



**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
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: JUNE 15, 2017
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on June 21, 2017 at 6:30 PM at **645 Pine St – Main Conference Room**

1. Agenda
2. Consent Agenda
3. PlanBTV Walk Bike Implementation
4. Great Streets Conceptual Design for St. Paul Street) Main to Maple
5. Demonstration Project Permit Ordinance
6. Approval of Draft Minutes of 5-17-17

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: June 15, 2017
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **June 21, 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 Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
 - A Traffic Status Report
 - B No Parking Zone Walnut St
 - C C.P. Smith Crosswalk Parking Prohibition
 - D Parking Limits for Lakeview & College Street Garages

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- 5 20 Min Campus Bike Share Presentation
A Oral Communication, A. Bleything & J. Barr
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 6 30 Min PlanBTV Walk Bike Implementation
- North Champlain Street Parking Changes & One-way Except Bicycles
- North Union St Parking Changes & One-way Except Bicycles
- Sherman Street One-way Except Bicycles
A Communication, N. Losch
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 7 45 Min Great Streets Conceptual Design for St. Paul Street (Main to Maple)
A Presentation, L. Wheelock, N. Baldwin & M. Tuttle
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 8 15 Min Demonstration Project Permit Ordinance
A Communication, N. Losch
B Commissioner Discussion
C Public Comment
D Action Requested –Vote
- 9 5 Min Approval of Draft Minutes of 5-17-17
- 10 10 Min Director's Report
- 11 10 Min Commissioner Communications
- 12 **Adjournment & Next Meeting Date – July 19, 2017**



MEMORANDUM

June 13, 2017

TO: Public Works Commission
FROM: Phillip Peterson, DPW Engineering Technician
CC: David Allerton, Public Works Engineer
RE: Traffic Request Status Report

PPA 6/13/17

DA 6/13/17

Number of Requests 05/04/17 =	66
New Requests since 05/04/17 =	8
Requests closed since 05/04/17 =	23
Number of Requests 06/09/17 =	51

RFS BREAKDOWN BY TYPE*

Accessible Space:	1
Resident Only Parking:	6
Crosswalks:	15
Driveway Encroachments:	1
Signage:	10
Loading Zone:	4
Area/Intersection Study:	4
Parking Prohibition:	4
Bus Stop:	0
Geometric Issues:	5
Parking Meters:	1
Other:	0
<hr/> TOTAL:	51



MEMORANDUM

June 13, 2017

TO: Public Works Commission
FROM: Phillip Peterson, DPW Engineer Technician *PMP 6/13/17*
CC: David Allerton, Public Works Engineer *DA 6/13/17*
RE: Modify Existing No Parking Zone on Walnut Street

Recommendations:

Staff recommends the Commission adopt:

- The removal of the existing no parking zone on the east side of Walnut Street for 100 feet, during the hours between 7:00 a.m. and 4:00 p.m., Monday through Friday.

Background:

Staff received a request in September 2016 from June Robare a local resident at 54 Walnut Street, requesting the removal of the existing no parking zone on the east side of Walnut Street for 100 feet, during the hours between 7:00 a.m. and 4:00 p.m., Monday through Friday.

Observations:

1. **Street Characteristics:** Walnut Street is a 30-foot-wide low volume residential street with on-street parking on both sides of the street. Walnut Street does have parking restrictions. There is no parking on the west side of Walnut Street with the exception of a 100-foot loading zone between 7:00 a.m. and 4:00 p.m., Monday—Friday, for school purposes only. There is no parking on the east side of Walnut Street for 100 feet, during the hours between 7:00 a.m. and 4:00 p.m., Monday through Friday. There is one 15-minute parking space in the parking space on the east side of Walnut Street, next northerly of Archibald Street. There are no meters on Walnut Street.
2. **Public Outreach:** Staff distributed thirty flyers to the apartment buildings, homes, businesses, and Integrated Arts Academy on Walnut Street between Archibald Street and Willow Street on May 16th, 2017. Staff received nineteen responses from local residents,

fifteen of the respondents support the removal of the existing no parking zone on the east side of Walnut Street for 100 feet, during the hours between 7:00 a.m. and 4:00 p.m., Monday through Friday.

Conclusions:

With no reasonable technical reason for the No Parking Zone, and the feedback from residents supporting the modification; staff is recommending the DPW Commission remove the existing no parking zone on the east side of Walnut Street for 100 feet, during the hours between 7:00 a.m. and 4:00 p.m., Monday through Friday.



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

Dear Walnut Street Residents,

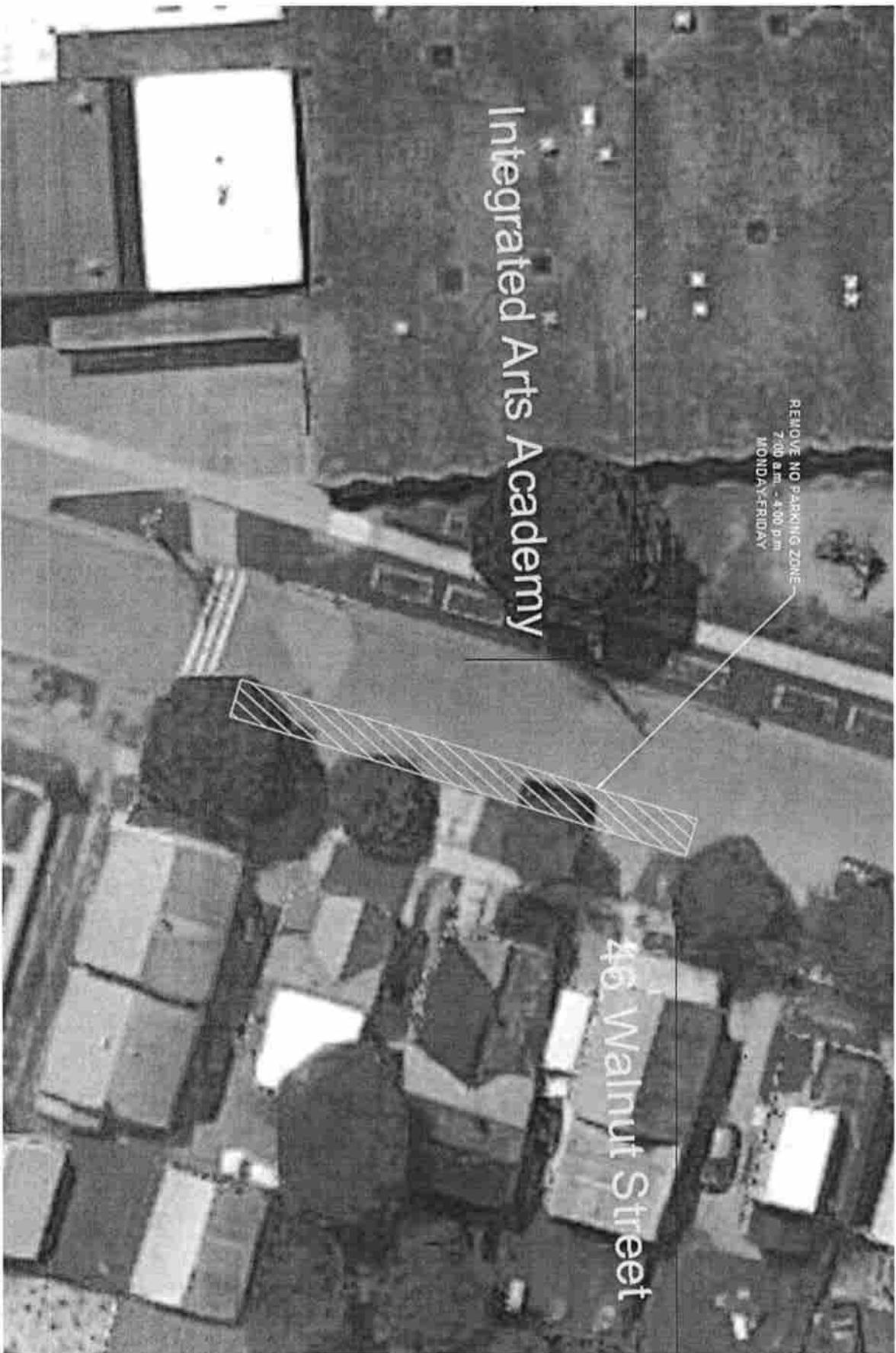
The Department of Public Works (DPW) has received a request from a local resident on Walnut Street, to have the Monday-Friday no parking zone on the east side of Walnut Street removed; consequently, legal parking would be allowed on the east side of Walnut Street at all times.

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

Please respond via email or phone by June 9th so that your feedback may be considered during our evaluation.

Thank you!

Phillip Peterson, Engineering Technician
Desk: 802.865.5832
Email: ppeterson@burlingtonvt.gov



REMOVE NO PARKING ZONE
7:00 a.m. - 4:00 p.m.
MONDAY-FRIDAY

Integrated Arts Academy

46 Walnut Street

Monday 5/29/2017

Hi Phil,

I am in full support of more parking made available on Walnut St. I once almost had my car towed when I dropped my kids off and took the time to check in with their teachers.

Thanks,

Kate

Friday 5/26/2017

Hi Mr. Peterson,

My fiance and I reside at 36 Walnut St, and would like to provide feedback on the no parking zone.

I feel strongly that this area should remain a no parking zone. With the congestion surrounding IAA during pick up, drop off and school day events, increasing parking on Walnut St would surely decrease the safety of the many children in the area. It's difficult to see students weaving in between cars, and the no parking zone creates a more open space to see children trying to cross the road. Parents already park on the wrong side of the street during these times, and it can become nearly impossible to drive down the road, so increasing the amount of parking available would create even more congestion.

