



**Thursday, January 15, 2026, 4:30 PM, Bushor Conference Room 1st Floor, City Hall OR  
REMOTELY via ZOOM**

**When: Jan 15, 2026 04:30 PM Eastern Time (US and Canada)  
Topic: Ordinance Committee Meeting**

**Join from PC, Mac, iPad, or Android:**

<https://zoom.us/j/94079090915?pwd=nlbfOTCOe4Jv0QRzHfvbxmlO5aWqQB.1>

**Passcode:300238**

**Phone one-tap:**

**+13052241968,,94079090915#,,,,\*300238# US**

**+13092053325,,94079090915#,,,,\*300238# US**

**Join via audio:**

**+1 305 224 1968 US**

**+1 309 205 3325 US**

**+1 312 626 6799 US (Chicago)**

**+1 646 931 3860 US**

**+1 929 205 6099 US (New York)**

**+1 301 715 8592 US (Washington DC)**

**+1 386 347 5053 US**

**+1 507 473 4847 US**

**+1 564 217 2000 US**

**+1 669 444 9171 US**

**+1 669 900 6833 US (San Jose)**

**+1 689 278 1000 US**

**+1 719 359 4580 US**

**+1 253 205 0468 US**

**+1 253 215 8782 US (Tacoma)**

**+1 346 248 7799 US (Houston)**

**+1 360 209 5623 US**

**Webinar ID: 940 7909 0915**

**Passcode: 300238**

**International numbers available: <https://zoom.us/u/adkzQRVAw>**

## **1. Agenda**

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### **1.1. Motion to amend/adopt agenda**

## **2. Adopt Draft Minutes**

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<b>Subject</b>	<b>2.1. Adopt Draft Minutes from 12/18</b>
Meeting	January 15, 2026 - Ordinance Committee Meeting Agenda - Thursday, January 15, 2026, 4:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	2. Adopt Draft Minutes
Department	Council and Board

Type

Recommended Action

### **3. University Exemption for Periodic Minimum Housing Inspection Ordinance Discussion**

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**Subject** **3.1. Dormitory Executive Session**

Meeting January 15, 2026 - Ordinance Committee Meeting Agenda - Thursday, January 15, 2026, 4:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 3. University Exemption for Periodic Minimum Housing Inspection Ordinance Discussion

Department Council and Board

Type

Recommended Action Executive Session to receive confidential attorney-client communications for the purpose of providing professional legal services to the Committee  
Motion 1: Move that the Ordinance Committee find that premature general public knowledge of legal advice would clearly place the City at a substantial disadvantage;  
Motion 2: Based upon that finding, move that the Ordinance Committee go into executive session to receive confidential attorney-client communications.  
1 VSA §313(a)(1)(F). Persons included for the executive session will be the Committee, Assistant City Attorney Kim Sturtevant, and DPI Director Bill Ward.

**Subject** **3.2. Presentation - Bill Ward**

Meeting January 15, 2026 - Ordinance Committee Meeting Agenda - Thursday, January 15, 2026, 4:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 3. University Exemption for Periodic Minimum Housing Inspection Ordinance Discussion

Department Permitting & Inspections

Type

Recommended Action

**Subject** **3.3. Presentation - UVM Admin**

Meeting January 15, 2026 - Ordinance Committee Meeting Agenda - Thursday, January 15, 2026, 4:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 3. University Exemption for Periodic Minimum Housing Inspection Ordinance Discussion

Department Council and Board

Type

Recommended Action

**Subject** **3.4. Presentation - UVM Student Tenant Union**

Meeting January 15, 2026 - Ordinance Committee Meeting Agenda - Thursday, January 15, 2026, 4:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 3. University Exemption for Periodic Minimum Housing Inspection Ordinance Discussion

Department Council and Board

Type

Recommended Action

**Subject 3.5. University Exemption for Periodic Minimum Housing Inspection Ordinance Discussion**

Meeting January 15, 2026 - Ordinance Committee Meeting Agenda - Thursday, January 15, 2026, 4:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 3. University Exemption for Periodic Minimum Housing Inspection Ordinance Discussion

Department Council and Board

Type

Recommended Action

#### **4. Public Forum**

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**Subject 4.1. Verbal Comments regarding only University/College Minimum Housing unless time permits otherwise**

