



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Tenzin Chokden, Clerks Office
From: Chapin Spencer, Director
Date: January 9, 2020
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **January 15, 2020**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 5 Min Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
 - A Main St. & S. Union St. Parking Reallocation Adjacent to Memorial Auditorium
 - B Resident Parking Zone Designation for Bilodeau Ct. & Bilodeau Pkwy
 - C Reallocate an Accessible (ADA) Parking Space on North St. to a 30-Minute Time Limited Parking Space

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, crime victim 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 (802) 540-2505.

- 5 15 Min Semiannual Traffic Request Status Report
 - A Communication, P. Peterson
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested – None

- 6 20 Min Shared Use Path Design Considerations
 - A Presentation, C. Spencer, N. Losch
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested – None

- 7 15 Min Proposed FY'21 Unified Planning Work Program
 - A Communication, C. Spencer, N. Losch
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested – Vote

- 8 5 Min Approval of Draft Minutes of 12-18-19

- 9 10 Min Director's Report

- 10 10 Min Commissioner Communications

- 11 **Adjournment & Next Meeting Date – February 19, 2020**



City of Burlington
Department of Public Works

Technical Services Engineering Division
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Memo

Date: January 7, 2020

To: Public Works Commission

From: Phillip Peterson, Associate Public Works Engineer *PMP 1/7/20*

CC: Susan Molzon P.E., Senior Public Works Engineer

Subject: Main Street and South Union Street Parking Reallocation Adjacent to Memorial Auditorium

Recommendations:

Staff recommend the DPW Commission remove:

13 No parking any time except trucks loading or unloading.

No person shall park a vehicle at any time on the following streets, unless the same is a truck actually engaged in loading or unloading, and for no more than thirty (30) minutes:

- (6) At the corner of South Union Street and Main Street on the west side of South Union Street for one hundred ninety (190) feet.

12-1 No parking except vehicles loading or unloading.

No person shall park a vehicle at the following locations unless engaged in loading or unloading the vehicle:

- (45) On the north side of Main Street immediately west of the existing handicapped space in front of 250 Main Street to be limited to thirty (30)-minute parking.

9 Fifteen-minute parking.

(b) No person shall park any vehicle, at any time, longer than fifteen (15) minutes at the following locations:

- (26) On the north side of Main Street beginning 30 feet west of South Union Street and continuing west for 80 feet.

Staff recommend the DPW Commission approve:

17 Designation of parking meter zones.

(e) Three (3) hour zones. The following streets or portions of streets are hereby designated as three (3) hour parking:

- At the corner of South Union Street and Main Street on the west side of South Union Street for one hundred ninety (190) feet.

- On the north side of Main Street immediately west of the existing handicapped space in front of 250 Main Street.
- On the north side of Main Street beginning 30 feet west of South Union Street and continuing west for 80 feet.

Purpose & Need:

The purpose of the truck loading zone on South Union Street was to provide Memorial Auditorium with truck loading and unloading, and this is no longer needed. The purpose of the 15-minute parking and vehicle loading zone on Main Street was to provide short term public parking for Memorial Auditorium, which is no longer necessary. The reallocation of the truck loading zone on South Union Street, the 15-minute parking spaces and vehicle loading zone on Main Street to public metered parking, would provide a parking resource need for local businesses, and residents in the area. This change will result in an additional eight (8) metered parking spaces on South Union Street, and an additional seven (7) metered parking spaces on Main Street.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		City of Burlington, Downtown Parking and Transportation Management Plan
Aligns with City plans?		X		City of Burlington, Downtown Parking and Transportation Management Plan
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

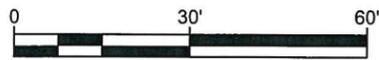
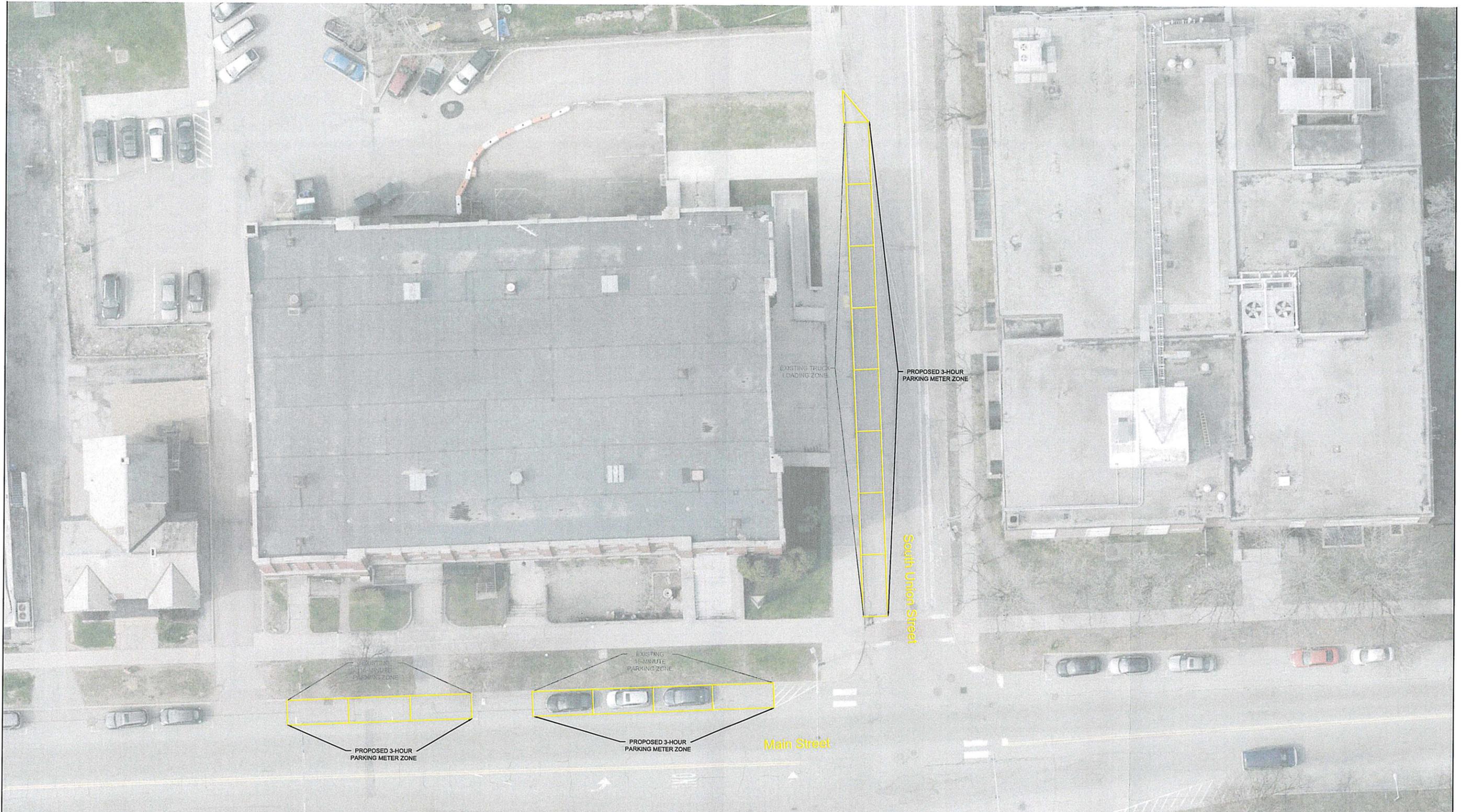
Staff received a request in September 2019 from a local resident of Main Street, to reallocate the parking adjacent (see Attachment-1) to Memorial Auditorium. The resident states, since Memorial Auditorium is no longer used, the truck loading zone on South Union Street adjacent to Memorial Auditorium is unnecessary. Therefore, the parking spaces on South Union Street currently designated as a truck loading zone should be returned to metered parking spaces. Additionally, Staff determined the 15-minute spaces and vehicle loading zone on Main Street were unnecessary for Memorial Auditorium. Staff recommend the truck loading zone on South Union Street, the 15-minute parking spaces and the vehicle loading zone on Main Street adjacent to Memorial Auditorium be reallocated as 3-hour parking metered spaces.

