



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Tenzin Chokden, Clerks Office
From: Chapin Spencer, Director
Date: November 21, 2018
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **November 28, 2018**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 5 Min Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
 - A. Pearl Street Parking Adjustments
 - B. Asure Software Parking Agreement
 - C. 2018 Holiday Parking Promotion

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 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 865-7145.

- 5 45 Min Narrow Street Recommendations
A Communication, P. Peterson & N. Losch
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 6 30 Min Modifications to Residential Permit Parking Ordinance
A Communication, P. Peterson & N. Losch
B Commissioner Discussion
C Public Comment
D Action Requested –Vote
- 7 10 Min Permit Reform Update
A Oral Communication, B. Lowe & N. Baldwin
B Commissioner Discussion
C Public Comment
D Action Requested –None
- 8 5 Min Approval of Draft Minutes of 9-18-18 & 10-17-18
- 9 10 Min Director's Report
- 10 10 Min Commissioner Communications
- 11 **Adjournment & Next Meeting Date – December 19, 2018**



November 16, 2018

TO: Public Works Commission
FROM: Nicole Losch, PTP, Senior Planner
CC: Phillip Peterson, Associate Engineer
SUBJECT: Consent Agenda Item: Pearl Street Accessible Parking Space

Recommendation

Staff recommends the Commission amend:

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:

(168) On the north side of Pearl Street in the first space west of ~~North Champlain Street~~ the driveway to 10 North Champlain Street

Purpose & Need

The purpose of relocating this accessible parking space is to improve parking options on Pearl Street between Battery and Pine Streets. The need for this relocation was identified by the DPW Traffic Division.

Project Checklist

	N/A	Yes	No	Describe
Aligns with MUTCD standards and/or established City Policy?		X		
Aligns with City plans?	X			
Followed Public Engagement Plan?		X		This project falls under INFORM

Public Feedback

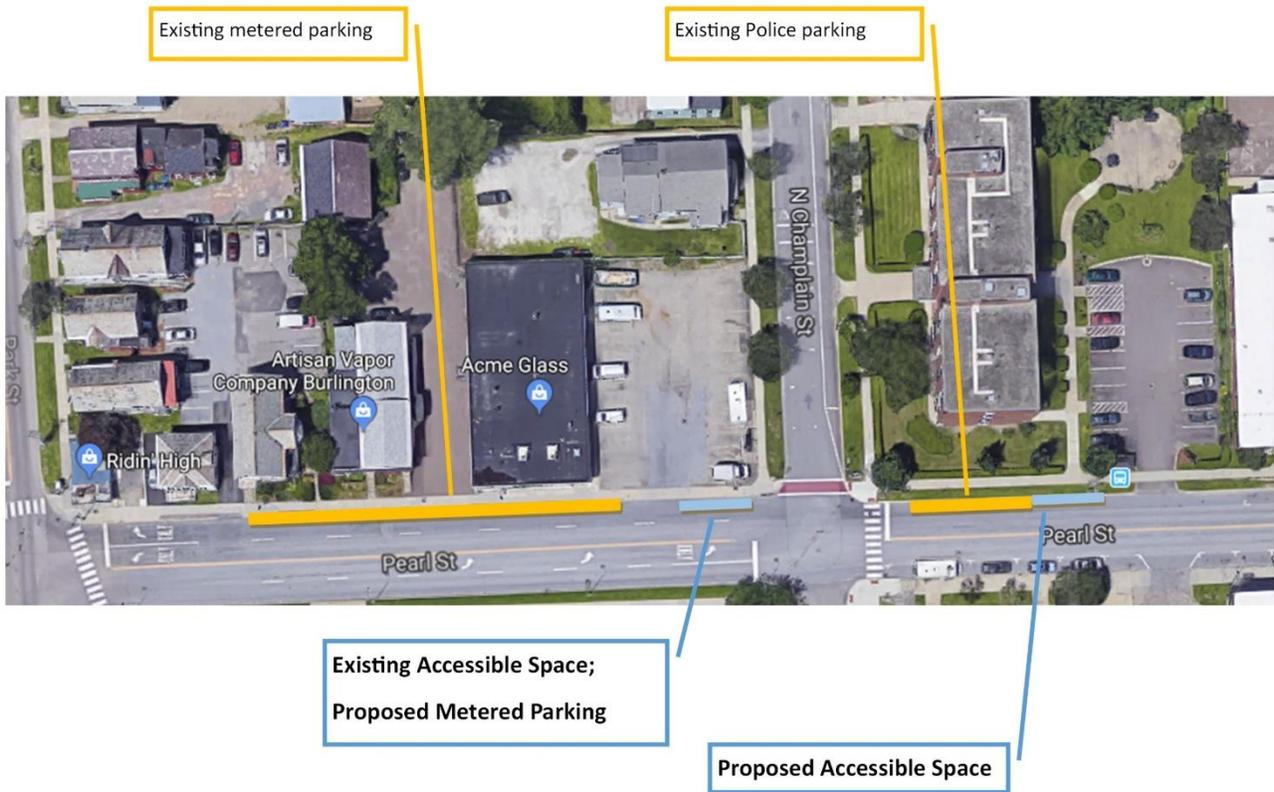
Flyers were mailed to adjacent properties on November 16, 2018. Responses could not be compiled before the deadline for this memo, but any feedback that is received will be provided to the Commission in advance of the November 2018 meeting.

Background

Since 2015, DPW has been working to improve the downtown sections of Pearl Street. As part of these efforts, the Traffic Division identified an opportunity to create a new metered parking space on the block west

of North Champlain Street by relocating an accessible space farther east, which would be closer to the former accessible space that was located near the former Social Security Administration building.

The new accessible space would utilize an unrestricted 25' space near 10 North Champlain Street and the Department of Labor. The new parking that has been added to the north side of Pearl Street between Battery and North Champlain Streets has been well-utilized and is already a metered-parking zone, so a new metered parking spot in this location would be a complementary addition.



MEMORANDUM

TO: DPW Commission
FROM: Chapin Spencer, Director
Patrick Mulligan, Assistant Director – Parking & Traffic
DATE: November 14, 2018
RE: Parking Agreement between the City and Asure Software

Recommendation:

Staff recommends that the DPW Commission adopt on the Consent Agenda the proposed Parking Agreement between DPW and Asure Software.

Background:

The City's Community Economic Development Office consistently promotes and markets Burlington as an ideal location to conduct and locate businesses. These efforts have resulted in Asure Software, a Texas based corporation with offices currently located in South Burlington to relocate to 95 Pine Street, the newly renovated IVC building located at the corner of Pine St. and College Street. This becomes effective on December 1, 2018.

The Department of Public Works (DPW) staff has negotiated a parking agreement with Asure Software to provide thirty (30) monthly parking spaces at the Lake View Garage to be used by their employees who work at the 95 Pine location.

PARKING AGREEMENT
City of Burlington

This parking agreement (“Agreement”) is entered into by the City of Burlington (“City”), by and through its Department of Public Works (“DPW”), and Asure Software Company (“ASC”), a Texas based corporation with an office at 95 Pine Street, Suite 300, Burlington, VT 05401. ASC and the City agree to the terms of this Agreement.

1. RECITALS

- A. Authority.** Authority to enter into this Agreement exists in the City Charter. Required approvals, clearance, and coordination have been accomplished from and within each Party.
- B. Consideration.** The Parties acknowledge that the mutual promises and covenants contained herein and other good and valuable consideration are sufficient and adequate to support this Contract.
- C. Purpose.** ASC seeks to purchase 30 parking licenses at the Lake View Garage managed by the City and located in Burlington, Vermont.

2. EFFECTIVE DATE AND TERM

- A. Effective Date.** This Agreement shall not be valid or enforceable until the Effective Date. The City shall not be bound by any provision of this Agreement before the Effective Date and shall have no obligation for any performance prior to the Effective Date or after the expiration or termination of this Agreement.
- B. Term.** This Agreement and the Parties respective performance shall commence on the Effective Date and expire on December 1, 2019.
- C. Termination.** Either Party may terminate this Agreement for any reason upon giving 30 days written notice to the other Party.

3. DEFINITION

- A. “Effective Date”** means the date on which this Agreement is approved and signed by the City, as shown on the signature page of this Agreement.
- B. “Lake View Garage”** means the City-owned parking facility located at 41 Cherry Street, Burlington, VT 05401.
- C. “Party”** means the City or ASC and “Parties” means both the City and the CHT.

4. GRANT OF LICENSE

- A. Use of Facilities.** The City shall provide ASC with up to 30 parking licenses to be used by ASC at the Lake View Garage for the term of this Agreement as set forth in **§2.B**.
- B. Timing Restrictions.** The parking licenses granted under this Agreement shall only be valid Monday through Friday of each week. No overnight parking is permitted as part of this Agreement.
- C. User Restrictions.** Only currently registered vehicles that are legally allowed to be operated on public streets and right of ways may be issued a parking license and utilize the parking garage privileges granted in this Agreement.

D. Identification of License. All persons possessing parking licenses granted under this Agreement must display the appropriate means of identification that are issued to authorized permit holders to utilize the parking privileges granted herein. Such identification may include a card, decal, hangtag, entry on a license plate registry, or other means.

5. PAYMENT

A. License Fee. ASC shall pay the City \$80 per month for each parking license granted under this Agreement.

B. Billing. The billable term of each issued license shall begin on the day the license is issued to ASC.

6. PARKING CONDITIONS

A. Use of Parking Facilities. The monthly parking licenses issued under this Agreement authorize designated ASC employees to self-park and lock one vehicle in an available (i.e. not being used) parking space located within the Lake View Garage. If all City-owned parking facilities are at capacity, the City and ASC shall work together to develop a plan for parking in City-owned surface lots until capacity at a parking garage becomes available. Notwithstanding the foregoing, the City does not guarantee the availability of parking spaces under this Agreement and if all City-owned parking facilities are at capacity, license holders shall either wait their turn to gain entrance or find alternative parking at their own cost.

B. Management of Parking Facilities. The City reserves the right to manage parking in its facilities in the best interests of the City. ASC acknowledges and agrees that management of City facilities may require the holders of the parking licenses granted under this Agreement to use another parking facility or be relocated if necessary.

C. Removal. The City may remove any vehicle granted parking privileges under this Agreement at the owner's sole expense if reasonable efforts were made by the City to notify the owner about the need to remove the vehicle from the premises within a reasonable time. The determination as to removal of a vehicle is at the sole discretion of the City and includes, but is not limited to, leaking of chemicals, oil, gas, or antifreeze from a vehicle. Notwithstanding the foregoing, in the event of a threat of imminent danger to life or property as determined by the City, a vehicle may be removed at the owner's sole expense without notification of the owner. ASC is solely responsible for all losses, damages, claims, liabilities, judgments, costs, and expenses arising directly or indirectly during the term of this Agreement out of any act, omission, or negligence of ASC or its license holders.

