

Burlington Planning Commission

Tuesday, April 22, 2025, 6:30 PM

Remote & Virtual Meeting via Zoom

In person option available:

Bushor Conference Room (Room 102), 1st Floor of City Hall, 149 Church St.

To Join the Meeting on a Computer

Link: <https://zoom.us/j/97941883790?pwd=bGZBNzNyV1liL3p5NkhIL2dqUFIzdz09>

Passcode: 658929

To Join the Meeting on a Phone

Number: +1 646 931 3860 US Meeting ID: 979 4188 3790

1. Agenda

2. Public Forum

3. Chair's Report

4. Director's Report

5. Public Hearing for Proposed CDO Amendment ZA-25-03: SEID Stormwater Standards

Subject	5.1. Approve the Municipal Bylaw Amendment Report, make changes and refer amendment to Council with recommendation.
Meeting	April 22, 2025 - Planning Commission Agenda - Tuesday, April 22, 2025, 6:30 PM, Burlington Planning Commission
Category	5. Public Hearing for Proposed CDO Amendment ZA-25-03: SEID Stormwater Standards
Department	Planning
Type	
Recommended Action	

6. Public Hearing for Proposed CDO Amendment ZA-25-06: planBTV Downtown Form Code Parking Setbacks

Subject	6.1. Approve the Municipal Bylaw Amendment Report, make changes and refer amendment to Council with recommendation.
Meeting	April 22, 2025 - Planning Commission Agenda - Tuesday, April 22, 2025, 6:30 PM, Burlington Planning Commission

Category	6. Public Hearing for Proposed CDO Amendment ZA-25-06: planBTV Downtown Form Code Parking Setbacks
Department	Planning
Type	
Recommended Action	

7. Planning Project Updates

Subject	7.1. preserveBTV Consultant Update
Meeting	April 22, 2025 - Planning Commission Agenda - Tuesday, April 22, 2025, 6:30 PM, Burlington Planning Commission
Category	7. Planning Project Updates
Department	Planning
Type	
Recommended Action	

8. Commissioner Items

9. Adopt Minutes & Communications

Subject	9.1. Review and approve 4/8/25 Meeting Minutes
Meeting	April 22, 2025 - Planning Commission Agenda - Tuesday, April 22, 2025, 6:30 PM, Burlington Planning Commission
Category	9. Adopt Minutes & Communications
Department	Planning
Type	

10. Adjournment

TO: Burlington City Council
FROM: Charles Dillard, AICP, Principal Planner
Sarah Morgan, Planner
DATE: March 21, 2025
RE: Proposed ZA-25-03 SEID Stormwater Standards

1. Overview & Background

In July 2023, Burlington adopted the South End Innovation District overlay (SEID), a district intended to provide for a dense, vibrant and highly sustainable mixed-use district. Among the sustainability goals of the SEID is a focus on innovative stormwater management. To support that goal, the overlay's standards include requirements for significant amounts of green stormwater infrastructure (GSI), including requirements for specific GSI practices. In the months following the adoption of SEID, several development proposals have been contemplated that have raised concerns among the City's Water Resources staff that the SEID GSI standards may not be feasible due to contaminated soil and high water table conditions. The three prescribed GSI practices are constructed wetlands, suspended pavement systems for shade trees, and pervious pavement. Given the constraints identified by Water Resources staff, the Office of City Planning proposes to address this issue in two phases:

1. This amendment proposes to eliminate the SEID GSI standards to facilitate development in the district in the near term.
2. Through an interdepartmental collaboration, and with consultant assistance as needed, the City should create a set of standards for ecological design in development projects. Such standards would address innovative, appropriate and feasible stormwater management strategies, in addition to strategies that address habitat, native and/or appropriate plant selection, building and site energy performance, and other topics as identified.

It is important to stress that the removal of the SEID GSI standards does not absolve development in the district from managing or proposing alternative stormwater management practices. Chapter 26 of the Burlington Code of Ordinances establishes standards for wastewater, stormwater and pollution control. This ordinance "establishes minimum stormwater management requirements and erosion controls to protect and safeguard the general health, safety, and welfare of the public, Lake Champlain, and its tributaries. Regarding alternative practices, Chapter 26, "encourages Green Infrastructure, Best Management Practices, Low Impact Design or other innovative practices that in the opinion of the Department of Public Works satisfies the requirement of (the Stormwater Management division of Article 3). Article 3 of Chapter 26, which addresses stormwater and erosion controls, is attached for reference.

Further, the intent statement of the SEID will continue to state that innovative green stormwater management practices are encouraged.

Planning Commission Ordinance Committee Discussion

At its March 10th meeting, the PC Ordinance Committee discussed the amendment with staff from the Office of City Planning, the Department of Permitting and Inspections, and the Water Resources division of the Department of Public Works. Water Resources staff provided context as to the specific soil and groundwater conditions in the SEID and why these conditions make green stormwater infrastructure implementation a complex undertaking. Additionally, staff described the rigorous standards established in Chapter 26 of the Code of Ordinances, which includes language encouraging the use of context-appropriate green stormwater infrastructure. Based on those discussions, the Committee voted to retain the proposed amendment's regulatory language, but to add language further encouraging and clarifying how stormwater should be managed in the SEID.

Proposed Amendment: ZA-24-04

Amendment Type

Text Amendment	Map Amendment	Text & Map Amendment
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Purpose Statement

This amendment eliminates the GSI requirements in Table 4.5.6-1: SEID Dimensional Standards & Density, as well as the lot coverage bonus offered in exchange for very substantial provision of GSI practices. The lot coverage bonus remains in place when a site is certified as Gold or Platinum under the SITES system, as administered by Green Business Certification, Inc. (GBCI). Reflecting the elimination of these standards, the amendment also revises the SEID purpose statement to encourage, rather than require, a high degree of permeable surface achieved through GSI practices.

Proposed Amendments

The following amendments to the Burlington Comprehensive Development Ordinance are included in this proposal:

1. Amends Sec. 4.5.6(a) Purpose to state that GSI practices are encouraged, rather than required, in the SEID;
2. Amends Table 4.5.6-1 SEID Dimensional Standards & Density to strike the requirement that a minimum of 25% of a lot's pervious area must utilize GSI and deletes Footnote 6, which stipulates that GSI provided on lots be in the form of constructed wetlands, suspended pavement systems for shade trees, and pervious pavement;
3. Amends Sec. 4.5.6 (c) 1 – Dimensional Standards & Density to remove the GSI provisions that relative to the lot coverage bonus offered in this Section.

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 will help implement a key land use policy adopted in 2019 with planBTV: South End, and amended through the 2021 Housing Action Plan which directed the city to explore the inclusion of housing. Specifically, in removing constraints related to Green Stormwater Infrastructure feasibility, the amendment facilitates residential and non-residential development in the SEID.

Impact on Safe & Affordable Housing

The amendment eliminates an unintended barrier to developing housing in the SEID, thereby creating opportunities to expand housing options and produce affordable housing through the City's Inclusionary Zoning and the State's Priority Housing Project standards.

Planned Community Facilities

This amendment, in removing constraints to developing large surface parking lots and contaminated sites in the SEID, will support public and ecological health. Specifically, in replacing largely impervious surfaces with development sites that will be much more pervious, the amendment will help reduce surface runoff of stormwater into adjacent waterbodies, including Lake Champlain.

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 10/01/24	Presentation to & discussion by Commission 10/8/2024	PC Ordinance Comm. 3/10/2025	Approve for Public Hearing	Public Hearing	Approved & forwarded to Council
City Council Process					
First Read & Referral to Ordinance Cmte	Ordinance Cmte discussion		Ordinance Cmte recommend	Second Read & Public Hearing	Council Approval & Adoption

CITY OF BURLINGTON

In the Year Two Thousand Twenty-Four

An Ordinance in Relation to

CDO—SEID Stormwater Standards
ZA-25-03

ORDINANCE _____
Sponsors: Planning, Planning
Commission
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:

Sec. 4.5.6 South End Innovation District Overlay

(a) Purpose:

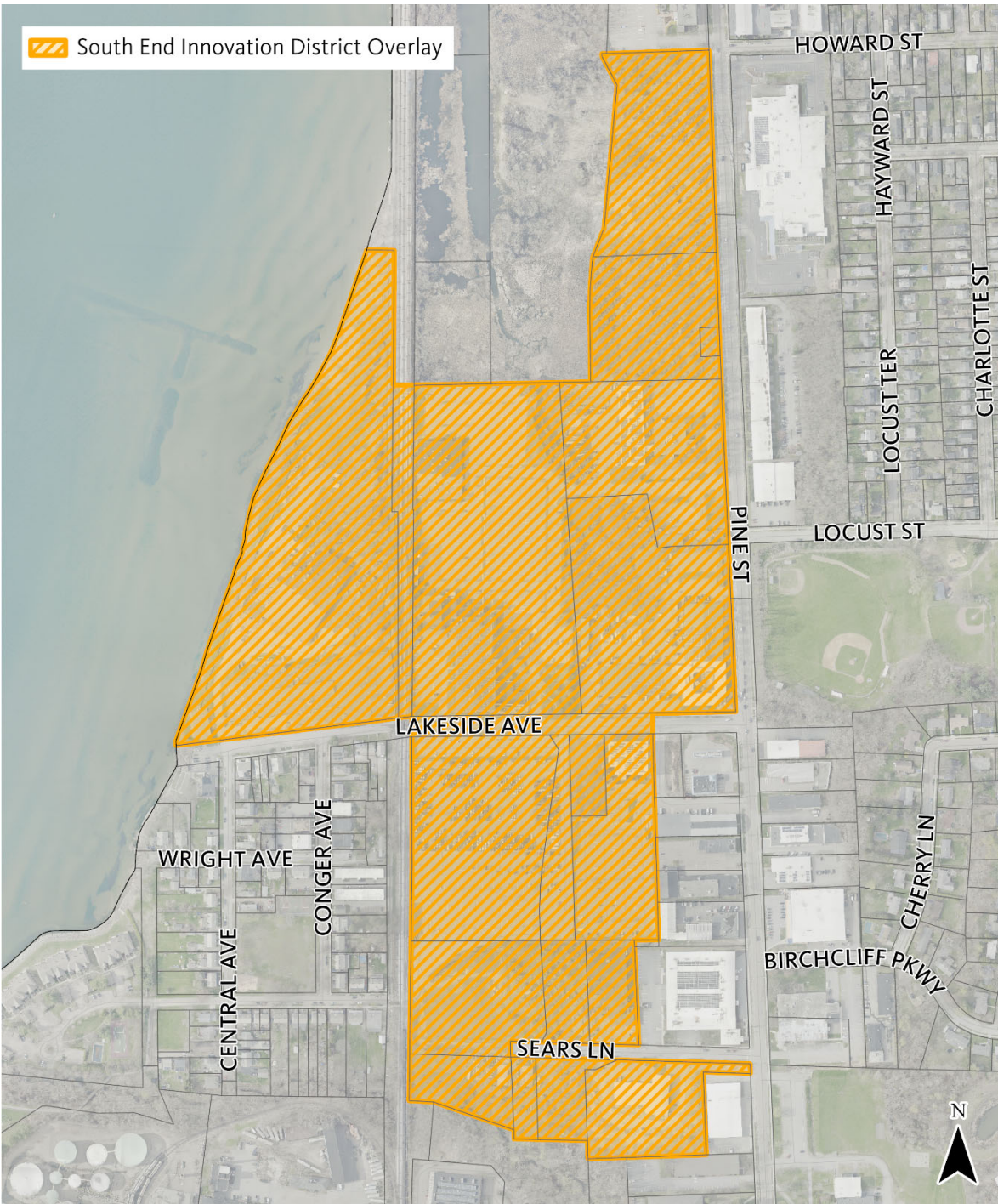
The South End Innovation District Overlay (SEID) is intended to provide for a dense, vibrant and dynamic mixed-use district. The overlay is unique in its allowance for residential uses in an in that it limits the most intensive manufacturing and industrial uses allowed elsewhere in the district. The overlay permits arts, employment, and other non-residential uses intrinsic to an amenity-rich, convenient urban neighborhood.

