

Burlington Planning Commission

149 Church Street
Burlington, VT 05401
Telephone: (802) 865-7188
(802) 865-7195 (FAX)
(802) 865-7144 (TTY)

www.burlingtonvt.gov/pz

Andy Montroll, Chair
Bruce Baker, Vice-Chair
Yves Bradley
Alexander Friend
Emily Lee
Harris Roen
Jennifer Wallace-Brodeur
Eamon Dunn, Youth Member



Burlington Planning Commission

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

Note: times given are
approximate unless
otherwise noted.

I. **Agenda**

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

III. **Report of the Chair**

IV. **Report of the Director**

V. **Proposed ZA-18-06: Article 8 Bike Parking Amendments** (10 min)

The Planning Commission will continue a discussion of a proposed amendment to the *Comprehensive Development Ordinance* regarding bike parking in Article 8 parking requirements. The proposed amendment addresses how parking is sheltered and the ratio of required parking for selected uses. Information related to this item is included in the agenda packet on pages 3-23.

Staff Recommendation: The Commission should take action to approve the Municipal Bylaw Amendment Report and warn a public hearing.

VI. **Proposed CDO Amendment: FD5 Boundaries** (20 min)

The Planning Commission will continue a discussion of potential modifications to the Form District 5 Boundaries, based on discussions with the Joint Form Based Code Committee that were not pursued in the initial adoption of *planBTV: Downtown Code*. Information related to this item will be provided at the meeting.

Staff Recommended Action: No action is requested during this meeting. The Commission is invited to ask questions and provide feedback on the proposed amendment for future discussion.

VII. **2019 Update to planBTV: Municipal Development Plan** (30 min)

Staff will provide a presentation to the Commission regarding the upcoming update to *planBTV*, the City-wide land use and development plan. A draft "blueprint" for the update, which outlines the purpose, timeframe and scope of the update, is included in the agenda packet on pages 24-41.

Staff Recommendation: The Commission should discuss the information provided in the attached document and in the staff presentation. The Commission is requested to approve the blueprint to set the scope for the update.

VIII. **Committee Reports**

IX. **Commissioner Items**

- a. Burlington High School Renovation Update (by E Dunn)
- b. Next meeting is Tuesday, February 27, 2018 at 6:30pm in Conference Room 12.

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

X. Minutes & Communications

The Commission will review and approve the minutes of the January 23 and January 30, 2018 meetings, enclosed in the agenda packet on pages 42-51, and a communication on page 52.

XI. Adjourn

Burlington Planning Commission

149 Church Street
Burlington, VT 05401
Telephone: (802) 865-7188
(802) 865-7195 (FAX)
(802) 865-7144 (TTY)

www.burlingtonvt.gov/pz

Andy Montroll, Chair
Bruce Baker, Vice-Chair
Yves Bradley
Alexander Friend
Emily Lee
Harris Roen
Jennifer Wallace-Brodeur
Eamon Dunn, Youth Member



Burlington Planning Commission

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

Note: times given are
approximate unless
otherwise noted.

I. **Agenda**

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

III. **Report of the Chair**

IV. **Report of the Director**

V. **Proposed ZA-18-06: Article 8 Bike Parking Amendments** (10 min)

The Planning Commission will continue a discussion of a proposed amendment to the *Comprehensive Development Ordinance* regarding bike parking in Article 8 parking requirements. The proposed amendment addresses how parking is sheltered and the ratio of required parking for selected uses. Information related to this item is included in the agenda packet on pages 3-23.

Staff Recommendation: The Commission should take action to approve the Municipal Bylaw Amendment Report and warn a public hearing.

VI. **Proposed CDO Amendment: FD5 Boundaries** (20 min)

The Planning Commission will continue a discussion of potential modifications to the Form District 5 Boundaries, based on discussions with the Joint Form Based Code Committee that were not pursued in the initial adoption of *planBTV: Downtown Code*. Information related to this item will be provided at the meeting.

Staff Recommended Action: No action is requested during this meeting. The Commission is invited to ask questions and provide feedback on the proposed amendment for future discussion.

VII. **2019 Update to planBTV: Municipal Development Plan** (30 min)

Staff will provide a presentation to the Commission regarding the upcoming update to *planBTV*, the City-wide land use and development plan. A draft "blueprint" for the update, which outlines the purpose, timeframe and scope of the update, is included in the agenda packet on pages 24-41.

Staff Recommendation: The Commission should discuss the information provided in the attached document and in the staff presentation. The Commission is requested to approve the blueprint to set the scope for the update.

VIII. **Committee Reports**

IX. **Commissioner Items**

- Burlington High School Renovation Update (by E Dunn)
- Next meeting is Tuesday, February 27, 2018 at 6:30pm in Conference Room 12.

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

X. Minutes & Communications

The Commission will review and approve the minutes of the January 23 and January 30, 2018 meetings, enclosed in the agenda packet on pages 42-51, and a communication on page 52.

XI. Adjourn

Department of Planning and Zoning

149 Church Street

Burlington, VT 05401

Telephone: (802) 865-7188

(802) 865-7195 (FAX)

(802) 865-7142 (TTY)

www.burlingtonvt.gov/PZ



Burlington Planning Commission Report Municipal Bylaw Amendment ZA-18-06 Article 8 Bike Parking

DRAFT

This report is submitted in accordance with the provisions of 24 V.S.A. §4441(c).

Explanation of the proposed bylaw, amendment, or repeal and statement of purpose:

The purpose of this proposed amendment is to modify bike parking regulations in Article 8, and in Table 8.2.5-1. These changes increase the required ratios of bicycle parking for selected uses to more closely align with the Association of Pedestrian and Bicycle Professional (APBP) guidelines, and establish a payment in lieu option for required bike parking.

Conformity with and furtherance of the goals and policies contained in the municipal development plan, including the availability of safe and affordable housing:

The proposed amendment has no direct impact on the goals and policies contained in the *Municipal Development Plan* regarding safe and affordable housing. However, the amendment expands the required bicycle parking facilities that must be available for residences, ensuring that the appropriate facilities are in place for residents to live in dense and mixed-use neighborhoods in close proximity to employment and commercial destinations, and which may not require or make available vehicle parking.

Compatibility with the proposed future land uses and densities of the municipal development plan:

The purpose of this proposed amendment is to ensure that developments provide bicycle access to employment, commercial destinations, and other transportation alternatives, and that the provision of bicycle facilities encourages the use of bicycles to aid the reduction of traffic congestion, influence a modal split, and increase the safety and welfare of residents and visitors. The Transportation Plan contained within the Municipal Development Plan supports biking as a practical alternative to cars for day-to-day transportation; bicycle parking facilities are an essential element to the feasibility of this mode of transportation. Together, these support the Municipal Development Plan's land use policy to "encourage mixed use development patterns, at a variety of urban densities, which limit the demand for parking and unnecessary automobile trips, and support public transportation."

Implementation of specific proposals for planned community facilities:

The proposed amendment has no impact on planned community facilities.

Department of Planning and Zoning

149 Church Street
Burlington, VT 05401
Telephone: (802) 865-7188
(802) 865-7195 (FAX)
(802) 865-7142 (TTY)

*David White, AICP, Director
Meagan Tuttle, AICP, Comprehensive Planner
Jay Appleton, GIS Manager
Scott Gustin, AICP, CFM, Principal Planner
Mary O'Neil, AICP, Principal Planner
Ryan Morrison, Associate Planner
Layne Darfler, Planning Technician
Anita Wade, Zoning Clerk*



TO: Planning Commission
FROM: Scott Gustin
DATE: February 13, 2018
RE: Article 8: Bicycle Parking Standards

At their January 23, 2018 meeting, the Planning Commission reviewed a revamped bicycle parking amendment. That draft directly addressed recommendations from the PlanBTV: Walk Bike, including changes to specific bike parking standards for various uses in Table 8.2.5-1. Express provision was made for bike parking within the public right-of-way, and a payment in lieu option was included. Greater locational flexibility was provided as to short term parking as well.

Following their review, the Planning Commission requested some additional changes including:

- Revision of employee-based bike parking standards to a fixed number such as building square footage;
- Reference to the appropriate version of the APBP bike parking standards (and provision of those standards for review); and,
- Reference to residential uses in Sec. 8.2.9 (b) 4.

The bike parking amendment has been revised to address all of the foregoing points, and a copy of the current APBP standards is included for review.

In the attached amendment deleted language is ~~crossed out~~, and proposed language is underlined red.

ARTICLE 8: PARKING

PART 1: GENERAL REQUIREMENTS

As written.

PART 2: BICYCLE PARKING

Sec. 8.2.1 Intent

It is the intent of this subpart to:

- (a) Ensure the provision of parking spaces that are designed for bicycles and to ensure that bicycle parking needs of new land uses and development are met, while ensuring bicycle parking spaces are designed and located in a consistent manner. Provide bicycle access to employment, commercial destinations, and other transportation alternatives;
- (b) Provide safe, convenient, and adequate bicycle parking facilities that:
 1. Meet the demands of the use of the property;
 2. Reduce hazards to pedestrians;
 3. Enhance the visual quality of the city;
 4. Reduce the adverse impacts associated with the bicycle parking, which includes bicycles parked on parking meters, signs, ~~street~~-trees, etc; and,
 5. Encourage the use of bicycles which has the effect of as an alternative to motor vehicle transportation, thereby reducing traffic congestion, influencing modal split, and increasing the safety and welfare of residents and visitors to the city.

Sec. 8.2.2 ProvisionsApplicability

Bicycle parking requirements as set forth in this subpart shall apply to new development, changes in land use, and changes to a structure that cause an increase or decrease of 25% or greater in gross floor area, seating capacity, or number of dwelling units~~building expansions, or occupancy changes requiring a zoning permit where automobile parking is required pursuant to Part 1 of this Article.~~

Sec. 8.2.3 Existing Structures

~~Any expansion or change of use proposed for an existing structure where four (4) bicycle spaces or less would be required shall be exempt from providing those spaces.~~

Sec. 8.2.4 Joint Use of Bicycle Parking Facilities

Required bicycle parking spaces for two (2) or more adjacent uses or structures may be satisfied by the same parking facilities used jointly, provided that such right of joint use and maintenance is evidenced by a deed, lease, contract, reciprocal easement, or similar written instrument establishing the joint use, and that the facilities are within 200 feet of the building or parcel housing the use.

Sec. 8.2.5 Bicycle Parking Requirements

Bicycle parking for all uses and structures in all Parking Districts shall be provided in accordance with Table 8.2.5-1.

- (a) Where no requirement is designated, and the use is not comparable to any of the listed uses, bicycle parking requirements shall be determined by the DRB upon recommendation of the city's bicycle and pedestrian planner based upon the capacity of the facility and its associated uses.
- (b) When the calculation yields a fractional number of required spaces, the number of spaces shall be rounded to the nearest whole number.
- (c) Where bicycle parking is required, the minimum number of bicycle parking spaces provided at each site shall be two (2) ~~and the maximum shall be fifty (50),~~ not including long term parking.
- ~~(c)~~(d) Bicycle parking that meets the requirements for both long term and short term bicycle parking may contribute to the minimum requirement of one type or the other but not both.

Table 8.2.5-1 Bicycle Parking Requirements

	Specific Use	Long Term Spaces	Short Term Spaces
	Per Square Feet of Gross Building Area, except as noted otherwise		
RESIDENTIAL			
Household Living	Multi unit	1 per 4 units <u>2 bedrooms</u>	1 per 10 units
Group living	Elderly housing	1 per 10 units	1 per 10 units
	Fraternity, sorority, & dormitory	1 per 4 <u>3</u> residents	1 per 6 <u>8</u> residents
Temporary lodging	Hotel, motel, bed & breakfast, boarding house, campground	1 per 20 rooms/sites	2 per 20 rooms/sites
COMMERCIAL			
Office		1 per 5,000 sq. ft.	1 per 10,000 sq. ft.
	Medical, dental	1 per 5,000 sq. ft.	1 per 8,000 sq. ft.
Retail sales and service		1 per 20 <u>12</u> ,000 sq. ft.	1 per 52,000 sq. ft.

	Auto, boat, motorcycle related sales, service and retail	1 per 30,000 sq. ft.	1 per 10,000 sq. ft.
	Restaurants, bars, taverns	1 per 40 employees <u>1,000 sf</u>	6% of occupancy load <u>1 per 500 sf seating space</u>
INDUSTRIAL			
Industrial, manufacturing, production, and warehousing		1 per 20,000 sq. ft.	1 per 50 <u>25,000</u> sq. ft. <u>(at least 2 per public entrance)</u>
PERMITTED PUBLIC/INSTITUTIONAL USES			
Colleges or Universities	Excluding dormitories	1 per 20 <u>15,000</u> sq. ft.	31 per <u>51,000</u> sq. ft.
Daycare, except home		1 per 20,000 sq. ft.	1 per 10,000 sq. ft.
Schools	Grades 2-5	1 per 20,000 sq. ft. <u>plus 1 per 10 of student capacity</u>	2 per classroom
	Grades 6-12	1 per 20,000 sq. ft. <u>plus 1 per 10 of student capacity</u>	4 per classroom
Community Services	Museums, aquariums, libraries, community centers, municipal buildings, post office	1 per 20,000 sq. ft.	3-1 per 5,000 <u>1,500</u> sq. ft.
Medical Center	Excluding medical or dental offices	1 per 10,000 sq. ft.	1 per 20,000 sq. ft.
Worship, places of		1 per 20,000 sq. ft.	1 per 40-20 seats
Recreation, government owned	Parks	Per DRB review	1 per 10 daily users
OTHER			
Terminal	Taxi/Bus/Passenger/Ferry	As determined during Site Plan Review by DRB	As determined during Site Plan Review by DRB
Parking	P arking lot, garage; public or private	4, or 5% of <u>1 per 20</u> automobile spaces; <u>whichever is greater (minimum of 6)</u>	None <u>1 per 10</u> automobile spaces <u>(minimum of 6) – to be located within view of entrance</u>

Sec. 8.2.6 Limitations

- (a) No bicycle parking spaces required by this standard shall be rented or leased to employees or residents residing at the location at which bicycle parking is required; however, a refundable deposit fee may be charged. This does not preclude a bike parking rental business.
- (b) Short term bicycle parking may be provided within the public street right-of-way. Providing bicycle racks on the public right of way must be approved. Provision of bicycle parking within the public right-of-way requires an encumbrance permit issued at the discretion of the City Council with recommendation from by the Department of Ppublic Wworks.

Sec. 8.2.7 Location & Design Standards

- (a) All bicycle parking facilities shall be installed in accordance with the Association of Pedestrian and Bicycle Professionals' department of public works "Bicycle Parking Guidelines." (Revision 1.0, September 2015).
- (b) Short term bBicycle parking or a sign leading thereto shall be visible from the main entrance of the structure or facility.
- (c) Short term bBicycle parking shall be ~~visible, well lit, and~~ as convenient to cyclists as auto parking.
- (d) Short term bicycle parking may be provided within the interior of a building. In such cases, the bicycle parking must be located such that it is immediately apparent and accessible to the public, such as within the front lobby. Outdoor directional signage shall indicate the availability of such parking indoors.
- ~~(d)~~(e) Bicycle parking facilities such as bicycle racks and lockers shall provide sufficient security from theft and damage. ~~They Bicycle racks~~ shall be securely anchored to the ground, shall allow the bicycle wheel and frame to be locked to the ~~facility~~rack, and shall be in a location with sufficient lighting and visibility.
- ~~(e)~~(f) Bicycle parking facilities shall be visually compatible and of a design standard consistent with their environment and the development standards of Art 6.
- ~~(f)~~(g) Required bicycle parking spaces shall be of a sufficient dimension to accommodate a full-sized bicycle, including space for access and maneuvering.
- ~~(g)~~(h) Bicycle parking facilities shall be sufficiently separated from motor vehicle parking areas to protect parked bicycles from damage by motor vehicles.
- ~~(h)~~(i) The surfacing of bicycle parking facilities shall be designed and maintained to be clear of mud and snow.
- ~~(i)~~ Bicycle parking racks and lockers shall be anchored securely. Bicycle parking facilities shall be kept in place and maintained for year-round use.
- ~~(j)~~(k) Covered bicycle parking facilities are encouraged whenever feasible.
- ~~(k)~~(l) Existing bicycle parking may be used to satisfy the requirements of this section provided the rack design is consistent with the Association of Pedestrian

~~and Bicycle Professionals' department of public works~~ "Bicycle Parking Guidelines."

Sec. 8.2.8 Payment in Lieu

In instances wherein the total requirement for short term bicycle parking cannot be accommodated onsite, the applicant may make a payment to the Department of Public Works to construct short term bicycle parking facilities in the public street right-of-way. The payment shall be sufficient to cover the cost of the bicycle parking equipment (i.e. such as racks), installation, and 5 year estimated maintenance costs. The short term bicycle parking installed in the public right-of-way shall be enough that the minimum requirement for short term bicycle parking is met or as much as may be reasonably accommodated in the public right-of-way as determined by the Department of Public Works, whichever is less. The option to provide an in lieu payment shall be at the discretion of the Director of Public Works or their designee and will be based on evidence that short term bicycle parking cannot be accommodated onsite. Alternatively, the applicant may apply for an encumbrance permit to install and maintain the short term bicycle parking within the right-of-way per Sec. 8.2.6 (b).

Sec. 8.2.98 Long Term Bicycle Parking

- (a) Long term bicycle parking shall:
 - 1. Protect bicycles from the weather;
 - 2. Provide secure storage that prevents theft of the bicycle and accessories; and,
 - 3. Be located in a well lit area.
- (b) Long Term bicycle parking requirements can be met in any of the following ways:
 - 1. A bicycle storage room;
 - 2. Bicycle lockers, pods, or lids;
 - 3. Lockable bicycle enclosure; or
 - 4. By certifying to the city's bicycle and pedestrian planner that employees may store their bicycles within their workspace and that residents may store their bicycles within their dwelling unit.
- (c) When long term parking is required, showers and changing facilities for employees shall be required in accordance with Table 8.2.8-1, except for parking garages, parking lots, and residential units, which are exempt from the requirements of this section. Shower and changing facilities shall be provided onsite or through an agreement for offsite use.

Table 8.2.8-1 Shower and Changing Facilities	
Required Long Term Spaces	Minimum Number of Required Shower and Changing Facilities
1-4	1
5-10	2
11-20	3
21+	4 plus one for each additional 15 Long Term spaces or part thereof

Sec. 8.2.109 Waivers from Bicycle Parking Requirements

- (a) Requests for reductions to bicycle parking requirements shall be made and documented separately from requests made for reductions in the automobile parking requirements.
- (b) The requirements of Sec. 8.2.5 may be reduced upon approval of the DRB based upon recommendation of the city's bicycle and pedestrian planner to the extent that the applicant can demonstrate the regulation is unnecessarily stringent due to:
 - 1. The characteristics of the use, structure, or facility makes the use of bicycles unlikely;
 - 2. The characteristics of the site or area preclude the installation of bicycle parking; and/or,
 - 3. Results from a documented survey of bicycle parking use in similar situations.
- (c) For reductions granted due to the characteristics of a site or area, applicants must mitigate the loss of bicycle parking through contribution into the capital fund. The amount shall be equal to the cost required for installation of required bicycle parking.

PART 3: INSTITUTIONAL PARKING PLANS

As written.

