



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

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**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

## **M E M O R A N D U M**

To: Tenzin Chokden, Clerks Office  
From: Chapin Spencer, Director  
Date: November 15, 2019  
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **November 20, 2019**  
Time: 6:30 – 9:00 p.m.  
Place: **Burlington Police Community Room – 1 North Ave**

## **A G E N D A**

### ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 5 Min Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
  - A No Parking Zone on St. Paul St Adjacent to Decker Towers
  - B Proposed Adding 1 Hour Parking Zone on Intervale Ave
  - C Henry Street Parking Allocation
  - D Single Vehicle Only Parking Space on North Willard St

### Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.

- 5 30 Min Rates and Affordability Study
  - A Communication, M. Moir
  - B Commissioner Discussion
  - C Public Comment
  - D Action Requested – None
  
- 6 20 Min Seasonal Parking Restriction Recommendation for Russell St & Charles St
  - A Communication, P. Peterson
  - B Commissioner Discussion
  - C Public Comment
  - D Action Requested –Vote
  
- 7 10 Min Refinancing of Existing Loan for the City Parking Facilities
  - A Communication, J. Padgett & T. Melloni
  - B Commissioner Discussion
  - C Public Comment
  - D Action Requested – Vote
  
- 8 15 Min Street Seat/Parklet Draft Program Guide
  - A Communication, E. Gohringer & K. Furtado
  - B Commissioner Discussion
  - C Public Comment
  - D Action Requested – Vote
  
- 9 5 Min Approval of Draft Minutes of 9-18-19 & 10-23-19
  
- 10 10 Min Director's Report
  
- 11 10 Min Commissioner Communications
  
- 12 **Adjournment & Next Meeting Date – December 18, 2019**



# Memo

*Date:* November 13, 2019

*To:* Public Works Commission

*From:* Phillip Peterson, Associate Public Works Engineer *PMP 11/13/19*

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

*Subject:* Saint Paul Street Crosswalk Parking Prohibition

**Recommendations to the DPW Commission:**

**7 No-parking area.**

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

- On the west side of Saint Paul Street for twenty (20) feet north and south of the midblock crosswalk at 230 Saint Paul Street.

**Purpose & Need:**

The purpose of the recommended traffic regulation amendment is to be in compliance with the Vermont Agency of Transportation (VTrans) guidelines. The parking prohibition adjacent to crosswalks is based on the VTrans "Guidelines for Pedestrian Crossing Treatments." This need will improve sight lines between pedestrians and motorists, increasing safety for those using the crosswalk.

**Project Checklist:**

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		Vermont Agency of Transportation "Guidelines for Pedestrian Crossing Treatments"
Aligns with City plans?		X		Vermont Agency of Transportation "Guidelines for Pedestrian Crossing Treatments"
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

**Summary and Conclusion:**

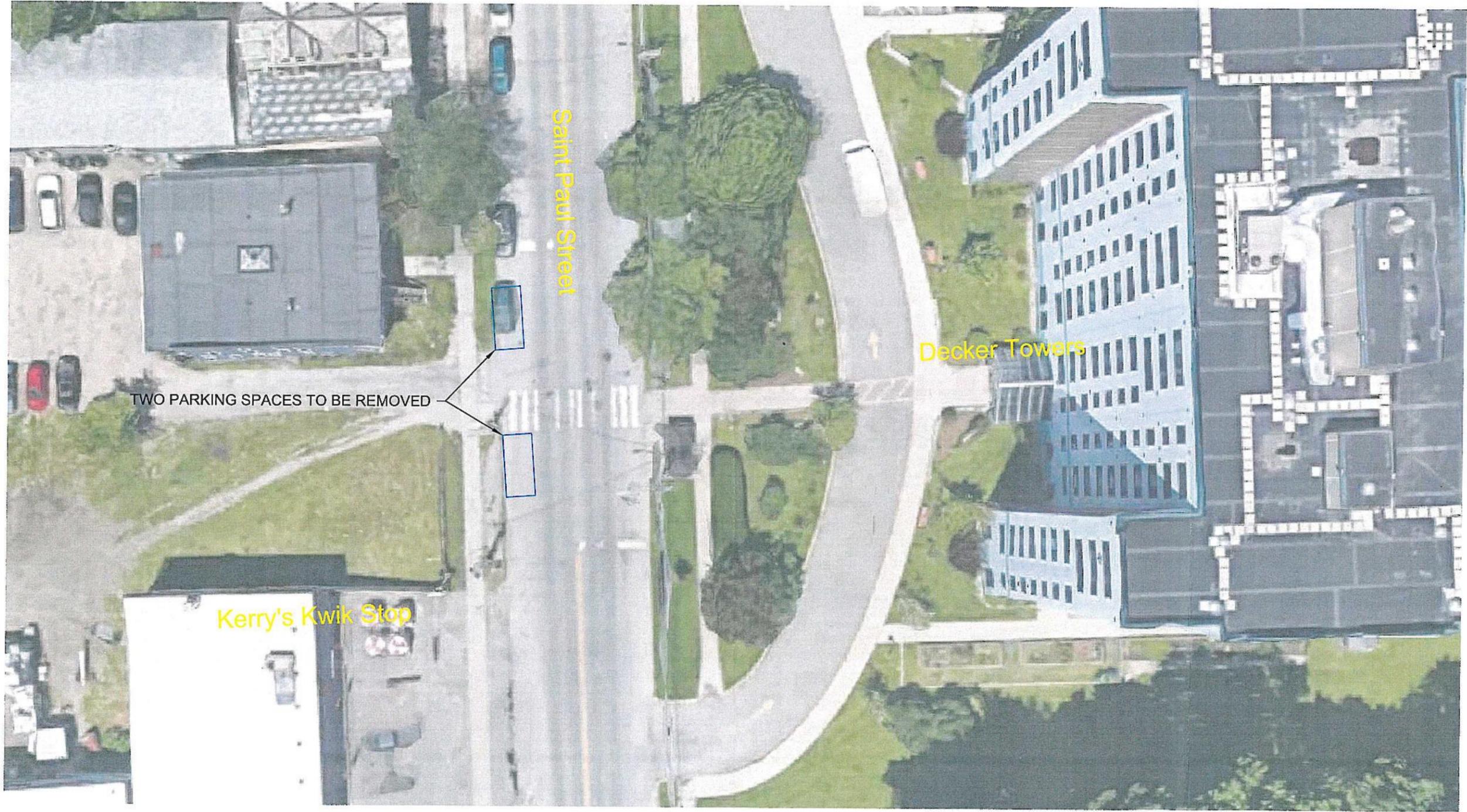
During the 2019 construction season, the pedestrian-actuated HAWK signal was replaced with a pedestrian-actuated rectangular rapid flashing beacon (RRFB). This change in traffic control devices resulted in a need to establish a no-parking zone on the west side of Saint Paul Street for twenty (20) feet north and south of the existing midblock crosswalk at 230 Saint Paul Street. DPW Staff conducted a site visit and found the crosswalk requires a 20-foot parking prohibition on the north and south side of the crosswalk where parking is currently allowed (see Attachment-1). This prohibition will remove two (2) parking spaces on the west side of Saint Paul Street.

**Public Engagement:**

In preparation for the 11/20/19 DPW Commission Meeting, Staff placed flyers at each property along the block adjacent to the midblock crosswalk at 230 Saint Paul Street. Staff received no emails or phone call in regards to this matter.

**Attachments:**

1. Site map.
-

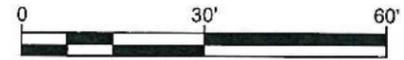


TWO PARKING SPACES TO BE REMOVED

Saint Paul Street

Decker Towers

Kerry's Kwik Stop



SCALE: 1" = 30'

PROPOSED NO PARKING ZONE  
ADJACENT TO MIDBLOCK  
CROSSWALK ON  
SAINT PAUL STREET



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**

645 PINE STREET  
BURLINGTON, VT 05401  
(802) 863-9084  
(802) 863-0406 (Fax)

DESIGNED PMP	
DRAWN PMP	SCALE 1"=30'
CHECKED SM	DRAWING NO.
DATE 11/13/2019	SHEET 1 OF 1



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# Memo

**Date:** November 13, 2019

**To:** Public Works Commission

**From:** Phillip Peterson, Associate Public Works Engineer *PMF 11/13/19*

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

**Subject:** One Hour Parking Zone at 1 Intervale Avenue

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## Recommendations to the DPW Commission:

11 One-hour parking.

No person shall park a vehicle for a period longer than one (1) hour between the hours of 8:00 a.m. and 6:00 p.m., Sundays and holidays excepted, in the following locations:

- On the west side of Intervale Avenue in the first eight (8) spaces north of North Street.

## Purpose & Need:

The purpose of the recommended traffic regulation amendment is to increase customer turnover for several local businesses at 1 Intervale Avenue. The need is to provide parking turnover which will prevent customers from parking in the greenbelt and sidewalk in this area of Intervale Avenue.

## Project Checklist:

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

**Summary and Conclusion:**

DPW Staff have received a request from a local business, to create a 1-hour Parking Zone on the west side of Intervale Avenue directly adjacent to the businesses at 1 Intervale Avenue. In parallel with the one-hour parking request DPW Staff have received multiple requests to control the parking in front of 1 Intervale Avenue. Local residents are concerned with how customers for 1 Intervale Avenue will park in the greenbelt and sidewalk due to the lack of curb, see Attachment 1. DPW Staff attempted to control this issue by painting the parallel parking stalls adjacent to 1 Intervale Avenue. The painted stalls seems to have helped somewhat, however customers will still occasionally park in the greenbelt and sidewalk. DPW Staff recommend the one-hour parking zone (see Attachment 3) to promote turnover for businesses at 1 Intervale Avenue, and this will hopefully prevent the customers for 1 Intervale Avenue from parking in the greenbelt and on the sidewalk.

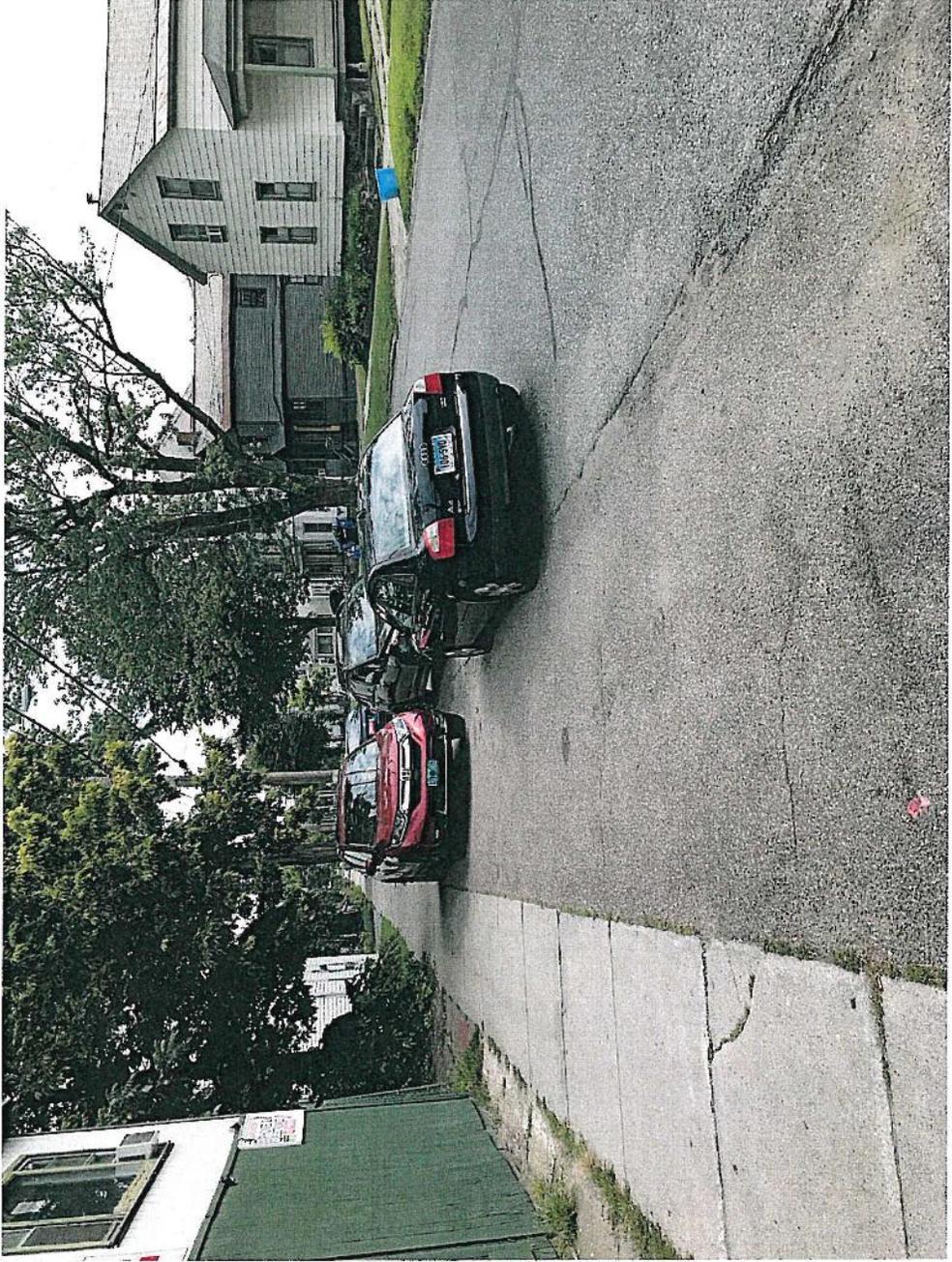
**Public Engagement:**

In preparation for the 11/20/19 DPW Commission Meeting, Staff placed flyers at each property along the block adjacent to 1 Intervale Avenue. Staff received three (3) emails and one (1) phone calls in regards to this matter, see Attachment 4. All three emails support Staffs recommendation. The phone call supports the recommendation; ultimately, this resident feels as though the issue has more to with people parking all over the place in front of 1 Intervale Avenue. This resident is hopeful the one-hour parking zone will be the solution.

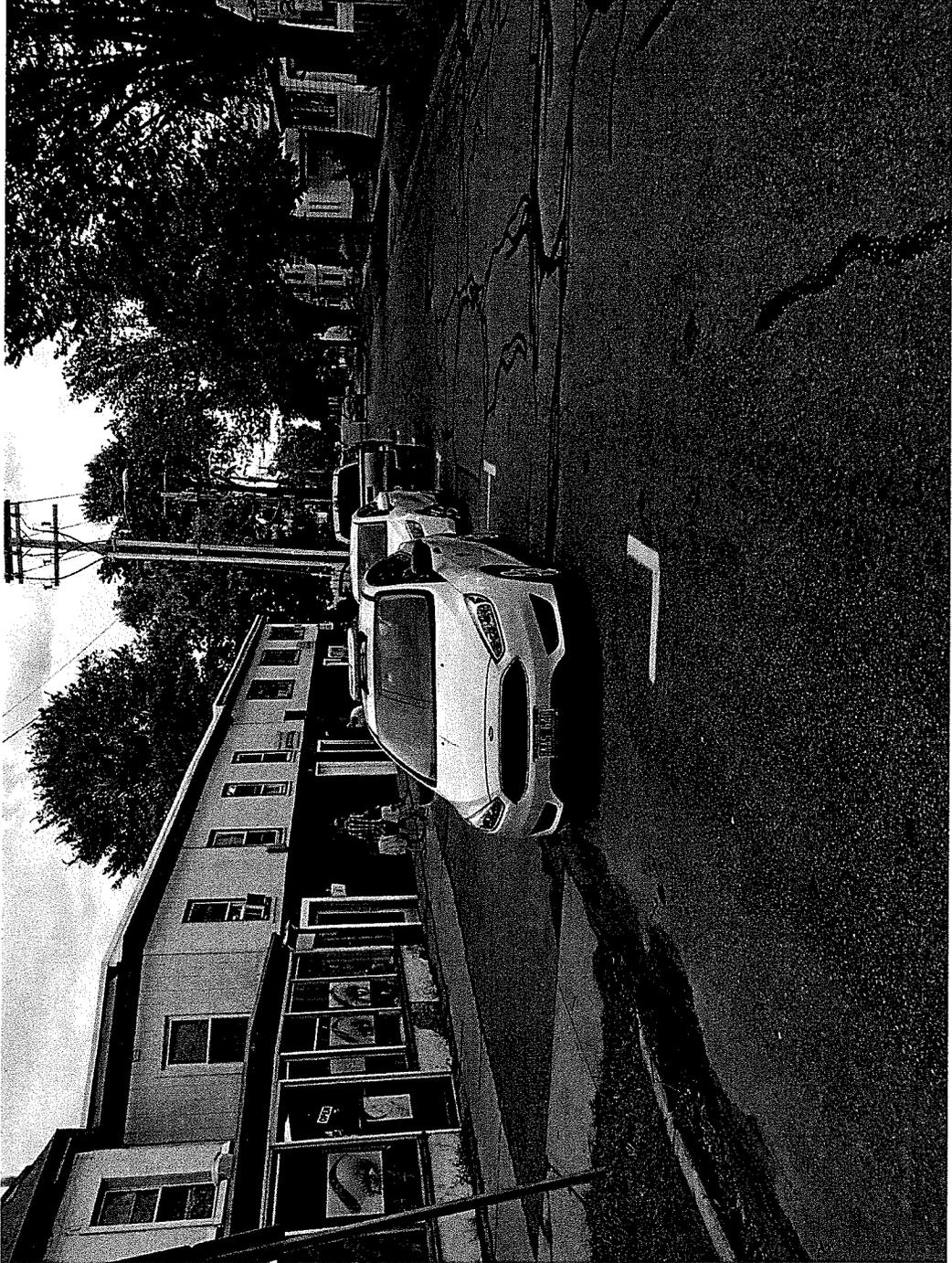
**Attachments:**

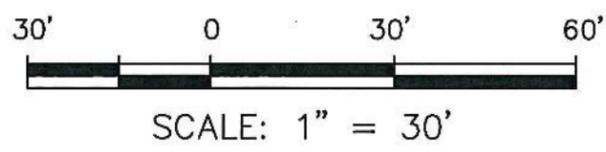
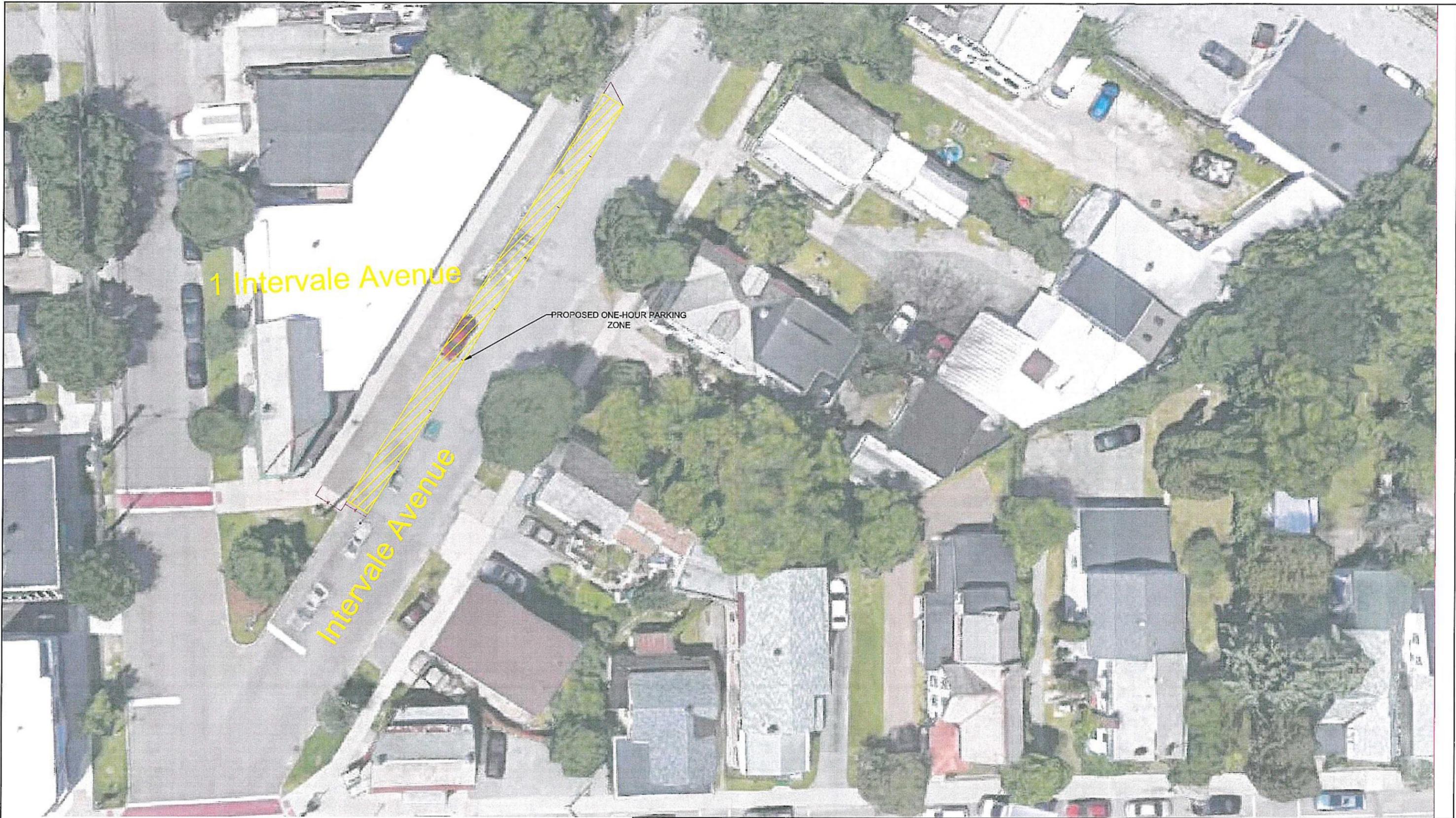
1. Site picture of vehicles parking in the greenbelt.
  2. Site picture with DPW painted parking stalls.
  3. Site map.
  4. Public input correspondence.
-

Attachment 1



Attachment 2





INTERVALE AVENUE  
PARKING ZONE



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**  
645 PINE STREET  
BURLINGTON, VT 05401  
(802) 863-9094  
(802) 863-0488 (Fax)

DESIGNED PMP	SCF NO. 6883272
DRAWN PMP	SCALE 1"=30'
CHECKED SM	DRAWING NO.
DATE 11/14/19	SHEET 1 OF 1

# Attachment 4

## Public input correspondence emails

Tuesday, October 22, 2019

Dear Phillip,

This is Lakpa and Chandra the owners of the businesses at the One Intervale Ave in Burlington, Vermont. We are writing to you today to inform you about the parking issues we are experiencing at our place of business.

Few months back you came here to mark the parking spots which give room to our customers who are shopping to park their vehicles while they do their shopping at our stores.

Now the issue we are constantly experiencing is that, people parked their vehicles and leave it there for many hours or days and that is not good for our businesses and customers. When you were here last time, you did inform us that you were going to come back to put up the One or two Hours Sign limit. Now the spot is always being occupied by people who are not shopping at the business. This makes it very difficult for our customers to find the place to park while shopping. We are now in the busy season of festival. This is the time of the year when our community is having many festivals going on and more people are coming in for their shopping but can't find spot to park their vehicles and that is causing businesses at One Intervale Ave a big loss.

We would very much appreciate if you can come back and help us address this issue by putting up One or Two hours park sign limited.

Thank you so much in advance for your help. We look forward to hearing back from you soon

Lakpa and Chandra

--

CHANDRA POKHREL (CO-OWNER )  
Burlington Asian Market  
1 Intervale Ave Burlington VT 05401 USA

Tuesday, October 29, 2019

First of all, I would like to thank for the letter. I have seen many times where cars parked for extended days from different states. I have also noticed customers were unable to park when they come to do business at this location. I vote yes for the cause.

Intervale ave resident.

Sunday, November 3, 2019

Hello,

It is good to see that feedback is being collected on the parking at the west side of Intervale at the intersection. This area is often quite congested with auto parking and as a resident it can be quite dangerous to avoid traffic and more importantly pedestrians in the area during business hours. A 1-hour parking zone may help alleviate some of the concerns. However, I would really like angled parking spots to be considered to keep this area from being so dangerous and difficult to navigate. Some might disagree, but I would love to see metered parking and clearly defined angled parking (not double parallel as is being practiced) spots adjacent to the 1 Intervale businesses.

Thanks,  
Shawn Flanigan  
37 Intervale Ave

## Public input correspondence phone calls

Wed 11/6/2019

Associate Engineer Phillip Peterson received a phone call from Steve Harrington a resident of 26 Intervale Avenue. Mr. Harrington supports some kind of action; ultimately, this resident feels as though the issue has more to with people parking all over the place in front of 1 Intervale Avenue. Mr. Harrington is hopeful the one-hour parking zone will be the solution.



