



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

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**Chapin Spencer**  
DIRECTOR OF PUBLIC WORKS

## MEMORANDUM

To: Tenzin Chokden, Clerks Office  
From: Chapin Spencer, Director  
Date: October 16, 2020  
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **October 21, 2020**  
Time: 6:30 – 9:00 p.m.

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

**To view the meeting:**

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

**To participate in public comment:**

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

## AGENDA

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 5 Min Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
  - A 57 North Ave – 1- hr Parking
  - B College St. Parking Adjacent to City Hall Park
  - C Temporary Pick Up Parking
- 5 20 Min University Place Street Improvements
  - A Presentation, P. Peterson & L. Wheelock
  - B Commissioner Discussion
  - C Public Comment
  - D Action Requested –None
- 6 20 Min DPW FY'21 Goals and Objectives
  - A Communication, C. Spencer & R. Goulding
  - B Commissioner Discussion
  - C Public Comment
  - D Action Requested –None
- 7 5 Min Approval of Draft Minutes of 9-16-2020
- 8 10 Min Director's Report
- 9 10 Min Commissioner Communications
- 10 **Adjournment & Next Meeting Date – November 18, 2020**

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.



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# Memo

*Date:* October 21, 2020

*To:* Public Works Commission

*From:* Madeline Suender, Associate Public Works Engineer

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

*Subject:* Reallocation of One Space of Unrestricted Public Parking on North Avenue to One-hour Time Limited Parking

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## Recommendations:

**Staff recommend the DPW Commission adopt:**

### One hour parking.

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

- On the west side of North Avenue in front of 57 North Avenue.

## Purpose & Need:

The purpose of the one-hour time limited parking zone on North Avenue is to provide parking turnover for local businesses. The reallocation would be from general unrestricted public parking to one-hour parking on North 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:

Staff received a request from a local business on North Avenue to reallocate one unrestricted parking space to one-hour time limited parking in front of 57 North Avenue to facilitate customer parking, see Site Map.

**Public Engagement:**

In preparation for the 10/21/20 DPW Commission Meeting, Staff placed fliers at each property surrounding 57 North Avenue. Staff received 2 emails in support, see Public Correspondence.

**Site Map**



**Public Correspondence:**

Email Received 10/2:

Thank you Madeline for your informative email. I see why the print shop would like parking for one hour in front of their business. So we don't have a problem with that.

Email Received 10/6:

I was informed about the 1-hour parking request on North Ave. I live at 33 North Ave, and this seems fine to me.



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# Memo

*Date:* October 15, 2020

*To:* Public Works Commission

*From:* Phillip Peterson, Associate Public Works Engineer

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

*Subject:* College Street Parking Adjacent to City Hall Park

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## Recommendations to the DPW Commission:

### 7 No-parking area.

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

- On the south side of College Street beginning one-hundred-ten (110) feet west of Church Street and extending west for twenty-six (26) feet.

### 26 Motorcycle parking.

*The following locations are designated for the parking of motorcycles only:*

- On the south side of College Street beginning one-thirty-six (136) feet west of Church Street and extending west for eight (8) feet.

## Purpose & Need:

The purpose of the "No-Parking" zone is to maintain access for the new City Staff only driveway for City Hall Park. The need is to keep the new driveway from being blocked, which will give City Staff access for maintenance and other City Hall Park related issues. Additionally, Staff recommend allocating space for motorcycle parking near City Hall Park; this will meet a motorcycle parking need in the downtown core by creating a new motorcycle parking space.

## Project Checklist:

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

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

During the planning phase for the City Hall Park construction project, a need to establish a “No-Parking” zone adjacent to College Street was established by staff; this is due to the placement of an access driveway for City Hall Park on College Street. This change in street configuration resulted in a need to establish a no-parking zone on the south side of College Street beginning one-hundred-ten (110) feet west of Church Street and extending west for twenty-six (26) feet, see Attachment-1.

DPW Staff conducted a site visit recently and found there is eight (8) feet of parking space on the west side of the new City Hall Park driveway on College Street. This space is not large enough for a standard parking stall, however it is enough space for a motorcycle only parking space. Consequently, DPW Staff propose a new motorcycle only parking space be placed on the south side of College Street beginning one-thirty-six (136) feet west of Church Street and extending west for eight (8) feet.

**Public Engagement:**

In preparation for the 10/21/20 DPW Commission Meeting, Staff sent flyers to each property along the block adjacent to the proposed No Parking zone and proposed motorcycle parking space. Staff received one (1) email in regards to this matter and one (1) phone call, see Attachment-2. The email is concerned about parking in the downtown core and would prefer to not lose any parking, and supports the motorcycle parking space. The phone call supports the overall proposal.

