CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOICE
802.863.0466 FAX
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www.burlingtonvt.gov/dpw

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: February 13, 2020
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **February 19, 2020**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N DA

		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 Removal of one ADA Parking Space on Main St Adjacent to Memorial Auditorium
B Reallocation of One 30 Minute Time Limited Parking Space to a One-Hour Time Limited Parking Space on Marble Avenue
C Removal of Two-Hour Time Limited Parking on North Winooski Avenue
D Cherry Street Vehicle Loading Zone

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

5 15 Min Slope Failure Presentation
- A Communication, N. Baldwin
- B Commissioner Discussion
- C Public Comment
- D Action Requested – None

6 20 Min Winooski Avenue Transportation Study
- A Communication, N. Losch
- B Commissioner Discussion
- C Public Comment
- D Action Requested – None

7 10 Min Franklin Square Street Acceptance Update
- A Presentation, P. Peterson
- B Commissioner Discussion
- C Public Comment
- D Action Requested – None

8 15 Min Garage Occupancy Presentation
- A Presentation, J. Padgett
- B Commissioner Discussion
- C Public Comment
- D Action Requested – None

9 5 Min Approval of Draft Minutes of 1-15-2020

10 10 Min Director’s Report

11 10 Min Commissioner Communications

12 **Adjournment & Next Meeting Date – March 18, 2020**

City of Burlington
Department of Public Works

Technical Services Engineering Division
645 Pine Street, Suite A
Burlington, VT 05402
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www.burlingtonvt.gov/DPW

Memo

Date: February 11, 2020

To: Public Works Commission

From: Phillip Peterson, Associate Public Works Engineer PMP 2/11/20

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

Subject: Removal of One ADA Parking Space on Main Street Adjacent to Memorial Auditorium

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Recommendations:
Staff recommend the DPW Commission remove:
7A Accessible spaces designated.
No person shall park any vehicle at any time in the following locations, except automobiles displaying special handicapped license plates issued pursuant to 18 V.S.A. § 1325, or any amendment or renumbering thereof:

- Handicapped space in front of the Burlington Children's Space on the north side of Main Street.

Staff recommend the DPW Commission approve:
17 Designation of parking meter zones.
(e) Three (3) hour zones. The following streets or portions of streets are hereby designated as three (3) hour parking:

- On the north side of Main Street in the fifth parking space west of South Union Street.

Purpose & Need:
The purpose of the accessible (ADA) parking on Main Street was to provide Memorial Auditorium with ADA parking needs, and this is no longer necessary. The reallocation of the ADA parking on Main Street to public metered parking, would provide a parking resource need for local businesses, and residents in the area. This change will result in an additional one (1) metered parking spaces on Main Street.

Project Checklist:

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

Summary and Conclusion:

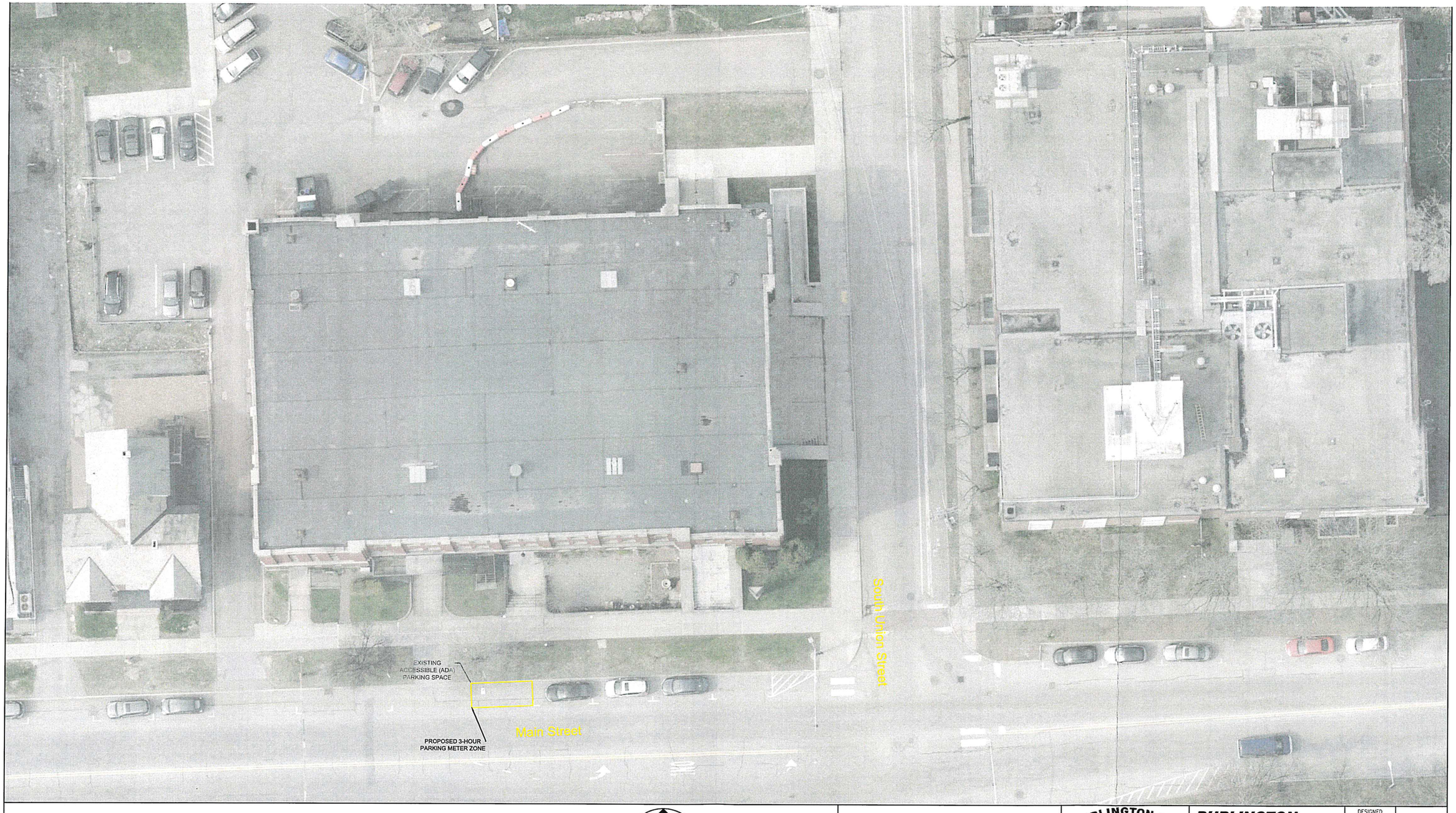
Memorial Auditorium is no longer being used and consequently does not need the ADA parking space on Main Street. Staff recommend the ADA parking space (see Attachment-1) on Main Street adjacent to Memorial Auditorium be reallocated as a 3-hour parking metered space.

Public Engagement:

In preparation for the 2/19/20 DPW Commission Meeting, Staff placed flyers at each property along the blocks adjacent to Memorial Auditorium. Staff received no communication in regards to this matter.

