CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

645 Pine Street, Suite A
Post Office Box 849
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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: JANUARY 9, 2014
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on January 15, 2014 at 6:30 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. Consent Agenda
3. Richardson St, Morse Pl & Scarff Ave Stop Sign Request
4. FY2015 Draft Street Reconstruction List
5. Minutes of 12/18/13

Non-Discrimination
The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Amy Bovee, Clerks Office
From: Chapin Spencer, Director
Date: January 9, 2014
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **January 15, 2014**
Time: 6:30 – 9:00 p.m.
Place: 645 Pine Street – Main Conference Room

A G E N D A

ITEM		
1		Agenda
2	5 Min	Public Forum
3	5 Min	Consent Agenda 3.10 South Willard & Spruce St – 3 Way Stop Request 3.20 Spruce Ct Resident Parking Request 3.30 Ward St Stop Sign Request
4	15 Min	Richardson St, Morse Pl & Scarff Ave Stop Sign Request 4.10 Communication, J. Fleming 4.20 Discussion 4.30 Decision

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5 20 Min FY2015 Draft Street Reconstruction List
- 5.10 Communication, E. Demers
- 5.20 Discussion

6 40 Min Developing Commission Goals for 2014
- 6.10 Oral Communication, C. Spencer
- 6.20 Discussion

7 Minutes of 12-18-13

8 Director’s Report

9 Commissioner Communications

10 Adjournment & Next Meeting Date – 2-19-14

BURLINGTON, VT
PUBLIC WORKS

MEMORANDUM

December 18, 2013

TO: Public Works Commission

FROM: Joel Fleming

RE: South Willard and Spruce Street 3-way stop request

Background:

Staff received a request from Mary Louise Smith, a resident of Spruce Street asking for multi-way stop signs to be installed at the intersection of South Willard Street and Spruce Street. South Willard Street is a major arterial in and out of the City that connects Shelburne Street to Main Street and Pearl Street. Spruce Street is a low volume, slow speed roadway that runs east west in the City's hill section. It connects South Willard Street with St Paul Street.

Observations:

Staff conducted a multi-way stop sign warrant analysis on the intersection of Spruce Street and South Willard Street. This intersection does not meet any of the warrant thresholds for multi-way stop controlled intersections. The vehicular traffic on South Willard Street exceeds the 300 vehicle average threshold for an 8 hour period but Spruce Street only had 30 vehicles exit it during the peak hour, well below the 200 vehicles per hour threshold. There were no accidents at or around this intersection in the past 2 years.

This intersection includes two very different types of roadways, a major arterial street and a local street. All roadways serve two purposes, access and mobility. Within that context different classes of streets have a higher degree of importance to mobility and to a lesser degree access (arterial). While Streets of a lesser importance to mobility and higher degree of importance to access would be classified as local streets. In this case South Willard Street is a major arterial and Spruce Street is a local street. Currently there is at least 155 feet of sight distance to the north and to the south of Spruce Street on South Willard Street. This gives vehicles exiting Spruce Street ample opportunity to safely enter the stream of traffic on South Willard Street.

NB 1/9/14

Conclusions:

The Installation of a Multi-way Stop is not warranted because:

- Entering volumes of traffic for all approaches are not balanced.
- Spruce Street traffic volumes do not meet or exceed minimum entering volume thresholds.
- No accidents reported, suggesting no issues of confusion in the assignment of right of way or sight lines being blocked for side street entering traffic.
- Placement of unwarranted stop control leads to disrespect of the institutionalized stop control. Promoting bad driver behavior and the potential of increasing the accident experience.
- 385 feet south of this location is the intersection of Cliff Street and South Willard Street which is a multi-way stop controlled intersection.

Recommendations:

Staff recommends that the commission deny the petitioners request for a 3-way stop controlled intersection at South Willard Street and Spruce Street.

1488

CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Mary Louise Smith

Request Date: 05/17/2013 10:45 AM
Due Date: 2/7/2014

Address:
Phone Number: 657-3785 Email Address:

Request

Location: Spruce St & So Willard St
Request Description: Requesting a 3-way STOP here. Her son-in-law regularly leaves Spruce St. to turn onto Willard St. and site distance is poor (cars parked on Willard); has to creep out. Dangerous.

Assign History

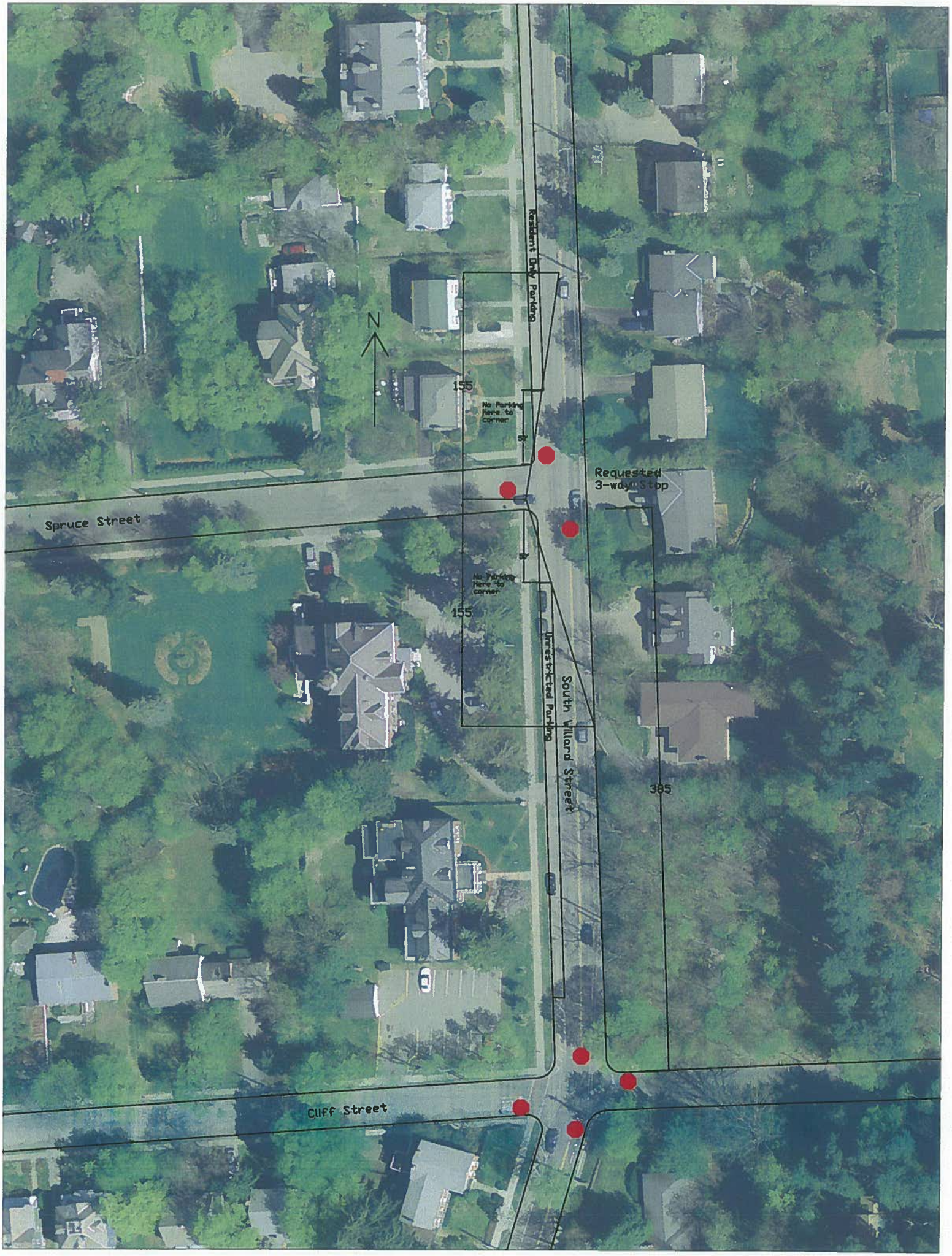
Date	Assigned To	Description
5/17/2013 10:45:01 AM	Joel Fleming	Request Assigned

Work History

Date	Staff Person	Description
12/10/2013	Joel Fleming	Staff finished the multi-way stop sign warrant analysis. Waiting for accident data. Staff plans on bringing this item to the January DPW Commission meeting. (Entered on 12/10/2013 2:46:01 PM by Joel Fleming)
10/21/2013	Joel Fleming	Staff is conducting counts this week. Will do warrant analysis as soon as counts are completed. (Entered on 10/21/2013 2:14:28 PM by Joel Fleming)

Customer Service

Status: Scheduled
Request created by: Helen Plumley


N
Resident Only Parking
155
No Parking here to corner
30'
Requested 3-way Stop
Spruce Street
30'
No Parking here to corner
155
Unrestricted Parking
South Willard Street
385
Cliff Street

Stop Sign Warrant
MUTCD 2B.07 Multi-way Stop Application

01. Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include, pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.

02. The restrictions on the use of STOP signs described in Section 2B.04 also apply to Multi-way stop applications.

Guidance:

03. The decision to install multi-way stop control should be based on an engineering study.

04. The following criteria should be considered in the engineering study for a multi-way STOP sign installation:

A. Where the traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.

Not Warranted

B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions

Not Warranted: No accidents in the past 2 years

C. Minimum Volumes:

1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages 300 vehicles per hour for any 8 hours of an average day; and

Warranted: In 2010 over a 3 day period the 8 hour average per hour was 505 V/hr

---

2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but

N/A: No 8 hr counts on Spruce Street. the Peak hour volumes are well below 200 vehicles per hour

---

3. if the 85th-percentile approach speed of the major –street exceeds 40 MPH, the minimum vehicular volume warrants are 70 percent of the volumes provided and Items 1 and 2.

Not Warranted: the 85th percentile speed is 25 mph

D. Where no single criterion is satisfied, but criteria B, C.1 and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this criterion.

