



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A  
Post Office Box 849  
Burlington, VT 05402-0849  
802.863.9094 x3 VOICE  
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[www.burlingtonvt.gov/dpw](http://www.burlingtonvt.gov/dpw)

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**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

# MEMORANDUM

TO: PUBLIC WORKS COMMISSION  
FM: CHAPIN SPENCER, DIRECTOR  
DATE: OCTOBER 12, 2017  
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on October 18, 2017 at 6:30 PM at  
**645 Pine St – Main Conference Room**

1. Agenda
2. Consent Agenda
3. Holiday Parking Incentive
4. 2018 Paving List
5. Sidewalk 2 Year Work Plan - Update
6. Public Engagement Plan
7. Approval of Draft Minutes of 9-20-17

**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.



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**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

## **M E M O R A N D U M**

To: Hannah Cormier, Clerks Office  
From: Chapin Spencer, Director  
Date: October 12, 2017  
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **October 18, 2017**  
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 Traffic Status Report
  - B Removal of No-Parking Zone on Strong St
  - C Relocation of Lafountain St. Accessible Space
  - D Temporary Bus Parking on Pearl St.

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- 5 15 Min Holiday Parking Incentive  
A Communication, P. Mulligan  
B Commissioner Discussion  
C Public Comment  
D Action Requested – Vote
- 6 30 Min Great Streets – Draft Standards Presentation  
A Oral Presentation, L. Wheelock  
B Commissioner Discussion  
C Public Comment  
D Action Requested – None
- 7 10 Min 2018 Paving List  
A Communication, L. Wheelock  
B Commissioner Discussion  
C Public Comment  
D Action Requested – Vote
- 8 10 Min Sidewalk 2 Year Work Plan - Update  
A Communication, L. Wheelock  
B Commissioner Discussion  
C Public Comment  
D Action Requested – None
- 9 15 Min Public Engagement Plan  
A Communication, R. Goulding & N. Losch  
B Commissioner Discussion  
C Public Comment  
D Action Requested – Vote
- 10 5 Min Approval of Draft Minutes of 9-20-17
- 11 10 Min Director's Report
- 12 10 Min Commissioner Communications
- 13 **Adjournment & Next Meeting Date – November 15, 2017**



MEMORANDUM

October 12, 2017

**TO:** Public Works Commission  
**FROM:** Phillip Peterson, DPW Engineering Technician *PP*  
**CC:** Norm Baldwin P.E., City Engineer  
**RE:** Traffic Request Status Report

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Number of Requests 09/14/17 = 57  
New Requests since 09/14/17 = 3  
Requests closed since 09/14/17 = 6  
Number of Requests 10/12/17 = 54

**RFS BREAKDOWN BY TYPE\***

		09/14/17	Change
Accessible Space:	3	4	-1
Resident Only Parking:	6		
Crosswalks:	21		
Driveway Encroachments:	0		
Signage:	10	11	-1
Loading Zone:	3		
Area/Intersection Study:	4		
Parking Prohibition:	3	4	-1
Bus Stop:	0		
Geometric Issues:	3		
Parking Meters:	1		
Other:	0		
<b>TOTAL:</b>	<b>54</b>		

*NB 10/12/17*



**MEMORANDUM**

October 12, 2017

**TO:** Public Works Commission  
**FROM:** Phillip Peterson, DPW Engineer Technician *DPW*  
**CC:** Norm Baldwin P.E., City Engineer  
**RE:** Removal of No Parking Zone on Strong Street

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**Recommendations:**

Staff recommends the Commission adopt:

- The removal of the existing no parking zone in front of 35 Strong Street.

**Background:**

Staff received a request in September 2017 from Stephen Callahan a local resident at 39 Strong Street, requesting the removal of the existing no parking zone in front of 35 Strong Street. The No-Parking zone was in place for a former resident who had severe asthma. The resident no longer lives there. Staff spoke to the current resident of 35 Strong Street, Ian Boyajian, and he confirmed this. Additionally, Mr. Boyajian supports the change.

**Observations:**

1. Street Characteristics: Strong Street is a 30-foot-wide low volume residential street with on-street parking on both sides of the street. There are no other parking restrictions on Strong Street. There are no meters on Strong Street.
2. Public Outreach: Staff distributed thirty flyers to the apartment buildings and homes on Strong Street between Drew Street and Blodgett Street on October 3<sup>rd</sup>, 2017. Staff received six responses from local residents, four of the respondents support the removal of the existing no parking zone in front of 35 Strong Street.

**Conclusions:**

The previous resident at 35 Strong Street had chemical sensitivities issues, which was the reason for the No-Parking zone in front of 35 Strong Street. With no reasonable technical reason for the No Parking Zone, the resident with the sensitivities issue not living at 35 Strong Street, and the feedback from residents supporting the modification; staff is recommending the DPW Commission remove the existing no parking zone in front of 35 Strong Street.

*NB 10/2/17*

10/10/17

Greetings, thanks for asking for input on changing the no parking area on front of 35 strong street. Please do NOT allow this change. It's hard enough to pass through this part of strong street as it is, and worse in the winter. I've had to back up when someone else has been coming the other way, and that area is the only place I don't fear hitting another car. My own car's mirror has been hit. Emergency and delivery vehicles also struggle to get through. Please do not change the no parking designation. If anything, close parking on that entire side of the street.

Thank you.

Barbara Hermann

10/06/17

Staff received a phone call from local resident Mohammad Muktar; Mr. Muktar supports the removal of the no-parking zone

10/5/17

Dear Sir,

I am writing this email in response to a letter slipped under my door yesterday. The letter states the possible opening of parking in front of 35 Strong St. I would like to go on the record as being opposed to this idea. It is extremely difficult to get out of my driveway as it is. Please do not open more parking on Strong Street.

Thank you for your consideration,

Jeremy Kehoe

10/4/17

Hi Phillip-

I live at 36 Strong Street. I am in favor of the removal of the No Parking Zone at 35 Strong Street. Thank you.

--

Emma Merritt

Herbalist/Owner, Burlington Herb Clinic

[www.BTVherbclinic.com](http://www.BTVherbclinic.com)

[www.railyardapothecary.com](http://www.railyardapothecary.com)

10/03/17

Staff met with current resident of 35 Strong Street, Ian Boyajian; Mr. Boyajian supports the removal of the no-parking zone.

10/03/17

Staff spoke to Stephen Callahan a local resident at 39 Strong Street, he is requesting the removal of the existing no parking zone in front of 35 Strong Street. The No-Parking zone was in place for a former resident who had severe asthma.

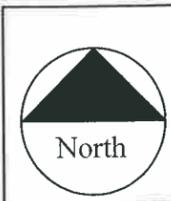
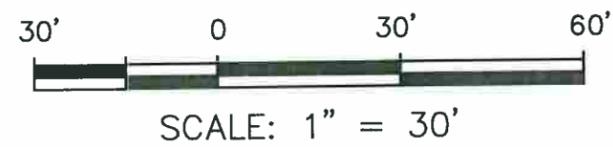


**NOTES:**

Staff recommends removal of the following ordinance:

Appendix C; Rules and Regulations of the Traffic Commission

7 No-parking areas. No person shall park any vehicle at any time in the following locations: (449) In front of 35 Strong Street.



**STRONG STREET  
REMOVAL OF NO PARKING ZONE**



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**

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

DESIGNED PMP	RFS NO. 18870
DRAWN PMP	SCALE 1"=30'
CHECKED MB	DRAWING NO.
DATE 10/11/17	SHEET 1 OF 1



**MEMORANDUM**

October 12, 2017

**TO:** Public Works Commission  
**FROM:** Phillip Peterson, DPW Engineer Technician *PP*  
**CC:** Norm Baldwin P.E., City Engineer *NB*  
**RE:** Relocation of Lafountain Street Accessible Space

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**Recommendations:**

Staff recommends that the Commission adopt:

- The addition of a new Accessible Space on the west side of Lafountain Street in the first space south of Manhattan Drive.
- The removal of an Accessible Space in front of 45 Lafountain Street.

**Background:**

Staff received a request from Luanne North to install an on-street accessible parking close to her home at 105 Lafountain Street. Ms. North states the space is necessary so she may have reasonable access to her home. Additionally, Ms. North does not have a curb cut or driveway for her property. During the initial investigation, staff was notified by local resident Tracey Durgan, the existing Accessible Space at 45 Lafountain Street is hardly used.

**Observations:**

1. Lake Street is a 27-foot-wide collector roadway providing primary access to Manhattan Drive and North Street. There is no parking permitted on the east side of Lafountain Street. Lafountain Street has no meters.
2. There is one accessible space along Lafountain Street, at 45 Lafountain Street; which is approximately 655 feet away from Ms. North's property. There is another accessible space in the area on the north side of North Street in the first space east of Lafountain Street, which is approximately 1,130 feet away from Ms. North's property.

*NB 10/12/17*

3. Public outreach: Staff distributed forty (40) flyers to the homes on Lafountain Street on September 1<sup>st</sup>, 2017. Staff received five (5) responses from local residents, 4 were email and one was a telephone call; four out of the five responses support the proposed changes. The phone call was from local resident Sharon Robar; Ms. Robar thinks the change is a great idea.

**Conclusions:**

An accessible space would provide Ms. North reasonable access to her home. Additionally, the proposed accessible space will be close to several homes and the Integrated Arts Academy; having an accessible space would benefit the disabled community in this area. The Accessible Space in front of 45 Lafountain Street was vacant each time a site visit was conducted. Essentially, moving the accessible space from 45 Lafountain Street to 105 Lafountain Street would be good for everyone.

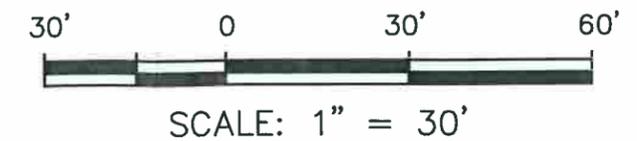


**NOTES:**

Staff recommends amendment of the following ordinance:

Appendix C; Rules and Regulations of the Traffic Commission

7A Accessible spaces designated. No person shall park any vehicle at any time in the following locations, except automobiles displaying special handicapped license plates issued pursuant to 18 V.S.A. § 1325, or any amendment or renumbering thereof: (75) On the west side of Lafountain Street in the first space south of Manhattan Drive.



105 LAFOUNTAIN STREET  
ACCESSIBLE PARKING SPACE



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**

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

DESIGNED PMP	RFS NO. 17979
DRAWN PMP	SCALE 1"=30'
CHECKED NB	DRAWING NO.
DATE 10/11/17	SHEET 1 OF 1

## Phillip Peterson

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**From:** Kim Fiske <kdf54@yahoo.com>  
**Sent:** Friday, September 01, 2017 11:48 AM  
**To:** Phillip Peterson  
**Subject:** ACCESSIBLE PARKING SPACE NEAR 105 LAFOUNTAIN ST.

HELLO P. PETERSON- GOT YOUR FLYER THIS MORNING...INSTALLING A SIGNED ACCESSIBLE PARKING SPACE NEAR 105 LAFOUNTAIN ST. IS FINE WITH US...THE FISKE FAMILY, 95 LAFOUNTAIN STREET...802-503-7767-

## Phillip Peterson

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**From:** Tracey Durgan <tracey.durgan@gmail.com>  
**Sent:** Thursday, September 07, 2017 8:56 AM  
**To:** Phillip Peterson  
**Subject:** Additional Accessible Parking Space on Lafountain Street

Dear Phillip Peterson,

Thanks for inviting feedback from Lafountain St. residents.

What about moving the existing Accessible Parking Space--in front of 45 Lafountain--closer to 105?

The existing space is hardly, if ever, used. I always notice its emptiness as I walk home from parking my car on Rose, Cedar, Spring, or other streets when Lafountain spaces are full--which they frequently are, especially after 5.

If my observations are wrong, I wouldn't want to deprive a disabled person of an accessible parking space. But if that space is as unused as I think it is, then moving it closer to 105 seems an easy solution.

Thanks again,

Tracey Durgan

## Phillip Peterson

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**From:** mariana.munoz1792@gmail.com  
**Sent:** Monday, September 18, 2017 1:23 PM  
**To:** Phillip Peterson  
**Subject:** 105 LaFountain St Accessible Parking

Hello,

My fellow roommates and I am contacting you in regards to the letter about making an accessible parking space in front of 105 LaFountain St. As a resident near 105 we feel that there really isn't enough space on our end of the street to begin with and it looks like that property has two off street spots already available to them, which they can use, but now occupy with an unutilized vehicle when it could be utilized in a more efficient manner instead of cutting one more available on street parking space from other residents like ourselves who do not have off street parking as an option.

There is a limited amount of spaces to park in to begin with which at times are occupied by other residents who like 105 have off street parking available to them, and therefore, we as some of those that do not have that option would be opposed to further limiting the amount of parking available to us.