Public Engagement:

In preparation for the 1/15/20 DPW Commission Meeting, Staff placed flyers at each property along the blocks adjacent to Memorial Auditorium. Staff received one email in support of this recommendation (see Attachment-2); additionally Staff had a discussion with the owners of O'Brien’s Salon on site and they are fully supportive of more metered parking on Main Street and South Union Street.

Attachments:

1. Site map.
2. Public correspondence.



SCALE: 1" = 30'



PROPOSED PARKING
REALLOCATION ADJACENT
TO MEMORIAL AUDITORIUM



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
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DESIGNED PMP	
DRAWN PMP	SCALE 1"=30'
CHECKED SM	DRAWING NO.
DATE 1/7/2020	SHEET 1 OF 1

Attachment 2

Public input correspondence emails

Tue 12/31/2019

thanks I think that is a great idea

Jeff Towsley

On Tue, Dec 31, 2019 at 1:05 PM Phillip Peterson <ppeterson@burlingtonvt.gov> wrote:

Mr. Towsley,

The attached flyer was distributed to properties adjacent to Memorial auditorium last week. DPW Staff is considering reallocating the parking adjacent to Memorial Auditorium to metered parking. Feel free to contact me should you have any questions.

Best,
Phillip Peterson, Associate Engineer



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Department of Public Works

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Memo

Date: January 7, 2020

To: Public Works Commission

From: Phillip Peterson, Associate Public Works Engineer *PPM 1/7/20*

CC: Susan Molzon P.E., Senior Public Works Engineer

Subject: Resident Parking Zone Designation for Bilodeau Court and Bilodeau Parkway

Staff recommend the DPW Commission approve:

27 No parking except with resident parking permit.

No person shall park any vehicle except (1) a vehicle with a valid residential street sticker; (2) a vehicle with a valid transferable residential hanging tag; (3) a clearly identifiable service or delivery vehicle while conducting a delivery or performing a scheduled or requested service; (4) a clearly identifiable car share vehicle; or (5) a vehicle displaying a valid state-issued special registration plate or placard for an individual with a disability on any street, or portion thereof, designated as "residential parking."

(a) Streets designated for residential parking at all times include:

- Residents from Bilodeau Court shall be eligible for resident parking permits on Bilodeau Parkway.
- Residents from Bilodeau Parkway shall be eligible for resident parking permits on Bilodeau Court.

Purpose & Need:

The purpose of Resident Permit Parking (RPP) on Bilodeau Court and Bilodeau Parkway is to provide residents with reasonable access to their homes. Both Bilodeau Court and Bilodeau Parkway are existing RPP streets. The purpose of allowing Bilodeau Court and Bilodeau Parkway to become a RPP zone is to grant residents of both streets the parking flexibility they have petitioned for. The need for Bilodeau Court and Bilodeau Parkway residents is to maintain their RPP status with parking regulations which are logical for the street characteristics.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		Residential Parking Management Plan (RPMP) Approved by DPW Commission 1/20/16.
Aligns with City plans?		X		Residential Parking Management Plan (RPMP) Approved by DPW Commission 1/20/16.
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

Staff received a petition in December 2019 from the property owners of Bilodeau Court and Bilodeau Parkway, asking DPW to designate Bilodeau Court and Bilodeau Parkway a RPP Zone rather than two separate streets. Although the RPMP does not assign RPP Zones as an official strategy, the RPMP does discuss RPP Zones as a possible solution DPW can utilize; and provides specific examples when RPP Zones work. *"Neighborhoods with Neighborhood Permit Parking (NPP) zones balance residential parking with visitors and commuters..."* (RPMP, page-63)

Allowing the residents of Bilodeau Court and Bilodeau Parkway to become a RPP Zone, grants them and their guests the ability to park more freely in their own neighborhood. Given this and the strong support from the neighborhood, DPW Staff recommend the DPW Commission approve the designation of a RPP Zone for Bilodeau Court and Bilodeau Parkway.