**Attachments:**

1. Site map.
2. Public Correspondence.



PROPOSED MOTORCYCLE  
PARKING SPACE

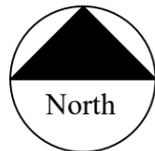
26'

11'

PROPOSED "NO PARKING"  
ZONE



SCALE: 1" = 20'



PROPOSED PARKING ON  
COLLEGE STREET ADJACENT  
TO  
CITY HALL PARK



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**

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

DESIGNED PMP	SCALE 1"=20'
DRAWN PMP	DRAWING NO.
CHECKED SM	DATE
10/14/2020	SHEET 1 OF 1

## Attachment 2

### Public input correspondence emails

Tue 10/13/2020

Preference is to not give up a parking spot. I acknowledge that we gain a motorcycle spot, however, motorcycle season is short in VT. I assume you have thought through access via the corners of College St/St Paul and Main St/St Paul?

There is such a negative perception of a lack of parking in Burlington, the idea of losing a space does not help with this perception.

You are doing a great job of promoting the many parking options that are available.

Chris Jarvis, VP Community Banking

### Public input correspondence Phone Calls

Wed 10/14/2020

Associate Engineer Phillip Peterson received a phone call from Vermont Pub & Brewery, Vermont Pub & Brewery supports the loss of parking and the proposed motorcycle parking space.



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**MEMORANDUM**

TO: Public Works Commission

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

CC: Phillip Peterson, Associate Engineer  
Chapin Spencer, Director  
Norm Baldwin P.E., Assistant Director – Technical Services, City Engineer  
Kara Alnasrawi, Director, Church Street Marketplace  
Tim Devlin, Assistant City Attorney  
Susan Molzon, Senior Engineer

RE: Local Restaurant and Retail Recovery Initiative  
*Temporary Parking Pick-Up Zones: Extended Timeline*

DATE: October 21, 2020

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**Staff recommend the Public Works Commission:**

1. To extend the “Temporary Parking Pick-up Zones” temporary regulation through **May 1, 2021**; and
2. That Appendix C “Rules and Regulations of the Traffic Commission” of the Code of Ordinances of the City of Burlington be and hereby is amended as follows:

“Section 31. Temporary Regulations.

(a) As written.

(b) Sunset Provision. The provisions set forth in Section 31 shall terminate on November 1, 2020 ~~May 1, 2021~~. The text of Section 31 shall be replaced at such time with: “[Reserved.]”. ~~The authority of the Secretary to carry out this chapter shall terminate September 30, 2019.~~”

**BACKGROUND**

In May 2020, based on requests the City had received, collaborating City departments advanced three temporary initiatives for local restaurant and retail recovery:

1. Expanded Sidewalk / Street Seats
2. Temporary Street Closures
3. Temporary Parking Pick-up Zones

Staff is now recommending that the Temporary Parking Pick-Up Zones effective date be extended to run through May 1, 2021. As you know, this initiative provides short-term parking spaces by request for 'grab and go' parking adjacent to restaurant and retail businesses for customers to quickly pick-up previously-ordered meals or products. Loading zones and taxicab spaces offer opportunities to accommodate various parking needs, and fifteen-minute spaces are already targeted for quick stops. Up to 20 parking spaces can be allocated for this service since not all loading zones, taxicab spaces, or fifteen-minute spaces may be adjacent to businesses needing 'grab and go' parking. There are currently 10 businesses utilizing Grab N' Go parking spaces.

Downtown restaurants and retailers have requested to keep these parking spaces through the winter and City staff are supportive of this request. As we are all aware, Burlington's small businesses have been and will continue to be severely impacted by the COVID-19 pandemic. These impacts will not end with the original ordinance end date of November 1, 2020. Continuing to allow these short-term parking spaces to be in place through the winter months provides an easy benefit to businesses at a critical time, without any additional maintenance efforts on the City's part.

Downtown restaurants and retailers have also requested that the City continue either the current COVID-19 Expanded Sidewalk initiative or the preceding Parklet and Street Seat program throughout the warm season in 2021. Based on the Commission's support of formalizing the Parklet and Street Seat program last year, staff will be prepared to advance an initiative to allow businesses to utilize the public ROW in some fashion. The specific program and its features (cost, permitting requirements, and approval process) will be finalized in the late winter based on where we are with the pandemic at that point.