Attachments:

1. Site map.



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SCALE: 1" = 30'

North

PROPOSED PARKING
REALLOCATION ADJACENT
TO MEMORIAL AUDITORIUM

BURLINGTON, VT PUBLIC WORKS

BURLINGTON PUBLIC WORKS ENGINEERING DIV.
645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED PMP	
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DATE 2/11/2020	SHEET 1 OF 1

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

Memo

Date: February 11, 2020

To: Public Works Commission

From: Phillip Peterson, Associate Public Works Engineer PMP 2/11/20

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

Subject: Reallocation of One 30 Minute Time Limited Parking Space to a One-hour Time Limited Parking Space on Marble Avenue

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Recommendations to the DPW Commission Remove:
11-1 Thirty-minute parking.
No person shall park any vehicle, at any time, longer than thirty (30) minutes at the following locations:

- On the south side of Marble Avenue in the first space east of Pine Street

Recommendations to the DPW Commission Adopt:
11 One-hour parking.
No person shall park a vehicle for a period longer than one (1) hour between the hours of 10:00 a.m. and 6:00 p.m., Monday through Friday, in the following locations:

- On the south side of Marble Avenue in the first space east of Pine Street

Purpose & Need:
The purpose of the recommended traffic regulation amendment is to increase customer turnover for several local businesses on Pine Street near Marble Avenue. The need is to provide a customer parking resource which supports local businesses on Pine Street near Marble Avenue.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			
Aligns with City plans?	X			

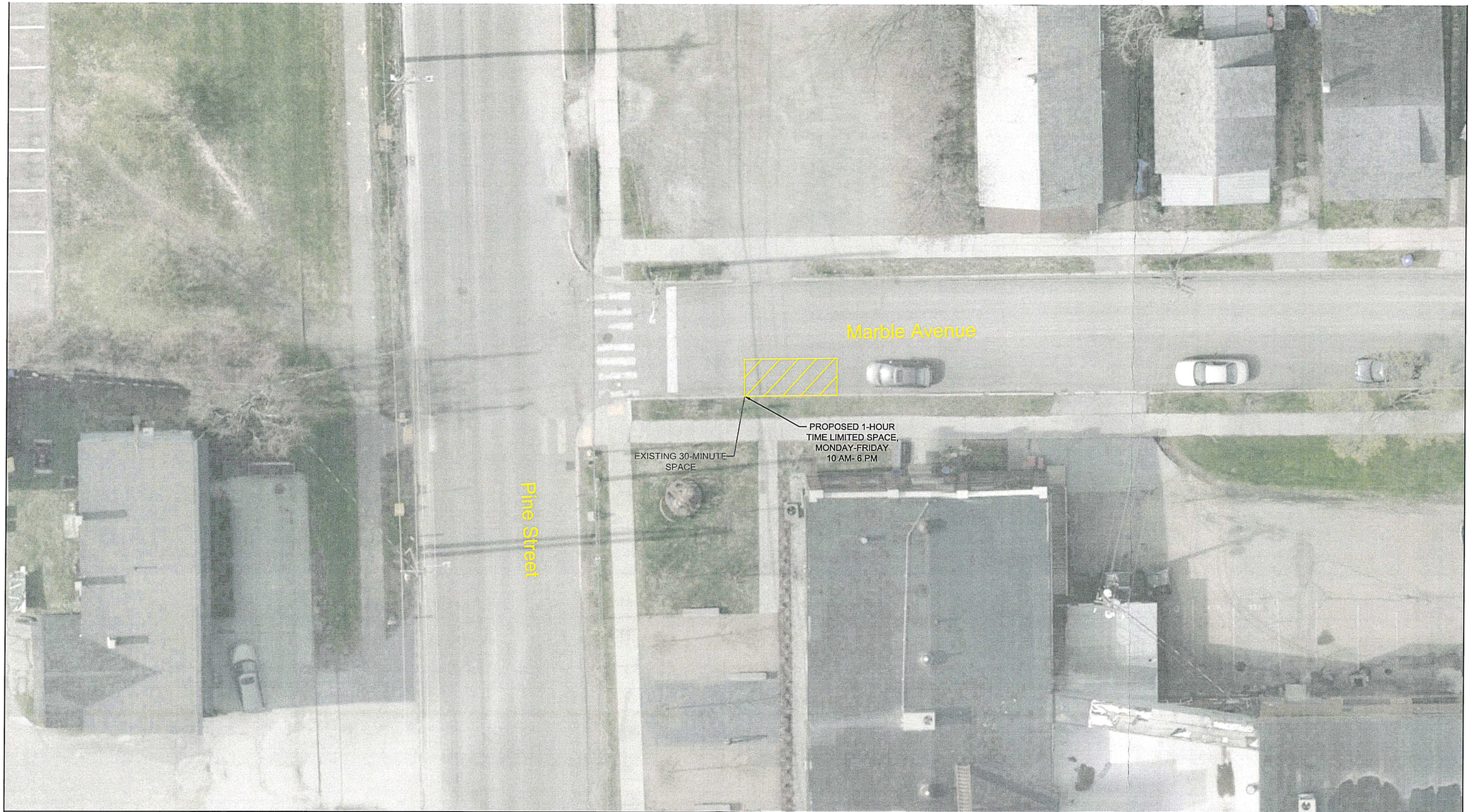
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:
The Department of Public Works (DPW) received a request from a local business in November 2019 to reallocate an existing 30-minute time limited parking space on Marble Avenue to a 1-hour time limited parking space; this particular space is on the south side of Marble Avenue in the first space east of Pine Street. The 30-minute parking restriction is in effect Monday through Friday 10:00 am - 6:00 pm. This traffic regulation amendment would allow the public to park in this space for 1-hour Monday through Friday 10:00 am - 6:00 pm, before 10:00am and after 6:00 pm this space would be available for unrestricted public use.

Public Engagement:
In preparation for the 2/19/20 DPW Commission Meeting, Staff placed flyers at each property along the block adjacent the corner of Pine Street and Marble Avenue. Staff received two (1) emails in regards to this matter, see Attachment 2. Both emails support Staff recommendation.

Attachments:

1. Site map.
2. Public input correspondence.



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SCALE: 1" = 20'

North

MARBLE AVENUE
PROPOSED REALLOCATION
OF TIME LIMITED PARKING
SPACE

BURLINGTON, VT PUBLIC WORKS

BURLINGTON PUBLIC WORKS ENGINEERING DIV.
645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED PMP	
DRAWN PMP	SCALE 1"=20'
CHECKED SM	DRAWING NO.
DATE 2/11/2020	SHEET 1 OF 2

Attachment 2
Public input correspondence emails

Tue 2/4/2020
Good Afternoon Philip,
That all looks great! I believe it will be a nice addition to have an extra 30 minutes in that parking space for visitors of Speaking Volumes Record Store and to the South End in general. Thank you for taking the time to put this together!

Remind me, who was the person in charge of the Champlain Parkway information that I would want to be in touch with should artwork, sculptural elements, or other creative additions come in to play with the project in the South End Arts District along Pine Street?

Thanks again,
Christy
Christy Mitchell, Executive Director
South End Arts and Business Association (SEABA)

Tue 2/4/2020

Good Afternoon,
The Department of Public Works (DPW) is moving forward with the request from a local business to reallocate an existing 30 minute parking space to a one (1) hour time limited parking space. The parking space is on the south side of Marble Avenue (see the attached image) in the first space east of Pine Street. The one (1) hour parking restriction would be in effect Monday through Friday 10:00 a.m. to 6:00 p.m. Please respond via email or phone so your feedback may be considered during our evaluation. This issue will be most likely be discussed at the next DPW Commission meeting on Wednesday, February 19th, 2020 at 6:30 pm. This meeting will be in our Front Conference Room, our office is at 645 Pine Street. Feel free to call me should you have any questions.

Thanks,
Phillip Peterson, Associate Engineer
Burlington Department of Public Works

Tue 2/4/2020

Thank you Phillip, Norbert

Tue 2/4/2020

Good Afternoon,

The Department of Public Works (DPW) is moving forward with the request from a local business to reallocate an existing 30 minute parking space to a one (1) hour time limited parking space. The parking space is on the south side of Marble Avenue (see the attached image) in the first space east of Pine Street. The one (1) hour parking restriction would be in effect Monday through Friday 10:00 a.m. to 6:00 p.m. Please respond via email or phone so your feedback may be considered during our evaluation. This issue will be most likely be discussed at the next DPW Commission meeting on Wednesday, February 19th, 2020 at 6:30 pm. This meeting will be in our Front Conference Room, our office is at 645 Pine Street. Feel free to call me should you have any questions.