Because my fiance and I park on the street, the no parking zone between 7am - 4pm is ideal of us as we can always find parking close to our home.

Keeping the no parking zone benefits the residents in the area, keeps children safe, and is a benefit for all stakeholders in the neighborhood. Thank you for taking the time to read my feedback. I am so grateful for our little neighborhood in the old North End and appreciate those that work to keep it so great! Please feel free to reach out if you'd like any additional information or feedback.

Best,

Jessica Villani

631.484.8813

Wednesday 5/24/2017

We spoke the other day about illegal parking on Walnut street in Burlington. Parents at the school will park in my driveway, in front of my driveway, and on the opposite side of the street which is also illegal. I would like to see the other side of the street no longer be illegal to park on but I also would really appreciate if you could ask the school to remind the parents that they are not allowed to park in front of my driveway or in my driveway. Thank you so much.

Takoda Madrona

Saturday 5/20/2017

So I am definitely for adding the four parking spots on Walnut Street for IAA
Chris Bolia

Saturday 5/20/2017
Dear Mr. Peterson,

I'm a parent at IAA and was recently told there is a chance that DPW will create a few more parking spaces on Walnut St. I strongly support that. Thank you for considering the issue.

Sincerely,
Tyler Doggett

Saturday 5/20/2017
Hi Phillip,

Thank you for considering the removal of the present parking restrictions on Walnut St. As someone who had their office at IAA for six years and as one who left the building with frequency to go to other schools in the district I can attest that the reason for the restrictions have long lapsed and parking is in extreme short supply in the neighborhood.

That being said, I would strongly urge the City to consider changing and not removing restrictions as visitors to IAA have few places to park. I wonder about making it 1-2 hour parking when school is in session from 7:00am-5:00pm. The reading is "on school days" in some cities.

This is a common practice in many cities and allows families and volunteers to park, come in for a defined period of time and then leave.

Regardless of where you may land, elimination of the "no parking" is warranted and will be welcomed.

Thank you.

--
Victor Prussack
Assistant to the Director of Curriculum
& K-8 Registration Coordinator

Burlington School District
vprussac@bsdvt.org
802-316-6653
www.bsdvt.org

Friday 5/19/2017

Dear Mr. Peterson-

I am writing to encourage you to remove the M-F no parking on the East side of Walnut St removed. I understand a resident has requested this and I whole heartedly agree.

Thank you,

Teal Doggett

Friday 5/19/2017

Hi Phillip,

I have been at Wheeler school for the last 21 years and the No Parking signs have been an issue the entire time. Historically, there was a resident with serious health issues that may have needed an ambulance and so they were able to have the No Parking signs installed. At least, that is the story we were all told. Supposedly this person died before I started working here in 1995 and we have tried a few times to get the signs taken away but with no luck. I am going to retire in two years and it would be great knowing this issue was finally resolved!

As a teacher, I usually have 3-4 bags in my hands every morning. My lunch, the work I took home the night before, the cupcakes for the birthday we're celebrating that day, and the snow pants I washed so kids can play at recess. Having near-by parking makes all the difference to teachers and it would be great for DPW to finally remove these and make one less barrier for teachers to do their jobs.

Thanks,

Lynda Siegel
ELL Teacher
STEP Program
Studying Toward English Proficiency
Burlington School District
(802) 864-8475
lsiegel@bsdvt.org

Friday 5/19/2017

Hi, I'm told that there might be four more parking spots opened up around IAA for parking. That would be AMAZING. I drive my daughter, in the fall it will be both of them, from the south end every day and parking is a nightmare at drop off and pickup. Anything that can be done to increase parking would be so appreciated.

Thanks!

T

Tracey Gilbert-Dengler
Marketing Production Manager
Flynn Center for the Performing Arts
153 Main Street
Burlington, VT 05401
802-862-6825

Friday 5/19/2017
Hi Phillip,

I was disappointed to see this email come through, calling for IAA staff and parents who far outnumber the residents of Walnut St to "tip the scale," so to speak. When reviewing the feedback you receive, I do hope that you carefully consider the voices of Walnut St residents vs. non-residents who have been invited to weigh in.

Thank you,
Rachel

-----Original Message-----

From: Teresa Giallorenzo <tgiallor@bsdvt.org>
To: iaa-staff@bsdvt.org; iaa-pt0@googlegroups.com
Sent: Fri, May 19, 2017 9:04 am
Subject: [IAA Community] More parking spots on Walnut Street!!

Hi, all.

The DPW is working on getting the no parking zone removed from Walnut Street and I think it would give us maybe 4 more parking spots! (Flyer attached with a visual.)

We need your help to get this done!

Please email Phillip Peterson at:

ppeterson@burlingtonvt.gov

and give him your vote **by June 9th**. The more people who speak to this the more likely the chance to get this done! Just a quick email is all we need.

Thanks for your help on this important matter!
Teresa

Friday 5/19/2017
Hello Mr. Peterson,

I think this is a fantastic idea! With many families needing to drop children off and pick them up from IAA this will help to alleviate a bit of the frustration that many of us have with the flow or

traffic during those times as well as help to create a safe environment in the neighborhood all together.

I fully support this and urge you to continue as planned!

Thanks for thinking of us :-)

Regards,
Jean

Friday 5/19/2017

My vote is for yes! I work and play in the neighborhood! I think adding 24\7 spots on Walnut would benefit everyone, especially those who need\want to visit the IAA!

Thank you for your consideration on this matter!

Sara Verdery

Friday 5/19/2017

Mr. Peterson,

Please consider removing the no parking area on Walnut St. Monday-Friday. These few extra spaces will alleviate the parking pressure, due to limited availability, in the neighborhood when school is in session. Thank you for your consideration.

Kurt Thoma

Friday 5/19/2017

Hi Phillip,

As a parent of two students at IAA, these added parking spots would be very beneficial to reduce congestion around the school, especially at pick up and drop off times.

Thanks,

Dave Grace | Hardgoods Validation Manager | Burton Snowboards | 802.660.3275

Friday 5/19/2017

Hi, Phillip,

I am in favor of removing the no parking zone on Walnut St across from the IAA. We have a big staff and not enough parking and this will help us out! Thanks for working on this.

Nice to meet you the other day and talk with you.

Have a nice weekend.

Teresa

--

Teresa Giallorenzo
Administrative Assistant
Integrated Arts Academy
6 Archibald Street
Burlington, VT 05401
phone: (802) 864-8475
fax: (802) 864-2162

Wednesday 5/17/2017

Hi Phillip,

Thank you so much for reaching out and inviting feedback. My wife and I own and reside at 36 Walnut St so the no parking zone starts at our house.

I feel strongly that this area should remain a no parking zone, and that parking enforcement should be increased. My main concern is for the safety of children and families getting to school. This area gets very congested and it is hard to see kids weaving in and out of all the illegally parked cars and buses. Making parking legal here would not alleviate this issue.

In addition, Walnut St was officially adopted as a neighborhood bicycling greenway by City Council when they adopted the PlanBTV Walk/Bike Master Plan a few weeks ago ([Plan is here - see page 111](#)). Adding more parking to our street would not be consistent with the city's bikeability and traffic calming goals for Walnut St according to this plan. I am hoping that the City and DPW will help promote safe walking and biking for families to get to school, rather than adding parking that makes the street more congested and unsafe.

Lastly, we have two tenants who each have a car they park on the street. I asked them how easily they can find parking, and they have told me it is always easy to find a spot on the street besides at school pick up and drop off times.

Again, thank you for reaching out and listening to us on this! Please feel free to contact me if you'd like more information.

Best,
Matt Vaughan
566-0089

Tuesday 5/16/2017

Good Evening,

As a member of a family that has lived for 60 years as a Resident of Walnut Street I whole heartedly would like to have the Monday-Friday no parking zone on the East Side of the street removed. Many days during the day it is almost impossible to park due to staff at school taking up all of the Legal spaces on the street. To add I would like to see a divider line separate the 2 spaces in front of 56 Walnut as to many times people park toward the middle of the space which prevents 2 cars from parking. The space is plenty big enough for 2 full size vehicles if people park correctly.

Thank you for the Opportunity to address these issues.

Jeff Hatin 56 Walnut Street

Tuesday 5/16/2017

Hi Phillip,

Thank you for the flyer notifying Walnut St residents about a request to remove the no parking zone. I appreciate the invitation to provide feedback.

As a Walnut St resident, I strongly oppose removing the no parking zone to allow for legal parking on both sides of the street. In fact, I would LOVE to see increased enforcement of the no parking area, particularly during school drop off and pick up times.

The heavy school traffic that congests both sides of Walnut St during these times makes it difficult to see pedestrians - especially young students - who are trying to cross the street to get to school. Our street gets blocked to through traffic as it is - making parking on both sides legal will not alleviate this issue.

I believe the school (district) should be incentivizing families to find a different way to get to school each day: walking, biking, giving students bus passes, carpooling, etc rather than the DPW accommodating families who choose to do individual drop offs.

Thank you again for the opportunity to provide feedback.

Best regards,
Rachel Hamm Vaughan

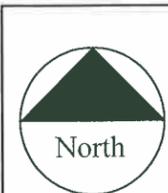


NOTES:

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: (412) On the east side of Walnut Street for 100 feet, during the hours between 7:00 a.m. and 4:00 p.m., Monday through Friday.



**WALNUT STREET
REMOVAL OF NO PARKING ZONE**



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0488 (Fax)

DESIGNED PMP	RFS NO. 12836
DRAWN PMP	SCALE 1"=60'
CHECKED DA	DRAWING NO.
DATE 05/16/17	SHEET 1 OF 1



MEMORANDUM

June 13, 2017

TO: Public Works Commission
FROM: Phillip Peterson, DPW Engineer Technician *PP 6/13/17*
CC: David Allerton, Public Works Engineer *DA 6/13/17*
RE: CP Smith Crosswalk Parking Prohibition

Recommendations:

Staff recommends the Commission adopt:

- No parking on the west side of Ethan Allen Parkway for 20 feet north and south of the crosswalk adjacent to C.P. Smith Elementary School and Ira Lane.
- Maintain fifteen minute only parking on the west side of Ethan Allen Parkway for 200 feet in front of C.P. Smith School.

