



**Tuesday, November 12, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR
REMOTELY via ZOOM**

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1. Agenda

1.1. Motion to amend/adopt agenda

2. Consent Agenda

Subject	2.1. Request for Special Use Permit Waiver at City Hall Park for BTV Winter Market
Meeting	November 12, 2024 - Parks & Recreation Commission - Tuesday, November 12, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM
Category	2. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)

Recommended Action	waive the reading, accept the communication and approve the request for permit.
Subject	2.2. Pomeroy Park Complaint
Meeting	November 12, 2024 - Parks & Recreation Commission - Tuesday, November 12, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM
Category	2. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Communication
Recommended Action	waive the reading, accept the communication and place it on file
Subject	2.3. October Commission Meeting Minutes
Meeting	November 12, 2024 - Parks & Recreation Commission - Tuesday, November 12, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM
Category	2. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	waive the reading, accept the communication and adopt the minutes from October and place them on file.

3. Public Forum

Subject	3.1. Verbal Comments
Meeting	November 12, 2024 - Parks & Recreation Commission - Tuesday, November 12, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM
Category	3. Public Forum
Department	Parks, Recreation, & Waterfront
Type	Procedural

4. Deliberative Agenda

Subject	4.1. Conservation Legacy Fund Grant Appointments, Dan Cahill, Land Steward, BPRW (verbal)
Meeting	November 12, 2024 - Parks & Recreation Commission - Tuesday, November 12, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM
Category	4. Deliberative Agenda
Department	Parks, Recreation, & Waterfront
Type	Action
Subject	4.2. Park Fees, Cindi Wight, Director, BPRW (attachment)
Meeting	November 12, 2024 - Parks & Recreation Commission - Tuesday, November 12, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda
Department Parks, Recreation, & Waterfront
Type Action

Subject 4.3. Park Impact Fees Policy, Cindi Wight, Director, BPRW (attachment)

Meeting November 12, 2024 - Parks & Recreation Commission - Tuesday, November 12, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda
Department Parks, Recreation, & Waterfront
Type Discussion

Subject 4.4. Neighborhood Parks and Events, Cindi Wight, Director, BPRW (attachment)

Meeting November 12, 2024 - Parks & Recreation Commission - Tuesday, November 12, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda
Department Parks, Recreation, & Waterfront
Type Discussion

Subject 4.5. Student Commissioner, Nate Lantieri, Commissioner (verbal)

Meeting November 12, 2024 - Parks & Recreation Commission - Tuesday, November 12, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda
Department Parks, Recreation, & Waterfront
Type Discussion

Subject 4.6. Public Forum Procedure, Aaron Keech, Commissioner (verbal)

Meeting November 12, 2024 - Parks & Recreation Commission - Tuesday, November 12, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 4. Deliberative Agenda
Department Parks, Recreation, & Waterfront
Type Action

5. Standing Items

Subject 5.1. Parks Foundation Update (verbal)

Meeting November 12, 2024 - Parks & Recreation Commission - Tuesday, November 12, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 5. Standing Items
Department Parks, Recreation, & Waterfront

Type Report Information

Recommended Action

Subject 5.2. Off-Leash Dog Sub-Committee (verbal)

Meeting November 12, 2024 - Parks & Recreation Commission - Tuesday, November 12, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 5. Standing Items

Department Parks, Recreation, & Waterfront

Type Report Information

Recommended Action

6. Director's Report

Subject 6.1. Director's Report (attachment)

Meeting November 12, 2024 - Parks & Recreation Commission - Tuesday, November 12, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 6. Director's Report

Department Parks, Recreation, & Waterfront

Type Report Information

Recommended Action

7. Commissioner's Items & Volunteer Hours

8. Adjournment

Subject 8.1. Motion to adjourn

Meeting November 12, 2024 - Parks & Recreation Commission - Tuesday, November 12, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR REMOTELY via ZOOM

Category 8. Adjournment

Department Parks, Recreation, & Waterfront

Type Procedural

Recommended Action



MEMO

Date: November 12th, 2024
To: BPRW Commission
From: Meghan O'Daniel, Community Garden & Parks Outreach Coordinator
RE: BTV Winter Market in City Hall Park, 2024

Request for waiver at City Hall Park to allow for commercial access and vending approval throughout the market period of November 15 to December 22, 2024.