Not Warranted

Option:

Other criteria that may be considered in an engineering study include:

A. The need to control left-turn conflicts;

Not Warranted

B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;

Not Warranted

C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and

Not Warranted

D. in intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve operational characteristics of the intersection.

Not Warranted

Combined
Start Date: 8/4/2010
Start Time: 2:00:00 PM
Site Code: BURL-53
Station ID: BURL-53
Location 1: WILLARD ST. BTW HOWARD ST. & BAYVIEW
BURL-53 : S. WILLARD ST. (US 7)
DIR 1 : SB / DIR 2 : NB
TOWN : BURLINGTON / SPD 30 MPH
COUNTERS : JM, MM, MB, TS

Date		Time	SB	NB	TOTAL	Buses	ALL TRUCKS	5-AXL TRUCKS & >
Thursday, August 05, 2010		12:00 AM	26	34	60	0	1	0
	8/5/2010	1:00 AM	18	11	29	0	0	0
	8/5/2010	2:00 AM	7	8	15	0	0	0
	8/5/2010	3:00 AM	8	8	16	0	2	1
	8/5/2010	4:00 AM	5	8	13	1	0	0
	8/5/2010	5:00 AM	16	21	37	0	3	1
	8/5/2010	6:00 AM	59	66	125	0	12	0
	8/5/2010	7:00 AM	122	195	317	3	14	0
	8/5/2010	8:00 AM	189	298	487	3	15	1
	8/5/2010	9:00 AM	177	264	441	3	23	2
	8/5/2010	10:00 AM	135	209	344	2	15	0
	8/5/2010	11:00 AM	163	275	438	0	10	0
	8/5/2010	12:00 PM	179	320	499	3	23	1
	8/5/2010	1:00 PM	183	299	482	1	22	0
	8/5/2010	2:00 PM	176	282	458	1	23	1
	8/5/2010	3:00 PM	218	323	541	0	13	0
	8/5/2010	4:00 PM	222	315	537	1	24	0
	8/5/2010	5:00 PM	201	368	569	0	12	0
	8/5/2010	6:00 PM	187	297	484	0	10	1
	8/5/2010	7:00 PM	151	192	343	1	5	0
	8/5/2010	8:00 PM	125	231	356	1	7	0
	8/5/2010	9:00 PM	129	201	330	0	10	0
	8/5/2010	10:00 PM	68	88	156	0	0	0
					7077	20	244	8
Friday, August 06, 2010		11:00 PM	56	89	145	0	4	0
	8/6/2010	12:00 AM	34	31	65	0	0	0
	8/6/2010	1:00 AM	24	20	44	0	0	0
	8/6/2010	2:00 AM	20	12	32	0	3	0
	8/6/2010	3:00 AM	12	12	24	0	0	0
	8/6/2010	4:00 AM	14	18	32	0	2	0
	8/6/2010	5:00 AM	26	15	41	1	4	1
	8/6/2010	6:00 AM	63	75	138	0	9	2
	8/6/2010	7:00 AM	118	181	299	0	19	3
	8/6/2010	8:00 AM	167	279	446	2	24	2
	8/6/2010	9:00 AM	167	255	422	3	34	2
	8/6/2010	10:00 AM	178	251	429	1	29	3
	8/6/2010	11:00 AM	177	276	453	2	29	0
	8/6/2010	12:00 PM	227	320	547	2	26	0
	8/6/2010	1:00 PM	198	335	533	0	16	1
	8/6/2010	2:00 PM	232	343	575	3	33	1
	8/6/2010	3:00 PM	217	347	564	0	20	0
	8/6/2010	4:00 PM	216	334	550	0	25	3
	8/6/2010	5:00 PM	229	356	585	1	10	0
	8/6/2010	6:00 PM	186	320	506	1	10	1
	8/6/2010	7:00 PM	136	220	356	1	11	0
	8/6/2010	8:00 PM	115	220	335	0	6	1

	8/6/2010	9:00 PM	121	190	311	0	1	0
	8/6/2010	10:00 PM	90	143	233	1	1	0
	8/6/2010	11:00 PM	76	87	163	1	0	0
					7828	19	316	20
Saturday, August 07, 2010		12:00 AM	40	56	96	0	1	0
	8/7/2010	1:00 AM	34	26	60	0	0	0
	8/7/2010	2:00 AM	27	20	47	0	0	0
	8/7/2010	3:00 AM	11	9	20	0	2	2
	8/7/2010	4:00 AM	6	15	21	0	2	1
	8/7/2010	5:00 AM	15	16	31	1	1	0
	8/7/2010	6:00 AM	27	28	55	0	[illegible]	1
	8/7/2010	7:00 AM	55	52	107	0	3	0
	8/7/2010	8:00 AM	[illegible]	101	184	1	6	0
	8/7/2010	9:00 AM	127	139	266	1	16	0
	8/7/2010	10:00 AM	188	179	367	2	15	1
	8/7/2010	11:00 AM	164	207	371	0	9	0
	8/7/2010	12:00 PM	176	220	396	0	6	0
	8/7/2010	1:00 PM	204	254	458	1	15	0
	8/7/2010	2:00 PM	188	257	445	0	11	0
	8/7/2010	3:00 PM	198	263	461	0	10	0
	8/7/2010	4:00 PM	202	265	467	0	6	0
	8/7/2010	5:00 PM	191	239	430	0	8	0
	8/7/2010	6:00 PM	158	189	347	0	3	0
	8/7/2010	7:00 PM	111	189	300	0	5	0
	8/7/2010	8:00 PM	117	146	263	0	2	0
	8/7/2010	9:00 PM	133	200	333	0	3	0
	8/7/2010	10:00 PM	91	165	256	1	4	0
	8/7/2010	11:00 PM	42	108	150	1	0	0
					5931	8	131	5
Sunday, August 08, 2010		12:00 AM	41	51	92	1	1	0
	8/8/2010	1:00 AM	19	19	38	0	1	1
	8/8/2010	2:00 AM	20	25	45	0	0	0
	8/8/2010	3:00 AM	13	11	24	0	0	0
	8/8/2010	4:00 AM	8	11	19	0	0	0
	8/8/2010	5:00 AM	11	11	22	0	1	0
	8/8/2010	6:00 AM	22	22	44	0	1	0
	8/8/2010	7:00 AM	35	35	70	0	0	0
	8/8/2010	8:00 AM	51	65	116	1	2	0
	8/8/2010	9:00 AM	111	112	223	1	3	0
	8/8/2010	10:00 AM	137	170	307	0	7	0
	8/8/2010	11:00 AM	176	196	372	0	4	1
	8/8/2010	12:00 PM	177	206	383	0	6	0
	8/8/2010	1:00 PM	187	264	451	0	9	1
	8/8/2010	2:00 PM	191	221	412	0	9	1
	8/8/2010	3:00 PM	197	236	433	0	6	0
	8/8/2010	4:00 PM	201	264	465	0	10	0
	8/8/2010	5:00 PM	179	261	440	0	6	0
	8/8/2010	6:00 PM	164	231	395	0	8	0
	8/8/2010	7:00 PM	104	191	295	0	4	0
	8/8/2010	8:00 PM	106	186	292	0	3	2
	8/8/2010	9:00 PM	88	162	250	0	2	1
	8/8/2010	10:00 PM	74	89	163	0	2	0
	8/8/2010	11:00 PM	49	91	140	0	1	0
					5491	3	86	7
Monday, August 09, 2010		12:00 AM	20	43	63	0	1	0
	8/9/2010	1:00 AM	10	14	24	0	1	1
	8/9/2010	2:00 AM	13	12	25	1	0	0
	8/9/2010	3:00 AM	6	12	18	0	1	1
	8/9/2010	4:00 AM	1	8	9	0	0	0

8/9/2010	5:00 AM	19	18	37	1	0	0
8/9/2010	6:00 AM	46	66	112	0	11	2
8/9/2010	7:00 AM	106	184	290	0	9	1
8/9/2010	8:00 AM	194	290	484	2	21	1
8/9/2010	9:00 AM	199	254	453	2	20	3
8/9/2010	10:00 AM	139	229	368	1	25	1
8/9/2010	11:00 AM	176	224	400	1	18	0
8/9/2010	12:00 PM	237	316	553	0	23	2
8/9/2010	1:00 PM	200	319	519	1	32	2
[redacted]	2:00 PM	185	296	481	1	18	0
8/4/2010	3:00 PM	185	320	505	1	10	1
8/4/2010	4:00 PM	232	339	571	0	19	0
8/4/2010	5:00 PM	226	393	619	1	9	0
8/4/2010	6:00 PM	156	279	435	1	11	0
8/4/2010	7:00 PM	127	214	341	0	10	0
8/4/2010	8:00 PM	150	201	351	1	8	0
8/4/2010	9:00 PM	116	177	293	0	5	0
8/4/2010	10:00 PM	99	117	216	0	2	0
8/4/2010	11:00 PM	51	58	109	0	0	0
				7276	14	254	15

10/17/2013, PM count, C. Brett

Time		Major: Willard				Minor: Spruce	
Start	**Stop**	**N**	**S**	**Wn**	**Ws**	**W**	**S**
4:30	**4:45**	60	56	1	8	4	2
4:45	**5:00**	51	60	1	6	5	5
5:00	**5:15**	82	51	2	7	2	3
5:15	**5:30**	77	77	2	2	4	5
	Total:	270	244	6	23	15	15
		Total:	543			Total:	30

11/13/2013, AM count, C. Brett

Time		Major: Willard				Minor: Spruce	
Start	**Stop**	**N**	**S**	**Wn**	**Ws**	**W**	**S**
7:30	**7:45**	98	54	2	0	2	1
7:45	**8:00**	101	60	3	1	4	2
8:00	**8:15**	70	50	1	2	2	0
8:15	**8:30**	47	39	3	2	2	2
	Total:	316	203	9	5	10	5
		Total:	533			Total:	15

BURLINGTON, VT
PUBLIC WORKS

MEMORANDUM

January 2, 2014

TO: Public Works Commission

FROM: Joel Fleming

RE: Spruce Court Resident Parking request

Background:

In October Staff received a 2 part request from James Lantz, a resident of Spruce Court in the City's south end, asking:

- **Item 1:** To remove parking from the west side of Spruce Court to accommodate emergency access and recycling pick-up. In October the Commission voted to remove parking on the west side of Spruce Court and in November those changes went into effect and has been addressed
- **Item 2:** To make Spruce Court restricted to resident only parking on the east side of the street. Staff had to wait until parking was removed on the west side before our process of data gathering and analysis.

Spruce Court is a small residential, dead end street, one block east of St Paul Street, off Spruce Street in the City's south end. There are 8 properties on Spruce court and each one of them has off-street parking available to them.

Observations:

Spruce Street is 24 feet wide. The current configuration has parking on the east side of the street, leaving 16 feet for two opposing lanes. Spruce Court is a dead end street which makes it eligible for resident parking.

Staff conducted a resident parking survey of Spruce Court for 3 days in December. The counts were done at 7:00 am, 11:00 am, and 5:00 pm. This allowed staff to see if there was an influx of non-residents parking on the street during the day. There are currently 8 parking spaces on the east side of Spruce court. During the three days of license plate counts there were never

KJB 1/7/13

more than 3 vehicles parked on the street at any time. The same 2 vehicles were parked in the same spaces for the entire length of the count.

Conclusions:

The on-street parking, from our assessment, is underutilized and is being used by residents. Given the burden of acquiring permits and accommodating visitors with visitor passes, we see the burden of a residential parking restriction more problematic than helpful.

Recommendations:

Staff recommends that the Commission deny the petitioners request to install a resident parking restriction on the east side of Spruce Court.

CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: James lantz

Request Date: 01/02/2014
10:07 AM
Due Date: 2/1/2014

Address: Spruce Court
Phone Number: 8606402 Email Address:

Request

Location: 9 Spruce Court
Request Description: Residents are requesting resident parking on the east side of Spruce Court for the length of the street.

