



**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: March 14, 2019
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **March 20, 2019**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 5 Min Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
 - A Residential Permit Parking for Corner Lots
 - B Proposed CarShare Space on North Street
 - C No Parking Zone Near 40 George Street

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 20 Min Remove Parking Meters at Parklet Locations
 - A Communication, E. Gohringer & W. Clavelle
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested – Vote

- 6 30 Min Water Resources Organizational Assessment
 - A Oral Communication, C. Spencer & M. Moir
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested – Vote

- 7 5 Min Approval of Draft Minutes of 2-20-19

- 8 10 Min Director's Report

- 9 10 Min Commissioner Communications

- 10 **Adjournment & Next Meeting Date – April 17, 2019**



Memo

Date: March 13, 2019

To: Public Works Commission

From: Phillip Peterson, Associate Engineer *PNP 3-13-19*

CC: Chapin Spencer, Director
Norm Baldwin P.E., Assistant Director/City Engineer
Susan Molzon P.E., Senior Public Works Engineer

Subject: Residential Permit Parking for Properties Abutting One or More Resident Parking Only Designated Streets

Recommendations to the DPW Commission:

27 No parking except with resident parking permit.

1. Properties abutting multiple streets.
 - a. A property which abuts one or more streets designated as residential parking only may apply for a resident parking permit for only one of the resident parking only streets abutting the property.

Purpose & Need:

The purpose of this recommended traffic regulation amendment is to implement recommendations from the Residential Parking Management Plan (RPMP). The fundamental principle of Resident Only Parking is to create a balance between the needs of the public versus the need to provide residents reasonable access to their homes.

Project Checklist:

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

Background:

The Residential Permit Parking (RPP) program began in the 1990's to regulate on-street parking in neighborhoods around Centennial Field. The fundamental principle of RPP is to create a balance in high-demand parking areas between the needs of the general public and the need to provide residents reasonable access to their homes. Today, approximately 8 miles of curbside parking is regulated through the RPP program.

The DPW Commission sought to make isolated updates to the RPP program in 2013 after hearing about challenges with the program from residents and from the Police Department, which administers the RPP program. The Commission was unable to make these isolated updates due to divergent perspectives among stakeholders, and the Commission suggested staff undertake a comprehensive review of the RPP program. The Residential Parking Management Plan (RPMP) was undertaken in 2014 to review the program and recommend adjustments. The final Plan was approved by the DPW Commission on 1/20/2016. The Plan is on DPW's website: <https://www.burlingtonvt.gov/DPW/Links-Library>.

Summary and Conclusions:

A special case in the Resident Parking Program is the property which abuts one or more resident parking only designated streets (see Attachment 1). Under the current system, residents are eligible for RPP on a RPP designated street if they have an address on that particular RPP designated street. Many properties are not eligible due to their property's address; even if their property has frontage located on a RPP designated street, or their driveway is accessed from the RPP designated street. The City has several traffic requests in queue from residents that live on lots adjacent to RPP streets who are requesting eligibility to obtain a RPP on the RPP street they abut.

Strategies from the RPMP recommend residents on corner lots be granted eligibility on any RPP street associated with their primary frontage (street address or driveway). In line with the RPMP, Staff recommend the Commission allow a property which abuts one or more streets designated as residential parking only to apply for a resident parking permit for only one of the resident parking only streets abutting the property. Burlington Parking Enforcement will determine whether a property abuts one or more streets designated as residential parking only.

Public Outreach:

DPW Staff have reached out directly to affected residents, over phone, mail, and email. All of the residents Staff communicated with support the regulation amendment to RPP in regards to parcels abutting two or more streets. Additionally, DPW Staff noticed the March Commission meeting; which specifically highlighted this particular issue.

Attachments:

1. Excerpt from Resident Parking Management Plan.
 2. Public correspondence.
-

Attachment 1

FINAL DRAFT

RESIDENTIAL PARKING MANAGEMENT PLAN



the science of insight 1.5.2016



55 Railroad Row
White River Junction, VT 05001
802.295.4999
www.rsginc.com

PREPARED FOR:
CITY OF BURLINGTON

parking in Burlington. However, enforcement can be simplified through a color-coded system.

A special case in the Resident Parking Program is the corner property. Under the current system, some corner property residents are confused as to whether they can get a permit for either street their dwelling fronts on, for the street where their driveway is accessed, or for the street with their locatable address. The City has also received complaints that residential parking overcrowds non-permitted areas from residents who live on unrestricted streets adjacent to permitted streets.

Strategy #3 could partially address this issue; however, to clarify the situation with corner lots, it is recommended that owners of corner lots with primary frontage (i.e. street address or driveway) on an RPP street, streets, or area be given the choice to have their permit associated with their primary frontage. The onus should be on the homeowner to prove that their lot has primary frontage on the street or area they request, and this proof should be furnished along with evidence of eligibility for the RPP in general. The City should determine what forms of proof are acceptable and easy to process. Examples include a copy of the corner lot's tax map or a print out from computer mapping software.

Implementation and Time Frame

Strategy #3 is a short-term strategy (0-1 years) to be implemented by the BPD in consultation with DPW and the Public Works Commission.

At this time, there is not a need to revise the existing geographic structure of the system.

- As new residential permit requests are received a parking assessment of adjacent streets should be completed by DPW. Following the parking assessment, the DPW and neighborhood (including adjacent streets) will collaborate to identify a street-level or parking area recommendation for consideration by the Public Works Commission.
- It is recommended that the DPW conduct a review at least once every five years and report to the Public Works Commission whether administrative or user efficiencies could be gained by designating resident parking areas. If resident parking areas are deemed worthy of consideration in a particular neighborhood, DPW staff will collaborate with the affected neighborhood and return to the Public Works Commission with a final recommendation.

Also in the short-term, the BPD should determine what forms of proof are acceptable and easy to process to establish proof of primary frontage for a corner lot.

STRATEGY #4: STREAMLINE THE PETITION PROCESS

To establish a fair and transparent process, the process for petitioning for resident only parking should be based on demonstrated community support and demonstrated parking demand.

Attachment 2

Public input correspondence phone calls

Fri 1/25/2019

Associate Engineer Phillip Peterson received a phone call from Patty Hampton, South Union Street resident. Ms. Hampton states she has been denied a RPP on Cliff Street, due to a change in ordinance. Mr. Peterson followed up with Parking Enforcement and confirmed that the changes in ordinance no longer will consider any corner parcels for RPP. Mr. King, BPD and Mr. Peterson agreed that getting a corner parcel RPP language worked out was important.

Mon 2/4/2019

Associate Engineer Phillip Peterson received a phone call from Catherine Hall, South Union Street resident. Ms. Hall states she has been denied a RPP on Cliff Street, due to a change in ordinance. Ms. Hall will be sending a letter in regards to the RPP corner parcel issue and wanted to follow up.

Tue 2/26/2019

Associate Engineer Phillip Peterson called Catherine Hall, South Union Street resident. Mr. Peterson explained to Ms. Hall that Staff from multiple departments are finalizing the regulation language. Ms. Hall may attend the March Commission meeting.

Tue 2/26/2019

Associate Engineer Phillip Peterson called Patty Hampton, South Union Street resident. Mr. Peterson explained to Ms. Hampton that Staff from multiple departments are finalizing the regulation language. Ms. Hampton may attend the March Commission meeting.

Public input correspondence mail

Catherine Hall

2/18/19

Re: 378 South Union/Cliff Street parking request

To Whom It May Concern:

Philip Peterson - following up on our phone conversation

In January I went to the Police Station to renew my residents parking street sticker and transferrable residential hanging tabs.

I was told that my house at 378 South Union Street is no longer eligible for residents only parking because in the new parking ordinance the residents only parking ends at 375 South Union, whereas the previous street sign (still standing) is at 381 South Union. Moreover, I cannot get a residents only parking sticker or tabs for Cliff Street, though my house is on the corner of Cliff Street and my driveway and back door face that street, because corner houses will henceforth only be given permits for the street on which their house number is listed. Until now I have always had stickers for Cliff Street as I enter my house through the back door.