Thanks,
Phillip Peterson, Associate Engineer
Burlington Department of Public Works

City of Burlington
Department of Public Works

Technical Services Engineering Division
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Burlington, VT 05402
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www.burlingtonvt.gov/DPW

Memo

Date: February 11, 2020

To: Public Works Commission

From: Phillip Peterson, Associate Public Works Engineer PMP 2/11/20

CC: Susan Molzon P.E., Senior Public Works Engineer
Nicole Losch, PTP, Senior Planner

Subject: Reallocation of Two-hour Time Limited Parking on North Winooski Avenue to Unrestricted Public Parking

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Recommendations:
Staff recommend the DPW Commission remove:
10 Two hour parking.
No person shall park a vehicle for a period longer than two (2) hours between the hours of 8:00 a.m. and 6:00 p.m., Sundays and holidays excepted, in the following locations:

- On the east side of North Winooski Avenue for 320 feet north of Archibald Street.

Purpose & Need:
The purpose of the two-hour time limited parking zone on North Winooski Avenue was to provide parking turnover for local businesses, and this is no longer needed. The reallocation of the two-hour parking zone on North Winooski Avenue to public parking, would provide a parking resource need for residents in the area.

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:
Staff received a request in January 2020 from a local business on North Winooski Avenue to reallocate an on-street 2-hour time limited parking zone on the east side of North Winooski

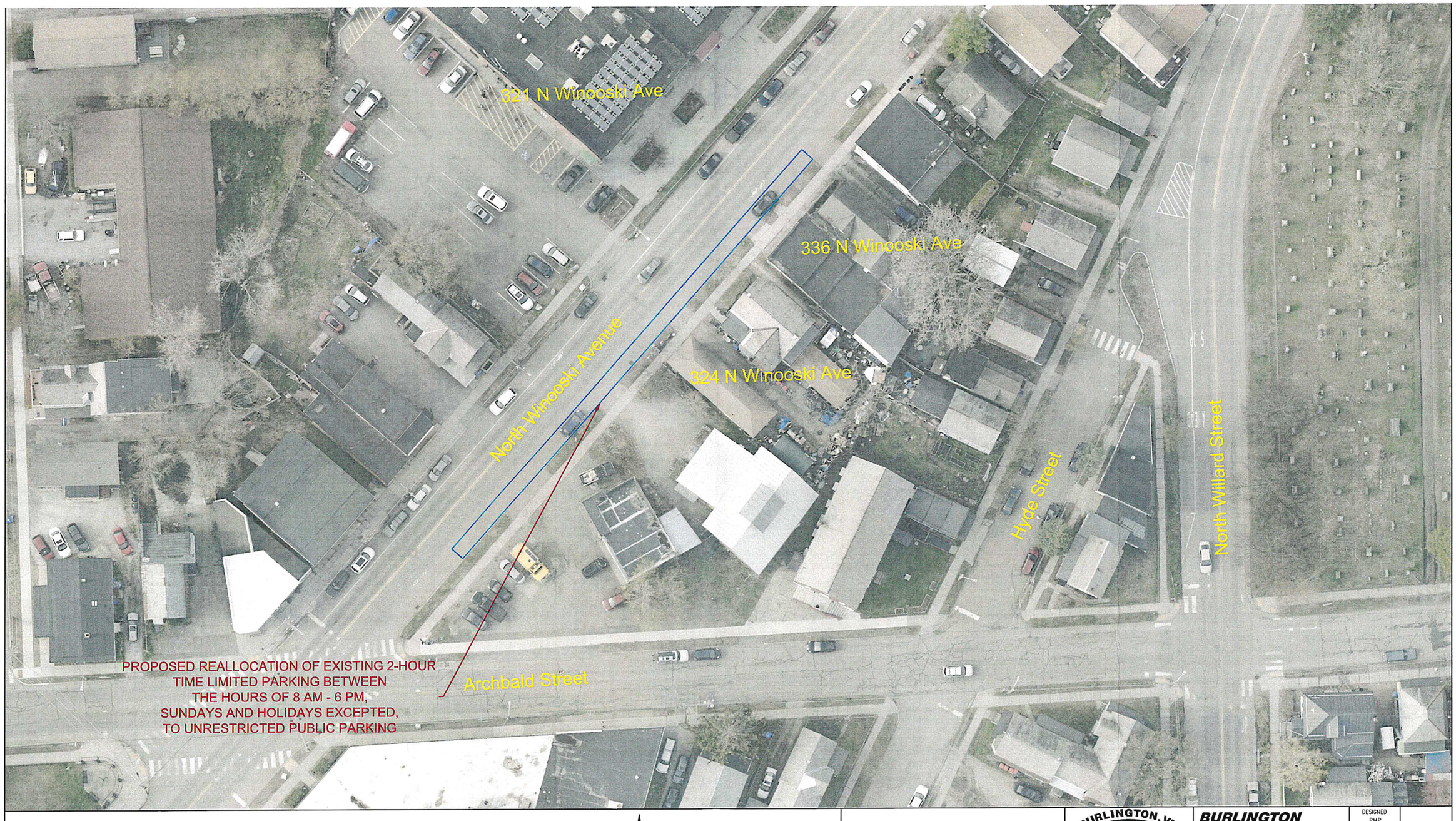
Avenue to regular public parking; the existing 2-hour time limited parking zone is on the east side of North Winooski Avenue for 320 feet north of Archibald Street which is approximately 13 parking spaces, see Attachment-1. This amendment would allow the public to park in these spaces with no time limit. Staff worked directly with Nicole Losch, DPW Transportation Planner to ensure this recommendation works well given the future work planned on North Winooski Avenue, Ms. Losch does not see the removal of this 2-hour time limited parking zone as something which will concern future work on North Winooski Avenue; Ms. Losch supports the Staff recommendation to remove the 2-hour time limited parking zone.

Public Engagement:

During the public outreach phase DPW Staff met with local businesses, which included restaurants, and residents on site; all of these people support the removal of the 2-hour time limited parking zone, and would appreciate the ability to utilize this resource as a regular public parking zone. In preparation for the 2/19/20 DPW Commission Meeting, Staff placed flyers at each property along the existing 2-hour time limited parking zone on the east side of North Winooski Avenue. Staff received three (3) emails and four (4) phone calls in support of this recommendation, see Attachment-2.

Attachments:

1. Site map.
2. Public correspondence.



0 50' 100'

SCALE: 1" = 50'

PROPOSED REALLOCATION
OF TIME LIMITED PARKING
NORTH WINOOSKI AVENUE

BURLINGTON, VT PUBLIC WORKS

BURLINGTON PUBLIC WORKS ENGINEERING DIV.

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

DESIGNED PMP	
DRAWN PMP	SCALE 1"=50'
CHECKED SM	DRAWING NO.
DATE 2/11/2020	SHEET 1 OF 1

Attachment 2
Public input correspondence emails

Thu 2/6/2020

Ms. Randall,

Thanks for the email. I will recommend to the DPW Commission the 2-hour zone be removed. This item is scheduled to be presented to the DPW Commission at the 2/19/20 February meeting. This meeting begins at 6:30 pm, and is in our front conference room at 645 Pine Street. Should my recommendation be adopted, it will be approximately another month before the traffic regulation amendment is effective; there is a legal publishing period before a new traffic regulation becomes effective. In the meantime, I would recommend you follow all existing signs and traffic regulations. As it turns out the 2-hour time limited parking zone on the east side of North Winooski Avenue is still effective, so if you park for longer than 2-hours you can get a ticket from parking enforcement. Feel free to call me should you have any questions.

