

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, October 9, 2018, 6:30 P.M. Conference Room 12, City Hall, 149 Church Street **AGENDA**

*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. **2019 Meeting Calendar**

The Planning Commission will approve its regular meeting schedule for 2019, enclosed in the agenda packet on page 2.

Staff Recommendation: Approve the proposed meeting calendar.

VI. **2019 Update to planBTV**

The Planning Commission will continue its discussion of the updated planBTV and the schedule for posting and reviewing the draft. Information related to the plan update is available at: <https://planbtv-burlingtonvt.opendata.arcgis.com/pages/document-library>

Staff Recommendation: No action is required. The Commission is invited to share comments and feedback to support the development of content for the plan update.

VII. **Committee Reports**

- a. Executive Committee
- b. Ordinance Committee
- c. Long Range Planning Committee

VIII. **Commissioner Items**

- a. The next regular meeting will be on Tuesday, October 23, 2018 at 6:30pm.

IX. **Minutes & Communications**

The Commission will review and approve the minutes of the September 25, 2018 meeting, enclosed on pages 3-5 of the agenda packet and accept communications on pages 6-7 of the agenda packet.

X. **Adjourn**

This agenda is available in alternative media forms for people with disabilities. Individuals with disabilities who require assistance or special arrangements to participate in programs and activities of the Dept. of Planning & Zoning are encouraged to contact the Dept. at least 72 hours in advance so that proper accommodations can be arranged. For information, call 865-7188 (865-7144 TTY). Written comments may be directed to the Planning Commission at 149 Church Street, Burlington, VT 05401.

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PLANNING COMMISSION

January – December 2019
Regularly Scheduled Meetings

Date of Meeting	Day of Week	Time	Location
January 15, 2019	Tuesday	6:30pm	Conference Room 12
January 23, 2019	Wednesday	5pm	Joint/Conference Room 12
February 12, 2019	Tuesday	6:30pm	Conference Room 12
February 26, 2019	Tuesday	6:30pm	Conference Room 12
March 12, 2019	Tuesday	6:30pm	Conference Room 12
March 26, 2019	Tuesday	6:30pm	Conference Room 12
April 9, 2019	Tuesday	6:30pm	Conference Room 12
April 23, 2019	Tuesday	6:30pm	Conference Room 12
May 14, 2019	Tuesday	6:30pm	Conference Room 12
May 28, 2019	Tuesday	6:30pm	Conference Room 12
June 11, 2019	Tuesday	6:30pm	Conference Room 12
June 25, 2019	Tuesday	6:30pm	Conference Room 12
July 9, 2019	Tuesday	6:30pm	Conference Room 12
July 23, 2019	Tuesday	6:30pm	Conference Room 12
August 13, 2019	Tuesday	6:30pm	Conference Room 12
August 27, 2019	Tuesday	6:30pm	Conference Room 12
September 10, 2019	Tuesday	6:30pm	Conference Room 12
September 24, 2019	Tuesday	6:30pm	Conference Room 12
October 8, 2019	Tuesday	6:30pm	Conference Room 12
October 22, 2019	Tuesday	6:30pm	Conference Room 12
November 12, 2019	Tuesday	6:30pm	Conference Room 12
November 26, 2019	Tuesday	6:30pm	Conference Room 12
December 10, 2019	Tuesday	6:30pm	Conference Room 12

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Burlington Planning Commission Tuesday, September 25, 2018, 6:30 P.M. Conference Room 12, City Hall, 149 Church Street **Draft Minutes**

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

I. Agenda

Call to Order	Time: 6:32 pm
Agenda	Approved As Is

II. Public Forum

Name	Comment	Commission Action?
A number of residents from Ward 6 attended the meeting to express concerns regarding statements made in a letter distributed by a resident indicating that staff had proposed an increase density and was encouraging development in RL zoned neighborhoods. Commissioners and staff explained there are no such proposals within planBTV, nor any such proposed change to RL zoning. Some residents questioned the allowance of additional units in the form of duplex, accessory dwelling units, and inclusionary housing to be created in RL zones. Dialogue between residents, commissioners, and staff ensued, including the following comments from residents:		
John Van Dyk	Expressed concerns with any plans that would increase development, particularly low-income housing in low-density neighborhoods.	
May Chow	- Questioned if there are plans to rezone low density areas to allow commercial housing, conversion of single family homes to multi-units. - Student housing increasing in the area, which is not preserving the neighborhood. - Suggested more methods of communication between the city, residents to avoid confusion.	
Barbara Headrick	- Impression from planBTV is to evolve the neighborhoods by increasing affordable housing, units, and density. - Feels as though there should be more public meetings for input for the plan. - Suggests excluding duplexes from RL zones.	

