



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

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

## MEMORANDUM

TO: PUBLIC WORKS COMMISSION  
FM: CHAPIN SPENCER, DIRECTOR  
DATE: DECEMBER 15, 2016  
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on December 21, 2016 at 6:30 PM  
at **645 Pine St – Main Conference Room**

1. Agenda
2. Approval of Draft Minutes of 11-16-16
3. Approval of Draft Minutes of 12-6-16 Special Meeting
4. Great Streets – Main Street Conception Plan
5. Designation of Marketplace Garage as Short Term Parking Facility
6. Designating Bus Stops for Inter-State Carriers
7. 2017 Paving Program
8. Draft Parking Agreement

**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 15, 2016  
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **December 21, 2016**  
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 Approval of Draft Minutes of 11-16-16
- 5 5 Min Approval of Draft Minutes of 12-6-16 Special Meeting

### Non-Discrimination

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- 6 45 Min Great Streets – Main Street Conception Plan  
A Communication, L. Wheelock, K. Merriman-Shapiro, M. Tuttle  
B Commissioner Discussion  
C Public Comment  
D Action Requested –Vote
- 7 15 Min Designation of Marketplace Garage as Short Term Parking Facility  
A Communication , P. Cashman  
B Commissioner Discussion  
C Public Comment  
D Action Requested –Vote
- 8 10 Min Designating Bus Stops for Inter-State Carriers  
A Communication, P. Cashman  
B Commissioner Discussion  
C Public Comment  
D Action Requested –Vote
- 9 15 Min 2017 Paving Program  
A Communication, L. Wheelock  
B Commissioner Discussion  
C Public Comment  
D Action Requested –Vote
- 10 15 Min Draft Parking Agreement  
A Communication, C. Spencer  
B Commissioner Discussion  
C Public Comment  
D Action Requested –None
- 11 10 Min Director’s Report
- 12 10 Min Commissioner Communications
- 13 **Adjournment & Next Meeting Date – January 18, 2017**

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 16 November 2016  
City of Burlington Water Plant – 234 Penny Lane

**Commissioners Present:** Robert Albergy; Tiki Archambeau (Vice Chair); Jim Barr (*arrives at 6:36pm*); Chris Gillman (Clerk); Solveig Overby; Justine Sears. **Commissioners Absent:** Jeff Padgett (Chair).

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

Vice Chair Archambeau calls meeting to order at 6:34pm and makes opening comments.

*\*\*Commissioner Barr arrives\*\**

**Item 2 – Agenda**

Vice Chair Archambeau suggests taking Item 4 – Consent Agenda and splitting it into Agenda Item 4.1 – Approval of Draft Minutes of 9-21-16 and Agenda Item 4.2 – Approval of Draft Minutes of 10-19-16. Commissioner Albergy makes motion to accept altered Agenda and is seconded by Clerk Gillman.

Action taken: motion approved;  
“Ayes” unanimous.

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

No member of the public spoke.

**Item 4.1 – Approval of Draft Minutes of 9-21-16**

Commissioner Overby confirms that her edits to the minutes are included in the version that is being voted upon. Clerk Gillman makes motion to accept draft minutes of 9-21-16 with the edits from Commissioner Overby and is seconded by Commissioner Barr.

Action taken: motion approved.  
Commissioner Albergy: Abstains  
Vice Chair Archambeau: Aye  
Commissioner Barr: Aye  
Clerk Gillman: Aye  
Commissioner Overby: Aye  
Chair Padgett: *not present*  
Commissioner Sears: Aye

**Item 4.2 – Approval of Draft Minutes of 10-19-16**

Commissioner Overby recommends changing her comments in Item 10 of the 10-19-16 minutes to read: “Commissioner Overby comments on wayfinding and possible warning signs regarding the 6' 6" entry height limit at the College Street Parking Garage entrance from College Street with Director Spencer responding. She also asked about the status of the process to open the gate between Rivers Edge and North View Rd with City Engineer Baldwin responding.” Commissioner Albergy makes motion to accept draft minutes of 10-19-16 with Commissioner Overby’s changes and is seconded by Commissioner Barr.

Action taken: motion approved.  
“Ayes” unanimous.

**Item 5 – Customer Appeal of Water Bill for 100 Dodds Ct**

A) Communication by Assistant Director for Water Resources Megan Moir and Utility Billing Manager Jessica Lavalette who present the city’s case concerning the appeal of the 100 Dodds Ct water bill.

B) Oral Presentation by Appellant Karen Mitchell-Ruben who responds to the city's case with Assistant Director Moir responding.

C) Commissioner Discussion

The entire commission engages in a discussion on Item 5 with Assistant Director Moir, Manager Lavalette, and Appellant Mitchell-Ruben responding.

D) Action requested – Vote

Commissioner Alberry makes motion to deny applicant's appeal and is seconded by Commissioner Overby.

Action taken: motion approved;

“Ayes” unanimous.

**Item 6 – Hotel Vermont Tesla Charging Station Proposal**

A) Staff Communication by Assistant Director for Parking & Traffic Patrick Cashman who speaks on Tesla's proposal to install 2 single-port Tesla charging stations in the city's Lakeview Parking Garage.

B) Commission Questions

The entire commission asks questions on Item 6 with DPW Director Chapin Spencer and Assistant Director Cashman answering.

C) Public Comment

D) Commissioner Discussion

Clerk Gillman and Commissioner Barr engage in a discussion on Item 6 with Assistant Director Cashman.

**Item 7 – Director's Report**

Director Spencer thanks the commission for spending their last few meetings on the 10 Year Capital Plan and voters for their vote of support on Ballot Item 1, 2, 4; reports on Great Streets presentation at the December 2016 meeting; and comments on new staff starting at DPW.

**Item 8 – Commissioner Communications**

Commissioner Sears comments on venues individuals can use to report issues to DPW with Director Spencer answering; Commissioner Overby comments on being asked about removing a gate between Northview Rd and Plattsburgh Ave along with reminding people of the scheduled meeting on 7 December at DPW about the issue, an email communication to her about Resident Only Parking on South Prospect Street while submitting the email she received for the record with Director Spencer responding, and the document she prepared to deliver to NPA participants detailing what the DPW Commission does while submitting it for the record; Commissioner Barr comments on people in his neighborhood reporting the fence falling down in the Chase St and Barrett St parklet with Director Spencer responding; Vice Chair Archambeau asks questions about the Courthouse Parking Garage having a “Public Parking Garage” sign though it's privately owned with Director Spencer and Assistant Director Cashman responding.

**Item 9 – Adjournment & Next Meeting Date – December 21, 2016**

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

Action taken: motion approved;

“Ayes” unanimous.

Meeting adjourned at 7:42.

Burlington Department of Public Works Special Commission Meeting  
Draft Minutes, 6 December 2016  
149 Church Street

**Commissioners Present:** Robert Alberry (*via phone*); Tiki Archambeau (Vice Chair); Jim Barr; Solveig Overby (*via phone until 7:55pm*); Jeff Padgett (Chair); Justine Sears. **Commissioners Absent:** Chris Gillman (Clerk).

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

Chair Padgett calls meeting to order at 6:34pm and makes opening comments.

**Item 2 – Agenda**

Commissioner Barr makes motion to approve agenda and is seconded by Vice Chair Archambeau.

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Clerk Gillman: *not present*

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Sears: Aye

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

No member of the public speaks.

**Item 4 – Brown’s Court Lot & Champlain College Development**

A) Communication by the Director of Public Works, Chapin Spencer, the Director of CEDO, Noelle MacKay, and the Assistant Director of DPW Parking & Traffic, Patrick Cashman, who speak on the city’s disposition of the Brown’s Ct surface lot to Champlain College for the Eagles Landing Project, bringing this to the Commission’s attention because it involves the sale of a surface parking lot, new housing being developed in the city, an annual payment of fees to the city in the amount of \$260,000/year, the inclusion of parking in the development, the 28 November 2016 City Council decision to approve the execution of the revised sale, and apologizing to the Commission for the timing of this meeting.

B) Commission Questions

Commissioner Overby comments on questions she emailed to Director Spencer hoping to have them entered into the record, not agreeing with the sale of municipal property like this instead preferring something such as a long term lease, not agreeing with the short term process of this hearing, and not supporting the position being discussed.

Commissioner Sears asks if the project will include leased parking: the Champlain College Associate Vice President for CPAS, John Caulo, answers that parking will be a as-yet-to-be-determined combination and that students would be restricted from parking there; Director MacKay further answer that in the permits for this project it is clear 40 parking spaces will be available to the public.

Vice Chair Archambeau asks how the sale will negatively impact on the Traffic Fund: Director Spencer answers that it will only be a one-half of one-percent loss on the Traffic Fund, that creating more downtown residences is more important, and that reclaiming surface lots is a part of that process. Vice Chair Archambeau comments that instead of having a parking lot generating revenue for the Traffic Fund the Commission will now have to ask for handouts from the City Council: the Assistant City Attorney, Richard Haesler, responds that the Traffic Fund is a separate self-generating fund and that any

money from the sale of city property going through the City Council will have to be requested for said fund, and thus the suggested second motion requesting such being included in the meeting packet. Vice Chair Archambeau asks what the specific financial loss would be to the Traffic Fund with the sale of the lot: Director Spencer and Assistant Director Cashman answer it will be about \$18,000/year but that the Traffic Fund is healthier than ever. Vice Chair Archambeau asks what the impact will be with 40 parking spaces at least temporarily gone: Assistant Director Cashman answers that the city is looking into expanding 10-hour (brown top) meters onto adjacent streets by replacing 3-hour (blue top) meters with them; Director Spencer further answers that replacing those meters will require Commission approval soon. Vice Chair Archambeau asks how the project morphed from being a potential site for affordable housing in the original plan, dating from year 2000, to the current proposal; Director MacKay answers that the city tried for 8 years to collect proposals for affordable housing and then the recession occurred; City Attorney Haesler further answers that after the recession Champlain College approached the City Council with a student housing proposal in 2013; Vice President Caulo further answers that a certain percentage of the housing is inclusive to Pell-eligible students.

Commissioner Sears comments that the addition of student housing could relieve some of the housing pressure in the city; Vice President Caulo responds that Eagles Landing will account for 50 percent of Champlain College's efforts to construct 600 off-campus beds for its students.

