

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
Michael Gaughan
Erin Malone
Julia Randall*

Burlington Planning Commission

Tuesday, July 25, 2023, 6:30 pm

Remote & Virtual Meeting via Zoom

In-Person Option Available:

Bushor Conference Room (Room 102), 1st Floor of City Hall, 149 Church St.

To Join the Meeting on a Computer

Link: <https://zoom.us/j/99881962182>

To Join the Meeting on a Phone

Number: +1 719 359 4580 **Meeting ID:** 9988 1962 182

AGENDA

I. Agenda

II. Public Forum

III. Chair's Report

IV. Director's Report

V. Annual Organizational Meeting

The Commission will hold its annual organizational meeting to elect officers and appoint members to its committees to serve for FY2024.

- Election of Officers: Chair & Vice Chair
- Election of Executive Committee At-Large Member
- Appointment of Commission Clerk: Charles Dillard
- Appointment of Committees:
 - Long Range Planning Committee
 - One member of the PC Executive Committee and Two At-Large Members
 - One member of the DRB (Evan Gould will represent the DRB)
 - One member of the Conservation Board
 - Ordinance Committee
 - One member of PC Executive Committee and Two At-Large Members
 - Two additional members from DRB, DAB, or CB (Caitlin Halpert will represent DRB for FY2024; DAB will hold its Organizational Meeting in the coming weeks)

Planning Commission bylaws are enclosed for reference in the agenda packet on page 4.

VI. DPW Transportation Planning Work

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505. Written comments on items may be directed to the Planning Commission at 149 Church Street, Burlington, VT 05401, or at cdillard@burlingtonvt.gov.

Transportation Planning staff from Department of Public Works will provide an update on their current and upcoming work. Information related to this item is not included in the agenda packet but will be presented at the meeting.

VII. Project Update: Neighborhood Code

Staff will present and provide an update on community engagement in support of the Neighborhood Code initiative, which will evaluate the zoning tools that regulate new homes in these areas today, and identify opportunities for new neighborhood-scale housing citywide. Information related to this item is not included in the agenda packet but will be presented at the meeting.

VIII. Minutes & Communications

- a. The minutes of the July 11 meeting are enclosed in the agenda packet on page 10.

IX. Adjourn

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IX. Adjourn



City of Burlington, VT
149 Church Street, 3rd Floor
Burlington, VT 05401
Phone: (802) 865-7144

www.burlingtonvt.gov/plan

Guidance for Participating in a Virtual Planning Commission Meeting

As social distancing measures to preserve public health and safety continue to be required to prevent the spread of COVID-19, or are recommended as a standard practice, the Office of City Planning will be supporting the Planning Commission to conduct their meetings online via Zoom. Here is information about how to join a virtual meeting, and what to expect while participating.

General Guidance for Public Participation

Please remember that in this digital meeting environment, meetings are open to the public and anyone may be watching or listening even if you cannot see them. Meetings will be recorded, and both the recording and chat content of the meeting will be maintained as a public record.

Please ensure your display photo and screen name are professional, such as using your first and last name. Please test your audio and video prior to the start of a meeting, and familiarize yourself with how to join a meeting by your chosen method. And finally, please be patient with us. Technology doesn't always work as planned, and we are all learning how to hold a successful virtual meeting!

How to Join a Virtual Meeting

Zoom allows participation via either computer or telephone. Each agenda for a meeting that will be conducted virtually will include details about how to join via either of these options, including a web address, phone number, Meeting ID, and password.

If you participate via computer, you have the option of seeing Commissioner videos and any presentation materials that may be shared. If you use either a standard phone or cell phone to call in, you will only hear the audio portion of the meeting. If you join via a smartphone, you may have the option to download the Zoom app, which will enable you to see and hear the meeting.

How to Participate in a Virtual Meeting

During meetings, only Planning Commission members and limited staff members will be viewed on video. Members of the public attending a meeting will be muted, except when invited to speak during public forum or a public hearing. Whether members of the public can speak at other times during the meeting is the discretion of the Chair.

