

**Burlington Planning Commission
Ordinance Committee**

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Burlington Planning Commission

Ordinance Committee

Meeting Notice

Thursday, November 6, 2014 @ 12:00 PM

Planning & Zoning Conference Room, Ground Floor, City Hall

AGENDA

1. Review draft amendment regarding leasing of parking spaces as an accessory use rather than offsite leasing being considered a commercial parking lot use.
2. Work Plan – Review and ranking of work items for PCOC.

Next Meeting – December 4, 2014

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Sec. 8.1.12 Limitations, Location, Use of Facilities

Add the following subsection:

(i) Off-site Use of Excess Parking

Any parking spaces provided that are not utilized by occupants of the property may be leased to an off-site user as an accessory use with the following restrictions:

1. Any lease shall include a provision for a 30-day cancellation period by the lessor.
2. Tenants of the property with the accessory parking lot shall always have first right of refusal for any spaces, and that they shall have the right to use the spaces upon notice of 30 days.
3. Any lessor of the spaces shall be located within 1,000 feet of the parking lot by the shortest pedestrian route.
4. The leased spaces can only be leased to an existing use or a new use that complies with the parking requirements; they cannot be counted toward any user's own parking requirements as required under Article 8 of the CDO.
5. A zoning permit shall be obtained for the accessory use of any parking lot in any zoning district.
 - a. Approval of the zoning permit shall be contingent upon submittal of the lease to be used that meets all of the requirements as stated in this subsection and shall be subject to review and acceptance by staff.
 - b. A site plan designating the parking spaces to be leased shall be provided with the zoning permit application.
 - c. Any leasing or use of spaces that has not obtained zoning permit approval or does not meet any of the restrictions herein shall constitute a violation and any zoning permit and/or right to lease the spaces shall be revoked.

RANKING	Topic	Description	Status
	Parking space dimensions		being drafted
	short-termr rentals	Air BnB usess	being drafted
	Farrington Mobile home park zoned RM	Revise Definition	
	Fletcher Place Rezone	Clarify calculation procedure.	neighbors coordianting
	Non-complying residential “room”	Non-complying residential parking-additional living space. concept. (note minimum size for a bedroom is 70 sq. ft.).	☐ Sugg
	School zoning	Obtain information on the needs of the School Department to accommodate expansion plans. Schools in residential disricts are non-conforming	
	Low Impact Development (LID)	Review the Conservation Board draft amendment to incentivize LID techniques to be used in Burlington	
	Existing Neighborhood Commercial Uses	[Sec. 4.4.5 (d) 6 A] should have reference to “existing” deleted	
	“Clean Hands”	City Attn'y looking into this a for an ordinance change.	
	Institutional district for Burlington College		
	Downtown Height Bonuses	Re-evaluate height bonuses overall and perhaps mandate some of them instead.	
	Lot Coverage Calculation	Section 5.2.3 & 5.2.4 should be consistent regarding stormwater features whether or NOT excluded for lot coverage and calculations for buildable areas.	
	Large projects time of construction	Often large projects require more than two construction seasons for completion. Enable 3 year construction window for large projects	
	Article 6 design review standards	Brought up in relation to retaining walls; also came up in Joint Downtown Cmte work—see letters/complaints from developers	
	Historic Materials		PC discussing
	Driveways in front yard	Sec 8.1.12 modify so no portion of access driveway extends in front of a principal structure - it can only be in front of garage, carport or other parking spaces.	
	Kitchems in Admin HO	add to admin HO: food preparation in an existing residential kitchen where no modifications to kitchen required	
	Bars/Entertainment in ELM	Consider bars as CU with specific limitations - ArtsRiot amendment	staff to draft for CC
	Inclusionary Student Housing	Deletion/clarification of inclusionary housing requirment for off-campus student housing.	

Criteria to consider in ranking amendments

1. The amendment serves a planning/policy need of the city as reflected in the MDP, PlanBTV or other duly adopted planning document.
2. It corrects an existing defect in the ordinance.
3. 3. It is reasonable in terms of impact on existing neighborhoods, uses and built environment.
4. There is non-significant demand or impact on city infrastructure and services.
5. It is time sensitive.
6. It will be simple in terms of information and studies needed.
7. It will absorb little staff time and resources.
8. It is non-controversial.

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Meeting Notes**

Thursday, November 6, 2014 - 12:00 pm

PC Present: B. Baker, A. Montroll, Phil Hammerslough, Lee Buffinton

Absent: M. Aiolsi

Staff: K. Lerner

The Committee reviewed the proposed draft (#1) of a zoning amendment regarding the leasing of parking spaces as an accessory use rather than offsite leasing being considered a commercial parking lot use. Additional changes needed to Sec. 3.2.7 (a) to provide for administrative review of accessory parking lots.

After discussion of the draft, edits were proposed and staff will revise the draft and provide it to the OC for the December meeting.

Meeting adjourned 1:05 PM