



CITY OF BURLINGTON, VERMONT
CITY COUNCIL COMMUNITY DEVELOPMENT &
NEIGHBORHOOD REVITALIZATION COMMITTEE
c/o Community & Economic Development Office
City Hall, Room 32 • 149 Church Street • Burlington, VT 05401
802-865-7144 VOX • 802-865-7024 FAX • www.burlingtonvt.gov/cedo

Sharon Bushor Conference Room - City Hall 149 Church Street - 1st Floor

Wednesday, July 17, 2024, 6:30 PM

Join Zoom Meeting

<https://zoom.us/j/99026645157?pwd=1K4dCVZbqSMcVZnZduw0fpF8YunthT.1>

Meeting ID: 990 2664 5157

Passcode: 379259

One tap mobile

+13126266799,,99026645157#,,,,*379259# US (Chicago)

+16469313860,,99026645157#,,,,*379259# US

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Find your local number: <https://zoom.us/j/99026645157?pwd=1K4dCVZbqSMcVZnZduw0fpF8YunthT.1>

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	July 17, 2024 - CDNR Committee Meeting - Wednesday, July 17, 2024, 6:30 PM, Sharon Bushor Conference Room - City Hall 149 Church Street - 1st Floor
Category	1. Agenda
Department	
Type	Action Procedural
Recommended Action	motion to amend/adopt agenda

2. Adopt Minutes

Subject	2.1. Approval of Minutes
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Meeting	July 17, 2024 - CDNR Committee Meeting - Wednesday, July 17, 2024, 6:30 PM, Sharon Bushor Conference Room - City Hall 149 Church Street - 1st Floor
Category	2. Adopt Minutes
Department	
Type	Action Procedural
Recommended Action	Approve the 6/11/24 minutes

3. Public Forum

Subject	3.1. PUBLIC FORUM - Verbal Comments
Meeting	July 17, 2024 - CDNR Committee Meeting - Wednesday, July 17, 2024, 6:30 PM, Sharon Bushor Conference Room - City Hall 149 Church Street - 1st Floor
Category	3. Public Forum
Department	
Type	Procedural

4. NPA resolution update

5. Vacant building fee ordinance

Subject	5.1. Vacant building fee ordinance
Meeting	July 17, 2024 - CDNR Committee Meeting - Wednesday, July 17, 2024, 6:30 PM, Sharon Bushor Conference Room - City Hall 149 Church Street - 1st Floor
Category	5. Vacant building fee ordinance
Department	Community & Economic Development Office (CEDO)
Type	
Recommended Action	

6. Other Committee Business/Updates

7. Adjournment

Subject	7.1. Motion to adjourn
Meeting	July 17, 2024 - CDNR Committee Meeting - Wednesday, July 17, 2024, 6:30 PM, Sharon Bushor Conference Room - City Hall 149 Church Street - 1st Floor
Category	7. Adjournment
Department	Council and Board

Type	Action Procedural
Recommended Action	adjourn the meeting



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Councilor Carter Neubieser, Chair, Ward 1

Councilor Evan Litwin, Ward 7

Councilor Joe Kane, Ward 3

CDNR Committee Meeting

Tuesday, June 11th, 2024

6:30 – 8:30 PM

****Virtual meeting only****

Committee members: Carter Neubieser (CN), Evan Litwin (EL), Joe Kane (JK)

City Staff: Christine Curtis, CEDO

Other Attendees: Jonathan Chapple-Sokol; Christopher Haessly

Draft Minutes

Meeting Started at 7:03 PM

1. Approve agenda

MOTION by Councilor Kane, SECOND by Councilor Litwin, to approve the agenda

VOTING: unanimous; motion carries.

2. Approve minutes: 5/15/24

MOTION by Councilor Kane, SECOND by Councilor Litwin, to approve the minutes

VOTING: unanimous; motion carries.

3. Public Forum

The programs and services of the City of Burlington are accessible to people with disabilities.

For accessibility information, call 865-7144. For questions about the meeting,

contact Christine Curtis at ccurtis@burlingtonvt.gov

- Jonathan Chappel-Sokol stated he has been in conversation with Bill Ward about vacancy tax - would like to hear more about that from this committee

4. Discussion: Resolution - The Relationship Between City Officials and The Neighborhood Planning Assemblies

- CN stated that all wards will appoint three reps by June 12th to engage in this conversation
- CN will follow-up and schedule a meeting with the ward reps and a CEDO rep
- EL is looking for a clear understanding from all NPAs what the specific ask is and what they hope to get out of this
- Christopher Haessly stated at the last NPA meeting members stated they would like a say in the process, and large issues that come to City Council (CC) that should be discussed with NPAs first
- NPAs want a say in who gets hired for the part-time NPA support role at CEDO
- EL stated that City Councilors have not had any time on NPA agendas – how are Councilors supposed to update NPAs if there is no space for them on the agenda
- Christopher advocates for this space on the agendas for CC updates
- Jonathan stated the independence of NPAs is important and for each NPA to structure themselves that works best for them – NPAs and City relationship is an issue – should define what the City can expect from NPAs and vis versa

