MEMORANDUM

To: Tenzin Chokden, Clerks Office
From: Chapin Spencer, Director
Date: January 14, 2021
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: January 20, 2021
Time: 6:30 – 9:00 p.m.

Due to current social distancing measures, this meeting will be held entirely virtually.

To view the meeting:
1. CCTV YouTube Channel (streamed live) or on Burlington Telecom Channel 317 (aired on a later date, not live). Comments on YouTube are not monitored by DPW staff.
   https://www.youtube.com/channel/UCJkWMLSgRNKLoUZQiNoAcQ
2. Join via Zoom: https://us02web.zoom.us/j/83495330508
3. Call in for audio only: Phone number: 301-715-8592 Webinar ID: 834 9533 0508

To participate in public comment:
1. You must either join the meeting via the Zoom link above or by calling via the call-in information above.
2. If signed in via Zoom, please use the “Raise Your Hand” feature. This will alert DPW staff that you wish to speak and will automatically add you to the queue. When it’s your turn to speak, your name will be called and you will be unmuted.
3. If you are calling in, please press *9 which will alert DPW staff that you wish to speak. When it’s your turn to speak, your phone # will be called out and you will be unmuted.
4. If you encounter any difficulties when attempting to speak during public forum, please email DPWCommunications@burlingtonvt.gov.
5. In the event of challenges with Zoom video, please use the call-in option.

AGENDA

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  2021 Paving Program
B  BHS Parking Configuration
C  Narrow Streets Policy

5 30 Min  
Water Resources Rate Restructuring & Affordability Program Update
A  Communication, J. Olson, J. Lavalette, M. Moir
B  Commissioner Discussion
C  Public Comment
D  Action Requested –Vote

6 15 Min  
Parking Request for South End Green Stormwater Infrastructure
A  Communication J. Olson, J. Sherrard
B  Commissioner Discussion
C  Public Comment
D  Action Requested –Vote

7 20 Min  
Asset Management
A  Presentation, M. Keenan, M. Moir, G. Sexauer
B  Commissioner Discussion
C  Public Comment
D  Action Requested –Vote

8 5 Min  
Approval of Draft Minutes of 12-16-2020

9 10 Min  
Director’s Report

10 10 Min  
Commissioner Communications

11  Adjournment & Next Meeting Date – February 17, 2021

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.
MEMORANDUM

Date: January 20, 2021
To: Public Works Commission
From: Corey Mims P.E., Public Works Engineer
CC: Laura Wheelock P.E., Senior Public Works Engineer
Subject: CY21 Complete Streets

Background:
The City of Burlington has a longstanding commitment to provide a range of interconnected, safe, affordable, efficient and convenient transportation choices for residents, visitors and employees alike. Recently, this commitment has been formalized through state and local policies, but the real challenge is still ahead of us as we implement these policies -- making every Burlington street "complete."

In June 2012, the DPW convened local stakeholders, decision makers, advocates and municipal staff for a full-day workshop sponsored by the Environmental Protection Agency through their Sustainable Communities Building Blocks Program. Through collaboration at the workshop, an overarching vision was drafted to be a unifying guide for future planning studies that evaluate complete streets:

**Burlington streets will evolve into complete streets corridors that provide safe, inviting, and convenient travel for all users of all ages and abilities — including motorists, pedestrians, bicyclists, and public transportation riders.**

**Within each neighborhood, the need to move people through the corridor will be balanced with the need to provide access to homes, businesses, and local institutions within the corridor. The most effective use of finite public space will be determined through interdisciplinary collaboration with a wide range of community members considering economic, environmental, and equity concerns.**

**The corridor will develop into an attractive public space through creative streetscape, signage, and other site design features. The corridor will become more livable and desirable by promoting social interaction and public health.**

DPW executes this vision through various construction projects throughout the City, with the annual Street Reconstruction contract contributing significantly. As part of this goal, each street paving is required to have an associated Complete Streets Form (Attachment A).
Paving:
Attached are the Complete Streets forms for the streets this construction season: SRF contract: Lakewood Prkwy, Tallwood Ln, North Prospect. CY21 Paving contract: North Ave, Walnut St and St Paul St. Please note there are no exceptions being considered for this work under complete streets. These forms will be placed on record with the Clerk/Treasurer’s Office and submitted to Vermont Agency of Transportation.

If you have questions, please contact me by phone (802) 922-5001 or email cmims@burlingtonvt.gov
A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiple departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name: Lakewood Pkwy - (Beachcrest to North)

Project Manager and Department: Corey Mims, DPW

Date: 01/20/2021

File path: L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2021 Street Paving FY21-22\1 - DESIGN\Complete Streets

Complete Streets principles WERE considered.
☑ Form CS-2 attached

Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)

☐ Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.
   Identify the limited access roadway: ________________________________

☐ The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.
   ☐ Form CS-3 attached

☐ The project scope of work was approved prior to July 1, 2011.
   Identify the project: ________________________________

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

This form was distributed:
   Click here to enter a date. Clerk / Treasurer's Office, Attn: Lori Olberg
   Click here to enter a date. Agency of Transportation, Attn: Chris Cole
Form CS-2N

STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.
Street Name: Lakewood Pkwy - (Beachcrest to North)

The following features should be considered on Burlington’s Neighborhood Streets

Sidewalks
☒ both sides of the street, or at least one side of the street on Neighborhood Streets
☒ 5’ minimum in residential areas
☐ > 5' in neighborhood centers and high density residential
☐ 8’ – 10’ on Slow Streets
☐ 5’ clear zone

Tree Belt
☒ 5’ minimum
☒ 2’m minimum for snow storage
☐ structural soil in neighborhood centers, high density residential

Street Trees
☐ hardscape or tree grates for passenger loading/unloading

Parking:
☐ back-in angled or parallel if next to bike lanes
NOTES: N/A

Transit Stops
☐ placed in front of crosswalks
☐ 100’ – 140’ curbside for streets with higher lower volume
☐ bus bulbs (6’ x 35”) for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
☐ 100’ – 140’ bus turnouts for transit stops with longer dwell times
NOTES: N/A

Traffic Calming

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming
☐ speed tables and raised crosswalks at mid-block locations
☐ raised intersections, calming two streets at once
☐ colored / textured pavement for prominent pedestrian zones
☐ neighborhood traffic circles / intersection island, calming two streets at once
☐ chicanes
☐ pedestrian refuges or center islands, for refuge or gateway treatment
☐ curb extensions or chokers, at intersections or mid-block
NOTES: N/A

Transit Shelters (at stops with high ridership)
☐ outside of 5’ clear zone
☐ benches
☐ lighting
☐ street trees
☐ pedestrian-scale signs
NOTES: N/A

Parking:
☐ back-in angled or parallel if next to bike lanes
NOTES: N/A

Transit Stops
☐ placed in front of crosswalks
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NOTES: N/A

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☐ speed tables and raised crosswalks at mid-block locations
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☐ colored / textured pavement for prominent pedestrian zones
☐ neighborhood traffic circles / intersection island, calming two streets at once
☐ chicanes
☐ pedestrian refuges or center islands, for refuge or gateway treatment
☐ curb extensions or chokers, at intersections or mid-block
NOTES: N/A

Any street not listed above.
Street Name: Lakewood Pkwy - (Beachcrest to North)
TO: Project File  
FROM:  
DATE:  
SUBJECT: Complete Streets Compliance Form  

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town’s files and a copy provided to VTrans via the Regional Planning Commission.

Road:  **Lakewood Pkwy - (Beachcrest to North)**

Project Description:  **CY20 Street Reconstruction program**

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- [x] Sidewalks: installation, repair, ramps, railing, etc.  
- [x] Crosswalks: installation, repair, markings, etc.  
- [ ] Lighting: street or pedestrian scale.  
- [ ] Signals: pedestrian features.  
- [ ] Streetscaping: benches, bulbouts, landscaping,  
- [x] Pavement Improvements: replacement, repair, etc.  
- [ ] Shoulder Improvements: widen with new pavement.  
- [ ] Bike/Shared Use: paths, lanes, etc.  
- [ ] Public Transit: bus stops, bus pullouts, kiosks, etc.  
- [ ] Other (please describe):

**Exemption** – If applicable, select one.

- [ ] The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.  
- [ ] The cost of incorporating complete streets principles is disproportionate to the need or probably use.  
- [ ] Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under “Exemption” are checked please provide a short justification below:

Completed:

<table>
<thead>
<tr>
<th>Corey Mims</th>
<th>Public Works Engineer</th>
<th>01/20/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Position</td>
<td>Date</td>
</tr>
</tbody>
</table>
COMPLETE STREETS PROJECT REPORTING FORM

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name ____________ Tallwood Ln (Lakewood to Woodridge) ________________

Project Manager and Department ________________ Corey Mims, DPW ________________

Date _______ 01/20/2021 _______ File path L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2021 Street Paving FY21-22\1 - DESIGN\Complete Streets ________________

Complete Streets principles WERE considered.
☒ Form CS-2 attached

Complete Streets principles WERE NOT considered. This project is exempt because:
(Check ONE)

☐ Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.
Identify the limited access roadway: ________________________________

☐ The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.
☐ Form CS-3 attached

☐ The project scope of work was approved prior to July 1, 2011.
Identify the project: ________________________________

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

This form was distributed:
Click here to enter a date. Clerk / Treasurer’s Office, Attn: Lori Olberg
Click here to enter a date. Agency of Transportation, Attn: Chris Cole
**Form CS-2N**

**STREET CLASSIFICATION – NEIGHBORHOOD STREET**

*Any street not listed above.*

Street Name: **Tallwood Ln (Lakewood to Woodridge)**

The following features should be considered on Burlington’s Neighborhood Streets

<table>
<thead>
<tr>
<th>Sidewalks</th>
<th>Parking:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ both sides of the street, or at least one side of the street on Neighborhood Streets</td>
<td>☐ back-in angled or parallel if next to bike lanes</td>
</tr>
<tr>
<td>☒ 5’ minimum in residential areas</td>
<td>NOTES: N/A</td>
</tr>
<tr>
<td>☐ &gt; 5’ in neighborhood centers and high density residential</td>
<td></td>
</tr>
<tr>
<td>☐ 8’ – 10’ on Slow Streets</td>
<td></td>
</tr>
<tr>
<td>☐ 5’ clear zone</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tree Belt</th>
<th>Transit Stops</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 5’ minimum</td>
<td>☐ placed in front of crosswalks</td>
</tr>
<tr>
<td>☒ 2’ minimum for snow storage</td>
<td>☐ 100’ – 140’ curbside for streets with higher lower volume</td>
</tr>
<tr>
<td>☐ structural soil in neighborhood centers, high density residential</td>
<td>☐ bus bulbs (6’ x 35”) for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities</td>
</tr>
<tr>
<td></td>
<td>☐ 100’ – 140’ bus turnouts for transit stops with longer dwell times</td>
</tr>
<tr>
<td></td>
<td>NOTES: N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Trees</th>
<th>Traffic Calming</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ hardscape or tree grates for passenger loading/unloading</td>
<td>should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming</td>
</tr>
<tr>
<td>NOTES: N/A</td>
<td>☐ speed tables and raised crosswalks at mid-block locations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transit Shelters (at stops with high ridership)</th>
<th>NOTES: N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ outside of 5’ clear zone</td>
<td>☐ raised intersections, calming two streets at once</td>
</tr>
<tr>
<td>☐ benches</td>
<td>☐ colored / textured pavement for prominent pedestrian zones</td>
</tr>
<tr>
<td>☐ lighting</td>
<td>☐ neighborhood traffic circles / intersection island, calming two streets at once</td>
</tr>
<tr>
<td>☐ street trees</td>
<td>☐ chicanes</td>
</tr>
<tr>
<td>☐ pedestrian-scale signs</td>
<td>☐ pedestrian refuges or center islands, for refuge or gateway treatment</td>
</tr>
<tr>
<td></td>
<td>☐ curb extensions or chokers, at intersections or mid-block</td>
</tr>
<tr>
<td></td>
<td>NOTES: N/A</td>
</tr>
</tbody>
</table>
MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

TO: Project File
FROM: 
DATE: 
SUBJECT: Complete Streets Compliance Form

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town’s files and a copy provided to VTrans via the Regional Planning Commission.