ARTICLE 13: DEFINITIONS

Bicycle Parking, Long Term: Facilities which protect the entire bicycle, its components, and accessories against theft inclement weather, including wind-driven rain.

Bicycle Parking, Short Term: Bicycle racks which permit the locking of the bicycle frame and one wheel to the rack and which support the bicycle in a stable position without damage to wheels, frame, or components

DRAFT

ESSENTIALS OF BIKE PARKING

Selecting and installing bicycle parking that works



apbp
Association of Pedestrian
and Bicycle Professionals
Expertise for Active
Transportation

Essentials of Bike Parking

Revision 1.0, September 2015

© 2015 by Association of Pedestrian and Bicycle Professionals (APBP).



This work is licensed under the Creative Commons Attribution-NonCommercial 4.0 International License. You may freely share, reproduce, excerpt, and build upon this work—provided that your work is not commercial and that you acknowledge the source.

Acknowledgments

Lead author - Nathan Broom

Contributors - Eric Anderson, Vince Caristo, Ryan Dodge, Jennifer Donlon-Wyant, Sarah Figliozzi, Elco Gauw, Dan Jatres, David Loutzenheiser, Heath Maddox, Brian Patterson, Cara Seiderman



Alta Planning + Design donated their expertise in the design and illustration of this guide. Cat Cheng, lead designer, Jillian Portelance, production designer.

Cover image: Sign D4-3 from *Standard Highway Signs*, 2004 Edition, http://mutcd.fhwa.dot.gov/ser-shs_millennium_eng.htm

Bicycle parking manufacturers and distributors shall not use APBP's logo or imply product endorsement by APBP without express written permission from APBP.

APBP is an association of professionals who plan, implement and advocate for walkable and bicycle-friendly places.

Association of Pedestrian and Bicycle Professionals

bikeparking@apbp.org
www.apbp.org



TABLE OF CONTENTS

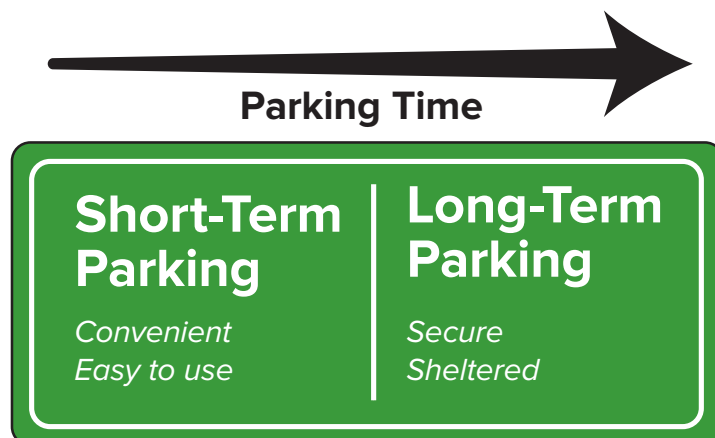
- 01 INTRODUCTION**
- 02 SHORT-TERM PARKING**
 - Site planning
 - Bike corrals
- 03 LONG-TERM PARKING**
 - Site planning
 - Special considerations for long-term parking
- 04 INSTALLATION**
 - Installation surface
 - Installation fasteners
 - Installation techniques
- 05 BICYCLE RACK SELECTION**
 - Performance criteria for bike parking racks
 - Rack styles
 - Rack materials and coatings
- 10 PLACEMENT**

INTRODUCTION

Among the necessary supports for bicycle transportation, bike parking stands out for being both vital and easy. Still, it requires some attention to get it right. Bike parking may go unused if it's not more appealing to users than the nearest sign post. A minor mistake in installation can make a quality rack unusable. The variety of bicycle sizes, shapes, and attachments continues to increase, and good bike parking should accommodate all types.

The Association of Pedestrian and Bicycle Professionals (APBP) prepared this guide for people planning to purchase or install bike parking fixtures on a limited scale. It is a brief overview of APBP's comprehensive *Bicycle Parking Guidelines* handbook, available at www.apbp.org.

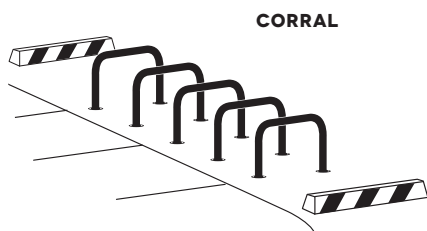
This guide divides bike parking into short-term and long-term installations. These two kinds of parking serve different needs, and the starting point for most bike parking projects is recognizing whether the installation should serve short-term users, long-term users, or both. If users will typically be parking for two hours or longer, they are likely to value security and shelter above the convenience and ease that should characterize short-term parking.



SHORT-TERM PARKING

Effective bike parking for short-term users depends on two main factors:
1) proximity to the destination and
2) ease of use.

Short-term parking is designed to meet the needs of people visiting businesses and institutions, and others with similar needs—typically lasting up to two hours. Short-term users may be infrequent visitors to a location, so the parking installation needs to be readily visible and self-explanatory.



SITE PLANNING

Location

Short-term bike parking should be visible from and close to the entrance it serves—50' or less is a good benchmark. Weather-protected parking makes bicycle transportation more viable for daily and year-round use, and it can reduce the motivation for users to bring wet bicycles into buildings. Area lighting is important for any location likely to see use outside of daylight hours.

Security

All racks must be sturdy and well-anchored, but location determines the security of short-term parking as much as any other factor. Users seek out parking that is visible to the public, and they particularly value racks that can be seen from within the destination. Areas with high incidence of bicycle theft may justify specific security features such as specialty racks, tamper-proof mounting techniques, or active surveillance.

Quantity

Many jurisdictions have ordinances governing bike parking quantity. APBP's full *Bicycle Parking Guidelines* offers complete recommendations for the amount and type of parking required in various contexts. In the absence of requirements, it's okay to start small—but bear in mind that perceived demand may be lower than the demand that develops once quality parking appears.

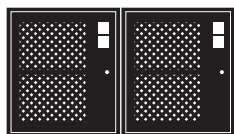
BIKE CORRALS

Some cities with limited sidewalk space and strong bicycle activity place bike parking in on-street "bike corrals" located in the street area adjacent to the curb. Bike corrals can sometimes make use of on-street areas that are unsuitable for auto parking. When replacing a single auto parking space, a corral can generally fit 8 to 12 bicycles. APBP's full *Bicycle Parking Guidelines* provides details about designing and siting bike corrals. ➡ apbp.org

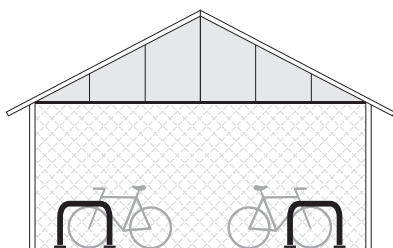
LONG-TERM PARKING

Users of long-term parking generally place high value on security and weather protection. Long-term parking is designed to meet the needs of employees, residents, public transit users, and others with similar needs. These users typically park either at home or at a routine destination such as a workplace. They often leave their bicycles unmonitored for a period of several hours or longer, so they require security and weather protection that let them park without unreasonable concern for loss or damage.

Long-term parking can take a variety of forms, including a room within a residential building or workplace, a secure enclosure within a parking garage, or a cluster of bike lockers at a transit center. Some long-term parking is open to the public—such as a staffed secure enclosure at a transit hub—and some of it is on private property with access limited to employees, residents, or other defined user groups.



BIKE LOCKERS



SHELTERED SECURE ENCLOSURE

SITE PLANNING

Location

Appropriate locations for long-term parking vary with context. Long-term parking users are typically willing to trade a degree of convenience for weather protection and increased security. Long-term installations emphasize physical security above public visibility. Signage may be needed for first-time users.

Security

Security is paramount for quality long-term parking. Access to parked bicycles can be limited individually (as with lockers) or in groups (as with locked bike rooms or other secure enclosures). Options for access control include user-supplied locks, keys, smart cards, and other technologies.

Quantity

Refer to local ordinances or the comprehensive APBP *Bicycle Parking Guidelines* to determine the amount and type of parking required for various contexts.

SPECIAL CONSIDERATIONS FOR LONG-TERM PARKING

In many ways, short-term and long-term parking function similarly and are served by the same guidelines. Some exceptions are noted below.

Density

The competition of uses for high-security and sheltered locations creates particular pressure on long-term parking to fit more bicycles in less space. When parking needs cannot be met with standard racks and spacing recommended in this guide, consider rack systems designed to increase parking density. See the high-density racks table on page 7. Note that increasing density without careful attention to user needs can create parking that excludes people because of age, ability, or bicycle type. This may result in people parking bicycles in other less desirable places or choosing not to bike at all.

Bicycle design variety

Long-term parking facilities should anticipate the presence of a variety of bicycles and accessories, including—depending on context—recumbents, trailers, children's bikes, long-tails, and others. To accommodate trailers and long bikes, a portion of the racks should be on the ground and should have an additional 36" of in-line clearance.

Performance criteria

The bike rack criteria in the next section apply to racks used in any installation, regardless of its purpose. Long-term installations often use lockers and group enclosures not discussed in this guide. Such equipment raises additional considerations that are discussed in detail in APBP's full *Bicycle Parking Guidelines*. ➔ apbp.org

INSTALLATION

Selecting an appropriate installation surface and technique is key to creating bicycle parking that remains secure and attractive over time.

INSTALLATION SURFACE

A sturdy concrete pad is an ideal surface for installing bicycle parking. Other surfaces often encountered include asphalt, pavers, and soft surfaces such as earth or mulch. These surfaces can accommodate in-ground mounting or freestanding bike racks such as inverted-U racks mounted to rails. See APBP's *Bicycle Parking Guidelines* for details. ➡ apbp.org

INSTALLATION FASTENERS

When installing racks on existing concrete, consider the location and select appropriate fasteners. Drill any holes at least three inches from concrete edges or joints. Some locations benefit from security fasteners such as concrete spikes or tamper-resistant nuts on wedge anchors. Asphalt is too soft to hold wedge and spike anchors designed for use in concrete. Installing bike parking on asphalt typically requires freestanding racks and anchor techniques specific to asphalt.

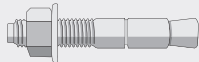
FASTENERS

CONCRETE SPIKE



Installs quickly in concrete with a hammer. Tamper-resistant. Removal may damage concrete and/or rack.

CONCRETE WEDGE ANCHOR



Allows for rack removal as needed. Not tamper-resistant, but can accommodate security nuts (below).

SECURITY NUTS



Use with concrete wedge anchors. Security nuts prevent removal with common hand tools.

INSTALLATION TECHNIQUES

When installing racks on existing concrete, choose those with a surface-mount flange and install with a hammer drill according to the specifications of the mounting hardware selected. When pouring a new concrete pad, consider bike parking fixtures designed to be embedded in the concrete. Because replacing or modifying an embedded rack is complicated and costly, this installation technique requires particular attention to location, spacing, rack quantity, and material.



BICYCLE RACK SELECTION

PERFORMANCE CRITERIA FOR BIKE PARKING RACKS

These criteria apply to any rack for short- or long-term use.

CRITERIA	DETAILS
Supports bike upright without putting stress on wheels	The rack should provide two points of contact with the frame—at least 6" apart horizontally. Or, if a rack cradles a bicycle's wheel, it must also support the frame securely at one point or more. The rack's high point should be at least 32".
Accommodates a variety of bicycles and attachments	The racks recommended on page 6 ("racks for all applications") serve nearly all common bike styles and attachments—if installed with proper clearances (see placement section). Avoid designs and spacing that restrict the length, height, or width of bicycles, attachments, or wheels.
Allows locking of frame and at least one wheel with a U-lock	A closed loop of the rack should allow a single U-lock to capture one wheel and a closed section of the bike frame. Rack tubes with a cross section larger than 2" can complicate the use of smaller U-locks.
Provides security and longevity features appropriate for the intended location	Steel and stainless steel are common and appropriate materials for most general-use racks. Use tamper-resistant mounting hardware in vulnerable locations. Rack finish must be appropriate to the location (see materials and coatings section).
Rack use is intuitive	First-time users should recognize the rack as bicycle parking and should be able to use it as intended without the need for written instructions.

RACK STYLES

The majority of manufactured bike racks fall into one of the categories on pages 6-8. Within a given style, there is wide variation among specific racks, resulting in inconsistent usability and durability. APBP recommends testing a rack before committing broadly to it.

RACKS FOR ALL APPLICATIONS

When properly designed and installed, these rack styles typically meet all performance criteria and are appropriate for use in nearly any application.

INVERTED U

also called
staple, loop



Common style appropriate for many uses; two points of ground contact. Can be installed in series on rails to create a free-standing parking area in variable quantities. Available in many variations.

POST & RING



Common style appropriate for many uses; one point of ground contact. Compared to inverted-U racks, these are less prone to unintended perpendicular parking. Products exist for converting unused parking meter posts.

WHEELWELL- SECURE



Includes an element that cradles one wheel. Design and performance vary by manufacturer; typically contains bikes well, which is desirable for long-term parking and in large-scale installations (e.g. campus); accommodates fewer bicycle types and attachments than the two styles above.

This guide analyzes the most common styles of bike racks, but it is not exhaustive. Use the performance criteria on page 5 to evaluate rack styles not mentioned. Custom and artistic racks can contribute to site identity and appearance, but take care that such racks don't emphasize appearance over function or durability.

HIGH-DENSITY RACKS

These rack styles do not meet all performance criteria but may be appropriate in certain constrained situations.

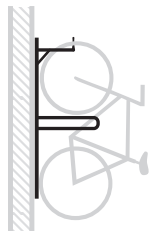
High-density rack systems can maximize the use of limited parking space, but they don't work for all users or bicycles. If installing these racks, reserve additional parking that accommodates bicycles with both wheels on the ground for users who are not able to lift a bicycle or operate a two-tier rack, or for bikes that are not compatible with two-tier or vertical racks.

STAGGERED WHEELWELL-SECURE



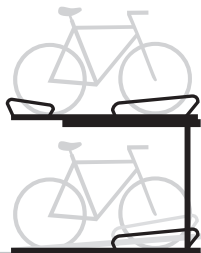
Variation of the wheelwell-secure rack designed to stagger handlebars vertically or horizontally to increase parking density. Reduces usability and limits kinds of bikes accommodated, but contains bikes well and aids in fitting more parking in constrained spaces.

VERTICAL



Typically used for high-density indoor parking. Not accessible to all users or all bikes, but can be used in combination with on-ground parking to increase overall parking density. Creates safety concerns not inherent to on-ground parking.

TWO-TIER



Typically used for high-density indoor parking. Performance varies widely. Models for public use include lift assist for upper-tier parking. Recommend testing before purchasing. Creates safety concerns not inherent to on-ground parking, and requires maintenance for moving parts.

RACKS TO AVOID

Because of performance concerns, APBP recommends selecting other racks instead of these.

WAVE

also called undulating or serpentine



Not intuitive or user-friendly; real-world use of this style often falls short of expectations; supports bike frame at only one location when used as intended.

SCHOOLYARD

also called comb, grid



Does not allow locking of frame and can lead to wheel damage. Inappropriate for most public uses, but useful for temporary attended bike storage at events and in locations with no theft concerns. Sometimes preferred by recreational riders, who may travel without locks and tend to monitor their bikes while parked.

COATHANGER



This style has a top bar that limits the types of bikes it can accommodate.

WHEELWELL



Racks that cradle bicycles with only a wheelwell do not provide suitable security, pose a tripping hazard, and can lead to wheel damage.

BOLLARD



This style typically does not appropriately support a bike's frame at two separate locations.

SPIRAL



Despite possible aesthetic appeal, spiral racks have functional downsides related to access, real-world use, and the need to lift a wheel to park.

SWING ARM SECURED



These racks are intended to capture a bike's frame and both wheels with a pivoting arm. In practice, they accommodate only limited bike types and have moving parts that create unneeded complications.

RACK MATERIALS & COATINGS

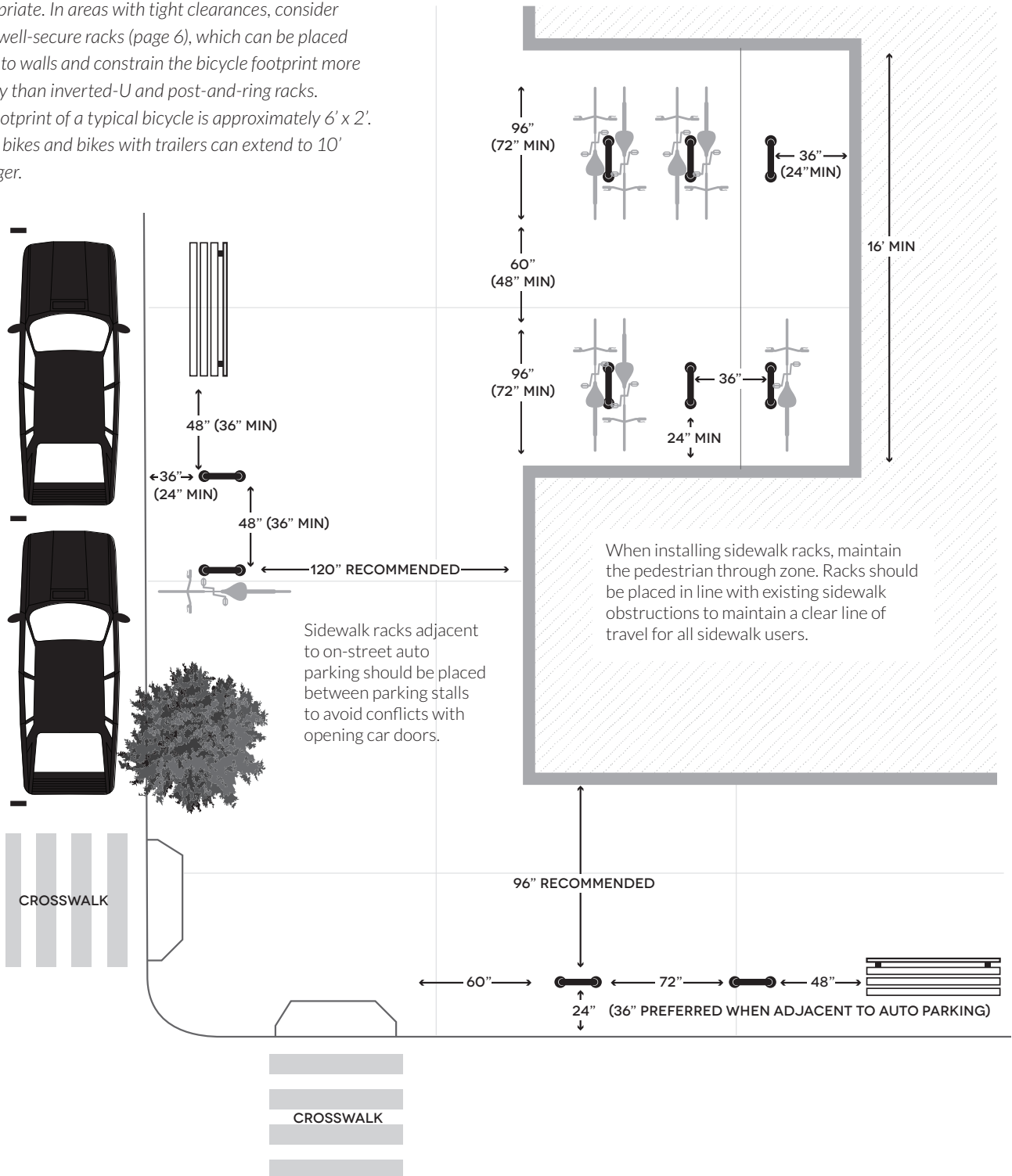
Most bicycle parking racks are made of carbon steel or stainless steel. Carbon steel requires a surface coating to resist rust while appropriate grades of stainless steel need no coating. Not all materials and coatings with the same name perform equally. Square tubing provides a security advantage as round tubing can be cut quietly with a hand-held pipe cutter. Before purchasing racks, talk to suppliers about your particular conditions and choose a material and coating that suit your needs. The following are common choices, depending on local considerations and preferences.