D. Acceptance of Risk. Parking is at ASC and its designated license holder's sole risk. The City shall not guard, assume care, custody, or control of any vehicle or its contents. The City shall not be responsible for any loss or damage caused to vehicles or their contents utilizing the City's parking facilities including fire, theft, damage, or loss directly resulting from the willful misconduct or negligence of the City. No bailment is created under this Agreement.

E. Reporting. ASC shall require that as a condition of issuing a parking license granted herein, the license holder shall report any damage to the parking facility caused by the license holder's vehicle. Such damage includes, but is not limited to, the leaking of any chemicals, oil, gas, or antifreeze.

F. Leaks. If a vehicle is discovered to be leaking any chemical, oil, gas, or antifreeze, the City shall temporarily suspend the parking license privileges of the license holder until the license holder provides DPW with written proof that necessary repairs were made to prevent further leakage. Any

suspension issued under this §6.F shall not suspend the license holder's obligation to pay the license fee set forth in §5.A. Any vehicle whose license to park is suspended may be removed at the owner's expense if the vehicle is found in a garage while the license is suspended.

G. Limitation on Use. The parking licenses granted herein are for the exclusive use of the assigned license holder. Parking licenses shall not be loaned, altered, transferred or sold. ASC agrees that misuse of a license shall be deemed as theft of services and the licensee shall be locked out and parking privileges in the garages rescinded.

H. Compliance. ASC shall inform its license holders that compliance with instructions for the use of licenses is a condition of its use. If a license holder fails to properly comply with use instructions, the maximum daily fee will be assessed.

I. Insurance. ASC shall ensure that all license holders possess minimum levels of automobile insurance as required by law.

7. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the Parties with respect to the subject matter of this Agreement. All prior representations and understandings of the Parties, oral or written, are merged into this Agreement. Prior or contemporaneous additions, deletions, or other changes to this Agreement shall not have any force or effect whatsoever, unless embodied herein.

8. MODIFICATION

Except as otherwise provided by this Agreement, any modification to this Agreement shall only be effective if agreed to in a formal amendment to this Agreement, properly executed and approved by the Parties.

9. THIRD PARTY BENEFICIARIES

This Agreement does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Agreement and all rights and obligations hereunder are reserved solely for the Parties. Any services or benefits which third parties receive as a result of this Agreement are incidental to the Agreement and do not create any right for such third parties.

10. WAIVER

A Party's failure or delay in exercising any right, power, or privilege under this Agreement, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

11. CHOICE OF LAW

Vermont law shall be applied in the interpretation, execution, and enforcement of this Agreement. Any provision included or incorporated herein by reference which conflicts with Vermont law shall be null and void. Any provision rendered null and void by operation of this provision shall not invalidate the remainder of this Agreement, to the extent capable of execution.

12. JURISDICTION

All suits or actions related to this Agreement shall be filed and proceedings held in the State of Vermont.

13. ASSIGNMENT

ASC's rights and obligations under this Agreement are personal and may not be transferred or assigned without the prior written consent of the City. Any attempt at assignment or transfer without such consent shall be void. Any assignment or transfer of ASC's rights and obligations approved by the City shall be subject to the provisions of this Agreement.

14. SIGNATURE PAGE

Persons signing for the Parties hereby swear and affirm that they are authorized to act on behalf of their respective Party and acknowledge that the other Party is relying on their representations to that effect.

The Parties hereto have executed this Parking Agreement

<p>Asure Software Company 800 Hinesburg Rd. #2 South Burlington, VT 05403</p> <p>By: _____ Web Hill Vice President & General Manager</p> <p>Date: _____</p>
--

<p>CITY OF BURLINGTON Department of Public Works</p> <p>By: _____ Chapin Spencer, Director Department of Public Works</p> <p>Date: _____</p>
--



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DEPARTMENT OF PUBLIC WORKS**

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: DPW Commission
FROM: Chapin Spencer, Director
Patrick Mulligan, Assistant Director – Parking & Traffic
Rob Goulding, Public Information Manager
RE: **2018 Holiday Parking Promotion**
DATE: November 21, 2018

Staff is providing an update to the DPW Commission on the 2018 Holiday Parking Promotion for downtown. No Commission action is needed at this time.

Background:

Last year, DPW in conjunction with Church Street Marketplace (CSM) and Burlington Business Association (BBA) revived the annual holiday parking promotion by providing two (2) hours free at City meters by using the Parkmobile App for Black Friday and four consecutive Saturdays. As part of an ongoing commitment to support the commercial dynamism of Burlington's downtown, the City, CSM, and BBA have arranged the following expanded promotions for 2018 beginning on Black Friday (November 23) and lasting until Christmas:

-) **4-Hour Free Parking at College Street Garage** (60 College St.: entrances on College St. and Battery St.) **and Lakeview Garage** (41 Cherry St.: entrance on Cherry St.) -- See a map of these and other parking locations here: <https://parkburlington.com/downtown-parking/parking-map/>
-) **2-Hour Free Parking at All On-Street Meters** -- available for those paying through Parkmobile or calling (877) 727-5010. For this Friday, please use code BTVNOV23 and for Saturday, please use code BTVNOV24
-) **Free Parking at College Street and Lakeview Garages for Downtown Restaurant and Retail Employees** -- coupons to be distributed by CSM and BBA to businesses.
-) **All Weekend Free Parking at City's Elmwood Lot** (on Elmwood Ave.) – available Saturdays and Sundays for downtown employees or shoppers

These free parking promotions are generously sponsored by CityPlace Burlington. In consultation with the City Attorney, we have determined that no formal Commission action is needed as long as the CityPlace Burlington sponsorship directly reimburses the Traffic Fund and Parking Facilities Fund for any parking promotion provided to the public. This is similar to the direction we shared with the Commission for last year's promotion where private funds paid for holiday parking so that the City received full payment, at regular rates, for each parking stay. Given this arrangement, there isn't a need for the Commission to adjust rates.

Based on staff's projections of the public's utilization of these promotions, the \$72,000 CityPlace Burlington sponsorship is expected to be sufficient to reimburse the City for the parking promotions through December 25. If, however, utilization of these sponsorship-funded promotions is higher than expected and sponsorship funds are projected run out prior to December 25, staff would come to the DPW Commission's December 19 meeting and recommend an action to get us through the end of the holiday season.

Please feel free to reach out to any of us with questions. Happy Holidays!



Memo

Date: November 13, 2018

To: Public Works Commission

From: Phillip Peterson, Associate Engineer *PWP 11/13/18*

Subject: Recommendations for Parking Restrictions on Narrow Streets (Germain Street, Latham Court, and Hoover Street)

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

1. Restrict parking on the East side of Germain Street from December 1 to April 1.
2. Restrict parking on the East side of Latham Court from December 1 to April 1.
3. Restrict parking on the South side of Hoover Street from December 1 to April 1.

BACKGROUND

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

Staff have identified 116 narrow streets within the city of Burlington. Please see the attached summary table with DPW Staff recommendation. A narrow street is defined as a street which:

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

Both the BFD and DPW Maintenance teams have determined that fourteen (14) feet is the minimum preferred width for clearance. Please see the attached Letter from BFD Deputy Chief Aaron Collette which supports this analysis. DPW has identified 22 narrow streets which currently have less than 14 feet of effective travel width.

RECOMMENDATIONS

DPW staff recommends a measured approach to implementing parking restrictions on Narrow Streets by starting with the streets which are the most constraining for emergency responders and maintenance teams. Data has been collected to measure the roadway widths, occupancy rates, and presence of greenbelts on narrow streets to determine their effective travel width. Both Germain Street and Latham Court have less than 10 feet of effective travel width during winter. As a result, DPW Staff recommends a parking restriction on the East sides of Germain Street and Latham Court from December 1 to April 1 in an effort to improve access for BFD and DPW services by increasing the effective travel width of these narrow streets during winter months.

DPW has received a request from the residents of Hoover Street to implement a winter parking restriction on one side of the street this year. Staff has evaluated this request and recommends restricting parking on the South side of Hoover Street from December 1 to April 1 in an effort to improve access for BFD and DPW services by increasing the effective travel width of this street during winter months.

The attached site maps depict the proposed parking restrictions on Germain Street, Latham Court and Hoover Street.

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

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

PUBLIC ENGAGEMENT

The original request to evaluate the narrow travel lanes on Germain Street was received on 7/17/15 when there was two-way traffic and unrestricted parking on both sides. This was presented to the DPW Commission on 12/16/15, information can be found here: <https://www.burlingtonvt.gov/DPW/Commission/Agendas>. During the 12/16/15 meeting, the DPW Commission decided to maintain unrestricted parking on both sides of Germain Street while converting the street to one-way southbound travel. Staff have determined converting the street to one-way travel does not address the travel width issue. A neighborhood meeting to discuss narrow travel width issues for Germain Street was held on 2/06/18.

Staff notified Hoover Street residents and received several responses supporting this change. Staff received one phone call from a Hoover Street resident who is not in favor of this proposal.

Staff presented Narrow Streets material at the 10/24/18 meeting of the Transportation, Energy, and Utilities Committee, information can be found here <https://www.burlingtonvt.gov/CityCouncil/TEUC>. A neighborhood meeting to discuss the proposed winter parking restrictions on Germain Street, Latham Court and Hoover Street was held on 11/05/18. Please see attached for the Presentation and a summary of Questions and Answers from this meeting.

In preparation for the 11/28/18 DPW Commission Meeting, Staff placed flyers on each street and mailed flyers to property owners on Germain Street, Latham Court and Hoover Street to notify them of the DPW recommendations and all pertinent meeting details. Public input which has been received to date is attached.

Attachments:

1. Site maps.
 2. Narrow Streets Summary Table with Recommendations.
 3. BFD Narrow Streets Letter.
 4. Narrow Streets Presentation 11-5-18.
 5. Questions and Answers for 11-5-18 Neighborhood Meeting.
 6. Public input correspondence.
-



Shelburne Street

Ludwig Court

Hoover Street

Perrotta Place

Redstone Terrace

PROPOSED PARKING RESTRICTION
DECEMBER 1 THROUGH APRIL 1.