Development is intended to be dense and highly sustainable. Lot coverage standards permit significant development but ~~require~~ a high degree of permeable surfaces achieved through green stormwater infrastructure is encouraged. The City of Burlington maintains a rigorous stormwater management program, administered by Chapter 26 of the Code of Ordinances. This ordinance provides and encouragement and clarity regarding green stormwater infrastructure and other innovative methods. Development in the SEID must adhere to Chapter 26 and projects are encouraged to incorporate its recommended best management practices where feasible. As the SEID is located primarily on formerly industrial land, soils may be contaminated. As such, the City will advise applicants and coordinate appropriate stormwater management practices on a case-by-case basis. Buildings should range in height from one to eight stories, and should be constructed of materials and in manners that limit embodied carbon and achieve the highest possible energy performance permitted by the Vermont Building Code. Sites should incorporate ample public and private open spaces and include extensive networks of accessible paths that are free of cars. Streets should be constructed in a manner that allocates the majority of their space to pedestrians and cyclists. Buildings should be oriented to the public realm – streets, paths and open spaces, in a manner that creates a safe and inviting district. Site and building design should support public and ecological health to the highest possible degree.

Parking should be hidden behind structures, including perimeter buildings or screening devices. Where possible, parking structures should be located along the most heavily trafficked roads to encourage residents, employees and visitors who arrive by car to park at the district's edge and travel on foot, by bike, or other mode of transportation that is compatible with Burlington's climate objectives. Special consideration should be given to the design and construction of parking structures to allow for their renovation to other uses in coming decades as Burlington evolves from car dependence.

(b) Areas Covered:

31 The South End Innovation District includes those portions of the E-LM Zoning District as delineated
32 on Map 4.5.6-1.
33 *Map 4.5.6-1 SEID Overlay*



Map 4.5.6-1 South End Innovation District (E-SEID) Overlay
Overlay District Effective 08/23/23 (ZA-23-01)

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(c) District Specific Regulations

Table 4.5.6-1: SEID Dimensional Standards & Density

Block Perimeter ¹	Max. Intensity (floor area ratio ^{2,3})	Max Building Size per Floorplate ^{4,5}	Max. Lot Coverage & Pervious Surface Required ⁶	Minimum Building Setbacks ⁷			Max. Height ⁸
				Front	Side	Rear	
1,600' max	2.5 FAR	Floors 1-6: 15,000 sq. ft. Floors 7-8: 10,000 sq. ft. <i>Except as permitted by Sec. 4.5.6 (c) 1</i>	80% max impervious 25% min of pervious area must utilize GSI	0' min 20' max ⁵	0' min 20' max ⁵	0' min 20' max ⁶	85'

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1. Blocks may be enclosed by any combination of streets within public Rights-of-Way or Public Paths. Where a property abuts a railroad or area identified as Wetland, Conservation or Natural Area on Map 4.5.3-1 Natural Resource Protection Overlay District, such boundaries may serve as enclosing block boundaries.
2. Floor area ratio is described in Sec 5.2.7.
3. Bonuses for additional FAR for inclusionary housing projects are described in Sec. 9.1.12.
4. Maximum square footage applies to each floorplate.
5. One parking structure per lot established as of January 1, 2023 may exceed the 15,000 sq. ft. floorplate maximum standard according to the following:
 - a. When the structure contains a transit use, the maximum floorplate is 60,500 sq. ft., or
 - b. When the structure does not contain a transit use, the maximum floor plate is 30,000 sq. ft.
- ~~6. At least 25% of the pervious area on a lot must include one or more of the following Green Stormwater Management (GSI) techniques: constructed wetland, suspended pavement planted with shade trees, or pervious pavement. No more than 50% of the required GSI area may utilize pervious pavement.~~
- ~~7.6.~~ Setbacks are measured from the property line; however, buildings must be at least 15' from the curb or edge of a public Right of Way if no curb exists.
- ~~8.7.~~ Maximum building height in the E-SEID shall be further limited by Map 4.5.6-2: SEID Specific Height Area Map.

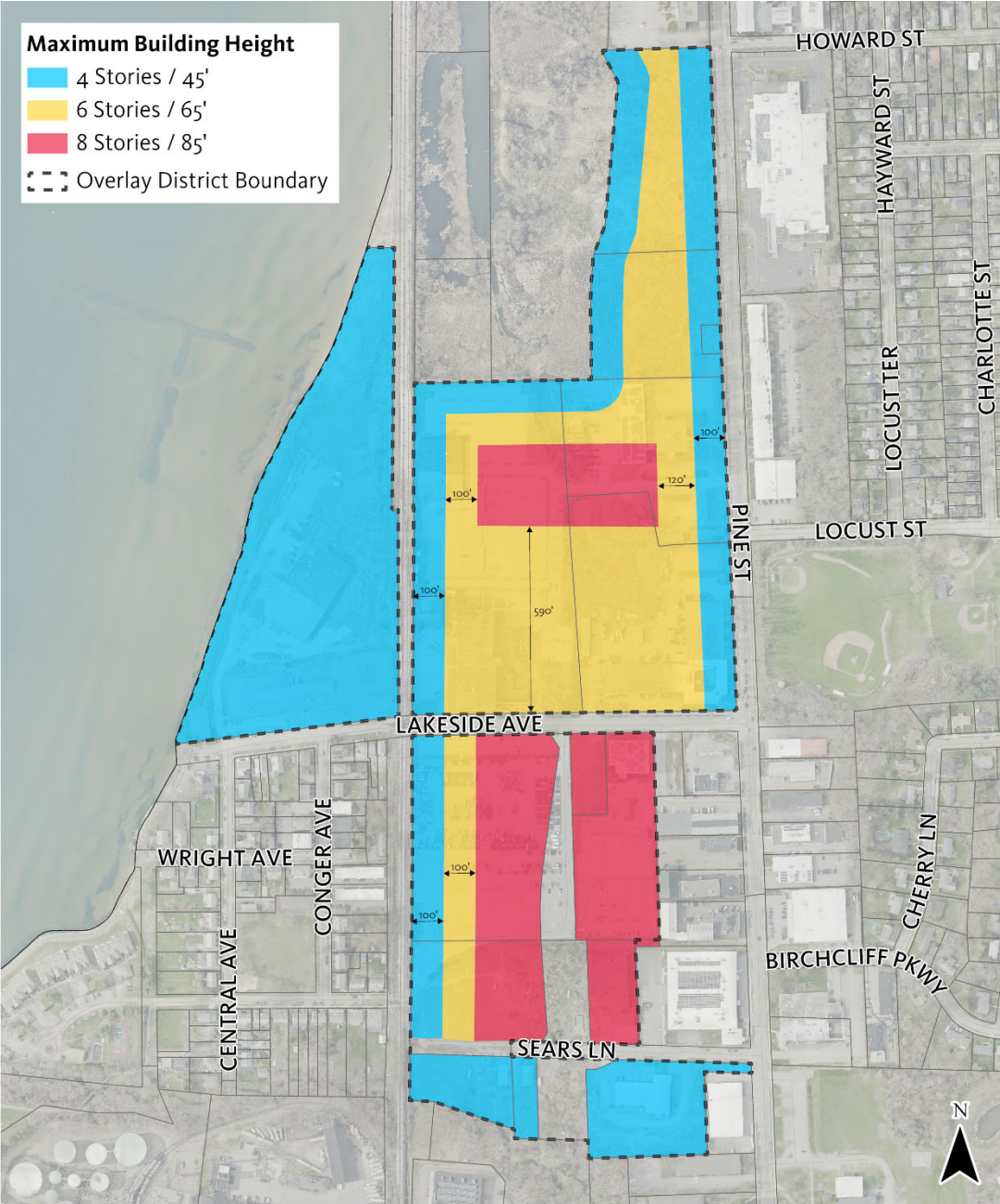
1. Dimensional Standards & Density

Within the SEID the standards set forth in *Table 4.5.6-1* shall apply to new development and redevelopment, except:

Floors 7-8 may increase maximum size to 15,000 sq.ft. per floorplate for buildings constructed of Mass Timber consistent with currently adopted Building Code as contained under Chapter 8 of the City Code of Ordinances.

The maximum lot coverage may be increased by 10%, to a maximum of 90%, if the site is certified as Gold or Platinum under the SITES system, as administered by Green Business Certification, Inc. (GBCI), ~~or if all of the pervious area on the lot is constructed from one or more of the following Green Stormwater Management (GSI) techniques: constructed wetland, suspended pavement planted with one shade tree per 250 square feet of area, or pervious pavement. No more than 50% of the GSI area may utilize pervious pavement.~~

Map 4.5.6-2 SEID Specific Height Area Map



Map 4.5.6-2 SEID Specific Height Area Map

Overlay District Effective 08/23/23 (ZA-23-01)

Map 4.5.6-2 SEID Specific Height Area Map

Table 4.5.6-2: Frontage and Activation Standards

Frontage Type	Min lot frontage occupied by buildings ^{1,2}	Percent of ground floor building frontage containing non-residential uses ¹	Ground floor entries required
Primary	80% min	80% min	Every 60' min
Secondary	70% min	20% min or 500 sq. ft. whichever is greater	

1) Measured linearly.

2) A courtyard on a building façade adjacent to a street or Public Path, with minimum dimensions 12 feet minimum and 35 feet maximum, shall be counted in the calculation of frontage to satisfy this requirement.

2. Frontage and Ground Floor Activation Standards

A. Lot Frontage Occupied by Buildings: Buildings shall be placed on a lot such that they frame Streets and Public Paths. The percentage of a lot's frontage that must be occupied by a building(s) located between the minimum and maximum setback is determined by Table 4.5.8-2.

- i. Primary and Secondary frontages must be identified by the property owner. Each Block must contain at least one Primary frontage.
- ii. A lot's frontage buildout may be reduced by up to 10 percent upon the determination of the Zoning Administrative Officers that the relief is necessary to access to the rear of the lot as a result of lot width or building placement constraints.

B. Building Frontage Occupied by Non-Residential Uses: Buildings fronting on Streets of Public Paths must contain a minimum amount of non-residential uses on the ground floor as determined by Table 4.5.8-2.

- i. Building corners, when located at the intersection of two Streets or Public Paths, must include non-residential uses.
- ii. The depth of a building's ground floor non-residential uses shall be at least an average of 15 feet, measured orthogonally from the building facade.
- iii. For all Streets and Public Paths, Primary and Secondary frontages must be identified by the property owner.
- iv. The minimum non-residential frontage requirements may be reduced to 35% for Primary Frontages and 0% for Secondary Frontages using one of two, but not a combination thereof, of the alternative compliance methods described below:

Alternative 1: The required percentage of ground floor non-residential uses may be reduced in 15% increments for each Primary frontage and 7% increments for each secondary frontage for each of the following methods:

- a. At least 30% of non-residential use ground floor area is maintained as affordable for at least 30 years, as defined and administered by the Community and Economic Development Office (CEDO).
- b. A building is placed adjacent to one or more publicly accessible open spaces on the

same lot. Such open spaces must be at least 4,000 sq. ft. in area and no portion of the open space may have a dimension less than 10 feet. Qualifying open spaces may be located in a courtyard on the building's frontage, to the side, or in front of the building for which a reduction in ground floor non-residential use is being sought.