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	• Questions how Redstone Campus can change/ evolve even though it is partially historic.	
Maryanne Kampmann	• Concerns that evolving the institutional zone will encroach on the residential zones. • Questions zoning allowing for multi-family units, increasing housing for students in RL.	
David Jenkins	• Does not agree with the allowance for multi-units in the area enabling several unrelated people to live in the home, particularly students. • Shared examples of problems with out of state owners who are hard to contact about issues.	
Livia DeMarchis	• Shares concerns with high density and noise affecting quality of life in that neighborhood. • Would like to be sure that residents will be notified if there ever is an an increase of density or significant change proposed.	
Ellen Howrigan	• City Councilor has set up meetings for communication between the neighbors; invited others to attend.	
Karen Paul	• Will help keep the neighborhood informed, and let them know if there was a reason to be concerned. • Regarding expansion of UVM, there is overlap of planBTV and the university's plan, which currently plans to expand housing on the Trinity Campus.	
Tim Burke	• Requesting consideration of a change to the ordinance to allow for banks in the ELM zone.	Commission will add to a future agenda for further discussion

III. Report of the Chair

A Montroll	• No Report
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IV. Report of the Director

D White	• No Report
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V. CCRPC FY18 Annual Report

Action: No Action Required		
Motion by:	Second by:	Vote:
Type: Report	Presented by: A Montroll	
Discussion/Notes: • Very active year on the RPC, assisting several municipalities and engaging in regional activities. • Update to the regional plan. Different form of previous plan to be more user friendly.		

VI. Proposed CDO Amendment; Article 7- Signs

Action: Approve Municipal Bylaw Amendment Report and forward to City Council		
Motion by: E Lee	Second by: B Baker	Vote: Approved Unanimously
Type: Discussion	Presented by: D White	
Discussion/Notes: • A new addition to Article 7 is to exempt murals as artistic expression; however, within a mural, one could still create a sign that would be regulated by these standards. • The amendment prohibits any sign that copies or mimics the City's E-911 street naming and addressing system by using a fictitious or "vanity" address not assigned by the city. • K Sturtevant presents suggestions for language changes in the amendment to be more clear and avoid regulating sign content. • There were questions about the regulation of illumination of signs and the size of those illuminated signs. The amendment includes a max of 250 nits between dusk and dawn. Sign size is regulated by sign type, sign type includes regulations of illumination and illumination method. • A member of the public asks for clarification on sign regulation in the public right of way; it was clarified that DPW regulates what can or cannot be placed in the public right of way.		

VII. 2019 Update to planBTV

Action: No Action Required		
Motion by:	Second by:	Vote:
Type: Presentation & Discussion	Presented by: M Tuttle	
Discussion/Notes: • Deferred to future meeting due to time.		

VIII. Committee Reports

Executive	No Report
Ordinance	No Report
Long Range	No Report
Other	N/A

IX. Commissioner Items

Next Meeting	October 9, 2018 @ 6:30pm in Conference Room 12, City Hall
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X. Minutes & Communications

Action: Approve Minutes		
Motion by: A Friend	Second by: E Lee	Vote: Approved Unanimously
Changes to Minutes: N/A		
Communications Filed: N/A		

XI. Adjourn

Adjournment	Time: 8:15pm	
Motion: E Lee	Second: J Wallace-Brodeur	Vote: Approved Unanimously

RECEIVED
SEP 20 2018

DEPARTMENT OF
PLANNING & ZONING

DRM | Downs
Rachlin
Martin PLLC
Business Sense · Legal Ingenuity

September 17, 2018

Elizabeth Kohler
Tel: (802) 864-8382
ekohler@drm.com

To: Parties Entitled to Notice Pursuant to 30 V.S.A. § 248a(e) and Procedures Order

Re: Sprint Spectrum, L.P. d/b/a Sprint: Modification to an Existing Wireless Communications Facility
76 St. Paul Street, Burlington, Vermont 05402
Sprint Site Name: Burlington (St. Paul St. – NE43XC447)
60-DAY ADVANCE NOTICE

Dear Recipient:

Sprint Spectrum, L.P. d/b/a Sprint (“Sprint” or “Petitioner”), acting by and through its agent Centerline Communications LLC (“Centerline”), proposes to modify an existing telecommunications facility located at 76 St. Paul Street, Burlington, Vermont (the “Facility” or “Project”). The telecommunications facility is on the rooftop of a building owned by Vermont Realty Inc. (the “Property” or “Site”). Downs Rachlin Martin PLLC (“DRM”) represents Centerline in connection with the Project.

Pursuant to 30 V.S.A. § 248a, this letter is intended to provide 60 days advance notice that Sprint intends to submit a petition to the Vermont Public Utility Commission (“PUC”) for approval to modify the existing Facility at the Site. The Project will provide capabilities for use of devices employing Sprint’s Long Term Evolution (“LTE”) technologies. LTE—better known as 4G LTE service—is a high-performance air interface for cellular mobile communications. It is designed to increase the capacity and speed of telecommunications service and internet access provided through use of wireless devices.

Exhibit A to this notice is a statement that itemizes the rights and opportunities available to municipal representatives and planning officials pursuant to §§ 248a(c)(2), (e)(2), (m), (n), (o), and (p). This notice is being filed electronically with the PUC via its ePUC system to distribute to the Vermont Agency of Natural Resources, the Vermont Department of Public Service, the Vermont Division for Historic Preservation, and the Vermont Agency of Transportation (collectively, “Advance Notice Parties”).