Love Burlington and Burlington City Arts present the BTV Winter Market in City Hall Park. The market will present 20 vendors per weekly session from November 15 to December 22, 2024. Each session is three days, Fridays, Saturdays and Sundays. Vendor sheds will be installed in the park the week of November 11. Each shed has with electrical service, heat, and decorations. During the market, we will have one security guard present at all times. The market sheds will be removed on Dec 27, 2024.

Love Burlington staff contact is Aida Washburn, BCA contact is Zach Williamson.

Staff Recommendations:

Allow for Special Use Permit.

40 Booth Street
Burlington VT 05401
November 4 2024

Cindi Wight
Director of parks and Recreation
645 Pine Street
Burlington VT 05401

Re: Extreme noise at Pomeroy Psrk on October 12

Dear Director Wight,

I've written to you several Itmes about noise at Pomeroy Psrk, with no reply.

Please don't ignore this letter about painfully disruptive noise at an 'Autumn arts event' on Sunday October 12. Your Department waived the standard restriction of amplified noise. Consequently a loud boom box fired up about 4 PM which ruined the afternoon and dinner hour here. The din went on till nightfall. Just when the event should have been packing up, cars rolled onto the grass to set up an electric band. which played painfully loud punk rock well past dark. The noise was heard for blocks. Here it was so loud the stress robbed us of a night's sleep. The noise was torturous. [conytnued on p.2]

Cindi Wight Page 2 November 4, 2024

Burlington is struggling to maintain liveable neighborhoods but this action by your Department is an attack on decent living.

To avoid this mistake in the future , Your Department could follow some steps appreciate that Pomeroy is too close to housing to allow events of any kind If you insist on treating Pomeroy Park as an Events venue, then you should not allow amplified sound at all. If you grant a permit, then someone from Parks should visit to ensure that conditions are obeyed.

No one answered the phone at Parks on October 12 so the neighbors had no recourse but to call the police who have better things to do than look after Parks property.

Sincerely

Samuel Press

cc by email
Lee Morrigan
Joanne Putzier



**PARKS & RECREATION COMMISSION
Minutes
October 8, 2024
Parks and Recreation Commission**

Commission Present: Boehm, Johnson, Keech, Lantieri and Morrigan

Not Present: Bergmann and Etter

Staff Present: Rogers and Putzier

The meeting was convened at 5:35p.m.

Approval of Agenda

Morrigan would like to amend by removing item 4.4 Host City Commissions-Public Safety Focus and item 5.2 Off-Leash Dog Sub-Committee, second by Boehm, motion carried to amend as proposed.

Motion to approve the agenda as amended by Boehm, second by Keech, motion carried.

Approval of Consent Agenda

Motion to accept consent agenda by Johnson, second by Boehm, motion carried.

Public Forum

Public forum opened at 5:38 pm.

Sauve asked about the issue of having a representative for the 127 Bike Path committee and wanted to confirm it was Lantieri and also reiterated there was no October meeting date as of yet, was informed that Lantieri was on his way to the meeting currently. Sauve said that if she could have an answer either tonight or via email as to the desire to be on committee that would be appreciated.

Public forum was closed at 5:40 pm.

Review Decorum Agreement

Morrigan stated would email to all and asked them to look at the agreement, added since at the beginning of the year would like to review each year to re-evaluate and suggest tweaks. Asked all commissioners to review so it can be discussed at the next meeting with any changes that would be requested.

Recreation Program Update

Rogers stated had a very large wait list for summer programs, majority of specialty camps are in the old north end community center. Filled to 86% capacity and usually shoot for 80%, very high, not a bad thing but need to expand capacity. Most families on wait list in early February or March and registrants have up to two weeks before the start to cancel with a \$25 admin fee, which does not leave much time for other folks who at that point had to line up other plans for the summer. Working on changing that \$25 admin fee as it would give more of a commitment and less of a loss of campers and revenues. Loss of



money when not filling camps at the end due to cancellations. Had Burlington residents register before others and a significant difference, more popular camps fill very quickly and wanted to give Burlington residents a better chance. Due to more residents in programs it has also upped the scholarships significantly and spending more plus the loss of extra money that is received from non-residents and when we received less non-residents that also decreases revenues. Standard contractual agreements are 70/30 percent and will change moving forward. Many camps are contracted specialty camps.