Background:

Staff received a request in March 2016 from Kelly and Patrick Therrien a local resident in the C.P. Smith Elementary School neighborhood, requesting the placement of all way stop control at James Avenue and Ethan Allen Parkway. By having an all way stop placed at this intersection, Mr. and Mrs. Therrien feel motorist will be traveling at a slower speed when approaching the school. One common misuse of stop signs is to arbitrarily interrupt through traffic, either by causing it to stop, or by causing such an inconvenience as to force the traffic to use other routes. Where stop signs are installed as "nuisances" or "speed breakers", there is a high incidence of intentional violation. In those locations where vehicles do stop, the speed reduction is effective only in the immediate vicinity of the stop sign, and frequently speeds are actually higher between intersections. For these reasons, DPW would not recommend a stop sign at this intersection.

During staff's evaluation, the Ethan Allen corridor was determined to have some deficiencies in regards to signage and sightlines pertaining to the crosswalk adjacent to C.P. Smith Elementary School and Ira Lane. The signage issue was fixed in collaboration with the

DPW Traffic Division. Any parking prohibition pertinent to improving sightlines for the crosswalk requires DPW Commission review.

Observations:

1. Street Characteristics: Ethan Allen Parkway is a 30-foot-wide arterial street with on-street parking on the west side of the street. Ethan Allen Parkway does have parking restrictions. There is fifteen minute only parking on the west side of Ethan Allen Parkway for 200 feet in front of C.P. Smith School. There is no parking on the east side of Ethan Allen Parkway. There are no meters on Ethan Allen Parkway.
2. Public Outreach: Staff distributed twenty flyers to the apartment buildings, homes, businesses, and C.P. Smith Elementary School on Ethan Allen Parkway between Farrington Parkway and James Avenue on May 25th, 2017. Staff received two responses from local residents, both of the respondents support the proposed parking prohibition creating a safer crosswalk adjacent to C.P. Smith Elementary School and Ira Lane.

Conclusions:

One of the primary reasons staff conducted a site review for stop control at James Avenue was to provide safer conditions for pedestrians and bicyclists along Ethan Allen Parkway especially for school age pedestrians. Prohibiting parking around the crosswalk adjacent to CP Smith and Ira Lane will improve safety and is a standard practice in the City of Burlington. See attached drawing showing the parking prohibition.



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

Dear Ethan Allen Parkway Residents,

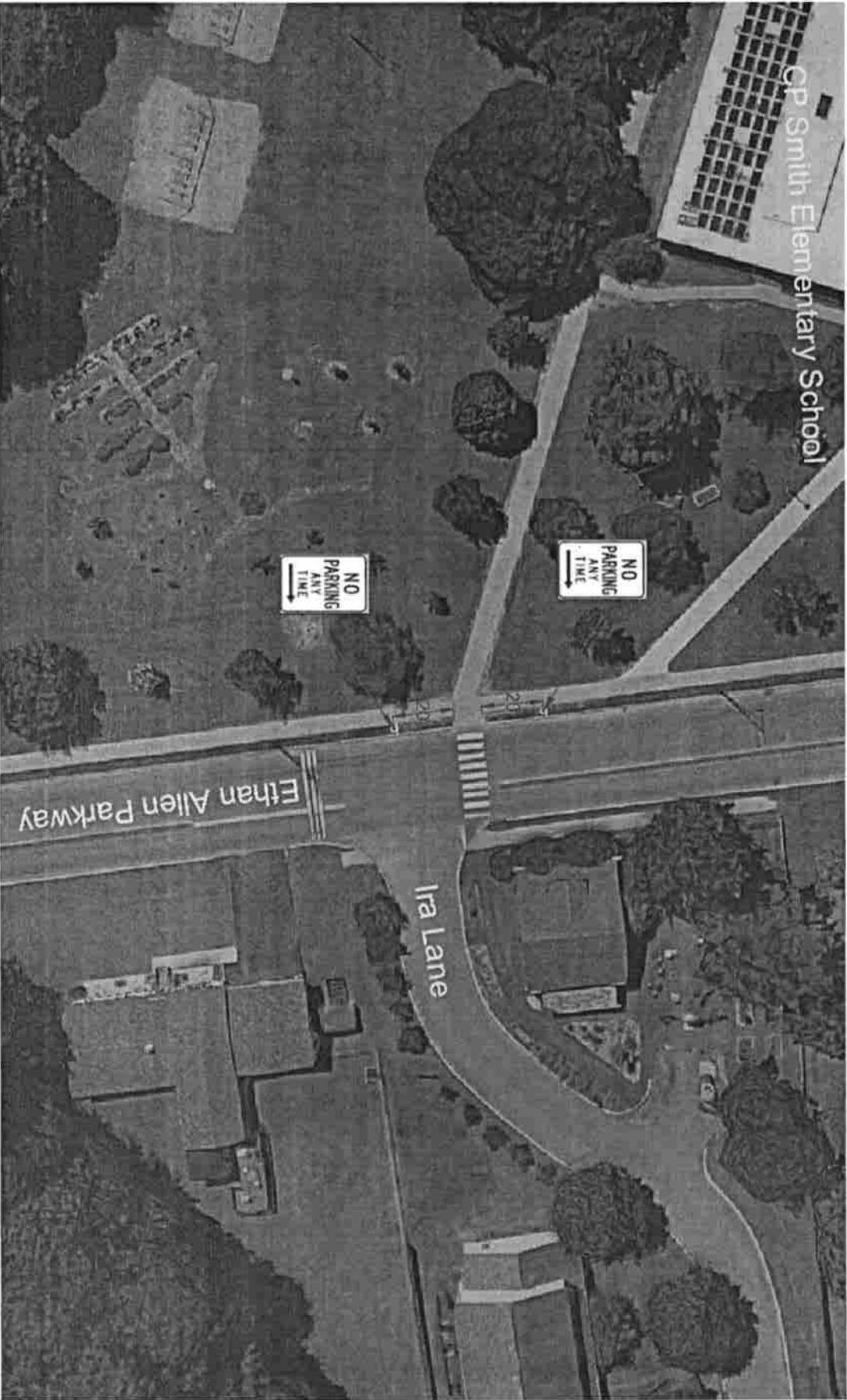
The Department of Public Works (DPW) has received a request from a local resident to restrict parking around the midblock crosswalk across from CP Smith Elementary School. DPW would restrict parking 20 feet to the north and south of the crosswalk; this would be done to improve sight lines between pedestrians and motorists, increasing safety for those using the crosswalk.

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

Please respond via email or phone by June 9th so that your feedback may be considered during our evaluation.

Thank you!

Phillip Peterson, Engineering Technician
Desk: 802.865.5832
Email: ppeterson@burlingtonvt.gov



GP Smith Elementary School

Ethan Allen Parkway

Ira Lane

NO PARKING ANY TIME

NO PARKING ANY TIME

5/30/2017

Thanks for coming by. Glad to check in for sure. It will be great to have your further observations.

On Tue, May 30, 2017 at 12:07 PM, Phillip Peterson <ppeterson@burlingtonvt.gov> wrote:

Amy,

Just a quick heads up. I will be coming by this afternoon to observe pedestrian behavior if you want to chat.

Best,

Phillip Peterson, Engineering Technician

Burlington Department of Public Works

645 Pine Street

Burlington, VT 05402

802-865-5832 (phone)

ppeterson@burlingtonvt.gov

“Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.”

From: Phillip Peterson

Sent: Tuesday, May 30, 2017 8:16 AM

To: 'Amy Mellencamp' <amellenc@bsdvt.org>

Cc: David Allerton <dallerton@burlingtonvt.gov>

Subject: RE: Cross Walk Project

Amy,

I do recall our site visit, and I am happy to meet you again at the school. The 20 foot parking prohibition is based on the Vermont Agency of Transportation Guidelines for Pedestrian Crossing Treatments; this guideline is developed from Vermont Law, here is a link <http://legislature.vermont.gov/statutes/section/23/013/01104>. Under Title-23, Chapter 013: Operation of Vehicles, Subchapter 010: Stopping, Standing, and Parking: stopping and parking is prohibited within 20 feet of a crosswalk at an intersection.

This item will probably be presented at the next DPW Commission meeting on Wednesday, June, 21st at 6:30 PM in our front conference room. Perhaps the best course of action would be another site visit. Please let me know what your availability is.

Kind Regards,

Phillip Peterson, Engineering Technician

Burlington Department of Public Works

645 Pine Street

Burlington, VT 05402

802-865-5832 (phone)

ppeterson@burlingtonvt.gov

“Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.”

From: Amy Mellencamp [<mailto:amellenc@bsdvt.org>]

Sent: Friday, May 26, 2017 11:29 AM

To: Phillip Peterson <ppeterson@burlingtonvt.gov>

Subject: Cross Walk Project

Thanks for dropping off the materials/information regarding the look at the crosswalk near C.P. Smith School. I wanted to clarify our conversation a bit related to the distances around the

sidewalk. We did walk off what was 10 feet of distance on either side of the cross walk, and I thought we talked about that being sufficient for our needs. I remembering that when you showed me what twenty feet looked like, that I was surprised how much distance that was and I had felt it was more than was needed for sight lines. Since we haven't had issues with the 10 feet, I am satisfied with the 10 feet thought more signage would be helpful and especially more communication with our community was important. Our parking lot cannot handle drop offs and pick ups safely, so we have worked hard on having parents be careful out front, and we haven't had any complaints from parents or neighbors about people misusing that zone in front of school.