Sprint’s petition will be filed pursuant to the PUC’s “Fifth Amended Order implementing standards and procedures for issuance of a certificate of public good for communications facilities pursuant to 30 V.S.A. § 248a,” dated September 14, 2017 (the “Procedures Order”). The Procedures Order, as well as more information concerning review of communications projects under 30 V.S.A. § 248a, is available at the PUC’s office in Montpelier and on its website: <http://puc.vermont.gov/>.

I. Project Description

Sprint’s existing facility consists of three (3) panel antennas mounted within a stealth flue enclosure (the “Flue”) on a ballast mount located on the penthouse of the building, together with six (6) remote radio head units (“RRUs”) mounted on the ballast mount below the Flue, and two equipment cabinets located on steel platform on the rooftop of the building adjacent to the penthouse.

The proposed Facility will consist of the following components:

- A. Replace the existing Flue, which measures approximately 84" x 32", with a new Flue, which will measure 84" x 36", and replace the existing three (3) panel antennas with three (3) slightly taller panel antennas within the new Flue.
- B. Install two (2) new panel antennas, each measuring approximately 25.6" x 19.7", to be mounted to the rooftop steel platform, and one (1) new panel antenna, measuring approximately 25.6" x 19.7", to be mounted to an existing antenna mount located on the exterior side of the penthouse.
- C. Install three (3) new RRUs, which will be mounted on a new ballast mount on the penthouse.
- D. Install ancillary improvements, appurtenances, cabling and hardware necessary for the operation of the Facility.

Each feature of the Facility is described and depicted in more detail on the Site Plan attached as Exhibit B. The Project will not create any permanent earth disturbance and will involve no tree clearing of any kind. In short, the Facility will not appear substantially different from the facility that exists at the Site today.

The Project will promote the general good of the state, consistent with 30 V.S.A. § 202c(b), and is compatible with municipal and regional plans, insofar as the Project will improve Sprint's wireless service and capacity in Burlington. The Project constitutes an eligible facilities request for purposes of federal law.

II. Opportunity to Comment; Contact for More Information

As a recipient of this notice, you or your organization will be notified when the petition is filed with the PUC, which will be at least 60 days from the date the PUC accepts this notice. During the 60-day period, should you have any questions relating to the Project, please direct all inquiries and/or comments to Timothy Whalen, at (781) 375-8318 or email to twhalen@centerlinecommunications.com. I can be reached at the telephone number and/or email provided in the letterhead above.

Once Sprint's petition has been accepted for filing by with the PUC, any interested person may submit comments and seek to intervene in the proceeding within 30 days of the receipt of the notification that the petition has been filed. Thank you in advance for your attention to this important project.

Sincerely,



Elizabeth Kohler

Enclosures

cc: Service List

Liz Rutkowski, Project Manager, Susan Masse, Site Acquisition Project Manager, and Tim Whalen, Centerline Communications (via electronic mail)
Vermont Realty Inc. c/o Bank of Vermont (US Mail)



draft land use framework

planBTV:

Burlington's Comprehensive Plan

Presentation to: Planning Commission

October 9, 2018

our future land use

The Land Use Framework

Areas where we are planning to:

conserve

evolve

grow

our future land use

Planning to Conserve

In these parts of the community we will take great care to protect and conserve them largely as they are today. These include places like our natural areas, shore lands, floodplains, agricultural areas, recreational resources, and significant buildings and sites. This plan envisions that they will continue to look and be used primarily as they are today, with relatively few adaptations intended to allow them to maintain their functions, remain economically viable, and be well-maintained.



Areas to Conserve

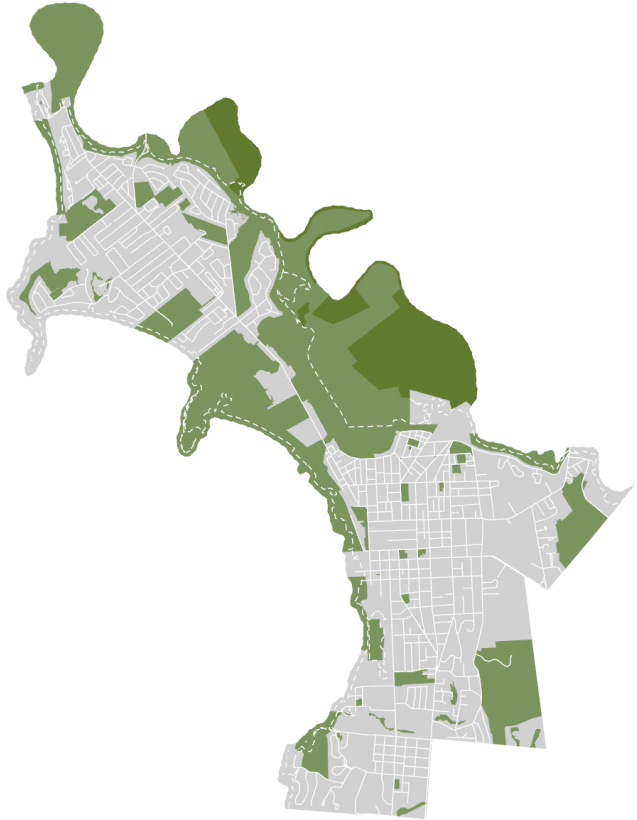
Natural Areas & Open Spaces: The purpose of these areas is to protect natural resources and recreation while guiding development away from important natural assets or hazards. These include city and regional parks, natural areas, conserved lands, and large pieces of land that are undevelopable due to features such as steep slopes or wetlands.