Morrigan asked who contracting with and Rogers said specifically Racquets Edge for Tennis lessons, Lego Mind Camps, Soccer Sparks for soccer camps, etc. Morrigan also asked if Rogers had a number for residents/non-residents needed to make program work financially, Rogers said set the number based on total number within range and speak with contractor and pay only on campers in the program. If doing the camp in house take a loss, don't ever budget for non-residents but consider that a bonus. Budget according to resident fee and do not factor non-resident fee into the equation with the contractor. Morrigan asked if it might make sense to cap the number of residents and non-residents and Rogers said it is possible but it was started this past year to do a larger drive at the beginning of February in one place.

Boehm was very impressed as a parent with what is offered during the 10 week summer and felt very good job and inexpensive.

Lantieri asked if the 1720 number is total registrations and was told yes out of the 2000 and that is net and then asked about the refund breakdown and Rogers was not sure. Also asked about how the remainder of the programs that don't happen in the summer, and was told they would be doing an annual report again after the year finishes.

Public Forum Discussion

Keech stated wanted to speak about public comment and felt no interaction of follow through on items and wanted to discuss ways to make easier. Would like to have a sign in sheet and was explained have had one for some time. He would like to have more than 3 minutes for public to speak, possibly 12 minutes, would like to allow the commissioners to interact with the public and would like to try to answer and help, also would like to assure the commenter a response will be provided within a specific time line and suggested 7 days if possible or if more information or research is needed it could be 30 days. Asked if someone brings a complaint to commissioner how it is handled, would an executive session be necessary or should it happen in front of the public.

Morrigan liked several of the proposals, would like to see City Attorney look at due to the open meeting law to make sure appropriate and following rules of order.

Johnson appreciated and said easy for public comments to get lost and if could make a habit of summarizing at the end of meeting the outlying questions or other items that need to be addressed that would be helpful. Morrigan suggested putting into Commissioners items.

Lantieri felt no response was a little strange when having the public speak and having a process as to how the items are brought into the conversations if the commission has the credence during public forum to amend the agenda to add a discussion and that could be a way for items that warrant further discussion. Also stated don't always have the correct answer/information and have to ask staff and refer to another meeting and also follow up with getting back to public. Lantieri also stated the need to have



delegated before the end of the meeting and Keech reiterated that he would have added that some type of response and recommendation would be made at the end of the meeting for follow-up and response in a timely manner.

Lantieri asked if it is possible to add an item to the meeting agenda the night of and Morrigan stated it does happen but very rarely. Wants to be very aware of people's privacy and not opening up to public criticism.

Will add to next agenda for action.

Host City Commissions-Public Safety Focus

Morrigan removed from the agenda and will put on another meeting agenda

Student Representative

Lantieri said the commission last had a student representative in 2022 and just did not work out for last representative, this is a great opportunity to learn more about behind the scenes and would like to bring back and has reached out to BHS to let them know that we have this available.

Keech asked if high school level and was told yes and the past rep stopped due to scheduling and also asked if voting member and was told yes but not sure at what level.

Lantieri said would add to another agenda for further information and to have a more formal look and Boehm suggested having a specific onboarding system in place if a student was taken on the commission to make sure they are given a good start.

Standing Items:

Park Foundation Update

Lantieri reported that committee met at the beginning of the month, main campaign is parks for all and moving forward, will follow up with Brian Lowe with more information.

Off-Leash Dog Sub-Committee

Morrigan removed from the agenda and will put on another meeting agenda.

Director's Items

Morrigan stated that Wright sent out an attachment to commission and it was also available on Civic Clerk and encouraged all to make sure to read in full.

Commissioner's Items & Volunteer Hours

Morrigan had an additional 5 hours, stated the public safety focus had a community member speak about working on the public safety that we are facing, asked what he could offer, working on a plan to bring in other commissions to work on public safety solutions, feels like a change in the air, was concerned with vigilantly and feels that is changing and how as a commission can come together and accomplishing a lot lately.

Boehm has 2 additional hours, spent time with Wight and staff on Appendix D.



