



City Council Meeting

Monday, September 23, 2024, 6:00 PM, Contois Auditorium

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To participate in Public Forum in person, sign up at the meeting.

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****ONLINE closes one hour prior to the beginning of public forum****

Do not sign up in person and via Zoom - select one only

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda as follows: remove from the agenda item 9.6. Ordinance: POLICE Composition of Independent Panel (Ordinance Committee)(per City Council President Traverse)

2. Executive Sessions (30 mins.)

Subject	2.1. Litigation - City Attorney's Office
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium

Category	2. Executive Sessions (30 mins.)
Department	City Attorney
Type	Action Procedural
Recommended Action	- o Motion 1: Move that the Council find that premature general public knowledge of legal advice and information concerning the details of "pending and/or potential" litigation to which the City is a party or has a stated interest would clearly place the City at a substantial disadvantage; - o Motion 2: Based upon that finding, move that the Council go into executive session to receive confidential attorney-client communications, 1 VSA §313(a)(1)(F), in a pending civil litigation matter, 1 VSA §313(a)(1)(E).

Subject	2.2. Railyard Enterprise Project Update - DPW
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	2. Executive Sessions (30 mins.)
Department	Public Works Department
Type	Action Procedural
Recommended Action	o Motion 1: Move that the Council go into executive session to consider the negotiating or securing of real estate purchase or lease options, 1 VSA §313(a)(1)(F), in a pending civil litigation matter, 1 VSA §313(a)(2).

3. Railyard Enterprise Project - Project Update - DPW (30 mins.)

Subject	3.1. Railyard Enterprise Project - Project Update - DPW
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	3. Railyard Enterprise Project - Project Update - DPW (30 mins.)
Department	Public Works Department
Type	Information Presentation

4. Public Forum: Time Certain: 7:00 pm **See above for signup instructions**

Subject	4.1. Verbal Comments
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium

Category	4. Public Forum: Time Certain: 7:00 pm **See above for signup instructions**
Department	Council and Board
Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

5. Worksession Regarding South End Innovation District (45 mins.)

Subject	5.1. Worksession Regarding South End Innovation District (45 mins.)
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	5. Worksession Regarding South End Innovation District (45 mins.)
Department	Community & Economic Development Office (CEDO)
Type	Information Presentation Discussion

6. Climate Emergency Reports (5 - 10 mins.)

Subject	6.1. Verbal reports
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	6. Climate Emergency Reports (5 - 10 mins.)
Department	Council and Board
Type	Information

7. Public Health & Safety Emergency Updates (5-10 mins.)

Subject	7.1. Verbal reports
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	7. Public Health & Safety Emergency Updates (5-10 mins.)
Department	Council and Board
Type	Information

8. Consent Agenda

Subject	8.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	8. Consent Agenda

Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda and take the actions indicated
Subject	8.2. Communication: C/T Office, re: Accountability List
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	8. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file
Subject	8.3. Fire Station 2 Bay Floor Renovation - BPRW
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	8. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	to approve and authorize the execution of a contract with Farrington Construction Inc., for a price not to exceed \$629,583 for the FS 2 Bay Floor Renovation project, plus a project contingency of \$62,000 (total project authorization including contingency not to exceed \$691,583), and to authorize Cindi Wight, Director of Parks, Recreation and Waterfront, to execute the contract, any related documents needed to carry out the project, and any contract amendments necessary to utilize the project contingency, subject to the review of the City Attorney's Office
Subject	8.4. Communication: Michael Monte, CEO, Champlain Housing Trust, re: Homeless and Pods
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	8. Consent Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file

Subject **8.5. Communication: Steve Allen, re: Please Share with City Council Members**
Meeting September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category 8. Consent Agenda
Department Clerk/Treasurer's Office
Type Action (Consent)
Communication

Recommended Action waive the reading and place the communication on file

Subject **8.6. Communication: Elena Isabella Fasullo, re: City Council Meeting, 9/9/24, Agenda Item No. 6.6, Public Comment Related to McNeil**

Meeting September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category 8. Consent Agenda
Department Clerk/Treasurer's Office
Type Action (Consent)
Communication

Recommended Action waive the reading and place the communication on file

Subject **8.7. Communication: Caryn Long, re: 9/11/24 Speak out**

Meeting September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category 8. Consent Agenda
Department Clerk/Treasurer's Office
Type Action (Consent)
Communication

Recommended Action waive the reading and place the communication on file

Subject **8.8. Communication: Ashton MacKenzie, re: Support for the Bike Lane at North Ave/Plattsburgh Ave**

Meeting September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category 8. Consent Agenda
Department Clerk/Treasurer's Office
Type Action (Consent)
Communication

Recommended Action waive the reading and place the communication on file

Subject	8.9. Communication: Pike Porter, re: BED RFPs
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	8. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file
Subject	8.10. Program Year - 2023 Consolidated Annual Performance & Evaluation Report Draft - CEDO
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	8. Consent Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action (Consent) Information
Recommended Action	waive the reading, accept the report and place it on file
Subject	8.11. City Of Burlington And University Of Vermont Medical Center Agreement To Extend 1999 Memorandum Of Understanding And Agreement - Mayor's Office
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	8. Consent Agenda
Department	Mayor's Office
Type	Action (Consent)
Recommended Action	to ratify the Mayor's June 19, 2024 execution of the City of Burlington and University of Vermont Medical Center Agreement to Extend 1999 Memorandum of Understanding and Agreement
Subject	8.12. Renewal of Tax Increment Financing (TIF) District consulting services contract with White+Burke - CEDO
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	8. Consent Agenda
Department	Community & Economic Development Office (CEDO)

Type	Action (Consent)
Recommended Action	to approve and authorize the Director of the Community & Economic Development Office to execute the proposed contract amendment with White+Burke Real Estate Advisors for TIF consulting services regarding the Waterfront and Downtown TIF districts with a maximum limiting amount of \$65,000 to be paid out of TIF related costs, pursuant to final review of the City Attorney's Office
Subject	8.13. Creation of Chief Accountant in the Clerk Treasurer's Office - C/T
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	8. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent)
Recommended Action	to approve the creation of a Chief Accountant, a Regular, Full-time, Exempt, Non-Union, Grade 23 position
Subject	8.14. Approval of Marina Slip and Mooring Fees - BPRW
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	8. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	to approve the 2025 Marina fees as recommended by the Parks and Recreation Commission, acting as the Harbor Commission, during its September 19, 2024 meeting, as detailed in the rate table herein
Subject	8.15. 201 Flynn Avenue Purchase and Sales Agreement, Between the City of Burlington and Chittenden Solid Waste District - DPW
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	8. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	(1) To authorize the Mayor to execute a purchase and sale agreement between the City of Burlington and Chittenden Solid Waste District for the property located at 201 Flynn Avenue in the amount not to exceed \$375,000.00, substantially in the form included in the agenda packet and subject to minor modifications approved by the City Attorney or designee. (2) To authorize the Mayor and Director of Public Works to take such further actions and execute such further instruments approved as to form by the City Attorney or designee as may be necessary or convenient to effectuate the transactions contemplated hereby.
Subject	8.16. FIO Documents

Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	8. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information
Recommended Action	for information only
Subject	8.17. Resolution: Designation Of Ward 4 Polling Place (Councilor Barlow)
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	8. Consent Agenda
Department	Council and Board
Type	Action (Consent) Resolution
Recommended Action	waive the reading and adopt the resolution
Subject	8.18. Resolution: Release Of Certain Glebe And Perpetual Lease-Land And Interests And Revision Of The City Of Burlington Perpetual Lease Land Interests List (Councilor Traverse)
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	8. Consent Agenda
Department	Council and Board
Type	Action (Consent) Resolution
Recommended Action	waive the reading and adopt the resolution

9. Deliberative Agenda

Subject	9.1. Public Hearing Regarding Burlington Comprehensive Development Ordinance ZA-24-03 Emergency Shelters
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	9. Deliberative Agenda
Department	Planning
Type	Action Public Hearing

Recommended Action	open Public Hearing close Public Hearing
Subject	9.2. Ordinance: ZA-24-03 Emergency Shelters (Planning Commission, Ordinance Committee) (10 mins.)
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	9. Deliberative Agenda
Department	Planning
Type	Action Ordinance - Second Reading
Recommended Action	Second reading. Waive the reading and adopt the ordinance as amended by the Ordinance Committee
Subject	9.3. FY24 Annual Report City of Burlington - CCRPC (20 mins.)
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	9. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action Information Report
Recommended Action	waive the reading, accept the report and place it on file
Subject	9.4. Resolution: The Establishment Of A Downtown Public Safety Hub (Councilors Litwin, Brown McKnight, Traverse, Carpenter, Shannon, Barlow, Doherty)(20 mins.)
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	9. Deliberative Agenda
Department	Council and Board
Type	Action Resolution
Recommended Action	waive the reading and adopt the resolution
Subject	9.5. Resolution: Assuring Our Police Department Has A Modern Facility That Assures The Health And Wellbeing Of Employees, Meets The Expectations Of The Public And Provides Dignity, Security, And Privacy For Perpetrators And Victims (Councilors Traverse, Barlow, Carpenter, Doherty, Litwin, McKnight, Shannon) (20 mins.)
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium

Category	9. Deliberative Agenda
Department	Council and Board
Type	Action Resolution
Recommended Action	waive the reading and adopt the resolution
Subject	9.6. Ordinance: POLICE Composition of Independent Panel (Ordinance Committee)(20 mins.) **proposed amendment: to remove this agenda item**
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	9. Deliberative Agenda
Department	City Attorney
Type	Action
Recommended Action	Discussion and move to warn a first reading on October 7, 2024
Subject	9.7. Ordinance: COMPREHENSIVE DEVELOPMENT ORDINANCE ZA-24-04 Neighborhood Code 2A, Part 1: Technical Corrections & Secondary Structures (Office of City Planning, Planning Commission, Ordinance Committee)(25 mins.)
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	9. Deliberative Agenda
Department	Planning
Type	Action
Recommended Action	postpone the item until the first regular City Council meeting following the receipt of written feedback from the Planning Commission on the proposed amendment

10. Committee Reports

Subject	10.1. Verbal reports
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	10. Committee Reports
Department	Council and Board
Type	Information

11. City Council - General Affairs (up to 15 mins.)

Subject	11.1. Verbal reports
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Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	11. City Council - General Affairs (up to 15 mins.)
Department	Council and Board
Type	Information

12. City Council President - Council Updates (up to 5 mins.)

Subject	12.1. Verbal reports
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	12. City Council President - Council Updates (up to 5 mins.)
Department	Council and Board
Type	Information

13. Mayor - General Affairs (up to 10 mins.)

Subject	13.1. Verbal reports
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	13. Mayor - General Affairs (up to 10 mins.)
Department	Council and Board
Type	Information

14. Adjournment

Subject	14.1. Motion to adjourn
Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	14. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

15. Informational and Non-Discrimination Statements

Subject	15.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Licensing, Voting and Records Coordinator (802-865-7136)(TTY 802-865-7142). Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. This meeting will also air on Town Meeting TV the Wednesday after the meeting, starting at 8:00 pm and
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repeating at 1:00 am and 7:00 am the following day. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.

Meeting	September 23, 2024 - Regular City Council Meeting - Monday, September 23, 2024, 6:00 PM, Contois Auditorium
Category	15. Informational and Non-Discrimination Statements
Department	Council and Board
Type	Information



Memorandum

Date: September 23, 2024

To: Burlington City Council

From: Corey Mims, P.E., Senior Public Works Engineer

CC: Chapin Spencer, Director
Laura Wheelock, P.E., Assistant Director/City Engineer

Subject: Railyard Enterprise Project – Project Update

PROJECT HISTORY

The purpose of the Railyard Enterprise Project (REP) is to enhance multimodal travel connectivity in the Burlington Waterfront South area, improve livability of the surrounding neighborhoods, support economic development, and improve intermodal connections to the Burlington Railyard, a National Highway System (NHS)-designated intermodal facility.

The project encompasses a network of multimodal transportation infrastructure improvements connecting Pine Street and Battery Street in the City of Burlington. The City of Burlington, in partnership with the Chittenden County Regional Planning Commission (CCRPC), and in close cooperation with the Vermont Agency of Transportation (VTrans) and Federal Highway Administration (FHWA) completed an enhanced scoping process under FHWA's Every Day Counts/Planning and Environmental Linkages (EDC/PEL) initiative as well as a Phase II supplemental scoping effort for this project. The final reports can be found here: <https://www.ccrpcvt.org/our-work/transportation/current-projects/scoping/railyard-enterprise-project/>.

- In October 2012, the City Council unanimously passed a resolution to support scoping efforts for the Railyard Enterprise Project. In partnership with the City, VTrans, the Federal Highway Administration (FHWA) and the Chittenden County Regional Planning Commission (CCRPC), an enhanced scoping process under the Every Day Counts/Planning and Environmental Linkages (EDC/PEL) FHWA initiative was completed.
- In December 2015, the City Council passed a resolution advancing three REP Phase 2 Alternatives, but the resolution also stated that the Council "strongly supports build alternatives...that connect Pine Street and Battery Street with the least impact to private property and existing business." Of the three REP Phase 2 Alternatives, City and VTrans staff determined that Alternative 1B would be the most viable as a local/state project because it impacts the fewest number of private properties, has the fewest lane miles of new roadways, and appeared to have the most support through the public process.

- In November 2016, the City Council passed a resolution “express[ing] its support for conducting a supplemental scoping of REP Phase 2 Alternative 1B to evaluate whether a local/state approach that does not utilize federal funds is feasible”. The City Council also requested a thorough report upon completion of the supplemental scoping effort so that the Council can determine whether to proceed with advancing Alternative 1B as a local/state project without NEPA review or proceed with advancing the REP Phase 2 Alternatives 1B, 2 and 5B into a Federal Environmental Permitting Process.
- On June 29, 2020, the City Council passed motions to accept the supplemental scoping report, to seek federal and state funds to advance the project, and to request the State of Vermont expedite the availability of 90% grant funding for this project to advance into the preliminary engineering phase.
- In December 2020, the City Council passed a motion to support the Administration’s decision to move forward with a partnership with the State of Vermont Agency of Transportation and Federal Highway Administration to advance the Railyard Enterprise Project to preliminary engineering.
- In May 2021, the City Council passed a motion to authorize the Director of Public Works to execute a Cooperative Agreement between City of Burlington and the State of Vermont for the Railyard Enterprise Project.
- On July 22, 2021, DPW published a Request for Qualifications (RFQ) requesting Statements of Qualifications (SOQ)s from engineering firms for engineering services for the Railyard Enterprise Project.
- On August 19, 2021, the City received two SOQs from engineering firms which were reviewed and evaluated by a team of DPW/VTrans personnel to make a Qualifications Based Selection (QBS). Following the QBS, the City requested Stantec submit a detailed scope and fee which was reviewed and negotiated with the City to develop the final agreed terms for the contract.
- In November 2021 a contract was executed with Stantec for the first phase of the Railyard Enterprise Project design efforts to advance the project through the National Environmental Policy Act (NEPA) process.
- On October 17, 2022, City Council approved selection of the City’s Preferred Alternative 1b option that would be submitted through the NEPA process.
- On September 9, 2023, the Environmental Assessment (EA) and 4(f) documents were published for public comment period ending October 9, 2023.
- On February 2, 2024, The Federal Highway Administration approved the REP’s Final EA and 4(f) documents. Project officially began preliminary plans for the selected 1B preferred alternative.

PROJECT FUNDING

On April 18, 2019 VTrans provided a letter to the City committing to provide federal and state funding for 90% of up to \$20M of actual project-eligible costs for federal participation in the Railyard Enterprise Project after the construction of the Champlain Parkway project was completed.

Due to public support for the Railyard Enterprise Project and the City’s interest in continuing to advance it, DPW asked VTrans to reconsider their position related to the timing of availability of Federal and State funds. On August 5, 2019 in response to the request, VTrans offered a second option to include funding for preliminary engineering of the REP in its capital program submittal to the Legislature for 80% of the preliminary engineering costs if the City committed to the 20% local match.

On June 29, 2020 with consideration of budgetary constraints and limited City resources, the City Council passed motions to seek federal and state funds to advance the project, and to request the State of Vermont expedite the availability of 90% grant funding for this project to advance into the preliminary engineering phase.

On November 10, 2020 VTrans provided a letter to the City indicating their response to Burlington's request to reconsider the timeline. VTrans indicated they would work to advance the funding through the legislative process for approval to allow preliminary engineering tasks to start in July 2021.

On May 24, 2021, the City Council authorized execution of Grant Agreement #CA0645 with the State of Vermont for the Railyard Enterprise Project. The \$10,000,000 grant is to comprised of \$892,000 from State funds and \$8,108,000 from Federal Funds with a \$1,000,000 (10%) Local Match, of which approximately \$350,000 has been secured to date. This \$10M amount was anticipated to cover preliminary engineering, permitting and right-of-way acquisition costs, and additional funds for these activities or construction. The State has pledged to increase the maximum limiting amount up to a total of \$20M in the future at the same federal/state/local share funding ratios through future amendments to the Cooperative Agreement.

From the EA 1B alternative cost estimation, total project total cost was \$36,000,000. This estimate consisted of nearly \$16,000,000 in construction and construction contingency, \$17,000,000 in design engineering and right-of-way costs and an additional \$3,000,000 in cost escalation (3% Per Year).

Following the EA as additional information has been gathered while completing the Preliminary Plans, the newer information suggests that the design engineering and right-of-way costs may be closer to \$30,000,000, construction costs and contingency around \$20,000,000 and \$3,000,000 in cost escalation. These increases put the project total cost estimate around \$53,000,000.

Currently, the City does not have any existing funding to support the construction of this project, which is why finding supplemental funding is integral in implementing the REP. To date, the City has submitted two grant applications aimed at securing funding for this project:

1. Multimodal Discretionary Project Grant (MPDG) – Rural (Submitted August 2023). Requested \$21,184,800 + \$7,167,200 local match
2. Reconnecting Communities & Neighborhoods (Submitted September 2023). Requested \$26,691,000 (no match required).

Unfortunately, both of these applications were unsuccessful and the scope of work has since increased to appropriately mitigate impacts on adjacent properties. In the debriefing meeting with U.S. DOT, it became clear that the included workforce development proposal scored well but transportation safety and equity elements should be strengthened before reapplying. Additionally, the DOT advised this project is not a good fit for the Reconnecting Communities program.

Many of the grant programs established under the Bipartisan Infrastructure Law (BIL) have expired and the Presidential election outcome will inform the likelihood of any renewals. Until then, these limited opportunities remain accessible:

CONSTRUCTION:

1. [Rebuilding American Infrastructure with Sustainability and Equity \(RAISE\)](#). The final round of the RAISE program is expected to be released in November 2024. The city has already been awarded a 2023 RAISE grant to reconnect Bank Street and Cherry Street. While the downtown project qualified for no-match, the REP is expected to require a 20% match that has not been identified yet. The chances of receiving a second award will not be impacted in the initial application review and scoring (which is based on responsiveness to the merit criteria and alignment with RAISE goals), but the final review and awards by senior management and the U.S. Transportation Secretary may consider geographic distribution. Vermont's federal delegation may have influence in the final review phase.
2. Congressionally Directed Spending. If these opportunities remain available in spring 2025, conversations with Senator Sanders and Senator Welch should occur this winter to determine their level of interest in supporting this project.

PRE-CONSTRUCTION:

3. [Thriving Communities Technical Assistance through U.S. Housing & Urban Development](#). This is a no-cost opportunity for U.S. DOT grant-eligible transportation projects to explore ways to integrate affordable housing improvements. An application has been submitted to evaluate the REP and Main Street Great Streets Phase 2. If awarded, CEDO will lead this study.
4. [Rural and Tribal Assistance Pilot Program](#). The Notice of Funding Opportunity is expected in October 2024. This can explore pre-development activities, including funding and financing options analyses, public benefit studies, and the like. This should be considered if HUD's TCTA request is unsuccessful, or if the TCTA identifies a need for additional evaluation before construction.

Elements of the REP are eligible for additional funding sources but require a clear strategy for construction phasing and project management to successfully stack funds and achieve the final project. This could include rail infrastructure, bicycle and pedestrian infrastructure, water-related infrastructure, economic development, and innovative transportation technology, among others. These conversations have not yet occurred but could include grant opportunities that are offered outside of the BIL, such as the Economic Development Agency programs that support projects aligned with our Community & Economic Development Strategy for Public Works infrastructure and/or Economic Adjustment Assistance.

PROJECT SCHEDULE

With preliminary plans being finalized this fall, the project will be starting the right-of-way acquisition phase of the project in early 2025. This phase is estimated to take at least 2 years based on the complexity of this project and number of properties being engaged. Some of the major tasks this phase consist of additional coordination with affected property owners, preparation of right-of-way acquisition documents and plans, appraise properties, determine needed easements for acquisition, evaluation for relocation assistance and negotiation/procurement of property/easements.

Following the right-of-way acquisition phase the final design and bidding is estimated to take 6 months to a year which could have construction start in late 2027 or 2028.

Depending on the amount of time spent in right-of-way acquisition phase and the project's ability to obtain the additional needed funding, start of construction could extend out beyond 2028. We will continue to update the South End Coordination Schedule accordingly.

Given the right of way phase is a critical path element to advancing this project to construction, DPW staff is prepared to provide the City Council a briefing in executive session on our approach to securing property rights.

More information on the project can be found on the project website: www.railyardenterprise.com.

Don't hesitate to reach out to DPW with any follow-up questions or requests for information.

ATTACHMENTS

- A. VTrans' November 10, 2020 Funding Letter to Chapin Spencer
- B. REP City Council Update Presentation dated September 23, 2024



State of Vermont
Highway Division
219 North Main Street
Barre, Vermont 05641
www.aot.state.vt.us

[phone] 802-917-1644
[fax] 802-828-3522
[ttd] 800-253-0191

Agency of Transportation

November 10, 2020

Chapin Spencer
Public Works Director
City of Burlington
PO Box 849
Burlington, VT 05402-0849

Dear Chapin,

We are writing to in response to Burlington's request to reconsider the timeline for moving forward with preliminary engineering for the Railyard Enterprise Project (REP). The City made compelling arguments about the urgency to move forward and that the project is poised for success following a robust scoping process.

Having listened carefully to the City, we are pleased inform you that we concur and VTrans is committing to moving the REP forward in FY22. This amends our previous communications and will allow the design of the REP to be independent and separate from the Champlain Parkway design and construction. REP startup funding will be included in Governor's recommended Transportation budget. The funding will be subject to the legislative process, but if approved this will allow the project to begin preliminary engineering tasks beginning in July of 2021.

We would like to reiterate the funding commitment made by Secretary Flynn in his April 18, 2019 letter. Specifically, based on the recent scoping estimates for the project, VTrans will commit to providing federal and state funding to the Railyard Enterprise Project as follows:

- 90% of up to \$20,000,000 of actual project-eligible costs for federal participation,
- federal and state funding capped at \$18,000,000, and
- eligible project costs above \$20,000,000 and/or costs found not to be eligible for federal or state participation will be the responsibility of the City of Burlington.

We look forward to working collaboratively with the City to design and construct the Rail Yard Enterprise project.

Sincerely,

E-SIGNED by Wayne B. Symonds, PE
on 2020-11-10 16:15:37 GMT

Wayne B. Symonds, PE
Chief Engineer

Sincerely,

E-SIGNED by Michele Boomhower
on 2020-11-10 17:35:33 GMT

Michele Boomhower
Director of Policy, Planning & Intermodal Development

Cc: J. Flynn, Secretary of Transportation
S. Scribner, Director, Municipal Assistance Bureau
K. Marshia, Acting Director, Asset Management Bureau



Railyard Enterprise Project

Burlington, VT

City Council Update

September 23, 2024



Topics to be Covered

Project Timeline

- What was accomplished pre-State and Federal Funding?
- What has been accomplished since?
- How does this compare to similar projects?
- What is left to accomplish?

Project Complexities

- What makes this project different?

Upcoming Challenges

- What are these and how can they impact schedule?

Project Background

The Railyard Enterprise Project is a proposed new roadway connecting Pine Street to Battery Street.



RSG
the science of insight
FINAL REPORT
RAILYARD ENTERPRISE
SCOPING/PEL, BURLINGTON
VERMONT
NOVEMBER 2016

RSG
the science of insight

Chittenden County Regional Planning

**RAILYARD ENTERPRISE
PROJECT (REP)
SUPPLEMENTAL SCOPING**

Final Report | August 5, 2020



VERMONT
AGENCY OF TRANSPORTATION

January 25, 2024

Railyard Enterprise Project
Burlington, Vermont
Environmental Assessment (EA)

Submitted to:
Federal Highway Administration
1200 New Jersey Avenue, SE
Washington, DC 20590

Prepared for:
City of Burlington
Department of Public Works
645 Pine Street #A
Burlington, VT 05401

Prepared by:
Stantec Consulting Services, Inc.
193 Tilly Drive, Suite 101
South Burlington, VT 05403-4440

PREPARED FOR:
CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

180 Battery Street, Suite 300
Burlington, VT 05401
802.265.6999
www.rsginc.com

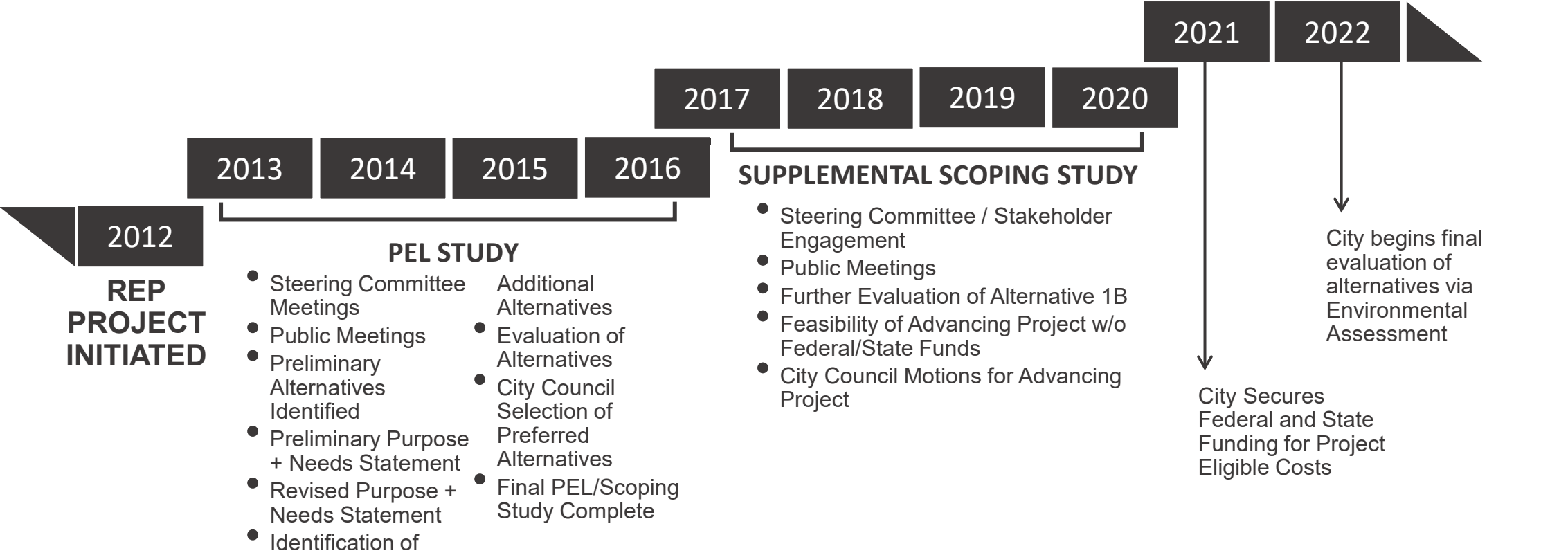
PREPARED FOR:
CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
CITY OF BURLINGTON
SUBMITTED BY:
RSG

IN COOPERATION WITH:
LAW/CAP
ELAND/STUDIO
THIRD SECTOR ASSOCIATES

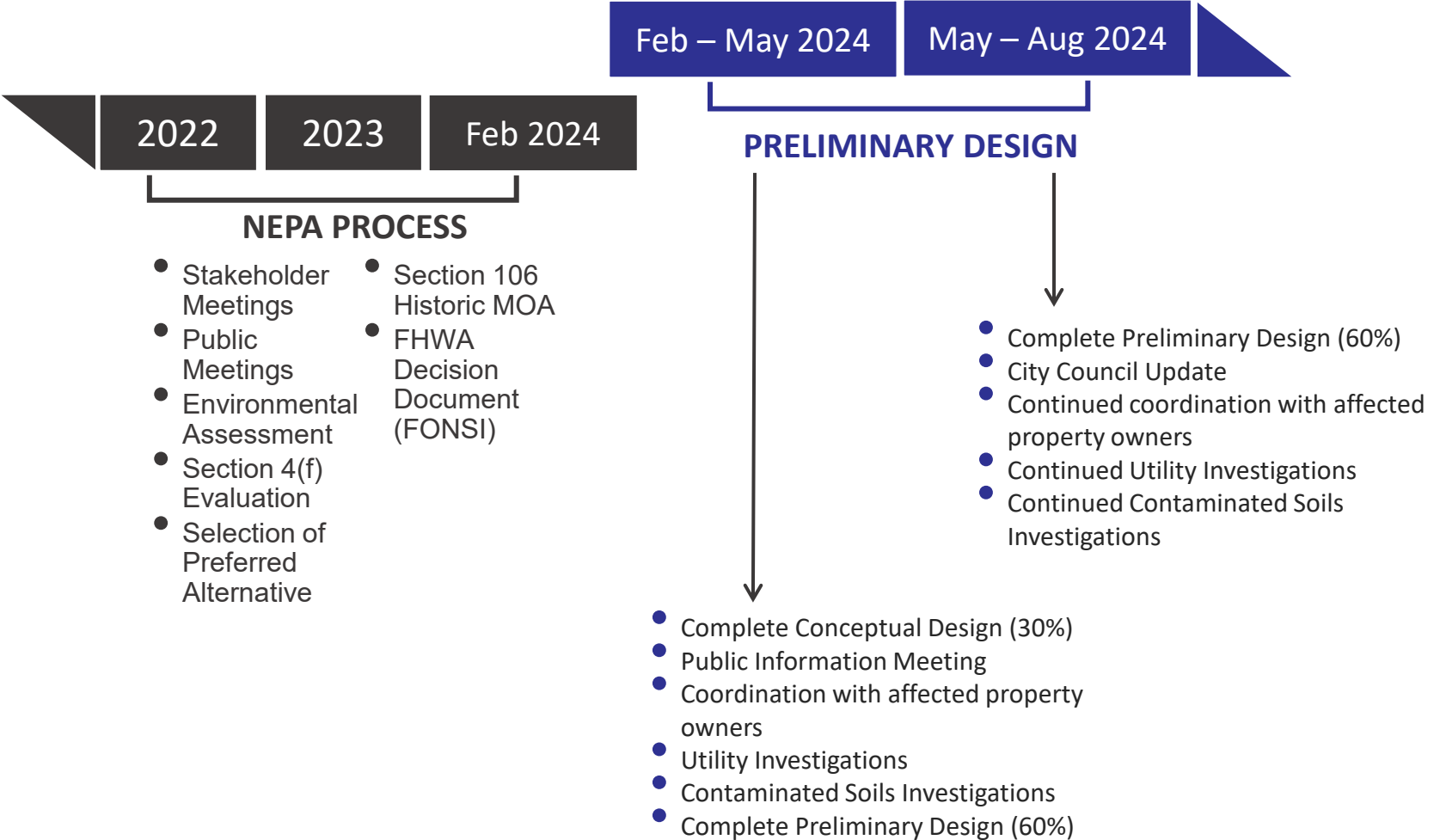
180 Battery Street, Suite 300
Burlington, VT 05401
802.265.6999
www.rsginc.com

REP Scoping PEL Study (Nov 2016)
REP Supplemental Scoping (Aug 2020)
NEPA Environmental Assessment (Jan 2024)

What was accomplished pre-Federal and State funding?

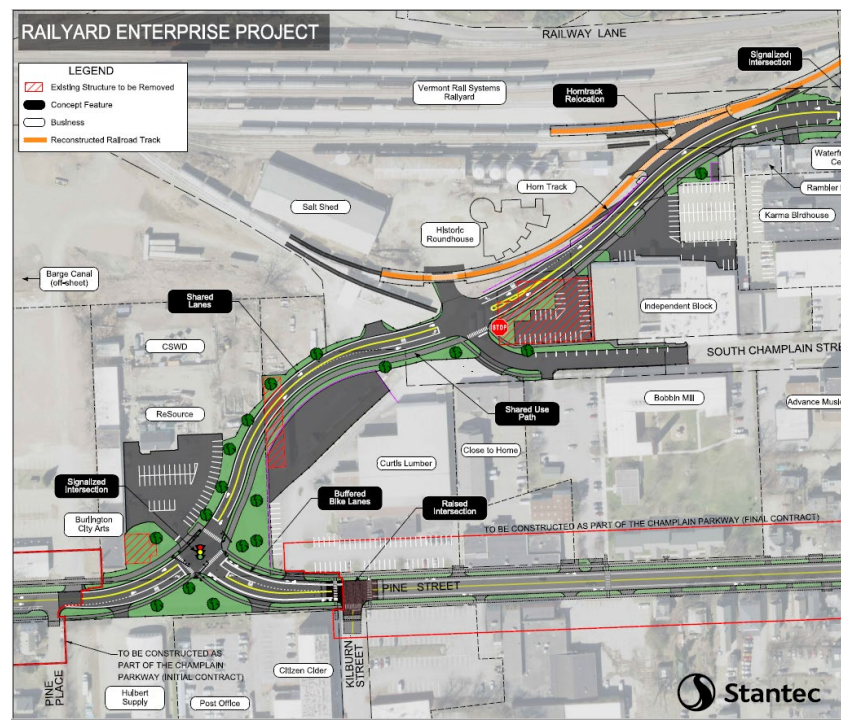
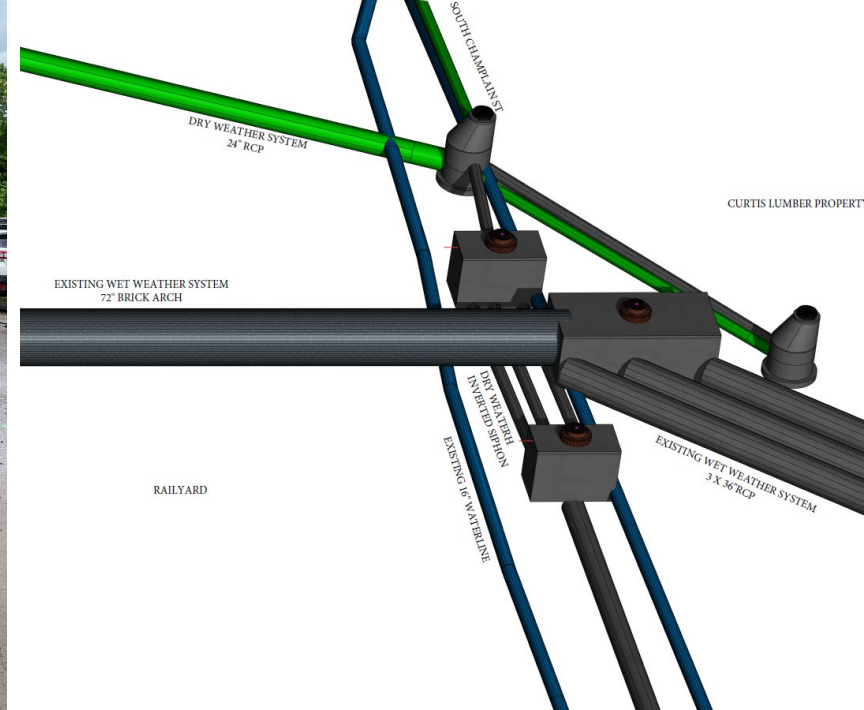


What has been accomplished since?



What makes this project different from others?

	Waterbury Main Street	Essex Crescent Connector	Burlington REP
New Roadway	No	Yes	Yes
Railyard Impacts	No	No	Relocate rail track and impact railyard operations
Land Acquisition	Temporary strip easements from 120+ property owners	Purchase new ROW corridor and permanent easements	Purchase new ROW corridor from three properties
Building Demolition / Restoration	No	No	Yes
Tenant Relocation	No	No	Possible
Property Appraisals	No	Yes	Yes
Utility Relocations	Yes	Yes	Yes
Contaminated Soils	Yes	Yes	Yes
Nearby Superfund Site	No	No	Yes
Environmental Assessment	No	Yes	Yes
Historic / Archeological	Minimal	Minimal	Yes
Duration (NEPA Begin to Construction Complete)	10 years	10 years	Targeting 8 years



Project Outreach

Public Engagement

- March 10, 2022 – Community Meeting
- August 3, 2022 – Burlington Walk Bike Council
- August 23, 2022 – Transportation, Energy, and Utilities Committee (TEUC)
- August 24, 2022 – DPW Commission*
- September 7, 2022 – Public Meeting
- October 11, 2022 – Historic Preservation
- October 17, 2022 – City Council*
- September 9, 2023 - Transportation, Energy, and Utilities Committee (TEUC)

NEPA Environmental Assessment

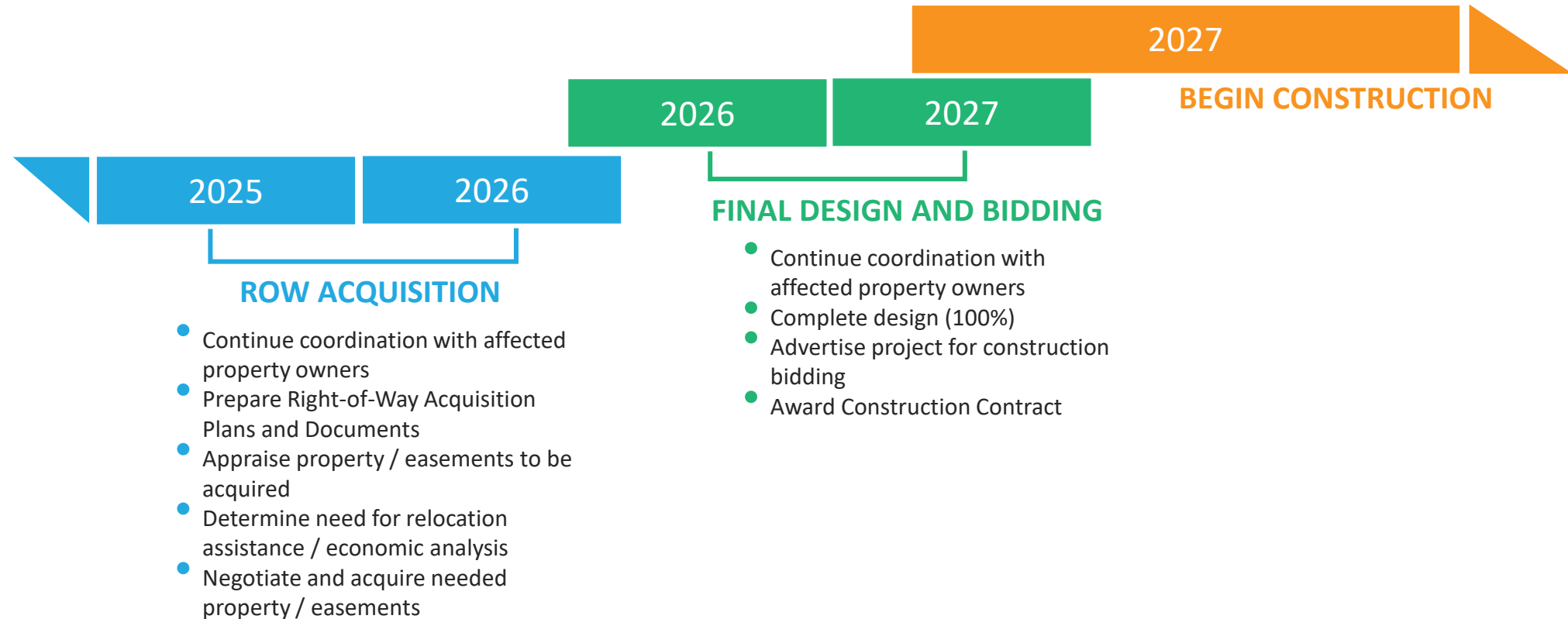
- September 8, 2023 to October 8, 2023 Public Comment
- February 2, 2024 FHWA Approval

Stakeholder Engagement *July 2022 - Present*

- Vermont Rail System (VRS)
- Independent Block
- Citizen Cider
- Chittenden Solid Waste District (CSWD)
- Curtis Lumber
- ReSource
- Waterfront Diving Center
- 47 Maple Street
- JGG Architects

**voted in support of Alternative 1B as the preferred alternative.*

What is left to accomplish?



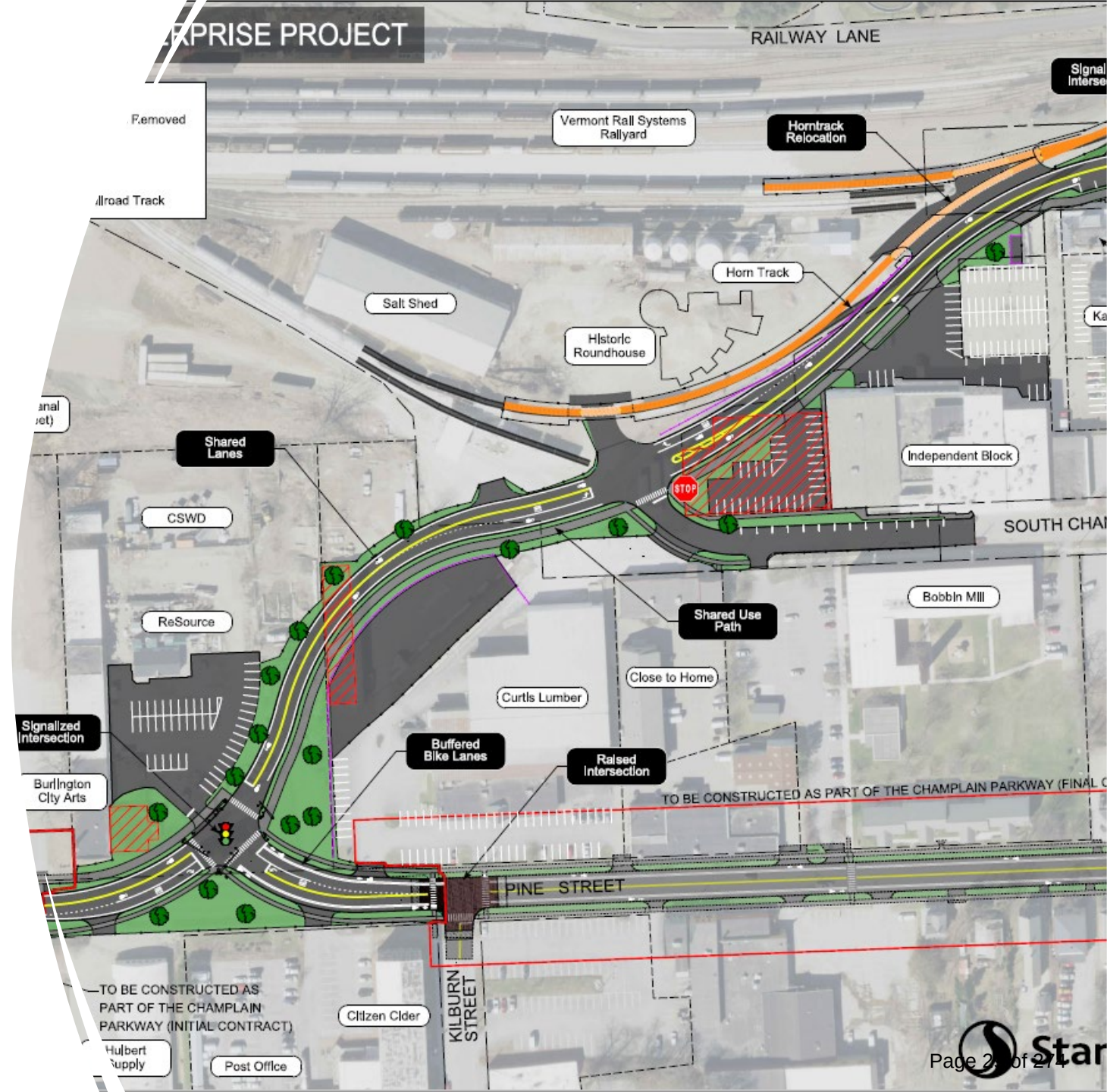
Published documents can be found on the project website: www.railyardenterprise.com

South End Project Sequence

		SOUTH END COORDINATION SCHEDULE 9.16.24																							
		CY2023				CY2024				CY2025				CY2026				CY2027				CY2028			
PROJECTS COMPLETED	Project/Location	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	U.S. 7 State Paving	CONSTRUCTION																							
	Shelburne Street Roundabout	CONSTRUCTION																							
	Passenger Rail	CONSTRUCTION																							
CURRENT PROJECTS	Champlain Parkway: Initial Contract Limited Access(Home Ave-Lakeside Ave) Pine(Lakeside Ave-Kilburn S)	CONSTRUCTION- <i>On-going</i>																							
	Champlain Parkway: Final Contract Limited Access(189-Home) Pine Street(Kilburn St. to Main St.)				DESIGN			BID	CONSTRUCTION																
	Railyard Enterprise Pine St.-Battery&Maple	ENVIRONMENTAL ASSESSMENT				PRELIMINARY PLANS				RIGHT OF WAY ACQUISITION								FINAL ENGINEERING - <i>Tentative</i>				CONSTRUCTION- <i>Tentative</i>			
	Railyard Enterprise Pine St.-Battery&Maple									FUNDING AND GRANT PERSUIT															
	Main Street-Great Streets: Phase I Union to Pine Street	DESIGN								CONSTRUCTION															
	Main Street-Great Streets: Phase II Battery St-Pine, S. Winooski-Union					GRANT APPLICATION								DESIGN - <i>Tentative</i>								CONSTRUCTION - <i>Tentative</i>			
	Cherry Street-Great Streets/City Place (Battery-S.Winooski)									DESIGN										CONSTRUCTION- <i>Tentative</i>					
	Bank Street-Great Streets/City Place (Pine St-S. Winooski)									DESIGN										CONSTRUCTION- <i>Tentative</i>					
	BTC Public Improvements Bank St, Cherry St, Pine St, St Paul St	CONSTRUCTION																							
			Current Date																						

What are the upcoming challenges?

- ROW Acquisition
 - Appraisals
 - Negotiations
 - Appeals
- Funding



Next Steps

- Right of Way – 2024 to 2026
- Final Design / Bidding - 2027
- Construction – 2027 - 2029

Notes:

1. Coordination with impacted property owners to refine design details will occur throughout
2. Dates noted above are tentative and subject to change due to project complexity



How to Stay Engaged

Project Website

www.RailyardEnterprise.com

Join the Mailing List

Submit additional feedback

Contact DPW Project Manager:

Corey Mims, PE

Senior Public Works Engineer

City of Burlington

cmims@burlingtonvt.gov

(802) 922-5001

THANK YOU!



Board of Finance and City Council Submission Checklist

Department: Public Works Submitter: Corey Mims

Title/Subject: Railyard Enterprise Project - Project Update

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☒	City Council	9/23/2024
☐	Concurrent	

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	9/17/2024	Chapin Spencer
Mayor's Office informed and approved memo	Yes	9/18/2024	Joe Magee
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	9/18/2024	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	9/18/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	Yes	
Draft Resolution or Motion?	No	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	No	

South End Coordinated Redevelopment **City Council Work Session**

9/23/2024

CITY OF BURLINGTON
CHAMPLAIN COLLEGE
RIDE YOUR BIKE, LLC



SECORD – The Basics

In March 2024 City Council adopted a **Pre-Development Agreement** between the City, Champlain College and Ride Your Bike, LLC to continue exploring the coordination of a unique opportunity to develop a new, **sustainable, walkable, mixed-income neighborhood** in the South End.

The Property Owners

- City of Burlington
- Champlain College
- Ride Your Bike, LLC

The Stakeholders

- South End communities and all city residents
- City staff and consultant teams
- Affordable Housers - Champlain Housing Trust, Cathedral Square, Evernorth
- Market rate developers – to be selected in competitive processes
- Artists and Makers – BCA, Generator, SEABA
- South End Businesses



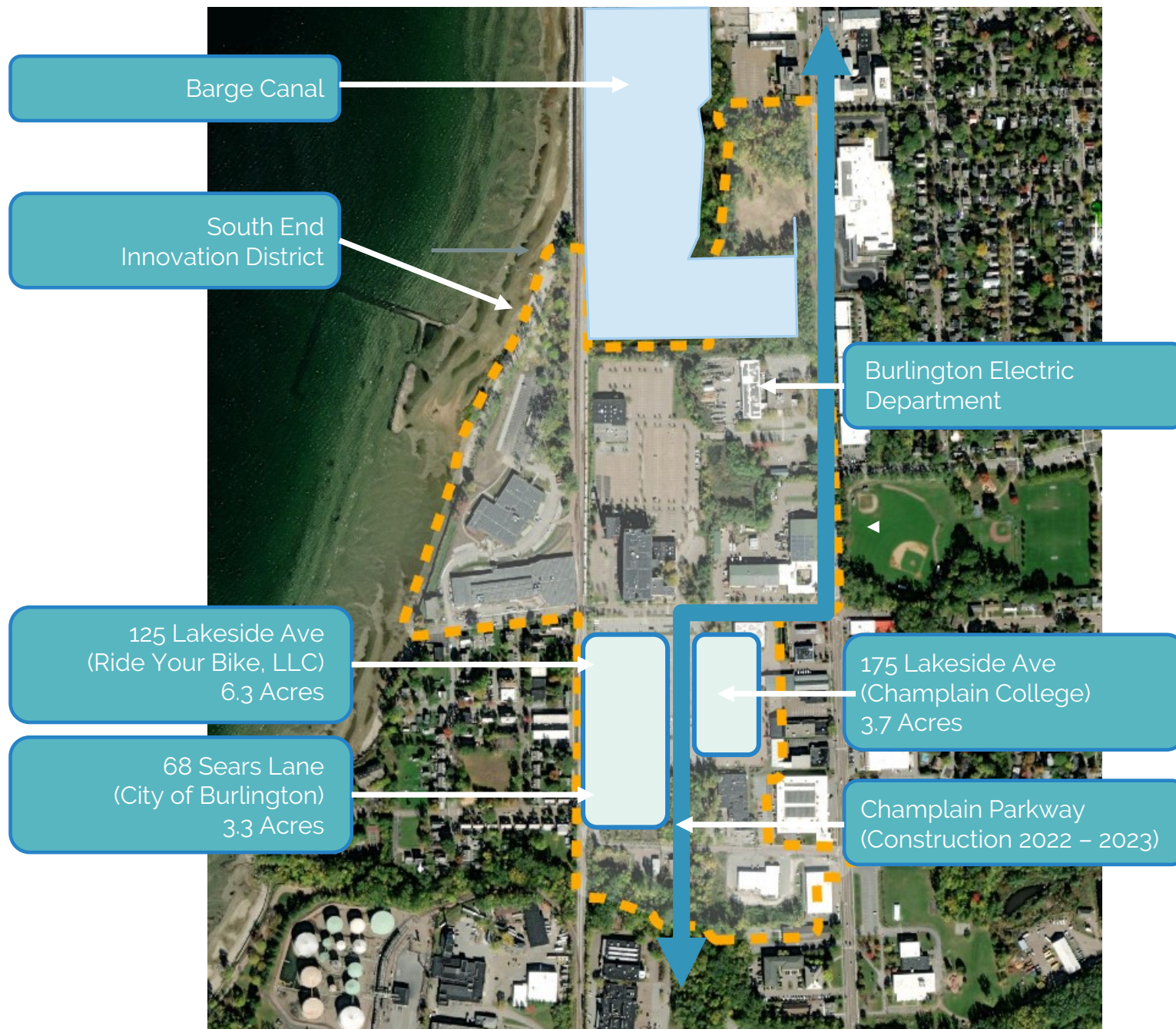
125 Lakeside Ave.

175 Lakeside Ave.

Pine Street

68 Sears Ln.

Sears Lane



MOU Outcomes Informing Predevelopment Agreement

Four Foundations:

1. Mobility Framework that foregrounds active mobility and accessibility
2. Conceptual Development Program for Analyses including approx. 1,100-1,400 units of housing and ~230,000 sf of non-residential space
3. Wastewater Budget and Infrastructure Capacity Expansion Needs
4. Car Trip Budget and promotion of City's standard level of service

Post-MOU Study Topics:

- Continued wastewater analysis to right-size infrastructure and identify funding sources
- Housing & Affordability Program
- Development financial performance and feasibility
- Public Realm Design
- Sustainability Audit + Exploration
- Land Swaps + Collaborative Permitting

Public Engagement

2014 - Present

- September 2014: *planBTV: South End* launches and runs to March 2019
- SEID amendment process included multiple in-person, virtual and continuous online engagement opportunities
- April 20, 2023: Public Open House @ 645 Pine Street (co-scheduled with Ward 5 NPA)
- December 7, 2023: Public Open House @ 645 Pine Street
- March 11, 2024: City Council hearing on Pre-Development Agreement
- July 11th Public Meeting
- Website & Email List

Why we're here

Our goal tonight is to share a few concepts, talk with you, and collect your feedback, all on the following:

Development Scenarios for the City's property

These boards include four potential, unique development scenarios for the city's property.

Pay attention to things like the type of buildings that each includes, how many homes might be built and the look and feel of the streets and open spaces.

The Housing Typologies board shares more detailed information about different types of housing. Which are your favorites?

Streets, Paths and Open Spaces (the public realm)

This board includes a concept for the layout of streets and paths, as well as images from Burlington and elsewhere that we think make great inspiration for ongoing design thinking.

This layout will evolve as we continue coordinated design work. Do you have a different layout to propose? What do you think about the images and the character of streets and paths that they invoke?

Mobility Hubs What are they and how are they a model for the future?

Mobility hub is one name for a new type of shared mobility infrastructure that can include a range of amenities that make moving around a city more sustainable, equitable, safe, and fun!

These hubs are central to the most sustainable districts being designed around the world. Learn more on the Mobility Hub board and tell us what you think!



Conceptual Framework Vision C

VISION C



In general how supportive are you of the conceptual framework for Vision C? Please make your selection below.



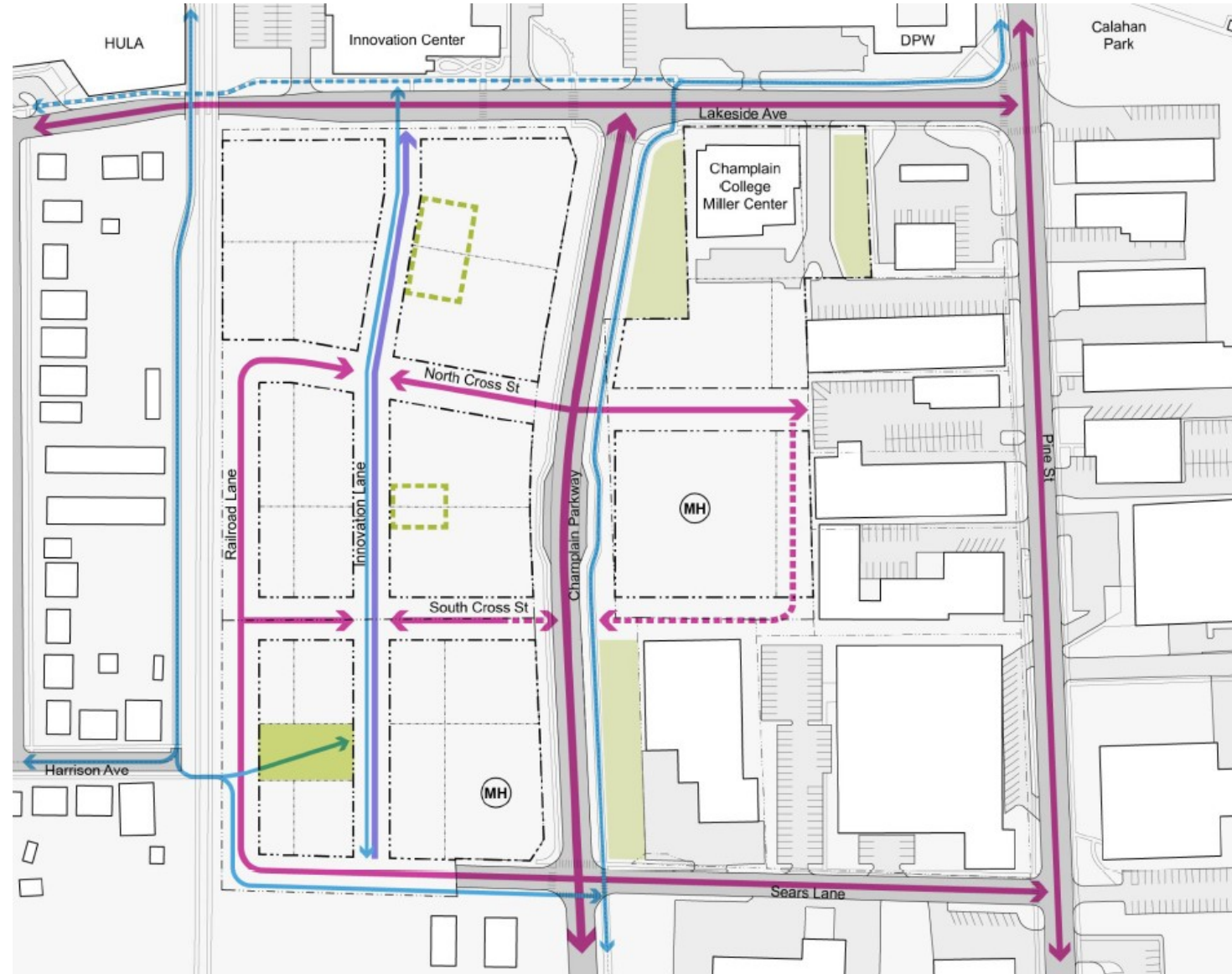
Please share your thoughts and other comments on Vision C below:

1000

PUD - Urban Design Framework

Key Elements:

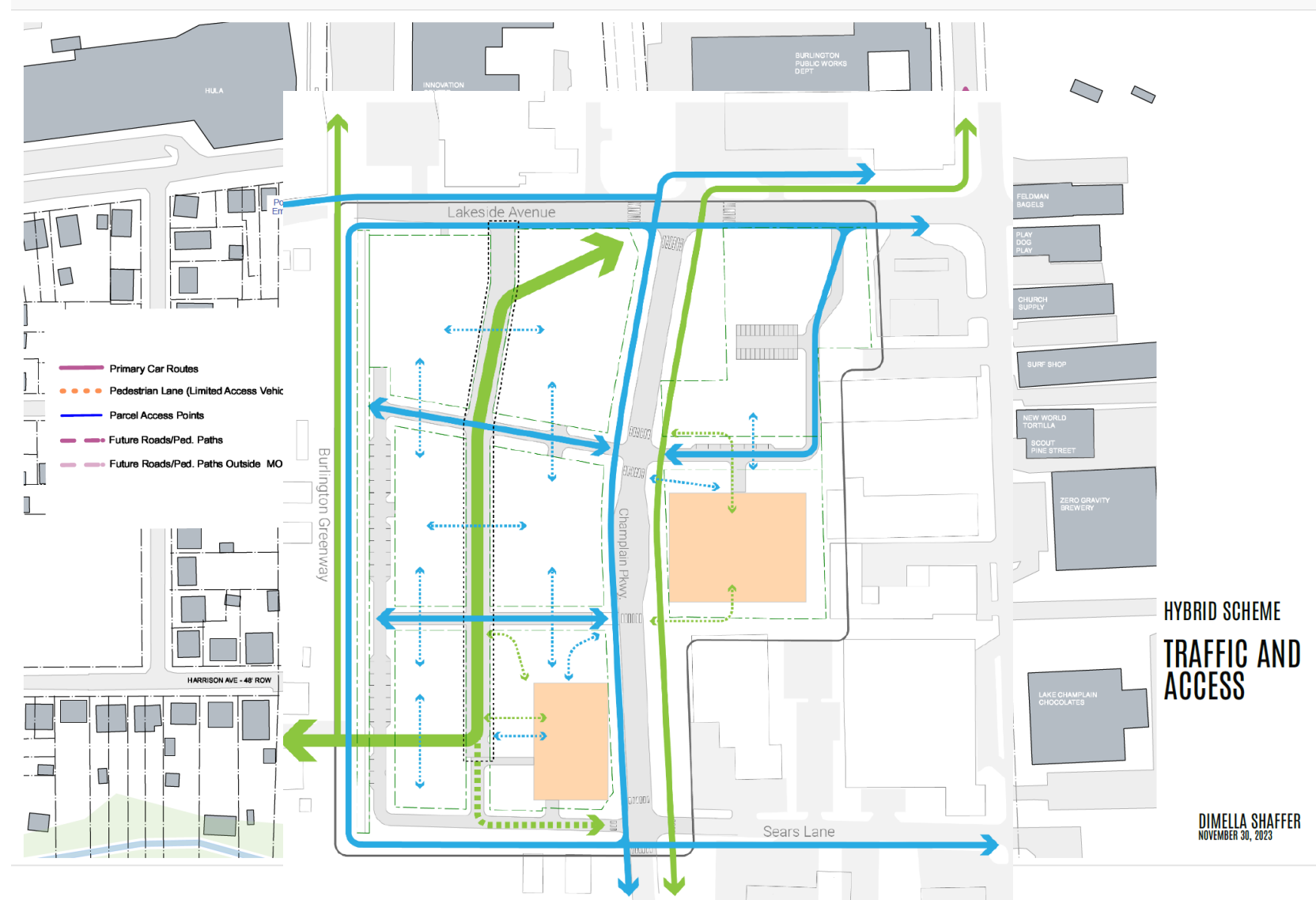
- Public Street access locations
- Potential private access for parking and building services
- Access at Business Innovation Center and other potential realignment points
- “Innovation Lane” as primary walking path



PUD – Bike/Ped Framework

Key Elements:

- Connected bike and ped network
- Connections from Lakeside neighborhood to Calahan Park and Champlain Elementary School
- Private access for parking and services





Roundhouse Park

Barge Canal

Calahan Park

Bike Path

Lakeside Park

Champlain Pkwy.