RACK MATERIAL – COATING	RELATIVE PURCHASE COST	DURABILITY	CAUTIONS
Carbon steel - galvanized	Usually lowest	Highly durable and low-maintenance; touch-up, if required, is easy and blends seamlessly	Utilitarian appearance; can be slightly rough to the touch
Carbon steel - powder coat* (TGIC or similar)	Generally marginally higher than galvanized	Poor durability	Requires ongoing maintenance; generally not durable enough for long service exposed to weather; not durable enough for large-scale public installations
Carbon steel - thermoplastic	Intermediate	Good durability	Appearance degrades over time with scratches and wear; not as durable as galvanized or stainless
Stainless steel - no coating needed, but may be machined for appearance	Highest	Low-maintenance and highest durability; most resistant to cutting	Can be a target for theft because of salvage value; maintaining appearance can be difficult in some locations

* When applied to carbon steel, TGIC powder coat should be applied over a zinc-rich primer or galvanization to prevent the spread of rust beneath the surface or at nicks in the finish.

PLACEMENT

The following minimum spacing requirements apply to some common installations of fixtures like inverted-U or post-and-ring racks that park one bicycle roughly centered on each side of the rack. Recommended clearances are given first, with minimums in parentheses where appropriate. In areas with tight clearances, consider wheelwell-secure racks (page 6), which can be placed closer to walls and constrain the bicycle footprint more reliably than inverted-U and post-and-ring racks. The footprint of a typical bicycle is approximately 6' x 2'. Cargo bikes and bikes with trailers can extend to 10' or longer.





DRAFT

a blueprint for the 2019 update of

planBTV:

BTV's Municipal Development Plan

A guide to the 2019 Update for:
Burlington Planning Commission
Planning & Zoning Department

Approved by the Planning Commission
DATE, 2018

planBTV: Municipal Development Plan Expiration
March 31, 2019

A Blueprint for the planBTV: Municipal Development Plan 2019 Update

The purpose of this document is to outline our “plan for the plan.” This is an agreement of sorts, between the Planning Commission and the Planning & Zoning Staff about the scope of the update to our city-wide plan. It contains our goals and focus for updating planBTV: Municipal Development Plan, outlines the plan update process, describes the anticipated level of community engagement, and describes the intended plan structure. This document will serve as a tool to help us answer questions about the planning process along the way, and to help keep us on course to readopt our plan before its expiration date on March 31, 2019.

There are four sections in this document:

- The first provides a **brief history of planning in Burlington**, requirements of a Municipal Development Plan by the state of Vermont, and an assessment by the CCRPC of the City’s current plan.
- The second outlines the need for a comprehensive update to Burlington’s plan, and provides a **Scope of Work for the plan update**, identifying the main objectives and a general schedule of key milestones.
- The third section includes a high-level **approach to public engagement** through the plan update process, which will be expanded in a subsequent engagement strategy.
- And finally, the fourth section provides some **examples of the potential organizational structure** for the plan, and samples of the tools and approaches that are considered best practices from other communities.

This document is an important tool to guide the plan update. As is common with many projects, the conversations, research, and energy created by a planning process can lead to “scope creep.” At times, the process of updating the plan may require a few changes—a slight change in schedule or new theme for discussion, for example. As the plan update’s milestones are reached, or as changes occur along the way, this blueprint will help the Planning Commission and staff collectively address how to move forward—keeping in mind the overall objectives and priorities for the plan update.

Municipal Planning in Vermont & Burlington

A community's Municipal Development Plan, sometimes referred to as a "comprehensive plan" or "master plan," must be both visionary and strategic. It outlines goals and objectives for the future and is the principal guide directing land use policy and decision-making. It defines the policies, programs, and specific actions necessary to attain these objectives. The plan also creates the framework and action for the preparation of specific area master plans or topic-specific plans.

In Vermont, a Municipal Development Plan must be prepared every 8 years in accordance with state statute (this cycle changed from 5 years to 8 years on July 1, 2015), and has standing in statewide regulatory proceedings, including Act 250. All other City plans and programs which have an effect on land use and development must be in conformance with the policies and directives found in the Municipal Development Plan. These plans are further reviewed by the Regional Planning Commission, to ensure an appropriate process was used to create the plan, and to verify that the plan is consistent with the Statewide Planning Goals. Communities with an approved plan in effect are then able to utilize a variety of tools—zoning regulations and development impact fees, for example—and are eligible for programs and funding to assist the implementation of their plans—such as state designation and funding programs.

History of Planning in Burlington

Land use planning has played a central role in shaping the City of Burlington since 1925, when voters authorized "the creation of a Municipal Planning Commission in accordance with Act No. 107 of the Laws of Vermont of 1921." This action eventually resulted in the city's first land use plan and zoning ordinance in 1947, a subdivision ordinance to control the layout of city streets in 1955, and subsequent revisions to each as needed.

In the 1960's the City undertook a major urban renewal program in an effort to revitalize the downtown area. Large tracts of land were created in the Central Business District (CBD) to be available for commercial development. However, urban renewal also eliminated neighborhoods, altered street patterns, and significantly changed the historic context of downtown. Since 1973, in accordance with the Vermont Municipal and Regional Planning and Development Act (VSA Title 24, Chapter 117), a Municipal Development Plan for the City of Burlington has been prepared every five years. In 1988, the Vermont legislature amended the Act and other statutes affecting land use planning. Collectively known as "Act 200," these changes encouraged comprehensive planning at the state, regional and local levels; facilitated cooperation between communities; and offered a forum to resolve disputes. Communities that choose to plan must do so in an effort to address a common set of statewide

goals. The 1991 Burlington Municipal Development Plan was Burlington's first plan to be guided by the goals of Act 200.

Since these guidelines went into effect, many plans, policies, and projects in Burlington can trace their roots back to the Municipal Development Plan. A few notable examples include:

- The 1998 North Street Revitalization Plan, which resulted in a rezoning and significant streetscape improvements along North Street in the Old North End.
- The 2000 Open Space Protection Plan, which resulted in the Conservation Legacy Fund which is now used by Burlington Parks, Recreation & Waterfront to purchase and protect significant natural areas.
- The 2013 planBTV Downtown & Waterfront Master Plan, which includes a vision that restores the urban fabric that was lost to urban renewal and inspired the multi-year process to redevelop the former Burlington Town Center into City Place Burlington.
- The creation and adoption of Neighborhood Activity Center and Institutional Core Campus Overlay zoning districts.



Illustration of 2013 planBTV Downtown @ Waterfront vision

Subsequent amendments to Chapter 117 have changed the requirements for municipal plans in the past several decades. In particular, the required schedule for updating local plans was changed from a 5-year interval to 8 years. Additional legislative changes have introduced additional planning considerations for

local communities—including energy, childcare, and an implementation program.

With the adoption of the 2014 Municipal Development Plan, the plan was rebranded as planBTV. This built upon the success of the Downtown and Waterfront Master Plan in order to help the community better recognize and understand long-range planning efforts. This brand has been used in a number of efforts, including planBTV Walk/Bike, planBTV South End, and planBTV: Downtown Code. The 2019 update, which will include a more in-depth update of the entire plan, will establish the framework for the Municipal Development Plan to become more of a living document, with periodic updates on a more frequent interval than required by state statute. Instead of preparing an overall update to the comprehensive plan, the Department of Planning & Zoning will now be working on various area-wide master plans or topic-specific plans that eventually update all of the relevant elements of the comprehensive plan. The 2013 Downtown & Waterfront Master Plan is a great example of this new approach, which allows for a more in-depth look and understanding of the dynamics and character of each distinct city neighborhood, or planning consideration.

Municipal Development Plan Requirements

According to *The Municipal Plan Planning Manual* updated in 2016 by the Vermont Agency of Commerce and Community Development (VT ACCD):

“Planning for economic development, housing needs, infrastructure, and environmental health are fundamental responsibilities of Vermont’s municipalities. In many ways, local planning is like retirement planning—many of us avoid charting a roadmap for our retirement future because it’s overwhelming and easy to postpone. However, shelving important decisions that can radically influence our future doesn’t solve the problem, it makes it worse.

Developing a picture for the future and setting clear goals helps communities and individuals connect many smaller actions and measure achievement toward the larger goal. A guiding plan allows decisions to be made by considering the future of the community as a whole. Without it, short-term, shortsighted decisions can erode a community’s quality of life, reduce its property values, and lead to higher taxes or wasteful spending.”

-The Municipal Plan Planning Manual, ACCD

According to state statute regarding the requirements for municipal development plans, a plan must include all of the following elements. A more complete description of these requirements can be found in *Appendix A*.

- A statement of **objectives, policies, and programs** of the municipality which will guide **future growth and development of land, public services, and other facilities**, and to protect **the environment**.
- A **land use plan**, including current and prospective land uses, their locations and intensity, including areas designated by the state as Downtown and Neighborhood Development areas.
- A **housing element**, which addresses low and moderate income persons’ housing needs.
- An **economic development element** that presents economic conditions and identifies the location, type and scale of desired economic development.
- A **transportation plan**, showing existing and proposed highways, streets, parking, transit, bicycle, rail, and ports.
- An **education facilities plan** including a map and statement of present and projected uses.
- A **utility and facility plan**, identifying present and prospective community facilities, including educational, recreational, government, medical, energy, water, and refuse resources.
- An **energy plan** which analyzes energy resources, energy conservation, and the development of renewable resources.
- A statement on policies regarding **preservation of rare and irreplaceable natural areas, scenic and historic features and resources**.
- A **flood resilience plan** that identifies flood hazard and fluvial erosion hazard areas designated for protection.
- A statement of how the plan relates to development trends and **plans of adjacent municipalities, areas and the region**.
- A recommended **program for the implementation** of the objectives in the plan.

CCRPC Assessment of 2014 planBTV

Planning & Zoning staff met with Chittenden County Regional Planning Commission (CCRPC) staff in January and April of 2017 to discuss the Municipal Development Plan update, goals for the update, and elements of the plan that need to be addressed for compliance with state statute. A letter provided by the CCRPC, which includes a detailed review and outline of recommendations based on the statutory plan requirements, is provided in Appendix B. The plan update should prioritize addressing these issues in order to strengthen the Municipal Development Plan's compliance with statutory requirements. By way of summary, the CCRPC's recommendations include:

- **Land Use Plan:** Include more clear links to and incorporate by reference (if not already): planBTV Downtown & Waterfront, planBTV South End, Brownfields Area Wide Plan, Railyard Enterprise Plan. Make Downtown designation more explicit in mapping, and add Neighborhood Development area.
- **Housing Element:** Incorporate by reference the 2015 Housing Action Plan. Eliminate outdated housing demographic profiles and housing targets. Incorporate new demographic projections prepared for the CCRPC transportation model, and the housing targets from the Building Housing Together campaign.
- **Economic Development Element:** This section needs to be updated.
- **Transportation Plan:** Incorporate planBTV Walk/Bike, Downtown Parking & Transportation Management Plan, Residential Permit Parking Study, and GMT Comprehensive Service Analysis by reference. Consolidate sections from the Utilities/Facilities section of the current plan that discuss streetscape design into the transportation plan. Consider incorporating Great Streets Standards by reference.
- **Education Facilities:** Add policies regarding childcare per statute.
- **Utility and Facility Plan:** Expand section about municipal stormwater and state requirements regarding water quality. Incorporate by reference the 2016 Infrastructure Plan for a Sustainable City: 10 Year Capital Plan and the Parks, Recreation and Waterfront Master Plan.
- **Energy Plan:** Replace existing section with the 2014 Climate Action Plan, along with updated maps and energy data from the CCRPC Regional Energy Plan work underway. Identify priority sites for renewable energy generation. These changes will meet requirements of enhanced energy plans, so consider submitting for approval by the Public Service Board for substantial deference in utility siting decisions.
- **Natural, Scenic and Historic Resources:** Incorporate Winooski River Tactical Basin Plan, Northern Lake Champlain Basin Plan, and the City's Urban Forestry Master Plan and Open Space Protection Plan by reference. Discuss more explicitly how city policies minimize fragmentation and promote forest resources within an urban context.
- **Flood Resilience Plan:** Update to reflect state terminology, incorporate the 2017 All-Hazards Mitigation plan by reference.
- **Relationship to other plans:** Discuss whether or not to incorporate the Legacy Action Plan, and consider adding a reference to the Lake Champlain Byways Program.
- **Implementation:** Add a progress report on implementation from the last plan update. New statutory requirements include identifying resources necessary/available for the recommendations to be implemented.
- **Other:** Make sure all plan maps are online, and are provided in a clear and consistent format with all applicable labels, legends and titles.

When the 2019 update to planBTV has been approved by the Planning Commission and City Council, the CCRPC will also review and approve it. In addition to confirming the plan is consistent with the requirements of state statute, the CCRPC will ensure it is consistent with the Regional ECOS Plan, which is being updated by the CCRPC now. Learn more about the Regional ECOS Plan here: <http://www.ecosproject.com/2018-ecos-plan/>

Objectives & Scope for planBTV 2019 Update

The Need for a Comprehensive Update

Burlington is a place with complex urban challenges in a small, under-resourced New England Community; a place with big ideas and even bigger ideals. It is the largest and most intensely developed community in Vermont, and has undoubtedly become a hub of economic and cultural resources for Chittenden County and beyond. At the same time, it is a small city, with both a geographic footprint and a population that is much smaller than the cities and metropolitan areas which are frequently considered to be its peers. This dual role—as a sort of “urban village”—has resulted in unique challenges and opportunities. But it has also embraced its small size and leveraged its community resources to advance such innovations as 100% renewable electricity generation and a vibrant pedestrian mall that is internationally recognized as the centerpiece of its downtown. This identity is evident in plans created and adopted by the community overtime, and ensuring that the *Municipal Development Plan* continues to reflect these opportunities and ideals will be critical going forward.

Guide a Sustainable Burlington

For many years, the vision and policies in the *Municipal Development Plan* have been focused around creating a sustainable core community within the region—one that is developed with ecological integrity, that supports economic security and social well-being, and that fosters a diverse, empowered and responsible citizenry. This vision has been expanded in great detail in recent planning efforts, including *planBTV Downtown & Waterfront Master Plan*, the comprehensive *planBTV: Parks, Recreation and Waterfront Master Plan*, and *planBTV Walk/Bike*. All of these plans are the first of their kind for Burlington in terms of advancing a comprehensive and detailed vision that will implement the *Municipal Development Plan*. These plans demonstrate the City's commitment to serving as the urban core of the region and to advancing its sustainability goals.

Key to ensuring, and certainly one of the greatest challenges affecting, this future vision continues to be the need to strike a balance between the benefits and burdens of growth.

Burlington is currently experiencing a period of growth and reinvestment that significantly outpaces that which has occurred in the last several decades. This change has adhered closely to the policies articulated in the *Municipal Development Plan* and other related plans. Public and private

capital improvements and other investments of resources have been directed into growth centers, implemented at scales appropriate to maximize developable area and maintain open space, expanded access to resources, promoted a high quality of life while addressing barriers to residents' well-being, and reinvested in essential public services and infrastructure. More change is ahead as these plans are further implemented, and as the community continues to search for ways to address its chronic challenges. Guiding this change in a way that accommodates the needs of our current and future population without threatening Burlington's celebrated character is essential, and an updated plan is a critical tool for this process.

Administer Implementation Tools

A current plan must be in effect in order for the City to administer tools for implementation. The ability to assess development impact fees and amend the *Comprehensive Development Ordinance* are of particular importance. Further, a current plan is necessary for the City and property owners to be eligible for the benefits of the Downtown and Neighborhood Designation programs, and for the City to qualify for certain state funding programs including community development, transportation, and brownfield redevelopment funds. Therefore, it is important not only to update the current plan, but to do so before its expiration date, in order to ensure the continued ability for the City to utilize these tools to implement its policies and actions.

Implementation Tools Utilized in Burlington

With a current plan in place, the City is able to do the following in order to implement the Plan's vision:

- Have influence in state regulatory proceedings, including Act 250 Land Use Permits and Section 248 Certificates of Public Good
- Adopt and amend the *Burlington Comprehensive Development Ordinance* (zoning and subdivision regulations)
- Adopt a Capital Plan & Budget
- Assess Impact Fees for development projects
- Have approved Downtown and Neighborhood Development Areas, providing financial and regulatory benefits to the City and property owners
- Apply for Municipal Planning Grants, and other grant funds for transportation, brownfield redevelopment, community development, and affordable housing

An Approachable, Readable Plan

Over the years, as citizens and community leaders alike have sought to advance strategies within the plan, the plan for how to do it has also grown. With each subsequent adoption of the *Municipal Development Plan*, new plans and studies have been incorporated by reference, and new policies and action items have been added. The plan has been amended and re-adopted many times, but it has been nearly 20 years since the plan was last updated in a comprehensive way. In fact, the current plan includes language stating that the 2011 plan was to have been the “next comprehensive rewrite.”

Today, the plan references, and incorporates by reference, dozens of other plans, some dating back as far as 1990. It includes nearly 80 policy statements and over 125 actions organized into 10 distinct topics. While incredibly detailed and relevant, the plan’s key policies and actions have lost their clarity and sense of priority. In some cases, the data and resources to support these policies are dated or located within the plan in such a way that limits their utility. Navigating the lengthy document has become tedious, and following the adoption of plans such as *planBTV Downtown and Waterfront*, it is not well-known by the community as the guidance document for the entire city. In fact, finding the lengthy PDF on the City’s website, and locating the relevant content within it has become an endeavor that only a few can commit to.

The lack of connectivity to the community-wide vision in the *Municipal Development Plan* has been evident in recent community dialogue. Increasingly, input on projects has focused on the immediate impacts a project may have on a small geographic area of the community. As Planning Commissioners and staff, it has been difficult to help the community relate individual projects to the long-term vision of the *Municipal Development Plan*.

Lastly, the recent shift in the approach to updating the *Municipal Development Plan* has left some community members and policy-makers confused about the role and authority of each of these plans. The current plan framework does not intuitively draw a connection between the comprehensive plan and individual plans such as *planBTV Downtown @ Waterfront Master Plan*.

A comprehensive update to this plan will ensure clarity as to the priority of strategies, and relationship among the Municipal Development Plan and other plans adopted by the City, and will address dated references and information.

Clear Framework & Presentation of the Plan Vision

An overarching goal for the updated *Municipal Development Plan* is to streamline and reframe the policies within the plan to better articulate its community-wide goals in a more concise way, and to more clearly articulate how and where change can and should be implemented. With only a few exceptions, the policies contained within the current plan continue to be relevant and applicable to Burlington for the next decade or more.

Therefore, this update is largely about how to create a plan framework that helps to restore the community’s connection to these policies, and to improve the visibility of their implementation.

