

Burlington Planning Commission

149 Church Street
Burlington, VT 05401
Telephone: (802) 865-7188
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www.burlingtonvt.gov/pz

*Andy Montroll, Chair
Bruce Baker, Vice-Chair
Yves Bradley
Alexander Friend
Michael Gaughan
Emily Lee
Julia Randall*

Burlington Planning Commission

Tuesday, March 28, 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: +1 312 626 6799 **Meeting ID:** 998 8196 2182

AGENDA

I. Agenda

II. Public Forum *See details on pg. 2 of packet for participating remotely.*

III. Chair's Report

IV. Director's Report

V. Proposed CDO Amendment: ZA-23-03 Setbacks

The Commission will discuss the proposed amendment, which would amend some setback standards, primarily in the Residential zoning districts. Information related to this item is in the agenda packet on page 3.

Staff Recommendation: Ask questions and provide feedback on the draft amendment.

VI. Project Updates

Staff will present updates on the following Office of City Planning Initiatives:

- Impact Fee Study
- Housing Amendments and Studies
 - Neighborhood Code
 - UVM Trinity Campus (ZA-22-04)
 - South End Innovation District (ZA-23-01)
 - Coordinated South End Redevelopment and MOU

Staff Recommendation: Ask questions and provide feedback on the initiatives.

VII. Commissioner Items

- a. Committee Reports

VIII. Minutes & Communications

- a. The minutes of the February 16 meeting are enclosed in the agenda packet on page 9.

IX. Adjourn

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 mtuttle@burlingtonvt.gov

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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.



City of Burlington, VT
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TO: Burlington Planning Commission
FROM: Charles Dillard, AICP, Principal Planner
DATE: February 23, 2023
RE: Proposed CDO Amendment – ZA-23-03: Setbacks

Overview & Background

Setback standards are intended to provide access to light and air, provide fire separation and access, and maintain the existing neighborhood pattern of buildings and open spaces between them and to the street. However, certain setback rules are frequently cited as unduly limiting potential for infill projects within Residential areas. In fall 2022, the Planning Commission's Ordinance Committee, with input from Permitting and Inspections staff, met to discuss this limited group of setback standards and how they might be amended to facilitate redevelopment while maintaining their role in maintaining existing neighborhood character. The Committee identified the four residential district standards summarized below as topics to address in a zoning amendment.

Front Yard Averaging

Front yard setbacks intend to maintain a relatively consistent pattern of development along a given street. The *Comprehensive Development Ordinance* (CDO) today regulates front yard setback generally through an averaging approach that considers the two adjacent properties on either side of the subject property. The minimum front yard setback is simply the average of these four properties. In situations where one of the four adjacent properties is vacant, the next closest property on the same block face is to be considered. Beyond these Article 5 general standards, district-specific standards are applied in Article 4. In the Residential districts, the minimum and maximum setback must be within 5 feet of the aforementioned averaging-determined setback (either toward or away from the street). These two standards together provide adequate flexibility in most cases. However, there are situations where one of a property's adjacent lots contains a building with a very deep setback that skews the average. In such cases, the required setback is typically not feasible and can be a barrier to infill projects.

In considering front yard averaging, the Ordinance Committee determined that an appropriate response is to allow for the exclusion of one "outlier" property from the averaging equation. The Committee suggested defining "outlier." The amendment does propose allowing for the excluding of one property, but does not at this time propose defining "outlier." Given the existing +/- 5 feet allowance in the Residential districts, staff feels that an outlier definition that is too small would not impact the required min/max setback, and an outlier that is too large may retain the existing inflexibility. For example, where property's four adjacent setbacks are 12'/12'/10'/12', the resulting average is 11.5 feet and the Residential district +/- 5 feet allowance would create a minimum setback of 6.5 feet and a maximum of 16.5 feet. Only an outlier setback of 33 feet or more would materially impact the min/max setback. As such, for the purpose of clarity and ease of review, staff does not propose defining "outlier."

Setback Exceptions – Abutting Building with Doors or Windows

Today, the *Ordinance* establishes a minimum setback of 10 feet in cases where an adjacent property's building is within five feet of the common property line and contains doors and/or windows. A similar Downtown Form Code standard (Sec. 14.4.13 e.) v.) prohibits doors and windows along building elevations that are located on a side or rear property line where no setback is required. While these standards are intended to prevent unnecessary limitations on development of adjacent property and impacts to existing adjacent properties, the standards unfairly limit

development. As such, the Ordinance Committee recommended reconciling the Articles 5 and 14 standards, and amending them to allow for buildings (with or without doors/windows) up to the property line where no setback is required. The amendment would also state clearly that any such construction is subject to the effective building code.

Setback Exceptions – Building or Site Features

Today the *Ordinance* permits building and site features that project into required side setbacks but existing language is ambiguous and often leads to confusion among applicants and review staff. As such, the Ordinance Committee recommends amending this Sec. 5.2.5(b) 2 to state clearly that the list of permitted projections is not meant to restrict other projections that may not be listed. Thus, the amendment would also provide flexibility in development and redevelopment.

Garage Setback

Today, the *Ordinance* requires a minimum 25 foot setback for any street-facing garage on properties that have a front yard setback requirement. This is true even when the required front yard setback is far less than 25 feet. In considering this requirement, the Ordinance Committee recommends deleting the 25 foot standard, but retaining related language that states that the front wall of a garage must be behind the front wall of the associated residence. This standard had been in place to guarantee that a parked car would not infringe on the sidewalk or right of way. However, with the removal of parking minimums and a general desire to encourage redevelopment and reduced car-driven land use standards, the standard is no longer desirable or necessary.

Proposed Amendment

Amendment Type

Text Amendment	Map Amendment	Text & Map Amendment
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Purpose Statement

This amendment modifies a limited grouping of setback standards to facilitate development and redevelopment within residential districts and to reconcile language across Articles 5 and 14 for clarity. The amendment removes ambiguous and unnecessary standards that often create barriers to infill development.

Proposed Amendments

The following amendments to the *Burlington Comprehensive Development Ordinance* are included in this proposal:

1. Amends Article 5 – Citywide General Regulation to modify setback standards as described below.

- Modifies Sec. 5.2.5(a) to allow for the removal of one property in the front yard setback averaging equation, which would create needed flexibility in determining the minimum front yard setback, particularly in residential portions of the city where there are typically greatly varying setbacks or where outlier setbacks may be common.
- Modifies Sec. 5.2.5(b) to allow for greater flexibility in meeting side setback standards where they exist and, in cases where they are not required, to refer applicants and review staff to the regulating effective building code.

2. Amends Article 6 – Development Review Standards to modify garage setback standards in residential districts.

- Modifies Sec. 6.2.2(h) to remove a requirement that garages be set back a minimum of 25 feet in cases where the subject property has a required front yard setback.

3. Amends Article 14 planBTV Downtown Code –to modify language regulating building placement and design in cases where setbacks are not required.

- Modifies Sec. 14.4.13(e) v. to remove a restriction on windows and doors on buildings placed on a side or rear property line where no setback is required and instead allow such openings but refer applicants and review staff to the regulating effective building code.

Relationship to planBTV

This following discussion of conformance with the goals and policies of planBTV is prepared in accordance with the provisions of 24 V.S.A. §4441(c).

Theme:	Dynamic	Distinctive	Inclusive	Connected
Land Use:	Conserve	Sustain		Grow

Compatibility with Proposed Future Land Use & Density

The proposed amendment is consistent with *planBTV*, which calls for small and incremental change that is consistent with the existing development pattern, building scale and neighborhood character. In facilitating infill development, the amendment allows for the small and subtle changes that the *Plan* calls for in Burlington's residential districts, particularly at a time when a housing shortage is generally acknowledged.

Impact on Safe & Affordable Housing

The amendment, in facilitating infill development, will promote the development of safe and affordable housing by clearly legalizing patterns of development that are desirable but that today may be prohibited or obstructed due to unclear *Ordinance* language.

Planned Community Facilities

This amendment has no direct impact on planned community facilities.

Process Overview

The following chart summarizes the current stage in the zoning amendment process, and identifies any recommended actions:

Planning Commission Process				
Draft Amendment prepared by: Staff 2/16/23	Presentation to & discussion by Commission 2/28/23	Approve for Public Hearing	Public Hearing	Approved & forwarded to Council
City Council Process				
First Read & Referral to Ordinance Cmte	Ordinance Cmte discussion	Ordinance Cmte recommend	Second Read & Public Hearing	Council Approval & Adoption

CITY OF BURLINGTON

In the Year Two Thousand Twenty-Two

An Ordinance in Relation to

ZA-23-03 Setbacks

ORDINANCE _____

Sponsor: (Department or Councilor) _____
Public Hearing Dates: _____

First reading: _____

Referred to: _____

Rules suspended and placed in all
stages of passage: _____

Second reading: _____

Action: _____

Date: _____

Signed by Mayor: _____

Published: _____

Effective: _____

It is hereby Ordained by the City Council of the City of Burlington as follows:

That Appendix A, Comprehensive Development Ordinance, of the Code of Ordinances of the City of Burlington be and hereby is amended by amending Sections 5.2.5 Setbacks, amending Sec. 6.2.2 and Sec. 14.4.13 Urban Design Standards, and amending Sec. 14.6.7 Parking, thereof to read as follows:

Sec. 5.2.5 Setbacks

Setbacks between buildings and property lines where required are intended to provide access to light and air, provide fire separation and access, and maintain the existing neighborhood pattern of buildings and open spaces between them and to the street.

(a) Setbacks Required:

Unless otherwise authorized or specified under the district-specific provisions of Article 4, which shall be controlling over these provisions, a setback shall be provided between any proposed structures and/or site features, and the front, side and rear yard property lines as follows: (See Art. 13 for definitions of “setback” and “yard.”)

1. Front yard. In order to maintain the existing pattern of development along a given street, both a minimum and maximum front yard setback shall be maintained where required under Article 4.

A. The minimum front yard setback for any structure shall be the average of the front yard setback of principal structures in lawful existence as of the adoption of this ordinance on the two (2) neighboring lots on either side and within the same block and having the same street frontage. Among the comparative sample of four neighboring properties, one may be removed from the averaging calculation.

B-C. As Written

2-3. As Written

(b) Exceptions to Yard Setback Requirements:

The following projections into required yard setbacks may be permitted subject to the standards of Article 6 to ensure compatibility with neighboring properties:

1. Abutting Buildings with Doors or Windows: ~~Where the façade of an existing adjacent principal building is within 5 feet of the common property line and has either doors or windows, a setback of 10 feet shall be required for any new development up to the height of the abutting building in any district where no setback is required. New Buildings, additions, or significant improvements to existing Buildings placed on a side or rear property line, or within 10 feet of another building, where no setback is required are~~

subject to construction material and building opening restrictions as established in the effective Building Code (2015 IBC).

2. Building or Site Features: Eave, sills, roof overhangs, cornices, steps to first floor entries, walkways, ramps for the disabled, fences walls, and similar building and site features may project into a required yard setback. Building and site features outside of the building envelope, including but not limited to eaves, sills, roof overhangs, cornices, steps to first floor entries, walkways, ramps for people with disabilities, fences and walls may project into a required yard setback. Such projecting building features are subject to construction material and building opening restrictions as established in the effective Building Code (2015 IBC).

3-8. As written

Sec. 6.2.2 Review Standards

(a)-(g) As written

(h) Building Location and Orientation

The introduction of new buildings and additions shall maintain the existing development pattern and rhythm of structures along the existing streetscape. New buildings and additions should be aligned with the front façade of neighboring buildings to reinforce the existing “street-edge,” or where necessary, located in such a way that complements existing natural features and landscapes. Buildings placed in mixed-use areas where high volumes of pedestrian traffic are desired should seek to provide sufficient space (optimally 12-15 feet) between the curblin and the building face to facilitate the flow of pedestrian traffic. In such areas, architectural recesses and articulations at the street-level are particularly important, and can be used as an alternative to a complete building setback in order to maintain the existing street wall.

Principal buildings shall have their main entrance facing and clearly identifiable from the public street. The development of corner lots shall be subject to review by the city engineer regarding the adequacy of sight distances along the approaches to the intersection. To the extent practicable, development of corner lots in non-residential areas should try to place the building mass near the intersection and parallel to the street to help anchor the corner and take advantage of the high visibility location.