Oakledge Park

Urban Design Vision Parks & Open Space



Champlain
Elementary

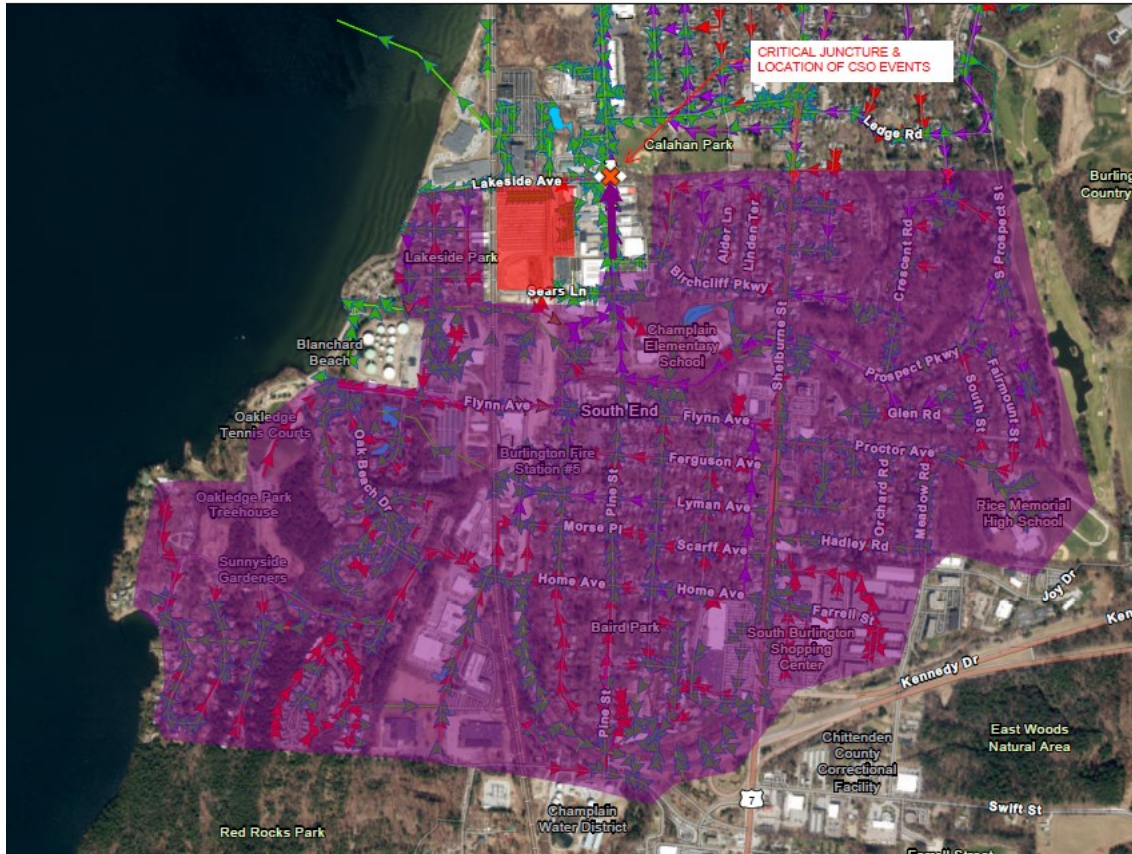
Lakeside
Neighborhood

Urban Design Vision

South End Connections

Wastewater Capacity – Critical Infrastructure

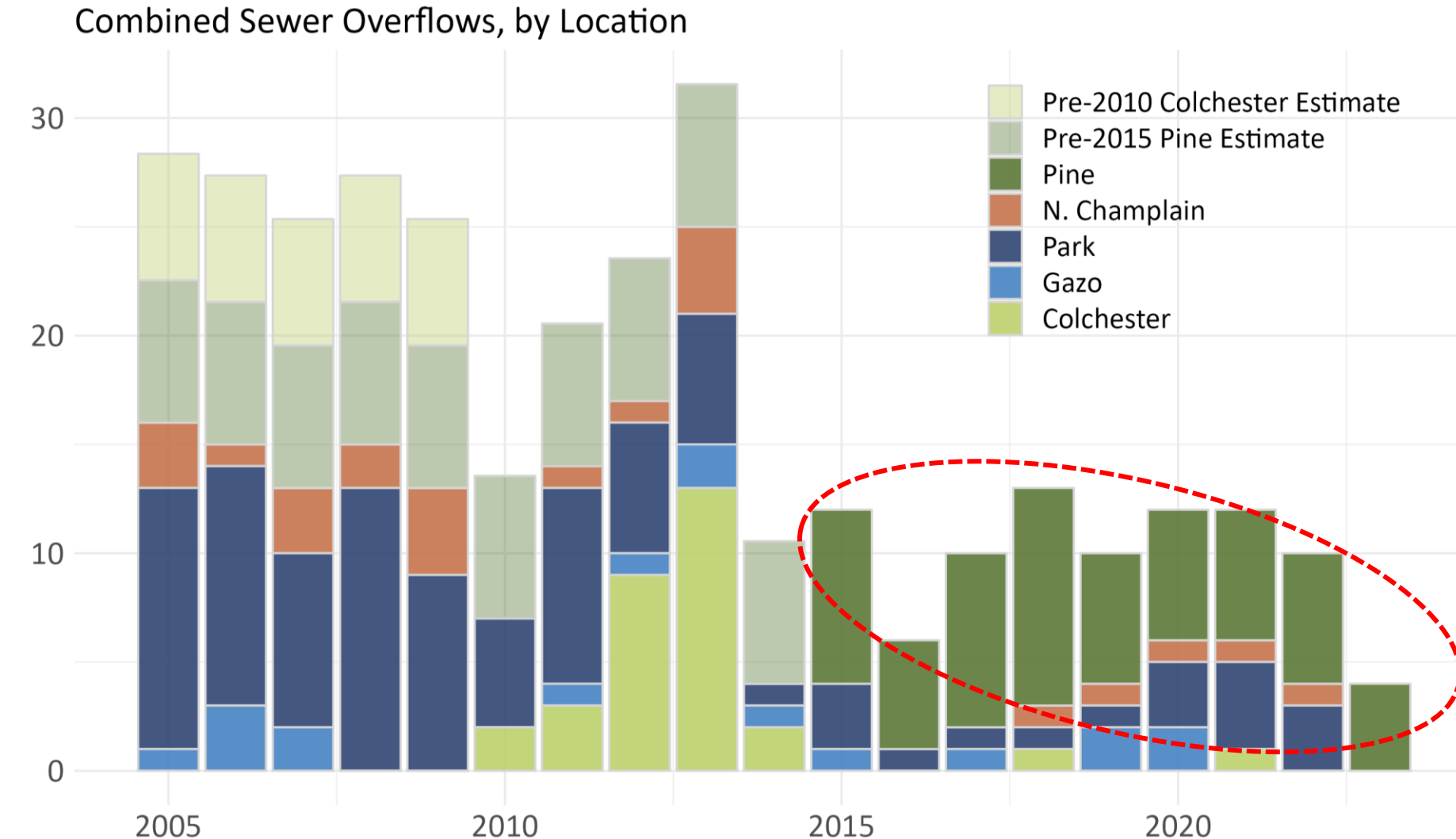
South End Wastewater Flows to Pine Street Collection System and Pine/Lakeside Combined Sewer Overflow



Wastewater From Hill Section South of Maple Street Also Flows into Pine Street System downstream of Pine/Lakeside



Wastewater Capacity – Critical Infrastructure



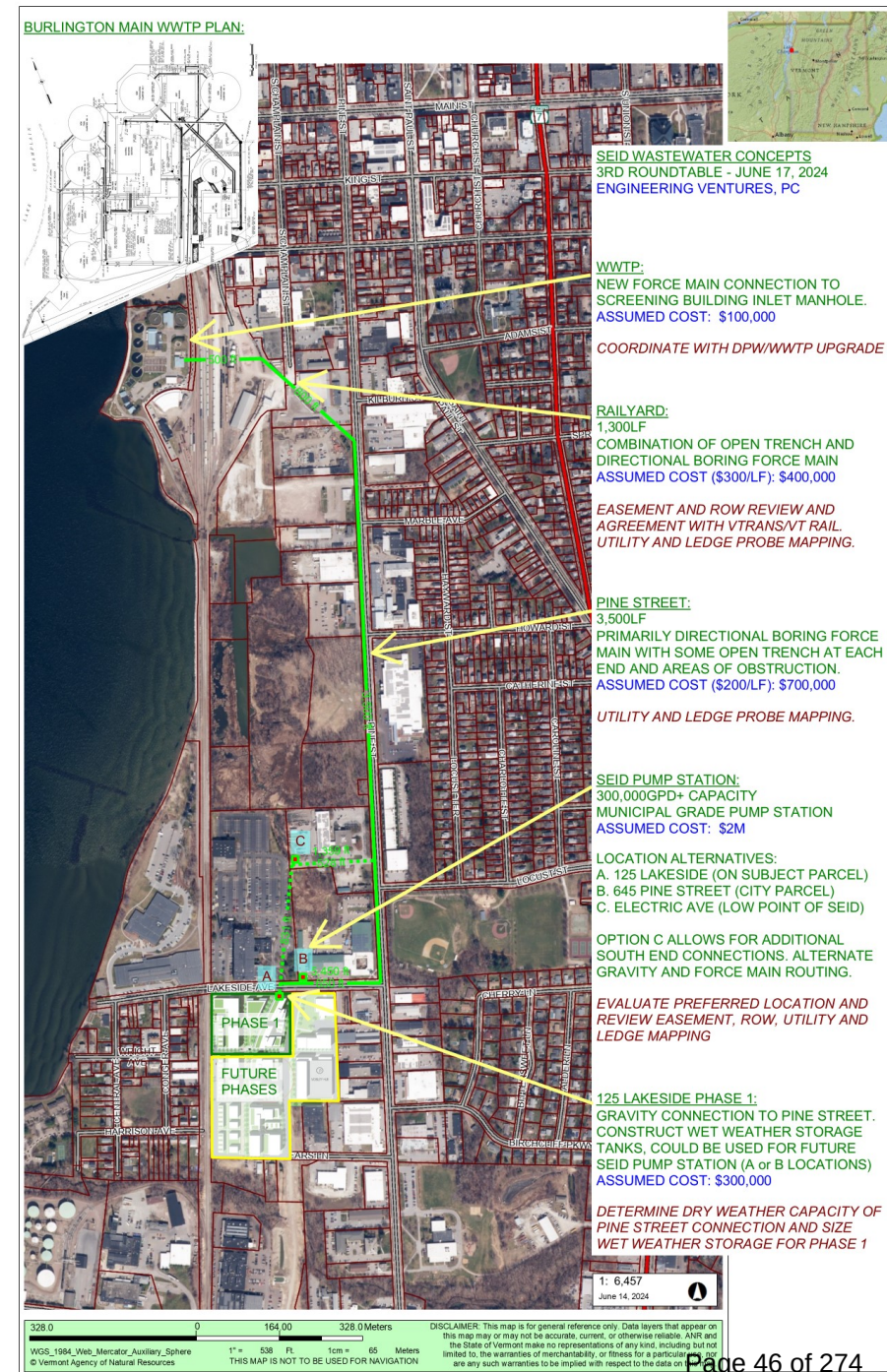
Key Concepts + Phasing:

-
- 125th Street Wastewater Treatment Plant Site Plan**
- 125SLA: 6.2 ac**
- 68SL: 3.3 ac**
- Pumping Station (Location TBD)**
- Storage Tanks (Locations TBD)**
- RYB-1A** FP 15,000 SF
- RYB-2A** FP 8,700 SF
- RYB-2B** FP 15,000 SF
- RYB-1C** FP 8,800 SF
- RYB-3C** FP 10,000 SF
- RYB-4B** FP 15,000 SF
- RYB-3A** FP 14,000 SF
- RYB-3B** FP 14,000 SF
- RYB-3C** FP 6,500 SF
- CC-7A** FP 12,800 SF
- CC-7B** FP 15,000 SF
- CC-8** FP 27,200 SF
- BLOCK 8**
MULTI-USE MOBILITY HUB (Below)
- GENERATOR**
- GA** FP 6,500 SF
- BVT-5A** FP 5,900 SF
- BVT-5B** FP 5,900 SF
- BVT-6A** FP 15,000 SF
- BVT-6B** FP 6,500 SF
- BVT-5C** FP 5,900 SF
- BVT-5D** FP 5,900 SF
- SEARS LANE - 45' ROW**
- SOUTH CROSS STREET - 56' ROW**
- NORTH CROSS STREET - 56' ROW**
- INNOVATION LANE - 50.5'**
- RAIL ROAD LANE - 25.5' ROW**
- LAKESIDE AVE - 45' ROW**
- TO W/WTP**

Wastewater Capacity – Phased Improvements

Force Main Concepts:

1. Force Main to expanded WWTP
2. Addresses capacity constraint for the full build out of SECORD project
3. Potential to further improve capacity in Pine Street Collection system for other future development



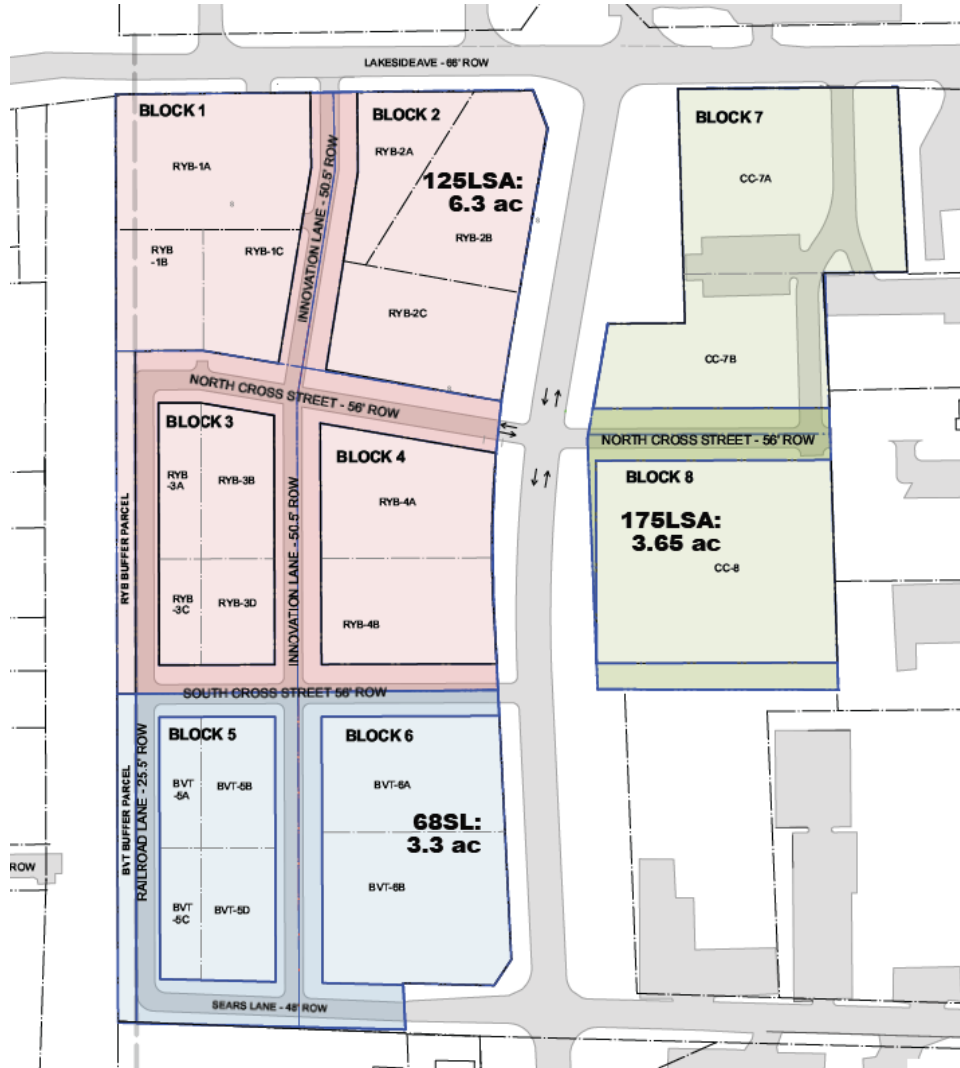
SECORD and Stormwater

Key Concepts:

- Green infrastructure required on private property
- Working concept for streetscapes includes ample green stormwater infrastructure
- Zoning incentives for GSI provision above requirements



Housing Program



Housing Program

SECORD DEVELOPMENT PROGRAM MATRIX - MOU BLOCKS

2.98 FAR	1,257 UNITS				1,387 UNITS	(WITH BONUS)									DIMELLA SHIFFER
MOU Decvelopment Test Fit 8/7/24															8/7/2024
SUMMARY		GROSS PARCEL AREAS	ROW AREAS	NET PARCEL AREAS	GROSS FLOOR AREA	NET FLOOR AREA	RESIDENTIAL FLOOR AREA	NET RESIDENTIAL AREA	NON RESIDENTIAL	FAR	UNITS	UNITS WITH BONUS	PARKING	PARKING RATIO/UNIT (NO BONUS)	Notes:
RIDE YOUR BIKE (RYB)		275,498	77,103	205,852	774,100	619,280	727,060	581,648	47,040	3.76	810	894	293	0.4	RYB SITE GSF/UNIT @ 922/UNIT (assumes a mix with 70% studio, 1BR and 1+BR units)
BURLINGTON CITY (BVT)		144,939	52,940	99,150	252,300	201,840	61,900	49,520	190,400	2.54	250	260	274	1.1	BTV SITE GSF/UNIT @ 995/UNIT (assumes a mix with larger family ownership units)
CHAMPLAIN COLLEGE (CC)		157,270	22,958	134,312	283,700	226,960	212,000	169,600	71,700	2.11	198	233	480	2.4	CC SITE GSF/UNIT@ 1,050/UNIT (assumes efficient 3-4 student beds in one apt)
		577,707	153,001	439,314	1,310,100	1,048,080	1,000,960	800,768	309,140	2.98	1,257	1,387	1,047	0.83	

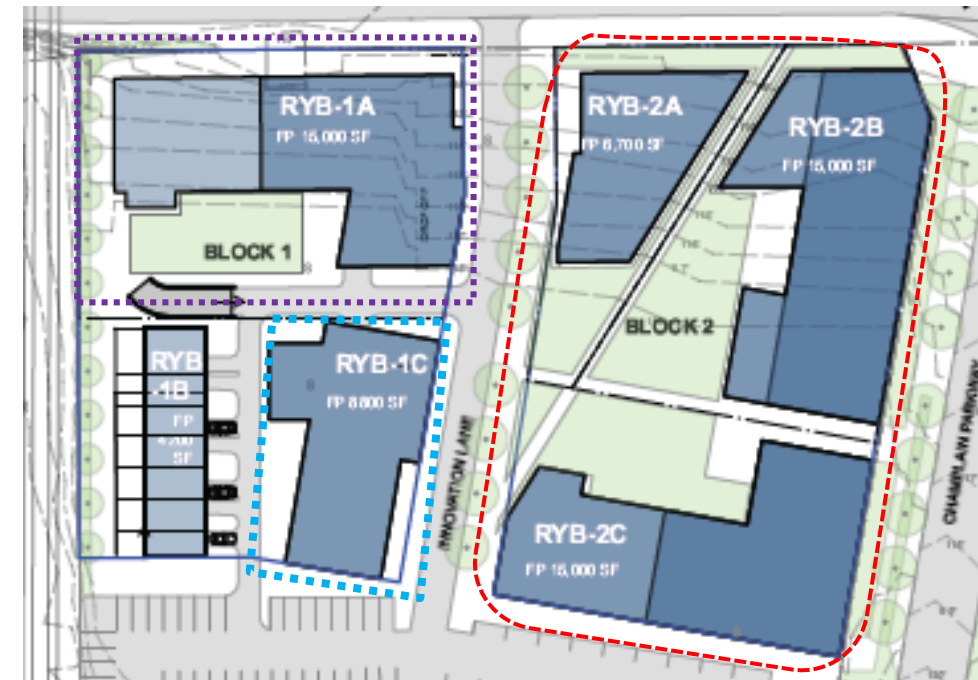
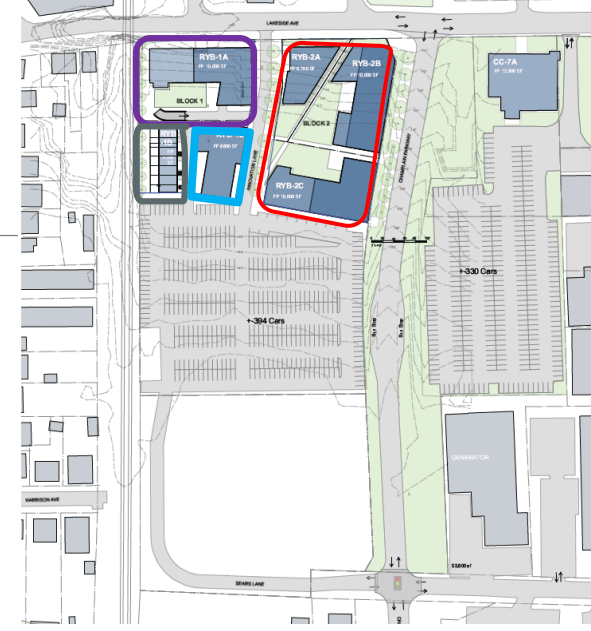
Housing Program

CONCEPTUAL PROGRAM*:

- 11-14 DU **Affordable Homeowner** (Townhomes/Flats)
- 50-60 DU **Affordable Rental** (@ 65% of AMI)
- 150 DU **Student/University OR Senior Housing**
- 250 DU **Workforce** Rate (including 13 affordable @ 80% of AMI)

= 480 +/- DU's

*(for further adjustment based on Dev Agreement outcome)



Conceptual Phasing

2nd Phase

- Development between RYB and Champlain College to become more integrated
- Establish academic anchor
- Cross Street North as critical east-west connection

3rd Phase

- Can proceed once mobility hub funding and program are finalized

68 Sears Lane

- Can proceed as use restrictions, site plan, program, affordability program and funding resources are resolved
- Potential to explore combining the City's land as part of a master SECORD district development – in order to help subsidize the cost to support more deeply discounted affordable units



Funding Options

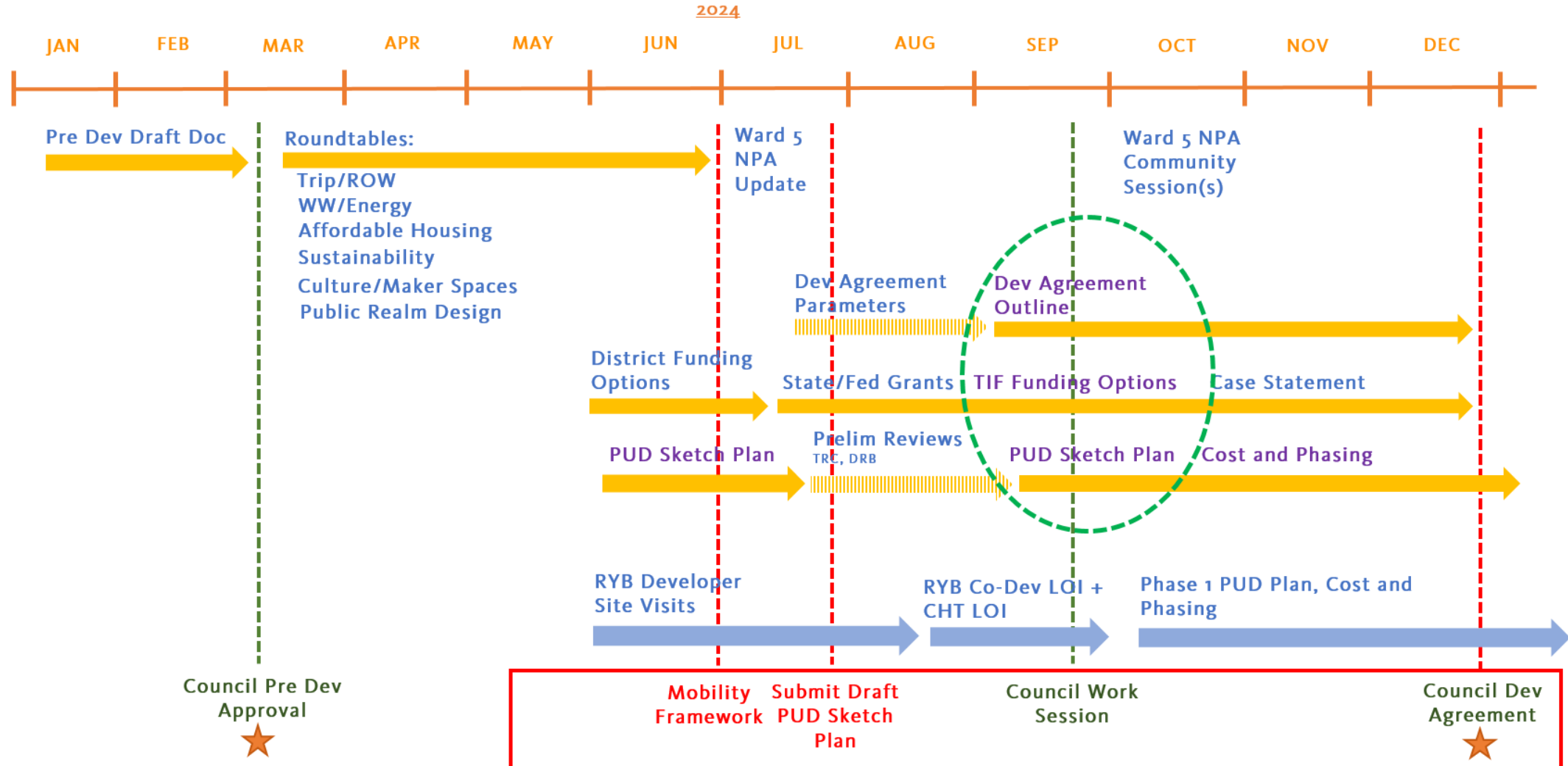
Potential Sources

- Private Investment
- Institutional Investment
- Public Financing (e.g. Municipal TIF)
- State and Federal Grants



Timeline + Milestones

NOTE: dates as indicated in the draft Pre-Development Agreement ; exact timing to be verified with Economic Development, Planning and DPW
2-12-24



CITY COUNCIL ACCOUNTABILITY LIST

This list is a working document. It is a record of resolutions, ordinances, communications that have come to the Council and there is an action requested.

Prepared by: Lori Olberg, Licensing, Voting & Records Coordinator

9/19/2024

	Meeting Date	Type of Document and Title	Action Requested	Updated Next Steps in the Process
1	2/6/2023	Communication re Ward 2/3 NPA Resolution to Name the New Shelburne Street Roundabout After Tony Redington and Resolution in Support of Big Heavy World Teen Center Proposal for Memorial Auditorium	refer the communication to TEUC and CDNR Committees respectively for further review and engagement	TEUC Item was taken up at the March 2023 meeting. No further action taken
2	3/13/2023	Communication re Ward 5 NPA Steering Committee to Name the New Shelburne Street Roundabout after Tony Redington	refer the communication to TEUC for further review	TEUC Item was taken up at the March 2023 meeting. No further action taken
3	3/13/2023	Resolution: Supporting LGBTQIA+ Community Members and Condemning Transphobia	City Council will work in collaboration with community members and organizations and the City administration to develop a plan for ongoing activities to support and amplify the voices of the LGBTQIA+ community; City Council urges Burlington’s state legislative delegation to look at current state hate crime statute to look to extend protections for schools and organizations that advocate/support LGBTQ+ (and other minoritized communities) from hate motivated targeted crimes, examine Burlington’s graffiti ordinance and consider changes that address continued defacement of public property, and graffiti that spreads hateful and harmful messages.	There have been stakeholder meetings brought forward by the Administration to address the directives in the resolution. UPDATE: Work is being done in the Legislature, a former resident created a physical Burlington trans pride flag to fly in front of City Hall in recognition of Trans Day of Visibility; the flag will fly the flag from March 15 - April 15 to celebrate Trans Day of Visibility and reboot the Trans People Belong campaign.
4	6/5/2023	Resolution: Accepting Grant Funding from the Department of Mental Health for the Crisis Response Team and Exploring the Creation of a Burlington CAIP Department	The City Council requests an evaluation be done to explore Burlington CAIP becoming a department of the City , an evaluation be done to review the reporting and supervisory structure needed to support three public safety departments (police, fire and CAIP), that a report come to Public Safety Committee in October 2023, approval for the Chief of Police to accept the Department of Mental Health grant for Burlington CARES	A report was to come to Public Safety in late 2023. UPDATE: this was presented to the Public Safety Committee as per the resolution in March 2024, report to the full Council in April 2024.
5	7/24/2023	Resolution: The Climate Emergency and the Council Request to Count Vermont Air National Guard GHG Emissions and to Plan to Eliminate VTANG Aviation and Ground GHG Emissions in the Spirit of the City's 2030 Net Zero Goals	requests that the Vermont Air Force National Guard Adjutant General, beginning for the year 2023, calculate aviation and ground fuel usage at the VTANG base and to annually provide BTV Director and TEUC with a complete record of the calculated aviation and ground greenhouse gas emission; for VTANG to work collaboratively to draft a plan to adopt simulation and augmented reality training to substantially reduce or eliminate GHG with initial meeting on or before 12/31/23 and follow up at TUEC's March 2024 meeting	Initial meeting of the parties by 12/31/2023; UPDATE: parties met at March TEUC meeting
6	12/18/2023	Ordinance: Burlington Code of Ordinances-Sections 21-45 - 21-49 Trespass	refer the proposed to the ordinance committee for further review to include, but not be limited to, consideration of the list of parties authorized to issue no trespass orders, balancing no trespass orders with proactive harm reduction efforts and to evaluate expanding the ability to enforce the trespass ordinance on private property.	Work being done on this in the Ordinance Committee
7	3/11/2024	City of Burlington, VT 2021-2023 Dog Task Force	To refer the recommendations of the 2021-2023 Dog Task Force Report to the following Committees, Commissions, and Departments for further review, study, and recommended action, and to request that such bodies report back to the full Council with their findings by the first Council meeting of September, 2024: Recommendation regarding updates and additions to Chapter 5 and Chapter 22 of the Burlington Code of Ordinances to the Ordinance Committee, with Council recommendation to engage the Clerk Treasurer’s Office and Parks, Recreation, and Waterfront Department regarding sharing of license revenues; and Recommendation regarding additional Animal Control staffing and improvements to include animal related concerns to the online police report system to the Public Safety Committee and Police Commission for concurrent review; and Recommendation regarding creation of additional off-leash areas to the Parks Commission; and Recommendation regarding standing up an Education Campaign with respect to licensing requirements to the Clerk Treasurer’s Office; and, best practices for animal ownership in the City to the Police Department and the Parks, Recreation, and Waterfront Department	first council meeting in September 2024
8	5/6/2024	Resolution Relating to The Relationship Between City Officials And The Neighborhood Planning Assemblies	to refer the resolution from the Ward 1 Neighborhood Planning Assembly Concerning the Relationship Between City Officials & the NPA to the Community Development and Neighborhood Revitalization Committee for further review and recommended action	no later than September 2024
9	5/20/2024	Resolution: A Building Emissions Reduction Ordinance	referred to TEUC	TEUC refer any working draft BERO and any related ballot language to the Ordinance Committee no later than the last City Council meeting in October of 2024
10	6/3/2024	Resolution: Review and Update To Rental Weatherization Standards	TEUC to hold one or two meetings to examine implementation of the Rental Weatherization Standards and identify any reasons for delay in achieving the energy audits and weatherization work required by Ordinance to take place	no later than October 1, 2024, TEUC shall provide the full Council an update on its findings and make any policy update recommendations to the Ordinance Committee
11	6/3/2024	Ordinance: Chapter 18 Housing, Article V. Regulation of Conversion of Rental Housing to Condominiums or Cooperatives	referred to Ordinance Committee	not-specified

MEMO

Date: September 9, 2024

To: Board of Finance and City Council

From: Kim Bleakley, Central Facilities Manager, Department of Parks, Recreation & Waterfront

CC: Cindi Wight, Director; Deryk Roach, Parks and Central Facilities Superintendent

Re: Fire Station 2 Bay Floor Renovation

I. Purpose

This memo seeks approval to execute all necessary contracts and budget approvals to renovate the bay floor at Fire Station 2.

II. Background

Fire Station 2 is located at 132 North Ave in Burlington, Vermont and was built in 1980. Station 2 is the primary training location for our City Fire Teams. This building is often the home for two ambulance and three fire engines.

Through the years of heavy use, increased vehicle weight and winter salt the bay floor is failing, and needs to be replaced. We have partnered with local Engineering firm Engineering Ventures to have professional specifications and drawings done in order to complete a safe renovation of the bay floor in this building.

The full scope of work for this project will include: demolition of existing concrete floor, temporary shoring and bracing of existing structure, concrete form work and reinforcement, structural steel work and replacement mechanical, electrical and plumbing work. In addition, the fire panel will be upgraded at the same time, as specified by the project engineer. While this work is going on, all of the indoor training rooms, kitchen and dormitory areas will be full functioning and open to the fire team. In addition, all trucks and ambulance will be housed at stations one and four to best fill the needs of the community.

III. PROCESS

On July 16, 2024, BPRW issued a Request for Proposals (RFP) for the above-referenced services, publicly advertising on the City webpage. Three construction companies and several sub-contractors attended the pre-bid site visit, which was mandatory for bidders. Two bids were received as shown in the following table:



Matrix FS 2 Bay Floor 2024			
Contractor	Base	Fire Panel	Total Bid
Farrington Construction	\$612,815	\$16,768	\$629,583
PC Construction	\$942,750	\$17,060	\$959,810

Farrington Construction is a local general contractor with 34 years of commercial construction experience. Farrington Construction has performed work satisfactorily for the City on previous occasions. Their proposal and references were evaluated by BPRW staff and found to be satisfactory in terms of experience, qualifications, and clarity and completeness of their proposal.

BPRW seeks approval to proceed with both the Base bid and Add Alternate #1 for this project. Alternate #1 is to install a new upgraded fire alarm panel in the building. The old one is out of compliance and with the other mechanical work being done with the slab it is an efficient time to install a new panel.

IV. PROJECT FUNDING SOURCES, BUDGET AND ESTIMATES

Funding for this project is coming from Capital Outlay Bond Expenditures and FY25 Facilities Capital Contingency. This budget was approved by the Capital Committee prior to the budget being approved by City Council. Due to the bid received to do the work being higher than the estimated cost, and this project being an urgent situation, we plan to use partial funding from a non-emergency Fire Station project to cover the difference. The contingency amount slated for the project will then go back into the Fire Station 3 bedroom project should it not be needed.

Sources & Uses	
FY25 Bond Proceeds	\$360,000
FY25 Bond Proceeds from Fire Station 3 Bedroom Project	\$331,583
Total Sources	\$691,583
Contractor bid	\$629,583
~10% Contingency (on above items)	\$62,000
Total Project Estimate (Uses)	\$691,583

The contingency on the bid amount above is intended to cover any unanticipated costs that may come up as part of the project.

V. SCHEDULE



The anticipated project schedule is as follows:

- 02/06/2024: RFP issued for FS 2 Bay Floor Renovation Project
- 9/9/2024: Board of Finance approval
- 9/9/2024: City Council approval
- 9/10/2024: Contract signed
- 9/11/2024: Planning for Construction begins
- Anticipated completion by 12/31/2024

DEPARTMENT RECOMMENDATION

Board of Finance Motion:

To approve and recommend that the City Council approve and authorize the execution of a contract with Farrington Construction Inc., for a price not to exceed \$629,583 for the FS 2 Bay Floor Renovation project, plus a project contingency of \$62,000 (total project authorization including contingency not to exceed \$691,583), and to authorize Cindi Wight, Director of Parks, Recreation and Waterfront, to execute the contract, any related documents needed to carry out the project, and any contract amendments necessary to utilize the project contingency, subject to the review of the City Attorney's Office.

City Council Motion:

To approve and authorize the execution of a contract with Farrington Construction Inc., for a price not to exceed \$629,583 for the FS 2 Bay Floor Renovation project, plus a project contingency of \$62,000 (total project authorization including contingency not to exceed \$691,583), and to authorize Cindi Wight, Director of Parks, Recreation and Waterfront, to execute the contract, any related documents needed to carry out the project, and any contract amendments necessary to utilize the project contingency, subject to the review of the City Attorney's Office.

Board of Finance and City Council Submission Checklist

Department: BPRW Submitter: Kim Bleakley

Title/Subject: Fire Station 2 Bay Floor Renovation 2024

	Approval:	Meeting Date:
☒	Board of Finance	9/9/2024
☒	City Council	9/23/2024
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	8/21/2024	Cindi Wight
Mayor's Office informed and approved memo	Yes	9/3/2024	Joe Magee
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	Click or tap to enter a date.	
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	8/22/2024	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	8/26/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.



September 9, 2024

Dear Councilors:

CHT wishes to clarify statements we heard at your August meeting regarding homelessness in Burlington as specifically related to the operations of the Elmwood Avenue Community Shelter commonly known as the Pods.

To provide some context, CHT provides a comprehensive program of homeless services. In addition to the Pods, we provided shelter services at Harbor Place to about 233 households in the past year, many of them families. We have developed several supportive housing projects for people who are homeless, in Essex, Williston and South Burlington.

We also provide real estate development and property management services for STEPS to End Domestic Violence, Champlain Place and Tim's House (Shelter) in St. Albans. We are currently working on two additional shelters in St. Albans, with CVOEO and Spectrum.

We provided permanent affordable rental housing to 117 homeless households in the past year. CHT currently houses over 500 formerly homeless households in our rental portfolio. We dedicate at least 25% of new affordable housing development to people exiting homelessness.

It should be noted that many of the homeless households come to CHT through the coordinated entry system. CHT participates in the coordinated entry system which is managed by the Chittenden County Homeless Alliance. This is a national best practice that ensures an objective and fair process for moving households from homelessness to permanent housing.

The households residing at the pods or Harbor Place use the Coordinated Entry system to gain access to rental housing. We do not circumvent the coordinated entry process to directly place people from the pods into CHT's housing. If we did, many more people who have resided at the pods would have been housed.

Just as a reminder, CHT was asked to manage the Pods by Mayor Wienberger in the Fall of 2022, and operations began in the Winter of 2023.

Elmwood provides shelter to people with mental and medical health issues and substance use disorder. Many have challenges accessing traditional shelter options. At Elmwood, services are provided onsite, with CHT support, by CVOEO and other providers.

Since opening, we have sheltered 91 unique individuals. The average length of stay is 230 days, which is aligned with average length of homelessness across Chittenden County. We have had great success in supporting people with supportive shelter stay, while they work through the system toward permanent housing.

Thirteen shelter guests have exited to permanent housing since opening in February 2023. Five households have obtained permanent housing within the last quarter. While our ultimate goal is to support transition to permanent housing, the Elmwood Shelter aims to provide a setting in which people who are not eligible for other shelter placements can regain trust, develop a sense of autonomy, and access supportive services and treatment. Our shelter serves people who would otherwise be forced to live outside.

We have referred individuals to SUD treatment and have partnered with agencies that provide services weekly to our guests (Vermonters for Criminal Justice Reform, SaVida Health, CHC, Turning Point).

When a guest is interested in an inpatient rehabilitation program there are very limited options. Even if there is an opening, most guests can only afford a Medicaid stay which is on average 14 days which is not sufficient for most people with opiate or stimulant use disorders. We advocate for longer and more intensive treatment options – and for recovery spaces for people to return to.

We practice a harm reductive and restorative approach and have not seen violent behavior within the Elmwood Community.

Although there was a spike in police responses to the area in the summer of 2023, 2024 has not been as busy. There were 71 priority calls in 2023 and 2024 in the zone around the Elmwood block; of those 71 calls, there were 22 in 2024, indicating a reduction. The majority of the calls consist of response for medical intervention, opposed to criminal or violent behavior. The Elmwood Block doesn't see as many incidents as other areas downtown.

And we believe strongly that the security of the broader neighborhood should fall to the Police. We have no authority to patrol or enforce the law in the neighborhood. There are some who have asked CHT to engage in the enforcement of laws for alleged illegal behavior by shelter guests. This is not a role that CHT is able or willing to play. The behaviors that some members of the community associate with the shelter are happening city-wide.

We would encourage city councilors to increase measures to remove public drug use and come up with foundational changes to support community safety.

Low barrier shelter models help people get off the street, a choice many could not make if no low-barrier options were available. Studies – and our experience – show that once the basic need of shelter is met the potential to address other needs including permanent housing, health care, employment and substance use treatment increases.

Success is a relative term and starts with the conditions and personal history of the people who are being served. The people who do the work supporting people who are homeless face are doing very important work in our community despite the challenges. Those people, and the organizations they work for, deserve your support.

Sincerely,

Michael Monte

Michael Monte
CEO, Champlain Housing trust

From: Steve Allen <saphoto@gmavt.net>
Sent: Saturday, September 7, 2024 12:22 PM
To: Benjamin Traverse <btraverse@burlingtonvt.gov>
Cc: news@wcax.com
Subject: Please Share With City Council Members

[WARNING]: This email was sent from someone outside of the City of Burlington.

Dear Burlington City Council:

Steve Allen here. My wife and I lived in the Mad River Valley for thirty years before we moved South to retire in 2018. I just read an article on the WCAX website that has prompted me to write to you.

<https://www.wcax.com/2024/09/05/alarmed-spike-crime-burlington-lawmakers-call-hiring-more-cops/>

First to address Mr. Traverse comment *"We're all on the same page here -- which is that we need to address public and community safety here in Burlington"* You are not even reading the same book. What did you expect would happen when you reduced the city's police force? Liberal/progressives live a dream world where you believe everyone shares the same values as yourselves. You appear to base your decisions on this premise, then, when you are faced with the hard facts of reality, you can't understand why. Take Vermont's "affordable" housing shortage. I've lost count of how many committees have been formed, and grants requested, to study the "affordable housing crisis" in Vermont. The answer is obvious; you have too many regulations, permits, and studies that must be taken care of before anyone even breaks ground. Then there is the fact that the State will bend over backwards to defend the tenant, even if they are in the wrong, at the expense of the landlord.

The article goes on further to quote Council Member Melo Grant stating one of the issues is that people are not applying for LEO positions. And I'll bet \$100.00 that you all don't even know why. She further states, to effect change *"it should start with fixing the department's image"*. That statement totally explains how clueless you are. The department's image? What about your image? Who in law enforcement would choose to work for an extreme liberal municipal government? Burlington is just as guilty as thousands of other cities who shit all over their police forces, especially stating in 2020. You have groups of young thugs terrorizing people at 4:00 AM. You have people squatting in Battery Park doing drugs and committing violent acts, and you place the blame on your hamstrung police department? Then there is the all too familiar issue with the police making a traffic stop and the driver happens to be non-white. No matter the fact that the person is in violation of the law, the LEO is accused of racial profiling just for pulling this person over. Council member Grant goes on to state, *"what's the reputation of the employer? We have to fix these things, nothing in the resolution does that. It's all political."* Is she implying that the BPD is the employer? YOU ARE THE EMPLOYER; BPD works for you. This exemplifies how out of touch with reality you are.

As long as Burlington, and Vermont, continue down the socialist, liberal, progressive roadway nothing is ever going to change, it will only get worse. The only way this will ever change is if you realize the fallacy of your political ideology, which, sadly will never happen.

Respectfully,

Steve Allen
Elizabethton, TN

Lori Olberg

From: Elena Isabella Fasullo (she/her) <Elena.Fasullo@uvm.edu>
Sent: Monday, September 9, 2024 4:05 PM
To: Carter Neubieser; Gene Bergman; Joe Kane; Sarah Carpenter; Benjamin Traverse; Becca Brown McKnight; Evan Litwin; Marek Broderick; Melo Grant; Tim Doherty; Mark Barlow; Joan Shannon
Cc: Lori Olberg
Subject: City Council Meeting, 9/9/24, Agenda Item No. 6.6, Public Comment Related to McNeil

[WARNING]: This email was sent from someone outside of the City of Burlington.

Dear Councilors:

I submit these comments on Agenda Item No. 6.6, related to McNeil, which you are scheduled to consider at your September 9, 2024 meeting. Please include this email in the public record.

My name is Elena Fasullo, I am a senior environmental studies student at UVM and a coordinator of the Climate Action Collective, the student node of 350vt..

I want to thank you for taking the time to listen to community concerns regarding the McNeil plant tonight.

I support Nick Persampieri's comments, and will briefly state my concerns.

It would be in the community's best interest from a financial and environmental perspective for the city to commission an independent 3rd party study of the McNeil plant's economic viability, analyze the possibility of retiring McNeil, and include alternative energy sources for Burlington's portfolio. This should be done as soon as possible before millions of dollars are spent on the district energy steam pipe to the hospital as well as repairs to McNeil.

When acknowledging direct emissions, this plant emits 400,000 tons of CO2 per yer and numerous other greenhouse gases and pollutants including nitrogen oxide and sulfur dioxide.

Biomass plants are closing across the region. Before investing in energy that will cost us more today and for years to come, please initiate a non-biased feasibility study. Thank you.

Elena Fasullo
Ward 8

Lori Olberg

From: Caryn Long <carynlongvt@gmail.com>
Sent: Monday, September 9, 2024 6:00 PM
To: Gene Bergman; Joan Shannon; Benjamin Traverse; Becca Brown McKnight; Sarah Carpenter; Mark Barlow; Carter Neubieser; Lori Olberg; Marek Broderick; Evan Litwin; Joe Kane; Tim Doherty; mgrant@burlingtonvt.gov
Cc: To: Caryn Long; michael Long
Subject: 9/11/24 Speak out

[WARNING]: This email was sent from someone outside of the City of Burlington.

I am here tonight to ask our City Councilors to move beyond Party Politics. We all share the same goals for strong public safety and we will achieve more if we are unified. Our country is facing enough division and misleading information at a National level.

If you will remember, two years ago, Labor Day weekend, the Burlington police boosted our public safety presence in our downtown. There were 6 state troopers and 4 Burlington police officers including Chief Murad who were all stationed in a one half square mile downtown core as a "show of force" in our city. This "show of force" did nothing to deter a murder in City Hall Park that night. Videos showed the murderer walked by uniformed officers twice before he moved in and shot his victim in the head. The story is in Seven Days, September 8, 2022.

Lagging recruitment for police officers is a national problem and Burlington is not in a bubble.

We need laws to prohibit guns in bars — and all public places. We can vote for stricter gun laws. We can vote for stricter back-ground checks for people purchasing guns. The public safety challenges we face now are not the new "Normal" that we need to accept and no one in City Hall is suggesting that.

I ask the Council to to work together cooperatively, not contentiously, to move forward effectively and efficiently on public safety.

Thank you.

Caryn Long

Lori Olberg

From: Ashton MacKenzie <802-829-1624@ashtonmackenzie.com>
Sent: Tuesday, September 17, 2024 1:28 PM
To: City Council; Evan Litwin
Cc: Lori Olberg
Subject: Support for the Bike Lane at North Ave / Plattsburgh Ave

[WARNING]: This email was sent from someone outside of the City of Burlington.

Dear Burlington City Council and Mr. Evan Litwin,

I hope this message finds you well. I am writing to express my support for the approved plan to add a bike lane at the intersection of North Avenue and Plattsburgh Avenue in Burlington. As a taxpayer resident who literally uses this intersection on a bicycle daily, I firmly believe that this initiative will greatly enhance the safety, accessibility, and overall livability of our city.

Honestly, I am in favor of anything that promotes and improves the safety of cyclists and pedestrians. I do not care if it is perfect, only if it is better than it was before. Right now, having a slip lane where cars merge into my lane is really tough to navigate, and having a proper dedicated space for me to get to and from my home will make it much easier and safer for me *and* for motorists because now they won't have to dodge me on the way to the beltline.

I work for the State of Vermont, and I can't afford to live in Burlington *and* make a car payment. GMTA and my bicycle are my primary avenues to access businesses to buy food and clothes and hang out with my friends, as well as get to work. I also have a CarShare Vermont membership, but the closest CSVT car is at Cambrian Way so I will usually bike or bus to the car for the times I am using one. I cannot be the only Burlington taxpayer who has chosen our community over the cost of owning a personal vehicle, and I know for a fact I'm not the only one since several of my neighbors also do not have cars and still need to navigate this intersection.

We need to provide a designated space for cyclists. Doing so will reduce the risk of accidents and create a more harmonious coexistence between different modes of transportation. This will encourage more people to choose cycling as a viable and sustainable means of transportation, promoting a healthier and more active lifestyle for our community. I encounter so many of our neighbors while out on my bike running errands and it's so much nicer to be able to visit friends and businesses without worrying about parking.

Also, frankly, this approved plan aligns with the city's commitment to combating climate change by promoting sustainable transportation options. By expanding our bike infrastructure, we can reduce traffic congestion, alleviate parking issues, and contribute to a cleaner and greener environment. Encouraging more of our neighbors to bike and use transit instead of relying solely on private vehicles will help reduce greenhouse gas emissions, improve air quality, and mitigate the impacts of climate change. This initiative is a crucial step towards achieving our sustainability goals and creating a more resilient and environmentally responsible city.

Are we a City who stands by our commitment to make more environmentally and fiscally responsible choices, or are we afraid of change at the last moment? Moving North Ave from four lanes down to two hasn't caused the end of the world and made it a much more pleasant place to live and work up here in Ward 7, and I'm planning on living here for a long time.

Thanks for your attention to this and I hope to see the approved painted bike lane in my area!

--

Ashton MacKenzie
83 Borestone Lane

Ward 7

yes that is a real email address and yes it as also my phone number

Lori Olberg

From: Pike Porter <pikeporter@gmail.com>
Sent: Sunday, September 8, 2024 9:28 PM
To: City Council; Mayor's Office; Lori Olberg
Subject: BED RFPs

[WARNING]: This email was sent from someone outside of the City of Burlington.

Councilors,

Regarding the two RFPs for BED on the Monday agenda: these RFPs should be amended to look for replacement energy. However, since it is unlikely you will take up that task, please consider the following addition.

The goal of the Forestry Assessment should be, or course, reducing the carbon footprint of the logging. The RFP claims that "BED endeavors to learn more about how to reduce the environmental footprint of McNeil," yet the RFP assessment criteria are silent on this very question. I urge you in add to the scope of work this item:

Assessing the climate and carbon impact of logging practices for wood fuel burned at McNeil;

The RFP will read then:

RFP Objectives/Scope of Work

The RFP objectives are outlined in the Resolution linked to above and the scope of work is as follows:

- Assessing the climate and carbon impact of logging practices for wood fuel burned at McNeil;
- Assessing the number and volume of whole trees procured for fuel at McNeil compared to limbs/ends/residues procured for fuel at McNeil;
- Assessing for whole trees, what portion were low-value roundwood and diseased or damaged trees;
- Providing quantitative and qualitative assessment of afforestation/deforestation outcomes in areas where wood is harvested for McNeil and the market factors that affect such outcomes;
- Providing assessment of current wood chip procurement and forestry management practices at McNeil and offer BED ideas for further improvement including reviewing the Harvest Guidelines in Appendix A and suggested audit areas for confirmation.

I'd also ask you to recognize the many, many biases embedded into these RFPs designed to skew the final results, just as has been done with previous studies sponsored by BED. For example, rather than provide the actual number of tons of round wood burned at McNeil last year, the RFP states, "McNeil uses a very small volume of low-value roundwood." The more egregious of these biases includes the requirement that the consultant: "...has licensed professional Vermont or New England foresters or Society of American Foresters either on-staff or accessible via consulting agreements." If the fox can't supervise the hen house, it'll hire another fox. Another bias incorrectly suggests that there is not currently enough clean power available to replace McNeil:

Analyze the opportunity to repower McNeil, including with different fuels that would significantly reduce greenhouse gas emissions at the stack as bridge measure until truly low carbon sources of electricity such as wind, solar, hydropower and storage technologies can reliably and affordably meet the needs of Burlington ratepayers, including low and moderate-income ratepayers;

The Joint Owners report released Friday, in addition to advising that McNeil has lost over \$8,000,000 (not including debt service costs) this fiscal year, advises that McNeil generated 180,046 MWh of electricity. It costs over \$100/MWh to

produce power at McNeil. This press release advises that GMP recently agreed to purchase over 600,000 MWh of hydropower from Great River Hydro at \$47/MWh: <https://vermontbiz.com/news/2021/march/04/gmp-buy-power-great-river-hydro>.

There is currently available hydropower on the ISO-NE grid to replace McNeil. BED has not found a replacement for McNeil because it has not sought a replacement for McNeil.

Please direct BED to begin looking to replace McNeil. Please amend the studies to direct BED to seek alternatives to McNeil, or, as a minimal alternative, to add **Assessing the climate and carbon impact of logging practices for wood fuel burned at McNeil**; to the scope of work.

I'll leave you with a link that sheds light on the value of the proposed forest assessment BED is requesting: <https://www.reuters.com/investigates/special-report/canada-forests-climate/> and a comparison the emissions and death rates of various sources of energy: <https://ourworldindata.org/safest-sources-of-energy#:~:text=A%20death%20rate%20of%200.04,33%20years%20would%20someone%20die>

Thanks.

Pike Porter

p.s. Given Councilor Barlow's opposition to the F-35 replacement resolution, I don't believe he should be a member of the group following up on the resolution. The resolution did not require members to be city councilors and there are many independents, myself included, who wish to see the F-35s replaced with a transport mission. Please find an independent committed to working on getting a different VTANG mission to replace Councilor Barlow.



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401
(802) 865-7144 • (802) 865-7024 (FAX)
www.burlingtonvt.gov/cedo

TO: Mayor Emma Mulvaney-Stanak and City Council

FROM: Bethany Whitlock, Housing Programs Specialist II, Community & Economic Development Office (CEDO)
Rebeka Lawrence-Gomez, Housing Program Manager, Grants & Finance, CEDO
Christine Curtis, Senior Community Development Specialist, CEDO
Todd Rawlings, Assistant Director of Grants & Finance, CEDO
Brian Pine, Director, CEDO

DATE: September 12, 2024

RE: Program Year 2023 Consolidated Annual Performance & Evaluation Report Draft

Summary

Each year CEDO reports on the City of Burlington's annual utilization of federal funds received from the U.S. Department of Housing & Urban Development (HUD) to address community needs. The enclosed Consolidated Annual Performance & Evaluation Report (CAPER) describes what was accomplished with expenditures of \$2,389,375.04 during the most recently completed program year, July 1, 2023 – June 30, 2024.

Background

The Council authorized submission of the annual HUD Action Plan on June 5, 2023 for program year beginning July 1, 2023 through June 30, 2024. The CAPER reports on the accomplishments during that time period. The report is due to HUD ninety days after the program year is complete. This Performance Report covers the sixth year of the City's 2018-2022 Consolidated Plan for Housing & Community Development, which was extended for an additional year.

Public Comments

On September 11, 2024, the CAPER was posted online at www.burlingtonvt.gov/CEDO for public review and comment. There was a Public Hearing on the CAPER draft on September 18, 2024 at the Community Development and Neighborhood Revitalization Committee meeting. CEDO can accept public comments on the CAPER draft through September 26, 2024. If any person would like to comment on or ask questions about the CAPER, please do so via email.

Fiscal Summary:

- From July 1, 2023 through June 30, 2024, the following was expended to address community needs:
 - \$895,280.57 in Community Development Block Grant (CDBG)
 - \$368,795.47 in HOME Investment Partnership Act
 - \$1,125,299 in Lead Hazard Reduction and Healthy Homes programs

Highlights of Accomplishments:**Affordable Housing – *Priority Area #1***

- Two affordable housing construction projects were in progress this program year, including:
 - The creation of 16 units of affordable housing for families experiencing homelessness at Main Street Family Housing
 - The construction of 38 units, including 9 set aside for households exiting homelessness and a preference for veterans in 5 of these units, and commercial space at the Veteran of Foreign Wars (VFW) site, including a new home for the Burlington Community Justice Center and the VFW
- Renovations continued at an affordable housing cooperative in the Old North End.
- The Burlington Lead Program (BLP) completed testing for lead-based paint hazards in 7 rental housing units and performed lead hazard control activities in 35 rental housing units and 3 owner-occupied units in various areas of the city
- BLP performed Healthy Home interventions in 36 housing units

Economic Opportunity – *Priority Area #2*

- 205 Burlington-based business owners and budding entrepreneurs were assisted by the City and community non-profits, through 1:1 coaching and class and workshops
 - Participants created 13 new businesses and expanded 14 existing businesses
 - Classes were offered on topics including marketing using social media and financial projection
- Lund Early Childhood program provided 18 children with enriching and developmentally appropriate learning, allowing caregivers time for vocational pursuits
- Assistance with tax preparation and other income tax related assistance was provided to 807 households by The Volunteer Income Tax Assistance (VITA) program. More than half of the households served were extremely low income (less than 30% Area Median Income (AMI)). Based on national data, the average cost of professional tax preparation services in 2023 was \$248. At this rate, we saved low-income taxpayers over \$200,000.
- 15 youth who had not completed high school and whose families have limited financial means (over 90% from low-income households) participated in ReSOURCE's YouthBuild

job training program. The youth were trained in construction skills and may have earned a high school diploma (or equivalency), AmeriCorps Education Award, trade certificates in OSHA10, NCCER, First Aid and CPR Training.

- 19 participants from underserved communities were trained as Personal Care Assistants. 100% of participants were from households with below-moderate incomes.

Suitable Living Environment – *Priority #3*

- Pathways Vermont provided Housing First services to 65 individuals experiencing or with histories of homelessness
- Safe Tonight provided emergency housing and support services to 576 adults and children fleeing domestic violence
- Vermonters for Criminal Justice Reform supported almost 180 persons through programs focused on community re-entry for persons exiting incarceration and assistance for persons who are at high-risk of fatal overdose from substance use disorders
- Renovations at the Community Resource Center/Feeding Chittenden served 895 beneficiaries. The layout was altered to improve the space used by the Community Resource Center, and upgrades including better temperature control and upgraded outdoor space helped the center to better serve its clients.

2023 Consolidated Annual Performance and Evaluation Report City of Burlington, Vermont

Prepared by
Community and Economic Development Office
Room 32 – City Hall
Burlington, Vermont 05401
(802)-865-7232
www.burlingtonvt.gov/cedo

CAPER

1

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Burlington's Community and Economic Development Office's mission is engaging the community to build a vibrant, healthy, and equitable city. The City allocates resources received from the U.S. Department of Housing and Urban Development (HUD), including Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funds, in support of this overarching goal. To guide spending, every five years the City prepares a Consolidated Plan for Housing and Community Development, which outlines housing and community development needs and priorities. An annual Action Plan specifies how the City will spend funds to meet the needs and priorities identified in the Consolidated Plan. The City reports on its progress towards meeting these goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

Strategic Plan achievements

The City of Burlington has achieved many of the goals identified in its 2018-2022 Consolidated Plan, which was extended an additional year, and 2023 Action Plan. Over the past six years, the City has made significant progress in many priority areas. Highlights include:

- The construction of 128 units of affordable rental housing, including 12 designated for households exiting homelessness
- The rehabilitation of 242 affordable rental units to improve comfort and safety for residents
- Microenterprise support to numerous local businesses
- Support for programs such as early childhood education and tax assistance that help to remove barriers to economic opportunity - The provision of services to vulnerable households and persons, including emergency overnight shelter
- Improvements to public infrastructure that benefit the entirety of the city's population

Action Plan achievements

The 2023 Action Plan identified specific goals for this program year in support of the priorities identified in the Consolidated Plan. The City achieved the majority of these goals and made significant progress towards the goals not achieved this program year, i.e., the construction of new affordable rental housing units.

Affordable Housing:

- Acquire/Rehab Rental or Owner units - goal: 10 homeowner units rehabilitated and 19 rental units rehabilitated; progress: the City is engaged in conversation with the local housing trust to expand their existing rehabilitation program to include the City of Burlington
- Create New Affordable Housing - goal: construct two rental housing units; accomplished: although the City did not close out any HOME-assisted units this program year, funds have been committed to two new construction rental housing projects that together will have 10 HOME-assisted units and an additional 44 mostly affordable units.

Economic Opportunity:

- Support Microenterprises - goal: assist 142 businesses through two microenterprise programs and technical assistance; accomplished: 205 businesses assisted.
- Reduce Economic Barriers - Early Childhood - goal: support 26 persons through early childhood education programs that support vulnerable children and families; progress: 18 persons assisted.
- Reduce Economic Barriers - Access Resources - goal: reduce barriers to economic resources and opportunities for 672 persons from low-moderate income households; accomplished: 841 persons assisted.

Suitable Living Environment:

- Provide Public Services - Homeless - goal: provide services to 88 households experiencing or with histories of homelessness; accomplished: 65 households assisted.
- Provide Public Services - Homeless person overnight shelter - goal: provide emergency housing and support services to 475 adults and children fleeing domestic violence; accomplished: 576 persons assisted.
- Provide Public Services - Non-homeless - goal: provide services to 240 persons belonging to at risk or vulnerable populations; progress: 177 persons assisted.
- Improve Public Facilities and Infrastructure - goal: 35,530 persons assisted (city-wide); accomplished: 35,530 persons assisted

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Contingency	Affordable Housing Homeless Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	1	0	0.00%			
DH 1.1 Protect the Vulnerable - New Perm Supp Hous	Affordable Housing Homeless	CDBG: \$ / HOME: \$	Housing for Homeless added	Household Housing Unit	10	12	120.00%			
DH 1.3 Create New Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	110	116	105.45%	2	0	0.00%
DH 1.4 Promote new homeownership buyer assist	Affordable Housing	CDBG: \$ / HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	20	43	215.00%			

DH 2.1 Acquire/Rehab - Rental or Owner Units	Affordable Housing	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	65	242	372.31%	19	0	0.00%
DH 2.1 Acquire/Rehab - Rental or Owner Units	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	10	15	150.00%	10	0	0.00%
DH 2.2 Protect the Vulnerable - Lead Hazard	Affordable Housing	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	100	115	115.00%			
DH 2.2 Protect the Vulnerable - Lead Hazard	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	62	18	29.03%			
DH 3.1 Protect the Vulnerable Hsng Retention Svcs	Affordable Housing Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	300	257	85.67%			
DH1.2 Protect the Vulnerable New Special Need Hsng	Affordable Housing Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	80	0	0.00%			
EO 1.1 Support Microenterprises	Non-Housing Community Development	CDBG: \$ / HOME: \$	Businesses assisted	Businesses Assisted	250	814	325.60%	142	205	144.37%

EO 1.2 Retain/Create Jobs	Non-Housing Community Development	CDBG: \$ / HOME: \$	Facade treatment/business building rehabilitation	Business	1	0	0.00%			
EO 1.2 Retain/Create Jobs	Non-Housing Community Development	CDBG: \$ / HOME: \$	Jobs created/retained	Jobs	25	16	64.00%			
EO 1.3 Reduce Economic Barriers - Early Childhood	Non-Housing Community Development	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	538	538.00%	26	18	69.23%
EO 1.4 Reduce Economic Barriers - Access Resources	Non-Housing Community Development	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3000	4534	151.13%	672	841	125.15%
Planning and Administration	Planning, Administration, Fair Housing	CDBG: \$ / HOME: \$	Other	Other	1	0	0.00%	1	1	0.00%

SL 1.1 Provide Public Services Homeless	Homeless	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		40	0	0.00%
SL 1.1 Provide Public Services Homeless	Homeless	CDBG: \$ / HOME: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	300	754	251.33%	88	65	73.86%
SL 1.1 Provide Public Services Homeless	Homeless	CDBG: \$ / HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	25	0	0.00%			
SL 1.1 Provide Public Services Homeless	Homeless	CDBG: \$ / HOME: \$	Homeless Person Overnight Shelter	Persons Assisted	500	1658	331.60%	475	576	121.26%
SL 1.2 Provide Public Services	Non-Housing Community Development	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	505	505.00%	240	177	73.75%

SL 1.3 Improve Public Facilities & Infrastructure	Non-Housing Community Development	CDBG: \$ / HOME: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	42000	42363	100.86%	35861	35530	99.08%
SL 1.4 Remediation of Brownfields	Affordable Housing Non-Housing Community Development	CDBG: \$ / HOME: \$	Brownfield acres remediated	Acre	3	5	166.67%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The City of Burlington directs HOME and CDBG funds towards activities and areas identified as high priority in its Consolidated Plan. The 2018-2022 Consolidated Plan, which was extended for an additional year, determined that the creation and preservation of affordable housing should be the City’s top priority. During this Consolidated Plan, HOME funds were used to support the construction of two large apartment buildings that mostly consist of affordable units. A further two buildings, both largely affordable, are in progress. Funds have also been used to rehabilitate existing affordable properties, including those reserved for older community members, thus improving safety and comfort for

residents.

In addition, CDBG funds have been used to support programs that provide services to persons experiencing homelessness and to support the operation of emergency overnight shelters in the city. Overall, HOME and CDBG funds have been used to support projects and programs that are addressing both short- and long-term housing needs in the city. The City of Burlington has also allocated funds towards meeting the other goals and priorities identified in the Consolidated and Action Plans. The City's second priority, economic opportunity, was addressed through programs that provided financial support and technical assistance to microbusinesses, as well as through activities such as early childhood education provision and tax assistance that aimed to lessen barriers to economic opportunity for city residents. The third priority, ensuring a suitable living environment, was addressed through activities that improved public infrastructure and provided services and support to vulnerable persons in the city. Beyond this, the City has prioritized directing funds towards projects that support residents with the greatest financial need; more than 98% of CDBG beneficiaries this program year had low to moderate incomes, including over 80% who have extremely low incomes. Finally, the City has established a Neighborhood Revitalization Strategy Area (NRSA), that identifies the areas of greatest need within the city. Funding is targeted towards projects located in the NRSA. In Program Year 2023, 66% of CDBG funding was allocated to projects and programs based in the NRSA. Many projects located outside of the NRSA still serve residents who live within the NRSA.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	1,982	0
Black or African American	457	0
Asian	134	0
American Indian or American Native	51	0
Native Hawaiian or Other Pacific Islander	3	0
Total	2,627	0
Hispanic	140	0
Not Hispanic	2,487	0

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The City of Burlington requires that all programs, projects, and housing units developed are open and available to households of all racial and ethnic identities. CDBG awards prioritize projects that provide resources and supports to Burlington residents who have very limited financial means, live in areas of the city with fewer economic opportunities, and/or have experienced marginalization.

The data above demonstrates that racial and ethnic minorities are represented among those assisted. Comparing the racial identity of beneficiaries with Burlington's total population shows high program participation among persons of various racial and/or ethnic identities. Just over 17% of CDBG beneficiaries were Black or African American, compared to approximately 5% for the city as a whole. Around 5% of beneficiaries were Hispanic, compared to approximately 4% for the city. (Comparative data points based on 2020 Decennial Census data.)

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,104,311	895,280.57
HOME	public - federal	685,309	368,795.47

Table 3 - Resources Made Available

Narrative

The City of Burlington draws on a variety of resources to serve residents with limited financial income, including funds from federal, state, local, and private sources. In this program year, the City expended \$895,280.57 in CDBG funds and \$368,795.47 in HOME funds, which were allocated in accordance with the goals and priorities identified in the Consolidated and Action Plans.

