

RECEIVED

JUL 19 2017

Exhibit A
Zoning Permit Application
308 Main Street

**DEPARTMENT OF
PLANNING & ZONING**

I. Proposal Summary: 308 Main Street is a historic building currently used as an office building. The proposal is for adaptive reuse of the existing office building such that with an addition to the rear, the current office building will be converted to an eight (8) unit apartment building, which is below the maximum of ten (10) units allowable on this 0.27 acre site without bonuses. As part of this application, a parking waiver is requested.

The site plan included in the application shows eight (8) on-site parking spaces to be provided. In addition, two (2) parking spaces will be utilized at the abutting parcel known as 323-325 College Street pursuant to a written easement agreement that will be recorded in the City of Burlington Vermont land records. The two (2) parking spaces at 323-325 College Street will be accessed through a common connecting driveway as shown on the site plan.

The 308 Main Street Property is located in the Neighborhood parking district. It is significant to note that the Property is located at the border of the Shared Use Parking district across the street and very close to the Downtown Parking District, however. In the Neighborhood parking district, the CDO provides that two parking spaces per dwelling unit as the baseline requirement with parking waivers at the discretion of the Design Review Board. Accordingly, 16 parking spaces are the baseline requirement as set out in Table 8.1-8.1 of the CDO. Generally, a 50% waiver is the maximum allowable under the CDO. However, in order to encourage adaptive re-use of historic buildings, the CDO allows for up to 100% parking waivers. *See*, CDO Section 8.1.15 9 (a). In this case, a six (6) space waiver is requested (37.5% waiver request).

**Demand Management/How Plan more effectively furthers the goals of CDO
Article and Municipal Development Plan**

The Municipal Development Plan (“MDP”) strongly supports and encourages better management of parking facilities and provision for alternative modes for commuting. MDP Chapter V, Page V-10. To this end, the MDP even advocates “removing parking minimums or changing the number of parking spaces required by the zoning ordinance from a minimum to a maximum – in effect limiting the number of parking spaces a developer can provide.” As a result, the CDO limits the parking that can be provided on site to 125% of the required at Section 8.1.9. The MDP also advocates cash incentives to accomplish the goal of parking supply reduction. *Id.*

The purposes of Article 8 of the CDO that are relevant to parking supply and management for this site are set out at Section 8.1.1 of the CDO. That section states, in pertinent part, that the purpose of the article is to “(a) [e]nsure there are adequate parking and loading facilities to serve the use or uses of the property;”... [and to] ii) “[e]ncourage

alternate modes of travel that will reduce dependence on the single-occupant automobile.” See CDO Section 8.1.1 (a) and (d)

RECEIVED
JUL 19 2017

Parking Management Plan Implementation.

Current parking planning tends to focus primarily on quantity. As a result, there are about five parking spaces for every car on the road. Todd Litman, “*Parking Management: Innovative Solutions to Vehicle Parking Problems*”, at page 2. Planet Citizen March 27, 2006. <https://www.planetizen.com/node/19149>

DEPARTMENT OF
PLANNING & ZONING

Parking management focuses both on quality parking management and quantity of parking. On the management side, utilizing tools like: i) providing parking information, ii) locating projects for convenience and safety of walking from a parking space to destinations; and iii) provision of alternative parking supply and alternative transportation modes, often provide better utilization of parking supply. Todd Litman, “*Parking Management Best Practices*” American Planners Association 2006, republished e book 2014.

The CDO attempts to incentivize parking management strategies rather than just building more poorly utilized parking supply. As such, the CDO provides for parking waivers, provided there is an effective parking management plan that explains how the proposed parking management plan addresses the specific needs of the proposed development and more effectively satisfies the intent of Article 8 of the CDO. See, CDO Section 8.1.15 (2).

The parking solution to be applied in any effective parking management plan must necessarily be grounded in the usage profile of the parking user and the location of the subject property and surrounding uses. In this case, the site characteristics and the tenant population are uniquely suited to parking management strategies that reduce the on-site parking demand below the two per dwelling unit baseline.

Tenant Parking Usage Pattern.

Our tenants have a very consistent parking usage pattern. They do not commute daily. It is more difficult to park on campus. So, the daily commute is by walking or bicycling and not by the single user automobile. This is a very important characteristic. Cars are seldom used convenience items and not daily utilized necessities. Cars are generally left parked for many days and often weeks. Cars are only driven occasionally for single purpose trips like groceries and extended trips to visit relatives. This characteristic makes this location and this use uniquely conducive to parking management tools.

Site Specific Characteristics

Similarly, the location of the 308 Main Street site is uniquely conducive to effective parking management strategies that are a substantial improvement when compared to over production of parking supply. 308 Main is located adjacent to the

downtown core approximately 2.5 blocks from Church Street and 2.5 blocks from City Market. All on-street parking spaces near 308 Main Street are metered spaces, making it impractical for tenants to utilize on-street parking for any other than very short term needs.

