Burlington Planning Commission
149 Church Street
Burlington, VT 05401
Telephone: (802) 865-7188
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www.burlingtonvt.gov/pz

Burlington Planning Commission

Tuesday, March 12, 2019, 6:30 P.M.

City Hall, Conference Room 12, 149 Church Street

AGENDA

I. Agenda

II. Public Forum- Time Certain 6:30 p.m.

III. Chair Report

IV. Director's Report

V. Proposed CDO Amendment: Inclusionary Zoning Updates *(20 min)*

The Commission will receive a presentation from staff in CEDO & P&Z regarding recommended updates to the *Burlington Comprehensive Development Ordinance* regarding Inclusionary Zoning. These recommendations were forwarded by the City Council following a consultant's report, working group, and Council committees' review. Information related to this item is included in the agenda packet on pages 2-111.

Staff Recommendation: No action necessary. The Commission is invited to offer comments and ask questions in preparation for future discussions on this item.

VI. Proposed CDO Amendment ZA-19-08: Dwelling Unit *(10 min)*

The Commission will discuss a proposed amendment to the *Burlington Comprehensive Development Ordinance* regarding the definition of a dwelling unit. Information related to this item is included in the agenda packet on pages 112-114.

Staff Recommendation: Approve the municipal bylaw amendment report and warn the amendment for public hearing.

VII. Committee Reports

VIII. Commissioner Items

a. Next meeting is Tuesday, March 26, 2019

IX. Minutes & Communications

a. Minutes of the January 29, 2019 meeting on pages 115-118 of the agenda.
b. Draft *Joint Institutional Parking Management Plan 5-Year Update (JIPMP)* for discussion on March 26: https://www.burlingtonvt.gov/sites/default/files/Agendas/SupportingDocuments/CATMA%20JIPMP%20-%20DRAFT%20-%20190307.pdf

X. Executive Session

The Planning Commission will adjourn into an executive session to discuss personnel matters.

Staff Recommendation: Adjourn the regular meeting and convene an executive session.

XI. Adjourn

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Resolution Relating to

RECEIVING AND REFERRING THE RECOMMENDATIONS OF THE JOINT COMMUNITY DEVELOPMENT AND NEIGHBORHOOD REVITALIZATION COMMITTEE AND ORDINANCE COMMITTEE

RESOLUTION 5.0

Sponsor(s): Joint Committee: Community Development & Neighborhood Revitalization Committee, Ordinance Commit
Introduced: 12/17/18
Referred to:

Action: amended; adopted
Date: 12/17/18
Signed by Mayor: 12/20/18

CITY OF BURLINGTON

In the year Two Thousand Eighteen ....

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

That WHEREAS, on October 13, 2015, the City Council approved the Housing Action Plan (HAP) composed of 22 proposals "to help reduce the cost of housing in Burlington for all residents" including t proposal to "Consider Revisions to the Inclusionary Zoning (IZ) Ordinance to Better Meet Housing Goa Better Complement the Housing Trust Fund;" and

WHEREAS, the City's Community & Economic Development Office (CEDO) contracted with consultants czb, LLC who undertook an Evaluation of Inclusionary Zoning, the final report of which wa released in January 2017; and

WHEREAS, the City Council's Community Development and Neighborhood Revitalization (CD Committee and CEDO held initial public meetings related to the January 2017 IZ Report and discussed t best course of action to thoroughly evaluate the report, its findings, and suggestions; and

WHEREAS, the CDNR Committee (Councilors Colburn, Ayres, and Roof) and CEDO proposed formation of the IZ Working Group (IZWG) of subject-matter experts to take information from the Janu 2017 IZ Report, as well as any public comments on the report, and to review and make recommendation the Administration and City Council; and

WHEREAS, on April 17, 2017, the City Council approved the formation of the IZWG compose local experts as proposed by the CDNR Committee and they undertook a series of 13 meetings, beginnin September 14th, 2017, and including a public hearing on June 11th, 2018, to develop the set of recommendations provided herein; and

WHEREAS, at its July 16, 2018 meeting, the City Council accepted the IZWG report and referre recommendations in the IZWG report that were related directly to the Inclusionary Zoning Ordinance to joint committee comprised of two of the Council's standing committees, the Community Development a Neighborhood Revitalization Committee ("CDNR") and the Ordinance Committee, to identify any recommended changes to the City's Inclusionary Zoning Ordinance; and

WHEREAS, the Joint Committee met four times and identified recommended changes to not onl Burlington's Inclusionary Zoning Ordinance but also identified more general recommendations outside c direct ordinance change which it recommends should be referred to the CDNR Committee for further consideration, and also held a public hearing on its full slate of recommendations ("the Report") on Dece 11th, 2018 and referred same as its Report back to the full City Council;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby accepts the attached Rep the Joint Committee, and expresses its appreciation for their diligent and collaborative work on behalf of City; and

BE IT FURTHER RESOLVED that the City Council refers those recommendations specifically identified in the Report of the Joint Committee pertaining to ordinance changes to the Planning Commiss develop the recommended changes to Burlington's Inclusionary Zoning Ordinance and other relevant ordinance provisions as required, **with a requested report back no later than April 1, 2019; and**

BE IT FURTHER RESOLVED that the City Council refers the additional, more general recommendations of the Joint Committee Report (specifically identified for referral to the CDNR Comm in the Report) to the CDNR Committee, for further work with the Administration to evaluate and prioriti next steps for implementation of these Joint Committee recommendations.

lb/RWH/Resolutions 2018/Planning, CEDO – Receiving and Referring the Recommendations of the Joint Community Development & Neighborhood Revitalization Committee and Ordinance Committee
12/12/18 amended; adopted LO 12/17/18

* * * * * * * * * * * * *

DISTRIBUTION:

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

Planning Commission Members via Staffperson
CDNR Committee Members
City Attorney's Office, Linda Blanchard

Attest:

Lori Olberg
Licensing, Voting and Records Coordinator

* * * * * * * * * * * * *

ORIGINAL

RESOLUTION RELATING TO

Receiving And Referring The Recommendations Of The Joint Community Development And Neighborhood Revitalization Committee And Ordinance Committee

as amended

Adopted by the City Council

December 17, 20 18

Clerk

Approved 12-20, 2018

Mayor

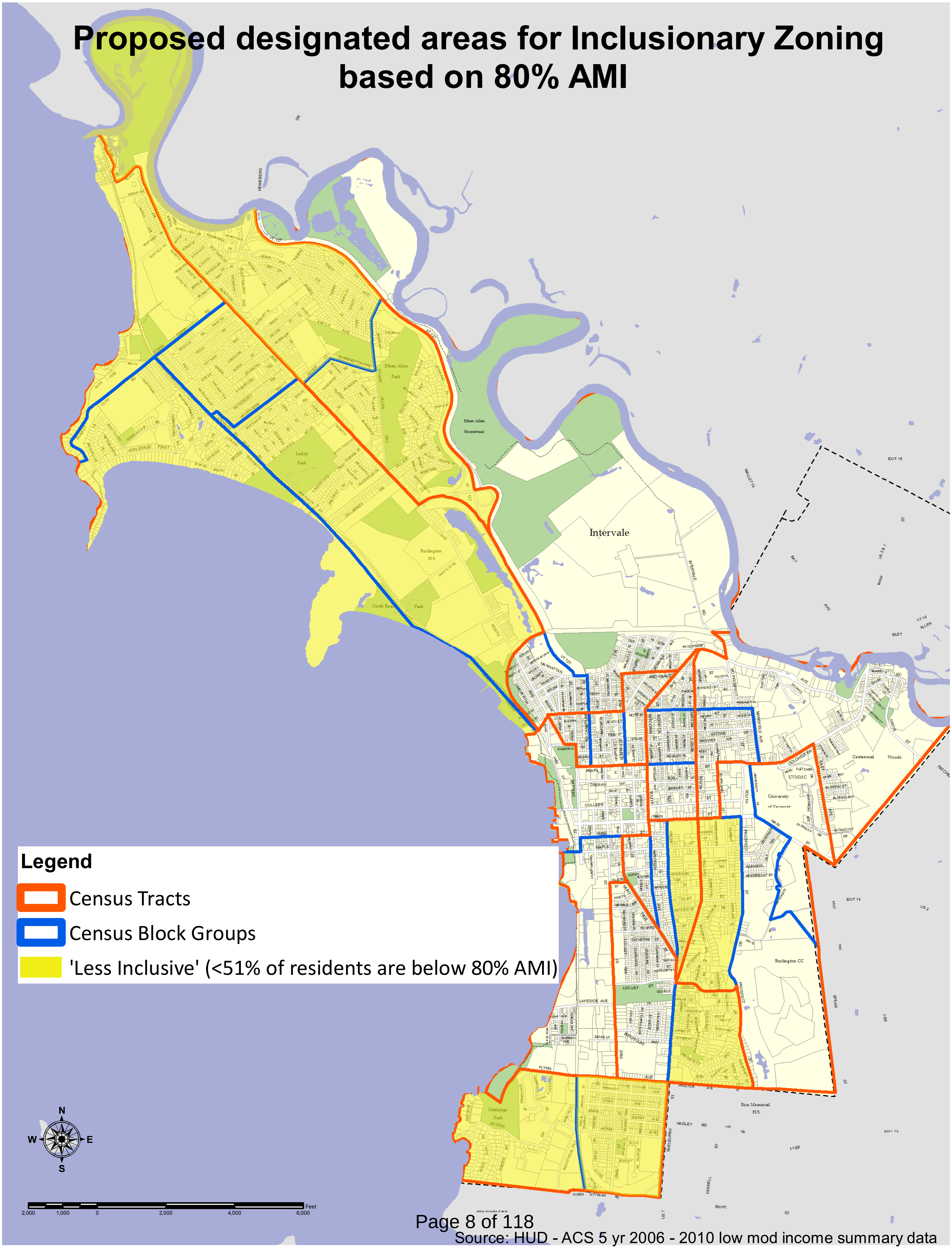
Vol. .... Page ....

Joint Ordinance and CDNR Committee Recommendations Summary Re: Inclusionary Zoning (IZ) 12/12/18				
#	**IZ Working Group Recommendation (does not contain consultant recommendation)**	**Description**	**Ordinance Change Required?**	**IZ Joint Committee Recommendation**
#1	**Maintain Development Threshold**	Maintain threshold for IZ applicability at 5 units; instead reduce payment in lieu for smaller projects (see #5.1).	No	Support IZWG recommendation as is.
#2	**Reduce IZ unit size restrictions, maintain comparability in all other aspects**	Reduce numerical minimum area for apartments AND allow an IZ unit to be as small as smallest unit in project.	Yes	Eliminate numerical standards for minimum area and replace with a requirement that IZ units be comparable to market rate units with a floor area no less than 90% of the average market rate units within the project of the same number of bedrooms.
#2.1		Reduce IZ unit minimum size for a bedroom to 100 sf.	Yes	Per above #2, eliminate numerical standards for minimum area.
#3	**Monitoring**	Ongoing efforts: IZ Inventory, Marketing IZ rental units, Training on IZ regulations, initial occupancy monitoring.	Yes	For the benefit of both the applicant and the administrator, IZ administration and monitoring should be transferred from the Housing Trust Fund (HTF) and its Manager to the new consolidated permitting and inspections department. This can be achieved by changing CDO Article 9.1.20 to allow the HTF and its Manager to designate this responsibility.
#4	**Provide Density bonuses by right**	Existing allowance (CDO Article 9.1.12) in the IZ ordinance for increased density must contain language to prevent DRB from limiting its use, making it by-right.	Yes	Add a qualification to Section 9.1.12 of the Inclusionary and Replacement Housing Ordinance to ensure the provision of the density allowance by-right, but still ensure opportunity for the DRB/DAB to seek other modifications to a project to address site and architecture design standards. This can be based on Section 14.6.4 of the planBTV Downtown Code.
#4.1		Density bonus in CDO Article 4.4.5 should be reviewed and if meaningful made by-right.	Yes	Support IZWG recommendation as is.
#4.2		Eliminate parking requirement for IZ units.	Yes	Support IZWG recommendation as is.
#4.3		IZ units should receive 100% waiver of fees (CDO Article 3.3.3).	Yes	Support IZWG recommendation as is.

Joint Ordinance and CDNR Committee Recommendations Summary Re: Inclusionary Zoning (IZ) 12/12/18				
#	IZ Working Group Recommendation (does not contain consultant recommendation)	Description	Ordinance Change Required?	IZ Joint Committee Recommendation
#5	**Lower the Payment in Lieu Fee- make payment correspond to scale of project and geography of inclusion**	Proposed that in census block groups where less than 51% of the residents are below 80% HUD Area Median Income ('less inclusive' areas) Payment in Lieu not be allowed at certain project scales (see #5.1) because these areas are in need of more inclusion. See attached map.	Yes	Support IZWG recommendation as is.
#5.1		(5- 16 units) $35,000 / unit - allowed citywide except waterfront (17-49 units) $70,000 / unit - not allowed in 'less inclusive' areas or waterfront (50+ units) $85,000 / unit - not allowed in 'less inclusive' areas or waterfront	Yes	Support IZWG recommendation for the payment in lieu fee structure but apply a marginal fee approach: Using the same fees ($35k/$75k/$85k) and bands (5-16/17-49 /50+) as proposed, step up the fees for the marginal units above the last threshold. For example, under this method, a 17-unit project would pay a total of $140,000 ($35,000 for each of the first two IZ units and $70,000 for the third), rather than $210,000 ($70,000 for all three units).
#6	**Offer a less restrictive off-site option**	IZ units should be allowed off-site by-right if the project is located in a designated area based on (#5.1).	Yes	Support IZWG recommendation as is.
#6.1		Remove 1.5 unit multiplier for IZ units required when exercising the off-site option which also applies to Payment in Lieu in order to clarify and simplify.	Yes	Support IZWG recommendation as is.
#7	**Adjust the sale price for owner-occupied units from 75% of AMI to 70% of AMI**	Reducing the price for IZ homeownership units would allow them to be more competitive with the market rate condo stock outside of Burlington that is similarly priced but has no shared equity restrictions on sale of unit.	Yes	Support IZWG recommendation as is.
#8	**Craft a funding plan that relies on local resources to boost production of affordable housing**	Coordinate with other housing initiatives including Housing Action Plan.	No	Referred to CDNR.
#9	**Achieve support for an affordable housing levy or bond from city voters**	Return the HTF levy to a full penny of the property tax. Consider housing bond potential.	No	Referred to CDNR.

Joint Ordinance and CDNR Committee Recommendations Summary Re: Inclusionary Zoning (IZ) 12/12/18				
#	**IZ Working Group Recommendation (does not contain consultant recommendation)**	**Description**	**Ordinance Change Required?**	**IZ Joint Committee Recommendation**
#10	**Maintain IZ rent target at 65% of AMI, reduce income eligibility threshold from 100% AMI to 80% AMI**	Keep the current IZ rent target price at 65% of AMI.	Yes	Support IZWG recommendation as is.
#10.1		Reduce the upper income eligibility for those who can qualify to rent an IZ unit to 80% AMI.	No	Maintain at the current 100% AMI upper income eligibility level.
#11	**Contribute levy resources to inclusionary homeownership**	PiL funds as well as any other new funding sources could be used for down payment assistance as part of a shared equity housing program in areas that lack inclusion.	No	Referred to CDNR.
#12	**Establish a per bed fee for purpose built college student housing that's not exempt from IZ**	Currently projects within an Institutional (I) zoning district developed by an educational institution for the exclusive residential use and occupancy by that institution's students are exempt from IZ. Establish a per bed fee as an alternative to the IZ unit requirement in cases where a development is built expressly as student housing (public or private), and rented to students, but not exempt under the current ordinance.	Yes	Develop ordinance language based on the terms that Champlain College met to satisfy the IZ requirement for the 194 Saint Paul project that included demonstrating that over 15% of the undergraduate population fall under 65% AMI on a yearly basis and a covenant to ensure compliance with article 9 in the unlikely event that the property ceases to be used for dedicated student housing. In cases where this standard cannot be met, the IZ requirement must be met on-site.
#13	**Identify and address factors that limit the creation and utilization of accessory units**	City Housing Action Plan - Review of Accessory Dwelling Units in progress.	No	Referred to CDNR.
	OTHER RECOMMENDATIONS OF THE IZWG PERTAINING TO INCLUSION			
#14	**Parking**	General parking reform efforts should include making on-site parking requirement based on the number of bedrooms rather than the number of units.	No	Referred to CDNR.
#14.1		Encourage developers to un bundle cost of parking from rent.	No	Referred to CDNR.
#15	**Infill Development**	PlanBTV: Comprehensive Plan update is in progress.	No	Referred to CDNR.
#16	**Income Standards**	the HUD AMI includes several counties and is not representative of Burlington, consider alternative standards.	No	The Joint Committee determined that HUD AMI should continue to be the income standard.

Proposed designated areas for Inclusionary Zoning based on 80% AMI



Source: HUD - ACS 5 yr 2006 - 2010 low mod income summary data

CITY OF BURLINGTON INCLUSIONARY ZONING WORKING GROUP (IZWG)

Final Recommendation Report

This report summarizes the IZWG process including background information as well as the resources and analysis used by the group. For the detailed recommendations of the IZWG see the IZWG Recommendations section.

7/11/18

https://www.burlingtonvt.gov/CEDO/IZWG

IZWG – Final Recommendation Report

Table of Contents

Introduction

This report summarizes the process and recommendations of the Inclusionary Zoning (IZ) Working Group (IZWG) that was formed in 2017 by a City Council resolution to thoroughly evaluate the Inclusionary Zoning Evaluation report (consultant's report), its findings, and suggestions in order to make recommendations to the Administration and City Council. The report is part of the City's Housing Action Plan (HAP) and was undertaken in 2016 by an urban policy consulting firm, czb, LLC, to provide the first detailed review of the City's 26-year-old Inclusionary Zoning policy.

The IZWG is composed of 10 local experts who work in housing in different capacities including government, nonprofit and for profit developers, and housing advocates:

1 City Council Member to serve as chair (Jane Knodell)
1 Representative from the Planning Commission (Bruce Baker)
2 For-Profit Developers (Erik Hoekstra, Eric Farrell)
2 Not-for-Profit Developers (Nancy Owens, Housing Vermont; Michael Monte, CHT)
2 Affordable Housing Advocates (John Davis, Brian Pine)
1 CEDO Director or designee (Noelle MacKay)
1 Planning & Zoning Director or designee (David White)

Over 6 months the IZWG met 11 times and established 2 subcommittees to review specific aspects of IZ and refine recommendations. The group reviewed each recommendation from the IZ Evaluation Report and considered other ideas related to inclusion. The IZ evaluation report laid out three paths of recommendations, with varying levels of complexity and impact; The first path representing a course of minor tinkering, the second path achieving a fully-functioning inclusionary zoning policy, and the third path leveraging local resources and a functional IZ policy to significantly boost the city's supply of affordable and market-rate housing.

Executive Summary

The committee's charge was to review the consultant's report recommendations, which were based on analysis of two decades of inclusionary projects including many recent and ongoing projects. The IZWG did not just respond to the consultant's report, but made recommendations based on their own experience and analysis. The robust discussion that resulted lead to several innovative ideas beyond those contained in the consultant's report. For example, while the report found IZ has been successful in creating socioeconomic integration, IZ units have been geographically concentrated in a few areas of the City, and thus geographic inclusion citywide became an overarching concern for the IZWG. This report includes recommendations for improving economic inclusion throughout the City.

The IZWG focused on four areas or levers that affect IZ policy:

Applicability: Should the law apply to all projects, or only some projects?

Quantity: How many affordable homes must be required?

Affordability: How should "affordable" be defined?

Other options: Can a developer meet the obligation in some way other than on-site affordable homes (payment in lieu, off-site affordable homes)?

Applicability

The consultant's report recommended increasing the number of units in a project that would trigger IZ (currently 5 units) because smaller projects have difficulty absorbing the associated costs. While the IZWG did acknowledge that the scale of a project does affect its ability to absorb the costs of IZ, the group decided to adopt a workable payment-in-lieu option for small projects instead of raising the threshold for IZ. This ensures that even small projects contribute to affordable housing.

Quantity

The IZWG determined that there be no change to the percentage of units required despite the consultant's recommendation to tie the quantity of units required to the level of affordability. The number of IZ units required would continue to be determined by the price of the market rate units and the location.

Affordability

IZ unit affordability has two components: the target rent/sale cost and the income eligibility of the residents. Currently the basis for these components is the HUD Area Median Family Income (AMI). The target rent/sale cost is currently set at a rate that is affordable for a household making 65% and 75% of AMI for rented and owner-occupied homes respectively. Currently income must be below 100% of AMI in order to be eligible for an IZ unit.

While the consultant's report recommended increasing the target rent cost up to 80% of AMI, the IZWG observed that there is a supply of market rate units affordable to households with incomes around 80% of AMI in Greater Burlington. Therefore, the IZWG recommends maintaining the rent cost at 65% where there is not an adequate supply of affordable rental housing. Owner-occupied units are different because they must compete with condos in and around Burlington that do not have restrictions on their resale as the IZ units do, therefore the IZWG recommends reducing the owner-occupied unit cost to 70% of AMI.

Payment in lieu

"Payment in lieu" means a developer makes a payment to the City's Housing Trust Fund instead of ("in lieu" of) creating on-site affordable units. Monies in the Housing Trust Fund are leveraged with other funding sources available to non-profit developers, and are used exclusively to support the creation or rehab of units that are permanently affordable to very low, low, and moderate income households. Currently the payment in lieu option requires approval of the Development Review Board as well as City Council, and it has not been used in 10 years as the per-unit cost is too high to be a true option. The consultant's report recommends reducing the payment in lieu fee and that it be made by right (that is, is not subject to discretion of a City board or official).

The IZWG recommends the adoption of a payment in lieu option that is either available by right, or not at all. Whether a project has a payment of lieu option depends on two factors:

- Size of project: if small, yes, and can be exercised anywhere in the City (except the waterfront)
- Location of project: if a medium or large project, can only be exercised on projects located in areas of the City that already have good economic integration (See proposed map). Otherwise, there is no payment in lieu option.

Due to the challenging economics of the IZ requirement for small projects, and given the significant fixed costs involved in developing new housing (costs that are about the same whether you are building 5 units or 50 units) the Payment in Lieu would be adjusted for the size of the project.

- A small project, defined as 5-16 units, would pay $35,000 per unit.
- A medium project, 17-49 units, would pay $70,000 per unit.
- A large project, 50 and more units, would pay $85,000 per unit.

Off-Site Units

Similar to the payment in lieu requirements, to accommodate IZ units off-site currently requires approval from the Development Review Board and the number of required units must be multiplied by 1.5. The IZWG agreed with the consultant's report recommendation to eliminate the 1.5 unit multiplier and allow off-site units by right based on location criteria similar to the payment in lieu – where projects in less inclusive areas must build the units on site.

Density Bonuses

The consultant's report observed that this is a "critical part of the current ordinance that has failed to function as intended." While the IZ ordinance currently includes an allowance for additional height and mass, it has rarely been realized through the Development Review Board process. Additionally, on-site parking requirements make it difficult to accommodate additional units with limited lot space. The IZWG recommends changes to ensure the density bonuses are in fact by right, and eliminating the parking requirement for IZ units.

Conclusion

While this summary contains the main components of the recommendations, there are other recommendations contained in this report not outlined in this summary pertaining to unit comparability, monitoring of compliance, and a funding plan to boost production of affordable housing to name a few. Please see the recommendations section for more details.

The recommendations of the IZWG have been the result of considerable time and effort outlined in this report, but are the starting point for a more robust public conversation about IZ. The process up until now has included the IZWG meetings, a public hearing, and a follow up meeting of the IZWG. Any contemplated changes to the ordinance will require additional public process, including, but not limited to, City Council, Ordinance Committee, and Planning Commission actions.

The IZWG also acknowledges that there are many aspects that affect the success of inclusionary zoning policy that cannot be addressed through the ordinance and associated policies alone. To that end the group has included limited but important recommendations pertaining to other policies outside of IZ ordinance that relate to inclusion.

Inclusionary Zoning Background

In response to a housing affordability and availability crisis, Burlington adopted its inclusionary zoning program in 1990, and was the first locally initiated inclusionary zoning program to index its affordable housing set-aside to the price of the market-rate homes. The intent of the inclusionary zoning ordinance as written is:

(a) To meet the specific mandates of 24 V.S.A. Chapter 117 related to housing opportunities for all of Vermont's citizens, particularly for those citizens of low or moderate income;

(b) To ensure the provision of housing that meets the needs of all economic groups by precluding construction of only market rate housing on the limited supply of available land within the City;

(c) To improve the quality of life for all residents by having an economically integrated housing supply throughout the City; and,

(d) To prevent overcrowding and deterioration of the limited supply of affordable housing, and thereby promote the public health, safety and general welfare.

The current IZ rules and regulations are summarized in the infographic on the next page from the IZ Evaluation report. The full text of the current IZ ordinance can be found in the appendix.

Development threshold

The ordinance applies to any development of 5 or more dwelling units, including new construction or substantial rehabilitation. With adaptive reuse, the threshold is 10 units.

New Construction & Substantial Rehab
5 UNITS

Adaptive Reuse
10 UNITS

Proportional requirement

15% of all dwelling units must be affordable at the ordinance's income targets if the average sale or rental price within the development is affordable to households at or below 139% of area median income (AMI). That base requirement rises to 20% if the development's average unit is affordable between 140% and 179% of AMI, and to 25% if the development is in a waterfront district or if the average unit is affordable at 180+% of AMI.

Average price range of units	% of units to be income restricted
0-139% of AMI	15%
140-179% of AMI	20%
180+% of AMI, or waterfront district	25%

Income targets

There are two income targets: 65% of AMI for rental housing and 75% of AMI for purchasable units.

65% AMI

RENT

75% AMI

SALE

Cost offsets

Developers that comply with the ordinance are entitled to density and lot coverage bonuses of between 15% and 25%, depending on the zoning district. They are also entitled to a waiver of up to 50% of required parking spaces and a waiver of a portion of the impact fees tied to the inclusionary units.

15-25%
added density & lot coverage

Up to
50%
waiver of required parking spaces

Compliance options

Off-site option: If a developer can demonstrate to the Development Review Board (DRB) that site conditions prevent the inclusionary units from being built on the same site as market-rate units, the requirement may be met off-site within the city at 1.5 times the on-site quantity. The sole exception is that this option is not available for projects in a waterfront district.

Payment in lieu: At City Council's discretion, a per-unit payment in lieu may be made in exchange for not providing the required number of inclusionary units. That per-unit fee was set at $100,000 in 2007 and is indexed to inflation (2016 value: $115,000).

Unit comparability

To ensure that inclusionary units are comparable to their market-rate counterparts, the ordinance requires a similar bedroom mix between a development's market-rate and affordable units. It also sets minimum square footages for units (750 square feet for one-bedroom units, 1,000 for two-bedroom, 1,100 for three-bedroom, and 1,250 for four-bedroom).

Bedrooms	Minimum SQ FT
1	750
2	1,000
3	1,100

Other notable features

Permanent affordability: Developments must carry deed restrictions that make the inclusionary units affordable for 99 years.

99 YRS

City's right to purchase: When purchasable units are produced, the manager of the city's Housing Trust Fund has the right of first refusal for a 120-day period.

Administration

The Manager of the Housing Trust Fund, an employee of the city's Community and Economic Development Office (CEDO), oversees compliance activities.

IZ Evaluation Report 2017

The Housing Action Plan (HAP) called for the Community & Economic Development Office (CEDO) working with the City Council Community Development & Neighborhood Revitalization (CDNR) Committee to hire "a consultant to evaluate the impact of the IZ Ordinance on new housing construction and to identify changes to the Ordinance that would render it a more effective tool for meeting both low-and moderate-income and workforce housing needs." The evaluation was undertaken by czb, LLC, a Virginia-based urban planning consulting firm, represents the first detailed review of the City's 26-year-old Inclusionary Zoning policy. On January 31, 2017, this evaluation report on Burlington's Inclusionary Zoning Ordinance was presented to the CDNR Committee providing the following:

> "A look back at the performance of Burlington's inclusionary zoning policy since 1990 and a look forward at the policy's potential to help the city substantially address a critical problem suggests that the community has roughly three ways to think about the policy's future. This assumes that doing nothing at all or repealing the ordinance are not true options because they go against the grain of Burlington's values and the community's interest in continuous self-improvement."

IZ Evaluation Report Recommendations Outline

> "The following three paths are presented in ascending order of effort and reward – with the first path representing a course of minor tinkering, the second path achieving a fully-functioning inclusionary zoning policy, and the third path leveraging local resources and a functional IZ policy to significantly boost the city's supply of affordable and market-rate housing. Recommendations listed under the second and third paths are contingent upon making existing cost offsets work and providing an additive layer of developer incentives."

1) Status Quo Plus
- a) Increase Development Threshold
- b) Generalize Unit Comparability
- c) Monitoring

2) Fully Functional Inclusionary Zoning
- a) Provide density bonuses by right
- b) Lower the payment in lieu
- c) Offer a less restrictive off-site option for low-poverty receiving areas
- d) Adjust the income target for owner-occupied units from 75% of AMI to a flexible range of 80% to 100%

3) Moving the Needle
- a) Craft a funding plan that relies on local resources to boost production of affordable housing
- b) Achieve support for an affordable housing levy or bond from city voters
- c) Adjust income targets for rentals from 65% of AMI to a range of 50% to 80%
- d) Contribute levy resources to inclusionary homeownership
- e) Additional Recommendations
  - i) Address the intersection of affordable housing and college student housing
  - ii) Identify and address factors that limit the creation and utilization of accessory uni

Inclusionary Zoning Working Group (IZWG) Recommendations

This section is organized by the recommendations of the IZWG Evaluation Report and the three paths outlined in the recommendations section (Status Quo Plus; Fully Functional IZ; and Moving the Needle). The specific recommendations for each path are underlined with the detailed descriptions of the recommendations in italics. The responses of the IZWG to each recommendation are bulleted. At the end of this document are additional recommendations put forth for consideration by the working group.

Path 1: Status Quo Plus

Increase Development Threshold

Ordinances across the country have thresholds for inclusionary zoning (the size of a project that triggers the inclusionary policy) that range in size from as low as one to as high as 20 or more. Burlington's current threshold of five units is at the low end of this range. In a city where small infill projects will constitute a considerable share of future development and redevelopment work, raising this threshold from five to 10 will decrease the likelihood that small projects – which generally have a harder time absorbing the inclusionary mandate than larger ones – will be rendered infeasible. But increasing it much higher than 10 would surrender the city's potential to make mid-sized projects inclusive.

- The IZWG discussed this issue on 9/28/17, 11/9/17, 2/8/18, 5/14/18 devoting considerable time and effort to understanding the economics of projects at different scales. Smaller projects have been less prevalent for many reasons, but until recently the market did not support the associated development costs. Small projects also face unique challenges such as accommodating parking requirements on small lots, zoning, and having adequate lot coverage. For these reasons, raising the threshold at which IZ takes effect was considered, but the IZWG decided that a reduction in the payment in lieu fee for small projects would be a better way to address this issue.

IZWG Recommendation:

- While the threshold is recommended to remain at 5 units, the payment in lieu fees are adjusted to account for the scale of the project. Three project scales were established (small, medium, and large) through development cost analysis (see appendix) and correlate with the 'breaks' where additional IZ units are required per the formula i.e. at the 15% IZ rate a 16 unit project requires 2 IZ units but a 17 unit project requires 3 IZ units and thus forms the threshold for a small project. See payment in lieu recommendations for more details.
- Rather than raise the minimum IZ threshold as recommended in the report, the payment in lieu (PiL) option would be allowed by-right for small projects. This ensures that small projects are contributing to affordable housing, which a higher threshold would not accomplish.

Generalize Unit Comparability

The ordinance currently prescribes minimum square footages for rental units, which is a blunt and somewhat outdated way of ensuring that inclusive units are well-blended within a development – especially when the levels set in 1990 (such as 1,000 square feet for a two-bedroom apartment) are on the high side of market-rate expectations today. A more flexible approach that is commonly practiced today can be seen in ordinances that require general comparability between market-rate and affordable units in terms of size, appearance, and bedroom-mix, and that inclusionary units be dispersed rather than concentrated. Instead of re-calibrating the square footage minimums, the language in Burlington's ordinance should be simplified and generalized.

- The IZWG discussed this issue on 9/28/17 and 5/14/18 and determined that current housing projects typically have units smaller than the IZ minimum unit size, and thus size requirements and standards should be updated. The existing regulations regarding the unit mix, energy efficiency, and exterior appearance should remain the same. Additionally, the group recommended that amenities and access through the main entrance should be available to all tenants.

IZWG Recommendation:

Unit size	Current minimum sf	Proposed minimum sf
1 bedroom	750 sf	600 sf
2 bedroom	1000 sf	800 sf
3 bedroom	1100 sf	1000 sf
4 bedroom	1250 sf	1150 sf

- An IZ unit could be smaller than the minimum standard, so long as it is no smaller than the smallest market rate unit of equivalent bedroom size in the proposed project.
- Minimum bedroom size should be reduced to 100 sf.

Monitoring

CEDO, the city agency that oversees the administration of inclusionary zoning, is currently in the process of developing a monitoring protocol to guide future efforts to keep track of inclusionary units and to whom they are rented and sold. Options in this regard include yearly auditing of a certain percentage of inclusionary projects – those not already monitored by a non-profit agency – or outsourcing those monitoring duties to a qualified non-profit.

- In a memo dated October 23, 2017 CEDO presented an update and overview regarding monitoring for the IZWG meeting on October 26 2017. Per that memo, monitoring of IZ units has been a priority for this administration and CEDO staff have been working diligently for over a year to build systems which ensure that applicable projects are meeting the requirements of the IZ ordinance. The memo also outlines the next steps and ongoing efforts with an associated Policies and Procedures for Monitoring IZ Units document.

- Summary of monitoring efforts
  - Developed a monitoring system by going through files and ensuring complete information on all projects
  - Worked with city attorney to identify ambiguities in the ordinance
  - Reached out to private landlords to notify them of this effort
  - Updated property owners with the current IZ rents
  - Received occupancy reports from owners of projects with IZ units
  - Required income certification when an IZ unit turns over to a new occupant(s)

Path 2: Fully Functional Inclusionary Zoning

Provide density bonuses by-right:

As a critical part of the current ordinance that has failed to function as intended, density bonuses need to be addressed by ensuring that developers receive what they are eligible, by law, to receive. This can be achieved in a few ways. One path is for the Development Review Board to have an internal policy prioritizing the granting of density bonuses and striving to maintain them throughout the course of the review process. Another is for City Council to request that the Development Review Board furnish a "Production Impact Statement" for all inclusionary projects, describing the proposed density of the project, a detailed rationale if the approved project had a lower density than originally proposed, and a statement of the number of housing units surrendered by the review process.

- IZWG discussed this item on 9/28/17, 1/11/18, 4/12/18 and agreed that this is a critical part of the ordinance that has failed to function as intended. The report recommendation pertains to both the existing 'allowance' for increased density in the IZ ordinance as well as the 'development bonus' when providing additional inclusionary units beyond the requirement. Typically these have not been fully granted due to DRB design conditions and parking requirements that reduce the buildable area.

IZWG Recommendation:

- The allowance of additional height, mass, and lot coverage in Article 9.1.14 of the Comprehensive Development Ordinance (CDO) applying to any IZ project should include a limitation on the ability of the DRB to reduce the number of units allowed due to design factors.
- The density bonus in Article 4.4.5 of the CDO, for voluntarily increasing the IZ rate by 5% should be reviewed to determine that its effect is practicable and meaningful, and if so, allow it by-right.
- The parking requirement for IZ units should be eliminated. Currently there is a potential 50% parking waiver allowed at the discretion of the DRB for IZ units, which is not a bonus specific to IZ. Existing projects with affordable housing have demonstrated that onsite parking is considerably underutilized. Eliminating the parking requirement would have the effect of increasing the buildable area of the project potentially accommodating additional units or rearranging unit layout. For example a 20-unit project with a 4-unit IZ requirement this could be 1,000 sq. ft. of space that does not have to go towards parking and could be put to another purpose.
- The impact fee waiver in Article 3.3.3 of the CDO should be 100% for any IZ rental/homeownership unit.

Lower the payment in lieu

The fact that the payment in lieu option has not been exercised in ten years is a sign that it has been poorly calibrated and that, while strong, the market is not strong enough (or has too many relief valves in the form of surrounding jurisdictions) for a $115,000 payment per unit to be a true option. It is an important option, though, for a few reasons: (1) It provides a basic level of flexibility for developers, especially those who do not wish to be limited by the permanent affordability restriction on inclusive *units, and (2) the revenue from the payments in lieu can be flexibly allocated not just to support production but to support other affordable housing activities. czb recommends that the city experiment by decreasing the payment to $75,000 – roughly one-third of the cost of developing a new market-rate unit – and reassessing this level every two years. If it becomes the go-to option for developers, it should probably be increased. If it's never utilized, additional decreases should be considered.*

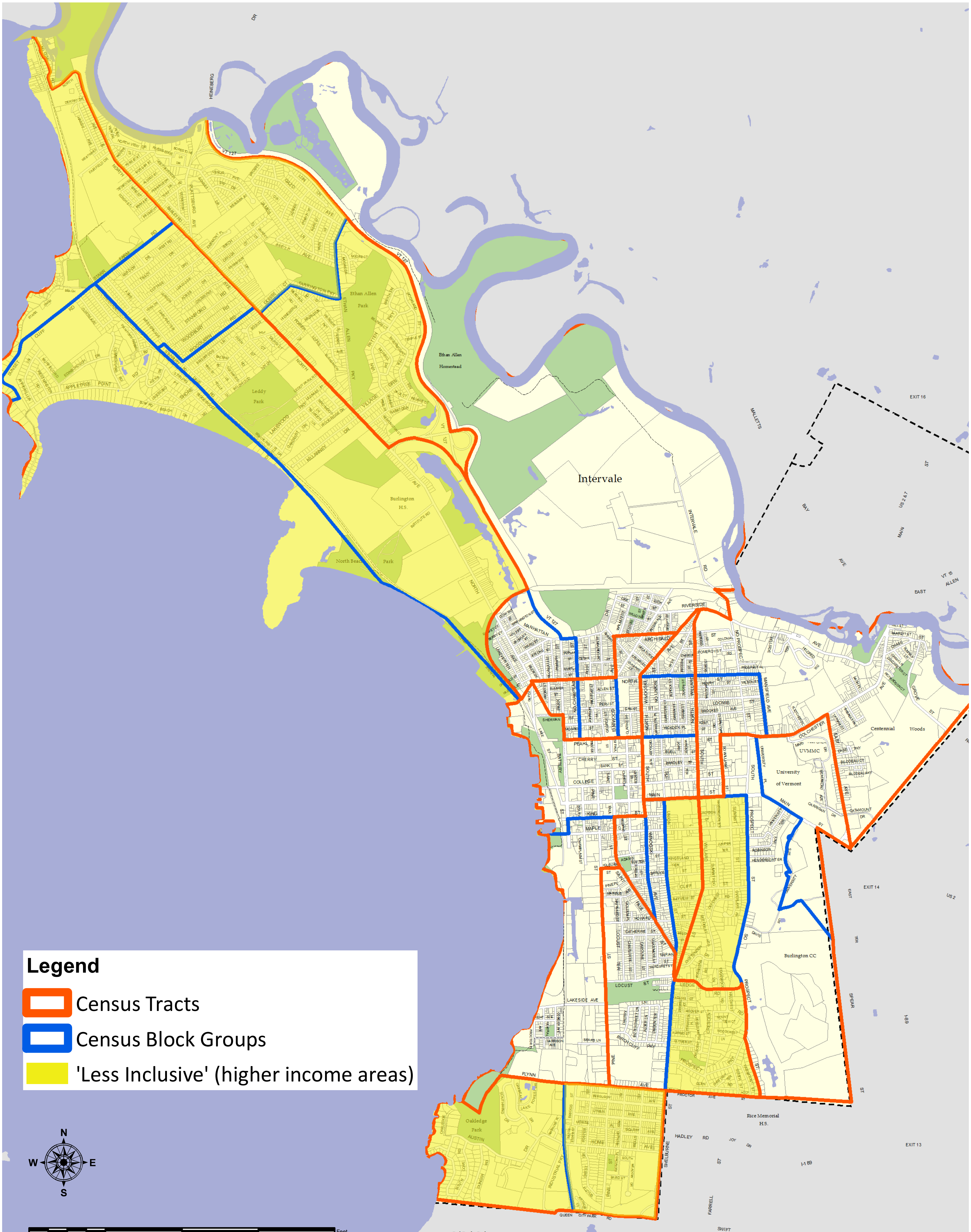
- The IZWG discussed this topic on 11/9/17, 2/8/18, 3/22/18, 4/12/18, 4/26/18 and agrees that the current payment in lieu (PiL) is too high to be a viable option and agrees that it is an important option for the reasons the report identifies. The IZWG was also struck by the geographic concentration of IZ units in low and moderate income areas, and the lack of inclusion in specific areas of the City. Use of PiL by-right should be allowed only for projects that meet the criteria outlined below. Further, PiL should be either allowed by-right or not at all. The PiL project size scales and the payment structure are designed to address the high fixed costs of small projects while ensuring broad participation in contributing to the creation of perpetually affordable housing. The fee amount is larger for larger projects recognizing their greater financial capacity.
- To address the lack of inclusion in specific areas of the City the IZWG recommends designating 'higher' income (less inclusive) and 'lower' income (more inclusive) areas, based on HUD AMI (Area Median Income) data in census block groups, to determine where PiL is allowed. For medium and large project sizes, PiL is not allowed in 'less inclusive' (higher income) areas but is allowed by-right in 'more inclusive' (lower income) areas.

IZWG Recommendation:

Project size	**Per unit payment in lieu fee**	**Allowance**
Small (5 - 16 units)	$35,000/unit	Citywide (except waterfront)
Medium (17 - 49 units)	$70,000/unit	Only in 'more inclusive' areas*
Large (50 + units)	$85,000/unit	Only in 'more inclusive' areas*

*Payment in lieu is not allowed for medium or large projects in 'less inclusive' areas w/o exception.

- 'More/less inclusive' areas are defined using HUD Low/Mod Income Summary Data at the census block group level (see Figure 1 on next page). Low/mod income is defined by HUD as having an income below 80% AMI. The calculations are based on the 5-year American Community Survey and updated periodically.
    - If at least 51% of the area's residents are low/mod income the census block group is designated as 'more inclusive' as described in these recommendations.
    - If less than 51% of the area's residents are low/mod income the census block group is designated as 'less inclusive' as described in these recommendations.
    - https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-summarized-block-groups
    - https://www.huduser.gov/portal/datasets/il.html (HUD Income Limits)
- PiL should not be allowed in the waterfront zoning districts
- Note that the PiL funds from projects in 'more inclusive' areas can be used in areas of the city that are in need of more affordable units, strengthening inclusion citywide. These funds can be used to create units affordable to households at a lower income than the IZ ordinance requires. These PiL funds will be managed by the Housing Trust Fund Administrative Committee, as part of the Housing Trust Fund (HTF).



Source: HUD - ACS 5 yr 2006 - 2010 low mod income summary data

Offer a less restrictive off-site option for low-poverty receiving areas

Currently, exercising the off-site option involves proving that the chosen site for a project cannot accommodate the inclusionary units – and then building them elsewhere at 1.5 times the original requirement. To provide greater flexibility, this could be modified to allow common use of the off-site option, at a one-for-one unit exchange, when the census block group receiving the inclusionary units has a poverty rate of less than 10% – thus achieving the desired outcome of economically integrated housing. This change could be made while leaving the waterfront district exception in place.

- The IZWG discussed this topic on 3/22/18, 4/12/18, 4/26/18, 5/14/18 and determined that the off-site option, similar to the payment in lieu option, should be offered by-right in certain areas. The payment in lieu alternative may provide a better option in many cases, but there was also discussion about the desire to accommodate IZ units in existing buildings where appropriate.

IZWG Recommendation:

- IZ units should be allowed off-site by-right if the project is located in a 'more inclusive' area, with the IZ units to be accommodated in either a 'more' or 'less' inclusive income area. This option should not be allowed in 'less inclusive' areas including the waterfront. Off-site option not allowed on waterfront.
- Further consideration should be given to accommodating off-site IZ units in a separate existing building.
- The 1.5 unit multiplier should be removed in order to simplify use.

Adjust the income target for owner-occupied units from 75% of AMI to a flexible range of 80% to 100%

A household at 80% of AMI ($67,200) can afford to spend roughly $1,700 per month on housing – which matches the current median monthly homeownership cost in Burlington. That should be the floor for inclusionary for-sale units. At the same time, a household at 100% of AMI ($84,000) has purchasing power nearly equal to the median home value. That should be the ceiling for inclusionary for-sale units. This floor and ceiling, though currently forming the 80% to 100% range, should be monitored regularly to ensure that it remains appropriate to the Burlington market. For buyers within this range, a second mortgage and down payment assistance could be offered within a shared equity arrangement through the Champlain Housing Trust

- The IZWG discussed this on 11/9/17, 4/12/18, 5/14/18, and determined the report recommendation is not viable as these affordable homeownership units must compete with similarly priced market rate condos outside Burlington. There is a perceived reduced value due to a shared equity model where resale value is restricted as the unit must remain affordable. Shared equity homes are easier to sell in desirable locations in the City, but generally require additional subsidy beyond what the developer pays to build the unit.

IZWG Recommendation:

- Reduce the target sale price from 75% of AMI to 70% of AMI to make the unit more competitive in the condo market, and to reduce amount of additional subsidy required.

Path 3: Moving the Needle

Craft a funding plan that relies on local resources to boost production of affordable housing

As with the model outlined in Part 2 of this report, craft a plan that would use revenue provided by an affordable housing levy or bond to provide resources across a wide range of initiatives – including incentives for inclusionary unit development.

- The IZWG discussed this item on 5/14/18 and recommends coordinating with other housing initiatives to determine use of revenue and funding as much as possible, such as the City's Consolidated Plan and the Assessment of Fair Housing as well as the Neighborhood Project.

Achieve support for an affordable housing levy or bond from city voters

A citywide referendum on a levy or bond issue to support a carefully crafted funding plan will be a true test for the city. Are Burlington's citizens willing to invest in a strategy that has the potential to boost supply and affordability in a substantial way – and point the city in the direction of catching-up and keeping-up with demand? Or is affordable housing only a mid-tier priority to be addressed primarily by dwindling federal resources?

- The IZWG discussed this item on 5/14/18 and recommends returning the HTF levy to a full penny of the property tax as originally intended, and further discuss/research the possibility of a housing bond. As part of this research there should be an analysis of the overall housing need for different groups and types of housing. Additionally it would be necessary to assess how much housing could be created with a bond, and how much funding could be leveraged, similar to the housing bond at the state level.

Adjust income targets for rentals from 65% of AMI to a range of 50% to 80%

Having functional bonuses and incentives in place for inclusionary zoning would make it feasible to go below the current target of 65% of AMI while extending up to 80% for greater flexibility. This new range would be tied to incentives for developers at different points on the range – recognizing that building a unit with rent capped at 50% of AMI is a significantly greater cost burden than a unit with rent capped at 80% of AMI. Operating within this broader range would also provide an opportunity to vary the required proportion of inclusionary units – which is now set at a base level of 15%. Within a 50% to 80% range, the proportion could vary between 10% of units at 50% AMI, to 15% of units at 65% AMI, to 20% of units at 80% AMI. Along with other changes, this would provide more flexibility on a project by-project basis.

- The IZWG discussed adjusting the IZ rent targets on 1/11/18, 3/22/18 and determined there is significant need for affordable housing at the 65% of AMI level that is not being addressed by the market. There is a supply of market rate units affordable to the 80% AMI level despite requiring a high proportion of household income, while housing affordable to households with incomes at 65% AMI is rare in the marketplace. In addition, IZWG noted that a target IZ rent at 80% of AMI would result in IZ rents that are very close to, if not higher than, the average level of market rents in Chittenden County. Having a range of different IZ rent targets would be prohibitively difficult to administer and monitor.

IZWG Recommendation:

- The 65% of AMI IZ rent target should remain in place. In addition the group recommends narrowing the household income eligibility rather than the rent price. Currently a unit with a rent affordable to a household at 65% of AMI may be rented or sold to households earning less than 100% AMI. It is recommended to reduce the renter and buyer income eligibility threshold to households earning less than 80% AMI.

Contribute levy resources to inclusionary homeownership

Within the new for-sale range of 80% to 100% of AMI (see option #2), consider contributing levy resources to bolster second mortgage and down payment assistance, toward per-unit development subsidies for units at 80% of AMI (but no higher), and to providing funding to aid Champlain Housing Trust in exercising the city's right of first refusal to purchase inclusionary units that are sold or resold.

- The IZWG recommends that payment in lieu funds, as well as any other new funding sources to the HTF, could be used for down payment assistance as part of a shared equity housing program in areas zoned for residential low density that are higher income and lack inclusion.

Additional Recommendations

These recommendations were included in the report as part of Path 3: Moving the Needle. The IZWG discussed this section on 4/26/18 and 5/14/18, currently there is an exemption for student housing developed by an educational intuition in the Institutional zone. A per bed fee as recommended in item 1 below would provide a contribution from student housing projects and simplify how IZ requirements are met for student housing projects outside the Institutional zone. Ongoing projects through the Housing Action Plan address items 2 and 3.

Address the intersection of affordable housing and college student housing

The off-campus student population in Burlington is one of the biggest drivers of low vacancy and tight supply. The inclusionary zoning ordinance exempts dwelling units developed in institutional zones (including college dorms and apartments), but the city should consider addressing student housing in two other ways:

1. Treat privately developed student housing as a special case and a payment in lieu revenue source: *Many communities with large student populations feature apartment-style developments that are built by for-profit developers and geared towards student populations – without any involvement – financial or otherwise – from a university or college. Development of this kind in Burlington should be treated differently from typical residential development. Instead of a normal inclusionary requirement, consider a per-bed fee on such facilities, with revenues going into the Housing Trust Fund to help rehabilitate rental properties deteriorated by long-term student use.*

    - The IZWG recommends a per-bed fee as an alternative to the IZ unit requirement in cases where a development is built expressly as student housing, and rented to students, but not exempt under the current ordinance. If the project were to convert to regular rental it would have to comply with IZ unit requirements at that time. Ongoing monitoring will be required for compliance.

2. Prevent cost-shifting: *Consider negotiating a PILOT agreement with the University of Vermont designed specifically to help the city deal with housing conditions (from code violations to price*

escalation) exacerbated by a large off-campus student population. Base the annual payment on the number of undergraduates living off campus in private housing – this will add revenue to the Housing Trust Fund for projects that promote affordable housing and give UVM an incentive to develop more on-campus housing or support the development of off campus housing that takes students out of the private rental market.

- The City is addressing this on an ongoing basis with the Universities through PILOT agreements.
- Per the City's Housing Action Plan (HAP) the Neighborhood Project is examining housing conditions in near campus neighborhoods and strategies to address code violations and price escalation.

Identify and address factors that limit the creation and utilization of accessory units:

Lifting inclusionary zoning's development threshold from 5 units to 10 will make it less likely that inclusionary projects will happen in lower-density residential neighborhoods – but those are areas where accessory units can play a vital role in supplementing the city's affordable housing stock and making ownership more feasible through a stream of rental income. Identify and review factors, such as off-street parking requirements that may be limiting the full potential of this segment of the housing market

- Per the City's HAP a study of Accessory Dwelling Units (ADUs) in Burlington is currently underway to review existing ADUs as well as best practices for ADU policy.

Other recommendations of the IZWG pertaining to inclusion

Parking

- Make on-site parking requirements based on the number of bedrooms rather than the number of units. For example a 5 bedroom unit has the same parking requirement as a studio apartment, thus there's an incentive to create larger units. Instead the requirement should incentivize small units with no (or a small) parking requirement.
- Encourage developers to unbundle the cost of parking from the price so that those without cars are not subsidizing the cost of parking for those that do. This should reduce the per-unit cost to the renter/owner and therefore make it more affordable and increase buying power.

Infill development

- Review potential for infill development along transportation corridors within low density areas, and at intersections with these transportation corridors that are more appropriate for multi-family buildings.

Income Standards

- The HUD AMI includes several counties around Burlington, and is likely not reflective of Burlington residents' incomes. Additional analysis could consider alternative standards. However, the reason that HUD AMI was selected as the standard is because it is used for most housing programs, which reduces complexity of financing.

APPENDIX

1. Resolution Relating to the Formation of Inclusionary Zoning Working Group

That WHEREAS, the City Council's Community Development and Neighbor Revitalization (CDNR) Committee and the City's Community and Economic Development Office (CEDO) worked in concert to hold initial public meetings related to the January 2017 Inclusionary Zoning (IZ) Report and have discussed the best course of action to thoroughly evaluate the report, its findings, and suggestions; and

WHEREAS, the outgoing CDNR Committee (Councilors Colburn, Ayres, and Roof) and CEDO have proposed the formation of a diverse working group of subject-matter experts to take information from the January 2017 IZ Report, as well as any public comments on the report, and to review and make recommendations to the Administration and City Council;

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the formation of an IZ Working Group (IZWG), to be appointed by the City Council President in consultation with the Mayor; and

BE IT FURTHER RESOLVED that the composition of the IZWG shall be as follows:

- 1 City Council Member, who will chair the IZWG
- 1 Representative from the Planning Commission
- 2 For-Profit Developers
- 2 Not-for-Profit Developers
- 2 Affordable Housing Advocates
- 1 CEDO Director or designee
- 1 Planning & Zoning Director or designee; and

BE IT FURTHER RESOLVED that the purpose and goals of the IZWG are to:

- For each of the recommendations in Part 3 of the Report (Choices and Recommendations), identify the pros and cons; evaluate financial feasibility; propose a timeline and supporting partners, including which entity would play a leading role; and address any other implementation issues;

- Prioritize the recommendations of the Report, and any other suggestions raised by the Committee members, taking public input into account, and identify next steps for implementation;
- Identify any data/information gaps;
- Gather public input on the IZWG recommendations by convening at least one public hearing before the final report is presented to the City Council as well as providing public comment time during the IZWG meetings; and

BE IT FURTHER RESOLVED that CEDO will provide staffing support for the IZWG, the IZWG will start its work in September 2017, and the IZWG will report back to the Administration and the City Council by April 1, 2018.

lb/RWH/Resolutions 2017/CEDO – Inclusionary Zoning Working Group – Formation of Group
4/12/17

2. Inclusionary Zoning Ordinance

(Article 9 of the Comprehensive Development Ordinance amended January 12, 2018)

ARTICLE 9. INCLUSIONARY AND REPLACEMENT HOUSING

Introduction: This Article of the Burlington Comprehensive Development Ordinance establishes requirements for including affordable housing units within certain residential developments, and ensures the replacement of housing units that may be lost as a result of redevelopment.

PART 1: INCLUSIONARY ZONING

Sec. 9.1.1 Intent

The intent of these regulations is:

(a) To meet the specific mandates of 24 V.S.A. Chapter 117 related to housing opportunities for all of Vermont's citizens, particularly for those citizens of low or moderate income;

(b) To ensure the provision of housing that meets the needs of all economic groups by precluding construction of only market rate housing on the limited supply of available land within the City;

(c) To improve the quality of life for all residents by having an economically integrated housing supply throughout the City; and,

(d) To prevent overcrowding and deterioration of the limited supply of affordable housing, and thereby promote the public health, safety and general welfare.

Sec. 9.1.2 Authority

These regulations are enacted under the authority of 24 V.S.A. Chapter 117.

Sec. 9.1.3 Inclusionary Units, General Description

Inclusionary units shall include those units in a covered project, which are regulated in terms of:

(a) Selling price or rent level;

(b) Marketing and initial occupancy; and,

(c) Continued requirements pertaining to re-sale, rent or carrying cost increases, as specified in this article.

Sec. 9.1.4 Miscellaneous Definitions

"Affordable housing" or "Affordable" shall refer to a housing that is owned or rented by its inhabitants whose gross annual household income does not exceed 80 percent of the county median income or 80 percent of the standard metropolitan statistical area (MSA) income, as defined by the US Department of Housing and Urban Development, and the total cost of the housing, including principal, interest taxes and insurance and condominium association fees, if owned housing, or the total cost of the housing, including rent, utilities and condominium association fees, if rental housing, is not more than thirty per cent (30%) of the household's gross annual income.