If I park, or a guest or caregiver (I am a senior citizen 74 years of age) parks across from either my back door or my front door, I/they will be subject to a parking fine of \$75.00. The closest I or a guest or caregiver can legally park as long as the sign stays at 381 South Union is beyond 381 at a distance from my house. This basically denies access to my house, a house I have lived in and parked next to for nearly 50 years.

After calling at the Police Station in January and asking to whom I should address an appeal, I was advised to contact Patrick Mulligan at the DPA on Pine Street. When I called him he told me that parking matters were the under the purview of the Police department, so I called back and was passed on to Philip Peterson at the DPA who had no answer to my complaint. I don't know where to go to next.

I request a residents parking sticker and tabs for Cliff Street, as issued to me prior to the new parking ordinance. I believe that my house and situation somehow fell through the cracks when the new plans were made. Please see the attached diagram for further explanation.

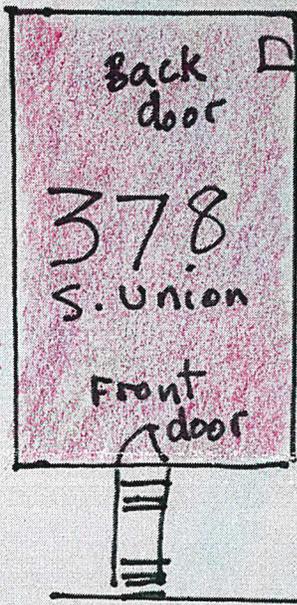
Sincerely,

Catherine Hall



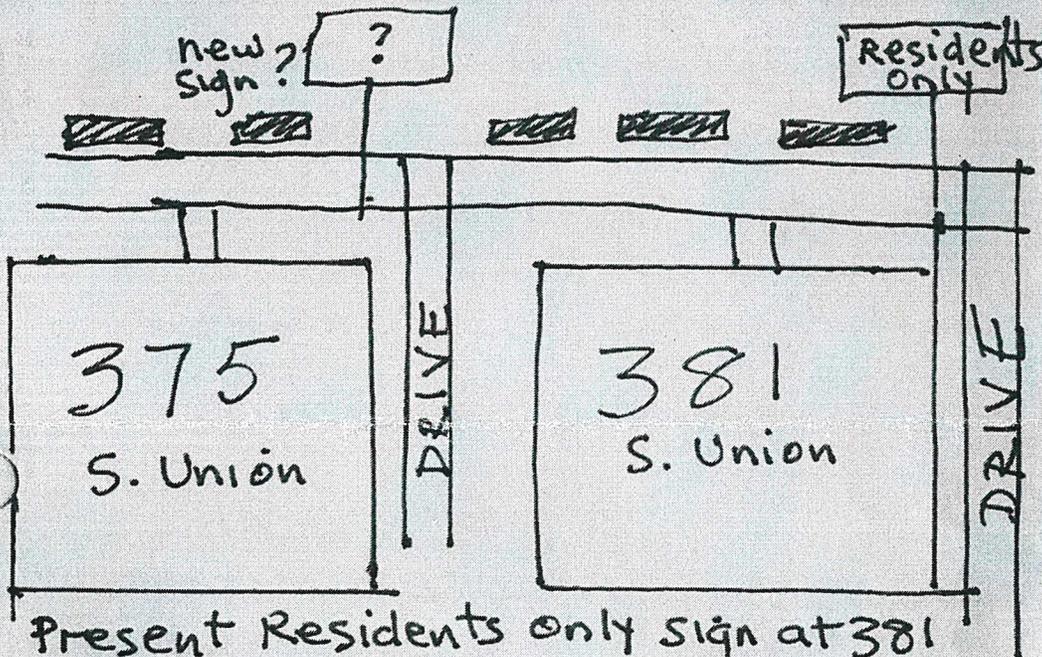
378 South Union Street

MY HOUSE



CLIFF STREET

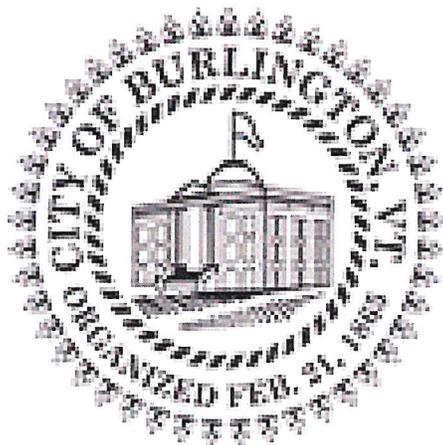
S. UNION ST



Present Residents only sign at 381
New sign at 375 ? so 378 will
not be entitled to parking stickers
or tabs

At present, I cannot park
in any of these spots without
facing a \$75.00 fine

Archived correspondence Traffic RFS



CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Jana Brown

Request Date: 02/23/2016 7:36 AM

Due Date: 4/23/2016

Address:

Phone Number:

Email Address: janabrownvt@gmail.com

Request

Location: 300 South Willard ST

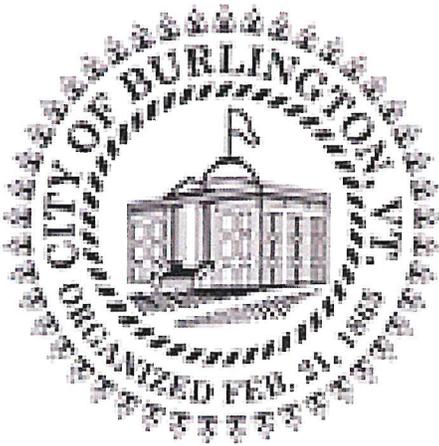
Request Description: I am contacting you regarding some difficulties that I have encountered in obtaining a residential parking permit/guest parking passes for my residence at 300 South Willard St. in Burlington. Both my husband and I have visited the Burlington Police Parking Division on separate occasions with the necessary documentation and attempted to obtain a residential parking permit and guest parking passes for our residence. On both occasions we were told that our residence at 300 S. Willard St. was ineligible. I reviewed the language of the "Rules and Regulations of the Traffic Commission" that apply to residential parking in Burlington and attempted to discuss the specific language with the parking manager. He stated that there used to be more "flexibility" in the parking program and referred me specifically to you in order to appeal this issue. I've called your office several times in an attempt to reach you by phone and your voicemail has been full on each occasion. I will address my concerns in writing below and also follow up with a hard copy via the regular mail. My husband and I have resided at 300 South Willard St. in Burlington for approximately 6 years. When we moved in the previous owner gave us two guest parking passes which he obtained from the city. Those passes expired several years ago. We recently attempted to obtain new passes at the Burlington Police Department. I have consulted Appendix C of the Rules and Regulations of the Traffic Commission after my discussion with the Burlington Police Department. Section 27 discusses "No parking except with resident parking permit." I'll highlight the pertinent sections. According to 27(a) Streets designated for residential parking at all times include: (35) Spaces in front of 331, 325, 321, and 309 South Willard Street. On South Willard Street there is no parking on the east side of the street and all parking both public and residential is on the west side of the street. Therefore, there is no parking

Assign History

Date	Assigned To	Description
1/5/2017 9:54:07 AM	Phillip Peterson	,
10/19/2016 9:39:12 AM	David Allerton	Request reassigned from Damian Roy - lon
2/23/2016 7:36:20 AM	Damian Roy	Request Assigned

Work History

Date	Staff Person	Description
03/13/2019	Phillip Peterson	Good Morning, DPW Staff are proposing traffic regulation language which will allow corner lots to obtain Residential Parking Permits. Properties abutting multiple streets. A property which abuts one or more streets designated as residential parking only may apply for a resident parking permit for only one of the resident parking only streets abutting the property. The proposed language will be approved by the DPW Commission at our March meeting next week. This meeting will take place at the DPW Front Conference Room at 645 Pine Street on Wednesday, March 20, 2019 at 6:30pm. Feel free to contact me should you have any questions. Best, (Entered on 3/13/2019 12:29:48 PM by Phillip Peterson)
02/23/2016	Valerie Ducharme	Rest of email:- of residential Parking permits. Damian will review your request and will get back to you with a determination (Entered on 2/23/2016 7:56:09 AM by Valerie Ducharme)
02/23/2016	Valerie Ducharme	Email from Norm-I am forwarding your email to Damain Roy for his review as the persons reviewing traffic Requests. Val: Please enter this into our rfs system. John: In the future if there are residents who are seeking to modify the traffic regulations I would suggest you refer them to Damian to more directly and more immediately address their request. Background:The Resident Parking Program has gone through an extensive programmatic review, and the months prior to that review it was determined there were inconsistencies in BPD's interpretation of how permits were being issued and how the ordinance was written. The Commission chose to reinforce the spirit and intent of the ordinance as a result you are seeing a less liberal process by the police department for the issuing of residenti (Entered on 2/23/2016 7:55:05 AM by Valerie Ducharme)
02/23/2016	Valerie Ducharme	Email attached for rest of request - (Entered on 2/23/2016 7:44:48 AM by Valerie Ducharme)



CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Eric Jacobs

Request Date: 12/22/2014

11:53 AM

Due Date: 1/21/2015

Address: 88 No. Prospect St.