Attachments:

1. Section 31 Temporary Regulations

## **Attachment 1**

### **Section 31. Temporary Regulations (Language approved at May 2020 Public Works Commission Meeting).**

(a) Notwithstanding Appendix C, Sections 9, 12-1, 13, and 25, the following changes shall be made:

- (1) The Director of Public Works or his or her designee, may allow fifteen-minute parking spaces described in Appendix C to be reallocated as Temporary Parking Pick-up Zones for up to 15 minutes. Proper temporary signage will be posted.
- (2) The Director of Public Works or his or her designee, may allow vehicle loading zone parking spaces described in Appendix C to be reallocated as Temporary Parking Pick-up Zones for up to 15 minutes between the hours of 4:00 p.m. and 9:00 p.m. Proper temporary signage will be posted.
- (3) The Director of Public Works or his or her designee, may allow truck loading zone parking spaces described in Appendix C to be reallocated as Temporary Parking Pick-up Zones for up to 15 minutes between the hours of 4:00 p.m. and 9:00 p.m. Proper temporary signage will be posted.
- (4) The Director of Public Works or his or her designee, may allow taxicab parking spaces described in Appendix C to be reallocated as Temporary Parking Pick-up Zones for up to 15 minutes between the hours of 4:00 p.m. and 9:00 p.m. Proper temporary signage will be posted.

(b) Sunset Provision. The provisions set forth in Section 31 shall terminate on November 1, 2020. The text of Section 31 shall be replaced at such time with: “[Reserved.]”. The authority of the Secretary to carry out this chapter shall terminate September 30, 2019.

# Burlington Public Works FY'21 Goals and Objectives - Draft v9-16-20

**Our Mission:** To steward Burlington's infrastructure and environment by providing efficient, effective and equitable public services



	OBJECTIVE	DPW GOALS			METRICS	DIVISION	COMMISSION ROLE
		Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation			
	DPW-wide Objectives						
1	Respond to COVID-19 pandemic with internal protocols and external initiatives that protect our staff and meet the needs of our community	✓	✓	✓	Written policies developed and pandemic-tailored services delivered.	DPW-wide	Approve changes that require Commission adoption
2	Stand up asset management program to advance City's capabilities and procure CMMS (computerized maintenance management system)	✓	✓	✓	Complete Phase II Asset Management work for GF and procure CMMS tool in FY'21.	DPW-wide	Provide feedback on draft plan
3	Continue to close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing funding strategies with stakeholders	✓			Budgeted Funding vs. Actual investments vs. funding targets for each asset class. Service reliability (number of main breaks / year).	DPW-wide	Evaluate and recommend funding strategies
4	Enhance growth opportunities within department through professional development, job shadowing, succession planning, etc.	✓	✓	✓	% of staff participating in a professional development opportunity each year. % of mid and upper level positions that are filled internally.	DPW-wide	
5	Increase engagement of under-represented constituencies through enhanced outreach efforts while also ensuring capital project and maintenance prioritization does not inadvertently underinvest in these areas of the community	✓	✓	✓	DPW staff and engaged community members reflect the diversity of our city. Enhanced outreach engages more unrepresented residents. Capital project and maintenance prioritization evaluated for equity.	DPW-wide	
6	Reduce injuries through strengthened safety program that includes active safety committee and online Learning Management System	✓	✓		DPW Safety Team meets at least quarterly. Reduction in recordable incidents and lost time injuries.	DPW-wide	
7	Improve capital project accounting with enhanced systems, provide leadership in the development of formalized policies and procedures, and transition to multi-year capital budget accounting	✓		✓	Written policies and multi-year capital budgeting in place.	Tech Services, Water Res.	
8	Provide effective coordination with private projects through project review and coordinated investments	✓	✓		Deptment turns material review in agreed upon timelines. Assists applicants with helpful guidance. Cambrian Rise, Cambria Hotel, Bove's, CityPlace progress according to timelines.	DPW-wide	
	Cross-Division Objectives						
9	Expand preventative maintenance program of pavement, pavement markings, sidewalk, guardrails, railings, fences, valves, fleet and other infrastructure that has historically not been adequately maintained -- and better prepare the department to maintain new assets	✓			Number of potholes, sewer plugs, main breaks decrease. Percent of fleet PMs to repairs increases. Maintenance crews trained and provided maintenance schedule for new assets.	DPW-wide	
10	Develop engineering standards that will efficiently direct future investments.	✓		✓	First phase of engineering standards compiled in FY'21.	Tech Services, Water Resources	Recommend adoption of standards to Council
11	Advance high priority capital projects (Champlain Parkway, Amtrak, PlanBTV Walk/Bike, Downtown Great Streets) in accordance with project schedules	✓			Projects advance according to project schedules. Annually budgeted capital projects completed.	Tech Services, Water Resources	Review and approve ordinance changes related to projects.