NOT TO SCALE



HOOVER STREET PROPOSED
PARKING CHANGES



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-8084
(802) 863-0466 (Fax)

DESIGNED PMP	IFS NO. NA
DRAWN PMP	SCALE NTS
CHECKED SM	DRAWING NO.
DATE 11/12/18	SHEET 1 OF 3



NOT TO SCALE



GERMAIN STREET PROPOSED
PARKING CHANGES



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

845 PINE STREET
BURLINGTON, VT 05401
(802) 883-8084
(802) 883-0488 (Fax)

DESIGNED PMP	NFS NO. NA
DRAWN PMP	SCALE HTS
CHECKED SM	DRAWING NO.
DWG	
11/12/18	SHEET 2 OF 3



NOT TO SCALE



LATHAM COURT PROPOSED
PARKING CHANGES



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

845 PINE STREET
BURLINGTON, VT 05401
(802) 863-8084
(802) 863-0466 (Fax)

DESIGNED PMP	NFS NO. NA
DRAWN PMP	SCALE MTS
CHECKED SM	DRAWING NO.
DATE 11/12/18	SHEET 3 OF 3

NARROW STREETS - SUMMARY TABLE WITH RECOMMENDATIONS

Street Information		Width Information			Current Conditions			Recommended Conditions		
Name	Characteristics	Street	Parking	GB Modifier	Occupancy Modifier	Existing Available	Avg Occupancy	Recommendation	Proposed Available - Summer	Proposed Available - Winter
Germain St	1W, OGB, ZSW, NER	26	16	-2	-2	0	8	68.0% One side winter	8	16
Latham Ct	2W, OGB, OSW, NER	24	16	-2	-2	2	8	19.8% One side winter	8	16
Myrtle St	1W, OGB, ZSW, ER	18	8	-2	-2	0	8	57.6% Future evaluation		
Poplar St	1W, OGB, ZSW, ER	18	8	-2	-2	0	8	77.8% Future evaluation		
Alfred St	2W, OGB, ZSW, NER	26	16	0	0	0	10	41.7% Future evaluation		
Beech St	1W, OGB, ZSW, ER	18	8	0	0	0	10	55.6% Future evaluation		
BROWNS CT	2W, OGB, OSW, ER	20	8	-2	-2	0	10	Future evaluation		
Catherine St	2W, OGB, ZSW, NER	26	16	0	0	0	10	41.1% Future evaluation		
Charles St	1W, OGB, ZSW, NER	26	16	0	0	0	10	47.5% Future evaluation		
DOODS CT	2W, OGB, ZSW, NER	26	16	0	0	0	10	Future evaluation		
Hilcrest Rd	2W, OGB, OSW, NER	26	16	-2	-2	2	10	2.0% Future evaluation		
Luck St	2W, OGB, ZSW, NER	26	16	0	0	0	10	72.2% Future evaluation		
PROCTOR PL	2W, OGB, OSW, NER	26	16	0	0	0	10	Future evaluation		
QUEEN CITY PARK RD	2W, OGB, OSW, NER	26	16	0	0	0	10	Future evaluation		
Russell St	1W, OGB, ZSW, NER	26	16	0	0	0	10	62.7% Future evaluation		
ST MARY'S ST	2W, OGB, ZSW, NER	26	16	0	0	0	10	Future evaluation		
Strong St	2W, OGB, ZSW, NER	26	16	0	0	0	10	51.6% Future evaluation		
Edgewood Ln	2W, OGB, ZSW, L, NER	26	16	-1	-1	2	11	4.8% Future evaluation		
Pomeroy St	2W, OGB, ZSW, NER	25	16	0	0	2	11	15.3% Future evaluation		
ADST CT	2W, OGB, OSW, ER	20	8	0	0	0	12	Future evaluation		
Allen St	1W, OGB, ZSW, NER	28	16	0	0	0	12	74.7% Future evaluation		
Charlotte St	2W, OGB, ZSW, NER	26	16	0	0	2	12	20.6% Future evaluation		
Elm Terr	2W, OGB, ZSW, NER	26	16	0	0	2	12	25.5% Future evaluation		
Gove Ct	2W, OGB, ZSW, L, NER	26	16	0	0	2	12	9.4% Future evaluation		
Hoover St	2W, OGB, ZSW, NER	26	16	0	0	2	12	22.0% Future evaluation		
Ledgemere Ct	2W, OGB, ZSW, L, NER	26	16	0	0	2	12	25.7% Future evaluation		
Oakland Terr	2W, OGB, ZSW, NER	26	16	0	0	2	12	0.0% Future evaluation		
ORCHARD TERR	1W and 2W, OGB, ER	20	8	0	0	0	12	Future evaluation		
Perrotta Pl	2W, OGB, ZSW, NER	26	16	0	0	2	12	14.7% Future evaluation		
SUMMER ST	2W, OGB, ZSW, ER	20	8	0	0	0	12	Future evaluation		
Ludwig Ct	2W, OGB, ZSW, L, NER	26	16	0	0	3	13	37.0% Future evaluation		
Convent Sq	1W, OGB, ZSW, ER	24	8	-2	-2	0	14	57.6% Future evaluation		
Cottage Gr	2W, OGB, OSW, NER	27	16	0	0	3	14	0.0% Future evaluation		
DEFORREST RD	2W, OGB, ZSW, ER	21	8	-1	-1	2	14	2.0% Future evaluation		
Morse Pl	2W, OGB, OSW, NER	27	16	0	0	3	14	6.9% Future evaluation		



Burlington Fire Department



136 South Winooski Avenue
Burlington, Vermont 05401-8378

(802) 864-4554 • (802) 658-2700 (TTY)

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

October 3, 2018

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

Re: Narrow Streets

Dear Phillip:

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

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

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

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

Sincerely,

Aaron J. Collette
Deputy Chief of Operations
Burlington Fire Department



Narrow Streets Recommendations

CITY OF BURLINGTON, BURLINGTON FIRE DEPARTMENT (BFD)

CITY OF BURLINGTON, DEPARTMENT OF PUBLIC WORKS (DPW)

Purpose

To balance community needs, BFD Emergency Services needs, and DPW Maintenance needs for sufficient mobility and access to narrow streets.



Background

- A. Narrow Streets Policy drafted in January 2018
 - 1. Collaboration with BFD Emergency Services and DPW Winter Maintenance Team
 - 2. Presented to DPW Commission , January 17 2018
 - 3. Approved, March 8 2018

Narrow Streets Criteria

- ▲ 28 feet wide or less
- ▲ 116 Narrow Streets in the City of Burlington
 - ▲ 92 of the 116 Narrow Streets have existing parking restrictions
 - ▲ BFD Emergency Services and DPW Winter Maintenance have determined 14 feet of effective travel width is the desired minimum width
 - ▲ 22 Narrow Streets currently have less than 14 feet of effective travel width with no existing restrictions

City Approach

1. Acknowledge challenge of balancing needs
2. Incremental approach allows us to learn and adjust as we move forward
3. Address most constrained narrow streets first
4. Therefore, City Staff are recommending one-side Winter parking restriction on Narrow Streets with 8 foot effective travel width and have parking on both sides

Germain Street - Statistics

- ▲ Location: Old North End
- ▲ One-way traffic (one lane), southbound
- ▲ 26' wide
- ▲ No green belt
- ▲ Parking on both sides (16' total)
- ▲ Average occupancy rate: 69%

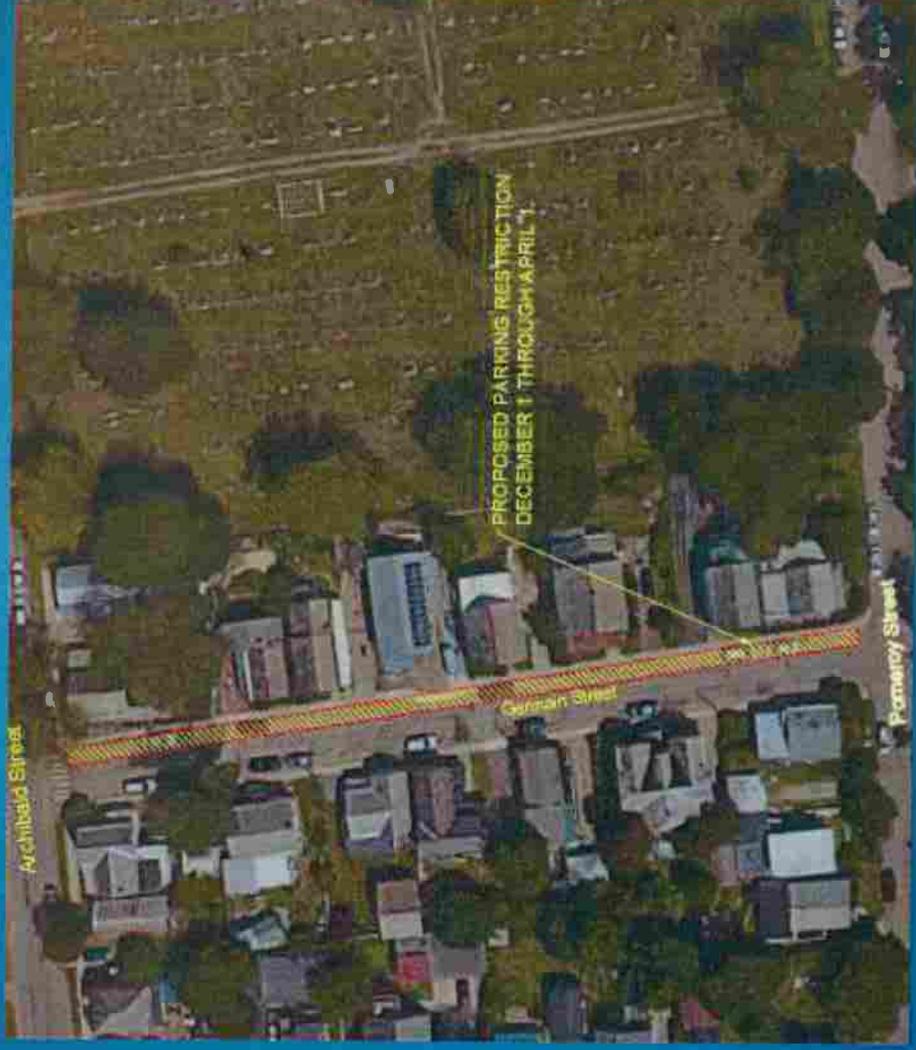


Germain Street - Recommendation

- ▶ 8' of effective travel width available for emergency vehicles during the winter under current conditions
- ▶ Recommendation: restrict parking on east side of street from December 1 to April 1 (left side in picture)