Working Lands: The purpose of these areas is to protect agriculture, energy production, and supporting enterprises. These are areas that are sparsely developed except for structures, services, and businesses that are compatible with and serve the working landscape, and low-intensity recreational uses.

our future land use

Planning to Conserve

Considerations for Future Land Use & Development



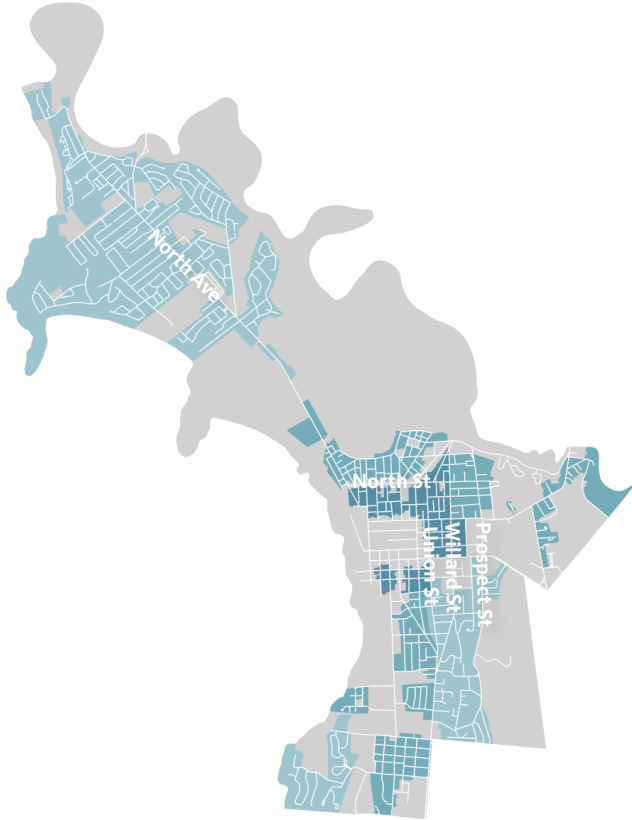
- Ensure appropriate protections in place to protect natural areas and marginal sites from future development pressure
- Monitor climate change impacts on the natural functions and values of these systems, adapt our protections/management approaches accordingly
- Balance management of natural communities and providing a diversity of community recreation spaces

This section will largely refer to the guidance in the following plans:

- Open Space Protection Plan
- Urban Forestry Master Plan
- Parks, Recreation, & Waterfront Master Plan
- BED Integrated Resource Plan
- Burlington Annex to All Hazards Mitigation Plan
- Urban Reserve Interim Use & Management Plan
- Waterfront Revitalization Plan
- Harbor Management Plan

our future land use

Planning to Evolve



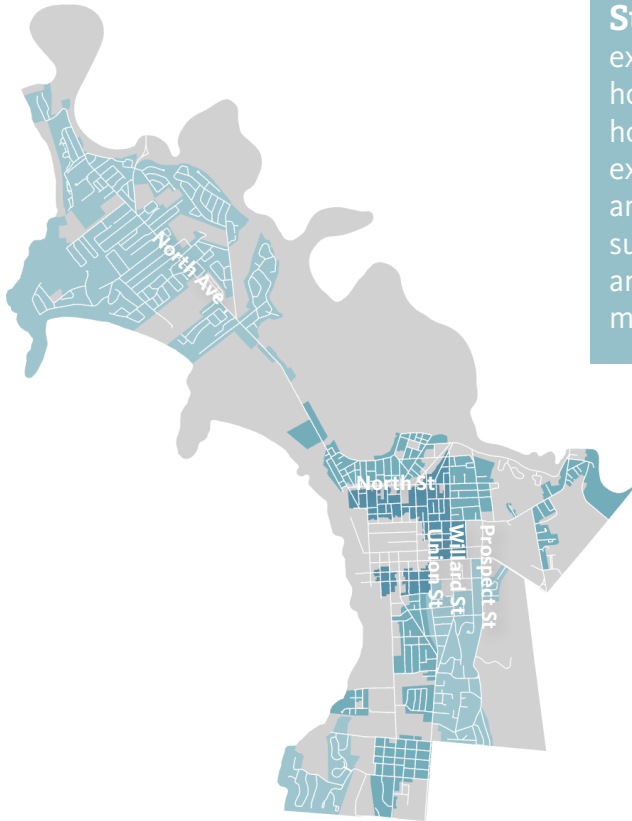
In these parts of the community, we anticipate small and incremental change that is consistent with the existing development pattern, building scale, and neighborhood character-- details which are unique to various parts of the city. These include our residential neighborhoods where it is important to preserve and enhance what makes them great.