Best,
Phillip Peterson, Associate Engineer

Good afternoon, Phillip

Since we last spoke, I received 2 more parking tickets for using North Winooski Avenue to park during my work day. I have contested all four as the spaces I used are either next to empty buildings or in front of spots that don't have 2 hour signs posted. At this point, I am in the process of filing paperwork to take all 4 tickets to an appeals court.
Is there any further information on taking down the 2 hour signs along that stretch of North Winooski Avenue? Really, I'm continuing to gather information prior to whenever this court date might be set.

Thanks for all your ongoing help with this.
Sincerely,
Jessica Randall

Tue 1/28/2020

Hi Phil,

Thank you for this recap. Yes, CHCB is still supportive of the reallocation of the 2-hour time limited parking spaces on North Winooski Avenue to increase flexibility for staff and patients. We recognize the risk involved with the public use, but the ticketing and inconvenience with the 2-hour time limit for CHCB is worth a try.
Additionally, I would appreciate your expertise and recommendations regarding parking on Riverside Avenue. There are currently no bracket lines in the section across from our building and we have

wondered if that would help with consistent parking and allow for more spaces. Please let me know if you can meet onsite anytime.

Thank you for your assistance,

Kim Anderson
Director of Development and Communications
Community Health Centers of Burlington

Fri 1/24/2020
Kim,

Thanks for the phone call this afternoon. When we spoke earlier this week, you were supportive of the reallocation of the 2-hour time limited parking spaces on North Winooski Avenue; and it seems you are still supportive. CHC is hoping these spaces will be for patient use and CHC Staff. As we discussed, the reallocation of the 2-hour time limited parking zone is proposed to be public parking spaces and may be used by anyone in the public with no time limit.
You also mentioned parking issues on Riverside. Please describe the issues as best you can. Once we have this laid out, we can develop some strategies. Feel free to call me should you have any questions.

Best,

Phillip Peterson, Associate Engineer

Wed 1/22/2020

Hi there, yes I recieved the ticket quite a few years ago, but I remember it vividly....As I mentioned I've been living here for 20 years. Parking is an ongoing, daily issue, especially for me, with physical issues. I do have a disability placard, but the closest spot is across from Legal Aid...and often not open.
Thank you for your time.
Trudy Macy

Trudy,

Thanks so much for your email and your input. I have cc'd John King, Parking Enforcement Manager. Mr. King is in charge of enforcing existing parking regulations. I'm not sure when you received the ticket for the 2-hour parking violation on North Winooski Avenue versus when the signs went up; whatever the case, this regulation has been in place for quite a while. The 2-hour parking on North Winooski has been up for several years actually. Perhaps Mr. King can better explain the situation, he can be reached at jking@bpdvt.org and (802) 540-2185. Feel free to call me should you have any questions.

Best,

Phillip Peterson, Associate Engineer

Hi there. When the 2 hour parking on N Winooski Avenue first began, my car was parked there and I was very sick in bed for a few days. So, the signs went up, and then I was ticketed!! I wrote a letter and explained what had happened, but no one seemed to care.
I'm a disabled 64 year old woman, and finding parking that's close to my home is very difficult. FYI....I live at 299 N Winooski Avenue...the big blue building on the north-west corner of N Winooski and Archibald, right at the light. Right now I'm often parking at the old transmission place which is out of business, across the street.
By removing the 2 hour limit, it would give me and my neighbors better choices for parking. Please take my situation into consideration.
I've lived at my current address since October 2000.
If you want to chat with me further, my phone number is xxx.
Thank you for your time + consideration.
Trudy Macy

Public input correspondence phone calls

Thu 1/9/2020
Associate Engineer Phillip Peterson received a phone call from Joseph Agresta, North Winooski Ave resident and worker; The very end of N Winooski Ave, there is a block of two-hour parking signs, would like the two-hour time limited parking to be removed; Mr. Agresta Works at Junktiques.

Fri 1/17/2020
Associate Engineer Phillip Peterson received a phone call from Jessica Randall, she lives in Colchester but works at Burlington Health Center, and she will often park on North Winooski Ave. The Salvation Army is no longer here; so the 2-hour parking should be removed. Ms. Randall believes the 2-hour parking is a problem. She received tickets on 1.8.20 and 1.10.20 and never had received them before.

Tue 1/21/2020
Associate Engineer Phillip Peterson received a phone call from Kim Anderson Director of Development and Communications for the Community Health Centers of Burlington, removing the 2-hour parking is a good idea. Ms. Anderson is Concerned about the North Winooski Avenue study, parking is limited and should not be removed.

Wed 1/22/2020
Associate Engineer Phillip Peterson received a phone call from Matt Beckert, North Winooski Ave resident; supportive of the removal of the 2-hour parking zone.

Public input correspondence on site

1. Conducted general site visit on 1.17.20. Discussed with local businesses.
    a. Finn Sonin Junktiques Manager agrees the 2-hour parking should be removed.
    b. Rob Voland Old Spokes Home, 2-hour parking should be removed.
    c. Khan, manager at Pho Hong; the restaurant does not have a huge opinion on this matter. We would probably support whatever the community needs are.
    d. Staff at Good News Garage, the 2-hour parking does not affect us, so do what you want.

City of Burlington
Department of Public Works

Technical Services Engineering Division
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www.burlingtonvt.gov/DPW

Memo

Date: February 11, 2020

To: Public Works Commission

From: Phillip Peterson, Associate Public Works Engineer PWP 2/11/20

CC: Susan Molzon P.E., Senior Public Works Engineer
Caleb Manna, DPW Excavation Inspector

Subject: Cherry Street Vehicle Loading Zone

Recommendations:
Staff recommend the DPW Commission adopt:
12-1 No parking except vehicles loading or unloading.
No person shall park a vehicle at the following locations unless engaged in loading or unloading the vehicle:

- On the north side of Cherry Street beginning three (3) feet west of the existing fire hydrant directly east of the alleyway between 108 and 110 Cherry Street and extending west twenty feet from 6 am – 6 pm, Sundays and holidays excepted.

Purpose & Need:
The purpose of the vehicle loading zone on Cherry Street is to provide 108 and 110 Cherry Street with vehicle loading and unloading. The vehicle loading and unloading zone would provide an accessibility need, by allowing for vehicle drop off and pick up for 110 Cherry Street; the Division of Vocational Rehabilitation and the State of Vermont Division of the Blind is located at 110 Cherry Street, and many of their clients have long and short term accessibility needs.