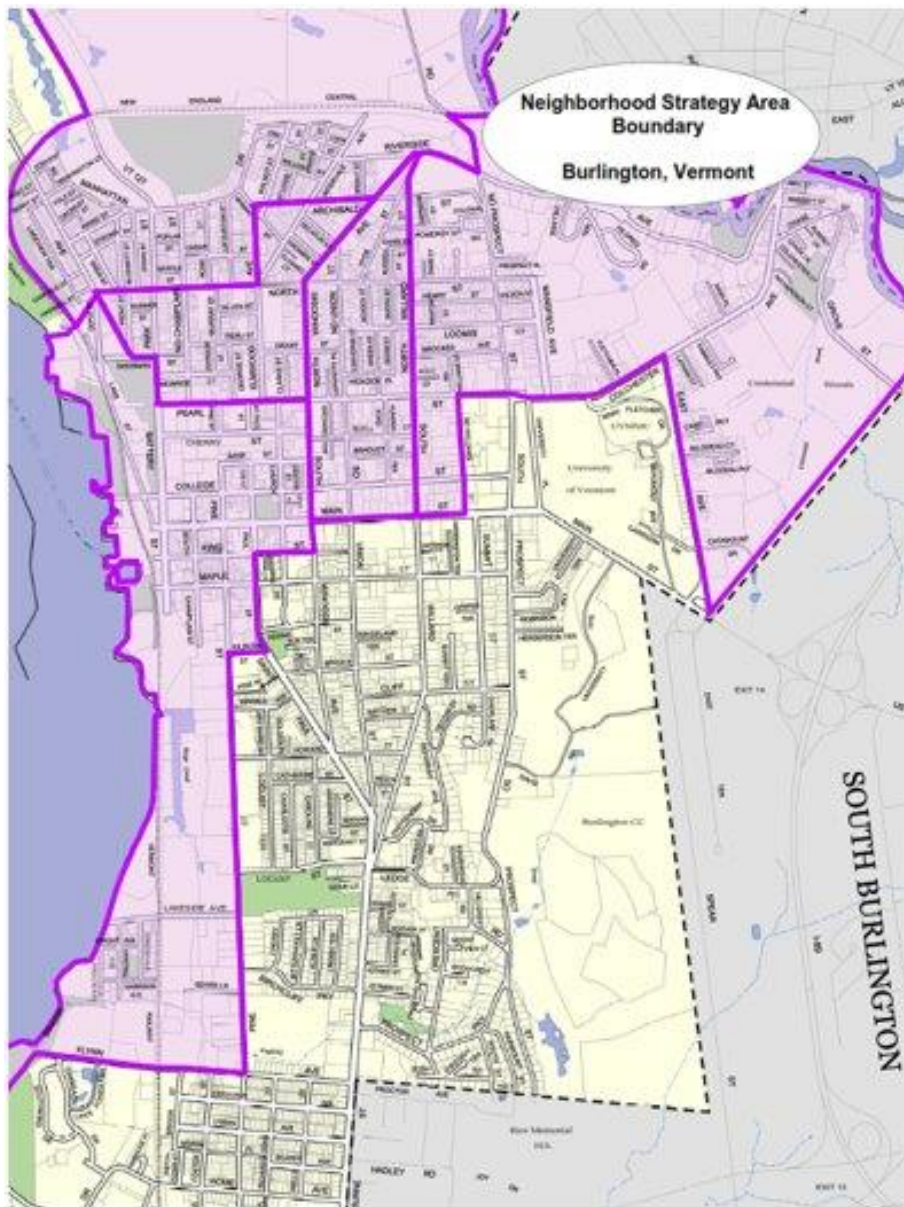
Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City-Wide	38	34	
NEIGHBORHOOD REVITALIZATION STRATEGY AREA	62	66	

Table 4 – Identify the geographic distribution and location of investments

Narrative

Burlington targets its CDBG and HOME funds to projects in the City's Neighborhood Revitalization Strategy Area (NRSA). The NRSA includes census tracts 3, 4, 5, 6, and 10, which roughly encompasses the Old North End, downtown and the waterfront, Ward One including the Riverside Avenue corridor, and the area west of Pine Street down to Flynn Avenue. The NRSA is shaded in purple on the attached map.



Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

This program year, the City leveraged over \$7.5 million in support of public service, economic development, and housing construction and/or rehabilitation activities. These include funds raised by the City and its subgrantees, as well as funds invested by other entities. For instance, developers of affordable housing projects leverage multiple sources to fund projects, including LIHTC tax credit allocations, other state and local funds, including the City's Housing Trust Fund which is primarily funded through a property tax allocation and short-term rental tax, Section 8 Project-Based Vouchers, and, in some cases, municipally donated land. The Elmwood Temporary Shelter continued on City property this year. CDBG grant recipients leverage similarly diverse resources to fully fund projects.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$767,312.98
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$767,312.98
4. Match liability for current Federal fiscal year	\$27,884.52
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$739,428.46

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	\$63,996	\$63,996	0	0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

Narrative on Program Year 2023 HOME spending

The City of Burlington did not close out any HOME-funded projects during the 2023 program year. However, the City made progress on several HOME-funded projects that will be completed in the upcoming years, including two new construction projects that together will create 25 units dedicated to households experiencing homelessness, as well as a further 29 affordable units, and a rehabilitation project that improved the condition of 10 units in an existing affordable property.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	31	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	31	0

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	2	0
Number of households supported through Rehab of Existing Units	29	0
Number of households supported through Acquisition of Existing Units	0	0
Total	31	0

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Although no HOME-funded projects were closed out this year, the City and its partners have made progress on several affordable housing development and rehabilitation projects, which will result in over 50 new affordable units, including 25 dedicated to households experiencing homelessness. No suitable CDBG-funded housing rehabilitation projects were identified this year, although funds were used to provide services and emergency shelter to vulnerable households.

Development projects have been hindered and/or slowed by a number of factors, including high construction costs, limited opportunities for new construction and development within the City, extensive regulatory requirements, and limited funding availability through HOME and CDBG. Nonetheless, the City has met the affordable housing goals in its current Consolidated Plan, including the construction of 120 new affordable housing units. The housing units reported meet the Section 215 definition of affordable housing.

Discuss how these outcomes will impact future annual action plans.

The challenges the City has faced in meeting its annual goal of affordable housing unit creation have not detracted from its dedication to ensuring that all Burlingtonians have access to affordable, decent housing. The factors discussed above, including limited funding availability and increased cost and speed of construction, are expected to continue to impact affordable housing development in the city. In future years, the City intends to adjust production goals to better reflect the current timeline and costs of affordable housing production. The City anticipates continuing to work in partnership with community organizations, including affordable housing developers, to support the development and sustainability of affordable housing in the city. The City also anticipates that future developments, including those already in the pipeline, will prioritize the creation of greater numbers of units dedicated to households experiencing homelessness, in response to the rapid rise in rates of homelessness in the city.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 13 – Number of Households Served

Narrative Information

No HOME-funded projects or CDBG-funded residential rehabilitation or renovation projects were closed out this year, meaning that there was no data on the household income of renter or homeowner beneficiaries to collect. Several HOME-funded projects, including new construction and rehabilitation projects, are in progress. In past years, CDBG funds have been used to renovate and rehabilitate affordable housing units, but no suitable projects were identified this program year.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Burlington is working to implement a ten-point action plan that addresses homelessness and recognizes housing as a human right. Much of this work is done in coordination with the Chittenden County Homeless Alliance (CCHA), a HUD-recognized Continuum of Care that aims to make homelessness rare and brief for persons in Burlington and throughout Chittenden County. CCHA is a partnership of multiple stakeholders that includes persons who have experienced homelessness, the City of Burlington, nonprofit entities, faith-based organizations, housing developers, government agencies, and the Burlington Housing Authority. The CCHA, working in collaboration with partner agencies, coordinates outreach and needs assessment efforts among persons experiencing homelessness in Burlington.

The City has a number of specialty service providers who work with individuals experiencing homelessness to assess and address their needs. Providers include community outreach and advocacy teams, daytime warming and/or cooling centers, the Community Health Centers of Burlington Homeless Healthcare Program, the Salvation Army, veteran's outreach team, school district liaison, and others. Services provided include access to safe, warm or cool spaces, access to food shelves/pantries and, in some cases, hot meals, telephone, internet, and computer access, mental and physical health care, and connection with housing supports and advocacy.

CCHA operates a Coordinated Entry System (CES) that models a no-wrong-door approach to accessing the CES; service providers and community partners throughout Chittenden County are Access Points to the CES (including Vermont 211 as a virtual access point), allowing individuals and families experiencing a housing crisis to be directly engaged and linked to the CES. The CES matches households experiencing homelessness with eligible services based on vulnerability, sustainability, and length of homelessness through a standardized, scored assessment. Each eligible household will be assigned a housing navigator and added to a master list of homeless households which is reviewed weekly by CES partners for housing opportunities. Currently, eligible households include HUD-defined "literally homeless" and "imminent risk" households.

Addressing the emergency shelter and transitional housing needs of homeless persons

There are a number of facilities in Burlington and neighboring communities that help to address the emergency shelter and transitional housing needs of persons experiencing homelessness.

COTS Waystation and the City's Elmwood Community Emergency Shelter both serve single adults. COTS also operates the Firehouse and Main Street Family Shelters for households with children. Steps to End Domestic Violence (known as Steps) operates a 21-room emergency shelter serving women and children experiencing homelessness. Survivors of all genders are served through the Safe Tonight program in partnership with Economic Services. Spectrum Youth and Family Services operates a shelter for young persons experiencing homelessness. Participants are offered case management and housing search assistance to facilitate moving into transitional or permanent housing. Champlain Housing Trust (CHT) operates a shelter in a neighboring town that provides some medical respite beds. ANEW Place offers a longer-term sober shelter in Burlington that provides guests with case management and community supports.

The low-barrier shelter at Champlain Place, operated by Champlain Valley Office of Economic Opportunity (CVOEO) and CHT is currently undergoing renovations, supported in part by City CDBG funds. The City operated a temporary seasonal shelter last winter and is looking to do the same again this coming winter.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

There are several agencies operating in Burlington that administer programs and provide services to help prevent households from becoming homeless. These include both programs that provide general assistance and those designed to support members of specific populations, such as youth exiting foster care.

Chittenden Community Action (CCA), operated by CVOEO, works with households to provide back rent, first month's rent, security deposits, or short-term rental subsidies. They also provide housing navigation services, including advocacy and referral to other support services. In addition, CVOEO offers workshops to support tenants with finding and maintaining their housing, their rights and responsibilities, and

financial literacy, which all help households to remain housed. Programs operated by the State and by CVOEO provide assistance with utilities and other basic household needs. In Burlington, additional assistance with utility bills is provided by the water resources division and Burlington Electric Department. These programs were bolstered by pandemic-era funds which have now been wound down.

Youth exiting foster care in Vermont have access to several supports, including the Youth Development Program, Act 74 Youth in Transition Extended Care Program, and programming run directly by the Vermont Department for Children and Families (DCF). These programs provide case management services and connect youth formerly in foster care with long-term rental assistance through local housing authorities, including a Vermont State Housing Authority (VSHA) Section 8 HCV waitlist preference for youth aging out of foster care. Additional case management provision is available through the Compass Program, which offers prevention and stabilization supports for youth and their families that have a DCF history.

Vermont Department of Corrections (VDOC) funds transitional housing programs for individuals re-entering the community from incarceration. VDOC funds several projects in Chittenden County, including one with the public housing authority that assists with housing search and retention, and access to Housing Choice Vouchers, and Pathways Vermont's Housing First program, which supports individuals with serious mental health challenges and previous experiences of homelessness.

Persons discharged from a mental health treatment program or community bed receive state-funded assistance through programs operated by the Vermont Department of Mental Health (VDMH). VDMH funds housing subsidies through a long-term Subsidy and Care Program, a Housing Contingency Fund, and a Housing Recovery Fund. In addition, state agencies collaborate with local housing authorities to use voucher programs to house persons discharged from treatment. Within Burlington, persons with serious mental health challenges are routinely discharged to Howard Center transitional or step-down programs.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Chittenden County Homeless Alliance (CCHA), the designated Continuum of Care (CoC) for Burlington and neighboring communities, coordinates the implementation of a housing and service system (from outreach to housing to services) that meets the needs of individuals and families experiencing homelessness in the county. Street outreach teams, Vermont 211, and daytime shelter providers all work to connect with those experiencing homelessness and to identify their needs and required services. Housing providers aim to rapidly rehouse, stabilize, or provide housing to persons in need, while supportive services agencies provide case management and additional services. Providers serve chronically homeless persons, families with children, veterans, unaccompanied youth, and those at risk of homelessness. In response to low vacancy rates in its jurisdiction, the CoC increasingly emphasizes the importance of housing retention services, including case management. Partner agencies are also actively working with local landlords to reduce the barriers to renting to chronically homeless persons.

CoC partners work to serve specific subpopulations. For instance, each CoC program that serves children has children's advocates or specially trained staff to ensure that children's needs are met. Other partner agencies provide emergency services to youth ages 16-22 who are experiencing or at risk of homelessness, including emergency shelter and transitional housing, counselling, case management, medical services, educational planning, and employment support, among other things.

The CoC partners work with local, state, and federal organizations to combat homelessness among veterans and continues to prioritize bringing veterans homelessness to functional zero through Coordinated Entry. Increased outreach to veterans at shelters resulted in an uptick in enrollment in VA care, and many veterans are now housed through VA housing programs. CDBG funds have been targeted to address emerging needs identified through the CoC. Public service funds were used to fund housing navigation for permanent supportive housing programs.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

Burlington Housing Authority (BHA) has successfully converted all of its housing properties to the HUD Rental Assistance Demonstration (RAD) program, meaning that there is no public housing in Burlington. Nonetheless, the City of Burlington has taken steps to support the success of BHA-owned properties in Burlington; for instance, in the last year the City has leveraged monies from its Housing Trust Fund to support security improvements at a BHA-owned property downtown.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

As noted, the City no longer has any public housing units. However, staff at BHA continue to support residents in various ways. They support Resident Advisory Board meetings, have sponsored a number of on- and off-site health and wellness events, and support tenant organizational initiatives at LIHTC properties.

Actions taken to provide assistance to troubled PHAs

Burlington Housing Authority is designated as a High Performer.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

Since the adoption of Burlington's Housing Action Plan in 2015, which was updated with the Mayor's Action Plan to End Homelessness in 2021, the City and its partners have been working to implement the strategies outlined in the plans. Recent achievements include:

- Burlington Housing Trust Fund: The Burlington Housing Trust Fund is managed by CEDO and allocates funding towards the creation and maintenance of affordable housing within the city through a yearly award process.
- Short-term rentals: In 2022, the City adopted an ordinance to regulate short-term rentals operating within the city. The ordinance also established a tax on short-term rentals that provides further funding for the Housing Trust Fund.
- Inclusionary Zoning: In 2023, the City Council approved updates to Burlington's Inclusionary Zoning ordinance, which applies to all new market-rate developments of five or more units and mandates that between 15-25% of units are designated as affordable, depending on the average cost of the market-rate units. The ordinance also provides incentives include density and lot coverage bonuses.
- ADUs: In 2020, the City Council adopted zoning reforms aimed at making it easier for residents to construct ADUs (Accessory Dwelling Units). Reforms included the elimination of ADU parking requirements, an increase in the maximum ADU size, and changes to lot coverage restrictions.
- Neighborhood Code: In spring 2024, the City Council approved the BTV Neighborhood Code, which aims to increase housing opportunities in the city through neighborhood-scale solutions. The Code aims to facilitate the construction of a greater variety of housing types, including duplexes, fourplexes, cottage courts, townhouses, and small multi-unit buildings which previously were prohibited in residential areas due to zoning regulations.

Together, these actions are helping to mitigate the negative impacts policies have historically had on the availability of affordable housing in Burlington.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Funding: The greatest obstacle to meeting underserved needs is insufficient resources. To help address this, the City has leveraged additional resources – including American Recovery Plan Act (ARPA) funding and its own Housing Trust Fund – to support priority projects, including the creation of new,

permanently affordable housing units. The Post Apartments project, for instance, which will result in the construction of 38 new housing units and two commercial spaces, received HOME, HOME-ARP, CDBG, ARPA, and Housing Trust Fund commitments from the City of Burlington.

Persons experiencing homelessness: The Covid-19 pandemic abruptly reversed progress Burlington had made in reducing the number of people experiencing homeless in the city, and the number of people experiencing homelessness in Burlington continues to rise. The City has taken several steps to help address this. The City convenes the Chittenden County Homeless Alliance (CCHA), which is the designated Continuum of Care in the region and operates a Coordinated Entry system. In addition, the City has provided funding to support the development and continued operations of a number of shelters within the city, including low-barrier shelters at Champlain Place and the Elmwood Community Emergency Shelter. During the past winter, the City operated a low-barrier seasonal shelter located in the VFW building downtown, which is due to be developed into affordable housing. The City also supports a year-round Community Resource Center, which provides access to daytime warming or cooling space, a food shelf, and supportive services. Finally, the City recognizes the lack of affordable housing in the city impacts the recent rise in rates of homelessness as well. To that end, the City is focused on supporting the development of new affordable housing units. The Post Apartments project mentioned above, for example, will result in the addition of 38 new permanently affordable housing units, including nine dedicated for persons experiencing homelessness, and was supported by a variety of City funds.

Equity: Although Burlington is still largely white, it is becoming increasingly diverse as people of color, often New Americans, move to the city. Recent data, such as the 2023 Point-in-Time count, has shown that people of color, especially Black residents, are disproportionately represented among people experiencing homelessness in the city. They are also significantly less likely than white residents to be homeowners. CEDO and its partners, including the City's Department of Racial Equity, Inclusion, and Belonging (REIB) and local nonprofits such as the Champlain Housing Trust and Richard Kemp Center, are engaged in conversations and research around how best to address persistent racial gaps in homeownership rates, access to decent, affordable housing, and experiences of homelessness. REIB recently held a series of workshops for Burlington residents of color that aimed to demystify the homebuying process. These workshops were well attended. CEDO also coordinated a Personal Care Assistant (PCA) Plus Training Program, which trained persons from Burlington's underserved communities (low-income, unemployed, underemployed, women, and persons of color, including immigrants and refugees) to become PCAs.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

In January 2021, the City of Burlington's Lead Program received \$3,093,992.45 in lead hazard control funds to reduce lead-based paint hazards in homes and \$530,000 in healthy homes supplemental funding to improve indoor air quality and reduce health hazards found in homes such as asbestos, tripping, and egress. The current grant ended in July 2024. The goal of the BLP is to reduce rates of childhood lead poisoning and improve the overall health of young children and their families through mitigating lead-based paint hazards in eligible homes.

- BLP accomplishments during the reporting period of July 1, 2023 - June 30, 2024 including the following:
- Completed testing for Lead-Based Paint hazards in 7 rental housing units.
- Performed Lead Hazard Control activities in 35 rental housing units and 3 owner occupied units.
- Performed Healthy Home interventions in 36 housing units.
- Trained 22 individuals on the EPA Renovate, Repair and Painting (RRP) Rule.
- Trained 12 individuals to be lead-based paint abatement worker and supervisors
- Trained 125 individuals on the VT Lead Law, Inspection, Repair & Cleaning Practices.
- Conducted 12 Outreach and Education events that reached over 630 individuals.
- Utilized in excess of \$1,125,299 for the administration, implementation and completion of Lead Hazard Control work and Healthy Home activities

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City of Burlington takes a holistic approach to reducing the number of poverty-level families in the city by directing funding and other resources both towards programs that support residents experiencing poverty, and also to programs that aim to prevent financial poverty in the first place.

CDBG and HOME funds: All activities funded through the City's CDBG and HOME programs are directed at reducing the number of persons experiencing financial poverty, preventing financial poverty, and assisting persons with limited financial means to meet their basic needs. Poverty is a national issue that is exacerbated by social injustices and historic and ongoing racism. Unfortunately, the percentage of Burlington residents experiencing financial poverty exceeds national, state, and county rates. Almost one in four Burlington residents experience financial poverty, compared to just over one in ten statewide. This figure is even higher in some parts of the city: for instance, over half of residents living in Census Tract 5 experience financial poverty.

Correspondingly, the City invests virtually all of its CDBG and HOME funds in projects that address the effects and causes of financial poverty through supporting financial solvency and growth. Projects supported have provided, amongst other things, childcare for working parents that also promotes early childhood development, affordable housing options, income tax assistance, assistance with job training

and construction certifications, and small business development assistance.

Approximately 66% of funding expenditures were focused in the Neighborhood Revitalization Strategy Area (NRSA) this year. Accomplishments include:

- Two HOME funded projects (in process) located within the NRSA
- Improvements to a public facility - Moran FRAME
- 3 Microenterprise technical assistance programs supported persons primarily in the NRSA
- ReSOURCE Construction Trades Training which consists of job training for young persons looking to start a career in the construction industry
- VCJR's Re-Entry and Recovery Center with facilities located in the NRSA with a focus on case management services for justice-involved individuals living with substance use disorder
- The remaining city-wide activities served many individuals and households from the NRSA.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Burlington has worked to develop and sustain institutional structure through coordination, empowerment, and communication among the public, private, and nonprofit organizations working in the city. Overall, there is strong local coordination of services. Over the past year, the City has strengthened partnerships and programs in several key areas, specifically those related to equity.

Continuum of Care/Chittenden County Homeless Alliance (CCHA): The Chittenden County Homeless Alliance is the Continuum of Care for Burlington and the rest of Chittenden County. The CCHA collaborates with nonprofits, local and state government, and private partners to manage a coordinated system that aims to improve outcomes for persons experiencing homelessness. Over the past year, the Coordinated Entry system managed by the CCHA has placed 305 households into permanent housing across properties managed by nonprofits and market-rate landlords.

Language Access Policy: The Language Access Policy allows the City to provide translation and interpretation services through third party vendors to City departments looking to make their public-facing materials more accessible. For example, CEDO used the City's language access resources to make its survey on needs and priorities around housing and community development, conducted as part of the development of our 2024-2028 Consolidated Plan, available in multiple languages. This helped to ensure the survey was accessible to a diverse range of community members. The City has also developed a Language Access training module, which is available to all City employees and is intended to ensure that employees have an understanding of their ethical and legal responsibilities, current best practices, and City-provided resources around serving residents who have limited or no English

proficiency.

Trusted Community Voices: In April 2020, seeking to enhance its equity and inclusion efforts, the City launched the Trusted Community Voices (TCVs) program, which aimed to expand outreach to Burlington's immigrant and refugee populations. Over the past year, work has continued to strengthen TCV capacity on a number of key topics, including affordable housing, public safety, climate change, and workforce development, and TCVs continue to serve as a critical link between City government and immigrant and refugee populations.

Burlington Community Justice Center: The Burlington Community Justice Center (CJC) worked closely with the Burlington Police Department (BPD) in FY24 to update its MOU (Memorandum of Understanding) to be in accordance with the recently passed Act 180, expanding access to restorative justice statewide and deepening our ability to work swiftly after a crime has occurred, for the benefit of all involved. The CJC also created a new MOU with BPD to better formalize a long-standing partnership around our Parallel Justice program. This program has operated since 2006 in partnership with BPD to quickly provide information, resources, and support to victims of crime and harm in Burlington.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

Collaboration between public and private housing and social service agencies operating within Burlington has become increasingly important over the past year as the City and its partners seek to respond to the increasingly high numbers of residents experiencing homelessness. These efforts have been spearheaded by the local Continuum of Care, the Chittenden County Homeless Alliance, for which the City is Collaborative Applicant. In response to the increased challenges faced by affordable housing providers in the city in particular, CEDO, and the City of Burlington more broadly, has convened meetings that bring together housing and other service providers to discuss best practices in ensuring the sustainability and safety of affordable housing in the city.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

In 2017 the City of Burlington, in partnership with Burlington Housing Authority and Winooski Housing Authority, completed an Assessment of Fair Housing (AFH) for the jurisdiction. The assessment identified a number of impediments to fair housing choice, including segregation/integration, disparities in access to opportunity, disproportionate housing needs, publicly supported housing, disability and access issues, and fair housing enforcement, outreach capacity, and resources. The report did not identify any racially or ethnically concentrated areas of poverty (R/ECAPs), defined as a geographic area with a significant concentration of poverty and minority populations. As noted in the City's 2024-2028 Consolidated Plan, current data shows that this remains the case.

In collaboration with partner organizations, the City has taken several approaches to addressing identified impediments to fair housing choice. First, the City ensures that City-funded housing projects follow guidelines on accessibility and affordability and that they are located close to transport links and other services. Second, partner organizations operating in the city provide services to residents who may be experiencing discrimination or other impediments to fair housing choice. For instance, the Champlain Valley Office of Economic Opportunity (CVOEO) provides education on housing rights and responsibilities to both tenants and landlords. They also operate the Vermont Tenants Hotline, which is a phone and email service that provides guidance to tenants experiencing various kinds of housing challenges. Vermont Legal Aid (VLA) undertakes numerous activities to combat discriminatory practices by housing providers, including providing legal advice to people who have been discriminated against, conducting investigations of fair housing violations, and reviewing housing advertisements for discriminatory language. Together, these actions have helped to address discriminatory practices that impede fair housing choice through education and enforcement.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Monitoring activities are carried out by City staff who collaborate with community partners to ensure long-term compliance with program requirements, including minority business outreach and comprehensive planning requirements.

The State of Vermont maintains a DBE registry for grant recipients and subrecipients. Grant agreements require HOME and CDBG recipients to prioritize the utilization of Minority Business Enterprises (MBE) and/or DBE contractors. City staff also ensure projects comply with Davis-Bacon labor standards and Section 3, along with City and State ordinances.

CDBG: All CDBG subrecipient activities are subject to a desk monitoring on a quarterly basis through detailed reports submitted by subrecipients with each reimbursement request. The quarterly monitoring consists of reviewing detailed financial reports, beneficiary race/ethnicity and income data, and other applicable documentation as requested by the City. Additionally, the City has implemented a new policy that all CDBG subrecipients submit a detailed general ledger at the end of the program year to monitor for financial compliance.

HOME: At project completion, HOME funds recipients are required to provide detailed beneficiary information to CEDO that includes information on beneficiary income and rent charged, household composition, and racial and ethnic identity. Units are inspected to ensure they meet housing quality standards. Annually during the affordability period, the incomes and rents of tenants living in HOME-assisted units are monitored to ensure they continue to meet HOME requirements. Periodic review of tenant files ensures that applications and leases follow HOME guidelines. A representative sample of units is inspected every three years to ensure that HOME-assisted units continue to meet housing quality standards.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City of Burlington is committed to citizen participation and incorporating residents' feedback on plans and reports. Notification of the public comment period and public hearing for the Program year 2023 (PY2023) CAPER was published in print and online in one of Vermont's top-ranking news resources, Seven Days, on September 4, 2024. The notice was also shared on CEDO's social media accounts (see below), CEDO's CDBG listserv, and the mailing list for the CCHA. The public comment period for the CAPER started on September 11 and ended on September 26, for a total of 15 days. CEDO held a public hearing regarding the CAPER and presented on outcomes during the Community Development and Neighborhood Revitalization Committee (CDNR) meeting on September 18, 2024. Comments and questions are noted below. Comments were accepted at the Public Hearing, in-person at the CEDO office, via an online link, and via email through September 26, 2024. The CAPER was included as a communication to the Burlington City Council on September 23, 2024.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There were no changes in the jurisdiction's objectives.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

N/A

CR-50 - HOME 24 CFR 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Per CFR §92.504(d), on-site inspections for units with no issues will be conducted every three years. The City and/or third-party partners, including the HUD Real Estate Assessment Center (REAC), Burlington Housing Authority, Winooski Housing Authority, and Vermont State Housing Authority, have conducted inspections of all HOME properties in the city within the last three years. No inspections are outstanding.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)

CEDO considers the effectiveness of the City's affirmative marketing actions for HOME units a success based on the characteristics of households living in HOME-funded units. Overall, HOME-funded units provide housing to a higher percentage of households in protected classes than the general housing stock of Burlington. CEDO actively encourages affirmative marketing of HOME-funded units. During the development process, as well as during ongoing monitoring, each project with 5+ HOME-assisted units is required to submit an affirmative marketing plan that is reviewed by CEDO staff. Recipients of HOME funds must endeavor to provide information to and otherwise attract eligible persons from all racial, ethnic, and gender groups in the housing market area. Future actions will change based on the data gathered each year.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

For the period 7/1/23 to 6/30/24, CEDO received \$63,996.00 in HOME program income and expended \$63,996.00 in HOME program income. Program income was expended on the creation of a new multi-unit rental housing building on Main Street and the rehabilitation of a multi-unit affordable building on Rose Street.

**Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k)
(STATES ONLY: Including the coordination of LIHTC with the development of affordable
housing). 24 CFR 91.320(j)**

The City of Burlington continues to take action, with regard to both funding and advocacy, to foster and maintain affordable housing. Actions taken include:

- City and state policies ensure that affordable housing is maintained as affordable in perpetuity through permanent housing subsidy covenants. This is in contrast to much of the country, where affordable units are often converted to market rate when affordability periods expire, and thus lost.
- Burlington's Inclusionary and Replacement Housing ordinance establishes requirements for including affordable housing units within certain residential developments and ensures the replacement of housing units that may be lost to redevelopment. The rents for inclusionary units are set at those affordable to households earning 65% of Area Median Income (AMI).
- The Burlington Housing Trust Fund is funded through a property tax allocation, a short-term rental tax, and payments made by housing developers in lieu of providing affordable units within new developments. The fund is used to provide grants and loans for the promotion, retention, and creation of long-term affordable housing for very low, low, and moderate-income households.
- In recent years, the City Council has taken action to reduce regulatory barriers to (affordable) housing construction. Most recently, the Council passed the Neighborhood Code, which aims to ameliorate the impact of restrictive zoning policies on housing development in the city.
- Finally, the City has an approved Assessment of Fair Housing.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	1	0	0	0	0
Total Labor Hours	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 14 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					

Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

Table 15 – Qualitative Efforts - Number of Activities by Program

Narrative



Office of Community Planning and Development
U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System
PR26 - CDBG Financial Summary Report
Program Year 2023
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PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	846,409.15
02 ENTITLEMENT GRANT	733,763.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	178,171.12
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	368,526.02
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	(201,697.14)
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,925,172.15

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	582,076.07
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	582,076.07
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	143,204.50
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	170,000.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	895,280.57
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	1,029,891.58

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	23,296.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	558,780.07
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	582,076.07
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	176,950.48
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	36,057.87
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	71,461.38
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	(45,396.43)
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	96,150.54
32 ENTITLEMENT GRANT	733,763.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	733,763.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	13.10%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	143,204.50
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	143,204.50
42 ENTITLEMENT GRANT	733,763.00
43 CURRENT YEAR PROGRAM INCOME	178,171.12
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	(3,171.12)
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	908,763.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	15.76%



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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

No data returned for this view. This might be because the applied filter excludes all data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Plan Year	IDIS Project	IDIS	Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2022	1	1631		Cathedral Square Senior Living HVAC Improvement	14B	LMH	\$23,296.00
					14B	Matrix Code	\$23,296.00
Total							\$23,296.00

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2021	3	1606	6831121	Champlain Inn	03C	LMC	(\$16,364.42)
2021	3	1606	6831122	Champlain Inn	03C	LMC	(\$58,298.65)
2021	3	1606	6831125	Champlain Inn	03C	LMC	(\$95,336.93)
					03C	Matrix Code	(\$170,000.00)
2022	2	1635	6887184	Community Resource Center/Feeding Chittenden Expansion	03E	LMC	\$292,666.42
					03E	Matrix Code	\$292,666.42
2023	2	1644	6894729	Moran FRAME	03F	LMA	\$49,933.00
2023	2	1644	6935834	Moran FRAME	03F	LMA	\$42,879.31
					03F	Matrix Code	\$92,812.31
2023	4	1649	6869434	Housing First Services in Chittenden County	03T	LMC	\$10,456.27
2023	4	1649	6885155	Housing First Services in Chittenden County	03T	LMC	\$5,363.38
2023	4	1649	6894729	Housing First Services in Chittenden County	03T	LMC	\$6,871.75
					03T	Matrix Code	\$22,691.40
2021	10	1576	6807837	Elementary Enrichment Program	05D	LMC	\$6,250.01
					05D	Matrix Code	\$6,250.01
2023	4	1653	6869434	VCJR Re-Entry and Recovery Center with Contingency Management	05F	LMC	\$5,000.00
2023	4	1653	6885444	VCJR Re-Entry and Recovery Center with Contingency Management	05F	LMC	\$5,000.00
2023	4	1653	6919249	VCJR Re-Entry and Recovery Center with Contingency Management	05F	LMC	\$5,000.00
					05F	Matrix Code	\$15,000.00
2023	4	1654	6869434	Safe Tonight	05G	LMC	\$6,310.34
2023	4	1654	6885444	Safe Tonight	05G	LMC	\$5,514.08
2023	4	1654	6894729	Safe Tonight	05G	LMC	\$6,135.98
					05G	Matrix Code	\$17,960.40
2019	10	1618	6885155	Preparing Targeted Populations for Construction Jobs	05H	LMC	\$34,303.03
2022	4	1616	6807837	YouthBuild	05H	LMC	\$10,987.05
2023	4	1638	6827222	PCA Plus Program	05H	LMC	\$829.74
2023	4	1638	6837537	PCA Plus Program	05H	LMC	\$640.22
2023	4	1638	6852948	PCA Plus Program	05H	LMC	\$1,800.00
2023	4	1638	6876443	PCA Plus Program	05H	LMC	\$3,300.00
2023	4	1638	6885155	PCA Plus Program	05H	LMC	\$600.00
2023	4	1638	6885444	PCA Plus Program	05H	LMC	\$1,200.00
2023	4	1638	6887184	PCA Plus Program	05H	LMC	\$1,312.50
2023	4	1638	6919249	PCA Plus Program	05H	LMC	\$4,395.09
2023	4	1638	6935834	PCA Plus Program	05H	LMC	\$6,812.50
2023	4	1651	6869434	ReSOURCE Construction Trades Training	05H	LMC	\$5,814.92
2023	4	1651	6885155	ReSOURCE Construction Trades Training	05H	LMC	\$1,566.50
2023	4	1651	6919249	ReSOURCE Construction Trades Training	05H	LMC	\$1,342.72
					05H	Matrix Code	\$74,904.27
2022	4	1613	6807837	ECHO Early Learning	05L	LMC	\$3,974.16
2022	4	1613	6869434	ECHO Early Learning	05L	LMC	\$3,426.00
2022	4	1613	6876443	ECHO Early Learning	05L	LMC	\$5,771.12
2022	4	1615	6807837	Early Childhood Education Program	05L	LMC	\$6,750.00
2023	4	1652	6869434	Lund's Early Childhood Education Program	05L	LMC	\$2,516.00
2023	4	1652	6885155	Lund's Early Childhood Education Program	05L	LMC	\$2,516.00
2023	4	1652	6919249	Lund's Early Childhood Education Program	05L	LMC	\$2,516.00
					05L	Matrix Code	\$27,469.28
2022	4	1614	6807837	Volunteer Income Tax Assistance (VITA)	05Z	LMC	\$5,934.98
2023	4	1650	6919249	Volunteer Income Tax Assistance Program (VITA)	05Z	LMC	\$6,740.14
					05Z	Matrix Code	\$12,675.12
2022	3	1611	6807837	Small Business Equity Project	18C	LMC	\$20,542.00

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2022	3	1612	6807837	Financial Futures: Micro Business Development Program	18C	LMC	\$10,020.39
2023	3	1640	6823749	Microenterprise Technical Assistance	18C	LMCMC	\$6,405.88
2023	3	1640	6827222	Microenterprise Technical Assistance	18C	LMCMC	\$3,440.59
2023	3	1640	6837537	Microenterprise Technical Assistance	18C	LMCMC	\$3,458.72
2023	3	1640	6852948	Microenterprise Technical Assistance	18C	LMCMC	\$4,784.66
2023	3	1640	6869434	Microenterprise Technical Assistance	18C	LMCMC	\$3,259.00
2023	3	1640	6876443	Microenterprise Technical Assistance	18C	LMCMC	\$3,186.39
2023	3	1640	6885155	Microenterprise Technical Assistance	18C	LMCMC	\$3,585.83
2023	3	1640	6890052	Microenterprise Technical Assistance	18C	LMCMC	\$1,428.83
2023	3	1640	6893445	Microenterprise Technical Assistance	18C	LMCMC	\$3,641.20
2023	3	1640	6919249	Microenterprise Technical Assistance	18C	LMCMC	\$5,723.00
2023	3	1642	6886281	Small Business Equity Project	18C	LMC	\$44,083.00
2023	3	1643	6876443	Micro Business Development Program	18C	LMC	\$16,047.96
2023	3	1643	6886281	Micro Business Development Program	18C	LMC	\$16,252.36
2023	3	1643	6936081	Micro Business Development Program	18C	LMC	\$20,491.05
Total					18C	Matrix Code	\$166,350.86
							\$558,780.07

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2023	4	1649	6869434	No	Housing First Services in Chittenden County	B23MC500001	EN	03T	LMC	\$10,456.27
2023	4	1649	6885155	No	Housing First Services in Chittenden County	B23MC500001	EN	03T	LMC	\$5,363.38
2023	4	1649	6894729	No	Housing First Services in Chittenden County	B23MC500001	EN	03T	LMC	\$6,871.75
								03T	Matrix Code	\$22,691.40
2021	10	1576	6807837	No	Elementary Enrichment Program	B21MC500001	EN	05D	LMC	\$6,250.01
								05D	Matrix Code	\$6,250.01
2023	4	1653	6869434	No	VCJR Re-Entry and Recovery Center with Contingency Management	B23MC500001	EN	05F	LMC	\$5,000.00
2023	4	1653	6885444	No	VCJR Re-Entry and Recovery Center with Contingency Management	B23MC500001	EN	05F	LMC	\$5,000.00
2023	4	1653	6919249	No	VCJR Re-Entry and Recovery Center with Contingency Management	B23MC500001	EN	05F	LMC	\$5,000.00
								05F	Matrix Code	\$15,000.00
2023	4	1654	6869434	No	Safe Tonight	B23MC500001	EN	05G	LMC	\$6,310.34
2023	4	1654	6885444	No	Safe Tonight	B23MC500001	EN	05G	LMC	\$5,514.08
2023	4	1654	6894729	No	Safe Tonight	B23MC500001	EN	05G	LMC	\$6,135.98
								05G	Matrix Code	\$17,960.40
2019	10	1618	6885155	Yes	Preparing Targeted Populations for Construction Jobs	B20MC500001	EN	05H	LMC	\$34,303.03
2022	4	1616	6807837	No	YouthBuild	B22MC500001	EN	05H	LMC	\$10,987.05
2023	4	1638	6827222	Yes	PCA Plus Program	B20MC500001	EN	05H	LMC	\$829.74
2023	4	1638	6837537	Yes	PCA Plus Program	B20MC500001	EN	05H	LMC	\$640.22
2023	4	1638	6852948	Yes	PCA Plus Program	B20MC500001	EN	05H	LMC	\$1,800.00
2023	4	1638	6876443	Yes	PCA Plus Program	B20MC500001	EN	05H	LMC	\$3,300.00
2023	4	1638	6885155	Yes	PCA Plus Program	B20MC500001	EN	05H	LMC	\$600.00
2023	4	1638	6885444	Yes	PCA Plus Program	B20MC500001	EN	05H	LMC	\$1,200.00
2023	4	1638	6887184	Yes	PCA Plus Program	B20MC500001	EN	05H	LMC	\$1,312.50
2023	4	1638	6919249	Yes	PCA Plus Program	B20MC500001	EN	05H	LMC	\$4,395.09
2023	4	1638	6935834	Yes	PCA Plus Program	B20MC500001	EN	05H	LMC	\$6,812.50
2023	4	1651	6869434	No	ReSOURCE Construction Trades Training	B23MC500001	EN	05H	LMC	\$5,814.92
2023	4	1651	6885155	No	ReSOURCE Construction Trades Training	B23MC500001	EN	05H	LMC	\$1,566.50
2023	4	1651	6919249	No	ReSOURCE Construction Trades Training	B23MC500001	EN	05H	LMC	\$1,342.72
								05H	Matrix Code	\$74,904.27
2022	4	1613	6807837	No	ECHO Early Learning	B22MC500001	EN	05L	LMC	\$3,974.16
2022	4	1613	6869434	No	ECHO Early Learning	B22MC500001	EN	05L	LMC	\$3,426.00
2022	4	1613	6876443	No	ECHO Early Learning	B22MC500001	EN	05L	LMC	\$5,771.12
2022	4	1615	6807837	No	Early Childhood Education Program	B22MC500001	EN	05L	LMC	\$6,750.00
2023	4	1652	6869434	No	Lund's Early Childhood Education Program	B23MC500001	EN	05L	LMC	\$2,516.00
2023	4	1652	6885155	No	Lund's Early Childhood Education Program	B23MC500001	EN	05L	LMC	\$2,516.00
2023	4	1652	6919249	No	Lund's Early Childhood Education Program	B23MC500001	EN	05L	LMC	\$2,516.00
								05L	Matrix Code	\$27,469.28
2022	4	1614	6807837	No	Volunteer Income Tax Assistance (VITA)	B22MC500001	EN	05Z	LMC	\$5,934.98
2023	4	1650	6919249	No	Volunteer Income Tax Assistance Program (VITA)	B23MC500001	EN	05Z	LMC	\$6,740.14
								05Z	Matrix Code	\$12,675.12
					No	Activity to prevent, prepare for, and respond to Coronavirus				\$121,757.40
					Yes	Activity to prevent, prepare for, and respond to Coronavirus				\$55,193.08
Total										\$176,950.48



LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2023	5	1639	6823749	Admin and Planning	21A		\$22,198.75
2023	5	1639	6827222	Admin and Planning	21A		\$12,043.23
2023	5	1639	6837537	Admin and Planning	21A		\$10,338.10
2023	5	1639	6852948	Admin and Planning	21A		\$14,026.67
2023	5	1639	6869434	Admin and Planning	21A		\$12,844.23
2023	5	1639	6876443	Admin and Planning	21A		\$11,913.74
2023	5	1639	6885155	Admin and Planning	21A		\$11,767.50
2023	5	1639	6890052	Admin and Planning	21A		\$11,777.80
2023	5	1639	6893445	Admin and Planning	21A		\$6,506.91
2023	5	1639	6894729	Admin and Planning	21A		\$1,374.82
2023	5	1639	6916816	Admin and Planning	21A		\$3,769.49
2023	5	1639	6919249	Admin and Planning	21A		\$12,432.20
2023	5	1639	6935834	Admin and Planning	21A		\$12,211.06
Total					21A	Matrix Code	\$143,204.50
							\$143,204.50

Board of Finance and City Council Submission Checklist

Department: CEDO Submitter: Bethany Whitlock

Title/Subject: Consolidated Performance and Evaluation Report (CAPER) memo and materials

	Approval:	Meeting Date:
☐	Board of Finance	
☒	City Council	09/23/24
☐	Concurrent	

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	9/11/24	Brian Pine
Mayor's Office informed and approved memo	-	-	Joe Magee and Erin Jacobsen notified 9/12/24
Board/Commission, if required	N/A	-	
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	-	
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes – memo and report	9/12/24	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	9/16/24	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	-	
CIO, if an IT-related investment/purchase	N/A	-	

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Labeled "PY23 CAPER Mayor and City Council Notification"
Contract Attached, if applicable?	N/A	
Additional Materials, if necessary	Yes	CAPER document
Draft Resolution or Motion?	N/A	
If for submission to Council, are sponsors identified?	N/A	

**CITY OF BURLINGTON AND UNIVERSITY OF VERMONT MEDICAL
CENTER AGREEMENT TO EXTEND 1999 MEMORANDUM OF
UNDERSTANDING AND AGREEMENT**

This Agreement (“Agreement”) is executed by and between The University of Vermont Medical Center Inc. (“UVMCM”) (f.k.a. Fletcher Allen Health Care, Inc.) and the City of Burlington, Vermont (“the City”) (collectively, “the parties”).

WITNESSETH:

WHEREAS, the parties entered into that certain Memorandum of Understanding and Agreement, dated as of December 22, 1999, (the “MOU”) in order to address issues related to the development of UVMCM’s MCHV campus and potential impacts on the adjacent residential neighborhood;

WHEREAS, the parties entered into a First Amendment to Memorandum of Understanding and Agreement, dated June 16, 2006 (the “First Amendment”), to provide for the construction and operation of the Hope Lodge at 237-245 East Avenue, Burlington, Vermont;

WHEREAS, the parties entered into a Second Amendment to Memorandum of Understanding and Agreement, dated July 27, 2016 (the “Second Amendment”), to address the acquisition of the 115 Colchester Avenue property;

WHEREAS, pursuant to paragraph 17 of the MOU, the MOU expires on September 20, 2024; and

WHEREAS, the parties have been in discussion regarding a new Memorandum of Understanding, however, due to changes with respect to those negotiating the terms of the new memorandum, both parties agree that it is appropriate to extend the current MOU, as amended, for three months, until December 24, 2024, to allow full negotiations to occur with the new City administration.

NOW, THEREFORE, in consideration of the foregoing recitals and for other good and valuable consideration, IT IS AGREED, by and between the City and UVMCM that the 1999 MOU between the City and UVMCM, as amended, shall remain in full force and effect until December 24, 2024.

IN WITNESS THEREOF, this Agreement is executed by the duly authorized officers or representatives of the City and UVMHC as signified below.

**UNIVERSITY OF VERMONT
MEDICAL CENTER**

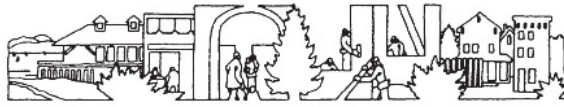
Tara Arcury
Witness

By: Stephen Leffler, MD
Stephen Leffler, MD, President and COO
Duly Authorized Agent
Date: 9/19/2024

CITY OF BURLINGTON, VERMONT

e. Stanak
Witness

By: Emma Mulvaney-Stanak
Mayor Emma Mulvaney-Stanak
Duly Authorized Agent
Date: 9/19/24



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401
(802) 865-7144 • (802) 865-7024 (FAX)
www.burlingtonvt.gov/cedo

TO: Board of Finance/City Council
FROM: Brian Pine, CEDO Director
DATE: September 23, 2024
RE: Renewal of Tax Increment Financing (TIF) District consulting services contract with White+Burke

This memo is intended to provide information pertaining to the proposed renewal of the pre-existing contract for TIF District consulting services between the City and White+Burke Real Estate Advisors related to the City's interests and obligations in both the Waterfront and Downtown Tax Increment Financing (TIF) Districts.

Background:

The cost for these services is eligible as related costs under both the Downtown and Waterfront TIF Districts respectively and authorized by the Vermont Economic Progress Council (VEPC) and the voters for reimbursement using current and future TIF revenues. Related cost budgets for both TIF Districts were approved through the City's FY25 annual budget process and the costs proposed in this memo were captured in the FY25 budget approved.

The services covered under this contract are detailed in the attached Scope of Work as attachment A. This contract allows for the consultant to continue providing services related to coordinating the City's responsibilities and efforts with respect to both TIF Districts. These services include: monitoring and maintaining project progress to ensure all milestones are met, serving as the City's liaison to VEPC, providing support to ensure that the Waterfront TIF ARDA 2.0 is followed, and that both District voter-approved authorizations are fulfilled. The sheer magnitude of both TIF District projects requires continued dedicated project oversight, i.e., an individual with the TIF experience, knowledge and capacity to provide sustained overall leadership to the project team, interact with the CityPlace developer team and VEPC staff, and facilitate progress among the many parties with interests in both TIF Districts. City staff will remain closely involved in project development and implementation for both District projects providing important oversight, but other core duties require staff to focus on making timely progress on numerous other critical City and departmental goals and objectives while the work of the TIF Districts continues to advance in a timely manner.

The maximum limiting amount for this proposed contract is \$65,000 in services for both Districts, with \$50,000 dedicated to the Waterfront TIF District and \$15,000 for the Downtown District.

By way of background, David has four decades of commercial real estate development experience in Vermont. In addition to serving as the City's TIF consultant since July 2021, David and members of his

firm have provided extensive legislative testimony on issues related to Tax Increment Financing. He was instrumental in the VEPC process required to extend the Waterfront TIF District to support the redevelopment of the Moran Plant. His firm developed the City's Downtown TIF application in 2011-2012, and helped secure VEPC approval for both Phase 1 and 2 of that District.

Requests:

Board of Finance:

- 1. To approve and recommend that the City Council approve and authorize the Director of the Community & Economic Development Office to execute the proposed contract with White+Burke Real Estate Advisors for TIF consulting services regarding the Waterfront and Downtown TIF districts with a maximum limiting amount of \$65,000, to be paid out of TIF related costs, pursuant to final review of the City Attorney's Office.**

City Council:

- 1. To approve and authorize the Director of the Community & Economic Development Office to execute the proposed contract amendment with White+Burke Real Estate Advisors for TIF consulting services regarding the Waterfront and Downtown TIF districts with a maximum limiting amount of \$65,000 to be paid out of TIF related costs, pursuant to final review of the City Attorney's Office.**

Board of Finance and City Council Submission ChecklistDepartment: CEDO Submitter: Brian PineTitle/Subject: Renewal of Tax Increment Financing (TIF) District White+Burke contract

	Approval:	Meeting Date:
☒	Board of Finance	9/23/2024
☒	City Council	9/23/2024
☒	Concurrent	9/23/2024

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	9/16/2024	Brian Pine
Mayor's Office informed and approved memo	Yes	9/18/2024	Erin Jacobsen
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Yes	9/17/2024	Erik Ramakrishnan
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	9/18/2024	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	9/18/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Yes	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Scope of Work
Draft Resolution or Motion?	Yes	Motion in memo
If for submission to Council, are sponsors identified?	N/A	Click or tap here to enter text.



OFFICE OF THE CLERK TREASURER

City of Burlington

City Hall, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

To: Board of Finance and City Council

From: Brad Kukenberger, Director of Finance, Clerk Treasurer's Office

Date: September 23, 2024

Subject: Creation of Chief Accountant in the Clerk Treasurer's Office

Executive Summary

We propose creating one (1) new position in the Clerk/Treasurer's Office as summarized below. The new position is Chief Accountant, a Regular, Full-time, Exempt, Non-Union, Grade 23 position.

Background

The City needs this position due to the growing complexity of the city's financial operations and the need for additional dedicated financial leadership as mentioned in recent annual audits. The Chief Accountant will ensure accurate financial reporting, compliance with federal, state, and local regulations, and offer critical support to city leadership in strategic financial planning. The creation of this role will enhance the city's ability to maintain sound fiscal management, improve audit processes, and streamline financial operations.

Role and Responsibilities of the Chief Accountant

The Chief Accountant will be responsible for managing all accounting functions, ensuring compliance with GAAP and GASB regulations, and supporting the city's financial stability. Key responsibilities include:

- **Financial Management:**
 - Oversee the city's financial operations, including the monthly, quarterly, and annual close of books.
 - Ensure the timely and accurate preparation of financial statements, reports, and analyses for city management and officials.
 - Develop and implement financial policies and procedures to improve operational efficiency and ensure compliance with financial standards.
- **Budgeting and Forecasting:**
 - Assist in the preparation and monitoring of the city's annual budget, providing financial forecasts and analysis.
 - Work closely with city leadership to evaluate budget performance and recommend adjustments when necessary.
- **Audit and Compliance:**
 - Coordinate and support both internal and external audits, ensuring adherence to all regulatory requirements.
 - Maintain up-to-date knowledge of accounting standards, policies, and best practices, ensuring citywide compliance.
- **Financial Planning and Analysis:**
 - Conduct financial analysis to identify trends, variances, and opportunities for cost savings or revenue generation.
 - Prepare and present financial reports to senior management and city officials, advising on fiscal strategies and long-term planning.

- **Team Leadership:**
 - Supervise and mentor accounting staff, fostering professional development and ensuring collaboration within the finance department.
 - Lead regular meetings with accounting staff to discuss fiscal year-end closing, audit preparations, and financial matters.

Financial Impact

The estimated salary of this position will be approximately \$92,201 annually. The cost will be offset by vacancy savings in FY25 as well as budget savings from the reduced need for an outside consulting firm to assist with preparation ahead of the City's annual audit, ensuring no significant budgetary impact. This was considered in the FY25 CT budget.

Motions

Board of Finance Motion:

- To approve and recommend that the City Council approve the creation of a Chief Accountant, a Regular, Full-time, Exempt, Non-Union, Grade 23 position.

City Council Motion:

- To approve the creation of a Chief Accountant, a Regular, Full-time, Exempt, Non-Union, Grade 23 position.

City of Burlington

Job Description

Position Title: Chief Accountant

Department: Clerk/Treasurer

Reports to: Comptroller

Pay Grade: 23

Job Code: 306

Exempt/Non-Exempt: Exempt

Union: Non-Union

Remote Work Tier: Tier 2

General Purpose: This full-time position involves overseeing financial operations, ensuring compliance with relevant laws and regulations, and maintaining accurate financial records. The Chief Accountant will manage accounting functions, assist in budget preparation, conduct financial analysis, and support audit processes. With a minimum of 5 years of progressive accounting experience, preferably in the public sector, and a strong knowledge of GAAP and GASB regulations, the ideal candidate will possess excellent analytical, organizational, and leadership skills. This role is crucial for the fiscal management and financial planning of the city's resources.

Essential Job Functions:

- **Financial Management:**
 - Oversee and manage the city's accounting functions ensuring timely and accurate monthly, quarterly, and annual close of City books.
 - Ensure accurate and timely preparation of financial statements, reports, and analyses.
 - Develop and implement financial policies and procedures to enhance operational efficiency and compliance.
- **Budgeting and Forecasting:**
 - Assist in the preparation and monitoring of the city's annual budget.
 - Provide financial forecasts and analysis to support decision-making processes.
 - Monitor budget performance and recommend adjustments as needed.
- **Audit and Compliance:**
 - Coordinate and support internal and external audits, including the annual audit.
 - Ensure compliance with federal, state, and local laws, regulations, and policies.
 - Maintain up-to-date knowledge of accounting standards and best practices.
- **Financial Planning and Analysis:**
 - Conduct financial analysis to identify trends, variances, and opportunities for improvement.
 - Prepare and present financial reports to senior management and city officials.
 - Advise on financial strategies and long-term planning initiatives.
- **Team Leadership:**
 - Supervise and mentor accounting staff, providing guidance and professional development opportunities.
 - Foster a collaborative and productive work environment.
 - Lead regular meetings with accounting staff to discuss fiscal year close and other financial matters.

Qualifications:

- **Education:**
 - Bachelor's degree in Accounting, Finance, or a related field preferred, additional experience may be substituted for degree requirement on a two-for-one year basis.
- **Experience:**
 - Minimum of 5 years of progressive accounting experience, preferably in a government or public sector setting.
 - Proven experience in financial management, budgeting, and audit coordination.
 - Strong knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) regulations.
 - Minimum of three (3) years of supervisory experience
- **Skills:**
 - Excellent analytical, organizational, and problem-solving skills.
 - Proficient in accounting software and Microsoft Office Suite, particularly Excel.
 - Strong leadership and team management abilities.
 - Effective communication and interpersonal skills.

Physical & Mental/Reasoning Requirements: Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

x	seeing	x	ability to move distances within warehouses and offices
	color perception (red, green, amber)	x	lifting (specify 30 pounds)
x	hearing/listening	x	carrying (specify 30 pounds)
	clear speech		climbing
x	touching		driving
x	dexterity x hand x finger		ability to mount and dismount forklift
	reading – basic		pushing/pulling
x	reading – complex		shift work
	math skills – basic		moving objects
x	math skills – complex		pressurized equipment
x	writing – basic		extreme heat
	writing – complex		extreme cold
x	analysis/comprehension		high places
x	judgment/decision making		noise
	clerical		fumes/odors
x	inside		dirt/dust
	outside		hazardous materials
x	works alone		electrical equipment
x	works with others		mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: __2__

Indirectly Supervises: ____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Board of Finance and City Council Submission ChecklistDepartment: Clerk/Treasurer Submitter: Bradley KukenbergerTitle/Subject: Creation of Chief Accountant and Freezing of Accounting Operations Analyst Position

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	9/23/2024

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

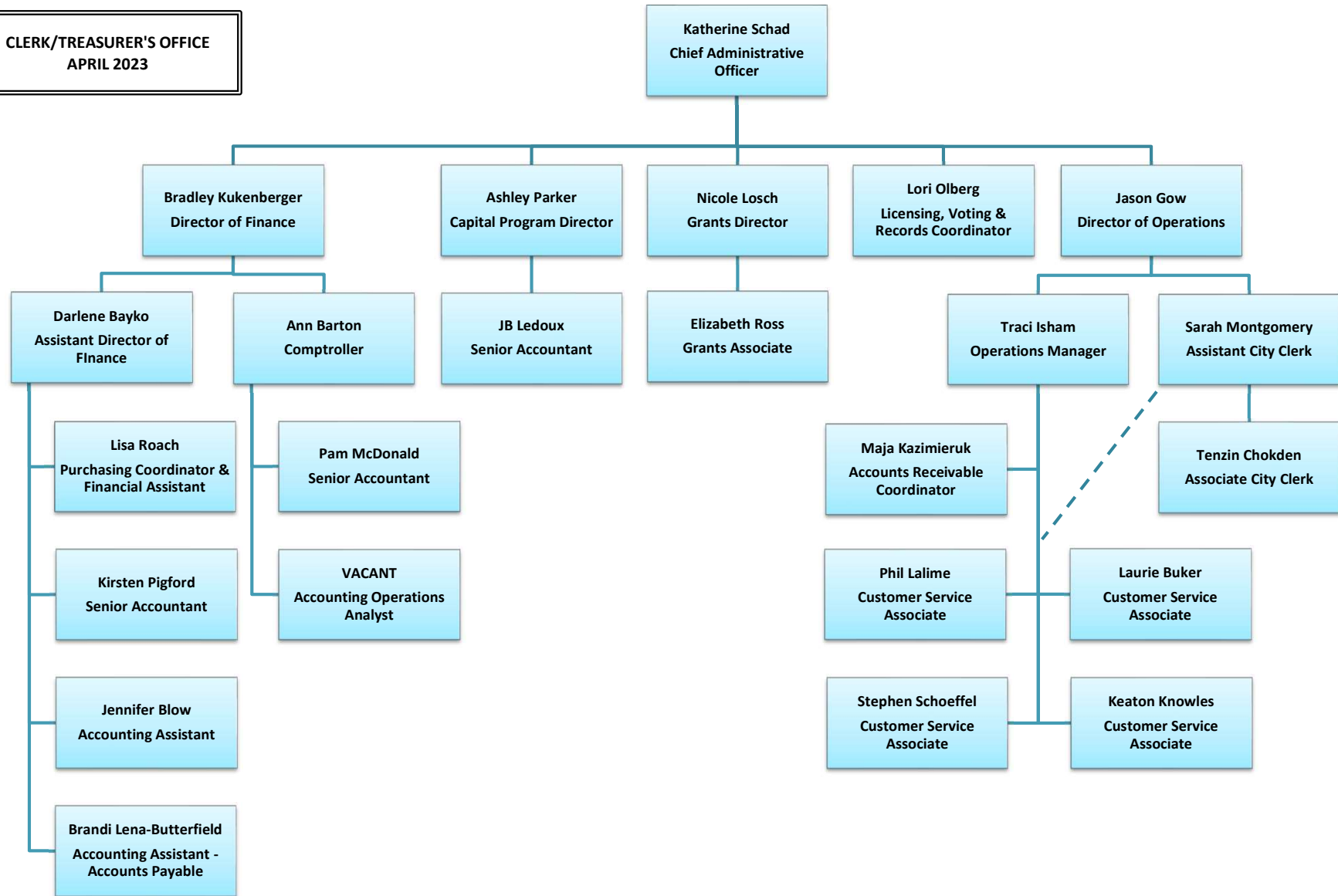
Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	9/16/2024	Katherine Schad
Mayor's Office informed and approved memo	Yes	9/19/2024	Erin Jacobsen
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	9/19/2024	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	N/A	Click or tap to enter a date.	Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	Yes	9/16/2024	Tim Clancy
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

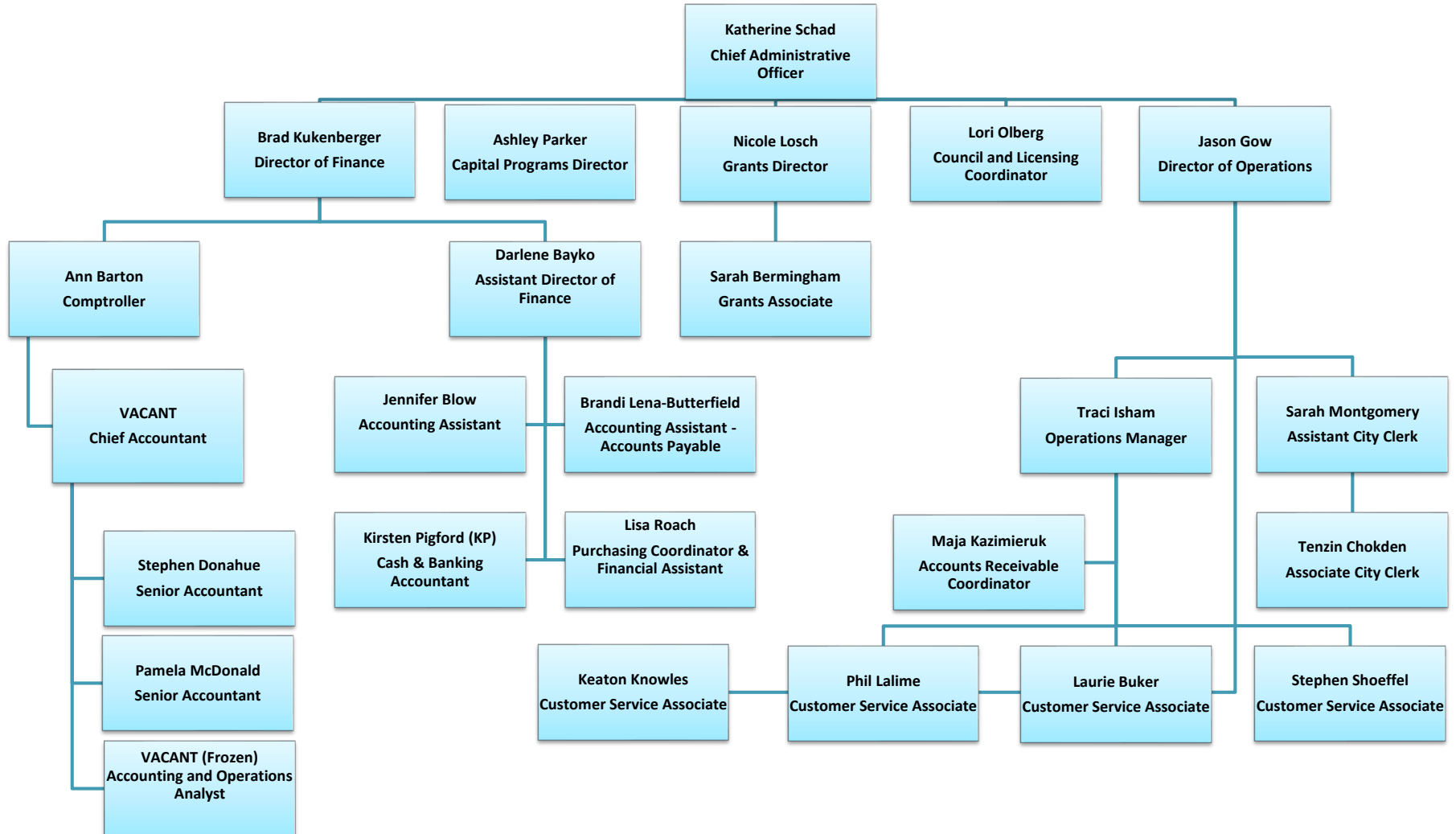
Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	N/A	Click or tap here to enter text.
Draft Resolution or Motion?	N/A	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	N/A	Click or tap here to enter text.

CLERK/TREASURER'S OFFICE
APRIL 2023



CLERK & TREASURER'S OFFICE
August 2024 - Current



MEMO

To: Board of Finance and City Council
From: Cindi Wight, Director
Erin Moreau, Waterfront Superintendent & Harbormaster
Rob Peterson, Marina Manager & Deputy Harbormaster
Date: September 23, 2024
Re: Approval of Marina Slip and Mooring Fees

Executive Summary

Parks, Recreation & Waterfront is requesting:

- Approval of 2025 Marina slip and mooring fees for the 2025 season.

Approve the 2025 fees for slips and moorings at Perkins Pier and the Community Boathouse.

Background

All slip and mooring fees require approval annually from the Harbor Commission and the City Council. The Harbor Commission is expected to approve the fees at their 9/19/24 meeting, following the Parks Commission unanimous vote to approve on 9/10/24.

Cost Recovery Goals related to Marinas

Category – Enterprise

Our cost recovery goals for Enterprise range from 100-150%

Enterprise categories have a commercial service or contract, similar to a private operation and include specialized services. These are generally more tourist-focused.

The cost recovery *Enterprise* category requires the least subsidy from the taxpayers because it serves a unique group of users. The activity (motor and sail boating) is not open to all community members. Our enterprise groups (marina and campground) cover approximately 120% of expenses. It includes indirect costs but not capital expenses, typically covered through bonds or Penny for Parks (small projects).

The 2024 MGT User Fee Study indicated that the Marina recovers 129% of its revenue and did not indicate a need to increase the percent of cost recovery. As all expenses continue to increase, including a desire to reinvest into the marina with smaller projects using general fund dollars, we need to continue to increase fees. We are also doing a further analysis of the MGT study to ensure all indirect expenses, including expenses in other program lines, are included in the cost analysis.

Fee Changes

Seasonal Boater Rates: For Seasonal Boaters at the Burlington Boathouse and Perkins Pier, we applied a fee increase of between 1.7-8.6%, to account for our increased expenses for labor and utilities. Last year, we increased the Non-Resident rate significantly, and this year we focused on increasing our Resident rate to keep it proportionate with other marinas in the harbor and to narrow the gap between the current resident and non-resident rates. There is currently a 14% difference between resident and non-resident



slip rates at the Community Boathouse and Perkins Pier, the largest gaps between the two rate structures in our 36-year operating history. Making these changes would narrow this gap to a 9% difference at the Boathouse and 11% at Perkins Pier. Comparatively speaking, Ferry Dock Marina's slip rates will be \$104/ft to \$129/ft, with the vast majority falling into the \$129/ft rate. Ferry Dock Marina's rates are \$5 more per foot if paid after March 1st. The other private marina in the harbor, Burlington Harbor Marina, has seasonal rates that are higher than Ferry Dock's seasonal rates.

Transient Boater Rates: We are proposing a flexible rate for transient moorings that starts at a lower rate, raises during peak season, and lowers in the fall with the anticipation that slightly lower rates will increase our occupancy level during the shoulder seasons.

We also propose a new special overnight rate for certain prime slips during the summer concert series, using the July 3rd slip rate as a rate structure.

Additionally, we are proposing a special day rate slip fee for Boat Shows. In the past, we would receive per slip revenue on Boat Show vessels only if they stayed overnight with us. We propose this new Boat Show rate to capture revenue during their stay during the day past our typical check-out time, as not all boats stay overnight. We have based this fee at 50% of our current hourly slip rate. Since Boat Shows occupy all of our hourly slips, this strikes a balance between capturing additional revenue through high occupancy rates, while maintaining a strong relationship with Boat Show organizations that are offering a public special event, exposing visitors to Lake Champlain and the Burlington Waterfront.

