



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: DECEMBER 14, 2017
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on December 20, 2017 at 6:30 PM at **645 Pine St – Main Conference Room**

1. Agenda
2. Consent Agenda
3. FY' 18 Bike Projects & Willard Parking Flip
4. Plumbing Code Revisions
5. Traffic Calming/Traffic Request Presentation
6. Approval of Draft Minutes of 11-15-17

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: December 14, 2017
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **December 20, 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 Burlington Free Press Parking Agreement

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- 5 20 Min FY'18 Bike Projects & Willard Parking Flip
A Communication, E. Gohringer & N. Losch
B Commissioner Discussion
C Public Comment
D Action Requested –Vote
- 6 40 Min Great Streets Standards Approval
A Oral Presentation, L. Wheelock & M. Tuttle
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 7 15 Min Plumbing Code Revisions
A Communication, N. Baldwin
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 8 20 Min Traffic Calming/Traffic Requests Presentation
A Communication, N. Baldwin & C. Spencer
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 9 5 Min Approval of Draft Minutes of 11-15-17
- 10 10 Min Director's Report
- 11 10 Min Commissioner Communications
- 12 **Adjournment & Next Meeting Date – January 17, 2018**



MEMORANDUM

December 7, 2017

TO: Public Works Commission
FROM: Phillip Peterson, DPW Engineering Technician *PMP 12/7/17*
CC: Norm Baldwin P.E., City Engineer
RE: Traffic Request Status Report

Number of Requests 11/09/17 = 64
New Requests since 11/09/17 = 5
Requests closed since 11/09/17 = 1
Number of Requests 12/07/17 = 60

RFS BREAKDOWN BY TYPE*

		Last Month	Change
Accessible Space:	3		
Resident Only Parking:	6		
Crosswalks:	23	24	-1
Driveway Encroachments:	2		
Signage:	12	11	+1
Loading Zone:	3		
Area/Intersection Study:	4		
Parking Prohibition:	6	3	+3
Bus Stop:	1	0	+1
Geometric Issues:	3		
Parking Meters:	1		
Other:	0		
TOTAL:	64		

NB 12/7/17



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Date: December 14, 2017

To: DPW Commission

From: Patrick Mulligan, Assistant Director

RE: Parking Agreement with Burlington Free Press

Attached is a new parking agreement with the Burlington Free Press. Previously, the BFP had a contract that provided 35 parking spaces, this new agreement is a reduction to 25 spaces in the Lake View Garage and College Street Garage at the market rate of \$80.00 per month for Monday – Friday.

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Parking Agreement

This parking agreement is entered into by the City of Burlington ("City"), by and through its Department of Public Works ("DPW"), and The Burlington Free Press ("BFP") a Vermont for-profit corporation with a principal place of business at 100 Bank Street, Burlington, Vermont. In consideration of the respective mutual responsibilities to be undertaken, the Parties agree as follows:

1. City shall provide to BFP parking licenses for 25 designated BFP employees for those employees' use at the City's College Street or Lakeview parking garages at the standard monthly rate being offered by the City at the time, a rate of \$80 per month for a Monday to Friday license. Such license may be indicated via a card, decal, hangtag, entry on a license plate registry or other means of identifying authorized permit holders to the Parking and Revenue Control System in effect at the time. This rate shall remain in effect for one (1) year, commencing as of January 1, 2018
2. BFP agrees that the billable term of each issued license begins on the day that license is issued to BFP.
3. Monthly parking licenses are restricted to Monday through Friday. No overnight parking is permitted as part of this agreement. Only currently registered vehicles that are legally allowed to be operated on the public streets and ways are licensed by the monthly parking license issued under this agreement to be parked within these garages. A vehicle may be removed at the owner's expense as long as reasonable efforts were made by the City to notify the owner about the need to remove the vehicle from the premises within a reasonable time.
4. A monthly parking license authorizes designated BFP employees to self-park and lock one vehicle in an available, not-being-used, parking space in these garages. The City reserves the right to manage parking in its facilities in the best interests of the City; BFP acknowledges and agrees that this may require some of its employees' vehicles to use another parking facility or be relocated if necessary. BFP license holders who are unable to park in the Lakeview or College Street garages due to full occupancy in those garages will be authorized to park in the Marketplace Garage at no additional cost. In the event all City garages are at capacity the City and BFP will work together to develop a plan for parking in City surface lots until capacity becomes available. This agreement does not reserve any particular parking space for monthly parking license holders. The City does not guarantee the availability of a space by reason of this agreement and on those occasions when the all garages and surface lots are full, monthly patrons shall either wait their turn to gain entrance or find alternative parking.
5. Parking is at the BFP employee's sole risk. The City does not guard or assume care, custody or control of the vehicle or its contents and is not responsible for fire, theft, damage or loss not directly resulting from the willful misconduct or negligence of the City. No bailment is created.
6. BFP agrees that as a condition of the issuance of a license the employee license holder shall report to DPW any damage that the cardholder's vehicle causes to the facility, including but not limited to the leaking of any chemicals, oil, gas or antifreeze. If it is determined that a vehicle is leaking, the vehicle may be removed at the owner's expense as long as reasonable efforts were made by the City to notify the owner about the leak and the requirement to remove the vehicle from the premises within a reasonable time, such time to be stated in the notice and to correspond to the circumstances of the leak. Notwithstanding this notice requirement, in the event of a threat of imminent danger to life or property, a vehicle may be removed at owner's expense without notification of the owner. After the discovery of a leak, the license to park the vehicle in the garages shall be suspended until DPW is

provided with written proof that the necessary repairs to the vehicle were made to prevent further leakages. Vehicles whose license to park is suspended may be removed at the owner's expense if the vehicle is found in a garage while the license is suspended. The suspension of the license to park shall not suspend the obligation of BFP to pay the fee for the license.

8. Monthly parking licenses are for the exclusive use of the assigned license holder. Licenses shall not be loaned, altered, transferred or sold. BFP agrees that misuse of a license shall be deemed as theft of services and the licensee shall be locked out and parking privileges in the garages rescinded.

9. BFP understands and will inform its employees that compliance with instructions for the use of licenses is a condition of its use. If a license holder fails to properly comply with use instructions the maximum daily fee will be assessed.

10. This agreement will remain in effect for one (1) year from January 1, 2018 Both DPW and BFP may terminate this agreement with thirty (30) days written notice.

11. This agreement may not be modified except by a written instrument executed by both parties.

Dated this ____ day of _____, 2017 in Burlington, VT.

BFP
By:

City of Burlington
By:

Duly Authorized

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



December 20, 2017

TO: Public Works Commission

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

RE: planBTV Walk Bike Implementation for 2018
Part 1: Willard Street parking lane / bike lane switch

Recommendations

Staff recommends that the Commission adopt:

- Repeal "No Parking" on the east side of Willard Street between Maple Street and North Street
- No parking on the west side of Willard Street between Maple Street and North Street
- Motorcycle parking in the first parking space north of Maple Street; in the first parking space north of Main Street; and in the first parking space north of Brookes Avenue.

Background

In April 2017, the City Council approved PlanBTV Walk Bike, Burlington's road map to improve walking and biking in Burlington. PlanBTV's two goals are to create safer streets for everyone and to make walking and biking a viable way to get around town. During the community outreach for PlanBTV Walk Bike, the top priorities identified by the public were implementing more protected bike lanes and creating a more connected and continuous bicycle network with safer and easier intersection crossings.

2018 will see substantial investment in new facilities for walking and biking as we implement planBTV Walk Bike. The focus is to:

1. Improve safety
2. Build AAA facilities for all ages and abilities
3. Connect the network
4. Use quick-build strategies for widespread rapid implementation

Plans for people walking will focus on safety: shorter crossings, better visibility at crosswalks, and slower vehicle turning at intersections. Curbside amenities will also be included. Plans for people biking will focus on safety, AAA facilities, and connectivity.



Of the projects planned for implementation in 2018, some have already been considered by the Commission, some can be implemented with only minor adjustments (no regulatory changes), and small projects needing regulatory changes will return to the Commission in January or February. While staff is currently assessing

options at each location and just beginning community outreach, the other projects may include a section of lower Pine Street, a section of Austin Drive, and two sections of Pearl Street.

Project Description

To ensure substantial projects can be included in the January 2018 base bid for contractors, the Willard Street Parking Lane / Bike Lane Switch is currently presented for the Commission’s consideration. Late in the PlanBTV Walk Bike planning process, the idea of turning Willard Street into a southbound bike lane was brought up by an Old North End resident. This idea quickly gained support and was soon added to the plan. The project is located on Willard Street between Maple and North Street and consists of moving parking from the west side of Willard Street to the east side; applying parking standards to these blocks; and moving the northbound bike lane to be a southbound bike lane.

Observations of Willard Street between Maple and North Streets

1. Willard Street is a two-way arterial street, a truck route, and State Route 7. It is 34-feet wide.
2. This section of Willard Street is primarily residential, with institutional use in the southern section. Staff visited Momo’s Market at the corner of Willard / North Streets and spoke with the owner Erin Malone, who supports the proposed switch but would like bike parking to be placed in her place of business.
3. There is currently parking on the west side and a northbound 5-foot wide bike lane on the east side of Willard Street. Standard parking setbacks of 50-feet from intersections are not consistently applied. With intersection setbacks applied consistently, the proposed project will result in a net loss of 3 car parking spaces and a net gain of 3 motorcycle spaces.

	Maple Street to Pearl Street	Pearl Street to North Street
Current parking	◦ 85 parking spaces ◦ 83 parking spaces when standard parking setbacks from intersections are applied	◦ 44 parking spaces ◦ 41 parking spaces when standard parking setbacks from intersections are applied
Proposed parking	86 parking spaces and 2 motorcycle parking spaces*	35 parking spaces and 1 motorcycle parking space
Net parking with intersection setbacks applied	+3 parking spaces +2 motorcycling parking	-6 parking spaces +1 motorcycle parking

*Motorcycle parking has been proposed where extra space exists that cannot accommodate a standard parking space.