Thank You,  
LaFountain St Resident

## Phillip Peterson

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**From:** David Scherr <davidscherr@gmail.com>  
**Sent:** Sunday, October 01, 2017 6:59 PM  
**To:** Phillip Peterson  
**Subject:** Accessible Parking Space, Lafountain Street

Hello Mr. Peterson,

I live at 101 Lafountain Street and I strongly support moving the Accessible Parking Space closer to 105 Lafountain Street. The folks at 105 Lafountain Street are good neighbors and I support helping them out. I have off-street parking (as does 99 Lafountain) so our building is not inconvenienced by any change in the street parking.

Best,

David Scherr

802-558-6022



MEMORANDUM

October 12, 2017

**TO:** Public Works Commission  
**FROM:** Phillip Peterson, DPW Engineer Technician *PMA*  
**CC:** Norm Baldwin P.E., City Engineer  
**RE:** Bus Parking at Pearl Street and South Champlain Street

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**Recommendations:**

Staff recommends the Commission adopt:

1. The following spaces are hereby designated as bus stops:
  - a. On the north side of Pearl Street beginning one hundred thirty-two (132) feet west of Pine Street and continuing west for fifty-eight (58) feet, effective from 7:00 a.m. to 2:00 p.m.
  - b. On the west side of South Champlain Street beginning ninety (90) feet north of Main Street and continuing for a distance of one hundred thirty (130) feet north, for a maximum time limit of three (3) hours between the hours of 8:00 a.m. and 6:00 p.m.
2. No person shall park any vehicle, at any time, longer than thirty (30) minutes at the following locations:
  - a. On the north side of Pearl Street beginning one hundred thirty-two (132) feet west of Pine Street and continuing west for fifty-eight (58) feet, effective from 2:00 p.m. to 7:00 a.m.
3. All spaces on Pearl Street will return to metered parking once BTC Phase 1 construction is complete.

**Background:**

As part of the Burlington Town Center (BTC) project, Green Mountain Transit (GMT) bus parking will have to be relocated. The approved project plans include two areas for the GMT bus stops, one on Pearl Street and the other on South Champlain Street. During Phase 1, the BTC Project will encumber approximately 10,600 SF between the existing Macy's and LL Bean for the purpose of placing construction barriers, vehicles, and generally supporting related construction activities. West-bound traffic will shift to the existing Green Mountain Transit/public parking lane, while east-bound traffic will shift to the existing west-bound travel lane. Temporary, solid white lane lines will be utilized to show the

*NB 10/12/17*

shift in traffic flow. During Stage 2, the BTC Project will encumber approximately 5,000 SF between the new St. Paul and Pine Streets to accommodate pedestrian overhead protection.

**Observations:**

1. Pearl Street is a forty-seven (47) foot wide high volume arterial collector street, with metered parking on both sides of the street.
2. The space on the west side of South Champlain Street beginning ninety (90) feet north of Main Street and continuing for a distance of one hundred thirty (130) feet north, for a maximum time limit of three (3) hours between the hours of 8:00 a.m. and 6:00 p.m. Is already used as a space for tour buses.
3. Public outreach: Staff distributed flyers to the homes, businesses, and apartments on Pearl Street between Pine Street and North Champlain Street on October 1<sup>st</sup>, 2017, and distributed flyers to the homes, businesses, and apartments on South Champlain Street between Main Street and College Street on October 6<sup>th</sup>, 2017. Staff received no responses.

**Conclusions:**

The parking prohibitions which necessitates the relocation of the GMT bus stops, on Cherry Street is a reasonable approach to increasing safety for both motorists and pedestrians during Phase 1 of the BTC project. Methods used to protect the public for the duration of Phase 1 will include temporarily rerouting all traffic away from the BTC project site utilizing the north side of Cherry Street, consequently parking must be prohibited during this stage of construction. Installing these bus stops on Pearl Street and South Champlain Street would enable the GMT buses servicing the nearby areas to load/off-load passengers safely and efficiently. Upon completion of BTC Phase 1 work, metered parking on Pearl Street will be restored.



City of Burlington  
Department of Public Works

Technical Services Engineering Division  
645 Pine Street, Suite A  
Burlington, VT 05402  
P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450  
[www.burlingtonvt.gov/DPW](http://www.burlingtonvt.gov/DPW)

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## Dear Pine Street Residents,

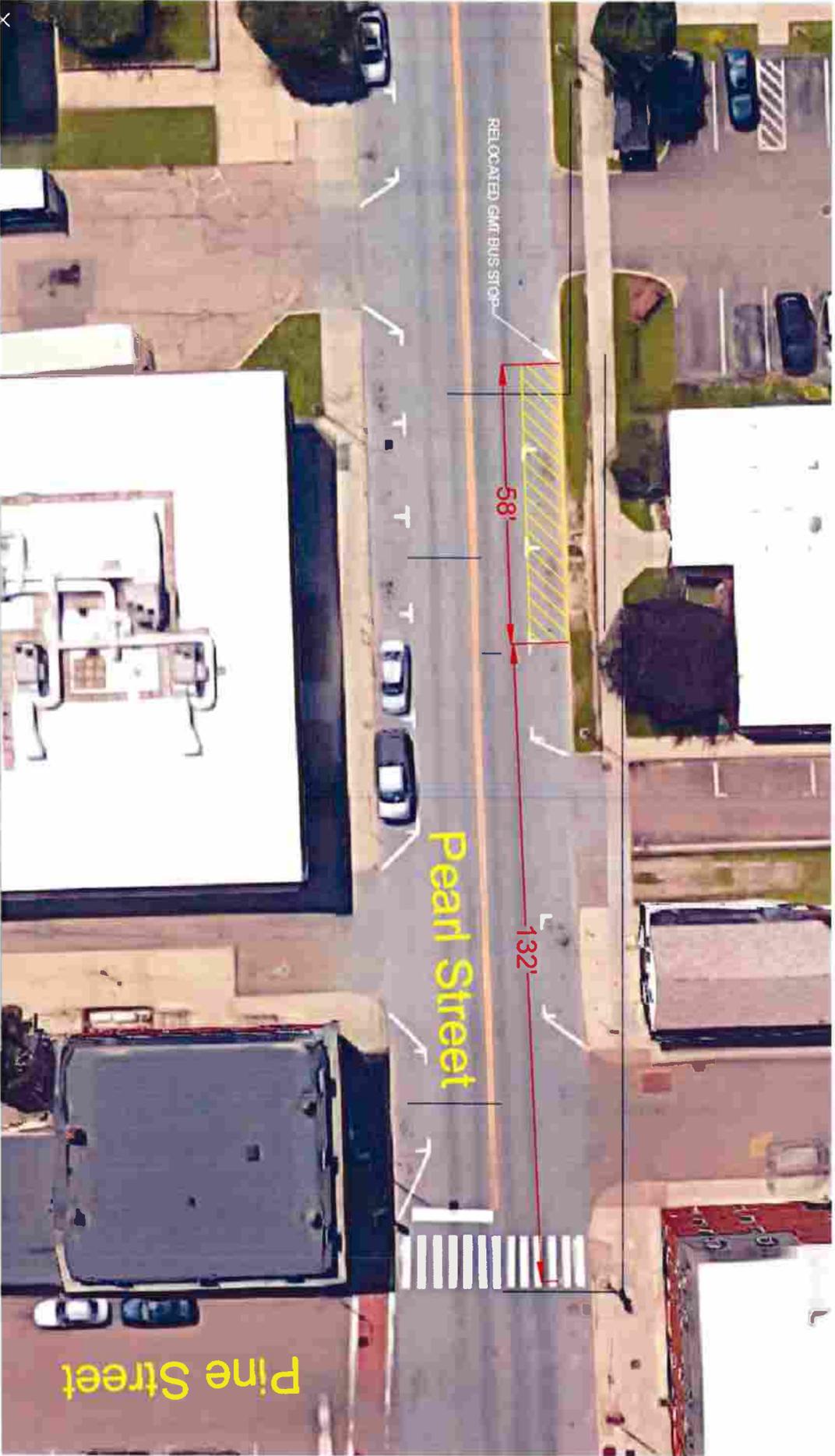
The Department of Public Works (DPW) is proposing the temporary relocation of GMT Bus Parking during Burlington Town Center construction. See the attached image for the proposed changes.

DPW would like to ask for your feedback regarding the possibility of this designation.

Please respond via email or phone by October 11th so that your feedback may be considered during our evaluation.

Thank you!

Phillip Peterson, Engineering Technician  
Desk: 802.865.5832  
Email: [ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)



RELOCATED GMRT BUS STOP

58'

132'

Pearl Street

Pine Street



City of Burlington  
Department of Public Works

Technical Services Engineering Division  
645 Pine Street, Suite A  
Burlington, VT 05402  
P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450  
[www.burlingtonvt.gov/DPW](http://www.burlingtonvt.gov/DPW)

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## Dear South Champlain Street Residents,

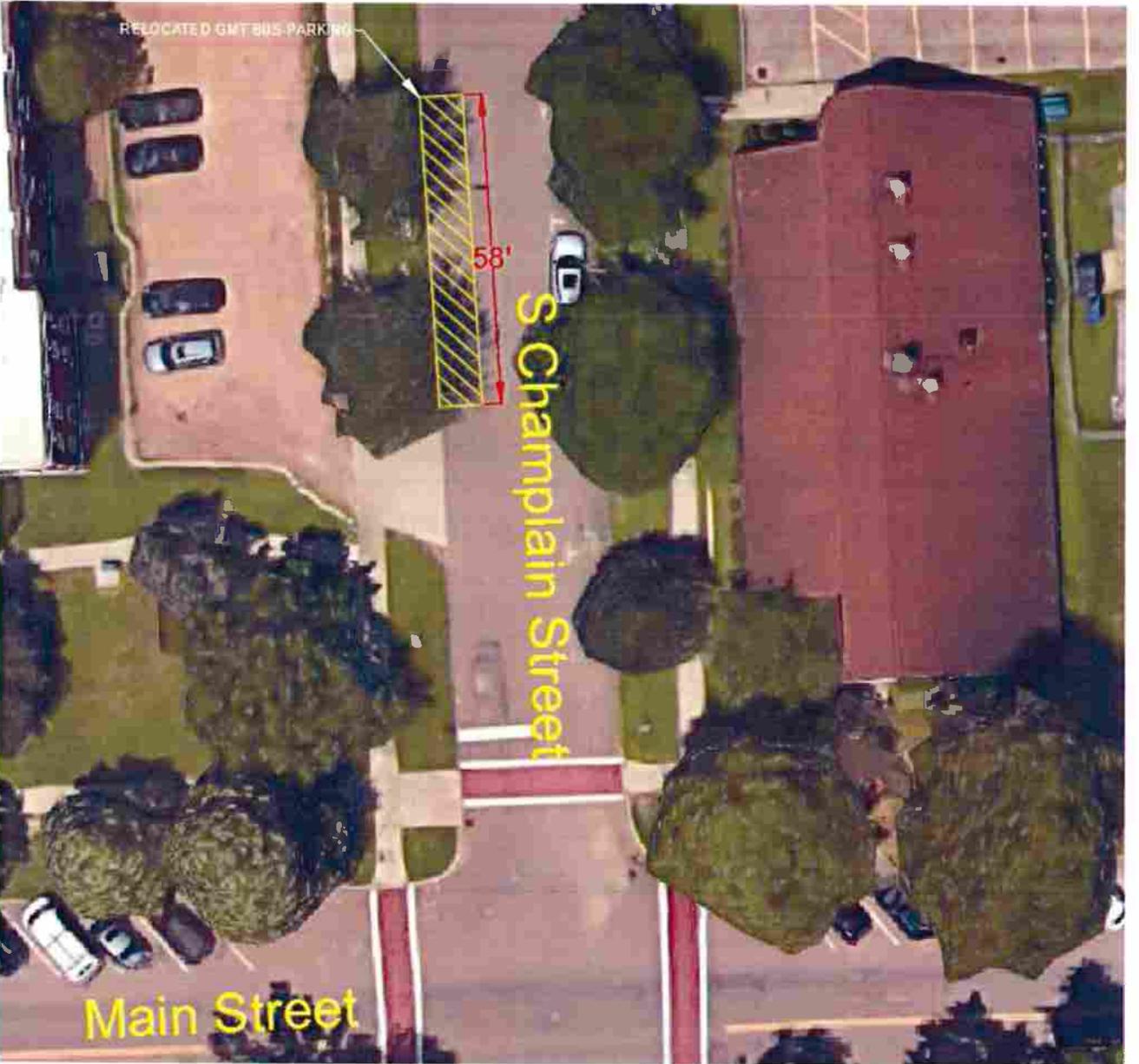
The Department of Public Works (DPW) is proposing the temporary relocation of GMT Bus Parking during Burlington Town Center construction. See the attached image for the proposed changes.

