



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Hannah Cormier, Clerks Office
From: Chapin Spencer, Director
Date: May 11, 2017
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **May 17, 2017**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
 - A Traffic Status Report
 - B No Turn on Red Sign at Manhattan Dr. & Parks Street
 - C CarShare Parking Space at 175 North Winooski Ave
 - D 15 Minute Parking Space at 222 Elmwood Ave

Non-Discrimination

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 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 865-7145.

- 5 60 Min 15-17 Henry Street Appeal
A Oral Presentation, Appellant
B Communication, N. Baldwin & C. Spencer
C Commissioner Discussion
D Public Comment
E Action Requested –Vote
- 6 30 Min Permit Reform
A Communication, C. Spencer & N. Baldwin
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 7 20 Min Demonstration Project Permit Ordinance
A Communication, N. Losch & G. Bergman
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 8 5 Min Approval of Draft Minutes of 1-18-17 & 4-19-17
- 9 10 Min Director's Report
- 10 10 Min Commissioner Communications
- 11 Executive Session: Director & City Engineer Annual Reviews
- 12 **Adjournment & Next Meeting Date – June 21, 2017**



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: MAY 11, 2017
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on May 17, 2017 at 6:30 PM at **645 Pine St – Main Conference Room**

1. Agenda
2. Consent Agenda
3. 15-17 Henry Street Appeal
4. Permit Reform
5. Demonstration Project Permit Ordinance
6. Approval of Draft Minutes of 1-18-17 & 4-19-17

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Hannah Cormier, Clerks Office
From: Chapin Spencer, Director
Date: May 11, 2017
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

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- 12 **Adjournment & Next Meeting Date – June 21, 2017**



MEMORANDUM

May 04, 2017

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineering Technician

CC: Norman Baldwin, City Engineer
Dave Allerton, Public Works Engineer

RE: Traffic Request Status Report

PWA 5/3/17

Number of Requests 04/06/17 =	76
New Requests since 04/06/17 =	2
Requests closed since 04/06/17 =	12
Number of Requests 05/04/17 =	66

RFS BREAKDOWN BY TYPE*

Accessible Space:	2
Resident Only Parking:	12
Crosswalks:	15
Driveway Encroachments:	1
Signage:	10
Loading Zone:	5
Area/Intersection Study:	6
Parking Prohibition:	9
Bus Stop:	0
Geometric Issues:	3
Parking Meters:	3
Other:	0

TOTAL:	66
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AD 5/2/17



MEMORANDUM

May 11, 2017

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineer Technician *DPW 5/11/17*

CC: Norman Baldwin, City Engineer

RE: No Turn on Red Sign at Manhattan Drive and Park Street

Background:

Staff received a request in May 2016 from Richard Tonn, a local resident in the Park Street neighborhood, requesting a "No Turn on Red" sign be placed at the intersection of Manhattan Drive and Park Street, making it illegal for vehicles travelling eastbound on Manhattan drive to make a right-hand turn out to Park Street against a traffic signal which is indicating red. Mr. Tonn believes southbound Beltline traffic speed through the intersection onto Park Street creates a dangerous situation.

Observations:

Manhattan Drive is a collector street, and Park Street is an arterial roadway. The intersection of Manhattan Drive and Park Street includes the southbound exit for the VT-127 Beltline limited-access highway with a speed limit of 50 miles per hour. According to VTrans Standard B-71 the minimum intersection sight distance at 50 miles per hour is 555 feet. The City of Burlington has a posted speed limit of 25 miles per hour on both Manhattan Drive and Park Street. According to VTrans Standard B-71 the minimum intersection sight distance at 25 miles per hour is 280 feet. For eastbound vehicles on Manhattan Drive executing a right-hand turn the maximum sight distance to southbound vehicles exiting VT-127 is approximately 200 feet. The maximum sight distance was field measured.

The MUTCD No Turn on Red Signs Section 2B.54 states:

"A No Turn on Red sign should be considered when an engineering study finds that one or more of the following conditions exists:

- A. Inadequate sight distance to vehicles approaching from the left (or right, if applicable);
- B. Geometrics or operational characteristics of the intersection that might result in unexpected conflicts;
- C. An exclusive pedestrian phase;

118 July 3

- D. An unacceptable number of pedestrian conflicts with right-turn-on-red maneuvers, especially involving children, older pedestrians, or persons with disabilities;
- E. More than three right-turn-on-red accidents reported in a 12-month period for the particular approach; or
- F. The skew angle of the intersecting roadways creates difficulty for drivers to see traffic approaching from their left.”

Conclusions:

Due to the VT-127 Beltline limited-access highway speed limit of 50 miles per hour, the minimum sight distance for eastbound vehicles on Manhattan Drive executing a right-hand turn onto Park Street is 555 feet. However, the sight distance for eastbound vehicles on Manhattan Drive executing a right-hand turn onto Park Street is approximately 200 feet. Given that a minimum of 555 feet of sight distance is required and there is only 200 feet available, staff recommends a “No Turn on Red” sign be placed at the intersection of Manhattan Drive and Park Street, making it illegal for vehicles travelling eastbound on Manhattan drive to make a right-hand turn onto Park Street against a traffic signal which is indicating red.

Recommendations:

Staff recommends the Commission adopt:

1. It shall be unlawful at the following intersections within the City of Burlington for an operator of a motor vehicle to make a right-hand turn against a traffic signal which is indicating red: (8) Manhattan Drive and Park Street, eastbound.



SCALE: 1" = 30'



MANHATTAN DRIVE AND
PARK STREET

NO RIGHT TURN ON RED SIGN



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401

DESIGNED PMP	RFS 1116
DRAWN PMP	SCALE 1"=30'
CHECKED DA	DRAWING
DATE	



MEMORANDUM

May 10, 2017

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineer Technician *PMP 5/11/2017*

CC: Norman Baldwin, City Engineer

RE: Single Parking Space on North Winooski Ave for CarShare Vermont

Background:

Staff received a request in March 2017 from John Shumaker, Operations Manager for CarShare Vermont, requesting an on-street parking space at approximately 175 North Winooski Avenue, between Crombie Street and North Street. CarShare Vermont has a designated space at Silversmith Commons. To help meet increased demand among existing members and serve more residents in the Old North End neighborhood, Mr. Shumaker would like to provide an additional vehicle.

Observations:

1. North Winooski Ave is classified as an arterial roadway. There are approximately 28 parking spaces along North Winooski Ave from Crombie Street to North Street.
2. Public Outreach: Before making this request CarShare attempted to reach out to property managers and developers to try and procure an off-street space. Unfortunately, CarShare was not successful. Staff distributed flyers to the apartment buildings, homes, and businesses on North Winooski Avenue between Crombie Street and North Street on April 24th, 2017. Of the forty-eight flyers distributed five responses were received. One response from a local resident supports the CarShare space being placed at 175 North Winooski Avenue, the other four would like the existing parking to remain the same; they are concerned about the lack of parking in the area.
3. CarShare Vermont Occupied this space between roughly 2011 and 2015, and gave the space up when they were offered an off-street parking space at Redstone's Silversmith Commons. The CarShare vehicle at Redstone's Silversmith Commons has become their most utilized.

NR 5/11/17

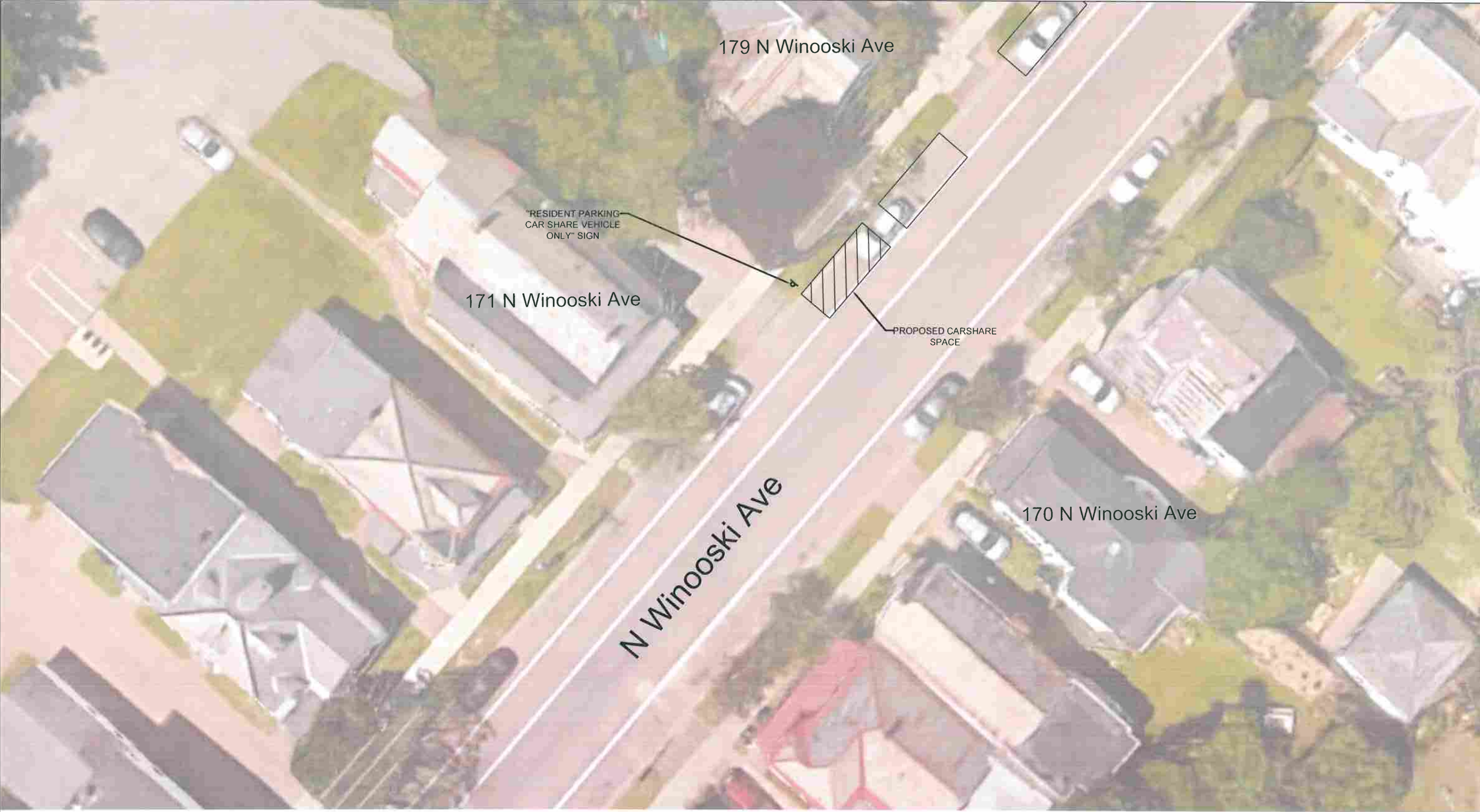
Conclusions:

Although the majority of public feedback is not in support of adding a CarShare space at 175 North Winooski Avenue, this is typical when the loss of a public parking space is involved. Adding a CarShare space in the Old North End is a benefit to all Burlington residents. The space will mean fewer cars on the road; which mean less trips generated in the City of Burlington. Less parking infrastructure is taken up and less road expenses. Additionally, CarShare Vermont has successfully occupied the same space in the past.

Recommendations:

Staff recommends the Commission adopt:

1. Spaces designated as residential parking at all times for the use of car share vehicles only: On the west side of North Winooski Avenue, in the space approximately two-hundred fifteen (215) feet north of the intersection of North Winooski Avenue and North Street.



PROPOSED SINGLE VEHICLE
CARSHARE VERMONT PARKING
SPACE ON
NORTH WINOOSKI AVE



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**
845 PINE STREET
BURLINGTON, VT 05401
(802) 863-8004

DESIGNED PMP	WFS 1/4"
DRAWN PMP	SCA 1" =
CHECKED DA	DRAWN
DATE	



MEMORANDUM

April 28, 2017

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineer Technician *DPW 5/3/17*

CC: Norm Baldwin, City Engineer

RE: Modify Existing 15-minute Parking Space to a Regular Parking Space at 222 Elmwood Avenue

Background:

Staff received a request in March 2017 from Melissa of Gadue's Dry Cleaning at 222 Elmwood Avenue, requesting the existing 15-minute parking space in front of 222 Elmwood Avenue be modified into a regular parking space.

Observations:

1. Street Characteristics: Between Cedar Street and Archibald Street, Elmwood Avenue is a 30-foot-wide low volume residential street with on-street parking on both sides of the street. There are no meters or additional 15-minute parking spaces on Elmwood Avenue between Cedar Street and Archibald Street
2. Gadue's Dry Cleaning at the 222 Elmwood Avenue location is a non-retail commercial space. The business does not have customers regularly visit this location. Gadue's at 222 Elmwood Avenue was previously a retail location, and was originally the reason for the 15-minute space; however, they do not require quick pick-ups anymore.
3. Public Outreach: Staff distributed flyers to the apartment buildings, homes, and businesses on Elmwood Avenue between Cedar Street and Archibald Street on April 28th, 2017. Staff received two responses from local residents, both support the modification of the 15-minute space to a regular space.

Conclusions:

With no reasonable technical reason for the 15-minute parking space, and the feedback from residents supporting the modification; staff is recommending the DPW Commission modify the existing 15-minute parking space to a regular parking space at 222 Elmwood Avenue.

Recommendations:

Staff recommends the Commission adopt:

- The modification of the existing 15-minute parking space to a regular parking space at 222 Elmwood Avenue.



March 13, 2017

To Whom It May Concern:

There is a sign in front of our property at 222 Elmwood Ave that says "15 minute parking ". We would like to have that removed. We do not have customers that regularly visit this location and one of our employee's was issued a ticket because she was parked there. Space is very limited in this area of town and we need to be able to use that spot to park for our employees.

If you have any questions you may contact Melissa Gonyon at 802-393-3161.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Carol'.

Carol Hitchcock

Office Manager



Modify the existing 15-minute parking space at 222 Elmwood Ave into a regular parking space

217 Elmwood Ave

215 Elmwood Ave

222 Elmwood Ave

Spring St

Elmwood Ave



SCALE: 1" = 30'



222 ELMWOOD AVE
PARKING MODIFICATION



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401

DESIGNED PMP	RF 14
DRAWN PMP	SC 1"
CHECKED DKA	DATE



City of Burlington
Department of Public Works

Office of Planning
645 Pine Street, Suite A
Burlington, VT 05402
802.863.9094 P
802.863.0466 F
802.863.0450 TTY
www.burlingtonvt.GOV

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Date: May 11, 2017

To: Public Works Commission
From: Chapin Spencer, Director 

C.C. Norman Baldwin, P.E., City Engineer/Assistant Director of Public Works
Jill Boardman, Appellant

Subject: Building Permit Requirement for 17 Henry Street (ZP 16-0915CA)

The Department of Public Works received an appeal from Jill Boardman as owner of 17 Henry Street on Friday May 4th at 4:56pm. Ms. Boardman is seeking to appeal the Department's determination that a building permit is required for the third floor living space at 17 Henry Street under Zoning Permit #16-0915CA.

As staff to the Commission leading up to the hearing I have provided notice to the appellant Jill Boardman. Ms. Boardman has confirmed her ability to attend.

For your records, I sent:

- Sent an email to Ms. Boardman to the email address 'jboardman@e4harchitecture.com' on Wednesday May 10, 2017 inquiring as to her ability to attend. I have attached my email correspondence and Ms. Boardman's response confirming in writing her ability to attend.
- Sent through certified mail the notice of the hearing and instructions on Thursday, May 11, 2017. I have attached for your consideration the written correspondence. I have attached for your consideration the USPS tracking information.

I will speak to Ms. Boardman this week providing her instructions regarding the appeal hearing process and reconfirm her ability to attend later this week.

I will be at the meeting to provide staff support to the Commission. Assistant Director Norm Baldwin will also be in attendance representing the Inspection Services Program with his colleagues Building Inspectors Ned Holt and Brad Biggie and legal counsel to staff Gene Bergman.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street
Post Office Box 849
Burlington, Vermont 05402-0849
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

May 11, 2017

Jill Boardman
Morris Switzer
185 Talcott Road
Williston, VT 05495

Sent: Certified Mail & Email

NOTICE OF HEARING

Pursuant to Burlington Code of Ordinances Chapter 8 Buildings, the **Public Works Commission** will hold a hearing related to an appeal of:

- Department of Public Works determination that a building permit is required for the third floor living space at 17 Henry Street under Zoning Permit 16-0915CA.

This issue will be heard **6:30 p.m. on Wednesday, May 11, 2017 in the Front Conference Room of the Department of Public Works at 645 Pine Street** in Burlington, Vermont.

In order to expeditiously hear this appeal, the Commission needs and hereby notifies you as the appellant to provide it with a short and concise statement outlining the specific items to be heard and addressed by the Commission. This statement must also specify the factual or legal basis of the appeal.

Each party will be given the opportunity to present the facts, as they believe them to be, and to make legal arguments. The Commission will hear testimony and take documentary evidence in support of each party's position.

Witnesses must be present; the Commission will not accept written statements from absent witnesses, even in affidavit form. The Commission will resolve disputed questions of fact and apply the law governing the situation to those facts. If you intend to present documentary evidence, please bring 9 copies of each document to the hearing.

If you are the person who requested the hearing and you fail to appear, your case will be dismissed. If there are special circumstances as to why you cannot appear in person for a hearing, please call 863-9094. Postponement of your case will be permitted only for good cause. If settlement is reached, please notify the Commission immediately.

If you have any questions, please call 863-9094x3.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Chapin Spencer', with a stylized, flowing script.

Chapin Spencer
Director

c.c Eugene Bergman, Assistant City Attorney
 Valerie Ducharme, Customer Service Representative
 Ned Holt, Building Inspector
 Brad Biggie, Building Inspector

May 4, 2017

Director of Public Works
Chapin Spencer
645 Pine Street Suite A
Burlington, VT 05401

RE: Notice of Appeal 17 Henry St.

Dear Mr. Spencer;

Please consider this letter my formal request to appeal the April 26, 2017 decision to withdraw Public Works approval and status of an existing zoning permitted third floor finished space as living space due to a single issue of ceiling height in a stairway. The third floor was converted to finished space in the mid 1990's. I have spoken with several of the prior owners to determine that date. In addition to multiple prior Department of Public Works inspections, I have owned the home since 2010 and have had three Department of Public Works Electrical inspections including one on the third floor in 2010.

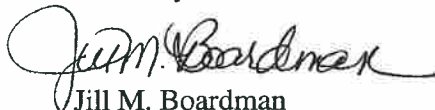
- 2009 City of Burlington Department of Public Works Building Permit # 189778 Replace windows, - meet NFPA 101 Emergency Escape requirements.
- 2010 City of Burlington Department of Public Works Electrical Inspection # 197643 Installation of new wiring for newly installed ac/dc interconnected smoke and co detectors per city code of ordinance, and add closet and emergency light. All per NEC.
- 2014 City of Burlington Electrical Permit # 278446 Replace underground power to garage. All work per code and 2014 NEC.
- 2014 Electrical Permit – rewiring of garage per City Code of Ordinances.

The home is a State Registered Historic Structure. My understanding is Historic buildings not otherwise undergoing rehabilitation work shall be permitted to use alternative solutions to correct existing code violations. To raise the height in the stair to today's standard would be an undue hardship financially and would damage the historic architectural integrity of the building.

The home is under contract to sell on June 2, 2017 for use as a primary home. This is a matter of utmost urgency. The buyers have sold their home in Virginia and moving here June 1st. I would like to request a meeting prior to a formal Public Works Commission Appeal Hearing to discuss any possible alternative solutions.

Thank you for your consideration.

Sincerely,



Jill M. Boardman

Chapin Spencer

From: Jill Boardman <jboardman@e4harchitecture.com>
Sent: Wednesday, May 10, 2017 9:05 PM
To: Chapin Spencer
Cc: Ned Holt; Brad Biggie; Norm Baldwin; William Ward; Kimberlee Sturtevant; Eugene Bergman; geri@buyvtrealestate.com
Subject: Re: 17 Henry Street...

Hi Chapin,

Sorry for the delay, I was traveling today. Yes thank you, if the Board can accommodate appeal next week I will be available.

Thank you-
Jill

Jill M. Boardman
Partner
E4H MorrisSwitzer~environments for health
t 802-878-8841 c 802-793-0223
www.E4Harchitecture.com

On May 10, 2017, at 1:00 PM, Chapin Spencer <cspencer@burlingtonvt.gov> wrote:

<image001.gif>

Hello Jill,

The next Commission meeting is Wednesday, May 17, 6:30pm at 645 Pine Street. I am working with the Chair to determine whether we can accommodate this appeal on the May agenda. Are you available on the evening of May 17?

Best,
Chapin

Chapin Spencer, Director
Department of Public Works
645 Pine Street, Burlington, VT
www.burlingtonvt.gov/DPW
802-863-9094

Our Mission: To steward Burlington's infrastructure and environment by delivering efficient, effective, and equitable public services.

From: Chapin Spencer
Sent: Monday, May 08, 2017 5:33 PM
To: 'Jill Boardman' <jboardman@e4harchitecture.com>; Ned Holt <NHolt@burlingtonvt.gov>
Cc: Brad Biggie <bbiggie@burlingtonvt.gov>; Norm Baldwin <nbaldwin@burlingtonvt.gov>; William

Ward <wward@burlingtonvt.gov>; Kimberlee Sturtevant <ksturtevant@burlingtonvt.gov>; Eugene Bergman <EBergman@burlingtonvt.gov>; geri@buyvtrealestate.com
Subject: RE: 17 Henry Street...

Hello Jill,

I am writing to confirm that we have received your letter of appeal. We will be in touch with you soon to discuss the next steps.

Best,
Chapin

Chapin Spencer, Director
Department of Public Works
645 Pine Street, Burlington, VT
www.burlingtonvt.gov/DPW
802-863-9094

Our Mission: To steward Burlington's infrastructure and environment by delivering efficient, effective, and equitable public services.

From: Jill Boardman [<mailto:jboardman@e4harchitecture.com>]
Sent: Friday, May 05, 2017 4:56 PM
To: Ned Holt <NHolt@burlingtonvt.gov>; Jill Boardman <jboardman@e4harchitecture.com>
Cc: Brad Biggie <bbiggie@burlingtonvt.gov>; Norm Baldwin <nbaldwin@burlingtonvt.gov>; William Ward <wward@burlingtonvt.gov>; Kimberlee Sturtevant <ksturtevant@burlingtonvt.gov>; Eugene Bergman <EBergman@burlingtonvt.gov>; Chapin Spencer <cspencer@burlingtonvt.gov>; geri@buyvtrealestate.com
Subject: RE: 17 Henry Street...

Hi Ned,

Thank you for your email. Please find attached my letter of appeal addressed to Director of Public Works, Chapin Spencer. As I have indicated in the letter my intent is to find a solution to this issue.

The home has been inspected and approved multiple times with no life safety violations or concerns. The fact that a permit from the mid 1990's cannot be found, should not now, initiate a new life safety concern that was never a concern or addressed (during multiple inspections) prior to the discovery.

Thank you for your time and help in resolving this issue.
Jill

Jill Boardman
partner
jboardman@e4harchitecture.com

e4harchitecture
MorrisSwitzer Environments for Health
185 talcott road, williston, vermont 05495
888.781.8441 t 802.878,8841 c 802.793.0223 e4harchitecture.com

From: Ned Holt [<mailto:NHolt@burlingtonvt.gov>]
Sent: Thursday, April 27, 2017 11:08 AM
To: Jill Boardman <jboardman@e4harchitecture.com>

Cc: Brad Biggie <bbiggie@burlingtonvt.gov>; Norm Baldwin <nbaldwin@burlingtonvt.gov>; William Ward <wward@burlingtonvt.gov>; Jeanne Francis <jfrancis@burlingtonvt.gov>; Kimberlee Sturtevant <ksturtevant@burlingtonvt.gov>; Eugene Bergman <EBergman@burlingtonvt.gov>; Chapin Spencer <cspencer@burlingtonvt.gov>

Subject: RE: 17 Henry Street...

<image001.gif>

Jill,

This comes to you following your visit to this office this morning contesting my email below to include sharing your frustration with the situation and processing of information delivered from city departments specific to this issue. You presented questions and statements that I cannot answer specific to other departments actions and from conversations you've had from other folks with over the past year and this department was never mentioned. I appreciate this frustration more than you know. In addition you pointed out that the document I was referring too was from an appeal that was "withdrawn" and has no bearing (thank you). This came about from you asking me for that written notification from the previous owner in 2005. I do not have that document but rather the information was taken from that document referred to in my email. Apparently from your search, it does not exist.

At the onset, this came to this office attention by way of a Building Permit Application Pending being attached to ZP 16-0915CA for: "Recognition of existing finished space in third floor attic for use as living space." The request is to remove the BP Application based on the feeling that "The City" has approved it through this ZP issued and approved this space by past years of rental & minimum housing inspections and other unrelated inspections specific to the wiring of interconnected smoke detectors.

In closing, and respectfully to your request and my email applies and it is suggested /recommended that you follow the rights to appeal (below). That being said, I have added two City Attorneys (Zoning & Building) and the Director Chapin Spencer on this reply for their information and for your access. It was also strongly recommended to capture any and all promises and approvals by any city department or individual in writing to support your claims in time like these.

Should you have any questions or if I can be of any further assistance please contact this office directly. Please "reply to all" on all emails sent by this office for clear & complete understanding on streamlining your request.

Respectfully,

<image002.png>

An Equal Opportunity Employer

Ned H Holt, Senior Building Official
Burlington Public Works Inspection Services
645 Pine Street Suite A
Burlington, VT 05401

T- Direct 802-865-7559
T- DPW/ISD Customer Service 802-863-9094
F- 802-863-0466
E- NHolt@burlingtonvt.gov
Web: www.burlingtonvt.gov/dpw

Correspondence Understanding

If any information in this correspondence is incorrect, unclear or misunderstood, please provide the differences in writing within 5 working days from the date of this correspondence.

Permit Compliance & Conditions (NLT)

All construction done under this and any other permits issued must be in comply with the State of VT adopted Codes & Standards and Burlington's Code of Ordinances. Permits shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes currently in affect. Applicants must contact the department to schedule inspections of the work and obtain final project approvals.

(NLT) = Not Limited to.

Statement of Procedural Rights

Specific to the City of Burlington Code of Ordinances any owner of a building or structure or any interested person aggrieved by this department's directive or actions respective to the BCO and codes and standards adopted by the State of VT may appeal to the Public Works Board of Appeals by requesting such appeal in writing to the Director of Public Works, 645 Pine Street, Burlington VT., within 10 days from the issuance date of any order or date determined by an inspector. Specific requirements for an appeal can be found in BCO 8-8.

<http://firesafety.vermont.gov/buildingcode>
http://firesafety.vermont.gov/sites/firesafety/files/files/rules/dfs_rules_firecode2015_current.pdf

#####

From: Ned Holt
Sent: Wednesday, April 26, 2017 11:43 AM
To: 'lboardman@e4harchitecture.com'
Cc: Brad Biggie; Norm Baldwin; William Ward; Jeanne Francis
Subject: 17 Henry Street...
Importance: High

Jill,

Thank you for your patience and understanding as I have complete my research and deliver the requirements moving forward bringing your situation into compliance. Specific to life safety requirements construction permits and inspections are required to convert and keep the attic space as habitable space.

I reference the *April 26, 2016 RE: Report on Appeal #16-0914AP; page 5 of 5 and to "recommendations"* that requires the removal of habitable space or obtain municipal approval to convert. Municipal approval includes both Zoning (land use) and Building (life safety) approvals. Your property records in the city database shows you have received the Zoning Permit (#16-1195CA) recognizing the use; however, no life safety permits (i.e., building, electrical, heating, etc.) are on record or have been secured to confirm compliance prior to or following 2005. This being the case, I am sorry but this department cannot grandfather life

safety but rather and only require those construction permits and inspections secured to confirm compliance for this space to continue being used as habitable space.

Attached please find a check list supporting life safety codes and standards requirements to convert attics and cellars into living/sleeping (habitable) space. Please complete the permit application and attach the plans for the conversion or remove the use and turn to cold storage only.

Should you have any questions or if I can be of any further assistance please contact this office directly. Please "reply to all" on all emails sent by this office for clear & complete understanding on streamlining your request.

Respectfully,

<image002.png>
An Equal Opportunity Employer

Ned H Holt, Senior Building Official
Burlington Public Works Inspection Services
645 Pine Street Suite A
Burlington, VT 05401

T- Direct 802-865-7559
T- DPW/ISD Customer Service 802-863-9094
F- 802-863-0466
E- NHolt@burlingtonvt.gov
Web: www.burlingtonvt.gov/dpw

Correspondence Understanding

If any information in this correspondence is incorrect, unclear or misunderstood, please provide the differences in writing within 5 working days from the date of this correspondence.

Permit Compliance & Conditions (NLT)

All construction done under this and any other permits issued must be in comply with the State of VT adopted Codes & Standards and Burlington's Code of Ordinances. Permits shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes currently in affect. Applicants must contact the department to schedule inspections of the work and obtain final project approvals.

(NLT) = Not Limited to.

Statement of Procedural Rights

Specific to the City of Burlington Code of Ordinances any owner of a building or structure or any interested person aggrieved by this department's directive or actions respective to the BCO and codes and standards adopted by the State of VT may appeal to the Public Works Board of Appeals by requesting such appeal in writing to the Director of Public Works, 645 Pine Street, Burlington VT., within 10 days from the issuance date of any order or date determined by an inspector. Specific requirements for an appeal can be found in BCO 8-8.

<http://firesafety.vermont.gov/buildingcode>
http://firesafety.vermont.gov/sites/firesafety/files/files/rules/dfs_rules_firecode2015_current.pdf

####

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Department of Public Works

Technical Services Engineering Division
645 Pine Street, Suite A
Burlington, VT 05402
P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450
www.burlingtonvt.gov/DPW

Memo

Date: May 10, 2017

To: Public Works Commission

From: Nicole Losch, PTP, Sr. Planner

CC: Gene Bergman, Esq., Assistant City Attorney

Subject: Community Demonstration Project Permit Ordinance

Background

In May 2016 the [Community-Led Demonstration Project Policy and Guide](#) was introduced to the Public Works Commission. At that meeting, the Commission endorsed the guide and recommended the City Council adopt the necessary changes to create a Permit.

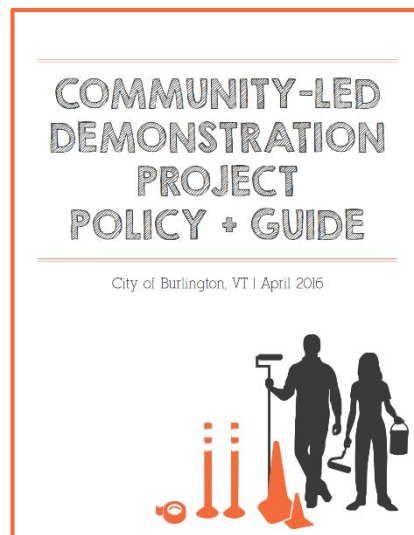
With guidance from the Assistant City Attorney, a new City ordinance and associated permit is proposed to allow project sponsors to advance demonstration projects. This ordinance would be contained within Appendix C and should be considered by the Public Works Commission.

Introduction

The draft ordinance follows the recommendations and the processes outlined in Policy & Guide. Final revisions are pending review by the Assistant City Attorney. This draft is introduced for any questions or comments from Commissioners, with the intent to revise and finalize the ordinance for a decision at the June 2017 Public Works Commission meeting.

The draft ordinance is attached, and the Policy & Guide is located at:

<https://www.burlingtonvt.gov/DPW/Transportation>



Appendix C: Rules and Regulations of the Traffic Commission

Section 28: Demonstration Projects

- (a) *Purpose.* The purpose of this rule is to allow for short-term street design “demonstration projects” to be implemented by the City of Burlington or non-City of Burlington “community partners” upon the City’s public rights-of-way.
- (b) *Definitions.*
- (1) *Demonstration project.* A “demonstration project” is a street design project evaluated by the Burlington Fire Department (“BFD”), Burlington Police Department (“BPD”), Department of Public Works (“DPW”) and/or Green Mountain Transit (“GMT”) that is placed in the right-of-way under a short term permit issued by the Department of Public Works (“DPW”) for a period up to 7 days. A demonstration project can be initiated by a department or office of the City of Burlington or a community partner.
 - (2) *Community partner.* A “community partner” is a non-municipal organization, business, or person who is responsible for the application and implementation of a demonstration project under a permit issued for that purpose.
 - (3) *Sponsor.* A “sponsor” is a department or office of the City of Burlington or a community partner who is responsible for the application and implementation of a demonstration project under a permit issued for that purpose.
 - (4) *Phase 1 application.* A “phase 1 application” is the initial application to DPW to assess Traffic Control requirements, confirm compliance with applicable laws and regulations, and provide advice on Phase 2 permit application.
 - (5) *Phase 2 Permit application.* A “phase 2 permit application” is the final application which is to be submitted to DPW.
- (c) *Permit application and approval process.* The process to obtain a demonstration project permit is as follows:
- (1) The sponsor of a demonstration project must submit a complete phase 1 application to DPW no less than two (2) months before the desired project start date. DPW staff will review the application within two (2) weeks of the receipt of the application.
 - (2) After receiving DPW feedback on a phase 1 application, the sponsor must submit a complete phase 2 permit application no less than forty-five (45) days before the requested project start date. The project start date may need to be adjusted if the phase 2 application is incomplete or issues need time to be addressed. DPW will distribute the application within one (1) week to CCTA/GMT, BPD, BFD, and/or the Public Works Commission, as needed, in

order to obtain these agencies' approvals. This distribution will be no closer than thirty (30) days before the desired project start date, allowing these agencies to report any concerns or provide approvals within thirty (30) days of DPW's distribution.

(3) DPW will distribute approved permits and all appropriate attachments to the agencies listed above for informational purposes a minimum of one (1) week before the demonstration project starts.

(4) A \$120 deposit will be required with the application, which will be refunded if the sponsor complies with all permit conditions and removes all elements and features of the demonstration project and restores the project site to its original conditions by the end of the permit period.

(d) *Permit required.* No demonstration project shall be allowed except under a permit issued by the Public Works Director, or his/her designee. If a permit is rejected, the Director shall provide the sponsor with the reasons why it was rejected. Reasons for refusal may include, but are not limited to, the following:

(1) The sponsor fails to address the feedback provided by DPW after the Phase 1 application to the satisfaction of the director.

(2) The demonstration project is requested to take place on a street classified as "arterial" by the City of Burlington (North Avenue, Colchester Avenue, Shelburne Road or Main Street) or on a State Highway.

(3) The demonstration project is located on the public right-of-way on a street with a speed limit greater than 25 mph.

(4) The demonstration project interferes with the normal operation for delivery trucks, public transit routes/stops, and/or trash/recycling pick-up.

(5) The demonstration project restricts access to public utilities and/or the ability of emergency vehicles to access a road or fire hydrants.

(6) The demonstration project fails to preserve normal street/sidewalk access, driveway access, or access for individuals with disabilities.

(7) The demonstration project is located near an ongoing nearby construction project.

(8) The demonstration project blocks a street or public right-of-way for project installation for more than 24-hours.

(9) If required, Traffic Control Plans are not adequate and professional on-site supervision is not included.

(10) Less than three-quarters (75%) of tenants/businesses on the block adjacent to the project site have provided written affirmations of support for the demonstration project.

(11) The demonstration project would result in severe traffic congestion.

(12) The demonstration project would interfere with the quiet of a neighborhood during normal sleeping hours (10:00 p.m. to 7:00 a.m.).

(13) The demonstration project involves charging the public for activities or admission.

(e) *Permit conditions.* All permits shall have the following standard conditions attached to them:

(1) Unless exempted by the DPW in writing through this permit, the sponsor shall notify all households, businesses, and impacted car-share agencies within two (2) city blocks of the proposed project no less than seven (7) days before the installation date, via flyer or letter.

(2) If a permitted demonstration project will cause the temporary suspension of existing parking regulations within the demonstration project area, the sponsor shall comply with all existing parking regulations related to notification of the public of the temporary suspension of existing parking regulations.

(3) The sponsor will conspicuously post a project information sign within the project area at least one (1) week in advance of the event that describes the project, details the start and end date, identifies the sponsor's contact name and phone number, identifies DPW as an alternate contact, and instructs use of 911 in case of emergencies.

(4) Safety will be the first consideration for all parties at all stages of the project.

(5) The sponsor shall require all participants to read the Safety Guidelines and complete and sign the Release of Liability Waiver.

(6) Participants must follow safety rules, laws, and procedures to ensure the work environment is safe, including obtaining and wearing safety equipment when required by the applicable rule, law or procedure.

(7) The sponsor shall call 911 if any traffic crashes or other incidents resulting in injury to persons or property occur at the demonstration project site or as a direct result of the demonstration project. The sponsor shall notify the DPW within 24 hours of the incident.

(8) Demonstration project leaders shall hold safety meetings / briefings with any and all participants during any day of installation or removal to discuss

potential hazards or other safety concerns, describe any Traffic Control Plan requirements, describe any safety equipment that may be required, describe any age restrictions for any activities, and ensure that all participants sign the Release of Liability on each day of participation.

(9) The sponsor shall provide, install, maintain, and remove the project materials and elements at no cost to the City of Burlington or its departments.

(10) If the project is terminated by DPW before the permit terminates by its terms or project elements are removed by DPW because the sponsor fails to do so, the sponsor shall be charged \$120 for administrative and staff time and shall be prevented from applying for demonstration projects for no less than 2 years.

(11) The project elements, including traffic control devices, shall be installed in accordance with the approved plans.

(12) The sponsor agrees to hold the City harmless for damages to project elements caused by the City's removal of project elements.

(13) The sponsor shall work with any affected neighbors, businesses, or visitors to resolve any concerns to the extent feasible without undermining the goals of the demonstration project. If concerns cannot be addressed, the sponsor shall notify DPW through the project recap sheet included in the permit.

(14) The sponsor shall complete a project evaluation / recap worksheet and submit it to DPW within two (2) weeks of the project ending.

(f) *Project termination.*

(1) The sponsor is responsible for removing all elements and features of the demonstration project and restoring the project site to its original conditions by the end of the permit period.

(2) The Public Works Director may, at his or her discretion, terminate a demonstration project if the project fails to comply with all permit conditions or no longer meets the intent of the approved demonstration project permit.

(3) If the sponsor fails to remove the project elements and features within the agreed timeframe, the City shall do so at the expense of the sponsor and the sponsor shall be considered ineligible to lead future demonstration projects for no less than 2 years.

Burlington Department of Public Works Commission Meeting
Draft Minutes, 18 January 2017
645 Pine Street

Commissioners Present: Robert Albergy; Jim Barr; Chris Gillman (Clerk) (*arrives at 6:38pm*); Solveig Overby; Jeff Padgett (Chair). **Commissioners Absent:** Tiki Archambeau (Vice Chair); Justine Sears.

Item 1 – Call to Order – Welcome – Chair Comments

Chair Padgett calls meeting to order at 6:32pm and makes opening comments.

Item 2 – Agenda

Chair Padgett requests moving Consent Agenda Item D Agenda to Item 4.5 and is seconded by Commissioner Albergy.

Action taken: motion approved;

“Ayes” are unanimous.

Item 3 – Public Forum (3 minute per person time limit)

Fred Magdoff, Ward 1, speaks on Parking Enforcement issues.

Caryn Long, Ward 1, speaks on Parking Enforcement issues and Lake Champlain cleanup.

Sharon Bushor, Ward 1, speaks on Agenda Item 9.

Clerk Gillman arrives

Item 4 – Consent Agenda

A. UVMMC Parking Agreement

B. Peoples United Bank Parking Agreement

C. Status of Traffic Requests

Commissioner Barr makes motion to accept altered Consent Agenda and is seconded by Commissioner Albergy.

Action taken: motion approved.

“Ayes” are unanimous.

Item 4.1 – Colchester Ave/Centennial Field Crosswalk Improvement Project

A) Staff Communication by DPW Engineer David Allerton who speaks on the city designing a new crosswalk at 278 Colchester Ave.

B) Commission Questions

Chair Padgett and Commissioners Albergy, Barr, and Overby ask questions on Agenda Item 4.1 with Engineer Allerton answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Overby to accept staff’s recommendation: removal of one parking space at 278 Colchester Ave on the North/East side of the crosswalk.

Seconded by Commissioner Albergy.

Discussion

The Commission, Ms. Bushor, and Engineer Allerton talk on Agenda Item 4.1.

Action taken: motion fails;

Commissioner Albergy: Aye

Vice Chair Archambeau: *not present*

Commissioner Barr: Aye

Clerk Gillman: Nay

Commissioner Overby: Aye

Chair Padgett: Nay

Commissioner Sears: *not present*

F) Motion made by Clerk Gillman to table staff's recommendation: removal of one parking space at 278 Colchester Ave on the North/East side of the crosswalk.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 5 – New Staff Introductions – Phillip Peterson & Ashley Toof

A) Staff Communication by Engineer Allerton who speaks on DPW's two new Engineering Technicians.

B) Commission Questions

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None

Item 6 – Online Parking Ticket Payment

A) Staff Communication by Parking Enforcement Manager John King who speaks on the city's new online payment option for parking tickets.

B) Commission Questions

Chair Padgett, Clerk Gillman, and Commissioners Barr and Overby ask questions on Agenda Item 6 with DPW Director Chapin Spencer, City Engineer and Assistant Director for Technical Services Norm Baldwin, and Manager King answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff's recommendation: adoption of changes to BCO Ordinance 20-67 to allow City of Burlington Parking Tickets be paid online or with a credit card.

Seconded by Clerk Gillman.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 7 – King St & St. Paul St. Meter Adjustments – Changes to Traffic Regulations in Appendix C of the City Ordinance

A) Staff Communication by Director Spencer who speaks on the city's adjustment of meter heads on King St & St Paul St after the closure of the Brown's Ct parking lot earlier this month, introducing "City of Burlington Traffic Regulations" document for the record.

B) Commission Questions

Chair Padgett, Clerk Gillman, and Commissioners Barr and Overby ask questions on Agenda Item 7 with Director Spencer and DPW Engineer Laura Wheelock answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept changes in ordinance and staff's recommendation: authorize the meter adjustments related and adjacent to the Eagle's Landing Project so that the changes can continue beyond the 30-day demonstration period.

Seconded by Clerk Gillman.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 8 – 194 St. Paul Street – Parking Meter Rates for Encumbrance Application

A) Staff Communication by Engineer Wheelock who speaks on city's revised rates for the encumbrance permits for the 194 St. Paul St. "Eagles Landing" project.

B) Commission Questions

Chair Padgett and Commissioner Overby ask questions on Agenda Item 8 with Engineer Wheelock answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Barr to approve staff's recommendation: support the use of the ROW under the terms of the License Agreement between the City of Burlington and HPC, and their application for encumbrances – at revised rates – on St. Paul Street/King Street/Maple Street.

Seconded by Clerk Gillman.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 9 – Intersection Scoping Update: Colchester Ave/Riverside Ave/Barrett St

A) Oral Communication by Senior Transportation Planner Nicole Losch and Chittenden County Regional Planning Commission (CCRPC) Senior Transportation Planning Engineer Jason Charest who speak on the city's scoping study of the Colchester Ave/Riverside Ave/Barrett St intersection.

B) Commission Questions

The Commission asks questions on Agenda Item 9 (Commissioner Overby introducing "PAC Meeting #3" and "Historic Resources Identification" documents for record) with Senior Planner Losch and Engineer Charest answering. For the record Commissioner Overby asked that Alternative 3, a roundabout design, not be eliminated from consideration for improving this intersection. She expressed concern that Alternative 3, the roundabout design, had been recommended to be eliminated from consideration by the Advisory Committee despite having the best safety and functional ratings as presented during the Sept. 22nd, 2016 Advisory Committee Meeting. She asked that city and CCRPC wait for additional information from the Winooski Bridge scoping study which is under way. She expressed concern that the CCRPC Advisory Committee may have eliminated Alternative 3 partially due to a misunderstanding about the risk element for Alternative 3, relating to possible future expanded historic district status of a property that would be impacted by construction of the roundabout. She introduced extract from CCRPC "Colchester/Riverside/Barrett/Mill Intersection Study, PAC Meeting #3, Sept. 22, 2016" and extract from Hartgen Archeological Associates, "Historic Resources Identification, Riverside Ave - Colchester Ave Intersection Scoping Study" documents for record.

C) Public Comment

Ms. Bushor speaks on Agenda Item 9.

D) Commissioner Discussion

E) Action Requested – None

****Item 10 – 6 Month Check in on Annual Work Plan – moved to 2-15-17 Commission Meeting****

Item 11 – Approval of Draft Minutes of 12-21-16

Commissioner Alberry makes motion to approve draft minutes of 12-21-16 and is seconded by Clerk Gillman.

Action take: motion approved;

"Ayes" are unanimous.

Item 12 – Director's Report

Director Spencer reports on Assistant Director for Parking & Traffic Patrick Cashman's resignation and DPW bringing on an Interim Assistant Director – Paul Bohne – for next 3-6 months; the

Parking & Transportation Agreement; thanking staff for reviewing the many incoming development projects; and the ongoing water main breaks in south end along Pine St. City Engineer Baldwin reports on the hiring of a new DPW Engineer Mike Weide and the new DPW Associate Planner Neil Milcarek-Burke.