4. The east side of Willard Street has a steeper slope and carriage stops within the greenbelt of some sections. Staff considered restricting parking in front of the carriage stops or removing the carriage stops. However, it was determined that, due to the historic nature of the carriage stops, they should remain. Additionally, parking will be allowed in front of carriage stops, and drivers should use their best judgement when parking their car to avoid a conflict between passenger doors and the carriage stops (shown in red in the attached plan set). This will provide an option for people to use the stairs as they may currently. Carriage stops in steep greenbelts also exist on College Street east of Union Street.

5. This project is within the Willard Street Historic District. Historically-significant properties exist on both the east and west sides of North and South Willard Street (map attached).
6. The north/south bicycle network in this area is fragmented. Union Street is one block to the west and also has a northbound bike lane. Prospect Street one block east has no dedicated bicycle facilities. Switching the Willard Street bike lane to be southbound in this section will provide a north/south pair with the Union Street bike lane.
7. The decision to have the bike lane end at Maple Street was made for several reasons:
 - a. There is a clear origin and destination with Champlain College campus at Maple / Willard.
 - b. Maple Street is lower-volume than Main Street, making for a less stressful ride if anyone bicycling is trying to connect between the north and south bike routes.
 - c. Future plans for South Union Street include extending the bicycle lane to the south.
 - d. South of Maple Street, a curb extension is built into the roadway at a mid-block crosswalk. This section is also steeper in the northbound direction than other blocks of Willard Street to the north. Potential changes to the bike lane / parking lane between Maple Street and Cliff Street may be pursued at a later time.

Public Engagement

Public Engagement Plan application. This project falls under "Involve" on the Spectrum of Engagement:

1. *Who is positively impacted?*

- People bicycling north and south in the Hill, Old North End east, and campus neighborhoods will now have a designated southbound route where none previously existed.
- People walking, biking or driving will have improved visibility when exiting driveways and side streets on the west side of Willard Street.
- People living on the east side of Willard Street will have on-street parking that may be more convenient.

2. *Who may be negatively impacted and for how long?*

- People living on the west side of Willard Street may now have to cross Willard Street after parking on-street. This will be a permanent impact.
- People walking, biking or driving will have reduced visibility when exiting driveways and side streets on the east side of Willard Street. This will be a permanent impact.

3. *What are the main concerns, issues and interests of the community?*

- The community is interested in having a southbound bike lane rather than two northbound bike lanes on parallel streets (as discussed in the planning process for *planBTV Walk Bike*).
- Preservation Burlington is interested in maintaining clear view of the city's carriage stops and historic homes.
- On-street parking throughout Burlington is a finite and competitive resource.
- Concern over bicyclist safety if riding northbound on Willard without a bike lane.
- Access to the carriage steps may be impacted if cars are parked next to them.
- Visibility impacts on pedestrians attempting to cross the street between parked cars, as well as drivers pulling out of driveways on the east side of Willard St.

4. *Will any individuals, institutions or groups be disproportionately impacted?*

- There are no known groups that may be disproportionately impacted by this change.
5. *Was the project recommended in earlier planning studies which included public engagement? Is additional public input needed or required?*
- This project was recommended in planBTV Walk Bike, which included public engagement.
 - Additional public engagement was conducted through a mailing in June 2017 to residents and a second mailing to residents and owners in November 2017 in the project area.*
 - Staff met with residents who are concerned about potential impacts this project may have on historic sites.
6. *Are there any linguistic or cultural barriers to engaging with impacted residents?*
- The project area is not located within the parts of Burlington that are known to have higher levels of non-native English speakers.

June 2017 mailing to residents – responses attached

November 2017 mailing to residents and owners – responses attached

*This memo was also distributed to the Burlington Walk Bike Council and Local Motion, who both represent groups and individuals with vested interest in biking-related projects.

*City Councilors were also notified about the project.

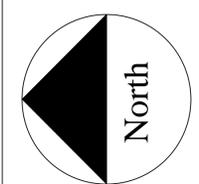
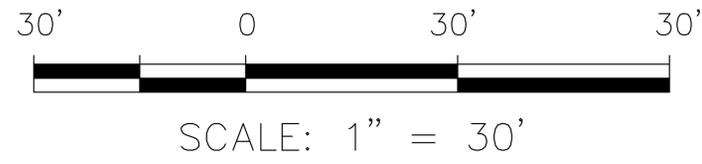
Conclusions:

In order to complete this project, DPW recommends switching parking from the west side to east side of Willard Street from Maple Street to North Street to create a southbound bike lane. There will be approximately 3 parking spots lost with this switch. This reconfiguration will create a more connected network for people bicycling.



Legend	
	2' Driveway Encroachment
	No Parking
	Bike Lane Symbol
	Vehicle

Parking Spaces - North St - Pearl St	
(Removing) South Bound Parking	- 44
North Bound Parking	- 35
Motorcycles	- 1

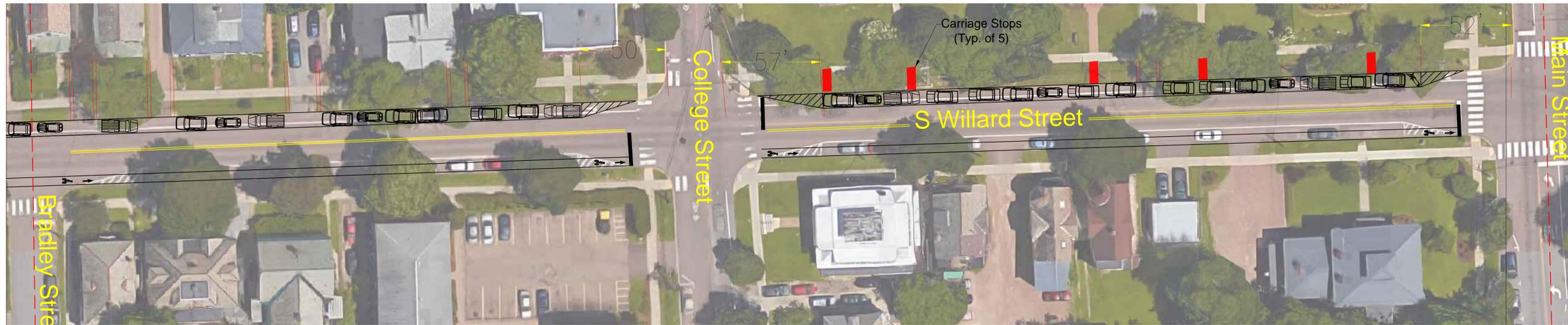


WILLARD ST PARKING & BIKE LANE SWITCH
NORTH ST - PEARL ST.



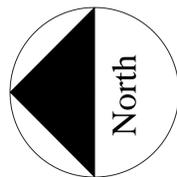
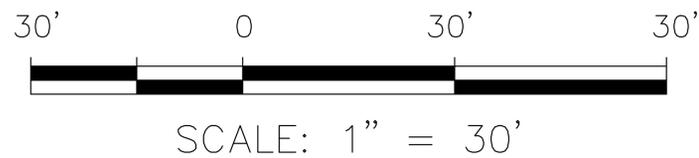
**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**
645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED ANT	RFS NO. XXXX
DRAWN ANT	SCALE 1"=30'
CHECKED XXX	DRAWING NO.
DATE 11/14/17	SHEET 1 OF 2



Legend	
	2' Driveway Encroachment
	No Parking
	Bike Lane Symbol
	Vehicle

Parking Spaces - Pearl St - Maple St	
(Removing) South Bound Parking - 85	
North Bound Parking - 86	
Motorcycles - 2	



WILLARD ST PARKING & BIKE LANE SWITCH
PEARL ST. - MAPLE ST.



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BURLINGTON, VT 05401
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DESIGNED ANT	RFS NO. XXXX
DRAWN ANT	SCALE 1"=30'
CHECKED XXX	DRAWING NO.
DATE 12/12/17	SHEET 2 OF 2

Tuesday, May 23, 2017 - Email

Hi Anna,

My partner and I would like to provide some feedback in support of the proposed changes to Willard Street in making this street and the surrounding area more bike friendly. Thank you for the time that you and others are putting into this important effort in making Burlington an easier place to lead a healthy, more sustainable lifestyle. We appreciate it!

Good luck with the project!
Laura Heil and Eli Rosenblatt

Thursday, June 01, 2017 – Phone Call

Staff received a call from Dave Wark, who owns property on 196 South Willard Street. Dave was mixed about the proposed switch and believed that there was already a south bound bike lane on Winooski and therefore unnecessary to switch the lane on Willard Street.

Tuesday, June 06, 2017 – Email

Ms Wyner,

As resident of Willard st I wanted to share my thoughts on the upcoming proposal to switch the sides of the bike lane and parking. Your Google survey link was not working.

While on paper this seems to be a logical move, the difference in height between Prospect, Willard and Union means that this will not change any behavior of bikers. Currently you quite often see bikers headed southbound without a bike lane as Willard is the most direct path to get to their destination. This situation will exist in the northbound direction if the bike lane gets taken away except doorings will increase as bikers speed will be drastically increased. No one is going to ride out of their way up or down a hill just to use a bike lane especially if that means riding on a high risk street like Pearl.

There is no easy solution, but a bold solution would be moving parking and using the cars as a protected bike lane on this and many other streets in the city. At minimum "bike may take full lane" signs and sharrows painted on the street should accompany any changes to ensure that drivers understand bikes have a right to the road. Also some speed enforcement on Willard is necessary as drivers and motorcyclists floor it between stop signs from North to Pearl.

Thanks for all that you do.

Chris Remuzzi

Thursday, June 08, 2017 – Phone Call

Staff received a call from Ann Picard on June 8th, who owns property on 216 South Willard Street. Ann was against the bike lane in general, has no problem with the parking change but is against biking in that area.

