



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Tenzin Chokden, Clerks Office
From: Chapin Spencer, Director
Date: July 12, 2018
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **July 18, 2018**
Time: 6:30 – 9:00 p.m.
Place: **53 Lavalley Lane – Main Wastewater Treatment Plant**

A G E N D A

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 5 Min Agenda
- 3 5 Min Election of Chair, Vice Chair & Secretary
- 4 10 Min Public Forum (3 minute per person time limit)
- 5 5 Min Consent Agenda
 - A Traffic Request Status Report
 - B Complete Streets CY18 Paving – Added Streets
 - C Great Streets – St. Paul Street Refine Ordinance Language
 - D Great Streets – St. Paul Street Temporary Construction Parking Changes
 - E Proposed Accessible Parking on Adams Court
 - F Proposed Truck loading Zone on College St
 - G Enforcement Authority for City-Leased & Managed Lots

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.

- 6 15 Min Draft ADA Transition Plan
 - A Presentation, L. Wheelock
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested – None

- 7 40 Min Update on Wastewater and Stormwater Management
 - A Presentation, M. Moir & C. Spencer
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested –None

- 8 5 Min Approval of Draft Minutes of 6-20-18

- 9 10 Min Director's Report

- 10 10 Min Commissioner Communications

- 11 **Adjournment & Next Meeting Date – September 19, 2018**



MEMORANDUM

July 09, 2018

TO: Public Works Commission
FROM: Phillip Peterson, DPW Engineering Technician *PP 7/9/18*
CC: Nicole Losch PTP, Senior Transportation Planner *NL 7/10/18*
RE: Traffic Request Status Report

Number of Requests 06/14/18 = 50
New Requests since 06/14/18 = 5
Requests closed since 06/14/18= 6
Number of Requests 07/09/18 = 49

RFS BREAKDOWN BY TYPE*

		Last Month	Change
Accessible Space:	3	4	-1
Resident Only Parking:	6		
Crosswalks:	13	16	-3
Driveway Encroachments:	2		
Signage:	12	11	+1
Loading Zone:	2	1	+1
Area/Intersection Study:	4		
Parking Prohibition:	2	1	+1
Bus Stop:	0		
Geometric Issues:	2		
Parking Meters:	3		
Other:	0		
TOTAL:	49		



Memo

Date: July 12, 2018

To: DPW Commission

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

Subject: Complete Streets Acceptance for Additional Paving Streets

Program Update

In response to the winter, DPW had additional streets that needed to be paved since your review of the paving complete streets reporting in February 2018. This is an update to that list of streets currently under contract.

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.

Additional Summer 2018 Street Reconstruction List

This communication is to inform the Commission of the additional streets added to 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. 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 identifies the additional work.

The work started April 2018 and is planned to complete November 2018.

Additional Streets for CY18 Paving Plan					
Branch ID	Section	PCI	Width	Length	Type of Work
Pine St	Flynn – Lakeside			0.42	Reclaim
	Kilburn – Lakeside			0.40	Mill & Fill
North Ave	Lakeview Cemetery – Ethan Allen Parkway			1.05	Mill & Fill
Colchester Ave	Nash – East			0.19	Mill & Fill
Park St	Manhattan – North			0.19	Reclaim
Total				0.61	MILES Reclaim
Total				1.64	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 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 Colchester Ave (East Ave – Nash Pl)

Project Manager and Department Laura K. Wheelock PE, DPW

Date 07/12/2018 File path L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program – Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets

Complete Streets principles WERE considered.

[Form CS-2](#) attached

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

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

Identify the limited access roadway: _____

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

[Form CS-3](#) attached

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

Identify the project: _____

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

This form was distributed:

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

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

Form CS-2N

STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.

Street Name: Colchester Ave (East Ave – Nash Pl)

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

Sidewalks

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

NOTES:

Tree Belt

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

NOTES:

Street Trees

- hardscape or tree grates for passenger loading/unloading

NOTES: N/A

Transit Shelters (at stops with high ridership)

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

NOTES: no stops on road

Parking:

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

NOTES: no bike lane

Transit Stops

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

NOTES:

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

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

NOTES: no traffic calming requests

MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

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

Road: Colchester Ave (East Ave – Nash Pl)

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

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

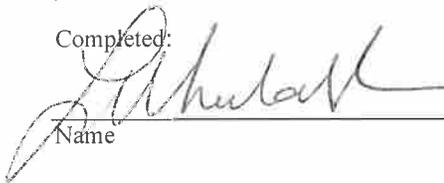
- | | |
|---|---|
| <input checked="" type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
| <input checked="" type="checkbox"/> Cross walks: installation, repair, markings, etc. | <input type="checkbox"/> 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:



Project Manager

07/12/2018

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 North Ave (Ethan Allen Parkway – Lakeview Cemetery)

Project Manager and Department Laura K. Wheelock PE, DPW

Date 07/12/2018 File path L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program – Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets

Complete Streets principles WERE considered.

[Form CS-2](#) attached

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

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

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

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

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

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Click here to enter a date. 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: North Ave (Ethan Allen Parkway – Lakeview Cemetery)

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: North Ave

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

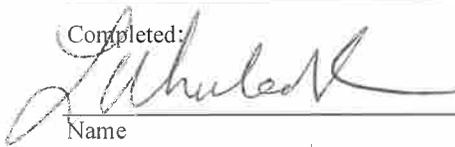
Compliance – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
| <input 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:  Project Manager
Name Position

07/12/2017
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 Park St (Manhattan – North)

Project Manager and Department Laura K. Wheelock PE, DPW

Date 07/12/2018 File path L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program – Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets

Complete Streets principles WERE considered.

[Form CS-2](#) attached

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

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

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

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

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

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

Form CS-2N

STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.

Street Name: Park St (Manhattan – North)

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: 07/12/18

SUBJECT: Complete Streets Compliance Form

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Road: Park St (Manhattan – North)

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

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

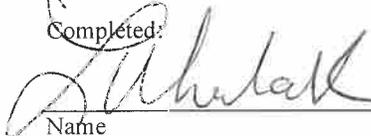
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| <input type="checkbox"/> Streetscaping: benches, bulbouts, landscaping, | <input type="checkbox"/> Other (please describe): |

Exemption – If applicable, select one.

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- 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:

 Project Manager
Name Position

07/12/2018

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 Pine St (Flynn – Lakeside)

Project Manager and Department Laura K. Wheelock PE, DPW

Date 07/12/2018 File path L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program – Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets

Complete Streets principles WERE considered.

[Form CS-2](#) attached

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

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

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

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Identify the project: _____

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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: Pine St (Flynn – Lakeside)

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: Pine St (Flynn – Lakeside)

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

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
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| <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:

 Project Manager

07/12/2018

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 Pine St (Lakeside - Killburn)

Project Manager and Department Laura K. Wheelock PE, DPW

Date 07/12/18 File path L:\STREETS AND SIDEWALKS\2-Street Reconstruction Program - Paving\CALYR 2018 Street Paving FY18-19\1 -DESIGN\Complete Streets

Complete Streets principles WERE considered.

[Form CS-2](#) attached

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

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

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

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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: Pine St (Lakeside - Killburn)

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
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- 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: Pine St (Lakeside - Killburn)

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

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
| <input checked="" type="checkbox"/> Cross walks: 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 probable 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:



Project Manager

07/10/2018

Name

Position

Date



July 12, 2018

TO: Public Works Commission
FROM: Phillip Peterson, DPW Engineer Technician *PMP 7/12/18*
CC: Nicole Losch PTP, Senior Transportation Planner
RE: Consent Agenda Item: Great Streets – St Paul Street Meter Adjustments

Recommendation:

Staff recommends the Commission approve:

17 Designation of parking meter zones.

(e) Three (3) hour zones. The following streets or portions of streets are hereby designated as three (3) hour parking:

(19) East side of St. Paul Street from King to Maple streets.

(22) St. Paul Street from King to Main streets.

(f) Ten (10) hour zones. The following streets or portions of streets are hereby designated as ten (10) hour parking:

(9) West side of St. Paul Street from King to Maple streets.

Purpose & Need:

The purpose of this request is to implement the approved Great Streets St Paul Street parking plan. The need is to provide local businesses and residents with City regulated on street parking.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			
Aligns with City plans?		X		
Followed Public Engagement Plan?		X		This project falls under INVOLVE on the Spectrum of Engagement and the minimum engagement strategies were met.

Summary and Conclusion:

In January 2017, the DPW Commission approved meter changes on Saint Paul Street due to the Eagles Landing project. The meters have been approved to change back to what existed prior to the Eagles Landing Project once construction is complete. Following the completion of the Great Streets Project on Saint Paul Street DPW will be using a kiosk based parking system on Saint Paul Street between Maple Street and Main Street using the same meter rates.