In residential areas, accessory buildings shall be located in such a way so as to be secondary and subordinate in scale and design to the principal structure. A parking structure – either attached or detached – shall be setback from the longest street-facing wall of the principal structure and be deferential yet consistent in character and design. ~~Where a front yard setback is required, any street-facing garage wall containing garage doors shall be set back a minimum of 25’ from the front property line to prevent parked vehicles from blocking the public sidewalk.~~ Where a garage is not oriented towards the street (i.e. the garage doors face the rear or side yard), the street-facing garage wall shall have windows or doors or other features that break-up the mass into smaller elements, and be blended with the character of the residential portion of the structure.

Where a garage is attached to a principal single-family or duplex residential structure and oriented to the street (i.e. the garage doors face the street) the following standards shall apply:

1. Except as provided in subsections 3, 4 and 5 below, a street-facing garage wall shall constitute no more than 50% of the width of the street-facing façade of the entire structure (including the garage portion), and shall not exceed 24-feet. In cases where a street-facing garage wall constitutes between 30%-50% of the street-facing façade, living space is encouraged above to integrate the garage more closely into the design and mass of the overall structure. In cases where the street-facing garage wall constitutes more than 50% of the width of the street-facing façade, living space above is required.

2. Each bay of the garage shall have a separate entrance door of no more than 10-feet in width.

3. Where the width of the street-facing façade of the residential portion of the structure is less than 14 feet, the street-facing garage portion may be allowed up to but not exceeding 14 feet in order to allow for a single garage bay.

4. Where a garage entrance is within a single roofline and wholly integrated into the overall design the front façade of the structure, it may constitute more than 50% of the width of the street-facing façade provided there is interior living space above, and the primary pedestrian entrance offers a clear and welcoming entrance from the street.

5. Enclosed space originally designed and constructed as a garage for vehicular parking but converted to living space may be converted back to enclosed vehicular parking provided there is no expansion of the building footprint necessary to complete the conversion.

Sec. 14.4.13 – Urban Design Standards

a)-d) As written

e) Walls

i-iv. As written

v. New buildings, additions, or significant improvements to existing Buildings placed on a side or rear property line or within 10 feet of another building, where no setback is required ~~shall contain neither doors nor windows along such elevation in order to prevent unnecessary limitations on the development of adjacent property~~ are subject to construction material and building opening restrictions as established in the effective Building Code (2015 IBC).

* Material stricken out deleted.

** Material underlined added.

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Burlington Planning Commission

Thursday, February 16, 2023, 6:30 P.M.

Hybrid Meeting via Zoom and in the Bushor Conference Room

Draft Minutes

Members Present	A. Montroll, J. Randall, A. Friend, E. Lee, M. Gaughan B. Traverse, M. Brandt
Staff Present	M. Tuttle, C. Dillard, S. Morgan
Public Attendance	S. Bushor, B. Pine

I. Agenda

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

II. Public Forum

Name(s)	Comment
S. Bushor	Understands the rationale of the IZ amendment, but still feels the threshold allowing exception is too low. Its 15.5%, feels it should be 17%. Acknowledges that though it's a burden for developers and that it does impact market rate units, we still need to be thoughtful. Wants to also address Floor Area Ratio. "The FAR of IZ existing is no less than 90% of the market, but once again that can be deviated from if you have IZ units that are greater than 15.5%" – is glad that the square footage is there for various bedrooms. Feels that people are protected by having that guaranteed amount of living space. In the background information when you read through, there is discussion about the need for units of greater size that could have 4+ Bedrooms and talking about student housing. In the past, there has been caution about turning downtown over to colleges, and is worried about allowing student housing downtown. Doesn't want Burlington to become a bedroom community. There are more and more housing units, less and less retail. Her current job brings her into and around communities, and some of what is being stated about bedrooms is that there are a fair number of families with more than 2 children living in units. There appears to be a disconnect between waiting lists and the families in complexes in Burlington. We're dependent on information we're given, but there is a disconnect. Wants to provide housing for families and people in need, but doesn't feel like this meets that.

III. Chair's Report

A. Montroll	N/A
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IV. Public Hearing: Proposed CDO Amendment: ZA-23-02 Inclusionary Zoning

Action: Take action and refer to city council for consideration with amendments from staff and accompanied report

Motion: E. Lee

Seconded by: J. Randall

Vote: Unanimous

C. Dillard: This amendment proposes to amend the IZ standards by creating an alternative compliance path in the creation of bedroom mix and unit size for IZ units. Specifically, it creates a ratio wherein if the gross floor area of the IZ units is greater than the percent of IZ units required for that project, it can alter the bedroom mix and the unit size. Bedroom mix today is essentially tied 1:1 with the market rate units in a project and unit size is essentially set to at least 90% of the size on average of the market rate units in a project. Staff has a few minor revisions they suggest, almost technical in nature:

1. Delete line 8 in public hearing draft – language is not necessary and may be confusing to applicants and staff
2. Add “at least” to table 9.1.8-1: IZ Zoning Percentages – clarifies that projects may¹ provide IZ units in number exceeding the minimum standard

Public hearing is open but there are no other attendees outside of S. Bushor

Commission Discussion

M. Tuttle: Wants to acknowledge that staff has spoken with Michael Montey from CHT and want to acknowledge that there is a waiting list for larger units, but they also expressed that different projects in different locations within Chittenden County have different needs and in some cases like projects in the heart of downtown they might actually have a greater demand for smaller units. Mix of bedrooms may vary from project to project, and CHT is trying to meet demand across the county, but ultimately this can still offer some flexibility for them to meet certain kinds of site specific needs as they come up. Brings up that within other areas of ordinance, the units that are identified as IZ units can move around. By offering this greater level of flexibility for what the ultimate mix of unit sizes and bedroom mixes look like in a project, it may be that certain units of certain bedroom sizes are occupied as IZ units today, but they could float or move into a different unit mix in the future if those needs change.

B. Pine (CEDO): One of the hardest things to monitor from an IZ perspective is when you go to ask for the documentation that the units are both affordable to and initially occupied by households of a certain income level and there is the floating nature of the ordinance. It's challenging because if you had a mix that was based on the formula the way the ordinance prescribes it, and there's some floating and mixing of where folks are, you then have to tell them that they have to correct that. It gets difficult because needs change.

B. Pine: In response to S. Bushor's public comment, the percentage is set that low because it's really the exception that anyone goes above the minimum required amount. So as soon as they do, by definition, it includes a nonprofit affordable housing provider. So that's a way of doing that without singling out a type of ownership.

M. Tuttle: I do think the other piece of setting it at 15.5% was intentional to ensure that at least that amount of space is being set aside, whereas today if someone were bringing a project online that was purely complying with our ordinance, because the units only have to be 90% of the size of the market rate units, it's possible that today a project may have less than 15% of the gross floor area dedicated to these units and still comply. So in some ways this is pushing for a little bit more of the building area to be dedicated to those units.

A. Montroll calls for commissioner comments or concerns.

M. Brandt: Sharon also addressed the amount of retail space

¹ note: there was a typo in the presentation, change “pay” to “may”

M. Tuttle: The IZ amendment itself doesn't have much of an impact on what we're thinking or what is ultimately happening with the creation of new commercial space in downtown or anywhere in Burlington. We do know this has been a big part of our conversation about the South End amendment that's moving along for the Council's consideration. We're hearing that there are a lot of concerns about the demand for creating more commercial space and it's something we've been trying to work through in the context of that zoning amendment. We're trying to require that some, even if it's just a small portion of new buildings, is dedicated to non-residential uses. We're trying not to ask too much more than what commercial brokers can actually fill or ultimately what the market needs. Trying to be careful about finding that balance between wanting that as part of mixed-use neighborhoods in BTV without demanding too much.

B. Pine: Wants to note that the issue of balance of retail or non-residential in our core downtown is very much something we're thinking about right now in city government because of the loss of 110,000 square feet of office potentially (if the state of VT does sell 108 Cherry Street). There's no guarantee that remains office or commercial, and we're trying to work with them to find a solution that, to preserve those jobs in our downtown, it's a major challenge to the fact that retail has shifted way before the pandemic had begun. Now with the pandemic resulting in remote work, there's a real lack of demand for office. It's a challenge for every city dealing with this.

J. Randall: Agrees with the technical changes. Thinks it's important to make sure they're aligning with the intent. In response to S. Bushor's comments, the proposed changes are designed to be adaptable to those changing circumstances. What B. Pine just said about the difficulty in administering floating standards right now also underscores that. Feels like these standards encourage that adaptability as there's different demand for different units going forward.

M. Tuttle: You'll remember that in the first version of this amendment, we were actually trying to add language that addressed both the allowance for units that have fewer bedrooms as well as for units that might have more bedrooms in the case where maybe a market rate project is only providing 1 bedroom, but someone wants to provide several larger units. Through our discussion we determined that the language we have provides that flexibility on both sides and that we didn't need to be redundant about also allowing larger bedrooms or larger units as well.

E. Lee makes motion to refer to city council for consideration with amendments from staff and accompanied report. J. Randall seconded motion.

B. Traverse asks procedural question: As these are his first joint Ordinance Committee-Planning Commission meetings since joining the council, wants to ask whether or not there is any separate action that those from the ordinance committee are supposed to take? Do they join the vote here?

A. Montroll: Believes there is no separate action. The Ordinance Committee's role in the joint meeting is so members can hear perspectives, so when it goes to the council they're more up to speed and the process can move quicker.

M. Tuttle: In past meetings, there was something that previous Ordinance Committees had decided that they were not necessarily going to take action as part of these meetings. Agrees with A. Montroll that if either of the councilors that are here have questions or thoughts, please share before PC moves this along formally.

K. Sturtevant: Agrees with what A. Montroll and M. Tuttle. Because of the way the statute sets the pathway of the zoning amendment, there isn't a vote for the ordinance committee.

A. Montroll asks for any opposition to the vote, the vote passes unanimously.

V. Commissioner Items

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

VI. Directors Report

M. Tuttle	Will not be at next PC meeting (Feb 28th). Charles and Sarah will help take care of everything planned for that meeting's agenda. We are going to be bringing an amendment that the PC Ordinance Committee has previously discussed and should be a pretty straightforward amendment for your consideration and hopefully warning for a public hearing, so that is our plan to round out this month. We previously shared that we're looking ahead to a couple of bigger items for your meetings in March, including holding space for the presentation of the Joint Institutional Parking Management Plan by CATMA and the Hill Institution. As far as other amendments that PC has worked on, we have a big night next week where City Council will be hearing about the Trinity Campus amendment (Tuesday, Feb 21st), and staff anticipates presenting that to them and asking for referral to Ordinance Committee. Also anticipating referring this item on that was discussed tonight for their consideration of warning for public hearing. At their meeting two weeks ago, C. Dillard and M. Tuttle presented the SEID amendment to them along with the memo of recommendations. Looking forward to scheduling a time with the counselors that are here tonight to take that up and talk about it in more detail.
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VII. Minutes and Communications

Action: Approve the minutes and accept the communications		
Motion by: J. Randall	Second by: A. Friend	Approved: Unanimously
Minutes Approved: January 24th Communications Accepted: in the agenda packet and posted at https://www.burlingtonvt.gov/CityPlan/PC/Agendas J. Randall: The minutes are really good. S. Morgan: Thank you!		

VIII. Adjourn

Adjournment	Time: 7:10 pm	
Motion: A. Friend	Second: J. Randall	Vote: Approved Unanimously

Project Updates



Meagan Tuttle, Director of Planning
Charles Dillard, Principal Planner
Sarah Morgan, Planner
March 28, 2023

Impact Fee Study- Overview

- Enabled by state law, help defray capital costs related to new development
- Supplement to other revenue sources to fund capital infrastructure
- Fees can be spent on improvements needed to serve growth, maintain levels of service as the city grows, provide some other community-wide benefit (i.e. not exclusive to a single development)
- Fees cannot be used for maintenance, operations, existing deficiencies
- Must avoid charging for the same improvement twice, and revenues must be spent within 6 years

Impact Fee Study– Scope of Work

Update to the 1992 Study & Ordinance establishing impact fees.