I remember our talking about communication and that I would remind parents and the community to respect the signs and the crosswalk and for everyone to be careful in driving during start and end times of the school day when the crosswalk is in play for our students. With summer fast approaching, I wanted to include that message too in our handbook and information out to parents for the start of the school year so that we are communicating clearly this focus on safety.

I am not sure what the next steps are, but I am glad to work with you for sure on all this and to have neighbors also be reminded about how important it is to pay attention to the crosswalk. Many thanks.

--

Amy Mellencamp, Principal
C.P. Smith Elementary School
332 Ethan Allen Parkway
Burlington, VT 05408
802-864-8479
amellenc@bsdvt.org

Phillip ~

Thank you for letting us know of your study of adding parking restrictions on either side of the crosswalk between CP Smith Elementary School and our home on Ethan Allen Parkway. It is reassuring that others are as concerned about safety and supportive to our schools and teachers as we are.

***** In consideration of your analysis of both the traffic patterns, volume, and user's' safety in crossing the Parkway we would like to offer the following questions and

suggestions:

1~ Has the school been fully briefed on this possible change and are they supportive? As long time residents of this street and former CP Smith School parents we would have to say that rarely has there been a day or event during the school year when the entire street and parking lot was not full. CP Smith really needs as many available parking slots as possible.

2~ Perhaps instead of a full 20 foot restriction on either side, only 10 feet on either side should be sectioned off as "No Parking". Losing only two parking spaces would be less painful than losing 4.

3~ Encourage the school's Principal to regularly remind parents that parking on a crosswalk is never allowed.

4~ Whatever change is decided upon please clearly paint and mark all affected "curbs" with red paint and painted words that say "**No Parking**". Repainting the crosswalk again will also help. Brightly painted curbs and a few small plastic flags should be adequate for a No Parking zone. Let's try not to put up any more signs.

5~ More regularly sweep the crosswalk and adjacent sidewalks year round. My wife and I regularly have taken our own broom over to clear the gravel and sand from the crosswalk area to prevent both students and local residents from falling as they cross the street. One of our elderly neighbors a number of years ago fell on a walk after hitting the excess sand and gravel left after a rainstorm. If the city is not able to attend more frequently to this chore perhaps you could encourage the school's custodians to be more attentive to the safety hazard presented by sand and gravel on the walks and street near the targeted crosswalk.

6~ Of most help to calm and keep drivers along the Parkway moving slowly and carefully by a school crossing would be to repair all of the potholes in the pavement along the entire frontage to the school. Drivers that must swerve and avoid large holes in the smooth pavement cannot focus on happenings in front of a school during morning or afternoon drop off. Please fix these damaging and distracting holes.

Thank you for your good work in making our community safe and supportive to our local schools and residents.

Appreciating your help,

John & Helen Hossley

660-9639

325 Ethan Allen Parkway

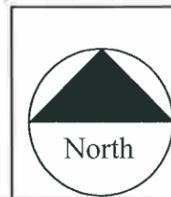
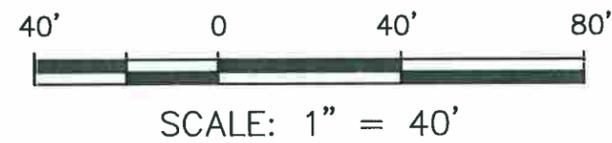


NOTES:

Staff recommends amendment 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: On the west side of Ethan Allen Parkway for 20 feet north and south of the midblock crosswalk at CP Smith School.



ETHAN ALLEN PARKWAY
 PROPOSED CROSSWALK PARKING
 PROHIBITION



**BURLINGTON
 PUBLIC WORKS
 ENGINEERING DIV.**
 645 PINE STREET
 BURLINGTON, VT 05401
 (802) 863-9084
 (802) 863-0466 (Fax)

DESIGNED PMP	RFS NO. 10437
DRAWN PMP	SCALE 1"=40'
CHECKED DA	DRAWING NO.
DATE 06/04/17	SHEET 1 OF 1



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
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802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

To: Public Works Commission
From: Paul Bohne, Interim Assistant Director -- Parking & Traffic
Re: Removal of Abandoned & Stored Vehicles from the Lakeview and College Street Garages
Date: June 12, 2017

Recommended Action:

Staff recommends the Commission revise City ordinance to limit the maximum parking stay in the Lakeview and College St garages to two weeks.

Background:

The City-owned Lakeview (LVG) and College Street (CSG) garages have entrances on Cherry, Battery and College streets and have a combined capacity of 1123 spaces. They serve the nearby Hilton, Vermont and Marriott hotels, approximately 849 leaseholders, and transient parkers. When construction begins at the Burlington Town Center, it is expected that there will be continued pressure for space at these two garages. Consistent with the Downtown Parking & Transportation Management Plan, staff is recommending ordinance changes that will improve our ability to better manage the City's municipal garages.

Observations:

The College Street Garage has been under construction since the end of April. Since that time there have been days when parking spaces have been scarce. Staff has received calls and emails from leaseholders expressing their dismay that as they are looking for spaces they are driving past a vehicle with no license plates and others covered with dust.

In December of 2016, the Commission amended Appendix C, Traffic Regulation, section 18 and BCO 20-55 to allow vehicles to be towed from the Marketplace Garage (MSG) for stays in excess of 48 hours.

With that amended ordinance in place, staff was able to tow 4 vehicles from the MPG and persuade other vehicle owners to voluntarily remove their vehicles. This action provided extra spaces for that heavily used garage and demonstrated the department's commitment to maximizing the utilization of our garages.

Since the LVG and CSG serve the three hotels, these garages are sometimes used for longer term parking than does the MPG. Therefore, staff recommends amending Appendix C, section 18 by adding section (d) (2) as follows:

Appendix C

Section 18. Parking facilities designations and regulations

- (a) As written
- (b) As written
- (c) As written
- (d) Rules for parking structures.

(1) As written

(2) Lakeview and College Street Parking Garages: The Lake Street and College Street Garages are limited for parking for up to two weeks. Vehicles may not be parked in the same space longer than 2 (two) weeks. The 2 (two) week period shall begin when an official of the City, including parking attendants, parking enforcement officers or police officers observes a vehicle in a space or by other evidence indicating that a vehicle has parked in the garage. The vehicle must be moved from the space within 2 weeks of that start time. For the purposes of this session, the term "moved from this space" means that the vehicle must leave the parking space, exit the garage, and if it returns to the garage must not park any nearer to 3 parking spaces on either side of the parking space in which it was originally located.

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.



MEMORANDUM
June 14, 2017

TO: Public Works Commission

FROM: Anna Wyner, Transportation Planning Intern
Nicole Losch, Senior Transportation Planner

RE: planBTV Walk Bike Implementation

1. North Champlain Parking Changes between Peru and Sherman Streets
2. North Champlain One-Way Except Bicycles between Peru and Sherman Streets
3. Union Street Parking Changes between Loomis and Grant Streets
4. Union Street One-Way Except Bicycles between Loomis and Grant Streets
5. Sherman St One-Way Except Bicycles between Park and North Champlain Streets

Recommendations

Staff recommends that the Commission adopt:

- No person shall park any vehicle at any time on the east side of North Champlain Street between Sherman Street and Peru Street.
- No person shall park any vehicle at any time on the west side of North Union Street between Grant Street and Loomis Street.
- One-way streets designated on:
 - Sherman Street westerly from North Champlain to Park Street, with the exception of bicycles traveling eastbound in the designated contra-flow lane
 - North Union Street northerly from Grant Street to Loomis Street, with the exception of bicycles traveling southbound in the designated contra-flow lane
 - North Champlain Street northerly from Sherman Street to Peru Street, with the exception of bicycles traveling southbound in the designated contra-flow lane

Attachments:

1. No Parking zone on North Union Street
2. No Parking zone on North Champlain Street

Background

For more than 20 years, Burlington has made an effort to set policies that emphasize the expansion of transportation choices. These include...transportation policies that strongly support the expansion of public transit and the use of alternative modes; and infrastructure policies that ensure that the transportation system accommodates all modes and all users - regardless of age or ability - through the adoption of a “complete streets” policy. As a result, when people can avoid driving, they often do, choosing instead to walk, bike, or take the bus. Despite our cold climate, Burlingtonians take advantage of their compact inter-connected city and increasingly do their part to reduce carbon emissions and embrace an active lifestyle year-round. – planBTV Downtown & Waterfront, 2013

The Transportation Plan supports biking as a transportation choice that is non-polluting, energy efficient, and promotes good health. Burlington has some excellent off-road paths, but lacks the on-street facilities needed for biking to be a practical alternative to cars for day-to-day transportation. This Transportation Plan calls for a complete bike network. Safety is of critical importance, particularly where walkers and bikers interact with cars and trucks. – Burlington Transportation Plan 2011

Burlington residents have called for better walking and biking conditions in every transportation-related plan adopted in the past decade. On April 21st, 2017 the City Council continued to support these policies by adopting 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 safe, viable and enjoyable way to get around town.**

Safer streets and viable transportation options are vital to realize our community vision. PlanBTV Walk Bike builds upon previous Master Plans, establishing a vision where:

- ...Burlington’s Streets are safe enough that parents let their kids walk or bike to school, to the park, or to a friend’s house without worry; and that older adults comfortably walk or bike from their house to community destinations such as the grocery store, or the pharmacy.
- ...walking, biking, and taking the bus are the preferred choice for students and adults living or working in Burlington, all year round.
- ...Burlington’s transportation network continuously improves our local economy and quality of life, leading people to stay in Burlington and invest in our community.