Public Outreach:

The following are dates when DPW Staff conducted public outreach in regards to this issue.

- a. Neighborhood Meeting June, 2017
- b. TEUC Meeting June, 2017
- c. DPW Commission Meeting July, 2017
- d. Neighborhood Meeting January, 2018

Additionally, staff have gone door to door and talked to businesses adjacent to the request to ensure they knew the possible timeline of work being done.

Attachments:

1. Site map



July 12, 2018

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineer Technician PWP 7/12/18

CC: Nicole Losch PTP, Senior Transportation Planner

RE: Consent Agenda Item: Great Streets – St Paul Street Temporary Construction Parking Changes

Recommendation:

Staff recommends the Commission approve:

12 No parking daytime or weekdays except by trucks loading or unloading:

(b) No vehicle other than a truck actually engaged in loading or unloading shall use, for no more than thirty (30) minutes, the following parking spaces:

(4) The first, second, and third parking space east of St. Paul Street on the south side of Main Street, Monday through Friday from 7:00 AM - 4:00 PM.

**Once Great Streets construction is completed this loading zone will be removed. After 4:00 PM these loading zone spaces would revert to regular metered spaces.*

Purpose & Need:

The purpose of this request is to maintain the appropriate number of loading zones serving St Paul Street during construction. Once Great Streets construction is completed this loading zone will be removed. The need is to provide local businesses on St Paul Street with areas to load and unload. The physical design of an urban street like St Paul Street poses a number of challenges for accommodating a broad range of transportation modes and a diversity of street users. Many of these challenges are a consequence of competing demands and desires within the street and a need to balance the needs of diverse ground floor uses, this truck loading zone would meet the truck loading and unloading need for the businesses in this area.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			

Aligns with City plans?		X		
Followed Public Engagement Plan?		X		This project falls under INVOLVE on the Spectrum of Engagement and the minimum engagement strategies were met.

Summary and Conclusion:

During the planning phase for the 2018 construction project on St Paul Street between Main Street and Maple Street, a need to establish temporary truck loading zones adjacent to Saint Paul Street was established by staff. The proposed temporary truck loading zone will be necessary to several local residents and businesses. During construction Saint Paul Street will be temporarily closed to traffic. The temporary truck loading zone will be the first three spaces on the south side of Main Street directly east of Saint Paul Street; and will have a 30-minute time limit, Monday through Friday from 7 am until 4 pm. After 4 pm the temporary truck loading zone will revert to metered parking.

Public Outreach:

The following are dates when DPW Staff conducted public outreach in regards to this issue.

- a. Neighborhood Meeting June, 2017
- b. TEUC Meeting June, 2017
- c. DPW Commission Meeting July, 2017
- d. Neighborhood Meeting January, 2018

Additionally, staff have gone door to door and talked to businesses adjacent to the request to ensure they knew the possible timeline of work being done.

Attachments:

- 1. Site map



NOTES:
 Staff recommends the Commission approve the following:
 12 No parking daytime or weekdays except by trucks loading or unloading:
 (b) No vehicle other than a truck actually engaged in loading or unloading shall use, for no more than thirty (30) minutes, the following parking spaces:
 (4) The first, second, and third parking space east of St. Paul Street on the south side of Main Street, Monday through Friday from 7:00 AM - 4:00 PM.

NOT TO SCALE



SAINT PAUL STREET
 PROPOSED
 LOADING ZONES AND
 ACCESSIBLE SPACES



BURLINGTON PUBLIC WORKS ENGINEERING DIV.
 505 BURLINGTON, VT 05401
 (802) 255-2000 (ext.)

DESIGNED	DATE	BY	REV.
CHECKED	DATE	BY	REV.
DATE	BY	REV.	
04/03/18			



July 9, 2018

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineer Technician *PMP 7/9/18*

CC: Nicole Losch PTP, Senior Transportation Planner *N 7/10/18*

RE: Consent Agenda Item: Proposed Accessible ADA (Americans with Disabilities Act) Parking Space on Adams Court

Recommendation:

Staff recommends that the Commission adopt

7A Accessible spaces designated. No person shall park any vehicle at any time in the following locations, except automobiles displaying special handicapped license plates issued pursuant to 18 V.S.A. § 1325, or any amendment or renumbering thereof:

169. On the south side of Adams Court beginning three hundred forty-seven (347) feet east of Shelburne Street and extending east for a distance of twenty (20) feet.

Purpose & Need:

The purpose is to provide accessible parking on street as recommended by the Public Rights-of-Way Accessibility Guidelines (PROWAG). The need for accessible parking in this location will be close to several homes which would benefit the disabled community in this area.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		PROWAG
Aligns with City plans?		X		
Followed Public Engagement Plan?		X		This project falls under INVOLVE on the Spectrum of Engagement and the minimum engagement strategies were met.

Summary and Conclusion:

Staff received a request from a local resident on Adams Court asking Staff to create an Accessible (ADA) space near 35 Adams Court. There were several residents in the area that called and wrote emails in support of the placement of the accessible space. The proposed accessible space will be close to several homes; having an accessible space would benefit the disabled community in this area.

Attachments:

1. Initial request
2. Site map
3. Public input correspondence

Acknowledged

Change Status

#4549512 (<https://seeclickfix.com/issues/4549512>)



Map data ©2018 Google

44.4615663, -73.2062672

Transportation and Parking Improvement Request

Created Date:
06/11/2018 6:20 AM

35 Adams Court Burlington, VT

Details

Requester is asking for an Accessible (ADA) Parking Space adjacent to their home.

Secondary Questions

What type of infrastructure are you requesting?

parking request

Please enter a contact phone number or email address so that we can follow-up and ask additional questions as part of our Standard Operating Procedure for this category.

8028639094

♥ 0 💬 2

Request Information

Reporter:

An anonymous SeeClickFix user | Registered User

Report Method:

Walk-in

Keyed by:

DPW Engineering PP

Category:

Transportation and Parking Improvement Request

Recategorize

Assigned to:

You

Assign

Due Date:

11/22/2019

Change Due Date

SLA Expires at:

11/22/2019

Priority:

Normal

Prioritize



Report



Map



Requests



Menu



NOTES:

Staff recommends amendment of the following ordinance:
 Appendix C Rules and Regulations of the Traffic Commission
 7A Accessible spaces designated. No person shall park any
 vehicle at any time in the following locations, except
 automobiles displaying special handicapped license plates
 issued pursuant to 18 V.S.A. § 1325, or any amendment or
 renumbering thereof: On the south side of Adams Court
 beginning three hundred forty-seven (347) feet east of
 Sheburne Street and extending east for a distance of twenty
 (20) feet.

NOT TO SCALE



ADAMS COURT
 ACCESSIBLE PARKING SPACE



**BURLINGTON
 PUBLIC WORKS
 ENGINEERING DIV.**
 100 N. CHURCH ST. SUITE 200
 BURLINGTON, VT 05401
 (802) 255-3000 (ext. 600)

DESIGNED PJM	DATE 4/26/13
CHECKED PJM	SCALE 1"=40'
DATE 07/17/13	SHEET NO. SHEET 1 OF 1

6-27-18: Received phone call from Adams Court resident Gary Schaedel 47 Adams Court, he is in favor of the ADA space on Adams Court. Mr. Schaedel was curious about the process for applying for ADA parking. Additionally, he expressed concern about the lack of parking on his street.

6-26-18: Received phone call from Adams Court resident David Bissonette 55 Adams Court, he is not in favor of the ADA space due to a lack of available parking spaces on Adams Court.

6-26-18

Phillip Peterson,

I am highly in favor of the Leonard's having an Accessible Parking Space. The parking on Adams Ct. is often insufficient, especially around 29, 33 and 35 Adams Ct. The apartment building at 29 Adams Ct. has four parking spaces behind the building, but six people with six cars live there. Five other households have two cars but driveway space for only one car. That puts seven cars on the street with no one visiting. Four cars park at the bottom of Adams Ct. that don't live on this street. Three of the cars belong to rentals on Shelburne Road and one belongs to a Duncan Donuts worker.

That is ten cars parked on a short dead-end street that has parking on only one side of the road. I understand that this is a common problem throughout the city. That being said, the six people living in Austin Hart's apartment building are all under 30 and physically active. The Leonards have asked several times for the one spot at the top of the street in front of their house be left open for them. So far not much success.

The Leonard's young daughter, Mauve, has Cystic Fibrosis. She is frequently in the hospital for two weeks at a time to help clear her lungs enough so that she can breath at half the rate of the rest of us. There are times when Sarah **must** get Mauve to the hospital for an unscheduled 'visit'. It is logical that Sarah should be able to access her vehicle immediately and bring it to her door. Mauve often doesn't have the breath or energy to walk down the street to their car.

