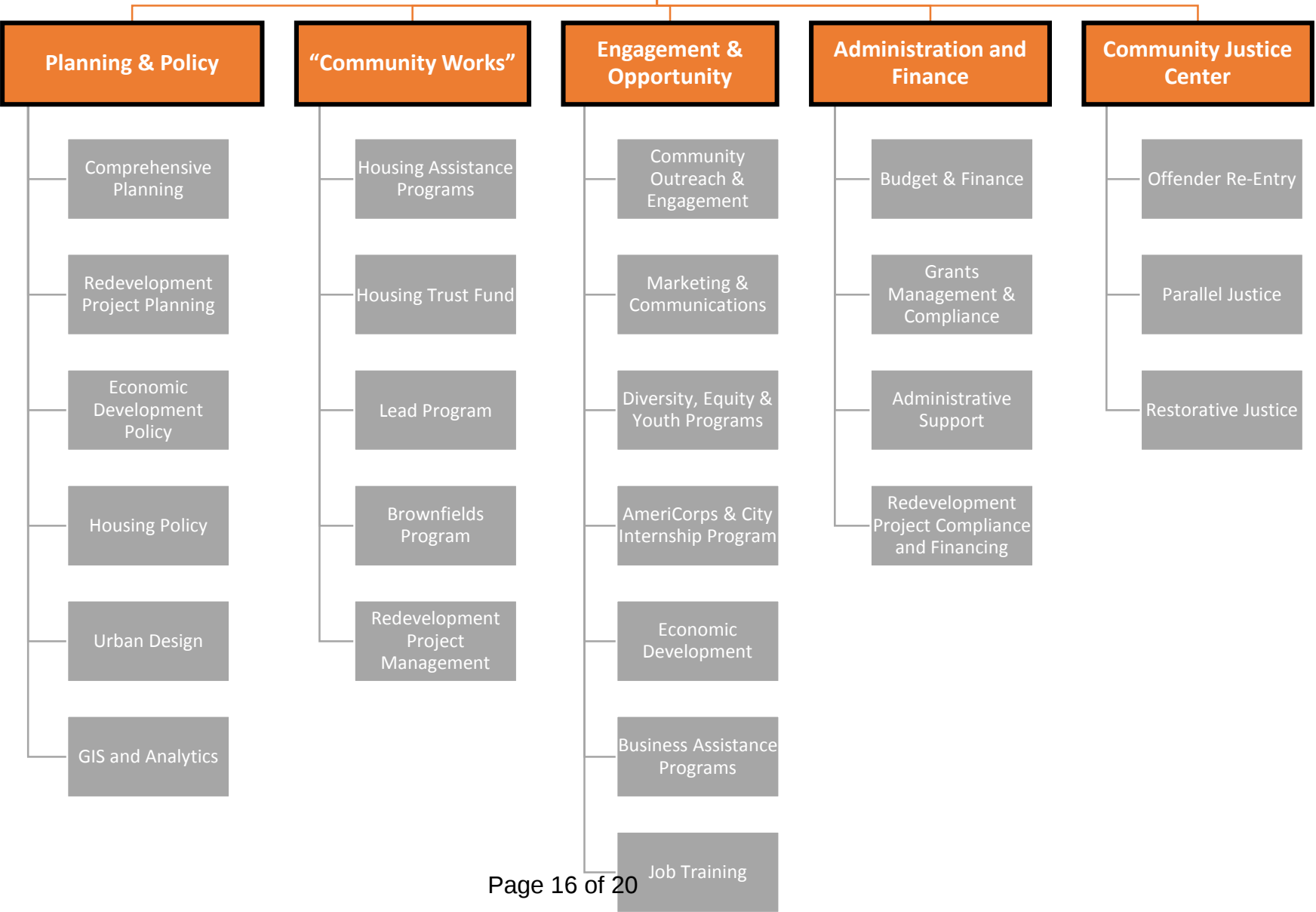
**E-911 Addressing &
Street Naming**

**Permitting System
Management**

**Parcel Data
Maintenance**



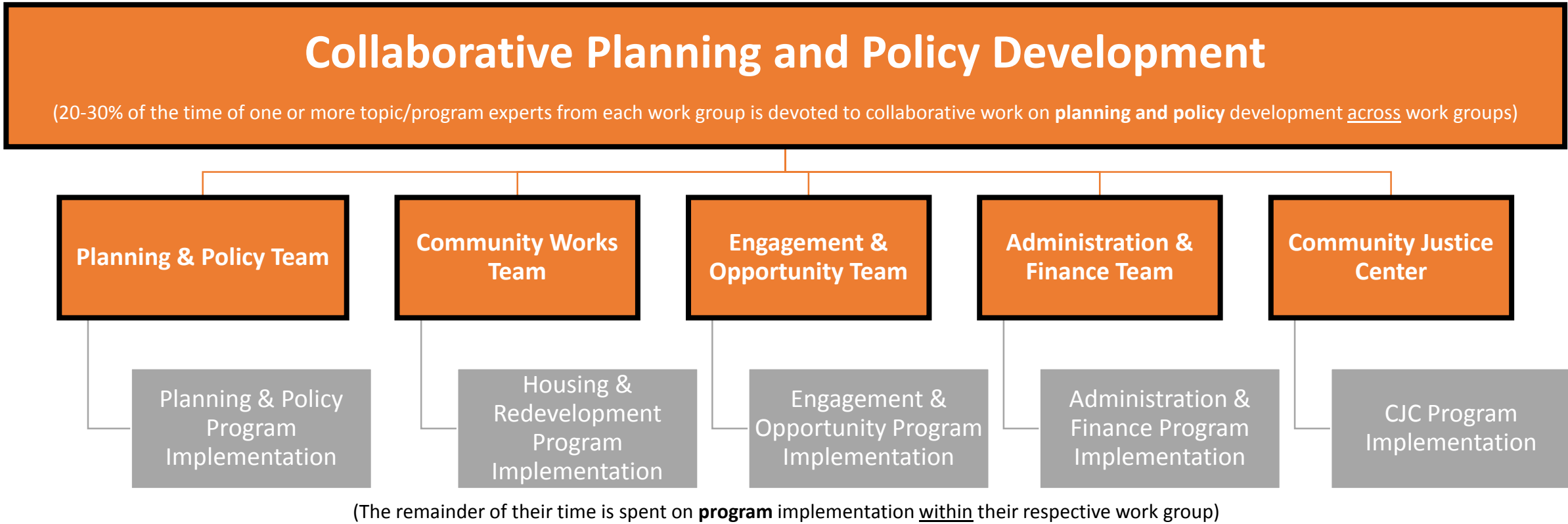
Department of ...



Administrative Home for:

- Planning Commission
- Council Community Development & Neighborhood Revitalization Committee
- Council Parks, Arts & Culture Committee
- CDBG Advisory Board
- CJC Citizen Advisory Committee
- Housing Trust Fund Advisory Board

Collaborative Workflow Model:



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Burlington Planning Commission

Tuesday, October 23, 2018, 6:30 P.M.

Conference Room 12, City Hall, 149 Church Street

Draft Minutes

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

I. Agenda

Call to Order	Time: 6:30pm
Agenda	Approved As Is

II. Public Forum

Name	Comment	Commission Action?
No members of the public spoke		

III. Report of the Chair

A Montroll	No Report
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IV. Report of the Director

D White	- Executive Committee met before meeting, variety of agenda items will be coming soon. - The joint committee of the City Council Ordinance Committee and CDNR Committee will be forwarding recommendations on inclusionary zoning. - D White, M Tuttle, and A Montroll will be attending the Northern New England Chapter of American Planning Association conference in Maine at the end of this week where A Montroll is receiving Citizen Planner award.
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V. 2019 Meeting Calendar

Action: Approve the revised meeting calendar		
Motion by: Y Bradley	Second by: A Friend	Vote: Approved Unanimously
Type: Discussion	Presented by: A Montroll	
Discussion/Notes: The February 26 th meeting falls during school break; may need to be cancelled or rescheduled. TBD		

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VI. Reapprove ZA-18-05 Municipal Bylaw Amendment Report

Action: Reapprove the Municipal Bylaw Amendment Report		
Motion by: J Wallace-Brodeur	Second by: A Friend	Vote: Approved Unanimously
Type: Discussion	Presented by: M Tuttle	
Discussion/Notes: This item is being sent back to the Commission for statutory opportunity to provide comment, and to reapprove the report due to Council Ordinance Committee change.		