Item 13 – Commissioner Communications

Commissioner Barr comments on an intersection change at North Prospect St & Loomis St; Chair Padgett comments the powers of the Commission; Commissioner Overby comments on the binder commissioners receive upon joining the Commission with Director Spencer responding.

Item 14 – Adjournment & Next Meeting Date – February 16, 2017

Motion to adjourn made by Commissioner Barr and seconded by Clerk Gillman.

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 8:40pm.

Burlington Department of Public Works Commission Meeting
Draft Minutes, 19 April 2017
645 Pine Street

Commissioners Present: Robert Alberry; Tiki Archambeau (Vice Chair); Chris Gillman (Clerk) (*arrives at 6:38pm*); Solveig Overby; Justine Sears. **Commissioners Absent:** Jeff Padgett (Chair); Jim Barr.

Item 1 – Call to Order – Welcome – Chair Comments

Vice Chair Archambeau calls meeting to order at 6:32pm and makes opening comments.

Item 2 – Agenda

Vice Chair Archambeau adds Agenda Item 5.1 “Wastewater Treatment Plant Update” and moves Approval of Draft Minutes of 1-18-17 from Agenda Item 8 to 5-17-17 meeting.

Action taken: motion approved;

“Ayes” are unanimous.

Item 3 – Public Forum (3 minute per person time limit)

Debbie Paradis, Ward 3, speaks on Consent Agenda Item B.

Clerk Gillman arrives

Item 4 – Consent Agenda

A. Traffic Status Report

B. Remove Existing Parking Prohibition on College St

C. Driveway Encroachment at 35 Brookes Ave

Commissioner Alberry makes motion to approve Consent Agenda and is seconded by Commissioner Sears.

Action taken: motion approved;

“Ayes” are unanimous.

Item 5 – Approval of Water System Revenue Bond, Series 2017

A) Communication by Assistant Director for Water Resources Megan Moir and bond counsel Thomas Melloni (of Paul Frank + Collins) who speak on the city’s Water System Revenue Bond.

B) Commission Questions

Vice Chair Archambeau, Commissioner Overby, and Commissioner Sears ask questions on Item 5 with Assistant Director Moir and counsel Melloni answering.

C) Public Comment – None

D) Commissioner Discussion

E) Motion made by Commissioner Alberry to accept staff’s recommendation: approve Water Revenue Bond Resolution and recommend City Council approval.

Seconded by Clerk Gillman.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

Item 5.1 – Wastewater Treatment Plant Update

A) Communication by DPW Director Chapin Spencer and Assistant Director Moir who speak on the main wastewater treatment plant’s recent discharge of partially disinfected effluent into Lake Champlain.

B) Commission Questions

Vice Chair Archambeau, Clerk Gillman, and Commissioner Overby ask questions on Item 5.1 with Assistant Director Moir answering.

- C) Public Comment – None
- D) Commissioner Discussion
- E) Action Requested – None.

Item 6 – Draft Permit Reform Recommendations

A) Communication by Director Spencer, City Engineer and Assistant Director for Technical Services Norm Baldwin, and Chief Innovation Officer Beth Anderson (*via phone*) who speak on the city's permitting system and reform recommendations.

B) Commission Questions

Vice Chair Archambeau, Commissioner Overby, and Commissioner Sears ask questions on Item 6 with Director Spencer, Assistant Director Baldwin, and CIO Anderson answering.

C) Public Comment

Adam Holt, Ward 4, speaks on Agenda Item 6.

- D) Commissioner Discussion
- E) Action Requested – None.

Item 7 – Curb Cut Specifications

A) Staff Presentation by Assistant Director Baldwin who speaks on the city's standards for differing curb cuts.

B) Commission Questions

Vice Chair Archambeau asks questions on Item 7 with Assistant Director Baldwin answering.

- C) Public Comment – None
- D) Commissioner Discussion

E) Motion made by Commissioner Alberry to accept staff's recommendation: approval of specifications.

Seconded by Commissioner Overby.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 8 – Approval of Draft Minutes of 3-15-17

Commissioner Alberry makes motion to approve draft minutes of 3-15-17 and is seconded by Clerk Gillman.

- Action taken: motion approved;
- "Ayes" are unanimous

Item 9 – Director's Report

Director Spencer reports on gearing up for a big construction season due to voter approved bonds with Assistant Director Baldwin commenting; the \$2.5 million renovation of College Street Garage beginning next week with Clerk Gillman commenting; the draft urban soil regulations and the City's written comments; and working on the FY'18 budget with more information coming at the May 2017 Commissioner Meeting

Item 10 – Commissioner Communications

Commissioner Overby comments on the College Street Garage repairs with Director Spencer responding; Vice Chair Archambeau comments on last year's Germain St traffic reconfiguration in relation to snow removal this past winter with Director Spencer and Assistant Director Baldwin responding.

Motion made by Commissioner Overby to enter Executive Session and is seconded by Commissioner Alberry.

Action taken: motion approved:

“Ayes” are unanimous.

Item 11 – Executive Session: Director & City Engineer Annual Reviews

Motion made by Commissioner Alberry to exit Executive Session and is seconded by Commissioner Overby.

Action taken: motion approved:

“Ayes” are unanimous.

Item 12 – Adjournment & Next Meeting Date – May 17, 2017

Motion to adjourn made by Commissioner Sears and seconded by Commissioner Alberry.

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourns at 9:32pm.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: May 11, 2017

PERMIT REFORM MATERIALS

Regarding the Commission's agenda item on Permit Reform, please refer to last month's Commission packet for the materials. At this month's meeting, we are seeking to have the Commission recommend Council approval of the report.

FY'18 BUDGET

I will be presenting our draft FY'18 DPW General Fund budget to the Board of Finance on Thursday, May 18 at 5pm. The draft budget is attached. It contains \$5.2M in revenues and \$7.6M in expenses with a net reliance on the General Fund of \$2.37M. The last two budgets have decreased the department's reliance on the General Fund while also achieving the department's goals and objectives.

CONSTRUCTION SEASON UNDERWAY:

Pease parking lot on the waterfront is being reconstructed. East Avenue repaving project is underway. The College St Garage is active (see below). The City Council approved the Public Information Manager position for DPW on 5-1-17 to help us engage the public and minimize the disruptions with all these upcoming projects. The position is now posted on the HR website. We have developed the attached list of capital projects across our divisions. I am touring all the Neighborhood Planning Assemblies this month as well and we have updated the interactive capital project map:

<http://burlingtonvt.maps.arcgis.com/apps/webappviewer/index.html?id=18809ddffef49c4bf42725a22741d23>

DISTRICT HEATING & BIOSOLIDS STUDY

In partnership with Burlington Electric Department and their consultant Corix, we are exploring one innovative concept now, and likely another soon:

-) Corix is evaluating the viability of a district heating system that could utilize waste heat to provide thermal heating for large downtown and hill section businesses. One of the two scenarios being evaluated would utilize heat from our main wastewater treatment plant's effluent. Corix will have their next stage of analysis completed in June.
-) We are actively discussing having Corix evaluate a second complementary innovation – installing an anaerobic digester to process the sludge from Burlington's wastewater plants. The digester, along with associated processes, could produce methane for generating electricity, reduce and/or control our sludge disposal costs, improve the quality of the resulting biosolids product, and potentially capture and sell phosphorous. This is a continuation of a collaborative planning effort with CSWD.

NORTH AVENUE PILOT SURVEY

As we near the end of the yearlong pilot along North Avenue, we have contracted with Castleton Polling to do a second public survey. More information is at: <https://www.burlingtonvt.gov/DPW>. The Police Department is compiling the crash data comparing pilot and pre-pilot configurations. It will be available soon.

COLLEGE STREET GARAGE REPAIRS

The \$2M repair project is underway at the College Street Garage. Work includes structural repairs, entirely new efficient lighting, upgraded HVAC system and an emergency generator. The work will last 4 months. Currently, the lower three of four levels will be closed, then level 3 will be re-opened in early June, then level 2, and finally level 1 will re-open in late August or September. The Lakeview Garage is adjacent to the College St Garage and is accommodating displaced parkers.

Don't hesitate to contact me with any questions prior to Wednesday's meeting.

2017 Burlington DPW Capital Projects

This is a working document and will be updated throughout the season

Improvement	Street	Begin	End	Length	Notes
Water Main - Relining	Pine St	Lakeside Ave	Howard St	2120	1894 pipe
Water Main - Relining	Pine St	Lakeside Ave	Howard St	2120	1980 pipe
Water Main - Relining	Pine St	Maple St	Main St	802	
Water Main - Relining	South Cove Rd	All		3425	
Water Main - Relining	Austin Dr	Red Rocks	Home Ave	1400	
Water Main - Relining	Crescent Rd	All		2515	
Water Main - Relining	Dunder Rd	All		1325	
Water Main - Relining	St Paul	Main St	Maple St	750	Coordinated with Great Streets
Water Main - Replacement	Ethan Allen Parkway	Lopes	Sandy		
Water Main - Replacement	Ethan Allen Parkway	Sandy	Farrington		
Water Main - Replacement	Ethan Allen Parkway	Farrington	James		
Water Main - Replacement	Colchester Ave	Nash Pl	Barret		
Water Main - Replacement	Curtis Ave	All			
Water Main - Replacement	Latham Ct	All			
Water Main - Replacement	Ferguson Ave	Pine St	Shelburne St		
Water Main - Replacement	Maple St	Battery St	Pine St		
Paving - Mill and Fill	Manhattan Dr	Rose St	Park St	0.16	
Paving - Mill and Fill	East Ave	Colchester Ave	Main St	0.74	Spring construction
Paving - Mill and Fill	Beltline (Route 127)	New Pavement	Heineberg Br	2.86	
Paving - Mill and Fill	Beltline Ramp (Route 127)	Plattsburgh Ave	Route 127	0.27	
Paving - Mill and Fill	Lakeview Cemetery				
Paving - Mill and Fill	Lavalley Lane	Maple St	VRS gate		
Paving - Mill and Fill	Pine Street	Locust St	Howard St		NB lane only
Paving - Reclaim	Marble Ave	All		0.17	
Paving - Reclaim	King St	Battery St	Pine St	0.2	Coord. with water & traffic calming
Paving - Reclaim	Valade Pk	All		0.22	
Paving - Reclaim	Borestone Ln	All		0.15	
Paving - Reclaim	Rivers Edge Dr	All		0.22	
Paving - Reclaim	Hildred Terr	All		0.3	
Paving - Reclaim	Oakledge Park	Upper parking lot			
Paving - Reclaim	Lavalley Lane	VRS gate	VRS roundhouse		Paid by VT Rail Systems
Sidewalk - Reconstruction	Bradley	Hungerford Terr	S Union	502.7	N
Sidewalk - Reconstruction	Bright	Archibald	Riverside Av	523.1	E
Sidewalk - Reconstruction	Brook Dr	Van Patten Pkwy	56 Brook Dr	531.3	SE
Sidewalk - Reconstruction	College	St Paul	Pine	340.2	N
Sidewalk - Reconstruction	Crombie	Intervale Av	N Winooski Av	512.1	SW
Sidewalk - Reconstruction	Decatur	N Winooski Av	Intervale Av	566.5	NE
Sidewalk - Reconstruction	Elmwood Ave	North St	Spring	857.6	E
Sidewalk - Reconstruction	Fairmont Pl	North Av	end	934	S
Sidewalk - Reconstruction	Flynn Av	Across 207 Flynn Av	Across Oak Beach Dr	1418.9	N
Sidewalk - Reconstruction	Gosse Ct	Gosse Ct End	North Av	1740.7	SW
Sidewalk - Reconstruction	Greene	Loomis	Hickok Pl	570.8	W
Sidewalk - Reconstruction	Hillside Terr	Riverside Av	Riverside Av	1191.4	W
Sidewalk - Reconstruction	Hyde	Archibald	North St	1242.8	NW
Sidewalk - Reconstruction	Hyde	N Willard	Archibald	163.5	NW
Sidewalk - Reconstruction	Lakeview Terr	Canfield	98 Lakeview Terr	585	E
Sidewalk - Reconstruction	Manhattan Dr	Volz	Ward	330	S
Sidewalk - Reconstruction	Nash Pl	Nash Pl End	Colchester Av	531	W
Sidewalk - Reconstruction	North St	High Grove Ct	N Willard	590.8	N
Sidewalk - Reconstruction	North St	N Prospect	High Grove Ct	476.5	N
Sidewalk - Reconstruction	Pine	Flynn Av	Birchcliff Pkwy	1376.5	E
Sidewalk - Reconstruction	S Willard	Pearl	Buell	492.4	W
Sidewalk - Reconstruction	S Willard	Bayview	Howard	478.6	W
Sidewalk - Reconstruction	S Willard	Cliff	Bayview	283.4	W
Sidewalk - Reconstruction	Summit	Maple	Main	757.7	E
Sidewalk - Reconstruction	S Champlain	King	Maple	25	W
Sidewalk - Reconstruction	Chase	46 Chase	Colchester Av	465	NW
Sidewalk - Reconstruction	Colchester Av	Kampus Kitchen	East University Rd	149	S
Sidewalk - Reconstruction	Colchester Av	Across Barrett	Across Chase	465	W
Sidewalk - Reconstruction	N Willard	North St	Loomis	290	W
Sidewalk - Reconstruction	Isham	Loomis	Hickok Pl	60	W
Sidewalk - Reconstruction	Booth	Loomis	North St	60	E
Sidewalk - Reconstruction	School	North St	Loomis	587.9	W

2017 Burlington DPW Capital Projects

This is a working document and will be updated throughout the season

Sidewalk - Reconstruction	Germain	Archibald	Pomeroy	375.1	W
Sidewalk - Reconstruction	N Union	North St	N Winooski Av	521	E
Sidewalk - Reconstruction	N Winooski Av	N Union	Archibald	525.213	E
Sidewalk - Reconstruction	Luck	St Marys	Intervale Av	239.5	S
Sidewalk - Reconstruction	Billings Ct	Billings Ct End	Van Patten Pkwy	343.8	W
Sidewalk - Reconstruction	Elm Terr	Elm Terr End	25 Elm Terr	220.6	S
Sidewalk - Reconstruction	Elm Terr	31 Elm Terr	S Winooski Av	115.5	S
Sidewalk - Reconstruction	Gove Ct	Shelburne Rd	Gove Ct End	70	N
Sidewalk - Reconstruction	Harrington Terr	Maple	Jackson Ct	309.8	E, public mtgs, 2017 const. possible
Sidewalk - Reconstruction	King	S Winooski Av	Church	367.1	N
Sidewalk - Reconstruction	Kingsland Terr	Kingsland Terr End	S Union	467.1	N
Sidewalk - Reconstruction	Ledge Rd	Edgewood Ln	Iranistan Rd	85	N
Sidewalk - Reconstruction	Oakcrest Dr	Beachcrest Dr	Tallwood Ln	100	S
Sidewalk - Reconstruction	S Prospect	178 S Prospect	Main	60	E
Sidewalk - Reconstruction	S Union	Bayview	Cliff	281	E
Sidewalk - Reconstruction	S Union	Cliff	Spruce	364.9	E
Sidewalk - Reconstruction	S Williams	College	Main	422.7	W
Sidewalk - Reconstruction	Sandy Ln	Ethan Allen Pkwy	Roseade Pkwy	268.7	N
Sidewalk - Reconstruction	Spruce	S Union	S Willard	50	S
Sidewalk - Reconstruction	Tallwood Ln	Oakcrest Dr	Woodridge Dr	50	W
Sidewalk - Reconstruction	Woodbury Rd	Stanbury Rd	North Av	55	S
Stormwater	Gazo Street Outfall	Gazo Avenue			Reconstruction
Stormwater	Pease Parking Lot	Bottom of College Street			Pervious pavement
Stormwater	Route 127 Outfall Repair	Route 127 (Ramp 'J')			Reconstruction
SUMMARY:					

Asset Class	Recent Avg / Year	2017	% Increase
Water Mains	<1 mile	4.1 miles	310%
Sidewalks	1 mile	3 miles	200%
Paving	2.25 miles	5.6 miles	148%
Garages	\$1 million	\$3 million	200%

Interactive Capital Map Available May 15: www.burlingtonvt.gov/dpw

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U							
1														Budget Worksheet Report Budget Year 2018														
2																												
3	Account		Account Description										2015 Actual Amount		2016 Amended Budget		2016 Actual Amount		2017 Amended Budget		2017 Actual Amount		CAO reviewed FY 18 draft budget		FY 18 minus FY 17 amended		FY 18 change FY 17 amended %	
4	Fund 101 - General Fund																											
5	REVENUE																											
6	Department 19 - Public Works																											
7	Division 000 - Admin																											
8	Intergovernmental Revenues																											
9	4600_112		Fees For Services Capital Projects										.00		.00		.00		.00		.00		30,000.00		30,000.00			
10	4600_113		Fees For Services Interfund										157,844.08		161,362.00		161,366.16		162,000.00		156,798.00		180,000.00		18,000.00		11	
11			Intergovernmental Revenues Totals										\$157,844.08		\$161,362.00		\$161,366.16		\$162,000.00		\$156,798.00		\$210,000.00		\$48,000.00		30%	
12	Charges for Services																											
13	4600_110		Fees For Services Public Works										14,475.00		14,000.00		16,165.24		14,475.00		12,419.59		15,702.00		1,227.00		8	
14			Charges for Services Totals										\$14,475.00		\$14,000.00		\$16,165.24		\$14,475.00		\$12,419.59		\$15,702.00		\$1,227.00		8%	
15	Miscellaneous																											
16	4535		Misc Rev										7,207.11		10,200.00		4,867.63		7,200.00		45,585.35		958.00		(6,242.00)		(87)	
17			Miscellaneous Totals										\$7,207.11		\$10,200.00		\$4,867.63		\$7,200.00		\$45,585.35		\$958.00		(\$6,242.00)		(87%)	
18			Division 000 - Admin Totals										\$179,526.19		\$185,562.00		\$182,399.03		\$183,675.00		\$214,802							

Budget Year 2018

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
3	Account					Account Description							2015 Actual Amount		2016 Amended Budget	2016 Actual Amount	2017 Amended Budget	2017 Actual Amount	CAO reviewed FY 18 draft budget	FY 18 minus FY 17 amended	FY 18 change FY 17 amended %	
39			Other Revenue																			
40	4730						Sale of Non-Asset Property							4,526.00	.00	1,216.75	.00	.00	.00	.00		
41			Other Revenue Totals										\$4,526.00		\$0.00	\$1,216.75	\$0.00	\$0.00	\$0.00	\$0.00	+++	
42			Miscellaneous																			
43	4535						Misc Rev							3,309.00	.00	1,145.40	.00	1,981.18	.00	.00		
44			Miscellaneous Totals										\$3,309.00		\$0.00	\$1,145.40	\$0.00	\$1,981.18	\$0.00	\$0.00	+++	
45				Division 151 - Equipment Maintenance Totals									\$639,769.80		\$620,425.00	\$612,861.98	\$521,000.00	\$422,425.34	\$553,000.00	\$32,000.00	6%	
46				Division 152 - Streets																		
47				Program 481 - Street Maintenance																		
48			Intergovernmental Revenues																			
49	4825_130	Interdepartmental Material, Labor & Equipment											690,182.82		447,000.00	359,116.66	493,000.00	390,451.70	718,000.00	225,000.00	46	
50	4875_150	Grant State Aid											292,090.82		292,278.00	291,900.06	291,899.00	291,904.64	291,899.00	.00		
51			Intergovernmental Revenues Totals										\$982,273.64									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
3	Account				Account Description								2015 Actual Amount		2016 Amended Budget	2016 Actual Amount	2017 Amended Budget	2017 Actual Amount	CAO reviewed FY 18 draft budget	FY 18 minus FY 17 amended	FY 18 change FY 17 amended %
80					Division 153 - Recycling Totals								\$501,368.58		\$556,250.00	\$590,525.38	\$617,500.00	\$377,775.75	\$617,500.00	\$0.00	0%
81					Division 154 - Inspection Services																
82					Charges for Services																
83	4600_105				Fees For Services Public Safety								.00		.00	50.00	.00	.00	.00	.00	
84					Charges for Services Totals								\$0.00		\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
85					Fines and Forfeits																
86	4055_110				Fines Misc Public Works								.00		.00	.00	.00	56.14	.00	.00	
87					Fines and Forfeits Totals								\$0.00		\$0.00	\$0.00	\$0.00	\$56.14	\$0.00	\$0.00	+++
88					Licenses and Permits																
89	4225				Building Trade Permits								716,406.82		850,000.00	1,623,511.93	900,000.00	1,670,473.60	1,200,000.00	300,000.00	33
90					Licenses and Permits Totals								\$716,406.82		\$850,000.00	\$1,623,511.93	\$900,000.00	\$1,670,473.60	\$1,200,000.00	\$300,000.00	33%
91					Miscellaneous																
92	4535				Misc Rev								90.00		.00	1,091.00	.00	130.00	.00	.00	

	A	B	C	D	E	F	G	H	I	J	K		L		M	N		O	P	Q		R	S	T	U	
3	Account					Account Description							2015 Actual Amount			2016 Amended Budget		2016 Actual Amount	2017 Amended Budget		2017 Actual Amount	CAO reviewed FY 18 draft budget	FY 18 minus FY 17 amended	FY 18 change FY 17 amended %		
121			General Operating																							
122	6000		Office Supplies									4,010.73			7,500.00		6,656.78	7,000.00		5,214.73	5,000.00	(2,000.00)	(29)			
123	6005		Postage									6,672.79			8,500.00		4,952.47	7,500.00		5,224.53	5,500.00	(2,000.00)	(27)			
124	6020		Office Equipment									.00			4,000.00		1,825.89	.00		.00	2,000.00	2,000.00				
125	6025		Furnishings									408.50			1,500.00		1,429.85	1,500.00		.00	1,500.00	.00				
126	6200		Medical Fees And Supplies									508.47			600.00		175.00	600.00		.00	600.00	.00				
127	6202		Printing/Copying/Paper Mgt									4,568.26			5,000.00		3,243.98	5,000.00		1,596.15	3,750.00	(1,250.00)	(25)			
128	6203		Dues/Subscriptions									1,496.16			2,000.00		1,379.89	2,000.00		1,381.59	2,000.00	.00				
129	6214		Clothing And Uniforms									193.00			500.00		243.00	500.00		.00	400.00	(100.00)	(20)			
130	6350		Legal Notice & Advertising									.00			500.00											

	A	B	C	D	E	F	G	H	I	J	K		L		M	N		O	P	Q	R	S	T	U	
3	Account					Account Description							2015 Actual Amount			2016 Amended Budget		2016 Actual Amount	2017 Amended Budget	2017 Actual Amount	CAO reviewed FY 18 draft budget	FY 18 minus FY 17 amended	FY 18 change FY 17 amended %		
203	6210					Small Tools and Equipment							7,679.75			10,000.00		9,962.84	17,500.00	8,952.95	17,500.00	.00			
204	6212_100					Fuel Unleaded							309,887.46			347,500.00		214,139.42	258,000.00	188,580.51	230,000.00	(28,000.00)	(11)		
205	6212_110					Fuel Diesel							234,460.86			280,000.00		142,439.35	172,000.00	140,572.11	200,000.00	28,000.00	16		
206	6212_115					Fuel Propane							197.09			300.00		234.71	400.00	91.36	400.00	.00			
207	6214					Clothing And Uniforms							5,071.32			5,500.00		4,741.69	6,000.00	3,691.28	6,000.00	.00			
208	6216					Oil & Grease & Antifreeze							32,407.39			33,000.00		31,424.71	32,000.00	23,622.66	32,000.00	.00			
209	6300_100					Repair & Maintenance Equipment Parts							421,110.02			395,000.00		403,800.02	395,000.00	297,181.96	400,000.00	5,000.00	1		
210	6300_120					Repair & Maintenance Tires							54,011.23			62,500.00		58,795.80	60,000.00	58,834.94	60,000.00	.00			
211	6400_100					Utilities Electricity							19,710.99			23,000.00		19,982.10	20,000.00	17,253.58	20,000.00	.00			
212	6400_105																								

	A	B	C	D	E	F	G	H	I	J	K		L	M	N		O	P	Q	R	S	T	U	
3	Account					Account Description								2015 Actual Amount		2016 Amended Budget	2016 Actual Amount	2017 Amended Budget	2017 Actual Amount	CAO reviewed FY 18 draft budget	FY 18 minus FY 17 amended	FY 18 change FY 17 amended %		
244	5200_130					Other Personal Service Allowance Taxable								2,810.67		5,500.00	2,369.85	3,000.00	3,740.45	4,000.00	1,000.00	33		
245	5400_100					Employee Benefits FICA								.00		.00	.00	.00	3,706.04	.00	.00			
246						Personal Services Totals								\$1,125,138.29		\$1,175,282.00	\$1,068,952.45	\$1,208,216.00	\$1,102,205.70	\$1,220,903.00	\$12,687.00	1%		
247						General Operating																		
248	6000					Office Supplies								10.32		500.00	227.67	500.00	474.00	500.00	.00			
249	6200					Medical Fees And Supplies								.00		.00	2,543.00	2,000.00	920.00	2,000.00	.00			
250	6202					Printing/Copying/Paper Mgt								.00		1,000.00	87.06	500.00	.00	250.00	(250.00)	(50)		
251	6203					Dues/Subscriptions								.00		750.00	27.00	750.00	117.00	250.00	(500.00)	(67)		
252	6208					Special Supplies								16,957.08		33,000.00	30,090.72	25,000.00	19,349.15	25,000.00	.00			
253	6210					Small Tools and Equipment								11,305.97		30,000.00	28,785.78	11,000.00	4,812.68	12,500.00	1,500.00	14		
254	6212_115					Fuel Propane								1,190.20		2,000.00	1,301.16	2,200.00	340.00					

	A	B	C	D	E	F	G	H	I	J	K		L		M	N		O	P	Q	R	S	T	U									
3	Account					Account Description							2015 Actual Amount			2016 Amended Budget		2016 Actual Amount	2017 Amended Budget		2017 Actual Amount	CAO reviewed FY 18 draft budget	FY 18 minus FY 17 amended	FY 18 change FY 17 amended %									
285	5200_120					Other Personal Service Shift Differential							11.60			.00		11.60	.00		11.91	.00	.00										
286	5200_130					Other Personal Service Allowance Taxable							955.00			.00		1,020.00	1,000.00		743.00	1,000.00	.00										
287	5400_100					Employee Benefits FICA							.00			.00		.00	.00		419.44	.00	.00										
288	5400_120					Employee Benefits Workers Compensation							3,586.20			.00		.00	3,600.00		3,600.00	.00	(3,600.00)	(100)									
289			Personal Services Totals										\$175,345.54			\$170,000.00		\$165,690.61	\$175,221.00		\$131,069.86	\$177,950.00	\$2,729.00	2%									
290			Capital Equipment																														
291	9500_110					Capital Outlay Capital Expenditures							.00			.00		35,980.00	.00		.00	.00	.00										
292			Capital Equipment Totals										\$0.00			\$0.00		\$35,980.00	\$0.00		\$0.00	\$0.00	\$0.00	+++									
293			General Operating																														
294	6200					Medical Fees And Supplies							.00			.00		250.00															

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
3	Account					Account Description							2015 Actual Amount		2016 Amended Budget	2016 Actual Amount	2017 Amended Budget	2017 Actual Amount	CAO reviewed FY 18 draft budget	FY 18 minus FY 17 amended	FY 18 change FY 17 amended %	
367	7200_115					Capital Leases Equipment							.00		278,534.00	.00	.00	.00	.00	.00	.00	
368	7303					Regulatory and Bank Fees							1,229.25		.00	1,229.25	1,230.00	.00	1,230.00	.00		
369			General Operating Totals										\$154,974.14		\$476,834.00	\$148,914.98	\$189,730.00	\$107,946.06	\$171,430.00	(\$18,300.00)	(10%)	
370			Debt Service																			
371	7400_135					Debt Service Principal COPS							192,582.50		.00	204,875.00	192,583.00	217,167.50	225,363.00	32,780.00	17	
372	7450_235					Debt Service Interest COPS							84,540.60		.00	46,204.89	84,541.00	25,117.68	39,213.00	(45,328.00)	(54)	
373			Debt Service Totals										\$277,123.10		\$0.00	\$251,079.89	\$277,124.00	\$242,285.18	\$264,576.00	(\$12,548.00)	(5%)	
374				Division 155 - Central Facility Totals										\$466,024.82		\$512,834.00	\$433,966.74	\$504,027.00	\$381,413.64	\$473,579.00	(\$30,448.00)	(6%)
375			Department 19 - Public Works Totals										\$6,926,062.77		\$7,716,815.00	\$6,896,267.60	\$7,388,610.00	\$5,885,887.94	\$7,623,351.00	\$234,741.00	3%	
376	EXPENSE TOTALS												\$6,926,062.77		\$7,716,815.00	\$6,896,267.60	\$7,388,610.00	\$5,885,887.94	\$7,623,351.00	\$234,741.00	3%	
377																						
378	Fund 101 - General Fund Totals																					
379	REVENUE TOTALS												\$4,572,976.68		\$4,685,706.00	\$5,540,689.02	\$4,859,074.00	\$4,414,188.04	\$5,250,651.00	\$391,577.00	8%	
380	EXPENSE TOTALS												\$6,926,062.77		\$7,716,815.00	\$6,896,267.60	\$7,388,610.00	\$5,885,887.94	\$7,623,351.00	\$234,741.00	3%	
381	Fund 101 - General Fund Totals												(\$2,353,086.09)		(\$3,031,109.00)	(\$1,355,578.58)	(\$2,529,536.00)	(\$1,471,699.90)	(\$2,372,700.00)	\$156,836.00	(6%)	
382																						
383	Net Grand Totals																					
384	REVENUE GRAND TOTALS												\$4,572,976.68		\$4,685,706.00	\$5,540,689.02	\$4,859,074.00	\$4,414,188.04	\$5,250,651.00	\$391,577.00	8%	
385	EXPENSE GRAND TOTALS												\$6,926,062.77		\$7,716,815.00	\$6,896,267.60	\$7,388,610.00	\$5,885,887.94	\$7,623,351.00	\$234,741.00	3%	
386	Net Grand Totals												(\$2,353,086.09)		(\$3,031,109.00)	(\$1,355,578.58)	(\$2,529,536.00)	(\$1,471,699.90)	(\$2,372,700.00)	\$156,836.00	(6%)	

Thu 5/4/2017 10:46 AM

Dear Phillip,

I am opposed to designating a parking spot for Carshare only @ 175 N Winooski Ave.
Burlington VT 05401

There is already a shortage of parking spaces in the area, when there is an event down town currently my neighbors have 2 cars to every one apartment and this leave an already tight parking availability, Not taking into account the event of parking bans
We are already facing limited spaces due to the corner restaurants where we have a 15 min only parking and a 30 min only parking space for these establishments.

It would be unfair to the current residents to have another spot removed from rotation for one particular resident vehicle.

Debbye Sutton
Deborah.Sutton@Vermont.gov
Health Services Specialist
Health Access Eligibility and Enrollment Unit
1000 River Street
Essex Junction, VT 05452
802-871-3923

Sun 4/30/2017 9:06 PM

Mr. Peterson,

I'm writing with concern regarding the possibility of having a CarShare Vermont parking space on N. Winooski Ave. I live across the street from the proposed parking spot and strongly oppose this parking space designation becoming a reality for a few reasons. Because the street is not designated as resident-only parking, many non-residents park on the street while they patronize the many businesses/restaurants on N. Winooski Ave. This often makes it quite difficult for people who live in houses on the street (who do not have off street parking available) to find parking, especially on weekend evenings. This is compounded when guests of residents of N. Winooski Ave may be visiting. Additionally, as I'm sure you are well aware, there is already a CarShare parking space less than 1/4 of a mile away from the proposed spot also on N. Winooski Ave. There are other streets in the Old North End on which parking spots are in less demand because they are less popular for non-residents to park on. I would argue that it would also be valuable to have the CarShare parking spaces to be more evenly spread out around the Old North End, rather than have two spaces very close to each other.

I hope you will take my opposition into account. Thank you for the opportunity to be involved in the evaluation process!

Lilla Fortunoff

Sun 4/30/2017 8:51 PM

Dear Mr. Peterson,

I am writing regarding the proposed CarShare spot at 175 North Winooski Ave. I do not support this proposal. Depending on the time of day, it can be difficult to find a parking spot on this section of North Winooski. There are a lot of businesses in the area and people have to park on the street during work hours, and residents and people visiting the downtown area park during the evening.

The following is the main root of my opposition. I have looked at the CarShare map, and there is a parking spot at Butch + Babe's (258 North Winooski Ave), 0.2 miles away from this proposed spot. I feel as though there are other parts of the city where CarShare could request a spot if they truly want to expand the range people in the Old North End that they serve.

Thank you for the notice and for the chance to respond to this issue,

Emma DeMelim
Resident of North Winooski Ave

Fri 4/28/2017 3:28 PM

Phillip,

Thanks for the info in our discussion the other day.

The area of the intersection of North Winooski Avenue and North Street has become home to a new, growing, interesting and eclectic collection of woman-owned and immigrant-owned small businesses. These include Mawuhi African Market, Drifters Cafe, Shinjuku Station Fresh Sushi, and Barrio Bistro Bakery and Cafe. We all employ several fairly paid local employees.

We hope to increase the visual and other appeals of this area to create a walkable destination for Burlington residents. We will soon get together for some advertising. There may be an art gallery or other additions in the future.

We encourage walking and biking to our shops, but many customers drive to us from outlying areas, especially Mawuhi African Market, a vital source of hard to find goods for our immigrant communities. There are often not enough parking spaces available, and for the sake of our struggling businesses, every nearby parking space is sorely needed. Our Yelp and Google reviews comment on the lack of available parking after 4:00 or 5:00 pm.

Although we appreciate and support the mission of car sharing services, to remove a parking space from this area will harm our small businesses and our efforts to improve this little neighborhood. May we suggest a designated parking space in or near the upcoming City Market extension at 242 North Winooski Avenue, The Chittenden County Food Shelf or nearby, or the Vermont Worker's Center, or anywhere where emerging merchants won't be harmed by a reduction in parking.

Thank you for understanding our situation.

Peter Hartwell
Mao Mizushima
Kei Asian Cuisine LLC
802 578 2537

Thu 4/27/2017

Phone call received from Eric Burtle a resident at 171 North Winooski Avenue. Mr. Burtle is very excited at the possibility of CarShare coming back to 175 North Winooski Avenue. Mr. Burtle is a huge supporter of CarShare Vermont.

Assessment of the Development Process – Technical Appendices

BURLINGTON, VERMONT

February 10, 2017



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A. BEST PRACTICES ASSESSMENT

1. INTRODUCTION

This best practices assessment was conducted to evaluate current practices within the City of Burlington. The assessment is designed to identify areas of strength as well as improvement opportunities in the City's planning, building, fire, engineering, and related functions in the areas of effectiveness, customer service, efficiency, and predictability.

This document represents one element of the assessment, a comparison of practices in the City of Burlington against an established set of "Best Management Practices" (BMPs), methods or techniques found to be effective, practical, efficient, and customer-friendly in regulating land use and construction in similar municipalities across the Country.

The BMPs were derived from the consultant's experience reviewing and working with permitting and land use agencies, as well as industry standards from research and professional organizations that promote efficient and effective practices in planning, land use, construction, and infrastructure development. The analysis includes the following:

- Statements of effective practices (BMPs).
- Identification of the strengths of Burlington's departments in following these practices.
- Identification of preliminary issues for further analysis prior to the development of specific recommendations.

In conducting the best practices assessment, we recognize that Burlington, like all cities, has a unique culture, unique legal and regulatory framework, and is bound by constraints on and competing demands for resources. In some cases, there are sound

reasons why the City's current approach differs from what typically constitutes a best practice. These factors will be taken into account in developing recommended reforms for the City.

2. KEY STRENGTHS

Although the Best Management Practices process is designed largely to identify improvement opportunities, it is also an opportunity to identify elements of the process that are working well. Below are some of these strengths:

- Stakeholders, including residents and community activists, have a strong interest in development activities in the City. The City makes extensive efforts in public outreach and provides many opportunities for public comment and input into the development process.
- All departments involved in the permitting process use a single software system to enter and track permit applications and issuance.
- Staff are readily accessible and available to answer questions either in person or by phone.
- Staff are very knowledgeable within their respective areas and are forthcoming in sharing their information and guidance with applicants and the public.
- Permit application information is available on-line.
- Planning and Zoning applications are tracked on-line.

3. KEY IMPROVEMENT OPPORTUNITIES

The comparison of the City's current practices to best management practices also identified some key issues. Some of the most notable are listed below:

- The process in Burlington, which can encompass planning, stormwater, engineering, building, trade permits, and fire permits, requires applicants to independently navigate the City's organization and work through several departments, as these functions are located in different areas and there is minimal cross training or coordination across departments.
- While departments have an opportunity to provide input before a zoning permit is submitted, there is no formal feedback loop that allows them to provide comments

and ensure these comments are addressed during review.

- The building permit process is organized as specialties (i.e. - building, electrical, plumbing) with little cross training across these functional areas. For an organization, the size of Burlington, this creates some challenges in assigning the appropriate level of resources to address varying workloads. Modifications to this approach and any specific recommendations will be dependent on the approach developed during final analysis and in conjunction with City staff.
- Applicants have to interact with many different individuals within the City even for relatively minor projects.
- Despite the use of a central software system, the permitting process remains heavily paper-based and technology is not effectively or fully utilized to simplify the process for applicants.
- The project close-out process is overseen by a department that has had no prior involvement in the review or issuance of permits for the project.

4. DETAILED BEST MANAGEMENT PRACTICES ASSESSMENT.

The following table presents best management practices used by the consultant, as well as the consultants' determination of the City's performance against each standard and the identification of key issues for evaluation.

Best Management Practice	Current Process	Issue / Potential Recommendation
MANAGEMENT AND ADMINISTRATION		
1. There are City-wide and department specific goals, objectives, and performance measures for each phase of the development review and permitting process.	Individual departments provide guidelines regarding turnaround times, including same-day review for many building permits.	Performance targets that identify expected turnaround times for plan review and inspection would improve accountability and predictability. The City should develop, publish, and report on performance targets and actual performance for all phases of the permitting process from pre-application through occupancy. Templates for performance reports will be developed as part of the assessment final report.

Best Management Practice	Current Process	Issue / Potential Recommendation
2. There are clear points of accountability for performance across the Development Review and permitting process.	Roles and responsibilities are clearly defined in all departments.	While responsibilities are clear within individual departments, there is no individual with the authority or responsibility for ensuring that the entire permitting process works smoothly. The City should create one or more clear points of accountability for the permitting process, focusing on timeliness, predictability, consistency, and customer service.
3. Customer satisfaction with each phase of the development process is assessed and monitored.	The City does not routinely monitor or measure customer satisfaction with the development review or permitting process.	Monitoring of customer satisfaction provides one measure to identify points of confusion, delay, or inconsistency within the permitting process. The City should routinely monitor customer satisfaction through either an online survey or satisfaction comment cards issued to all applicants upon issuance of a certificate of occupancy. This may be done on a department-by-department basis or city-wide; the results should be compiled to obtain a clear picture of the process's strengths and weaknesses from the applicant's standpoint.

Best Management Practice	Current Process	Issue / Potential Recommendation
4. There are well-documented policies and procedures in place to govern the actions of all employees involved in development review.	Planning and Code Enforcement have written protocols in place.	Standardized policies and procedures provide clear documentation regarding how tasks are carried out within a department. All departments should have clearly developed Standard Operating Procedures for each position outlining, the roles of the position, how it relates to the overall permitting process, and how key tasks are carried out. When multiple employees are involved in similar or identical positions they should work on the SOPs as a team setting.
5. The relevant departments have backup plans and succession plans in place in the event of absence or departure of key staff.	There is some cross training within Planning.	No formal succession planning has been undertaken to ensure that backup plans are established for critical positions so that service to the public is not impacted by staff absences. SOPs for key processes should be developed to enable faster training of new employees. Department managers should meet to identify key positions and develop an agreed-upon strategy for backup and succession planning. Streamlined processes to hire new employees should be implemented. Where appropriate, cross-training of staff should be conducted upon acquisition of appropriate skills / licensure / certification.

Best Management Practice	Current Process	Issue / Potential Recommendation
6. The City provides easy-to-understand and attractive guides to the planning, building permit, inspections, and close-out process.	The Planning department has clear and user-friendly guides available on-line and in the office. Building provides basic information flyers available in both the permitting center and online to provide guidance to applicants. DPW provides customers with a flow chart and other support material that illustrate how the building permitting process works and interacts. Most information regarding permit types, submittal requirements, and applicable codes is available on the City's web site.	Planning information is often provided orally and, according to interviews, the answers provided are not always consistent. Existing materials do not provide permit applicants with a clear understanding of the overall process, especially in cases that involve multiple departments or require additional permits or plans (e.g., stormwater, ROW). The project close-out process is not clearly described in any customer materials. As a result, customers may need to rely on conversations with staff and may not have a clear "big picture" understanding of how the process will work for their projects. The City should use on-line and written guides developed by other jurisdictions as a model to provide a clearer understanding of the entire process.
7. All staff involved in the development review and permitting process are available at a single, easy to access location. A "one-stop permitting" center has been implemented.	The City has not implemented a one-stop permitting approach to service delivery. In Burlington, most applicants must go to at least two locations (potentially three if fire and stormwater are involved) to obtain information from staff regarding the permitting process, submit their materials, pay, pick up permits, and request and obtain a final Certificate of Occupancy. In some cases, effective use of technology can overcome a single consolidated permitting operation. However, technology is not being utilized in a manner that would overcome the lack of a one-stop permitting center in the City of Burlington.	A single location for applicants to ask questions, submit permit applications, pick up permits, and conduct related business reduces confusion and saves time. It also improves communication across departments. The current use of technology is not sufficient to overcome the lack of a one-stop permitting center.

Best Management Practice	Current Process	Issue / Potential Recommendation
8. The City reaches out to the business and development community through periodic communications.	Individual departments communicate with specific customers (e.g., tradespeople) on a periodic basis. For example, Building will send out information regarding code changes or updates.	There is currently limited systematic, organized outreach to developers, builders, and trades-people by Burlington staff to develop the applicants understanding of codes and regulations, inform them of upcoming changes, and to develop a partnership with key stakeholders. A semi-annual newsletter should be considered, supplemented by an annual training session. The City should seek input from business and development community to identify areas of need or concern related to planning and the permitting process.
9. The city reaches out to the public through periodic communications.	Most Planning approvals include numerous opportunities for public input.	Public outreach provides a mechanism to educate the public regarding key land use and development activities and issues. The Burlington Planning Office did publish regular reports on-line, but these appear to have stopped in 2012. Newsletters and other communications should be developed to address issues of key concern to the public related to development review and permitting activities within the City of Burlington.

Best Management Practice	Current Process	Issue / Potential Recommendation
Planning and Zoning		
10. Long range planning –The City maintains an up-to-date plan and reviews zoning regulations for consistency with the current plan.	The City's Master Plan was updated in 2014. Small area plans have been developed recently for several locations. Staff reviews submittals based on adopted plans and ordinances. Staff typically handle around 12 amendments to the zoning code per year. All planning materials appear on-line.	Already implemented.
11. The City's long term plans and zoning code are available on-line.	Plans, codes, and ordinances are located online.	Already implemented.
12. The City's policies/website clearly identify what applications can be approved administratively versus approval by Design Review Board/ Conservation Board, or other applicable Board.	The Planning and Zoning website provides extensive information regarding permits and requirements associated with them. This includes an overview of the entire permitting process, an explanation of when permits are required, and links to other departments.	Many questions regarding permit requirements still require input from a planner or other staff member through an in-person meeting or a phone call. The department should track and analyze questions most frequently asked by the public and use these to develop a new and updated set of FAQs to add to the web site.
13. The Planning department provides clear and comprehensive checklists identifying all items required to be submitted for each application type.	Checklist are available online and in person. Checklist have been individually created by application type.	Already implemented.
14. Planning application forms are available on-line and can be filled out electronically.	Application forms are available online.	All forms should be converted to fillable PDF format to allow applicants to complete them on their computers.

Best Management Practice	Current Process	Issue / Potential Recommendation
15.Planning applications may be submitted electronically, may be viewed on-line once submitted, and are distributed electronically.	Information is provided electronically to board members. This information is also available online for the public. Informal pre-application meetings with planning staff are also allowed and encouraged for those applicants desiring to avail themselves of this opportunity.	The Planning and Zoning Department should consider allowing electronic submittal of applications and allow for on-line access to submitted site plans and related documents. In lieu of routing paper plans to reviewers and board members, staff should provide reviewers access to the electronic submittal through a shared folder, web page, or attachment in the permitting software.
16.The department offers a pre-application process for applicants to obtain input from various review department before preparing a complete submittal.	The Technical Review Meeting, serves as a pre-application meeting for major projects only. Formal follow up in form of a comment letter is provided to the potential applicant.	The City should consider incorporating pre-application meetings for all project types (required for major projects, at request of applicant for others) in cases where input will be required from multiple departments. All departments should be required to attend these meetings and provide feedback and input.
17.The department uses a case management approach to oversee the review of all planning applications.	Projects are assigned a project manager who ensures that standard conditions of approval from other departments are included in comment and decision letters.	In many cases, departments do not comment on specific applications after the pre-application meeting. The City should develop process flows and timelines for planning applications that include: - Routing of applications to all appropriate review agencies - Time for these agencies to review and comment on the application - A required response (either specific comments or a notice of no comment). While this may extend the time-line associated issuance of initial comments for zoning permits, it would reduce the risk of issues arising later in the project.