- c. A building containing residential uses includes an allocation of at least 10% three-bedroom units and 15% percent two-bedroom units.

Alternative 2: A detached, one- or two-story permanent structure containing non-residential uses that is constructed within or adjacent to the public realm, including Rights-of-Way, or open space on the same lot may be provided in lieu of required ground floor non-residential uses on a one-to-one basis as determined by the square footage of the detached structure.

- V. In buildings with 16 or fewer units, the non-residential ground floor use is not required to be in the building as long as an equal amount of non-residential square footage is provided in another building on the same lot.

- C. Ground Floor Entries: At least one ground floor public entry, not including service doors, is required each 60' linear feet of each building façade fronting on a Street, Public Path or open space on the same lot.

3. Parking

- A. No more than 25 total spaces or 15% of the Lot's area, whichever is greater, may be permitted in Surface Parking Lots on any one lot. For the purposes of this standard, Surface Parking Lot area shall include area of all stalls and drive aisles. The total number of off-street parking spaces provided shall not be more than as allowed in Table 8.1.9-1. On Primary Frontages, Parking is not permitted between a building and the Street or Public Path. In such Parking Lots, priority parking spaces shall be made available, as described in Sec. 8.1.16 (c) c.4 – Parking Management.

- B. Structured Parking

- i. All above ground Parking Structures shall be located behind a Perimeter Building, or screened so that cars and internal structure lighting are not visible from adjacent streets or properties. Screening can be provided by architectural structure or vegetative trellis.
- ii. Parking Structure ingress/egress shall be consolidated into one façade opening and shall not exceed 24 feet in width or shall be separated into no more than two openings per façade, with a combined width of no more than 28 feet. Each façade opening shall not exceed 16 feet clear height.
- iii. At least one pedestrian route shall lead directly to a Street or Public Path. When portions of a Building containing parking front on more than one street, multiple pedestrian routes to the Frontage are strongly encouraged.

4. Uses

Within the SEID, only the following uses shall be permitted.

Table 4.5.6-3 Uses Permitted & Limited within the SEID

Permitted Uses:	
Residential ¹	
Assisted Living	
Attached Dwellings - Multi-Family	
Co-Housing	
Convalescent/Nursing Home	
Emergency Shelter	
Group Home	
Dormitory	
Non-Residential	
Adult Day Care	Office - General
Agricultural Use	Office – Medical/Dental
Amusement Arcade	Office - Technical
Animal Boarding/Kennel Shelter	Open Air Markets
Animal Grooming	Park
Animal Hospital/Veterinarian's Office	Parking Garage ³
Appliance Sales/Service	Parking Lot ³
Art Gallery/Studio	Performing Arts Center
Bakery	Performing Arts Studio
Bank/Credit Union	Pet Store
Bar/Tavern	Pharmacy
Beauty/Barber Shop	Photo Studio
Bicycle Sales/Repair	Photography Lab
Billiard Parlor	Place of Worship
Bowling Alley	Police Station - Local
Cafe	Post Office - Local
Cinema	Printing Plant
Community Center	Printing Shop
Community Garden	Public Transit Terminal
Convenience Store	Public Works Yard/Garage
Crisis Counseling Center	Radio & TV Studio
Daycare	Recording Studio
Dry Cleaning Service	Recreational Facility - Indoor
Film Studio	Recreational Facility - Outdoor
Fire Station	Research & Development Facility
Food & Beverage Processing	Research Lab
Garden Supply Store	Restaurant

Permitted Uses:	
General Merchandise/Retail - Small < 4,000 sqft	Restaurant – Take Out
Grocery Store ≤ 10,000 sf	Salon/Spa
Health Club	School – Post-Secondary and CC
Health Studio	School - Preschool
Laundromat	School - Primary
Library	School - Secondary
Manufacturing - Light	School – Trade, or Professional
Mental Health Crisis Center	Tailor Shop
Museum – Small ≤ 10,000 sf	

1. Residential uses are permitted only in new buildings, or in additions to existing buildings, built after January 1, 2023.
2. Parking Structure and Parking Lot uses are regulated by Sec. 4.5.6(c) 3 Parking and Table 4.5.6-1 SEID Dimensional Standards & Density.

Planning/KS/Ordinances 2025/ZA-25-03 SEID Stormwater Standards
CDO Sections
10/4/2024

CITY OF BURLINGTON

ORDINANCE _____

Sponsor: Office of City Planning,
Planning Commission

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

ZA-25-06 PlanBTV Downtown Code Parking Setbacks

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 amends Article 14, Sec. 14.6.7(f) thereof to read as follows:

Article 14: PlanBTV Downtown Code

Sec. 14.6.7 Parking and Circulation

(a-e) *As Written*

(f) **Parking Lots and Parking Areas**

- i. All parked vehicles, vehicle headlights, and interior lighting shall be screened from view from the street and ~~adjacent properties~~Civic Spaces by a Building or a landscaped area as follows:
 - a. A minimum 10-foot wide landscaped area, or a 36-inch high wall within a minimum 5-foot wide landscaped area, with a continuous row of trees and/or shrubs must be provided between the street and ~~the parking lot~~within the First or Second Lot Layer, or at the perimeter of the parking in the case of the adjacency to a Civic Space.
 - b. Plantings must be a minimum of 18-inches in height when planted and must reach a minimum size of 36 inches in height within 3-years of planting.
 - c. Breaks for pedestrian and vehicle access are allowed.
- ii. All Parking Lots and Parking Areas shall be setback a minimum of 5-feet from any side or rear property line that abuts any lot in a residential district or Civic Space.
- iii. Openings shall be combined for ingress/egress and shall not exceed 24-feet in width at the Frontage. Only one such opening per street Frontage may be permitted. Openings may be separated for ingress/egress where they access different Frontages.

* Material stricken out deleted.

** Material underlined added.

TO: Burlington City Council
FROM: Charles Dillard, AICP, Director, Office of City Planning
Sarah Morgan, AICP, Planner
DATE: February 11, 2025
RE: Proposed ZA-25-06 Downtown Form

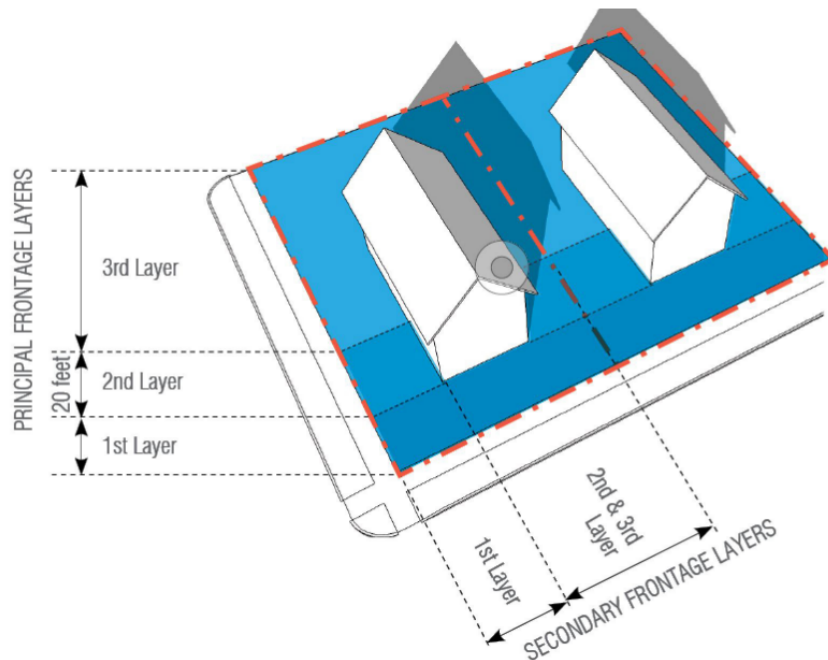
1. Overview & Background

The PlanBTV Downtown Code, Article 14 of the CDO (or, the Form Code), establishes parking and circulation standards that are intended to balance parking needs with the form-based code's objective of facilitating a walkable downtown. The Form Code's standards regulate all facets of parking, including driveways, loading, structures, parking lots and parking areas. Of those final two, the Form Code differentiates between a Parking Lot, defined as "an off-street, ground level, open area within a Lot for parking vehicles as an independent commercial Principal Use." A Parking Area is defined as, "an off-street, ground-level open area within a Lot for parking vehicles as an Accessory Use incidental to a Principal Use of the Lot." The Form Code makes clear that Parking Lot and Parking Area are not synonymous.

For both Parking Lots and Parking Areas, the Form Code establishes standards aimed at mediating the relationship of Parking Lots and Areas and adjacent properties and the street. Regarding the former, the Form Code currently requires a minimum 10-foot wide landscaped area or a five foot landscaped area area accompanied by a 36-inch wall, all with a continuous row of trees and/or shrubs between the street and the parking. The Form Code also requires a minimum five foot setback between any Parking Lot or Parking Area and the side and rear property lines. Both standards are critical to maintaining a safe, comfortable and pleasant pedestrian experience. However, the standards have consequences for portions of the lot that are at a significant distance from the street, even in places that would have little impact on the pedestrian experience. In particular, setback standards within the Third Lot Layer have proven challenging for property owners seeking to provide parking for building users. The Form Code's Lot Layer definitions are described in the excerpt below:

Lot Layers. Lots are composed of three Lot Layers as shown in [Illustration 14.6.3-A \(Lot Layers\)](#).

- i. First Lot Layer: that portion of a Lot between the Frontage Line and the Façade of a Principal Building.
- ii. Second Lot Layer: that portion of a Lot extending 20 feet back from and parallel to the Façade of a Principal Building.
- iii. Third Lot Layer: that portion of a Lot bounded by (a) the Second Lot Layer and (b) the Rear Lot Line.



Given these challenges, this amendment seeks to provide some flexibility while retaining the overall mission of the Form Code to promote a highly walkable and attractive Downtown.

Proposed Amendment: ZA-24-06

Amendment Type

Text Amendment	Map Amendment	Text & Map Amendment
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Purpose Statement

This amendment amends parking setback standards in Article 14 that provide needed flexibility to owners and operators of constrained Downtown properties. These limited amendments will improve the feasibility of managing Downtown properties while respecting the Form Code's and Downtown Plan's vision of a walkable Downtown.

1. Amendment to Article 14: PlanBTV Downtown Code

- Amends Sec. 14.6.7.i Parking and Circulation in the following ways:
 - Clarifies that parked vehicles, vehicle headlights and interior lighting shall be screened from view from the street and Civic Spaces and removes this protection from adjacent properties. In reality, screening all vehicles, headlights and interior lighting from structures from adjacent properties is not practical.
 - Amends 14.6.7.f.i.a to only require a landscaped buffer or combination buffer and wall in the First and Second Lot Layers of a property. Importantly, the amendment retains the buffer protection to all portions of a lot adjacent to a Civic Space.

- o Amends 14.6.7.f.ii to require the established five foot setback at side and rear property lines only when abutting adjacent properties in a Residential district or a Civic Space.