"Carrying charges" refer to costs associated with housing co-operatives.

"Certificate of Inclusionary Housing Compliance" shall refer to a certificate issued by the Manager of the Housing Trust Fund, which certificate provides legal assurance that a developer's obligations under this article are being satisfied.

"Housing Trust Fund (HTF)" shall refer to a special revenue account established by the Burlington City Council for purposes related to the creation, promotion, and preservation of long-term affordable housing for very low, low, or moderate income households.

- **"Housing Trust Fund Administrative Committee"** shall refer to an administrative committee consisting of the Manager of the Housing Trust Fund, an appointee of the City Council President and a designee of the Mayor responsible for the administration of the HTF by resolution of the City Council.
- **"Manager of the Housing Trust Fund" or "Manager"** shall be the Director of the City's Community and Economic Development Office, unless otherwise designated by the City Council by resolution.

"Median Income" shall refer to the income for the Burlington MSA set forth in or calculated by regulations promulgated by the United States Department of Housing and Urban Development, pursuant to Section 8 of the Housing Act of 1937, as amended by the Housing and Community Development Act of 1974. The median income consists of all households in the geographic area. The median is the middle value when all are arranged from highest to lowest. The median income that is current on the first day of March of any year shall be used throughout the subsequent twelve (12) months in calculating the general requirements for affordable housing under this article.

Sec. 9.1.5 Applicability

This ordinance provision applies to any development of five or more residential units in a single structure shall be subject to the standards of this article. Multiple developments or projects by the same applicant or responsible party within any consecutive twelve (12) month period that in the aggregate equal or exceed the above criteria shall be subject to these regulations.

Except as otherwise provided in this ordinance, these regulations shall apply in the instances specified below.

(a) The creation of five (5) or more residential units through new construction and/or substantial rehabilitation of existing structures, including the development of housing units utilizing development provisions other than those specified in Sec 9.1.5 (b).

(b) Where units are created using the Adaptive Reuse or Residential Conversion criteria pursuant to the provisions of Art 4, Sec 4.4.5, this article shall be applicable when at least ten (10) or more dwelling units are created.

(c) An applicant may elect to be subject to the provisions of this article if new units are added to existing units for a total of 5 or more units.

Sec. 9.1.6 Exemptions

Exempt from the requirements of this article are:

(a) Projects that are located within an Institutional (I) zoning district that are developed by an educational institution for the exclusive residential use and occupancy by that institution's students;

(b) Those dwelling units in a covered project that are produced as "replacement units," pursuant to Article 9, Part 2 and which do not produce any net new units; and,

(c) Projects created using the Senior Housing Development Bonus pursuant to the provisions of Article 4.

Sec. 9.1.7 Certificate of Inclusionary Housing Compliance

Notwithstanding any other provision of this ordinance, no certificate of occupancy for a project covered by this chapter shall be granted unless and until a Certificate of Inclusionary Housing Compliance has been issued by the Manager of the city's Housing Trust Fund.

Sec. 9.1.8 Inclusionary Units, Rental and Sales

For covered projects in which units are offered for rent or sale, a base of fifteen percent (15%) of all of the dwelling units in the project, graduated as specified in Table 9.1.9-1, shall be designated as inclusionary units

This includes any covered project where units are offered for sale via the conveyance of a deed or share for individual units, including fee simple ownership, condominium ownership and cooperative ownership.

Table 9.1.8-1 Inclusionary Zoning Percentages	
If the average sale and rental price of project units is affordable to a household earning:	The percentage of units which are subject to rent and sales prices as per Sec. 9.1.9 and are subject to marketing and continued affordability provisions (Sec. 9.1.10 and Sec. 9.1.11) shall be:
Less than 139% of median income	15%
140%-179% of median income	20%

Development in any Waterfront district (RM-W, RL-W, NAC-CR and DW) or 180% of median income and above in any other district	25%

Sec. 9.1.9 Percentage of Inclusionary Units

All covered projects shall meet the percentage requirements for inclusionary units as specified above, calculated as follows:

Using the units/acre allowed for a covered project (i.e. 46 in the RH, 24 in the RM or 5.5 in the RL), the total number of units proposed is multiplied by the required percentage of Inclusionary units (15%, 20% or 25%, depending on the rent/selling price of the units).

(Example: a moderately-priced, multi-family housing development with no commercial space on a one-acre lot in the RH would be able to provide 46 units on-site. Of those, 46 x .15 (15%) = 6.9 (rounded up to 7) units of a total of 46 must be inclusionary units. If the applicant can only provide 20 of such moderately priced units on the site, 15% of the 20 units, i.e. 20 units x .15 = 3 units shall be Inclusionary units).

Sec. 9.1.10 Income Eligibility

Inclusionary Units required under this Article, shall be marketed for purchase or rent to households earning less than the median income for the Burlington Metropolitan Statistical Area, adjusted for household size, as specified in Sec 9.1.12. The median income shall be determined on the basis of the data which is most recent to the time that the units are ready for occupancy.

Sec. 9.1.11 Calculating Rents and Selling Prices

The following provision shall apply to the calculation of rents, selling prices and carrying charges, and to the relationship between unit size and household size:

(a) Inclusionary rental units shall be rented at a price which is affordable for a household with an annual income that is sixty-five percent (65%) of median income adjusted for household size;

(b) Inclusionary units for sale, including cooperative units and the carrying costs associated therewith, shall be sold at a price which is affordable for a household with an annual income that is seventy-five percent (75%) of median income adjusted for household size;

(c) In calculating the rents or carrying charges of inclusionary units, the following relationship between unit size and household size shall apply:

Unit Size	Household Size Equivalent
Efficiency Units:	1 Person Household;
One-Bedroom Units:	1.5 Person Household (average of one and two-person household incomes);
Two-Bedroom Units:	3 Person Household;
Three-Bedroom Units:	4.5 Person Household (average of four and five-person household incomes);
Four-Bedroom Units:	6 Person Household.

With respect to inclusionary units offered for sale, prices will be calculated on the basis of:

(d) An available fixed-rate thirty-year mortgage, consistent with a "blended rate" for Burlington banks plus the Vermont Housing Finance Agency as determined and declared semi-annually (January and July) by the Housing Trust Fund Manager. A lower rate may be used in calculating affordable prices if the developer can guarantee the availability of a fixed-rate thirty-year mortgage at this lower rate from the Vermont Housing Finance Agency for all of the required inclusionary units;

(e) A down payment of no more than five percent (5%) of the purchase price;

(f) Annual property taxes; and

(g) Homeowner insurance, homeowner association fees or condo fees. Homeowner association fees shall be calculated in the same manner as the fees for the market units in the same development.

Sec. 9.1.12 Additional Density and Other Development Allowances

All covered projects shall be entitled to increases in the development allowances of the underlying zoning district in accordance with the provisions of this section.

(a) Any covered project shall be entitled to an increase in the maximum coverage allowed for the site on which the project is located following the calculation of density, height, lot coverage, setbacks, and parking improvements for the site. Calculations for these entitlements shall be based on the following tables:

Table 9.1.12-1 Density/Intensity Allowance Table			
Zoning District	**Additional Allowance**	**Maximum Units/Acre**	**FAR**
RH	15%	46	n/a
RM, RM-W	20%	25	n/a
RL, RL-W	25%	8.75	n/a
D, DT, DW	n/a	n/a	0.5 FAR+10’ height set back 10’ along street facade
NMU, NAC, NAC-R, NAC-CR, BST	n/a	n/a	0.5FAR+10’ height set back 10’ along street facade

Table 9.1.12-2 Lot Coverage Allowance Table		
Zoning District	**Additional Allowance**	**Maximum Lot Coverage**
RH, NMU, NAC, NAC-R	15%	92%
RM-W, NAC-CR	20%	72%
RM	20%	48%
RL, RL-W	25%	44%

(b) Other possible allowances for the provision of Inclusionary Units may include:

1. A waiver of up to 50% waiver of parking spaces as outlined in Article 8, Sec. 8.1.14,
2. A waiver of a portion of the impact fees associated with the Inclusionary units, pursuant to the Art. 3, Part 3 Impact Fee Administrative Regulations.

(c) The allowances provided for herein may be declined at the option of the applicant;

(d) With the approval of the DRB, units added to a project as market rate units may be substituted by nonresidential uses wherever such nonresidential uses are otherwise permitted in the district where the project is located. Approved substitution for nonresidential uses shall occur at the following rate: 1 market-rate dwelling unit = 1,500 square feet nonresidential space

(e) All provisions of Sec. 9.1.8 through 9.1.11 shall apply, without exception, to any inclusionary units that are constructed.

Sec. 9.1.13 Off-Site Option

The DRB, upon a finding that unique, difficult and/or challenging site conditions exist that prevent the inclusionary units from being constructed upon the same site as the market units, may allow any developer of a covered project to comply constructing inclusionary units on a site within the City of Burlington other than that on which the covered project is located, subject to the following conditions:

(a) The number of inclusionary units to be provided by the developer or by the developer's designee through off-site development shall be no fewer than 1.5 times the number otherwise required by this Article;

(b) No additional development provisions as outlined in this Article shall be granted to the units constructed off-site or to the project;

(c) Off-site inclusionary units must be located within the City of Burlington;

(d) All of the provisions of Sections 9.1.8 through 9.1.11 shall apply without exception to off-site inclusionary units under the provisions of this section;

(e) Waiver of provisions from the HTF with regard to minimum square footage and bedroom count relative to average size and bedroom count in a covered project is not permitted; and

(f) Should the City Council decide that a payment in lieu is acceptable in exchange for not providing the inclusionary units on or off of the site, the payment shall be $100,000, adjusted annually in accordance with the CPI, commencing January 1, 2007, per the number of units required in (a) above**.**

The off-site option shall not apply to a project located within a waterfront zoning district or the NAC-CR district. For the purposes of this Sec. 9.1.13, "site" shall consist of all adjacent lands which are the subject of a PUD or other single development application.

Sec. 9.1.14 General Requirements for Inclusionary Units

All covered projects must comply with the requirements set forth below.

(a) In order to assure an adequate distribution of inclusionary units by household size, the bedroom mix of inclusionary units in any project shall be in the same ratio as the bedroom mix of the non-inclusionary units of the project;

(b) Inclusionary units may differ from the market units in a covered project with regard to interior amenities and gross floor area, provided that:

1. These differences, excluding differences related to size differentials, are not apparent in the general exterior appearance of the project's units; and

2. These differences do not include insulation, windows, heating systems, and other improvements related to the energy efficiency of the project's units; and

(c) The gross floor area of the inclusionary units is not less than the following minimum requirements, unless waived by the DRB using the following criteria:

1. All of the units being provided with a specific bedroom count are smaller than the standards outlined below;
2. More than the required number of inclusionary units are provided on site, not all shall be subject to bedroom mix and size requirement; or,
3. The units have an efficient floor plan (meaning that less than 5% of the square footage is devoted to circulation) and the bedroom size(s) is a minimum of 144sf or 12'x12'.

One bedroom	750	square feet
Two bedroom..	1,000	square feet
Three bedroom..	1,100	square feet
Four bedroom	1,250	square feet

(d) Upon demonstration of inability to sell units to income eligible residents earning 75% of the median income, the Manager of the HTF may extend income eligibility to allow priority in the sale of inclusionary units to households earning as much as eighty percent (80%) of median income, adjusted for household size and to households residing in Burlington at the time that these units are offered for sale or lease;

(e) Except for household income limitations as set forth herein, occupancy of any inclusionary unit shall not be limited by any conditions that are not otherwise applicable to all units within the covered project unless required under federal law, e.g. local use of the Low Income Housing Tax Credit, or in conflict with the stricter bylaws of the designated housing agency; and

(f) The final calculations for the number of inclusionary units shall be determined by the Manager prior to the issuance of the zoning permit. If there is any change in the project due to sales prices for these units that increases the number of inclusionary units required, such modifications shall be determined by the Manager and communicated to the administrative officer prior to the issuance of a certificate of occupancy for the covered project. The rental or sales price of the inclusionary units shall also be determined by the Manager prior to the issuance of a certificate of occupancy.

Sec. 9.1.15 Marketing of Inclusionary Units

Any applicant developing a covered project shall adhere to the following provisions with respect to the initial offering of inclusionary units for sale or rental:

(a) Trust Fund Notification.

The developer shall notify the Manager of the HTF, as defined in Section 18-400 of the Burlington Code of Ordinances, of the prospective availability of any inclusionary units at the time that the building permit is issued for such units in a covered project;

(b) Trust Fund Option.

The Manager of the HTF, in consultation with the other members of the HTF Administrative Committee, shall then have an exclusive option for one hundred twenty (120) days to purchase each inclusionary unit offered for sale from the developer unless waived or assigned;

(c) Trust Fund Waiver.

If the Manager of the HTF, in consultation with the other members of the HTF Administrative Committee or its designee, fails to exercise its option by failing to negotiate and sign a purchase and sale agreement for the inclusionary units, or if the Manager declares its intent not to exercise its option, the developer shall offer the units for purchase to households earning less than the median income referenced in Section 9.1.11. If requested by the developer, the Manager of the HTF shall execute documents that may be recorded in the Burlington Land Records to evidence said waiver of the option;

(d) Time of Closing.

Closing on inclusionary units purchased by the Housing Trust Fund Manager shall occur on or after the time of issuance of the certificate of occupancy. If the Housing Trust Fund Manager fails to close on these inclusionary units, the developer shall offer the unit for purchase or rent to households earning less than the median income referenced in Section 9.1.11, adjusted for household size;

(e) Transfer of Option.

On or before a purchase and sale agreement is executed between the developer and the manager, the Manager may assign the options specified in this section to any "designated housing agency," as defined by the provisions of Article 5 of Chapter 18 of the Burlington Code of Ordinances, in which event it shall notify the developer of such assignment and the agency to which it has assigned the option, which agency shall deal directly with the developer, and shall have all of the authority of the Manager, as provided under this section.

(f) Rentals.

In the case that the inclusionary units are being offered for rent rather than for sale, the Manager shall also be notified in the manner prescribed by subsection (a) regarding Trust Fund Notification, and the Manager and developer shall cooperate in order to rent such units to individuals meeting the income guidelines of Sec 9.1. 11(a).

Sec. 9.1.16 Continued Affordability Requirements

All covered projects shall comply with the following provisions to ensure continued affordability of inclusionary units provided under this article and units required to be continually affordable under Section 9.1.16.

(a) 99-Year Requirement.

All inclusionary units shall remain affordable for a period of no less than ninety-nine (99) years commencing from the date of initial occupancy of the units.

Where a developer can establish that regulatory or other considerations make it impossible to provide the required inclusionary units if subject to the full extent of this requirement, the development review board may modify the duration of the period of continued affordability only to the extent necessary to render the development feasible;

(b) Deed Restrictions.

Provisions to ensure continued affordability of inclusionary units shall be embodied in legally binding agreements and/or deed restrictions satisfactory to the City Attorney's office, which shall be prepared by the developer, but which shall not be recorded or filed until reviewed and approved by the Housing Trust Fund Manager with such modifications as it may deem necessary to carry out the purpose of this article. Such review and approval shall be completed within forty-five (45) days following date of submission of such documents to the Manager of the HTF. Failure of the Manager to respond within the forty-five (45) day period as set forth herein shall constitute approval of the documents;

(c) Resale Restrictions.

Provisions to ensure continued affordability of inclusionary units offered for sale shall include a formula for limiting equity appreciation to an amount not to exceed twenty-five percent (25%) of the increase in the inclusionary unit's value, as determined by the difference between fair market appraisal at the time of purchase of the property and a fair market appraisal at the time of resale, with such adjustments for improvements made by the seller and necessary costs of sale as may be approved by the Manager, with a recommendation from the Administrative Committee of the HTF;

(d) Rent Increases

Provisions for continued affordability of inclusionary rental units shall limit annual rent increases to the percentage increase in the median household income within the Burlington Metropolitan Statistical Area (MSA), except to the extent that further increases are made necessary by hardship or other unusual conditions, and shall provide that no rent increase may take effect until it has received the approval of the Housing Trust Fund Administrative Committee in writing;

(e) Purchase Option

Provisions for continued affordability of inclusionary units shall provide that the Housing Trust Fund Administrative Committee or its designee shall have an exclusive option to purchase any inclusionary unit when it is offered for resale for a period of one hundred twenty (120) days from the date on which the HTF Administrative Committee is notified of the availability of the unit; and

(f) Sublet Restrictions.

Provisions for continued affordability of inclusionary units shall prohibit subletting rental units for a price exceeding that which is affordable for a household with an annual income that is seventy-five percent (75%) of median for the County or the City, whichever is less, consistent with the relationship between unit size and household size set forth in Section 9.1.11.

Sec. 9.1.17 Review of Proposal for Phasing

Proposals for projects to be constructed in phases shall be reviewed as a component of the initial project review and shall be included in any conditions of approval. A schedule setting forth the phasing of the total number of units in a covered project, along with a schedule setting forth the phasing of the required inclusionary unit(s), shall be presented for review and approval as part of the permitting process, for any development subject to the provisions of this article. If phasing is not included as part of the review process, no phasing of the inclusionary units shall be allowed.

If a covered project is approved to be constructed in phases, the requirements of the following section shall be applicable to each such phase.

Sec. 9.1.18 Timeline for Availability/Phasing of Inclusionary Units for Issuance of Certificate of Occupancy

Inclusionary units shall be made available for occupancy on approximately the same schedule as a covered project's market units, except that certificates of occupancy for the last ten percent (10%) of the market units shall be withheld until certificates of occupancy have been issued for all of the inclusionary units; except that with respect to covered projects to be constructed in phases, certificates of occupancy may be issued on a phased basis consistent with the conditions of approval set forth in Sec. 9.1.17.

Sec. 9.1.19 Enforcement

Violations of this article shall be punishable as provided by Article 2 of this Ordinance.

Sec. 9.1.20 Administration

The Housing Trust Fund and its Manager shall monitor activity under this article and shall provide a report no less than every year to the city council, setting forth its findings, conclusions, and recommendations for changes that will render the program more effective. The report described above shall be presented to the city council at a legally warned public hearing.

PART 2: HOUSING PRESERVATION AND REPLACEMENT/DEMOLITION AND CONVERSION

Sec. 9.2.1 Intent

The intent of these regulations is:

(a) To prevent the demolition and conversion to a nonresidential use of residential structures, many of which contain the city's most affordable housing, and to maintain housing that meets the needs of all economic groups within the city;

(b) To meet the specific mandates of 24 V.S.A. Section 4302 related to housing opportunities for all of Vermont's citizens, particularly for those citizens of low or moderate income;

(c) To support the retention of housing units in the city;

(d) To preserve the residential character of neighborhoods in which the expansion of commercial, professional or educational activities is likely to eliminate existing housing units;

(e) To offset the loss of housing by requiring replacement of housing units with new construction, conversion, or creation of assisted housing; and

(f) To mitigate the impact on tenants displaced or threatened with displacement by demolition or conversion to a nonresidential use.

Sec. 9.2.2 Applicability

Except as otherwise provided for in Section 9.2.10, this Part is applicable to the loss, demolition, or conversion to a nonresidential use of any housing unit in the City, including those demolished or declared unfit for habitation pursuant to any order, decision or other action of the city's office of inspection services.

The conversion to a nonresidential use of any housing unit located on the ground floor of a building within a mixed-use zoning district shall be exempt from the provisions of this Part.

Sec. 9.2.3 Approval

Notwithstanding any other provision of this ordinance, a person who proposes to remove, demolish, or to convert to a nonresidential use, any housing unit or units, in a zone where such a use is otherwise permitted, must obtain approval pursuant to all applicable provisions of this Ordinance.

In addition to the permit application requirements contained in Article 3, the applicant must also submit:

(a) A statement certifying the number of housing units to be demolished or converted to a nonresidential use and the number of bedrooms existing within each of these units; and

(b) A list containing the name of each tenant currently residing in the housing units to be demolished or converted, as well as verification by affidavit of compliance with the tenant notice requirements of this section.

Sec. 9.2.4 Relocation Requirements; Notice and Relocation Costs

Prior to demolition or conversion, the owner shall:

(a) Deliver to every tenant who occupies a housing unit slated for demolition or conversion, written notice to vacate the unit due to the owner's intent to demolish or convert the unit to nonresidential use. The notice to tenants shall consist of the written notice that an owner is required to send by certified mail and by regular mail or hand delivery to the current tenants of any housing unit that is slated for demolition or conversion to a non-residential unit, announcing the owner's intent to demolish or convert the unit to non-residential use, required under the Federal Uniform Relocation Act. As previously noted, this notice to tenants shall be sent certified mail, return receipt requested, and by either regular mail or hand delivery, and shall provide the tenant not less than one hundred eighty (180) days to vacate the rental unit. Evidence of receipt of notice to each affected tenant shall be required prior to approval by the development review board; and

(b) Be responsible for paying the costs of relocation for any tenant(s) displaced from any housing unit demolished or converted to a nonresidential use. The costs that are included and the manner in which these costs are paid shall be identical to the relocation services that are required for displaced persons under Section 18-2 of the Burlington Code of Ordinances.

Sec. 9.2.5 Housing Replacement Requirement

Notwithstanding the housing replacement in-and-of-itself does not require Development Review Board review and approval, an owner shall replace any housing units that are demolished or converted to a nonresidential use in accordance with and subject to all other applicable requirements of the Comprehensive Development Ordinance.

Replacement units may be provided by the owner or by the owner's designee fully in any of the following ways:

a. New Construction. Construction of housing units within a new structure or new addition;

b. Residential Conversion. Conversion of all or a portion of a nonresidential building to residential use; or,

c. Subsidy. Creation of affordable housing units that have not been affordable to low-income households for the twenty-four (24) months preceding the date of application for conditional use approval.

An applicant may use any of the three methods to partially fulfill their replacement requirements, until the total requirement is met.

Sec. 9.2.6 Replacement Unit Requirements

In addition to the foregoing, all replacement units must meet the following requirements:

(a) Each unit shall have at least the same number of bedrooms as the unit being replaced;

(b) These units must be provided within the City of Burlington;

(c) These units must be ready for occupancy within eighteen (18) months of the date on which the conditional use approval is granted;

(d) These units must remain assisted housing, as either rental housing or limited equity housing, for a period of not less than ten (10) years from the date of first occupancy;

(e) These units must be sold or leased to prospective occupants who qualify as low-income households at the time they first lease or purchase the unit; and

(f) These units shall contain at least the same number of accessible units being replaced, or the number of accessible units that may otherwise be required by statute or regulation, or one accessible unit, whichever is greater.

Sec. 9.2.7 Performance Bond

Owners must post a performance bond, letter of credit, or other security acceptable to the city attorney in an amount equivalent to the estimated cost of producing the replacement unit(s) required by this section, as determined by the administrative officer. Should the owner fail to provide the replacement unit(s) required within the time period specified in Section 9.2.6(c), the performance bond, letter of credit or other security shall be forfeited and the proceeds placed in the city's Housing Trust Fund.

Sec. 9.2.8 Adjustment for Increased Units

A downward adjustment of fifty percent (50%) in the number of years that replacement units must remain assisted housing may be approved by the Zoning Administrative Officer where the owner creates on site, through new construction or by the conversion of a nonresidential building to residential use, at least twice the number of housing units as the number being lost through units required by this Article.

Sec. 9.2.9 Relief

Any owner who has applied for approval for demolition or conversion of a housing unit or units may apply to the DRB for relief from the housing replacement requirements of Section 9.2.5. Such relief may be a downward adjustment of up to fifty percent (50%) of the owner's housing replacement obligation if the owner establishes to the board's satisfaction that:

(a) The literal interpretation and strict application of the housing replacement requirement would be impossible for the owner;

(b) The requested relief would be consistent with the spirit and purpose of this Article; and

(c) The requested relief does not constitute a grant of special privilege inconsistent with the limitations upon similar properties.

The DRB must make positive findings on each of the three (3) criteria above in order for any such adjustment to be valid.

Sec. 9.2.10 Exemptions

This article shall not be applicable to:

(a) A loss or change of use lasting less than one (1) year, where residential use is restored within that same one (1) year period, shall not be subject to the replacement requirements of this Part.

(b) Any housing unit ordered demolished or declared unfit for habitation by the office of inspection services because of damage caused by civil commotion, malicious mischief, vandalism, natural disaster or other causes beyond the owner's control shall not be subject to these regulations. Any housing unit ordered demolished, or declared unfit for human habitation, by the office of inspection services because of deterioration caused by neglect or deferred maintenance by the existing or prior owner(s) shall not be exempt. A determination of neglect or deferred maintenance shall be made by the administrative officer based on evidence of one or more of the following:

1. The deterioration of exterior walls or other vertical support;
2. The deterioration of roofs or other horizontal members;
3. The deterioration of external chimneys;
4. The deterioration or crumbling of exterior mortar;
5. The ineffective waterproofing of exterior walls, roofs and/or foundations; and/or
6. The existence of broken windows or doors.

In the event that any unit is demolished prior to obtaining conditional use approval, enforcement action in accordance with Article 2 shall commence immediately and the requirements of this Article shall apply in addition to any enforcement penalties.

(c) The demolition or conversion to a nonresidential use of a single attached or detached housing unit or duplex that is occupied by the owner as his or her primary residence for the twelve-(12) month period preceding the date of application for conditional use approval. Nor shall this section be applicable in its replacement requirement to that portion of a multi-unit building of three (3) units or more that is occupied by the owner as his or her primary residence for the thirty-six-(36) month period preceding the date of application for conditional use approval. Any exemption allowed under this provision shall be void if the owner sells any of the applicable units within twenty-four (24) months of the date of conditional use approval; and,

(d) The demolition or conversion of a housing unit that has rented, for the twenty-four (24) months preceding the date of application for conditional use approval, for a monthly charge in excess of twice the HUD Fair Market Rent for the Burlington MSA, adjusted for unit size.

3. Questions from the IZWG and supporting data

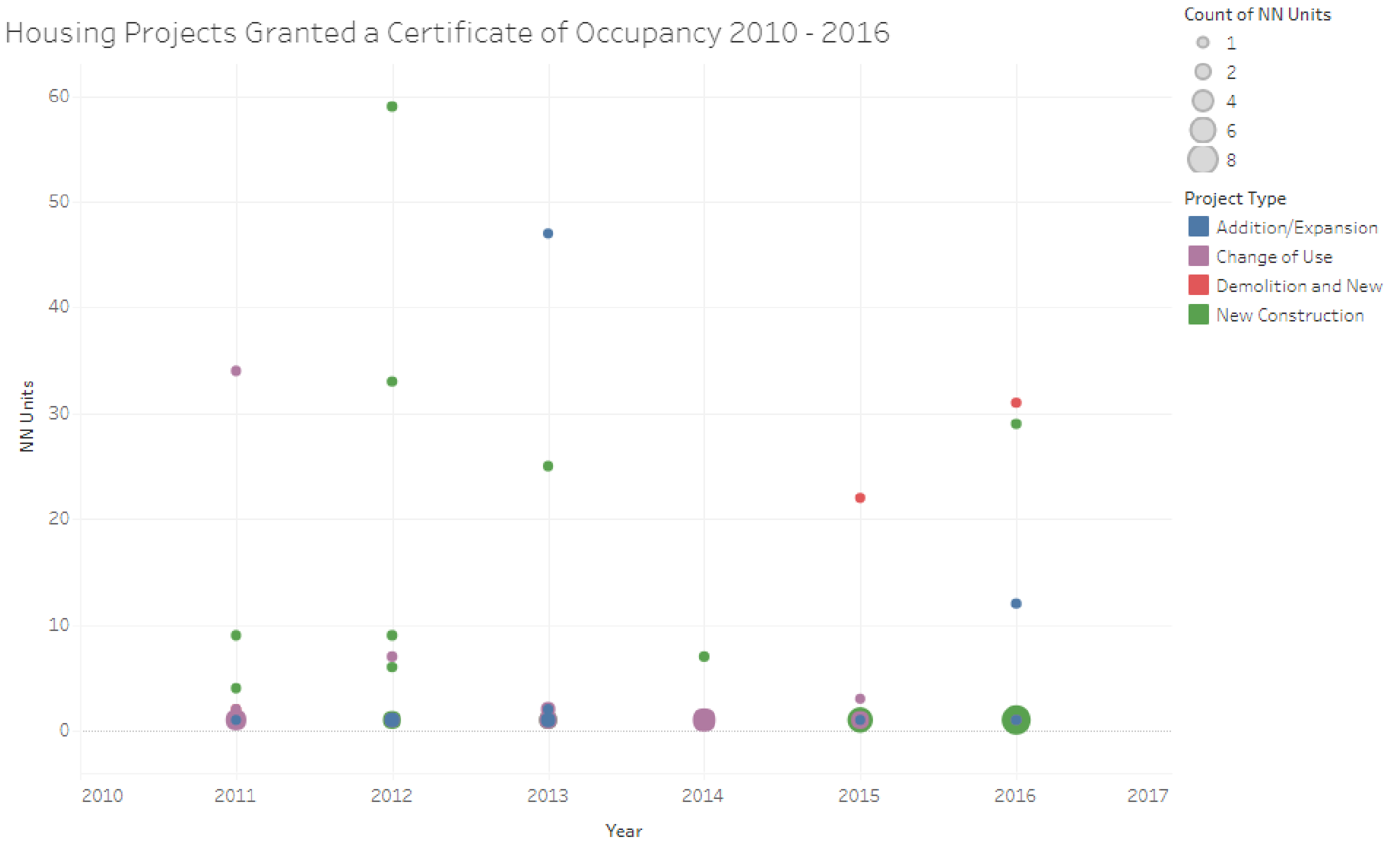
Significant Pieces of Research NOT Found in the IZ Report which are Needed by the IZ Working Group Before Recommending Changes

(1.) In the last 20 years, what is the distribution in the SIZE of the residential projects approved by the City for new construction or adaptive reuse?

Number of total units in project*	Number of projects
5-9	16
10-14	8
15-19	6
20-24	5
25-35	10
36-45	3
46-55	0
56-65	0
66-75	1
76-85	4
86-95	0
95-105	1
105+	1
Total	55

*projects which triggered IZ only (1990 - present)

ALL housing projects (2010 – 2016) including those below the IZ threshold (distribution chart below by Net New Units)



Source: City of Burlington

2. How many of these projects were new construction and adaptive reuse? 7050

(2010 – 2016)

37 New construction projects: 210 units
3 Demo and new build projects: 55 units
32 Renovation/Expansion projects: 135 units

(3.) Between 1990 and 2015, 76% of all the housing units produced in Burlington were forced to comply with the IZ ordinance. That means another 545 units (24%) were NOT covered by the ordinance, presumably because they slipped below the 5-unit threshold for new units or the 10-unit threshold for adaptive reuse. A counter-factual analysis should be done asking how many FEWER projects/units would have been subject to IZ and how many FEWER IZ units would have been produced if the threshold had been higher – say 1.5 times higher, 2 times higher, or 2.5 times higher.

- If threshold was set at 8 and above then:
  - 7 fewer projects would trigger IZ
  - 8 fewer IZ units
- If threshold was set at 10 and above then:
  - 16 fewer projects would trigger IZ
  - 18 fewer IZ units
- If threshold was set at 15 and above then:
  - 24 fewer projects would trigger IZ
  - 32 fewer IZ units

(4.) Since the inception of the IZ ordinance in 1990, what changes have occurred in the GAP between the "affordable" price of an IZ rental unit or IZ homeownership unit versus the market price/market rent for those same units.

5. How would the comparative profile described in #4 be altered if the standard used to set the "affordable price" in an IZ unit was NOT the median income for the MSA but a standard closer to what lower-income households in BURLINGTON actually earn.

(6.) What would a $75K contribution to the Housing Trust Fund "buy" in the way of writing down the cost of a market-rate unit to the point where a household earning 65% of AMI can rent it or a household earning 75% of AMI can buy it? If $75K is too little, what amount would be necessary to achieve this affordability target?

4. IZ Max Rent Figures 2018

Approved by the Housing Trust Fund Administrative Committee on 5/18/18.
Effective 5/18/18

2018-2019 Inclusionary Zoning Income Limits & Max Rent Calculations:

2018 HUD AMI (updated 4.1.18)	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
65% AMI*	$41,795	$47,775	$53,755	$59,670	$64,480	$69,225	$74,035	$78,780
75% AMI**	$48,225	$55,125	$62,025	$68,850	$74,400	$79,875	$85,425	$90,900
80% AMI	$50,350	$57,550	$64,750	$71,900	$77,700	$83,450	$89,200	$94,950
100% AMI	$64,300	$73,500	$82,700	$91,800	$99,200	$106,500	$113,900	$121,200

household size based on 1.5 person/bedroom	1 person	1.5 person	3 person	4.5 person		6 person	7.5 person
	Efficiency/Studio	1 BR	2 BR	3 BR		4 BR	5 BR
65% AMI adjusted for # of persons per bedroom	$41,795	$44,785	$53,755	$62,075		$69,225	$76,408
2018-19 Inclusionary Zoning Maximum Gross* IZ Rent	$1,045	$1,120	$1,344	$1,552		$1,731	$1,910
increase/decrease from previous year (below)	11.4%	11.4%	11.4%	11.4%		11.4%	11.4%

*assumes property owner pays all utilities except cable and telecom

2015-18 Inclusionary Zoning Rent Limits

	Efficiency	1 BR	2 BR	3 BR		4 BR	5 BR
2017-18 Inclusionary Zoning Maximum Gross IZ Rent (landlord pays utilities)	$938	$1,005	$1,206	$1,393		$1,554	$1,714
2016-17 Inclusionary Zoning Maximum Gross IZ Rent (landlord pays utilities)	$956	$1,024	$1,229	$1,420		$1,584	$1,748
2015-16 Inclusionary Zoning Maximum Gross IZ Rent (landlord pays utilities)	$933	$978	$1,199	$1,331		$1,545	$1,651

In calculating the rents or carrying charges of inclusionary units, the following relationship between unit size and household size shall apply:

Unit Size	Household Size Equivalent
Efficiency Units:	1 Person Household;
One-Bedroom Units:	1.5 Person Household (average of one and two-person household incomes);
Two-Bedroom Units:	3 Person Household;
Three-Bedroom Units:	4.5 Person Household (average of four and five-person household incomes);
Four-Bedroom Units:	

5. IZ Inventory Figures (10/13/17)

Inclusionary Zoning Unit Inventory--Completed and Underway (Dated 10/13/2017)

Note #1: This inventory has been updated from the version used for the "Evaluation of the City of Burlington's Inclusionary Zoning Ordinance dated January 2017."

Note #2: Units are only counted on this inventory after project is complete or when the project is fully permitted and construction is underway

Note #3: This inventory is subject to change as new information is becomes available.

Completed Units

	CEDO Listed Permit Year (applied for)	Cert of Occupancy Year	Address	Name of project	Affordable Non-Profit - IZ Units	Private Developer - IZ Units	Affordable Non-Profit partnership with Private Developer - IZ units	Condo Total Units	Condo IZ Units	Rental Total Units	Rental IZ units	Co-op Total Units	Co-op IZ Units	Single Family Total Units	Single Family IZ units	IZ Units	On/Off Site	Notes
11	1990	1990*	220 Riverside Ave.	Salmon Run	12					80	12					12	On	
12	1990	1990*	72 Heineberg Rd.	Heineberg Senior	12					81	12					12	On	
13	1990	1990*	Hildred Drive (1 - 422 Hildred Drive)	River Watch		30		213	30							30	On	
14	1990	1990*	Valade Park (18-120 Valade St)	Valade Park		10		68	10							10	On	
15	1991	1991*	161 Austin Dr.	Red Rocks		15		103	15							15	On	
16	1992	1992	700 Riverside Ave.			1				8	1					1	On	
17	1992	1992	85 Archibald St.(formerly 83 Archibald)	Thelma Maple Co-op	3							20	3			3	On	
18	1992	1993	288 Flynn Ave.	Flynn Ave Coop	4							28	4			4	On	
19	1993	1993*	Queen City Park	Queen City Park	2			11	2							2	Off	Offsite units located at 34 Valade Park & 65 Venus Ave.
20	1993	1993*	693 Riverside Ave.		2					13	2					2	On	
21	1995	1995*	20 & 24 High Grove Ct.	High Grove Court		2		13	2							2	On	
22	1994	1997	33 North Ave.	Commodore Point		2		16	2							2	On	
23	1994	1998	1 Steele St. (aka 1 Main St.)	Main Street Landing		2		8	2							2	On	
24	1992	1998	325 Ethan Allen Parkway	Ethan Allen				13	0							0		Project received a varience from Zoning Board of Adjustment - no inclusionary units required.
25	1996	1998	40 College St. (formerly 74)	College & Battery				81	0							0	Off	This was the first "payment-in-lieu" project - the IZ requirements were written into the zoning agreement. In-Lieu payment was $165,000 for 16 units.
26	1999	1999*	125 St. Paul St. (aka 117-135 St. Paul)	Park Place	5					34	5					5	On	
27	1999	1999*	130 Mansfield Ave.	McAuley Square (3)	3					19	3					3	On	
28	1995	1999	25-31 North Champlain St.	Monroe Place	2					16	2					2	On	
29	2000	2001*	284 Grove St. (aka 300 Grove)			2				15	2					2	On	
30	1997	2001	78 Rose St. (aka 72-82 Rose)	Rose St. Artists Co-op	2							12	2			2	On	
31	2004	2003	1144 North Ave.			1				6	1					1	On	
32	2003	2003/06*	1044 North Ave.			1		9	1							1	Off	Offsite - unit transferred to 354 Manhattan Dr. see note below.
33	2002	2003	300 Lake St.	Waterfront Housing	10					40	10					10	On	
34	2002	2003*	84 North Ave.	ECHO	1					8	1					1	On	
35	2001	2004	106 Rose St.			1		6	1							1	On	
36	2001	2004	68 Pearl St.(aka 64 Pearl)	Bove's/Pearl	5					34	5					5	On	
37	2004	2005	187 South Winooski Ave.	Hood Plant		1		8		1	1					1	On	
38	2005	2005	272 Church St.	Converse Home	3					21	3					3	On	
39	2000	2006	140 Venus Ave. (original address)	Venus Ave	1									8	1	1	On	

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
10		CEDO Listed Permit Year (applied for)	Cert of Occupancy Year	Address	Name of project	Affordable Non-Profit - IZ Units	Private Developer - IZ Units	Affordable Non-Profit partnership with Private Developer - IZ units	Condo Total Units	Condo IZ Units	Rental Total Units	Rental IZ units	Co-op Total Units	Co-op IZ Units	Single Family Total Units	Single Family IZ units	IZ Units	On/Off Site	Notes
40		2005	2006	81 South Willams St.			3		23	3							3	On	
41		2003	2007	354 Manhattan Dr.	Manhattan Hts.		1		15	1							1	On/Off	1 IZ unit onsite transferred from 1044 North Ave. HTF paid $25,000 in lieu of 1 additional IZ unit.
42		2002	2008	235 Park St.	Benway Common		1		7	1							1	On	
43		2007	2009	180 East Ave./East Village Dr	East Village Co-Housing	5							31	5			5	On	
44		2008	2009	40 Red Maple Ln.	Sophies Place	2					11	2					2	On	
45		2010	2010*	50 Barrett St.	Millview Court Condominium		1				8	1					1	On	
46		2005	2011	35 Cherry St.	Westlake		0		43	0							0	Off	In lieu of payment of $371,250 for 8 IZ units, with additional fees total payment of $400,000
47		2012	2012	1189-1193 North Ave. (aka 1191 North Ave)	(Thayer) Avenue Apts			17			85	17					17	On	
48		2008	2012	155 Plattsburgh Ave.			1				9	1					1	On	
49		2007	2012	88 King St.	King Street Housing			5			20	5					5	On	3 units were triggered as part of the 20 units of new housng in this building. 2 additional units were transferred from 161 161 St. Paul St.
50		2012	2013	144 North Champlain St.			1				6	1					1	On	
51		2010	2013	23 Church St.			1				6	1					1	On	
52		2006	2013	237 North Ave.	Packard Lofts		4				25	4					4	On	
53		2012	2013	30-42 King St.		2					14	2					2	On	
54		2012	2013*	371 Pearl St.			2				7	2					2	On	
55		2007	2014	183-187 St. Paul St. (aka 193 St. Paul)	Stratos		5		33	5							5	On	
56		2013	2015	200 North St.	Abe's Corner		1				6	1					1	On	
57		2014	2015	237 N. Winooski Ave.	Maiden Lane		4				28	4					4	On	
58		2000	2015	343 North Winooski Ave.	Bus Barns	4					25	4					4	On	
59		2015	2016	140 Grove St.	Bayberry Apartments		13				85	13					13	On	Temporary Cert. of Occupancy for Phase 1A,1B, 2A, 2B, and 3A. 232 units (and 35 IZ units) planned in all phases.
60		2009	2016	161 St. Paul St.	Hinds Lofts		0		15	0							0	On/Off	Offsite - 2 units located at 88 King St.
61		2013	2016	179 Elmwood Ave.			1				9	1					1	On	
62		2015	2016	247-249 Pearl St.			4				29	4					4	On	
63		2015	2016	289 College St.			2				12	2					2	On	
64		2013	2016	258-260 N. Winooski Ave.	Silversmith Comons		3				22	3					3	On	
65		2014	2016	33-43 Bright St.	Bright Street Cooperative	6					40	6					6	On	
66			2017*	185-195 College Street			5				33	5					5	On	
67					**Completed Unit Totals**	**86**	**121**	**22**	**685**	**75**	**856**	**139**	**91**	**14**	**8**	**1**	**229**		

68 * Provisional date. Project is permitted and complete, but records are unclear about precise closeout date. CEDO staff are seeking additional information.

Completed		
IZ Condos	75	32.75%
IZ Rental	139	60.70%
IZ Co-op	14	6.11%
IZ Single family	1	0.44%
Grand Total IZ Units	229	100.00%

Completed		
Affordable Non-Profit - IZ Units	86	37.55%
Private Developer - IZ Units	121	52.84%
Affordable Non-Profit partnership with Private Developer - IZ units	22	9.61%
	229	100.00%

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
10		CEDO Listed Permit Year (applied for)	Cert of Occupancy Year	Address	Name of project	Affordable Non-Profit - IZ Units	Private Developer - IZ Units	Affordable Non-Profit partnership with Private Developer - IZ units	Condo Total Units	Condo IZ Units	Rental Total Units	Rental IZ units	Co-op Total Units	Co-op IZ Units	Single Family Total Units	Single Family IZ units	IZ Units	On/Off Site	Notes
76																			
77				Total Units	1640	14%													
78																			
79		**Units Underway (In Construction)**																	
80		2015		140 Grove St.	Bayberry Apartments		31				204	31					29	On	Construction is underway. Temporary Cert. of Occupancy for Phase 1A and 1B.
81		2014		194 St. Paul St.	Eagle's Landing		17				115	17					17		Construction is underway
82		2015		185-195 College Ave.	Burlington Free Press Building		5				32	5					5		Construction is underway
83					**Totals**	**0**	**53**	**0**	**0**	**0**	**351**	**53**	**0**	**0**	**0**	**0**	**51**		

	Completed and Underway		
86	**IZ Condos**	75	26.60%
87	**IZ Rental**	192	68.09%
88	**IZ Co-op**	14	4.96%
89	**IZ Single family**	1	0.35%
90	**Grand Total IZ Units**	282	100.00%
92	Total Units	1991	14%

Completed and Underway		
Affordable Non-Profit - IZ Units	86	30.50%
Private Developer - IZ Units	174	61.70%
Affordable Non-Profit partnership with Private Developer - IZ units	22	7.80%
	282	100.00%

		E	F
95	**Units In Development**		
96		351 North Ave.	Cambrian Rise
97		75 Cherry St.	Burlington Town Center
98		316-322 Flynn Ave.	
99		66-96 Colchester Ave.	

	Projects permitted prior to enactment of Inclusionary Zoning in 1990, but which were built after 1990:	Total Number of Units
103	200 Lake St	19
104	Northshore	60
105	Calarco Ct.	5
106	Birch Ct.	18
107	River's Edge	60
108	216 Lake St.	15
109	Grey Meadows	35
110	Strathmore	83
111	Haven	60
112	**Total**	**355**

6. Sub Committee Economic Feasibility Analysis

Borrowing capacity

Developer carrying own IZ

	one bed		two bed		Three bed	
	Market Rate	IZ 65%	Market Rate	IZ 65%	Market Rate	
Rents	$ 1,500	$ 907	$ 1,710	$ 1,081	$ 2,400	
80% of rents	$ 1,200	$ 726	$ 1,368	$ 865	$ 1,920	60% of rent
Avg Op Expense (no utilities)	$ 500	$ 500	$ 500	$ 500	$ 500	
Available for Debt Service	$ 700	$ 226	$ 868	$ 365	$ 1,420	
Debt Assumptions						
Interest Rate	5.25%	5.25%	5.25%	5.25%	5.25%	
Term	25	25	25	25	25	
Available for Debt Service	$ 700	$ 226	$ 868	$ 365	$ 1,420	
Debt capacity	$ (116,813)	$ (37,656)	$ (144,848)	$ (60,843)	$ (236,964)	
Cost to develop	$ 230,000	$ 230,000	$ 248,000	$ 248,000	$ 268,000	
Equity needed	$ 113,187	$ 192,344	$ 103,152	$ 187,157	$ 31,036	
ROI	$ 3,600	$ 2,177	$ 4,104	$ 2,594	$ 5,760	
	3%	1%	4%	1%	19%	
Gross Rent	$ 18,000	$ 10,885	$ 20,520	$ 12,969	$ 28,800	
Operating Expense	$ 6,000	$ 6,000	$ 6,000	$ 6,000	$ 6,000	
NOI	$ 12,000	$ 4,885	$ 14,520	$ 6,969	$ 22,800	
Cap Rate	6.6%	6.6%	6.6%	6.6%	6.6%	
Value	$ 181,818.2	$ 74,011.4	$ 220,000.0	$ 105,590.9	$ 345,454.5	
Cost To Develop	$ 230,000.0	$ 230,000.0	$ 248,000.0	$ 248,000.0	$ 268,000.0	
	$ (48,181.82)	$ (155,988.64)	$ (28,000.00)	$ (142,409.09)	$ 77,454.55	

NOTES		
Sources	**Percent**	
Bank Debt	80	80% LTV
Equity	20	
Ten year horizon to exit		
Cap Rate	6.6%	
ROI	8%	

Allen and Brooks	New Construction			
	Low	**High**	**Average**	**Observed**
Studio	$ 1,200	$ 1,400	$ 940	
One	$ 1,250	$ 1,500	$ 1,046	$ 1,485
One plus	$ 1,500	$ 1,695		$ 1,575
Two	$ 1,650	$ 1,900	$ 1,286	$ 1,850
Two plus Two baths	$ 1,775	$ 2,260		
Three Bedroom			$ 1,903	$ 2,400

	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
100% of median income	57700	$66,000	$74,200	$82,400	$89,000	$95,600	$102,200	$108,800
80%	46160	52800	59360	65920	71200	76480	81760	87040
50%	28850	33000	37100	41200	44500	47800	51100	54400
140%	80780	92400	103880	115360	124600	133840	143080	152320
household size based on unit size	1 person	1.5 person	3 person	4.5 person		6 person	7.5 person	
	efficiency	1 BR	2 BR	3 BR		4 BR	5 BR	
Adjusted to 65% income by # of bedrooms	37505	40203	48230	55705		62140	68575	
Max. gross IZ rent	938	1005	1206	1393	0	1554	1714	
Net IZ rent without utlilties	848	885	1055	1215		1291	1414	
Gross 140% AMI rent with utilities	1855	2121	2387	2650	2863	3077	3287	
BHA High-efficiency Utility allowance								
Heating	42	56	69	84		152	176	
Cooking	4	5	7	8		11	12	
Electric	26	37	49	56		60	67	
Water heating	18	22	26	30		40	45	

New Construction in Burlington		800	sf	
Avg Cost		248,516		
# of units	10	30	60	100
Avg Sq Ft area	9,600	30,000	60,000	100,000
Covered parking ?	no	yes	yes	yes
Elevator ?	no	yes	yes	yes
Const cost PSF	155	160	170	170
Land Acquisition	450,000	840,000	1,320,000	1,800,000
Const. Cost	1,488,000	4,800,000	10,200,000	17,000,000
Const. Contingency	148,800	384,000	510,000	850,000
Soft cost variable	483,600	1,368,000	2,550,000	3,893,000
Soft cost fixed	46,000	46,000	46,000	46,000
Soft cost contingency	**20,000**	30,000	50,000	100,000
Total Dev't Cost	2,636,400	7,468,000	14,676,000	23,689,000
Total per unit cost	263,640	248,933	244,600	236,890

KK appraisal	Acq price per unit			
Burlington Vt	12,000 - 50,000			
Soft cost variable as % of Const.	**10**	**30**	**60**	**100**
construction loan interest	3%	3%	3%	3%
loan fees	0.50%	0.50%	0.50%	0.50%
architect/engr	10.0%	8.5%	7.0%	5.0%
permitting fees	5.5%	5.5%	5.5%	5.5%
Developer fee	12.0%	10.0%	8.0%	8.0%
Insurance and taxes	1.5%	1.0%	1.0%	0.9%
TOTAL	32.5%	28.5%	25.0%	22.9%
Construction Contingency	10.0%	8.0%	5.0%	5.0%
Soft cost fixed				
appraisal	6000			
Phase 1 study	5000			
survey	8000			
title/legal	20000			
cost estimates	3500			
market study	3500			
Total	46000			

* Burlington's IZ ordinance has been an integral way for CHT to help provide affordable homeownership
* Only issue is that on recent Cambrian Rise Condo development CHT needed to secure additional funding to ensure affordability of the 30 Units
* CHT's fear is that VHCB funds may not be available for the next project
* In CHT's experience the disconnect in what Ordinance calculates as affordable and what CHT buyers can afford is due to the fact that the Ordinance assumes 1.5 per bedroom. Across 30 years and 1,100 transactions, CHT buyers average .97 people per bedroom.
* CHT suggests two possible solutions:
  1) Adjust Ordinance for homeownership to assume 1 person per bedroom
  2) Keep the 1.5 person/bedroom assumption, but adjust the formula so that all IZ homes are affordable to those at 65% AMI.

CAMBRIAN RISE				IZ Price (Purchase Price		Net Price
# BR	Sq. Footage	# of Homes	Market Value	From Eric Farell -80% AMI)	VHCB Subsidy	from Buyer
1	755	8	$238,000	$176,551	$36,551	$140,000
2	1040	19	$291,000	$218,345	$58,345	$160,000
3	1220	3	$341,000	$257,742	$77,742	$180,000
	29460	30	$8,456,000	$6,334,189	$1,634,189	$4,700,000

Option 1 - Set homes affordable to those at 70% AMI

	# of People	Monthly Income - 100%	Monthly Income 70% AMI	Max Price 70% AMI	Max Price Current IZ Ordinance
1 BR	1.5	$ 5,154	$ 3,608	$138,350	$156,435
2 BR	3	$ 6,183	$ 4,328	$163,380	$185,075
3 BR	4.5	$ 7,141	$ 4,999	$184,922	$209,979

Option 2 - Set assumption of 1 person per bedroom

	# of People	Monthly Income - 100%	Monthly Income 75% AMI	Max Price
1 BR	1	$ 4,808	$ 3,606	$138,224
2 BR	2	$ 5,500	$ 4,125	$149,127
3 BR	3	$ 6,183	$ 4,637	$159,556

Assumptions	
Tax 1 BR	320
Tax 2 BR	400
Tax 3 BR	480
Assoc Fee - 1 BR	200
Assoc Fee - 2 BR	240
Assoc Fee - 3 BR	280
Insurance	20
Total Non Mtg - 1 BR	540
Total Non Mtg - 2 BR	660
Total Non Mtg - 3 BR	780

# of IZ homes	75% AMI Price 2 BR	Total Cost to Developer	Total Cost to Developer - 70% AMI	# of homes at 70% With same cost as current	Total Cost to Developer - 1 person/BR	# of homes 1 person/BR With same cost as current
1	$185,075	$ 64,925	$ 86,620	0.75	$ 100,873	0.64
5	$185,075	$ 324,624	$ 433,100	3.75	$ 504,365	3.22
10	$185,075	$ 649,247	$ 866,201	7.50	$ 1,008,731	6.44
15	$185,075	$ 973,871	$ 1,299,301	11.24	$ 1,513,096	9.65

Appraised Value of Home	
1 BR	$220,000
2 BR	$250,000
3 BR	$300,000

Proposal
* CHT recommends either option in changing the calculation for the affordable price so that additional funds are not needed to sell the homes.
* If the goal of the working group is to keep the costs to the developer the same under the current ordinance and a new one then:
  Option 1 would mean the IZ homes required under the new proposal would be 75% of the current requirement
  Option 2 would mean the IZ homes required under the new proposal would be 64% of the current requirement

7. IZWG Meeting Minutes

CITY OF BURLINGTON, VERMONT

Inclusionary Zoning Working Group

c/o Community & Economic Development Office
City Hall, Room 32 • 149 Church Street • Burlington, VT 05401
802-865-7144 VOX • 802-865-7024 FAX • www.burlingtonvt.gov/cedo

IZWG Members Present: City Council President Jane Knodell (Chair), Mike Monte, Eric Farrell, Bruce Baker, Brian Pine, Erik Hoekstra, Noelle Mackay (Director, CEDO), David White (Director, Planning & Zoning)

IZWG Members Absent: Nancy Owens and John Davis

Staff Support Present: Gillian Nanton, Ian Jakus

Thursday September 14, 2017
8:00 AM – 10:00 AM
City Hall Conference Room 12 (CR 12)

MEETING MINUTES

I. Agenda

J. Knodell called the meeting to order at 8:05 a.m., and requested an amendment of the Agenda, to include a public forum. M. Monte made a motion to accept the amended Agenda and is seconded by B. Pine.

II. Public Forum

No members of the public spoke.

III. IZWG - Organization and Operating Procedures

Members reviewed the 'IZWG Operating Procedures' document that was distributed. J. Knodell observed the following:

The goal is to reach consensus on the issues, rather than take a vote.

All materials of the IZWG should be placed on a special landing page on CEDO's website.

Members should decide and advise G. Nanton which email address they wished to use for communicating on IZWG matters, being mindful that information held in private email accounts (such as "gmail" or "hotmail") can be subject to FOIA requests. All emails should be copied to Gillian Nanton: gnanton@burlingtonvt.gov.

IV. IZWG – Duties and Responsibilities

J. Knodell observed that the IZWG's 'Duties and Responsibilities' were broadly outlined in the 'Operating Procedures' document.

N. Mackay noted that, in some instances, interpreting the existing Inclusionary Zoning (IZ) ordinance, was not always clear and technical changes were needed for greater clarity. In particular, she referenced the 'monitoring and enforcement' aspects of the ordinance and its policy intent.

D. White also suggested that Planning & Zoning would have some technical recommendations with regard to the IZ ordinance.

J. Knodell acknowledged that there might be technical aspects of the current IZ ordinance to be dealt with, but didn't wish the IZWG to become an ordinance committee. Rather, such matters could be done at the Ordinance Committee, she opined.

V. Work Planning

J. Knodell suggested that the IZWG should begin its work by going through the recommendations of the January 2017 draft IZ Evaluation report and determining where there is consensus among the Group. Additionally, the IZWG could offer other ideas and recommendations, not contained in the consultant's report.

E. Hoekstra raised the question of the intent of the IZ ordinance. He opined that, while IZ is a great policy tool for providing affordable housing, it ought to be tailored to the particular market and its implementation should not constrain housing development.

E. Hoekstra also made reference to a number of IZ studies produced by the Lincoln Institute and Urban Land Institute and encouraged members to review these documents.

B. Pine mentioned a 2012 RAND Corporation study in which Burlington had participated, along with 10 other jurisdictions. The study, which looked at the socially inclusive aspects of IZ policies, found that the typical IZ home is located in a low-poverty neighborhood and its effect on educational outcomes is positive.

D. White referenced IZ studies on Policy Link. He observed that the housing market was different in 1990, when the IZ ordinance was adopted. He added that, regulations must be flexible and IZ policy monitored periodically, to ensure it is meeting current needs.