## Draft Burlington Public Works FY'21 Goals and Objectives

12	Improve cost allocations between DPW and other departments (ie. have Water credited for fire protection service, contain growth of PILOT payments, end payment for parking enforcement, transfer crossing guard program to schools)	✓			More appropriate cost allocations between departments / funds. Would enable Traffic and Water divisions to better reinvest in their aging systems.	Traffic, Water Resources, CT office, Schools	
	Division Objectives						
13	Integrate BPD & DPW Parking Services through an plan that integrates Parking Enforcement budget, personnel and facilities into DPW	✓	✓	✓	Articulated plan, community engagement and administrative integration completed. Identification of efficiency opportunities for the creation of a "Parking Services" group.	Parking & Traffic	Provide feedback and input on integration plan.
14	Leverage parking technology within Parking & Traffic Division	✓	✓	✓	Integrate parking revenue and enforcement systems / technology across all parking services	Parking & Traffic	Review and approve proposed parking rate and regulation changes
15	Unify parking resources within DPW, branded as ParkBurlington, providing a singular parking resource		✓		Integrate DPW-managed, Parks-managed and third party parking assets unthe the management of Park Burlington	Parking & Traffic	Review and approve parking operations agreements and policy changes
16	Improve parking experience through new services and technology	✓	✓		Provide improved signage, communication tools and service (online and in person)	Parking & Traffic	Review and provide input
17	Expand use of transportation options while increasing safety of system and reducing overall environment impact consistent with City plans			✓	Implement first phase of Winooski Corridor Study in FY'21. Launch e-bike share in FY'21. Consider launching Vision Zero in FY'21. Non-SOV mode share increases. Annual # of crashes decreases.	Technical Services	Review and approve ordinance changes related to projects.
18	Transition solid waste collection system for garbage, recycling and organics to a more integrated system		✓	✓	Complete consolidated collection study (including evaluation of a municipally operated model) and get City Council direction in FY'21.	Maintenance	Review study and recommend approval to City Council.
19	Implement Phase I of Clean Water Resiliency Plan capital upgrades in FY'21	✓			Complete upgraded programmable logic control system and disinfection system at WWTPs. Initiate construction of Green Stormwater Infrastructure and pump station upgrades in FY'21.	Water Resources	Recommend approval of CWRP borrowing to City Council.
20	Restart and complete rate study and get Council approval for updated rate structure for Water, Wastewater and Stormwater utilities	✓	✓		Develop options for rates / incentives / programs for public review. Council decides on new rate structure by April 2021 for FY'22 budgeting. Postponed due to COVID. Considering how to advance in FY21 given COVID financial impact to customers who may be impacted by rate structural changes	Water Resources	Review proposed rate structure, recommend to Council
21	Advance second phase of Water Resources staffing plan for increased operational sustainability	✓	✓		Advance second phase of WR Re-org with proposed hiring of Customer Care II, Water Resources Technician, and WW Operator in Training.	Water Resources	
22	Complete Integrated Water Quality Management Plan for how City will meet its Clean Water Act regulatory obligations and its local water quality priorities & begin implementation	✓		✓	Completion of interim project milestones such as: Wet weather/stormwater master plan, selection of high priority projects, completion of financial capability analysis.	Water Resources	Review and provide feedback on final draft of Integrated Plan
23	Improve process for customer requests related to transportation, traffic calming, and parking regulations	✓	✓	✓	Reduce outstanding traffic calming requests and reduce time to resolution and closing customer requests in SeeClickFix.	Technical Services, Administration	Consider potential process changes for evaluating requests.

Burlington Department of Public Works Commission Meeting  
Draft Minutes, September 16, 2020  
645 Pine St. – Main Conference Room

Meeting video link: <https://www.cctv.org/watch-tv/programs/burlington-public-works-commission-151>

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

Commissioners Absent: Chris Gillman

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

Chair Hogan calls meeting to order at 6:30 p.m. and made opening comments.

**Item 2 – Agenda**

ACTION: Commissioner Barr made a motion to approve the Agenda. Commissioner O’Neill-Vivanco seconded. Director Spencer stated that Item 7 can be removed from the agenda as the appeal has been withdrawn. Commissioners Barr and O’Neill Vivanco stated that the amendment to remove Item 7 was friendly. Unanimously approved.

**Item 3 – Public Forum**

Public Information Manager Rob Goulding provided information on the various ways to participate in the meeting. No one requested to speak at the public forum.

**Item 4 – Consent Agenda**

- A No Parking Zone at the Locust Terrace Crosswalk
- B AD Space Adjacent to 65 Main Street
- C. Appendix C Ordinance Updates for 194 St. Paul St Parking
- D. Franklin Square Ordinance Revisions

ACTION: Commissioner Barr made a motion to approve the Consent Agenda. Commissioner O’Neill-Vivanco seconded. Unanimously approved.

**Item 5 – Winooski Ave Traffic Regulatory Changes – Nicole Losch**

Senior Transportation Planner Nicole Losch provided a presentation on the first phase implementation of the Winooski Avenue Transportation Study and the two proposed regulatory changes necessary to install the recommended complete street design:

- ) Removal of parking on South Winooski between Main St and King St (13 spaces)
- ) Designation of South Winooski between King St and Maple St as one-way

The Commission discussed the bus stop accommodation, crash data, residential permit parking, work schedule, pre-work notice signs and public engagement. Staff responded. Commissioner Archambeau asked whether the Commission needed to approve the lane reassignment between Pearl and Main Streets. Staff replied that changes to the line and grade of road require Council approval and traffic regulations require Commission

approval, but lane re-assignments in the past have not been determined by the City Attorney to need Council or Commission approval.