Best Management Practice	Current Process	Issue / Potential Recommendation
18. Processes and time-lines for review and approval of planning applications are established and clear.	General turn-around times are posted online and provided to applicant.	The applicant should be given a specific time-line at the time of submittal, including the anticipated dates of all public meetings associated with an application.
19. Review time periods have been adopted and are consistently met.	General timelines are provided to applicant, which are within the statutory 30-day minimum for administrative approvals.	The City should adopt formal administrative review time by permit type. Administrative approvals should be expanded to streamline the review timeframes for applicants and reduce the number and type of decisions delegated to the boards.
20. Planning has a process in place to prevent numerous resubmittals.	Permits are released with conditions or approval and pre-release conditions, which results in few resubmittals.	In some cases, issues identified by reviewers may not be addressed in the application as submitted to the board. Planners should provide a formal checklist of correction items and require that major items be addressed prior to approval or submittal to DRB.
21. Review comments reference applicable code and ordinance sections.	Comments reference specific adopted code and ordinances. In letters to boards, previous permit and application summaries are provided.	Already implemented.
22. A formal Development Review Committee is in place to oversee permit applications.	A Technical Review Committee is used as a pre-development meeting for large-scale projects, followed by a comment letter sent to the potential developer.	Departments often do not have an opportunity to comment on applications after they have been submitted. The role of the Technical Review Committee should be expanded ensure departments review and comment on individual applications.

Best Management Practice	Current Process	Issue / Potential Recommendation
23. Staff reports to City Boards and Commissions are succinct but thorough and include staff recommendation.	Reports are thorough and reference applicable code sections with staff comments incorporated. They include photographs.	In some cases, the level of detail in the staff reports may be overwhelming and may encompass issues that are beyond the authority of the board. Reports should be as succinct as possible while addressing all actionable issues and focus on pertinent information within the domain of the relevant Board. Planning staff should develop protocols and outlines for staff reports to ensure compliance with this practice.
24. Project review/comment letters provide reference to checklist and/or code reference.	The applicant is given a copy of all staff letters prior to the board meeting.	Comment letters are in the form of an official staff report to appropriate board, not to the applicant. The City should consider providing the applicant with an opportunity to address comments prior to the board meeting to increase the chance of approval and reduce the number of conditions associated with approval.
25. Conditions of approval are issued with the permit, with corresponding code reference.	Conditions of approval are included from Zoning and Stormwater at the time of permit issuance.	Some conditions of approval appear to be based on personal preferences of Board members without a clear code or statutory basis. Code Enforcement staff responsible for project close-out indicated that many conditions are vague and difficult to verify. Conditions of approval should be based on adopted City codes and ordinances, and should be enforceable. Each condition should reference applicable adopted codes.

Best Management Practice	Current Process	Issue / Potential Recommendation
26. A project manager is assigned to each project with the intent of coordinating efforts between all applicable departments.	Project manager is assigned to each application and is responsible for reaching out to other departments to act as facilitator for the applicant.	Already implemented.
27. All applicable development review comments (from all Departments) are incorporated into a single comment letter that is distributed to the applicant.	Comments are not always issued with consolidated comments from all departments at a single time.	A single set of comments should be issued to the applicant that outline issues / comments from all reviewing departments that must be addressed by the applicant.
28. Applicants can track their permit application on-line.	Applicants and the public can currently look up permit review status on-line.	The tracking should be expanded to include all phases of the project, including building permit review and inspections. In addition, appropriate review comments should be posted and available for on-line review.
29. Board members receive training in regard to their role approving projects.	Department conducts yearly training for DRB and DAB principally focused on new members.	In interviews, board members indicated a desire for more education and guidance regarding their scope of authority. Staff should work with the Board to identify training and policy development needs and put appropriate training and guidelines in place. Consideration should be given to providing APA membership to all members of these two boards or at a minimum a subscription to "The Commissioner" Newsletter.
30. Zoning and related development guides and frequently asked questions brochures are available.	Design Review Guides are available online for most zoning related permits. However, the information is sometimes vague and interpretation is inconsistent within the planning department.	Guides do not provide clear direction regarding what is and is not permitted and under what circumstances, especially for historic structures. The City should ensure that design requirements are clear, consistent, and easy to explain and implement.

Best Management Practice	Current Process	Issue / Potential Recommendation
31. Fee schedule is published and regularly updated	The fee schedule is posted online and is current.	Already implemented.
32. Site plans for zoning permits are prepared by a certified surveyor so that the department can clearly determine whether any work is on or near a public Right of Way.	Criteria for site plans is un-clear and in some cases hand-drawn or out dated site plans are submitted. Clear criteria have not been adopted on when a boundary survey is required by Planning staff.	The City should develop clear criteria for when an A-2 or boundary survey may be required to ensure that work is within legal setbacks and not in the Right of Way.
BUILDING PERMITTING		
33. Inspection Services staff will meet with an applicant prior to submittal to review and identify key issues with the project.	Building official is available and encourages pre-meetings to discuss projects.	Many applicants do not take advantage of the pre-meeting opportunities. For large and complex projects, the City should consider making this meeting mandatory or implement other approaches to expand outreach to the applicant.
34. Applicants are given clear information about building permit requirements as well as requirements from other departments.	Plan reviewers and inspectors are available during office hours to answer questions. The City's web site provides clear information regarding requirements, applicable codes and links to other departments for projects requiring multiple approvals.	Additional information on the City's website supplemented potentially by the use of a permit technician position (available at the intake counter during all hours of operation) would provide a more comprehensive and consistent approach to providing information to the public.
35. Certified permit technicians take in applications and assess them for completeness before acceptance.	The City does not utilize a certified permit technician position. Permit applications are taken in directly by reviewers during office hours or by customer service staff who have limited training regarding the permitting process.	If resource allocations can be acquired to fund a permit technician position, this will significantly increase the service to the public and address many of the customer service issues noted throughout the current process assessment. This approach would reduce workload for inspectors and allow applicants to obtain permitting information outside of inspectors' office hours.

Best Management Practice	Current Process	Issue / Potential Recommendation
36. The department provides easy-to-understand and attractive guides to the building permit and inspection process.	On-line information is fairly comprehensive but should be reorganized to provide easier access by the public.	The current flow chart provides a very high level overview of the process. Additional information on the web site, while extensive, is not clear or intuitive for inexperienced applicants. In collaboration with other departments, a single development / permitting guide should be developed outlining the overall process and key submission requirements.
37. Simple permits (e.g., basic electrical, mechanical, and plumbing permits and minor building alterations) can be issued on the spot with no review, subject to inspection.	All permits currently require review and many permits are issued same-day during department office hours.	All permits which do not require plan review should be available either on-line or over the counter.
38. Resubmittals and projects requiring minimal review (e.g., small residential projects) are given priority in the review queue.	The City is currently using this approach.	Already implemented.
39. Building permit applications that are not tied to a zoning permit are originated in Inspection Services and distributed to different review agencies by a single point of contact within the department; plans are reviewed concurrently by all agencies to reduce turnaround times.	Building applications are only reviewed and permitted after Zoning has approved the Zoning permit or determined that zoning is not required. If additional permits are required (fire, plumbing), they are obtained as "child" permits to the original building permit.	The current approach requires multiple permits from different agencies for a single project and it is not always easy for the customer to discern where to start the process or what departments must be involved. The City should implement combination building permits that are a single building permit with sign offs from multiple departments rather than the issuance of multiple permits.
40. Comments on building permits from different reviewers (engineering, zoning, Inspection Services) are consolidated before being provided to applicant.	This is not currently done.	This approach would simplify the permitting process for applicants but would require creation of a consolidated building permit approach.

Best Management Practice	Current Process	Issue / Potential Recommendation
41. For re-submitted plans, reviewers focus on ensuring that comments have been addressed and do not identify issues that should have been brought up in initial review.	Currently using this approach.	n/a
42. First permit review is completed within 14 business days and 90% of permits are approved within 2 revision cycles.	Majority of permits are reviewed on the same day.	The DPW should systematically track and report on permit turnaround times. A model performance tracking report will be developed as part of the project's final report.
43. Review time objectives for plan checking are posted to the Department's web site.	Specific commitments for the conduct of reviews and issuance of permits should be posted on the City's website.	All permit applications should have a defined timeframe for staff review and comment. DPW's performance against these standards should be published on the Department's web site.
44. The division contracts out for services where required expertise is not available in-house.	DPW does not use outside contractors for plan review.	n/a
45. Customers are given an approximate time to expect their inspector.	Currently using an appointment-based system, which provides a higher level of service than is typically expected.	However, the current approach does require that the applicants speak directly to the inspector (or leave a message) to schedule the inspection. No online inspection capabilities exist.
46. Applicants can request inspections up to 5 pm on the day before; next day inspections should be available for 100 % of requests.	Currently, the time frame from inspection request to inspection completion is not tracked. Inspectors reported that the lead time for inspection completion can be several days or longer. Next day inspections are rare. There is no commitment to providing an inspection within a specified time period.	The City should adopt an inspection standard that delineates when (in business days) an inspection will be provided following request. A monthly report on performance against this standard should be developed.

Best Management Practice	Current Process	Issue / Potential Recommendation
47. Inspectors conduct between 15 and 25 inspections per day.		Information is currently not tracked; inspectors are also responsible for plan review, reducing availability for inspection. The use of a single inspector for both plan review and inspections is not inconsistent with Best Practices but does mean that the workload analysis must address both. Additionally, this approach limits staff's ability to be available in the office for permit intake to only 2 hours per day. Alternative approaches including a dedicated intake position from 10 to 5 will be evaluated.
48. An automated voice-activated inspection request system should be utilized to receive and schedule inspections and should be integrated with the permitting system.	Builders can contact inspectors and schedule inspections at a mutually convenient time.	Currently if the inspector is unavailable the inspection cannot be scheduled. A more automated process (i.e. – online inspection request) would eliminate the need to personally contact the inspector and streamline the inspection request and scheduling process.
49. Combination inspectors are used to reduce the need for duplicate inspections at a single project.	Some efforts have been made to implement cross-training of inspectors within the limitations imposed by the State of Vermont. Currently electrical, plumbing, mechanical inspections must be conducted only by licensed trade's personnel.	Consideration should be given to training the licensed trades personnel to perform additional inspections, within the imposed State limitations, to enhance the service levels provided to the public and enable the City to better manage workloads.
50. The department charges a re-inspection fee to encourage builders to make sure work is complete and ready to inspect at time of inspection.	Not currently using this approach.	Reinspection fees should be consistently imposed after a set number of failed inspections.

Best Management Practice	Current Process	Issue / Potential Recommendation
PUBLIC WORKS		
51. For projects submitted through Planning but requiring engineering review, all engineering submittal requirements are available in Planning and communicated by the Planning staff at time of submittal.	Engineering participates in pre-application meetings.	Applicants are directed to reach out to Engineering if separate engineering permits will be required. Each department has its own processes and authority.
52. Cycle time objectives for plan checking are clearly established.	Engineering staff receive copies of applications submitted to planning but there is no formal mechanism to ensure that Engineering issues are addressed prior to issuance of a zoning permit. Stormwater does provide conditions of approval to Zoning when zoning permit is issued.	Plan review timeframes should be clearly established.
53. Applicant attends a pre-construction meeting where construction requirements are clearly communicated.	Planning and zoning permit process includes a trigger if stormwater, engineering or erosion control plans will be required and ensures that these plans are in place prior to construction.	Pre-construction meetings should be required to discuss construction requirements for all new commercial projects.

Best Management Practice	Current Process	Issue / Potential Recommendation
PROJECT CLOSE-OUT		
54. UCO process is transparent and clearly understandable to applicants.	While the City has made information available to applicants regarding the process, and inform them at time of permit issuance - the process is not fully clear or understood by customers.	The City has an extensive backlog of open permits that have not been closed out. There is limited follow-up by the City on open permits. Information on-line is confusing and requires working with a new division. The City should implement a notification process on open permits where no action (inspection request, permit extension) has occurred within a defined time period. Consideration should be given to issuance of UCO following final inspection without further request.
55. Final inspections prior to close-out are scheduled efficiently.	There is no established time-line for inspections following request for unified certificate of occupancy (UCO).	A streamlined process should be implemented that enables a final inspection to be scheduled upon request without submittal of additional documentation.
56. The City uses information available in-house to review work completed against approved plans and conditions of approval.	The applicant is required to provide an additional copy of all zoning approvals and conditions of approval when requesting a UCO even though the City already has copies of these documents in their files.	Automation of this process should be implemented to streamline the process and assist the applicant.
57. The staff who inspect a project for final approval are the same staff who issued or approved permits associated with the project.	Code enforcement staff are primarily responsible for inspecting projects. In most cases, they have no information on the history of the projects or the conditions associated with approvals.	Consideration should be given to having Planning and zoning staff conducting inspections and signing off on UCO.
58. Applicants should be able to request Certificates of Occupancy by phone or on-line.	UCO requests currently must be made in person.	Customers should be able to request the UCO inspections online or via phone systems 24 hours per day.

Best Management Practice	Current Process	Issue / Potential Recommendation
59. The City has a clear and efficient process to ensure that all projects receive a Certificate of Occupancy at completion.	UCO application is available on-line. The Planning Department issues an email reminder to all applicants of open zoning permits that are nearing their expiration.	The City uses a system of escalating fees to encourage applicants to receive Certificates of Occupancy. According to interviews with Code Enforcement, this approach frequently causes applicants to abandon efforts to receive a UCO if they fail an initial inspection. Analysis will be conducted on whether this approach is achieving the desired result and whether greater outreach on open permits should be undertaken. Email notifications should be issued to all open permits.
TECHNOLOGY UTILIZATION		
60. Applicable data layers are digitized.	Currently using this approach. The City is in the process of developing a layer that would allow staff and applicants to identify historic structures using the GIS.	Easy identification of historic structures is important to improve predictability of the permitting process. Because of grey areas in the definition of a historic structure there is no layer that designates historic. Many layers of data available are out of date and not applicable.
61. Development staff has access to applicable GIS layers.	Currently using this approach although staff training and expertise varies within the City.	Currently in place.
62. Site plans/as-builts are submitted and stored digitally.	As-built plans are typically required at the conclusion of a project.	The City should implement a process that ensures all required as-builts are received and properly stored for future use.

Best Management Practice	Current Process	Issue / Potential Recommendation
63. A single system is used to track planning, inspection services and engineering, information so that there is a consolidated source of data on activities by address.	Permit tracking system is used by all departments to track applications and approvals across departments.	Permit tracking system should be capable of storing (or linking) all applicable applications, as-builts, building plans, and other project data. The number of permits required should be streamlined to provide a single permit for a project that is signed off on by all reviewing departments. The issuance of multiple permits for a single project is adding complexity and potential confusion into the process.
64. An automated permit information system is utilized to: • Accept and issue permits. • Accept payments for permits. • Provide clear information regarding approvals by different agencies. • Manage the processing time for sign-offs. • Facilitate customer service through access to the internet.	Automated system is used for permit tracking, including tracking of timelines.	The City should offer on-line applications for simple building permits, to include payment and receipt of permits without the need to go to DPW in person. Plan review comments for planning and other permits should be available on-line. Copies of site plans should be available on-line. Inspection results should be available on-line. These improvements will be dependent upon the selection of new technology
65. Planning and Building applications can be submitted electronically.		The City should allow for on-line applications, including attached site plans, building plans, and related materials.
66. Inspectors can enter information in the field via tablet and have it instantly available and viewable on-line.	The City is in the process of developing and implementing this functionality.	Inspection results should be visible to applicants on-line in real time.

Best Management Practice	Current Process	Issue / Potential Recommendation
67. Building and Code Enforcement inspectors have remote access to documents at city hall to expedite the inspection process.	The City is in the process of developing and implementing this functionality.	Inspectors should have access to all prior permit and inspection history while in the field.
68. Historical information on properties, including code enforcement, permitting, zoning, land use, flood, and related issues is available on-line.	Some of this information is available online – though not easily accessible.	Permitting software should interface with GIS so that land use information is readily available to the public and staff or use in developing and processing applications.
69. Current property information is available on-line.	Basic information regarding a property is available on-line.	The City should expand the amount of information regarding properties that is available online including current and prior permit information, inspection results, and similar information.

Best practices were analyzed for the Solar Permitting process as well. Burlington is in the process of attaining certification as a solar-ready city through the Department of Energy SolSmart Program. Currently, there are three possible “solar ready” tiers including Bronze, Silver, and Gold status. Burlington desires to achieve gold-level status. SolSmart best management practices are included in the following best practices section for Solar Permitting. It should be noted that the best practices that are specific to “gold-level” status are identified with an asterisk*.

Best Management Practice	Strengths	Opportunities for Improvement
70. Solar permitting checklist is available online. *	Checklist is provided for submittal online through Burlington Electric webpage.	Provide a dedicated solar permitting webpage with fillable PDF checklist.
71. Streamline permitting process for small solar systems, 3 days or less. *	Building and electrical inspector generally approve permits day of submittal. Currently the City is scheduling a single inspection visit that includes the building inspector, electrical inspector and BED to inspect and energize after one visit.	Permitting for solar should be consolidated from two permits (electrical plus building) to one, with only one reviewer and one inspection if appropriate State approvals can be achieved.
72. Online permitting process is allowed for solar systems.	Building and electrical permits may be submitted electronically, including solar permitting.	On-line applications are through e-mail and do not allow for on-line payment or electronic signatures. Expand online permitting submission for other departments outside of Building.
73. Zoning restrictions are updated to provide proactive solar installation. *	Solar and renewable energy sources are addressed in City Ordinances. Section 12.1.2 addresses zoning variances related to Renewable Energy Resource Structures.	Provide specific details to Zoning restrictions for Solar and alternative energy resources on a Solar specific webpage.
74. Allow solar by-right and as an accessory use in all major zoning districts. *	Permitted by right for most zoning designations.	Clarify zoning and historic area restrictions and process and make information readily available on website.
75. Inspection staff is cross-trained to provide permitting and inspection of Solar systems. *		This approach should be adopted.
76. City has adopted Solar Ready Construction Guidelines.		Develop and adopt Solar Ready Construction Guidelines.

B. STAKEHOLDER INPUT

The Matrix Consulting Group is conducting a study of the development review and permitting function in the city of Burlington, Vermont. As part of this study, the consultants conducted a survey of prior applicants and other stakeholders with an interest in the city's development review and permitting process to gain an understanding of their perspective.

1. SURVEY DISTRIBUTION.

The survey was distributed online via email and website link during June 2016. Invitations for the survey were sent via email and posted on the City's website. Printed copies of the survey were also available at the intake counters at the Planning Department and Public Works / Inspection Services Division. A total of 614 responses were collected, a solid response rate for a city of Burlington's size. Information from this survey will be one source used to inform the consultants' recommendations for reforms to the City's permitting functions.

2. RESPONDENT BACKGROUND.

The survey was anonymous. However, the consultant asked respondents to provide some information about themselves for analysis purposes. The tables below outline the responses of survey participants to these questions.

What is your primary role in interacting with the City of Burlington regarding development review and permitting?	Response Percent	Response Count
Burlington Homeowner	51.0%	313
Landlord / Property Owner	17.6%	108
Other (please specify)	9.8%	60
Builder / General Contractor	6.8%	42
Business Owner	6.0%	37
Architect	3.1%	19
Contractor for specific trades (for example, electrical, plumbing, sprinkler)	2.9%	18
Developer	2.0%	12
Engineer	0.7%	4
Contractor for solar installations	0.2%	1

51% of the respondents were homeowners and an additional 17% of the respondents were landlord or property owners. As such, it is important to note that these individuals have much different needs (and sometimes a different level of expertise in the process) than commercial applicants or design professionals.

Where do you conduct business? (if you chose homeowner above, please skip this question). You may choose more than one response if applicable.	Response Percent	Response Count
Only in Burlington	38.7%	144
Within the State / Region	49.7%	185
Other parts of the Country	11.6%	43

As shown above, of those responding, 38.7% conduct business only within the City of Burlington and an additional 49.7% conduct work within the State and Region.

In the following table, respondents were asked to indicate which functions within the of Burlington they routinely interact with in their work. Please note that respondents were able to choose more than one area, so percentages add up to more than 100%.

In what development review and permitting functions do you primarily interact with the City of Burlington (check all that apply)	Response Percent	Response Count
Administrative Planning and Zoning Approvals (no public hearing required)	69.5%	396
Building Permit Inspections	63.3%	361
Building Permit Plan Review	58.2%	332
Applications requiring Development Review Board Review / Approval	37.9%	216
Sub-trades Inspections	14.4%	82
Sub-trades Plan Review	6.5%	37
Other (please specify)	8.9%	51

As shown, the most frequent interactions of respondents are with administrative planning and zoning approvals (69.5%), building permit inspections (63.3%), building permit plan review (58.2%), and development review board review / approval (37.9%).

Next respondents were asked how frequently they interact with the City. Responses are shown below.

How frequently do you interact with the City of Burlington development review and permitting process:	Several times per month	Several times per year	Once or twice a year	Less than once a year
Planning and Zoning	4.76%	19.58%	25.22%	50.44%
Building	5.34%	19.34%	22.10%	53.22%

The vast majority of respondents (over 75%) are interacting with the City once or twice a year or less. This is not surprising given the number of respondents who were homeowners – but this is important to note as the needs of this group often differ significantly from those of the other stakeholders who participated in the survey.

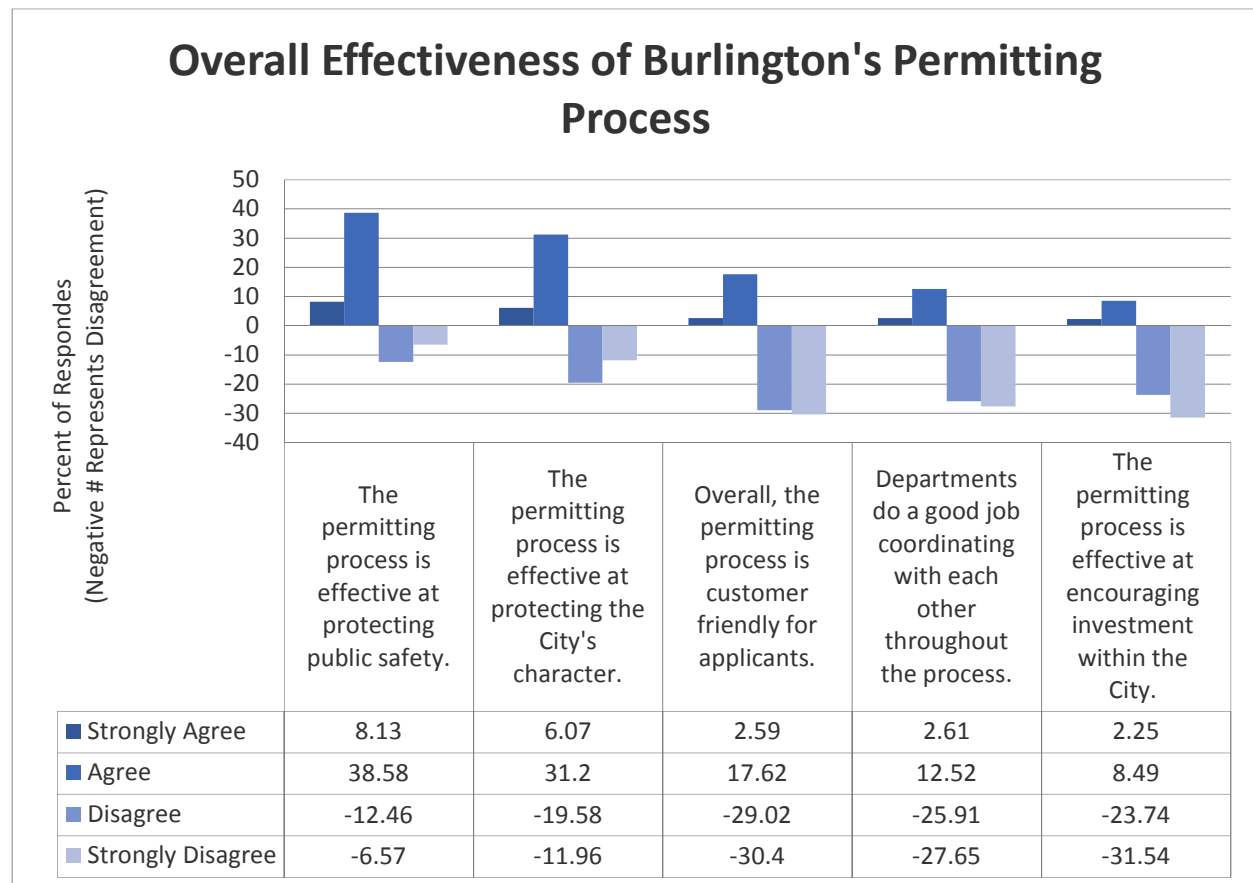
Finally, respondents were asked when their last interaction was with the City of Burlington's development review or permitting process.

When was your most recent interaction with the City of Burlington development review and permitting process?	Response Percent	Response Count
Over a year ago	27.1%	160
6-12 months ago	25.2%	149
Within the last 6 months	47.7%	282

As the table shows, almost three-quarters of the respondents (73.9%) have interacted with the City in the last year. This is beneficial as it means that the information being shared by the respondents is based upon recent interactions rather than historical interactions. As such, this provides an understanding of current stakeholder perceptions of the existing processes and staff.

3. OVERALL PERMITTING FINDINGS.

The survey asked applicants for overall feedback regarding the permitting process. The response options were “strongly agree”, “agree”, “neutral”, “disagree”, and “strongly disagree”. Respondents could also choose “N/A”.



In summary questions, feedback was positive regarding the effectiveness of permitting in protecting public safety and the city's character but less positive (over 50% indicating disagreement) regarding the process itself, coordination among departments, and its impact on economic development.

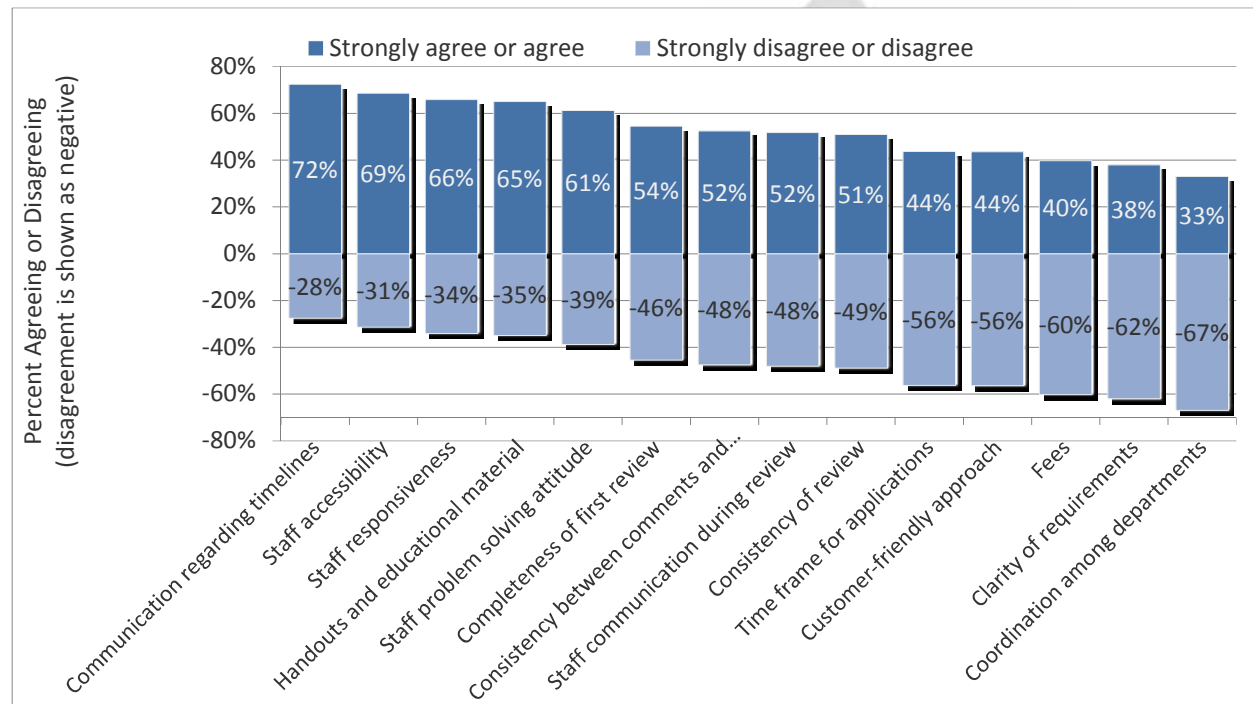
4. PLANNING AND ZONING PROCESS

The survey asked 15 questions regarding interactions with the Planning and Zoning department. Questions and responses are shown below:

Please respond to the following questions regarding the planning and zoning review process and your interactions with planning and zoning staff

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The approval process is customer-friendly.	4.62%	24.70%	23.90%	28.31%	16.06%
2. Planning staff are able to provide clear and consistent answers regarding the City of Burlington's requirements and processes.	6.83%	32.73%	19.68%	26.51%	11.45%
3. The City's submittal and design requirements are clear and understandable.	2.62%	23.79%	26.41%	31.45%	11.69%
4. While my project is under review, I receive prompt communication regarding the project status.	4.85%	27.07%	26.48%	20.40%	8.48%
5. Planning staff use a positive approach of "here's how to get your application approved", rather than a punitive approach of "you can't do it that way".	5.84%	30.58%	22.94%	19.92%	13.88%
6. If my project required approvals from other departments or agencies, City staff are helpful in coordinating this process.	2.83%	15.59%	27.94%	25.51%	11.74%
7. Staff clearly communicate to me the time required to process my application and met time commitments.	6.71%	41.87%	26.42%	11.59%	6.91%
8. The initial review and analysis of my application is complete; future problems do not surface that should have been caught during the initial review.	5.73%	30.06%	26.58%	14.31%	8.38%
9. Planning staff are readily accessible when I need help or an explanation regarding an application.	7.74%	36.66%	26.48%	15.89%	7.13%
10. The amount of time taken to review and approve an application is acceptable.	4.46%	26.17%	25.35%	26.57%	12.78%
11. Staff are consistent in applying the City's ordinances to my application and plans.	5.30%	26.88%	30.75%	14.05%	12.83%
12. The staff comments received from plan reviews are based upon adopted regulations or codes.	4.92%	28.69%	35.04%	10.25%	5.12%
14. The fees charged for planning applications are reasonable.	2.85%	25.41%	29.88%	26.22%	10.37%
15. The City provides quality information and handouts at the office and on-line regarding the planning process.	5.12%	32.99%	35.45%	13.52%	6.97%

The chart below shows responses to each question from the Planning and Zoning section of the survey sorted from most positive to least positive. Feedback was most positive regarding staff communication, accessibility, and responsiveness. Feedback was most negative regarding fees, clarity of requirements, and coordination among departments.



Respondents were also given an opportunity to provide general comments regarding their experience with the Planning and Zoning Department. The survey collected nearly 100 responses to this question, although many addressed issues beyond Planning and Zoning. Of the comments, 22 provided positive feedback and the remainder outlined a concern or recommendation for improvement. The key themes and issues from the narrative comments include the following:

-) Both positive and negative comments were received regarding the helpfulness and courteousness of staff,
-) Customer Service provided is not consistent across all applicants. Many feel that information provided is not complete, concise or usable.

-) Technology being utilized is lacking especially in online access to information, historic property designations, and status of applications.
-) Staff are passionate about their jobs and enforcing the adopted regulations,
-) Greater access to online status of applications and communication regarding projects,
-) Fees are excessive and inappropriately applied:
 - o On small projects, fees can be a large percentage of overall project cost.
 - o It appears counterproductive to not impose a fee for a zoning permit when replacing like for like (i.e. – vinyl for vinyl) but to impose one when upgrading to a better product (i.e. – eliminating vinyl).
 - o Fees are one reason some people don't acquire permits.
-) Historic determination is neither consistently applied nor based upon objective facts. This is the major issue impacting the City.
-) Costs to comply with historic materials guidelines are prohibitive and result in some people either not making repairs or making them without a permit.
-) Not enough support is provided to homeowners regarding the process, alternatives, and options.
-) Staff interpretations of the ordinances and regulations have become increasing strict.
-) There is not a consistent interpretation between staff and the review board.
-) Coordination with other departments should be improved.
-) The codes and regulations do not necessarily fit the needs of the community and are not consistently applied.

5. PUBLIC HEARING AND BOARD REVIEW PROCESS

The survey next asked eight questions about the public process associated with planning permits and approvals. Note that the following table excludes all respondents who chose n/a). Of those respondents who answered this question, the response percentages are shown below:

Please respond to the following questions regarding the Development Review Board process (for projects that require public hearing and/or board review).

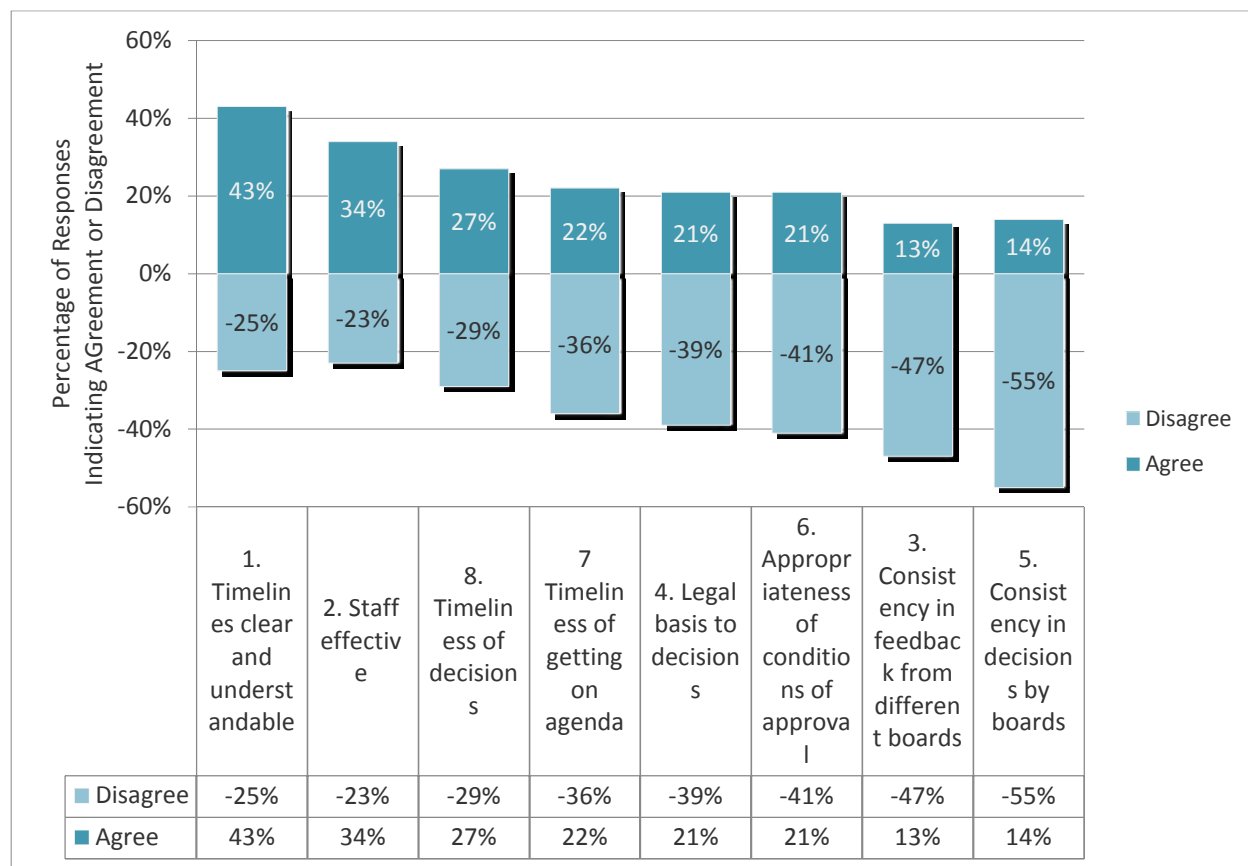
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The public hearing process and timelines are clear and understandable.	2.78%	22.04%	19.03%	9.51%	4.87%
2. Staff are effective in helping my project through the public hearing process.	2.30%	15.90%	23.04%	8.76%	3.46%
3. Feedback and recommendations from different boards and commissions are consistent with each other.	1.16%	5.81%	22.09%	19.77%	6.51%

Please respond to the following questions regarding the Development Review Board process (for projects that require public hearing and/or board review).

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
4. The legal and policy basis of the boards' and commissions' decisions and findings are clearly communicated.	1.62%	9.95%	21.53%	13.89%	7.64%
5. Decisions made by the boards and commissions are consistent from project to project.	1.40%	6.05%	17.21%	18.14%	11.63%
6. Conditions of approval from boards and commissions are clear, reasonable, and straightforward to implement.	1.63%	10.26%	20.75%	14.69%	8.39%
7. The process for getting on the Development Review schedule or agenda is timely.	1.62%	10.21%	22.51%	13.92%	5.10%
8. The Development Review Board makes decisions in a timely manner.	1.86%	12.82%	24.01%	10.96%	4.90%

The following chart shows overall agreement and disagreement for each statement. In revising this chart the following points should be noted:

-) Only the statements regarding timelines being clear and understandable and staff being effective at moving applications through the public hearing process received more positive responses than negative.
-) The other statements all received more negative responses than positive responses as follows:
 - o 55% disagreed and 14% agreed that there is consistency between projects in the decisions issued by boards and commission.
 - o 47% disagreed and 13% agreed that there is consistency between the boards and commissions on decisions.
 - o 41% disagree and 21% agreed that conditions imposed are clear, reasonable, and straightforward to implement.
 - o 39% disagreed and 21% agreed that there is a clear communication regarding the legal and policy basis for board / commission decisions.
 - o 36% disagreed and 22% agreed that the process for getting on the Development Review Board agenda is timely.
 - o 29% disagreed and 27% agreed that the Development Review Board makes timely decisions.



Respondents were also given an opportunity to provide general comments regarding their experience with the board review process. The key themes and issues raised in these comments included the following:

-) Ordinances and regulations make it difficult to ensure consistent decisions by the Board on different projects; however, the Board does as well as it can with the existing codes / ordinances.
-) Important part of the process and should remain.
-) Timeliness of getting on the agenda can be problematic and excessive.
-) The process is not fully understood and is daunting to the average resident.
-) It is unclear when applications are sent for review versus handled administratively.

6. BUILDING PERMITTING PROCESS

The survey asked 16 questions regarding the Building permitting process, including the process for issuing trade permits. Responses are shown in the table below.

Please respond to the following questions regarding the building permitting process (building, electrical, mechanical, and plumbing permits).					
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The permit approval process is predictable and customer-friendly.	5.4%	26.1%	23.0%	32.0%	13.4%
2. The department provides clear information regarding what information I need to include with my permit application.	6.1%	40.0%	24.7%	21.8%	7.4%
3. While my permit application is under review, I receive prompt communication regarding the project status.	5.3%	23.3%	36.4%	23.3%	11.7%
4. Plan reviewers use a positive approach of "here's how to get your application approved", rather than a punitive approach of "you can't do it that way".	5.4%	28.7%	29.2%	23.9%	12.9%
5. Staff clearly communicate the time required to process my application.	6.7%	38.9%	30.0%	16.6%	7.8%
6. The City meets its commitments for processing time of applications.	7.2%	35.2%	33.8%	17.5%	6.4%
7. The initial review and analysis is complete; future problems do not surface that should have been caught during the initial review.	6.2%	31.7%	28.2%	24.0%	10.0%
8. Staff are readily accessible when I need help or an explanation regarding an application.	6.0%	29.2%	25.6%	22.9%	16.3%
9. For projects that require trades permits (mechanical, plumbing, electrical), staff do a good job coordinating the review process.	5.3%	24.5%	34.0%	22.0%	14.2%

Please respond to the following questions regarding the building permitting process (building, electrical, mechanical, and plumbing permits).					
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
10. For projects that require fire detection or suppression permits, staff do a good job coordinating the review process.	4.5%	20.5%	43.2%	18.6%	13.2%
11. The amount of time taken to review and approve an application is acceptable.	7.6%	30.4%	35.0%	19.0%	8.1%
12. Staff are consistent in applying the state and local code requirements to my application and plans.	6.6%	31.5%	32.4%	16.8%	12.7%
13. The fees charged for building, electric, mechanical and fire permits are reasonable.	4.3%	24.5%	35.3%	21.7%	14.1%
14. It is easily to determine total building and inspection fees for a project in advance of submittal.	4.0%	24.9%	33.3%	23.7%	14.1%
15. The City's ordinances, regulations and processes on permitting activities are clear and easily understood.	3.7%	16.5%	22.9%	37.1%	19.7%

The bar chart below sorts the statements from most positive to least positive results. As shown, the following four items were viewed most favorably by respondent:

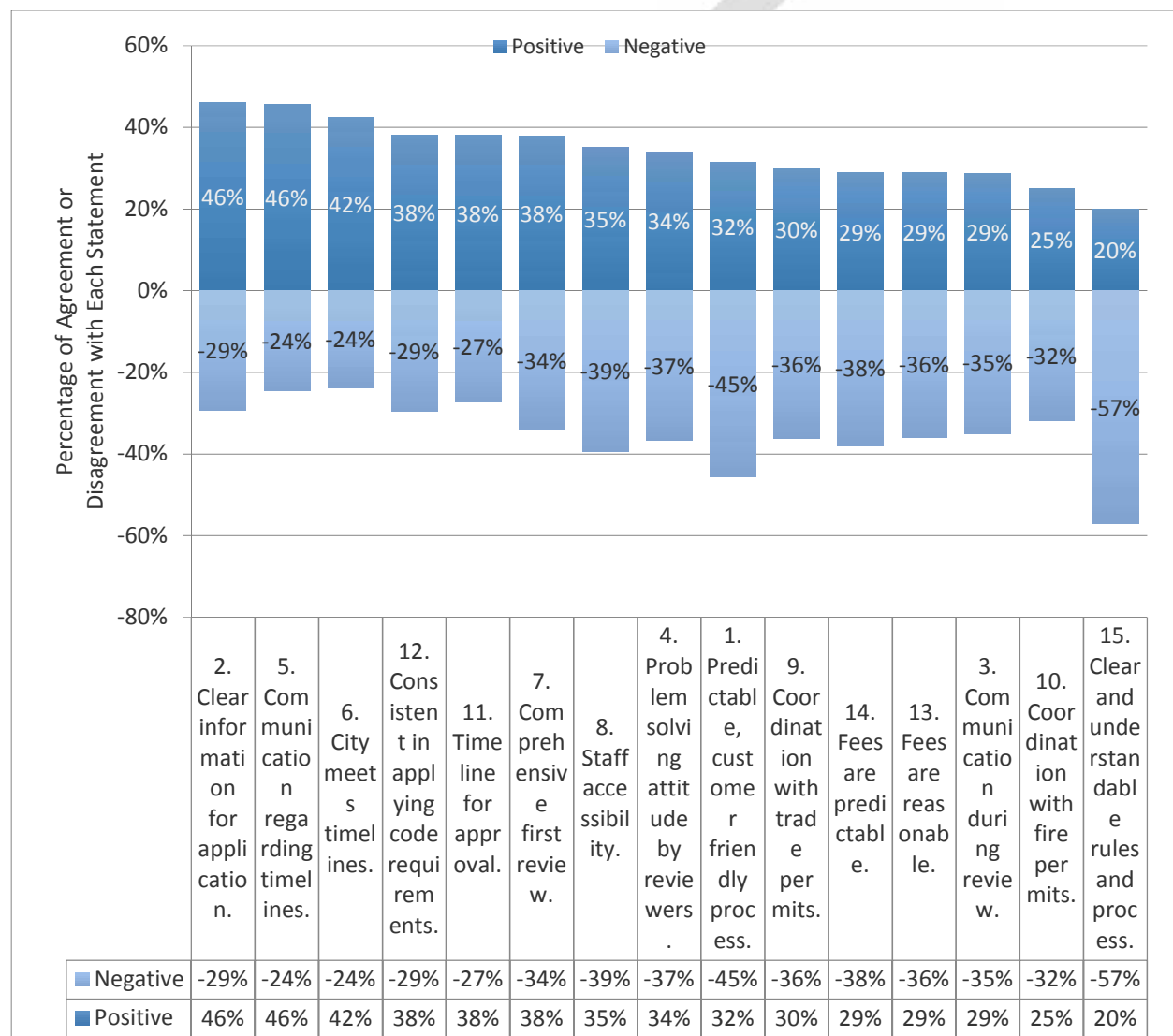
-) Clarity of information for applicants regarding what needs to be submitted (46% agreement / 29% disagreement),
-) Staff clearly communicates the time required to process applications (46% agreement / 24% disagreement)
-) The City meets time commitments for processing applications (42% agreement / 24% disagreement); and
-) Staff are consistent in applying state and local codes (28% agreement and 29% disagreement).

The four areas with the greatest level of disagreement included:

-) The City's ordinances, regulations and processes on permitting activities are clear and easily understood (57% disagree versus 20% agree),

- J The permit approval process is predictable and customer-friendly (45% disagree versus 32% agree),
- J Staff are readily accessible when I need help or an explanation regarding an application (45% disagree versus 29% agree), and
- J It is easy to determine total building and inspection fees for a project in advance of submittal (39% disagree versus 35% agree).

The level of agreement for each statement is shown in the following chart.



Over 120 survey respondents provided additional comments regarding the building permit process although some of the comments addressed other aspects of the permitting

process. There were fifteen comments that were positive or mostly positive. The remaining provided either negative feedback or a suggestion for an improvement.