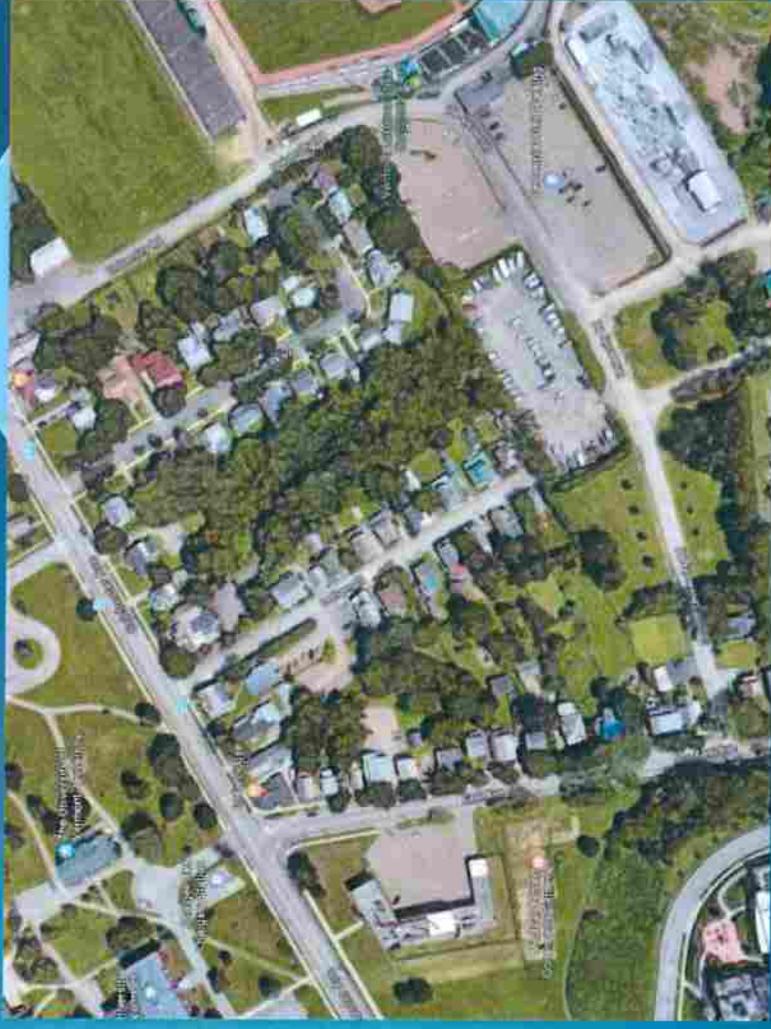


Germain Street - Recommendation



Latham Court - Statistics

- ▲ Location: Colchester Ave, UVM Campus Area
- ▲ Two-way traffic (two lanes)
- ▲ Varies in width from 24' - 29' wide
- ▲ No curb
- ▲ No green belt
- ▲ No Sidewalk
- ▲ Parking on both sides (16' total)
- ▲ Average occupancy rate: 42%



Latham Court - Recommendation

- ▲ 8' of effective travel width available for emergency vehicles during the winter under current conditions
- ▲ Recommendation: restrict parking on east side of street from December 1 to April 1 (left side in picture)

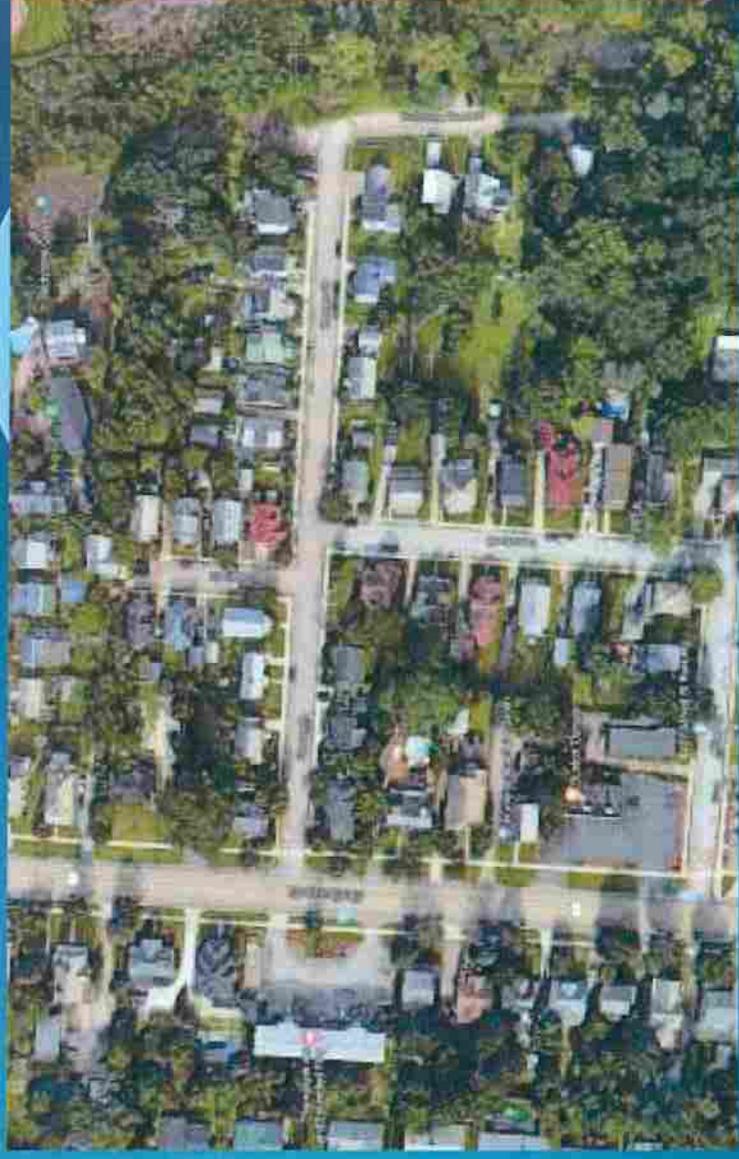


Latham Court- Recommendation



Hoover Street - Statistics

- ▲ Location: Shelburne Street, South End
- ▲ Two-way traffic (two lanes)
- ▲ 26' wide
- ▲ Parking on both sides (16' total)
- ▲ Average occupancy rate: 22%

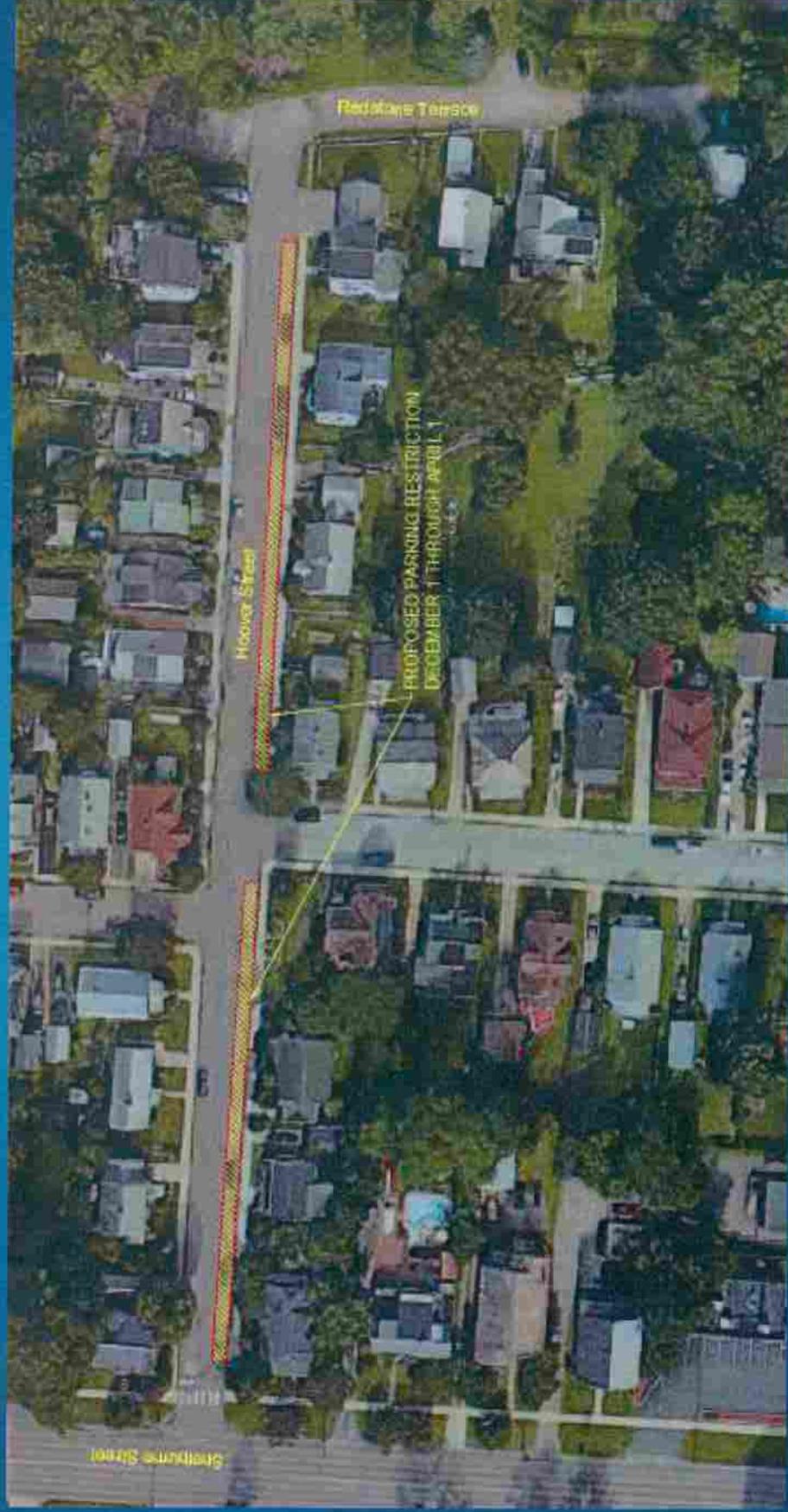


Hoover Street – Neighborhood Request

- ▶ 10' of effective travel width available for emergency vehicles during the winter under current conditions
- ▶ Neighborhood Request: restrict parking on south side of street from December 1 to April 1 (right side in picture)



Hoover Street – Neighborhood Request



Proposed Changes for Narrow Streets (Beginning Winter 2018)

1. Restricting parking on the east side of Germain Street from December 1 to April 1.
2. Restricting parking on the east side of Latham Court from December 1 to April 1.
3. Restricting parking on the south side of Hoover Street from December 1 to April 1.

Next Steps

- ▶ The next DPW Commission Meeting will be in the Front Conference Room at 645 Pine Street:
- ▶ **Wednesday, November 28, 2018 - 6:30pm**

Additional Site Analysis & Data collection efforts (Future Years)

- i. Additional analysis on other narrow streets
- ii. Evaluate future parking restrictions
- iii. Information can be found here
<https://www.burlingtonvt.gov/CityCouncil/TEUC>



Questions?

Contact:

Phillip Peterson, Associate Engineer

Desk: 802.865.5832

Email: ppeterson@burlingtonvt.gov

Questions from the Narrow Streets Neighborhood Meeting held on November 5, 2018:

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

A: There are not enough resources across the City of Burlington Departments to implement, maintain, and monitor a parking ban like the one described above.

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

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

Q: Should the Winter parking restrictions be approved, may residents from Latham Court park on neighboring resident parking streets?

A: Even with a one-sided Winter parking ban on Latham Court, Staff believe there is capacity for all vehicles to park on Latham Court. This is due to the low occupancy numbers. Consequently, allowing vehicles from Latham Court to park on adjacent resident parking streets is unnecessary.

Q: Due to the loss of parking during the winter, will DPW consider making my street resident only parking?