Public Comment:

- ) James Kelleher – supports proposal
- ) Isaac Apberg – supports proposal
- ) Michael Setsy – supports proposal
- ) Sandy Bender – supports proposal
- ) Vikas Mangipudi – supports proposal
- ) Kai Forlie – supports proposal

**ACTION:** Commissioner Archambeau made a motion to approve staff’s recommendation to remove on-street parking on the east side of South Winooski Avenue between Main and King Streets and to designate South Winooski Avenue between King and Maple Streets as a one-way street. Commissioner Barr seconded. Unanimously approved.

**Item 6 – North Ave & Cambrian Way Discussion – Norm Baldwin**

City Engineer Baldwin summarized his written memo where he outlined the evaluation of a mini-roundabout and the steps that led to the decision to signalize the new North Avenue & Cambrian Way intersection. Due to site constraints including limited right-of-way and existing residential homes on the east side of North Avenue, well locating a full sized roundabout would have been a challenge. A mini-roundabout was determined by the developer’s traffic consultant and by the City Engineer to not have sufficient capacity to handle projected traffic during peak times. Due to these and other factors, a signalized intersection was advanced. City Engineer Baldwin recognized the project’s developer for working for months with DPW’s staff in designing upgrades to North Avenue, finalizing the components of the new Cambrian Way street, and refining the North Avenue and Cambrian Way intersection to well accommodate all modes. The intersection includes full pedestrian signalization, a heated bus waiting area, and continuous bike lanes.

Commissioners Archambeau, O’Neill-Vivanco and Overby asked how come a full roundabout wasn’t studied more thoroughly early on, how the Commission could be engaged earlier before decisions on intersection control are made, how staff considered the input from outside experts such as Clive Sawyers, how traffic experts looking at the same data could reach different conclusions, and how to make this corridor to the high school as safe as possible for all modes. Commissioner Overby stated that she does not agree with the decision to signalize the intersection and a roundabout should have been constructed instead. Director Spencer responded that staff would be willing to work with the Commission to evaluate potential ordinance revisions to provide the Commission a role in reviewing intersection control. Commissioner Barr stated that he’s been involved in multiple planning efforts seeking to locate roundabouts in Burlington and that there are challenges to design them given Burlington’s topography, narrow rights-of-way, diverse uses and limited funding. Nonetheless, he encouraged us to address the challenges so Burlington can install roundabouts where they make sense.

Public Comment:

- ) Cambrian Rise developer Eric Farrell stated that he worked closely with Public Works to design transportation facilities in and adjacent to his project. At a

resident's request, he asked his consultant to review the potential for a mini-roundabout. His consultant determined it was not appropriate. He stated his commitment to transit, bikes and a multi-modal design for North Avenue.

- ) Resident Lee Terhune submitted a written statement that was read by Public Information Manager Rob Goulding expressing support for a roundabout here and frustration with the decision making that led to a signalized intersection.

ACTION: No action was taken.

#### **Item 7 – Appeal – 31 North Prospect Street – Failed Electrical Inspection**

This Item was removed from the agenda at the beginning of the meeting as the appellant withdrew the appeal.

#### **Item 8 – Traffic Calming Program Revisions – Nicole Losch**

Senior Transportation Planner Nicole Losch summarized the proposed revisions to the City's long standing Traffic Calming program. Traffic calming seeks to address issues of speeding, traffic volume and/or crashes on residential streets. The revisions propose to:

- ) Enhance equity by removing the petition requirement
- ) Increase transparency by setting clear thresholds for speed, volumes and crashes
- ) Streamline the process by specifying acceptable elements and removing the neighborhood polling

Commissioners expressed support for the equity approach and asked about how to remove the backlog of requests, what requests are currently active, and how to transition out of the 'Local Traffic Only' COVID-19 designated streets.

Public Comment:

- ) Jonathan Weber of Local Motion expressed support for the overhaul of the Traffic Calming program as the City needs to advance self-enforcing designs for our streets. He expressed concern about one part of the proposed changes – that of the speed threshold. He suggests measuring actual speeds against the design speed for a particular street is a better threshold for traffic calming eligibility than comparing to the posted speed limit. Commissioner Overby concurred.

ACTION: No action was taken. The Traffic Calming program policies are established by staff. Staff will be reviewing input received from the Commission and the Council's Transportation, Energy & Utilities Committee before finalizing the updated program.

#### **Item 9 – Approval of Draft Minutes 7-15-2020**

Commissioner Hogan requested it be noted that Commissioner Bose left the meeting at 6:57 p.m.