The following were the key themes or issues raised:

-) The addition of emailed applications has simplified the process.
-) Comments regarding staff customer service were inconsistent and ranged from positive to negative – some depending on the specific individual who provided service.
-) Timeliness of trade inspections should be enhanced.
-) Time to get an UCO is excessive.
-) Standards are not clearly outlined and inspectors have excessive discretion with little recourse for the applicant.
-) It's sometimes difficult to understand when a permit is required and from which department.
-) Inspectors are not consistent in applying the codes.
-) Access to staff, especially inspectors, is difficult by phone and email.
-) Permit center hours are not convenient nor sufficient.
-) Fees are too expensive and not related to project size and cost.
-) Having building located separate from Planning and Zoning and other departments is inconvenient.
-) Staffing resources may be insufficient to meet workload demands.

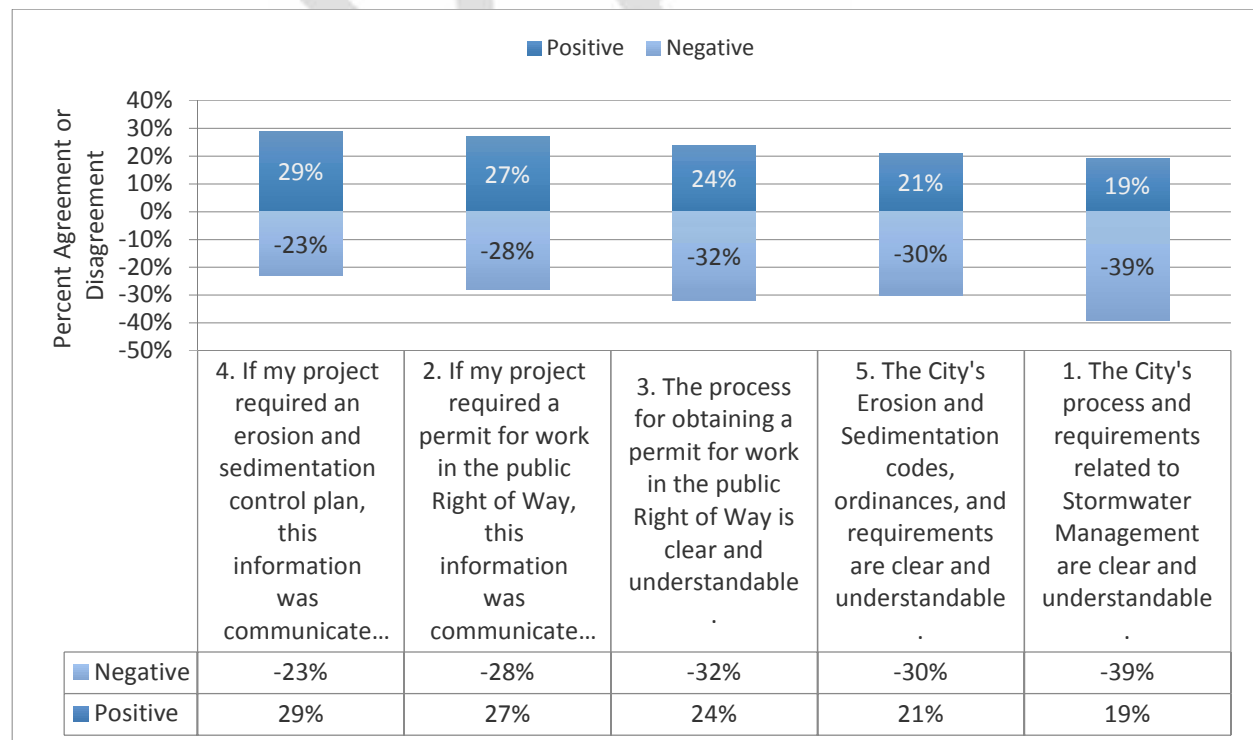
7. ADDITIONAL REQUIREMENTS.

Some permits and projects require additional permits or approvals, such as stormwater plans or excavation permits. The survey asked five questions related to these and the results are shown in the following table:

Please respond to the following questions regarding additional approvals required as part of your project.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The City's process and requirements related to Stormwater Management are clear and understandable.	3.8%	15.1%	41.6%	31.4%	8.1%
2. If my project required a permit for work in the public Right of Way, this information was communicated to me clearly and at the appropriate time in the permitting process.	5.1%	22.1%	44.9%	18.4%	9.6%
3. The process for obtaining a permit for work in the public Right of Way is clear and understandable.	4.3%	19.6%	44.2%	21.7%	10.1%
4. If my project required an erosion and sedimentation control plan, this information was communicated to me clearly and at the appropriate time in the permitting process.	7.8%	21.3%	48.2%	16.3%	6.4%
5. The City's Erosion and Sedimentation codes, ordinances, and requirements are clear and understandable.	5.8%	14.8%	49.0%	21.3%	9.0%

The table below shows the percentage of positive and negative responses to questions regarding other requirements, from most positive to least positive.



As shown, the most positive responses were related to communication to applicants when either a stormwater (29% agreed) or right-of-way permit (27% agreed) was required. However, the level of disagreement was higher than agreement in four of the five statements presented. The highest level of disagreement was related to the clarify and understandability of specific requirements: stormwater (39% disagreed), right of way (32% disagreed) and erosion and sedimentation (30% disagreed).

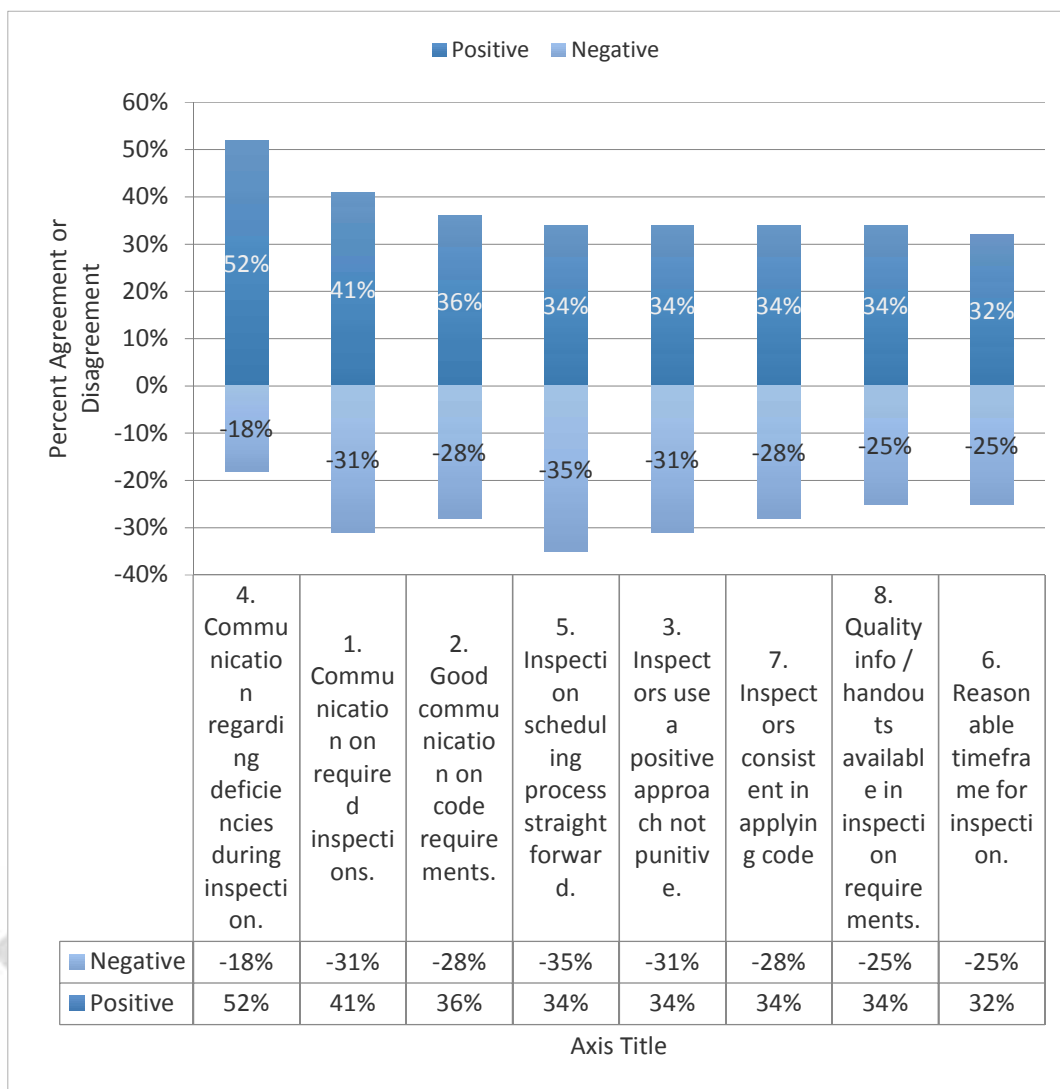
8. INSPECTION PROCESS.

The survey asked eight questions regarding the City's inspections process. Results are provided in the chart below:

Please respond to the following questions regarding the inspections process (while projects are under construction).

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The City does a good job communicating what inspections are required and when they must be conducted.	6.2%	34.9%	28.2%	21.4%	9.4%
2. Inspectors do a good job communicating the code requirements associated with construction.	6.0%	30.4%	36.0%	19.8%	8.9%
3. Inspectors use a positive approach of "here's how to get your work approved", rather than a punitive approach of "you can't do it that way".	6.3%	27.5%	35.0%	19.0%	12.1%
4. If deficiencies are identified during an inspection, staff are clear about what needs to be done to rectify the situation.	7.0%	44.9%	29.9%	11.3%	7.0%
5. The inspections scheduling process is straightforward.	6.4%	27.2%	30.9%	22.9%	12.5%
6. The time frame for obtaining an inspection is reasonable.	4.9%	27.4%	34.7%	20.4%	12.8%
7. Inspectors are consistent in applying the building code to my projects.	8.2%	25.9%	37.7%	17.7%	10.4%
8. The City provides quality information and handouts at the office and on-line regarding inspection requirements and processes.	4.7%	29.2%	40.6%	14.8%	10.7%

The responses of those who had a positive or negative opinion of the inspections process are depicted below, sorted from most to least positive:



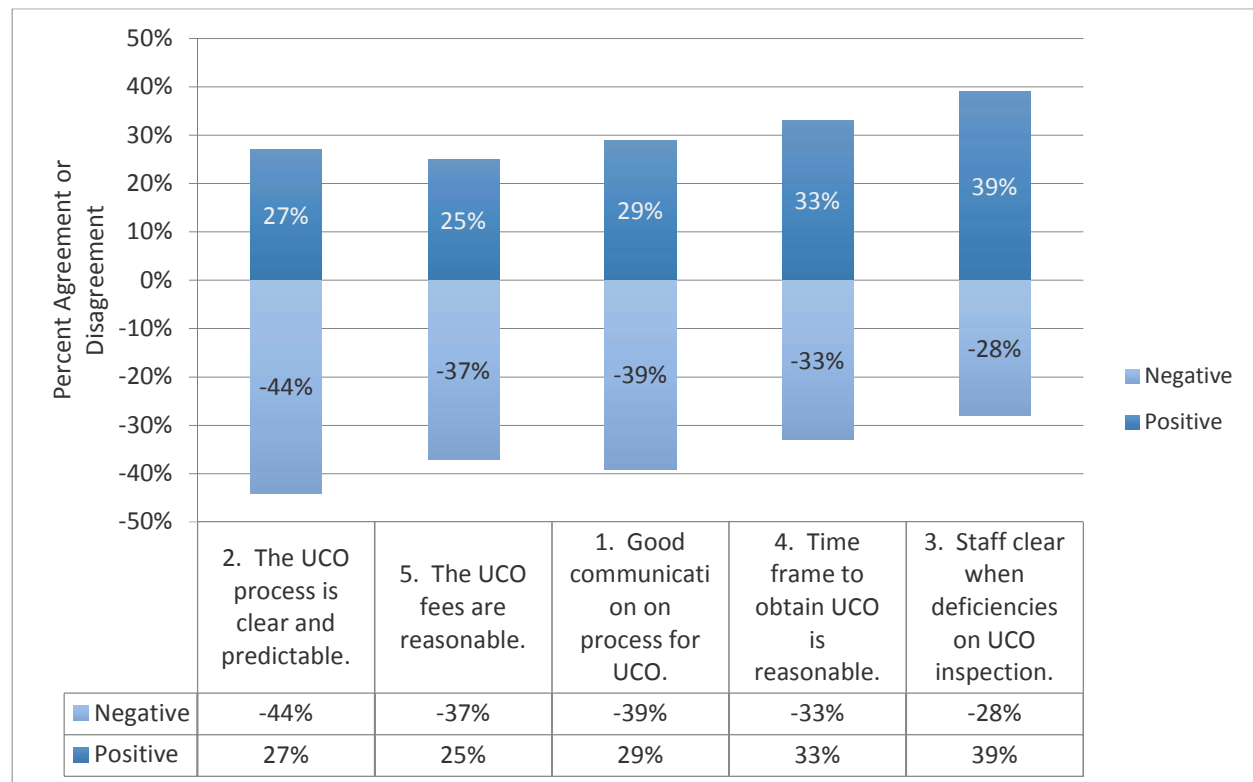
Respondents noted the greatest level of agreement with staff communication regarding deficiencies during the inspection process (52% agreed), communication on required inspections (41% agreed) and communication regarding code requirements (36% agreed and 31% disagreed). The greatest levels of disagreement were related to inspection scheduling processes (35% disagreed it was straightforward), inspectors exhibiting a positive approach during inspections (31% disagreed – though 34% agreed).

9. UNIFIED CERTIFICATE OF OCCUPANCY PROCESS.

The survey asked five questions regarding the process to acquire a unified certificate of occupancy. The table below provides responses for all statements:

Please respond to the following questions regarding the project close-out process (required to receive a Unified Certificate of Occupancy)					
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The City does a good job at communicating the process for obtaining a Unified Certificate of Occupancy.	4.1%	24.8%	31.7%	24.4%	14.9%
2. The process of obtaining a Unified Certificate of Occupancy is clear and predictable.	3.2%	23.5%	29.4%	27.7%	16.1%
3. If deficiencies are identified during an inspection, staff are clear about what needs to be done to rectify the situation so that I can obtain the Unified Certificate of Occupancy.	4.8%	34.2%	33.1%	17.1%	10.8%
4. The time frame for obtaining a Unified Certificate of Occupancy is reasonable.	5.7%	27.2%	34.6%	20.5%	12.1%
5. The fees associated with the Unified Certificate of Occupancy are reasonable.	4.1%	21.4%	38.0%	23.1%	13.6%

Of those who expressed either a positive or negative opinion regarding the questions, the responses tended to be negative. The bar chart below shows the statements related to the certificate of occupancy process from least to most positive.



Overall, respondents expressed the greatest level of agreement that staff were clear regarding deficiencies that must be correct on UCO Inspection (39% agreement) and that the time frame for obtaining a UCO is reasonable (33% agreement). The greatest level of disagreement, related to the clarify and predictability of the UCO process (44% disagreed) and the presence of good communication regarding the UCO process (30% disagreed).

10. PERMITTING PROCESS IMPROVEMENTS.

The survey asked several questions regarding ways to improve the permitting process. The first question provided several options for changes. The following table sort the options based upon the level of agreement.

Suggested reform	Helpful or very helpful	Unhelpful or very unhelpful
Co-locate departments or review agencies at a single location	99%	1%
Expand online capabilities to allow for application and payment for permits online	98%	2%
Allow some planning and zoning permits that currently require Board approval to be approved administratively	91%	9%
Combine building and electrical/mechanical permits under a single reviewer or inspector	90%	10%
Reduce some planning and zoning requirements (please specify below)	86%	14%
Reduce some building permit requirements (please specify below)	85%	15%

Additional open-ended questions regarding recommendations for change were also included in the survey and are summarized in the following section.

11. POSITIVE ELEMENTS OF THE PROCESS.

The survey asked for positive feedback regarding the city's development review and permitting process. Respondents listed over 450 comments regarding positive aspects of the process – while many comments were not directly related to positive elements of the process, there was good and thoughtful input received. The most common themes included:

-) Accessibility of staff,
-) Process includes appropriate levels of public input and engagement,
-) Commitment to historic preservation and maintaining character of Burlington,
-) Friendly, knowledgeable, and dedicated staff, and
-) Focus on safety of housing / buildings.

12. GREATEST OPPORTUNITIES FOR IMPROVEMENT.

Finally, the survey asked respondents to provide input regarding the city's greatest opportunities for improvement. Respondents listed hundreds of comments regarding opportunities to improve the process – while many comments did not provide specific improvement opportunities there was a significant amount of thoughtful input received.

The most common themes included:

-) Codes need to be updated,
-) Inconsistent application of codes and regulations to projects,
-) Process is too complex especially for smaller projects.
 - o Need for more over-the-counter or online permits.
 - o Online applications.
-) Need to co-locate development review and permitting functions.
-) Use of technology needs to be expanded:
 - o Online services for review and payment,
 - o Online access to application / permit status.
-) Easier inspection scheduling and faster turnaround times for inspections.
-) Modifications to requirements related to historic properties:
 - o Especially related to window and door replacements.
-) Improve customer service.
-) Reduce the number of permits required per project.
-) Increase administrative approvals by Planning and Zoning staff.
-) Increase communication and coordination between departments.
-) Revamp the fee structure for greater simplicity and make estimating permit costs easier.

-) Simplify permitting process for routine maintenance items related to historic properties.

13. GENERAL CONCLUSION

The response to the survey was high, demonstrating a strong interest in the City of Burlington's development review and permitting operations. Many respondents indicated support for the city's goals in ensuring appropriate, safe development and protecting resources, including historic. Several also noted concern that changes in permitting could undermine the function's goals, including protecting the unique character of the city. However, much of the feedback regarding the city's overall process and requirements also demonstrated room for improvement.

Common themes expressed included:

- Difficulty obtaining approval for small projects or minor changes, especially "in kind" replacement of windows, siding, doors, and other architectural elements.
- Frustration with the need to go to two or more locations to apply for and receive permits.
- Lack of coordination among different departments in the permitting process.
- Inconsistency in decision-making and in information provided by staff.
- Lack of clarity regarding both process and requirements from project conception through close-out.

All of the comments received will be considered during the development of recommendations for the permit reform project. While the consultant's observations and analysis may not coincide with all issues raised through this survey, it is important for the City to understand and respond to the perceptions of customers if long-lasting and accepted improvements are going to be implemented. Perception creates a reality and

failure to understand and address these perceptions will make it more difficult to change the public's view of service delivery.

14. SUMMARY OF CUSTOMER / STAKEHOLDER FEEDBACK AND INPUT.

In addition to the stakeholder survey, the consultant reached out to prior clients, members of the development community, and homeowners for input by conducting a series of focus groups and public meetings. The consultant conducting stakeholder focus group meetings, public forums, and individual interviews with members of the community to further gather input regarding the customer's perceptions of the adequacy of the existing processes and the services provided by City staff involved in the development review and permitting process.

The customers of the City of Burlington development review and permitting process who provided feedback to the consultant were comprised of developers, general contractors, architects, consultants, business owners, owner/builders, and citizens. All meetings were conducted on a confidential basis to obtain as much candid feedback as possible, with no City staff in attendance. Overall, the consultant conducted five focus groups and three public forums with participation from over 40 individuals. In addition, another eight individuals, who were unable to attend the scheduled meetings, scheduled personal meetings or conference calls with the consultant to provide their input.

Customers discussed a number of service related issues from the use of technology, information availability and communications, historic designation and preservation, to the Department's customer service philosophy. The following sections summarize the participant's perceptions regarding a variety of topics and issues.

(1) Participants Identified a Number of Positive Aspects of the Process and Services Provided by Staff.

Participants were asked to identify areas where they felt the City of Burlington staff was doing a good job and areas of the process they felt were done well. While comments in this section will note positive areas in the process, it does not mean that all participants uniformly agreed about these statements or they were generally present throughout all Departments.

- **Permit Information Availability.** Participants indicated that basic information on what projects require permits is readily accessible online and also available in person. Also, participants felt that checklists were also readily available based on permit application type, and that staff was available to effectively answer question on application submittal requirements.
- **Permit Fee Structure.** As a whole, the group felt that permit fees were not burdensome, and were typically consistent with fees and charges utilized by other communities.
- **Staff Knowledge is High.** Generally, participants thought that staff knowledge and expertise in their respective fields was high.

The consultant asked participants about the level of customer service provided in each area within the development review and permitting process from the front counter to plan / permit review to inspections. The focus groups were asked to comment on the timeliness and consistency of the process, effectiveness of the process, and overall perceptions of customer service. The identified issues and challenges are discussed in the next section. It is important to note that the vast majority of participants in these meetings were actively involved in development activity – rather than being homeowners who are involved less frequently in the process. This may result in different issues being identified in this summary than are contained in the stakeholder survey summary.

(2) Participants Identified Several Issues and Challenges Regarding the Development Review and Permitting Process.

The focus group participants identified a number of problem issues and areas requiring improvement related to the effectiveness and efficiency of the permitting and inspection process in the City of Burlington. Some of these issues differ based on focus group, however, there were themes repeated among many of the participants. The following sections identify those areas most commonly identified as problem areas requiring improvement to enhance the services provided.

(a) Stakeholders and Community Members Identified the Lack of Customer Service Focus as the Most Pressing Issue.

Many of the individuals who participated in the focus groups and public forums expressed their frustration with customer service related issues. These issues can be summarized for the following areas.

- **Lack of Availability of Zoning Staff.** A number of participants interviewed felt that some staff kept them at arm's length or would avoid the customer and utilized an enforcement approach rather than accommodating efforts to reach solutions. It appeared to them that protecting the historic character, health, safety, and welfare of the public means that they should not collaborate, comment, or assist and that they should only react to what they are given, and not be helpful in providing solutions to project completion. Of bigger concern to the participants in the interviews and focus groups was the lack of feedback before an official application was submitted by Zoning.

Concerns were also presented in regard to the requirement to receive a Zoning permit for Non-applicability before a Building permit may be issued. Stakeholders did reference that the use of the Technical Review Committee has been a good starting point to provide feedback during the pre-application phase for larger projects, but did note that the lack of participation from all applicable departments was a concern. This results in issues that must be resolved during the plan review after submittal, instead of addressing before submission.

- **Issues with Consistency or Clarity in the Application of Codes and Regulations.** A vast majority of the participants noted that the codes and regulations are either unclear on the requirements that must be met for an approval

or appear to be inconsistently applied by the City. This area was the third-most common issue raised during the focus group and public meetings.

- **Inconsistency in Inspection Scheduling.** Stakeholders and community members expressed concerns about the complications of scheduling building related inspections. It was noted in multiple interviews about the lack of staff returning phone calls, and emails during the inspection scheduling process. It was noted that voicemail inboxes were full for certain staff members. Also, the issue was raised that due to the lack of cross training of inspectors, that when an inspector is out of the office for extended periods (vacation, training, sick leave, etc.), that no inspections were scheduled or conducted for that specific trade or that they do not know who to contact as back-up. This results in a backlog of inspections when the inspector returns, or the inspection not being completed, and thus the permit may not be closed out in a timely manner. Stakeholders and community members expressed frustration with the inability of process and timeliness of scheduling inspectors and selected inspector follow-up.
- **Issues with Multiple Fees Required Throughout Process.** While most of the stakeholders and community members did not have issue with the current permitting fee amounts, many did have issues with the total number of separate fees that must be paid throughout the review, permitting, inspection, and closeout process. During multiple interviews, frustration was shared with team in regard with having to pay fees during each step of the process, and the lack of ability to take certain payment types. Stakeholders expressed the desire to pay one upfront fee at the beginning instead of being “hit” with fees throughout the process.

In summary, issues presented in this section are related to lack of customer friendly staff attitudes, professionalism, multiple fees assessed, and going between department locations. This results in applicants being frustrated with the process and with City staff.

(c) Inability to Submit Applications Online and Maximize Use of Technology.

Participants felt that the review and permitting process may be made easier if the application could be submitted online and generally if technology were more fully utilized. Many desired to ability to submit online versus in person due to the ease of online submission and the limited hours for building permit submittal. Individuals felt that online

submission would allow for increased staff efficiencies. Participants also indicated the desire to pay online with various forms of payment.

Finally, many expressed the desire for expanded access to information online related to application / permit status and the ability to request or schedule inspections without contacting staff directly.

(3) Participants Identified a Number of Recommended Improvements Regarding the Process.

The consultant asked the participants what are the most significant and important changes that should be made in the development review and permitting process. Some felt strongly about the need for colocation of all development and permitting operations, stronger coordination and communication between departments, simplification of the process, and clear guidance on historical designation. Ideas for improvement included the following:

- **Colocation of Development Review and Permitting Operations.** Participants indicated the desire to have all departments co-located to reduce the need for applicants to go between multiple locations in order to obtain all applicable permits.
- **Stronger Coordination and Communication Between Departments.** Some felt that the current communication and trust between departments could be dramatically improved. Participants expressed their frustration with the non-applicable zoning permit (Green Z) requirement **being imposed** before a building permit may be issued. Participants indicated the desire for increased communication between departments and accountability for information received. Several participants provided their own experience in regard to departments sending them back in forth to obtain a permit, that the department indicated that the other department would issue. Participants discussed the desire to have better communication between departments and their respective responsibilities.
- **Streamline the Process.** It was felt that the development review and permitting process was complicated. Participants discussed the complexity of the process and the large number of steps from permitting to close out, and confusion of the overall process. The ability to easily access information related to submittal requirements, when or which permits were required, and where to start the process were noted as issues that make it difficult to interact with the City. The participants felt that the number of permits should be reduced to simplify the process. It was also mentioned that next steps in the process was not always fully explained and this created future

issues in appropriately complying with City requirements especially when multiple departments are involved.

- **Adopt Historical Designation Criteria.** Most participants indicated that they did not know if their property or project had historical significance until they applied for a permit. Some were frustrated with the process to determine if their structure was historic and found the determination to be subjective and not fact based. Participants desired for the creation of specific guidelines for historical determination and allowed materials.

Overall, the stakeholder and public forum interviews provided the consultant with an extensive background into the perceptions of the customers of the development review and permitting process, and their perceptions regarding the service levels and approaches, and insight into changes that the community felt would assist in improving the level of service provided by the City. While some participants noted their own experiences and frustrations, most felt that staff was trying to preserve the character of the City of Burlington.

C. COMPARATIVE ASSESSMENT

1. INTRODUCTION

This assessment compares permitting operations in the City of Burlington with those of other municipalities. The purpose of this exercise is to identify policies and practices that may be applicable to Burlington that may enhance efficiency and customer service.

The review focused on the following elements:

- How different functions associated with permitting (planning review, building review, inspections, and certificate of occupancy) are organized.
- How cities coordinate planning and building permit review, including with outside departments (fire, engineering, stormwater).
- The permit tracking technology used and whether the technology includes on-line and mobile functionality.
- Required thresholds for requiring planning or zoning permits, and for requiring Development Review Board or other board review.
- Timelines for review.
- The Certificate of Occupancy process, including whether there is a separate Zoning Certificate of Occupancy process.

2. SELECTED COMMUNITIES

While each city is unique, the consultants sought comparable communities in terms of size and built environment. All selected communities included historic preservation districts and are located in New England.

It is important to note that Vermont is unique in that the state's adopted building codes apply only to "public" buildings, which do not include single family residential structures. Within Vermont, Burlington is unique in that applies these regulations to residential structures as well. Therefore, while the comparison did include two

communities within Vermont, other states may provide a better model for comparison.

	Population (2010)	Land Area (square miles)	Urban %	Median Household Income	Other Characteristics
Burlington	42,417	15.1	100%	\$43,323	Major university Historic districts
Bennington, Vermont	15,737	14.27	-	\$35,044	Small college Historic district
Brattleboro, Vermont	12,005	32.63	-	\$47,027	Historic district
Concord, New Hampshire	42,514	67.5	92%	\$54,182	Capital city Historic district
Middletown, Connecticut	47,043	42.3	96%	\$58,676	College Historic district
Portland, Maine	66,666	52.6	96%	\$40,806	Capital city Historic district

2. SUMMARY FINDINGS

The table on the following page provides a high-level summary of each municipality's organization, technology, and processes.

	Organization	Technology	Planning Process	Building Permit Process	Certificate of Occupancy Process
Burlington	Separate planning departments, building division (under DPW), and fire department. Code enforcement department is in charge of Zoning Certificate of Occupancy process.	Amanda software system. On-line capabilities: status look-up, submittal of some building permits by e-mail.	Technical Review Committee offers optional pre-application meetings. Submitted plans may be routed to other departments, but there is no formal feedback loop after project is submitted.	Building permit application occurs after zoning approval and waiting period. Building permit may trigger additional permits (electrical, mechanical, fire suppression)	Applicant must request CO from Code Enforcement and provide copies of all materials.
Bennington, Vermont	Single department: "Planning, Permits & Code Enforcement" includes planning director, zoning administrator, and building inspectors.	"Nemrc" permit tracking software. No on-line functionality; no mobile capabilities.	DRB required for most new commercial, subdivisions, changes to the exterior of buildings located within Design Review Districts, variances and appeals. No formal process for routing projects to other departments.	Single zoning/building permit application is used for projects not requiring DRB. Bennington does not issue permits or inspect electrical, mechanical, or plumbing systems. This work must be inspected (but not permitted) by the state.	Zoning administrator and building inspector conduct inspections jointly and then a combined certificate of occupancy for zoning and building is issued.
Brattleboro, Vermont	Planning Services Department. Building permits are issued and work inspected by the state.	Access database is used to track planning permits.	No zoning permit required if project does not alter exterior dimensions. Small accessory structure, lot line adjustments, and minor site plan changes may be approved administratively. All other projects require DRB approval. Projects in the downtown historic district subject to review by Design Review Committee, which is advisory to the DRB.	N/A – state process following (including for SF projects).	Zoning administrator inspects projects and determines compliance with zoning permit or DRB approval and conditions.

	Organization	Technology	Planning Process	Building Permit Process	Certificate of Occupancy Process
Concord, New Hampshire	Single community development department encompasses three divisions: building and code, engineering, and planning.	Currently in transition. Have Access-based in-house developed tracking software. Applicants can look up permit status on-line.	Zoning administrator signs off on building permits for "by right" projects. No separate planning or zoning permit is required. Planning board looks at all subdivision, site plan, design review, and DUP applications. Architectural design review is required for exterior building modifications within "performance districts" as well as major site plan applications, major site plan applications. Standing Development Team meetings are held weekly to look at pre-applications, as well as planning applications that have been submitted.	Zoning administrator reviews building permits. Separate electrical, mechanical, and plumbing permits are required (with associated inspections). Building department will route application to fire, health, engineering, or planning if necessary.	Permitting software is used to track sign offs for CO. Any department involved in project review/approval must also sign off at the project end before a CO is issued.

	Organization	Technology	Planning Process	Building Permit Process	Certificate of Occupancy Process
Middletown, Connecticut	Planning and Zoning Department does all zoning review and planning approvals. Building department is a division of Public Works.	In-house developed software system. Allows for on-line submittal but no on-line permits. Applicant can go on-line to look up permit review status.	Alterations that don't change the footprint or use do not require any zoning review and may go straight to Building. Zoning administrator reviews and approves residential projects as long as all code requirements are met. Administrative site plan for proposals that add under 5,000 sf of new construction and under 10 parking spaces. All other projects require Commission review. Projects in historic district with exterior changes visible from the Right of Way must be reviewed by the Design Review and Preservation Board.	All projects that involve exterior changes require zoning sign-off before submitting for building permit. Inspectors are certified to review and inspect for compliance with structural, electrical, mechanical, and plumbing code requirements.	Any department involved in review of a project signs off on the Certificate of Occupancy.

	Organization	Technology	Planning Process	Building Permit Process	Certificate of Occupancy Process
Portland, Maine	Combined Department of Permitting and Inspections includes a zoning administrator, building inspectors, business licensing, and code enforcement. Separate Planning and Urban Development department oversees planning approvals.	Using e-Plan software for electronic distribution and review of plans. Plans may be submitted electronically, including all attachments. Applicants can check review status and look up comments on-line.	“By right” projects (those that comply with current zoning standards) are signed off on by the zoning administrator as part of the building permit process. Permits that require no new buildings and where additions are under 500 sf may be approved administratively. Uses a multi-disciplinary team approach to application review. Planners work with a team from multiple departments, which meets weekly to look at applications. City also offers pre-application meetings at no cost with the same group.	Zoning administrator within the department reviews applications and will sign off if no planning review is required.	All departments involved in approval of the project are part of the CO sign off process. Planner ensures that all conditions of approval have been met and project matches what was approved. Engineering and fire need to approve if they were involved in review. CO is not issued until all sign-offs have been received.

Organization:

There is significant variation in how permitting functions are organized, among these communities and nationally. Portland, Maine has a Department of Permitting and Inspections which encompasses most permitting functions, and a separate planning department. Portland's Permitting and Inspections department includes a zoning administrator who can review and sign off on permit applications, or refer them to Planning if a separate entitlement permit is required.

Bennington, Vermont and Concord, New Hampshire have single department responsible for all planning and building approvals. These municipalities also issue combined zoning/building permits for projects that are "by right" and comply with current zoning code. The most significant difference is that these communities do not issue trade permits nor conduct the related inspections. Middletown, Connecticut's structure is similar to that of Burlington, with separate Planning and Building divisions.

Technology

All of the municipalities surveyed (with the exception of Portland) are using in-house developed or systems that serve primarily as databases for tracking permit approvals. There is some limited on-line functionality for looking up permit status and in some cases for submitting permit applications. Portland has implemented on-line permitting, as well as electronic distribution of plans to all reviewers. None of the communities were using tablets in the field to enter inspection results.

Planning and Zoning Process:

All of the municipalities surveyed allowed the Building department to take in some applications for projects with no zoning review. The projects typically were those with no

change of use and no exterior footprint change. (Projects in a historic review or design review district were an exception if the work would be visible from a public right of way.)

In addition, a zoning administrator or planner is usually able to sign off on a building permit application if the project complies with current zoning requirements (e.g., setbacks, lot coverage, building height, etc.); no separate planning permit is required. In contrast, in Burlington virtually all projects require a zoning permit or approval prior to application for a building permit. The threshold for administrative versus board review for planning permits varied significantly; there was no common theme to the approach taken by the different communities.

All municipalities surveyed had historic districts requiring architectural or design review. While the specific design standards vary widely, all had very clear criteria for determining whether a project or property required this review. Burlington's criteria for determining what triggers a historic review are more ambiguous, making it difficult for an applicant to determine whether historic review will be involved.

Building Permit Process:

The Building Permitting Process is consistent among those cities that issue building permits. (Brattleboro's permits are issued by the state.) The primary distinction between Burlington's approach and those of comparable cities, as described above, is that zoning review for minor projects is part of the building permit approval process, not a separate process.

All communities surveyed require separate electrical, mechanical, and plumbing permits, with the exception of Bennington. In Bennington, the State of Vermont has jurisdiction over electrical, mechanical and plumbing work. The State, in lieu of a permit,

requires a notification of the work and an inspection upon completion. As the state oversees all building permits in Brattleboro, the same process is followed - building permit applications are reviewed by the state, but there is no review of electrical, mechanical, or plumbing work – the work is done based on a notice from the contractor and subject to inspection.

Certificate of Occupancy Process:

The most notable difference between Burlington and the communities surveyed involved the process associated with certificates of occupancy. In Burlington, a Building Certificate of Occupancy is issued when construction is complete, but the Zoning Certificate of Occupancy is a separate process assigned to Code Enforcement. The applicant must submit copies of all approvals, conditions of approval, and site plans to Code Enforcement and schedule a separate inspection to determine whether conditions were met and the project was built according to the approved plans. The inspector is a Code Enforcement employee and not someone involved in the original review and approval of the project.

In all surveyed municipalities, a planner or zoning administrator conducts inspections associated with the zoning sign off. Any approvals required as part of the project (Right of Way, Public Works, Fire, and Building) are required at the conclusion of a project, at which point a consolidated CO is issued.

While some communities charge a nominal Certificate of Occupancy fee, none (except Burlington) impose a penalty if the CO is not obtained in a timely manner. Instead, these cases are treated as zoning violations and managed through the municipality's violations process.

3. DETAILED FINDINGS

BENNINGTON, VERMONT	
Overall	
Organization	Single department: “Planning, Permits & Code Enforcement” includes planning director, zoning administrator, clerk, and building inspectors. Projects that can be approved administratively by the zoning administrator and require a building permit are combined using a single zoning/building permit application and combined process.
Software	NEMRC permit tracking software. No on-line functionality; no mobile capabilities.
Planning	
Admin vs. board	Permits for single family and two-family residential properties on existing lots that comply with the Land Use and Development Regulations may be issued by the Administrative Officer without the review and approval of the Development Review Board. If these projects also require a building permit, they take in a combined zoning/building permit, which is signed off on first by zoning and then by building, and then issued. The approval of the Development Review Board is required for most new commercial (including multi-family residential) development, most subdivisions (including Planned Residential Developments and Planned Unit Developments), changes to the exterior of buildings located within Design Review Districts, all variances (requests to waive certain requirements of the regulations) and for all appeals of the Administrative Officer’s decisions.
Review process	There is no formal process for involving other departments. The planner will reach out to the highway department or water department if it appears that additional approvals are required.
Time lines	There are no formal time lines but zoning approvals are typically 1 day to 1 week. DRB projects are presented to the board within a month – the exact time-line depends on when the project was submitted.
Building	
Cross-training	They issue a combined building and zoning permit for many projects. Bennington does not issue permits or inspect electrical, mechanical, or plumbing systems. Separate approvals must be received by the state for this work. (Note: the state does not require permits for “trade” work but does require a notice of the work and that all work be inspected.)
Admin staff	Administrative staff member is not technically a permit tech, but she answers questions regarding permit requirements, takes in permits, routes them, and issues them.
Time lines	Goal is to turn around building permits (with zoning approval) within a week. No formal guidelines.
Certificate of Occupancy	
Roles	Zoning administrator and building inspector conduct inspections jointly and then a combined certificate of occupancy for zoning and building is issued.

BRATTLEBORO, VERMONT	
Overall	
Organization	Planning Services Department. Building permits are issued by the state.
Software	Access database.
Planning	
Admin vs. board	No zoning permit required: maintenance and repair, alteration or modification but not changing exterior dimensions unless change of use or number of dwelling units. Home occupations don't require a permit. Patio, terrace, or unroofed structure if conforming. Small accessory structures, lot line adjustments, some minor site plan changes may be approved administratively. Applications that require Development Review Board approval include waiver of dimensional standards, conditional use permits, subdivisions, major or minor site plan reviews.
Review process	Anything that requires site plan review is sent to police, fire, and public works. Comments are included in the report. DRB is very clear that they are independent from the town – they will take the PW, etc. into consideration but won't necessarily integrate. Downtown historic district. There are specific design standards. Design review committee will review any alterations or new construction in the four historic districts. They are advisory to the DRB.
Time lines	Application submitted by the 4 th Friday in the month will be heard at the following month's DRB meeting (typically 3 rd Monday).
Building	
Cross-training	Not applicable
Admin staff	Not applicable
Time lines	Not applicable
Certificate of Occupancy	
Roles	Because the State issues building permits they are not involved in the building CO process. For a zoning certificate of occupancy, the applicant contacts the zoning administrator who inspects the project. If work is not complete, he may issue a temporary, for example for landscaping that may need to wait for change of seasons. If applicant fails to get a ZCO, they will issue a violation and use their violations process.

PORTLAND, MAINE	
Overall	
Organization	The Department of Permitting and Inspections serves as a one-stop permitting, licensing, and inspections shop. The department includes a zoning administrator who reviews all applications and determines whether a separate entitlement (planning) permit is required. If a planning permit is required, these are issued by the separate department of Planning and Urban Development.
Software	All, applications can be submitted electronically, with attached building plans, site plans, and all attachments. Plans are routed electronically to different reviewing departments. Applicants can check review status on-line.
Planning	
Admin vs. board	“By right” projects (projects that meet current zoning standards) are signed off on as part of the building permitting process and do not require a separate zoning permit. Historic approval required for a property located within the historic district for any alteration or improvement that will be visible from a public way. Projects that require no new buildings where additions are under 500 square feet, with no curb cut, utility, or storm water impacts may be approved administratively.
Review process	The department uses a multi-disciplinary team approach to the application review process. The Economic Development Division, Public Services, Inspections, Fire, Parks and Recreation, Corporation Counsel, and Traffic all provide input into development proposals. All review agencies prepare written comments on site plans or formally sign off on the plans indicating no comments.
Time lines	Time-lines vary from 1-7 days for administrative approvals. Staff review for permits requiring Board review typically takes 2 weeks; each department is required to participate in the review process.
Building	
Cross-training	Separate reviewers and inspectors for building, electrical, mechanical, and plumbing.
Admin staff	Administrative staff take in permits and route them as required. Not technically permit techs.
Time lines	No official time-lines. Depends on work-load.
Certificate of Occupancy	
Roles	CO is issued by the building department. If the project involved a Development Review permit, the planner inspects the project and signs off before the CO can be issued.

CONCORD, NEW HAMPSHIRE	
Overall	
Organization	Single community development department encompasses three divisions: building and code services, engineering services, and planning.
Software	Currently in transition. In-house developed software.
Planning	
Admin vs. board	Administrative review consists of sign-off of building permits; no separate zoning permit is required. Planning Board looks at all Subdivision, Site Plan, Design Review, and Conditional Use Permit applications. Architectural Design Review is a requirement for the following applications and/or permits: Major Site Plan applications; Cluster Subdivisions; Exterior building modifications within performance districts; Signs (if required by Zoning Ordinance); Manufactured housing parks requiring Conditional Use Permits; Wireless telecommunication towers.
Review process	Pre-application: the city offers Development Assistance meetings, which provide an opportunity to sit down with city staff from multiple departments prior to filing an application. These meetings are optional and at no cost. City has a Development Team who review all projects. This includes representatives from Building, Fire, Police, Engineering, and Planning.
Time lines	Anticipated time line from acceptance to hearing is 1 month. Plans received by the 3 rd Wednesday of the month will be heard at the meeting the following month (also on the 3 rd Wednesday).
Building	
Cross-training	If project complies with zoning and isn't part of a subdivision or a major site plan, only a building permit is required. (Zoning administrator determines whether above criteria are met). Separate building, electrical, mechanical permits and inspections. If plan needs to be reviewed by fire, health, engineering, planning it is routed to them. Separate electrical, mechanical, plumbing permits, mechanical permits. Engineering department issues separate permits.
Admin staff	Admin staff do intake of the permit. Some basic trade permits can be issued by the administrative staff.
Time lines	Time lines are flexible. Depends upon the size of the project, time of the year, volume of work. Minor residential permit is issued next day; major commercial project may take several weeks. Most trade permits are same day.
Certificate of Occupancy	
Roles	CO process is coordinated through the tracking system. When a permit is set up, the system will identify the required people to sign off to release the permit, then the people to release the CO. At the end of the job all departments (planning, engineering, fire, building, etc.) must have signed off. No fee; part of the building permit process.

MIDDLETOWN, CONNECTICUT	
Overall	
Organization	Separate Planning and Zoning department. Building division is a division of Public Works. Departments are co-located and work closely together.
Software	In-house developed software system. Does allow for on-line submittal but no on-line payments. Required documents can be submitted on-line with the application. Applicant can go on-line to look up permit review status.
Planning	
Admin vs. board	<u>Projects that can be reviewed by Building with no zoning review:</u> Alterations which do not change the size of the footprint or use of a building or structure or the site or, if served by well and septic, add additional bedrooms - shall be approved by the Building Inspector without an actual site plan being presented. <u>Projects that must be reviewed by Zoning but do not require a formal review process:</u> Single and two family detached dwellings or any addition or accessory uses thereto which meet all Code requirements. <u>Administrative site plan review:</u> Proposals which add under 5,000 square feet of new construction and 10 or fewer new parking spaces shall be considered for site plan approval by the Commission. <u>All others:</u> Commission review. If the project is in a historic district and there are exterior changes that would be visible from the Right of Way, it must go to the Design Review and Preservation Board.
Review process	Projects are taken in and routed to other departments (fire, police, engineering, etc.). Other departments are required to provide comments or indicate that they have no comments/corrections. Plans are typically revised at least once based on review comments before going to the board.
Time lines	Staff review may take up to 30 days.
Building	
Cross-training	Planning and zoning will sign off on an application unless a separate zoning approval is required. Anything that meets current zoning requirements (setbacks, use, lot coverage, etc.) is signed off on by the zoning administrator prior to submitting for building inspection. The two inspectors are cross-certified and cross-trained so that either one can review and inspect for structural, electrical, mechanical, and plumbing. In practice, one has greater expertise in electrical and mechanical and will do the more complex reviews, but either can do a rough inspection.
Admin staff	Administrative staff are not certified permit techs but they do intake, ensure that all required documents (license, insurance) are attached, and route plans as required to other departments.
Time lines	Technically 30 days by law. Actual timelines vary.
Certificate of Occupancy	
Roles	Certificate of occupancy must be signed off by anyone who was involved in approving the project. This may include: planning, fire, engineering, and building. Building is the final signatory at which point the CO can be issued.

