



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

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**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

**MEMORANDUM**

To: Noelle MacKay, Director, CEDO

Fr: Chapin Spencer, Director  
Patrick Mulligan, Assistant Director – Parking & Traffic

Re: Management of the Permitted East Lot on the Northern Waterfront

Date: November 21, 2017

Please accept this memo as confirmation that the Department of Public Works is prepared to manage the permitted 68-space East Lot on the northern waterfront adjacent to our Water Plant.

The East Lot is to be constructed as part of the Burlington Harbor Marina (BHM) project and then operated by the City as a public parking lot in accordance with DPW departmental policy and the Parking Agreement with Burlington Harbor Marina. We plan to install pay stations in the lot.

The City's Parking Agreement specifies that BHM will have 23 spaces reserved for its use from May 15 to October 15. Our department plans to have these spaces signed for BHM use only during this time period. The Parking Agreement further specifies that 19 additional spaces will be reserved for BHM use on weekends and holidays. Our department plans to have these spaces signed for BHM use only during weekends and holidays as detailed in the Parking Agreement

The remaining 45 parking spaces in the East Parking Lot (26 on weekends and holidays) will be managed by the Department of Public Works for public parking on a first-come first-served basis and in a manner designed to maximize parking efficiencies, working with other Waterfront stakeholders at rates commensurate with nearby hourly and daily public parking rates. The City's Parking Enforcement Officers will provide enforcement of the public spaces.

Let me know if you need additional information.

**Non-Discrimination**

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative contact, please contact Human Resources Department at 865-7145