This will be achieved first by revising the plan’s structure. Rather than being organized by the dozen required statutory elements, the plan should tell the story of Burlington—today and in the future—through a series of cross-cutting themes. These themes will draw upon policies and action items from various topic areas of the current plan, and combine them in a way that more clearly demonstrates the interrelatedness of the individual issues themselves.

Another key change will be the creation of the framework that allows specific area master plans and topic-specific plans to be more obviously connected to the *Municipal Development Plan*. The updated plan will more clearly identify neighborhoods and areas of the City that have unique characteristics and provide general information and data about those parts of the City. The plan will also identify which of the plan’s policies and action items are the highest priority for that area. Where an area-wide master plan exists, such as *planBTV Downtown @ Waterfront Master Plan*, the area-specific plan will be highlighted, and explicitly identified as the go-to policy document to utilize when making decisions about that part of the community. For parts of the city without an area-specific plan, the updated plan will either identify the need for one and direct the Planning Commission to prepare it, or will prioritize the *Municipal Development Plan* policies which are most applicable to the area.

Finally, the updated plan will also utilize modern communication and geographic information tools to more effectively illustrate how the policies will impact individual neighborhoods and fit within the context of the community-wide vision. This will include a series of online tools that allow for maps and other data to be displayed in an interactive way so that the community can more fully visualize and engage with the plan’s content. These tools will also more effectively connect the plan’s broad policies to on-the-ground change the community is observing.

Objectives for the planBTV Update

In order to prepare an updated Municipal Development Plan that both addresses the issues identified above, and the CCRPC assessment of compliance with state statute, the following objectives will guide the planning process:

- **Re-adopt the plan in a timely manner, prior to its expiration on March 31, 2019.**
- **Maintain the plan's vision of "Burlington as a Sustainable Community,"** and prioritize and update policies that will help Burlington continue to realize this vision.
- Organize the plan's content around 1) key issues/themes for the community, and 2) unique areas of the city, rather than a series of chapters organized by statutory requirements.
- Make minimal policy changes, with new content focused on elements that are not represented, need to be strengthened, or are out-of-date.
- Identify overlap in policies and find opportunities for combining them to correspond with the cross-cutting themes of the plan; the plan will benefit from having fewer overarching policy/goal statements, while maintaining a longer list of action items.
- Focus for community engagement is on **discussing the themes at the neighborhood level to identify priorities** from among the plan's goals/actions.
- Create an interactive and user-friendly website to be the main resource for the updated plan.
- Incorporate data, maps, metrics, and other online resources throughout the plan to support themes and make the plan's content more easily digestible.
- Strategically incorporate Burlington accolades, data points, information about existing conditions, etc., but avoid overly detailed inventories of current conditions and long historic narratives. Place relevant, but non-essential, content in an appendix or a supplemental plan document.

Scope of Work & Process

The following scope of work/planning process has been organized to guide the update according to the goals and objectives above. Elements in bold include key milestones and/or required dates for completing a task.

1. Project Development (Jan - Mar 2018)

- **Prepare a "Blueprint" for the plan update** for approval by the Planning Commission.
- Evaluate the current 2014 *Municipal Development Plan* in coordination with the Planning Commission, City Departments, and the CCRPC.
 - Prepare an implementation matrix for the policies and actions in the 2014 plan, to evaluate progress and relevance of policies/action items, and for inclusion in the updated plan.
 - Identify policy elements and action items that:
 - need to be strengthened or are missing
 - are outdated and do not need to be included in the update
 - Review policy elements and action items to ensure that they are still applicable to a 20+ year vision, and identify where policies overlap across elements
- Determine what background information and/or data collection is necessary for Task 2. If necessary, identify resources/assistance needed to obtain information; hire interns to assist with specific tasks.
- Develop a Scope of Work and RFP for the development 1) a brand for the *Municipal Development Plan*, and 2) a website to be the primary and permanent location of the updated plan.

2. Background Information and Community Engagement (Ongoing)

- Conduct any identified background studies, data collection, and mapping tasks.
- Develop and launch the website.
- **Prepare a Community Engagement Strategy** for approval by the LRPC—including an approach to and specific tools for community engagement activities.

- **Host community and other stakeholder engagement activities** aimed at collecting feedback on the current plan's policies, community strengths and opportunities, and other specific planning considerations. (mid-April through mid-May)
- Synthesize data collection and community input into a summary to inform the plan development.

3. Develop the Plan (Jun - Aug)

- Fully develop the framework for the plan's themes and geographic areas, and determine how to organize policies and actions within this framework.
- **Prepare a draft of the updated plan**- review and discuss content for themes/elements with the LRPC/Planning Commission as they're being developed **(by end of August)**.

4. Draft Plan Review & Edits (Sept - Oct)

- **Host community and other stakeholder engagement activities** aimed at reviewing and discussing the draft plan, and identifying the policies/action items which are of highest priority to specific areas of the City. (September)
- Review the draft plan with the CCRPC to ensure compliance with statutory requirements and the regional plan.
- Work with LRPC to identify revisions to the plan based on public and other stakeholder feedback.
- **Prepare a second draft—the "Public Hearing Draft."** Review draft with the Planning Commission, then **warn for public hearing/review (must warn by end of October)**.

5. Plan Adoption Process (Dec 2018 - Mar 2019)

- **Planning Commission holds a Public Hearing on the draft plan (by beginning of December)**.
- Following Public Hearing, Planning Commission identifies any final edits necessary to make and/or **approves plan for submission to the City Council**. (by mid December)
- **Council holds first public hearing**. Following the hearing, Council identifies any requested edits to the draft plan, or takes action to warn a second public hearing.
- **Council holds second public hearing and takes action to adopt the plan**. For purposes of meeting the plan expiration deadline, Council's action becomes the effective date of the plan **(no later than March 21, 2019)**.
- Within two months of receiving the plan from the City, the **CCRPC reviews and approves the plan** for consistency with state planning requirements and with the regional and regional municipalities' plans. (by end of May 2019)

Tasks	Jan - Mar '18			Apr - Jun '18			Jul - Sept '18			Oct - Dec '18			Jan - Mar '19		
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Project Development															
Background Info/Data															
Community Engagement/Input															
Develop DRAFT Plan															
Draft Plan Review & Edits															
Plan Adoption Process															

 Approximate timeline for major milestones identified in Scope of Work

Community Engagement & Input

The purpose of this section is to identify the high-level goals for community engagement and input in the plan update process, which will inform the development of a more detailed Community Engagement Strategy. Overall, the focus of community engagement through this process is not about creating a community vision, but about updating and prioritizing the policies and actions to support the implementation of our adopted vision in *planBTV*. The Long Range Planning Committee and staff will develop a more specific strategy and timeline to:

- Organize engagement activities primarily around neighborhood-level engagement at physical locations within those neighborhoods, perhaps with a few strategic community-wide events.
- In addition to collecting input, engagement activities should offer information/education to residents on the plan's vision, and the issues and trends affecting the City as a whole and neighborhoods individually.
- Before a draft plan is developed, consult with residents, neighborhood leaders, and City Councilors on neighborhoods' characteristics (using a SWOT framework) and other specific planning considerations.
- When a first draft plan has been developed, focus community input on neighborhood-level prioritization of the plan's policies and actions.
- To collect input, visit the Neighborhood Planning Assemblies and hold additional community engagement activities within neighborhoods that are organized and sponsored by the Planning Commission & Planning Department.
- Utilize surveys, the project website, existing community events, and/or other methods to expand capacity for education, outreach, and collecting input during the planning update process.

Project Responsibilities

Planning Commission

The Planning Commission will provide overarching guidance to the Planning Department staff, participate in public engagement activities, and act as a liaison to City Councilors throughout the planning process. More specifically, this will include reviewing and discussing the current plan's contents and implementation status, the community engagement strategy and public feedback, and content for sections of the plan as it is being developed. Development of content for and specific revisions to the draft plan will primarily engage the

*The focus of community engagement in this process is not about **creating** a new community vision, but about updating and prioritizing the policies and actions to **support the implementation of planBTV's vision of "A Sustainable Burlington."***

Long Range Planning Committee, with periodic reports to the full Commission. It is expected that each Commissioner will participate in several community engagement activities throughout the planning process. When possible, it is anticipated that many of these activities will take place in-lieu of a regular Planning Commission meeting. It is also expected that the Commission will coordinate with City Councilors around the City, to help answer questions and provide information about the plan update to Councilors and their constituents. And ultimately, the full Planning Commission will recommend the Plan's adoption by the City Council.

Planning & Zoning Department

The day-to-day responsibilities for this project will be undertaken by the Comprehensive Planner, with other staff and consultant support:

- Comprehensive Planner & Staff Team: The plan update will be coordinated and led by the Comprehensive Planner, with support from the Planning Director and other staff as needed. The Comprehensive Planner will also direct work by 1-2 paid interns/AmeriCorps volunteers.
- City Working Team: Planning & Zoning will consult with staff from departments around the City both to evaluate the current policies in the plan, and to determine elements that need to be incorporated in the update. It is the goal to identify at least one person from each department to be a liaison during the planning process. Because of the proposed plan structure, and the desire to move the plan online, P&Z anticipates working closely with the Mayor's Office Communications & Projects Coordinator, CEDO's Community Engagement Specialist, the Chief Innovation Officer, and the Information Technology department to coordinate this work.
- Consultants: This update will not involve the same level of detail and site-specific studies as recent efforts utilized in planBTV Downtown & Waterfront or planBTV South End. Therefore, the majority of the work will be done in-house, with consultant work limited to 1) specific data collection and/or studies, as/if needed; 2) website development; 3) graphic design/branding; and/or 4) mapping/GIS services.

Project Budget

The Planning Department's approved FY 2018 budget includes \$50,000 for the *Municipal Development Plan*. It is anticipated that another \$20,000-\$25,000 will be included in the FY 2019 budget if needed. This budget is anticipated to cover:

- the cost of any consulting services as needed, particularly website design/development and branding;
- intern support for the project;
- funds for community engagement activities and advertising;
- and printing and/or publishing the plan.

Plan Structure & Innovations

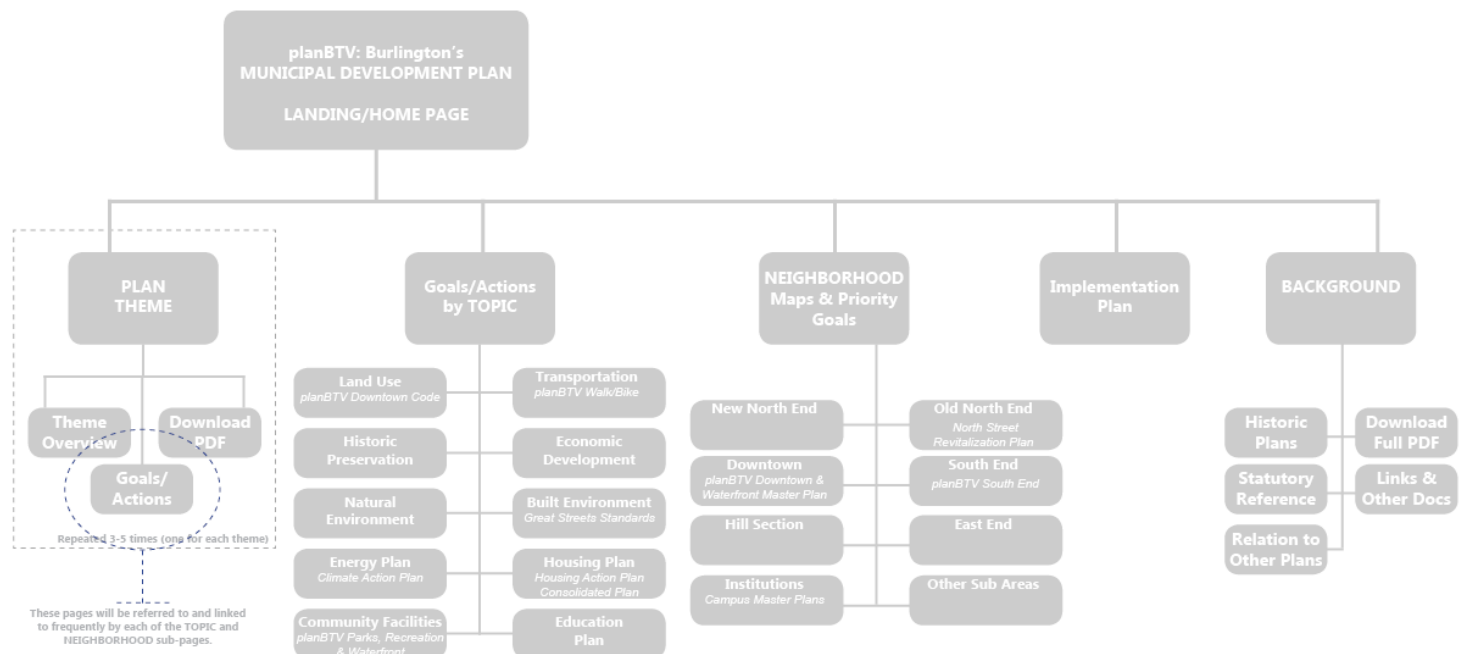
Plan Structure

In order to achieve the objectives identified in this Blueprint, the planning process will be conducted in order to prepare a plan that includes the following major elements:

- **Themes.** Themes should be cross-cutting, drawing upon many of the required plan elements, and should be framed around either key issues or key characteristics of the community. The plan's policies and action items shall be organized into these themes.

- **Geographic Areas.** The plan framework will then zoom to smaller geographic areas—likely, neighborhoods—of the City, mapping areas for growth/stabilization, and identifying priority goals/actions for those neighborhoods. This section should also clearly articulate any special topic or sub-area master plans that are applicable as the primary policy document for the area (i.e. planBTV Downtown & Waterfront Master Plan). If none exist, this section should discuss what, if any, future neighborhood-level or small-area master planning efforts should be conducted.
- **Implementation Chapter.** In addition to being a new municipal plan requirement, this section will help prioritize the plan's policies and actions and provide direction on how to move forward with implementation. This section will include a chart to demonstrate the relationship of all of the plan's policies to the required statutory elements, and one to clearly articulate the relationship of referenced plans within the document—whether simply a reference document or adopted through its incorporation in the plan.
- **Appendices** will include any data/narratives that are valuable, but not pertinent to body of the plan.

While intended to roughly illustrate how this plan framework will inform the development of a website, the following graphic provides an example of how the plan's content may be organized. Through early consultation with the Chittenden County Regional Planning Commission (CCRPC), this approach has been discussed. It is the opinion of the CCRPC staff that



Flowchart illustrating a potential framework for the 2019 planBTV website, with plan content organized by themes and cross referenced to neighborhoods and topic areas.

if executed effectively, this approach could adequately meet the above requirements for a municipal plan. Further, the proposed approach is consistent with guidance in VT ACCD's 2016 Municipal Planning Manual, which recommends that a community identify and present its vision according to the three themes: "maintain," "evolve," and "transform."

A User-Friendly Online Plan

While a version of the plan will be created as a standard PDF/print document for adoption, an overarching goal of this planning process is to build a web-based plan. This does not mean a PDF document that is simply posted online, but rather a **fully-developed website** that organizes the plan's content into a user-friendly platform that allows more free-flowing access to the goals and policies. This will utilize:

- Infographics, charts, images and other storytelling elements created with geographic information and document design tools in order to clearly tell the story about Burlington, its neighborhoods, and the importance of the plan's strategies. These include both tools the City currently has available and other open source resources.
- Interactive maps which illustrate and provide a comparison for current and future conditions, viewable at multiple scales, ranging from city-wide to individual neighborhoods. These maps may display both qualitative (data, geospatial information) and quantitative (based on community input) information in a graphic format that is easily understood by individuals with limited map-reading skills.
- Both graphic and map elements draw from and/or link to other documents, plans, maps, websites and other resources that are maintained by other departments of the City or outside agencies as applicable.
- A new *planBTV: Municipal Development Plan* brand that helps communicate this plan's distinctiveness from other plans (i.e. South End and Downtown & Waterfront).



Logos for various sub area and topic specific "planBTV" efforts.

These interactive elements will be key to the plan's update, helping expand the plan's accessibility and readability to more members of the community in the following ways:

- The graphically rich and engaging presentation of qualitative and quantitative data will expand the community's understanding of the built environment, the City's and/or neighborhoods' changing demographics and socioeconomic characteristics, and environmental considerations.
- Planners & Commissioners will be able to more effectively communicate what areas of the city can and should be areas of growth, and in what areas the focus should be on stabilization, in order to provide more predictability about the future to the community and neighborhoods.
- Create a stronger connection between the Municipal Development Plan and other plans/projects in order to demonstrate what resources, infrastructure, etc are currently available or needed to support the articulated patterns of growth.
- Clearly demonstrate of how the big-picture, community-wide vision influences and is influenced by what happens in individual neighborhoods.

Best Practices

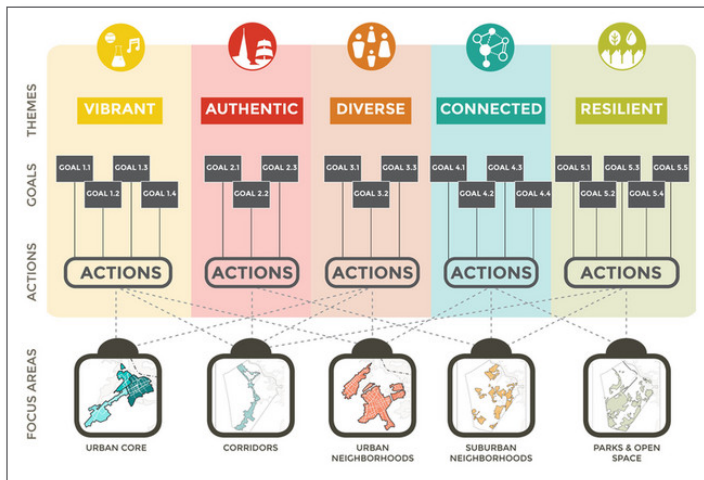
Examples of recently-adopted municipal plans which include innovative structures or elements, such as those described above, are provided here as a reference for how these elements may be achieved in Burlington's updated plan. These plans may serve as best practices throughout the planning process, informing the Planning Commission and staff on proven, yet innovative ways to meet planning objectives and communicate a plan's vision.

- [Bolton, VT Town Plan 2017](#): Plan policies and actions organization by theme, per the 2016 ACCD Municipal Planning Manual, and the implementation section.
- [Portsmouth, NH Comprehensive Plan 2017](#): Plan policies and actions organized by theme, a plan for each geographic area, and cross reference of policies to statutory requirements.
- [Seattle, WA Comprehensive Plan 2016](#): Cross reference of city-wide goals/action items to each neighborhood.
- [Oklahoma City, OK Comprehensive Plan 2015](#): PlanOKC has been developed into an interactive website. There are options to sort the plan's information by theme (i.e. green, sustain, connect) or by traditional plan elements (i.e. natural resources, energy, transportation). Each theme has an introduction, highlights current conditions, and

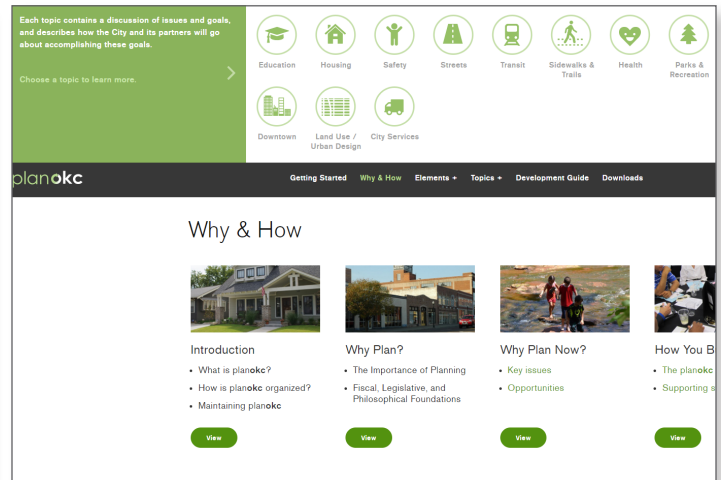
identifies relevant goals/initiatives from across the plan's elements. While fully online, there is also an option to download sections in PDF.

