



Advisory Committee on Accessibility

Monday, January 12, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Meeting Invite information

<https://zoom.us/j/91356047823?pwd=84T4h4KwAtmyWCa4QOSEVwGVzs0MFw.1>

Meeting ID: 9135647823

Passcode: 410957

1. Call to Order

2. Adopt the Agenda

3. Adopt Minutes

Subject	3.1. Adopt and approve meeting minutes of the November 17th meeting of the Burlington Advisory Committee on Accessibility
Meeting	January 12, 2026 - January Burlington Advisory Committee On Accessibility - Monday, January 12, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont
Category	3. Adopt Minutes
Department	Other
Type	

4. News & Updates

Subject	4.1. Tim Williams – Clarification reporting ADA concerns
Meeting	January 12, 2026 - January Burlington Advisory Committee On Accessibility - Monday, January 12, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont
Category	4. News & Updates
Department	Other

Type

Recommended Action

Subject **4.2. Sophie Sauvé - Pomeroy Park Playground Update**

Meeting January 12, 2026 - January Burlington Advisory Committee On Accessibility - Monday, January 12, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category 4. News & Updates

Department Parks, Recreation, & Waterfront

Type

Recommended Action

5. Public Forum

6. Department of Public Works - Tech Services Downtown ADA parking Study

Subject **6.1. DT ADA Parking Study**

Meeting January 12, 2026 - January Burlington Advisory Committee On Accessibility - Monday, January 12, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category 6. Department of Public Works - Tech Services Downtown ADA parking Study

Department Public Works Department

Type

Recommended Action

7. Other Committee Business

Subject **7.1. Adoption and signing of Open and Accessible Meetings Best Practices Letter**

Meeting January 12, 2026 - January Burlington Advisory Committee On Accessibility - Monday, January 12, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category 7. Other Committee Business

Department Other

Type

Recommended Action

8. Adjournment

Subject **8.1. Motion to adjourn**

Meeting January 12, 2026 - January Burlington Advisory Committee On Accessibility - Monday, January 12, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category 8. Adjournment

Department Council and Board

Type

Recommended Action

9. Informational and Non-Discrimination Statements

Subject **9.1. This agenda is available in alternative formats upon request. Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. 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.**

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Category 9. Informational and Non-Discrimination Statements

Department Council and Board

Type

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**BURLINGTON ADVISORY COMMITTEE ON ACCESSIBILITY
SHARON BUSHOR CONFERENCE ROOM, FIRST FLOOR OF CITY HALL 149 CHURCH
STREET, BURLINGTON, VERMONT
MINUTES OF MEETING
November 17, 2025**

1. Call to Order

1. Call to Order

Meeting Called to order at 304pm pm by Nate Besio

Members of the Committee Present

Joined in Person — Tim Williams (He/Him) — Staff support for the committee

Joined Online — Ashley Parker (She/Her) — Capital Programs Director

Joined in Person — Nate Besio (He/Him) — Representative of the Vermont Center for Independent Living, Committee Chair

Joined Online — Scottie Taylor (They/Them) — Burlington Resident

Joined In Person — Karen Downey (She/Her) — Resident of Burlington and Adjunct Faculty Instructor UVM Occupation Therapy Doctoral Program

Joined Online — John Thomas (He/Him) — Vermont Association for the Blind and Visually Impaired

Joined In Person — Sharon Henault (She/Her) — Resident of Burlington

Joined In Person - Katherine Schad (She/Her) — Chief Administrative Officer and ADA Coordinator

Members of the Committee Not Present

Lisa Black(She/Her) — Disabled physician's assistant, a board-certified patient advocate, licensed ADA coordinator, Committee Co-Chair

Other Guests Present

Joined Online — Sophie Sauve (She/Her) — Burlington Parks Recreation and Waterfront

Joined In Person — Jon Adam-Kolitz (He/Him) — Burlington Parks Recreation and Waterfront

2. Adopt the Agenda

2. Adopt the Agenda

Motioned by Karen, seconded by John

Final Resolution: Motion Passes

Yes: Unanimous

3. Adopt Minutes

3. Adopt Minutes

Subject

3.1. Draft minutes of the October 27th meeting of the Burlington Advisory Committee on Accessibility

Meeting

November 17, 2025 - Burlington Advisory Committee On Accessibility - Monday, November 17, 2025, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category

3. Adopt Minutes

Department

Other

Type

3.1. Draft minutes of the October 27th meeting of the Burlington Advisory Committee on Accessibility

Motioned by Tim, seconded by Karen

Final Resolution: Motion Passes

Yes: Unanimous

4. News & Updates

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Subject

4.1. Update from Chair Besio on new members for consideration for appointment to the committee

Meeting

November 17, 2025 - Burlington Advisory Committee On Accessibility - Monday, November 17, 2025, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category

4. News & Updates

Department

Other

Type

Recommended Action

4.1. Update from Chair Besio on new members for consideration for appointment to the committee

Nate shared that he has spoken with some people who may be interested in joining the committee and highlighted the benefit of adding the three additional members that are allowed at the committee's discretion for the purposes of maintaining a needed quorum of 7 voting members for a meeting.