A: Residential parking will not help for a street that is oversubscribed with parking from residents. Ultimately, residential parking requests will be analyzed based on the existing Resident Parking Management Plan.

Q: Where will the cars on Germain Street go?

A: Staff collected occupancy data on Pomeroy Street, and there is ample capacity for cars parking on Germain Street.

Q: The Burlington Police Department (BPD) has been using Pomeroy Street to store towed cars. Can DPW work with BPD to limit the use of Pomeroy Street parking for storage of towed vehicles?

A: Staff have been in communications with BPD Parking Enforcement Manager John King. Mr. King says he is working with the tow truck drivers to make sure they spread out where they tow vehicles. Staff will work to ensure BPD fully understands the situation. Additionally, no person shall leave a vehicle in the same place within the limits of a street for a period longer than three (3) days. This period starts when the police department observes a vehicle in a space. From that time the vehicle must be moved within three (3) days. For the purposes of this section the term moved is defined as relocating a vehicle at least twenty-five (25) feet from its original location for a time period of thirty-six (36) hours. Please call Burlington Parking Enforcement at (802)540-2185 for assistance.

Q: There are personal safety concerns when you have to park further away and walk to your home. Has DPW considered where cars will park during the Winter parking restrictions and its distance to a resident's home or destination?

A: DPW Staff believes there is sufficient parking on adjacent streets in close proximity to these streets. Residents are encouraged to contact the Burlington Police Department directly if they have safety concerns to report an incident. The Burlington Police Department can be called at (802) 658-2704.

Q: Are there opportunities for residents to park in private lots if on street parking is not available? Are there private lots residents can use to?

A: City of Burlington Staff do not control parking on private lots. DPW Staff has contacted UVM Transportation and Parking Services to help facilitate a discussion with UVM Personnel and Latham Court residents. Specifically, a resident of Latham Court asked about the use of the parking lots at Centennial Field.

Public input correspondence emails

Mon 2/12/2018

Hi Phillip,

I wanted to follow up from our meeting on 2/6 with the following:

I appreciate the work your department has put into developing new narrow and yield street standards. During this process it has also been identified that there are unique conditions that need to be evaluated on a street by street basis. My firm position remains that the best solution for Germain is year round one sided parking. This addresses both street access and improves emergency/safety response capabilities 12 months a year.

I am not clear as to why your presentation included a summer yield street status for Germain? Is this the rationale to allow parking on both sides during non-winter months? This only increases the potential for more access constraints! I can site a multiple times both service vehicles and a Burlington School District bus were unable to access Germain in spring-fall conditions. Along with your proposed unrestricted parking (street to corner) this creates a very tight turning radius onto Germain from the north (Archibald). It seems there needs to be clear data that warrants the need for yield conditions in off winter months. If that was your intention, the logical choice would be to revert to two way traffic on a one side parking only street. Not two sided parking which perpetuates the narrow st conditions which are currently a challenge, i.e. creating a further problem instead of solving it.

I would also like to highlight out a few other important points:

1. that on the south-east corner of Germain there is a fire hydrant that can be blocked by parking to corner of Germain and Pomeroy. 2. all the homes on Germain St proper have driveways except one (and that property owner has always been in favor of one side only parking).
2. the use of single family homes as multiple adult dwellings has over time created increased parking demands on Germain, by code the landlords provide minimum off st parking spaces, but hold no responsibility to the effect the additional vehicles (potentially 3-5/house) add to rest of the off-street parking demands.
3. the majority of those opposed to Germain St parking restrictions (and vocal majority who spoke up against DPW recommendations back in 2015) are residents of Archibald and Pomeroy St's. (I imagine that you have included them in your findings as you stated, show a majority against removing parking?)
4. one of the positive outcomes of this last meeting seemed to be that you were open to trying to resolve/solve the concerns of those Pomeroy St residents and their issue with potential loss of their on-street parking in front of their homes (as overflow parking for Germain would be designated to Pomeroy). If there was a way to solve this separately, then we can make more accurate, factual decisions for Germain St.

Lastly, quality of life is defined by each individual, but safety should never be compromised over convenience. I presented this issue to your department three years ago - it is time for a resolution. Safety must always come first. Thank you.

Respectfully yours,

Cathy

Mon 2/12/2018

Cathy,

Thanks for your email. DPW Staff have decided to postpone presenting this issue to the Commission. If we bring our recommendation for Germain Street to the next Commission meeting we will most likely end with the same results from December, 2015; consequently, unrestricted parking will remain on both sides of the street. We are looking at solutions which will meet other needs, which will support our recommendation. Feel free to call should you have any questions.

Best,

Phillip Peterson

Wed 4/18/2018

Hi Phillip,

It would be very helpful for you to offer us more clarity as to your next steps. We appreciate your continuing efforts, but I believe we deserve more transparency . Can you also explain for us as what lead you to this assumption, on why you believe the commissions response would be unfavorable. That would mean the commission could/vote vote against your recommendations twice, in favor of what...?!

Thank you,

Cathy

Thu 4/19/2018

Cathy,

Thanks for taking my call this morning. Just to sum up, we are collecting data (specifically looking at percentage of occupancy) on twenty-two (22) different narrow streets in the city. Germain is on this list. Once we have collected data on all of these narrow streets we will submit our recommendations to the DPW Commission. Don't hold me to this, but I would guess we will present this at the July Commission meeting. Feel free to call should you have any questions.

Best,

Phillip Peterson

Wed 2/21/2018

Devin,

My name is Phillip Peterson and I am an Engineering Technician with the City. I wanted to touch base with you about Hoover Street, and your safety and service concerns due to parking. DPW Staff are collaborating on new Narrow Street policies and Hoover Street is on a comprehensive list of 115 other streets we are analyzing. DPW is looking at recommending seasonal limited parking, on certain Narrow Streets. There are several steps before we present this to the Commission; I would like to meet with you and collect some data and discuss next steps.

Best,

Phillip Peterson, Engineering Technician

Sat 8/25/2018

Hi Phillip,

I hope this email finds you well and that you've been having a great summer. I wanted to touch base and check in on the below. How's it's looking to have the parking solution in place before the snow starts falling?

Thanks for the update and your assistance.

Cheers,

Devin

Thu 09/6/2018

Devin,

Thanks for the email. DPW staff have completed data collection on 27 narrow streets within the City's public right-of-way and have moved on to the data analysis phase of the project. The logical framework for a possible City-wide Narrow Streets Policy is being developed. The application of this policy may result in parking restriction modifications, which will be detailed soon. As I am sure you are aware, removing parking in any context will be an invasive step for us to take; consequently, we are being thorough and thoughtful at every step of the way.

The data was collected along narrow streets recommended by the winter snow removal team as well as the City Fire Marshal. On-street parking occupancy, street width, and green belt width were all taken into consideration. Remaining available right-of-way widths were determined by taking into account parking space widths and considering the presence and width of green belts along these roads.

The Department of Public Works (DPW) staff are working with the Fire Department on developing specific measurement requirements for each street we are looking at. The ordinance language changes will be based on recommendations from this data driven process. Our hope is to have these recommendations presented to the DPW Traffic Commission by October, so they may be in place before the winter snow removal season.

Feel free to call me should you have any questions.

Best,

Phillip Peterson

Fri 10/26/2018

Phillip,

First of all, thank you for the slightly advance notice- does this mean that only Germain residents received the flyer, or did you include the neighboring houses on Archibald and Pomeroy?

Also, I would like to comment on the cars with parking tickets that are being deposited by tow trucks on Pomeroy Street- this happens only occasionally, but in significant numbers in the past two days. This morning of the three ticketed vehicles remaining on Pomeroy, two had tires on the greenbelt, and one was so far from the greenbelt as to possibly warrant another ticket. If the winter parking changes are to be implemented, could Pomeroy be removed from this "parking lot" status?

Thank you,

Sarah

Fri 10/26/2018

Hello Mr Peterson,

Thank you for the flyer that was delivered to our home concerning the possibility of having a season parking restriction on Hoover St. While my husband Jacques Bailly and I are not able to attend the proposed meeting on 11/5/18, we wanted to take the opportunity to express our whole hearted support for the proposal to restrict parking to only one side of Hoover St during the winter. As residents living at the top of the hill, we find it very challenging to navigate the street going both up and down once there is snow on the ground. On more than one occasion, due to the narrowness of the road, we have not been able to have our recycling or trash picked up as scheduled. We have often worried that if there was an emergency at the top of the street or on Redstone Terrace that emergency vehicles would not be able to arrive in a timely manner.

Thank you for this opportunity to provide comment,

Leslyn Hall & Jacques Bailly

Fri 10/26/2018

I saw it. Why are we revisiting???. You can't force half of the cars off the street because there is no where to go. Would you have us park on Archibald? Where there are no sidewalks, forcing us to walk IN THE STREET on dark cold night with 2 lanes of travel bearing down on us?!!

This is also the situation on pomeroy.

If the city does a better job at ploughing the street to the curb, the problem is solved. It is the lack of careful, regular ploughing that is the culprit. Maybe you can send extra effort to work on clearing the street.

But the proposal is absolutely unacceptable. Again and it will be so, no matter how many times you try to dress it up.

There is no safe parking on Archibald. There are No sidewalks. No place to park. If you parked there, you narrow what is already a too narrow street for the 2 way to traffic that already travels there.

Please set aside this dangerous idea once and for all. Unless you are planning to create safe parking and pedestrian access on pomeroy and Archibald, you have nowhere to send our cars.

Rabbi Jan

Fri 10/26/2018

Goal: to have less cars parking on Germaine

- 1) make sure that the landlords are limiting the number of cars associated with their rentals
- 2) have a winter resident pass? So that only residents of the street can park on Germaine during the winter months
- 3) go to full year resident parking.

Thanks for all that you do.

Rabbi Jan

Tue 10/30/2018

Hello Mr. Peterson,

Thank you for leaving a note at my door and inviting feedback about the proposed parking changes on Germain Street for the winter months. Regretfully, I will not be able to attend the meeting on November 5, due to other obligations.

It is a rare day/evening when there are "open" parking spots on Germain Street. Most days, both sides of the street are full and there are cars in most driveways. So, if parking is restricted to one side of the street, where will the eight or so cars that usually park on the east side of Germain Street go? Archibald and Pomeroy Streets are not really set up adequately for parking nor do I feel that residents should have to park their cars somewhere out of sight of their homes.

One other issue--driveway encroachment. Most evenings when I get home, it is very challenging to turn into my driveway (and then back out of my driveway the next morning) because cars are parked close to or over the curb cut.

Thank you for "listening."

Warm regards,

Pat Boera

Mon 10/29/2018

Dear Committee Members , For your consideration.