Thursday, June 08, 2017 –Site Visit and Phone Call

Staff visited Willard Street Market on the corner of Willard and North Street but the owner Erin Malone was not there at that time. Staff called Erin and spoke with her on the phone. She

supported the proposed parking lane and bike lane switch and was interested in getting bike parking in her place of business. See follow up email below:

Erin,

Thanks so much for talking to me this afternoon. I'm glad to hear you support planBTV Walk Bike for Burlington. As you mentioned a more connected network for people bicycling is a good thing. You asked for bicycle parking on Willard and North Street adjacent to your business so patrons of your business have a place to park. I have cc'd this email to our transportation planning team. Feel free to contact me should you have any other concerns or questions.

Kind Regards,

Phillip Peterson, Engineering Technician
Burlington Department of Public Works
645 Pine Street
Burlington, VT 05402
802-865-5832 (phone)
ppeterson@burlingtonvt.gov

Thursday, June 08, 2017 - Email

Dear Ms. Wyner -

I am a resident of 186 S Willard Street and am writing in objection to the plan to switch parking from the West Side to the East Side of S Willard St between Maple St and Main St.

There are three historic "Carriage Steps" in front of 216, 196, and 186 South Willard St, on the East side of the street. The plan to put parking on that side of the street would block these steps from community view. Also, if a passenger were to open the door on the "sidewalk" side of the East side of the street, the passenger would likely damage the passenger door.

The bike path currently runs in front of Champlain College on the East Side of S Willard Street up to Maple St.

Why would you switch it for the one block beyond Maple Street, obscuring three historic 19th Century Carriage Steps, potentially/eventually damaging the historic objects and private car owners passenger doors?

I am a member of the Burlington Historic Preservation Society, and I will be informing the society of this potential plan.

Please contact me if you have questions.

Thank you for your consideration and for bringing my concerns forward to others working on this project.

I would appreciate your confirming receipt of this e mail.

Sincerely,

Paul G. and Nancy S. Cotton
186 S Willard Street
Burlington, VT
802-860-0161
802-238-8601 (cell)
Paul.Cotton@uvm.edu

Elizabeth Gohringer

From: mhlmvl@aol.com
Sent: Thursday, November 30, 2017 8:09 AM
To: dpwplanning
Subject: Willard Street bike and parking

My wife and I live at the corner of Main and South Willard Streets. It is our primary residence. I was interested to receive your letter regarding proposed upcoming parking changes. Our home at 144 South Willard has carriage steps in front of our house going down to the street.

We have a major concern regarding our carriage steps and the proposed changes. We use them frequently to move around and go to the mail box across the street. They are in usable shape if not perfect. When I envision cars parked along the east side of South Willard, the first thing that comes to mind is that the normal access to the sidewalk is interrupted. One has to climb a steep bank to get to the sidewalk. The carriage steps have always been a lovely and useful artifact to our house and anything which detracts from that is undesirable in our view.

Really, the parking along South Willard is best left where it is on the west side. The abutting land there is at the right level for passengers to exit the parked car and get to the sidewalk easily, whereas the east side of the road has a steep bank which makes it uncomfortable for passengers to exit from the car and essentially forces departed passengers from getting to the sidewalk easily because of the steep bank on the east side, especially in winter.

I might also note that the street traffic in that area moves quickly and I am always concerned I might be hit as I move to get out of the road. Especially as it is so difficult to get to the sidewalk and out of the roadway. This may require more thought.

MARTIN V (Marty) LAVIN
350 Main Street
Burlington, VT 05401
attorney, consultant, and expert witness
practice only in factory built housing
mhlmvl@aol.com martylavin@aol.com
802-238-7777 cell 802-660-8888 office

Elizabeth Gohringer

From: Michael Long <mjlong@burlingtontelecom.net>
Sent: Thursday, November 30, 2017 10:08 PM
To: dpwplanning
Subject: Southbound Willard Street Bike Lane

Anna,

We were not aware of the May mailing, but support this reversal to create a southbound bike lane on the west and relocate the parking lane on the east. This seems eminently sensible and may alleviate some of the wrong way bike lane traffic on Union.

Thanks,

Michael & Caryn Long

Elizabeth Gohringer

From: Tricia Lisa Gray <tricianlisa@yahoo.com>
Sent: Monday, December 11, 2017 3:28 PM
To: dpwplanning
Cc: Erik Gray; shortsail45@gmail.com
Subject: South Willard St Parking

Follow Up Flag: Follow up
Flag Status: Completed

To whom it may concern,

We are strongly opposed to the switching of parking and bike lanes on South Willard Street for several safety reasons:

1. The utility poles are on the east side of the street and they obscure sight lines of the road as we pull out on to the roadway. Adding parking to the east side of the street, in addition to utility poles, will add another layer of sight obstruction. This will cause it to be more dangerous and difficult to safely pull out onto the roadway. There are no utility poles on the west side of the street.
2. The properties on the east side of South Willard are on an uphill slope. Driveway entrances are sloped. In order to perform a safety stop to see beyond parked cars on the east side of the street, drivers will be forced stop on the driveway slopes. During winter months, with snowy and icy conditions, drivers will potentially lose control and slide into parked cars, pedestrians or traffic, a very dangerous situation.
3. Visibility is also severely reduced when large vehicles are parked on the street. This problem is particularly acute during peak move in times occurring in the spring and fall with the addition of numerous moving vans. RV's and campers pose a similar problem and they have become a relatively common site recently as people appear to be living in them, especially during summer months.
4. These safety issues were clearly demonstrated in the past. Previous to prohibiting parking on the east side of the street, numerous crashes and many near misses occurred at our location.(78 and 80 South Willard) Fortunately, none of them were serious.
5. A potentially grave threat to pedestrian safety will be created. Large numbers of pedestrians cross the street, frequently from the multi unit properties at 68 and 74 South Willard, and continue down the hill via Bradley Street. Currently, pedestrians are visible as they begin to cross due to the lack of cars parked on the east side. If parking is restored, pedestrians will exit the east sidewalk between parked cars into the busy street. A similar situation exists at the top of Buell st.

In summary, we believe that attempting to remove one set of problems by switching the bike lanes and parking areas will create new ones. South Willard between Main and Pearl Streets is part of US routes 2 and 7. It is a very busy road and has a substantial amount of truck traffic. Perhaps the complete prohibition of parking between Main and Pearl would be a better solution. The added travel surface would allow for the addition of turn lanes at the intersections of Main, College and Pearl Streets. This would go a long way towards easing congestion at these intersections, most particularly during peak hours.

Thank you for considering our input.

Sincerely,
Erik & Tricia Gray
78 South Willard Street
802-864-1938

Tricia Lisa Gray 

phone #802-864-1938

tricianlisa@yahoo.com

Elizabeth Gohringer

From: Rich Bassett <richbassetvt@gmail.com>
Sent: Wednesday, December 06, 2017 5:54 PM
To: dpwplanning
Subject: Willard street parking

Follow Up Flag: Follow up
Flag Status: Completed

Things to consider if the bike path is moved on Willard street.

I live at 76 north Willard. I'm between loomis and brooks, and both have resident only. Willard does not. I find it nearly impossible to park as Willard street does not have resident only parking and we are a target for both Uvm and medical center commuters as well as shoppers and commuters who do not want to pay for parking. At a minimum Willard street should become resident only or lift the resident only on brooks, loomis and others so that Willard is not swamped with commuters.

I personally do a lot trailering and would find that very difficult to park in my driveway with parking changed to the opposite side of the road from the current position.

Sincerely,

Rich Bassett

Tuesday, December 12, 2017 – Phone Call

Staff received a phone call from Paul Cotton who expressed his concern over the parking switch. Parked cars would negatively impact the views of the sites that are designated as historic landmarks.

Elizabeth Gohringer

From: Chris Remuzzi <cremuzzi@gmail.com>
Sent: Tuesday, December 12, 2017 9:04 PM
To: dpwplanning
Subject: Willard St bike lanes feedback