Project Checklist:

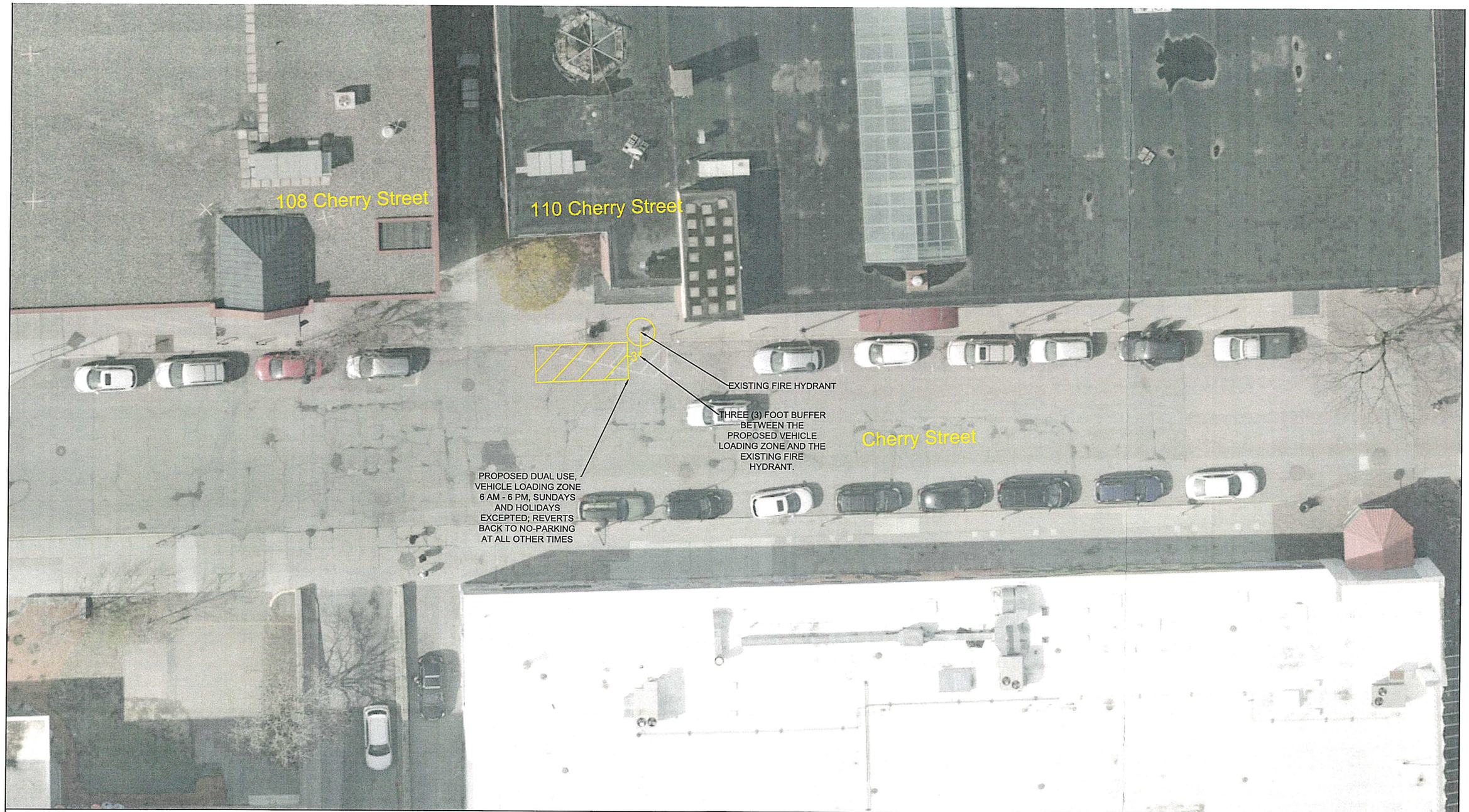
	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		PROWAG
Aligns with City plans?		X		City of Burlington, Downtown Parking and Transportation Management Plan
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the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

Summary and Conclusion:
Staff received a request in December 2019 from the property owners of 110 Cherry Street, to reallocate part of a "No-Parking" zone adjacent to the alley for the loading dock to 110 Cherry Street to a dual use zone; the dual use would be "No-Parking" and a vehicle loading and unloading zone. This traffic regulation amendment would allow one vehicle loading and unloading parking space along Cherry Street (see Attachment-1) from 6 am – 6 pm, Sundays and Holiday's excluded; this parking space would revert back to a No-Parking zone all other times; this will allow for larger trucks to still have access to the loading dock for 110 Cherry Street. DPW Staff worked with Caleb Manna, DPW Excavation Inspector to ensure this dual use zone was a safe use of the public right-of-way space; Mr. Manna believes this will work well and supports the Staff recommendation to create the dual use "No Parking" and vehicle loading zone.

Public Engagement:
In preparation for the 2/19/20 DPW Commission Meeting, Staff placed flyers at each property along the blocks adjacent to the alleyway between 108 and 100 Cherry Street. DPW Staff received two emails (see Attachment-2) and three phone calls; additionally DPW Staff had in person discussions with the managers of CVS Pharmacy, Outdoor Gear Exchange, LL Bean, Burlington City Place, and the Division of Vocational Rehabilitation. After some deliberation over the details of the proposed vehicle loading zone, all parties are fully supportive of the proposed dual use vehicle loading zone and no-parking zone.

Attachments:

1. Site map.
2. Public correspondence.



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SCALE: 1" = 20'

North

PROPOSED DUAL USE
PARKING SPACE
CHERRY STREET

BURLINGTON PUBLIC WORKS ENGINEERING DIV.

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

DESIGNED PMP	
DRAWN PMP	SCALE 1"=20'
CHECKED SM	DRAWING NO.
DATE 12/9/2019	SHEET 1 OF 2

Attachment 2

Public input correspondence emails

Fri 2/7/2020
Oh - that's perfect!

Marc Sherman

Fri 2/7/2020
Just one vehicle loading spot.
-
P

Fri 2/7/2020
Thanks for your reply. Are you suggesting one metered spot and one loading spot, or just a loading spot?
Marc

Fri 2/7/2020
Marc,
Thanks for the email. What you are suggesting is what we will be presenting to the February DPW Commission. The one space will be designated a Vehicle Loading Zone from 6 am to 6 pm, Sundays and holidays excepted. Feel free to call me should you have any concerns.

Best,
Phillip Peterson, Associate Engineer

Philip,
I have reviewed this request and discussed with Jeff Nick. I feel as though there is room for just one additional parking spot when you allow for the fire hydrant. Trucks accessing our driveway use the break in parking from Jeff's curb cut to maneuver. I feel as though one spot to the west of the hydrant would still allow for this. Two spots as suggested in the notice would be restrictive and, quite frankly, I don't even think they would fit.

Please let me know if you have any questions
Marc Sherman

Wed 2/5/2020
Phillip,
Yes this is what we are looking for. We would like to suggest that this be available for loading Monday – Friday 6:00 AM to 6:00 PM. We have various tenants in the building including the State of Vermont division of the Blind, that will be able to utilize this space for pick-ups and drop offs.
Let me know if you need any additional information from me.
Thanks for your help with this.

Jeff Nick
NAI JL Davis Realty

Tue 1/28/2020
Jeff,
Thanks for meeting me on site. Just to clarify, you would like DPW to create a Vehicle Loading Zone adjacent to the east side of your driveway; however, you need the "No Parking" zone to remain so the businesses in your building may take deliveries. You will provide times to me when the Vehicle Loading Zone will be effective, and when you anticipate deliveries. The times are a critical element here, we do not want to create a hazard with trucks waiting in the street to access the loading dock. Basically, we are creating a dual use zone; which is something DPW can do and BPD can enforce. Does this sound correct?

Best,
Phillip Peterson, Associate Engineer

Public input correspondence phone calls

Tue 1/7/2020

Received feedback from William Heinz operations director with Burlington City Place, do not remove the "No Parking" zone, BCP needs it to make deliveries.

Wed 2/5/2020

Spoke to Mr. Heinz about the reallocation to dual use, he supports this, it may actually help prevent vehicles from parking in front of my loading dock.

CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

OFFICE OF PLANGINEERING
645 PINE STREET, SUITE A
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WWW.BURLINGTONVT.GOV

CHAPIN SPENCER
DIRECTOR OF PUBLIC WORKS

NORMAN J. BALDWIN, P.E.
ASSISTANT DIRECTOR OF PUBLIC WORKS

Date: 2/13/2020

To: Public Works Commission

C.C. Chapin Spencer, Director of Public Works

From: Norman J. Baldwin, P.E.
City Engineer/Ass't Director of Public Works

Subject: City's effort to Monitor Existing Conditions and Slope Stability

In response to the instability of elevated slopes along Manhattan Drive, Riverside Avenue and North shore, Engineering-Technical Services had procured a local Engineering Consultant to perform slope stability assessments. In early October the City executed a contract with Hoyle Tanner, with a sub-consultant Terracon.