Phone Number: 355-6750

Email Address: 1@fergessen.com

Request

Location: No. Prospect & Loomis

Request Description: Resident was issued a ticket for parking on Loomis (as they have always done) because his address is No. Prospect. Ticket was fought and repealed. Current Resident Only Parking ordinance does not consider corner properties where the address and front entrance do not coincide. Resident would like this to be rectified.

Assign History

Date	Assigned To	Description
1/5/2017 10:01:11 AM	Phillip Peterson	,
10/19/2016 9:39:12 AM	David Allerton	Request reassigned from Damian Roy - lon
12/22/2014 11:53:18 AM	Damian Roy	Request Assigned

Work History

Date	Staff Person	Description
03/13/2019	Phillip Peterson	Mr. Jacobs, DPW Staff are proposing traffic regulation language which will allow corner lots to obtain Residential Parking Permits. Properties abutting multiple streets. A property which abuts one or more streets designated as residential parking only may apply for a resident parking permit for only one of the resident parking only streets abutting the property. The proposed language will be approved by the DPW Commission at our March meeting next week. This meeting will take place at the DPW Front Conference Room at 645 Pine Street on Wednesday, March 20, 2019 at 6:30pm. Feel free to contact me should you have any questions. Best, (Entered on 3/13/2019 12:30:45 PM by Phillip Peterson)
05/08/2017	Phillip Peterson	88 North Prospect Street is Mr. Jacobs location (Entered on 5/8/2017 9:54:59 AM by Phillip Peterson)
04/16/2015	Helen Plumley	Mr. Jacobs spoke during the Public Forum portion of the April 15th DPW Commission meeting. Requesting that property owners (vs. tenants) owning a corner lot property in a "Resident Only Parking" area, be allowed to choose the street they want to be assigned to park on (out of the two streets). Phone: 355-6750. Helen will remind Nicole that he wishes to talk with her. (Entered on 4/16/2015 2:46:29 PM by Helen Plumley)
03/20/2015	Damian Roy	I spoke with Norm Baldwin and had emails with John King and Gene Bergman, the ordinance will stand as is until the Resident Parking Study is completed. I've communicated this to Mr. Jacobs and encouraged his participation in the Study. No other progress can be made with this request until this Study is completed. (Entered on 3/20/2015 10:30:39 AM by Damian Roy)

Customer Service

Status: Long Term Deferred
Request created by: Damian Roy

Print Date: 3/13/2019 12:30:49 PM



Memo

Date: March 13, 2019

To: Public Works Commission

From: Phillip Peterson, Associate Engineer *PWP 3-13-19*

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

Subject: Parking Space for CarShare Vermont

Staff recommends the DPW Commission adopt:

29 No parking except for the use of car share vehicles.

Spaces designated as no parking at all times except for the use of car share vehicles only:

- On the north side of North Street in the first space west of North Union Street.

Staff recommends the DPW Commission remove:

29 No parking except for the use of car share vehicles.

Spaces designated as no parking at all times except for the use of car share vehicles only:

- On the south side of Locust Street in the third space east of the westernmost access road to Calahan Park.

Purpose & Need:

The purpose of the recommended traffic regulation amendments is to accommodate the needs of CarShare Vermont to better serve the Burlington residents by providing access to car sharing services. Access to desirable parking for shared vehicles is important to the success of a community car sharing program. The need is to provide a designated car share vehicle parking space in the Old North End where car share use by residents is high. Additionally, car share use of the space on Locust Street near Calahan Park has been low and it is recommended that the designation as a car share vehicle only parking space be removed.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		Transportation Plan for the City of Burlington, Adopted 3.28.2011

Aligns with City plans?		X		Transportation Plan for the City of Burlington, Adopted 3.28.2011
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 Transportation Plan for the City of Burlington identifies car sharing as an important component of transportation demand management which aims to reduce car travel and congestion. Adding a car share space in the Old North End (see Attachment-2) is a benefit to all Burlington residents and provides an additional transportation alternative for residents.

Due to low demand for the CarShare Vermont vehicle located on Locust Street adjacent to Calahan Park, the CarShare Vermont vehicle will be removed from this location. Therefore, this additional traffic regulation amendment will remove this car share vehicle only designation and the parking space will become available for public parking.

Public Engagement:

Before making this request, CarShare Vermont attempted to reach out to property managers and developers in the area to procure an off-street space. Unfortunately, CarShare Vermont was not successful in securing an off-street parking space. As a result, CarShare Vermont reached out to their existing members in the community to identify a desired on-street parking location for this car share vehicle. CarShare Vermont, in collaboration with local residents and CarShare Vermont members, identified the parking space on the north side of North Street, west of North Union Street as a desired location for the car share vehicle parking.

In preparation for the 03/20/19 DPW Commission Meeting, Staff placed flyers at each property along the block adjacent to 157 North Union Street. Staff received five (5) emails, and one (1) phone call in regards to this matter (see Attachment-3). Four (4) of the emails support Staff recommendations, and one (1) of the emails and the one (1) phone call were both seeking clarification and neither explicitly stated an opinion on the proposal.

Attachments:

1. Initial request.
 2. Site map.
 3. Public correspondence.
-

March 20th Requests for Parking

Phillip Peterson, Engineer
Department of Public Works
Burlington, Vermont 05401

February 27, 2019

Background:

Since 2008, nonprofit CarShare Vermont has operated a carsharing service in Burlington and Winooski that has allowed hundreds of households to own fewer vehicles and reduce the amount they drive. Some notable impacts include:

- CarShare Vermont members reduce the amount they drive by over one million miles annually; as such they reduce their emissions by nearly one million pounds.
- 65% of CarShare Vermont members report shedding a vehicle or opting not to purchase/replace a vehicle after joining.
- For every vehicle CarShare Vermont puts in service, 15 are removed from the road.
- CarShare Vermont reduces congestion and eases parking demand.
- CarShare Vermont members save over \$800,000 annually.

For all of these reasons, the City of Burlington has documented support for the expansion of carsharing as a proven strategy for reducing VMT and dependence on personal vehicles in the following plans and studies:

- Burlington Climate Action Plan
- Transportation Plan for the City of Burlington
- Plan BTV: Comprehensive Plan
- Downtown Parking & Transportation Management Plan
- IBM Smarter Cities Challenge: Burlington Report

Access to desirable parking for shared vehicles is critical to the success of a community carsharing program, ensuring that the vehicles are conveniently accessible by the greatest number of existing and potential users. CarShare Vermont has extensive experience siting vehicles, relying on operational best practices, member demand, and market research. While we make every effort to procure private parking spaces, oftentimes on-and off-street public spaces are favored for a variety of reasons—ease of access, proximity to transit, and safety, for example.

CarShare Vermont currently has 15 vehicles in operation in Burlington (down from 17 in 2018 with one vehicle recently totaled) and occupies five city parking spaces. CarShare Vermont has partnered with property developers, UVM, and Champlain College for the remaining spaces.

Requests:

CarShare Vermont is making two distinct requests for a March 20th public hearing at the Public Works Commission. First, we hope to expand our presence in the Old North End, by adding a third location to meet excess and growing demand in the neighborhood. While we are not requesting a specific spot, we do have certain criteria which we know make for more accessible and successful pods. We have narrowed our request to an area detailed below.

Second, we request to temporarily occupy--for a pilot term of one year--the most recently added parking spot served by a BED ChargePoint station at the corner of Church and Main Streets. Aligned with a number of Burlington's planning documents, this request also responds to the feedback of multiple members and community partners that we explore the partial electrification of our carsharing fleet, and continues the research already conducted through our EV pilot project supported by the Chittenden County Regional Planning Council.