There is substantial parking infrastructure with capacity within very close walking distance. The Main Street municipal lot is within a few hundred feet. One parking garage is a block and a half away at Court House Plaza. There are four parking garages within 5 blocks of the Project. There is a bus stop within 100' of the property line. To the rear of the property, the College Street Shuttle provides mass transport on a 15 minute basis from the Waterfront to the Hospital. UVM provides 15 minute service from 7:30 am to 10 pm Monday through Friday and every half hour on weekends. *See, schedule and route information attached for this and substantial additional bus service.*

This particular site and this use in combination is most similar in parking characteristics to a downtown parking district site and use. The site is closer to public transportation publicly available structured and surface parking than very many sites within the downtown core. This tenant population does not commute daily and requires a car for convenience only. As such, much like a downtown user, it is more convenient for a tenant at 308 Main Street not to use an automobile than to use one.

Parking Management at 308 Main to best Utilize Site Characteristics & Use Profile

Tenant Selection Methodology. In our experience, tenant selection methodology and practice heavily influences parking usage. Our management team will utilize its multi-step tenant selection process to screen out heavy automobile users by prioritizing tenant applicants without automobiles in Burlington. In addition, tenant education as to parking will be a focus as the methodology is implemented.

Step 1. Tenant Screening/Tenant Education. Tenant candidates are pre-screened to meet certain pre-screening requirements prior to being accepted as applicants. Prospective tenants will be required to submit a written application that includes detail as to automobile usage and parking requirements. Tenant screening and leasing occurs in September for tenants seeking to lease the following June 1. So, for tenants seeking occupancy on June 1, 2017, we screen applicants in September of 2016. Our management team applies a ranking system that gives priority to tenants without vehicles in Burlington or the need for parking in the City. Tenants that agree to have no greater than one car per apartment unit or less are given priority. We require tenants to disclose to us in the lease application whether or not they will be bringing a car to Burlington and to register that car with us. Tenants generally comply with this requirement in our experience because we offer the tenant use of our parking lot for move in and move out based on registered cars only.

During this initial interaction, tenant education begins for us. We start by explaining in detail that bringing a car to Burlington represents an unnecessary substantial

DEPARTMENT OF
PLANNING & ZONING

RECEIVED
JUL 19 2017

expense given the low use necessary at the property location. We also begin explaining the cost of parking.

At this early point, our management will explain that:

All of the parking surrounding 308 Main Street is metered parking. This provides an easily quantifiable measure of cost to provide to prospective tenants. Even without taking into account the likelihood of fines and towing charges, based on the chart below, if a tenant were to feed a meter on a timely basis for an entire year, the cost to park would be \$9.60 per day or over \$3,000 per year.

Parking charges in Burlington:

Brown Top Meters – 25 cents per 37.5 minutes. \$9.60 per day.

Meter Violation - \$15

Residential Parking - \$75

Parking Ban - \$125

Towing Charge - \$62.50 per tow plus \$10 for storage. Minimum: \$72.50

Along with the foregoing cost explanation orally, we also provide the Attached Flyer - Parking is Unnecessary and Expensive. Finally, in the initial interaction, we explain that there may be additional parking supply at a cost, but the best solution is to not bring the car to Burlington.

Step 2. Lease Signing Meeting.

Tenants that meet the pre-screening requirements are then scheduled to meet with our management for a lease signing meeting. This meeting takes at least one hour and is held at our offices. All tenants are required to attend. At this meeting, management goes over our expectations and the lease in detail. In particular, management goes over information as to the i) cost of parking, ii) parking avoidance strategies and iii) parking supply alternatives. Generally, we have been successful in having one space leased on site per apartment.

While illuminating the actual cost of parking is often effective in reducing parking demand, we also provide tenants with parking alternatives that are more City friendly than building new spaces. Those strategies we have developed are set out below and include off site parking, ride share, car share, walking, cycling and grocery trolleys.

At this point the following elements of our parking management planning are explained in greater detail:

Parking Costs Laddered According to Convenience

Our experience is that showing and imposing the cost of parking is very effective in managing parking demand. Over time, we have refined our approach. We now pursue an integrated and laddered approach, with parking cost increasing as convenience increases.