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 is consistent in many respects with the Land Use and Density-related policies of *planBTV*. Generally, the amendment provides some needed flexibility and balance between the vision of a walkable downtown with remaining imperatives to accommodate cars and parking. Providing for reasonable modifications to parking setback will make use of constrained Downtown sites more feasible.

Impact on Safe & Affordable Housing

The amendment has no impact on Safe & Affordable Housing

Planned Community Facilities

This amendment has no direct impact on planned community facilities, aside from potentially facilitating some facilities parking needs in the Downtown area.

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 2/7/25	Presentation to & discussion by Commission: 2/11/25		Approve for Public Hearing:	Public Hearing	Approved & forwarded to Council:
City Council Process					
First Read & Referral to Ordinance Cmte	Referred back to Planning Commission:	Ordinance Cmte discussion	Ordinance Cmte recommend	Second Read & Public Hearing	Council Approval & Adoption

HERITAGE *strategies*



February 14, 2025

Charles Dillard, AICP, Interim Director

Sarah Morgan, Planner

Via e-mail: cdillard@burlingtonvt.gov; smorgan@burlingtonvt.gov

Re: City of Burlington Preservation Plan, *preserveBTV*

Dear Mr. Dillard and Ms. Morgan:

Heritage Strategies, LLC is pleased to submit this final proposal to prepare a Preservation Plan for the City of Burlington.

The City of Burlington Preservation Plan, *preserveBTV*, will take a broad-based approach to shaping the role of historic preservation in the planning, growth management, and conservation strategies of the City. Our approach will also address the relationship of preservation to economic development, adaptive reuse, and affordable housing and support the city in addressing equity, its diverse cultural legacies, and community sustainability strategies. It will coordinate closely with the City's comprehensive plan, *planBTV*, becoming a component of the plan, as well as other city-wide planning documents, programs, and strategies. The plan will recognize the central role of historic character to the identity and quality of life in Burlington and its neighborhoods and will address the relationship of historic preservation to all aspects of City, neighborhood, business, and other public and private sector activity.

Brief Description of Heritage Strategies

Heritage Strategies is a small, woman-owned preservation planning firm established in 2009 by three long-time colleagues with extensive experience in historic preservation. Heritage Strategies' principals are former senior staff of John Milner Associates, Inc., a former nationally recognized historic preservation firm in West Chester, PA, and led many of JMA's projects in preservation planning, design guidelines, cultural landscapes, and historic preservation. Heritage Strategies is based in the Philadelphia area. We have worked on historic preservation planning projects across the nation, from Massachusetts to North Carolina, west to Missouri, Colorado, and Wyoming.

Our specialty is preservation planning for historic communities. We are experienced in working with community preservation programs, historic preservation boards, and Certified Local Government programs. In addition to preservation planning, we have planned and implemented many projects focused on heritage tourism and the adaptive reuse of historic buildings as a basis for community revitalization. We are frequently asked to team with others developing other city plans, to add our lens on historic preservation possibilities.

Brief Understanding of the Scope of Work

The City of Burlington seeks to prepare a Preservation Plan that will comprehensively examine the City's historic preservation program and provide recommendations on how the City can effectively preserve historic resources as character-defining assets of the City's neighborhoods and commercial areas while accommodating needed change. Our proposal includes a **detailed Work Plan** following this letter, with a Table of Contents that describes how we will undertake the project, task by task, working closely with City staff, boards, commissions, and stakeholders to meet the goals outlined in RFP. Major tasks include:

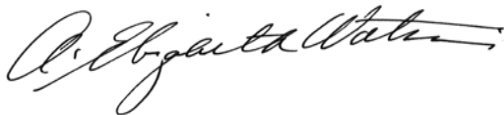
- Consultant onboarding and orientation, with a community-based kickoff meeting and the development of a thorough plan for community outreach and education
- Analysis of the City's existing regulatory process, past planning efforts, and the City's existing preservation program
- Assessment of the City's existing inventory and potential historic resources including field investigation
- Community engagement and public education, in multiple ways
- Draft recommendations for a vision statement and strategies for amended regulatory processes, and non-regulatory approaches for review and discussion
- Preparation of a Draft Preservation Plan with public review
- Completion of a Final Preservation Plan

The hallmark of our company's approach is the **personal involvement** we give to our projects and the close collaborative relationships we develop with our clients and their partners. Our team's plans address long-term programmatic sustainability by offering **measurable steps and achievable results for priorities set in close consultation with all involved**. We are trained planners who are enthusiastic about the critical role that preservation can play in any community's planning and sustainability efforts. We help our clients understand that **preservation is not about the past, but the future**, and how historic assets, broadly defined, can help retain a community's sense of place and support its quality of life. Preparation of *preserveBTV* will provide the City and its stakeholders and partners with a focused document concentrating on the City's unique characteristics, issues, and opportunities.

We are completely committed to completing your project on time, on budget; as a small firm, we are able to choose to devote senior staff exclusively to your project and will do so throughout the time required.

We look forward to the opportunity of working with you. I will be serving as contact person with the City during the proposal process. Should you have any questions regarding this proposal, please do not hesitate to contact me by phone at 410-725-1272 or by email at ewatson@heritagestrategies.com.

Sincerely yours,



A. Elizabeth Watson, FAICP, Principal
Heritage Strategies, LLC

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Heritage Strategies completed the Abraham Lincoln National Heritage Area Management Plan; the heritage area now covers more than 45 counties. The plan included a chapter emphasizing needs and strategies for the region's small towns and their Main Streets. Heritage Strategies' extensive work in heritage areas has influenced our practice and philosophy for historic preservation planning in general for cities and towns.



Heritage Strategies completed a comprehensive historic preservation plan for the City of Joplin, Missouri, and later a feasibility study for an Endangered Properties Program (“revolving fund”) led by the Downtown Joplin Alliance.

Introduction

Heritage Strategies, LLC is pleased to submit this proposal to prepare a Preservation Plan for the City of Burlington. The proposed plan will take a broad approach to the role of historic preservation in the City’s planning, economic development, historic preservation, and community enhancement strategies. It will coordinate closely with the City’s comprehensive planning and related plans and processes, and will recognize the central role of historic character to Burlington’s identity and quality of life.

We specialize in preservation planning for historic communities and are uniquely qualified to undertake the preparation of the Preservation Plan for Burlington. Our plans assist communities in preserving and enhancing their historic character while accommodating change. Key points relative to our qualifications and experience include:

Heritage Strategies is experienced in the preparation of community preservation plans. We have prepared preservation plans and design guidelines for communities of many types, from small crossroads villages to larger urban centers. Our preservation plans embrace the broad goals and wide range of activities in which communities are engaged. We understand how to tailor preservation programs to the interests and character of the community and its residents.

Heritage Strategies uses historic preservation as a basis for downtown, neighborhood, and community enhancement. We use preservation as a means to achieve the economic development and enhancement of historic communities. We are particularly focused on preserving and strengthening historic downtown commercial areas and historic neighborhoods by engaging and supporting businesses and residents. Our experience with National Heritage Areas in particular focuses upon preservation programs that use community interpretation and heritage tourism as economic development strategies.

Heritage Strategies helps build public support for preservation. We implement public participation programs that engage residents and stakeholders, identify their interests and capabilities, and tailor preservation strategies to their strengths. One of our principals, Elizabeth Watson, is a professional facilitator and is skilled in conducting public participation workshops.

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Heritage Strategies is experienced in the adaptive reuse of historic buildings and sites. We have implemented many rehabilitation and adaptive reuse projects involving historic buildings and sites, which helps give our preservation planning the depth of real life application. We have worked with building owners and developers, including projects that have involved the use of historic preservation tax credits, and understand how historic preservation works in their interests.

Heritage Strategies has national experience and perspective. With our national experience, we bring fresh eyes to preservation planning in Burlington. We have addressed a wide range of circumstances in historic communities across the country, and we know how to find what works best.



Heritage Strategies created a historic preservation plan for the City of Liberty, Missouri, where the challenge was to recommend strategies for a town of 30,000 outside Kansas City with one of the top-performing Main Street organizations in the state, a Preserve America community designation, a Certified Local Government, a major property tax abatement program for rehabilitation, and five local historic districts designated for more than thirty years.

Scope of Work

In order to assist the City of Burlington with the preparation of a comprehensive Preservation Plan, Heritage Strategies proposes the following approach and Work Plan. This Work Plan is based on the Request for Proposals issued by the City; preliminary review of available City planning, preservation, and other background materials; and our own experience in preservation planning for historic communities. We look forward to discussing the Work Plan with City planning staff and stakeholders and refining it as desired.

Task 1: Consultant Onboarding and Orientation

1.A. Kickoff Meeting

Heritage Strategies will meet with staff, the city's Design Advisory Board, and all other major stakeholders as determined by staff. During this meeting, Heritage Strategies will present the project scope of work (work plan), including project goals, deliverables, timetables, and protocols, and collect feedback from stakeholders. The meeting will include the review of stakeholder and public engagement for the project, including potential public meeting dates.

During this first visit to Burlington and in subsequent visits, Heritage Strategies will undertake a comprehensive field review of Burlington to become familiar with the downtown, neighborhoods, commercial areas, resources, institutions, development trends, and growth management issues. Heritage Strategies will identify and become familiar with the neighborhoods, historic resources, and community characteristics that should be considered in the Preservation Plan. Heritage Strategies will review the location, context, and condition of historic resources and their relationships to surrounding development, growth, and landscape areas. Areas that have been surveyed and recognized will be reviewed and areas that have yet to be surveyed and recognized will be identified. Digital photographs will be taken during field review work to document characteristic resources and existing conditions. Additional field survey work will be undertaken throughout the planning process to support Tasks 3.A and 3.B. (Two trips are assigned to this task for cost estimating purposes.) We recommend, as a first step, that we be given an orientation tour conducted by one or a few staff and/or local advisors, but will generally conduct our fieldwork without impinging on staff time.

1.A.1. Coordination with the State Historic Preservation Office

Heritage Strategies, together with City staff, will contact the Vermont Division of Historic Preservation (the State Historic Preservation Office) to review expectations for communications and mutual support, including data from the state office and incorporation of state historic preservation plan objectives into *preserveBTV*.

1.B. Community Outreach + Education Plan

To guide the creation of an overall vision, Heritage Strategies shall work with City staff to develop a community engagement plan aimed to solicit widespread feedback on the community's viewpoints and outlook for historic preservation in the City. Feedback from Task 1.A is also expected to inform the discussion of approach, timing, and tasks. Task 1.B will define measurable tasks that will be carried out through all remaining tasks.

At Heritage Strategies, we feel strongly that a good plan emerges from great dialogue, and we applaud the amount of time to be invested in the *preserveBTV* planning process. We are eager to work with the City on a well-designed, well-executed plan that seeks and accommodates many voices and perspectives. Our objective in public outreach is to leave behind a well-informed constituency believing in the possibilities of preservation's contributions to community-building and sustainability, and knowledgeable about how to make best use of the tools and concepts available. Input received through stakeholder outreach will be considered by Heritage Strategies as the planning process moves forward. We are pricing our proposal to include all of the following ideas, but we are completely negotiable as to activities and cost:

- **General Outreach:** Using the final Community Outreach + Education Plan, Heritage Strategies expects to reach out to stakeholders within the City to be identified with the assistance of City staff and others. Outreach

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can take the form of in-person meetings, phone/Zoom interviews (with one to three participants), email communications, and other forms of communication as appropriate.