Mauve is a sick child. At best she can occasionally go to school for one or two hours a day. Last year she missed 180 days. Right now as I look outside my window, there are two cars parked in front of Austin Hart's apartment building. Both belong to renters under the age of 25. Both people are recent college graduates. They are not illiterate or in a wheel chair. But, in spite of being asked to not park in the front spot in front of the Leonard's house, they do. The spot needs a handicap sign.

Thank you.

Sidney Eley (Ms.)

Hi Phillip!

Ok thank you so much for the update and info!
Being New to this process, I was curious.

Warmly- Sarah

On Tue, Jun 26, 2018 at 8:44 AM

Sarah,

My plan is to do public outreach this week. The hope is to make a recommendation to the DPW Commission at our July meeting. The Commission will meet in our Front Conference Room on Wednesday, July 18, at 6:30 pm at 645 Pine Street. I will keep you in the loop as we proceed forward with this process.

Best,

Phillip Peterson

Sent: Monday, June 25, 2018 1:51 PM

Hi Phillip-

Can you confirm when you have the chance that you received my email and can you also let me know the process from this point forward .

I think it goes forward as a presentation to a meeting sometime in July? Or maybe you said last week .

Thanks Phillip!

Warmly- Sarah Leonard

On Fri, Jun 15, 2018 at 9:45

Hi Phillip-

My apologies, I forgot to email you the other day. It is the Last week of school so it's been quite busy .

Here is the context for which explains why I am seeking a handicap accessibility parking spot on Adams Court.

Adams court street is an "L" shaped street and dead end. We live in the house that sits directly on "top" of the street. In Front of our property is an area of the street that is consistently used by trucks, and cars as a turnaround area when vehicles are trying to drive back down the street, make deliveries, trash removal or wrong street turn around- vehicles . Plow trucks pile the snow up in front of our house as well. Our property has a very small driveway that can accommodate only one vehicle out of two that we own. We are a family of 5.

My 12 yr. old daughter has Cystic Fibrosis and currently Is awaiting a double lung transplant, therefore she has a handicap tag available in our vehicles for parking .

What has been the most significant challenge for us the past few years is being able to park our second vehicle on the street and closest to our house.

This is due to the fact that there is a triplex which has three rentals. Behind the triplex is a landlord provided parking area that can accommodate four cars . Perfect for when there are only three tenants, but that is rare and often there are two people each with their own vehicles living in each apartment, as well as visitors and multiple extra cars that cannot fit in the back parking lot of the triplex. It's always of course a different situation with renters yr to yr but one thing that is consistent, is there is never enough parking for the amount of people that live in the building . Subsequently, the spaces closest to our house and literally down the street the entire way of Adams Court are often taken. There is a couple other rental units on Shelburne and Hoover for which residents also park on Adams Court.

There is even currently an employee who works at Dunkin' Donuts who parks on Adams Court because they are not allowed to park at their place of employment, Dunkin Donuts.

I think I'm conveying the picture. Parking can be very difficult to find on Adams Court.

Last week again, my husband at 10 pm had to drop my daughter off at our house and then had to park his car at Callahan park and walk back to our home because there was no parking anywhere on the street . This has occurred a couple of times for us since we moved here six years ago .

We have tried through the years to ask tenants if they could possibly consider leaving the "public parking space" adjacent to our property open for us to park our car for the sake of our daughter. It never works. And it has only become more difficult to have to keep asking and subsequently, more frustrating that we cannot park close to our house with our daughter when we are trying to park our second vehicle.

The extent of her Cystic Fibrosis makes it Very challenging with her walking and breathing, and she is on Oxygen.

We are asking the city of Burlington to please install at the top of Adams Court a Handicap spot, understanding of course that it will be for any individual with a handicap Placard to use, but certainly it could provide a little more assurance when it is available for our family to use for our daughter .

We spoke with some of our neighbors and everybody was in Support in agreement Of our pursuit. All of our neighbors, have driveways that can accommodate more than one one vehicle at any given time so it's of no issue to them anyhow . Our home is the sole exception due to the nature of where our house sits and our small short driveway .

Thank you very much for your time and consideration of our request.

Warmly- Sarah Leonard

Hi Phillip-

I would be very appreciative of coming in at your earliest convenience to pick up the paperwork .

Thank you so much for your time !

Warmly- Sarah Leonard

Fri, Jun 8, 2018 at 10:30

Good morning Phillip,

Ms. Sarah Leonard (included on this email) was at our front counter around 10:20am on Friday, 8 June 2018.

Ms. Leonard is looking for the paperwork connected to requesting an accessible spot on Adams Ct. Please pass that paperwork along to her via this email.



July 12, 2018

TO: Public Works Commission
FROM: Phillip Peterson, DPW Engineer Technician *PPM 7/12/18*
CC: Nicole Losch PTP, Senior Transportation Planner *N 7/12/18*
RE: Consent Agenda Item: College Street Truck Loading Zone

Recommendation:

Staff recommends the Commission adopt:

(13) No parking any time except trucks loading or unloading. No person shall park a vehicle at any time on the following streets, unless the same is a truck actually engaged in loading or unloading, and for no more than thirty (30) minutes:

(1) On the north side of College Street, in the first four (4) spaces east of Saint Paul Street, between 7:00 a.m. and 10:00 a.m.

The proposed College Street parking meters are already designated as a parking meter zone within the no time limit metered pay zone.

Purpose & Need:

The purpose of a truck loading zone in this area would allow trucks to make deliveries to a proposed hardware store at 148 College Street. The physical design of an urban street like College Street poses a number of challenges for accommodating a broad range of transportation modes and a diversity of street users. Many of these challenges are a consequence of competing demands and desires within the street and a need to balance the needs of diverse ground floor uses, this truck loading zone would meet the truck loading and unloading need for the businesses in this area.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			
Aligns with City plans?		X		

Followed Public Engagement Plan?		X		This project falls under INVOLVE on the Spectrum of Engagement and minimum engagement strategies were met.
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Summary and Conclusion:

The Department of Public Works (DPW) received a request from Jeff Nick, a real estate agent for a potential new business located at 148 College Street, requesting the placement of a truck loading zone adjacent to 148 College Street. The truck loading zone is needed for vehicles delivering to this potential new business. The proposed truck loading zone will be in the first four spaces on the north side of College Street directly east of Saint Paul Street; and will have a 30-minute time limit, Monday through Friday from 7 am until 10 am. After 10 am the truck loading zone will become metered parking.

Public Outreach:

Public outreach was conducted in accordance with the DPW Public Engagement Plan. Staff have gone door to door and talked to businesses adjacent to the request. All the business owners staff spoke to seemed positive about the possibility of a truck loading zone in this area. Additionally, staff received questions from a local City Councilor as to why a loading zone of this size was needed; the city councilor supports the request once staff explained the larger picture of what is being recommended.

Attachments:

1. Initial request
2. Site map

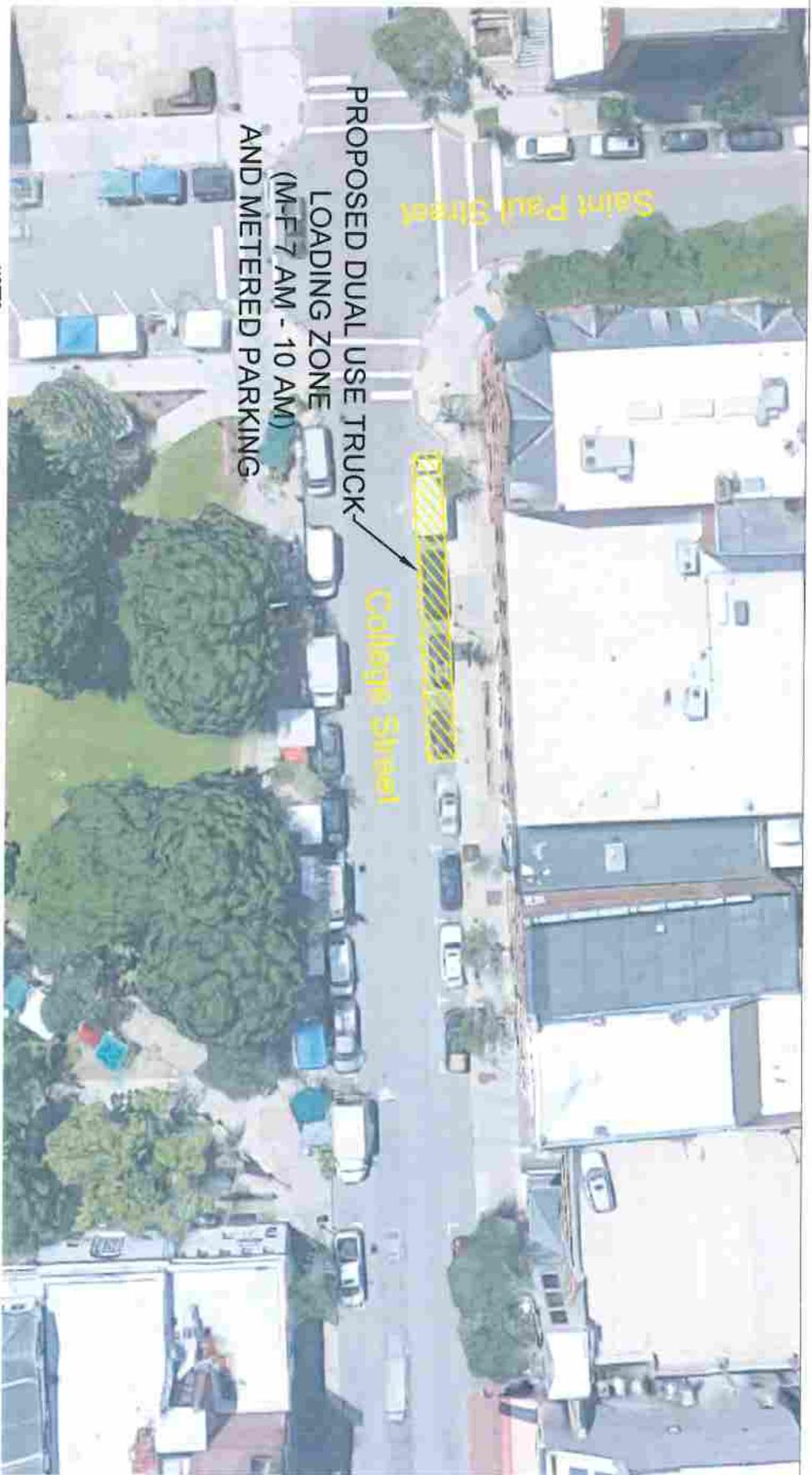
Hi Patrick and Phillip,

I wanted to give you both a heads up that an Ace Hardware is coming to 148-156 College Street. The Mayor, a team from CEDO, Caleb Manna, Jeff Nick, and Gordon and Debbie (Ace Hardware franchise owners) just met at the proposed College Street location. We talked about a few things that are needed to make this happen: retrofits, moving accessibility ramp, P+Z requirements, and parking. The Mayor mentioned your names for where to find more information on potential delivery truck options in front of the store. They are expecting one delivery per week and are looking into options like a delivery sign, bagging meters, etc. We recommended coordinating deliveries before the meters are on at 9am.

Anyway, just wanted to give you some background information and a heads up that Jeff Nick will probably be reaching out to you. Let me know if you have any questions.

Thanks,
Will

Will Clavelle
Business Projects & Policy Specialist
Community & Economic Development Office



NOTES:

Staff recommends the Commission adopt:
 (13) No parking any time except trucks loading or unloading. No person shall park a vehicle at any time on the following streets, unless the same is a truck actually engaged in loading or unloading, and for no more than thirty (30) minutes:

1. On the north side of College Street, in the first four (4) spaces east of Saint Paul Street, between 7:00 a.m. and 10:00 a.m.

NOTES:

The proposed College Street parking meters are already designated as a parking meter zone within the no time limit metered pay zone.



 North	PROPOSED DUAL USE TRUCK LOADING ZONE METERED SPACES	 BURLINGTON, VT PUBLIC WORKS ENGINEERING DIV. <small>100 N. BARKER ST. SUITE 100 BURLINGTON, VT 05401 (802) 255-3099 (Ext.)</small>	<table border="1"> <tr> <td>DESIGNED</td> <td>DATE</td> <td>BY</td> </tr> <tr> <td>DRAWN</td> <td>SCALE</td> <td></td> </tr> <tr> <td>CHECKED</td> <td>DATE</td> <td></td> </tr> <tr> <td>IN CHARGE</td> <td></td> <td></td> </tr> </table>	DESIGNED	DATE	BY	DRAWN	SCALE		CHECKED	DATE		IN CHARGE		
DESIGNED	DATE	BY													
DRAWN	SCALE														
CHECKED	DATE														
IN CHARGE															
			SHEET 1 OF 1												



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine St. Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 X3
802.863.0466 FAX
802.863.0450 TTY

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: DPW Commission
FROM: Chapin Spencer, Director
Patrick Mulligan, Assistant Director – Parking & Traffic
DATE: July 12, 2018
RE: Amendments to Appendix C, Rules and Regulations of the Traffic
Commission §§ 18 and 19: Designate 194 St. Paul Street Lot as a City
Leased/Managed Lot and Set Hourly Rate at \$1.50/hour

Recommendation:

Staff recommends that the Commission (1) amend Appendix C § 18 to include the new parking lot known as 194 St. Paul Street and (2) amend Appendix C § 19 to set the hourly rate for the new lot at \$1.50/hour in accordance with the Agreement Between Champlain College and the City of Burlington, Vermont Regarding Management of Public Parking Allocation at 194 Saint Paul Street (“Agreement”) which is, based on the July 9, 2018 recommendation of Board of Finance, set to go before the City Council for approval and authorization on July 16, 2018 upon the July 9, 2018. Approve the 5-day/week monthly parking rate at \$80/month and the 6-day/week monthly parking rate at \$96/month.

Background:

On 11/28/16, the City Council authorized execution of a Purchase Sale Agreement with Champlain College for the property formally known as Browns Court property. One of the stipulations set forth by the Development Review Board for the 194 St. Paul Street project required that 53 of the 65 total on-site parking spaces be made available to the general public pursuant to the City permit conditions. For context, these 53 public spaces are more than the 40 metered spaces that were in the former Browns Court lot. The remaining non-public spaces will be located within a controlled gated area of the garage to be used for car share and tenants of the facility.

The Department of Public Works (DPW) staff along with participation of CEDO and the BBA staff has been negotiating a management agreement with Champlain College to have the City manage the 53 public spaces. The benefits of City management include:

- Ensure public’s ease of use by having consistency of operations, signage, equipment, rates, and pay-by-cell provider
- Have ability to manage rates in a way that ensures a high level of utilization

An Equal Opportunity Employer

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

- Revenue opportunity for Traffic Fund (operational revenues) and General Fund (enforcement revenues)

We propose managing the facility using three (3) multi-space pay stations (aka ‘kiosks). These three pay stations in particular were previously acquired for the Main Street kiosk pilot and have been paid for in full. The ongoing operational costs for these kiosks is included in the Parking Facilities Fund budget. In addition to the kiosks, Parkmobile will be offered as a payment option as well. The monthly parking, if offered, will not exceed twenty (20) non-exclusive spaces and will be time limited from 7:00 am – 5:30 pm as recommended by the Board of Finance. If offered, we plan for the monthly parking rates to be consistent with other City garages (currently \$80/month for 5days/wk and \$96/month for 6 days/wk. On July 9, 2018 the Board of Finance recommended that City Council authorize Chapin Spencer to enter into the Agreement for a term of five years. It is anticipated that the City Council will authorize Chapin Spencer to enter into the Agreement for a term of five years at the July 16, 2018. The Agreement was also brought before the Commission as a discussion item at the June 20, 2018 meeting.

In order for the City to manage this new lot in accordance with the Agreement Appendix C needs to be amended to (1) include the new parking lot known as 194 St. Paul Street and (2) designate an hourly rate of \$1.50/hour for the new parking lot known as 194 St. Paul Street. Specifically, staff recommends the following amendments:

18 Parking facility designations.

(b) Leased lot locations:

- (1) The city-owned lot on the west side of Elmwood Avenue near the intersection of Grant Street, known as the Elmwood Avenue Lot.
- (2) The city-owned lot located on Main Street that is adjacent to the metered lot on the northeast corner of Main and Winooski.
- (3) The city-owned lot at the intersection of College Street and Lake Street on the northwest corner, known as the Pease Grain lot.
- (4) ~~[Reserved.]~~ The city-leased and managed lot located on St. Paul Street between King Street and Maple Street known as 194 St. Paul Street Lot.

19 Parking rates.

- (b) The rate of charge for parking in metered city lots shall be as follows:

Location Rate per Hour

- | | |
|---|---------------|
| (1) Main Street and South
Winooski Avenue | \$1.50 |
| (2) College Street (Library): | |
| One-hour meters | 1.00 |
| Ten-hour meters | 0.40 |
| (3) Pearl Street and Pine
Street | |
| Three-hour meters | 1.00 |
| Ten-hour meters | 0.40 |
| (4) [Reserved.] <u>194 St. Paul
Street Lot</u> | <u>\$1.50</u> |

Material in [~~Brackets~~] delete.