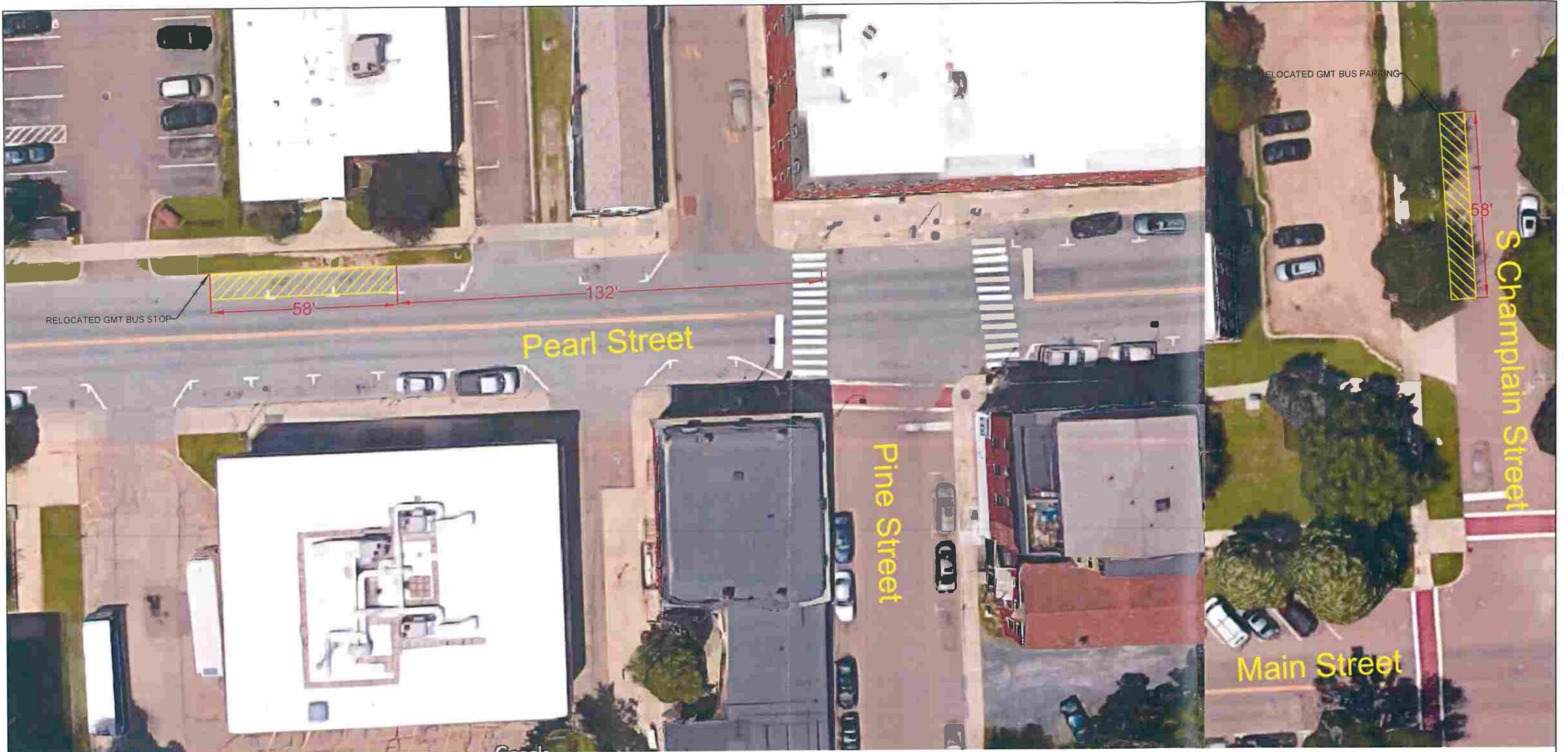
DPW would like to ask for your feedback regarding the possibility of this designation.

Please respond via email or phone by October 11th so that your feedback may be considered during our evaluation.

Thank you!

Phillip Peterson, Engineering Technician  
Desk: 802.865.5832  
Email: [ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)





**NOTES:**

Staff recommends amendment of the following ordinance:

Appendix C: Rules and Regulations of the Traffic Commission

1. The following spaces are hereby designated as bus stops:

- a. On the north side of Pearl Street beginning one hundred thirty-two (132) feet west of Pine Street and continuing west for fifty-eight (58) feet, effective from 7:00 a.m. to 2:00 p.m.
- b. On the west side of South Champlain Street beginning ninety (90) feet north of Main Street and continuing for a distance of one hundred thirty (130) feet north, for a maximum time limit of three (3) hours between the hours of 8:00 a.m. and 6:00 p.m.

Staff recommends amendment of the following ordinance:

Appendix C: Rules and Regulations of the Traffic Commission

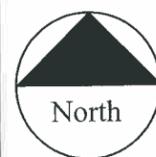
1. No person shall park any vehicle, at any time, longer than thirty (30) minutes at the following locations:

- a. On the north side of Pearl Street beginning one hundred thirty-two (132) feet west of Pine Street and continuing west for fifty-eight (58) feet, effective from 2:00 p.m. to 7:00 a.m.

30' 0 30' 60'



SCALE: 1" = 30'



BURLINGTON TOWN CENTER  
 PROPOSED BUS STOP RELOCATION  
 ON  
 PEARL STREET AND  
 SOUTH CHAMPLAIN STREET



**BURLINGTON  
 PUBLIC WORKS  
 ENGINEERING DIV.**

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

DESIGNED PMP	RFS NO. NA
DRAWN PMP	SCALE 1"=30'
CHECKED NB	DRAWING NO.
DATE 10/11/17	SHEET 1 OF 1



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

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**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

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**MEMORANDUM**

**TO:** DPW Commission

**From:** Chapin Spencer, Director  
Patrick Mulligan, Assistant Director -- Parking & Traffic

**Date:** October 12, 2017

**RE:** Holiday Parking Promotion

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**Background:**

For approximately two decades up until 2014, the Department of Public Works (DPW) in conjunction with Church Street Marketplace (CSM) provided a free Holiday Parking incentive program to encourage people to conduct their holiday shopping in Burlington. Traditionally it started Friday evening (Burlington Police stopped enforcement of meters after 4:00 pm on Friday) and included all day Saturday for metered spaces and parking garages. Because Sunday is free, CSM promoted the event as "Weekends are Free" for downtowns metered spaces and parking garages. This promotion was extended to include the day after Thanksgiving (Black Friday). While this promotion was very popular, it had some drawbacks.

- ) It did not encourage parking turnover as parking was free throughout the weekend. As a result, there were long parking stays by downtown employees, residents and others at prime on-street spaces when the goal was to provide a parking incentive for shoppers.
- ) It required the use of thousands of disposable plastic bags.
- ) It was an expensive promotion for the Traffic Fund – forgoing an estimated \$50,000 of revenue from the on-street meters and the sponsorship funding for the program did not go back into the Traffic Fund.

**A Retooled and Targeted Holiday Parking Campaign:**

As a new collaborative effort between the Department of Public Works, Burlington Business Association (BBA) and the Church Street Marketplace to increase traffic to downtown Burlington during the holiday season, while also promoting the use of the Parkmobile pay-by-

cell parking app, we will provide two hours of free on-street parking with a unique promotional code generated by Parkmobile on the following Saturdays, 10:00 am to 10:00 pm.

- ) Saturday, November 25, 2017
- ) Saturday, December 2, 2017
- ) Saturday, December 9, 2017
- ) Saturday, December 16, 2017

This new holiday parking promotion seeks to improve on the previous effort:

- ) **Ensuring Turnover:** By keeping meter enforcement during high demand periods, it will encourage downtown employees, residents and others to use appropriate long term parking options. The two-hour free parking promotion will keep the valuable on-street spaces turning over with shorter-term parkers. The code will be valid for a one-time use on each Saturday to limit abuse.
- ) **Reducing Waste, Labor:** This incentive does not require the production, installation and removal of the plastic meter bags.
- ) **Targeting Resources Wisely:** The two-hour free parking promotion provides a meaningful incentive while being a more financially manageable program for the Traffic Fund. In addition, the sponsorship support from the Church Street Marketplace and others will further limit the financial exposure to the Traffic Fund.

While this will be the first year running this promotion, we are estimating that approximately \$2,500 worth of meter revenues will be foregone through the use of the promotional code each day. The Church Street Marketplace will fund the cost of all parking codes utilized during the outlined dates and times, with help from sponsors, up to \$10,000.00. DPW will fund any costs in excess of the \$10,000 CSM contribution through the Downtown Improvement District's annual contribution to the Traffic Fund.

Church Street Marketplace will promote this special 2017 Holiday Parking Promotion as a joint effort between the Department of Public Works, the Church Street Marketplace and the Burlington Business Association and will encourage visitors to download the app prior to coming downtown. CSM will advertise this campaign through extensive digital platforms, print advertising and radio partnerships. Additionally, DPW and BBA will utilize their own resources to notify the general public. This promotion will be open to all visitors utilizing Parkmobile and parking in the designated downtown zones. It is important to note that downtown visitors can use any type of phone, not just a smartphone, to pay with Parkmobile. Instructions are on the meters or on [www.parkmobile.com](http://www.parkmobile.com). As always, parking on-street and in City garages is free on Sundays.

After consultation with the City Attorney, we understand that this promotion does not require Commission action, but wanted to keep you informed. Do not hesitate to contact me with any questions.



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# Memo

*Date:* October 11, 2017

*To:* DPW Commission

*From:* Laura Wheelock, P.E.  
Public Works Engineer  
Street Capital Program Manager

*Subject:* Calendar Year 2018 Street Reconstruction Paving List  
Complete Streets Acceptance

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## Program Update

The Department of Public Works (DPW) has been actively working on developing paving plans for the summer of 2018, refining the data within our Paver database, and capital planning of the program's immediate and future needs. This would include development of a 5 year paving program as previously tasked to DPW by the Commission in January of 2015. This 5 year paving program would serve three purposes:

- Advanced notification to residents of work.
- Coordination of the paving program with other DPW programs such as Water/Wastewater/Stormwater and Transportation.
- 5 year paving program is tied to the Complete Streets requirements and coordination.

The infrastructure vote of 2016 has dramatically changed the 5 year work projections for streets with the additional funds. As such, a coordinated 5 year work plan is still being developed.

The complete streets program is to review all streets with significant reconstruction work, review their features to determine how they align with complete street elements, such as bicycle/pedestrian facilities, green spaces, lighting, etc. Act 44 passed by Vermont Legislature in 2011 requires that every project of significant reconstruction consider inclusion of complete streets elements. One of the largest issues that the City of Burlington

faces is on streets where there is no sidewalk on either side of the street. The law requires that for project streets that do not have those elements, and does not include them within the project that an exemption is filed.

At the January 2015 Commission meeting it was discussed that Burlington's annual approach to paving does not allow enough time to incorporate complete street elements such as sidewalks as there is not enough time to design these features ahead of paving, among other challenges such as the increased costs. This is where the 5 year paving program would allow for future identification of streets that do not satisfy the complete streets requirements to better follow the complete streets program and allow enough time to design such elements that should be included and plan for funding/implementation.

The 5 year paving plan at this time is heavily tied to the capital planning for the immediate and future needs of the program. With the recent bond vote in November 2016, DPW is coordinating within our department and other city departments to put together a work plan that considers all work happening on a street. As such the 5 year paving plan will be discussed at a later date.

As it relates to this seasons paving list, DPW is presenting to the Commission our work plan for summer of 2018.

#### Summer 2018 Street Reconstruction List

This communication is to inform the Commission of the work plan which includes a mix of mill/fill, and reclaiming. Our work plan has been coordination with other DPW and City departments to understand all needs on the streets ahead of paving. Funding is a mix of the recently voter approved Bond for Street and Sidewalk Improvements, as well as Street Capital Tax Funds.

The table below outlines both funding source identified for the work as well as the potential for the timing of the work. This plan for summer 2018 includes approximately 0.34 miles of mill and fill, and 3.67 miles of reclaiming. The engineer's estimate for this work is \$1,700,000.

The work is planned to start April 2018 and complete October 2018.

#### Complete Streets

Within the proposed work plan, DPW has reviewed all of the streets for their compliance with Complete Streets. Of the streets with planned work, all of them comply.

Cal Year 2018 Paving Plan					
Branch ID	Section	PCI	Width	Length	Type of Work
Austin Dr	All	13	30	0.32	Reclaim
Birch Ct	All	52	30	0.38	Reclaim
Cayuga Ct	All	52	30	0.25	Reclaim
Colchester Ave	Barrett St – Nash Pl	56	35	0.34	Mill & Fill
Crescent	Prospect - Hillcrest	37	30	0.38	Reclaim
Curtis	All	30	30	0.47	Reclaim
Dorset Ln	All	68	30	0.05	Reclaim
Dunder Rd	All	25	30	0.29	Reclaim
Maple	Battery – St. Paul East of Intersection	35-53	30	0.22	Reclaim
Oakbeach Dr	Flynn – Ledgewood Cir	51	30	0.21	Reclaim
Pleasant	All	23	30	0.44	Reclaim
South Cove	All	44	30	0.66	Reclaim
Total				3.67	MILES Reclaim
Total				0.34	MILES Mill/Fill

In conclusion, if you have any questions regarding the proposed street paving list, please do not hesitate to contact me directly at [LWheelock@burlingtonvt.gov](mailto:LWheelock@burlingtonvt.gov) or 802-863-9094.

# COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name     Austin Drive    

Project Manager and Department     Laura K. Wheelock PE, DPW    

Date     10/06/2017     File path     L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets    

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

*Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)*

Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.  
*Identify the limited access roadway:* \_\_\_\_\_

The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.  
 [Form CS-3](#) attached

The project scope of work was approved prior to July 1, 2011.  
*Identify the project:* \_\_\_\_\_

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

---

This form was distributed:

Click here to enter a date. Clerk / Treasurer's Office, Attn: Lori Olberg  
Click here to enter a date. Agency of Transportation, Attn: Chris Cole

---

# Form CS-2N

## STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.

Street Name: Austin Drive

*The following features should be considered on Burlington's Neighborhood Streets*

### Sidewalks

- both sides of the street, or at least one side of the street on *Neighborhood Streets*
- 5' minimum in residential areas
- > 5' in neighborhood centers and high density residential
- 8' – 10' on Slow Streets
- 5' clear zone

NOTES:

### Tree Belt

- 5' minimum
- 2' minimum for snow storage
- structural soil in neighborhood centers, high density residential

NOTES:

### Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

### Transit Shelters (at stops with high ridership)

- outside of 5' clear zone
- benches
- lighting
- street trees
- pedestrian-scale signs

NOTES: no stops on road

### Parking:

- back-in angled or parallel if next to bike lanes

NOTES: no bike lane

### Transit Stops

- placed in front of crosswalks
- 100' – 140' curbside for streets with higher lower volume
- bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- 100' – 140' bus turnouts for transit stops with longer dwell times

NOTES: no stops

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming

- speed tables and raised crosswalks at mid-block locations
- raised intersections, calming two streets at once
- colored / textured pavement for prominent pedestrian zones
- neighborhood traffic circles / intersection island, calming two streets at once
- chicanes
- pedestrian refuges or center islands, for refuge or gateway treatment
- curb extensions or chokers, at intersections or mid-block

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: Austin Drive

Project Description: **Cal Yr 2018 paving program**

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- |                                                                                           |                                                                                      |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
| <input checked="" type="checkbox"/> Crosswalks: installation, repair, markings, etc.      | <input type="checkbox"/> Shoulder Improvements: widen with new pavement.             |
| <input checked="" type="checkbox"/> Lighting: street or pedestrian scale.                 | <input type="checkbox"/> Bike/Shared Use: paths, lanes, etc.                         |
| <input checked="" type="checkbox"/> Signals: pedestrian features.                         | <input type="checkbox"/> Public Transit: bus stops, bus pullouts, kiosks, etc.       |
| <input type="checkbox"/> Streetscaping: benches, bulbouts, landscaping,                   | <input type="checkbox"/> Other (please describe):                                    |

**Exemption** – If applicable, select one.

- The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under "Exemption" are checked please provide a short justification below:

Completed:

Laura K. Wheelock PE

Project Manager

10/06/2017

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name     Birch Ct    

Project Manager and Department     Laura K. Wheelock PE, DPW    

Date     10/06/2017     File path     L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets    

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

*Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)*

Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.  
*Identify the limited access roadway:* \_\_\_\_\_

The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.  
 [Form CS-3](#) attached

The project scope of work was approved prior to July 1, 2011.  
*Identify the project:* \_\_\_\_\_

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

---

This form was distributed:

Click here to enter a date. Clerk / Treasurer's Office, Attn: Lori Olberg  
Click here to enter a date. Agency of Transportation, Attn: Chris Cole

---

# Form CS-2N

## STREET CLASSIFICATION – NEIGHBORHOOD STREET

*Any street not listed above.*

Street Name: Birch Ct

*The following features should be considered on Burlington's Neighborhood Streets*

### Sidewalks

- both sides of the street, or at least one side of the street on *Neighborhood Streets*
- 5' minimum in residential areas
- > 5' in neighborhood centers and high density residential
- 8' – 10' on Slow Streets
- 5' clear zone

NOTES:

### Tree Belt

- 5' minimum
- 2' minimum for snow storage
- structural soil in neighborhood centers, high density residential

NOTES:

### Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

### Transit Shelters (at stops with high ridership)

- outside of 5' clear zone
- benches
- lighting
- street trees
- pedestrian-scale signs

NOTES: no stops on road

### Parking:

- back-in angled or parallel if next to bike lanes

NOTES: no bike lane

### Transit Stops

- placed in front of crosswalks
- 100' – 140' curbside for streets with higher lower volume
- bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- 100' – 140' bus turnouts for transit stops with longer dwell times

NOTES: no stops

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming

- speed tables and raised crosswalks at mid-block locations
- raised intersections, calming two streets at once
- colored / textured pavement for prominent pedestrian zones
- neighborhood traffic circles / intersection island, calming two streets at once
- chicanes
- pedestrian refuges or center islands, for refuge or gateway treatment
- curb extensions or chokers, at intersections or mid-block

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

---

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: Birch Ct

---

Project Description: **Cal Yr 2018 paving program**

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- |                                                                                           |                                                                                      |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
| <input type="checkbox"/> Crosswalks: installation, repair, markings, etc.                 | <input type="checkbox"/> Shoulder Improvements: widen with new pavement.             |
| <input checked="" type="checkbox"/> Lighting: street or pedestrian scale.                 | <input type="checkbox"/> Bike/Shared Use: paths, lanes, etc.                         |
| <input checked="" type="checkbox"/> Signals: pedestrian features.                         | <input type="checkbox"/> Public Transit: bus stops, bus pullouts, kiosks, etc.       |
| <input type="checkbox"/> Streetscaping: benches, bulbouts, landscaping,                   | <input type="checkbox"/> Other (please describe):                                    |

**Exemption** – If applicable, select one.

- The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under "Exemption" are checked please provide a short justification below:

Completed:

Laura K. Wheelock PE

Project Manager

10/06/2017

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name     Cayuga Ct    

Project Manager and Department     Laura K. Wheelock PE, DPW    

Date     10/06/2017     File path     L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets    

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

*Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)*

Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.  
*Identify the limited access roadway:* \_\_\_\_\_

The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.  
 [Form CS-3](#) attached

The project scope of work was approved prior to July 1, 2011.  
*Identify the project:* \_\_\_\_\_

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

---

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Click here to enter a date. Agency of Transportation, Attn: Chris Cole

---

# Form CS-2N

## STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.

Street Name: Cayuga Ct

*The following features should be considered on Burlington's Neighborhood Streets*

### Sidewalks

- both sides of the street, or at least one side of the street on *Neighborhood Streets*
- 5' minimum in residential areas
- > 5' in neighborhood centers and high density residential
- 8' – 10' on Slow Streets
- 5' clear zone

NOTES:

### Tree Belt

- 5' minimum
- 2' minimum for snow storage
- structural soil in neighborhood centers, high density residential

NOTES:

### Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

### Transit Shelters (at stops with high ridership)

- outside of 5' clear zone
- benches
- lighting
- street trees
- pedestrian-scale signs

NOTES: no stops on road

### Parking:

- back-in angled or parallel if next to bike lanes

NOTES: no bike lane

### Transit Stops

- placed in front of crosswalks
- 100' – 140' curbside for streets with higher lower volume
- bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- 100' – 140' bus turnouts for transit stops with longer dwell times

NOTES: no stops

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming

- speed tables and raised crosswalks at mid-block locations
- raised intersections, calming two streets at once
- colored / textured pavement for prominent pedestrian zones
- neighborhood traffic circles / intersection island, calming two streets at once
- chicanes
- pedestrian refuges or center islands, for refuge or gateway treatment
- curb extensions or chokers, at intersections or mid-block

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

---

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: Cayuga Ct

---

Project Description: **Cal Yr 2018 paving program**

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- |                                                                                           |                                                                                      |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
| <input type="checkbox"/> Crosswalks: installation, repair, markings, etc.                 | <input type="checkbox"/> Shoulder Improvements: widen with new pavement.             |
| <input checked="" type="checkbox"/> Lighting: street or pedestrian scale.                 | <input type="checkbox"/> Bike/Shared Use: paths, lanes, etc.                         |
| <input checked="" type="checkbox"/> Signals: pedestrian features.                         | <input type="checkbox"/> Public Transit: bus stops, bus pullouts, kiosks, etc.       |
| <input type="checkbox"/> Streetscaping: benches, bulbouts, landscaping,                   | <input type="checkbox"/> Other (please describe):                                    |

**Exemption** – If applicable, select one.

- The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under "Exemption" are checked please provide a short justification below:

Completed:

Laura K. Wheelock PE

Project Manager

10/06/2017

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name Colchester Ave – Barrett – Nash Pl

Project Manager and Department Laura K. Wheelock PE, DPW

Date 10/06/2017 File path L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program – Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

*Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)*

Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.  
*Identify the limited access roadway:* \_\_\_\_\_

The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.  
 [Form CS-3](#) attached

The project scope of work was approved prior to July 1, 2011.  
*Identify the project:* \_\_\_\_\_

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

---

This form was distributed:

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Click here to enter a date. Agency of Transportation, Attn: Chris Cole

---

# Form CS-2N

## STREET CLASSIFICATION – NEIGHBORHOOD STREET

*Any street not listed above.*

Street Name: Colchester Ave – Barrett – Nash Pl

*The following features should be considered on Burlington's Neighborhood Streets*

### Sidewalks

- both sides of the street, or at least one side of the street on *Neighborhood Streets*
- 5' minimum in residential areas
- > 5' in neighborhood centers and high density residential
- 8' – 10' on Slow Streets
- 5' clear zone

NOTES:

### Tree Belt

- 5' minimum
- 2' minimum for snow storage
- structural soil in neighborhood centers, high density residential

NOTES:

### Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

### Transit Shelters (at stops with high ridership)

- outside of 5' clear zone
- benches
- lighting
- street trees
- pedestrian-scale signs

NOTES: no stops on road

### Parking:

- back-in angled or parallel if next to bike lanes

NOTES: no bike lane

### Transit Stops

- placed in front of crosswalks
- 100' – 140' curbside for streets with higher lower volume
- bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- 100' – 140' bus turnouts for transit stops with longer dwell times

NOTES:

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming

- speed tables and raised crosswalks at mid-block locations
- raised intersections, calming two streets at once
- colored / textured pavement for prominent pedestrian zones
- neighborhood traffic circles / intersection island, calming two streets at once
- chicanes
- pedestrian refuges or center islands, for refuge or gateway treatment
- curb extensions or chokers, at intersections or mid-block

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

---

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: Colchester Ave – Barrett – Nash Pl

---

Project Description: **Cal Yr 2018 paving program**

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- |                                                                                           |                                                                                           |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc.      |
| <input checked="" type="checkbox"/> Crosswalks: installation, repair, markings, etc.      | <input type="checkbox"/> Shoulder Improvements: widen with new pavement.                  |
| <input checked="" type="checkbox"/> Lighting: street or pedestrian scale.                 | <input type="checkbox"/> Bike/Shared Use: paths, lanes, etc.                              |
| <input checked="" type="checkbox"/> Signals: pedestrian features.                         | <input checked="" type="checkbox"/> Public Transit: bus stops, bus pullouts, kiosks, etc. |
| <input type="checkbox"/> Streetscaping: benches, bulbouts, landscaping,                   | <input type="checkbox"/> Other (please describe):                                         |

**Exemption** – If applicable, select one.

- The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under "Exemption" are checked please provide a short justification below:

Completed:

Laura K. Wheelock PE

Project Manager

10/06/2017

---

Name

Position

Date

COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name Crescent Rd

Project Manager and Department Laura K. Wheelock PE, DPW

Date 10/06/2017 File path L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

*Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)*

Use of the facility by pedestrians, bicyclists, or other users is prohibited by law. Identify the limited access roadway: \_\_\_\_\_

The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.  
 [Form CS-3](#) attached

The project scope of work was approved prior to July 1, 2011. Identify the project: \_\_\_\_\_

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

This form was distributed:

Click here to enter a date. Clerk / Treasurer’s Office, Attn: Lori Olberg  
Click here to enter a date. Agency of Transportation, Attn: Chris Cole

# Form CS-2N

## STREET CLASSIFICATION – NEIGHBORHOOD STREET

*Any street not listed above.*

Street Name: Crescent Rd

---

*The following features should be considered on Burlington's Neighborhood Streets*

### Sidewalks

- both sides of the street, or at least one side of the street on *Neighborhood Streets*
- 5' minimum in residential areas
- > 5' in neighborhood centers and high density residential
- 8' – 10' on Slow Streets
- 5' clear zone

NOTES: No sidewalk on both sides

### Tree Belt

- 5' minimum
- 2' minimum for snow storage
- structural soil in neighborhood centers, high density residential

NOTES: No tree belt

### Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

### Transit Shelters (at stops with high ridership)

- outside of 5' clear zone
- benches
- lighting
- street trees
- pedestrian-scale signs

NOTES: no stops on road

### Parking:

- back-in angled or parallel if next to bike lanes

NOTES: no bike lane

### Transit Stops

- placed in front of crosswalks
- 100' – 140' curbside for streets with higher lower volume
- bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- 100' – 140' bus turnouts for transit stops with longer dwell times

NOTES: no stops

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming

- speed tables and raised crosswalks at mid-block locations
- raised intersections, calming two streets at once
- colored / textured pavement for prominent pedestrian zones
- neighborhood traffic circles / intersection island, calming two streets at once
- chicanes
- pedestrian refuges or center islands, for refuge or gateway treatment
- curb extensions or chokers, at intersections or mid-block

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

---

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: Crescent Rd

---

Project Description: **Cal Yr 2018 paving program**

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- |                                                                                |                                                                                      |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
| <input type="checkbox"/> Crosswalks: installation, repair, markings, etc.      | <input type="checkbox"/> Shoulder Improvements: widen with new pavement.             |
| <input checked="" type="checkbox"/> Lighting: street or pedestrian scale.      | <input type="checkbox"/> Bike/Shared Use: paths, lanes, etc.                         |
| <input type="checkbox"/> Signals: pedestrian features.                         | <input type="checkbox"/> Public Transit: bus stops, bus pullouts, kiosks, etc.       |
| <input type="checkbox"/> Streetscaping: benches, bulbouts, landscaping,        | <input type="checkbox"/> Other (please describe):                                    |

**Exemption** – If applicable, select one.

- The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under "Exemption" are checked please provide a short justification below:

Completed:

Laura K. Wheelock PE

Project Manager

10/06/2017

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name Curtis Ave

Project Manager and Department Laura K. Wheelock PE, DPW

Date 10/06/2017 File path L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

*Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)*

Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.