RECEIVED
JUL 19 2017

DEPARTMENT OF
PLANNING & ZONING

Annual On Site Parking Charge. Tenants will be charged an annual fee for parking at the 308 Main Street site. That fee currently amounts to \$90/month, but is collected in one lump sum up-front at the lease meeting which occurs approximately 6-7 months prior to occupancy. (This charge is separate from and in addition to the apartment rent.) This is done for all of our properties with parking lots. Nearly all of our leases for our properties are signed in September and October of the prior year for June 1 occupancy. Both at the pre-lease meeting and at the formal lease meeting, our management team strongly encourages tenants to leave their cars at home for the school year. By charging for parking spaces up front for the entire year, this requires a very early decision by the tenant as to whether he or she will bring a car to Burlington.

Parking Enforcement/Permit Only. In order to enforce on-site parking requirements, 308 Main Street will have a strict parking by permit only policy. Each tenant that purchases a lease of a space for the year is allocated a parking pass connected to a particular vehicle. We contract with Spillane's to enforce a strict towing policy for any automobile parked without a valid permit or in a parking space not allocated to the particular automobile. Towing is generally only suspended for a short time during times of tenant turnover to facilitate tenant move in and more out.

The management plan would be to steer parking away from street parking on-site parking to off-site alternatives that have capacity. The property would maintain lease or leases for six (6) spaces of off site parking for the high demand portions of the year, September through June 1. The parking alternatives would be a combination of parking that is within the City and parking that would be outside the City to meet the preferences of tenants as follows:

- a) **Off Site Parking** – Walking Distance. Since publicly available parking garages and lots are very close to 308 Main Street, this is a very viable parking management option. The same is true of the Courthouse Square parking garage, which is a block and a half away. The Main Street municipal lot is steps away.
- b) **Off Site Overflow Parking Supply Provided Free of Charge Outside Burlington.** Because cars are not used daily, or even weekly in most cases, we will also offer tenants parking outside the City free of charge for up to six spaces during the high demand portions of the year from September 1 through June 1. (This will depend on how many elect for the Off Site Parking Walking Distance Option above).

Ride sharing Programs. Although little if any daily commuter automobile traffic is expected to be generated from the 308 Main Street site, the Applicant also promotes Vermont Rideshare to its tenants. Tenants are provided with Vermont Rideshare information at lease signing, in our lease and on our website so that tenants can have knowledge of CCTA's Vermont Rideshare program which effectively links people interested in carpooling via the internet.

RECEIVED
JUL 19 2017

DEPARTMENT OF
PLANNING & ZONING

In addition, we utilize and promote to our tenants two services that focus on matching rides for College students.

<https://www.carpoolworld.com/>

<http://www.ridebuzz.org/>

Car Share Vermont Program – Our management company will maintain a CarShare Vermont membership for its tenants at 308 Main. The building will have a group membership with CarShare Vermont and offers use of the membership to our tenants at 308 Main Street free of charge, provided they meet CarShare Vermont's driving guidelines. CarShare Vermont maintains three (3) car pods within short walking distance (approximately .3 mile or less) of 308 Main. The Fletcher Free Library car share pod is less than one block away from 308 Main.

Bus Pass Program. In order to encourage bus usage, the we continue to offer \$500 of free CCTA passes to tenants on a first come first serve basis.

Bicycle Parking. Cycling is a mode of travel heavily encouraged by the MDP in reducing automobile dependence. MDP, Chapter V, Page V-16. 308 Main Street is a cycling friendly building. 27 wall mounted bicycle racks, each holding one bicycle, will be installed inside the building. We also have outdoor bicycle parking for visitors and tenants. We have noted from site visits to the Property over the past year an increase in bicycle count on the site. We estimate based on our visits that 20% more bicycles are parked at the Property from time to time.

II. Conditional Use Review Standards:

A. The proposed conditional use and associated development shall not result in an undue adverse effect on the following general standards:

1. The capacity of existing or planned community facilities;

Applicant Reply:

The Project location is an existing high density residential zone very close to the urban core. The site is approximately two (2) blocks from Church Street, a few hundred feet from Memorial Auditorium, a few hundred feet from the City's main fire station. Schools are within close walking distance, (although no additional school age children are likely to be generated by this redevelopment of the site). ery limited additional traffic will be generated as tenants mostly walk.

The City's intent for the RH Zone at CDO Section 4.4.5 (a) (5) is as follows:

"The Residential High Density (RH) district is intended primarily for high density attached multi-family residential development. Development is intended to be intense

RECEIVED
JUL 19 2017

DEPARTMENT OF

with high lot coverage, large buildings, and buildings placed close together. Parking is intended to be hidden either behind or underneath structures."

"For purposes of residential construction, if an area is zoned for housing and a lot can accommodate the density, the cumulative impact of housing shall be considered negligible; The parcel is zoned for high density residential housing, and can accommodate the proposed density. The cumulative impact must be considered negligible."

The addition of just eight (8) new residential units will increase the intensity of use at the site somewhat over the existing office use of the Property. Given the High Density Residential Zoning District, the housing need that exists in the City and the existence of substantial city infrastructure, more dwelling units are both anticipated and directed by the CDO and the MDP to occur, however.