However, these areas aren't locked in time. This plan anticipates that these areas will see some small and subtle changes over time that support their ability to meet the evolving needs of current and future families and households. How these neighborhoods evolve depends on their current development pattern and unique influences and threats relative to the rest of the city.

our future land use

Planning to Evolve

Areas to Evolve



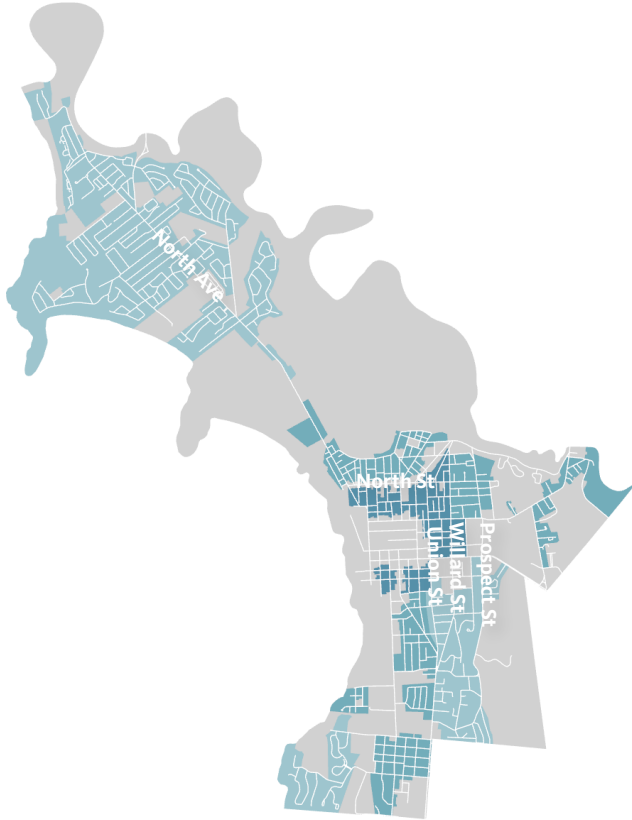
Suburban Neighborhoods: The purpose of these areas is to preserve existing neighborhoods which feature predominantly single-family, detached housing. Within these areas, there are occasional existing multi-family housing (in the form of apartment and condominium developments) and some existing duplexes and accessory dwelling units. Many of these neighborhoods are in close proximity to parks and local schools but have few neighborhood-supporting commercial uses within a walkable distance. Within these areas, we are planning to maintain the single-family character, while allowing for minor modifications to enable these neighborhoods to continue to be vital.

Walkable Neighborhoods: The purpose of these areas is to preserve existing neighborhoods which feature single-family housing with some duplexes, triplexes, or small multi-family buildings that are interspersed within the neighborhood fabric. Many of these neighborhoods are within a walkable distance to parks, local schools, and neighborhood-serving commercial areas. Within these neighborhoods, we are planning to balance the benefits and burdens of these neighborhoods' proximity to mixed use areas and/or the institutions.

Urban Neighborhoods: The purpose of these areas is to facilitate modest change within neighborhoods which feature a mix of single-family and multi-family housing types within a quarter- to half-mile of the downtown core. These neighborhoods are a walkable distance to local schools, neighborhood commercial areas, and downtown. Within these neighborhoods, we are planning for some infill housing that is consistent with the scale and character of existing development.

our future land use

Planning to Evolve



Considerations for Future Land Use & Development

- Aligning land use policies with what's on the ground to better reflect and preserve the characteristics of individual neighborhoods
- Preserving single-family housing, while also promoting inclusive and affordable neighborhoods.
- Demographic transitions (Suburban) and gentrification (Walkable)
- Near-campus housing and quality of life concerns and impacts on price/quality of housing stock
- Increasing walkability/transit access to amenities within NAC's/along major corridors (Suburban)