Subject

4.2. Update on availability of FY25 funds to support a mural project in collaboration with BPRW at Schifilliti Park's path.

Meeting

November 17, 2025 - Burlington Advisory Committee On Accessibility - Monday, November 17, 2025, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category

4. News & Updates

Department

Other

Type

Recommended Action

4.2. Update on availability of FY25 funds to support a mural project in collaboration with BPRW at Schifilliti Park's path.

Update was shared that monies from the previous FY are no longer available to the committee, and that this FY the committee has access to 5k, and was reminded that the FY ends June 30th 2025.

5. Public Forum

5. Public Forum

A member of the public was present but, when given the opportunity, did not elect to address the committee at that time. The public forum closed at 311pm.

6. Work Session - Open and Accessible Meetings Best Practices memo

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The committee discussed the draft memo provided, and comments/ edits provided by Ashley. The focus of the conversation was identifying the correct audience for the memo, and possibly providing some resources within the memo. An edited version would be shared that incorporated edits discussed in the meeting and those provided in advance by Ashley, and would be reviewed and voted on at the next meeting of the committee.

Subject

6.1. Recommended Accessibility Best Practice Memo

Meeting

November 17, 2025 - Burlington Advisory Committee On Accessibility - Monday, November 17, 2025, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category

6. Work Session - Open and Accessible Meetings Best Practices memo

Department

Other

Type

Recommended Action

6.1. Recommended Accessibility Best Practice Memo

Subject

6.1. Recommended Accessibility Best Practice Memo - AP edits

Meeting

November 17, 2025 - Burlington Advisory Committee On Accessibility - Monday, November 17, 2025, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category

6. Work Session - Open and Accessible Meetings Best Practices memo

Department

Other

Type

Recommended Action

6.1. Recommended Accessibility Best Practice Memo - AP edits

7. Adjournment

7. Adjournment

Motioned by Sharon, seconded by Tim
Final Resolution: Motion Passes
Yes: Unanimous

Subject **7.1. Motion to adjourn**

Meeting November 17, 2025 - Burlington Advisory Committee On Accessibility - Monday,
November 17, 2025, 3:00 PM, Sharon Bushor Conference Room, first floor of City
Hall 149 Church Street, Burlington, Vermont