5. Discussion: Letter from Jubilee Social Justice Committee

- CN will respond to letter and point them to previous CC meeting where these issues were covered and discussed
- JK stated we should make the camping policy more accessible on the City website – should this committee undertake amending this policy
- EL stated this policy would probably have to go to full Council with any amendments – would have to check with the City Attorney

6. Other Committee Business/Updates

- CN stated he would like to have agenda items ready 7 days prior to a CDNR meeting
- CN would like to keep meetings to an hour and a half and have certain meetings set as focused working meetings

- EL and JK feel two hours should be set meeting length
- EL would like to be looped in on draft agenda items prior to posting
- CN wants to follow-up on the priority list CDNR made last meeting – some items might be more appropriate for a different Committee
- EL wants to bring graffiti ordinance topic to CDNR
- JK mentioned he will be introducing vacancy rate issues at upcoming CDNR meetings

7. Adjournment

- ADJOURN at 7:50 p.m. by Councilor Neubieser with no objection

8-47 Vacant building permit; inspection; maintenance standards; fees.

(f) (1) A fee of seven hundred fifty dollars (\$750.00) shall be charged for a vacant building permit or renewal of such permits. The fee is to be paid at the time of application or renewal. No permit shall be issued prior to payment of the permit or renewal fee.

(2) All but two hundred dollars (\$200.00) of this fee shall be waived upon a showing that the building or structure is being actively marketed for sale or lease and maintained pursuant to the requirements of this article and its vacant building permit or renewal thereof. An owner shall be eligible for the waiver of the fee for no more than two (2) permit periods, not including any interim permit period that occurs within a permit period. The full fee shall be tendered with the request for a waiver and shall be refunded if the waiver is granted but for the two hundred dollars (\$200.00). A person who purchases a vacant building shall have this fee waived for the remainder of the permit period and the permit period immediately following.

(3) All but seventy-five dollars (\$75.00) of this fee shall be waived when a building is being rehabilitated pursuant to applicable building, fire, and zoning permits and the owner has spent at least five (5) percent of the assessed valuation of the building or structure on rehabilitation, not including the cost of permits, in the prior three (3) month period. The full fee shall be tendered with the request for a waiver and shall be refunded if the waiver is granted but for the seventy-five dollars (\$75.00).

(4) All but seventy-five dollars (\$75.00) of this fee shall be waived if an owner has secured all the duly required state and local permits to demolish the building or structure. The full fee shall be tendered with the request for a waiver and shall be refunded if the waiver is granted but for the seventy-five dollars (\$75.00). The owner shall demolish the building or structure within one (1) month of securing said permits; this waiver shall be void and the vacant building permit fee shall be owed if the owner fails to demolish within this time. The time to demolish may be extended upon a showing of good cause.

(5) Once the permit has expired and the city deems the property no longer eligible for renewal of said permit, the city shall notify the owner. The owner shall either show proof of active marketing for sale or lease, a plan for rehabilitation including proof of construction under contract or proof of immediate demolition. Should none of the above be presented to the city within five (5) days of the expiration of the permit, the owner shall be fined one hundred dollars (\$100.00) per day until such proof is presented.

(6) For buildings remaining vacant a second calendar year, a fee of one thousand dollars shall be charged for a vacant building permit or renewal of a permit within the 2nd year of vacancy. All but \$200 of the fee shall be waived when a building is being rehabilitated pursuant to applicable building, fire, and zoning permits and the owner has spent at least five (5) percent of the assessed valuation of the building or structure on rehabilitation, not including the cost of permits, in the prior three (3) month period.

(7) For buildings remaining vacant a third calendar year, a fee of one thousand five hundred dollars (1,500) shall be charged for a vacant building permit or renewal of a permit within the 2nd year of vacancy. All but \$200 of the fee shall be waived when a building is being rehabilitated pursuant to applicable building, fire, and zoning permits and the owner has spent at least five (5) percent of the assessed valuation of the building or structure on rehabilitation, not including the cost of permits, in the prior three (3) month period.

(8) For buildings remaining vacant a fourth calendar year or more, a fee of two thousand dollars shall be charged for a vacant building permit or renewal of a permit within the 3rd or subsequent year of vacancy. All but \$500 of the fee shall be waived when a building is being rehabilitated pursuant to applicable building, fire, and zoning permits and the owner has spent at least five (5) percent of the assessed valuation of the building or structure on rehabilitation, not including the cost of permits, in the prior three (3) month period.

(g) *Signs/markings.* When required pursuant to this section, signs or markings on the buildings determined to be especially unsafe in case of fire shall be applied on the front of the property, and elsewhere as the fire chief may require, at or above the second floor level and shall not be placed over doors, windows or other openings. All signs/markings shall be visible from the street and, when requested by the fire chief, shall be placed on the sides and the rear of the property. Signs/markings shall be two (2) square feet with lines of two (2) inch width, and shall have a reflective background, or be painted with reflective paint, in contrasting colors as approved by the fire chief. Signs/markings shall be applied directly on the surface of the property and shall state the date of posting and the most recent date of inspection by the fire chief and director.

(Ord. of 8-9-99; Ord. of 12-7-09; Ord. of 12-12-22(1))