Assign History

Date	Assigned To	Description
1/2/2014 10:07:49 AM	Joel Fleming	Request Assigned

Work History

Customer Service

Status: Planning
Request created by: Joel Fleming

Print Date: 1/2/2014 10:08:02 AM

St Paul Street
Spruce Court
Requested Resident Only Parking
Spruce Street

Plate Count 2013,Spruce Court

	12/11/2013			12/12/2013			12/13/2013		
	7:00	**11:00**	**5:00**	**7:00**	**11:00**	**3:00**	**7:00**	**11:00**	**3:00**
East Side	K168	K168	K168	K168	K168	K168	K168	FFE 665	K168
	FFE 665	FFE 665	FFE 665	FFE 665	FFE 665	FFE 665	FFE 665	BDG 880	FFE 665
	ESG 2979			FLS 774					
Percent of spaces used	43%	29%	29%	43%	29%	29%	29%	29%	29%
Percent Commuters		0%	0%		0%	0%		0%	0%

Helen Plumley

From: Joel Fleming
Sent: Thursday, September 12, 2013 2:37 PM
To: Helen Plumley
Subject: FW: Spruce Ct Safety Hazard; ref'd by Fire Marshal

Could you put this into the rfs system for me?

Thanks,

Joel

Joel Fleming, E.I.T
Engineering Technician
Burlington Public Works
645 Pine St.
Burlington VT. 05401

Phone: (802)8655832
Fax: (802)8630466
Email: Jfleming@ci.burlington.vt.us

From: James Lantz [mailto:jimlantz@me.com]
Sent: Thursday, September 12, 2013 2:30 PM
To: Joel Fleming
Cc: Lynn Lantz; Barry Simays
Subject: Spruce Ct Safety Hazard; ref'd by Fire Marshal

Hello Mr. Fleming,

I was referred to your department by Mr. Barry Simays, Fire Marshal for the city of Burlington.

I am writing to call attention to, what many on our street believe is, a serious fire safety issue regarding the parking on our street, Spruce Court in Burlington.

Spruce Court is a narrow cul-de-sac street in the South End with only 6 houses on it --- on numerous occasions in the last couple of months, the city recycling trucks have not been able to enter our street as when cars are parked on both sides of the street, it becomes too narrow for a large truck to enter. If cars are parked at the entrance of the street are large, or if the cars are not parked close to the curb, it leaves little room down the center of the street and encumbers entrance to the street --- recently, when a large SUV and another not-close-to-the-curb car were parked at the top of the street, that distance was under 7 feet wide!

Obviously, if the city recycling trucks can't enter our street, then a fire truck would also be unable to enter the street, should it be necessary --- and this seems like a serious fire issue.

It would seem appropriate, and solve the fire safety issue in the easiest manner possible, if the street were posted for parking **on one side only.**

Please let me know if you are the appropriate city authority to call attention to this matter, and if your department can sufficiently address it ---- and, if not, can you please direct me to the appropriate authority?

I have also attached two photographs from this morning's recycle truck --- the driver informed us that he was not able to enter the street yesterday, Wednesday Sept 11 (the normal recycling day) as cars parked at the entrance of the street did not give his truck sufficient room to enter the street and safely maneuver his truck. Please note that both cars pictured are relatively small --- in the past, when larger SUVs or pickup trucks have been parked on the street, it has caused an even tighter squeeze.

Thank you for any attention you can give this matter. Hope to hear from you!

Sincerely,

Jim and Lynn Lantz
13 Spruce Court
Burlington, VT

802.860.6402

CAUTION

RESIDENT PARKING
BURLINGTON, VERMONT
STREET SELECTION PETITION

Date: October 7, 2013

Street: Spruce Court

From House Number: 20-22 Spruce St. and 30-32 Spruce St. To House Number: 18 Spruce Ct.

From Street: Spruce St. To Street: End of Spruce Ct.

Total single dwelling Units: 5

Total apartment Buildings: 3 Total Apartment Units: 6

Person Conducting Petition:
Name: JAMES LANTZ

Address: 13 SPRUCE CT. Burlington VT

Telephone: (802) 860.6402

House #	Apt #	Name	Resident Parking	Hours Day	Days Week
13		JAMES & Lynn LANTZ	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
10		Tom + Sheila Wewer	(Yes) No	24 Hrs 6AM-6PM	Mon-Fri All Week
9		MICHAEL GAUTHIER WALTER MC GUIRE	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
17		Amie + Lyman Conger	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
18	Down	Shannon + Pat Descoteels	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
18	UP	Courtney Bryan	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
14		Patrick Miller	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
22 Spruce St.		Mark + Sarah Howe	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
30 Spruce St.		Melinda Johns	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
32 Spruce St	UPstairs	Lee Holcomb	(Yes) No	24 Hrs 6AM-6PM	Mon-Fri (All Week)
32 Spruce		MARTHA Whitney Jonathan LADD	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
			Yes No	24 Hrs 6AM-6PM	Mon-Fri All Week
			Yes No	24 Hrs 6AM-6PM	Mon-Fri All Week

BURLINGTON, VT
PUBLIC WORKS

MEMORANDUM

January 2, 2014

TO: Public Works Commission

FROM: Joel Fleming

RE: Spruce Court Resident Parking request

Background:

In October Staff received a 2 part request from James Lantz, a resident of Spruce Court in the City's south end, asking:

- **Item 1:** To remove parking from the west side of Spruce Court to accommodate emergency access and recycling pick-up. In October the Commission voted to remove parking on the west side of Spruce Court and in November those changes went into effect and has been addressed
- **Item 2:** To make Spruce Court restricted to resident only parking on the east side of the street. Staff had to wait until parking was removed on the west side before our process of data gathering and analysis.

Spruce Court is a small residential, dead end street, one block east of St Paul Street, off Spruce Street in the City's south end. There are 8 properties on Spruce court and each one of them has off-street parking available to them.

Observations:

Spruce Street is 24 feet wide. The current configuration has parking on the east side of the street, leaving 16 feet for two opposing lanes. Spruce Court is a dead end street which makes it eligible for resident parking.

Staff conducted a resident parking survey of Spruce Court for 3 days in December. The counts were done at 7:00 am, 11:00 am, and 5:00 pm. This allowed staff to see if there was an influx of non-residents parking on the street during the day. There are currently 8 parking spaces on the east side of Spruce court. During the three days of license plate counts there were never

KJB 1/7/13

more than 3 vehicles parked on the street at any time. The same 2 vehicles were parked in the same spaces for the entire length of the count.

Conclusions:

The on-street parking, from our assessment, is underutilized and is being used by residents. Given the burden of acquiring permits and accommodating visitors with visitor passes, we see the burden of a residential parking restriction more problematic than helpful.

Recommendations:

Staff recommends that the Commission deny the petitioners request to install a resident parking restriction on the east side of Spruce Court.

CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: James lantz

Request Date: 01/02/2014
10:07 AM
Due Date: 2/1/2014

Address: Spruce Court
Phone Number: 8606402 Email Address:

Request

Location: 9 Spruce Court
Request Description: Residents are requesting resident parking on the east side of Spruce Court for the length of the street.

Assign History

Date	Assigned To	Description
1/2/2014 10:07:49 AM	Joel Fleming	Request Assigned

Work History

Customer Service

Status: Planning
Request created by: Joel Fleming

Print Date: 1/2/2014 10:08:02 AM

St Paul Street
Spruce Court
Requested Resident Only Parking
Spruce Street

Plate Count 2013,Spruce Court

	12/11/2013			12/12/2013			12/13/2013		
	7:00	**11:00**	**5:00**	**7:00**	**11:00**	**3:00**	**7:00**	**11:00**	**3:00**
East Side	K168	K168	K168	K168	K168	K168	K168	FFE 665	K168
	FFE 665	FFE 665	FFE 665	FFE 665	FFE 665	FFE 665	FFE 665	BDG 880	FFE 665
	ESG 2979			FLS 774					
Percent of spaces used	43%	29%	29%	43%	29%	29%	29%	29%	29%
Percent Commuters		0%	0%		0%	0%		0%	0%

Helen Plumley

From: Joel Fleming
Sent: Thursday, September 12, 2013 2:37 PM
To: Helen Plumley
Subject: FW: Spruce Ct Safety Hazard; ref'd by Fire Marshal

Could you put this into the rfs system for me?

Thanks,

Joel

Joel Fleming, E.I.T
Engineering Technician
Burlington Public Works
645 Pine St.
Burlington VT. 05401

Phone: (802)8655832
Fax: (802)8630466
Email: Jfleming@ci.burlington.vt.us

From: James Lantz [mailto:jimlantz@me.com]
Sent: Thursday, September 12, 2013 2:30 PM
To: Joel Fleming
Cc: Lynn Lantz; Barry Simays
Subject: Spruce Ct Safety Hazard; ref'd by Fire Marshal

Hello Mr. Fleming,

I was referred to your department by Mr. Barry Simays, Fire Marshal for the city of Burlington.

I am writing to call attention to, what many on our street believe is, a serious fire safety issue regarding the parking on our street, Spruce Court in Burlington.

Spruce Court is a narrow cul-de-sac street in the South End with only 6 houses on it --- on numerous occasions in the last couple of months, the city recycling trucks have not been able to enter our street as when cars are parked on both sides of the street, it becomes too narrow for a large truck to enter. If cars are parked at the entrance of the street are large, or if the cars are not parked close to the curb, it leaves little room down the center of the street and encumbers entrance to the street --- recently, when a large SUV and another not-close-to-the-curb car were parked at the top of the street, that distance was under 7 feet wide!

Obviously, if the city recycling trucks can't enter our street, then a fire truck would also be unable to enter the street, should it be necessary --- and this seems like a serious fire issue.

It would seem appropriate, and solve the fire safety issue in the easiest manner possible, if the street were posted for parking **on one side only.**

Please let me know if you are the appropriate city authority to call attention to this matter, and if your department can sufficiently address it ---- and, if not, can you please direct me to the appropriate authority?

I have also attached two photographs from this morning's recycle truck --- the driver informed us that he was not able to enter the street yesterday, Wednesday Sept 11 (the normal recycling day) as cars parked at the entrance of the street did not give his truck sufficient room to enter the street and safely maneuver his truck. Please note that both cars pictured are relatively small --- in the past, when larger SUVs or pickup trucks have been parked on the street, it has caused an even tighter squeeze.

Thank you for any attention you can give this matter. Hope to hear from you!

Sincerely,

Jim and Lynn Lantz
13 Spruce Court
Burlington, VT

802.860.6402

CAUTION

RESIDENT PARKING
BURLINGTON, VERMONT
STREET SELECTION PETITION

Date: October 7, 2013

Street: Spruce Court

From House Number: 20-22 Spruce St. and 30-32 Spruce St. To House Number: 18 Spruce Ct.

From Street: Spruce St. To Street: End of Spruce Ct.