Category 7. Adjournment

Department Council and Board

Type

Recommended Action

7.1. Motion to adjourn



8. Informational and Non-Discrimination Statements

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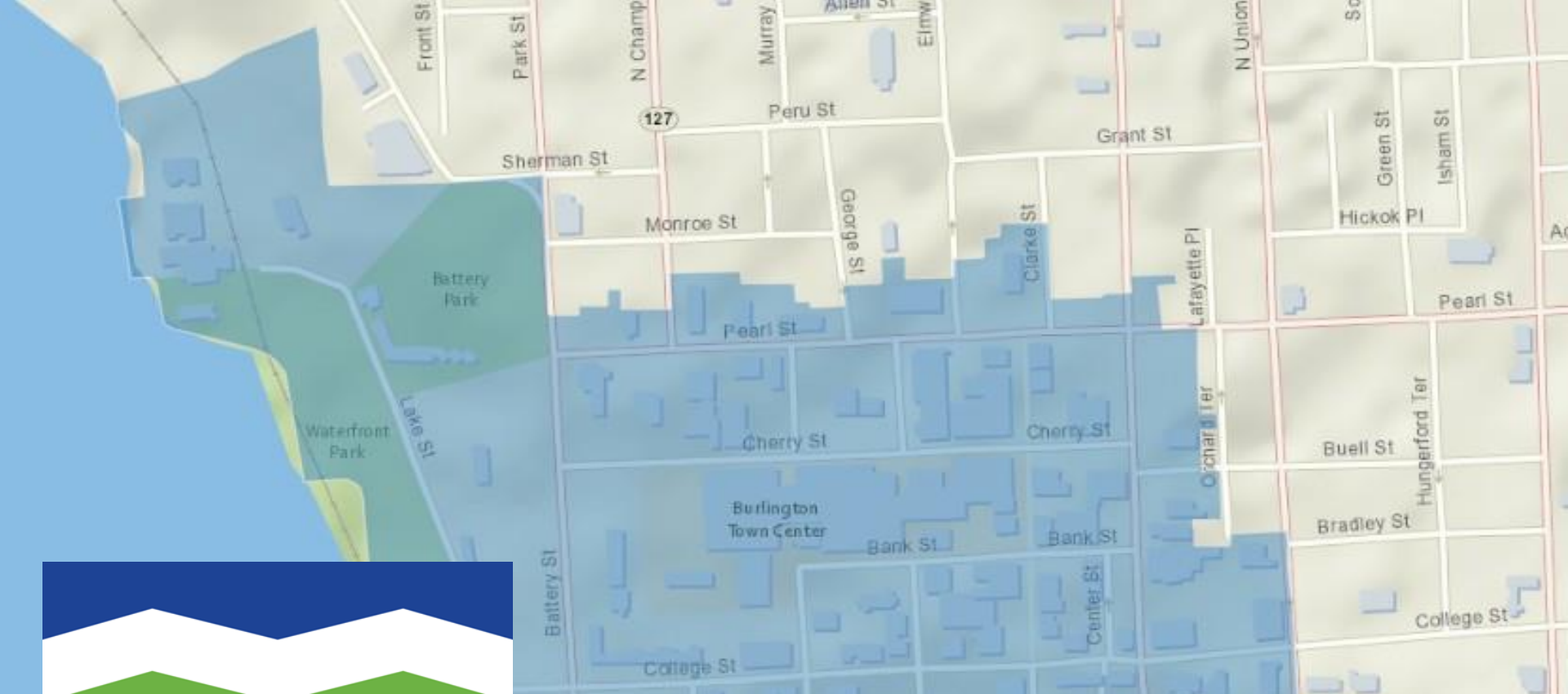
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Department Council and Board

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Downtown Accessible (ADA) Parking Study

Burlington Advisory Committee On Accessibility (BACA)

Monday, January 12th, 2026



Agenda



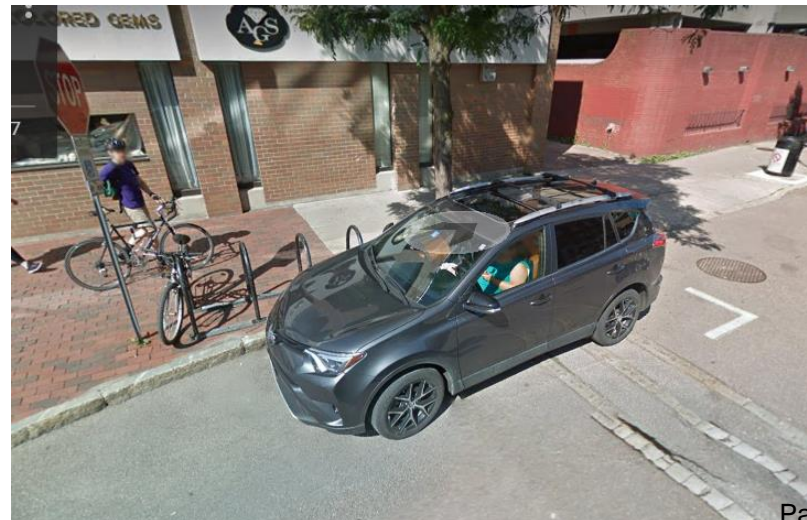
- Purpose & Background
- ADA Parking Basics
- Study Area
- Next Steps & Committee Discussion

Purpose & Background



Purpose:

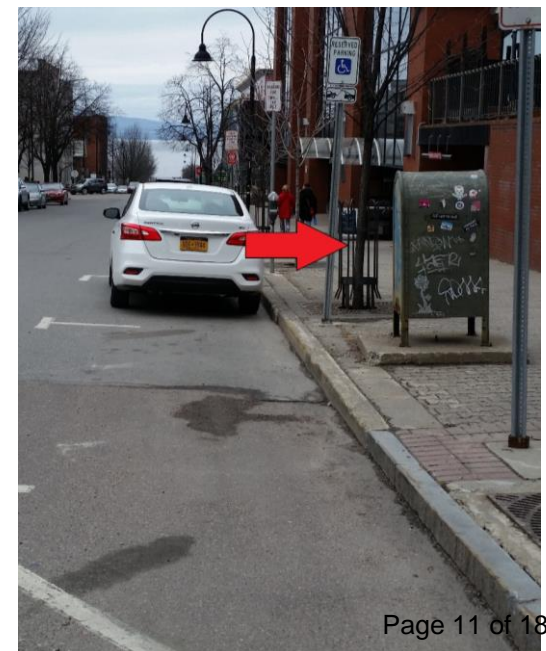
- Recent curb, construction, and downtown changes warrant an update
- ADA compliance is a federal requirement, not optional
- Downtown is a high-demand destination for residents and visitors
- Accessible parking is often the first and last link in a person's trip downtown