Description	Current	New Price	% Increase FY25
Daily Transient docking after one hour	\$10.00/hr	No change	N/A
Overnight Slips	\$2.75/ft.	No change	N/A
Overnight Slips Peak Rate	\$3.00/ft	No change	N/A
Transient moorings Spring/Fall Rates after 5:00pm	\$1.50/ft.	\$1.25	-20%
Transient moorings Peak Season after 5:00pm	\$1.50/ft.	No change	N/A
Seasonal Boathouse Dock Resident	\$102.00/ft	\$108.00	5.88%
Seasonal Boathouse Dock Non-Resident	\$118.00/ft	\$120.00/ft	1.69%
Seasonal Perkins Pier Dock Resident	\$81.00/ft	\$88.00/ft	8.64%
Seasonal Perkins Pier Dock Non-Resident	\$94.00/ft	\$99.00/ft	5.32%
Seasonal Mooring Rates Resident	\$54.00/ft	\$56.00	3.7%
Seasonal Mooring Rates Non-Resident	\$63.00/ft	\$65.00	3.17%
Boater Wait list	No charge	No change	N/A
Monthly Slip	\$32.00/ft	No change	N/A
Monthly Mooring	\$25.00/ft	No change	N/A
Commercial Slip Rates for existing slips	No change	No change	N/A
July 3 rd /special event Slip (flat rate)	\$250.00	No Change	N/A
July 3 rd Mooring (flat rate)	\$150.00	No change	N/A
Boat Show flat day rate		\$25.00	100%



Long term challenges

The City relies heavily on the revenue from the marina to cover city expenses. The FY23-25 bond is supporting dredging a portion of the high sediment areas of the marinas and a feasibility study to determine the future outcome of the Boathouse facility. Unfortunately, the City has historically relied on the net revenue from the marina to support the general fund budget, which means very few capital dollars have been reinvested into our waterfront. Moving forward we will need to both re-capture some of the increased revenue in order to re-invest in Waterfront capital projects and find other sources of capital in order to keep our previous waterfront vibrant and resilient.

Motions

Board of Finance Motion

To approve and recommend that the City Council approve the 2025 Marina fees as recommended by the Parks and Recreation Commission, acting as the Harbor Commission, during its September 19, 2024 meeting, as detailed in the rate table herein.

City Council Motion

To approve the 2025 Marina fees as recommended by the Parks and Recreation Commission, acting as the Harbor Commission, during its September 19, 2024 meeting, as detailed in the rate table herein.

Board of Finance and City Council Submission Checklist

Department: BPRW Submitter: Rob Peterson

Title/Subject: Marina Manager and Deputy Harbormaster

	Approval:	Meeting Date:
☐	Board of Finance	9/23/2024
☐	City Council	9/23/2024
☒	Concurrent	9/23/2024

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head Cindi Wight, BPRW	Yes	9/13/2024	Click or tap here to enter text.
Mayor's Office informed and approved memo	Yes	9/19/2024	Joe Magee
Board/Commission, if required	Yes	Click or tap to enter a date.	Parks Commission: 9/10/24 Harbor Commission 9/19/24
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	9/18/2024	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	9/18/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	N/A	Click or tap here to enter text.
Draft Resolution or Motion?	N/A	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	N/A	Click or tap here to enter text.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine St. Suite A
Burlington, VT 05401
802.865.7200 VOX
802.863.0466 FAX
802.863.0450 TTY

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM:

TO: Board of Finance/City Council

FR: Chapin Spencer, DPW Director

Lee Perry, DPW Division Director – Maintenance Division

RE: **201 Flynn Avenue Purchase and Sales Agreement, Between the City of Burlington and Chittenden Solid Waste District**

DATE: September 23, 2024

Request:

In order to improve solid waste drop off services for Burlington residents and businesses, as well as ensure the City has a united and functional soil management area and associated storage, the Department of Public Works (DPW) requests approval to enter into a purchase and sale agreement (P&S) for the property located at 201 Flynn Avenue between the City of Burlington and Chittenden Solid Waste District (CSWD) for a total amount not to exceed \$375,000 plus closing costs.

Background:

For over two decades, the City of Burlington's DPW and CSWD have been attempting to resolve a protracted effort to construct a modern, safe, full-service drop off center (DOC) in the City. CSWD has operated a space-constrained and service-constrained DOC at 339 Pine Street for many years as a stop gap measure. In 2001, CSWD purchased 195-201 Flynn Avenue (two adjoining parcels) for the purpose of developing a modern, full-service DOC at that location. Due to uncertainty with the Champlain Parkway and the cost to develop a DOC at this location, the DOC development did not advance.

CSWD's policy is to have the host municipality own the DOC property and have the municipality lease the site to CSWD for DOC development and operations. As such, Burlington DPW and CSWD Management have worked since 2016 to find a feasible, pragmatic path to transfer both or one of the 195-201 Flynn Avenue parcels to the City and provide options for the long-term full service drop off center in the City of Burlington.

In 2016, the City and CSWD agreed on a 3-year Memorandum of Understanding (MOU) offering the City an option to purchase 195-201 Flynn Avenue with an annual \$16,667 option payment counted towards the ultimate purchase price. Through multiple extensions of the MOU option, and subsequent purchase and sale negotiations, the City and CSWD have settled on the City purchasing only the 201 Flynn Avenue parcel. The current MOU extension expires on September 30, 2024.

Purchasing 201 Flynn Avenue will allow the City to relocate soil storage and soil recycling operations from its current locations at 339 Pine Street and the Intervale, allow CSWD to potentially add additional services offered at their 339 Pine Street DOC location by expanding their footprint in the former soil storage area, as well as provide needed space to accommodate the future Railyard Enterprise Project that in its current preferred design will follow a path through a portion of the 339 Pine Street storage area.

History:

- 2001: CSWD purchased 195-201 Flynn Avenue for ~\$510,000 with the intent of setting up an expanded drop off center (DOC). CSWD's expectation was that the City would purchase the property and lease a portion back to CSWD for siting a modern updated DOC.
- 2015: CSWD told City they were planning to sell parcel on the open market given the lack of progress on the Champlain Parkway and a DOC.
- 2016: City and CSWD agreed on a 3-year Memorandum of Understanding offering the City an option to purchase 195-201 Flynn Avenue with an annual \$16,667 option payment counted towards the ultimate purchase price.
- 2019: City and CSWD agreed on a 2-year extension of the 2016 MOU.
- 2020: CSWD closed the Burlington DOC during the pandemic and reopened just for organics due to the limited space and safety concerns.
- 2021-2022: City and CSWD negotiated 2 MOU extensions to allow for negotiations for a lease purchase agreement (expired June 30, 2023).
- 2023: MOU extended again in June of 2023 for 3 months, which expired September 30, 2023. During this extension, DPW and CSWD had productive discussions regarding the development of an expanded service DOC in the City of Burlington, as well as a site for City soils relocation and management for 339 Pine St., and the Intervale
- 2023: City and CSWD agreed to a (1) one-year extension of the MOU to give both sides more time to negotiate a purchase and sales agreement. This extension was needed for both the City, and CSWD, to complete their respective due diligence, most notably the Phase I&II environmental study of the parcels. This most recent extension is due to end on September 30, 2024. CSWD's Board of Commissioners, has indicated that there will be no other extensions to the current MOU.
- 2024: In July, CSWD reopened the Burlington DOC to expanded services including recycling, trash, food scraps, and scrap metal. Due diligence completed to date include, wetlands survey, building inspection, Phase I&II environmental assessment, deed research, and appraisals/draft appraisals.

Through the many MOU extensions, the City has made, in total, \$101,001.32 in option payments that will count toward the purchase price.

Benefits of purchasing 201 Flynn Avenue:

Completing purchase and sale agreement for 201 Flynn Avenue, will address needs for both DPW and CSWD including:

- Provide a long-term space for a well-designed location for City soil management.
- Enable CSWD to expand their DOC operations at 339 Pine Street in the short term by removing City soil management from 339 Pine Street. This will give CSWD the ability to possibly add additional services beyond what they are currently offering (recycling, trash, compost, scrap steel).
- Free up space to better accommodate the future Railyard Enterprise Project at 339 Pine Street. One of the options shows a path going through a portion of what currently houses the Street Maintenance Divisions construction materials, and soil storage area. These materials will be displaced by the project, and need an area to relocate.
- Give the City and CSWD the option, long-term, to locate an expanded service, modern DOC at 339 Pine Street, 195 Flynn Avenue or some other municipal parcel. If the current 339 Pine Street location is no longer viable for CSWD to operate a DOC from, then 195 Flynn Avenue or another suitable location within the City could be used as an alternate location if they so decide.
- Other than soil management, other construction materials and equipment will be stored on site – including in the weather protected garage. Recent growth at our 645 Pine Street location has decrease parking as a result. Some equipment is stored off site out in the elements during winter months.
- Accommodate interests in the Intervale to repurpose Water Distributions' existing soil management area by relocating operations to 201 Flynn Avenue.
- Avoid loss of the ~\$100K in option payments already made by the City.

If the City does not advance the purchase of 201 Flynn Avenue, the City will: 1) lose ~\$100K in option payments, 2) continue to struggle with adequately managing soils at suboptimal facilities, and 3) constrain future uses at 339 Pine Street.

201 Flynn Avenue Purchase and Sale Agreement Summary:

- Purchase price for the .91 acre 201 Flynn Avenue parcel (plus a approximate 0.37 acre boundary line adjustment) with 7,200 square foot commercial building – \$375,000.00.
- The option payments (deposit) will be applied as a credit to the City's payment of the purchase price at closing. As a result, the City's new financial commitment to purchase this parcel will be \$273,998.68 plus closing costs.
- The City, at its cost, will complete a survey of 201 Flynn Avenue that will document the lot line adjustment.
- Lot line adjustment. A lot line adjustment with 195 Flynn Avenue will be completed to increase the square footage of the 201 Flynn Avenue parcel to meet pervious surface requirements for permitting the City's soil management facility. To accommodate permanent access to the rear 195 Flynn Avenue parcel, an easement will be granted through the front 201 Flynn Avenue parcel.
- There were no adjustments in purchase price due to the lot line adjustment as it was understood by both parties that there will be remediation costs associated with the

contaminated soils and the City's development of the 201 Flynn Avenue site that would offset the additional area added to the parcel.

Due Diligence Completed To Date:

- Title Opinion: City Attorney's Office has obtained a title opinion for 201 Flynn Avenue.
- Conceptual Design: A conceptual design has been created for soils storage on the 201 Flynn Avenue parcel (bunker locations for storage of materials etc.). Given the amount of space needed to accommodate multiple materials, a lot line adjustment was needed, and CSWD was amenable to this adjustment, as long as an easement to the 195 parcel was accommodated.
- Environmental Site Assessment: A Phase 1 / Phase 2 environmental site assessment (ESA) was completed. It identified contamination on site.
- Remediation Analysis: Remediation costs based on the planned uses of the parcel were estimated by the City's on-call consultant, VHB. Partial remediation of the site to accommodate City use is projected to be approximately \$85,500-\$103,000. Total remediation of the site, if desired, is projected to be \$630,500.
- Appraisal: CSWD's 2023 appraisal valued the 201 Flynn property at \$375,000. The City began its own appraisal in 2024 but was concerned with the methodology used by the appraiser and the draft appraisal has not yet been completed.

Public Engagement

City staff have discussed this proposed purchase at a number of public meetings including the Ward 5 NPA, the DPW Commission and the City Council's Transportation, Energy & Utilities Committee:

- 10-21-2021: Presented an update at the Ward 5 NPA meeting
- 4-20-2023: Presented an update at the Ward 5 NPA meeting
- 8-27-2024: Presented an update and draft Purchase and Sale terms to the Council's Transportation, Energy & Utilities Committee and received general support
- 9-18-2024: Will update the DPW Commission on this proposed purchase and future use
- 9-19-2024: Will present to the Ward 5 NPA on this proposed purchase and future use
- 9-23-2024: Will provide the final purchase and sale document to the Board of Finance and the City Council for their approval

Funding:

Here are all the costs associated with the purchase and the fit up of 201 Flynn Avenue – and the City's responsibilities for site prep for CSWD's expanded DOC at 339 Pine Street:

Item	City Cost	Notes
Soft Costs		
Phase I Environmental Study	\$7,750	City will cover
Phase II Environmental Study	\$20,000	Cost split based on Phase I findings
Conceptual Planning	\$20,000	Initial work being done in house.
Wetlands	\$0	CSWD will cover
Archeology	\$0	CSWD will cover
Deed Research	\$5,000	Initial work being done in house, title

		commitment contracted out
Permitting (est.)	\$3,000	Building trades (electrical, plumbing), zoning, State permits, Fire
Appraisal	\$6,500	City appraisal for negotiations and financing
Purchase		
Purchase Price	\$375,000	Purchase price for just 201 Flynn Avenue
Closing Costs	\$10,000	Estimate
Interest	\$75,000	Estimated interest over 5-7 years
Flynn Avenue Fit Up Costs		
Site Clean Up	\$103,000	Cost estimate from VHB
Flynn Soil Management Fit Up	\$170,000	Based off of conceptual design
Contingency (10%)	\$68,250	25% fit up and remediation costs
Total Flynn Avenue Expenses	\$863,500	
339 Pine Fit Up		
Stormwater improvements	\$25,000	City responsible. Can be completed in-house if needed
Paving	\$25,000	CSWD will cover interior site paving, may be some access road work for the City
Fencing		CSWD will cover
Total 339 Pine Street Expenses	\$50,000	
Grand Total	\$913,500	
Proposed Funding Split		
Soft Costs (Already paid)	\$62,250	
Option Payments (Already paid)	\$101,001.32	
General Fund – 66% + 339 Pine Street Work	\$517,500	
Water Resources – 33%	\$233,750	
Total	\$913,501	

The total outstanding amount owed, after the subtracting previously paid items, is \$751,251. The Clerk/Treasurer's Office and DPW propose issuing an RFP for a 5-7 year lease which the cost would be shared between DPW General Fund (66%) and DPW Water Resources (33%).

DPW's General Fund portion of the lease payments has been budgeted for in FY'25 – mostly through the Council-approved increase in the Solid Waste Generation Tax. The City's Solid Waste Generation Tax ordinance was recently amended to include the recycling of soils and can be used to pay the debt service payments and fit up costs for 201 Flynn Avenue. Out year lease payments would be included in future DPW General Fund and Water Resources budgets.

Next Steps:

- September 18: Discuss with DPW Commission
- September 19: Present to Ward 5 NPA
- September 23: Seek approval for P&S from Board of Finance and City Council
- September 30: Deadline to execute the P&S prior to expiration of the City-CSWD MOU
- October/November: Obtain 5-7 year financing for property acquisition
- October/November: Complete survey of 201 Flynn Avenue with the lot line adjustment
- November: Return to City Council for approval of the Solid Waste Generation Tax adjustment and the lease to cover the acquisition and fit up costs
- Late November: Deadline to close on the property acquisition
- Spring/Summer 2025: Undertake site work improvements at 195-201 Flynn Ave and 339 Pine St
- Fall 2025: City soil management activities begin at 201 Flynn Avenue
- Fall 2025/Spring 2026: CSWD expands Drop-Off Center at 339 Pine Street

Motions:

Board of Finance:

- (1) To approve and recommend that City Council authorize the Mayor to execute a purchase and sale agreement between the City of Burlington and Chittenden Solid Waste District for the property located at 201 Flynn Avenue in the amount not to exceed \$375,000.00, substantially in the form included in the agenda packet and subject to minor modifications approved by the City Attorney or designee.
- (2) To recommend that the City Council authorize the Mayor and Director of Public Works to take such further actions and execute such further instruments approved as to form by the City Attorney or designee as may be necessary or convenient to effectuate the transactions contemplated hereby.

City Council:

- (1) To authorize the Mayor to execute a purchase and sale agreement between the City of Burlington and Chittenden Solid Waste District for the property located at 201 Flynn Avenue in the amount not to exceed \$375,000.00, substantially in the form included in the agenda packet and subject to minor modifications approved by the City Attorney or designee.
- (2) To authorize the Mayor and Director of Public Works to take such further actions and execute such further instruments approved as to form by the City Attorney or designee as may be necessary or convenient to effectuate the transactions contemplated hereby.

Attachments: See maps below

South End Map -

339 Pine Street Red Star To The North

201 Flynn Avenue Red Star To The South



339 Pine Street Proposed Short Term DOC Expansion & REP Proposed Path

(Conceptual alignment for the Railyard Enterprise Project overlaid on map)



Current 339 Pine Street CSWD DOC Improved Design. Open Tuesday through Saturday.



201 Flynn Avenue

(Conceptual Design with Lot Line Adjustment)



PURCHASE AND SALE AGREEMENT

1. Parties to Agreement

Seller's Name	Mailing Address	Email	Telephone
Chittenden Solid Waste District	19 Gregory Drive, Suite 204, South Burlington VT 05403	sreeves@cswd.net	802-872-8100

Purchaser's Name	Mailing Address	Email	Telephone
City of Burlington, Vermont	Burlington Public Works Department P.O. Box 849 Burlington, VT 05401	cspencer@burlington.gov	802-863-9094

This Purchase and Sale Agreement (the “Agreement”) is made effective as of September ____, 2024 (the “Effective Date”) by and between the Chittenden Solid Waste District, a union municipal district formed under the laws of the State of Vermont (the “Seller”) and the City of Burlington, a municipal corporation formed under the laws of the State of Vermont (the “Purchaser”).

In consideration of the mutual promises and agreements herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

2. **Agreement to Sell and Purchase:** Seller agrees to sell and convey and Purchaser agrees to purchase from Seller a portion of that certain parcel of property more particularly described in Exhibit A attached hereto, consisting of (i) a parcel of land depicted in the Site Plan dated 6-27-2023 included as Exhibit B hereto comprising approximately 0.91 acres with a three unit, 7200 square foot commercial building thereon together with all other improvements thereon and appurtenances thereto, which parcel is known as 201 Flynn Avenue, Burlington, Vermont (SPAN Parcel ID 057-2-124-000) (“Parcel A”), and (ii) through a lot line adjustment, a parcel of land also depicted in Exhibit B comprising approximately 0.37 acres together with all appurtenances thereto, which parcel is a portion of that certain parcel commonly known as 195 Flynn Avenue, Burlington, Vermont (SPAN Parcel ID 057-2-125-000) (“Parcel B,” and together with Parcel A, the “Property”). Parcel B is to be added to Parcel A by lot line adjustment processed as a condition precedent to the contemplated sale. The description of such lot line adjustment shall be prepared by a licensed surveyor (procured by Purchaser, as set forth in Section 7.b, below) and such description shall be reasonably satisfactory to the Seller. The conveyance of the Property shall be subject to a retained easement (the “Retained Easement”) in favor of the Seller across Parcel B for purposes of ingress and egress. The Retained Easement shall be reserved by the Seller and its successors and assigns for the perpetual right and easement for purposes of access, ingress and egress, to 195 Flynn Avenue, Burlington, Vermont

(SPAN Parcel ID 057-2-125-000) including the right to erect, construct, maintain, reconstruct, relocate, and operate roadway, water lines, sewer and stormwater pipes, and utility lines and associated infrastructure as Seller, its successors and assigns may from time to time determine) including buried ground wires or cables, pipes and conduit, under, over and upon the Retained Easement; provided that any such construction, installation and operation shall be performed by Seller in compliance with all applicable permits, laws and regulations; together with the right, within said Retained Easement, to cut down, remove and keep cleared such trees, underbrush and vegetation as in the judgment of Seller may interfere with or endanger the efficient operation and use of the parcel known as 195 Flynn Avenue, Burlington, Vermont (SPAN Parcel ID 057-2-125-000); together with the right to enter upon and across the Property immediately adjacent to the Retained Easement, on a temporary basis for the purpose of gaining access to the Retained Easement, and of exercising any of the rights hereby conveyed; provided, however, that said right must be exercised in a manner that will not unreasonably interfere with the Purchaser's use of the Property herein conveyed

3. Purchase Price: Subject to adjustment as provided herein, the purchase price to be paid for the Property (the "Purchase Price") will be Three Hundred Seventy-five Thousand Dollars and No Cents (\$375,000.00). The Purchase Price shall be payable by Purchaser as follows:

- a. Pursuant to that Second 195-201 Flynn Avenue Memorandum of Understanding, entered into on or about November 1, 2019 between the Purchaser and the Seller, as amended and supplemented to date, Purchaser has previously paid Seller the sum of one hundred one thousand and one dollars and thirty-two cents (\$101,001.32) (the "Deposit"). The Deposit was non-refundable and paid in consideration of the Seller refraining from marketing the sale of the Property to third parties. Seller agrees that the Deposit may be applied as a credit to Purchaser's payment of the Purchase Price at Closing; otherwise, Seller may retain the Deposit except as outlined in Section 6. This Agreement supersedes the Second Memorandum of Understanding between the two parties dated November 1, 2019 and amended on October 25, 2021 and December 12, 2022.
- b. On or before the Closing Date (defined below), Purchaser will deliver to Seller the balance of the Purchase Price by wire transfer of immediately available funds to an account designated by the Seller.

4. Disclosures.

Within ten (10) business days of the Effective Date, Seller shall provide Purchaser with the following items relating to the Property, to the extent available and in Seller's possession and not otherwise provided to the Purchaser: (i) all reasonably available environmental reports, tests, and studies, including a wetlands study and the results thereto; (ii) building plans and drawings; (iii) surveys; (iv) utility bills; (v) appraisals; (vi) current property tax bills; (vii) leases with current tenants; and (viii) title reports or title commitments/policies. Purchaser's sole remedy for a delay in delivering documents and making disclosures under

this section shall be an automatic extension of the Closing Date by one day per day of delay, unless waived by Purchaser.

5. **Financing.** The Purchaser's obligations herein are contingent on Purchaser's ability to obtain financing reasonably acceptable to Purchaser for the funds necessary to meet the Purchase Price. Such ability includes recommendation of the Chief Administrative Officer, authorization of the Burlington City Council, and approval of the Mayor, in accordance and compliance with Burlington City Charter and other Vermont State law. The Purchaser shall present to Seller assurances that binding commitment of such funds has been secured no later than ten (10) business days prior to the Closing Date. Purchaser agrees to make all reasonable and good faith efforts to secure such funds. If Purchaser fails to secure such commitment by the foregoing deadline despite good faith efforts and provides timely notice of the same, this Agreement shall be automatically terminated, the Deposit shall be retained by the Seller unless an extension for Purchaser to secure such funding is agreed upon by addendum to this Agreement by both parties.
6. **Appraisal.** The Purchaser's obligations herein are contingent upon the Property and/or Parcel(s) appraising by an independent and licensed appraiser for not less than the Purchase Price. If after the completion of an appraisal, Purchaser receives notice that the Property and/or Parcel(s) have appraised for less than the Purchase Price, Purchaser shall present such notice to Seller within 14 days of receipt of such notice and shall have the option to (i) rescind this Agreement by providing written notice of termination to Seller, in which case all of the rights and obligations of the parties to this Agreement shall cease and terminate, and the Deposit shall be refunded to Purchaser; (ii) waive the Appraisal Contingency and proceed with the purchase contemplated by this Agreement without a reduction in the Purchase Price; or, (iii) Proceed with the purchase contemplated by this Agreement with a reduction in the Purchase Price, if further upon agreed in writing between the Parties as an amendment to this Agreement. For greater clarity, the time within which to receive an appraisal and provide the notice required by this section shall be concurrent with the Inspection Period (defined below).
7. **Due Diligence:** During the time period commencing upon the Effective Date and terminating at 5:00 p.m. ET on the date which is forty-five (45) calendar days thereafter, ("Inspection Period"), except in the event a Phase II Environmental Site Assessment as contemplated below in section 6.a. is recommended, whereby the Inspection Period will be extended by forty-five calendar days (45), Purchaser shall have the right to conduct and complete its investigation of the following matters relating to the Property, with the cost of such to be paid by the Purchaser:
 - a. **Building Inspection.** Inspections and examinations of the building(s) on the Property, at Purchaser's sole expense and cost; notwithstanding, Seller shall work with existing tenants to schedule time for access to the entirety of the premises to perform such inspections and shall ensure that all possessions, debris, or materials of any kind are sufficiently moved or removed in order to allow full access for the purpose of performing a thorough inspection on such building(s) to Purchaser's

satisfaction; it being understood that the condition of the building to be conveyed is ‘as is – where-is’ and the satisfaction by Purchaser of the condition of such building shall not be used to terminate this agreement by the Purchaser;

- b. **Clean and Marketable Title.** The Purchaser will procure a report on title and title commitment and, if desired by the Purchaser, an updated survey of the Property. Purchaser shall notify Seller in writing within thirty (30) calendar days from the Effective Date of the existence of encumbrances or defects reflected on the report on title, title commitment or survey, which are that are not excepted in this Agreement and render title unmarketable as defined by Vermont law (the “Title Objection Notice”). Seller shall use commercially reasonable efforts to remedy matters set forth in the Title Objection Notice within fifteen (15) calendar days of the receipt of the same. If, after the expiration of the 15-day period, Seller is unable to convey title free and clear of one or more encumbrances and defects specified in such notice, Purchaser in full satisfaction of Purchaser’s obligations hereunder, shall either: (a) accept such title to the Property as Seller can convey without reduction in the Purchase Price; (c) propose a reduced Purchase Price to Seller, which upon acceptance, would supersede that listed in Section 3; or (b) terminate this Agreement, in which case the Deposit shall be returned to Purchaser, the parties shall equally share the costs of escrow, and thereafter all further rights and liabilities of the parties hereto by reason of this Agreement shall terminate. The Property to be conveyed shall be subject to such liens and encumbrances as reported in the Title Policy provided by CATIC to Seller, and attached as Exhibit C. In addition, the Property conveyed shall be subject to the Retained Easement.

Except as otherwise set forth above, if the results of Purchaser’s due diligence are not acceptable to Purchaser, in Purchaser’s sole discretion (other than condition of the building on Parcel A), the Purchaser may notify Seller during the Inspection Period of such dissatisfaction, whereby the Seller shall have the option to remedy any of the said issues to the full satisfaction of Purchaser as soon as reasonably possible prior to the Closing Date, and the parties may extend the Closing Date if necessary to accommodate the same. If the remedy remains unacceptable to Purchaser, Purchaser may proceed with termination or renegotiation as immediately succeeding. In which case all of the rights and obligations of the parties to this Agreement shall cease and terminate, the parties shall equally share the costs of escrow, and the Deposit shall be refunded to the Purchaser.

8. Access; Purchaser’s Responsibility; Purchaser’s Indemnity:

- a. Seller authorizes Purchaser and its agents, employees, and invitees, upon no less than two (2) business days’ prior written notice, to go on the Property to conduct such inspections, tests, surveys, and other studies as are reasonably necessary or appropriate for Purchaser pursuant to this Agreement.
- b. In conducting the inspections or otherwise accessing the Property, Purchaser shall at all times comply with all laws and regulations of all applicable governmental authorities. In connection with any such inspections, neither Purchaser nor any of

its agents shall: (i) unreasonably interfere with or permit unreasonable interference with any person occupying or providing service at the Property; or (ii) unreasonably interfere with the business of Seller conducted at the Property or unreasonably disturb the use or occupancy of any occupant of the Property.

- c. Purchaser and Seller agree to hold one another harmless from and against any and all losses, costs, damages, liens, claims, liabilities, or expenses (including, but not limited to, Seller's reasonable attorneys' fees, and court costs but excluding consequential and indirect damages) incurred by Seller arising from or by reason of Purchaser's and/or its agents' access to, or inspections of, the Property, except in the instance of active willful or negligent conduct. The provisions of this Section shall survive the Closing or earlier termination of this Agreement.

9. Seller's Representations and Warranties: Seller represents and warrants to Purchaser that the following are true as of the Effective Date and will be true as of the Closing:

- a. Seller (i) is a lawfully existing union municipal district with the powers incident to a municipal corporation and a political subdivision of the State of Vermont and (ii) has the full power and authority to enter into, execute, deliver, and consummate the transaction contemplated by this Agreement and any instruments and agreements contemplated herein.
- b. Seller is the record title owner of the Property and will convey good, insurable, and marketable title to the Property at Closing to Purchaser, free of all liens and parties in possession, except those identified in Exhibit C and the Retained Easement.
- c. Seller has no knowledge and/or Seller has not received written notice of any contemplated, threatened or actual eminent domain proceeding(s) to which Seller is a party which, if adversely determined, would materially affect the ability of Purchaser to acquire the Property.
- d. Seller has provided to the Purchaser copies of all current leases and occupancy agreements affecting the Property and Seller has granted to no person or entity other than Purchaser any right or option to acquire the Property. Seller has not entered into any new or renewed any existing lease agreements for except those herein provided prior to or upon the Effective Date. In the event such leases contemplate an initial term of tenancy to be followed by an additional month-to-month or similar subsequent term permitting Seller to terminate such leasehold in the period between the Effective Date and Closing Date, Seller warrants and agrees that it has taken or will take prior to the Closing Date, necessary efforts to effectively notice the termination of such leasehold agreements.
- e. There are no taxes, assessments or bonds of any nature affecting the Property, or any portion thereof. Seller has no understanding or agreement with any taxing authority respecting the imposition or deferment of any taxes or assessments respecting the Property.

- f. To Seller's knowledge, (i) the Property is not nor has it been under investigation for a violation of any federal, state or local law, ordinance or regulation relating to industrial hygiene or to the environmental conditions in, at, on, under or about the Property including, but not limited to, soil and ground water condition; (ii) Seller has not used, generated, manufactured, stored or disposed in, at, on, under or about the Property or transported to or from the Property any Hazardous Material (as defined below); and (iii) to the Seller's knowledge, there is not now and there have not been on or in the Property underground storage tanks, any asbestos-containing materials or any polychlorinated biphenyls, including those used in hydraulic oils, electric transformers, or other equipment, except those that may have been identified in the Phase I report on the Property. As used herein, "Hazardous Material" shall mean any flammables, explosives, radioactive materials, hazardous wastes, hazardous and toxic substances or related materials, asbestos or any material containing asbestos, or any other substance or material, defined as a "hazardous substance" by any federal, state or local environmental law, ordinance, rule or regulation.

10. Purchaser's Representations and Warranties: Purchaser represents and warrants to Seller that the following are true as of the Effective Date and will be true as of the Closing:

- a. Purchaser (i) is a lawfully existing municipality and a political subdivision of the State of Vermont and (ii) has the full power and authority to enter into, execute, deliver, and consummate the transaction contemplated by this Agreement and any instruments and agreements contemplated herein.
- b. There is no litigation, investigation or proceeding pending or, to the knowledge of Purchaser, contemplated or threatened against Purchaser which would impair or adversely affect Purchaser's ability to perform its obligations under this Agreement or under any contract, instrument or document related hereto.
- c. Purchaser is not in violation of any legal requirements, now or hereafter in effect, relating to money laundering, anti-terrorism, trade embargoes and economic sanctions.

11. Conditions to Closing:

- a. The obligations of the Purchaser under this Agreement are subject to the reasonable satisfaction on or prior to the Closing Date of the following conditions: (i) Seller's material performance and compliance with all covenants, agreements, and conditions in this Agreement required to be performed or complied by Seller on or prior to the Closing Date; (ii) Seller's representations and warranties in this Agreement shall be true and correct as of the Closing Date; (iii) there shall have been no action, proceeding before any court or be pending or threatened wherein a judgment, decree, or order might be issued that would prevent any of the transactions contemplated by this Agreement; (iv) unless waived by Purchaser,

there shall be no material casualty loss or damage to the Property; (v) Purchaser shall have obtained financing, as set forth in Section 5; (vi) each of the documents listed in Section 12 required to be executed by Seller have been executed and/or delivered, as appropriate; (v) the lot line adjustment contemplated in Section 2 shall have been completed, subject to the Retained Easement; and (vi) Purchaser shall have accepted the physical and legal condition of the Property, subject and pursuant to Section 6 of this Agreement.

- b. The obligations of the Seller under this Agreement are subject to the reasonable satisfaction on or prior to the Closing Date of the following conditions: (i) Purchaser's material performance and compliance with all covenants, agreements, and conditions in this Agreement required to be performed or complied by Seller on or prior to the Closing Date; (ii) Purchaser's representations and warranties in this Agreement shall be true and correct as of the Closing Date; (iii) there shall have been no action, proceeding before any court or be pending or threatened wherein a judgment, decree, or order might be issued that would prevent any of the transactions contemplated by this Agreement; (iv) the Purchase Price shall be paid to the Seller; and (v) Seller shall have received reasonable assurances that Seller shall continue to be able to maintain a drop-off center at 339 Pine Street in accordance with the terms of Lease Agreement presently in place, or if conditions become such that 339 Pine is no longer a viable or preferred location of the drop off center, then 195-201 Flynn Avenue or another location within the City of Burlington as may be acceptable to Seller. Seller understands that the costs to design, permit, construct and operate a drop-off center will be the Seller's responsibility.
- c. In the event that any condition precedent to such party's obligations is not satisfied, such party may, in its sole discretion, elect to: (i) terminate this Agreement by providing written notice of termination to the other party, in which case all of the rights and obligations of the parties to this Agreement shall cease and terminate, the parties shall share equally the costs of escrow, and, if Purchaser's conditions precedent have not been satisfied as set forth in paragraph (a) above, the Deposit shall be refunded to Purchaser or retained by Seller in accordance and compliance with this Agreement; or (ii) waive the satisfaction of such condition(s) and proceed with the purchase contemplated by this Agreement without a reduction in the Purchase Price.

12. Closing:

- a. The closing of title shall be held on or before sixty (60) days following the Effective Date, or at such time as the parties may agree in writing without the need for a formal amendment hereto (the "Closing Date"), at such place as may be agreed upon by the parties. The term "Closing" in this Agreement is the settlement of the obligations of the Seller and the Purchaser to each other under this Agreement. When all the conditions precedent to the transfer of the Property set forth in this Agreement have been satisfied, the Purchaser shall deliver the balance of the

Purchase Price to Seller (less prorations, and applicable taxes or other amounts required by applicable law to be withheld), and may record Seller's warranty deed to the Property to Purchaser.

- b. At the Closing, against payment of the Purchase Price, Seller shall deliver to the Purchaser, in form reasonably satisfactory to Purchaser:
 - i. A resolution in recordable form, authorizing the transfer of title to Purchaser and appointing an individual to execute all transfer documents for Seller;
 - ii. A Vermont Warranty Deed conveying marketable title to the Property as defined by Vermont law;
 - iii. A completed Vermont Property Transfer Tax Return;
 - iv. A non-foreign affidavit, as required by Section 1445 of the Internal Revenue Code;
 - v. Such affidavits, reports, and agreements as may be reasonably required by the company issuing title insurance to Purchaser;
 - vi. In the event the sale of the Property is not exempt from Land Gains Tax, a completed Vermont Land Gains Tax Return; and
 - vii. Such other instruments as Purchaser may reasonably request to effectuate the transaction contemplated by this Agreement.
- 13. "As Is" Sale:** Subject to Section 6 of this Agreement, Purchaser acknowledges that Purchaser agrees to take title to the Property "AS-IS, WHERE IS, AND WITH ALL FAULTS" and in the condition existing as of the date of this Agreement, subject to reasonable use, ordinary wear and tear, and without any reduction in or abatement of the Purchase Price unless otherwise expressly set forth in this Agreement or as otherwise amended and agreed in writing between the Parties. Purchaser has undertaken all such investigations of the Property as Purchaser deems necessary or appropriate under the circumstances as to the status of the Property and the existence or non-existence of curative action to be taken with respect to any hazardous or toxic substances on or discharged from the Property.

14. Taxes:

- a. Purchasers shall be responsible for and shall pay the Vermont Property Transfer Tax due on the sale covered by this Agreement.

- b. Any Land Gains Tax due on this sale shall be the responsibility of Sellers. At or prior to closing, Sellers shall provide Purchasers with satisfactory proof either that there is no such tax due or that the tax has been paid in full.

15. Risk of Loss: The risk of loss due to damage to the Property by natural disaster or environmental accident, or due to condemnation of the Property or any portion thereof by eminent domain is on Seller until the Closing. The Seller shall keep and maintain such casualty insurance covering the improvements on the Property as in effect on the date of this Agreement, if any. In the event of a casualty loss prior to Closing, or other loss by natural disaster or environmental accident, or in the event of a condemnation prior to Closing, Purchaser may, in full satisfaction of Purchaser's obligations hereunder, either:

- a. Terminate this Agreement by providing written notice of termination to Seller, in which case all of the rights and obligations of the parties to this Agreement shall cease and terminate with the parties equally sharing the costs of escrow and the Deposit to be returned to Purchaser after deducting all reasonable costs incurred by the Seller in good faith in relation to this Agreement, accompanied by an accounting of such deductions; or
- b. Waive the right to terminate this Agreement and close the transaction without reduction in the Purchase Price, in which latter case, Seller shall pay to Purchaser all funds received by Seller on account of any casualty loss or condemnation, and shall assign to Purchaser all pending claims for insurance or compensation from the condemning authority then in process, and shall cooperate with Purchaser to allow Purchaser to collect the proceeds of the insurance or the compensation payments, as the case may be.

16. Default:

- a. Should Seller fail to perform its obligations hereunder as and when called for herein or are otherwise in default, then Purchaser may terminate this Agreement and may seek and obtain any available remedy at law or equity, including specific performance, together with costs of suit and attorneys' fees should Purchaser prevail.
- b. Should Purchaser fail to complete this purchase as provided herein, or are otherwise in default, Seller may terminate this Agreement, and may retain the Deposit, as agreed and liquidated damages.

17. Proration of Taxes and Other Charges: The following, if applicable, shall be apportioned as of the date of closing: municipal property taxes for the then-current calendar year and education property taxes for the then-current fiscal year. The net amount of the above adjustments shall be added to or deducted from, as the case may be, the Purchase Price. Should any tax, charge or rate be undetermined on the date of closing, the last determined tax, charge or rate shall be used for the purposes of apportionment.

- 18. Fixtures and personal property:** No personal property is included in this sale unless expressly listed in this agreement or in any schedule attached hereto and fixtures currently located in the building on the Property as of the date hereof. Except for those items expressly listed in an attached schedule, Seller warrants and agrees to remove all appliances, possessions, debris, and any and all items.
- 19. Broker:** The parties hereto warrant and represent to each other that they have no knowledge of any real estate broker or agent to whom a commission may be payable as a result of this transaction or any such knowledge of any other finder's fees or commissions related thereto. Each party agrees to indemnify and hold harmless the other for all claims or demands of any other real estate agent or broker claiming by, through, or under such party. This indemnification shall also include payment of costs and attorneys' fees incurred by a party in defense of a claim for such real estate commissions or fees.
- 20. Effect; Severability:** This Agreement shall inure to the benefit of and be binding upon each of the parties hereto and their respective heirs, successors, administrators, executors and assigns. This Agreement contains the entire agreement by and between the parties hereto, superseding any and all prior agreement, written or oral, affecting said Property. This Agreement shall be governed by the laws of the State of Vermont. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then the remaining provisions hereof shall remain in force to the extent necessary to effectuate the original intent of the parties as closely as possible.
- 21. Waiver of Jury Trial:** Seller and purchaser hereby waive trial by jury in any action, proceeding, or counterclaim (whether arising in tort or contract) brought by such party against the other on any matter arising out of or in any way connected with this Agreement.
- 22. Modification and Amendment; Waiver:** No modification, amendment or deletion affecting this Agreement shall be effective unless in writing and signed by all parties. No waiver of any provision of this Agreement shall be effective unless in writing, notwithstanding the passage of time, and no waiver shall be deemed a continuing waiver of any provision hereof.
- 23. Notices:** All notices required to be given under this Agreement shall be deemed given on the earliest of: (i) when delivered personally to the recipient; (ii) one (1) business day after being sent to the recipient by reputable overnight courier services (charges prepaid); (iii) one (1) business day after being sent to the recipient by facsimile transmission or electronic mail provided that an automated delivery failure or "out of office" notice has not been received by the sender; or (iv) four (4) business days after being mailed to the recipient by certified or registered mail, return receipt requested and postage prepaid.
- 24. Survival of Covenants, Agreements, Representations and Warranties:** Except as otherwise may be limited by the specific terms of this Agreement, all covenants, agreements, representations and warranties set forth in this Agreement shall survive the Closing for a period of two (2) years and shall not merge into any deed or other instrument executed or delivered in connection with the transaction contemplated hereby.

25. **No Assignment:** Purchaser shall not have the right to assign its rights and obligations under this Agreement without the prior express written consent of the Seller.
26. **Construction:** The parties agree that each party and its counsel have reviewed and revised this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any addendum, amendments or exhibits hereto.
27. **Entire Agreement:** This Agreement (including the exhibits hereto and any addenda herewith) constitutes the entire contract between the parties with regard to the Property. All terms and conditions contained in any other writings previously executed by the parties and all other discussions, understandings or agreements regarding the Property and the subject matter hereof shall be deemed to be superseded hereby. Upon the closing of the conveyance of the Property, the Amended and Restated Second Memorandum of Understanding, as last extended as of September 30, 2023, between the Seller and the Purchaser with respect to the Property shall terminate.
28. **Further Assurances:** The parties shall reasonably cooperate with one another in order to fulfil and perform the transactions contemplated by this Agreement, and shall provide such further assurances to one another, including after the Closing, as shall be reasonable and appropriate under the circumstances, including without limitation the execution of such documents as may be desirable to implement the provisions of this Agreement fully and effectively.
29. **Counterparts:** This document may be executed in one or more separate counterparts, all of which, taken together, shall comprise one instrument, and a scanned or facsimile copy of an executed counterpart, or a counterpart executed by a verified digital signature mechanism, shall have the same full legal force and effect as if it were an original.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

PURCHASER:

CITY OF BURLINGTON, VERMONT

By:_____

Name: Emma Mulvaney-Stanak

Title: Mayor

SELLER:

CHITTENDEN SOLID WASTE DISTRICT

By:_____

Name: Sarah Reeves

Title: Executive Director

EXHIBIT A

Legal Description of Property

PROPERTY DESCRIPTION, EASEMENTS AND COVENANTS BENEFITING THE PROPERTY

Being all and the same land and premises conveyed by Warranty Deed from Unsworth MAACO, LLC to Chittenden Solid Waste District dated December 14, 2001 and recorded on December 17, 2001 in Volume 711 at Page 181 of the City of Burlington Land Records and being more particularly described therein as follows:

“Being a piece or parcel of land situated southerly of Flynn Avenue, so-called, in the City of Burlington consisting of 3.34 acres, more or less, and being all of Parcels 1 and 2 as shown and depicted on a Plan of Land entitled, "Boundary Line Adjustment, Plat of Survey, Unsworth MAACO, LLC, Property and Metal Works, Inc., Property, Flynn Avenue, Burlington, Vermont" dated December 30, 2000, and revised February 28, 2001, prepared by Warren A. Robenstien and recorded in Map Slide [371A] of the City of Burlington Land Records. Said piece or parcel of land is more particularly described as follows:

Commencing at a point marked by an existing iron pin set in the ground, (said point being set in the westerly boundary of the right of way of Vermont Railway and being the southeasterly corner of lands and premises of Metal Works, Inc., as shown on said plan) and proceeding southerly in and along the said westerly boundary of the Vermont Railway right of way a distance of 610.80 feet, more or less, to a point marked by an iron pin set in the ground, said point marking the northerly corner of lands and premises of Barrett Tracking Company, Inc., as shown on said Plan; thence turning to the right at an interior angle of 83°02' and proceeding N 67°43'W (mag) in and along the northerly boundary lines of said Barrett Trucking Company, Inc., Foster Real Estate Development, Inc., and M & M Properties a distance of 281.13 [sic, 201.13] feet more or less, to a point marked by an existing iron pin; thence turning to the right at an interior angle of 95°34' 10" and proceeding northerly in and along the easterly boundary line now or formerly of Barrett Trucking Company, Inc., a distance of 499.82 feet, more or less, to a point marked by an existing iron pin; thence deflecting to the right at an interior angle of 156°03'50" and proceeding in and along said easterly boundary line of Barrett Trucking Company, Inc., a distance of 153.80 feet, more or less, to an existing iron pin set in the ground; thence turning to the right at an exterior angle of 251°49' and proceeding 15.06 feet, more or less, to an existing iron pin set in the ground, thence deflecting to the right and proceeding 3.50 feet, more or less, to an existing monument set in the ground; thence continuing in approximately the same course a distance of 3.77 feet, more or less, to an iron pin set in the ground; Thence turning to the right and proceeding southerly in and along the boundary line of Metal Works, Inc., a distance of 50 feet, more or less, to a point marked by an iron pin set in the ground; thence turning to the left and proceeding in and along the boundary line of Metal Works, Inc., a distance of 50.52 feet, more or less, to an existing iron pin; thence continuing in and along said boundary line of Metal Works, Inc., a distance of 143.65 feet, more or less, to the point or place of beginning.

Also included herewith is an easement and right of way 25 feet in width for purposes of ingress and egress and placement of utilities as shown and depicted on the above referred to plan extending from the southerly line of said Flynn Avenue to the above described parcel of land.

In further aid of the description of said easement and right of way, reference is hereby made to the following:

1) Easement Deed from The Exxon Corporation to Howard Space Corporation dated July 18, 1977, and recorded in Volume 242, Page 63 of said Burlington Land Records.

2) Boundary Line Agreement entered into by and between Metal Works, Inc., and Unsworth MAACO, LLC, dated November 5, 2001, and recorded in Volume [711], Page [176] of said Land Records wherein said easement and right of way was widened to 25 feet.

Being all and the same lands and premises conveyed to Unsworth MAACO, LLC, by Quitclaim Deed of Raymond R. Unsworth dated December 30, 1997, and recorded in Volume 580, Page 434 of said Land Records and conveyed to Unsworth MAACO, LLC, from Metal Works, Inc., pursuant to said Boundary Line Agreement dated November 5, 2001, and recorded in Volume [711], Page [176] of said Land Records.

Howard Space Corporation and Raymond R. Unsworth join in this deed, by Quitclaim only, to convey any remaining interest they may have in and to the above described lands and premises.”

Reference is hereby made to the instruments identified above and to the records thereof and the references therein contained in further aid of this description.

The Property may also be benefited by a pipeline easement granted in the Warranty Deed from Esso Standard Oil Company to Sun Oil Company dated August 5, 1948 and recorded in Volume 132 at Page 133 of the City of Burlington Land Records, which is described therein as a “fifteen (15) feet right-of-way for its pipe lines across the remaining land of the grantor, the location of which shall be mutually agreed upon provided, however, that the said location shall not interfere with the building or equipment used by the grantor” to enable the grantee to “use the overflow line from the [septic] tank” easement that was reserved by the grantor in this instrument.

EXHIBIT B
Site Plan showing the Lot Line Adjustment



EXHIBIT C

CATIC Title policy
Accepted Exceptions to Title

CATIC FORM - VTEOP1-C (Rev. 5-01) - Page 2

EXPANDED PROTECTION OWNER POLICY

C A T I C[®]

Connecticut Attorneys Title Insurance Company

Policy
OP 1616524

OWNER TITLE INSURANCE POLICY

SCHEDULE B - PART I

EXCEPTIONS FROM COVERAGE

This policy does not insure against loss or damage (and the Company will not pay costs, attorney's fees or expenses) which arise by reason of:

General Exceptions:

- A. Rights of persons in possession other than the insured.
- B. Any easements or claims of easements not shown by the public records, boundary line disputes, overlaps, encroachments, title to filled lands (if any) and all other facts which an accurate survey and inspection of the land would disclose and which are not shown by the public records.
- C. Unrecorded mechanic's liens.

Exceptions lettered A,C are hereby deleted and, subject to all other provisions hereof, the Insured is insured against loss by reason of matters mentioned in such exceptions.

- 1. Any water rights or claims or title to water in or under the land.
- 2. IF THE INSURED PREMISES IS A CONDOMINIUM UNIT: Covenants, conditions, restrictions, easements, options, powers of attorney and limitations on title, created by the laws of the State of Vermont or set forth in the Master Deed or Declaration of Condominium, in the related By-Laws, in the Declaration of Trust or Site Plans and Floor Plans as duly recorded in the appropriate land records office and as the same may have been lawfully amended, and in any instrument creating the estate or interest insured by this policy.
- 3. To the extent that the insured Premises are subject to State or local permits or certificates, including but not limited to, zoning permits, Act 249 and/or Act 250 subdivision permits, local subdivision permits, building permits, septic permits, driveway or curbcut permits and certificates of occupancy, this policy does not insure compliance with the express or implied terms or conditions of these documents.
- 4. Real estate taxes and assessments (including liens not yet due and payable) as follows: Real estate taxes are current and subsequent payments are not yet due and payable.

Special Exceptions (if none, so state)

See attached Continuation Sheet for additional Exceptions from Coverage

C A T I C[®]

Connecticut Attorneys Title Insurance Company

CONTINUATION SHEET

Policy No. OP1616524

Schedule B Exceptions are continued as follows:

1. Easement and right of way 25 feet in width, for purposes of ingress and egress, and placement of utilities as shown and depicted on the above referenced to plan.
2. Easement deed from The Exxon Corporation to Howard Space Corporation dated July 18, 1977 and recorded in Volume 242, Page 63 of the Burlington Land Records.
3. Boundary line agreement between Metal Works, Inc., and Unsworth MAACO, LLC recorded in the City of Burlington Land Records.

Board of Finance and City Council Submission Checklist

Department: Public Works Submitter: Lee Perry
 Title/Subject: 201 Flynn Avenue Purchase and Sale Agreement Between City of Burlington and Chittenden Solid Waste District

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	9/23/2024

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	9/10/2024	Approved by Chapin Spencer
Mayor's Office informed and approved memo	Yes	9/19/2024	Approved by Joe Magee
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	9/18/2024	Approved by Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	9/19/2024	Approved by Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Purchase & Sales Agreement
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	N/A	

Lori Olberg

FOR INFORMATION ONLY

From: The Vermont Department of Housing and Community Development
<accd.cpr@vermont.gov>
Sent: Wednesday, August 7, 2024 3:36 PM
To: Lori Olberg
Subject: Berlin Groundbreaking, State Designations Update, Construction Survey

[WARNING]: This email was sent from someone outside of the City of Burlington.

Redacted information
has been removed from
this email. Please
contact the City's Group

AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT

[View this email in your browser.](#)

Department of Housing and Community Development
AUGUST 2024

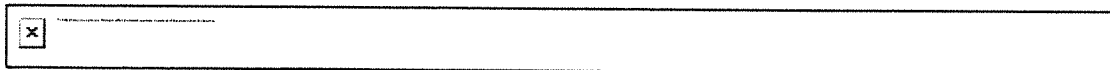


Groundbreaking for Fox Run Apartments in Berlin.

Berlin Groundbreaking

A groundbreaking in Berlin at the site of the future Fox Run Apartments. The 30-unit affordable housing complex is for low- and moderate-income households.

Fox Run is benefiting from a \$1.5M [Community Development Block Grant](#) investment to build housing and improve road infrastructure. The development also in the community's [New Town Center](#), which allows for greater development within the center's boundaries. Berlin is one of just three towns with New Town Center Designations alongside Colchester and South Burlington.



State Designations Update

Due to the passage of [ACT 181](#), renewal applications and check-ins are no longer required for municipalities and landowners participating in [Vermont's designation programs](#) including [Downtowns](#), [Village Centers](#), [Neighborhood Development Areas](#), [New Town Centers](#), and [Growth Centers](#). Check out DHCD's [legislative summary](#) to learn more.

Lori Olberg

From: VLCT PACIF <info@vlct.org>
Sent: Thursday, August 8, 2024 1:16 PM
To: Lori Olberg
Subject: Prepare for Heavy Rains Before TD Debby Arrives

[WARNING]: This email was sent from someone outside of the City of Burlington.

[Click here to view this email as a webpage.](#)



Prepare for Heavy Rains Before Tropical Depression Debby Arrives

To all VLCT PACIF members:

Weather forecasters anticipate that Vermont will receive **significant rainfall beginning this Friday, August 9**, due to Tropical Depression Debby. Current projections are for **accumulations of four inches (4") or more in some locations and a likelihood of flash flooding across most of Vermont**. Given how saturated the soil already is in many Vermont communities, this has the potential to be a very serious flood event.

While we hope that Debby's track and speed will not result in damage to Vermont municipalities, it is of course **best to prepare for the worst**. We know that the PACIF members affected by one or more flooding events in the last 13 months have become adept at preparing for flooding in their communities, readily conducting standard infrastructure preparations (such as clearing storm drains and culverts), providing sandbag materials to community groups, fueling municipal vehicles, and letting staff members get some rest. Here are **a few additional steps we suggest you take** as part of reducing your municipality's risk of loss to vehicles, property, and employees.

- Consider the location of municipal **mobile assets, including vehicles** and equipment used by highway, fire, and police departments. If any of them are in flood-prone areas, consider **relocating at least the core assets to higher ground if possible**, to avoid the loss of vehicles and to ensure operational continuity in the aftermath of a serious flood.
- Consider whether key historical documents are at risk if flooding occurs. When practical, consider relocating them to higher ground. If they cannot be moved, consider sandbagging the area and taking other measures to protect them.
- Place sandbags to protect structures – especially building entrances that are within flood zones or that have been flooded before. Minimizing water intrusion can help reduce flood losses and enhance your municipality's ability to resume operations quickly.
- **Remind employees not to drive through flood waters**. This practice is extremely risky to both vehicles and the people in them. Water rescues should be

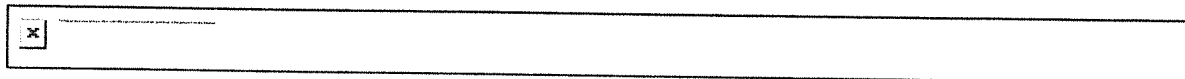
Lori Olberg

From: VLCT News <info@vlct.org>
Sent: Tuesday, August 13, 2024 3:14 PM
To: Lori Olberg
Subject: Encampments Update, Tax Credit Tool, Grant Options, New Trainings, and more!

[WARNING]: This email was sent from someone outside of the City of Burlington.

[Click here to view this email as a web page.](#)

For more information,
 please contact the City Clerk's Office.



Was Municipal Property Damaged by Recent Flooding?

Please submit your claim(s) if you haven't yet. Late reporting may cause delays.

Exchange PACIF Claim-Related Files More Securely

The people in your municipal office who report and/or follow up on PACIF claims can soon expect a slight change in the documentation process.

Houselessness Resource Updated After SCOTUS Ruling

In light of the U.S. Supreme Court's 2024 Grants Pass decision, VLCT has updated its guidance related to public camping and more.

New Training Series: Workplace Matters

PACIF is launching a new webinar series to support the managers and supervisors of municipal staff. Look for a different topic every odd-numbered month, starting on 9/12.

Clean Energy Tax Navigator Helps You Claim U.S. Tax Incentives

This tool from Lawyers for Good Government can help you navigate the tax credit process to obtain federal clean energy incentives. Register to learn to use the tool at a webinar on 8/22.

Funding for Highway Garages and Public Works Buildings

If you are modernizing your public works building to enhance working conditions for staff and improve operations and efficiency, we've identified funding to support your efforts.

The Latest VLCT News

Flood Recovery Check-In

Tue 8/20, 1 PM – 2 PM — CANCELLED

Our monthly check-ins have been suspended because Vermont Emergency Management and the State's Flood Recovery Office are hosting twice weekly meetings with municipalities' emergency management directors.

Mine Safety Compliance

Wed 8/21, 9 AM – 12 PM In-Person, Lyndonville

Thu 8/22, 9 AM – 12 PM In-Person, Manchester

Does your municipality operate or supervise a gravel and/or sand pit? Come to one of these trainings by the Mine Safety and Health Administration (MSHA) to learn how to comply with the federal regulations.

Ordinance Adoption and Enforcement

Workplace Matters: Performance Management

Lori Olberg

From: Amy Marks <amy@cea-vt.com>
Sent: Wednesday, August 14, 2024 9:48 AM
To: lsmith@bsdvt.org; kkimball@diovermont.org; dmarshall@cea-vt.com; chris@lclt.org; Benjamin Traverse; Andrew Montroll; permitting@ccrpcvt.org; anr.act250@vermont.gov; 'NRB - Act250 Essex'; nrb.act250agenda@vermont.gov; legals@sevendaysvt.com; burlingtontownclerk; Sarah Montgomery; Lori Olberg; barry.murphy@vermont.gov; psd.vtdps@vermont.gov; aot.act250@vermont.gov; agr.act250@vermont.gov; accd.projectreview@vermont.gov; joe.buford@usda.gov; info@winooskinrcd.org; john.gobeille@vermont.gov; andrew.wood@vermont.gov; josh.castonguay@greenmountainpower.com; efficiency@vermontgas.com; pics@veic.org
Subject: 4C0419-5A Burlington School District
Attachments: COS 8-14-24.pdf

For information only
If you are not a member of the
City of Burlington, please
contact the City Clerk's Office

[WARNING]: This email was sent from someone outside of the City of Burlington.

Please see attached Certificate of Service for the Burlington School District project #4C0419-5A. This COS along with supporting documents have been uploaded to the State's ftp site titled:

4C0419-5A Burlington School District 8-14-2024

Thank you,

Amy T. Marks
Civil Engineering Associates, Inc.
10 Mansfield View Lane
South Burlington, VT 05403
P 802-864-2323 x301

Lori Olberg

FOR INFORMATION ONLY

From: VLCT <info@vlct.org>
Sent: Wednesday, August 14, 2024 1:31 PM
To: Lori Olberg
Subject: Municipal + Legislative Service Award Nominations Open

[WARNING]: This email was sent from someone outside of the City of Burlington.

For more information /
help or to text, please
contact the City Clerk's Office

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Do You Know a Local Official or Legislator Who is Exceptionally Dedicated to Local overnment?

The **Municipal Service Award** is given to a municipal official who has shown an active commitment to strong local government, both within their community and beyond its borders, or to a person outside of local government who works to improve the governance and support of or service to Vermont cities, towns, and villages.

The **Legislative Service Award** recognizes a member of the Vermont General Assembly who, through their service, has best shown an awareness of the issues facing local government and its capacity for self-governance, and, through legislative action, has sought to solve those problems and provide local authority on a statewide basis.

The **Lifetime Achievement Award** is presented to a municipal official or employee who has dedicated their career to serving local government, both within their community and through service at a statewide level on a board, commission, or the Vermont League of Cities and Towns.

SUBMIT A NOMINATION

Town Fair Early Bird Pricing Ends August 31

We will recognize our award winners at Town Fair 2024, which takes place at the Killington Grand Resort Hotel in Killington, Vermont on October 2.

Register on or before August 31 to receive the discounted early bird rates. You can help us plan ahead for a fun and informative conference by registering early.

Oct 1 - Annual Meetings | Zoom

- FREE

Oct 2 - Town Fair | Killington

- Early Bird (ends Aug 30): **\$79**
- Regular (begins Sep 1): **\$99**
- Exhibit Hall Only: **\$15**

Lori Olberg

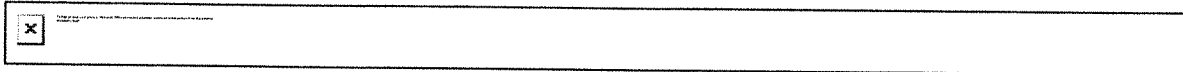
FOR INFORMATION ONLY

From: VLCT Journal <info@vlct.org>
Sent: Thursday, August 15, 2024 7:03 AM
To: Lori Olberg
Subject: Jim Cantore to Speak at Town Fair, Session Info, Exhibitors, and more.

[WARNING]: This email was sent from someone outside of the City of Burlington.

For information only
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[Click here to view as a web page.](#)



It's hard to believe that the beginning of the school year, fall, and Town Fair are already on the horizon. Just as a few gold-to-red leaves on occasional trees this month are the early signs of full-on autumn foliage, this issue of the *VLCT Journal* previews of some of what we have lined up for you at Town Fair (including a very special Keynote speaker). Read through it to learn the session tracks you can attend, the fun activities that are planned, how you can share your knowledge and ideas with others, and when to sign up at the lowest cost.

Follow our Facebook page for more news, updates, and announcements: facebook.com/VTLeague.



Join Us on October 2 in Killington

One of your greatest membership benefits is the VLCT connection to people facing similar challenges, similar opportunities, and similar head-slapping moments in the town office. You are not alone, and plenty of people are interested in your success. Come meet them.

ICYMI: FEATURED NEWS

Nominate a Candidate for VLCT Board
Want to help steer this organization?
Nominations are due TODAY (8/15).

Equity Committee Nominations Due 8/28
Help us center justice, equity, diversity,
inclusion, and belonging in all aspects of local
government.

More Security for PACIF Claim Info
PACIF claim documents will be sent and
received with a higher level of cyber security.

"Workplace Matters" Webinars Begin 9/12
This new series is devoted to supporting people
who lead or supervise municipal staff.

Health Insurance Rates Rising for 2025
The GMCB announced Vermont's overall
permitted increases for Small Group premiums.

New PACIF Member Portal Arriving Soon
PACIF members will be able to conduct their
renewals online in September.

[Visit the News Feed](#)



Jim Cantore of The Weather Channel to Deliver Keynote

Lori Olberg

From: NRB.Act250Essex@vermont.gov
Sent: Monday, August 19, 2024 2:57 PM
To: kkimball@diovermont.org; lsmith@bsdvt.org; dmarshall@cea-vt.com; chris@lclt.org; nrb.act250agenda@vermont.gov; Benjamin Traverse; Andrew Montroll; permitting@ccrpcvt.org; NRB.Act250Essex@vermont.gov; burlingtontownclerk; Sarah Montgomery; Lori Olberg; anr.act250@vermont.gov; barry.murphy@vermont.gov; PSD.VTDPS@vermont.gov; AOT.Act250@vermont.gov; AGR.Act250@vermont.gov; ACCD.ProjectReview@vermont.gov; kaitlin.hayes@vermont.gov
Subject: 4C0419-5A Permit - Burlington School District - Exhibit List - COS
Attachments: Permit_Final 4C0419-5A.pdf; 000 Exhibit List.pdf; COSLUP 4C0419-5A.pdf

[WARNING]: This email was sent from someone outside of the City of Burlington.

Attached is Act 250 Land Use Permit 4C0419-5A - Burlington School District - Exhibit List - COS.

Act 250 District Office - Essex (District 4 Environmental Commission)
111 West Street
Essex Junction, VT 05452

Christine Commo NRB Technician
Tel.802-879-5614 | NRB.Act250Essex@vermont.gov
<https://nrb.vermont.gov>

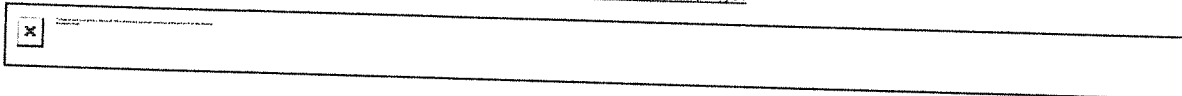
Lori Olberg

From: VLCT Journal <info@vlct.org>
Sent: Monday, August 19, 2024 3:04 PM
To: Lori Olberg
Subject: Reminder: Jim Cantore to Speak at Town Fair, Session Info, Exhibitors, and more.

[WARNING]: This email was sent from someone outside of the City of Burlington.

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[Click here to view as a web page.](#)



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ICYMI: FEATURED NEWS

Nominate a Candidate for VLCT Board
Want to help steer this organization?
Nominations are due TODAY (8/15).

Equity Committee Nominations Due 8/28
Help us center justice, equity, diversity, inclusion, and belonging in all aspects of local government.

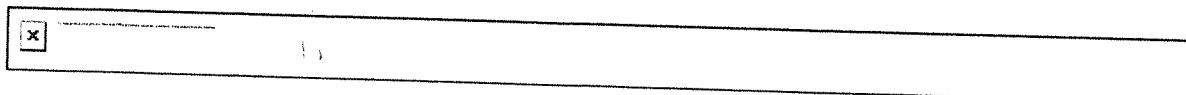
More Security for PACIF Claim Info
PACIF claim documents will be sent and received with a higher level of cyber security.

"Workplace Matters" Webinars Begin 9/12
This new series is devoted to supporting people who lead or supervise municipal staff.

Health Insurance Rates Rising for 2025
The GNCB announced Vermont's overall permitted increases for Small Group premiums.

New PACIF Member Portal Arriving Soon
PACIF members will be able to conduct their renewals online in September.

[Visit the News Feed](#)



Jim Cantore of The Weather Channel to Deliver Keynote

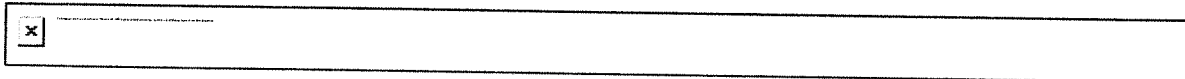
Lori Olberg

From: VLCT News <info@vlct.org>
Sent: Tuesday, August 27, 2024 2:45 PM
To: Lori Olberg
Subject: FEMA+DUA for July Floods, State's New Housing Map, JPs Being Scammed, Violence Prevention, and more!

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 contact the City Clerk's Office

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Justices of the Peace: Scam Alert!

Scammers are posing as wedding planners, sending large overpayments for JPs' fees, then requesting refunds. Read the alert here.

State Approves Increases to Health Insurers' 2025 Premiums

Overall, premiums for Small Group and Individual health insurance plans will rise a lot next year. This is of course less of an increase than MVP and BCBSVT requested, but the Green Mountain Care Board loosened its rate reins compared to previous years.

FEMA PA is Approved for This July's Floods

Seven Vermont counties were declared disaster areas by President Biden on 8/20, making the municipalities in them eligible for FEMA Public Assistance (PA) grants.

Attend FEMA PA Applicant Briefings for This July's Floods

This page is VLCT's one-stop-shop for what you need to know right away about accessing FEMA PA money for your town in accordance with DR4810, "Beryl".

9/20 Deadline to Apply for FEMA Public Assistance

Apply now if your municipality was damaged by rain and flooding from Hurricane Beryl.