Lantieri had an additional 5 hours, Chaplain Street opening went great and is officially open. Excited for 127 Bikepath work. Also said doing more to move things forward and agrees that the commission as a whole is doing great work

Keech thanked Lantieri for taking over on the 127 Bike path committee, no additional hours, communicating with Wight about the Roosevelt Park Plan, hearing about the combining of the little park and could not get a clear reading on why not offered, wrote Wight and she is trying to speak to those groups, Keech trying to figure out what the issue with moving forward is.

Johnson has garden work day on 29th, and more on dog task force coming up, said Champlain Park looks great and no additional hours.

Adjournment

Motion to adjourn by Boehm, second by Lantieri at 6:36 p.m., the motion carried unanimously.

DR

MEMO

Date: November 12, 2024
To: Parks Commission
From: Cindi Wight, Director, Erin Moreau, Waterfront Superintendent and Deryk Roach, Parks and Central Facilities Superintendent
Subject: Park Impact Fees

Recommendations to Parks Commission:

Approve the 2025 park fees.

OVERVIEW

All Park field use, park rentals and park permits require approval annually from the Parks Commission.

COST Recovery Goals related to Park Fees

Category – Rentals

Our cost recovery goals for rentals range from 40-80%. The wide discrepancy in the range is to consider rentals of spaces for youth sports that serve a wide variety of our community, community gardens that help feed families, and the rental of a shelter or ice time exclusive to only those invited to the event.

The City hired a firm in 2024 to analyze cost recovery actuals for multiple departments including, BPRW. The firm recommended a 75% cost recovery goal for the department as a whole. With rising expenses such as staff time and the cost of materials, we need to continue to raise our rates to meet the goal.

CHANGES

We applied an approximate 5% increase to many fees, except for athletic field and court fees as we raised them approximately 10% from 2023 to 2024. We made significant increases to Battery and City Hall Park rentals to better align them with cost recovery goals. There is an asterisk next to City Hall Park fees as BCA raised them starting July 1, 2024, not knowing it required Commission approval. The rate for 2025 is the rate they set on July 1, 2024. They raised the rates to better meet cost recovery goals.

Highlighted in grey are the locations requiring Park Commission annual approval and blue signifies a fee change

Location		Duration	2024	2025 5% increase (or higher)	
Park Rentals	Battery Park	Half Day	\$300	\$400	BCA receives all fees for City Hall Park as they schedule the park. BCA covers OT for BPRW employees. BCA has additional fees outside of the hourly rate for any special services.
	Battery Park	Full Day	\$500	\$600	
	City Hall Park	Half Day (3-5 hour	\$350*	\$500	
	City Hall Park	Full Day (5-8 hour	\$550*	\$750	
	City Hall Park	Hourly	\$90	\$150	
	Waterworks Park	Half Day	\$225	\$235	
	Waterworks Park	Full Day	\$450	\$475	
	FRAME (includes Waterworks)	Full day only	\$700	\$735	
	Perkins Pier	Full Day	\$700	\$735	
Permits	General Park Permit Tier 1 (20-39 people)	Flat Fee Per Day	\$25	\$30	Not exclusive use No amplified sound No catering
	General Park Permit Tier 2 (40-59 people)	Flat Fee Per Day	\$50	\$55	
	General Perk Permit Tier 3 (60-79 people)	Flat Fee Per Day	\$75	\$80	
	General Park Permit Tier 4 (80-100 people)	Flat Fee Per Day	\$100	\$110	
	Neighborhood Park Community Event	Flat Fee Per Day	\$150	\$160	Neighborhood focus
	Bike Path Use Permit	Flat Fee Per Day	\$200	\$210	Not exclusive use of space
	Photography/Videography Permit for Advertising/Marketing	Flat Fee Per Day, Per Park	\$100	\$105	
Athletics	Field	Hourly	\$60	\$60	increased over 10% for 2024
	Court	Hourly	\$35	\$35	increased almost 10% for 2024
	Size	Duration	2024	2025	
Park Partner Program	Under 20 People	Annually	\$100	\$105	Not exclusive use of space
Park Partner Program	Over 20 People	Flat Fee Per Class	Refer to General Park Permits		
Park Officiant Program	Under 20 People	Flat fee per day or \$200 for the season	\$25/\$200	\$30/\$210	
Park Officiant Program	Over 20 People	Flat Fee Per Day	General Park Permits		
Walk/Run	Application Fee	Per Event	\$50	\$55	