Purpose & Background



- City completed a downtown ADA parking review in 2018
- Improvements included re-stripping, signage updates, and space adjustments
- This study builds on that work
- Conditions and standards have changed since 2018



ADA Parking Basics



Standard accessible stall width: 8 feet minimum

Access aisle: 5 feet minimum (8 feet for van-accessible spaces)

Van-accessible stall: 11 feet stall with 5 foot aisle or 8 foot stall with 8 foot aisle

Vertical clearance (van spaces): 98 inches minimum

Slope: Maximum 2 percent in any direction for stall and access aisle

Surface: Firm, stable, slip-resistant

Signage: Vertical sign with International Symbol of Accessibility mounted so bottom of sign is at least 60 inches above ground



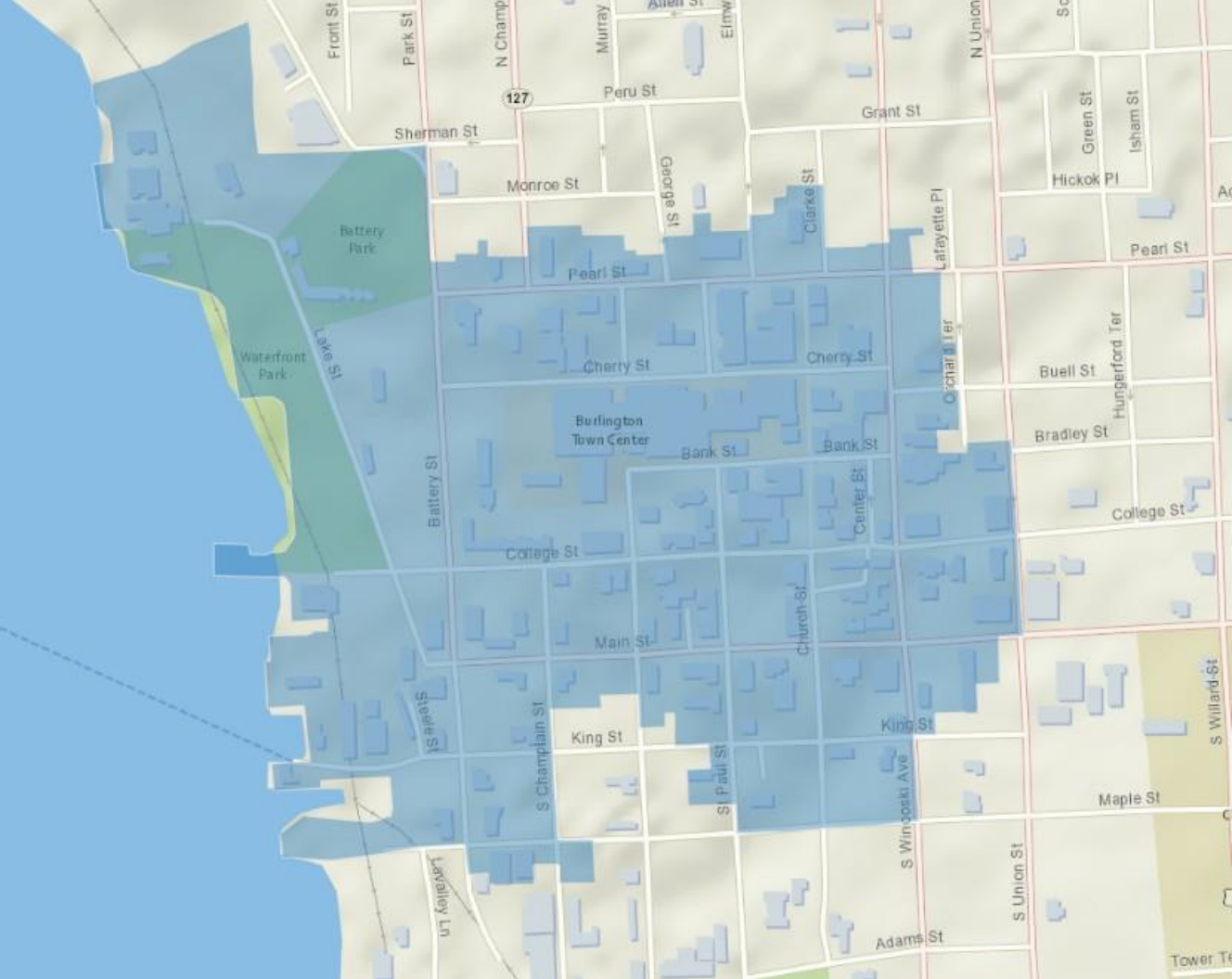
Reasonable Accommodations



- Downtown Burlington has limited space and competing demands for access
- In some locations, meeting every ADA design standard may not be feasible due to physical constraints
- ADA recognizes the concept of **reasonable accommodation**
- A reasonable accommodation is a practical and feasible modification to rules, policies, or practices that provides access for a person with a disability
- The City must make reasonable accommodations to provide an equal opportunity to access and use public facilities, services, or spaces
- When full compliance is not achievable, the City seeks the best achievable, defensible solution that improves access



Study Area

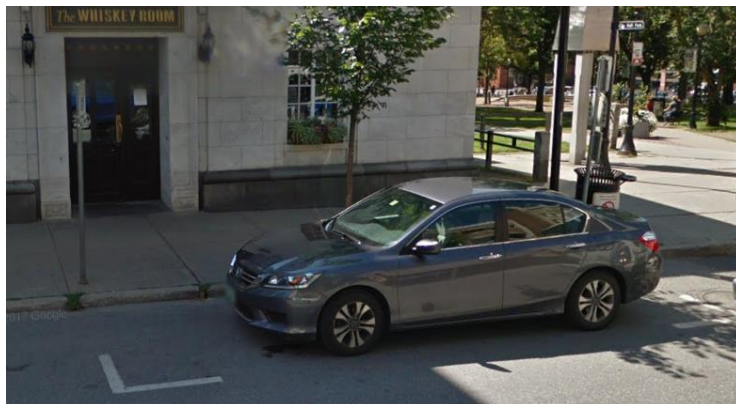


City of Burlington Designated Downtown Core

Next Steps



- Wait until spring thaw to conduct the field study
- Staff will review existing accessible spaces to see if adjustments or relocations are needed
- Identify areas that may require new accessible spaces
- Gather feedback from residents, visitors, and stakeholders
- Use findings to prioritize improvements and guide future actions





Thank you! Questions?

Phillip Peterson, PE

Senior Transportation Engineer & Planner

ppeterson@burlingtonvt.gov

(802)598-8356

Date:

To: Mayor, Emma Mulvaney-Stanak,

CC: Chief Administrative Officer, Katherine Schad

From: Burlington Advisory Committee on Accessibility

Subject: Open and Accessible Meetings - Recommended Best Practices

Dear Mayor Mulvaney-Stanak,