Identify the limited access roadway: \_\_\_\_\_

The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.

[Form CS-3](#) attached

The project scope of work was approved prior to July 1, 2011.

Identify the project: \_\_\_\_\_

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

---

This form was distributed:

[Click here to enter a date.](#) Clerk / Treasurer's Office, Attn: Lori Olberg

[Click here to enter a date.](#) Agency of Transportation, Attn: Chris Cole

---

# Form CS-2N

## STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.

Street Name: Curtis Ave

*The following features should be considered on Burlington's Neighborhood Streets*

### Sidewalks

- both sides of the street, or at least one side of the street on *Neighborhood Streets*
- 5' minimum in residential areas
- > 5' in neighborhood centers and high density residential
- 8' – 10' on Slow Streets
- 5' clear zone

NOTES:

### Tree Belt

- 5' minimum
- 2' minimum for snow storage
- structural soil in neighborhood centers, high density residential

NOTES:

### Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

### Transit Shelters (at stops with high ridership)

- outside of 5' clear zone
- benches
- lighting
- street trees
- pedestrian-scale signs

NOTES: no stops on road

### Parking:

- back-in angled or parallel if next to bike lanes

NOTES: no bike lane

### Transit Stops

- placed in front of crosswalks
- 100' – 140' curbside for streets with higher lower volume
- bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- 100' – 140' bus turnouts for transit stops with longer dwell times

NOTES: no stops

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming

- speed tables and raised crosswalks at mid-block locations
- raised intersections, calming two streets at once
- colored / textured pavement for prominent pedestrian zones
- neighborhood traffic circles / intersection island, calming two streets at once
- chicanes
- pedestrian refuges or center islands, for refuge or gateway treatment
- curb extensions or chokers, at intersections or mid-block

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

---

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: Curtis Ave

---

Project Description: **Cal Yr 2018 paving program**

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- |                                                                                           |                                                                                      |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
| <input type="checkbox"/> Crosswalks: installation, repair, markings, etc.                 | <input type="checkbox"/> Shoulder Improvements: widen with new pavement.             |
| <input checked="" type="checkbox"/> Lighting: street or pedestrian scale.                 | <input type="checkbox"/> Bike/Shared Use: paths, lanes, etc.                         |
| <input type="checkbox"/> Signals: pedestrian features.                                    | <input type="checkbox"/> Public Transit: bus stops, bus pullouts, kiosks, etc.       |
| <input type="checkbox"/> Streetscaping: benches, bulbouts, landscaping,                   | <input type="checkbox"/> Other (please describe):                                    |

**Exemption** – If applicable, select one.

- The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under "Exemption" are checked please provide a short justification below:

Completed:

Laura K. Wheelock PE

Project Manager

10/06/2017

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name Dorset Ln

Project Manager and Department Laura K. Wheelock PE, DPW

Date 10/06/2017 File path L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

*Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)*

Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.

*Identify the limited access roadway:* \_\_\_\_\_

The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.

[Form CS-3](#) attached

The project scope of work was approved prior to July 1, 2011.

*Identify the project:* \_\_\_\_\_

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

---

This form was distributed:

[Click here to enter a date.](#) Clerk / Treasurer's Office, Attn: Lori Olberg

[Click here to enter a date.](#) Agency of Transportation, Attn: Chris Cole

---

# Form CS-2N

## STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.

Street Name: Dorset Ln

*The following features should be considered on Burlington's Neighborhood Streets*

### Sidewalks

- both sides of the street, or at least one side of the street on *Neighborhood Streets*
- 5' minimum in residential areas
- > 5' in neighborhood centers and high density residential
- 8' – 10' on Slow Streets
- 5' clear zone

NOTES:

### Tree Belt

- 5' minimum
- 2' minimum for snow storage
- structural soil in neighborhood centers, high density residential

NOTES:

### Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

### Transit Shelters (at stops with high ridership)

- outside of 5' clear zone
- benches
- lighting
- street trees
- pedestrian-scale signs

NOTES: no stops on road

### Parking:

- back-in angled or parallel if next to bike lanes

NOTES: no bike lane

### Transit Stops

- placed in front of crosswalks
- 100' – 140' curbside for streets with higher lower volume
- bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- 100' – 140' bus turnouts for transit stops with longer dwell times

NOTES: no stops

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming

- speed tables and raised crosswalks at mid-block locations
- raised intersections, calming two streets at once
- colored / textured pavement for prominent pedestrian zones
- neighborhood traffic circles / intersection island, calming two streets at once
- chicanes
- pedestrian refuges or center islands, for refuge or gateway treatment
- curb extensions or chokers, at intersections or mid-block

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

---

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: Dorset Ln

---

Project Description: **Cal Yr 2018 paving program**

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- |                                                                                           |                                                                                      |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
| <input type="checkbox"/> Crosswalks: installation, repair, markings, etc.                 | <input type="checkbox"/> Shoulder Improvements: widen with new pavement.             |
| <input checked="" type="checkbox"/> Lighting: street or pedestrian scale.                 | <input type="checkbox"/> Bike/Shared Use: paths, lanes, etc.                         |
| <input type="checkbox"/> Signals: pedestrian features.                                    | <input type="checkbox"/> Public Transit: bus stops, bus pullouts, kiosks, etc.       |
| <input type="checkbox"/> Streetscaping: benches, bulbouts, landscaping,                   | <input type="checkbox"/> Other (please describe):                                    |

**Exemption** – If applicable, select one.

- The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under "Exemption" are checked please provide a short justification below:

Completed:

Laura K. Wheelock PE

Project Manager

10/06/2017

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name Dunder Rd

Project Manager and Department Laura K. Wheelock PE, DPW

Date 10/06/2017 File path L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

*Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)*

Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.

*Identify the limited access roadway:* \_\_\_\_\_

The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.

[Form CS-3](#) attached

The project scope of work was approved prior to July 1, 2011.

*Identify the project:* \_\_\_\_\_

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

---

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[Click here to enter a date.](#) Agency of Transportation, Attn: Chris Cole

---

# Form CS-2N

# STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.

Street Name: Dunder Rd

*The following features should be considered on Burlington's Neighborhood Streets*

## Sidewalks

- both sides of the street, or at least one side of the street on *Neighborhood Streets*
- 5' minimum in residential areas
- > 5' in neighborhood centers and high density residential
- 8' – 10' on Slow Streets
- 5' clear zone

NOTES:

## Tree Belt

- 5' minimum
- 2' minimum for snow storage
- structural soil in neighborhood centers, high density residential

NOTES:

## Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

## Transit Shelters (at stops with high ridership)

- outside of 5' clear zone
- benches
- lighting
- street trees
- pedestrian-scale signs

NOTES: no stops on road

## Parking:

- back-in angled or parallel if next to bike lanes

NOTES: no bike lane

## Transit Stops

- placed in front of crosswalks
- 100' – 140' curbside for streets with higher lower volume
- bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- 100' – 140' bus turnouts for transit stops with longer dwell times

NOTES: no stops

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming

- speed tables and raised crosswalks at mid-block locations
- raised intersections, calming two streets at once
- colored / textured pavement for prominent pedestrian zones
- neighborhood traffic circles / intersection island, calming two streets at once
- chicanes
- pedestrian refuges or center islands, for refuge or gateway treatment
- curb extensions or chokers, at intersections or mid-block

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

---

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: Dunder Rd

---

Project Description: **Cal Yr 2018 paving program**

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- |                                                                                           |                                                                                      |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
| <input type="checkbox"/> Crosswalks: installation, repair, markings, etc.                 | <input type="checkbox"/> Shoulder Improvements: widen with new pavement.             |
| <input checked="" type="checkbox"/> Lighting: street or pedestrian scale.                 | <input type="checkbox"/> Bike/Shared Use: paths, lanes, etc.                         |
| <input checked="" type="checkbox"/> Signals: pedestrian features.                         | <input type="checkbox"/> Public Transit: bus stops, bus pullouts, kiosks, etc.       |
| <input type="checkbox"/> Streetscaping: benches, bulbouts, landscaping,                   | <input type="checkbox"/> Other (please describe):                                    |

**Exemption** – If applicable, select one.

- The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under "Exemption" are checked please provide a short justification below:

Completed:

Laura K. Wheelock PE

Project Manager

10/06/2017

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name Maple St – Battery – St. Paul, East of Intersection

Project Manager and Department Laura K. Wheelock PE, DPW

Date 10/06/2017 File path L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program – Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

*Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)*

Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.

Identify the limited access roadway: \_\_\_\_\_

The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.

[Form CS-3](#) attached

The project scope of work was approved prior to July 1, 2011.

Identify the project: \_\_\_\_\_

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

---

This form was distributed:

[Click here to enter a date.](#) Clerk / Treasurer's Office, Attn: Lori Olberg

[Click here to enter a date.](#) Agency of Transportation, Attn: Chris Cole

---

# Form CS-2N

## STREET CLASSIFICATION - NEIGHBORHOOD STREET

*Any street not listed above.*

Street Name: Maple St – Battery – St. Paul, East of Intersection

*The following features should be considered on Burlington's Neighborhood Streets*

### Sidewalks

- both sides of the street, or at least one side of the street on *Neighborhood Streets*
- 5' minimum in residential areas
- > 5' in neighborhood centers and high density residential
- 8' – 10' on Slow Streets
- 5' clear zone

NOTES:

### Tree Belt

- 5' minimum
- 2' minimum for snow storage
- structural soil in neighborhood centers, high density residential

NOTES:

### Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

### Transit Shelters (at stops with high ridership)

- outside of 5' clear zone
- benches
- lighting
- street trees
- pedestrian-scale signs

NOTES: no stops on road

### Parking:

- back-in angled or parallel if next to bike lanes

NOTES: no bike lane

### Transit Stops

- placed in front of crosswalks
- 100' – 140' curbside for streets with higher lower volume
- bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- 100' – 140' bus turnouts for transit stops with longer dwell times

NOTES: no stops

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming

- speed tables and raised crosswalks at mid-block locations
- raised intersections, calming two streets at once
- colored / textured pavement for prominent pedestrian zones
- neighborhood traffic circles / intersection island, calming two streets at once
- chicanes
- pedestrian refuges or center islands, for refuge or gateway treatment
- curb extensions or chokers, at intersections or mid-block

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

---

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: Maple St – Battery – St. Paul, East of Intersection

Project Description: **Cal Yr 2018 paving program**

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- |                                                                                           |                                                                                      |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
| <input checked="" type="checkbox"/> Crosswalks: installation, repair, markings, etc.      | <input type="checkbox"/> Shoulder Improvements: widen with new pavement.             |
| <input checked="" type="checkbox"/> Lighting: street or pedestrian scale.                 | <input type="checkbox"/> Bike/Shared Use: paths, lanes, etc.                         |
| <input checked="" type="checkbox"/> Signals: pedestrian features.                         | <input type="checkbox"/> Public Transit: bus stops, bus pullouts, kiosks, etc.       |
| <input type="checkbox"/> Streetscaping: benches, bulbouts, landscaping,                   | <input type="checkbox"/> Other (please describe):                                    |

**Exemption** – If applicable, select one.

- The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under "Exemption" are checked please provide a short justification below:

Completed:

Laura K. Wheelock PE

Project Manager

10/06/2017

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name     Oakbeach Drive – Flynn Ave – Ledgewood Cir    

Project Manager and Department     Laura K. Wheelock PE, DPW    

Date     10/06/2017     File path     L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program – Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets    

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

*Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)*

Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.  
*Identify the limited access roadway:* \_\_\_\_\_

The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.  
 [Form CS-3](#) attached

The project scope of work was approved prior to July 1, 2011.  
*Identify the project:* \_\_\_\_\_

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

---

This form was distributed:

Click here to enter a date. Clerk / Treasurer’s Office, Attn: Lori Olberg  
Click here to enter a date. Agency of Transportation, Attn: Chris Cole