Waterfront Park Event Rates	Rate 1	2025 5%+	Rate 2	2025 5%+	Rate 3	2025 5%+	Rate 4	2025 5%+	Multi-day	2025 5%+
West Lawn	N/A		\$ 1,890	\$ 1,985	\$ 1,995	\$ 2,095	\$ 2,625	\$ 2,755	\$ 1,050	\$ 1,105
All Festival Site	N/A		\$ 3,255	\$ 3,420	\$ 3,360	\$ 3,530	\$ 4,331	\$ 4,550	\$ 1,523	\$ 1,600
Great Lawn (not rented out separately and not fenced)	\$ 735.00	\$ 770	\$ 735	\$ 775	\$ 735	\$ 775	N/A		\$ 525	\$ 550

Additional fees

Application	\$ 100.00		2025 5%+				Rate2	Open to public, might have ticket sales - no alcohol
Site deposit	\$ 1,000.00		\$ 105.00					
Underground Utilities	\$ 325.00		\$ 1,050.00					
			\$340					
Secure Free Bicycle Parking (per day)	\$ 225.00		\$250				Rate 3	Same as above but has alcohol and amplified sound
Extra set up day	\$ 700.00	\$400 (multi-day)	\$ 735.00	\$ 420 (multi-day)				
Extra strike day	\$ 700.00	\$400 (multi-day)	\$ 735.00	\$ 420 (multi-day)			Rate 4	Private event that encumbers park (ex VIP and weddings)

MEMO

Date: November 12, 2024
To: Parks Commission
From: Cindi Wight, Director, Erin Moreau, Waterfront Superintendent and Deryk Roach, Parks and Central Facilities Superintendent
Subject: Event Park Impact Fees

Recommendations to Parks Commission:

Approve the Event Park Impact Fee policy [Discussion only at the 11/12/24/ meeting – approval in December]

OVERVIEW

In 2015 the Department began charging impact fees for special events in Waterfront Park to help cover the costs associated with the wear and tear on park spaces. At that time, the City also increased the repair and maintenance budget for our Grounds Division. The increased budget line covered items such as seed and fertilizer for lawn repair, electrical and irrigation work and covering any damages to nearby infrastructure. The large gatherings at these events, sometimes involving thousands of people in one area over multiple days, require significant annual work to maintain the turf and surrounding infrastructure. The Parks Commission approved the implementation of event park impact fees at its 11/14/14 meeting.

However, there was never a formal policy created to govern these fees. Recognizing the need for clear guidance and Commission-approved policy, we are now bringing forward a proposed policy to formalize this process. Additionally, we propose extending the policy to all City parks, not just Waterfront Park.

The proposed policy will apply to organized events that meet the criteria for impact fee assessment. This includes, but not limited to, races, concerts and other special events. In general we assess impact fees for events that are ticketed or requires registration for full participation. However, the policy will also cover large-scale free events that bring a significant number of attendees to a park, resulting in similar levels of impact.

Policy – see attached

Policy No. 200-04	Title: Event Impact Fee Policy
Date Reviewed by Commission: 11/12/24 Date Approved: DRAFT	Last Reviewed:
Ordinance Code / Regulation: n/s	Other Reference:
Purpose & Need: The Parks Impact Fee Policy, originally established in 2014 for Waterfront Park, is designed to support the maintenance and upkeep of the park ensuring that it remains accessible and well-maintained for the benefit of the entire community. This updated policy outlines the criteria for assessing impact fees on organized events, whether public or private, held in parks that require a ticket or registration for full participation or will have a significant impact on the park.	

Event Impact Fee Policy

Scope: This policy applies to organized events conducted within city parks that meet the criteria for impact fee assessment, including but not limited to races, concerts and other special events.

Event Impact Fee Assessment:

- **Base Fee:** The base fee is \$1 per registered person for all organized events requiring a ticket or registration for full participation.
- **Special Event Fee:** In cases where an organized event includes alcohol consumption or is exclusionary, meaning attendance is by invitation only, the fee is increased to \$2 per person. The rate may be reduced if alcohol is not the focus of the event.
- **Large Events:** For events that draw a significant number of people without registration or a ticket, the producer will work with the staff to estimate the anticipated number of attendees

Exemptions: The following types of events are exempt from the impact fee:

- Community events organized by the city for the general benefit of the public.
- School-sponsored events.
- Events that do not require a ticket or registration for full participation and will have low impact and footprint on the park.
- Races that only use the Burlington Greenway but do not start or end in a park. The Bike Path permit fee would still apply in those situations.