These goals, the vision, and the related projects for planBTV Walk Bike were unanimously endorsed by the Public Works Commission at the October 2016 meeting.

As we implement this plan and consider projects that may change the balance of space, the questions to ask should not be limited to, “*What will happen to traffic or parking?*” but, “***What will happen if we provide attractive, low-stress options in this corridor? What are the outcomes for transportation access and choice? Will these changes reduce peak hour traffic capacity or parking demand?***” Walk / bike projects do need to be coupled with other land use and urban design policies; together these instigate a sustainable cycle of investments that reinforce the sustainable transportation investments critical for our community.

At some points, implementation of planBTV Walk Bike will require reallocation of space. This **reallocation should not be considered in isolation but in the context of our guiding principles for building safe streets:**

» ACCESS + MOBILITY FOR ALL

- » ENVIRONMENTAL SUSTAINABILITY
- » SAFETY + SECURITY
- » LAND USE CONTEXT
- » CLIMATE CONSIDERATIONS
- » COMFORT
- » CONNECTIVITY
- » ECONOMIC DEVELOPMENT
- » ACTION! (RAPID IMPLEMENTATION, TESTING)

Project Introduction

PlanBTV Walk Bike is both visionary and action-based. The projects were prioritized based on community input, coordination with other projects (which may include phasing to avoid several projects in the same area), and funding options. During the community outreach for PlanBTV Walk Bike, the community identified protected bike lanes and connected, continuous bicycle networks with safer and easier intersection crossings as the top priorities for bicycling improvements. **To accomplish this, new facility types have been introduced including Neighborhood Greenways.**

Neighborhood Greenways are streets with low vehicle volumes and speeds, designed to prioritize bicycling and enhance conditions for walking, while increasing safety for all on the road. These are streets where people of all ages and abilities feel safe walking and biking. To create this condition, Neighborhood Greenways use a variety of the traffic calming and placemaking treatments, including traffic calming for travel speeds under 20 miles per hour, clear wayfinding for people walking and biking, pavement markings to reinforce the shared use of the street, protected crossings at major streets, and green elements such as planters or rain gardens.

Neighborhood Greenways are a type of low-stress bicycle route. Other low-stress facilities include protected bike lanes and separated paths. **To keep these routes low-stress, each point of connection needs to be attainable for people of all ages and abilities.**



DECISION SIGN

Old North End Neighborhood Greenway

The Old North End (ONE), like much of Burlington, has a fragmented network of north-south routes for bicycling but has no east-west routes. At the same time, the ONE has ideal topography, demographics, and walkable neighborhood centers to prioritize an east-west route. The ONE Neighborhood Greenway begins and ends by connecting UVM's campus with Battery Park and the Waterfront, utilizing 1.15 miles of low volume, appealing residential streets along most of its length.

The ONE Greenway will fill a need for a safe, enjoyable east-west bikeway that is parallel and in between North Street and Pearl Street. North Street and Pearl Street do provide options for continuous east-west connections, but they are commercial / mixed use corridors with higher traffic

volumes, commercial parking, extensive transit service, and many competing interests for the limited space on streets and sidewalks.

The ONE Greenway follows neighborhood streets that are not continuous: Sherman Street, Peru Street, Grant Street, and Loomis Street. To connect the ONE Greenway, crucial connections are needed along higher volume roadways: Sherman Street at its western end, North Champlain Street, Elmwood Avenue, and North Union Street. Without clear, protected facilities on these roadways the ONE Greenway cannot be implemented as a continuous low-stress route.

Sub-Area 2: Existing Conditions



Note: Dashed white street lines indicate conceptual street connections that have been discussed in other city or regional plans.

Project Descriptions

To achieve our vision and take action, many initial projects will be installed using fast, flexible materials and strategies. The ONE Greenway will initially be installed with quick-build materials: paint, planters, and flexible materials that can be adjusted and relocated as needed. Most Greenway components will

not have a regulatory impact and will share the existing roadway. **Regulatory changes will be required for continuity at several key locations:**

Sherman Street between Battery Street / Park Street and North Champlain Street



Sherman Street

Existing:

- 16.5'-wide, low-volume, one-way residential street
- Parking is restricted on both sides

ONE Greenway Integration:

Provide continuity between the protected bike lanes planned immediately east and west on Sherman Street (between Battery Street and North Avenue) and North Champlain Street

- 5' eastbound contraflow* bike lane
- Shared 11.5' lane westbound for people bicycling and driving.

**A contra-flow bicycle lane is designed to allow cyclists to ride in the opposite direction of vehicle traffic.*

North Champlain St between Sherman St and Peru St



North Champlain Street

Existing:

- 35' wide two-lane one-way northbound arterial (VT 127)
- Unrestricted parking on the east side; parking prohibited on the west side.
- Northbound 5' bike lane on the west side

ONE Greenway Integration:

Provide low-stress connections between low-volume streets

- 2-way protected bike lane in place of parking on the east side of North Champlain Street (three parking spots)
- Contra-flow bicycle traffic in this section
- Leave the northbound bike lane on the west side for those biking on North Champlain Street



North Champlain Street

In 2018, evaluate the return of parking by establishing a two-way protected bike lane in place of one travel lane and northbound bike lane from Pearl Street to Manhattan Drive

Union Street between Grant Street and Loomis Street



Union Street

Existing

- 27' wide one-way northbound
- Parking on west side (metered near College Street and "resident only" from Buell to Pearl Street)
- 5' wide northbound bike lane on east side with a 2' painted buffer (will remain and be improved as a quick-build protected bike lane for use all seasons)
- This area will be included in the upcoming Winooski Avenue Corridor Study

ONE Greenway Integration:

Provide low-stress connections between low-volume streets

- Repurpose ½ block of parking for protected southbound contra-flow bicycle lane on west side (to be maintained through all seasons)
- Retain 12' travel lane

Community Outreach

Staff mailed letters and distributed flyers on May 31st, gave the public one week to provide feedback via email, phone, or a Google forms survey, and invited additional feedback directly at the June 21 Commission meeting. Because of the high turnover of rental properties in the project area on Union Street, a second letter was mailed on June 12th and staff distributed flyers on June 13th, giving residents until June 19th to provide feedback via email or phone or directly at the Commission meeting.

- North Champlain: Staff has received no feedback as of June 14, 2017. Any feedback received by June 21 will be presented at the Commission meeting.
- North Union Street: Staff has received no feedback as of June 14, 2017. Any feedback received by June 21 will be presented at the Commission meeting.

There was no community outreach at Sherman Street because there was no impact to parking or other regulated use of the street.

Conclusions

1. The ONE Greenway is 1.15 miles of low-stress streets providing an important east-west connection for UVM, Old North End Neighborhoods, schools and parks and is ready to be implemented in 2017.
2. Along its 1.15-mile length, 13 parking spaces are suggested to be replaced to accommodate protected bike lanes; of these spaces, 3 will be evaluated to be reinstated in 2018.
3. Low-stress alternatives for east-west routes in this neighborhood include:
 - a. Do nothing or pursue partial implementation, which would remove the low-stress appeal of this route
 - b. Prioritize improvements on Pearl Street, replacing on-street parking with low-stress bike facilities
 - c. Prioritize improvements on North Street, replacing on-street parking with low-stress bike facilities

Staff recommends the Commission take the actions indicated at the beginning of this memo.

 <p>COMMUNITY & ECONOMIC DEVELOPMENT OFFICE 149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401 (802) 865-7144 • (802) 865-7024 (FAX) www.burlingtonvt.gov/cedo</p>		
<p>Noelle MacKay Director, Community & Economic Development Office</p>	<p>Chapin Spencer Director, Public Works Norman J. Baldwin, P.E. Asst. Director Public Works</p>	<p>David E White, AICP Director, Planning & Zoning Department</p>

MEMO

TO: DPW Commission

FROM: Kirsten Merriman Shapiro, Senior Policy and Project Specialist, CEDO
Laura K. Wheelock P.E., Public Works Engineer
Meagan E Tuttle, AICP, Principal Planner, Planning and Zoning

RE: Great Streets Initiative – June 2017 Concept Plans for St. Paul Street & Overall Update

DATE: June 21, 2017

The Great Streets Initiative is a culmination of many years of planning and project development, including the public vote in March of 2015 to use the City's downtown TIF district to make new investments in the downtown public infrastructure, to ensure that Burlington residents have a downtown that is a vibrant, walkable and sustainable urban center. Through this initiative, we'll advance several key projects envisioned by plans such as Imagine City Hall Park, planBTV Downtown & Waterfront, the 2011 Transportation Plan, and the City's first planBTV Walk/Bike.

The Great Streets Initiative premise is to work with citizens, stakeholders and officials of Burlington on these three separate projects:

1. **Downtown Street Standards:** This project will create a palette of urban elements and standard dimensions that will lead to downtown streets that are beautiful, practical, affordable, sustainable, and appropriate for downtown Burlington from Pearl to Maple and Union to Battery.
2. **Main Street / St. Paul Street Plans:** This project will apply those standards in a concept plan for the redesign of six blocks of Main Street from Union to Battery, and two segments of St. Paul Street from Main to Maple. This effort will culminate in the construction of two key segments of Main Street between Pine and Church.
3. **City Hall Park Plans:** This project continues the effort to reconstruct the only public park in downtown Burlington. The Great Streets Initiative advances the schematic designs from the 2011-2012 [Imagine City Hall Park](#) engagement process, and will culminate in the much anticipated reconstruction of the park.

Update

In June 2016, the City of Burlington launched the Great Streets Initiative to advance several key projects to invest in a downtown that is vibrant, walkable and sustainable. In particular, this project builds on and implements many years

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of planning and project development, including the public vote in March 2015 supporting the use of the City's downtown TIF district to make investments in two blocks of Main Street (Pine to Church) and two blocks of St. Paul Street (Main to Maple).

