

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION MEETING**  
**DRAFT MINUTES, February 18, 2015**  
**645 Pine Street**  
**(DVD of meeting may be on file at DPW)**

**COMMISSIONERS PRESENT:** Tiki Archambeau, Jim Barr, Asa Hopkins, Solveig Overby, Jeffrey Padgett and Tom Simon   **ABSENT:** Bob Alberry  
Commissioner Padgett called the meeting to order at 6:30 p.m.

**ITEM 1 – AGENDA**

**Commissioner Hopkins moved** to accept the Agenda; Commissioner Barr seconded. Unanimous.

**ITEM 2 – PUBLIC FORUM** No one was present/came forward.

**ITEM 3 – CONSENT AGENDA**

(Refer to Packet)

3.10 Moved to a separate Agenda item – 3.40 - as per Commissioner Overby’s request.

3.20 Birch Ct Ext Accessible Parking Space

(Per request from resident at the January Commission mtg)

Staff recommends that the Commission adopt the installation of an accessible parking space on the north side of Birch Ct across from 111 Birch Ct

3.30 Champlain College Temporary Bus Stop Removal

(Per request from Nic Anderson of Champlain College)

Staff recommends that the Commission adopt the removal of the Champlain College temporary bus stop in front of 237 So Willard St, *and* the restoration of three (3) unrestricted parking spaces at 237 So Willard St.

**Commissioner Barr moved** to: 1) Create a separate Agenda Item - 3.40 - for Item 3.10; and 2) Accept staff recommendations for 3.20 and 3.30. Commissioner Archambeau seconded. Unanimous.

**ITEM 3.40 - FY16 PAVING COMPLETE STREETS DOCUMENTATION**

(Laura Wheelock, Engineer)

(Refer to Packet - *Complete Streets* documentation for Morgan St, Sears Ln and Foster St)

This documentation reflects staff’s findings using *Complete Streets* assessments. Commissioner Overby requested that this item be separated from the Consent Agenda, as she is concerned that some streets are being exempted from having sidewalks because of the expense/perceived need. There will never be “enough” funding. If sidewalks are added, people may be more inclined to walk.

Ms. Wheelock explained that the paving list, though only 1-2 years looking ahead, should optimally look ahead 5 years and include streets *and* sidewalks (*Complete Streets*). This topic generated similar comments from the Commissioners at the January meeting. Director Spencer will present at the March or April meeting, the 10-year capital maintenance plan.

The Commission and staff agree that there should be sidewalk protocol added to City policy such as that which is in *Complete Streets*.

**Commissioner Barr moved** to accept the FY16 Paving Complete Streets Documentation; Commissioner Hopkins seconded. Unanimous.

**ITEM 4 – THREE DOWNTOWN ACCESSIBLE SPACES REDESIGN**

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet - Continued from the January Commission mtg, three specific spaces along College St)

Mr. Roy explained staff recommendations and the reasoning behind their decisions:

- The removal and relocation as directed by the US Postal Service of the Collection Box at the corner of College St and Saint Paul St in front of 114 College St;

- The removal of the metered space in front of 210 College St;
- The relocation of the accessible space in front of 217 College St to the north side of the street in front of 210 College St;
- The installation of a metered space in front of 217 College St;
- The removal of the accessible space in front of 270 College St;
- The installation of a metered space in front of 270 College St;
- The removal of the first metered space on the north side of College St in front of 266 College St;
- The relocation of the loading zone on College St in front of 266 College St to begin 40' west of So Union St and to extend 40' west; and
- The installation of the accessible space on the north side of College St in front of 266 College St at the corner of College St and So Union St.

DPW staff has asked to be put on a future agenda of the Accessibility Committee in order to get their input on their recommendations for these three specific spots. This will aid staff in future reviews of accessible parking spaces.

**Commissioner Barr moved** to: 1) Have staff bring their recommendations to the Accessibility Committee; 2) Return to the following Commission meeting with the results/recommendations; and 3) E-mail or send via First Class Mail to Mrs. Katz, the original requestor, a copy of the packet information and inform her what the next steps are. Commissioner Archambeau seconded. Unanimous.

#### **ITEM 5 – RESIDENTIAL & DOWNTOWN PARKING MANAGEMENT PLAN UPDATE**

(Oral Presentation, Nicole Losch, Transportation Planner and Director Chapin Spencer)

(Refer to Packet)

Ms. Losch presented the residential parking management plan. Staff is working to identify an ideal management strategy with a data-driven approach, look at other comparable cities' best practices (Ithaca, NY; Charlottesville, VA; San Luis, Obispo, CA and Boulder, CO), gather public feedback and bring the information to the Advisory Committee. The group will continue outreach and after the April Advisory Committee meeting, recommendations will be finalized and brought before the Commission and City Council in May. Overall policy recommendations may be directed to Ms. Losch ([nlosch@burlingtonvt.gov](mailto:nlosch@burlingtonvt.gov)) or Peter Keating, CCRPC ([pkeating@ccrpcvt.org](mailto:pkeating@ccrpcvt.org)). Website: [www.parkburlington.com](http://www.parkburlington.com). The next phase will be assessing street by street.