Public Engagement:

In preparation for the 1/15/20 DPW Commission Meeting, Staff mailed letters to each property owner in the Bilodeau Court and Bilodeau Parkway neighborhood. Staff received nineteen (19) emails and three phone calls (see Attachment-1) in regards to this matter. All of the emails and phone calls support the Staff recommendation to designate a RPP Zone for Bilodeau Court and Bilodeau Parkway.

Attachments:

1. Initial request and petition
 2. Public correspondence.
-

Attachment - 1

PETITION TO THE PUBLIC WORKS COMMISSION CITY OF BURLINGTON

December 18, 2019

Bilodeau Court and Bilodeau Parkway represent a vibrant neighborhood of 25 homes in ward 1. We are retirees, young families and students and we work to maintain a sense of community. We have a Labor Day street bar-b-cue, blocking off Bilodeau Parkway for grills, and someone will often host a holiday party. We share excess vegetables through a Bilodeau Google social media site and alert each other on community events and issues. As such:

My signature on this petition indicates that I believe that Bilodeau Court and Bilodeau Parkway represent one neighborhood and I urge you to convert the two parking zones to one.

Name:	Signature:	Address:
Mica DeAngelis	Mica DeAngelis	74 Bilodeau Ct
JOHN DRAKE	John Drake	37 BILODEAU CT
Jeanne Keller	Jeanne Keller	27 Bilodeau PKWY
John T. Cave	John T. Cave	33 Bilodeau PKWY
Susan Ames	Susan Ames	45 Bilodeau PKWY
Carolina Rodrigues	Carolina Rodrigues	47 Bilodeau Ct.
Walt SMITH	Walt Smith	47 BILODEAU CT.
David Curley	David Curley	31 Bilodeau
Agne Collins	Agne Collins	14 Bilodeau
Annie Tollett	Annie Tollett	44 Bilodeau Ct.
Murray Slavik	Murray Slavik	50 Bilodeau Ct
Paul Slavik	Paul Slavik	50 Bilodeau Ct
Brett Phillips	Brett Phillips	64 Bilodeau Ct
Susan Allen	Susan Allen	45 Bilodeau Parkway
CONOR MURPHY	Conor Murphy	35 BILODEAU PARKWAY
David Hasan	David Hasan	59 Bilodeau Ct
Rick Cosic	Rick Cosic	59 BILODEAU CT
Andrew Goodwin	Andrew Goodwin	22 Bilodeau Ct
ROY HENDRICK	Roy Hendrick	75 BILODEAU CT.

Attachment 2

Public input correspondence emails

Wed 1/1/2020

Hello Mr. Peterson,

As a resident on Bilodeau Court, I too support a single parking zone which includes both Bilodeau Court and Bilodeau Parkway.

Sincerely,

ajg

Andrew Goodwin

Tue 12/31/2019

Hello Mr. Peterson-

I echo the comments made by my Bilodeau neighbors so far. I am in favor of creating one parking zone for Bilodeau Court and Parkway. I grew up on the street and always considered it one street.

If this proposal moves forward, neighbors will have to relax the idea that the curb in front of their house is reserved for those who live at the residence closest to the said curb. I live on a corner and I don't have a place to park directly outside my house.

I also wonder about the buffer zone when parking near a driveway. Is this policy enforced? What is the buffer?

In terms of parking on Bilodeau, though, I have concerns as I'm sure other Burlington neighborhoods have already faced with family homes flipping into student housing. Parking on Bilodeau (Court or Parkway) is only on one side of the street. As I see it, our streets are only 1-2 flipped houses away from a parking logjam. The City does limit the number of placards based on the building size (single family, duplex), but if my house flipped to student housing, the students could get a total of four parking permits (2 car stickers and 2 hanging tags) and they could reserve their driveway (long or short) for additional tenants or guests. And Bilodeau has the four tag per house limit, at least that is what I understood when I called the BPD parking folks. If a tenant leaves before the lease term ends and retains the parking tag, the building owner pays a \$75 fee and the new tenant gets additional tags. The other tag(s) are still in circulation, though. The owner simply takes the \$75 fee out of the security deposit. No worries for them. So, I'm concerned about parking on Bilodeau.

Susan Ames

Tue 12/31/2019

Hello,

My husband Rob and I support the traffic amendment to make the court and parkway one zone. This is in the best interest of residents of our neighborhood. Thanks,

Loren and Robert Dow

- Loren Bowley Dow

Mon 12/30/2019

Hello Phillip,

We prefer Bilodeau Court and Bilodeau Parkway as one parking zone. Thank you for inquiring.

Sincerely,

Carolina Rodriguez

Mon 12/30/2019

Hello, Mr. Peterson. Thanks for your quick attention to our request. I agree wholeheartedly with John and Vicki's proposal. I would add the following:

1. There is extremely limited parking on Bilodeau Court which is already only one-side-of-street parking. Residents in a pinch for a spot ought to be able to use the Parkway. A single party-event on the Court can take up a huge amount of space, and Residents should not be shut out of legal on-street parking.
2. There is really no logical reason for this division of parking zones --- the Court and Parkway comprise a single cul-de-sac that happened to be assigned a bizarre division in nomenclature. It's one cul-de-sac. (EG: Case Parkway has one permit, Thibault, etc --- we shouldn't pay for the illogic of our naming!)

Thanks for your kind attention to our request.

Jeanne Keller

Craig Fuller

Mon 12/30/2019

Greetings Mr. Peterson

We are completely in favor of combining Bilodeau Ct. and Bilodeau Pkwy. into one parking zone. For example, we have a corner house with frontage on both streets. Several years ago I received a ticket for parking on the pkwy because our street address, hence our permit, was for the court, even though I was parked adjacent to our house, near our side door which we use instead of the front door. It made no sense. So the consolidation into one zone is long overdue.

Many thanks for considering it.

John and Ruth Drake

Mon 12/30/2019

Dear Mr. Peterson - Thanks for soliciting feedback on this matter. We think it would be a good idea to combine the currently separate Bilodeau Court and Bilodeau Parkway parking zones into a single zone combining the two streets. This would give residents, their guests and various service providers more availability and flexibility . Now current stickers and passes could still be used until their expirations by making sure enforcement officers know that these stickers and passes are valid on both streets.