Meeting January 15, 2026 - Ordinance Committee Meeting Agenda - Thursday, January 15, 2026, 4:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 4. Public Forum

Department Council and Board

Type

#### **5. Any Other Committee Business**

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**Subject 5.1. Any Other Committee Business**

Meeting January 15, 2026 - Ordinance Committee Meeting Agenda - Thursday, January 15, 2026, 4:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 5. Any Other Committee Business

Department Council and Board

Type

Recommended Action

#### **6. Adjournment**

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**Subject 6.1. Motion to adjourn**

Meeting January 15, 2026 - Ordinance Committee Meeting Agenda - Thursday, January 15, 2026, 4:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 6. Adjournment

Department Council and Board

Type

Recommended Action

**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 20<sup>th</sup>.**

*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 5<sup>th</sup>.**

*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 6<sup>th</sup>, 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.



**PERMITTING & INSPECTIONS**

645 Pine Street, Ste. A | PO Box 849  
Burlington, VT 05402-0849

Housing: (802) 863-0442  
Trades: (802) 863-9094  
Zoning: (802) 865-7188

**Self-Certification Form for University and College Dormitories**

**Staff Information**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone # \_\_\_\_\_

**Self-Certification**

I certify that University/College conducts regular inspections of dorms as part of a comprehensive inspection program. The inspection program complies with the checklist of property standards provided by the Department of Permitting and Inspections.

This annual certification is for the **calendar year/school year** from \_\_\_\_\_ to \_\_\_\_\_.

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



# Guideline Checklist of Property Standards for Rental Property Owners

\*\*\*This list is meant to serve as a general guide for rental property standards. It includes the most commonly cited problems at rental properties. It is not an exhaustive list; more detailed information is available in the City of Burlington Code Ordinance.\*\*\*

Property Address: \_\_\_\_\_

Has State of Vermont IRC (lead paint) statement been filed?

*(only applies to structures built prior to 1978)*

Is heating systems natural gas, oil, or kerosene?

Yes / No

If YES, has heating system been inspected and tagged with a City of Burlington Heating Certification Tag?

## FOUNDATION, EXTERIOR WALLS AND ROOF

CONDITION	PASS	FAIL	IF FAIL, NOTE LOCATION
Cracks, leaks or opening in siding, trim or roof			
Holes, breaks or loose or rotting boards			
Conditions that admit rain			
Crack or peeling paint in excess of one square foot (exterior)			

## WINDOWS AND EXTERIOR DOORS AND FRAMES

CONDITION	PASS	FAIL	IF FAIL, NOTE LOCATION
Window that doesn't fit frame, not weather tight			
Weather stripping absent or in disrepair			
Broken window panes or missing/damaged glazing putty			
Window hardware or locks not fully functional or absent			
Window not easily opened/held open with hardware			
Required lock on 1 <sup>st</sup> floor windows or exterior doors missing			
Storm windows absent in single pane windows			
Holes/cracks or damage to window frame/door			
Pre-1978 windows without required window well inserts			

## FLOORS, INTERIOR WALLS AND CEILINGS

CONDITION	PASS	FAIL	IF FAIL, NOTE LOCATION
Damaged/unsanitary surface conditions of floors/walls/ceilings			
Holes, cracked or loose plaster/ decayed wood			
Crack or peeling paint in excess of one square foot (interior)			
Water damage to floors/ceilings or walls			
Bathroom or kitchen floors not impervious to water			

## CLEAN AND SANITARY EXTERIOR CONDITIONS

CONDITION	PASS	FAIL	IF FAIL, NOTE LOCATION
No common trash facilities/ no trash pick-up provided			
Trash facilities inadequate, not separate / uncovered			
Unsanitary condition of trash area(ex. overflowing) or yard			
Garbage/trash/recycling on greenbelt or sidewalk			
Trash/recycling in front yard or greenbelt beyond pickup date			
Improper separation/containment or trash			
Rubbish, junk, refuse...uncontained			



PERMITTING & INSPECTIONS

HOUSING DIVISION

645 Pine Street

Burlington, VT 05401

STAIRS, PORCHES, RAILINGS

CONDITION	PASS	FAIL	IF FAIL, NOTE LOCATION
Interior/exterior stairway without handrail			
Handrail damaged or unsafe to use			
Stair treads/risers worn, broken warped or loose			
Insufficient stability to stairway or porch			
Decayed/damaged wood on stairway or porch			