Vice Chair Archambeau asks if Champlain College will be allowed to collect future revenues from parking: Assistant Director Cashman answers that is correct. Vice Chair Archambeau asks how parking rates will be regulated: Director Spencer answers regulation will be up to Champlain College but they will cooperate with the Downtown Parking Management District. Vice Chair Archambeau asks how long there will be 40 fewer spaces; Vice President Caulo answers they would likely not be replaced until the end of the 18-month construction due to the nature of the project but that the college would try to open some back up as construction allows.

Commissioner Barr comments that parking rates are dictated by market forces and speaks in favor of adding language to the motion asking the City Council to approve sales funds for the Traffic Fund.

Chair Padgett comments that the Commission should consider the language of any recommendation due to dates of the transaction plan being so recent as listed in the packet; City Attorney Haesler responds that the dates of the transaction plan are mislabeled in the packet and the plan had come before the Commission in October 2015. Chair Padgett comments that the Commission is required by City Charter to make a recommendation to the City Council on this issue.

Commissioner Sears asks to go over some of the Commissioner Overby's emailed comments. Director MacKay responds to Commissioner Overby's comment on Page 28 *Development Agreement* ("Annual development fee of \$260,000 for 20 years. This amount should not remain static for 20 years but should increase by a percentage each year to account for anticipated increases in municipal tax rate.") that the annual development fee of \$260,000 for 20 years was deemed fair after review; Vice President Caulo further responds that this is a debt payment and not a tax; Vice Chair Archambeau asks if Champlain College can sell this property to another party after the sale to which Director MacKay answers that Champlain College can't convey it to another party unless the city okays it first. Director MacKay responds to Commissioner's Overby's comment on Page 39 *Conditions of Grant* ("Is the Eagles Landing Project to be built on the combined properties, identified here as 'a multi-family residential project that includes commercial retail space' a project that serves a college function?") that the project will be built on the both pieces of property. Director MacKay responds to Commissioner Overby's comment on Page 34 *Reimbursement Agreement* ("Except \$466, 877 proposed \$1.1 million sales price will be spent on CAP remediation of property. Net revenue to city for sale would then only be \$633, 123.") that the city will reimburse Champlain College for remediation and that when an assessment was original done the property was assessed at \$900,000; Vice President Caulo further responds that when the original assessment was done the property was presumed to be a clean site which in subsequent years has been discovered to not be the case due to soil contamination which has affected the price.

C) Public Comment

No member of the public speaks.

D) Commissioner Discussion

Chair Padgett comments on crafting the language of the motion; City Attorney Haesler responds that it is preferable from the City's point-of-view if the Commission can either give thumbs up or thumbs down for recommending sale in one motion and then create a second motion which asks for funds to be appropriated. Chair Padgett comments on whether the City Council can choose to abide or not abide by the Commission's recommendation anyways.

*\*\*Commissioner Overby leaves\*\**

E) Motion made by Vice Chair Archambeau to recommend to the City Council the sale to Champlain College of the Brown's Court parking lot as proposed and consider using the remaining proceeds of the sale for capital upgrades of the city's parking system prior to the dispersment of said funds.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Clerk Gillman: *not present*

Commissioner Overby: *not present*

Chair Padgett: Aye

Commissioner Sears: Aye

Motion made by Commissioner Barr to acknowledge Commissioner Overby's comments she had emailed and acknowledge that she made it clear she was against the proposal.

Seconded by Vice Chair Archambeau.

Discussion

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Clerk Gillman: *not present*

Commissioner Overby: *not present*

Chair Padgett: Aye

Commissioner Sears: Aye

**Item 5 – Adjournment & Next Meeting Date – December 21, 2016**

Motion to adjourn made by Vice Chair Archambeau and seconded by Commissioner Barr.

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Clerk Gillman: *not present*

Commissioner Overby: *not present*

Chair Padgett: Aye

Commissioner Sears: Aye

Meeting adjourned at 8:03pm.

 <p>COMMUNITY &amp; ECONOMIC DEVELOPMENT OFFICE</p> <p>149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401 (802) 865-7144 • (802) 865-7024 (FAX) www.burlingtonvt.gov/cedo</p>		
<p><b>Noelle MacKay</b> Director, Community &amp; Economic Development Office</p>	<p><b>Chapin Spencer</b> Director, Public Works <b>Norman J. Baldwin, P.E.</b> Asst. Director Public Works</p>	<p><b>David E White, AICP</b> Director, Planning &amp; 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 – November 2016 Concept Plans for Main Street & City Hall Park

DATE: December 14, 2016

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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

The Great Streets Initiative launched in July 2016, with public presentations in September and November. The September presentation discussed conditions and goals regarding downtown's built environment that have been

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synthesized from myriad plans and the consulting team's analysis, and solicited the community's feedback on elements that should be considered both for the Main Street concept plan and the standards for all of downtown Burlington. The November presentation included preliminary concept plans for the six blocks of Main Street and for City Hall Park. Video recordings and PDF downloads of the presentations from September and November are available at [www.greatstreetsbtv.com](http://www.greatstreetsbtv.com)

It is anticipated that the current phase of work will conclude in early 2017; this phase includes 25% plans for Main Street / St. Paul Street, 25% plans for City Hall Park, and 100% development of the Downtown Street Standards. We anticipate that these projects will proceed into the next phase in spring 2017, which will be to develop 100% construction documents for the first two blocks of Main Street (Church to Pine) and for City Hall Park, and for construction to begin on these separate projects in spring 2018.

### Input on Concept Plans

The City is currently soliciting feedback on these plans from the public, through December 9, on the Great Streets website listed above. Additionally, the City is seeking input and endorsements from the following Boards and Commissions:

- December 6, 5:30pm, Parks Commission (City Hall Park & Main Street Plans)
- December 7, 5pm, Transportation, Energy & Utilities Committee (Main Street Plan)
- December 13, 3pm, Design Advisory Board (City Hall Park Plan)
- December 13, 4pm, Parks, Arts and Culture Committee (City Hall Park & Main Street Plans)
- December 13, 6:30pm, Planning Commission (City Hall Park & Main Street Plans)
- December 20, 4pm, Accessibility Committee (City Hall Park & Main Street Plans)
- December 20, 5pm, Development Review Board (City Hall Park Plans)
- December 21, 6:30pm, Public Works Commission (Main Street Plan)

During the upcoming DPW Commission meeting, the Great Streets Initiative's project managers will present the concept plans for Main Street as well as a summary of public and stakeholder input received to-date. The DPW Commission is requested to endorse these plans, and provide 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](mailto:lwheelock@burlingtonvt.gov) or 802-540-0397  
Kirsten Merriman Shapiro, [kmerriman@burlingtonvt.gov](mailto:kmerriman@burlingtonvt.gov) or 802-865-7284  
Meagan Tuttle, [mtuttle@burlingtonvt.gov](mailto:mtuttle@burlingtonvt.gov) or 802-865-7193

Thank you.