ACTION: Commissioner Barr made a motion to accept the minutes with the change requested by Commissioner Hogan. Commissioner Archambeau seconded. Unanimously approved.

#### **Item 10 – Director's Report**

Director Spencer referenced his written report and highlighted the following items:

- J Current public engagement for the **Integrated Water Quality Plan** and encouraged Commissioners to get involved and spread the word
- J Upcoming public input on the **University Place design concepts** – this item will be on the Commission’s October agenda
- J The managerial transition of **Parking Enforcement** to DPW would likely happen around the new calendar year and Assistant Director Jeff Padgett will come to a future Commission meeting to get feedback on his Parking Services vision
- J An operational pilot is being considered for **Marketplace Garage** this October to facilitate smooth entrances and exits by raising the gates and having parkers pay with ParkMobile or at kiosks – more news next month
- J The Department’s draft **FY’21 goals and objectives document** is ready for Commission review and it will be posted on the Commission webpage

**Item 11- Commissioner Communications**

- J Commissioner O’Neill-Vivanco supports prioritizing equity in our work.
- J Commissioner Overby wants the Department to look into privacy concerns with the license plate data as more of our platforms require plate numbers to park.
- J Commissioner Overby asked about the water tower repainting. Director Spencer stated that the work is underway and is expected to be complete this season.
- J Commissioner Overby asked about the sewer force main repair on Flynn Avenue and how big the pipe was. Director Spencer stated it was a four-inch pipe, the repair has been completed and a comprehensive rehabilitation of the force main will be completed as part of the Flynn Avenue pump station upgrade.
- J Commissioner Overby asked about signage under stop signs with a warning about the fines underneath the stop sign. Staff is still evaluating the idea.
- J Commissioner Overby asked about parking revenues. Director Spencer stated that traffic revenues are trending low – around 50% of budget – and that staff is monitoring the situation carefully and some initial cost cutting actions have been taken. Others are likely unless revenues improve dramatically soon.
- J Commissioner Overby stated she was elected Secretary of the Board in July but does not know what she is supposed to do. She stated whoever is doing the minutes is doing a great job.
- J Commissioner Archambeau asked about the status of 1 Intervale Avenue for parking change. The spaces are striped too wide and the signs have not been placed in the greenbelt. Director Spencer stated he will get an update.
- J Commissioner Barr is pleased with City Hall Park, the Colchester Ave bike lanes and the Colchester & Chase Street intersection.
- J Commissioner Barr wants staff to look at Grove Street double yellow line. He is not sure it is placed appropriately.
- J Commissioner Hogan requests a pre-winter update on winter maintenance at an upcoming Commission meeting.
- J Commissioner Hogan is pleased with the progress on the five corners project.

**Item 12 – Adjournment & Next Meeting – October 21, 2020**

**ACTION:** Commissioner Archambeau moved to adjourn. Commissioner Barr seconded. Unanimously approved. Meeting adjourned at 9:30pm.



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

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To: DPW Commissioners  
Fr: Chapin Spencer, Director  
Re: **DPW Director's Report**  
Date: October 15, 2020

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

**CITY HALL PARK & ST PAUL ST OPENING**

Come celebrate City Hall Park's and St Paul Street's grand reopening October 16 and 17! There will be terrific local music, tours of the park's plantings and design, art activities, movies, and more. As discussed in previous Director's Reports, Team DPW project managed both the St Paul St reconstruction and the rehabilitation of City Hall Park – and through coordination with our stormwater team, both projects are a model of urban stormwater management. Get all the details about the celebration at: <http://burlingtoncityarts.org/Event/city-hall-park-opening-weekend>.

**INTEGRATED PLAN**

Through your help and our 24 outreach events, mailers and online engagement, we received 330 responses to the Integrated Plan survey from Burlington residents. See the attached communication to the City Council regarding the status of Water Resources' Integrated Water Quality Plan and the upcoming formation of the Stakeholder Advisory Group. Contact: Jenna Olson, [jolson@burlingtonvt.gov](mailto:jolson@burlingtonvt.gov).

**WINOOSKI AVENUE CORRIDOR**

I'm pleased to report that we completed the South Winooski Avenue lane adjustment work this week. Thank you to the Commission's support last month for the necessary regulatory changes to implement the City Council-directed implementation. It can take weeks for traffic to settle into the new traffic pattern and we will be monitoring the installation over the coming months:

Fall 2020:

- Weekly PM peak observations by DPW technical staff - focusing on three key intersections:
  - Winooski & Pearl
  - Winooski & Bank / City Market
  - Winooski & Main
- Receipt and review of public comment
- Decision by October 31 as to whether any marking, sign or signal timing change is warranted prior to winter

Winter / Spring 2021

- Periodic observations by DPW technical staff
- Receipt and review of public comment
- Spring presentations to DPW Commission and Transportation, Energy, Utilities Committee (TEUC) summarizing staff observations and public input

One of the main benefits of these 4 to 3 lane reassignments is traffic safety, but it can take years to collect enough data to determine the impact. The Burlington Police Department (BPD) just completed a review of crash data on the North Avenue corridor where DPW similarly adjusted lanes in July 2016. BPD's key findings were that overall crashes decreased 47.6% on the section that was reconfigured from 4 to 3 lanes and crashes involving injuries decreased by 59.1%. The report is attached.