D. PERMITTING SOFTWARE FUNCTIONALITY REQUIREMENTS

When developing the functionality requirements document for inclusion in the RFP, the City should require the responding vendor to indicate a response for each requirement that indicates if the permitting system provides that functionality. The following table shows a typical approach:

Response	Description	Explanation
Y	Yes, Available	A feature that is a standard item currently included in the solution (off the shelf) as proposed or YES to the question.
A	Alternate	A requirement that can be satisfied by a pre-defined general purpose field, a user field within the data base, by another vendor's existing package or with the process definition. For each question answered by an alternate method, describe the proposed solution to address the question.
I	In Development	A feature that is currently in development or will be developed at no additional cost.
N	Not Available	A feature that is not available and is not scheduled for development at this time or NO to the question.

A. System Design and Documentation

The following table shows common functionality questions that should be asked of vendors. The following table provides a base document that can be more fully tailored by the City of Burlington as the RFP is developed.

Requirement	Response	The Proposed Solution:
A.1		Is the proposed software compatible with the City of Burlington's targeted hardware, network, and database standards?
A.2		Does the vendor plan to propose hardware, network, or database solutions that would require the City of Burlington to adopt additional standards? Please summarize recommendations here.
A.3		Is the system compatible with the full range of desktop and laptop machines utilized by the City of Burlington? Please provide specifications for a "minimum" user workstation and for a "recommended" user workstation. Does the Windows Server Operating System require a particular Service Pack?
A.4		Please attach comments providing information on system development tools: a. Which language or 4th GL(s) are used? b. Does the system make use of any other software tools? c. Are any other software products required or recommended?
A.5		Was the system designed with sufficient editing, coding, and validation routines to guarantee that data entry errors are avoided and data entry consistency is enforced?
A.6		Do all modules have a similar "look and feel" in terms of navigation, use etc.?

Requirement	Response	The Proposed Solution:
A.7		Is the system written with a <i>Windows</i> style GUI? (Will the system be easy to navigate for those users who are familiar with the <i>Windows</i> environment?)
A.8		Is it a “native” application for <i>latest Windows operating system</i> ?
A.9		Can all users be logged on at all times? (Please indicate if there are any procedures or processes that would require users to log off on a day-to-day basis.) Can users log into the MS Network & access the program via shares to the Microsoft Server?
A.10		What does the system do if two or more users open and attempt to update the same record in a table?
A.11		Does the system provide security that allows for multiple user configurations? (For example, one user may be able to ADD, CHANGE, and DELETE records on a particular screen, and another user may only be able to QUERY that particular screen.) Please attach here any relevant information about the security features of the system.
A.12		Can one security profile be copied so that a system administrator could easily create an additional, but slightly modified security profile (cloning)?
A.13		If the licensing for this system is based on the number of concurrent users at a particular time, please explain what messages are given to the user when the maximum number of concurrent users is exceeded.
A.14		If additional programs are utilized, such as additional reports using Crystal Reports, can those programs be added to the system menus or toolbars by the system administrator?
A.15		Please describe the types of documentation (both hardcopy and online) that are included with the software.
A.16		Does the system use pick-lists, drop-down boxes, or other easy-to-use options to assist users in correctly entering data?
A.17		When users are entering text to describe conditions, making note of application deficiencies, etc., does the system provide word processing functionality so that the entire text of letters, etc. is visible to all users? (Or do you integrate with word processing packages?) Can the font, pitch, etc. be changed or is it strictly text-based? Please describe.
A.18		When users are entering text, does the system have word-wrap features like a traditional word processor? (i.e. Microsoft Word)
A.19		Are users able to “cut and paste” text both from and to word processing packages?
A.20		Are users able to associate scanned images of maps or other items with permits, parcels, etc.? If so, please list all entities (permits, parcels, projects, etc.) to which the user may attach scanned images; explain how the user becomes aware that such images exist; and list all supported file types.
A.21		Do users have the ability to export selected data items to a variety of file formats (i.e. Word, Excel, Access)? If so, please list supported file formats. With which Office and Access versions is the software compatible? Is the system compatible with the most recent version of Microsoft suite programs?

Requirement	Response	The Proposed Solution:
A.22		The system shall generate a variety of documents that will be issued to the City of Burlington customers. Will City of Burlington have the option of utilizing pre-printed forms, or does the system have sufficient graphics capability to provide appealing documents including: A variety of permit designs; Inspection “cards” (left on site); Certificates of Occupancy; and Notices of Application, Complete Application, and Decision Can the system import graphics from Microsoft Publisher? Please describe the capabilities offered in the base package. Please describe any cost issues with regard to programming time, etc. in your cost summary section.
A.23		Does the system accommodate both formatted and unformatted address information (street address, lot, block, parcel ID, tax account number and land-use zone, zip code, etc.)?
A.24		Does the system have user modifiable, rule based, table driven values?
A.25		Does the system have variable system administrator modifiable levels of security?
A.26		Can the system function as the City's land use/parcel/address/owner database with the ability to look up all data relating to the address/parcel instantly and easily?
A.27		Can the system have the ability to add multiple address dependent identifiers such as central business districts, neighborhoods, etc.?
A.28		Is the system capable of providing reminders of necessary actions such as turn-around documents, plan check due dates, bond release dates?
A.29		Can the system keep track and links to all permits and documents generated on a parcel and/or project level?
A.30		Can the system ensure data integrity during input and post processing? If so, how?
A.31		Does the system have the capability to create ad-hoc reports and add recurring reports to the software?
A.32		Does the system have the capability to retrieve all data related to an address (e.g., licenses, permits, plans, code issues, docs, images, etc.)?
A.33		Can the system track the applicant and the multiple types of applications required for development through the entire planning, building permit and engineering permit process from initial application through final inspection or completion, and maintain all related information (e.g. plan review, conditions, code inspection, maintenance requirements, etc.)?
A.34		Can the system look up partial names or do wildcard searches?
A.35		Does the system provide on-line, context sensitive help provided for each field on the screen?
A.36		Does the system have the capacity to use the escape key throughout the program to cancel or abort a process and return to user menu, rather than exit the operating system?
A.37		Does the system have the capacity to automatically auto-fill the data entry form based upon previous entries made on prior applications?
A.38		Is the system capable of allowing multiple sessions to be open at the same time and switch with a mouse or keystroke between sessions?

Requirement	Response	The Proposed Solution:
A.39		Is the system capable of a user defined report writer with the ability to select a range of permits for inclusion in the report, select specific fields for reporting, and criteria for field selection?
A.40		Is the system capable of generating reports on issued permits, expired permits, permits set to expire within 30 days, status of plan checks, status of inspections, detailed reports for State and county, and summary of receipts sorted and subtotaled by permit or an account number?
A.41		Is the system capable of generating reports by area or address, permit type, fees collected, and average turnaround times?
A.42		Is the system capable of generating an activity report which lists permits where no action has been taken within a given time interval?
A.43		Does the system include a calendar and a related “suspense” or “tickler” file, listing work to be completed and on hold?
A.44		Does the system allow the user to direct printouts to HP LaserJet printers on a <i>Windows</i> network? (If additional or dedicated printers are recommended, please summarize recommendations here but do not include costs.) Does the system allow direct output to a TCP/IP address across Microsoft Network?

B. Permit Application, Plan Check, & Permit Issuance

Requirement	Response	The Proposed Solution:
B.1		Does the system capture the following fields of information? (see below):
B.1.1		Applicant Name and Address
B.1.2		Project Name and Address
B.1.3		Type of Application (land development, variance, building, alteration, etc.)
B.1.4		Type of Use (residential, commercial, etc.)
B.1.5		Type of Permit
B.1.6		Date Submitted
B.1.7		Date Reviewed / Approved or Declined
B.1.8		Target Date
B.1.9		Ready Date
B.1.10		Date Picked Up
B.1.11		Valuation
B.1.12		Contractor ID
B.1.13		Final Inspection Date
B.1.14		C.O. Date
B.1.15		Parcel Number and City
B.1.16		Owner Information (name, address, phone)
B.1.17		Architect Information
B.1.18		Engineer Information
B.1.19		Contact Person (name, address, phone, fax)
B.1.20		Fire Sprinklers Required (yes, no)
B.1.21		Fire Alarm Required (yes, no)
B.1.22		Building Footprint Area

Requirement	Response	The Proposed Solution:
B.1.23		Gross Floor Area
B.1.24		Building Height in feet and stories
B.1.25		Setbacks
B.1.26		Sensitive areas (ecosystem management areas)
B.1.27		Hazardous Materials (yes, no)
B.1.28		Flood Zone (yes, no)
B.2		Are all of these items from the question B..1 validated in user-accessible tables? (see below)
B.2.1		Type of Application
B.2.2		Type of Use
B.2.3		Type of Permit
B.2.4		Contractor (table would include contractor address, phone, etc.)
B.2.5		Parcel (table should contain extensive information)
B.2.6		Construction Type
B.2.7		Occupancy Group
B.3		Please describe the methods of numbering permits that are supported in the system - the numbering methods must vary by type of permit.
B.4		Based on the type of permit, does the system automatically determine which departments need to review the permit? Please describe.
B.5		Does the user have the ability to “re-route” plans to appropriate departments so that revisions created by one department are sure to be reviewed by other departments?
B.6		Does the system have the ability to add fields of information to screens that can be tailored for each type of permit?
B.7		If the answer to the above question is yes, does this apply to all of the screens in the system?
B.8		Can the user utilize these custom fields (described in questions above) and incorporate them onto printed permits and other reports?
B.8.1		Can the user-defined fields be utilized for reporting, sorting, or selecting records based upon user choice?
B.9		How can a user and an applicant identify the status of a permit? (Is the permit in an application phase, plan check phase, has it been issued, etc.)?
B.10		Explain the routing features of your system. Explain at a minimum the capabilities of your system as it pertains to the features below.
B.10.1		Can plan check schedules target turnarounds for every step and activity in the permit process and create a list of plan checks due, work to be completed and on hold, for a given period?
B.10.2		For permits which require review by multiple departments, does the software have “routing” features that allow users to determine the review status of a permit by multiple reviewers?
B.10.3		Does your system have integrated e-mail notification for each successive plan checker/inspector as part of the user defined routing and approval?
5.3.10.4		Does your system generate a tracking number to monitor the status of an application/project, and related plans from project submittal, until an approval or permit has been issued (using the same number through the entire process)?
B.10.5		Can the system identify and track the appropriate steps for environmental and planning project processing?

Requirement	Response	The Proposed Solution:
B.11		Can the system record the approval/denial of an application, with all conditions of approval, within the "Development Review" process?
B.12		Can the system track compliance of all conditions of approval, link the permit to the actual Word document, note environmental mitigation measures and responsible department?
B.13		Does the system include a mailing list generator to print mailing labels of property owners and/or residents located within a specified (default) or variable radius of a parcel or group of parcels (typically 300' or 500' radius)?
B.14		Can the user add to the approval/routing list if additional approvals are necessary?
B.15		If applicants are asked to submit three or more copies of plans, does the routing software above track the status of all three or more sets of plans?
B.16		Does the system have the ability to automatically add users to routing processes based on information on the permit?
B.17		Does the system have the ability to track the review activity and comments made by employees, including the complete text of letters sent to applicants?
B.18		If the answer to the above question is yes, do the users have unlimited space to make comments about a permit application?
B.19		Are the users able to place "holds" or post "notices" or otherwise stop a permit from being issued until the applicant complies with specific condition(s)? Does this system flag these permits? Please describe system features related to this issue if appropriate.
B.20		Does the system have the ability to accumulate comments from all reviewers and issue one letter, which consolidates all comments?
B.21		Is the system able to calculate the calendar days it takes to issue a permit on the part of City of Burlington staff (the system subtracts time determined to be caused by applicant delays, etc.)? Can the system calculate these times per each reviewing department?
B.22		If the answer to the above question is yes, is the system capable of removing weekends and holidays from the above calculation?
B.23		Can the system automatically calculate "target" dates for permit issuance based on type of project?
B.24		Can the system automatically calculate "target" dates for permit issuance based on workload at time of application?
B.25		Is the address for a permit automatically associated with a parcel? (Does the associated owner information display? Does the city the property is located in display?)
B.26		Is the address for a permit associated with a tenant in a building? (Does the associated tenant/occupant information display?)
B.27		Does the system have the ability to provide a list of all of the permits (or land use actions, or Certificates of Occupancy) at a specific address with the status of each of those permits?
B.28		Does the system allow the user to search on a range of addresses to identify current projects in an area?
B.29		Does the system provide a summary review function for individuals wanting to know the status of projects or applications?
B.30		If the answer to the above question is yes, please identify the "search" fields the user is able to use to quickly locate projects or applications? (e.g. permit number, project address, project name, application date range, etc.)

Requirement	Response	The Proposed Solution:
B.31		Does the system support permits that do not have associated fees?
B.32		Does the system have the ability to record a final approval for a permit to be issued, and does that final “issuance” of the permit have some associated security features so that the permit may not thereafter be modified by most users? Please describe if necessary.
B.33		Does the system have the ability to record scanned images of signatures and “sign” (apply authorized signatures to) permits electronically?
B.34		Does the system allow users to rapidly intake all appropriate information and immediately issue “over the counter” permits?
B.35		The City of Burlington may wish to issue “combination permits” so that applicants receive one physical permit for any combination of Building, Mechanical, and Plumbing permits. Does the system support the ability to combine permit types and manage associated fees?
B.36		Does the system have the ability to track projects that are not associated with a parcel number? If yes, describe features provided (i.e. time, materials, resource allocation, project status, percent completion, notable events for progress, etc.)
B.37		Describe the system's reporting ability. Can reports be generated that quantify by: the types of permits, square footages, flood zones, valuation, number of dwelling units, mobile homes, etc. Can reports use date ranges?
B.38		Does the system verify reviews and clearances required prior to issuing a permit?
B.39		Does the system track cash or performance bonds that are posted to ensure that the proper work is completed?
B.40		Is the system capable of issuing a permit for a range of addresses or parcels?
B.41		Does the system indicate the type of applicant – contractor, owner, or agent?
B.42		Can the system reconcile voided permits within the core system and with the cash management system?
B.43		Does the system have a contractor/engineer/architect validation feature?
B.44		Can the system capture all pertinent project information including permit and zoning information and building characteristics (e.g. use groups, construction type, dwelling units, assessment data, size, roof structure, etc.), land use information of property (e.g. service stations)?
B.45		Can the system lock financial records for fees collected once the permit is issued to provide an audit trail?
B.46		Can the system group permits as a project or as a group of permits to be paid for at one time? Be able to pay for a selected group at one time? Give a total fee due for that selected group?
B.47		Can the system accommodate revisions, supplemental permits linked to the original permit (new plan review, calculate additional fees as required, and record the new status of the project with all conditions of the original permit carried forward to the supplemental permit(s))?
B.48		Can the system not allow Final/Temporary Release/Occupancy until all fees are paid and all conditions/clearances are removed?
B.49		Can the system allow for fee modification and provide an audit trail of all financial transactions?
B.50		Can the system provide access to permit records via Internet?

Requirement	Response	The Proposed Solution:
B.51		Is the system capable of verifying validity of address during the data entry process (allowing only valid street spellings and valid street addresses to be input)?
B.52		Can the system provide a tie to the State's Contractors License data for checking status of the contractor's state license?
B.53		Can the system provide a tie to the State's Architects and Engineers licensing data for checking status of the architect or engineer license?
B.54		Does the system allow an unlimited number of permits and permit types?
B.55		Is the system capable of using an existing permit as a template for creating a new permit, change and delete permits, for all permit types?

C. Fee Tracking

Requirement	Response	The Proposed Solution:
C.1		Does the system have an integrated fee calculation and collection module that allows the users to review and amend fees at permit application time?
C.2		Does the system have the ability to calculate a Plan Review fee and collect that fee at permit application time?
C.3		Does the system have the ability to subtract the Plan Review fee from the overall permit fee and collect the balance when the permit is picked up?
C.4		Does the system support the following fee type calculations?
C.4.1		Flat fee based on permit type?
C.4.2		Varying fee based on valuation constructed as follows: • Flat fee for dollar range in valuation (or other measurement) (e.g. \$200 fee for first thousand dollars of valuation) • Additional fee for additional increments (e.g. \$30 for each additional hundred dollars)
C.4.3		Unit fees based on number of a variety of plumbing and mechanical appliances (e.g. \$4.00 for each sink, \$12.00 for each shower, etc.)
C.4.4		Ability to add a variety of fees that may be appropriate depending on the type of work involved.
C.5		Does the system support the following types of fee adjustments after the permit is issued? - Refunds - Adjustments - Revision fees - Re-inspection fees
C.6		Is the system able to record the associated receipt number and revenue account number with each fee transaction?
C.7		Is the system able to track a fee that will become due when a future activity occurs? (e.g., a Certificate of Occupancy fee due before a final inspection can be scheduled or before a Certificate of Occupancy can be issued?)
C.8		Does the system support up to a 24-position account code?
C.9		Are all changes to fee items logged?
C.10		Does the system have a way to deal with/search for NSF checks from a contractor?
C.11		Does the system generate an audit trail for all transactions using standard accounting practices, particularly financial transactions?
C.12		Does the system track payments, generate receipts, and link to a cash register?
C.12		Can the system generate cash management reports and standard monthly financial reports?

Requirement	Response	The Proposed Solution:
C.13		Can the system perform Internet e-commerce including payment of fees using credit or debit cards, submittal of permit applications, e-mail communication?

D. Inspection Scheduling and Tracking

Requirement	Response	The Proposed Solution:
D.1		Does the system permit an unlimited number of inspections relative to a permit?
D.2		Are the inspection types entered in a predefined table for data entry consistency?
D.3		For each type of permit, does the system keep track of a list of expected inspections?
D.4		If the answer to the above question is yes, do users have the ability to add additional inspections?
D.5		Does the system have the ability to create a checklist of “required” inspections and prohibit the approval of a Final inspection until all other required inspections are completed?
D.6		Can the checklist of required inspections be created during the review process?
D.7		Are inspection requests separated by organizational unit (department, division)?
D.8		Does the system keep track of the appropriate order of inspections so that inspections can be coordinated among departments when the sequence is important?
D.9		Does the system support inspection times for departments that make appointments for individual inspections?
D.10		Do inspectors have the ability to enter the results of inspections?
D.11		Do inspectors have the ability to enter extensive comments about the inspection? Describe.
D.12		Does the system automatically update the permit status to “final” once all of the necessary final inspections have been approved?
D.13		Can the system generate Certificates of Occupancy, Certificates of Completion, and other final approval documents?
D.14		Does the system have the ability to automatically generate a letter to the permit contact person when there have been no inspections on a permit for more than 120 days?
D.15		Can the system prevent scheduling inspections until re-inspect fees or investigation fees have been paid?
D.16		Does the system have a way of “disallowing” a final inspection approval until all appropriate pre-development conditions are met?
D.17		Can the system block inspections based on approval of ordered inspections?
D.18		Does the system have the ability to incorporate a list of “alerts” or “notes” onto the daily inspection listings so that the inspectors can be notified of particular issues with regard to a development? (An example might be that when a ‘footings’ inspection is requested, that the inspector would be notified that a utility easement exists on the property).

Requirement	Response	The Proposed Solution:
D.19		If the answer to the above question is yes, does the system have the ability to automate “notes” for the inspectors based on rules in the system?
D.20		The Building and Code Enforcement Department schedules inspection appointments, usually in 30-minute increments? Can the system: Generate a daily inspection schedule for each inspector based on type of inspection, location of inspection, or other criteria? Cancel inspections? Schedule certain more complex inspections for more than standard inspection appointment length? Conduct route scheduling for inspectors?
D.21		Does the system support remote data entry? (i.e.; IVRS, Scanned results, Internet, etc.). Describe.
D.22		Can the system generate inspection schedules that can be used to create a workload report by date and by type of inspection?

E. Certificate of Occupancy Issuance and Tracking

Requirement	Response	The Proposed Solution:
E.1		Does the system have the ability to generate a Certificate of Occupancy (C of O) and record the following items for a C of O?
E.1.1		Certificate of Occupancy Number
E.1.2		Date Issued
E.1.3		Code Year
E.1.4		Permit Number
E.1.5		Project Number
E.1.6		Building Address
E.1.7		Occupancy Type
E.1.8		Construction Type
E.1.9		Sprinklers Installed (yes, no)
E.1.10		Fire Alarm Installed (yes, no)
E.1.11		Indicator that additions can be built as large as lot size allows (unlimited areas), (yes, no)
E.1.12		Fire Zone
E.1.13		Land Use Zone
E.1.14		Building Owner (name, address, phone)
E.1.15		Approval spaces for signatures
E.1.15		Square footage (multiple entries allowed for mixed occupancy)
E.1.16		Parcel number
E.2		Does the system have the ability to “route” a C of O to appropriate departments or users for their approval?
E.3		Can the above routing be generated automatically when the applicant calls for a final inspection on a new building?
E.4		Can the final approvals (indicated by a signature now) for each approving department be associated with a scanned image of the signature, which would print on the official C of O document? (Do you have appropriate security features so that once all parties “approve” the C of O that it is “locked”?)
E.5		Does the C of O have some sort of a status code (e.g., Being Routed, Issued, Revoked, Superseded, etc.)?

Requirement	Response	The Proposed Solution:
E.6		Does the system provide a “search” screen that would easily indicate and display other C of O’s that may have been issued for the same building or group of buildings?
E.7		Does the system have the ability to send reminders to users who have not approved or “signed” C of O’s after a specified period of time?
E.8		Is the system able to cross-reference the C of O with the associated parcel and any subsequent changes to that parcel number so that the C of O can be located by searching on either parcel number?
E.9		Can the system generate copies of the C of O and pre-addressed envelopes for mailing to owner, lender, and other designated parties?

F. Land (Parcel), Building, Occupancy Tracking

Requirement	Response	The Proposed Solution:
F.1		Does the system have the ability to track the following items related to a parcel of land?
F.1.1		Parcel Number
F.1.2		Section, Township and Range
F.1.3		Quarter section
F.1.4		In / Out of City of Burlington
F.1.5		Current Land Value
F.1.6		Current Improvement Value
F.1.7		Taxpayer Name
F.1.8		Taxpayer Mailing Address
F.1.9		Site Address
F.1.10		Lot Size
F.1.11		Gross Living / Floor / Rental Floor Area
F.1.12		Building Footprint Area
F.1.13		Total Impervious Surface
F.1.14		Local Zoning Code
F.1.15		Local Use Code
F.1.16		Comprehensive Plan neighborhoods
F.1.17		Place Name (or business name)
F.1.18		Date last updated from County / Last update from Permits
F.1.19		On site retention / detention facilities.
F.2		Can the system store history of any updates to these fields?
F.3		Can the system accommodate and track multiple local use codes and place names on a parcel?
F.4		Can the system automatically update fields listed in question F.1 above, from other “sub-systems”, e.g. Gross Living Area and Building Footprint Area from computer assisted mass appraisal information system?
F.5		Is the system capable of storing a complete legal description? (If not, then how many characters of an abbreviated legal description can be stored?)
F.6		Does the system have a separate feature for tracking buildings on a particular parcel? How is each building identified? What if one building crosses multiple parcels? What if there are multiple buildings on one parcel? Please describe these relationships and how the information is organized, accessed, and how it relates to permits issued.

Requirement	Response	The Proposed Solution:
F.7		Does the system have a separate feature for tracking occupancies within a given building? Please describe these relationships, and if applicable, describe how the occupancy information ties to permits and/or business licenses.
F.8		How does the system structure addresses for parcels, buildings, and occupancies? What search features are available? Are these addresses all stored in a master table? What sorts of retrieval options are available to users? Please describe.
F.9		Can the system establish a protocol for addressing standards to prevent input of incorrect addresses and legal descriptions?
F.10		Does the system provide security for address fields so that only a limited number of users can change addresses?
F.11		Are addresses entered in a standard format so that duplicate addresses are avoided? Please describe the address format and editing rules.
F.12		If a user attempts to make an entry with an invalid address, does the user have the ability to continue the application process? Does the system provide users with a list of addresses that match the address table?
F.13		Does the system have the ability to record easements or fire lanes or other encumbrances associated with a particular property or development?
F.14		Does the system keep a history record of prior zoning codes and comprehensive plan codes on a particular property? If yes, can this be a separate function? Is there a limit on the record length?
F.15		Can the system accommodate multiple zones on an individual parcel, divided perhaps by building?
F.16		Does the system have the ability to create and update this database?
F.17		Does the system have the ability to import and view digital plans and maps?

G. Bond / Trust Accounting

Requirement	Response	The Proposed Solution:
G.1		Does the system have the ability to record the following types of information for a bond?
G.1.1		Parcel Number
G.1.2		Permit Number
G.1.3		Project Name
G.1.4		Bonding Agency
G.1.5		Bond Type (code)
G.1.6		Bond Amount
G.1.7		Date Posted
G.1.8		Date Expires
G.1.9		Date Accepted
G.1.10		Date Released
G.1.11		Bond Number
G.1.12		Contact name, address, phone and fax
G.1.13		Receipt Number
G.1.14		Comments (unlimited text)
G.1.15		Inspector.
G.2		Does the system support the ability to locate existing bonds by the following?

Requirement	Response	The Proposed Solution:
G.2.1		Project Name
G.2.2		Parcel Number
G.2.3		Bond Number
G.2.4		Treasurer's Receipt Number
G.2.5		Contact Name
G.3		Does the system have the ability to release bonds/deposits upon completion of the inspection process by notifying appropriate staff?
G.4		Can the system notify staff of a pending bond release?
G.5		Does the system have trust account ability?
G.6		Are periodic reports available?
G.7		Can one contractor have more than one trust account?
G.8		Can bond or trust accounting be related to a specific Activity, Project or Development?
G.9		Can multiple bonds or trust accounts be related to a single Activity, Project or Development?
G.10		At any time during the collection fee process, can trusts or bonds be created?
G.11		Can funds be transferred between trust accounts?

H. Integration with Other Systems, Technologies

Requirement	Response	The Proposed Solution:
H.1		<u>Facsimile and E-mail:</u> Assuming that the user has the ability to generate faxes from the desktop, does the system provide the ability to automatically send a report to another agency based on definable criteria? (One example: On the first day of each month, send the "Monthly List of Completed Permits" for the previous month to a particular agency via fax.) What about ability to use e-mail to send reports?
H.2		<u>Facsimile and E-mail:</u> If the answer to the question above is yes, does the ability to automatically route reports via fax also apply to reports that may be created by in-house staff? Can you fax via a networked, shared fax machine? Any cost estimates or other comments with regard to integration with fax or e-mail services? Cost details would be in the Cost Summary section of your response.

Requirement	Response	The Proposed Solution:
H.3		<u>Financial System</u> Does the system fully integrate with the SunGard Public Sector (formerly HTE) financial system? Please describe any integration or interaction your system offers with the above SunGard Public Sector (formerly HTE) financial system. Please identify the local governments in which you have integrated your system with the SunGard Public Sector (formerly HTE) financial system. Please describe the types of features that would be available to the users if such integration were implemented. Provide program specifications and requirements.
H.4		<u>Cashiering:</u> Does the system have the ability to associate different types of fees with different account numbers and generate a daily summary of fees collected by account number?
H.5		<u>Cashiering:</u> Does the system have the ability to link to a cashiering system or the ability to transmit a file via E-mail, network, or other data storage media for upload of cashiering data?
H.6		<u>G.I.S.</u> Please describe any integration or interaction your system offers with G.I.S. systems. Please describe the major G.I.S. software systems that integrate well with your software? Please describe the types of features that would be available to the users if such integration were implemented. Provide program specifications and requirements. Describe integration with Access driven multiple databases.
H.7		<u>I.V.R. (Interactive Voice Response)</u> Does the system have the ability to provide “touch-tone” access to users and to the public? If so, please describe the types of features that would be available to users if such integration were implemented. In the Cost Summary section, please provide a preliminary cost to achieve this integration.
H.8		<u>Document Imaging</u> Please describe any integration or features you offer to customers regarding imaging, photos, maps, electronic documents, etc. Please provide costing information in the Cost Summary section of your response.

Requirement	Response	The Proposed Solution:
H.9		<u>Scanned Plans</u> Does the system have the ability to accept sets of plans entered through large scanners or via disk? Do you see this technology being used to the extent that plan review could take place online, including the ability to make corrections online? Please describe the abilities of the system with regard to automated plan review as you see them today and address any future developments you see on the horizon. Provide costing information in the Cost Summary section of your response.
H.10		<u>Electronic Mail</u> What email systems will your system integrate with for automatic distribution of email notifications?
H.11		<u>Internet Access</u> Describe system capabilities for accessing permit information, applying for permits and scheduling inspections through the internet? List any reference sites. Provide costing information in the Cost Summary section of your response
H.12		<u>Hand-held devices/Laptop computers</u> Does the system provide the appropriate capabilities to allow users to operate in the field with either hand-held devices or with laptop computers? Please outline any features that you offer if these technologies are utilized. Provide costing information in the Cost Summary section of your response.

I. Reports

Requirement	Response	The Proposed Solution:
I.1		Please provide a listing of reports that are packaged with the system. Describe the different “families” of reports that come with the system and provide samples of the reports.
I.2		Please describe any features within the base system that assist users in developing custom reports. Does the vendor provide help with customization of “canned” reports?
I.3		Will staff be able to customize reports or will custom reports be developed by the vendor from information City of Burlington provides? Is there ad hoc reporting capability?

J. Upcoming Releases

Requirement	Response	The Proposed Solution:
J.1		Please describe how updates and revisions to your software are distributed. (On a regular basis? Only if bugs are identified that impact our site? etc.) Can you automatically update via an Internet connection? If you can, what is the notification process to the user before the update is installed.
J.2		Please describe how your company determines which features to include in releases and revisions.
J.3		If City of Burlington signs an ongoing maintenance agreement, will City of Burlington be charged additional fees for updates and revisions?
J.4		If the City of Burlington signs an ongoing maintenance agreement with your company, will City of Burlington be charged additional fees for major releases of the software?
J.5		Please attach comments describing planned development efforts going on at this time. Please include estimated availability dates if possible.
J.6		Is there an easy conversion process from Access to Microsoft SQL, Oracle, Informix, etc., as City of Burlington needs grow beyond Access? Does the vendor provide support for this "upgrade"?

K. System Functionality (Essential Features)

Requirement	Response	The Proposed Solution:
K.1		The public and some staff will not regularly use the system. Does the system provide features designed to help the casual user navigate through screens (without assistance) such as the point and describe feature commonly found in Microsoft Windows based programs? What other features are available to guide the novice user?
K.2		How does the user get from one screen to the next?
K.3		Is the system compatible with Access database? If not please explain what is required to make the existing database work with the tracking system.
K.4		Is the system able to update the GIS system automatically or will the system have to read updates sent by the GIS staff?
K.5		Is the system able to provide protection for the integrity and accuracy of the database? Is historical information logged in the onsite, user database regarding updates, who made them, when they occurred, etc.?
K.6		Can the system provide a link with the cashiering system? Is it able to track deposit account totals for bonds?
K.7		Does the system have a project management module for engineering and long range planning activities not related to parcels?
K.8		Can conditions be attached to properties that would prevent issuance of permits until conditions of approval have been met?
K.9		Can the system manage large mailings including labels for development permit notices?
K.10		Will the system be capable of "linking" with other local governing authorities in order for information to be read by them? If so, please briefly describe.
K.11		What type of warranty do you provide? Please describe in detail.

L. User Based Modifications

Requirement	Response	The Proposed Solution:
L.1		Can the user create new permits/cases without assistance from the Vendor?
L.2		Can the user make changes to the permits/cases without changing programming codes?
L.3		Can the user create new or change existing document templates without assistance from the vendor?
L.4		Can the user create new or change existing calendars for scheduling and managing actions and events within City of Burlington?
L.5		Can a permit be 'erased', voided out of the system as if it and any associated records never existed.

D. DEVELOPMENT GUIDE EXAMPLES

Examples from other communities of approaches in providing a development guide or manual are accessible through the following links:

On-line Guides:

Raleigh, NC:

<http://www.raleighnc.gov/business/content/PlanDev/Articles/DevServ/DSGuide.html>

San Diego, CA

<https://www.sandiego.gov/development-services/devprocess>

Printed Guides:

Portland, OR

<https://www.portlandoregon.gov/bds/index.cfm?a=93126>

Concord, MA

http://www.concordnet.org/pages/ConcordMA_Planning/ConcordFinalMay312016.pdf

Cedar Park, Texas

<http://www.cedarparktexas.gov/Modules/ShowDocument.aspx?documentid=189>

F. CODE INTERPRETATION TEMPLATE

A. Building Code Template.

Interpretation No.:	Date Issued:	Effective Date:
Subject:	Issued By:	Code Reference:

TITLE: THIS SHOULD BE A SHORT TITLE FOR THIS INTERPRETATION.

ISSUE: THIS SECTION SHOULD SUMMARIZE THE ISSUE BEING ADDRESSED BY THE CODE INTERPRETATION.

CODE SECTION: THIS SECTION SHOULD OUTLINE THE RELEVANT CODES BY TITLE AND NUMBER AND INCLUDE ACTUAL CODE LANGUAGE.

INTERPRETATION: THIS SECTION SHOULD OUTLINE THE ACTUAL INTERPRETATION THAT HAS BEEN MADE AND HOW IT WILL BE ENFORCED BY THE CITY AFTER THE EFFECTIVE DATE. WHERE APPLICABLE, THE USE OF CHARTS AND GRAPHS SHOULD BE INCORPORATED FOR MAXIMUM CLARITY.

STAFF CONTACT: THIS SECTION SHOULD PROVIDE A CONTACT PERSON, INCLUDING EMAIL AND PHONE NUMBER, FOR FURTHER QUESTIONS.

CODE INTERPRETATION MANUAL: A complete copy of the City's building code interpretation manual can be found at the following location: *[insert web link here]*. All individuals are encouraged to review the online manual for the most recent interpretations.

This Code Interpretation contains important information for applicants conducting business within the City of Burlington. This document outlines a formal interpretation of the building code made by the City. All development and construction activity conducted should comply with this interpretation, where applicable.

B. Planning Code Template.

Interpretation No.:	Date Issued:	Effective Date:
Subject:	Issued By:	Code Reference:

TITLE: *THIS SHOULD BE A SHORT TITLE FOR THIS INTERPRETATION.*

ISSUE: *THIS SECTION SHOULD SUMMARIZE THE ISSUE BEING ADDRESSED BY THE CODE INTERPRETATION.*

CODE SECTION: *THIS SECTION SHOULD OUTLINE THE RELEVANT CODES BY TITLE AND NUMBER AND INCLUDE ACTUAL CODE LANGUAGE.*

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STAFF CONTACT: *THIS SECTION SHOULD PROVIDE A CONTACT PERSON, INCLUDING EMAIL AND PHONE NUMBER, FOR FURTHER QUESTIONS.*

CODE INTERPRETATION MANUAL: A complete copy of the City's zoning code interpretation manual can be found at the following location: ***[insert web link here]***. All individuals are encouraged to review the online manual for the most recent interpretations.

This Code Interpretation contains important information for applicants conducting business within the City of Burlington. This document outlines a formal interpretation of the Planning and Development code made by the City. All development and construction activity conducted should comply with this interpretation, where applicable.

G. SAMPLE COST RECOVERY POLICY

The following cost recovery policy has not been developed specifically for the City of Burlington, Vermont. It is provided as an example of a cost recovery policy developed by another public entity and is provided to further support and demonstrate the concept outlined in the recommendations contained within the main report.

COST RECOVERY BACKGROUND, METHODOLOGY AND POLICY

A. User Fee Cost Recovery Levels

In setting user fees and cost recovery levels, the following factors should be considered:

1. **Community-Wide Versus Special Benefit.** The level of user fee cost recovery should consider the *community-wide* versus *special service* nature of the program or activity. The use of general-purpose revenues is appropriate for community-wide services, while user fees are appropriate for services that are of special benefit to easily identified individuals or groups (such as customers seeking land development or building permits).
2. **Service Recipient Versus Service Driver.** After considering community-wide versus special benefit of the service, the concept of *service recipient* versus *service driver* should also be considered. For example, it could be argued that the applicant is not the beneficiary of the County's development review efforts: the community is the primary beneficiary. However, the applicant is the *driver* of development review costs, and as such, cost recovery from the applicant is appropriate.
3. **Feasibility of Collection and Recovery.** Although it may be determined that a high level of cost recovery may be appropriate for specific services, it may be impractical or too costly to establish a system to identify and charge the user. Accordingly, the feasibility of assessing and collecting charges should also be considered in developing user fees, especially if significant program costs are intended to be financed from that source.

B. Factors Favoring Full Cost Recovery Levels

The use of service charges as a major source of funding service levels is especially appropriate under the following circumstances:

1. Virtually all benefits of the service accrue to the applicant – the County is not a primary beneficiary of the activity being performed.

3. For equity or demand management purposes, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received.
3. The service is regulatory in nature and voluntary compliance is not expected to be the primary method of detecting failure to meet regulatory requirements. Building permit, plan checks and subdivision review fees for large projects would fall into this category.

C. General Concepts Regarding the Implementation of Fees for Service.

The following general concepts will be used in developing and implementing service fee charges:

1. Revenues received from the fees imposed should not exceed the reasonable cost of providing the service.
2. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs such as accounting, personnel, data processing, vehicle maintenance and insurance.
3. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
4. Rate structures should be sensitive to the "market" for similar services as well as to smaller, infrequent users of the service.
5. A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

D. Development Review Programs

The following cost recovery policies apply to the development review programs:

1. Services provided under this category include:
 - a. Planning reviews directly related to specific projects or permits.
 - b. Building and safety (building permits, structural plan checks, inspections).
 - c. Engineering (public improvement plan checks, inspections, subdivision requirements, encroachments).
 - d. Fire plan check.
2. The costs associated with review and inspection of these projects should be considered an element of the cost of development. As such, the County's cost recovery goal should be 100%.

3. However, in charging full cost recovery levels, the County needs to clearly establish and articulate standards for its performance in reviewing developer applications to ensure that there is “value for cost.”

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery.

In implementing this goal, a comprehensive analysis of County costs and fees should be made at least every five years to ensure that fees charged for specific services are in line with the cost of providing the service. Fees may be adjusted during this interim period based on supplemental analysis whenever there have been significant changes in the method, level or cost of service delivery. It is also appropriate to make interim adjustments based upon cost of living adjustments as needed.

E. Comparability with Other Communities

1. In setting user fees, the County will consider fees charged by other agencies in accordance with the following criteria:
 - a. They reflect the "market" for these fees and can assist in assessing the reasonableness of DeKalb County fees.
 - b. If prudently analyzed, they can serve as a benchmark for how cost-effectively DeKalb County provides its services.
2. However, fee surveys should never be the sole or primary criteria in setting County fees as there are many factors that affect how and why other communities have set their fees at their levels. For example:
 - a. What level of cost recovery is their fee intended to achieve compared with our cost recovery objectives?
 - b. What costs have been considered in computing the fees?
 - c. When was the last time that their fees were comprehensively evaluated?
 - d. What level of service do they provide compared with our service or performance standards?
 - e. Is their rate structure significantly different than ours and what is it intended to achieve?
3. These can be very difficult questions to address in fairly evaluating fees among different communities. As such, the comparability of our fees to other communities should be one factor among many that is considered in setting County fees.

F. POLICY RECOMMENDATION.

Based upon the forgoing factors, the County of DeKalb adopts the following policy statements related to the Development Fund:

- 1) The full cost of permitting activities, including reasonable indirect and administrative costs, should be borne by the service recipients (i.e. – customers, applicants) who are receiving the service.
- 2) Where ever practical, individual fees will be established at a level sufficient to cover the actual cost of providing that service. In limited cases, specific fees may be set at a level below full cost recovery if a determination is made that it is beneficial to do so for one of the following reasons:
 - a. Setting the fee at a level necessary to achieve full cost recovery would result in a competitive disadvantage with surrounding local governments, or
 - b. Where the County's desire to ensure an activity is appropriately tracked / permitted, outweighs the desire to cover full costs of service to promote other County goals and objectives.

In both of these cases, fees may be established at a rate lower than that which would result in full cost recovery.

H. SAMPLE JOB DESCRIPTIONS

The following are representative examples of job descriptions utilized by other public sector entities for permit and planning technician positions. A specific job description for the City of Burlington should be developed based upon the classification system in place within the City; however, these sample provide common experience and educational requirements for these types of positions. Additionally, they delineate the types of duties typically performed by these positions.

We are recommending that the City of Burlington require ICC certification as a Permit Technician for the position recommended.



ADAMS COUNTY
BUILDING & PLANNING DEPARTMENT
509-488-9441
509-488-4155, FAX
425 E. Main St. Suite 200. OTHELLO WASHINGTON 99344

POSITION ANNOUNCEMENT
PERMIT TECHNICIAN

The Adams County Building & Planning Department is accepting applications for a full time 40 hour per week Permit Technician. Persons in this position are responsible for accepting, reviewing, routing, and issuing permit applications related to the Building and Planning Department. Permit Technician's work closely with building inspector(s) and planner(s) acting as the primary contact for the department under the supervision of the department director. Essential duties and responsibilities include but are not limited to secretarial duties, answering questions, directing more technical questions to appropriate staff, recording communications, permits, expenditures and revenue and attending occasional evening meetings. Required knowledge and abilities include but are not limited to; municipal codes, regulations, policies and procedures, interpreting maps, blue prints and legal descriptions which are an integral to the permitting process.

Minimum qualifications; a high school diploma, Certified Permit Technician by ICBO or two (2) years' experience as a Permit Technician, valid Washington State driver's license. (Adams County may consider other work experience that is closely aligned with required knowledge as meeting required certification). Refer to the official job description for the specific duties, responsibilities, knowledge and other abilities including the positions minimum and desirable qualifications. Beginning salary is Range 8, \$12.95 - \$14.79, DOQ. Adams County Planning Department is located in the Adams County Services Building, 425 E. Main St. Othello, Washington. Applications are available at the Planning office and on line at www.co.adams.wa.us and will be accepted until the position is filled. If you have any questions, contact the Adams County Planning and Building office at (509) 488-9441 ext. 1. Adams County is an equal opportunity employer.

ADAMS COUNTY
SUMMARY JOB DESCRIPTION

Position: Permit Technician
Department: Building and Planning
Annual Hours: 2080

Position Number: 305
Classification: Union
Range 8

1.0 MAJOR FUNCTION AND PURPOSE

Person in this position is responsible for accepting, reviewing, routing, and issuing permit applications for the Building and Planning Department. Person is responsible for a multi application process, issuance and compliance review.

2.0 SUPERVISION RECEIVED

Person in this position is given significant discretion, within the scope of policy and regulations, in the routine performance of their duties. Supervision and guidance are received from the Building and Planning Director.

3.0 SUPERVISION EXERCISED

This is a non-supervisory position.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- Receives, reviews, routes and issues permit applications for the Building and Planning Department for zoning, clearing and grading, building, plumbing, signs, mechanical, and other special permits.
- Acts as a primary contact for the department answering questions related to the department directing more technical questions to appropriate county staff; tracks and answers questions related to the status of permit applications; contacts applicant(s) when permit is ready for issuance; and, communicates with personnel from other departments regarding the status of permits.
- Calculates, collects, and provides receipts for fees.
- Processes and tracks expenditures and revenue for the budget as assigned.
- Prepares and enters technical data into automated permit program.
- Informs or instructs customers with regard to public records; distributes customer oriented informational literature; and, develops and maintains manuals and packets.
- Performs other tasks as directed.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of municipal codes, rules, regulations, policies and procedures.
- Knowledge of manual and computerized record keeping systems and related office equipment.
- Ability to read and interpret maps, blueprints and legal descriptions.
- Ability to analyze, interpret and accurately review construction and improvement applications and submittals.
- Ability to read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Ability to establish and maintain effective working relationships with other staff, agencies, and the general public.
- Ability to meet schedule and time lines.
- Ability to communicate effectively using tact, patience and courtesy.
- Ability to use a computer, calculator, and other office equipment standard to areas of assignment and to adapt to new and/or modified equipment which may be acquired.

6.0 MINIMUM QUALIFICATIONS

- High school Diploma.
- Certified Permit Technician by ICBO or two (2) years experience as a Permit Technician (Adams County may consider other work experience that is closely aligned with required knowledge as meeting required certification).
- Valid Washington State Driver's License.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

- Demonstrated knowledge of permit procedures and ability to explain the reasoning and logic behind County Code.
- Ability to implement and maintain sound organizational practices.
- Familiarity with tools, equipment, and techniques commonly used in the performance of related tasks.
- Ability to maintain a high level of accuracy, completeness, and efficiency in the preparation of reports.
- Independent and self motivated to complete required deadlines while simultaneously completing other tasks.
- Understands the need for maintaining confidentiality.
- Effective written and oral communication skills.
- Ability to speak and understand Spanish.

8.0 WORK ENVIRONMENT

- Duties are performed in a busy office environment with frequent interruptions. Travel may be required to job locations in all types of weather conditions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.¹

¹Created and adopted Resolution No. R-012-2014 on March 31, 2014.