Main Street Concept Plan

What Burlingtonians have said they'd like to see on the street

PRIVATE



PUBLIC



Retail Frontage



Clear Walkway



Tree Belt / Furnishings



Bike Path & Buffer



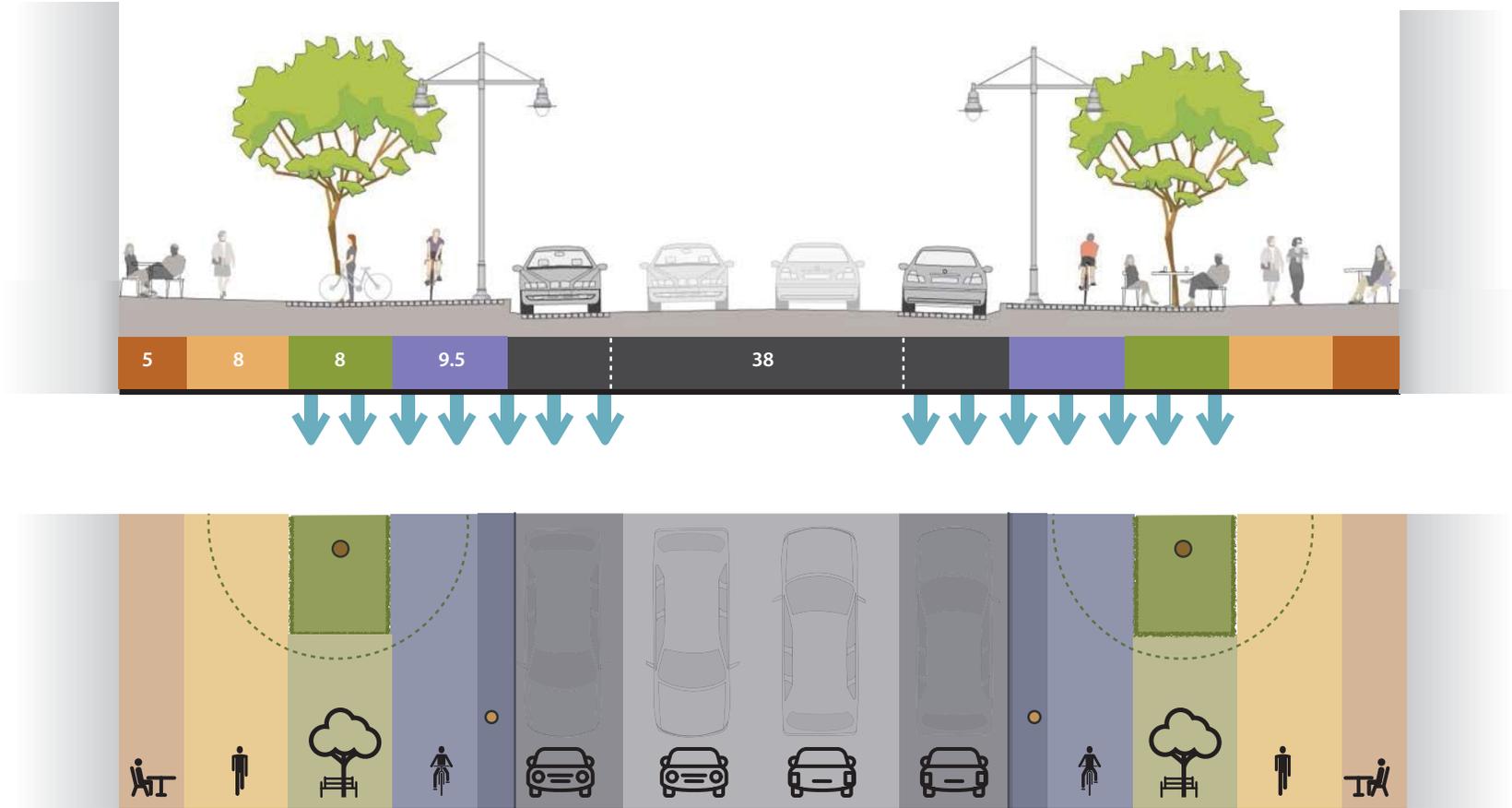
Stormwater / Rain Gardens



Parking / Roadway

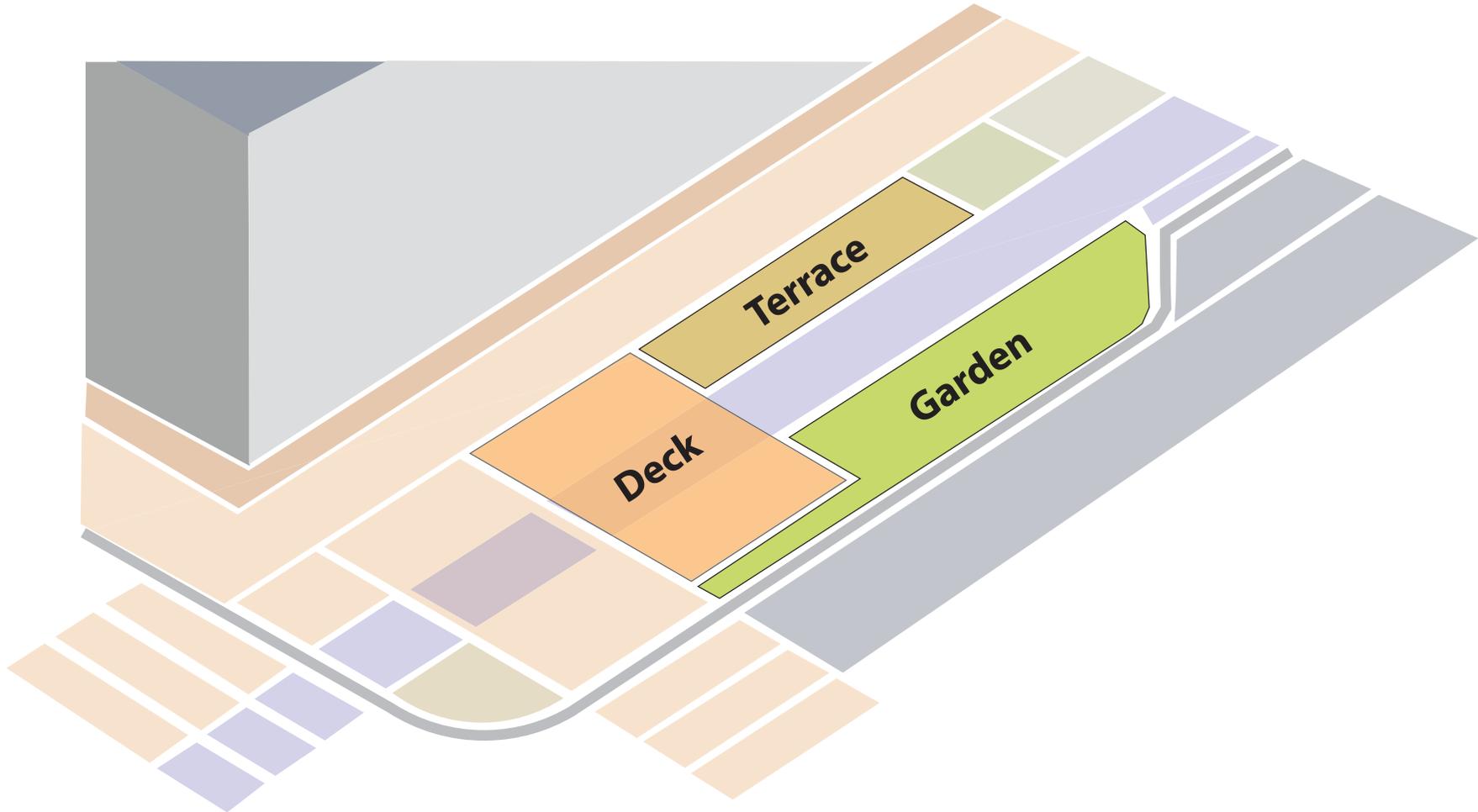
Main Street Concept Plan  
**Improving the Public Right-of-Way**

Proposed Street  
 Parallel Parking 2 Sides





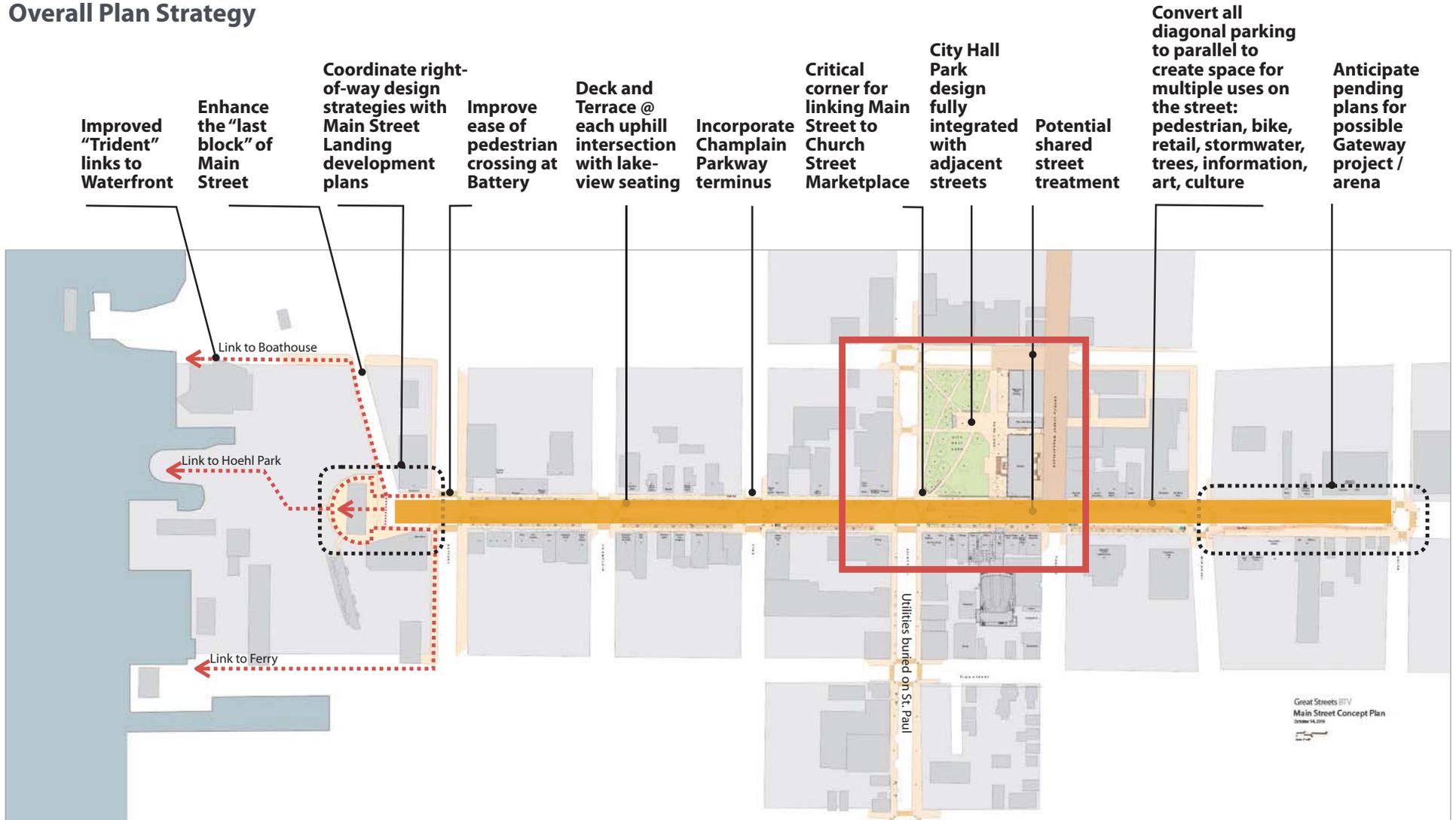
Main Street Concept Plan  
**Intersections**



Main Street Concept Plan  
**Intersections**



Main Street Concept Plan  
**Overall Plan Strategy**



**Great Streets BTV**

Main Street Concept Plan - Nov. 14, 2016

Main Street Concept Plan  
Proposed: The South Edge of City Hall Park





MEMORANDUM

December 21, 2016

**TO:** Public Works Commission

**FROM:** Patrick Cashman, Assistant Director for Traffic and Parking *PC*

**RE:** Designation of Marketplace Garage for Short Term Parking

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**Background:**

The city-owned parking garage located near the corner of South Winooski Avenue and Bank Street is designated as the Marketplace Parking Garage. This garage has a total of 401 spaces. There are 43 spaces on a lower level with an exclusive entry and exit from Bank Street, which is dedicated for long term parking. There are another 358 spaces on the main levels with entry from Bank or Cherry Streets and an exit on South Winooski. Access to the long term parking deck is provided via a “clicker” to activate the entry/exit gate, while access to the main levels is provided by the customer pulling a ticket upon entry which causes the entry gate to rise.

**Observations:**

Traffic and Parking personnel began recording license plates of vehicles left overnight in the Marketplace Garage in August of 2016 to address our concern that there were abandoned vehicles taking up spaces in our parking facilities. We have initially focused on the Marketplace Facility due to the reliably high demand for spaces in this facility and because this facility does not have the same overnight hotel guest population found in the College Street and Lakeview garages. On most weekday nights a range of 14-20 vehicles were found to be parked overnight in the facility with a core group of 9 vehicles being parked in the facility on every night counted. While some portion of the vehicles remaining overnight on a given night may be an individual who chose to leave their vehicle for a night, based on duration of stay, many appear to be either abandoned or cars whose owner is using the facility for long term storage. This reduces the number of spaces available for day use parkers driving into the downtown for shopping, dining, recreation or tourist activities.