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## Memorandum

*Date:* November 20, 2019  
*To:* Public Works Commission  
*From:* Madeline Suender, Associate Engineer  
*CC:* Susan Molzon, Senior Public Works Engineer  
*Subject:* Henry Street Parking Allocation

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### Recommendations to the DPW Commission:

#### 11-1 Thirty-minute parking.

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

- On the south side of Henry Street in the first space east of the driveway to 114 North Willard Street extending thirty-five (35) feet east between the hours of ~~12:00 p.m. and 6:00 p.m.~~ 6:30 a.m. and 6:00 p.m. Monday through Saturday.
- On the south side of Henry Street in the first space east of the driveway to 114 North Willard Street extending thirty-five (35) feet east between the hours of 6:30 a.m. and 6:00 p.m., Monday through Saturday

#### **12 No parking daytime or weekdays except by trucks loading or unloading.**

No vehicle other than a truck actually engaged in loading or unloading shall use, for no more than thirty (30) minutes, the following parking spaces:

- ~~— On the south side of Henry Street in the first space east of the driveway to 114 North Willard Street extending thirty-five (35) feet east between the hours of 7:00 a.m. and 12:00 p.m., Monday through Saturday.~~

### **Purpose & Need:**

The purpose of this proposal is to better balance the needs of the patrons and delivery vehicles of Henry Street Deli and the residents of the neighborhood. The need is to provide local residents reasonable access to their homes, while increasing safety, and ensuring compliance with Traffic Regulations.

**Project Checklist:**

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

**Summary and Conclusion:**

The Department of Public Works (DPW) received a request to adjust the parking allocation on lower Henry Street to balance the needs of the street and address comments from the neighborhood, DPW proposes the loading zone be removed (Attachment 1) and replaced with a 15 minute space from 6:30AM-6PM and the existing 15 minute spaces change from 7AM-6PM to 6:30AM-6PM. In parallel with these recommended traffic regulation amendments, the Burlington Police Department will be utilized for additional parking enforcement, "NO PARKING" stencils painted on the north side of the street, and a commitment from the Henry St Deli owner to communicate the implications of illegal parking to his customers, should allow for safer, more effective use of on-street parking.

This revision comes as a result of feedback from the neighbors, Councilor Sharon Bushor, and the Henry St Deli owner. These traffic regulation changes will allow delivery trucks and patrons to better utilize the space in front of Henry St Deli and reduce illegal parking. To alleviate early morning noise associated with deliveries while also keeping truck traffic to a minimum during times when the street has heavier vehicle/pedestrian traffic, the Henry St Deli Owner has agreed to stop deliveries before 6:30AM.

**Public Engagement:**

In preparation for the 11/20/19 DPW Commission Meeting, Staff placed flyers at properties surrounding this location. Staff received three emails in regards to this matter (Attachment 2). The original proposal was altered to better meet the needs of Henry St. The new proposal (presented in this memo) was proposed to the residents. Based on the new proposal, staff received one email in favor and two emails in opposition.

**Attachments:**

1. Site map.
2. Public correspondence.
3. SCF Request

# Attachment 1: Site Map

Existing:



Proposed:



## Attachment 2: Public Correspondence

Email Received 9/10/19

Dear Madeline,

My family lives on Henry Street, directly across from the Henry Street Deli, and I am writing in response to the DPW's request for comments on the proposed changes to the parking regulations on Henry Street. Our family strongly protests any change to the parking regulations. Our street is largely residential and contains only one business, the Deli. The proposed changes will only benefit the Deli while exacerbating the numerous problems that the Deli causes for the families who live on the lower end of the street.

Although we have contacted both the City and the Deli's owners, the Deli's delivery trucks and customers routinely ignore the current parking regulations, creating an adverse living experience. Most importantly, by ignoring the regulations, the trucks and customers threaten the safety of our children and the five children who live around the Deli, all of whom are under 5. These issues include:

- Delivery trucks delivering items beginning at 4:30 a.m. in the morning and continuing until 10:00 a.m. almost every day of the week, including weekends.
- Delivery trucks blocking our driveway while delivering items to the Deli.
- Customers using our driveway as a turnaround or to park in order to grab sandwiches at the deli. Every time this happens, I worry that our kids will be hit by a car in the driveway.
- Although there is no parking on the west side of Henry Street, customers always park and/or idle on this side of the street while waiting to pick up sandwiches. This happens every day during the morning breakfast hours and during lunch, but it is especially problematic on the weekends. These cars create traffic jams and block the sight lines, again endangering our children, pedestrians, and bicyclists.

Without enforceable assurances by the City and the owners of the Henry Street Deli, increasing the parking limit and truck delivery zone limit will make these issues even worse. If the City could commit to mitigating the adverse effects caused by the Deli, such as installing bump outs on the west side of Henry Street to prevent illegal parking, or if the owners of the Deli would ensure that their customers and trucks followed the regulations, then changes to the regulations may be acceptable. As it stands, however, neither the Deli nor the City seem concerned with the adverse impact that the business currently causes in our family neighborhood. The proposed changes will make those impacts worse.

Best,

---

Email Received 9/10/19

Dear Ms. Suender,

My husband Hamilton Davis and I have lived at ■ Henry Street, kitty-corner from the Henry Street Market, for 35 years. We have watched truck and vehicle traffic grow to unsafe levels and have worked with the city in the past in attempts to alleviate the dangers. I cannot stress enough how dangerous it is when trucks clog the street or when customers park illegally on the north side the street, leaving a single lane or less for moving cars.

If we raise a big enough stink, parking enforcement tries for a while, but issues warnings, not tickets, and that never solves the problem.

Parking on the south side was reconfigured maybe 8 years ago to create more spaces, and the current truck parking zone was created. Neither move has solved the problem.

We urge you to look for engineering solutions. Bump-outs in front of 20 and 16 Henry would help, but might just move the illegal parkers up in front of 26 and 30.

The store announces that it does not serve customers who try to enter without shoes. it doesn't serve customers who use their cellphones at the counter. But illegal parking that puts their neighbors' children at risk -- they aren't willing to tell **those** customers they won't be served.

Finally, the crack-of-dawn deliveries -- we hear the trucks arrive at 5 a.m. sometimes -- disrupt an otherwise residential neighborhood in which there are now half a dozen small children.

Is the city entirely unable to help this neighborhood?

Sincerely,

---

Email Received 9/10/19

Thanks Madeline. Who initiated the proposed changes?

The neighborhood wants more restrictions concerning deliveries. Extending the loading time to 6am is a move in the wrong direction. Neighbors want the delivery time to be no earlier than 7am like it is on Church Street. And, we want enforcement. This is a residential district. The delivery trucks are very large and ramble up the street sometimes at 5am. There used to be a limit to the size of the delivery trucks on Henry Street. Is there one now?

I will send you a photograph of lower Henry Street at 6:15 am this summer. I do not think anything you are proposing will make Henry Street safer for children, drivers, bikers or pedestrians.

---

Email Received 10/2/19

Ms Suender - we support the proposed changes to the parking spots near the deli.

---

Phone Call received 10/3/19

Henry St resident called to express the proposal did not meet his needs. Expressed that the bumpouts were said to be temporary by DPS and should be taken out. They cause a dangerous situation with poor sight lines when cars make quick turns. Specifically at the Willard/Henry St location.

---

Email received 11/10/19

Hi everyone,

First of all, I want to be clear that I appreciate Chapin and Sharon's help so far with this matter, as well as all of the DPW workers. Unfortunately, I feel like we had a meeting and a lot of the concerns we expressed in that meeting are not addressed with this proposed plan, specifically:

- I am not sure where this "comprise" time of 6:30 came from. If you look back at the meeting notes, we made it clear that 7:00 a.m. was the absolute earliest time. We certainly did not agree to a time earlier than that and, when I talked to the neighbors, that was the time we all talked about. Again, Momo's is just around the corner, opens the store at 7:00 a.m., and manages to do deliveries at 7:00 a.m. I'm not sure why Pete/the Deli should receive special treatment in comparison to Momo's. To the extent we talked about other times at the meeting, it was after 7:00 a.m.
- I have an even bigger concern with changing the actual loading zone signs to 6:30 a.m. That option was never discussed at the meeting and, in my opinion, changing the signs is far different from an agreement in the neighborhood that Pete can start delivering at 6:30 a.m. That loading zone tracks the noise ordinance for a

reason and, to make a change to an earlier time, I'm fairly certain that Pete is required to apply for a variance to the zoning laws and the noise level would be evaluated at that time. I'm sort of surprised that the City is okay with allowing a business owner to skirt the ordinances without the normal process. To my mind, that sets up a dangerous precedent.

- Similarly, with regard to the stencils on the street, we specifically talked about DPW covering three spots on the north side of the street to see if that would alleviate the issue with illegal parking. If that didn't work, the next steps were physical barriers. But for some reason, only two stencils were placed on the ground, making their effectiveness hard to evaluate.
- Finally, we keep being told that Parking and the Police Department are aware of the enforcement issues, but every time we call to make a complaint, there is little to no response.

I do recognize that everyone is trying to reach a consensus, but it really seems like our concerns are not being addressed in a meaningful way and instead the concerns of a single business are outweighing the concerns of the neighborhood.

Thank you,

---

Email Received 11/11/19

Hi Madeline,

Deliveries before 7 a.m. at the Henry Street Deli are not acceptable. They are especially inconsiderate of the residents in close proximity and contrary to specific provisions of the noise ordinance.

The noise ordinance prohibits unreasonable noise at any time and place, but it requires special respect for peace and quiet between 9 p.m. and 7 a.m. This is why deliveries on Church Street are not allowed until 7 a.m. and why trash haulers do not begin pickups in residential neighborhoods until 7 a.m. No deliveries before 7 a.m. is common sense and common courtesy.

DPW should not propose or condone a looser standard for the deli which operates as an "Exception for Existing Neighborhood Commercial Uses" under the CDO.

Such neighborhood commercial uses, quoting again from the CDO, are explicitly "intended to primarily serve the nearby residential area." Thus if the standard were to be different from that on Church Street or citywide, it should be a higher, not a lower standard because this is a commercial use allowed in a residential zone as an "exception," not a commercial use within a commercial zone.

As for the parking changes, removing the loading zone will force large delivery trucks to park in the middle of the street. Trucks need a clear area by the curb during the times when deliveries should be scheduled, and residents — especially those with no off-street parking — need maximum access to spaces on the street. Three fifteen minute spaces — or even two — beginning at 7 a.m. should be enough for a neighborhood market where, by definition, much of the traffic would be foot or bicycle traffic. Momo's, just six or seven houses away on Willard, has only two fifteen minute spaces.

Any neighborhood commercial use should serve the neighborhood as an amenity. If such a use diminishes the residential appeal of the neighborhood, it is not operating in a way consistent with the zoning provisions that allow for it. Some homeowners have moved from Henry Street in large part because of negative impacts from the market. That some homeowners have been pushed off the street is a serious matter revealing shortcomings in market management, parking enforcement, and zoning administration.

For context, note that nearby Weston Street has declined dramatically in recent years because the city egregiously violated the zoning provision stating unequivocally that "For purposes of this ordinance a single-family detached structure with an accessory apartment shall not be considered a duplex." The city actively circumvented this ordinance provision to serve the interests of a realtor/investor targeting the student rental market without regard for the

neighborhood. A local attorney and 40 year Loomis Street resident cites this property for transforming her neighborhood into the “worst” neighborhood because of the foul language and late night parties.

After the Vermont Supreme Court ruled 5-0 that the city was violating the law, the city belatedly acknowledged that this house can only be used legally as a single family house, but it’s still a duplexed student rental today. Two months ago the police had to shut down two Weston Street parties two weeks in a row, one a party of more than a hundred. Two families have moved from Weston in the past year because of noise and other disruptions.

The negative impacts from market deliveries and parking are not a matter of balancing conflicting interests with comparably valid claims. They are a matter of following and enforcing the law so that the market operates within the constraints of the noise ordinance and its status as an “Exception for Existing Neighborhood Commercial Uses.”

Just coincidentally, many of us are sending the city checks for thousands tomorrow. Take care of this please.

Thanks,

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Email Received 11/13/19

Hi Madeline - I support the proposed changes to the parking areas in front of Henry St Deli.

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## Attachment 2: SCF Request

SECLICKFIX ID  
6212767

PRIORITY  
Normal

REQUEST TYPE  
Transportation and Parking  
Improvement Request

ADDRESS  
Henry Street Deli Mart 11 Henry St, Burlington, VT, 05401,  
USA

ASSIGNEE  
DPW Engineering MS

SLA EXPIRES  
12/29/2020 - 01:59PM  
over 1 year left

REPORTED  
07/16/2019 - 01:59PM

### SECONDARY QUESTIONS

### LOCATION



### SUMMARY & DESCRIPTION

#### Traffic Calming

I left you a voice mail yesterday seeking advice about how to address a dangerous situation on Henry Street. There are now two families with small children — by this fall it will be three families — living beside or right across the street from the Henry Street Market. During busy times, customers entirely ignore the "No parking this side of street" sign on the north side of the street. That narrows the street to less than two lanes. With cars parked on both sides — and the speed with which cars travel, even on our one block street — it's difficult to see pedestrians crossing the street, or bicyclists. In addition, these illegal parkers use our driveways to turn around, increasing the danger.

Let me assure you we have made concerted, close to harassing, efforts to get Parking Enforcement to deal with the situation. That is NOT the solution. Of course they can't be here all the time, even during busy hours. We think a structural solution is required, including at least one bump out on the north side of the street near the market and some speed bumps.

We would like to know how we go about persuading your department to address this. We fear you don't care about our safety. If the safety of our kids was a major concern, Public Works would NOT have moved the parking on North Willard from the west side of the street to the east. Doing so RETURNED the unsafe situation people on the street persuaded Public Works to alleviate more than a decade ago. With cars parked on the east side, There are terrible sight lines if you are turning onto

### MEDIA

No images available.

Willard from Henry Street. You can't see past the oncoming cars to turn safely. I've almost been hit myself this year.

As I said, Public Works recognized this problem more than a decade ago, and moved the parking from the east to the west side of the street. It was changed back (to create the bike lane) a year or more ago without any notice I'm aware of, or an opportunity for Henry Street people to point out the problem. Why can't the bike lane be on the east side of the street?

Anyway, I digress. Our immediate concern is to get help before a child or an adult pedestrian gets hit by a car in front of the market.

Reported by: DPW Pine Customer Service 07/16/2019 - 01:59PM

TIMESTAMP	INTERNAL COMMENT	COMMENTER
07/16/2019 02:00PM	Thank you for reporting this issue. The Department of Public Works will now begin its investigation into the matter.	DPW Pine Customer Service
07/16/2019 02:00PM	Yes DPW Pine Customer Service assigned this issue to DPW Planning NL	DPW Pine Customer Service
07/16/2019 02:38PM	Almost the entire city is a traffic nightmare. I brought up the issue of extreme speeding and tractor trailers using my neighborhood street to a City Councilor and was told that "in Burlington you cannot feel entitled to a quiet, low-traffic neighborhood." That is just the way it is. Except of course if you live lake front or in the hill section. Pay \$800,000+ for a house and you might be safe from the distracted speeding drivers barreling through our "neighborhoods."	jkc
07/16/2019 03:11PM	Thanks JKC - while I find that comment by your rep to be ridiculous, we are not even asking for quiet streets here, just basic safety when entering and exiting and using the sidewalks in front of our homes!	BTV123
07/16/2019 04:18PM	Hopefully, the constituents that you speak up for, everyday families, young children and pedestrians, will get as much consideration as the very few hard-core cyclists that DPW bends over backwards for. DPW has partly become an extension of local motion, an organization that does good work, but many believe the bike lane overreach has made the city less safe for the majority of BTV citizens.  With the way the weather is here and the street conditions, it is not a matter of build it and behaviors will change. That will not happen. But the zealots do not want to hear that. They think that they know better and want to bend others to their will. The issue here as a prime example.	jkc
07/16/2019 04:31PM	Another person wants this fixed!	OldVtr

07/16/2019 05:12PM	A watcher was added to this issue.	Toiletmanners
07/17/2019 08:48AM	@JKC so somebody posts about how people are illegally parking their cars and are creating a hazardous situation on Henry St, but you think "bike lane overreach" is the problem?	That Guy
07/17/2019 12:25PM	<p>Yes. If you read the original post you will see the problem. DPW inflicting it's agenda on the city without public participation or institutional memory. There are many similar issues that have been forced on streets at tax-payer expense for the benefit of a handful of bike activists. Making the city safer for bicyclists should be a goal, but the way that some of it has been implemented has made things less safe for the vast majority.</p> <p>The OP wrote:          "As I said, Public Works recognized this problem more than a decade ago, and moved the parking from the east to the west side of the street. It was changed back (to create the bike lane) a year or more ago without any notice I'm aware of, or an opportunity for Henry Street people to point out the problem. Why can't the bike lane be on the east side of the street?"</p>	jkc
07/17/2019 01:38PM	<p>So the problem is that sight lines on Willard are causing drivers to illegally park midway down Henry Street? Okay.</p> <p>The bike lane was on the east side of Willard, but mirrored to the other side to complement Union Street bike lane, which also goes North. Doing this gives a southbound bike lane on the east side of the city. Were the sight lines bad on other streets connecting to Willard in the old configuration? Probably. Also, there was a bunch of public participation on this issue. I know, because I went to the public meetings in support of the flip.</p>	Toiletmanners



---

# Memo

*Date:* November 13, 2019

*To:* Public Works Commission

*From:* Phillip Peterson, Associate Public Works Engineer *PMP 11/13/19*

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

*Subject:* Parking for Single Vehicle Only at 164 North Willard Street

---

## Recommendations to the DPW Commission:

7 No-parking areas.

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

- Parking shall be restricted to one vehicle only on the east side of North Willard Street between the driveways for 164 and 172 North Willard Street.

## Purpose & Need:

The purpose of the recommended traffic regulation amendment is to prevent future driveway encroachment violations at 164 North Willard Street. The need is to provide residents at 164 North Willard Street reasonable access to their driveway by preventing driveway encroachment violations.

## Project Checklist:

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

**Summary and Conclusion:**

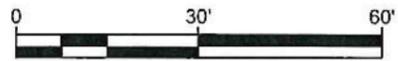
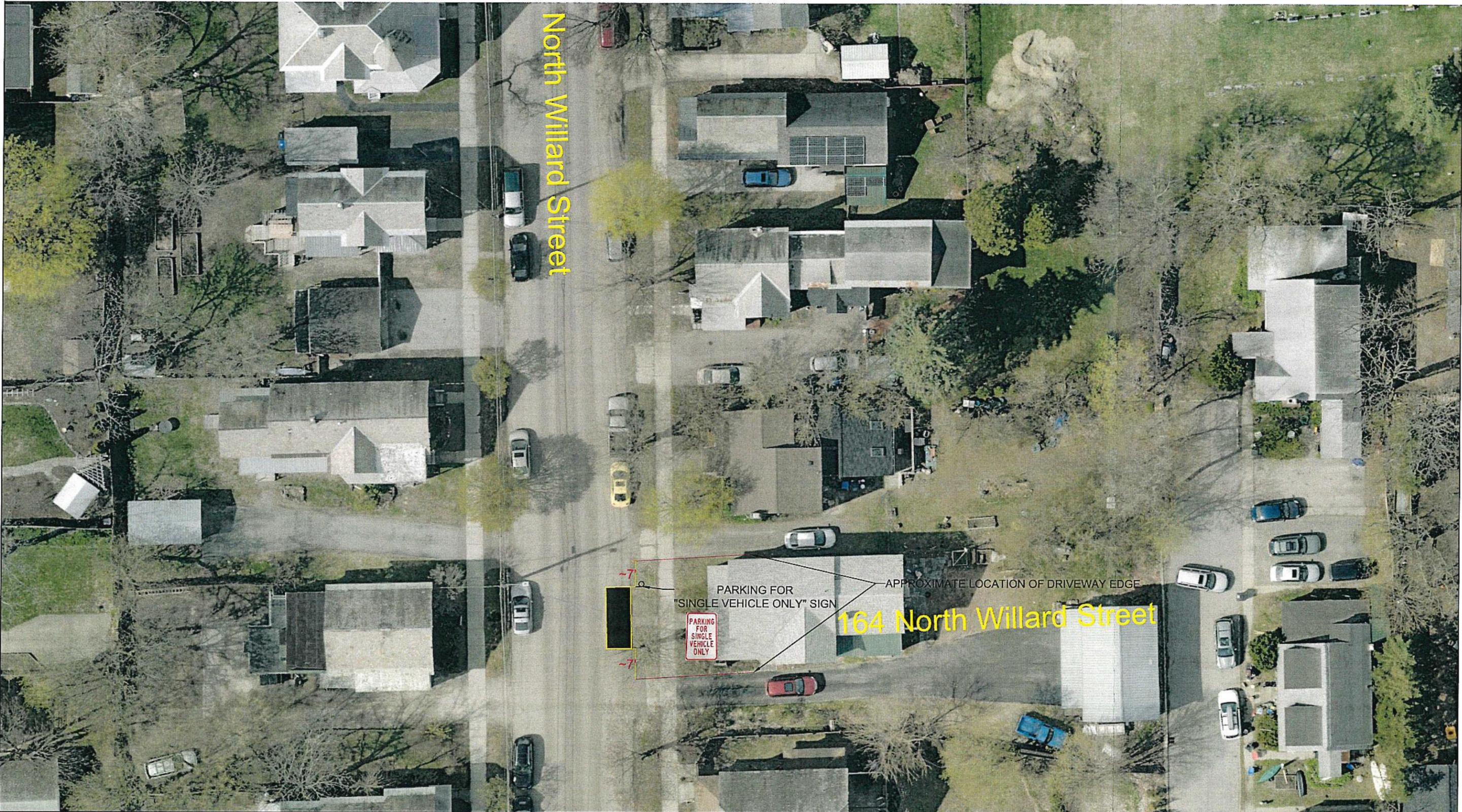
DPW Staff received a request from a local resident, located at 164 North Willard Street, to have parking spaces in front of their home evaluated. This is due to the high volume of driveway encroachment incidents. DPW Staff conducted a site visit and measured the distance between the driveways of 164 North Willard Street and 172 North Willard Street, and found only one car can fit where two vehicles have attempted to park. Additionally, there is a high number of Driveway Encroachment Violations at 164 North Willard Street. Based on the amount of available parking space and the high number of Driveway Encroachment Violations, Staff recommend the placement of a "PARKING FOR SINGLE VEHICLE ONLY" sign (see Attachment 1) in the space in front of 164 North Willard Street.

**Public Engagement:**

In preparation for the 11/20/19 DPW Commission Meeting, Staff placed flyers at each property along the block adjacent to 164 North Willard Street. Staff received two (2) emails and two (2) phone calls in regards to this matter, see Attachment 2. Both emails and one (1) phone call support Staff's recommendation. The other phone call is not against the recommendation, they are supportive of taking some kind of measures to abate the amount of driveway encroachment violations; however, this resident is concerned over the loss of parking.

**Attachments:**

1. Site map.
  2. Public input correspondence.
-



SCALE: 1" = 30'



164 NORTH WILLARD STREET  
DRIVEWAY ENCROACHMENT  
ISSUES



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**

645 PINE STREET  
BURLINGTON, VT 05401  
(802) 863-9094  
(802) 863-0466 (Fax)

DESIGNED PMP	
DRAWN PMP	SCALE 1"=30'
CHECKED SM	DRAWING NO.
DATE 11/14/2019	SHEET 1 OF 1

# Attachment 2

## Public input correspondence emails

Monday, October 28, 2019

Hello,

I am a North Willard street homeowner responding to the DPW handout about driveway encroachment. I think the sign is a good idea in that particular case and agree that space is really best for one car. I am an adjacent driveway and have been blocked numerous times by people trying to squeeze into a second space.

Thanks,

Margaret Tamulonis

Tuesday, October 29, 2019

Thank you for asking about parking on North Willard Street. It's does get a bit tight once in a while with slight overhang of cars into driveways. This actually makes visibility of oncoming traffic when backing up out of driveway more of a concern. Yet I have no issue with a single car only sign between 164 and 172 but don't want that to put extra pressure on other parking so encroachment to flanking drives like mine will happen more often.

I appreciate you asking!

Have a fabulous day!

Laura Trieschmann  
156 North Willard St.

## Public input correspondence phone calls

Fri 10/25/2019

Associate Engineer Phillip Peterson received a phone call from Luke Purvis, Mr. Purvis called to say that there is one parking space but two vehicles always try to fit in at his residence of 164 North Willard Street, this blocks the driveway; however, he is concerned about the amount of tickets the residents are receiving. Mr. Purvis feels as though he calls to have a vehicle towed at least once per week, and he is sure this is very expensive. Mr. Purvis does not want to get a bad reputation in his neighborhood for all the driveway encroachment violation tickets and towing.

Tue 11/5/2019

Associate Engineer Phillip Peterson received a phone call from Joe Cleary a resident of 158 North Willard Street. Mr. Cleary agrees that some kind of measure need to be taken to abate the number of driveway encroachment violations; however, he is concerned over reducing the amount of parking on the street. Mr. Cleary is also concerned the homeowner at 164 North Willard Street is out of zoning compliance for parking on the property.