Study establishes legal nexus and proportionality of impact fees in the context of the City's capital needs, and calculates a maximum fee to cover the capital costs of growth.

Part 1: Growth Model & Transportation Fee

- Update growth projections for city
- Evaluate capital projects from Public Works
- Recommend an approach & fee amount for transportation
- 80% funded by CCRPC, RSG is consultant

Part 2: Other Fees & Impact of Regulations

- Evaluate capital projects from Library, Parks, Fire, Police, and Schools (+ consider any new)
- Recommend an approach & fee amount for each service area
- Evaluate economic impact of impact fees + select regulations on key development types
- City Funded, Economic & Planning Systems is consultant

Impact Fee Study– Future Growth

Future growth assessment based on past growth trends, CCRPC's Regional Transportation Model, known potential developments of significant scale.

Similar information informing various areas of city's planning work.

Preliminary Growth Estimates for Study (by RSG)

Year	Housing Units	Jobs
2020	18,290	41,445
2030	20,860 est.	44,887 est.
2040	22,530 est.	48,532 est.
2050	24,200 est.	52,176 est.

Impact Fee Study– Current Fees

Will review current fees, neighboring & peer communities, and City's capital needs to provide recommendations for new fee amounts.

- Zoning Ordinance applies fees to new units, non-residential area
- For new construction, fees are paid before occupancy; changes of use pay prior to receiving zoning permit
- Some exemptions from school/other fees for affordable and senior housing

Department	Residential	Industrial	Offices & Other	Retail
\$ per 1,000 sq. ft. - in 2023 dollars				
Traffic (DPW)	\$224	\$299	\$771	\$839
Fire	253	224	227	227
Police	51	400	400	400
Parks	848	481	478	478
Library	525	0	0	0
Schools	1,095	0	0	0
Total	\$2,996	\$1,404	\$1,876	\$1,944

Source: City of Burlington

Z:\Shared\Projects\DEN\223119- Burlington VT Impact Fee Study Update\Data\[223119 Current Fees.xlsx]Sheet1

Impact Fee Study– Impact of Fees

- Study calculates a maximum fee to cover the capital costs of growth.
- City determines what final fee amount to assess for each area, adopts necessary ordinance changes to implement
 - Consider total cost for all fee areas, related studies under way (i.e. TDM)
 - May adopt lower fees, phase-in new fees, or exempt certain forms of development for policy reasons (i.e. housing cost, competitiveness, value, etc)
- Additional Task: Feasibility Modeling
 - Evaluate economic impact of key regulations on financial feasibility of various development types
 - Consider City permit fees, impact fees, IZ requirements (+ possibly certain Act 250 inputs)

December Housing Action Plan

Three specific efforts that have been on Dept. & Commission's work plan:

Trinity Campus Zoning	South End Innovation District Zoning	Neighborhood Code Zoning
Referred by PC in December 2022, with accompanying memo	Referred by PC in January 2023, with accompanying memo	Completed analysis on conformity and neighborhood development patterns
Council received in February	Council received in February, planned for Ord. Cmte in mid-April	Preparing to release Phase 1 summary, RFP for Phase 2
Was not referred to Ordinance Cmte	Related site planning underway	

South End Innovation District

Early City Council Recap

- Where is housing allowed and how does the amendment **preserve existing character**?
- Will **taller buildings** lead to more housing, including affordable and market rate? Can a lower height limit produce similar development potential?
- How many **units** and how much **commercial space** does the amendment create?
- How does the amendment address **sustainable** landscape and building design?
- How can the City encourage **ownership opportunities**, rather than rental-only dev?
- What is the economic condition of the remainder of the E-LM district and how can the City **preserve industrial space** in the South End?
- What is the **boundary** and why is it proposed as is?

SEID – Next Steps

- Mid-April City Council Ordinance Committee Meeting (4/19)
- Anticipated City Council discussions through spring and early summer (at least)

Coordinated South End Redevelopment

Coordinated South End Redevelopment

Mayor Miro Weinberger Announces the City has Entered an MOU for the Coordinated Redevelopment of Neighboring Land Parcels in the South End

The MOU will facilitate the conceptual design and framework for redevelopment, resulting in a vibrant, sustainable, and accessible mixed-use neighborhood

Burlington, VT – Today, Mayor Weinberger announced that the City has entered into a Memorandum of Understanding (MOU) with the owners of land parcels neighboring City-owned property in the South End, with the purpose of facilitating a conceptual design and framework for the coordinated redevelopment of the parcels resulting in a vibrant, sustainable, and accessible mixed-use neighborhood. The MOU creates a framework for a collaborative and efficient planning process for multiple independently owned sites, with the goal of informing a future Development Agreement.

MOU Goals:

- Optimal land use mix
- Wastewater/Stormwater Infrastructure
- Streets and Paths
- Parking
- Building types

Coordinated South End Redevelopment



Coordinated South End Redevelopment – Next Steps

- Next week: Public engagement plan + project website
- Mid-April public Open House (4/20)
- Summer: Public workshop on 2-3 development framework scenarios
- Fall/Early Winter: Final development framework and potential Development Agreement

Neighborhood Code Update

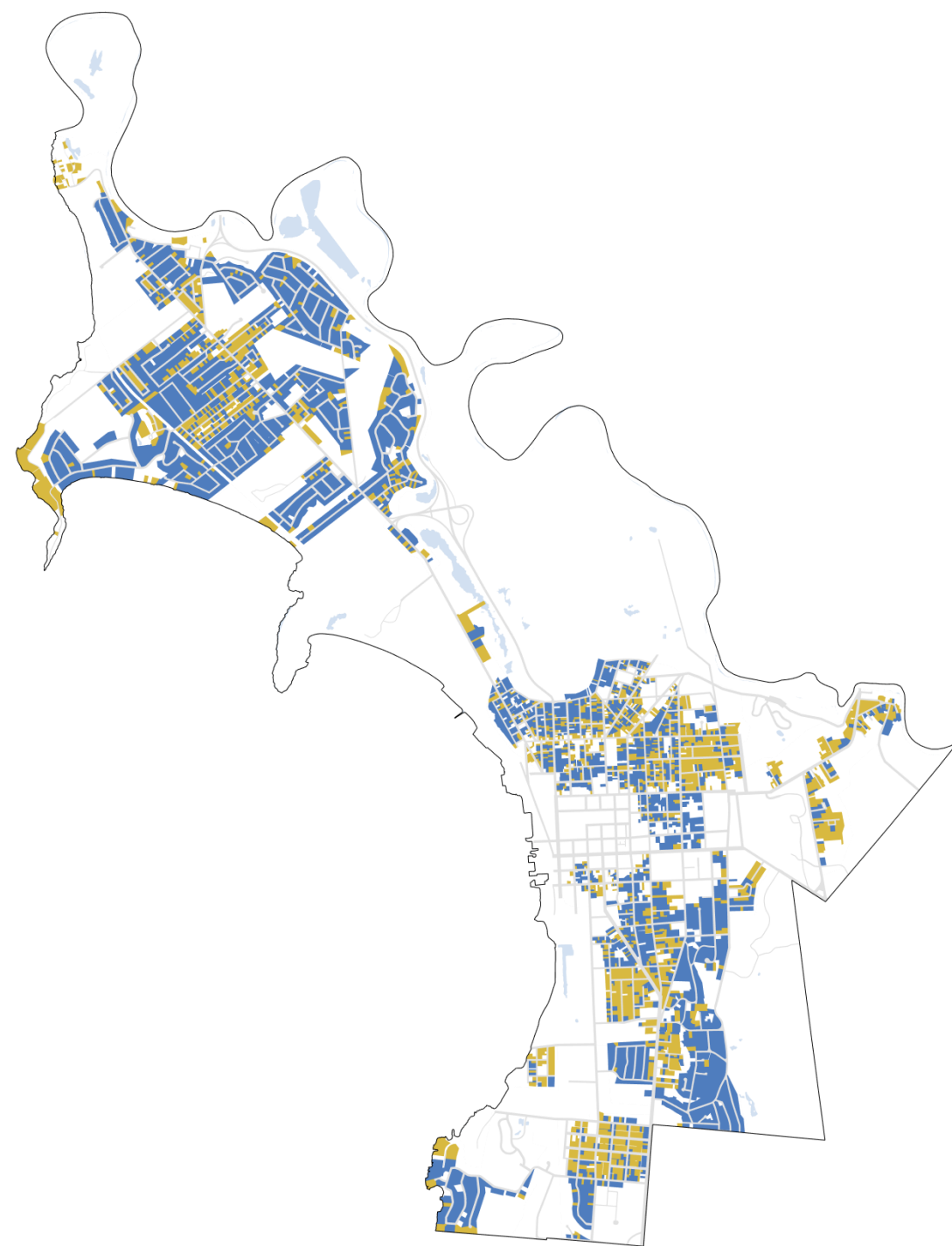
1. Reviewing Neighborhood's conformity to existing zoning
2. Identification of typologies to inform context-sensitive zoning

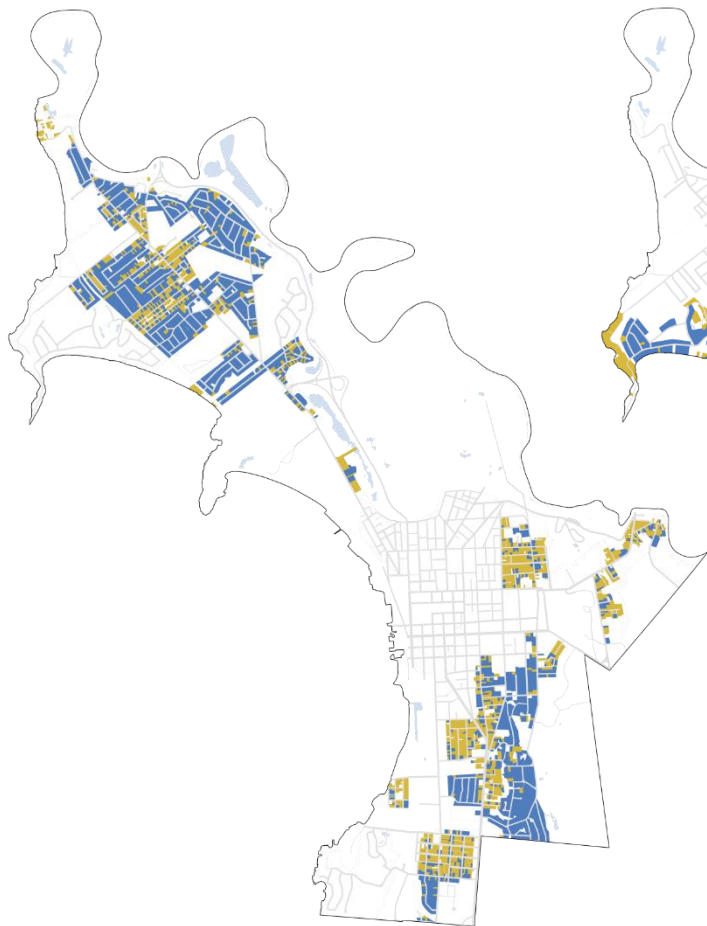


BTV Neighborhood Code

Parcel Conformity Analysis

- Analysis of residentially zoned parcels with buildings up to 4 units
- Tested for conformity based on density and dimensional standards found in the 2008 Zoning Ordinance:
 - Lot Size
 - Lot Width
 - Density (Dwelling Units per acre)