City of Commerce

SENIOR PERMIT TECHNICIAN

Department: **Community Development**
Revised Date: **August 2009**

Class Code: **3505**
FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision, provides assistance to the general public in the technical review of all construction permit applications for the Community Development Department.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers inquiries and assists the public and developers with Community Development Department construction project issues and permits; provides advice, assistance and information within scope of authority.
- Explains the requirements of building and safety codes, zoning, health, environmental and other local and regional ordinances to applicants, contractors, and the general public.
- Examines plans, technical documents, blue prints and specifications to verify completeness and accuracy of data; collects fees and coordinates the scheduling of technical and procedural inspections and approvals by City departments and regional agencies.
- Reviews plans for commercial, industrial and residential construction projects and assists applicants to obtain various required City approvals; assists in determining which permits are required, and provides applications, information and agency referrals required by the category and complexity of the project.
- Assists Community Development Department staff; provides technical review services, reviews moderately difficult mathematical calculations, and researches complex interdepartmental and enforcement issues, utilizing knowledge of City programs, policies and procedures.
- Issues and processes permits; schedules appointments with building and safety inspectors.
- Creates customer and permit files for various documents; enters application data into computer and manual filing systems; compiles and maintains accurate and detailed records.
- Performs cashier duties; receives cash and checks, issues receipts, balances cash drawer, corrects errors, and prepares daily reports.
- Maintains the absolute confidentiality of all records and information.

DISTINGUISHING CHARACTERISTICS:

Permit Technician, Senior is the experienced level of the job series; incumbent reviews technical plans, processes permit applications, and coordinates with other departments, utilizing knowledge of City programs, policies and procedures.

Permit Technician Senior

JOB DESCRIPTION
Permit Technician Senior

MINIMUM QUALIFICATIONS:

Education and Experience:

Associate's Degree in Planning, Engineering, Construction Trades or a related field; AND four year's Community Development Department experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License; International Code Council (ICC) or International Conference of Building Officials (ICBO) certification as Permit Technician is preferred.

Required Knowledge of:

- City policies and procedures.
- Uniform Building Code, safety regulations, and related City, county, state and Federal laws and regulations.
- Methods and practices of building construction.
- Property descriptions, zoning concepts, and application permitting processes and procedures.
- Business and personal computers, and specialized software applications.
- Record keeping and file maintenance principles and procedures.

Required Skill in:

- Interpreting and applying permitting rules and regulations, and City codes, policies and procedures.
- Interpreting legal records, technical documents and map specifications.
- Reading and interpreting architectural drawings, blueprints and building plans.
- Effectively resolving customer service issues according to policies and procedures.
- Making arithmetic calculations quickly and accurately.
- Maintaining accurate and interrelated technical records.
- Establishing and maintaining cooperative working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.

Permit Technician Senior

PERMIT TECHNICIAN

General Statement of Duties

Performs specialized customer service and administrative work to support the permits and development review work of the Building Codes and Planning Departments.

Distinguishing Features of the Class

An employee in this class provides a variety of administrative and record-keeping duties in support of the inspections and permitting process for the Town. The employee provides information to developers, contractors and homeowners regarding the permit and development review process; answers inquiries about zoning, variances, CAMA and FEMA regulations, and other planning issues and codes; tracks permits and inspections status; schedules inspections and provides general administrative support to department staff. Tasks include departmental reception, data entry, establishing computer and paper records, report compilation, preparation of correspondence, and support for several advisory and regulatory boards. Clerical, and recordkeeping duties are considered at the journey level and require tact and discretion in handling a variety of program areas. Work requires considerable knowledge of regulations and procedures, ability to interpret and apply regulations, and public contact and conflict resolution skills. Work is performed under regular supervision of the Director and is evaluated through observation, conferences and the quality and effectiveness of the work completed.

Duties and Responsibilities

Essential Duties and Tasks

Provides general and detailed information to developers, contractors and citizens regarding the permitting and development review processes; interprets and applies regulations to specific situations; calculates fees; issues permits; schedules inspections; tracks permits and inspections.

Answers questions regarding licenses, zoning ordinances, variances, and other planning issues; interprets and assists the public with zoning and flood maps.

Serves as secretary to the Planning Board, Board of Adjustment and other groups; attends meetings to take minutes; prepares advertisements to comply with legal requirements; assists the Director in taking follow-up actions following meetings.

Uses maps to determine flood zone elevations on specific property; advises individuals with development issues on applicable zoning and land use regulations.

Compiles, collects, prints, and records a variety of data and records for analysis of trends and preparation of reports; creates reports and data bases; maintains databases of building permits, zoning permits, CAMA permits, various monthly data.

Serves as certified Local Permit Officer for CAMA; prepares permits and provides CAMA information for the public.

Types correspondence, memoranda, notes, reports or other materials; reviews work for compliance with instructions, spelling, punctuation and basic grammar; proofreads final proof of materials.

Processes staff mail; maintains inventory of supplies and equipment.

Additional Job Duties

Performs related duties as assigned.

Permit Technician
Page 2

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of building permit and construction process, development review processes for the Town, FEMA and CAMA regulations and requirements and other related laws, ordinances, codes, policies and procedures.

Considerable knowledge of office practices and procedures including office technology involving spreadsheets, data bases, GIS, and word processing.

Considerable knowledge and ability to use correct grammar, vocabulary and spelling.

Skill in collaborative conflict resolution and customer contact.

Ability to read and interpret maps and plans.

Attention to detail.

Ability to plan and organize administrative support activities, files and tasks and to perform word processing and data entry with required speed and accuracy.

Ability to communicate effectively in person and by telephone.

Ability to interpret and apply codes and regulations and give information and instructions on departmental programs based on inquiries.

Ability to establish and maintain effective working relationships with department and other town staff, builders, developers, and the general public.

Ability to gather and compile materials from a variety of sources.

Ability to maintain records and files and to gather and compile data from a variety of sources.

Physical Requirements

Must be able to physically perform the basic life operational support functions of stooping, reaching, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to compile and compute data and statistics, operate a computer terminal, proofread materials and do extensive reading.

Desirable Education and Experience

Graduation from a community college in secretarial science or related field and considerable experience in administrative support work involving extensive public contact; or an equivalent combination of education and experience. Prefer previous experience with construction or development issues.

Special Requirement

Ability to obtain notary public certification within six months of employment.

Atlantic Beach
2006

Permit Technician

5/7/14, 11:45 AM

Permit Technician

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The City of Maricopa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Management's vision is "to be open, responsive and accountable while serving the public with integrity."

Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a newly incorporated city.

General Purpose

Assists the management team and performs a variety of clerical and advisory functions. Processes and tracks building permits. Provides customer assistance by answering telephones, electronic messages, and providing help and support to customer counter and performs data entry for various reports. Acts under supervision as assigned by the Director of Development Services.

Essential Duties:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Processes building permits by logging permits in the database, routing them to proper departments for review, and issuing permits to customer.
- Receives and reviews applications, plans, and other construction documents; determines sufficiency of submittals; advises applicants on requirements for complete submittals; participates in post submittal project review.
- Assists with various administrative tasks by scheduling and resulting inspections, scheduling meetings, filing permits and applications, performing data entry and assisting customers at the counter and over the telephones.
- Researches records and provides customers with specialized site-specific property information such as approved building permits, finalized building plans, certificate of occupancies, contractor's affidavits, special inspections certificates, zoning, site and plot plans.
- Provides coordination support with building, on-site engineering, fire, and planning inspectors to maintain project continuity.

<http://www.maricopa-az.gov/web/job-descriptions/543-permit-technician?tmpl=component&print=1&page=>

Page 1 of 3

Permit Technician

5/7/14, 11:45 AM

- Assists management in resolving minor permit and inspection problems.
- Assists in the interpretation, application, and maintenance of the policies and procedures for the Development Services "One Stop Shop".
- Assists planning, public works, engineering and transportation staff on a frequent basis; Provides support to other departments as necessary.
- Other duties as assigned.

Minimum Qualifications

Familiarity with the principles, practices and techniques of building permit processing or any other work which requires knowledge of a specific vocational, administrative, or technical nature. Minimum of two (2) years' experience in the private development or municipal permitting process, including utilization of permitting software and geographic information system (GIS). Strong technical computer skills required.

Special Qualifications:

- Certification as an ICC Permit Technician within one (1) year of hire date

Preferred Qualifications:

- Permit Technician Certification
- Bi-lingual oral and written communication

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skills required:

- Work with codes and ordinances relating to current building safety and permitting
- Operation of personal computer including job-related software applications that apply to the work performed

Performance Aptitudes

Physical Ability: Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills.

<http://www.maricopa-az.gov/web/job-descriptions/543-permit-technician?tmpl=component&print=1&page=>

Page 2 of 3

I. EXPEDITED PERMITTING

The City of Austin, Texas has undertaken extensive efforts to provide a more streamlined permitting process and to provide expedited permitting as an added service. Additional details about their effort can be found at:

<http://austintexas.gov/expeditedpermitting>

San Diego has adopted expedited permitting processes, as one approach to supporting to support the development of affordable housing. Additional details on their program can be found at:

<https://www.sandiego.gov/development-services/news/archive/ah>

Similarly, San Diego County has utilized expedited permitting to support affordable housing developments as a matter of policy. Details are available at:

<http://www.sandiegocounty.gov/cob/docs/policy/A-68.pdf>

Expedited solar permitting programs are more common in California. One example of this program includes:

<http://www.cityofamericancanyon.org/city-departments/community-development/building-division/expedited-solar-photovoltaic>

WARD



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Please note that this sign-in sheet and any information provided on it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

City of Burlington Department of Public Works Appeal

May 17, 2017

introduced by
Appellant
Jill Boardman

Appeal:

This is an appeal to the April 26, 2017 decision by Burlington Public Works requiring a building permit for work that was completed more than 20 years ago, long before I purchased the home in 2010. Zoning Permit is for after-the-fact approval of existing space.

Recap of the events leading to this date.

1. Code Enforcement Notice of Violation (NOV) 2/22/2016 with remedy option of "Obtaining approval from the City's Department of Planning and Zoning for after-the-fact approval for a Functional Family use and converting attic to habitable space".
2. Appeal was filed within 15 days of the NOV.
3. Zoning Department suggested applying for after-the-fact zoning permit with no construction work involved. Appeal withdrawn and Zoning permit application submitted 5/2/16
4. Zoning permit approved 5/3/16 with administrative review and decision for "Recognition of existing finished space in third floor attic for use as living space", not change of use.
5. Zoning permit picked up 5/20/16 with instructions to obtain final Code Enforcement inspection to close out permit, no requirement for building permit.
6. Bill Ward was at City Hall 5/20/16 and offered to close out the permit as he had just inspected the house prior to permit approval.
7. March, 2017 called Code Enforcement to inquire why permit had not been closed out. Spoke with Bill Ward who said it was an administrative issue and would be resolved the next day.
8. Ned Holt's decision letter referencing a 4/26/16 report on the NOV appeal is not applicable as the appeal was withdrawn.
9. Ned Holt's requirement to complete a building permit application and attach plans for the conversion is unreasonable as it is impossible to determine what changes occurred from the original space.
10. Code Enforcement inspected the property on 3/28/17 and was found to be in compliance with the City of Burlington Minimum Housing Standards Ordinance (which specifically addresses life safety, emergency exit and egress). Current permit expires on 03/28/2021.

As the NOV only specified obtaining approval from Planning and Zoning, and the Zoning application and Zoning Permit reference no new construction, alterations or renovations to the structure, a building permit should not be required and has no clear path to approval.

In addition, the property has been inspected by Code Enforcement and the Department of Public Works over a dozen times in the last 7 years. Neither department has raised a life safety issue despite being questioned specifically (prior to my purchasing the property in 2010) about the ability and requirements for having bedrooms on the third floor, and prior to the addition of the hard wired alarm system.

It should also be noted that there is no evidence that the original work was done without full approval or compliance with codes at that time. The Notice of Violation came about as the Assessor's office listing shows the property has 504 gross SF on the third floor with 302 SF of finished space. Jeanne Francis assumed I had finished the remaining 202 SF without a permit. There is a total of only 302 Sf on the third floor. The Assessor's Office has listed the third floor as finished space since at least 2005.

A records review on the property shows there is absolutely no documentation between the dates of 1994-2005. Upon my records search, City Clerk staff stated "You can see that people can take information from the files and we have no way of knowing what was there and what has been taken".

Hardship

The requirement to obtain a building permit represents a hardship because:

1. There is no building work associated with the zoning permit applied for and received.
2. A building permit should not be required for work completed more than 2 decades prior. Under this standard, every historic home in Burlington would need to reapply for a building permit and would not meet current building codes.
3. Ned Holt has stated that no building permit will be issued, even if applied for. The existing stair to the 3rd floor (constructed over 20 years ago), has a stair landing with a sloping roof above. This results in the right shoulder (when going up and walking on the far right side) having a head height that is less than the 6'-8" required in today's standards. Given the existing roof structure and the historic district, altering the roof would likely be impossible.
4. I am now under contract to sell the home, as a 1500 +/- square foot single family residence. A requirement to convert the third floor space to storage reduces livable space by 20%

Conclusion

The requirement that I apply for a building permit represents an unreasonable hardship when:

1. There is a stated intent to deny it and there is no construction intended
2. For work that is long-existing and completed at least several owners ago, and
3. Being required now that I am selling the home, after multiple inspections by both the Department of Public Works and Code Enforcement.

I respectfully ask for your reasonable consideration.

Regards,



Jill Boardman
Homeowner
17 Henry St
Burlington, Vermont

Assessor's Records/Documentation:

- 1985: 6 rooms, 3 bedrooms
- 1993 notes: observed attic unfinished
- 2005: Address Change: Owner: New Mailing Address 17 Henry St.
- 2005: 302 sf finished attic space; letter on file from then-Owner dated May 25, 2005 identifying Premises as owner-occupied single family which she purchased mid-December 2004.
- 2015: Assessors Web Page dated November 30, 2015: 1 unit – 9 rooms/3 bedrooms; Attic partially finished (302 sf); basement is not finished.

Conclusion:

August 2015: Complaint spoke with tenants and was told there were currently 4 roommates but a 5th would be joining them shortly.

December 8, 2015: Inspector spoke with two tenants who stated five people were currently living there.

City records indicate there has been a fluxuation with number of unrelated adults living at the Property since 2002, including owner occupied; there is also inconsistency with number of vehicles at the property. Assessor's records show, since 2005, the attic was constructed as living space without permits; prior to that records show the attic was uninhabitable. City records indicate there has been an inconsistent reporting for number of bedrooms at Premises – between 3 and 6.

**REMEDY
OPTIONS:**

Within seven (7) days from receipt of this notice you may cure the violation by:

1) – Removing the violations cited above: reduce number of unrelated adult tenants to 4 or less **AND** remove habitable space from attic. **Premises shall be restored to its prior state, and informing the Code Enforcement Office that the violation has been removed so our office may verify compliance; or**

2) - Obtaining approval from the City's Department of Planning and Zoning for after-the-fact approval for a Functional Family use and converting the attic to habitable space (permit application fee is doubled if complete application is submitted within seven days from receipt of the NOV, tripled if a complete application is submitted 7-15 days from receipt of the NOV, or triple plus \$75 per hour of Code Enforcement staff time (up to \$500) if a completed application is submitted after 15 days from date of NOV receipt). See CDO Section 2.7.8. **PLEASE NOTE:** If the zoning permit request is denied, the violation is **NOT** cured. Owner shall be required to remove the violation as noted in #1 above or request an agreement as noted in #3 below within five (5) business days from date of the permit denial to remedy the violation; or

3) - Entering into an Agreement with the City to extend deadlines in which to bring Premises into compliance with the City's ordinance (**administrative fees required**).

APPEAL RIGHTS:

You have the right to appeal the administrative officer's decision that a zoning violation exists on your property to the Development Review Board in accordance with the provisions of Articles 2.7.11 and 12.2.2 of the CDO within fifteen (15) days from the date of this notice. The deadline for filing an appeal is 4 pm on March 8, 2016.



Department of Planning and Zoning

149 Church Street, City Hall

Burlington, VT 05401-8415

Phone: (802) 865-7188

Fax: (802) 865-7195

www.burlingtonvt.gov/pz

RECEIVED

MAY - 2 2016

DEPARTMENT OF
PLANNING & ZONING

Zoning Permit Application

Use this form for ALL zoning permit applications. See the relevant checklist for specific requirements.

PROJECT LOCATION ADDRESS: 17 Henry St.

PROPERTY OWNER*: Jill M. Boardman

*If condominium unit, written approval from the Association is also required

APPLICANT: Jill M. Boardman

POSTAL ADDRESS: POB 1224

POSTAL ADDRESS: POB 1224

CITY, ST, ZIP: Stowe, VT 05672

CITY, ST, ZIP: Stowe, VT 05672

DAY PHONE: 793-0223

DAY PHONE: 802-793-0223

EMAIL: jboardman@morriisswitzer.com

EMAIL: jboardman@morriisswitzer.com

SIGNATURE: Jill M. Boardman

I am the owner. In addition, I duly authorize the applicant (if noted) to act on my behalf for all matters pertaining to this zoning permit application.

SIGNATURE: Jill M. Boardman

Description of Proposed Project: finished 3rd Floor/Attic space permit after fact, additional living space.

Existing Use of Property: ☒ Single Family ☐ Multi Family: # Units ☐ Other:

Proposed Use of Property: ☒ Single Family ☐ Multi Family: # Units ☐ Other:

• Does your project involve new construction, addition, alteration, renovation, or repair to a structure that is heated or cooled? Yes ☐ No ☒

(If yes, the Vermont Residential Building Energy Standards (VRBES) apply. Visit the P&Z Office, Public Service Board or PSB website for details)

• Will 400 sq ft or more of land be disturbed, exposed and/or developed? Yes ☐ No ☒

(If yes, you will need to submit the 'Erosion Prevention and Sediment Control Plan' questionnaire, with a site plan)

• For Single Family & Duplex, will total impervious area be 2500 sq ft or more? Yes ☐ No ☒

(If yes, you will need to submit the 'Stormwater Management Plan' questionnaire, with a site plan)

• Are you proposing any work within or above the public right of way? Yes ☐ No ☒

(If yes, you will need to receive prior approval from the Department of Public Works)

Estimated Construction Cost (value)*: \$ N/A

(*Estimated cost a typical contractor would charge for all materials and labor, regardless of who physically completes the work)

Within 30 days of submission, the permit application will be reviewed for completeness, and, if complete, will be processed administratively or referred to a board for review. All permit approvals or denials are subject to an appeal period (15 days for administrative permit; 30 days for board permit). A building (and/or electrical, mechanical, plumbing, curb cut) permit will also be required. Contact the Department of Public Works at 802-863-9094 to inquire. Please ask for assistance if you have any questions about filling out this form. Call the Planning and Zoning at 802-865-7188, or visit the office in the lower level of City Hall, 149 Church Street.

Office Use Only: Zone: RL Eligible for Design Review? 4 Age of House 1900 Lot Size 4900

Type: SN AW FC BA COA 1 COA 2 ☒ COA 3 CU MA VR HO SP DT MP

Check No. 376 Amount Paid \$240. Zoning Permit #

AMANDA Production

Public Works

Folder: Property (1) People (1) Info (40) Fee/Charge (3) Process (5) Document (1) File Comment Clock (1) Attachment (1)

Folder #	F#	Can. Yr.	Sequence	Sec.	Rev.	Type	Status	
2011 128952 000 00 BP	05-32	Number	20	16	227273	000 00	Z1 [Zoning Permit - COA Level I]	Released
2011 131701 000 00 PB	18012	Property House: Peds: Street: Type: Direction: Unit Type: Unit: Address: 17 Henry Street City: Zip: Parcel ID: Property Row ID: Burlington 05401 045-1-242-000 5781 Location: 6755.00 Folder Unit: Indicators: Violations: Properties: Fee: \$0.00 Child: Due: \$300						
2012 147231 000 00 PB	18012							
2012 150987 000 00 QC								
2012 152194 000 00 BP								
2013 154179 000 00 PB	18012							
2013 164208 000 00 PB	18012							
2014 181667 000 00 PB	18012							
2014 194840 000 00 BP								
2014 195485 000 00 EP								
2014 196539 000 00 EP								
2015 204543 000 00 PB	18012							
2015 215031 000 00 QC								
2015 215295 000 00 QZ								
2016 217143 000 00 QC								
2016 217157 000 00 PP								
2016 223831 000 00 PB	18012							
2016 225173 000 00 ZL	16-09							
2016 220004 000 00 BP								
2017 242741 000 00 PB	18012							
2017 244575 000 00 CF								
2017 244582 000 00 CN								

In Date: May 3, 2016 Issue/Approval: May 3, 2016 Expires: May 18, 2016

Reference File # 116-1195CA By: Scott Gustin Final Date:

Sub: Administrative Review Work Proposed: No Associated Zoning Permits

Name: 17 HENRY STREET Priority:

Description: Recognition of existing finished space in third floor attic for use as living space.

Conditions: Application Received (May 3 2016) -> Complete Application (May 3 2016) -> Administrative Review -> Admin Decision: Approved (May 3 2016) -> Appeal Period Complete (May 18 2016) -> Approved Permit Picked Up (May 20 2016 at 12:11:41)

Group: Zoning Review Parent ID: 311914 Row ID: 314034

List View Related View Copy Create Child Revise Issue/Approve Print Re-Default Summary

Show no. of rows on tabs

42 Rows Returned

CONDITIONS OF PERMIT: All work performed by the applicant shall comply with the codes and ordinances of the City of Burlington. This permit authorizes the applicant to proceed with the work described above in accordance with the conditions of the permit. This permit shall not be construed as authority to violate, cancel or set aside any of the provisions of the City of Burlington Code. The applicant must contact the department to schedule inspections of the work and obtain final project approval.

APPLICANT SIGNATURE: _____

LICENSE #: _____

Ready



May 2, 2016

Dear Scott,

I withdrew my appeal of the
N.O.V. issued to me on 2/22/16
as I am fully in compliance with
zoning regulations with the zoning
permit approved today.

Thank you -

Jill Baudman

RECEIVED

MAY - 2 2016

DEPARTMENT OF
PLANNING & ZONING

- Knob and tube wiring (requires certification from licensed electrician);
- Common electrical facilities without individual circuit or house meter billed to owner;
- Inadequate electrical service;
- Electrical hazard;
- Electrical work without evidence of electrical permit;

Are all appliances, plumbing fixtures, heating devices and systems, utilities, chimneys, and smoke pipes constructed and installed to function safely and effectively, and maintained in sound working condition? Has any required equipment or utility been shut off or disconnected? Problems cited by Code Enforcement include:

- Incorrectly installed or maintained appliance;
- Incorrectly installed or maintained plumbing fixture;
- Incorrectly installed or maintained heating device or system;
- Incorrectly installed or maintained utility;
- Incorrectly installed or maintained chimney or smoke pipe;
- Discontinued water, heat or electrical service;
- Disconnected plumbing, heating or electrical equipment;

Do the dwelling units and bedrooms meet all requirements for minimum habitable space? Problems cited by Code Enforcement include:

- Less than 150 square feet habitable area for first occupant;
- Less than an additional 100 square feet habitable area for each additional occupant beyond 3;
- Less than an additional 50 square feet for each 4th and additional occupant beyond 4;
- Less than 70 square feet habitable area for first occupant in sleeping area;
- Less than 50 square feet per occupant for sleeping area occupied by more than one person;

Do all habitable rooms meet the requirements to provide sufficient space, light, and ventilation? Problems cited by Code Enforcement include:

- Occupied room without window opening to the outdoors;
- Minimum ventilation of opened window area less than 4 percent of floor area;
- Sleeping room window area less than 8 percent of floor area;
- Bathroom window less than 2 square feet;
- Bathroom without window or fan, and sufficient ventilation to prevent moisture buildup;
- Inadequate lighting or ventilation in common hallway or stairway;
- Cellar being used as habitable space;
- Basement being used as habitable space without meeting all requirements for light, ventilation, egress, etc.

Can occupants exit the units safely in case of emergency? Are all egress requirements met? Problems cited by Code Enforcement include:

- Third floor (or higher) unit is without second means of egress;
- Egress path stairway without handrail, or handrail is damaged or unsafe;
- Door for required egress not easily opened, uses keyed lock, or locks from outer side;
- Path of egress is blocked by storage, debris, trash, snow, ice, or other obstruction;
- Required egress leads through another unit or bathroom;
- Exit method does not comply with building code;
- Path of egress is otherwise unsafe or unusable;



CODE ENFORCEMENT OFFICE

645A Pine St, PO Box 100
Burlington, VT 05402
VOICE (802) 863-0450
FAX: (802) 652-0450

**CITY OF BURLINGTON RENTAL HOUSING INSPECTION PROGRAM
CERTIFICATE OF COMPLIANCE**

RE: 17 Henry Street
Units: 1.0
Property Owner: Jill Boardman
PO Box 1224
Stowe, VT 05672

This rental property is subject to periodic inspection under the City's Minimum Housing Standards Ordinance according to Chapter 18 of the City of Burlington Code of Ordinances.

This document certifies that the subject rental property is registered as required by the aforementioned ordinance, Sec. 18-18, and on 03/28/2017 was found to be in compliance with the standards of that ordinance.

It is a violation of Chapter 18 to rent housing without a current Rental Certificate of Compliance.

This permit expires on: 03/28/2021, or when a violation is noted at the property due to complaint or other inspection, or upon failure to respond to a request for inspection.

Note: Routine inspection of rental units by a Code Inspector may be scheduled once every 6 months to 1 year.

Matthew Perry
Housing Inspector

March 30, 2017

Folder RSN: 332515

City of Burlington, Vermont

Burlington, Vermont

Burlington A to Z A•B•C•D•E•F•G•H•I•J•K•L•M•N•O•P•Q•R•S•T•U•V•W•X•Y•Z

Residents	Business	Visitors	Government
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SHAPE

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Property Summary					
Parcel ID	045-1-242-000	Location	17 HENRY ST	Owner(s)	ANYA E BYAM
SPAN Number	114-035-15785	Land Use	Single Family		JEFFREY P BYAM

2009/2010 Assessed Values					
Total Value	\$277,600	Building Value	\$140,000	Land Value	\$132,900
2008/2009 Assessed Values					
Total Value	\$277,600	Building Value	\$140,000	Land Value	\$132,900
				Yard Items Value	\$4,700

Sales Information					
Sale Date	2007-08-30	Sale Price	\$349,500	Book & Page	1010-770
				Grantor	WOOD OLSEN, DEBORAH

Building Information						
Property Image View Larger Image	Grade	GOOD	Heat Type	HOT WATER	Heat Fuel	GAS
	Acres	0.11249	Gross Area	2,586	Finished Area	1,508
	Building Type	OLD STYLE	Year Built	1915	Assessed Year	2005

Sketched Areas			
View full size sketch			
	Area	Description	Gross Area
	FFL	1ST FLOOR	702
	ATC	ATTIC W FINI	504
	WDK	WOOD DECK	20
	SFL	2ND FLOOR	504
	OFF	OPEN PORCH	154
	CRL	CRAWL SPACE	318
	BMT	BASEMENT	384
		Finished Area	0

Page Updated 2010-03-31 09:22:31 AM (EST)

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 General Information: (802) 865-7000

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Old Mill, University of Vermont

**CODE ENFORCEMENT OFFICE**

645A Pine St, PO Box 849

Burlington, VT 05402-0849

VOICE (802) 863-0442**FAX: (802) 652-4221****DEVELOPMENT REVIEW BOARD STAFF REPORT****TO:** Development Review Board**FR:** Jeanne Francis, Assistant Zoning Administrative Officer, Code Compliance and Enforcement**DT:** April 26, 2016

RE: Report on Appeal #16-0914AP; Appeal of a Administrative Officer's Zoning Notice of Violation (ZV # 300029) issued on February 22, 2016, for Permitting the occupancy of five (5) unrelated adults in a dwelling unit located in an RL zone inconsistent with the Comprehensive Development Ordinance (Article 13: Family Definition and Sec. 4.4.5(d)(5)(c). Unfinished attic constructed as habitable space without zoning approval (CDO Section 3.1.2.(b)(1)) for Premises Located at 17 Henry St, Burlington, Vermont

.....

Location: 17 Henry St, Burlington, Vermont**Tax Lot #** 045-1-242-000**Appellant:** Jill Boardman, Owner**Applicable Regulations:** CDO Articles 2, 3, 4, 5, 12, and 24 V.S.A. §4451 and 4454**Appeal # 16-0914AP****Appeal: Sec. 12.2.2 Appeals of Administrative Officer Decisions**

- **Appeal filed at the Planning/Zoning office on March 8, 2016, addressing all 5 requirements outlined under Sec. 12.2.2**

Name and address of appellant:

Jill Boardman
PO Box 1224
Stowe, VT 05672

Brief description of the property with respect to which the appeal is taken
17 Henry Street

Reference to the regulatory provisions applicable to that appeal
Sec. 4.4.5 (d) (5) (c) and 3.1.2 (b) (1)

DEVELOPMENT REVIEW BOARD CODE ENFORCEMENT REPORT

April 26, 2016

APPEAL: #16-0914AP: 17 Henry Street

Page 2 of 5

Relief requested by the appellant

Finding of no violation

Alleged grounds why such requested relief is believed proper under the circumstances

- ✓ No work has been done on the 3rd floor/attic since I purchased the property in 2010.
- ✓ There are 4 people living in the house.

• **Appellant Submittals**

Appellant did not submit any documentation with appeal.

• **City's Submittals**

- ✓ October 15, 2015, Notification to Appellant
- ✓ February 22, 2016, Notice of Violation
- ✓ Rental Registration Forms from 2003 to 2016
- ✓ Assessor's Records regarding use of Property from 1985 to 2015

Background Information:

• **Code Enforcement Zoning Files/Documentation:**

- State Registered Historical Structure
- August 31, 2002 – Written complaint – five Champlain College students occupying house; complaint unsubstantiated.
- ZP 10-0377CA: Replace all first and second floor windows with clad wood double pane windows and repair fascia – single family home.
- October 7, 2015, Code Enforcement Office received a complaint that more than 4 unrelated adults were occupying house located at Premises, within the RL zone, without zoning approval.
- October 15, 2015, Code Enforcement Office sent Owner notification of the complaint; Owner did not respond.
- February 22, 2016 Code Enforcement Office sent Owner notice of violation.
- March 8, 2016 Owner appealed notice of violation.

• **Code Enforcement Minimum Housing Records/Rental Registration Documentation*:**

- 2003 one unit, 6 bedrooms, 6 rental residents.
- March 19, 2004 then-Owner reported Premises was no longer rented
- 2005 – No documentation on file indicating Premises was a rental.
- 2006 – No documentation on file indicating Premises was a rental.
- Sept. 13, 2007 ownership transfer from Deborah Olsen to Jeffrey and Anya Bryam.
- 2008 – No documentation on file indicating Premises was a rental.
- 2009 – No documentation on file indicating Premises was a rental.
- April 19, 2010 Ownership transfer recorded in land records; Jill Boardman; Owner, Premises Owner-occupied.
- May 3, 2010 Rental Registration Forms submitted to Code Enforcement Office, asserting Rental

Information available in alternative media forms for people with disabilities.
For disability access information call (802) 865-7121 or (802) 863-0450 TTY.

An Equal Opportunity Employer

DEVELOPMENT REVIEW BOARD CODE ENFORCEMENT REPORT

April 26, 2016

APPEAL: #16-0914AP: 17 Henry Street

Page 3 of 5

Unit: Yes; #Fee Exempt: N/A; #Bedrooms: 5; #Residents 5; Functional Family: N/A; # Parking Spaces: 6; #Vehicles: 5. An inspection on May 2010 revealed, no tenants at the time; housing inspection May 4, 2010 deficiencies found and corrected July 16, 2016.

- April 7, 2011 Rental Registration Form submitted to Code Enforcement Office asserting “#Bedrooms: 5; #Residents: 4; #Parking Spaces: 6; #Vehicles: 4.
- March 28, 2012 Rental Registration Form submitted to Code Enforcement Office; Property Information Sheet was not included with registration.
- March 29, 2013 Rental Registration Form submitted to Code Enforcement Office asserting Rental Unit: Yes; #Bedrooms: 5; #Residents: 6; #Families: 1; #Unrelated: 6; #Functional Family: Yes; #Parking Spaces: 5; #Vehicles 5.
- September 19, 2013 minimum housing inspection, deficiencies found and re-inspection property deficiencies rectified January 3, 2014.
- March 21, 2014 Rental Registration Form submitted to Code Enforcement Office asserting Rental Unit: Yes; #Bedrooms: 5; #Residents: 5; #Families: 1; #Unrelated: 5; Functional Family: Yes; #Parking Spaces: 5; #Vehicles: 5. March 2, 2015 Rental Registration Form submitted to Code Enforcement Office asserting Rental Unit: Yes; #Bedrooms: 5; #Residents: 5; #Families: 1; #Unrelated: 5; Functional Family: Yes; #Parking Spaces: 5; #Vehicles: 5.
- February 18, 2016 Rental Registration Form submitted to Code Enforcement Office.

*Although these Certificates are issued with a 3-year expiration date, our protocol is to conduct routine inspections of all units every 1 to 1.5 years. No notes in the files referring to living space in the attic.

- **Assessor's Records/Documentation:**

- 1985: 6 rooms, 3 bedrooms; attic unfinished, drawing 1st and 2nd floor.
- 1993 notes: observed attic unfinished, drawing 1st and 2nd floor
- 2005: Address Change: Owner's New Mailing Address--17 Henry St.
- 2005: 302 sf finished attic space; letter on file from then-Owner dated May 25, 2005 identifying Premises as owner-occupied single family which she purchased mid December 2004. Assessor's field inspector was not able to enter the house for observation.
- 2015: Assessors Web Page dated November 30, 2015: 1 unit – 9 rooms/3 bedrooms; Attic 502 sf; basement is not finished.

- **Building/Trade Permits**

- ✓ Building Permits 2003 - Present: New windows on 1st and 2nd floor and repair fascia. Repairs to porch, and repair to roofing.
- ✓ Electrical permits 2003 – Present for new boiler, install new meter and repair/replace outlets, dedicated circuit line for dishwasher, wiring CO, replace overhead power to garage,
- ✓ Mechanical/Plumbing 2003-Present: Replace old hot air furnace with new hot air furnace.

DEVELOPMENT REVIEW BOARD CODE ENFORCEMENT REPORT

April 26, 2016

APPEAL: #16-0914AP: 17 Henry Street

Page 4 of 5

Findings:

Issue #1: Permitting the occupancy of five (5) unrelated adults in a dwelling unit located in an RL zone inconsistent with the Comprehensive Development Ordinance (Article 13: Family Definition and Sec. 4.4.5(d)(5)(c)).

CDO Sec. 4.4.5(d)(5)(c) requires that, “[i]n all residential districts, the occupancy of any dwelling unit is limited to members of a family as defined in Article 13....” Included within the definition of family is

“[n]o more than four unrelated adults and their minor children.”

By Owner’s own admission and statements from tenants, five (5) unrelated adults resided at the property during the fall of 2015.

Pursuant to evidence presented, statements from the Owner and the fifth tenant, the fifth tenant has moved out of the property and does not intend to return. Owner has informed fifth tenant that he may not resume residency at the property and has returned rent to him.

Issue #2: Unfinished attic constructed as habitable space without zoning approval (CDO Section 3.1.2.(b)(1))

CDO Sec. 3.1.2(b)(1) requires that: “...no development may be commenced within the city without a zoning permit issued by the administrative officer including but not limited to the following types of exterior and interior work...Increase in habitable living space (including, but not limited to, attic, bedroom, basement, garage, and winterizing or otherwise enclosing a porch).”

- No City zoning permits exist for conversion of the attic space at the property from unfinished to habitable.
- Assessor records reflect unfinished space from 1984 until at least 2005.
- 1993 Assessor’s field inspector makes a note s/he observed the attic was not finished, however, in 2005 then-owner sends in written letter attic is finished.
- From 2005 – Present, Assessor’s records show 302 sf of the attic is finished.
- Since 1984 Assessor’s records indicate there are 3 bedrooms at property which is consistent with 3 bedrooms on the 2nd floor.
- Zoning permits and consequently violations run with the property, not the owner. Owner’s statement that no work has been done on the 3rd floor/attic since her purchase in 2010 is irrelevant.

DEVELOPMENT REVIEW BOARD CODE ENFORCEMENT REPORT

April 26, 2016

APPEAL: #16-0914AP: 17 Henry Street

Page 5 of 5

Conclusion:

Based upon the above, the Code Enforcement Office respectfully requests the Board to find the following:

1. The Premises was in violation of the Comprehensive Development Ordinance (Article 13: Family Definition and Sec. 4.4.5(d)(5)(c)) by Permitting the occupancy of five (5) unrelated adults in a dwelling unit located in an RL zone. That violation is currently cured by the removal of the fifth tenant as well as the steps taken to prevent re-occurrence.
2. The Premises is in violation of Comprehensive Development Ordinance Section 3.1.2(b)(1) as unfinished attic space was converted to habitable space without zoning approval. Specific support for this finding:
 - Since 1984 Assessor's records indicate there are 3 bedrooms at property which is consistent with 3 bedrooms on the 2nd floor.
 - 1984 -2005 records show the attic is not unfinished.
 - 1993 Assessor's field inspector makes a note s/he observed the attic was not finished, however, in 2005 then-owner sends in written letter attic is finished.
 - From 2005 – Present Assessor's records show 302 sf of the attic is finished.
 - No municipal permits in City records to finish the attic for habitation use.

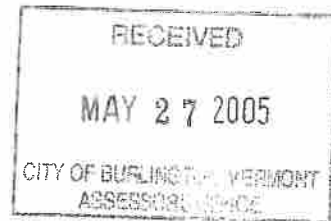
Recommendation:

Uphold issuance of Notice of Zoning Violation #300029 per the findings above.

Pursuant to finding 2 above, Code Enforcement asks the Board to condition Owner to remove habitable/finished attributes (attic space must revert to cold storage, including signage posted on the third floor access identifying it as cold storage) or obtain municipal approval for such conversion within twenty (20) days of Board's decision or enter into a settlement with the City to outline a timeline in which to come into compliance.

Deborah W. Olsen

17 Henry Street
Burlington, VT 05401
802/865-7856 (home)
802/310-8592 (cell)
dwolsen@adelphia.net



May 25, 2005

City of Burlington
Assessors Office, Board of Assessors
149 Church Street
Burlington, VT 05401

To Whom it May Concern;

Please consider this as my request for a formal appeal before the Board of Assessors on the re-assessment of my owner-occupied, single family residence located at 17 Henry Street, Burlington, VT, which I purchased in mid-December of 2004.

Thank you for your assistance.

Sincerely,

Deborah W. Olsen

Deborah W. Olsen

CITY OF BURLINGTON
DEPARTMENT OF PUBLIC
WORKS

CUSTOMER SERVICE
Tel (802) 863-9094
Fax (802) 863-0466



www.burlingtonvt.gov

INSPECTION SERVICES
DIVISION
TRADE INSPECTORS

Chapin Spencer
Director of Public Works
Norm Baldwin, P.E.
Assistant Director of Public Works

645 Pine Street, Suite A

Burlington, Vermont 05401

Date: May 17, 2017

To: Public Works Commission
From: Ned H. Holt, City Building Inspector
Re: 17 Henry Street Appeal

CC: Chapin Spencer, Director of Public Works
Norm Baldwin, P.E., Assistant Director of Public Works
Eugene Bergman, Sr. Assistant City Attorney

#1

introduced by

Bergman +

Holt

Introduction:

This appeal comes before you based on differences between the applicant and me, Ned Holt specific to compliance on permitting, processes and procedures respective to meeting State & City of Burlington's life safety code for converting an attic space into habitable space. Ms. Boardman and I could not come to an agreement other than agree to disagree. At that time I encouraged her to exercise her rights to appeal.

State & City Municipal agreement:

A long-standing Municipal Agreement exists between the City of Burlington & the State of Vermont that authorizes the city to adopt and administer the construction codes and standards adopted in the State. The codes and standards are through the Vermont Fire & Building Safety Codes & Standards. Chapter 8 of the City of Burlington Code of Ordinances adopts this document.

Building Inspector's authority & duties:

I, Ned H Holt, am the City's Building Inspector. I and other DPW trades inspectors administer life safety codes and standards adopted by the State of VT and the City. Under BCO § 8-4, I enforce the state & local codes. This includes issuing permits for the construction, reconstruction, and removal of all buildings and inspecting projects to see that the work complies with the codes. **Exhibit A (BCO §§ 8-2, 8-3, 8-4; Zoning Permit #16-1195CA, Condition 1 and Note (Issued 5/3/16 for 17 Henry St.) and floor plan received by Zoning 4-20-16)**

An Equal Opportunity Employer

This material is available in alternative formats for persons with disabilities. To request an accommodation, please call 802.863.9094 (voice) or 802.863.0450 (TTY).

Timeline of events for 17 Henry Street:

- Ms. Boardman asked Zoning to recognize the existing finished space in the third floor as living space. A Zoning Permit was issued on **May 3, 2016**.
- The Permit's first standard condition says that all Zoning Permits also require a Construction Permit or a written confirmation that a construction permit is not required from DPW before a Certificate of Occupancy can be issued.
- My first connection to this case happened on or about **April 26, 2017**, about a year after the Zoning Permit was issued, when Jill Boardman called me concerning the requirement for a construction permit.
- After we talked, I researched the situation and I sent her an email. ***Exhibit B-1 is that email.***
- It basically says that I found no building permits on file that show that the unfinished attic had been turned into a living space in conformance with the life safety codes and that she would need to get a permit and have the space meet the life safety requirements.
- I attached a check list on "Converting Attics & Cellar space into living & sleeping" for her use. ***Exhibit C*** is what I sent her.
- ***Exhibit D*** provides the code sections in the Life Safety Code NFPA 101:7.1.5.3 referred to in the check-list that I sent to the applicant which states the required egress clear headroom in all in the stairs pointed out in her appeal letter. I also have provided a Matrix of the codes by project type from the State.
- On **April 27, 2017**, at or about 9: 25 am, Ms. Boardman visited my office seeking my approval of the attic as habitable space without her needing to meet the building permit requirements. Part of her claim is that other city departments and inspectors have been on the property conducting inspections and that should negate the need for her to meet the life safety codes and standards to create this living space.
- ***Exhibit B- 2*** is my follow up email on **April 27, 2017** after the meeting to confirm that the building inspection office cannot and will not waive the life safety requirements and she can exercise her rights to appeal my decision. This brings us here tonight.

Permit History of 17 Henry Street Property: ***Exhibits E***

A Building permit would be required to convert attic space into habitable living space and one does not exist. The trade inspectors did not inspect the attic. **Exhibit E** are copies of the permits and applications and you will find that none relate to the attic.

- 2004: Mechanical Permit (#04-113069) to replace old hot air furnace with new.
- 2007 Electrical Permit (#07-126904): For a new SE (Service Entrance) cable on line load side of meter, correct grounding for the service & replace/repair some outlets.

- 2009 Electrical Permit (#09-104999): new wiring for a dedicated circuit for a dishwasher. (Permit application attached).
- 2009 Building Permit (#09-113237): for 1st & 2nd floor windows meeting emergency egress requirements and repair fascia.
- 2010 Electrical Permit (#10-120752): interconnected smoke detectors, add closet light & an emergency light. (permit application attached and notes)
- 2012 Building Permit (#12-152194): replace rotten materials on exiting rear porch with approved. No change in use design or footprint. (permit application attached)
- 2014 Building Permit (#14-194840) new rolled roofing and roof repairs. (Permit Application attached)
- 2014 Electrical Permit (#14-195485): replace exiting overhead circuit to garage with new underground. (Permit Application attached)
- 2016 Plumbing Permit (#16-217157) Freeze damage repairs. (Permit Application attached)

Conclusion:

This department is not compelling the applicant to convert attic space to living space. However, if the applicant is choosing to do so, she must meet life safety code requirements. This includes occupant escape routes and meeting minimum heights of clear passage for ambulatory personal to rescue those in need of help.

It is this department's position not to dismiss or exempt life safety codes and standards. We see no basis to do this under the codes and the ordinances and agreement with the state.



City of
Burlington, Vermont
149 Church Street

Zoning Permit - COA Level I – Conditions of Approval

ZP #: 16-1195CA

Tax ID: 045-1-242-000

Issue Date: May 3, 2016

Decision: Approved

Property Address: 17 HENRY STREET

Description: Recognition of existing finished space in third floor attic for use as living space.

Project Permit Conditions:

1. Use remains that of a single family home, and occupancy is restricted to a “family” per Sec. 4.4.5(d)(5)(C) and the definition of “family” in Sec. 13.1.2 of the Comprehensive Development Ordinance. No more than 4 unrelated adults and their minor children may live in the single family home.

Standard Permit Conditions:

1. **Other City, State or Federal Permits.** The owner is solely responsible for obtaining all other required City, state and federal approvals. Failure to do so may invalidate this Zoning Permit and result in enforcement actions.
Note: All projects receiving a Zoning Permit also require a Construction Permit or written confirmation that a Construction Permit is not required from Department of Public Works-Inspection Services Division (DPW-ISD). All construction permits must be closed out by way of approved inspections by DPW-ISD before issuance of a Unified Certificate of Occupancy (UCO) by the Code Enforcement Office as per Condition 3, below.
2. **Time Limits.** This zoning permit shall become invalid unless work or action authorized by the permit is commenced by **May 3, 2016**. The owner shall complete the approved project and obtain a UCO (combined Zoning and Building certificates of occupancy, still applicable even if a zoning or building permit was not required) by **May 3, 2017**, or be subject to enforcement actions.

These time limits are binding upon the owner unless one of the following apply: a) longer or shorter time limits are specifically imposed by a condition of approval; or b) the time limits are tolled by additional state or federal permitting for the project or by an appeal; or c) an extension of time has been granted. An extension of time must be requested in writing PRIOR to the expiration of the permit. If the owner has enacted the permit and it lapses, the owner may be responsible to obtain a new zoning permit, if required, which shall be subject to the current Comprehensive Development Ordinance (CDO).