---

# Form CS-2N

# STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.

Street Name: Oakbeach Drive – Flynn Ave – Ledgewood Cir

*The following features should be considered on Burlington's Neighborhood Streets*

## Sidewalks

- both sides of the street, or at least one side of the street on *Neighborhood Streets*
- 5' minimum in residential areas
- > 5' in neighborhood centers and high density residential
- 8' – 10' on Slow Streets
- 5' clear zone

NOTES:

## Tree Belt

- 5' minimum
- 2' minimum for snow storage
- structural soil in neighborhood centers, high density residential

NOTES:

## Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

## Transit Shelters (at stops with high ridership)

- outside of 5' clear zone
- benches
- lighting
- street trees
- pedestrian-scale signs

NOTES: no stops on road

## Parking:

- back-in angled or parallel if next to bike lanes

NOTES: no bike lane

## Transit Stops

- placed in front of crosswalks
- 100' – 140' curbside for streets with higher lower volume
- bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- 100' – 140' bus turnouts for transit stops with longer dwell times

NOTES: no stops

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming

- speed tables and raised crosswalks at mid-block locations
- raised intersections, calming two streets at once
- colored / textured pavement for prominent pedestrian zones
- neighborhood traffic circles / intersection island, calming two streets at once
- chicanes
- pedestrian refuges or center islands, for refuge or gateway treatment
- curb extensions or chokers, at intersections or mid-block

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

---

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: Oakbeach Drive – Flynn Ave – Ledgewood Cir

Project Description: **Cal Yr 2018 paving program**

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- |                                                                                           |                                                                                      |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
| <input type="checkbox"/> Crosswalks: installation, repair, markings, etc.                 | <input type="checkbox"/> Shoulder Improvements: widen with new pavement.             |
| <input checked="" type="checkbox"/> Lighting: street or pedestrian scale.                 | <input type="checkbox"/> Bike/Shared Use: paths, lanes, etc.                         |
| <input checked="" type="checkbox"/> Signals: pedestrian features.                         | <input type="checkbox"/> Public Transit: bus stops, bus pullouts, kiosks, etc.       |
| <input type="checkbox"/> Streetscaping: benches, bulbouts, landscaping,                   | <input type="checkbox"/> Other (please describe):                                    |

**Exemption** – If applicable, select one.

- The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under “Exemption” are checked please provide a short justification below:

Completed:

Laura K. Wheelock PE

Project Manager

10/06/2017

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name Pleasant Ave

Project Manager and Department Laura K. Wheelock PE, DPW

Date 10/06/2017 File path L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

*Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)*

Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.

*Identify the limited access roadway:* \_\_\_\_\_

The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.

[Form CS-3](#) attached

The project scope of work was approved prior to July 1, 2011.

*Identify the project:* \_\_\_\_\_

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

---

This form was distributed:

[Click here to enter a date.](#) Clerk / Treasurer's Office, Attn: Lori Olberg

[Click here to enter a date.](#) Agency of Transportation, Attn: Chris Cole

---

# Form CS-2N

## STREET CLASSIFICATION – NEIGHBORHOOD STREET

*Any street not listed above.*

Street Name: Pleasant Ave

*The following features should be considered on Burlington's Neighborhood Streets*

### Sidewalks

- both sides of the street, or at least one side of the street on *Neighborhood Streets*
- 5' minimum in residential areas
- > 5' in neighborhood centers and high density residential
- 8' – 10' on Slow Streets
- 5' clear zone

NOTES:

### Tree Belt

- 5' minimum
- 2' minimum for snow storage
- structural soil in neighborhood centers, high density residential

NOTES:

### Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

### Transit Shelters (at stops with high ridership)

- outside of 5' clear zone
- benches
- lighting
- street trees
- pedestrian-scale signs

NOTES: no stops on road

### Parking:

- back-in angled or parallel if next to bike lanes

NOTES: no bike lane

### Transit Stops

- placed in front of crosswalks
- 100' – 140' curbside for streets with higher lower volume
- bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- 100' – 140' bus turnouts for transit stops with longer dwell times

NOTES: no stops

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming

- speed tables and raised crosswalks at mid-block locations
- raised intersections, calming two streets at once
- colored / textured pavement for prominent pedestrian zones
- neighborhood traffic circles / intersection island, calming two streets at once
- chicanes
- pedestrian refuges or center islands, for refuge or gateway treatment
- curb extensions or chokers, at intersections or mid-block

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

---

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: Pleasant Ave

---

Project Description: **Cal Yr 2018 paving program**

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- |                                                                                           |                                                                                      |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
| <input type="checkbox"/> Crosswalks: installation, repair, markings, etc.                 | <input type="checkbox"/> Shoulder Improvements: widen with new pavement.             |
| <input checked="" type="checkbox"/> Lighting: street or pedestrian scale.                 | <input type="checkbox"/> Bike/Shared Use: paths, lanes, etc.                         |
| <input type="checkbox"/> Signals: pedestrian features.                                    | <input type="checkbox"/> Public Transit: bus stops, bus pullouts, kiosks, etc.       |
| <input type="checkbox"/> Streetscaping: benches, bulbouts, landscaping,                   | <input type="checkbox"/> Other (please describe):                                    |

**Exemption** – If applicable, select one.

- The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under "Exemption" are checked please provide a short justification below:

Completed:

Laura K. Wheelock PE

Project Manager

10/06/2017

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name South Cove Road

Project Manager and Department Laura K. Wheelock PE, DPW

Date 10/06/2017 File path L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

*Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)*

Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.

*Identify the limited access roadway:* \_\_\_\_\_

The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.

[Form CS-3](#) attached

The project scope of work was approved prior to July 1, 2011.

*Identify the project:* \_\_\_\_\_

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

---

This form was distributed:

[Click here to enter a date.](#) Clerk / Treasurer's Office, Attn: Lori Olberg

[Click here to enter a date.](#) Agency of Transportation, Attn: Chris Cole

---

# Form CS-2N

## STREET CLASSIFICATION – NEIGHBORHOOD STREET

*Any street not listed above.*

Street Name: South Cove Road

*The following features should be considered on Burlington's Neighborhood Streets*

### Sidewalks

- both sides of the street, or at least one side of the street on *Neighborhood Streets*
- 5' minimum in residential areas
- > 5' in neighborhood centers and high density residential
- 8' – 10' on Slow Streets
- 5' clear zone

NOTES:

### Tree Belt

- 5' minimum
- 2' minimum for snow storage
- structural soil in neighborhood centers, high density residential

NOTES:

### Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

### Transit Shelters (at stops with high ridership)

- outside of 5' clear zone
- benches
- lighting
- street trees
- pedestrian-scale signs

NOTES: no stops on road

### Parking:

- back-in angled or parallel if next to bike lanes

NOTES: no bike lane

### Transit Stops

- placed in front of crosswalks
- 100' – 140' curbside for streets with higher lower volume
- bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- 100' – 140' bus turnouts for transit stops with longer dwell times

NOTES: no stops

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- speed tables and raised crosswalks at mid-block locations
- raised intersections, calming two streets at once
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- chicanes
- pedestrian refuges or center islands, for refuge or gateway treatment
- curb extensions or chokers, at intersections or mid-block

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

---

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: South Cove Road

---

Project Description: **Cal Yr 2018 paving program**

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- |                                                                                           |                                                                                      |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
| <input type="checkbox"/> Crosswalks: installation, repair, markings, etc.                 | <input type="checkbox"/> Shoulder Improvements: widen with new pavement.             |
| <input checked="" type="checkbox"/> Lighting: street or pedestrian scale.                 | <input type="checkbox"/> Bike/Shared Use: paths, lanes, etc.                         |
| <input type="checkbox"/> Signals: pedestrian features.                                    | <input type="checkbox"/> Public Transit: bus stops, bus pullouts, kiosks, etc.       |
| <input type="checkbox"/> Streetscaping: benches, bulbouts, landscaping,                   | <input type="checkbox"/> Other (please describe):                                    |

**Exemption** – If applicable, select one.

- The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under "Exemption" are checked please provide a short justification below:

Completed:

Laura K. Wheelock PE

Project Manager

10/06/2017

---

Name

Position

Date



---

# Memo

*Date:* October 11, 2017

*To:* DPW Commission

*From:* Laura Wheelock, P.E.  
Public Works Engineer  
Street Capital Program Manager

*Subject:* Calendar Year 2018 & 2019 Sidewalk Program List

---

## Program Update

The Department of Public Works (DPW) has been actively working on developing sidewalk replacement plans for the summers of 2018 and 2019, refining the data within our sidewalk inspection database, and capital planning of the program's immediate and future needs. This would include development of a 2 year sidewalk replacement program as previously tasked to DPW by the Commission in January of 2015.

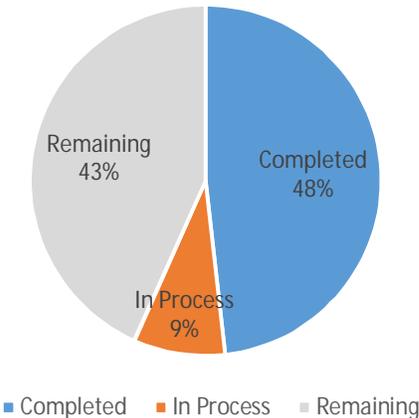
The 2 year and 5 year sidewalk plan at this time is heavily tied to the capital planning for the immediate and future needs of the program. With the recent bond vote in November 2016, DPW is coordinating within our department and other city departments to put together a work plan that considers all work happening on a street. As such the 5 year sidewalk plan will be discussed at a later date.

As it relates to this seasons sidewalk list, DPW is presenting to the Commission our work plan for the summers of 2018 and 2019.

## Summer 2017 Sidewalk Reconstruction List

This communication is to inform the Commission of the progress and work completed to date for the sidewalk reconstruction program for the Summer 2017. The work includes all sidewalk work, both with our own crews as well as our Contractor. The work for the contractor is approximately 3 miles and did not start until the end of July this year; as such the work will carry into next season to complete the work remaining. Please see the attached work plan.

# 2017 Sidewalk Replacement



## Summer 2018/2019 Sidewalk Reconstruction List

This communication is to inform the Commission of the work plan for the sidewalk reconstruction. Our work plan has been coordination with other DPW and City departments to understand all needs on the streets ahead of paving. Funding is a mix of the recently voter approved Bond for Street and Sidewalk Improvements, as well as Street Capital Tax Funds.

The attached table outlines both funding source identified for the work as well as the potential for the timing of the work. This plan for summer 2018 and 2019 includes approximately 5 miles sidewalk replacement. The engineer’s estimate for this work is \$1,900,000.

The sidewalk work for each year will run between April and November.

## 2017 Sidewalk List

Street Name	Start	End	Side	Length (feet)	Priority	Status
Archibald	Hyde	N Winooski Av	N	258.3	88.375	Complete
Bank	Church	Center	S	266.3		In Process
Booth	Loomis	North St	E	60	105.5	Complete
Bradley	Hungerford Terr	S Union	N	502.7	93.75	
Bright	Archibald	Riverside Av	E	523.1	94.125	
Brook Dr	Van Patten Pkwy	56 Brook Dr	SE	531.3	90.75	
Chase	46 Chase	Colchester Av	NW	465	102.75	Complete
Colchester Ave	Kampus Kitchen	East University Rd Driveway	S	149	110.25	Complete
Colchester Ave	Across Barrett	Across Chase	W	465	108.25	
Crombie	Intervale Av	N Winooski Av	SW	512.1	106.5	
Decatur	N Winooski Av	Intervale Av	NE	566.5	93.375	
Dodds Ct	North Av	Shore Rd	N	1033.1	83.75	Complete
Dodds Ct	Shore Rd	North Av	E	260	78.125	Complete
Elm Terr	Elm Terr End	25 Elm Terr	S	220.6	108.25	Complete
Elm Terr	31 Elm Terr	S Winooski Av	S	115.5	99.75	Complete
Elmwood Av	North St	Spring	E	857.6	98.375	
Fairmont Pl	North Av	end	S	934	108	Complete
Germain	Archibald	Pomeroy	W	375.1	109.5	Complete
Gosse Ct	Gosse Ct End	North Av	SW	1740.7	95.25	In Process
Gove Ct	Shelburne Rd	Gove Ct End	N	70	81.75	
Greene	Loomis	Hickok Pl	W	570.8	95.625	
Hillside Terr	Riverside Av	Riverside Av	W	1191.4	98.75	
Hyde	Archibald	North St	NW	1242.8	108.875	