HEATING AND COOKING FACILITIES

CONDITION	PASS	FAIL	IF FAIL, NOTE LOCATION
Room/area does not meet minimum of 65 degrees			
Heating to adequate temperature causes overheating			
Portable cooking equip. used inside building/porch/balcony			
Insufficient clearance between heating equip. and combustibles			
Safety controls for fuel burning equip. not maintained/ functioning			
Fuel burning equip. not connected to chimney/flue/vent			
Prohibited portable heating equip. (kerosene/gasoline)			
Mechanical equip. not maintained/safe/working order			
Heating or cooking equip. with fire/health or accident hazard			
Heating costs being billed by estimate - no separate facilities			
Heating costs being improperly allocated			

PLUMBING FIXTURES AND CONNECTIONS, WATER HEATING FACILITIES

CONDITION	PASS	FAIL	IF FAIL, NOTE LOCATION
Lack of adequate private toilet facilities/lavatory facilities			
Lack of separate kitchen sink			
Flow less than 3 gallons per minute on sustained basis			
Adequate hot water – must be at least 110 degrees			
Plumbing fixture or vent drain obstructed			
Plumbing fixture or vent drain leaking or defective			

ELECTRICAL OUTLETS AND FIXTURES

CONDITION	PASS	FAIL	IF FAIL, NOTE LOCATION
Room without 2 separate/remote outlets or 1 outlet 1 light fixture			
Kitchen without 3 separate/remote outlets – 2 outlets & 1 fixture			
Bathroom/laundry room without outlet & light fixture			
Common area (ex. hallway, storage room) without light			
Electrical equip., wiring, fusing, or appliance maintained incorrectly			
Electrical wires not properly maintained			
Extension cords being used as permanent wiring			
Knob and tube wiring (requires certification – licensed electrician)			
Common electrical facilities without individual circuit or meter (paid by owner)			
Inadequate electrical service or electrical hazard present			
Electrical work without evidence of electrical permit			

\*\* Highlighted sections are our most common deficiencies found during inspections



APPLIANCES, FIXTURES, HEATING DEVICES AND SYSTEMS, UTILITIES, CHIMNEYS

CONDITION	PASS	FAIL	IF FAIL, NOTE LOCATION
Incorrectly installed or maintained appliance			
Incorrectly installed or maintained plumbing fixture			
Incorrectly installed heating device or fixture			
Incorrectly installed or maintained utility			
Incorrectly installed chimney or smoke pipe			
Discontinued water, heat or electrical services			
Discontinued Plumbing, heating or electrical equipment			

MINIMUM HABITABLE SPACE

CONDITION	PASS	FAIL	IF FAIL, NOTE LOCATION
Less than 150 square feet habitable area in unit			
Less than additional 100 sq. feet for each additional occupant up to 3			
Less than 50 sq. feet for each 4 <sup>th</sup> and additional occupant beyond 4			
Less than 70 sq. feet habitable area for first occupant in sleeping area			
Less than 50 sq. feet per occupant for sleeping area (more than 1 person)			

INTERIOR ENVIRONMENT-SPACE, LIGHT, VENTILATION, SANITATION

CONDITION	PASS	FAIL	IF FAIL, NOTE LOCATION
Occupied room without window opening to the outdoors			
Minimum ventilation of opened window less than 4% floor area			
Sleeping room window less than 8% floor area			
Bathroom window less than 2 square feet			
Bathroom without window and/or fan, sufficient ventilation			
Inadequate lighting or ventilation in common hallway			
Cellar being used as habitable space			
Basement being used as habitable space without meeting requirements			
Unsanitary conditions in dwelling unit			
Rodent damage or evidence of rodent infestation			

EGRESS

CONDITION	PASS	FAIL	IF FAIL, NOTE LOCATION
Third floor (or higher) unit is without second means of egress			
Egress path stairway without handrail, handrail damaged unsafe			
Doors for required egress not easily opened, uses key lock or locks from outer side			
Path of egress blocked by storage, debris, trash, snow, ice, etc.			
Required egress leads through another unit or bathroom			
Path of egress unsafe or unusable			