3. **Unified Certificate of Occupancy (UCO):** It shall be unlawful to use or occupy (or allow the use or occupancy of) any land or structure or part thereof which has been created, changed, converted, or wholly or partly altered or enlarged in its use or structure without a UCO.

If the project is partially completed, meets “prior to issuance of a UCO” conditions of approval, meets all health and safety standards, and all municipal fees for the project are paid, a Temporary

Zoning CO may be requested and issued. **Upon completion of the project**, applicant shall request and obtain a Final UCO from the Code Enforcement Office (located at 645 Pine Street). Additional information on how to request and obtain this UCO is available at this office. **Failure to obtain a certificate of occupancy** places the property in violation of the CDO and is subject to enforcement.

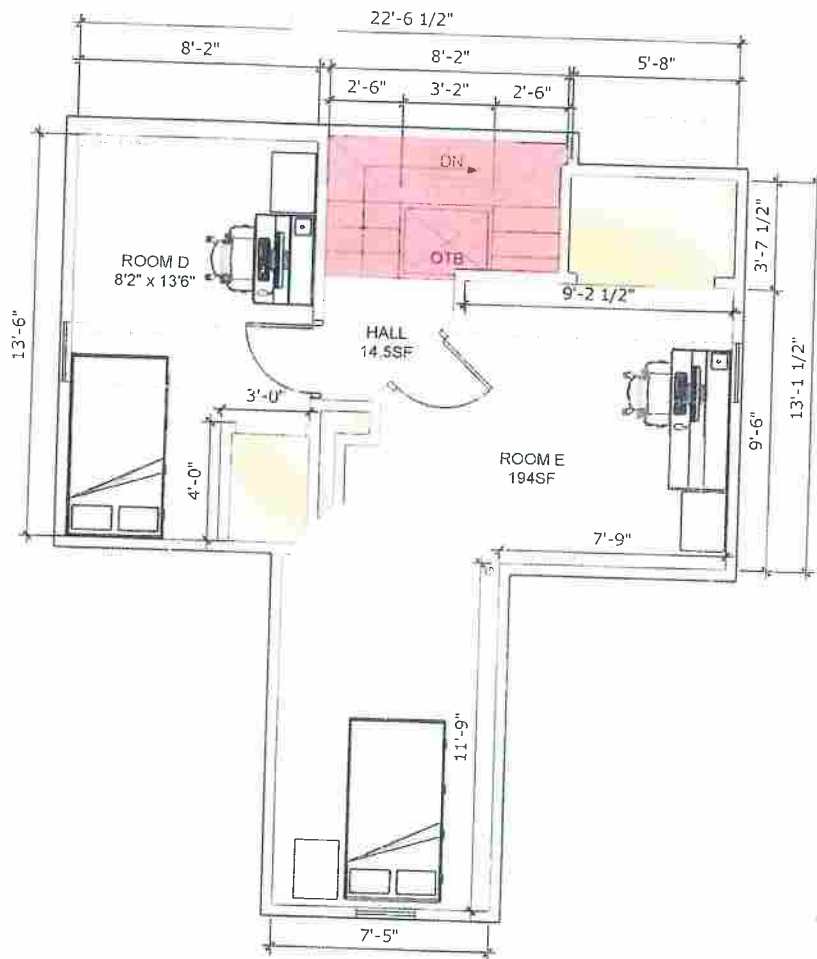
In addition, **Failure to obtain a UCO within the time limits above is subject to** “after the fact” fees ranging from \$75 - \$1500 (in addition to the UCO fee).

4. **Project Modifications.** The project shall be completed as shown on the plans, which have been stamped “approved” and dated by the administrative officer. The project shall not deviate from the approved plans or conditions of approval without prior written approval from the administrative officer.
5. **Property Inspection.** By acceptance of this permit, the owner authorizes City Officials and/or their authorized representatives, access to the subject property for the purpose of observing work in progress, inspecting and/or measuring the property or improvements until such time the project has been issued a Final UCO.
6. **Completion and Maintenance of Improvements and Landscaping.** Owner or successor in interest is responsible for completing all improvements shown on approved plans. By acceptance of this permit, Owner agrees to maintain all improvements in a satisfactory condition. Any landscaping installed according to the approved plan which becomes diseased or dies shall be replaced by similar species and size no later than the first available planting season.
7. **Off-Site Drainage.** Issuance of this permit does not authorize the discharge of stormwater runoff or other surface drainage from the subject premises onto adjoining property or properties including but not limited to the public Right of Way.
8. **Errors.** The owner is solely responsible for the accuracy of all information contained in the Zoning Permit application. Any errors contained therein may invalidate the Zoning Permit and may result in enforcement action by the City.
9. **Transfer of Ownership. All zoning permits run with the land.** In the event of a transfer of ownership, partial or whole, of the subject premises, the transferee shall become permittee and subject to compliance with the terms and conditions of this permit.
10. **Violations/Penalties.** A violation of any of the conditions of this permit or of any provision of the CDO may result in enforcement actions, including but not limited to a penalty of up to two hundred dollars (\$200) per day, municipal tickets, and/or additional permitting fees.
11. **Incorporation and Reference of All Plans Presented.** This approval incorporates by reference all plans and drawings presented and all verbal representations by the applicant on the subject application to the extent that they are not in conflict with other stated conditions or regulations.
12. **For Properties Involved in Boundary Disputes.** Boundary disputes are not within the jurisdiction of the administrative officer or the Development Review Board. When an application is submitted and the boundary of the subject property is called into question, the boundary will be determined based upon the best evidence available, for instance a survey or other official document. If a permit is issued and contrary evidence is presented to the City after the fact, such as a survey or Superior Court ruling with respect to the boundary lines, the permit may be amended or revoked by the City. If the permit is amended or revoked, owner shall bear all costs to remedy the situation, including removal of the structure(s) if necessary, that is if the structure(s) is/are unable to meet the

requirements of the CDO and receive an amended permit in light of the actual boundary line.

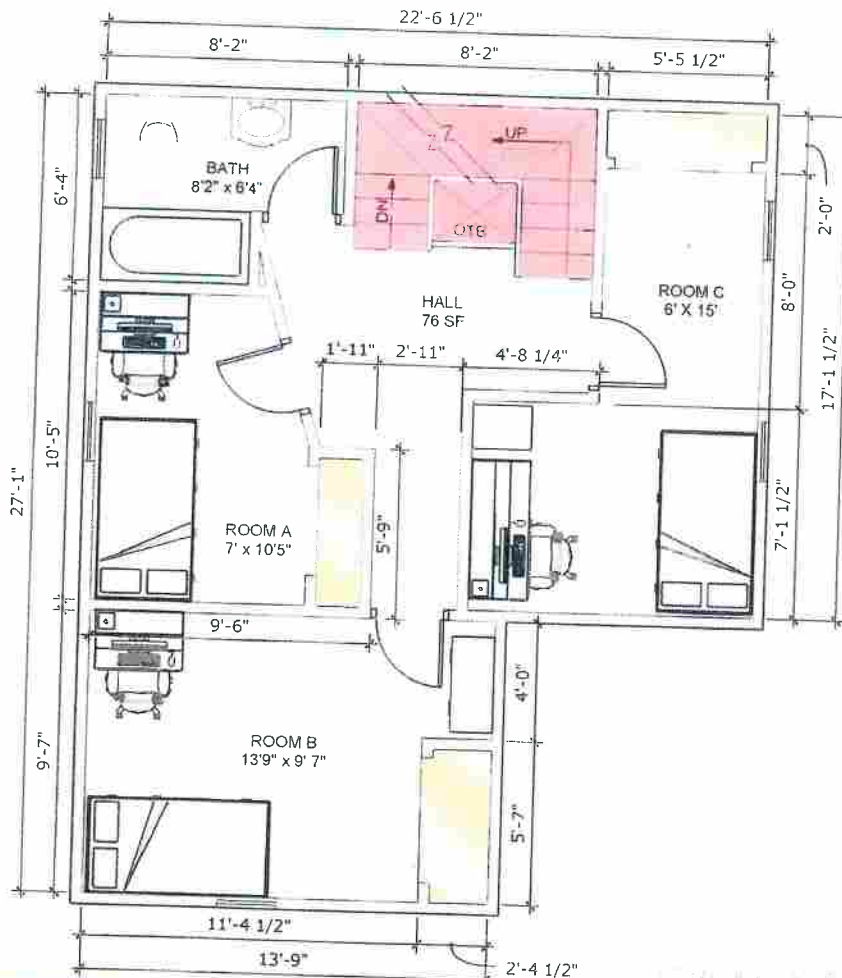
13. **Damage to City Property.** The Owner is responsible for any damage to the City of Burlington's property, including but not limited to its right-of-way, sewer/water lines, etcetera, that occurs during the site improvements authorized by this permit. If damage occurs, the Owner shall restore the property to a condition equal to or better than the condition of the property prior to such damage.
14. **City Rights-of-Way and Ownership.** Permit approval does NOT authorize any work to be undertaken within the public ROW. Any work in the ROW can only occur with prior authorization by DPW and City Council, as required. Any work or improvements that are taken within the City's right of way does not diminish the City's ownership or authority regarding said right of way.
15. **Liquor License Required.** An approval of any use that includes the sale of alcoholic beverages is contingent upon the receipt of a liquor license from the City of Burlington or the State of Vermont, whichever is applicable.

A



This is to certify that the square footages/areas shown on this plan for 17 Henry Street in Burlington, Vermont are accurate. Specifically, the area of level 3 is 317 square feet.

Dan Morris
 Dan Morris, AIA
 Registered Vermont Architect



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Burlington Code of Ordinances §§ 8-2, 8-3, 8-4

8-2 Building codes adopted.

- (a) *Generally.* There is hereby adopted by the city for the purpose of establishing rules and regulations for the construction, alteration, removal, demolition, equipment, use and occupancy, location and maintenance of buildings and structures, including permits and penalties, that certain building code currently adopted by the State of Vermont and known as the Vermont Fire and Building Safety Code. There is also adopted the Architectural Barrier Compliance Rules adopted by the State of Vermont.
- (b) *Conflicts.* In the event there is a conflict between the provisions of the codes adopted by reference in subsection (a) of this section and the other provisions of this Code or ordinances of the city, the other provisions of this Code or ordinances of the city shall prevail.
- (c) *Architectural barriers:*
- (1) Compliance with State Statutes Required: Plans received for the construction or alteration of a public building or the change in use of a nonpublic building to become a public building must comply with the architectural barrier statutes and rules currently adopted by the State of Vermont.
 - (2) Specification Required: A person shall not construct, alter or permit construction or alteration of a public building or allow the change in use of a nonpublic building to become a public building as defined in subparagraph (c)(1) of this section unless the specifications at the time work commences shall be equal to the Vermont Access Board Rules for New Construction and Alterations to Existing Buildings as currently adopted by the State of Vermont.
 - (3) Application to Residential Buildings:
 - a. New construction. Ten (10) percent of all new residential units in a residential subdivision or a residential rental, condominium or cooperative development shall comply with the required accessibility standards in this paragraph (c). If a development contains four (4) to fourteen (14) units, one (1) unit must be accessible; if it contains fifteen (15) to twenty-four (24) units, two (2) units must be accessible. If the development contains three (3) or fewer units, it is exempt from this requirement.

In addition, all new residential construction containing rental apartments, condominiums or cooperatives shall have the principal outside entrance to common areas as well as common passageways and other common areas accessible as required by this paragraph (c). If such developments contain less than three (3) stories, they shall be exempt from any requirements related to installation of elevators.

b. Altered residential construction:

1. Except as set forth in subsection b.2. below, if existing residential rental, condominium or cooperative developments containing four (4) or more units are altered, ten (10) percent of the units must comply with the accessibility standards in this paragraph (c). If the building or development contains four (4) to fourteen (14) units, one (1) unit must comply; if the building or development contains fifteen (15) to twenty-four (24) units, two (2) units must comply. In addition, one (1) outside entrance to common areas and common areas and passageways in the building must be accessible as required by this paragraph; however, if the building or buildings are less than three (3) stories, the common areas and passageways above the first floor do not have to meet the standards of this paragraph.

2. The following are exempt from the provisions of this paragraph (c):

i. Alterations of a building or unit which do not exceed in cost forty (40) percent of the fair market value of the building or unit. For purposes of this section, "fair market value" means the appraisal value of the building or unit as determined for purposes of property taxation. If the appraisal value of the building or the unit has not been determined by the assessor, "fair market value" means the estimated fair market value as that term is described in 32 V.S.A. section 3481(1);

ii. Alterations to an owner-occupied condominium, cooperative or single-family dwelling unit, or to the owner-occupied portion of a public building.

(4) Barrier-free Accessways: Passageways, corridors and other pedestrian walkways hereafter constructed or reconstructed on site to serve as a means of public access to, into or between public buildings and facilities, whether exterior or interior, shall also be made barrier-free in conformance with these standards.

(d) *Carbon Monoxide (CO) Detectors.* Residential dwelling and other occupancies in which there are rooms or spaces in which sleeping is permitted may not be constructed or substantially altered or repaired without the installation in the vicinity of the sleeping areas and on every floor of the dwelling of interconnected, hardwired, battery backup, UL 2034 listed or approved carbon monoxide detectors. In residential occupancies which are compartmentalized and constructed and maintained as if they are separate buildings pursuant to the Vermont Fire and Building Safety Code, carbon monoxide detectors need only be interconnected within the distinct "buildings" as those recognized by the authority having jurisdiction under the Vermont Code. Such detectors shall be installed in accordance with the manufacturer's instructions and state law. For purposes of this provision, "substantially altered or repaired" means that the cost of construction, alteration, or repair is 40% or more of the assessed value of the property as listed by the City Appraisers Office.

(e) *Effective date; grandfathering.* The 1999 Vermont Fire Prevention and Building Code and the BOCA/ICC International Mechanical Code, 1996 Edition, including Chapters 12 and 30 of the BOCA National Building Code shall be repealed as of April 9, 2008.

Any building, structure, or premises which has been and are in compliance with the 1999 Vermont Fire Prevention and Building Code, the BOCA/ICC International Mechanical Code, 1996 Edition, including Chapters 12 and 30 of the BOCA National Building Code shall be considered in compliance with this article provided that:

- (1) Construction, reconstruction or renovation was begun within two (2) years prior to April 9, 2008; or
- (2) Plans, drawings, and specifications were approved within six (6) months of April 9, 2008.

(Rev. Ords. 1968, § 781; 1969 Cum. Supp., § 781; Ord. of 1-9-78; Ord. of 12-12-83; Ord. of 5-14-84; Ord. of 11-13-89; Ord. of 2-10-92, § 1; Ord. of 1-11-93; Ord. of 9-18-95; Ord. of 9-11-00; Ord. of 5-20-02; Ord. of 9-19-05, eff. 10-19-05; Ord. of 2-19-08(1), eff. 4-9-08; Ord. of 12-16-13(2))

Cross reference—Electrical code adopted, § 12-1; BOCA fire code adopted, § 13-1; gas codes adopted, §§ 15-1, 15-2; minimum standards for housing, § 18-70 et seq.

State law reference—Authority to adopt codes by reference, 24 V.S.A. § 3101(c).

8-3 Building inspector appointed.

The administrator of the department of public works subject to the approval of the board of public works commissioners shall hire a city building inspector and such assistant building inspectors as the city council shall authorize. The administrator shall also have all powers and functions of a building inspector.

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(Ord. of 10-18-82; Ord. of 12-12-83; Ord. of 1-11-93)

8-4 Duties and powers of building inspector.

The building inspector is hereby authorized and empowered to enforce all adopted codes and ordinances relating to the construction, equipment, management, and condition of all buildings and structures within the city, and to issue written orders pursuant to these powers, and to supervise the issuance of permits for the construction, reconstruction, and removal of all buildings.

Whenever a building inspector finds that a building or structure is maintained, used, erected, constructed, altered, or added to in violation of the provisions of any ordinance, plan, certificate, permit, or of any adopted code or ordinance, the inspector may:

- (1) Serve a written order upon the person responsible directing discontinuance of the alleged action and ordering the remedy of the condition that is in violation; or
- (2) Serve a written stop-work order requiring the suspension of all further work until the condition that is in violation has been corrected; or both.
- (3) Building permits shall not be granted by the building inspector if plans submitted do not comply with all provisions of section 8-2
- (4) Neither temporary nor permanent certificates of occupancy shall be granted to any public building or any residential unit in the development if the development's plans or construction are in violation of section 8-2(c). Furthermore, any violation of section 8-2(c) shall be abated as a nuisance, and any person who is injured as a result of a violation of paragraph (c) may seek to recover damages and other just relief as contemplated by section 54 of the Charter of the City of Burlington. Also, the City of Burlington may bring an action for equitable relief in the Chittenden Superior Court to restrain actual or threatened violations of paragraph (c) as contemplated by section 49 of the Charter of the City of Burlington.

(Rev. Ord. 1962, § 702; Ord. of 10-18-82; Ord. of 12-12-83; Ord. of 5-20-02)

Ned Holt

B-1

From: Ned Holt
Sent: Wednesday, April 26, 2017 11:43 AM
To: 'jboardman@e4harchitecture.com'
Cc: Brad Biggie; Norm Baldwin; William Ward; Jeanne Francis
Subject: 17 Henry Street...
Attachments: Converting Attics & Basements.pdf

Importance: High

Jill,

Thank you for your patience and understanding as I have complete my research and deliver the requirements moving forward bringing your situation into compliance. Specific to life safety requirements construction permits and inspections are required to convert and keep the attic space as habitable space.

I reference the *April 26, 2016 RE: Report on Appeal #16-0914AP; page 5 of 5 and to "recommendations"* that requires the removal of habitable space or obtain municipal approval to convert. Municipal approval includes both Zoning (land use) and Building (life safety) approvals. Your property records in the city database shows you have received the Zoning Permit (#16-1195CA) recognizing the use; however, no life safety permits (i.e., building, electrical, heating, etc.) are on record or have been secured to confirm compliance prior to or following 2005. This being the case, I am sorry but this department cannot grandfather life safety but rather and only require those construction permits and inspections secured to confirm compliance for this space to continue being used as habitable space.

Attached please find a check list supporting life safety codes and standards requirements to convert attics and cellars into living/sleeping (habitable) space. Please complete the permit application and attach the plans for the conversion or remove the use and turn to cold storage only.

Should you have any questions or if I can be of any further assistance please contact this office directly. Please "reply to all" on all emails sent by this office for clear & complete understanding on streamlining your request.

Respectfully,



An Equal Opportunity Employer

Ned H Holt, Senior Building Official
Burlington Public Works Inspection Services
645 Pine Street Suite A
Burlington, VT 05401

T- Direct 802-865-7559
T- DPW/ISD Customer Service 802-863-9094
F- 802-863-0466
E- NHolt@burlingtonvt.gov
Web: www.burlingtonvt.gov/dpw

Correspondence Understanding

If any information in this correspondence is incorrect, unclear or misunderstood, please provide the differences in writing within 5 working days from the date of this correspondence.

Permit Compliance & Conditions (NLT)

*All construction done under this and any other permits issued must be in compliance with the State of VT **adopted** Codes & Standards and Burlington's Code of Ordinances. Permits shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes currently in effect. Applicants must contact the department to schedule **inspections** of the work and obtain final project approvals.*

(NLT) = Not Limited to.

Statement of Procedural Rights

*Specific to the City of Burlington Code of Ordinances any owner of a **building or structure** or **interested person** aggrieved by this department's directive or actions **respective to the BCO** and **codes and standards adopted by the State of VT** may appeal to the **Public Works Board of Appeals** by requesting such appeal in writing to the Director of Public Works, 645 Pine Street, Burlington, VT., within 10 days from the issuance date of any order or date determined by an inspector. Specific requirements for an appeal can be found in BCO 8-8.*

<http://firesafety.vermont.gov/buildingcode>

http://firesafety.vermont.gov/sites/firesafety/files/files/rules/dfs_rules_firecode2015_current.pdf

#####

Ned Holt

To: Ned Holt
Subject: RE: 17 Henry Street...

B-2

From: Ned Holt
Sent: Thursday, April 27, 2017 11:08 AM
To: 'jboardman@e4harchitecture.com'
Cc: Brad Biggie; Norm Baldwin; William Ward; Jeanne Francis; Kimberlee Sturtevant; Eugene Bergman; Chapin Spencer
Subject: RE: 17 Henry Street...

Jill,

This comes to you following your visit to this office this morning contesting my email below to include sharing your frustration with the situation and processing of information delivered from city departments specific to this issue. You presented questions and statements that I cannot answer specific to other departments' actions and from conversations you've had from other folks with over the past year and this department was never mentioned. I appreciate this frustration more than you know. In addition you pointed out that the document I was referring to was from an appeal that was "withdrawn" and has no bearing (thank you). This came about from you asking me for that written notification from the previous owner in 2005. I do not have that document but rather the information was taken from that document referred to in my email. Apparently from your search, it does not exist.

At the onset, this came to this office attention by way of a Building Permit Application Pending being attached to ZP 16-0915CA for: "Recognition of existing finished space in third floor attic for use as living space." The request is to remove the BP Application based on the feeling that "The City" has approved it through this Z issued and approved this space by past years of rental & minimum housing inspections and other unrelated inspections specific to the wiring of interconnected smoke detectors.

In closing, and respectfully to your request and my email applies and it is suggested /recommended that you follow the rights to appeal (below). That being said, I have added two City Attorneys (Zoning & Building) and the Director Chapin Spencer on this reply for their information and for your access. It was also strongly recommended to capture any and all promises and approvals by any city department or individual in writing to support your claims in time like these.

Should you have any questions or if I can be of any further assistance please contact this office directly. Please "reply to all" on all emails sent by this office for clear & complete understanding on streamlining your request.

Respectfully,



An Equal Opportunity Employer

Ned H Holt, Senior Building Official
Burlington Public Works Inspection Services
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E- dpw@burlingtonvt.gov
Web: www.burlingtonvt.gov/dpw

B-2

Correspondence Understanding

If any information in this correspondence is incorrect, unclear or misunderstood, please provide the differences in writing within 5 working days from the date of this correspondence.

Permit Compliance & Conditions (NLT)

All construction done under this and any other permits issued must be in comply with the State of VT adopted Codes & Standards and Burlington's Code of Ordinances. Permits shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes currently in affect. Applicants must contact the department to schedule inspections of the work and obtain final project approvals.

(NLT) = Not Limited to.

Statement of Procedural Rights

Specific to the City of Burlington Code of Ordinances any owner of a building or structure or any interested person aggrieved by this department's directive or actions respective to the BCO and codes and standards adopted by the State of VT may appeal to the Public Works Board of Appeals by requesting such appeal in writing to the Director of Public Works, 645 Pine Street, Burlington VT., within 10 days from the issuance date of any order or date determined by an inspector. Specific requirements for an appeal can be found in BCO 8-8.

<http://firesafety.vermont.gov/buildingcode>
http://firesafety.vermont.gov/sites/firesafety/files/files/rules/dfs_rules_firecode2015_current.pdf

#####



CONVERTING ATTICS & CELLARS SPACE INTO LIVING & SLEEPING SPACE

Although the information is solid and covers most requirements it is still considered limited at best. Any and all information provided by this office should be trusted yet verified by yourself and other professionals before proceeding.

Attics and cellar holes were never meant for living, ARE confined spaces AND only provided with one way in and out. This being the case, converting these spaces into areas of living and sleeping, a 2nd means out and directly to the outside is an absolute and a requirement respective to the National Fire Protection Association Codes and Standards. Please note that; windows and doors both serve as your initial "ESCAPE" and also in place for *your* "RESCUE". Ambulatory personal will use these escape routes to enter and save those who are incapacitated.

- **Zoning Permits/change of use required:** converting space into new living space and requires final inspection by Code Enforcement once the project is complete.
- **Construction Permits Required:** Building, electrical, plumbing, mechanical (heating) to mention the basic.
- **Inspections:** All construction permits require rough inspections before covering any work. Please plan accordingly.
- **Habitable attics and cellar spaces are considered story.** Four story structures respective to the definition of the codes require sprinkler systems.
- **Codes:** Life Safety Codes need to apply regardless the number of stories: VT Fire & Building Safety Code, National Fire Protection Association, International Building, National Electrical and International Plumbing Codes and Standards.

MINIMUM REQUIREMENTS

- ❖ **Finish Ceiling heights 101:7.1.5** in all habitable spaces needs to be 7 ft. 6 in for 2/3 rds. of the area being occupied. **Exception: NFPA 101:7.1.5.1 (1) 7'-0" ceiling height are permitted in existing buildings.** 3/19/14
- ❖ **Live & dead loads** on attic floor systems need to meet a minimum of 40 lbs. PSF.
- ❖ **Emergency escape/Rescue windows:** In every living & sleeping areas. Not required in buildings that have an approved sprinkler system.
 - a) a door leading to the outside or
 - b) a window that meets the 5.7 sq. ft. clear opening that cannot be more than 44 inches off the finish floor. Min height is 24" x w = 820/144=5.69 sq. ft. Min width is 20" x H = 820/144=5.69 sq. ft.
 - Window wells for cellars are acceptable and need to meet codes and standards.
 - All windows need to be a maximum of 44 inches off finish floor to window sill.

- *Max height for EMERGENCY ESCAPE/RESCUE windows is 20 feet off grade.*
- ❖ **Natural light or ventilation:** 8% of floor area served, which, can be operable windows, (4% light + 4% natural ventilation) OR mechanical means.
- ❖ Interconnected smoke and co detection required.
- ❖ Heat: maintained at a minimum temp of 65 degrees without overheating any other room.
- ❖ Existing Stairs cannot stay unless they meet today's codes and standards.
 - **Stairs rise and run;** One and Two Family; 7.75 max rise and 10 inch min tread.
- ❖ **Headroom:** Clear headroom of Six foot eight inches (6'-8") must be maintained in all stairways.
- ❖ **Handrails:** 34-38 vertical measurement above the toe of the tread.
 - One handrail ever 3 ft width of stair, min dia 1-1/4" to max dia 2" circular cross section.
- ❖ **New insulation standards:** *Contact Energy Code Assistance Center located at 128 Lake Street, Burlington, VT 855-887-0673 (toll free) Or Fax 802-658-1643.*

BATHROOMS IN CELLARS

- ✓ Ceiling height of 7 ft. (bathroom is not a habitable space).
- ✓ Three sq. ft. of window for natural ventilation and light or mechanical means
- ✓ ***Back water valve*** shall be installed to protect the lowest fixture from back water from the public sewer system. Consult this requirement with your plumber or the City of Burlington Plumbing Inspector
- ✓ Enclosing furnaces or boiler rooms as part of separating from living space from mechanical space requires additional make-up air for the heating unit.
- ✓ All building construction, plumbing, electrical, and mechanical work need permits, inspections by the trade's inspector and all work must be installed to today's codes and standards.

CLOSING OUT YOUR PERMITS

These projects are a "change of use" and require a Unified Certificate of Occupancy. This document is received at the end of the project and before occupancy as a result of approved final inspections of the Building permits and Zoning Permits in that order. Please have your general contractor plan accordingly for all life safety inspections and contact Code Enforcement directly to close out your Zoning Permit (802) 863-0442. Permits left open and in the "issued" status will be a show stopper.

PLANS

Floor plans of existing and proposed to include any structural modifications will be required and are helpful even during the preliminary stages. Size of plans at the time of the building permit shall be a maximum size of 11 x 17, on disk or PDF.

The prohibitions of 7.1.3.2.3 also apply to exit passageways, because they also are exit enclosures.

7.1.4 Interior Finish in Exit Enclosures.

7.1.4.1* Interior Wall and Ceiling Finish in Exit Enclosures. Interior wall and ceiling finish shall be in accordance with Section 10.2. In exit enclosures, interior wall and ceiling finish materials complying with Section 10.2 shall be Class A or Class B.

A.7.1.4.1 See Chapters 12 through 42 for further limitations on interior wall and ceiling finish.

7.1.4.2* Interior Floor Finish in Exit Enclosures. New interior floor finish in exit enclosures, including stair treads and risers, shall be not less than Class II in accordance with Section 10.2.

A.7.1.4.2 See Chapters 12 through 42 for further limitations on interior floor finish.

Paragraph 7.1.4.1 regulates interior wall and ceiling finish within exit enclosures, such as enclosed exit stairs. The intent is to minimize the possibility of fire spreading into and within the exit enclosure. Except as modified by occupancy Chapters 12 through 42, the interior wall and ceiling finish in exit enclosures is required to be either Class A or Class B, as detailed in Section 10.2. Per the provisions of 10.2.8.1, Class C interior wall and ceiling finish would be permitted within an exit enclosure if automatic sprinklers protected the enclosure and adjacent areas of the building.

As explained in the commentary following 4.4.2.3, the occupancy chapters can modify the requirements of Chapters 1 through 4 and Chapters 6 through 10. In some cases, the modification results in a more stringent requirement. In others, the result is a relaxation of a base chapter requirement. Interior finish is addressed in detail in Section 10.2, with specific limitations in subsection __.3.3 of the occupancy chapters. For example, for new interior wall and ceiling finish materials in health care occupancies, the requirements of 18.3.3 result in more stringent criteria for wall and ceiling finish within exit enclosures than are required by 7.1.4. Where new interior wall finish is installed in a nonsprinklered health care occupancy, the requirement is for Class A — not Class B — materials. If the enclosure and adjacent smoke compartments of the building are sprinklered, the requirement is for Class B — not Class C — materials. In this case, the occupancy chapter, considering the needs of its typical occupant group (i.e., persons incapable of self-preservation for whom a defend-in-place strategy is employed), tailors its provisions to help achieve the intended minimum level of life safety.

7.1.5* Headroom.

A.7.1.5 For the purpose of this requirement, projections include devices such as lighting equipment, emergency signaling equipment, environmental controls and equipment, security devices,

7.1.5.1 Means of egress shall be designed and maintained to provide headroom in accordance with other sections of the Code and such headroom shall be not less than 7 ft 6 in. (2285 mm) with projections from the ceiling not less than 6 ft 8 in. (2030 mm) with a tolerance of $-\frac{3}{4}$ in. (-19 mm), above the finish ceiling unless otherwise specified by any of the following:

- (1) In existing buildings, the ceiling height shall be not less than 7 ft 6 in. (2285 mm) from the floor, with projections from the ceiling not less than 6 ft 8 in. (2030 mm) nominal floor.
- (2) Headroom in industrial equipment access areas as permitted in 40.2.5.3 shall be permitted.

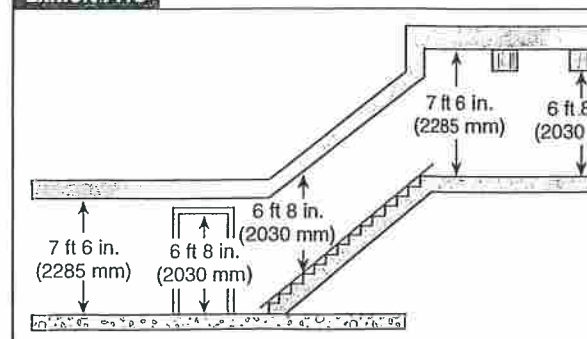
7.1.5.2 The minimum ceiling height shall be maintained at not less than two-thirds of the ceiling area of any room or space provided that the ceiling height of the remaining ceiling area is not less than 6 ft 8 in. (2030 mm).

7.1.5.3 Headroom on stairs shall be not less than 6 ft 8 in. (2030 mm) and shall be measured vertically above a plane parallel to and tangent with, the most forward projection of the stair.

The minimum 7 ft 6 in. (2285 mm) ceiling height and the minimum 6 ft 8 in. (2030 mm) clearance below any projection descending from the minimum ceiling height is expressed with a tolerance of $-\frac{3}{4}$ in. (-19 mm) rather than as an absolute minimum height. Thus, it is the intent of 7.1.5.1 to recognize the clearance provided in passing through the door frame associated with a standard 6 ft 8 in. (2030 mm) door leaf. The door stop built into the door frame at the top of the opening encroaches on the height of the opening. Paragraph 7.1.5.3 and the dimensional criteria of 7.2.2.2.1 also provide for the 6 ft 8 in. (2030 mm) minimum headroom height on stairs. Paragraph 7.1.5.3 explains how to measure the headroom on stairs. Headroom measurement is illustrated in Exhibit 7.15. The dimension 6 ft 8 in. (2030 mm) is permitted for projections descending from the ceiling and for stairs.

Earlier editions of the Code left unanswered the question of how many 6 ft 8 in. (2030 mm) projections are too many. The Code leaves too little area with at least 7 ft 6 in. (2285 mm) of headroom.

Exhibit 7.15



2015
EDITION

NFPA 101[®]

LIFE SAFETY CODE



Matrix of Vermont Fire and Building Codes by Project Type

New Construction	Major Rehabilitation, Modification, Reconstruction No Additions	Building Addition	Existing Building With Change of Use/Renovation
IBC & NFPA 1 & 101 apply. All IBC Chapters apply except Chapters; 8, 10, 11, 13, 27, 28, 29, & 33 NFPA 101 Chapter 1 thru 11 and New Occupancy chapter apply, and all chapters of NFPA 1 as applicable - Purpose of IBC is to safeguard public health, safety and general welfare - Purpose of NFPA 1 & 101 is to provide an environment reasonably safe from fire	IEBC applies to structural requirements only Refer to NFPA 101 Chapter 43 for Building rehabilitation, and appropriate occupancy chapter NFPA 1 applies Refer to NFPA 220 for type of construction (NFPA 101 page 404)	IBC applies to new construction. IEBC applies to existing structural requirements only Refer to NFPA 101 Chapter 43 for Building rehabilitation, and appropriate occupancy chapter NFPA 1 applies Refer to NFPA 220 for type of construction (NFPA 101 page 404)	IEBC applies to structural requirements only Refer to NFPA 101 Chapter 43 for Building rehabilitation, and appropriate occupancy chapter NFPA 1 applies NFPA 101 chapter applies to existing building section not being altered 1- Determine occupancy use 2- Refer to NFPA 220 for type of construction (page 404)

- 1- Always determine occupancy type first
- 2- Include a code analysis with plan submittal for all new or large renovation projects
- 3- Vermont Fire & Building Code Amendments apply to all categories above
- 4- Vermont Access Rules and 2012 ADA Standards for Accessible Design applies to all categories
- 5- Vermont Electrical, Plumbing and Elevator Rules applies to all categories
- 6- NFPA 1 applies to all categories, in addition to referenced standards in IBC, NFPA 1 & 101
- 7- When a conflict between codes is identified, NFPA governs for all categories, or where one code or standard has a requirement and another code or standard does not have a requirement the code or standard with a requirement shall apply.
- 8- Some communities have adopted rules and regulations that exceed State codes. Please contact them directly to learn what their requirements are and how they may affect your project. **See Annex I**



VERMONT

D

2015

FIRE & BUILDING SAFETY CODE



Vermont Department of Public Safety

DIVISION OF FIRE SAFETY

firesafety.vermont.gov

EFFECTIVE DATE: October 10, 2016



Department of Public Works

MECHANICAL PERMIT

645 Pine Street, Suite A
P.O. Box 849, Burlington, VT 05402

Telephone (802) 863-9094/ Fax (802) 863-0466

Working Together for Burlington - Preserving, Improving our Community

Permit No: 2004 113069 00000 MP

Fees

\$23.3

Admin Fees \$0.0

Recording Fees \$7.0

\$30.3

Date: 12/15/2004

Street Address: 17 HENRY ST

Estimated Cost \$ 3,336

Construction Starting Date: 12/15/2004

Owner

Tel No:

SCOTT EAGLE
119 NORTH WINOOSKI AVENUE 9
BURLINGTON, VT 05401

HVAC
Contractor

CHUCK'S HEATING & A/C
Brian Brewster
P.O. BOX 53
Colchester, VT

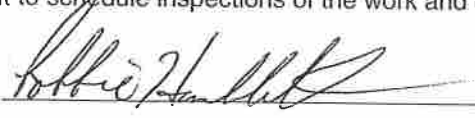
Tel No: (802) 655-1489

DESCRIPTION OF WORK

CODE ID: Hot Air Furnace

Replace old hot air furnace with new hot air furnace.

CONDITIONS OF PERMIT: All work performed by the applicant shall comply with the codes and ordinances of the City of Burlington. This permit authorizes the applicant to proceed with the work described above in accordance with these codes. This permit shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes. The applicant must contact the department to schedule inspections of the work and obtain final project approval.

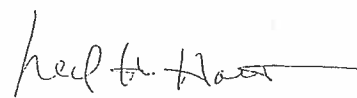
APPLICANT SIGNATURE: 

LICENSE #:



CALL FOR ROUGH-IN INSPECTION

CALL FOR FINAL INSPECTION


Inspector

RSN 123582

Date

12/22/04



Department of Public Works

ELECTRICAL PERMIT

645 Pine Street, Suite A

P.O. Box 849, Burlington, VT 05402

Telephone (802) 863-9094/ Fax (802) 863-0466

Working Together for Burlington - Preserving, Improving our Community

Permit No: 2007 126904 00000 EP

Fees

\$20.

Admin Fees \$.

Recording Fees \$8.

\$28.

Date: 10/9/2007

Street Address: 17 HENRY ST

Estimated Cost \$ 1,200

Construction Starting Date: 10/9/2007

Owner

Tel No: (802) 000-0000

ANYA E BYAM
17 HENRY ST
Burlington, VT 05401

Electrical
Contractor

RICHARD ELECTRIC INC.
BRIAN RICHARD
PO BOX 9267
South Burlington, VT

Tel No: (802) 343-9696

DESCRIPTION OF WORK

CODE ID: General Wiring

Install new SE cable on line and load side of meter as well as correcting groundage for the service and repair/replace some outlets.

\$5614

CONDITIONS OF PERMIT: All work performed by the applicant shall comply with the codes and ordinances of the City of Burlington. This permit authorizes the applicant to proceed with the work described above in accordance with these codes. This permit shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes. The applicant must contact the department to schedule inspections of the work and obtain final project approval.

APPLICANT SIGNATURE:

LICENSE #:

EM-305



CALL FOR ROUGH-IN INSPECTION



CALL FOR FINAL INSPECTION

Inspector

Date

10/10/07



Department of Public Works

ELECTRICAL PERMIT

645 Pine Street, Suite A

P.O. Box 849, Burlington, VT 05402

Telephone (802) 863-9094/ Fax (802) 863-0466

Working Together for Burlington - Preserving, Improving our Community

Permit No: 2009 104999 00000

Fees

\$20.0

Admin Fees \$0.0

Recording Fees \$8.0

\$28.0

Date: 4/3/2009

Street Address: 17 HENRY ST

Estimated Cost \$300.00

Construction Starting Date: 4/3/2009

Owner

Tel No: (802)000-0000

ANYA E BYAM

17 HENRY ST

BURLINGTON, VT05401

Electrical
Contractor

RICHARD ELECTRIC INC.

BRIAN RICHARD

PO BOX 9267

SOUTH BURLINGTON, VT

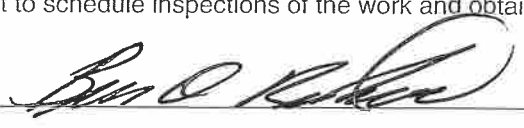
Tel No: (802)343-9696

DESCRIPTION OF WORK

CODE ID: General Wiring

Install new wiring to add a dedicated circuit for a dishwasher

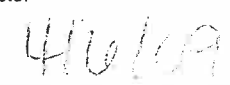
CONDITIONS OF PERMIT: All work performed by the applicant shall comply with the codes and ordinances of the City of Burlington. This permit authorizes the applicant to proceed with the work described above in accordance with these codes. This permit shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes. The applicant must contact the department to schedule inspections of the work and obtain final project approval.

APPLICANT SIGNATURE: 

LICENSE #: EM-305

- ☐ CALL FOR ROUGH INSPECTION
☒ CALL FOR FINAL INSPECTION


Inspector


Date



ISD
2

ELECTRICAL PERMIT APPLICATION

TO BE COMPLETED BY ALL PERSONS SEEKING A PERMIT FOR CONSTRUCTION WITHIN THE CITY LIMITS OF BURLINGTON, VT. (SEE INSTRUCTIONS ON BACK BEFORE COMPLETING)

IDENTIFICATION

Please Print or Type

JOB SITE LOCATION: STREET NUMBER AND STREET ADDRESS

17 Haveny Street

PROPERTY OWNER NAME

Anna Byam

PROPERTY OWNER'S ADDRESS (IF DIFFERENT FROM JOB SITE LOCATION)

PERMIT TYPE (CHECK ONE)

- ☒ GENERAL ELECTRICAL ☐ ELECTRICAL MAINTENANCE
☐ ELECTRICAL CONTROL WIRING
☐ FIRE ALARM ☐ OTHER

HAVE YOU OBTAINED A ZONING PERMIT (IF APPLICABLE)

- ☐ YES (If You Answer Yes, Please Attach Yellow Copy of Permit)
☐ NO

HAS THERE BEEN A BUILDING PERMIT ISSUED FOR THIS PROJECT (IF APPLICABLE)

- ☐ YES ☐ NO

IS THIS A SINGLE FAMILY HOME?

- ☐ YES ☐ NO

DESCRIPTION OF YOUR WORK

Add a dedicated circuit for a
dish washer.

CONTRACTOR NAME (IF DIFFERENT FROM PROPERTY OWNER)

Richard Electric

DATE CONSTRUCTION WORK WILL BEGIN

4/3/09

ESTIMATED COST OF PROJECT

\$ 300.00

CONTRACTOR ADDRESS (IF DIFFERENT FROM PROPERTY ADDRESS)

CITY/TOWN

So. Burlington

STATE

ZIP CODE

VT

CONTACT PERSON FOR THIS PROJECT

TRADE LICENSE NUMBER (if applicable)

DAYTIME TELEPHONE
NUMBER

Brian Richard

862-7603

THE PERMITS ATTACHED TO THE APPLICATIONS MUST BE SIGNED AND PAID FOR WITHIN THREE BUSINESS DAYS OR THE PERMIT WILL BE PULLED AND CANCELLED.
I further certify that this document has been examined by me, and is, to the best of my knowledge and belief, true, correct, and complete.

DO NOT SEND PAYMENT WITH YOUR PERMIT APPLICATIONS

SIGN HERE ▶

Signature

Title



Department of Public Works

BUILDING PERMIT

645 Pine Street, Suite A

P.O. Box 849, Burlington, VT 05402

Telephone (802) 863-9094/ Fax (802) 863-0466

Working Together for Burlington - Preserving, Improving our Community

Permit No: 2009 113237 00000 E

	Fees
	\$140.0
Admin Fees	\$200.0
Recording Fees	\$10.0
	\$350.0

Date: 11/25/2009

Street Address: 17 HENRY ST

Estimated Cost \$ 20,000 Construction Starting Date: 11/25/2009

Owner

JEFFREY P BYAM

17 HENRY ST

Burlington, VT 05401

Tel No: (802) 000-0000

General
Contractor

HERITAGE ENVIRONMENTAL PROJECTS, INC

JT Pierson

PO BOX 4185

Burlington, VT 05406-4185

Tel No: (802) 860-2900

DESCRIPTION OF WORK CODE ID: Repairs

Replace all first and second floor windows with clad wood double pane windows meet NFPA 101 Emergency Escape requirments. Repair facia.

CONDITIONS OF PERMIT: All work performed by the applicant shall comply with the codes and ordinances of the City of Burlington. This permit authorizes the applicant to proceed with the work described above in accordance with these codes. This permit shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes. The applicant must contact the department to schedule inspections of the work and obtain final project approval.

APPLICANT SIGNATURE:

LICENSE #:

- ☐ CALL FOR FOUNDATION INSPECTION
- ☐ CALL FOR ROUGH FRAMING OR ROUGH-IN INSPECTION
- ☒ CALL FOR FINAL INSPECTION
- ☐ A BUILDING CERTIFICATE OF OCCUPANCY IS REQUIRED
- ☒ A ZONING CERTIFICATE OF OCCUPANCY IS REQUIRED

Inspector

11/30/09
Date



Department of Public Works

ELECTRICAL PERMIT

645 Pine Street, Suite A

P.O. Box 849, Burlington, VT 05402

Telephone (802) 863-9094/ Fax (802) 863-0466

Working Together for Burlington - Preserving, Improving our Community

Permit No: 2010 120752 00000

Fees

\$20.00

Admin Fees \$0.00

Recording Fees \$10.00

\$30.00

Date: 5/17/2010

Street Address: 17 HENRY ST

Estimated Cost \$2,275.00

Construction Starting Date: 5/17/2010

Owner

Tel No: (802)000-0000

JILL BOARDMAN

17 HENRY ST

BURLINGTON, VT05401

Electrical
Contractor

LAKESIDE ELECTRIC EM 3751

Tel No: (802)355-5877

MARK LECLAIR

20 OAK CREEK DR

SO BURLINGTON, VT05403

DESCRIPTION OF WORK

CODE ID: AC/DC Interconnected Smoke Del

Install new wiring for newly installed ac/dc interconnected smoke and co detectors per city code of ordinance and add a closet light and an emergency light. All per NEC 2008

CONDITIONS OF PERMIT: All work performed by the applicant shall comply with the codes and ordinances of the City of Burlington. This permit authorizes the applicant to proceed with the work described above in accordance with these codes. This permit shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes. The applicant must contact the department to schedule inspections of the work and obtain final project approval.