- **Plano, TX Comprehensive Plan 2015:** Plan website includes a series of topical “policy pages” which show implementation progress for action items related to each topic.

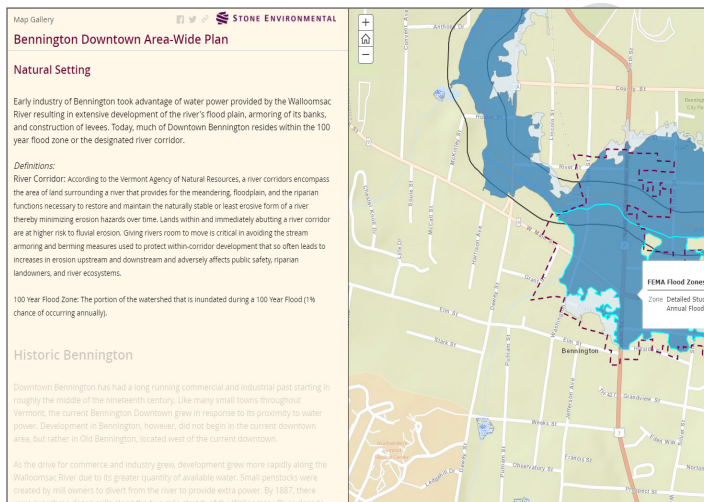
- **Bennington, VT Area Wide Plan, 2017:** Utilizing ESRI Story Map tool (a tool which the City has access to), created a curated website to present the Area Wide Plan, including text and narratives, photos and renderings, and interactive maps.



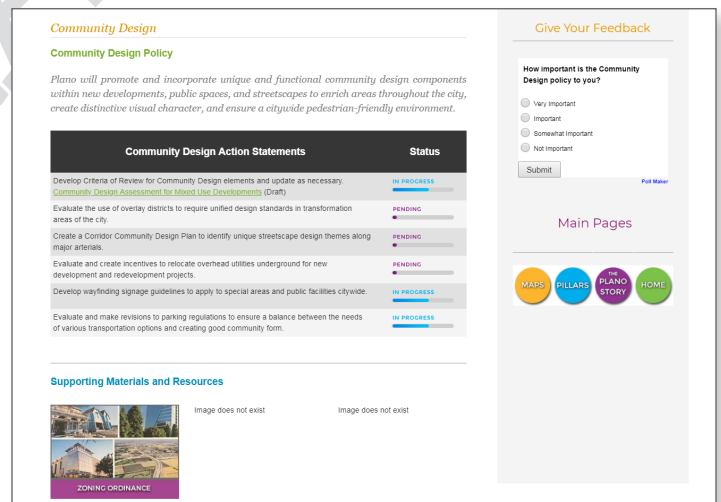
Graphic from Portsmouth, NH Comprehensive Plan illustrating the relationship between themes, goals, actions, and geographic areas.



Screen shot of planOCK website, demonstrating how the plan's contents can be viewed as individual pages, with options for topics or elements.



Screen shot of an interactive “Story Map,” prepared for Bennington’s Area Wide Plan by Stone Environmental, to combine narrative information with interactive maps to provide information on plan topics.



Screen shot of Plano, TX plan website, demonstrating each goal and its supporting action items are organized as individual pages, with indicators for implementation status and links to other resources.

Appendix A: Vermont's Municipal Development Plan Requirements

According to 24 VSA, Ch. 117 regarding the requirements for municipal development plans, a plan must include all of the following elements:

- A statement of objectives, policies, and programs of the municipality which will guide future growth and development of land, public services, and other facilities, and to protect the environment.
- A land use plan, including current and prospective land uses, their locations and intensity, and the timing and sequence of land development activities related to necessary community facilities and services to support those uses. In particular, identifying areas for forest, recreation, agriculture, residences, commerce, industry, semi-public uses, and areas reserved for flood plain, wetland protection or conservation purposes. This should also include the identification of areas with state designations; in Burlington, these include Downtown and Neighborhood Development areas.
- A housing element that includes a program for addressing low and moderate income persons' housing needs, and which permits accessory dwelling units as a housing type that preserves affordability.
- An economic development element that presents economic conditions; identifies the location, type and scale of desired economic development; and identifies policies, projects and programs necessary to foster economic growth.
- A transportation plan, showing existing and proposed highways and streets as well as pertinent parking, transit, bicycle, rail, scenic road, airport, railroad, port or other facilities, including prioritization of need.
- An education facilities plan including a map and statement of present and projected uses and the local public school system.
- A utility and facility plan, identifying present and prospective community facilities, including: educational, recreational and other public buildings and sites; hospitals and libraries; power generation and transmission facilities; water, wastewater, and stormwater facilities; refuse disposal, etc, and any indication of priority of need, costs and method of financing.
- An energy plan which analyzes energy resources, a statement on policies to conserve energy, including a statement on policies regarding land uses and development patterns to result in conservation, and a statement on policies related to the development of renewable resources.
- A statement on policies regarding preservation of rare and irreplaceable natural areas, scenic and historic features and resources.
- A flood resilience plan that identifies flood hazard and fluvial erosion hazard areas designated for protection to reduce the risk of flood damage to infrastructure and improved property, and recommends policies and strategies for the protection of these areas. This may be satisfied by an existing local hazard mitigation plan.
- A statement of how the plan relates to development trends and plans of adjacent municipalities, areas and the region.
- A recommended program for the implementation of the objectives in the plan.

Appendix B: Letter from CCRPC Reviewing 2014 planBTV



CHITTENDEN COUNTY RPC
Communities Planning Together

110 WEST CANAL STREET, SUITE 202
WINDSOR, VERMONT 05404
(802) 846-4490
WWW.CCRPCVT.ORG

MEMORANDUM

TO: Meagan Tuttle, Comprehensive Planner, City of Burlington

FROM: Emily Nosse-Leirer, Planner, CCRPC

DATE: April 6, 2017

RE: Initial Review of the 2014 City of Burlington Municipal Development Plan

As Burlington is at the beginning of the process to update its town plan, CCRPC has completed an initial review of the 2014 Burlington Municipal Development Plan. We understand that Burlington is planning to completely overhaul the current Municipal Development Plan and use the document to create a framework that showcases and explains the linkages between the city's numerous planning efforts. With this in mind, this memo is intended to serve as a basis for discussion on how the city can streamline its planning efforts while still maintaining a central MDP document that allows for users to easily know where to find information and to ensure CCRPC is able to review the city's planning process for approval and confirmation.

Therefore, this review has three parts:

1. A discussion of planning requirements added to state statute since 2013 or not currently addressed in the MDP;
2. A few suggestions for discussion regarding the format of the MDP; and
3. A summary of CCRPC staff comments regarding certain sections of the plan.

Please note that with the exception of comments related to state planning requirements, these comments are intended merely as helpful suggestions.

1. State Planning Requirements

- **Economic Development:** There is an economic development section in the plan, but it is very outdated. However, this requirement will be met after an update of this section.
- **Flood Resilience:** The natural resources section of the MDP has a discussion of flood plains and Fluvial Erosion Hazard areas, along with a few action items related to FEH areas. The discussion of flood resilience should be strengthened to meet state requirements. There are two issues to address here: one is that the state's terminology related to FEH areas has changed. CCRPC can provide explanatory language if desired. Vermont's Flood Ready site has good explanations and diagrams as well:
http://floodready.vermont.gov/flood_protection/river_corridors_floodplains/river_corridors
Additionally, the plan should include more information about how the City plans to increase flood and fluvial erosion resilience. This can be done either by adding a discussion of policies and actions the City has taken or will take to meet this goal and referencing the 2017 All Hazards Mitigation Plan, or by formally incorporating Burlington's 2017 All Hazards Mitigation Plan, and its associated action list, by reference. CCRPC is able to help with language on this issue if desired.
- **Water Quality:** Act 64 requires that all plans require a discussion on water quality that mentions the basin plans from DEC. There is a great deal of discussion of water quality in the current MDP, as well as in other documents, including the Downtown PlanBTV document, the Parks master

plan, and the Open Space Protection Plan. Adding a brief reference in the Natural Resources section to the Winooski River Tactical Basin Plan and the Direct Northern Lake Champlain Basin Plan would complete these requirements. Additionally, where there is a strong section about the municipal water and wastewater systems in the MDP, it may be helpful to have an expanded section about the municipal stormwater system, or to reference the “Green Machine” section of PlanBTV Downtown and Waterfront. This will also provide an opportunity to discuss the TMDL and other clean water issues facing Burlington. (Please note that while discussing Basin Plans is a state requirement, the expanded stormwater section is a suggestion.)

- Forestry: Act 171 requires that the land use plan for a municipality must indicate forest blocks in the plan and plan to minimize forest fragmentation and promote the “health, viability and ecological function of forests.” The MDP has policies related to the preservation of urban forests, and the Open Space Protection Plan discusses forests extensively. There’s also a reference to an Urban Forestry Master Plan, which I was unable to find online. Adding a reference in the OSPP or in the MDP to forest blocks, as defined by the state, and discussing explicitly how the city’s existing policies minimize fragmentation and promote forests within an urban context will meet this requirement.
- Implementation: Act 90 requires that all municipal plans include documentation of the municipality’s process to implement the adopted plan, as described in 24 VSA §4350(c). Documentation can take two forms. If the previously adopted plan includes an implementation table or spreadsheet, add a column indicating what progress has been made on actions from the previous plan (for example, “completed in 2017,” “ongoing,” or “no progress.”). Your current plan does contain implementation tables, so this will be an easy addition.
- Designated Centers: Act 59 outlined two requirements for items to be included in municipal plans for them to be eligible to renew their designated centers: the intention to apply for designation shall be included in the plan of the municipality, and the plan shall explain how the designation would further the plan’s goals and the goals of section 4302 of this title. I see that the City’s Designated Downtown and Designated Neighborhood districts were just approved for renewal. However, the maps of district boundaries and the discussion of how the designations meet the goals of the plan could be more clearly included in the Land Use chapter.
- Childcare: I did not see a discussion of childcare in the MDP or in any of the associated documents I looked at. If this topic is already discussed in another one of the city’s plans, incorporating that document by reference will meet the requirement to plan for “safe and affordable childcare and [the integration] of childcare issues into the planning process.” If it’s not already discussed in another plan, the education section might be a natural fit for it.
- Earth Extraction: There is a state goal that all plans must discuss earth resources, such as sand and gravel pits, if applicable. It’s very probable that there are no such resources being extracted in Burlington, but if there are, this will need to be discussed.

2. Future Plan Formatting

- We understand that you intend this update to be a complete overhaul of the plan, including updating all data and information with current sources.
- With that in mind, below are some thoughts on possible formats for the new plan, through the lens of making sure that the MDP, as updated every 8 years, easily communicates that the plan meets all the required state goals and elements for municipal plans, and highlights and provides a framework for Burlington’s other planning processes.
- In the past, you have mentioned the Portsmouth 2025 Master Plan, organized around the themes of Vibrant, Authentic, Diverse, Connected and Resilient, as a format you like. Perhaps the new Burlington MDP could be organized around the “7 place-based themes for a sustainable future” as identified in the Downtown and Waterfront PlanBTV? The Portsmouth 2025 plan also has a separate land use section, similar to the Land Use Plan in the MDP now.
- Burlington has completed a number of exemplary planning efforts across a wide range of topics, but the current format of the MDP doesn’t always make that clear. Plans that relate to certain topics are sometimes incorporated via reference, and other times aren’t mentioned at all.
- The following required goals and elements are covered by other plans:
 - Transportation Plan is covered by the 2011 Transportation Plan and the 2017 Draft Walk-Bike Plan
 - Energy Plan is largely covered by the Climate Action Guide, though more energy data might be useful. As noted elsewhere, CCRPC can assist with this data collection.

- The housing element is covered by the Housing Action Plan, though again more data may be useful.
- The natural resources goal and agriculture and forest industry goals are covered by the Open Space Protection Plan and the urban forest management plan.
- The recreation goal is covered by the Parks, Recreation and Waterfront comprehensive plan.
- There are also a number of sections that can't be replaced by other plans, but could be enhanced by having more information incorporated:
 - Incorporating the PlanBTV South End and Downtown/Waterfront plans into the land use section?
 - Incorporating the Brownfields Area-Wide Assessment Plan into the economic development and/or land use section?
 - Incorporating the capital plan into the utilities and facilities section?
 - Possibly continuing to incorporate the Burlington Legacy Project Plan into the plan?
- Finally, there are some plans and inventories, such as the Historic Sites and Structures Survey (2000), that are discussed in the text and are important to the discussion, but aren't formally incorporated by reference, and it's unclear whether they've been updated recently or not. Clarifying the status and role of these documents would be useful.
- We also understand that you're interested in CCRPC's opinion on coming up with a shorter plan that still clearly meets state requirements. If this is still the case, the MDP could likely be condensed to have only a few pages of text on each required goal and element, along with some key data points. If there are other plans related to each issue, they can be incorporated by reference, but with a few sentences describing them and making clear the role they play in Burlington's overall planning process. Including the policies and actions related to the topic from ALL plans would be helpful in tying them together. For the purposes of CCRPC review, it would also be very helpful to have a matrix showing how the plan meets the required state goals and elements. This could take a similar form to the matrix in the "Relationship to Other Plans" section in the MDP, which shows how the MDP is compatible with the ECOS plan.
- Such a format would likely help readers, who may be confused about what the city's different plans are and how they relate to one another. It would also help CCRPC in reviewing the plan for RPC approval and confirmation, because it would ensure that all relevant information is in one place in a document that will last for 8 years, rather than certain sections being newer than others, as seems to be the case in the MDP now.
- **Again, please note that the discussion above is only a suggestion, and you may have different priorities for plan organization and formatting.**

3. CCRPC Staff Comments on Specific Plan Sections

Transportation

- This is a great section, and was very easy to read and understand.
- The City, and others, have, or will soon, undertake a number of planning activities since the last transportation update and any revisions should include some content related to those activities, including:
 - Railyard Enterprise Project
 - GMT's comprehensive service analysis (just underway)
 - Parking studies for Downtown and residential areas
 - Form Based Code in the Downtown
 - Great Streets project
 - There is a 5-year plan on p. 12 that should be updated to describe what's been completed and what may be on the next 5-year horizon
 - The Plan BTV Walk/Bike Plan
- This may be a situation where incorporating documents by reference and giving only a brief summary of them might be appropriate.
- P. 11 describes a number of progress indicators, which is great to see. Are these actively being tracked? If yes, where can results/data be found?
- Consolidating the section about streetscape design with the Transportation element may be helpful.

Health and Wellness

- Kudos for including social well-being in the MDP. I believe that the city has recently begun a process to incorporate Health Impact Assessments into decision-making. The plan may benefit from more discussion on the health issues that motivated the possible development of the HIA process and any notable results.

Energy

- The City's Climate Action Guide is comprehensive, user friendly and provides specific and ambitious actions for the city to fight climate change—in other words, a stellar plan. Much of the energy section of the plan could likely be replaced with a summary of the climate action guide, which is incorporated by reference. As part of our work to help municipalities with enhanced energy planning, CCRPC can provide up to date data on current and projected energy use in the city, and is able to help in the development of an energy section that meets the Act 174 Energy Planning Standards. Please let us know if you would be interested in our help on this.

Housing

- The housing targets developed by CCRPC in 2004 and the demographic projections from 2000 are no longer accurate or relevant. Housing targets are being replaced by the work of Building Homes Together. We will distribute information on the latest identified housing needs as it becomes available. The latest on the work of this group can be found here: <http://www.ccrpcvt.org/housing/>. Additionally, we are currently in the process of finalizing new demographic projections.
- The 2015 Housing Action Plan is a great list of discrete actions related to improving housing in Burlington. This plan's actions, combined with some updated data similar to what's included in the 2003 Community Profile appended to the plan, would make a very strong housing section for the MDP.

Maps

- It would be useful for the reader to have all maps associated with the MDP included online. Currently, most of them are not available.
- Additionally, not all of the maps include titles or legends, and color differences are very difficult to see on some maps. However, the maps in the PlanBTV documents and in the Transportation section of the MDP are very clear, visually appealing and easy to read, and would be good examples for maps throughout the MDP.

Regional Planning and Cooperation

- Consider adding a reference to the Lake Champlain Byway, a regional program that Burlington is part of. CCRPC can provide explanatory language if desired.

Burlington Planning Commission

149 Church Street
Burlington, VT 05401
Telephone: (802) 865-7188
(802) 865-7195 (FAX)
(802) 865-7144 (TTY)
www.burlingtonvt.gov/pz

*Andy Montroll, Chair
Bruce Baker, Vice-Chair
Yves Bradley
Alexander Friend
Emily Lee
Harris Roen
Jennifer Wallace-Brodeur
Eamon Dunn, Youth Member*



Burlington Planning Commission Tuesday, January 23, 2018, 6:30 P.M. Conference Room 12, City Hall, 149 Church Street Minutes – DRAFT

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

I. Agenda

The Chair called the meeting to order at 6:33pm. Item 5 was postponed until after Items 6 and 7.

II. Public Forum

M Trombley: Representing the Advance Music site, attending to answer questions about the requested zoning district change to 75 Maple St area.

III. Report of the Chair

No report.

IV. Report of the Director

D White: Zoning permit activity is down by 15% from last fiscal year as a result of fewer applications coming through the door. 10-year trend was increasing each year, with peak for zoning permits two years ago. Will provide a more detailed report on permitting activity at a future meeting. Staff is currently working on updating the master plan; an intern has started working with Meagan this week for this purpose. Reminder about Economics of Housing being held at Trader Duke's on Monday, January 29th and Joint Meeting of all boards on Tuesday, January 30.

H Roen: How many years until the plan expires?

M Tuttle: Current plan expires after 5—in 2019—but going forward, will be in effect for 8 years.

V. Proposed ZA-18-06: Article 8 Bike Parking Amendments

S Gustin: Follow up from initial draft to better incorporate more specific recommendations of planBTV Bike/Walk, and follow up discussion with DPW, Local Motion, particularly on bike racks in public areas and payment in lieu. This resulted in some additions and changes to Section 8.2.2, 8.2.3, and 8.2.5.

A Montroll: How can zoning tie a requirement to number of employees if the number could change? Should stick to building size.

M Tuttle: This is trying to address potential demand. Depending on number of employees, same size space can have a wide ranging demand.

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

B Baker: Uncomfortable with setting standards by outside groups. These don't always consider local variances—we know what is needed.