Road: **Tallwood Ln (Lakewood to Woodridge)**

Project Description: **CY20 Street Reconstruction program**

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

| ✔️ Sidewalks: installation, repair, ramps, railing, etc. | ✔️ Pavement Improvements: replacement, repair, etc. |
| ✔️ Crosswalks: installation, repair, markings, etc. | □ Shoulder Improvements: widen with new pavement. |
| □ Lighting: street or pedestrian scale. | □ Bike/Shared Use: paths, lanes, etc. |
| □ Signals: pedestrian features. | □ Public Transit: bus stops, bus pullouts, kiosks, etc. |
| □ Streetscaping: benches, bulbouts, landscaping, | □ Other (please describe): |

**Exemption** – If applicable, select one.

□ The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.

□ The cost of incorporating complete streets principles is disproportionate to the need or probably use.

□ Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under “Exemption” are checked please provide a short justification below:

<table>
<thead>
<tr>
<th>COREY MIMS</th>
<th>Name</th>
<th>PUBLIC WORKS ENGINEER</th>
<th>Position</th>
<th>01/20/2021</th>
<th>Date</th>
</tr>
</thead>
</table>

COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name  
N Prospect - (North to Pearl)

Project Manager and Department  
Corey Mims, DPW

Date  
01/20/2021

File path  
L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2021 Street Paving FY21-22\1 - DESIGN\Complete Streets

Complete Streets principles WERE considered.
☒  Form CS-2 attached

Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)

☐ Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.

Identify the limited access roadway: ____________________________

☐ The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.

☐ Form CS-3 attached

☐ The project scope of work was approved prior to July 1, 2011.

Identify the project: ____________________________

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

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Click here to enter a date.  
Clerk / Treasurer’s Office, Attn: Lori Olberg

Click here to enter a date.  
Agency of Transportation, Attn: Chris Cole
Form CS-2N

STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.
Street Name: N Prospect - (North to Pearl)

The following features should be considered on Burlington’s Neighborhood Streets

Sidewalks
☐ both sides of the street, or at least one side of the street on Neighborhood Streets
☒ 5’ minimum in residential areas
☒ > 5’ in neighborhood centers and high density residential
☐ 8’ – 10’ on Slow Streets
☐ 5’ clear zone
NOTES:

Tree Belt
☐ 5’ minimum
☒ 2’ minimum for snow storage
☐ structural soil in neighborhood centers, high density residential
NOTES:

Street Trees
☐ hardscape or tree grates for passenger loading/unloading
NOTES: N/A

Transit Shelters (at stops with high ridership)
☐ outside of 5’ clear zone
☐ benches
☐ lighting
☐ street trees
☐ pedestrian-scale signs
NOTES: N/A

Parking:
☐ back-in angled or parallel if next to bike lanes
NOTES: N/A

Transit Stops
☒ placed in front of crosswalks
☐ 100’ – 140’ curbside for streets with higher lower volume
☐ bus bulbs (6’ x 35”) for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
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NOTES: N/A

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming
☐ speed tables and raised crosswalks at mid-block locations
☐ raised intersections, calming two streets at once
☐ colored / textured pavement for prominent pedestrian zones
☐ neighborhood traffic circles / intersection island, calming two streets at once
☐ chicanes
☐ pedestrian refuges or center islands, for refuge or gateway treatment
☐ curb extensions or chokers, at intersections or mid-block
NOTES: N/A
MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

TO: Project File
FROM: 
DATE: 
SUBJECT: Complete Streets Compliance Form

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town’s files and a copy provided to VTrans via the Regional Planning Commission.

Road: N Prospect - (North to Pearl)

Project Description: CY20 Street Reconstruction program

Compliance – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

☑ Sidewalks: installation, repair, ramps, railing, etc. ☑ Pavement Improvements: replacement, repair, etc.
☑ Crosswalks: installation, repair, markings, etc. ☐ Shoulder Improvements: widen with new pavement.
☐ Lighting: street or pedestrian scale. ☑ Bike/Shared Use: paths, lanes, etc.
☐ Signals: pedestrian features. ☐ Public Transit: bus stops, bus pullouts, kiosks, etc.
☐ Streetscaping: benches, bulbouts, landscaping, ☐ Other (please describe):

Exemption – If applicable, select one.

☐ The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
☐ The cost of incorporating complete streets principles is disproportionate to the need or probably use.
☐ Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under “Exemption” are checked please provide a short justification below:


Completed:

Corey Mims Public Works Engineer 01/20/2021
Name Position Date
A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

**Project Name**  
North Ave - (Shore to Ethan Allen)

**Project Manager and Department**  
Corey Mims, DPW

**Date**  
01/20/2021

**File path**  
L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2021 Street Paving FY21-22\1 - DESIGN\Complete Streets

Complete Streets principles WERE considered.
☒  
**Form CS-2 attached**

Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)

☐ Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.

Identify the limited access roadway: _________________________________

☐ The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.

☐  
**Form CS-3 attached**

☐ The project scope of work was approved prior to July 1, 2011.

Identify the project: _________________________________

The following activities are outside the scope of a transportation project and are not reported:  
Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

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Click here to enter a date.  
Agency of Transportation, Attn: Chris Cole
Form CS-2N

STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.
Street Name: ________________________ North Ave - (Shore to Ethan Allen) ________________________

The following features should be considered on Burlington’s Neighborhood Streets

Sidewalks
☒ both sides of the street, or at least one side of the street on Neighborhood Streets
☒ 5’ minimum in residential areas
☐ > 5’ in neighborhood centers and high density residential
☐ 8’ – 10’ on Slow Streets
☒ 5’ clear zone

NOTES:

Tree Belt
☐ 5’ minimum
☒ 2’ minimum for snow storage
☐ structural soil in neighborhood centers, high density residential

NOTES:

Parking:
☐ back-in angled or parallel if next to bike lanes
NOTES: N/A

Transit Stops
☒ placed in front of crosswalks
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☐ 100’ – 140’ bus turnouts for transit stops with longer dwell times

NOTES:

Street Trees
☐ hardscape or tree grates for passenger loading/unloading
NOTES: N/A

Transit Shelters (at stops with high ridership)
☒ outside of 5’ clear zone
☒ benches
☐ lighting
☐ street trees
☐ pedestrian-scale signs

NOTES:

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming
☐ speed tables and raised crosswalks at mid-block locations
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☐ neighborhood traffic circles / intersection island, calming two streets at once
☐ chicanes
☐ pedestrian refuges or center islands, for refuge or gateway treatment
☐ curb extensions or chokers, at intersections or mid-block

NOTES: N/A
MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

TO: Project File
FROM:
DATE:
SUBJECT: Complete Streets Compliance Form

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Road: North Ave - (Shore to Ethan Allen)

Project Description: CY21 Street Reconstruction program

Compliance – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

☑ Sidewalks: installation, repair, ramps, railing, etc.  ☑ Pavement Improvements: replacement, repair, etc.
☑ Crosswalks: installation, repair, markings, etc.  ☐ Shoulder Improvements: widen with new pavement.
☑ Lighting: street or pedestrian scale.  ☑ Bike/Shared Use: paths, lanes, etc.
☐ Signals: pedestrian features.  ☑ Public Transit: bus stops, bus pullouts, kiosks, etc.
☐ Streetscaping: benches, bulbouts, landscaping,  ☐ Other (please describe):

Exemption – If applicable, select one.

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☐ Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under “Exemption” are checked please provide a short justification below:

Completed:

Corey Mims  Public Works Engineer  01/20/2021
Name  Position  Date
A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name       St Paul Street - (Maple to Howard)  

Project Manager and Department  Corey Mims, DPW  

Date 01/12/2021  

File path L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2021 Street Paving FY21-22\1 - DESIGN\Complete Streets  

Complete Streets principles WERE considered.  
☑ Form CS-2 attached  

Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)  
☐ Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.  
   Identify the limited access roadway: ________________________________  

☐ The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.  
   ☐ Form CS-3 attached  

☐ The project scope of work was approved prior to July 1, 2011.  
   Identify the project: ________________________________  

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.  

This form was distributed:  
   Clerk / Treasurer’s Office, Attn: Lori Olberg  
   Agency of Transportation, Attn: Chris Cole
Form CS-2N
STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.
Street Name: ________________St Paul Street - (Maple to Howard)_______________

The following features should be considered on Burlington’s Neighborhood Streets

Sidewalks
☒ both sides of the street, or at least one side of the street on Neighborhood Streets
☒ 5’ minimum in residential areas
☒ > 5’ in neighborhood centers and high density residential
☐ 8’ – 10’ on Slow Streets
☒ 5’ clear zone

NOTES:

Tree Belt
☒ 5’ minimum
☒ 2’ minimum for snow storage
☐ structural soil in neighborhood centers, high density residential

NOTES:

Street Trees
☐ hardscape or tree grates for passenger loading/unloading
NOTES: N/A

Transit Shelters (at stops with high ridership)
☐ outside of 5’ clear zone
☒ benches
☒ lighting
☐ street trees
☐ pedestrian-scale signs

NOTES:

Parking:
☐ back-in angled or parallel if next to bike lanes

NOTES:

Transit Stops
☒ placed in front of crosswalks
☐ 100’ – 140’ curbside for streets with higher lower volume
☐ bus bulbs (6’ x 35’) for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
☐ 100’ – 140’ bus turnouts for transit stops with longer dwell times

NOTES:

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming
☐ speed tables and raised crosswalks at mid-block locations
☐ raised intersections, calming two streets at once
☐ colored / textured pavement for prominent pedestrian zones
☐ neighborhood traffic circles / intersection island, calming two streets at once
☐ chicanes
☐ pedestrian refuges or center islands, for refuge or gateway treatment
☐ curb extensions or chokers, at intersections or mid-block

NOTES: No traffic calming requests
TO: Project File
FROM: 
DATE: 
SUBJECT: Complete Streets Compliance Form

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town’s files and a copy provided to VTrans via the Regional Planning Commission.

Road: **St Paul Street - (Maple to Howard)**

Project Description: **CY20 Street Reconstruction program**

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- [x] Sidewalks: installation, repair, ramps, railing, etc.
- [x] Crosswalks: installation, repair, markings, etc.
- [x] Lighting: street or pedestrian scale.
- [x] Signals: pedestrian features.
- [ ] Streetscaping: benches, bulbouts, landscaping.
- [x] Pavement Improvements: replacement, repair, etc.
- [ ] Shoulder Improvements: widen with new pavement.
- [ ] Bike/Shared Use: paths, lanes, etc.
- [x] Public Transit: bus stops, bus pullouts, kiosks, etc.
- [ ] Other (please describe):

**Exemption** – If applicable, select one.

- [ ] The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- [ ] The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- [ ] Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under “Exemption” are checked please provide a short justification below:

Completed:

**Corey Mims** Public Works Engineer 01/12/2021

Name Position Date
A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiple departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name  ________________
Walnut St (Manhattan to Spring)

Project Manager and Department  ________________
Corey Mims, DPW

Date  ________________
01/20/2021

File path  ________________
L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2021 Street Paving FY21-22\1 - DESIGN\Complete Streets

Complete Streets principles WERE considered.
☒ Form CS-2 attached

Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)

☐ Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.
Identify the limited access roadway: ________________________________

☐ The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.
☐ Form CS-3 attached

☐ The project scope of work was approved prior to July 1, 2011.
Identify the project: ________________________________

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This form was distributed:
Click here to enter a date.  Clerk / Treasurer’s Office, Attn: Lori Olberg
Click here to enter a date.  Agency of Transportation, Attn: Chris Cole
Form CS-2N  STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.
Street Name: Walnut St (Manhattan to Spring)

The following features should be considered on Burlington’s Neighborhood Streets

Sidewalks
☒ both sides of the street, or at least one side of the street on Neighborhood Streets
☒ 5’ minimum in residential areas
☐ > 5’ in neighborhood centers and high density residential
☐ 8’ – 10’ on Slow Streets
☐ 5’ clear zone

NOTES:

Tree Belt
☐ 5’ minimum
☒ 2’ minimum for snow storage
☐ structural soil in neighborhood centers, high density residential

NOTES:

Street Trees
☐ hardscape or tree grates for passenger loading/unloading

NOTES: N/A

Transit Shelters (at stops with high ridership)
☒ outside of 5’ clear zone
☒ benches
☐ lighting
☐ street trees
☐ pedestrian-scale signs

NOTES:

Parking:
☐ back-in angled or parallel if next to bike lanes
NOTES: N/A

Transit Stops
☒ placed in front of crosswalks
☐ 100’ – 140’ curbside for streets with higher lower volume
☐ bus bulbs (6’ x 35’) for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
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NOTES:

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming
☒ speed tables and raised crosswalks at mid-block locations
☐ raised intersections, calming two streets at once
☐ colored / textured pavement for prominent pedestrian zones
☐ neighborhood traffic circles / intersection island, calming two streets at once
☐ chicanes
☐ pedestrian refuges or center islands, for refuge or gateway treatment
☐ curb extensions or chokers, at intersections or mid-block

NOTES:
Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town’s files and a copy provided to VTrans via the Regional Planning Commission.