VII. Proposed ZA-19-05 Density Calculations

Action: Approve the Municipal Bylaw Amendment Report and warn a public hearing		
Motion by: Y Bradley	Second by: A Friend	Vote: Approved Unanimously
Type: Discussion	Presented by: M Tuttle	
Discussion/Notes: This amendment is formerly ZA-18-04, but expired. Council Ordinance Committee requested Commission to refer a new amendment that is exactly the same as previous 18-04.		

VIII. Permit Reform Re-Organization Concept

Action: No Action Required		
Motion by:	Second by:	Vote:
Type: Discussion	Presented by: B Lowe, Interim Chief Innovation Officer	
Discussion/Notes:		
• Purpose of the reform is to re-organize into a "one-stop shop" for permitting to create a more convenient system for the public, improve customer service, consistency, accountability, and increase collaboration between staff. This will merge zoning function with trades and inspections and create a new department under a single dept head. • Pending major upgrade to permitting IT system; reorganization should evaluate process and inform this new system. • Intend to merge physically in 2019; charter changes either March of 2019, or March 2020. • Discussing a potential merger of the planning function with CEDO into a new department focused on planning, policy, and other implementation functions. • Discussion has included potential of a position for a City Architect. • Commissioners asked questions about the oversight of the two new departments by commissions or community organizations; specifically, there was support for a citizen committee (PC or other) to oversee new planning/CEDO dept. • Overlap with the two departments will create overlap for the Commissions. There was concern that keeping the Planning Commission relationship to just the planning aspect of a new planning/CEDO department will cause issues down the line. DRB & DAB process will function the same as today. • Staff indicated that there are no intentions to dilute the Planning Commission's authority., but rather for Planning and CEDO to become a new department. The structure of that department, functions, directives, reporting lines, and commissions are all still being discussed.		

IX. 2019 Update to planBTV

Action: Schedule special meeting and warn a public hearing		
Motion by: A Friend	Second by: Y Bradley	Vote: Approved Unanimously
Type: Discussion	Presented by: M Tuttle	

Discussion/Notes:

- M Tuttle walked Commissioners through a complete draft, which brings together a number of sections previously reviewed in meetings over the course of the last several months.
- Follow up from last discussion around land use for the residential neighborhoods
 - Updated framework to “Sustain”. Primarily interested in preserving as residential areas, but recognize that they will evolve in some ways. Overall intent is to provide support to strengthen neighborhoods over time.
 - Identify four “example general neighborhood types”: Outer Neighborhoods- Low Density, Outer Neighborhoods- Higher Density, Inner Neighborhoods, Core Neighborhoods.
 - The different neighborhood influences are layered on top of all the neighborhood types, rather than identifying each individual influence for every neighborhood type.
 - Purpose for these details is to underscore that the way we target policy and future action will not be the same in every neighborhood, and to set the stage to undertake work to ensure zoning reflects what the actual characteristics of these areas are.
- Soon there will be a website where people can go to read the plan, rather than downloading a PDF version.
- The next step is to warn for a public hearing, which will include a presentation discussion and feedback. Will do informal events and communications leading up to the hearing. Following PC hearing, the City Council holds two public hearings. During that time, there will still be public discussion and presentations of the plan.

X. Committee Reports

Executive	Topics coming up include sign ordinance, short term rentals, inclusionary housing, parking amendments, ADU’s, historic, green building as part of the downtown code.
Ordinance	No Report
Long Range	No Report
Other	N/A

XI. Commissioner Items

Next Meeting	November 13, 2018 @ 6:30pm in Conference Room 12, City Hall
E Lee	Requested an update on sale of the Cathedral of the Immaculate Conception. D White explains they hired a broker for the property, but no plans have been presented so far. Both the building and landscape are associated with significant designers, so the plans for what will be done will likely be impacted by that.