CITY OF BURLINGTON

# Water Resources Division

## *Rates & Affordability Project*

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Initial Ratepayer Engagement Tour

November 2019

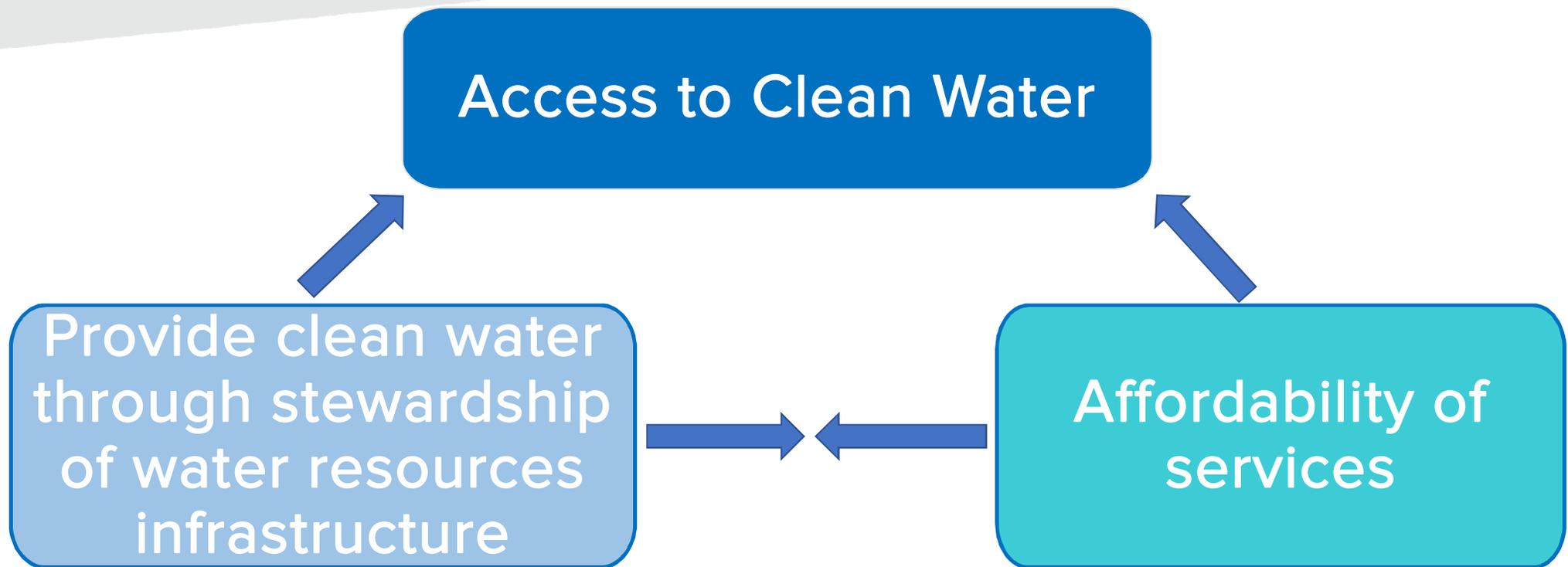


# Tonight's Agenda

- Overview of Water Resources operations and capital investments
- Impetus for rate study and project tasks
- Existing rates and charges
- Summary of the catalog of options being considered and analyzed
- Remaining project schedule

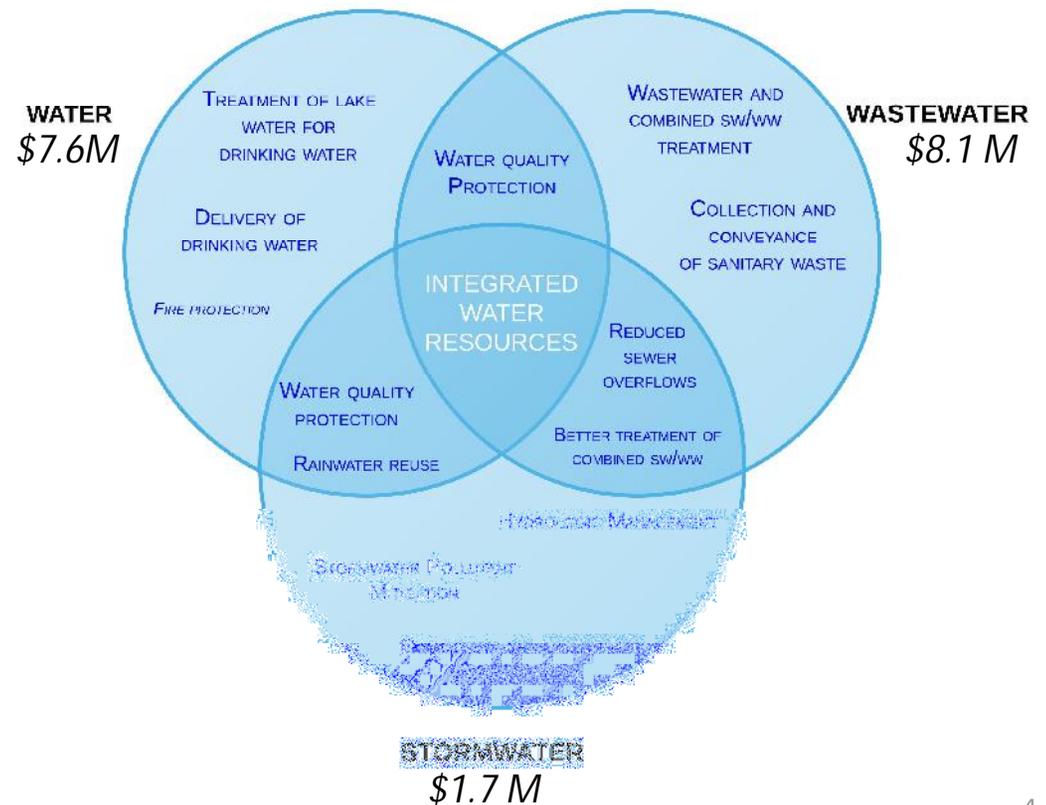


## Core Values



# Water Resources Overview

- 3 separate **enterprise funds**
  - › Each fund is independently responsible for the recovery of annual revenue requirements
  - › No reliance on property taxes
- Serve approximately 10,000 connections and 42,000 residents
- 43 full-time staff



# Water Enterprise Fund Overview

- Drinking Water
- Fire Protection
- Daily treatment and pumping of 4 million gallons from Lake Champlain to Burlington properties and small section of Colchester
- 7 million gallons of storage at Main Street reservoir
- 650,000 gallons of elevated storage at UVM Tank and Redstone tank
- Maintenance, repair and replacement
  - › 110 miles of transmission and distribution mains
  - › 1000s of feet of service lines
  - › 911 fire hydrants
  - › 10,000+ water meters



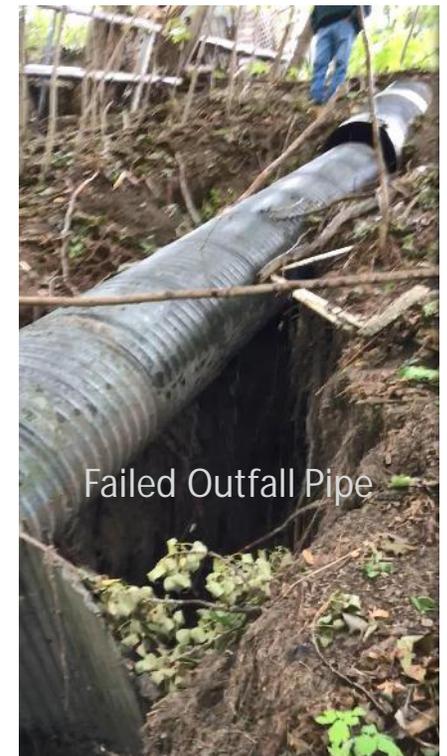
# Wastewater Enterprise Fund Overview

- Water Recovery - Remove pollutants from sewage and combined sewer flow before discharge back to environment
- 3 Wastewater Treatment Plants, treating average of 1.8 billion gallons of flow annually
  - › Annual Flow includes stormwater treated by Wastewater Plant
  - › 95% phosphorus removal overall, with 97% P removal at Main Plant
- 25 pump stations
- Manage 10,000 tons of biosolids
- Maintenance, repair and replacement of Wastewater collection system
  - › 49 miles sanitary sewer
  - › 45 miles of combined sewer



# Stormwater Enterprise Fund Overview

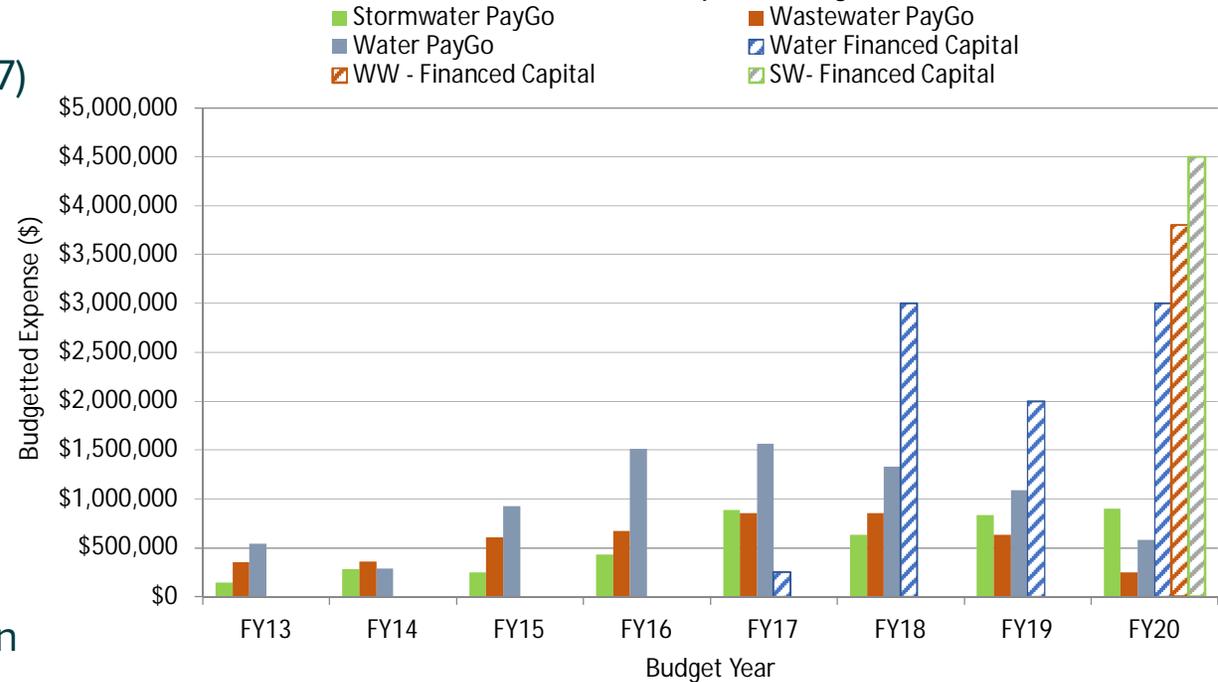
- Reduce non-point source pollutants from entering waterbodies
  - › Phosphorus
  - › Bacteria
  - › Sediment
  - › Oils & Grease
- Reduce amount of stormwater volume contributing to combined sewer system overflows
- Ensure compliance
  - › Erosion prevention and sediment control
  - › Stormwater management
- Maintenance, repair, replacement
  - › 37 miles of separate stormwater mains
  - › 3200 storm drains
  - › 102 stormwater outfalls



# Capital Reinvestment Efforts

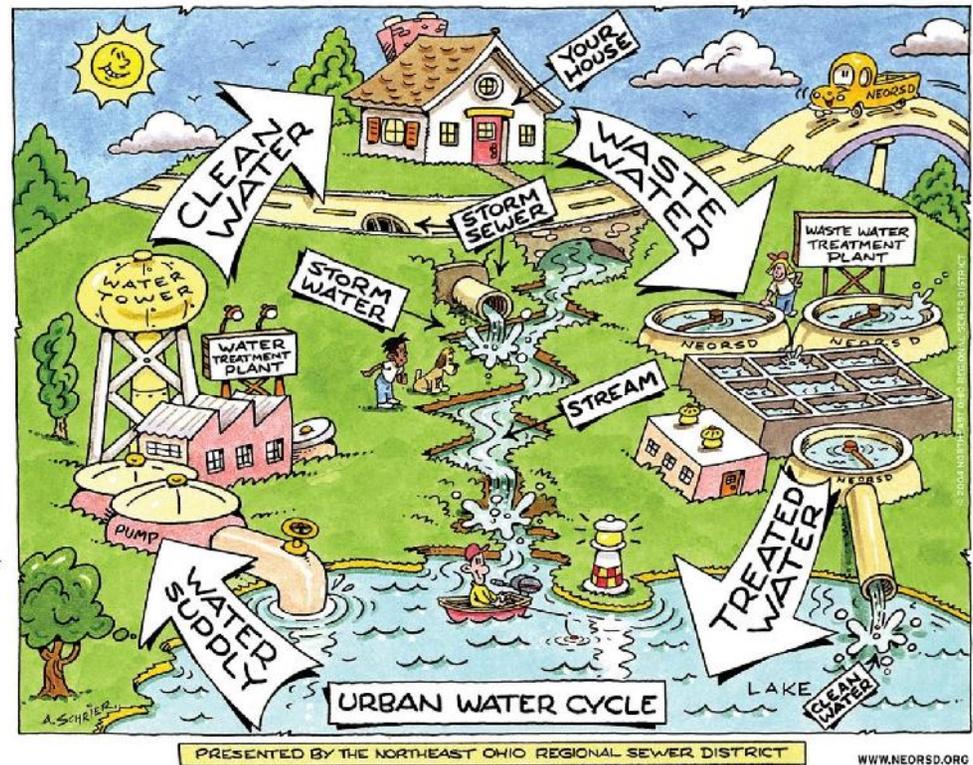
- Water
  - › Water mains ( starting in FY17)
  - › Elevated Tanks FY20-21
- Wastewater
  - › Disinfection System
  - › SCADA/PLC
  - › Pump Station
  - › Collection System
- Stormwater
  - › Collection System
  - › Outfalls
  - › Wet weather runoff reduction (combined sewer)

Water Resources Annual Capital Budget (FY13 - FY20)



# One Water...

- Integrated functions for:
  - › Administration and oversight
  - › Billing
  - › Planning
  - › Engineering
  - › Project Review
  - › Customer Care
- Results in:
  - › Overall cost savings by sharing resources across funds
  - › Holistic thinking



# Rate Pressures



- **Big Budget Lines**

- › Personnel related costs
- › Debt service from 1990 WW upgrades
- › Indirect fees and PILOT from City
- › Biosolids contract
- › Electricity (pumping and aeration costs)
- › Chemicals
- › Repair & Maintenance
- › Debt Service from recent increase in capital investment

- **Anticipated Budget Pressures**

- › Personnel costs
- › Indirect fees and PILOT from City
- › Biosolids
- › Capital program
  - Replacement of existing aged infrastructure
  - Capital enhancements to meet newer regulations



# Impetus for Rate & Affordability Study

- Recognizing the need for future rate increases, Water Resources was directed by Burlington City Council to evaluate the following options during fiscal year 2020
  - › Alternative revenue sources;
  - › Alternative rate structures, including progressively priced tiers to protect access to “essential” water; and
  - › Affordability frameworks, including discounts for certain qualifying rate payers, water conservation programs and grants and loans for upgrades to service lines
- City Council also directed Water Resources to conduct an initial stakeholder process to educate and solicit input on Water Resources rates and to conduct a follow-up stakeholder process reporting on the proposed solutions



## RATE STUDY GOAL

Ensure Burlington's Essential  
Access to Clean Water by:

1

Fully recovering  
all necessary  
costs

2

Equitably  
recovering  
costs

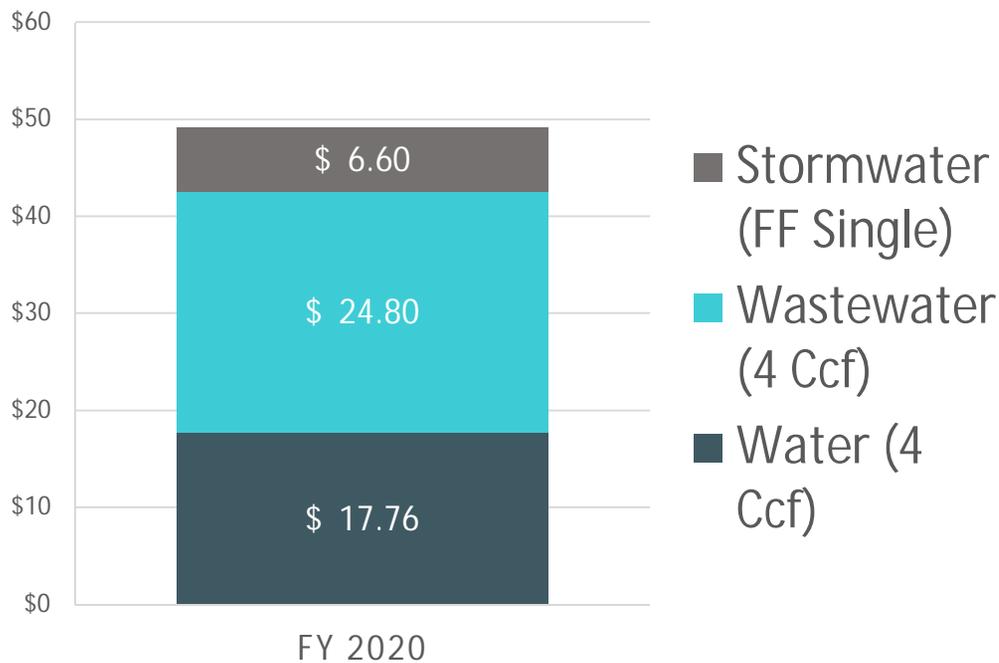
3

Maintaining  
affordable  
service



# Existing Rates & Charges

TYPICAL MONTHLY BILL



- **Water Rate:** \$4.44 per 100 cubic feet (748 gallons)
- **Sewer Rate:** \$6.20 per 100 cubic feet
- **Stormwater Flat Monthly Fees:**
  - › Single-family = \$6.60
  - › Duplex = \$6.56
  - › Triplex = \$7.56
  - › All other customers are assessed \$2.47 per 1,000 sq. ft. of impervious area

# High Priority Options Under Consideration

- **Recover Costs and Stabilize Revenue**
  - › Standalone fixed charges by meter size
  - › Connection charges (new connections)
  - › Fire protection charges
  - › Additional high-strength sewer surcharges
  - › Capital recovery charges
  - › New miscellaneous fees (account set-up, etc.)
- **Affordability Enhancements**
  - › Lifeline volumetric rates
  - › Volumetric rates by ratepayer customer class
    - residential (single and multi-family), commercial, irrigation
  - › Low-income customer assistance programs

Volumetric Rates	Per Ccf
<u>Existing: All Usage</u>	\$ 4.44
<u>Example for single family residential:</u>	
Tier 1: 0-4 Ccf (lifeline)	\$ 2.78
Tier 2: > 4 Ccf	\$ 5.56

# Full Suite of Affordability Programs for Consideration



## Tools for Addressing Affordability

- Rate Structure Options
  - › Lifeline rates
  - › Alternative rate structures
- Bill Assistance Programs
  - › Bill discounts
  - › Fixed bills
  - › Write-offs
- Water Efficiency Options
  - › Conservation assistance
  - › Leak detection / repair
  - › Education
- Other Measures
  - › Stormwater management credit
  - › Alternative billing practices
  - › Financial counseling
  - › Disconnection moratorium

*Some approaches not implemented in FY21 may be implemented in a future phase*

# Project Schedule

- **October 29, 6-8 pm:** Initial Public Engagement Meeting;
- **November 2019:** Visit NPAs, social media campaign, presentation video and survey
- **December 2019 - January 2020:** Develop preliminary analyses
  - › Identify cost savings/operational efficiencies
  - › Estimate customer impacts from new or revised fees; anticipated revenue and rate benefit
  - › Develop customer Assistance Program (CAP) framework
- **February 2020:** Council Work Session with stakeholders invited to inform stakeholders and obtain feedback on initial proposals:
  - › Revenue requirements for next 5 years based on updated financial model
  - › Identified cost efficiency opportunities
  - › New revenue/fee opportunities
  - › Rate options (up to 3 alternatives)
- **March 2020:** Visit NPA and other stakeholder groups with initial analyses
- **April 2020:** Board of Finance/City Council Meeting
  - › Recommend final portfolio of options
  - › Obtain decision to adopt new rate structure, fees, affordability programs etc.
- **June 2020:** Obtain approval for FY 2021 budget

# Questions? Suggestions?

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<https://www.burlingtonvt.gov/DPW/Water/AffordabilityProject>





City of Burlington  
Department of Public Works

Technical Services Engineering Division  
645 Pine Street, Suite A  
Burlington, VT 05402  
P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450  
[www.burlingtonvt.gov/DPW](http://www.burlingtonvt.gov/DPW)

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# Memo

*Date:* November 14, 2019

*To:* Public Works Commission

*From:* Phillip Peterson, Associate Engineer *PMP 11/14/19*

*Subject:* Recommendations for Parking Restrictions on Narrow Streets (Charles Street and Russell Street)

---

**Recommendations to the DPW Commission (please see the attached site maps):**

1. Restrict parking on the South side of Charles Street from January 1 to March 1.
2. Restrict parking on the West side of Russell Street from January 1 to March 1.
3. Relocate ADA parking at 21 Russell Street to 20 Russell Street from January 1 to March 1. This ADA space would revert back to 21 Russell Street from March 2 to December 31.

**BACKGROUND**

DPW Staff developed a Narrow Streets Policy which was approved in 2018, and updated to the DPW Commission in October 2019. The purpose of the Narrow Streets Policy is to establish guidelines and standards which will balance community needs, Burlington Fire Department (BFD) Emergency Service needs, and DPW Maintenance needs for sufficient mobility and access to narrow streets.

Staff have identified 116 narrow streets within the City of Burlington. A narrow street is defined as a street which:

1. Is 28 feet wide or less;
2. Has on-street parking on one or both sides;
3. Has one-way or two-way traffic;
4. Is not typically a transit route;
5. Is categorized as a local or neighborhood street.

Both the BFD and DPW Maintenance teams have determined that fourteen (14) feet is the minimum preferred width for clearance. Please see the attached Letter (see Attachment 1) from BFD Deputy Chief Aaron Collette which supports this analysis. See Attachment 2 for visual examples of how much space BFD trucks take up on a residential street while deployed.

## **RECOMMENDATIONS**

DPW staff recommends a measured approach to implementing parking restrictions on Narrow Streets. DPW Staff initiated this work in 2018 with the streets which are the most constraining for emergency responders and maintenance teams. Data has been collected to measure the roadway widths, occupancy rates, and presence of greenbelts on narrow streets to determine their effective travel width. Streets which had an effective travel width less than 10 feet were last year's focus; this is why Germain Street and Latham Court were approved for a seasonal parking restriction. The DPW Commission approved the seasonal parking restriction on the east side of Germain Street and the east side of Latham Court from December 1 to April 1.

In parallel with the work on Germain and Latham, DPW received a request from the residents of Hoover Street to implement a winter parking restriction on one side of the street this year. The DPW Commission approved the seasonal parking restriction on the south side of Hoover Street from December 1 to April 1.

For this year's Narrow Streets efforts, DPW staff are analyzing the list of streets with 10 feet of effective travel width. Russell Street and Charles Street are the two streets in this category which are the most constraining for emergency responders and maintenance teams. This is most likely due to the geometry of these two streets. The intersection of Charles Street and Russell Street is a 90 degree bend in the road which requires greater maneuvering space for BFD and Streets Maintenance teams.

On Tuesday, January 22, 2019 a DPW Recycling truck was stuck on Russell and Charles due to the lack of effective travel width (see Attachment 3). This issue was exacerbated due to the recent snow accumulation as well as the geometry of the Russell Street and Charles Street intersection. It took over two hours and additional street crew members to resolve this issue.

As it is pointed out in the attached See, Click Fix request (see Attachment 4) an emergency vehicle could not have responded on Russell and/or Charles that morning. The purpose of the Narrow Streets 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.

Consistent with this policy, DPW Staff is recommending a one-sided parking restriction on Charles Street and Russell Street as shown on the attached map (see Attachment 5). As a result of neighborhood parking concerns expressed during the 10/30/2019 Neighborhood Meeting, this change would only be in effect for a limited seasonal parking restriction from January 1 – March 1. Charles Street and Russell Street is a dense neighborhood, and several properties do not have driveways which lowers parking resources for the neighborhood. The January 1- March 1 parking restriction is during the coldest part of winter with consistent below freezing conditions, and snow easily accumulates. These one-sided winter parking restrictions on Charles Street and Russell Street would allow better access for emergency services and winter maintenance crews.

DPW Staff will conduct review in order to evaluate these proposed changes; this will allow staff to make adjustments should they be necessary. Additionally, Staff will be conducting a resident survey for all of the narrow streets which have been approved for seasonal parking restrictions. These streets include Germain Street, Latham Court, Hoover Street, and should the seasonal restriction be approved Charles Street and Russell Street.

There is one ADA space at 21 Russell Street. Given there are established accessibility needs in the Charles Street and Russell Street neighborhood, DPW Staff recommend relocating the ADA parking at 21 Russell Street to 20 Russell Street from January 1 to March 1. This ADA space would revert back to 21 Russell Street from March 2 to December 31.