Road: **Walnut St (Manhattan to Spring)**

**Project Description:** CY21 Street Reconstruction program

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- **☑ Sidewalks:** installation, repair, ramps, railing, etc.
- **☑ Crosswalks:** installation, repair, markings, etc.
- **☐ Lighting: street or pedestrian scale.**
- **☐ Signals: pedestrian features.**
- **☐ Streetscaping: benches, bulbouts, landscaping,**
- **☑ Pavement Improvements:** replacement, repair, etc.
- **☐ Shoulder Improvements:** widen with new pavement.
- **☐ Bike/Shared Use:** paths, lanes, etc.
- **☑ Public Transit:** bus stops, bus pullouts, kiosks, etc.
- **☐ Other (please describe):**

**Exemption** – If applicable, select one.

- **☐ The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.**
- **☐ The cost of incorporating complete streets principles is disproportionate to the need or probably use.**
- **☐ Incorporating complete streets principles is outside the scope of the subject project due to its very nature.**

If any of the boxes under “Exemption” are checked please provide a short justification below:

Completed:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corey Mims</td>
<td>Public Works Engineer</td>
<td>01/20/2021</td>
</tr>
</tbody>
</table>
Memo

Date: January 14, 2021

To: Public Works Commission

From: Phillip Peterson, Associate Public Works Engineer

CC: Chapin Spencer, Director of Public Works
Norm Baldwin, P.E., City Engineer/Asst. Director – Technical Services
Susan Molzon P.E., Senior Public Works Engineer

Subject: Downtown Burlington High School (BHS) Parking Plan

Possible future amendments, in brief:
The below amendments may be necessary to facilitate parking and traffic adjacent to the old Macy’s, which will be the Downtown Burlington High School (BHS). Please note that the possible regulation changes below are approximations and may be subject to change, see Attachment-1.

Possible DPW Commission approvals:

7 No parking areas.
No person shall park any vehicle at any time in the following locations:

- On the south side of Cherry Street in the first space east of the crosswalk at 67 Cherry Street.
- On the south side of Cherry Street in the first and second space west of the crosswalk at 67 Cherry Street.
- On the south side of Cherry Street in the first space east of the crosswalk at 55 Cherry Street.
- On the north side of Cherry Street in the first space east of the crosswalk at 55 Cherry Street.

12-1 No parking except vehicles loading or unloading.
The following spaces are designated as bus stops:

- On the south side of Cherry Street beginning twenty (20) feet east of the crosswalk at 67 Cherry Street and extending east forty (40) feet, effective between the hours of 7:00 a.m. to 9:00 a.m. and 2:00 p.m. to 4:00 p.m. Monday through Friday.
- On the south side of Cherry Street beginning forty (40) feet west of the crosswalk at 67 Cherry Street and extending east sixty (60) feet, effective
between the hours of 7:00 a.m. to 9:00 a.m. and 2:00 p.m. to 4:00 p.m. Monday through Friday.

- On the west side of Pine Street in the first six (6) spaces south of Bank Street, effective between the hours of 7:00 a.m. to 9:00 a.m. and 2:00 p.m. to 4:00 p.m. Monday through Friday.
- On the east side of Pine Street in the first two (2) spaces south of Bank Street, effective between the hours of 7:00 a.m. to 9:00 a.m. and 2:00 p.m. to 4:00 p.m. Monday through Friday.

15 Designated school zones
No person shall operate a vehicle at a rate of speed greater than twenty-five (25) miles per hour on the following streets:

- Cherry Street beginning at Battery Street and extending east to Saint Paul Street.
- Bank Street beginning at Pine Street and extending east to Saint Paul Street.
- Pine Street beginning at Bank Street and extending south to College Street.

16 Bus stops.
The following spaces are designated as bus stops:

- On the south side of Cherry Street beginning sixty (60) feet east of the crosswalk at 67 Cherry Street and extending east eighty (80) feet effective between the hours of 7:00 a.m. to 9:00 a.m. and 2:00 p.m. to 4:00 p.m. Monday through Friday.

Background:
The Department of Public Works (DPW) in partnership with the Burlington School District (BSD), is developing a school travel plan for the relocation of BHS to the old Macy’s in Downtown Burlington. This school travel plan will include changes to the parking along Cherry Street and Pine Street. BSD Staff expect approximately 420 students to be in attendance at BHS on a daily basis starting in early March.

Since the school travel plan and public outreach is not yet complete, we are not seeking any action from the Commission at this time. This memo and the attached Draft Downtown BHS Parking Plan is being provided as information only and to seek additional input from the Commission in advance of finalizing the school travel plan and bringing forward recommended regulation changes in February.

Next Steps:
1. Conduct public outreach to local residents and businesses.
2. DPW Staff will bring recommendations to the February Commission based on BSD needs, MUTCD standards, public input, and input from other city Departments.

Attachments:
1. DRAFT Downtown BHS Parking Plan.
Memo

Date: January 14, 2021

To: Public Works Commission

From: Phillip Peterson, Associate Engineer

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

Subject: Narrow Streets Standard Operating Procedures Update

Recommendations

No action is required by the Commission. Future actions related to potential parking revisions may be informed by these draft policies, so Commission feedback on the guidelines and standards is appreciated.

Purpose & Need

The purpose of this policy is to establish guidelines and standards for emergency access and snow removal on narrow streets with on-street parking. The need for this policy is to ensure equitable consideration of parking needs and public safety.

Summary

Both DPW staff and the Commission have been challenged to consistently apply parking standards on narrow streets. As a result, policies have been established that identify procedures to guide on-street parking considerations as it relates to 1) traffic calming and 2) emergency access and snow removal operations in winter months. These policies were drafted after consultation with the Burlington Fire Department and the Assistant Director of Street Maintenance at DPW. The intent of these policies are to outline procedures that can be considered when specific issues are presented; not to issue new citywide parking standards.
Based on input from the DPW Commission the following has been added to the Narrow Streets Standard Operating Procedures (SOP), see Attachment-1:

- When parking resources are particularly scarce on a yield or narrow street, DPW Staff may consider a January 1 – March 1 parking restriction. Factors which would influence this recommendation include, but are not limited to, number of properties without driveways, narrow streets bordering resident only parking streets, narrow streets bordering streets with restricted parking, narrow streets with several multifamily homes, and input from street maintenance and emergency response services.

Attachments:

1. Narrow Streets SOP.
Purpose
This policy and procedure is intended to codify the City’s use of Narrow Streets, as per the City Engineer’s directive. A narrow street in the City of Burlington is defined as a street which is 28 feet wide or less. Each narrow street may have other characteristics that influence policies and procedures. Additionally, this policy should be considered in parallel with the City’s use of Yield Streets when traffic calming is considered.

Background
Street width affects the capability of emergency service vehicles to rapidly reach a fire or medical emergency. Emergency service providers and residents have an expectation that neighborhood streets deliver acceptable space for emergency vehicles to quickly reach their destination and for emergency personnel to efficiently set up and use their equipment. The size of emergency response vehicles is driven, in part, by federal Occupational Health and Safety Administration (OSHA) requirements and City of Burlington service needs.

A narrow street offers a place for better human interaction; where neighbors can meet, children can play, and residents can safely use bicycles for transportation. Narrow streets are less expensive to maintain, they reduce runoff and improve water quality, and slow travel speeds. However, street width affects the capability of emergency service vehicles to rapidly reach a fire or medical emergency and for emergency personnel to efficiently set up and use their equipment. The access requirements for emergency response vehicles are driven, in part, by National Fire Protection Codes.

Similarly, street width affects the capability of snow removal operations. Narrow streets may limit access by plow trucks and may increase the risk of damage to vehicles and to plow drivers’ driving records.

The American Association of State Highway and Transportation Officials (AASHTO) is an organization which sets standards for protocols and guidelines on highway construction and design, air, rail, water, and public transportation.

Guidance
When parking opportunities are deficient, it is more possible that residents will park illegally in places that may block access to emergency service vehicles. DPW staff need to consider adopting narrow street standards to make sure that adequate on-street and off-street parking opportunities will be available. Narrow residential streets may be 24 feet to 28 feet in width with parking on both sides. Narrow streets lined with cars parked on both sides may not offer sufficient space for emergency personnel to efficiently set up and use their equipment once they...
have reached the scene of an emergency. Additionally, narrow streets lined with cars parked on both sides may not offer sufficient space for DPW Staff to properly conduct snow removal operations. Every potential creation of a narrow street must be evaluated based on existing site conditions, and the standards described herein are not meant to provide a definitive list of all possible relevant conditions.

**Standards**

1. Narrow streets are local streets (typically between 24’-28’ wide).
   a. Note: Given the challenges that snow presents on narrow roads, 24’ wide streets would only be considered for yield street conditions if the street has very low automobile volume and low levels of parking utilization.
2. On-street parking utilization on both sides of the street should be less than 60%.
3. Yield and narrow streets are not typically part of the transit network.
4. Emergency response vehicles must be able to travel the through lane at reasonable speeds.
5. Narrow streets may not interfere with trash and recycling collection, snow plowing, and emergency response operations. Depending on the width of the street, parking may be limited to one side of the street during winter months (December 1 – March 31) to allow adequate width for plowing and emergency vehicle access.
6. When parking resources are particularly scarce on a yield or narrow street, DPW Staff may consider a January 1 – March 1 parking restriction. Factors which would influence this recommendation include, but are not limited to, number of properties without driveways, narrow streets bordering resident only parking streets, narrow streets bordering streets with restricted parking, narrow streets with several multifamily homes, and input from street maintenance and emergency response services.
7. It is preferred that 14’ of clear travel width is retained, however travel widths may be narrower depending on site conditions.
8. Representatives of DPW’s Traffic Division and Engineering Division shall review any and all proposals for Narrow Streets.
9. If snow removal and storage is an issue on a narrow street, consider snow storage locations, and whether temporary parking restrictions for snow plowing or storage will be required during Winter months. Consider providing auxiliary winter parking inside neighborhoods (though not on residential collectors).
In addition to the direct charge from Council, the Division has increased to sustainably fund water resources services, in a way that remains for many water resources assets which are beyond their calculated useful life. The Division faces financial pressure to continue providing these services at an ever higher regulatory standard while maintaining and upgrading aging infrastructure. While the Administration and City Council have supported initiating a generational reinvestment in City water resources infrastructure over the last five years, a significant infrastructure deficit remains for many water resources assets which are beyond their calculated useful life. In order to balance the need for rate increases to sustainably fund water resources services, in an April 2019 Resolution (http://bit.ly/RateAffordability), the City Council charged the Division with developing the following:

- Alternative rate structures, including progressively priced tiers to protect access to “essential” water;
- Alternative revenue sources;
- Affordability frameworks, including discounts for certain qualifying rate payers, water conservation programs and grants and loans for upgrades to service lines; and
- An initial stakeholder process to educate and solicit input on Water Resources rates and a follow-up stakeholder process reporting on the proposed solutions.

In addition to the direct charge from Council, the Division had some of its own goals for the study, which are as follows:

- Ensure affordability of rates
- Apply outside perspective and experience on the long-term financial health of the utilities and pursue potential cost saving and efficiency initiatives
- Develop rate structures that improve financial health and sustainability, and increase revenue predictability
- Ensure utility funds are recouping the costs of all services provided in an equitable manner and in accordance with industry standards.