State's Interim Regulatory Exemption Map for New Housing

Act 181 of 2024 included major changes to state and local regulations to promote more housing development. Use the link at #1 to open the new Housing Exemption Map, then use the third icon down at the far left to open the legend and understand what can be built now and where.

PACIF Seeks Nominations for Alternate Board Member

Until 9/13, nominate a qualified official of a PACIF member municipality who either has insurance experience, or is responsible for selecting/administering the municipality's property, liability, and/or workers' compensation coverage, or both.

Jim Cantore to Deliver Keynote at Town Fair

This Vermont-raised meteorologist for The Weather Channel will discuss changing weather patterns, climate resiliency, and some of his true-life encounters with severe weather events.

The Latest VLCT News

Lori Olberg

FOR INFORMATION ONLY

From: NRB.Act250Essex@vermont.gov
Sent: Wednesday, August 28, 2024 11:35 AM
To: justinw@burton.com; MikeF@burton.com; ericb@burton.com; John.caulo@gmail.com; alex@highergroundmusic.com; alan@highergroundmusic.com; m.j.balderston@gmail.com; kmuller@vhb.com; Jenn Conley; ken.kaliski@rsginc.com; tylerb@engineeringventures.com; paulb@engineeringventures.com; mbrennan@dunkielsaunders.com; nrb.act250agenda@vermont.gov; Benjamin Traverse; Andrew Montroll; permitting@ccrpcvt.org; jennifer.mojo@vermont.gov; dpw-inecustomerservice@burlingtonvt.gov; Kimberlee Sturtevant; cmcneil@southburlingtonvt.gov; hrees@southburlingtonvt.gov; jbaker@southburlingtonvt.gov; pconner@southburlingtonvt.gov; tbarritt@southburlingtonvt.gov; steve.crowley1@gmail.com; sharon.behar@gmail.com; steve.caflischvt@gmail.com; NRB.Act250Essex@vermont.gov; burlingtontownclerk; Sarah Montgomery; Lori Olberg; anr.act250@vermont.gov; barry.murphy@vermont.gov; PSD.VTDPS@vermont.gov; AOT.Act250@vermont.gov; christopher.clow@vermont.gov; AGR.Act250@vermont.gov; ACCD.ProjectReview@vermont.gov; scott.dillon@vermont.gov; dumont@gmavt.net; msantos@bscgroup.com; LALogan@hotmail.com; deterrafirma@gmail.com; wlbsmithvt@gmail.com; waterslj@gmail.com; almy.landauer@gmail.com; wbratt@gmavt.net; douggoodmanphoto@gmail.com; WendyCopp@msn.com; sabrinajoymilbury@gmail.com; grayoak2@msn.com; dana.walrath@gmail.com; stephherrick@myfairpoint.net; comittina@comcast.net; redosier@comcast.net; 28sabre@comcast.net; lorihayes151515@gmail.com; harris@roen.net; mark.furnari@gmail.com; Aaron.Brondyke@vermont.gov
Subject: 4C0174-6,4C0368-3(Altered)(Remanded) Permit - Burton - Findings - COS
Attachments: 4C0174-6,4C0368-3(Altered)(Remanded) Permit.pdf; 4C0174-6,4C0368-3(Altered)(Remanded) Findings.pdf; 4C0174-6,4C0368-3(Altered)(Remanded) COS.pdf

For emergency information,
contact the City Clerk's Office

[WARNING]: This email was sent from someone outside of the City of Burlington.

Attached please find 4C0174-6,4C0368-3(Altered)(Remanded) Permit - Burton - Findings - COS.

Act 250 District Office - Essex (District 4 Environmental Commission)

111 West Street
Essex Junction, VT 05452

Christine Commo NRB Technician

Tel.802-879-5614 | NRB.Act250Essex@vermont.gov
<https://nrb.vermont.gov>

Lori Olberg

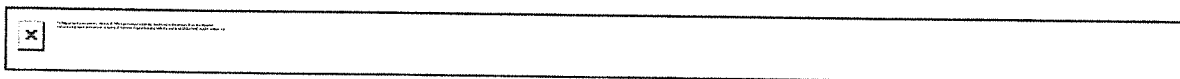
FOR INFORMATION ONLY

From: VLCT Advocacy Alert <info@vlct.org>
Sent: Thursday, August 29, 2024 3:25 PM
To: Lori Olberg
Subject: Public Safety Communications: Regional Town Hall Sessions

*If you require information /
additional text, please
contact the City Clerk's Office*

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[Click here to view this email as a web page.](#)



Public Safety Communications Task Force Regional Town Hall Sessions

The Vermont Public Safety Communications Task Force invites all first responders, communications specialists and local/state officials to attend one of four Regional Town Halls. You can attend in person or remotely. [More information and registration.](#)

Your feedback is critical to designing a future statewide system that meets the needs of all. Please let your voice be heard now, during this crucial information gathering phase of the project.

The State of Vermont, recognizing the critical need to safeguard public safety, has enacted Act 78 through the FY 2024 appropriations act. This legislation prioritizes the creation of a reliable, secure, and interoperable public safety communications system. By integrating 911 call-taking and regional dispatch systems into a unified network, Vermont aims to establish a system that is equitably financed and universally accessible across the state. This initiative marks a significant advancement in ensuring that every Vermonter has access to essential public safety services.

Regional Town Hall Information

Learn more and [register](#) to attend any of the sessions.

Swanton Town Hall
Wednesday, September 11
5 PM to 7 PM

Fire Academy
Thursday, September 12
12 PM to 2 PM

Northeastern VT Regional Hospital
Tuesday, September 17
8 AM to 10 AM

Springfield Parent Child Center
Thursday, September 19
5 PM to 7 PM



[Manage Your Preferences](#)

Lori Olberg

From: NRB.Act250Essex@vermont.gov
Sent: Tuesday, September 3, 2024 10:43 AM
To: justinw@burton.com; MikeF@burton.com; ericb@burton.com; John.caulo@gmail.com; alex@highergroundmusic.com; m.j.balderston@gmail.com; kmuller@vhb.com; Jenn Conley; ken.kaliski@rsginc.com; tylerb@engineeringventures.com; paulb@engineeringventures.com; mbrennan@dunkielsaunders.com; nrb.act250agenda@vermont.gov; Benjamin Traverse; Andrew Montroll; permitting@ccrpcvt.org; NRB.Act250Essex@vermont.gov; burlingtontownclerk; Sarah Montgomery; Lori Olberg; anr.act250@vermont.gov; jennifer.mojo@vermont.gov; dpw-incustomerservice@burlingtonvt.gov; Kimberlee Sturtevant; cmcneil@southburlingtonvt.gov; hrees@southburlingtonvt.gov; jbaker@southburlingtonvt.gov; pconner@southburlingtonvt.gov; tbarritt@southburlingtonvt.gov; steve.crowley1@gmail.com; sharon.bekar@gmail.com; steve.caffischvt@gmail.com; barry.murphy@vermont.gov; PSD.VTDPS@vermont.gov; christopher.clow@vermont.gov; AOT.Act250@vermont.gov; AGR.Act250@vermont.gov; ACCD.ProjectReview@vermont.gov; scott.dillon@vermont.gov; dumont@gmavt.net; msantos@bscgroup.com; LALogan@hotmail.com; deterrafirma@gmail.com; wlbsmithvt@gmail.com; waterslj@gmail.com; almy.landauer@gmail.com; wbratt@gmavt.net; douggoodmanphoto@gmail.com; WendyCopp@msn.com; sabrinajoymilbury@gmail.com; grayoak2@msn.com; dana.walrath@gmail.com; stephherrick@myfairpoint.net; comittina@comcast.net; redosier@comcast.net; 28sabre@comcast.net; lorihayes151515@gmail.com; harris@roen.net; mark.furnari@gmail.com; Aaron.Brondyke@vermont.gov
Subject: 4C0174-6,4C0368-3(Altered)(Remanded)(Corrected) Permit - Burton - Findings - COS
Attachments: 4C0174-6,4C0368-3(Altered)(Remanded)(Corrected) Permit.pdf; 4C0174-6,4C0368-3(Altered)(Remanded)(Corrected) Findings.pdf; 4C0174-6,4C0368-3(Altered)(Remanded)(Corrected) COS.pdf

[WARNING]: This email was sent from someone outside of the City of Burlington.

Attached, please find 4C0174-6,4C0368-3(Altered)(Remanded)(Corrected) Permit, Findings, COS. Land Use Permit 4C0174-6,4C0368-3(Altered)(Remanded) and its Findings were corrected to fix a typographical error in the construction completion deadline included in condition 46 of its prior decision from "October 15, 2024" to "October 15, 2027." Accordingly, a corrected permit and findings are hereby issued in accordance with Act 250 Rule 31(A)(4).

Act 250 District Office - Essex (District 4 Environmental Commission)
 111 West Street
 Essex Junction, VT 05452

Christine Commo NRB Technician
 Tel.802-879-5614 | NRB.Act250Essex@vermont.gov
<https://nrb.vermont.gov>

Lori Olberg

From: VLCT Events & Training <info@vlct.org>
Sent: Tuesday, September 3, 2024 11:11 AM
To: Lori Olberg
Subject: Municipal Budgeting

[WARNING]: This email was sent from someone outside of the City of Burlington.

[View as Webpage](#)



This annual training explains basic municipal budgeting principles, how to comply with legal requirements, and best practices for preparing the budget for town meeting. This year you'll also learn about VLCT's new government finance assistance, which is supported by the U.S. Department of Agriculture – Rural Development (USDA-RD). Attend this timely webinar and live Q&A as you embark on your budget development process.

Sessions include

- Legal Parameters of Budgeting, Spending, and Borrowing
- New Government Finance Assistance for VLCT Members

Register

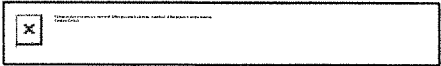
Wednesday, September 18
10:00 AM - 11:30 AM

Cost to Attend
PACIF \$10
VLCT \$48



Vermont League of Cities and Towns | 89 Main St. Suite 4 | Montpelier, VT 05602 US

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Lori Olberg

From: ANR - ENB Administrator <ANR.ENBAdministrator@vermont.gov>
Sent: Monday, September 9, 2024 5:14 PM
To: burlingtontownclerk
Subject: Vermont Environmental Notice Bulletin Stakeholder Update by Location

[WARNING]: This email was sent from someone outside of the City of Burlington.

*For complete information /
 additional text, please
 contact the City Clerk's Office*

You are receiving this message because you have been signed up to receive email notifications via the Vermont Agency of Natural Resources' Environmental Notice Bulletin (ENB). These notifications are intended to inform you of environmental activities relevant to your town or organization based on location or activity type.

Below are current activities for which you have been signed up to receive notifications. To view the details of these activities please [visit the ENB](#). When one or more activities that match your specific criteria is posted to ENB, you will receive a single email notification compiling the information. If you have been signed up to receive updates step-by-step throughout the review process for these activities the updates will appear in the second half of the email.

To modify the subscription, please contact the staff person listed on the individual activity page or the ENB Administrator at anr.enbadministrator@vermont.gov.

Regards,
 ENB Support
 Vermont Agency of Natural Resources

Changes to Activities I'm Following

Activity Type	Activity/Project Name	Permit # / ID	Applicant	Town	Most Recent Update	Date	Status
Category 1 Underground Storage Tank - Construction	Consolidated Communications- Burlington replacing piping on UST sytem	889-18280	Consolidated Communications- Burlington	Burlington	A final action for this activity has been reached and may be reviewed by visiting the ENB. The appeal period is open for 30 days following the final decision date.	2024-09-09	Final Decision Reached - Appeal Period
Category 1 Underground Storage	NJ Beverage LLC	587-18291	NJ Beverage LLC	Burlington	The administrative record set for this activity has been modified. Please visit the ENB to view the activity profile.	2024-09-09	Draft Decision - Public

Lori Olberg

From: The Vermont Department of Housing and Community Development
<accd.cpr@vermont.gov>
Sent: Tuesday, September 10, 2024 1:09 PM
To: Lori Olberg
Subject: Act 250 Exemptions, Protecting Vital Documents, Atlatl Weekend

For additional information,
 go to [this link](#).
 If you have any questions, please
 contact the City Clerk's Office.

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AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT

[View this email in your browser](#)

Department of Housing and Community Development

SEPTEMBER 2024



Governor Scott and Secretary Kurrle look on as Commissioner Farrell talks about the need for more housing during the governor's weekly press conference.

COMMENTS FROM THE COMMISSIONER

Welcome to September!

As summer winds down, I want to highlight some important efforts underway here at the Department of Housing and Community Development we are undertaking with our partners.

During August, DHCD released the [2025 Housing Needs Assessment](#) (HNA) in partnership with the Vermont Housing Finance Agency (VHFA). The HNA analyzes the conditions of Vermont's housing ecosystem and projects the need between 2025 and 2029. [In this report](#), data continues to show that Vermont is in desperate need of higher rates of homebuilding, specifically calling for between 24,000 and 36,000 new homes to be built before the end of 2029. That's 4,800 to 7,200 units per year. Right now, we build approximately 2,300 per year, not even half the target set in the HNA.

This higher rate of homebuilding is needed to replace homes lost to deterioration, address homelessness, normalize vacancy rates, and account for new households. Further highlighting the need, demographic trends indicate growing

Lori Olberg

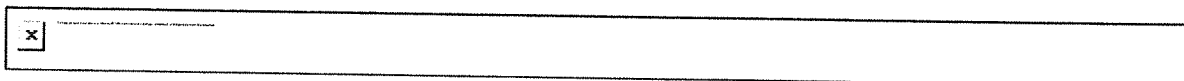
FOR INFORMATION ONLY

From: VLCT <info@vlct.org>
Sent: Tuesday, September 10, 2024 1:40 PM
To: Lori Olberg
Subject: VOTE on the 2025-2026 DRAFT Municipal Policy

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For additional information,
additional info, please
contact the City Clerk's Office

[Click here to view this email as a web page.](#)



Let Your Voice Be Heard

As part of the Vermont League of Cities and Towns (VLCT) annual business meeting on Tuesday, October 1 at 3 PM, the membership will vote on the **2025-2026 Municipal Policy** which guides our Advocacy team as they advocate for you in the Legislature.

Access the meeting agenda, the draft minutes from last year's meetings, the Annual Meeting Governing Rules, and the 2025-2026 Draft Municipal Legislative Policy on the **Annual Meeting webpage** as they become available.

Suggest policy amendments either in writing prior to the VLCT Annual Meeting or on the floor at the meeting, where they are debated and adopted. If you want the VLCT Board to consider endorsing your amendment, please email the completed **Policy Amendment Proposal** by September 25.

Delegate Sign Up

Municipal Policy

About Town Fair

Town Fair 2024 at the Killington Grand Hotel in Killington on October 2 is your annual chance to reconnect and network in person with your colleagues from around the state.

At Town Fair you'll

- get **ideas and inspiration** from topic experts,
- learn about new **products and services** from a wide variety of vendors, and
- enjoy great food and prizes.

This year the training tracks are

- Finance, Administration and Operations - *Tips and tools for successful operations*
- Leadership - *Skills and best practices every leader needs*
- Building Safe and Healthy Communities - *Make your community the best it can be*
- Elections - *Presented in cooperation with VMCTA*
- Facilitated Discussions - *Join your peers and subject matter experts*

Lori Olberg

FOR INFORMATION ONLY

From: VLCT News <info@vlct.org>
Sent: Tuesday, September 10, 2024 3:45 PM
To: Lori Olberg
Subject: FEMA and ARPA Deadlines, Draft Legislative Policy, Two New State Initiatives Seek Your Input, and more!

[WARNING]: This email was sent from someone outside of the City of Burlington.

If you are not a City of Burlington employee, please contact the City Clerk's Office.

[Click here to view this email as a web page.](#)



See the Draft 2025-26 VLCT Municipal Legislative Policy

VLCT's five Municipal Policy committees (58 people from 47 municipalities) worked this summer to develop this draft. The VLCT Board seeks member approval for it at the 2024 Annual Meeting on 10/1.

PACIF Seeks Nominations for Alternate Board Member

Until Fri 9/13, nominate a qualified official of a PACIF member municipality who either has insurance experience, or is responsible for selecting/administering the municipality's property, liability, and/or workers' compensation coverage, or both.

Request FEMA Public Assistance for 7/9-7/11 Flood by 9/19

Thu 9/19 is the deadline to file an RPA with FEMA for DR-4810 – Beryl.

Help Inform Planning for Statewide Dispatch System

Starting Wed 9/11, attend one of these four hybrid town hall sessions to give your input to the Public Safety Communications Task Force during the crucial information gathering phase of their work.

Help Inform the Clean Heat Standard

Be a voice for local government at this Thu 9/26 webinar as the Public Utility Commission drafts the Clean Heat Standard for reducing heating-sector-sourced greenhouse gas emissions.

ARPA: Review How U.S. Treasury Defines "Obligate"

It might not be what you think! ARPA funds not obligated by 12/31 must be returned to Treasury!

Have You Registered for Town Fair?

Don't delay! Online registration closes on Wed 9/25.

Three-In-One Annual Meeting Materials Available

Preview the information now, make sure your municipality's voting delegate(s) are designated, and plan to attend virtually at 3 PM on Tue 10/01.

The Latest VLCT News

Summary of Risk Management for
Highway Supervisors

Workplace Matters: Performance
Management

FOR INFORMATION ONLY

Lori Olberg

From: Vermont Department of Housing and Community Development
<accd.cpr@vermont.gov>
Sent: Thursday, September 12, 2024 10:48 AM
To: Lori Olberg
Subject: Land Use Experts Wanted

For complete information &
additional info, please
contact the City Clerk's Office

[WARNING]: This email was sent from someone outside of the City of Burlington.

AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT

[View this email in your browser.](#)

Department of Housing and Community Development

September 12, 2024



Above: Downtown Middlebury.

Land Use Review Board Application Deadline Looming

The Land Use Review Board Nominating Committee is seeking qualified applicants passionate about land use in Vermont to serve as full-time, paid members of the new Land Use Review Board.

The Land Use Review Board was created by Act 181 and begins work in January 2025, replacing the current Natural Resources Board. It will be an independent state entity responsible for the administration of Act 250, Vermont's land use and development law. The Land Use Review Board will be staffed by five full-time paid professionals. No two members may reside in the same county.

Applicants interested in joining the new, professionalized Land Use Review Board must apply by Monday, September 16th.

You can find more information on responsibilities of the Land Use Review Board on the [job listing page](#).

APPLY NOW

Lori Olberg

FOR INFORMATION ONLY

From: ANR - ENB Administrator <ANR.ENBAdministrator@vermont.gov>
Sent: Friday, September 13, 2024 5:15 PM
To: burlingtontownclerk
Subject: Vermont Environmental Notice Bulletin Stakeholder Update by Location

[WARNING]: This email was sent from someone outside of the City of Burlington.

You are receiving this message because you have been signed up to receive email notifications via the Vermont Agency of Natural Resources' Environmental Notice Bulletin (ENB). These notifications are intended to inform you of environmental activities relevant to your town or organization based on location or activity type.

Below are current activities for which you have been signed up to receive notifications. To view the details of these activities please [visit the ENB](#). When one or more activities that match your specific criteria is posted to ENB, you will receive a single email notification compiling the information. If you have been signed up to receive updates step-by-step throughout the review process for these activities the updates will appear in the second half of the email.

To modify the subscription, please contact the staff person listed on the individual activity page or the ENB Administrator at anr.enbadministrator@vermont.gov.

Regards,
ENB Support
Vermont Agency of Natural Resources

Changes to Activities I'm Following

Activity Type	Activity/Project Name	Permit # / ID	Applicant	Town	Most Recent Update	Date	Status
Category 1 Underground Storage Tank - Operating/Renewal	Ethan Allen Mobil	8649450-18228	Ethan Allen Mobil	Burlington	A final action for this activity has been reached and may be reviewed by visiting the ENB. The appeal period is open for 30 days following the final decision date. The administrative record set for this activity has been modified. Please visit the ENB to view the activity profile.	2024-09-13	Final Decision Reached - Appeal Period

FOR INFORMATION ONLY

Lori Olberg

From: ANR - ENB Administrator <ANR.ENBAdministrator@vermont.gov>
Sent: Monday, September 16, 2024 5:16 PM
To: burlingtontownclerk
Subject: Vermont Environmental Notice Bulletin Stakeholder Update by Location

[WARNING]: This email was sent from someone outside of the City of Burlington.

For information only.
If you receive this email, please
contact the City Clerk's Office

You are receiving this message because you have been signed up to receive email notifications via the Vermont Agency of Natural Resources' Environmental Notice Bulletin (ENB). These notifications are intended to inform you of environmental activities relevant to your town or organization based on location or activity type.

Below are current activities for which you have been signed up to receive notifications. To view the details of these activities please [visit the ENB](#). When one or more activities that match your specific criteria is posted to ENB, you will receive a single email notification compiling the information. If you have been signed up to receive updates step-by-step throughout the review process for these activities the updates will appear in the second half of the email.

To modify the subscription, please contact the staff person listed on the individual activity page or the ENB Administrator at anr.enbadministrator@vermont.gov.

Regards,
ENB Support
Vermont Agency of Natural Resources

Changes to Activities I'm Following

Activity Type	Activity/Project Name	Permit # / ID	Applicant	Town	Most Recent Update	Date	Status
Air Pollution Control Subchapter X Operating Permit	Burlington (City of) BED Joseph C McNeil Electric Generating Station	AOP-22-023	Burlington (City of) BED Joseph C McNeil Electric Generating Station	Burlington	Minor information related to this activity has been changed. This could be a change to: permit/other ID; Activity Name; Staff Contact; Activity Description; and/or SPAN number. Please visit the ENB to view the changes on the activity profile.	2024-09-16	In Review

Resolution Relating to
DESIGNATION OF WARD 4 POLLING PLACE

RESOLUTION_____
Sponsor(s): Councilor Barlow
Introduced: _____
Referred to: _____

Action: _____
Date: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Four
Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, St. Mark’s Youth Center, the polling place previously designated by City Council as the Ward 4 polling place, is currently being used as a temporary school for Burlington students and cannot be used as a polling place; and
WHEREAS, once the students vacate the building, the future availability of St. Mark’s Youth Center as a polling place remains uncertain; and
WHEREAS, the board of the Elks Lodge has agreed to allow upcoming City and ward elections to be held at their facility, located at 925 North Ave in Burlington; and
WHEREAS, the Charter of the City of Burlington, Acts of 1949, No. 298, Title II, Article 19 authorizes City Council to designate polling places; and
NOW, THEREFORE, BE IT RESOLVED that the Burlington City Council hereby designates the Elks Lodge, located at 925 North Ave, as the WARD FOUR polling place.

SM/ER/Resolutions 2024/Designation of Ward 4 Polling Place
9/23/24

Resolution Relating to

DESIGNATION OF WARD 4 POLLING PLACE

RESOLUTION 8.17

Sponsor(s): Councilor Barlow

Introduced: 09/23/24

Referred to: _____

Action: adopted

Date: 09/23/24

Signed by Mayor: 09/24/24

CITY OF BURLINGTON

In the year Two Thousand Twenty-Four

Resolved by the City Council of the City of Burlington, as follows:

1 That WHEREAS, St. Mark's Youth Center, the polling place previously designated by City Council as the
2 Ward 4 polling place, is currently being used as a temporary school for Burlington students and cannot be
3 used as a polling place; and

4 WHEREAS, once the students vacate the building, the future availability of St. Mark's Youth Center
5 as a polling place remains uncertain; and

6 WHEREAS, the board of the Elks Lodge has agreed to allow upcoming City and ward elections to be
7 held at their facility, located at 925 North Ave in Burlington; and

8 WHEREAS, the Charter of the City of Burlington, Acts of 1949, No. 298, Title II, Article 19
9 authorizes City Council to designate polling places; and

10 NOW, THEREFORE, BE IT RESOLVED that the Burlington City Council hereby designates the Elks
11 Lodge, located at 925 North Ave, as the WARD FOUR polling place.

13 SM/ER/Resolutions 2024/Designation of Ward 4 Polling Place

14 9/23/24

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

ORIGINAL

RESOLUTION RELATING TO

Designation Of Ward 4 Polling Place

.....

.....

Adopted by the City Council

September 23....., 20..... 24.....

Bridget Kelly..... Clerk

Approved..... Sept. 24....., 20..... 24.....

Shirley R. Kelly..... Mayor

Vol. Page

* * * * *

Resolution Relating to

RELEASE OF CERTAIN GLEBE AND PERPETUAL
LEASE-LAND INTERESTS AND REVISION OF THE CITY
OF BURLINGTON PERPETUAL LEASE LAND
INTERESTS LIST

RESOLUTION_____

Sponsor(s): Councilor Traverse
Introduced: _____
Referred to: _____
Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Four.....

Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, on December 7, 2020, the City Council adopted a City of Burlington Retained Perpetual
Lease Interests List (hereafter Retained Interests List) pursuant to Act 152 (codified in 24 V.S.A. 2409); and
WHEREAS, the City Council requested that if City staff identified properties on the Retained Interests
List as appropriate for release in the future—for example, because outstanding issues are resolved,—those
properties should be brought forward to the Council and the Retained Interests List should be updated; and
WHEREAS, City staff have identified a number of properties that are appropriate for release since the
last release in March, 2024;
NOW, THEREFORE, BE IT RESOLVED that the City Council hereby releases the glebe/perpetual
leased land interests it may have in the following City of Burlington properties pursuant to 24 V.S.A. §2401
and requests that the City of Burlington Retained Perpetual Lease Interests List be revised accordingly:

- 105 Birch Court (Tax ID 024-4-008-000)
- 62 Cayuga Court (Tax ID 024-4-020-000)
- 41 Grey Meadow Drive (Tax ID 027-3-104-015)
- 70 Grey Meadow Drive (Tax ID 027-3-104-019)
- 50 Ledge Road (Tax ID 054-2-084-000)
- 1968 North Avenue (Tax ID 023-3-055-000)
- 2007 North Avenue (Tax ID 021-2-027-000)
- 531 South Willard Street (Tax ID 054-1-086-000)
- 10 Starr Farm Beach Road (Tax ID 027-1-061-170)
- 65 Sunset Drive (Tax ID 024-1-066-000)

CITY OF BURLINGTON RETAINED F PERPETUAL LEASE LAND INTERESTS

LIST Last Revised 9/23/24

PropertyRSN	PIN	TaxID	Property Type	Assessor Use	Address	Address Numeric	Street	Street Type	Owner List
	313278722004	044-4-033-000	Land and Building	C	130	130	Bank	ST	BTC Mall Associates, LLC
536	301961736648	024-1-002-000	Land and Building	R1	36	36	Barley	RD	Matthew J. Bombard Emily K Bombard
768	302140736242	024-2-009-000	Land and Building	R1	77	77	Barley	RD	Ugljesa Vujanovic Draginja Vujanovic
7156	312422721841	049-1-143-001	Land and Building	C	60	60	Battery	ST	Diamond Rock Burlington Owner LLC
809	303377735322	024-2-052-000	Land and Building	R1	41	41	Birch	CT	Huy Vo
806	303452735586	024-2-049-000	Land and Building	R1	64	64	Birch	CT	Phet Sayamouangkhuha Bouavanh Sayamouangkhuha
1067	303515735610	024-4-001-000	Land and Building	R1	70	70	Birch	CT	Janice L Lovejoy
12228	303595735701	024-4-003-000	Land	RL	82	82	Birch	CT	Champlain Housing Trust Inc.
1073	303811735694	024-4-009-000	Land and Building	R1	99	99	Birch	CT	Joseph R. Guay Wendy M. Guay
1186	303921735755	024-4-133-000	Land and Building	R1	111	111	Birch	CT	Michael F. McGarghan Kelly J McGarghan
1174	304108736082	024-4-120-000	Land and Building	R1	128	128	Birch	CT	Robert J Larue Marjorie W Larue
1175	304175736141	024-4-121-000	Land and Building	R1	132	132	Birch	CT	Ganja S. Pradhan Leela K. Pradhan
1178	304397736312	024-4-124-000	Land and Building	R1	144	144	Birch	CT	Nadia A. Mitchell Alexander V Mitchell
8554	314400717640	053-3-195-000	Land and Building	R1	20	20	Caroline	ST	Carolyn Lamoreaux Bates Revocable Trust
8500	314463717393	053-3-140-000	Land and Building	R2	65	65	Catherine	ST	Ruby L. Thibault Jed H Thibault Aurelien G. Thibault
8498	314560717370	053-3-138-000	Land and Building	R1	75-77	75	Catherine	ST	Bruce W. Bierbaum Karl Lynn Bierbaum
8497	314614717427	053-3-137-000	Land and Building	R3	83	83	Catherine	ST	Hugo Martinez-Cazon Keith S Levenson
818	303247735059	024-2-063-000	Land and Building	R1	14	14	Cayuga	CT	Cynthia B. Button Jon B. Button
826	303382734959	024-2-071-000	Land and Building	R1	17	17	Cayuga	CT	Scott S. Smith Stacey R. Smith
821	303375735162	024-2-066-000	Land and Building	R1	30	30	Cayuga	CT	Mary Logan Lockwood
823	303452735227	024-2-068-000	Land and Building	R1	40	40	Cayuga	CT	Mark P. Moye and Joyce Ann Howard Trust
1083	303587735324	024-4-019-000	Land and Building	R1	56	56	Cayuga	CT	Theresa M. Lacroix
1109	303757735252	024-4-050-000	Land and Building	R1	65	65	Cayuga	CT	Kevin Healy Arlene Healy
1107	303858735329	024-4-048-000	Land and Building	R1	75	75	Cayuga	CT	Burns Wilson Dartt III Francoise Magdalena Dartt
1105	303936735400	024-4-046-000	Land and Building	R1	81	81	Cayuga	CT	Jeffrey S Clements Lynne C. Clements
1103	304024735477	024-4-044-000	Land and Building	R1	101	101	Cayuga	CT	James F. Burt Vera Burt
1092	304083735699	024-4-028-000	Land and Building	R1	120	120	Cayuga	CT	Charles Eric Nichols Anne Williams
1098	304336735722	024-4-038-000	Land and Building	R1	129	129	Cayuga	CT	Jeffrey Desautels Tina Desautels
4860	312379722389	044-2-004-000	Land and Building	E	2	2	Cherry	ST	Epicopalian Diocese of Vermont
5329	313344722058	044-4-033-000	Land and Building	CL	75	75	Cherry	ST	BTC Mall Associates, LLC
762	302209736468	024-2-003-000	Land and Building	R1	9	9	Clover	LN	Thanh Dang Son Tran
543	302189736725	024-1-009-000	Land and Building	R1	37	37	Clover	LN	Christine M. Thompson
542	302183736792	024-1-008-000	Land and Building	R1	45	45	Clover	LN	Timothy D. Thayer Debra Anne Thayer
4424	311724721578	043-4-001-000	Land	E	2-Jan	2	College	ST	City of Burlington - Parks Dept.
2361	302490731951	028-2-220-000	Composite	EL	8	8	College	ST	City Of Burlington - Department of Public Works
6994	311877721538	049-1-085-000	Land	EL	10	10	College	ST	City of Burlington
838	302344735027	024-2-088-000	Land and Building	R1	50	50	Cottage	GRV	Griffin Wert Joanna Wert
1936	302075734844	028-1-007-000	Land and Building	R1	80	80	Cottage	GRV	Marc Valin
1934	301926734747	028-1-004-000	Land and Building	R2	98	98	Cottage	GRV	Elmira Aliyev
1675	301706734578	027-3-058-000	Land and Building	R1	128	128	Cottage	GRV	Susan Flanders Hoxie
1674	301656734537	027-3-057-000	Land and Building	R1	134	134	Cottage	GRV	Raymond F Benoit Jr
1668	301388734295	027-3-051-000	Land and Building	R1	170	170	Cottage	GRV	James Douglas Daigle
2050	303032734650	028-1-126-000	Land and Building	R1	22	22	Cross	PKWY	Roberta P. Proulx Kelli P. LaPlant Jennifer P. Tremblay Joanne P. Ihlefel
2048	302922734562	028-1-124-000	Land and Building	R1	38	38	Cross	PKWY	Patrica A. Heavner Christine A. Heavner Vicki L Cody
2039	302426734175	028-1-115-000	Land and Building	R1	102	102	Cross	PKWY	S. Brown Richardson Jane D. Richardson
2038	302400734124	028-1-114-000	Land and Building	R1	108	108	Cross	PKWY	Elizabeth H. Burns Alan Gladstone
2037	302315734089	028-1-113-000	Land and Building	R1	116	116	Cross	PKWY	Jasmin Pobric Gordana Pobric
2035	302197734005	028-1-111-000	Land and Building	R1	130	130	Cross	PKWY	Paul Held Susan Held
1457	300018734177	027-1-010-000	Land and Building	R1	34	34	Curtis	AVE	Tara Sullivan Brian J. Sullivan
1468	299891734057	027-1-021-000	Land and Building	R1	35	35	Curtis	AVE	George W. Buker Laurie A Buker
1467	299928734018	027-1-020-000	Land and Building	R1	43	43	Curtis	AVE	Paul E Sumner Jr Laura L. Sumner
1799	300335733791	027-3-164-000	Land and Building	R1	86	86	Curtis	AVE	Fred C Forehand Cynthia J Forehand
1800	300214733553	027-3-172-000	Land and Building	R1	121	121	Curtis	AVE	Debra Holonitch
1485	300308733403	027-3-170-000	Land and Building	R1	124	124	Curtis	AVE	Hans H. Heikel Kathryn W. Heikel
1486	300245733355	027-3-171-000	Land and Building	R1	130	130	Curtis	AVE	Travis M. Clairmont Gregory P. Clairmont
1487	300144733512	027-1-038-000	Land and Building	R1	135	135	Curtis	AVE	Jacqueline A. Dame Firley David S. Firley, Jr.
1480	300013733408	027-1-040-000	Land and Building	R1	156	156	Curtis	AVE	Joshua Perrin
1479	299950733765	027-1-034-000	Land and Building	R1	187	187	Curtis	AVE	Kendrick J. Forguites
1497	299865733875	027-1-032-000	Land and Building	R2	201	201	Curtis	AVE	BPAWG, LLC
1498	299708733787	027-1-047-000	Land and Building	R1	206	206	Curtis	AVE	John P Gipson Carolyn R Gipson
147	299532734008	027-1-051-000	Land and Building	R2	232-234	232	Curtis	AVE	Francois Nsibienakou Nyame Nti A. Nsibienakou-Fawoho
12335	299647739370	021-2-046-000	Land and Building	R1	4	4	Derway	DR	Elizabeth V. O'Kane Kelly J Boudreau

1095	299541739169	021-2-080-000	Land and Building	R2	21-23	21	Derway	DR	Casey J. D. Lyon Maho Takahashi
34	299096739540	021-2-061-000	Condo Land	RA	95	95	Derway	DR	Larkin Realty
35	304264735867	024-4-034-000	Land and Building	R1	14	14	Dorset	LN	Mary E. Barr
13	298394739590	020-4-002-000	Land and Building	R1	93	93	Elbow	ST	2751 North Miami Avenue LLC
372	298411739635	020-4-003-000	Land and Building	R1	95	95	Elbow	ST	2751 North Miami Avenue LLC
376	298305739917	020-3-004-000	Land	RL	107	107	Elbow	ST	Anthony Pellegrino Eva M. Pellegrino
4975	300926737766	023-3-068-000	Land and Building	R1	32	32	Forest	ST	Elizabeth S. Wood
1968	301176737941	023-3-072-000	Land and Building	R1	66	66	Forest	ST	Raul Perez Kathleen Perez
1999	313148722869	044-2-117-000	Land and Building	R1	23	23	George	ST	Rachel Green
1989	302740734591	028-1-041-000	Land and Building	R1	45	45	Green Acres	DR	Rebecca Marie Roy Mark Edward Montalban
1980	302613734726	028-1-073-000	Land and Building	R1	46	46	Green Acres	DR	Lauren Weiner
1982	302067734294	028-1-063-000	Land and Building	R1	116	116	Green Acres	DR	Francis Bourgeois
1659	302075734077	028-1-053-000	Land and Building	R1	129	129	Green Acres	DR	Allison Curran
1707	301791734404	027-3-042-000	Land and Building	R1	176	176	Green Acres	DR	Antonia W Simpson Robert V Simpson
1711	301467735094	027-3-104-005	Land and Building	R1	5	5	Grey Meadow	DR	Jeffrey P Gendron Kathleen B Gendron
1706	301314735234	027-3-104-002	Land and Building	R1	6	6	Grey Meadow	DR	Tyce C. Foltz Kara S. Foltz
1713	301405735041	027-3-104-006	Land and Building	R1	7	7	Grey Meadow	DR	Nelson R Vargas Susan E Beil
1739	301294734953	027-3-104-008	Land and Building	R1	15	15	Grey Meadow	DR	Scott T Fusare Dagmar Zentrichova
1737	301235734904	027-3-104-009	Land and Building	R1	21	21	Grey Meadow	DR	James J. Chagnon Lita M Chagnon
1735	301064735046	027-3-104-034	Land and Building	R1	24	24	Grey Meadow	DR	Arthur J. Dusablon Barbara Dusablon
1720	300940734955	027-3-104-032	Land and Building	R1	32	32	Grey Meadow	DR	Nathan S. Strules
1731	300815734862	027-3-104-030	Land and Building	R1	38	38	Grey Meadow	DR	Bernard W. Bora Denise C Bora
1724	300572734602	027-3-104-026	Land and Building	R1	56	56	Grey Meadow	DR	Sanford W. Phillips Stephanie L. Phillips
1722	300742734398	027-3-104-023	Land and Building	R1	62	62	Grey Meadow	DR	Victor Menard Tami Menard
67	301064734018	027-3-104-017	Land and Building	R1	74	74	Grey Meadow	DR	Catherine C. Wheeler Trust
73	299876738164	023-1-014-000	Land and Building	R1	21	21	Hardy	AVE	Lawrence A. Tulkop Lisa M. Tulkop
74	299829738223	021-2-001-000	Land and Building	R1	29	29	Hardy	AVE	Patra S Vail
75	299647738606	021-2-007-000	Land and Building	R1	71	71	Hardy	AVE	Richard E. Dion Faith B. Dion
77	299622738667	021-2-008-000	Land and Building	R1	77	77	Hardy	AVE	Philip Hincley Rosalie A. Covey
79	299594738740	021-2-009-000	Land and Building	R1	85	85	Hardy	AVE	Katherine Schumpf Douglas J Schumpf
8426	299530738887	021-2-011-000	Land and Building	R1	101	101	Hardy	AVE	Robert K Young Janice Young
8425	299630739037	021-2-013-000	Land and Building	R1	112	112	Hardy	AVE	Lawrence L. Blanchard Judie A. Kreamer
8383	314404717736	053-3-067-000	Land and Building	R3	117-119	117	Howard	ST	117-119 Howard Street LLC
3617	314463717730	053-3-066-000	Land and Building	R1	121	121	Howard	ST	Jeffrey G. Schneider Michelle C. Keegan
9016	307471727364	037-3-005-000	Land and Building	E	60	60	Institute	RD	City of Burlington - Parks Dept.
4948	308628728125	034-2-001-000	Land and Building	EL	75	75	Institute	RD	City of Burlington School Dept.
12168	315714716402	054-2-087-000	Land and Building	R1	9	9	Iranistan	RD	Karl W. Doerner Judith M. Doerner
4859	312926723089	044-2-090-000	Land and Building	RA	7-Jan	1	Johnson	ST	Beverly O'Free Rooney Richard A. Rooney
7196	312027721599	049-1-086-000	Land and Building	C	60	60	Lake	ST	Lake And College LLC
9011	311913721837	044-2-003-000	Land and Building	C	86	86	Lake	ST	Lake Street Associates Inc
9013	312327719230	049-2-039-000	Land and Building	E	101	101	Lavalley	LN	State of Vermont Building & General Services Dept. Vermont State Agency of Transportation Rail Unit
9014	315258716371	054-2-082-000	Land and Building	R1	16	16	Ledge	RD	L. Josette Noll
8579	315639716371	054-2-085-000	Land and Building	R1	56-58	56	Ledge	RD	Catherine A. C. MacLachlan Trust
8575	314728717088	053-3-221-000	Land and Building	R1	38	38	Ledgemere	ST	Ila A. Abramson Joseph A. Bluestein
8576	314724717147	053-3-220-000	Land and Building	R1	44	44	Ledgemere	ST	Margaret E Joyal
8577	314578717211	053-3-216-000	Land and Building	R1	49	49	Ledgemere	ST	Austin D. Sumner Jennifer C. Sumner
832	314576717268	053-3-217-000	Land and Building	R1	55	55	Ledgemere	ST	Kevin S Cundiff Charles D. Kopplin
842	314723717268	053-3-218-000	Land and Building	R1	56	56	Ledgemere	ST	Gretchen E. Hogan Brendan P. Hogan
833	302688735119	024-2-078-000	Land and Building	R1	17	17	Loaldo	DR	Eric Gulfield
841	302581735213	024-2-096-000	Land and Building	R1	18	18	Loaldo	DR	Richard H. Yee, Jr. Mary B. Harkin
840	302647735072	024-2-079-000	Land and Building	R1	23	23	Loaldo	DR	Thomas R Carr
1963	302484735139	024-2-094-000	Land and Building	R1	32	32	Loaldo	DR	Gabriel Courage Holly Courage
1962	302377735178	024-2-092-000	Land and Building	R1	36	36	Loaldo	DR	Kenneth A Hebert Christine A. Hebert
1960	302527734886	028-1-036-000	Land and Building	R1	51	51	Loaldo	DR	Leo P. Campbell M. Eileen Campbell
1959	302521734809	028-1-035-000	Land and Building	R1	57	57	Loaldo	DR	Martha J Ledoux Robert E. Ledoux
1958	302425734726	028-1-033-000	Land and Building	R2	69	69	Loaldo	DR	Patricia Anne Hollinger
1943	302376734687	028-1-032-000	Land and Building	R1	75	75	Loaldo	DR	Harvey Family Revocable Trust
1954	302333734649	028-1-031-000	Land and Building	R1	81	81	Loaldo	DR	William A. Carlson
1953	302203734748	028-1-014-000	Land and Building	R1	84	84	Loaldo	DR	Alan LeBlanc
1950	302142734498	028-1-027-000	Land and Building	R1	105	105	Loaldo	DR	Sherri L McCoy
7198	302097734461	028-1-026-000	Land and Building	R1	111	111	Loaldo	DR	Kathryn A. Newton
8583	312070720020	049-2-041-000	Land and Building	E	1	1	Maple	ST	City of Burlington - Parks Dept.
693	313297720085	049-2-001-000	Land and Building	RA	113	113	Maple	ST	Maple Street Properties, LLC
967	314811716959	053-3-224-000	Land and Building	R1	16	16	Marian	ST	Jane Merola McKenzie
964	303439736520	024-1-116-000	Land and Building	R1	4	4	Meridian	ST	Darby Shaw Joseph Shaw

4920	303607736669	024-3-026-000	Land and Building	R1	28	28	Meridian	ST	Mustafa Jusupovic Amira Jusupovic
4928	303790736812	024-3-023-000	Land and Building	R1	50	50	Meridian	ST	O'Dell Walker
3619	312865723126	044-2-062-000	Land and Building	RA	58-64	58	Monroe	ST	Marios Properties
2004	312876722913	044-2-070-000	Land and Building	R4	61-63	61	Monroe	ST	Carl F. Albarelli
827	308917726980	038-1-002-000	Cemetery	E	455	455	North	AVE	Burlington City Cemetery Dept. Lake View Cemetery
814	303250734902	028-1-078-000	Land and Building	R1	1464	1464	North	AVE	Migmar Dolma
830	303068734920	024-2-072-000	Land and Building	R2	1477	1477	North	AVE	John Whitehouse Revocable Trust
899	303097735140	024-2-058-000	Land and Building	R1	1490	1490	North	AVE	Sharon L. Fosbrook
831	302757734982	024-2-075-000	Land and Building	RA	1501	1501	North	AVE	Salamin Handy Mountaha Handy
848	302760735193	024-2-077-000	Land and Building	R1	1519	1519	North	AVE	Elizabeth Jane Fitzpatrick
792	302609735366	024-2-100-000	Land and Building	C	1541	1541	North	AVE	Thunderbolt Garage LLC
791	302538735400	024-2-102-000	Land	RL	1547	1547	North	AVE	Jolley Associates
789	303094735926	024-2-033-000	Rental Land	E	1554	1554	North	AVE	BHA Franklin Square
869	302504735476	024-2-103-000	Land and Building	C	1555	1555	North	AVE	Jolley Associates
870	302612735734	024-2-030-000	Rental Land	E	1562	1562	North	AVE	Burlington Housing Authority
786	302372735591	024-2-127-000	Land and Building	C	1563	1563	North	AVE	Sisters & Brothers Investment Group, LLP
885	302280735657	024-2-128-000	Land and Building	R2	1571	1571	North	AVE	Lisa McLamb
783	302362735872	024-2-027-000	Land and Building	R1	1586	1586	North	AVE	Pauline R. Grogan Wanda L. Grogan Kevin L. Grogan
12273	302163735806	024-2-143-000	Land and Building	R1	1595	1595	North	AVE	John R Fisher Kathleen C. Fisher
779	302235735997	024-2-024-000	Land and Building	R1	1604	1604	North	AVE	Ginger J. Santor
778	302193736040	024-2-023-000	Land	RL	1610	1610	North	AVE	Champlain Housing Trust Inc.
511	302070736171	024-2-020-000	Land and Building	R1	1628	1628	North	AVE	Mary Lariviere
775	302029736215	024-2-019-000	Land and Building	R1	1634	1634	North	AVE	Simone M. Felty
529	301474736078	023-4-038-000	Land and Building	E	1645	1645	North	AVE	City of Burlington School Dept.
528	301904736343	024-2-016-000	Land and Building	R1	1652	1652	North	AVE	Hien Nguyen Phuong Chung
369	301761736459	023-4-056-000	Land and Building	R1	1670	1670	North	AVE	Francis J Fagga Jr Anne G Fagga
354	301722736500	023-4-055-000	Land and Building	R1	1676	1676	North	AVE	Terrence G. Moore Carol J. Moore
368	300740737598	023-3-065-000	Land and Building	R1	1922	1922	North	AVE	Elizabeth S. Lewis
353	300361737619	023-3-049-000	Land and Building	RA	1925	1925	North	AVE	New Northgate Housing, LLC
366	300696737649	023-3-064-000	Land and Building	R1	1928	1928	North	AVE	Kenneth Gokey
362	300549737529	023-3-048-000	Land and Building	R1	1929	1929	North	AVE	Leah A. Oklan Ezra Oklan
360	300604737753	023-3-062-000	Land and Building	R1	1942	1942	North	AVE	Denny Lee Johnson Christine H. Johnson
359	300537737842	023-3-057-000	Land and Building	R1	1954	1954	North	AVE	Brent Huff Nicole Huff
123	300432738027	023-3-054-000	Land and Building	R1	1976	1976	North	AVE	Jeannine Kneeland
99	300168738517	021-2-058-000	Land and Building	R1	2040	2040	North	AVE	Amylynn Streeter David H. Streeter
121	300154738592	021-2-057-000	Land and Building	R1	2044	2044	North	AVE	Rama Lakshmi Courcy Charles P. Courcy
101	299972738571	021-2-033-000	Land and Building	R1	2047	2047	North	AVE	Thomas M Leclair Jody A Leclair
118	300132738657	021-2-056-000	Land and Building	R1	2048	2048	North	AVE	Robert Lapointe
103	299905738701	021-2-035-000	Land and Building	R1	2061	2061	North	AVE	Gary D. Dion Linda D. Dion
114	300064738860	021-2-053-000	Land and Building	R1	2070	2070	North	AVE	Alfred Cyr III Cherie K Cyr
64	299852738831	021-2-037-000	Land and Building	R1	2075	2075	North	AVE	Tory-Ann Torres Luis Torres
143	298505739683	021-2-067-000	Land	RL	3127	3127	North	AVE	Thomas Furland Karen Furland
11	298595739779	021-2-065-000	Land and Building	R1	3130	3130	North	AVE	P Maria Spadanuda
41	298501739747	021-2-066-000	Land	RL	3135	3135	North	AVE	2751 North Miami Avenue LLC
25	298438739892	020-3-001-000	Land and Building	R1	3139	3139	North	AVE	Sandra A Labombard Todd M Labombard
22	298528739922	021-1-002-000	Land and Building	ML	3140	3140	North	AVE	Todd M Labombard Tina M. Tofani Irena H Labombard
4702	298469740063	020-3-019-000	Land and Building	R1	3152	3152	North	AVE	Tor D. Bortz Lorena K. Bortz
4701	298378740302	020-3-015-000	Land and Building	R1	3174	3174	North	AVE	Treehouse Garage LLC
4700	312299724080	044-1-255-000	Land and Building	R2	87	87	North	ST	PHE, INC
4699	312335724076	044-1-254-000	Land and Building	E	89	89	North	ST	Burlington Emergency Shelter Inc
32	312380724053	044-1-253-000	Land and Building	CR	93-97	93	North	ST	Melissa B. Lafayette
4877	312464724115	044-1-252-000	Land and Building	R4	101-103	101	North	ST	J. Stuart McGowan Joan H. Watson
4776	298293740997	020-3-029-000	Land	EL	0	0	North Avenue	EXT	City of Burlington - Parks Dept.
4782	312713722677	044-2-019-000	Rental Land and Building	E	20-Oct	10	North Champlain	ST	Burlington Housing Authority
59	312439723683	044-1-310-000	Land and Building	CR	99	99	North Champlain	ST	Erkson Real Estate LLC
60	312478723958	044-1-316-000	Land and Building	R1	125	125	North Champlain	ST	Martha J. Caswell Seth Wolcott-MacCausland
61	298854740073	021-1-027-000	Land and Building	R1	40	40	North Cove	RD	Robert Bristow-Johnson Phyllis Bristow-Johnson
12123	298848740167	021-1-030-000	Land and Building	R2	50	50	North Cove	RD	Chad E Dewyea
53	298852740449	021-1-031-000	Land	RL	52	52	North Cove	RD	Timothy A. Muir Frances D. Muir
50	298633740466	021-1-019-000	Land and Building	ML	94	94	North Cove	RD	Edward R. Peters Jr. Theresa Leona Peters Kathy Peters
461	298509740501	000-0-000-000	Land	X	99	99	North Cove	RD	Guy L. Southwell
2085	300949737976	023-3-160-001	Land and Building	R1	67	67	North View	DR	David C Francis Donna Powell
1656	301769733600	027-3-001-000	Land and Building	R1	49	49	Oakland	TER	Dagnija Neimane
4900	301950733803	028-1-165-000	Land and Building	R1	50	50	Oakland	TER	George H Cootey Gail M Cootey
4753	301788733928	027-3-039-000	Land and Building	R1	74	74	Oakland	TER	Joanne Kalisz

Cindy Hamel | Sandra Nunn | John Peters | Rebecca Peters

4747	312264723375	044-2-043-000	Land and Building	R1	66	66	Park	ST	Malcolm M. Sanders
4745	312288723481	044-1-307-000	Land and Building	R2	76	76	Park	ST	James Design Build (John J. Burns)
4744	312278723743	044-1-301-000	Land and Building	RA	102	102	Park	ST	102 Park Street LLC
12282	312268723841	044-1-299-000	Land and Building	R1	112	112	Park	ST	Stephen Smith Carmen Smith
12283	312265723882	044-1-298-000	Land and Building	R2	116	116	Park	ST	Adam H. Holmes
4878	312267723949	044-1-296-000	Land	RL	124	124	Park	ST	Champlain Housing Trust Inc.
4879	312262723992	044-1-295-000	Land	RL	128	128	Park	ST	Champlain Housing Trust Inc.
4881	312963722733	044-2-021-000	Land and Building	CR	68	68	Pearl	ST	68 Pearl Street LLC
4942	313046722741	044-2-022-000	Land	EL	70	70	Pearl	ST	City Of Burlington - Department of Public Works
12732	313106722710	044-2-023-000	Rental Land and Building	CR	80-90	80	Pearl	ST	Josephine Bernardini Bove Richard J. Bove Jr.
7166	312857723305	044-2-084-000	Land and Building	R2	21	21	Peru	ST	BPJS Management LLC
7168	313163721587	049-1-125-000	Condo Land and Building	CC	84	84	Pine	ST	84 Pine Street Association
7169	313229719975	049-2-007-000	Land and Building	R2	220	220	Pine	ST	Nicholas S. Papaseraphim Deanna Papaseraphim
7171	313222719880	049-2-009-000	Land and Building	R3	230	230	Pine	ST	Chris Khamnei
892	313233719823	049-2-010-000	Land and Building	R1	234	234	Pine	ST	Diana L. Doll
893	313253719593	049-2-013-000	Land and Building	C	266	266	Pine	ST	Pine Properties LLC
546	302324736305	024-2-150-000	Land and Building	R1	68	68	Plattsburg	AVE	Mariah Ogden
547	302314736369	024-2-151-000	Land and Building	R1	76	76	Plattsburg	AVE	Abi N. Chamlagi Mon M. Chamlagai
548	302301736570	024-1-012-000	Land and Building	R1	94	94	Plattsburg	AVE	Katherine B. Janson
1788	302293736626	024-1-013-000	Land and Building	R1	100	100	Plattsburg	AVE	Michael E. Cornell Mary E. Cornell
1744	302288736683	024-1-014-000	Land and Building	R1	104	104	Plattsburg	AVE	Kristina Wood Tyler Rouille
1787	300280734501	027-3-159-000	Land and Building	R1	21	21	Pleasant	AVE	Merima Elkaz
1784	300386734578	027-3-109-000	Land and Building	R1	22	22	Pleasant	AVE	Maureen K. Linsenmeir
1781	300336734438	027-3-158-000	Land and Building	R1	29	29	Pleasant	AVE	Margaret B Bombard Stephen Hadeka
1751	300502734240	027-3-154-000	Land and Building	R1	55	55	Pleasant	AVE	Boris Katsnelson Marina Katsnelson
1778	300762734134	027-3-117-000	Land and Building	R1	80	80	Pleasant	AVE	David P Devoid Jacqueline C. Devoid
1761	300699733692	027-3-124-000	Land and Building	R1	134	134	Pleasant	AVE	Cynthia A Warwick Jason F. Seiler
1766	300523733869	027-3-127-000	Land and Building	R1	156	156	Pleasant	AVE	Thomas O. Ross Mary M. Ross
1771	300389734256	027-3-140-000	Land and Building	R1	195	195	Pleasant	AVE	Meghan Fay-McCaffrey Liam P. McCaffrey
288	300267734171	027-3-133-000	Land and Building	R1	198	198	Pleasant	AVE	Deborah L. Clemons
7227	300334734323	027-3-139-000	Land and Building	R1	203	203	Pleasant	AVE	Richard W. Hanzel Trust (Richard W. Hanzel)
7563	300444738520	021-4-001-000	Land and Building	R1	40	40	River View	DR	Karen J. Anderson
7562	313396721479	049-3-017-000	Land and Building	C	95	95	Saint Paul	ST	Investors Corporation of Vermont
8403	313439719772	049-4-045-000	Land	RL	237-241	237	Saint Paul	ST	Stephen W. Conant Margaret C. Conant
8401	313497719645	049-4-044-000	Land and Building	C	249	249	Saint Paul	ST	Carrie Ann Rockwood Todd M. Rockwood
8400	314532717779	053-3-044-000	Land and Building	CR	463-465	463	Saint Paul	ST	Alan R. Longe Pamela B. Longe
8386	314572717680	053-3-042-000	Land and Building	RA	469	469	Saint Paul	ST	Gisele J. Fontaine Family Trust (Gisele J. Fontaine)
8397	314606717643	053-3-041-000	Land and Building	R3	475-477	475	Saint Paul	ST	Yee Properties LLC
8391	314805717706	053-3-027-000	Land and Building	R4	484-486	484	Saint Paul	ST	Four Eighty Four St Paul St, LLC
8395	314700717391	053-3-038-000	Land and Building	R3	507	507	Saint Paul	ST	Amanda H. Goossen Daniel Goossen
8755	314973717440	053-3-032-000	Land and Building	R1	516	516	Saint Paul	ST	Mathew Viens Johnnie McLaughlin
8392	314811717342	053-3-036-000	Land and Building	R1	517	517	Saint Paul	ST	Bryan A. Mihok
8754	314880717150	053-3-033-000	Land and Building	R1	539	539	Saint Paul	ST	David M. Buffington Meriedith A. Coeyman
8841	315081717216	054-1-004-000	Land and Building	R3	540	540	Saint Paul	ST	LBC 515 & 540, LLC
8843	314915717029	054-1-001-000	Land and Building	RA	567	567	Saint Paul	ST	Sisters & Brothers Investment Group, LLP
8844	315211717046	054-1-077-000	Land and Building	R1	4	4	Shelburne	ST	Terrance A. McGrath Timothy L. McGrath
4892	315224716923	054-1-080-000	Land and Building	R1	14	14	Shelburne	ST	Kevin F. Quirino James J. Elias
675	315177716626	054-2-014-000	Land and Building	C	44	44	Shelburne	ST	Mary S. Burns Trust
10100	303097737144	024-1-098-000	Land and Building	R1	12	12	Sky	DR	Earl J. Babcock, Jr.
8768	303251737123	024-1-100-000	Land and Building	R1	24	24	Sky	DR	Sylvia J. Bernardina
8763	318700717168	058-3-001-000	Land and Building	C	568	568	South Prospect	ST	Burlington Country Club Corp.
8762	314984717720	054-1-015-000	Land and Building	R1	467	467	South Union	ST	Rachel L. Morton Trust
8835	315058717420	054-1-010-000	Land and Building	R1	493	493	South Union	ST	Peter Keating Kathleen Keating
8760	315072717368	054-1-009-000	Land and Building	R1	499	499	South Union	ST	George L. Shelley IV Rachel W. Shelley
8836	315281717323	054-1-071-000	Land and Building	R3	508-510	508	South Union	ST	Marc L. Jacobs
8837	315226717276	054-1-072-000	Land and Building	R2	512	512	South Union	ST	Mary B. Hennessy
8758	315094717225	054-1-006-000	Land and Building	R1	515	515	South Union	ST	515 South Union Street-540 Saint Paul Street, LLC
7935	315220717219	054-1-073-000	Land and Building	R2	516-518	516	South Union	ST	William T. McGrath Jr. McGrath Income Only Trust
8865	315108717174	054-1-005-000	Land and Building	RA	525-527	525	South Union	ST	Alain W. Brunet
8862	315665718448	054-1-102-000	Land and Building	R1	405	405	South Willard	ST	Northeastern Family Institute Of Vermont Inc.
8869	315581718256	054-1-100-000	Land and Building	R1	425	425	South Willard	ST	Mark A. Stoler Diane A. Gabriel
8871	315540718188	054-1-099-000	Land and Building	R1	429	429	South Willard	ST	William Mares Christine Hadsel
8850	315795718100	054-1-106-000	Land and Building	R1	436	436	South Willard	ST	Jane A. Smith 2011 Revocable Trust
8848	315726717952	054-1-108-000	Land and Building	R1	452	452	South Willard	ST	Guido Mase Anne Kathleen Dougherty
8946	315291717084	054-1-084-000	Land and Building	R2	543	543	South Willard	ST	Michael L. Richards

1507	315300716530	054-2-015-000	Land and Building	E	600	600	South Willard	ST	Greek Orthodox Church
1535	297948733336	027-1-061-035	Land and Building	S1	2	2	Starr Farm	BC	Daniel M. Boardman Trust
1534	298064733663	027-1-061-050	Land and Building	S1	5	5	Starr Farm	BC	Edward H. Starr Robin Robertson Starr
1503	298679733994	027-1-061-175	Land and Building	S1	9	9	Starr Farm	BC	Thomas W Dowe Jr Leslie E. Twitchell Elizabeth A. Dowe Kelly Dowe Engelman
1518	298928734405	027-1-056-000	Land and Building	S1	13	13	Starr Farm	BC	W. Philip Wagner Revocable Trust Barbara E. Wagner Revocable Trust
1520	298245734244	027-1-061-065	Land and Building	S1	15	15	Starr Farm	BC	Katherine P. Pond Patrick S. Robins
1523	298537734316	027-1-061-090	Land and Building	S1	19	19	Starr Farm	BC	Gerald L. Curley Laura C. Curley
1522	298786734414	027-1-061-100	Land and Building	S1	21	21	Starr Farm	BC	Paul R. Sisson
1526	298981734539	027-1-061-115	Land and Building	S1	23	23	Starr Farm	BC	Richard H. Wiemann
1536	298899734639	027-1-061-110	Land and Building	S1	24	24	Starr Farm	BC	Kenneth R. Lee Kathleen P. Lee
498	299041734748	027-1-061-130	Land and Building	S1	27	27	Starr Farm	BC	Carmela Monaco
501	299373735397	027-1-061-180	Land and Building	S1	34	34	Starr Farm	BC	Denis O'Brien Isela M. O'Brien
502	301479735575	023-4-026-000	Land	CL	43	43	Starr Farm	RD	John J. Flynn Estate
506	300858735154	023-4-029-000	Land and Building	R1	151	151	Starr Farm	RD	Marina C. Collins
507	300777735004	023-4-032-000	Land and Building	R1	167	167	Starr Farm	RD	Allen L. Barr Jr. Mary E. Barr
508	300679735022	023-4-033-000	Land and Building	R1	173	173	Starr Farm	RD	Daniel Elliott Joanna Elliott
1705	300625734986	023-4-034-000	Land and Building	R1	179	179	Starr Farm	RD	Neal Bernard Hayes Jr Nikki Lee Hayes
1741	300562734939	023-4-035-000	Land and Building	R1	187	187	Starr Farm	RD	Caroline M. Rudd
595	300477734780	027-3-103-000	Land and Building	R1	201	201	Starr Farm	RD	Ted Jacobites
592	300430734716	027-3-105-000	Land and Building	R1	207	207	Starr Farm	RD	Maurice A. Paquette Karen M. Paquette
589	302949736960	024-1-063-000	Land and Building	R1	87	87	Sunset	DR	Norma C. Brunelle
689	303070736795	024-1-061-000	Land and Building	R1	109	109	Sunset	DR	Thaddeus Zabiegalski Frances Zabiegalski
898	303109736727	024-1-060-000	Land and Building	R1	117	117	Sunset	DR	Andrew E. Potter Meagan G. Potter
850	303315736735	024-1-112-000	Land and Building	R1	126	126	Sunset	DR	Mary A. Perry Joan G. Perry Judith B. Bailey
851	303299736401	024-2-157-000	Land and Building	R1	151	151	Sunset	DR	Yolanda Flores
853	302428735423	024-2-104-000	Land and Building	R1	13	13	Tracy	DR	Neil Guilmette Michelle Guilmette
1681	302371735380	024-2-105-000	Land and Building	R1	19	19	Tracy	DR	Michelle Valiquette John J. Valiquette Jr.
1683	301514734657	027-3-069-000	Land and Building	R1	131	131	Tracy	DR	Hue Thi Nguyen Tuan Nguyen
1684	301438734640	027-3-071-000	Land and Building	R1	139	139	Tracy	DR	Liam N. Page
1688	301386734597	027-3-073-000	Land and Building	R1	145	145	Tracy	DR	Debra A. LeBlanc
553	301107734379	027-3-083-000	Land and Building	R1	181	181	Tracy	DR	Margaret Poulin Kirk Poulin Robin A. Smith Laura J. Blaise Rebecca L. Richardson
12655	302040736842	024-1-020-000	Land and Building	R1	37	37	Turf	RD	Jay P. Bessette Diem T. Ha
661	302210736963	024-1-019-000	Land and Building	R2	57	57	Turf	RD	BPAWG, LLC
662	303063737772	024-1-078-000	Condo Land	RC	1	1	Valade	ST	Valade Park Condo Association
663	303195737405	024-1-084-000	Land and Building	R1	42	42	Venus	AVE	Harvey C. Allard Jr. Margaret M. Allard
665	303276737383	024-1-085-000	Land and Building	R1	46	46	Venus	AVE	Ziyu Fang
953	303360737360	024-1-086-000	Land and Building	R1	54	54	Venus	AVE	Anthony M. Mazza Elizabeth A. Mazza
950	303507737147	024-3-012-000	Land and Building	R1	77	77	Venus	AVE	Angelina Fitzpatrick James J. Fitzpatrick
873	303733737206	024-3-016-000	Land and Building	R1	94	94	Venus	AVE	John F. K. Rouille Mary R. Rouille
881	303700737029	024-3-009-000	Land and Building	R1	101	101	Venus	AVE	Muaz Omanovic Kija Omanovic
492	302132735650	024-2-131-000	Land and Building	R1	19	19	West	RD	Richard Sener Karen J. Sener
491	301910735636	024-2-139-000	Land and Building	R1	38	38	West	RD	Gina A. Scafa
1631	301501735308	023-4-018-000	Land and Building	R1	90	90	West	RD	Joshua Farley Andrea Farley
12221	301575735164	023-4-015-000	Land and Building	R1	95	95	West	RD	Heinrich Savelberg Christina T. Savelberg Casandra C. Savelberg
12222	301521733604	027-3-014-000	Land and Building	R1	66	66	Western	AVE	Kimberly Ann Hunt Alexander T. Messenger
463	300746737816	023-3-061-000	Land	RL	19	19	Woods	ST	Champlain Housing Trust Inc.
1626	300686738042	023-3-164-000	Land and Building	R1	40	40	Woods	ST	First United Methodist Church of Burlington VT
1625	301216733969	027-3-031-000	Land and Building	R1	10	10	York	DR	Roland A. Dion Gail A. Dion
1650	301364733886	027-3-009-000	Land and Building	R1	15	15	York	DR	Kim M. Palasits
	301438733948	027-3-008-000	Land and Building	R1	29	29	York	DR	Steven R. Benoit Jean M. Benoit
	301447734149	027-3-033-000	Land and Building	R1	38	38	York	DR	Robert Hart Dorcas Hart

*Properties on

LEGEND:

	Department of Permitting & Inspections--Trades Division
	Department of Permitting & Inspections--Housing Division
	Department of Permitting & Inspections--Zoning Division
	Burlington Public Works--Water Resources
	Burlington Electric Department
	Department of Public Works

Board of Finance and City Council Submission Checklist

Department: Attorney's Office Submitter: Lisa Jones
 Title/Subject: Release of Certain Glebe and Perpetual Lease-Land Interests and Revision of the City of Burlington Perpetual Lease Land Interests List

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☒	City Council	9/23/2024
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	Click or tap to enter a date.	Click or tap here to enter text.
Mayor's Office informed and approved memo	N/A	Click or tap to enter a date.	Click or tap here to enter text.
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	9/18/2024	Kim
CAO has reviewed budget, financing, and memo	N/A	Click or tap to enter a date.	Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Choose an item.	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Updated list of retained properties
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Yes	Ben Traverse

Resolution Relating to

RELEASE OF CERTAIN GLEBE AND PERPETUAL
LEASE-LAND INTERESTS AND REVISION OF THE CITY
OF BURLINGTON PERPETUAL LEASE LAND
INTERESTS LIST

RESOLUTION 8.18

Sponsor(s): Councilor Traverse

Introduced: 09/23/24

Referred to: _____

Action: adopted

Date: 09/23/24

Signed by Mayor: 09/24/24

CITY OF BURLINGTON

In the year Two Thousand Twenty-Four.....

Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, on December 7, 2020, the City Council adopted a City of Burlington Retained Perpetual Lease Interests List (hereafter Retained Interests List) pursuant to Act 152 (codified in 24 V.S.A. 2409); and

WHEREAS, the City Council requested that if City staff identified properties on the Retained Interests List as appropriate for release in the future—for example, because outstanding issues are resolved,—those properties should be brought forward to the Council and the Retained Interests List should be updated; and

WHEREAS, City staff have identified a number of properties that are appropriate for release since the last release in March, 2024;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby releases the glebe/perpetual leased land interests it may have in the following City of Burlington properties pursuant to 24 V.S.A. §2401 and requests that the City of Burlington Retained Perpetual Lease Interests List be revised accordingly:

- 105 Birch Court (Tax ID 024-4-008-000)
- 62 Cayuga Court (Tax ID 024-4-020-000)
- 41 Grey Meadow Drive (Tax ID 027-3-104-015)
- 70 Grey Meadow Drive (Tax ID 027-3-104-019)
- 50 Ledge Road (Tax ID 054-2-084-000)
- 1968 North Avenue (Tax ID 023-3-055-000)
- 2007 North Avenue (Tax ID 021-2-027-000)
- 531 South Willard Street (Tax ID 054-1-086-000)
- 10 Starr Farm Beach Road (Tax ID 027-1-061-170)
- 65 Sunset Drive (Tax ID 024-1-066-000)

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

Lisa Jones, City Attorney's Office

ORIGINAL

RESOLUTION RELATING TO

Release Of Ceertain Glebe And Perpetual Lease-Land And Interests And Revision Of The
City Of Burlington Perpetual Lease Land Interests List

Adopted by the City Council

September 23....., 20 24.....

Barbara Kelly Clerk

Approved..... Sept 24....., 20 24.....

Gregory Mayor

Attest:

Lori Olberg

Lori Olberg
Licensing and Records Coordinator

Vol. Page

* * * * *

LIST Last Revised 9/23/24

CITY OF BURLINGTON RETAINED F PERPETUAL LEASE LAND INTERESTS									
Property#RN	PIN	TaxID	Property Type	Assessor Use	Address	Address Numeric	Street	Street Type	Owner List
536	31377872004	044-4-033-000	Land and Building	C	130	130 Bank	ST	ST	BTC Mall Associates, LLC
768	301961736648	024-1-002-000	Land and Building	R1	36	36 Barley	RD	RD	Matthew J. Bombard Emily K Bombard
7156	302140736242	024-2-009-000	Land and Building	R1	77	77 Barley	RD	RD	Uglessa Vujanovic Draginja Vujanovic
809	312422721841	049-1-143-001	Land and Building	C	60	60 Battery	ST	ST	Diamond Rock Burlington Owner LLC
806	30337735522	024-2-052-000	Land and Building	R1	41	41 Birch	CT	CT	Huy Vo
1067	303452735586	024-2-049-000	Land and Building	R1	64	64 Birch	CT	CT	Phet Sayamouangkha Bouavanh Sayamouangkha
12228	303515735610	024-4-001-000	Land and Building	R1	70	70 Birch	CT	CT	Janice L Lovejoy
1073	303595735701	024-4-003-000	Land	RL	82	82 Birch	CT	CT	Champlain Housing Trust Inc.
1186	303811735694	024-4-009-000	Land and Building	R1	99	99 Birch	CT	CT	Joseph R. Guay Wendy M. Guay
1174	303922735755	024-4-133-000	Land and Building	R1	111	111 Birch	CT	CT	Michael F. Mcgarahan Kelly J Mcgarahan
1175	304108736082	024-4-121-000	Land and Building	R1	128	128 Birch	CT	CT	Robert J Larue Marjorie W Larue
1178	304175736141	024-4-121-000	Land and Building	R1	132	132 Birch	CT	CT	Ganja S. Pradhan Leela K. Pradhan
1178	304397736312	024-4-124-000	Land and Building	R1	144	144 Birch	CT	CT	Nadia A. Mitchell Alexander V Mitchell
8554	314400717640	053-3-195-000	Land and Building	R1	20	20 Caroline	ST	ST	Carolyn Lamoreaux Bates Revocable Trust
8500	314463717393	053-3-140-000	Land and Building	R2	65	65 Catherine	ST	ST	Ruby L. Thibault Jed H Thibault Aurelien G. Thibault
8498	314560717370	053-3-138-000	Land and Building	R1	75-77	75 Catherine	ST	ST	Bruce W. Bierbaum Karl Lynn Bierbaum
8497	314614717427	053-3-137-000	Land and Building	R3	83	83 Catherine	ST	ST	Hugo Martinez-Cazon Keith S Levenson
818	303247735059	024-2-063-000	Land and Building	R1	14	14 Cayuga	CT	CT	Cynthia B. Button Jon B. Button
826	303382734959	024-2-071-000	Land and Building	R1	17	17 Cayuga	CT	CT	Scott S. Smith Stacey R. Smith
821	30337735162	024-2-066-000	Land and Building	R1	30	30 Cayuga	CT	CT	Mary Logan Lockwood
823	303452735227	024-2-068-000	Land and Building	R1	40	40 Cayuga	CT	CT	Mark P. Moye and Joyce Ann Howard Trust
1083	303587735324	024-4-019-000	Land and Building	R1	56	56 Cayuga	CT	CT	Theresa M. Lacroix
1109	303757735252	024-4-050-000	Land and Building	R1	65	65 Cayuga	CT	CT	Kevin Healy Arlene Healy
1107	303858735329	024-4-048-000	Land and Building	R1	75	75 Cayuga	CT	CT	Burns Wilson Dartt III Francoise Magdalena Dartt
1105	303936735400	024-4-046-000	Land and Building	R1	81	81 Cayuga	CT	CT	Jeffrey S Clements Lynne C. Clements
1103	304024735477	024-4-044-000	Land and Building	R1	101	101 Cayuga	CT	CT	James F. Burt Vera Burt
1092	304083735699	024-4-028-000	Land and Building	R1	120	120 Cayuga	CT	CT	Charles Eric Nichols Anne Williams
1098	304336735722	024-4-038-000	Land and Building	R1	129	129 Cayuga	CT	CT	Jeffrey Desautels Tina Desautels
4860	312379722389	044-2-004-000	Land and Building	E	2	2 Cherry	ST	ST	Epicaplan Diocese of Vermont
5329	313344722058	044-4-033-000	Land and Building	CL	75	75 Cherry	ST	ST	BTC Mall Associates, LLC
762	302209736468	024-2-003-000	Land and Building	R1	9	9 Clover	LN	LN	Thanh Dang Son Tran
543	302189736725	024-1-009-000	Land and Building	R1	37	37 Clover	LN	LN	Christine M. Thompson
542	302183736792	024-1-008-000	Land and Building	R1	45	45 Clover	LN	LN	Timothy D. Thayer Debra Anne Thayer
4424	311724721578	043-4-001-000	Land	E	2-Jan	2 College	ST	ST	City of Burlington - Parks Dept.
2361	302490731951	028-2-220-000	Composite	EL	8	8 College	ST	ST	City of Burlington - Department of Public Works
6994	31187721538	049-1-085-000	Land	EL	10	10 College	ST	ST	City of Burlington
838	302344735027	024-2-088-000	Land and Building	R1	50	50 Cottage	GRV	GRV	Griffin Wert Joanna Wert
1936	302075734844	028-1-007-000	Land and Building	R1	80	80 Cottage	GRV	GRV	Marc Valin
1934	301926734747	028-1-004-000	Land and Building	R2	98	98 Cottage	GRV	GRV	Elmira Aliyev
1675	301706734578	027-3-058-000	Land and Building	R1	128	128 Cottage	GRV	GRV	Susan Flanders Hoxie
1674	301656734537	027-3-057-000	Land and Building	R1	134	134 Cottage	GRV	GRV	Raymond F Benoit Jr
1668	301388734295	027-3-051-000	Land and Building	R1	170	170 Cottage	GRV	GRV	James Douglas Daigle
2050	303032734650	028-1-126-000	Land and Building	R1	22	22 Cross	PKWY	PKWY	Roberta P. Prouk Kelli P. LaPlant Jennifer P. Tremblay Joanne P. Ihlefeld
2048	302922734562	028-1-124-000	Land and Building	R1	38	38 Cross	PKWY	PKWY	Patricia A. Heavner Christine A. Heavner Vicki L Cody
2039	302426734175	028-1-115-000	Land and Building	R1	102	102 Cross	PKWY	PKWY	S. Brown Richardson Jane D. Richardson
2038	302400734124	028-1-114-000	Land and Building	R1	108	108 Cross	PKWY	PKWY	Elizabeth H. Burns Alan Gladstone
2037	302315734089	028-1-113-000	Land and Building	R1	116	116 Cross	PKWY	PKWY	Jasmin Pobric Gordana Pobric
2035	302197734005	028-1-111-000	Land and Building	R1	130	130 Cross	PKWY	PKWY	Paul Held Susan Held
1457	300018734177	027-1-010-000	Land and Building	R1	34	34 Curtis	AVE	AVE	Tara Sullivan Brian J. Sullivan
1468	299891734057	027-1-021-000	Land and Building	R1	35	35 Curtis	AVE	AVE	George W. Buker Laurie A. Buker
1799	299828734018	027-1-020-000	Land and Building	R1	43	43 Curtis	AVE	AVE	Paul E. Sumner Jr Laura L. Sumner
1800	300335735791	027-3-164-000	Land and Building	R1	86	86 Curtis	AVE	AVE	Fred C. Forehand Cynthia J. Forehand
1485	300214735553	027-3-172-000	Land and Building	R1	121	121 Curtis	AVE	AVE	Debra Holonitch
1486	300308733403	027-3-170-000	Land and Building	R1	124	124 Curtis	AVE	AVE	Hans H. Heikel Kathryn W. Heikel
1487	300245733555	027-3-171-000	Land and Building	R1	130	130 Curtis	AVE	AVE	Travis M. Clairmont Gregory P. Clairmont
1487	300144733512	027-1-038-000	Land and Building	R1	135	135 Curtis	AVE	AVE	Jacqueline A. Dame Firley David S. Firley, Jr.
1480	300013733408	027-1-040-000	Land and Building	R1	156	156 Curtis	AVE	AVE	Joshua Perrin
1479	299950733765	027-1-034-000	Land and Building	R1	187	187 Curtis	AVE	AVE	Kendrick J. Forquites
1497	299865733875	027-1-032-000	Land and Building	R2	201	201 Curtis	AVE	AVE	BPAWG, LLC
1498	299708733787	027-1-047-000	Land and Building	R1	206	206 Curtis	AVE	AVE	John P. Gipson Carolyn R. Gipson
147	299532734008	027-1-051-000	Land and Building	R2	232-234	232 Curtis	AVE	AVE	Francois Nsiblenakou Nyame Nti A. Nsiblenakou-Fawoho
12335	299647739370	021-2-046-000	Land and Building	R1	4	4 Denway	DR	DR	Elizabeth V. O'Kane Kelly J. Boudreau

1095	299541739169	021-2-080-000	Land and Building	R2	21-23	21	Derway	DR	Casw, J. D. Lyon Maho Takahashi
34	299096739540	021-2-061-000	Condo Land	RA	95	95	Derway	DR	Larkin Realty
35	304264735867	024-4-034-000	Land and Building	R1	14	14	Dorset	LN	Mary E. Barr
13	298394739590	020-4-002-000	Land and Building	R1	93	93	Elbow	ST	2751 North Miami Avenue LLC
372	298411739635	020-4-003-000	Land and Building	R1	95	95	Elbow	ST	2751 North Miami Avenue LLC
376	298305739917	020-3-004-000	Land	RL	107	107	Elbow	ST	Anthony Pellegriano Eva M. Pellegriano
4975	300926737766	023-3-068-000	Land and Building	R1	32	32	Forest	ST	Elizabeth S. Wood
1968	301176737941	023-3-072-000	Land and Building	R1	66	66	Forest	ST	Raul Perez Kathleen Perez
1999	313148722869	044-2-117-000	Land and Building	R1	23	23	George	ST	Rachel Green
1989	302740734591	028-1-041-000	Land and Building	R1	45	45	Green Acres	DR	Rebecca Marie Roy Mark Edward Montalban
1980	302613734726	028-1-073-000	Land and Building	R1	46	46	Green Acres	DR	Lauren Weiner
1982	302067734294	028-1-063-000	Land and Building	R1	116	116	Green Acres	DR	Francis Bourgeois
1659	302057340077	028-1-053-000	Land and Building	R1	129	129	Green Acres	DR	Allison Curran
1707	301791734404	027-3-042-000	Land and Building	R1	176	176	Green Acres	DR	Antonia W. Simpson Robert V. Simpson
1711	301467735094	027-3-104-005	Land and Building	R1	5	5	Grey Meadow	DR	Jeffrey P. Gendron Kathleen B. Gendron
1706	301314735234	027-3-104-002	Land and Building	R1	6	6	Grey Meadow	DR	Tyee C. Foltz Kara S. Foltz
1713	301405735041	027-3-104-006	Land and Building	R1	7	7	Grey Meadow	DR	Nelson R. Vargas Susan E. Beil
1739	301294734953	027-3-104-008	Land and Building	R1	15	15	Grey Meadow	DR	Scott T. Fusare Dagmar Zentrichova
1737	301235734904	027-3-104-009	Land and Building	R1	21	21	Grey Meadow	DR	James J. Chagnon Lita M. Chagnon
1735	301064735046	027-3-104-034	Land and Building	R1	24	24	Grey Meadow	DR	Arthur J. Dusbablon Barbara Dusbablon
1720	300940734955	027-3-104-032	Land and Building	R1	32	32	Grey Meadow	DR	Nathan S. Strides
1731	300815734862	027-3-104-030	Land and Building	R1	38	38	Grey Meadow	DR	Bernard V. Bora Denise C. Bora
1724	300572734602	027-3-104-026	Land and Building	R1	56	56	Grey Meadow	DR	Sanford W. Phillips Stephanie L. Phillips
1722	300742734398	027-3-104-023	Land and Building	R1	62	62	Grey Meadow	DR	Victor Menard Tami Menard
67	301064734018	027-3-104-017	Land and Building	R1	74	74	Grey Meadow	DR	Catherine C. Wheeler Trust
73	299876738164	023-1-014-000	Land and Building	R1	21	21	Hardy	AVE	Lawrence A. Tulkop Lisa M. Tulkop
74	299829738223	021-2-001-000	Land and Building	R1	29	29	Hardy	AVE	Patra S. Vail
75	299647738606	021-2-007-000	Land and Building	R1	71	71	Hardy	AVE	Richard E. Dion Faith B. Dion
77	299627738667	021-2-008-000	Land and Building	R1	77	77	Hardy	AVE	Philip Hinkley Rosalie A. Covey
79	299594738740	021-2-009-000	Land and Building	R1	85	85	Hardy	AVE	Katherine Schumpf Douglas J. Schumpf
8426	299530738887	021-2-011-000	Land and Building	R1	101	101	Hardy	AVE	Robert K. Young Janice Young
8425	299630739037	021-2-013-000	Land and Building	R1	112	112	Hardy	AVE	Lawrence L. Blanchard Judie A. Kremer
8383	314404717736	053-3-067-000	Land and Building	R3	117-119	117	Howard	ST	117-119 Howard Street LLC
3617	314463717730	053-3-066-000	Land and Building	R1	121	121	Howard	ST	Jeffrey G. Schneider Michelle C. Keegan
9016	307471727364	037-3-005-000	Land and Building	E	60	60	Institute	RD	City of Burlington - Parks Dept.
4948	308628728125	034-2-001-000	Land and Building	EL	75	75	Institute	RD	City of Burlington School Dept.
12168	315174716402	054-2-087-000	Land and Building	R1	9	9	Iranistan	RD	Karl W. Doerner Judith M. Doerner
4859	312926723089	044-2-090-000	Land and Building	RA	7-Jan	1	Johnson	ST	Beverly O'Free Rooney Richard A. Rooney
7196	312027721599	049-1-086-000	Land and Building	C	60	60	Lake	ST	Lake And College LLC
9011	311913721837	044-2-003-000	Land and Building	C	86	86	Lake	ST	Lake Street Associates Inc
9013	312327719230	049-2-039-000	Land and Building	E	101	101	Lavalley	LN	State of Vermont Building & General Services Dept.
9014	315258716371	054-2-082-000	Land and Building	R1	16	16	Ledge	RD	L. Josette Noll
8579	315639716371	054-2-085-000	Land and Building	R1	56-58	56	Ledge	RD	Catherine A. C. MacLachlan Trust
8576	314728717088	053-3-221-000	Land and Building	R1	38	38	Ledgemere	ST	Ila A. Abranson Joseph A. Bluestein
8576	314724717147	053-3-220-000	Land and Building	R1	44	44	Ledgemere	ST	Margaret E. Joyal
8577	314578717211	053-3-216-000	Land and Building	R1	49	49	Ledgemere	ST	Austin D. Sumner Jennifer C. Sumner
832	314576717268	053-3-217-000	Land and Building	R1	55	55	Ledgemere	ST	Kevin S. Cundiff Charles D. Koppin
842	314723717268	053-3-218-000	Land and Building	R1	56	56	Ledgemere	ST	Gretchen E. Hogan Brendan P. Hogan
833	302688735119	024-2-078-000	Land and Building	R1	17	17	Loaldo	DR	Eric Guffield
841	302581735213	024-2-096-000	Land and Building	R1	18	18	Loaldo	DR	Richard H. Yee, Jr. Mary B. Harkin
840	302647735072	024-2-079-000	Land and Building	R1	23	23	Loaldo	DR	Thomas R. Carr
1963	302484735139	024-2-094-000	Land and Building	R1	32	32	Loaldo	DR	Gabriel Courage Holly Courage
1962	302377735178	024-2-092-000	Land and Building	R1	36	36	Loaldo	DR	Kenneth A. Hebert Christine A. Hebert
1960	302527734886	028-1-035-000	Land and Building	R1	51	51	Loaldo	DR	Leo P. Campbell M. Eileen Campbell
1959	302521734809	028-1-035-000	Land and Building	R1	57	57	Loaldo	DR	Martha J. Ledoux Robert E. Ledoux
1958	302425734726	028-1-033-000	Land and Building	R2	69	69	Loaldo	DR	Patricia Anne Hollinger
1943	302376734687	028-1-031-000	Land and Building	R1	75	75	Loaldo	DR	Harvey Family Revocable Trust
1954	302333734649	028-1-034-000	Land and Building	R1	81	81	Loaldo	DR	William A. Carlson
1953	302203734748	028-1-014-000	Land and Building	R1	84	84	Loaldo	DR	Alan LeBlanc
1950	302142734498	028-1-027-000	Land and Building	R1	105	105	Loaldo	DR	Sherri L. McCoy
7198	302097734461	028-1-026-000	Land and Building	R1	111	111	Loaldo	DR	Kathryn A. Newton
8583	312070720020	049-2-041-000	Land and Building	E	1	1	Maple	ST	City of Burlington - Parks Dept.
693	313297720085	049-2-001-000	Land and Building	RA	113	113	Maple	ST	Maple Street Properties, LLC
967	31481716959	053-3-224-000	Land and Building	R1	16	16	Marian	ST	Jane Merola McKenzie
964	303439736520	024-1-116-000	Land and Building	R1	4	4	Meridian	ST	Darby Shaw Joseph Shaw

4920	303607736669	024-3-026-000	Land and Building	R1	28	28	Meridian	ST	Mustafa Jusupovic Amira Jusupovic
4928	303790736812	024-3-023-000	Land and Building	R1	50	50	Meridian	ST	O'Dell Walker
3619	312865723126	044-2-062-000	Land and Building	RA	58-64	58	Monroe	ST	Marjos Properties
2004	312876722913	044-2-070-000	Land and Building	R4	61-63	61	Monroe	ST	Carl F. Albarelli
827	30891776980	038-1-002-000	Cemetery	E	455	455	North	AVE	Burlington City Cemetery Dept. Lake View Cemetery
814	303250734902	028-3-078-000	Land and Building	R1	1464	1464	North	AVE	Migmar Dolma
830	303068734920	024-2-072-000	Land and Building	R2	1477	1477	North	AVE	John Whitehouse Revocable Trust
899	303097735140	024-2-058-000	Land and Building	R1	1490	1490	North	AVE	Sharon L. Fosbrook
831	302757734982	024-2-075-000	Land and Building	RA	1501	1501	North	AVE	Salamin Handy Mountaha Handy
848	302760735109	024-2-077-000	Land and Building	R1	1519	1519	North	AVE	Elizabeth Jane Fitzpatrick
792	302609735366	024-2-100-000	Land and Building	C	1541	1541	North	AVE	Thunderbolt Garage LLC
791	302538735400	024-2-102-000	Land	RL	1547	1547	North	AVE	Jolley Associates
789	303094735926	024-2-033-000	Rental Land	E	1554	1554	North	AVE	BHA Franklin Square
869	302504735476	024-2-103-000	Land and Building	C	1555	1555	North	AVE	Jolley Associates
870	302612735734	024-2-030-000	Rental Land	E	1562	1562	North	AVE	Burlington Housing Authority
786	302372735591	024-2-127-000	Land and Building	C	1563	1563	North	AVE	Sisters & Brothers Investment Group, LLP
885	302280735657	024-2-128-000	Land and Building	R2	1571	1571	North	AVE	Lisa McLamb
783	302362735872	024-2-027-000	Land and Building	R1	1586	1586	North	AVE	Pauline R. Grogan Wanda L. Grogan Kevin L. Grogan
1227/3	302163735806	024-2-143-000	Land and Building	R1	1595	1595	North	AVE	John R Fisher Kathleen C. Fisher
779	302235735997	024-2-024-000	Land and Building	R1	1604	1604	North	AVE	Ginger J. Santor
778	302193736040	024-2-023-000	Land	RL	1610	1610	North	AVE	Champlain Housing Trust Inc.
511	302070736171	024-2-020-000	Land and Building	R1	1628	1628	North	AVE	Mary Lariviere
775	302029736215	024-2-019-000	Land and Building	R1	1634	1634	North	AVE	Simone M. Felty
529	301474736078	024-2-038-000	Land and Building	E	1645	1645	North	AVE	City of Burlington School Dept.
528	301904736343	024-2-016-000	Land and Building	R1	1652	1652	North	AVE	Hien Nguyen Phuong Chung
369	301761736459	023-4-056-000	Land and Building	R1	1670	1670	North	AVE	Francis J Fagga Jr Anne G Fagga
354	301722736500	023-4-055-000	Land and Building	R1	1676	1676	North	AVE	Terrence G. Moore Carol J. Moore
368	300740737598	023-3-065-000	Land and Building	R1	1922	1922	North	AVE	Elizabeth S. Lewis
353	300361737619	023-3-049-000	Land and Building	RA	1925	1925	North	AVE	New Northgate Housing, LLC
366	30096737649	023-3-064-000	Land and Building	R1	1928	1928	North	AVE	Kenneth Goley
362	300549737529	023-3-048-000	Land and Building	R1	1929	1929	North	AVE	Leah A. Oklan Ezra Oklan
360	300604737753	023-3-062-000	Land and Building	R1	1942	1942	North	AVE	Denny Lee Johnson Christine H. Johnson
359	300537737842	023-3-057-000	Land and Building	R1	1954	1954	North	AVE	Brent Huff Nicole Huff
123	300432738027	023-3-054-000	Land and Building	R1	1976	1976	North	AVE	Jeannine Kneeland
99	300168738517	021-2-058-000	Land and Building	R1	2040	2040	North	AVE	Amyllyn Streeter David H. Streeter
121	300154738592	021-2-057-000	Land and Building	R1	2044	2044	North	AVE	Rama Lakshmi Courcy Charles P. Courcy
101	299977378571	021-2-033-000	Land and Building	R1	2047	2047	North	AVE	Thomas M Leclair Jody A Leclair
118	300132738657	021-2-056-000	Land and Building	R1	2048	2048	North	AVE	Robert Lapointe
103	299905738701	021-2-035-000	Land and Building	R1	2061	2061	North	AVE	Gary D. Dion Linda D. Dion
114	300064738860	021-2-053-000	Land and Building	R1	2070	2070	North	AVE	Alfred Cyr III Cherie K Cyr
64	299852738831	021-2-037-000	Land and Building	R1	2075	2075	North	AVE	Tony-Ann Torres Luis Torres
143	299505739683	021-2-067-000	Land	RL	3127	3127	North	AVE	Thomas Furland Karen Furland
11	298595739779	021-2-065-000	Land and Building	R1	3130	3130	North	AVE	P Maria Spadanuda
41	298501739747	021-2-066-000	Land	RL	3135	3135	North	AVE	2751 North Miami Avenue LLC
25	298438739892	020-3-001-000	Land and Building	R1	3139	3139	North	AVE	Sandra A Labombard Todd M Labombard
22	298528739922	021-1-002-000	Land and Building	ML	3140	3140	North	AVE	Todd M Labombard Tina M. Tofani Irena H Labombard
4702	298469740063	020-3-019-000	Land and Building	R1	3152	3152	North	AVE	Tor D. Bortz Lorena K. Bortz
4701	298378740302	020-3-015-000	Land and Building	R1	3174	3174	North	AVE	Treehouse Garage LLC
4700	312799724080	044-1-255-000	Land and Building	R2	87	87	North	ST	PHE, INC
4699	312335724076	044-1-254-000	Land and Building	E	89	89	North	ST	Burlington Emergency Shelter Inc
32	312380724053	044-1-253-000	Land and Building	CR	93-97	93	North	ST	Melissa B. Lafayette
4877	312464724115	044-1-252-000	Land and Building	EL	101-103	101	North	ST	J. Stuart McGowan Joan H. Watson
4876	298293740997	020-3-029-000	Land	EL	0	0	North Avenue	EXT	City of Burlington - Parks Dept.
4782	312713722677	044-2-019-000	Rental Land and Building	E	20-Oct	10	North Champlain	ST	Burlington Housing Authority
59	312497723683	044-1-310-000	Land and Building	CR	99	99	North Champlain	ST	Erkson Real Estate LLC
60	312478723958	044-1-316-000	Land and Building	R1	125	125	North Champlain	ST	Martha J. Caswell Seth Wolcott-MacCausland
61	298854740073	021-1-027-000	Land and Building	R1	40	40	North Cove	RD	Robert Bristow-Johnson Phyllis Bristow-Johnson
12123	298848740167	021-1-030-000	Land and Building	R2	50	50	North Cove	RD	Chad E Dewyca
53	298852740449	021-1-031-000	Land	RL	52	52	North Cove	RD	Timothy A. Muir Frances D. Muir
50	298633740466	021-1-019-000	Land and Building	ML	94	94	North Cove	RD	Edward R. Peters Jr. Theresa Leona Peters Kathy Peters
461	298509740501	000-0-000-000	Land	X	99	99	North Cove	RD	Guy L. Southwell
2085	300949737976	023-3-160-001	Land and Building	R1	67	67	North View	DR	David C Francis Donna Powell
1656	301769733600	021-3-001-000	Land and Building	R1	49	49	Oakland	TER	Dagnija Neimane
4900	301950733803	028-1-165-000	Land and Building	R1	50	50	Oakland	TER	George H Cootey Gail M Cootey
4753	301788733928	027-3-039-000	Land and Building	R1	74	74	Oakland	TER	Joanne Kalisz

Cindy Hamel | Sandra Nunn | John Peters | Rebecca Peters

4747	312264723375	044-2-043-000	Land and Building	R1	66	666 Park	ST	Malcolm M. Sanders
4745	312288723481	044-1-307-000	Land and Building	R2	76	76 Park	ST	James Design Build (John J. Burns)
4744	312278723743	044-1-301-000	Land and Building	RA	102	102 Park	ST	102 Park Street LLC
12782	312268723841	044-1-299-000	Land and Building	R1	112	112 Park	ST	Stephen Smith Carmen Smith
12283	312265723882	044-1-298-000	Land and Building	R2	116	116 Park	ST	Adam H. Holmes
4878	312267723949	044-1-296-000	Land and Building	RL	124	124 Park	ST	Chaplain Housing Trust Inc.
4879	312267723992	044-1-295-000	Land and Building	RL	128	128 Park	ST	Chaplain Housing Trust Inc.
4881	312963722733	044-2-021-000	Land and Building	CR	68	68 Pearl	ST	68 Pearl Street LLC
4942	313046722741	044-2-022-000	Land and Building	EL	70	70 Pearl	ST	City Of Burlington - Department of Public Works
12732	313106722710	044-2-023-000	Rental Land and Building	CR	80-90	80 Pearl	ST	Josephine Bernardini Bove Richard J. Bove Jr.
7166	312857723505	044-2-084-000	Land and Building	R2	21	21 Peru	ST	BPJS Management LLC
7168	313163721587	049-1-125-000	Condo Land and Building	CC	84	84 Pine	ST	84 Pine Street Association
7169	313229719975	049-2-007-000	Land and Building	R2	220	220 Pine	ST	Nicholas S. Papaserafphim Deanna Papaserafphim
7171	313222719880	049-2-009-000	Land and Building	R3	230	230 Pine	ST	Chris Khamei
892	313233719823	049-2-010-000	Land and Building	R1	234	234 Pine	ST	Diana L. Doll
893	313253719593	049-2-013-000	Land and Building	C	266	266 Pine	ST	Pine Properties LLC
546	302324736305	024-2-150-000	Land and Building	R1	68	68 Plattsburg	AVE	Mariah Ogden
547	302314736369	024-2-151-000	Land and Building	R1	76	76 Plattsburg	AVE	Abi N. Chamlagi Mon M. Chamlagai
548	302301736570	024-1-012-000	Land and Building	R1	94	94 Plattsburg	AVE	Katherine B. Janson
1788	302293736626	024-1-013-000	Land and Building	R1	100	100 Plattsburg	AVE	Michael E. Cornell Mary E. Cornell
1787	302288736683	024-1-014-000	Land and Building	R1	104	104 Plattsburg	AVE	Kristina Wood Tyler Rouille
1784	300280734501	027-3-159-000	Land and Building	R1	21	21 Pleasant	AVE	Merima Eliaz
1781	300386734578	027-3-109-000	Land and Building	R1	22	22 Pleasant	AVE	Maureen K. Linsemeir
1751	300336734438	027-3-158-000	Land and Building	R1	29	29 Pleasant	AVE	Margaret B. Bombard Stephen Hadeka
1751	300502734240	027-3-154-000	Land and Building	R1	55	55 Pleasant	AVE	Boris Katsnelson Marina Katsnelson
1778	300762734134	027-3-117-000	Land and Building	R1	80	80 Pleasant	AVE	David P. Devold Jacqueline C. Devold
1761	300699733692	027-3-124-000	Land and Building	R1	134	134 Pleasant	AVE	Cynthia A. Warwick Jason F. Seller
1766	300523733869	027-3-127-000	Land and Building	R1	156	156 Pleasant	AVE	Thomas O. Ross Mary M. Ross
1771	300389734256	027-3-140-000	Land and Building	R1	195	195 Pleasant	AVE	Meghan Fay-McCaffrey Liam P. McCaffrey
288	300267734171	027-3-133-000	Land and Building	R1	198	198 Pleasant	AVE	Deborah L. Clemons
7227	300334734323	027-3-139-000	Land and Building	R1	203	203 Pleasant	AVE	Richard W. Hanzel Trust (Richard W. Hanzel)
7563	300444738520	021-4-001-000	Land and Building	R1	40	40 River View	DR	Karen J. Anderson
7562	313396721479	049-3-017-000	Land and Building	C	95	95 Saint Paul	ST	Investors Corporation of Vermont
8403	313439719772	049-4-045-000	Land and Building	RL	237-241	237 Saint Paul	ST	Stephen W. Conant Margaret C. Conant
8401	313497119645	049-4-044-000	Land and Building	C	249	249 Saint Paul	ST	Carrie Ann Rockwood Todd M. Rockwood
8400	314532717779	053-3-044-000	Land and Building	CR	463-465	463 Saint Paul	ST	Alan R. Longe Pamela B. Longe
8386	314572717680	053-3-042-000	Land and Building	RA	469	469 Saint Paul	ST	Gisele J. Fontaine Family Trust (Gisele J. Fontaine)
8397	314606717643	053-3-041-000	Land and Building	R3	475-477	475 Saint Paul	ST	Yee Properties LLC
8391	314805717706	053-3-037-000	Land and Building	R4	484-486	484 Saint Paul	ST	Four Eighty Four St Paul St, LLC
8395	314700717391	053-3-038-000	Land and Building	R3	507	507 Saint Paul	ST	Aminda H. Goossen Daniel Goossen
8755	314973717440	053-3-032-000	Land and Building	R1	516	516 Saint Paul	ST	Mathew Viens Johnnie McLaughlin
8392	314811717342	053-3-036-000	Land and Building	R1	517	517 Saint Paul	ST	Bryan A. Mihok
8754	314880717150	053-3-033-000	Land and Building	R1	539	539 Saint Paul	ST	David M. Buffington Meredith A. Coeyman
8841	315081717216	054-1-004-000	Land and Building	R3	540	540 Saint Paul	ST	LBC 515 & 540, LLC
8843	314915717029	054-1-001-000	Land and Building	RA	567	567 Saint Paul	ST	Sisters & Brothers Investment Group, LLP
8844	315211717046	054-1-077-000	Land and Building	R1	4	4 Shelburne	ST	Terrance A. McGrath Timothy L. McGrath
4892	315224716923	054-1-080-000	Land and Building	R1	14	14 Shelburne	ST	Kevin F. Quirino James J. Elias
675	315177716626	054-2-014-000	Land and Building	C	44	44 Shelburne	ST	Mary S. Burns Trust
10100	303097737144	024-1-098-000	Land and Building	R1	12	12 Sky	DR	Earl J. Babcock, Jr.
8768	303251737123	024-1-100-000	Land and Building	R1	24	24 Sky	DR	Sylvia J. Bernardina
8763	318700717168	058-3-001-000	Land and Building	C	568	568 South Prospect	ST	Burlington Country Club Corp.
8762	314984717720	054-1-015-000	Land and Building	R1	467	467 South Union	ST	Rachel L. Morton Trust
8835	315058717420	054-1-010-000	Land and Building	R1	493	493 South Union	ST	Peter Keating Kathleen Keating
8760	315072717368	054-1-009-000	Land and Building	R1	499	499 South Union	ST	George L. Shelley IV Rachel W. Shelley
8836	315281717323	054-1-071-000	Land and Building	R3	508-510	508 South Union	ST	Marc L. Jacobs
8837	315226717276	054-1-072-000	Land and Building	R2	512	512 South Union	ST	Mary B. Hennessy
8758	315094717225	054-1-006-000	Land and Building	R1	515	515 South Union	ST	515 South Union Street-540 Saint Paul Street, LLC
7935	315220717219	054-1-073-000	Land and Building	R2	516-518	516 South Union	ST	William T. McGrath Jr. McGrath Income Only Trust
8865	315108717174	054-1-005-000	Land and Building	RA	525-527	525 South Union	ST	Alain W. Brunet
8862	31565718448	054-1-102-000	Land and Building	R1	405	405 South Willard	ST	Northeastern Family Institute Of Vermont Inc.
8869	315581718256	054-1-100-000	Land and Building	R1	425	425 South Willard	ST	Mark A. Stoler Diane A. Gabriel
8871	315540718188	054-1-099-000	Land and Building	R1	429	429 South Willard	ST	William Mares Christine Hadsel
8850	315795718100	054-1-106-000	Land and Building	R1	436	436 South Willard	ST	Jane A. Smith 2011 Revocable Trust
8848	315726717952	054-1-108-000	Land and Building	R1	452	452 South Willard	ST	Guido Mase Anne Kathleen Dougherty
8946	315291717084	054-1-084-000	Land and Building	R2	543	543 South Willard	ST	Michael L. Richards

1507	315300716530	054-2-015-000	Land and Building	E	600	600	South Willard	ST	Greek Orthodox Church
1535	297948733336	027-1-061-035	Land and Building	S1	2	2	Starr Farm	BC	Daniel M. Boardman Trust
1534	298064733663	027-1-061-050	Land and Building	S1	5	5	Starr Farm	BC	Edward H. Starr Robin Robertson Starr
1503	298679733994	027-1-061-175	Land and Building	S1	9	9	Starr Farm	BC	Thomas W. Dow Jr Leslie E. Twitchell Elizabeth A. Dow Kelly Dow Engelman
1518	298928734405	027-1-056-000	Land and Building	S1	13	13	Starr Farm	BC	W. Philip Wagner Revocable Trust Barbara E. Wagner Revocable Trust
1520	298745734244	027-1-061-065	Land and Building	S1	15	15	Starr Farm	BC	Katherine P. Pond Patrick S. Robins
1523	29853734316	027-1-061-090	Land and Building	S1	19	19	Starr Farm	BC	Gerald L. Curley Laura C. Curley
1522	298786734414	027-1-061-100	Land and Building	S1	21	21	Starr Farm	BC	Paul R. Sisson
1526	298981734539	027-1-061-115	Land and Building	S1	23	23	Starr Farm	BC	Richard H. Wiemann
1536	298899734639	027-1-061-110	Land and Building	S1	24	24	Starr Farm	BC	Kenneth R. Lee Kathleen P. Lee
498	299041734748	027-1-061-130	Land and Building	S1	27	27	Starr Farm	BC	Carmela Monaco
501	299373735397	027-1-061-180	Land and Building	S1	34	34	Starr Farm	BC	Denis O'Brien Isela M. O'Brien
502	301479735575	023-4-026-000	Land	CL	43	43	Starr Farm	RD	John J. Flynn Estate
506	300858735154	023-4-029-000	Land and Building	R1	151	151	Starr Farm	RD	Marina C. Collins
507	300777735004	023-4-032-000	Land and Building	R1	167	167	Starr Farm	RD	Allen L. Barr Jr. Mary E. Barr
508	300679735022	023-4-033-000	Land and Building	R1	173	173	Starr Farm	RD	Daniel Elliott Joanna Elliott
1705	300625734986	023-4-034-000	Land and Building	R1	179	179	Starr Farm	RD	Neal Bernard Hayes Jr Nikki Lee Hayes
1741	300562734939	023-4-035-000	Land and Building	R1	187	187	Starr Farm	RD	Caroline M. Rudd
595	300477734780	027-3-103-000	Land and Building	R1	201	201	Starr Farm	RD	Ted Jacobites
592	300430734716	027-3-105-000	Land and Building	R1	207	207	Starr Farm	RD	Maurence A. Paquette Karen M. Paquette
589	302949736960	024-1-063-000	Land and Building	R1	87	87	Sunset	DR	Norma C. Brunelle
689	303070736795	024-1-061-000	Land and Building	R1	109	109	Sunset	DR	Thaddeus Zabiegalski Frances Zabiegalski
898	303109736727	024-1-060-000	Land and Building	R1	117	117	Sunset	DR	Andrew E. Potter Meagan G. Potter
850	303515736735	024-1-112-000	Land and Building	R1	126	126	Sunset	DR	Mary A. Perry Joan G. Perry Judith B. Bailey
851	303299736401	024-2-157-000	Land and Building	R1	151	151	Sunset	DR	Yolanda Flores
853	302428735423	024-2-104-000	Land and Building	R1	13	13	Tracy	DR	Neil Guilmette Michelle Guilmette
1681	302371735380	024-2-105-000	Land and Building	R1	19	19	Tracy	DR	Michelle Valiquette John J. Valiquette Jr.
1683	301514734657	027-3-069-000	Land and Building	R1	131	131	Tracy	DR	Hue Thi Nguyen Tuan Nguyen
1684	301438734640	027-3-071-000	Land and Building	R1	139	139	Tracy	DR	Liam N. Page
1688	301386734597	027-3-073-000	Land and Building	R1	145	145	Tracy	DR	Debra A. LeBlanc
553	301107734379	027-3-083-000	Land and Building	R1	181	181	Tracy	DR	Margaret Poulin Kirk Poulin Robin A. Smith Laura J. Blaise
12655	302040736842	024-1-020-000	Land and Building	R1	37	37	Turf	RD	Jay P. Besette Diem T. Ha
661	302220736963	024-1-019-000	Land and Building	R2	57	57	Turf	RD	BPAWG, LLC
662	303063737772	024-1-078-000	Condo Land	RC	1	1	Valade	ST	Valade Park Condo Association
663	303195737405	024-1-084-000	Land and Building	R1	42	42	Venus	AVE	Harvey C. Allard Jr. Margaret M. Allard
665	303276737383	024-1-085-000	Land and Building	R1	46	46	Venus	AVE	Ziyu Fang
953	303360737360	024-1-086-000	Land and Building	R1	54	54	Venus	AVE	Anthony M. Mazza Elizabeth A. Mazza
950	303507737147	024-3-012-000	Land and Building	R1	77	77	Venus	AVE	Angelina Fitzpatrick James J. Fitzpatrick
873	303733737206	024-3-016-000	Land and Building	R1	94	94	Venus	AVE	John F. K. Rouille Mary R. Rouille
881	303700737029	024-3-009-000	Land and Building	R1	101	101	Venus	AVE	Muaz Omanovic Kija Omanovic
492	302132735650	024-2-131-000	Land and Building	R1	19	19	West	RD	Richard Sener Karen J. Sener
491	301910735636	024-2-139-000	Land and Building	R1	38	38	West	RD	Gina A. Scafa
1631	301501735308	023-4-018-000	Land and Building	R1	90	90	West	RD	Joshua Farley Andrea Farley
12221	301575735164	023-4-015-000	Land and Building	R1	95	95	West	RD	Heinrich Savelberg Christina T. Savelberg Cassandra C. Savelberg
12222	301521733604	027-3-014-000	Land and Building	R1	66	66	Western	AVE	Kimberly Ann Hunt Alexander T. Messinger
463	300746737816	023-3-061-000	Land	RL	19	19	Woods	ST	Champlain Housing Trust Inc.
1626	300686738042	023-3-164-000	Land and Building	R1	40	40	Woods	ST	First United Methodist Church of Burlington VT
1625	301216733969	027-3-031-000	Land and Building	R1	10	10	York	DR	Roland A. Dion Gail A. Dion
1650	301364733886	027-3-009-000	Land and Building	R1	15	15	York	DR	Kim M. Palasts
	301438733948	027-3-008-000	Land and Building	R1	29	29	York	DR	Steven R. Benoit Jean M. Benoit
*Properties on	301447734149	027-3-033-000	Land and Building	R1	38	38	York	DR	Robert Hart Dorcas Hart

LEGEND:	Department of Permitting & Inspections--Trades Division
	Department of Permitting & Inspections--Housing Division
	Department of Permitting & Inspections--Zoning Division
	Burlington Public Works--Water Resources
	Burlington Electric Department
	Department of Public Works

PUBLIC HEARING NOTICE

Burlington Comprehensive Development Ordinance

Pursuant to 24 V.S.A. §4442 and §4444, notice is hereby given of a public hearing by the Burlington City Council to hear comments on the following proposed amendment to the City of Burlington's *Comprehensive Development Ordinance* (CDO):

ZA-24-03 Emergency Shelters

The public hearing will take place on **Monday, September 23, 2024 during the Regular City Council Meeting which begins at 6:00 pm in Contois Auditorium, Burlington City Hall, 149 Church Street, Burlington, VT or you may access the hearing/meeting as follows:**

On-line: <https://zoom.us/j/94751796951>

By telephone: +1 646 931 3860 US

Webinar ID: 947 5179 6951

Pursuant to the requirements of 24 V.S.A. §4444(b):

Statement of purpose:

The purpose of proposed amendment ZA-24-03 Emergency Shelters is to bring emergency shelter standards in the CDO into compliance with the current state statutory standards.

Geographic areas affected:

ZA-24-03 Emergency Shelters applies to all current zoning districts within the city that permit emergency shelters, either as-of-right or conditionally (RL/W, RM/W, RH, NMU, NAC, NAC-CR, NAC-RC).

List of section headings affected:

The proposed amendment ZA-24-03 Emergency Shelters modifies the following sections of the CDO--deletes Sec. 5.4.13, Emergency Shelters, modifies Sec. 13.1.2, Definitions; and amends Appendix A-Use Table-All Zoning Districts.

The full text of the *Burlington Comprehensive Development Ordinance* is available online at www.burlingtonvt.gov/DPI/CDO. Upon request, a hard copy of the proposed amendments can be viewed at the Clerk's Office located on the second floor of City Hall, 149 Church Street, Burlington, Monday through Friday 8:00 a.m. to 4:30 p.m. or online at <https://www.burlingtonvt.gov/DPI/CDO/Amendments>.

CITY OF BURLINGTON

ORDINANCE _____

Sponsors: Planning, Planning
Commission, Ordinance Committee
Public Hearing Dates: _____

In the Year Two Thousand Twenty-Four

First reading: _____

Referred to: _____

Rules suspended and placed in all
stages of passage: _____

Second reading: _____

Action: _____

Date: _____

Signed by Mayor: _____

Published: _____

Effective: _____

An Ordinance in Relation to

CDO—EMERGENCY SHELTERS
ZA-24-03

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

That Appendix A, Comprehensive Development Ordinance, of the Code of Ordinances of the City of Burlington be and hereby is amended by deleting Section 5.4.13 Emergency Shelters, and amending Section 13.1.2 Definitions and Appendix A Use Table—All Zoning Districts, thereof to read as follows:

Sec. 5.4.13 Emergency Shelters

~~Emergency shelters shall be subject to the site and design review standards in Art 6.~~

~~In addition to conditional use standards where applicable, proposals for all new emergency shelters shall comply with the following requirements:~~

~~(a) All dimensional standards for the underlying zoning per the requirements of Art. 4 shall be applicable;~~

~~(b) Density within the residential zones shall be per the residential density standards of Article 4. For the purposes of density calculation for emergency shelters, every four (4) beds shall count as one (1) dwelling unit;~~

~~(c) Density within the neighborhood mixed use zones shall be limited to fifty (50) beds, and there is no density limit in the FD5 and FD6 zones;~~

~~(d) Overnight stays by any individual are limited to 180 consecutive days. An extension of up to 60 days may be provided if no alternative housing is available;~~

~~(e) There shall be onsite management by qualified adults during all hours of operation with at least 1 management person for every 25 beds; and,~~

~~(f) An emergency shelter may be the primary use of a property, or it may be accessory to another primary use on a property.~~

Sec. 13.1.2 Definitions

~~Emergency Shelter: Overnight shelter with supportive services for homeless persons that is limited to temporary occupancy, typically 180 consecutive nights or less, by a homeless person. Provide shelter only overnight. For the purposes of this ordinance, emergency shelter shall be as defined in 24 V.S.A. § 4303 and subject to the limits of 24 V.S.A. § 4413.~~

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Appendix A Use Table – All Zoning Districts

****For changes See attached Appendix A*

* Material stricken out deleted.

** Material underlined added.

Planning/KS/Ordinances 2024/ZA-24-03 Emergency Shelters
CDO Sections 5.4.13, 13.1.2 and Appendix A
9/19/2024

Appendix A-Use Table – All Zoning Districts

	Urban Reserve	Recreation, Conservation & Open Space			Institutional	Residential				Downtown Mixed Use ⁱ	Downtown Form Districts (See Article 14)	Neighborhood Mixed Use				Enterprise	
USES	UR	RCO - A	RCO - RG	RCO - C	I	RL	RM	RH	RC	DW-PT ¹⁶	Downtown FDs	NMU	NAC	NAC- RC	NAC-CR	E-AE	E-LM ³⁴
RESIDENTIAL USES	UR	RCO - A ¹	RCO - RG	RCO - C	I	RL	RM	RH	RC	DW-PT ¹⁶	Downtown FDs	NMU	NAC	NAC- RC	NAC-CR	E-AE	E-LM
***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***
RESIDENTIAL SPECIAL USES	UR	RCO – A	RCO - RG	RCO - C	I	RL	RM	RH	RC	DW-PT ¹⁶	Downtown FDs	NMU	NAC	NAC- RC	NAC-CR	E-AE	E-LM
***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***
Emergency Shelter ³¹	N	N	N	N	NY	CUY	CUY	CUY	CUY	N	***	CUY	CUY	CUY	CUY	N	NY
***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***
NON-RESIDENTIAL USES	UR ²¹	RCO - A	RCO - RG	RCO - C	I	RL	RM	RH	RC	DW-PT ¹⁶	Downtown FDs	NMU	NAC	NAC- RC	NAC-CR	E-AE	E-LM
***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***

1. – 30. As written.
- ~~31. See special use standards of Sec. 5.4.13, Emergency Shelters. Reserved~~
32. – 34. As written.

ⁱ For permitted and conditional uses within the Downtown and Waterfront Form Districts, refer to Article 14.

Legend:	
Y	Permitted Use in this district
CU	Conditional Use in this district
N	Use not permitted in this district
Abbreviation	Zoning District
RCO – A	RCO - Agriculture
RCO – RG	RCO – Recreation/Greenspace
RCO – C	RCO - Conservation
I	Institutional
RL	Residential Low Intensity
RM	Residential Medium Intensity
RH	Residential High Intensity
RC	Residential Corridors
DW-PT	Downtown Waterfront-Public Trust
NMU	Neighborhood Mixed Use
NAC	Neighborhood Activity Center
NAC-RC	NAC – Riverside Corridor
NAC-CR	NAC – Cambrian Rise
E-AE	Enterprise – Agricultural Processing and Energy
E-LM	Enterprise – Light Manufacturing

TO: Burlington City Council
Mayor Emma Mulvaney-Stanak
FROM: Scott Gustin, Principal Planner & Zoning Division Manager
Charles Dillard, Principal Planner, Office of City Planning
DATE: September 16, 2024
RE: Proposed ZA-24-03: Emergency Shelters

Overview & Background

The city adopted emergency shelter standards into its Comprehensive Development Ordinance in December 2017. The standards included a definition, permitted and conditional use designations in the use table, and special use criteria. In July 2023, Act 47 (AKA the HOME Act) was passed into law. Among other things, the act established standards for emergency shelters that came into effect on September 1, 2023. The statutory standards include a new definition of emergency shelter and add emergency shelters to the list of uses subject to limited municipal review under VSA 24, Sec. 4413. This section limits municipal zoning review to location, size, height, building bulk, yards, courts, setbacks, density of buildings, off-street parking, loading facilities, traffic, noise, lighting, landscaping, and screening requirements, and only to the extent that regulations do not have the effect of interfering with the intended functional use. The act also expressly notes that regulating the daily or seasonal hours of operation of an emergency shelter shall constitute interfering with the intended functional use.

Act 47 substantially limits municipal zoning review of emergency shelters and renders moot much of the CDO standards pertaining to them. The proposed amendment seeks to bring emergency shelter standards in the CDO into alignment with the new statutory standards.

During its discussion of the amendment, the Planning Commission requested testimony from experts in the fields of emergency housing and homelessness. Sarah Russell, Special Assistant to End Homelessness for the City of Burlington, and Amy Demetrowitz, Chief Operating Officer at Champlain Housing Trust, attended the meeting. Paul Dragon, Executive Director of the Champlain Valley Office of Economic Opportunity (CVOEO) provided a written communication. In addition to amending Appendix A – Use Table to allow Emergency Shelters as-of-right in the districts where the use is currently allowed conditionally, the Planning Commission recommends allowing the use in the Institutional and Enterprise-Light Manufacturing Districts. Regarding the latter district, the adopted South End Innovation District already allows Emergency Shelters. The Ordinance Committee discussed the amendment at its July 22 meeting, amending the proposal by clarifying that Emergency Shelters should be permitted in the recently created Residential Corridor district (RC),

Proposed Amendment

Amendment Type

Text Amendment	Map Amendment	Text & Map Amendment
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Purpose Statement

The proposed amendment brings emergency shelter standards in the CDO into compliance with the current statutory standards.

Proposed Amendment

Proposed ordinance language is below and in attached Appendix A – Use Table.

[Begin text amendment]

Deleted language is ~~crossed out~~ and new language is underlined in red.

Sec. 5.4.13 Emergency Shelters

Emergency shelters shall be subject to the site and design review standards in Art 6.

In addition to conditional use standards where applicable, proposals for all new emergency shelters shall comply with the following requirements:

- (a) All dimensional standards for the underlying zoning per the requirements of Art. 4 shall be applicable;
- (b) Density within the residential zones shall be per the residential density standards of Article 4. For the purposes of density calculation for emergency shelters, every four (4) beds shall count as one (1) dwelling unit;
- (c) Density within the neighborhood mixed use zones shall be limited to fifty (50) beds, and there is no density limit in the downtown or downtown transition zones;
- (d) Overnight stays by any individual are limited to 180 consecutive days. An extension of up to 60 days may be provided if no alternative housing is available;
- (e) There shall be onsite management by qualified adults during all hours of operation with at least 1 management person for every 25 beds; and,
- (f) An emergency shelter may be the primary use of a property, or it may be accessory to another primary use on a property.

Sec. 13.1.2 Definitions.

Emergency Shelter: Overnight shelter with supportive services for homeless persons that is limited to temporary occupancy, typically 180 consecutive nights or less, by a homeless person. Provide shelter only overnight. For the purposes of this ordinance, emergency shelter shall be as defined in 24 V.S.A. § 4303 and subject to the limits of 24 V.S.A § 4413.

[End text amendment]

Relationship to planBTV

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

Theme	Dynamic	Distinctive	Inclusive	Connected
Land Use	Conserve	Sustain		Grow

Compatibility with Proposed Future Land Use & Density

The proposed amendment has minimal impact on future land use and no impact on density. It brings the city's zoning standards into compliance with the current statute as to emergency shelters. The amendment also makes Emergency Shelters an allowed use in the Institutional and Enterprise-Light Manufacturing Districts.

Impact on Safe & Affordable Housing

The proposed amendment will likely facilitate provision of emergency shelter services to communities in need of them.

Planned Community Facilities

The proposed amendment has no impact on planned community facilities.

Process Overview

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

Planning Commission Process				
Draft Amendment prepared by: Staff, PC OC 10/5/2023	Presentation to & discussion by Commission 3/26/2024	Approved for Public Hearing 3/26/2024	Public Hearing 5/28/2024	Approved & forwarded to Council 5/28/24
				Continue discussion
City Council Process				
First Read & Referral to Ordinance Cmte 6/24/24	Ordinance Cmte discussion 7/22/24	Ordinance Cmte recommend as modified	Second Read & Public Hearing 9/23/24	CCOC Recommends Approval & Adoption
				Rejected

Board of Finance and City Council Submission ChecklistDepartment: Office of City Planning Submitter: Charles DillardTitle/Subject: ZA-24-03 Emergency Shelters

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☒	City Council	9/23/2024
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	9/16/2024	Charles Dillard
Mayor's Office informed and approved memo	Yes	9/17/2024	Joe Magee
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	9/17/2024	Kim Sturtevant
CAO has reviewed budget, financing, and memo	Yes	9/17/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Choose an item.	Kim Sturtevant will provide
If for submission to Council, are sponsors identified?	Yes	OCP, Planning Commission



FY24 ANNUAL REPORT

CITY of BURLINGTON



All information available at: ccrpcvt.org/burlington

The **Chittenden County Regional Planning Commission (CCRPC)** is a political subdivision of the State created by the municipalities of Chittenden County in 1966 for the development of policies, plans and programs that address regional issues and opportunities in Chittenden County. The CCRPC also serves as the region's sole federally designated Metropolitan Planning Organization (MPO) operating in Vermont and is responsible for transportation planning in Chittenden County in close collaboration with our municipalities, state and federal agencies, other partners, and the public.

The CCRPC is governed by a 29-member board consisting of one representative from each of the County's 19 municipalities, transportation representatives, and at-large members representing the interests of agriculture, environmental conservation, business, and housing/socio-economic. CCRPC's vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region's livability.



[Learn more about CCRPC »](#)

In **FY24**, the CCRPC invested about **\$6 million** in:



REGIONAL
LAND USE



TRANSPORTATION



EMERGENCY
MANAGEMENT



ENERGY



NATURAL
RESOURCES



EQUITABLE
PUBLIC
ENGAGEMENT



TRAINING



TECHNICAL
ASSISTANCE

The program leverages more than **\$5.4 million** in Federal and State investment with \$263,000 in municipal dues and another \$340,000 in local match for specific projects—a 10:1 return on local investment.

Specific activities the CCRPC is engaged in with **Burlington** and CCRPC's regional activities are discussed in the following sections of this report and at ccrpcvt.org/burlington.

FY24 BURLINGTON REPRESENTATIVES

CCRPC Board | Representative: *Andy Montroll* | Alternate: *Vacant*

Transportation Advisory Committee | Rep: *Phillip Peterson* | Alt: *Julia Ursaki*

Planning Advisory Committee | Representative: *Meagan Tuttle*

Clean Water Advisory Committee | Representative: *James Sherrard*

Regional Emergency Management Committee | Rep: *Michael LaChance* | Alt: *Derek Libby*

BURLINGTON ACTIVITIES

In FY24, the CCRPC provided assistance to Burlington on the following projects and initiatives:

- **PlanBTV: New North End:** The objective of [this project](#) is to establish a long-term vision for Burlington's New North End neighborhoods, guiding future growth and infrastructure investments to create a vibrant, welcoming, accessible, and sustainable collection of distinct districts and neighborhoods. In FY24, the CCRPC and City of Burlington staff developed a project scope of work and began the consultant procurement process. Total consultant budget: \$200,000.
- **Burlington Parks Universal Access Assessment:** This study assessed Burlington's parks to identify deficiencies per the Americans with Disabilities Act (ADA) that create barriers for access to each park. The City maintains 34 parks and prioritized which to address as part of this project. Based on this prioritization, the project team assessed 21 parks. Many of the remaining 13 parks that were not assessed at this time are either conservation areas, natural trails and/or are undergoing or have recently undergone comprehensive planning efforts. The project report was completed in June 2024 and can be found [here](#). Total consultant budget: \$50,000.
- **Shelburne St / Home Ave Intersection Scoping:** This [intersection scoping study](#) developed and evaluated short- and medium-term alternatives to improve safety and efficiency for all modes of transportation and enhance the intersection to better serve as a gateway into Burlington. The Project Advisory Committee has endorsed a preferred alternative for the intersection. This project will continue into FY25. Total consultant budget: \$60,000.
- **Northern Waterfront Connectivity:** [This project](#) will continue the recent investments in Burlington's northern waterfront by identifying opportunities and constraints for non-motorized transportation alternatives connecting Battery Street to the northern Waterfront and develop conceptual plans and cost estimates for the identified alternatives. The project report is expected in the fall of 2024. Total consultant budget: \$30,000.
- **Cottage Grove, Stanbury Road, and Green Acres Drive Sidewalk Scoping:** [This project](#) will evaluate the potential for constructing bike/pedestrian facilities on three streets within the New North End. This project will continue in FY25. Total consultant budget: \$59,000.
- **PlanBTV Walk/Bike Action Plan:** Burlington's new [PlanBTV Walk Bike Action Plan](#) will build on the existing 2017 Plan BTV Walk Bike plan by taking a deep dive into quantifiable data and robust public engagement to identify the most impactful projects. This action plan will position Burlington well to apply for future rounds of Safe Streets for All (SS4A) or other federal grants to implement the projects and fulfill the vision of a safer and inviting walkable and bikeable City. This project will continue in FY25. Total consultant budget: \$74,919.
- **Battery Street Corridor Study:** The CCRPC partnered with the City to conduct a corridor scoping study of [Battery Street](#) between Maple Street and Sherman Street. The study will identify improvements to enhance and support all modes of transportation, adjacent parks, corridor businesses, and enhance the street as a gateway between the downtown, waterfront, and city neighborhoods. The study is expected to be completed midway through FY25. Total consultant budget: \$109,815.

- **Right-of-Way Condition Inventory (Phase 3 and Phase 4):** This project involves a multi-year effort to create a comprehensive condition inventory of the City's right-of-way, to determine the feasibility of implementing stormwater retrofits to treat and manage stormwater runoff from City streets. Inventory in Wards 1, 2, 3, 5, 6, and 8 have been completed and testing for Wards 4 and 7 began in late FY24 and will carry-over into FY25. Consultant budget for FY24: \$64,426
- **DI Block Grant - Burlington/CHT/Pomerleau 3-acre Stormwater Permit project:** The CCRPC administered this public-private 3-acre gravel wetland grant to create a final design for a gravel wetland in an area south of the Shelburne Road Plaza and Champlain Housing Trust property as well obtain required permits. This project has been concluded and construction is expected in the fall of 2024. Total consultant budget: \$88,543.
- **Burlington South End Multimodal and TOD Feasibility Study:** The CCRPC partnered with the City, Ride Your Bike, LLC, and Champlain College to develop a Transit Oriented Development (TOD) master plan for Burlington's South End. This effort builds on the recently completed "Burlington South End Multimodal Feasibility Study." Total consultant contract: \$221,300.
- **Property Transportation Plans:** The Burlington Electric Department (BED) and the Burlington 2030 District (BTV 2030) partnered to reduce vehicle miles travelled and transportation emissions in Burlington's commercial and affordable multiunit sectors via the development and implementation of customized Property Transportation Plans (PTP). This work started in FY23 and continued in FY24. Total FY24 budget: \$6,750.
- **Burlington Impact Fee Study – Revision & Expansion:** The CCRPC and the City are working with a consultant to update their transportation impact fees. In a separate but related effort the City is working with a separate consultant to update fees associated with fire, police, parks, library, and schools. CCRPC and City staff are coordinating the two efforts as the work is closely related and builds off the same base assumptions of household and employment growth. The work is anticipated to be completed by the end of the calendar year 2024. Total consultant budget for this project: \$54,000.
- **Regional Energy Planning and Transportation Electrification Support:** CCRPC provided information and status updates on the Municipal Energy Resilience Program and worked with City staff to discuss fleet electrification grant opportunities, progress and issues.
- **Chittenden County Brownfields Program:** This year, using funds from both the EPA and the Agency of Commerce and Community Development, the program provided funding to assess perceived or real contamination issues in Burlington at 227 Main Street (Perrywinkle's Jewelry), 195-201 Flynn Ave, 99 Intervale Rd, 314 North Winooski Ave (formerly Champlain Transmission), and 168 Archibald St.
- **Byway Coordination:** Chittenden County includes eight of Lake Champlain Byway's 22 communities: Milton, Colchester, Winooski, Essex Junction, Burlington, South Burlington, Shelburne, and Charlotte. CCRPC staff maintained the [Byway website](#) including a helpful [Interactive Map](#). Additionally, CCRPC received and installed new Byway interpretive panels that replaced faded panels originally installed in 2008.
- **Burlington Partnership for a Healthy Community (BPHC):** Staff updated BPHC's [Story Map](#) which provides information on healthy community design policy to prevent substance misuse and keep kids safe.

- **Technical Assistance:** CCRPC staff provided a variety of technical assistance to the city:
 - o Supported the Burlington-Winooski Bridge project by participating in the study team, advisory committee, public meetings, and assisting with outreach to underrepresented communities.
 - o Completed a pavement condition inventory.
 - o Conducted on-street parking occupancy counts for the city’s Planning Office.
 - o Provided letters of support for an ACCD grant application and VTrans Transportation Alternatives program grant.
 - o Traffic signal optimization of Shelburne Street began in FY24 and is anticipated to be completed by the end of calendar year 2024.
- **Traffic Counts:** 12 Automatic Traffic Counts and 2 Turning Movement Counts were conducted in Burlington this year. Traffic counts conducted in support of Burlington’s Transportation projects and studies can be [found here](#).
- **Older Adults and Persons with Disabilities (O&D) Transportation Program:** [The Chittenden County O&D Transportation Program](#) supports community members through affordable transportation to medical appointments, access to fresh food at the grocery store, and social visits. In FY24, 2,892 trips were provided to Burlington residents as part of this program.

FY2025 CCRPC WORK PROGRAM

Project Name	Brief Description	Total Budget
South End Traffic Analysis	This technical assistance request will develop a methodology and execute a traffic study for Burlington’s South End that accounts for changes such as the Champlain Parkway, South End Innovation District, and the Shelburne St. roundabout.	CCRPC staff assistance only
Main Street Scoping Study	Together with the City of South Burlington, this study will bring together prior plans, current construction projects, and new analysis to scope a protected bicycle facility for the Main Street corridor, from Winooski Avenue to East Avenue. It will include scoping of the East Ave/Spear Street “jughandle” intersection.	\$150,000
VT 127 Shared Use Path Scoping and Feasibility Study	This project will complete scoping for new access points to and from the VT 127 path, assess the feasibility of widening the path, and recommend ways to improve the safety/protection of path users from VT 127 vehicle roadway departures.	\$150,000

PROJECTS IN THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The TIP is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal funds, each transportation project, program, or operation must be authorized through CCRPC approval of the TIP. Burlington projects included in the TIP are listed below. These projects are also included in the Vermont Agency of Transportation Capital Program.