Old North End:

After hearing concerns by some commissioners aired at the May 17, 2017 Public Works Commission meeting, during which we made a specific request to occupy a former carshare parking spot on N. Winooski Ave, we have decided to provide a number of options which might work to expand our service to the neighborhood.

We have broadly looked at locating our next pod in the area from the intersection of North St and N. Winooski Ave, running east to the intersection of North St and Booth St, with a focus on the intersection of North St and North Union. Ideally, the parking spot would be the first from the corners of these intersections, providing better visibility and easier parking access for our members. Attached is a map of where we hope to add our next pod. Two spots on the corner border the property at 157 N. Union (on both N. Union and North St). The other area we would be happy to place a vehicle is adjacent to or across from Pomeroy Park. There are about a half dozen spots across from the park, from 350 to 370 North Street, and a few non-residential parking spots on Booth St bordering the park.

In conjunction with an affirmative decision on this request for a location in the Old North End, CarShare Vermont is also willing to surrender one of our two parking spots on Locust Street in the Five Sisters' neighborhood.

EV Pilot Project:

For the past half year or so, CarShare Vermont has been exploring the challenges and possibilities of adding an electric vehicle to our fleet, a potential start of a longer-term plan to electrify more of our fleet. While there are many challenges—including the cost of the vehicle itself, its range, charging times, and more—the biggest initial barrier for a shared EV is access to public parking and charging infrastructure.

While we have had multiple conversations with staff at BED and requested their support for this pilot project, the Burlington Electric Department is adamant that the ultimate decision to occupy this space rests solely with the Public Works Commission. We agree, and commit to continue working with BED staff to meet any logistical challenges posed by the project upon approval of our request. With support from our many members and community partners, our plan would be to occupy one of the two public charging stations located at the corner of Main and Church Streets, in front of the courthouse, for a 12-month trial period. We envision this yearlong pilot as an opportunity to understand whether and how electric vehicles might become an integral part of our shared fleet, but also as a chance for residents to better understand what it would be like to drive an EV. By temporarily reserving the space for a shared EV, we can ensure that many more residents of Burlington—particularly those with low to moderate incomes—gain access to the public charging station and the benefits of electric vehicles, than are currently able to with the two spaces now devoted to the select few who have the resources to own their own pure electric vehicles (only 80 residents registered an EV in 2018). We would further encourage this experimentation with electric vehicles more broadly among the public by waiving our application and membership fees for residents interested in joining solely to test-drive the shared EV. In this way, we would hope to both encourage a larger market for electric vehicles, but also a different way of viewing personal mobility and community vs. private vehicle ownership.

Because the overwhelming majority of our members' trips taken are done so during the day, we expect the majority of the vehicle charging to take place during off-peak hours, smoothing out the energy usage between the two chargers downtown and helping to maximize existing capacity in BED infrastructure.

Community Outreach:

- Our process for both plans began with member surveys to help shape our requests to the Public Works Commission. At the beginning of January, we solicited feedback on the potential addition of an EV to our fleet, and later at the beginning of February, another pod location in the Old North End. Both surveys remain open, and will be re-sent to members for further input.

- A key finding for our survey to ONE members was that for our two Old North End locations—258 N. Winooski Ave and 158 North Street—a significant number of local members found our vehicles “difficult to reserve” because of high demand. 43% of all respondents had trouble booking Norma (258 N. Winooski Ave), while 42% experienced the same issue with Cleo (158 North St.).
- Following the launch of our EV survey, we hosted a focus group in February at our downtown headquarters. We intend to repurpose our member survey for the general public, and send through Front Porch Forum, to gain more insight into perceptions around the use of electric vehicles.
- In early February, in addition to our normal discussions trying to secure parking with partners, local developers and landlords, CarShare Vermont issued an RFPod to neighbors multiple Front Porch Fora in the Old North End. The intent was to search for unused off-street parking spots that residents may have in exchange for memberships and driving credits. No responses to date have expressed a willingness to share a space.
- In March, we are happy to conduct door-to-door outreach with DPW staff to neighbors in the proposed area for the ONE pod. We have a couple events planned in the ONE for further community outreach, including a brief presentation at the Ward 2 and 3 NPA meeting on 3/14 and a CSVT brunch at Butch & Babe’s on 3/17.

We are hopeful that these collective efforts will show the strong support we see for an additional pod in the vicinity of North Union and North St.

Attachments:

- Map and picture of EV pilot pod
- Map and pictures of potential ONE pods
- FPF posts for outreach about pods
- Excerpts from some city plans cited above

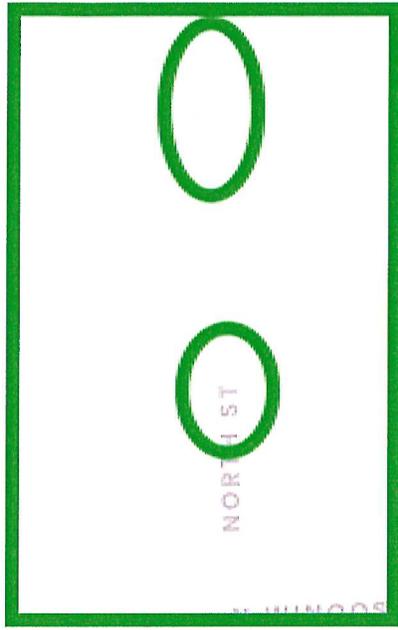
Please let us know what additional information you would like us to provide in support of these requests.

HYDE S

N WILLARD ST

N WILLARD ST


Norma: Toyota Prius C 258
North Winooski Avenue



N UNION ST

NORTH ST

N WINOOSKI AVE

ELMWOOD AVE

ELMWOOD AVE

MANHATTAN DR



Cleo: Toyota Prius
C 158 North Street

N CHAMPLAIN ST

N CHAMPLAIN ST

PARK ST

PARK ST

ORTH ST

TE

Feb 4, 2019

Announcement

CarShare Vermont (1,000 members strong!) is hoping to better serve the transportation needs of residents living in the Old North End neighborhood, and expand its presence in the ONE. While we currently have vehicles at 158 North Street (Cleo) and 258 North Winooski Avenue (Norma), we are seeking a third location (on- or off-street parking spot) to meet demand in our neighborhood. To that end, we are issuing a Request for a Pod which meets as many of the following criteria as possible:

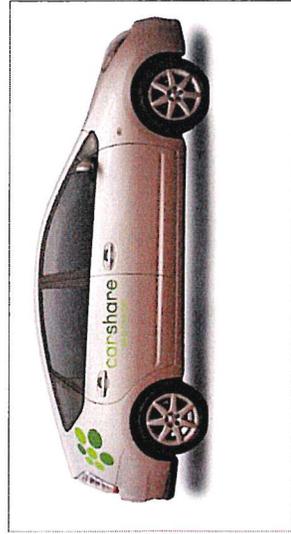
- o Highly accessible to the sidewalk
- o Highly visible from the street
- o Well-lit pedestrian and bicycling environment
- o Nearby bike parking
- o Nearby bus shelter or route
- o Strong wireless signal

An off-street pod hosting will:

- Help your neighbors improve their mobility
- Reduce the ownership and use of personal vehicles in the neighborhood
- Reduce parking demand and local emissions
- Encourage the better use of public space
- Introduce you to some great neighbors
- Keep transportation dollars local

In return, CarShare Vermont will offer free annual Share-a-lot memberships (worth \$150 per member) to residents of the hosting property, as well as monthly driving credits.

Please respond with your interest or any questions to your neighbors, Alicia or Patrick, at alicia@carsharevt.org or patrick@carsharevt.org.



Walking, Biking and Carsharing

Walking and biking are transportation choices that promote health and emit no or very few greenhouse gases. Burlington will reduce emissions if more stakeholders walk and bike and, use services such as CarShareVT. The “co-benefits” of these transportation options also make these appealing alternatives to single occupancy vehicle use. For example, research shows that carsharing can reduce overall household costs, and of course, walking and biking are important for overall physical health and well-being.