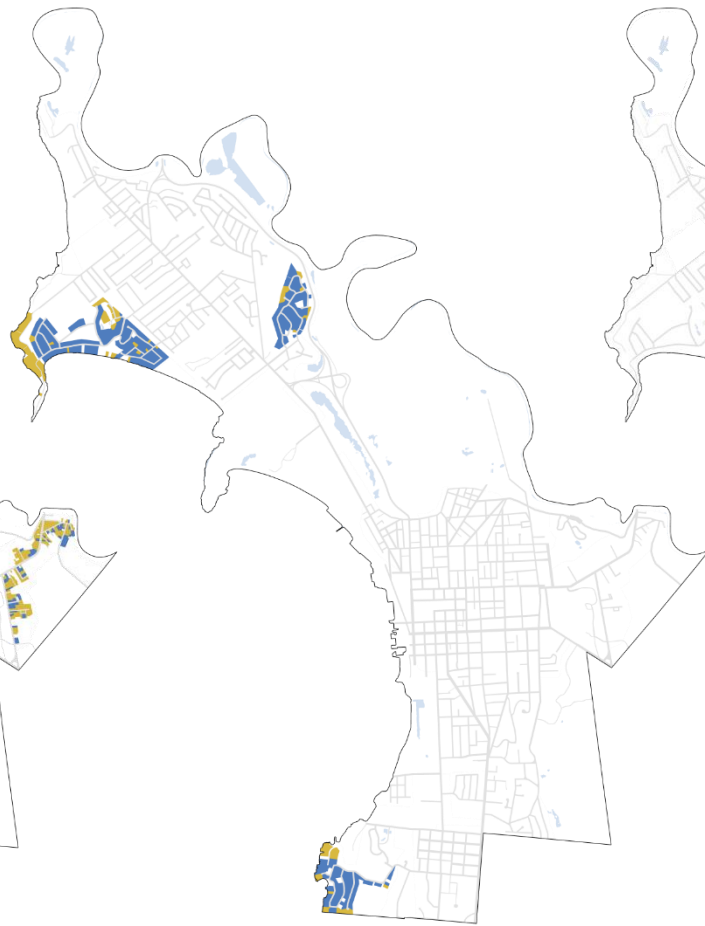




**Residential
Low Density**

62%

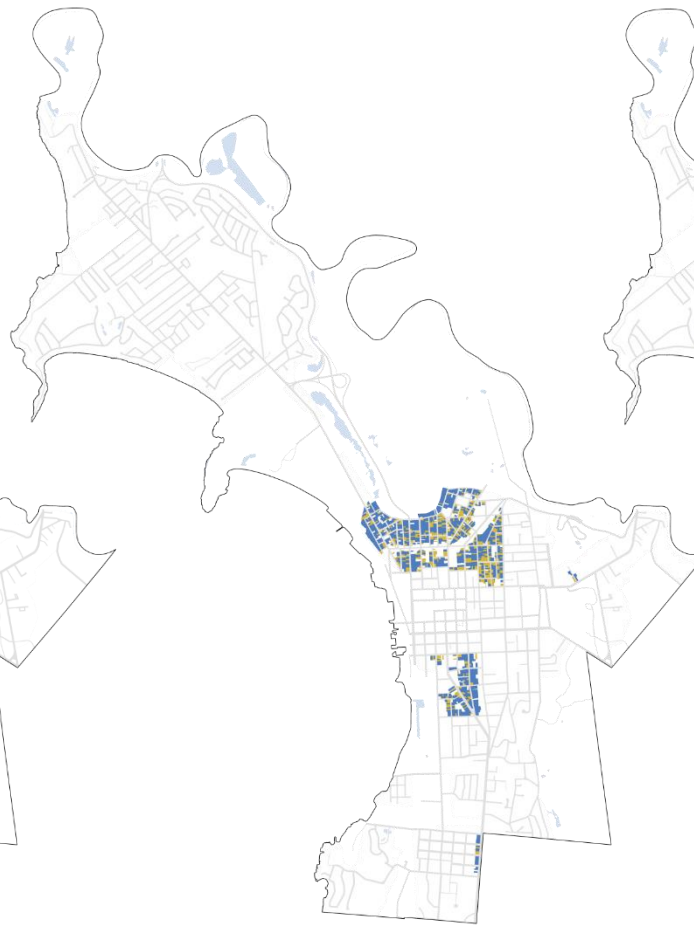
of Burlington's
Residential parcels



**Residential Low
Density – Large
Lot Overlay**

6%

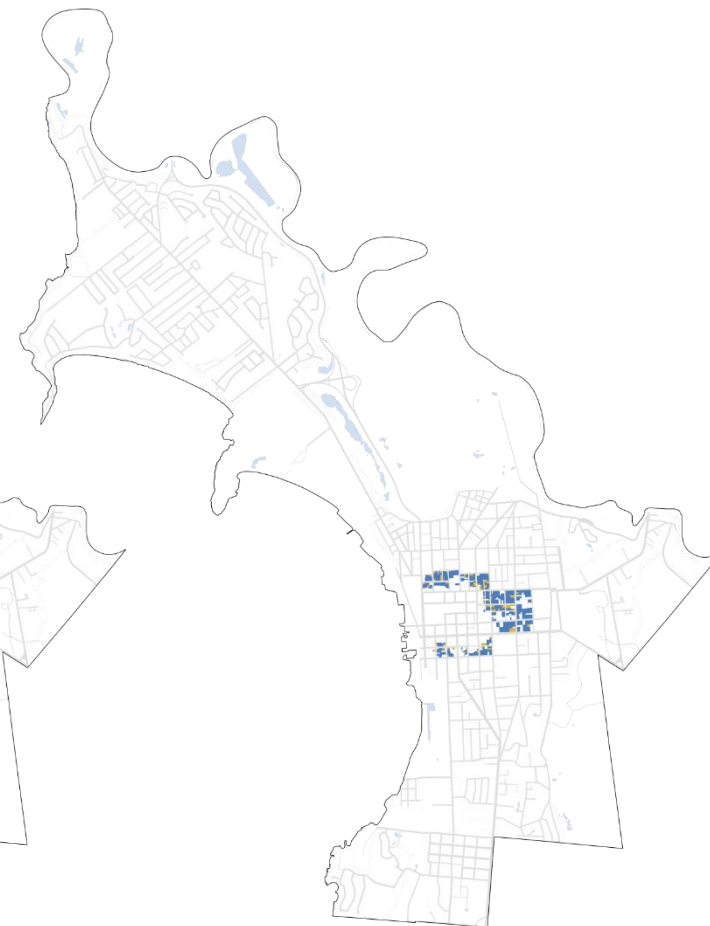
of Burlington's
Residential parcels



**Residential
Medium Density**

21%

of Burlington's
Residential parcels



**Residential
High Density**

6%

of Burlington's
Residential parcels

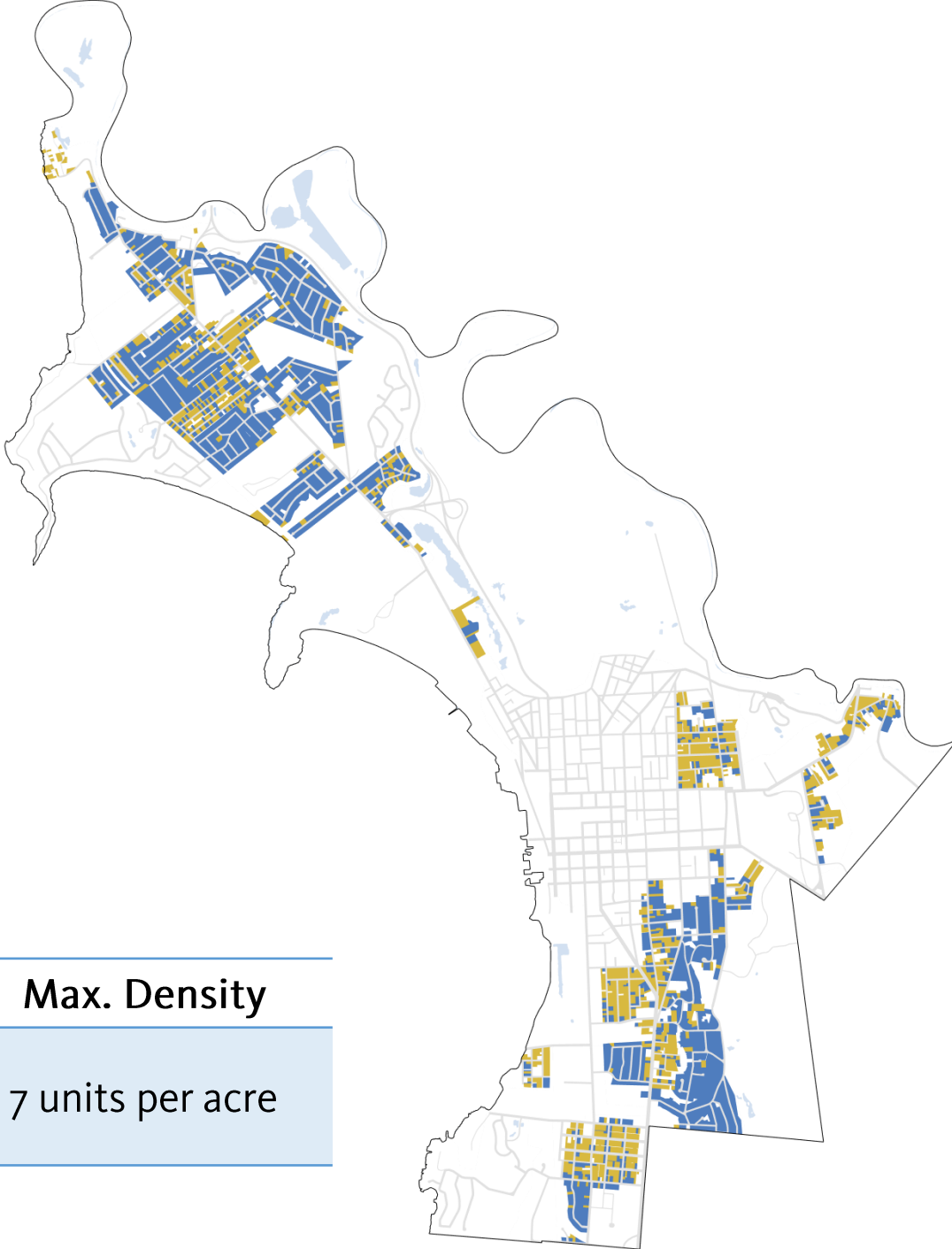
Residential – Low Density

58% conform to the 2008 dimensional and density standards

74% meet density standards

79% meet lot size standards

67% meet lot width standards



	Min. Lot Size	Min. Lot Width	Max. Density
Single detached dwellings	6,000 ft ²	60 ft	7 units per acre
Duplex	10,000 ft ²		

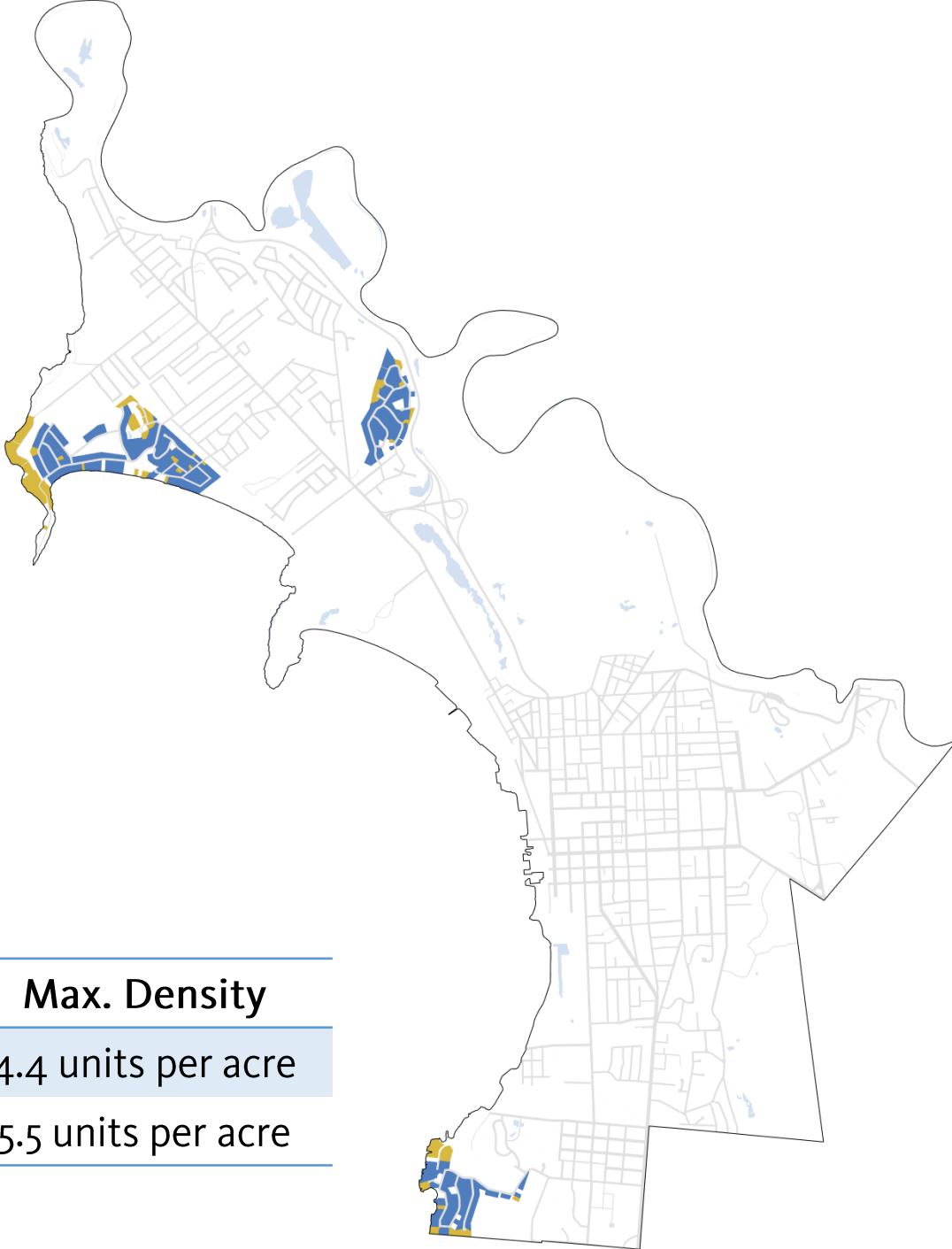
Residential – Low Density Large Lot Overlay Districts