N Losch: Current ordinance refers to DPW Standards, and DPW uses APBP. This ensure we don't have to rewrite our standards each time the APBP changes. APBP describes the rack types, dimensions to consider to allow enough space.

D White: Is there enough specificity in Great Streets standards?

M Tuttle: General info on all elements and where they can be placed in the ROW including issues like distance from the curb. Did not get into greater detail because where bike parking is placed is an individual decision that DPW will assist with.

B Baker: Need to look at APBP to know what's in it and understand what burden it might place on owners.

J Wallace-Brodeur: Basing parking requirements on number of employees is an important concept to encourage people to drive less. How have other communities set ratios that recognize demand?

M Tuttle: We do have examples of other metrics that are defined and provide parking based on number of residents and caretakers, etc.

B Baker: Does bike racks in individual units satisfy the requirement for long-term bike parking? If so, does the ordinance specify?

N Losch: Yes, and there is more flexibility for creating long-term spaces. It is really the short-term for which APBP guidelines will be important.

S Gustin: Another option is payment in lieu to Public Works

H Roen: Should be some guidance for when to evaluate that in-lieu or in the ROW is actually necessary vs being able to achieve on site. Shouldn't just be at the discretion of the engineer.

N Losch: Under constrained scenarios DPW might recommend placement in the ROW, or try to accommodate on another site.

D White: Standards on how DPW will place in ROW?

M Tuttle: Standards indicate how things can be placed in the ROW—criteria for evaluating all requests for encumbrance. But the question is more about how to determine that they won't actually fit on a site. This came up in discussion of conflict between form-based code requiring building to the frontage line, but also requiring short term parking accessible in the front.

B Baker: Need to look at different lot types and frontage. In the downtown district, I imagine it is not that easy with frontage requirements and constraints of ROW.

S Gustin: The options for this scenario include a request for waiver and payment in-lieu. Short-term parking can be inside an entry lobby.

M Tuttle: If placement is within a lobby, need to make sure it's not going to meet definition and then be counted as long-term parking, and not get credit for it.

H Roen: Is off-site parking possible.

A Montroll: Is there bike parking in any parking lots?

S Gustin: Yes, off site is allowed within 200 ft. And yes, there are racks in City parking garages.

B Baker: Right now DPW hands off review of bike parking to Planning and Zoning. Do these changes mean there is another layer to certify?

N Losch: Not necessarily, but will provide more clarity on whether it has been built the way it was identified.

H Roen: Can shared parking be further than 200 feet?

N Losch: For short-term parking, more than 200 feet is too far.

S Gustin: Staff will revisit employee parking metric, and provide a link to APBP standards for PC to review, and bring back to a future meeting.

VI. Proposed ZA-18-04: Density Calculations

S Gustin: Need to make a decision about whether or not to allow rounding when calculating allowable density. Mainly impacts RM and RH zones.

L Murphy: There are two issues: one is that the calculation method described is difficult, and no guidance about how many decimals to round to. Second is that the ordinance doesn't define development site. Furthermore, there are internally inconsistencies throughout the ordinance which impact the application and interpretation of this method, such as whether or not density is based on gross or net area. Providing proposed language that is a compromise on the policy choice, and an easier way to come up with the density intended.

S Gustin: Agree with the point about how many decimals to round to. Development site is intentionally worded in the ordinance, and while not defined in Article 13 it means all lots collectively intended for development with a certain zoning district.

L Murphy: Simply eliminating the last sentence of the ordinance is disservice, because it doesn't solve any problems. Better to come up with something that's easy to understand and apply.

A Montroll: Ordinance Committee all had different takes, which is why there's no recommendation. Personal position is that wherever we set the density, we stick to it and don't create a scenario that allows more than that density.

B Baker: Lots of places where the ordinance has the effect of rounding down. Part of the reason why housing is so expensive. We will never get to the allowable density in most districts.

J Wallace-Brodeur: Liam was suggesting an interesting solution for rounding when it's a little more than half of an additional unit.

A Montroll: Commission agrees that if there is rounding, it should be from a higher fraction. However, disagreement about whether to round or not.

The Commission approves a motion by E Lee, seconded by H Roen, to send back to the Ordinance Committee to discuss rounding up or down. A Montroll opposed.

A Montroll: Opposed for the reasons that rounding up would have the effect of allowing more units than ordinance states.

VII. Proposed CDO Amendment: FD5 Boundaries

M Tuttle: The maps in packet identify properties on the boundaries that could be included in Form District 5; includes a mixture of commercial, mixed use, residential and nonconforming. Two concerns in reviewing where what properties should be included in mixed use district, and what properties provide an opportunity to alleviate nonconformities.

D White: We're trying to establish areas of continuity with a district based uses, areas of higher pedestrian activity. Also thinking of creating a new district, FD 4, for downtown residential and multi-family residential.

E Lee: About 99% of properties in RH are likely nonconforming and in this area is extremely diverse. No problem with #1, but #2 is interesting in its historic nature.

A Montroll: Consensus that #1 becomes part of FD5 and that #2 stays as existing.

M Tuttle: Number 3 includes two abutting that front on Clarke St and N Winooski St. Clarke St was requested by the property owner who is interested in including it in a potential development on Pearl Street. For this one, looked at if there were redevelopment at these properties what would make the most sense in terms of the compatibility and cohesion of properties around.

A Montroll: What are dimensional and other standards for each district.

M Tuttle: Setbacks aren't easy to articulate because they are based on averages of the properties around them, or a percent of the lot dimensions. In the RM and RH height is 35 feet, FD5 is 45 feet. FD5 has no required front setback.

E Lee: This conversation doesn't seem to be about nonconformity, but about something else. So we should have an honest conversation about what the real reasons are for wanting rezone.

D White: Depends on what the nonconformities are. Regarding Clarke St, there are a number of things at issue. The objective is to create opportunities for conformity as well as cohesion in how block faces are zoned.

J Wallace-Brodeur: We could do a lot better with the whole block, but trying to decide if this is a good transition building between more intense development on Pearl, or better off as part of bigger development at this site.

A Montroll: Let's skip to #7 at 75 Maple Street, and come back to this one.

M Trombley: The concern is about being grandfathered and losing the opportunity to have retail if for some reason it wasn't continued for a year. Ground floor is not a good place for housing. Would like to be part of FD5 for more opportunities for reuse.

M Tuttle: This is a good example of how the nonconformity is limiting the current use, and how changing could allow more opportunities and flexibility for uses to allow it to stay the way it is today.

A Montroll: We want to keep it the way it's being used—it's a good use of the property, and good example of an FD5 building.

D White: Being a corner lot also makes it well suited for FD5.

The Commission unanimously approved a motion by J Wallace-Brodeur, seconded by A Friend, to propose rezoning of Advanced and Freeman French Freeman sites to FD5.

J Wallace-Brodeur: Provide more information about how to retain the special character of some of the single-family homes tucked into this area.

M Tuttle: Will look into how it integrates other parts of the ordinance for next discussion. For example, we allow SF homes in this district if they were originally built for that.

VIII. Proposed ZA-18-07: Article 3 Amendments

Postponed due to time.

IX. Proposed CDO Amendment: Article 7 Sign Regulations

Postponed due to time.

X. Committee Reports

None

XI. Commissioner Items

B Baker: Concerned about City records and search-ability of records among city departments. He would like to know if the department could provide an index, or work with the Bar Association to help.

E Lee: Hearing concerns about staff report on YMCA at DAB, and requiring frontage on Bradley Street. Why are we applying form-based code requirements outside of the districts? This will be a radical and expensive

change for the YMCA that seems unnecessary. The YMCA is a non-profit and this project has a lot of support in the community.

S Gustin: Has nothing to do with the form-based code. The lot is a through-lot and has two frontages. Article 6 requires a structure on the frontages.

D White: The reason why this might seem like the application of form-based code, is because the code codifies the design guidance from Article 6. There are other issues with the design regarding parking and height. Zoning does not make distinctions about who owns the property.

A Montroll: Commissioner Lee can think about a proposed change to the rules that could address this problem.

XII. Minutes & Communications

The commission unanimously approved a motion by A Friend, seconded by H Roen, to approve the minutes of January 9, 2018 and communications.

XIII. Adjourn

The Commission unanimously approved a motion by J Wallace-Brodeur, seconded by H Roen, to adjourn the meeting at 8:32pm.

Burlington Planning Commission

149 Church Street
Burlington, VT 05401
Telephone: (802) 865-7188
(802) 865-7195 (FAX)
(802) 865-7144 (TTY)

www.burlingtonvt.gov/pz

Andy Montroll, Chair

Bruce Baker, Vice-Chair

Yves Bradley

Alexander Friend

Emily Lee

Harris Roen

Jennifer Wallace-Brodeur

Eamon Dunn, Youth Member



Burlington Planning Commission

Joint Meeting with DAB, DRB, & Conservation Board

Tuesday, January 30, 2018, 5:00 P.M.

Contois Auditorium, City Hall, 149 Church Street

Draft Minutes

Planning Commission Members Present: A Montroll, B Baker, E Lee, H Roen, A Friend

Development Review Board Members Present: A Hart, B Rabinowitz, G Hand, S Tiltson,
A Zipparo, J Drummond

Design Advisory Board Members Present: L Sprinzen, R Wanamaker, S Offenhartz, Tom Cullins

Conservation Board Members Present: S Mapes, J Severson, M Moore

Staff Present: D White, M Tuttle, S Gustin, M O'Neil, R Morrison, A Wade

I. Agenda

The Chair called the meeting to order at 5:14pm with introductions by members. There were no changes to the agenda.

II. Public Forum

There were no members of the public who wished to speak.

III. Welcome from the Director

D White: Purpose of this annual meeting is for Commission and Boards to discuss common issues and challenges. The Planning Commission is responsible for development of policy forwarded to City Council and the DAB, DRB, and Conservation Boards are responsible for the implementation of those policies.

IV. Permit Reform Study

D White: Last 10-15 years P&Z, Public Works, Code Enforcement working together to improve the work flow process and information collection and management process for development permits. In 2014, City Council enacted a permit reform initiative, which was first time funds budgeted and a work plan prepared to do the plan to look at how P&Z, DPW, Code Enforcement, Burlington Electric play a role in the development review process. A separate piece looked at historic preservation regulations and made recommendations. In October, 2017, the Mayor appointed an advisory committee to direct ongoing permit reform initiatives.

A Zipparo: What engagement process did the consultant use?

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

D White: Important part of process was that it was conducted by outside third party to interview staff, review forms, and processes, conduct online surveys, and engage the public to get unbiased input.

A Zipparo: Do you do regular customer surveys through calls or emails?

D White: A recommendation of the study was to do so on an annual basis. Report highlighted what we do well, and areas for improvement compared to best practices in other communities. The report presented fifty recommendations in 6 themes: organizational structure, process, customer service, technology, fees, and solar permitting. One of the key recommendations was to look at one stop permit center, and potentially consider a future consolidation into a single department. P&Z now holding office hours at DPW to help improve process, and hired a planning technician who helps more with administrative review. Amendments to DRB bylaws are also allowing more projects to be reviewed administratively. Inspection services is offering scheduling online for trade inspections, and certain permits can be offered over the counter same day. Technological improvements difficult due to current system, but making all forms PDF's, putting zoning interpretations online, and inspectors now have tablets to input information in the field. Through "Clean Hands" policy, closing old permits. Looking into codes and ordinances that have kept up with state requirements. Training and education are needed for staff and applicants, possibly need additional staff. Looking into annual customer survey.

A Hart: How do you regulate historic properties?

D White: We administer state building and life safety codes and have expanded this to include the standard residential codes. Need a comprehensive preservation plan under the municipal development plan.

V. The Neighborhood Project

R Wanamaker: Committee member for the project. Was born out of negotiations around the Eagle's Landing development. Partners include the City, Champlain College, and UVM, and Preservation Burlington to develop a neighborhood stabilization plan.

M Tuttle: In 2015, Council passed the Housing Action Plan with 22 strategies regarding availability and affordability of housing. Project reviewed quality of life issues and other conditions in near campus neighborhoods, recently adopted ordinances and other initiatives including those of institutions, and market conditions to address these issues. Developed three broad strategies. First is to explore whether there are any ordinances that need to be clarified or improved regarding quality of life. Second is a goal to slow the conversion of single family homes into rental units near campus. The focus is on targeted areas closer to campus, where a single family could convert into student housing. Third is to increase opportunities to recapture single family homes and make them more available by creating assistance with the cost of ownership such as rehabilitation, loan resources and employer assistance programs. There is support for quality of life initiatives, but feedback suggests needing to think bigger perhaps looking at an acquisition program.

A Friend: Have been involved, encourage to everyone to look at the website and provide comments

S Tiltson: Any discussion about the future of homeownership for young families with student debt, day care and other expenses? I live in Ward 1 and our street has had conversion happening, but not everyone can afford to buy.

M Tuttle: Have had the conversation through this project about what does it mean to have a balanced neighborhood, and that may mean many things to many people. Within the strategies, we are looking at some that could apply to rentals, too, such as some models of employer assisted housing programs. As the strategies develop, may find that we are more concerned about the condition and livability of a property than whether its owner or renter occupied.

E Lee: In my experience as a finance professional, the number one way to build wealth is in a home; an entire generation is not buying or putting it off until later which is concerning.

S Tilton: This is a bigger issue; looking at improving neighborhoods is good start, but need strategies to align with reality.

B Rabinowitz: One of the biggest channels to affordable homeownership is through CHT. This is not about building wealth for the owner, but a pathway to meeting a housing need.

A Zipparo: How are you considering the needs of seniors?

M Tuttle: This project is one of 22 strategies in the Housing Action Plan. Committee has been focused specifically on the task of how to create neighborhood balance near campus. Obviously want to ensure relationship to the other plan themes, but trying to stay focused. There is an entire strategy about affordable housing, aging in place, etc.

J Drummond: What are other quality of life issues?

M Tuttle: In addition to noise, calls for service, maintenance and upkeep of properties. The availability of housing and parking issues.

E Lee: Specific to the police reports, the correlation of calls for service in these neighborhoods is an obvious and expensive problem for everyone that we need to address.

J Speidel: We are tracking this and not sure this is true; found that only a third are students. With quality of life, we look at noise and safety, track data. Code Enforcement, UVM and DPW, agree that we need more housing. Both UVM and Champlain College have created more housing. How do we provide affordable housing and where are the resources? Are there places where we create more housing?

M Tuttle: Created heat maps that show some of these data points. There is definitely an increase in density of calls for service, but there are other locations, too, like downtown and at the hospital where issues are first reported.

A Zipparo: Has student population increased over that time?

J Speidel: We have built more beds than we have admitted students.

A Montroll: We know this is a problem that has been going on for many years and why we continue to work on it. Thank you for all those efforts.

VI. Non-Conformities & 15 Year Statute of Limitations

K Sturtevant: Providing information about the differences between a legal non-conformity ("grandfathered") and illegal situations that are subject of the statute of limitations. Nonconformity pertains to a use, structure or parcel that was legal at one time, but does not conform with present bylaw. There are special considerations within Article 5 of the CDO that pertain to these. Overall, goal is eventual elimination of

nonconformities. 1997 case now known as Bianchi law, concerned violations which could affect the marketability of the title. Legislation was passed putting a limitation the period of time for enforcing and causing the correction of violations. There are exceptions to the statute of limitations allowing enforcement of public health risks, life safety issues, and use violations. In Burlington, a nonconformity expires if it is discontinued for a year, with the burden of proof on the owner to prove the condition was legal and continuous, and has provisions for enlargement of the use. Under the statute of limitations, it must be proved that the condition has been continuous for at 15 years after the violation was known to the City, since the use was never established as legal, expires if discontinued for 60 days, and has no provisions for enlargement.

S Offenhart: How do you define "known to the City"?

K Sturtevant: Typically look at zoning permits, and at other departments' records.

B Rabinowitz: DRB generally doesn't pay attention to what other departments have. Would be great to have guidance on this—currently look at the materials the applicant presents which isn't always clear.

B Baker: Title attorneys were concerned because they knew municipalities were not keeping permanent records and that it became difficult to find permits. Experience with incomplete records at the building department. I want to encourage the City to work on this and would like to see more consistency. Some people have violations but they don't know how to prove their existence.

M O'Neil: Due to case law, the city is learning, too, what we needed to keep. Some records were lost in a fire.

L Murphy: The intent of the Bianchi law, which was to try to bring old zoning violations into a nonconforming status, has not been carried out. The fundamental problem is burden of proof, because permits are not secure and scattered everywhere. There needs to be a path to resolve the problem, otherwise left in limbo with no enforcement action. Benefits the City as a whole to allow for a process that affords 20+ year violations legal nonconforming status. Pick a time period, and move forward.

B Demas: Concern is that the enforcement of the zoning regulations makes it difficult to keep housing affordable in Burlington. There needs to be reconciliation for small owners of affordable units and for landlords to hold onto their properties. It is frustrating to find permits and land records.

K Sturtevant: Indexing land records and permits into the system has been occurring. They are searchable showing when they were listed and uploaded.

B Rabinowitz: Proving continuity is a particularly difficult issue.

D White: We recognize the challenge is to find a path forward for certainty and over course of next few months we are going to revise these things and bring back to City Council to further this discussion.

A Montroll: The Planning Commission spent time a fair amount of time on this last year, but it's important and we need to keep working on it.

VII. Board Discussion

A Zipparo: Asks everyone to work together to recruit women, people of color, physical disabilities, LGBTQ for positions on the Board. Burden is on City Council to appoint, but Boards can help make more diverse representation.

Approved by Planning Commission on

E Lee: Encourage everyone, even subcommittees, to look at who you can invite to make sure there is a spectrum of people at the table.

S Offenhartz: Any updates to appropriate replacement materials?

A Montroll: Planning Commission did recommend materials and sent to City Council but they did not take it up.

J Drummond: Not sure about having ironclad rules about acceptable materials. Technology changing, and the rules the Board applied a few years ago may not be in line with construction industry tomorrow.

S Offenhartz: Boards and residents need clarity to know what they can do and to make decisions.

D White: Will ultimately follow a comprehensive historic preservation plan in the next several years.

Adjournment

The Chair adjourned the meeting at 7:00pm.



RECEIVED
FEB 07 2018

DEPARTMENT OF
PLANNING & ZONING

February 2, 2018

Re: **Advance Notice to Persons and Entities Entitled to Notice Pursuant to Public Utility Commission Rule 5.107(B), for a Proposed 144 kW Net Metered Solar Array to be located adjacent to the ECHO Leahy Center for Lake Champlain in Burlington.**

Dear Sir or Madame,

I. Introduction and Background

ER ECHO SOLAR, LLC ("EES" or the "Applicant"), is pleased to provide you with this 45-Day notice in advance of filing a Petition for a Certificate of Public Good with the Vermont Public Utility Commission ("Commission" or "PUC"), for a 144 kW net-metered solar array (the "Project"). ER ECHO Solar, LLC will be requesting approval to build and operate the Project on land owned by the City of Burlington to which the ECHO Leahy Center for Lake Champlain ("ECHO") has a 99 year lease, which is located off College Street in Burlington, VT (the "Site"). This notice is provided in accordance with 30 VSA § 8010, Vermont Statutes Annotated ("Section 8010") Self-generation and net metering, and Commission Rule 5.100.

Pursuant to Commission Rule 5.107(B), the following letter identifies the location of the project site and the number of any Act 250 Land Use Permit applicable to the host parcel, and provides a description and site plan of the Project in sufficient detail as to the nature of the project.

