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**MEMORANDUM**

**TO:** Scott Gustin  
**FROM:** John Caulo  
**RE:** BURTON – Parking Management Plan  
**DATE:** 7 July 2020

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This memorandum has been prepared in response to a request from City of Burlington *Permitting and Inspections* staff to provide additional supporting information related to Burton’s parking waiver request, Specifically, this memorandum addresses the following items requested by Scott Gustin in his Staff Comments:

1. Summary of Existing Parking Requirements
2. Summary of Proposed Parking Requirements
3. Proposed Parking Layout and Daytime PAC Use
4. Request for Parking Waiver

**Summary of Existing Parking Requirements**

The provision of on-site parking is based on City of Burlington parking requirements as articulated in Article 8 of the Comprehensive Development Ordinance. Currently, the building at 266 Queen City Park Road (QCPR) is occupied by a variety of Burton-related uses that comprise more than 76,000 square feet of space. In addition, Talent Skatepark occupies about 8,300SF of space which operates as a “Health Club” use under the CDO. The existing parking requirement for 266 QCPR is summarized below:

<u>Use</u>	<u>Floor Area</u>	<u>Parking Required</u>
Burton-related Uses	76,080	81
Talent (Health Club)	<u>8,300</u>	<u>18</u>
TOTAL	84,380	99

**Summary of Proposed Parking Requirements**

The proposed Conditional Use application contemplates the conversion of the 11,560Sf of Burton related space summarized above into a Performing Arts Center (PAC). Under the CDO, the PAC use would generate a parking demand of 375 spaces, based on a maximum capacity of 1500 patrons which would be partially offset by a reduction of fifteen (15) parking spaces currently allocated to the space. Using the same Parking requirements found in Article 8, the proposed parking requirements would be:

<u>Use</u>	<u>Floor Area</u>	<u>Parking Required</u>
Burton-related Uses	64,520	66
Performing Arts Center	11,560	375
Talent (Health Club)	<u>8,300</u>	<u>18</u>
TOTAL	84,380	459

**Proposed Parking Supply and Weekday Non-holiday Daytime PAC Use**

The proposed site plan submitted with the application shows an on-site parking capacity of 426 spaces on the two adjoining parcels owned by Burton, including 182 spaces at 266QCPR and 244 spaces at 166QCPR.

As discussed elsewhere in this application, daytime uses at the PAC will be infrequent and limited to 300 patrons, which will require parking for 75 vehicles and can be accommodated. Total daytime parking demand with daytime PAC Use is 159 spaces which can be accommodated at 266QCPR. Details are summarized below; no parking waiver is required for daytime PAC use.

<u>Use</u>	<u>Parking Required</u>
Burton-related Uses	66
PAC Use (300 max)	75
Talent Skate Park	<u>18</u>
TOTAL	159

**Request for Parking Waiver**

For weekday non-holiday evening use of the PAC (at full 1,500 capacity), the applicant is requesting a parking waiver to allow sharing the parking spaces with the other approved uses. Due to the commitment to limit the start time of these non-holiday weekday event start times until after the end of the workday at Burton, there is no conflict among the multiple uses for the parking spaces.

The applicant will use the following additional strategies to reduce and/or manage the on-site demand for parking into the future including:

1. Shared Use: The parking demand of the Burton-related uses and Talent Skateboard will not overlap with the Proposed use times contemplated in the application. More specifically, on non-holiday weekdays, both Talent Skatepark and Burton related uses do not operate past 6PM, and therefore the parking for those uses will not be in conflict with this event aspect of the PAC use.

Given that Burton controls two adjoining parcels of land with 426 parking spaces, the Applicant shall, as part of its lease agreement with the PAC, provide the operators of the PAC with a parking easement granting permission to the PAC to park at both parcels for as long as the PAC is in use at the Property.

2. Education. As part of initial marketing of the PAC use, and continuing into its operational plan, the Applicant will both educate and encourage employees and patrons to use alternative transportation modes (i.e. carpool, walk, bike, bus) to the Project Site.
3. Car Pooling. The Applicant will allocate ten (10) parking spaces on-site to incentivize carpooling by employees and patrons. The Applicant will observe utilization and adjust the number of carpool spaces up or down accordingly to optimize use.
4. Bike Parking. The Applicant will provide bicycle parking for both short and long-term durations in quantities exceeding the amount of bicycle parking called for in Table 8.2.5-1 of City of Burlington *Comprehensive Development Ordinance*. The applicant will also reach out to *Local Motion*, a non-profit bicycle advocacy group to collaborate on managing bike parking for large events.

	<u>Required</u>	<u>Proposed</u>
Short Term	8	16
Long Term	<u>1</u>	<u>4</u>
<b>Total Bike Parking:</b>	<b>9</b>	<b>20</b>

Burton believes the shared use strategy, coupled with the educational outreach, carpooling and bike parking strategies outlined above, are a responsible use of a shared parking resource that will provide

adequate parking resources for the proposed PAC use, in a manner that satisfies the intent the parking regulations found in Article 8 of the CDO. The location of the Project site along the BTV Bikeway and adjacent to the CCTA headquarters provides convenient opportunities to reduce the reliance of single occupant vehicular modes of transportation.

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