

**Ordinance Committee**  
**Thursday, April 23, 2026**  
**Contois Auditorium, City Hall**  
**or Remote via Zoom. Burlington, Vermont**  
**DRAFT MINUTES**

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

**Staff Present:** Kim Sturtevant (Assistant City Attorney), Sarah Morgan (Planner), Bill Ward (Director of DPI)

**Public Present:** Sharon Bushor

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 March 19, 2026**

*Motion to adopt the draft minutes as drafted.*

*Motion by Councilor Barlow, Seconded by Councilor Carpenter.*

*Final Resolution: Motion Passes*

*Yes: Councilors Bergman and Barlow*

*Abstain: Councilor Carpenter*

**3. Public Forum**

Sharon Bushor: I think the changes to the fuel ordinance and private parking lot ordinance are good. The changes to the university inspection ordinance also look good. I would like for the privately-run dormitories at UVM to be covered by the ordinance.

**4. 2026-2027 Meeting Schedule**

*The proposed 2026-2027 meeting schedule is available in the agenda packet on CivicClerk.*

Councilor Bergman proposed eliminating the meetings on July 2, and August 7. He further proposed to add the collaborative meetings with the Planning Commission, with the change of the September 8 meeting to September 22.

*Motion to adopt the proposed meeting schedule with the amendments made by Councilor Bergman.*

*Motion by Councilor Bergman, Seconded by Councilor Carpenter.*

*Final Resolution: Motion Passes*

*Yes: Unanimous*

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

*Attorney Sturtevant shared both the draft ordinance change and the draft self-certification form. Both of these forms are included in the agenda packet available on CivicClerk.*

Councilor Carpenter said she would be interested in having contact information for facilities for each building required on the self-certification form.

Councilor Bergman said that the self-certification form should only say dormitories and not include the term 'properties'. He also added that he would like the phrase 'escalate a complaint' to be changed or removed so that every dormitory tenant is treated the same as any other tenant.

Bill Ward (Director of DPI) said that when someone makes a complaint one of the first questions is whether they have already notified their landlord. He added that DPI does not currently have the capacity to review hundreds or thousands more complaints directly from students and that working with school facilities teams is the best first step.

Councilors agreed on changing the language on the top of page two of the self-certification form to read "Residents are instructed on how to make a housing complaint to the university/college staff in order to resolve applicability issues. Additionally, they are informed that they have the right to complain to the City of Burlington."

All councilors agreed that the self-certification form should include more information about the dormitories, such as number of floors and rooms.

## **6. Fuel Purchase Ordinance**

*Attorney Sturtevant shared the most recent draft of the consumer protection ordinance. This draft ordinance is available in the agenda packet on CivicClerk.*

Bill Ward said that it is the bank or lending institution that sets the value of the hold on a card and not a matter of gas station policy.

*Motion to remove the language regarding the dollar amount of a hold and the length of time of the hold because these values are not determined by the gas station, and to refer the draft ordinance back to the full council for a first reading, and to notify the local gas stations of the new ordinance changes.*

*Motion by Councilor Bergman, Seconded by Councilor Carpenter.*

*Final Resolution: Motion Passes*

*Yes: Unanimous*

## **7. Private Parking Lot Terms and Rates Ordinance**

*Attorney Sturtevant shared the most recent draft of the consumer protection ordinance. This draft ordinance is available in the agenda packet on CivicClerk.*

*Motion to refer the draft ordinance back to the full City Council for first reading, and to notify the owners' of effected parking lots of the ordinance changes.*

*Motion by Councilor Barlow, Seconded by Councilor Carpenter.*

*Final Resolution: Motion Passes*

*Yes: Unanimous*

## **8. CDO – ZA-26-02 PlanBTV Downtown Code Fences**

Attorney Sturtevant said that the particular fence that raised this question is in the midst of coming to a resolution.

Councilor Carpenter said she is fine with allowing six foot fences for alleys and loading docks, but not chain link.

Councilor Bergman said he would like to remove the draft change in section B under Sec. 14.6.8(A) v. A-B that would allow chain link for alleyways and loading docks.

Councilor Bergman said that the Committee will defer any action on this ordinance for the time being.

## **9. Any Other Committee Business**

*No other Committee business.*

## **10. Adjournment**

*Motion to adjourn by Councilor Bergman, without objection.*

The meeting was adjourned at 6:46 PM.