- **E-newsletter:** At key points in the process, a short fact sheet on the planning process, status of the work, and interesting points could be distributed through the City's usual outlets. We have had one client make good use of very short videos by staff and elected officials at key points along the way. These kinds of outreach methods are especially useful in helping to generate turnout for public events.
- **Community Survey:** Heritage Strategies will also work with City staff on a possible survey to be disseminated to City residents and interested groups. Our favored platform is Survey Monkey, but we are open to working with City staff to execute as needed, including intercept/personal outreach to assure we reach participants who are less likely to answer digital surveys.
- **Public Gatherings:** We will work with City staff to identify ways to hold two workshops, outside or during work sessions of related public bodies (decidedly not as public hearings); or as an alternative, organize one open-house style event early in the process using posters and coverage by City staff as well as Heritage Strategies (two staff). We have experience with dual English-Spanish meetings, and also dual in-person/virtual meetings. We envision one gathering early in the planning process, and one when the Draft Plan is available for public comment.
- **Focus Groups:** Defined as two to four groups assembled to focus on particular issues, once or possibly twice during the planning process. We suggest facilitating one or two sessions for each identified topic, to obtain input from stakeholders, special interest groups, and organizations within the City. Specific focus group topics would be determined in discussion with City staff. (Note: for cost estimation purposes, we are specifying three such groups, meeting once.) They could include engagement with:
 - a) History and historic preservation interests (historic sites, advocates, etc.);
 - b) Neighborhood associations and groups;
 - c) Transportation/bike/ped, recreational, waterfront, and "city beautiful" interests;
 - d) Downtown, business and economic development interests (Main Street, Chamber of Commerce, businesses, developers, and others); and
 - e) Those interested in heritage tourism, cultural programs, and the arts (interpretive sites, arts and cultural organizations, historic businesses, etc.).

Focus Group sessions are generally 1½ hour discussions of opportunities, major issues, and goals for the planning process and for historic preservation in the City. Prior to meeting with these groups, Heritage Strategies would provide, for the City staff's review, an introductory statement identifying the topics to be covered, questions to be put to the group, and an agenda. We are aware that some communities find these meetings difficult to hold in an officially transparent manner and are open to other ways to proceed through presentations to official meetings and recorded discussion with those present.

- **Introduction to City Leaders:** At an appropriate point in the planning process Heritage Strategies also recommends that we meet with City leaders, including the Mayor, interested City Council members, and members of appropriate planning bodies, and senior city staff to review City goals, processes, and priorities.

Note that we often recommend to clients that they form a Steering Committee, which insulates the staff from making all decisions and provides a further avenue for communication with key stakeholders. If this proves desirable during the discussion of the Community Outreach + Education Plan, this can readily be folded into the process at no further charge. In our experience, the Steering Committee's role is to receive information ahead of meetings, in time to provide review and comment, and they may occasionally meet ahead of key gatherings and events to help with finishing touches ("rehearsal"). They can also advise on generating turnout and participate in Focus groups.

1.C. Introductory Public Workshop

Heritage Strategies will facilitate a public workshop that will introduce the Preservation Plan project. City staff should participate in the presentation and discussion. Attendance and participation at the public workshop by a diverse group of City stakeholders and interested residents is integral to a successful planning process. The workshop will be

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scheduled in consultation with City staff with the goal of having strong attendance. City staff will be responsible for organizing the workshop, including publicizing the meeting to the community.

At this workshop, Heritage Strategies will give a brief presentation on the planning process (including the plan for public outreach and education) and the many facets of historic preservation as it plays out across a community's evolution and multi-disciplinary programs. Heritage Strategies will then engage attendees in an open forum to discuss what they perceive to be the goals, opportunities, and issues associated with historic preservation and community character in the City. Feedback from attendees will be welcomed and documented for further consideration by Heritage Strategies.

Anticipated Deliverables:

- *Stakeholder Engagement + Public Comment Work Plan, including but not limited to a meeting/event schedule and any documents Heritage Strategies creates in the process of public engagement, including any survey forms, flyers, and handouts*
- *Public & Stakeholder Engagement Report, to be incorporated into the final Plan, which includes comments from the public and stakeholders during engagement activities*
- *Notes from Heritage Strategies Meeting #1 (Tasks 1.A and 1.A.1), including presentation in PowerPoint*
- *Notes from Heritage Strategies Meeting #2 (Task 1.C), including presentation in PowerPoint*
- *Notes from Task 2: Analysis of Existing Regulatory Process*



Heritage Strategies assisted Asheville, NC, in identifying issues and strategies addressing best historic preservation practices, focusing on residential neighborhoods and multiple business districts. The plan's recommendations include supporting historic preservation through public outreach, heritage tourism, and interpreting Asheville's stories through historic buildings.

Task 2: Analysis of Existing Regulatory Process

2.A. Review of Existing Regulatory Process and Past Planning Efforts

Heritage Strategies, with help from City staff, will utilize existing resources to gain an understanding of prior work the city has done for historic preservation, and regulatory and non-regulatory methods the city has employed for protecting historic resources including, but not limited to, the following:

- Burlington's Comprehensive Development Ordinance (CDO)
- National Historic Register Listings
- Vermont State Historic Register Listings
- Existing GIS data inventory and management practices

In our experience, the following information has also proven helpful:

- Histories and historical information on Burlington
- Reports or descriptions of other Certified Local Government initiatives
- Relevant environmental and "Section 106" reviews
- Historic maps and aerial photographs
- Historic photographs and images
- City economic development strategy and initiatives
- City master plans, area plans, and revitalization plans
- The City's HUD programs and related blight studies, if any
- Natural resource inventories, trails and open space plans, bike/ped plans
- Fiscal year budget(s)
- Visitor information and interpretive materials
- List of stakeholder organizations and individuals with preservation and place-making interests

These background materials will provide Heritage Strategies with information on the historical development of the City; past and current planning efforts; past historic preservation activities; the City's economy, growth trends, municipal ordinances, community demographics and character; and other pertinent information. We will also examine the range of planning issues facing the City as defined through *planBTV* – including zoning, land development, traffic, design standards, environment and natural resources (including Burlington's relation to Lake Champlain), open space and recreation, and others – to seek a holistic approach to preservation that helps incorporate historic buildings and landscape features into the evolving fabric of the community in a positive way.

Some materials may be accessible to Heritage Strategies through online investigation and research. We ask that as much background information as possible be provided around the time of the initial meetings, with more provided over the course of the project as appropriate.

2.B. Assessment of City's Existing Preservation Program

Heritage Strategies will assess the city's current preservation program, including the CDO, design guidelines, and legal requirements associated with the city's preservation program, as well as any non-regulatory policies and incentives. In the assessment, Heritage Strategies shall address the following concerns:

- An evaluation of permitting processes, including the permit review process in general, the duration of permit review, regulatory thresholds for review, and the alignment of the city's overall goals with historic preservation regulations
- A review of non-regulatory policies, including (but not limited to) progress under Burlington's Net Zero Energy policy and the CLG publication/campaign, *Historic Buildings' Path to Net Zero Energy: A Guide for Building and Homeowners*
- The role of the Design Advisory Board/Historic Preservation Review Committee
- A review of current education and outreach programs

- The role of city staff
- Review of how the current program both supports or contradicts citywide goals as they relate to the goals outlined in Section II of this RFP

Depending on the City's wishes, Heritage Strategies can also provide an assessment of older City-owned buildings and other properties and include recommendations in the work under Task 4.

Anticipated Deliverables:

- *Analysis and summary of findings to be presented to the internal project team and relevant City boards/commissions, consisting of a preliminary overview of planning and development (historical and contemporary) and City planning documents*
- *Summary of the assessment of the preservation program*

Task 3: Assessment of Existing Inventory and Potential Historic Resources

3.A.1. Burlington's Historic Character

Utilizing documentation provided by City staff and other materials as available, Heritage Strategies will prepare a brief overview of Burlington's historical development, resources, and character. The overview will focus on the City's physical development during different periods of its history. The review will outline the landscape patterns impacting the City's development during different periods; the types of historic resources from each period; and their historic contexts, significance, and general condition today. The overview will focus on identifying the range of historic resources and neighborhoods that have developed in Burlington over time and how they relate to the City's character and identity. The overview will provide a basis for assessing existing conditions and resources and identifying issues related to historic resources; ultimately, this work will support the development of strategies and recommendations for the role of historic resources in the life of the City. (Note: For evaluation and pricing purposes, we see this as a separate task from Tasks 3.A and 3.B.)

3.A.2. Plan for GIS Support

Prior to engaging in the audit under Task 3.A and engaging in further identification of historic resources under Task 3.B, Heritage Strategies will work with City staff, including GIS providers (and City contractors, if any), to develop a plan supporting these tasks through GIS. Heritage Strategies works routinely with the expert GIS team at the Center for Environment and Society at Washington College in Chestertown, MD. We are budgeting \$10,000 to provide their services at our end, as needed, including the production of illustrative maps for inclusion in the Final Plan. (The price is low because we are open to working with experienced students.) We are open to working with the University of Vermont or other local providers for all or part of these services, subject to the availability of funds. (Note: For evaluation and pricing purposes, we see this as a separate task from Tasks 3.A and 3.B.)

3.A.3. Audit of Existing Inventory [3.A in RFP]

Heritage Strategies, with assistance from staff, will assess the historic merit of all properties in the city that are listed in the National and State Registers, including confirming their integrity as a contributing resource within each of the city's fourteen (14) National Register historic districts, examining the districts' boundaries, and other assessments as appropriate in consultation with city staff. Staff will provide printed maps for fieldwork and access to digitized and mapped information as available.

3.B. Identify Potential Historic Resources

Heritage Strategies, staff, and major stakeholders will work together to identify, research, and evaluate historic structures and landscapes within the city that are 50 years or older and may have historical, cultural, archaeological,

or architectural significance. Heritage Strategies, with help from city staff, will compare existing Historic Sites and Structures Surveys with this information, then determine which additional structures are potential historic resources that, given further research, rehabilitation of the structure, or property owner interest, can be listed on the local, state, or national historic registers. (Note: We understand “local register” in Burlington to mean “properties that have been surveyed through a Historic Sites and Structures Survey as part of the City’s Certified Local Government (CLG) Program,” as stated on this web page: <https://www.burlingtonvt.gov/576/Is-My-Building-Historic>.) Staff will provide printed maps for fieldwork and access to digitized and mapped information as available.

3.C. Meetings to Discuss Findings

Before finalizing our assessments under Tasks 2.A, 2.B, 3.A, and 3.b Heritage Strategies will:

- Meet with stakeholder/community-based Focus Groups or visit with public bodies for conservation, design, and development and other official or nonprofit groups (depending on discussion specified in the Community Outreach + Education Plan).
- Meet with City staff for dialogue about issues, opportunities, and needs.

Anticipated Deliverables:

- *Recommendations for revisions to listed historic districts (including additional resources where appropriate) to be conducted in future CLG survey work presented to the internal project team.*
- *Summary of recommendations presented to the internal project team covering (1) future research and Historic Sites and Survey work; and (2) potential historic resources, with photos and GIS data, identified by Heritage Strategies.*
- *Notes from Heritage Strategies Meeting #3 (Task 3.C), including agendas for Focus Groups or other meetings*

Task 4: Draft Recommendations

4.A.1. Outline of Issues and Opportunities [4.A in RFP]

Based on analyses of existing conditions, historic resources, and other work completed to date, Heritage Strategies will prepare a preliminary outline of issues and opportunities with respect to the City’s historic resources, neighborhoods, landscapes, and community character. This outline will provide the basis for initial discussions on vision, purpose, goals and objectives, alternatives, and recommendations. (Note: for evaluation and pricing purposes, we see this as a separate task from Task 4.A.)