M. Monte referenced the IZ studies produced by Grounded Solutions Network.

It was agreed that the referenced IZ studies would be posted on the IZWG landing page, for members to review.

The IZWG agreed on the following upcoming meeting dates, beginning at 8:00 a.m., with location to be determined:

Thursday, September 28th, 2017
Thursday, October 26th, 2017
Thursday, November 9th, 2017
Thursday, December 7th, 2017

J. Knodell proposed that members should undertake the following tasks for the next meeting of the IZWG:

(i) Review the January 2017 draft IZ Evaluation report
(ii) Review the current IZ ordinance
(iii) Review related IZ studies and reports

The IZWG began reviewing the first recommendation, in 'Part 3 – Choices & Recommendations' of the January 2017, draft IZ Evaluation report, that is, under *Status quo plus*: **Increase development threshold**.

The IZWG discussed the pros and cons of this recommendation, noting that increasing the threshold trigger improves the economic viability of projects in larger developments, as cost of IZ units are spread over more units. Further, it was noted that, the production of IZ units works best when non-profit partners are participating in the proposed housing development. Private developers, on their own, are unable to generate sufficient return to make the project viable, as cost off-sets (e.g. density bonuses) do not work.

It was agreed that a sub-committee of the IZWG will prepare a brief, demonstrating the economics of inclusionary development and why IZ is easier with larger developments.

The findings of the draft IZ Evaluation report indicate that a lot of IZ units have been built in RH zones or mixed-use areas. The question was raised as to whether or not the threshold for inclusionary zoning might be linked to zoning classification. Further, the meeting observed that the IZ policy is failing in certain sections of the city, for example, the Old North End, which is broadly integrated. As well, because the South End is zoned RL, it will never be fully integrated.

It was suggested that a sliding scale could be used in determining the number of IZ units to be produced. Also, for smaller developments within a particular range where IZ units won't be required, a payment in lieu might be made to the Housing Trust Fund.

Reference was made to the 'aggregation' concept in the existing IZ Ordinance (Section 9.1.5). It was agreed that this should be deleted.

It was agreed that an increase in the supply of market rate housing will increase the inclusionary housing stock in Burlington. Further, it was noted that IZ is just one tool in a suite of policies outlined in Burlington's Housing Action Plan intended to address the affordable housing challenge.

The IZWG agreed that the threshold for inclusionary zoning should be increased, however, the question remained as to the appropriate level. While it was also agreed that the right number of units (e.g. 10 units? 20 units?) to trigger the inclusionary policy will be dependent on other elements, including maximum household income, it was decided to table this recommendation and continue working through the remainder.

VI. Any Other Business

VII. Adjournment

The meeting adjourned at 9:35 a.m.

CITY OF BURLINGTON, VERMONT

Inclusionary Zoning Working Group

c/o Community & Economic Development Office

City Hall, Room 32 • 149 Church Street • Burlington, VT 05401

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IZWG Members Present: City Council President Jane Knodell (Chair), Mike Monte, Eric Farrell, Bruce Baker, Brian Pine, Erik Hoekstra, Noelle Mackay (Director, CEDO), Nancy Owens, John Davis
IZWG Members Absent: David White (Director of Planning)
Staff Support Present: Gillian Nanton
Public: Erhard Mahnke

Thursday September 28, 2018
8:00 AM – 10:00 AM
City Hall Conference Room 12 (CR 12)

MEETING MINUTES

I. Agenda

J. Knodell called the meeting to order at 8:12 a.m. E. Hoekstra made a motion to accept the Agenda and is seconded by M. Monte.

II. Public Forum

No members of the public spoke.

III. Approval of Minutes – 09/14

B. Pine made a motion to approve the minutes of the IZWG of September 14, 2017. This was seconded by B. Baker.

IV. Recommendations – January 2017 draft IZ Evaluation Report

J. Knodell recalled how the IZWG was going to carry out its work. It had been decided to walk through the recommendations of the January 2017 draft IZ Evaluation report and determine where there is consensus among the Group. Additionally, the IZWG could offer other ideas and recommendations, not contained in the consultant's report.

J. Knodell also noted that the Working Group had not reached closure on the appropriate level to which the threshold for inclusionary zoning should be increased, although it was agreed it should be increased.

It was noted that certain data, including the distribution in the size of residential projects, number of housing units produced which complied with the IZ ordinance and those not covered by the ordinance, needed to be analyzed to determine how many fewer IZ units would have been produced if the threshold had been higher.

It was observed that CEDO has several data sets, including all permitted and completed projects over a 25-year period, which will be shared. The data was collected in preparation for stepped- up monitoring of inclusionary units being undertaken by CEDO immediately after the draft IZ Evaluation report had been released, and this was one recommendation.

It was suggested that the appropriate threshold to trigger IZ units could be linked to a range of housing units produced and this could encourage more units. The importance of undertaking pro forma analysis which would demonstrate the economics of inclusionary development was underscored. The Group should determine who will undertake this work.

The view was shared that IZ should be made more attractive with various types of development incentives to offset the economic impacts the inclusionary policy has on developers. These included: elimination of parking requirements and the provision of density bonuses by right.

The question of sustaining a significant level of market-rate development as the most important factor in determining the success of IZ policies, was raised. It was noted that boosting the production of affordable housing is dealt with in recommendations contained in *'Moving the needle,'* the third path of Part 3 – Choices & Recommendations, of the Report.

The lack of clarity with regard to interpreting certain aspects of the IZ ordinance was discussed. For example, it was observed that there's a lack of clarity around 'rounding up or rounding down' when the percentage requirements for inclusionary units carries a decimal point. Further, the lack of clarity in interpreting the IZ ordinance had led to unpredictability for developers. The view was taken that there ought to be internal policies and procedures which provide guidance for implementation of the IZ ordinance.

J. Knodell in summing up this particular discussion noted the following:

(i) CEDO would provide data on the completed and permitted projects it has compiled.

(ii) A sub-committee comprising E. Farrell, E. Hoekstra and N. Owens will develop pro formas (new construction and conversion projects), with the view to demonstrating the economics of housing production and its intersection with inclusionary zoning.

The IZWG discussed the second recommendation contained in the draft IZ Evaluation report
'Generalize unit comparability.'

The IZWG agreed that the current square footage minimum requirements of bedroom sizes were too large and these minimums should be eliminated.

The view was shared that comparability between market-rate and affordable units should maintained, particularly as this relates to size and exterior appearance, e.g. doors and windows and bed-room mix.

Specifically, on bed-room mix, it was noted that while there should be comparability with market-rate units, there ought to be flexibility, given the demand from New Americans families for larger size housing units. In this regard, it was observed that maintaining comparability between market-rate and affordable units may not necessarily align with current needs.

The IZWG agreed that inclusionary units should be dispersed rather than concentrated in residential housing projects, although the view was shared that locational differences ought to be allowed within 'permitted projects,' that is, IZ units don't have to be in areas with prominent views, etc.

The IZWG observed that amenities and common areas in residential housing projects should be accessible to all tenants in the building. As well, inclusionary housing units should have the same energy efficiency and sound proofing as market-rate units.

The IZWG agreed that parking should be treated as an amenity, although it was observed that it might be available to all for a fee. However, it was noted that parking has never been part of affordable housing calculations costs. There was no final determination on this item by the IZWG.

V. Any other Business

J. Davis shared a one-pager on data and research requirements captioned: 'Significant Pieces of Research NOT Found in the IZ Report which are Needed by the IZ Working Group Before Recommending Changes.'

The next meeting of the IZWG will take place on Thursday, October 26th beginning at 8:00 a.m., in Conference Room 12, City Hall.

VI. Adjournment

The meeting adjourned at 9:40 a.m.

CITY OF BURLINGTON, VERMONT

Inclusionary Zoning Working Group

c/o Community & Economic Development Office

City Hall, Room 32 • 149 Church Street • Burlington, VT 05401

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IZWG Members Present: Michael Monte, Eric Farrell, Bruce Baker, Erik Hoekstra, Noelle MacKay, Nancy Owens, John Davis, David White
IZWG Members Absent: City Council President Jane Knodell, Brian Pine
CEDO staff members: Ian Jakus, Todd Rawlings
Other attendees: Earhard Mahnke

Inclusionary Zoning Working Group Meeting
Thursday, October 26th 2017
8:30 – 9:30 AM
City Hall Conference Room 12 (CR 12)
Meeting Minutes

1. Approve Agenda
   - Noelle MacKay moved to adopt the agenda seconded by Nancy Owens

2. Approve minutes
   - Michael Monte moved to approve the minutes and Eric Farrell seconded
   - No one opposed or abstained

3. Discussion of IZ Monitoring Efforts

   - CEDO staff Todd Rawlings began by giving an overview of the IZ monitoring memo.
     - CEDO has devoted significant resources to IZ monitoring in the past year:
       - Building monitoring systems by going through files and ensuring complete information on all projects
       - Working with city attorney to identify ambiguities in the ordinance
       - Reached out to private landlords to notify them of this effort
       - Property owners are now being updated with the current IZ rents

   - A discussion ensued around property owners who have IZ units and their compliance. Todd Rawlings explained that while Champlain Housing Trust (CHT) owns the vast majority of IZ units, some private owners may be unaware of the IZ compliance issues, especially where a property has changed hands, despite the fact that it would be included in the title. Some of the units don't have a specific IZ covenant because there are other covenants that ensure compliance, so we wouldn't know when those turn over.

Currently changes in ownership are best be captured in annual reporting. CEDO is working on developing a system to ensure that new owners understand the requirements of IZ.

- IZ rent levels and income limits were discussed, that while the rent level is set to what is affordable to a household making 65% of Area Median Income (AMI), the income limit is set at 100% AMI which is slightly higher than the 'typical' standard of 80% AMI for affordable housing. The city supplies the rent limits and the property owner is required to comply with the income limit at initial occupancy. If an occupant's income subsequently increases over the limit, CEDO's policy is that they remain in compliance. In regards to section 8 occupants, it is safe to assume those units are in compliance due to federal standards.

- Michael Monte expanded on this point of income limit compliance, explaining that CHT has a threshold when an income increase is too much, and then the unit reverts to market rent, and the next available unit becomes an IZ unit. While this system works for CHT where all units are roughly equivalent, this could be problematic for private developments where some units may be designed to be high-end, causing the owner to take a loss.

- Responding to questions about how the zoning permit process is carried out, Todd Rawlings explained that CEDO has improved the process. In order to release the permit, notice that the applicant met with CEDO is required with a plan to execute the housing subsidy covenant.

- Michael Monte raised an issue on security and compliance, that tenant information needs to be secured and cannot be at risk of becoming public information. This includes the tenant name which would be necessary to verify compliance. Todd Rawlings assured that this was already being done for compliance with the federal HOME program.

- Michael Monte asked for clarification in a situation where CHT is operating/developing IZ units on behalf of a developer, who would be held legally responsible for a violation? It was agreed that legal should look into this issue further.

- Eric Farrell asked if there is a mechanism to buy out a rental or ownership restriction using payment in-lieu? It was pointed out that housing value could exceed the cost of buying out resulting in an incentive that would reduce the number of affordable units. Then because it gets harder to build new units the City would essentially lose a unit. John Davis called on the group to remember that the purpose is inclusion not production, and there was debate on how the report acknowledged this.

- The discussion of further data needs for the IZ Working Group was moved to the agenda for the next meeting that would be an hour and a half.

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IZWG Members Present: City Council President Jane Knodell, Brian Pine, Michael Monte, Eric Farrell, Bruce Baker, Erik Hoekstra, Noelle MacKay, Nancy Owens, John Davis, David White
IZWG Members Absent: None
CEDO staff members: Ian Jakus
Other attendees: Earhard Mahnke

Inclusionary Zoning Working Group Meeting
Thursday, November 9th 2017
8:00 – 9:30 AM
City Hall Conference Room 12 (CR 12)

Meeting Minutes

1. Approve Agenda
   - President Knodell moved to adopt the agenda seconded by Nancy Owens
   - No one opposed or abstained

2. Public Comment
   - None

3. Approve minutes
   - Michael Monte moved to approve the minutes and Eric Farrell seconded
   - No one opposed or abstained

4. Data/research to fill gaps in January 2017 draft Inclusionary Zoning (IZ) Report – Responses to John Davis' one-page of follow up questions

   - John Davis explained that the one page of questions he submitted was based off of the recommendations in the Inclusionary Zoning report.

   - The group reviewed initial submitted responses to those questions and began with question #1 and #2 - what is the distribution in the **SIZE** of the residential projects approved by the City for new construction or adaptive reuse?

     - It was requested that the pipeline for projects in progress be included in this analysis

- The group moved on to Question #3 addressing the option of raising the threshold at which IZ is required (currently the 5-unit threshold for new construction or the 10-unit threshold for adaptive reuse). Specifically the question asks how many FEWER projects/units would have been subject to IZ if the threshold had been higher – say 1.5 times higher, 2 times higher, or 2.5 times higher.

  - John Davis stated that the location of these units that would be lost at different thresholds is important because 'inclusion' of low-income housing is the goal of the ordinance and the amount of low-income housing varies by neighborhood.
  - It was requested that these results be mapped to ensure the lost units are not predominately located in high-income neighborhoods

- A discussion arose around the issue of so called 'Naturally Occurring Affordable Housing' (NOAHs). These are units of housing that are rented at affordable prices without subsidy.

  - Erik Hoekstra stated that NOAHs have been lost due to a lack of supply of new housing units, which is due in part to inclusionary zoning costs that deter development. Secondarily, he stated that the affordable housing units developed by non-profit entities were likely to be built regardless of whether IZ existed. He explained that while IZ can work at the individual project level it is not working to increase the supply of affordable units city-wide.
  - Bruce Baker added that in his experience for projects of 10 or less units adding IZ units is not financially feasible. Additionally, the historic preservation restrictions have prevented him from pursuing projects in Burlington.
  - Michael Monte responded that NOAHs have disappeared due to students impacting the rental market and raising prices. Additionally, in regards to the suggestion that non-profits would build housing without IZ, he explained that these projects happened faster because of IZ and that the commitment to affordability is deeper, for example including units dedicated to homeless populations. The non-profits are doing this in a completely different way in cooperation with the Housing Authority. Not just meeting the threshold and moving on. An important tradeoff to consider is the potential for more affordability versus more units.
  - Chair Jane Knodell clarified the question to be answered – if we didn't have IZ how many NOAHs would have been preserved if there had been new housing to better meet market demand.
  - Brian Pine again raised that if inclusion was the goal of the ordinance rather than production, then we need to keep this in mind.

- Question #6 was discussed regarding the In-Lieu-Fee (where the developer pays a fee in-lieu of building an IZ unit as part of the development) of $75,000 per unit that was recommended in the IZ report and what that contribution to the Housing Trust Fund can accomplish.

  - Mr. Davis explained that the fee was originally intended to cover the gap in development cost between market rate units and affordable units that would allow for a unit to be purchased and made affordable.
  - Chair Knodell asked if developers are not using the in-lieu fee option then does that mean it's not working, or it is working? Should the fee be adjusted to allow for construction of affordable units or should it be reduced?
  - Mr. Davis explained the original concern with the fee is that it would lead to developers buying out of the requirement. Also it could allow for separating low-income housing to be physically separate, defeating the inclusionary aspect in areas that are in need of low-income housing.

- David White stated that the in-lieu fee payments must be closely monitored, that it shouldn't be the case that nobody is using it. There needs to be an established threshold where, for example, no more than 25% of the units should be paying the in-lieu fee, and adjust the cost accordingly.
- Mr. Pine added that in Boulder Colorado the in-lieu fees are considerably higher and are a linkage fee is required for office projects.
- Mr. Monte suggested that 'in-lieu' payments could have a spatial component. For example in areas where there exists adequate low-income housing units the in-lieu fee would be preferable. For example, the downtown and the waterfront are locations where additional low-income housing is desired and thus the in-lieu fee should not be encouraged.
- The question was raised regarding whether for-sale units should have a different fee than for-rent units. Erik Hoekstra offered that is should be kept simple with just two tiers.
- Noelle MacKay gave an example where the Housing Trust Fund was used to build two homeownership projects for $150,000.
- Nancy Owens proposed another alternative to consider, where the payment in-lieu would be lower for smaller projects to address financing issues at the smaller scale.

- A general point was raised that much of what affects housing production and thus the production of IZ units is not actually contained within the ordinance. For example parking may be the biggest obstacle to development in the downtown but that it is regulated outside the ordinance. Density bonus in practice reaches beyond the ordinance.
  - Chair Knodell explained that the IZWG should think about these issues as a package that can be voted on collectively. For example a suite of recommendations that deals with payment in lieu and density bonus among others.
  - Mr. White asked how the density bonus gets accounted for given that the form based code no longer provides a density limit in the downtown.

- A discussion around question #4 addressed the IZ rents and how the rents for homeownership and rental units actually compares with market prices.
  - One issue was that income in Burlington is different than the Area Median Income, which is used to set the IZ rents, leading to higher rents.
  - Ms. Owens recommended that if the IZ rents are greater than the HUD Fair Market Rent than it should revert to the FMR.
  - Mr. Pine referenced a project that had an anomaly where homeownership condos were priced below the inclusionary prices.
  - Michael Monte explained that CHT had to further subsidize IZ homeownership units. The IZ homeownership rents are higher than condos in the surrounding areas outside of Burlington.
- The next meeting is scheduled for December 7th and the following two meetings were scheduled for January 11th and February 8th
- The meeting was adjourned at 9:30 A.M.

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IZWG Members Present: City Council President Jane Knodell, Brian Pine, Michael Monte, Eric Farrell, Bruce Baker, Erik Hoekstra, Noelle MacKay, Nancy Owens, John Davis, David White
IZWG Members Absent: None
CEDO staff members: Todd Rawlings**,** Ian Jakus
Other attendees: Erhard Mahnke

Thursday December 7, 2017
8:00 – 9:30 AM
City Hall Conference Room 12 (CR 12)

MEETING MINUTES

1. Approve Agenda
   - Michael Monte moved to adopt the agenda seconded by Noelle MacKay
   - No one opposed or abstained

2. Public Comment
   - None

3. Approve minutes
   - Brian Pine moved to approve the minutes and John Davis seconded
   - No one opposed or abstained

4. Discussion of IZ report recommendation: 'Adjust the income target for owner-occupied units from 75% of AMI to a flexible range of 80% to 100%'

   - The working group resumed discussion of the recommendations from draft IZ evaluation report beginning with the recommendation to adjust the income target for owner-occupied units from 75% of AMI to a flexible range of 80% to 100%. To review, under the current ordinance, the maximum price is what would be affordable to a hypothetical household earning 75% of median income adjusted for household size. For the purposes of this calculation the household size is tied to the number of bedrooms per a formula in the ordinance. "Affordable", for the purposes of this calculation, is based on the household paying 33% of this hypothetical household income on principal, interest, taxes, and insurance.
   - The current IZ inventory is roughly 60% rental units and 40% owner occupied units

- Discussion centered on the need for greater subsidy for these units than is currently provided by the IZ ordinance as well as the difficulty that developers have in financing projects that require IZ units because of the loss of revenue.
- Champlain Housing Trust currently manages the majority of IZ homeownership units which they use their shared equity model to maintain as perpetually affordable units. For these units CHT typically provides additional subsidy to further reduce costs. This is partly due to the fact that the resale price restriction reduces the perceived value, and they have to compete with cheaper condos in surrounding region.
- It was noted that while CHT has managed these units and the City has is in the process of doing compliance on these, so it would be possible to ensure long term affordability absent CHT.
- There was an interest in further exploring the idea that the IZ ordinance could be adjusted to provide a greater subsidy for less units, thus not requiring as much additional subsidy by CHT. The subcommittee will consider this possibility and report back.

<u>Condo Development</u>

- It was pointed out that there is also a need for affordable housing at higher AMI levels including the 'missing middle' up to 125% AMI. Erik Hoekstra felt there is a market for these units priced at the 100% AMI level, potentially allowing developers to sell these units without additional subsidy. Although there is flexibility in the current ordinance that allows someone to qualify while making up to 100% AMI.
- Constraints on condo financing, specifically the requirement for pre sales (70% have to be sold), already make it very difficult to develop condos. Even if a bank is willing to do less than 70% pre sales then they want a highly qualified buyer for the mortgage.
- Redstone is building high-end units, which are more expensive, making the affordable standard even more difficult to meet. He said that the issues with condo production have very little to do with IZWG -- it has to do with availability of capital.
- Chair Jane Knodell stated if we keep on the same path we are not likely to get many more of these homeownership units.
- John Davis stated the ordinance was not created to stimulate development. Also in the original ordinance there was a provision to allow developers to open their books if the IZ requirement was to make the project infeasible, but this piece of the ordinance was removed.

<u>Condo Fees</u>

- Todd Rawlings explained that an additional challenge for calculating the IZ unit price is taking into account the condo fees because if condo fees are higher, then the sales price has to be lower. For example, if condo fees are 150/month for a two bedroom unit, then the max sales price dips to $215,000 compared to a two bedroom single family home max IZ sale price of about $248,000.
- There was general consensus that there needs to be a plan on how to address condo fees including the potential issue where the fees start off unrealistically low and then are subsequently raised to an unaffordable level.
- There was debate over how much condo fees should be taken into account when calculating the IZ price, where certain maintenance fees are being taken into account through condo fees that are not included in other shared equity affordability calculations. Also the issue of luxury amenities included in the fees could be a problem when calculating the price.
- It was suggested that there could be a set % of the condo fees for the IZ unit price calculation. Higher fees would require a proportionally higher discount. This was thought to be preferable than making it purely discretionary.

Next Meeting

- January 11th is the next meeting.
- The group decided to add a March 8th meeting.
- Chair Jane Knodell stated that the next meeting we are moving on to the 'moving the needle' recommendations from the IZ report. The subcommittee should report at the next meeting regarding development costs. This should inform what the threshold should be. This needs to be done in a way that is easy to understand.
- Noelle MacKay said we still need to have a conversation about what data we need and why.

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IZWG Members Present: City Council President Jane Knodell, Brian Pine, Michael Monte, Eric Farrell, Bruce Baker, Erik Hoekstra, Noelle MacKay, Nancy Owens, John Davis, David White
IZWG Members Absent: None
CEDO staff members: Todd Rawlings, Ian Jakus

Thursday January 11th, 2018
8:00 – 9:30 AM
City Hall Conference Room 12 (CR 12)

MEETING MINUTES

1. Approve Agenda
- Brian Pine moved to amend the agenda with unanimous agreement to include a report from the development finance subcommittee

2. Public Comment
- None

3. Approve minutes
- Nancy Owens moved to approve the minutes and Eric Farrell seconded
- No one opposed or abstained

4. Review of initial work by sub committee focused on establishing a development cost model and understanding financial feasibility of projects:

- A draft financial model was developed by subcommittee members Nancy Owens, Michael Monte, Erik Hoekstra and Eric Farrell. This took into local knowledge of costs as well as secondary data. The purpose of this model is to have a greater understanding of the levers for cost feasibility, and how Inclusionary Zoning requirements interact with those levers
- The draft model demonstrates the cost of development versus the returns on rent for a one, two and three bedroom rental unit. The figures shown in the

model are calculated on a per unit basis and do not take into account how the scale and unit mix of a project affects the development costs

- The market rate rent numbers come from Allen & Brooks assuming tenants are paying utilities and are newly built units
- The model takes into account borrowing capacity but is subject to change based on changes in interest rates, cap rates, etc…
- The total costs include assumptions on soft costs and fixed costs
- Market rent assumptions are on the higher end whereas development costs are conservative
- There are differing opinions on the different assumptions but everyone agrees most costs are trending upwards
- The model should have implications for determining the proper payment in lieu
- Todd Rawlings will confirm IZ rent numbers are correct
- In order to better understand how other costs beyond IZ affect development Nancy Owens recommended examining the Berkeley Terner Center Housing Development Dashboard

Financial feasibility of current development

- Erik Hoekstra stated that much of what we are seeing developed in Burlington requires collaborations of private developers and non-profits. A few developers benefitted from already owning the land. Large-scale developments such as BTC Mall Redevelopment are backed by global investment firms, and there are a few micro developers who can stay under the IZ threshold. Redstone is able to make their projects work only through creative financing; on 30 year terms instead of 20 years, using community loan funding as well
- Eric Farrell asked if we could we conduct a 'break even' analysis where a private developer could make a project feasible without a non-profit partner? Threshold would be higher and the number of units would be lower
- Bruce Baker stated that for micro projects of 2,4, or 8 units there is uncertainty on permitting and the profits are so marginal that threshold should be increased
- John Davis responded that there are expectations about income in the future that developers take into account so some developers are willing to take a loss leader
- Michael Monte asked how many units of each type required to make up for the per unit financial deficit as described in this model

Density

- The model is indifferent to density but density is always better cost wise. It also does not take into consideration density bonus and that needs to be illustrated here, as density bonus changes are part of the recommendations under review

- Erik Hoekstra raised the point that low density areas zoned for single-family detached homes are by nature exclusionary. Even if the threshold is increased any downtown development will be above the threshold due to the nature of the sites there
- There was general agreement that with large sections of the city under low-density zoning this can be a restraint to realizing inclusion
- David White stated that Accessory Dwelling Units are one way to address this in low-density areas, but there is concern about these because of student renters
- Bruce Baker said that there is infill capacity in the RH zoning district but restrictions on lot coverage and parking requirements make it difficult to realize
- David White explained that the parking requirement affects unit mix –suburban standards and dimensions often don't work for multi-family projects. This leads to more 3 bedroom units with high rents rather than studios or one bedrooms where the parking requirement would be higher. Despite public perception many parking garages are underutilized
- The group agreed that parking should be examined further in relation to inclusion

5. IZ Evaluation Recommendations

'Moving the Needle' - adjusting income targets for renters

- Michael Monte stated that housing choices do exist for folks at 80 -100% of median income, but for ownership that does require getting a down payment which is especially difficult for those who have student loans. The people between 30 – 60% of AMI who cannot get a Section 8 voucher have the most difficulty finding housing. For any housing that is set at a price for people below 50% median income there needs to be further rent subsidy
- Eric Farrell suggested allowing smaller affordable efficiency units in the market rate projects. There was interest by several committee members in looking into the size of affordable units more
- Jane Knodell summarized that
    - An income range isn't going to work because the high-end will generally be chosen
    - The potential to move the threshold % based on the scale of the project should be considered

'Moving the Needle' – increasing the Housing Trust Fund

- Jane Knodell asked what we can do outside IZ by increasing the HTF
- John Davis responded that you could buy elderly owner-occupied properties as they are coming on the market

- Michael Monte stated that if vacancy rises there may be some units that are disinvested then and sold, creating a loss of 'Naturally Occurring Affordable Housing'. If we had money to renovate disinvested multi family properties and rent them to those making 80% of median it would improve housing stock and stabilize rents
- John Davis agreed that this would make a difference for production and inclusion

Next steps

- Next meeting is February 8th Meeting
    - Further report from subcommittee
    - Comments on 'Basket of Ideas' list
    - Further conversation on considering outside factors

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IZWG Members Present: City Council President Jane Knodell, Brian Pine, Michael Monte, Eric Farrell, Erik Hoekstra, Noelle MacKay, Nancy Owens, John Davis, David White
IZWG Members Absent: Bruce Baker
CEDO staff members: Todd Rawlings**,** Ian Jakus
Public: City Councilor Karen Paul

Thursday February 8, 2018
8:00 – 9:30 AM
City Hall Conference Room 12 (CR 12)

MEETING MINUTES

1. Approve Agenda

- Brian Pine moved to approve the agenda with unanimous agreement

2. Public Comment

- Brian Pine said he met with a staff member from Vermont Legal Aid about the IZWG. They said that the constraints or challenges facing their clients, in relation to housing, are not being abated. Their perspective is that the Inclusionary Zoning (IZ) requirements for affordable housing need to be strengthened.

3. Approve minutes

- Minutes from January 11th were tabled as there were no copies of the minutes distributed.

4. Recommendations - 2017 draft IZ Evaluation Report – Discussion Continued

- Chair Jane Knodell began by saying that the group should aim to come to a consensus on recommendations coming out of the working group.
- David White explained that the ordinance was changed so that inclusionary housing is not a conditional use subject to review. There are also design criteria. The goal ultimately should be predictability in terms of the IZ regulations and process.
- Nancy Owens stated it would be helpful to reduce conditional uses more broadly as they create a high degree of unpredictability.

- The group began to revisit key ideas discussed based on each recommendation included in the 2017 IZ evaluation report to see where there was consensus.

Increase Development Threshold:

- There was broad agreement that the threshold to trigger IZ should be raised, but no specific agreement as to what the threshold(s) should be. The group decided to focus on what the base threshold should be as a starting point:

    - Erik Hoekstra suggested 60 units because that is a single building project. He said that his projects have been between 20 – 70 units; these single building projects do not allow for partnership with non-profits and all costs for IZ have to be absorbed by the developer. The next project that Redstone is doing will be the last they can do with Vermont Community Loan Fund, which is helping make these projects feasible, because they have loan limits per borrower. Interest rates are rising rapidly and Redstone will be unable to continue to develop, and no one else is currently developing new housing at that scale.
    - Nancy Owens suggested that there would need to be a dedicated loan source with a lower interest rate moving forward. She suggested the IZ percentage be based on the project size where there would be less units on the low end and more on the high end.
    - Erik Hoekstra said that from his perspective the Housing Trust Fund (HTF) is non-profit money and he cannot access it as a for-profit developer. There is also not enough funding in the HTF for this use.
    - Michael Monte pointed out that looking at what has been built there isn't much that has been over 60 units, so that threshold would lead to a large loss of affordable units. Several others agreed that 60 units was too high of a threshold.
    - There was a discussion about a methodology to determine a threshold, that one can look back at what has been built in the past, but that would not tell us about the future conditions for feasibility.
    - Chair Jane Knodell pointed out that the subcommittee analysis did not include feasibility based on the scale of the project, only on a per unit basis. She asked where the frontiers of development are in Burlington.
    - Erik Hoekstra responded that development will take place primarily in the Residential High Density zones and the Neighborhood Activity Center zones. That you cannot build a duplex on any less than 2 acres under the current RL zoning.
    - The idea of linking the threshold for triggering Inclusionary Zoning to the zoning district was raised, but it was determined that just raising the overall threshold would accomplish the same desired result which is to ensure small infill projects continue to be financially feasible.

- Discussion began about the lack of inclusion in low density areas, and that this is largely a zoning issue. Parcel sizes in RL zoning districts are only appropriate for single family and duplexes and therefore these areas will not contain developments of the scale that triggers IZ:

- Nancy Owens suggested that there could be areas within low density neighborhoods where increased density would make sense, such as street junctions.
- Brian Pine stated that there should be more explicitly defined core areas within residential areas.
- David White said that these are the transit corridors and are already typically denser.
- John Davis said that in order to increase inclusion, especially in low density areas, it is a question of regular zoning as much as inclusionary zoning.
- Chair Jane Knodell noted that this is an issue that goes beyond the IZ ordinance but that should be included in any further analysis or document related to the IZWG, regarding how to spread inclusion to other parts of the City.

- The discussion shifted to the Payment In Lieu (PIL) (See IZ Ordinance Sec. 13) and whether or not it could be more widely utilized and a more effective way of providing inclusion rather than requiring each development to include the units on-site. Currently the Development Review Board must determine there is an impediment to developing IZ units on-site in order to allow PIL.

  - Michael Monte suggested making the PIL option 'by right'.
  - Noelle MacKay asked if it was done on a per building basis if that would prevent inclusion and how we could monitor that.
  - David White said that the HTF could prioritize IZ units in a certain area in need of inclusion with the payment in lieu funds but there would need to be a clear policy process for determining the use of PIL funds.
  - Michael Monte suggested that PIL funds could also be used for home ownership units that could help inclusion in residential neighborhoods. He suggested something similar to VHCB's HOMELAND program, that would increase inclusion in single family neighborhoods.
  - Noelle MacKay stated that it may take a while for the HTF to fill up enough to fund a feasible project in a particular area which is different than how the HTF currently operates.
  - John Davis said that there would need to be a clear way to measure any changes to PIL to ensure that they're consistent with inclusion. Also there should be something in the ordinance that clearly lays out the intent.
  - Chair Jane Knodell brought the group back to determining the IZ unit thresholds, and asked about also adjusting the income thresholds.
  - Noelle MacKay suggested creating a draft table summarizing the different options at different thresholds. This would include the unit thresholds, the IZ rate (15%, 20%, 25%), the Payment in Lieu. CEDO will work on a draft table to distribute at the next meeting to begin a discussion on specifics.
  - Michael Monte suggested coming up with a loose framework in an intuitive manner, adjusting the actual requirements iteratively. He requested also adding the target income and sale price.

- Erik Hoekstra said that the income requirement for all rental units should be set to 80% of Area Median Income (AMI) because if you go below 65% you're overlapping with the affordable market served primarily by the Low Income Housing Tax Credit projects, and designated areas for Act 250 also uses the 80% AMI threshold.
- Reducing impact fees was discussed, in terms of how much the City does this currently, and whether it could be used as an additional lever. Currently there is a waiver of an impact fee for an affordable unit based on the level of affordability of that unit. A 100% waiver of impact fees exists for units that are rented below the 50% AMI limit, more typical for a non-profit project and a 50% fee waiver is more typical for private projects with IZ units that rent below the 65% AMI limit. It was not clear that this would make a significant difference in feasibility.

- The group decided the next meeting will be scheduled for March 8th and hold March 22nd as an alternative.
- The meeting was adjourned at 9:30

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c/o Community & Economic Development Office
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IZWG Members Present: City Council President Jane Knodell, Brian Pine, Michael Monte, Noelle MacKay, Nancy Owens, David White, Bruce Baker
IZWG Members Absent: Erik Hoekstra, Eric Farrell, John Davis
CEDO staff members: Todd Rawlings**,** Ian Jakus
Public: City Councilor Karen Paul

Thursday March 22, 2018
8:00 – 9:30 AM
City Hall Conference Room 12 (CR 12)

MEETING MINUTES

1. Approve Agenda
- Brian Pine moved to approve the agenda with unanimous agreement

2. Public Comment
- None

3. Approve minutes (Rescheduled from last meeting) 1/11 and minutes from 2/8

Michael Monte moved to approve minutes for both meetings with unanimous agreement.

4. Recommendations - 2017 draft IZ Evaluation Report – Discussion Continued

Chair Jane Knodell stated the working group will not meet the original April deadline but should discuss what it's going to take to get to the final report. She added that the subcommittee examining development costs had updated their analysis.

Nancy Owens stated that previously the subcommittee submitted a table examining development costs. As requested the group followed up with a pro forma style analysis based on the scale of the development by order of magnitude.

Michael Monte explained that the figures are not precise as there are many variables, such as interest rates that are always changing. The committee's work has confirmed the assumption that developers may have financial capacity to accommodate IZ units for larger scale projects, but the analysis demonstrates how tight the margins are for smaller and medium sized projects.

Jane Knodell said it makes sense to acknowledge the economies of scale in the ordinance which has been the consensus to date. For smaller projects a lower percentage of IZ units could be required than for larger projects.

Nancy Owens said that the big variables subject to change are interest rates and capitalization rates. If we are focused on inclusion and only small projects are allowed in certain neighborhoods, and we are reducing the IZ units required for these projects, then the Housing Trust Fund will have to be used to ensure affordability in those neighborhoods.

David White stated that the land use policy perspective also needs to be examined in how it effects inclusion in these neighborhoods.

Jane Knodell responded that further considering the land use implications on inclusion will be included in final recommendations.

IZ rent target income

Jane Knodell shifted the topic to the IZ rent targets that currently are set at a rate affordable to households making 65% AMI rate – leading to rents that are below market. She suggested the target income should stay at 65% for projects of all scales.

Michael Monte agreed that new and renovated properties are already serving the market for households making 80% - 100% AMI that still have disposable income even if housing costs are a high percentage of their income. However, at a lower overall income the disposable income after rent is much smaller in real dollars. Raising the IZ rent target to 80% AMI will lead to all projects serving only that 80% AMI market without addressing the much greater need at lower income levels. At 80% AMI in order to keep the balance of incomes additional subsidy would be needed. He added that this year there were 900 housing units developed in the county and only 65 were affordable.

Nancy Owens stated that while the price may be available to someone around median income there is still a general shortage of desired housing.

Noelle MacKay reminded the group that around 25% of the housing stock in Burlington is already permanently affordable.

Payment in Lieu

Jane Knodell said the number was originally based on the actual cost of constructing a unit and asked if the current in lieu payment structure should be maintained.

Brian Pine added that the number was set in 2009 around $100,000 per unit, adjusted for inflation thereafter.

Nancy Owens asked if we could set the amount the same as the HOME standards.

Todd responded that the HOME program per unit maximum is now higher than the current IZ ordinance in-lieu fee.

Jane Knodell asked if the payment in-lieu funds should be distributed to low poverty receiving areas.

David White said that we should be clear about defining the geography of inclusion. He has heard that it is often impractical to include all IZ units in the same building.

Michael Monte said that inclusion is most important on a neighborhood basis rather than a per building basis. For CHT affordable housing projects being able to utilize payment in-lieu funds would be beneficial.

Noelle MacKay stated that we also don't want to build a project where the low income units are separate, and low income people are stigmatized.

Bruce Baker said that many developers have their buildings in the same neighborhood, and if you allow a developer to meet IZ unit requirements in a separate building in the same neighborhood that flexibility could help to produce more units.

David White agreed that if a developer were to convert an existing market rate unit to an affordable unit the result will be the same. He said that in some of the residential districts building IZ units off-site is currently allowed, but in a waterfront district you cannot produce your units off-site.

Todd Rawlings said that in the current ordinance there is a multiplier of 1.5 for IZ units if you go off-site.

Bruce Baker said that if you have an 8 unit project you can probably find $20,000 for an in-lieu payment but probably not the roughly $200,000 to build an IZ unit. He added that the analysis is different for private and nonprofit developers.

Noelle MacKay suggested that maybe these larger projects should not have the option for payment in-lieu.

Michael Monte suggested we should look at the map in the report to better understand where IZ units are being constructed. He said that the current payment in-lieu is too high.

Jane Knodell said the payment in-lieu amount should scale as the project gets bigger and that we want to make sure it promotes inclusion.

Todd Rawlings asked whether the payment should be set in between the two extremes where no one takes a payment in-lieu or everyone takes payment in-lieu.

Michael Monte suggested that based on the sub committee's assumptions the in-lieu payment can be determined based on what is financially feasible. Another possibility is to change the minimum size requirement of the units in order to incentivize the units on-site. Currently the size of any IZ units must be comparable to the market rate units in the building.

Todd Rawlings said that South Burlington is considering incentivizing 3-4 bedroom units in their draft IZ ordinance that allows a 4 bedroom unit to count as 2 IZ units.

Bruce Baker said that he cannot build a one bedroom unit if 2 parking spaces are required for each unit. He was able to build 13 one bedroom units on College Street through interim zoning.

David White suggested that there could be an exemption of parking requirements for the IZ units.

Jane Knodell stated she would like to create a sub-committee to pull together recommendations based on the group discussion and sub-committee analysis and then bring them back to the group. She suggested that herself, Noelle MacKay and/or Todd Rawlings, Nancy Owens and Erik Hoekstra would form the committee and Ian Jakus from CEDO could provide staffing support. The other subcommittee on financial feasibility will provide recommendations specific to the homeownership aspects of IZ.

Two times were held for the next meetings:

April 12th @ 8:15 - 10:00 — CH CR 12
April 26th 8:15 - 10:00 - CH CR 12

The meeting was adjourned at 9:30 AM

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IZWG Members Present: City Council President Jane Knodell, Brian Pine, Michael Monte, Noelle MacKay, David White, Bruce Baker
IZWG Members Absent: John Davis, Nancy Owens
CEDO staff members: Todd Rawlings**,** Ian Jakus
Public: None

Thursday April 12, 2018
8:15 AM – 9:30 AM
City Hall Conference Room 12 (CR 12)

MEETING MINUTES

1. Approve Agenda

Brian Pine moves to approve agenda, Michael Monte seconds – unanimous approval.

2. Public Comment

None.

3. Approve minutes 3/22

Brian Pine moves to approve the minutes, Erik Hoekstra seconds – unanimous approval.

4. Recommendations - 2017 draft IZ Evaluation Report – Discussion Continued

Chair Jane Knodell began by explaining, per the previous meeting, two subcommittees were asked to develop draft recommendations for discussion, based on the work of the IZWG, for both rental unit projects and homeownership projects respectively.

IZ rental unit recommendations

Chair Knodell outlined the recommendations agreed on in the subcommittee regarding the IZ rental unit policy. The two biggest changes recommended are establishing 3 project size categories and changes to the payment in lieu rules:

- The recommended percentage of rental units required is the same formulation as in the current ordinance; 15% / 20% / or 25% depending on the price of the market rate units
- The recommended higher percentage for the waterfront was retained and did not add in a higher percentage for the downtown
- The recommended project size categories are based on the financial analysis provided by the previous development subcommittee:
  - Small (5 – 19 units)
  - Medium (20 – 49 units)
  - Large (50+ units)
- The recommended payment in lieu structure is determined by the following factors to be defined below:
  - Per unit cost determined by project size
    - Small projects ($25,000 / unit)
    - Medium and Large projects ($75,000/unit)
  - Project location - applies to medium and large projects
    - Payment in lieu funds could be used to establish affordable units in areas that are in the greatest need of inclusion
    - 'Lower-income areas', determined to be more inclusive, would allow for payment in lieu 'by-right'
    - 'Higher-income areas', determined to be in need of more inclusion, would not allow payment in lieu
  - Approval process
    - Payment in lieu is allowed by-right for small projects – to be determined by HTF administrator
    - Payment in lieu eligibility shall be determined by some combination of the Housing Trust Fund (HTF) Committee and the HTF administrator within CEDO

Erik Hoekstra explained that the current payment in lieu cost per unit is roughly $150,000 / unit.

Eric Farrell asked why the waterfront IZ rate is higher under the current regulations.

Michael Monte responded that most of the development along the waterfront was high end.

David White added that the waterfront area still has the highest land values.

Chair Knodell asked whether medium sized projects in 'higher income' areas will have payment in lieu, or whether it should not be an option as it is with the large projects. She asked if the working group will spell out the use of payment in lieu for the HTF?

Michael Monte suggested that the determination criteria should be developed as part of the HTF policy – including the roles of the HTF administrator and the HTF committee.

Noelle MacKay commented that the HTF administrator would make a determination of eligibility, according to the policy, for payment in lieu in all cases. Payment in lieu funds received should come with a direction for the HTF to prioritize inclusion in other parts of the city. She also said that Todd Rawlings and herself will work on the HTF use conditions, including the potential conditions for allowing payment in lieu for medium sized projects in 'higher income' areas.

Erik Hoekstra stated that any determination of 'higher income' or 'lower income' areas should have clear objective criteria and not be discretionary.

David White suggested the criteria be based on data that will change over time to reflect current conditions.

Brian Pine suggested that, as discussed previously, the payment in lieu funds be used to subsidize homeownership in low density areas without affordable housing.

Todd Rawlings asked if, under the recommendations, projects can still go to the city council for a determination of payment in lieu if it is in a low poverty area or is it completely prohibited.

Chair Knodell the intent behind recommended payment in lieu policy changes would allow the resulting HTF dollars to be leveraged more effectively for financing affordable housing projects, including a deeper affordability for units therein.

Bonuses

Chair Knodell stated the density bonus, as it stands in the ordinance, has rarely been used.

David White confirmed that the main reason the density bonus is not used is because meeting additional parking requirements is difficult.

Parking and lot coverage

Bruce Baker said the main issue is parking because it requires additional lot coverage, limiting flexibility for development. He suggested a 100% waiver of parking requirements for IZ units if an applicant can demonstrate that the proposed project is an improvement from what is on site.

David White responded that if the on-site parking requirements for the IZ units are eliminated then it is up to the developer to meet the needs of their tenants, and it reduces the lot coverage required to accommodate extra parking allowing for more flexibility in design.

Erik Hoekstra explained that the current density bonus deals with Floor Area Ratio. He has used a bonus in a NMU zone, but in all zones except NMU the bonuses are discretionary. He suggested this density bonus be applied by-right everywhere. He suggested this would apply only for projects that include the IZ units on site - NOT for projects utilizing payment in lieu.

Bruce Baker raised the issue of converting existing market rate units that are offsite in the same neighborhood as a project that triggers IZ in order to meet the IZ requirements.

Noelle MacKay responded that conversion of off-site units could be a condition that the HTF committee reviews and takes into account in the policy.

Minimum unit size

Erik Hoekstra said the size minimums apply only to the IZ units, but they can be smaller if the market rate units are below the minimum.

Todd Rawlings and Brian Pine agreed that they were unsure why the provision was necessary.

Eric Farrell stated that the affordable units should be allowed to be smaller.

Michael Monte proposed that a developer could be allowed to build an equivalent number of bedrooms – but with a different unit mix. For example choose to build two 1-bedroom units or one 2-bedroom. The choice could allow for building smaller units.

Bruce Baker reiterated that he cannot build small units with only one bedroom because of the parking requirements.

David White stated that having parking spaces tied to bedrooms rather than units is being contemplated generally.

Increase in FY 2018 HUD income limits

Chair Jane Knodell raised the issue of a significant increase in the new HUD income limits affecting Burlington.

Erik Hoekstra suggested both a floor and a ceiling for annual changes in IZ rents.

Todd Rawlings explained that currently no rent increase can take effect until the HTF committee approves it. The FY 18 rent increase is about 11% over last year.

Jane Knodell asked if the IZ rents are still below market?

Erik Hoekstra replied that it is well below market rent for new units that typically is over $1,500 a month for a 2 bedroom.

Brian Pine suggested setting the IZ rent based on HUD median income and have it only adjust based on CPI. He explained that the argument against using the Burlington City median family income as the basis for IZ rents is that the city exists in a regional economy. He added that the rent should never be allowed to decrease as that could cause budget shortfalls for projects.

Eric Farrell proposed restricting rent changes on units with existing occupancy, allowing for rent changes to be instituted only when the units change occupancy. He suggested leaving the IZ rent set to the HUD income limit.

Erik Hoekstra responded that a simple floor and ceiling across the board may be easier to administer than managing changes in rents for individual units.

Homeownership Units

Michael Monte presented initial recommendations for policy changes related to IZ homeownership units based on the experience that CHT has had with affordable homeownership and IZ homeownership projects:

- Burlington's IZ ordinance has been an integral way for CHT to help provide affordable homeownership
- On recent Cambrian Rise Condo development CHT needed to secure additional funding to ensure affordability of the 30 Units
- Vermont Housing & Conservation Board funds may not be available for the next project
- In CHT's experience the disconnect in what the IZ ordinance calculates as affordable and what CHT buyers can afford is due to the fact that the IZ ordinance assumes 1.5 persons per bedroom. Across 30 years and 1,100 transactions, CHT buyers average .97 people per bedroom.
- Two possible solutions:
  - Adjust Ordinance for homeownership to assume 1 person per bedroom.
  - Keep the 1.5 person/bedroom assumption, but adjust the formula so that all IZ homes are affordable to those at 65% AMI.

Michael Monte continued that for homeownership CHT is serving people who can't get a private mortgage – so the higher it is priced the less likely a homeowner is to opt for the shared equity program where there is limited appreciation in value, and there are other lower priced options in the regional market.

Chair Knodell asked where there is potential in Burlington for more homeownership projects? Also there needs to be better communication to the public about the financial contribution that developers are making to make these affordable units.

Michael Monte replied that there are many options in terms of sites for homeownership units in Burlington.

Next steps

Chair Knodell stated the goal will be to come to agreement and send forward these proposals to city council. In the case where recommendations are not unanimously adopted there will be provision made for dissenting opinions. Full details regarding specific language may be left to the ordinance committee. CEDO staff will write up a final report that will be approved by email after the final meeting scheduled for April 26th – 8:15 AM – 10:00 AM.

The meeting was adjourned at 9:41 A.M.

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IZWG Members Present: Chair Jane Knodell, Brian Pine, Michael Monte, Noelle MacKay, David White, Bruce Baker, John Davis, Nancy Owens
IZWG Members Absent: Eric Farrell
CEDO staff members: Todd Rawlings**,** Ian Jakus
Public: None

Thursday April 26, 2018
8:15 AM – 10:00 AM
City Hall Conference Room 12 (CR 12)

MEETING MINUTES

1. Approve Agenda

Nancy Owens moved to approve the agenda and Noelle seconds – unanimous approval.

2. Public Comment

None.

3. Approve minutes 3/22

Michael Monte moved to approve the minutes, Brian Pine seconds – unanimous approval.

4. Recommendations - 2017 draft IZ Evaluation Report – Discussion Continued

IZ rents and Payment In Lieu

Chair Jane Knodell summarized the recommendations to this point, explaining that the recommended changes around the payment in lieu (PIL) were the major component. She expressed concern that the small project scale as previously discussed (5 - 19 units) needed to be reduced on the upper end. She noted that based on information from CEDO the current payment in lieu regulations lead to a payment that is effectively $182,208.75 per unit. The concern is that in reducing the PIL significantly it would become too attractive.

Erik Hoekstra pointed out that the data has shown we have seen few projects at the small scale below 20 units.
There was agreement that the current multiplier of 1.5 for the number of IZ units when calculating payment in lieu was unnecessary and confusing and rather to just have a single dollar amount.

David White said that the current PIL cost of over $180,000 is not feasible for developers which is why no one is using it. He suggested determining the delta here between what it costs to build one unit and the payment in lieu fee and monitoring that difference over time.

There was a discussion about the project scales, and where the breaks occur. For example a 9 unit project at 15% IZ rate requires 1 unit and a 10 unit project requires 2 units. By determining where these breaks are the project size ranges were set to line up with these.

Chair Jane Knodell suggested increasing the small and large project PIL fee and proposed the following:

- Small Project (5 - 16 units) $35,000 / unit – by right in 'higher' or 'lower' income areas (TBD)
- Medium Project (17 - 49 units) $70,000 / unit - by right in 'lower' income areas
- Large Project (50+ units) $85,000 / unit – by right in 'lower' income areas

The substantial rehab component from the IZ ordinance will be kept as is.

John Davis asked for a case in which a project in a high income area to be able to use payment in lieu.

The group agreed that there would be no payment in lieu option for projects in 'higher income' areas at the medium or large scale.

John Davis expressed concern that the inclusionary units are not serving the low-income population as intended as the market conditions have changed significantly over the years. If using the HUD Area Median Family Income (AMI) estimate (that is calculated using data from several counties) it may not serve those people who live in Burlington who have lower incomes. Additionally using the family income standard versus the household income standard yields different results.

Michael Monte stated that the IZ rent be reduced to 60% of Area Median Family Income because that is the rate used for federal tax credits.

Brian Pine clarified that while the IZ rent price is set at the 65% of AMI standard, the units can be rented to families that are making up to 100% AMI. Also he recommended the Vermont Housing Finance Agency standards be examined to determine if IZ standards can be tied to theirs.

Noelle MacKay suggested allow renting of IZ units to a narrower income standard such as 80% AMI which received general agreement.

Nancy Owens pointed out that the recommendations from the IZ Evaluation Report allowed for raising the target rents but the IZWG is not proposing this.

Provision for offsite units

Erik Hoekstra provided a hypothetical project where the IZ unit requirement is met offsite through a Champlain Housing Trust affordable housing project that was being built separately. In this case the developer would pay CHT for the units This would not go through the Housing Trust Fund, but would be an arrangement between the developer and their designee.

Todd Rawlings expressed concern that this could be a work around where a developer could negotiate favorable terms for the units as part of an affordable housing project that was already being built. He suggested that this only be allowed in cases where the project would not take place ‘but for’ the offsite IZ funds.

Michael Monte and Erik Hoekstra felt that determining when a project would happen using the ‘but for’ standard is quite difficult because often projects are scrambling to get funding until the very end. Michael Monte explained that CHT can offer an increased value when leveraging developer offsite funds and suggested that the required amount be less than the payment in lieu.

Jane Knodell pointed out that the payment for offsite units will never be bigger than payment in lieu because developers would just opt to use that option instead.

Nancy Owens pointed out that in the case of Cambrian Rise the perpetually affordable units in the CHT building are not considered offsite units because they are part of the original project site.

Geography of Inclusionary Zoning

There was concern about allowing payment in lieu in lower income neighborhoods as leading to gentrification, such as the Old North End.

Michael Monte said most of the housing currently being developed in the city is not ‘high income’ but marketed to middle income renters, including Redstone projects.

Erik Hoekstra pointed out that such a large number of perpetually affordable units are located in the Old North End that it will remain predominately low income and there will always be a commitment to serving this population by the nonprofits. He suggested Burlington conduct a gentrification study similar to what was done recently in Winooski.

Nancy Owens said that if the newly constructed homes are market rate, then the lower income people will remain in the worst condition apartments.

Noelle MacKay said that making the PIL by-right would add significant funds to the HTF which would then be used for furthering affordable housing projects in key areas.

Nancy Owens stated that the HTF funds could be in part used for down payment assistance as part of a shared equity homeownership program in single family areas of the city that lack perpetually affordable housing.

John Davis made the point that calculations to determine the 'higher' income/ 'lower' income areas in Burlington should be based on family income and not household income for consistency.

Michael Monte raised that he doesn't understand why institutions are exempt from IZ.

David White responded that the exemption is for student housing within the institutional zone which is much larger than campus. With a project like 194 Saint Paul the inclusion kicks in if Champlain College is no longer managing the property for the use of their students.

Chair Knodell asked if the exclusion for educational institutions that are building housing off campus should be removed.

Chair Knodell suggested David White quickly discuss the IZ bonuses.

David White said that if there was a desire to have a conversation about allowances for greater height or lot coverage that would allow for the density bonus to be truly by-right without significantly up zoning. He said he would follow up with more details as part of the summary of recommendations.

Next Steps

John Davis suggested staff should go through each recommendation in the report to determine what the working group decided and why.

Noelle MacKay said that having a minority report is not ideal, that the group should be unanimous in its core recommendations. Other general recommendations can be passed on.

There was agreement that an additional meeting was needed for a comprehensive review of the recommendations and where the IZWG ended up on them.

Monday May 14th @ 8:15 - 10:00 AM

Monday June 11^{th} to be held for a public hearing

By May 4th a draft comprehensive review of the IZ Evaluation Report recommendations for rental and homeownership should be composed with the IZWG response to each recommendation and rationale.

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IZWG Members Present: Chair Jane Knodell, Michael Monte, Noelle MacKay, David White, Bruce Baker, John Davis,
IZWG Members Absent: Eric Farrell, Nancy Owens, Brian Pine
CEDO staff members: Todd Rawlings**,** Ian Jakus
Public: None

Thursday May 14, 2018
8:15 AM – 10:00 AM
City Hall Conference Room 12 (CR 12)

MEETING MINUTES

1. Approve Agenda

Michael Monte moved to approve the agenda and Noelle MacKay seconds – unanimous approval.

2. Public Comment

None.

3. Approve minutes 4/26

Erik Hoekstra moved to approve the minutes, John Davis seconds – unanimous approval.

4. Recommendations - 2017 draft IZ Evaluation Report – Discussion Continued

There was discussion about the process for the IZWG moving forward, and this should be the final meeting before a public hearing. There was agreement that the IZWG may not get to a definitive recommendation on each item, that in the interest of time they must move forward, allowing some recommendations to be further refined down the road, for example in ordinance committee.

The group went through the recommendations of the IZ Evaluation Report providing comments as necessary.
The following minutes are organized by the report recommendation in italics:

Increase Development Threshold

Michael Monte and John Davis commented that the reason that smaller housing projects have not been built are due to many factors such as the housing market, zoning, lot availability, and parking. These should be noted.

Generalize unit comparability

The group discussed removing the minimum size requirement versus decreasing the requirement because they are no longer in line with what the market is building, and are too large. There was a preference for a decreased minimum area for IZ units for simplicity. It was suggested there could be an exception where an IZ unit could be smaller than the minimum standard, to match the size of the smallest equivalent market rate unit of equivalent bedroom size.

Erik Hoekstra explained that the group should be careful in requiring general comparability of IZ units with market rate units, where comparable high end fixtures in IZ units would be cost prohibitive. The minimum housing code would still ensure quality and energy efficiency standards would still apply.