80% conform to the 2008 dimensional and density standards

95% meet density standards

95% meet lot size standards

82% meet lot width standards



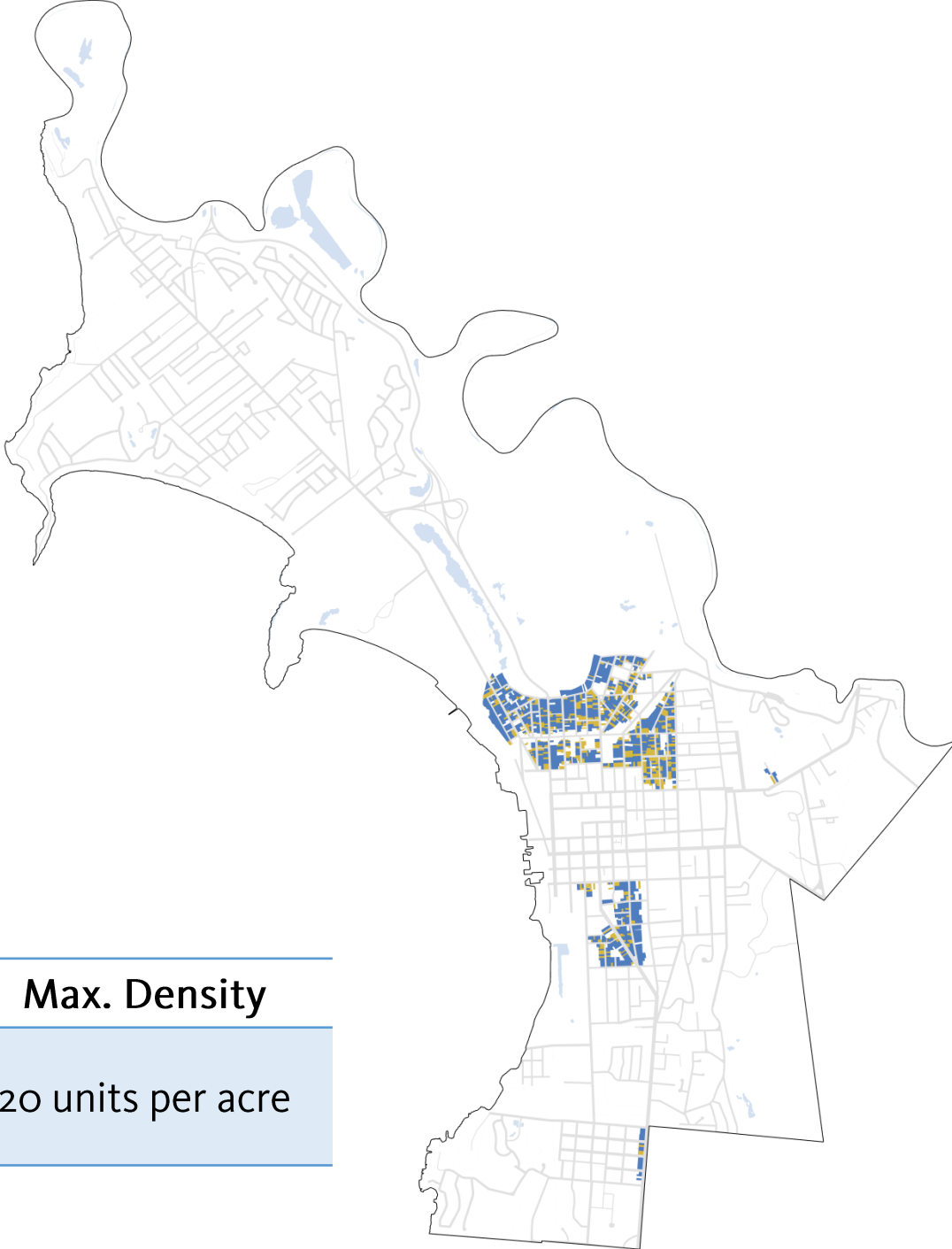
	Min. Lot Size	Min. Lot Width	Max. Density
Single detached dwellings	18,150ft ²	75 ft	4.4 units per acre
Duplex	22,016ft ²	100 ft	5.5 units per acre

Residential – Medium Density

64% conform to the 2008 lot width and density standards

65% meet density standards

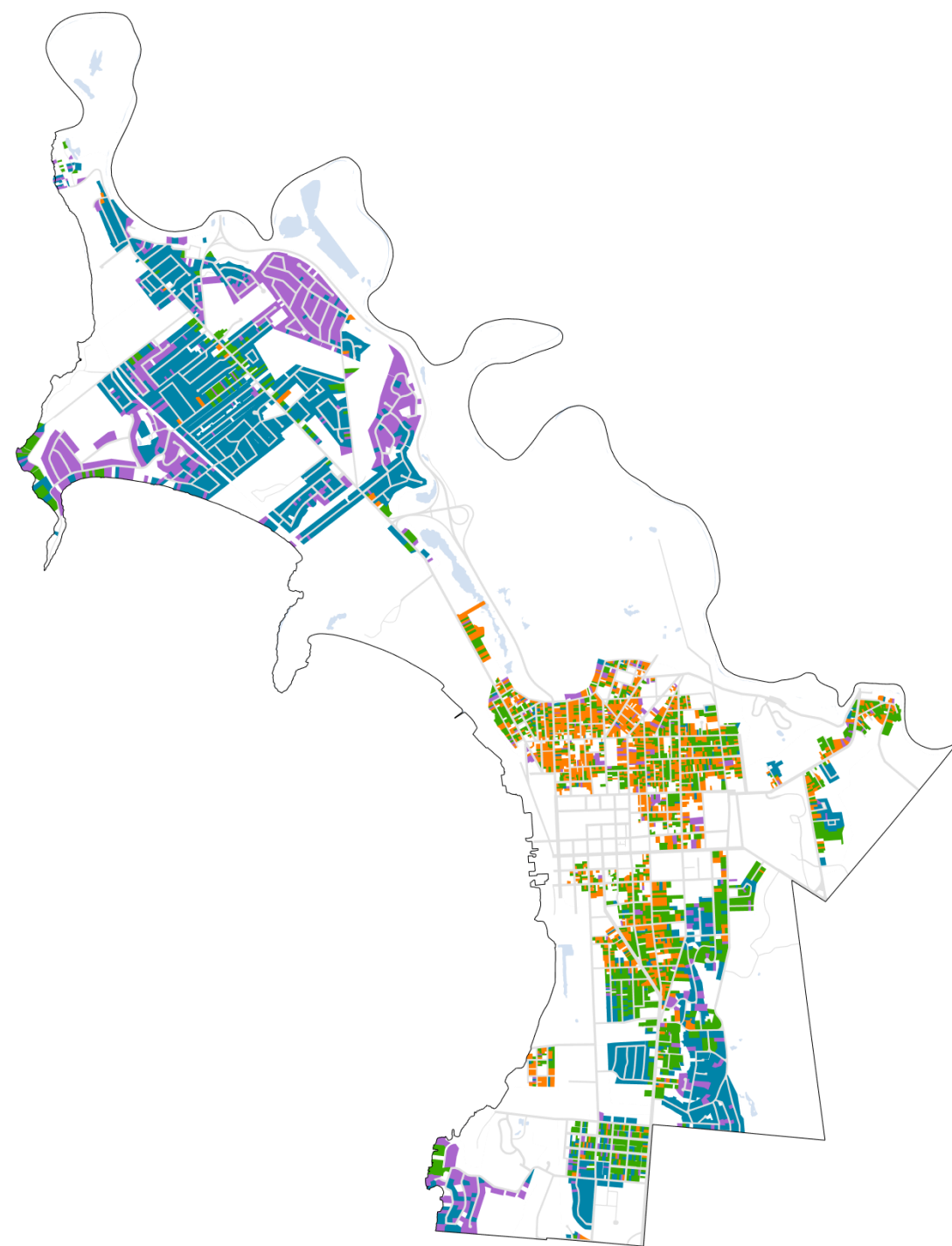
97% meet lot width standards



	Min. Lot Size	Min. Lot Width	Max. Density
Single detached dwellings	n/a	30 ft	20 units per acre
Duplex			

Typology Frequency Analysis & Neighborhood Development Eras

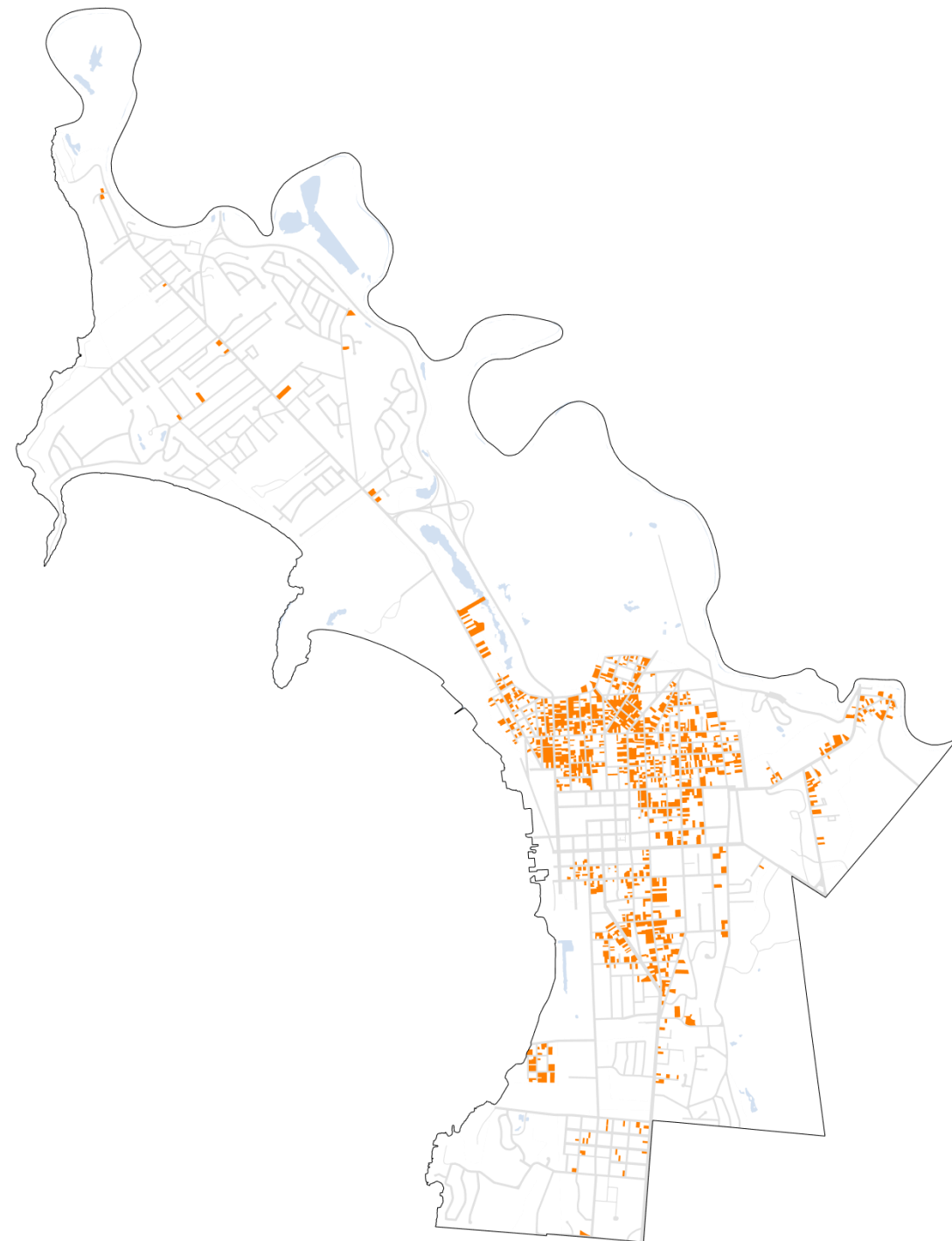
- Analysis of residentially zoned parcels with buildings up to 4 units
- Frequency analysis of 4 factors (residential land use, lot size, lot width, density) revealed 12 housing typologies
 - Typologies represented 74% of residentially zoned parcels
- These typologies were categorized based on their eras of development