Event Impact Fee Collection:

- **Responsibility:** Organizers of the impacted events are responsible for collecting and remitting the event impact fees to the city.



- **Payment Deadline:** Event Impact fees must be submitted to the city no later than 30 days after the scheduled event date.
- **Payment Method:** Fees can be paid via check, electronic transfer, or another method as designated by the city.

Use of Revenue: All revenue generated from event impact fees shall be dedicated exclusively to the maintenance and upkeep of city parks. These funds will be utilized for the following purposes:

- Park infrastructure maintenance and repairs.
- Landscape maintenance, including mowing, tree care, and flowerbed upkeep.
- Trash removal and restroom maintenance.
- Safety and security enhancements.

Enforcement:

- Organizers found in violation of this policy by failing to collect and remit the required event impact fees may be subject to fines and penalties as outlined in the city's regulations and may not be able to return for future events.
- The city reserves the right to deny event permits or revoke existing permits for organizers who repeatedly fail to comply with the event impact fee policy.

Request for exemption

- All requests for exemption of the event park impact fee must be made in writing to the Parks Commission a minimum of two months in advance.

Review and Amendments: This policy shall be periodically reviewed to ensure its effectiveness and relevance. BPRW may amend this policy, subject to approval by the Parks Commission.

Effective Date: This policy shall become effective on **January 1, 2025**

This Event Impact Fee Policy is intended to balance the enjoyment of city parks through organized events with the responsibility of ensuring these communal spaces remain well-maintained and accessible to all residents. It aims to promote fairness and sustainability in the use of these valuable public resources.

MEMO

Date: November 12, 2024
To: Parks Commission
From: Cindi Wight, Director and Deryk Roach, Parks and Central Facilities Superintendent
Subject: Neighborhood Park permits - Discussion

OVERVIEW

Appendix D in City ordinance, outlines the rules and regulations for parks. The Parks Commission approves all rule changes that are in ordinance with final approval by the City Council. The department, with support from Commission Boehm, is currently in the process of updating Section 1 Park Reservation and Special Use Policy. The last update to this section was in 1998. The goal with the update is to make it easy for everyone to understand and ensure modern practices in our parks. With BCA overseeing the rentals at City Hall Park, we have included them in the edits, too.

When does the Commission need to approve a permit?

Request that is not covered in [Appendix D – Section 1](#)

If someone wants to use a park for a function that is not covered in section 1 or outside the parameters (ex. the type of use in a park), they would need to come to the Commission for approval.

Rules require Commission approval

- Request for park use, commercial in nature, intended to generate a profit and not affiliated with an activity or event occurring on park property must be submitted in writing and approved by the board of parks and recreation commissioners.
- Any request for department cosponsorship of an event or for park special use not in compliance with the park special use policy must be submitted in writing and approved by the board of parks and recreation commissioners.
- Permit for entertainment must be approved by the board of parks and recreation commissioners (Leddy, Oakledge, North Beach). [Historically these are the entertainers, thought of as buskers, that we now have on Church Street and are now not in parks]
- Use of amplified recorded or live entertainment must be approved by the board of parks and recreation commissioners (Oakledge only)



POMEROY EVENT

(H) *Approved Special Use Activities by Park:* Park special use permits will be issued for park areas and facilities under the following guidelines and restrictions:

(1) *Neighborhood parks:* Lakeside, **Pomeroy**, Roosevelt, Schmanska, Smalley, Appletree, Baird. Neighborhood parks, generally serving an area within a one-quarter-mile radius, are intended for use by neighborhood residents on a first-come-first-served basis. Park special use permits will be issued only to local youth groups and civic organizations for specific events. Approval for continuous scheduled use by youth sports leagues may also be granted. Stereo, radio or other amplified music shall be prohibited in neighborhood parks from 10:00 p.m. until 7:00 a.m.

- Commission needed to approve the type of event as it was outside the approved special use
- Approval not actually needed by ordinance for amplified music, and yet we currently bring those to the Commission

Link to Appendix D - <https://www.codepublishing.com/VT/Burlington/#!/BurlingtonAxD/BurlingtonAxD.html>