As currently written the ordinance defining the authority to remove vehicles is focused on those instances in which the Chief of Police identifies an immediate hazard, or in the case of

violation of specific ordinances not relating to the parking garages. The towing ordinance is reproduced in full as follows:

**BCO 20-71 Authorized; expenses of removal.**

(a) Under the provisions of this division, any police officer or parking enforcement officer shall cause a motor vehicle parked in violation of the following to be moved or removed to any public garage or other place designated by him within a five-mile radius from the boundaries of the city.

- (1) Parking ban as set forth in section [20-56](#)
- (2) Designated prohibited areas, as set forth in section [20-55](#) of this Code;
- (3) Vehicles left in violation of section [20-61](#) of this Code;
- (4) In any location where in the opinion of the chief of police such vehicle creates an immediate traffic hazard or otherwise endangers the public health, safety and welfare; provided, however, that reasonable efforts under the circumstances are first made to notify the operator or owner.
- (5) In any location which has been designated for peddlers with vehicle endorsements only, as set forth in section [23-6](#) of this Code.

BCO section 20-55, referenced in subsection (a)(2) above, details 15 general prohibitions on stopping, standing and parking, all of which can be used to legally support the towing of a vehicle. Section 20-55 makes no reference to parking prohibitions in the City's parking garages.

Regulation of activity within City parking garages is set forth in Appendix C, the Rules and Regulations of the Traffic Commission. These rules and regulations do not include anything related to towing from the garages and as currently written, BCO section 20-71 does not authorize the removal of vehicles in violation of those rules and regulations. Additionally, as currently written, Appendix C establishes rates for parking garages but does not establish a maximum occupancy time for any facility.

**Recommendations:**

Based on these observations, I believe that a rule prohibiting overnight parking in the Marketplace Garage should be added to Appendix C. I also believe that the Commission should amend BCO section 20-55 to expressly state that parking in violation of any parking garage regulation is parking in a designated prohibited area. This would bring overnight parking into the purview of the towing ordinance, BCO section 20-71(a)(2). These changes, if adopted together, will equip the City to remove abandoned and stored vehicles from the Marketplace facility, thereby freeing up valuable spaces for their intended use.

Therefore, in consultation with the City Attorney's Office, we respectfully request the Public Works Commission amend Appendix C, Traffic Regulations, section 18 and BCO section 20-55 as follows (additions being underlined and deletion being in strikeout):

App. C

Section 18. Parking facility designations and regulations

- (a) As written.
- (b) As written.
- (c) As written.

(d) Rules for parking structures.

(1) Marketplace Parking Garage: The Marketplace Parking Garage is limited to short term parking of 24 hours or less and the parking of vehicles whose owners have entered into a monthly parking agreement. Monthly parkers shall only park in the designated monthly parking area with its dedicated entry and exit from and to Bank Street. No daily parker shall park in the designated monthly parking area. Vehicles may only be parked in designated parking spaces. Vehicles shall not remain in the same parking space within the limits of the Marketplace Garage for a period longer than 24 hours except for those allowed within the monthly parking area. The 24 hour 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 any other evidence indicating that a vehicle has parked in the garage. The vehicle must be moved from the space within 24 hours of that start time. For the purposes of this section, the term "moved from the 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. For the purposes of this section the term "daily parker" is defined as a parking customer whose license to park in the facility is granted on a day to day basis and is not the result of a longer term, prepaid agreement.

(2) Reserved

BCO section 20-55(a)

(16) In any designated parking facility in violation of the rules or regulations stated in Appendix C, section 18.



MEMORANDUM

December 21, 2016

**TO:** Public Works Commission

**FROM:** Patrick Cashman, Assistant Director for Traffic and Parking *PC*

**RE:** Designation of Stops for Interstate Bus Carriers

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**Background:**

Bus stops within the City are designated in the Burlington Code of Ordinances in Appendix C, the Rules and Regulations of the Traffic Commission. Section 16(a) designates twenty locations as “bus stops” with no restriction as to the type of carrier who may use those locations. Section 16(b) designates three locations for the parking of “tour buses” only.

**Observations:**

Prior to the opening of the Downtown Transit Center on Saint Paul Street, between Cherry and Pearl, three interstate bus carriers provided service at an unimproved site on the east side of University Place, 82 feet south of the intersection of University Place and Colchester Avenue. Operations at that location led to concerns regarding (1) damage to the greenbelt, and (2) passengers’ use of adjacent UVM buildings as shelter due to the lack of any form of shelter there.

Current interstate carriers have been cooperative and attentive to City concerns. At the City’s request, two carriers (Greyhound and Megabus) transitioned their operations to the Downtown Transit Center when it opened, while the third, Vermont Translines, plans to do so in the near future.

As currently written, the designation of bus stops in Appendix C places no limits on the type of carrier who can use the section 16(a) bus stops. This raises a concern because many spots that are appropriate for the quick loading and unloading of local transit passengers without luggage are not appropriate for large groups of interstate passengers with luggage who are waiting to board or who are unloading and waiting to be picked up by a local contact. Also, the

unlimited access to any designated bus stop by national carriers creates the potential for conflict with tightly scheduled local buses over access to those spots.

There is also an additional problem with section 16 in that current bus stops on the north and south sides of Main Street adjacent to Carrigan Drive and University Heights, respectively, are not designated as bus stops in that section.

**Conclusions:**

Section 16 needs revising because as currently written the designation of bus stops is insufficiently detailed to preclude the use of any designated bus stop by an interstate carrier. I believe that greater definition in Section 16 is needed to prevent problems from occurring in the future. There is also the need to list the bus stops being used on the north and south sides of Main Street adjacent to Carrigan Drive and University Heights, respectively

**Recommendations:**

We respectfully request the Public Works Commission amend App. C., Traffic Regulations, Section 16 by changing the section to read as follows and by adding a new subsection, (c), to read as follows:

Sec. 16. Bus Stops.

- (a) The following spaces are hereby designated as bus stops for local and intrastate carriers:
  - (1) – (20) As written.
  - (21) On the north and south sides of Main Street beginning fifty (50) feet east of University Heights and continuing east for one hundred fifty (150) feet.
- (b) As written.
- (c) The following spaces are hereby designated as bus stops for interstate bus carriers.
  - (1) Spaces designated and clearly identified by Green Mountain Transit within the confines of the Downtown Transit Center.
  - (2) On the north side of Main Street beginning fifty (50) feet east of University Heights and continuing east for one hundred fifty (150) feet, provided that the stop is only used for unloading of passengers.



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# Memo

*Date:* December 13, 2016

*To:* DPW Commission

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

*Subject:* Calendar Year 2017 Street Reconstruction Paving List  
Complete Streets Acceptance

---

## Program Update

The Department of Public Works (DPW) has been actively working on developing paving plans for the summer of 2017, refining the data within our Paver database, and capital planning of the program's immediate and future needs. This would include development of a 5 year paving program as previously tasked to DPW by the Commission in January of 2015. This 5 year paving program would serve three purposes, one is advanced notification to residents of work. Two coordination of the paving program with other DPW programs such as Water/Wastewater/Stormwater and Transportation. The third function of a 5 year paving program is tied to the Complete Streets requirements and coordination.

The complete streets program is to review all streets with significant reconstruction work, review their features to determine how they align with complete street elements, such as bicycle/pedestrian facilities, green spaces, lighting, etc. Act 44 passed by Vermont Legislature in 2011 requires that every project of significant reconstruction consider inclusion of complete streets elements. One of the largest issues that the City of Burlington faces is on streets where there is no sidewalk on either side of the street. The law requires that for project streets that do not have those elements, and does not include them within the project that an exemption is filed.

At the January 2015 Commission meeting it was discussed that Burlington's annual approach to paving does not allow enough time to incorporate complete street elements such as sidewalks as there is not enough time to design these features ahead of paving,

among other challenges such as the increased costs. This is where the 5 year paving program would allow for future identification of streets that do not satisfy the complete streets requirements to better follow the complete streets program and allow enough time to design such elements that should be included and plan for funding/implementation.

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

As it relates to this seasons paving list, DPW is presenting to the Commission our work plan for summer of 2017.

#### Summer 2017 Street Reconstruction List

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

The table below outlines both funding source identified for the work as well as the potential for the timing of the work. This plan for summer 2017 includes approximately 4.02 miles of mill and fill, and 1.25 miles of reclaiming. The engineer's estimate for this work is \$2,000,000.

The work is planned to start April 2017 and complete October 2017.

#### Complete Streets

Within the proposed work plan, DPW has reviewed all of the streets for their compliance with Complete Streets. Of the streets with planned work, all of them comply except the work on the Beltline. The Beltline is exempt as it is a limited access highway complete streets elements and transportation types are not allowed.