Background
Recognizing the need for future water, sewer, and stormwater rate increases due to aging infrastructure, operational needs and new regulatory challenges, in April 2019 the Burlington City Council requested the Water Resources Division to consider alternative rate structures, revenue sources, and affordability frameworks.

The Division engaged Raftelis, their on-call financial and utility management consultant, to assist in this process. Raftelis is a leading consulting firm providing utility rate and management solutions. The Division and Raftelis worked together throughout 2019 and early 2020 to propose modified rate structures and policies. In order to gather stakeholder input about the proposed changes, several meetings and events were held including: an open house in October 2019, presentations to the Neighborhood Planning Assemblies, and meetings with City Council and Mayor Weinberger. The City Council last heard a presentation on proposed changes during a work session meeting on March 9th, 2020. The following week, the Covid-19 pandemic hit Vermont. Given the significant uncertainties presented during the early phase of the pandemic and our ability to develop a tight COVID-era FY21 budget without rate increases, we determined that we needed to temporarily suspend the rate study.

Given the importance of this project to ensuring sustainable funding for the water resources utilities while simultaneously addressing rate payer affordability, we are updating the Board of Finance and City Council on our plan to restart the project with the goal of implementation for FY 22.

Impetus for Changes to the Division’s Rates
The Division of Water Resources provides water, wastewater, and stormwater service to approximately 10,000 customers and 42,000 residents. The Division provides essential services including water treatment and distribution, fire protection, water quality protection, wastewater collection and treatment, stormwater collection and pollution management, and billing and customer service. The Division is organized as three separate enterprise funds for water, wastewater, and stormwater.

The Division faces ongoing financial pressure to continue providing these services at an ever higher regulatory standard while maintaining and upgrading aging infrastructure. While the Administration and City Council have supported initiating a generational reinvestment in City water resources infrastructure over the last five years, a significant infrastructure deficit remains for many water resources assets which are beyond their calculated useful life. In order to balance the need for rate increases to sustainably fund water resources services, in an April 2019 Resolution (http://bit.ly/RateAffordability) the City Council charged the Division with developing the following:

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- Ensure affordability of rates
- Apply outside perspective and experience on the long-term financial health of the utilities and pursue potential cost saving and efficiency initiatives
- Develop rate structures that improve financial health and sustainability, and increase revenue predictability
- Ensure utility funds are recouping the costs of all services provided in an equitable manner and in accordance with industry standards:
Customers receiving additional service may need to pay additional cost e.g. private fire protection (building fire suppression supply, private hydrants)

Staff and administration costs for new/redevelopment project review (water and sewer connection review, meter sizing, stormwater management plans)

Financial Needs of the Water Resources Division

It is estimated that the FY22 revenue requirements of the water, wastewater, and stormwater utilities are approximately 6%, 7%, and 5% over current rates. Rate increases had been planned for FY21 in concert with a roll out of the new rate structure and affordability program but were not implemented in order to minimize customer impact during uncertain financial times. These increases cover required operation and maintenance of systems; debt service and bond coverage covenants; a prudent mix of cash and debt funding of capital projects; and funding for the Water Resources Assistance Program for qualifying income burdened residential and multifamily customers. As the FY22 budget is finalized, two other funding priorities will be addressed as feasible: contribution to capital reserves and seed funding for other customer assistance programs.

Proposed Rate & Policy Changes

The Division has worked with Raftelis to propose a new rate structure that accomplishes the Division’s and Council’s goals of financial health, affordability, conservation, and equity among customer classes. It has also incorporated initial community comments into its proposal. Structurally, the proposal (Table 1) is the same as that presented in March 2020, with some focused changes or enhancements to critical implementation details which are outlined below in Table 1.

Table 1. Proposed Changes to Water and Wastewater Rates

<table>
<thead>
<tr>
<th>Rate Proposals</th>
<th>What is it?</th>
<th>Why do it?</th>
</tr>
</thead>
</table>
| Fixed Charges by Meter Size           | A water and wastewater fixed charge that increases based on the size of the customer's water meter | • Is industry best practice – reflects cost of service  
• Improves revenue stability and predictability  
• Encouraged by bond rating agencies |
| Lifeline Rate Tier                    | "Essential" water consumption (below median usage) is charged at a lower rate, only applicable to single-family residential account holders | • Provides affordability assistance for customers that use "typical" amount of water (400 ccf/month)  
• Incentivizes efficient water use |
| Class-Based Rates                     | Different rates for different classes of customers                         | • Supports all residential customers (single- & multi-family)  
• Can justify the strains each customer type puts on the utility's infrastructure |
| Irrigation Rate                       | A separate, higher rate for those who solely use water for irrigation (with the exception of community gardening initiatives) | • Irrigation often contributes to peak water use, which necessitates system expansion and associated costs  
• Send price signal to conserve water when use is not for basic needs |
| Private Fire Protection Charges       | A separate, fixed, monthly charge that escalates with connection size for those who have private fire service or hydrants | • Water Resources has invested in system capacity to serve private properties during a fire event, thus the customers who benefit from this service should pay for that capacity |
| Water Resources Assistance Program (WRAP) | An affordability program that waives the proposed fixed monthly water and wastewater charge for residential customers at or below 185% of the Federal Poverty Level. | • Provides relief to low-income single-family residential customers  
• Allows greater ability to control their bill (no fixed charge) |

Several adjustments and additions have been made since March in order to mitigate the magnitude of the impact on commercial customers while maintaining affordability benefits for residential customers; the impact of the fixed meter charge on fixed income seniors with low water usage; and the impact of the fixed meter charge and fire protection charge on low-income and senior multifamily housing. Those adjustments are:

1. The percentage of revenues recovered from fixed charges was reduced to 10% (from 15% proposed in original March 2020 proposal) to aid affordability by keeping the fixed portion of customer bills as low as is reasonably possible.
2. Private fire protection charges are now set to be phased in over a 5 year period to reduce “rate shock” for customers who will be charged for private fire service for the first time. We will recoup 20% of the cost of service allocated to customers with private fire protection in FY22 with each subsequent year increasing an additional 20% until the full charge is realized in FY26.
3. The commercial rate was lowered and is now equal to other non-residential rates to mitigate the magnitude of bill impacts on businesses.
Proposed FY 22 Water, Fire Protection, Wastewater, and Stormwater Rates

The proposed changes to the Division’s rates, including the increased revenue requirements for FY22, result in the rates shown in Table 2. The proposed FY22 rates are compared against the current FY21 rates. Note that currently there is no charge for private fire protection. Stormwater rates will see an estimated 5% across-the-board increase based on revenue requirements but does not have any proposed structural changes. Please note that there may be some small shifts in the final proposed rates listed as we finalize QA/QC activities on customer data and the FY22 budget.

Table 2. Current FY 21 and Proposed FY 22 Water, Wastewater, and Fire Rates

<table>
<thead>
<tr>
<th>Fixed Charge per Month</th>
<th>Water</th>
<th>Wastewater</th>
<th>Private Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current FY 21</td>
<td>Proposed</td>
<td>Current FY 21</td>
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<tr>
<td>5/8&quot;</td>
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<td>$3.34</td>
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<td>10&quot;</td>
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<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Private Fire Hydrant</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Volumetric Rate (per 100 CF)

<table>
<thead>
<tr>
<th></th>
<th>Single-family Residential</th>
<th>Tier 1 (0-400 CF)</th>
<th>Tier 2 (401 CF and higher)</th>
<th>Duplex</th>
<th>Triplex</th>
<th>Multi-Family Residential</th>
<th>Mixed Residential &amp; Commercial</th>
<th>Commercial</th>
<th>City</th>
<th>Irrigation/Heating/Cooling</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4.44</td>
<td>$2.49</td>
<td>$6.20</td>
<td>$4.44</td>
<td>$4.36</td>
<td>$4.44</td>
<td>$4.44</td>
<td>$4.44</td>
<td>$4.44</td>
<td>$4.36</td>
</tr>
<tr>
<td>5/8&quot;</td>
<td>$6.20</td>
<td>-</td>
<td>-</td>
<td>$6.20</td>
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<td>$6.20</td>
</tr>
<tr>
<td>1&quot;</td>
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<td>-</td>
<td>$6.20</td>
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</tr>
<tr>
<td>1.5&quot;</td>
<td>-</td>
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<td>-</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
</tr>
<tr>
<td>2&quot;</td>
<td>-</td>
<td>-</td>
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<td>$6.20</td>
<td>$6.20</td>
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</tr>
<tr>
<td>3&quot;</td>
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<tr>
<td>4&quot;</td>
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<td>$6.20</td>
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<tr>
<td>6&quot;</td>
<td>-</td>
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<td>-</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
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<td>$6.20</td>
</tr>
<tr>
<td>8&quot;</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
</tr>
<tr>
<td>10&quot;</td>
<td>-</td>
<td>-</td>
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<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
<td>$6.20</td>
</tr>
</tbody>
</table>

Note: 1" customers and above currently pay a fixed charge in the form of a “minimum” charge. This charge includes a usage allowance. Under the new (lower) fixed charge structure all customers would pay a “ready to serve” charge (lower for 1” and above customers than they currently pay) but will not get a usage allowance.

Customer Impacts of Proposed Rate Structure

The previously identified need for water, wastewater and stormwater rates to increase by 6%, 7%, and 5% respectively would result in across the board overall customer bill increases without the proposed structural rate changes. The impact of the new structural changes will vary from customer to customer as any increases or decreases in overall bill will be determined by a combination of meter size, future water usage, eligibility for the WRAP program, customer class and the existence of private fire services or hydrants. As such, one of the critical components of our customer outreach will be the advertisement of a variety of methods for requesting an estimate of a customer’s bill under the new proposal. Overall, however, we project that the typical single family residential customer using 400 cf/month will benefit from the structural changes and will see no increase to the water and wastewater portion of their bill. Qualifying low-income or senior owned single family residential customers will see a significant decrease on their bill with the new WRAP program (if they continue to use the same amount of water). Table 3 compares the estimated FY21 annual water, wastewater, stormwater, and fire charges to the expected FY22 totals using the proposed changes for several hypothetical customer groups using the CY19 water usage data.

Table 3. Current and Proposed Annual Water Resources Bill Under Proposed FY 22 Rates

(For non-residential customers, the bill is calculated using water usage from CY19)
Table 3 represents only a sample of estimated bill impacts. As mentioned above, although this table represents many of the City’s customers and customer types, there will be a variety of impacts to customers depending on the specifics of that customer. To further illustrate this, Chart 1 presents the distribution of estimated impacts by percentage change in the combined Water Resources bill.

<table>
<thead>
<tr>
<th>Hypothetical Customer Type</th>
<th>FY 2021</th>
<th>FY 2022 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bill ($)</td>
<td>$ Change</td>
</tr>
<tr>
<td>Residential</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Volume - 2 Ccf</td>
<td>$ 343</td>
<td>$ 396</td>
</tr>
<tr>
<td>WRAP - Low Volume - 2 Ccf</td>
<td>$ 343</td>
<td>$ 299</td>
</tr>
<tr>
<td>Median Volume - 4 Ccf</td>
<td>$ 608</td>
<td>$ 609</td>
</tr>
<tr>
<td>WRAP - Median Volume - 4 Ccf</td>
<td>$ 608</td>
<td>$ 512</td>
</tr>
<tr>
<td>High Volume - 6 Ccf</td>
<td>$ 872</td>
<td>$ 915</td>
</tr>
<tr>
<td>WRAP - High Volume - 6 Ccf</td>
<td>$ 872</td>
<td>$ 818</td>
</tr>
<tr>
<td>Multi-Family Residential</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Income Housing</td>
<td>$ 23,646</td>
<td>$ 24,905</td>
</tr>
<tr>
<td>Senior Housing</td>
<td>$ 39,239</td>
<td>$ 38,841</td>
</tr>
<tr>
<td>Commercial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology Company</td>
<td>$ 17,550</td>
<td>$ 19,958</td>
</tr>
<tr>
<td>Retail Company</td>
<td>$ 27,313</td>
<td>$ 28,495</td>
</tr>
<tr>
<td>Institutions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University</td>
<td>$ 1,685,024</td>
<td>$ 1,803,468</td>
</tr>
<tr>
<td>Medical Center</td>
<td>$ 718,016</td>
<td>$ 745,075</td>
</tr>
<tr>
<td>School District</td>
<td>$ 114,845</td>
<td>$ 123,299</td>
</tr>
</tbody>
</table>
Chart 1. Distribution of Customer Impacts

Distribution of Customer Impacts from FY 21 to FY 22

Note: This distribution will continue to be refined as we complete additional QA/QC activities on the customer data and finalize the FY22 budget and final revenue requirements. Additionally, note that the distribution above does not reflect the benefits to single family residential customers who will receive a reduced bill from the WRAP program (as customers must apply and show evidence of being qualified for other income based programs – LiHeap, 3Squares, CEDO Home Repair, Crisis Fuel etc. – they will have their fixed charge waived). The rate model does include assumptions of how many customers might qualify for these programs to ensure we are raising adequate revenue.