Total single dwelling Units: 5

Total apartment Buildings: 3 Total Apartment Units: 6

Person Conducting Petition:
Name: JAMES LANTZ

Address: 13 SPRUCE CT. Burlington VT

Telephone: (802) 860.6402

House #	Apt #	Name	Resident Parking	Hours Day	Days Week
13		JAMES & Lynn LANTZ	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
10		Tom + Sheila Wewer	(Yes) No	24 Hrs 6AM-6PM	Mon-Fri All Week
9		MICHAEL GAUTHIER WALTER MC GUIRE	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
17		Amie + Lyman Conger	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
18	Down	Shannon + Pat Descoteels	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
18	UP	Courtney Bryan	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
14		Patrick Miller	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
22 Spruce St.		Mark + Sarah Howe	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
30 Spruce St.		Melinda Johns	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
32 Spruce St	UPstairs	Lee Holcomb	(Yes) No	24 Hrs 6AM-6PM	Mon-Fri (All Week)
32 Spruce		MARTHA Whitney Jonathan LADD	(Yes) No	(24 Hrs) 6AM-6PM	Mon-Fri (All Week)
			Yes No	24 Hrs 6AM-6PM	Mon-Fri All Week
			Yes No	24 Hrs 6AM-6PM	Mon-Fri All Week

BURLINGTON, VT
PUBLIC WORKS

MEMORANDUM

December 26, 2013

TO: Public Works Commission

FROM: Joel Fleming

RE: Ward Street Stop Sign requests

Background:

Staff received a request from City Councilor Rachel Siegel asking for multi-way stop signs at intersections on Ward Street. In the letter dated, May 3rd, 2013, Ms. Siegel requested that the Department of Public Works install a 3-way stop at the intersection of Ward Street and Manhattan Drive or at the intersection of Blodgett Street and Ward Street. Along with the stop sign requests there was a request for traffic calming in the neighborhood as well. Staff has directed the petitioner to Nicole Losch for this portion of the request.

- **Item 1: Stop sign request for Ward Street and Manhattan Drive:** Manhattan Drive is a collector roadway that connects North Avenue with VT Rt 127 and Riverside Avenue. This section of Manhattan Drive see's much less traffic than the section east of VT. RT 127 (beltline). Ward Street connects North Avenue to Manhattan Drive, and sees a fair amount of commuter traffic that uses it as a cut through to get to VT. RT 127. There is currently a stop sign on Ward Street where it meets Manhattan Drive.
- **Item 2**: **Stop sign request at Ward Street and Blodgett Street:** Blodgett Street is a local street in the City's Old North End. It runs north and south parallel to North Avenue and intersects Ward Street at its northern terminus. The intersection is a 3-way minor/major intersection with no stop control on Blodgett or Ward Street.

Observations:

- **Item 1:** Staff conducted a multi-way stop sign warrant analysis on the Ward Street and Manhattan Drive intersection. Staff found that this intersection:
  - Did not exceed any of the volume or accident warrant thresholds for multi-way stop controlled intersections.

JB 1/7/13

- There were no reported accidents that occurred at this intersection from 2009 through 2013.
- This intersection does not have a balanced traffic pattern, Manhattan Drive saw 177 vehicles during the peak hour while Ward Street only saw 44 vehicles in that same time period.

- **Item 2:** Staff also conducted a multi-way stop sign warrant analysis on the intersection of Ward Street and Blodgett Street. This intersection:
  - Did not exceed any of the volume or accident warrant thresholds for multi-way stop controlled intersections.
  - The traffic on Blodgett and Ward Streets are not balanced. Ward Street sees much more traffic than Blodgett Street. During the peak hour, Ward Street saw 67 vehicles and during the same time period Blodgett Street only had 9 vehicles.
  - There were no reported accidents that occurred at or near this intersection from 2009 through 2013.

Conclusions:

Item 1: The intersection or Ward Street and Manhattan drive did not meet any of the warrant thresholds for multi-way stop controlled intersections. Adding stop signs on Manhattan Drive at Ward Street will cause unnecessary delays on Manhattan Drive. Adding stop signs where the warrant thresholds are not met could cause drivers to not respect the stop signs in place.

Item 2: The intersection of Ward Street and Blodgett Street did not meet any of the warrant thresholds for multi-way stop controlled intersections. However, the current sight distance when approaching Ward Street on Blodgett Street is 105 feet to the east and 100 feet to the west, this is well below the required stopping sight distance, 155 feet, for a 25 mph roadway. Given the limited or restricted sight distance, stop control is warranted at the north bound approach to Ward Street and Blodgett Street.

Recommendations:

Staff recommends that the Commission:

- Deny the petitioners request for a 3-way stop controlled intersection at the Ward Street and Manhattan Drive intersection
- Deny the petitioners request for a 3-way stop controlled intersection at the Ward Street and Blodgett Street intersection.
- Adopt stop control at Blodgett Street where it meets with Ward Street.

CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request # 2547

SERVICE REQUEST

Name and Address

Name: Rachel Siegel, Aaron Keech and Justine Sears

Request Date: 09/05/2013 12:47 PM
Due Date: 10/5/2013

Address:

Phone Number: 777-2627

Email Address: rsiegel@burlingtonvt.gov

Request

Location: Ward St

Request Description: This RFS is a break-out of RFS #1371, requesting a more broad traffic calming solution. This RFS is a STOP sign request. See attached letter from Norm Blais et al.

Assign History

Date	Assigned To	Description
9/5/2013 12:47:15 PM	Joel Fleming	Request Assigned

Work History

Date	Staff Person	Description
09/05/2013	Helen Plumley	CORRECTION: See attached letter from Siegel et al. addressed to Norm Blais (should have been Baldwin). HP (Entered on 9/5/2013 12:58:54 PM by Helen Plumley)

Customer Service

Status: New

Request created by: Helen Plumley

Print Date: 9/5/2013 1:04:30 PM

Norm Blais
Department of Public Works, City of Burlington

Burlington, VT 05401

May 3, 2013

Dear Norm,

This letter is a request for traffic control measures on Ward Street. The reality of Ward Street as a neighborhood is currently dictated by commuters using it as a by-pass between North Avenue and 127. The west end of Ward Street is tempered by a right-angle intersection with North Avenue and a three-way stop at Drew Street. Central to Ward Street is a speed bump of such little consequence that brakes are rarely used by commuters. This speed bump needs to be corrected, but the primary focus of this request lies at the east end of Ward Street.

The east end of Ward Street has no traffic control measures in place and the commuter mindset of either approaching or exiting 127 creates speeding hazards. Furthermore, the two intersections abutting Ward Street on the east end (Manhattan and Blodgett) contact Ward Street at obtuse angles, allowing commuters to see oncoming traffic and not even brake while proceeding through turns. It is at these two intersections that we seek traffic control, as a solution for neighborhood safety will not come from addressing only one. Below, we are presenting two proposals with an attempt to consider safety, community aesthetics, existing infrastructure, cost, and traffic engineering. It is our hope that DPW will act upon one of these two proposals.

In setting up these two proposals, we would like to first state existing infrastructure. Ward Street does have a single stop sign at Manhattan that is accompanied by a faux red-brick crosswalk. This does nothing to control commuters entering Ward from Manhattan nor does it control the speed of commuters traveling east on Ward Street inside the neighborhood. The intersection of Blodgett and Ward possesses no stops, but it does have sidewalks sloped to the street for two crossings; across Blodgett (basic white paint) and the more easterly side of the Ward and Blodgett intersection (not marked).

The first proposal is to install three-way stop signs at the Ward and Manhattan intersection. This would be followed by a combination speed-bump/faux brick painted crosswalk at each of the two existing sloped sidewalks at Ward and Blodgett. This option would properly control traffic at the Ward and Manhattan intersection. The two speed bumps would also temper commuter speeds inside the neighborhood traveling east on

Ward, as well as commuters to and from Blodgett. This proposal would combine speed bump/crosswalk locations to both minimize cost and maximize aesthetics on Ward Street.

The alternative proposal is to install three-way stop signs at the Ward and Blodgett intersection, including basic faux-brick painted crosswalks at the two existing sloped sidewalk crossings. This would be followed by a speed bump installed perpendicular to Utility Pole #02213 located approximately 20 feet onto Ward from Manhattan. The location of the speed bump would maximize aesthetics by positioning signage on or in front of an existing utility pole on one side and would also lie outside the parking (residential) zone on the other side. This option would properly control traffic at Ward and Blodgett inside the neighborhood and provide two faux brick painted crosswalks, but also temper commuter speeds entering from Manhattan at the speed bump. This option allows commuters to continue unhindered on Manhattan (a pro or con dependent upon city traffic engineering growth plans). The loss of parking within the Ward and Blodgett intersection may also be an engineering consideration in this proposal.

We believe these proposals are warranted for the safety of the children in particular, all pedestrians secondarily, and the commuters themselves who fail to obey traffic law through these turns and down these streets. The approval of one of these proposals would provide a character of historic community, courtesy, and enforceability in this neighborhood. Please consider helping our neighborhood remain a peaceful and calm community – not dictated by commuters using us as a by-pass.

We invite you to meet us on location if you see value in discussing these proposals further or to observe commuter behavior. We look forward to hearing your thoughts. I, Rachel, can be reached at rsiegel@burlingtonvt.gov or 777-2627. Thank you for your time and efforts.

Sincerely,
Rachel Siegel (Burlington City Councilor, Ward 3)
Aaron Keech (Ward St Resident and parent)
Justine Sears (Ward St Resident and parent)

North Avenue
Drew Street
Existing 3-way stop
Ward Street
460'
Requested 3-way stop
Blodgett Street
148'
Requested 3-way stop
Manhattan Drive
N

Manhattan Drive @ Ward Street.

10/29/2013, PM count, J. Fleming

Time		Major: Manhattan			Minor: Ward	
Start	Stop	NB	SB	W	SB	NB
3:30	3:45	10	10	3	7	0
3:45	4:00	6	10	11	6	0
4:00	4:15	19	8	7	9	0
4:15	430	11	11	7	5	0
4:30	4:45	18	11	6	14	1
4:45	5:00	15	5	7	7	1
5:00	5:15	13	10	7	7	1
5:15	5:30	19	11	5	12	1
TOTALS:		111	76	53	67	4

10/31/2013, AM count, J. Fleming

Time		Major: Manhattan			Minor: Ward	
Start	Stop	NB	SB	WB	NB	SB
7:00	7:15					
7:15	7:30	13	13	4	4	0
7:30	7:45	17	15	2	3	0
7:45	8:00	35	23	1	9	0
8:00	8:15	21	26	4	4	0
8:15	8:30	15	12	6	10	0
8:30	8:45	4	7	4	5	0
8:45	9:00	8	15	4	4	0
TOTALS:		48	60	18	23	0

Ward Street @ Blodgett Street.

10/29/2013, PM count, J. Fleming						
Time		Major: Ward			Minor: Blodgett	
Start	Stop	EB	WB	SB-Blo.	EB	WB
3:30	3:45	4	3	0	3	0
3:45	4:00	7	6	4	1	0
4:00	4:15	9	5	1	0	1
4:15	430	2	4	2	4	0
4:30	4:45	14	5	2	1	0
4:45	5:00	6	6	2	3	1
5:00	5:15	8	5	5	1	0
5:15	5:30	9	3	2	1	0
TOTALS:		59	37	18	14	2

5/13/2013, AM count, J. Fleming						
Time		Major: Ward			Minor: Blodgett	
Start	Stop	EB	WB	SB -Blo.	EB	WB
7:00	7:15					
7:15	7:30	3	1	1	2	0
7:30	7:45	3	2	0	1	0
7:45	8:00	9	1	0	0	1
8:00	8:15	4	3	2	1	0
8:15	8:30	9	4	2	2	1
8:30	8:45	4	5	2	2	1
8:45	9:00	3	1	1	2	0
TOTALS:		35	17	8	10	3

Stop Sign Warrant
MUTCD 2B.07 Multi-way Stop Application

01. Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include, pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.