PERMITTING & INSPECTIONS

HOUSING DIVISION  
645 Pine Street  
Burlington, VT 05401

SMOKE DETECTORS, FIRE PROTECTION

CONDITION	PASS	FAIL	IF FAIL, NOTE LOCATION
Smoke detectors are not hardwired			
Interconnected photoelectric smoke detectors required in each sleeping room			
Interconnected photoelectric smoke/CO detectors required on each floor of unit/building			
Installed but not maintained in proper working condition (ex. batteries absent or unit unplugged)			
Smoke/CO detector not recognized by national testing/listing agency			
Fire protection system (required by Fire Department – sprinklers?)			
Installed but not maintained in proper working condition			
2.5lb. ABC fire extinguisher absent/not wall mounted in path of egress			

STORED OR OTHER ACCUMULATION & OBSTRUCTION OF EGRESS

CONDITION	PASS	FAIL	IF FAIL, NOTE LOCATION
Waste, refuse or other materials stored in path of egress			
Combustible refuse accumulated and stored on premises			
Flammable materials, paint, oil cleaning fluid stored on premises			
Garbage, trash, recycling or debris stored in yard			
Trash or recycling left in front yard beyond pick up period			
Abandoned/unregistered vehicles, appliances, furniture or construction debris left in yard			
Accumulation/storage with coverage in yard excess of 50 square feet			
Accumulation/storage with coverage in yard greater than 6 feet high			
Accumulation/storage in yard in violation of setback regulations			

OTHER

CONDITION	PASS	FAIL	IF FAIL, NOTE LOCATION
Property not registered as a rental			
Rental Registration/re-inspection fees past due			
Rental Registration not complete/missing information			
No local (within Chittenden County) property manager/ service of process or emergency contact			
Property does not meet weatherization requirements			
Property not registered as a short term rental, or does not meet short term rental requirements			



October 28, 2025

Emma Mulvaney-Stanak  
Mayor, City of Burlington  
149 Church Street  
Burlington, VT 05401

Mayor Mulvaney-Stanak,

The University of Vermont has a comprehensive portfolio of inspection programs, as well as robust processes, procedures and staffing in support of providing safe, efficient, maintained, comfortable and even beautiful spaces at UVM where people can feel inspired to learn, teach, research, work, live, and play. On our historic campus, some of our facilities are pre-1978, and we have additional processes related to those facilities. Our residence halls and dining areas have served many students over the years, and, of course, they experience student wear and tear. We understand that we must always strive to maintain and improve them, however, and to address any student needs or concerns. We made significant improvements to many residence halls and dining areas this summer in response to student requests. Below is a summary of the relevant services provided at the University. Please accept this letter as our annual certification of inspection.

### **Residence Hall Facilities Inspection Summary**

Student rooms are inspected in May when the students leave campus. If a room is vacated at the end of the Fall semester, that room is inspected over the winter break. Hallways, bathrooms, common rooms, and other shared spaces are also inspected at this time. The inspections performed by professional University Housing staff include:

- Accounting for and assessing all furniture for soundness and safety.
- Evaluating the soundness and safety of the following:
  - Life Safety equipment, such as thermostats, smoke detectors, and sprinkler heads.
  - Windows, screens, safety tabs, including an assessment of proper window operation.
  - Floor, walls, ceilings and ceiling tiles.
- Testing doors, locks, and hardware.
- Testing outlets, overhead lights and fixtures.
- Inspecting heat registers.

- Inspecting showers, sinks, and toilets.
- Inspecting shower and tub grout/caulking and drains.

After each building/complex is assessed, minor items are repaired by University Housing maintenance staff. Major repair items are submitted to Facilities Management. The Facilities Management team includes licensed and certified personnel in a wide variety of trades, including plumbers, electricians and HVAC technicians.

Custodial Services staff clean the building, including dorm rooms, bathrooms, hallways, common rooms, and other shared spaces. University Housing staff inspect the building, including dorm rooms, for cleanliness before students move back in. Cleaning of common areas occurs regularly. Cleaning of dorm rooms occurs before a new occupant moves in.

### **Other Inspections and Services**

The Division of Safety & Compliance includes the University Fire Marshall, as well as the departments for Environmental Health & Safety, Risk Management, and Compliance Services. A wide variety of regular inspections are performed by this division, including identifying, evaluating, and mitigating risks across campus. The following inspections and services are performed by Division of Safety & Compliance and Facilities Management, with support from certified and licensed staff and contractors.