If you want to speak during public forum, please take the following steps to assist us in making this process run as smoothly as possible:

- Email staff at cdillard@burlingtonvt.gov by 5pm on the day before a meeting to indicate your interest in speaking. You do not need to provide your comments. Staff will enable your microphone as your name is called from a list of interested speakers.
- During a meeting, you can use the "Raise Hand" feature, or indicate in a chat message that you wish to speak during public forum. Staff will enable your microphone as your name is called.
- If you are interested in submitting your comments in writing instead of speaking during the meeting, you may do so by 5pm the day before a meeting, they will be forwarded to the Commissioners ahead of the meeting.

BYLAWS OF THE BURLINGTON PLANNING COMMISSION

(A) Establishment of Bylaws

The Bylaws of the Burlington Planning Commission, hereafter referred to as the "Commission," are hereby established pursuant to 24 V.S.A. S. 4323 (C) and Sec. 2.2.2 of the *Burlington Comprehensive Development Ordinance*. These bylaws shall be effective from the date of adoption, and may be amended from time to time by a two-thirds vote of the Commission.

(B) Membership

In accordance with 24 V.S.A. Chapter 117 and Sec. 120 of the *Burlington City Charter*, the Commission shall consist of seven (7) residents of the City of Burlington appointed by the City Council. Any appointment to the Commission shall be for a term of three (3) consecutive years. Members may be appointed to successive terms without limitation. Any member desiring reappointment, or city resident desiring an appointment to the Commission, must apply to the City Clerk's office and obtain a nomination from a member of the City Council.

(C) Vacancies/Removal

Vacancies shall be filled by the City Council upon the expiration of such term or an unexpired portion of any term. Any member of the Commission may be removed at any time by unanimous vote of the City Council.

(D) Abstentions from Participation and Voting

In order to secure, protect, and preserve the highest level of public trust in the deliberation and decision of the Burlington Planning Commission, it is incumbent upon each member not only to scrupulously avoid any act which constitutes a conflict of interest established in law, but also to avoid any act which gives the appearance of bias, favoritism, or of interest.

- (1) A member shall withdraw from all participation, including all formal and informal discussion and voting, in any deliberation of the Commission or its committees or any issue upon declaration of a conflict of interest or upon the assertion that there is a reasonable public presumption that bias, favoritism, or a conflict of interest may exist. Circumstances under which this provision shall be exercised include, but are not limited to, the following:
 - (a) If the member has a direct or indirect financial interest in the outcome of the matter at issue. A direct financial interest shall include, but not be limited to, circumstances in which the member is an applicant, a provider of professional or business service to the applicant, serves on the board of directors, or receives any form of remuneration or benefit from the applicant. Indirect financial interest shall include, but is not limited to, if an [As amended: November 7, 2002] immediate family relative or close personal friend has, or is likely to have, a direct financial interest in the outcome of the matter; or
 - (b) If the matter at issue involves the member's own official conduct; or
 - (c) If participation in the matter might violate the letter or spirit of a member's code of professional responsibility; or
 - (d) If a member has such close personal ties to the applicant that the member cannot reasonably be expected to exercise sound judgment in the public interest.

BYLAWS OF THE BURLINGTON PLANNING COMMISSION

(G) Offices

At the first meeting in July of each year, the Planning Commission shall elect, by majority vote, a Chairperson and Vice-Chairperson from among its members, and shall also elect a Clerk who may or may not be a Commission member or municipal employee. Terms of office shall be for one year. Vacancies in these offices may be filled for the unexpired terms only by majority vote of the Commission.