Until recently the focus of the work on this project has been on the Main Street Concept plan, City Hall Park Design, and the Standards and the public outreach associated with those portions of the project. Early in 2017, the focus of the efforts under Great Streets shifted to St. Paul Street, as City Officials realized the benefits of constructing St. Paul Street ahead of the other portions of the project. We are currently targeting construction of the two blocks of St. Paul Street to start in the summer of 2018.

Input on St. Paul Street Concept Plans

The City is currently soliciting feedback on the St. Paul Street Concept Plans. On June 6, we held a special neighborhood meeting to present two concepts for the St. Paul segment of this project to residents and businesses. The two concepts are enclosed along with a chart summarizing the key differences among the existing street layout and these concepts.

It is important to note that while both concepts advance the Great Streets Initiative goals to make our downtown streets more walkable, increase safety, expand stormwater management, and accommodate outdoor seating/dining and other uses of the public right-of-way, they also impact on-street parking. The plans enclosed detail that Concept A retains diagonal parking on the east side of the street, but reduces the number of spaces to allow for the addition of stormwater management features within the street. Alternatively, Concept B converts this diagonal parking to parallel, allows for a significant widening of the sidewalk on the east side of the street, and provides an opportunity for a flexible space that can be used to accommodate a truck loading zone.

More information about these plans can be found online at www.greatstreetsbtv.com, and within the downloadable June 6 meeting presentation.

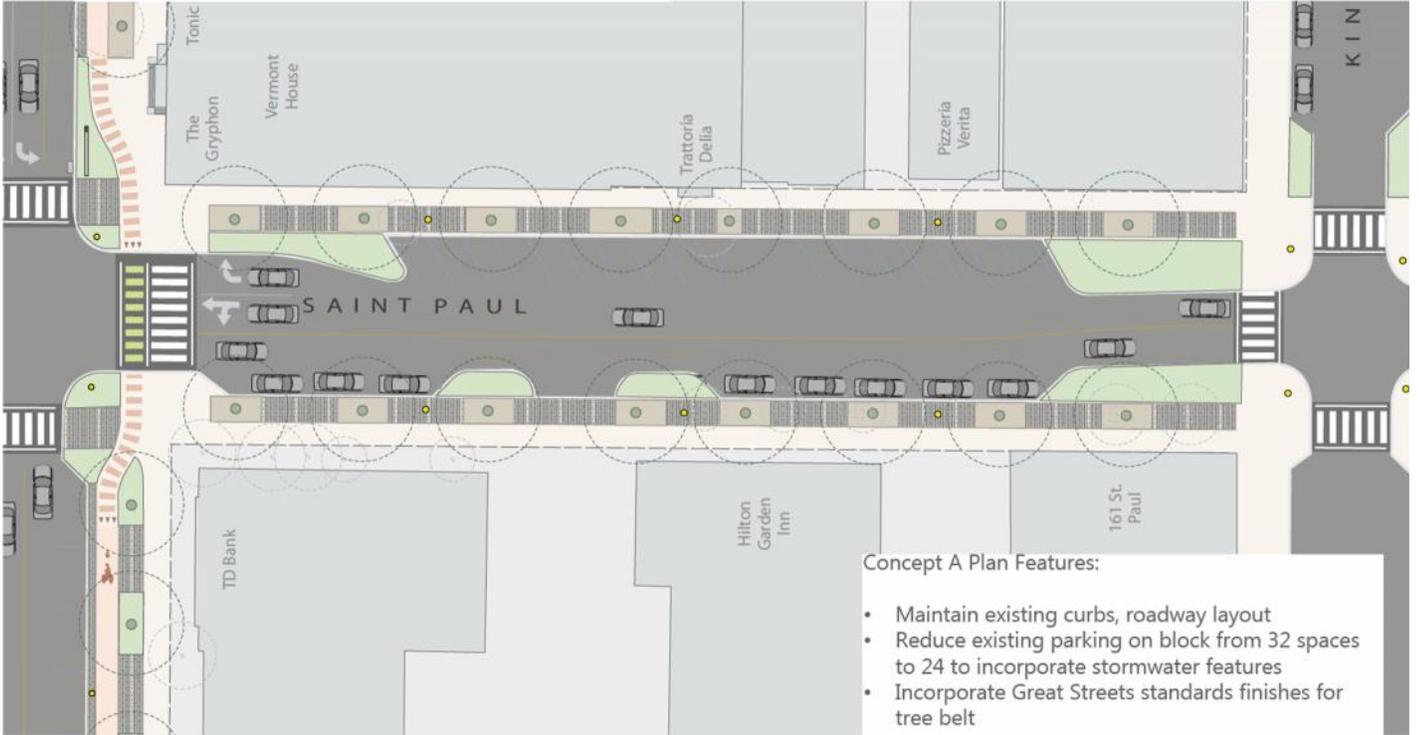
During the upcoming DPW Commission meeting, the Great Streets Initiative's project managers will present the concept plans for St. Paul Street as well as a summary of public and stakeholder input received to-date. We ask that the DPW Commission review the attached concepts, and prepare to provide a determination on the parking changes presented in the concept plan at the July 2017 meeting. We welcome any other input to the project management team that will be helpful in guiding refinements per the schedule above.

If you have additional questions about the Great Streets Initiative or any of the individual efforts included in this phase of work, please feel free to contact any of the project managers directly:

Laura Wheelock, lwheelock@burlingtonvt.gov or 802-540-0397
Kirsten Merriman Shapiro, kmerriman@burlingtonvt.gov or 802-865-7284
Meagan Tuttle, mtuttle@burlingtonvt.gov or 802-865-7193

Thank you.

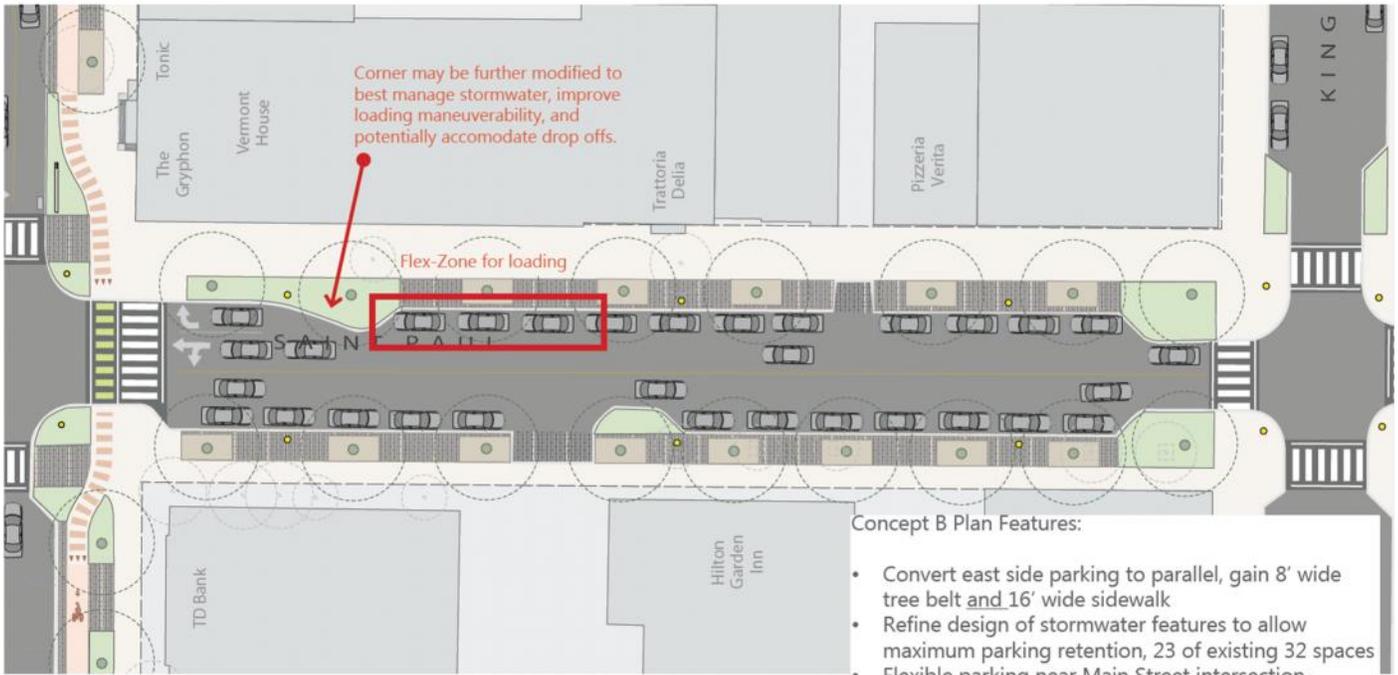
St Paul Street- Main to King- Concept A



St Paul Street- King to Maple- Concept A



St Paul Street- Main to King- Concept B



Concept B Plan Features:

- Convert east side parking to parallel, gain 8' wide tree belt and 16' wide sidewalk
- Refine design of stormwater features to allow maximum parking retention, 23 of existing 32 spaces
- Flexible parking near Main Street intersection-loading zone by day, public parking in evening
- Incorporate Great Streets standards finishes

St. Paul Street Presentation June 6, 2017

St Paul Street- King to Maple - Concept B



Concept B Plan Features:

- Refine design of stormwater features to add parking spaces, increase to 22 from 20 spaces
- Incorporate Eagle's Landing Transit Stop bumpout
- Incorporate Great Streets standards finishes for tree belt; underground utilities