- Periodic inspections of Residence Halls, which are designed to correct any fire and life safety hazards including blocked egress, combustible storage, extension cords, etc.
- The annual Inspection, Repair and Cleaning (IRC) for pre-1978 residential rental properties or childcare facilities is conducted and submitted to the Vermont Department of Health. Inspections to identify other lead paint concerns are also conducted on an as-needed basis.
- Inspections for mold, moisture, and indoor air quality occur following unplanned events (i.e. flood, fire and other damage). These inspections are also conducted when there is a complaint or concern regarding odors and potential mold.
- Fire Extinguishers are visually inspected monthly. Testing and changing seals/tags occurs on an annual basis.
- Emergency Lighting is tested monthly and annually.
- Fire alarm and sprinkler systems are tested and inspected annually, including periodic testing of tamper and main flow alarms and visual inspection.
- Smoke and Carbon Monoxide Detectors undergo semi-annual testing and battery replacement.



- Fire Pumps are tested monthly.
- Kitchen Hood Suppression systems are inspected monthly.
- Emergency Phones are tested periodically.
- Elevators receive CAT1 inspections annually and CAT5 tests on a 5-year cycle. Mack Brothers is our current elevator contractor. They use a monthly preventative maintenance program and conduct proactive repairs.
- The Building Controls Specialists team is responsible for maintaining, operating, and upgrading the central building controls systems which monitor air handling units, temperature gauges and various alarms throughout campus. The system monitors about 100,000 networked system “points” located throughout campus buildings.

We also have a process to ensure that any concerns can be reported to and addressed by our staff. In the event that a concern is emergent, we have an “SOS” center to provide a timely response.

- Planon is UVM's enterprise-wide Integrated Work Management Software (IWMS). This software allows students, faculty, and staff to report issues campus-wide at any time.
- The Service Operations Support (SOS) team is the center of communications and work control for Physical Plant. Students, faculty, and staff are encouraged to call SOS 24/7/365 for emergency issues and repairs related to facilities.
- UVM contracts with Ehrlich Pest Control to address issues related to pests. Students, faculty, and staff can log concerns on Planon or call SOS to initiate pest control services.

We would be happy to meet if that would be helpful.

Thanks,

A handwritten signature in cursive script that reads 'Amanda Clayton'.

Amanda Clayton, PE  
Executive Director of Facilities Management  
University of Vermont  
Marsh Hall | Room 012  
31 Spear Street | Burlington, VT 05405  
Office: (802) 656-1079 | [Amanda.Clayton@uvm.edu](mailto:Amanda.Clayton@uvm.edu)

**Resolution Relating to**

THE ADEQUACY OF THE EXEMPTION FOR  
UNIVERSITY OR COLLEGE DORMITORIES FROM THE  
MINIMUM HOUSING CODE REQUIREMENT FOR  
PERIODIC INSPECTIONS TO THE CITY’S MINIMUM  
HOUSING STANDARDS

**RESOLUTION 6.4**

Sponsor(s): Councilor(s) *Broderick,  
Bergman, Grant, Kane, Litwin, and  
Neubieser*

Introduced: 11/17/25

Referred to: \_\_\_\_\_

Action: adopted

Date: 11/17/25

Signed by Mayor: 11/18/25

**CITY OF BURLINGTON**

In the year Two Thousand Twenty-five.....

Resolved by the City Council of the City of Burlington, as follows:

1 That WHEREAS, the health and safety of students in the city is of great importance to the City Council,  
2 which seeks to ensure the college and university dormitories are healthy, safe, and habitable places to reside;  
3 and

4 WHEREAS, Burlington’s Minimum Housing Ordinance in Section 18-16 excludes from required city  
5 minimum housing inspections “university and college dormitories that conduct regular, comprehensive  
6 inspection programs and annually certify compliance with the minimum housing standards ordinance to the  
7 [city’s] enforcement agency.”; and

8 WHEREAS, city inspections of these dormitories are done “only upon complaint or upon request of  
9 the owner thereof [e.g., the University of Vermont (‘UVM’) or Champlain College]”; and

10 WHEREAS, the city encourages all tenants, including on-campus students, to file complaints about  
11 suspected minimum housing standards violations to the Department of Permitting and Inspections (‘DPI’);  
12 and