02. The restrictions on the use of STOP signs described in Section 2B.04 also apply to Multi-way stop applications.

Guidance:

03. The decision to install multi-way stop control should be based on an engineering study.

04. The following criteria should be considered in the engineering study for a multi-way STOP sign installation:

A. Where the traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.

Not Warranted

B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions

No Warranted: Zero accidents in the past 4 years

C. Minimum Volumes:

1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages 300 vehicles per hour for any 8 hours of an average day; and

Not Warranted: Peak hour traffic is 67 vehicles

---

2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but

Not Warranted: Peak hour traffic 9 vehicles

---

3. if the 85th-percentile approach speed of the major –street exceeds 40 MPH, the minimum vehicular volume warrants are 70 percent of the volumes provided and Items 1 and 2.

Not Warranted

D. Where no single criterion is satisfied, but criteria B, C.1 and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this criterion.

Not Warranted

Option:

Other criteria that may be considered in an engineering study include:

A. The need to control left-turn conflicts;

Not Warranted

B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;

Not Warranted

C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and

Not Warranted

B. in intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve operational characteristics of the intersection.

Not Warranted

Stop Sign Warrant
MUTCD 2B.07 Multi-way Stop Application

01. Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include, pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.
02. The restrictions on the use of STOP signs described in Section 2B.04 also apply to Multi-way stop applications.

Guidance:

03. The decision to install multi-way stop control should be based on an engineering study.
04. The following criteria should be considered in the engineering study for a multi-way STOP sign installation:

A. Where the traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.

Not Warranted

B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions

Not Warranted: no Accidents reports in the last 4 years

C. Minimum Volumes:

1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages 300 vehicles per hour for any 8 hours of an average day; and

Not Warranted: peak hour traffic has 177 vehicles

---

2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but

Not Warranted: Peak hour has 44 vehicles

---

3. if the 85th-percentile approach speed of the major –street exceeds 40 MPH, the minimum vehicular volume warrants are 70 percent of the volumes provided and Items 1 and 2.

Not Warranted

D. Where no single criterion is satisfied, but criteria B, C.1 and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this criterion.

Not Warranted

Option:

Other criteria that may be considered in an engineering study include:

A. The need to control left-turn conflicts;

Not Warranted

B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;

Not Warranted:

C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and

Not Warranted

B. in intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve operational characteristics of the intersection.

Not Warranted

BURLINGTON, VT
PUBLIC WORKS

MEMORANDUM

January 8, 2014

TO: Public Works Commission

FROM: Joel Fleming

RE: Richardson Street, Morse Place, and Scarff Avenue Stop Sign Request

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Background:

At December's 2013 Public Works Commission meeting the Commission voted to accept staff's recommendation to deny the petitioners request to install multi-way stop control at Richardson Street, Morse Place, and Scarff Avenue intersections. Neither the Commission nor staff knew that there were residents that attended the meeting hoping to speak on this item.

It is important to staff that our process provide the public confidence that our process provides them with fair opportunity to be heard. As staff with the support of the Chair of the Commission we felt it necessary to have this request revisited and heard at this upcoming commission meeting.

This particular request was seeking to install a 4 way stop at the far ends of what we would consider the limits of 2-3 Way Intersections adjacent to each-other. Leading up to the previous meeting we had two concerns

- The precedent of supporting a stop sign request where it did not meet warrant requirements for a multiway stop
- A request to install 4 way stop sign control that is perceived by some as one 4 way intersection, when in fact it is two-three way intersection that are adjacent to each-other.
- In carrying forward the request to adopt a 4 way stop. Staff had very serious concern that drivers approaching this proposed 4 way stop would not make eye contact and would result confusion leading to a lack of clarity as to who is intended to yield and who should be allowed to proceed before entry to what is a very broad intersection.

Staff Follow Up After December 2013 Commission Meeting

NB 1/9/14

After revisiting this issue and examining the area of interest in the context of the broader neighborhood traffic control and circulation Staff came to a new conclusion that we could support a variation of the original request. Staff would propose that the Public Works Commission:

- Adopt the installation of a 3 Way Multi-way Stop at the intersection of Morse Place and Richardson Place.
- Adopt minor street stop control causing to stop westbound traffic at the intersection of Scarff Avenue and Richardson.

We believe we can support this modified proposal given this particular intersection is the last remaining intersection within this neighborhood unit that does not have multi-way stop control. Having this particular intersection absent of similar control is confusing within itself. Confusion and a lack of predictability lead to accidents.

Knowing how important this issue is to the neighborhood we took the opportunity to share this proposal with Ms. Levinson. Ms.Levinson was supportive of this alternative proposal and shared she would seek to share the concept with her neighbors.

Recommendations:

Staff would seek to retract our previous recommendation and recommend that the commission:

- Adopt multi-way stop control at the intersection of Richardson Avenue and Morse Place
- Adopt stop control at the western bound approach at the intersection of Scarff Avenue and Richardson Avenue.

Please feel free to call if you have any questions. We look forward to having this item heard and will be present at the meeting to answer any questions you may have.

2122

CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Amanda LEvinson

Address: 101 Richardson Ave

Phone Number: 617-388-9717 Email Address:

Request Date: 07/09/2013 11:55 AM

Due Date: 8/8/2013

Request

Location: Richardson St

Request Description: Request for stop signs to be place in Richardson - northbound at Richardson & Scarff , Southbound at Richardson & Morse Pl and Eastbound on Morse and Richardson. See Attached info

Assign History

Date	Assigned To	Description
7/9/2013 11:55:03 AM	Joel Fleming	Request Assigned

Work History

Date	Staff Person	Description
10/01/2013	Joel Fleming	Staff has started to conduct counts at these intersections (Entered on 10/1/2013 3:40:18 PM by Joel Fleming)

Customer Service

Status: Investigation

Request created by: Valerie Ducharme

Print Date: 12/2/2013 3:39:08 PM

We, the residents of Richardson Street, Scarff Avenue, Morse Place and Lyman are requesting that Stop signs be placed on Richardson – Northbound at Richardson and Scarff, Southbound at Richardson and Morse Place and Eastbound on Morse at Richardson.

From as early as 3:30PM thru 6:00PM, traffic trying to avoid the long line on Pine Street at Pine and Home Avenue use Lyman and Ferguson Avenues to get to Richardson and then to Home Avenue.

Richardson is the only street with no stop sign for two blocks and cars routinely exceed the 25 MPH speed limit. The reverse is true in the morning for the same reason, to avoid the line on Home Avenue.

Morse Place needs the stop sign as the people short cutting on that street hardly stop and have come way out into the Northbound side of Richardson. We have all had close calls at that intersection.

With the large number of young children and many pets in this area, it is only a matter of time before something tragic happens.

We hereby request that the Dept. of Public Works will act on this request and install those signs as soon as possible.

RECEIVED
JUL - 9 2013
BURLINGTON PUBLIC WORKS

CITY OF BURLINGTON – DEPARTMENT OF PUBLIC WORKS

Neighborhood Traffic Management Request

DATE 6/18/13

In accordance with Burlington Public Works Commission policies on neighborhood traffic management and traffic calming this petition must be returned to the Department of Public Works 90 days from the above date.

Petition Contact

First Name	Amanda	Last Name	Levinson
Street Number	101	Street Address	Richardson St.
Phone Number	617-388-9717	e-mail address	amandaroselevin@gmail.com

Petition

Location of Request: Richardson, Scarff + Morse

Please describe the circumstances prompting this petition: High volume + speeding traffic during rush hour on Richardson makes for dangerous conditions. Please see attached request for stop signs.

In accordance with Burlington Public Works Commission policies on neighborhood traffic management and traffic calming this is a petition to pursue the concerns described above. Investigation by city traffic engineering staff has determined that conditions in the questioned area meet all accepted standards and warrants as to roadway design and safety and that any action would be considered an enhancement to the current situation.

All of the households, both rental and owner occupied, on the affected streets (as determined by city traffic engineering staff), including corner households that intersect affected streets must be informed of these activities. Approval of at least 30% of these households is necessary to continue the development of an understanding of the need and purpose of further action. Your signature on this petition conveys this approval.

Only one signature is permitted per household. Attach additional sheets as necessary.

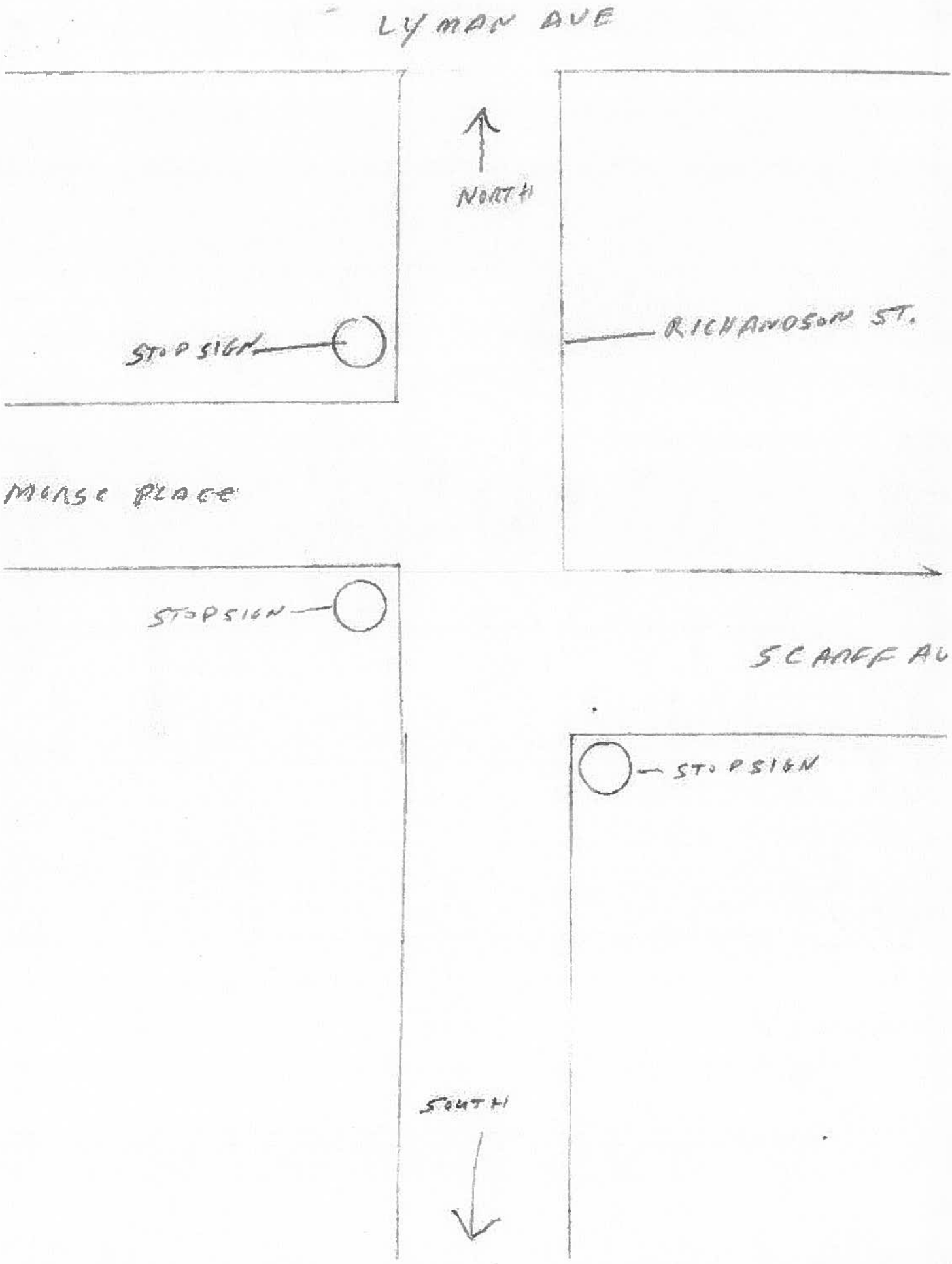
NAME	ADDRESS	APT #	PHONE #	E-MAIL ADDRESS
Cassy Gardner	4 Scarff Ave		8025788358	cassygardner@gmail.com
Amanda Levinson	101 Richardson St.		617-388-9717	amandaroselevin@gmail.com
Michael Rubinchuk	8 Scarff Ave		518-466-1708	knoxplanner@aol.com
Leandre Waldo-Johnson	100 Richardson St		802 923 6195	lwaldojohnson@gmail.com
Dave Gustman	5 Scarff Ave		802 338 6421	dave.gustman@gmail.com
Veronica Richel	111 Richardson St.		802-658-2324	vrichel@uvm.edu
Ann Tuttle	94 Richardson St		802-999-3360	Rudynhooligan@Burlingtontelecom.net
Katrina Rowe	121 Richardson St		802-862-3437	KmRowe@burlingtontelecom.net
Ken Allen	131 Richardson St		510 459-0646	Kennethallen200@yahoo.com
Melissa & Chris McConnell	135 Richardson St.		865-4953	hpoopa@aol.com
Roz Grossman	14 Scarff Ave		802-864-8188	Rozui@burlingtontelecom.net
Diana Carminati	14 Scarff Ave		802-864-8188	dianaut@burlingtontelecom.net