There are other narrow streets which have less than fourteen (14) feet of effective travel width. Staff will conduct future evaluations on these streets and recommend solutions to the Commission at a later date.

## **PUBLIC ENGAGEMENT**

- Staff held a neighborhood meeting on possible recommendations based on the Narrow Streets policy for Charles Street and Russell Street in May of 2019.
- Staff presented Narrow Streets (see Attachment 6) policy updates at the October DPW Commission meeting. More information on this policy update presentation can be found here <https://www.burlingtonvt.gov/DPW/Commission/Agendas>.
- Staff presented Narrow Streets policy updates at the October Transportation, Energy, and Utilities Committee meeting. More information on this policy update presentation can be found here <https://www.burlingtonvt.gov/CityCouncil/TEUC>.
- A neighborhood meeting to discuss the proposed winter parking restrictions on Russell Street and Charles Street was held on 10/30/19. Please see attached (Attachment 7) for the presentation at this meeting. See Attachment 8 for a summary of Questions and Answers from this meeting.
- In preparation for the 11/20/19 DPW Commission Meeting, Staff placed flyers on each street and mailed flyers to property owners on Charles Street and Russell Street to notify them of the DPW recommendations and all pertinent meeting details. Public input which has been received to date is attached.

### Attachments:

1. BFD Narrow Streets Letter.
  2. BFD Truck Pictures.
  3. Recycling Truck Pictures.
  4. See Click Fix Request.
  5. Site Map.
  6. Narrow Streets Presentation 10-23-19.
  7. 10-30-18 Neighborhood Meeting Presentation.
  8. Questions and Answers for 10-30-19 Neighborhood Meeting.
  9. Public input correspondence.
-



# Burlington Fire Department



136 South Winslow Avenue  
Burlington, Vermont 05401-8378

(802) 864-4554 • (802) 658-2700 (TTY)

Business Fax (802) 864-5945 • Central Station Fax (802) 865-5387

October 3, 2018

Phillip Peterson  
Associate Engineer  
Burlington Department of Public Works  
645 Pine Street  
Burlington, Vermont 05401

Re: Narrow Streets

Dear Phillip:

On Monday, October 1, 2018 members of the Burlington Fire Department Senior Leadership team met to follow up on the recent request by Burlington Department of Public Works (DPW) for fire department input on narrow streets in Burlington. As I understand the question, DPW was looking for the fire department to provide a minimum clear travel width necessary for the fire department to operate on narrow streets.

As you know, NFPA 1, Chapter 18 indicates that a fire department access road shall have an unobstructed width of not less than twenty feet and an unobstructed vertical clearance of not less than thirteen feet six inches. The Burlington Fire Department continues to follow the guidance of NFPA 1 on all new projects in the city. We understand these parameters are difficult to achieve on existing streets in our mature city. To that end, the Burlington Fire Department is requesting that a clear travel width of fourteen feet, zero inches, be maintained on existing streets. This width was derived from the width of our front line fire apparatus with the cab doors open. We feel this width will allow our firefighters to open the apparatus doors to access the equipment stored within the apparatus necessary for the mitigation of an emergency. Please note, this width does not allow the department to deploy the stabilizer jacks for our aerial apparatus, which require sixteen feet of clear width.

The Department does not support the further restriction of streets which currently exceed this fourteen-foot minimum to accommodate additional parking, traffic calming, or the addition of bicycle lanes as these obstructions have historically inhibited fire department access.

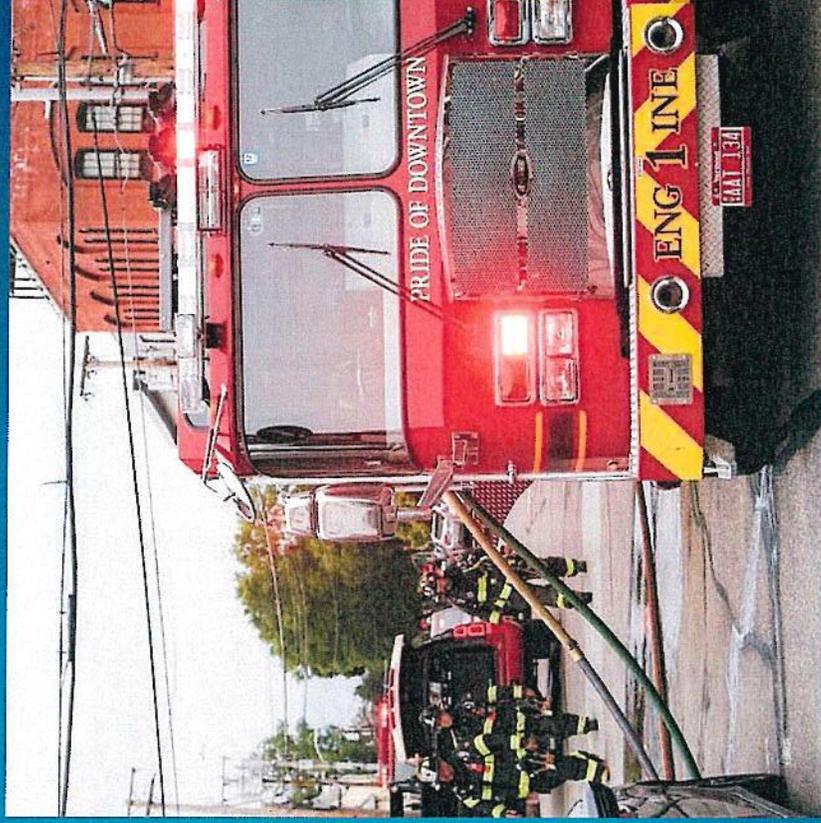
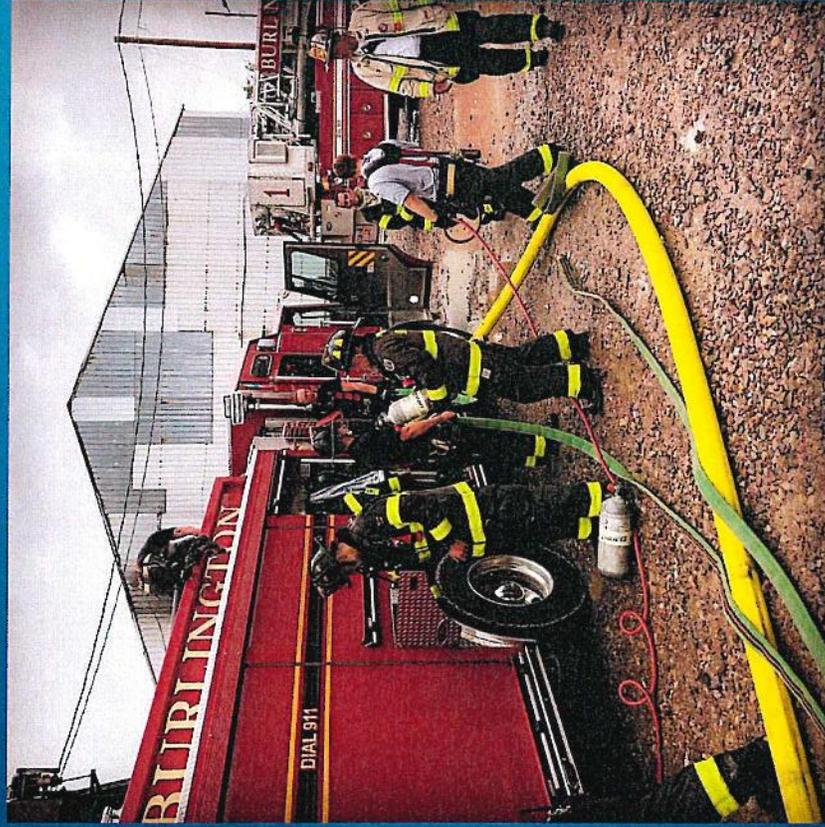
Thank you for allowing us the opportunity to participate in this process.

Sincerely,

A handwritten signature in black ink, appearing to read "A. J. Collette".

Aaron J. Collette  
Deputy Chief of Operations  
Burlington Fire Department

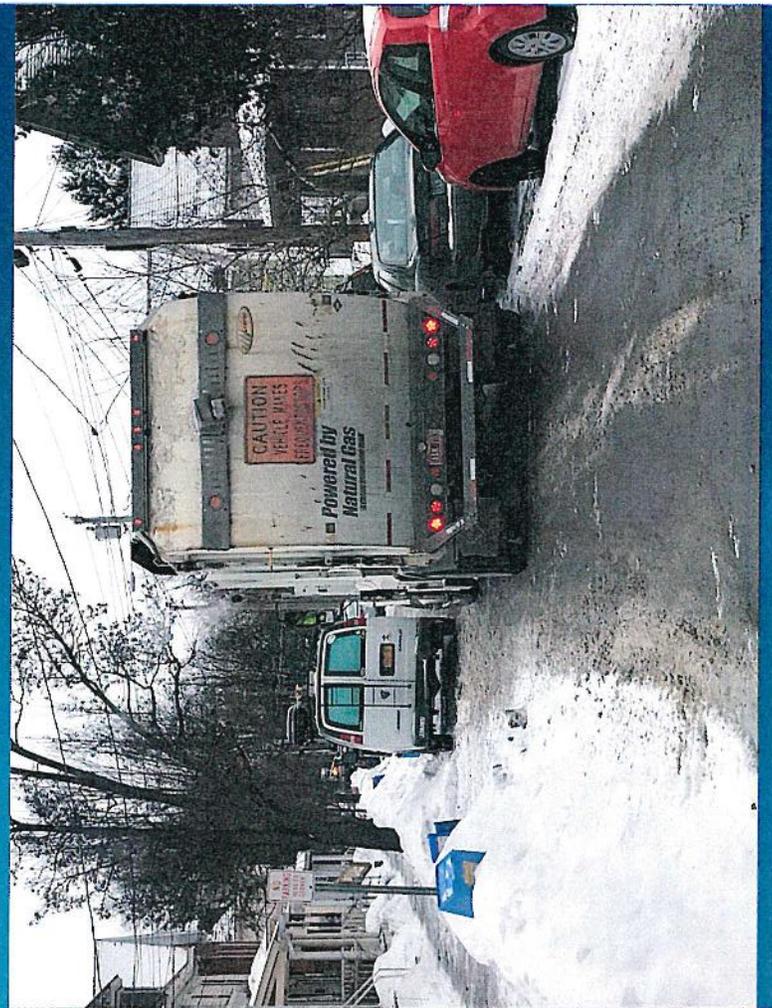
# BFD Fire Truck



# BFD Fire Truck



# Charles Street & Russell Street – Winter Condition



# Charles Street & Russell Street – Winter Condition

1. See, Click, Fix

### Snow Plowing ▸ Archived

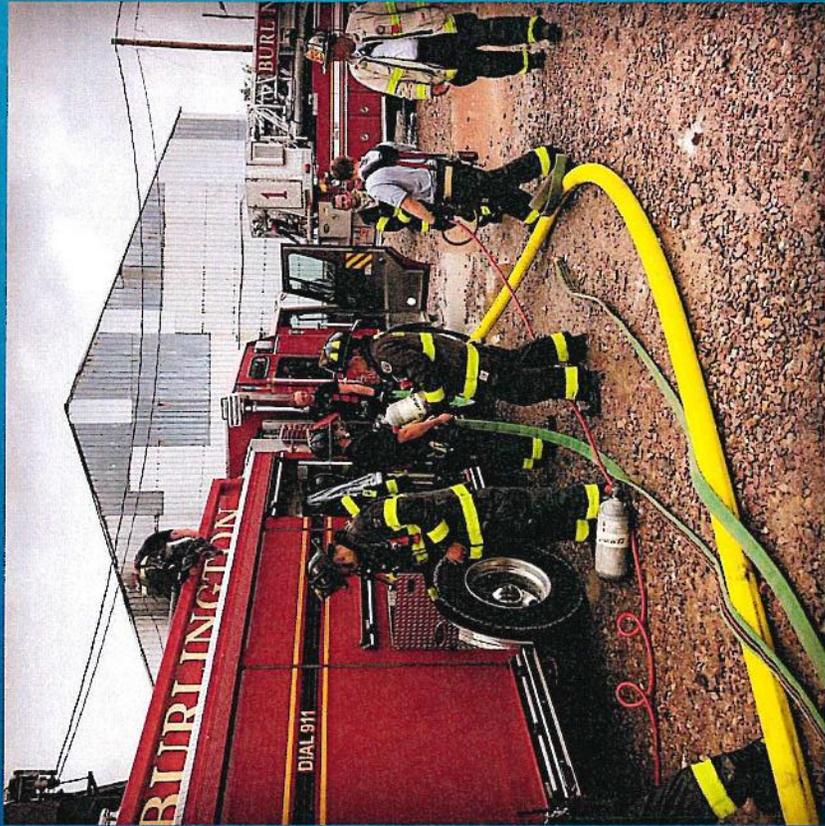
17 Russell St Burlington, VT, 05401, USA · Show on Map

**Issue ID:** 5319342  
**Submitted To:** Burlington, VT  
**Category:** Snow Plowing  
**Viewed:** 17 times  
**Neighborhood:** Burlington  
**Reported:** on 01/23/2019  
**Tagged:** snow

**REPORTER**  
**Hughes**  
Civic Points: 95

**DESCRIPTION**  
Russell Street is nearly impassable if folks are parked on both sides of the street. There's no way fire or ambulance could get down the street. Thank you.  
also asked...  
Q. Is plowing required on the sidewalk, street or bikelane?  
A. street

# BFD Fire Truck



# BFD Fire Truck



# Charles Street - Statistics

- ▶ Location: Old North End
- ▶ One-way traffic (one lane)
- ▶ 26' wide
- ▶ Parking on both sides (16' total)
- ▶ Average occupancy rate: 48%
- ▶ 10' of existing roadway available for emergency vehicles during the winter



# Russell Street - Statistics

- ▶ Location: Old North End
- ▶ One-way traffic (one lane)
- ▶ 26' wide
- ▶ Parking on both sides (16' total)
- ▶ Average occupancy rate: 63%
- ▶ 10' of existing roadway available for emergency vehicles during the winter



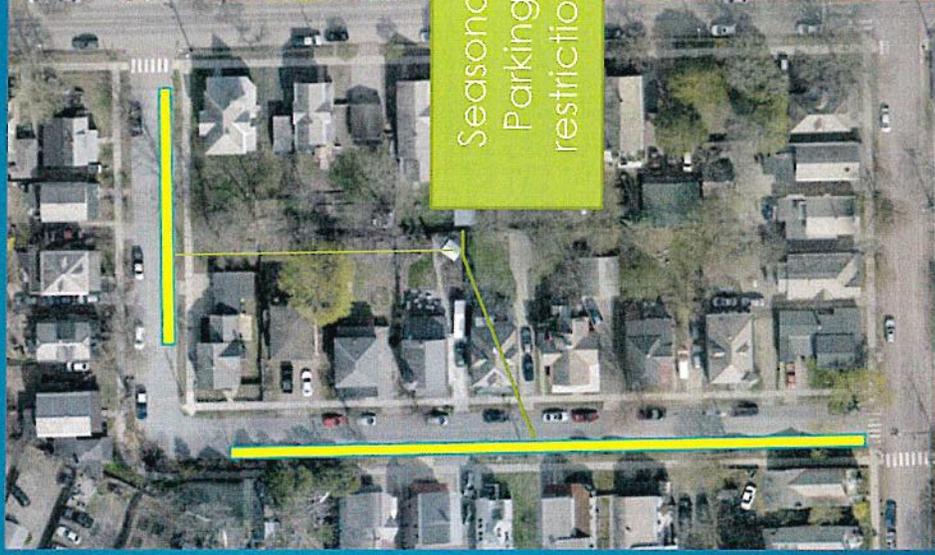
# Considerations

- ▶ Most effective



# Considerations

- ▶ Possible alternative



Seasonal  
Parking  
restriction



# Narrow Streets Timeline

1. Spring 2019: Russell and Charles Neighborhood Meeting
2. Data Collection and Evaluation on Russell and Charles.
3. October, 23 2019: Narrow Streets policy and procedures update to DPW Commission.
4. October, 24 2019: Narrow Streets update to TEUC.
5. October, 30 2019: Russell and Charles Neighborhood Meeting
6. November 2019: Staff Recommendations to DPW Commission Prior to Winter 2020 (Tentative)



## Questions?

### Contact:

Phillip Peterson, Associate Engineer

Desk: 802.865.5832

Email: [ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)

# Questions from the Narrow Streets Neighborhood Meeting held on October 30, 2019:

**Q: Why are we talking about this now? If this has been a problem, why hasn't DPW acted sooner?**

*A: Given the continued debates on some of the narrow residential streets, DPW staff and the DPW Commission agreed in late 2017 the best course of action would be to take a comprehensive look at narrow streets citywide and bring forward a policy that can guide decisions to ensure fairness moving forward. DPW staff brought its draft Narrow Streets Policy to the Commission for its review in January 2018. Based on Commission and Staff feedback, the Policy was modified and approved. Based on the Narrow Streets Policy, and in collaboration with the fire department, by the DPW Commission, and the DPW maintenance team, staff brought forward recommendations which were approved in 2018. DPW Staff are continuing forward with an incremental approach in mind, and are now presenting Narrow Streets recommendation for the upcoming plowing season.*

**Q: Why does the one-sided parking ban have to be all winter long and not just during snow events?**

*A: To ensure safe and efficient access for BFD and DPW Streets Maintenance during all times, DPW Staff are recommending this limited seasonal parking restriction from January 1 – March 1.*

**Q: Could Charles Street and Russell Street be designated resident parking only?**

*A: Neither Charles Street or Russell Street are in a designated zone which allows for resident parking; consequently, neither street qualify for resident only parking. Furthermore, neither street meet the occupancy requirement of 85% for resident parking. Charles Street has an average occupancy rate of 48%, and Russell Street has an average occupancy rate of 63%; both numbers are below the 85% requirement.*

**Q: Since this is an incremental approach, will you make this one-sided parking ban year round?**

*A: If these proposed restrictions are approved, DPW Staff will monitor the conditions and evaluate the effectiveness of this approach to improve access on narrow streets during the first year of this change. DPW Staff will determine whether any revisions are recommended and will include those in Staff's update to the DPW Commission prior to the following winter.*

**Q: Could you not plow the street at all? The street will maintain its current width since there wouldn't be snowbanks on the curb from the street plowing.**

*A: The street and sidewalk on Charles and Russell must meet Federal Americans with Disabilities Act (ADA) requirements. This includes ensuring the sidewalk is clear and in compliance with ADA guidelines. Additionally, the City must plow to ensure emergency responders have the ability to respond on Charles Street and Russell Street, should there be an emergency.*

**Q: Are there opportunities for some kind of pilot, perhaps alternate side parking restrictions?**

*A: DPW Staff will evaluate the recommended seasonal parking restrictions should they be approved, and seek opportunities to increase parking on Charles Street and Russell Street should they become available. Alternate parking restrictions will be difficult to enforce and appropriately communicate with residents; consequently, DPW Staff would not recommend this approach at this time.*

# Public input correspondence emails

Wed 5/1/2019

Hi Phillip,

I cannot make it to the meeting at which this will be discussed, so I would like to express my absolute approval of and happiness with this plan. I realize that as single-car family living in a single-family home with a driveway we will not be impacted in the same way our neighbors might, but I believe it is a necessary measure to take.

Not only is this extremely important for emergency services, there are times when the road becomes unusable by any large vehicle and I have seen many stuck, knocking on doors to find owners of cars that are blocking their way. Even in my Prius, it can be a bit hairy squeezing between the cars parked on both sides of the street in winter.

I hope that there is not too much opposition to this plan.

Many thanks,  
Skye Ellicock  
Russell Street

Tue 5/14/2019

Dear Phillip,

Thank you for holding the meeting last Thursday night in regards to parking policy on Charles Street and Russell Streets. I want to wholeheartedly acknowledge that Russell and Charles Streets have some major issues with parking that impact the health and safety of the residents of the street. I appreciate that you are working to find a solution to these issues and I understand that your work must be difficult. Thank you for working for our public safety.

That being said, I am frustrated with the way the public process is being implemented in regards to the considerations around changing parking on Charles and Russell Street. I do question if this is an intentional strategy to limit public resistance to policy changes. I hope that with any issue that will have a large impact on residents, the proper effort is made to involve citizens. My issues with DPW's process include.

\*Residents were sent the letters approximately one week before the meeting, relatively short notice to move ones schedule around.

\*Letters were only sent to residents, not property owners, of Charles and Russell Street.

\*The meeting was not posted on Front Porch Forum.

\*Meeting location was hard to find as address given was not for actual building

\*DPW did not utilize the existing NPA meetings for Wards 2&3.

Missed opportunity to pole residents and inform about meeting.

\*Residents actually had to miss their NPA to attend DPW's parking meeting.

\*Residents felt uncertain about actual intention of meeting as place for feedback vs just letting us know what DPW was going to decide for us.

\*Residents didn't really feel listened to at meeting.

\*Solution of following all Traffic commission meetings agendas seems highly unrealistic.

I felt the data collection that was done by DPW to determine the occupancy of our street lacked accuracy of where residents actually park. A random survey does little to determine overall patterns of parking on a street. I would love to volunteer to work with you to achieve a more accurate model of how many parking spaces Charles and Russell Street have and what its potential capacity is. This could be done by studying both the property database and the DPW's code enforcement rental inspection records to figure out how many bedrooms are on the two streets and how many legal parking space there are for each property. Thus one could figure out how many parking spaces might actually be needed for residents. I would like to point out that many of our homes have been duplexes or triplexes historically since the 1920's and are pre-existing nonconforming for parking allotment. Legal parking in driveways is limited to two cars in a line. Creating more parking on lawns would be in direct violation of the city's policy for lot coverage of these homes. We only have so many places to park as a street and pushing parking away would only continue to compound parking issues on other streets.

I and a large number of residents, feel that changing the two streets into resident only parking would do a lot to prevent parking in the traveled lane during the winter months. Having this system in place would allow neighbors to call each other if they saw someone's car in the lane of travel. It would also incentivize shoveling of one's own spot as it would be less likely to be taken up by someone not from the street. Parking Enforcement would also be able to more easily tow cars that were parked illegally. We will go ahead with the petition process even though you have advised against it.

We as neighbors would also like to propose several other options.

\*Painting of parking spaces on street so residents could be ticketed if they were parked in lane of travel. This would generate income for Parking Enforcement.

\*Restricting parking at the mouth of Russell Street so snow could be stored there by plows, similar to what was done last winter.

\*Having DPW prioritize snow removal on narrow streets including temporary and localized parking bans to clean away built up snow.

I am really hoping that DPW is willing to work with our street on a solution that will work for all parties involved. We need snow removal, we need parking and we need emergency services. I would like to make a meeting to discuss the matter further; I will be a delegate representing the residents' concerns. Please contact me with some dates and times that could work for you. I sincerely appreciate your time and effort.

Thank you,  
Karl Lukhaup  
25 Russell Street

Tue 5/21/2019

Dear Philip (cc Tiki Archambeau, Public Works Commission),

I am writing as you requested with reactions to and questions about the one side winter parking restriction on Charles and Russell that is under consideration by the Department. I attended the May 9 meeting, as did a number of my neighbors. Others were unable to attend, but I have spoken with them, and our unanimous view is that we think that:

\*\*Removal of parking from one side of Charles and one side of Russell would bring a significant loss of quality of life, increased stress, and increased tension among neighbors as we compete for scarce on street parking

\*\*We understand the emergency-vehicle-access issue and of course believe that this needs to be addressed. This past winter, we observed a “vicious cycle” of incomplete snow removal → bad parking (parking well out from the curb) → access problems for larger vehicles. We believe better snow removal, and removal of snow from greenbelts to Pomeroy Park, would be a better solution than removal of parking. At the very least, removal of parking should be a last-resort solution.

\*\*We are not convinced by the argument that because it worked out OK on some other street (Germain, eg), it will work out OK on our street. We get a LOT of overflow parking from people who do not live on Charles or Russell. Some of us feel that resident-only parking should be instituted if this change is adopted.

Questions:

\*\*How will impact be evaluated? Will you collect information from residents?

\*\*Is DPW also planning to sometime remove parking from one side of Willard between Archibald and North Streets for a bike lane? If so, the combined impact of these two changes will be devastating to a household like mine's: we have no off street parking. I believe this will reduce our property value, but somehow I don't think the assessor will see it that way. It is starting to feel fundamentally unfair to us.

Thank you for reading this long email.

Jane Knodell  
10 Charles Street

Mon 10/21/2019

Phillip,

My wife and I live at 28 Russell Street. We recently received a letter in the mail informing us of the plan to make Charles and Russell Streets one sided parking in the winter to facilitate winter maintenance and emergency response. We fully support this decision. Also, as we have previously indicated, we also support the installation of an ADA parking space to help our neighbor who is medically disabled and requires assistance with his care.

Please let us know if you need additional input.

Darrell Ross  
Kimberly Wallin

Thu 10/31/2019

Mr. Peterson,

Regarding the Charles and Russell streets proposed seasonal parking changes,

I'd like to reiterate my request from last night's meeting that the city look into not plowing flat secondary side streets. There are many benefits to this strategy.