The IBM Smarter Cities Challenge Report proposes recommendations supporting the strategies of the Climate Action Plan:

- Enable electric vehicle (EV) sharing

See the Smarter Cities Report for more information

Recommendation 4: Enable electric vehicle (EV) sharing (continued)

Scope and expected outcomes (continued)

Expected outcomes

- Integrated and enhanced local technologies
- Incorporated and extended local transportation solutions and programs
- Potential to create local jobs and businesses
- Reduced GHG emissions
- Reduced parking constraints
- Less time and fuel wasted looking for parking spaces
- Increased attractiveness of Burlington for tourists and local community
- Showcase of a successful EV sharing solution
- Detailed data created for Burlington's traffic planning (demand, supply, usage patterns, issues)
- Key element of Burlington's branding as a leader in clean energy achieved

Cost of inaction

- Missed opportunity to deploy EVs to reduce GHG emissions
- Missed opportunity to integrate local transportation systems
- Missed opportunities to develop a local ecosystem and jobs around EV solutions
- Ongoing parking space constraints
- High risk of slow EV adoption and not achieving critical mass

Proposed owner and stakeholders

Owner: Consortium (to be established)

Initial owner: Office of the Mayor

Stakeholders:

- City of Burlington
- EV supplier(s)
- CATMA
- VEIC/Go Vermont
- CarShare Vermont
- BED

Suggested resources needed

Potential federal and regional funding and incentives (for example, American Recovery and Reinvestment Act of 2009) should be explored.

People:

- Project lead – low cost
- EV fleet management – medium cost
- IT management – low cost
- Charging station management – low cost

IT infrastructure:

- Implementation – low cost (leverage capabilities of the stakeholders)

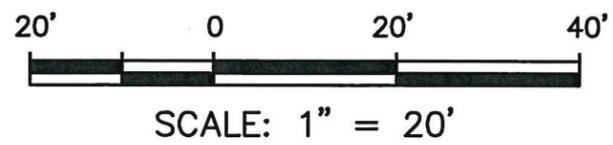


157 N Union Street

N Union Street

"CAR SHARE VEHICLE ONLY" SIGN

North Street

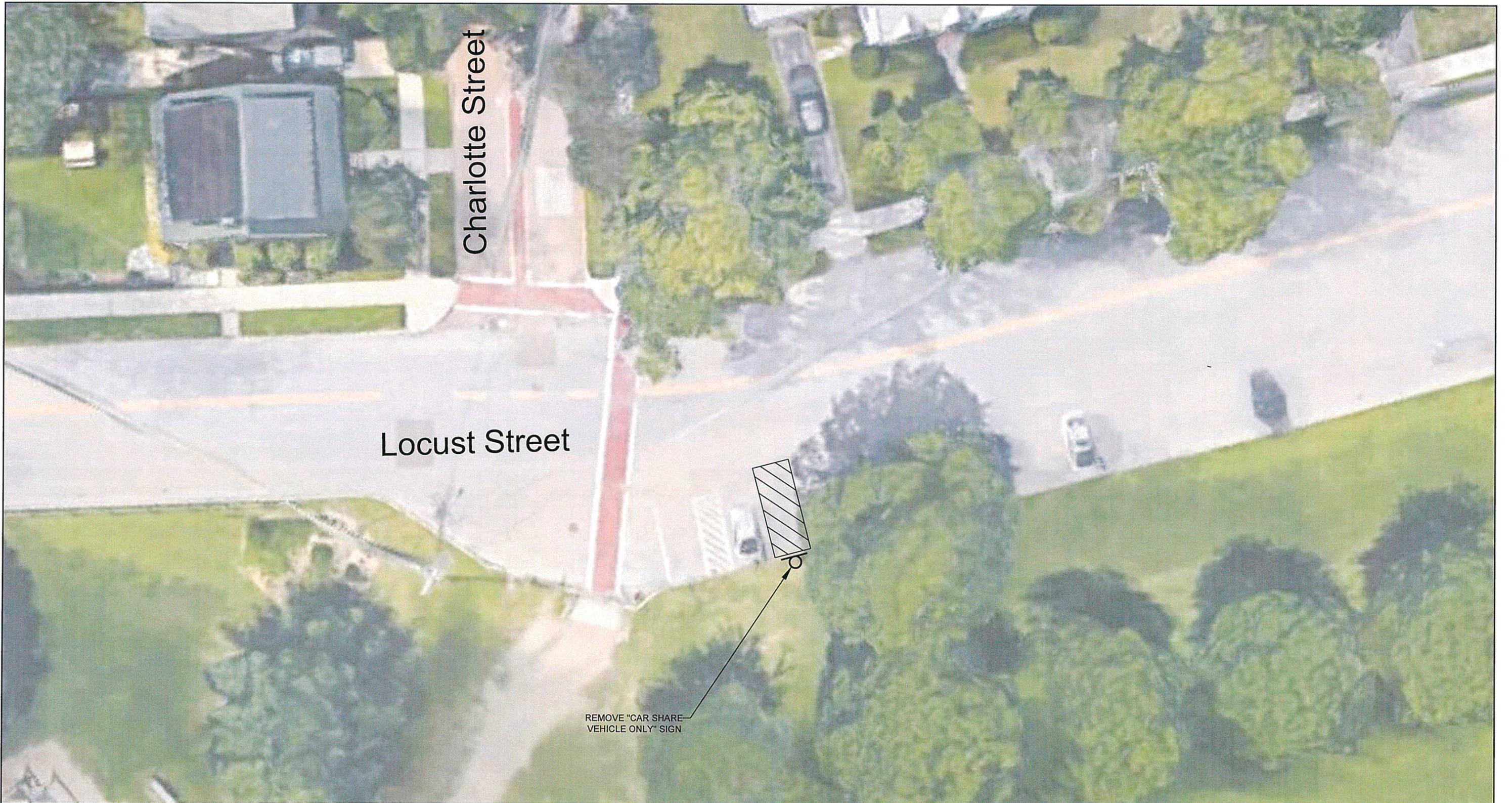


PROPOSED SINGLE VEHICLE
CARSHARE VERMONT PARKING
SPACE ON
NORTH STREET



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**
645 PINE STREET
BURLINGTON, VT 05401
(802) 863-8084
(802) 863-0488 (Fax)

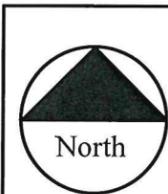
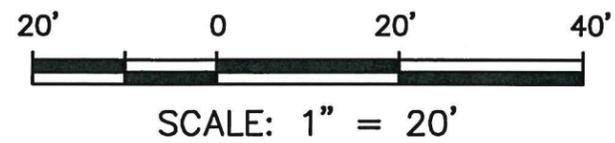
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CHECKED SM	DRAWING NO.
DATE 03/12/18	SHEET 1 OF 2



Charlotte Street

Locust Street

REMOVE "CAR SHARE
VEHICLE ONLY" SIGN



REMOVE SINGLE VEHICLE
CARSHARE PARKING SPACE ON
LOCUST STREET



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-8084
(802) 863-0488 (Fax)

DESIGNED PMP	SCF NO. N.A.
DRAWN PMP	SCALE 1"=20'
CHECKED SM	DRAWING NO.
DATE 05/12/18	SHEET 2 OF 2

Attachment 3

Public input correspondence emails

Tue 3/12/2019

Hi Phillip,

I'm both a resident and property developer in the Old North End. I own dozens of apartment buildings throughout the neighborhood, including several on N. Winooski Ave. and North St. that provide affordable housing to 200+ tenants. I'm also a longtime supporter and founding Board Member of CarShare Vermont and encourage my friends, neighbors, and tenants to join, instead of owning a car.

I wholeheartedly support CarShare Vermont's request to the Public Works Commission for a parking space on North St. at North Union St. The City should support the expansion of carsharing and make it easier for people to access this affordable and environmentally sound service.

There are MANY people in the ONE (including many of my tenants and friends) who can't afford a car, and rely on CarShareVT for everyday necessities like getting groceries and bringing their children to the doctors, among many other needs.

Thanks,

Stu McGowan

Mon 3/11/2019

Hello, I'm writing to express my support for there to be a carshare parking space created at North St. and N. Union. I am an active carshare member in the Old North End. Carshare has made a big difference to me by allowing me to live and work in Burlington without needing to own a vehicle. The Old North End has a lot of people using Carshare, and we would benefit having another vehicle in the neighborhood so as to increase availability.