CITY OF BURLINGTON – DEPARTMENT OF PUBLIC WORKS

Neighborhood Traffic Management Request

DATE __/__/____

NAME	ADDRESS	APT #	PHONE #	E-MAIL ADDRESS
Bill Morris	8 Scarff Ave		802-310-2534	vtcleghead@gmail.com
Rodger Maggie	10 Lyman Ave		802 881 7774	ROGPEGG@COMCAST.NET
Jackie Levine	21 Scarff		658 2170	jackieleva@yahoo.com
Barry Whitsworth	21 Scarff		658-2170	BWHITWIS@YAHOO.COM
Jim Brookins	11 Scarff		488-0985	
Beth McElroy	11 Scarff		860-9419	
Harris Roen	46 Scarff Ave		861-3081	harris@roen.net
Ron Meunier	23 Richardson		355-8983	BeeGees2ana@comcast.net
Denise Martin	83 Richardson		777-4155	dmartin58@comcast.net
Gwendolyn Causer	111 Lyman Ave.		863-5646	CAUSERG@BURLINGTONTELECOM.NE
DAVID DON	117 RICHARDSON ST		862-2018	


LYMAN AVE
NORTH
STOP SIGN
RICHARDSON ST.
MORSE PLACE
STOP SIGN
SCARFF AV
STOP SIGN
SOUTH

Ferguson Avenue
Lyman Avenue
Richardson Street
Pine Street
Wells Street
Morse Place
Requested 4-way stop
Scarff Avenue
N
Home Avenue
Raymond Place

Lyman Avenue
Richardson Street
N
Morse Place
Recommended 3 -way stop
Recommended Stop
control on Scarff Avenue
Scarff Avenue

Stop Sign Warrant
MUTCD 2B.07 Multi-way Stop Application

01. Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include, pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.
02. The restrictions on the use of STOP signs described in Section 2B.04 also apply to Multi-way stop applications.

Guidance:

03. The decision to install multi-way stop control should be based on an engineering study.
04. The following criteria should be considered in the engineering study for a multi-way STOP sign installation:

A. Where the traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.

Not applicable

B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions

Does not meet warrant: One accident in last 24 months and it involved a parked car

---

C. Minimum Volumes:

1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages 300 vehicles per hour for any 8 hours of an average day; and

Does not meet warrant: during the PM peak there were only 104 vehicles on Richardson

---

2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but

Does not meet warrant: During the PM peak there were only 23 Vehicles on the side streets

---

3. if the 85th-percentile approach speed of the major –street exceeds 40 MPH, the minimum vehicular volume warrants are 70 percent of the volumes provided and Items 1 and 2.

Does not meet warrant: volumes for peak hour do not meet 70% of 1 or 2

D. Where no single criterion is satisfied, but criteria B, C.1 and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this criterion.

Does not meet warrant

Option:

Other criteria that may be considered in an engineering study include:

A. The need to control left-turn conflicts;

Does not meet warrant

B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;

Does not meet warrant

C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and

Does not meet warrant

B. in intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve operational characteristics of the intersection.

Does not meet warrant

11/04/2013, PM count, J. Fleming											
Time		Major: Richardson Street				Minor: Scarf Avenue			Minor: Morse Place		
Start	Stop	NB	SB	EB Scarf	WB Morse	NB	SB	WB Morse	NB	SB	EB Scarf
3:30	3:45	1	2	1	1	0	1	0	0	0	1
3:45	4:00	3	3	0	0	0	0	0	1	0	1
4:00	4:15	2	6	0	0	0	0	0	2	6	0
4:15	430	1	3	2	0	1	0	1	0	4	0
4:30	4:45	1	11	0	1	0	1	0	0	7	0
4:45	5:00	5	10	2	0	0	0	0	1	2	2
5:00	5:15	4	37	3	0	1	0	0	0	1	0
5:15	5:30	3	24	2	1	0	0	0	2	6	0
TOTALS:		20	96	10	3	2	2	1	6	26	4

12/03/2013, AM count, J. Fleming											
Time		Major: Richardson Street				Minor: Scarf Avenue			Minor: Morse Place		
Start	Stop	NB	SB	EB Scarf	WB Morse	NB	SB	WB Morse	NB	SB	EB Scarf
7:00	7:15	0	0	1	0	0	0	1	0	0	0
7:15	7:30	0	1	1	0	0	0	0	0	0	1
7:30	7:45	1	3	2	0	1	0	1	0	0	0
7:45	8:00	4	2	1	0	1	0	2	0	0	0
8:00	8:15	6	6	0	1	0	0	0	1	2	2
8:15	8:30	2	1	0	0	0	0	0	0	0	0
8:30	8:45	0	2	0	0	0	1	0	0	1	0
8:45	9:00	1	1	0	1	1	0	0	0	0	0
TOTALS:		14	16	5	2	3	1	4	1	3	3

INCIDENT SEARCH
Print Date/Time: 12/4/2013 11:36:24 AM

Incident Number / Review Date/Time	Call Date/Time / Incident Type	Officers / ORI	Dispositions	Review Type	Location
2011-00005415	03/17/2011 13:19:00	B299 Sweeney	Accident - City Report - 1, Service rendered - 1	RBS - Reviewed by Supervisor	
RICHARDSON ST / SCARFF AVE, Burlington	03/28/2011 14:50:49	Accident	VT0040100		

Total Rows: 1

Report # 2498-2011

STATE OF VERMONT UNIFORM CRASH REPORT

Incident Number **2011BU5415** | Reporting Agency **Burlington PD** | Date **03/17/2011** | Time **13:19**

City/Town **Burlington** | Street Address **Richardson St** | TH# | VT# | US# | I-

Intersection with **OR** **Scarff Ave** | Operator Report Required * Y (N) | Mile Marker

Nearest Intersecting St or Landmark

Distance (From Nearest Int. St) ____ ☐ Feet ☐ Miles | Direction (From Nearest Int. St) N S E W | Coordinates Long/Easting Lat/Northing

Posted Speed **25**

OPERATOR — VEHICLE # 1

Last **Shappy** | First **Kathleen** | M.I. **F** | License # **61048006** State **VT** Lic Class **1 OPER (D)**

Address **169 Puffer Rd** | City/Town **Montgomery Center** | State **VT** | Zip

Telephone **802-326-3126** | DOB **09/11/1958** | Sex **Female** | Restrictions **0** | Unoccupied Y (N) | Seat Belt (Y) N | CDL Y (N)

OWNER

Same as Operator ☑ | Name: Last | First | M.I.

Address | City/Town | State | Zip | Tel.

Insurance Co. **Geico** | Policy No. **2099-47-18-58**

VEHICLE

Registration No. **DYD249** | Plate Type **A** | VIN **1GNDT13WX12138527**

Vehicle Yr. **2001** | State **VT**

Make **Chevrolet** | Model **Blazer**

ATV Y (N) | Snowmobile Y (N)

Towed By **N/a**

Towed Due to Disabling Damage: Y (N)

2 3 (4) / 1 5 / 8 7 6

9 Hood
10 Roof
11 Trunk
12 Undercarriage
13 Total

Est. Speed **5** | Comm Veh Y (N)

Direction of Travel N S E (W) | If yes, see Overlay 2 and Page 3

OPERATOR — VEHICLE # 2

Last Known Operator **McCarthy-Don** | First **Winifred** | M.I. | License # **62471794** State **VT** Lic Class **1 OPER (D)**

Address **117 Richardson St** | City/Town **Burlington** | State **VT** | Zip **05401**

Telephone **802-862-2018** | DOB **07/04/1941** | Sex **Female** | Restrictions **O** | Unoccupied (Y) N | Seat Belt Y (N) | CDL Y (N)

OWNER

Same as Operator ☐ | Name: Last **McCarthy-Don** | First | M.I.

Address **117 Richardson St** | City/Town **Burlington** | State **VT** Zip **05401** | Tel. **802-862-2018**

Insurance Co. **Hartford** | Policy No. **UNKNOWN**

VEHICLE

Registration No. **EEK617** | Plate Type **A** | VIN **YV1RH58D222183956**

Vehicle Yr. **2002** | State **VT**

Make **Volvo** | Model **S60**

ATV Y (N) | Snowmobile Y (N)

Towed By **N/a**

Towed Due to Disabling Damage: Y (N)

2 3 4 / 1 5 / 8 7 (6)

9 Hood
10 Roof
11 Trunk
12 Undercarriage
13 Total

Est. Speed **0** | Comm Veh Y (N)

Direction of Travel (N) S E W | If yes, see Overlay 2 and Page 3

Non-vehicle Property Owner | Address | Phone

Damage Description

Other Persons and Witnesses Involved (For investigated crashes see Page 3.)

Name | DOB | Address | Phone

Name **Sweeney 299** | Date **03/17/2011** | Approved | Date

* Operators involved in an accident which results in injury, death, or total property damage equal to $3,000 or more, must file with DMV

Crash Narrative

Incident Number 2011BU5415

Report Agency Burlington PD

On 03/17/2011 at approximately 1319 hours I responded to the area of Richardson St. at Scarff Ave. for a report of a two car crash involving a parked vehicle. Upon arrival I met with Operator #1, Kathleen Shappy, who advised that she had backed into vehicle #2 which was parked on Richardson St. Shappy further advised that she had been unable to make contact with the owner of vehicle #2.