Next Steps
Next, the Division will continue its outreach to customers through targeted meetings and messaging materials. It is the intent to implement these changes for FY 22, or on July 1, 2021. These changes would first affect bills received by customers in August 2021.

Proposed Project Schedule
- **January - March 2021 | Public Outreach** (all meetings will be virtual)
  - NPA Meetings
  - DPW Commission
  - Transportation, Utility, Environment Committee
  - Targeted notification to customers with fire services, hydrants, & irrigation meters
  - Meet with key partners and large users
  - Open House Meeting for all rate payers
  - Online availability of presentations and web forms for feedback, questions & impact summary requests
  - Customers can request an estimate of what their new bill will be with the proposed changes.
- **March – June 2021 | Continuous Improvement & QA/QC of data**
  - Fire Service data QA/QC
  - Development of Draft WRAP policy
  - Proposed ordinance changes as necessary
- **April – June 2021 | Approvals**
  - City Council vote on project specifics
  - City Council vote on FY 22 Mayoral budget & Water Resources rates
- **July – August 2021 | Implementation**
  - Additional outreach to customers educating them on the upcoming changes to the bills
  - Changes effective in July and reflected on August bills

- April 2019 – City Council directs Water Resources to evaluate affordability, alternate rate structures, and alternate revenue sources

- Fall 2019 – Hosted open house to gather stakeholder input and embarked on the initial NPA tour

- Studied rate options keeping three objectives in mind: 1) ensure affordability of rates, 2) improve financial health & sustainability, along with revenue stability and 3) ensure rates are recouping the cost of service provided in an equitable manner

- March 2020 – Developed rate, fees and assistance program recommendations, presented to City Council

- Postponed final outreach, approvals & implementation due to uncertainties associated with COVID-19

- January 2021 – Rebooted project, presented to Board of Finance and beginning to restart stakeholder engagement & outreach
Sustainable funding is crucial to ensuring access to clean water because we need money to take care of the infrastructure that produces and delivers clean, safe drinking water and collects, treats and manages wastewater and stormwater before it drains to our rivers and the lake. However, when utility costs are not affordable then rate payers may not have equal access to the essential amount of water needed to live.
Costs of Providing Water Service
Why serving certain customer classes costs more...

- Base Level Demand (normal water usage)
- Extra Capacity (peaking, irrigation, etc.)
- Fire Protection

Sizing requirements for water pipes & other water infrastructure
# Proposed Rate & Policy Changes

## Proposed Modification from Spring 2020

<table>
<thead>
<tr>
<th>Rate Proposals</th>
<th>What is it?</th>
<th>Why do it?</th>
</tr>
</thead>
</table>
| **Fixed Charges by Meter Size**              | A water and wastewater fixed charge that increases based on the size of the customer’s water meter | • Is industry best practice – reflects cost of service  
• Improves revenue stability and predictability  
• Encouraged by bond rating agencies  
+ Reduction in fixed fee charge |
| **Lifeline Rate Tier**                       | "Essential" water consumption (below median usage) is charged at a lower rate, only applicable to single-family residential account holders | • Provides affordability assistance for customers that use “typical” amount of water (400 CF/month)  
• Incentivizes efficient water use |
| **Class-Based Rates**                        | Different rates for different classes of customers                          | • Supports all residential customers (single & multi-family)  
• Can justify the strains each customer type puts on the utility’s infrastructure  
+ For now, commercial properties will be charged the same rate as multifamily |
| **Irrigation Rate**                          | A separate, higher rate for those who solely use water for irrigation (with the exception of community gardening initiatives) | • Irrigation often contributes to peak water use, which necessitates system expansion and associated costs  
• Sends price signal to conserve water when use is not for basic needs |
| **Private Fire Protection Charges**          | A separate, fixed, monthly charge that escalates with connection size for those who have private fire service or hydrants | • Water Resources has invested in system capacity to serve private properties during a fire event, thus the customers who benefit from this service should pay for that capacity  
+ Phase in fee over 5 years |
| **Water Resources Assistance Program (WRAP)**| An affordability program that waives the proposed fixed monthly water and wastewater charge for residential customers at or below 185% of the Federal Poverty Level. | • Provides relief to low-income single-family residential customers  
• Allows greater ability to control their bill (no fixed charge)  
+ Include non-profit affordable or senior housing developments and senior owned single family homes as WRAP eligible |
## Current & Proposed Rates

<table>
<thead>
<tr>
<th>Fixed Charge per Month</th>
<th>Water</th>
<th>Wastewater</th>
<th>Private Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5/8”</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$6.70</td>
</tr>
<tr>
<td><strong>3/4”</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$6.70</td>
</tr>
<tr>
<td><strong>1”</strong></td>
<td>$22.73</td>
<td>$31.67</td>
<td>$6.70</td>
</tr>
<tr>
<td><strong>1.5”</strong></td>
<td>$45.51</td>
<td>$63.39</td>
<td>$6.70</td>
</tr>
<tr>
<td><strong>2”</strong></td>
<td>$72.68</td>
<td>$101.23</td>
<td>$6.70</td>
</tr>
<tr>
<td><strong>3”</strong></td>
<td>$143.30</td>
<td>$202.40</td>
<td>$6.70</td>
</tr>
<tr>
<td><strong>4”</strong></td>
<td>$248.25</td>
<td>$345.80</td>
<td>$6.70</td>
</tr>
<tr>
<td><strong>6”</strong></td>
<td>$454.06</td>
<td>$632.48</td>
<td>$19.47</td>
</tr>
<tr>
<td><strong>8”</strong></td>
<td>$1,044.35</td>
<td>$1,454.73</td>
<td>$41.49</td>
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<tr>
<td><strong>10”</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>$74.61</td>
</tr>
<tr>
<td>Private Fire Hydrant</td>
<td>-</td>
<td>-</td>
<td>$19.47</td>
</tr>
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</table>

### Volumetric Rate (per 100 CF)

<table>
<thead>
<tr>
<th>Category</th>
<th>Water</th>
<th>Wastewater</th>
<th>Private Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-family Residential</td>
<td>$4.44</td>
<td>$6.20</td>
<td>N/A</td>
</tr>
<tr>
<td>Tier 1 (0-400 CF)</td>
<td>-</td>
<td>-</td>
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</tr>
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<td>N/A</td>
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<td>Duplex</td>
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<tr>
<td>Triplex</td>
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<tr>
<td>Mixed Residential &amp; Commercial</td>
<td>$4.44</td>
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<tr>
<td>Commercial</td>
<td>$4.44</td>
<td>$6.20</td>
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</tr>
<tr>
<td>City</td>
<td>$4.44</td>
<td>$6.20</td>
<td>N/A</td>
</tr>
<tr>
<td>Irrigation/Heating/Cooling</td>
<td>$4.53</td>
<td>$6.20</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## Hypothetical Customer Impacts

<table>
<thead>
<tr>
<th>Hypothetical Customer Type</th>
<th>FY 2021</th>
<th>FY 2022 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bill ($)</td>
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<tr>
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<td>$343</td>
<td>$396</td>
</tr>
<tr>
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<td>$299</td>
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<tr>
<td>Median Volume - 400 CF</td>
<td>$608</td>
<td>$609</td>
</tr>
<tr>
<td>WRAP - Median Volume - 400 CF</td>
<td>$608</td>
<td>$512</td>
</tr>
<tr>
<td>High Volume - 600 CF</td>
<td>$872</td>
<td>$915</td>
</tr>
<tr>
<td>WRAP - High Volume - 600 CF</td>
<td>$872</td>
<td>$818</td>
</tr>
<tr>
<td>Multi-Family Residential</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Income Housing</td>
<td>$23,646</td>
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<td>$745,075</td>
</tr>
<tr>
<td>School District</td>
<td>$114,845</td>
<td>$123,299</td>
</tr>
</tbody>
</table>

**Caveat!** These are estimated customer bills based on CY19 customer class trends (Pre-Covid).

Actual bills **will** vary based on water consumption.

Meter size, private fire service size and # of private hydrants affects bills.

Includes a 5% increase to stormwater for all customers.

***Customers should complete an “Account impact summary request form” to understand the impact to their specific bill(s).***
# Customer Impacts of New Rate Structure

<table>
<thead>
<tr>
<th>Who will see lower bills?</th>
<th>Opportunities to further lower Bills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low income or senior customers who are eligible and sign up for WRAP discount will see reduced bills because of the fixed meter charge waiver.</td>
<td>Customers can further shrink their bill by implementing water conservation practices to reduce consumption above the Tier 1 level (i.e., 400 CF).</td>
</tr>
<tr>
<td>Single family residential customers with typical consumption will see little or no increase in the water and wastewater portion of their bills because of the lifeline rate.</td>
<td>All single family residential customers can implement water conservation practices to reduce consumption above the Tier 1 level (i.e., 400 CF).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who will see increases on their bills?</th>
<th>Opportunities to mitigate bill increases</th>
</tr>
</thead>
<tbody>
<tr>
<td>All properties with private fire services or hydrants will see increased bills because of the fixed charge per protective infrastructure.</td>
<td>Customers can remit updated information about their fire protection infrastructure for validation against existing records.</td>
</tr>
<tr>
<td>Irrigation customers will see increased bills because of the fixed meter charge and rate.</td>
<td>Customers can decide whether to retain their irrigation system or explore removal.</td>
</tr>
<tr>
<td>Customers with large meters but low usage will see increased bills because the minimum allowance has been eliminated.</td>
<td>Customers can request an evaluation of whether their existing meter(s) can be reduced in size.</td>
</tr>
<tr>
<td>Customers with vacant homes or very low usage will see increased bills because of the fixed meter charge.</td>
<td>Customers can decide whether to have their meter removed and water shut off during an extended period of vacancy.</td>
</tr>
</tbody>
</table>
## Proposed Assistance Program: Rate Assistance

<table>
<thead>
<tr>
<th>Rate Assistance Goals</th>
<th>Provide meaningful financial relief to low income or fixed income seniors living in single family residential homes, along with providing relief to non-profit affordable or senior living housing developments.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Limit administrative burden on Water Resources to implement and maintain program by leveraging existing programs that verify income or non-profit housing status. Explore developing an expansion plan to include other residential property types or low income metrics.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rate Assistance Details</th>
<th>Waive the monthly fixed charge on both water &amp; wastewater for eligible properties.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Households must be living at or below 185% of the Federal Poverty Level; or demonstrate owner is 65 years old or older.</td>
</tr>
<tr>
<td></td>
<td>Eligible residents will need to apply and provide proof of age or enrollment in an existing State or Federal benefit program (e.g., Lifeline, 3SquaresVT, Crisis Fuel, SSI, Reach Up, etc.) to be qualified for one year waiver.</td>
</tr>
</tbody>
</table>

### FUTURE Assistance Programs

<table>
<thead>
<tr>
<th>Infrastructure Assistance</th>
<th>Make grant funding available to all residential rate payers for condition assessments of sewer laterals.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Make low interest (or no interest) loans available to all residential rate payers to replace failing water services or sewer laterals.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conservation Assistance</th>
<th>Provide efficiency rebates for low flow toilets and energy star appliances. Provide real time water usage data.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provide free tools (e.g., rain barrels) to implement improved stormwater management practices.</td>
</tr>
</tbody>
</table>
Next Steps

- **Outreach (January-March 2021)**
  - Attend NPAs, DPW Commission & TEUC
  - Targeted notification to customers with fire services, hydrants & irrigation meters
  - Meet with key community partners and other large users
  - Host open house public meeting for all rate payers
  - Maintain a robust online presence where customers can review all presentations to date, provide feedback via web forms and request an estimated account impact summary.