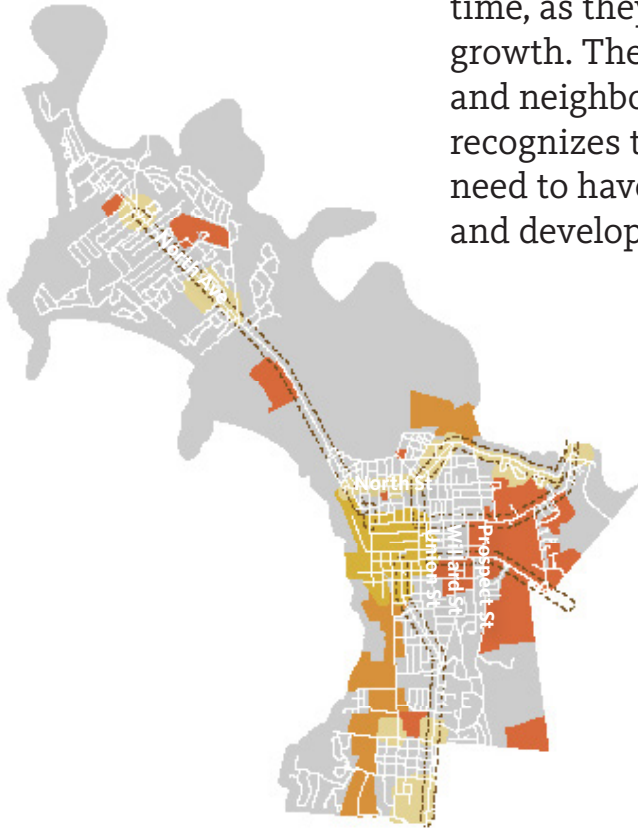
This section will refer to the guidance in the following plans:

- Burlington Survey Plan
- Housing Action Plan & Subsequent Studies:
 - Inclusionary Zoning Report
 - The Neighborhood Project
- Transportation Plans (Walk/Bike, GMT, etc)

our future land use

Planning to Grow

In these parts of the community we expect to see the most change over time, as they are the areas most suitable to accommodate the city's future growth. These include places like our downtown core, major street corridors, and neighborhood mixed use, enterprise, and institutional areas. This plan recognizes that in order to preserve and maintain vast parts of the City, we need to have places where we can accommodate and encourage future growth and development in order to maintain our vibrancy, tax base, and character.



Areas to Grow

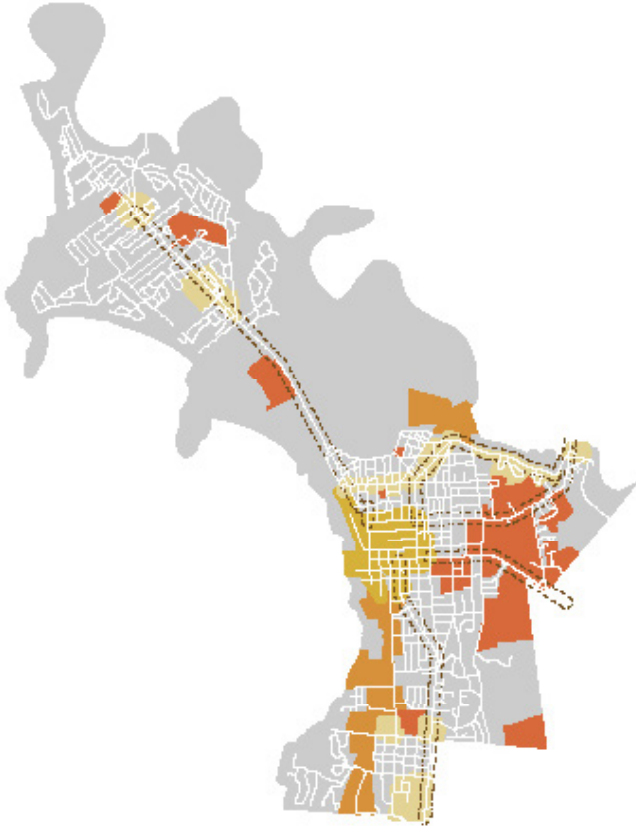
Neighborhood Center: The purpose of these areas is to provide nodes of neighborhood-supporting commercial activity and services. These are areas that allow for commercial, residential and community-oriented uses, sometimes in mixed-use buildings, at a higher density than nearby residential areas. These areas feature a variety of building and architectural types and are typically within walking, biking, or transit distance of nearby homes.

Transit Corridor: The purpose of these areas is to provide nodes of higher density residential, commercial, and mixed use development along major thoroughfares into and out of the city. These are areas that may feature low-density, single purpose land uses today, but which are served by the main automobile routes and transit lines, and could be more intensely utilized to benefit from and support a high quality transit system.