Please let me know your thoughts on this. Thank you!

--

Nick Cavanaugh

Mon 3/11/2019

Dear Phillip,

I'm writing to support CarShare Vermont's request to have another parking spot / pod in the Old North End. I live at 231 Park St, and our family uses CarShare often.

Having a pod near us, will help us tremendously to remain a one-car family. We use CarShare to supplement our transportation needs, and think very highly of this nonprofit. They have extremely courteous and helpful staff, and provide a critical affordable service to make car ownership accessible to more people. Likewise, we love that many of their cars are hybrids, which is great for the environment.

For people living in the Old North End, this service is very important, and I would hope that the city would support more transportation mobility options.

Please consider this a yes. Also, I understand that DPW has denied a spot to Carshare Vermont in the summer of 2017, and I'd like to understand why, as that spot would have been even more convenient to me and my family.

Regards,

Jason

Tue 3/5/2019

Dear Mr. Peterson,

This is a rather strange request for feedback concerning the CarShare VT request to relinquish their parking space on Locust Street. If CarShare is asking to give up that space, why are you soliciting opinion from nearby residents? Steve Levy

Mon 3/4/2019

Hello Phillip,

I live at 157 N Union St and I fully support the proposed car share only parking space on North St.

Best,

Matt

Mon 3/4/2019

Hi Phillip,

Thanks for sharing the flier informing us about the proposed Car Share spot at the corner of North and North Union. I am one of the owners and residents at 157 N Union. We're 100% in support of placing a new vehicle at that location. It will be a boon to our area of the ONE.

Let me know if you have any questions.

Emma Allen

Public input correspondence phone calls

Wed 3/6/2019

Associate Engineer Phillip Peterson received a phone call from Peter Hartwell, Owner, Shinjuku Station Fresh Sushi, North Winooski Avenue business. Mr. Hartwell states he is a leader of the business

community in the area, and wants to make sure what DPW proposes is in line with the needs of local businesses. Mr. Hartwell, stated he feels much better about this proposal over DPW's CarShare proposal from two years ago; which was closer to his business and he was against. Mr. Hartwell is not sure about the proposal and will touch base with other local businesses before he sends an official statement.



Memo

Date: March 13, 2019
To: Public Works Commission
From: Phillip Peterson, Associate Engineer *PMP 3-13-19*
CC: Susan Molzon P.E., Senior Public Works Engineer
Subject: No Parking Zone near 40 George Street

Staff recommends the DPW Commission adopt:

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

1. On the east side of George Street, beginning immediately south of the driveway to 40 George Street and extending south for 20 feet.

Purpose & Need:

The purpose of the recommended traffic regulation amendment is to give the Burlington Fire Department (BFD) enough space to maneuver through the George Street and Monroe Street intersection. The need is to give BFD personnel the space necessary for fire truck turning movements to make the most efficient response in an emergency.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		National Fire Protection Codes (Chapter-18), American Association of State Highway and Transportation Officials (AASHTO)
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 met with BFD personnel at the driveway of 40 George Street; the meeting took place because a parked vehicle prevented BFD from making a turn onto George Street from 40 George Street (see Attachment 1). The 40 George Street driveway is close to the Monroe Street and

George Street intersection. BFD uses the driveway at 40 George Street as a connection to Elmwood Avenue. There have been several occasions when the driveway is unpassable due to vehicles parking on the south side of the driveway at 40 George Street. DPW Staff conducted a site survey and turning template analysis, which confirmed the need for a "No-Parking" zone in this area. Staff used "Section 7: Minimum Designs for Truck and Bus Turns" in the AASHTO Green Book as guidance. The configuration of the driveway with the George Street and Monroe Street intersection prevents BFD trucks from exiting or entering the 40 George Street driveway. The turning template shows that trucks cannot make the turn in either direction into the 40 George Street driveway with a vehicle parked directly south of the 40 George Street driveway. Therefore, staff recommend the "No-Parking" zone be on the east side of George Street, beginning immediately south of the driveway to 40 George Street and extending south for 20 feet (see Attachment 2).

Public Engagement:

In preparation for the 03/20/19 DPW Commission Meeting, Staff placed flyers at each property along the block adjacent to 40 George Street. Staff received two (2) emails, in regards to this matter (see Attachment 3). Both of the emails support the Fire Departments work; however, both residents have difficulty finding parking adjacent to their homes and would like Staff to remove the parking meter from one of the spaces directly south of the 40 George Street driveway and make this space part of the Resident Only spaces on George Street. Staff will consider this request; however, this does not change the Staff recommendation to remove parking immediately south of the driveway to 40 George Street.

Attachments:

1. Initial request and site photos.
 2. Site map.
 3. Public correspondence.
-

Attachment 1

Wed 3/6/2019

Phillip,

Your findings are correct, we access 43 Elmwood Ave via Monroe St to George St. We are unable to make with swing with this parking spot that you have photographed.

Thank you

Ed Webster
Captain

Captain Webster,

Traffic Foreman Dan Hill and I met with you at the driveway of 40 George Street; we met you there because a parked vehicle prevented you from making a turn onto George Street. The 40 George Street driveway is close to the Monroe Street and George Street intersection; I have attached some pictures for your review. The Fire Department (BFD) uses the driveway at 40 George Street as a connection to Elmwood Avenue. There have been several occasions when the driveway is unpassable due to vehicles parking on the south side of this particular driveway. You would like DPW Staff to propose removing one parking space south of the 40 George Street driveway to the DPW Commission; the purpose of the parking removal is so BFD personal may make the most efficient response in an emergency. Please correct me if I am wrong in my initial analysis. Feel free to contact me should you have any questions.

Best,

Phillip Peterson, Associate Engineer
Burlington Department of Public Works

"Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act."