Early Urban Development

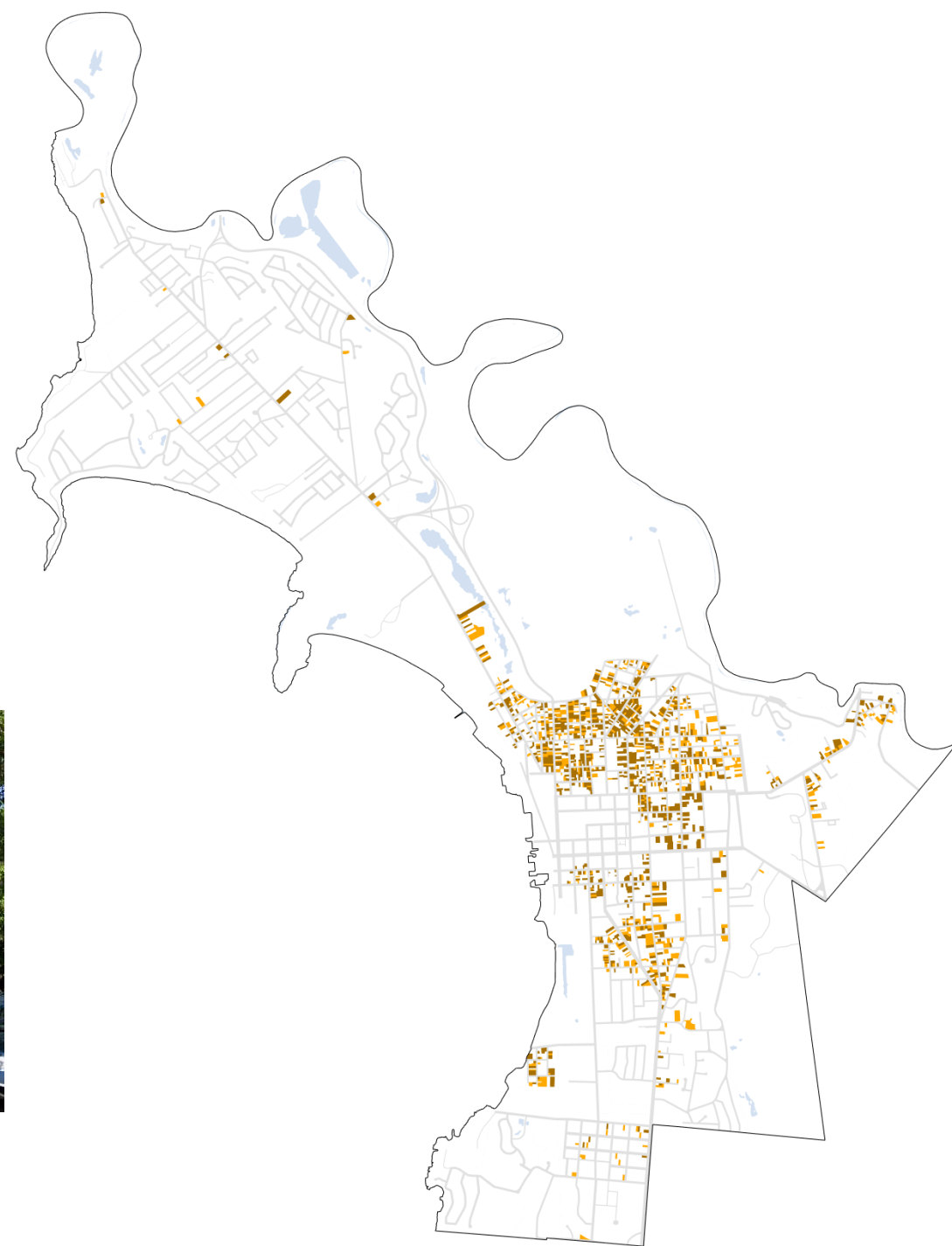
Pre-1900's

- Lots were originally developed **before zoning** was adopted and **before cars**
- Mix of **both** single- and multi-family housing types
- Development was **dense** and on small narrow lots:
 - Median lot size: Below 6,000ft²
 - Lot width: 30 – 60ft
 - Density for Single Family: 7 – 20 units/acre
 - Density for Multi-Family: 20 – 40 units/acre
 - Median setbacks less than 10 ft for single family homes and less than 5 feet for multi-unit homes



Early Urban Development

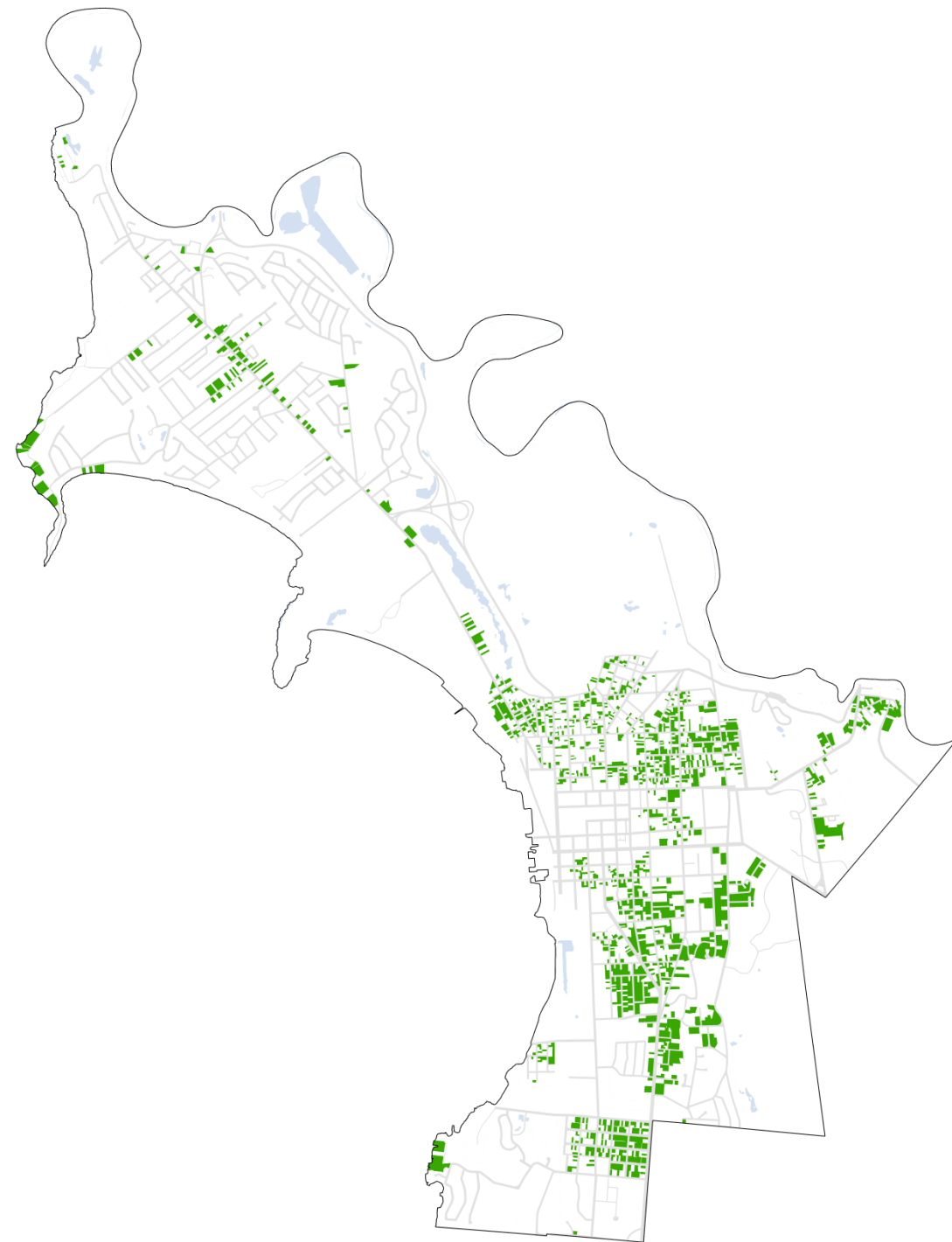
Single & Multi-Family



Early Suburban Development

1900 - 1940

- Developed **prior to zoning**, transitioning from streetcar to automobiles
- Infill development along older homes, branching out **along streetcar lines**
- Mix of **single-family and duplex** housing types
- Development was still **dense**:
 - Median lot size: 6,000ft² – 10,000ft²
 - Lot width: 30 – 60ft
 - Median Density: 7 – 20 units/acre
 - Setbacks ranged from 5 – 15 ft