Michael Monte raised the issue of ensuring that IZ units are treated equally with market rate units in terms of their exterior appearance and access to the building through the main entrance.

Noelle MacKay reviewed notes from the subcommittee where the following minimum unit sizes were recommended:

1 bed 600 sf
2 bed 800 sf
3 bed 1000 sf
Reduce minimum bedroom size to 100 sf

The group agreed to recommend these minimums.

Provide density bonuses by right

David White explained that there is a density bonus when voluntarily increasing the IZ unit % as well as an 'allowance' for additional density and lot coverage as part of the IZ ordinance. These two bonuses are often not fully realized due to parking requirements and design factors determined through the Development Review Board process. To remedy this language could be included to limit the ability of the DRB to scale the back the project. For example form based code puts an absolute limit on what the DRB can restrict. Removing the IZ parking requirements was discussed previously.

There was agreement that the article 6 design standards should not be able to supersede the number of units allowed in a project.

Bruce Baker raised the point that the requirement for on-site parking limit the ability to utilize joint parking facilities, and may hinder small development projects.

David White had also suggested that the cost of a parking space not be included in rent if the tenant is not utilizing it.

Michael Monte felt that it would be logistically too difficult for developers to separate parking costs from rent.

David White said that this should be at least encouraged and should go in the additional recommendations.

Impact Fee Waiver

It was explained that Section 3.3.3.C of the CDO established that impact fees may be partially or entirely waived for IZ units based on the degree of affordability of the IZ target rent. There are three tiers of waiver 25%, 50%, and 100%.

Erik Hoekstra stated that it sounds onerous to administer, and that it might be simpler to allow for any unit that meets the IZ affordability requirement to be afforded a full waiver of the impact fee.

The group agreed that the recommendation should be to consider a full waiver for units that meet the affordability requirements of IZ units.

Lower the Payment in Lieu

It was agreed the recommendations should include the methodology to establish income criteria and a map of 'lower' income and 'higher' income areas affecting where the payment in lieu is allowed.

Offer a less restrictive off-site option for low-poverty receiving areas

It was agreed that the off-site option should be made by-right for projects of any size in designated 'lower income' areas; the offsite location being in either 'lower' or 'higher' income areas. Offsite units would not be allowed in 'higher' income areas or on the waterfront.

Erik Hoekstra asked about deed restricting existing market rate units that are offsite to meet the IZ requirement as previously discussed.

There was not agreement on what would specifically qualify as an IZ unit in terms of offsite existing properties.

David White suggested that the group recommend in concept this is a good idea, to be analyzed further.

Adjust the income target for owner-occupied units from 75% of AMI to a flexible range of 80% to 100%

Michael Monte clarified the two components of homeownership; the sale price and the income eligibility of buyers. He said CHT is generally selling to families making less than 80% AMI and the units require significant subsidy at the current 75% of AMI price target. He explained that due to market competition and a perceived reduced value due to shared equity restrictions, the report recommendation is not viable. He added that the location of the condos within Burlington greatly effect the price at which they are able to be sold. The subcommittee's recommendation is to reduce the target price of homeownership units to a target price of 70% AMI.

John Davis stated that right now the city trusts CHT to market the unit to the lower income families, rather than at the top of the income range.

Michael Monte responded that it is fair to assume that CHT will be continue to be involved in most homeownership projects.

Craft a funding plan that relies on local resources to boost production of affordable housing

Noelle MacKay made the point that there are existing plans for housing need in the City that already identify needs for funding. Cities' consolidated plan for HUD, the Affirmatively Furthering Fair Housing report, and the Neighborhood Project should be used here as much as possible to identify funding needs and priorities.

John Davis added that the HTF has ordinance language that limits how you use the money that needs to be taken into account.

Achieve support for an affordable housing levy or bond from city voters

Todd Rawlings noted that the contribution to the Housing Trust Fund was reduced from a full penny levy on property taxes to a half penny with the difference being made up from the general fund. This effectively makes the full funding of the Housing Trust Fund discretionary.

Noelle MacKay stated that the recommendations should include the history of how the funding was reduced after a reassessment and that the recommendation is to return the levy to the full penny.

Michael Monte suggested a clear case be made for the HTF calculating how much housing can be created.

Erik Hoekstra said in regards to a potential affordable housing bond, the State just issued one because the cost to borrow is cheap right now.

Michael Monte responded that while borrowing was cheap, also stakeholders demonstrated how many dollars could be leveraged and how much housing it could build.

It was agreed that the recommendation would be to return the levy to a full penny, and further discuss/research the possibility of a housing bond.

Adjust income targets for rentals from 65% of AMI to a range of 50% to 80%

Jane Knodell said that increasing the IZ rents beyond 65% would not serve those least likely to be able to afford the market rents, whereas people that are making 80% AMI can still find units on the market.

John Davis said if we are going from 75% to 70% on homeownership, why not go from 65% to 60% on rental?

Michael Monte responded that homeownership is easier to manage because it doesn't require ongoing management and operations like a rental unit.

John Davis asked how the IZ rent prices are moving in relation to the housing market?

Jane Knodell responded that it is important to remember these are new construction units, where the cost (and thus rent) is considerably higher than the average affordable rents based on regional AMI. When comparing IZ rents to newly constructed unit rents the IZ rents are well below market.

John Davis stated this should be explained better, that while IZ rents may compare to some existing housing, the difference is that IZ units are newly built units.

Contribute levy resources to inclusionary homeownership

John Davis asked to clarify that any homeownership assistance would be through a shared equity model like CHT currently employs, not just down payment assistance with no long term benefit that shared equity provides.

Address the intersection of affordable housing and college student housing

The group discussed what qualifies as student housing and the recommended per bed fee as an alternative to IZ units in these developments. The consensus was that a development marketed to students could qualify but would require monitoring.

David White said that if the project was no longer dedicated to student housing, they would need to transition to meet the full IZ requirement.

Next Steps

There was discussion of the timeline of the recommendations and having a public hearing at city council on June 11th and a subsequent IZWG meeting tentatively scheduled for June 18th at 8:15 AM – 10:00 AM.

The group discussed important context to include in the recommendation report up front. A major focus should be on the geographic aspects of inclusion, that IZ has not been effective in some areas of the city, and that the recommendations aim to address that fact. Additionally the IZWG tried to strike a balanced approach on the recommendations and address community concerns about increasing rents; despite report recommendations, increasing the threshold for IZ and increasing the rent/sale price for IZ units were not recommended.

The meeting was adjourned at 10:15 AM.

CITY OF BURLINGTON, VERMONT
Inclusionary Zoning Working Group
c/o Community & Economic Development Office
City Hall, Room 32 • 149 Church Street • Burlington, VT 05401
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IZWG Members Present: Councilor Jane Knodell, Councilor Brian Pine, Michael Monte, Todd Rawlings, Nancy Owens, David White, John Davis
IZWG Members Absent: Erik Hoekstra, Eric Farrell, Bruce Baker
Staff: Ian Jakus
Attendees: Councilor Richard Deane, Councilor Adam Roof, Allyson Laackman, Ted Wimpey, Regina Mahoney, Sandy Wynne, Barbara Wynroth, Vikas Mangipudi, Erhard Mahnke, Gillian Nanton, Joe Speidel, Katie Jickling

Monday June 11th, 2018
5:30 PM – 7:00 PM
City Hall Conference Room 12 (CR 12)

DRAFT MEETING MINUTES

1. Adoption of Agenda

Michael Monte moves to approve the agenda. Councilor Brian Pine seconds.

2. Presentation of Draft IZWG Recommendations

Chair Jane Knodell presented on the IZWG recommendations (presentation found HERE):

- General background of IZWG
- Membership of IZWG
- Burlington's Inclusionary Zoning Ordinance
- Key Elements of IZ ordinances
    - Applicability: Does the law apply to all projects, or only some projects?
    - How many: How many affordable homes must be included.
    - For whom: How should "affordable" be defined.
    - Other options: Can a developer meet the obligations in some way other than on-site affordable homes?
- Summary of recommendations
    - Applicability
    - How many affordable homes must be included
    - How to define "affordable"
    - Payment in lieu
    - Off-site option

- Density Bonuses
- Other recommendations

3. Public Hearing

Allyson Laackman, Executive Director, Burlington Housing Authority, asked how the City is monitoring compliance with Inclusionary Zoning units?

Todd Rawlings responded that the requirement is that the tenant be income eligible at time of purchase or initial renting. After that initial income certification the city is not looking at the income eligibility for that property until it is sold again or the lease is not renewed.

Allyson Laackman stated that the IZ policy seems geared to middle-income not low-income. She asked if the money raised from the payment in lieu would be used for very low-income housing?

Michael Monte responded that the payment in lieu funds would go into the City's Housing Trust Fund (HTF), which has often gone to a non-profit developer such as CHT or the Committee on Temporary Shelter, that serve very low-income people as part of their projects.

Allyson Laackman followed up asking if the IZWG has taken into account the large housing projects that are about to come on line.

Michael Monte responded that in the past two years running 700 units have been built in the county, which has been more than the past ten years combined. This has not affected the rents significantly. The need is still there at all levels; there has not been any easing of the need based on new market supply.

Councilor Adam Roof stated he is concerned about those who qualify for IZ units based on their income at initial rental or purchase, but whose income subsequently increases. He asked if there is a way we could do surveying or exit interviews to determine how to ensure that housing is reaching the right people. It would be good to know if these units are serving the purpose of providing upward mobility.

Todd Rawlings said he has done research on how other jurisdictions administer their ordinances. Some require income certification every year and are comfortable displacing folks who are beyond that level. Burlington is completing the first phase of monitoring and found 80% of the households in the inventory are income eligible. Further analysis could demonstration how income breaks down.

John Davis said it would also be useful to know how long people are staying in the units. When the ordinance was created the intention was to create perpetually affordable housing not perpetually eligible people, thus ongoing income eligibility is not required.

Councilor Adam Roof stated that HUD Area Median Income is a standard currently in use is problematic because it includes multiple counties around Burlington.

Chair Jane Knodell responded that IZWG had many discussions on the income standard because inclusionary rents are increasing 11% this year, which is a large increase, and should be prevented in the future. Burlington incomes are lower than the county and surrounding area.

Brian Pine suggested rent changes could be pegged to either the change in HUD AMI, or the Consumer Price Index, whichever is lower. This would create more stability for the owners and renters.

Nancy Owens said we should make sure there are both a cap and a floor on changes in IZ rents. In the past we have seen the AMI go down and developers had to reduce rents and change their projects, but the reason we ended up using the HUD AMI, is that this is the same standard used for most housing programs.

John Davis stated he would like to acknowledge in the report that using HUD AMI is problematic because it is not reflective of incomes specific to Burlington and requested additional analysis as part of the City Councils review of the ordinance.

Erhard Mahnke, Vermont Affordable Housing Coalition, made the following points:

- He did not see any confirmation of the consultants finding that we have been successful at inclusion. He would like to see that in the recommendations. Also that IZ was intended not a mechanism to spur development but create inclusion.
- The table of contents picks up the consultants recommendations making it seem like those are the recommendations of the IZWG.
- The hourly wage required for a 1.5 person household (1 bedroom apartment) to afford an IZ rent at 65% of AMI is $20 an hour.
- To afford a 2 bedroom apartment a household needs to be $25.84 / hour. If that's a single parent with children that is quite high.
- He recommended that CEDO staff do further analysis of what Burlington incomes are compared to the rest of the county.
- Consider lowering 65% to 60% - at this lower rate a 1 person household would need to make $19.88 / hr to afford a one bedroom IZ unit.
- Regarding payment in lieu and the off-site option he recommends disallowing this for the Central Business District, because we want more affordable housing there.

John Davis responded that if CEDO cannot recommend an alternative income eligibility standard then the IZWG should consider reducing the IZ rent target to 60% AMI.

Barbara Wynroth stated that 'low income' is not always 'affordable' and that this definition is too subjective and confusing.

Vikas Mangipudi asked what the goal is for usage of the payment in lieu. He noted this runs counter to the stated goal of inclusionary zoning.

Jane Knodell responded that we know there are areas that have achieved a decent amount of economic integration. The payment in lieu option should support affordable housing where IZ units don't exist right now.

Vikas Mangipudi asked how much the payment in lieu should be used, 0% or 100%?

Michael Monte responded that the high payment in lieu fee was preventing smaller developers from doing projects. This proposal would incentivize more development to occur to give more money for affordable housing that wasn't available before. More developers would pay more into the Housing Trust Fund that could be leveraged to create additional affordable housing.

Nancy Owens stated there are many single-family neighborhoods that haven't benefited from IZ. The $35,000 payment in lieu fee for small project could be used for down payment assistance for someone purchasing a home in a single-family neighborhood, and that would be significant.

Vikas Mangipudi asked what the City is doing to encourage infill for smaller projects less than 5 units.

John Davis responded that the only recommendation was that we should look into removing barriers to accessory units, and this should be examined and removes obstacles.

Councilor Richard Deane asked regarding the current downtown form based code how the development bonuses for IZ apply.

David White responded that there are two types of bonuses; the first is entitled under the inclusionary zoning provisions. Typically lot coverage and density to go with it. Article 9 does include extra FAR and a ten story building height. There's another bonus, when adding additional IZ units beyond the required amount, you get more density; that is not applicable under the form-based code.

Councilor Richard Deane asked how much diversity of opinion among members of the committee, are these very strong recommendations?

Councilor Brian Pine responded that the IZWG aimed to be unanimous in its decision. The developers wanted to go further but some affordable housing advocates may feel we didn't go far enough.

Michael Monte stated the IZWG included small, medium and large developers whose perspective was taken into account. He believes these developers will have some significant issues about changing the income standards. Moving to an effective payment in lieu option eased a lot of stress for the developers. He believes the group recommendations were balanced in retaining quite a bit of affordability with potential to create more affordable housing with the HTF dollars.

Jane Knodell stated that the payment in lieu recommendations provided sensible way forward rather than raising the threshold. From there the group built a consensus, and has stuck together.

Katie Jickling asked what the IZWG metrics of success are, and what the mechanisms in place are to measure the effectiveness of this policy?

Jane Knodell responded that it will be important to track where the projects are built, and how much new resources are generated for the HTF and how they are leveraged. The HTF is where we will see a lot of impact, because funds will get leveraged with strong multiplier effects.

David White said the recommendations are not so much about increasing production, but to promote inclusion geographically throughout the City.

Katie Jickling asked if inclusion is measured only by income.

John Davis responded that this ordinance strictly addresses economic inclusion. It has been successful promoting economic integration. We now want to address the geographic aspect of inclusion.

Sandy Wynne gave examples of current units in development or on the market that have very small square footages, and said that the minimum square footages need to be further reduced. She also pointed out that the minimum square footage does not distinguish efficiency units. She made the following points:

- In terms of rents and income how does the student population plug into these numbers?
- The Battery Street Condos cut a deal for affordable housing, and got away with a cheap check, I want to make sure that cant happen again.
- As a real estate agent I see many illegal rentals. I don't know how to stop it but this is a concern.
- I'd like to see more pressure on other municipalities to have Inclusionary Zoning policies at the regional level.

Ted Wimpey, Executive Director, CVOEO, stated that while IZ only addresses the income aspect of inclusivity there's a reasonable presumption that affordable units create more opportunities for those under protected classes under fair housing law, such as persons with a disability who tend to be lower income.

Regina Mahoney, Planning Program Manager, CCRPC, asked if the density bonuses are really going far enough. While the intent of the ordinance is not to build more housing, we do need more housing in totality, and if this ordinance can help us get to more that would be important.

4. Next Steps

Chair Jane Knodell said the next meeting will be Monday June 18th 8:15 AM – 10:00 AM in CR 12, City Hall. The IZWG will distribute minutes, discuss and incorporate changes.

Michael Monte moved to adjourn the meeting. Councilor Brian Pine seconded. The meeting was adjourned at 7:15 PM.

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IZWG Members Present: Chair Jane Knodell, Brian Pine, Michael Monte, Todd Rawlings, Nancy Owens, David White, Bruce Baker, Erik Hoekstra, John Davis
IZWG Members Absent: Eric Farrell, John Davis
CEDO staff members: Ian Jakus
Public: Erhard Mahnke

Monday June 18th, 2018
8:15 AM – 10:00 AM
City Hall Conference Room 12 (CR 12)

DRAFT MEETING MINUTES

I. Adoption of Agenda

Nancy Owen moved to adopt the agenda. Unanimous approval.

II. Public Forum

No members in attendance at this time.

III. Approval of Minutes – 5/14 & 6/11

Erik Hoekstra moved to approve the minutes on 5/14. Unanimous approval.

There was a discussion of changes in the public hearing minutes, approval was tabled for revisions.

IV. Recommendations - January 2017 draft IZ Evaluation Report – Discussion including public hearing feedback

Discussed changes to be made based on feedback from the public hearing:

Change table of contents so they are reflective of the general topics and not the specific recommendations of the IZWG Evaluation Report.

The group wanted to add a one or two page executive summary of the recommendations.

Discussed how the group will measure success and how to include that in the recommendations.

Michael Monte said we should track where projects are built to address the geographic inclusion aspect. He suggested we should state in the recommendations that there are places in the CIty that are exclusionary due to zoning.

John Davis said as CEDO monitors residents in IZ units they should build in standards for success and the IZWG should come back in one or two years to review this.

There was a discussion about having an annual report on IZ monitoring.

Bruce Baker suggested tracking the use of the payment in lieu in relation to financial feasibility of projects, so we may understand why it is or is not working.

Brian Pine said we should make sure that market trends are not conflated with causes related to IZ.

Todd Rawlings suggested an analysis of census block groups as a measure of economic inclusion in the city.

The group discussed the scenario where developers who split up a parcel into lots can avoid complying with IZ

Brian Pine said that this was the case with Staniford Farms, where the lots were split up for single family homes.

David White said that in a situation like this, is the affordability tied to the lot or only the housing units that could be built on it.

Michael Monte said the City could put a covenant on the land that would affect whatever is built on it.

Erhard Mahnke said that IZ should apply to subdivisions. He pointed out that in the Residential Low Density zone the as-built density is a lot higher than what is currently allowed. He would suggest recommending to the planning commission to see if patterns of development in these areas should be increased.

John Davis said that many of the neighborhoods that people love could not be built under current zoning.

David White said that Portland Maine readjusted the zoning based on what’s actually there and that included allowing Accessory Dwelling Units.

IZ Income Standards

Erhard Mahnke suggested using Household Income not Family Income as the basis for IZ, because Household Income includes single person households.

John Davis said it is important to note that regarding income the recommendation was that we don’t hold up the report, but we acknowledge we had a conversation about this, we don’t know what the analysis should be as it gets to City Council.

Michael Monte said some projects have 5 different income sources each with a different income requirement, that for simplicity IZ should use a common standard such as HUD AMI as it currently uses.

Next steps with the report is to make changes to the draft and have a resolution for City Council in July.

The meeting was adjourned at 9:40 AM

Department of Planning and Zoning
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David White, FAICP, Director
Meagan Tuttle, AICP, Comprehensive Planner
Jay Appleton, GIS Manager
Scott Gustin, AICP, CFM, Principal Planner
Mary O'Neil, AICP, Principal Planner
Ryan Morrison, Assistant Planner
Shaleigh Draper, Zoning Clerk
Layne Darfler, Planning Technician

TO: Burlington Planning Commission
FROM: Scott Gustin, Principal Planner
DATE: January 3, 2019
RE: CDO Amendment ZA-19-08: Dwelling Unit Definition

draft

Overview & Background

This amendment is proposed to clarify the term "dwelling unit" as presently defined in the *Comprehensive Development Ordinance (CDO)*. Dwelling units are used for residential purposes and should be defined as such. The term "family" is separately defined and relates to the occupancy limitations in the city's residential zoning districts. Presently the term "dwelling unit" includes reference to family; however, dwelling units are allowed in most of the city's zoning districts, but family occupancy limitations pertain only to the residential zones. By removing the reference to "family" in the definition of "dwelling unit," we clearly define its residential purpose, and the occupancy limitations for the residential zones remain intact.

At their October 4, 2018 meeting, the Ordinance Committee discussed an amendment to the definition of "dwelling unit." The amendment replaces reference to "family" with "residential." The amendment clarifies the definitions associated with various dwelling units while leaving intact the term "family" and the associated occupancy limits of unrelated adults in the residential zones. The Ordinance Committee forwarded the amendment to the Planning Commission with a recommendation for adoption.

Proposed Amendment

Amendment Type

Text Amendment	**Map Amendment**	**Text & Map Amendment**

Purpose Statement

The purpose of this amendment is to replace the reference to "family" within the definitions of various types of dwelling units with "residential," and update the corresponding uses of various 'single-family' and 'multi-family' terms throughout the entire *Burlington Comprehensive Development Ordinance (CDO)*. This includes updating residential terms that are used throughout the *CDO*, but which aren't defined in *Article 13*.

This amendment has no impact on the occupancy limits of unrelated adults in residential zones related to the definition of "Family," as is intact in *Article 13* definitions and per *Sec 4.4.5 (d) 5. C*. This amendment only seeks to clarify that dwelling units are defined by their use for residential habitation, and relies on other sections of the ordinance to determine limits on occupation or type of residence.

Proposed Amendments

To achieve the goals identified above, the proposed amendment affects the following sections of the *Burlington Comprehensive Development Ordinance*:

Deleted language is ~~crossed out~~, and new language is underlined in red.

- Amend *Article 13 Definitions*

  Dwelling Unit (or Housing Unit)**:** A room or set of rooms fitted with a private bath, kitchen, and living facilities comprising an independent, self-contained dwelling space for residential use ~~occupied by a family~~ and where rooms are not let to individuals. Kitchen, living and shared bathroom facilities must be separate and distinct from bedroom facilities. Each bedroom must contain a minimum square footage consistent with the current minimum housing standards. Separate bathroom facilities will be deemed to exist only when it is possible to access such bathroom facilities without passing through a room which is designated as a bedroom. If there is more than one meter for any utility, address to the property, or kitchen; or if there are separate entrances to rooms which could be used as separate dwelling units: or if there is a lockable, physical separation between rooms in the dwelling unit such that a room or rooms on each side of the separation could be used as a dwelling unit, multiple dwelling units are presumed to exist; but this presumption may be rebutted by evidence that the residents of the dwelling share utilities and keys to all entrances to the property and that they (A) share a single common bathroom as the primary bathroom or (B) share a single common kitchen as the primary kitchen. (See also definition of Family and Rooming Unit)

  Dwelling Unit, Single Detached: Free standing residential structure containing a single dwelling unit for residential use ~~occupied by a "family."~~ and where rooms are not let to individuals~~. Also known as a single family residence (SFR). (See definition of Family)~~

  Multi-Unit~~family~~, Attached Dwelling: Any building or part thereof containing three (3) or more dwelling units.

  Accessory Dwelling Unit or Apartment: An efficiency or one-bedroom apartment that is clearly subordinate to a single~~-family~~ detached dwelling unit and has facilities for independent living, including sleeping, food preparation, and sanitation, provided the unit does not exceed 30 percent of the total habitable floor area ~~of the single-family dwelling.~~

  Duplex: A single structure containing two (2) separate dwelling units, regardless of the type of construction. For purposes of this ordinance, a single~~-family~~ detached dwelling unit ~~structure~~ with an accessory apartment shall not be considered a duplex.

- Update terminology throughout the *Comprehensive Development Ordinance* to be consistent with changes to *Article 13* definitions and purpose of amendment:

Existing Term	**Replacement Term**
Dwelling Unit	*No change to term, only definition per above*
Dwelling Unit, single detached	*No change to term, only definition per above*
Multi-family, attached dwelling	Multi-Unit, Attached Dwelling *(see above)*
Single family detached structure *(not defined in Article 13)*	Dwelling Unit, Single Detached

Single family dwelling *not defined in Article 13)*	Dwelling Unit, Single Detached
Single family residence *not defined in Article 13)*	Dwelling Unit, Single Detached
Single family home *not defined in Article 13)*	Dwelling Unit, Single Detached

Relationship to planBTV

This following discussion of conformance with the goals and policies of planBTV is prepared in accordance with the provisions of 24 V.S.A. §4441(c).

Compatibility with Proposed Future Land Use & Density

This amendment is a technical correction, and has no impact on the proposed future land use and densities proposed in the *Municipal Development Plan (planBTV).*

Impact on Safe & Affordable Housing

This amendment is a technical correction, and has no impact on the provision of safe and affordable housing, or any policies regarding housing in the *Municipal Development Plan (planBTV).*

Planned Community Facilities

This amendment is a technical correction, and has no impact on any planned community facilities.

Process Overview

The following chart summarizes the current stage in the zoning amendment process, and identifies any recommended actions:

Planning Commission Process				
Draft Amendment prepared by: [Staff, with PC OC]	**Presentation to & discussion by Commission** 1/9/2019	**Approve for Public Hearing**	Public Hearing	Approve & forward to Council Continue discussion
City Council Process				
First Read & Referral to Ordinance Cmte	Ordinance Committee discussion	Ordinance Cmte recommends to Council [as is / with changes]	Second Read & Public Hearing	Approval & Adoption Rejected

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Burlington Planning Commission
Tuesday, January 29, 2019, 6:30 P.M.
Conference Room 12, City Hall, 149 Church Street
Draft Minutes

Members Present	A Montroll, B Baker, Y Bradley, A Friend, E Lee, H Roen
Members Absent	J Wallace-Brodeur
Staff Present	M Tuttle, D White, S Draper, S Gustin, K Sturtevant, K Merriman Shapiro

I. Agenda

Call to Order	Time: 6:32pm
Agenda	Approved As Is

II. Public Forum

Name	Comment	Commission Action?
No members of the public spoke		

III. Report of the Chair

A Montroll	• No Report

IV. Report of the Director

D White	• Four zoning amendments were on the City Council agenda for the meeting on 1/28. • Amendments ZA-18-08: Form District 5 Boundaries, and ZA-19-02: Additional Residential Unit in RL were both pulled from the agenda for further discussion. • Amendments ZA-19-05: Density Calculations, and ZA-18-07: Conditional Use Exemptions were both approved. • A request was made by petitioners to put the redesign of City Hall Park on the ballot in March, City Council voted and the request failed by a 6-6 vote. • Proposed charter changes will be on the ballot for the vote in March including the equipment tax, the expansion of the downtown improvement district, and the creation of the Department of Permitting and Inspections.

V. Moran Plant: FRAME Concept

Action: No Action Required		
Motion by:	Second by:	Vote:
Type: Presentation & Discussion (PDF on website)	Presented by: K Merriman Shapiro (CEDO Senior Projects and Policy Specialist)	
Discussion/Notes: • K Merriman Shapiro presents the FRAME concept to the Planning Commission for the Moran Plant. This concept includes the deconstruction of the facility, leaving the steel frames exposed.		

The first level of the structure would provide covered activity space and public restrooms. It would also provide the opportunity for many future uses.

- Several other options were researched including demolition of the building, Of the options available, partial demolition/deconstruction of the building to the FRAME concept is the most beneficial and cost-effective.
- The project has $5.4 million designated to it between voter approved TIF funds and a HUD redevelopment loan. These funds have a deadline of December 31, 2019 to be used before a significant portion would be returned to the State of Vermont.
- A Commissioner asked if the exposed steel would be able to withstand exposure to the elements year round. K Merriman Shapiro informed the commission that coating the steel to protect it from weather damage has been included in the total cost for the project.
- Commissioners question why the TIF Funds would go back to the State of Vermont by the end of the year. The TIF funds come from both state and municipal taxes, so a portion of the funds would remain with the city, however majority of the funds would be returned to the state.

VI. Proposed CDO Amendment ZA-19-07: Commercial Uses in the E-LM

Action: Discuss the proposed amendment, identify additional changes, and forward to City Council		
Motion by: Y Bradley	Second by: E Lee	Vote: Approved Unanimously
Type: Presentation & Discussion (PDF on website)	Presented by: M Tuttle	

Discussion/Notes:

- Following the Commission's public hearing on January 9, staff has revised the amendment to address some of the comments and concerns that were raised.
- This amendment includes permitting banks, removing the limitations on performing arts centers, creating new R&D and technical office uses, and establishing a requirement that a majority of the gross floor area on a lot south of Home Avenue be industrial/manufacturing/warehouse/R&D/arts and similar uses.
- This amendment does not prohibit any uses that are already permitted or conditionally permitted.
- Question about performance venues is where and in combination with what other uses.

Public Comments:

- Elisa Nelson (residential property owner)- Pleased to see what is being discussed and the changes that are being proposed. Still has concerns of how it will impact the neighborhood. Events in the past have been an issue for residential property owners in the area. Does not think that the residential areas can handle the impact it will have on the neighborhoods.
- Ben Traverse (residential property owner)- Burton and planning staff have been very responsive to questions and concerns as they come up. Still has concerns of how this project will impact the neighborhoods specifically the hours of operation, number of events, and number of people and vehicles. Open to the project moving forward knowing it would go through the Development Review Board for conditional use review.
- Matt Canning (residential property owner)- Excited about the proposed amendment. Feels that the South End will continue to develop with the help of the new uses.
- Colin Hilliard (Burlington Business Association)- Sees the South End as an economic driver in the City. Agrees with this amendment moving forward. Zoning should be responsive of the rapidly changing future market trends in the South End. Shared a letter from the BBA regarding the amendment.

- Hailey Ronconi (former Talent Skate Park employee and Burlington resident)- Would like to see the project move forward with the possibility of Talent Skate Park moving into the Burton facility. This would provide activity spaces for kids and young adults.
- Candelin Wahl (residential property owner)- Thinks the proposed Burton project is an exciting opportunity. Raises a concern regarding the access for pedestrians or bikes, not just vehicles coming to the space. Would like to see sidewalks on Industrial Pkwy for those not driving.
- PJ McHenry (Owner of Arts Riot)- Points out that this amendment will impact other businesses such as Arts Riot, not only Burton. Has been working with P&Z to find ways to expand Arts Riot. Would like to see Burton expand and add Higher Ground to their space. Strongly encourages this amendment to move forward.
- Rebecca Grannis (residential property owner)- Agrees with others that allowing Higher Ground and a skate park at the Burton facility can have positive results. Excited about the possibilities that can come from this amendment allowing for more diversity in the area.
- Justin Worthley (Burton)- Has had several meetings with the neighborhood surrounding their facility and plan to continue to have those discussions. The proposed amendment is a good compromise to meet their needs and follow the direction of the South End. Feels that concept from *planBTV: South End* to treat district as separate places should be re-evaluated. Shared a letter from Higher Ground owners supporting the amendment.
- Brett Smith (residential property owner)- Supportive of the proposed amendment, and feels it would be a positive addition to the South End.

Commission Comments:

- The amendment will go to the City Council for consideration who will also hold a public hearing before approving the amendment.

VII. Proposed CDO Amendment ZA-19-08: Dwelling Unit

Action: Deferred to future meeting due to time		
Motion by:	Second by:	Vote:
Type: Discussion	Presented by:	
Discussion/Notes:		

VIII. Proposed CDO Amendment: Co-Living

Action: No Action Taken		
Motion by:	Second by:	Vote:
Type: Discussion	Presented by: M Tuttle	
Discussion/Notes:		

- The purpose of this amendment is to establish a new housing type, co-living, within the Burlington CDO.
- This includes a definition of co-living, an update to the Use Table to permit this housing type as a conditional use within mixed-use and institutional zoning districts, and to establish equivalencies for the number of co-living 'rooming units' to dwelling units for the purposes of calculating density, parking requirements, and inclusionary and housing replacement requirements. Further, this amendment clarifies within the definition of a boarding house that the rooms let are bedrooms.
- E Farrell questions altering this housing type to allow for food preparation within the co-living rooming units. Staff explain including kitchens to the housing type would then make it a dwelling unit which is already defined in the CDO.

- Commissioners suggest finding examples of other towns/cities that have housing types such as these and how they are defined in their ordinances.
- The commission would like to see other options for this new housing type, and to consider the possibility of including small kitchens within the units.

IX. Committee Reports

Executive	• Met on 1/29, discussed upcoming agenda items including revisiting historic preservation issues. • Reviewed zoning amendments that will be coming soon, including the Inclusionary Zoning recommendations.
Ordinance	No Report
Long Range	No Report

X. Commissioner Items

Next Meeting	February 12, 2019 @ 6:30pm in Conference Room 12, City Hall

XI. Minutes & Communications

Action: Approve Minutes & Accept Communications		
Motion by: B Baker	Second by: Y Bradley	Vote: Approved 5-1, A Friend opposed
Changes to Minutes: • A Commissioner felt the minutes did not reflect the character of the conversation regarding the discussion of the proposed CDO amendment ZA-19-08; however, no changes were made.		
Communications Filed: • Email communications regarding the proposed CDO Amendment ZA-19-07 • Burlington Business Association comments on the proposed CDO Amendment ZA-19-07 • Higher Ground comments on the proposed CDO Amendment ZA-19-07		

XII. Adjourn

Adjournment	Time: 8:36pm	
Motion: E Lee	Second: A Friend	Vote: Approved Unanimously

CITY OF BURLINGTON

JOINT INSTITUTIONAL PARKING MANAGEMENT PLAN (JIPMP)

Report | March 12, 2019

PREPARED FOR:
CITY OF BURLINGTON

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Approved by:
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Submitted by:
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Chittenden Area Transportation Management Association (CATMA)

In cooperation with:
Champlain College
UVM Medical Center
University of Vermont

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LIST OF ABBREVIATIONS

ACC	Ambulatory Care Center
BWC	Best Workplace for Commuters
CATS	Campus Area Transportation System
CCRPC	Chittenden County Regional Planning Commission
CATMA	Chittenden Area Transportation Management Association
COM	College of Medicine
ETC	Employee Transportation Coordinator
GFA	Gross Floor Area
GMT	Green Mountain Transit
GRH	Guaranteed Ride Home
GSF	Gross square footage
ICC	Institutional Core Campus
JIPMP	Joint Institutional Parking Management Plan
SOV	Single occupancy vehicle
TDM	Transportation demand management
TMA	Transportation Management Association
TSM	Transportation systems management
UVM	University of Vermont
UVM MC	University of Vermont Medical Center
VMT	Vehicle miles traveled

1.0 EXECUTIVE SUMMARY

1.1 WHY CREATE A JOINT INSTITUTIONAL PARKING MANAGEMENT PLAN

An Institutional Parking Management Plan:

- Recognizes the need to manage parking demand and resources holistically and creatively, employing transportation demand management (TDM) practices as well as supplying adequate parking facilities.
- Helps ensure city streets and neighborhoods are not unfairly burdened by parking demands from large institutions.
- Follows the guidelines of Comprehensive Development Ordinance Article 8, Part 3.

A Joint Institutional Parking Management Plan (JIPMP):

- Recognizes the efficiencies gained when several neighboring institutions share resources and collaboratively participate in parking and travel demand management programs.

This 2019-2024 Plan Update:

- Reviews past, current, and future parking demand and supply.
- Identifies potential parking shortfalls based on future development plans.
- Reviews collaborative solutions to address potential parking needs.

1.2 2019–2024 JIPMP CONTENTS

The JIPMP reviews current and future conditions for each of the partner institutions in a separate chapter:

- Champlain College
- UVM Medical Center (UVM MC)
- University of Vermont (UVM)

Each institution's chapter reviews current and future conditions, including:

- Current parking supply and demand.
- Planned future projects and related parking impacts.
- Current and future TDM and parking practices.

- Summary of conditions, joint facilities and practices managed by CATMA.

1.3 2019–2024 GENERAL ASSUMPTIONS

The summary of current parking supply:

- Includes on-site parking garages and lots.
- Includes off-site parking garages and lots used specifically for off-site parking (often paired with shuttle or transit service).
- Excludes off-site buildings and parking associated with those buildings.
- Excludes on-street parking.

The estimation of current peak parking demand:

- Assumes the peak time of use based on institutional data and previous experience.
- Assumes a given number of constituents (by type) on site during peak time.
- Uses the surveyed auto mode share of constituents (by type).
- Incorporates the vehicles owned by the institution.

The estimates of future parking demand and supply:

- Incorporate projected changes to employment and enrollment data.
- Incorporate expected parking supply changes based on known projects.
- Assume similar peak times, mode shares, and constituency presence.

The summary of parking supply required by ordinance:

- Estimates the supply required at each institution based on multiple uses (e.g. # of student residential beds, hospital beds, square foot of academic or administrative buildings).
- For Champlain College and UVM, the parking supply required was calculated two different ways: by Gross Floor Area (GFA), and by a Composite (based on a measure of the number of beds instead of residential floor area, along with GFA for non-residential facilities).

1.4 TRAVEL SURVEY

CATMA conducts biannual surveys of student travel behavior and employee travel behavior. These surveys began in 2000 for employees and 2003 for students, and have evolved over time. The 2018 travel survey of students and employees was a more significant departure in methodology by evaluating trips by mode proportionally over the course of a week versus previous methodology of asking for the primary mode of travel.

1.5 CATMA EMPLOYMENT AND ENROLLMENT

The CATMA founding member institutions collectively employ a total of 11,207 individuals within Burlington, and their enrollment is 15,520 students within Burlington.

CATMA Institutional Membership—Fall 2018 Breakdown

Employees within the City of Burlington

EMPLOYER	NUMBER OF EMPLOYEES
Champlain College	792
UVM MC	6,229
UVM	4,186
TOTAL	**11,207**

Student Enrollment within the City of Burlington

COLLEGE/UNIVERSITY	NUMBER OF STUDENTS
Champlain College*	2,174
UVM	13,346
TOTAL	**15,520**

** This number represents the number of students who attend classes on the Burlington campus.*

1.6 INSTITUTIONAL SUMMARY

Table 1-1 summarizes the individual sections of the Burlington's Comprehensive Development Ordinance (CDO) for each institution as it relates to Section 8—Parking.

TABLE 1-1: INSTITUTIONAL SUMMARY

	CHAMPLAIN COLLEGE	UNIVERSITY OF VERMONT (UVM)	UVM MEDICAL CENTER (UVM MC)
Sec. 8.1.1: Purpose	Acknowledged	Acknowledged	Acknowledged
Sec. 8.1.2: Applicability	Acknowledged	Acknowledged	Acknowledged
Sec. 8.1.3: Parking Districts	Shared Use Parking District / Downtown Parking District	Shared Use Parking District	Shared Use Parking District
Sec. 8.1.4: Existing Structures	838,191 SF 1,453 Res. Beds	5,580,372 SF 5,906 Res. Beds	1,698,739 SF 580 In-Patient Beds
Sec. 8.1.5: Existing Structures—Change or Expansion of Use	+38,500 SF +181 Res. Beds	+390,783 SF +500 Res. Beds	+33,863 SF
Sec. 8.1.6: Existing Structures—Exemption in Downtown District	194 St Paul St	N/A	N/A
Sec. 8.1.7: Non-Conforming Residential Structure	N/A	N/A	N/A
Sec. 8.1.8: Minimum Off-Street Parking Requirements	**Waiver requested 2019:** CDO Rq'd Parking: 1,428 – 1,676	**Waiver requested 2019:** CDO Rq'd Parking: 11,161 – 11,342	**Waiver Requested 2019:** CDO Rq'd Parking: 3,441

	CHAMPLAIN COLLEGE	UNIVERSITY OF VERMONT (UVM)	UVM MEDICAL CENTER (UVM MC)
	Actual Parking: 500 On-Site 175 Off-Site **2024:** CDO Rq'd Parking: 1,596 – 1,844 *Estimated Parking:* 500 On-Site 175 Off-Site	*Actual Parking:* 5,410 On-Site **2024:** CDO Rq'd Parking: 11,528 – 11,709 *Estimated Parking:* 4,610 On-Site	*Actual Parking:* 2,556 On-Site 1,090 Off-Site **2024:** CDO Rq'd Parking: 3,070 *Estimated Parking:* 2,164 On-Site 1,090 Off-Site
Sec. 8.1.9: Maximum Parking Spaces	**2019:** 1,785 – 2,095 **2024:** 1,995 – 2,305	**2019:** 13,951 – 14,178 **2024:** 14,410 – 14,636	**2019:** 4,301 **2024:** 3,837
Sec. 8.1.10: Off-Street Loading Requirements	Acknowledged	Acknowledged	Acknowledged
Sec. 8.1.11: Parking Dimensional Requirements	Acknowledged	Acknowledged	Acknowledged
Sec. 8.1.12: Limitations, Location, Use of Facilities	**Waiver requested**	**Waiver requested**	**Waiver requested**
Sec. 8.1.13: Parking for Disabled Persons	Acknowledged	Acknowledged	Acknowledged
Sec. 8.1.14: Stacked or Tandem Parking Restrictions	Acknowledged	Acknowledged	Acknowledged
Sec. 8.1.15: Waivers from Parking Requirements/Parking Management Plans	Parking Management Plan presented in Section 3	Parking Management Plan presented in Section 4	Parking Management Plan presented in Section 5

2.0 CHITTENDEN AREA TRANSPORTATION MANAGEMENT ASSOCIATION

2.1 CATMA GOALS

- Establish long-term transportation policies and leadership.
- Provide strategic and long-term planning for multimodal transportation and parking developments in conjunction with the Members' shared land use planning.
- Plan, develop and expand comprehensive multimodal transportation systems management (TSM) programs, incorporating TDM strategies.
- Plan, develop, own, and manage multimodal transportation systems and parking facilities.

Comprehensive Strategy

Over the years, CATMA's comprehensive strategy of TSM and extensive TDM programs have resulted in level trends of single occupancy vehicle mode (SOV) travel at its institutional campuses. CATMA's comprehensive TDM strategies include the programs and services listed below.

2.2 CATMA MEMBERSHIP

The Chittenden Area Transportation Management Association (CATMA) is a private, membership-based, non-profit organization (formerly the Campus Area Transportation Management Association). Established in 1992, CATMA's founding institutional members established a joint mission to plan and manage safe, convenient and economical parking, and transportation in ways that better coordinate land use and reduce environmental impacts on the community.

Founding Institutional Members: Champlain College, University of Vermont Medical Center and University of Vermont (commonly referred to as the Hill institutions).

Associate Members: Chittenden County Regional Planning Commission, the City of Burlington (as an employer), Farrell Properties, Redstone Lofts, Redstone Apartments, Seventh Generation, Vermont Housing Finance Agency, and Spinner Place.

CATMA Board of Directors

- Joe Speidel, Director of Local Government and Community Relations, UVM
- Shelley Navari, Senior Vice President Finance & Administration, Champlain College
- Dawn LeBaron, Vice President Hospital Services, UVM Medical Center

CATMA Executive Planning Committee

- Lani Ravin, Associate Planner, UVM
- Nic Anderson, Director of Transportation, Champlain College
- Dave Keelty, Director Facilities & Development UVM Medical Center

CATMA Operations Committee

- Jim Barr, Director Transportation & Parking, UVM
- Nic Anderson, Director of Transportation, Champlain College
- Jack Conry, Director Security, UVM Medical Center
- John King, Parking Enforcement Manager, City of Burlington

CATMA Advisory Committee

- Abby Bleything, Sustainable Transportation Coordinator, UVM
- Nic Anderson, Director of Transportation, Champlain College
- Charlie Zea, Security Manager, UVM Medical Center
- Bryan Davis, Senior Planner, Chittenden County Regional Planning Commission
- Jennifer Green, Sustainability Coordinator, Burlington Electric Department
- Chris Lyon, Manager of Mission Impact, Seventh Generation
- Steve Gronlund, Human Resources Manager, VHFA

CATMA Staff

- Sandy Thibault, Executive Director
- Katie Martin, Program and Marketing Manager
- Andrea Hamre, Transportation Analyst

CATMA's Board Resolution

CATMA's institutions have always been committed to a TDM strategy that moves as much parking off the Hill as possible. CATMA, on behalf of its founding institutions, continues to pursue parking facilities to the south, north and east which would be served by Green Mountain Transit (GMT) bus service or shared shuttles to the Hill.

2.3 CATMA PROGRAMS

The following Table outlines the demand strategies offered by CATMA to members.

TABLE 2-1: CATMA'S COMPREHENSIVE TRANSPORTATION DEMAND MANAGEMENT STRATEGIES

PROGRAM	CHAMPLAIN	UVM	UVM MEDICAL	CATMA TOTAL
Bike/Walk Reward Program				
Enrollees	79	663	622	1,364
Current Participation	22	179	152	353
Total Awards	77	619	469	1,165
Bikeshare Discount	50% off Annual Membership			
Carpool Incentives	✓	✓	✓	
Carpool Matching Registrants	33	172	456	661
CarShare Vermont Campus Program Members	81	254		335
Education, Outreach and Worksite Commuter Events/Fairs	✓	✓	✓	
Flex-time policies	✓	✓	✓	

PROGRAM	CHAMPLAIN	UVM	UVM MEDICAL	CATMA TOTAL
Guaranteed Ride Home				
Employee Enrollees	193			2,510
Employee Uses (Cost)		1,155	1,162	71 ($2,848)
Student Enrollees	210			
Off-site/Satellite Parking	250 spaces at Lakeside		1,190 spaces at 6 locations	
Pedestrian Walkways & Bikeway System	✓	✓	✓	
Staggered Scheduling (work and classes)	✓	✓	✓	
Shuttle Service	✓	✓	✓	
Shuttle Real-Time Tracking	✓	✓		
Employee and Student Transportation Surveys	✓	✓	✓	
Telecommute	✓	✓	✓	
Transit Programs	Unlimited Access	Unlimited Access	Local, Commuter/LINK, Ferry Passes	
Unlimited Access Annual Trips	41,800	301,000		See Table 2-2
Promotion of Megabus, Greyhound, Amtrak, Air	✓	✓	✓	

Bike/Walk Reward Program

CATMA's Bike/Walk Reward Program was launched in May 2001 as an incentive for people to bike or walk to and from work. Employees who commit to biking/walking regularly are rewarded with gift cards to local downtown shops. Participants are required to bike or walk to and from 24 days within a 60-day period and must log the dates they bike or walk online through their Commuter Profiles. Once participants log 24 commutes, they receive a $15 gift card of their choice to City Market, Merrill's Roxy Cinema or SKIRACK. For every additional commute logged during the 60-day period a participant's name is added to a quarterly drawing.

Bike/Walk participants, along with everyone registered in the Guaranteed Ride Home Program, are also entered into quarterly drawings for gift certificates to downtown Burlington restaurants.

Since its inception, the program has contributed $300,000 in gift cards and boosts our local economy. The program, which started with 17 participants in 2001, now has over 1,500 people registered.

CATMA's Bike/Walk Reward Program has been recognized in a variety of venues, including winning awards from the Association of Commuter Transportation and playing a role in the Bicycle Friendly designations of our members from the League of American Bicyclists.

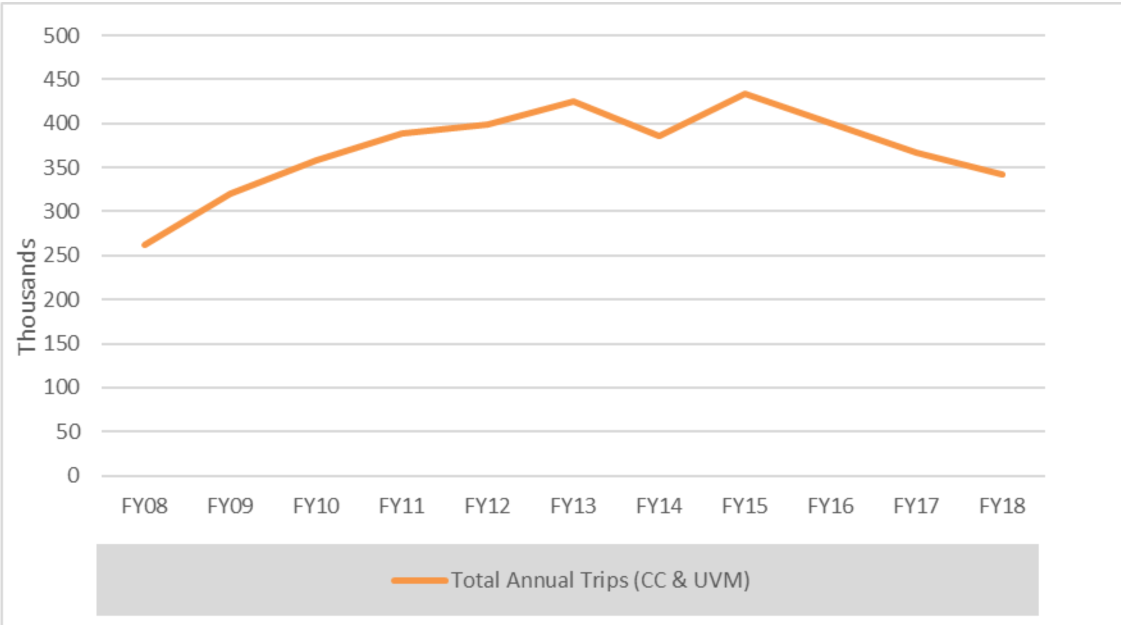
Subsidized Transit Programs

Since January 2003, CATMA and GMT have partnered to deliver an Unlimited Access Program. This program provides CATMA members with unlimited access on GMT'S public transit services using institutional IDs. The University of Vermont joined the program in 2003, and Champlain College joined in 2006. New CATMA members are eligible to join the Unlimited Access Program.

CATMA's Unlimited Access Program differs from other similar programs in that CATMA pays GMT a negotiated rate per ride rather than a flat fee per employee or student. CATMA and its members collaborate with GMT on developing marketing campaigns to promote this program, including on-site commuter events and working with student groups.

Figure 2-1 shows the CATMA's Unlimited Access Program has experienced reduced demand since a peak in ridership in 2015.

FIGURE 2-1: UNLIMITED ACCESS PROGRAM ANNUAL RIDERSHIP (UVM AND CC)



Notes: GMT strike between March 17–April 4, 2014 impacted ridership.

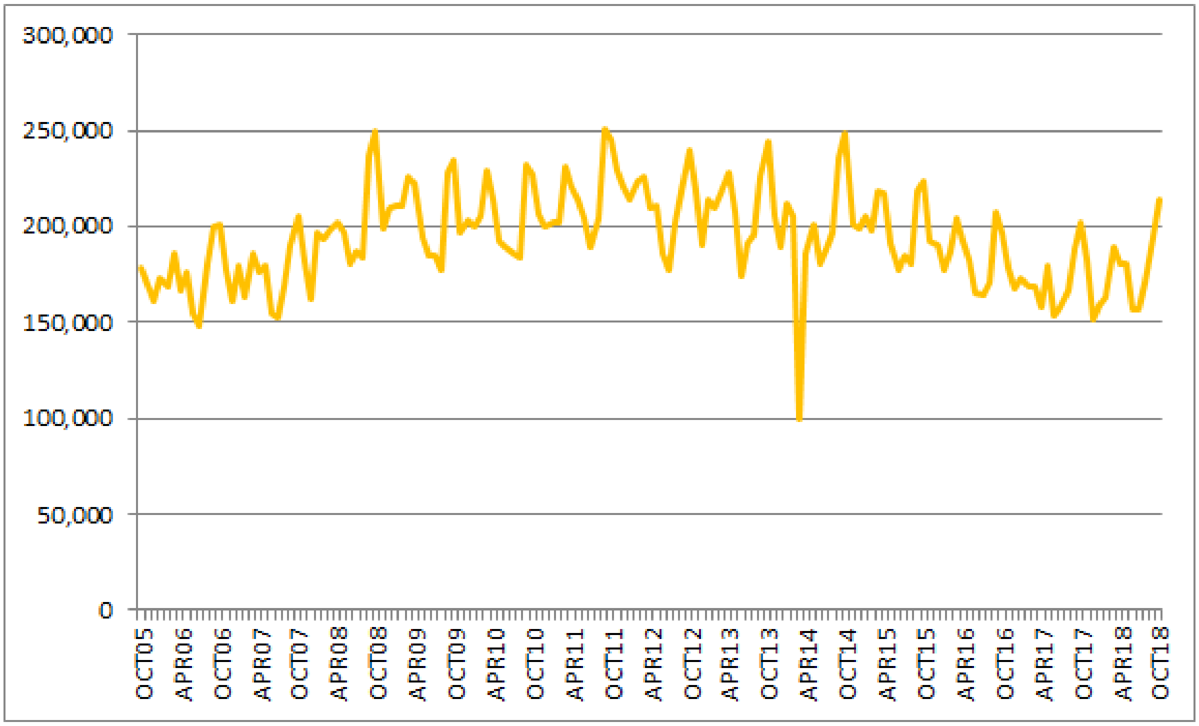
Table 2-2 shows the absolute numbers and trends over time for CATMA's Unlimited Access Program.

TABLE 2-2: UNLIMITED ACCESS PROGRAM ANNUAL RIDERSHIP AND COSTS (UVM AND CC)

	ANNUAL TRIPS, LOCAL TRANSIT	ANNUAL TRIPS, LINK	TOTAL ANNUAL TRIPS (CC & UVM)	TOTAL COST OF SERVICE	AVERAGE COST PER RIDE	ANNUAL CHANGE IN RIDERSHIP	% CHANGE FROM PEAK (2015)
FY08	237,365	24,451	261,816	$287,183.78	$1.097		
FY09	287,429	32,370	319,799	$348,635.34	$1.090	22.15%	
FY10	328,713	29,854	358,567	$379,792.44	$1.059	12.12%	
FY11	351,560	37,410	388,970	$417,143.39	$1.072	8.48%	
FY12	356,882	42,414	399,296	$430,329.61	$1.078	2.65%	
FY13	377,758	47,954	425,712	$463,368.05	$1.088	6.62%	
FY14	335,600	50,417	386,017	$428,621.82	$1.110	-9.32%	
FY15	386,462	48,409	434,409	$468,891.46	$1.079	12.54%	
FY16	358,264	42,351	400,615	$431,520.51	$1.077	-7.78%	-7.78%
FY17	323,206	43,304	366,510	$401,464.24	$1.095	-8.51%	-15.63%
FY18	301,825	40,930	342,755	$376,090.34	$1.097	-6.48%	-21.10%

The recent peak in the GMT ridership for the available data from the National Transit Database from the Federal Transit Administration occurred in September 2011, with 251,030 passenger trips on the system. A second peak occurred in October 2014 with 249,072 passenger trips. As of this October 2018 the GMT system served 214,230 passenger trips. This is 14% below the October 2014 peak. The GMT monthly data is shown in Figure 2-2.

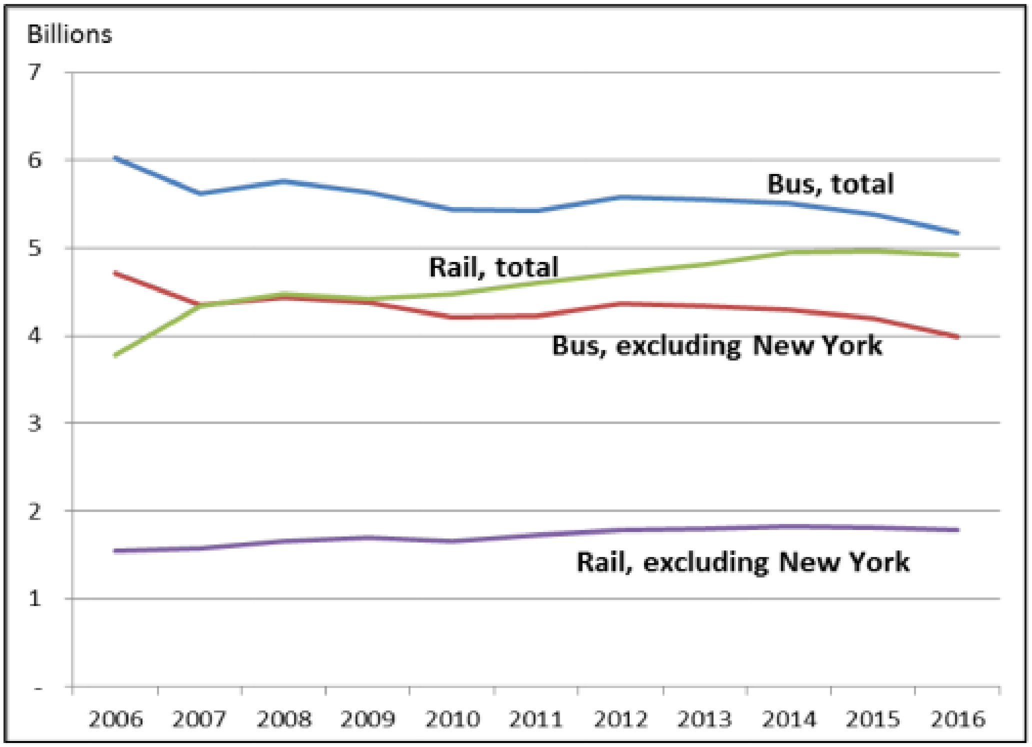
FIGURE 2-2: GMT SYSTEM HISTORICAL RIDERSHIP (QUARTERLY DATA)



Source: National Transit Database. Jan 2019 data release.