13 WHEREAS, while UVM and Champlain College provide information on their own complaint  
14 processes to its dorm-residing students, they don’t make readily available information regarding the process to  
15 complain to the city about habitability issues on either institution’s housing website or in their housing  
16 agreements; and

17 WHEREAS, DPI has not been sent records of certifications by UVM that demonstrates it has  
18 conducted the required regular, comprehensive inspection programs annually and annually certified  
19 compliance with the city’s minimum housing standards ordinance; and

20 WHEREAS, in response to an inquiry by DPI regarding the City’s certification requirement, UVM  
21 submitted communications dated February 7, 2025 and February 20, 2025 (Attached) attesting that the  
22 university’s “efforts ensure the health and safety of the students living in our 36 residential buildings, address  
23 issues on a timely basis, and align with the goals of the minimum housing standards ordinance” and certified  
24 that “residence halls are in good shape and fully acceptable to house students.”; and

\* \* \* \* \*

ORIGINAL

**DISTRIBUTION:**

I hereby certify that this resolution has been sent to the following department(s) on

RESOLUTION RELATING TO

.....  
.....  
.....

**Adopted by the City Council**

....., 20.....

..... Clerk

Approved....., 20.....

..... Mayor

Vol. .... Page .....

**Attest:**

\* \* \* \* \*

Resolution Relating to

THE ADEQUACY OF THE EXEMPTION FOR UNIVERSITY OR COLLEGE DORMATORIES FROM THE MINIMUM HOUSING CODE REQUIREMENT FOR PERIODIC INSPECTIONS TO THE CITY'S MINIMUM HOUSING STANDARDS

25 WHEREAS, these communications did not clearly state that the conditions in dormitories comply with  
26 the City's minimum housing code; and

27 WHEREAS, these communications also raised questions regarding the extent of the City's legal  
28 authority to regulate UVM housing, stating, "there are limitations on what the City of Burlington can regulate  
29 with respect to the University of Vermont. The minimum housing standards are outside of the scope for what  
30 can be regulated by the municipality, and certification of every aspect of these standards would interfere with  
31 the intended functional use of the institution and place an exceptional and undue burden on the University."; and  
32

33 WHEREAS, DPI also reported that Champlain College, the other institution in the City with  
34 dormitories exempt from the City's regular housing inspection program, provided the city materials intended  
35 to certify compliance with the city's minimum housing standards in April 2025; and

36 WHEREAS, while there have not been minimum housing code complaints filed with DPI related to  
37 habitability problems in UVM dormitories over the last few years, there have been reports by students to City  
38 Councilors of alleged housing problems in those dormitories and claims these problems have not been  
39 remediated in a timely manner; and

40 WHEREAS, groups of UVM students have met with UVM since December 2024 to discuss these  
41 same issues; and

42 WHEREAS, UVM students presented a sampling of claimed housing problems at the City Council's  
43 October 21, 2025 and November 3, 2025 meetings, which included allegations of insect and rodent sightings,  
44 mold in living and common rooms, windows that are improperly sealed and let wind in, rooms that are over-  
45 and under-heated, defective heating systems, inadequate living space in so-called "forced triple" occupancies,  
46 inoperative and broken dormitory doors, security doors, and elevators, and water leaks into rooms; and

47 WHEREAS, at the same Council meetings, UVM students also alleged that complaints to UVM  
48 officials charged with fixing these problems were ignored or insufficiently or slowly addressed; and

49 WHEREAS, based on all of the above, the City Council desires to learn more about the housing code  
50 and inspection systems at our colleges and universities, and seeks additional legal guidance on the full extent  
51 of the city's authority to apply its minimum housing standards to colleges and universities, with the goal of  
52 determining if any amendments can and should be made to the housing code system for dormitories; and

53 WHEREAS, with a new administration now at UVM that has indicated an interest in working with the  
54 City on this topic, and an administration at Champlain College that has been responsive to working with the

\* \* \* \* \*

ORIGINAL

**DISTRIBUTION:**

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RESOLUTION RELATING TO

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Adopted by the City Council

....., 20.....  
..... Clerk

Approved....., 20.....

Attest: ..... Mayor

Vol. .... Page .....