I observed minor damage to vehicle #1 and moderate damage to vehicle #2.

While speaking with Shappy the owner of vehicle #2 arrived. I later completed a crash report and both were informed that the report would be emailed or mailed to them.

Nothing further.

Additional Sheets Attached: Y N

Officer's Signature _____

Incident Number **2011BU5415**

LARGE TRUCK/BUS
(Commercial Vehicle)

Vehicle Number _____

Carrier's Identification Numbers

US DOT _____ MC/MX _____ Interstate Carrier ☐ Intrastate Carrier ☐ Government ☐

Carrier's Name _____

Carrier's Address _____ City _____ State _____ Zip _____

Source: (Check all that apply) ☐ Vehicle Side ☐ Shipping Papers ☐ Driver ☐ Carrier

Vehicle Information

Axes on Vehicle (Including Trailers) _____ ☐ GVWR OR ☐ GCWR _____ lbs or _____ kg

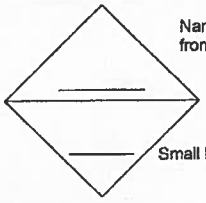
Length of Vehicle (Incl. Trailer) _____ ft or _____ meters Length of Trailer _____ ft or _____ meters

Trailer 1 License Number _____ State _____ Trailer 1 VIN _____

Trailer 2 License Number _____ State _____ Trailer 2 VIN _____

Hazardous Material

Placard: ☐ Spill: ☐



Name or 4 Digit Number from Diamond or Box

Small Number from Bottom

Non-commercial Trailer

Vehicle 1
Year _____ Make _____ Model _____ Plate No. _____ State _____

Vehicle 2
Year _____ Make _____ Model _____ Plate No. _____ State _____

Additional Operator Information

Alcohol Test
1. None Given
2. Refused
3. Blood/Serum
4. Urine
5. Other
6. Breath Preliminary
7. Breath Evidentiary

Vehicle 1 [1] Test Result 0. ☐☐☐ BAC

Vehicle 2 [1] Test Result 0. ☐☐☐ BAC

Drug Test
1. None Given
2. Refused
3. Blood/Serum
4. Urine
5. Other

Veh 1 [1] Veh 2 [1]

Drug Test Result
7. Pending
8. Central Nervous System Depressants
9. Central Nervous System Stimulants
10. Hallucinogens
11. Dissociative Anesthetics
12. Narcotic Analgesics
13. Inhalants
14. Cannabis
15. None Detected

Veh 1 ☐☐☐☐ Veh 2 ☐☐☐☐

Citations Issued - Veh 1
Ticket # _____ Violation Code _____

Citations Issued - Veh 2
Ticket # _____ Violation Code _____

EMS Run number **EMS Agency** **Destination Hospital**

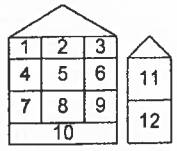
Operators, Occupants, Pedestrians, Cyclists - Excluding Witnesses

Name	Veh#	Type	Sex	Age	Seat	Injury	Eject	Restr	Air Bag	Extract	P/C-Action	P/C-Location
~~Kathleen F Shappy~~	1	1	F	52.5	1	5	1	4	2	2		

CODES

Type
1. Operator
2. Occupant
3. Pedestrian
4. Bicylist
5. Unknown

Seat Location



Injury
1. Fatal
2. Injury - Incapacitating
3. Injury - Non-incapacitating
4. Possible Injury
5. No Injury
6. Unknown
7. Untimely Death

Restraint
0. Unknown
1. None Used
2. Shoulder Belt Only
3. Lap Belt Only
4. Shoulder and Lap Belt
5. Child Safety Restraint
8. Not Reported
9. DOT Compiant Helmet w/Eye Protection
10. DOT Compliant Helmet w/out Eye Protection
11. Non-DOT Compliant Helmet

Ejected
1. Not Ejected
2. Totally Ejected
3. Partially Ejected
4. Not Applicable
5. Unknown

Airbag Deployed
1. Yes
2. No
3. Unknown

Extracted
1. Yes
2. No

Pedestrian/Cyclist Codes on Overlay 1

Office of Plangineering
645 Pine Street, Suite A
Burlington, VT 05402
802.863.9094 P
802.863.0466 F
802.863.0450 TTY
www.dpw.ci.burlington.vt.us

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Memo

Date: *January 8, 2014*

To: *DPW Commission*

From: *Erin Demers, E.I.T.*
Public Works Engineer
Street Capital Program Manager

Subject: *Fiscal Year 2015 Street Reconstruction Draft Paving List*

Attached is the draft list of next season's street reconstruction of the Street Capital Program. This plan includes approximately 3 miles of street reconstruction which utilizes $1,035,000 of street capital funds.

Construction is planned for July 1, 2014 to October 1, 2014. We are currently working to gather survey data and further refine cost estimates on the following list of streets. I have also contacted various utilities and City Departments to coordinate and communicate our upcoming work with theirs.

Please review and comment on this list for our discussion at the January 2014 commission meeting. Staff will continue to develop full construction documents, surveys, drawings, estimates and advertise to bid this project in March 2013, if approved during the February Commission meeting. If you have any questions regarding the proposed street paving list for your approval, please do not hesitate to contact me directly at edemers@burlingtonvt.gov or 802-863-9094.

FISCAL YEAR 2015 STREET RECONSTRUCTION PROGRAM **1/8/2014**

DRAFT STREET PAVING LIST

#	Location	Length (FT)	Width (Ft)	Area (Sq-Ft)
1	BALSAM ST	475	30	14,250
2	CASE PARKWAY	792	30	23,760
3	EDGEWOOD LN	528	26	13,728
4	FARRINGTON PARKWAY	1,320	30	39,600
5	FLETCHER PL	686	26	17,836
6	FOSTER ST	1,637	30	49,110
7	JUNIPER TERR	397	26	10,322
8	MILL ST	264	30	7,920
9	MOORE CT	898	28	25,144
10	SEARS LANE	1,056	30	31,680
11	STANBURY RD	660	30	19,800
12	THIBAULT PARKWAY	686	26	17,836
13	TURF RD	686	30	20,580
14	UNIVERSITY TERR	637	26	16,562
15	VAN PATTEN PARKWAY	2,825	30	84,750
16	WESTWARD DR	475	30	14,250
17	WILDWOOD DR	1,478	30	44,340
		15,500 (FT)		**451,468**
		2.94 (MILES)		

BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
MONTHLY MEETING MINUTES, December 18, 2013
645 Pine Street
(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Nathan Lavery (Chair), Solveig Overby, Jeffrey Padgett and Mark Porter (Vice Chair) **COMMISSIONERS ABSENT:** Tiki Archambeau and Asa Hopkins

Commissioner Lavery called the meeting to order at 6:32 p.m.

ITEM 1 – AGENDA

Commissioner Porter requested that Item 3.20 be withdrawn from the Consent Agenda (CarShare Vermont Parking Request) so it will be a separate item – Item 3.60. Unanimous.

ITEM 2 – PUBLIC FORUM: No one came forward. Commissioner Lavery read aloud an e-mail from Gene Day (distributed by Mr. Fleming) pertaining to Item 3.50 (Adsit Court winter parking).

ITEM 3 – CONSENT AGENDA, Amended

3.10 Richardson St, Morse Pl, Scarff Ave STOP Sign Request
3.30 Ethan Allen Pkwy Parking Removal
3.40 Colchester Ave Resident Parking Request
3.50 Adsit Ct Parking Request

(Refer to Commission Packet)
The Commissioners were unanimous in adopting the Consent Agenda as amended.

ITEM 3.6 – CARSHARE VERMONT PARKING REQUEST
(Becca Van Dyke, Operations Manager and Annie Bourdon, Executive Director, CarShare Vermont

(Refer to Commission Packet)
Commissioner Alberry moved to accept staff's recommendations which includes all three of the proposed new or moved spots: 1) Adopting a CarShare parking space on the south side of Pearl Street in the first space east of Church Street; 2) Adopting a CarShare parking space on the west side of South Union Street in the first space north of Spruce Street; and 3) Amending the CarShare parking space from the south end of the Fletcher Free Library parking lot to the space at the northeast corner adjacent to College Street. Commissioner Overby seconded the motion. Commissioner Porter voted against, due to lack of input on the 2nd and 3rd issues; the other four commissioners voted in favor. The motion carries. Commissioner Overby stated that she fully supports CarShare Vermont and DPW's recommendations and if by voting in favor of these spots members of the public feel it creates a hardship, she would be happy to collect any such feedback.

ITEM 4 – BURLINGTON STOP FOR INTERSTATE TRANSIT CARRIERS
(Communication, Chapin Spencer, Director)

Greyhound has been using the bus stop at University Place in front of UVM's Royal Tyler Theater; earlier this month MegaBus has resumed using the stop as well. The City stakeholders have met a number of times and continue to work toward formalizing a suggested plan of action concerning bus stops.

Director Spencer asked the Commission for input on the concept of specifying "bus stops" in Appendix C of the Code as "*local* bus stops, " and in addition to the "tour buses" category, setting up a third one specifying "intercity transit bus stops." The City would then look at how it manages the "intercity transit bus stops" and specify where the carriers pick up and drop off their passengers (they can technically use any of the stops listed in Appendix C of the Code).
The Commission is open to being presented with the concept of multiple categories of bus stops, while keeping in mind connectivity considerations.

ITEM 5 – HYDE ST TRAFFIC CALMING (Communication, Nicole Losch, Transportation Planner)

(Refer to Commission packet)
The Pilot project was a success; the neighborhood poll showed 100% support for making the adjusted conceptual design the final design, and the initial concept was approved by the Transportation and Energy Utilities Committee (TEUC) of the City Council preceding consideration by the full City Council in January.
Part of the design consideration is a question around parking revisions to the very northern edge of the triangle on Willard Street.
If there are no parking changes, there will be no further approval needed from the Commission.

ITEM 6 – MINUTES OF NOVEMBER 20, 2013 (Refer to Commission packet)
Commissioner Alberry moved to accept the Minutes; Commissioner Padgett seconded. Unanimous.

ITEM 7 – DIRECTOR'S REPORT (Chapin Spencer, Director)

(Refer to Commission packet)

- FY '15 Budgeting
- Wastewater refinancing (passed by the City Council unanimously)
- Improvements to wastewater lines and bio solids handling
- Updates about the future of parking downtown
- Caryn Long e-mailed Director Spencer about greenbelt disturbance and stormwater issues. She wanted the Commission to be notified that some of the cars that were parked on front lawns during the snow ban were encroaching on sidewalks, causing challenges to her as a pedestrian. Her e-mail will be forwarded to Parking Enforcement at the Police Department. As Director Spencer has not had the opportunity to visit the property at which Ms. Long claims the driveway apron had been expanded and will have to wait until the snow recedes. He has been in contact with Megan Moir, Stormwater Administrator and Bill Ward, Director of Code Enforcement, on greenbelt preservation.
    - If a car obstructs a sidewalk when parked off the street during a snow ban, the Police Department's Parking Enforcement office handles the ticketing and removal of the vehicle.
- The City Council has appointed Director Spencer as the Burlington representative for the Chittenden Solid Waste District (CSWD). Former DPW Director Steven Goodkind previously served in that capacity for twenty-three years. One of the items on tomorrow night's CSWD meeting agenda is the consideration of a consolidated solid waste collection (franchising of garbage collection), which would include organics/compost collection (Act 148 was passed at the last Legislative Session).