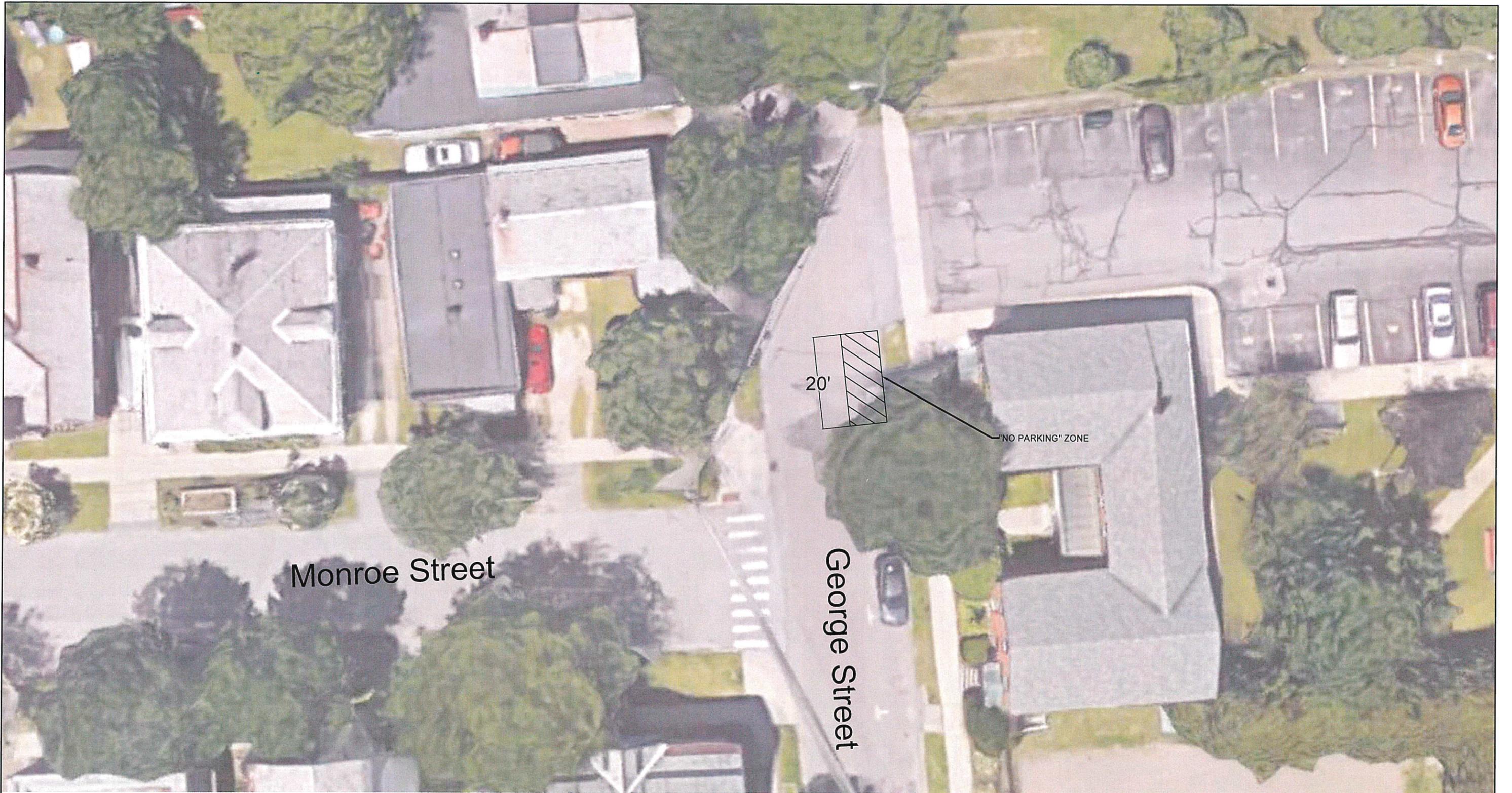






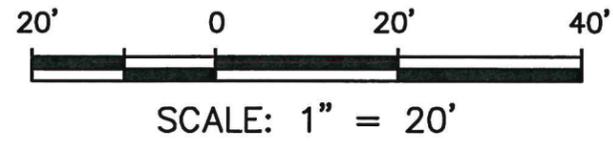
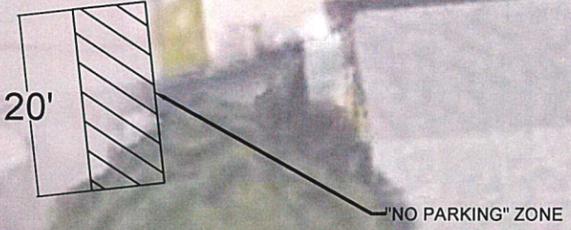






Monroe Street

George Street



GEORGE STREET
PROPOSED NO PARKING ZONE



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**
645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9084
(802) 863-0486 (Fax)

DESIGNED PMP	SCF NO. N.A.
DRAWN PMP	SCALE 1"=20'
CHECKED SM	DRAWING NO.
DATE 03/13/18	SHEET 1 OF 1

Attachment 3

Public input correspondence emails

Sun 3/10/2019

Hi Philip, we spoke briefly on my porch about the spot on George Street that blocks the fire dept. I'm all for making sure the fire dept can maneuver through (not without a sense of self preservation I might add), but I'm hoping something can be done in tandem to maintain the already precarious number of resident parking spots.

I have two suggestions, one would be to convert 1 (or even two) of the currently metered spots into resident only parking, and/or there's a no parking spot just on the other side of the driveway by the spot in question that seems superfluous? It looks like there may once have been a driveway there but now it is only lawn and I frequently see people park there illegally, so maybe it might as well be a parkable spot?

In any event, thanks for checking in with neighborhood before making changes, it's noticed and appreciated!

regards,

-dave patry

Fri 3/8/2019

Hi Peter,

I am writing to strongly urge against making the spot south of the driveway of 40 George Street a "No parking" zone. As someone who lives on this street, I depend on "resident only" spaces to be able to park my car. It is already incredibly difficult to find parking on the street, and this would only make the problem worse. (In fact, a city bus is often parked on our street in the residents only spaces, and takes up 4 whole spots!).

As an alternative, I would like to suggest that one of the metered parking spaces be turned into a "no parking zone" instead. This would allow the fire department to do its job, while still providing space for the residents who live on this street. 1 less metered parking spot would do far less damage, as folks who park there tend to not live on the street and can more easily find another metered spot to park in while they shop/go downtown etc.

-Kathleen McVeigh



March 14, 2019

TO: Public Works Commission

FROM: Elizabeth Gohringer, Associate Planner
Nicole Losch, PTP, Senior Planner

RE: Parking Meter Removal for Parklet Pilot

Recommendations

Staff recommendations will be provided in a separate memo added to the packet on March 15, 2019.

Introduction

The Department of Public Works' (DPW) and the Community and Economic Development Office's (CEDO) parklet pilot program was introduced to the Commission at the February 2019 meeting. A Request for Proposals (RFP) was released and the RFP deadline was extended to March 11, 2019. Five applications were received and will be scored by a review team on March 14th. Following the review team's input, recommendations will be made to the Commission for the removal of parking meters for the duration of the pilot program.

The parklets under consideration may be located near The Archives on College Street, Drifter's on North Winooski Avenue (not within the parking meter zone), El Cortijo on Bank Street, The Gryphon on Main Street, Restaurant Poco, a new restaurant on lower Main Street.

Piloting parklets for one summer allows the City to gauge the public appetite for creating outdoor seating in place of parking. The pilot program is soliciting proposals for multiple parklet locations (up to 10 parking spaces total), both in and out of the Downtown area. The pilot will help inform the policies that should be in place to have a successful Parklet Program, and we hope that the City, as well as the applicants, will be able to learn from this experience to inform any future Parklet Program that may follow.

DPW and CEDO staff will present additional information at the March 2019 Commission meeting.

Burlington Department of Public Works Commission Meeting
Draft Minutes February 20, 2019
645 Pine Street – Main Conference Room

Commissioners Present: Commissioner Archambeau, Commissioner Alberry, Commissioner Barr, Commissioner Hogan, Commissioner Overby

Commissioner Absent: Commissioner Gillman

Item 1 – Call to Order – Welcome – Chair Comments

Meeting called to order at 6:30 p.m.

Item 2 – Agenda

Commissioner Barr made a motion to approve the Agenda

Commissioner Alberry seconded

Unanimous approval

Item 3 – Election of Vice Chair

Commissioner Barr nominated Commissioner Hogan for Vice Chair

Commissioner Alberry seconded

Unanimous Approval

Commissioner Hogan gladly accepted his new position on the Public Works Commission

Item 4 – Public Forum (3 minute per person time limit)

RJ Lalumiere, resident of Ward 7, stated that the snow clearing efforts in the bike lanes has been poor this year. Plows are not pushing the snow all the way to the curbs leaving a mess in the bike lanes. He would like to see more snow clearing efforts in the bike lanes.

Patty Hampton commented about the Residential Permit Parking. She has been unable to renew her permit due to being on a corner lot. She does not understand why she can't have a residential pass because she is on the corner lot. Director Spencer stated that staff would promptly follow up with her.

Item 5 – Consent Agenda

A. Parking Agreement With ICV for 100 spaces in Lakeview Garage

B. Parking Agreement with IMarket Solution for 10 Spaces in Lakeview Garage

C. Killarney Drive Bike Path Access Parking Prohibition

Commissioner Barr made a motion to accept Consent Agenda

Commissioner Alberry seconded
Unanimous approval

Item 6 – Snow and Ice Control Plan – R. Green

DPW Assistant Director Rob Green presented a Power Point summarizing the key points in the City's Snow and Ice Control Plan that was included in the Commission's Packet. It has been another challenging winter with freeze/thaw conditions. Mr. Green reported additional challenges of blocked sidewalks, access down narrow streets due to cars parking off the curbs, and an aging sidewalk tractor fleet. Per Council direction, staff has experimented with liquids on the sidewalk – even applying it before snow arrives. The liquids do not appear to work as well as the rock salt and with residents requesting clear sidewalks, we are considering ending the use of liquids. We will provide more or an update at the end of the winter. Mr. Green states that he sees opportunity for improvement in how the department plows handicap parking spaces and bike lanes. Mr. Green stating that the plowing operation relies on help from other DPW divisions and departments, but it can be challenging to fully staff multiple shifts for around the clock operation.

Commissioner Hogan stated that the sidewalk plows need to pay more attention to the bike lanes.

Commissioner Archambeau stated that he appreciated having this topic on the agenda and acknowledged staff's solid efforts with the resources that we have.