(H) Committees

1. Standing Committees

There shall be three standing committees of the Planning Commission: Executive, Ordinance, and Long Range Planning. Membership comes from those serving on the Planning Commission, the Development Review Board, the Design Advisory Board and/or Conservation Board. With the exception of the Executive Committee, each standing committee shall be composed of a minimum of three (3) persons with a maximum of five (5) persons, of which three (3) must be members of the Commission. The Commission Chairperson may not serve, as the Committee Chairperson for either the Ordinance Committee or Long Range Planning Committee. Each standing committee shall report on its activities and/or recommendations within its purview to the full Commission for its disposition at each Commission meeting. Except as noted, the establishment of standing committees does not constitute a delegation of any responsibility of the full Commission, which retains the exclusive agency for the City under law and ordinance.

- 1) Executive: The Executive Committee shall be composed of three members consisting of the Commission Chairperson, who shall serve ex-officio as Chairperson of the Committee; the Commission Vice-Chairperson, who shall serve ex-officio as Vice-Chairperson of the Committee; and a Planning Commissioner selected at-large by the Commission at its organizational meeting. The duties and functions of the Committee shall be as follows:
 - i. Appointment of standing committees and ad hoc committees including chairpersons unless noted otherwise herein, and appointment of special liaisons as the Commission shall establish, and oversight of committees and liaisons;
 - ii. Oversight, including preparation of the annual department budget; supervision and the annual review of the department director; such other tasks as the Commission shall assign.
 - iii. Relationship of the department and Commission to city, regional, and state departments and commissions, including scheduling of special work sessions as necessary;
 - iv. Commission bylaw revisions and amendments;
 - v. Oversight of all contracts as the Commission or department shall enter into or be delegated responsibility for;
- 2) Ordinance: The Ordinance Committee shall have at least four (4) and no more than five (5) members. Members may be appointed from the following: one (1) member each from the Development Review Board, the Design Advisory Board, or the Conservation Board, in addition to one (1) member from the Planning Commission Executive Committee, and two (2) at-large of the Planning Commission elected by the Commission at its organizational meeting. The chairs of the Development Review Board, Design Advisory Board or the Conservation Board may appoint a member of their board to serve on the Ordinance Committee. If all boards appoint a member the Planning Commission, by election at its organizational meeting will confirm which appointee(s) will serve on the Ordinance Committee. The Chairperson and Vice-Chairperson of the Ordinance Committee shall be elected by a majority of committee members. The duties and functions of the Committee shall be as follows:

BYLAWS OF THE BURLINGTON PLANNING COMMISSION

- i. Preparing and reviewing all revisions of the Zoning and Subdivision Ordinances, Official Map and the Zoning Map;
 - ii. The enforcement of the zoning and subdivision ordinances and the zoning map, and;
 - iii. Such other tasks as the Commission shall assign.
- 3) Long Range Planning: The Long Range Planning Committee shall have at least four (4) and no more than five (5) members including one (1) member from the Development Review Board appointed by the Board's Chairperson. The Committee shall have one member from the Executive Committee, and two (2) at-large members of the Planning Commission elected by the Commission at its organizational meeting. The chair of the Design Advisory Board or the Conservation Board may appoint a member of their board to serve on the Long Range Planning Committee. If both boards appoint a member the Planning Commission will decide which appointee(s) will serve on the Long Range Planning Committee. The Chairperson and Vice-Chairperson of the Long Range Planning Committee shall be elected by a majority of committee members. The duties and functions of the Committee shall be as follows:
- i. The development of an implementation plan for the Municipal Development Plan.
 - ii. Develop a process with a budget for each eight year revision to the Municipal Development Plan;
 - iii. Review plans of other departments and the regional planning commission and provide comments to the Planning Commission; and
 - iv. Such other tasks as the Planning Commission shall assign.

2. Ad hoc Committees and Commission Liaisons:

From time to time ad hoc committees and commission liaisons may be established by the Commission for special assignments that do not fall within the general purview of standing committees.

3. Committee Meetings:

When appropriate, standing committees should have regularly scheduled meeting times. All committee activity should be ratified by vote of the committee before presentation to the Commission. All substantive actions of the committees should be recorded in the written minutes kept current by the committee chairperson or designee. At the request of the committee chairperson, a committee meeting shall be taped.

