



Community Development Department

To: City of Burlington, Planning Commission

From: Brad Johnson, Community Development Director

Date: April 10, 2024

Subject: Planning Commission Agenda (April 17, 2024 Meeting)

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1. **Annual Code Update.** Continue discussion from March 20, 2024 meeting regarding proposed changes to BMC chapters 17.15 – 17.25. Because no suggested changes or significant concerns were identified at the March 20th meeting, the Community Development Department has prepared a draft recommendation for the Planning Commission’s consideration. Given the scope of the annual code update process, proposed changes are being presented to the Planning Commission and City Council in an incremental fashion. The draft recommendation is a “preliminary” recommendation. A final recommendation will be made regarding the complete package of code updates when the project is completed.
 2. **Annual Code Update.** Community Development has prepared an initial batch of non-substantive changes to BMC chapters 17.30 – 17.50 (mixed-use residential and mixed-use commercial zones) for the Planning Commission’s consideration. These changes are being presented for discussion only. Any changes or concerns identified by the Planning Commission will be incorporated into a revised draft. The revised draft will then be presented to the Planning Commission for action on May 15, 2024.
 3. **2025 Capital Improvement Plan (CIP).** This item includes the final approved CIP from 2024 and the initial changes and additions proposed by City Departments. Copies of the goals and policies from the Parks and Recreation, Public Facilities and Services, and Transportation elements of the Comprehensive Plan have also been included. The initial batch of changes have not been edited or reviewed by Community Development. The purpose of this meeting is to solicit feedback from the Planning Commission regarding the proposed changes, and to identify any potential conflicts or inconsistencies with the goals and policies of the Comprehensive Plan. This is an initial discussion. Drafts of the updated CIP will be presented to the Planning Commission for review, comment and action as the plan develops.

4. **2025 Comprehensive Plan Update.** Community Development will provide an update on the status of the 2025 Comprehensive Plan Update. We are still waiting for the Department of Commerce to finalize our grant agreements. We are unable to commit significant financial resources to this project until the grant agreements are finalized. Proposals have been solicited from firms to assist with a public outreach and engagement effort focused on identifying public priorities, needs, and interests related to facilities and services, such as parks, transportation, and public buildings. The City received proposals for this work from three firms. A selection committee is reviewing the proposals and may identify a finalist by the third or fourth week of April. Community Development is also preparing to solicit proposals to assist with development of a non-motorized and transportation safety plan, and assist with updates to the Public Facilities and Services Element of the Comprehensive Plan, with a particular emphasis on establishing Level of Service (LOS) standards and detailed impact fee rates for Fire and EMS services.

5. **Community Development – Department Update.** General updates regarding Community Development. The Burlington Hearing Examiner has accepted an appointment from the Governor to serve on the Growth Management Hearings Board. As a result, he has submitted his resignation but will continue to serve through the middle of this summer. Community Development will be soliciting proposals from individuals or firms interested in providing Hearing Examiner services. A “Request for Proposals” (RFP) is being published. We hope to have a replacement Hearing Examiner selected and under contract by June. Community Development is finalizing an Emergency Operations Plan (EOP). The EOP will be presented to the Planning Commission and City Council for consideration once it is completed.