St Paul Street- Comparison of Existing to Concepts

		Existing Street	Concept A	Concept B
Typical Roadway & Sidewalk Dimensions (no proposed changes to private building encroachments)	North Block	50' Roadway 8.5' Tree Belt 7' - 8' Sidewalk	Same as Existing	39' Roadway 8.5' Tree Belt 8' Sidewalk West/ 16' East
	South Block	38' Roadway 10' - 11' Tree Belt 5' Sidewalk	38' Roadway 8.5' Tree Belt 6.5' - 7.5' Sidewalk	Same as Concept A
Total On-Street Parking Main to Maple		52	44	45
Nearby Off-Street Public Parking		40 @ Brown's Court	65 @ Eagle's Landing (Net increase of 25 spaces nights & weekends)	Same as Concept A
Loading Zone		One diagonal parking space mid-block; right turn lane near Main Street used informally	Same as Existing	Parallel Parking spaces near intersection of Main St. signed for loading day/ parking night
Street Trees		16	31	32
Stormwater Management	Ratio of stormwater gardens & tree belt to sidewalks & roadway	Minimal infiltration from tree lawns King-Maple, all other drains to sewer	Design to capture rainfall from 90% of storm events, slow down and treat storm-water before enter sewer	Same as Concept A
Overhead Utilities		Exist King to Maple	Buried	Same as Concept A
Outdoor Seating		None	New seating in tree belt	Same as Concept A
Flex Area for programming to support adjacent users	Outdoor dining, public art, bike parking, etc.	Extremely limited/none	Very limited- only in tree belt where min clearance can be met	Significant space- tree belt & sidewalk, esp. east side Main - King



Memo

Date: June 14, 2017

To: Public Works Commission

From: Nicole Losch, PTP, Sr. Planner

*CC: Gene Bergman, Esq., Assistant City Attorney
Elizabeth Gohringer, Associate Planner*

Subject: Community Demonstration Project Permit Ordinance

Recommendation

Staff recommends that the Commission adopt Appendix C Section 28: Demonstration Projects.

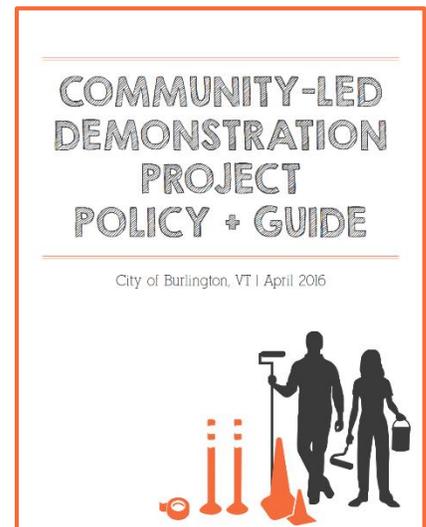
Background

In May 2016 the [Community-Led Demonstration Project Policy and Guide](#) was introduced to the Public Works Commission. At that meeting, the Commission endorsed the guide and recommended the City adopt the necessary changes to create a Permit.

In May 2017 a draft ordinance for Demonstration Projects was presented to the Commission for preliminary review. This ordinance and associated permit is proposed to allow project sponsors to advance demonstration projects.

With feedback from the Commission in May and final review by Assistant City Attorney Gene Bergman, the proposed ordinance is now presented for any final revisions for consideration for adoption.

The draft ordinance is attached, and the Policy & Guide is located at:
<https://www.burlingtonvt.gov/DPW/Transportation>



Appendix C: Rules and Regulations of the Traffic Commission
Section 28: Demonstration Projects

(a) *Purpose.* The purpose of this rule is to allow for short-term street design “demonstration projects” to be implemented by the City of Burlington or non-City of Burlington “community partners” upon the City’s streets.

(b) *Definitions.*

(1) *Demonstration project.* A “demonstration project” is a street design project evaluated by the Burlington Fire Department (“BFD”), Burlington Police Department (“BPD”), Department of Public Works (“DPW”) and/or Green Mountain Transit (“GMT”) that is placed in the “street” under a short term permit issued by the Department of Public Works (“DPW”) for a period up to 7 days. A demonstration project can be initiated by a department or office of the City of Burlington or a community partner.

(2) *Community partner.* A “community partner” is a non-municipal organization, business, or person who is responsible for the application and implementation of a demonstration project under a permit issued for that purpose.

(3) *Sponsor.* A “sponsor” is a department or office of the City of Burlington or a community partner who is responsible for the application for and implementation of a demonstration project under a permit issued for that purpose.

(4) *Phase 1 application.* A “phase 1 application” is the initial application to DPW to assess Traffic Control requirements, confirm compliance with applicable laws and regulations, and provide advice on Phase 2 permit application.

(5) *Phase 2 Permit application.* A “phase 2 permit application” is the final application which is to be submitted to DPW.

(6) *Street.* The word "street" shall have the same meaning as it does in Burlington Code of Ordinances sections 1-2 and 27-2. A “street” shall include the entire width between property lines of every way used for vehicular and pedestrian travel which has become public by authority of the law, and such ways in public places other than highways as the public is permitted to use for vehicular and pedestrian traffic. A “street” shall include sidewalks, bikeways, and so-called greenbelts—that area between the curb or gutter and the street line on each side of the street, except that which is used as a sidewalk.

(c) *Permit application and approval process.* The process to obtain a demonstration project permit is as follows:

(1) The sponsor of a demonstration project must submit a complete phase 1 application to DPW no less than two (2) months before the desired project start date. DPW staff will review the application within two (2) weeks of the receipt of

the application and provide feedback, which may include adjustments to the project components and/or schedule in order to be considered for a Permit.

(2) After receiving DPW feedback on a phase 1 application, the sponsor must submit a complete phase 2 permit application no less than forty-five (45) days before the requested project start date. DPW shall distribute the phase 2 application to CCTA/GMT, BPD, BFD, and/or the Public Works Commission, as needed, in order to obtain these agencies' approvals. This distribution will be no closer than thirty (30) days before the desired project start date, allowing these agencies to report any concerns or provide approvals within thirty (30) days of DPW's distribution.

(3) DPW shall distribute approved permits and all appropriate attachments to the agencies listed above for informational purposes a minimum of one (1) week before the demonstration project starts.

(4) A \$120 deposit shall be required with the application.

(d) *Permit rejection.* A permit shall be rejected if the Director of Public Works determines that the project is not in the best interest of the City. The Director shall provide the sponsor with the reasons why it was rejected. Reasons for refusal may include, but are not limited to, the following:

(1) The sponsor fails to address the feedback provided by DPW after the Phase 1 application to the satisfaction of the director.

(2) The demonstration project is requested to take place on a street classified as "arterial" by the City of Burlington (North Avenue, Colchester Avenue, Shelburne Road or Main Street) or on a State Highway.

(3) The demonstration project is located on the public right-of-way on a street with a speed limit greater than 25 mph.

(4) The demonstration project interferes with the normal operation for delivery trucks, public transit routes/stops, and/or trash/recycling pick-up.

(5) The demonstration project restricts access to public utilities and/or the ability of emergency vehicles to access a road or fire hydrants.

(6) The demonstration project fails to preserve normal street/sidewalk access, driveway access, or access for individuals with disabilities.

(7) The demonstration project is located near an ongoing nearby construction project.

(8) The demonstration project blocks a street or public right-of-way for project installation for more than 24-hours.

(9) If required, Traffic Control Plans are not adequate and professional on-site supervision is not included.

(10) The demonstration project would result in severe traffic congestion.

(11) The demonstration project would interfere with the quiet of a neighborhood during normal sleeping hours (10:00 p.m. to 7:00 a.m.).

(12) The demonstration project involves charging the public for activities or admission, including but not limited to the sale of food or other items.

(e) *Permit required.* No demonstration project shall be allowed except under a permit issued by the Public Works Director, or his/her designee.

(f) *Permit conditions.* All permits shall have the following standard conditions attached to them, unless an express exemption or modification is written in the permit :

(1) The sponsor shall notify all households, businesses, and impacted car-share agencies as directed in the permit.

(2) If a permitted demonstration project will temporarily eliminate parking, the sponsor shall post signs in conspicuous locations adjacent to that parking by 6:00 p.m. the day before and the prohibition shall be effective 12:00 a.m. the following day. Such prohibition shall remain in effect until such signs are removed and until the end of the demonstration project. In addition, when metered parking is temporarily eliminated, the sponsor shall obtain a meter obstruction permit (“meter bag”) from the Department of Public Works.

(3) The sponsor will conspicuously post a project information sign within the project area at least one (1) week in advance of the event that describes the project, details the start and end date, identifies the sponsor’s contact name and phone number, identifies DPW as an alternate contact, and instructs use of 911 in case of emergencies.

(4) The sponsor shall require all participants to read the Safety Guidelines set by the Department of Public Works and complete and sign the Release of Liability Waiver provided. Participants must follow safety rules, laws, and procedures to ensure the work environment is safe, including obtaining and wearing safety equipment when required by the applicable rule, law or procedure. At a minimum, Class 2 or 3 high-visibility safety vests shall be worn by participants within the roadway and/or exposed to traffic or construction equipment.

(5) The sponsor shall notify the DPW within 24 hours of any traffic crashes or other incidents resulting in injury to persons or damage to property occurring at the demonstration project site or as a direct result of the demonstration project.

(6) Demonstration project leaders shall hold safety meetings / briefings with any and all participants during any day of installation or removal to discuss potential hazards or other safety concerns, describe any Traffic Control Plan requirements, describe any safety equipment that may be required, describe any age restrictions for any activities, and ensure that all participants sign the Release of Liability on each day of participation.

(7) The sponsor shall provide, install, maintain, and remove the project materials and elements at no cost to the City of Burlington or its departments.

(8) The project elements, including traffic control devices, shall be installed in accordance with the approved plans.