4.A.2. Draft Vision and Purpose Statement [4.A in RFP]

Heritage Strategies will draft a vision statement based on the community’s outlook for historic preservation, the goals and objectives listed in *planBTV*, the City’s other goals and objectives, and other relevant information as suggested by City staff. Heritage Strategies shall also include a statement on how historic preservation supports the existing purpose of historic preservation in Burlington.

4.A.3. Goals and Objectives [4.B in RFP]

As part of the vision statement, Heritage Strategies shall also include a list of specific, measurable, and actionable goals and objectives for the plan. In addition to providing clarity and guidance for recommendations, these will provide a framework to shape the order of presentation of recommendations in the Draft Plan. (Note: for evaluation and pricing purposes, we see this as a separate task from Task 4.A.)



Heritage Strategies completed a unique, award-winning historic preservation plan for Somerset County, New Jersey, together with plans for farmland preservation and open space preservation. Pictured is the commercial center of Basking Ridge. Heritage Strategies also led the management planning process for the Crossroads of the American Revolution National Heritage Area, which includes the entirety of the county along with seven others.

4.B. Draft Regulatory and Non-Regulatory Recommendations

Heritage Strategies will compile innovative recommendations and suggestions following the assessments completed during Tasks 2 & 3 based on best practices, the vision statement, community input, the goals of this planning project, and the City's goals as identified in *planBTV* (and otherwise as the case may be, as suggested in the City's RFP language for Task 4.A).

Heritage Strategies will provide two brief statements to introduce the recommendations:

- **Preservation Context:** An overview of Burlington's historic preservation efforts, including the City's relationship with federal, state, and regional programs, and initiatives that could benefit the City.
- **Preservation Approach:** A description of a preservation approach and strategies for Burlington tailored to the City's goals, development issues, and community values as expressed in current planning and community discussions undertaken during the planning process. The preservation approach will synthesize the information obtained during planning process into a holistic approach to historic preservation and its role in community character and quality of life. This statement will assist the City in embracing new growth and change while preserving the City's historic character and resources.

Heritage Strategies will prepare specific preservation-related strategies and recommendations for Burlington that will focus on a wide range of planning topics; while we will not know exactly what these might be, we will be conducting the planning process with specific attention to:

- Recognition of the City's historical significance
- Relationship of historic resources to the City's economic development strategy (i.e., potential for use of rehabilitation tax credits for preservation developers and affordable housing))
- Review of existing historic resource surveys and recommendations for updating as appropriate
- Recommendations for research and survey of additional undocumented areas of the City

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- Review of the City's historic districts and recommendations for potential future districts, National Register and otherwise
- Goals and strategies of the City's growth management and comprehensive planning
- Potential for neighborhood conservation action
- Revitalization of historic portions of downtown and other commercial areas
- Heritage tourism as a potential economic development and revitalization strategy
- Preservation of resources and resource management
- Potential for building rehabilitation and adaptive reuse
- Issues related to neglect and the demolition of historic buildings
- Incentives for preservation
- Energy conservation and community sustainability (reducing carbon)
- Zoning and land development ordinances
- Building and land development review processes and procedures
- Design guidelines for historic buildings and neighborhoods
- Relationship of historic preservation to park, trails, open space, and recreation initiatives
- Community interpretation and education, to build public appreciation for Burlington's resources and the benefits of preservation

Anticipated Deliverables:

- *Outline of issues and opportunities*
- *Draft Vision and Purpose Statement with goals and objectives*
- *Draft Regulatory and Non-Regulatory Recommendations*

Task 5: Draft Plan

5.A. Draft Plan Content [Task 4.C in RFP]

Following the review, refinement, and approval of recommendations, a Draft Preservation Plan will be prepared, Heritage Strategies will produce a draft preservation plan, to include a revised vision statement based on comments from staff and major stakeholders, a review of the known historic resources and their context, an overview of potential historic resources and priorities for additional survey work, the assessment of the City's current standards and review practices for the treatment of historic sites and structures, recommendations, and draft language for revisions to the CDO. The draft plan will also include a strategy matrix and projected timeline for implementing the preservation plan.

Based on our experience, Heritage Strategies suggests that the Draft Preservation Plan might include the following components:

1. Executive Summary
2. Introduction
3. Historic Burlington – Historic Contexts, Resources, and Conditions
4. Strengthening Burlington's Preservation Program
5. Neighborhood Revitalization
6. Downtown and Commercial Areas Citywide
7. City Policy, Management, and Capital Improvements
8. Interpretation, Education, and Heritage Tourism
9. Appendix

We will produce a text-only plan for internal review with City staff prior to its first presentation in a graphical format, as discussed in Task 5.B. As much as possible, this will include photos and captions separate from the text (keyed to the text). In effect, we expect at least two rounds of staff review prior to the public review of the Draft Preservation Plan as described in Task 5.C.

5.B. Plan for Graphic Production

Prior to beginning the draft plan as described in Task 5.A, Heritage Strategies, in consultation with City staff, will conduct a search for a graphics designer to contract with us in producing the final plan to the standard of the excellent graphical approach employed in *preserveBT* (perhaps inspired by it, but without necessarily imitating it). We believe it is desirable to produce the draft plan in as close to final form as possible and so we will begin the design process in tandem with production of the draft plan. Our expectation is that we will locate a designer in Burlington, or at the very least, Vermont in general. We are budgeting \$20,000 to cover this contract, with the possible need for more, which can be covered by the contingency as noted in the section below on the Project Budget.

5.C. Public Review of Draft Plan [Task 4.D in RFP]

Heritage Strategies will present the draft preservation plan to the community and stakeholders for feedback. A copy of the Draft Plan should also be submitted at this time to the Vermont SHPO for review and comment (depending on Burlington's CLG grant agreement for the project to produce the Preservation Plan).

Anticipated Deliverables:

- *Outline of issues and opportunities*
- *Draft vision statement with purpose, goals, and objectives*
- *Summaries and meeting materials of all public meetings as part of this process*
- *Recommendations regarding the city's CDO, non-regulatory policies, city staff, the Historic Preservation Review Committee, and the Design Advisory Board*
- *Summaries and photos of historic resources determined to no longer be eligible to the district.*
- *Draft language for revisions to the city's CDO*
- *Implementation Matrix in the form of an Excel spreadsheet (or another agreed-on format)*
- *Draft Preservation Plan*
- *Notes from Heritage Strategies Meeting #4 (Task 5.B), including PowerPoint presentation*

Task 6: Final Plan Documents [Task 5 in RFP]

Following reviews of the draft plan, Heritage Strategies will incorporate final revisions and modifications suggested by stakeholders and the public, and approved by City staff, into the final Preservation Plan document. Heritage Strategies will then submit the finalized plan and all associated deliverables. City staff will coordinate submission of the final plan for formal approval by the City Council, as appropriate. As an add-alternate task, Heritage Strategies will be available for presentations of the plan to reviewing bodies and to City Council.

Anticipated Deliverables:

- *Final historic preservation plan - electronic copy in PDF format*
- *All GIS data in shapefile format for the project*
- *Heritage Strategies Meeting #5 (add-alternate)*

Project Schedule

Heritage Strategies has prepared the project schedule below for preparation of the Preservation Plan for the City of Burlington. We are flexible with regard to scheduling with a start date of any time after March 1; we want to be sure to provide plenty of time for community interaction and dialogue on project recommendations. We expect to consult with City staff during contract negotiations and Task 1.0 in detailing and refining the schedule in accordance with the City's planning needs and processes. It is anticipated that the schedule may be adapted to the calendar and project interests as appropriate with City staff guidance and approval as the preservation planning work proceeds.

City of Burlington, Vermont - <i>preserveBTV</i>	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1. Consultant Onboarding and Orientation																	
2. Analysis of Existing Regulatory Process																	
3. Assess Existing Inventory & Potential Historic Resources																	
4. Draft Recommendations																	
5. Draft Plan																	
6. Final Plan Documents																	

Hours assigned to each subtask appear in the budget.



Heritage Strategies prepared a historic preservation plan for the City of Topeka, the state capital of Kansas, and then followed up with design guidelines for the revitalization of the downtown historic district. The downtown district is a complex combination of historical periods and conditions, with several layers of significant changes common to many buildings.

References

Heritage Strategies offers the following references relative to our most recent experience in preservation planning for historic communities. Brief descriptions of these and other projects are included in the Organization Experience section below.

Town of Liberty, Missouri
Historic Preservation Plan – completed October 2020
Jeanine Thill, Community Development Manager (and project manager)
City of Liberty
101 E. Kansas St.
Liberty, MO 64068
816-439-4537
jthill@libertymo.gov

A copy of Liberty's preservation plan can be accessed online at:
<https://www.libertymissouri.gov/DocumentCenter/View/29946/Historic-Preservation-Plan-2021>

Town of Davidson, NC
Historic Preservation Plan – adopted January 2023
Lindsay Laird, Senior Planner
Town of Davidson Planning Department
251 South Street
P.O. Box 579
Davidson, NC 28036
704-940-9611
llaird@townofdavidson.org
A copy of Davidson's preservation plan can be accessed online at:
<https://www.townofdavidson.org/1353/Davidson-Historic-Preservation-Plan>

CITY OF BURLINGTON PRESERVATION PLAN

Project Budget

Heritage Strategies proposes to undertake the Scope of Work outlined above for an overall lump sum fee of Two Hundred Thousand Dollars (\$200,000) including the cost of all reimbursable expenses (estimates for our travel costs are broken out in this budget but we will be incorporating those costs into invoices with progress billing). This includes an estimated \$10,000 contract for GIS, an estimated \$20,000 contract for graphics production for the Final Plan, and \$17,000 contingency. Below is a fee schedule that outlines the personnel and hours associated with each task presented in the Scope of Work.

This fee is based on the services and level of effort and professional product we understand to be desired as outlined in the Request for Proposals. The lump sum fee we have proposed demonstrates the benefits of contracting with a small firm; Elizabeth Watson's commitment represents three-quarters of her full time availability (approximately 1,000 hours per year, with another 1,000 devoted to such demands as overhead activities, firm management, and non-compensated (pro bono) professional time). We would be pleased to discuss alternatives, such as changes in services and scope, in order to meet the available budget and fulfill the project objectives.

