

**Exhibit A**  
**Zoning Permit Application**  
**Parking Management Plan**

**I. Proposal Summary:** The subject application is made as a planned unit development. The combined site includes three parcels along Hungerford Terrace with 7 residential units in 3 different buildings, consisting of 11 Hungerford Terrace (5 residential unit building), 15 Hungerford Terrace, (1 residential unit building and 21 Hungerford Terrace (1 residential unit building). In addition, an abutting fourth lot with an address of 273 Pearl Street is proposed to be incorporated into the PUD, in order to readily share infrastructure including parking.

The proposal is to remove the 15 Hungerford Terrace building and replace it with the building shown in the attached plans. Total net new units = 11 residential units. Total apartment units at completion = 18 apartment units. Site changes are indicated on the submitted.

The site plan included in the application provides twenty-five (25) on-site parking spaces to be provided. A parking waiver is being requested.

**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. To this end, the MDP 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 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-occupancy automobile.” See CDO Section 8.1.1 (a) and (d)

**Parking Management Plan Implementation.**

Current parking planning tends to focus primarily on quantity. As a result, as a nation we have about five (5) 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>

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, the uses involved across the combined site 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.

### **Parking Usage Pattern.**

Our tenants have a very consistent parking usage pattern. The large majority do not commute daily by automobile. Instead their 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. A majority of 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.

### **Site Specific Characteristics**

The Project location of the site is uniquely conducive to effective parking management strategies that are a substantial improvement when compared to over production of parking supply. The Site is located adjacent to the downtown core approximately 3 blocks from Church Street and 3 blocks from City Market. The Site is under one block from the bus stop at the corner of South Willard Street and Pearl Street.

### **Parking Management to Best Utilize Site Characteristics & Use Profile**

The dentist office at 273 Pearl Street has a chronic problem with providing parking for its employees, primarily because its parking usage is not evenly distributed

throughout the week. Its parking usage profile is that its parking is used almost exclusively 4 days per week between the hours of 7:30 am and 5:30 pm. In surveying our tenants and the usage patterns of our parking lots we found that approximately 25% of our parking spaces dedicated for residential tenant parking are vacant during the weekdays at all times. The parking management plan seeks to take advantage of this compatible usage pattern by allowing the dentist office to utilize the entire combined parking lot to be constructed for use by its employees, thereby relieving on-street parking demand during the peak usage times associated with the dental office use.

**Residential Tenant Selection Methodology.** In our experience, tenant selection methodology and practice heavily influences parking usage. Our management team will utilize its current multi-step tenant selection process to prioritize tenant applicants without automobiles or those that are not heavily reliant on automobiles. 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 the following June 1, we screen applicants in September/October of the prior calendar year. Our management team applies a ranking system that includes giving priority to tenants i) without vehicles in Burlington or ii) without the need for parking in the City, or iii) with the potential for low usage of the automobile. We require tenants to disclose to us in the lease application whether or not they have a car in Burlington and to register that car with us. Tenants generally comply with this requirement in our experience. There are several reasons for this. Because we offer the tenant use of our parking lot for move in and move out based on registered cars only. Moreover, if we need to clear lots for snow removal, tenants understand that we need this information to contact the owner and avoid having to tow.

By gathering this information, we are able to marshal our parking resource to match tenant demand. With limited exception, we then provide Tenants with no greater than one on site parking space per apartment unit.

#### Step 1. – Parking Information to all Perspective Tenants

From the first interaction with a perspective tenant, education around parking issues is a focus. The goal is to educate tenants about parking and alternative modes. WE think this has positive benefit beyond our properties as some applicants do not end up seeking tenancy with us yet they are given this information commencing at the first inquiry.

We start by explaining in detail that bringing a car to Burlington represents an unnecessary substantial expense given the low use necessary at the property location. We provide tangible cost data to begin explaining the cost of parking.

At this early point, our management will explain that:

All of the parking surrounding on Pearl Street is metered parking and any available on Hungerford Terrace is usually taken. For the metered parking, we provide a quantifiable measure of parking costs 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.

### **Annual On Site Parking Charge.**

Tenants will be charged an annual fee for parking at the Site for residential tenants. 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 not to have cars. By charging for parking spaces up front for the entire year, this requires a very early decision by the tenant as to whether or not to have a car in Burlington.

**Parking Enforcement/Permit Only.**

In order to enforce on-site parking requirements, the Site will employ 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 move-out.

**Ride sharing Programs.** Although fairly low daily commuter automobile traffic is expected to be generated from the 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.

In addition, we promote to our tenants two services that focus on matching rides for people that take trips out of town.

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

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

**Bus Pass Program.** In order to encourage bus useage, the we continue to offer \$500 of free CCTA passes annually 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. The building to be constructed will be a cycling friendly building. 24 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.

**Parking shared between commonly owned Lots.** We currently have 5 parking lots ancillary to our other apartment buildings, each of which is within 3 blocks and 1200 feet of the Site with approximately 100 parking spaces. At any given time, due to our TDM strategies parking spaces become available in those lots. Our management plan proposal underpinning this Application is to allow for sharing of those parking spaces with the subject site where vacancies occur. We would first offer the parking to the tenants of each building on each site and if not taken, we would then offer them to tenants on other of our sites including this one. Applicant request that as a condition of the permit, that it be granted permission to share parking between all of those lots as needed.

Total parking spaces involved: 128 parking spaces.

### **Grocery Trolleys**

Recently as part of our parking management, we have decided to acquire grocery trolleys. (See attached description). We provide these trolleys to our tenants upon request in order to allow them to more readily shop for groceries. These trolleys attached to bicycles and are easily detachable so that they can be wheeled into the grocery store and used as a shopping cart.