Kathy and Company Flowers has been a long standing , tax paying member of the Burlington business community. We are a customer service business that depends on our ability to do prompt deliveries for our customer base. We need to park next to our store to unload heavy buckets of flowers coming in from our wholesalers and to load our vehicle with outgoing product . We are a store of women and your proposal is going to present quite a hardship for us and our customers , some of whom can't walk all that well. .

You are claiming that Latham court needs space for incoming fire trucks. Why would you have folks parking on the side of the street that has the fire hydrant? That makes no sense. Also, the entrance to Dr. Ratkus' driveway is directly across from my Latham Court entrance. That means all of us need to park up by the fire hydrant. .

Another consideration is if you take away our Latham Court parking, many folks will start parking in front of the store on Colchester Ave which will present quite a dangerous situation.

We ask that you reconsider your proposal .

Sincerely, Kathleen Spear, Kathy and Company Flowers

Wed 10/31/2018

Dear Mr. Peterson,

My dental office is on the east side of Latham Court with off-street patient parking. I also own the adjacent building which houses Kathy and Co. Flowers. The flower shop will be affected by the proposed winter parking change on Latham Court. Kathy Spear's business needs 4-5 dedicated parking places for customers. With the ban residents will now come to park by the flower shop. That is a big problem for Kathy's business.

I will attend the meeting on November 5 to express my concerns.

Sincerely,

Victor L. Ratkus, DDS

Wed 10/31/2018

Hello,

I live at 52 Latham Ct. I am unable to make the Nov 5 meeting.

I fully support the barking restriction on the West Side during the months of Dec-Mar.

My perspective is shaped by the fact that my household has only one car and plenty of off-street parking- we rarely park on the street. I live on the east side so I like the idea of parking on the west side until it realized that if we DO park in the street, it means that we are further from our front door- so I guess there are pluses and minuses.

Daron Byerly

Fri 11/2/2018

Hi Phillip,

I'm from 195 Archibald St. and I'm writing to say I'm not in favor of the idea to make Germain St. one-sided restricted parking during the winter months.

deb lyons

Mon 11/5/2018

Hello Mr. Peterson,

I own the home at 57 Latham ct and I wanted to chime in on the proposed winter parking restriction. As you know Latham ct and all of the surrounding streets already has a residents only parking restriction. It seems that to further restrict parking in this area for half of the year would severely limit the parking capabilities of many residents and their guests. I understand that access of emergency vehicles to get down any street is a priority. But with the long term weather trending toward less snow in Burlington and the lack of any historical incidents on this street, it is my opinion that to further restrict parking would be an undue burden on those who live on and visit this street with little actual positive gain by way of increased safety.

Thanks for considering my thoughts,

Ross Doree

Tue 11/13/2018

Dear Mr Peterson,

I meant to chime in earlier in the process, but it kept getting away from me, as these things will. I am a resident on Latham Court (number 28, to be exact), and simply wanted to add my two cents' worth.

This is not a major gripe, as I fully understand the need to provide enough space for emergency vehicles and winter maintenance; I'm sure that even someone who is opposed to the proposed parking restrictions would be the first one--if his or her house were on fire--to squawk about " why doesn't the city do something? etc..." So I really have no quarrel with the proposal as such, even though it will impact our parking habits (e.g., I prefer to park my truck in front of my house, which is on the east side of the street).

However, a couple of notes. One is that our driveway is extremely narrow and makes our vehicles vulnerable to those humongous icicles that sometimes form off the gable in the winter; my truck has already suffered a couple of dings from those monsters. Another piece is simply that it's more convenient for hauling in groceries etc. if I park in the front, since we enter through the front door. It may be that other residents also will have to deal with unusually tight driveways.

Of course, we can live with just about anything, I suppose. But the other observation I have is that if the city is concerned about the safety and quality of life of the residents of Latham Court, why is it that in over 11 years now (at least), there has been no attempt to pave or chip seal the street? The water main was replaced this summer, as you probably know, but as yet our street is still a patchwork of, well,

patches. A better paved street wouldn't hurt, either, if you were an ambulance or plow driver, for that matter.

So all in all, I'm sure this is already a done deal, and my input will probably be politely ignored. But I would appreciate your at least doing me the courtesy of a rationale for not paving the street, even as paving work on Colchester (part of the same water main project, I believe) has now just about been completed.

If the residents of Latham Court matter, as the parking proposal seems to suggest, it would be nice for us to matter enough to get this street paved.

Michael Brown

Wed 11/14/2018

I received the notice of the recommended winter policy for Hoover Street, and enthusiastically support this change. It would be terrific if you could also remind residents who live on the north side of Hoover not to park opposite the driveways of people who live on the south side. Some residents choose to park in the street, instead of in their empty driveways, thereby making it more difficult for their neighbors on the opposite side of the street to back safely out of their driveways.

Thank you for this sensible change in policy.

Sincerely,

Amy Hamlin

Wed 11/14/2018

Phillip.

My name is Alan Crawford and I reside at 53 Hoover St. in Burlington.

I wringing regarding the winter parking solution.

I believe I spoke to you over the phone a month ago and gave my opinion.

I see there is a meeting to discuss moving forward and I feel as I did before. I am all for a parking ban on one side of the street. Hoover St. never gets plowed completely during non parking ban snow storms and the snow banks build up so the street becomes un-usable for large utility and emergency vehicles.

Please contact me here if you need me to ad anything else.

Wed 11/14/2018

...I think I saw another flyer on the porch? What's the date time and place please? Also I think we need to have resident only parking if you are going to make it one side of street parking.

Thank you ,

andrea oconnor

Public input correspondence phone calls

Tue 11/6/2018

Associate Engineer Phillip Peterson received a phone call from Jennifer Muncil, a Hoover Street resident. Ms. Muncil is not in favor of the proposed Winter parking restriction.

Tue 11/13/2018

Associate Engineer Phillip Peterson received a phone call from Gloria Daley, a Hoover Street resident. Ms. Daley is in favor of the proposed Winter parking restriction.

Tue 11/13/2018

Associate Engineer Phillip Peterson received a phone call from Susan Smith, a Hoover Street resident. Ms. Smith is in favor of the proposed Winter parking restriction.



Memo

Date: November 21, 2018

To: Public Works Commission

From: Phillip Peterson, Associate Engineer *PMP 11/21/18*

CC: Chapin Spencer, Director
Norm Baldwin P.E., City Engineer
Patrick Mulligan, Assistant Director – Parking & Traffic
Susan Molzon P.E., Senior Public Works Engineer

Subject: Resident Parking Management Plan (RPMP) Recommended Traffic Regulation Amendments

Recommendations to the DPW Commission:

See Attachment-1 for proposed Resident Parking Management Plan (RPMP) Traffic Regulation Amendments.

Purpose & Need:

The purpose of these recommended traffic regulation amendments is to implement recommendations from the RPMP. The fundamental principle of Resident Only Parking is to create a balance between the needs of the public versus the need to provide residents reasonable access to their homes.

Project Checklist:

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

Background:

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

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

Initial RPP Adjustments: Some modest Plan recommendations which did not require ordinance changes have been implemented by staff, including:

1. Applications now require a petition from at least 51% property owners on a particular street section
2. For newly designated RPP streets, staff has recommended and the Commission has approved some time-limited public parking in these restricted areas

Proposed Administrative Adjustments: For the administrative recommendations in the Plan which require ordinance changes, the Department of Public Works (DPW) staff worked with the City Attorney's Office and the Burlington Police Department on developing ordinance language to bring to the Commission for approval. The proposed recommendations to update the RPP program deal with the following:

1. Institute fee structure for permits (\$10/annual permit)
2. Cap the number of permits per dwelling unit (4 per single unit parcel, 3 per unit in multi-unit property)
3. Clarify acceptable forms of documentation for proof of residency
4. Create transferrable permits
5. Provide one voucher per year for each permit holder to void a mistaken ticket
6. Formalize contractor permits
7. Clarify policies for businesses and fraternities / sororities in RPP areas
8. Set separate traffic regulation for the parking of CarShare vehicles

To be explicit given the sensitivities which have sometimes surrounded the RPP program, none of these recommended changes will add or remove RPP on specific streets. We do need to revisit the policy on corner lot eligibility, but have decided to address this once these initial recommendations are adopted.

Instituting a Fee for Permits: This recommendation has been the most debated. The Residential Parking Management Plan recommended instituting a fee for the following reasons:

- It would likely limit the number of permits a unit would acquire to just what is needed – therefore helping to reduce the oversubscription of parking on high-demand streets
- It would have residents on streets who elect to have RPP contribute financially to the administration of the program (estimated at \$120,000 per year)

- It is consistent with the RPMP's findings from how these programs are managed in peer cities

With this said, there were public comments seeking to make sure the fee did not unduly impact low-income households so we have brought forward a very modest recommendation of \$10 per permit per year.

Public Outreach: To be consistent with DPW's Public Engagement Plan and to recognize the public's divergent views on this topic, we have made sure to have a significant public process:

- **September 13:** Presented draft ordinance language to the Transportation Energy & Utilities Committee
- **October 17:** Presented draft ordinance language to the DPW Commission
- **October/November:** Presented to Neighborhood Planning Assemblies see Attachment-2 for presentation
- **Early November:** Circulated city-wide Front Porch Forum post
- **November 26:** Presented to City Council
- **November 28:** Current meeting

Public Input Received to Date: Here is a quick summary of suggested changes we've received from the public in regards to staff's initial recommendations:

- Remove the fee for permits
- Remove the fee for permits on RPP streets that accept some level of public parking
- Increase the fee for permits
- Allow two-year permit so residents don't need to renew every year
- Explicitly prohibit reselling of transferrable hang tag permits
- Lighten enforcement in the day time, increase it in the evening
- Require a driver's license for documentation
- Allow more than 4 contractor permits to be secured for big projects

This is not an exhaustive list, but is intended to provide the Commission with a flavor of what we are hearing.

Due to the public input DPW Staff have received, we have made additional changes to what was shared at the 10/17/18 DPW Commission meeting. Here is a summary of these changes:

- Allow two-year permits for a cost of \$20 for each permit
- Residential parking permits shall be available at no cost to residents located on a street which provides a minimum of 4-hour public parking during daytime hours
- A resident may request up to 8 contractor permits
- Prohibit the reselling of permits
- Non-resident property owners can obtain one (1) permit, which would be above the four (4) permit limitation

Attachments:

1. Recommended RPMP Traffic Regulation Amendments.
 2. RPMP Presentation for local NPA meetings.
-

27 No parking except with resident parking permit. No person shall park any vehicle except (1) a vehicle with a valid residential street sticker; (2) a vehicle with a valid transferrable residential hanging tag; (3) a clearly identifiable service or delivery vehicle while conducting a delivery or performing a scheduled or requested service; (4) a clearly identifiable car share vehicle; or (5) a vehicle with a valid state issued special registration plate or placard for an individual with a disability on any street, or portion thereof, designated as "residential parking.":

(f) Permits. The Police Department shall issue resident parking permits only to residents of streets, or portions thereof, that are designated "resident parking only" for parking on that street pursuant to section **(i)**.