Material underlined add.

Thank you for your consideration of this request. Do not hesitate to contact me with any questions.



July 12, 2018

Memo

TO: Public Works Commission

FROM: Maximilian Gildemeister, DPW Engineering Intern
Phillip Peterson, DPW Engineer Technician PWA

MAG 7/12/18
7/12/18

CC: Laura Wheelock PE, Public Works Engineer

RE: ADA Transition Plan Draft Review, Commenting Period, and Adoption

The Americans with Disabilities Act of 1990 (ADA) required public entities with more than 50 employees to create and release Transition Plans outlining their progress and planning towards making their facilities and right-of-way more accessible by 1992. In this regard the City of Burlington's Department of Public Works (DPW) is in need of an ADA Transition Plan to address the needs of the disabled population, outline steps which will be taken to bring the City's Public Rights-of-Way towards total ADA compliance, and to serve as a safeguard against possible legal action from residents, civil justice groups, etc.

Summary:

DPW staff have developed a draft ADA Transition Plan to bring to the Commission for approval. A requirement of the Transition Plan, stated in the ADA, is that it is made readily available to the public for a commenting process. Bringing the Plan to the Commission serves to ensure that the community, especially those living with disabilities, have a chance to express feedback about the Transition Plan.

After the Commission meeting, DPW staff will provide a two-week commenting period for the Plan to further allow interested persons an opportunity to respond to the proposed Transition Plan draft. Feedback and comments received from both the Commission meeting and from this commenting period will be incorporated into the final draft of the Plan, which will eventually be published on the DPW website if the Commission approves this draft of the ADA Transition Plan.

City of Burlington Vermont



Department of Public Works

**Draft ADA Transition Plan
July 2018**



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1. INTRODUCTION: DEVELOPMENT OF ADA TRANSITION PLAN

The Americans with Disabilities Act of 1990 (ADA) provides comprehensive civil rights protections to qualified individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. A primary goal of the ADA is to ensure equal participation in public life for all Americans with disabilities. Title II of the Act covers programs, services and activities of public entities, such as the City of Burlington.

Under Title II, a public entity may not deny the benefits of its programs, services, and/or activities to individuals with disabilities by maintaining inaccessible facilities, which house these programs, services and activities. The City's programs, services, and activities, when viewed in their entirety, must be made accessible to and usable by individuals with disabilities, except where to do so would result in a fundamental alteration in the nature of the program; result in undue financial and administrative burdens; or threaten or destroy the historic significance of a historic property.

Section §35.150 requires that each program, service or activity conducted by a City, when viewed in its entirety, be readily accessible to and usable by individuals with disabilities. The regulation makes clear, however, that a City is not required to make each of its existing facilities accessible (§35.150(a)(1)). Unlike Title III of the ADA, which requires public accommodations to remove architectural barriers where such removal is "readily achievable," or to provide goods and services through alternative methods, where those methods are "readily achievable," Title II requires a City to make its programs accessible in all cases, except where to do so would result in a fundamental alteration in the nature of the program or in undue financial and administrative burdens. The US Congress intended the "undue burden" standard in Title II to be significantly higher than the "readily achievable" standard in Title III. Thus, although Title II may not require removal of barriers in some cases where removal would be required under Title III, the program access requirement of Title II should enable individuals with disabilities to participate in and benefit from the programs, services or activities of cities in all but the most unusual cases.

To comply with the Title II requirements for accessibility to City programs, services and activities, this Transition Plan:

- Evaluates existing policies, procedures and practices as they pertain to the City's programs, services and activities;
- Provides findings and recommendations with regard to policies, procedures and practices;
- Identifies physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
- Describes in detail the methods that will be used to make the facilities accessible;
- Estimates costs for mitigation solutions;
- Specifies the steps necessary to achieve compliance;
- Provides a schedule for barrier removal/mitigation;
- Sets priorities for barrier elimination; and

- Indicates the official responsible for implementation of the plan.

Per 28 Code of Federal Regulations, Part 35; Subpart D – Program Accessibility; §35.150 – Existing Facilities; (d) Transition Plan (1): The City shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the Transition Plan by submitting comments.

In order to satisfy this requirement and to gain the perspective of persons with disabilities, a public commenting period was held by the City from July 18th to July 22nd, 2018. Additionally, a draft proposal of this Transition Plan was brought before the Department of Public Works (DPW) Commission in a public meeting to be approved. Information and opinions from interested persons obtained via this commenting process were taken into account in the writing of this Transition Plan, and is elaborated upon in Section 7 – Public Input.

To create a comprehensive and accurate Transition Plan, the City conducted a self-evaluation of its policies, procedures, and practices; its facilities; and its rights-of-way in addition to collecting recommendations from the public.

The City-led initiative to assess the compliance of its policies and procedures was completed in the summer of 2018. For more information regarding ADA compliance of the City's policies, procedures, and practices, see Section 4 – Self-Evaluation of Policies, Procedures, and Practices. Assessment of public facilities was conducted in ____, and can be found in Section 5 – Access Compliance Assessments of Facilities. DPW conducted a survey of all public rights-of-way, documenting the existing condition of sidewalks, barriers to access, and overall accessibility of all City-managed rights-of-way. Metrics were developed to create a prioritized list of sidewalks in order of compliance with Title II of the ADA. Information regarding the survey, the prioritization metrics themselves, and more are covered in Section 6 – Access Compliance Assessments of the Public Right-of-Way.

Finally, a plan of implementation and maintenance was developed to bring the City towards total ADA compliance, which can be found in Section 8 – Transition Plan Implementation.

2. LIMITATIONS

The City of Burlington faces many challenges in reaching full compliance with the ADA. Most of the upgrades made to the transportation system will occur as alterations to the existing right of way and building facilities, and much of this work is contingent on funding and prioritization within DPW's work plan (see Appendices C, D, and E). DPW and the City must comply with laws regarding the acquisition of property rights, historic preservation and environmental considerations, and physical constraints as well. The City intends to comply with ADA guidelines "to the maximum extent feasible" but at times it is technically infeasible to accomplish a fully compliant solution. Every effort will be made to remove all barriers and provide easy access to the facilities over which the City has control. In addition, attempts will be made to work with other public right of way owners and adjacent property owners to determine the best solution for each area.

Undue Burden Analysis

In making decisions program-wide in the transition plan, DPW may determine whether financial and administrative burdens are undue. A public agency must consider all of that public agency's resources available for use in the funding and operation of the service, program, or activity. (28 CFR Part 35, APP. A), an undue burden can also be a change which would result in a fundamental alteration in the nature of a program, service or activity.

Cost may be a factor in determining whether to undertake a stand-alone accessibility improvement identified in a transition plan. For example, if an existing highway, not scheduled for an alteration, is listed in the public agency's transition plan as needing curb cuts, the public agency may consider costs that are "unduly burdensome."

The test for being unduly burdensome is the proportion of the cost for accessibility improvements compared to the agency's overall budget, not simply the project cost. If it is determined that full ADA compliance is an Undue Financial Burden, then ADA compliance is met to the best of available options. A written statement of the reasons for reaching that conclusion must be documented. (28 CFR § 35.150(a)(3)). ADA regulations require documentation that is signed by the "head" of the agency, or his or her designee, whenever an undue burden is determined.

Technical Infeasibility

DPW recognizes that there will be instances when it will be technically infeasible for some pedestrian and/or public facilities to be constructed in full and strict compliance with the requirements of ADA Standards because of physical or site constraints. In such circumstances, DPW will provide accessibility to the maximum extent feasible. Before reaching a conclusion about technical infeasibility, DPW will consider the extent to which physical or site constraints can be addressed.

3. OFFICIAL(S) RESPONSIBLE

The ADA requires that an official be identified as responsible for the implementation of the Entity's plan.

It is the US DOJ's view that compliance with 28 CFR 35.150(a), like compliance with the corresponding provisions of the Section 504 regulations for public programs, would in most cases not result in undue financial and administrative burdens on a typical City. In determining undue financial and administrative burdens, all City resources available for use in the funding and operation of City services, programs and activities would need to be considered.

The burden of proving that compliance with paragraph (a) of 28 CFR 35.150 would either fundamentally alter the nature of a service, program, or activity OR would result in undue financial and administrative burdens rests with the City. The decision that compliance would result in such alteration and/or burden must be made by the head of the public entity or his or her designee and must be accompanied by a written statement of the reasons for reaching that conclusion.

While the US DOJ has acknowledged the difficulty/complexity of not only making such a determination, but also identifying the official responsible to make this decision/determination, the department's intention is clear in that the determination must be made by a high level official, no lower than a Department head, having budgetary authority and responsibility for making spending decisions.