II. 30 V.S.A. Section 8010 Petition and Notice

The state permitting process for net-metering projects of this size requires EES to provide notice to certain entities and persons 45-days prior to a formal filing with the PUC. These include:

- the municipal legislative bodies and municipal and regional planning commissions in the communities where the project will be located;
- all adjoining landowners;
- the host landowner;
- the Department of Public Service;
- the Agency of Natural Resources
- the Natural Resources Board, if the proposed net-metering system is located on a parcel subject to an Act 250 Land Use Permit;
- the Division for Historic Preservation;
- the Agency of Agriculture Food and Markets; and
- the electric company.

Per Commission Rule 5.107(B), recipients of this 45-Day Notice may file inquiries or comments with EES with respect to the Project.

Please send all inquiries or comments during this 45-Day notice period to:

www.EncoreRenewableEnergy.com

110 Main Street, 2nd Floor Suite 2E, Burlington, VT 05401 office 802.861.3023 email info@EncoreRenewableEnergy.com



Encore Renewable Energy
Attn: Phillip Foy
110 Main Street, Suite 2E
Burlington, VT 05401
Tel: (802) 861-3023
phillip@encorerenewableenergy.com

Recipients will also have the opportunity to file comments with the PUC once a Petition is filed and deemed administratively complete. The comment period will last for 30 days from the date a Petition is deemed complete by the PUC.

III. Project Description

EES is proposing a 144 kW project on property owned by the City of Burlington and leased by ECHO, located off College Street in Burlington, VT. The net-metering credits generated by this project will flow to ECHO, via a net metering group to be managed by an administrator.

The site location, array footprint, and property boundaries are shown in the preliminary site plan attached as Exhibit 1. In summary, the Project will consist of:

- Approximately 450-500 solar panels installed on fixed, canopy mounted racking system across approximately .25 acres of the Site:
 - Coated with non-reflective glazing;
 - Sloped at a fixed angle of 7 degrees; and
 - On canopy structures a minimum starting height of 10' in the air over the parking lot area
- A network of string inverters dispersed across the array connected with underground cables installed in protective conduit.

IV. Construction & Transportation

EES proposes to deliver materials for the Project via truck to a temporary construction staging area onsite, located in the existing parking area. Most all transportation activity will occur during the construction phase, which would last approximately three (3) months.

EES proposes to deliver Project components by truck to the site via state and local roads, which are accustomed to the type of traffic representative of the proposed daily delivery of materials. The Project is not expected to require oversize or overweight deliveries. Once operational, activity will consist of periodic visits for system maintenance. Access to and from the Site will be restricted by perimeter fencing in order to secure the Site and prevent the public from entering the facility. All equipment associated with the Project will be installed in accordance with all applicable regulations and electrical codes.

V. Preliminary Impact Assessment

i. Aesthetics

T.J. Boyle Associates conducted a preliminary review of potential aesthetic impacts that would result from the Project, which is within an existing parking lot for the ECHO Leahy Center for Lake Champlain, located towards the backside of the building, or to the south.

RECEIVED
FEB 07 2018

DEPARTMENT OF
PLANNING & ZONING

The preliminary review found the Project to be located in an area that has a long history of development and contains a mix of built elements, including more recent, contemporary style buildings, older metal warehouses, parking areas, and the Burlington Bike path to name a few. The canopies will be largely in context with the large metal warehouse buildings immediately to the south. The area near the warehouses also contain staging for waterfront activities, storage, barges, and parking. To the west is Hoehl Park, a small park with the Lake Champlain Navy Memorial, which is part of the ECHO Center and separates the Project area from the lake. The ECHO center is immediately north, and will screen views of the canopies from further north, such as from Burlington's Waterfront Park. To the east, the Project is separated from the railroad and the Burlington Bike Path by a small green strip with mature vegetation. A large parking area is adjacent to the bike path further east, and Union Station is the southeast. Existing vegetation within the parking lot itself and to the south will be removed, in part to accommodate the Project, but also to accommodate overall upgrades to the parking lot. The existing vegetation in the green strip east of the Project will be retained and will help to screen views from the east. The canopies are being proposed by and support the mission of the ECHO center.

Based on these considerations, the need for landscape mitigation is not anticipated. T.J. Boyle Associates will complete an aesthetic impact review for inclusion with the petition for a Certificate of Public Good where any impacts will be evaluated under the so-called Quechee Analysis, and the need for landscape screening will be further assessed.

Our preliminary findings indicate that the Project will not result in undue adverse impacts to the aesthetic and scenic and natural beauty of the area.

ii. Environmental

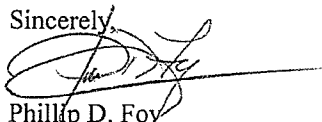
VHB Inc. has completed a preliminary environmental review for the site, which is an already developed commercial area, including commercial buildings, parking lots and a railroad, and believes there will be limited, if any, impacts to environmental criteria under the Section 248 review. Prior to submittal of the full application, VHB will perform further environmental review and determine whether the Project would have any adverse impacts to environmental criteria.

As stated, and based on existing site characteristics and established disturbances, the Applicant is confident that the Project can be developed to avoid impact to potential resources.

VI. Conclusion

EES looks forward to submitting the full Section 8010 Petition package, which will contain all of the information required by the PUC to evaluate the merits of the Project for potential award of a Certificate of Public Good, and inform others of the Project's impacts and value.

Sincerely,

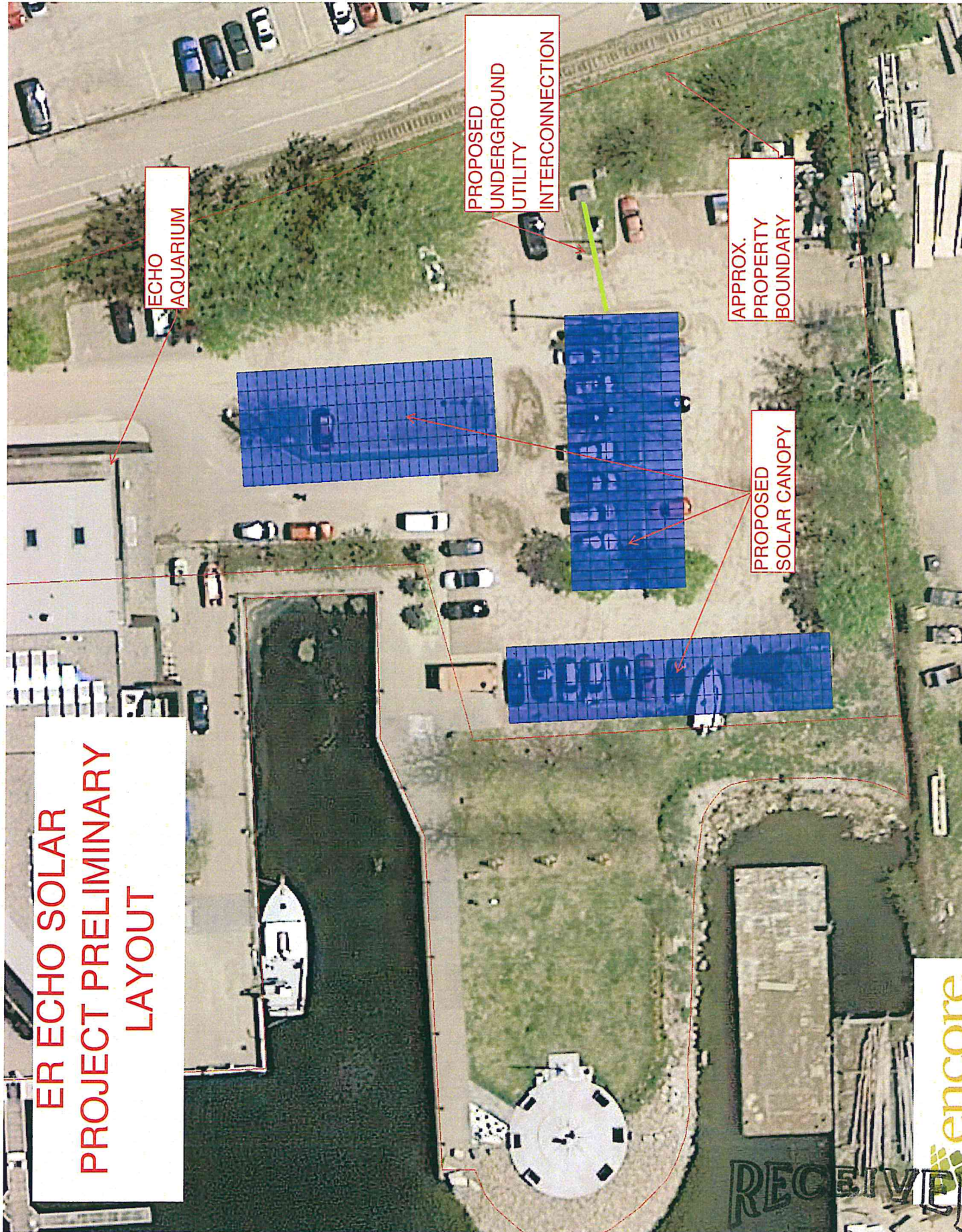

Phillip D. Foy
General Counsel
Encore Renewable Energy

Attachments: Service List
 Preliminary Site Plan
 Indicative Equipment Specifications

RECEIVED
FEB 07 2018

DEPARTMENT OF
PLANNING & ZONING

ER ECHO SOLAR
PROJECT PRELIMINARY
LAYOUT



ECHO
AQUARIUM

PROPOSED
UNDERGROUND
UTILITY
INTERCONNECTION

APPROX.
PROPERTY
BOUNDARY

PROPOSED
SOLAR CANOPY

RECEIVED

FEB 07 2018

encore

Comparing Zoning Districts for Form District 5 Boundary Study

District	Minimum Lot Size	Height		Required Setbacks			Density	Lot Coverage	Permitted Uses				
		Minimum	Maximum	Front	Side	Rear			Commercial	Mixed Use	Multi Family Residential	Duplex	Single Family
Residential Medium (RM)	N/A	N/A	35 ft	Min/Max: Avg of 2 adj. lots on both sides +/- 5ft	Min 10% lot width, or avg of 2 adj. lots on both sides Max 20 ft	Min 25% lot depth, no less than 20 ft Max 75 ft	20 Units/Acre	40% Impervious					
<i>Intended for medium density residential development in the form of single-family detached dewllings and attached multi-family apartments</i>									Very limited supporting commercial as CU	Very limited supporting commercial as CU			
Residential High (RH)	N/A	N/A	35 ft	Min/Max: Avg of 2 adjacent lots on both sides +/- 5ft	Min 10% lot width, or avg of 2 adj. lots on both sides Max 20 ft	Min 25% lot depth, no less than 20 ft Max 75 ft	40 Units/Acre	80% Impervious					
<i>Intended for high density, attached multi-family residential development with high lot coverage, large buildings, buildings close to each other, and parking behind or underneath structures.</i>									Limited supporting commercial as CU	Limited supporting commercial as CU			Only existing buildings originally constructed as a such
RH Density Bonus Overlay-Conditional Use	1/2 acre or more	N/A	68 ft b/w Union to Church; 55 ft b/w Church to Pine				92 Units/Acre	80% Impervious					
<i>Applies only to RH zoned properties that are not currently residential, to provide an incentive for the conversion to residential to eliminate non-conforming uses and increase the supply of housing near downtown.</i>									Limited supporting commercial				
Form District 5	Block size 1,000 ft max	3 Stories	Specific Height Limits Apply Throughout (range 35 ft to 105 ft)	0 ft min 6 ft max (Not less than 12' from curb)	0 ft min 12 ft max	3 ft min 10ft when abutting a residential zone	Floors 1-5-100% FAR of lot max Floors 6-8-80% FAR of lot max	10% Pervious Area Required					
<i>Enhance a vibrant urban center with a variety of high density building types that provide a variety of commercial and service uses, as well as a wide variety of urban housing choices. Extends walkable nature of the adjacent downtown, and is a transition between the larger and smaller scale buildings in adjacent districts.</i>											Min 7 Units in Large MF Min 3 Units in Small MF		Only existing buildings originally constructed as a such



a blueprint for the 2019 update

planBTV:

Burlington Municipal Development Plan

Presentation to: Planning Commission

February 13, 2018

A Blueprint to Update planBTV

Blueprint is our “plan for the plan” to establish objectives and outline a process for updating planBTV: Municipal Development Plan.

Blueprint contains:

- Very brief history of Planning in Burlington
- Scope of Work for the Plan Update
 - objectives
 - scope of work
 - approach to public engagement
- Example plans to use as guidance
- Requirements of Municipal Development Plans
- CCRPC Review of 2014 planBTV

What is planBTV?

planBTV: Municipal Development Plan is the city-wide plan directing land use policy and decision-making for the next 10-20 years.

planBTV Vision:

- Burlington is a sustainable core community within our region, and
- benefits and burdens of growth are balanced in a way that accommodates the needs of our current and future population, without threatening Burlington's celebrated character.

How:

- 80 policy statements
- 125+ action items
- 10 distinct topic areas including housing, transportation, community facilities, economic development, built and natural environments, education, energy, historic preservation

Why do we need to update planBTV?

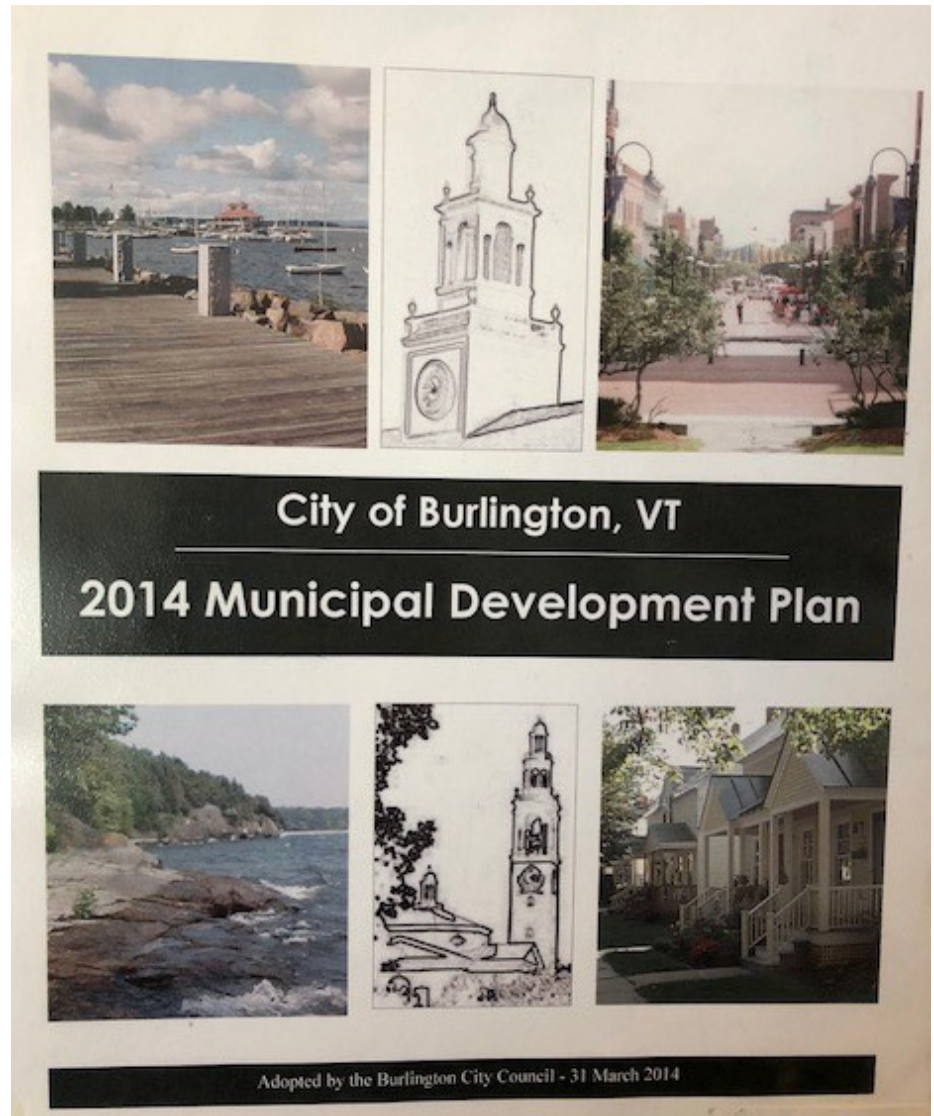
- Current plan expires on March 31, 2019
- Required to utilize implementation tools

Implementation Tools

- Adopt & Amend CDO
- Influence in approval of Act 250 and Section 248 permits
- Create Capital Plan & Budget
- Assess Impact Fees
- VT designated Downtown & Neighborhood areas
- Apply for Municipal Planning Grants
- Access to state funds for transportation, brownfield redevelopment, community development, affordable housing

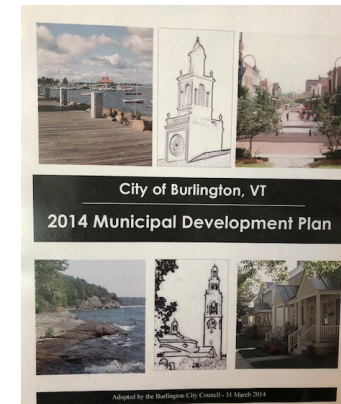
Why do we need to update planBTV?

- Current plan expires on March 31, 2019
- Required to utilize implementation tools
- Updates have created duplication, out-of-date content, maps and graphics have limited readability



Why do we need to update planBTV?

- Current plan expires on March 31, 2019
- Required to utilize implementation tools
- Updates have created duplication, out-of-date content, maps and graphics have limited readability
- Unclear relationship to recent plans such as *planBTV Downtown @ Waterfront*



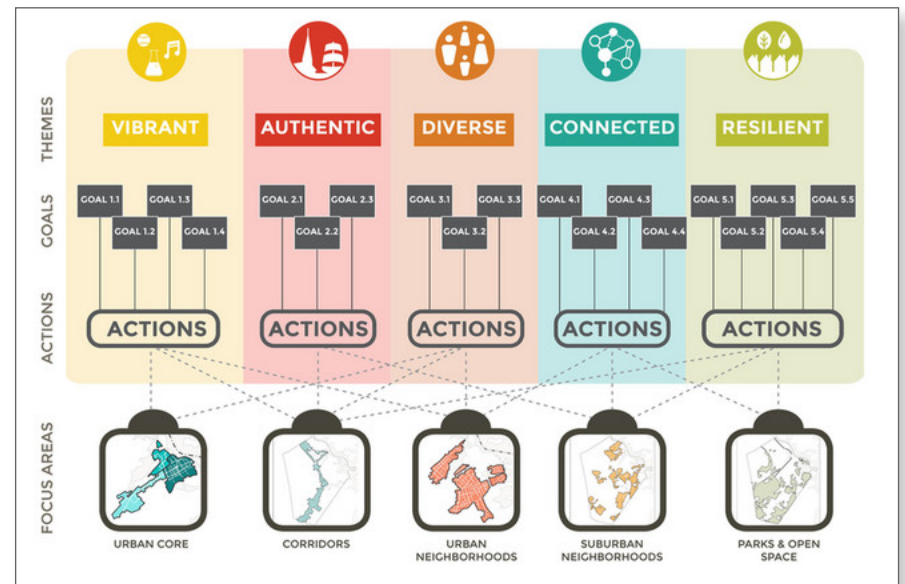
Objectives for updating planBTV

- Readopt before plan expires
- Maintain the plan's Vision
- Make minimal policy changes; update & prioritize issues not represented, out-of-date, or need to be strengthened

This update is not about creating a new community vision, but about updating and prioritizing the policies and actions to support the implementation of planBTV's vision of "A Sustainable Burlington."