Impact Fees/Incremental Property Taxes Supporting Infrastructure.

An impact fee is a fee imposed by local government on a new project to pay for public services. The increase in the number of dwelling units would be off-set by the payment of Impact Fees, and would thus pose no adverse impact to existing or planned community facilities.

The MDP directs housing density to occur in the RH zone, in large part because nearby infrastructure already exists, has capacity and is concentrated nearby. Higher density such as this Project located near the downtown core provides very substantial tax benefits to the City. These benefits are proportionately larger than any incremental infrastructure use arising from the Project. The Applicant estimates that the incremental property tax benefit to the City above existing conditions would be at least \$15,000 annually, without the likelihood putting children in the school system. As such, the Project is not a undue adverse impact on City facilities. Rather, it is a substantial benefit to the City's capital infrastructure budget far into the future as it utilizes and contributes to existing infrastructure.

2. The character of the area affected as defined by the purpose or purposes of the zoning district(s) [emphasis added] within which the project is located, and specifically stated policies and standards of the municipal development plan;

Applicant Reply:

The MDP is crystal clear on the issue of housing. The City should "[s]upport the creation of new rental and owner-occupied housing on every parcel of land in Burlington that is zoned for residential development at the number of units allowed by zoning." MDP page IX-12.

As a consequence, [T]he Residential High Density (RH) district is intended primarily for high density attached multi-family residential development. Development is intended to be intense with high lot coverage, large buildings, and buildings placed close together.

RECEIVED

JUL 19 2017

DEPARTMENT OF

Parking is intended to be hidden either behind or underneath structures. CDO, Section 4.4.5 (a) (5).

The substitution of eight (8) new residential units in this high-density residential zone meets the character and purposes of the RH zoning district.

3. The use will not have nuisance impacts from noise, odor, dust, heat and vibrations greater than typically generated by other permitted uses in the same zoning district.

The Property is located in the RH zone where multifamily residential dwelling units are common. Accordingly, this multifamily residential building will not be greater than such externalities generated by such existing uses throughout the RH zone.

4. The transportation system is capable of supporting the proposed use in addition to the existing uses in the area.

Applicant Reply:
Traffic.

The Project consists of eight (8) new residential units, replacing an office use that had substantial traffic impacts as nearly all the clients and workers travelled to and from the law firm by automobile. The elimination of client and employee traffic which came almost exclusively from outside Burlington is a substantial benefit accruing as a result of this Project. In addition, deliveries will be minimized and will consist primarily of once per week dumpster pick up and recycling pickup already occurring and to continue. (The plan envisions sharing a dumpster with 323 College Street to minimize such impacts.). Daily U.S. mail delivery would continue, with no increase in the number of trip ends to the site for the U.S. Mail. Overnight mail deliveries generated by the new residential units would be less than one per week (based on 5 deliveries per housing unit per annum).

Because there is a pre-existing office use, there currently is active vehicular traffic and circulation at 308 Main. The area is characterized by both high density and a variety of complimentary land uses. Traffic is anticipated to decline, given the change of use and the close proximity to downtown, the hospital and UVM. In this built environment, parking demand can also be substantially reduced as described in the parking management plan set forth above.

This is a location where it is most often more convenient *not* to use an automobile. Within 1 to 6 blocks of 308 Main Street, the rich urban infrastructure of downtown Burlington unfolds. The shops and restaurants of Church Street are within 2.5 blocks. Fletcher Free Library is approximately 1 block away. Car share Vermont has a carshare pod a block away at Fletcher Free Library. A movie theater is one block away. The Chittenden County Court house is within 2 blocks. City Market is within 2.5 blocks.

RECEIVED
JUL 19 2017

DEPARTMENT OF

Hundreds of jobs lie within a 1 to 8 blocks. Public transport is extremely convenient from 308 Main Street.

5. Any standards or factors set forth in existing City bylaws and city and state ordinances

Applicant Reply:

The zoning district and the MDP support a high level of increased multi-family residential development in the RH zone. The Project meets all CDO standards. The parking analysis above, the Project will also tailor parking solutions to the site specific characteristics to avoid negative effects, like stormwater impacts, urban heat island effects. The Project will also contribute to in-fill development by utilizing existing surrounding infrastructure, a substantial State and local policy goal. As such, there is no conflict with City ordinances or State law and the Project furthers substantial state and City policy goals.

6. The utilization of renewable energy resources

Applicant Reply:

The Project will not provide undue and adverse impact on the utilization of renewable energy resources as it will not prevent the use of wind, solar and water energy sources.

The flat roof design allows for the possibility of solar panels in the future without material visual impacts.