Mr. Green stated we could use more resources as well as more staff. He stated that the main roads are plowed first when the plow drivers come in around midnight. Our sidewalk plow drivers are coming in around 2:00am to plow sidewalks - the first area of concern is the downtown area and the sidewalks around the schools.

Public Comments: Steve Goodkind stated that when he was Director they had used treated salt on the sidewalks and nothing does work better than salt on the sidewalks to clear and make them safer for pedestrians. Mr. Goodkind also stated that there used to be a plan to go 24/7 during a major snowstorm but we need people to be able to work during these prolonged storm events.

No action was taken.

Item 7– Parklet Pilot Introduction – W. Clavelle, N. Losch

Will Clavelle from CEDO and Nicole Losch from DPW provided a presentation on the proposed Parklet pilot. City staff are proposing a seasonal pilot project that would allow businesses and organizations to apply for and install adjacent parklets for customer and resident use. The application period is underway and Parklets can be proposed along

North Street and North Winooski Avenue in the Old North End as well as in the downtown area. A one-week demonstration Parklet was organized last fall by BBA and AARP.

Commissioner Archambeau asked what the amount of parking spaces that would be proper. Mr. Clavelle stated that the thought ten would be a good number to start with which would give us five parklets with two spaces each or 10 parklets with one space each. Commissioner Archambeau also asked about the vision for downtown parking. Nicole stated that they want to strike a balance between maintaining on-street parking and other needs within the City's rights-of-way. We are looking to go to places where there is more pedestrian traffic.

Commissioner Overby stated that the areas that have more depth to the sidewalk this would make a good sidewalk extension for these parklets.

No action was taken.

Item 8 – Public Engagement Plan 1-Year Review – R. Goulding and N. Losch

Staff provided a one-year review on DPW's Public Engagement Plan. DPW's Public Information Manager Robert Goulding went through the Power Point explaining how we are reaching out to the public on projects and other priorities. Staff highlighted different forms of online and in person engagement, and presented different metrics and anecdotes on how the Public Engagement Plan has been implemented.

Commissioner Overby stated this was a great plan and to keep explaining why the different levels exist. Robert Goulding is a great asset to the Public Works Department and to keep doing the great job that you are doing.

Commissioner Hogan asked why there was a spike in the web traffic. Robert Goulding stated that quite possibly a preview of the City's construction efforts and also Operation Clean Sweep is coming up.

Commissioner Barr is excited with all that has been accomplished in the first year.

Commissioner Alberry stated to keep going the City hasn't had anything like this at all. Good Job.

Commissioner Archambeau stated excellent job and thank you. Thank you Rob and Nicole.

No action was taken.

Item 9 – Approval of Draft Minutes 12/19/18 & 1/16/19

Commissioner Alberry made a motion to accept minutes of 12/19/18.
Commissioner Hogan seconded
Unanimous approval

Item 7 suggestion to reword parking changes (hand out_
Commissioner Barr made a motion to accept the minutes of 1/16/19
Commissioner Alberry seconded
Unanimous approval

Item 10 – Director’s Report

Director Spencer summarized the topics in his Director’s Report in the packet. He stated that Peggy O’Neill-Vivanco was recently appointed by the City Council to be the new Public Works Commissioner. Director Spencer provided information to the Commission on municipal garage occupancy rates following up on Commission Overby’s questions. Finally, Director Spencer updated the Commission on staffing changes. Assistant Director Patrick Mulligan resigned from his position and Jeff Padgett has come on board as Interim Assistant Director, working 20 hours a week.

Item 11 – Commissioner Communications

Commissioner Barr stated that potholes are emerging on many streets but DPW is doing the best they can to fix them. The communications efforts are good.

Commissioner Hogan thanked the Street Department for their work. He stated that city infrastructure is in need of improvements.

Commissioner Overby stated that the alignment of lanes at the North Avenue and Shore Road intersection should be evaluated. Consider removing an additional parking space to make travel onto Shore Road better.

Commissioner Archambeau asked about clearer signage for parking in front of Champlain Elementary School. Commissioner Archambeau asked about any recent Grove Street traffic calming work. Director Spencer replied that some calming features were installed by Bayberry Commons developers and some additional features may be installed this coming season. Commissioner Archambeau asked about the parking along Intervale Avenue by the Elmwood Avenue intersection. Director Spencer said staff would evaluate the parking situation. Commissioner Archambeau discussed the North Union Street bike lane bollards. A police officer has stated there are issues if there is an emergency as cars are just stopping and not moving over due to not being sure if they can drive over them. Police are having to get out of their cars to ask people to move over. They are finding alternate routes to go on calls. Need to evaluate and maintain buffered bike lanes.

Item 12 – Adjournment and Next Meeting Date – March 20, 2019

Commissioner Barr made a motion to adjourn.
Commissioner Alberry seconded
Unanimous Approval



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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

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

WATER RESOURCES UPDATES:

As you know, Water Resources is working to comprehensively address trends that our three utilities are facing -- aging infrastructure and a greater regulatory environment while maintaining affordable services for ratepayers. Water Resources has been tackling multiple major initiatives to improve our services for our ratepayers:

- Voters in November 2018 approved the \$30M Clean Water Resiliency Plan that will make generational reinvestments into our Wastewater and Stormwater infrastructure. Our engineering team is diligently working to advance the high-priority wastewater treatment plant projects (disinfection and programmable logic control updates). We are also pleased to announce that our Stormwater Program has received a \$1M grant award to implement key Green Stormwater Infrastructure projects – an important cornerstone of the CWRP. This non-matching grant will require BOF/CC approval and we plan on informing our community next week.
- A year ago staff identified billing errors connected to some of our large compound meters. Since then, we have embarked on an aggressive meter assessment – inspecting all compound meters in the City (Phase I, completed) and now inspecting all accounts with a 1” or larger meter (Phase II, underway). We have also been reviewing and refining our policies and procedures with outside industry experts and initiating negotiations with affected customers to reconcile payments.
- We have also been continuing our expanded replacement and relining efforts on water, wastewater and stormwater mains.

Together, these and several other critical initiatives represent a generational renewal of the City's life-sustaining infrastructure. To ensure we can deliver these critical initiatives – and achieve continued compliance with stricter regulations – we have undertaken an independent third-party organizational assessment to determine how best we can align our resources to accomplish our ambitious plans. This assessment, being done by consultant Raftelis, is nearly complete and recommends a number of structural reforms and staffing changes. We will provide a verbal update on these recommendations at the March Commission meeting with a goal of getting the complete report to the Commission for your April meeting. Please contact Assistant Director – Water Resources Megan Moir (mmoir@burlingtonvt.gov) or me for more information.

BIKE & SCOOTER SHARE:

Building on last year's bike share program, the City and partners (South Burlington, Winooski, UVM, Champlain College, CATMA and the CCRPC) are exploring an expanded shared mobility program that would provide a fleet of e-bikes and e-scooters available to members of the public who sign up for the service. We held two public forums on the concept in February. We are currently reviewing the input received and will have a more refined proposal for the public's consideration in April. We will

solicit additional public comment in April prior executing any contract with a service provider. More information is at: <https://www.burlingtonvt.gov/DPW/Transportation/ETransportation>.

TRAFFIC REQUESTS:

As of 03/08/19, we have 34 traffic requests in queue. This is up slightly from the 32 requests in queue last month. Many of the outstanding requests are related to crosswalks and staff will be bringing forward proposed crosswalk guidelines to the Commission in April. These guidelines will help us more efficiently address these outstanding traffic requests.

2019 CONSTRUCTION SEASON:

We are gearing up for another big construction season. We are procuring construction contractors for our water main, paving, sidewalk work and will have a complete update for the Commission in April. Pedestrian safety is a focus again this year, and we have already awarded the contract for five crosswalks with RRFBs on North Ave. More crosswalks are being planned. Our preliminary list of 2019 construction projects is up on the refreshed Construction Portal: <https://www.burlingtonvt.gov/DPW/Reinvestment>.

POTHOLE SEASON:

This late winter season is typically the toughest time of the year on our roadways and this year is no exception. When our Street Maintenance crews are not plowing, they are focused on pothole repair. We have communicated via Front Porch Forum and other channels that our teams are working weekends and overtime to repair the deterioration from the freeze/thaw cycles and encourage members of the public to report hazards to us.

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