(I) Annual Work Plans

The Planning Commission and each of the standing committees shall set work plans every year. These work plans shall be reviewed periodically. The schedule for work plans and their evaluation follows:

May: Each standing committee evaluates the extent to which it fulfilled its old work plan and a brief (1-2 page) evaluation report is written and submitted to P.C. in time to be part of the packet for the first P.C. meeting in June.

June: Standing committee work plans are evaluated by the P.C. at the first meeting. Feedback for recognition, encouragement and improvement is provided.

Standing committee work plans end at the end of the month.

The work plan for the following year (July – June) is written during June and early July. It is submitted to P.C. in time to be part of the packet for the first P.C. meeting in July.

BYLAWS OF THE BURLINGTON PLANNING COMMISSION

July: New work plans are discussed, modified if necessary, and approved by the P.C. at the first meeting of the P.C. New work plans begin in July and run through June.

(J) Powers and Duties

In accordance with 24 V.S.A. Chapter 117, and the *Burlington Code of Ordinances*, the Burlington Planning Commission:

- (1) Shall prepare a Municipal Development Plan and amendment thereof for consideration by the City Council and to review any amendments thereof initiated by others as set forth in 24 V.S.A. 4384;
- (2) Shall prepare and present to the City Council, from time to time, proposed bylaws and make recommendations to the City Council on proposed amendments to such bylaws;
- (3) Shall undertake studies and make recommendations on matters of land development, urban renewal, transportation, economy, and social development, urban beautification and design improvements, historic and scenic preservation, the conservation of energy, and the development of renewable energy resources;
- (4) Shall prepare and present to the City Council recommended construction specifications for streets and related public improvements pertaining to subdivision development;
- (5) Shall prepare and present to the City Council a recommended annual capital budget and future capital programs for a period of not less than five (5) years;
- (6) Shall hold public meetings;
- (7) Shall undertake comprehensive planning, which may include related preliminary planning and engineering studies;
- (8) Shall prepare and present to the City Council, from time to time, recommended fees for the administration of zoning and subdivision regulations;
- (9) Perform such other acts or functions as it may deem necessary or appropriate to fulfill the duties and obligations imposed by, and consistent with, the intent and purpose of 24 V.S.A. Chapter 117 and the *Burlington Code of Ordinances*.
- (10) May require from other departments and agencies of the City such available information as it relates to the work of the Planning Commission;
- (11) May, in the performance of its functions, enter upon land to make examinations and surveys;
- (12) May participate in a regional planning program;
- (13) May retain staff and consultant assistance in carrying out its duties and powers.

(K) Meetings/Minutes

Meetings of the Planning Commission shall be held at the call of the Chairperson on the second and fourth

BYLAWS OF THE BURLINGTON PLANNING COMMISSION

Tuesday of each month unless otherwise determined by majority vote of the Commission. The Chairperson may also call special meetings of the Commission. All meetings of the Commission shall be open to the public, except as provided by law. The Commission shall keep minutes of every regular or special meeting. The minutes shall include, but not be limited to, the names of the persons appearing and addressing the Commission, any action taken by the Commission, the findings, if any, made by the Commission and reasons thereof. The minutes shall, thereafter, be made available for public inspection during normal business hours at the office of the Administrative Officer. Any interested party shall have the right to a reproduction of the minutes in an amount sufficient to cover the costs of such reproduction.

(L) Notice

No regular or special meeting of the Commission shall be held without providing at least twenty-four (24) hours written notice to the City Clerk. Public hearings shall require no less than fifteen (15) days prior notice including advertising in a newspaper of general publication within the City and posting on the City Hall community board(s).

(M) Quorum

For the conduct of any meeting or hearing and the taking of any action, a quorum shall be no less than a majority of the members of the Commission and any action thereof shall be taken by a majority of the members of the Commission.