-The street will maintain it's current width since there wouldn't be snowbanks on the curb from the street plowing (there may be small piles from sidewalk shoveling).

-Cars must continue to stay within 18" of the curb (I'm not sure if that's the regulation here, but it has been in other places I have lived), so the travel lane does not get smaller in the winter.

-There are less inputs into the street system, so the city saves money on running the plow and purchasing salt and sand.

-The street will be bumpier with the packed snow which will act as a natural traffic calming measure, the street will look better in tinted snow than grey slush keeping the city looking better in the winter, and runoff will contain less salt which harms soil quality, wildlife, and worsens runoff to the lake. All three of these priorities have been used by the city to justify building bump-out planters.

In response to questions and criticism at the meeting:

-How will people get out of their parking spots?

There will be smaller snow banks on the sides of the street so they will be less in the way of people exiting their vehicles than otherwise, and allow them to park closer to the curb. As far as driving out of their spots, it will be equivalently difficult to driving the same cars out of yards that they will park in during snow storm parking bans. There wouldn't be plowed snow banks in the way, either, which are much more difficult to drive through or shovel out than snow that fell naturally.

-The road will become like a gravel road.

The road will become bumpy like some gravel roads, but it will consist of hard packed snow which is easier to travel on than ice. Ice is more likely to form from melting snowbanks refreezing on bare asphalt. The road will be less icy, and of course not dusty like a gravel road. This is also a secondary street, so traffic does not need to travel quickly on it, making the bumpiness a minor issue.

-The geometry of the street is difficult for emergency vehicles to navigate.

I would recommend taking out the necessary parking spaces at the corner of Charles and Russell so that these vehicles can make the turn safely.

This system worked well in Bozeman, Montana where I used to live. They receive, on average, 5 inches more of snow than Burlington does per year and it is in a colder climate. I don't recall anyone complaining about the lack of plowing over the five winters I was there. The system worked and people were prepared to handle it. I think that this system would work especially well on Charles and Russell streets because they are nearly flat, so sliding on hills is not a danger, and they are used primarily for parking.

In sum, plowing should be stopped and most of the parking spaces should remain except for a few on the corner where emergency vehicles have trouble turning onto Russell.

Thank you for your consideration,

-Gustave Sexauer

183 N Willard St (corner of Willard and Charles)

Thu 11/7/2019

Hello,

We have just received the notice that the parking restrictions for Charles and Russel St will take place from January 1-March 1. The map on the back of this flyer indicates that the seasonal parking restriction will close off parking on the West side of Russel St during this time. We are very concerned about this, as there is a handicap parking space out front of our residence on this side of the street that is used fairly frequently. We have been repeatedly assured that this spot would not be removed, however it appears that that is the intention with these plans. Could you please clarify whether the handicap spot will be unavailable during these months.

Thank you,  
Kristen Veronneau

## Public input correspondence phone calls

Thu 11/7/2019

Associate Engineer Phillip Peterson received a phone call from Sandor Farkas, 16 Charles Street; Mr. Farkas supports the idea of one sided parking, concerned about capacity. Mr. Farkas wonders if resident parking is a solution.

# MEMORANDUM

To: Board of Public Works Commissioners

From: Thomas Melloni, Esq.  
Kathy Zhou, Esq.  
Paul Frank + Collins P.C.

Re: Parking Loan Refinancing

Date: November 14, 2019

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Introduction:

The City of Burlington (the “City”) has embarked on a major capital project to improve its parking system, including improvements to its parking garages, the addition of smart parking meters, and other general improvements. City Charter Section 48(58) authorizes the City Council to acquire, hold, maintain, and operate municipal parking lots and garages, and to improve, extend, add to, construct, and reconstruct these parking lots and garages. Furthermore, the City Charter allows the City to pledge or assign the net revenues from these lots and garages, and mortgage any part or all of these parking lots and garages to finance any additions or improvements.

Previously, the City established a line of credit with Northfield Savings Bank to finance such parking system improvements. In May 2018, the City converted this line of credit to a term loan. After receiving a proposal and term sheet, the City now seeks to refinance the loan with Key Government Finance, Inc. The purpose of this refinancing is to obtain a lower interest rate and borrowing costs for the City. Additionally, a portion of the bonds to be issued from this refinanced loan is expected to be tax-exempt, which would result in additional savings for the City.

Summary: The proposed resolution provides for the Commission’s approval of the issuance of notes or bonds in a principal amount of \$3,779,850 to refinance the existing term loan with Northfield. The Commission would approve the setting of rates sufficient to make the timely payments on the debt incurred in the Financing. The City parking lots and garages would be subject to a springing lien and mortgage in the event of a default in the payment of the Financing.

As the City Charter provides that the Department of Public Works is the entity responsible for management and operation of the City’s parking facilities, as well as the setting of rates and charges, Bond Counsel has prepared a resolution for action by the Commission for approval.

The Director of Financial Operations has prepared the attached memo describing the refinancing.

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**MEMORANDUM**

**TO:** Board of Finance, City Council

**FROM:** Rich Goodwin, Director of Financial Operations  
Chapin Spencer, Director Public Works

**DATE:** November 4, 2019

**RE:** Parking Garages Refinance of Debt

Introduction:

The City of Burlington (the "City") has embarked on a major capital project to improve its parking system, including improvements to its parking garages, the addition of smart parking meters, and other general improvements. City Charter Section 48(58) authorizes the City Council to acquire, hold, maintain, and operate municipal parking lots and garages, and to improve, extend, add to, construct, and reconstruct these parking lots and garages. Furthermore, the City Charter empowers the City Council to pledge or assign the net revenues from these lots and garages, and mortgage any part or all of these parking lots and garages to finance any additions or improvements.

Previously, the City established a \$5,200,000 line of credit with Northfield Savings Bank ("Northfield") to finance such parking system improvements, and only utilized \$4,200,000. This LOC was approved by Board of Finance, and City Council concurrently on March 13, 2017, and the contract approved allowed the City to lock into a term loan with a fixed rate. In May 2018, the City executed this option and converted the line of credit to a term loan

Following the completion of replacing the existing parking access and revenue control systems equipment for the Marketplace and Lakeview /College Street Garages, and healthier financial operations, the Department of Public Works and the Clerk/Treasurer's Office collectively worked to secure better financing terms on the outstanding balance on the Northfield loan for \$3,779,850.

The Director of Financial Operations communicated with four bankers, and met with three banks that expressed interest in potentially offering a Term Sheet and better financing

options to include the following banks Northfield Savings Bank (NSB), KeyBank (KB), and the Bank of America (BOA). The Toronto – Dominion Bank (TD) elected not to submit a term sheet.

A summary of bids is shown below. The results of the bids shows KeyBank with the most favorable terms. While the current loan is taxable, KeyBank proposed breaking the loan into a taxable and small nontaxable portion, and offered a non-taxable interest rate of 2.439%, and taxable rate of 3.120%. We are currently making payments monthly on the loan to be refinanced, and this will not change with the refinance loan approval. Bond Council had determined the portion of improvements that were open to the general public allowing for non-taxable financing, and restricted access to public improvements that were taxable in nature. All bids submitted recommended payments on a monthly basis typical of term loans offered in the banking industry. The savings over the next 8 ½ years left on the loan is \$419,669, and total savings this fiscal year is \$49,373.

Summary of Refinance Amounts					
	Northfield Savings Bank	KeyBank		Bank of America	Northfield Savings Bank
	Existing Loan				New bid
Financed Amount	\$3,779,850	\$779,850	\$3,000,000	\$3,779,850	\$3,779,850
Term	8.5 Years	8.5 Years	8.5 Years	8.5 Years	8.5 Years
Loan Type	Taxable Only	Non-Taxable	Taxable	Taxable Only	Taxable Only
Interest Rate	5.30%	2.439%	3.120%	4.50%	4.30%
Payments	Monthly	Monthly	Monthly	Monthly	Monthly
Total Future Payments	\$4,703,174	\$864,268	\$3,419,238	\$4,555,716	\$4,519,297
One Year Payments	\$553,315	\$101,679	\$402,263	\$535,967	\$531,682
Future Year's Payments	\$4,149,860	\$762,589	\$3,016,974	\$4,019,749	\$3,987,615
		Total KeyBank Payments(Both Loans)	\$4,283,506		
		Total Savings Compared to Existing NSB Loan	\$419,669		
		Total Savings to Next Closest Bid	\$235,791		
		Total Savings in Year 1	\$49,373		

The City now seeks to refinance the loan with Key Bank National Association (“KeyBank”). The purpose of this refinancing is to obtain lower borrowing costs for the City, reducing the City’s liability. Additionally, a portion of the bonds to be issued from this refinanced loan is expected to be tax-exempt, which would result in additional savings for the City.

Summary: The proposed resolution provides for the issuance of notes or bonds in a principal amount not to exceed \$3,779,850 to provide for improvements and reconstruction of the City’s parking facilities; in an amount to allow the City to refinance the existing term loan with Northfield and to pay for costs related to the refinancing.

CITY OF BURLINGTON, VERMONT

Public Works Commission

RESOLUTION

Be it resolved by the Board of Public Works Commissioners (the “Board”) of the City of Burlington, Vermont (the “City”) as follows:

WHEREAS, the City has embarked on a major capital project to improve its parking system, including improvements to its parking garages, including smart parking meters and other parking system improvements within the City; and

WHEREAS, City Charter Section 48(58) authorizes the City to acquire and hold and maintain and operate a municipal parking lot or lots, and a municipal parking garage or garages, and to improve, extend, add to, construct, and reconstruct such lots or garages and pledge or assign the net revenues from said lots or garages, after the payment of operating expenses, and may mortgage any part of all of said lots or garages, including personal property therein, to secure the payment of the cost of acquiring, leasing, altering, improving, constructing or reconstructing said lots or garages;

WHEREAS, the City Charter Section 48(58) further allows the City to mortgage its parking lots or garages and pledge the net revenues from such lots and garages for indebtedness incurred to finance the improvements to the City’s parking lots and garages;

WHEREAS, the City established a line of credit with Northfield Savings Bank for up to \$5,200,000 for funds to finance improvements to the City’s parking system, which line of credit converted to a term loan in May 2018;

WHEREAS, the City seeks to refinance such term loan in order to obtain a lower interest rate and reduce borrowing costs;

WHEREAS, the City, after soliciting proposals from various qualified lenders, has received a term sheet and proposed financing from Key Government Finance, Inc. and the City Council, by resolution adopted November 4, 2019, approved the terms of the refinancing;

WHEREAS, the repayment of such term loan shall be secured by a pledge of the parking revenues and may be secured by a mortgage of the City’s parking garages and lots.

NOW THEREFORE, BE IT RESOLVED, by the Board as follows:

1. The Board hereby authorizes the issuance of revenue bonds in a principal amount not to exceed **\$3,779,850.00** to provide for the refinancing of capital additions and improvements to the City’s parking lots and garages (the “Financing”).

2. The Board hereby approves the Financing, including a pledge of parking revenues as security for the Financing and a mortgage and security agreement of the City's parking lots or garages.
3. The Board, in exercising its authority under the City Charter of the general control, management, and supervision of all municipal parking lots and garages, shall establish rates and charges designed to meet the terms and repayment of the bonds and notes incurred pursuant to the Financing.

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November 14, 2019

**TO:** Public Works Commission  
Transportation, Energy, & Utilities Committee

**FROM:** Elizabeth Gohringer, Associate Planner, DPW  
Kim Furtado, Intern, DPW

**RE:** Street Seat/Parklet Draft Program Guide

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### **Recommendations**

Staff recommends the Public Works Commission and Transportation, Energy, and Utilities Committee endorse the expansion of the pilot Street Seat and Parklet Program into a permanent program, as described in the Draft Program Guide.

### **Street Seat and Parklet Program Introduction**

The Department of Public Works' (DPW) and the Community and Economic Development Office's (CEDO) Parklet Pilot Program was introduced to the Public Works Commission and the Transportation, Energy, and Utilities Commission (TEUC) at their February 2019 meetings. Three locations were successfully permitted and installed this summer. Staff from DPW and CEDO updated the Public Works Commission and TEUC at their October meetings on the success of the pilot program, and notified the Commission and TEUC about our intention to create a recurring Street Seat and Parklet Program for Burlington.

### **Guide Overview**

The purpose of the Street Seat and Parklet Program Guide is to streamline all of the information needed to apply for, permit, and construct a Parklet or Street Seat into one document. The guide consists of six sections: Introduction, Site Selection, Applying, Design, Permits, and Post-Installation. The technical requirements found in the Site Selection and Design sections were taken from Great Streets BTV Design Standards.

### **Follow-Up from October Meetings**

Feedback received at the October Public Works Commission and TEUC was taken into account while drafting the guide. For ease of navigating through the guide, below is a list of topics discussed at last month's meeting and page numbers:

<b>Topic</b>	<b>Page #</b>	<b>Explanation</b>
Public seating	p. 9	Reworded language to require fixed seating in the Parklet at all times.
Renewal	p. 13	Changed the Parklet permit from a 1-year permit to a 3-year permit contingent upon a renewal permit being filed each year.
Pro-rated fee structure	p. 4, 21	Checked in with businesses to see if the structure is more affordable than the max daily rate normally associated with encumbering a metered parking space.
Bike parking	p. 3	Require proposals to point out existing bike parking on site plan to understand where a Parklet may limit bike parking. If so, Parklets must integrate bike parking into the design. Encourage bike parking in all Parklet designs.
Fully public parklets	p. 4	Incentivized more public Parklets by lowering cost barrier for public access, listing funding opportunities, and encouraging partnerships across groups.
Evaluation criteria	p. 6	Clarified the selection criteria so applicants can more easily know what will make for a strong application and successful Parklet.
Limit on number of parklets	p. 4	Limited Parklets/Street Seats to 1 on any given street per block and no more than 10 encumbered metered parking spaces.

### **Attachments**

- Attachment 1; Street Seat & Parklet Program Guide

# Street Seat & Parklet Program Guide



# Introduction

## Why Have a Street Seat or Parklet?

Parklets and Street Seats are both created from a platform at sidewalk level that extends the pedestrian zone into the parking lane. Typically they cover one or two parking spaces and provide a space for people to sit, eat, gather, and socialize. The only difference between a Parklet and a Street Seat is when they can be used by the public; Parklets are always open to the public, but Street Seats are used as additional seating for the sponsoring business during business hours and open to the public at all other hours.

Parklets and Street Seats offer many benefits to the neighborhoods where they are located. They support community engagement and enjoyment of public space, encourage walkability and active use of the street, and provide opportunities for local businesses to expand their space and aesthetic. Parklets and Street Seats can even increase business sales, with businesses from Burlington's 2019 Pilot Program reporting a 2-3% sales increase and hiring additional staff to serve the increased traffic.

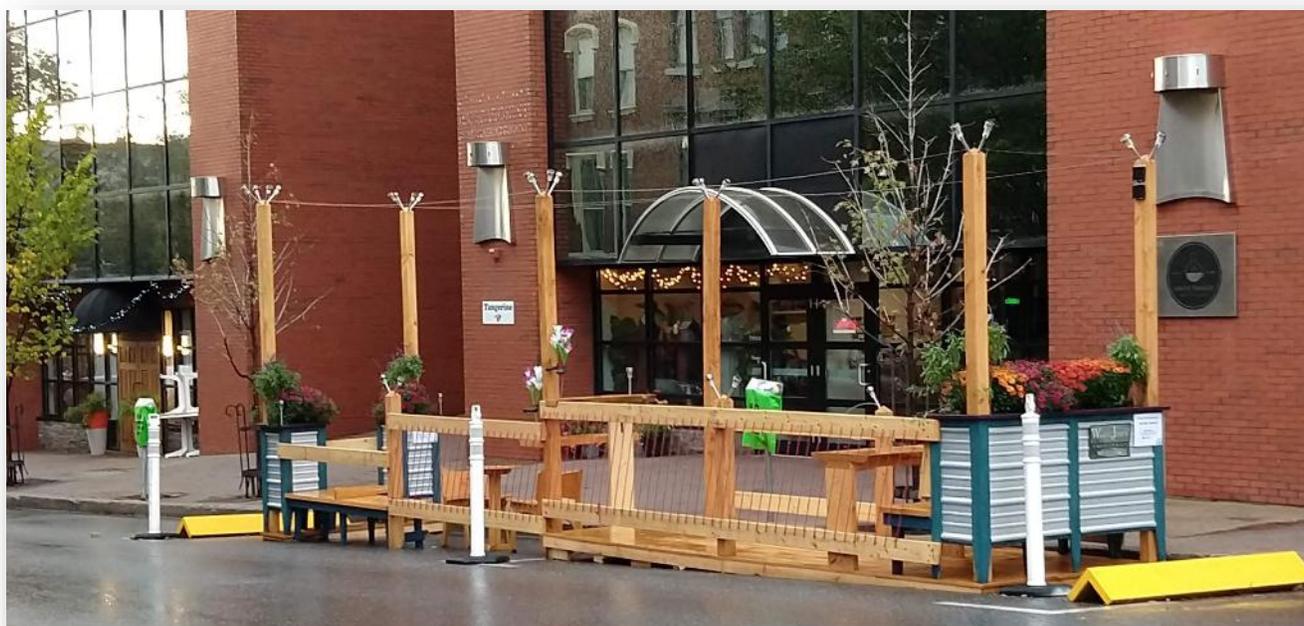
## Table of Contents

Introduction	1
Site Selection	3
Applying	5
Design	8
Permits	12
Post-Installation	13

## What is the Street Seat & Parklet Program?

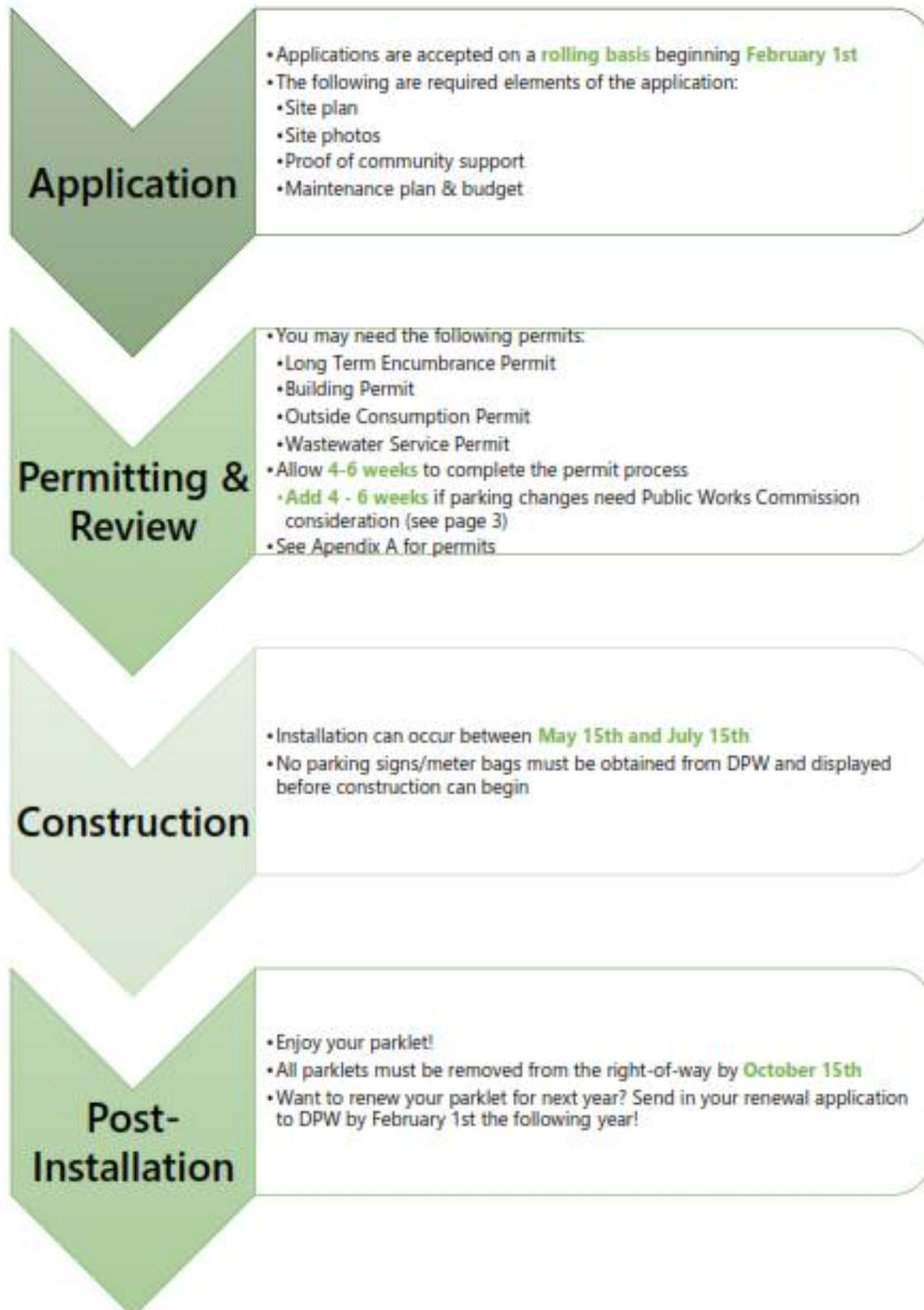
In 2018, the Burlington Business Association (BBA) and AARP Vermont launched a Parklet demonstration for one week in September (see reference image below). In 2019, the City of Burlington expanded this work by launching a Street Seat Pilot Program spearheaded by the Department of Public Works (DPW) and the Community and Economic Development Office (CEDO). Taking what was learned from the Pilot, the City is introducing a full-fledged Street Seat and Parklet Program to activate streets and provide public seating throughout Burlington .

Using design and safety standards from [Great Streets BTV](#), this guide will cover everything you need to know about the Street Seat and Parklet Program and how to get involved. We are excited that you are considering hosting a Parklet or Street Seat, and we look forward to working with you. If you have additional questions that aren't answered in this program guide, please contact Elizabeth Gohringer at [egohringer@burlingtonvt.gov](mailto:egohringer@burlingtonvt.gov)/802-540-0370 or visit <https://www.burlingtonvt.gov/DPW/StreetSeats>.



# The Permit Process Snapshot

Are you thinking about hosting a Parklet or Street Seat? Review this guide to make sure your idea aligns with the program's requirements and standards.



# Selecting Your Site

Before submitting your Parklet or Street Seat application, you must identify an appropriate location. Carefully consider the following [Great Streets BTV](#) requirements before selecting your site and submitting your application.

## Context

Parklets and Street Seats are often located along active streets with retail, restaurants, civic and other mixed land uses with regular foot traffic.

## Design Speed & Traffic Volumes

Parklets and Street Seats should be located on streets with low speeds, lower traffic volumes, and mostly passenger vehicle utilization. Streets with higher speed, higher volume, and larger vehicle classes may not be as appealing for patrons and may require more consideration for public safety.

## Parking Spaces

Parklets and Street Seats must be located where parallel or angled on-street parking currently exists but should not replace accessible parking spaces or loading zones\*.

In non-marked parking spaces, do not leave "orphaned" space that is too small to use as a full parking space and do not impact time restricted parking spaces\*.

*\*If a case is made for relocating a time restricted space, an accessible space, or a loading zone, it cannot be approved by staff but can be considered by the Public Works Commission before the Encumbrance Permit application can be processed.*

## Transit

Parklets and Streets are not allowed in a bus stop, but may be located adjacent to a bus stop.

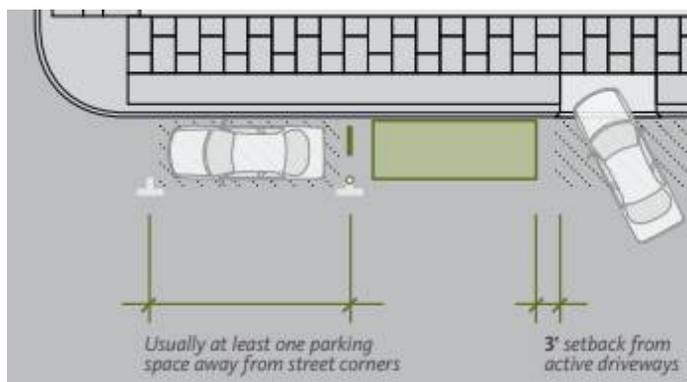
## Utilities

Parklets and Street Seats should not be constructed over utility access panels, manhole covers, storm drains, fire hydrant shut-off valves or immediately next to bike parking. Your Parklet or Street Seat may need to be temporarily removed if utility providers need to do overhead work or excavate the site.

- All utility covers and boxes that might conflict with your location need to be noted.
- If bike parking will be impacted, the Parklet and Street Seat design must incorporate bike parking (see photo for example).

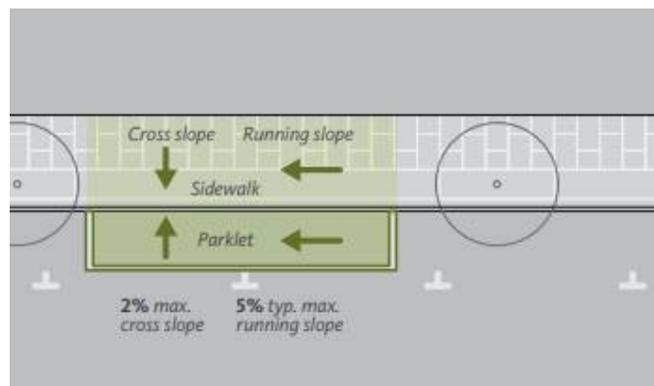
## Corner Locations

Parklets and Street Seats should be located at least one parking space away from an intersection/street corner. The city may consider allowing some elements (less than 36" in height) between the Parklet / Street Seat and the street corner.