Street Name	Start	End	Side	Length (feet)	Priority	Status
Isham	Loomis	Hickok Pl	W	60	96.75	Complete
Kingsland Terr	Kingsland Terr End	S Union	N	467.1	96.75	Complete
Lake	College	Penny Ln	E	50	67.875	Complete
Lakeview Terr	Canfield	98 Lakeview Terr	E	585	81.75	
Ledge Rd	Edgewood Ln	Iranistan Rd	N	75	92.25	
Loomis	229 Loomis	Mansfield Av	S	222	54.75	Complete
Luck	St Marys	Intervale Av	S	239.5	97.125	Complete
Manhattan Dr	Volz	Ward	S	330	82.125	
N Union	North St	N Winooski Av	E	521	98.375	Complete
N Willard	North St	Loomis	W	290	95.625	Complete
N Winooski Av	N Union	Archibald	E	525.213	101.5	Complete
Nash Pl	Nash Pl End	Colchester Av	W	531	99.5	
North St	High Grove Ct	N Willard	N	590.8	85.75	Complete
North St	N Prospect	High Grove Ct	N	476.5	85.75	Complete
Oakcrest Dr	Beachcrest Dr	Tallwood Ln	S	100	91.75	
Pine	Flynn Av	Birchcliff Pkwy	E	1376.5	87.25	Complete
S Champlain	King	Maple	W	25	69.75	Complete
S Prospect	178 S Prospect	Main	E	60	65.25	
S Union	Bayview	Cliff	E	281	105	Complete
S Union	Cliff	Spruce	E	364.9	105	Complete
S Willard	Pearl	Buell	W	492.4	90.875	
S Willard	Bayview	Howard	W	478.6	78.5	
S Willard	Cliff	Bayview	W	283.4	20.625	
S Williams	College	Main	W	422.7	94.5	Complete

Street Name	Start	End	Side	Length (feet)	Priority	Status
Sandy Ln	Ethan Allen Pkwy	Roseade Pkwy	N	268.7	99.5	
School	North St	Loomis	W	587.9	93	Complete
Spruce	S Union	S Willard	S	50	92.25	Complete
Spruce	#124 Spruce			20		Complete
St Paul	Catherine	Shelburne Rd	W	30	70.5	Complete
Summit	Maple	Main	E	757.7	87.25	Complete
Ward	Blodgett	Manhattan Dr	S	145.3	34.875	Complete
Wilson	Mansfield Av	N Prospect	N	75	86	Complete
Woodbury Rd	Stanbury Rd	North Av	S		77	

Total LF: 23,757 lf  
Total Completed to Date: 11,458 lf

## 2018 Sidewalk List

Street Name	Start	End	Side	Length (feet)	Priority
Brook Dr	89 Brook Dr	Van Patten Pkwy	N	844.7	73.75
Brook Dr	Van Patten Pkwy	89 Brook Dr	NE	754.6	81.25
Caroline	Margaret	Catherine	E	727.9	90.5
Caroline	Catherine	Howard	E	303.8	81.125
Church	Adams	Maple	N	579.6	106.5
Clarke	Pearl	Grant	E	614.8	93.375
Clymer	Shelburne Rd	Clymer End	S	638.9	98
College	Pine	Battery	N	749.3	99.75
George	Peru	Monroe	W	361.3	98.75
Germain	Pomeroy	Archibald	E	381.9	106.5
Grant	N Winooski Av	N Union	S	443.7	76.875
Grove	Chase	63 Grove	W	602	104.25
Haswell	Lakeview Terr	North Av	S	200.3	81.375
Johnson	Peru	Monroe	W	354.4	97.375
Lopes Av	Roseade Pkwy	Blondin Cir	W	947.3	100.75
Lopes Av	Sandy Ln	Roseade Pkwy	E	853.7	91.875
Murray	Peru	Allen	E	346.7	94.125
N Union	Grant	Pearl	W	616.9	88.125
N Union	North St	Grant	W	888.5	90.125
N Willard	Loomis	Pearl	W	899	97.5
N Winooski Av	Decatur	Crombie	W	259.1	99.125
North Av	819 North Av	709 North Av	W	1064.8	102.25
North Av	Institute Rd	Across 422 North Av	W	600	100.25

Street Name	Start	End	Side	Length (feet)	Priority
Overlake Pk	Cliff	Deforest Rd	W	290.7	69.875
Overlake Pk	Deforest Rd	Overlake Pk End	W	350	72.125
Park	Manhattan Dr	#191 Park Driveway	W	546	101.5
Perrotta Pl	Alfred	Hoover	E	424.8	96.75
Peru	George	Elmwood Av	S	384.8	101
Peru	Johnson	George	S	164	98
Peru	N Champlain	Johnson	S	314.1	98
Pine	Birchcliff Pkwy	Across Lakeside Av	E	789.8	110.5
Rose	Cedar	North St	W	424.6	76.875
Roseade Pkwy	Sandy Ln	Lopes Av	E	826.5	103.125
S Champlain	Main	College	E	352.3	97.75
S Union	Pearl	Buell	W	484.2	95.75
S Union	Spruce	Howard	W	430	97.5
S Williams	Main	College	E	426.8	78.75
S Winooski Av	College	Main	W	349.7	111.75
S Winooski Av	Maple	Adams	W	530.9	103.5
S Winooski Av	Spruce	St Paul	W	1045.8	103.5
Sandy Ln	Lopes Av	Ethan Allen Pkwy	E	721.9	97
Sherman	N Champlain	Park	N	358.7	115.875
Sherman	Park	N Champlain	S	358.2	116.5
St Paul	Shelburne Rd	Howard	E	780	109.25
St Paul	Howard	Spruce	E	15	115.75
Summit	Cliff	Maple	E	900	77.375
Walnut	Oak	Archibald	W	500	93.375

2019 Sidewalk List					
Street Name	Start	End	Side	Length (feet)	Priority
Austin Dr	91 Austin Dr	Industrial Pkwy	E	964	94.125
Caroline	Catherine	Across Margaret St	W	740	86
Caroline	Howard	Catherine	W	306.8	58.75
Catherine	Charlotte	Caroline	S	285.7	64.25
Charlotte	Catherine	Locust	W	1169.8	90
Farrington Pkwy	Ethan Allen Pkwy	Gosse Ct	N	1280.3	79.75
Farrington Pkwy	Gosse Ct	Heineberg Rd	S	623.3	75.75
Farrington Pkwy	Heineberg Rd	Ethan Allen Pkwy	S	641.6	58.875
Ferguson Av	Wells	Shelburne Rd	S	531.5	85
Forest	NorthView Dr	North Av	N	699.5	80.125
Howard	St Paul	S Union	S	383.5	89.75
Ledgemere	Marian	Ledgemere End	E	395	71
Ledgemere	Margaret	Marian	E	149	51.75
Locust	Across Caroline	Shelburne Rd	S	644.1	89.75
Marion	Shelburne Rd	Ledgemere	N	399.3	92.75
N Winooski Av	North St	Grant	W	892.8	85.25
North St	N Willard	N Prospect	S	1108.7	91.75
North St	School	Booth	S	307.9	87.625
Oakland Terr	Staniford Rd	York Dr	E	1089.1	86.125
Peru	Murray	N Champlain	N	399.9	105.375
Pleasant Av	145 Pleasant Av	Starr Farm Rd	E		94.125
Pleasant Av	Starr Farm Rd	142 Pleasant Av	W		58.5

Street Name	Start	End	Side	Length (feet)	Priority
Pomeroy	Hyde	N Willard	S	300.3	90.125
Pomeroy	N Willard	Hyde	N	279.2	90.125
Ridgewood Dr	Shore Rd	Crescent Beach Dr	W	777.3	66.25
Ridgewood Dr	Crescent Beach Dr	Shore Rd	S	795.3	61.25
S Willard	Howard	Beech	W	435.8	98.75
S Willard	Beech	Shelburne Rd	W	940.8	95
S Winooski Av	St Paul	Spruce	E	1130.6	97.375
S Winooski Av	Spruce	Adams	E	618.1	85.125
Scarff Av	Wells	Shelburne Rd	S	533.9	88
Scarff Av	Richardson	Wells	S	432.2	86.75
Scarff Av	Shelburne Rd	Wells	N	529	84.75
Shelburne Rd	Gove Ct	Birchcliff Pkwy	W	1260	99.5
Shelburne Rd	Prospect Pkwy	Clymer	E	434.9	100
Spruce	S Willard	S Union	N	898.7	89.25
St Louis	Willow	Archibald	W	425	96
St Louis	Manhattan Dr	Oak	W	316.7	92.125
Staniford Rd	North Av	Oakland Terr	N	1800.2	91.125
Summit	Maple	Juniper Terr	W	314.8	36.75
Sunset Dr	Plattsburg Av	Meridian	W	1459.8	87.125
Walnut	Archibald	Willow	E	512.8	88.375



*We steward Burlington's infrastructure and environment by delivering efficient, effective and equitable public services*

## Public Engagement Plan

### OVERVIEW

**Best practices, public safety, regulatory requirements and the needs of the community inform every decision we make.** DPW undertakes a variety of projects and performs a variety of services in Burlington. Public interest will vary based on the nature of the project and the timing, possible impacts, length and location of the project. The engagement strategy will be tailored to meet these needs.

Burlington is a dynamic and diverse city with residents who deserve and expect well planned, well-built and properly maintained infrastructure. With a population of over 40,000 that grows to over 100,000 during the day, the city has a wide range of residents, business owners, students, commuters and tourists who come to rely on DPW-provided services and infrastructure. From recycling and street maintenance to the implementation of long-term capital projects, our neighbors and visitors should have meaningful opportunities to be informed, to provide input and to make recommendations to DPW's planning process.

This plan uses the Community, Economic, and Development Office's civic engagement framework as a guide and directly references their 'Core Values of Civic Engagement' below, and provides a step toward helping DPW achieve its public engagement goals while continuing to serve Burlington. This plan will evolve as public engagement tools expand and as DPW and the community refine the public engagement process.

## CORE VALUES OF CIVIC ENGAGEMENT

- **Respect:** Approach decisions openly, regardless of differences; clearly articulate participation ground rules.
- **Inclusiveness and equity:** Involve people most impacted; respect culture and language differences.
- **Easy participation:** Create milestones; lots of ways to participate via electronics and in person.
- **Meaningful engagement:** Open and unbiased process; deliberate and feasible options.
- **Mutual accountability:** Honest, respectful, informed discussion; meaningful assessment to measure growth.
- **Transparency:** Act with integrity in open process; access to clear, reliable information.
- **Evaluation:** Regularly assess the use of civic engagement; “lessons learned” are applied to future initiatives.

## GOALS

- To provide inclusive, equitable and meaningful opportunities for the public to provide input, to give recommendations and to offer feedback on upcoming, ongoing or completed projects.
- To regularly and reliably provide information to the public about projects that will have an effect on daily life and to do so in a timely and predictable manner.

## STRATEGIC INITIATIVES

- **Decision-Making and the role of public input:** Refine internal processes to evaluate capital projects, maintenance work and emergent issues with regard to how, when, where and with whom the public engagement process occurs in a way that meets resident/stakeholder needs while balancing resource constraints. Transition to a degree of standardization so that predictable engagement occurs for similar project-types.
- **Online Presence:**
  - Build out DPW social media platforms to be a trusted and reliable source of timely information.
  - Capital Projects Portal to provide information on all public and private construction projects in the right-of-way to better inform the public and minimize disruptions, with continued refinements to ease of use and aesthetics.
- **Quick Build Program**
  - Includes an expanded suite of public engagement tools to include interim projects as engagement and educational opportunities.

- Build outreach materials and community understanding of the quick-build program, the value of interim improvements, and the value of real-time public engagement.

## IMPACTS, EQUITY AND ENGAGEMENT

Upon identifying a project, moving a project to a new phase or encountering a project hurdle, DPW staff (project manager, management, public information manager, etc) will consider impacts and equity before deciding on and implementing a public outreach plan. The following assessment will be conducted to decide on the appropriate level of engagement and the additional tools needing to be considered beyond the minimum standards:

1. Who is positively impacted from the project?
2. Who may be negatively impacted and for how long?
3. What are the main concerns, issues and interests of the community?
4. Will any individuals, institutions or groups be disproportionately impacted?
5. Was the project recommended in earlier planning studies which included public engagement? Is additional public input needed or required?
6. Are there any linguistic or cultural barriers to engaging with impacted residents?

## SPECTRUM OF ENGAGEMENT

Engagement is both a process and an outcome related to the public's ability to influence decision-making. The engagement process falls on a spectrum, ranging from no decision making ability (Inform) to having power over the final decision (Empower). Where a project falls on the Spectrum of Engagement indicates the highest level of public participation. For projects on the higher end of the Spectrum of Engagement, **the tools and strategies at lower levels may also be utilized as the project progresses through its various phases**. See Appendix for a list of specific project types, the minimum level of engagement the public can expect from DPW, the tools and our stakeholders.

For this plan, the public is considered stakeholders who should have a meaningful opportunity to shape, alter or be informed about DPW project work. At times, **early decision-making may have included regulatory or legal obligations, emergency issues, etc.**

# DRAFT

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<i>Engagement strategies may be needed at many levels, depending on the project or its phase.</i>	Provide the public balanced and objective information.	Obtain public feedback (usually indirectly) on analysis, concepts/ alternatives, or decisions.	Work directly with the public to understand concerns and aspirations as they are considered for the project.	Co-lead the project in partnership with the public on each aspect of the decision.	Place the final decision in the hands of the public.
Project Types	Minor Maintenance  New Crosswalks  Adopting Standards	Quick-Build  Major Maintenance  Road / Sidewalk Reconstruction	Traffic Requests  Street Redevelopment  New sidewalks	Scoping / Feasibility Studies  Corridor Studies	Traffic Calming  Special District Projects
Role of the DPW	Share information.  Ensure public safety, access, and utility of basic public services that do not have regulatory impacts or change the line/grade of a road.	Indirectly engage the public.  Improve public safety, implement projects that have no regulatory impact or impact on traffic distribution.	Directly engage the public.  Implement public safety and/or access improvements through regulatory changes or through full reconstruction of a roadway or intersection.	Collaborate to identify a preferred alternative.  Facilitate a conversation about transportation improvements.	Ask questions and provide information for informed decision making.  Distribute impartial information, usually after engaging the public across the earlier spectrums of engagement
Role of the Public	Receive information	Provide feedback	Share ideas, concerns, and visions	Co-lead Committee or Task Force with the DPW	Decision maker
Tools and	Website	Surveys	Advisory	Coalitions and	Ballots (e.g.

