



MEMORANDUM

November 4, 2022

To: Scott Gustin and Burlington Development Review Board

From: Sandy Thibault, Executive Director, CATMA

Subj: Request for Extension of 2020-2022 Joint Institution Parking Management Plan

CATMA, in partnership with VHB, is in the process of producing the 2023-2028 Joint Institution Parking Management Plan (aka JIPMP) 5-Year Update, which is expected to be complete in Spring 2023. This has been the traditional timeline for the JIPMP 5-year and annual updates, which is primarily due to the availability of data needed for the report and City meeting schedule. This timeline results in a gap of an approved JIPMP from year end until Spring when it is presented to the Burlington Planning Commission followed by Burlington Development Review Board approval.

With that said, and in accordance with Section 8.3.4 of the City of Burlington's Comprehensive Development Ordinance, I am writing to request a 6-month extension of CATMA's current 2020-2022 JIPMP in order to enable the institutions to continue routine maintenance and projects as reported in the JIPMP.

Please let me know if you need anything further, and the process for acceptance of this request.

Thank you.