Hoyle Tanner's scope of work was structured to formalize the City's process to document year to year the existing condition of slopes and noting areas of high risk.

While this work was underway, the department received a complaint from a member of the public on Thursday, October 10, 2019 regarding a potential Dangerous Condition located at #411 Riverside Avenue. It was communicated that there was soil brought to the site as fill to the high bank of the property. Riverside Avenue is positioned on the high bank to the Winooski River.

The complaint received was an email originally composed from a member of the public concerned about the stability of the slope, questioning the safety to the in-fill activities and environmental impact to the river ecology downslope. The original communication was forwarded to my attention through a series of state and local officials. Included in the original email were a series of 12 pictures.

These pictures depict surficial cracking on the top of the slope, which suggests some measure of instability of the slope. Which triggered a response from both myself and the Building Inspector to take immediate action and investigate the complaint.

Prior to reaching out to the owner I called Bill Ward who serves at the Director of Permitting and Inspection to determine if the reference in-fill activity at #411 Riverside Avenue was permitting under our local zoning. In reviewing the property file there weren't any permits on file that permit the regrading and in-fill activities identified in the complaint. Mr.Ward provided me with the contact information for the owner of the property.

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I then placed a call to the owner, identifying myself as the City Engineer alerting him to the complaint and requesting to visit the site to investigate the condition. I shared I would be visiting the site shortly with our Building Inspector, Brad Biggie.

Arriving at the 411 Riverside Avenue at around 12:20 p.m. Friday, I made contact with the owner, I introduced Brad Biggie the Building Inspector and introduced the complaint we received was for in filling his property on the northern edge of his property.

Visually, I had identified a 60'-80' tall, steep slope terraced at the base of the slope in the direction of the river. At the base of the slope and a third of the way up the slope were a number of large growth cut timbers laying in various orientations and overlapping. Large Stumps near the top of the slope, material of the high bank was primarily wood chips, ground was spongy and there was steam rolling out of the bank in isolated areas from the wood chips, it was evident there was heat being released as a result of the decomposition of the wood chips as organic material.

I shared with the owner of 411 Riverside Avenue that he should no longer be infilling his property until he acquires all of the necessary permits and has consulted with a Geotechnical Engineer. I further noted that the steam from the bank was the decomposition of the wood chips and that this material could possibly combust. That we would likely be issuing a Dangerous Building Order for him to remediate the existing condition.

Leaving 411 Riverside Avenue I visited the adjacent properties at 389, 365 Riverside Avenue and attempted to make contact with the property owners. I was unsuccessful in making contact with either of the two owners. I visually confirmed infill activity on these two properties as well.

Returning from the site visit I had prepared a Draft Dangerous Building Order for 411 Riverside Avenue. That same day Friday, October 11, I shared the draft order with our City Attorney's Office for review. This order would serve as the sample order for all three properties.

As a result of the City Attorney's Office's review it was determined that under the authorities described in **8-45 Obligations of owners of dangerous structures and buildings;** as the City Engineer, neither myself, nor Brad Biggie as the Building Inspector have the authority to order the remediation of the slope, given the slope is not a structure or building.

This issue was then referred to the Permitting and Inspection team for their review and determination if under the existing zoning regulation the property owner could be compelled to remediate the existing condition.

Shortly after on the evening of October 31st, 2019 the City experiences a severe rain storm event that impacted the stability of these infill areas.

The rain storm saturated the illegal infill at 365 Riverside Avenue, causing a flow failure that impacted the Rivertrail. causing that segment of the trail to be rerouted by the Winooski Valley Park District.

Since the slope failure at 365 Riverside Avenue, City staff continues our work address this individual slope failure as well as take important next steps to prevent against similar slope failures.

- Permitting and Inspections Department has issues a Notice of Violations to the three Riverside Avenue Property Owners.
- DPW's Consultant Hoyle Tanner has completed most of their field work on Manhattan Drive and North shore for properties under the direct control of the City.
- Our work to assess the existing condition along Riverside Avenue will require the cooperation of private land owners to gain access to their properties to assess the existing condition.
- Alternative methods of assessment are being considered if we are not able to gain access to private property to assess the existing condition

- Field Inspection and associated Field Reports record the existing condition and will be used to compare against previous annual inspection reports to identified locations of instability or locations of imminent failure.

As the City Engineer, I continue to have conversations with the City Attorney's Office, to further expand both mine and the Building Inspectors authorities to address slope stability issues under similar authorities described in the Burlington Code of Ordinances 8-45. In addition the consultants work to assess all high slopes is not complete and addition field inspections will resume once slopes are free of snow and ice pack for visual inspection.

Please feel free to call me if you have questions.

Thank you.

City of Burlington
Department of Public Works

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Memo

Date: *February 12, 2020*

To: *Public Works Commission*

CC: *Chapin Spencer, Director*
Norm Baldwin, P.E., Assistant Director – Technical Services / City Engineer

From: *Nicole Losch, PTP, Senior Planner*

Subject: *Winooski Avenue Transportation Study and Implementation Plan*

Recommendation

This item is informational.

Background

Winooski Avenue is the primary north-south transportation corridor through the heart of downtown Burlington. Through the 2011 Transportation Plan and 2017 planBTV Walk Bike, Winooski Avenue is envisioned as a corridor to accommodate safe access for all users, including pedestrians, bicyclists, transit vehicles and riders, and drivers.

Improving safety and connectivity on this corridor is paramount. This corridor does not have consistent or intuitive multimodal facilities. It has 7 of the 20 priority intersections identified for safety improvements in planBTV Walk Bike (including all 5 signalized intersections downtown), has experienced 16% of bicycle crashes and 17% of pedestrian crashes in the City in the past five years, and has six High Crash Locations reported by the Vermont Agency of Transportation.

Introduction to the Winooski Avenue Transportation Study and Implementation Plan

The Winooski Avenue Transportation Study is a corridor study for complete streets on Winooski Avenue. It considers strategies to develop multimodal improvements that address safety, capacity, and connectivity along this nearly two mile corridor stretching from Riverside Avenue in the Old North End to Howard Street in the South End.

The study was guided by the Project Advisory Committee (PAC), with representatives from City and community entities invested in the corridor. The study was also guided by the community in a series of public meetings, active workshops, stakeholder interviews, and online interactions. With input from the community, the PAC established the vision for the corridor:

- Traveling along and across Winooski Avenue will be **safe, inviting, and convenient** for people of all ages and abilities using any mode of transportation.
- **Walking and bicycling will be viable and enjoyable** ways to travel this corridor. Improvements will encourage active travel and alternatives to personal vehicle use.
- **Businesses along and near Winooski Avenue will flourish** with an activated streetscape and convenient access.
- The **mobility and parking needs will be balanced** for property owners, residents, businesses and the greater transportation system.
- The street can **adapt** to changes to the transportation system and land use

Thirteen alternatives were developed for infrastructure improvements that could mitigate existing deficiencies and address challenges and issues identified by the community. These alternatives were evaluated for their ability to align with the vision of the corridor, including bicycle level of stress, pedestrian quality of service, changes in parking spaces, street trees impacted, change in green belt width, cost, neighborhood access, vehicle operations and safety, and transit quality of service.

The recommended alternative was presented to the PAC in October 2019 and the community in November 2019. It was then refined based on PAC and community input. At their meeting on January 28, 2020, the PAC reached unanimous consensus on the preferred alternative for City Council to consider. The Transportation, Energy, and Utilities Committee (TEUC) then considered this alternative at their meeting on February 4, 2020, where the majority of the TEUC supported the preferred alternative.