## Street Slope

Parklets and Street Seats are recommended on streets with a running slope (grade) of 5% or less. Parklets may be permitted on streets with a running slope over 5% if it is designed to provide safe access for wheelchair users.



## Number of Parklets & Street Seats

In an effort to balance the parking needs of the city with the desire to create more public spaces, there will be a limit to the number of parking spaces being occupied by Parklets and Street Seats.

- There will be no more than one (1) Parklet or Street Seat on any given street per block.
- No more than 10 metered parking spaces will be encumbered for Parklets and Street Seats.
- The number of non-metered encumbered spaces is up to the discretion of the selection committee.

## Conflict with City Projects

Parklets and Street Seats should not be installed when roadway construction work or other significant construction is scheduled for that season. Check our [construction portal](#) to see if your site is on the list for upcoming projects. Please note, the construction portal is just a useful tool, and it may not be indicative of all projects that will be constructed during a season.

## Costs

Parklets and Street Seats are funded completely by the site's host. Due to the nature of the permitting process, there are many fees associated with Parklets and Street Seats. In an effort to incentivize public access, the Meter Encumbrance Rate applies a pro-rated fee structure that becomes less expensive as more public hours are provided. See [Appendix E](#) for more information about the Meter Encumbrance Rates.

Here is a breakdown of costs associated with Parklets and Street Seats:

- Construction: variable cost ranging from ~\$5,000 to \$10,000
- Permits

Permit Type	Fee
Long-Term Encumbrance Permit for Metered spaces	\$25 + Meter Encumbrance Rate*
Long-Term Encumbrance Permit for Non-metered spaces	\$25 + \$1 per square foot being encumbered
Building Permit	\$30 + \$8.50 per \$1,000 spent on construction
Outside Consumption Permit	\$20
Wastewater Service Permit	Determined by the state

\*See [Appendix E](#) for Meter Encumbrance Rate structure

Funding a public Parklet can be challenging, but there are possible resources:

- Crowdfunding and crowdgranting: (e.g. <https://www.patronicity.com/>)
- Neighborhood Planning Assemblies funding
- City Council discretionary funds
- AARP Community Challenge Grant: <https://www.aarp.org/livable-communities/community-challenge/>

There are also opportunities for creating Parklets and Street Seats with more affordable materials and with less technical design:

- Jacob Mushlin — Yestermorrow Design/Build School: <https://yestermorrow.org/>

# How to Apply

Parklet and Street Seat applications will be accepted on a rolling basis beginning February 1st. When submitting your application, keep in mind your Parklet or Street Seat can only be in the street between May 15th and October 15th and you should allow 4-6 weeks for application review and permitting (add 4-6 if the Public Works Commission will be involved).

The Parklet/Street Seat application form can be found in [Appendix A](#) of this guide.

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## Vision

Help us understand what you're planning by describing why you want to host a Parklet or Street Seat, what you hope it will do for the neighborhood, what you foresee people doing in the Parklet or Street Seat, and what type of activities it will support. If you are a business, list the days and hours you plan to use or program the Street Seat for your business.

## Site Plan

To evaluate how your proposed Parklet or Street Seat will fit with the existing street, a site plan must be included with your application materials. Site plans need to clearly communicate the following information:

- Location of existing street fixtures (utility poles, parking meters, trees, sign posts, bike racks, etc.) and their distance from the nearest edge of the proposed Parklet or Street Seat
- Width of the adjacent sidewalk and greenbelt (if present)
- Distance from the Parklet or Street Seat site to the nearest crosswalk or intersection
- Name of adjoining streets or alleys
- Dimensions of the proposed Parklet or Street Seat
- Proposed features (seating, plantings, lighting, materials, bike racks, etc.)

## Site Photos

Please include photos of the proposed Parklet or Street Seat location. The photos should show the entire length of the site and should be taken from both the side of the street where the Parklet or Street Seat will be placed and from across the street.

## Proof of Community Outreach/Support

Community support is vital to the success of a Parklet or Street Seat. To ensure success, we ask that you provide proof of community support with your application. Letters from local businesses, residents, community groups, or property owners show that the neighborhood is excited for and willing to support your Parklet or Street Seat. A petition with support is another way to show excitement from neighbors.

## Maintenance & Budget Plan

Once your Parklet or Street Seat is built, there is still work to do. They require maintenance, and we ask that you include a Maintenance & Budget Plan to ensure that you are prepared to take care of your constructed Parklet or Street Seat. This should describe your detailed plan for the daily and monthly cleaning as well as proposed maintenance plan and budget set aside for repairs, replacements, etc. If some or all of this work is being done by an outside partner, please indicate their name.

# Selection Process

To be considered, applicants must submit a complete Application packets. Applicants may submit supplemental information that demonstrates their potential for success in addition to the Application Form. Applications will be reviewed and scored for each of the following criteria:

## 1. Quality of Proposal

<i>Score</i>	<i>Requirements</i>
5	Application is complete, proposal meets technical design/safety requirements, objective and purpose is clear, and application demonstrates ability to deliver.
3	Application is complete, proposal meets technical design/safety requirements, and objective and purpose is clear.
0	Application is incomplete and/or proposal does not meet technical design/safety requirements <u>OR</u> application is complete and proposal meets technical design/safety requirements but objective and purpose of the proposal is unclear.

## 2. Support of Nearby Businesses

<i>Score</i>	<i>Requirements</i>
5	Proof of support of nearby businesses/residents is provided.
0	No proof of support is provided.

## 3. Appropriateness of Location

<i>Score</i>	<i>Requirements</i>
5	There is no Parklet/Street Seat on the proposed block and the proposed site location has a narrow sidewalk and/or lacks street activation. There are no conflicts with utilities, bike parking, or time-restricted / accessible / loading spaces for the proposed Parklet/Street Seat.
3	There is no Parklet/Street Seat on the proposed block.

If a Parklet or Street Seat is proposed for a location where one has already been approved on the same block OR there are already 10 metered parking spaces encumbered for Parklets and Street Seats, the proposal will be evaluated using this process. If the application receives high scores for criteria 1, 2, and 4, the application will be held for one year and may be considered on a wait list for the next year.

## 4. Innovation and Creativity

<i>Score</i>	<i>Requirements</i>
5	Proposed Parklet/Street Seat provides additional amenities from what is listed in the design requirements, is partnered with other local organizations/businesses, and/or includes plans for public access within the Parklet/Street Seat.
3	Proposed Parklet/Street Seat provides additional amenities from what is listed in the design requirements.
0	Proposed Parklet/Street Seat provides no additional amenities from what is listed in the design requirements.

## Selection Committee

A selection committee will review and score all applications. High-scoring applications will advance for an Encumbrance Permit, which will be approved by the City Council License Committee. The selection committee will be comprised of the following members: representative(s) of Department of Public Works, representative(s) of CEDO, representative(s) of BBA, representative(s) of Chamber of Commerce, and representative(s) chosen by the All Ward Neighborhood Planning Assembly. The committee will always be comprised of an odd number of members, and at no time will there be more than nine members sitting on the committee. Site selection will be reviewed by Burlington Fire Department (BFD) to ensure the location of the proposed parklet does not interfere with their operations. Proposals that interfere with BFD's operations will not go forward with the selection process.

The selection committee will not recommend approval for any Parklet or Street Seat that is located on a site where construction work is scheduled for that season. Check our [construction portal](#) to see if your site is on the list for upcoming projects. Please note, the construction portal is just a useful tool, and it may not be indicative of all projects that will be constructed during a season.

## Public Engagement

All proposed Parklets and Street Seats will be subject to the City's [Public Engagement Plan \(PEP\)](#). Parklets and Street seats fall under the INVOLVE spectrum of the PEP. For each proposed Parklet/Street Seat, DPW will contact residents who live adjacent to the proposed site either by mailing, flyers, or door hangers at least 10 days prior to the License Committee meeting. DPW will also share materials with the requestor or interested parties who have shared their email at least 10 days prior to the License Committee. The License Committee meetings have a period for public comment where members of the public can express support or concerns for any proposed Parklet or Street Seat.



Photo courtesy of The Archives.

# Design Requirements

[Great Streets BTV](#) provides detailed guidance on the design requirements for Parklets and Street Seats:

## Placement

### Parking

Must be set back 48" from adjacent parking spaces and 24" from travel lane (18" minimum); or 36" from the adjacent parking space on both sides and 24" from travel lanes (18" minimum) if diagonal spaces.

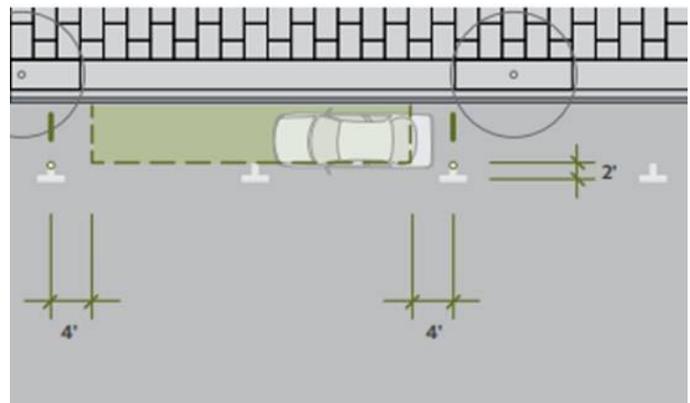
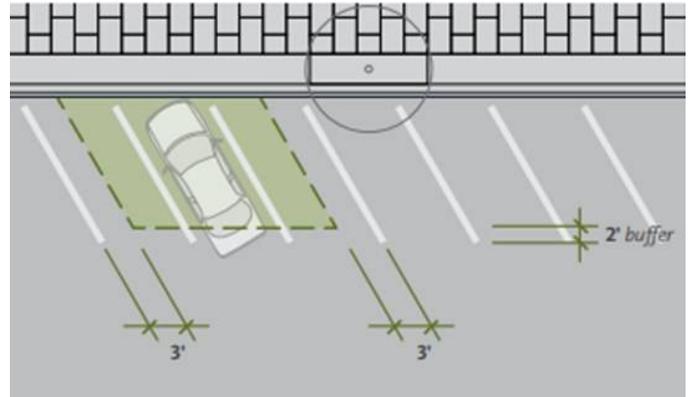
When replacing diagonal parking spaces, Parklets and Street Seats should be the size of three combined parking spaces to maximize habitable space.

### Driveways

Set back a minimum 3' from the outside edge of adjacent driveways.

### Required Safety Elements

Before placing any of your Parklet or Street Seat elements in the right-of-way, you must install wheel stops and reflective delineator posts at the edges of your Parklet. The elements must be placed four feet in both directions of the Parklet edge, where the parking spaces are delineated.



## Platform

### Threshold

The Deck Surface must be flush with the sidewalk without a horizontal or vertical separation greater than ½". Changes in level up to ½" high maximum shall be beveled with a slope not steeper than 1:4 (25%).

### Bolting

Bolting into the street or penetrating the surface of the road is strongly discouraged. A Parklet or Street Seat may be bolted in the existing curb, but only with a restoration plan.

### Surface

The top of the Parklet platform must be flush with the sidewalk with a maximum gap of ½". (If the street is sloped see accessible guidelines.)

### Surface Materials

Parklet and Street materials are highly recommended

to be slip-resistant. Loose particles, such as sand or loose stone, are not permitted on the Parklet.

### Substructure

At a minimum, design for 50 lbs./sq. ft.

### Sub-platform Access

If the platform is not a solid mass, the clear space underneath the platform surface must be accessible for maintenance through access panels, removable pavers, etc.

### Drainage

The Parklet or Street Seat cannot impede the flow of curbside drainage. Designers are strongly encouraged to cover and clean openings at either end of the structure with screens to prevent debris buildup beneath the deck and the curb.

## Enclosure

### *Buffer/Edges*

There should be an edge serving as a buffer between the Parklet / Street Seat and the street. This can take the form of planters, railing, cabling, or some other appropriate enclosure that is at least 6" in depth. The height and scale of the buffer will vary depending on context. If cable railing is used, Building Code requirements must be followed, which indicates spacing between cables and cannot exceed the diameter of a tennis ball.

### *Visual Connection to the Street*

Designs should allow pedestrians on either side of the street to see into the Parklet or Street Seat. Continuous opaque walls above 42" that block views from surrounding streetscapes are highly discouraged.

### *Overhead Elements*

Overhead elements that span the sidewalk and connect the Parklet or Street Seat to the adjacent building façade are not permitted.

### *Extend the Sidewalk*

Parklets and Street Seats should be designed as an extension of the sidewalk, with multiple points of entry along the curbside.

### *Parklet and Street Seat Walls*

While not visible from the sidewalk, the outside of the enclosure is highly visible from across the street. Large blank walls can be an invitation for tagging. This can be mitigated by adding visual interest like pattern, color, modulation or planting.

## Elements

### *Integrated Elements*

Parklets and Street Seats must include fixed seating to encourage public access and use.

### *Moveable Elements*

Great Streets' Materials and Furnishing Palette (page 292) identifies options for moveable tables and chairs that can be utilized in public Parklets. Other options can be utilized

### *Planting*

Integrated planting is strongly encouraged. Native plants, plants that provide habitat, and drought tolerant plants are encouraged.

### *Lighting*

Lighting elements are strongly encouraged, but electrical connections to buildings will require separate electrical approvals. Designs should consider solar-powered lighting over the option of running electricity from an adjacent building.

### *Bicycle Parking*

Integrated bicycle parking is strongly encouraged. The Great Streets' Materials and Furnishings Palette identifies options for temporary and high capacity bicycle parking (page 296) which are preferred for bike corrals, although custom racks may be installed as well. Bicycle parking can be incorporated into the Parklet proposal in the following ways:

- Custom bicycle racks integral to the structure
- On the Parklet or Street Seat platform
- On-street bicycle corral

### *Art*

Parklets and Street Seats are encouraged to include a diversity of art including conventional elements, interactive pieces, performance and others.

### *Locally Sourced Materials*

Sourcing locally produced materials for Parklets and Street Seats supports the local economy and reduces the embedded carbon footprint of the final structure by reducing transportation costs.

### *Recycled and Reclaimed Materials*

Choosing recycled and reclaimed materials for Parklets and Street Seats is highly recommended and has the additional benefit of reducing construction costs and keeping materials out of landfills.

### *Low Emission Materials*

Choosing paints, stains, glues, and other materials that emit zero or low levels of volatile organic compounds (VOCs) helps improve air quality as well as the health of the people who are constructing and using Parklets and Street Seats.

### ***Avoid Plastic***

Plastic of any kind, including Plexiglas, is strongly discouraged.

### ***Materials That Are Easy to Maintain***

Having a strategy for removing graffiti and replacing or repairing damaged features such as plants, railings, or other elements is highly encouraged. Whereas some materials may cost more initially, they may ultimately save money in maintenance costs. For example, aluminum costs roughly three times as much as steel but when tagged, it simply can be cleaned with acetone. Project sponsors are ultimately responsible for making sure that their Parklet or Street Seat is kept clean and in good repair.

### ***Sustainable Timber Products***

Parklet designs may not use tropical hardwood or virgin redwood. This includes FSC certified wood products.

### ***No Pressure Treated Wood or Plywood***

Pressure treated lumber or plywood are not allowed in places where they will be visible.

## **Accessibility**

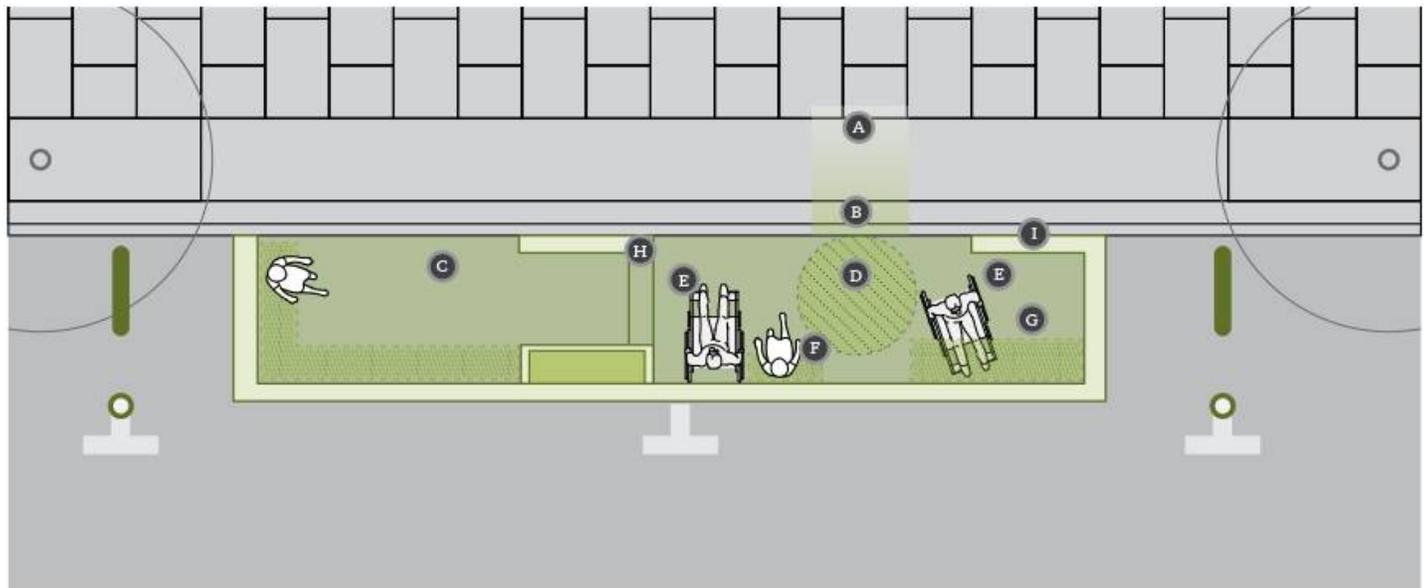
### ***Accessible Path of Travel***

The Accessible Path must accommodate wheelchairs, be a minimum of 48" wide on the sidewalk and not pass over tree wells. Once on the Deck Surface, the Accessible Path must be a minimum of 36" wide. An accessible route must connect the sidewalk to the:

- Parklet or Street Seat Entry
- Desk Surface
- Wheelchair Turning Space
- Wheelchair Resting Space

### ***Accessible Entry***

The Accessible Entry is where the Accessible Path crosses the threshold from the sidewalk to the Deck Surface. An ideal Parklet or Street Sat should be located in an unobstructed area where there is the least amount of running slope along the sidewalk and curb.



Ⓐ Accessible path of travel

Ⓑ Accessible entry

Ⓒ Accessible deck surface

Ⓓ Wheelchair turning space

Ⓔ Wheelchair resting space

Ⓕ Wheelchair companion seating

Ⓖ Equivalent facilities

Ⓗ Step between terraces

Ⓘ Buffered edge where curb drops away

### ***Accessible Deck Surface***

The portion of the Parklet or Street Seat deck connected by the Accessible Path of Travel to the Wheelchair Turning Space and Wheelchair Resting Space must be level. The Accessible Deck Surface maximum cross slope (perpendicular to the sidewalk or curb) cannot exceed 1:48 (2%). For other Deck Surfaces, the running slope may not exceed 1:20 (5%). The Deck Surface shall all be one level unless the change in level is served by a ramp, additional Parklet Entries, or otherwise permitted on a case by case basis.

When stairs or ramps are permitted, they must meet all building code requirements for rise, run, width, handrails, and contrasting stair striping for the visually impaired.

### ***Wheelchair Turning Space***

A Wheelchair Turning Space is a circular area 60" minimum in diameter for use by a person with mobility aid to make a 360-degree turn. This space shall be 12" over the curb and sidewalk unless otherwise permitted on a case by case basis. Within this space there shall be no cross slope in any direction that is greater than 1:48 (2%). Alternatively a "T" shaped Turning Space is permitted.

### ***Wheelchair Resting Space***

Wheelchair Resting Space has a 30" X 48" clear floor area. The Wheelchair Resting Space is permitted to overlap the Wheelchair Turning Space by a 24" maximum in any orientation.

### ***Wheelchair User Companion Seating***

If fixed seating is part of a Parklet or Street Seat design, it should be configured to accommodate companion seating for a wheelchair user. The Wheelchair Resting Space should permit shoulder-to-shoulder alignment adjacent to one side of the fixed seat.

### ***Equivalent Facilities***

Where tables, counters, or drink rails are provided, at least one feature should be wheelchair accessible. The top surface height of wheelchair accessible tables, counters, and or drink rails should be 28"-34" above the Deck Surface. Wheelchair accessible tables, counters, and drink rails shall be approachable from the front and provide an unobstructed knee

clearance that is at least 27" high, 30" wide, and 19" deep. When moveable tables must be also accessible. Where drink rails are provided a 60" long portion of a drink shall have 36" wide and level space adjacent to it for a side-approach by a wheelchair user.

### ***Terraced or Multi-Level Parklets***

For Parklets or Street Seats proposed on streets with grades that exceed 5%, a terrace with two or more habitable decks is acceptable. At least one of these terraces must be wheelchair accessible and provide equivalent seating, tables, and countertop facilities to those found in other habitable terraces.

### ***Wheelchair Accessible Entry***

The accessible terrace will require a wheelchair accessible entry from the sidewalk. The wheelchair accessible entry may be achieved with a structure on the sidewalk within the sidewalk furnishing zone that provides transition between sidewalk and Parklet / Street Seat deck.

### ***Ramps, Step & Stairs***

Communication between terrace levels may be achieved with a ramp with a running slope not to exceed 1:20 (5%); steps or stairs. Any step or stair will require a warning strip at the nose of the step and handrails per building code.

## **Construction**

### ***Off-Site Construction***

To reduce time spent constructing within the right-of-way, we suggest you build as much of your Parklet or Street Seat off-site as possible. Many contractors find there are materials, such as the frame, that can be assembled off-site and delivered to the site later. The less time spent constructing in the right-of-way, the safer your on-site installation will be.

### ***Signs***

Every constructed Parklet and Street Seat must have two signs installed in places that are easily visible to pedestrians on the sidewalk. These signs will be provided by the City and indicate public and/or private hours and contact information.

# What You'll Need for Permits

Refer to [Appendix B](#) to see what permits you'll need.

## Encumbrance Permit Attachments

- Certificate of Liability with the holder as the "CITY OF BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401".
- Endorsement to Insurance Policy listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.
- Endorsement to Insurance Policy specifically listing the City as Additional Insured
- Sketch, photo, or blueprint of what you are proposing.
- Check for Total Amount Due.

All hosts are required to have insurance policy with \$1,000,000 general aggregate coverage in order to complete the Encumbrance Permit. **For local residents/community groups interested in creating a Parklet, insurance may be a difficult requirement. We suggest reaching out to a local business (e.g., AARP, Local Motion, etc.) and seeing if they would agree to cover the insurance requirement by adding the resident/community group as additional insureds on the policy.**

## Outside Consumption Permit

If alcohol service is desired in the Street Seat, submit your Outside Consumption Permit application at the same time you submit your Encumbrance Permit application.

## Building Permit Attachments

- Encumbrance Permit number
- Construction plans
  - 11"X17" or PDF -- Specification of how Parklet/Street Seat is being built (e.g., plan view, cross section, elevations, floor plans, etc.)
  - If used, professional seals must accompany plans provided by State of VT Registered Engineers and Architects

## Wastewater Service Permit

If table service will be provided in the Street Seat, submit a Wastewater Service Permit application to the State of Vermont.

## No Parking Signs/Meter Bags

Because Parklets and Street Seats will replace existing on-street parking, you must obtain No Parking Signs by 6:00 PM the day before beginning on-street construction. If your Parklet or Street Seat is replacing metered parking spaces, you must obtain a meter obstruction permit ("meter bags") from the Department of Public Works.

# Post-Installation

## Maintenance

As the host of a Parklet or Street Seat it is your responsibility to keep it in good condition, kept clean, and well-maintained, including any drainage channels. All moveable furniture must be brought in every night if it is not locked or affixed to the structure. If your Parklet or Street Seat sustains damage, it is your responsibility to fix it.

## Programming

If you are hosting a Parklet, having a plan to activate it is crucial for its success. It may be helpful to connect with organizations such as a [Project for Public Spaces](#) for creative programming ideas and guidelines.

## Renewal

Parklets and Street Seats that successfully complete the permitting process will enter a three-year permit, with an annual renewal process. If a host plans to renew their Parklet or Street Seat, the host must inform DPW by February 1st in fairness to new applicants.

Parklets and Street Seats will be automatically considered for renewal by the Selection Committee and License Committee if the two following conditions are met: 1) there is no conflicting construction project in the upcoming season and/or 2) there were no major concerns with the operation of the Street Seat or Parklet. [\[More detailed renewal process](#)

[forthcoming once renewal application form is created.\]](#)

## Changes to Design During Renewal

If you would like to change the design of your Parklet or Street Seat when renewing, you must submit updated plans with your renewal application and obtain an updated Building Permit.