Thanks for your attention.

John Cane

Vicki Knoepfel

Sun 12/29/2019

Phillip:

Hello. I support making these two streets one parking zone.
Marianne DiMascio (and Troy Headrick)

Sun 12/29/2019

Phillip,

I fully support the proposed changes. It seems ridiculous that these 2 small streets were ever considered separate zones - it certainly is no benefit to the residents.
Brett Phillips

Sun 12/29/2019

Dear Phillip,

We are writing to support our neighborhood in the effort to change the Bilodeau Court and Bilodeau Parkway into one parking zone.

Thank you!

Emily Taubl and John Zion

Fri 12/27/2019

Phillip -

My husband, Andy, and I support the traffic regulation amendment to allow residents to park on either street.
Annie and Andy Follett

Fri 12/27/2019

I am a resident and the property owner at East Avenue.

In response to your recent letter re: combining the two streets into a single resident parking zone: I'm all for it!

Regards.

John Merrill

Fri 12/27/2019

Hi Phillip,

I received your letter with the proposed amendment concerning parking on Bilodeau Parkway and Court. I live at 14 Bilodeau Court. I have questions and concerns.

My question is why is this amendment being proposed? Is there not enough parking for residents on their respective streets?

My concern is that parking privileges may be abused with more cars parked in front of 14 Bilodeau Court given its close proximity to the campus by individuals who either work on or are visiting UVM. To be honest I don't know how the resident parking privilege might be abused but just that I have that concern.

Thank you,

Rolf Danielson

Rolf,

I don't have any solid answers for your questions. Please send me a good phone number and we can chat on the phone. Feel free to call me directly.

Best,

Phillip Peterson, Associate Engineer

Hi Phillip,

Thank you, my number is . I'm available all day today or Thursday and Friday to talk.

Thanks,

Rolf Danielson

Fri 12/27/2019

Hello,

I live at Bilodeau Ct and signed the petition referenced in your recent letter. I am in full support of turning Bilodeau Ct and Bilodeau Parkway into one zone. Honestly many residents had no idea that we were separate entities resulting in unfair and confusing tickets.

Let's make parking on our streets easier for its residents and taxpayers.

Sincerely,

DomenicaDeAngelis

Thu 12/26/2019

In regards to your flyer asking for input on whether Bilodeau Ct and Bilodeau Pkwy should be one parking zone, yes! In fact they should never have been two zones to begin with and tickets that initiated the petition should be voided. I've lived here 40 years and never knew or was told I couldn't park on the Parkway. Thanks for taking this on.

Barry Mansfield

Thu 12/26/2019

Dear Mr. Peterson,

Nothing would please me more than having Bilodeau Ct and Bilodeau Pkwy consolidated into one parking zone.

Why this hasn't always been the case is beyond me. Thank you for addressing this matter.

Yours,

David Harari, MD

Public input correspondence phone calls

Mon 12/30/2019

Associate Engineer Phillip Peterson received a phone call from Rolf Danielson, resident of the Bilodeau Court & Bilodeau Parkway neighborhood. Mr. Danielson was concerned that RPP was going to be removed, but is more at ease once the request was fully explained. Although he is supportive of the Staff recommendation to create a RPP zone for his neighborhood, he is concerned there will be an oversubscription of parking in front of his home.

Tue 12/31/2019

Associate Engineer Phillip Peterson received a phone call from Mary Louise Smith, resident of the Bilodeau Court & Bilodeau Parkway neighborhood. Ms. Smith is fully supportive of the Staff recommendation to create a RPP zone for Bilodeau Court & Bilodeau Parkway.

Thu 1/2/2020

Associate Engineer Phillip Peterson received a phone call from Susan Alden, resident of the Bilodeau Court & Bilodeau Parkway neighborhood. Ms. Alden is fully supportive of the Staff recommendation to create a RPP zone for Bilodeau Court & Bilodeau Parkway.

Phillip Peterson

From: Sharon Bushor
Sent: Wednesday, January 8, 2020 10:52 AM
To: Phillip Peterson
Cc: MICA; David Y. Harari; sbalden@burlingtontelecom.net; Jeanne Keller; 'Susan Ames'
Subject: Agenda Packet for DPW 1/15 meeting

Hi Phillip, I most likely will not be able to attend the DPW Commission meeting on 1/15/2020 due to a conflict with a Tax Abatement Committee meeting. Please include this e-mail as a communication from me regarding the Bilodeau Parkway/Bilodeau Court parking zones. First, I want to thank you and the department for your quick response to the issue. I understand you have confirmed that all residents that sent you e-mails (I was told 22) are supportive of changing this from two zones to one zone. The signature petition that I submitted at the time of the request mirrors your findings. I understand this is on the consent agenda and I request that the commission approve your recommendation. If it passes, will you or someone from the department let me know the required interval between the action and the change in signage and enforcement. I want to make sure no one gets a ticket during this time interval because they did not understand the start date for the new zone. Thank you again. Sharon
Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.



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Department of Public Works

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Memo

Date: January 7, 2020

To: Public Works Commission

From: Phillip Peterson, Associate Public Works Engineer PWA 1/7/20

CC: Susan Molzon P.E., Senior Public Works Engineer

Subject: Reallocate an Accessible (ADA) Parking Space on North Street to a 30-Minute Time Limited Parking Space

Recommendations:

Staff recommend the DPW Commission remove:

7A Accessible spaces designated.

No person shall park any vehicle at any time in the following locations, except automobiles displaying special handicapped license plates issued pursuant to 18 V.S.A. § 1325, or any amendment or renumbering thereof:

(81) On the north side of North Street in the first space west of Elmwood Avenue.

Staff recommend the DPW Commission approve:

11-1 Thirty-minute parking.

No person shall park any vehicle, at any time, longer than thirty (30) minutes at the following locations:

(17) On the north side of North Street in the first space west of Elmwood Avenue.