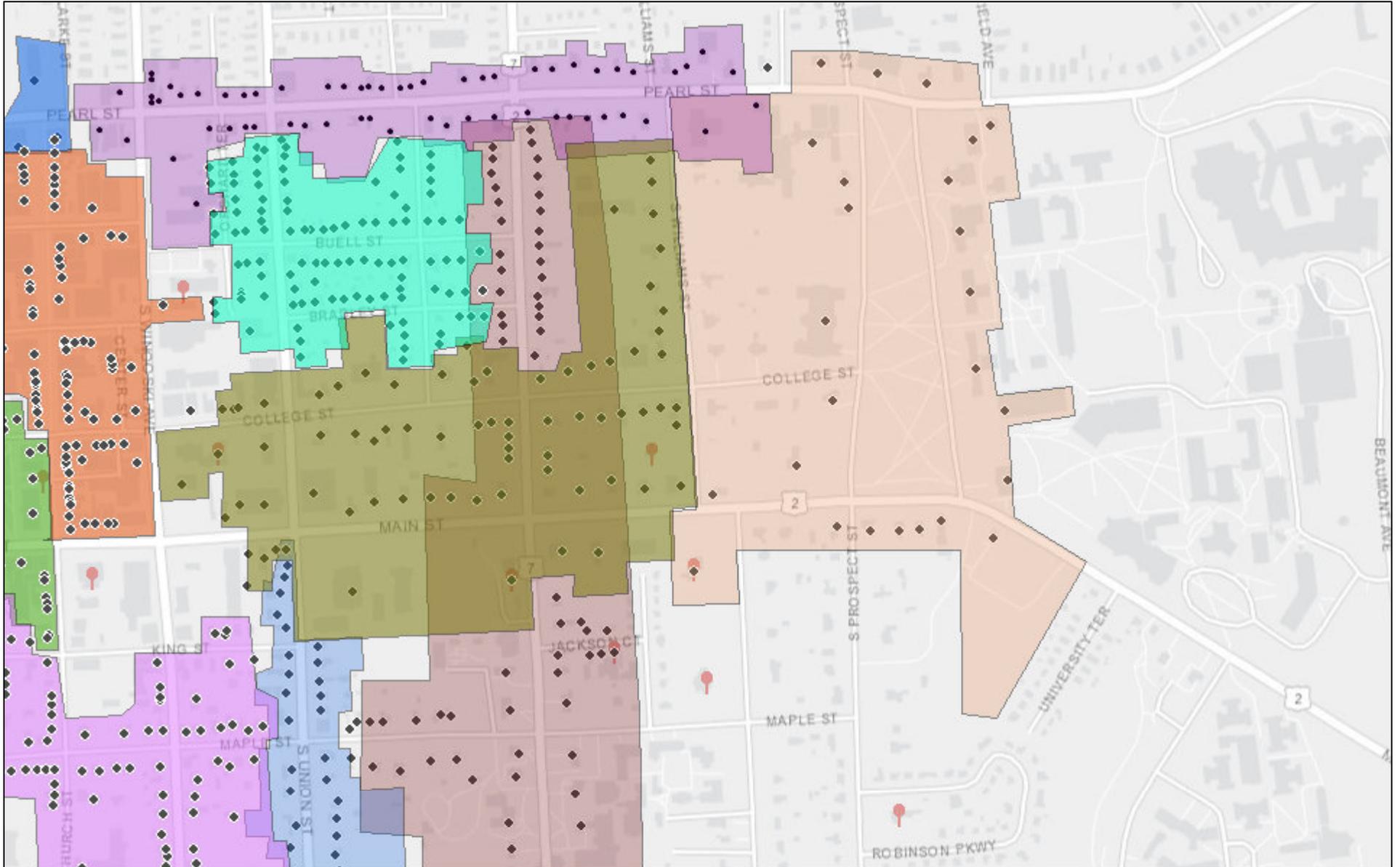
As a resident of Willard st and frequent bike commuter we've logged thousands of trips on foot, bikes and in cars over the area in question. Due to the grade change between Willard and either Prospect or Union, bikers will naturally continue to use Willard even without bike facilities as they frequently do today in the southbound direction. Why not try - even if as a temporary test - using the parked cars to protect the bike lane and making it bi-directional. Without the stress of car traffic, biker in opposite directions will be able to easily pass each other and Willard will be able to function as a bike backbone in both directions.

The flaw in the current plan will have unprotected bikes flying down the hill on Willard squarely in the door zone with an accident sure to occur.

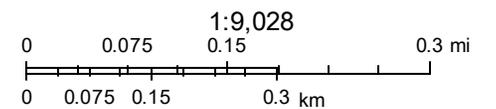
Thanks

Chris Remuzzi
68 N willard st.

National Register of Historic Districts and Sites - Willard Street District



December 13, 2017



Esri, HERE, DeLorme, MapmyIndia, © OpenStreetMap contributors, and the GIS user community



CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

OFFICE OF PLANNING
645 PINE STREET, SUITE A
BURLINGTON, VT 05402
802.863.9094 P
802.863.0466 F
802.863.0450 TTY
WWW.BURLINGTONVT.GOV

CHAPIN SPENCER
DIRECTOR OF PUBLIC WORKS

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

Date: December 13, 2017

To: Public Works Commission

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

C.C. Chapin Spencer, Director of Public Works
Eugene Bergman, Assistant City Attorney
Ned Holt, Chief Building Inspector
John Ryan, Plumbing and Mechanical Inspector

Subject: Burlington Code of Ordinance revisions to Chapter 25 Plumbing

The Department is seeking to advance a number of initiatives to improve our Trades Inspection Permitting Process. One initiative, is to review and to propose amendments to our local Burlington Code of Ordinances for the three relevant Chapters.

- Chapter 25 Plumbing,
- Chapter 12, Electricity
- Chapter 8, Buildings and Building Construction

Chapter 25, Plumbing is the first Chapter in the latest round of BCO revisions that are being brought to the License Committee and City Council. Staff is currently working on draft revisions for Chapter 8, Building and Chapter 12, Electricity.

Staff believes periodic review of these Chapters is necessary to identify archaic or dated information, to simply and build on our working knowledge and experiences in order to improve our level of service to the public.

It is important that the Commission be kept informed of our efforts. The process to review amend and approve of these changes is vetted through the City Councils Ordinance Committee and to City Council for final approval.

- Chapter 25, Plumbing revisions have had its first reading before the City Council on September 9, 2017
- and is scheduled to be presented to the License Committee on Tuesday, December 19, 2017. The Licenses Committee will deliberate on the proposed changes and can amend, accept or reject the proposed changes.
- If the Proposed changes to Chapter 25, Plumbing receives the Committees support the revisions will be placed on the next available space on the City Councils Agenda, likely in January 2018. The proposed changes to Chapter 25, Plumbing could again be amended, adopted or rejected.

An Equal Opportunity Employer

This material is available in alternative formats for persons with disabilities. To request an accommodation, please call 802.863.9094 (voice) or 802.863.0450 (TTY).

We welcome your comments and participation in this process. I apologize for not getting this to the Public Works Commission earlier on in the process of adoption, for future amendments I will give you more advance notice of the changes that are being proposed so the Commission can participate and provide comment to the Ordinance Committee.

I will note the changes to Chapter 25, Plumbing in my opinion are:

- Removing dated and unnecessary State Adopted national code references with specific deletions and insertions that are dated and we have replaced in ordinances wording that allows for automatic adoption of the States Adopted Code and eliminated the potential of inconsistencies and confusion for the public.
- There is the consolidation of the appeals references to point to the appeal process described in Chapter 8, Buildings and Building Construction.
- Clarification of the Inspectors responsibilities to pursue a search warrant if her or she is denied access to the property.
- Permit expiration form three years to 1 year, with an ability for the inspector to extend in year increments for as long as the extensions are consistent with Zoning requirements. This avoids or limits the growth in the number of open permits.

I am attaching for your consideration the Chapter 25, Plumbing Revisions and documents included in the December 19, 2017 License Committee Packet.

If there are any further questions please feel free to give me a call. I will be at the meeting to answer any questions you may have.



OFFICE OF THE CLERK/TREASURER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

TTY (802) 865-7142

Chip Masou
Sharon Boster
Ali Deng

MEMORANDUM

TO: Ordinance Committee Members

FROM: Lori Olberg, Licensing, Voting and Records Coordinator

DATE: September 22, 2017

SUBJECT: 09/18/17 CITY COUNCIL ORDINANCES

Enclosed please find copies of five ordinances that were referred to your Committee.

Please keep these as part of your records.

Thank you.

CITY OF BURLINGTON

ORDINANCE 4.24

Sponsor: Department of Public Works
Public Hearing Dates: _____

In the Year Two Thousand Seventeen

First reading: 09/18/17
Referred to: Ordinance Committee

An Ordinance in Relation to

Rules suspended and placed in all stages of passage: _____
Second reading: _____
Action: _____
Date: _____
Signed by Mayor: _____
Published: _____
Effective: _____

PLUMBING—
Chapter 25 Revisions

It is hereby Ordained by the City Council of the City of Burlington as follows:

1 That Chapter 25, Plumbing, of the Code of Ordinances of the City of Burlington be and hereby is amended to
2 read as follows:

3
4 **ARTICLE I. IN GENERAL**

5
6 **Sec. 25-1. Plumbing code adopted.**

7 (a) For the purpose of To provide for providing and maintaining the public health and safety and to
8 establish rules and regulations for the installation of plumbing systems for safe sanitary use and human
9 consumption to all and fixtures in all buildings, the issuance of plumbing permits and the imposition of
10 penalties, ~~there is hereby adopted that certain plumbing code known and designated as the BOCA National~~
11 ~~Plumbing Code, the 1990 edition thereof (hereinafter noted as the "BOCA Code"), as it now exists, with the~~
12 ~~exceptions listed in subsection (b), and the same is~~ the plumbing rules and the plumbing code currently
13 adopted by the state of Vermont are hereby adopted and incorporated in whole as fully as if herein set out at
14 length.

15 (b) All plumbing installations shall comply with the ~~1990 BOCA National Plumbing Code and Rules~~
16 ~~currently adopted by the state of Vermont, except as specified as amended in this section to meet the~~
17 ~~individual needs of the City of Burlington:~~
18 ~~Sections: P 109.2, P 112.4, P 114.2, P 115.1, P 115.2, P 117.4, P 118.2, P 122.0, P 303.0, P 308.3, P 308.4~~
19 ~~and article 16, Individual Water Supply.~~

- 20 (1) ~~Delete section P 110.7, Annual Report from BOCA.~~
21 (2) ~~Delete section P 201.0, Definition of "full open valve" and replace with the following: "Full Open~~
22 ~~Valve: A shutoff valve that in the full position has a straight through flow passageway equal to the normal~~
23 ~~pipe size of the connected pipe."~~

- 24 ~~(3) Delete in part Table P 402.4, Water Service Pipe, by deleting reference to asbestos cement pipe and~~
25 ~~copper type M & WM.~~
- 26 ~~(4) Add new section "P 402.5.1 Below Grade Copper Pipe: Copper, type M & WM, pipe used for water~~
27 ~~distribution pipe shall not be used below grade."~~
- 28 ~~(5) Delete in part Table P 403.3, Building Sewer Pipe, by deleting reference to asbestos cement pipe,~~
29 ~~bituminized fiber pipe, PVC SDR 26 and vitrified clay pipe.~~
- 30 ~~(6) Amend section P 406.3, Copper or Tubular Brass Traps, by replacing phrase "...not less than 17 gage~~
31 ~~thickness" with phrase "not less than 20 gage thickness."~~
- 32 ~~(7) Amend section P 518.1, Prohibited Joints and Connections, by adding the following sentence at the end~~
33 ~~of the section, "6. Acetal fittings used with polybutylene pipe and tubing."~~
- 34 ~~(8) Amend section P 701.1.1, Food Handling, by deleting "Exception: This requirement shall not apply to~~
35 ~~dishwashing and open culinary sinks."~~
- 36 ~~(9) Amend section P 1001.4, Design of Traps, by adding the following sentence: "Fixture traps without~~
37 ~~slip joints shall have an easy means of cleaning."~~
- 38 ~~(10) Amend section P 1502.2, Separation of Water Service and Building Sewer/Drain, by replacing the~~
39 ~~phrase "...shall be a minimum of 12 inches..." with the phrase "...shall be a minimum of 18 inches...".~~
- 40 ~~(11) Delete the following sections in whole from the BOCA National Plumbing Code:~~
41 ~~Sections: P 109.2, P 112.4, P 114.2, P 115.1, P 115.2, P 117.4, P 118.2, P 122.0, P 303.0, P 308.3, P 308.4~~
42 ~~and article 16, Individual Water Supply.~~

43 (c) Should there be a conflict between the State plumbing rules and the City Code of Ordinances, the
44 ordinances shall prevail.