The GMT loss in ridership is consistent with national trends. The Congressional Research Service has identified that if NYC were excluded from the datasets national transit ridership declined by 7% between 2006 and 2016. Rail has been the mode with the strongest growth and when NYC and rail is excluded, the losses in the bus market are evident, as shown in Figure 2-3.

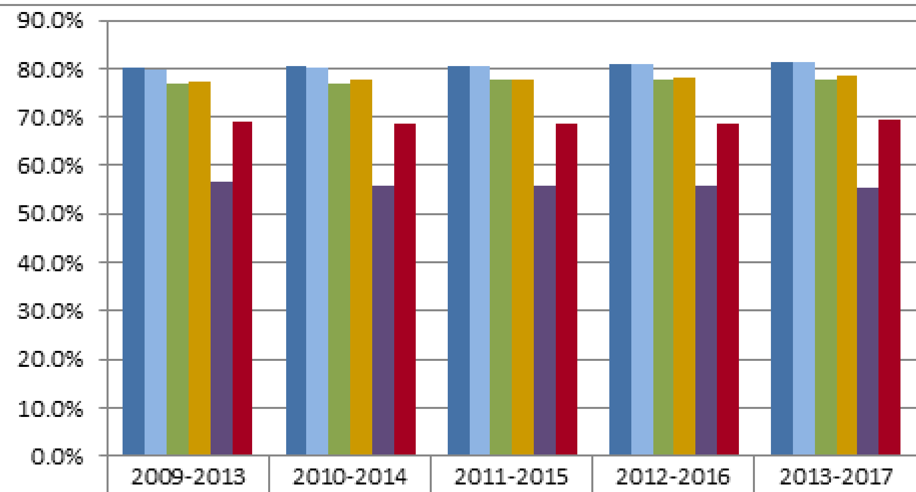
FIGURE 2-3: ANNUAL PUBLIC TRANSPORTATION RIDERSHIP BY BUS AND RAIL, 2006-2016 (VIA CONGRESSIONAL RESEARCH SERVICE)



Source: American Public Transportation Association, *2016 Public Transportation Fact Book*; American Public Transportation Association, *Transit Ridership Report;* Federal Transit Administration, *National Transit Database*.

The decline in the transit ridership may be partially reflected in the percentage of employees who drive alone to work. While residents of Burlington have remained relatively stable in the percentage of them who drive alone to work, there has been a slight increase for the rest of the Chittenden County and Vermont as a whole. The drive alone mode share for the three geographies is presented in Figure 2-4.

FIGURE 2-4: HISTORICAL SINGLE VEHICLE MODE SHARE FOR JOURNEY TO WORK

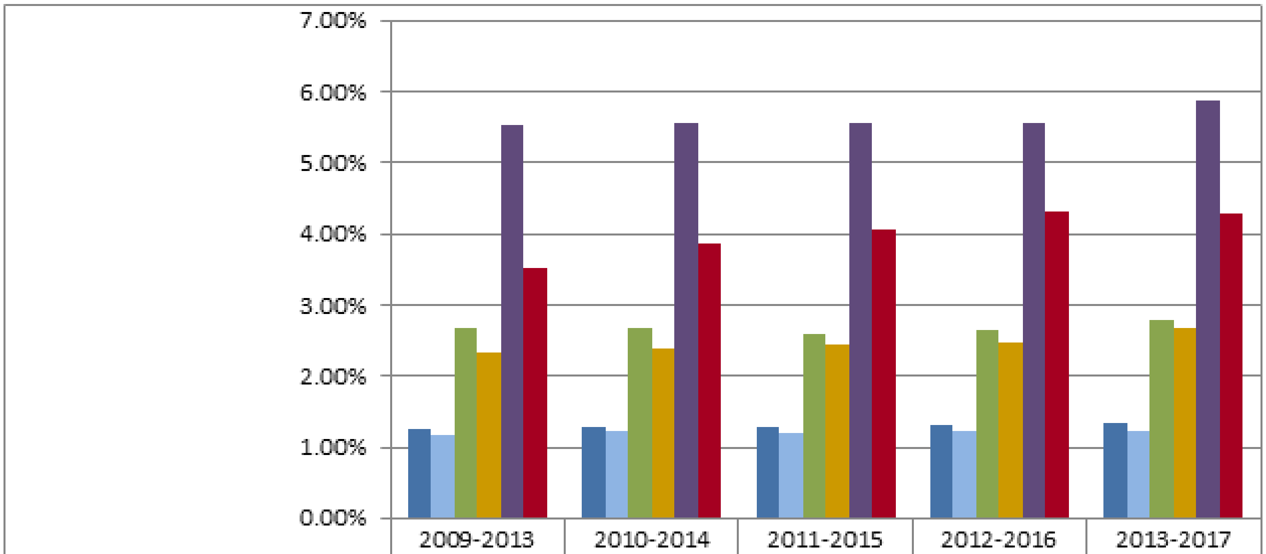


	2009-2013	2010-2014	2011-2015	2012-2016	2013-2017
Vermont Residents	80.2%	80.5%	80.7%	81.1%	81.4%
Vermont Workers	79.9%	80.3%	80.5%	80.9%	81.4%
Chittenden County Residents	76.8%	77.1%	77.8%	77.9%	77.5%
Chittenden County Workers	77.3%	77.6%	77.9%	78.2%	78.5%
City of Burlington Residents	56.8%	55.9%	56.0%	55.9%	55.4%
City of Burlington Workers	68.9%	68.5%	68.7%	68.8%	69.6%

Source: American Community Survey (5-year Estimates)

Figure 2-5 shows a different picture which makes the narrative more complex. The journey to work mode data shows a slight increase in transit use over the analysis period within every geography.

FIGURE 2-5: HISTORICAL TRANSIT MODE SHARE FOR JOURNEY TO WORK



	2009-2013	2010-2014	2011-2015	2012-2016	2013-2017
Vermont Residents	1.25%	1.29%	1.29%	1.31%	1.33%
Vermont Workers	1.18%	1.24%	1.21%	1.22%	1.24%
Chittenden County Residents	2.67%	2.66%	2.59%	2.65%	2.80%
Chittenden County Workers	2.34%	2.40%	2.44%	2.48%	2.7%
City of Burlington Residents	5.53%	5.55%	5.56%	5.57%	5.86%
City of Burlington Workers	3.51%	3.86%	4.07%	4.31%	4.29%

Source: American Community Survey (5-year Estimates)

Employee Transit Pass Program (ETPP)

This program is similar to the Unlimited Access Program except it requires an eligible rider to use a GMT paper pass with a unique identifier code for tracking and accounting purposes. This is a 2-year pass that allows for unlimited transit rides from the date the pass is first used.

Bulk Pass Transit Program

This program offers CATMA's business members the opportunity to purchase transit passes in bulk if the employer commits to provide employees these passes at no charge.

UVM Medical Center Subsidized Transit Program

UVM Medical Center offers their employees a 50% transit subsidy on a monthly pass or 10-ride ticket on all GMT local routes. In addition, employees are eligible for a 25% transit subsidy on a monthly or 10-ride ticket on all GMT Commuter and LINK routes. Employees purchase passes directly through a payroll deduction and they are eligible to enroll in CATMA's Guaranteed Ride Home Program, monthly drawings and communications.

Carpool Services

Go! Vermont Program

CATMA transitioned its carpool matching service to the state-wide Go! Vermont carpool and rewards platform in late 2018. CATMA continues to provide support to its members who are interested in carpooling through the commuter assistance line.

Employees at CATMA membership who commit to carpooling at least twice a week on a regular basis are eligible for their Guaranteed Ride Home Program.

Guaranteed Ride Home Program (GRH)

Employees who register with CATMA as one who regularly carpools, vanpools, bikes, walks or takes the bus is eligible to receive free GRH rides. CATMA has the ability to customize its GRH program to meet their employers needs, such as accommodations for those parking off-site.

One of the obstacles for those considering non-SOV modes of commuting is how they will get home in an emergency. Employees who commit to sustainable commutes receive an ID number when they create their online commuter profile which is used to access the GRH ride. If an emergency arises on a day an employee commutes with a sustainable mode, they simply call Green Cab directly and make arrangements for a ride home. The program covers up to $150 of the fare for each ride. There is no money required out of the member's pocket, unless the fare is over $150. Participants are allowed to use the guaranteed ride home up to eight times in a twelve-month period. Over 2,500 employees are currently registered in CATMA's Guaranteed Ride Home Program.

Students - The GRH program is also provided to Champlain College residential students. For those students bringing a car to campus (all of whom are required to park at 115 Lakeside Ave off-site lot), they are automatically enrolled and receive a "privilege" on their student ID to access the GRH program on a semester-to-semester basis. They are allowed to use the program anytime for a ride between the Main Campus and 115 Lakeside Ave when the shuttles are not operating. The institutions reimburse CATMA for all taxi rides taken by their students.

Quarterly Restaurant Drawings

Employees registered with CATMA as sustainable commuter are automatically entered into its quarterly drawings for local restaurant gift certificates.

Education, Outreach and Marketing

CATMA continues to strengthen and enhance its outreach and educational efforts at its member institutions, which include year round on-site commuter events in strategic venues (Human Resource Benefit Fairs, Nurses Knowledge Fair, New Faculty Orientation, Fall Student Fairs, bike commuter workshops, various spring/fall campaigns and contests). The goal of the events is to educate, create awareness and assist employees and students with mobility options and understand how their travel choices benefit themselves, the institution and the community.

CATMA's website provides a variety of educational resources, including a sustainable transportation map, updates on current conditions, news and events and tools. It serves as a one-stop shop!

CATMA continues to strengthen its communications, marketing and information to encourage and support behavior change. The following highlight its primary initiatives:

- Conduct robust and targeted marketing campaigns.
- Disseminate timely and current information.
- Implement commuter/transportation kiosks at member worksites.
- Implement display screens at member worksites.
- Issue quarterly newsletters.
- Communicate actively on social media.

Best Workplace for Commuters (BWC)

CATMA, its institutions and members continue to receive national recognition as a designated "Best Workplaces for Commuters."

BWC is an innovative program that provides qualified employers with national recognition and an elite designation for offering outstanding commuter benefits. This National Standard of Excellence in commuter benefits is managed by the Center for Urban Transportation Research at the University of South Florida.

BWC's meet a variety of high standards relating to commuter benefits and TDM offerings as well as membership and participation with a Transportation Management Association (TMA) and their offerings of TDM programs.

BWC demonstrates that alternatives to drive alone commuting, such as transit, carpools, and teleworking are economically beneficial, yielding value to workers, employers, and our environment.

CATMA Associations and Partnerships

CATMA maintains strong partnerships with local, state and national transportation industry leadership organizations, such as Association of Commuter Transportation, BWC, Vermont Agency of Transportation, and Chittenden County Regional Planning Commission (CCRPC), as well as with the Upper Valley TMA.

They also provide support and maintain partnerships with local and regional service providers, such as GMT and CarShare Vermont, as well as local and state advocacy groups such as Local Motion, Burlington Bike/Walk Council and Transportation For Vermont Coalition.

Carshare Vermont

CarShare Vermont, a nonprofit organization, launched its carsharing service in Burlington in December 2008. UVM and Champlain College were early supporters and originally purchased four cars for its fleet. In October 2011, they released vehicle ownership to CarShare Vermont. The schools now sponsor memberships for a set number of qualifying students and staff.

Two pod locations are on the UVM campus, one at Champlain College and another close by at Champlain's new residential property at 194 St. Paul St. CarShare Vermont's fleet offers a mix of vehicles to meet the diverse needs (https://www.carsharevt.org/locations/) of the members. There are16 vehicles located at 16 distinct "pods" throughout Burlington and Winooski. In April 2019, CarShare Vermont hopes to add its first 100% electric vehicle in downtown Burlington, as well as an additional hybrid vehicle, bringing its fleet size to 18. All trips originate and end at the same pod location.

CarShare Vermont gives members affordable and easy access to a network of reliable vehicles that can be reserved 24/7 for as little as 30 minutes or as long as needed. CarShare Vermont is a key part of a multimodal transportation system that aims to reduce dependence on vehicles. Since its inception, it has achieved remarkable results with regard to reducing vehicle miles traveled (VMT) and vehicle ownership rates. On average, its members reduce the amount they drive by 2 million miles per year, resulting in over 800 tons of C02 saved annually. Additionally, about 60% of CarShare members report selling or opting not to purchase a vehicle, and 87% of members belong to zero or one vehicle households. This means that for every vehicle CarShare Vermont puts on the road, 15 are removed.

In 2018, CarShare Vermont reported 950 members, including residents, students, and employees of local businesses. Collectively, members logged over 9,000 trips and each vehicle was used an average of 6 hours per day. In the 2017-2018 academic year, 227 students and staff of UVM were members of CarShare Vermont and 73 from Champlain College. **Campus members accounted for 33% of CarShare VT's total membership** and similarly generated one-third of vehicle use. Since 2011, UVM and Champlain College have subsidized CarShare Vermont memberships for a limited number of their affiliates (https://www.carsharevt.org/memberships/campus/). CarShare Vermont enables many campus affiliates to live and work on campus without bringing a personal vehicle, reducing parking demand, congestion, and pollution.

CarShare Vermont conducts extensive outreach at the two campuses and devotes significant marketing resources to promote the program. Its staff and volunteers participate in dozens of events each year, including tabling at new student orientations, resource fairs, family weekends, festivals, conferences, and class presentations. Flyers and posters are distributed around both campuses, and materials are distributed in orientation packets. Additionally, CarShare Vermont regularly hosts interns from both schools throughout the school year.

Greenride Bike Share

Greenride Bikeshare launched in April 2018 as the greater Burlington region's first public bikeshare system. Bikeshare is ideal for short point-to-point, 30 minute trips or less, and is designed to complement and enhance existing transportation options in our area by providing connections to bus service and serving as an affordable transportation option. The program currently includes 100 7-speed bikes at 17 hub locations in Burlington, South Burlington, and Winooski. More information may be found at greenridebikeshare.com.

CATMA played an instrumental role, along with local sponsors and partners, in bringing bikeshare to the region. Currently, CATMA institutions and members receive a 50% discount on their annual memberships for employees and students.

- Total CATMA/Campus Members = 417 (71% of total active members in system).
- Total CATMA/Campus Trips = 3,136 (35.5% of total system trips).
- Average trip distance of CATMA/Campus Members = 1.2 miles.
- Average trip duration of CATMA/Campus Members = 12 min.

Employee Transportation Coordinator (ETC) Network

CATMA created and launched a regional Employee Transportation Coordinator Network in Fall 2013 for Chittenden County. An ETC is a typical strategy of TMAs. The ETC is a designated employee at a work or residential site who is the point of contact at their worksite for transportation information.

CATMA organizes and hosts ETC events twice a year (spring and fall) and provides ETC's with frequent communications relative to transportation in the region. The Network provides support, resources and a forum for businesses who are interested in opportunities to address and solve transportation challenges at their worksite and in the community in a collaborative manner. This initiative initially received support from a Transportation Community & System Preservation grant and over the past few years has received support from the CCRPC UPWP. Currently, the Network has over 60+ members, including businesses, municipalities and developers. For more information on the Network, its participants and events, visit catmavt.org/etcnetwork

2.4 EMPLOYEE AND STUDENT TRANSPORTATION SURVEYS

One of the ways CATMA measures the success of its TDM programs is through information gathered from its Transportation Surveys. CATMA surveys the employees of all its members, including the Hill institutions, in the fall and the students from Champlain College and UVM in the spring.

In 2011 CATMA transitioned from an annual to biennial Employee & Student transportation survey schedule.

Results from CATMA's Employee and Student Transportation Surveys are included in this report. These surveys provide a critical source of information about travel behavior and trends in key indicators, such as commute mode shares and parking demand.

The structure, complexity, and format of the survey has evolved over time. Most significantly, the 2018 survey replaced the “primary” commute mode question with an alternative question about mode use over the past week. This method provides a more detailed picture of travel demand that may involve different modes over the week rather than the respondent to select just one mode to represent their overall travel behavior.

As a result of this change in the survey instrument estimate commute mode shares from the 2018 are not directly comparable with mode share estimates derived from previous surveys.

Student Survey

The survey has been conducted since 2003; charts display the baseline data from 2003 as well as the most recent years of data.

Employee Survey

- Survey has been conducted annually from 2000-2010 and biennially thereafter.
- Charts display historical data from 2000 as well as the most recent years of data.
- Drive alone includes people who only drove alone.
- Shuttle mode includes those who drove to a shuttle location.
- Other modes in the charts include multimodal trips (e.g. park & ride, bike & bus, etc.), family carpools, and seasonal commute shifts.

Figure 2-6 and Figure 2-7 show the survey outcomes for the question: "How satisfied are you with your work commute?"

FIGURE 2-6: OVERALL SATISFACTION WITH COMMUTE, CATMA STUDENT SURVEY

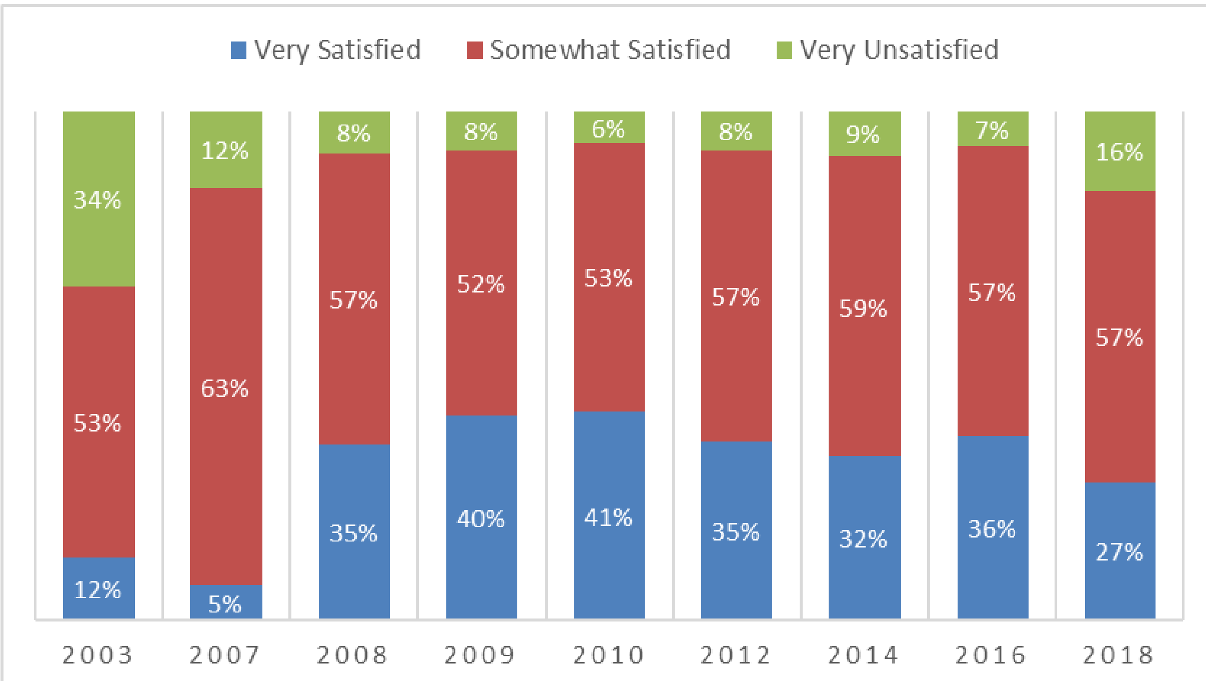
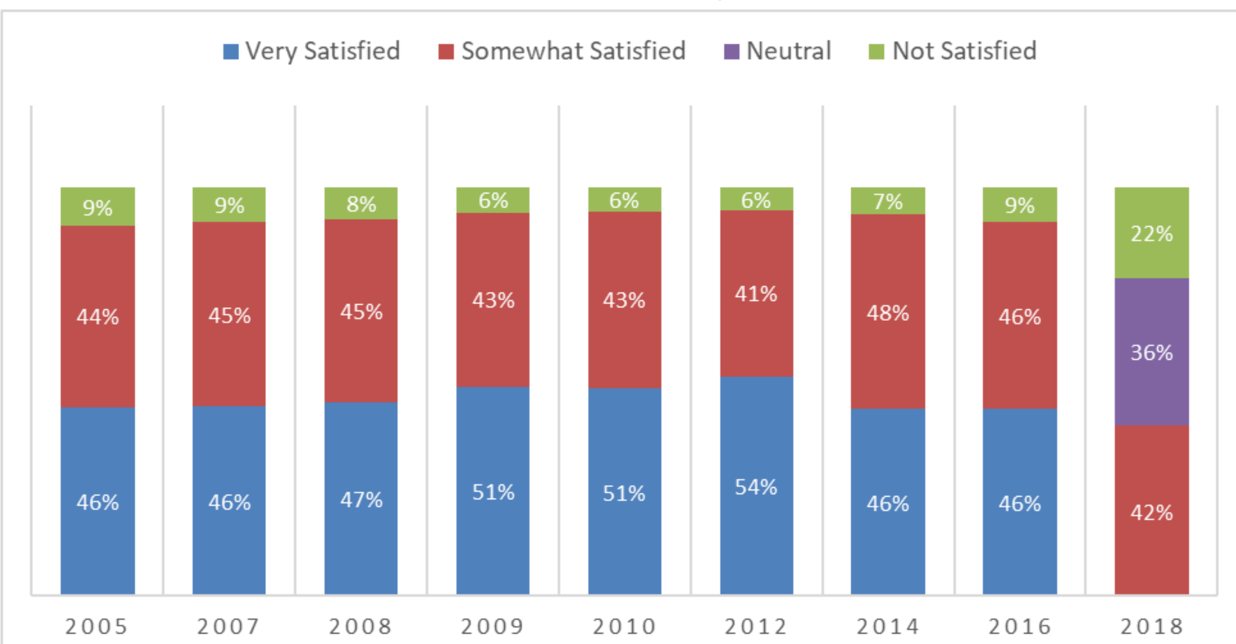


FIGURE 2-7: OVERALL SATISFACTION WITH COMMUTE, CATMA EMPLOYEE SURVEY



Note: 2018 survey format changed, with only the three categories available

Figure 2-8 shows the percentage of resident students on each campus who bring a vehicle to school.

FIGURE 2-8: STUDENTS WITH VEHICLE AT SCHOOL

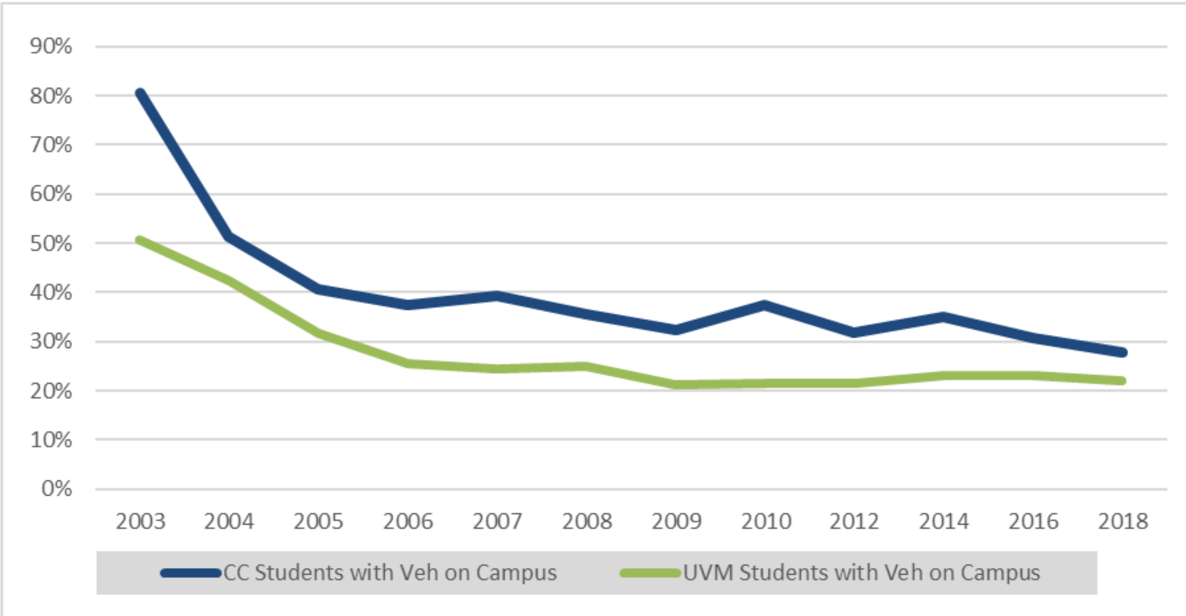
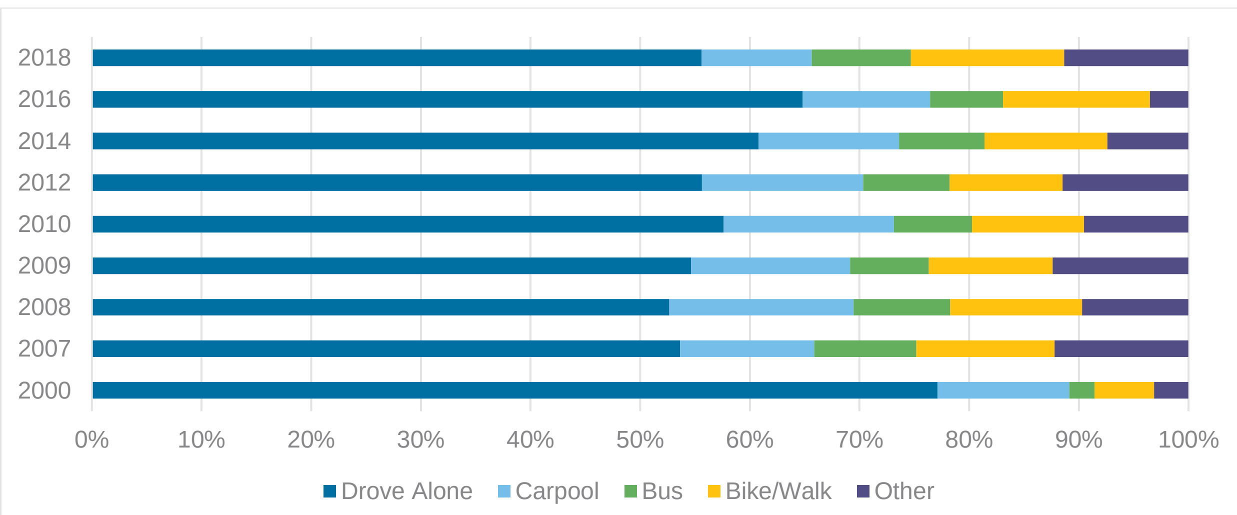


Figure 2-9Figure 2-9 shows the historical travel commute mode share for the various locations of UVM, UVM MC, and Champlain College. The "other" mode has increased the most recently – comprised primarily of telework and ride-hailing.

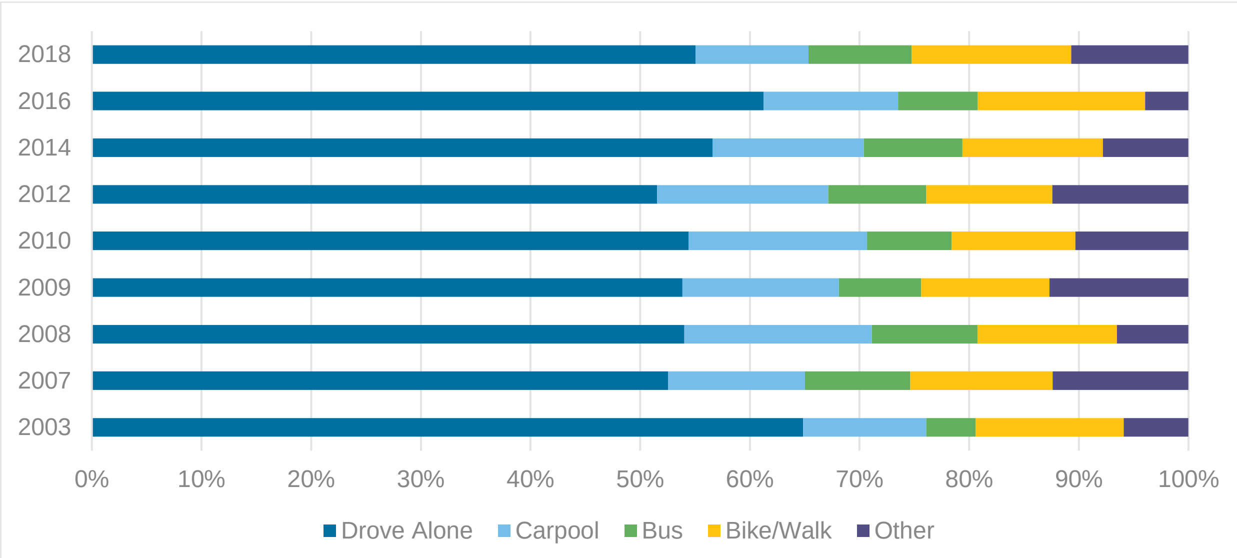
FIGURE 2-9: CATMA ALL EMPLOYEES COMMUTE MODES



Notes: 2018 survey included all UVM, Champlain, and UVM MC employees in Burlington and Colchester and Tilley Dr. (2008), Technology Park (2009), Timberlane (2010), and Holly Court, Brickyard, Blakely Rd, and Innovation Park (2012). 2008 excluded Red Cross

Figure 2-10 shows the historical travel commute mode share for strictly the Hill locations of UVM, UVM MC, and Champlain College. The “other” mode has increased the most recently – comprised primarily of telework and ride-hailing. Carpooling has decreased in frequency.

FIGURE 2-10: CATMA HILL EMPLOYEES COMMUTE MODES



Notes: “Hill” employees include the UVM, UVM MC: 1 South Prospect and Main Campus, and Champlain. Champlain Mill (2003-2009).

Summary

CATMA continues to strengthen and increase its presence in the region and state, serving as the point of contact for employers and developers seeking expertise and experience with comprehensive TDM programming. TDM strategies address parking and traffic congestion, improve employee recruitment, productivity and morale, and enhances business development in the region. Sharing resources and collaborating on transportation solutions is critical to the sustainability and improvement of our transportation network.

CATMA assumes an active role in local, regional and international committees and associations that specialize in sustainable commute options and solutions to enhance the transportation system. These include: the CCRPC Transportation Advisory Committee and ECOS Transportation Subcommittee, the Lake Champlain Regional Chamber of Commerce, Vermont Transportation Efficiency Network, Transportation For Vermont Coalition, and Burlington Walk/Bike Council. Engagement with these partners facilitates their role in exploring and influencing transportation improvements.

CATMA provides a comprehensive commuter profile tool that enables members to capture the true impact of their commutes and informs commuters of their own impact relative to overall CO_2, VMT reductions and fuel savings. They continue to explore, design and implement program enhancements to leverage existing programs and offer more value to members, employees, students, and residents. In spring 2018, CATMA in partnership with UVM, Champlain College and the CCRPC launched Phase I of a regional bike share program (aka Greenride Bikeshare), and they are currently collaborating with Burlington, South Burlington, Winooski and the Greenride Team to enhance the bikeshare system with electric assist bikes and electric scooters in a future phase. For more info greenridebikeshare.com.

CATMA has over 26 years of pioneering and managing effective and efficient TDM programs, services, and consulting and is excited to continue strengthening their leadership in the TDM industry. They are a small TMA with tremendous activity and impressive results in reducing SOVs, which is achievable with the expertise and dedication of a small staff, an active Board of Directors and Committee members, excellent partnerships, and a motivated community.

3.0 CHAMPLAIN COLLEGE

3.1 OVERVIEW OF INSTITUTIONAL PARKING MANAGEMENT PLAN

Champlain College has a long and successful history of balancing the growth of the institution and the associated mobility needs that the institution requires to sustain that success. A 1994 Memorandum of Understanding between the City of Burlington and Champlain College ensured that the campus can develop within its boundaries on the condition that it is sensitive to the neighborhood context. In 2003, the campus first introduced the parking management program used today (consisting of zones and permits) to reduce traffic and parking in the neighborhood. Champlain College intends to maintain its parking management program and continue to strategy of moving parking from the campus core to off-site facilities.

Comprehensive Planning

The 2013 Transportation Plan[1] provides an update to the original 2003 parking program and supports Champlain's 2007 Master Plan. The Transportation Plan was developed through a Campus Transportation Committee of faculty and staff representatives and summarizes current practices and recommends actions for managing parking and transportation on campus. The time horizon for this plan is the full implementation of Campus Master Plan, which is 2020.

Transportation Demand Management Programs (Sec. 8.3.3 (D))

This section covers:

1. **Policies** which restrict or prohibit the bringing of vehicles to the institution for various users or groups of users.
2. **Programs** to encourage the use of public transit, walking, bicycling, and the use of other alternative transportation modes.
3. **Implementation** of a parking permit system to allocate parking throughout the system.

[1] Champlain transportation plans and reports available here: https://www.champlain.edu/current-students/campus-services/transportation-and-parking/about-transportation-office/plans-and-reports

TABLE 3-1: SUMMARY OF CHAMPLAIN TDM PROGRAMS

STRATEGIES	CHAMPLAIN COLLEGE AVAILABILITY
Parking management program	Yes
Membership in a Transportation Management Association	Yes, CATMA
Telecommuting program	No formal program; availability in certain departments
Carshare program	Yes, CarShare Vermont
Bikeshare program	Yes, Greenride
Off-site parking/shuttles	Yes
Public transit subsidies for employees	Yes
Shifting commuter students to residential students	Yes

Champlain College buildings front on several Burlington city streets with on-street parking. These include Main Street, Summit Street, South Willard Street, St. Paul Street, and Maple Street. The 146 on-street spaces proximate to the core campus are not included within the College's parking inventory; however, the College's parking management program recognizes on-street spaces within the zonal parking permit system the College administers.

Although parking demand estimates show an overall deficit for Champlain, both currently and into the future, regular parking counts conducted by the College's Transportation and Parking staff indicate a high level of use, but some capacity remains. The Fall 2018 count (Table 3-14) shows an occupancy rate of 86%, just above the typical 85th percentile parking management standard.

Champlain's long-term strategy is to minimize non-essential vehicles (vehicles that are not emergency, delivery, provide transportation equity, or related to the Physical Plant) within the core campus to create a pedestrian-forward environment. To accomplish this, Champlain is actively implementing its 2013 Transportation Plan, which puts in to place a new parking system that focuses short-term (4 hours or less) parking in the core while shifting longer-term parking to off-site facilities that are connected to the core via a high-frequency shuttle system.

Polices

Since 2006, Champlain has subscribed to CATMA's Unlimited Access Program to allow Champlain affiliates free access to GMT transit services with their Champlain identification.

CATMA's Guaranteed Ride Home Program is automatically provided to all residential students who obtain a Zone 2 parking permit. Employees and commuter students who obtain the Zone 1 parking permit are eligible to enroll for the program. This program provides free Green Cab taxi rides between satellite lots on Lakeside Avenue and 194 Saint Paul Street or the Main Campus anytime the shuttles are not in service.

Champlain partners with IPARQ, a national parking management company, to facilitate its permit sales and parking fine collections. In metered lots, payments can be made with the on-site kiosks or through the Parkmobile mobile application. The Parkmobile app is used throughout Burlington which allows for automatic payment and has the capability to add additional parking time remotely.

Champlain's Physical Plant Services and associated equipment (vehicles, tools, etc.) are located off of the Main Campus on 40 Sears Lane. Physical Plant employees park their cars at 40 Sears Lane and use the campus' service vehicle fleet throughout the day.

In 2015, the Active Transportation Plan was created as an addendum to the 2013 Transportation Plan. This initiative reinforces the College's commitments to fostering active transportation culture and reducing motorized vehicle use for students, employees, and local visitors.

Bicycle Infrastructure & Parking

Champlain College supports bicycle travel in several ways, including:

- Eligibility to participate in the CATMA Bike/Walk Rewards Program.
- Promotion of Bicycle Benefits program.
- Bike share program through the Greenride system.
- Access to covered bike storage in the CCM building.
- Access to shower facilities on campus to its bicycling constituents.
- Access to bicycle parking in the form of racks[2].
- Access to bicycle racks on both campus shuttles that run between central campus and Lakeside.
- Access to bicycle pumps and tool stands around campus.
- Participation in on-site bicycle educational workshops coordinated by CATMA in partnership with Local Motion.
- Coordination with Local Motion to assess and improve campus bicycle racks.
- Advocacy with the Burlington Walk/Bike Council to raise bicycling awareness on campus and in the community.

Bicycle and Pedestrian Accessibility

- Improve Americans with Disabilities Act (ADA) accessibility to and on campus.
- Provide connections to all transit stops.
- Work with the City to provide for pedestrian and bicycle access, circulation and amenities in site planning for specific facilities.

[2] See map of racks on campus at http://bit.ly/CCBikeRacks

Programs

To encourage the use of alternative transportation modes, the College will continue:

- Regulating parking through its parking program.
- Membership in CATMA for access to a comprehensive suite of TDM programs, services, and workshops.
- Influencing commuter mode choice through the Sustain Champlain initiative. Sustain Champlain educates the campus constituency about their environmental impacts which may influence their choices when it comes to driving to campus.
- Working with Local Motion and Burlington Walk/Bike Council to advocate for and encourage non-vehicular modes.
- Promoting the health benefits of bicycling and walking through the award-winning Wellbeing Program for employees.

As Champlain's facilities have changed over the past five years, so have the shuttle routes and schedules. As of January 2019, the shuttle bus system runs between the CCM Center on Main Campus, 194 Saint Paul Street Apartments, the Miller Center at 175 Lakeside Avenue and 115 Lakeside Avenue (the residential student parking lot).

The shuttle system is operated in conjunction with Mountain Transit. As a general rule, shuttles run:

- Weekdays: Monday–Friday, 6:30 AM–11 PM.
- Weekends: Saturday–Sunday 10 AM–9 PM.

Detailed schedules can be found at http://www.champlain.edu/shuttle.

Implementation

The Champlain College parking program was implemented in 2003 and substantially updated in 2013. The program manages on-site core campus parking, on-street parking, and off-site satellite parking serviced by shuttles to and from the core campus. A total of five parking zones, with four on-site and one off-site as shown in Figure 3-1.

Key elements of Champlain College's parking policy[3] are as follows:

- All vehicles (student, faculty, staff, and vendor) must be registered with the Transportation Office and have properly displayed permits. Vehicles must be parked in the zone for which they have been permitted. First-time, first-year residential students

[3] Details on Champlain's parking regulations can be found at https://www.champlain.edu/current-students/campus-services/transportation-and-parking/parking/general-regulations

(less than two full-time, post High School, college semesters) are not permitted to bring a vehicle to campus.

- No employee or student can receive more than one permit per semester. Two cars may be associated with each permit, but only one registered car may be parked in College zones or designated parking areas at any one time and must display the parking permit decal. The parking permit decals are removable and should be swapped between cars depending on which one will be brought to campus that day.
- Parking space is not guaranteed.
- Residential students must park in the Zone 2 (Lakeside) lot. Permits in Zone 2 cost $150 per semester, and all residential student vehicles must be registered. Residential students are not allowed to park in the metered lots or along any city streets between 8 AM and 4 PM, Monday through Friday. The Champlain shuttle provides free service between the Lakeside Lot and the Champlain campus, including 194 Saint Paul. When the shuttle is not running, students can use the CATMA Guaranteed Ride Home Program for a free cab ride between the Lakeside Lot and campus.
- Champlain College students and employees are prohibited from parking on any Burlington street that is not specifically zoned for Champlain College affiliates. Students and employees are not considered “public” with regards to parking.
- Visitors to the Admissions Office may park in the Admissions Visitor Parking Lot located at Perry Hall.
- Three short-term lots. Miller Information Commons and Summit Hall have a limit of four hours per day. Skiff Hall has a limit of two hours per day.
- Perry Hall/West Hall, Boardman Hall and Finney Quad are restricted and enforced 24 hours per day, seven days per week. Boardman Hall lot is for those who obtain a Zone 5 permit only. Perry Hall/West Hall lot is for visitors to the Admissions Office only.
- The cost of parking permits by user group are shown in Table 3-2. ALL Zone 1, 3 and 4 permit holders may park in the 175 Lakeside Lot at any time without having to obtain special permission. Evening commuter students, displaying a valid Zone 1 permit, may park in any available zoned lot (except West Hall/Perry Hall, Boardman Hall, Cushing, IDX or Finney Quad) or on-street zoned area after 4 p.m. for free, but the valid Champlain permit must still be displayed at all times.

TABLE 3-2: CHAMPLAIN COLLEGE PERMIT FEES FOR 2018 ACADEMIC YEAR

USER GROUPS		COSTS
Zone 1	Commuter Students and Employees	Free
Zone 2	Residential Students	$150 per semester
Zone 3	Commuter Students and Employees Only	$170 per semester for full-time
		$75 per semester for part-time
Zone 4	Commuter Students and Employees Only	$200 per semester for full-time
		$90 per semester for part-time
Zone 5	Education majors and other students with specific work requirements	$225 per semester

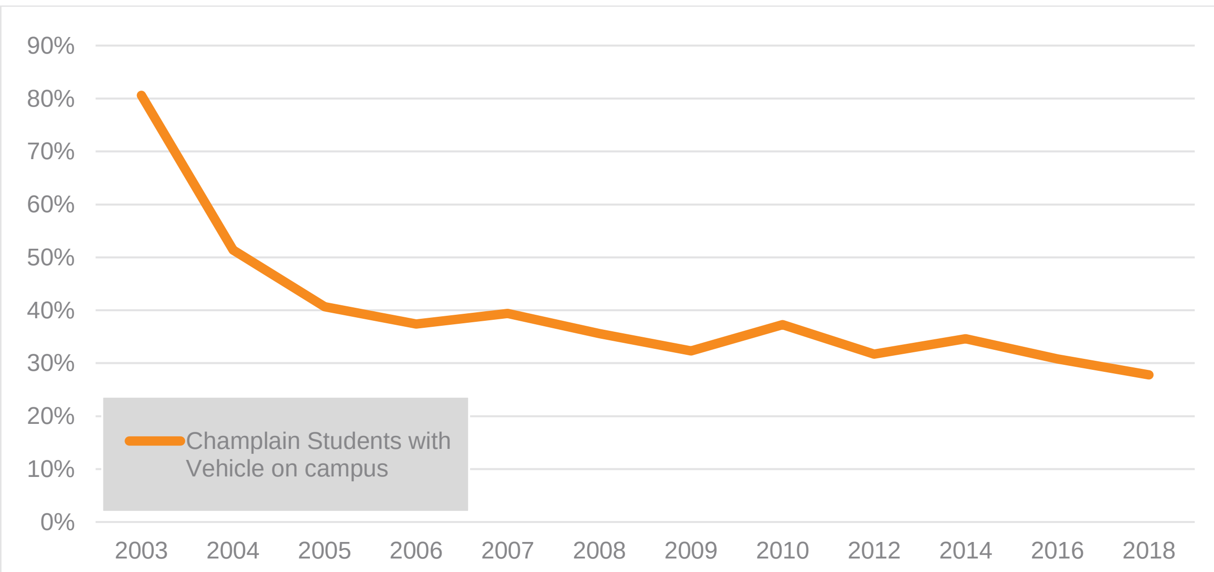
FIGURE 3-1: CHAMPLAIN COLLEGE PARKING ZONES

Success of the JIPMP

Over the past years, Champlain's parking management plan has proven to be effective in mitigating parking demand and encouraging the use of transportation alternatives. As of Fall 2018, the CDO suggests that parking supply for the College should be 1,428. With a policy that requires all Champlain students, employees, and staff obtain a visible parking permit the College has been successfully managing parking demand with a supply of 733 spaces, with an observed 83% occupancy rate (see Table 3-14).

The above-mentioned actions taken by Champlain and CATMA have provided effective TDM to reduce the parking demand in the core campus and adjacent streets. CATMA survey results, shown below in Figure 3-2, indicate that the percentage of residential Champlain students who bring a car to Burlington for the semester has continued to decline; approximately 28% of residential students brought a car in 2018, a significant decrease from 81% in 2003.[4]

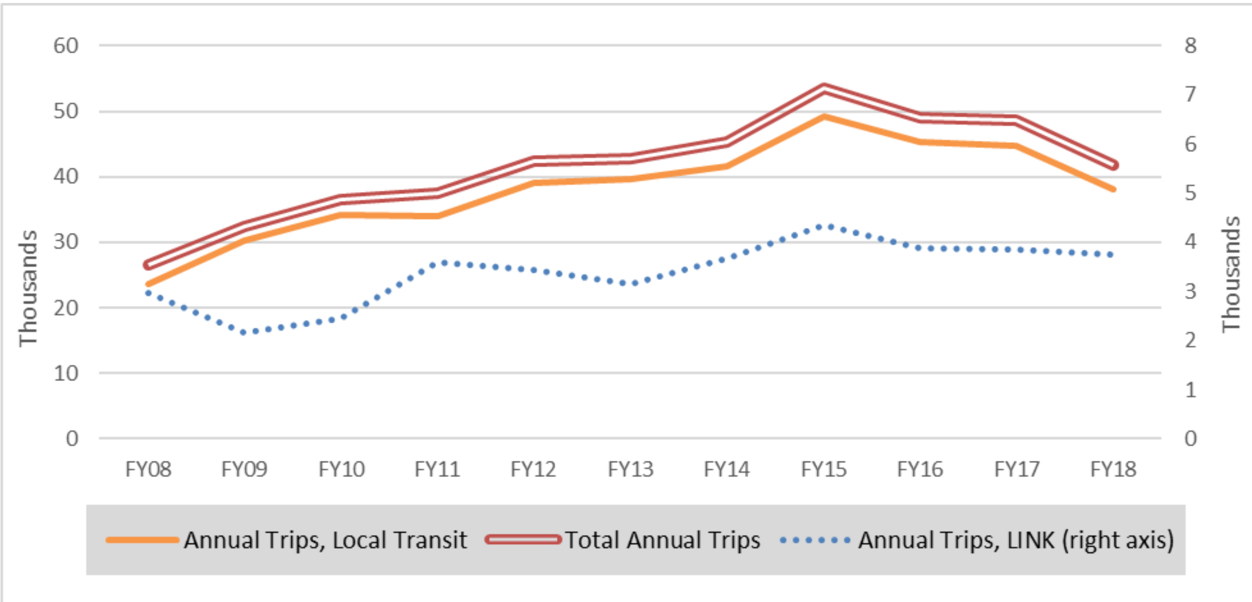
FIGURE 3-2: STUDENTS WITH VEHICLE AT SCHOOL (2003–2018)



In 2006, Champlain joined the CATMA Unlimited Access Program, which provides unlimited access on existing GMT public transit services to the College's employees, faculty, students and staff. The long-term trend of annual trips on local transit and LINK buses are shown in Figure 3-3..

[4] CATMA Student Spring Transportation Survey, 2012 data.

FIGURE 3-3. CHAMPLAIN UNLIMITED ACCESS PROGRAM



Notes: CATMA Express Shuttle ceased operations in 2009; results only include GMT local and LINK routes, not shuttles.

Table 3-3 shows the annual ridership trends since FY2008 and the annual costs to provide the Unlimited Access Program.

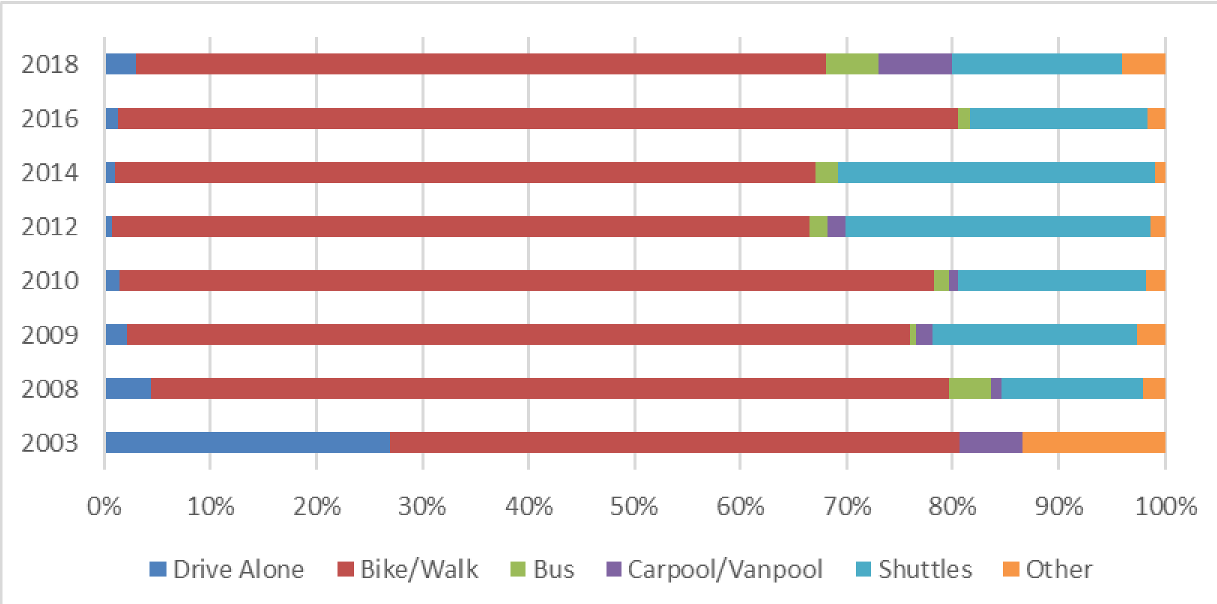
TABLE 3-3: CHAMPLAIN UNLIMITED ACCESS—ANNUAL TRIPS AND COSTS

YEAR	LOCAL TRANSIT	LINK	ANNUAL TRIPS	ANNUAL CHANGE	CHAMPLAIN COST FOR SERVICE	AVG. COST PER RIDE
FY08	23,658	2,974	26,632		$29,508.24	$1.108
FY09	30,181	2,151	32,332	21.4%	$33,147.54	$1.025
FY10	34,134	2,457	36,591	13.2%	$37,753.56	$1.032
FY11	33,956	3,579	37,535	2.6%	$40,474.80	$1.078
FY12	38,967	3,425	42,392	12.9%	$44,296.56	$1.045
FY13	39,643	3,146	42,789	0.9%	$44,385.30	$1.037
FY14	41,628	3,669	45,297	5.9%	$46,959.94	$1.037
FY15	49,326	4,345	53,671	18.3%	$55,518.90	$1.036
FY16	45,251	3,866	49,117	-8.4%	$51,159.42	$1.042
FY17	44,720	3,773	48,493	-1.1%	$50,277.70	$1.035
FY18	38,069	3,746	41,815	-13.9%	$43,965.54	$1.051

CATMA Student Surveys: Commute Modes

CATMA conducts an annual survey on the travel behaviors of Champlain students, including their general mode for commuting to and from campus. The surveys target the three student populations: on-campus residents, commuters within ½ mile to campus, and commuters more than ½ mile to campus. The students self-select their category in the travel survey.

FIGURE 3-4: CHAMPLAIN RESIDENTIAL STUDENTS COMMUTE MODES



Notes: Shuttles include Spinner Place beginning in Fall 2007 and excluded in 2018.

FIGURE 3-5: CHAMPLAIN STUDENTS LIVING WITHIN ½ MILE COMMUTE MODES

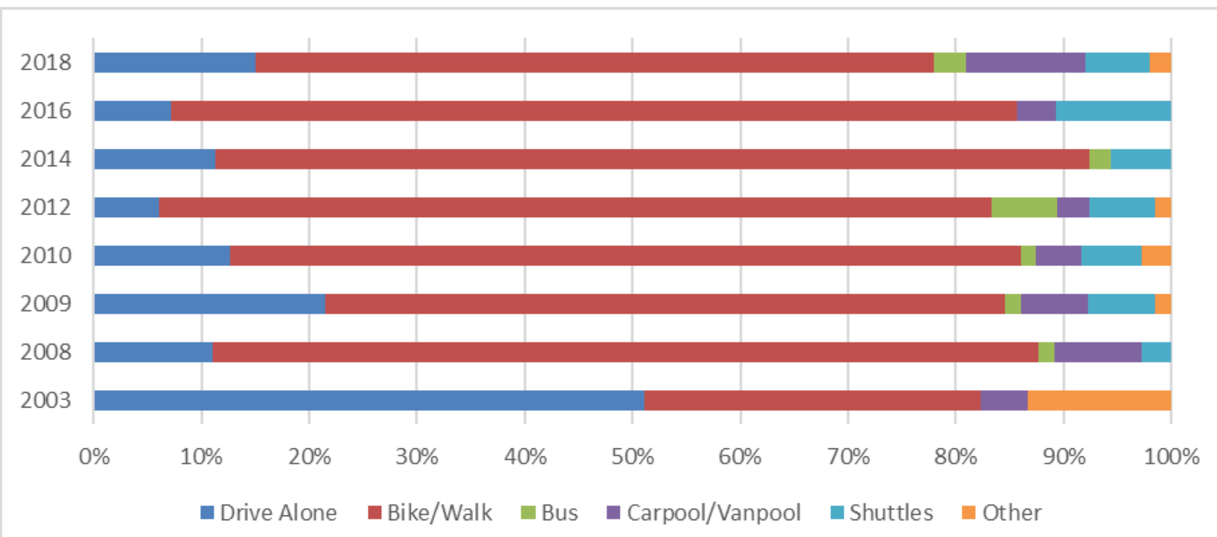
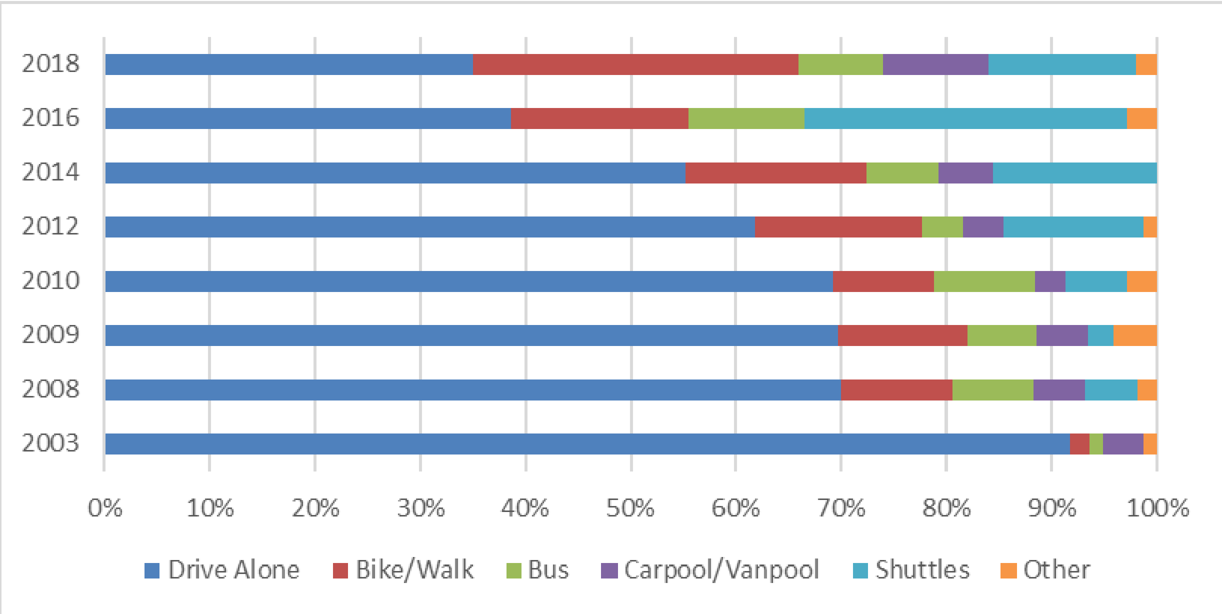


FIGURE 3-6: CHAMPLAIN STUDENTS LIVING OUTSIDE ½ MILE COMMUTE MODES



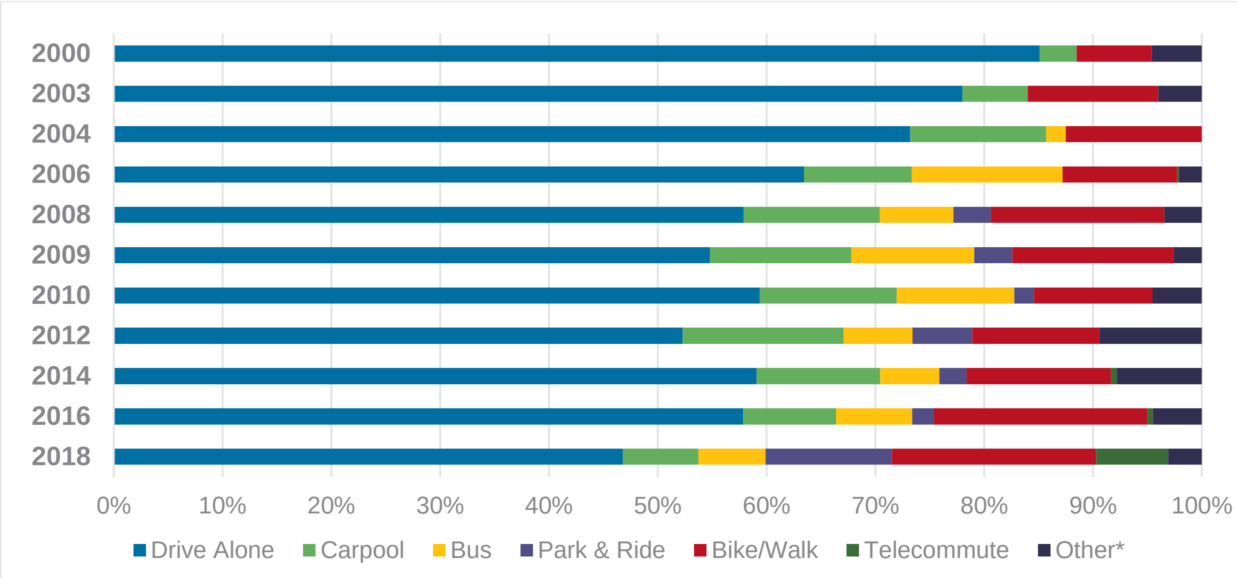
Note: "Other" modes include combined-mode trips, seasonally varied modes, and UVM/CATs bus.