(9) The sponsor is responsible for removing all elements and features of the demonstration project and restoring the project site to its original conditions by the end of the permit period.

(10) The sponsor agrees to hold the City harmless for damages to project elements caused by the City's removal of project elements.

(11) The sponsor shall work with any affected neighbors, businesses, or visitors to resolve any concerns to the extent feasible without undermining the goals of the demonstration project. If concerns cannot be addressed, the sponsor shall notify DPW through the project recap sheet included in the permit.

(12) The sponsor shall complete a project evaluation / recap worksheet and submit it to DPW within two (2) weeks of the project ending.

(g) *Project termination or modification.*

(1) The Public Works Director may, at his or her discretion, immediately terminate a demonstration project if public safety is at risk. The Public Works Director may also, at his or her discretion, immediately terminate a demonstration project if the project fails to comply with any permit conditions.

(2) The Public Works Director may, at his or her discretion, terminate a demonstration project before its permitted end date or require modifications to the project if the demonstration project no longer meets the intent of the approved demonstration project permit or fails to comply with any permit conditions.

(3) If the project is immediately terminated or terminated early or the sponsor fails to remove the project elements and features within the agreed timeframe, the sponsor shall be forfeit the \$120 deposit in consideration of the administrative and staff time expended by the City on the project and the sponsor shall be considered ineligible to lead future demonstration projects for no less than 2 years.

(4) If the City has to remove parts of the project, the City will not be held liable for damages to the project elements.

(5) The \$120 deposit will be refunded if the project terminates in accordance with the permit and its conditions.

Burlington Department of Public Works Commission Meeting
Draft Minutes, 17 May 2017
645 Pine Street

Commissioners Present: Robert Alberry; Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (Clerk); Solveig Overby; Jeff Padgett (Chair); Justine Sears. **Commissioners Absent:** None.

Item 1 – Call to Order – Welcome – Chair Comments

Chair Padgett calls meeting to order at 6:32pm and makes opening comments.

Item 2 – Agenda

Commissioner Overby requests moving Consent Agenda Item C to Agenda Item 4.1 and is seconded by Vice Chair Archambeau.

Action taken: motion approved;

“Ayes” are unanimous.

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

Peter Hartwell, Ward 2 business owner, speaks on Agenda Item 4.1.

Caryn Long, Ward 1, speaks on stop sign requests and impacted lot coverage.

Brian Fleisher, Ward 2 landlord, speaks on Hickok Pl parking near the Burlington Health & Rehab Center, right-on-red signage, and street and sidewalk work done on Hickok Pl with Senior Assistant City Attorney Gene Bergman and City Engineer and Assistant Director for Technical Services Norm Baldwin responding

Diane McCarthy, Ward 4, speaks on curb cuts with Engineer Baldwin responding.

Item 4 – Consent Agenda

A. Traffic Status Report

B. No Turn on Red Sign at Manhattan Dr. & Parks Street

D. 15 Minute Parking Space at 222 Elmwood Ave

Commissioner Barr makes motion to accept altered Consent Agenda and is seconded by Vice Chair Archambeau.

Action taken: motion approved.

“Ayes” are unanimous.

Item 4.1 – CarShare Parking Space at 175 North Winooski Ave

A) Staff Communication

B) Commission Questions

Chair Padgett, Vice Chair Archambeau, and Commissioners Barr, Overby, and Sears ask questions on Item 4.1 with Operations Manager of CarShare Vermont John Shumaker answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Vice Chair Archambeau to deny staff’s recommendation: spaces designated as residential parking at all times for the use of car share vehicles only: On the west side of North Winooski Avenue, in the space approximately two-hundred fifteen (215) feet north of the intersection of North Winooski Avenue and North Street.

Seconded by Commissioner Alberry.

Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioners Alberry, Overby and Sears and Director Spencer talk of Item 4.1.

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye
Commissioner Barr: Nay
Clerk Gillman: Nay
Commissioner Overby: Nay
Chair Padgett: Aye
Commissioner Sears: Aye

Item 5 – 15-17 Henry Street Appeal

Director Spencer introduces and summarizes the appeal

A) Oral Presentation by Appellant Jill Boardman who presents her appeal, introducing the appellant's evidence packet concerning the 15-17 Henry Street appeal for the record.

B) Communication by Attorney Bergman and Senior Building Inspector Ned Holt, introducing the city's evidence packet concerning the 15-17 Henry Street appeal for the record with Ms. Boardman responding.

C) Commissioner Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioner Overby engage in discussion over Item 5 with Attorney Bergman, Inspector Holt, and Ms. Boardman responding.

C) Public Comment

Jamie Strotmeyer, Ward 1, speaks on Item 5 with Attorney Bergman responding, introducing "Office of the Assessor Affidavit" for the record.

Caryn Long, Ward 1, speaks on Item 5.

D) Motion made by Commissioner Overby to deny appeal.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 6 – Permit Reform

A) Staff Communication by Director Spencer who speaks on the city's permit reform process.

B) Commission Questions

Chair Padgett, Clerk Gillman, and Commissioners Barr and Overby ask questions on Item 6 with Director Spencer and Engineer Baldwin answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Overby to acknowledge acceptance of the report and support its intentions and goals.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 7 – Demonstration Project Permit Ordinance

A) Staff Communication by Senior Transportation Planner Nicole Losch who speaks on the city's draft ordinance on the permit process.

B) Commission Questions

Chair Padgett asks questions on Item 7 with Planner Losch answering.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

Item 8 – Approval of Draft Minutes of 1-18-17 & 4-19-17

Commissioner Barr makes motion to approve draft minutes of 1-18-17 and is seconded by Commissioner Overby.

Action take: motion approved;
Commissioner Alberry: Aye
Vice Chair Archambeau: *abstains*
Commissioner Barr: Aye
Clerk Gillman: Aye
Commissioner Overby: Aye
Chair Padgett: Aye
Commissioner Sears: *abstains*

Vice Chair Archambeau makes motion to accept draft minutes of 4-19-17 and is seconded by Commissioner Sears.

Action take: motion approved;
Commissioner Alberry: Aye
Vice Chair Archambeau: Aye
Commissioner Barr: *abstains*
Clerk Gillman: Aye
Commissioner Overby: Aye
Chair Padgett: *abstains*
Commissioner Sears: Aye

Item 9 – Director’s Report

Director Spencer reports on the FY’18 General Fund (GF) Budget’s presentation to the City Council on 18 May at 5pm; the department’s reliance on the GF decreasing as it has for 2 years; the construction season being fully underway; City Council approving a Public Information Manager position for DPW; the Water Division and Burlington Electric looking into district heating and an anaerobic digester at the City’s main wastewater treatment plant; and Castleton Polling Institute currently conducting the second round of the North Avenue Pilot survey. Chair Padgett asks about the decreased reliance on the GF with Director Spencer answering; Vice Chair Archambeau asks about survey costs and where they’re budgeted from with Director Spencer and Engineer Baldwin answering; Commissioner Overby asks about permit fees in conjunction with the reform process and the budget with Director Spencer and Engineer Baldwin answering.

Item 10 – Commissioner Communications

Chair Padgett comments on the Commission’s former authorities, including the reviewing of the departmental budget, and possibly talking to the City Council about restoring some former authorities and motorcycle parking downtown with Director Spencer and Engineer Baldwin responding; Commissioner Overby comments on the Downtown Transit Center with Director Spencer responding; Commissioner Barr comments on the sidewalk projects, the street line repainting, not having East Ave construction happen during UVM Graduation this weekend, and BikeShare getting on an upcoming meeting agenda with Director Spencer responding.

Item 11 – Executive Session: Director & City Engineer Annual Reviews

Motion made by Commissioner Alberry Barr to exit Executive Session and is seconded by Commissioner Overby.

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

Item 12 – Adjournment & Next Meeting Date – June 21, 2017

Motion to adjourn made by Commissioner Barr and seconded by Commissioner Sears.
Action taken: motion approved;
“Ayes” are unanimous.

Meeting adjourned at 9:35pm.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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www.burlingtonvt.gov/dpw

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: June 14, 2017

PERMIT REFORM

Norm and I joined representatives from Planning & Zoning, the City Attorney, Code Enforcement and the CIO in a follow up meeting with the City Council on June 5. The Council decided to establish an ad hoc committee to delve further into the report and host another public meeting. Details on the Council meeting can be viewed here:

<http://www.boarddocs.com/vt/burlingtonvt/Board.nsf/goto?open&id=AMWI6549E3FF>

FY'18 BUDGET

The Council approved our FY'18 budget on June 12. The documents can be reviewed here:

<http://www.boarddocs.com/vt/burlingtonvt/Board.nsf/goto?open&id=AN4Q9Z676C34>

PUBLIC INFORMATION MANAGER

The department is advertising for its first Public Information Manager. With the increased number of capital projects within the public right of way, this position will better enable the department to engage stakeholders, educate the community and work to minimize disruptions. The first round of interviews is underway.

CONSTRUCTION SEASON UPDATES

I completed a tour of all Neighborhood Planning Assemblies last month to update the community on all the capital projects planned in 2017. The interactive capital projects map is updated here:

<http://burlingtonvt.maps.arcgis.com/apps/webappviewer/index.html?id=18809ddffefd49cdbf42725a22741d23>

NORTH AVENUE PILOT SURVEY

As we near the end of the yearlong pilot along North Avenue, we have contracted with Castleton Polling to do a second public survey. The results of the public survey, the traffic data and the crash data will be online by the June 21 Commission meeting at: <https://www.burlingtonvt.gov/DPW>.

We will be hosting a public meeting on Thursday, June 22 at the Miller Center to review the results and get feedback prior to the June 26 City Council meeting. DPW staff will be advancing a recommendation to the City Council for their consideration.

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