The Project provides for substantial amount of fenestration, thus providing ample opportunity for solar gain.

Energy efficiency and insulation standards provided under State law and City ordinance will be followed.

Finally, in-fill development fosters the goal of decreased reliance on the automobile and non-renewable resources.

RECEIVED
JUL 19 2017

DEPARTMENT OF
PLANNING & ZONING



PARKING IN BURLINGTON IS UNNECESSARY AND EXPENSIVE

Parking on the Street will cost you \$3,000 per year and is likely to cost a whole lot more.

All of the parking surrounding your apartment is metered parking.

Apart from being a giant pain in the butt, if you are on the spot just when the meter expires each time, feeding the meter will cost you **\$9.60 per day** at current rates which amounts to more than **\$3,000 per year**.

Burlington has very robust parking enforcement, however. Your schedule is not likely always to line up with the expiration of a meter or having change in your pocket. So, you are likely to get fined and towed at some point if you rely on

Street parking.

-Every meter violation will cost you \$15 if you pay the ticket on time. The ticket doubles every 30 days.

-Towing/storage minimum is \$72.50. (one tow and one day of vehicle storage)

-Park on Street during a parking ban and you will be fined \$125 by the City.

Ask us about our parking alternatives:

1. Leave your car at home. We will give priority to on site parking so that each unit has one vehicle parked on site. This allows the rest of you to leave your car at home!
2. Car Share. We maintain a car share membership for those that qualify and may need to use a car. The nearest vehicle location is just a few hundred feet from your living room at Fletcher Free Library!
3. Bus Pass. Ask us about our free bus pass program.
4. Off-site parking. Ask us about our satellite parking lot usage.
5. Shopping Trolleys. Your personal shopping cart! Walk to City Market using our grocery trolleys! See flyer attached.

RECEIVED
JUL 19 2017

DEPARTMENT OF
PLANNING & ZONING

Help us put the Green in Green Castle!

Be good to the planet and stay HEALTHY with GCG's Bike Trolley Program!



Do your shopping by foot or by bicycle – the trolley is on us! Green Castle Group provides a limited number of free walk/bike trolleys for tenants to use for in town shopping. Burlington is a beautiful city and your apartment is so close to everything this City has to offer.

With our free bike trolleys it's an easy and quick trip. GCG's trolleys can go into the store with you as your personal shopping cart!

Our trolleys are free for your use. We ask that you take good care of them, of course along with some other conditions. If you want to use a trolley, we will ask for your initial agreement that if you were to lose or damage a trolley that we be allowed to cover that loss by reducing your damage deposit for the cost of a new replacement trolley.

We hope that you take advantage of this service - - think about what a trend setter you'll be when you bike down the street towing your groceries!

GREEN CASTLE GROUP

Conditions apply. Trolley's are on a first come first serve basis. Program start date will be July 1, 2015.

RECEIVED
JUL 19 2017

DEPARTMENT OF
PLANNING & ZONING

The University of Vermont



TRANSPORTATION SERVICES

Select Language Translate

Get Around By Bus.

The CATS transportation system provides safe and convenient shuttle service to the UVM community (students, staff and visitors). The goal of the service is to support alternatives to driving, and to help reduce the number of vehicles traveling on city streets and parking in lots on campus.

CATS buses are run by either diesel or compressed natural gas (CNG). The CATS system is handicapped accessible.

Regular Service Schedule

On Campus

Routes	Days	Times	Runs Every...	Buses Running
<u>Redstone Express</u>	MON-FRI	7:45am-4:45pm	15 Mins	1
<u>Daxtime</u>	MON-FRI	7:30am - 6:30pm	10 Mins	3
<u>Evening</u>	MON-THURS	6:15pm-11:45pm	30 Mins	1
<u>Weekend</u>	SAT-SUN	11:30am-6:30pm	30 Mins	1

Off Campus

Routes	Days	Times	Runs Every...	Buses Running
<u>Sunday-Thursday</u>	SUN-THURS	6:30pm-midnight	30 Mins	1
<u>Weekend</u>	FRI-SAT	6:30pm-10:00pm	15 Mins	2
<u>Late-night Weekend</u>	FRI-SAT	10:00pm-3:00am	10 Mins	3

QUARRY HILL/SHERATON BUS ROUTE

Hours of Service: 7:30am-10:00pm Monday-Friday (Days when classes are in session only)

Service from the Quarry Hill Stop: 7:30am, 7:45am and at :15 and :45 all day with last bus at 9:45pm

Service from the Sheraton Hotel Stop: 7:30am and at :00 and :30 all day with last bus at 9:30pm