The preferred alternative will be presented to City Council at their meeting on February 18, 2020 and includes:

- In 2020, complete a Parking Management Plan for North Winooski Avenue, pilot or demonstrate mini-roundabouts, add wayfinding between the southbound Winooski Avenue and Union Street bike lanes, find solutions to commercial loading and driveway queueing on Winooski Avenue in the downtown, and evaluate options to create protection for pedestrians and bicyclists in the downtown;
- With a target of September 2020, add new pavement markings from Pearl Street to Main Street (to include one southbound vehicle lane, one northbound vehicle lane, a center turning lane, and northbound and southbound bicycle lanes), continuous bicycle lanes in both directions south of Main Street, consider physical protections for people walking and biking, and improve high-priority transit stops and pedestrian crossings;
- In 2021, add new pavement markings for bicycle lanes in both directions between Pearl Street and Riverside Avenue, improve high-priority transit stops and pedestrian crossings

north of Pearl Street, consider additional pedestrian safety improvements at the intersections of Archibald Street and Riverside Avenue, and add streetscape and safety enhancements south of Pearl Street; and

- After 2021, identify funding to modify the roadway for protected bike lanes, two-way traffic north of Pearl Street, on-street parking, underground utilities, stormwater management, improved transit stops, new street trees, and/or improved pedestrian experience along Winooski Avenue.

As the Winooski Avenue Transportation Study is implemented, the TEUC will receive bi-annual updates and the Public Works Commission will approve any regulatory changes related to parking and traffic. The TEUC will also review the Parking Management Plan's scope of work before the study begins and the Public Works Commission will accept the final Parking Management Plan.

Commissioners are encouraged to read the draft Winooski Avenue Transportation Study, available on the project website: tiny.cc/WinooskiAveStudy (the final draft will be reposted no later than February 14, 2020 and includes implementation changes based on TEUC input and complete Appendix contents). The recommended preferred alternative and implementation timeline is available in Chapter 6.

Please don't hesitate to contact me in advance of the meeting with any questions (nlosch@burlingtonvt.gov).

Burlington Department of Public Works Commission Meeting
Draft Minutes, January 15, 2020
645 Pine St. – Main Conference Room
Meeting video link: https://www.cctv.org/watch-tv/programs/burlington-public-works-commission-149

Commissioners Present: Tiki Archambeau (Chair); Brendan Hogan (Vice Chair); Solveig Overby; Peggy O'Neill-Vivanco; Pablo Bose; Jim Barr

Commissioners Absent: Chris Gillman

Item 1 – Call to Order – Welcome – Chair Comments

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

Item 2 – Agenda

ACTION: Chair Archambeau suggested to remove Item C from the Consent Agenda for more discussion making it 4.1. Commissioner Barr moved to accept the agenda with Item C being removed and making it 4.1 Commissioner O'Neill Vivanco seconded. Unanimous approval.

Item 3 – Public Forum

- Camilla Vivanco requested that the pedestrian signal phase at the Main Street and South Union intersection be lengthened as more people are crossing this intersection to go to the YMCA after school. She also requested right turns on red be prohibited due to high pedestrian traffic.

Item 4 – Consent Agenda

A Main St. & S. Union St. Parking Reallocation Adjacent to Memorial Auditorium
B Resident Parking Zone Designation for Bilodeau Ct. Bilodeau Pkwy.

Commissioner Overby asked what happens when a resident moves out who has a resident permit parking (RPP) pass and the next tenant requests a new pass. Director Spencer stated that Parking Enforcement at Burlington Police Department manages those issues and we can seek a definitive answer from them.

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

Item 4.1 – Reallocate an Accessible (ADA) Parking Space on North St. to a 30-minute Time Limited Parking Space

Commissioner Archambeau asked if the proposed time limited parking would prevent overnight parking. Staff said that the proposed ordinance language maintained the 30-minute regulation at all times. Commissioners discussed the benefit of only having time-limited parking when adjacent retail entities were open.

Commissioner Archambeau made a motion for 30-minute parking from 8:00 a.m. to 6:00 p.m. with the space being unrestricted beyond those hours. Commissioner Barr seconded. Unanimous approval.

Item 5 – Semiannual Traffic Request Status Report

DPW staff summarized the 33 outstanding traffic requests and stated that the bulk of the requests are crosswalk requests. These requests take longer due to the need to collect data, analyze site conditions and secure construction funding. Commissioners asked about project prioritization and public education. Staff said that a specific webpage for crosswalk requests and projects was under development. The site will be up this spring.

No public comment. No formal action was taken.

Item 6 – Shared Use Path Design Considerations

At Commission Chair Archambeau's request, Senior Transportation Planner Nicole Losch and Associate Planner Elizabeth Gohringer presented on the differences between shared use paths, side paths and protected bike lanes / cycle tracks – and where each are most appropriate. The Commission discussed how the type of facility is determined on a particular corridor and the various projects under development in the city for these various facilities.

Public Comment – Resident Dave Hartnett of Ward 4 highlighted the challenge of accommodating bike facilities and the frequent impacts to parking. He is currently most concerned about such impacts downtown and suggests there be a joint meeting between the DPW Commission and the Church Street Marketplace Commission to engage downtown businesses on parking issues in Burlington. No formal action was taken.

Item 7 – Proposed FY'21 Unified Planning Work Program

Senior Transportation Planner Nicole Losch provided a summary of planning projects that City staff is proposing for FY'21. To minimize impact to the General Fund, City staff is proposing to apply for federal planning funds through the Chittenden County Regional Planning Commission. Before we apply, a public forum must be held and this agenda item fulfills this requirement.

Commissioners asked whether crosswalk data collection and Winooski Avenue signal timing are included and whether the School Travel Plans will have a multimodal focus. Staff responded in the affirmative to all these questions.

ACTION: Commissioner Barr made a motion to accept staff's recommendations. Commissioner O'Neill-Vivanco seconded. Unanimous approval.

Item 8 – Approval of Draft Minutes of 12-18-19

Commissioner Overby requested three modifications to the December 2019 minutes:

- Adding "and the change of policy to do small segment replacements in addition to long runs" after "2020 sidewalk plan" under Item 3

- Correcting spelling of "Director" under Item 8
- Adding "an afternoon" after "the lack of a" under Item 11

ACTION: Vice Chair Hogan made the motion to accept the December with changes requested by Commissioner Overby. Commissioner O'Neill-Vivanco seconded. Commissioner Barr abstained. All other Commissioners voted to approve the minutes.

Item 10– Director's Report

Director Spencer updated the Commission on the following items:

- 645 Pine Street Renovations completed
- Traffic Requests
- Waterfront Rail & Bike Path Relocation
- Green Mountain Transit General Manager Hiring & FY'21 Budget
- Sewer Main Relining
- Water Resources Rate Study
- Champlain Parkway
- Holiday Parking Promotion

Item 11 – Commissioners Communications

Commissioner O'Neill asked whom to get in touch with in regards to request made during Public Forum. Director Spencer said Associate Engineer Phillip Peterson would be the point of contact. Are the early deliveries on Henry Street still happening? Director Spencer has heard that deliveries are still periodically occurring during early hours, the Commission approved regulatory signs are up, and enforcement concerns should be directed to the Burlington Police Department.

Commissioner Barr thanked the department for the new Colchester Ave crosswalk at Chase Street and said the residents involved in the Old East End group are pleased with all the changes to the neighborhood this past year. He reported on the Main and University Heights intersection study with UVM and noted a public meeting would be upcoming. Director Spencer concurred.

Commissioner Hogan expressed support for the public forum comments regarding the Main and Union intersection now that the YMCA is open and more traffic than normal. There may also be a need for traffic calming on College Street adjacent to the YMCA.