Objectives for updating planBTV

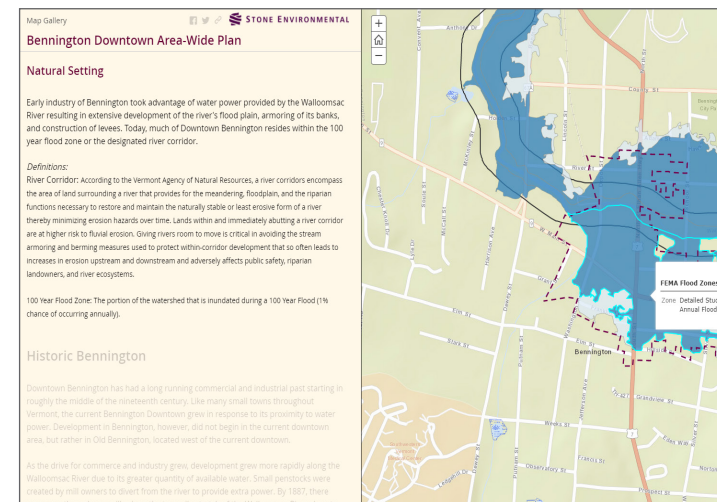
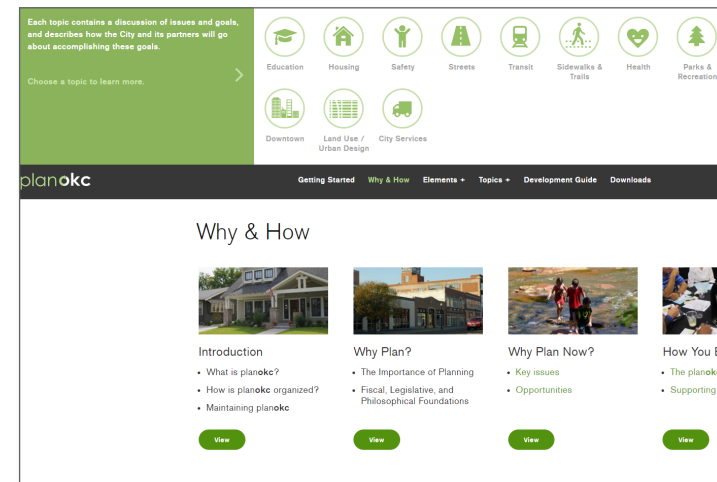
- Organize plan content by key themes & geographic areas
- Plan lives online; user friendly maps, graphics, updated data
- Relevant, but non-essential info in a supplemental doc



Example structure, Portsmouth, NH Comprehensive Plan

Objectives for updating planBTV

- Organize plan content by key themes & geographic areas
- Plan lives online; user friendly maps, graphics, updated data
- Relevant, but non-essential info in a supplemental doc



Examples of online plans, planOKC @ Bennington Area Wide Plan

Scope of Work

1. Project Development

- Develop Blueprint/Scope of Work
- Evaluate 2014 Plan for implementation status and relevance
- ID background info/studies
- Intern support
- RFP for Website & branding

Jan 2018



Project Development (Jan - Mar)

March 31, 2019

Scope of Work

2. Background Info & Community Engagement

- Collect data & create maps
- Launch website for info/input
- Prepare Community Engagement Strategy with LRPC
- Host engagement activities & collect input
- Synthesize to inform plan draft

Jan 2018



Project Development (Jan - Mar)

Background Info & Engagement
(mid-April to mid-May, Ongoing)

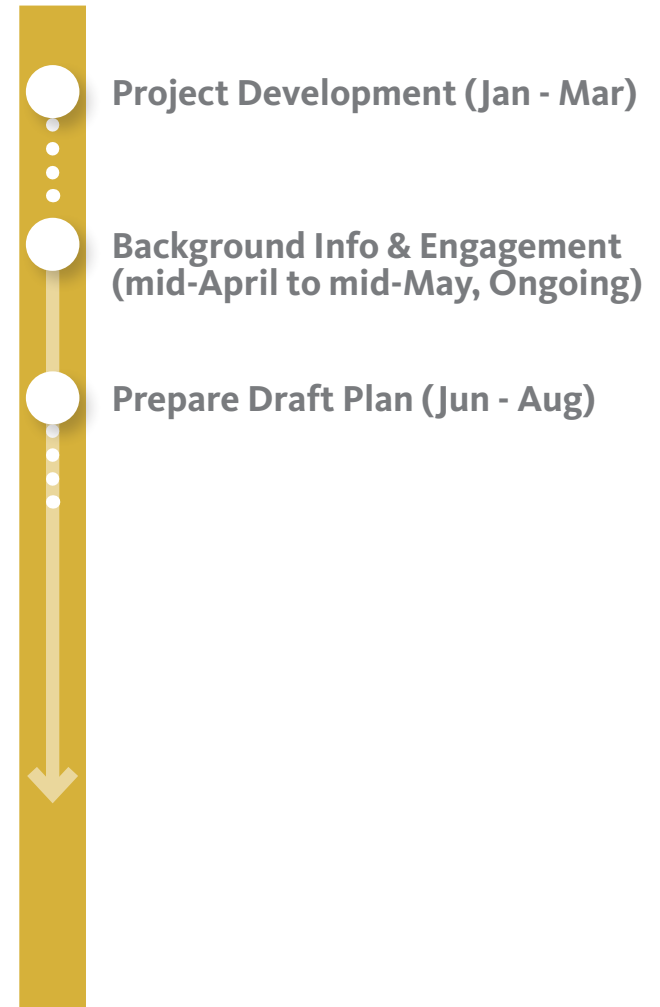
March 31, 2019

Scope of Work

3. Develop DRAFT plan

- Develop themes and ID geographic areas for plan organization
- Begin organizing policies & actions into this framework
- Prepare a DRAFT with the LRPC & PC
- Public DRAFT available by end of August 2018

Jan 2018



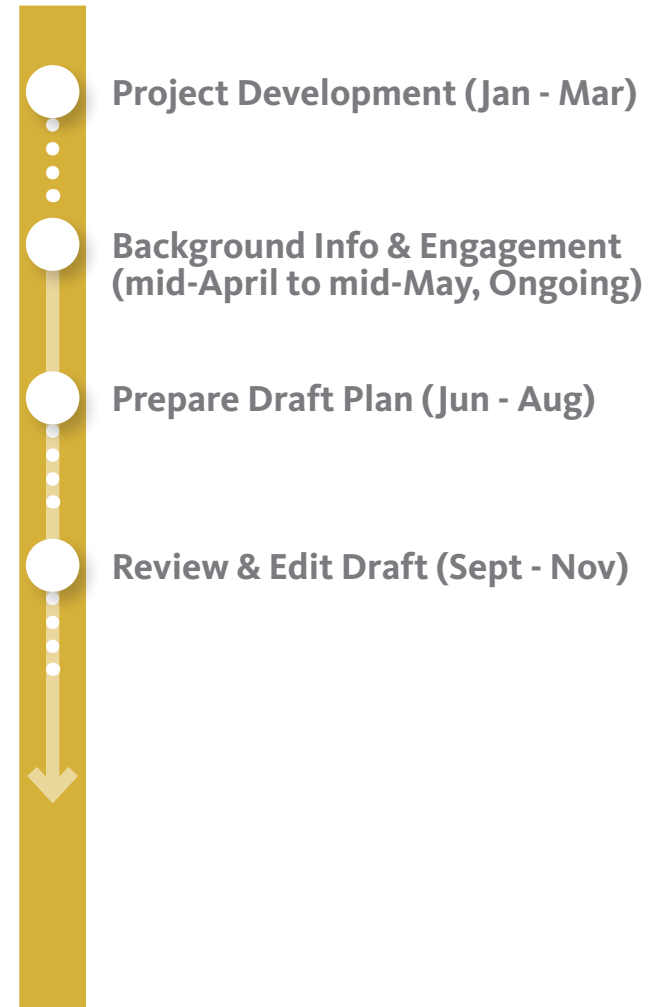
March 31, 2019

Scope of Work

4. Review & Edit Draft Plan

- Host engagement activities & collect input on priorities within the plan's actions
- Review with CCRPC to ensure meets statutory requirements
- Identify revisions with LRPC
- Prepare Public Hearing DRAFT
- Warn a hearing by end of Oct

Jan 2018



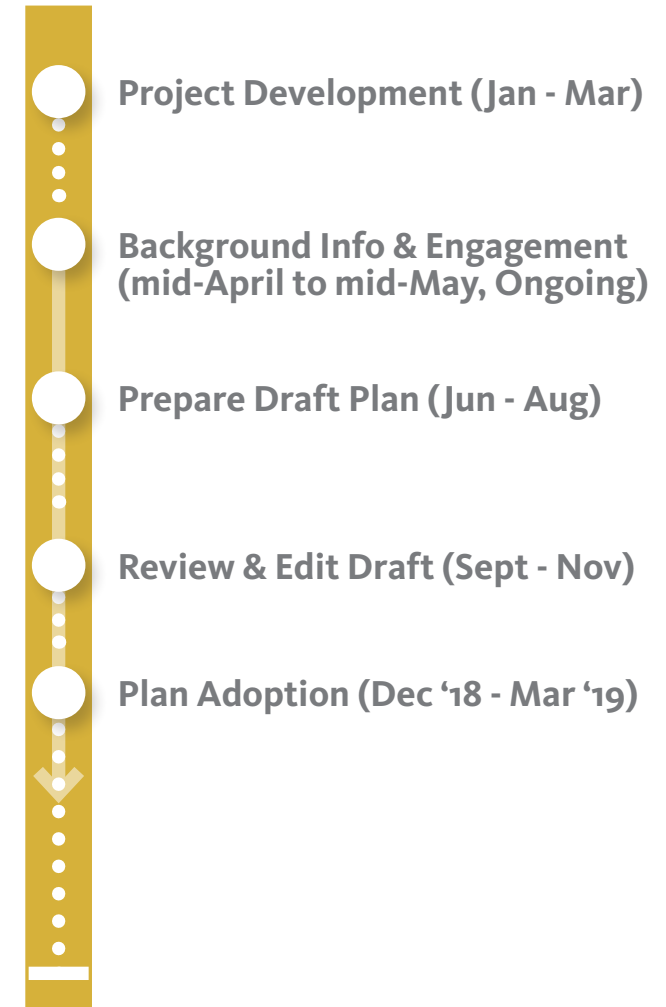
March 31, 2019

Scope of Work

5. Plan Adoption Process

- PC Public Hearing early Dec
- Recommend plan to Council
- Council holds 1st Public Hearing, ID revisions
- Council holds 2nd Public Hearing
- Council adopts plan by March 31, 2019

Jan 2018



March 31, 2019

Goals for Engagement

- Organize activities primarily at neighborhood level, at NPA's as well as through independent PC hosted events
- Engagement should collect input, as well as share *planBTV* vision, information on issues/trends affecting city
- Before Draft Plan, focus on SWOT analysis, feedback on the plan's current vision, areas of change
- After Draft Plan, focus on prioritizing actions most relevant to geographic areas
- Utilize surveys, website, other existing platforms to expand capacity for education, outreach, input

Roles & Responsibilities

Planning Commission will provide overarching guidance to Planning Staff, who will execute the majority of the tasks in the Scope of Work.

Commissioners:

- Review current and draft plan documents and provide feedback/direction to staff
- Participate frequently in community engagement activities
- Act as a liaison to Councilors and public to recruit participation and answer questions
- Recommend Plan to Council

Planning Staff:

- Manage & execute day-to-day responsibilities for preparing docs/data/maps, writing plan content
- Organize/publicize engagement activities, manage input
- Collaborate with City Depts, CCRPC regarding action items
- Manage consultants deliverables & budget

Next Steps

- Approve Blueprint to launch process to update *planBTV*
- Review Current Plan & Municipal Plan Statutory Requirements
- Discuss Implementation Status & Relevance of current plan policies & actions
- Develop Community Engagement Strategy
- Begin community conversation to update *planBTV*

<https://www.burlingtonvt.gov/PZ/Municipal-Development-Plan>

Burlington Planning Commission

149 Church Street
Burlington, VT 05401
Telephone: (802) 865-7188
(802) 865-7195 (FAX)
(802) 865-7144 (TTY)
www.burlingtonvt.gov/pz

*Andy Montroll, Chair
Bruce Baker, Vice-Chair
Yves Bradley
Alexander Friend
Emily Lee
Harris Roen
Jennifer Wallace-Brodeur
Eamon Dunn, Youth Member*



Burlington Planning Commission **Tuesday, February 13, 2018, 6:30 P.M.** **Conference Room 12, City Hall, 149 Church Street** **Minutes**

*Note: times given are
approximate unless
otherwise noted.*

Board Members Present: A Montroll, B Baker, J Wallace-Brodeur, E Lee, H Roen, A Friend

Board Members Absent: Y Bradley, E Dunn

Staff Members Present: D White, S Gustin, M Tuttle, A Wade, A Schwemler

I. Agenda

The Chair called the meeting to order at 6:35pm. No changes to the agenda.

II. Public Forum

No members of the public wished to speak.

III. Report of the Chair

No report.

IV. Report of the Director

D White: New version of the CDO is available, which includes all amendments up through January 12, 2018—available in hardcopy or online. Currently there are two projects before the DRB for review under the new Form Based Code. They include the rehabilitation of City Hall Park as a civic space and an amendment to City Place Burlington, which adds 12 units of housing that replace parking along the street facades of St Paul and Pine Street. The housing units will be consistent with the rest building façade and will be approved administratively.

M Tuttle: Information about the CCRPC's Forum on the Economics of Housing is available by email all who are interested. Department's new student intern, Ava Schwemler, will be working on the municipal plan and planBTV update.

V. Proposed ZA-18-06: Article 8 Bike Parking Amendments

S Gustin: The commission reworked a proposal for bike amendments with revisions pertaining to flex time for employees, the sq. ft. standard, reference bike standards in the code; and allowing for long term bike storage in apartments.

D White: Staff recommends that this version be warned for a public hearing.

B Baker: The standards are not written to be directives to do something. The criteria have ambiguities.

D White: These are examples of the principal considerations for thinking about racks based on the performance characteristics of what kind of rack have to be functional, as long as it meets the objectives, and how it addresses the criteria in the code.

J. Wallace-Brodeur: These are very common racks that don't function well. It's educational in having the examples for a better design.

The Commission unanimously approved a motion by E Lee, and seconded by H Roen, to warn the amendment for public hearing and to approve the municipal bylaw amendment report.

VI. Proposed CDO Amendment: FD5 Boundaries

M Tuttle: Will continue our discussion about the FD5 boundaries from the last meeting. We are looking at the boundary of the district for several reasons: what's there today and could it be built under current zoning; if zoning were changed to FD5, could more structures and uses could be supported; and what is the most appropriate use there in the future.

A Montroll: What types of non-conformities are typically existing on the numbered properties?

M Tuttle: Generally looking at setback, lot coverage, use, density.

E Lee: What are the height requirements between FD5 and RH? What about historic properties?

D White: FD5 is looking for mixed use opportunities and these properties can add to this area. For FD5, there are specific height requirements near a residential district. Historic review would allow someone to take down and put up something more appropriate based on Sec 5.4.8 criteria. FBC max height is 65ft subject to DRB review and 45 ft. for administrative review.

Commission discussion included properties 1 through 14.

VII. 2019 Update to *planBTV*: Municipal Development Plan

M Tuttle: Presented a Blueprint document to the Commission about the process to update *planBTV*. The reason for updating the plan is based on state statute, age, and content. The process is about maintaining the plan's vision of Burlington as a sustainable core community, and making the rest of the plan's content more relevant and clear.

A Montroll: Will the plan be hard copy or only on the website?

M Tuttle: Hard copy will be short, focused on policies, and maps and information to support policies will live online.

D White: The vision hasn't changed for a long time, and while the plan will be updated, the direction will be consistent.

M Tuttle: The process will use consultants selectively, but majority of plan development will happen at a staff level, in coordination with the Commission along the way. This will ensure that when we are ready to share a draft, the Commission will know what it says. Public engagement will focus on understanding what's important in the current plan, and then when a draft is available, it will focus on prioritizing policies for certain parts of the City. Also want the Planning Commission to be involved in the engagement, host visits in neighborhoods, be a part of the conversation, liaison to Council. collect input and information on trends and issues for the City. A draft plan will need to be warned for public hearing by October. This begins the long process of adoption, and the goal is that City Council adopts before it expires in March 2019.

D White: In talking about changes to the plan, these exchanges will give direction for topic areas and defining the work which needs to be done over the next 8 years.

A Friend: Requested that the youth commissioner be engaged, too.

M Tuttle: The next steps are to begin internal conversations about plan implementation and preparing the Community Engagement Strategy.

H Roen: This is an overall good direction, ambitious and hopefully other priorities won't overtake the process. What about the South End plan?

M Tuttle: South End neighborhood conversations will look different than other neighborhoods. Can use this as a point to revisit the conversation about the revised plan in the South End.

E Lee: This is almost a start over because the plan is stale.

D White: This becomes a start point that the other neighborhoods don't have.

H Roen: In a limited sense, it may be good to have outside consultants to serve as meeting facilitators.

M Tuttle: We are working on a process for a draft and when the most captive times of year to get people involved. Our student intern, Ava Schwemler will help with the community engagement opportunities to gain a diversity of input.

J. Wallace-Brodeur: Support the idea to advance the plan update and South End plan adoption at the same time, but need to be careful not to derail. There should be flexibility in case there is a need to adjust the strategy. What happens if can't readopt by March 2019?

D White: At the basic level, can't change zoning and revise impact fees.

J. Wallace-Brodeur: Need a good handle on how to manage public engagement to stay on track.

A Montroll: A huge part of this is reorganization. The way in which we handled planBTV Downtown and the Mall Redevelopment made a huge difference. With form based code, our main goal was reorganization, but we kept it similar and identified the sticking points to be resolved later as we went through the process. The core policies haven't changed, but the approach did.

M Tuttle: It's important to make sure people understand this process will maintain the vision and not make major policy changes.

D White: Unresolved issues can be looked at another point in the future.

A Montroll: The Commission supports this work and is willing to bring this to City council once ready.

VIII. Committee Reports

A Friend: Ordinance committee has a proposal for the density calculation amendment, which will come to a future meeting.

IX. Commissioner Items

M Tuttle: E Dunn is absent tonight, but he will provide an update on the Burlington High School Renovation at the next meeting time.

The next meeting is Tuesday, February 27, 2018 at 6:30pm in Conference Room 12.

X. Minutes & Communications

The Commission unanimously approved a motion by E Lee, seconded by H Roen, to approve the minutes and of both the January 23, 2018 meeting and the January 30, 2018 meeting and a communication.

XI. Adjourn

The Commission unanimously approved a motion by E Lee, seconded by J Wallace-Brodeur, to adjourn the meeting at 8:10pm.



Andy Montroll, Chair

Signed: March 13, 2018



Anita Wade, Planning and Zoning Clerk