## Changes to Ownership

If your Parklet or Street Seat is changing ownership when renewing, contact Elizabeth Gohringer at [egohringer@burlingtonvt.gov](mailto:egohringer@burlingtonvt.gov)/802-540-0370 to discuss this process.

## Parklet or Street Seat Removal

All Parklets and Street Seats must be removed from the right-of-way (ROW) by October 15th. During the off-season, it is the responsibility of the host to obtain storage for the structure.

There may be emergencies that require your Parklet or Street Seat be removed from the ROW earlier. Structures must be created so that they can easily be removed in these instances. We ask that you include an emergency contact number in your application that would be responsible for removing the Parklet or Street Seat if contacted by the city. In certain emergencies, the City may have to remove your structure at the sponsor's cost.



## Appendix A– Application Form

### PHASE 1: INITIAL APPLICATION



City of Burlington, Department of Public Works  
 645 Pine Street, Suite A | Post Office Box 849 | Burlington, VT 05402-0849  
 802.863.9094 VOX | 802.863.0466 FAX | 802.863.0450 TTY

### Parklet Application

#### Applicant Contact Information: *(List main project contact person)*

Full Name:

Organization Name:

Title:

Email Address:

Phone #:

#### Proposed Parklet Location:

Address of hosting business or organization:

Addresses and names of all businesses adjacent to your proposed parklet:

Number of parking spaces needed for your parklet (one parallel parking space is 20 ft long):

#### Project Vision:

Please provide one or two paragraphs that describe your parklet to help us understand what you're planning for the space. Consider the following questions:

- Why do you want to host a parklet?
- What do you hope it will do for your neighborhood?
- What do you see people doing in the parklet? What types of activities will it support?
- If you are a business, the parklet can be designated for use by patrons of your business during some or all of your regular operating hours. List the days and hours you plan to use/program the parklet for your business.

### Attached Document Checklist:

Before submitting your Parklet Application, be sure to familiarize yourself with the relevant materials and information, including:

- Fees and deadlines
- Construction guidelines
- Application process
- Permit requirements

Ensure these documents are included with this Application Form when submitting your application package. Please read through the Parklet Guidelines & Setbacks section of the Great Streets BTV Plan (p. 127-136) for details regarding the additional documents. Please check off the list when completed.

#### **Proof of Community Outreach & Support**

Applicants are strongly encouraged to submit at least 3 letters of support for the parklet, 2 of which should be from adjacent businesses.

#### **Existing Conditions Photos**

Please provide any photos that may help to describe the proposed parklet location and its existing conditions.

#### **Simple Site Plan**

Please submit a site plan that shows the following:

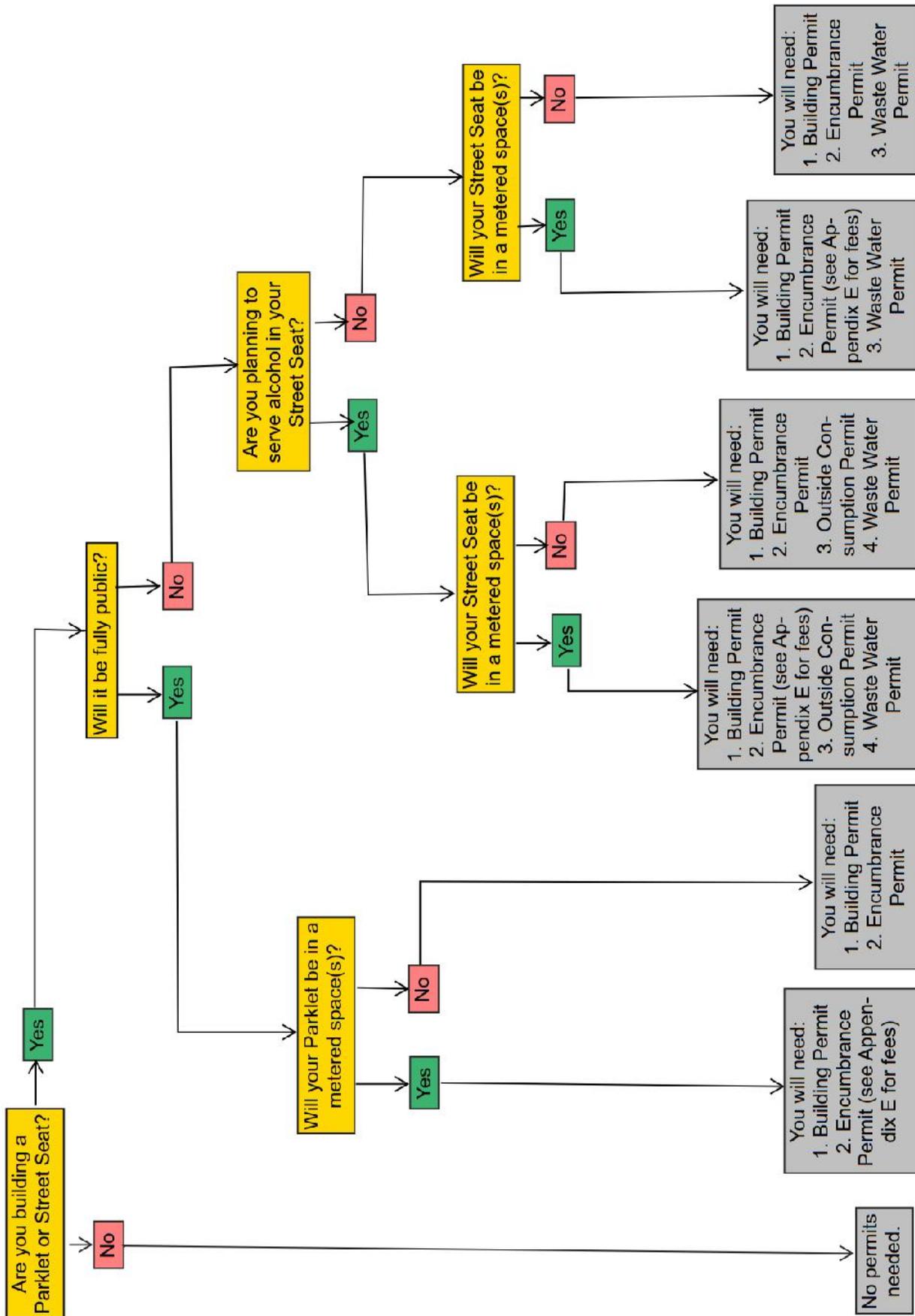
- Location of existing street fixtures (utility poles, parking meters, trees, sign posts, etc.) and their distance from the nearest edge of the proposed parklet
- Width of the adjacent sidewalk
- Distance to nearest crosswalk or intersection
- Parklet dimensions
- Proposed parklet features (seating, plantings, lighting, materials, etc.)

#### **Maintenance & Budget Plan**

Provide a detailed plan for the daily, monthly cleaning of the parklet as well as a proposed maintenance plan and budget set aside for repairs, replacements, etc. Please indicate if community partnerships will be used to assist in this.

**\*Placeholder for Renewal Application Form\***

# Appendix B– Permit Flowchart



# Appendix C– Building Permit



**ISD**  
**1**

## **BUILDING (BP)/STRUCTURAL PERMIT APPLICATION**

TO BE COMPLETED BY ALL PERSONS SEEKING A PERMIT FOR CONSTRUCTION WITHIN THE CITY LIMITS PURSUANT TO CHAPTERS 8 CODES OF ORDINANCES (SEE INSTRUCTIONS ON BACK BEFORE COMPLETING)  
[www.burlingtonvt.gov/dpw](http://www.burlingtonvt.gov/dpw)

802-367-9093 X-3

### **IDENTIFICATION**

Please Print or Type

**JOB SITE LOCATION:** STREET NUMBER, STREET ADDRESS & UNIT NUMBER

**PROPERTY OWNER NAME**

**PROPERTY OWNER'S ADDRESS** (IF DIFFERENT FROM JOB SITE LOCATION)

#### **PERMIT TYPE** (PLEASE CHECK ALL THAT APPLY)

- NEW CONSTRUCTION    SINGLE FAMILY    MULTIFAMILY    COMMERCIAL
- REMODELING    DEMOLITION    ASBESTOS    SIDING    ROOFING    FENCE
- OUT BUILDING    OTHER

**CONSTRUCTION PLANS MUST  
BE ATTACHED. SEE REVERSE SIDE**

#### **SUB-TRADES** (PLEASE CHECK ALL THAT APPLY TO THIS PROJECT)

- ELECTRICAL (EP)    HVAC / MECHANICAL (MP)    FIRE ALARM (AL)
- PLUMBING (PP)    SPRINKLER (SS)    SUPPRESSION (SU)

**ZONING PERMIT NUMBER HERE**

### **DESCRIPTION OF YOUR WORK**

### **\*\* CONSTRUCTION PLANS / SPECIFICATIONS REQUIRED \*\***

CONTRACTORS BUSINESS NAME

DATE CONSTRUCTION WORK WILL BEGIN

**ESTIMATED COST OF BUILDING  
ONLY**  
**DO NOT INCLUDE SUBTRADES COST**

\$

CONTRACTOR ADDRESS (IF DIFFERENT FROM PROPERTY ADDRESS)

CITY/TOWN

STATE

ZIP CODE

CONTACT PERSON

TELEPHONE#

EMAIL

**APPLICATIONS MUST BE COMPLETE SIGNED AND PAID FOR PRIOR TO CONSTRUCTION. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

I further certify that this document has been examined by me, and is, to the best of my knowledge and belief, true, correct, and complete.

**DO NOT SEND PAYMENT WITH YOUR PERMIT APPLICATIONS**

I have agreed to submit this application by electronic means. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By checking this box and typing my name below, I am electronically signing my application.

SIGN HERE ►

Signature of Owner or Authorized Representative

Title

Date

**\*\*\*METHODS ON SUBMITTING APPLICATIONS MAY BE FOUND ON REVERSE SIDE \*\*\***

**A CLEAN WORK SITE IS A SAFE WORK SITE.**

The purpose of this permit application form is to expedite your request for the permit(s) necessary for your project. There is additional information regarding permits issued by other City departments. Please provide as much information as possible when filling out this form.

After completing this form, it will be forwarded to the inspector who will be reviewing the application, plans and processing the permit. The inspector will direct any questions to the contact person indicated on the form, and notify that individual when the permit has been issued and ready for pick-up. The pick-up area will be the DPW Customer Service desk where the applicant will be required to sign and pay the permit fees.

**JOB SITE LOCATION:** This is the physical address where the permitted activity is occurring. Please include unit number.

**PROPERTY OWNER NAME:** Name of the person or entity that actually owns the property located at the job site.

**PROPERTY OWNER ADDRESS:** The address of the property owner if the property owner does not occupy the property located at the job site.

**PERMIT TYPE:** Please check the appropriate box your project will apply too. If you check "Other", please indicate the permit type in the blank provided.

**LAND-USE PERMITS:** A zoning permit is required when changes take place to the structure (including change of use) or lot coverage. Contact the Planning and Zoning Department at 865-7188.

**Note:** Every Zoning (Land use) Permit must have a Building (life safety/structural) Permit attached. Please make note that every open permit needs to be closed by way of approved inspections by that department's discipline.

**DESCRIPTION OF WORK:** Describe what work you are doing in this area. Also see Construction Plans.

**CONTRACTOR BUSINESS NAME AND ADDRESS:** The contractor may be you or another licensed professional. If you are self-contracting, leave this section blank.

**DATE CONSTRUCTION WORK WILL BEGIN:** Please indicate the date that you will be on the job and starting the work.

**ESTIMATED COST OF PROJECT:** Estimated cost of project shall mean total time and materials (T&M) for that specific trade. Each trade (i.e., building, electrical, plumbing, heating, etc.) will have their own ECC and when combined adds up to the grand total cost of the project. Apply only the T&M amounts allocated to complete your trade and specific part of the project. **DO NOT include any other cost when indicating your Estimated Cost of the project.**

**CONTACT PERSON:** The contact person for the project is the person whom the inspectors will contact and the one who

is identified in doing the job. The telephone number is one where that person can usually be reached during normal business hours.

**\*CONSTRUCTION PLANS:** Supporting plans documents and specifications on how it is being built, (e.g., plan view, cross section, elevations, floor plans, etc.) respective to structural and life safety codes need to be attached. For those projects that do not require plans such as replacement windows, kitchen remodels, etc., please use descriptive language to identify what and where the work is taking place. **MAXIMUM SIZE OF CONSTRUCTION PLANS: 11"X17" OR PDF OR DISK...PLEASE!**

Professional seals must accompany those plans provided by State of VT Registered Engineers and Architects. Descriptive language for interior remodel may be acceptable.

**PERMIT FEES BASED ON ESTIMATED COST OF**

**PROJECT:** A minimum permit fee of \$30.00 (includes the \$10 recording fee) will be applied to every permit equal to and less than \$2354.00. The fee will increase at a rate of \$8.50 for every \$1,000.00 from that point thereafter. An additional \$10 recording fee will be added to those permits where a Certificate of Occupancy is required. All fees are subject to change per Vermont State Statute, Title 32 Chapter 17 §1671.

**AFTER THE PERMIT IS ISSUED:** Types of Inspections for your project are located in the bottom left hand corner of your blue permit copy. If you have any questions regarding the type and timing of these inspections, please contact the inspector. **Note: to avoid additional fees, fines, or legal action, do not start your project(s) without first securing your permit(s).**

**YELLOW PERMIT CARD:** The yellow permit card is required to be displayed so that it is in full view from the street at all times during construction. The back of the card may have a checklist for inspector's signature to include phone numbers of the inspectors that helps streamline your project in the absence of another inspector. The inspector will bring this card back to Customer Service and they will use it to close out your permits and keep it on file. **DO NOT lose this card.**

**METHODS ON SUBMITTING PERMIT APPLICATIONS:**

Us Mail to; Inspection Services Division, DPW, 645 Pine St, Suite A, Burlington, VT 05401, Fax: (802) 863-0466, Drop Off at above street address or Email directly at [dpw-pinecustomerservice@burlingtonvt.gov](mailto:dpw-pinecustomerservice@burlingtonvt.gov)

**FORM OF PAYMENT: Check, credit card or cash. Please make all checks payable to: DPW/ISD**

**DO NOT SEND ANY TYPE OF PAYMENT WITH THE PERMIT APPLICATIONS**

DPW/ISD Customer Service

(802) 863-9094 x 8

Please contact Customer Service directly for property/permit activity and all other general questions.

Appendix D– Encumbrance Permit



CITY OF BURLINGTON  
 DEPARTMENT OF PUBLIC WORKS  
 645 Pine Street  
 Burlington, VT 05401  
 VOICE (802)865-7562  
 FAX (802)863-0466  
 TTY (802)863-0450  
[www.burlingtonvt.gov/DPW](http://www.burlingtonvt.gov/DPW)

**LONG TERM ENCUMBRANCE APPLICATION**

COMPANY \_\_\_\_\_

DBA NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ EMAIL: \_\_\_\_\_

LOCATION OF ENCUMBRANCE: \_\_\_\_\_

Permission is requested to allow/continue the encumbrance in the following area and manner (please describe fully, including size and physical barriers around the area i.e. trees, grates, parking meters, etc.)

Description (FULL DETAILS REQUIRED) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICATION FEE: \$25 TOTAL SQUARE FOOTAGE OF AREA ENCUMBERED: (\$1 PER SF) \_\_\_\_\_

PLEASE ATTACH: TOTAL DUE: \_\_\_\_\_

1. Certificate of Liability Insurance with holder as the "CITY OF BURLINGTON, BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401".
2. Endorsement to Insurance Policy (separate from the Certificate of Insurance) listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.
3. Endorsement to Insurance Policy (separate from the Certificate of Insurance) specifically listing the City as Additional Insured.
4. Sketch, photo, or blueprint of what you are proposing.
5. Check for Total Amount Due. (\$25 Application fee + \$1 per square foot)

**\* If this application is for a Parklet/Street Seat, attach letter from DPW.**

**ENCUMBRANCE NOT VALID UNTILL PERMIT IS ISSUED. PERMIT WILL BE ISSUED AFTER CITY COUNCIL APPROVAL.**

\_\_\_\_\_  
 Signature Date

For Office Use Only			
Amount received	Date	Payment info	Sent to Attorneys
_____	_____	_____	_____

## Appendix E– Meter Costs

Meter Type	Photo	Rate
Smart Meter		\$1.50/Hr.
Yellow-Top/Blue-Top		\$1/Hr.
Brown-Top		\$0.40/Hr.
Kiosk		\$1.50/Hr.

## Meter Encumbrance Rate

In an effort to promote public access in Parklets and Street Seats, structures encumbering metered parking spaces will be assessed a fee based on a pro-rated structure rather than paying the traditional max-daily rate for metered spaces. The fee will be calculated by DPW staff such that fees are lower as more public access is provided. Parking fees will be charged during the hours of parking enforcement in which the Street Seat is not fully open to the public.

Parking enforcement occurs between 9 am—9 pm in the downtown core (encompassing Cherry Street to Main Street and Pine Street to Winooski Avenue) and 9 am—6 pm outside of the downtown core.

If you have a question about what your fee will look like, please contact Elizabeth Gohringer at [egohringer@burlingtonvt.gov](mailto:egohringer@burlingtonvt.gov)/802-540-0370.

	Business Hours	# of Parking Spaces	Smart Meter (\$1.50/Hr.)	\$1/Hr.	No Meter
Business A	4 PM—2 AM	1	\$1,000	\$285	\$113
Business B	11 AM—11 PM	2	\$3,925	\$2,625	\$201
Public Parklet	None	1	\$113	\$113	\$113

Fully public parklets encumbering metered parking spaces will be charged the standard encumbrance fee (\$1 per square foot and \$25 application fee).

The chart below shows examples of what this fee might look like depending on the hours of public access and the location of the Parklet/Street Seat.

# Appendix F– Outside Consumption Permit



## OUTSIDE CONSUMPTION PERMIT

**Application Fee \$20.00**

Name of Licensed Premise (Corporation/Partnership/Individual, d/b/a)

\_\_\_\_\_

d/b/a

\_\_\_\_\_

Address

Town/City

\_\_\_\_\_

License Number

Email or Fax #

\_\_\_\_\_

Outside consumption would be in the area described below: (describe fully, including size, physical barriers, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please remember that this outside consumption permit is an extension of your license to serve alcohol beverages, and that the same rules apply in this area as do in the regularly licensed premise area.**

Outside Consumption time period (hours) from \_\_\_\_\_ to \_\_\_\_\_

Permanent Use  (Permanent use will be considered year round use)

Occasional Use

Day(s) Requested \_\_\_\_\_

Hours Requested \_\_\_\_\_

Signature of Licensee \_\_\_\_\_

**OUTSIDE CONSUMPTION PERMITS MUST FIRST BE APPROVED BY YOUR TOWN/CITY CLERK**

Please check one: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Town/City Clerk Signature \_\_\_\_\_

Date  
Rev. 10/06/2017

# Appendix G– Wastewater Service Permit *\*must be filled out online*

Version 1.5 - Revised: 8/9/2017

## Drinking Water & Groundwater Protection Division - Permit Application Wastewater System & Potable Water Supply



### For Office Use Only:

Application#	PIN#	Date Complete Application Received
<input type="text"/>	<input type="text"/>	<input type="text"/>

### General Information:

**IMPORTANT:** This application form **IS NOT** intended to be printed and filled out by hand. Because of the dynamic nature of the form, it is required that the information be typed directly into the fields using a computer.

In most cases a licensed designer will be required for your project and to help complete this application form. There are also line-by-line instructions available to assist with completing this form: .

**NOTE:** We strongly suggest referring to the application instructions while completing this application form.

### A. Prior Permits

1 Please enter any prior or related WW permit or Act 250 permit number(s) (if applicable)

### B. Project Name

1 Please enter a name that can be used as a reference for the project

### C. Landowner Information

[Remove This Landowner](#)

#### Landowner Name

1 Legal Entity/Organization Name (if the Landowner is a legal entity or organization rather than a person)

2 Landowner First Name (and Middle Initial if appropriate)

3 Landowner Last Name

#### Landowner Contact Information

4 Mailing Address Line 1

5 Mailing Address Line 2

6 City

7 State/Province

8 Country

9 Zip/Postal Code

10 Email Address

11 Telephone

#### Landowner Certifying Official Information (if applicable)

12 First Name (and MI if appropriate)

13 Last Name

14 Title

15 Email Address

16 Telephone

[Add Another Landowner](#)

### D. Primary Contact Information (if other than Landowner)

1 First Name (and Middle Initial if appropriate)

2 Last Name

3 Company/Organization Name

4 Mailing Address Line 1

5 Mailing Address Line 2

6 City

7 State/Province

8 Country

9 Zip/Postal Code

10 Email Address

11 Telephone

**E. Lot(s) Affected by this Project**

1 Please list any and all proposed lots or existing parcels that are directly affected by this project. If this application is an amendment to a previous project, please use consistent lot numbers.

(a) Existing or Proposed Lot	(b) Lot Number	(c) SPAN	(d) Parcel ID	(e) Acres	X
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
(f) Book Number (ref. 1)	(g) Page Number(s) (ref. 1)	(h) Book Number (ref. 2)	(i) Page Number(s) (ref. 2)	(j) Book Number (ref. 3)	(k) Page Number(s) (ref. 3)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(l) Comments					
<input type="text"/>					

[Add Another Lot](#)

**F. Project Information**

1 Project Description

2 Total Acreage of Property  3 Town (primary)  4 Town (secondary - if located in more than one town)

5 Street Address (911 address if available, otherwise a brief description of the location)

6 Center of property GPS coordinates - Enter the approximate center of the project coordinates using GPS set for NAD83 or as derived from a map (map must be based on NAD83).

(a) Latitude (in decimal degrees to five decimal places, ex. 44.38181°)  (b) Longitude (in decimal degrees to five decimal places, ex. -72.31392°)

7 If someone from the Drinking Water & Groundwater Protection Division's Regional Office has been to the property for a site visit, please indicate who visited the property and the date of the visit.

(a) Name of Staff Person  (b) Date of Visit (m/d/yyyy)

**G. Application Fee**

Please refer to the prior to selecting the Application Fee Code for your project below.

1 Select Application Fee Code  2 Fee Amount Due

**H. Wastewater System and Water Supply Component Details**

**Component Information:**  
**PLEASE READ:** The purpose of this section is to provide supplementary information for system components when there are proposed changes to existing conditions or previous permits. In the case that the application includes site plans, the component names on this worksheet must match those on the site plans. If there is a prior permit, the component names must be labeled consistent with plans from the prior permit(s). It is **\*required\*** that, at a minimum, the following component types must be included for each application: final disposal; pre-treatment (if applicable); building unit(s); water treatment (if applicable); and water source. To add components after the third entry, click the green button labeled "Add Another Component". You may also insert components between components you've already added by clicking the "Insert Component Between" button. For large projects with many components, you may consider using the "Show/Hide Component Set Separator" button to separate sets (or groups) of connected components by naming each set. For additional instructions, please review the appendix to the application instructions: .

**Component 1 Information**

[Show/Hide Component Set Separator](#) [Remove This Component](#)

Component Group Type  Component Type

--Component 1 Details--

Component Name

[Insert Component Between](#)

**Component 2 Information**

[Show/Hide Component Set Separator](#) [Remove This Component](#)

Component Group Type <input type="text" value="Building"/>	Component Type <input type="text" value="2047"/>
--	--

**--Component 2 Details--**

Component Name <input type="text" value="Example - 3 Bedroom Home.."/>	<input type="button" value="Insert Component Between"/>
--	---

**Component 3 Information**

Component Group Type <input type="text" value="(WS) Source"/>	Component Type <input type="text"/>
---	-------------------------------------

**--Component 3 Details--**

Component Name <input type="text" value="Example - Lot 1 Well.."/>	<input type="button" value="Insert Component Between"/>
--	---

**I. Project Plan Reference**

1 Please provide the following information for all water supply and wastewater system plans being submitted.

(a) Sheet#	(b) Title	(c) Plan Date	(c) Last Revision Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**J. Project Scoping Questions**

- 1 Does this project involve the replacement of a failed wastewater system?  Yes  No
- 2 Does this project involve the replacement of a failed water supply?  Yes  No
- 3 Does this project involve construction within the buffer for a Class 2 Wetland?  Yes  No
- 4 Does this project involve construction within a river corridor?  Yes  No
- 5 Is the property within 250 feet of the mean water level of lakes greater than 10 acres in size?  Yes  No
- 6 Will the project require a public water supply permit?  Yes  No
- 7 Is any portion of the proposed wastewater system located in a Water Source Protection Area (SPA) as designated by the Drinking Water & Groundwater Protection Division?  Yes  No
- 8 Does this project require an Underground Injection Control Permit?  Yes  No
- 9 Is this project located in a Class A Watershed?  Yes  No
- 10 If this project is in a Class A Watershed, does the design flow for the project exceed 1,000 gpd or is the project located on the same lot as other buildings, structures, or campgrounds where the total design flow for the lot is greater than 1,000 gpd?  Yes  No  NA
- 11 Are any of the proposed water sources located within 1 mile of a hazardous waste site as designated by the Waste Management & Prevention Division and identified on the Agency mapping website (if Yes, please submit additional information on the site)?  Yes  No
- 12 Does any building(s) on the property or the proposed project include any floor drains?  Yes  No
- 13 If there are existing floor drains, where do they discharge?
- 14 Does this project involve only a single family residence with no in-home business?  Yes  No

**K. Consultant/Designer Certification**

**Consultant/Designer Certification & Copyright License**

*"I hereby certify that in the exercise of my reasonable professional judgment, the design-related information submitted with this application is true and correct, and that the design included in this application for a permit complies with the Vermont Wastewater System and Potable Water Supply Rules and the Vermont Water Supply Rules.*

*As the individual who prepared this application, including all documents that are marked as copyrighted, I hereby grant a non-exclusive, limited license to the State to allow the documents to be made available for public review and copying in order to properly implement and operate the permitting programs for Wastewater Systems and Potable Water Supplies, and for no other purposes. As a condition to this license, the State agrees that it will not make any changes to such documents, nor will the State delete any copyright notices on such documents."*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Consultant/Designer Role	Print Consultant/Designer Name	Consultant/Designer Signature	Signature Date

**L. Signatures & Acknowledgements of Landowner(s)**

*This application must be signed by each Landowner listed on the property deed or by individuals with legal authority to sign on behalf of each Landowner. In order to insure compliance with the requirements of the regulations administered by the Department of Environmental Conservation, Drinking Water and Groundwater Protection Division, it may be necessary to visit the property. As this would involve a Department employee entering private property, we request your approval to do so.*

If we do visit your property, do you have any special instructions?