XII. Minutes & Communications

Action: Approve minutes and accept communications		
Motion by: H Roen	Second by: J Wallace-Brodeur	Vote: Approved Unanimously
Changes to Minutes: N/A		
Communications Filed: • Letter from VTrans regarding traffic impact from the new UVM athletic facility; due to only one facility holding an event at a time, no anticipated impact to traffic. • Advanced Notice of South Prospect Street Certificate of Public Good		

XIII. Adjourn

Adjournment	Time: 7:59pm	
Motion: Y Bradley	Second: E Lee	Vote: Approved Unanimously

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Yves Bradley
Alexander Friend
Emily Lee
Harris Roen
Jennifer Wallace-Brodeur



Burlington Planning Commission

Tuesday, November 13, 2018, 6:30 P.M.

Conference Room 12, City Hall, 149 Church Street

Minutes

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

I. Agenda

Call to Order	Time: 6:33pm
Agenda	Approved As Is

II. Public Forum

Name: Justin Worthley		
Comment: Burton facility at 152 Industrial Parkway is larger than what is needed for Burton functions alone. The company would like to rent the available space to expand into a Burton Headquarters Hub with performing arts, food/beverage, and a skate park. The Burlington zoning ordinance does not allow for this type of expansion in this location. Asks the Commission to consider an amendment to allow for these uses in the ELM on Industrial Parkway.		
Commission Action: Send to staff for a draft zoning amendment recommendation		
Motion by: J Wallace-Brodeur	Second by: A Friend	Vote: Approved Unanimously

III. Report of the Chair

B Baker	• No Report
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IV. Report of the Director

D White	• No Report
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V. Proposed CDO Amendment: Co-Living

Action: Send to staff for a draft zoning amendment recommendation		
Motion by: E Lee	Second by: Y Bradley	Vote: Approved Unanimously
Type: Discussion	Presented by: E Farrell	
Discussion/Notes: Eric Farrell shared a concept about a "Co-living" building at Cambrian Rise. This housing type emphasizes minimal personal space and maximum common space/shared use to provide a quality, but less expensive housing product. Concept is similar to "Micro-suites" with a private bedroom, bathroom, and small kitchenette. Closest definition would be a boarding house, but those are not permitted in the NAC-Cambrian Rise zoning district. Asks Commission to consider an amendment to allow this type.		

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VI. Permit Reform

Action: Schedule special meeting devoted to permit reform discussion		
Motion by: A Friend	Second by: E Lee	Vote: Approved Unanimously
Type: Discussion & Presentation	Presented by: D White, B Lowe	
Discussion/Notes:		
• Purpose of the reform is to re-organize into a "one-stop shop" for permitting to create a more convenient system for the public, improve customer service, consistency, accountability, and increase collaboration. Merge zoning function with trades and inspections into a new department under a single department head. Sets the city up for a change to current permitting process, a new IT system, and a new online process. Also offers opportunity to rethinking planning's role, by forming a new department with CEDO. Intent to physically merge and pursue charger change in 2019, with any reorganization of advisory bodies later as they are more complex. However, powers and duties of Commission that are in statute will not change. Will require continuous collaboration between new departments at a staff and commission level. • Commissioners raised concerns of organizing the roles of advisory bodies later, rather than simultaneously, and feel as though there needs to be a public commission to advise the new permitting and inspections department. B Lowe agrees on the need for clear citizen advisory roles, but dept. structures need to inform how the role of the boards are organized. • Commissioners would like a clearer understanding of the current functions of the departments (including CEDO), the problems identified in the current system, and an explanation of how the reform and reorganization is going to solve those problems.		

VII. 2019 planBTV Update

Action: Deferred to future meeting due to time		
Motion by:	Second by:	Vote:
Type: Presentation & Discussion		Presented by: M Tuttle
Discussion/Notes:		

VIII. Committee Reports

Executive	Met on 11/9, discussed permit reform effort
Ordinance	No Report
Long Range	No Report

IX. Commissioner Items

Next Meeting	November 27, 2018 @ 6:30pm in Conference Room 12, City Hall
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X. Minutes & Communications

Action: Approve Minutes		
Motion by: Y Bradley	Second by: H Roen	Vote: Approved Unanimously
Changes to Minutes: N/A		
Communications Filed: Notice of Public Hearing for the City of Winooski 2018 Master Plan Update		

XI. Adjourn

Adjournment	Time: 8:18pm	
Motion: Y Bradley	Second: A Friend	Vote: Approved Unanimously



Signed: November 29, 2018

Andy Montroll, Chair



Shaleigh Draper, Planning and Zoning Clerk