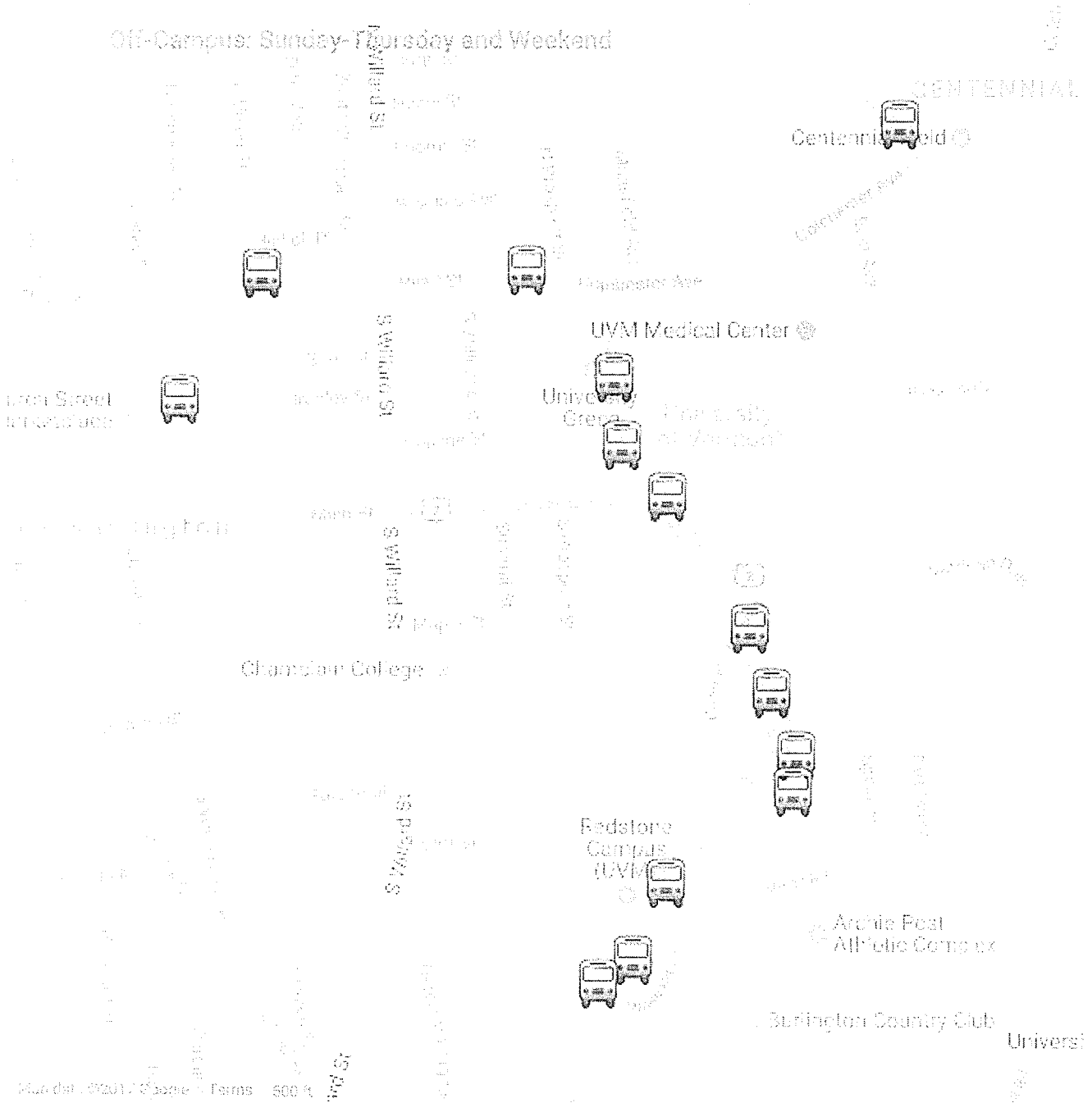
Service from the Davis Center Stop: 7:38am (to Quarry Hill) and at :55 (to The Sheraton), :05 (to Quarry Hill), :25 (to Sheraton), and :35 (to Quarry Hill) all day with last bus at 10:00pm (Last bus will take passengers to either location)

See [TransLoc Map](#) for real time location of this bus. Download the [TransLoc App](#) for your smartphone.