*"By signing this application, I certify that I am a landowner listed on the property deed or that I have the legal authority to sign on behalf of the landowner. I understand that by signing this application I am granting permission for the Department employees to enter the property, during normal business hours, to insure compliance of the property with the applicable rules of the Department.*

*I also understand that I am not allowed to commence any site work or construction on this project without written approval from the Department of Environmental Conservation.*

*If my project utilizes an Innovative/Alternative System or Product, I have received a copy of the Drinking Water & Groundwater Protection Division's approval letter and agree to abide by the conditions of the approval.*

*I also certify that to the best of my knowledge and belief the information submitted above is true, accurate and complete."*

Print Landowner Name

Landowner Signature

Signature Date



Add Landowner Signature Block

Burlington Department of Public Works Commission Meeting  
Draft Minutes, September 18, 2019  
645 Pine Street

**Commissioners Present:** Tiki Archambeau (Chair); Jim Barr; Chris Gillman, Brendan Hogan (Vice Chair); Solveig Overby (arrived 6:40 p.m.); Peggy O’Neill-Vivanco

**Item 1 – Call to Order – Welcome – Chair Comments**

Chair Archambeau calls meeting to order at 6:35 pm and makes opening comments.

**Item 2 – Agenda**

Commissioner Barr made a request to remove Item 4B from the consent agenda and make it 4.1 on the deliberative agenda

Commissioner Barr made motion to accept agenda with consent item 4B being placed on the deliberative agenda as 4.1

Commissioner O’Neill-Vivanco seconded

Unanimous approval

**Item 3 – Public Forum**

Miranda Brown – 5<sup>th</sup> grader at Champlain Elementary stated that Locust Street and Locust Terrace needs a crosswalk.

Sharon Bushor – stated that proposed bumpout at YMCA redevelopment must be carefully designed to not limit traffic circulation.

Jesse Fitzgerald – 6<sup>th</sup> grader at Edmunds stated that there needs to be crosswalk at Locust Street and Locust Terrace.

Heather Fitzgerald – agrees with her son that an intersection is needed on Locust Street and Locust Terrace.

Jason Van Driesche – supported crosswalk at Locust Street and Locust Terrace and asked for more communication.

Caryn Long stated concern about how items get on the consent agenda highlighting the Henry Street Market loading zone as an example. She also stated support for keeping traffic light at Church Street and Pearl Street.

Zipora Perry – stated support for a crosswalk at Locust Street and Locust Terrace.

Michael Long – stated concern about how the department engages residents on issues such as the Henry Street Market, traffic and paving.

Barbara White – expressed concerns about the crosswalk and traffic signals at the intersection of College Street and Battery Street.

Ali Dieng is concerned with responsiveness on departmental projects including the Maple Street and St. Paul Street intersection and traffic calming on Gosse Court.

April Howard stated support for a crosswalk at Locust Street and Locust Terrace.

#### **Item 4 – Consent Agenda**

- A 242 North Winooski Avenue Parking Space
- B Colchester Avenue 15-Minutes Parking
- C Flynn Avenue Parking Removal for Crosswalk at Richardson Street
- D Update iMarket Parking Agreement to increase from 10 to 15 parkers
- E No Parking Zone on N. Avenue adjacent to Ward Street
- F Removal of one accessible (ADA) parking space at 23 Hayward Street
- G Proposed accessible (ADA) parking space on So. Union Street

Item B has been removed from Consent Agenda and is now Item 4.1

Commissioner O’Neill-Vivanco made a motion to accept the Consent Agenda with Item B moved to the Deliberative Agenda.

Commissioner Barr seconded

Unanimous approval

#### **Item 4.1 – Colchester Avenue 15-Minute Parking**

Staff provided an overview of the recommended changes to the on-street parking regulations adjacent to Kampus Kitchen. Commissioners Archambeau, Barr, Overby, Hogan, Gillman asked questions about the proposal and explored alternative regulations. Caryn Long asked who monitors the 15 minutes parking. Councilor Bushor stated that people who returned to Colchester Avenue after the summer break found they no longer had parking available to them. This action has disrupted people’s lives and you added more parking for Kampus Kitchen and less parking for the residents or tenants.

The Commission asked when these changes, if approved, would go in effect. Director Spencer stated that there is approximately a 30-day notice period before signs go up. The Commission discussed what level of data collection should occur once changes are made to determine whether additional changes are warranted.

Commissioner Barr made a motion to accept staff’s proposal of two existing 15-minute spaces in front of 291 Colchester Avenues time be altered from 6 am to 9 am & alter the 3 15-minute parking spaces located directly in front of Kampus Kitchen between the house of 6 am to 9 pm to include Sundays. Commissioner O’Neill-Vivanco requesting traffic study on the amount of use of the two spots on Sunday.

~~Commissioner Barr made a motion to accept staff's proposal. Commissioner O'Neill-Vivanco requesting traffic study on the amount of use of the two spots on Sunday. Commissioner Hogan seconded.~~

Commissioner Archambeau "Nay"  
Commissioner Barr "Aye"  
Commissioner Gillman "Aye"  
Commissioner Hogan "Aye"  
Commissioner O'Neill-Vivanco "Aye"  
Commissioner Overby "Aye"  
Commissioner Hogan "Aye"

### **Item 5– Ethan Allen Parkway Parking Regulations**

DPW is proposing a northbound bike lane on Ethan Allen Parkway and a southbound-shared lane from North Avenue to Farrington Parkway. There would be parking restrictions between Farrington Parkway and North Ave for the bike lane (see handout for clarifying motion language). Commissioners Gillman, Overby, Barr and O'Neill-Vivanco asked questions with Director Spencer and Senior Transportation Planner Losch responding. Cindi Wight, who is a resident of 51 James Avenue, is a bike commuter and is in support of the bike lane. Keith Wight stated that Ethan Allen Parkway is an important connector to the bike path and is in support of this.

Commissioner Hogan made a motion to accept staff's recommendation to prohibit parking on Ethan Allen Parkway between North Avenue to Farrington Parkway.  
Commissioner Barr seconded  
Unanimous approval

### **Item 6– Designation of City Managed Northern Waterfront Lot & Traffic Regulations**

Director Spencer explained that there was ambiguity in regards to the Commission's action in July due to multiple staff memos with different motion language. As a result, staff is requesting the Commission clarify its direction at this meeting.

Commissioners Archambeau, Overby, Gillman comment on this item with Director Spencer, Assistant City Attorney Haesler, and Associate Engineer Peterson responding.

~~Commissioner Overby expressed concerns with the process, about how this public/private parking arrangement with Burlington Harbor Marina was structured, the terms of the agreement. Additionally, she expressed concern that approval of the proposed ordinance language was an endorsement of the arrangement with the Burlington Harbor Marina.~~

Commissioner Overby expressed concern that approval of the proposed ordinance language was an endorsement of 40 years of exclusive private parking arrangements for the Burlington Harbor Marina between May 15 and Oct. 15, for 42 spaces in the new 68 space Northern Waterfront parking lot. This arrangement had not been reviewed or approved by the Public Works

Commission prior to the City's signing of any MOUs with the marina developer, which is required by the Burlington City Charter.

Commissioner Overby provided the Commission a copy of the Burlington City Charter section, Article 19, Item 58 (C), which states that the Public Works Commission "shall also from time to time recommend to the City Council the acquisition or construction of municipal parking lots or garages, and the City Council shall not authorize such acquisition or construction without such recommendation, nor shall the City Council dispose of or lease to others for operation any municipal parking lot or garage without the recommendation of the Board [Public Works Commission]."

City Attorney Richard Hessler stated that the Northern Waterfront Lot was originally intended to be managed by Parks, but due to the reasons outlined in Director Spencer's memo, it was decided later in the process to have DPW take over the management of the lot. He stated the approval of the project's Development Agreement included many public City Council meetings. He stated that it should be noted there is an entirely separate process for Parks to build and manage their own parking, separate and apart from the parking lots and garages managed by the Public Works Commission. The Parks Department manages multiple parking lots. Therefore, the only way for this lot to now be managed by the Public Works Commission is for the Commission to vote to accept it after the fact. Accept it after its construction. A vote to accept it for DPW management now would in essence waive those provisions of Commission review which would occur before construction and accept the lot now. Alternatively, the Commission could reject that, and the lot would then need to be managed by the Parks Department instead.

City Councilor Bushor stated it was in City Council a number of times regarding the marina and part of that was parking.

Michael Long thanks Director Spencer for explaining why DPW wants to manage. Before it was immaterial to him if it was managed by Parks or managed by Public Works. That said, he feels that parking on the waterfront should be public.

Parks Director Wight explained parking policy for their marina on the waterfront.

Caryn Long feels that this was a backwards deal and asked questions about the terms.

The Commission and staff discussed collaboration with Parks and how parking is, and could be, managed at other park and recreational areas.

~~Commissioner Overby moved to approve the proposal with the exception of revised language for Section 19—keeping parking in the metered lots is one dollar per hour with a maximum daily rate of \$8.00 from May 1<sup>st</sup> through October 31<sup>st</sup> and forty cents an hour from November 1<sup>st</sup> through April 30<sup>th</sup> and strike the rest of the paragraph language.~~

[Commissioner Overby made a motion that the portion of the language endorsing the exclusive parking for marina patrons be removed from the proposed ordinance language for this item, to allow the proposed public parking kiosk rates to be voted on, and that the proposed marina parking language be scheduled for review at a future Public Works Commission meeting.](#)

Commissioner Archambeau seconded.

Commissioner Archambeau, Gillamn, Overby, O’Neill-Vivanco, Haesler and Spencer discuss.

Chair Archambeau stated that reflecting on the motion here as passed around by Commissioner Overby here and just to note it includes Item 23, seconded by me all in favor of the motion say Aye

Commissioner Overby “Aye”

Commissioner Archambeau “Aye”

Opposed: Gillman, Barr, Hogan, O’Neill

Motion does not pass

Commissioner Barr makes a motion to approve the recommendation in the packet with one small change to add “city owned/DPW managed” in Section 23 to increase clarity.

Commissioner O’Neill-Vivanco seconded.

Commissioner Barr, Hogan, O’Neill-Vivanco and Gillman “Aye”

Commissioner Overby and Archambeau Nay.

The motion passes.

### **Item 7 – Rescheduling of October meeting**

Commissioner Barr made a motion to accept the change of October meeting to the 23<sup>rd</sup>. Commissioner O’Neill-Vivanco seconded.

Unanimous approval.

### **Item 8 – Commissioners FY19 Annual Report**

Chair Archambeau and Mr. Goulding distribute copies of the draft annual report.

Commissioner Barr makes a motion to accept the report as amended.

Commissioner Hogan seconds.

All in favor of motion say Aye.

Unanimous approval.

### **Item 9 – Approval of Draft Minutes from July 17, 2019**

Commissioner Overby stated that on Item 9 she did not vote nay, people might have been unsure of answer as I was on phone but I stated Aye.

Commissioner Barr made a motion to accept the minutes with the one change

Commissioner O’Neill-Vivanco seconded

Unanimous approval.

### **Item 10 - Director’s Report**

Director Spencer introduced the new City Attorney that will be working with Public Works is Tim Devlin. He highlighted other items in his written Director’s Report.

### **11 - Commissioner Communications**

Commissioner Overby stated that the pedestrian activated light that is at the end of bus terminal ~~it’s is~~ a very long cycle. Regarding the Sstoplight at the top of Church Street, she is hoping that after the bike lane on Pearl St which is really important to be there and maybe not a ~~talked about a~~ rapid flashing beacon. Director Spencer stated that we have held on the implementation of that RRFB at the Church Street location given public input that we have received to date that has been significant in wanting to keep ~~ing~~ the signal there.

Commissioner Barr stated that ~~in one of the challenges in~~ Ward 1 is the -residential parking program in determining whether or not we look for residential parking only on Chase Street and potentially Barrett Street and Mill Street to help take on those spaces from Colchester Avenue that were removed. Does RPP allow for residential own parking or is it does it just talk about streets? Director Spencer the RPP plan for new RPP Requests to explore zones. Does allow staff to recommend street-by-street approach or zone approach. If approached for zone approach staff is welcome for that. We will evaluate as well to provide some kind of short-term parking on the streets and that is likely something that we will also be bringing forward.

Commissioner Hogan asked about project updates and ways to expedite project delivery. The conversation about the Locust Street desired crosswalk there is obviously a desire there but in terms of solutions and a path, forward there must be opportunities with temporary materials to make a difference in the calming and the human experience on that street.

Commissioner Chair Archambeau – construction St. Paul and Maple. ~~Did not know what great streets involved.~~ Intersection not done yet and people are passing judgment as if it is. Is it because they have been allowed to use that intersection? Maybe keep public away from intersections that are not yet complete.

Chair Archambeau - Locust Street talked about earlier tonight. Crosswalk has been removed. ~~No it's not going to happen there a block east / what will it take to have that intersection~~ Plans were discussed for a crosswalk on block east. Chair Archambeau asked what investment it would take to have a crosswalk at the intersection of Locust St. Director Spencer explained that we are evaluating feasibility and will have a neighborhood meeting by the end of the year. We can always work ~~on how~~ on how we communicate with the public and how we are prioritizing projects. Installed at least ten new crosswalks in Burlington this year.

Chair Archambeau asked whether the loading zone in front of Memorial Auditorium could be removed and turn into parking spaces is that a feasible option? Director Spencer said it was being evaluated and he'd check on the status of that and get back to you.

Chair Archambeau inquired about sign posts on Ward Street.

#### Item 12 – Adjournment

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

Meeting adjourned at 10:30 p.m.

Burlington Department of Public Works Commission Meeting  
Draft Minutes, October 23, 2019  
1 North Avenue, Burlington Police Department Community Room  
Meeting video link: <https://www.cctv.org/watch-tv/programs/burlington-public-works-commission-146>

**Commissioners Present:** Tiki Archambeau (Chair); Jim Barr; Chris Gillman, Brendan Hogan (Vice Chair); Solveig Overby (arrived 6:40 p.m.); Peggy O’Neill-Vivanco

**Commissioner Absent:** Pablo Bose

**Item 1 – Call to Order – Welcome – Chair Comments**

Chair Archambeau calls meeting to order at 6:35 pm and makes opening comments.

**Item 2 – Agenda**

Commissioner Barr moved to accept the agenda.

Commissioner Hogan seconded.

Unanimous approval.

**Item 3 – Public Forum**

- Dov Stucker – Route 127 and Manhattan Dr intersection safety
- Jillian Stucker – Route 127 and Manhattan Dr intersection safety
- Sasha Stucker – Route 127 and Manhattan Dr intersection safety
- Lynn Martin – Route 127 and Manhattan Dr intersection safety
- Aaron Keich – Route 127 and Manhattan Dr intersection safety
- Amy Cudney – Manhattan Dr safety
- Ruby (last name not given) – Route 127 and Manhattan Dr intersection safety
- Willa Saunders – Route 127 and Manhattan Dr intersection safety
- Missa Aloisi – Route 127 and Manhattan Dr intersection safety
- City Councilor Max Tracy – Route 127 and Manhattan Dr intersection safety and Street Seats feedback
- City Councilor Sharon Bushor – Colchester Ave pedestrian safety and Kampus Kitchen parking
- Jason Suffle – Colchester Ave striping and crosswalk at Chase Ln, bike/pedestrian funding and Battery St

**Item 4 – Consent Agenda**

- A Parking Agreement for Real Estate Vermont
- B Parking Agreement for Path
- C Parking Agreement for Raintree
- D Proposed ADA Space At 96 Grant Street

Commissioner Barr made a motion to pass the consent agenda.

Commissioner O’Neill Vivanco seconded.

Unanimous approval.

## **Item 5 – Generic Lakeview/College Parking – Jeff Padgett**

Interim Assistant Director – Parking & Traffic Jeff Padgett requests authority to sign standard-term parking contracts for downtown garages and lots in order to be more responsive to customers, maximize revenue, and improve operational efficiency.

The Commission discussed the term of the proposed delegation, managing occupancy, annual parking reports to the Commission, and EV parking spaces. City Councilor Bushor spoke to ensuring adequate public parking for transient users.

Commissioner ~~Arhambeau-Overby~~ moved to:

- Approve the attached standard Parking Agreement for issuing parking permits to licensees and permit holders in the Lakeview and College Street Parking Structures.
- Delegate to the Director of Public Works the authority to enter into standard Parking Agreements with potential licensees through February 2021.
- Require staff to present to the Commission annually, proposed for each February, where the Commission will be briefed on occupancy, revenue, and operations before the Commission will determine whether to extend the delegated authority.

Commissioner Gillman seconded.

Unanimous approval.

## **Item 6– Street Seats and Parklets Pilot Update**

DPW Transportation Planner Elizabeth Gohringer and CEDO staffer Will Clavelle reported on the results of the 2019 Street Seats pilot. They reviewed the pilot’s operation (5 applicants, 3 established Street Seats, no safety concerns) and the public and business feedback which overall was positive. Based on the 2019 pilot results, staff is recommending formalizing the Street Seat and Parklet program in 2020 and sought Commission input on scope and fees.

Commissioners discussed parking space limits downtown (up to 10 spaces was generally supported), the mix of public and private hours of the Street Seats, the geographic area overall and fees. There was a desire to balance businesses paying for encumbering the public right-of-way and for having Street Seats with more public hours. Staff plans to present a draft program guide for Great Seats at the November Commission meeting.

## **Item 7 – Narrow Streets Update**

DPW Associate Engineer Phillip Peterson provided an update on the management of narrow streets within the City and shared proposed updates to the departmental policy on narrow streets. The policy seeks to balance the parking needs of adjacent residents with the access needs for emergency and street maintenance services. Last winter, the Commission approved seasonal parking restrictions on three of the most constrained streets (Germaine St, Latham Ct and Hoover St), and this season staff has been evaluating Russell and Charles streets. There is an upcoming public meeting to discuss potential seasonal parking restrictions on Russell and Charles on October 30. Based on public

input and additional evaluation, staff may return to the Commission seeking seasonal parking restrictions in November.

### **Item 8 – Format for Minute Taking – Director Spencer**

Director Spencer passed around a memo to Commissioners providing guidance on minute taking at DPW Commission meetings. Commissioners provided input on the memo.

- Minutes should include the full motion, whether or not it is listed in the packet.
- If Commissioner wants something captured in the minutes, they can mention it during the meeting or request revisions to the minutes.
- Add hyperlink to CCTV video on DPW Commission webpage to make video access easier.
- Commissioners would like to get the draft minutes emailed to them soon after the meeting so that they can provide any revisions while the meeting is fresh in Commissioners' minds.

Staff will update the guidance memo accordingly.

### **Item 9 – Approval of Draft Minutes of 9-18-19**

Commissioners Archambeau and Overby have proposed edits to the September minutes. Approval of the minutes were deferred to the next Commission meeting so that the modifications can be made to the minutes.

### **Item 10– Director's Report**

Director Spencer updated the Commission on the following items:

- Water Resources rate study open house on October 29, 6-8p.m. at Contois Auditorium.
- Winooski Avenue Transportation Study advisory committee meeting is on October 22, 2019 from 7-9p.m. at the Firehouse Gallery.
- Narrow Streets public meeting is scheduled for October 30, 2019 at 6:30 p.m. for the residents of Charles Street and Russell Street at the Boys and Girls Club Learning Center.
- Staff work on Route 127 and Manhattan Dr issue and upcoming meeting with residents.
- St Paul Street is open to through traffic and the punch list is almost complete. The curb changes made to the intersection of Maple Street and St. Paul Street have been positively received.
- ~~There was a Champlain Parkway meeting on 9/26/19 to present information and solicit input from the residents of King St and Maple St neighborhoods.~~
- ~~Permit Reform related construction at 645 Pine Street is well underway. Many staff are temporarily located to locations outside of the building, our customer service staff are in the front conference room, and Director Spencer appreciated staff and the public for their patience during construction.~~

### **Item 11 – Commissioners Communications**

Commissioner O'Neill-Vivanco

- Asked to find a way to prioritize projects and more clearly communicate on the projects.

- Wants to discuss options for more dedicated walk/bike infrastructure funding.
- Asked about planned Mansfield Avenue multi-use path and sale of the convent.

Commissioner Barr

- Inquired about Colchester Avenue bike lanes, Chase Ln crosswalk and area parking management.

Commissioner Hogan

- Seeks recap of the 2019 construction season and how the department will further strengthen communication with the public
- The sidewalk aprons on Union and Maple Street are not finished still making it dangerous for people walking to Edmunds School.
- Would like to know about traffic calming procedures and how to expedite the process.

Commissioner Overby

- Seeks additional clarification regarding the role of the Public Works Commission in recommending and/or approving private parking in public parking lots.

~~Commissioner Chair~~ Archambeau

- Stated ~~a resident -vehicles reported -vehicles speeding~~ on Manhattan Dr are traveling too fast and would like to see action to address issue especially by the Boys and Girls Club.
- New Commissioner Pablo Bose will not be with us until December meeting.

## **Item 12 - Adjournment**

Commissioner Barr made motion to adjourn meeting.

Commissioner O'Neill-Vivanco seconded.

Unanimous approval.

Meeting ended at 10:00 p.m.



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

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To: DPW Commissioners  
Fr: Chapin Spencer, Director  
Re: **DPW Director's Report**  
Date: November 14, 2019

**WINOOSKI AVE CORRIDOR STUDY:**

The Winooski Transportation Study is a comprehensive transportation study of the entire Winooski Avenue corridor, developing multimodal improvement strategies that address safety, capacity, and connectivity. It started in the summer of 2018. We hosted a public meeting for the initial recommendations for the project on Wednesday, October 13. The initial near term recommendations include removal of parking on the east side of Winooski Avenue to accommodate continuous bike lanes along the corridor and intersection improvements. Over 100 people attended and we received a lot of public feedback. We will be summarizing the public input and bringing the recommendations to the DPW Commission at an upcoming meeting. The presentation and other materials from the November 13 meeting can be found here: [www.tiny.cc/WinooskiAveStudy](http://www.tiny.cc/WinooskiAveStudy)

**WATER RATE STUDY OPEN HOUSE:**

Following up from our briefing last month, the public engagement kicked-off with an Open House on October 29, 6-8pm at Contois Auditorium. Approximately 25 people attended. Our Water Resources team is presenting to Neighborhood Planning Assemblies this month. We look forward to presenting to the DPW Commission this month as well. We aim to have draft recommendations for the public, the DPW Commission and the City Council to review in February and March – with a final proposal ready in April 2020. <https://www.burlingtonvt.gov/DPW/Water/AffordabilityProject>

**TRAFFIC CALMING PROGRAM OVERHAUL:**

Following up on our update to the Commission over a year ago, our consultant has completed a report that provides a framework for overhauling our traffic calming program. We plan to bring the report to the Commission in December and discuss our next steps. The traffic calming program is over 20 years old and is in need of updating. We currently have 11 requests in queue and members of the community are seeking quicker action on these requests.

**MANHATTAN/PARK AND MANHATTAN/CHAMPLAIN INTERSECTIONS:**

Following up from recent requests we've received residents and parents to evaluate these two intersections for additional safety improvements, staff have met with residents on-site on 10-31-19. Based on resident requests, we have installed a radar speed feedback sign on Route 127 for southbound traffic. We have a number of other strategies (both short term and long term) that we are evaluating.

**TRAFFIC REQUESTS:** As of 11/14/19, we have 47 traffic requests in queue – we had 45 in queue last month.

**645 PINE STREET RENOVATIONS**

The renovation of 645 Pine Street to better serve the public and integrate the Permitting and Inspections Department is continuing to progress on time and on budget. We expect this work to be

completed in early December. Our November Commission meeting will be again at the Police Department. We'll be back to 645 Pine Street in December.

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