CATMA Employee Surveys: Commute Mode

Figure 3-7 shows the historical travel mode analysis for employees and staff of Champlain College. Year to year there are variations between some of the means of commute. Findings include:

- Car driving alone has seen a continued decline to 47% in 2018.
- The percentage of people biking or walking to work has grown in recent years to 19%.
- Park & Ride use (remote lots and shuttles) and telecommuting has increased dramatically in recent years.
- Bus ridership has reduced slightly in recent years.
- The carpool rates have experienced a recent decline to 7% in 2018.

FIGURE 3-7: CHAMPLAIN EMPLOYEE COMMUTE MODE



3.2 EXISTING CONDITIONS

Employment

In Fall 2018, Champlain College employed a total of 1,106 individuals with 792 of those individuals in Vermont and potentially visiting campus regularly. Additionally, 88 contracted services employees (such as Sodexo food service, cleaners, etc.) were on campus on a regular basis.

TABLE 3-4: CHAMPLAIN ON-CAMPUS EMPLOYMENT

	2018 ACADEMIC YEAR
Full-time Employees	377
Part-time Employees	415
Contracted Employees (Cleaners, Sodexo etc.)	88
Total On-Campus Champlain Employees	792
Total Employees Eligible for Parking Permits	**880**

TABLE 3-5: CHAMPLAIN OFF-CAMPUS EMPLOYMENT

	2018 ACADEMIC YEAR
Full-time Online Employees	2
Part-time Online Employees	244
Dublin and Montreal Campuses	68
Total Off-Campus Champlain Employees	**314**

Enrollment

Total enrollment at Champlain College at the start of the 2018 academic year was 4,556 students, over half of which was made up by off-campus online students.

TABLE 3-6: CHAMPLAIN ON-CAMPUS ENROLLMENT

	2018 ACADEMIC YEAR
Full-time Traditional Undergraduates	2,047
Part-time Traditional Undergraduates	82
Full-time Graduates	9
Part-time Graduates	6
Full-time Undergraduate Continuing Professional Studies	21
Part-time Undergraduate Continuing Professional Studies	9
Total On-Campus	**2,174**

TABLE 3-7: CHAMPLAIN OFF-CAMPUS ENROLLMENT

	2018 ACADEMIC YEAR
Full-time Graduates	624
Part-time Graduates	94
Full-time Undergraduate Continuing Professional Studies	436
Part-time Undergraduate Continuing Professional Studies	1,228
Total Off-Campus	**2,382**

Parking Districts (Sec. 8.1.3)

The core Champlain College campus is located in a Shared Use Parking District. The new 194 St. Paul Street apartment building is in the Downtown Parking District.

Existing Structures (Sec. 8.1.4)

In addition to the properties that it owns, Champlain College leases building spaces and parking facilities in and around Burlington. The leased buildings in Burlington are acknowledged but they are not included in the campus parking inventory nor in the parking requirement calculations. Property owners have permits specific to their properties and are assumed to be in compliance. 47 total parking spaces are at these leased building sites, as detailed in Table 3-9. Leased parking facilities (i.e. Lakeside Lot), are included in the campus parking inventory because they have been leased specifically to provide additional parking and enable TDM options on the campus.

The formal parking inventory for Champlain is maintained by the College and CATMA and informed by a physical count conducted in 2018. Table 3-8 depicts Champlain's parking inventory by building, primary use, number of residents, and gross square footage (GSF)—characteristics used by this plan to calculate parking supply and demand.

TABLE 3-8: EXISTING (FALL 2018) CHAMPLAIN CAMPUS BUILDING AND PARKING INVENTORY

NAME	PRIMARY USE	GSF	RESIDENTIAL BEDS	PARKING SPACES
194 St Paul Street[1]	Residential/Retail (4,455 GSF Retail)	175,000	314	0
308 Maple	Residential	5,223	14	0
396 Main	Residential	8,801	39	20
Adirondack House	Residential	4,631	20	0
Aiken Hall	Administrative/Academic	13,701	0	0
Bader Hall	Residential	8,140	22	0
Bankus Hall	Residential	10,432	50	0
Butler Hall	Residential	26,730	89	0
Carriage House	Residential	2,376	15	0
Center for Communications and Creative Media (formerly Hauke/Alumni)	Administrative/Academic	87,187	0	0
Cushing Hall	Residential	9,095	30	7
Durick Hall	Administrative	4,036	0	3
Foster Hall	Administrative/Academic	7,008	0	0
Freeman Hall	Administrative/Academic	11,992	0	0
Garden House (ARC)	Administrative	4,371	0	0
Goodhue Coolidge House	Administrative/Academic	4,054	0	0
Hill Hall	Residential	9,203	40	0
IDX Student Life Center	Administrative/Athletic/ Dining	49,939	0	5
Jensen Hall	Residential	9,972	41	9
Joyce Learning Center	Academic	20,483	0	0
Juniper	Residential	28,732	90	0
Lakeside Campus (Miller Center at Lakeside)	Administrative	39,552	0	267
Lakeview Hall	Residential	18,033	81	0
Lyman Hall	Residential	8,550	44	0
Boardman Hall	Residential	31,932	59	28
McDonald Hall	Residential	10,922	50	0
Miller Information Commons	Academic	29,860	0	42
North House	Residential	5,402	21	10
Pearl Hall[2]	Residential	10,874	50	0
Perry Caretaker's Cottage	Residential	444	1	0
Perry Carriage Barn	Academic	5,546	0	0
Perry Hall	Administrative/Academic	27,847	0	16
Rowell Annex	Administrative	2,882	0	0
Rowell Hall	Residential	9,954	52	33
Sanders Hall	Residential	9,716	37	8
Schillhammer Hall	Residential	7,836	27	0
SD Ireland Family Center for Global Bus & Tech	Administrative/Academic	24,390	0	0
Skiff Hall	Administrative	12,493	0	15
Skiff	Administrative/Academic	3,354	0	0

NAME	PRIMARY USE	GSF	RESIDENTIAL BEDS	PARKING SPACES
South House	Residential	12,608	51	12
Summit Hall	Residential	15,271	51	28
The Gallery	Academic	633	0	0
Valcour Hall	Residential	30,028	91	0
West House	Administrative	3,718	0	0
Whiting Hall	Residential	9,975	44	0
Wick Hall	Administrative/Academic	5,265	0	0
Total		**838,191**	**1,453**	**503**
Parking Facilities Leased by Champlain College via CATMA				
115 Lakeside Lot (formerly Gilbane)				175
Total Campus Parking Spaces				**678**

[1]None of the parking associated with 194 St Paul is included in Champlain's parking inventory, as approved by the Burlington Development Review Board. GFA and residential beds are included in parking supply and demand calculations.
[2]Perry Hall lot is reserved for visitors to the Admissions Office only.

Champlain College's parking inventory includes 678 spaces, with 175 of those on the leased Lakeside Lot property. Champlain's leased and owned properties not included in the parking inventory or calculations are listed below in Table 3-9 and Table 3-10 respectively.

The recently completed 194 St Paul Street apartments are a special case—its parking is not included in Champlain's inventory, but its total residential footprint in terms of area and beds are included in this plan's parking calculations. The decision to exclude the parking at 194 St Paul Street from Champlain's inventory was approved by the Burlington Development Review Board on May 19, 2014 since none of the parking is associated with student housing. Out of 67 spaces, 53 are public, nine reserved for commercial and residential tenants, two given to neighbors who lost on-street parking with the building's construction, one reserved for Champlain building staff, and two "spare" spaces currently used by contracted staff (e.g. cleaning, maintenance) on an ad-hoc basis.

TABLE 3-9: PROPERTIES LEASED BY CHAMPLAIN (NOT INCLUDED IN PARKING INVENTORY)

NAME	PRIMARY USE	GSF	RESIDENTIAL BEDS	PARKING SPACES
40 Sears Lane	Physical Plant	25,405	0	15
371 Main	Residential (temporary)	13,326	30	21
158 South Willard	Residential (temporary)	10,900	29	11
Total		**49,631**	**59**	**47**

TABLE 3-10: PROPERTIES OWNED BY CHAMPLAIN (NOT INCLUDED IN PARKING INVENTORY)

NAME	PRIMARY USE	GSF	RESIDENTIAL # OF BEDS	PARKING SPACES
194 St Paul Street	Residential/Retail	4,445	--	67
390 Maple St	Residential	3,768	--	2
436 Maple St	Residential	4,297	--	2
115 Summit St (President's House)	Residential	3,487	--	2
270 South Willard St (Provost's House)	Residential	7,478	--	2
	TOTAL	**19,030**	**--**	**75**

Limitations, Location, Use of Facilities (Sec. 8.1.12)

Off-site parking facilities

Of Champlain College's total 678 parking spaces, 442 are located on off-site facilities. In compliance with the CDO, Champlain College has moved approximately half of its parking off-site.[5] On-street parking spaces are not included in the campus inventory. Champlain College began leasing parking spaces at the 115 Lakeside Lot in 2008. The Lakeside Lot currently comprises 175 parking spaces; down from 200 a few years ago. The adjacent Lakeside Campus, or Miller Center, on Lakeside Avenue has an additional 267 spaces.

TABLE 3-11: CHAMPLAIN OFF-SITE LOTS

	PARKING SPACES
Lakeside Campus (Miller Center at Lakeside)	267
115 Lakeside Lot (formerly Gilbane)	175
TOTAL	**442**

Minimum Off-street Parking Requirements (Sec. 8.1.8)

There is potential for overestimating the number of required parking spaces given the use categories provided in Table 8.1.8-1 of the Ordinance. There is a Special Residential Use for Dormitories as well as a Non-Residential Use for Post-Secondary Schools. The square footage of dining halls and student centers are enumerated within this latter category. However, these uses are heavily patronized by residential students who walk to the building and do not generate a demand for parking, and whose parking demand has already been accounted for (under Special Residential Use for Dormitories). To avoid the task of determining which campus

[5] Institutional Core Campus Overlay Districts, Section 4.5.2 states that "parking should be very limited and generally provided offsite." CDO page 4-56. This is emphasized for Champlain College specifically on page 4-57: "this core campus would be expected to be dominantly pedestrian-oriented, with all but the most essential parking provided off-site."

functions might be considered residential and which are non-residential, a composite approach is analyzed.

The two approaches: 1) using the College's GFA applied to the Post-Secondary School category from Table 8.1.8-1 in the Ordinance; or 2) using a composite of the GFA of non-dormitory buildings (applied to Table 8.1.8-1's Post-Secondary School category) and the number of dormitory beds (applied to Table 8.1.8-1's Residential Use-Dormitory category).

Table 3-12 provides the minimum parking required by the Burlington CDO. Calculations for the existing campus use both approaches.

TABLE 3-12: CHAMPLAIN MINIMUM OFF-STREET PARKING REQUIREMENTS

EXISTING CAMPUS		CDO PARKING REQUIREMENT
GFA Approach	GFA (2 spaces/1,000 sq ft) = 838,191 sq ft	**1,676**
Composite Approach	Dormitory Beds (1 space/2 beds) = 1,423	482
	Non-Residential GFA (2 spaces/1,000 sq ft) = 358,311 sq ft[1]	717
	Total	**1,428**

[1]GFA does not include retail space in 194 St Paul.

Maximum Parking Spaces (Sec. 8.1.9)

The CDO defines maximum parking as 125% of the minimum number of spaces using Table 8.1.8-1's Neighborhood District category. All the parking requirements used in Table 3-12 are identical for both the Shared Use and Neighborhood Districts, making the maximum 125% of the calculated requirement would be 1,785 spaces. Champlain's inventory of 675 (see Table 3-8) is far from approaching this number.

Vehicle Permits

All vehicles at Champlain College must display a valid parking permit. Permits are issued and renewed on a semester basis for both students and employees, except for Zone 1 Employee, Disabled, and Contractor permits which are valid for a year. Residential students are only eligible for a parking permit in the core campus zone (Zone 5) based on demonstrated work[6] or medical needs and are otherwise required to park at the satellite lot (Zone 2).

[6] Includes residential Education Major students and students who work off campus until at least 11:00pm at least once per week.

The Fall 2018 breakdown of permits issued at Champlain College is as follows:

TABLE 3-13: PERMIT SUMMARY

ZONE	DESCRIPTION	PERMIT TYPE	NUMBER OF PERMITS
Zone 1	Lakeside Campus (Miller Center at Lakeside)	Employee	282
		Commuter Student	168
		Employee – 2nd Sticker	16
Zone 2	115 Lakeside Lot	Residential Students	237
Zone 3	371 Main, 396 Main, 158 South Willard, Sanders, and North	Full-time Commuter Student	31
		Part-Time Commuter Student	4
		Full-Time Employee	54
		Part-Time Employee	13
Zone 4	Rowell/Jensen and South	Full-time Commuter Student	16
		Part-time Commuter Student	3
		Full-Time Employee	50
		Part-Time Employee	7
Zone 5	Boardman Hall, 396 Main St, Sanders Hall and North House	Special Residential Parking	28
Disabled	Parking in any Champlain College disabled spaces as well as regular, unrestricted parking spaces		22
Contractor			28
	Sub-totals	**Commuter Students (Full and Part-Time)**	**222**
		Employee (Full and Part-Time)	**422**
		Residential Students	**265**
		TOTAL	**959**

The adequacy of the current parking inventory must be measured relative to observed parking demand rather than the total number of permits issued. It is appropriate because not all permit holders occupy a parking space at the same time. This approach is commonly used in parking studies and has historically been the method used in prior versions of the JIPMP.

Parking Demand

Observed Demand

A parking count conducted in the 2018 fall semester tallied the number of parked vehicles and vacant spaces for each parking lot, summarized in Table 3-14 by core campus lots and satellite lots. These counts represent a typical day during peak demand and indicate a surplus of 47 spaces within the core campus, with an additional 76 available spaces in satellite lots for a total surplus of 123 spaces. Peak parking demand generally occurs between the hours of 12:00 and 1:00 pm on a weekday. There are an additional 146 on-street parking spaces adjacent to the College which may be used by some Champlain College affiliates. Due to their public, uncontrollable nature, these are not included in the formal inventory or associated calculations. The slight discrepancy between the total 707 spaces in the count and the 675 total spaces identified earlier in the Table 3-8 inventory is attributable to two properties, 371 Main and 158 South Willard. These properties are leased by Champlain and therefore not included as inventory (refer to Table 3-9).

TABLE 3-14: CHAMPLAIN PARKING LOT CAPACITIES AND EMPTY SPACE COUNT

PEAK DEMAND LOT COUNTS - FALL 2018				
Location	Capacity	Occupied Spaces[1]	Empty Spaces	Percent Full
Core Campus Lots	267	246	47	92%
Satellite Lots[2]	440	364	76	83%
TOTAL	**707**	**610**	**123**	**86%**

[1]Peak Demand Period (Weekdays, Noon-1PM)
[2]Satellite Lots include 115 Lakeside Lot and Lakeside Campus Miller Center

TABLE 3-15: CHAMPLAIN ON-STREET PARKING SPACES (NOT INCLUDED IN PARKING INVENTORY)

PEAK DEMAND LOT COUNTS - FALL 2018				
Location	Capacity	Occupied Spaces[1]	Empty Spaces	Percent Full
On-Street Core Campus	146	146	0	100%

[1]Peak Demand Period (Weekdays, Noon-1PM)

Calculated Demand

A calculated method was developed to analyze existing demand and assist in forecast parking demand. The method uses estimates of different user groups, their respective automobile ownership and mode share percentages, and the percentage of them on-campus during peak parking demand periods.

The inputs are derived data provided by the College as well as responses from the 2018 CATMA survey.

The number of residential beds in Champlain-owned student housing properties serves as a estimate for the number of residential students living on campus (refer to Table 3-8). The total number of commuter students is estimated by subtracting the same number of residential beds from the 2018 total for on-campus student enrollment. The number for commuter students living outside or within a half mile of campus are estimated from the CATMA 2018 student survey. The 2018 CATMA survey is also used to estimate the values for auto ownership and mode share. For residential students, the value represents the proportion of respondents who indicated that they brought a car to campus. For all other student and employee categories, this value was taken as a proportion of trips using vehicular modes.[7] The full analysis is presented in Table 3-16; the results indicate that under 2018 conditions, Champlain College has a slight deficit of 14 spaces.[8]

TABLE 3-16: CHAMPLAIN EXISTING (2018) PEAK PARKING DEMAND BY USER GROUP

USER GROUP	NUMBER IN CATEGORY	PEAK % ON CAMPUS[1]	AUTO OWNERSHIP/ MODE SHARE	PARKING DEMAND (SPACES)
Residential students (long-term vehicle storage)	1,423	75%	28%[2]	296
Commuters outside 0.5 miles of campus	388	30%	50%	58
Commuters within 0.5 miles of campus	363	90%	22%	73
			Subtotal	*427*
Full-time faculty/staff	377	90%	62%	210
Part-time faculty/staff[3]	415	10%	62%	31
			Subtotal	*241*
			Visitors	5
			Champlain vehicle fleet	16
			Subtotal	*21*
			Total peak parking demand	689
			Off-street parking supply	675
			Net deficit[4]	**-14**

[1]Values for peak % on campus were carried forward from the 2009-2014 JIPMP. The peak hour is assumed to occur on weekdays between 12:00pm and 1:00pm.
[2]Percentage of residential students with a parking permit is estimated at 18% and so this value is likely an overestimate.
[3]The majority of part-time faculty/staff do not work during the peak parking period or only teach online.
[4]See Table 3-8 for an inventory of existing off-street parking spaces; on-street parking is not included in the inventory.

3.3 FUTURE PARKING CONDITIONS

Future Population: Students, Staff, Faculty, Visitors (Sec. 8.3.3 (A))

To forecast future numbers of Champlain students and employees, annual enrollment and employment values were averaged for the past three years (2016, 2017, 2018) and assumed steady for the 2019-2014 timeline. Projections for various student and employee categories are depicted below.

[7] Vehicular modes include “driving alone”, “driving and taking the shuttle”, and “carpooling”.
[8] Parking counts conducted by RSG in Fall 2018 indicated a surplus of approximately 123 spaces during the weekday peak hour. The difference between the Ordinance-calculated parking demand and the actual parking occupancy highlights the successes of Champlain’s and CATMA’s TDM and parking management programs.

TABLE 3-17: ON-CAMPUS (VISIT THE BURLINGTON, VT CAMPUS DAILY OR OCCASIONALLY) - 2024

	2024 PROJECTED ACADEMIC YEAR
Full-time Employees	380
Part-time Employees	350
Contracted Employees (Cleaners, Sodexo etc.)	100
Total On-Campus Champlain Employees	730
TOTAL Employees Eligible for Parking Permits	**830**

TABLE 3-18: OFF-CAMPUS (ONLINE EMPLOYEES) - 2024

	2024 PROJECTED ACADEMIC YEAR
Full-time Online Employees	380
Part-time Online Employees	350
Dublin and Montreal Campuses	100
Total Off-Campus Champlain Employees	730
TOTAL Champlain Employees	**1,030**

TABLE 3-19: ON-CAMPUS STUDENTS (VISIT THE BURLINGTON, VT CAMPUS DAILY OR OCCASIONALLY) - 2024

	2024 PROJECTED ACADEMIC YEAR
Full-time Traditional Undergraduates	2,150
Part-time Traditional Undergraduates	60
Full-time Graduates	10
Part-time Graduates	0
Full-time Undergraduate Continuing Professional Studies	20
Part-time Undergraduate Continuing Professional Studies	30
TOTAL On-Campus	**2,270**

TABLE 3-20: OFF-CAMPUS (ONLINE) STUDENTS - 2024

	2024 PROJECTED ACADEMIC YEAR
Full-time Graduates	690
Part-time Graduates	100
Full-time Undergraduate Continuing Professional Studies	410
Part-time Undergraduate Continuing Professional Studies	1,250
TOTAL Off-Campus	**2,450**

Future Structures—New or Changes in Use

The parking requirements must not only account for existing structures but also those planned for construction, expansion, or a change in use during the 2019–2024 timeline. The previous 5-year JIPMP identified six administration/academic projects and six residential projects that were anticipated to be completed by 2019. These projects and their current status are shown in Table 3-21.

TABLE 3-21: STATUS OF PREVIOUSLY IDENTIFIED CHAMPLAIN PROJECTS

BUILDING PROJECT	COMPLETED? Yes	COMPLETED? No	NOTES
Butler Hall (Res-Tri)	✓		The Re-Tri project (Butler, Valcour, and Juniper residences) was completed in Summer 2014
Valcour Hall (Res-Tri)	✓		
194 St Paul St (formerly Eagles Club)	✓		Completed in Fall 2018
Ethan Allen Center		✗	No longer planned and property sold
Summit & Maple Res Hall		✗	Carried forward to current 5-year Plan
West Hall/Perry Lawn Res Hall		✗	Carried forward to current 5-year Plan
CCM Project	✓		Completed in Fall 2015
Miller Information Commons Addition		✗	Carried forward to current 5-year Plan
Foster Hall Addition		✗	Carried forward to current 5-year Plan
Information Technology & Sciences Building		✗	Carried forward to current 5-year Plan
Career Center/Durick Hall Addition		✗	No longer planned
IDX Student Life Addition		✗	Carried forward to current 5-year Plan

Projects carried over from the 2014-2019 JIPMP, as well as new projects identified by Champlain staff for the 2019–2014 timeline are presented in Table 3-22. As of this report's writing, none of the planned projects are under construction and it is uncertain as to when they will ultimately be completed.

TABLE 3-22: CHAMPLAIN PLANNED PROJECTS

	PRIMARY USE	NEW GSF	RESIDENTIAL # OF BEDS	PARKING SPACES
Summit and Maple Site	Residential	-	91	0
West Hall lot site	Residential	-	90	0
MIC Addition	Academic	8,000	0	0
Foster Hall Addition	Academic	3,500	0	0
New ITS Building	Academic	27,000	0	0
Changes - Subtotal		*38,500*	*181*	*0*
Total for Existing Campus		838,191	1,423	675
TOTAL Planned + Existing Campus		**876,691**	**1,604**	**675**

Future Minimum Off-Street Parking Requirements (Sec. 8.1.8)

The GFA is unknown for many of the future projects. Therefore, the composite approach is used to define the change in the CDO required minimum parking supply by 2024.

TABLE 3-23: CHAMPLAIN OFF-STREET PARKING SUPPLY - FOR CHANGES TO CAMPUS BY 2024

CHANGES TO CAMPUS PLANNED BY 2024		PARKING REQUIREMENT CHANGE
Composite Approach	Dormitory Beds (1 space/2 beds) = 181	91
	Non-Residential GFA (2 spaces/1,000 sq ft) = 38,500 sq ft	77
	TOTAL	**168**

Accounting for Champlain's planned developments, the CDO parking supply requirements for 2024 would fall between 1,596 to 1,844 spaces. This includes a range of 1,428 to 1,676 spaces for the existing campus (as of Fall 2018) with an additional 168 spaces estimated for planned projects to be in use by 2024.

For a historical comparison, the previous 2014-2019 JIPMP indicated a supply between 1,726 to 1,925 spaces for the campus in 2019.

Future Parking Demand vs Supply (Sec. 8.3.3 (b))

The current level of campus parking demand estimated to be slightly above that being provided, as shown earlier in Table 3-16. This section of the study estimates the parking demand effects of the anticipated change in employment, enrollment, and physical land uses on campus by 2024.

Like the parking demand calculation for the current campus, different user groups and their respective automobile ownership and travel behaviors are used to estimate future parking demand. The projected number of residential beds expected by 2024 is used to estimate future numbers of residential students (refer to Table 3-22). The total number of commuter students is estimated by subtracting the future number residential beds from the 2024 forecast for on-campus student enrollment. The values for peak percentage on campus and auto ownership are the same as those used in the existing campus calculations (Table 3-16), as it is assumed that these travel behaviors will remain consistent over the next five years.

TABLE 3-24: CHAMPLAIN 2024 ESTIMATED PEAK PARKING DEMAND BY USER GROUP

USER GROUP	NUMBER IN CATEGORY	PEAK % ON CAMPUS[1]	AUTO OWNERSHIP/ MODE SHARE	PARKING DEMAND (SPACES)
Residential students (long-term vehicle storage)	1,596	100%	28%	332
Commuters outside 0.5 miles of campus	348	30%	50%	52
Commuters within 0.5 miles of campus	326	95%	22%	65
Subtotal				*661*
Full-time faculty/staff	380	90%	62%	212
Part-time faculty/staff[2]	350	10%	62%	22
			Subtotal	*233*
			Visitors	5
			Champlain vehicle fleet	16
			Subtotal	*21*
			Total peak parking demand	703
			Off-street parking supply	675
			Net deficit[3]	**-28**

[1]Values for peak % on campus were carried forward from the 2009-2014 JIPMP. The peak hour is assumed to occur on weekdays between 12:00pm and 1:00pm.
[2]The majority of part-time faculty/staff do not work during the peak parking period or only teach online.
[3]See Table 3-8 for an inventory of existing off-street parking spaces; on-street parking is not included in the inventory.

For 2024, a deficit of 28 spaces is estimated. This minor forecast deficit may be accommodated by increasing the number of off-site leased spaces and through continued parking management and enhanced TDM efforts.

The magnitude of the deficit does not warrant any specific recommendations. The observed parking demand should be used as an annual measure to identify whether demand is starting to overwhelm the available parking supply. The strict permit policy that Champlain has implemented allows for a very effective tool to monitor actual parking demand as well as minimize off-campus parking impacts.

Institutional Vehicle Fleet Management (Sec. 8.3.3 (C))

Champlain College currently has 16 vehicles in its fleet:

- 11 for Physical Plant.
- 2 for Campus Public Safety.
- 3 for Student Activities/Student Government Association.

Six spaces in the CCM/Cushing parking lot are designated as "service vehicle only" parking. Additionally, there are two reserved spaces in the Skiff parking lot. During working hours, these vehicles are frequently located at the Physical Plant at 40 Sears Lane to pick up supplies or run errands, and otherwise are located on campus.

Monitoring, Compliance, and Enforcement (Sec. 8.3.3 (e))

The Champlain College security staff monitors all campus lots. Patrols are made randomly to deter vandalism, assist motorists, and to ensure that all parking regulations are enforced. On-Street patrols of contiguous streets are also performed regularly. Additionally, Champlain College provides security at the 115 Lakeside Lot from dusk to midnight weeknights and weekends when classes are in session.

The College continues to patrol the streets contiguous to campus core in support of the normal patrol activities of the Burlington Police Department, and they are contacted immediately if a vehicle is parked in a “Residents Only” area or is blocking the driveway of a neighbor. Their license plates are run through the police department and matched with the address of the owner with Champlain’s records.

Security officers have been diligent about enforcing regulations. As a result, there is continued improvement in the levels of voluntary compliance as the College community has adapted to the rules and regulations.

While many of the streets adjacent to Champlain College offer unrestricted parking, as designated by the Burlington Department of Public Works, Champlain College imposes additional parking policies related to affiliate parking on these streets. Affiliates are permitted to park on-street in the following areas provided that they have been issued an appropriate parking permit:

- on South Willard between Main St. and Spruce St.
- on Maple St. between S. Union and Summit.
- on Summit St. between Main St. and Maple St..
- on Main Street between Summit and S. Willard.

The Champlain parking map depicted in Figure 3-1 shows areas where on-street parking is prohibited to Champlain College affiliates regardless of a permit being issued or not. Some of these streets, such as Cliff and Spruce Streets are designated as “Resident Only”’ parking, while others have “No Parking” restrictions posted. Champlain College patrols these streets daily and records license plates of suspected Champlain affiliates, which are checked by Champlain College’s Security Supervisor at the Burlington Police Department. Tickets are issued if the vehicle is registered to an affiliate of Champlain College.

Beginning in Fall 2006, Champlain partnered with a nationally known ticketing management company called IPARQ. The necessary software was purchased to automate much of the collection function including the ability to turn unpaid tickets over to Student Accounts. Those tickets are now added to student bills making it impossible to avoid paying a valid ticket.

Champlain College has allocated the following resources to enforce and implement the College's parking plan:

- Assistant Director of Campus Public Safety and Parking—dedicates 85% of time on parking management, administration, education, enforcement and appeals; two weeks per semester dedicated to permit sales.
- Assistant Director of Campus Public Safety and Security—dedicates 15% of time running license plates with Burlington Police, record keeping, and spread-sheeting.
- Work Study Students—10 to 15 hours per week dedicated to data entry.
- Student Accounts staff—responsible for adding tickets marked as 'collection transfer' to student bills.
- Contract Parking Officer—responsible for daytime parking enforcement between the hours of 7:30am and 4pm, Monday through Friday. The parking officer monitors College parking lots and adjacent on-street parking areas, writes tickets, and coordinates towing from Champlain College lots. The officer on duty from Champlain College's campus security is available to assist the parking officer during tows. Additionally, the parking officer receives assistance from other staff in the parking office.
- Transportation Committee, comprised of faculty, staff, students and CATMA, who meet on as needed (typically twice per semester). This Committee is convened and facilitated by the Director of Transportation and is charged with implementing the current Transportation Plan, requesting and responding to feedback from Champlain affiliates, and promoting various transportation opportunities and events.
- Several employees meet twice per month as the Appeals Committee to adjudicate student appeals, which sometimes include parking issues.
- Champlain College devotes approximately $702,000 annually (in the form of staff salaries, transportation consultant fees, parking lot leases, CATMA dues, transit subsidies, and shuttle operations) to the management of parking. In contrast, revenue collected from parking fines for the 2017-2018 academic year was approximately $28,502.

Table 3-25 lists the various situations that warrant a parking ticket being issued and the amount of the fine. Parking tickets may be presented in person to the vehicle's owner, placed on the vehicle's windshield, or mailed.

TABLE 3-25: CHAMPLAIN COLLEGE PARKING FINES (AS OF AUGUST 2018)

INFRACTION	FINE (1ST OFFENCE)[1]	FINE (SUBSEQUENT)*
Permit Not Displayed, Meter Receipt Unreadable	$10	$25
Expired or Unpaid Meter	$25	$50
Parking on grass/sidewalks, Parking in non-permitted zone or Parking outside white lines	$25	$50
Improper permit placement or Permit Not Displayed	$25	$50
No Current Permit (not displaying a valid Champlain College permit or visitor permit)	$50	$100
Parking in disabled space, fire lane	$50	$100
Use of unauthorized permit	$100	$100

[1]*Towing charges and the Student Accounts Administrative Fee are in addition to these fines. Note: Fines must be paid in full in order to receive a new parking permit, confirm course registration, receive a transcript or be awarded a degree.*

TABLE 3-26: CHAMPLAIN PARKING TICKET SUMMARY

YEAR/SEMESTER	# OF VALID CITATIONS ISSUED	FUNDS COLLECTED	CUMULATIVE TOTAL SINCE 2004
2006-2007	-	$57,390	$113,390
2007-2008	-	$44,175	$157,565
2008-2009	-	$57,195	$214,760
2009-2010	-	$42,165	$256,925
2010-2011	-	$38,550	$295,475
2011-2012	-	$51,065	$346,540
2012-2013	1,574	$43,840	$390,380
2013-2014	1,519	$41,680	$432,060
2014-2015	1,069	$30,600	$462,660
Summer 2015	111	$5,585	$468,245
2015-2016	1,326 (105 warnings)	$31,475	$499,720
Summer 2016	32	$2,300	$502,020
2016-2017	1,935 (467 warnings)	$26,481	$528,501
Summer 2017	156 (46 warnings)	$995	$529,496
2017-2018	2,073 (274 warnings)	$28,502	$557,998
Summer 2018	261 (44 warnings)	$2,795	$560,793

The drop in citations issued and collected between 2013-2014 and 2015-2016 is attributed to increased awareness, communication and encouragement by the Transportation Office. During those periods, Champlain introduced a new postcard campaign sent in the summer to all students. Champlain also introduced a new "Top 10 Things You Need To Know" web page and one page summary on the back of the parking map, pictured in Figure 3-8. Champlain sincerely believes that these efforts have led to a more educated community, a shift to parking off-site and improved compliance than previous years.

Champlain increased the amount of warnings issued in starting in the 2016-2017 academic year. Warnings have shown to be a good educational tool to ensure compliance. The warnings can lead to the person contacting the office and having an educational discussion which can encourage better behavior.

FIGURE 3-8: CHAMPLAIN 10 THINGS YOU NEED TO KNOW PARKING CAMPAIGN

CHAMPLAIN COLLEGE

TRANSPORTATION // 2016–2017

GET IN TOUCH

TRANSPORTATION OFFICE
transportation@champlain.edu

802.865.8464

375 Maple Street, Rm102
PO Box 670
Burlington, VT 05402

REGULAR OFFICE HOURS
8:30 AM–3:00 PM

It is your responsibility to understand all parking policies. Get the right information at: **champlain.edu/parking**.

Champlain College Parking

THE TOP 10 THINGS YOU NEED TO KNOW

1. **PERMIT REQUIRED** ALL Champlain College students and employees must obtain a permit for their cars each semester, regardless of where they park. It's easy and FREE in some cases. **champlain.thepermitstore.com**
2. **FREE COMMUTER PARKING** Parking is FREE at 175 Lakeside Avenue for Zone 1 permit holders. Champlain operates a free shuttle service seven days a week from Lakeside Campus to Main Campus. **champlain.edu/shuttle**
3. **STUDENT PARKING** Residential students require a Zone 2 permit and are required to park at 115 Lakeside Avenue. Residential students may not park in the metered lots or along ANY city streets between 8:00 AM–4:00 PM, Monday–Friday.
4. **PARKING PERMITS** When you purchase a parking permit, you are paying for the right to park in one of several zone-specific Champlain lots. On-street parking within your designated zone is not guaranteed.
5. **SHORT-TERM PARKING** There are two short-term (up to 4 hours) metered lots at Miller Information Commons and Summit Hall. Cars parked in these lots must display a valid Champlain parking permit AND meter receipt.
6. **SAFETY FIRST** Champlain conducts daily safety patrols in all lots, including Lakeside. Parking regulations are actively enforced to ensure a safe and efficient campus environment.
7. **ADJACENT STREETS** Champlain College students and employees are prohibited from parking on any Burlington street that is not specifically zoned for Champlain College affiliates. Members of the Champlain Community are not eligible for "public parking."
8. **RESTRICTED PARKING** Skiff Hall, Perry Hall, Boardman Hall lots and Finney Quad are restricted and enforced 24 hours per day, seven days per week. Boardman Hall lot is for those who obtain a Zone 5 permit only. Perry Hall lot is for visitors to the Admissions Office only.
9. **VISITOR PARKING** All visitors should obtain a temporary guest permit prior to arrival on campus. This can be obtained by the Champlain employee hosting the guest using **champlain.thepermitstore.com** or by emailing **transportation@champlain.edu** three days prior to the visit.
10. **GUARANTEED RIDE HOME** All permit holders in Zone 2 are automatically enrolled in CATMA's Guaranteed Ride Home program, which provides for a free taxi when the shuttles are not operating. All Zone 1 permit holders are also eligible to enroll. **champlain.edu/CATMA**

4.0 UNIVERSITY OF VERMONT (UVM)

4.1 OVERVIEW OF INSTITUTIONAL PARKING MANAGEMENT PLAN

This chapter of the Joint Institutional Parking Management Plan (JIPMP) documents the parking supply and demand characteristics on the Main Campus of the University of Vermont (UVM) in Burlington. The South Campus (primarily agricultural UVM properties in South Burlington), Colchester Research Campus, and Fort Ethan Allen are not included in this plan.

UVM has a longstanding commitment to reducing traffic congestion and encouraging the use of transportation alternatives on its campus. The University was one of the founding members of CATMA in 1992 and has since repeatedly expressed its vision for a pedestrian campus through different campus plans and programs. Most recently in 2017, UVM finalized its Active Transportation Plan, outlining the University's commitment to improving conditions for pedestrians, bicyclists and other forms of active transportation and recreation to, from, and on campus.

UVM continues to support efforts to reduce parking demand on-campus, encourage the construction of on-campus residential accommodation, and support a high quality shuttle system to move students, employees, and staff around the campus.

Transportation Demand Management Programs (Sec. 8.3.3 (D))

This section covers:

1. **Policies** which restrict or prohibit the bringing of vehicles to the institution for various users or groups of users.
2. **Programs** to encourage the use of public transit, walking and bicycling.
3. **Implementation** of a parking permit system to allocate parking throughout the system.

TABLE 4-1: SUMMARY OF UVM PARKING MANAGEMENT STRATEGIES

STRATEGIES	UVM AVAILABILITY
Parking management program	Yes
Membership in a Transportation Management Association	Yes, CATMA
Telecommuting program	No formal program; availability in certain departments
Carshare program	Yes. CarShare Vermont
Bike Benefits / Bikeshare	Yes. Greenride
Off-site parking/shuttles	Yes
Public transit subsidies for employees	Yes
Shifting commuter students to residential students	Yes

Polices

Permits and Pricing

UVM manages the day to day operations of parking through a permit allocation system. The permits are priced to regulate demand in core areas. For employees, permits in core areas are twice as expensive as permits in outer areas, as shown in Table 4-2. Figure 4-2 shows the UVM's campus parking map for 2018. Only faculty and staff are allowed to park in the core areas during the daytime (Green permit zone). Not only are those spaces more expensive but they are assigned based on seniority, in cases of limited supply less senior staff may not have the option to purchase certain permits.

Student permit prices are shown in Table 4-3. Residential students in general are discouraged from bringing a car to campus through permit pricing: residential parking permits are roughly three times more expensive than commuter student permits. First-year residential students are generally prohibited from bringing a car to campus (though some exceptions are allowed). In times of limited campus parking, UVM has the right to institute a parking "cap" for residential students permits.

For commuter students, those living within a specified distance of campus (boundaries shown in Figure 4-1) are ineligible for daytime campus parking. Commuting students living within the proximate area are eligible to purchase a Commuter Evening (gold pass) which allows parking outside the hours of 7:00 a.m.–3:30 p.m.

Overall, parking fees have remained constant since the last JIPMP.

TABLE 4-2: UVM EMPLOYEE PARKING PERMIT RATES (PER YEAR)

PERMIT CATEGORY	PERMIT TYPE	FEE
Green	Pre-Tax Payroll Deduction	0.64%
	Affiliate	$329
	Affiliate 30-day	$41
White	Pre-Tax Payroll Deduction	0.48%
	Affiliate	$247
	Affiliate 30-day	$31
Brown	Pre-Tax Payroll Deduction	0.32%
	Affiliate	$165
	Affiliate 30-day	$21
Silver (Off-Site)	Pre-Tax Payroll Deduction	FREE
	Affiliate	FREE
	Affiliate 30-day	FREE
Occasional Use	Permit of 6 – 12 days	FREE
	Brown (Peripheral)	$2.00
	White (Proximate)	$3.00
	Green (Main)	$4.00

TABLE 4-3: UVM STUDENT PARKING PERMIT RATES

PERMIT CATEGORY	PERMIT TYPE	FEE
Residents	30-day Black, Blue, Purple, and Red	$55
	Resident Temp – 1 Semester	$180
	Black, Blue, Purple, and Red	$330
Commuter and Graduate Students/Medical Students (1st & 2nd Year)	30-day Brown	$19
	30-day Gold	$12
	Gold – Evening	$69
	Gold – Evening, 1 Semester	$45
	Brown – Day & Evening	$115
	Brown – Day & Evening, 1 Semester	$73
Medical Students (3rd and 4th Year)	Yellow – Day & Evening	$329
	30-day Yellow	$27

In addition to designated permit parking areas, visitor parking is available. University employees and students are not allowed to park in visitor areas during restricted hours as posted. In July 2018, UVM moved to a cashless payment system for all visitor and short-term parking. The Parkmobile app is now the only means available for payment on-site at formerly metered parking spaces. Visitors and others requiring short-term parking can also pay with cash, check, UVM CATcard, or credit card at UVM's Transportation and Parking Services customer service area at 38 Fletcher Place.

FIGURE 4-1: BOUNDARIES FOR UVM STUDENT COMMUTER PARKING PERMIT

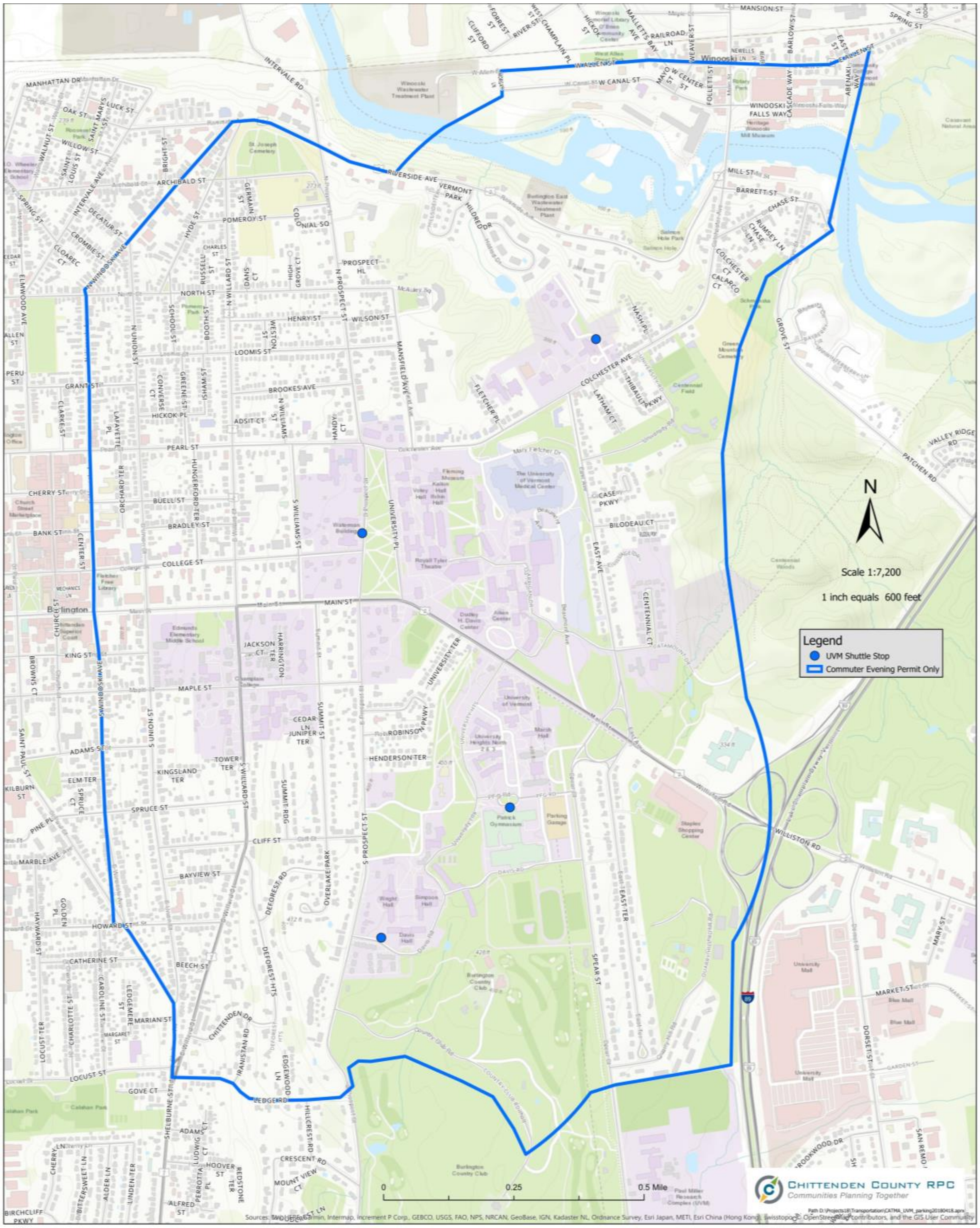
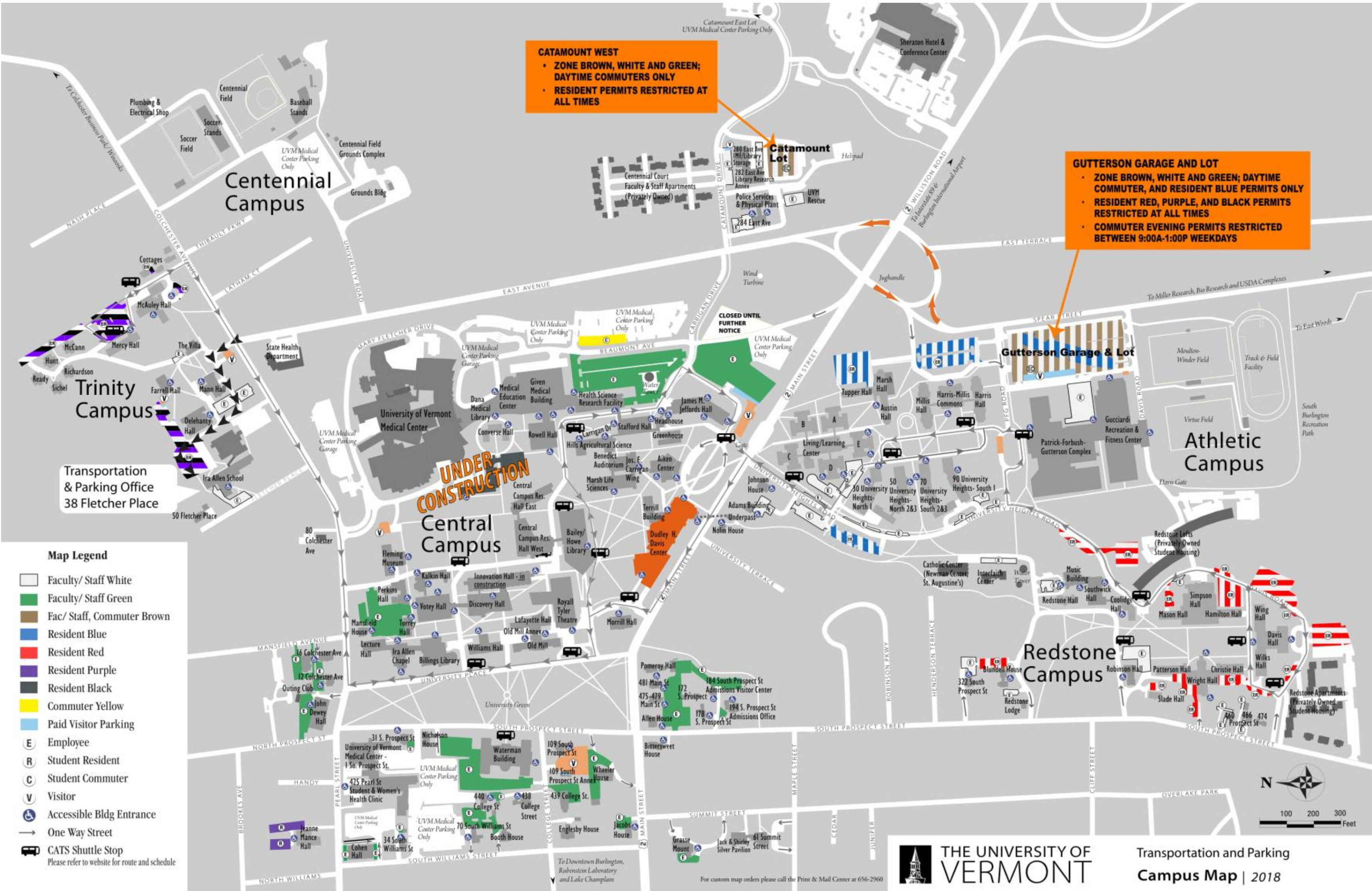


FIGURE 4-2: UVM PARKING MAP (2018)



Programs

To encourage the use of alternative transportation modes, UVM will continue:

- Regulating parking through its parking program.
- Operating the CATS shuttle system to improve circulation within the campus and serve peripheral parking areas.
- Improving the UVM bikeway network and management in accordance with the Active Transportation Plan and remain an active partner in the Greenride program.
- Using and promoting CATMA's menu of programs and services.

UVM's Carpool Program for employees allows participants to purchase permits at discounted rates. A Green Carpool Permit with two or more participants is payroll deducted at the rate of Brown of each participant's base salary; a White Carpool Permit with two or more participants is available free of charge. As of the 2017-2018 permit cycle, there are 74 permitted UVM carpools with 191 participants. All carpoolers are also included in CATMA's Emergency Ride Home Program.

Off-Site Parking and Transit Integration

The bulk of UVM's parking is located along the periphery of campus and is serviced by the Campus Area Transportation System (CATS) shuttle system. UVM's parking program helps to regulate parking demand through market pricing: inner core area parking requires the most expensive permit, while periphery parking is less expensive and off-site parking is free.

CATMA's Unlimited Access Program allows University affiliates free transit rides on GMT with their UVM identification. Nine GMT routes have stops on or proximate to UVM's campus, including:

- #1 Williston.
- #2 Essex.
- #8 City Loop.
- #11 College St. Shuttle.
- #12 UMall/Airport.
- #46 Ft. 116 Commuter.
- #56 Milton Commuter.
- #76 Middlebury LINK Express.
- #96 St. Alban's LINK Express.

In addition to free access to GMT service, all UVM affiliates have free access to the CATS transportation system, which includes larger fixed-route CATS buses as well as a smaller Catsride shuttle that provides a more flexible on-demand service between off-campus UVM offices and the central UVM campus. The regular service schedules for CATS buses on-campus and off-campus are depicted below.

TABLE 4-4: UVM CATS ON-CAMPUS REGULAR SERVICE SCHEDULE

ROUTES	DAYS	TIMES	RUNS EVERY	BUSES RUNNING
Redstone Express	MON–FRI	7:45am–4:45pm	15 Mins	1
Daytime	MON–FRI	7:30am - 6:30pm	10 Mins	3
Evening	MON–THURS	6:15pm–11:45pm	30 Mins	1
Weekend	SAT–SUN	11:30am–6:30pm	30 Mins	1

TABLE 4-5: UVM CATS OFF-CAMPUS REGULAR SERVICE SCHEDULE

ROUTES	DAYS	TIMES	RUNS EVERY	BUSES RUNNING
Sunday-Thursday	SUN–THURS	6:30pm–midnight	30 Mins	1
Weekend	FRI–SAT	6:30pm–10:00pm	15 Mins	2
Late-night Weekend	FRI–SAT	10:00pm–3:00am	10 Mins	3

Through the University's TDM partnership with CATMA, the University manages several TDM programs and benefits. These include:

Carshare Program

UVM hosts two CarShare Vermont pods, one along University Place and another at the Redstone Lofts. It offers subsidized CarShare memberships to full-time students, faculty, and staff at UVM to encourage the use of CarShare Vermont and to better serve its constituents. Carsharing complements other modes as it encourages people to commute via a non-car mode while having a vehicle at their disposal during the day.

Bicycle Infrastructure & Parking

UVM is nationally recognized as a Gold-level Bicycle Friendly University as of November 2018, achieving an upgrade from its progression from a bronze level designation. The recognition is in part due to the partnership with Greenride bike share as well as the prevalence and support of bicycle infrastructure on campus and the growth of its Bicycle Education Co-op Center.

UVM affiliates are eligible for a $25 annual membership for Chittenden County's Greenride Bikeshare program. Although Greenride's bikes are docked, there are several hubs located on or proximate to UVM's campus, including the Howe Library, Waterman, Trinity Campus, Gutterson Garage, and Redstone Lofts.

UVM supports bicycle travel in several ways, including:

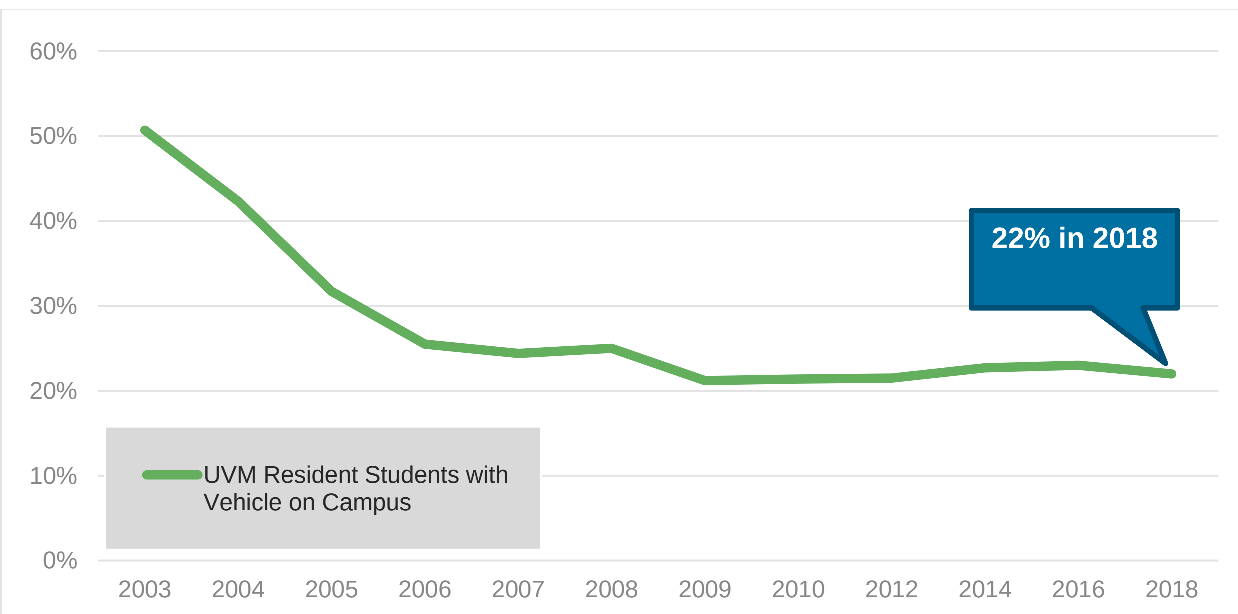
- Eligibility to participate in the CATMA Bike/Walk Rewards (Bike/Bucks) Program.
- Promotion of Bicycle Benefits program.
- Bike share program through the Greenride system.
- Access to bicycle parking in the form of racks.
- Coordination with Local Motion to assess and improve campus bicycle racks.