(N) Public Hearing

Prior to Planning Commission action on the adoption of any amendment to the City's Zoning Ordinance, Subdivision Regulation, Official Map, or Municipal Development Plan, a public hearing shall be held by the Planning Commission after public notice.

(O) Ex-Officio Member

The Mayor of the City of Burlington shall be a non-voting ex-officio member of the Commission.

(P) Special Meetings

Special meetings of the Commission may be called by the Chairperson, when he or she deems it expedient, or upon the request of two (2) members of the Commission for the purpose of transacting any business designated in the call. Notice to each member of the Commission for a Special Meeting may be by telephone or otherwise at least twenty-four (24) hours prior to the date of such special meeting. At such special meeting, no business shall be considered other than specified in the call. Additionally, if more than three (3) members of the Commission participate in a meeting with staff, conduct a site visit, or participate in other activities related to the responsibilities of the Planning Commission outside of a regular meeting, the gathering must be warned as a special meeting with proper notice given.

(Q) Governance Procedures

Robert's Rules of Order, as revised, shall govern proceedings of the Commission in all cases which are not specifically covered by other laws, ordinances, bylaws, or regulations.

History:

Established: June 26, 1986

Amended: October 10, 1991

BYLAWS OF THE BURLINGTON PLANNING COMMISSION

Amended: February 12, 1998

Amended: May 10, 2001

Amended: November 7, 2002

Amended: October 14, 2003

Amended: July 10, 2008

Amended: October 12, 2016

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Burlington Planning Commission

Thursday, July 11, 2023 6:30 P.M.

Hybrid Meeting via Zoom and in the Bushor Conference Room

Draft Minutes

Members Present	M. Gaughan, A. Montroll, A. Friend, E. Malone, J. Randall
Staff Present	C. Dillard, M. Tuttle
Public Attendance	

I. Agenda

Call to Order	Time: 6:30pm
Agenda	No changes.

II. Public Forum

Name(s)	Comment
S. Bushor	

III. Chair's Report

A. Montroll	
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IV. Director's Report

M. Tuttle	
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V. Project Update: Citywide Transportation Options Study and Transportation Planning Work

Action: n/a		
Motion:	Seconded by:	Vote:

VI. Proposed CDO Amendment: ZA-23-01 South End Innovation District

Action: Move to reapprove statutory report and refer back to council with recommendations.		
Motion: M. Gaughan	Seconded by: J. Randall	Vote: 4 in support, 1 abstaining

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VII. Proposed CDO Amendment: ZA-24-01 Technical Amendments

Action: Warn for public hearing with the statutory report		
Motion: A. Friend	Seconded by: M. Gaughan	Vote: Unanimous

VIII. Commissioner Items

Action: n/a		
Motion by:	Second by:	Vote
Type:	Presented by:	

IX. Minutes and Communications

Action: Approve the minutes and accept the communications with corrections		
Motion by: A. Friend	Second by: J. Randall	Approved: Unanimous

X. Adjourn

Adjournment	Time: 8:25pm	
Motion: E. Malone	Second: M. Gaughan	Vote: Unanimous

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Burlington Planning Commission

Tuesday, July 25, 2023, 6:30 P.M.

Hybrid Meeting via Zoom and in the Bushor Conference Room

Draft Minutes

Members Present	M. Gaughan, A. Montroll, A. Friend, E. Malone, J. Randall, B. Baker
Staff Present	C. Dillard, M. Tuttle, S. Morgan
Public Attendance	D.Crites (DPW)

I. Agenda

Call to Order	Time: 6:30pm
Agenda	1. Move the Annual Organizational Meeting from item V. to II.