- **Continuous Improvement (March 2021-July 2021)**
  - Incorporate feedback from all stakeholders
  - Review, validate and respond to impact summary requests
  - Ongoing QA/QC with data and required updates to billing system
  - Draft WRAP policy and any needed ordinance changes

- **Approvals (April 2021-June 2021)**
  - City Council approval of rate & fee structure changes including WRAP
  - City Council approval of budgets & rates for FY 22

- **Implementation (July 2021-August 2021)**
  - Changes will be effective beginning July 2021 and reflected on August bills
  - Additional round of outreach to all customers in advance of August bills

Website: https://www.burlingtonvt.gov/DPW/Water/AffordabilityProject
Memo

Date: January 14, 2020
To: Public Works Commission
From: Jenna Olson, Policy & Programs Manager DPW Water Resources
       Phillip Peterson, Associate Engineer
CC: Megan Moir, Water Resources Division Director
    Susan Molzon P.E., Senior Public Works Engineer
    Norm Baldwin P.E., City Engineer
    Chapin Spencer, Director Department of Public Works

Subject: Green Stormwater Infrastructure Proposed No-Parking Zones

Recommendations:
Staff recommend the DPW Commission approve:
7 No-parking areas.

No person shall park any vehicle at any time in the following locations:

- On the east side of South Street, beginning at Holt Street and extending north to the driveway for 70 South Street.
- On the west side of South Street, in the first and second spaces north of Glen Road.
- On the east side of South Street, beginning at Glen Road and extending north to the driveway for 46 South Street.
- On the west side of Prospect Parkway, between the driveways for 194 Prospect Parkway and 204 Prospect Parkway.
- On the east side of Prospect Parkway, beginning at Fairmont Street and extending north to the driveway for 201 Prospect Parkway.
- On the north side of Fairmont Street, in the first space east of Prospect Parkway.
- On the north side of Fairmont Street, between the driveways for 22 Fairmont Street and 32 Fairmont Street.
- On the west side of South Prospect Street, beginning at Prospect Parkway and extending south to the driveway for 789 South Prospect Street.
- On the east side of South Prospect Street, beginning at Prospect Parkway and extending south to the driveway for 792 South Prospect Street.
• On the east side of South Prospect Street, between the driveways for 802 South Prospect Street and 812 South Prospect Street.
• On the west side of South Prospect Street beginning 32 feet north of the driveway for 875 South Prospect Street and extending north eighty (80) feet.
• On the west side of South Prospect Street, between the driveways for 875 South Prospect Street and 885 South Prospect Street.
• On the east side of South Prospect Street, between the driveways for 874 South Prospect Street and 884 South Prospect Street.

**Purpose & Need:**
During the summer of 2018, Burlington experienced a significant number of acute wastewater issues, which highlighted the ongoing need to both reinvest in our existing infrastructure, and invest in ways to address stormwater runoff in combined sewer areas. In late 2018, partly in response to these challenges, Vermont DEC made $1.25 million available in match-free grant funding for communities to use Green Stormwater Infrastructure to manage Combined Sewer Overflows (CSOs). DPW Staff developed this project in response to that opportunity, and Burlington was awarded just over $1 million of the available grant funding. This particular set of projects will serve to manage stormwater runoff from 6.3 acres of impervious surface – or approximately 28% of the impervious surface that currently contributes stormwater to Pine Street CSO during wet weather events, see Attachment 1.

The purpose of the proposed no parking zones is to provide the space needed for rain garden systems in the area, see Attachment 2. In parallel with providing the space for the proposed stormwater treatment systems, the proposed no parking zones will provide the needed space for emergency services to conduct operations.

**Project Checklist:**

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<td>These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).</td>
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<td></td>
<td></td>
<td>These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).</td>
</tr>
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</table>

**Public Engagement:**
DPW Staff have conducted extensive outreach on this project since mid-2019. The following is a summary of neighborhood engagement to date:
• July 2019
  o Front Porch Forum notice about related soil borings
• March 5, 2020
  o Presentation to Ward 6 NPA on project
• March 9, 2020
  o Meeting with Burlington Fire Department to review project and discuss parking removal needed to accommodate emergency vehicle access
While BFD approves of the current design and does have any concerns about emergency access, there are still a few areas within the project vicinity that will be monitored over time to ensure additional parking removal is not necessary

- March 13, 2020
  - Letter mailed to residents about project
- April 2020
  - Direct email & Front Porch Forum updates on project delays due to COVID-19
- July 1-10, 2020
  - 2nd letter mailed to residents
  - Project flyers handed out to residents by Councillor Karen Paul
- July 9, 2020
  - DPW Staff marked proposed system boundaries in chalk paint for residents to see on the ground
- July 13 & 14, 2020
  - Series of 4 Zoom meetings held to inform residents and take feedback
- December 10, 2020
  - Residents notified via email of project changes
  - Notification included upcoming meeting links explaining changes further
- December 16, 2020
  - Series of 2 meetings explaining design changes
- January 11, 2021
  - Meeting with Burlington Fire Department to present changes to the project and confirm design still meets emergency access needs

In preparation for the 1/20/21 DPW Commission Meeting, Staff mailed or emailed fliers to each property owner adjacent to the project area. Additionally, Staff posted fliers to the project web page, and issued a Front Porch Forum posting on Friday 1/8 about the proposed parking changes, including information on how to provide comment. Staff received 1 email from local residents related to this recommendation, and no phone calls – see Attachment 3.

The Commission will note that there was a significant delay between initial presentation of the project to neighbors, and our current request. When the project was presented to the neighborhood in July of 2020, residents expressed a variety of concerns that warranted additional review. In response to community input, we revised the design to address these concerns, and maintain the water quality goals of this effort. The project team believes that the feedback, education, neighborhood engagement, and the design changes have led to a win-win for the Lake, the community, and the neighbors most directly impacted by this project.

**Summary and Conclusion**

This amendment will support management of roughly 28% of the impervious surface contributing stormwater flows in an area of the City directly connected to the most problematic of Burlington’s remaining CSO outfalls, while still maintaining the appropriate space for emergency responders and streets maintenance to conduct operations.

**Attachments:**

1. GSI Presentation.
2. Site Map & Plans.
3. Public input correspondence.
PINE STREET
GREEN STORMWATER INFRASTRUCTURE
CSO MITIGATION

Public Works Commission
January 20, 2021
BACKGROUND

- City awarded $1M match-free grant in late 2018, specifically for mitigating combined sewer impacts with Green Stormwater Infrastructure
- Pine Street CSO is the most problematic CSO in the City, and has a very discreet drainage area – most of which is shallow ledge, high groundwater, and/or heavy clay soils (not suitable for infiltrating water)
- Area highlighted in red has soil conditions suitable for GSI, and was therefore selected for design
PROJECT OVERVIEW

- Installation of 13 rain garden ‘bump-out’ systems, designed to maximize receiving drainage from surrounding roadways
- Will provide a net reduction of 10 cubic feet per second of runoff during a 2.7” rainfall event
- Will intercept storm runoff from roughly 6 acres of impervious surface, that currently drains directly through Pine Street CSO via the combined sewer contributing to overflow events
DESIGN & OUTREACH PROCESS

- **July 2019**
  - Front Porch Forum notice about soil borings

- **March 2020**
  - Presentation to Ward 6 NPA on project
  - Letter mailed to residents about project

- **April 2020**
  - Direct email & Front Porch Forum updates on project delays due to COVID-19

- **July 2020**
  - 2nd letter mailed to residents
  - Project flyers handed out to residents by Councilor Paul
  - DPW Staff marked proposed system boundaries in chalk paint for residents to see on the ground
  - Series of 4 Zoom meetings held to inform residents and take feedback

- **December 2020**
  - Residents notified via email of project changes
  - Notification included upcoming meeting links explaining changes further
  - Series of 2 meetings explaining design changes

- **January 2020**
  - Direct notification to abutting residents of parking changes
  - FPF post to entire neighborhood about parking changes, information listed on project webpage
DESIGN CHANGE SUMMARY

• **South Prospect Street**
  ▪ 1 system removed entirely
  ▪ 2 systems reduced in size
  ▪ Traffic analysis completed

• **Prospect Parkway / Fairmount Street**
  ▪ 2 systems removed entirely
  ▪ 1 system adjusted to add subsurface infiltration
  ▪ 1 system reduced in length
  ▪ Traffic analysis completed

• **South Street**
  ▪ 2 systems reduced in size
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<td>6 parking spaces removed</td>
<td>30 ft.</td>
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<td>780 &amp; 792 South Prospect Street</td>
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</tr>
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<td>3P</td>
<td>789 South Prospect Street</td>
<td>5 parking spaces removed</td>
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<td>874 South Prospect Street</td>
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<tr>
<td>7P</td>
<td>885 South Prospect Street</td>
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<td>0 ft.</td>
</tr>
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<td>8P</td>
<td>194 &amp; 204 Prospect Parkway</td>
<td>6 parking spaces removed</td>
<td>0 ft.</td>
</tr>
<tr>
<td>9P</td>
<td>191 &amp; 201 Prospect Parkway</td>
<td>5 parking spaces removed</td>
<td>0 ft.</td>
</tr>
<tr>
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<td>1 parking space removed</td>
<td>0 ft.</td>
</tr>
<tr>
<td>11P(A)</td>
<td>32 &amp; 22 Fairmount Street</td>
<td>3 parking spaces removed</td>
<td>0 ft.</td>
</tr>
<tr>
<td>12P</td>
<td>46 &amp; 56 South Street</td>
<td>5 parking spaces removed</td>
<td>0 ft.</td>
</tr>
<tr>
<td>13P</td>
<td>51 South Street</td>
<td>3 parking spaces removed</td>
<td>36 ft.</td>
</tr>
<tr>
<td>14P</td>
<td>70 South Street</td>
<td>2 parking spaces removed</td>
<td>0 ft.</td>
</tr>
<tr>
<td>15P</td>
<td>102 Fairmount Street</td>
<td>0 parking spaces removed</td>
<td></td>
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</table>
NEXT STEPS

- Early February 2021: Issue Request for Bids
- Late February 2021: Bid Award
- March – April 2021: Board of Finance & City Council approval to execute contract
- May – June 2021: Begin construction
QUESTIONS?

CONTACT:
Jenna Olson,
Water Policy & Programs Manager
(802) 557-5440
jolson@burlingtonvt.gov
South End Retrofits

Intersection of S. Prospect Street and Prospect Parkway
City of Burlington, VT

Owner
City of Burlington
Department of Public Works
149 Church Street
Burlington, VT 05401

Applicant
VHB®
Nicholas Hadiaris, PE
40 IDX Drive
Building 100 Suite 200
South Burlington, VT 05403
802.497.6100

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<table>
<thead>
<tr>
<th>No.</th>
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<tbody>
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<td>C-0.01</td>
<td>Legend and General Notes</td>
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<td>Overall Existing Conditions Plan</td>
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<td>Existing Conditions Plan</td>
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<td>Overall Layout and Materials Plan</td>
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Sheet Index

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<td>C-4.01</td>
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<td>Site Details 2</td>
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<td>Planting Plan</td>
</tr>
<tr>
<td>L-2.00</td>
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Legend and General Notes

CIVIL

10 DECEMBER 2020
GENERAL SURVEY NOTES
1. THE PROPERTY LINES AND RIGHT-OF-WAY LINES ARE BASED ON STATE PARCEL MAPPING DATA AND ARE APPROXIMATE ONLY. THIS IS NOT A BOUNDARY SURVEY. THE TOPOGRAPHY AND PHYSICAL FEATURES SHOWN ARE BASED ON A FIELD SURVEY PERFORMED BY VHB IN APRIL 2019; OTHER FEATURES MAY EXIST THAT ARE NOT SHOWN HEREIN.
2. HORIZONTAL AND VERTICAL DATUMS ARE REFERENCED TO VERMONT STATE PLANE GRID NAD 1983 (2011) AND NAVD88 BASED ON GPS OBSERVATIONS UTILIZING VT CORS.
3. BUILDING FOOTPRINTS WERE DOWNLOADED FROM THE VERMONT OPEN GEODATA PORTAL (VOGP). THE FOOTPRINTS WERE DERIVED FROM CIRCA 2019 AERIAL DATA AND ARE NOT RECOMMENDED TO BE USED AS FINALS. OTHER UTILITIES MAY EXIST THAT ARE NOT DEPICTED IN THE PLANS.
General Erosion and Sediment Control Notes:

1. All construction vehicles leaving the site shall be cleaned of loose dirt. No tracking of dirt onto city streets is permitted. Any dirt tracked onto city streets shall be immediately swept and washed up and returned to the site.