Purpose & Need:

The purpose of the ADA space on the north side of North Street in the first space west of Elmwood Avenue, was to provide a resident reasonable access to their home, and this is no longer needed. The need is to provide public parking on North Street. The reallocation of the ADA parking space to a 30-minute time limited parking space would provide a parking turnover need for local businesses in the area.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		City of Burlington, Downtown Parking and Transportation Management Plan
Aligns with City plans?		X		City of Burlington, Downtown Parking and Transportation Management Plan
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

Staff received a request in December 2019 from a local resident of North Street, to reallocate an on-street accessible parking (ADA) space on the north side of North Street in the first space west of Elmwood Avenue to a 30-minute time limited parking space. The resident states the space was necessary for another resident of North Street, but they no longer drive. During the public outreach phase of this project, it was determined there is a local resident the ADA space was installed for and they no longer drive, consequently the ADA space should be reallocated for public use.

Public Engagement:

In preparation for the 1/15/20 DPW Commission Meeting, Staff placed flyers at each property along the block adjacent to the ADA parking space. Staff received two emails and three phone calls in regards to this matter (see Attachment-2); additionally Staff had a discussion with the owners of the Brixton Halaal grocery at 184 North Street, the owners were fully supportive of a 30-minute parking space as it would promote parking turnover in the area. One email is not in favor, however the other email and all three (3) phone calls support the Staff recommendation. One of the residents that called has additional concerns about parking resources in the area and would like Staff to revisit the proposed 30-minute space if it is not working.

Attachments:

1. Site map.
 2. Public correspondence.
-



North Street

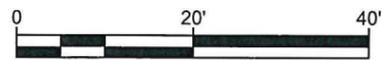
Elmwood Avenue



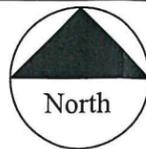
R7-8
REMOVE
SIGN

EXISTING
ACCESSIBLE (ADA)
PARKING SPACE

PROPOSED 30-MINUTE
TIME LIMITED PARKING
SPACE



SCALE: 1" = 20'



North

REALLOCATE AN ADA
PARKING SPACE TO A
30-MINUTE TIME LIMITED
PARKING SPACE ON NORTH
STREET



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
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(802) 863-0466 (Fax)

DESIGNED PMP	
DRAWN PMP	SCALE 1"=20'
CHECKED SM	DRAWING NO.
DATE 1/6/2020	SHEET 1 OF 1

Attachment 2

Public input correspondence emails

Thu 1/2/2020

Hi Philip,

I am the owner of the nearby convenient store, Brixton Halaal. Parking is a big issue here since the adjacent St Joseph parking lot had been restricted for public use. The said space will be misused by idlers who are always looking for day long parking space. We are unable to enforce the fifteen minutes parking in front of my store and I can't imagine how 30 minutes can be respected.

Thank you for giving us the chance to air our opinions.

Rashid

Thu 1/2/2020

The ADA parking spot should remain at 200 North St because you never know when somebody else that is handicapped will need a parking spot or will live in the same area. I am handicapped and am waiting for an answer for an apartment there. To many parking spaces are being taken away due to the mayor's stupid bike lane project also.

Mr. Grape,

Thank you for the email, and for your input. As it turns out, the physical design of an urban street like North Street poses a number of challenges for accommodating a broad range of transportation modes and a diversity of street users. Many of these challenges are a consequence of competing demands and desires within the street and a need to balance the needs of diverse uses. Ultimately, there is not an established accessibility (ADA) need in this area of North Street. During the public outreach phase of this project, it was determined there is a local resident the ADA space was installed for and they no longer drive, consequently the ADA space should be reallocated for public use.

Ultimately, the DPW Commission makes the final decision on any traffic regulation changes. We will be presenting this item for their approval at the January meeting. The January DPW Commission meeting is scheduled to be on Wednesday, January 15th, 2020 at 6:30 pm. This meeting will be in our Front Conference Room at 645 Pine Street.

In consideration of installation of ADA accessible spaces, a "reasonable accommodation" must be provided. The City seeks opportunities to make reasonable accommodations in its rules, policies, practices, and services in order to give a person with a disability an equal opportunity to use and enjoy a dwelling unit or common area. Accommodations are "reasonable" when they are practical and feasible. Should you need an ADA space in this area, feel free to reach out to me. We will work out your request for service at that time. Feel free to call me should you have any questions.

Best,

Phillip Peterson, Associate Engineer

Public input correspondence phone calls

Mon 12/30/2019

Associate Engineer Phillip Peterson received a phone call from Ezra Lebowitz, resident of the North Street & Elmwood Avenue neighborhood. Mr. Lebowitz would like DPW to reallocate an on-street accessible parking (ADA) space on the north side of North Street in the first space west of Elmwood Avenue to a 30-minute time limited parking space. He knows the person that needed the ADA space and this person no longer drives. A 30-minute time limited space would be good for parking turnover for local businesses in the area.

Tue 12/31/2019

Associate Engineer Phillip Peterson received a phone call from Marnie Cooney, owner of T Ruggs Tavern. Ms. Cooney states the ADA space was for a resident they rent to in their building that no longer drives. It's fine to remove the ADA space for a 30-minute space. The 30-minute space would be helpful for their business.

Thu 1/2/2020

Associate Engineer Phillip Peterson received a phone call from Timothy Wood, resident of the North Street and Elmwood Avenue neighborhood. Mr. Wood is supportive of the Staff recommendation to remove the ADA space on North Street; however, he would like staff to revisit the proposed 30-minute time limited parking space, if it is not working.



Memo

Date: January 9, 2020
To: Public Works Commission
From: Phillip Peterson, Associate Public Works Engineer *AMP 1/9/20*
Madeline Suender, Associate Public Works Engineer
CC: Susan Molzon P.E., Senior Public Works Engineer
Norm Baldwin P.E., City Engineer
Chapin Spencer, Director DPW
Subject: Semiannual Traffic Request Status Report

OPEN TRAFFIC REQUEST BREAKDOWN BY TYPE

	1/9/2020	1/9/2019	1/11/2018	1/10/2017
Accessible Space:	4	0	3	5
Resident Only Parking:	1	4	4	13
Crosswalks:	15	18	22	19
Driveway Encroachments:	1	0	2	1
Signage:	2	3	10	13
Loading Zone:	1	0	3	5
Area/Intersection Study:	1	3	2	6
Parking Prohibition:	2	2	5	11
Bus Stop:	0	0	1	0
Geometric Issues:	5	3	2	4
Parking Meters:	0	0	1	3
Other:	1	0	0	0
TOTAL:	33	33	55	80

Overview:

This is a semiannual report on remaining traffic requests. The Traffic Request Program has been managed by the Department of Public Works since the mid-1980s with DPW Staff receiving, evaluating, and presenting viable requests from the public to the DPW Commission. We are submitting this memo to the DPW Commission for their review.