II. Annual Organizational Meeting

Action: Nominate A. Montroll as Chair	
Vote: Unanimous	
Action: Nominate B. Baker as Vice-Chair	
Vote: Unanimous	
Action: Nominate C. Dillard as commission clerk	
Vote: Unanimous	
Action: Nominate M. Gaughan as the at large member for the executive planning Committee	
Vote: Unanimous	
Action: Nominate M. Gaughan, A. Friend, E. Malone for the Long-Range Planning Committee	
Vote: Unanimous	
Action: Nominate B. Baker, J. Randall, Y. Bradley for the Ordinance Committee	
Vote: Unanimous	
Action: Nominate E. Gould as the DRB rep for the Long-Range Planning Committee	
Vote: Unanimous	
Action: Nominate C. Halpert as the DRB rep for the Ordinance Committee	
Vote: Unanimous	

III. Public Forum

Name(s)	Comment
S. Bushor	At City Council meeting on 7/24, an amendment came forward from Joan Shannon that had to do with taking out dormitories from that South end district. It morphed into a conversation about if Champlain or UVM wanted to build

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	dormitories outside of their campus. I believe that it's not in our best interest to sell property to the colleges or universities. They already take up a lot of the land that Burlington has and they already dominate so many agendas. They are driving the housing crisis. I live in ward one and the hospital and UVM control what happens in ward one. And I don't want them to control our entire city. I don't want them to control our downtown. I don't want them to control our South end. I don't really feel like it's advantageous for them to control the new North End. I hope that if it comes to that, there would be a conversation about it, and a very rigorous process to limit the number of properties that could go to that use. From my own experience having lived with a lot of people that are college age that they can dominate the atmosphere, the climate, the conditions, the quality of life.
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IV. Chair's Report

A. Montroll	N/A
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V. Director's Report

M. Tuttle	(1) On 7/24 The City Council unanimously adopted the South End Innovation District zoning. (2) Updates to the final amendments introduced by the council's Ordinance Committee: a) To refine how the onsite parking the surface parking limits work. They wanted a little bit of flexibility for larger lots to be able to proportionately expand how much surface parking they had that would go beyond just 20 spaces per lot. b) An amendment by one of the counselors to prohibit the use of offsite or fee in lieu alternatives to the inclusionary zoning standards within this district and that was unanimously adopted into the amendment package. c) A proposed amendment to remove dormitories as a permitted use in the district. It did not get removed from the ordinance. It failed on a tie vote. d) The ordinance Committee had removed hotels as a permitted use in the district. There was a proposed amendment to bring that use back into the district with some further limitations on how those hotels could be created. And that amendment actually failed. They made changes to parking and inclusionary zoning standards, kept dormitories, and kept hotels out so that package, as amended, then was unanimously adopted by the Council. (3) In response to the S. Bushor comment – one of the other items on the City Council's agenda (from 7/24) was an executive session related to the UVM housing agreement. Those conversational have been ongoing, and we're hopeful to make progress in the coming months to share more on that. A point of clarification, the discussion about dormitories and other parts of the city came up just in the context about this being one area of the city off campus where we were talking about allowing dorms. And there was some concern about dorms outside of the institutions, primary campuses. One of the counselors noted that our zoning ordinance today already allows dormitories as a conditional use in some other zoning districts. It was not a general discussion about the city promoting or trying to encourage the development of dorms and other places, but just a note about there being other locations in the city where they are also permitted. M. Gaughan: Congratulated staff and Charles on doing great work. A. Montroll: Joined Michael in praising the staff on the amazing work done. J. Randall: Thanked Charles for doing an amazing job.
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VI. DPW Transportation Planning Work