Cal Year 2017 Paving Plan					
Branch ID	Section	PCI	Width	Length	Type of Work
MANHATTAN	Rose-Park	50	30	0.16	Mill and Fill
EAST AVE	Colchester Ave-Main St	47	24	0.74	Mill and Fill
BELTLINE	New Pavement- Heineberg Bridge	33-55	40	2.86	Mill and Fill
BELTLINE RAMP	Plattsburgh Ave	50	40	0.27	Mill and Fill
MARBLE	All	54	26	0.17	Reclaim
KING	Battery-Pine	38	35	0.20	Reclaim
VALADE	All	41	24	0.22	Reclaim
BORESTONE	All	42	25	0.15	Reclaim
RIVERS EDGE	All	55	32	0.22	Reclaim
HILDRED	All/Circle	28	30	0.30	Reclaim
Total				1.25	MILES Reclaim
Total				4.02	MILES Mill/Fill

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

# COMPLETE STREETS PROJECT REPORTING FORM

# Form CS-1

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

Project Name RT-127 Beltline & Beltline Ramps at Plattsburgh Ave

Project Manager and Department Laura K. Wheelock PE, DPW

Date 12/13/2016 File path L:\STREETS AND SIDEWALKS\9-Capital Planning Street-Sidewalk\Complete Streets

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

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

Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.  
Identify the limited access roadway: RT-127

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

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

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

---

**This form was distributed:**

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

---

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

**TO:** Project File

**FROM:**

**DATE:**

**SUBJECT:** Complete Streets Compliance Form

---

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

Road: **RT-127 Beltline & Beltline Ramp**

---

Project Description: **Cal Yr 2017 paving program**

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

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

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

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

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

Completed:

Laura K. Wheelock PE

Project Manager

12/13/2016

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

# Form CS-1

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

Project Name Borestone Lane

Project Manager and Department Laura K. Wheelock PE, DPW

Date 12/13/2016 File path L:\STREETS AND SIDEWALKS\9-Capital Planning Street-Sidewalk\Complete Streets

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

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

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

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

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

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

---

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

---

# Form CS-2N

# STREET CLASSIFICATION – NEIGHBORHOOD STREET

*Any street not listed above.*

Street Name: Borestone Lane

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

## Sidewalks

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

NOTES:

## Tree Belt

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

NOTES:

## Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

## Transit Shelters (at stops with high ridership)

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

NOTES: no stops on road

## Parking:

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

NOTES: no bike lane

## Transit Stops

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

NOTES: no stops

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

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

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

**TO:** Project File

**FROM:**

**DATE:**

**SUBJECT:** Complete Streets Compliance Form

---

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

Road: **Borestone Lane**

---

Project Description: **Cal Yr 2017 paving program**

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

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

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

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

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

Completed:

Laura K. Wheelock PE

Project Manager

12/13/2016

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

# Form CS-1

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

Project Name East Ave

Project Manager and Department Laura K. Wheelock PE, DPW

Date 12/13/2016 File path L:\STREETS AND SIDEWALKS\9-Capital Planning Street-Sidewalk\Complete Streets

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

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

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

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

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

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

---

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

---

# Form CS-2N

# STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.

Street Name: East Ave

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

### Sidewalks

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

NOTES:

### Tree Belt

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

NOTES:

### Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

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

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

NOTES: no stops on road

### Parking:

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

NOTES: no bike lane

### Transit Stops

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

NOTES:

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

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

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

**TO:** Project File

**FROM:**

**DATE:**

**SUBJECT:** Complete Streets Compliance Form

---

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

Road: **East Ave**

Project Description: **Cal Yr 2017 paving program**

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

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

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

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

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

Completed:

Laura K. Wheelock PE

Project Manager

12/13/2016

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

*Form CS-1*

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

**Project Name**     Hildred Dr

**Project Manager and Department**     Laura K. Wheelock PE, DPW

**Date**     12/13/2016     **File path**     L:\STREETS AND SIDEWALKS\9-Capital Planning Street-Sidewalk\Complete Streets

---

*Complete Streets principles WERE considered.*

    [Form CS-2](#) attached

---

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

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

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

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

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

---

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

---

# Form CS-2N

# STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.

Street Name: Hildred Dr

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

## Sidewalks

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

NOTES:

## Tree Belt

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

NOTES:

## Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

## Transit Shelters (at stops with high ridership)

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

NOTES: no stops on road

## Parking:

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

NOTES: no bike lane

## Transit Stops

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

NOTES: no stops

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

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

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

**TO:** Project File

**FROM:**

**DATE:**

**SUBJECT:** Complete Streets Compliance Form

---

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

Road: Hildred Dr

---

Project Description: **Cal Yr 2017 paving program**

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

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

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

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

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

Completed:

Laura K. Wheelock PE

Project Manager

12/13/2016

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

# Form CS-1

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

Project Name King Street (Battery-Pine)

Project Manager and Department Laura K. Wheelock PE, DPW

Date 12/13/2016 File path L:\STREETS AND SIDEWALKS\9-Capital Planning Street-Sidewalk\Complete Streets

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

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

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

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

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

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

---

**This form was distributed:**

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

---

# Form CS-2N

# STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.

Street Name: King Street (Battery-Pine)

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

## Sidewalks

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

NOTES:

## Tree Belt

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

NOTES:

## Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

## Transit Shelters (at stops with high ridership)

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

NOTES: no stops on road

## Parking:

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

NOTES: no bike lane

## Transit Stops

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

NOTES: no stops

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

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

NOTES:

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

**TO:** Project File

**FROM:**

**DATE:**

**SUBJECT:** Complete Streets Compliance Form

---

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

Road: **King Street (Battery-Pine)**

---

Project Description: **Cal Yr 2017 paving program**

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

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

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

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

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

Completed:

Laura K. Wheelock PE

Project Manager

12/13/2016

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

# Form CS-1

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

Project Name Manhattan Drive (Rose-Park)

Project Manager and Department Laura K. Wheelock PE, DPW

Date 12/13/2016 File path L:\STREETS AND SIDEWALKS\9-Capital Planning Street-Sidewalk\Complete Streets

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

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

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

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

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

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

---

**This form was distributed:**

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

---

## Form CS-2N

## STREET CLASSIFICATION – NEIGHBORHOOD STREET

*Any street not listed above.*

Street Name: Manhattan Drive (Rose-Park)

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

### Sidewalks

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

NOTES:

### Tree Belt

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

NOTES:

### Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

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

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

NOTES: no stops on road

### Parking:

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

NOTES: no bike lane

### Transit Stops

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

NOTES: no stops on road

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

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

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

**TO:** Project File

**FROM:**

**DATE:**

**SUBJECT:** Complete Streets Compliance Form

---

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

Road: **Manhattan Drive (Rose-Park)**

Project Description: **Cal Yr 2017 paving program**

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

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

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

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

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

Completed:

Laura K. Wheelock PE

Project Manager

12/13/2016

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

# Form CS-1

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

Project Name Marble Ave

Project Manager and Department Laura K. Wheelock PE, DPW

Date 12/13/2016 File path L:\STREETS AND SIDEWALKS\9-Capital Planning Street-Sidewalk\Complete Streets

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

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

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

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

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

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

---

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

---

# Form CS-2N

## STREET CLASSIFICATION – NEIGHBORHOOD STREET

*Any street not listed above.*

Street Name: Marble Ave

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

### Sidewalks

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

NOTES:

### Tree Belt

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

NOTES:

### Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

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

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

NOTES: no stops on road

### Parking:

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

NOTES: no bike lane

### Transit Stops

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

NOTES: no stops

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

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

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

**TO:** Project File

**FROM:**

**DATE:**

**SUBJECT:** Complete Streets Compliance Form

---

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Road: Marble Ave

---

Project Description: **Cal Yr 2017 paving program**

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

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

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

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

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

Completed:

Laura K. Wheelock PE

Project Manager

12/13/2016

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

*Form CS-1*

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

Project Name Rivers Edge Drive

Project Manager and Department Laura K. Wheelock PE, DPW

Date 12/13/2016 File path L:\STREETS AND SIDEWALKS\9-Capital Planning Street-Sidewalk\Complete Streets

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

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

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

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

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

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

---

**This form was distributed:**

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

---

# Form CS-2N

## STREET CLASSIFICATION – NEIGHBORHOOD STREET

*Any street not listed above.*

Street Name: Rivers Edge Drive

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

### Sidewalks

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

NOTES:

### Tree Belt

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

NOTES:

### Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

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

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

NOTES: no stops on road

### Parking:

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

NOTES: no bike lane

### Transit Stops

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

NOTES: no stops

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

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

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

**TO:** Project File

**FROM:**

**DATE:**

**SUBJECT:** Complete Streets Compliance Form

---

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Road: Rivers Edge Drive

---

Project Description: **Cal Yr 2017 paving program**

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

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

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

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

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

Completed:

Laura K. Wheelock PE

Project Manager

12/13/2016

---

Name

Position

Date

# COMPLETE STREETS PROJECT REPORTING FORM

# Form CS-1

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

Project Name Valade Street

Project Manager and Department Laura K. Wheelock PE, DPW

Date 12/13/2016 File path L:\STREETS AND SIDEWALKS\9-Capital Planning Street-Sidewalk\Complete Streets

---

*Complete Streets principles WERE considered.*

[Form CS-2](#) attached

---

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

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

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

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

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

---

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

---

# Form CS-2N

# STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.

Street Name: Valade Street

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

## Sidewalks

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

NOTES:

## Tree Belt

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

NOTES:

## Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

## Transit Shelters (at stops with high ridership)

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

NOTES: no stops on road

## Parking:

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

NOTES: no bike lane

## Transit Stops

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

NOTES: no stops

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

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

NOTES: no traffic calming requests

## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

---

**TO:** Project File

**FROM:**

**DATE:**

**SUBJECT:** Complete Streets Compliance Form

---

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

Road: Valade Street

---

Project Description: **Cal Yr 2017 paving program**

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

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

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

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

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

Completed:

Laura K. Wheelock PE

Project Manager

12/13/2016

---

Name

Position

Date

# Partnership Workplan & Deliverables

## City of Burlington and the Burlington Business Association

January 1, 2017 – December 31, 2018

### Introduction

The workplan within the Partnership Agreement will move forward under the goals clearly defined in the Downtown Parking & Transportation Management Plan:

1. **A vibrant Downtown** – The downtown parking and transportation system resources must be maximized to ensure the continued vitality of downtown Burlington.
2. **Great Customer Service** – The parking system is often the first and last impression for people driving downtown. These experiences should consistently be positive and dependable.
3. **A Sustainable System** – The parking system must minimally generate sufficient revenues to meet its operational and maintenance needs while aiming to also support downtown infrastructure and marketing.

### FY17-FY19 Workplan & Deliverables:

Building on the momentum in FY16, the partners seek to implement the following scope of work consistent with the Downtown Parking & Transportation Management Plan. The workplan and deliverables will be updated prior to the beginning of each fiscal year to the mutual agreement of both parties and will be documented in writing.

#### 1. Downtown Improvement District (DID)

Downtown Improvement Districts have been a successful public / private structure for downtowns to better coordinate parking and transportation services as well as other services (enhanced streetscape improvements, events, security, etc.). An evaluation of the likely benefits and costs of a downtown-wide DID along with a recommended governance and assessment structure is needed for Burlington stakeholders to determine whether a downtown-wide DID makes sense for Burlington.