Summary:

DPW Staff seek opportunities to make feasible modifications to rules, policies, practices, and services in order to best serve the community. In developing traffic rules and regulations, Staff

are required to follow established City, State and Federal guidelines. For instance, the Manual on Uniform Traffic Control Devices (MUTCD) – governed by the Federal Highway Association – is recognized as the national standard for all traffic control devices installed on any street, highway, bikeway, or private road open to public travel.

DPW Staff have worked to streamline the Traffic Request Program to provide residents a more transparent and responsive experience. This includes close adherence to the DPW Public Engagement Plan, responding to questions or concerns, and presenting informed recommendations to the appointed Commission. Occasionally, preparing traffic regulation recommendations has included setting up neighborhood meetings on complex and controversial topics. This process informs and empowers residents as DPW Staff use the appropriate regulations for guidance through the traffic request.

Over recent years, the number of open traffic requests has significantly reduced. Limitations in further reducing the number of open requests include limited staff resources, the complexity of requests, and the availability of funding. The DPW Technical Services team has had one or more vacant positions at any time during the past several years. This limits the availability of staff to address traffic requests as the reduced staff prioritizes other projects and programs. As of December 2019, the Technical Services team is now fully staffed which is anticipated to allow for a better balance of traffic requests and other work. Many traffic requests take an extended period of time to bring to resolution as a result of the need for more detailed technical analysis and more robust public outreach. Some requests require modifications and revisions after public input is received in order to better meet the needs of the broader community and balance varying interests. Availability of funding is the primary constraint in resolving crosswalk requests. Crosswalk requests include both the installation of new crosswalks and enhancements requested to existing crosswalks. Both types of crosswalk requests involve capital infrastructure investments. Crosswalk requests are most often implemented by combining with other projects, such as sidewalk reconstruction or street paving, to make the most efficient use of available funding and address the needs of the community in a coordinated effort.

Crosswalk Requests:

Crosswalk requests represent the majority of unresolved traffic requests at this time. There are currently fifteen (15) resident initiated crosswalk traffic requests in queue. The Department of Public Works' pedestrian safety projects are informed by resident input, available funding, intergovernmental coordination, State & Federal Policy and the City's adopted plans, including:

- PlanBTV Walk Bike.
- Sustainable Infrastructure Plan.
- American's with Disabilities Act (ADA) of 1990, Federal Law Title-1.
- Vermont Agency of Transportation's (VTrans) Guidelines for Pedestrian Crossing Treatments.
- Urban Street Design Guide - National Association of City Transportation Officials (NACTO).
- City of Burlington's Guidelines for Pedestrian Crossing Treatments
- Applicable corridor and intersection scoping studies

Additionally, DPW Staff work with Burlington Electric Department to ensure adequate lighting at crosswalks and Green Mountain Transit for improved access to transit stops. The City's sidewalk assessment plan and facilities assessment plan identifies ADA deficiencies on our streets, sidewalks, signals, and buildings to help prioritize and identify improvements.

DPW Staff also heavily utilizes the annual Unified Planning Work Program (UPWP) federal transportation grant to obtain data to assess appropriate treatments for crosswalk and other traffic requests where applicable. This grant is obtained through coordination with the Chittenden County Regional Planning Commission (CCRPC).

Crosswalk Requests Breakdown

Crosswalk requests in queue 1/9/19:	18
Crosswalk requests resolved in 2019:	12
Number of New Crosswalk requests in 2019:	9
Crosswalk requests in queue 1/8/20:	15

DPW Staff coordinates crosswalk requests with other City projects. Working with other projects helps many of the requested crosswalks get constructed more efficiently and cost effective compared to a standalone project. For instance, during the 2019 construction season DPW installed several crosswalks in parallel with sidewalk and paving construction projects.

Crosswalk work has several constraints, which make these traffic requests unique from other traffic request types, including.

- Adhering to state and federal standards
- ADA requirements
- Lighting
- Funding needs for construction
- Stormwater and drainage issues
- Parking prohibitions for sightline issues
- Resource requirements and scheduling
- Implementation strategies
- Crosswalk treatment type
- Staff availability for implementation and evaluation of the above criteria

In addition to the 15 resident initiated crosswalk request, DPW Staff have created an internal list of 12 crosswalk projects. These crosswalk projects are due to future and current construction efforts. Taking the initiative to integrate crosswalk work into other projects, informs DPW Staff's desire to be proactive about pedestrian safety.

Conclusion:

Our team consists of engineers, planners, crews, contractors and consultants whose focus is to build a balanced transportation system, improve safety, build facilities for all ages, connect facilities, and use multiple strategies for widespread rapid implementation. The team gives careful attention to critical details on each project – meeting regulations, incorporating community input and always working with public safety in mind.



Memo

Date: January 9, 2020
To: Public Works Commission
From: Nicole Losch, PTP, Senior Planner
Subject: FY2021 Chittenden County Regional Planning Commission's Unified Planning Work Program

Recommendation

We respectfully request the Public Works Commission approve the following motion:

Support staff's recommended projects under the FY2021 Unified Planning Work Program (UPWP).

Background

The UPWP is the Chittenden County Regional Planning Commission's (CCRPC) annual work program for planning activities. The UPWP is the mechanism to implement the regional strategies outlined in the ECOS Plan (www.ecosproject.com) and also helps the City implement local plans.

The majority of UPWP funding is Federal and is provided by the US Department of Transportation, Federal Highway Administration, and Federal Transit Administration. As such, most funding is available for projects with a transportation nexus, including transportation planning, land use planning, and stormwater planning. UPWP projects are conceptual in nature and funding is for planning assistance only, which excludes the cost of municipal employees, detailed design or engineering, right-of-way acquisition, construction, and capital implementation. Requests for assistance can be for projects or for technical assistance. The UPWP is concurrent with the City's fiscal year.