D. Crites	Transportation Planning staff from Department of Public Works provided an update on their current and upcoming work. J. Randall: Are there live links of the dashboards presented? Are those made public, and how often are they updated? What are some other things you want to update from the past plan that didn't capture fully? What are some new goals you anticipate for this updated plan? D. Crites: I think there's some fidelity that the 2017 plan. Like any large-scale plan, planning for multimodal network for full city sometimes has trouble getting into the detail about whether a conceptualized facility will really work on a corridor based on where curbs sit, where property lines sit, other things. I think part of that will be sort of a refresh of what the right treatments for each one. Another example too is to sort of refine the right facility. There's kind of a funny example I've joked about in the office that if you look at the 2017 plan, Pine St. portions of Pine St. suggest that we should have a shared use path, a shared lanes and bike lanes, which sounds great if you're a cyclist and we're overrun with cyclists rolling our streets. But given current mode chair and the cost of building all three of those facilities on the same place, I wonder if that's really the right recommendation for the city. So just kind of a refresh look at it and update it. We looked at Plan B TV coming in with fresh eyes and saying there's problems. We don't so much see big problems with the framework of that plan and what it's calling for. We see a lot bigger problems with just saying we can't use this plan for federal funds that we need to implement this plan. Without a doubt that is a key piece of running the update, but then we want to run that update too to give us a community supported and data-driven priority list out of it. M. Gaughan: Looking at the accident numbers, it was a pretty precipitous change from 2018 to current, which seems to be contrary to national trends. Any thoughts on that? D. Crites: On thing when you look at the data is that 2023 is partial, but we do have drops. We have seen a big drop 2018-2019 or 2020 drop is simply people weren't moving as much during COVID. One of the things that might explain is that more people are working from home.
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VII. Project Update: Neighborhood Code

S. Morgan	Staff presented and provided an update on community engagement in support of the Neighborhood Code initiative, which will evaluate the zoning tools that regulate new homes in these areas today, and identify opportunities for new neighborhood-scale housing citywide. B. Baker: If you want to build any of these types of houses, how does this model convert to a code? M. Tuttle: We're using this to help us understand to what degree our current ordinances would need to flex to allow certain types of housing. If we are simply making changes such as to allow duplexes in all of these places, that tells us to focus our efforts on one set of strategies like eliminating the different minimum lot size standard that applies to duplexes than single family. If there's much greater interest in some of the higher end middle housing types, then we need to start looking at things like density limits or maybe even things like lock coverage or setback standards that would enable
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these things to truly fit into the lots that we have in different parts of the city. And this tool has been really helpful for having conversations with people about what context sensitive zoning might mean and what that topic really looks like. We're trying to get, we're trying to use these different building types to help us kind of understand order of magnitude, scale and so they don't, they don't represent every possible outcome

B. Baker: Are you talking to people that try to build these smaller units because they're running into problems like huge rear setback and no parking. If you want to activate, you need that your setback to go away so people can build back there, especially in historic neighborhoods where you can only really build back.

M. Tuttle: We have had a couple of those kinds of conversations and we'll be having a few more focused ones too. The focus of the last couple months has been really on like the public level understanding and discussions. But we have definitely like talking with folks who have experienced actually converting or constructing projects too.

M. Gaughan: Is Cottage Court a small lot single family, or is the cottage court intended to be very small homes?

M. Tuttle: Typically, very small homes. When we've been talking about cottage courts, we probably are talking about individual freestanding homes that might be a little smaller. In the 800, maybe 1000 square foot range and on a lot that could be as small as 1/2 an acre. We also like this housing type because it there's potential that it could either look like a HOA kind of condo type development with free standing structures or if we are able to get the standards right maybe B fee simple option as well.

M. Gaughan: The idea that you can have a super small fee, simple lot, with the single-family home, that might be more efficiently use for those very long lots. Just wouldn't want to lose track of that. But I feel like the cottage court allowance would get you there.

C. Dillard: I think that Cottage Courts and all of these housing types are also going to be applicable to affordable housing developers. So CHT or some other sort of Land Trust or affordable housing developer is going to be able to take advantage of these roles just the same way that a market rate developer would. And I think cottage courts in particular are really interesting from a Land Trust perspective and that you can sort of parcelize them and sell the building, but the land is maintained by the trust. It could really bring ownership options to a lot more people.