45 **Sec. 25-2. Definitions.**

46 For the purpose of this chapter, the following terms shall have the meanings ascribed to them in this section.
47 All terms not herein defined shall have the meanings ascribed to them in the BOCA Code Plumbing Code
48 and Plumbing Rules currently adopted by the state of Vermont.

49 (a) The term "master plumber" shall mean a person who assumes responsible charge and direction of the
50 installation of plumbing and drainage and is skilled in the planning, superintending and the practical
51 installation of plumbing and drainage. Each master plumber shall furnish to the plumbing inspector a list of
52 journeyman plumbers employed by them and shall keep such list current at all times.

53 (b) The term "journeyman plumber" shall mean a person who performs the work of installing plumbing
54 and drainage under the direction of a master plumber.

55 (c) An "apprentice" shall mean any person who is engaged in learning and assisting in the installation of
56 plumbing and drainage under an apprenticeship program properly registered with the Vermont State
57 Apprenticeship Council.

58 (d) "Public building" shall be as defined in 21 V.S.A. sec. 251(a).

59 (e) Foundation drainage for a structure is not considered plumbing.

60 **Sec. 25-3. Licensing of plumbers required.**

61 No person, except as otherwise provided, shall ~~carry on the business of~~ engage in plumbing of house
62 drainage in the city until he/she shall have first obtained and holds a valid Master Plumber license ~~therefor~~
63 from the State of Vermont Plumbers' Licensing Board.

64 **Sec. 25-4. Owners not required to be licensed.**

65 An owner shall be permitted to install plumbing in a single-family owner-occupied residence without a
66 license; provided, that a plumbing permit has been obtained, except for plumbing that is exempt from
67 needing a permit by section 25-13 of this chapter. and that all such plumbing installed by the owner shall
68 comply with the provisions of this chapter and the BOCA Code plumbing code and rules currently in
69 adopted by the state of Vermont.

70 **Sec. 25-5. Inspector to investigate and report violations.**

71 The plumbing inspector shall ~~require and~~ report to the city attorney ~~for prosecution~~ all violations of this
72 chapter and the city attorney may invoke a proper legal or equitable remedy in aid of powers of the plumbing
73 inspector.

74 **Sec. 25-6. Stop work order.**

75 (a) Upon notice from the plumbing inspector that plumbing work on any building or structure is being
76 conducted contrary to the provisions of this ~~code~~ chapter or in an unsafe and dangerous manner, such work
77 shall be immediately stopped. The stop work order shall be affixed to the building indicating the violations.
78 A copy of the written stop work order shall also be provided either to the owner of the property involved, to
79 the owner's agent, or to the person doing the work or posted in a prominent location on the structure/building
80 accessible to the public. Any person who continues any plumbing work in or about the structure after having
81 been served with a stop work order shall be liable for a fine of up to five hundred dollars (\$500.00) and each
82 day that the work continues in violation shall be a separate offense.

83 (b) A report that a stop work notice has been issued shall be filed with the State of Vermont Plumbers'
84 License Board.

85 **Sec. 25-7. Reserved.**

86 **Sec. 25-8. Plumbing work to be done under direction of inspector.**

87 The plumbing and drainage of all buildings, public or private, and all additions and alterations thereto, shall
88 be executed under the direction of the plumbing inspector if required by the applicable code and/or rule in
89 effect.

90 **Sec. 25-9. Plans of proposed plumbing and drainage work to be submitted to inspector as required.**

91 The master plumber, licensed engineer or architect in charge of the work or, in the case of an owner-
92 occupied single-family residence, the owner who may be doing the work shall submit to the plumbing
93 inspector proper drawings as the inspector may required, which may include, both plan and elevation views,
94 showing all piping and fixtures, giving all details as to sizes and distances of fixtures from stacks and vents.
95 Plans for private sewage disposal and individual water supply systems shall be designed to the requirements
96 of ~~the BOCA Code~~ and the State of Vermont Agency of Natural Resources Department of Environmental
97 Conservation rules and regulations.

98 **Sec. 25-10. Permit to be issued upon approval of plans; notice of rejection.**

99 If the plans which are filed with the plumbing inspector are approved by the inspector, a permit shall be
100 issued to the master plumber contracted to do the work. If rejected, notice shall be given either verbally or by
101 marking up the submitted plans and returning them to the owner within ten (10) working days.

102 **Sec. 25-11. Changes in plans prohibited; exception.**

103 If the plans are approved by the plumbing inspector, no change or additions shall be allowed except upon
104 approval of the plumbing inspector. This approval may be noted by an inspector's signature on the revised
105 documents.

106 **Sec. 25-12. Work not to begin until permit received and fee paid.**

107 (a) No work shall be commenced until the permit shall have been received by the party submitting the
108 application and the permit fee has been paid. The permit fee shall be at a rate of eight dollars and fifty cents
109 (\$8.50) for every one thousand dollars (\$1,000.00) of the ~~estimated~~ cost of the work. There shall be a
110 minimum charge of ~~twenty (\$20.00)~~ thirty (\$30.00) dollars, which includes the land records recording fee,
111 per permit. The fee submitted with the application shall be based on the estimated cost of the work. On the
112 completion of the work, the applicant shall furnish the inspector with a correct statement of total actual cost

113 of the work and shall pay the fee on difference between the estimated and actual cost of the work. When the
114 actual total cost is less than the estimated cost, there shall be a refund of the excess of the estimated cost over
115 the actual cost, provided that the refund does not reduce the fee to less than the minimum charge.

116 (b) When the plumbing inspector enforces the provisions of this chapter and a plumbing permit is required as
117 a result, there shall be an administrative processing fee added to the permit fee set above to recoup the
118 administrative costs associated with enforcement. This processing fee shall be thirty dollars (\$30.00) where
119 the estimated cost of the work as the plumbing inspector may approve is less than or equal to three thousand
120 dollars (\$3,000.00). When the estimated cost of construction is three thousand dollars (\$3,000.00) or greater,
121 this processing fee shall be equal to one (1) percent of the estimated cost of the work as the plumbing
122 inspector may approve. No processing fee shall be added to the permit when a permit is required to abate a
123 condition deemed an emergency by the plumbing inspector if the inspector determines that the owner is not
124 responsible for the circumstances that led to the emergency.

125 c) Notwithstanding the fees set forth above, no permit fee shall be required for the portion of the estimated
126 cost of any work and construction that is to be owned by a department of the City of Burlington.

127 **Sec. 25-13. Provisions not applicable to certain repair work and maintenance work.**

128 (a) A permit is not required for repairs which involve only the working parts of a faucet or valve, clearance
129 of stoppages, or repairing or replacement of defective faucets or valves, a water closet, a lavatory, or a
130 kitchen sink, and replacement of traps two (2) inches in diameter or less provided alterations are not made in
131 the existing piping or fixtures.

132 (b) Repairs and maintenance shall not include a change in design, configuration, performance, or materials of
133 a plumbing system, except as set forth in (a) above.

134 **Sec. 25-14. Right to enter and inspect.**

135 In performance of his/her duty the plumbing inspector shall, at all reasonable times, have access to and the
136 right to enter any building with the owner or authorized representative of the owner. No person shall in any
137 way hinder the work of the plumbing inspector in the performance of his/her duty. The plumbing inspector
138 may waive the presence of the licensee who filed the work permit for rough and final inspections. If the
139 inspector is refused the right to inspect or is denied reasonable access to the premises, the inspector shall
140 seek a search warrant from the Vermont Superior Court for the purpose of conducting such an inspection.

143 **Sec. 25-15. Certificate of inspection.**

144 When the work has been approved by the plumbing inspector, through the required inspections or through a
145 waiver of an inspection issued by the plumbing inspector, the inspector shall file a final inspection report or
146 file the status of the permit as closed which shall be made available to the public upon request.

147 **Sec. 25-16. Inspection of existing buildings authorized.**

148 (a) Whenever the plumbing inspector has reason to believe, through complaint or otherwise, that the sanitary
149 condition of any building, in regard to the plumbing or house drainage, is not in compliance with the
150 regulations of this chapter or is in any way a menace to the health of the occupants or tenants thereof, or to
151 the public health, it shall be the inspector's duty to visit such building or premises and examine such
152 plumbing or drainage. If, in the opinion of the plumbing inspector, repairs, alterations or additions are
153 needed to place the premises in a sanitary condition, the inspector shall serve notice in writing upon the
154 owner or person in charge of such building directing such repairs, alterations or additions as he/she deems
155 necessary to place the plumbing therein in sanitary condition, and in such notice shall state a reasonable time
156 allowed to the owner or person in charge of such building to make such repairs, alterations or additions.

157 (b) The plumbing inspector is hereby empowered to order the discontinuance of water service to any
158 structure found to be dangerous to the Public Water System or life or property until such danger has been
159 abated.