(1) Residents may apply for up to four permits if their property has one dwelling unit, and up to three permits per unit if the property has more than one dwelling unit. The number of dwelling units at a property is the number of units authorized by the city zoning department. Of the permits issued per dwelling unit, up to two may be in the form of a transferable residential hanging tag and the remaining permits shall be residential street stickers that must be affixed to a permitted vehicle. A resident may also be eligible for a 30-day temporary resident permit in order to secure and produce proof of residency in accordance with subsection (h) subject to compliance with the applicable rules. Permits shall be valid for one year effective the date of issuance.

(2) The costs of a one-year permit shall be \$10 for each permit.

(3) The cost of a two-year permit shall be \$20 for each permit.

(4) Residential parking permits shall be available at no cost to residents located on a street which provides a minimum of 4-hour public parking during daytime hours in accordance with these regulations.

(5) Replacement permits will be available at a cost of \$5 per permit if the old permit is returned at the time a replacement permit is issued. Otherwise, the permit holder will be charged \$75 for a replacement permit.

(6) A resident may request up to 8 contractor permits valid for 30 day increments for construction purposes. The cost of each permit shall be \$10 per 30-day period.

(7) The Police Department may, with 24-hour advance notice, grant a resident an exception to the limitation of spaces for a special activity.

(8) The Police Department may, with 24-hour advance notice, grant a non-resident an exception to the limitation of spaces for a special activity in exchange for payment of an established administrative fee.

(8) A dwelling unit whose resident(s) receive three or more lawn parking violations per year shall automatically lose all residential parking permits (transferrable residential hanging tags, residential street stickers) for the remainder of the year.

(g) A non-resident property owner that can demonstrate proof of property ownership under subsection (i) of this regulation may obtain one (1) additional resident parking permit above the 4 permit limitation set forth in this regulation.

(h) Parking voucher. One parking voucher per year shall be issued with each residential street sticker or transferrable residential hanging tag which can be returned to Parking Enforcement within that year with a resident parking ticket and the ticket will be voided.

(i) Specific conditions:

(1) Proof of residency. In order to receive a residential parking sticker or transferrable residential hanging tag an individual must produce a valid government issued photo identification and proof of residency. Acceptable documents to prove residency on the designated street or section of street are:

a) Valid government issued photo identification with the resident parking street address noted on it.

b) Valid motor vehicle registration identifying the resident or a family member as the registered owner of the vehicle.

c) Current rental or lease agreement identifying the residence (including an apartment number where applicable) and the resident's name.

d) City record indicating ownership or residency such as tax bill, Assessor's records or Code Enforcement records.

e) Copy of a valid bill or bank statement, no more than 2 months old, identifying residence and name of resident. Valid bills include but are not limited to: gas, electric, cable, internet or credit card.

f) Current vehicle insurance policy with the resident parking street address noted on it.

g) Any other similarly valid and current document with the name of the resident and the resident street noted on it.

(2) Upon showing of proof of business occupancy, owners and employees of small businesses on streets with designated "resident parking" only will be considered residents and issued a resident parking permit if sufficient off-street parking or metered long-term parking at the business location is not available. The conditions of the business' zoning permit must be used to determine if a business has sufficient, available off-street parking at its location. The owner or employee(s) will be issued a choice of a residential street sticker or a transferrable residential hanging tag.

Customers of these small businesses may legally park on the street under the authority of the permit.

(3) *Display of stickers.* Residential street stickers must be affixed to vehicles on the left-hand side of the rear bumper and must be visible without obstruction at all times. In order to be valid the sticker must have the resident street code designation or neighborhood designation and license plate number affixed to it.

(4) *Display of transferrable residential hanging tags.* Transferable residential hanging tags must be hung from the rearview mirror with the side displaying the resident street code designation or neighborhood designation affixed to it visible without obstruction through the front windshield at all times. If a transferable residential hanging tag cannot be hung from the rearview mirror it must be placed on the front dashboard on the driver's side with the side displaying the residential street code designation or neighborhood designation visible without obstruction through the front windshield at all times.

(5) *Fraternities and sororities.* Upon showing proof of residency, residents of fraternities and sororities upon properties separate and distinct from institutions and which abut resident parking only designated streets will be issued a permit and a residential street sticker for each resident's registered vehicle. Each of these buildings may receive two transferrable residential hanging tags. Buildings with more than ten residents may receive one additional transferrable residential hanging tag for every four adult residents beyond the first ten residents, not to exceed five additional transferrable residential hanging tags in total. The maximum number of transferrable residential hanging tags that any one fraternity or sorority may have is seven.

(j) Prohibited Uses. No person shall alter, resell, or otherwise engage in the unauthorized use of a residential permit issued under this section.

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

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

(3) On the north side of Main Street in the first space east of St. Paul Street.

(4) On the south side of Pearl Street in the first space east of Church Street.

(5) Reserved.

(6) In the Fletcher Free Library parking lot in the northeastern most space.

(7) On the south side of Locust Street, in the space forty (40) feet east of the intersection of Charlotte Street and Locust Street.

(8) Two (2) spaces on the gate controlled lower level of the Marketplace Garage.



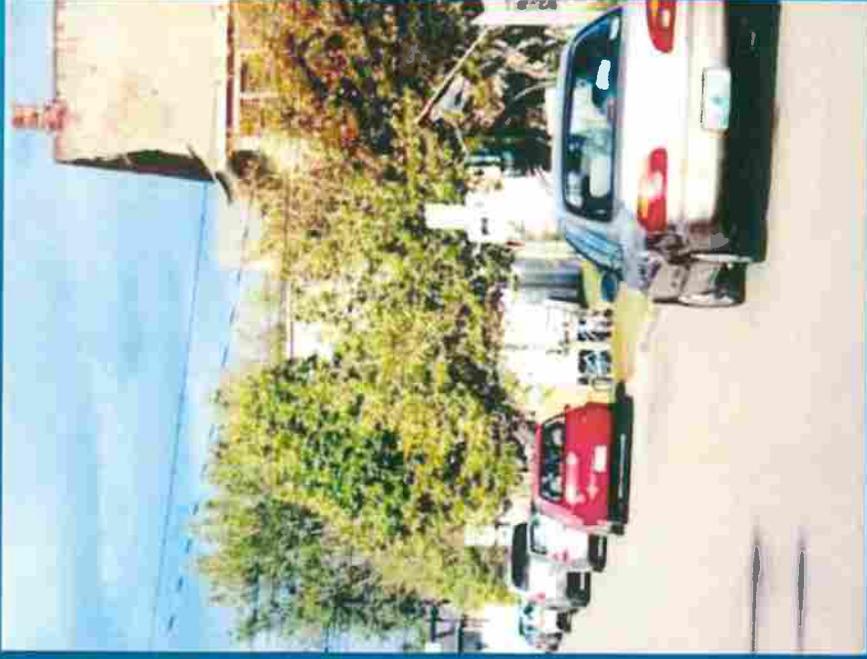
Proposed Updates to Residential Permit Parking (RPP) Program

CITY OF BURLINGTON, DEPARTMENT OF PUBLIC WORKS (DPW)



RPP Background

2



1. City began residential permit parking (RPP) in 1990's to regulate on-street parking in neighborhoods around Centennial Field.
2. The fundamental principle of RPP: create a balance between the needs of the general public and the need to provide residents reasonable access to their homes
3. Today, 8 miles of curbside parking is regulated through the residential permit parking program

RPP Review

3



1. After struggling to approve isolated updates to the RPP program in 2013, the DPW Commission suggested staff undertake a comprehensive review of the RPP program.
2. The Residential Parking Management Parking Plan (RPMPP) was undertaken to review the program and recommend adjustments.
3. The Plan was approved by the DPW Commission 1/20/2016.
4. The Plan is on DPW's website under Library: <https://www.burlingtonvt.gov/DPW/Links-Library>

Initial RPP Adjustments

4

Some modest Plan recommendations that did not require ordinance changes have been implemented by staff

1. Applications now requires a petition from at least 51% property owners on a particular street section
2. For newly designated RPP streets, staff has recommended and the Commission has approved some time-limited public parking in these restricted areas



Proposed Administrative Adjustments

5

1. Institute fee structure for permits
2. Cap the number of permits per dwelling unit
3. Clarify acceptable forms of documentation for proof of residency
4. Create transferrable permits
5. Provide one voucher / year for each permit holder to void a mistaken ticket
6. Create contractor permits
7. Clarify policies for business and fraternities / sororities in RPP areas
8. Set separate traffic regulation for CarShare



Proposed Fee Structure

6

- The cost of a one-year permit per dwelling unit proposed to be \$10 per permit.
- A. Considerations in regards to cost:
 1. Have beneficiaries fund portion of program
 2. Limit burden on low-income residents
 3. Reduce oversubscription of on-street parking

Cost of Resident Permit Parking

7

Residential Permit Parking Administration	Annual cost
DPW Engineering Review	\$360 per request
BPD Permit Administration and Enforcement	\$120,000
DPW Sign Installation	\$550 avg. per new RPP block
Total annual cost*	\$120,910

*Excluding overhead expenses for office costs

Proposed Changes for Residential Parking Permit Quantities

8

- ▶ Define the number of permits eligible residents may apply for:
 - ▶ Up to 4 permits for a property with one dwelling unit
 - ▶ Up to 3 permits per dwelling for a multi-unit property
- ▶ Create transferable hanging tag permits:
 - ▶ Up to 2 of all eligible permits may be hanging

eligible residents may apply for:

Improved Regulations

9

- ▶ Create contractor permits:
 - ▶ Up to 4 contractor permits at a cost of \$10 each and valid for 30-day increments
- ▶ Define acceptable documents to prove residency on a RPP designated street, section of streets or abutting corner parcel.
- ▶ Create a separate traffic regulation for Car Share vehicles.

Timeline for Proposed Adjustments

10

- ▶ **September 13, 2018:** Presented draft ordinance language to City Council
Transportation Energy & Utilities Committee
- ▶ **October 17, 2018:** Presented draft ordinance language to DPW Commission
- ▶ **October/November:** Presenting to Neighborhood Planning Assemblies
- ▶ **November 2018:** Circulate Front Porch Forum post
- ▶ **November 28, 2018:** DPW Commission to consider ordinance approval

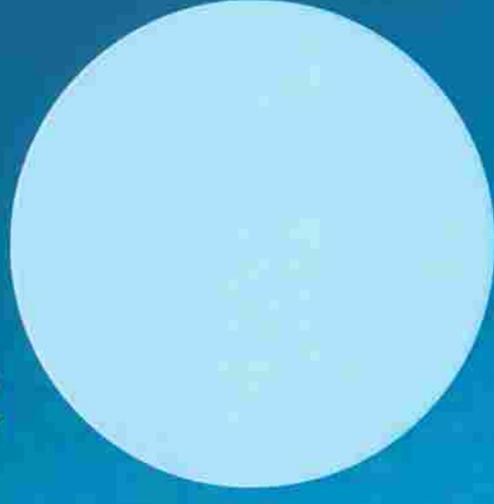
Questions or Comments?