We continue to work with several businesses along the downtown corridor to determine whether any adjustments need to be made to adjacent streets or lots to accommodate loading and unloading activity. If any of these adjustments require Commission approval, we will return to the Commission in the coming months.

### **INTERSECTION CONTROL AND DRB PROCESS**

At last month's Commission meeting where the North Avenue and Cambrian Way intersection was discussed, there was interest among some Commissioners to explore ordinance changes that would provide the Commission a role in reviewing significant proposed intersection control changes for major impact projects in the DRB process. I would like to understand whether this is a broadly held perspective at the Commission prior to staff working with Permitting & Inspections and the City Attorney to develop some concepts. We can have a quick check-in on this during my Director's Report at the meeting.

### **FY'20 COMMISSION REPORT**

Normally each year the Commission develops an annual report to the City Council that outlines their progress over the past fiscal year. Given the pandemic and the City Council's heavy workload this year, President Tracy has suspended these reports for the year. As a result, the DPW Commission is not requested to submit an FY'20 annual report to the City Council. The department will still be producing its narrative that will be included in the overall City FY'20 Annual Report that is published over the winter and is available on Town Meeting Day.

### **MARKETPLACE GARAGE PILOT UNDERWAY**

A pilot to test a new model for downtown garage operations is underway at Marketplace Garage. Due to the upcoming South Winooski Avenue lane changes and COVID-19- we are piloting a payment system similar to our on-street metered system. The gates are up and customers pay via ParkMobile or at a pay-on-foot station using their license plate number. Enforcement team members are confirming payment the same way they do for on-street parkers. Contact: Jeff Padgett, [ipadgett@burlingtonvt.gov](mailto:ipadgett@burlingtonvt.gov).

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



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**To:** Burlington City Council  
**From:** Jenna Olson, Water Policy & Programs Manager, Water Resources Division  
**Cc:** Megan J. Moir, Water Resources Division Head  
Chapin Spencer, DPW Director  
**Date:** October 15, 2020  
**Subject:** Integrated Water Quality Plan Update

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Between September 15 and September 25, 2020, Burlington Public Works management and Water Resources staff conducted an extensive outreach effort to gather feedback on community priorities for the City's Integrated Water Quality Plan (IP) – see more about IP below ([www.burlingtonvt.gov/dpw/water/integratedplan](http://www.burlingtonvt.gov/dpw/water/integratedplan)). After mailing a postcard about this opportunity to every current Burlington resident in 6 different languages, we offered 24 in-person feedback sessions around the City, along with an online survey. Overall, in some form, nearly every Burlingtonian was reached. Burlington residents actively engaged in this effort, and provided staff with valuable input on the community priorities related to water quality. We received 330 responses to the survey with many helpful comments and suggestions added.

The next phase of our engagement effort involves establishment of a Stakeholder Advisory Group to guide future implementation and decisions on the IP. This group will serve a vital role in ensuring our community's priorities continue to be reflected as the Integrated Plan is finalized and implementation begins. The anticipated role of the Advisory Group will be to act as a sounding board who will help DPW consider how to balance upcoming investments with community priorities and concerns. The Advisory Group members also will be asked to serve as community liaisons to the organizations they represent, in order to support continued outreach and messaging.

Staff will be working with Consultant support to develop the framework of this group over the coming weeks. We plan to present a final framework for this group to the City Council at their November 23<sup>rd</sup> meeting. At that time, we will be requesting the Council formally constitute this Stakeholder Advisory Group.

If you or your constituents have any questions about Integrated Planning, the results of our recent outreach process, or the Stakeholder Advisory Group development process, please visit [www.burlingtonvt.gov/dpw/integratedplan](http://www.burlingtonvt.gov/dpw/integratedplan) or reach out directly to Jenna Olson at [jolson@burlingtonvt.gov](mailto:jolson@burlingtonvt.gov). We appreciate your attention to this important project!

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### **Background on Integrated Planning**

In 2012, the U.S. Environmental Protection Agency (EPA) published the Integrated Municipal Stormwater and Wastewater Planning Approach Framework. In essence, IP is a tool that allows communities with numerous water quality obligations to:

1. Examine all of these obligations as a whole,
2. Identify the community's relative priorities for addressing human health and water quality improvements (including what tools to use!), and
3. Address these priorities by sequencing and scheduling work based on implementing the projects with the highest cost-benefit and community support first.