160 (c) If the inspector is refused the right to inspect or is denied reasonable access to the premises, the inspector
161 shall seek a search warrant from the Vermont Superior Court for the purpose of conducting such an
162 inspection.

163 **Sec. 25-17. Appeals.**

164 Appeals by a person aggrieved by an action of the plumbing inspector taken under this chapter shall be taken
165 pursuant to the provision of section 8-8 of the codes of ordinances.

166 ~~(a) A person aggrieved by an action of the plumbing inspector taken under this chapter may appeal~~
167 ~~therefrom to the public works commission. A request for the appeal shall be made by filing with the director~~
168 ~~of the department of public works within ten (10) days of receiving actual notice of the order complained of~~
169 ~~a notice of appeal setting forth in detail his/her grievances. The director of the department of public works~~
170 ~~shall notify the chair of the commission of the notice of appeal forthwith. The commission shall meet upon~~
171 ~~notice of the chair within ten (10) days of the filing of the notice of appeal. All hearings shall be public and~~
172 ~~all interested parties shall be given an opportunity to be heard and present evidence and arguments.~~

173 ~~(b) Four (4) members of the commission must be present to constitute a quorum. The commission shall~~
174 ~~affirm, modify or reverse an action aggrieved from by a majority vote of the members present. A tie vote~~
175 ~~shall be an affirmance of the decision from which the appeal is taken. The commission shall give written~~
176 ~~notice of its decision, which shall include findings of facts and all necessary orders, to all interested parties~~
177 ~~not later than thirty (30) days after the date of the hearing. The plumbing inspector may take action in~~
178 ~~accordance with the decision of the commission immediately upon the sending of the written decision to all~~
179 ~~interested parties.~~

180 ~~(e) A member of the commission shall not pass on any question in which that member had any fiduciary,~~
181 ~~personal or financial interest, or which otherwise constitutes a conflict of interest.~~

182 ~~(d) Any interested person may appeal a decision of the commission by instituting relief in the Chittenden~~
183 ~~Superior Court under V.R.C.P. 74.~~

184 **Sec. 25-18. Duration of permit.**

185 Plumbing permits shall be invalid after ~~three (3) years~~ one calendar year from the date of issuance. The
186 plumbing inspector shall have the discretion to approve extensions of time beyond the ~~three-one --year~~ limit
187 provided that all extensions are in writing and are for a specified duration which is consistent with the
188 permits issued by the department of planning and zoning for the subject permit.

189 **Sec. 25-19. Penalty for violations.**

190 (a) The penalty for a violation of any provision or section of this chapter shall be punishable by a fine of
191 fifty dollars (\$50.00) to five-hundred dollars (\$500.00). Each day that the violation continues shall be a
192 separate offense.

193 (b) In addition to the penalty provided in subsection (a), the city may in addition seek injunctive or
194 equitable relief to prohibit or to prevent the continuation of unlawful construction, alteration or repairs or to
195 prevent the occupancy of a structure or premises or to prevent an illegal use in or about the structure or
196 premises.

197 **Secs. 25-20.—25-30. Reserved.**

198 **ARTICLE II. STANDARDS AND REQUIREMENTS**

199 **Sec. 25-31. Pipes and fittings.**

200 (a) ~~Installation to meet BOCA specifications. All soil and vent pipes and fittings within a building , and for~~
201 ~~a distance of five (5) feet outside the foundation wall, shall, except as otherwise specified in this chapter, be~~
202 ~~installed in accordance with the materials and standards specified in the BOCA Code. Installation of~~

203 plumbing and drainage shall be done in order to meet specifications of the plumbing rules and adopted codes
204 currently in effect in the state of Vermont. All soil and vent pipes and fittings within a building, and for a
205 distance of ten (10) feet outside the foundation wall, shall, except as otherwise specified in this chapter, be
206 installed in accordance with the materials and standards specified in the currently adopted plumbing code
207 and rules.

208 (b) ~~Materials to comply with plumbing, fire prevention and building code rules.~~ Materials shall comply
209 with all applicable plumbing, fire prevention and building code rules. Plumbing materials shall comply with
210 the State of Vermont plumbing rules approved materials list. All plastic pipe materials shall meet the
211 standards of the ~~Vermont Fire Prevention and Building Safety Code~~ plumbing rules currently in effect in the
212 state of Vermont, as referenced in section 8-2.

213 (c) *Special wastes.* Special wastes shall be treated and installed in accordance with the BOCA plumbing
214 code currently in effect in the state of Vermont, and the materials used for drain waste and vent piping to
215 convey special wastes shall be approved by the plumbing inspector. ~~When plastic pipe is used in a building,~~
216 ~~minimum standards set forth in the Fire Prevention Code of Vermont must be met.~~

217 (d) *Lead pipe.* Lead pipe shall not be used to convey potable water to the building or to serve as the water
218 distribution pipe within or under the building.

219 (e) *Installation of pipes and fittings.* All pipes and fittings shall be installed in accordance with the
220 manufacturer's recommendations for installation, except where more stringent standards are required by this
221 article.

222 (f) *Protection from freezing in climates with freezing temperatures.* Plumbing piping in exterior building
223 walls or areas subjected to freezing temperatures shall be protected against freezing by insulation, heat or
224 both.

225 (g) *Energy factors for storage water heaters.* All storage water heaters shall have an energy factor not less
226 than the value shown in the Guidelines for Energy Efficient Construction for the City of Burlington.

227 (h) *Grease interceptors.* All grease interceptors shall be designed in accordance with the BOCA Code and
228 the ~~1990 State of Vermont Plumbing Rules~~ and plumbing code currently in effect.

229 **Sec. 25-32. Main drain and sewer pipe.**

230 (a) The main drain and sewer pipe into any building shall be of sufficient size to properly care for all
231 plumbing fixtures of such building in accordance with the plumbing code currently in effect in the state of
232 Vermont BOCA Code.

233 (b) Only rigid style fittings shall connect underground piping as approved by city plumbing inspector.

234 **Sec. 25-33. Reserved.**

235 **Sec. 25-34. Main Y, building trap, fresh air inlet.**

236 A Y shall be placed in the main drain close to and inside the cellar wall. The branch of the Y shall be used to
237 continue the house sewer and the end of the Y shall be used as a straight line for a clean out to the street.

238 Building (house) traps shall be installed on all sewer connections to the combined sewer systems or where
239 specifically required by the plumbing code official. Each building trap, when installed, shall have two (2)
240 cleanouts. A relief vent or fresh air intake shall be installed on the inlet side of the trap which need not be
241 larger than one-half the diameter of the drain of which it connects. Such relief vent or fresh air intake shall be
242 carried above grade and terminate in a screened outlet located outside the building. Fresh air inlets shall not
243 have any other use.

244 **Sec. 25-35. Reserved.**

245 **Sec. 25-36. Rainwater leaders.**

246 (a) In areas serviced by separated sewers, all rainwater leaders, sump pumps and foundation drains shall
247 connect to the separate storm sewer system. In areas serviced by separated sewers, all rainwater leaders and
248 foundation drains shall connect to a separate storm sewer system. In areas serviced by combined sewers,
249 approval for connection shall be required from the city engineer or duly authorized waste water official and
250 is contingent upon a determination of sufficient capacity in the collection and treatment system.

251 (b) No roofs, paved areas, yards, courts or courtyards shall be connected directly to a foundation drain
252 system. Any connection made to the foundation drain line shall be made on the outlet side of the drain line at
253 a minimum distance of ten (10) feet downstream from the foundation drain system. Such connections shall
254 be made with long sweep connectors and approved by the plumbing inspector prior to installation.

255 **Sec. 25-37.—25-39. Reserved.**

256 **Sec. 25-40. ~~Refrigerator drips.~~ Reserved.**

257 ~~Refrigerator drips shall conform to the BOCA Plumbing Code and State of Vermont State Health~~
258 ~~Department regulations.~~

259 **Sec. 25-41. Water closets.**

260 (a) *Ventilation.* Water closets shall not be located in any room which has no direct connections with the
261 external air by window with at least three (3) square feet of glass, unless such room is equipped with a forced
262 ventilating system.

263 (b) *Location in sleeping or eating rooms and basements restricted.* No water closet shall be located in any
264 sleeping room or any room used for preparing food. No plumbing fixtures shall be located in a cellar,
265 basement, or any location that will be subject to backflow from the public sewer without proper backflow
266 protection and approval from the plumbing inspector.

267 (c) *Tenement houses.* A separate water closet shall be provided for each family occupying a tenement
268 house or other building.

269 (d) *Shops, factories, mills, etc.* Sufficient water closet accommodations shall be provided in all shops,
270 factories, mills and restaurants in accordance with the ~~BOCA Code~~ and Vermont Department of Health
271 Regulations and the plumbing code and rules currently in effect in the state of Vermont.

272 (e) *Construction site facilities.* Toilet facilities shall be provided in accordance with the ~~BOCA Code~~ and
273 Vermont Occupational Safety and Health Rules for workers during construction and the plumbing code and
274 rules currently in effect in the state of Vermont.

275 **Sec. 25-42. Connection to sewer.**

276 The plumbing in every building shall be separately and independently connected with the public sewer,
277 except that no waste from a sprinkler system shall be connected to the sewer without approval from the
278 plumbing inspector.

279 **Sec. 25-43. Buildings used by public.**

280 The general sanitary accommodations of any building used by the public shall be constructed so that no
281 nuisance shall be created affecting public health. Proper toilets and urinal facilities shall be required in any
282 buildings generally used by the public. All floors and walls within five (5) feet of toilet and urinal fixtures in
283 any building generally used by the public shall be constructed of materials impermeable to water. All
284 drinking fountains in such buildings shall be separate units and shall not be installed in restrooms.