M. Tuttle: Bruce was asking about how is this helping us get to the level of suggesting code changes. I think a lot of people have a strong positive reaction to the concept of a cottage court. And we know for example, PUD in theory should be a way that you could get to that, however, we don't allow you to use the tool of a PUD until you have two acres or more. One of the ways that we might be able to. Making these become more of a reality is either reducing the lot size threshold for when you can use the PUD tool or just simply allowing a cottage court typology on lots of quarter, half acre, whatever is the right size to facilitate that so.

M. Gaughan: I think that there's different types or different people, but this same concept applied to more conventional building type being the smallest single family. Just wanted to kind of reiterate why I think that's important.

M. Tuttle: We are working with a consultant in sort of a limited technical capacity to help us translate these concepts into the standards for how we

would actually code for these different housing types. And one of the nice things about this group is that they are architects as well. They're actually thinking about what the floor plan of a housing unit would look like with multiple bedrooms and really livable spaces to make sure that we could fit a minimum size for a new middle housing type on these lots and make sure that our standards are actually workable from that perspective as well.

J. Randall: A typology that I think would sort of speak to this and might be a little bit easier for folks to understand is the double duplex. That's a great way of getting at the same sort of thing which is looking for to create those additional unit opportunities, but having some detached structures on the same lot. I think lot size is an important thing to talk about in this conversation. Obviously, a cottage court to become something that is cohousing or has more of an internal village style development to it. There have to be more than two of them, and that needs a bigger lot. I think I don't want to limit that style development to super large lots because the reason we're having this conversation is to try to improve and increase those opportunities. But I feel like that is a limitation for cottage courts specifically that maybe double duplexed or ADUS on a certain lot could come in and help address.

M. Tuttle: We've been having a lot of really interesting conversations with folks, umm a lot of really helpful conversations about moving the needle from an education perspective about what are these housing types and how are we thinking about them from a zoning perspective, but also a lot of enthusiasm as well. I think it's been a really helpful couple months definitely.

A. Montroll: Some of these events are going out to late October. Is there a sense of when this is going to start to look like a code?

M. Tuttle: We are anticipating that we would have some concepts for the actual changes themselves to share with you either in late August or early September. We're actively working with the consultant on developing those right now. And then part of the reason why those engagement events go out that far is that we also will sort of be adapting this engagement work too, so that we can have conversations with people about slightly more refined concepts as well.

A. Montroll: Is there a plan or an idea as this starts getting refined? To be putting a group together perhaps of commissioners and members of the public or others or maybe the City Council again to go over it? Or is it going to all come back to the Commission?

M. Tuttle: It's something that we have talked about in terms of putting together a particularly joint committee between the Planning Commission and the Council, because I think as we know from a lot of our recent work, some of these bigger amendments can sometimes help to be having the conversation together at the same time. So that's definitely something that I think that the council ordinance committee chair has signaled an openness to as well as the Commission. Some of the other conversations like the question that Bruce asked also about talking to people with some of the like hands-on experience about what it means to actually build this kind of housing. We'll be doing some stakeholder conversations too as we get those concepts prepared to help us ensure that we're right sizing them.

M. Gaughan: Perhaps through the executive committee or the ordinance committee or smaller group to bring the City Council along so that there's an

	understanding that we were in the weeds for a while and had thought through a lot of the issues that were subsequently revisited. E. Malone: I want to say to the city folk - this is just such inspiring participation through the public like the visuals, the definitions going out to where people are. Thank you so much for getting out there and then having the plan over many months. I kind of have heard from some people about these and I just wanted to say that perhaps there's opportunities to see even more different kinds of people at some of the school events. I know in the fall, often there's community events where many families go and it's free childcare and you get to see a whole different swath of the city and they might have impact or insights to.
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VIII. Minutes and Communications

Action: Approval of Minutes & Communications		
Motion by: J. Randall	Second by: A. Friend	Approved: Unanimous

IX. Adjourn

Adjournment	Time: 7:52 P.M.	
Motion: E. Malone	Second: M. Gaughan	Vote: Unanimous