our future land use

Planning to Grow

Considerations for Future Land Use @ Development



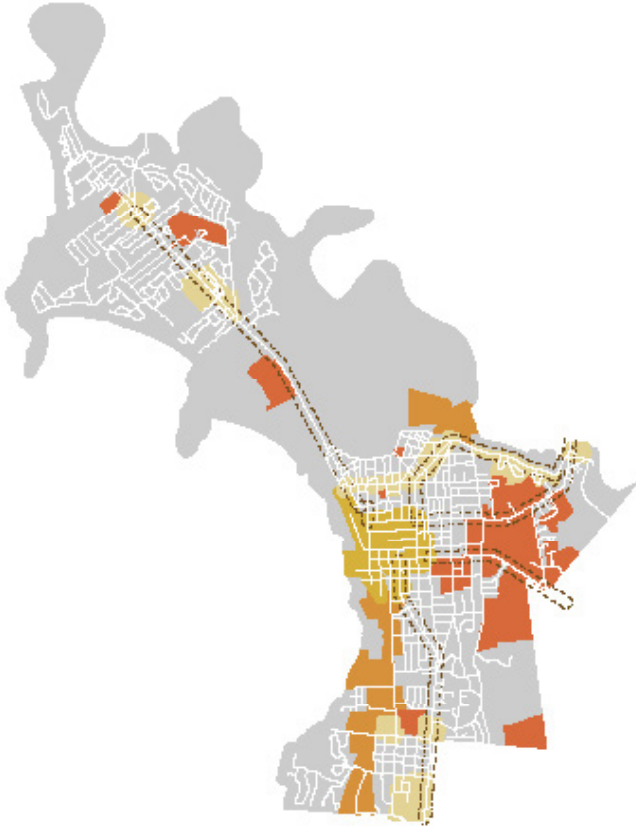
- Maintaining neighborhood identity while expanding supporting uses focused on nearby residents- jobs, housing, services, amenities, schools, social
- Conduct corridor studies-- What/if any changes to zoning are necessary to promote infill along these corridors/nodes?
- Promoting safe access via non-vehicular modes

This section will refer to the guidance in the following plans:

- Housing Action Plan
- Burlington Transportation Plan
- planBTV Walk/Bike
- GMT NextGen Transit Plan

our future land use

Planning to Grow



Areas to Grow

Regional Center: The purpose of this areas is to provide a range of business, civic, cultural, commercial, and residential uses and transportation options for the City and the region. This area is compact, highly walkable, served by transit, and supports the highest density and intensity of development. It features a variety of building types, most of which are mixed-use, that are architecturally interesting, located close to the street, and taller than in other parts of the city.

Considerations for Future Land Use @ Development

This section will largely refer to the guidance in the following plans:

- planBTV Downtown & Waterfront Master Plan
- Downtown Parking & Transportation Study
- Designated Downtown Development Area 5-year action plan

our future land use

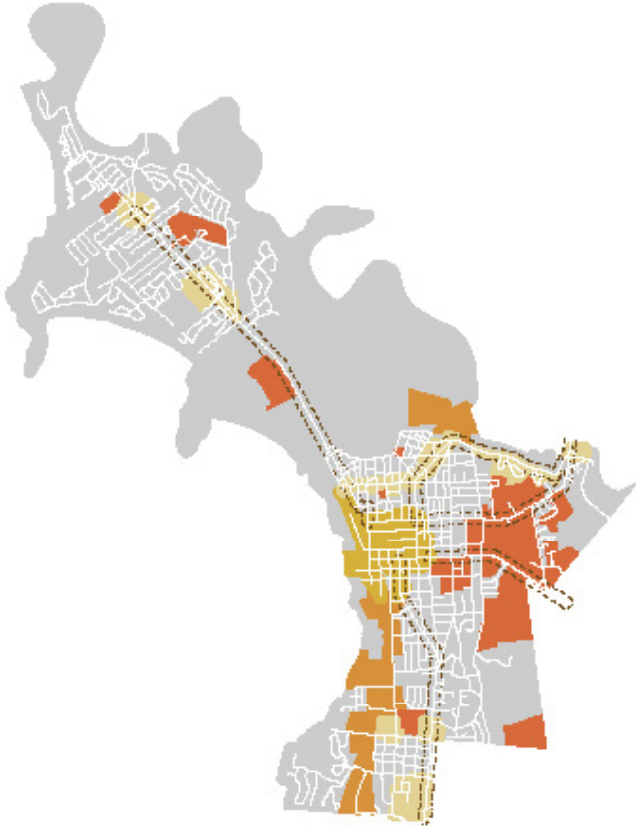
Planning to Grow

Areas to Grow

Special Areas: The purpose of these areas is to allow large-scale civic, institutional, and industrial uses that have unique space needs that do not fit into other areas. These areas often take up large or multiple lots, or are on campuses with multiple buildings, that don't fit into other zones and may need some level of separation or buffer to protect more sensitive uses nearby.