For FY2021, the CCRPC anticipates having \$800,000 available for project requests. Some of this funding will already be allocated to additional phases of current projects. UPWP projects generally require a 20% local cash match from a non-federal source. Regionally-significant projects usually do not require a cash match. Small transportation projects that can be completed by CCRPC staff usually do not require a cash match, but small non-transportation projects that exceed more than 12-hours of staff time are charged \$50 per hour.

To be considered for assistance, project applications must be submitted by January 17, 2019. The City may submit more than one application but must prioritize all projects in case funding is limited. The

CCRPC's UPWP Committee then determines the selected projects and the allocation of local, state, and federal funds which advance their planning programs. The UPWP development process includes input from the public, stakeholders, interest groups, and CCRPC member communities.

All applications and local match commitments must be presented to and approved by the local governing body. The purpose of this meeting is to inform the community about the project requests, to solicit public comments, and confirm support for these projects.

Additional information on the UPWP can be found on the CCRPC's website:

<https://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>

Project Candidates and Local Match Requirements

The City's UPWP projects are developed by the various departments engaged in community planning: Public Works; Parks, Recreation, and Waterfront; Planning and Zoning; Community and Economic Development; City Arts. In addition to the individual project requests, the City must prioritize all projects to assist the CCRPC as all requests may not be funded due to financial constraints.

Projects are still being considered by each Department and cost estimates are being developed with guidance from the CCRPC. At the time of this memo, the City is considering (listed in no order of priority):

PROJECT		DESCRIPTION	MATCH SOURCE	PRIORITY
Continue FY2020 Projects	Winooski Avenue Transportation Study Phase 3: Parking Management Plan	The North Winooski Avenue Parking Management Plan is a recommendation of the Winooski Avenue Transportation Study and is anticipated to begin in FY2020.	DPW – Transportation	Very high
	Queen City Park Road and Bridge Scoping	With South Burlington, identify improvements for pedestrian safety along the roadway and bridge	n/a – Regional project	High
	Green Streets Opportunity Map	Continue the work of the Stormwater Integrated Planning effort. Overlay soils maps, potential transportation projects, and street characteristics to identify opportunities for stormwater treatments and improvements.	DPW – Stormwater	High
	Colchester Avenue Protected Bike Lanes and East Avenue Intersection Scoping	As recommended in the 2011 Colchester Avenue Corridor Study and the 2017 planBTV Walk Bike, identify options to improve the intersection of Colchester Ave / East Ave and improve the bicycling facilities on Colchester Avenue.	DPW – Transportation	Medium (due to staff capacity with other projects)

Technical Assistance	Winooski Avenue Signal Timing Review	Peer review new signal timing plans for Winooski Avenue between Pearl Street and Main Street.	n/a	High
	Shelburne Street Roundabout Performance Measures	Develop the performance metrics that will be used to evaluate the single-lane roundabout after it is constructed.	n/a	High
New Project	School Travel Plans	Work with the Burlington School District, parents, and staff to evaluate and recommend improvements for school travel patterns and traffic safety for all BSD schools.	TBD	High
Counts & Inventories	Pavement inspections	1/3 of system – recurring annual request	n/a	High
	Traffic counts and ped/bike counts	Various locations determined by DPW to measure traffic calming impacts, identify baseline data for future projects, and/or establish baseline data	n/a	High

Burlington Department of Public Works Commission Meeting
Draft Minutes, December 18, 2019
645 Pine St. – Main Conference Room

Meeting video link: <https://www.cctv.org/watch-tv/programs/burlington-public-works-commission-148>

Commissioners Present: Tiki Archambeau (Chair); Brendan Hogan (Vice Chair); Solveig Overby; Peggy O’Neill-Vivanco, Pablo Bose; Chris Gillman

Commissioners Absent: Jim Barr

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau calls meeting to order at 6:30 pm and made opening comments.

Item 2 – Agenda

ACTION: Vice Chair Hogan moved to accept the agenda as presented. Commissioner Gillman seconded. Unanimous approval.

Item 3 – Public Forum

- Matt Daly – Concerns with parking management on Overlake Park.
- Ben Katz – Concerns with parking management on Overlake Park.
- City Councilor Sharon Bushor –
 - Henry St Deli deliveries are still happening before 7am and parking on the north side of street is still happening.
 - Mansfield Ave. trash haulers are still picking up at 5:45am at the Red Cross.
 - Bilodeau Ct & Bilodeau Pkwy – residents want the two streets to have one Resident Permit Parking zone.
- Commissioner Overby thanked staff for the work on the 2020 sidewalk plan.

Item 4 – Consent Agenda

- A Park St. ADA Space
- B Canfield St. ADA Space Removal
- C 2020 Sidewalk Work Plan

ACTION: Commissioner Gillman made a motion to pass the consent agenda as presented. Commissioner O’Neill-Vivanco seconded. Unanimous approval.

Item 5 – Garage Occupancy Strategy/Generic Parking Agreement Update

Interim Assistant Director Parking & Traffic Jeff Padgett presented an overview of the ongoing effort to optimize the usage of the Lakeview & College Street garages. DPW updated the Generic Parking Agreement for existing parkers and created a new Limited Generic Parking Agreement for use with new parkers to notify customers that their Agreements may terminate prior to 2022. This is due to upcoming changes in corporate Agreements including UVMMC’s relocation downtown and their 2017 Commission-approved Agreement for accommodating up to 300 parkers.

Commissioners asked questions about parking performance, parking limits, adding an annual/monthly update report, and marking the garages for monthly parkers. Staff reported that they will share their annual parking report to the Commission in February.

ACTION: Commissioner Gillman made a motion to approve both parking agreements as published with one amendment – adding “themselves or” after “by the City for” in section 2C to clarify that these agreements can be for individual and corporate customers. Commissioner O’Neill-Vivanco seconded. Unanimous approval.