Success of JIPMP

The continuing success of the JIPMP is best analyzed through effectiveness of CATMA's programs overtime in reducing student automobile ownership and the use of transit ridership on UVM's campus.

The latest 2018 CATMA student survey results indicate that the percentage of residential UVM students that bring a car to Burlington has decreased dramatically in the past 10 years: 50.7% of residents brought a car in 2003, while only 22% brought one in 2018.

FIGURE 4-3: UVM RESIDENTIAL STUDENTS WITH AUTOMOBILES



UVM joined CATMA's Unlimited Access Program in 2003, providing unlimited access on GMT public transit services to employees, faculty, students, and staff. The numbers of average monthly trips and users of the program are shown in Figure 4-4 and Table 4-6.

FIGURE 4-4: UVM UNLIMITED RIDERSHIP PROGRAM PARTICIPATION

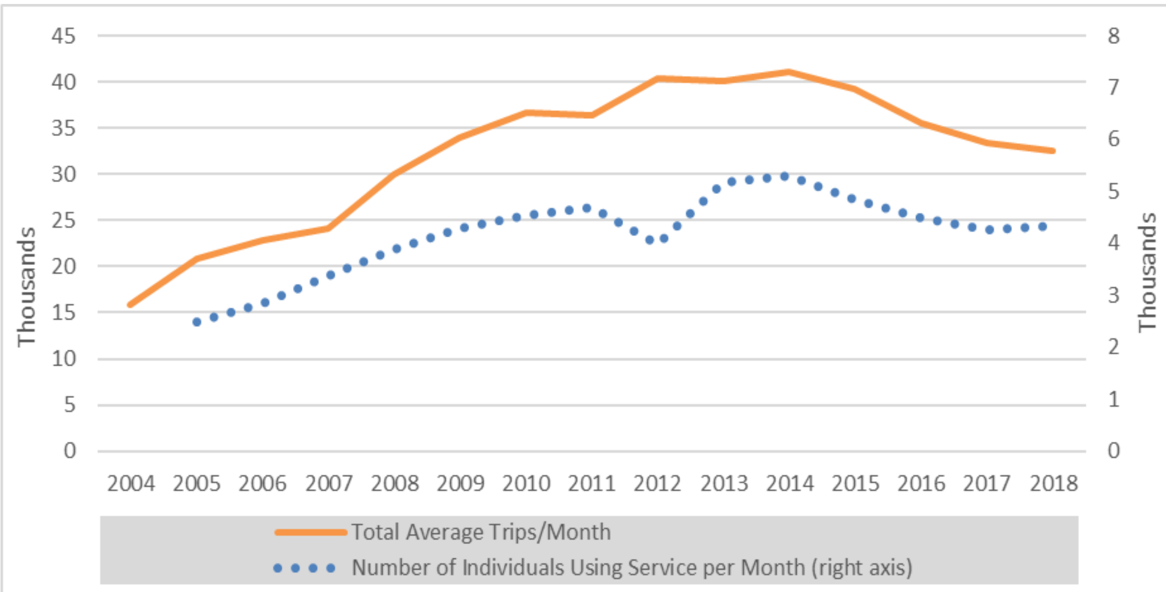


TABLE 4-6: UVM UNLIMITED RIDERSHIP PROGRAM PARTICIPATION

YEAR	TOTAL AVERAGE TRIPS/MONTH	ANNUAL CHANGE	NUMBER OF INDIVIDUALS USING SERVICE PER MONTH	ANNUAL CHANGE
2004	15,777	-	-	-
2005	20,786	31.7%	2,500	-
2006	22,819	9.8%	2,846	13.8%
2007	24,150	5.8%	3,373	18.5%
2008	30,028	24.3%	3,875	14.9%
2009	33,893	12.9%	4,276	10.3%
2010	36,610	8.0%	4,536	6.1%
2011	36,365	-0.7%	4,700	3.6%
2012	40,353	11.0%	3,988	-15.1%
2013	40,112	-0.6%	5,177	29.8%
2014	41,124	2.5%	5,311	2.6%
2015	39,164	-4.8%	4,850	-8.7%
2016	35,467	-9.4%	4,500	-7.2%
2017	33,392	-5.9%	4,255	-5.4%
2018	32,476	-2.7%	4,345	2.1%

Notes: CATMA Express Shuttle ceased operations in 2009; results only include GMT local and LINK routes, not shuttles.

The Unlimited Access annual demand is shown in Figure 4-5 and the demand and costs with annual changes are shown in Table 4-7. The ridership in FY2018 was 21.4% lower than the FY2013 peak ridership.

FIGURE 4-5: UVM UNLIMITED ACCESS—ANNUAL TRIPS (LOCAL AND LINK)

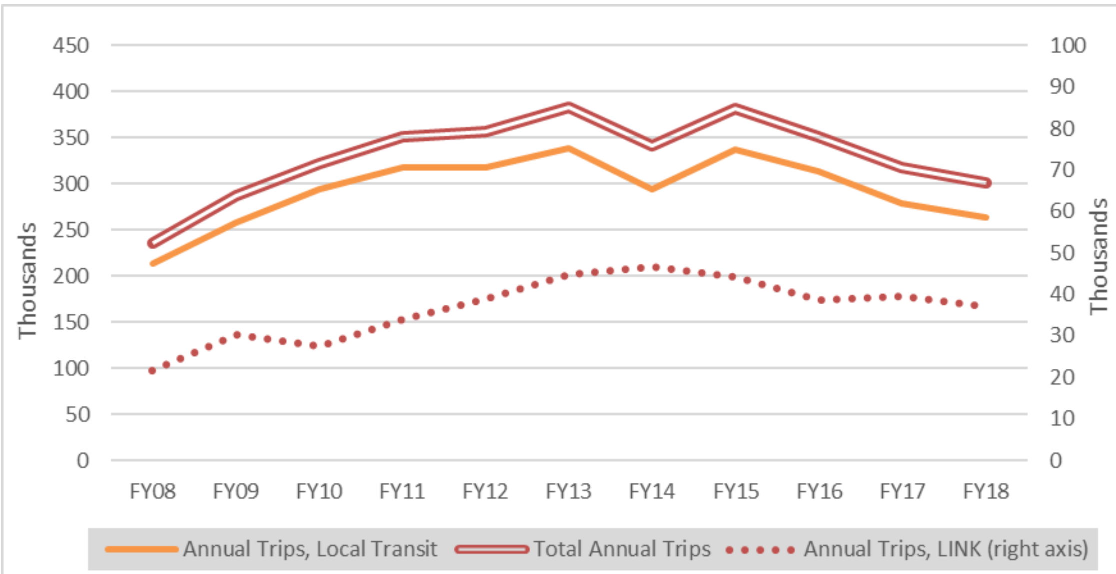


TABLE 4-7: UVM UNLIMITED ACCESS—ANNUAL TRIPS AND COSTS

YEAR	LOCAL TRANSIT	LINK	ANNUAL TRIPS	ANNUAL CHANGE	UVM COST FOR SERVICE	AVG. COST PER RIDE
FY08	213,707	21,477	235,184		$257,676	$1.096
FY09	257,248	30,219	287,467	22.2%	$315,488	$1.097
FY10	294,579	27,397	321,976	12.0%	$342,039	$1.062
FY11	317,604	33,831	351,435	9.1%	$376,669	$1.072
FY12	317,915	38,989	356,904	1.6%	$386,033	$1.082
FY13	338,115	44,808	382,923	7.3%	$418,983	$1.094
FY14	293,972	46,748	340,720	-11.0%	$381,662	$1.120
FY15	337,202	44,064	381,266	11.9%	$413,373	$1.084
FY16	313,013	38,485	351,498	-7.8%	$380,361	$1.082
FY17	278,486	39,461	317,947	-9.5%	$351,187	$1.105
FY18	263,756	37,184	300,940	-5.3%	$332,125	$1.104

CATMA Student Surveys: Commute Modes

CATMA conducts an annual survey on the travel behaviors of UVM students, including their general mode for commuting to and from campus. The surveys target the three student populations: on-campus residents, commuters within ½ mile to campus, and commuters more than ½ mile to campus. The students self-select their category in the travel survey.

The travel mode survey in 2018 used a different methodology, discussed in the CATMA chapter in Section 2.4. The method allows the respondent to identify the range and frequency of travel modes rather than select one primary mode.

FIGURE 4-6: UVM RESIDENTIAL STUDENTS COMMUTE MODES

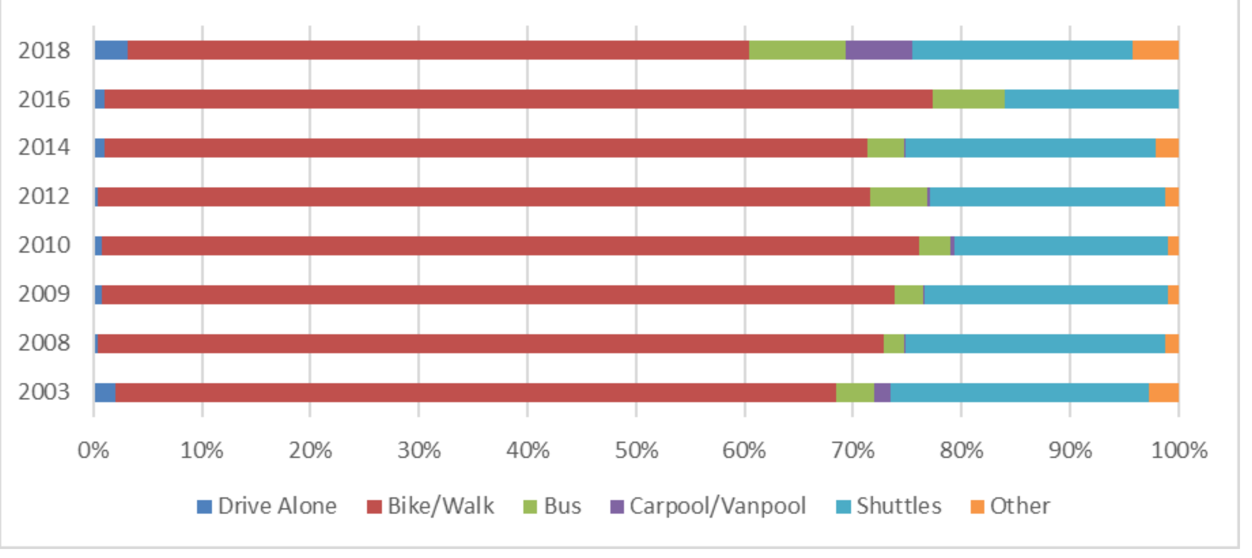


FIGURE 4-7: UVM STUDENTS LIVING WITHIN ½ MILE COMMUTE MODES

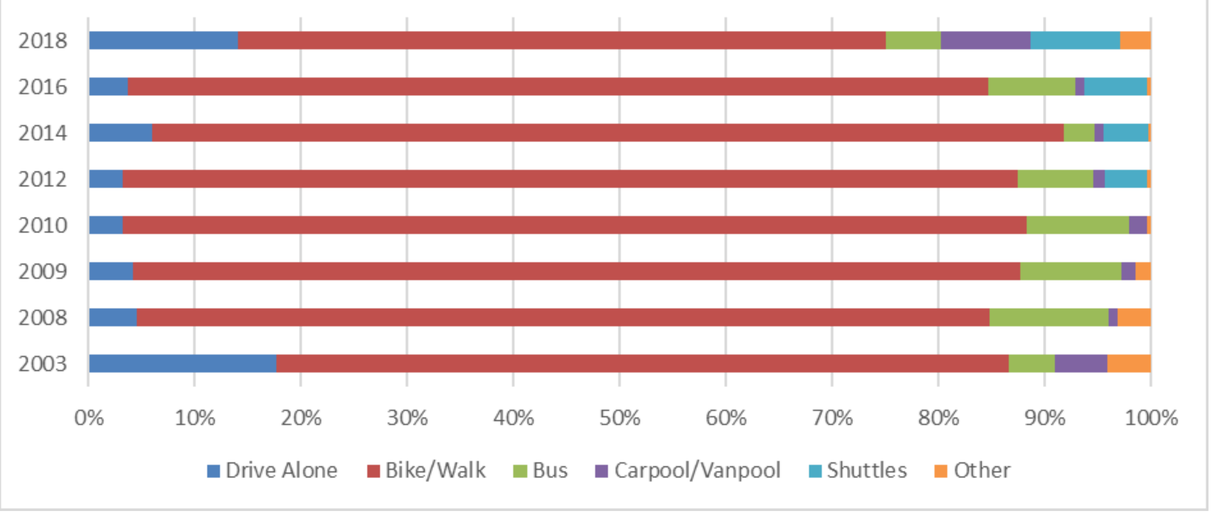
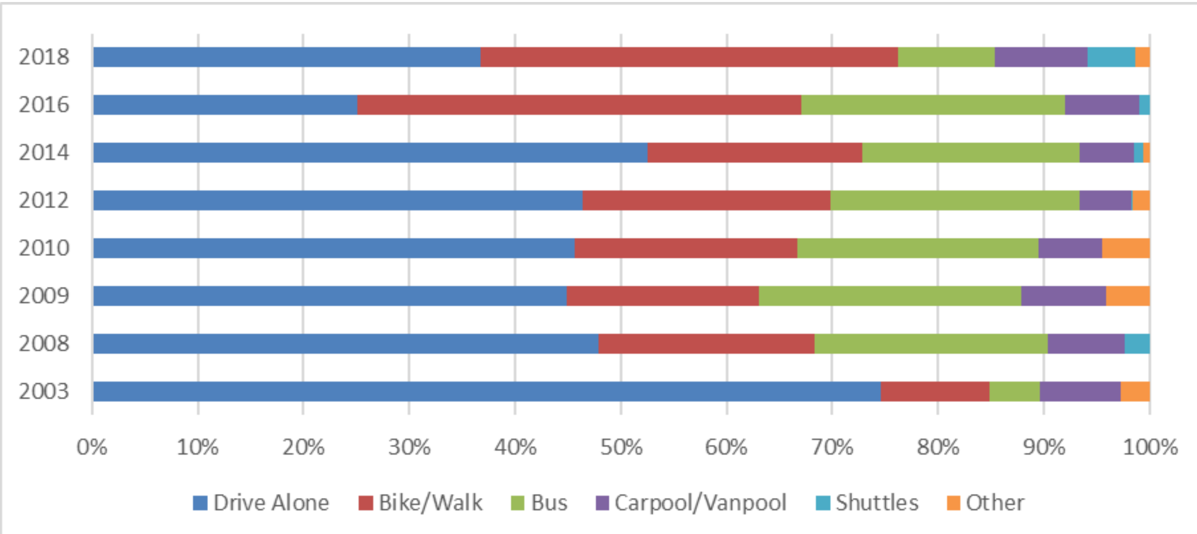


FIGURE 4-8: UVM STUDENTS LIVING OUTSIDE ½ MILE COMMUTE MODES



The student surveys show the historical travel mode analysis. Year to year there are variations between some of the means of commute. Findings include:

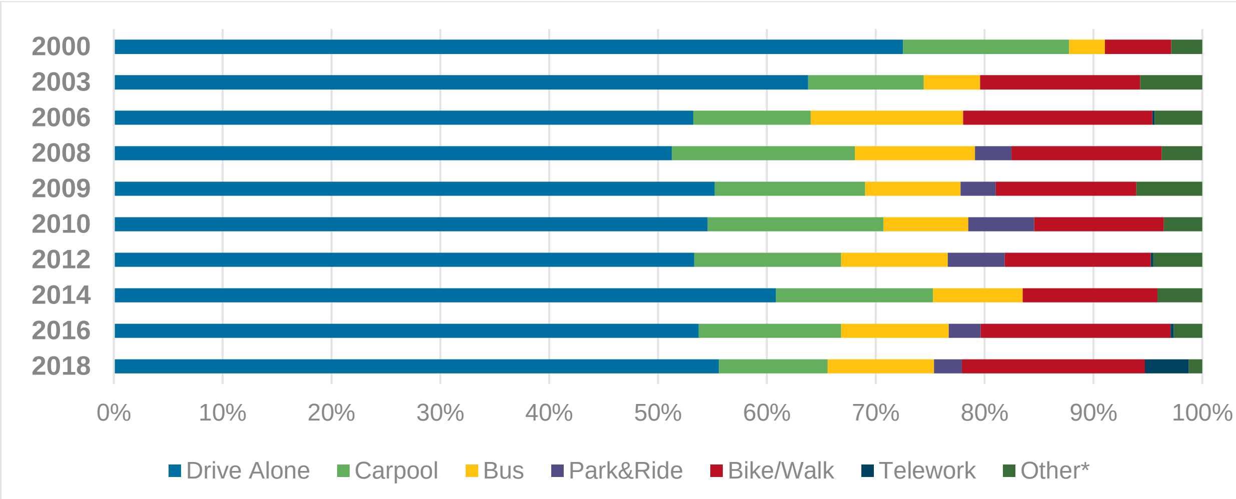
- Car driving has increased among all populations.
- Bus ridership has reduced for commuters and is stable for residents.
- The percentage of people biking or walking has declined slightly among residents and 1/2 mile commuters.
- The carpools have increased.

CATMA Employee Surveys: Commute Mode

Figure 4-9 shows the historical travel mode analysis for employees and staff of UVM. Year to year there are variations between some of the means of commute. Some findings include:

- Car driving alone has remained between 50% and 60% since 2006.
- Bus ridership has remained stable, averaging 10% since 2008.
- The percentage of people biking or walking to work has grown in recent years to 17%.
- The carpool rates have experienced a recent decline to 10% in 2018.

FIGURE 4-9: UVM EMPLOYEE COMMUTE MODE



4.2 EXISTING CONDITIONS

Employment

In Fall 2018, UVM employed a total of 4,186 part-time and full-time faculty and staff. It should be noted that employment numbers listed in Table 4-8 include clinical professors primarily in the College of Medicine (COM) but do not include COM residents, interns, and clinicians, all of whom are UVM MC employees and included in the UVM MC analysis.

TABLE 4-8: UVM EMPLOYMENT FIGURES

	2018 ACADEMIC YEAR
Full-time Staff	2,286
Part-time Staff	166
Full-time Faculty	1,320
Part-time Faculty	414
TOTAL (Employment)	**4,186**

Enrollment

UVM's total enrollment at the start of the 2018 academic year included 13,346 students across undergraduate, graduate, and non-degree programs.

TABLE 4-9: UVM ENROLLMENT FIGURES

	2018 ACADEMIC YEAR
Undergraduate	10,612
Graduate and Certificate	1,552
Medical Student	466
Non-Degree Cont. Ed.	716
TOTAL (Enrollment)	**13,346**

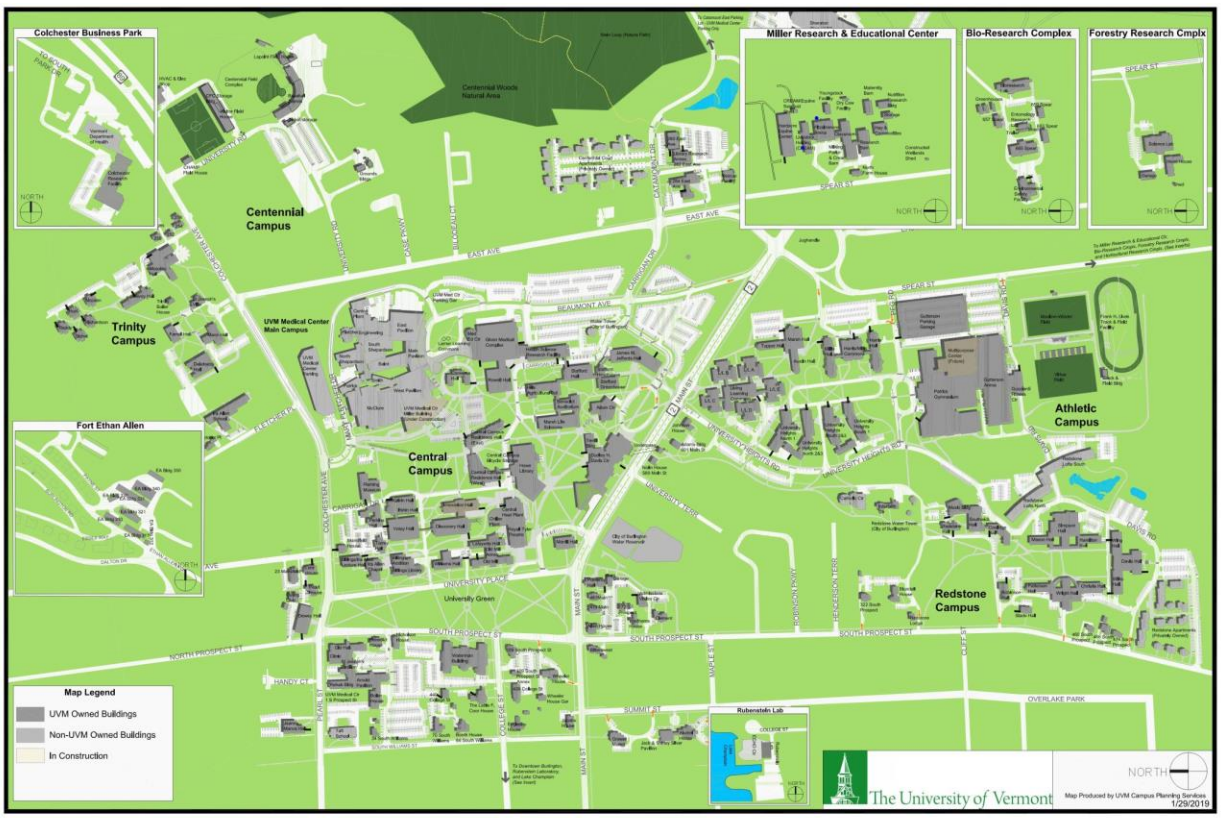
Parking Districts (Sec. 8.1.3)

UVM is located in a Shared Use Parking District.

Existing Structures (Sec. 8.1.4)

The Main Campus of UVM consists of the following administrative districts: Athletic, Centennial, Central, Redstone, Trinity, and University Heights. Table 4-10 summarizes the number of existing buildings and GSF of buildings in these Main Campus districts by use. This inventory does not include sites that UVM ground-leases to third parties, such as Redstone Lofts, Redstone Student Apartments, and Centennial Court Faculty/Staff Apartments.

FIGURE 4-10: UVM CAMPUS MAP



In total, the Main Campus comprises 197 total buildings, including 27 accessory buildings like sheds, barns, or garages. The total GSF of all building uses on the Main Campus is approximately 5.58 million square feet.

TABLE 4-10: UVM CAMPUS BUILDINGS BY USE

PRIMARY BUILDING USE	ACCESSORY BUILDINGS	TOTAL BUILDING COUNT	GSF	RESIDENTIAL BEDS
Mixed Uses: Academic/Admin/Student Support	0	3	242,857	-
Academic/Research	9	71	1,927,295	-
UVM MC/UVM Academic Research[1]	1	7	253,458	-
Administration	6	29	504,130	-
Athletics	6	15	412,054	-
Student Support	3	20	507,818	-
Residential[2]				-
Residential Academic	0	3	110,961	-
Residential Dining[3]	0	4	260,602	-
Residential Central Campus	2	8	212,341	-
Residential Redstone Campus	0	14	409,339	-
Residential Trinity Campus	0	12	147,174	-
Residential University Heights Campus	0	11	592,343	-
Residential Subtotal	**2**	**52**	**1,732,760**	**5,906**
TOTAL	**27**	**197**	**5,580,372**	**5,906**

[1]Includes Rubenstein Laboratory located at the Burlington waterfront (14,507 GSF)
[2]Category does not include Redstone Apartments, Redstone Lofts, or Centennial Court Apartments, which are owned and managed by private entities.
[3]Residential dining facilities are located in three buildings south of Main Street; University Heights houses two (81,090 GSF) and Redstone Campus houses one (71,086 GSF).

The 2019 existing UVM conditions are nearly 300,000 more square feet of gross building area with 1,565 more enrolled students and more 269 total faculty staff compared to the 2014-2019 JIPMP base conditions.

Limitations, Location, Use of Facilities (Sec. 8.1.12)

As of January 2019, UVM reported an inventory of 5,410 parking spaces. The inventory is shown in Table 4-11. This inventory includes some spaces which are currently off-line due to construction staging as well as closed due to winter safety around the watertower. Thus the actual physical capacity as of January is slightly lower than this number. The full supply is included in the appendix.

For the purposes of parking management, parking is divided into the following areas: Athletic Commuter, Core Central, Core East, Core North, Core South, Core West, Commuter Lots, Redstone, and Trinity.

UVM currently leases 632 of its spaces out to UVM MC. It is also worth noting here that the number of spaces leased out to UVM MC decreased by 86 spaces within the 2017-2019 timeframe.

TABLE 4-11: UVM PARKING SUPPLY (2019)

Parking Lot	Parking Lot Capacity
Athletic Commuter	1,757
Core Central	57
Core East	893
Core North	378
Core South	191
Core West	436
Commuter Lots	773
Redstone	614
Trinity	311
TOTAL	**5,410**

TABLE 4-12: UVM SPACES LEASED TO UVM MC

	2017-2018	2018-2019
Centennial	200	200
Catamount East	285	285
Gutterson Lower Surface	133	0
Jeffords East	100	100
Taft Upper	0	47
TOTAL (Contracted Spaces)	**718**	**632**

Minimum Off-street Parking Requirements (Sec. 8.1.8)

There is potential for overestimating the number of required parking spaces given the use categories provided in Table 8.1.8-1 of the Ordinance. There is a Special Residential Use for Dormitories as well as a Non-Residential Use for Post-Secondary Schools. The square footage of dining halls and student centers are enumerated within this latter category. However, these uses are heavily patronized by residential students who walk to the building and do not generate a demand for parking, and whose parking demand has already been accounted for (under Special Residential Use for Dormitories). To avoid the task of determining which campus functions might be considered residential and which are non-residential, a composite approach is analyzed.

The two approaches: 1) using the College's GFA applied to the Post-Secondary School category from Table 8.1.8-1 in the Ordinance; or 2) using a composite of the GFA of non-dormitory buildings (applied to Table 8.1.8-1's Post-Secondary School category), the number of dormitory beds (applied to Table 8.1.8-1's Residential Use-Dormitory category), and the number of recreational facility seats (applied to Table 8.1.8-1's Non-Residential Recreational Facility-Indoor category).

Table 4-13 provides the minimum parking required by the Burlington CDO. Calculations for UVM's existing campus use both approaches.

TABLE 4-13: UVM MINIMUM OFF-STREET PARKING REQUIREMENTS (2019)

	EXISTING CAMPUS	PARKING REQUIREMENT
GFA Approach	GFA (2 spaces/1,000 sq ft) = 5,580,372 sq ft	**11,161**
Composite Approach	Dormitory Beds (1 space/2 beds) = 5,906	2,953
	Non-Residential GFA (2 spaces/1,000 sq ft) = 3,631,816[1] sq ft	7,264
	Recreational Facility Seats (1 space/4 seats) = 4,500[2]	1,125
	TOTAL	**11,342**

[1]*Gutterson Field House is not included as its parking requirement is based on the number of seats.*
[2]*Number of seats provided in Gutterson Field House.*

Maximum Parking Spaces (Sec. 8.1.9)

The CDO defines the maximum for parking as the 125% of the minimum number of spaces required for the Neighborhood District. All of the parking requirement categories used in Table 4-13 are identical for both the Shared Use and Neighborhood Districts, making the maximum 125% of the calculated requirement would be 13,951 spaces. UVM's inventory of 5,410 (see Table 4-11) is far from approaching this number.

Vehicle Permits

UVM parking permits are priced to regulate demand in core areas. For employees, the UVM permitting system defines areas as Main (Green Zone), Proximate (White Zone), or Peripheral (Brown Zone). Permits for the lots in the main area are the most expensive, followed by proximate and then peripheral lots. The permitting system for students is more nuanced and restrictive. UVM's general parking regulations are as follows:

- Only faculty/staff can park in core areas during the daytime.
- Spaces in core areas are assigned based on seniority.
- First-year residential students are generally prohibited from bringing a car to campus (though some exceptions are allowed). Residential students in general are discouraged from bringing a car to campus through permit pricing: residential parking permits are roughly three times more expensive than commuter student permits.
- Students who live within the ½ mile distance of campus are ineligible for daytime campus parking.

TABLE 4-14: UVM PARKING PERMITS FOR 2017-2018 PERMIT CYCLE

PERMIT TYPE		NUMBER OF PERMITS
Employees		2,667
Students	Residential	1,451
	Commuter	1,157
	Med Students 3rd & 4th Year	83
Alternative	Carpool (Zone Green)	64 (171 participants)
	Carpool (Zone White)	10 (20 participants)
Occasional Use	Employee	296
	Students	107
	Med Students 3rd & 4th Year	11
	Subtotal occasional use	**414**
	Subtotal frequent use	**5,432**
	TOTAL	**5,846**

Parking Demand

Observed Demand

A parking count conducted during the midday period in the 2018 fall semester tallied the number of parked vehicles and vacant spaces for each of UVM's parking areas during the peak demand period.

TABLE 4-15: UVM PARKING LOT CAPACITIES AND EMPTY SPACE COUNT

PEAK DEMAND LOT COUNTS - FALL 2018				
Location	Capacity	Occupied Spaces[1]	Empty Spaces	Percent Full
Athletic Commuter	1,757	1,630	127	93%
Core Central	57	39	18	68%
Core East	893	814	79	91%
Core North	378	312	66	83%
Core South	191	160	31	84%
Core West	436	392	44	90%
Commuter Lots	773	739	34	96%
Redstone	614	549	65	89%
Trinity	311	287	24	92%
TOTAL	**5,410**	**4,922**	**488**	**91%**

[1]Peak demand period (weekdays, 12:00 pm to 1:00pm)

Calculated Demand

A calculated method was developed to analyze existing demand and assist in forecast parking demand. The method uses estimates of different user groups, their respective automobile ownership and mode share percentages, and the percentage of them on-campus during peak parking demand periods.

The 2018 CATMA survey is also used to estimate the values for auto ownership and mode share. For residential students, the value represents the proportion of respondents who indicated that they brought a car to campus. For all other student and employee categories, this value was taken as a proportion of trips using vehicular modes.[9]

The parking demand calculation uses the results from the most recent 2018 CATMA student and employee surveys. The results, shown below in Table 4-16 suggests a current parking deficit of 533 spaces.

TABLE 4-16: EXISTING UVM PEAK PARKING DEMAND BY USER GROUP

USER GROUP	NUMBER IN CATEGORY	PEAK % ON CAMPUS[1]	AUTO OWNERSHIP/ MODE SHARE[2]	PARKING DEMAND (SPACES)
Residents long-term vehicle storage[3]	5,906	100%	25%[3]	1,451
Commuters outside 0.5 miles of campus	4,266	20%	43%	369
Commuters within 0.5 miles of campus	3,174	100%	21%	658
			Subtotal	*2,425*
Full-time faculty/staff	3,606	93%	63%	2,117
Part-time faculty/staff	580	81%	63%	297
			Subtotal	2,414
Visitors				185
UVM fleet vehicles				234
			Subtotal	419
Total peak parking demand				5,311
Off-street parking supply[4]				4,778
Net shortage				**-533**

[1]The peak hour is assumed to occur on weekdays between 12:00pm and 1:00pm. % peak on campus comes from most recent data survey. 2012 Biennial CATMA Transportation Survey responses.
[2]Per 2018 CATMA survey, "Auto Mode Share" includes the following modes: "drive alone", one-half of the "carpool", and "shuttle/drive".
[3]Portion of residential students with a residential parking permit.
[4]See UVM has a total inventory of 5,410 spaces, 632 of which are leased to UVM MC

Comparing these results to the most recent JIPMP, the number of commuter students living within a half mile from campus indicating that they drive or carpool increased from just under 4% to 21%. The associated parking demand increased from 106 spaces in the last JIPMP to 658 spaces today.

[9] Vehicular modes include "driving alone", "driving and taking the shuttle", and "carpooling".

Commuter students living within a certain boundary of campus are not eligible for a daytime parking pass (see Figure 4-1). Many of the commuter students responded that they live within a half mile of campus, likely within the parking pass ineligible boundary, yet drive to campus. This unregulated parking demand is likely met outside of the UVM parking management system.

4.3 FUTURE PARKING CONDITIONS

Future Population: Students, Staff, Faculty, Visitors (Sec. 8.3.3 (A))

Between 2019 and 2024, both the University's enrollment and employment are anticipated to remain relatively unchanged. Employment is expected to increase marginally from 4,186 at the beginning of the 2018 academic year to 4,205 in 2024. In the same timeframe, enrollment is estimated to decrease slightly from 13,346 students to 13,250.

TABLE 4-17: UVM PROJECTED EMPLOYMENT - 2024

		2024 PROJECTED ACADEMIC YEAR
Full-time Staff		2,300
Part-time Staff		170
Full-time Faculty		1,320
Part-time Faculty		415
	TOTAL (Employees)	**4,205**

TABLE 4-18: UVM PROJECTED ENROLLMENT - 2024

		2024 PROJECTED ACADEMIC YEAR
Undergraduate		10,500
Graduate and Certificate		1,500
Medical Student		450
Non-Degree Cont. Ed.		800
	TOTAL (Enrollment)	**13,250**

Future Structures—New or Changes in Use

This section addresses planned developments to the UVM campus over the next 5 years that the University's parking supply will have to accommodate. The previous JIPMP identified nine building projects slated to be complete by 2019. These projects and their current status are shown in Table 4-19.

TABLE 4-19: STATUS OF PREVIOUSLY IDENTIFIED UVM BUILDING PROJECTS

BUILDING PROJECT	COMPLETED?		NOTES
	Yes	No	
Multi-Purpose Event Center		✕	Carried forward to current 5-year Plan, project will start in spring 2019 and be completed by Sumer 2021
STEM	✓		Renovations on two existing buildings (Votey and the Innovation) and one new build (Discovery), scheduled to open in May 2019
Kalkin Addition (Ifshin Hall)	✓		Completed in 2018
61 Summit (Alumni House & Silver Pavilion)	✓		Completed in 2016
UVM Rescue Building	✓		Completed in 2017
Billings	✓		Completed in 2018
Housing Master Plan—Phase I	✓		Completed in 2017
Athletic Recreation Center		✕	Carried forward to current 5-year Plan as part of the Multi-Purpose Event Center
Virtue Field Outdoor Seating	✓		Phase 1 and 2 complete, Phase 3 carried forward to current 5-year Plan

The 1 South Prospect Building on the corner of Pearl and South Prospect Streets is currently leased to UVM Medical Center (UVM MC) and is expected to transfer back to UVM control sometime around 2024. The building will require extensive rehabilitation and is not considered to be in active use by UVM by 2024.

Table 4-20 shows projects carried forward from the previous JIPMP as well as new planned projects identified by UVM staff estimated for completion by 2024.

TABLE 4-20: PLANNED UVM BUILDING AND RENOVATION PROJECTS BY 2024

	PRIMARY USE	CHANGE IN RES BEDS	CHANGE IN GSF	CHANGE IN PARKING SPACES
Tarrant (Multi-Purpose) Event Center[1]	Athletic	-	119,099	-149
New Research Facility for COM	Academic/Research	-	75,000	-107
Torrey/Votey Lot	Academic/Research	-	2,626	-21
Outing Club Relocation	Student Support	-	13,250	5
Gund Institute	Academic/Research	-	14,000	-5
Fleming Museum	Academic/Admin/ Student Support	-	0	10
Interfaith Center Parking Lot	NA	-	0	40
University Road (East Ave. to Compound)	NA	-	0	15
Southwick Hall	Academic/Research	-	0	2
Univ. Heights Rd/Davis Rd (Patrick Cir. to Southwick)	NA	-	0	20
Blundell	Academic/Research	-	0	5
Music Building Recital Hall Addition	Academic/Research	-	4,544	2
ADA Code Compliance	NA	-	0	-20
Future Structured Parking	NA	-	-	TBD
Residential Life Replacement Beds	Residential	500	120,000	95
Library Addition	Academic/Research	-	2,400	1
Central Heating & Cooling Plant	NA			
Cohen Hall/ Taft School	Academic/Research	-	25,000	0
439 College St	Student Support	-	14,864	19
Virtue Field Phase III[2]	Athletic	-	5,000	0
TOTAL INCREASE		**500**	**390,783**	**-88**

[1] *Assumes replacement of existing spectator seating at Patrick Gym with same number of spectator seats at new facility.*
[2] *Support functions to Virtue Field (bathrooms, ticketing, concessions, locker rooms); no change to overall capacity at Virtue Field or supply and demand of parking.*

In addition to building and renovation projects, a couple of demolition projects are planned leading up to 2024, namely the Pomeroy Barn and Coolidge Hall. Other changes that will impact UVM's total building inventory include a potential private development that may impact part of Trinity Campus, and potential private redevelopment of Dewey Hall and the area around it.

TABLE 4-21: PLANNED UVM DEMOLITIONS, 3RD PARTY LEASING AND BUILDING INVENTORY IMPACTS FOR BY 2024

	PRIMARY USE	GSF CHANGE	RES BEDS	PARKING SPACES
Pomeroy Barn & 172 South Prospect	Academic/Research	-6,067	-	15
Coolidge Hall	Residential	-30,510	-147	-10
Back 5 & Cottages (Trinity Campus)	Residential	-64,907	-243	-85
Colchester Ave/ Dewey	Non-UVM	- 82,622	-	-83
TOTAL (Decrease)		**-184,106**	**-390**	**-163**

Taking all projects and demolitions together, Table 4-22 presents the net change in UVM's building inventory for the 2019–2024 period and adds it to the totals for the existing campus to estimate totals for its future campus. The projected 2024 on-campus housing capacity is 6,016 beds in Burlington. Refer to Table 4-10 for a summary of current existing UVM campus.[10]

TABLE 4-22: SUMMARY OF PROJECTED UVM CAMPUS CHANGES FOR 2024

	RESIDENTIAL BEDS	GSF	PARKING SPACES
Total Increase	500	390,783	-88
Total Decrease	-390	-184,106	-163
Net Change	**110**	**206,677**	**-251**
Existing	**5,906**	**5,580,372**	**5,410**
TOTAL (Existing + Planned)	**6,016**	**5,787,049**	**5,159**

Future Minimum Off-Street Parking Requirements (Sec. 8.1.8)

The estimated changes to UVM's campus in Table 4-22 are used to calculate minimum parking requirements for UVM's 2024 planned campus per the Burlington CDO. Parking requirements for UVM's planned campus are calculated using the same composite approach applied to the current campus is shown in Table 4-23.

TABLE 4-23: MINIMUM PARKING REQUIREMENTS FOR UVM PLANNED CAMPUS

	CHANGES TO CAMPUS PLANNED BY 2024	CDO MINIMUM PARKING REQUIREMENT CHANGE
Composite Approach	Dormitory Beds (1 space/2 beds) = 110	55
	Non-Residential GFA (2 spaces/1,000 sq ft) = 156,029 sq ft[1]	312
	TOTAL	**367**

[1]*Tarrant Event Center GFA not included, since no change in the total number of seats.*

[10] Not including capacity at 3rd party owned and operated Redstone Lofts, Redstone Student Apartments, or Centennial Court Faculty/Staff Apartments.

The Tarrant Event Center will replace Patrick Gym as the primary home of UVM's basketball programs ice hockey and basketball programs, as well as becoming UVM's primary venue for major ceremonial events, speakers, concerts, entertainment, other large gatherings, and recreational activity.

The current capacity at Gutterson is 4,500 seats and the capacity of the Tarrant Center will be 3,000 seats. It is not anticipated that two major events would take place simultaneously in both the new Tarrant Event Center and Gutterson and there will be sufficient time between major events to allow for transition traffic/parking management. A likely scenario would include a hockey game in the Tarrant Event Center and recreation or varsity practice in Gutterson. Based on the projected event scenarios and seating capacities it is projected that there will be no significant impact to parking or traffic patterns in the vicinity of the complex. Parking for special events, which often occur during off-peak hours, is managed by UVM Transportation and Parking Services using special operating procedures.

Overall, given the completion of all planned projects the CDO minimum parking supply for UVM by 2024 would be between 11,528 and 11,709 spaces (depending on method). For reference these estimates are similar to the previous JIPMP, which calculated a minimum requirement of 11,886 to 12,638 for UVM by 2019.

Future Parking Demand and Supply (Sec. 8.3.3 (b))

The current level of campus parking demand is estimated to be slightly above what is being provided, as shown earlier in Table 4-16. This section of the study estimates the parking demand effects of the anticipated change in employment, enrollment, and physical land uses on campus by 2024.

Like the parking demand calculation for the current campus, future parking demand is estimated using the number of users, the auto mode share, and the peak percentage on campus of different user groups. The projected number of residential beds expected by 2024 is used to estimate future numbers of residential students (refer to Table 4-22). The total number of commuter students is estimated using on-campus student enrollment and subtracting the number of residential beds for 2024. The values for peak percentage on campus and automobile ownership are the same as those used in the calculating the current parking demand in Table 4-16 taken from responses to the 2018 CATMA employee and student surveys. These travel behaviors are assumed to remain consistent over the next five years.

For 2024, a deficit of 700 spaces is estimated, compared to a deficit of 533 in 2019.

TABLE 4-24: FUTURE (2024) PARKING DEMAND AND SUPPLY

USER GROUP	NUMBER IN CATEGORY	PEAK % ON CAMPUS[1]	AUTO OWNERSHIP/ MODE SHARE	PARKING DEMAND (SPACES)
Residential students (long-term vehicle storage)	6,016	100%	25%	1,478
Commuters outside 0.5 miles of campus	4,148	20%	43%	359
Commuters within 0.5 miles of campus	3,086	100%	21%	640
Subtotal				*2,477*
Full-time faculty/staff	3,606	93%	63%	2,117
Part-time faculty/staff	580	81%	63%	297
			Subtotal	*2,414*
			Visitors	185
			UVM vehicle fleet	234
			Subtotal	*419*
			Total peak parking demand	5,310
			Off-street parking supply[2]	4,610
			Net Deficit	**-700**

[1]Values for peak % on campus were carried forward from the 2009-2014 JIPMP. The peak hour is assumed to occur on weekdays between 12:00pm and 1:00pm.
[2]Assumes no change in the current lease of 632 spaces to UVM MC.

Parking Demand Reduction

Opportunities to reduce overall parking demand:

- Reduce supply of leased space to other parties (e.g. UVM MC). The number of leased spaces in 2019 are assumed to remain in 2024. If UVM were to eliminate leases to UVM MC, the deficit would decrease to 88 spaces.
- Increase leased parking space elsewhere off-site, such as the Lakeside Lot and utilize shuttle service.
- Provide for additional parking supply on-campus.
- Work with GMT and the City of Burlington to improve transit service, quality, and efficiency to attract ridership.
- Continued parking management and enhanced TDM efforts. The University is undertaking a comprehensive parking study at the time of this JIPMP. It is anticipated that further pricing incentives will encourage higher bus and non-auto modes. However, greater enforcement and reduction in the availability of free, un-managed parking supply is required if pricing is to be an effective policy to reduce overall parking demand.

Institutional Vehicle Fleet Management (Sec. 8.3.3 (C))

UVM owns or leases a total of 234 vehicles. Most UVM service vehicles (identified with parking stickers) are kept at their respective department location, and temporary business use placards are provided for service/vendor vehicles as needed during day.

Monitoring, Compliance, and Enforcement (Sec. 8.3.3 (e))

Table 4-25 lists the various situations that warrant a parking ticket being issued and the amount of the fine. UVM Transportation and Parking Services issued 16,440 parking citations in FY2018; almost half (7,342) were for parking on campus without a permit.

TABLE 4-25: PARKING FINES FOR THE 2018-2019 ACADEMIC YEAR

VIOLATION	FINE
Parked overtime at meter/pay station/loading zone	$25
Permit not displayed	$30
Parked in a restricted area	$30
Parked without a valid permit	$50
Parking in a fire lane/roadway	$80
Disabled space violation	$80
Use of unauthorized permit	$80[1]
Falsifying information	*
Disregarding traffic signs	*
Damage, destroy, or illegally activating parking gates	*
Unauthorized use of, removing, possession of, tampering with or damaging University property managed by Transportation and Parking Services	*

[1]*Violations administered by Police Services.*
Refer to Police Services

5.0 UVM MEDICAL CENTER

5.1 OVERVIEW OF THE INSTITUTIONAL PARKING MANAGEMENT PLAN

The UVM Medical Center (UVM MC) is an academic medical institution providing high quality care regional referral services for patients throughout Vermont and Northern New York. Including facilities in and around Burlington, the Central Vermont Medical Center, Champlain Valley Physicians Hospital, Elizabethtown Community Hospital, Alice Hyde Medical Center, Canton-Potsdam Hospital, Inter-Lakes Health, Home Health & Hospice, (formerly the Visiting Nurse Association of Chittenden and Grand Isle counties), and the UVM Health Network Medical Group, the UVM MC consists of more than 30 patient care sites and 100 outreach clinics, employs over 7,000 people, serves a population of over a million people, and conducts around 750,000 procedures every year.

This chapter of the Joint Institutional Parking Management Plan (JIPMP) focuses on the Burlington Hill District Campuses, which includes the UVM MC Main Campus, 1 South Prospect, and downtown Burlington (112 Colchester Avenue, 128 Lakeside Avenue/Innovation Park, and 95 St Paul Street) facilities.

Transportation Demand Management at UVM MC

UVM MC is a founding member of CATMA. Through this membership, employees are eligible to enroll in a variety of sustainable commuter programs, including earning $15 gift cards for biking or walking to/from work, carpool matching and trip planning services, Greenride Bikeshare discounts, and emergency rides home.

This section covers:

1. **Policies** which restrict or prohibit the bringing of vehicles to the institution for various users or groups of users.
2. **Programs** to encourage the use of public transit, walking and bicycling; To encourage the use of alternative transportation modes, the College will continue:
3. **Implementation** of a parking permit system to allocate parking throughout the system.

TABLE 5-1: SUMMARY OF UVM MC PARKING MANAGEMENT STRATEGIES

STRATEGIES	UVM MC AVAILABILITY
Parking Management Program	Yes
Membership in a Transportation Management Association	Yes, CATMA
Telecommuting Program	Encouraged where possible. Telecommuting is available in certain departments, such as Radiology and Pathology. Health Information Services and Transcription staff are permitted to work from home.
Carshare program	Yes, CarShare Vermont via UVM Campus.
Bike share	Yes, Greenride at Miller Building and outside the Ambulatory Care Center (ACC) entrance.
Off-site parking/shuttles	Yes
Public transit subsidies for employees	Yes

Polices

Parking Permits and Remote Lots

UVM MC manages on-site parking demand by successfully utilizing off-site, remote lots through an effective shuttle system. During peak demand periods, convenient on-site parking assignments are limited to senior staff, physicians, residents, and those with “Business Needs” or “Medical Needs” permits. Remaining staff are required to park in a satellite lot served by a shuttle or use an alternative transportation mode.

Transportation Discounts

UVM Medical Center offers a discount on GMT commuter passes and a discount on local bus passes. UVM Medical Center also offers a discount on ferry tickets for employees who live in New York. A carpool parking incentive (on campus parking permit) are available to employees at the Main Campus, 1 South Prospect Street, and Fanny Allen who have two or more employees who commute to work together.

Programs

To encourage the use of alternative transportation modes, UVM MC conducts the following activities:[11]

Guaranteed Ride Home (GRH) Program

As of November 2018, there were 964 institutional employees registered with CATMA or registered in the Guaranteed Ride Home Program.

[11] These programs satisfy most of the items in Article 10 of the July 26, 2000 Planning Commission Decision.

Public Transit

Since the early 1980s, GMT buses on the Burlington/Essex Route have served UVM Medical Center Main Campus. To facilitate bus access, UVM Medical Center widened the intersection and entrance road from Colchester Ave. and Hospital Dr. to service bus passengers. Since spring 1995, UVM Medical Center has subsidized the cost of GMT bus passes for employees choosing to ride the bus. Transit incentives include:

- UVM Medical Center offers the 50% subsidy on local GMT bus routes and a 25% subsidy on all LINK Express routes.
- UVM Medical Center offers all employees a 25% subsidy on Lake Champlain Ferry passes.
- Passes for both GMT and the Lake Champlain Ferry are sold to employees at the Security offices on the Main Campus and at 1 South Prospect Street. Payroll deduction is available.

TABLE 5-2: UVM MEDICAL CENTER TRANSIT PASS SUBSIDIES

CURRENT PARTICIPATION	AVERAGE BUS PASSES SOLD PER MONTH
GMT Local Service: Monthly Pass	92
GMT Local Service, Senior/Disabled: Monthly	-
GMT Local Service: 10 Ride Pass	36
GMT Local Service Senior/Disabled: 10 Ride Pass	-
GMT LINK Express: Monthly Pass	1
GMT LINK Express Local Commuter: Monthly Pass	2
GMT LINK Express: 10 Ride Pass	75
GMT LINK Express Local Commuter: 10 Ride Pass	30
Champlain Ferry: Car and Driver Monthly Pass	122
Champlain Ferry: Passenger 10 Ride	23
Champlain Ferry: Motorcycle 20 Ride	-

College Street Shuttle

UVM MC will continue to support the College Street shuttle to connect the downtown offices with the Main Campus. This increase in service benefits both our constituents and staff in their need to travel between campuses.

Off-site Parking Shuttle and Transit Integration

UVM Medical Center provides off-site parking at the Fanny Allen Campus in Colchester, the 115 Lakeside Lot and Technology Park, with regular shuttle service directly to and from the Main Campus. In addition, the Main Campus serves as a transit stop for 10 GMT transit routes.

TABLE 5-3: UVM MCPARKING SHUTTLES - FREQUENCY

SHUTTLE LOCATIONS	AM RUNS	MIDDAY RUNS	PM RUNS	TOTAL RUNS/DAY
Tech Park/Medical Center	21	11	28	60
Lakeside/Medical Center	21	11	28	60
Fanny Allen/Medical Center	21	11	28	60
Catamount/Medical Center	16	14	14	44
Centennial/1 South Prospect	15	0	15	30

The shuttles summarized in Table 5-3 combine to provide 254 shuttles that operate 254 days per year resulting in 64,516 shuttle trips per year.

Table 5-4 shows the shuttle pickup locations, the hours of operation, and the quantity, and type of shuttles.

TABLE 5-4: UVM MC PARKING SHUTTLES - TYPES

SHUTTLE LOCATION	ROUTE HOURS, M-F					
Tech Park/Medical Center	4:15 am to 9:20 pm	2 buses 4:15 - 5:00 am	3 buses 5:00 am - 9:00 am	1 van 9:20 am - 2:20 pm	3 buses 2:30 pm - 7:30 pm	2 buses 7:30 pm - 9:20 pm
Lakeside/Medical Center	4:15 am to 9:20 pm	2 buses 4:15 - 5:00 am	3 buses 5:00 am - 9:00 am	1 van 9:20 am - 2:20 pm	3 buses 2:30 pm - 7:30 pm	2 buses 7:30 pm - 9:20 pm
Fanny Allen/Medical Center	4:15 am to 9:20 pm	2 buses 4:15 - 5:00 am	3 buses 5:00 am - 9:00 am	1 van 9:20 am - 2:20 pm	3 buses 2:30 pm - 7:30 pm	2 buses 7:30 pm - 9:20 pm
Catamount/Medical Center	4:15 am to 9:15 pm	1 bus 4:15 am - 5:30 am	2 buses 5:30 am - 8:30 am	1 bus 8:30 am - 2:00 pm	2 buses 2:00 pm - 6:30 pm	1 bus 6:30 pm - 9:15 pm
Centennial/1 South Prospect	6:05 am to 9:35 am & 2:35 am - 6:05pm	1 bus 6:05 am - 9:35 am	1 bus 2:35 am - 6:05 pm	-	-	-

Carpooling

There are approximately 1,000 UVM Medical Center employees registered with CATMA as carpoolers. Carpools with at least two occupants may park on-site in the Medical Center South lot.

Supporting Bicycle Travel

UVM Medical Center supports bicycle travel in several ways, including:

- Incentivizing its constituents to bicycle to work through the CATMA Bike/Walk Rewards Program.
- Investing in the local and regional bicycle networks: for example, UVM Medical Center widened the sidewalk along Colchester Avenue between East Avenue and Mansfield Avenue to interconnect with UVM bike paths. The sidewalk along Beaumont Drive is 10 feet wide to function as a shared use path.
- Providing shower facilities to its bicycling constituents: The Security Department maintains a list of shower locations at the Medical Center Campus that are available for staff use. When security staff receive inquiries about shower locations, they describe the various locations and suggest the one that best meets the employee's needs.
- Providing bicycle parking in the form of racks and making an effort to locate such parking in covered areas. Covered bicycle parking is provided at the McClure and Miller Buildings. There is parking for over 100 bicycles located at several entrances of the Medical Center Campus. UVM Medical Center makes an effort to locate bicycle parking in covered areas.
- There is a Greenride Bikeshare hub located near the bus stop on ACC/Wick Plaza.
- UVM Medical Center has been designated a Bicycle Friendly Employer by the League of American Bicyclists.

Implementation

Implementation of the parking management plan is conducted through the application of a parking permit system. The UVM Medical Center parking program manages demand for on-site parking through the use of incentives and off-site satellite parking served by shuttles. Key elements of the UVM Medical Center Permitted Parking Policy are as follows:

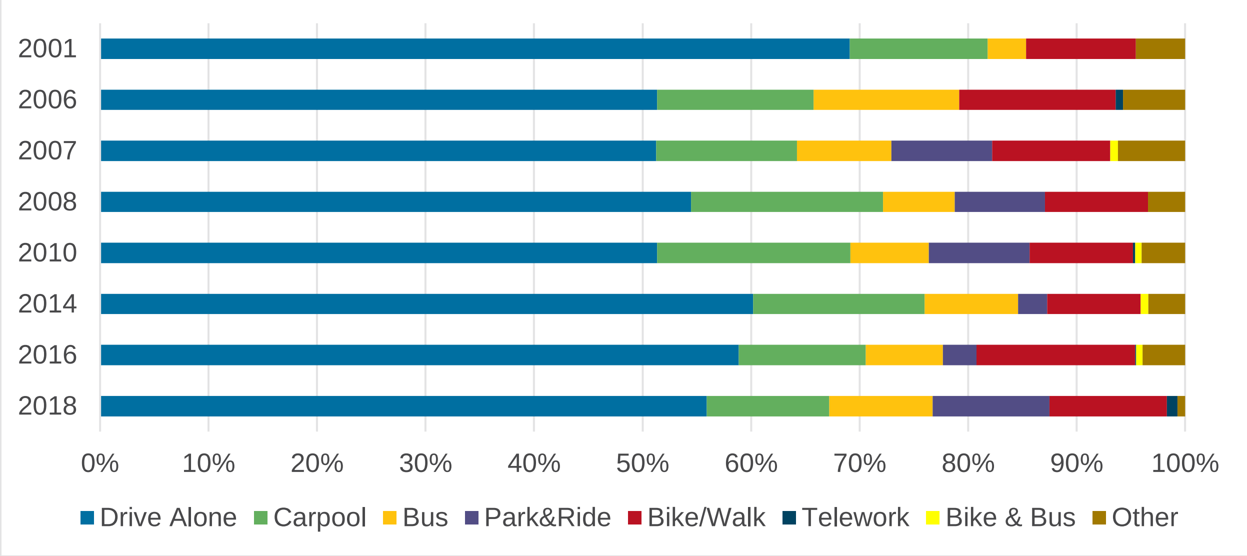
- All UVM MC staff and affiliates who wish to park their vehicles in a UVM MC controlled parking lot must register their vehicles with the Security Department at the Medical Center Main Campus.
- All vehicles parked at the Medical Center Main Campus or in any Medical Center Campus satellite lot must display a current UVM MC parking permit.
- Vehicles must be parked only in the lot designated by the permit.
- One permit may be issued per person. Only the registered employee may park in their assigned lot; permits may not be loaned.