2. All excavations and fill areas shall be covered with an erosion control blanket. Blankets shall be secured at all times.

3. All construction activities shall be contained and protected with erosion control blankets. Blankets shall be secured at all times.

4. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

5. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

6. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

7. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

8. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

9. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

10. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

11. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

12. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

13. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

14. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

15. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

16. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

17. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

18. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

19. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

20. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

21. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

22. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

23. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.

24. All excavation areas shall be equipped with erosion control blankets. Blankets shall be secured at all times.
GENERAL EROSION AND SEDIMENT CONTROL NOTES:
1. All construction vehicles leaving the site shall be cleaned of loose dirt. No tracking of dirt onto city of Burlington streets shall be allowed. No dirt shall be deposited on sidewalks or streets.
2. All excavation and other rental excavation and sediment control practices shall be constructed and maintained in accordance with the Vermont Erosion Control Measures. In the disposal of excavation fill, all materials shall be placed in such a manner as to prevent erosion and sedimentation as determined by the environmental department.
3. All equipment shall be equipped with dust control devices as necessary to prevent emissions of dust, grit, or other material that may contaminate the work area or adjacent property.
4. All excavation and fill shall be properly supported and compacted to prevent settlement, erosion, or violation of grade control.
5. For new stormwater systems, all ponds and wetlands shall be constructed to prevent erosion and sedimentation.
6. Refer to the waterline insulation detail on drawing C-4.02 for retrofit of insulation for water mains and domestic service lines.

GENERAL DEMOLITION NOTES:
1. Install all perimeter and sediment capture erosion control devices prior to any construction activities.
2. Restore any disturbed areas or devastate the disturbed areas. In the absence of sediment control, the disturbed areas shall be stabilized to prevent erosion.
3. All pavement and curb removal areas shall be properly supported to prevent settlement and erosion.
4. Removal of pavement includes full depth of pavement and subbase.
5. All disturbed areas shall be properly supported to prevent erosion and sedimentation.

Demolition Legend
- INF-1
- INF-2
- B-1
- B-2
- PROSPECT PKWY
- FAIRMOUNT ST.
- Combined Sewer [Typ]
South End Retrofits
5, Prospect St. and Prospect Pky
Burlington, VT

Demolition and Erosion Control Plan

C-2.04

Drawn by: Hale-Sills, Chris

General Erosion and Sediment Control Notes:
1. All construction vehicles leaving the site shall be cleaned of loose dirt. No tracking of dirt
   shall be allowed. All traffic on excavation shall be restricted to permitted areas and
   shall be limited to asphalt or concrete surfaces. All vehicles with dirty tires shall be
   cured or removed from the site.
2. All fences, barriers, and erosion control systems shall be properly maintained.
3. Groundwater recharge basins shall not be disturbed.
4. All temporary access roads shall be closed at night.
5. All temporary access roads shall be properly maintained.
6. All temporary access roads shall be closed at night.
7. All temporary access roads shall be properly maintained.
8. All temporary access roads shall be closed at night.
9. All temporary access roads shall be properly maintained.

General Demolition Notes:
1. All concrete shall be removed from the site.
2. All metal shall be removed from the site.
3. All electrical shall be removed from the site.
4. All mechanical shall be removed from the site.
5. All plumbing shall be removed from the site.
6. All ductwork shall be removed from the site.
7. All lighting shall be removed from the site.
8. All signs shall be removed from the site.
9. All fixtures shall be removed from the site.
10. All landscaping shall be removed from the site.

Drawn by: Hale-Sills, Chris
South End Retrofits
5, 13 Prospect St. and Prospect Pky
Burlington, VT

Linetype and Symbol Legend

STORMWATER MANAGEMENT CLASSIFICATION

SUBCATCHMENT DRAINAGE AREA IDENTIFICATION

MAJOR DRAINAGE AREA IDENTIFICATION

MAJOR DRAINAGE AREA IDENTIFICATION

STORMWATER SUMMARY TABLE

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<th>Project</th>
<th>Subcatchment</th>
<th>Total Area (ac)</th>
<th>Impervious Area (ac)</th>
<th>Residential Area</th>
<th>Treatment Position</th>
<th>Impervious Area Length (ft)</th>
<th>Primary Delta Impervious Area Length (ft)</th>
<th>Surface Discharge at Standard Z</th>
<th>Coal T (ft)</th>
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</table>

UNUSED SUBCATCHMENTS: 8S, 15S-B, 16S-B
UNUSED BMPS: 6P, 11P-B, 11P-C

 overall layout and materials plan

overall layout and materials plan
1. ALL SIGNS SHALL COMPLY WITH THE 2009 MUTCD (REVISED 2012). POSTS SHALL BE VTRANS ITEM 675.341 SQUARE TUBE SIGN ... WITH STEEL POST AT SWM BUMPOUTS FACING ONCOMING TRAFFIC WHERE INDICATED. VTRANS ITEM 676.10 - DELINEATOR WITH STEEL POST.

2. PROVIDE BENDS AS NECESSARY TO CENTER THE UNDERDRAINS/CHAMBERS WITHIN THE NEW STORMWATER MANAGEMENT FEATURES, TYPICALLY 22.5° BEND. ALLOWABLE MAXIMUM PIPE JOINT DEFLECTION IS 2/3 OF THE MANUFACTURER'S RECOMMENDED MAXIMUM.

3. ALL NEW DRAINAGE PIPE IS TO BE CORRUGATED POLYETHYLENE PIPE (SMOOTH LINED) PER VTRANS 710.03 (TYP). REFER TO DETAILS FOR DIAMETER OF NEW PIPE IN STORMWATER MANAGEMENT FACILITIES. SIZE AND LENGTHS OF PIPE AND CHAMBERS SHOWN IN PLAN VIEW ARE FOR REFERENCE ONLY. CONSTRUCT DRAINAGE STRUCTURES ACCORDING TO DETAILS PROVIDED.
Reinforced Cast-In-Place Curb

1. Special Provision (Reinforced Cast-In-Place Concrete Curb).
2. Concrete Curb shall comply with all relevant sections of the Standard Specifications for Construction.
3. Ensure 2" minimum clearance from face of concrete to edge of reinforcing steel.
4. Tie or weld rebar at all intersections [Typ].

Concrete Sidewalk At System 8P

1. Expansion Joint Sealant
2. Expansion Joint Sealer
3. Expansion Joint Sealant
4. Expansion Joint Sealant

Water Line Isolation

1. Insulation Board to be closed cell, extruded polystyrene foam meeting ASTM 578, Type VI, 40 psi compressing strength.
2. Provide insulation when water main crosses above or below storm drain.
3. Where parking or pedestrian movements are likely to occur.

Sign Installation Guidelines

1. Provide expansion joints at min. 30 ft. o.c. with pre-formed joint filler.
2. Provide tooled control joints at 6' o.c.
3. Provide broom finish in direction perpendicular to curb.

Concrete Sidewalk

1. Provide expansion joints at min. 30 ft. o.c. with pre-formed joint filler.
2. Provide tooled control joints at 6' o.c.
3. Provide broom finish in direction perpendicular to curb.

Water Main

1. Provide expansion joints at min. 30 ft. o.c. with pre-formed joint filler.
2. Provide tooled control joints at 6' o.c.
3. Provide broom finish in direction perpendicular to curb.

Reinforced Concrete Sidewalk

1. Provide expansion joints at min. 30 ft. o.c. with pre-formed joint filler.
2. Provide tooled control joints at 6' o.c.
3. Provide broom finish in direction perpendicular to curb.

Concrete Erosion Control

1. Provide expansion joints at min. 30 ft. o.c. with pre-formed joint filler.
2. Provide tooled control joints at 6' o.c.
3. Provide broom finish in direction perpendicular to curb.

Concrete Sidewalk Expansion Joint Detail

1. Provide expansion joints at min. 30 ft. o.c. with pre-formed joint filler.
2. Provide tooled control joints at 6' o.c.
3. Provide broom finish in direction perpendicular to curb.

Concrete Sidewalk Backfill Material

1. Provide expansion joints at min. 30 ft. o.c. with pre-formed joint filler.
2. Provide tooled control joints at 6' o.c.
3. Provide broom finish in direction perpendicular to curb.

Water Main Backfill Material

1. Provide expansion joints at min. 30 ft. o.c. with pre-formed joint filler.
2. Provide tooled control joints at 6' o.c.
3. Provide broom finish in direction perpendicular to curb.

Concrete Sidewalk Bedding Material

1. Provide expansion joints at min. 30 ft. o.c. with pre-formed joint filler.
2. Provide tooled control joints at 6' o.c.
3. Provide broom finish in direction perpendicular to curb.

Concrete Erosion Control Bedding Material

1. Provide expansion joints at min. 30 ft. o.c. with pre-formed joint filler.
2. Provide tooled control joints at 6' o.c.
3. Provide broom finish in direction perpendicular to curb.

Concrete Sidewalk Bedding Material

1. Provide expansion joints at min. 30 ft. o.c. with pre-formed joint filler.
2. Provide tooled control joints at 6' o.c.
3. Provide broom finish in direction perpendicular to curb.

Concrete Erosion Control Bedding Material

1. Provide expansion joints at min. 30 ft. o.c. with pre-formed joint filler.
2. Provide tooled control joints at 6' o.c.
3. Provide broom finish in direction perpendicular to curb.

Concrete Sidewalk Bedding Material

1. Provide expansion joints at min. 30 ft. o.c. with pre-formed joint filler.
2. Provide tooled control joints at 6' o.c.
3. Provide broom finish in direction perpendicular to curb.

Concrete Erosion Control Bedding Material

1. Provide expansion joints at min. 30 ft. o.c. with pre-formed joint filler.
2. Provide tooled control joints at 6' o.c.
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Concrete Sidewalk Bedding Material

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**South End Retrofits**
S. Prospect St. and Prospect Pky
Burlington, VT

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**Bid**
Dec. 10, 2020

**Planting Details**

**PLANT SPACING**
**PLANT CENTER**
**PLANT ROW**

**SEE PLANTING PLAN FOR SPACING**
**SEE QUANTITIES**

**SEE PLANTING LIST FOR PLANT SPACING**
**SET AT ORIGINAL PLANTING DEPTH**
**FINISH GRADE**

**3/8" CIRCULAR PEASTONE, AS SPECIFIED**

**CONTINUOUS PLANTING PIT FILLED WITH PLANTING MIX**
**REFER TO SOIL PREPARATION SPECIFICATIONS**

**SUB GRADE**

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**PERENNIAL PLANTING**

**SCALE: 1/2" = 1'-0'**

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**SHRUB PLANTING**

**SCALE: 1/2" = 1'-0'**

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**NOTE:**

- SHRUB PLANTING
- SCALE: 1/2" = 1'-0"
Please see below.

Heidi G.

WATER RESOURCES CUSTOMER CARE ASSOCIATE
Water Resources | Burlington Public Works
P (802) 863-4501 | F (802) 864-8233
W Burlingtonvt.gov/dpw/water
E water-resources@burlingtonvt.gov

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.