Director Spencer presented the downtown parking management plan (launched May 2014). The Downtown Parking Committee is comprised of staff from DPW, the Burlington Business Association (BBA) and the Community and Economic Development Office (CEDO). Consultants Desman Associates is recommending the creation of a parking management district (not yet vetted by staff), creating an entity (Go!Burlington) and implementing a 3-5 year pilot.

There are approximately 4,000 *private* spaces downtown, many of which are under-utilized. Next steps: March 23<sup>rd</sup>, ask City Council for input on the concept and ask for additional time (2 months?); March-April, seek public input; May, finalize report. Offer thoughts, questions, issues via e-mail to: Kelly Devine, BBA ([director@bbavt.org](mailto:director@bbavt.org)); Chapin Spencer, DPW ([cspencer@burlingtonvt.gov](mailto:cspencer@burlingtonvt.gov)); and Nate Wildfire, CEDO ([nwildfire@burlingtonvt.gov](mailto:nwildfire@burlingtonvt.gov)).

Commissioner Archambeau expressed discomfort with hearing about the assessment of both the private and public facilities, feeling that the two are being "lumped" together. He would like the Commission to focus on the public facilities, since they serve the public entity. Director Spencer stated that the 2013 City Council Resolution was for both private *and* public assessment of spaces, but will provide more information on the public part for Commissioner Archambeau. Commissioner Barr noted that some aspects are also being considered through the Transportation Study.

## **ITEM 6 – COMMISSION FY16 WORKPLAN**

(Communication, Director Chapin Spencer)

(Refer to Packet)

Copies of the Draft of FY16 Key Initiatives for DPW were distributed. Director Spencer and Commissioners Archambeau, Barr and Overby compiled the spreadsheet based on the original text from last year, adding a column titled, “Commission Role.” No decision is being sought at this meeting; Director Spencer is looking for feedback. He will review the spreadsheet to ensure that all of the issues originally proposed are included. His goal is for staff and commissioners to end up with one document. Suggestions:

- Look at the 3 set goals (see next bullet), then look at what staff came up with, and lastly, apply the 3 goals.
- Add “Goals” over the 3 columns in the middle (“Operational Excellence,” “Exemplary Cust. Serv.” and “Culture of Innovation”).
- Include ALL original items on the spreadsheet and add a “Status” column (e.g., to record whether the issue has been completed).
- Clarifications: Last column: there is no Commission role if this is left blank. Some of the wording from the original text has been changed on the spreadsheet. This spreadsheet has been reviewed by DPW assistant directors; not all staff has read it.

## **ITEM 7 – MINUTES OF JANUARY 21, 2015**

(Refer to Packet)

Per Commissioner Hopkins’ e-mailed request, the following corrections will be made:

Item 6 – FY15 Complete Streets: Replace last sentence with the following: “Commissioner Padgett moved to support the direction that the staff is going with the updated assessment of the city’s sidewalk infrastructure, evaluation of the potential to create Complete Streets, and continued efforts to strategically expand the sidewalk network; Commissioner Barr seconded. The motion supported staff’s efforts to plan paving more years in advance in order to better coordinate with sidewalk infrastructure planning.”

**Commissioner Barr moved** to accept the Minutes with Commissioner Hopkins’ corrections; Commissioner Archambeau seconded. Unanimous.

## **ITEM 8 – DIRECTOR’S REPORT**

(Director Chapin Spencer)

(Design Memorandum and information from DuBois & King consultants, with cover Memorandum from Director Spencer)

Director Spencer updated the Commission on the Champlain Pkwy (Proposed Safety Enhancements for Section C6 of the Champlain Pkwy) with a series of enhancements responding to concerns over the years. The C6 section of the project goes from the Parkway/Lakeside intersection to the Pine/Main intersection. In order to be included in the document, the enhancement recommendations had to be deemed feasible by the Consultant and the City (i.e., couldn’t unreasonably impact: the permits the project has received; the timing to develop the project; and the cost). The document outlines what is feasible within the constraints, and staff has shared the document with VTrans, who responded in a positive fashion. However, further study to determine that it indeed is feasible and can be incorporated into the project design still needs to happen. They have been supportive of having our Parkway consultants fully vet the recommendations in the DuBois & King Memo to determine their feasibility.

## **ITEM 9 – COMMISSIONER COMMUNICATIONS**

Commissioner Overby: Commissioners Archambeau and Overby, and others, were notified of a resident’s safety concern with the intersection of Spring St and Manhattan Dr; DPW staff is reviewing that intersection. Ms. Losch stated that staff hopes to return to the Commission with a plan some time this year.

Commissioner Barr: Accolades to staff for snow removal!

**ITEM 10 – NEXT MEETING DATE AND ADJOURNMENT**

The next meeting is scheduled for March 18, 2015. **Commissioner Barr moved** to adjourn the meeting at 9pm; Commissioner Archambeau seconded. Unanimous.

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