- BBA will
  - Lead a collaborative business planning process that engages City and downtown stakeholders in exploring various models and structures for a Downtown/waterfront Improvement District (DID) that could, among other

- duties, oversee and operate the City's proposed Parking & Transportation Management District (PTMD).
  - Convene a DID Working Group with a representative each from CSM, CEDO and DPW to develop a scope of work for a DID business plan consultant, execute a procurement process for selecting a business plan consultant, review consultant deliverables, and coordinate outreach to various constituencies.
  - Convene a DID Advisory Committee as established by the City Council to ensure engagement of input by diverse downtown constituencies
  - Develop a business plan for the implementation of a full-service Downtown Improvement District (DID) that would coordinate the Parking Management District (PMD) among other functions.
  - Present plan and associated recommendations to the City Council and relevant Commissions.
- CSM and CEDO will:
  - Serve on the DID Working Group and support the DID Advisory Committee.
  - Collaborate with BBA and the DID consultant to engage downtown stakeholders in exploring various models and structures for a Downtown/waterfront Improvement District (DID).
  - Work with BBA to develop a business plan for the implementation of a Downtown/waterfront Improvement District (DID) that would coordinate the Parking & Transportation Management District (PTMD).
- DPW will:
  - Serve on the DID Working Group and support the DID Advisory Committee.
  - Actively participate in the DID / PTMD report in recommending what future downtown/waterfront parking policy and operations should be coordinated by the DID / PTMD.
- FY'17 deliverables:
  - BBA: Convene DID Advisory Committee by March 15, 2017.
  - BBA: Conclude a successful DID consultant selection process by May 31, 2017.
  - BBA: Finalize DID business plan schedule by June 30, 2017 that has the report to be completed by December 31, 2017.

The Business Plan will present:

- Narrative outlining the existing improvement districts in the downtown.
- Explanation of the value a full-service DID could deliver to the community.
- A minimum of two options for the DID including governance, funding and scope of services.
- A preferred recommendation from the consultant and the DID Advisory Committee.
- Financial structure and pro forma budgets: Refine the study's financial structure for a new parking management district including how the following funding sources are incorporated, or not, into the district: DID assessments, public parking revenue, enforcement revenue and other transportation programs.
- Capital improvements the DID may undertake.

- Governance structure: Refine the study’s recommended governance structure for a new parking and transportation management district through working with key stakeholders.
- A proposed baseline level of City services that would be supported through property taxes and a proposed enhanced level of services provided through the DID assessment.
- Implementation Plan: Draft a phased implementation plan for the establishment of the management district and its associated funding.

## **2. Transportation Options & System Efficiency**

### **Expand Transportation Demand Management (TDM) Options**

Transportation Demand Management (TDM) refers to a collection of strategies and policies that seek to decrease commuting by Single Occupancy Vehicles (SOV) and increase the value and convenience of using sustainable modes of transportation through a set of incentives and disincentives. The City and BBA will work to expand and enhance Transportation Demand Management services in coordination with an entity such as Downtown Improvement District and/or a Transportation Management Association (TMA) such as CATMA.

- DPW will:
  - Implement initial recommendations from the 2015 City of Burlington TDM Action Plan included as Exhibit C and use the City’s experience as an employer to influence future downtown TDM efforts.
  - Determine, as part of the DID evaluation, the annual municipal contribution to downtown TDM activities – whether through DID funding, Traffic Fund revenues or some other source – and then budget accordingly.
- BBA will:
  - Be an advocate and conduit of information to downtown businesses for TDM programs and services until a DID/PMTD is formed.
  - Lead the effort to evaluate and then recommend a downtown-wide DID / PTMD that will be structured to expand TDM services.
  - Assist downtown development / construction projects identify parking and transportation resources to mitigate construction-related impacts.
  - Partner with a TMA to develop a menu of TDM services to downtown/waterfront commuters with a base level to be covered by a portion of the DID assessment and higher levels available at the employers’ choice.
- Downtown Parking & Transportation Committee will:
  - Provide guidance during the interim pilot period on downtown TDM initiatives.
- FY17 deliverables:
  - City: Continued CATMA membership and increased employee participation.
  - City: Implement initial recommendations from 2015 City of Burlington TDM Action Plan.
  - BBA: Complete written plan by June 30, 2017 that lays out implementation of a base level of TDM services to be made available to all downtown

commuters in FY18 / FY19 once a Parking & Transportation Management District (PTMD) is established.

- BBA: At least one additional downtown employer joins CATMA by June 30, 2017.

## **Improve Bicycle Parking**

Consistent with the three main goals for this plan (a vibrant downtown, great customer service, and a sustainable parking system), the City and its partners need to improve the bicycle parking system as well as the parking system for motor vehicles. This improvement will require clear direction, collaboration among stakeholders and consistent funding. During the pilot period, the City will lead the development and maintenance of the bike parking facilities, and BBA will promote the various bike parking facilities.

- DPW will:
  - Develop public bicycle parking facilities in the downtown/waterfront area
  - Secure additional funding (Traffic Fund, the Downtown Improvement District assessment and/or Tax Increment Financing) for the expansion of bicycle parking facilities downtown.
- BBA will:
  - Lead development and implementation of a bicycle parking program in collaboration with the City and other entities until DID/PTMD is established.
  - Promote existing bike parking facilities.
  - Coordinate bike locker rentals, and ensure the process is convenient for the public, which will be evaluated at the end of the pilot period and adjusted as needed.
  - Work with the DPW to secure additional funding (Traffic Fund, the Downtown Improvement District assessment and/or Tax Increment Financing) for the expansion of bicycle parking facilities downtown.
  - Work with bicycling organizations and the DPW to inventory existing facilities, prioritize new or expanded bicycle parking facilities, and then install those facilities during the pilot period.
  - Develop a program that will effectively publicize and promote downtown bicycle parking facilities in particular and bicycle transport in general with other entities that have installed lockers downtown (GMT, Local Motion).
  - Offer guidance and support to downtown businesses regarding siting, design, installation, and promotion of bike parking and storage facilities.
  - Work with DPW after the pilot period to determine the optimal roles for each entity to well manage the various aspects of the downtown bicycle parking system.
- FY17 deliverables:
  - BBA: Unify bike locker rental system with clear online rental information by April 31, 2017.
  - BBA: Include secure bike parking on the Go! Burlington / ParkBurlington interactive map tool by June 30, 2017.
  - City: Complete plan to improve bike parking adjacent to the Downtown Transit Center by June 30, 2017 with installation scheduled within the 2017 season.

### **3. Garage Improvements**

#### **Complete Garage Capital Repairs**

Engineering firm Hoyle Tanner & Associates (HTA) has identified roughly \$9.2M in repair and replacement projects for the City's three downtown garages to achieve their full lifecycle and maintain functionality. Phase I work is completed in College Street Garage and underway in Marketplace Garage. DPW plans to execute the majority of this work over the term of this pilot, but has broken the work down into several phases for each garage.

- DPW will:
  - Complete design work for Phase II garage capital repairs.
  - Secure approval for financing for Phase II garage capital repair work.
  - Procure and oversee contractors to complete Phase II garage capital repair work.
- BBA will:
  - Communicate construction schedules and user impacts to downtown businesses and the community at large regarding parking garage construction schedules and user impacts.
  - Assist with identifying and securing alternate parking within either the private or public parking supply for parkers displaced by these events.
- FY17 deliverables:
  - City: Complete design work for Phase II capital repairs for Marketplace and Lakeview garages by June 30, 2017.
  - City: Initiate Phase II capital repairs in College Street Garage by June 30, 2017.
  - BBA: Provide widely-distributed construction updates including special accommodations no less than once a month during construction periods.

#### **Upgrade Parking & Revenue Control Systems (PARCS)**

A parking and revenue control system is the operational foundation for efficient garage management. Burlington's current system is dated and limits services that can be provided to customers. A new PARC system will provide merchant validation options, offer various leasing options such as nighttime leases, interface with employee identification cards and will enable the garage system to increase revenue by approximately 10% without rate increases.

- DPW will:
  - Oversee all aspects of PARCS equipment procurement and installation to achieve the identified system functionality.
  - Convene a PARCS Working Group that includes BBA representation.
  - Develop technical specifications outlining future system requirements, prepare bid documents and solicit bids for a complete upgrade of PARCS equipment – all with concurrence of the PARCS Working Group.
  - Review bids with the PARCS Working Group and advance the most responsive bidder through the City Council approval process.
  - Oversee the installation of the new / upgraded PARCS equipment.

- BBA will:
  - Serve as a member of the PARCS Working Group.
  - Identify specifications needed to respond to the needs of downtown stakeholders, including merchant validation program and an online sales service that could include monthly parking leases, garage parking advance purchases, and special event parking purchases.
- FY17 deliverables:
  - BBA: Deliver document summarizing prioritized PARCS features requested by the business community including a validation program that could replace 2 Hour Free parking in Marketplace Garage by February 28, 2016.
  - City: Convene the PARCS Working Group by January 31, 2017.
  - City: Contract for PARCS equipment upgrade signed by June 30, 2017, with installation scheduled to be completed no later than December 31, 2017.

### **Improve Garage Operations and Maintenance**

The Downtown Parking & Transportation Plan recommended improvements to the operations and maintenance of the municipal parking garages and lots – to both improve the customer experience and preserve the lifespan of these aging assets.

- DPW will:
  - Oversee the development of a Standards of Care and a Maintenance Plan.
  - Oversee the implementation of, and adherence to, the Standards of Care and the Maintenance Plan.
  - Update job descriptions for garage staff based on the future operational needs of the municipal garages once the PARCS is installed.
  - Provide regular reports on performance to the Downtown Parking & Transportation Committee and BBA.
- BBA will:
  - Provide input on the Standards of Care and Maintenance Plans.
  - Communicate with customers to gauge their satisfaction with their garage parking experience and to proactively communicate any closures, repairs or other service disruptions to the public.
- FY'17 deliverables:
  - City: Complete Standards of Care and Maintenance Plans by February 28, 2017.
  - BBA: Notify public of closures, repairs or other disruptions that are occurring according to notification policy.

## **4. On-Street Meter Improvements**

### **Adjust and Improve On-Street Meter System**

The Downtown Parking & Transportation Plan recommended additional upgrades to the City's existing meter stock, as well as introduction of new technologies for accepting payment for curbside parking and reorganization of the current system of curbside regulation management and administration across the downtown area.