From: B George <barbarainvt@gmail.com>
Sent: Friday, January 8, 2021 6:01 PM
To: Water Resources <water-resources@burlingtonvt.gov>
Subject: Re: Request for GSI-CSO Parking Change Jan. 20

[WARNING]: External Message, please be cautious.

Bad idea, bad project, after the fact stormwater control. Many of these homes are multigenerational, and thus parked cars on the street. This isn’t a single family neighborhood any longer, most of us are tax burdened beyond an acceptable level.

How about:

- A tree Ordinance. Greatly reduces runoff, cleans the air, holds soil and sediments in place.
- Ban “Scotts” and other like products on lawns.
- Educate people on raising the deck on their lawn mowers letting the grass get a bit longer.
- Demand better stormwater control up at the Golf Course, Burlington Country Club greatly impacts this neighborhood
- Just because the money is burning a hole in the city’s pocket does not mean this is the right thing to do.
- The old BLodgett project that is almost complete is a disgrace to the city.
- “The Vermont Shoreland Protection Act”

Please DO not forever change my neighborhood.

Barbara George
Commissioners Present: Commissioner Archambeau, Commissioner Barr, Commissioner Bose, Commissioner Gillman, Commissioner Hogan (Chair), Commissioner O’Neill-Vivanvco (Vice-Chair), Commissioner Overby.

ITEM 1 – CALL TO ORDER

Commissioner Hogan called meeting to order at 6:35 p.m.

ITEM 2 – AGENDA

Commissioner Overby requested that Item A be taken off of the consent agenda as she wanted more information on the project. Commissioner Archambeau seconded.

Chair Hogan made a motion to pull item A off of consent and make that Item 8. Commissioner Overby accepted that as long as DPW Engineer Susan Molzon was amenable to it. Commissioner Archambeau was amenable to this as well. Vote on the agenda with Item 4A changed to Item 8. Unanimous approval

ITEM 3 – PUBLIC FORUM

Kelley Devine stated that she has received strong feedback in support to extend the date forward for removing free 2 hours parking in the parking garage.

ITEM 4 – CONSENT AGENDA

Loading Zone Adjustment Adjacent to 372 No. Winooski Ave

Commissioner Archambeau made a motion to approve
Commissioner Bose seconded
Unanimous approval

ITEM 5- SHELBURNE STREET ROUNDABOUT PROJECT

DPW Senior Engineer Laura Wheelock opened the presentation, with support from DPW Engineer Olivia Darisse. She noted this presentation was put together primarily by
VTRANS, and the project is being managed by them as well. The rotary is a high crash site and this project is 100% federally funded through VTRANS.

Questions & comments included:
• Driveway at the Majestic Car Rental and it was found that they need to have a driveway; it is a one-way driveway out only.
• Whether a stop sign can be put up before the crosswalk as there is a large amount of kids who use this intersection and it is a school zone.
• Traffic calming -- it was stated that there would be RRFB’s at the intersection, which will slow down traffic.
• Commissioner Hogan noted that there is a project website. He asked when we get more dates. DPW Engineer Wheelock stated that by February 10, 2021 the project will go out for bid; likely in April the contract will be awarded with construction starting in June after school lets out.

ITEM 6 – UNIVERSITY PLACE CONCEPTUAL DESIGNS

Associate Engineer Philip Peterson did presentation, along with DPW Senior Engineer Wheelock. There are two different plans under review: the basic plan and an enhanced plan. In the basic plan one lane of traffic would be eliminated, traffic will be one way north on the street, there will be bike lanes and crosswalks will go from nine feet to six feet for pedestrian safety. There will be removal of parking with the exception of the south end for the food trucks.

Enhanced plan we will narrow road from thirty feet to 22 feet, widen the sidewalk on the east side creating a crossing plaza in the middle of University Place. Food trucks will have notched parking into the curb. The north end will include drop off parking for events, and the left turn will be removed from Colchester Avenue onto University Place.

DPW Senior Engineer Wheelock stated a timeline has been presented to the City Council. We are asking for more time from the Council on this and both parties support this request.

Commissioner Barr made a motion to approve.
Commissioner O’Neill-Vivanco seconded.
Unanimous approval

ITEM 7 – RUSSELL STREET & CHARLES STREET SEASONAL PARKING PROHIBITION

Associate Engineer Philip Peterson defined a narrow street as 28 feet or less. There are 17 narrow streets in Burlington without current parking restrictions. Last year, we tried a temporary seasonal restriction on Russell and Charles. We want to extend the parking restriction on Russell Street and Charles Street again this year from January 1st through
March 1st. This will help ensure emergency vehicle and plow access during winter when snow typically constricts the width of the road.

Commissioner Archambeau raised the concern for the abbreviated winter parking ban for this street as compared to the rest of the city’s narrow streets which is typically December 1st to April 1st. Senior Engineer Susan Molzon said that we look at this street by street – in this area there are several residences that have no parking and surrounding areas are residential parking only. Assistant Director/Senior Engineer Norm Baldwin stated that going until March 1st still typically captures our most extreme weather period and that we still factor in flexibility with neighborhoods. Mr. Baldwin stated that this was still a trial. Commissioner Archambeau suggested more defined guidelines when considering future streets would be important. DPW Director Spencer said these can be in place for future streets. Commissioner Overby concurred with Commissioner Archambeau. Commissioner Barr agreed this is important, but to include flexibility. A discussion ensued to determine what reasons or data could be included to determine any changes to the dates for a seasonal narrow streets parking restriction. Director Spencer offered motion language.

Commissioner Archambeau made a motion to approve traffic regulations described in the packet and to direct staff to develop written policy to inform decision on recommended duration of future seasonal parking restrictions.

Commissioner Barr seconded
Unanimous approval

ITEM 8 – EXTENSION OF 2 HOURS FREE AT MARKETPLACE GARAGE

Assistant Director Jeff Padgett referred to the memo in the Commission packet asking the Commission to extend 2-hour free parking in the Marketplace garage until April 1st due to the pandemic’s economic impact downtown and currently lower parking utilization. Mr. Padgett referenced Parking finances, and stated that the City is working with the banks to restructure the loans. Burlington High School may be coming downtown, possibly will be leasing some parking which will be helpful. Also, have a short-term tenant coming in (state of Vermont who is doing construction on their garage) which needs 450-480 spots. Despite Covid, the Marketplace Garage was full 3 times over the last 3 months, which is not a lot, but more than it has been. People are still interested in coming out to downtown.

Commissioner Barr made a motion to support request.
Commissioner O’Neill seconded.
Unanimous approval

ITEM 9 - QUEEN CITY PARK RD AND HIGHER GROUND PROPOSAL
Commissioner Overby asked for more information on the traffic documents that were provided in the report, specifically how to interpret the data on pages 12 and 13 – 2008 vs 2028 projected traffic volume. Commissioner Overby asked for more info to determine how the Department concluded there would be no impact on QCPR based on this. DPW Senior Engineer Molzon gave context to what she included in the packet: a memo including a summary of where project is based on DPW’s understanding, and DPW’s role in the development process. Additionally included a memo from June 2020 from DPW’s review of the traffic study. A conversation ensued about traffic data analysis. City Engineer offered a primer on the process, noted it’s complex.

Commissioner O’Neill-Vivanco stated she wanted an update on the project – which could be “perceived as controversial”, the area is on the border of Burlington and South Burlington and she wanted a high level summary, next steps and to be better able to respond when asked about this. DPW Senior Engineer Molson referred to the December 16th memo identifying what the DRB approved, which includes DPW recommendations. There are specifics on the map of traffic study done by Burton, go to the summary pages. Commissioner O’Neill-Vivanco asked about next steps and about the bicyclist and pedestrian considerations in this area. City Engineer described the quantitate and qualitative analysis for holistic transportation planning, but also the physical and financial constraints of the area.

Commissioner Overby asked for additional clarification on a data point: ‘volume to capacity ratio.’ City Engineer Baldwin and Senior Engineer Molzon responded to this – which included City Engineer Baldwind further describing the DRB process and DPW’s role. He offered further opportunity to brief any members of the Commission on how the process works.

Chair Hogan suggested the DPW role in the DRB process is of interest and this could be a future briefing.

ITEM 10 – APPROVAL OF DRAFT MINUTES

Commissioner Archambeau asked that Commissioner O’Neill-Vivanco be identified as Vice Chair on the minutes, as is currently done with the identification of the Chair.

Commissioner Barr made a motion to accept minutes with changes
Commissioner Archambeau seconded
Unanimous approval.

ITEM 11 – DIRECTOR’S REPORT

Director Spencer reiterated main points of the written Director’s Report, included in the packet.
ITEM 12 – COMMISSIONER COMMUNICATIONS

Commissioner Barr stated that some bike lanes need attention, including the Colchester Avenue bike lanes as the corridor entry in Burlington. Acknowledged things are looking good overall. Also East end neighborhood is planning some outside activities at Schamanska park.

Commissioner O’Neill-Vivanco thanked the team for a great year in maintaining infrastructure.

Commissioner Archambeau stated that the dump facility by Route 127 bike path down by Manhattan Drive has been broken into and there are flammable supplies around. He asked that this be secured.

Commissioner Overby wondered if we had to circle back to approve the item that was removed from the agenda. Director Spender stated he did not think so as it was removed and put on for discussion.

Commissioner Hogan stated he appreciates DPW for moving things along. He was wondering about polling the staff for morale and their job satisfaction.

Director Spencer stated there were some surveys a few weeks ago and we are working on the areas that came out of the survey. Hazard pay was also offered last week to frontline employees.

ITEM 13 – ADJOURNMENT AND NEXT MEETING DATE JANUARY 20, 2021

Commissioner Barr made a motion to adjourn the meeting.
Commissioner Gillman seconded
Unanimous approval.

Meeting adjourned at 9:24 p.m.
To: DPW Commissioners  
Fr: Chapin Spencer, Director  
Re: DPW Director’s Report  
Date: January 14, 2021

The January 2021 Public Works Commission meeting will be held online via Zoom.

QUICK UPDATES: It has been a busy couple of weeks, so I will provide shorter updates on a greater number of projects this month. I’m happy to talk more about any of these items.

- Waterfront Rail / Bike Path Coordination: The planning and design work continues for the bike path relocation and the Amtrak passenger rail projects on the waterfront. Vermont Rail System, VTrans and the City are continuing regular coordination meetings to prepare for a busy 2021 construction season between the railyard and College Street. Several legal documents (a lease, multiple finance and maintenance agreements and a couple easements) are going to the Council in late January or early February. DPW has been collaborating with Parks, the City Attorney and the Mayor’s Office to help navigate complex issues and bring this multi-million dollar investment in sustainable transportation to Burlington this coming year.

- Enterprise Asset Management: Following up from last month’s update in the Director’s Report, we will be coming the Commission this month with an update on our efforts and a request for a recommendation to advance the acquisition of an Enterprise Asset Management / Computerized Maintenance Management System to the City Council. Please see the packet for additional information.

- FY’22-26 Capital Planning Update: Last month, I shared in the Director’s Report that the five year window for the first Sustainable Infrastructure Plan is ending, we need to set our sights on the next 5 years (FY’22-26). It will be a greater challenge this time as our community is struggling to recover from the pandemic. While there are some early discussions about considering a special capital bond vote this coming November if COVID-19 is under control and the economy is recovering, we are going into the FY’22 budgeting process with very conservative assumptions. As a result, we are planning on paving and sidewalk work this season that is more in line with levels prior to the Sustainable Infrastructure Plan.

- PlanBTV Walk/Bike Progress: We have recently completed the fourth construction season since the adoption of PlanBTV Walk/Bike. Since plan adoption in April 2017, we have:
  - Increased bike lane miles from 12.5 to 18.9 – a 50% increase
  - Installed 1.5 miles of on-road greenways and rehabbed 6+ miles of shared use paths
  - Made improvements to 11 of 20 priority intersections for safety upgrades – 55% progress towards the goal of addressing 20 identified intersections by 2026
  - 25% of the network now includes low-stress paths, greenways, and protected or buffered bike lanes – the plan’s goal is to reach 65% of the network by 2026 and we have more work to do in this area. We have protected lanes in the Old North End identified in the coming year’s work plan.

Please reach out with any questions prior to Wednesday’s Commission meeting.