- A limited number of "Business Needs" permits are available to staff who use their personal vehicles to frequently come and go from the Medical Center Campus for business reasons. The number of business needs permits issued varies based on parking space availability at the Medical Center Campus.
- Affiliates are only allowed to park in the lot while they are working or on official UVM MC business. Parking in the lot to attend school or other non-work related functions is not permitted.

Employee Travel Mode

Figure 5-1 shows the surveyed commute travel mode over time. Year to year there are variations between some of the means of commute. The percentage of people biking or walking to work has remained relatively stable averaging 11% and the car driving alone has remained between 50% and 60% since 2006.

FIGURE 5-1: UVM MC EMPLOYEE COMMUTE TRAVEL MODE



The recent survey data suggests that carpooling is used be less frequently than years past and the park & ride (remote parking and shuttle) option has become more popular. The bus mode share has remained stable, averaging 8%.

5.2 EXISTING CONDITIONS

Employment

UVM MC employs a total of 6,229 individuals associated with their Burlington campuses. The majority of these employees are assigned to the MCC or the 1 South Prospect Street Campus, which are both located in the City of Burlington. There are an additional 1,067 non-paid staff, all at the UVM Medical Center Main Campus. The space that UVM MC leases from the University of Vermont for the MCC Campus is included in the UVM MC analysis chapter rather than the UVM chapter.

TABLE 5-5: UVM MC EMPLOYMENT NUMBERS

PAID EMPLOYEES		MAIN CAMPUS	1 SOUTH PROSPECT	DOWNTOWN BURLINGTON*
Full-time	Day shift	2,294	440	150
	Evening shift	317	9	0
	Night shift	561	9	0
	FT Un-ID'd shift**	743	42	6
Total Full-Time		**3,915**	**500**	**156**
Part-time	Day shift	478	68	8
	Evening shift	79	4	0
	Night shift	67	0	0
	FT Un-ID'd shift**	111	14	3
	TOTAL (Part-Time)	**735**	**86**	**11**
	TOTAL (Per Diem)	**752**	**64**	**10**
	TOTAL (Employees by Site)	**5,402**	**650**	**177**

**Downtown Burlington numbers include 112 Colchester Ave, 95 St. Paul St, Apple Tree Bay, Courthouse Plaza, Innovation Center, UVM Given Building, and UVM Stafford Building.*
***Unidentified shift employees are most likely day* shift.

TABLE 5-6: UVM MC NON-PAID STAFF

NON-PAID STAFF (ALL AT MEDICAL CENTER CAMPUS)	
Community Based Members of the Medical Staff	208
Honorary Members of the Medical Staff*	75
Volunteers	784
TOTAL (Non-Paid Staff)	**1,067**

**Affiliate members of the medical staff do not have privileges, but they maintain a relationship with the medical staff and sit on Medical Staff Committees.*

Patients

The UVM Medical Center Main Campus is licensed for 580 beds for in-patient care. In practice, the Main Campus has only 500 beds in rotation. 1 South Prospect does not perform in-patient services.

In 2018, UVM Medical Center Main Campus performed 289,335 out-patient procedures, and 1 South Prospect performed 80,090 procedures. In many cases, the same patient will receive more than one procedure on one visit. However, the number of average daily procedures as calculated in Table 5-7, serves as the most accurate approximation for peak patient demand.

TABLE 5-7: 2018 UVM MEDICAL CENTER OUT-PATIENT PROCEDURES AT SELECTED CAMPUSES.

	2018 ANNUAL PROCEDURES	2018 AVERAGE DAILY PROCEDURES[1]
UVM MC Main Campus	289,335	1,113
1 South Prospect	80,090	308

[1]*Assumes all procedures are scheduled Monday through Friday.*

Parking Districts (Sec. 8.1.3)

The Medical Center Campus and 1 South Prospect are located in the Shared Use Parking District.

Existing Structures (Sec. 8.1.4)

The Medical Center Campus is currently licensed for 580 patient beds or bassinettes. Since the number of staffed or occupied beds may vary, the number of licensed beds is used as the basis for this plan since it is a maximum and invariable number that leads to a conservative estimate.

To account for the diverse healthcare functions provided UVM MC, an effort has been made to distinguish between hospital/in-patient uses, educational uses, and other uses (e.g. cafeteria, medical office, administrative office, support space, common areas). While there is not a precise method to distinguish between these uses and the square footage associated with each, a reasonable estimate is made in Table 5-8.

TABLE 5-8: APPROXIMATE MEDICAL CENTER CAMPUS BY GSF BY FUNCTION[12]

FUNCTION	MAIN CAMPUS GSF	1 SOUTH PROSPECT GSF	DOWNTOWN BURLINGTON GSF
Hospital (in-patient)	786,057	--	--
Educational	35,597	--	--
Other (e.g. cafeteria, medical & administrative office, support space, common areas)	877,085	188,229	1,322
TOTAL	**1,698,739**	**--**	**--**

[12] Gross external dimensions based on FAHC 2019 Campus Building Gross Summary spreadsheet.

The out-patient facilities and medical offices at 1 South Prospect, which UVM Medical Center leases from UVM, comprise 188,229 net square feet. UVM Medical Center also owns 1,322 square feet at 112-114 Colchester Avenue in Burlington, which are included in the calculation of required parking spaces.

Existing Parking Supply

Table 5-9 summarizes existing parking spaces, including leased parking facilities that are adjacent to the Medical Center Campus or 1 South Prospect, which are considered as on-site parking. There are currently a total of 2,556 spaces available: 2,052 at the Medical Center Campus and 504 at 1 South Prospect[13]. On-street parking spaces are not included in the inventory.

TABLE 5-9: EXISTING MAIN CAMPUS AND 1 SOUTH PROSPECT PARKING INVENTORY

LOCATION	NUMBER OF SPACES
Medical Center Campus	
ACC Garage	1,224
ACC Loading Dock	21
ER Lot	47
ED Ambulance Bay (loading/unloading)	5
ED Ambulance Parking (unmarked)	4
McClure Parking Garage (15 surface lot spaces)	317
Patrick Loading Dock	9
South Lot (include 6 spaces at Hope Lodge, does not include UVM spaces) (Leased)	425
Subtotal Medical Center Main Campus On-Site	*2,052*
1 South Prospect	
Lot A (Horseshoe/27 handicap spaces)	47
Lot B (Patient)	178
Lot D (Employee)	197
Pearl Street Lot (Employee)	35
Taft School (Leased)	47
Subtotal 1 South Prospect	*504*
On-Site Grand Total: Medical Center and 1 South Prospect	**2,556**

[13] University of Vermont employees at 1 South Prospect also use 1 South Prospect parking facilities though they do not work in the physical 1 South Prospect buildings.

The actual number of parking spaces in the Medical Center Campus and 1 South Prospect inventories may fluctuates day to day in response to operational changes. For example, UVM MC elected to take 19 parking spaces out of service in the ACC garage to improve pedestrian access and safety. Yet these spaces might be reinstated if other conditions change.

The Institutional Core Campus (ICC) Overlays described in Section 4.5.2 of the Ordinance acknowledges the different needs of UVM MC compared to other Hill institutions:

> "University of Vermont Medical Center Campus (ICC-UVM MC) allows for an increased development scale and intensity than would typically be found in the adjoining and underlying districts to support continued growth and expansion of the state's academic medical center. As a regional tertiary-level care facility, on-site parking is expected to play a larger role than otherwise would be expected for other institutional campus overlays in order to accommodate the needs of patients and visitors.[14]"

While the actual inventory is dynamic, the maximum number of *permitted* spaces (through the local and state land use development process) at the MCC remains at 2,094 spaces[15].

In addition to the properties that it owns, UVM MC leases building spaces and parking facilities in and around Burlington. Some leased parking spaces are included in the parking inventory because they have been leased specifically to provide additional parking and TDM to UVM MC. These 990 spaces are described in the off-site inventory in Table 5-10.

Other leased space that are separate and operate external to the Medical Center Campus and 1 South Prospect are not included in the parking inventory or in the parking requirement calculations.[16]

Limitations, Location, Use of Facilities (Sec. 8.1.12)

Off-Site Parking Facilities

With the exception of Fanny Allen, the off-site parking facilities used by UVM Medical Center are leased from other entities. However, these spaces are critical to intercepting traffic that would otherwise travel to the Medical Center Campus or 1 South Prospect but are not included in the 2,556-space inventory described in Table 5-9.

[14] Comprehensive Development Ordinance, page 4-56.
[15] City and Act 250 permits associated with the Renaissance Project at the MCC
[16] The landlords of these facilities hold permits specific to their properties and are assumed to be in compliance.

There are 1,190 spaces for off-site parking facilities for the two UVM MC campuses, as shown in Table 5-10.

TABLE 5-10: OFF-SITE PARKING FACILITIES SERVING THE MEDICAL CENTER CAMPUS AND BURLINGTON OFFICES (2019)

LOCATION	NUMBER OF SPACES
UVM Catamount East (Main Campus employees)	285
UVM Centennial (Main Campus & 1 South Prospect Street employees)	200
UVM Jeffords Lot (West)	100
Fanny Allen Campus (Main Campus & 1 South Prospect Street employees)	155
Technology Park (Main Campus employees)	200
115 Lakeside (Main Campus & 1 South Prospect Street employees)	250
Total Satellite/Off-site Parking	1,190

Note: On-street parking spaces are not included in the inventory.

The total parking supply available for UVM MC Main Campus and 1 South Prospect is 3,242 (2,052 - Table 5-9 and 1,190 - Table 5-10).

Unrelated Off-Site Parking Facilities

Parking spaces used for other UVM MC offices (such as downtown Burlington) are not counted towards the minimum parking requirement or parking demand but are shown in Table 5-11.

TABLE 5-11: DOWNTOWN OFF-SITE PARKING SUPPLY (UNRELATED TO MAIN CAMPUS AND SOUTH PROSPECT)

LOCATION	NUMBER OF SPACES
95 St. Paul Street	18
Court House Plaza	24
128 Lakeside Avenue	38
184 Pearl Street	12
195 Colchester Avenue	40
112 Colchester Avenue	8
Total Satellite/Off-site Parking	140

Parking for Disabled Persons (Sec. 8.1.13)

These requirements will be taken into account during the planning and design of individual projects.

UVM MC provides an optional valet parking service for its patients and visitors. This service is available at the main entrance (i.e. ACC) Monday through Friday from 6:00 AM to 5:00 PM. Cars can be retrieved with the valet until 9:00 PM. Use fluctuates daily but on average approximately 45 spaces are available for valet parking in the Medical Center Campus South Parking Lot.

Minimum Off-Street Parking Requirements (Sec. 8.1.8)

Table 5-12 summarizes the City of Burlington CDO parking minimums for the UVM MC.

TABLE 5-12: UVM MC MINIMUM OFF-STREET PARKING REQUIREMENTS (EXISTING 2019)

BUILDINGS (GFA) AND BEDS	ORDINANCE PARKING RATIOS	PARKING REQUIREMENT
Medical Center Campus		
580 Beds	Hospital Use: 2 spaces/bed	1,160
877,085 sq. ft.	Office-Medical: 2 spaces/1,000 sq. ft GFA	1,754
35,597 sq. ft.	School, Post-Secondary: 2 spaces/1,000 sq. ft. GFA	71
	Subtotal	2,985
1 South Prospect		
188,229 sq. ft.	Office-Medical: 2 spaces/1,000 sq. ft. GFA	376
	Subtotal	376
	TOTAL: Medical Center and 1 South Prospect	**3,361**

Maximum Parking Spaces (Sec. 8.1.9)

The CDO defines the maximum for parking as the 125% of the minimum number of spaces required for the Shared Use District. Based on the minimum parking calculated in Table 5-12, the maximum parking allowed would be 4,301 spaces. UVM's inventory of 3,242 (on-site and off-site) is well below this number.

Vehicle Permits

The current breakdown of vehicle permits issued by Medical Center is shown in Table 5-13.

TABLE 5-13: UVM MEDICAL CENTER VEHICLE PERMITS

PARKING LOCATION	COUNT
ACC permits	398
McClure Residents, Nurse practitioners, Phys Assistants, Midwives	640
Physicians (ACC permits)	1,600
Carpools (956 participants)	415
Business Needs	352
115 Lakeside, day shift*	420
115 Lakeside, rotator*	181
Fanny Allen Shuttle Lot*	351
Fanny Allen/Rotators*	141

PARKING LOCATION	COUNT
Centennial/Day*	98
Centennial/Rotators*	35
South Lot	521
UVM Catamount East/Day*	511
UVM Catamount East/Rotators*	160
UVM Jeffords Lot/Day*	175
UVM Jeffords Lot/Rotators*	38
Evening/Night	1,600
TOTAL (Vehicle Permits)	7,636

**Satellite parking lot re-registration and re-assignment in September 2018.*

All employee vehicles must display a current UVM MC parking permit for the parking lot to which they are assigned. The permits are color coded to quickly identify the shift the registered employee is assigned to work and the lot the employee is to park in. The lots are patrolled by the UVM MC Security staff.

At 1 South Prospect St, 85% of all parking involves patient and visitor parking. Employee parking on-site is not routinely available. Only the most senior staff (e.g. all Physicians are allowed to park on-site) and those employees who use their vehicles for business or who carpool (2 persons minimum) is permitted to park on-site on any given day. All other employees must use satellite parking facilities.

The number of permits exceed the number of employees for the following reasons; carpoolers are provided a permit for carpooling and individually, as well as parking for non-employees parking permits to community doctors, retired doctors, students, midwifes, physician assistants, UVM staff working on our campus, etc.

Parking Demand

Observed Demand

As a healthcare institution, UVM MC has a different demand profile compared to the educational institutions that peaks between 2:00 PM and 3:30 PM, when day and evening employees overlap during the shift change.

During the Fall of 2018, a typical period of high parking utilization, a parking count was conducted on the UVM MC parking lots and garages. The data is a 3-day snapshot of parking counts for the Medical Center Main Campus and the 1 South Prospect St. There are times during peak parking days when all on-site parking lots are full.

The total parking demand is the number of empty spaces. The total number of parked vehicles as well as vacant spaces were counted for each parking lot and summarized by zone. Table

5-14 and Table 5-15 represent the average occupancy of the Fall 2018 counts during both the AM and PM peak demand periods. The average occupancy count noted 163 vacant spaces for the Medical Center Main Campus in AM Peak and 42 vacant spaces for the PM Peak. Further, there were 117 vacant spaces on the 1 South Prospect campus in the AM Peak, and 128 vacant spaces in the PM Peak. Please note these do not include either the loading docks or the emergency parking lot, or the surface lot on the west side of the McClure garage (service vehicle parking).

TABLE 5-14: UVM MC PARKING LOT CAPACITIES AND EMPTY SPACE COUNTS, MAIN CAMPUS

UVM MC PEAK DEMAND LOT COUNTS—FALL 2018 MEDICAL CENTER MAIN CAMPUS				
	Capacity	Occupied Spaces Peak Demand	Empty Spaces	Percent Full
AM Peak				
ACC Garage *	1,074	961	113	89%
McClure Garage	302	269	33	89%
South Lot	425	415	10	98%
UVM Centennial Lot	200	193	7	97%
TOTAL for AM Peak	**2001**	**1,838**	**163**	**92%**
PM Peak				
ACC Garage	1,224	1,182	42	97%
TOTAL for PM Peak	**1,224**	**1,182**	**42**	**97%**

**There are a total of 1,224 parking spaces in the ACC garage. 150 of the 1,224 spaces are set aside for evening shift parking. Therefore, only 1,074 parking spaces are available for use before 3:00pm. This empty count fluctuates daily depending on events/activities on campus.*

TABLE 5-15: UVM MC PARKING LOT CAPACITIES AND EMPTY SPACE COUNTS, 1 SOUTH PROSPECT

UVM MC PEAK DEMAND LOT COUNTS—FALL 2018 1 SOUTH PROSPECT ST				
AM Peak	**Capacity**	**Occupied Spaces Peak Demand**	**Empty Spaces**	**Percent Full**
Lot A	47	27	20	57%
Lot B	178	120	58	67%
Lot D	197	186	11	94%
Pearl Street lot	35	23	12	66%
Taft School lot	47	31	16	66%
Total for AM Peak	**504**	**387**	**117**	**97%**
PM Peak	**Capacity**	**Occupied Spaces Peak Demand**	**Empty Spaces**	**Percent Full**
Lot A	47	26	21	55%
Lot B	178	111	67	62%
Lot D	197	183	14	93%
Pearl Street lot	35	25	10	71%
Taft School lot	47	31	16	66%
Total PM Peak	**504**	**376**	**128**	**75%**

Note: The above data in Table 5-14 and Table 5-15 is a 3-day snapshot of parking counts for the Medical Center Main Campus and the 1 South Prospect St. There are times during peak parking days when all on-site parking lots are full.

Calculated Demand

A calculated method was developed to analyze existing demand and assist in forecast parking demand. The method uses estimates of different user groups, their respective automobile ownership and mode share percentages, and the percentage of them at UVM MC during peak parking demand periods.

The parking demand calculation uses the results from the most recent 2018 CATMA student and employee surveys. The results, shown below in Table 5-16 suggests a current parking surplus of 266 spaces.

TABLE 5-16: EXISTING 2019 PARKING DEMAND ESTIMATE FOR THE MEDICAL CENTER CAMPUS

USER GROUP	NUMBER IN CATEGORY	PEAK % ON-SITE	AUTO MODE SHARE[1]	PARKING DEMAND (SPACES)
Full-Time Employees (day + unidentified shifts)	2,851	91%[2]	72%	1,879
Part-Time Employees (day + unidentified shifts)	561	67%[3]	72%	272
Per Diem & Non-Paid Staff[4]	1,802	33%	72%	431
Daily Out-Patients[5]	1,113	25%	90%	250
In-Patients[6]	450	100%	15%	68
Daily Visitors[7]	360	13%	90%	41
			Subtotal	2,940
			Fleet vehicles[8]	38
			Total peak parking demand	2,978
			On-site parking supply	2,052
			Parking at off-site facilities	1,190
			Total parking supply	3,042
			Net Surplus (+) / Deficit (-)	**+264**

[1] Per 2018 CATMA survey results for UVM MC; "Auto Mode Share" includes "Drive Alone", “Drive Alone and Shuttle” and half of "Carpool".
[2] Assumes 2/3 of all staff are M-F weekday employees; 1/3 rotate schedule on weekends, on percent peak reduced by 2/5; no reduction for time off work.
[3] Assumes half time employee, 1/3 will not be on campus at peak.
[4] Assumed peak percent on campus at 33% based on part-time/volunteer status of category; mode share assumed to be same as UVM MC employee.
[5] Peak daily number of out-patients is assumed to be the same as the average daily number of out-patient procedures at UVM MC. Assume average out-patient stay is two hours, over an eight hour day; no mode choice data for out-patients; out-patient mode choice is assumed to be 90% drive alone.
[6] Assumes 500 active beds at occupancy of 90%. All in-patients assumed to be on site at peak hour; no mode choice data, assume most are not driving themselves, 15% drive alone.
[7] Assumes 80% of In-Patients will have a visitor for one hour, equally spread out over an eight hour period. No mode choice data for visitors; mode choice assumed to be 90% drive alone.
[8] Assumes that half of the fleet vehicles are in use/not parked at the peak hour.

TABLE 5-17: EXISTING 2019 PARKING DEMAND ESTIMATE FOR 1 SOUTH PROSPECT

USER GROUP	NUMBER IN CATEGORY	PEAK % ON- SITE	AUTO MODE SHARE[1]	PARKING DEMAND (SPACES)
Full-Time Employees (day + unidentified shifts)	472	94%[2]	72%	321
Part-Time Employees (day + unidentified shifts)	79	67%[3]	72%	38
Per Diem & Non-Paid Staff	86	50%[4]	72%	31
Daily Out-Patients[5]	308	25%	90%	69
			Subtotal	*459*
			Fleet vehicles	0
			Total peak parking demand	459
			On-site parking supply	504
			Parking at intercept facilities[6]	0
			Total parking supply	504
			Net Surplus	**+45**

[1] Per 2012 CATMA survey results for UVM MC; "Auto Mode Share" includes "Drive Alone" and "Carpool".
[2] Peak % on-site for employees assumes all employees work Monday through Friday, reduced by 6% to account for time off from work.
[3] Assumed half time employment, with 2/3 on campus at peak.
4 Assumed peak percent on campus based on part-time/volunteer status of category; mode share assumed to be same as UVM MC employee.
[5] Peak daily number of out-patients is assumed to be the same as the average daily number of out-patient procedures at 1 South Prospect St. Typically, the same patient will receive multiple procedures in one day, resulting in a conservative estimate of daily patients. Assume average out-patient stay is two hours, over an eight hour day; no mode choice data for out-patients; out-patient mode choice is assumed to be 90% drive alone.
[6] All off-site parking has been accounted for in Table 5-16.

5.3 FUTURE PARKING CONDITIONS

Future Structures—New or Changes in Use

UVM Medical Center intends to complete the following projects by 2024. The projects will not result in any change to the number of in-patient beds. The future Hill District campus is expected to increase by 33,863 SF.

TABLE 5-18: UVM MEDICAL CENTER BUILDING PROJECTS, 2019-2024.

PROJECT NAME	FUNCTION	CHANGE IN BUILDING AREA	CAMPUS	EST. COMPLETION
Miller Building	Hospital (in-patient)	+180,000	UVM MC Main Campus	2019
1 South Prospect St	Medical and Administrative Offices	-146,137	1 South Prospect	2024
75 Cherry Street	Administrative Offices	+105,848	Downtown Burlington	2024
Future Burlington Primary Care/ Pediatrics	Medical Offices	+40,000	Downtown Burlington	2024

Future Employment

UVM MC expects there to be no significant change in the total number employed at the Main Campus, while many employees currently working at 1 South Prospect Street will transition to downtown Burlington or other UVM MC campuses. The future 1 South Prospect campus staff for the remaining Psychiatry and Pharmacy services has been estimated proportionally to the existing staff to GSF ratio.

TABLE 5-19: FUTURE (2024) EMPLOYMENT PROJECTS FOR UVM MC CAMPUSES

PAID EMPLOYEES		MAIN CAMPUS	1 SOUTH PROSPECT
Full-time	Day shift	2,294	99
	Evening shift	317	2
	Night shift	561	2
	FT Un-ID'd shift**	743	10
	TOTAL (Full-Time)	**3,915**	**113**
Part-time	Day shift	478	16
	Evening shift	79	1
	Night shift	67	0
	FT Un-ID'd shift**	111	4

PAID EMPLOYEES	MAIN CAMPUS	1 SOUTH PROSPECT
TOTAL (Part-Time)	**735**	**21**
TOTAL (Per Diem)	**752**	**15**
TOTAL (Employees by Site)	5,402	149
TOTAL (Employees)	**5,551**	

**Downtown Burlington numbers not calculated.*
***Unidentified shift employees are most likely day shift.*

No changes to non-paid staff are expected at the UVM Medical Center Main Campus.

Future Patients

No changes to in-patient or out-patient care are expected at the UVM Medical Center Main Campus. Similar to employment, a reduction of out-patient services is expected at 1 South Prospect is estimated based on the proportional change in GSF.

TABLE 5-20: FUTURE (2024) UVM MC PATIENT PROCEDURES AT MAIN CAMPUS AND 1 SOUTH PROSPECT STREET.

	2024 ANNUAL PROCEDURES (EST.)	2024 AVERAGE DAILY PROCEDURES[1] (EST.)
UVM MC Main Campus	289,335	1,113
1 South Prospect	17,909	69

[1] Assumes all procedures are scheduled Monday through Friday

Future Parking Supply

It is assumed that UVM Medical Center will lose a proportional amount of parking supply associated with the removal of most operations from 1 South Prospect Street. The future parking inventory is estimated in Table 5-21.

TABLE 5-21: FUTURE (2024) UVM MC PARKING INVENTORY AT MAIN CAMPUS AND 1 SOUTH PROSPECT STREET.

LOCATION	NUMBER OF SPACES
Medical Center Campus	
ACC Garage	1,224
ACC Loading Dock	21
ER Lot	47
ED Ambulance Bay (loading/unloading)	5
ED Ambulance Parking (unmarked)	4
McClure Parking Garage (15 surface lot spaces)	317
Patrick Loading Dock	9
South Lot (include 6 spaces at Hope Lodge, does not include UVM spaces)	425
Subtotal Medical Center Main Campus On-Site	*2,052*
1 South Prospect	
TBD	112
Estimated Subtotal 1 South Prospect	*112*
On-Site Grand Total: Medical Center and 1 South Prospect	**2,164**

Future Off-Site Parking Facilities

With the exception of Fanny Allen, the off-site parking facilities used by UVM Medical Center are leased from other entities. UVM has considered ending the lease of the parking inventory at Jeffords to accommodate their own parking demand.

TABLE 5-22: FUTURE (2024) UVM MC OFF-SITE PARKING FACILITIES.

LOCATION	NUMBER OF SPACES
UVM Catamount East (Main Campus employees)	285
UVM Centennial (Main Campus & 1 South Prospect Street employees)	200
UVM Jeffords Lot (West)	0
Fanny Allen Campus (Main Campus & 1 South Prospect Street employees)	155
Technology Park (Main Campus employees)	200
115 Lakeside (Main Campus & 1 South Prospect Street employees)	250
Total Satellite/Off-Site Parking	**1,090**

Parking spaces used for other UVM MC offices (such as downtown Burlington) are not counted towards the minimum parking requirement or parking demand but are shown in Table 5-23.

TABLE 5-23: FUTURE (2024) UVM MEDICAL CENTER DOWNTOWN OFF-SITE PARKING SUPPLY (UNRELATED TO HILL DISTRICT/MAIN CAMPUS AND 1 SOUTH PROSPECT)

LOCATION	NUMBER OF SPACES
95 St. Paul Street	0
Court House Plaza	0
128 Lakeside Avenue	38
184 Pearl Street	12
195 Colchester Avenue	40
112 Colchester Avenue	8
75 Cherry Street	200
City of Burlington Parking Garage (City Place)	100 - 300
Future Burlington Primary Care/ Pediatrics	267
Total Downtown Satellite/Off-site Parking	**665-865**

Future Minimum Off-Street Parking Requirements (Sec. 8.1.8)

Table 5-24 documents the parking requirement per the CDO.

TABLE 5-24: UVM MEDICAL CENTER FUTURE (2024) HILL DISTRICT PARKING REQUIREMENT.

BUILDINGS (GFA) AND BEDS	ORDINANCE PARKING RATIOS	CDO PARKING REQUIREMENTS
Medical Center Campus		
580 Beds	Hospital Use: 2 spaces/bed	1,160
877,085 sq. ft.	Office-Medical: 2 spaces/1,000 sq ft GFA	1,754
35,597 sq. ft.	School, Post-Secondary: 2 spaces/1,000 sq. ft. GFA	71
	Subtotal	*2,985*
1 South Prospect Campus		
42,092 sq. ft.	Office-Medical: 2 spaces/1,000 sq. ft. GFA	85
	TOTAL (Medical Center + 1 South Prospect)	**3,070**

Future Parking Demand

Table 5-25 shows the estimates for the future calculated parking demand.

TABLE 5-25: FUTURE (2024) PARKING DEMAND ESTIMATE FOR THE UVM MEDICAL CENTER HILL DISTRICT (UVM MEDICAL CENTER MAIN CAMPUS AND 1 SOUTH PROSPECT COMBINED).

USER GROUP	NUMBER IN CATEGORY	PEAK % ON-SITE	AUTO MODE SHARE[1]	PARKING DEMAND (SPACES)
Full-Time Employees (day + unidentified shifts)	2,958	91%[2]	72%	1,938
Part-Time Employees (day + unidentified shifts)	580	67%[3]	72%	280
Per Diem & Non-Paid Staff[4]	767	33%	72%	182
Daily Out-Patients[5]	1,182	25%	90%	266
In-Patients[6]	441	100%	15%	66
Daily Visitors[7]	353	13%	90%	41
			Subtotal	2,773
			Fleet Vehicles[8]	38
			Total peak parking demand	2,811
			On-site parking supply	2,164
			Parking at Off-Site Facilities	1,090
			Total parking supply	3,054
			Net Surplus/Deficit	**+443**

[1] Per 2018 CATMA survey results for UVM MC; "Auto Mode Share" includes "Drive Alone", "Drive Alone and Shuttle" and half of "Carpool".
[2] Assumes 2/3 of all staff are M-F weekday employees; 1/3 rotate schedule on weekends, on percent peak reduced by 2/5; no reduction for time off work.
[3] Assumes half time employee, 1/3 will not be on campus at peak.

[4] Assumed peak percent on campus at 33% based on part-time/volunteer status of category; mode share assumed to be same as UVM MC employee.
[5] Peak daily number of out-patients is assumed to be the same as the average daily number of out-patient procedures at UVM MC. Assume average out-patient stay is two hours, over an eight hour day; no mode choice data for out-patients; out-patient mode choice is assumed to be 90% drive alone.
[6] Assumes 500 active beds at occupancy of 90%. All in-patients assumed to be on site at peak hour; no mode choice data, assume most are not driving themselves, 15% drive alone.
[7] Assumes 80% of In-Patients will have a visitor for one hour, equally spread out over an eight hour period. No mode choice data for visitors; mode choice assumed to be 90% drive alone.
[8] Assumes that half of the fleet vehicles are in use/not parked at the peak hour.
[9] UVM MC holds 150 spaces open for turn-over in the ACC garage so that people can easily find a parking space.

Monitoring, Compliance, and Enforcement (Sec. 8.3.3 (e))

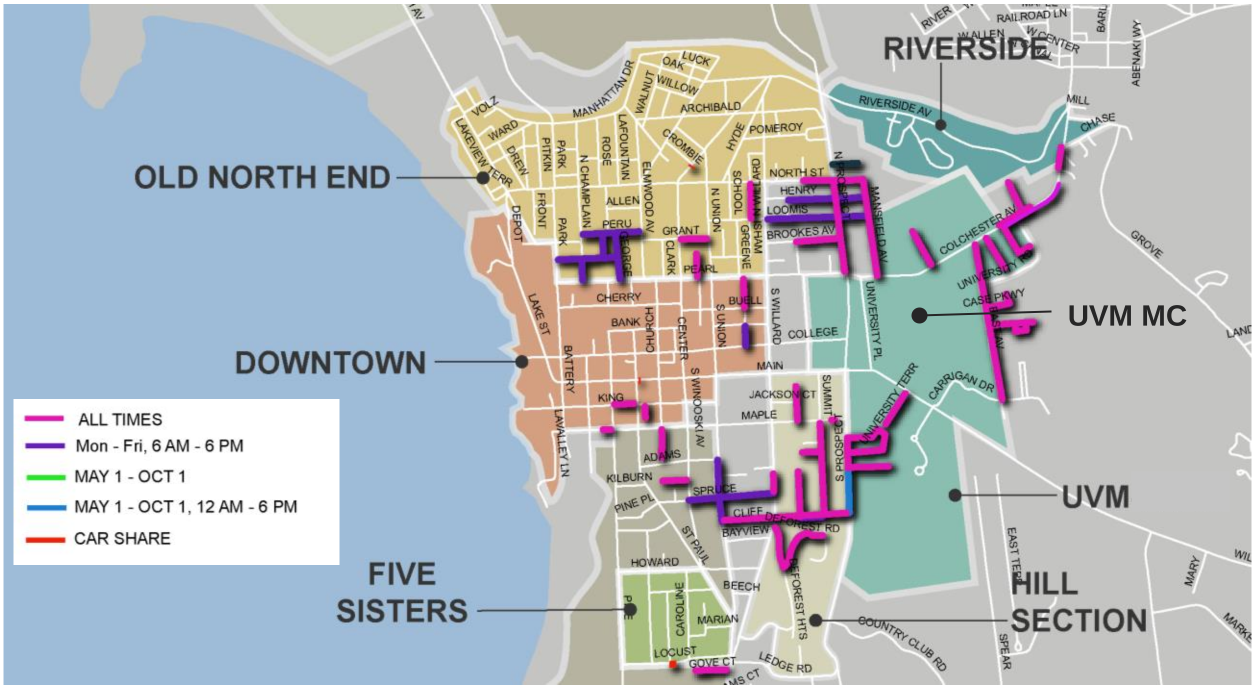
UVM Medical Center's parking program is managed by the UVM Medical Center Security Department. UVM Medical Center utilizes a variety of tools to assign, manage, and enforce parking. These include:

- Parking registration forms - including business needs, medical needs, and emergency on-call.
- Color coded parking permits—assigned based on parking lot assignment.
- Parking tickets—issued to parking policy violators.
- UVM MC Security issues a $10 fine for each violation of the parking regulations.
- Repeat offenders will have their car towed at their expense. If necessary, a listing of the violations will be forwarded to their immediate supervisor for corrective action and will serve as documentation for the next annual performance appraisal. Future parking in UVM MC parking lots may be denied.
- People who violate the carpool program rules will get a 30-day suspension from the carpool privileges and incentives for their first violation. A second violation will result in complete revocation of carpool privileges and incentives.

Restrictions on Public Street Parking

The map in Figure 5-2 shows that most of the neighborhoods to the north and east of the Medical Center Campus require a resident parking permit for on-street parking. Part of Colchester Avenue and University Road are signed "No Parking." Williams Street to the west of 1 South Prospect Campus is not signed and does not restrict parking.

FIGURE 5-2: RESIDENTIAL ON-STREET PARKING RESTRICTIONS NEAR UVM MC.



Institutional Vehicle Fleet Management (Sec. 8.3.3 (C))

UVM Medical Center owns or leases approximately 75 vehicles, which are managed by the supervisor of UVM Medical Center's Courier and Automotive Services department. Vehicles in the fleet include ambulances (9), passenger/cargo vans (26), ATV (2), SUV (11), trucks (17), sedans (6), tractors (3), and trailers (1). A complete list of UVM Medical Center vehicles is available on request.

There is no designated service vehicle parking. Based on discussions with the UVM MC's Automotive Services department, the majority of the vehicle fleet do not take up regular parking spaces at the peak hours. The vehicles are either in use, parked in a loading dock, or at other UVM Medical Center sites (not UVM MC Main Campus or 1 South Prospect) during the peak time. It is the policy of the Automotive Services department to park vehicles in areas that will not take up a regular parking space unless absolutely necessary, and then only for a brief period

APPENDIX A. UVM ATTACHMENTS

UVM ACTIVE TRANSPORTATION PLAN GOALS

Health and Safety

Providing and promoting safe and accessible routes and accommodations for walking, biking, and skateboarding as a daily form of physical activity.

- Reduce crashes involving bicyclists, pedestrians, skateboarders, and motorists.
- Provide bicycle facilities and accommodations on campus that minimize conflict between bicyclists, pedestrians, and skateboarders.
- Promote safe bicycling, walking and skateboarding through the use of encouragement, incentives, and bicycle friendly programs.

Education and Encouragement

Implement comprehensive education and encouragement programs targeted at students, faculty, and staff.

- Educate students, faculty, and staff on bicycle, pedestrian, and skateboarder safety issues.
- Encourage non-motorized transportation with programs that target pedestrians, bicyclists, motorists, skateboarders, and public transit users.
- Encourage students, faculty, and staff to use a bicycle for daily travel to campus instead of driving.
- Develop and install consistent campus bikeway signage to increase awareness of bicyclists on campus.
- Provide incentives and support facilities for individuals that commute to campus using non-motorized modes of transportation.
- Promote walking, bicycling & skateboarding through UVM sponsored events.
- Provide secure bicycle storage facilities and racks throughout campus.
- Provide bikeway, pedestrian & skateboard route maps both online, in hard copy form, and on information kiosks located around the campus.
- Coordinate with nearby agencies and groups on annual events such as “Bike/Walk/Skate to Work Day,” “Bike/Walk/Skate to School Day,” “Way to Go Challenge,” and bicycle safety courses.

- Educate drivers regarding safe behavior near vulnerable users.

Enforcement

- Maintain a positive enforcement program for safe walking, bicycling, skateboarding behaviors, and increase positive enforcement during periods of peak public awareness.
- Reduce negligent behavior among drivers, bicyclists, skateboarders, and pedestrians.
- Ensure that all bicycle, pedestrian and skate crashes are accurately recorded into a crash database for future analysis and monitoring.
- Encourage bicyclists, pedestrians and skateboarders to report all crashes to UVM Police Services or Burlington Police Department.
- Reduce the number of bicycle thefts on campus.
- Encourage students to register bicycles to aid in returning recovered bicycles if stolen.

Transit Integration

- Improve the connection between bicyclists and transit on campus.
- Provide convenient, covered, and secure bicycle parking at CATS/GMT bus stops on campus and focal points such as residence halls, academic buildings, and major campus, and staff employment centers.
- Accommodate bicycles on all campus shuttles and increase bike carrying-capacity when demand warrants.
- Provide opportunities for students to learn how to use the bicycle racks on transit vehicles.

Sustainability

- Reduce emissions and traffic congestion by increasing the non-motorized mode share to and from campus.
- Support the City of Burlington as it develops on- and off-street facilities that live in private housing off-campus.
- Support the Climate Action Plan by accommodating campus expansion and reducing vehicular parking demands.

Implementation

- Create a campus non-motorized network that is integrated into existing and future off-campus facilities.

- Create a sustainable, dedicated source of non-motorized funding within the annual budget.
- Develop a continuous non-motorized system with access to major activity areas on campus and maintain the system so that it provides safe and convenient travel to off-campus destinations.
- Eliminate bicycling, pedestrian & skateboard barriers and hazards.
- Avoid missed opportunities by ensuring all campus construction projects address non-motorized paths of travel and related projects as recommended in this Plan, the Campus Master Plan, and PlanBTV Walk/Bike.
- Implement less-complicated and less expensive projects first for efficiency.
- Institutionalize non-motorized transportation in all campus transportation planning, design, and construction activities.

Accountability

- Monitor implementation of the UVM Active Transportation Plan.
- Track the success of the Active Transportation Plan as a percent completed of the total recommended improvements.
- Track UVM mode share trends through expanded annual bicycle counts and commuter surveys.
- Continue to monitor bicycle parking demand and increase parking supply, with temporary or permanent facilities as needed.
- Monitor non-motorized crash data to address the causes of the crashes and reduce bicycle and pedestrian crash rates.
- Regularly assess the needs of the campus walking and bicycling population and respond accordingly to these needs.
- Produce an annual report card identifying non-motorized trends and accomplishments.

PARKING SUPPLY

LOT	FACULTY STAFF	ADA SPACES	LEASED	COMMUTER STUDENT	RESIDENT STUDENT	SHORT TERM	UNIVERSITY BUSINESS	VISITOR	TOTAL CAPACITY
12/16 COLCHESTER AVENUE	14	2	0	0	0	0	1	0	17
146 SOUTH WILLIAMS	12	1	0	0	0	0	0	0	13
178 SO PROSPECT ST.	3	0	0	0	0	0	0	0	3
23 MANSFIELD AVE.	23	1	0	0	0	0	1	0	25
280 EAST AVENUE	7	2	0	0	0	1	6	4	20
284 EAST AVENUE	39	1	0	0	0	1	21	0	62
31 SO PROSPECT ST	4	0	0	0	0	0	0	0	4
322 SOUTH PROSPECT	9	1	0	0	0	0	0	3	13
34 SOUTH WILLIAMS	4	1	0	0	0	0	0	0	5
438 COLLEGE STREET	5	1	0	0	0	0	0	0	6
439 COLLEGE STREET	18	1	0	0	0	0	0	0	19
460 SOUTH PROSPECT	3	0	0	0	0	0	0	0	3
466 SOUTH PROSPECT	5	0	0	0	0	0	0	0	5
601 MAIN STREET	18	3	0	0	0	0	0	0	21
70 SOUTH WILLIAMS	37	1	0	0	0	1	0	0	39
86 SOUTH WILLIAMS	7	1	0	0	0	0	0	0	8
ADMISSIONS LOT	13	2	0	0	0	0	0	12	27
AIKEN LOADING DOCK	0	0	0	0	0	1	2	0	3
ALLEN HOUSE LOT	113	4	0	0	0	2	2	0	121
BEAUMONT LOT	0	0	0	66	0	0	0	0	66
BILLINGS LOT	0	2	0	0	0	0	2	3	7
BITTERSWEET	0	1	0	0	0	0	0	0	1
BLUNDELL EAST LOT	0	1	0	0	31	0	1	2	35
BLUNDELL WEST LOT	8	0	0	0	0	0	0	0	8
CAGE HEATING	0	0	0	0	0	0	9	0	9
CATAMOUNT EAST LOT	0	0	285	0	0	0	0	0	285
CATAMOUNT WEST FACULTY STAFF	26	0	0	0	0	0	2	0	28
CATAMOUNT WEST LOT	0	0	0	82	0	0	0	0	82

LOT	FACULTY STAFF	ADA SPACES	LEASED	COMMUTER STUDENT	RESIDENT STUDENT	SHORT TERM	UNIVERSITY BUSINESS	VISITOR	TOTAL CAPACITY
CENTENNIAL COMPOUND	0	0	0	0	0	0	76	0	76
CENTENNIAL FIELD LOT	0	0	200	10	0	0	10	0	220
CHRISTIE LOT	0	1	0	0	38	2	2	0	43
CHURCH LOT	34	1	0	0	0	0	0	0	35
COHEN LOT	8	1	0	0	0	0	1	1	11
COLLEGE STREET FACULTY STAFF	26	0	0	0	0	0	0	0	26
COLLEGE STREET VISITOR LOT	0	1	0	0	0	0	2	31	34
CONVERSE LOT	0	0	0	0	0	0	89	0	89
COOLIDGE LOT	0	1	0	0	0	5	2	2	10
COTTAGES LOT	0	1	0	0	9	0	0	0	10
DAVIS LOT	0	1	0	0	94	1	6	0	102
DAVIS OVAL	0	6	0	0	0	8	0	0	14
DELEHANTY LOT	42	0	0	0	0	0	0	0	42
DEWEY LOT	37	2	0	0	0	0	1	0	40
FLEMING LOT	0	1	0	0	0	0	1	13	15
FLETCHER PLACE LOT	10	2	0	0	0	0	3	0	15
GIVEN LOT	280	6	0	0	0	3	7	0	296
GRASSEMOUNT LOT	20	1	0	0	0	0	2	3	26
GUTTERSON BOTTOM GARAGE	0	0	0	251	0	0	0	0	251
GUTTERSON BOTTOM SURFACE	0	0	0	176	0	0	0	0	176
GUTTERSON FACULTY STAFF	61	8	0	0	0	0	10	0	79
GUTTERSON MIDDLE GARAGE	0	0	0	328	0	0	0	0	328
GUTTERSON MIDDLE SURFACE	0	0	0	88	0	0	0	0	88
GUTTERSON UPPER GARAGE	0	0	0	292	0	0	0	0	292
GUTTERSON UPPER GARAGE VISITOR	0	0	0	0	0	0	0	36	36
GUTTERSON UPPER SURFACE	0	0	0	34	0	0	0	0	34
GUTTERSON ZAMBONI LOT	0	2	0	0	0	0	1	0	3
HARRIS MILLIS LOT	0	0	0	0	122	1	2	0	125
HARRIS WEST LOT	0	2	0	0	0	0	0	0	2
HILLS LOT	0	2	0	0	0	1	8	0	11

LOT	FACULTY STAFF	ADA SPACES	LEASED	COMMUTER STUDENT	RESIDENT STUDENT	SHORT TERM	UNIVERSITY BUSINESS	VISITOR	TOTAL CAPACITY
HOWE NORTH LOT	0	2	0	0	0	0	0	3	5
HOWE SOUTH LOT	0	5	0	0	0	0	0	0	5
HUNT LOT	0	1	0	0	41	0	1	0	43
JEANNE MANCE LOT	0	1	0	0	48	1	1	0	51
JEFFORDS EAST FACULTY STAFF	0	0	0	0	0	0	99	0	99
JEFFORDS FACULTY STAFF	236	4	100	0	0	0	0	0	340
JEFFORDS METERS	0	0	0	0	0	4	0	0	4
JEFFORDS VISITOR LOT	0	0	0	0	0	0	0	61	61
LAFAYETTE/OLD MILL	0	2	0	0	0	0	1	0	3
LIVING & LEARNING FACULTY STAFF	37	5	0	0	0	2	9	0	53
MANN NORTH LOT	3	5	0	0	0	0	1	0	9
MANN SOUTH LOT	0	0	0	0	0	0	0	4	4
MARSH LIFE SCIENCE	0	3	0	0	0	2	2	0	7
MASON FACULTY STAFF	5	0	0	0	0	0	0	0	5
MASON LOT	0	3	0	0	8	2	2	0	15
MAT LOT	0	3	0	0	108	2	5	0	118
MCAULEY CIRCLE	0	1	0	0	6	1	0	0	8
MERCY LOT	0	1	0	0	70	2	2	0	75
MORRILL LOT	0	5	0	0	0	3	4	0	12
MUSIC LOT	19	2	0	0	0	1	1	0	23
P.F.G. CIRCLE	0	13	0	0	0	4	1	0	18
ROBINSON LOT	38	2	0	0	0	0	0	0	40
ROYAL TYLER THEATRE CIRCLE	0	3	0	0	0	0	1	1	5
SIMPSON LOT AND LOADING	0	0	0	0	44	6	2	0	52
SLADE LOT	0	1	0	0	7	1	1	0	10
SOUTHWICK LOT	0	1	0	0	82	1	5	0	89
STAFFORD ROAD	0	8	0	0	0	0	2	0	10
TAFT UPPER LOT	0	0	47	0	0	0	0	0	47
TRINITY NORTH LOT	0	0	0	0	85	0	7	6	98
UNIVERSITY HEIGHTS FACULTY STAFF	4	2	0	0	0	2	1	0	9

LOT	FACULTY STAFF	ADA SPACES	LEASED	COMMUTER STUDENT	RESIDENT STUDENT	SHORT TERM	UNIVERSITY BUSINESS	VISITOR	TOTAL CAPACITY
UNIVERSITY HEIGHTS NORTH	37	0	0	0	0	0	0	0	37
UNIVERSITY HEIGHTS NORTH 2	0	0	0	0	0	0	4	0	4
UNIVERSITY HEIGHTS SOUTH	0	0	0	0	56	0	0	0	56
UNIVERSITY HEIGHTS STREET	27	0	0	0	0	0	0	0	27
VILLA LOT	6	0	0	0	0	0	1	0	7
VOTEY	116	8	0	0	0	5	5	0	134
WATERMAN	161	8	0	0	0	4	17	0	190
WHEELER LOT	42	1	0	0	0	0	4	0	47
WING	0	0	0	0	106	2	1	0	109
WRIGHT/PATTERSON	0	2	0	0	11	2	2	0	17
GRAND TOTAL	**1,617**	**157**	**632**	**1,327**	**966**	**74**	**452**	**185**	**5,410**

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Updating the Inclusionary Zoning (IZ) Ordinance

Tuesday, March 12, 2019

Burlington Planning Commission

Presentation Overview

- On 12/17, the City Council approved a resolution directing the Planning Commission to develop changes to the IZ ordinance

- What I'll talk about:
    - IZ overview
    - Process to date
    - Specific recommended changes

My Role

- Housing Program Manager at CEDO since 2002
- Since 2015, responsible to day-to-day administration of IZ
- Staffed:
  - IZ Working Group
  - Joint Committee of Ordinance and CDNR

Inclusionary Housing (Zoning) Overview

- Created in 1990
- Intent:
    - “Create housing opportunities for all of Vermont’s citizens as required by State law”;
    - “To ensure the provision of housing that meets the needs of all economic groups by precluding construction of only market rate housing on the limited supply of available land within the City”; and
    - “To improve the quality of life for all residents by having an economically integrated housing supply throughout the City”
- Creates permanently affordable units for people up to median income.

Summary of Process to Date (1 of 2)

- Housing Action Plan (HAP) (2015)
  - Identified a need to evaluate IZ ordinance
  - "Consider Revisions to the Inclusionary Zoning Ordinance TO Better Meet Housing Goals and Better Complement the Housing Trust Fund."
- IZ Report (2017)
  - Private consultant czb did extensive research and made recommendations. Concluded that IZ was successful in creating inclusion, but that there were unintended impacts of the ordinance and modifications needed to be made.
  - Particularly called out offsets as a "critical part of the current ordinance that has failed to function as intended."
  - Offsets (bonuses and waivers) are required by State law for IZ and are intended to provide some relief for additional costs of IZ compliance

Summary of Process to Date (2 of 2)

- IZ Working Group (IZWG) (2017-18)
  - Group composed of elected and appointed officials, private and non-profit developers, City staff, and housing advocates addressed each recommendation of report
  - Reinforced that the intent was to create inclusion, introduced geographic component
  - Ensure that the offsets were appropriate, payment in lieu, feasibility scales
  - Report and resolution
- Joint Committee (2018)
  - Ordinance and CDNR specifically addressed each of the recommendations of the IZWG. Final report 12/12/18
- City Council Adopted Joint Committee Report on 12/17/18
- Excluding HAP process, total of 17 meetings, 3 public hearings + 2 City Council Meetings

12/17/18 City Council Resolution

- City Council “referred recommendations specifically identified in the Report of the Joint Committee pertaining to ordinance changes to the Planning Commission to develop recommended changes to the Burlington Inclusionary Zoning Ordinance and other relevant provisions as required”
  - Total of 10 recommendations referred
- Council referred “the additional, more general recommendations of the report” to Community Development and Neighborhood Revitalization Committee.

Recommendations Background (1 of 2)

“Offsets” Not Working

Concern/recommendation:

- Cost of providing IZ units exceeds the bonuses
  - 100% parking waiver for IZ units
  - 100% fee waivers for IZ units

- Developers not able to use the full density, coverage, and height bonuses
  - Bonuses by right

- Payment-In-Lieu Too High (currently at approximately $190,000/unit)
  - Lower payment-in-lieu, but direct to low inclusion area

- Disincentive for small infill projects (undue burden for small projects)
  - Lower payment-in-lieu, but direct to low inclusion area

- Uncertainty regarding whether developer can use payment in lieu or locate IZ units offsite
  - Decisions based on high inclusion/low inclusion areas

Recommendations Background (2 of 2)

Improve Program Efficacy

Concern/recommendation:

- CEDO capacity for IZ monitoring
  - Program monitoring can be delegated to new Permitting Department

Protect and Strengthen Inclusion City-wide

Concern/recommendation:

- Many IZ projects are in high inclusion areas, so not contributing to low inclusion areas being more inclusive
  - Creation of high inclusion/low inclusion areas
  - Less restrictive off site option

- Homeownership IZ units not serving low enough income targets and competing with market units
  - Homeownership target lowered from 75% of median income to 70%

Other Administrative Changes Not Part of the Recommendations

Ordinance language needs clarification:

Concern/recommendation:

- Rounding (allow rounding down)
- Distribution of IZ units within a building (floating)
- Condominium Fees (discretion of staff)
- Clarify income limits (100% of median income)
- Clarify Right of First Refusal obligations (first conveyance only)
- Clarify IZ unit marketing requirements (at all vacancies)
- Clarify Administration Costs (use Housing Trust Fund admin)
- Sale Price of IZ units after initial conveyance (HTF Manager has authority)

Questions?

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Burlington Planning Commission

Tuesday, March 12, 2019, 6:30 P.M.

Conference Room 12, City Hall, 149 Church Street

Minutes

Members Present	A Montroll, B Baker, Y Bradley, E Lee, H Roen, J Wallace-Brodeur
Members Absent	A Friend
Staff Present	M Tuttle, D White, S Draper, S Gustin, T Rawlings

I. Agenda

Call to Order	Time: 6:33pm
Agenda	Approved As Is

II. Public Forum

Name	Comment	Commission Action
Barbara Headrick	Regarding the JIPMP- UVM expansion of the athletic facility was approved with an excess of parking, but new Parking Management Plan shows a deficit.	

III. Report of the Chair

A Montroll	• No Report

IV. Report of the Director

D White	• Working with UVM & CEDO to hold regular meetings regarding projects. • Several zoning amendments have been forwarded to council. Anticipate the council to address those after transition in April. • All ballot items from Town Meeting Day passed with the exception of the Downtown Improvement District. Hopeful this can be reevaluated and move forward at a later date. • Charter change about permit reform will go to the legislature for final approval. Hopeful to have the new department up and running by July 1. • planBTV (M Tuttle)- Council held first public hearing in February. Additional revisions were made, and a third draft published online. Council will hold second public hearing and consider re-adopting on March 25.

V. Proposed CDO Amendment: Inclusionary Zoning Updates

Action: No Action Required		
Motion by:	Second by:	Vote:
Type: Presentation & Discussion	Presented by: T Rawlings (CEDO Housing Program Manager)	

Discussion/Notes:

- T Rawlings gives a brief overview of the Inclusionary Zoning recommendations being sent to the Planning Commission for review and potential ordinance changes.

- A consultant provided an evaluation of Burlington's IZ Ordinance, and their recommendations were sent to the IZ Working Group.
- The working group forwarded their recommendations to a joint council committee, and now to Planning Commission for their input.
- Several of the recommendations would require ordinance changes, which are intended to:
  - Ensure the "offsets" provided in the zoning ordinance work more effectively to result in creation of inclusionary housing
  - Protect and strengthen inclusion city-wide, and at the right income targets
  - Improve program efficacy
- Specific proposed changes will be discussed in detail at a future meeting. Commission questions and requests for additional information included:
  - Data about number of units created through the IZ ordinance.
  - Background on why IZ Working Group and/or Joint Committee would have forwarded a recommendation different from that of the consultant's report.
  - Information on income monitoring of those qualifying for IZ units.
  - The cost of rent for an IZ unit depending on bedroom count.
  - Data on what bonuses offered are or are not being utilized by developers.
  - Send a link to the consultant report for original analysis and recommendations.

VI. Proposed CDO Amendment ZA-19-08: Dwelling Unit

Action: Deferred to a future meeting		
Motion by: E Lee	Second by: J Wallace-Brodeur	Vote: Approved 5-1, Y Bradley opposed
Type: Discussion		Presented by: S Gustin

Discussion/Notes:

- A commissioner suggests postponing this amendment to allow for further discussion on expanding the occupancy limits to all zones, not just the residential zones (RL, RM, RH).
- Staff recommended moving the amendment forward in order to clarify the current ordinance language, then have a discussion about expanding the occupancy limits to all zones.
- A commissioner questioned why the occupancy limits only include the residential zones, and what the intent was at the time. A Montroll explained there was apprehension about implementing occupancy limits, so limited to RL and RM; later expanded to include RH.
- A commissioner was concerned that the amendment as proposed would inadvertently grandfather existing properties that exceed the occupancy limits.
- Commissioners discuss postponing the amendment until they can have a more comprehensive discussion on what the effect of expanding occupancy limits to all zones and/or other zones.
- The commission voted to postpone the amendment to discuss occupancy limits in other districts; Y Bradley opposed, expressing that clarifying language and expanding occupancy limits should be considered as separate issues.

VII. Committee Reports

Executive	No Report
Ordinance	No Report
Long Range	No Report

Approved by the Planning Commission on March 26, 2019

VIII. Commissioner Items

Next Meeting	Tuesday, March 26, 2019 @ 6:30pm in Conference Room 12, City Hall
H Roen	H Roen, A Friend, and M Tuttle will attend Ward 5 NPA meeting to share info on the potential changes to the enterprise zoning.

IX. Minutes & Communications

Action: Accept Communications		
Motion by: J Wallace-Brodeur	Second by: B Baker	Vote: Approved Unanimously
Changes to Minutes: Postpone approval to allow for staff to make any necessary changes to include more detail regarding the Commission discussion on the proposed ZA-19-07: Commercial Uses in the E-LM.		
Communications Filed: • Draft Joint Institutional Parking Management Plan 5-Year Update (JIPMP)		

X. Executive Session

Action: Convene executive session	Time: 7:42pm	
Motion: E Lee	Second: H Roen	Vote: Approved Unanimously
Action: Adjourn executive session	Time: 8:20pm	
Motion: Y Bradley	Second: J Wallace-Brodeur	Vote: Approved Unanimously

XI. Adjourn

Adjournment	Time: 8:20pm	
Motion: Y Bradley	Second: H Roen	Vote: Approved Unanimously

Signed: March 28, 2019

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Andy Montroll, Chair

____

Shaleigh Draper, Planning and Zoning Clerk

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Approved by the Planning Commission on March 26, 2019