285 **Sec. 25-44. Materials and workmanship.**

286 All materials used shall be of good quality and free from defect, and the work shall be executed in a thorough
287 and workmanlike manner and according to the manufacturer's instructions.

288 **Sec. 25-45. Test; inspection.**

289 A water or air pressure test shall be made of all soil, waste and vent lines and traps. This test shall include all
290 joints in the above-named pipes, traps and bends. No joints or pipes shall be covered until the same have
291 been examined and approved by the plumbing inspector. A second test shall, upon the request of the
292 plumbing inspector, be made upon completion of the work. Said second test can be either water or air and is

293 at the discretion of the plumbing inspector. The contractor or owner shall furnish all tools, material and the
294 necessary labor to apply the tests. Notice shall be given to the plumbing inspector when the work is
295 sufficiently advanced for said tests and shall be in writing if required by the plumbing inspector. The
296 plumbing inspector shall condemn and order the removal of any defective material or work not done in
297 accordance with the provisions of this chapter. If required by the plumbing inspector, one or more of the tests
298 named in this section shall be applied to additional work in old or new buildings.

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302 * Material stricken out deleted.

303 ** Material underlined added.

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308 lb/EMB/Ordinances 2017/PLUMBING, Chapter 25 Revisions

309 9/13/17



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Status Report on Traffic Calming and Traffic Request Process Improvement**
Date: December 13, 2017

This memo is an update on DPW's effort to improve our services for members of the public who request changes to the City's public rights-of-way – and to solicit initial feedback from the Commission on the concept of delegated authority for certain types of requests. Thank you to the Commission for endorsing this process improvement effort at the September 20, 2017 meeting.

As you know, DPW has operated traffic calming and traffic request programs for many years. The programs have responded to traffic and parking-related issues raised by members of the public and have provided processes where issues are evaluated, recommendations are developed, and changes are implemented. While the programs have helped residents realize many traffic and parking improvements within the City over the years, we have heard comments from Commissioners, staff, and members of the public that the programs could benefit from a review and update. Staff discussed this preliminary feedback and decided to launch a process improvement effort. After a competitive selection process, Cope and Associates was engaged in late 2016 to lead this effort.

GOALS:

The initial goals of this effort were to:

-) Identify all of the processes involved in each program
-) Streamline the process, improve our responsiveness, and improve the quality, efficiency, and transparency of our work
-) Improve internal coordination and alignment with the City's vision
-) Reduce the backlog of requests

We are endeavoring to achieve these goals through program redesign, process improvement, and enhanced communication.

SWOT ANALYSIS:

Our consultants conducted 10 interviews with Commissioners, staff and members of the public who have requested a traffic or parking change. Out of these interviews, Cope & Associates developed a report of our existing programs' strengths, weaknesses, opportunities, and threats (SWOT). A staff synthesized summary is below.

Strengths:

- Strong community voice through current processes
- Safety minded process
- High quality technical expertise
- Motivated and experienced staff are accessible and listen
- DPW is a supportive environment

Weaknesses:

- Too many intake avenues and non-value added steps

- Unclear prioritization process and long wait times
- Inconsistent escalation of decision-making and Commission support
- City vision and related DPW work not well understood
- Lack of DPW staff capacity and empowerment

Opportunities:

- City Council and DPW Commission collaboration (align city vision)
- Delegate certain decisions to Staff rather than Commission
- Adopt clear policy for public input and for internal reviews
- Balance needs of the community and build transparency and trust
- Apply traffic changes proactively and in a consistent timeframe

Threats:

- Backlog of requests lead to poor communication
- Perception of inequality for traffic requests and traffic calming
- Commission process can be unclear and lead to delays
- DPW Commission, Staff and Council may not have goals aligned
- Politics sometimes trumps technical recommendations

PROCESS EVALUATION:

With our consultant, staff mapped out workflows for 3 processes: traffic requests, traffic calming requests and residential permit parking requests. Each process included dozens of steps and staff started an evaluation of strategies that could achieve redesign goals above. Working with the consultant, staff identified draft recommendations.

A number of the draft process improvement recommendations can be initiated and implemented by staff. Examples include:

-) **Merging the programs together** into a more flexible process that could simultaneously explore regulatory changes (traffic requests) and roadway design changes (traffic calming) without bouncing customers between two processes.
-) **Cross-training staff to manage** these requests so that staff resources can be best allocated to current needs and we are not reliant on one person to complete key project tasks
-) **Creating a formal intake form**, preferably online, to capture sufficient information up front
-) **Having a cross-disciplinary team** (including planners and engineers) review requests in the beginning to determine the proper path for the request and prioritize it based on criteria

Other process improvement recommendations require Council or Commission action. The biggest such recommendation relates to the question of authorities and jurisdiction. Currently, most regulatory changes to traffic and parking require Commission approval. Staff spends significant time compiling, formatting and presenting items for the Commission and the Commission, in turn, spends significant time reviewing, deliberating and acting on each request.

We would like to explore with the Commission whether there are specific regulatory decisions that the Commission would consider having delegated to staff. Our consulting team has asked us whether there are certain areas of traffic and parking regulation where the City Engineer could make a regulatory decision based on data, policy, and public input – and the Commission could serve as a body to hear any appeals of these decisions.

The Commission serves a vital role in providing a public forum and a deliberative body for complex issues where there are significant impacts and divergent opinions. Based on the SWOT analysis,

there seems to be an openness to explore ways that the Commission could focus more on issues that can benefit from a public forum and a decision from an appointed body – and less on more routine items that could be addressed by technical and professional staff. At the upcoming meeting we can discuss some possible regulatory areas where authority could potentially be delegated.

Again, this is a very preliminary conversation, and there is no need for imminent action. This said, it would be helpful to understand the Commission's general receptivity to exploring the concept of delegated authority for certain regulatory items before staff progresses further with this overall process improvement effort. We look forward to the conversation at the upcoming Commission meeting.

Please don't hesitate to contact me with any questions.

Burlington Department of Public Works Commission Meeting
Draft Minutes, 15 November 2017
645 Pine Street

Commissioners Present: Robert Alberry; Tiki Archambeau (Chair); Jim Barr; Solveig Overby; Jeff Padgett; Justine Sears (Vice Chair) (*arrives at 6:35pm*). **Commissioners Absent:** Chris Gillman (Clerk).

Item 1 – Call to Order – Welcome – Chair Comments

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

Item 2 – Agenda

DPW Director Chapin Spencer requests amending Agenda Item 9 to clarify no decision is needed at this meeting. Commissioner Barr makes motion to accept agenda, with requested amendment, and is seconded by Commissioner Padgett.

Action taken: motion approved;
“Ayes” are unanimous.

Vice Chair Sears arrives

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

Brian Fleisher, Ward 2, speaks on “No Parking” signs at intersection of Isham St and Hickok Pl.
Jackie Schultz, Ward 4, speaks on street maintenance operations.
Jenny Morse, Church Street Marketplace Marketing Intern, speaks on Agenda Item 6.
Amanda Hannaford, Ward 3, speaks on Agenda Item 6.

Item 4 – Consent Agenda

- A. Traffic Status Report
- B. Champlain College Eagles Landing Parking Revision
- C. UVMMC Parking Agreement

Commissioner Alberry makes motion to approve Consent Agenda and is seconded by Commissioner Barr.

Action taken: motion approved.
“Ayes” are unanimous.

Item 5 – Amtrak Storage & Servicing Study

A) Presentation by Director Spencer and VHB Managing Director David Saladino who speak on the Amtrak Storage & Servicing Study.

B) Commission Questions

Vice Chair Sears and Commissioners Barr and Padgett ask questions on Item 5 with Director Saladino answering.

C) Public Comment

Melinda Moulton, CEO of Main Street Landing, speaks on Item 5, introducing written statement, collected testimony, and DVD for the record.

Lisa Steele, President of Main Street Landing, speaks on Item 5, introducing written statement for the record.

Michelle Farkas, legal counsel for Main Street Landing, speaks on Item 5.

Laura Allen, Ward 3, speaks on Item 5.

Brian Fleisher, Ward 2, speaks on Item 5.

Scott Burbank, VHB Structural Project Manager, speaks on Item 5.

Dr. Phelan Fretz, ECHO Executive Director, speaks on Item 5.

D) Commissioner Discussion

Chair Archambeau, Vice Chair Sears, Commissioners Alberry, Overby and Padgett, Director Spencer, Director Saladino, and Ms. Moulton engaged in a discussion over Item 5.

E) Action Requested – None.

Item 6 – Enforcement Hour Changes to Meter Parking

A) Communication by Director Spencer, DPW Assistant Director for Parking & Traffic Patrick Mulligan, and BBA Special Projects Manager Derik Wrightson who speak on enforcement hour changes to meter parking, utilizing a Power Point presentation and introducing it for the record.

B) Commission Questions

Chair Archambeau, Vice Chair Sears, and Commissioners Barr, Overby, and Padgett ask questions on Item 6 with Director Spencer, Assistant Director Mulligan, and Manager Wrightson answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff's recommendations: delay morning on-street enforcement until 9am at all parking meters; move back evening on-street enforcement to 9pm in the Downtown Core; and convert 15-minute meters to 30-minute meters.

Seconded by Commissioner Padgett.

Discussion

Commissioner Padgett talked of Director Spencer's ability to immediately implement these changes as a pilot, through his office's authority, before the changes can be made permanent.

Action taken: motion approved;

"Ayes" are unanimous.

Item 7 – Sale of Pearl Street Lot

A) Communication by CEDO Director Noelle Mackay who speaks on the sale of Pearl Street lot, utilizing a Power Point presentation and introducing it for the record.

B) Commission Questions

Commissioners Overby and Padgett ask questions on Item 7 with Director Spencer, Director Mackay, and Richard J Bove, Jr. answering.

C) Public Comment

D) Commissioner Discussion

Chair Archambeau, Director Spencer, and Director Mackay engaged in a discussion over Item 7.