Commissioner Overby shared the DPW overview document that she has personally developed and shares at the Ward 2/3 NPA meetings. She highlighted a sidewalk service request for North Champlain Street. Director Spencer has requested more specifics on the type of deficiency and the location of the deficiency. She asked questions about the pending NEA grant application seeking to add art on the alleyway between Church Street and the Marketplace Garage – what specific area would be improved, would it involve removing the "Everyone Loves a Parade" mural, and how much is DPW contributing. Director Spencer stated that the grant proposes to improve the south side of the alleyway and the garage, the application does not address removal of the existing mural and DPW

Traffic would contribute up to $40K to support beautification efforts up to and inside the Marketplace Garage.

Commissioner Bose thanked DPW staff for keeping residents updated through Front Porch Forum and he called out a recent post in the Five Sisters' neighborhood for sewer relining work.

Commissioner Archambeau updated the Commission on permit reform efforts and expressed appreciation for everyone's efforts to develop a one-stop permitting center. He would like to set up meeting with Church Street Marketplace about parking and will coordinate this with Director Spencer.

Item 12 - Adjournment

Commissioner Barr made motion to adjourn meeting. Commissioner Bose seconded. Unanimous approval.

Meeting ended at 8:45 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: February 12, 2020

TRAFFIC REQUESTS:
As of 2/5/20, we had 30 traffic requests in queue – we had 32 in queue last month. Staff will be presenting the biannual traffic requests report this month.

WATER RESOURCES RATE STUDY:
At the Council's request, we have procured a consultant to develop an alternate water rate structure that would mitigate impacts on low-volume, low-income users. We will present this proposed rate structure at a planned March 9, 2020 City Council work session. We also plan to present to the DPW Commission at your March 2020 meeting. Contact: Megan Moir, mmoir@burlingtonvt.gov.

BIKE SHARE UPDATE:
We and our municipal and institutional partners are working with our vendor Gotcha to provide a shared e-bike mobility service with a launch hopefully this coming spring. The written update we provided to the Council's Transportation, Energy & Utilities Committee is attached.

WATERFRONT RAIL & BIKE PATH RELOCATION:
The State had previously requested the City weigh in on Amtrak overnighting locations by Feb 17. VTrans has been reviewing the extensive public input received to date and is exploring opportunities to address some of the public concerns by modifying potential overnighting location concepts. Since the State is still continuing that work and hopes to have more information in the coming weeks, the City Administration sought a time extension so that the Council would have more complete information on which to provide feedback. Over the past several months, the City Administration and individual Councilors have urged VTrans and Vermont Railway System to look creatively at how to achieve the goal of passenger rail in a way that minimizes impact of overnighting and servicing the train on our community. I was pleased to see their efforts last month to explore another location – the Intervale site. Now VTrans says they will have additional information by the end of February and they are willing to extend the time for Burlington to provide feedback until March 9.

CONSOLIDATED COLLECTION
The consultant for the joint South Burlington, Burlington and CSWD study is finalizing a version of the report that is ready for public review and feedback. The public meeting will be March 24, 6pm at Contois Auditorium. Contact: Lee Perry, lperry@burlingtonvt.gov.

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

City of Burlington
Department of Public Works
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Chapin Spencer
Director of Public Works

MEMORANDUM

TO: Transportation, Energy & Utilities Committee

FROM: Robert Goulding, Public Information Manager, Public Works
Nicole Losch, Senior Planner, Public Works

DATE: January 30, 2020

CC: Chapin Spencer, Director of Public Works

RE: Shared Mobility Update

We have been eager to transition the existing traditional bikeshare program ('Greenride Bikeshare') currently operating in Chittenden County to an all-electric fleet. We continue to believe that this will be a significant change to our transportation ecosystem - contributing to core goals of choice, affordability and sustainability. We would like to share an update as to the status of the shared mobility system in Chittenden County, a recent timeline of activity and next steps below.

BACKGROUND

After City Council approval of the shared mobility contract in June, we expected to have this system operational by Fall 2019. By the middle of August, we learned of tariff issues that delayed the operator Gotcha's ability to procure and deliver the 200 bikes to our market. At this time, we also learned of software issues affecting the performance of their system in other cities followed by a merger with a larger shared mobility entity, OjO.

Here is a timeline indicating how we have continued to work through these issues.

- **Late August**: Chittenden County shared mobility partners (Burlington, South Burlington, Winooski, CATMA and Universities) had a call w/ CEO of Gotcha, Sean Flood and his team. During this meeting we spoke candidly of our disappointment about the delay and lack of early communication. CEO Flood and his team were transparent about the tariff and technology issues. They answered every question from our group. CEO Flood said the technology issues were fixed and then committed to a spring 2020 launch of a full suite of e-bikes in Chittenden County.

- **Early September**: We identified a former City of Burlington employee who currently works for municipal government in Syracuse - a Gotcha market. He put us in touch with municipal colleagues in charge of implementation of the e-bike system. CATMA had an in-depth conversation with them and confirmed that while there were significant technology issues early on, the Gotcha team had followed through on its commitment to address the app issues. The situation appears to be resolved.
- **Fall**: Working through the transition in the City Attorney's staff including the departure of the attorney who was directly involved in the Gotcha discussions, we began working on the inclusion of contractual milestones to hold Gotcha accountable to specific progress. These include:
    - Spring 2020 launch of e-bikes and all equipment
    - A Burlington specific clause that stipulates that escalated pricing is an important consideration for renewal and that the Operator shall provide a statement detailing its efforts to integrate escalated pricing into its fee structure
    - A Burlington specific clause that has Gotcha providing a sign to hang at their waterfront location indicating the motor will shut off beyond system limits and that for long rides, local bike shops are a much better option.
- **Late Fall**: We learned that Gotcha has merged with OjO - another shared mobility operator. Unrelated to that, we learned that the local Gotcha employee who was working on the Greenride to e-bike transition decided to move to New Hampshire for another opportunity.
- **Mid-December**: Chittenden County partners had a second call w/ Gotcha CEO Sean Flood. We ask for updates on the tariffs and merger and what it means for implementation. We were told that the tariff issue has been circumvented with a new supplier in a different country and that they are still committed to a spring launch. We are told candidly that the merger has taken most of their attention, but are close to re-engaging with e-bike system implementation.
- **Late December**: Shortly after this call we shared the new contractual milestones with Gotcha - approved by the City Attorney's Office and agreed to by our partners - which is currently "under review" by their legal team.
- **January 27**: We heard from CEO Flood that we should expect a schedule any day now with revisions/agreement to the contract.
- **Current**: CATMA continues to press Gotcha for contract feedback and a schedule.

NEXT STEPS

We remain cautiously optimistic that the operator, Gotcha, can have a fully functioning e-bike system implemented in spring. However, we share the frustration of our partners and our community that there has been a significant delay in implementation.

We have an upcoming partner-only meeting -- hopefully to discuss a proposed in-hand schedule and finalize the contract. However, we are all prepared to discuss options for a Plan B. Unfortunately, the shared-mobility industry is changing rapidly (as evinced by the Gotcha/OJO merger) and upon last analysis, was more e-scooter oriented. There does not appear to be a lot

of operators who offer the system flexibility, the price point and the accessibility of Gotcha - especially for a market of this size.

Our current analysis suggests working with Gotcha through this next schedule proposal and agreement to milestones is a prudent course. However, the interests of our community are paramount and we are ready to consider soliciting an RFP for possible operators who may be able to launch in Burlington in 2020 if we do not get clear commitments and a signed contract from Gotcha soon.

We appreciate your attention to this issue and the care you put into this discussion in 2019. We welcome any questions and feedback prior, during or anytime after the upcoming TEUC meeting.

Thank you.