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Strategies	Online calendar Brochures Posters Flyers Displays Press Releases Social Media Email Listserve Newsletters Direct Mailings Door Hangers	Reports Legal ads Visualization Techniques	Committees Focus Groups Project Meetings Open Houses Public Forum Times	Partnerships	TIF) Mailed polls
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## MEASUREMENT & EVALUATION

- Increase in visitors to the Capital Projects Portal
- Increase in visitors to website and social media
- Decrease in amount of new and total active DPW Customer Service inquiries
- Positive tone in media coverage with regard to the quality of the work DPW does and the analysis of its public engagement efforts
- Feedback from the City Council and DPW's Commission during the next year on overall engagement efforts
- Responsiveness to questions/issues raised through social media or See-Click Fix (SCF)
  - Service Level Agreements depending on work-order

## APPENDIX:

This plan highlights the *minimum* engagement strategies that will be considered, but unique circumstances may require different approaches. DPW has and will continue to evaluate the level of impacts of all projects to determine the proper engagement strategy by asking the six impact, equity and engagement questions (referenced above):

### **INFORM Project Types**

<u>Project Type</u>	<u>Engagement Tool</u>	<u>When</u>	<u>Example</u>
<b>Minor Maintenance</b>	Door Hanger to residents if work impacts water service or if there will be a temporary loss of parking	24 hours prior	Crack sealing, sidewalk cutting, water service work
<b>Adopting Standards</b>	Website	Once final	Driveway standards

### **CONSULT Project Types**

<u>Project Type</u>	<u>Engagement Tool</u>	<u>When</u>	<u>Example</u>
<b>Quick Build</b>	Social Media educational post	During Installation	Bollard protected curb extension
	Flyers posted on adjacent stretch of project	72 hours prior	
	Front Porch Forum Post	72 hours prior	
	Project description on Quick Build website	One week prior	

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	Area -Councilor notification; Commission Notification (Chair & Co-Chair)	One week prior	
<b>Major Maintenance/Road Reconstruction</b>	Flyers/door hangers for businesses and residents	One week prior	Repaving road ( <i>additional regulatory requirements apply to early written notification to coordinate utility work</i> ), water relining/replacing
	Letters to residents and owners of adjacent parcels	One week prior	
	Front Porch Forum	One week prior	
	Capital Projects Portal	One week prior	
	Area -Councilor notification; Commission Notification (Chair & Co-Chair)	One week prior	

## INVOLVE Project Types

<u>Project Type</u>	<u>Engagement Tool</u>	<u>When</u>	<u>Example</u>
<b>Traffic Requests (SOP on file)</b>	Flyers to residents who live adjacent to and within estimated area of effect	Five days prior to community meeting, or as soon as practical prior to meeting	Handicap parking space, Residential Parking
	Notify and share materials with requestor and	Five days prior to community meeting, or as soon as	

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	interested parties who have shared email	practical prior to meeting	
<b>New Sidewalks</b>	Letters to residents, owners and businesses of adjacent parcels	One week prior	
	Capital Projects Portal	One week prior	
	Flyers/door hanger for businesses and residents	One week prior	
	Front Porch Forum	One week prior	
	Sidewalk project website	One week prior	
	Area -Councilor notification; Commission Notification (Chair & Co-Chair)	One week prior	
<b>Street Redevelopment</b>	Project Meetings	Two weeks prior to meeting	Great Streets
	Letters to residents, owners and businesses	Two weeks prior	
	Flyers/Door hangers for residents and businesses	Two weeks prior	
	Area-Councilor Notification; Commissioner Notification (Chair, Vice Chair)	Two weeks prior	
	Street Redevelopment website	Prior to first public meeting	

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## **COLLABORATE Project Types**

<b><u>Project Type</u></b>	<b><u>Engagement Tool</u></b>	<b><u>When</u></b>	<b><u>Example</u></b>
<b>Scoping Studies, Feasibility Studies, Corridor Studies</b>	Project Website	One month prior to first public meeting	Colchester Ave
	Project Advisory Committee	Formed at consultant kick-off	
	Public Notification of Meetings	Two weeks prior	
	Front Porch Forum	Two weeks prior to public meetings	
	Area Councilor Notification Commissioner Notification (Chair, Vice Chair)	If not included on the Committee: one week prior to public meetings	

## **EMPOWER Project Types**

<b><u>Project Type</u></b>	<b><u>Engagement Tool</u></b>	<b><u>When</u></b>
<b>Traffic calming (neighborhood initiated)</b>	Mail negative poll to neighborhood residents, owners, and businesses on the traffic calmed street (a negative poll asks people to respond if they do not want the project to advance as proposed).	Poll stays open for 3 weeks
	Area Councilor Notification	As poll is mailed; one week

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	Commissioner Notification (Chair, Vice Chair)	prior to implementation
<b>Special District Project</b>	Ballot Item	TIF District

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## GUIDANCE FOR WRITTEN MATERIALS

- **Project Manager, Project Staff and Public Information Manager will collaborate on content and distribution**
- **Contact Information**
  - Include a link to the project website / DPW website
  - Project manager and/or DPW customer service contact information
- **Project Details to include**
  - *Who*: DPW, contractor or both
  - *What*: Specific project details
  - *When*: Include anticipated start date and anticipated length
  - *Where*: Include geographic parameters of project
  - *Impacts*: Identify anticipated parking, obstruction, noise or other impacts

## TOOLS

- Website, DPW's and/or City's homepage
- Social Media (Facebook, Twitter)
- Online calendars (DPW's or Government Meeting calendars)
- DPW Customer Service
- See-Click Fix
- Informational Signs and Brochures
- Door-hangers, Flyers, Letters
- Email notices and Newsletters (Front Porch Forum, CEDO's Buzz)
- Information/Press Releases
- Construction Portal
- Traffic-Alerts
- Public Meetings / Pop-up Meetings

- Demonstration Projects / Quick-Build Projects
- BTV Stat, Annual Reports
- Other Stakeholder Distribution (CEDO Business outreach, Advocate listservs, BBA)
- Online input tools (map-based, blogs)

## STAKEHOLDERS

- Residents: Owners, Tenants, Landlords
- Neighborhood Planning Assemblies
- Council Members
- Public Works Commission
- Businesses: Associations, Owners
- Media
- Colleges: Administration, Students
- City Departments
- Adjacent Communities
- Advocates
- Institutions (e.g. UVMMC)

DEPARTMENT OF PUBLIC WORKS  
PUBLIC WORKS COMMISSION SEPTEMBER 20, 2017

**COMMISSIONERS PRESENT:** Tiki Archambeau (Chair), Robert Alberry, James Barr, Chis Gillman, Soveig Overby, Justin Sears (Vice Chair). **COMMISSIONERS ABSENT:** Jeff Padgett

**Item 1: Call to Order - Welcome - Chair Comments**

Chair Archambeau called the meeting to order at 6:32 and made opening comments.

**Item 2: Agenda**

Commissioner Barr makes a motion to accept the agenda.  
Commissioner Alberry seconds.  
Action Taken: Motion approved unanimously

**Item 3: Public Forum** (3 minutes per person time limit)

Lawrence Smith, speaks on Old north End Greenway (WIGGLE)  
Jason Starr, speaks about changing Flynn Avenue parking back adjacent to Oakledge Park.

**Item 4: Consent Agenda**

- A. Traffic Status Report
- B. Intervale Avenue New Accessible Space
- C. North Street New Accessible Space
- D. Resident Only Parking on Bradley Street
- E. Allen Street Signage

Commissioner Barr makes a motion to accept the Consent Agenda. Clerk Gillman seconds. Motion approved unanimously.

**Item 5: Old North End Greenway (WIGGLE)-** Director Chapin

Spencer and Senior Transportation Planner Nicole Losch

Consideration of staff's recommended updated design

- A. Planner Losch spoke on the modified design, which would keep the parking on North Union Street.
- B. Commissioner Questions  
Vice Chair Sears and Commissioners Overby and Barr had comments to make.
- C. Public Comment - Judy Klimer, Jane Knodell had comments on this as well.
- D. Commissioner Barr made a motion to accept staff's recommendation with an additional recommendation to further consider relocating the curb section and widening the road to allow for a two-way cycle-track should use and enforcement of the Green Belt Wiggle fail.

Friendly amendment from Vice Chair Sears to include staff review and address all safety concerns due to the implementation of this project. Commissioner Alberry seconded the motion.

More commissioner discussion on this.

Chair Archambeau stated to accept staff's recommendation.

Commissioner Alberry - Aye

Chair Archambeau - Aye

Commissioner Barr - Aye

Clerk Gillman - Aye

Commissioner Overby - Nay

Commissioner Padgett - Absent

Vice Chair Sears - Aye

**Item 6: Update on Traffic Calming and Traffic Request Program**

Staff recommends a process improvement initiative for the traffic calming and traffic request programs to, in part, respond to Commission interest in reducing the number of outstanding requests and the time it takes to get to requests. Staff seeks the support of the Commission to embark on this process. Planner Losch stated that she would like to have a draft report for the October Commission Meeting.

Clerk Gillman stated if it were a streamline process, he would support.

Commissioner Alberry agreed.

Commissioner Barr agreed.

Commissioner Overby agreed.

Clerk Gillman made a motion to endorse staff's process.

Commissioner Barr seconded

Action Taken: motion approved - unanimous

**Item 7: Draft Public Engagement Plan**

Staff presented the draft Public Engagement Plan. Questions about if there were policies in place to inform landlords of what Public Works were doing within their neighborhood.

Planner Losch stated there are policies for outreach depending on the project. In the case of North Union Street there were mailing sent to residents as well as property owners.

City Councilor Sharon Bushor supports the development of this plan.

**Item 8: Asset Management Resolution**

DPW Director Chapin Spencer provided context for the resolution. Staff seeks to build support for a more robust Preventative Maintenance Program that can reduce long-term costs, improve asset reliability and provide better customer service.

Clerk Gillman supports this effort.

Commissioner Overby supports - is there a software program to keep track of these efforts.

Commissioner Barr supports.

Vice Chair Sears supports.

Commissioner Alberry made a motion to accept staff's recommendation. Clerk Gillman seconded. Unanimous

**Item 9: Draft Minutes 7/19/17 and 8/17/17**

Commissioner Barr made a motion to accept the July minutes

Vice Chair Sears seconded.

Unanimous approval

Commissioner Barr made a motion to accept the August minutes.

Vice Chair Sears seconded.

Unanimous approval

**Item 10: Director's Report**

Director Spencer stated that there is a Permit Reform Advisory Committee formed and we are looking for one representative from the DPW Commission to be on it as well as one Commissioner from the Planning Commission. This is a volunteer position. Commissioner Archambeau agreed to serve in this capacity for the DPW Commission.

**Item 11: Commissioner Communication**

Commissioner Barr stated that the sidewalk that was put in front Kampus Kitchen on Colchester Avenue is great making it much safer to cross.

Chair Archambeau stated he felt bad about missing the employee recognition get together. He will volunteer to be on the permit reform committee if no one else wants to volunteer.

**Item 12: Adjournment**

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

7:55 p.m. adjournment.



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

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[www.burlingtonvt.gov/dpw](http://www.burlingtonvt.gov/dpw)

To: DPW Commissioners  
Fr: Chapin Spencer, Director  
Re: **Director's Report**  
Date: October 12, 2017

Happy fall!

**CONSTRUCTION PORTAL LAUNCHED**

In order to keep the public updated on the various public and private work happening in and adjacent to the City's streets, and to minimize disruption, we are launching an online construction portal. We will demonstrate the portal's functionality at the Commission meeting. Staff has visited a number of the Neighborhood Planning Assemblies to present our season's progress and to get feedback. Contact: Rob Goulding.

**PUBLIC ENGAGEMENT PLAN**

The next draft of the department's Public Engagement Plan is in the Commission's packet. We look forward to your additional review and potential approval the October Commission meeting. We will be presenting it to the Council's Transportation, Energy and Utilities Committee next week as well.

**DPW EMPLOYEE APPRECIATION EVENT**

Our Annual DPW Employee Appreciation Event was on September 18 at the St. Johns Club. It was a good opportunity to recognize all the work staff has accomplished over the past year. The Mayor attended and thanked staff as well. Here's the staff picture from the event:



Don't hesitate to contact me with any questions prior to Wednesday's meeting.