Early Suburban Development

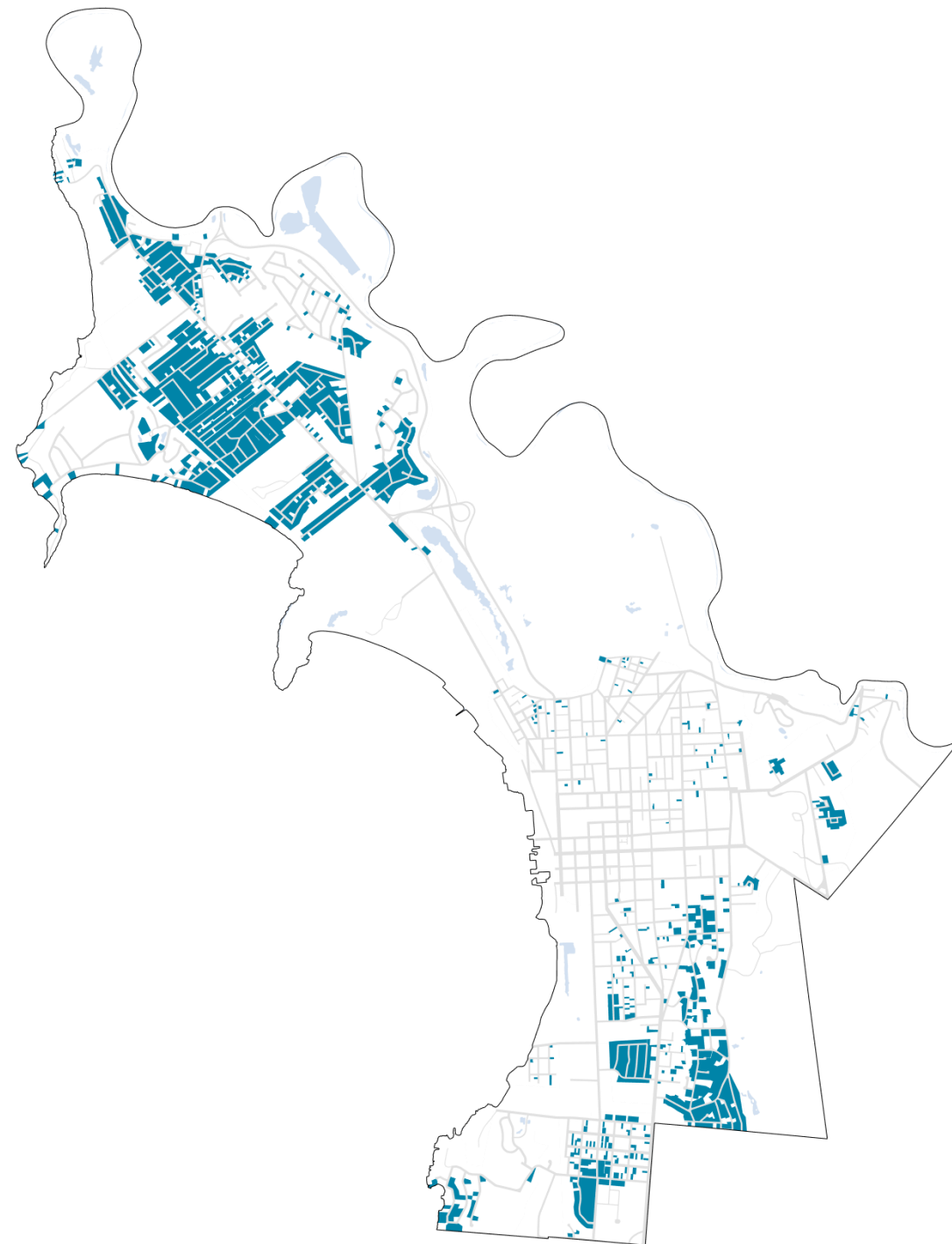
Single & Multi-Family



Post-War Development

1940 - 1970

- Developed mostly **after zoning was adopted**
- Car-oriented developments were **further from downtown**
- Predominantly **single family**, often ranch style homes on **wide lots**
 - Median lot sizes range from 6,000ft² up to half an acre
 - Median Density: Below 7 units/acre
 - Setbacks ranged from 15 to 30 ft



Post-War Development

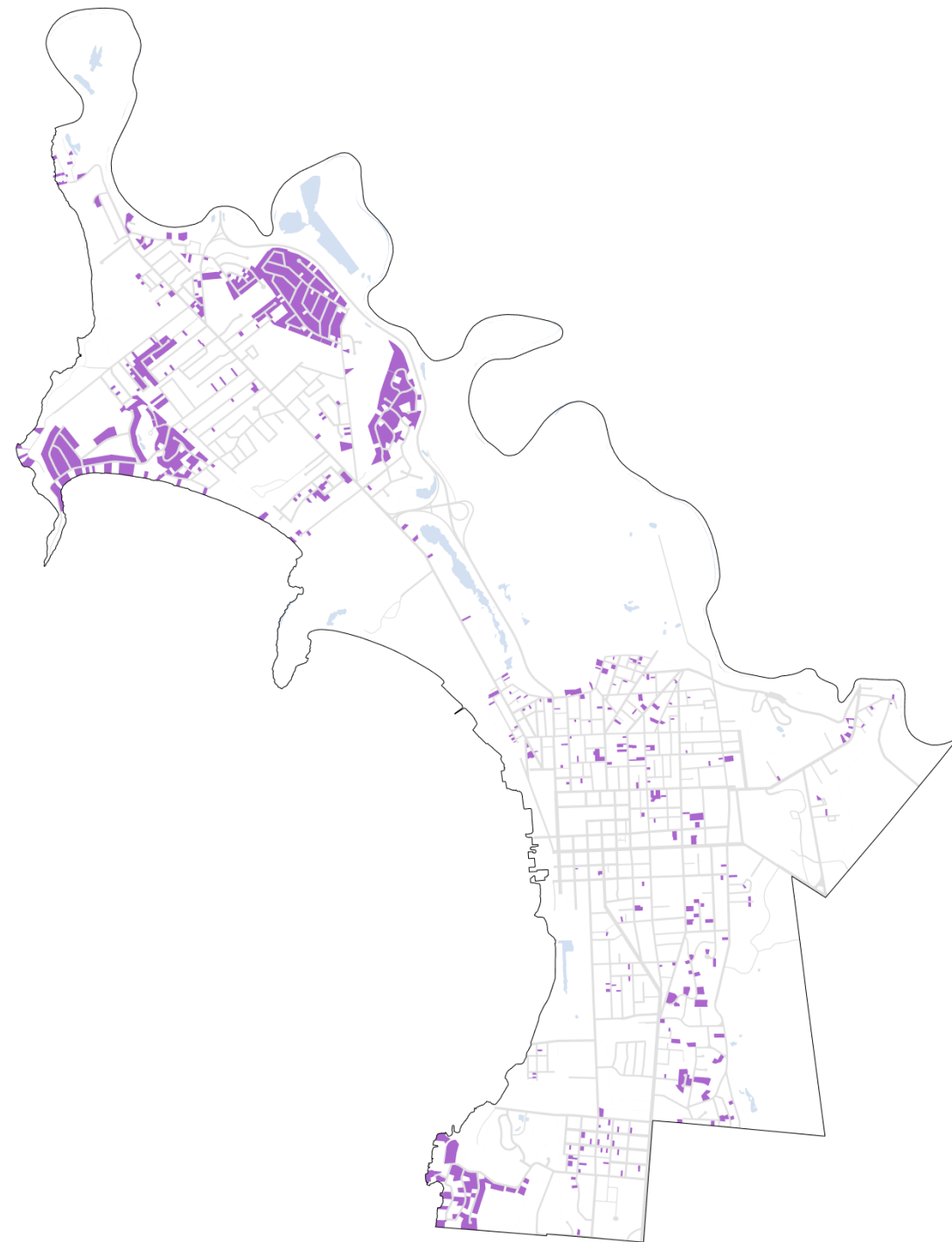
Single Family Homes



Post-Suburban Development

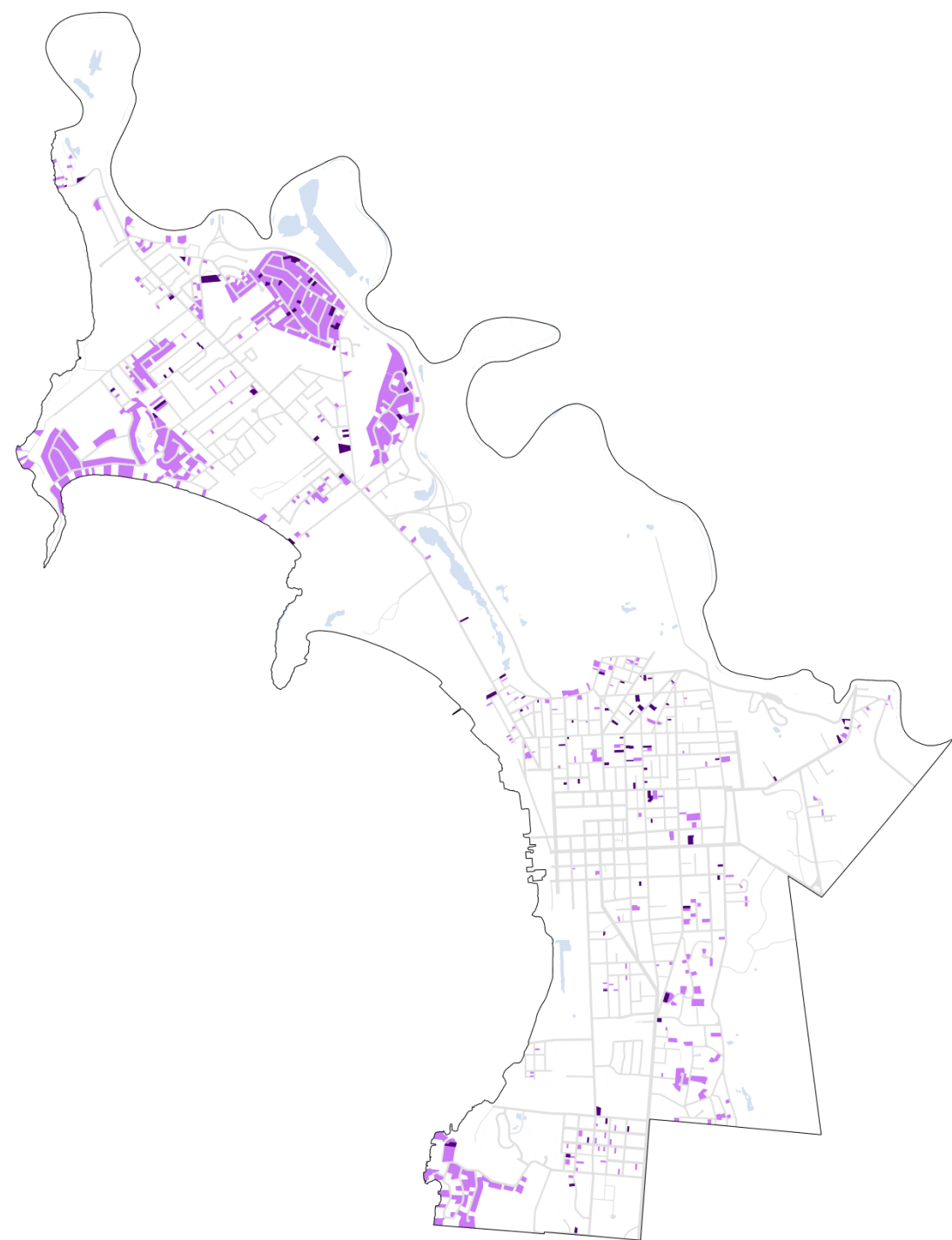
1970 - Present

- Developed after zoning **limited housing choices**
- Farther from downtown in **larger subdivisions** and waterfront areas
- Predominantly **single family homes** on lots greater than 60 ft wide
 - Median lot sizes typically greater than $\frac{1}{2}$ an acre
 - Median Density: Below 7 units/acre
 - Setbacks ranged from 30 to 35ft



Post-Suburban Development

Single Family



	Early Urban (or RM)	Early Suburban (or RM)	Post-War (or RL)	Post-Suburban (or RL)	Other (i.e Major Corridors)
 Cottage Court			●	●	
 Duplex Side-By-Side	●	●	●		
 Fourplex: Stacked	●				●

Burlington Planning Commission

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*Andy Montroll, Chair
Bruce Baker, Vice-Chair
Yves Bradley
Alexander Friend
Michael Gaughan
Emily Lee
Julia Randall*

Burlington Planning Commission

Tuesday, March 28, 2023, 6:30 P.M.

Hybrid Meeting via Zoom and in the Bushor Conference Room

Draft Minutes

Members Present	A. Montroll, B. Baker, A. Friend, M. Gaughan, E. Lee, J. Randall
Staff Present	C. Dillard, S. Morgan, M. Tuttle
Public Attendance	S. Bushor, S. Gustin, D. Goltzman, B. Hedrick, 2 additional public attendees

I. Agenda

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

II. Public Forum

Name(s)	Comment
S. Bushor	Was driving down Pine St. looking at the proposed SEID and wanted to share thoughts. (1) Notes that at one point, there was a project that included a 3D virtual model showing the impact of buildings and how they shadow their surroundings. Feels like it would be helpful to eliminate some of the fears people have related to building heights and will help people embrace the changes. (2) Called Scott today to understand what zones amendments applied in, Scott informed her it was in Article 4. Doesn't know if there's a link to someone who is trying to understand it on their own to Article 4. Likes the front yard setback recommendation, but feels strongly that staff should define "outlier". Wonders if an applicant can challenge a ruling because it wasn't defined. (4) Related to side and rear yard setbacks, specifically when you have two buildings that could potentially be right on the property line – a door could open up into the next door property. By having this language, would it lead an applicant to go forward on a design, only to be limited farther in the process by the building code? Wants to make sure they realize they need to touch base with someone in permitting to make sure that there is not something that precludes them from building close to the property line. (5) Related to the garage setback: likes the conversation from the ordinance committee, but didn't agree with the conclusion. Language that said the garage had to be 1 foot behind the existing house made sense because the rationale was that it would prevent a vehicle to be parked from within the garage and obstructing the sidewalk, and also acknowledges that when the snow plow comes by there could be damage. Agrees we should move away from single occupant vehicles, but we aren't there yet. Thinks the language should be there.

