



**Monday, March 10, 2025, 5:00 PM,
Burlington Community Development Corporation Meeting
Bushor Conference Room, 149 Church Street, 1st Floor**

Join from PC, Mac, iPad, or Android:

<https://zoom.us/j/97358532867>

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Webinar ID: 973 5853 2867

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1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	March 10, 2025 - Burlington Community Development Corporation Meeting - Monday, March 10, 2025, 5:00 PM, Burlington Community Development Corporation Meeting Bushor Conference Room, 149 Church Street, 1st Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	March 10, 2025 - Burlington Community Development Corporation Meeting - Monday, March 10, 2025, 5:00 PM, Burlington Community Development Corporation Meeting Bushor Conference Room, 149 Church Street, 1st Floor
Category	2. Public Forum
Department	Council and Board

Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

3. Deliberative Agenda

Subject	3.1. Westlake Area Condominium Association - DPW - Division of Parking and Traffic
Meeting	March 10, 2025 - Burlington Community Development Corporation Meeting - Monday, March 10, 2025, 5:00 PM, Burlington Community Development Corporation Meeting Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	to authorize the Division Director of Parking and Traffic, or their designee, to be appointed to exercise both the City's and BCDC's votes on the WACA Board of Directors

4. Adjournment

Subject	4.1. Motion to adjourn
Meeting	March 10, 2025 - Burlington Community Development Corporation Meeting - Monday, March 10, 2025, 5:00 PM, Burlington Community Development Corporation Meeting Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn



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Division of Parking and Traffic
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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

To: Burlington City Council and Burlington Community Development Corporation (BCDC) Board of Directors

From: Jackie Esperti, Division Director, Parking and Traffic

Date: March 10, 2025

Re: Westlake Area Condominium Association

This memorandum seeks the approval of the City Council and the Burlington Community Development Corporation for the Division Director of Parking and Traffic, or their designee, to be appointed as their respective authorized voting representative to the Westlake Area Condominium Association (“WACA”) Board of Directors.

Background

In 2005 a portion of the City’s urban renewal lands generally located along Battery Street between Cherry Street on the north and the Hilton Hotel on the South remained in City ownership. Desiring those lands to be developed, the City created the Westlake Area Condominium (the “Master Condominium”). Working through the Burlington Community Development Corporation (BCDC) and with various private developers, the area was developed into what today includes the Marriot Hotel, Hotel Vermont, the Westlake Residential Condominium (the “Residential Condominium”) and two parking garages behind those buildings.

The City’s condo declaration created five condo units, units A through E. Unit C was further divided into three sub-units C-1 through C-3. Today those units are occupied as follows:

- Unit A – Hotel Vermont
- Unit B – the City-owned Lakeview garage, the northern half of the Downtown Garage.
- Unit C – the parking garage behind the Residential Condo and the Marriot
 - Unit C-1 – Lowest level parking owned by BCDC and leased to a private entity, Westlake Garage LLC which sub-leases it to the residential condominium
 - Unit C-2 – The second level parking, owned and operated by the City
 - Unit C-3 – The top-level courtyard off of Cherry Street, owned by the Marriot Hotel group
- Unit D – Marriot Hotel
- Unit E – Westlake Residential Condominium

The City’s master condo declaration created the Westlake Area Condominium Association (WACA) to manage the affairs of the Master Condominium. WACA, while existing as a legal entity, has never actively operated nor as far as I can tell has it ever officially held a meeting. It seems that in the past this was not a particular concern. But in recent years maintenance of various common facilities of the Master Condominium has needed to be addressed and the need to activate WACA has become apparent.

WACA’s responsibilities under the Master Declaration and Bylaws are quite narrow. Nonetheless, since 2020 there have been several informal meetings of representatives of the various parties, and it has been generally agreed that WACA could be a forum to pro-actively address maintenance and operational concerns of the various parties.

Under the terms of the Master Declaration, the Unit Owners select the Board of Directors of the association. Exhibit B of the Master Declaration sets forth the voting rights for WACA as shown in the following table. The City and BCDC combined have 2.5 votes. The hotels (under related ownership) jointly have 2.5 votes and the residential condominium has 1 vote. Because it is a lessee and not an owner, Westlake Parking LLC has zero votes. But because of its substantial leasehold interest it has been participating in the meetings.

Unit	Owner (informal names)	Voting Interest
Unit A	Hotel Vermont	1 vote
Unit B	City (Lakeview Garage)	1.5 votes
Unit C-1	A City entity: Burlington Community Development Corporation (BCDC), leased to Westlake Parking LLC, sub-leased to Westlake Residential Condominiums	0.5 vote
Unit C-2	City	0.5 vote
Unit C-3	Marriott (top level of garage)	0.5 vote
Unit D	Marriott	1 vote
Unit E	Westlake Residential Condominiums	1 vote

Each owner must formally designate representative(s). Each of the hotels, the residential condo, and the City (on behalf of itself and its entity BCDC) needs to formally appoint and notice the appointment of their representatives. Those representatives will, in turn, elect the Board of Directors.

Because the City's interests in this development are largely related to parking, I seek appointment as the City's and BCDC's representative for each of its three units with the authority to appoint a proxy acting on my behalf and the authority to vote on the City and BCDC's behaves.

We would like to note some possible upcoming issues to work through:

- Water management in Westlake Garage
- Overall ongoing maintenance of Westlake Garage
- Future transfer of C-1 from the City to Westlake Parking as required under the original agreement. This will happen in 2026.
- The City's future role in operating public parking in the Westlake Garage

Following each WACA meeting, I will issue an update to the City Council's TEUC at their next regularly scheduled meeting.

Motion (for both BCDC and City Council): To authorize the Division Director of Parking and Traffic, or their designee, to be appointed to exercise both the City's and BCDC's votes on the WACA Board of Directors.

Board of Finance and City Council Submission Checklist

Department: DPW – Parking and Traffic Submitter: Jackie Esperti

Title/Subject: Westlake Area Condo Association

	Approval:	Meeting Date:
<input checked="" type="checkbox"/>	Board of Finance	3/10/2025
<input checked="" type="checkbox"/>	City Council	3/10/2025
<input type="checkbox"/>	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	2/18/2025	Chapin Spencer
Mayor’s Office informed and approved memo	Yes	3/5/2025	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 here to enter text.
City Attorney’s Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	2/14/2025	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	3/6/2025	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.