

Ordinance Committee
Thursday, December 18, 2025
Bushor Conference Room Conference Room
or Remote via Zoom. Burlington, Vermont
DRAFT MINUTES

Members Present: Councilor Bergman (Chair), Councilor Carpenter, Councilor Barlow, Councilor Kane

Staff Present: Kim Sturtevant (Assistant City Attorney), Bill Ward (Director of DPI), Charles Dillard (Director of Planning), Sarah Morgan (Planning), Scott Gustin (Zoning), Nancy Stetson (Planning)

Public Present: Sharon Bushor, Sabrina

Meeting called to order at 4:33 PM.

1. Adopt the Agenda
1.1 Adopt the Agenda

Motion to Adopt Agenda.

Motion by Councilor Barlow, Seconded by Councilor Carpenter.

Final Resolution: Motion Passes

Yes: Unanimous

2. Adopt Draft Minutes
2.1 Adopt Draft Minutes from November 20th.

Motion to Adopt the Draft Minutes from 11/20.

Motion by Councilor Barlow, Seconded by Councilor Carpenter.

Final Resolution: Motion Passes

Yes: Unanimous

2.2 Adopt Draft Minutes from December 5th.

Motion to Adopt the Draft Minutes from 12/5.

Motion by Councilor Barlow, Seconded by Councilor Carpenter.

Final Resolution: Motion Passes

Yes: Unanimous

3. Public Forum

Sharon Bushor: I have concerns about the zoning amendment. The changes to the ground floor entries will be significant and will change the character of the South End. Developers are doing what was originally proposed for the SEID over in South Burlington, so why can't we? I think this change should be considered more than a minor change.

4. ZA-26-01 Technical Changes and Corrections

Sarah Morgan gave an overview of the zoning amendment changes. Amendment materials are available in the agenda packet on CivicClerk.

Motion to approve the changes to Line 119 of ZA-26-01.

Motion by Councilor Barlow, Seconded by Councilor Kane.

Final Resolution: Motion Passes

Yes: Unanimous

Councilor Bergman proposed adding an example or other appropriate language to clarify the definition of “loss” in Sec. 9.2.2. All councilors agreed.

Motion to refer the draft ordinance, with the changes to Sec. 9.2.2, back to the full City Council for a second reading with a recommendation for adoption.

Motion by Councilor Barlow, Seconded by Councilor Carpenter.

Final Resolution: Motion Passes

Yes: Unanimous

5. Fuel Purchase Ordinance Discussion

Bill Ward described the investigation he did regarding this draft ordinance and delivered a letter to each of the 11 gas stations in the City. He said that Cumberland Farms already have a notice about the hold policy and they said that is the bank’s policy to hold up to \$100 for up to a week for a fuel purchase. He also offered a photo of the Cumberland Farms’ notice. He said that the gas station staff said it isn’t an individual station decision and the holds are from the credit or debit card company/bank.

Councilor Carpenter said she would like to set a public hearing on requiring a notice. She said this seems to be a good consumer practice and would be easy to implement. All councilors agreed.

All councilors agreed to have a public hearing on February 6th, 2026 2-4PM.

6. Private Parking Lot Terms and Rates Ordinance Discussion

Move that the Ordinance Committee find that premature general public knowledge of legal advice regarding Agenda Item 6 would clearly place the City at a substantial disadvantage.

Motion by Councilor Carpenter, Seconded by Councilor Barlow.

Final Resolution: Motion Passes

Yes: Unanimous

Based upon that finding, move that the Ordinance Committee go into executive session to receive confidential attorney-client communications for Agenda Item 6. 1 VSA §313(a)(1)(F).

Motion by Councilor Barlow, Seconded by Councilor Carpenter

Final Resolution: Motion Passes
Yes: Unanimous

Motion to come out of Executive Session.
Motion by Councilor Barlow, Seconded by Councilor Carpenter
Final Resolution: Motion Passes
Yes: Unanimous

All councilors agreed to hold a public hearing on this agenda item on February 6, 2026.

Councilors Bergman and Carpenter both said they would like both the property owners and the parking management companies to be responsible under the draft ordinance.

Councilor Barlow said he would like the parking signs to make it very obvious that the lot is privately owned and not owned by the City.

All councilors agreed to a progressive fine system once the notice period has expired.

Sharon Bushor asked if victims of parking issues can be reimbursed or receive compensation. Councilor Bergman said a private right of action already exists in the charter.

7. Financial Disclosure Ordinance Discussion

The Committee did not have the time to get to item 7.

8. Any Other Committee Business

The scheduled meeting for January 2, 2026 is cancelled.

9. Adjournment

Motion to adjourn.
Motion by Councilor Barlow, Seconded by Councilor Carpenter
Final Resolution: Motion Passes
Yes: Unanimous

The meeting was adjourned at 6:33 PM.