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.

D. Goltzman	Discussing a topic not on the agenda, specifically advocating for revisiting other aspects of the ordinance. He is a local architect and has been working in housing for a long time. Owns a 1 acre property on Shelburne road with a small building on it zoned for SF Residential. Would like to put 40-60 units on it, but it is SF zoned. Was under contract to buy a 3 unit building on Hayward St at the edge of five sisters, turns out the property owner kept one of the units vacant for 9 months, thus was gone. It was a small building, was going to renovate it to have a small 2 bedroom house for a young family. It was taken off of the ability to be a legal unit because of this ordinance. Visited a 4 unit building on Buell St, it was non-compliant and over the density. Is a designer on the 199 King Street, rebuilding 6 units. Owners want to do 3 bedrooms as opposed to 2 bedrooms, but it would require expanding the footprint by 2 feet. Under contract for a building on Adams street. It's an 11 unit with a vacant parcel next to it, zoned RM but can only build on 40%, so has already gone from 6 units down to 4 and might end up at 3. If you look at adjacent neighborhood, it is similar to high density. There are 2 large barns behind the Adams street building, apparently historically significant, that are crumbling down. Can't do anything about the barns because 11 units is already over the density, but wishes he could put 4-6 units in these barns. In the past few years, he has collectively been unable to build between 40-70 units because of the ordinances and restrictive SF zoning and density standards. Asks that PC consider some amendments that broaden their horizon and add to the conversation. Would be willing to work with anyone in any way to make revisiting and looking into reforms, especially along Shelburne Rd.
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III. Chair's Report

A. Montroll	Julia and Andy had gone to the ward 2 and 3 NPA meetings, were able to spend the evening with attendees and share with people what happens on the commissions. It was a nice evening.
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I. Directors Report

M. Tuttle	(1) A couple weeks ago was Charles' one year anniversary with the department. Feels the commission has seen a lot of the excellent skills he's brought to the team. Appreciates Sharon mentioning tools we can use to visualize impacts, because that is one skill Charles brings to the team. (2) Update on a zoning amendment. Went to city council last night to have a public hearing and talk with council about adopting the Inclusionary Zoning changes, and it was unanimously adopted by City Council. The CEO of the Champlain Housing Trust was there to speak directly to hypothetical scenarios that the PC has discussed, and the changes will be very helpful for implementing housing projects in the city. Spoke in favor of that and did a good job of articulating concrete examples. Looking forward to talking with many others about IZ in the future.
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II. Proposed CDO Amendment: ZA-23-03 Setbacks

Action: Warn this for public hearing with the amendments proposed by staff with the report.		
Motion: A. Friend	Seconded by: E. Lee	Vote: Unanimous
C. Dillard: This proposed amendment was brought forward by the Ordinance Committee under Bruce's leadership. This is an issue he has raised and is something others who have experience with infill development have encountered.		

Discussion on Item 1

B. Baker: This came out of the executive committee asking ordinance committee to make tweaks to the ordinance that would not change character of neighborhoods but still would activate some impediments to creating units in this case. The intent was always to make the streetscape look like the rest of the street as much as possible. Brought this up because he experienced one where the averages of just about every house was 10 feet back, with one corner lot being 100 feet back, and the other size was 40 feet back. So you couldn't go over for that one, and those were outliers. Lost 4 units because of the setback.

A. Friend: What is the goal here? Are we trying for uniformity? What are we trying to do?

C. Dillard: Original intent of front setback is to create consistent block space where buildings are set back either identical amounts or relatively the same amounts. These were concepts developed mid 20th century. In Burlington and other cities where there is an uneven distribution of properties along a block face, particularly in hilly areas, these setbacks can vary significantly. Outliers substantially skew the average, to Bruce's point, endangering infill projects. The goal is to facilitate infill projects and provide some flexibility with these setback standards.

M. Tuttle: There is an element to wanting to help reinforce cohesion of the street. We've heard some specific examples where the resulting setback would be potentially set back behind all other existing buildings because of the placement of one of its neighboring properties. Want to try to solve for those, though they aren't extremely common.

A. Montroll: Some years ago the city was trying to establish a uniform front yard setback in different districts throughout the city. For low density residential it was looking to set back by 20 feet, but then you go to a different low density residential neighborhood and there is a different standard is much more than 20 feet (like the New North End). The approach was taken to average so there would be uniformity within the neighborhood, and this amendment is a refinement of trying to create uniformity within different neighborhoods, recognizing you can't have a standard front yard setback in all neighborhoods because every neighborhood is so different.

A. Friend: Was thinking that too much uniformity is not always desirable, with one of the appealing things about Burlington being that it's not entirely uniform.

S. Gustin: Quick comment about Bruce's comment about the corner lot issue. Thinks there were 3 neighboring properties in that case. Elsewhere in the CDO (maybe article 4) it spells out what to do when there's fewer than 4 neighboring properties to take the average on, but for this section right here to avoid confusion, it would help to delete the word "four" and just say "among the comparative sample of neighboring properties". The intent is that, if we're only looking at three properties, would still enable taking that outlier out of the equation (line 19 on page 6).

Discussion on Item 2

M. Tuttle: Offers one clarification for the commission that within the ordinance text, we will replace the references to the 2015 IBC to just refer more generally to the adopted applicable building codes of the city. So whenever those change, we don't have to come back to this and change it again.

Discussion on Item 3

B. Baker: This point was brought up primarily to try to activate in a hilly environment all over the city, or maybe even flatter environments, basement units. One of the things that came out of the ordinance committee was it was the old language of steps to 1st floor entries and we had proposed steps to entries. That's what I would propose we how we changed this because if it were a step to a basement entry we wouldn't be changing how the world looks as we walk down the street how people experience it. But we may be able to activate some units that are in basements if people were to sprinkle their buildings oftentimes. We would propose adding to that list things like window wells, because often those are needed for light standards in basements.

C. Dillard: Happy to delete from the version in front of you for public hearing the language first floor to say steps to entries. Coincidentally there is going to be a list of technical amendments coming before the ordinance committee in a month or so that we've discussed. And hidden in that list there was a note about window wells. So that came to my attention after the fact of drafting this and so that if you if the Commission tonight feels like window will should be added to the list, we can do that.

Discussion on Item 4

J. Randall: Are there other provisions that prevent parking from occurring in the front part of the lot?

M. Tuttle: Yes. So we do have standards about placement of parking within front yard setbacks that limits it to driveways on these residential areas.

S. Gustin: Yes there's a separate front yard parking standard that's taken up considerable bringing power between PC and City Council over the number of years. Parking in the front yard needs to be within a driveway with dimensional limitations, and needs to be to the side of the residence and not dead center in front.

Additional Discussion on ZA-23-03

J. Randall: I think it would be great to address Sharon's question about where this applies. As I understand its outside of the form based code areas.

M. Tuttle: That is correct. Because of the placement of the standards in Articles 5 and 6, those generally apply throughout the city in wherever they're relevant, but I think these would mostly be applicable are the residential areas or areas where we are averaging setbacks.

S. Gustin: Clarifying M. Tuttle – this is an Article 6 standard which is Design Review, so this applies citywide everywhere except for the form code and excepts where we don't apply design review standards, which is basically the New North End for single family homes and some pieces of the South End for single family homes.

M. Gaughan: Why did this not include rear yard setbacks? Unless you have some sort of other exception like a historic carriage barn or something, this really is prohibitive because there is an allowance in the ADU portion on rear yard setbacks. You don't have a lot of flexibility if you have a deep lot and want to put a structure in the back of it. Wondering if staff was looking at that or if it'll be looked at in the future.

C. Dillard: Are you talking about the 25% Rule?

M. Gaughan: Precisely.

C. Dillard: The ordinance committee didn't discuss that, but the work that Sarah and Meagan have been doing with the Neighborhood Code and any resulting text amendments may look at that.

M. Tuttle: Looking at side and rear yard setbacks is one of the elements we plan on looking at more fully as part of coming up with solutions to support more of those middle housing types. This was at the beginning and I wasn't part of the ordinance committee discussion, so I wasn't aware of that history, but I do know that in our early discussion about how we wanted to approach this amendment, we were trying to be more narrowly focused on things that were identified as clearly prohibiting infill or that would help us to better apply our existing standards, and anything that would more substantively change the policy we have for those setbacks would be part of our discussion about the neighborhood code.

M. Gaughan: I'm not entirely sure I understand the side yard one that we're looking at. That used to be 10 feet and now isn't. Can someone give me the layperson's explanation?

C. Dillard: Where the side setback is not required – if an applicant comes in and there's a building on the adjacent property. Let's say you want to build a building and there's no side setback required and the adjacent property owner already has a building that has windows or doors abutting or right on that property line, it requires you to then set back your building 10 feet at least up to the height of the

Tuesday, March 28, 2023

building. But there were questions about the fairness of this – just because they built their building earlier, does that mean you shouldn't also get the benefit of not having a setback required on your property? And should you then have to set back your building 10 feet? The building code says if you want to build a building like that first building your neighbor has, A) it has to be built of a certain fire related construction materials party wall and B) it can have openings at doors but they should know that given there's no underlying setback there that you as the neighbor can then build a building right up to their building and then their doors and windows would be blocked in. Which is why you typically don't see people building their buildings right up to the neighbors property line and putting doors and windows on that line because you would have to go back and retrofit them and reconstruct a party wall, which is very expensive.

M. Tuttle: I think we were previously trying to control for creating that space, and what we're trying to do now is let the building code and specific site conditions dictate where those setbacks may be required, relying more on the building code for those setbacks instead of the ordinance.

B. Baker: For what its worth, the building code would require 10 feet in most cases, unless its sprinklered.

M. Gaughan: Well that leads to my next question. I'm a big proponent of townhomes and I think from what I understand high level some of the sprinkler issues have gotten in the way, and I wondered if there's anything about this that could help with the creation of townhomes with separate ownership or if its at all related.

B. Baker: I think this removes that impediment if you were to provide for the code requirements that make it safe for life safety purposes in the zones where there's no side setback.

M. Tuttle: I guess to the extent those are being developed on individual parcels like fee simple lots versus PUDs. To the extent that its on individual lots, it could help reduce that impediment.

A. Montroll: Does this need to go back to the committee? It sounds like we are in final shape except for the final items.

Adjustments to be made, summarized based on C. Dillard comment:

- Remove the IBC mention and just saying building code
- Note about the garage parking and leaving the language that says in no case shall parked vehicles block the public sidewalk
- Extending building and site features into side yard setbacks
- Delete language in the proposal that says first floor entries to just say "entries" and adding window wells, and adjust proposed door wells
- Remove "four" from the language about removing outliers in the average standard.

M. Tuttle: I think if the Commission agrees and is comfortable with us making those corrections to the language that you have in front of you, it would be appropriate for you to go ahead and warn this for a public hearing at an upcoming meeting.

A. Friend motions to warn for public hearing with the amendment proposed by staff, seconded by E. Lee.

III. Project Updates

See Powerpoint slides and youtube recording for information related to staff project updates

IV. Commissioner Items

Action: Cancel meeting on May 23rd

Additional Item: J. Randall has experienced difficulties with the recent parking ban, and how residents are to be made aware of locations they can put their cars for the parking ban. Suggests that there are many other surface parking lots that could be incorporated into safer solutions for residents.

- M. Tuttle takes note, and comments that the parking management team will be participating in the TDM study and that this is something that should be included in that conversation. Will pass feedback onto DPW.

V. Minutes and Communications

Action: Approve the minutes and accept the communications		
Motion by: A. Friend	Second by: E. Lee	Approved: Unanimous

VI. Adjourn

Adjournment	Time: 8:20pm	
Motion: E. Lee	Second: M. Gaughan	Vote: Unanimous