**Industrial/
Enterprise**

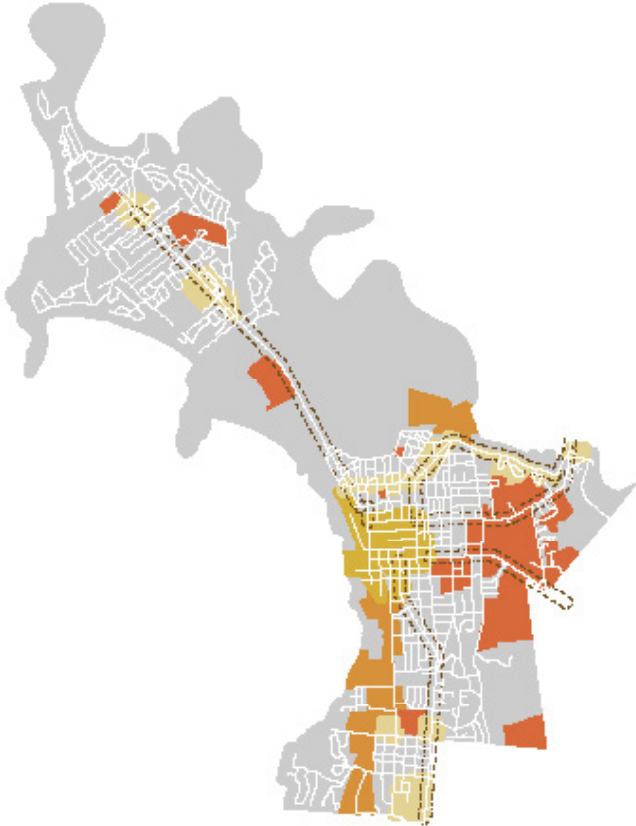
**Educational/Medical
Institutions**



our future land use

Planning to Grow

Considerations for Future Land Use @ Development



The South End Enterprise Area section will largely refer to the guidance in the following plans:

- planBTV South End Master Plan
- *A priority issue will be refining the E-LM Zone to provide granularity across the district, and considering sites on the edge of the district necessary for zoning changes*

The Institutional section will largely refer to the guidance in the following plans:

- Burlington School District Capital Plan
- UVM Campus Master Plan
- Champlain College Campus Master Plan
- UVM Medical Center Strategic Plan
- *A priority consideration will be what/if zoning changes are necessary to allow for these buildings and sites to continue meet the evolving needs of these institutions on land already owned/developed for these purposes*

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Burlington Planning Commission

Tuesday, October 9, 2018, 6:30 P.M.

Conference Room 12, City Hall, 149 Church Street

Minutes

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

I. Agenda

Call to Order	Time: 6:35 pm
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	M Tuttle attended an ADU workshop by Homeshare VT that was well-attended; many residents seem interested in this housing type.
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V. 2019 Meeting Calendar

Action: Approve the proposed meeting calendar		
Motion by: Y Bradley	Second by: J Wallace-Brodeur	Vote: Approved Unanimously
Type: Discussion	Presented by: A Montroll	
Discussion/Notes: May need to reschedule the Joint Meeting in January.		

VI. 2019 Update to planBTV

Action: No Action Required		
Motion by:	Second by:	Vote:
Type: Presentation & Discussion (PDF on website)		Presented by: M Tuttle
Discussion/Notes: Continuation of discussion and presentation of the Land Use section of the plan- • Per commissioner feedback, changed the three categories from “Preserve, Evolve, Growth” to “Conserve, Evolve, Grow”. • Evolve: Residential neighborhoods, of varying scale and housing types, each with different priorities for evolution;		

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- Suburban- Low density, primarily single family detached housing, planning to preserve the single family character; evolution would be minor to meet family's needs, such as ADU's.
- Walkable- Mostly single family with duplexes, triplexes, and small multi-family units integrated and within walking distance to parks, local schools, and neighborhood-serving commercial areas; evolution is about responding to different pressures based on neighborhoods' proximity to the mixed use areas.
- Urban- Mix of single and multifamily housing within a quarter to half mile radius of the downtown core; evolution is about facilitating some infill that can benefit from proximity to downtown.
- Commissioners agree with the descriptions neighborhood types, but not the labels. Recognize that need to identify different neighborhood types and speak to the fact that not all neighborhoods are treated the same, but suggest speaking about and mapping these more generally than proposed.

Other updates based on Commissioner and staff feedback:

- With the help of CEDO, elaborated on inclusion and diversity in the plan.
- Added a sixth policy to the connected theme to represent connections outside of our borders.
- Decision was made not to include Memorial Aud. And Moran specifically in the plan when not doing the same for other public buildings and facilities.

Timeline for the draft plan:

- Staff will make final refinements to the Land Use section and share a complete draft next meeting. After discussion, Commissioners can warn for a public hearing in December.
- By end of year, the plan will then be sent to City Council. Council will hold two public hearings before readopting at the end of March.

VII. Committee Reports

Executive	Next meeting, October 23, 2018
Ordinance	Will forward an amendment to take the word "family" out of the definition for dwelling unit in Article 15.
Long Range	No Report
Other	N/A

VIII. Commissioner Items

Next Meeting	October 23, 2018 @ 6:30pm in Conference Room 12, City Hall
H Roen	Attended the State of the Lake meeting. It was well attended, interesting, and informative.

IX. Minutes & Communications

Action: Approve Minutes and Accept Communications		
Motion by: J Wallace-Brodeur	Second by: H Roen	Vote: Approved Unanimously
Changes to Minutes: N/A		
Communications Filed: • Advanced Notice of 76 Saint Paul Street Certificate of Public Good		

X. Adjourn

Adjournment	Time: 7:49 pm	
Motion: A Friend	Second: H Roen	Vote: Approved Unanimously



Signed: October 24, 2018

Andy Montroll, Chair



Shaleigh Draper, Planning and Zoning Clerk