ITEM 8 – COMISSIONER COMMUNICATIONS – UPDATE ON ADVISORY BOARD FOR PARKING INITIATIVE

A meeting has not yet been held; no report.

Commissioner Padgett

- Per Jared Wood, deterioration of concrete sidewalk on Cherry Street (Marketplace) garage (as you are standing at the gas station looking north).
- Consent Agenda: The 30-minute time allocation should be adjusted.

Commissioner Overby

- Expressed interest in the ideas raised by Mr. Day whose e-mail was read aloud at the beginning of the Consent Agenda.

ITEM 9 – EXECUTIVE SESSION

Commissioner Alberry moved to go into Executive Session at 7:45 p.m. to discuss a real estate contract, premature disclosure of which would clearly put the City at a substantial disadvantage. Commissioner Overby seconded. Unanimous.
Commissioner Overby moved to end the Executive Session; Commissioner Padgett seconded. Unanimous.

ITEM 10 – NEXT MEETING DATE & ADJOURNMENT

The next DPW Commission meeting is scheduled for Wednesday, January 15, 2014 at 6:30pm.
Commissioner Alberry moved to adjourn at 8:39 p.m.; Commissioner Padgett seconded. Unanimous.

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: January 8, 2014

NEW HIRES:

- **Martha Keenan**, our Capital Improvement Project Manager, started last week. She has been managing facilities and properties throughout Vermont since 1986. She has jumped right in and will help us better manage the City's diverse capital assets.
- We are also hiring a **Building Inspector** to assist Ned Holt and the rest of the Inspection Services team. The deadline for applications was late December and we are now reviewing applications.

COMMISSION GOALS FOR 2014

With the New Year, Commissioner input, and a few months under my belt, Nate and I thought it would be good for the Commission to discuss its goals for the year. A couple Commissioners have mentioned that they want the Commission to be more proactive in addressing key departmental priorities, and we hope this provides a starting point for the conversation. The Assistant Directors and I have discussed this and have a few suggested areas where focused Commission attention and leadership could advance key issues:

- **Performance Benchmarks:** Establishing a departmental 'dashboard' with a few key performance benchmarks that help the department measure our progress in strategic areas. Past benchmarking efforts have been

- **Capital Funding:** Public Works is responsible for maintaining an expensive and diverse infrastructure. In many cases, we do not have adequate funds to adequately maintain our assets. I am committed to working with staff, the Commission and stakeholders to map out strategies for reaching sustainable funding levels for these assets. I've discussed with staff focusing on our sidewalk system in 2014 and seeing if, with the Commission's help, we could advance a proposal that would align our capital funds with the annual capital needs of our sidewalk network.

- **Transportation Policy:** City plans including our Transportation Plan and PlanBTV call for

Non-Discrimination
The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

our right-of-way to serve many users and many functions. There are new design guides that look at innovative ways to design our rights-of-way to address many modern challenges (more intense storm events, accommodation of all modes, etc) and modern opportunities (smart signals, parking technologies, etc.). Staff would like to bring forward new guides for the City to adopt and the Commission would be an important sounding board in the process.

- **Commission Role:** As the new Director, I've been reading the City's ordinances and Charter and learning from various staff about past practices. I would welcome the opportunity to methodically review the powers given to the Commission and to clearly detail them for the Commission, staff and community stakeholders to understand.

These are ideas to start the discussion. We'll see how far we get at this upcoming meeting.

INTERCITY TRANSIT BUS STOPS

Megabus and Greyhound are continuing to use the designated bus stop within the City's right-of-way on University Place in front of Royal Tyler Theater – and there will be another operator using the stop next month. VTrans is helping to fund transit service between Burlington and Albany, NY that they hope to start in 3-4 weeks. Premier Coach will operate one round trip per day and the departure and arrival times do not conflict with other services at University Place. There is another meeting of city officials on intercity transit services next week so I will have more to report at the Commission meeting.

CSWD BOARD UPDATES

I attended my first meeting as the City's CSWD representative last month. There were two significant votes at the meeting:

- **Further Evaluation of Consolidated Collection** – The Board approved proceeding with further evaluation of the potential economic and environmental impacts associated with the consolidation of municipal solid waste and recycling collection systems in the District. Let me know if you'd like a copy of the initial study.
- **Processing and Disposal of Biosolids** – The CSWD Board approved a contract with Casella to handle biosolids from Burlington and many other county municipalities over the next five years.

QUICK BITS:

- The Downtown Parking Work Group continues to plan for parking pilots in early 2014. The major pilot projects will be reviewed by the Advisory Committee that that City Council recently established. Some pilots will also require Commission approval so expect to see proposals in the coming months.
- Due to the challenging weather this winter, we're already 85% through our salt budget. We're doing budget adjustments to give us a bit more funding for salt, but it is going to be a challenging financial year for the Right-of-Way Division.
- The Mayor hosted a press conference on January 9th to mark the refinancing of the $14.6M wastewater bond. Press release attached.
- **NEXT COMMISSION MEETING:** Wednesday, February 19th, 6:30pm**.**

Valerie Ducharme

From: Mike Kanarick
Sent: Thursday, January 09, 2014 10:25 AM
To: Mayor's Office
Subject: FOR IMMEDIATE RELEASE -- MAYOR MIRO WEINBERGER: Mayor Weinberger, Treasurer Pearce, Vermont Municipal Bond Bank Announce $14.6M City of Burlington Wastewater Bond Refinancing

OFFICE OF MAYOR MIRO WEINBERGER
149 Church Street | Burlington, VT 05401 | 802.865.7272

FOR IMMEDIATE RELEASE

January 9, 2014
Contact: Mike Kanarick
802.735.7962

Mayor Miro Weinberger, State Treasurer Beth Pearce, and Vermont Municipal Bond Bank Leadership Announce $14.6M City of Burlington Wastewater Bond Refinancing

Transaction Addresses Long-Standing Unfunded Liability, Will Save Burlington $4.8M in Interest Payments, and Signals City's Improved Financial Management

Burlington, VT – Mayor Miro Weinberger, Vermont State Treasurer Beth Pearce, and leadership from the Vermont Municipal Bond Bank (VMBB) today announced at a news conference at the City of Burlington's Main Wastewater Treatment Plant that the City and the VMBB closed on the refinancing of a $14.6 million wastewater bond. The transaction addresses a long-standing unfunded liability, will save Burlington ratepayers approximately $4.8 million in interest payments over the next 20 years, and signals the State of Vermont's recognition of the City's improved financial management.

"I am very pleased to announce that Burlington has completed its first-ever bond sale through the Vermont Municipal Bond Bank Bond general bond pool," said Mayor Weinberger. "Not only does this collaboration constitute a cost-saving solution to another concerning financial issue inherited by this Administration, but also it represents a significant vote of confidence by the VMBB in the current financial direction of the City. I'd like to thank the Shumlin Administration, Treasurer Beth Pearce, and the VMBB for recognizing the real progress Burlington has made and for working with us to accomplish this important transaction."

The VMBB, created in 1970, provides Vermont municipalities, school districts, and fire districts with access to long-term bond financing. The VMBB is highly rated and, therefore, able to access very low interest rates, which result in cost-effective borrowing opportunities for municipalities. The VMBB has issued loans totaling more than $1.7 billion for Vermont municipal capital projects.

State Treasurer Beth Pearce said: "As a member of the Vermont Municipal Bond Bank's Board, I am pleased to assist with this type of financing that will reduce costs for Burlington's residents and businesses. Burlington is making use of a proactive and prudent financing approach that adds value to the community."

During a Burlington Special City Meeting (election) in June 1988, the voters approved both a $13 million grant and a $26 million loan from the State of Vermont and authorized the issuance of revenue bonds in an amount not to exceed $26 million to repay the loan. In 1990 and 1992, the City issued two Series of Wastewater System Revenue Bonds in the original principal amounts of $5.38 million and $15.45 million (subsequently increased to $19.4 million), respectively. The 1990 and 1992 Series Bonds were issued through the Vermont State Revolving Fund (SRF), co-managed by the Vermont Agency of Natural Resources and the VMBB. The funds were used to finance and carry out capital improvements to the City's wastewater system, including a Lake Champlain pollution abatement project.

Thereafter, the 1990 Series Bonds were paid in full during fiscal year 2010. The 1992 Series Bonds, with the outstanding principal amount of $14.6 million, were due and payable this month, January 2014. To satisfy the 1992 Series Bonds obligation due this month, the City entered into a transaction with the VMBB, which closed on Tuesday and includes the following terms: $14.6 million loan principal; 3.853% Net Interest Rate on the loan; and a 20-year term for the loan.

John Valente, VMBB Chair of the Board of Directors, who was unable to attend the event, stated: "For the past 44 years, the Bond Bank has been pleased to provide a means of lower-cost financing for cities, towns, school districts, and other public bodies throughout Vermont. Our recent bond offering is an example of the bank achieving its goal to responsibly foster and promote access to capital markets for the financing of public improvements."

Robert Giroux, VMBB Executive Director and Secretary, who participated in today's announcement at Burlington's Lavalley Lane Wastewater Treatment Plant, added: "The City's SRF loan was eligible for refinancing through the VMBB, and its application was well received by the Board. Burlington appears to be taking the right steps to correct its financial situation. Repayment of the City's loan will be backed by a revenue pledge of the Water and Wastewater Division of Burlington's Department of Public Works. Because of the size of the VMBB's loan pool, Burlington's loan will neither impact the underlying credit quality of the loan pool, nor jeopardize the VMBB's credit rating."

Had the City been unable to secure refinancing through the VMBB, the alternative funding sources likely would have included private placement at an interest rate of approximately 6.00%. This increased rate would have cost the City approximately $4.8 million more than the VMBB deal.

Burlington Chief Administrative Officer Bob Rusten, Assistant CAO Richard Goodwin, and Department of Public Works (DPW) Assistant Director for Water Quality Laurie Adams also participated in the news event.

"From our initial conversation with State Treasurer Beth Pearce through the many discussions with Bob Giroux and members of his team at the Bond Bank, it was gratifying to hear that they recognized the City's efforts to stabilize its finances and believed in our ability to meet the requirements of the loan," said CAO Rusten. "They did their due diligence to verify efforts, and the Bond Bank would not have approved the loan without our having met their requirements. Rich Goodwin and Laurie Adams deserve a lot of the credit for having set a path of financial stability in the Wastewater Enterprise Fund."

Burlington has three wastewater plants that treat raw sewage. The plants are located on Riverside Avenue, North Avenue Extension, and the Main Plant on Lavalley Lane. At the plants, DPW's Water Quality Division treats domestic and industrial sewage to stringent federal standards levels that ensure public health and the biological integrity of the waters receiving discharges from the facilities. Also, stormwater for much of the City is collected and treated at the Main Plant prior to discharge into Lake Champlain.

DPW Assistant Director Adams, stated, "This has been an excellent effort by all parties to stabilize wastewater finances for previous infrastructure upgrades that ultimately protect our most precious resource, Lake Champlain."

# # #

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