RECEIVED

JUL 19 2017

DEPARTMENT OF
PLANNING & ZONING



View Off-Campus: Sunday-Thursday and Weekend in a larger map

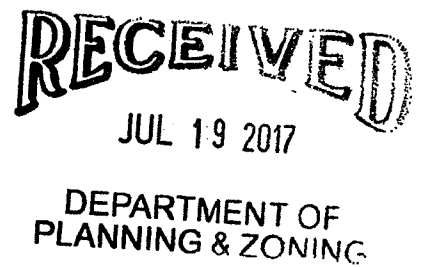
Stops

Bus leaves WDW at :00 and :30 each hour

Last Bus

Leaves the library for late-night service:

- 12 midnight



The University of Vermont

TRANSPORTATION SERVICES

Off-campus: Weekend

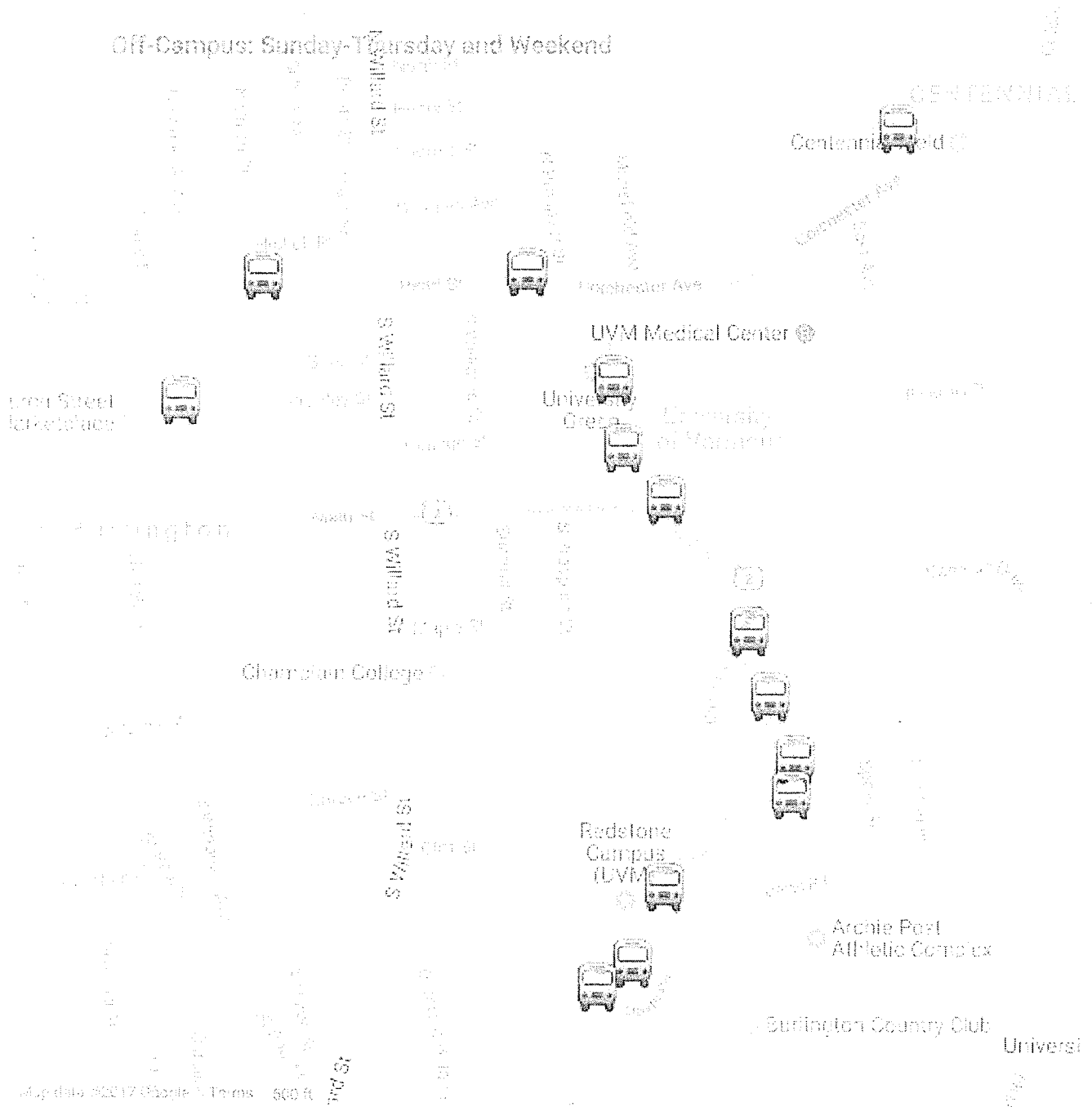
Days	Times	Runs Every...
FRIDAY-SAT	6:30pm-10:00pm	15 Mins

Route Map

RECEIVED

JUL 19 2017

DEPARTMENT OF
PLANNING & ZONING

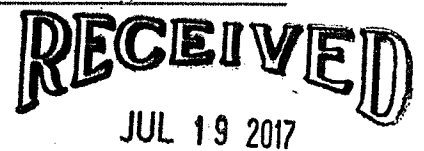


View [Off-Campus: Sunday-Thursday and Weekend](#) in a larger map

Stops

Off-campus service switches from "Off-campus Weekend" to Off-campus Late-night Weekend at 10:00pm