The Official Responsible for the implementation should be able to seek/acquire funding for ADA barrier removal work over the City's Transition Planning period. As such, The City of Burlington will designate Laura K. Wheelock PE as the Official Responsible for the implementation of its ADA Transition Plan. In the City of Burlington, the barriers identified in the Public Rights-of-Way will all fall in the purview of this Public Works Engineer and/or her respective Directors – i.e. Community Development, Parks & Recreation, Public Works & Engineering, etc.

Typically, the responsibility of making any particular City program, service or activity accessible to all persons, regardless of ability, rests with the official who controls the operating funds for that particular program, service or activity. To this end, the task of seeking/getting approval for funds from the governing body to make the said program accessible lies with the official responsible for the program.

4. SELF-EVALUATION OF POLICIES, PROCEDURES, AND PRACTICES

In addition to identifying and modifying physical barriers, Title 28 CFR Part 35, *Non Discrimination on the Basis of Disability in State and Local Government Services*, requires that a public entity evaluate its policies, procedures and practices. The following outlines the City's self-evaluation:

- Evaluate City policies, procedures, and practices as they pertain to its programs, services and activities; and make the necessary modifications to those policies and practices that do not meet the programmatic requirements of Title II of the ADA.
- Provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments.
- Maintain, file and make available for public inspection a list of interested persons consulted, a description of areas examined and any problems identified, and a description of any modifications made.

It is recommended that the City periodically evaluate such policies, procedures and practices pertaining to communication, auxiliary aides and services, emergency response, publications, determination for undue burden, public activities, employment, and new construction of facilities, in addition to physical accessibility to City facilities.

One such evaluation was completed in July 2018. While there were no outstandingly contradictory policies found, the City wishes that all future policies remain in alignment with ADA standards. Therefore, the Burlington Advisory Committee on Accessibility (BACA) is assigned the responsibility of periodically reviewing City policies, practices, and procedures, and bringing proposals for changes before the City Council.

The most important recommendation from the July 2018 self-evaluation of policies and practices was that the City's website should have a shortcut to an ADA page containing links to relevant documents such as the Transition Plan and its amendments. This change should be prioritized after the completion and adoption of this Transition Plan, as a key part of the ADA is the Transition Plan's availability to the public.

It is also recommended that for program barrier mitigation, a detailed outline of administrative requirements and detailed requirements of needed policies be included. The policy outline would serve as a guideline upon which the City's future policies may be built. The task of creating such an outline is left to the BACA.

Finally, it is recommended that the City provide reasonable considerations for disabled persons on a case-by-case basis if no policy, procedure, or practice is readily defined or applicable in any situation. Examples of such considerations could be temporarily allowing service animals in public buildings where pets are prohibited, or relocating a meeting with a disabled community member to a fully accessible location.

5. ACCESS COMPLIANCE ASSESSMENTS OF FACILITIES

The Transition Plan is used to document the access barriers to the City's programs, services and activities. The documented access barriers identify existing building conditions that deviate from current State and Federal standards for new construction.

The City of Burlington conducted a self-evaluation of all of its owned and operated buildings in 2014, and is currently in the process of another assessment. While it is not the only object of inspection, the level of compliance with ADA standards is included in these Facility Condition Assessments and Energy Audits (FCAEA). An example FCAEA is provided in Appendix J. Information pertaining to self-evaluation of ADA accessibility can be found in section 3.2 of this appendix.

Please note that the City of Burlington is currently in the process of its Self-Evaluation of City Facilities and will seek to complete this work as soon as possible.

6. ACCESS COMPLIANCE ASSESSMENTS OF THE PUBLIC RIGHT-OF-WAY

In the public rights-of-way (PROW), where the City has either sole or shared responsibility and authority over streets, roads and walkways, the ADA Transition Plan references the Public Works and Engineering schedule for providing curb ramps or mitigating barriers in pedestrian sidewalks, giving priority to pedestrian routes serving public entities, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas. Based on these prioritization criteria and in conjunction with City staff, 723 intersections and 130 miles of sidewalks along major streets serving City programs, services and activities was selected for inclusion in this plan.

Intersections were assessed using a data collection checklist, based on ADA and DOT requirements as well as PROWAG recommendations. Traditional measuring and smart-level equipment were used to collect measurements for the assessments specific to curb ramps and pedestrian push buttons.

Sidewalks were assessed using sidewalk profilers that were developed for the Federal Highway Administration (FHWA) and adapted for sidewalk ADA assessments. The device captures information on slopes, and surface variations and identifies deviations from the required ADA standards and other applicable requirement codes.

All data and information obtained from these access compliance assessments have been compiled into a Geographic Information System (GIS) database to be stored and maintained by the City.

Prioritization Criteria for Barrier Mitigation – Public Right-of-Way

The relative importance of each barrier, according to its impact upon the disabled population was taken into account when developing the prioritization criteria for barrier mitigation. It is important to focus first on removal of barriers which will provide the greatest impact to accessibility improvements.

Prioritization Criteria According to Barrier Location:

Since persons with disabilities utilize certain facilities with greater frequency than others, the impact of barriers identified at facilities with higher frequency of use was deemed to be greater and is signified by a higher “Activity Score” in a given area, based on location. The following criteria were used to determine the Activity Score for various barriers:

Table 1: Criteria According to Barrier Location

CRITERIA LAYER	SUB CATERGORY	WEIGHT	CATEGORY	VALUE	ADUSTED SCORE
STREETS	ARTERIAL	10	ADJACENT ARTERIAL STREET	100%	10
	COLLECTOR		ADJACENT COLLECTOR STREET	50%	5
	LOCAL		ADJACENT LOCAL STREET	25%	2.5

CRITERIA LAYER	SUB CATERGORY	WEIGHT	CATEGORY	VALUE	ADUSTED SCORE
TRANSIT STOPS		5	WITHIN 1/4 MILE OF TRANSIT STOP	100%	5
SCHOOLS	ELEMENTARY SCHOOL	12	WITHIN 1/4 MILE OF ELEMENTARY SCHOOL	100%	12
	MIDDLE OR HIGH SCHOOL		WITHIN 1/2 MILE OF MIDDLE OR HIGH SCHOOL	67%	8
	COLLEGE		WITHIN 1 MILE OF COLLEGE	42%	5
PARKS/PATH	LARGE	10	WITHIN 1/2 MILE OF PARK	100%	10
	MEDIUM		WITHIN 1/2 MILE OF PARK	50%	5
	SMALL		WITHIN 1/4 MILE OF PARK	50%	5
CITY ATTRACTORS	DOWNTOWN DESIGNATION	12	WITHIN 1/4 MILE OF DOWNTOWN AREA	100%	12
	NEIGHBORHOOD ACTIVITY CENTER		WITHIN 1/4 MILE OF NEIGHBORHOOD ACTIVITY CENTER	67%	8
PEDESTRIAN GENERATORS	SENIOR CENTER	12	WITHIN 1/4 MILE OF SENIOR CENTER	100%	12
	COMMUNITY CENTER		WITHIN 1/4 MILE OF COMMUNITY CENTER	67%	8
	EMPLOYMENT CENTER		WITHIN 1/2 MILE OF LARGE EMPLOYER	42%	5
	MEDICAL OR SOCIAL SERVICES		WITHIN 1/4 MILE OF MEDICAL OR SOCIAL SERVICES	100%	12
POPULATION DENSITY		12	CATEGORIES LOOSELY BASED ON "NATURAL BREAKS" CLASSIFICATIONS	0%	0
				30%	4
				60%	7
				100%	12
ELDERLY POPULATION DENSITY		12	CATEGORIES LOOSELY BASED ON "NATURAL BREAKS" CLASSIFICATIONS	0%	0
				30%	4
				60%	7
				100%	12

Prioritization Criteria According to Barrier Severity:

Upon completion of the access compliance assessments in the PROW, various criteria and weights were used to determine prioritization of barrier mitigation based solely on the severity of each barrier, or the degree to which the barrier is out of compliance with the ADA. The criteria and weight system for each type of barrier affecting City sidewalks, curb ramps, and pedestrian push buttons determine a “Barrier Score” for each specific barrier. The following criteria were used to determine the Barrier Score for each type of barrier:

Table 2: Criteria for Sidewalks

BARRIER TYPE	WEIGHT	QUANTITY	VALUE	SCORE
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Minor Heaving	10	1-2 incidents	30%	3
		3-5 incidents	60%	6
		6 + incidents	100%	10
Major Heaving	20	1-2 incidents	30%	6
		3-5 incidents	60%	12
		6 + incidents	100%	20
Cross Slope Low	5	10' or less	50%	2.5
		> 10'	100%	5
Cross Slope Medium	10	10' or less	50%	5
		> 10'	100%	10
Cross Slope High	15	10' or less	50%	7.5
		> 10'	100%	15
Running Slope Low	2.5	10' or less	50%	1.25
		> 10'	100%	2.5
Running Slope Medium	5	10' or less	50%	2.5
		> 10'	100%	5
Running Slope High	7.5	10' or less	50%	3.75
		> 10'	100%	7.5
Puddling	25	1 incident	50%	12.5
		3+ incidents	100%	25

Table 3: Criteria for Curb Ramps – Perpendicular

BARRIER TYPE	WEIGHT	CATEGORY	VALUE	SCORE
Width of Ramp	7	≤ 21.9"	100%	7
		22" - 25.9"	75%	5.25
		26.0" - 31.9"	50%	3.5
		32.0" - 35.9"	25%	1.75
		≥ 36"	0%	0
Alignment with Marked Crosswalk	5	No	100%	5
		< 48"	60%	3
		Yes	0%	0
Slope of Ramp	10	≥ 15%	100%	10
		12.5% - 14.9%	75%	7.5
		10.0% - 12.4%	50%	5
		8.4% - 9.9%	25%	2.5
		≤ 8.3%	0%	0
Cross Slope of Ramp	5	≥ 7.0%	100%	5
		5.0% - 6.9%	75%	3.75
		2.9% - 4.9%	50%	2.5
		2.1% - 2.8%	25%	1.25
		≤ 2.0%	0%	0
Top Landing Running Slope	5	≥ 9.0%	100%	5
		5.0% - 8.9%	75%	3.75
		2.9% - 4.9%	50%	2.5
		2.1% - 2.8%	25%	1.25
		≤ 2.0%	0%	0
Top Landing Cross Slope	5	≥ 9.0%	100%	5

BARRIER TYPE	WEIGHT	CATEGORY	VALUE	SCORE
		5.0% - 8.9%	75%	3.75
		2.9% - 4.9%	50%	2.5
		2.1% - 2.8%	25%	1.25
		≤ 2.0%	0%	0
Flare (Right)	2.5	≥ 14%	100%	2.5
		12.1% - 13.9%	60%	1.5
		10.1% - 12%	40%	1
		≤ 10.0%	0%	0
Flare (Left)	2.5	≥ 14%	100%	2.5
		12.1% - 13.9%	60%	1.5
		10.1% - 12%	40%	1
		≤ 10.0%	0%	0
Top landing Length	8	≤ 32.9"	100%	8
		33.0" - 35.9"	75%	6
		36.0" - 41.9"	50%	4
		42.0" - 47.9"	25%	2
		≥ 48"	0%	0
Truncated Domes	8	No	100%	8
		Not Entire Width	60%	4.8
		Not Contrasting	40%	3.2
		Yes	0%	0
Gutter Lip	20	≥ 1"	100%	20
		0.75" - .99"	75%	15
		0.5" - .74"	50%	10
		0.1" - 0.49"	25%	5
		Flush	0%	0
Cross Slope of Gutter	5	≥ 9.0%	100%	5
		5.0% - 8.9%	75%	3.75
		2.9% - 4.9%	50%	2.5
		2.1% - 2.8%	25%	1.25
		≤ 2.0%	0%	0
Gutter Slope	10	≥ 9.0%	100%	10
		6.7% - 8.9%	75%	7.5
		5.4% - 6.6%	50%	5
		5.1% - 5.3%	25%	2.5
		≤ 5.0%	0%	0
Domes Setback	3	< 6" or > 8"	100%	3
		6" - 8"	0%	0
Ramp Length	4	≤ 32.9"	100%	4
		33" - 47.9"	50%	2

BARRIER TYPE	WEIGHT	CATEGORY	VALUE	SCORE
		≥ 48"	0%	0

Table 4: Criteria for Curb Ramps – Parallel

BARRIER TYPE	WEIGHT	CATEGORY	VALUE	SCORE
Width of Ramp (Right)	3	≤ 21.9"	100%	3
		22" - 25.9"	75%	2.25
		26.0" - 31.9"	50%	1.5
		32.0" - 35.9"	25%	0.75
		≥ 36"	0%	0
Width of Ramp (Left)	3	≤ 21.9"	100%	3
		22" - 25.9"	75%	2.25
		26.0" - 31.9"	50%	1.5
		32.0" - 35.9"	25%	0.75
		≥ 36"	0%	0
Alignment with Marked Crosswalk	2.5	No	100%	2.5
		< 48"	60%	1.5
		Yes	0%	0
Slope of Ramp (Right)	10	≥ 15%	100%	10
		12.5% - 14.9%	75%	7.5
		10.0% - 12.4%	50%	5
		8.4% - 9.9%	25%	2.5
		≤ 8.3%	0%	0
Slope of Ramp (Left)	10	≥ 15%	100%	10
		12.5% - 14.9%	75%	7.5
		10.0% - 12.4%	50%	5
		8.4% - 9.9%	25%	2.5
		≤ 8.3%	0%	0
Cross Slope of Ramp (Right)	5	≥ 5.0%	100%	5
		2.9% - 4.9%	60%	3
		2.1% - 2.8%	30%	1.5
		≤ 2.0%	0%	0
Cross Slope of Ramp (Left)	5	≥ 5.0%	100%	5
		2.9% - 4.9%	60%	3
		2.1% - 2.8%	30%	1.5
		≤ 2.0%	0%	0
Top Landing Running Slope (Right)	1	≥ 9.0%	100%	1
		5.0% - 8.9%	75%	0.75
		2.9% - 4.9%	50%	0.5
		2.1% - 2.8%	25%	0.25
		≤ 2.0%	0%	0

BARRIER TYPE	WEIGHT	CATEGORY	VALUE	SCORE
Top Landing Running Slope (Left)	1	≥ 9.0%	100%	1
		5.0% - 8.9%	75%	0.75
		2.9% - 4.9%	50%	0.5
		2.1% - 2.8%	25%	0.25
		≤ 2.0%	0%	0
Top Landing Cross Slope (Right)	2.5	≥ 5.0%	100%	2.5
		2.9% - 4.9%	60%	1.5
		2.1% - 2.8%	30%	0.75
		≤ 2.0%	0%	0
Top Landing Cross Slope (Left)	2.5	≥ 5.0%	100%	2.5
		2.9% - 4.9%	60%	1.5
		2.1% - 2.8%	30%	0.75
		≤ 2.0%	0%	0
Top landing Length (Right)	1	≤ 32.9"	100%	1
		33" - 47.9"	50%	0.5
		≥ 48"	0%	0
Top landing Length (Left)	1	≤ 32.9"	100%	1
		33" - 47.9"	50%	0.5
		≥ 48"	0%	0
Truncated Domes	8	No	100%	8
		Not Entire Width	60%	4.8
		Not Contrasting	40%	3.2
		Yes	0%	0
Gutter Lip	15	≥ 1"	100%	15
		0.75" - .99"	75%	11.25
		0.5" - .74"	50%	7.5
		0" - 0.49"	25%	3.75
		Flush	0%	0
Cross Slope of Gutter	5	≥ 9.0%	100%	5
		5.0% - 8.9%	75%	3.75
		2.9% - 4.9%	50%	2.5
		2.1% - 2.8%	25%	1.25
		≤ 2.0%	0%	0
Gutter Slope	10	≥ 9.0%	100%	10
		6.7% - 8.9%	75%	7.5
		5.4% - 6.6%	50%	5
		5.1% - 5.3%	25%	2.5
		≤ 5.0%	0%	0
Domes Setback	1	< 12"	100%	1
		≥ 12"	0%	0

BARRIER TYPE	WEIGHT	CATEGORY	VALUE	SCORE
Bottom Landing Cross Slope	2.5	>9.0%	100%	2.5
		5.0% - 8.9%	75%	1.875
		2.9% - 4.9%	50%	1.25
		2.1% - 2.8%	25%	0.625
		≤ 2.0%	0%	0
Bottom Landing Slope	2.5	≥ 9.0%	100%	2.5
		5.0% - 8.9%	75%	1.875
		2.9% - 4.9%	50%	1.25
		2.1% - 2.8%	25%	0.625
Bottom Landing Length	2.5	≤ 36"	100%	5
		35.9" - 47.9"	50%	2.5
		>48"	0%	0
Ramp Length (Right)	3	≤ 32.9"	100%	3
		33" - 47.9"	50%	1.5
		≥ 48"	0%	0
Ramp Length (Left)	3	≤ 32.9"	100%	3
		33" - 47.9"	50%	1.5
		≥ 48"	0%	0