\* \* \* \* \*

Resolution Relating to

THE ADEQUACY OF THE EXEMPTION FOR UNIVERSITY OR COLLEGE DORMATORIES FROM THE MINIMUM HOUSING CODE REQUIREMENT FOR PERIODIC INSPECTIONS TO THE CITY'S MINIMUM HOUSING STANDARDS

55 City on this issue, the City Council is optimistic that all parties involved can engage in productive  
56 conversations about this and other issues that impact Burlington and its residents, and believe that ensuring the  
57 health and safety of students living in on-campus dormitories is a goal that all parties want to achieve;

58 NOW, THEREFORE, BE IT RESOLVED, based on all of the above, the City Council respectfully  
59 requests that UVM and Champlain College provide DPI, by three months after the effective date of this  
60 resolution, with the following information: the details of the inspection cycle and system they use, including  
61 but not limited to the things inspected for and the regulations inspected to (codes), and any inspection form  
62 used; the total number of housing units under each institution's purview and the target number of inspected  
63 units per year; the prioritization of inspections and complaints; the training and experience of inspectors; and  
64 the administrative processes in place for housing complaints and re-inspections; and

65 BE IT FURTHER RESOLVED, that the City Council also respectfully requests that UVM and  
66 Champlain College provide DPI by the same date with the quantification, if any, of substantiated findings of  
67 applicable housing code violations from the beginning of academic year 2023-24 to the passage of this  
68 resolution. These should include reports submitted to other agencies, including but not limited to the Vermont  
69 Department of Health; and

70 BE IT FURTHER RESOLVED, that to better ensure college and university dormitories within the City  
71 are healthy and safe places to reside, DPI will create a template form for universities and colleges to annually  
72 certify comprehensive inspection programs and regular processes, complaint procedures, and staffing are  
73 consistently supporting safe, healthy, efficient, maintained, comfortable, and habitable living spaces for on-  
74 campus students. In creating this template, DPI will seek input and collaboration from UVM and Champlain  
75 College officials on the information needed to certify compliance with the City's ordinance; and

76 BE IT FURTHER RESOLVED, that this resolution and the issues implicated herein be referred to the  
77 Council's Ordinance Committee in order for the Council and Mayor's Administration to be able to evaluate  
78 the extent to which existing ordinances and regulations are ensuring college and university dormitories are  
79 healthy and safe places to reside, and to decide whether or not to propose responsive amendments. This  
80 decision will be informed by the below-referenced opinion from the City Attorney and input from, among  
81 other interested parties, DPI, CEDO, the UVM and Champlain College administrations, and UVM and  
82 Champlain College students. The Ordinance Committee should also at least consider whether the city's  
83 ordinances should mandate that universities and colleges provide on-campus students with information on the

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Resolution Relating to

THE ADEQUACY OF THE EXEMPTION FOR UNIVERSITY OR COLLEGE DORMATORIES FROM THE MINIMUM HOUSING CODE REQUIREMENT FOR PERIODIC INSPECTIONS TO THE CITY'S MINIMUM HOUSING STANDARDS

84 protected right to file external complaints with DPI, in addition to any established internal reporting systems;  
85 and

86 BE IT FURTHER RESOLVED, that this Council also requests that the City Attorney's office provide  
87 an opinion to the Council through its Ordinance Committee as to the city's authority to require universities  
88 and colleges to comply with city housing habitability codes and inspection requirements, and to require  
89 certification as to compliance with applicable codes. The Council encourages the City Attorney's office to  
90 confer with UVM and Champlain College as part of its research; and

91 BE IT FURTHER RESOLVED, that the City Council requests that UVM and Champlain College  
92 allow City Councilors and members of the Mayor's Administration to tour residence halls during the 2025-  
93 2026 winter break.

94

95

96 MB/Resolutions 2025/*The Adequacy of the Exemption for University or College Dormatories from the Minimum Housing Code Requirement for*  
97 *Periodic Inspections to the City's Minimum Housing Standards*  
98 11/17/25

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Ordinance Committee

RESOLUTION RELATING TO

The Adequacy Of The Exemption For University Or College Cormitories From The Minimum Housing Code Requirement For Periodic Inspections To The City's Minimum Housing Standards

Adopted by the City Council

November 17, 2025

[Signature] Clerk

Approved November 18, 2025

[Signature] Mayor

Vol. Page

Attest:

[Signature] Lori Olberg Council and Licenising Coordinator

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