Last modified October 03 2012 03:05 PM



DEPARTMENT OF PLANNING & ZONING

The University of Vermont

TRANSPORTATION SERVICES

Off-campus: Late-night Weekend

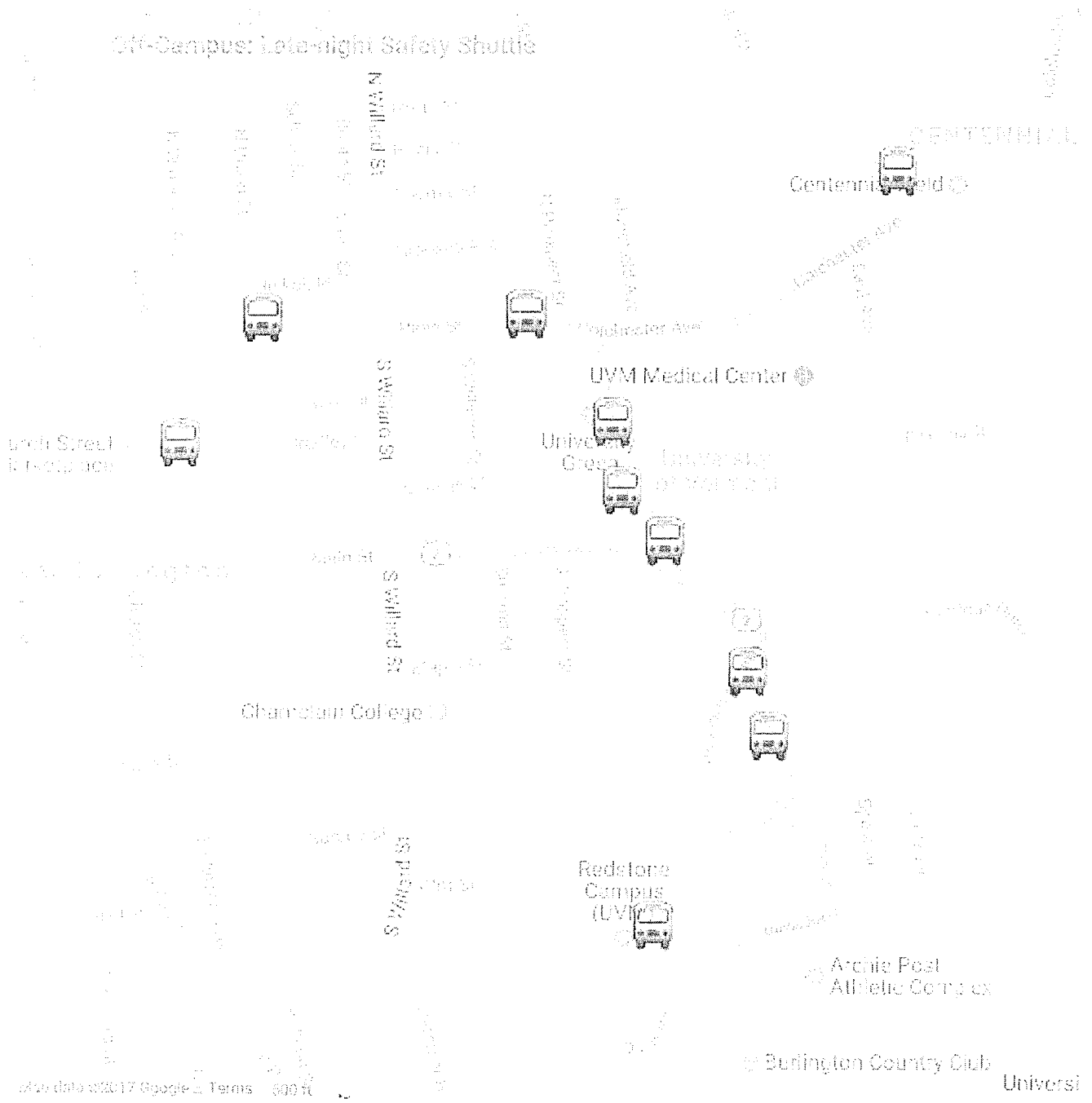
Days	Times	Runs Every...
FRIDAY-SAT	10:00pm-3:00am	10 Mins

Route Map

RECEIVED

JUL 19 2017

DEPARTMENT OF
PLANNING & ZONING



View [Off-Campus: Late-night Safety Shuttle](#) in a larger map

Stops

Off-campus service switches from Off-campus Weekend to "Off-campus Late-night Weekend" at 10:00pm

Last modified October 03 2012 03:03 PM

RECEIVED
JUL 19 2017

DEPARTMENT OF
PLANNING & ZONING