Item 6 – Traffic Calming Overhaul

Senior Transportation Planner Nicole Losch referred to the memo and packet for the Process Improvement for Traffic Calming and Traffic Requests memo and final report. Cope & Associates recommended updating the process, policies and forms for the Traffic Calming and Traffic Request programs. At this time, staff is not recommending substantive changes to the Traffic Request program as staff has been able to substantively reduce outstanding requests through improvements already implemented. Staff is recommending an update to the traffic calming program will be updated to prioritize traffic safety issues.

Commissioners O’Neill-Vivanco, Hogan, Overby, Bose, Gillman and Archambeau asked about neighborhood enhancements, data collection, adding trees, prioritizing safety-oriented requests, crash analysis, and implementation moving forward.

No formal action was taken.

Item 7 – Snow and Ice Control Plan

Assistant Director of Maintenance & ROW Services Lee Perry gave a presentation on the City’s updated Snow and Ice Control Plan. Changes have been made to update route miles, add program forms and clarify the department’s approach to maintaining bike lanes. Non protected bike lanes will be plowed by the trucks initially and by tractors afterwards as needed. Protected bike lanes will be plowed by our sidewalk tractors. Plow route maps have been updated to reflect bike lane locations. Staff is upgrading parking ban lights so that they can be turned off and on with a cell phone. This will reduce staff time and save money.

Commissioners Hogan, Bose, Overby, O’Neill-Vivanco and Archambeau asked about staffing levels, plow driver input, where snow is placed when there is too much, utilizing GPS technology, and in what priority streets/sidewalks are cleared.

Public comment by City Councilor Sharon Bushor – Why was there so much lawn damage from the last storm on East Ave between University Rd and Colchester Ave and who to call when road is not plowed. Area will need top soil and seed in the spring.

No formal action was taken.

Item 8 – 2019 Construction Season Debrief

Director Chapin Spencer and Division Director – Water Resources Megan Moir presented on lessons learned from the 2019 construction season and proposed adjustments to reduce the impact of our work in the public rights-of-way. This is especially important as

CY'2020 is shaping up to be another ambitious construction season with a number of upgrades on heavily-trafficked streets. Proposed adjustments include bidding multiple work types together for specific streets, aiming for pre-July 1 work, updating contracts to have stronger language on duration milestones for critical streets and performance bonuses, hiring resident engineers earlier, developing service line replacement strategy, and enhancing communications.

Commissioners Bose, Gillman, Overby and Hogan asked about improving map resources, tying communications to voter-approved priorities, staggering projects in high-impact areas, timing of 'no parking' sign installation, and conducting a spring NPA tour.

No formal action was taken.

Item 9 – Approval of Draft Minutes of 11-20-19

ACTION: Vice Chair Hogan made the motion to accept the November minutes. Commissioner O'Neill-Vivanco seconded. Commissioner Bose Abstained. Unanimous approval.

Item 10– Director's Report

Director Spencer referenced his written report in the Commission packet and updated the Commission verbally on the following items:

- 645 Pine Street Renovations for Permit Reform
- 2019 Construction Season Debrief & 2020 Plans
- Parking Garage Stays
- Waterfront Rail & Bike Path Relocation

Item 11 – Commissioners Communications

- Commissioner Overby:
 - Asked about possibly making the Rapid Flashing Beacon red instead of yellow.
 - Asked about the lack of a Crossing Guard at Mansfield and Colchester Ave.
 - Asked if there was a way to flag the rain gardens for the plow trucks – especially at Grant and Winooki.
 - Suggested design or paint changes at the Grant St. & Elmwood Ave intersection for the bike accommodations.
 - Expressed concern about privately-managed public parking downtown.
- Vice Chair Hogan inquired about the requested crosswalk at Locust St & Locust Terrace.
- Commissioner O'Neill-Vivanco notified us that Henry St was still getting early deliveries and that the noise ordinance should be followed.
- Commissioner Bose – Appreciated staff response to the Locust St & Terrace crosswalk.

Item 12 - Adjournment

Commissioner Gillman made motion to adjourn meeting. Vice Chair Hogan seconded. Unanimous approval.

Meeting ended at 9:08 p.m.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **DPW Director's Report**
Date: January 9, 2020

645 PINE STREET RENOVATIONS

The renovation of 645 Pine Street to better serve the public and integrate the Permitting and Inspections Department are now complete. Thank you to staffers Martha Keenan and Kim Bleakly who coordinated all this work and completed the project within budget! There will be a press conference in the coming weeks to highlight the consolidation zoning, building and code permitting functions into the new Permitting & Inspections department.

TRAFFIC REQUESTS: As of 1/8/20, we had 33 traffic requests in queue – we had 42 in queue last month. Staff will be presenting the biannual traffic requests report this month.

WATERFRONT RAIL & BIKE PATH RELOCATION:

Staff from the City and the State will be attending the next Council Transportation Energy and Utilities Committee meeting on January 16 @ 6pm to discuss the potential new storage and servicing location for the Amtrak train adjacent to the Intervale. The meeting will be at Riverside Apartments. At the City's request, the State has set up a project website: <https://vtrans.vermont.gov/rail/amtrak-burlington>.

GREEN MOUNTAIN TRANSIT:

Burlington has two Board seats on the GMT Board and two Alternates.

-) Katherine Miles and Chapin Spencer – Commissioners
-) Meg Polyte and Marcie Gallagher – Alternate Commissioners

The major Board projects at this time are:

-) FY'21 Budget – It will be a very challenging budget year. The Board has voted a 4% increase for member community assessments and service cuts will be needed to balance the budget. The board will be voting on the budget at the upcoming January board meeting.
-) General Manager Hiring – We have hired an outside firm to lead the recruitment and vetting process. Interviews are planned for February.

CONSOLIDATED COLLECTION

The consultant for the joint South Burlington, Burlington and CSWD study has provided us with a version of the report that is close to ready for public review and feedback. We will be coordinating a public meeting hopefully in February. Before then, we will be requesting the Council approve a modest contract amendment (under \$20K) to allow the consultant to provide additional information and analysis on issues important to Burlington. Contact: Lee Perry, lperry@burlingtonvt.gov.

Feel free to reach out with any questions prior to Wednesday's Commission meeting. Thank you.