- **Calahan Sidepath:** 2022 Transportation Alternatives Grant (\$286,400) to construct 700 feet of path along the north side of Locust Street.
- **Champlain Parkway:** \$80 million project with construction having begun in 2022.
- **Colchester Avenue/ Barrett Street/ Mill Street Intersection Improvements:** \$8 million intersection upgrade project to be coordinated with the Winooski River Bridge project. Construction expected to begin in 2026.
- **Colchester Avenue/ Prospect Street Intersection Improvements:** New regionally driven project added to the VTrans Capital Program in 2022. Project schedule to be determined.
- **Intervale Road Rail Crossing Improvements:** \$850,000 to improve the rail crossing on Intervale Road in FY25.
- **Intervale Road Shared Use Path:** 2021 VTrans Bicycle & Pedestrian Program award of \$1.162 million for a shared use path on Intervale Road from Riverside Avenue to the Intervale Center.
- **Lake Street Sidewalk and Stormwater Management:** 2021 Transportation Alternatives award of \$300,000 for a 150-foot long, 12-foot-wide shared use path on the north side of Lake Street.
- **Queen City Park Road Sidepath:** 2022 VTrans Bicycle and Pedestrian Program award for \$828,000 to construct a path along Queen City Park Road between Central Avenue and Austin Drive.
- **Railyard Enterprise Project:** \$15 million for multi-modal transportation infrastructure improvements between the Pine Street corridor and the Burlington Waterfront South. Funding schedule to be determined.
- **Reconnecting Downtown Burlington --Church Street Side Streets – Cherry Street:** Burlington received \$12 million in Congressionally Directed Funding to make a generational investment in Cherry Street to increase pedestrian access to the Church Street Marketplace.
- **Reconnecting Downtown Burlington:** 2023 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant (\$22,384,000) to fund final design and construction activities to rebuild Bank Street, Cherry Street, and sections of Pine Street and St Paul Street.
- **Schifillitti Park Shared Use Path:** \$285,727 Transportation Alternatives award for construction of a path between James Avenue and Gosse Court. Construction scheduled for 2024.
- **Stormwater Management Improvements on Main Street:** \$475,000 Municipal Highway and Stormwater Mitigation Program award for stormwater improvements in FY24.

REGIONAL ACTIVITIES

- **ECOS Plan Implementation and Update:** The [2018 Chittenden County ECOS Plan](#) (Environment; Community; Opportunity; Sustainability) is the regional plan for Chittenden County and combines the Regional Plan, the Metropolitan Transportation Plan, and the Comprehensive Economic Development Strategy into one. Efforts to update the ECOS Plan to be consistent with Act 181 (the Act 250 bill) began in 2024. Staff conducted six months of ECOS specific community engagement activities to gather input from underrepresented communities to inform this plan update. The engagement strategy and compiled results can be found [on our website](#). The Plan will be turned into an interactive website which will launch in the coming months. The Plan will be further updated with Town input when regional housing targets are available, and the future land use map is updated per Act 181. Additional discussion is needed on this topic.

- **Public Engagement and Equity:** The CCRPC continued to build organizational capacity to address systemic racism and inequities in our communities through the following actions:
 - o The CCRPC developed an [equity webpage](#) and adopted an organizational [equity statement](#).
 - o Supported and facilitated an [Equity Advisory Committee](#).
 - o The Equity Advisory Committee worked on the organizational Equity Statement, Core Values and a Code of Conduct for CCRPC Staff and representatives. The committee also supported and advised community engagement for the ECOS Plan update.
 - o Strengthened relationships and partnerships and forged new ones with organizations, grassroots organizers, and individuals working with marginalized communities.
- **Housing:** On behalf of all of the RPCs, CCRPC drafted a Regional Planning Report, recommending a new role for regional plans related to Act 250. CCRPC worked with the legislature to adopt comprehensive Act 250 reform through [H.687 or Act 181](#). Additionally, CCRPC organized two Housing Convening events to facilitate peer exchanges on housing tools, sponsored National Fair Housing Month events in partnership with CVOEO, and assisted communities with implementing the [HOME Act](#) (S.100/Act 47). The [Building Homes Together 2.0 campaign](#) launched in fall 2021 with the goal of building 1,000 homes per year by 2025 for people of all incomes, including 25% affordable homes. In 2022, 594 homes were built, 110 were affordable.
- **Regional Energy Planning:** The CCRPC drafted the ECOS Plan's enhanced energy plan sections to be consistent with the 2022 Department of Public Service's Energy Planning Standards. The CCRPC also began to update energy targets for each municipality with an enhanced energy plan. Under the Climate Pollution Reduction Grant, CCRPC also provided assistance to create or update municipal enhanced energy plans with implementation actions consistent with the Vermont Climate Action Plan.
- **Regional Energy Implementation:** CCRPC provided technical support to municipalities regarding the state-wide [Municipal Energy Resilience Program](#) for municipal buildings and other energy and climate-related grant and incentive programs. CCRPC coordinated with the Climate Action Office, the Public Service Department, and other partners on potential funding for municipalities.
- **Public Transportation Planning:** The CCRPC remains engaged with [Green Mountain Transit](#) (GMT) in a wide variety of public transit planning projects and initiatives. Within the CCRPC's FY24 [UPWP](#), \$442,340 was provided to GMT for transit planning in Chittenden County.
- **Northwest VT Transit Oriented Development (TOD):** Beginning in FY23, the CCRPC commenced work on a RAISE federal grant to analyze real estate market demand and develop comprehensive plans for transit-oriented development for 10 communities across five-counties in Northwest Vermont. The \$2.1 million grant will also support planning to assess how to enhance public transportation services in these communities to connect them with the region's economic hubs. In FY24, the CCRPC finalized the RAISE grant agreement with FTA, held a kick-off meeting with participating RPCs, contracted with a consultant for the real estate market analysis task, completed Memorandums of Agreement (MOAs) between the CCRPC and each participating RPC/municipality, and contracted with eight land use consultants to initiate the TOD master planning work. This planning grant is expected to be completed in FY26.
- **Transportation Demand Management (TDM):** CCRPC began work on a Regional Transportation Options Plan to assess the feasibility of transportation demand management (TDM) options, and advance recommendations of both the 2023 [Metropolitan Transportation Plan](#) (MTP) and the Chittenden County [I-89 2050 Study](#). CCRPC staff participated in CATMA's 2nd Annual

Transportation Summit and their [Transportation Coordinator](#) (TC) Network program and events to learn from other TC Network members about employee TDM benefits and programs.

- **Walk/Bike Planning:** CCRPC staff collaborated with CATMA and local municipalities to support the regional bikeshare program. The CCRPC also promoted TDM strategies and provided bike/ped-related technical assistance to municipalities and businesses, assisted municipalities with bike/ped grants and UPWP applications, managed bike/ped-related UPWP projects, and conducted bike/ped counts on paths, designated bike lanes, and other roadways. CCRPC staff assisted with planning [the 2024 VT Walk/Bike Summit](#), held in June in Saint Johnsbury.
- **Clean Water:** The CCRPC continued to host the [Clean Water Advisory Committee and the MS-4 Sub-Committee](#). CCRPC staff continued to serve on the Lake Champlain Sea Grant Program Advisory Committee. The CCRPC managed education and outreach programs such as the [Rethink Runoff](#) on behalf of our MS-4 municipalities. As [Clean Water Service Provider \(CWSP\) for the Northern Lake Champlain Direct Drainages \(Basin 5\)](#), CCRPC worked with its [Basin 5 Water Quality Council](#) (BWQC) to oversee the development and implementation of non-regulatory water quality improvement projects that reduce phosphorus loading into these streams and Lake Champlain.
- **Emergency Management:** CCRPC continued to staff the Regional Emergency Management Committee ([REMC](#)). CCRPC staff participate in a wide array of emergency management-related workshops and exercises to support our role in the State Emergency Operations Center (SEOC) when called upon. The CCRPC served as the local liaison between municipalities and the state to collect damage assessment information after significant storm events, helped with emergency preparedness for hazardous materials incidents, collected information from each municipality on annual implementation of hazard mitigation activities, and worked with municipalities to complete Local Emergency Management Plans.
- **Municipal Roads General Permit (MRGP) Compliance and Water Quality Planning Assistance:** CCRPC staff continued to assist Chittenden County municipalities to meet their MRGP obligations. This includes evaluating segments through Road Erosion Inventories (REIs), tracking and documenting upgraded segments and outlets, and reporting to DEC. Staff also assists municipalities with the State's Grants in Aid (GIA) program, which allocates funding to participating towns for stormwater improvements related to the MRGP. In FY24, 14 Chittenden County municipalities signed up to participate in the GIA program. An estimated 20 non-compliant segments will be upgraded using an allocated \$410,000.
- **Traffic Alert Program:** CCRPC compiled and sent out 35 traffic alerts about activities impacting traffic in Chittenden County over 8 months (no alerts January-March).
- **VT Culverts:** [The VT Culverts website](#) can be used to view a town's bridges and culverts on a map or chart based on condition or inventory date. CCRPC is one of two RPCs that manage the website. VT Culverts continues to gain traction in our region and throughout the state. At the end of June, six municipalities have actively used VT Culverts to inventory town-maintained bridges and culverts.
- **Chittenden County Communications Union District (CCCUD):** CCRPC assisted [the CCCUD](#) as they explored opportunities to provide high-speed internet access to under- or unserved addresses in their 8-municipality district. After much deliberation, the CCCUD voted to apply to the Vermont Community Broadband Board (VCBB) for available funds to bring high-speed internet access to half of the under- and unserved addresses in its district.
- **Older Adults and Persons with Disabilities (O&D) Transportation Program:** [The Chittenden County O&D Transportation Program](#) supports community members through affordable transportation to medical appointments, access to fresh food at the grocery store, and social

visits. In FY24, the O&D Committee held three meetings to discuss program funding, volunteer driver outreach and opportunities to involve more mobility partners in O&D transportation planning. CCRPC staff participated on the planning committee for the [5th Annual O&D Transportation Summit](#) which was held in June.

- **Chittenden County Brownfields Program:** In May 2023, CCRPC secured a competitive EPA grant of \$500,000 for Brownfields Assessment and Cleanup Planning over the next four years to aid property owners, potential developers and municipalities in investigating environmental issues before potential property redevelopment. In FY24, using these Federal and State funds environmental assessment and clean up planning was conducted at 13 project sites in eight municipalities. A [web-map of all brownfield sites](#) in Chittenden County was also developed.
- **Exit 14 Scoping Study:** The CCRPC, in collaboration with VTrans, the Cities of South Burlington and Burlington, and other partners initiated a scoping study to evaluate alternatives to improve safety, connectivity, and operational efficiency for all users of the [Exit 14 Interchange](#) area. The study will select a locally preferred alternative to recommend to VTrans for consideration and implementation.

For further information about the CCRPC, please visit <https://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker: cbaker@ccrpcvt.org.

The CCRPC's Summary of Act 181 & Community Engagement Plan

Last Updated: September 11, 2024

Overview of Act 181

Act 181, passed into law June 2024, overhauls Vermont's planning framework for coordinating state, regional, and municipal land use.

- **Location-based Act 250 Jurisdiction and State Designation Programs:** The Act modernizes how Vermont maps and directs public investments to designated centers and creates location-based Act 250 jurisdiction. This change is intended to recognize that some areas of Vermont are planned for growth, contain necessary infrastructure (e.g. water, wastewater), and have sufficient local zoning regulations in place to adequately regulate development. The map used to determine location-based Act 250 jurisdiction and designation boundaries is the Regional Future Land Use Map adopted by the RPC and approved by the State Land Use Review Board (LURB) based upon statutory definitions.
- **Meaningful Participation & Environmental Justice:** The Bill revises the adoption process that regional plans undergo to provide the opportunity for a more robust and comprehensive public participation process, with a specific focus on environmental justice (EJ) focus populations as defined in 3 V.S.A. 6002. It necessitates that RPCs evaluate the distribution of environmental benefits and burdens in the development of the Future Land Use Map.

Goals of new Future Land Use Map & Housing Targets: The new Future Land Use (FLU) Map will guide development in Chittenden County by designating areas for growth, conservation, and other purposes based on environmental, infrastructure, and community factors. Additionally, The Department of Housing and Community Development will set regional housing targets, which will be disaggregated by CCRPC for each municipality. CCRPC will work with each municipality to develop a regional future land use map that can meet these housing targets.

Interested & Affected Parties (IAPs): Municipal selectboards, planning commissions and other committees; municipal community members and interest groups representing EJ focus populations; regional and statewide interest groups.

Who makes what decisions? The CCRPC will attempt to build community consensus between all interested and affected parties, especially each municipality. Ultimately, the CCRPC Board must ensure the FLU Map complies with legal requirements (24 V.S.A. 4348a) to be approved by the State's Land Use Review Board (LURB).

Overview of The CCRPC's Engagement Plan

Goals of Engagement

1. Ensure all 19 municipalities are fully informed about the Act 181 (H.687) requirements.
2. Collect detailed input from each municipality to help inform the new Regional Future Land Use Map through multiple forms of engagement.
3. Foster a collaborative environment to attempt to build community consensus on the Regional Future Land Use Map, including with marginalized communities.
4. Provide clear, accessible information and resources to all participants throughout the process.
5. Develop a draft Regional Future Land Use Map with Housing Targets by June 2025.

Engagement Activities & Timeline

Phase 1 CCRPC Internal Planning & Coordination (August 2024 - Ongoing): • Develop initial draft FLU maps and housing target disaggregation methodology. • Create educational materials, including summaries and municipality-specific two-pagers. • Develop municipal engagement templates and materials.
Phase 2 Inform & Educate about Act 181 & Engagement Process (Fall 2024): • Hold educational meetings with selectboards and city councils to introduce the project, explain Act 181, and outline the engagement process. • Distribute informational materials to municipalities, relevant regional and state agencies, and planning commissions. • Develop customized engagement plans for each municipality based on their input.
Phase 3 Assess Environmental Benefits & Burdens (Fall - Spring 2025, ongoing): • Map environmental justice focus populations within Chittenden County. • Define and visualize environmental benefits and burdens. • Assess how the proposed map changes affect environmental justice (EJ) populations.
Phase 4 Engagement to Review Draft FLU Map (Winter 2025): • Conduct municipal and regional meetings to review and amend the draft FLU map. • Hold discussion groups and community meetings as per the municipal engagement plans. • Distribute an interactive map to gather public feedback.
Phase 5 Review Final FLU Map Draft & Discuss Housing Targets (Spring 2025): • Conduct review meetings with all interested and affected parties to reflect their input and reach consensus. • Discuss housing target methodology and implications. • Hold selectboard and planning commission meetings to review the final draft and housing targets.
Phase 6 Finalize Map & Housing Targets, Prepare for Formal Approval (Summer 2025): • Present final map and housing targets to the LRPC, CCRPC Board, and the State Land Use Review Board for approval.

Resolution Relating to

THE ESTABLISHMENT OF A DOWNTOWN PUBLIC
SAFETY HUB

RESOLUTION_____

Sponsor(s): Councilor(s) Litwin,
Brown McKnight, Traverse,
Carpenter, Shannon, Barlow, Doherty
Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Four.....

Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, public safety has consistently been identified as an urgent priority by the public, the administration, and City Councilors; and

WHEREAS, crime and substance use in our downtown core, including recent violent and random attacks and robberies and the closure of public spaces such as areas of parking garages, have negatively and significantly impacted the safety, wellbeing, public confidence, and operations of our business community, shoppers, residents, and visitors to our downtown; and

WHEREAS, the Administration acknowledges and continues to concentrate on crime and drug hot spots operating within our downtown and in the vicinity of the nationally-recognized Church Street Marketplace, as well as the nearby School Zones surrounding Edmunds Elementary and Middle Schools at 275-299 Main Street, Burlington Technical School at 110 Cherry Street, Downtown Burlington High School at 67 Cherry Street, where Burlington youth frequently socialize, shop, and work in the vicinity of these hot spots and our Marketplace; and

WHEREAS, substantial research and evidence suggests that police and first responder visibility can act as a deterrent to crime through visibility, trust building via community policing, enhanced public confidence to visit the area, and facilitating the proactive and rapid response to traffic enforcement incidents, overdoses, and more serious emergencies;¹ and

WHEREAS, various organizations and city officials are currently providing a wide array of public safety services and responses downtown in all weather and without privacy, including increased drug overdoses and mental health emergencies. Some of the city’s current and increased investments include the

¹ “The Role of Police Visibility in Preventing Crime: A Review of the Evidence,” David Weisburd, Cody W. Telep, and John E. Eck, Journal of Experimental Criminology (2014) Key summary: This review article examines empirical studies on how police visibility affects crime rates. The authors conclude that increased police presence in high-crime areas generally leads to reductions in crime, particularly when combined with community policing strategies.

"Community Policing and Crime: A Review of the Evidence, Wesley G. Skogan, The Annals of the American Academy of Political and Social Science (2006) Key Summary: Community policing efforts, including increased police visibility, contribute to building trust between police and community members. This trust enhances public confidence and cooperation, which can deter crime.

20 Howard Center Street Outreach Team, the life-saving and award-winning CRT Program from Burlington Fire
21 Department, Burlington Police Department’s CSO and CSL programs, as well as sworn officers when staffing
22 permits; and

23 WHEREAS, the City Council acknowledges the increasingly time-sensitive need to address our
24 deteriorating Police Headquarters at 1 North Avenue and that this resolution is not intended to supersede that
25 need; recognizing that both projects are viable and necessary to have a robust and modernized Police
26 Department that complements recruitment and retention efforts, a space for the public to engage with Police in
27 community meetings or seek assistance in a welcoming space, and one that addresses current health and safety
28 concerns long-expressed by past and present Police Department employees; and

29 WHEREAS, on July 22, 2024 the Transportation, Energy, and Utilities Committee (“TEUC”)
30 unanimously passed a motion to “support and recommend to the City Council support the Department of
31 Public Works pursuing CCRPC FY’26 grant funding to undertake a comprehensive update of the City’s
32 Transportation Plan in FY’26, which among other things, would include, “the siting of a comprehensive
33 information and services kiosk or other structure, including but not limited to the placement of a public safety
34 component, publicly available rest rooms, and wayfinding.” TEUC’s motion further affirmed that, “DPW
35 Staff is requested to commit in FY’25 to do as much of the following that is within the capacity of the
36 department, given staffing and funding constraints and the multitude of important projects being undertaken,”
37 which included a direction to “conduct preliminary pilot initiatives... (including a kiosk with a public safety
38 component)”;

39 NOW, THEREFORE, BE IT RESOLVED that the City Council acknowledges that Burlington faces
40 an urgent public safety emergency and substance misuse crisis and that the establishment of a public safety
41 kiosk or hub downtown will allow us to directly deploy necessary resources to our downtown, and to deter
42 criminal activity and restore public trust in the safety of our downtown through visibility and rapid resource
43 deployment; and

44 BE IT FURTHER RESOLVED that the City recognizes the urgency of our downtown public safety
45 concerns and commits to expeditiously establishing and funding a public safety hub or kiosk on or very nearby
46 Church Street Marketplace in a location that is visible and accessible to the public; and

47 BE IT FURTHER RESOLVED that the Public Safety Committee shall engage the community on its
48 vision for a public safety hub or kiosk, and this engagement shall include consultation with interested
49 community partners, including, but not limited to, the DPW Commission, Board of Health, Director of
50 Business and Workforce Development and Church Street Marketplace Commission, Burlington Police
51 Department & Crisis Advocacy Intervention Programs (CAIP), Burlington Fire Department and its Critical

52 Response Team (CRT), Howard Center Street Outreach Team, Burlington Community Justice Center,
 53 Burlington Business Association and the general business community. The Public Safety Committee shall
 54 report back on the needs and input from the community to the Mayor's Office and City Council on or by
 55 December 9, 2024; and

56 BE IT FURTHER RESOLVED that after receiving this report from the Public Safety Committee, the
 57 Director of Business and Workforce Development, in collaboration with the Mayor's Community Safety
 58 Advisor and any other staff of the Mayor's choosing, shall prepare report to the City Council's Public Safety
 59 Committee on various specific options and recommendations for a public safety kiosk or hub (e.g., new or
 60 existing freestanding structure, existing storefront space, etc.), potential locations for a kiosk or hub, and the
 61 estimated cost of each option, and this report shall be delivered no later than February 10, 2025 ; and

62 BE IT FURTHER RESOLVED that subject to any necessary future approval of the Board of Finance
 63 and City Council, the Mayor's Administration may seek the support of professional consultant services to
 64 assist in the preparation of the report required by this resolution, and the cost of these services shall not exceed
 65 \$30,000, or the Administration may reserve said funds and an additional \$20,000 for a total of \$50,000 in
 66 assigned FY25 monies for costs associated with establishing the downtown public safety hub or kiosk; and

67 BE IT FURTHER RESOLVED that in anticipation of the City Council and Mayor acting on the
 68 recommendations set forth in the report, the City will start to prioritize applications and sources for funding
 69 sources necessary to support this project.

70
 71
 72 *EL/Resolutions 2024/Establishment of a Downtown Public Safety Hub*
 73 September 9, 2024

Resolution Relating to

THE ESTABLISHMENT OF A DOWNTOWN PUBLIC
SAFETY HUB

RESOLUTION _____

Sponsor(s): Councilor(s) Litwin,
Brown McKnight, Traverse,
Carpenter, Shannon, Barlow, Doherty
Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Four.....

Resolved by the City Council of the City of Burlington, as follows:

1 That WHEREAS, public safety has consistently been identified as an urgent priority by the public, the
2 administration, and City Councilors; and

3 WHEREAS, crime and substance use in our downtown core, including recent violent and random
4 attacks and robberies and the closure of public spaces such as areas of parking garages, have negatively and
5 significantly impacted the safety, wellbeing, public confidence, and operations of our business community,
6 shoppers, residents, and visitors to our downtown; and

7 WHEREAS, the Administration acknowledges and continues to concentrate on crime and drug hot
8 spots operating within our downtown and in the vicinity of the nationally-recognized Church Street
9 Marketplace, as well as the nearby School Zones surrounding Edmunds Elementary and Middle Schools at
10 275-299 Main Street, Burlington Technical School at 110 Cherry Street, Downtown Burlington High School
11 at 67 Cherry Street, where Burlington youth frequently socialize, shop, and work in the vicinity of these hot
12 spots and our Marketplace; and

13 WHEREAS, the Administration further acknowledges the benefits associated with the greater visibility
14 of and community engagement with public safety personnel, including by, but not limited to, exploring means
15 to more regularly staff the front desk at Police Headquarters; and

16 WHEREAS, substantial research and evidence suggests that police and first responder visibility can act
17 as a deterrent to crime through visibility, trust building via community policing, enhanced public confidence
18 to visit the area, and facilitating the proactive and rapid response to traffic enforcement incidents, overdoses,
19 and more serious emergencies¹; and

¹ “The Role of Police Visibility in Preventing Crime: A Review of the Evidence,” David Weisburd, Cody W. Telep, and John E. Eck, Journal of Experimental Criminology (2014) Key summary: This review article examines empirical studies on how police visibility affects crime rates. The authors conclude that increased police presence in high-crime areas generally leads to reductions in crime, particularly when combined with community policing strategies.
"Community Policing and Crime: A Review of the Evidence, Wesley G. Skogan, The Annals of the American Academy of Political and Social Science (2006) Key Summary: Community policing efforts, including increased police visibility, contribute to building trust between police and community members. This trust enhances public confidence and cooperation, which can deter crime.

WHEREAS, various organizations and city officials are currently providing a wide array of public safety services and responses downtown in all weather and without privacy, including increased drug overdoses and mental health emergencies. Some of the city's current and increased investments include the Howard Center Street Outreach Team, the life-saving and award-winning CRT Program from Burlington Fire Department, Burlington Police Department's CSO and CSL programs, as well as sworn officers when staffing permits; and

WHEREAS, the City Council acknowledges the increasingly time-sensitive need to address our deteriorating Police Headquarters at 1 North Avenue and that this resolution is not intended to supersede that need; recognizing that both projects are viable and necessary to have a robust and modernized Police Department that complements recruitment and retention efforts, a space for the public to engage with Police in community meetings or seek assistance in a welcoming space, and one that addresses current health and safety concerns long-expressed by past and present Police Department employees; and

WHEREAS, on July 22, 2024 the Transportation, Energy, and Utilities Committee ("TEUC") unanimously passed a motion to "support and recommend to the City Council support the Department of Public Works pursuing CCRPC FY'26 grant funding to undertake a comprehensive update of the City's Transportation Plan in FY'26, which among other things, would include, "the siting of a comprehensive information and services kiosk or other structure, including but not limited to the placement of a public safety component, publicly available rest rooms, and wayfinding." TEUC's motion further affirmed that, "DPW Staff is requested to commit in FY'25 to do as much of the following that is within the capacity of the department, given staffing and funding constraints and the multitude of important projects being undertaken," which included a direction to "conduct preliminary pilot initiatives... (including a kiosk with a public safety component)"; and

WHEREAS, at its meeting on September 18, 2024, the Church Street Marketplace Commission passed a motion encouraging the City Council to continue with a formalized public engagement process to solicit feedback from community partners on the need and vision for a public safety hub²; and

NOW, THEREFORE, BE IT RESOLVED that the City Council acknowledges that Burlington faces an urgent public safety emergency and ~~substance misuse~~ crisis and surrounding Substance Use Disorder and that the establishment of a public safety ~~kiosk or~~ hub downtown will allow us to directly deploy necessary

² Motion passed on 9/18/24 by Church Street Marketplace Commission with a vote of 8-1 as follows: "Endorse the exploration of a public safety kiosk to be located on or near the church street marketplace of downtown Burlington for purposes of addressing the immediate needs relating to public safety here in the city of Burlington."

resources to our downtown, and to deter criminal activity and restore public trust in the safety of our downtown through visibility and rapid resource deployment; and

BE IT FURTHER RESOLVED that the City recognizes the urgency of our downtown public safety concerns and commits to expeditiously ~~establishing and funding~~exploring the feasibility of a public safety hub ~~or kiosk~~ on or very nearby Church Street Marketplace in a location that is visible and accessible to the public; and

BE IT FURTHER RESOLVED that the Public Safety Committee shall engage the community on its vision for a public safety hub ~~or kiosk~~, and this engagement shall include consultation with interested community partners, including, but not limited to, Neighborhood Planning Assemblies, the DPW Commission, Board of Health, Director of Business and Workforce Development and Church Street Marketplace Commission, Burlington Police Department & Crisis Advocacy Intervention Programs (CAIP), Burlington Fire Department and its Critical Response Team (CRT), Howard Center Street Outreach Team, Burlington Community Justice Center, Burlington Business Association and the general business community. The Public Safety Committee shall report back on the needs and input from the community to the ~~Mayor's Office and City Council on or by December 9, 2024;~~City Council on or by January 21, 2025, including any specific options or recommendations for a public safety hub (e.g., new or existing freestanding structures, existing storefront space, a mobile public safety hub, etc.); and

BE IT FURTHER RESOLVED that after receiving this report from the Public Safety Committee, it is the ~~Director's stated intent of Business and Workforce Development, in collaboration with the Mayor's Community Safety Advisor and any other staff of the Mayor's choosing, shall prepare report to the City Council's Public Safety Committee on various full City Council to act on~~ specific options ~~and/or~~ recommendations ~~for a public safety kiosk or hub (e.g., new from the Public Safety Committee on or existing freestanding structure, existing storefront space, etc.), potential locations for a kiosk or hub, and the estimated cost of each option, and this report shall be delivered no later than February by March 10, 2025;~~ and

~~BE IT FURTHER RESOLVED that subject to any necessary future approval of the Board of Finance and City Council, the Mayor's Administration may seek the support of professional consultant services to assist in the preparation of the report required by this resolution, and the cost of these services shall not exceed \$30,000, or the Administration may reserve said funds and an additional \$20,000 for a total of \$50,000 in assigned FY25 monies for costs associated with establishing the downtown public safety hub or kiosk; and~~

~~BE IT FURTHER RESOLVED that in anticipation of the City Council and Mayor acting on the recommendations set forth in the report, the City will start to prioritize applications and sources for funding sources necessary to support this project.~~

EL/Resolutions 2024/*Establishment of a Downtown Public Safety Hub*

September 9, 2024

Resolution Relating to

THE ESTABLISHMENT OF A DOWNTOWN PUBLIC SAFETY HUB

RESOLUTION 9.4

Sponsor(s): Councilor(s) Litwin,
Brown McKnight, Traverse,
Carpenter, Shannon, Barlow, Doherty
Introduced: 09/23/24
Referred to: _____

Action: adopted as amended

Date: 09/23/24

Signed by Mayor: 09/24/24

CITY OF BURLINGTON

In the year Two Thousand Twenty-Four.....

Resolved by the City Council of the City of Burlington, as follows:

1 That WHEREAS, public safety has consistently been identified as an urgent priority by the public, the
2 administration, and City Councilors; and

3 WHEREAS, crime and substance use in our downtown core, including recent violent and random
4 attacks and robberies and the closure of public spaces such as areas of parking garages, have negatively and
5 significantly impacted the safety, wellbeing, public confidence, and operations of our business community,
6 shoppers, residents, and visitors to our downtown; and

7 WHEREAS, the Administration acknowledges and continues to concentrate on crime and drug hot
8 spots operating within our downtown and in the vicinity of the nationally-recognized Church Street
9 Marketplace, as well as the nearby School Zones surrounding Edmunds Elementary and Middle Schools at
10 275-299 Main Street, Burlington Technical School at 110 Cherry Street, Downtown Burlington High School
11 at 67 Cherry Street, where Burlington youth frequently socialize, shop, and work in the vicinity of these hot
12 spots and our Marketplace; and

13 WHEREAS, the Administration further acknowledges the benefits associated with the greater visibility
14 of and community engagement with public safety personnel, including by, but not limited to, exploring means
15 to more regularly staff the front desk at Police Headquarters; and

16 WHEREAS, substantial research and evidence suggests that police and first responder visibility can act
17 as a deterrent to crime through visibility, trust building via community policing, enhanced public confidence
18 to visit the area, and facilitating the proactive and rapid response to traffic enforcement incidents, overdoses,
19 and more serious emergencies¹; and

¹ "The Role of Police Visibility in Preventing Crime: A Review of the Evidence," David Weisburd, Cody W. Telep, and John E. Eck, Journal of Experimental Criminology (2014) Key summary: This review article examines empirical studies on how police visibility affects crime rates. The authors conclude that increased police presence in high-crime areas generally leads to reductions in crime, particularly when combined with community policing strategies.

"Community Policing and Crime: A Review of the Evidence, Wesley G. Skogan, The Annals of the American Academy of Political and Social Science (2006) Key Summary: Community policing efforts, including increased police visibility, contribute to building trust between police and community members. This trust enhances public confidence and cooperation, which can deter crime.

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

ORIGINAL

RESOLUTION RELATING TO

.....
.....
.....

Adopted by the City Council

....., 20.....

..... Clerk

Approved....., 20.....

..... Mayor

Vol. Page

* * * * *

20 WHEREAS, various organizations and city officials are currently providing a wide array of public
 21 safety services and responses downtown in all weather and without privacy, including increased drug
 22 overdoses and mental health emergencies. Some of the city’s current and increased investments include the
 23 Howard Center Street Outreach Team, the life-saving and award-winning CRT Program from Burlington Fire
 24 Department, Burlington Police Department’s CSO and CSL programs, as well as sworn officers when staffing
 25 permits; and

26 WHEREAS, the City Council acknowledges the increasingly time-sensitive need to address our
 27 deteriorating Police Headquarters at 1 North Avenue and that this resolution is not intended to supersede that
 28 need; recognizing that both projects are viable and necessary to have a robust and modernized Police
 29 Department that complements recruitment and retention efforts, a space for the public to engage with Police in
 30 community meetings or seek assistance in a welcoming space, and one that addresses current health and safety
 31 concerns long-expressed by past and present Police Department employees; and

32 WHEREAS, on July 22, 2024 the Transportation, Energy, and Utilities Committee (“TEUC”)
 33 unanimously passed a motion to “support and recommend to the City Council support the Department of
 34 Public Works pursuing CCRPC FY’26 grant funding to undertake a comprehensive update of the City’s
 35 Transportation Plan in FY’26, which among other things, would include, “the siting of a comprehensive
 36 information and services kiosk or other structure, including but not limited to the placement of a public safety
 37 component, publicly available rest rooms, and wayfinding.” TEUC’s motion further affirmed that, “DPW
 38 Staff is requested to commit in FY’25 to do as much of the following that is within the capacity of the
 39 department, given staffing and funding constraints and the multitude of important projects being undertaken,”
 40 which included a direction to “conduct preliminary pilot initiatives... (including a kiosk with a public safety
 41 component)”; and

42 WHEREAS, at its meeting on September 18, 2024, the Church Street Marketplace Commission passed
 43 a motion encouraging the City Council to continue with a formalized public engagement process to solicit
 44 feedback from community partners on the need and vision for a public safety hub²; and

45 NOW, THEREFORE, BE IT RESOLVED that the City Council acknowledges that Burlington faces
 46 an urgent public safety emergency and crisis surrounding Substance Use Disorder and that the establishment
 47 of a public safety hub downtown will allow us to directly deploy necessary resources to our downtown, and to

² Motion passed on 9/18/24 by Church Street Marketplace Commission with a vote of 8-1 as follows: “Endorse the exploration of a public safety kiosk to be located on or near the church street marketplace of downtown Burlington for purposes of addressing the immediate needs relating to public safety here in the city of Burlington.”

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

ORIGINAL

RESOLUTION RELATING TO

.....
.....
.....

Adopted by the City Council

....., 20.....

..... Clerk

Approved....., 20.....

..... Mayor

Vol. Page

* * * * *

deter criminal activity and restore public trust in the safety of our downtown through visibility and rapid resource deployment; and

BE IT FURTHER RESOLVED that the City recognizes the urgency of our downtown public safety concerns and commits to expeditiously exploring the feasibility of a public safety hub on or very nearby Church Street Marketplace in a location that is visible and accessible to the public; and

BE IT FURTHER RESOLVED that the Public Safety Committee shall engage the community on its vision for a public safety hub, and this engagement shall include consultation with interested community partners, including, but not limited to, Neighborhood Planning Assemblies, the DPW Commission, Board of Health, Director of Business and Workforce Development and Church Street Marketplace Commission, Burlington Police Department & Crisis Advocacy Intervention Programs (CAIP), Burlington Fire Department and its Critical Response Team (CRT), Howard Center Street Outreach Team, Burlington Community Justice Center, Burlington Business Association and the general business community. The Public Safety Committee shall report back on the needs and input from the community to the City Council on or by January 21, 2025, including any specific options or recommendations for a public safety hub (e.g., new or existing freestanding structures, existing storefront space, a mobile public safety hub, etc.); and

BE IT FURTHER RESOLVED that after receiving this report from the Public Safety Committee, it is the stated intent of the full City Council to act on specific options or recommendations from the Public Safety Committee on or by March 10, 2025.

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

Public Safety Committee

ORIGINAL

RESOLUTION RELATING TO

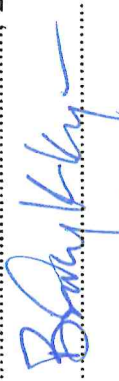
The Establishment Of A Downtown Public Safety Hub

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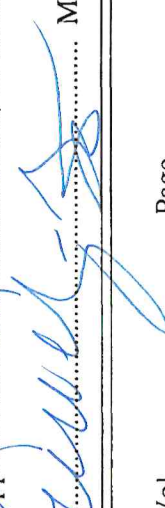
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Adopted by the City Council

September 23....., 20 24.....

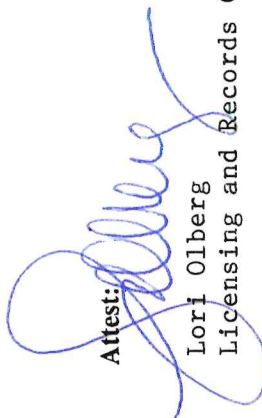
 Clerk

Approved..... Sept 24, 20 24.....

 Mayor

Vol. Page

Attest:


Lori Olberg
Licensing and Records Coordinator

* * * * *

Resolution Relating to

ASSURING OUR POLICE DEPARTMENT HAS A
MODERN FACILITY THAT ASSURES THE HEALTH AND
WELLBEING OF EMPLOYEES, MEETS THE
EXPECTATIONS OF THE PUBLIC, AND PROVIDES
DIGNITY, SECURITY AND PRIVACY FOR
PERPETRATORS AND VICTIMS

RESOLUTION_____

Sponsor(s): Councilors *Traverse,*
Barlow, Carpenter, Doherty, Litwin,
McKnight, Shannon
Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Four.....

Resolved by the City Council of the City of Burlington, as follows:

1 That WHEREAS, the Burlington Police Department has been headquartered at the Antonio B. Pomerleau
2 Building located at One North Avenue since 1995; and
3 WHEREAS, this police station bears the name of the late Antonio B. Pomerleau, a former Burlington
4 police commissioner, developer, and philanthropist, as Mr. Pomerleau was responsible for purchasing and
5 renovating the building prior to charitably conveying the entire property to the City with generous terms; and
6 WHEREAS, with gratitude to Mr. Pomerleau and his family, the City acknowledges that after three
7 decades of use, the police station is currently outdated and in need of major renovations or replacement; and
8 WHEREAS, in its FY25 budget presentation, the Burlington Police Department and Chief Jon Murad
9 identified the outdated police station as a hurdle to recruitment, comparing it to newer facilities for the
10 Vermont State Police (built in 2023), South Burlington Police Department (renovated in 2010), Essex Police
11 Department (built in 2018), and Colchester Police Department (renovated in 2012); and
12 WHEREAS, the condition of the police station remains in a worsened state due to an arson incident
13 that occurred there on November 13, 2023; and
14 WHEREAS, the appraised value of the property at One North Avenue currently appears on
15 Burlington's Grand List as \$4,829,400; and
16 WHEREAS, the City Council regularly receives complaints and concerns from community members
17 that the Burlington Police Department currently lacks the resources to respond to incidents in a manner that is
18 acceptable to the community; and
19 WHEREAS, the City is deeply grateful for all of Burlington's emergency first responders and is
20 committed to ensuring our public safety agencies present career opportunities that are among the most
21 desirable in our region; and
22 WHEREAS, in the Pre-Development Agreement entered into by the City in or about March 2024
23 regarding the Memorial Block, the City committed to determining the feasibility of relocating the also
24 outdated Central Fire Station located in that block to a new public safety facility;

ASSURING OUR POLICE DEPARTMENT HAS A MODERN FACILITY THAT ASSURES THE HEALTH AND WELLBEING OF EMPLOYEES, MEETS THE EXPECTATIONS OF THE PUBLIC, AND PROVIDES DIGNITY, SECURITY AND PRIVACY FOR PERPETRATORS AND VICTIMS

25 NOW, THEREFORE, BE IT RESOLVED that the City shall begin the process of assuring our police
26 department has a modern facility that assures the health and wellbeing of employees and meets the
27 expectations of the public, and provides dignity, security and privacy for perpetrators and victims within the
28 facility; and

29 BE IT FURTHER RESOLVED that a three person committee, appointed by the Mayor and Council
30 President shall be established to develop and present a preliminary assessment of needs and options for the
31 Department, to the City Council on or by its meeting on October 28, 2024; and

32 BE IT FURTHER RESOLVED that this three-person committee shall consist of:

- 33 1. One commercial real estate professional
34 2. One architect or builder
35 3. One person with experience real estate financing; and

36 BE IT FURTHER RESOLVED that the work of the committee will be supported by the Chief
37 Administrative Officer and Chief of Police; and

38 BE IT FURTHER RESOLVED that the Council respectfully requests that the committee investigate
39 immediate, short- term, and long -term solutions, opportunities, and costs (to the extent that they may differ)
40 to address department needs; and

41 BE IT FURTHER RESOLVED that in addition to recommending relocation or renovation options that
42 will better support the Burlington Police Department and its existing recruitment challenges, the committee
43 shall also prioritize options that improve the public's ability to directly engage with the Police Department and
44 options that include secure facilities to hold suspects locally rather than in other communities, separate
45 meeting space for victims, adequate parking for police vehicles and staff, and community meeting space; and

46 BE IT FURTHER RESOLVED that in consideration of the City's current bonding capacity and
47 existing taxpayer commitments to the new Burlington High School and Technical Center, and to best expedite
48 a much-needed replacement or renovations for the existing police station, the City encourages the committee
49 to recommend options requiring limited or no contributions from Burlington taxpayers and, to that end, the
50 committee may present options that involve the sale of all or part of the property at One North Avenue and
51 utilizing those proceeds for purpose of building replacement or renovations; and

52 BE IT FURTHER RESOLVED that to the extent the existing police station remains in need of repairs
53 necessitated by the arson incident of November 13, 2023, an assessment of needed repairs and associated costs
54 shall be presented by the Mayor's Administration to the City Council at or before its meeting on October 7,

Resolution Relating to

ASSURING OUR POLICE DEPARTMENT HAS A MODERN FACILITY
THAT ASSURES THE HEALTH AND WELLBEING OF EMPLOYEES,
MEETS THE EXPECTATIONS OF THE PUBLIC, AND PROVIDES
DIGNITY, SECURITY AND PRIVACY FOR PERPETRATORS AND
VICTIMS

55 2024, including a proposal on any budget amendments necessary to ensure these repairs are completed by the
56 end of this calendar year.

57

58 BT/Resolutions 2024/*Assuring Our Police Department Has A Modern Facility That Assures The Health And Wellbeing Of Employees, Meets The*
59 *Expectations Of The Public, And Provides Dignity, Security And Privacy For Perpetrators And Victims*
60 September 9, 2024

CITY OF BURLINGTON

In the Year Two Thousand Twenty-Four

An Ordinance in Relation to

POLICE

Composition of Independent Panel

ORDINANCE _____

Sponsors: Ordinance Committee

Public Hearing Dates: _____

First reading: _____

Referred to: _____

Rules suspended and placed in all
stages of passage: _____

Second reading: _____

Action: _____

Date: _____

Signed by Mayor: _____

Published: _____

Effective: _____

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

That the Code of Ordinances of the City of Burlington be and hereby is amended by amending Chapter 10,
Reserved, thereof to read as follows:

Chapter 10

~~Reserved-Police~~

10-1 Independent Panel

The panel shall consist of 5 people appointed jointly by the Mayor and City Council President. 4 of the 5
people appointed shall have at least 10 years past experience as a criminal prosecutor, public defender, judge,
law enforcement officer, human resources professional or union representations, or government attorney
having served in municipal, federal or state government. At least one of the 5 people appointed shall have
experience in criminal reform and/or racial justice.

The Mayor and Council President will coordinate to assure the panel represents the diverse nature and
interests of the Burlington community to the extent possible and assure the availability of appointees to meet
within the required timeframe.

The Mayor and Council President shall have 7 days to make appointments to the panel. The Mayor and
Council President may pre-approve more than 5 individuals to be able to select the panel from. The panel
shall then have 14 days to convene and issue a decision. The Chair of the panel shall be appointed by the
Mayor and Council President. The City Attorney will assign an attorney to this committee.

* Material stricken out deleted.

** Material underlined added.

KS/Ordinances 2024/BCO Ch. 10 Police

BCO Section 10.1

9/19/2024

CITY OF BURLINGTON

ORDINANCE _____

Sponsor: Office of City Planning,
Planning Commission, Ordinance
Committee

Public Hearing Dates: _____

First reading: _____

Referred to: _____

Rules suspended and placed in all
stages of passage: _____

Second reading: _____

Action: _____

Date: _____

Signed by Mayor: _____

Published: _____

Effective: _____

In the Year Two Thousand Twenty-Four

An Ordinance in Relation to

COMPREHENSIVE DEVELOPMENT ORDINANCE

ZA-24-04 Neighborhood Code 2A, Part 1:

Technical Corrections & Secondary Structures

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

That Appendix A-Burlington Comprehensive Development Ordinance of the Code of Ordinances of the City of Burlington be and hereby is amended by amending Sec. 4.3.1 Base Districts Established; Map 4.3.1-1 Base Zoning Districts; the Residential Corridor District purpose statement in Sec. 4.4.5 (a) 5; Map 4.4.5-1 Residential Zoning Districts; Tables 4.4.5-2; Sec. 4.4.5 (d) 1. B. Residential Development Bonuses by re-naming and modifying both Sec. 4.4.5 (d) 1. B. (i) and Table 4.4.5-4; Sec. 5.2.5 (b) 7.; Table 7.2.1-B Sign Types Permitted by Form/Zoning District; and Article 13 – Definitions, thereof to read as follows:

Article 4: Zoning Maps and Districts

PART 3: ZONING DISTRICTS ESTABLISHED

Sec. 4.3.1 Base Districts Established:

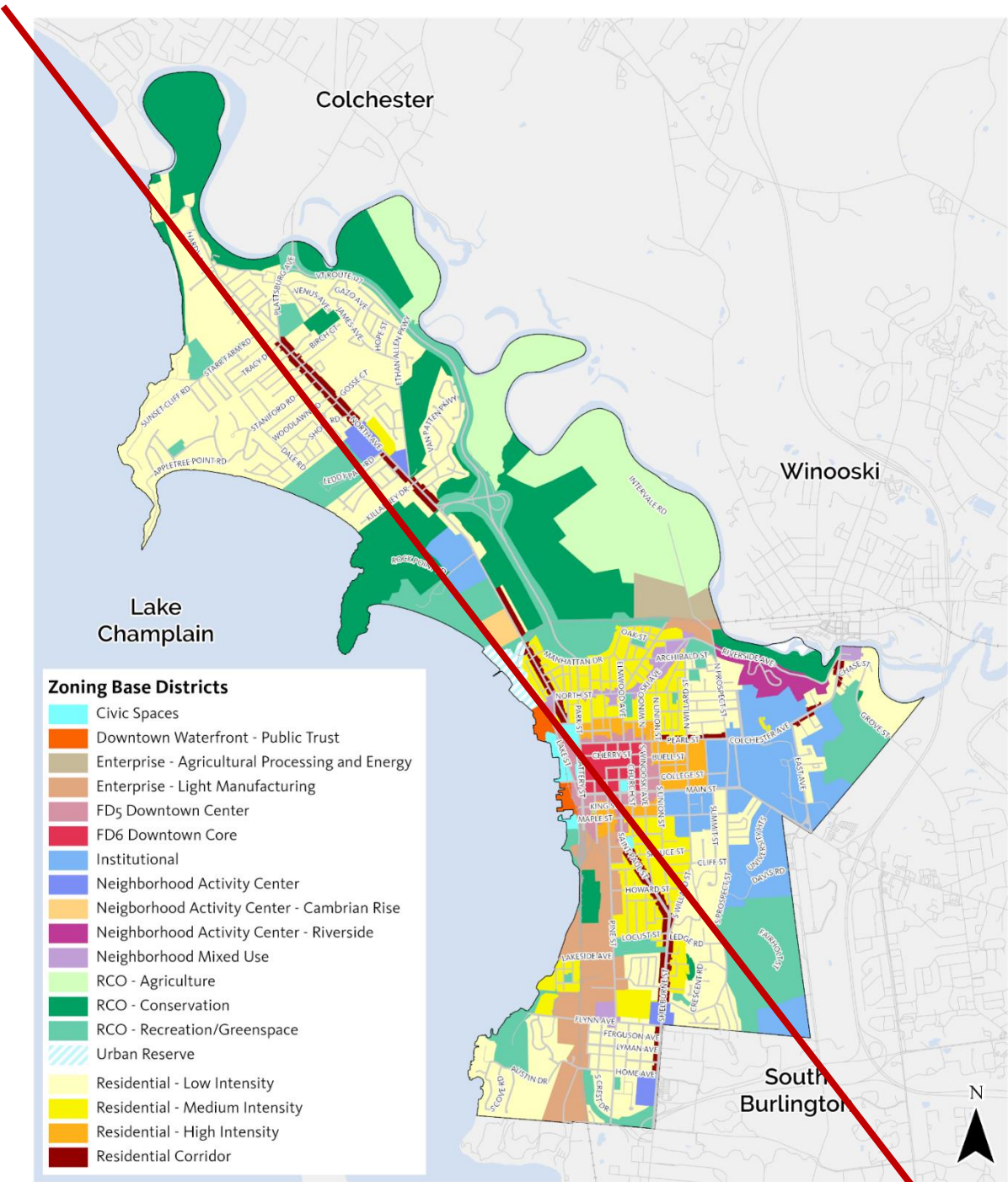
The following zoning districts are hereby established as illustrated in Map 4.3.1-1 and further described in Part 4 below:

(a) through (d) – *As Written.*

(e) A series of four (4) **Residential** districts: (see Sec. 4.4.5)

- Residential Corridor (RC), where mapped, this district applies to properties with street frontage on North Avenue, Colchester Avenue, St. Paul Street, Pearl Street, and Shelburne Street to a maximum depth of 200 ft;
- Residential High Intensity (RH);
- Residential Medium Intensity (RM); and
- Residential Low Intensity (RL);

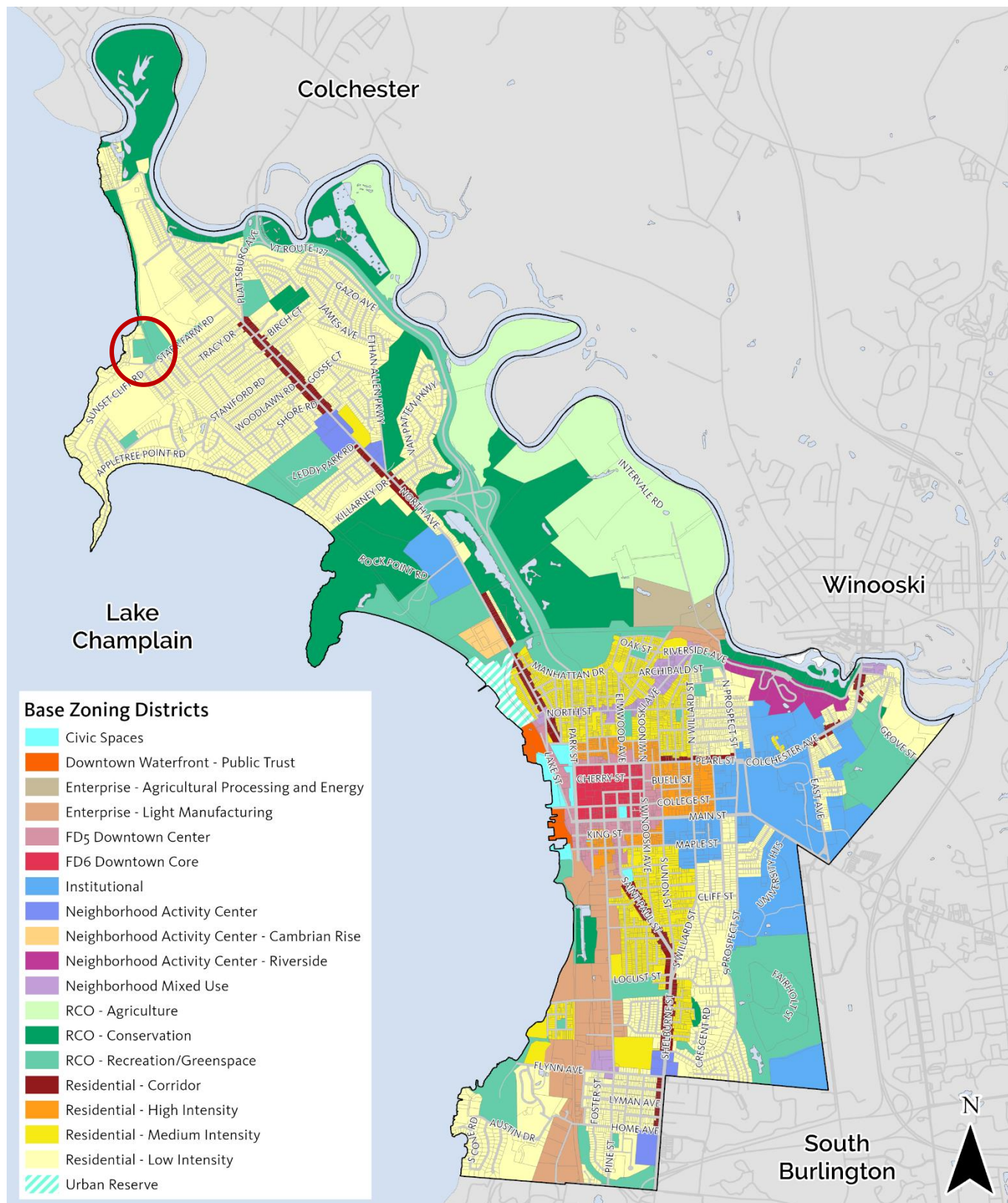
(f) through (g) – *As Written.*



Map 4.3.1-1 Base Zoning Districts
*Burlington Comprehensive Development Ordinance
Districts effective Jan. 30, 2008*

Map 4.3.1-1 Base Zoning Districts

23
24
25



Map 4.3.1-1 Base Zoning Districts

Burlington Comprehensive Development Ordinance

Districts effective Jan. 30, 2008 with amendments effective 06-05-24 (ZA-24-02)

Map 4.3.1-1 Base Zoning Districts

Article 4: Zoning Maps and Districts

PART 4: BASE ZONING DISTRICT REGULATIONS

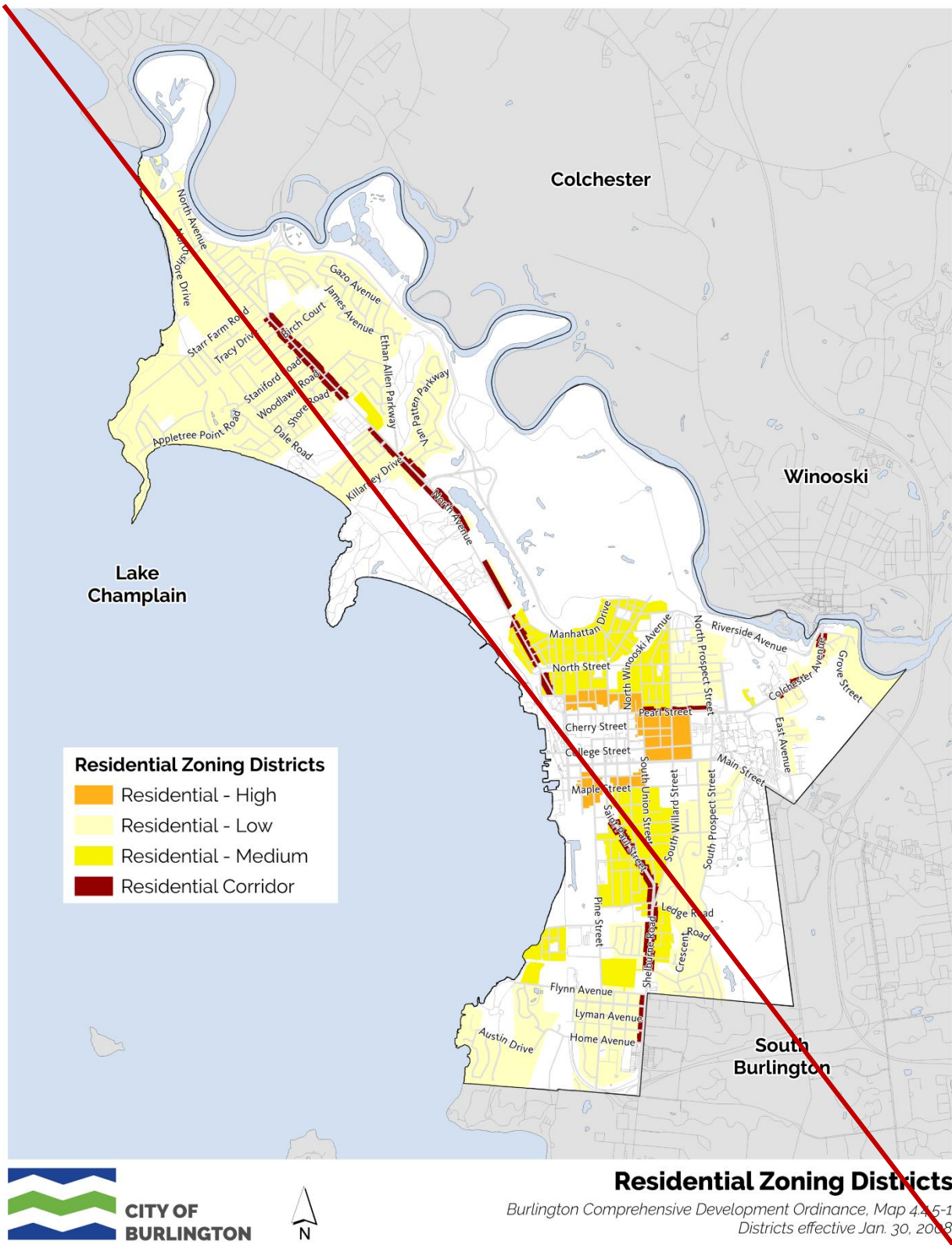
Sec. 4.4.5 Residential Districts

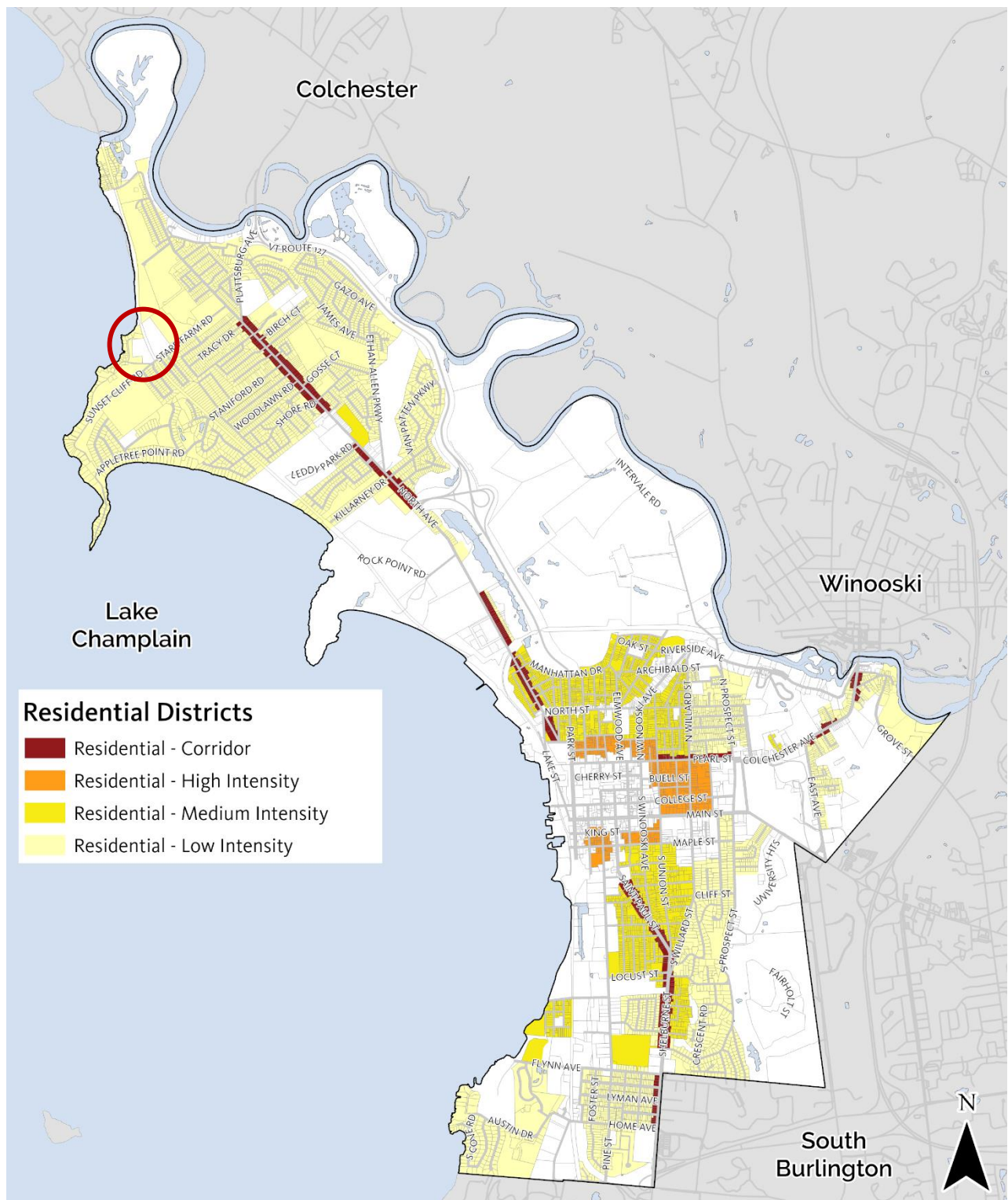
(a) Purpose:

As Written

The Residential districts as illustrated in Map 4.4.5-1 are further described as follows:

1. The **Residential Lower Intensity (Residential Low, RL)** – *As Written*
2. The **Residential Medium Intensity (Residential Medium, RM)** – *As Written*
3. The **Residential High Intensity (Residential High, RH)** – *As Written*
4. The **Residential Corridor (RC)** district is intended for residential development that includes a mix of housing types such as duplex, triplex, quadplex, townhouse, and mid-sized, multi-unit and mixed-use buildings along major multi-modal transportation corridors that are adjacent to low intensity districts. Single-family detached dwellings are limited to buildings originally built for such purpose. New and infill development may be located closer to the street than historic development patterns, with building heights ~~ranging from two to three and a half up to four~~ stories and high lot coverage. Multiple Principal Uses are allowed, and neighborhood-serving commercial uses may be incorporated in existing or new buildings.





Map 4.4.5-1 Residential Zoning Districts

Burlington Comprehensive Development Ordinance

Districts effective Jan. 30, 2008 with amendments effective 06-05-24 (ZA-24-02)

(b) Dimensional Standards

The intensity of development, dimensions of building lots, the heights of buildings and their setbacks from property boundary lines, and the limits on lot coverage shall be governed by the following standards:

Table 4.4.5-1 Lot Size, Frontage, Setback, and Lot Coverage Standards in Residential Districts*As Written***Table 4.4.5-2 Principal & Secondary Structures Massing and Placement Standards in Residential Districts**

District	Max Height & Stories ^{1,3, 5, 6}	Max Dwelling Units per Structure ^{2,3}	Max. Principal Structure Footprint ³	Max. Secondary Structure Footprint ^{3,6}	Max Building face before providing offset ⁵ Max. Linear Elevation before offset ⁴	Min. Distance between Structures on same lot
Residential Low (RL)	35' 3 stories	4	1,800 sq.ft	1,100 sq.ft.	50'	15'
Residential Medium (RM)	35' 3 stories	4	1,800 sq.ft.	900 sq.ft.		
Residential High (RH)	50' 4 stories	N/A	N/A	N/A		
Residential Corridor (RC)			3,600 sq.ft.	N/A		
1. Details regarding the measurement of and exceptions to height limits are found in Art 5. 2. Minimum dwelling unit size is 350 sq. ft. 3. Within RL and RM zones, lots may have up to one (1) Principal and one (1) Secondary structure per lot, except as may otherwise be allowed by Table 4.4.5-3 or Article 11. 4. Required on all building facesElevations. Minimum offset is 5 ft measured perpendicular to the building face Elevation in excess of 50 linear feet. 5. Secondary Structures in the RL and RM districts shall have a maximum height no taller than the lot's Principal Structure, provided that in no case shall the maximum height allowed be less than two stories/ 25'. 6. Except as otherwise may be permitted in Article 11, PUD, a Secondary Structure shall be placed behind the Principal Structure.						

(c) Permitted and Conditional Uses:*As Written***(d) District Specific Regulations:**

The following regulations are district-specific exceptions, bonuses, and standards unique to the residential districts. They are in addition to, or may modify, city-wide standards as provided in Article 5 of this ordinance and district standards as provided above.

1. Additional Residential Development Permitted

In addition to any applicable development permitted according to Article 11- Planned Unit Development, the following additional development types and intensities shall be allowed within the Residential Districts, subject to the following standards.

A. Reserved**Table 4.4.5-3 Reserved**

B. Residential Development Bonuses

The following exceptions to maximum allowable residential standards in Tables 4.4.5-1 and 4.4.5-2 may be approved in any combination subject to the maximum limits set forth in Table 4.4.5-6 at the discretion of the DRB. Any bonuses that are given pursuant to this ordinance now or in the future shall be regarded as an exception to the limits otherwise applicable.

(i) Senior Housing for Older Persons and Individuals with Disabilities Bonus

Residential development in excess of the limits set forth in Tables 4.4.5-1 and 4.4.5-2 may be permitted by the DRB for senior housing provided the following conditions are met:

- a) No less than twenty-five (25) per cent of the total number of units shall be reserved for low-moderate income households as defined by state or federal guidelines, including no less than ten (10) percent reserved for low-income households. (Projects taking advantage of this bonus are exempt from the Inclusionary Zoning requirements of Article 9, Part 1.);
- b) The proposal shall be subject to the design review provisions of Art. 6;
- c) A maximum of an additional 10-feet of building height may be permitted in the RH District; and,
- d) Lot coverage and residential densities shall not exceed the following:

Table 4.4.5-4: Senior Housing for Older Persons and Individuals with Disabilities Bonus

District	Maximum Coverage	Maximum Density
RL	44%	20 du/ac
RM	48%	40 du/ac
RH	92%	80 du/ac

Article 5: Citywide General Regulations

PART 2: DIMENSIONAL REQUIREMENTS

Sec. 5.2.5 Setbacks

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

(a) As written

(b) Exceptions to Yard Setback Requirements

1. through 6. – **As Written**

7. Driveways

Common or shared driveways and walkways along shared property lines and associated parking areas, including those to serve residential lots and developments per Sec. 4.4.5 (d) 4.A and Sec. 5.2.2, do not have to meet setback requirements along the shared property line. Other driveway encroachments may be permitted subject to Sec. 4.4.5 (d) 1.A. Tables 4.4.5-1 and 4.4.5-2.