City of Burlington, Vermont		Elizabeth Watson	Peter Benton	Add'l Expenses	Fee Per Task
<i>Preservation Plan, preserveBTV</i>					
Task 1	Consultant Onboarding and Orientation	12,500	4,250	6,000	22,750
1.A.	Kickoff Meeting	32	24		
1.A.1.	Coordination with the State Historic Preservation Office	12			
1.B.	Community Outreach + Education Plan	32	6		
1.C.	Introductory Public Workshop	24	4		
	Meeting #1 (Tasks 1.A and 1.A.1) (2 travelers, est \$2000 ea)			4,000	
	Meeting #2 (Task 1.C) (1 traveler, est \$2000)			2,000	
Task 2	Analysis of Existing Regulatory Process	20,000	5,000	-	25,000
2.A.	Review of Existing Regulatory Process & Past Planning Efforts	80	20		
2.B.	Assessment of City's Existing Preservation Program	80	20		
Task 3	Assessment of Existing Inventory & Potential Historic Resources	26,000	3,750	16,000	45,750
3.A.1.	Burlington's Historic Character	24	4		
3.A.2.	Plan for GIS Support	16	2		
	Reserve for GIS support contract			10,000	
3.A.3.	Audit of Existing Inventory [3.A in the RFP]	64	8		
3.B.	Identify Potential Historic Resources	64	4		
3.C.	Meetings to Discuss Findings	40	12		
	Field Trip Travel (1 traveler, 2 trips, est \$2000 ea)			4,000	
	Meeting #3 (Task 3.C) (1 traveler, est \$2000)			2,000	
Task 4	Draft Recommendations	22,500	7,000	-	29,500
4.A.1.	Outline of Issues and Opportunities	40	8		
4.A.2.	Draft Vision and Purpose Statement [4.A in the RFP]	20	12		
4.A.3.	Goals and Objectives [4.A in the RFP]	32	12		
4.B.	Regulatory and Non-Regulatory Recommendations	88	24		
Task 5	Draft Plan	19,000	8,000	21,500	48,500
5.A.	Draft Plan Content	76	40		
5.B.	Graphics production contracting and supervision	44			
5.C.	Public Review of Draft Plan	32	24		
	Reserve for graphics production contract			20,000	
	Meeting #4 (Task 5.B) (1 traveler, est \$1500)			1,500	

CITY OF BURLINGTON PRESERVATION PLAN

City of Burlington, Vermont		Elizabeth Watson	Peter Benton	Add'l Expenses	Fee Per Task
<i>Preservation Plan, preserveBTV</i>					
Task 6	Final Plan Documents	10,000	-	1,500	11,500
6.A.	Final Plan Documents - editing, graphics production supervision	64			
	Meeting #5 (Task 6) (1 traveler, est \$1500)	16		1,500	
	.Contingency			17,000	17,000
	Hours	880	224		
	Other Expenses			62,000	
	Hourly rate	125	125		
TOTAL					\$200,000

Firm Qualifications

Heritage Strategies, LLC

Heritage Strategies is a preservation planning firm established in 2009 by three long-time colleagues with extensive experience in historic preservation. Heritage Strategies specializes in work with historic communities, historic properties, cultural landscapes, and National Heritage Areas. Heritage Strategies' principals are former senior staff of John Milner Associates, Inc., a former nationally recognized historic preservation firm in West Chester, PA, and led many of JMA's projects in preservation planning, design guidelines, cultural landscapes, and historic preservation.

Heritage Strategies is based in northern Chester County, PA, with offices in Haddonfield, NJ (both in the Philadelphia area), Jefferson, ME, and Chestertown, MD. We have worked on historic preservation planning projects across the nation, from Massachusetts to North Carolina, west to Missouri, Colorado, and Montana.

Heritage Strategies is a Limited Liability Company (LLC) registered and licensed in the Commonwealth Pennsylvania. The firm has three owner/employees, two of whom are women – the firm is a small, woman-owned business but is not officially certified as such.

Historic Communities

Heritage Strategies staff has worked with many communities focusing on the stewardship of historic resources and the enhancement of community character. We are experienced in adaptive reuse of historic buildings, revitalization of historic downtowns, and strengthening of historic neighborhoods. We recognize that economic viability is central to community success, and we help partners collaborate to reinforce the best aspects of their communities.

Heritage Strategies has prepared preservation plans and design guidelines for a wide range of historic communities, from rural, to suburban, to urban contexts. Our approach relies on building consensus among constituents around shared values. We are experienced in working with local, state, and federal review agencies having responsibility for compliance with historic preservation programs and regulations.

Historic Properties

Heritage Strategies is experienced in the rehabilitation and adaptive reuse of historic buildings and landscapes. Our work with historic properties includes master planning, conceptual design, interpretive planning, and historic structure reports. We have worked with nonprofit historic sites, institutions such as colleges and universities, government entities, developers, and private property owners. Heritage Strategies has extensive experience in project implementation for both historic buildings and landscapes.

CITY OF BURLINGTON PRESERVATION PLAN

We are familiar with the complexities involved in adapting historic buildings and landscapes to modern uses without compromising historic integrity. This familiarity includes not only accommodation of modern programmatic requirements within a historic context, but also compliance with modern building codes; provision of handicapped access; the installation of modern mechanical, electrical, lighting, and fire safety systems; and ecological and site engineering considerations.

Cultural Landscapes

Heritage Strategies is experienced in the preparation of cultural landscape reports, landscape management plans, and landscape conservation and design strategies. Much of our project experience stems from work on cultural landscape reports for the National Park Service. Our experience ranges from the preparation of cultural landscape assessments for towns and townships, to county level landscape areas, to statewide landscapes.

Heritage Strategies staff is experienced in the methodology for assessing cultural landscapes through the recognition of historical contexts and significance, identification of character defining patterns and features, analysis of issues and opportunities, and development of appropriate treatment guidelines and recommendations.

National Heritage Areas

Heritage Strategies principals have undertaken planning and implementation projects for more than 18 state and National Heritage Areas. All of our heritage area projects have included the development of heritage tourism initiatives, interpretive plans, stewardship strategies, and implementation programs involving regional entities, local communities, historic and cultural sites; and partners at local, state, and federal levels. Heritage Strategies' plans outline strategies to strengthen community identity and heritage tourism and development as central to regional economic revitalization.

Heritage Strategies Personnel

Information on Heritage Strategies personnel is presented directly below and in resumes at the end of this proposal. Heritage Strategies staff fully meets requirements of the Secretary of the Interior's Guidelines for Professional Qualifications Standards (36 CFR Part 61, Appendix A) for professionals working in the field of historic preservation.

Elizabeth Watson and Peter Benton have collaborated on heritage area and preservation planning projects since 1995, originally working under the name JMA/Watson. In 2009, Peter and Elizabeth founded Heritage Strategies.

A. Elizabeth Watson, FAICP – Project Manager / Preservation and Community Planner



Elizabeth Watson is a Principal with Heritage Strategies and a nationally recognized leader in heritage development and community stewardship. Her consulting work includes all historic preservation plans referenced in this proposal, for a range of communities, including Asheville, NC, Topeka, KS, Jefferson City, MO, Liberty, MO, Butte, MT, and Burlington, NC

Elizabeth is a co-author of the National Trust for Historic Preservation's award-winning *Saving America's Countryside: A Guide to Rural Conservation* (Johns Hopkins University Press, 1997, 2nd ed.), in which she authored chapters on organizational management and public outreach, as well as land conservation, land use planning, state and federal programs, and heritage-related rural economic development. In 1993-94, she held a Loeb Fellowship in Environmental Design at Harvard University, where her studies included public administration at the Kennedy School of Government as well as at the sponsoring department for the program, the Graduate School of Design.

CITY OF BURLINGTON PRESERVATION PLAN

Ms. Watson was recognized in 2017 as a Fellow in the College of the American Institute of Certified Planners (FAICP). The AICP provides the only nationwide, independent verification of planners' qualifications. Certified planners pledge to uphold high standards of practice, ethics, and professional conduct and shall meet certain standards of professional education. Induction to the AICP College of Fellows is the highest honor the American Institute of Certified Planners bestows on a member. Fellows of AICP are nominated and selected by their peers to recognize demonstrably significant and transformational improvements to the field of planning and the communities they serve. Elizabeth's nomination specifically addressed her extensive experience in historic preservation.

Elizabeth is an experienced facilitator and has undertaken strategic plans for non-profit organizations and local government. She will lead Heritage Strategies in consultation and communications with project stakeholders and in public engagement for the project. Elizabeth will serve as Heritage Strategies' Project Manager and Preservation and Community Planner for this project. She will be the principal point of contact for the project. She will lead the process of stakeholder and public engagement and development of community stewardship and organizational strategies. Elizabeth is an experienced community facilitator, author, and editor and will bring all of those skills to bear on creating a final product tailored to the needs of the City of Burlington.

Peter C. Benton – Historical Architect / Preservation Planner



Peter Benton is a Principal with Heritage Strategies and an architect with more than thirty years' experience in the design and execution of architecture and preservation planning projects. Peter will serve as Heritage Strategies' Historical Architect for work on the Preservation Plan. Peter will focus on the role that the City's heritage resources play in community character and identity. He will examine the wide range of existing programs and policies at the regional and local levels to provide guidance for City and community stakeholders as they develop programs and make decisions that could affect community well-being. With Elizabeth Watson, Peter will identify ways to broaden and strengthen local and regional historic preservation programs and embed them in all aspects of community endeavor. Peter will collaborate with

Elizabeth Watson in all aspects of the preservation plan.

Peter specializes in developing preservation and interpretive programs for heritage areas, scenic byways, historic communities, and historic sites. He has worked on a wide variety of master planning, historic resource management, and design projects throughout the eastern and central United States, and particularly enjoys cultural landscape studies that enable deep thought about the origins and stories of individual places. From 1984 to 2009, Peter was a Project Manager, Senior Associate, and Associate Director with John Milner Associates, Inc.

Peter is a resident of Chester County and served on the Board of the Chester County Conference and Visitors Bureau from 1994 through 2006 and as its President in 2000-2003. He is also a co-founder of the Chester County Historic Preservation Network and served as Chair of its Board from 1991 through 2003.

Representative Organization Experience: Preservation Plans



City of Asheville and Buncombe County, North Carolina, Preservation Plan Heritage Strategies assisted Asheville and its surrounding rural county to identify issues and strategies addressing best historic preservation practices, focusing on residential neighborhoods, multiple business districts, and the county's beautiful rural agricultural landscape. The plan builds support for historic preservation through public outreach, heritage tourism, and interpreting Asheville's stories through historic buildings.



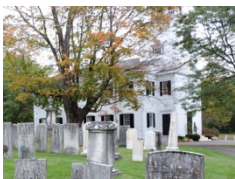
City of Topeka, Kansas, Historic Preservation Plan Topeka is the state capital of Kansas and is focused on revitalization of its historic downtown and surrounding neighborhoods. The preservation plan prepared by Heritage Strategies coordinated City departments and programs in addressing community revitalization. Heritage Strategies returned to prepare Downtown Design Guidelines that are being used to implement a comprehensive program of downtown economic development.



City of Joplin, Missouri, Historic Preservation Plan Joplin is located in southwest Missouri and was a regional center for a thriving late 19th century lead mining industry. Today, it retains its role as a regional center with a revitalized downtown core and surrounding historic middleclass neighborhoods of charming bungalows. The preservation plan coordinates public, private and non-profit initiatives in community revitalization.



Jefferson City, Missouri, Historic Preservation Plan Jefferson City is the state capital of Missouri. The city has a vibrant historic downtown as well as several smaller commercial centers. A primary focus of the plan is the revitalization of historic neighborhoods, including the use of HUD funding, code enforcement, and city incentives to enhance neighborhood character and attract new home buyers.



Lenox, Massachusetts, Historic Preservation Plan Located in the Berkshires of western Massachusetts and home to Tanglewood, summer home of the Boston Symphony, Lenox is a historic early 19th century village that became a summer destination for the wealthy during the Gilded Age. Its preservation plan focused on the town's economic role as a heritage tourism destination, using historic character to support community well-being.



