

# NORTH WINOOSKI AVENUE PARKING MANAGEMENT PLAN CITY COUNCIL-STAKEHOLDER COMMITTEE PROCEDURES

March 2021

## Project Introduction

As directed by City Council, the North Winooski Avenue Parking Management Plan (PMP) will identify practical strategies for balancing parking supply and demand north of Pearl Street, with the goal of meeting essential parking needs while freeing up space for dedicated bike lanes.

A joint City Councilor-Stakeholder Committee will support the PMP, managed by the Department of Public Works and Chittenden County Regional Planning Commission. The Committee will be supported by the City’s Planning Department, Community and Economic Development Department, and RSG – the project consultant.

### I. Committee Membership

Mayor Weinberger and Council President Tracy appointed four stakeholders from the North Winooski Avenue area (Riverside Ave to Pearl St and the blocks immediately east and west). These community stakeholders will join the three Councilors of the Transportation, Energy, and Utilities Committee of City Council to form the City Council-Stakeholder Committee.

TEUC	Stakeholders
Franklin Paulino Jane Stromberg Jack Hanson <i>*TEUC members may change in April 2021</i>	Charles Sizemore – resident and business owner Kelly Duggan – Old Spokes Home Transportation Equity Coalition Kirsten Merriman Shapiro – Champlain Housing Trust Max Horovitz – resident and UVM Senior

### II. Duties and Responsibilities

A. As directed by City Council, the Committee will:

- a. Approve the scope of work, methodology, and public engagement plan for the development of a North Winooski Ave Parking Management Plan;
- b. Receive periodic updates on the plan from city and CCRPC staff;
- c. Review recommendations of the plan;
- d. Approve the final Parking Management Plan after it is presented to the Ward 2/3 NPA.

B. All participants are requested to respectfully listen to the opinions of others in an effort to ensure a constructive discussion and a successful outcome.

C. The Project Team, consisting of staff from the Department of Public Works (DPW), Chittenden County Regional Planning Commission (CCRPC), and the Consultant team commits to the following responsibilities: to schedule Committee meetings on a regular basis that will allow the participants to consider issues and offer timely input; to consider and respond to this input

and concerns; to provide understandable and accurate data and project information; to provide timely notice of meetings, with agendas; and to record and distribute accurate summaries of the discussions.

Overall project management will be provided by DPW and CCRPC staff. Professional analysis and technical assistance will be provided by a consultant team led by RSG.

III. Open Meeting Law

- A. As a public body established by City Council, Committee meetings will follow open meeting law requirements.
  - a. Meetings will be open to the public and will include time for public comments.
  - b. Committee members may not meet in person or via email to discuss the PMP outside of established meetings.
- B. DPW staff will warn public meetings and post minutes as required by Open Meeting Law.

IV. Consensus

- A. Committee meetings will need at least 4 members in attendance to convene a meeting.
- B. Committee actions will be determined by majority votes, with a goal to achieve consensus through discussion prior to a vote.
  - a. DPW and CCRPC staff will support the process for voting via Robert's Rules of Order.

V. Duration

The Committee will continue to function until a final report is presented to the Burlington City Council and Public Works Commission, anticipated late 2021.

*The City of Burlington and Chittenden County Regional Planning Commission appreciates the time and effort that individuals commit to this kind of project and thank the community stakeholders for representing your community and working to enhance the planning process.*