Contact:

Phillip Peterson, Associate Engineer

ppeterson@burlingtonvt.gov

802-865-5832



Thank you!

Burlington Department of Public Works Commission Meeting
Draft Minutes September 19, 2018
645 Pine Street – Main Conference Room

Commissioners Present: Jim Barr, Justine Sears, Chris Gillman, Brendan Hogan,
Bob Alberry by phone.

Commissioners Absent: Tiki Archambeau, Solveig Overby

Item 1 – Call to Order – Welcome – Chair Comments

Commissioner Gillman called the meeting to order at 6:40 p.m.

Item 2 – Agenda

Commissioner Barr makes a motion to approve the agenda

Commissioner Gillman seconds.

Ayes are unanimous

Item 3 – Public Forum

Dave Hartnett spoke about stormwater/wastewater bond proposal, residential parking, greenway projects and the condition of the streets in the New North End.

Caryn Long spoke about the planters and bollards in the area of Loomis Street.

Mr. Mahnke spoke about traffic and pedestrian safety improvements as things are getting worse in Ward 1.

Item 4 – Consent Agenda

A. Birchcliff Parkway

B. Parking Agreement for State of Vermont – 34 spaces Lakeview Garage

C. Parking Agreement 247 Pearl Street – 10 Meter Spaces to Replace Lost Space on Pearl Street.

Commissioner Barr made a motion to accept Consent Agenda

Commissioner Gillman seconded

Ayes are unanimous

Item 6 – Proposed Wastewater & Stormwater Bond

A. Presentation by Director Spencer and Assistant Director Megan Moir. The Board of Finance has recommended that this be placed on the November ballot. Assistant Director Moir gave a verbal presentation of the recommended stormwater and wastewater investments.

B. Commissioner Discussion – Commissioner Sears stated that Chair Archambeau wanted to wait to vote on this issue as he wanted to review the material.

Commissioners Hogan and Gillman asked questions about the proposal.

C. There was no public comments

D. Commissioner Gillman moved to recommend the city council approve the resolution which would place this proposed bond on the November 2018 ballot.

E. Seconded by Commissioner Barr

Commissioner Alberry – Aye
Commissioner Barr – Aye
Commissioner Hogan – Aye
Commissioner Gillman – Aye
Vice Chair Sears – Abstains

Item 7 – Mid Season Construction Update

Director Spencer presented on the status of the Department's 2018 reinvestment goals. The Department is on track to achieve the overall production goals for paving, sidewalks, water mains, and curbing set earlier in the year.

Commissioner Discussion: Commissioner Barr is looking forward to the traffic calming in Ward 2. There is a temporary crosswalk at Colchester Avenue and the Chase Mill.

Item 8 – South Union Street Demonstration Project – Director Spencer

Director Spencer stated that residents have requested to host a South Union Street Demonstration Project where they propose to turn one block of Maple Street into a one-way street by Edmunds School and extended the protected bike lane for a one week trial period. Edmunds School administration is supportive. They asked if we could extend this project for as parents, staff and school children feel it is safer travels to and from school and they want more time to experience the changes. Director Spencer notified the Commission that he planned to allow an extension of the demonstration project for one additional week under his pilot authority unless there is concern from the Commission.

Commissioner Discussion: Commissioners Barr and Hogan expressed support for extending this for another week.

Item 9 – October Commissioner Meeting

Director Spencer floated the possibility of a potential date change for the October meeting as we may need Commission action on a Water Bond prior to the October 15 Council meeting to obtain favorable borrowing terms. Director Spencer asked if Commissioners would consider a special meeting, whether the Commission would prefer one or two meetings, and what Commissioners could make a conceptual October 10 date. Many Commissioners expressed a preference for one meeting instead of two, would prefer the regular 10/17 date, but many could make a 10/10 meeting if needed.

Item 10 – Approval of Minutes

Commissioner Barr made a motion to accept. Commissioner Hogan seconded.
Commissioner Barr – Aye
Commissioner Alberry – Aye
Commissioner Hogan – Aye
Commissioner Gillman – Aye

Item 11 – Director's Report

Director Spencer stated that he is recommending including the outstanding Traffic Requests report in the Director's Report reduce the time to develop a separate report. He reported on upcoming potential Residential Permit Parking process changes and potential parking changes on narrow streets.

Commissioner Gillman stated that he would still want a periodic report on outstanding traffic requests. The Commission and Director discussed developing a biannual report to the Commission to supplement the summary in the monthly Director's Report.

Item 12 – Commissioner Communication

Commissioner Hogan asked about See Click Fix and asked if this was a preferred means for feedback from the residence of the city. He asked about what was being done for pedestrian safety while accessing Callahan Park -- specifically getting a crosswalk near Locust Terrace to cross to the park.

Commissioner Sears asked about getting a pedestrian signal at the North Champlain Street and Manhattan Drive intersection as cars travel fast through there and it is sometimes- hard to see vehicles coming.

Item 13 – Adjournment

Commissioner Barr motioned for adjournment

Commissioner Hogan seconded

All were in favor.

Meeting adjourned at 8:30 p.m.

Burlington Department of Public Works Commission Meeting
Draft Minutes October 17, 2018
645 Pine Street – Main Conference Room

Commissioners Present: Tiki Archambeau, Jim Barr, Chris Gillman, Brendan Hogan, Solveig Overby - Bob Alberry by phone.

Commissioner Absent: Justine Sears

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau called the meeting to order at 6:30 p.m.

Item 2 – Agenda

Commissioner Barr made a motion to accept the agenda

Commissioner Archambeau wanted to pull off Item 4 Pearl Street Trial Update for more discussion. This would become Item 4.1.

Commissioner Barr made a motion to accept the agenda with the changes.

Commissioner Gillman seconded.

Roll call vote – all in favor

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

There was no one present to speak during Public Forum.

Item 4 – Consent Agenda

- A. YMCA Project Temporary “No Parking” Zone
- B. Colchester Avenue – Chase Street Crosswalk
- C. 2019 Paving List
- D. Pearl Street Trial Update – “No Parking and No Turn on Red”
- E. North Union Street “No Parking” at Hickok Place
- F. “No Right Turn on Red” at Howard St./St. Paul St./So. Winooski Ave.
- G. CHT Parking Agreement for 194 St. Paul Street

Commissioner Barr made a motion to accept the Consent Agenda with the exception of Item d, which was pulled off for discussion.

Commissioner Gillman seconded

Roll call vote - all in favor

Item 4.1 Pearl Street Trial Update – No Parking and No Turn on Red

Nicole Losch stated this was a six-week trial period and she had feedback from different agencies and from the public. There was input to remove the last parking space on Pearl Street closest to Battery Street for right turn lane to be a little bit bigger.

Bruce Applegate, owner of the Vapor Shop on Pearl Street, suggested eliminating some parking spaces on Pearl Street as people had a hard time seeing traffic coming as they were exiting a couple different driveways on Pearl Street.

Right turns would be prohibited on red lights on Pearl Street.

Commissioner Alberry made a motion to accept staff's recommendations.

Commissioner Barr seconded.

Roll call vote - all in favor

Item 5 – Water Bond Authorization – Megan Moir

Megan did a quick presentation of the bond going over the most important points.

There was discussion by the Commission.

Commissioner Alberry made a motion to accept staff's recommendation.

Commissioner Gillman seconded.

Roll call vote - all in favor

Item 6 – Permit Reform Report – C. Spencer/N. Baldwin/T Archambeau

Brian Lowe of the Mayor's Office came down and stated that the City wants to put Planning and Zoning, Code and Inspection Services all in one location which would be located at 645 Pine Street. There would be one department head to cover all these merging departments. They are hoping to bring this before City Council before the end of the year.

Item 7 – Residential Permit Parking Process Update – Philip Peterson

Philip Peterson gave a presentation that right now most of the changes will be on the Administration side of this program. We are working on cleaning up the ordinance language.

Discussion by Commissioner.

One person from the public who lives on Cliff Street that came to speak at the meeting on this issue.

Item 9 – November Commission Meeting Date – Potential Change

The November meeting possible date change to November 28.

This was fine with all Commissioners.

Item 10 – Approval of Minutes – 9/18/18

Approval for these minutes have been postponed until November meeting because a quorum was not available to vote on them.

Item 11 – Director’s Report

There will be a tour of the Waste Water facility on 10/18/18.
South Union Street project is wrapped up there will be a discussion and debriefing on how the project went.

Item 12 – Commissioner’s Communications

Commissioner Barr happy with work being done on Colchester Avenue.
Commissioner Barr also stated that he received word from a resident on Curtis Avenue that the crews working there are very friendly and helpful.
Commissioner Archambeau stated the sidewalk work done on North Winooski Avenue is a great improvement.

Item 13 – Adjournment and Next Meeting Date –

Possibility of a meeting on November 28th.
Commissioner Barr moved for adjournment at 8:45 p.m.
Commissioner Gillman seconded.
All were in favor



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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www.burlingtonvt.gov/dpw

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: November 20, 2018

TRAFFIC REQUESTS:

To save administrative effort and paper, staff is including the number of outstanding traffic requests in my Director's Report each month. As of 11/21/18, we had 55 requests in queue. We will do a thorough biannual report on outstanding traffic requests.

PROPOSED WASTEWATER & STORMWATER BOND:

Thank you for the multiple opportunities to brief the Commission on the multiple wastewater equipment and process challenges at our plants this season – and for your support along the way. Staff is very appreciative of the strong public support for the Clean Water Resiliency Plan ballot item. We have already had multiple meetings to map out an implementation plan. The first priority is to overhaul the disinfection systems at our wastewater treatment plants – but there are significant design, construction phasing and borrowing steps that are necessary before we get to construction. We are working hard to get to these accomplished and are aiming to get construction underway in the 2019 season. We will provide a more detailed timeline when we have it.

PERMIT REFORM UPDATE

We put a Permit Reform item on the agenda to give a short update to the Commission as the plan at this time is to bring a substantive recommendation to the City Council at one of their December meetings. Chair Archambeau and staff will be available to answer any questions.

CONSTRUCTION SEASON UPDATE

Construction season is slowing down but still continuing. We are repairing a slope failure on Route 127 that should wrap up in the next couple of weeks. The St Paul St Great Streets project will continue into mid-January and then take a couple of month break before resuming in April. We will have a post-season report next month. Information on this season's capital reinvestments can be found on our Construction Portal here: <https://www.burlingtonvt.gov/construction>.

CONFIRM DECEMBER COMMISSION MEETING

Staff is planning to move ahead with the December 19, 2018 date for the December Commission meeting. Let me know if the Commission would like to consider a different date.

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