Falmouth, Massachusetts, Historic Preservation Plan Located at the western end of Cape Cod, Falmouth is a summer destination with small, historic 18th century villages, a 19th century port, late 19th century estates, and early 20th century beach front neighborhoods. As one result of its preservation plan, a Historic Preservation Trust was created to work closely with the local Land Trust in preserving historic farmsteads and landscapes. (2014; fee \$25,000)



City of Butte, Montana, Cultural Heritage Plan Heritage Strategies was asked to prepare a preservation plan capitalizing on two decades of public and private investment in imaginative historic preservation and innovative cleanup in Butte and surrounding Silver Bow County. Famous as a late 19th century copper mining center, Butte has high-quality historic resources, a strong business community, walkable neighborhoods, and great outdoor recreation that capitalizes on heritage tourism.

Representative Organization Experience: National Heritage Area Plans

Since Heritage Strategies' principals began working together in the mid-1990s and since the founding of our firm in 2009, planning for National Heritage Areas has been a major part of our business. We have undertaken planning and implementation projects for more than 18 State and National Heritage Areas. All of our National Heritage Area projects approved by the National Park Service include **comprehensive preservation plans**. For each of the projects below, Heritage Strategies was the lead firm and principal author, including both Elizabeth Watson and Peter Benton:



Santa Cruz Valley National Heritage Area, Arizona (2020-2022)

Client: Santa Cruz Valley Heritage Alliance, Tucson, AZ.

The Santa Cruz Valley is located in southeastern Arizona and extends from the vicinity of Tucson south to the border with Mexico. It is known for the distinctive character, quality, and diversity of its landscape and is located at the intersection of two vast ecological regions. It is a zone of ecological transition and continuing evolution, a land of cultural persistence, adaptation, and continuity. This is one of America's longest continually inhabited regions where a series of ancestral cultures flourished. The NHA's interpretive plan presents the region's natural history, ecological challenges, and the distinctive cultures of the people who have lived here for over 4,000 years.



Susquehanna National Heritage Area, Pennsylvania (2020-2022)

Client: Susquehanna NHA

The Susquehanna NHA is located in Lancaster and York Counties in southeastern Pennsylvania. Over more than two centuries of American history, the lower Susquehanna region has played a key role in the development of the nation's political, cultural, and economic identity. It is known as the Pennsylvania Cultural Hearth, spreading its peoples and cultural traditions throughout the mid-west in the 18th and early 19th centuries. The NHA's interpretive plan engages a wide variety of historic and natural sites, telling the stories of the region's cultural landscape and its evolution.



Crossroads of the American Revolution National Heritage Area, New Jersey (2011)

Client: Crossroads of the American Revolution Association

The Crossroads of the American Revolution NHA interprets and preserves resources associated with New Jersey's unique role in the American Revolution. Heritage Strategies principals Peter Benton and Elizabeth Watson led development of a management and interpretive plan for the heritage area.

A complex urban, suburban, and rural landscape, New Jersey's Revolutionary Era heritage is clearly evident within every community through place names, markers, monuments, historic buildings, interpretive sites, and landscape features. The management plan outlines how the heritage area's many partners tell their Revolutionary Era stories through a coordinated framework to raise public awareness as an active and unifying element for community enrichment and pride. Through the Crossroads story, the heritage area implements programming that encourages the preservation and stewardship of historic and natural resources, heritage tourism, community revitalization, and enhancement of local quality of life.



Freedom's Way National Heritage Area, Massachusetts (2015)

Client: Freedom's Way Heritage Association, Inc.

Freedom's Way NHA is located in central Massachusetts and southern New Hampshire and features the landscapes, towns, and resources associated with battles of Concord and Lexington. Shaped by rivers and wetlands, the landscape here has inspired generations of writers, philosophers, and visionaries.

CITY OF BURLINGTON PRESERVATION PLAN

The management plan for Freedom's Way fosters a close working relationship among local and regional partners, governmental agencies, and the private sector to preserve the character of the region. It includes unique chapters on communications, interpretation, and the cultural landscape, blending approaches to both conservation and historic preservation and reinforcing the region's sense of its singular identity.



Abraham Lincoln National Heritage Area, Central Illinois (2012)

Client: Looking for Lincoln Heritage Coalition

Abraham Lincoln spent most of his life in central Illinois, today a rich farming region dotted with quintessentially American small towns. As a country lawyer, Lincoln honed critical friendships here that supported his political career. The Abraham Lincoln National Heritage Area interprets not only Lincoln's life but also Illinois and the United States in the crucial decades before the Civil War, and addresses critical needs for preservation, conservation, recreation, and community revitalization.

The Looking for Lincoln Coalition implements a regional interpretive program enabling visitors to also see the many places associated with Lincoln beyond Springfield. By the bicentennial of his birth in 2008, LFL had installed more than 200 "story trail" outdoor interpretive panels in 52 communities.



Niagara Falls National Heritage Area, New York (2012)

Client: Niagara Falls NHA

The Niagara Falls NHA encompasses the City of Niagara Falls and communities of Lewiston and Youngstown to the north. The heritage area interprets the natural, cultural, and historic resources of the region including the natural phenomenon of Niagara Falls and the Niagara River Gorge as well as themes on tourism and recreation, power and industry, and the borderland with Canada.

Heritage Strategies prepared a management plan and interpretive plan for the heritage area. Over 6 million individuals visit the Falls each year. A primary goal of the heritage area is to enhance visitor experience in ways that support revitalization of the City of Niagara Falls and strengthen businesses in the river communities to the north.

Burlington Planning Commission

149 Church Street
Burlington, VT 05401

www.burlingtonvt.gov/cityplanning

Andy Montroll, Chair
Michael Gaughan, Vice Chair
Erhard Mahnke
Ryan Nick
Alexander Friend
Erin Malone
Julia Randall

Burlington Planning Commission

Tuesday April 8, 2025, 6:30 P.M.

Hybrid Meeting via Zoom and in City Hall's Bushor Conference Room

Draft Minutes**Commissioners Present:**

☒ Andy Montroll ☒ Michael Gaughan
☒ Erhard Mahnke ☒ Erin Malone
☒ Ryan Nick ☐ Julia Randall
☒ Alexander Friend

City Staff Present:

☒ Charles Dillard, Director
☒ Sarah Morgan, Senior Planner
☒ Scott Gustin, DPI Zoning Div. Manager
☒ Ashley Parker, Capital Program Director

Public Attendance: Sharon Bushor

1. Agenda

Call to Order: 6:30pm

Changes to Agenda: N/A

2. Public Forum

<u>Name(s)</u>	<u>Comment</u>
Sharon Bushor	• Future Land Use & Housing Targets: Expresses concern that Winooski, South Burlington, Essex Junction, and Burlington are responsible for 60% of housing, suggesting a more balanced allocation of 50%. • Performing Arts Centers: Surprised by City Council Ordinance Committee's decision to not allow PACs on Queen City Park Road in the ELM district and hopes that there was input from local community members. • Impact Fees: Supports consolidating impact fee standards into one location for clarity. Recommends a regular review of impact fees rather than leaving it to sporadic considerations. Raises concern about ensuring all impact fee categories remain listed, even if the current fees are set to zero, as they are still necessary. Apprehensive about the availability of funding from federal grants for libraries and parks. Urges staff to consider the anticipated growth that may result from rezoning and its potential impacts on funding for essential services.

3. Chair's Report**4. Director's Report**

- 4/14 City Council meeting will include the PAC amendment as well as Neighborhood Code 2B.

5. Proposed CDO Amendment ZA-25-08: Impact Fees

- [See recording for complete discussion](#)

Action: Motion to warn amendment for a public hearing.

Motion by: M. Gaughan

Seconded by: E. Mahnke

Vote: Unanimous

6. Proposed CDO Amendment ZA-25-04: Performing Arts Centers in the E-LM

- [See recording for complete discussion](#)

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. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.

7. Burlington Housing Targets & CCRPC Regional Future Land Use Map

- [See recording for complete discussion](#)

8. Commissioner Items

9. Adopt Minutes + Accept Communications

Action: Approve 3/25/25 Minutes and Accept Communications

Motion by: A. Friend

Seconded by: R. Nick

Vote: 5 In Favor, 1 Abstain

10. Adjournment

Action: Motion to Adjourn @ 8:30

Motion by: E. Mahnke

Seconded by: R. Nick

Vote: Unanimous

SOUTH-END STORMWATER - COMMUNITY NOTES & CONCERNS
PROPOSED ZA-25-03 SEID STANDARDS

Diane Gayer, Megan Epler-Wood, Nancy Harkins
April 21, 2025

1.

re. MARCH 21 , 2025 MEMO

We wish to note that the SECORD project is not contiguous in dimension and landmass with SEID district, and that GSI management is very case specific to particular sites.

We understand the **ZA-25-03** was written to facilitate the development of the SECORD project, a critical component to the future of the city, but that does not necessitate changing or lessening the Green Stormwater Infrastructure (GSI) requirements for the entirety of the SEID district.

In fact the SECORD properties are a natural part of the south-end watershed, connecting the Englesby watershed to the wetlands of the Barge Canal, and thus have much regional stormwater to contend with. Additionally, the sewage from any SECORD development will need to be pumped to the Main Plant, so any and all mitigation of stormwater will be highly valuable to the overall impact on Burlington's sewage treatment plant.

It is important not to eliminate GSI infrastructure from the SECORD agreements, rather it include them for the success of the project.

re. **Article 26-2 Definition: Green infrastructure** is very strong and can be specifically included in the "Proposed ZA-25-03 SEID Stormwater Standards". The current language of "permeable surfaces, Silva cells, and wetlands" can be removed without removing the GSI language for SEID and SECORD. Chapter 26's Green infrastructure *definition* can be used as a performance standard.

2.

re. MARCH 21 , 2025 MEMO Item no. 2

This should be included in the ZA language. Interdepartmental collaboration has already begun and is relevant to the role the city plays in the SECORD project. The city is a key component of the overall development of this project and should take a responsible position vis-à-vis stormwater management to make this more than a greenwashing project.

Per Eleonore Walker's comments : We are working with the planning team to focus instead on creating some sort of green development standard which would look at GSI, but also at other types of green infrastructure and practices that have more ecological benefits, such as habitat creation or being beneficial to pollinators.

PROPOSED LANGUAGE for inclusion of GSI in the SEID / SECORD

PROPOSED ZA-25-03 SEID STANDARDS

Sec. 4.5.6 South End Innovation District Overlay

2 (a) Purpose:

Development is intended to be dense and highly sustainable. Lot coverage standards permit significant development but ~~requires a high degree of permeable surfaces achieved through green stormwater infrastructure is encouraged~~; a rigorous inclusion of GSI green stormwater infrastructure is necessary to manage the volume and impact of stormwater across the District (SEID). The Englesby watershed, current impervious (built) conditions, high water table, subsoil conditions, and Barge Canal wetlands are important factors in designing for this flood prone area of Pine Street and Lakeside.

~~The City of Burlington maintains a rigorous stormwater management program, administered by Chapter 26 of the Code of Ordinances. This ordinance (see 26-2) provides and encouragement and clarity regarding~~ a good definition of Green stormwater infrastructure and use of natural systems in innovative methods. It provides for an array of products, appropriate technologies, and practices to be used in handling stormwater management.

~~13 Development in the SEID must adhere to Chapter 26 and projects are encouraged to incorporate its recommended best GSI management practices where feasible. As the SEID is located primarily on formerly industrial land, soils may be contaminated. As such, the City will advise applicants and coordinate appropriate stormwater management practices on a case-by-case basis through interdepartmental collaboration, and with consultant assistance as needed. The City will create a set of standards for ecological design in development projects as part of this SE Innovation District. These will apply to all current and future projects, especially as the City is a critical part of the development of the SECORD project.~~