E) Motion made by Commissioner Alberry to accept staff's recommendation: recommend to the City Council the sale of the City Parking Lot at 70 Pearl Street to Richad J. Bove, Jr. as 70 Pearl Street, LLC as proposed.

Seconded by Commissioner Padgett.

Discussion

Chair Archambeau and Commissioner Overby talked of how they would vote on the motion.

Action taken: motion approved;

Commissioner Alberry: aye

Chair Archambeau: nay

Commissioner Barr: aye

Clerk Gillman: *not present*

Commissioner Overby: aye

Commissioner Padgett: aye

Vice Chair Sears: aye

Item 8 – Driveway Standards

A) Communication by City Engineer and DPW Assistant Director for Technical Services Norm Baldwin who speaks on driveway standards.

B) Commission Questions

Chair Archambeau, Vice Chair Sears, and Commissioner Padgett ask questions on Item 8 with City Engineer Baldwin answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Alberry to accept staff’s recommendations: the City will make use of the most current Vermont Agency of Transportation, “Access Management Program Guidelines,” “Standards for Residential and Commercial Driveways, Standards B-71” as guiding documents in our review and permitting of driveway cuts; the public will be provided an opportunity to appeal staff decisions related to access management to the City Engineer.

Seconded by Commissioner Barr.

Discussion

Commissioner Padgett talked on flexibility of staff and commission to revisit and revise issues presented to them.

Action taken: motion approved;

“Ayes” are unanimous.

Item 9 – Great Streets – Standards Presentation

A) Presentation by DPW Engineer Laura Wheelock and Planning & Zoning Principle Planner for Comprehensive Planning Meagan Tuttle who speak on Great Streets – Standards Presentation.

B) Commission Questions

Commissioner Barr asks questions on Item 9 with City Engineer Baldwin, Engineer Wheelock, and Planner Tuttle answering.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

Item 10 – Approval of Draft Minutes of 10-18-17

Commissioner Alberry makes motion to approve draft minutes of 10-18-17 and is seconded by Commissioner Padgett.

Action take: motion approved;

Commissioner Alberry: aye

Chair Archambeau: aye

Commissioner Barr: *abstains*

Clerk Gillman: *not present*

Commissioner Overby: aye

Commissioner Padgett: aye

Vice Chair Sears: aye

Item 11 – Director’s Report

Director Spencer reports on DPW Public Engagement Plan being brought to City Council’s next meeting, Green Mountain Transit’s (GMT) upcoming presentation of their Next Generation Service Analysis, noting Chair Archambeau and Commissioner Alberry being present for the Gazo Outfall tour, and 16 November 2017’s press conference at the newly renovated College Street Parking Garage with Chair Archambeau commenting.

Item 12 – Commissioner Communications

Commissioner Overby comments on the parking situation along the corner of Pine St and College with City Engineer Baldwin and Engineer Wheelock responding and also comments on the upcoming GMT analysis; Commissioner Barr comments on the upcoming GMT analysis and a constituent’s concern regarding parking on Germain St; Commissioner Sears comments on parking on the sidewalk at an Old North End business with Director Spencer, City Engineer Baldwin, and Assistant Director Mulligan responding; Commissioner Padgett comments on any further sweeping before winter with Director Spencer responding; Chair Archambeau comments on the Champlain Parkway aspect of the Director’s Report with Director Spencer responding, comments on the Germain St parking issue with Director Spencer and City Engineer Baldwin responding, and comments on Traffic Request historical data with City Engineer Baldwin responding.

Item 13 – Adjournment & Next Meeting Date – December 20, 2017

Motion to adjourn made by Commissioner Barr and seconded by Commissioner Padgett.

Action taken: motion approved;

“Ayes” are unanimous

Meeting adjourned at 9:08pm.



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To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: December 13, 2017

Happy Holidays!

WATER/WASTEWATER BILLING ERROR

I want to provide an update after my initial December 5 email to the Commission where I shared the memo Megan and I provided to the Board of Finance. As discussed in the memo, our staff discovered a 2006 billing error that has resulted in a cumulative net overcharge in excess of \$2 million dollars to UVM. An error of this significance requires swift and deliberate action. Since the 12/1/17 Board of Finance memo, we have:

- J Secured Board of Finance approval on 12/4 for the contract with KPMG to conduct the compound meter and overall meter-to-bill review.
- J Began working with KPMG on-site on 12/11 and have conducted an intensive project kick-off preparing us for the compound meter inspections.
- J Continued to work with our Water Resources team to strengthen our policies and procedures for compound meter installation and billing set-up.
- J Responded to four media requests on the topic to demonstrate our responsiveness and openness as we actively manage this issue.

We will provide the Mayor, City Council, the Public Works Commission and our customers a full update report on our findings and progress resolving any outstanding issues prior to the end of 2017. We will report every 60 days thereafter until we close out any remaining items on our punch list. The customer is at the core of all we do. Team DPW is fully resolved to find the problems, address all identified issues, and work diligently to never let them happen again. We do want to acknowledge DPW Water Resources staff for their effort to uncover and report these issues and quickly move to implement additional controls to strengthen our metering and billing systems. We can discuss more at the December meeting as desired. Contact: Chapin Spencer or Megan Moir.

PUBLIC ENGAGEMENT PLAN

Thank you for all the feedback on the draft Public Engagement Plan. We presented the plan to City Council on 12/11/17 and received favorable responses. The Council packet and the latest version of the plan can be viewed at the City Council's BoardDocs link below. This is a departmental plan that we expect to continually update as we move forward. Contact: Rob Goulding.
<http://www.boarddocs.com/vt/burlingtonvt/Board.nsf/goto?open&id=ATTLU572010>.

HOLIDAY PARKING PROMOTION:

In partnership with the Church St Marketplace and the Burlington Business Association, we are offering 2+ hours of free on-street parking at downtown meters every Saturday during the holiday season through the use of ParkMobile. A smartphone is not necessary. In addition to their App, ParkMobile allows parkers to pay via a toll-free phone number as well.



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Chapin Spencer
PUBLIC WORKS DEPARTMENT DIRECTOR

Megan Moir
WATER RESOURCES DIVISION HEAD

MEMORANDUM

To: Board of Finance
Fr: Chapin Spencer, Director
Megan Moir, Assistant Director – Water Resources
Re: Water & Wastewater Billing Issue – Third Party Assessment
Date: December 1, 2017

Overview:

Approximately 2 weeks ago, in the course of investigating the University of Vermont (UVM)'s request for a review of the compound meter at University Heights – South Complex, DPW staff identified an apparent billing error. For explanation, compound meters have two meter heads to handle the continuum of flows (ranging from small to large) typical of larger buildings and commercial customers. Based on our current understanding, it seems that when the University Heights – South Complex account was established in 2006, the radio box identification numbers for the small and large meter heads were transposed when entered into our billing systems. Preliminarily, it appears that this 2006 error has resulted in a substantial net overcharge over \$2 million in total to UVM for these metered accounts for Water and Wastewater. We have notified UVM of this issue, as well as the City's auditor and our credit rating agency. While a significant issue, the total overbilling accumulated over a number of years and the City's credit rating agency chose to upgrade the City's credit rating to A2 even after being alerted to this issue.

A billing issue of this significance demands a full and timely response. DPW management immediately alerted the City Attorney's Office, the interim Chief Administrative Officer, and the Mayor's Office after uncovering the 2006 error. At the direction of the Mayor, DPW has moved quickly to procure an independent third-party assessment of our compound meter system, conducted an intensive investigation into this issue, and reviewed and improved internal operational procedures. This comprehensive review by a third party as well as DPW staff will determine whether any additional compound meter issues exist and implement enhanced controls moving forward to protect against these errors.

Central to the full system review is contracting with a financial services firm to:

- Provide an independent, third-party assessment of DPW's meter-to-bill practices and procedures.

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- Conduct a comprehensive review of meter configurations and billing account set-up for the 99 existing compound meters in our system -- with an initial priority on UVM's 25 compound meters.

Procurement:

We reached out to three auditing firms and requested letters of engagement to immediately undertake the bulleted scope of work above. The three firms were:

- KPMG
- Melanson Heath
- Sullivan & Powers

Melanson Heath responded that they did not have the capacity to initiate the work in the near future. We received proposals from the remaining two firms. The proposals were reviewed by DPW Assistant Director – Water Resources Megan Moir, Chief of Staff Brian Lowe, Interim Chief Administrative Officer Beth Anderson, and City Attorney Eileen Blackwood. After reviewing the proposals, we are recommending the KPMG proposal for the following reasons:

- Their project lead has 20 years of utility and meter-to-bill experience, with extensive experience in utility billing
- Their team is able to start right away
- Their proposal was clear and the scope was well-defined
- They successfully completed a similar billing review for BED in 2014

KPMG's cost proposal is \$63,250. We propose to pay for this expense through use of fund balance in both Water and Wastewater funds.

Future Communication:

We will provide the Mayor, City Council, the Public Works Commission and our customers a full update report on our findings and progress resolving any outstanding issues prior to the end of 2017. We will report every 60 days thereafter until we close out any remaining items on our punch list.

The customer is at the core of all we do. Team DPW is fully resolved to find the problems, address all identified issues, and work diligently to never let them happen again. We do want to acknowledge DPW Water Resources staff for their effort to uncover and report these issues and quickly move to implement additional controls to strengthen our metering and billing systems.

We respectfully request the Board of Finance consider the following motions:

- To award the DPW Water Resources Compound Meter & Billing Review bid to KPMG and authorize Chapin Spencer, DPW Director, to execute a contract with KPMG in the amount of \$63,250, with an additional authorization to amend the contract and expend contingency funds in the amount up to \$10,000 if contingency funds are needed to complete the project, provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer.
- To authorize DPW Water Resources to pay for the Compound Meter & Billing Review from fund balance in the Water and Wastewater funds.

Please don't hesitate to contact us with any questions. Thank you.