In 2014, the City of Burlington submitted a proposal to the EPA for a technical assistance grant to assess how integrated planning could work for Burlington. The City's proposal was one of 5 selected for funding from communities across the U.S. The EPA provided us with \$67,000 worth of an EPA contractor's (Tetra Tech) services to support our proposed scope of work. Upon completion of this project and the associated community engagement processes in 2014 and 2015, with support from Vermont DEC, Burlington determined that pursuing an Integrated Water Quality Plan was in the best interest of the City and its ratepayers. With the assistance of a dedicated consulting team, Burlington began the formal process of developing an Integrated Water Quality Plan in early 2017.

While the various project components were in development, the need for a final, comprehensive Integrated Plan came into sharp focus during the summer of 2018. That year, we experienced a number of challenges with our combined sewer infrastructure, as well as our wastewater treatment facilities. In response to those issues, Water Resources received overwhelming voter approval for a \$30 million bond, to specifically implement long-planned improvements to modernize our systems. Water Resources was able to advance this bond request so quickly as a direct result of the integrated planning efforts that had already been completed at that time. While much of the work associated with the CWRP relates specifically to infrastructure upgrades, this work will absolutely strengthen our ongoing efforts to improve and protect water quality.

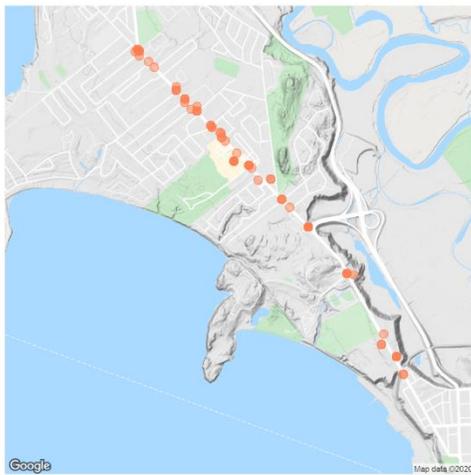


## North Avenue Crashes

This memo follows two previous analyses into the effect of traffic calming measures on North Ave in the summer of 2016 on motor vehicle crashes. It compares the number of crashes on North Ave before and after the intervention, and also compares that change with the trend in crashes citywide through June 2020.

The area of focus on North Avenue, Section A, runs the length of the New North End, from Washington St to Plattsburgh Ave. A subset of this road, Section B, where the most intensive changes occurred, runs from the intersection with the Rt 127 exit to Shore Rd. *Note that Section B crashes are a subset of Section A crashes, and so are included in both groups.* Recent motor vehicle crashes along these lengths of road are plotted below:

North Ave: Section A  
Crashes Since 2018



North Ave: Section B  
Crashes Since 2018



Average Crashes per Quarter, Pre and Post Intervention

	Citywide*	Section A	Section B
Before July 2016	418	12.8	7
After July 2016	423	9.9	3.7
Percent Change	+1.2%	-22.9%	-47.6%



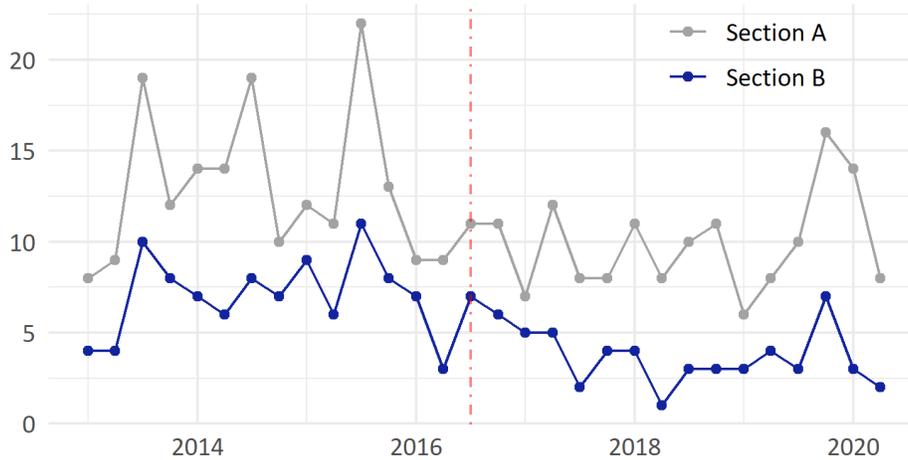
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*Average Crashes with Injury per Quarter, Pre and Post Intervention*

	Citywide*	Section A	Section B
Before July 2016	26.3	2.7	1.5
After July 2016	20.9	1.7	0.6
Percent Change	-20.6%	-36.6%	-59.1%

\*Excluding crashes in Section A or B of North Ave.

**Crashes on North Ave**  
*By Quarter*



*Excludes crashes in parking lots adjacent to North Ave*

**Change in Crash Volume**  
*Average Crashes per Quarter, Before July 2016 and After*