- DPW will:
  - Work with BBA to staff the Downtown Parking & Transportation Committee and bring forward their recommendations to the DPW Commission.
  - Advance policy changes for on-street meters according to the recommendations in the Downtown Parking & Transportation Plan.
  - Conduct assessment of pay-by-phone pilot and implement long-term pay-by-phone service.
- BBA will:
  - Prepare and issue communications informing the public of these initiatives as they occur.
  - The parties will collaborate to develop metrics measuring the success of each initiative BBA will publish periodically to the general public.
- FY17 deliverables:
  - DPW: Bring proposal for on-street meter adjustments to the Downtown Parking & Transportation Committee and the DPW Commission by June 30, 2017. If proposal includes consideration of Sunday enforcement, present proposal to City Council prior to sending it to the DPW Commission.

## **5. Communications, Online Tools & Promotions**

The range of downtown parking and transportation services are only effective if they are well understood by the public and well used. Real-time parking availability, real time transit tracking, online ticket payments, bike parking locations, car sharing options are just some of the key tools we need to help the public use to improve the experience of those traveling to and from our downtown.

### **Develop Expanded Parking & Transportation Website for Burlington**

- DPW will
  - Determine functionality needed for expanded website.
  - Host the website.
  - Work with BPD to develop an e-commerce solution to accept online payment for garage and lot leases.
- BPD will
  - Develop an e-commerce solution to accept online payment for permits, fees and fines – and help integrate this into the parking and transportation website.
- BBA will
  - Develop and maintain a comprehensive mobile-friendly parking and transportation web site through the pilot that will include the following components:
    - Identification of public parking assets in downtown Burlington – both publicly and privately owned – including their rates and hours of operations.
    - Creation of an interactive map to identify parking and transportation resources based on a user’s identified location or mode.

- Inclusion of key transportation partner links to outline all transportation options available to the general public – parking, transit, bicycling, carpooling, ride matching, etc.
  - A ‘news crawler’ function updating the general public of upcoming events which may impact the availability of parking or transportation.
  - Link to City’s to-be-developed online payment system for permits, fees, fines and pay-by-phone meters.
  - General parking information to announce changes and promote new offerings to the general public.
  - Other relevant real time information about transportation services.
- FY17 deliverables:
  - BBA: Procure firm to enhance website by March 31, 2017 and complete initial upgrade of website including interactive map by June 30, 2017.
  - City: Complete plan by June 30, 2017 for implementing online e-commerce solution in FY18 minimally for parking tickets.

### **General Communication/Marketing Responsibilities:**

- BBA will:
  - Assist large downtown construction projects in addressing needs of adjacent businesses by helping to create effective traffic control and parking management plans and then broadly updating the public about current impacts and special accommodations.
  - Post weekly to social media accounts (i.e. Twitter, Facebook, etc.) as well as periodic postings to Front Porch Forum.
  - Design and implement communications; marketing and promotion activities associated with the various downtown parking and transportation options recommended in the Parking Transportation Management Plan.
  - The following communication tools will be developed by the BBA and kept current in collaboration with the City, downtown stakeholders, CATMA, and the Downtown Parking & Transportation Committee.
    - Go! Burlington / ParkBurlington website
    - Social media accounts
    - Press releases and announcements to all media sources
    - Print flyers, announcements, posters, newsletters as deemed appropriate
    - Meetings, workshops and programing as deemed appropriate
  - Design and develop an annual report incorporating the collected data and publishing the analyzed impact of various policy initiatives and system improvements in terms of utilization, availability, economic impact and success in achieving stated policy objectives. The information/data for the report will be collected through the assistance of the DPW and other city departments/agencies as deemed appropriate.
- FY17 deliverables:
  - BBA: Develop written agreements with project developers (City for Great Streets work, Devonwood for Burlington Town Center work, etc.) regarding business assistance and public outreach support BBA will provide during construction to mitigate traffic and parking impacts.

- BBA: Complete communications activities on the frequencies established above. BBA: Written plan developed by June 30, 2017 to complete FY17 annual report within 4 months of the end of the fiscal year.

### **Branding and Wayfinding**

- DPW will
  - Work with BBA to determine scope and specifications of branding effort for public and private parking assets
  - Review and approve branding proposal for use in public facilities and within the City's ROW
  - Collaborate with BBA and other downtown stakeholders to expand the downtown wayfinding program for all modes
  - Contract to construct sign and wayfinding system in the public ROW and in municipal garages
- BBA will:
  - Coordinate the design of a universal signage and branding effort for all private/public parking assets that relates to existing City wayfinding and creates a professional and unified image of parking options in downtown Burlington.
  - Create a geolocation signage plan for each public/private facility indicating where the facility is located relative to surrounding businesses and attractions.
  - Lead the effort to add pedestrian-oriented signage within garage facilities, including a possible advertising program to give local businesses visibility while raising revenue for garage upkeep.
  - Work with private parking operators to promote the City's new wayfinding brand, including and up to acquiring signage in the same theme to identify and promote their facilities.
  - Collaborate with DPW and other downtown stakeholders to expand the downtown wayfinding program for all modes.
- FY'17 deliverables:
  - BBA: Complete design for an interior wayfinding signage package by June 30, 2017 to be installed in at least one garage by December 31, 2017.

### **Coordination and Collaboration with Private Parking Facilities**

Private parking accounts for approximately 50% of all parking in the Downtown District. Partners will work collaboratively to open more private spaces to public use and create a coordinated public/private parking system.

- Planning & Zoning will:
  - Advance a proposal along with CEDO and DPW to the Downtown Parking & Transportation Committee and then the Planning Commission that would adjust the minimum parking requirements in the downtown and unencumber existing private off-street parking assets from past zoning requirements so that private parking resources can fully participate in shared parking arrangements.
- The BBA will:

- Work with private parking owners and operators to help ensure the efficient usage of private downtown parking.
- Create and maintain a comprehensive database of off-street parking spaces to include: property owner contact information, management entity contact information, total spaces, rates, usage, terms of public access, and any municipal permit limitations.
- Serve as a parking broker and respond to parking needs by downtown users including businesses, employees, special events and construction crews; working to match available resources with needs.
- Facilitate the incorporation of private parking facility owners in the overall marketing/branding, promotional, wayfinding and merchant validation programs to match the parking needs of employees, visitors and the community with available assets.
- Get private parking facility owners to adopt the ParkBurlington brand.
- FY17 deliverables:
  - City: Present proposal to adjust downtown parking requirements in a way that unencumbers existing private off-street assets to Downtown Parking & Transportation Committee and get Committee's feedback by June 30, 2017 for FY18 Planning Commission review.
  - BBA: Develop comprehensive database of downtown off-street parking assets by June 30, 2017.
  - BBA: Secure written commitment by June 30, 2017 to enhance public parking signage on at least one private parking facility by December 31, 2017.

## **6. Data Collection**

The Downtown Parking & Transportation Management Plan recommended a smart use approach that uses data to set pricing and policies. A robust data collection program is needed to be able to have sufficient data to make informed pricing and policy decisions.

- DPW will:
  - Conduct at least quarterly counts on-street and in municipal lots and garages and produce the results into a summary format.
- BBA will:
  - Coordinate at least quarterly counts in private lots and garages and produce the results into a summary format.
- FY17 deliverables:
  - BBA: Collect off-street parking data on at least a quarterly basis and compile for inclusion into the annual report by June 30, 2017.
  - DPW: Collect and compile on-street parking data on at least a quarterly basis and provide to BBA for inclusion into the annual report by June 30, 2017.

## **7. Support Downtown Parking & Transportation Council**

The advisory Downtown Parking & Transportation Council will be re-established by City Council resolution for the duration of the pilot and will advise the City of Burlington and the

Burlington Business Association on implementing the Downtown Parking & Transportation Management Plan including policy matters and proposed changes to parking rates and hours during this pilot period.

- DPW will:
  - Attend Parking & Transportation Council meetings and provide committee with information and tools to ensure a productive experience for committee members – including proposed changes to parking rates and hours.
  - Bring Council recommendations to the DPW Commission for consideration and action.
- BBA will:
  - Staff and provide administrative support to the advisory committee.
  - Attend Council meetings and provide Council with information and tools to ensure a productive experience for committee members.
  - Bring Council recommendations to the DPW Commission for consideration and action.
- Downtown Parking & Transportation Council will:
  - Advise DPW on parking rates, policies, and prioritization of investments.
  - Guide the implementation of the Downtown Parking & Transportation Management Plan.
- FY'17 deliverables:
  - BBA: Convene and facilitate at least quarterly Council meetings with meeting notes and other key documents on the ParkBurlington / Go!Burlington website.
  - DPW: Ensure that the Council reviews and guides proposed policy and rate changes prior to advancing items to the DPW Commission for approval.



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To: DPW Commissioners  
Fr: Chapin Spencer, Director  
Re: **Director's Report**  
Date: December 14, 2016

### **EAGLES LANDING & INTERIM PARKING**

Thank you for the Commission's willingness to convene a special meeting on December 6 to consider and ultimately approve a recommendation to the City Council to sell the Browns Court Lot for a Champlain College redevelopment project. The memo that I sent to the Council to notify them of the Commission's action is attached. Staff is working on a notification plan for current Browns Court parkers and a parking strategy for the construction phase of the project. Given that changes in meter types require Commission approval, and we still have more work to do to finalize our precise plan – I expect to utilize my authority as Public Works Director to implement up to 30 day pilot projects (City ordinance 20-3) to make on-street meter adjustments as the lot closes on January 4. We will then seek Commission approval for the full suite of construction phase adjustments at the January 18 Commission meeting.

### **DRAFT PARKING & TRANSPORTATION AGREEMENT**

The Council accepted the Downtown Parking & Transportation Plan in December 2015. The plan laid out a number of strategies to improve and better coordinate the parking and transportation system downtown. A main recommendation was to formalize a Downtown Improvement District to manage the various parking, transportation and other downtown services. Given that determining the best funding and governance structure would take time, the plan recommended the City and the BBA work together over a two year pilot period to develop the DID and to implement a number of initial improvements. The City and BBA have developed a draft FY'17 scope of work as part of a proposed Parking & Transportation Agreement for the two year pilot period. The plan is to present the Agreement to the Board of Finance on January 9<sup>th</sup> and the Council on January 23<sup>rd</sup>. We'd welcome feedback from the Commission as we finalize the documents for the Council's consideration.