8. As Written

Article 7: Signs
PART 2: SIGN TYPES

Sec. 7.2.1 Sign Types

Table 7.2.1-B Sign Types Permitted by Form/Zoning District (continued)									
Sign Type	Residential				Civic, RCO & Urban Reserve				Sign Type Standards
	<u>RC</u>	RH	RM/ RM-W	RL/ RL-W	Civic & RCO-R/G	RCO-A	RCO-C	UR	
Awning & Canopy Sign	●	●	○	○	○	○	○	○	7.2.2
Band Sign	●	○	○	○	○	○	○	○	7.2.3
Blade Sign	●	●	●	●	●	●	●	○	7.2.4
Directory Sign	●	●	●	●	●	●	○	○	7.2.5
Freestanding Sign	●	○	○	○	●	○	○	●	7.2.6
Freestanding Yard Sign	●	●	●	●	●	●	●	●	7.2.7
Marquee	○	○	○	○	○	○	○	○	7.2.8
Monument Sign	○	○	○	○	●	○	○	●	7.2.9
Outdoor Display Case	●	○	○	○	●	●	○	○	7.2.10
Projecting Sign	●	○	○	○	●	○	○	○	7.2.11
Sandwich Board	●	○	○	○	●	●	●	●	7.2.12
Wall Sign	●	●	●	●	●	○	○	○	7.2.13
Window Sign	●	●	●	●	●	●	●	○	7.2.14
● - Sign Type is permitted						○ - Sign Type is <u>not</u> permitted			

Article 13: Definitions

Sec. 13.1.2 Definitions

For the purpose of this ordinance certain terms and words are herein defined as follows:

Unless defined to the contrary in Section 4303 of the Vermont Planning and Development Act as amended, or defined otherwise in this section, definitions contained in the building code of the City of Burlington, Sections 8-2 and 13-1 of the Code of Ordinances, as amended, incorporating the currently adopted edition of the American Insurance Association's "National Building Code" and the National Fire Protection Association's "National Fire Code" shall prevail.

Additional definitions specifically pertaining to Art. 14 planBTV: Downtown Code can be found in Sec. 14.8, and shall take precedence without limitation over any duplicative or conflicting definitions of this Article.

Building Footprint: The sum of the area of the largest floor of a Building measured from the exterior Elevations. It does not include un-insulated porches if said areas are not used for human occupancy, nor protrusions in a wall (i.e. a bay window) if such protrusions do not create habitable area.

Elevation: An exterior wall of a Building.

- * Material stricken out deleted.
- ** Material underlined added.

September 23, 2024

Amendment to 9.7 Comprehensive Development Ordinance ZA-24-04 Neighborhood Code 2A, Part 1

1. Remove Footnote 5 from Table 4.4.5-2 and renumber Footnote 5 to 6:

~~5. Secondary Structures in the RL and RM districts shall have a maximum height no taller than the lot's Principal Structure, provided that in no case shall the maximum height allowed be less than two stories/25'.~~

~~56.~~ Except as otherwise may be permitted in Article 11, PUD, a Secondary Structure shall be placed behind the Principal Structure.

2. Add to Line 87 an amendment to Section 4.4.5(e):

(e) Effective Date. The amendments to this Section 4.4.5 that allow for a secondary structure within RL and RM zones, except as may otherwise be allowed by Article 11, are effective ~~November~~October 1, 2024.

TO: Burlington City Council
FROM: Charles Dillard, AICP, Principal Planner
Sarah Morgan, Planner
DATE: September 20, 2024
RE: Proposed ZA-24-04 Neighborhood Code Part 2

1. Overview & Background

The City Council adopted ZA-24-02 (Neighborhood Code) at its March 25, 2024 meeting. This amendment creates a new framework for the city's residential zoning districts that enables a range of housing types, including single-family, ADUs, duplex through four-unit developments, and townhouses and small multi-unit buildings. These amendments enable greater flexibility for existing homes as well as a range of housing options within neighborhoods, create new zoning standards along transportation corridors identified in *planBTV*, and comply with Act 47 of 2023 of the VT Legislature.

During its discussion of the proposed Neighborhood Code amendments in fall and winter 2023, the Joint Neighborhood Code Committee bifurcated the Code to facilitate discussion of the Code's core concepts while reserving later discussion for a second package of amendments. Part One, those amendments adopted in March, addresses substantive changes to Article 4 and Appendix A, as well as other sections. Those changes evolved the residential zoning district standards, allowable uses, and district boundaries. This amendment, ZA-24-04, addresses the first series of additional amendments to incorporate the Neighborhood Code into other sections of the CDO, as well as to address technical corrections from ZA-24-02.

2. Neighborhood Code Part 2: Secondary Structures & Technical Corrections (ZA-24-04)

A number of related standards need to be addressed throughout the CDO. Many of these were originally included in the "Relationship of Core Zoning Recommendations to other Ordinance Details" chart used in Joint Committee discussions, and some have emerged from additional public discussion at the hearings for Part 1 as well as from inquiries following the adoption of the code.

The purpose of Part 2 of the Neighborhood Code has been to explore technical details and related standards necessary for implementing neighborhood-scale infill development across Burlington. Unlike Part 1 of the Neighborhood Code, recommendations will come from the Planning Commission as four or more separate amendments, detailed below. Using the general direction from past discussions of the Joint Committee, the Planning Commission, either as a body or through its Ordinance Committee, can review or make recommendations for these related standards within each proposed amendment.

Per the request of the City Council on March 25th, the Commission discussed considerations related to the allowance of secondary structures in the Residential Districts. This amendment originally included modifications to the Planned Unit Development (PUD) standards, including consideration of a threshold for lot/project size in the Residential districts, as well as development intensity, permitted uses, and other topics as identified. However, at its July 27 public hearing, the Commission deferred action on amendments to PUD standards to a separate upcoming amendment.

This initial amendment provided clarifications and corrections relevant to the process and implementation of Neighborhood Code Part 1, including:

- Additional miscellaneous definitions to clarify and support consistent implementation of new standards, including what is counted with the maximum "building footprint"
- Consolidation of the applicability of Design Review and the Design Review Overlay zone into one section that provides clearer expectations of what is subject to review

- Possible situations where exceptions to maximum building footprint standards may be considered
- Technical Corrections, including clarifying the Residential Corridor Zone purpose statement to require frontage on a major thoroughfare; updating zoning for Starr Farm Park; internal reference correction

During the course of several meetings, the Commission discussed the aforementioned proposed Part 2 topics. Ultimately, as recommended by the Planning Commission, the Neighborhood Code Part 2 amendment addresses the standards outlined below and issues while leaving some existing and previously adopted standards unchanged.

City Council Ordinance Committee

The Ordinance Committee discussed the amendment at its 9/11 and 9/16 meetings, focusing its discussions on three standards related to Secondary Structures, the ability to build which is delayed until October 1, as per the Council's adopting resolution in March 2024:

- Maximum building height: as adopted in the initial Neighborhood Code amendment and reaffirmed in the Planning Commission's discussions on this second amendment, the maximum height allowed for Secondary Structures has been 3 stories/35 feet. While the Planning Commission did discuss revising the height standards such that Secondary Structures would be limited in height to being no taller than its lot's Primary Structure, it ultimately recommends not doing so, as such a rule would strictly limit height for infill housing in the New North End and other areas where there is a prevalence of one and 1.5 story homes. The Ordinance Committee continued this discussion and refers a revised amendment that proposes to limit the height of Secondary Structures in the RL and RM districts to being no taller than the lot's Primary Structure, provided that the maximum height allowed shall never be less than two stories.
- Maximum Secondary Structure building footprint in the RM district: at its public hearing, the Planning Commission voted to recommend that these structures should have a maximum building footprint of 1,100 square feet, equating it with the standard for Secondary Structure footprint in the RL district. Previously, that RM standard had been 900 square feet, in acknowledgement of the typically smaller lot sizes in this district compared to the RL district. The Ordinance Committee continued this discussion and refers a revised amendment that reverts the maximum footprint standard for Secondary Structures in the RM district to 900 sf.
- Maximum Dwelling Units per structure: As adopted by Council in March and affirmed in the Planning Commission's discussions on this second amendment, the maximum number of dwelling units allowed in Primary and Secondary Structures has been four in each structure. While the Ordinance Committee discussed reducing the allowance in Secondary Structures to two units, it ultimately voted not to change this standard.

The amendment standards referred by the Ordinance Committee are thus limited to the above two standards that the Committee recommends altering (maximum height for Secondary Structures and maximum footprint for Secondary Structures in the RM district) and those technical standards outlined below. All other standards that have been part of this amendment will continue to be discussed at the Ordinance Committee, with referral expected in the near future.

A comprehensive list of anticipated amendments related to the Neighborhood Code will be communicated to City Council in a forthcoming memo.

3. Proposed Amendment: ZA-24-04

a. Amendment Type

Text Amendment	Map Amendment	Text & Map Amendment
----------------	---------------	---------------------------------

b. Purpose Statement

This amendment augments Neighborhood Code Part 1 by making technical corrections to various standards for Residential Districts, clarifies the relationship between secondary buildings allowed in the residential standards and citywide provisions for secondary structures, streamlines ordinance sections related to Design Review applicability, and addresses standards for residential development bonuses.

c. Proposed Amendments in the Ordinance Committee version

1. Amends *Article 4 – Zoning Maps and Districts* to make the following clarifications:

- Amends *Table 4.4.5-2* to revert the Maximum Secondary Structure Footprint in the RM district from the Planning Commission-recommended 1,100 sf to 900 sf.
- Amends *Table 4.4.5-2* to limit the maximum allowable height for Secondary Structures in the RL and RM districts to being no taller than the lot's Primary Structure, but in no case less than two stories
- Amends *Table 4.4.5-2* to include a footnote clarifying the placement of secondary structures related to a Principal Structure.

Additional Technical Corrections:

1. Amends *Article 4 – Zoning Maps and Districts* to make the following Technical Corrections:

- Amends Sec. 4.3.1 to confirm that the Residential Corridor (RC) district, where mapped, apply only to properties with frontage on North Avenue, St. Paul Street, Pearl Street, Colchester Avenue or Shelburne Street. This technical correction provides clarifications that parcels without frontage on the identified corridors are not applicable to Residential Corridor standards and provides consistency with how the Downtown & Multimodal Mixed Use Parking District works.
- Corrects the description of the Residential Corridor district in Sec. 4.4.5 to confirm the maximum building height of 4 stories and clarifies that multiple principal uses are allowed on lots in this district. This correction aligns with the District's purpose of allowing neighborhood-serving commercial uses.
- Corrects mapping error on *Maps 4.3.1-1 Base Zoning Districts & 4.4.5-1 Residential Zoning Districts*.
- Replaces an undefined term, "face," in *Table 4.4.5-2* with the defined term, "Elevation," in order to facilitate project review and provide clarity.
- Re-names Section Sec. 4.4.5 (d) 1. B. (i) and *Table 4.4.5-4* to "Senior Housing and Housing for Individuals with Disabilities" bonus.

2. Amends *Article 5 – Citywide General Regulations* to make the following technical corrections:

- Amends references made under Sec. 5.2.5 (b) to refer to tables created under ZA-24-02.

3. Amends *Article 7 – Signs* to reflect changes made in ZA-24-02

- Modifies *Table 7.2.1-B Sign Types Permitted by Form/Zoning District* by correcting column headers with updated Residential Districts
- Creates a new column for the RC district in *Table 7.2.1-B Sign Types Permitted by Form/Zoning District*, which is proposed to equate with the NMU district's sign standards, reflecting the potential for mixed-use development along the corridors

4. Amends *Article 13 Definitions*, creating the following new definitions:

- Creates a new definition for Building Footprint to clarify how building mass is measured as regulated in *Table 4.4.5-2*.
- Creates a new definition for Elevation to clarify how building offset standards in *Table 4.4.5-2* are applied.

ii. Substantive Amendments related to Secondary Structures to be addressed in a future amendment package

1. Amendment to *Article 3: Applications, Permits and Project Reviews*

- Amends Sec. 3.3.3 (a) 5 by adding "the creation of an Additional Unit on lot or with in Owner Occupied Single Detached Dwelling as described in Sec. 4.4.5 (d) 4. D." to developments exempt from Impact Fees. The purpose of this change is to explicitly state that the creation of one additional unit on a lot with an Owner Occupied Single Detached Dwellings is exempt from Impact Fees, which is relevant to changes made in Sec. 4.4.5 4. (d) 4. that clarifies the relationship between secondary residential structures allowed in residential districts and citywide provisions for Accessory Dwelling Units (ADUs).

2. Amendments to both *Article 3 – Application, Permits, and Project Reviews* and *Article 4 – Zoning Maps and Districts* to clarify design review standards and expectations

- Deletes Sec. 4.5.1 Design Review Overlay District and moves *Map 4.5.1-1 Design Review Overlay to become Map 3.4.2-1*. By starting with the map of where Design Review is applicable, it presumes that all of the project types listed under 3.4.2 (b) 2. are subject to Design Review within the overlay district. Section 3.4.2 (b) 2 is retained to provide clarity that projects within this list will still be subject to design review despite being outside of the Design Review Overlay District.
- Corrects *Map 4.5.1-1 Design Review Overlay* (which will be re-named as *Map 3.4.2-1*) to (a) reflect Downtown Form Code boundaries, removing the applicability of design review from the areas and (b) Resolve any gaps between current Design Review Overlay District and the changes in district boundaries made in ZA-24-02 by including areas that were previously re-zoned from RL to RM or RC as part of the Design Review Overlay District.
- Amends Sec. 3.4.2 (b) to explicitly state that "Single detached dwellings and duplex dwellings within an RL district not otherwise subject to any of the above provisions." By excluding the requirement that duplexes in RL districts are subject to Design Review aims to facilitate the development of this housing type in the RL District.

3. Amends *Article 4 – Zoning Maps and Districts* to make the following clarifications:

- Updates density & intensity standards that apply to projects utilizing Residential Development Bonuses to be consistent with standards used in Tables 4.4.5-1 & 4.4.5-2 and Article 11
- Creates an exception to Maximum Building Footprint Limits under Sec. 4.4.5 (d) 2.D, confirming that existing structures in excess of the building footprint limits in *Table 4.4.5-2* shall not be considered non-conforming and cross-references provisions in *Articles 5* and *11* that would allow for their reuse and/or expansion. This correction aligns with the District's purpose of allowing neighborhood-serving commercial uses.
- Creates new standards for an Additional Unit on lot or with in Owner Occupied Single Detached Dwelling (Sec. 4.4.5 (d) 4. D.). The purpose of this section is to streamline the ordinance in an effort to make understanding ADU requirements less complex for the general user. This standard aims to enable a situation where, if someone adds an additional unit in an owner-occupied unit or if they build a single-unit secondary structure meeting these requirements, they can benefit from incentives including the admin review and the waiver of impact fees.
- Collapses ADU requirements from Article 3 into Section 4.4.5 under the incentive for an Additional Unit on lot or with in Owner Occupied Single Detached Dwelling (Sec. 4.4.5 (d) 4. D.) in an effort to clarify the relationship between secondary structures and ADUs, as described above.

4. Amends *Article 5 – Citywide General Regulations* in the following ways:

- Removes the exception to lot cover related to Accessory Dwelling Units (Sec. 5.2.3 (b) 10.), which was taken into consideration when modestly increasing lot cover standards in ZA-24-02.

d. Relationship to *planBTV*

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

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

e. Compatibility with Proposed Future Land Use & Density

The proposed amendment is consistent in many respects with the Land Use and Density-related policies of *planBTV*. Generally, the slow pace of housing construction and rising housing costs are noted as one of the biggest challenges facing Burlington. Since the Plan's adoption, these challenges have become more pronounced. The foundational policy response to this challenge is the Plan's call to "identify and address unintended or unnecessary barriers to creating new housing and commercial spaces within parts of the city that are suitable to accommodate additional development." To that end, these amendments are largely technical in nature and are intended to clarify for the public and staff the standards and processes regulating residential construction in Burlington's neighborhoods.

The "Sustain" theme intends to "anticipate small and incremental change that is consistent with existing development patterns, building scale and neighborhood character." Specific policy goals and objectives, and their nexus with the amendment, are provided below:

- A primary and foundational change proposed in the amendment is to provide additional clarity and specificity to the form-based approach established in Neighborhood Code Part 1. This change is supported by Objective 2.2.
- Objective 8.1 directs the community to "enable the development of additional housing at all income levels by reducing regulatory barriers and disincentives to development, and encouraging infill and redevelopment of underutilized sites."

f. Impact on Safe & Affordable Housing

The amendment addresses safe and affordable housing in the following ways:

- In creating additional opportunities in some areas for developments where five or more homes are constructed, the amendment will help produce more purpose-built affordable homes through the Article 9 Inclusionary Zoning standards.
- In removing barriers to housing construction for all developers, including affordable housing developers, the amendment significantly expands the areas where such developers may operate and provide homes at scale.
- In facilitating the creation of more homes throughout the city, the amendment should help to slow the growth in housing costs as they relate to an undersupply.
- In facilitating greater choice in the housing market, the amendment will create expanded opportunities for aging-in-place, homes for individuals with disabilities who may require on-site assistance, and other types of supportive housing.
- Confirms established zoning standards facilitating Accessory Dwelling Unit construction, which are consistent with Objective 9.1.

g. Planned Community Facilities

This amendment has no direct impact on planned community facilities, aside from facilitating growth within the city's neighborhoods and thereby expanding the population of individuals with proximate access to such facilities.

h. Process Overview

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

Planning Commission Process					
Draft Amendment prepared by: Staff 6/25/24	Presentation to & discussion by Commission Various Dates*	Approve for Public Hearing 7/23/24		Public Hearing 8/27/24	Approved & forwarded to Council 8/27/24
City Council Process					
First Read & Referral to Ordinance Cmte	Ordinance Cmte discussion Various Dates*	Ordinance Cmte recommend	Second Read 9/23/24	Public Hearing	Council Approval & Adoption

* The Planning Commission met on the following dates within 2024: 4/23, 5/14, 5/28, 6/11, 6/25, 7/9, 7/23

TO: Burlington City Council
FROM: Charles Dillard, AICP, Principal Planner
Sarah Morgan, Planner
DATE: September 16, 2024
RE: Proposed ZA-24-04 Neighborhood Code Part 2A

1. Overview & Background

The City Council adopted ZA-24-02 (Neighborhood Code) at its March 25, 2024 meeting. This amendment creates a new framework for the city's residential zoning districts that enables a range of housing types, including single-family, ADUs, duplex through four-unit developments, and townhouses and small multi-unit buildings. These amendments enable greater flexibility for existing homes as well as a range of housing options within neighborhoods, create new zoning standards along transportation corridors identified in *planBTV*, and comply with Act 47 of 2023 of the VT Legislature.

During its discussion of the proposed Neighborhood Code amendments in fall and winter 2023, the Joint Neighborhood Code Committee bifurcated the Code to facilitate discussion of the Code's core concepts while reserving later discussion for a second package of amendments. Part One, those amendments adopted in March, addresses substantive changes to Article 4 and Appendix A, as well as other sections. Those changes evolved the residential zoning district standards, allowable uses, and district boundaries. This amendment, ZA-24-04, addresses the first series of additional amendments to incorporate the Neighborhood Code into other sections of the CDO, as well as to address technical corrections from ZA-24-02.

2. Neighborhood Code Part 2A: Secondary Structures & Technical Corrections (ZA-24-04)

A number of related standards need to be addressed throughout the CDO. Many of these were originally included in the "Relationship of Core Zoning Recommendations to other Ordinance Details" chart used in Joint Committee discussions, and some have emerged from additional public discussion at the hearings for Part 1 as well as from inquiries following the adoption of the code.

The purpose of Part 2A of the Neighborhood Code has been to explore technical details and related standards necessary for implementing neighborhood-scale infill development across Burlington. Unlike Part 1 of the Neighborhood Code, recommendations will come from the Planning Commission as four or more separate amendments, detailed below. Using the general direction from past discussions of the Joint Committee, the Planning Commission, either as a body or through its Ordinance Committee, can review or make recommendations for these related standards within each proposed amendment.

Per the request of the City Council on March 25th, the Commission discussed considerations related to the allowance of secondary structures in the Residential Districts. This amendment originally included modifications to the Planned Unit Development (PUD) standards, including consideration of a threshold for lot/project size in the Residential districts, as well as development intensity, permitted uses, and other topics as identified. However, at its July 27 public hearing, the Commission deferred action on amendments to PUD standards to a separate upcoming amendment.

This initial amendment provided clarifications and corrections relevant to the process and implementation of Neighborhood Code Part 1, including:

- Additional miscellaneous definitions to clarify and support consistent implementation of new standards, including what is counted with the maximum "building footprint"
- Consolidation of the applicability of Design Review and the Design Review Overlay zone into one section that provides clearer expectations of what is subject to review

- Possible situations where exceptions to maximum building footprint standards may be considered
- Technical Corrections, including clarifying the Residential Corridor Zone purpose statement to require frontage on a major thoroughfare; updating zoning for Starr Farm Park; internal reference correction

During the course of several meetings, the Commission discussed the aforementioned proposed Part 2A topics. Ultimately, as recommended by the Planning Commission, the Neighborhood Code Part 2A amendment addresses the standards outlined below and issues while leaving some existing and previously adopted standards unchanged.

City Council Ordinance Committee

The Ordinance Committee discussed the amendment at its 9/11 and 9/16 meetings, focusing its discussions on three standards related to Secondary Structures, the ability to build which is delayed until October 1, as per the Council's adopting resolution in March 2024:

- Maximum building height: as adopted in the initial Neighborhood Code amendment and reaffirmed in the Planning Commission's discussions on this second amendment, the maximum height allowed for Secondary Structures has been 3 stories/35 feet. While the Planning Commission did discuss revising the height standards such that Secondary Structures would be limited in height to being no taller than its lot's Principal Structure, it ultimately recommends not doing so, as such a rule would strictly limit height for infill housing in the New North End and other areas where there is a prevalence of one and 1.5 story homes. The Ordinance Committee continued this discussion and refers a revised amendment that proposes to limit the height of Secondary Structures in the RL and RM districts to being no taller than the lot's Principal Structure, provided that the maximum height allowed shall never be less than two stories.
- Maximum Secondary Structure building footprint in the RM district: at its public hearing, the Planning Commission voted to recommend that these structures should have a maximum building footprint of 1,100 square feet, equating it with the standard for Secondary Structure footprint in the RL district. Previously, that RM standard had been 900 square feet, in acknowledgement of the typically smaller lot sizes in this district compared to the RL district. The Ordinance Committee continued this discussion and refers a revised amendment that reverts the maximum footprint standard for Secondary Structures in the RM district to 900 sf.
- Maximum Dwelling Units per structure: As adopted by Council in March and affirmed in the Planning Commission's discussions on this second amendment, the maximum number of dwelling units allowed in Principal and Secondary Structures has been four in each structure. While the Ordinance Committee discussed reducing the allowance in Secondary Structures to two units, it ultimately voted not to change this standard.

The amendment standards referred by the Ordinance Committee are thus limited to the above two standards that the Committee recommends altering (maximum height for Secondary Structures and maximum footprint for Secondary Structures in the RM district) and those technical standards outlined below. All other standards that have been part of this amendment will continue to be discussed at the Ordinance Committee, with referral expected in the near future.

A comprehensive list of anticipated amendments related to the Neighborhood Code will be communicated to City Council in a forthcoming memo.

3. Proposed Amendment: ZA-24-04

a. Amendment Type

Text Amendment	Map Amendment	Text & Map Amendment
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b. Purpose Statement

This amendment augments Neighborhood Code Part 1 by making technical corrections to various standards for Residential Districts, clarifies the relationship between secondary buildings allowed in the residential standards and citywide provisions for secondary structures, streamlines ordinance sections related to Design Review applicability, and addresses standards for residential development bonuses.

c. Proposed Amendments in the Ordinance Committee version

1. Amends *Article 4 – Zoning Maps and Districts* to make the following clarifications:

- Amends *Table 4.4.5-2* to revert the Maximum Secondary Structure Footprint in the RM district from the Planning Commission-recommended 1,100 sf to 900 sf.
- Amends *Table 4.4.5-2* to limit the maximum allowable height for Secondary Structures in the RL and RM districts to being no taller than the lot's Principal Structure, but in no case less than two stories

Additional Technical Corrections:

1. Amends *Article 4 – Zoning Maps and Districts* to make the following Technical Corrections:

- Amends Sec. 4.3.1 to confirm that the Residential Corridor (RC) district, where mapped, apply only to properties with frontage on North Avenue, St. Paul Street, Pearl Street, Colchester Avenue or Shelburne Street. This technical correction provides clarifications that parcels without frontage on the identified corridors are not applicable to Residential Corridor standards and provides consistency with how the Downtown & Multimodal Mixed Use Parking District works.
- Corrects the description of the Residential Corridor district in Sec. 4.4.5 to confirm the maximum building height of 4 stories and clarifies that multiple principal uses are allowed on lots in this district. This correction aligns with the District's purpose of allowing neighborhood-serving commercial uses.
- Corrects mapping error on *Maps 4.3.1-1 Base Zoning Districts & 4.4.5-1 Residential Zoning Districts*.
- Replaces an undefined term, "face," in *Table 4.4.5-2* with the defined term, "Elevation," in order to facilitate project review and provide clarity.
- Re-names Section Sec. 4.4.5 (d) 1. B. (i) and *Table 4.4.5-4* to "Senior Housing and Housing for Individuals with Disabilities" bonus.

2. Amends *Article 5 – Citywide General Regulations* to make the following technical corrections:

- Amends references made under Sec. 5.2.5 (b) to refer to tables created under ZA-24-02.

3. Amends *Article 7 – Signs* to reflect changes made in ZA-24-02

- Modifies *Table 7.2.1-B Sign Types Permitted by Form/Zoning District* by correcting column headers with updated Residential Districts
- Creates a new column for the RC district in *Table 7.2.1-B Sign Types Permitted by Form/Zoning District*, which is proposed to equate with the NMU district's sign standards, reflecting the potential for mixed-use development along the corridors

ii. Substantive Amendments related to Secondary Structures to be addressed in a future amendment package

1. Amendment to *Article 3: Applications, Permits and Project Reviews*

- Amends Sec. 3.3.3 (a) 5 by adding "the creation of an Additional Unit on lot or with in Owner Occupied Single Detached Dwelling as described in Sec. 4.4.5 (d) 4. D." to developments exempt from Impact Fees. The purpose of this change is to explicitly state that the creation of one additional unit on a lot with an Owner Occupied Single Detached Dwellings is exempt from Impact Fees, which is relevant to changes made in Sec. 4.4.5 4. (d) 4. that clarifies the relationship between secondary residential structures allowed in residential districts and citywide provisions for Accessory Dwelling Units (ADUs).

2. Amendments to both *Article 3 – Application, Permits, and Project Reviews* and *Article 4 – Zoning Maps and Districts* to clarify design review standards and expectations
 - Deletes Sec. 4.5.1 Design Review Overlay District and moves *Map 4.5.1-1 Design Review Overlay* to become *Map 3.4.2-1*. By starting with the map of where Design Review is applicable, it presumes that all of the project types listed under 3.4.2 (b) 2. are subject to Design Review within the overlay district. Section 3.4.2 (b) 2 is retained to provide clarity that projects within this list will still be subject to design review despite being outside of the Design Review Overlay District.
 - Corrects *Map 4.5.1-1 Design Review Overlay* (which will be re-named as *Map 3.4.2-1*) to (a) reflect Downtown Form Code boundaries, removing the applicability of design review from the areas and (b) Resolve any gaps between current Design Review Overlay District and the changes in district boundaries made in ZA-24-02 by including areas that were previously re-zoned from RL to RM or RC as part of the Design Review Overlay District.
 - Amends Sec. 3.4.2 (b) to explicitly state that "Single detached dwellings and duplex dwellings within an RL district not otherwise subject to any of the above provisions." By excluding the requirement that duplexes in RL districts are subject to Design Review aims to facilitate the development of this housing type in the RL District.
3. Amends *Article 4 – Zoning Maps and Districts* to make the following clarifications:
 - Updates density & intensity standards that apply to projects utilizing Residential Development Bonuses to be consistent with standards used in Tables 4.4.5-1 & 4.4.5-2 and Article 11
 - Creates an exception to Maximum Building Footprint Limits under Sec. 4.4.5 (d) 2.D, confirming that existing structures in excess of the building footprint limits in *Table 4.4.5-2* shall not be considered non-conforming and cross-references provisions in *Articles 5* and *11* that would allow for their reuse and/or expansion. This correction aligns with the District's purpose of allowing neighborhood-serving commercial uses.
 - Creates new standards for an Additional Unit on lot or with in Owner Occupied Single Detached Dwelling (Sec. 4.4.5 (d) 4. D.). The purpose of this section is to streamline the ordinance in an effort to make understanding ADU requirements less complex for the general user. This standard aims to enable a situation where, if someone adds an additional unit in an owner-occupied unit or if they build a single-unit secondary structure meeting these requirements, they can benefit from incentives including the admin review and the waiver of impact fees.
 - Collapses ADU requirements from Article 3 into Section 4.4.5 under the incentive for an Additional Unit on lot or with in Owner Occupied Single Detached Dwelling (Sec. 4.4.5 (d) 4. D.) in an effort to clarify the relationship between secondary structures and ADUs, as described above.
4. Amends *Article 5 – Citywide General Regulations* in the following ways:
 - Removes the exception to lot cover related to Accessory Dwelling Units (Sec. 5.2.3 (b) 10.), which was taken into consideration when modestly increasing lot cover standards in ZA-24-02.
5. Amends *Article 13 Definitions*, creating the following new definitions:
 - Creates a new definition for Building Footprint to clarify how building mass is measured as regulated in *Table 4.4.5-2*.
 - Creates a new definition for Elevation to clarify how building offset standards in *Table 4.4.5-2* are applied.

d. Relationship to *planBTV*

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

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

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Board of Finance and City Council Submission Checklist

Department: Office of City Planning Submitter: Charles Dillard

Title/Subject: ZA-24-04 Neighborhood Code 2A

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☒	City Council	9/23/2024
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	9/16/2024	Charles Dillard
Mayor's Office informed and approved memo	Choose an item.	9/17/2024	Joe Magee
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	9/17/2024	Kim Sturtevant
CAO has reviewed budget, financing, and memo	Choose an item.	9/17/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	To be provide by Kim Sturtevant
If for submission to Council, are sponsors identified?	Yes	OCP and Planning Commission



Office of Mayor Emma Mulvaney-Stanak

September 22, 2024

Mayor's Message Upon Signing Two Public Safety Resolutions

Councilors and Community Members,

Recently, I signed two resolutions passed by the City Council at the September 9, 2024 meeting. I am grateful for the work that went into amending these resolutions to reflect the work our City team is already doing and to include a wider range of solutions to the challenges facing our community. Our government is most effective when we work collaboratively to confront shared challenges and pursue collective opportunities. This is particularly critical to address our complex community safety challenges. I encourage the community to review a comprehensive update I shared with the City Council and community last weekend on the City's efforts to improve community safety. You can find it [posted here](#).

Below, please find my thoughts on each resolution.

Resolution 6.8 - Protecting Burlington from Gun Violence

I am grateful that the Democratic and Progressive Council caucuses worked toward agreement on this resolution, leading to its unanimous passage on Monday night. I have long advocated for common sense gun safety laws, anti-violence interventions, and prevention measures. I firmly believe that as elected leaders we must work together to confront the epidemic of gun violence in our country, and in our state.

As a legislator, I was the lead sponsor of [H.98 \(2023\)](#) - a bill that would have finally enacted Burlington's 2014 charter change by banning guns in all establishments that serve alcohol in the state. The bill also included safe storage requirements for gun owners and a proposed short-term fund to support Vermonters accessing safe storage equipment.

Leading up to the City Council meeting, and during public remarks on Monday night, I shared concerns with Councilors related to the resolved clauses that call for the legislature to create new felonies and increase sentences, and for the City to enhance existing ordinances related to the discharge of firearms in the City. [Based on research and data provided by the U.S. Department of Justice](#), we know that felony charges and longer sentences are not an effective deterrent for acts of violence or other harmful behavior.

We must begin to focus our energy and attention on anti-violence interventions that prevent violence, including gun violence in our community. We also must begin to engage our youth and their families to address troubling emerging patterns with some youth in our communities, including youth accessing guns and engaging in violent behaviors. I urged the Council to add resolved clauses asking the state

legislature to incorporate anti-violence practices into criminal justice reforms this upcoming legislative session, especially as it relates to youth, and I am grateful to the Council for heeding this call.

Resolution 6.9 - Improving Recruitment for Emergency First Responders and Reexamining the “cap” on the Number of Sworn Police Officers and Burlington Police Department Personnel

Again, I want to thank Councilors for considering amendments to this resolution and passing a version that I could support. I want to emphasize that the top priority of my administration is improving our community safety system, so it is comprehensive, effective, and responsive to our community’s needs.

I am supportive of Chief Murad creating the report outlined in Resolution 6.9 as it is line with the unanimously adopted FY25 budget resolution, which already requires regular reporting on the Police Department’s recruitment efforts. Resolution 6.9 asks for more specific information, including an assessment of the numbers of sworn officers, community service officers (CSOs), and community support liaisons (CSLs) necessary to meet our safety needs.

I was not supportive of the original language in this resolution that would have removed the “cap” of 87 sworn officers. As we have discussed at length, recruitment and retention have been challenging for the Police Department in recent years, and it will take us some time to reach 87 officers. This fiscal year, we have budgeted for hiring 10 additional sworn officers, which would bring us to 75. This number was based on BPD hiring forecasts, but I have also pledged to find funding should we be able to hire more than 10 officers in FY25. At this time, removal of the cap would not result in an immediate increase in capacity for the Police Department. We need to make data-informed decisions that are based on evidence about what works to bolster to recruitment and retention of officers. This includes exploring different ways to use officers, CSOs, and CSLs improving working conditions at the police station, and creating intentional pathways and opportunities for career advancement within our Police Department, among other solutions. We also need to continue to innovate in our recruitment strategies as hiring police officers is a nationwide challenge and not unique to our city.

At the same time, the history of the origin of the officer cap should not be forgotten in this discussion. The City Council and former Mayor Weinberger supported a cap as part of an effort to reimagine how our city does policing and reinvest dollars into racial, social, and economic justice initiatives. The City has not fulfilled all of those initiatives since 2020, and it is my intention to work with the City Council to recommit to this critical work in the coming year. Unilaterally removing the cap without continuing this important work goes against our commitment to our community to advance racial, social, and economic justice in Burlington.



Office of Mayor Emma Mulvaney-Stanak

MEMORANDUM

To: City Council
From: Mayor Emma Mulvaney-Stanak
Date: September 11, 2024
Re: Mayor's Update to City Council – August to September

Please find below a written summary of Mayor Updates from mid July to early September. I welcome a chance to explore a better way to offer updates on the Administration's work at Council meetings. It appears the Mayor's Update agenda item, being the last item, is often either significantly shortened or skipped in the last three Council meetings.

Mayor's Office updates

Staffing Changes and Department Heads Updates

Staffing

We welcomed Jessica Brown to the City as our new City Attorney in mid August. City Attorney Brown most recently served as the Director of the Center for Justice Reform at Vermont Law and Graduate School, where she was a Professor of Criminal Law and Constitutional Criminal Procedure. She earned her law degree from Georgetown University in May 1996. While there, she was a Public Interest Law Scholar and taught in the University's Street Law Clinic. City Attorney Brown has a twenty-year legal career that includes trial work, appellate work, attorney supervision, and most recently, teaching as Assistant Professor of Law and leading Vermont Law and Graduate School's Center for Justice Reform.

I welcomed Ingrid Jonas, my Senior Advisor on Community Safety, to our team on September 3rd. I appointed Ingrid in August. The position was included in the fiscal year 2025 budget, which was approved unanimously by the City Council on June 24, 2024 and took effect July 1. This position is a temporary position for the next two years.

Ingrid brings decades of law enforcement and victim advocacy experience to the City. She retired from the Vermont State Police (VSP) in 2021, having been the first woman to attain the ranks of captain and major with the VSP. During her time with the State Police, Ingrid served for more than ten years as a Detective in the Northwest and Chittenden Special Investigations Units. She also held multiple leadership positions, including Director of the Internal Affairs Unit, Director of Fair & Impartial Policing and Community Affairs, and Division Commander of the Support Services Division.

Since her retirement from the VSP, Ingrid has served as a licensed investigator and consultant. Recently, she worked with Burlington's Community Justice Center to design and implement restorative justice training for police and prosecutors.

Ingrid's primary assignment is to analyze our community safety system, research alternative models with better outcomes, and provide recommendations to the Mayor on how we can adapt our structure and approach. In the more immediate term, Ingrid will:

- Advise on our response system to avoid duplicative efforts and best use existing staff in most effective ways;
- Strengthen our public engagement system so individuals know who to call for a response and support;
- Oversee implementation of the recommendations made by the Mayor's Community Safety Advisors;
- Advise the Mayor and Department Heads in ongoing Hot Spot response work; and
- Support the creation of procedures for stronger city coordination for victim and public services to support those impacted by violence, theft, and other harm in our community.

I also welcomed my permanent **Administrative Assistant, Sinead Murray**, to our team on September 3rd. My team was well supported by Emma Allen and our temporary summer assistant, Amanda Gomes, during our first five months in office. Sinead assumes the same role that handles constituent services, scheduling requests, and administrative support for the Mayor's Office. Sinead will also be expanding the role to bolster our community engagement efforts in coordination with City departments. She brings impressive experience leading the VPIRG statewide summer canvas leading teams to do voter contact work on climate, environmental health, zero waste, and voter engagement campaigns. She also served most recently as VPIRG's Democracy Associate to advance ranked choice voting legislation in the state. She is a graduate of UVM and served as an Inspector of Elections in Ward 8. She is currently a resident of Ward 1.

We said goodbye to **Amanda Gomes** at the end of August who served as our very capable and skilled temporary Administrative Assistant. She is returning to college at Northeastern University this fall and we are grateful to her for exceeding all expectations as someone who initially contacted us interested in a summer internship. We wish her well.

Department Heads Updates

I completed 18 goal setting sessions with each of the **department heads** in August into early September to review core expectations of department heads, my administration's high level goals of community safety, housing, and climate, and to set specific department-based and personal leadership goals that align with my goals and expectations of each department. These goals were also informed by core values of affordability, equity and inclusion, good governance, and community engagement. I will be sharing more on these goals at an upcoming City Council meeting this fall as we finalize the Department Head annual goal-setting and review process. You can see our goal planning guide as an addendum to this report.

Hiring for the **Planning Director** position is ongoing. We will begin the hiring process for the **Human**

Resources Director in early October by selecting a hiring committee to lead the first review phase of work as we did in the **Planning Director** process. The final candidates for the **Assistant City Attorney** position will be shared with me in the next few days, and we reposted the Deputy City Attorney position now that we have filled the **City Attorney** position. Finally, we will soon post a **temporary project manager for OPC implementation** to oversee engaging the community, providers, and the City at-large in the creation of the OPC. This position will be located within the Mayor's Office given the unique, strategic, and temporary nature of the position.

Status of Mayor's 3 Major Goals: An Effective and Responsive Community Safety System, Ample, Affordable and Safe Housing, and a Comprehensive Climate Strategy

Community Safety

I shared a large **community safety update** on Sunday, September 8th, 2024 with a comprehensive update on the number of immediate and long-term actions my administration is taking to address safety concerns. We posted a full update on my Office's webpage which you can find [here](#).

I want to express my appreciation to all of the first responders and departments in their response to the Red Square shooting at the end of August, as well as many additional incidents in the last few weeks. Several parts of our City specifically responding to the shooting on Church Street also wrapped around the community in the aftermath. Thank you to Chief Murad and Chief Lachance for your team's immediate response, securing the scene, and attempting to aide the shooting victim. Gratitude to BWD and CEDO's teams for immediately stepping in to help us support the community emerging from this tragedy with direct victim services and outreach and also street clean-up.

I want to emphasize that the top priority of my administration is improving our community safety system, so it is comprehensive, effective, and responsive to our community's needs. Everyone deserves to be and feel safe in our city, and we still have work to do to get there. Our City team has been hard at work across multiple departments and in collaboration with community partners to develop and implement both immediate steps and longer-term strategies to address our health and safety challenges. In many cases, these challenges are complex, and we will need to try new things, to learn from new approaches, and to continuously adapt in order to improve our response. I want to be clear: adapting means actively exploring and encouraging new approaches that are data-informed and then evolving as new challenges arise in our community. To adapt to this moment means working to change things for the better, every day.

Covered in the longer [update](#):

- The Fatal Shooting at Red Square – City's Response and Next Steps
- Ongoing Hot Spots coordination
- Youth Involved Violence – What the City is doing
- Senior Advisor on Community Safety Ingrid Jonas
- Updates related to Community Safety Working Group Recommendations

- FY25 Investments in Community Safety – Update on Progress
- Looking Ahead, Communications, and upcoming community engagement opportunities at Public Forums on Community Safety

Our community's health and safety challenges do not and should not define Burlington. We are a vibrant, healthy, and strong community, and that has not changed. We are at our best when we confront challenges and embrace opportunities together. It will take time to do this work, and the only way we will solve these challenges is through sustained and unified efforts. I look forward to continuing to engage in this work with you.

Housing

Within the Consent agenda items on the Council's September 9th agenda is a MOU between the City of Burlington and COTS on the establishment of a new emergency warming shelter for this winter. This agreement represents important dialogue between the City and a community partner on the creation of a low-barrier shelter to help meet a portion of the needs of unhoused people living within our city. The estimates number of unhoused individuals is over 300 in Burlington as of the end of August and it is expected to grow as the State's Motel Emergency Housing Program criteria begins to "time-out" individuals from the program in mid September. The City will work with COTS to define the low barrier criteria, support its operation of the shelter through May, and continue to explore ways to work as partners. The City initially was exploring ways for us to secure the federal building becoming available at 58 Pearl Street to open a shelter with a provider and also applied to secure a state grant to support operations of a low-barrier shelter. This MOU will include the City stepping aside to allow COTS prior application to proceed for 58 Pearl Street. The City also withdrew its application for the state grant.

Our focus will continue to be on supporting connecting individuals with services that lead to permanent housing as well as supporting other providers as needed to create additional low-barrier emergency shelter beds to meet the full need. This includes most recently working with CVOEO to help them find alternative locations to operate their Resource Center food distribution program and daytime warming shelter while their North Winooski Avenue space is renovated and expanded. I highly recommend Councilors listen to this recent podcast by Brave Little State on Vermont Public: [Is Vermont's motel program a 'magnet' for out-of-staters experiencing homelessness? | Vermont Public](#)

I met twice with Town Managers in Chittenden County this summer to explore what ways each of our communities can take a piece of the region's acute need for emergency shelter housing. I had convened a meeting with housing providers and Town Managers for early September, but some Managers requested AHS be engaged in this initial conversation and the meeting was postponed due to AHS unavailability. I have asked Chittenden County Regional Planning Commission (CCRP) to help convene us on a new day soon to keep this conversation advancing.

A few weeks ago, the City hosted several representatives from the Vermont Agency of Human Services, including Secretary Jenney Samuelson, Commission of the Vermont Health Department Dr. Mark Levine, Commission of the Department of Children and Families Chris Winters, and Commissioner of the Department of Mental Health Emily Hawes and several members of their team. We had several department heads present and additional staff and partners such as Lacey Smith, Director of CAIP at the BPD, and Tammy Boudah, from the Howard Center Street Outreach Team. We discussed the emergency shelter needs in the city, the acute mental health challenges, and initial information available with the state guidelines they are developing for the overdose prevention center. It was a successful meeting of

sharing Burlington's needs and sharing critical information. We then took the AHS leaders on a walking tour of the center city. We will continue to meet this fall as we clarify our legislative and state policy needs related to these big issues, including supporting local providers in need of state funding support for emergency shelter and mental health services, and our collective work on the OPC.

Climate

I convened the first citywide employee meeting to gather all employees working on some level of climate change impact work. I am beginning to develop and define our citywide strategy by assessing work currently underway and looking for opportunities for stronger coordination, outreach, and potential gaps. I am also identifying climate-forward goals with as many departments as possible as I complete the department head goal setting process. I will report more on this at a future Council meeting this fall.

REIB Vision and Mission Work

The REIB Office will host a series of Community Conversations focused on their vision and mission redesign. They are inviting stakeholders and community members to be a part of these important discussions that will guide the department's efforts to promote diversity, equity, and inclusion across the city.

The REIB's community conversations schedule is below, and we invite you to join.

[REGISTER HERE](#)

Thursday, September 26th from 4PM -6PM

Greater Burlington Multicultural Center
Career Resource Center
Vermont Department of Labor
63 Pearl Street
Burlington, VT 05401

[REGISTER HERE](#)

Tuesday, October 1st from 5Pm-7PM

Main Street Landing
2nd Floor Classroom
60 Lake Street
Burlington, VT 05401

[REGISTER HERE](#)

Wednesday, October 9th from 5PM-7PM

Robert Miller Community & Recreation Center
130 Gosse Ct.
Burlington, VT 05408

[REGISTER HERE](#)

Saturday, October 19th from 3PM -5PM

Richard Kemp Center
372 N. Winooski Ave.
Burlington, VT 05401

[REGISTER HERE](#)

Thursday, October 24th from 5PM-7PM

Burlington Electric Department (BED)

Spark Space Conference Room

585 Pine Street

Burlington, VT 05401

ModernGov Initiative

This is the new name of our larger effort to examine the Operational Efficiency Study recommendations alongside several other studies examining operations, staffing needs, and financial sustainability of other parts of city government conducted over the last several years. In July, I convened a team of three department heads, lead by CAO Katherine Schad, to help us advance this Initiative. We began with an initial review of the draft Operational Efficiency Study to note missing information, identify initial ideas of interest, and create a first phase of work to engage department heads in a review. We sought edits from the consultant in July and just received the final version of the Study on September 10, 2024. We provided a high-level overview to department heads in early August followed by an internal memo by from me and the draft Study. Each of the 7 departments studied then had a one-on-one meeting between department heads, the Initiative team, and myself to review their section of the Study. Each meeting reviewed what aspects of the recommendations were useful or not, any inaccurate information in the draft study, and additional new ideas to be considered.

I then invited all city union leaders to meet with me to have a similar conversation about the Study after sending an internal memo and copy of the draft study for their review. AFSCME and BFFA participated in the meeting. BPOA and IBEW declined to attend. AFSCME and BFFA leaders made several welcomed recommendations, including offering a citywide employee survey to seek further input from employees on the study when we share the document widely, as well as a joint labor-management committee to advise on how the City implements recommendations after the initial review of the Study in September and October. To allow time for this survey and an analysis of the results, I requested the work session with the City Council to take place on October 7.

State Health High Risk Notice: EEE Virus

On August 28th, the Vermont Department of Health informed my office that Burlington has been identified as a high-risk area for Eastern equine encephalitis (EEE).

Health officials are strongly recommending people in towns at high risk for Eastern equine encephalitis (EEE) take extra precautions to avoid mosquitoes that could carry the virus. As much as possible, avoid spending time outdoors between 6:00 PM and 6:00 AM. If going outdoors, taking steps to prevent mosquito bites is essential.

My office will remain in close contact with the Department of Health. The Vermont Department of Health remains the best source for information. We encourage community members to visit www.healthvermont.gov/mosquito to stay up to date.

The Vermont Agency of Agriculture, Food & Markets has been increasing its collection efforts of mosquitoes, which are tested at the Department of Health Laboratory. Additional testing could increase

the number of towns at high risk in the coming days and weeks. Officials continue to evaluate options for aerial or ground spraying of pesticides in areas where infected mosquitoes have been identified, should that be deemed the best course of action to protect public health. The public will be notified in advance if spraying occurs.

I want to express my gratitude to BWD Director Kara Alnarsrawi, P&I Director and Health Officer Bill Ward, and Chief Michael Lachance for helping to advise our office on issuing public health notices about the EEE high risk status of the City.

Budget Summit 2024

I am grateful to CAO Katherine Schad and Director of Finance Brad Kukenberger for taking the lead on designing and facilitating this day-long summit. We had nearly every city department leader in attendance and several additional staff who manage budgets for departments. The summit focused on these core objectives:

- Understand the Mayor's vision and expectations for creating and monitoring the budget
- Recognize the important role of budget policies and begin drafting some of the important ones
- Learn about participatory budgeting and equitable budgeting and discuss how they could be applied in Burlington
- Network with other City employees who do budget work within their department

We had sessions on identifying budget and fiscal policies that exist and need to be developed or updated. We began a conversation on how to develop an equity-informed user fee policy to create consistency across the city for income-sensitized fee structures. We explored how and why the city must look to diversify our revenue sources. The CT office shared a draft of a new budget develop calendar to try for FY26. We also reviewed the new Budget Dashboard developed by the CT and Data Division of the City. A quick presentation of the Dashboard can be viewed at the September 9th Board of Finance meeting and you can directly view the Dashboard [here](#). We wrapped up our day discussing the concepts of equity-informed budgeting practices and participatory budgeting (useful [informational video](#)).

Overdose Prevention Center

My team and I had a very useful meeting with the Vermont Department of Health on the draft OPC guidelines in early September and offered feedback on areas we need clarity as we prepare to find potential providers for our pilot location. Chief Lachance and his team also reviewed the guidelines to provide feedback to the state. The Planning Department is already underway reviewing creating more flexibility within our existing zoning ordinance for where an OPC may be placed. We expect that zoning process to be complete in October. The Planning Commission met with a researcher from Brown University in August to answer many questions related to OPCs as Providence, RI is currently engaged in opening its first OPC. As mentioned above, we are also working to hire a temporary project manager within the Mayor's Office to oversee the implementation work to engage interested providers and the community in the coming months.

City Highlights from Departments

Burlington Electric

Net Zero Energy and Grid Reliability Revenue Bond – BED has reached out to all NPAs to schedule time to discuss the bond and answer questions ahead of the November ballot item. We also included a column about the bond in the North Ave. News this month.

Energy Assistance Program auto-enrollment –BED recently added 482 customers to the Energy Assistance Program through the new auto-enroll provision of our now permanent Program tariff, helping income-qualified customers receive the 12.5% discount. For context, we had 238 customers enrolled at the start of May. The initiative to move from opt-in to auto-enroll approximately tripled enrollment.

Major EV charging grant – As was shared in a press release with the congressional delegation and the Mayor, BED is receiving nearly \$4.9 million in federal funds, supporting (with matching funds) 200 new chargers in the City including 47 new fast chargers. BED was the sole Vermont recipient of this round of grant funding from Department of Transportation and made possible by the Infrastructure Investment and Jobs Act. The grant application has a major equity component focused on investing over 40% of funds in the two census tracts considered to be disadvantaged under federal economic justice criteria (areas of the ONE, downtown and parts of south end). This will be a significant benefit for our entire community and will help renters access more charging as well. BED had a great team working across divisions and disciplines to collaborate on the grant proposal. This generational investment will support our Net Zero Energy EV adoptions goals. <https://www.burlingtonelectric.com/burlington-electric-department-awarded-4-89-million-grant-by-u-s-department-of-transportation-to-deploy-publicly-accessible-electric-vehicle-chargers-throughout-burlington/>. BED is continuing to seek input on where to locate new chargers.

Assessor

We are presenting our proposed reorganization of the office to the Board of Finance and City Council next week. We also have Board of Tax Appeals hearings on the 18th. We will be preparing value defenses ahead of this meeting. We are continuing regular valuation work as well which includes permit inspections and sales reviews. We will also be working on permit inspection efficiencies.

Innovation & Technology

- FireCAD go-live is Sept. 10. We're taking this system from on-prem to the Tyler Cloud. We are expecting a relatively smooth transition, but we're prepared for choppy waters for a day or two.
- The new website go-live is Sept. 23. This week we're wrapping up the final pieces of data migration. The next couple of weeks will be spent doing QA, updates to pages, final design tweaks, and training a number of people so they can make changes/updates to the site going forward.
- Interviews are underway for a cybersecurity analyst. Hoping to be able to make some decisions in the next couple of weeks.

Clerk/Treasurer's Office

- Expect to seek BOF and CC approval for a new Chief Accountant position.
- Work on the FY24 year-end close continues and work on the annual audit has commenced.

- Working to get FY26 budget process started.
- New Grants Associate starting on Sept 16 and will help Nicole write and submit grants.
- New Senior Accountant starting end of September.
- Grant staff are helping to advance City's large EPA grant submissions.

Business & Workforce Development

- Ongoing management of negative business feedback regarding downtown challenges (street-level behavior and construction)
- Will post RFP for workforce development Raise grant trainings next week after CA Office sign off
- Project manage operational efficiency study (with K. Schad & S. Barker)
- Plan Mayor-Business Zoom Town Hall
- Assist in Memorial Block redevelopment project and public outreach
- Manage brick project on Marketplace
- Looping Ingrid Jonas into hot spot meetings, etc.
- Kiosk in City Hall Park opened this summer. The operator is Nurbu Sherpa, owner of Sherpa Foods. As a reminder, a portion of all proceeds from sales will be donated to a local non-profit
- Actively recruiting for the 3rd cohort of the City's "First Steps Training Program" which certifies early childhood educators to work in childcare centers
- BWD applied for multiple new workforce training grants including support for workers in the green job industry
- CDS Grant (Leahy) being deployed to repair and replace aging brickwork on the Marketplace
- Continue restructuring Early Learning Initiative scholarship program to fill gaps from Act 76

DPW

- We opened the first part of the Champlain Parkway from Lakeside Ave to Home Ave!

Fletcher Free Library

- We are grateful for BOF Grant Acceptance Approval on 8/5/24 for the National Endowment for the Humanities, National Park Service, and Vermont Historic Preservation Grant for Restoration & Preservation Project for the 1904 Carnegie Building portion of the Library. With City matching funds this project totals \$2.1M. This will most likely be on the consent agenda for City Council Meeting on 8/12/24.
- We are working with our Friends of the Fletcher Free Library on potential partnership for the EPA Challenge Grant.
- Our Summer Challenge Program for Youth and Teens is coming to a close. Many fantastic programs and wonderful outreach to our parks has taken place which have included free books & activities.
- We continue to work on Safety & Security issues at the Library. The bus shelter out front was removed. This was a very tough decision. We support public transportation and also know that public transportation is a way for people to access our library. However, the bus shelter was mostly being used as a place to inject drugs and smoke drugs. We strive to keep the Library

substance free for our patrons and our staff. Also, since the bus shelter was always occupied for the purposes of using drugs, it was not functioning as a Bus Shelter.

- After much thinking we have turned off our Wifi from 11PM to 6 AM. This was a difficult decision as this service is important for many people, but we have been trying to think of ways to help maintain our space, too. Hopefully still having some evening hours and early morning hours will be helpful.
- We will be bringing the Chocolate Thunder Security Contract to BOF & CC very soon.

Parks & Recreation

- We are now in fall mode with fall programs, including preparing for an active end of October of special events
- Seasonal restrooms return to portalets at Oakledge as the seasonal crew heads back to college
- The water quality team also heads back to college, so we provide a less intensive look at all beaches but do regular checks of the active swimming beaches
- Starting on a significant update to the permit section of the ordinances in Appendix D. It has not seen an update in 26 years and is past due.
- Working to update our 5-year capital park and facility project lists in preparation for the FY26 budget

Planning

- Facilitating and supporting engagement related to Memorial, SECORD, *planBTV: NNE*
- Interviewing consultants for *planBTV: NNE*
- Moving forward with Neighborhood Code zoning amendment work
- The Data team's Budget Dashboard is at BoF on Monday night
- New City Data Analyst Jeff Nicholson supporting and attending Community Safety Forum Meeting
- Data team getting integrated with Ingrid Jonas

Police

The Burlington Police Department held a swearing-in ceremony on August first, welcoming ten new employees to the department, including six police officers. The BPD also acknowledged an internal promotion, with one of the Community Support Liaisons moving up into the role of the Community Support Supervisor. Chief Murad was pleased to give opening remarks at the ceremony, and also met independently with the new police recruits. That night the Mayor attended roll call and did a ride along with Officer Noh Huynh.

REIB

- REIB website design
- Mission and Vision Community Conversation engagement series
- Reparations Task Force Council Report and Task Force sun setting
- Abenaki and indigenous education tours
- City wide engagement development work with CEDO and Planning

BCA

- Preparing for 405 Pine Street Celebration Event on Sept 12th
- Working with ed team to meet with studio members/students about fall classes/fee changes
- Working with airport on new Public Art projects
- Working with team on changes in scheduling/productions with new EEE recommendations
- Last Twilight concerts in CHP Sept 13 and 14- new venue TBD

Human Resources

Construction has moved from the outside to the inside at 200 Church Street. HR and payroll be working remotely from 9/9 to 9/13 and possibly through 9/18

City Attorney

Drafting a memo on potential gun legislation per the Mayor's request.

Legislative and Regional

Legislative priorities work is still underway. We had to reschedule a meeting planned with incumbent Burlington state legislators on 9/11/24 due to a state briefing scheduled at the same time. We hope to bring a first draft of legislative priorities to the City Council in October.

Community Engagement

Below is a sample of the community engagement meetings and events I have participated in since July 15, 2024.

- St Joseph's Memorial Garden meeting, soft launch later this month
- Call with federal Health and Human Services district director ahead of the Secretary of HHS on public safety – shared our public health and safety emergency, OPCs, housing emergency, mental health
- Sara Holbrook support work
- Mayor meet ups continue
- Toured Community Resource Center at Feeding Chittenden, CVOEO, N Winooski
- Union leadership meeting – quarterly meeting – AFSCME, BPOA, BFFA, and IBEW to discuss where we are heading for Op Eff Study, improving our communication to employees on FY changes in COLA and retirement, retirement concerns, community safety recommendations,
- Ward 5 Safe Streets event July 20
- Lake and City Program meeting with BHS
- Met with female-small business meeting
- Met with OGE owner
- Honored Kerin Durfee's work
- Lake Champlain pitch – rained out
- Met w chair of Accessibility Committee to explore ways we need to improve access
- Attended BPD new recruit swearing in ceremony for 4 new officers, promotion of CSL to a manager position and two new dispatch employees

- Police ride along for 3 hours. Thank you to Officer Officer Noh Huynh.
- Meeting with Sec of State on voter access and protecting voters from misinformation on voter data/confirmation
- Festival of Fools w/ kids – led it
- Delivered locally made donuts to all of our election works during the state primary on August 13
- Attended Parks, Recreation and Waterfront Commission meeting to meet members
- Attended grand opening of the City Hall Park kiosk
- Met and toured the Vermont Agency of Human Resources around the center city on Aug 14
- Attended and spoke at groundbreaking for new Post Apartments on South Winooski with many partners
- Welcomed and celebrated Olympian Ilona Maher back home to Burlington!
- Met with one of founders of Burlington Cultural History Center
- Met with State's Attorney Sarah George, included our new City Attorney
- Spoke and helped to open the Champlain Parkway
- Held standing meeting with Burlington School District
- Met with BPOA (police union)
- Met with Air National Guard
- Met with Mayor Kristine Lott to learn about their legislative agenda development process
- Filmed joint PSA on voter education with Secretary of State and Mayor from Winooski
- Met with Burlington Housing Authority leadership regarding ongoing MOU and safety/security check on for Decker Towers
- Met with city union leaders on Operational Efficiency Study
- Met with Taiwanese diplomat visiting the City
- Joined Chief Murad at press conference regarding number of incidents weekend of August 23-25, including Church Street shooting
- Met with leadership of Red Square to offer support and seek ideas on community response
- Met with UVM Board of Trustees chair on UVM President transition process
- Met with Interim CEO of Lund Center
- Spoke at Overdose Prevention Awareness event
- Spoke on Kurt Wright radio show with Chief Murad
- Met with Assembly Project to learn more about participatory budget work in NYC



City of Burlington Department Head Annual Goal Setting

Mayor Mulvaney-Stanak's Administration Goals and Values

Goals

Community Safety

A responsive, data-informed, and accountable local community safety system

Housing

Ample housing stock that is safe, accessible, and affordable

Climate

A comprehensive, coordinated, and robust citywide climate strategy

Core Values

Equity and Inclusion

Promoting equal access and treating people with dignity, fairness, and respect

Affordability

Promoting tax fairness, income-sensitivity programs, and increasing our housing supply

Community engagement

Prioritizing robust community input and participation to inform governmental decision-making

Good governance

Creating and using good policies and procedures that ensure transparency, consistency, and accountability

Core Department Head Expectations

- Lead the department with integrity, honesty, and a commitment to serving the City of Burlington, which includes supporting city employees and collaborating across departments and with city partners
- Demonstrate executive leadership skills and sound judgement
- Be a good steward of the city's economic, fiscal, and social resources
- Understand and demonstrate a commitment to equity and inclusion
- Maintain positive and professional public relations in communicating with elected and appointed officials and the public when providing information on behalf of the Department or the City, and in handling concerns from the public.
- Develop annual department goals and workplan to identify and implement major tasks and projects in coordination with the Mayor's Office
- Lead the process for developing, implementing, and monitoring the department budget, including complying with all City financial policies
- Engage with City Attorney's Office on a regular and timely manner regarding any potential or pending legal matters
- Share critical information with the Mayor's Office in a timely manner, especially relating to legal matters, significant personnel issues, financial or structural changes, and/or regular operational matters requiring Mayoral and/or Council approval.
- Provide support to department employees and oversee personnel issues, including labor relations matters with unions representing department employees
- Be familiar with the collective bargaining agreements for represented employees within your department
- Engage with the public and media in alignment with the administration's policy positions

Department Head Check-In and Goal Setting Process: August and September

The Department Head Check-In allows for an annual review of key performance expectations by the Mayor, performance data, department goals/strategies, and Mayoral support needed to be successful in the upcoming year.



Review

- Review the HR department demographics data, which is saved alongside this guide in Files in our DH Teams Channel, [here](#). This Citywide data is being provided by HR. Next year we hope to include hiring and retention data for a more complete review of trends in our city workforce.
- Review your FY24 department goals, work plan, and any key indicators (if they exist).
- Review or draft anew department goals, work plans, or key indicators or measures that you would like to present for FY25.
- Review the Department Head expectations above and related questions on page 3 of this document; those may inform department goals or work plans.
- Review your department head job description and note any updates needed. If you need a copy, please contact HR.



Reflect & Respond

- Respond to the Department Head Reflection Questions on page 3 of this document.
- Please email Amanda Gomes, agomes@burlingtonvt.gov, your responses to the department head reflection questions; your FY24 goals/workplan (if you have those); and your FY25 goals/workplan three working days prior to your 1:1 goal-setting meeting with the Mayor's Office.



Meet & Discuss

- Mayoral Staff will schedule a 60-minute check-in meeting
- In the Check-In, you are welcome to discuss the data presented, your department goals and work plan, and/or your department head question responses. The Mayor will ask you the following questions:

- What are the key challenges and opportunities in your dept?
- What does the demographic breakdown in your department tell you?
- What are the top 2-3 goals on your work plan you would like to discuss? Tell me how they will contribute to the Mayor's goals and/or City's common good in the next year?
- What metrics have you identified to track progress? What resources are you leveraging to reach your department goals? How can the Mayor's office support your department?
- Tell me about your individual professional development. What are your growth areas and strengths? What training or learning opportunities are you taking? How can the Mayor support your development?

Department Head Reflection Questions	Yes - In Place	No - Due Date
1. I meet with my Managers regularly and communicate important organizational priorities	☐	Date
2. I establish a work climate where learning and growth are prioritized, and open dialogue and feedback are encouraged	☐	Date
3. I create time to provide one-on-one feedback to all direct reports, and ensure those direct reports create time for providing one-on-one feedback to their direct reports	☐	Date
4. I take time to celebrate our successes and provide individualized and group recognition	☐	Date
5. I have taken necessary steps to implement the City's language access Plan	☐	Date
6. I ensure a harassment-free work environment for all employees	☐	Date
7. I am sure that all managers and supervisors know their responsibility for reporting harassment	☐	Date
8. I employ sound budgeting practices and am a good steward of my Department's budget	☐	Date
9. I ensure equal access to training and promotional opportunities	☐	Date
10. I take affirmative steps to provide promotional and career advancement opportunities to marginalized genders and communities of color	☐	Date
11. I communicate with the Mayor's Office about critical information in a timely manner	☐	Date
12. I communicate with the press and public in a respectful way and in line with administration positions	☐	Date

Next Steps

November/December

The Mayor will meet with department heads to discuss the following topics over the course of these two months.

1. How do you ensure your department's efforts reflect the importance of equity and inclusion, affordability, community engagement, and good governance? What is your department doing to contribute to a safer and healthier community, to help increase access to housing, and/or to reduce or mitigate climate change?
2. Do you consider yourself and your supervisors as being effective in coaching, mentoring and holding employees accountable to a high standard? How are you developing your mid-level managers? How are you and your supervisors recognizing and rewarding employees?
3. If we were to conduct a workplace climate survey of your department, what would they say about how leaders and employees in your department treat each other and their responsibility to our community?

January/February -- 360 Review and Commission/Board Feedback

We plan to conduct the 360 review process currently being developed by the HR City Council Committee during these two months. We will also ask Boards and Commissions to provide their annual review of department heads by the end of February.

March – Review of 360 Results, Goals, Commission/Board Feedback

The Mayor will meet with each department head to review and discuss the results of the 360 review and board/commissioner feedback.

May 1 - Reappointment Decision Making