APPLICANT SIGNATURE:

Darlene LeClair

LICENSE #:

EM-3751

- ☐ CALL FOR ROUGH INSPECTION
☒ CALL FOR FINAL INSPECTION

Inspector

Date

5/20/10


ISD
2

ELECTRICAL PERMIT APPLICATION

TO BE COMPLETED BY ALL PERSONS SEEKING A PERMIT FOR CONSTRUCTION WITHIN THE CITY LIMITS PURSUANT TO CHAPTERS 8 CODE OF ORDINANCES. (SEE INSTRUCTIONS ON BACK BEFORE COMPLETING)
www.dpw.ci.burlington.vt.us

IDENTIFICATION

Please Print or Type

JOB SITE LOCATION: STREET NUMBER AND STREET ADDRESS

17 Henry St.

PROPERTY OWNER NAME

Jill Boardman

PROPERTY OWNER'S ADDRESS (IF DIFFERENT FROM JOB SITE LOCATION)

P.O. Box 1224 Stowe, VT
REQUIRED

BUILDING PERMIT NUMBER _____

(IF APPLICABLE, FOR THIS PROJECT)

PERMIT TYPE (CHECK ALL THAT APPLY)

- ☒ GENERAL ELECTRICAL ☐ ELECTRICAL MAINTENANCE
☐ ELECTRICAL CONTROL WIRING ☐ FIRE ALARM
☐ OTHER _____

HAVE YOU OBTAINED A ZONING PERMIT (IF APPLICABLE)

- ☐ YES (Please Attach Copy of Permit)
☐ NO

DESCRIPTION OF YOUR WORK
install smoke detectors, closet light and
emergency light.

CONTRACTOR NAME (IF DIFFERENT FROM PROPERTY OWNER)

Mark LeClair

DATE CONSTRUCTION WORK WILL BEGIN

5.17.10

ESTIMATED COST OF PROJECT

2,275

CONTRACTOR ADDRESS (IF DIFFERENT FROM PROPERTY ADDRESS)

20 Oak Creek Drive
South Burlington, VT 05403

CITY/TOWN

STATE

ZIP CODE

CONTACT PERSON

Mark LeClair

TRADE LICENSE # (if applicable)

EM 3751

TELEPHONE #

802.862.6588

THE PERMITS ATTACHED TO THE APPLICATIONS MUST BE SIGNED AND PAID FOR WITHIN THREE
BUSINESS DAYS OR THE PERMIT WILL BE PULLED AND CANCELLED.

I further certify that this document has been examined by me, and is, to the best of my knowledge and belief, true, correct, and complete.

DO NOT SEND PAYMENT WITH YOUR PERMIT APPLICATIONS

SIGN HERE ►

Mark LeClair

Signature of Owner or Authorized Representative

Alvina

Title

5.10.10

Date



ISD
Inspection Services
Division

E

Steven Goodkind, P.E.
DIRECTOR OF PUBLIC WORKS
CITY ENGINEER

Norm Baldwin, P.E., Assist Dir Tech Services

Shelley Warren
City Electrical Inspector
swarren@ci.burlington.vt.us

ELECTRICAL COMPLETION CERTIFICATE

PERMIT #: 120752-10

ADDRESS: 117 Henry St

I, Mark A McClary,
(Print name) certify that all violations identified during

the electrical inspection on 6/11/10 have been corrected.
(Date of Inspection)

6/15/10
(Date)

Mark A McClary
(Signature of Electrician)

Em 3751
(License #)

COMMENTS

More smokes so at least
4" down citing

THIS FORM MUST BE RETURNED NO LATER THAN 15 DAYS FROM THE
ABOVE DATE

MAIL OR DROP OFF TO: SHELLEY WARREN
PO BOX 849
645 PINE ST
BURLINGTON, VT 05401

MAIL ONLY ORIGINALS, NO COPIES OR FAXES WILL BE ACCEPTED



Department of Public Works

BUILDING PERMIT

645 Pine Street, Suite A

P.O. Box 849, Burlington, VT 05402

Telephone (802) 863-9094/ Fax (802) 863-0466

Working Together for Burlington - Preserving, Improving our Community

Permit No: 2012 152194 00000

Fees

\$20.

Admin Fees \$.

Recording Fees \$10.

\$30.

Date: 4/23/2012

Street Address: 17 HENRY ST

Estimated Cost \$ 1,000

Construction Starting Date: 4/23/2012

Owner

JILL BOARDMAN

17 HENRY ST

Burlington, VT 05401

Tel No: (802) 000-0000

General
Contractor

Walter OBrien Contracting

Walter OBrien

BOX 1532

Stowe, VT

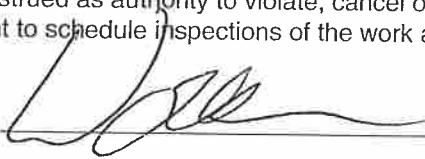
Tel No: (802) 760-8227

DESCRIPTION OF WORK

CODE ID: Repairs

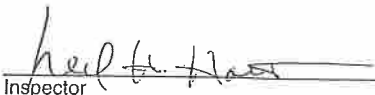
Replace rotten materials to existing rear porch with approved materials in kind and with no change in use of area being repaired, design or foot print.

CONDITIONS OF PERMIT: All work performed by the applicant shall comply with the codes and ordinances of the City of Burlington. This permit authorizes the applicant to proceed with the work described above in accordance with these codes. This permit shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes. The applicant must contact the department to schedule inspections of the work and obtain final project approval.

APPLICANT SIGNATURE: 

LICENSE #:

- ☐ CALL FOR FOUNDATION INSPECTION
- ☐ CALL FOR ROUGH FRAMING OR ROUGH-IN INSPECTION
- ☒ CALL FOR FINAL INSPECTION
- ☐ A BUILDING CERTIFICATE OF OCCUPANCY IS REQUIRED
- ☐ A ZONING CERTIFICATE OF OCCUPANCY IS REQUIRED
- ☒ LEAD SAFE PRACTICES REQUIRED


Inspector

4/23/12
Date



ISD
1

BUILDING/STRUCTURAL PERMIT APPLICATION

TO BE COMPLETED BY ALL PERSONS SEEKING A PERMIT FOR CONSTRUCTION WITHIN THE CITY LIMITS PURSUANT
CHAPTERS 8 CODES OF ORDINANCES. (SEE INSTRUCTIONS ON BACK BEFORE COMPLETING)
www.dpw.ci.burlington.vt.us

IDENTIFICATION

Please Print or Type

JOB SITE LOCATION: STREET NUMBER AND STREET ADDRESS

17 HENRY STREET BURLINGTON

PROPERTY OWNER NAME

ITU BOARDMAN

PROPERTY OWNER'S ADDRESS (IF DIFFERENT FROM JOB SITE LOCATION)

PO Box 1224 STOWE VT 05672

PERMIT TYPE (PLEASE CHECK ALL THAT APPLY)

- ☐ NEW CONSTRUCTION ☐ SINGLE FAMILY ☐ MULTIFAMILY ☐ COMMERCIAL
☒ REMODELING ☐ DEMOLITION ☐ ASBESTOS ☐ SIDING ☐ ROOFING ☐ FENCE
☐ OUT BUILDING ☐ OTHER

HAVE YOU ATTACHED CONSTRUCTION

☐ YES
☒ NO

SUB-TRADES (PLEASE CHECK ALL THAT APPLY TO THIS PROJECT)

- ☐ ELECTRICAL ☐ HVAC / MECHANICAL ☐ FIRE ALARM
☐ PLUMBING ☐ SPRINKLER ☐ SUPPRESSION

HAVE YOU OBTAINED A ZONING PERMIT

☐ YES
☒ NO

DESCRIPTION OF YOUR WORK

** CONSTRUCTION PLANS / SPECIFICATIONS REQUIRED **

GENERAL ROT REPAIR ON A REAR PORCH - REPLACE 2
HANDRAIL & SURFACE DECKING - ALL TO MATCH EXIST
NO CHANGES TO FOOTPRINT

CONTRACTOR NAME (IF DIFFERENT FROM PROPERTY OWNER)

WALTER O'BRIEN

DATE CONSTRUCTION WORK WILL BEGIN

4/26/12

ESTIMATED COST OF PROJECT

\$1,000 -

CONTRACTOR ADDRESS (IF DIFFERENT FROM PROPERTY ADDRESS)

PO Box 1532

CITY/TOWN

STOWE

STATE

VT

ZIP CODE

05672

CONTACT PERSON

WALTER O'BRIEN

TRADE LICENSE # (if applicable)

NA

TELEPHONE #

802 760 8227

THE PERMITS ATTACHED TO THE APPLICATIONS MUST BE SIGNED AND PAID FOR WITHIN THREE
BUSINESS DAYS OR THE PERMIT WILL BE PULLED AND CANCELLED.
I further certify that this document has been examined by me, and is, to the best of my knowledge and belief, true, correct, and complete.

DO NOT SEND PAYMENT WITH YOUR PERMIT APPLICATIONS

SIGN HERE ►

Signature of Owner or Authorized Representative

Contractor Title

4/23/12
Date



Department of Public Works

BUILDING PERMIT

645 Pine Street, Suite A

P.O. Box 849, Burlington, VT 05402

Telephone (802) 863-9094/ Fax (802) 863-0466

Working Together for Burlington - Preserving, Improving our Community

Permit No: 2014 194840 00000

Fees

\$48.8

Admin Fees

\$0.0

Recording Fees

\$10.0

\$58.8

Date: 10/15/2014

Street Address: 17 HENRY ST

Estimated Cost \$ 5,750

Construction Starting Date: 10/15/2014

Owner

JILL BOARDMAN

17 HENRY ST

Burlington, VT 05401

Tel No: (802) 000-0000

Owner/
Contractor

JILL BOARDMAN

17 HENRY ST

Burlington, VT 05401

Tel No: (802) 000-0000

DESCRIPTION OF WORK CODE ID: Roofing

Replace rolled roofing with new rolled roofing. Repairs to rear porch caused by fallen tree, all repairs in kind.

CONDITIONS OF PERMIT: All work performed by the applicant shall comply with the codes and ordinances of the City of Burlington. This permit authorizes the applicant to proceed with the work described above in accordance with these codes. This permit shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes. The applicant must contact the department to schedule inspections of the work and obtain final project approval.

APPLICANT SIGNATURE:

Jill Boardman

LICENSE #:

- ☐ CALL FOR FOUNDATION INSPECTION
- ☐ CALL FOR ROUGH FRAMING OR ROUGH-IN INSPECTION
- ☒ CALL FOR FINAL INSPECTION
- ☐ A BUILDING CERTIFICATE OF OCCUPANCY IS REQUIRED
- ☐ A ZONING CERTIFICATE OF OCCUPANCY IS REQUIRED
- ☐ LEAD SAFE PRACTICES REQUIRED

Inspector

Date

10-15-14

645 Pine St

E



802-863-9094



BUILDING (BP)/STRUCTURAL PERMIT APPLICATION

TO BE COMPLETED BY ALL PERSONS SEEKING A PERMIT FOR CONSTRUCTION WITHIN THE CITY LIMITS PURSUANT TO
CHAPTERS 8 CODES OF ORDINANCES. (SEE INSTRUCTIONS ON BACK BEFORE COMPLETING)

www.burlingtonvt.gov/dpw

IDENTIFICATION

Please Print or Type

JOB SITE LOCATION: STREET NUMBER AND STREET ADDRESS

17 Henry St

PROPERTY OWNER NAME

Jill M. BOARDMAN - PO Box 1224 STOWE, VT 05672

PROPERTY OWNER'S ADDRESS (IF DIFFERENT FROM JOB SITE LOCATION)

PERMIT TYPE (PLEASE CHECK ALL THAT APPLY)

- ☐ NEW CONSTRUCTION ☐ SINGLE FAMILY ☐ MULTIFAMILY ☐ COMMERCIAL
☐ REMODELING ☐ DEMOLITION ☐ ASBESTOS ☐ SIDING ☒ ROOFING ☐ FENCE
☒ OUT BUILDING ☐ OBSTRUCTION PERMIT ☐ OTHER

HAVE YOU ATTACHED CONSTRUCTION PLANS?

- ☐ YES
☒ NO

SUB-TRADES (PLEASE CHECK ALL THAT APPLY TO THIS PROJECT)

- ☐ ELECTRICAL (EP) ☐ HVAC / MECHANICAL (MP) ☐ FIRE ALARM (AL)
☐ PLUMBING (PP) ☐ SPRINKLER (SS) ☐ SUPPRESSION (SU)

HAVE YOU OBTAINED A ZONING PERMIT

- ☐ YES - Zoning Permit #
☒ NO

DESCRIPTION OF YOUR WORK

CONSTRUCTION PLANS / SPECIFICATIONS REQUIRED **

Replace old rolled Asphalt roof with a new rolled
Asphalt roof
Back Porch Roof

CONTRACTORS BUSINESS NAME

DAVE O'CONNOR

DATE CONSTRUCTION WORK WILL BEGIN

10/15/14

ESTIMATED COST OF PROJECT
DO NOT INCLUDE SUBTRADES COST

\$17500 + 400 = 57500

CONTRACTOR ADDRESS (IF DIFFERENT FROM PROPERTY ADDRESS)

Goeltz Rd

CITY/TOWN

Winstown

STATE

VT

ZIP CODE

05661

CONTACT PERSON

Jill M. BOARDMAN

TELEPHONE #

802-793-0223

EMAIL

JBOARDMAN@MORRISWITZER.CO

THE PERMITS ATTACHED TO THE APPLICATIONS MUST BE SIGNED AND PAID FOR WITHIN THREE
BUSINESS DAYS OR THE PERMIT WILL BE PULLED AND CANCELLED.

further certify that this document has been examined by me, and is, to the best of my knowledge and belief, true, correct, and complete.

DO NOT SEND PAYMENT WITH YOUR PERMIT APPLICATIONS

SIGN HERE

Signature of Owner or Authorized Representative

Husband

Title

10/14/14



Department of Public Works

ELECTRICAL PERMIT

645 Pine Street, Suite A

P.O. Box 849, Burlington, VT 05402

Telephone (802) 863-9094/ Fax (802) 863-0466

Working Together for Burlington - Preserving, Improving our Community

Permit No: 2014 195485 00000

Fees

\$20.0

Admin Fees

\$0.0

Recording Fees

\$10.0

\$30.0

Date: 10/31/2014

Street Address: 17 Henry ST

Estimated Cost \$750.00

Construction Starting Date: 10/31/2014

Owner

Tel No: (802)000-0000

JILL BOARDMAN

17 HENRY ST

BURLINGTON, VT05401

Electrical
Contractor

HEGEMAN ELECTRIC

MARK BURNHAM

16 GAUTHIER DR

ESSEX JUNCTION, VT05452

Tel No: (802)879-7397

DESCRIPTION OF WORK

CODE ID: General Wiring

INew underground power (to replace current overhead) to garage/out bldg. (120 V, 20A)
All work to be performed per city code of ordinances and the 2014 NEC as currently
adopted by the State.

CONDITIONS OF PERMIT: All work performed by the applicant shall comply with the codes and ordinances of the City of Burlington. This permit authorizes the applicant to proceed with the work described above in accordance with these codes. This permit shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes. The applicant must contact the department to schedule inspections of the work and obtain final project approval.

APPLICANT SIGNATURE: *Mike Burnham*

LICENSE #: *Em-3237*

- ☒ CALL FOR ROUGH INSPECTION
- ☒ CALL FOR FINAL INSPECTION

Inspector *T. Hennessy*

Date *11-3-14*



ISD
2

ELECTRICAL PERMIT APPLICATION

TO BE COMPLETED BY ALL PERSONS SEEKING A PERMIT FOR CONSTRUCTION WITHIN THE CITY LIMITS PURSUANT TO
CHAPTERS 8 CCDE OF ORDINANCES. (SEE INSTRUCTIONS ON BACK BEFORE COMPLETING)
www.dpw.ci.burlington.vt.us

IDENTIFICATION

Please Print or Type

JOB SITE LOCATION: STREET NUMBER AND STREET ADDRESS

17 Henry St.

PROPERTY OWNER NAME

Jill Boardman

PROPERTY OWNER'S ADDRESS (IF DIFFERENT FROM JOB SITE LOCATION)

Same

REQUIRED

BUILDING PERMIT NUMBER 14-194840

(IF APPLICABLE, FOR THIS PROJECT)

PERMIT TYPE (CHECK ALL THAT APPLY)

- ☐ GENERAL ELECTRICAL ☒ ELECTRICAL MAINTENANCE
☐ ELECTRICAL CONTROL WIRING ☐ FIRE ALARM
☐ OTHER

HAVE YOU OBTAINED A ZONING PERMIT (IF APPLICABLE)

- ☐ YES (Please Attach Copy of Permit)
☐ NO

DESCRIPTION OF YOUR WORK

New underground power
to out building 120V/20A.

CONTRACTOR NAME (IF DIFFERENT FROM PROPERTY OWNER)

Hegeman Electric Inc.

DATE CONSTRUCTION WORK WILL BEGIN

11-11-14

ESTIMATED COST OF PROJECT

\$750.

CONTRACTOR ADDRESS (IF DIFFERENT FROM PROPERTY ADDRESS)

16 Gauthier Dr.

CITY/TOWN

Essex Jct.

STATE

Vt.

ZIP CODE

05452

CONTACT PERSON

Mark Burnham

TRADE LICENSE # (if applicable)

EW-3237

TELEPHONE #

879-7397

THE PERMITS ATTACHED TO THE APPLICATIONS MUST BE SIGNED AND PAID FOR WITHIN THREE
BUSINESS DAYS OR THE PERMIT WILL BE PULLED AND CANCELLED.

I further certify that this document has been examined by me, and is, to the best of my knowledge and belief, true, correct, and complete.

DO NOT SEND PAYMENT WITH YOUR PERMIT APPLICATIONS

SIGN HERE ►

Mark Burnham President

Signature of Owner or Authorized Representative

Title

10-30-14

Date

ISD-1(0808) After you complete this form, mail it to: Inspection Services Division, DPW, Box 849, Burlington, VT 05402-0849; or fax to: 863-0466



Department of Public Works

ELECTRICAL PERMIT

645 Pine Street, Suite A

P.O. Box 849, Burlington, VT 05402

Telephone (802) 863-9094/ Fax (802) 863-0466

Working Together for Burlington - Preserving, Improving our Community

Permit No: 2014 196539 00000

Fees

\$20.0

Admin Fees \$0.0

Recording Fees \$10.0

\$30.0

Date: 12/4/2014

Street Address: 17 Henry ST

Estimated Cost \$750.00

Construction Starting Date: 12/4/2014

Owner

Tel No: (802)000-0000

JILL BOARDMAN

17 HENRY ST

BURLINGTON, VT05401

Electrical
Contractor

HEGEMAN ELECTRIC

MARK BURNHAM

16 GAUTHIER DR

ESSEX JUNCTION, VT05452

Tel No: (802)879-7397

DESCRIPTION OF WORK

CODE ID: Garage

Rewiring of garage including lights, GFCIs, switches with NM cable. All work to be performed per the City Code of Ordinances and the 2014 NEC as adopted by the State of Vermont.

CONDITIONS OF PERMIT: All work performed by the applicant shall comply with the codes and ordinances of the City of Burlington. This permit authorizes the applicant to proceed with the work described above in accordance with these codes. This permit shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes. The applicant must contact the department to schedule inspections of the work and obtain final project approval.

APPLICANT SIGNATURE: Mark Burnham

LICENSE #: EM-3237

- ☒ CALL FOR ROUGH INSPECTION
- ☒ CALL FOR FINAL INSPECTION

[Signature]
Inspector

Date

12/4/14



ISD
2

ELECTRICAL PERMIT APPLICATION

TO BE COMPLETED BY ALL PERSONS SEEKING A PERMIT FOR CONSTRUCTION WITHIN THE CITY UNITS PURSUANT
CHAPTERS 8 CODE OF ORDINANCES. (SEE INSTRUCTIONS ON BACK BEFORE COMPLETING)
www.dpw.ci.burlington.vt.us

IDENTIFICATION

Please Print or Type

JOB SITE LOCATION: STREET NUMBER AND STREET ADDRESS

172 Henry St

PROPERTY OWNER NAME

Jill Boardman

PROPERTY OWNER'S ADDRESS (IF DIFFERENT FROM JOB SITE LOCATION)

Same

REQUIRED

BUILDING PERMIT NUMBER

14-194840

(IF APPLICABLE, FOR THIS PROJECT)

PERMIT TYPE (CHECK ALL THAT APPLY)

- ☐ GENERAL ELECTRICAL ☒ ELECTRICAL MAINTENANCE
☐ ELECTRICAL CONTROL WIRING ☐ FIRE ALARM
☐ OTHER

HAVE YOU OBTAINED A ZONING PERMIT (IF APPLICABLE)

- ☐ YES (Please Attach Copy of Permit)
☒ NO

DESCRIPTION OF YOUR WORK

Re-wiring of garage and to include
gfcis, single pole switches with NM cable.

CONTRACTOR NAME (IF DIFFERENT FROM PROPERTY OWNER)

Hegeman Electric Inc.

DATE CONSTRUCTION WORK WILL BEGIN

12-29-14

ESTIMATED COST OF PROJECT

\$150.00

CONTRACTOR ADDRESS (IF DIFFERENT FROM PROPERTY ADDRESS)

16 Gauthier Drive

CITY/TOWN

Essex Jct.

STATE

VT

ZIP CODE

05452

CONTACT PERSON

Mark Burnham

TRADE LICENSE # (if applicable)

EM-3237

TELEPHONE #

879-7397

**THE PERMITS ATTACHED TO THE APPLICATIONS MUST BE SIGNED AND PAID FOR WITHIN THREE
BUSINESS DAYS OR THE PERMIT WILL BE PULLED AND CANCELLED.**

I further certify that this document has been examined by me, and is, to the best of my knowledge and belief, true, correct, and complete.

DO NOT SEND PAYMENT WITH YOUR PERMIT APPLICATIONS

SIGN HERE ▶

Mark Burnham

Signature of Owner or Authorized Representative

President

Title

12-4-14

Date

ISD-1(0809) After you complete this form, mail it to: Inspection Services Division, DPW, Box 849, Burlington, VT 05402-0849; or fax to: 863-0466

14-196530



Department of Public Works
PLUMBING PERMIT

645 Pine Street, Suite A
P.O. Box 849, Burlington, VT 05402

Telephone (802) 863-9094/ Fax (802) 863-0466

Working Together for Burlington - Preserving, Improving our Community

Permit No: 2016 217157 00000 PP

Fees	
	\$20.0
Admin Fees	\$0.0
Recording Fees	\$10.0
	\$30.0

Date: 1/19/2016

Street Address: 17 HENRY ST

Estimated Cost \$ 1,600

Construction Starting Date: 1/19/2016

Owner

Tel No: (802) 000-0000

JILL BOARDMAN
17 HENRY ST
Burlington, VT 05401

Plumbing
Contractor

E & M Mechanical Inc
Joe Eddy
41 COMMERCE AVE
South Burlington, VT 05403

Tel No: (802) 658-1222

DESCRIPTION OF WORK

CODE ID: General Plumbing

Freeze damage repairs

CONDITIONS OF PERMIT: All work performed by the applicant shall comply with the codes and ordinances of the City of Burlington. This permit authorizes the applicant to proceed with the work described above in accordance with these codes. This permit shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes. The applicant must contact the department to schedule inspections of the work and obtain final project approval.

APPLICANT SIGNATURE: _____

LICENSE #: _____



CALL FOR ROUGH-IN INSPECTION



CALL FOR FINAL INSPECTION

Inspector

Date



ISD
3

21715+

E

**PLUMBING (PP)
PERMIT APPLICATION**

TO BE COMPLETED BY ALL PERSONS SEEKING A PERMIT FOR CONSTRUCTION WITHIN THE CITY LIMITS PURSUANT TO CHAPTERS 8 CODE OF ORDINANCES, (SEE INSTRUCTIONS ON BACK BEFORE COMPLETING)
www.burlingtonvt.gov/dpw

IDENTIFICATION

Please Print or Type

JOB SITE LOCATION: STREET NUMBER AND STREET ADDRESS

17 Henry St

PROPERTY OWNER NAME

Jill Boardman

PROPERTY OWNER'S ADDRESS (IF DIFFERENT FROM JOB SITE LOCATION)

356 West Shaw Hill Rd. Stowe

REQUIRED

BUILDING PERMIT NUMBER

(IF APPLICABLE, FOR THIS PROJECT)

PERMIT TYPE (CHECK ALL THAT APPLY)

☒ GENERAL PLUMBING

☐ OTHER

HAVE YOU OBTAINED A ZONING PERMIT (IF APPLICABLE)

☐ YES (Please Attach Copy of Permit)

☐ NO

DESCRIPTION OF YOUR WORK

Repaired frozen/burst water lines

Replaced cracked toilet and hose bibb

checked all fixtures

CONTRACTOR NAME (IF DIFFERENT FROM PROPERTY OWNER)

E+M Mechanical Inc

DATE CONSTRUCTION WORK WILL BEGIN

ASAP

ESTIMATED COST OF PROJECT

\$ 1600.00

CONTRACTOR ADDRESS (IF DIFFERENT FROM PROPERTY ADDRESS)

41 Commerce Ave Ste 1

CITY/TOWN

South Burlington

STATE

VT

ZIP CODE

05403

CONTACT PERSON

Joe Eddy

TRADE LICENSE # (if applicable)

PM 1893

TELEPHONE #

802 658-1222

THE PERMITS ATTACHED TO THE APPLICATIONS MUST BE SIGNED AND PAID FOR WITHIN THREE BUSINESS DAYS OR THE PERMIT WILL BE PULLED AND CANCELLED.

I further certify that this document has been examined by me, and is, to the best of my knowledge and belief, true, correct, and complete.

DO NOT SEND PAYMENT WITH YOUR PERMIT APPLICATIONS

SIGN HERE ▶

Signature of Owner or Authorized Representative

Office Manager

Title

1/13/16

Date



OFFICE OF THE ASSESSOR

City of Burlington

City Hall, Room 17, 149 Church Street, Burlington, VT
P (802) 865-7114 * www.burlingtonvt.gov/Assessor

#2

introduce

Bergman

Affidavit

NOW COMES Kim Kellington, Deputy Assessor for the City of Burlington, Affiant, and after being duly sworn on oath, deposes and says:

1. I have reviewed the Assessor's Office historical paper files for 17 Henry Street. The 1985 lister data card identifies the attic to be unfinished. The 1993/1994 lister cards identified the attic to be unfinished. (See attached copies of lister cards). The 2005 lister card and materials submitted in association with an appeal of the 2005 reappraisal value identify the attic as finished. There are no printed Assessor data files with listing data for the property between the 1993/1994 and 2005. I also reviewed all of the Assessor Office computer database files containing data specific to 17 Henry Street. The listing data identifies a finished attic over the two story section of the house. This listing data was generated in 2005, as part of the Citywide reappraisal. In conjunction with the reappraisal, the data indicates an interior inspection of the building was conducted by the reappraisal contractor on 10/30/2004. The attic has continued to be listed as finished since the reappraisal to the present. There is no data prior to the reappraisal date within the computer database files pertaining to the extent of finish within the attic.
2. If the Assessor's Office finds a discrepancy between its listed data for attic finish in any given property and what is observed during an inspection, we change the listing data to reflect what is found. We do not typically notify other City departments to alert them of the change and do not inquire into the legality of the change. We merely reflect what we find.
3. The Assessor's Office does update listing data when it receives notice that building improvement permits were issued by the Public Works Department or when zoning permits were issued by the Planning and Zoning Department. No permits pertaining to finishing the attic are on file in the Assessor's Office prior to the 2004 reappraisal inspection and no such permits were found in the computer database for the years since 2004.

Dated this 12th day of May, 2017 at Burlington, Vermont.

Kim Kellington, Deputy Assessor, City of Burlington

Subscribed and sworn to before me at Burlington, Vermont this th 12 day of May, 2017

Notary Public,

2/10/2019
My commission expires

02

5	12	OP
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BASE AREA				STORIES				WTYP				ATTIC • BASEMENT • CRAWL				
10								2				54	ASIZ		57	AFIN
11												55	BSIZ	4	58	BFIN
12												56	CSIZ	2	59	BREC
13																

SPECIAL FEATURES • COST REFINEMENTS • AUXILIARY IMPROVEMENTS							
BUDG.	FEATURE	UNIT OF MEASURE		TYPE	GRADE	CONC.	NOT
02	D GARG	30	29	19			
10							
11							
12							
13							
14							

VISIT HISTORY				
DATE	R	I	C	I.D.
4-24-84	R			913
6				
6				
7				
8				

THIS SIGNATURE ONLY ACKNOWLEDGES A VISIT BY A DATA COLLECTOR. IT DOES NOT AGREE WITH THE ITEMS DESCRIBED HEREON.

S ☐ R ☐

[Signature]

10	12	6	12	13	13	24	6	16	08
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THIS SIGNATURE ONLY ACKNOWLEDGES A VISIT BY A DATA COLLECTOR. IT DOES NOT
AGREEMENT WITH THE TERMS DESCRIBED HEREON.

[illegible]

**City of Burlington, Vermont
Property Value Grievance Application**

2005-2006 Tax Year Appeal

Appeal # 2005-R10602-017

Applicants Name: Deborah Wood Olsen ~~Olsen~~

Applicants Address: 17 Henry Street

City: Burlington

State, Zip Vermont 05401

Phone (Home): 802/865-7856

Phone (Business): 802/846-7838

Property Location: 17 Henry Street

Account #: 045-1-242-000

Current Appraised Value:

\$301,300

Applicant's Proposed Appraised Value:

Location/Proximity:

Date of Sale:

Sale Price:

Lot Size:

Building Size:

Building Style:
(Cape, Ranch, etc.)

of Baths:

Finished Basement:

Garage(# Cars,
Detach/Attach):

1915 Your Property Address	1996 Comparable Sale #1	Comparable Sale #2	Comparable Sale #3
17 Henry Street	49 WARD	51 MONROE	43 ISHAM
4900 49 x 100	5150 100	4942	4980
1300 1600 1004	1228	1600	1758
2 sty	2 sty	2 sty	2 sty
1.5	1.5	1.5	2
270 # NO NO	560 # ?	800 # ?	400 # YES 670
1 car det.	NO	NO	1 car det.

Owner's Signature:

Print name:

Deborah W. Olsen Deborah W. Olsen

Co-Owner's Signature:

Print name:

N/A

Mailing Address:

City, State, Zip Code:

Phone number:

17 Henry St. B
Burlington, VT 05401

Representative's

Signature:

Mailing Address

Phone number:

Print name:

N/A

BASIS FOR OPINION:

Please provide a brief statement of why you feel your appraisal is incorrect. Use the area below to outline what the basis of your position is and what the basis of your proposed appraised value is.

#1 Mistakes on assessor's card: Basement under house center only - 270 ^{sq} ft
and not concrete
Garage is 1 car and unstable
Location - Adjacent to commercial business and surrounded by
multiparty rental properties
Comparables from Assessor's Computer - Larger & younger, but
assessed lower
Sale - cash sale - no appraisal * Make data corrections on sheet
Owner cost \$275,000 and property - revalue

Thank you for assisting the Board of Assessors in the appeal process.
Please submit this document and other helpful information to:

The Board of Assessors
Assessors Office
City Hall, Room 17
Burlington, VT 05401

If you have questions please call the Assessors Office between 8:30 and 4:00, Monday through Friday at 802-865-7114.

Recommendation of the Board of Assessor:

Denied:

X

Denied with
adjustment:

New Value:

\$277,600

Granted:

Other:

Previous Value:

\$301,300

Reasons:

Made data changes and revalued

Signed:

Chairman

Member

Member

ATK
6/28/05

**City of Burlington, Vermont
Property Value Grievance Application**

2005-2006 Tax Year Appeal

Appeal # 2005-R10602-017

Applicants Name: Deborah Wood-Olsen

Applicants Address: 17 Henry Street

City: Burlington

State, Zip Vermont 05401

Phone (Home): 802/865-7856

Phone (Business): 802/846-7838

Property Location: 17 Henry Street

Account #: 045-1-242-000

Current Appraised
Value:

Applicant's Proposed
Appraised Value:

	Your Property Address	Comparable Sale #1	Comparable Sale #2	Comparable Sale #3
Location/Proximity:	17 Henry Street			
Date of Sale:				
Sale Price:				
Lot Size:				
Building Size:				
Building Style: (Cape, Ranch, etc.)				
# of Baths:				
Finished Basement:				
Garage(# Cars, Detach/Attach):				

Owner's Signature: _____

Print name: _____

Co-Owner's Signature: _____

Print name: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone number: _____

Representative's

Print name: _____

Signature: _____

Mailing Address _____

Phone number: _____

PARCEL ID	045-1-242-000	045-1-242-000	044-2-072-000	043-3-086-000	045-1-295-000
ST NO	17	17	51	49	43
STREET	HENRY ST	HENRY ST	MONROE ST	WARD ST	ISHAM ST
SALE DATE	N/A	12/08/04	02/25/05	07/22/04	01/07/05
SALE PRICE	N/A	297900	300000	205000	280000
TIME ADJ	N/A	0	0	0	0
LAND USAGE	R1	R1	R1	R1	R1
LAND AREA	0.112	0.112	0.113	0.118	0.114
NEIGHBORHOOD	260	260	210	210	210
LAND ADJ	N/A	0	33100	32300	33000
BUILDING TYPE	OLD STYLE	OLD STYLE	OLD STYLE	OLD STYLE	OLD STYLE
GROSS AREA	2633	2633	3466	1912	3320
FINISHED AREA	1004.4	1004.4	1600	1228	1757.6
SIZE ADJ	1.59562	1.59562	1.10000	1.41433	1.16896
UNITS #	1	1	1	1	1
STORY HEIGHT	2.5	2.5	2.5	2	2.5
YEAR BUILT	1915	1915	1902	1996	1920
CONDITION	AV	AV	AV	AV	AV
GRADE	G	G	A	A-	A
ROOMS	0	0	0	0	0
BEDROOMS	0	0	0	0	0
BATHS	1	1	1	1	2
HALF BATHS	1	1	1	1	0
EXTERIOR WALLS	ALUMINUM	ALUMINUM	BRICK	VINYL	ALUMINUM
INTERIOR WALLS	PLASTER	PLASTER	PLASTER	DRYWALL	PLASTER
FLOOR TYPE	CARPET	CARPET	CARPET	CARPET	HARDWOOD
HEAT FUEL	GAS	GAS	GAS	GAS	GAS
HEAT TYPE	HOT WATER	HOT WATER	HOT AIR	HOT WATER	HOT AIR
AIR CONDITION %	1.0197	1.0197	1.060794	1.004	1.024799
CONSTRUCTION ADJ	0	0	0	0	0
BASEMENT GARAGES	0	0	0	0	0
FIREPLACES	0	0	0	0	0
SEFI VALUE	4900	4900	4942	5150	4980
BUILDING ADJ	N/A	0	12800	4200	7200
YARD ITEM ADJ	N/A	0	0	0	0
TOTAL ADJ	N/A	0	45900	36500	40200
RATING	N/A	90.50	81.50	81.20	81.10
ADJ SALE PRICE	N/A	\$297,900	\$345,900	\$241,500	\$320,200

INDICATED VALUE: \$301,300 MARKET ADJ COST: \$263,100

AVERAGE RATING: 83.57

[illegible]

Garage in
Pool
DAND
F&F

15

Remove from
Sketch - put
in hand item
due to condition

[illegible]

Rate - AV		Underpin Value		SUB AREA DETAILS			
				Sub Area	% Usbl	Descrip	% Type
19,850		13,935					
34,740		19,140					
89,330		45,020					
59,550		18,008					
99,250		19,652					
19,600		3,018					
14,000		280					
Total:		119,053					
2633	FinArea	1004					

AssessPro Patriot Properties

Burlington Department of Public Works Commission Meeting
Draft Minutes, 17 May 2017
645 Pine Street

Commissioners Present: Robert Alberly; Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (Clerk); Solveig Overby; Jeff Padgett (Chair); Justine Sears. **Commissioners Absent:** None.

Item 1 – Call to Order – Welcome – Chair Comments

Chair Padgett calls meeting to order at 6:32pm and makes opening comments.

Item 2 – Agenda

Commissioner Overby requests moving Consent Agenda Item C to Agenda Item 4.1 and is seconded by Vice Chair Archambeau.

Action taken: motion approved;

“Ayes” are unanimous.

Item 3 – Public Forum (3 minute per person time limit)

Peter Hartwell, Ward 2 business owner, speaks on Agenda Item 4.1.

Caryn Long, Ward 1, speaks on stop sign requests and impacted lot coverage.

Brian Fleisher, Ward 2 landlord, speaks on Hickok Pl parking near the Burlington Health & Rehab Center, right-on-red signage, and street and sidewalk work done on Hickok Pl with Senior Assistant City Attorney Gene Bergman and City Engineer and Assistant Director for Technical Services Norm Baldwin responding

Diane McCarthy, Ward 4, speaks on curb cuts with Engineer Baldwin responding.

Item 4 – Consent Agenda

A. Traffic Status Report

B. No Turn on Red Sign at Manhattan Dr. & Parks Street

D. 15 Minute Parking Space at 222 Elmwood Ave

Commissioner Barr makes motion to accept altered Consent Agenda and is seconded by Vice Chair Archambeau.

Action taken: motion approved.

“Ayes” are unanimous.

Item 4.1 – CarShare Parking Space at 175 North Winooski Ave

A) Staff Communication

B) Commission Questions

Chair Padgett, Vice Chair Archambeau, and Commissioners Barr, Overby, and Sears ask questions on Item 4.1 with Operations Manager of CarShare Vermont John Shumaker answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Vice Chair Archambeau to deny staff’s recommendation: spaces designated as residential parking at all times for the use of car share vehicles only: On the west side of North Winooski Avenue, in the space approximately two-hundred fifteen (215) feet north of the intersection of North Winooski Avenue and North Street.

Seconded by Commissioner Alberly.

Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioners Alberly, Overby and Sears and Director Spencer talk of Item 4.1.

Action taken: motion approved;

Commissioner Alberly: Aye

Vice Chair Archambeau: Aye
Commissioner Barr: Nay
Clerk Gillman: Nay
Commissioner Overby: Nay
Chair Padgett: Aye
Commissioner Sears: Aye

Item 5 – 15-17 Henry Street Appeal

Director Spencer introduces and summarizes the appeal

A) Oral Presentation by Appellant Jill Boardman who presents her appeal, introducing the appellant's evidence packet concerning the 15-17 Henry Street appeal for the record.

B) Communication by Attorney Bergman and Senior Building Inspector Ned Holt, introducing the city's evidence packet concerning the 15-17 Henry Street appeal for the record with Ms. Boardman responding.

C) Commissioner Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioner Overby engage in discussion over Item 5 with Attorney Bergman, Inspector Holt, and Ms. Boardman responding.

C) Public Comment

Jamie Strotmeyer, Ward 1, speaks on Item 5 with Attorney Bergman responding, introducing "Office of the Assessor Affidavit" for the record.

Caryn Long, Ward 1, speaks on Item 5.

D) Motion made by Commissioner Overby to deny appeal.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 6 – Permit Reform

A) Staff Communication by Director Spencer who speaks on the city's permit reform process.

B) Commission Questions

Chair Padgett, Clerk Gillman, and Commissioners Barr and Overby ask questions on Item 6 with Director Spencer and Engineer Baldwin answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Overby to acknowledge acceptance of the report and support its intentions and goals.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 7 – Demonstration Project Permit Ordinance

A) Staff Communication by Senior Transportation Planner Nicole Losch who speaks on the city's draft ordinance on the permit process.

B) Commission Questions

Chair Padgett asks questions on Item 7 with Planner Losch answering.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

Item 8 – Approval of Draft Minutes of 1-18-17 & 4-19-17

Commissioner Barr makes motion to approve draft minutes of 1-18-17 and is seconded by Commissioner Overby.

Action take: motion approved;
Commissioner Alberry: Aye
Vice Chair Archambeau: *abstains*
Commissioner Barr: Aye
Clerk Gillman: Aye
Commissioner Overby: Aye
Chair Padgett: Aye
Commissioner Sears: *abstains*

Vice Chair Archambeau makes motion to accept draft minutes of 4-19-17 and is seconded by Commissioner Sears.

Action take: motion approved;
Commissioner Alberry: Aye
Vice Chair Archambeau: Aye
Commissioner Barr: *abstains*
Clerk Gillman: Aye
Commissioner Overby: Aye
Chair Padgett: *abstains*
Commissioner Sears: Aye

Item 9 – Director’s Report

Director Spencer reports on the FY’18 General Fund (GF) Budget’s presentation to the City Council on 18 May at 5pm; the department’s reliance on the GF decreasing as it has for 2 years; the construction season being fully underway; City Council approving a Public Information Manager position for DPW; the Water Division and Burlington Electric looking into district heating and an anaerobic digester at the City’s main wastewater treatment plant; and Castleton Polling Institute currently conducting the second round of the North Avenue Pilot survey. Chair Padgett asks about the decreased reliance on the GF with Director Spencer answering; Vice Chair Archambeau asks about survey costs and where they’re budgeted from with Director Spencer and Engineer Baldwin answering; Commissioner Overby asks about permit fees in conjunction with the reform process and the budget with Director Spencer and Engineer Baldwin answering.

Item 10 – Commissioner Communications

Chair Padgett comments on the Commission’s former authorities, including the reviewing of the departmental budget, and possibly talking to the City Council about restoring some former authorities and motorcycle parking downtown with Director Spencer and Engineer Baldwin responding; Commissioner Overby comments on the Downtown Transit Center with Director Spencer responding; Commissioner Barr comments on the sidewalk projects, the street line repainting, not having East Ave construction happen during UVM Graduation this weekend, and BikeShare getting on an upcoming meeting agenda with Director Spencer responding.

Item 11 – Executive Session: Director & City Engineer Annual Reviews

Motion made by Commissioner Alberry Barr to exit Executive Session and is seconded by Commissioner Overby.

Action taken: motion approved:
“Ayes” are unanimous.

Item 12 – Adjournment & Next Meeting Date – June 21, 2017

Motion to adjourn made by Commissioner Barr and seconded by Commissioner Sears.
Action taken: motion approved;
“Ayes” are unanimous.

Meeting adjourned at 9:35pm.

Burlington Department of Public Works Commission Meeting
Final Minutes, 17 May 2017
645 Pine Street

Commissioners Present: Robert Alberly; Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (Clerk); Solveig Overby; Jeff Padgett (Chair); Justine Sears. **Commissioners Absent:** None.

Item 1 – Call to Order – Welcome – Chair Comments

Chair Padgett calls meeting to order at 6:32pm and makes opening comments.

Item 2 – Agenda

Commissioner Overby requests moving Consent Agenda Item C to Agenda Item 4.1 and is seconded by Vice Chair Archambeau.

Action taken: motion approved;

“Ayes” are unanimous.

Item 3 – Public Forum (3 minute per person time limit)

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Caryn Long, Ward 1, speaks on stop sign requests and impacted lot coverage.

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Action taken: motion approved.

“Ayes” are unanimous.

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Chair Padgett, Vice Chair Archambeau, and Commissioners Barr, Overby, and Sears ask questions on Item 4.1 with Operations Manager of CarShare Vermont John Shumaker answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Vice Chair Archambeau to deny staff’s recommendation: spaces designated as residential parking at all times for the use of car share vehicles only: On the west side of North Winooski Avenue, in the space approximately two-hundred fifteen (215) feet north of the intersection of North Winooski Avenue and North Street.

Seconded by Commissioner Alberly.

Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioners Alberly, Overby and Sears and Director Spencer talk of Item 4.1.

Action taken: motion approved;

Commissioner Alberly: Aye

Vice Chair Archambeau: Aye
Commissioner Barr: Nay
Clerk Gillman: Nay
Commissioner Overby: Nay
Chair Padgett: Aye
Commissioner Sears: Aye

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C) Public Comment

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Caryn Long, Ward 1, speaks on Item 5.

D) Motion made by Commissioner Overby to deny appeal.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

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A) Staff Communication by Director Spencer who speaks on the city's permit reform process.

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Chair Padgett, Clerk Gillman, and Commissioners Barr and Overby ask questions on Item 6 with Director Spencer and Engineer Baldwin answering.

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E) Motion made by Commissioner Overby to acknowledge acceptance of the report and support its intentions and goals.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

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A) Staff Communication by Senior Transportation Planner Nicole Losch who speaks on the city's draft ordinance on the permit process.

B) Commission Questions

Chair Padgett asks questions on Item 7 with Planner Losch answering.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

Item 8 – Approval of Draft Minutes of 1-18-17 & 4-19-17

Commissioner Barr makes motion to approve draft minutes of 1-18-17 and is seconded by Commissioner Overby.

Action take: motion approved;
Commissioner Alberry: Aye
Vice Chair Archambeau: *abstains*
Commissioner Barr: Aye
Clerk Gillman: Aye
Commissioner Overby: Aye
Chair Padgett: Aye
Commissioner Sears: *abstains*

Vice Chair Archambeau makes motion to accept draft minutes of 4-19-17 and is seconded by Commissioner Sears.

Action take: motion approved;
Commissioner Alberry: Aye
Vice Chair Archambeau: Aye
Commissioner Barr: *abstains*
Clerk Gillman: Aye
Commissioner Overby: Aye
Chair Padgett: *abstains*
Commissioner Sears: Aye

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Item 11 – Executive Session: Director & City Engineer Annual Reviews

Motion made by Commissioner Alberry Barr to exit Executive Session and is seconded by Commissioner Overby.

Action taken: motion approved:
“Ayes” are unanimous.

Item 12 – Adjournment & Next Meeting Date – June 21, 2017

Motion to adjourn made by Commissioner Barr and seconded by Commissioner Sears.
Action taken: motion approved;
“Ayes” are unanimous.

Meeting adjourned at 9:35pm.