### **CHAMPLAIN PARKWAY UPDATE**

The Champlain Parkway project is a 2.5 mile transportation improvement project in the South End of Burlington that has a long history (more information is at [www.champlainparkway.com](http://www.champlainparkway.com)). VTrans and the Federal Highway Administration (FHWA) have made clear to the City that given this project's extensive timeline and pre-development costs, the City can no longer make additional changes that would substantially affect the permitting, timing or cost of the project. That said, the City, VTrans and FHWA all acknowledge that this transportation corridor will need to evolve as the needs of the South End evolve.

Ideas that can't feasibly be added into the Champlain Parkway project can be, and have been, pursued as separate projects:

- This was done with the community's desire to better connect Pine Street with Battery Street when the Railyard Enterprise Project was launched in 2012.

- It was done with the construction of sidewalk improvements and the installation of six crosswalks and Rectangular Rapid Flashing Beacons along Pine Street in 2013.
- It was done with the Pine & Lakeside intersection improvements in 2015 and 2016.

Through the Parkway's public process to date, it is clear that there is tremendous interest in ongoing public realm improvements in the South End and specifically along parts of the Champlain Parkway corridor. To reassure residents that the City will be able to advance new projects along the Parkway corridor to meet the future needs of the South End, I requested VTrans put their commitment to future flexibility in writing. VTrans agreed and the resulting letter is attached. As the letter demonstrates, there is great latitude to initiate new projects along the corridor once the Champlain Parkway project is completed – even improvements that would change the Parkway design. Our City is constantly evolving and its transportation and infrastructure needs will respond to these changes. Thank you to VTrans for clearly stating the significant flexibility the City will have into the future. Construction is scheduled to begin in the fall of 2018. A more complete update will be provided to the City Council in January.

### **SHELBURNE ST ROUNDABOUT**

DPW's Engineer Laura Wheelock has worked to ensure the State continues to make progress on the Shelburne Street Roundabout project with their lead consultant Stantec. Their timing below is generally consistent with the timeline they shared with us earlier in the year. Start of construction is projected for 2019.

- Utility Relocation: Stantec has completed its Utility Relocation Plan at this point. Currently, the individual utilities are reviewing/approving the plan. Those approvals should come in by the end of 2016.
- Traffic Management: Development of the Traffic Management Plan is about a month behind the Utility Relocation development, as initially expected. The draft TMP is slated for circulated review this month.
- Right-of-Way: Stantec has completed its initial title research for all adjacent properties and will be scheduling Property Owner Meetings for December and January. There will be a maximum of 23 Property Owner meetings. ROW Plan development will follow in hopes to have document preparation for summer, 2017.

### **BURLINGTON HARBOR MARINA**

As you may recall, the City solicited proposals to further enhance the Burlington Waterfront in 2013 through a process called Public Investment Action Plan (<https://www.burlingtonvt.gov/CEDO/Public-Investment-Action-Plan-PIAP>). One proposal that was selected was the Burlington Harbor Marina – to be located adjacent to DPW's Water Plant. More information on the marina can be found here (<https://www.burlingtonvt.gov/CEDO/Harbor-Marina>). DPW commissioned a study to identify any potential conflicts and propose steps to mitigate any issues. DPW staff continues to work with other City staff and the marina to develop agreements that will protect the Water Plant operations from this additional waterfront activity.

### **TRAFFIC REQUESTS**

As of today, we have 88 traffic requests in our Request For Service system. We had 67 last month. We are working diligently on filling the open Engineering Tech position.

### **TENTATIVE JANUARY 2016 AGENDA ITEMS:**

- Garage parking agreements for People's United Bank, University of Vermont Medical Center
- 6 month review of DPW's FY'17 Key Initiatives
- Possible building permit appeal

Don't hesitate to contact me with any questions prior to Wednesday's meeting. **Happy Holidays!**



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**Chapin Spencer**  
DIRECTOR OF PUBLIC WORKS

December 8, 2016

**To:** City Council  
**From:** Chapin Spencer, Director  
**Cc:** Eileen Blackwood, Mayor's Office

**Re: 11/28/16 Resolution - Proposed Champlain College Purchase of Browns Court Parking Lot Site:  
Follow-up - Public Works Commission Recommendation**

This memo provides the called-for follow-up regarding the Proposed Champlain College Purchase Resolution which was approved on November 28, 2016. That resolution referenced that there is a City Charter provision which calls for a Public Works Commission recommendation for any sale of a municipal parking lot and that the Public Works Commission was scheduled to review this proposed sale on Tuesday, December 6, 2016. With that in mind, the above-referenced resolution passed unanimously. The resolution specifically authorized the Mayor to execute the Purchase and Sale Agreement with Champlain College upon City Council acceptance of the recommendation of the Public Works Commission.

The Public Works Commission did, in fact, vote to recommend the sale on December 6, 2016. The Commission recommendation, passed by motion, reads as follows:

“To recommend to the City Council the sale to Champlain College of the Brown's Court parking lot as proposed and consider using the remaining proceeds of the sale for capital upgrades of the city's parking system prior to the disbursement of said funds.”

The Commission made clear that it was their desire that the sale proceed as proposed and as scheduled. They also requested that this City Council consider using proceeds not committed to City costs associated with this transaction for capital upgrades of the city's parking system. They indicated a desire for this to happen sometime after the sale but before City disbursement of the sale proceeds. We, therefore, have no additional hurdles to our proceeding to the closing and ask the Council to accept the Public Works Commission recommendation by adoption of the following motion:

**To accept the December 6, 2016 Public Works Commission recommendation to the City Council concerning the City's sale of the Browns Court Parking Lot contained herein and to place this communication on file.**

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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September 30, 2016

Chapin Spencer, Director  
Department of Public Works  
City of Burlington  
PO Box 849  
Burlington, VT 05402-0849

Dear Chapin,

As part of the ongoing dialog between the Vermont Agency of Transportation (VTrans) and the City of Burlington (City) regarding the development of the Champlain Parkway (Parkway) project, the City has expressed an interest in understanding the manner in which future transportation-system needs of the City will be addressed in regards to the Champlain Parkway roadway alignment. It is the understanding of VTrans that no future transportation system upgrades are planned at this time, but recognizing that cities such as Burlington are dynamic and growing entities, there is the need for better understanding of future potential transportation options which may be available to the City.

As we have discussed, the Parkway was conceived, planned for and designed over the span of several decades. Over that period of time the City has evolved, as has the project. What was conceived to be a high speed, limited access highway to deliver people quickly through low density neighborhoods in the South End of the City and into downtown Burlington is now going to serve an increasingly diverse and vibrant area of the City. According to the plan BTV South End website, the South End is home to **6,439 residents** and 472 businesses with 6,383 workers; it serves as a focal location for the arts, enterprise and innovation. Plan BTV South End articulates a vision for the future which is dynamic and evolving; the transportation system needs to address this vision, and needs to be flexible and forward leaning.

It is VTrans' understanding that the City seeks future flexibility along the Parkway corridor to support local planning goals, enhance economic development and strengthen the resiliency and diversity of the transportation system. To achieve this outcome, the City is potentially interested in requesting removal of the limited access designation of the C1 & C2 sections of the Parkway, or portions thereof, to allow greater flexibility in addressing future local interests and needs. To that end VTrans would like to provide guidance with regards to activities which would not impede the continued advancement of the project.

Items the City can advance now along Section C2 with the existing limited access designation in place:

- Design removal of fencing along C2 (location(s) to be determined).
- Allowance of on-road cycling along C2 (including associated markings and signage).

Items the City can advance along C2 after Parkway construction is complete, but with existing limited access designation in place; if funded locally these projects would not be subject to Federal or Transportation Board review:

- Sidewalks.
- Mid-block crossings.
- Transit stops.
- Bulb-outs.
- On-street parking.
- Street trees.

Items the City can advance along C1 & C2 after Parkway construction is complete, with existing limited access designation in place, following Transportation Board approval for break-in-access:

- Break-in-access for a public street to expand the street grid in areas such as the intersections with Pine Street/Queen City Parkway and Briggs Street.
- Break-in-access for a private access if supported by the City of Burlington and its municipal planning documents.

Regarding the process for achieving a break-in-access, or re-designation, of the limited access sections of the Parkway (C1 & C2), Chapter 17 of Title 19 addresses Limited Access Facilities. Under 19 V.S.A. § 1708(b), a break in limited access requires the prior written consent and approval of the Transportation Board, which may allow the break in limited access only if it finds that the public interest will be served. The Board must conduct a public hearing and consider the technical recommendations of VTrans before making its decision.

Under section 1703(a), the State may designate town highways as limited access only with the approval of the select board. It is VTrans' understanding that the City Council has approved the Champlain Parkway, which includes the limited access facilities. Therefore, a break in these limited access facilities would, under the current designation, be governed by section 1708(b), rather than by municipal law.

VTrans understands that prior to Parkway construction, the City will not seek any substantive change(s) to sections C1 or C2 that would have been prevented by the limited access designation, without the prior written support of VTrans. Should the City proceed with a request for break in limited access in the future, the City will be solely responsible for any costs that may be incurred in obtaining a break in limited access, including all permitting and litigation expenses. Depending upon the type of funding used to address future transportation system modifications, planning for projects would likely need to address issues such as project necessity, permitting, design, funding feasibility, as well as public interest and input.

As indicated above, all parties would like to stress the importance of initiating construction of the Champlain Parkway prior to contemplating the future matters addressed in this letter. VTrans has been a partner and supporter of the City over the decades and looks forward to the continued growth and success of endeavors undertaken by the City.

Please feel free to contact me if you have further questions.

Sincerely,



Michele Boomhower, Division Director

Cc: Chris Cole, Secretary  
 Kevin Marshia, Highway Division Director/Chief Engineer  
 Sue Scribner, Municipal Assistance Bureau Director  
 Wayne Davis, Project Manager  
 Matthew Hake, Division Administrator, FHWA  
 Larry Dwyer, Deputy Division Administrator, FHWA