Since the resolution passed approximately one year ago recognizing the Burlington Advisory Committee on Accessibility as a formal City Committee, our members have been working diligently to support the City of Burlington in becoming increasingly open and accessible to all people with disabilities. We will soon be outlining these accomplishments in our annual report.

Looking ahead, we are focusing on several goals for the upcoming year. One key priority is ensuring that all City of Burlington public meetings follow consistent best practices that promote accessibility for people of all abilities.

It has come to our attention that there are inconsistencies across departments regarding how open meetings are made accessible to the public. To address this, we would like to provide all City departments with updated recommendations on best practices related to accessibility so that all residents are better able to participate.

In developing these recommendations, we reviewed several national and municipal resources on accessibility best practices and engaged in committee discussions informed by members' lived experiences.

We respectfully recommend that the following best practices be implemented for all public meetings to ensure broad accessibility:

- Speakers should identify themselves prior to speaking, including when addressing other committee members or offering remarks on agenda items.
- Provide clear instructions for accessing meeting locations, including information on physical accessibility for those using mobility aids. For hybrid meetings, ensure clear instructions on how to join and participate online.
- Adjust meeting agendas so that information about obtaining materials in alternate formats (e.g., minutes, presentations, agendas) is displayed prominently.
- Maintain meeting minutes and presentation materials in formats compatible with commonly used screen readers.
- Ensure closed captioning is active and available whenever possible—both for online participants and for those attending in person.
- To improve comprehension for individuals with cognitive or language-processing disabilities, maintain minutes, presentations, and discussion summaries at an approximate fifth-grade comprehension level.
- Thank you for your consideration and support in ensuring that the Queen City is accessible to people of all abilities. We look forward to your response.

Sincerely,

City of Burlington Accessibility Committee