Table 5: Criteria for Pedestrian Push Buttons

BARRIER TYPE	WEIGHT	CATEGORY	VALUE	SCORE
Clear Floor Slope	6.5	≤ 2.0%	0%	0
		2.1% - 3.9%	25%	1.625
		4.0% - 6.9%	50%	3.25
		7.0% - 9.9%	75%	4.875
		≥ 10.0%	100%	6.5
Clear Floor Cross Slope	6.5	≤ 2.0%	0%	0
		2.1% - 3.9%	25%	1.625
		4.0% - 6.9%	50%	3.25
		7.0% - 9.9%	75%	4.875
		≥ 10.0%	100%	6.5
Button Height	6.5	> 58.1"	100%	6.5
		< 41.99"	50%	3.25
		48.1" - 58"	50%	3.25
		42" - 48"	0%	0
Button Reach	6.5	>25.01"	100%	6.5
		20.01" - 25"	75%	4.875
		15.01" - 20"	50%	3.25
		10.01" - 15"	25%	1.625
		< 10"	0%	0

BARRIER TYPE	WEIGHT	CATEGORY	VALUE	SCORE
Button Pressure	6.5	≥ 10 lbs	100%	6.5
		6 lbs - 9 lbs	50%	3.25
		≤ 5 lbs	0%	0
Button Diameter	6.5	≤ 0.5"	100%	6.5
		1.9" - 0.6"	50%	3.25
		≥ 2"	0%	0
Accessible Path	6.5	No	100%	6.5
		Yes	0%	0
Clear Floor Space	9	No	100%	9
		Yes	0%	0
Closed Fist Operation	6.5	No	100%	6.5
		Yes	0%	0
Visual Contrast	6.5	No	100%	6.5
		Yes	0%	0
Vibrotactile	6.5	No	100%	6.5
		Yes	0%	0
Audible Walk Indicator	6.5	No	100%	6.5
		Speech	50%	3.25
		Chirp	50%	3.25
		Audible Tone	0%	0
Button Locator Tone	6.5	No	100%	6.5
		Yes	0%	0
Directional Info	6.5	No	100%	6.5
		Not Tactile	50%	3.25
		Yes	0%	0
Distance	6.5	> 1.5' fom curblin & > 6' from crosswalk	100%	6.5
		< 1.5' fom curblin & < 6' from crosswalk	0%	0

Priority Score

The priority score is the final score that determines the order in which barriers are to be mitigated to have the most effective impact on accessibility improvements. This score combines the barrier and activity score to provide an objective idea of how important replacing each segment is. Higher scores mean segments in greater need of repair, lower scores mean less need of repair. The equation for the priority score is as follows:

- a = Activity Score
- b = Barrier Score
- p = Priority Score

$$\begin{aligned} \text{If } a \leq 2b; & \quad p = b + a \\ \text{If } a > 2b; & \quad p = b + 2b \end{aligned}$$

These criteria were used to inform decisions made in the creation of the City of Burlington Sidewalk Management Program (SMP), found in Appendix A. This program, adopted in 2016, focuses on eliminating all safety hazards present in the City's sidewalks and 'ensuring that sidewalks within the right of way meet ADA standards and PROWAG guidelines.' The budget and schedule for the improvements arranged from the SMP can be found in Appendix C.

The data on curb ramps and pedestrian push buttons was used to create the documents which make up Appendices D and E, respectively. These documents provide both schedule and budget information similarly to Appendix C. They also identify steps taken during each year of the transition period (five years) that are necessary to achieve compliance with the ADA, thus satisfying one requirement of the ADA Transition Plan.

The data from the compliance assessments performed by DPW can be found in Appendix H. The raw data in this document includes detailed information on the activity score, barrier score, and combined priority score of each sidewalk segment, as well as sidewalk width and other miscellaneous notes. For the sake of simplicity, a summary table was created providing only sidewalk location, priority score, and priority level, which was determined by dividing the sidewalk segments into four categories: priority scores under 40 were labeled Low; priority scores from 40 to 63.5, Medium-Low; scores of 63.5 to 84, Medium-High; and scores of 84 or above, High. This database provides cost estimations for mitigation solutions, sets priorities for barrier elimination, and provides a schedule for barrier removal and mitigation.

7. PUBLIC INPUT

A public meeting was held on July 18th, 2018 by the DPW Commission to take into account the opinions and suggestions of the residents of the City, including those with disabilities, and to open the City's Draft ADA Transition Plan to comments for a period of two weeks. A record of comments received can be found in Appendix G.

Date: July 18th, 2018

Location:

Attendees

-

Input Received

THIS PAGE TO BE FILLED AFTER COMMISSION MEETING

8. TRANSITION PLAN IMPLEMENTATION

This document should be maintained and updated for the duration of the Transition Planning period and a copy of the Transition Plan shall be made available for public inspection.

The final product is a working GIS database of the City's sidewalk network within its PROW, as well as additionally including the City's curb ramp and pedestrian push button network. This product is to be a living document, to be modified and updated as barriers are removed or alterations are made. This final product will be maintained primarily through the City's Sidewalk Repair Program as detailed in Appendix A. A visual summary of the database is presented in Appendix F, and the database in its entirety is contained in Appendix H.

The City's Sidewalk Management Program satisfies one of the requirements of an ADA Transition Plan, as the program will determine a predictive work plan for the planning of long term barrier mitigation work within the PROW. The protocol for properly tracking and updating the GIS database for planned and completed barrier mitigations is detailed in Appendix B.

As a part of this process, technical infeasibility, if any, to meet necessary accessibility compliance will be documented and filed for the City's records by the Engineer-of-Record on the said project. It is also recommended to provide accessibility site audits (inspections) of on-going projects as part of the project close-out/certification. This documentation and verification of barrier-mitigation will be integrated into the City's ADA Transition Plan on a regular basis to ensure that barriers are "checked-off" and the Plan is current with a record of barrier-mitigation work.

The City will also dedicate a budget to "general ADA upgrades" per year. This budget will be used to plan mitigation of those barriers identified in the Plan that are not part of any CIP project or Bond program. This budget will be in addition to and separate from funds required for any ADA improvements and upgrades triggered on account of CIP projects and Bond Programs already within the City's pipelines. The scope of work and budget for all such CIP and bond projects must incorporate the improvements triggered by applicable Federal, State and local accessibility regulations and codes.

For the purposes of setting an initial planning budget for this document, the City has dedicated a \$600,000 budget (subject to future change) toward general ADA upgrades and identified several CIP projects and Bond Programs already within its pipelines. With this information, an initial budget allocation plan has been projected for the next five fiscal years, which is documented in the GIS database, using the protocol described in Appendix B, as well as summarized for each type of barrier in Appendices C, D, and E.

Maintenance of Accessible Features

The Maintenance of accessible features is mandated by State and Federal Regulations and is an integral part of the City's plan to transition into a more accessible destination. Chapter 28 Code of Federal Regulation, Part 35, Section 35.133 states:

1. A public accommodation shall maintain in operable working condition those features of facilities and equipment that are required to be accessible to and usable by persons with disabilities.
2. This section does not prohibit isolated or temporary interruptions in service or access due to maintenance or repairs.

Both these sections provide that a public entity shall maintain in operable working condition those features of facilities and equipment that are required to be accessible to and usable by persons with disabilities. They require that, to the maximum extent feasible, facilities must be accessible to, and usable by, individuals with disabilities. These sections recognize that it is not sufficient to provide features such as accessible routes, ramps, or elevators, if those features are not maintained in a manner that enables individuals with disabilities to use them. Inoperable elevators are neither "accessible to" nor "usable by" individuals with disabilities.

It is, of course, impossible to guarantee that mechanical devices will never fail to operate. As such, the second paragraph provides that this section does not prohibit isolated or temporary interruptions in service or access due to maintenance or repairs. This paragraph is intended to clarify that temporary obstructions or isolated instances of mechanical failure would not be considered violations of the ADA or this part. However, allowing obstructions or "out of service" equipment to persist beyond a reasonable period of time would violate this part, as would repeated mechanical failures due to improper or inadequate maintenance. Failure of the public entity to arrange prompt repair of inoperable elevators or other equipment intended to provide access would also violate this part.

A City-wide formal policy specifically addressing the legal requirements (28CFR Part 35.133) of maintaining accessible features would be of long-term benefit to the City. When, over time, an accessible feature fails, **institutionalizing** organizational commitments towards protocols and maintenance ensures an appropriate action is taken.

9. GRIEVANCE PROCEDURE

The City of Burlington, and DPW have adopted the following grievance procedure to meet the requirements of Title II of the ADA and to provide prompt and equitable resolution of complaints alleging any action prohibited by the ADA. This grievance procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Seattle Parks and Recreation or a complaint alleging retaliation prohibited by the ADA. The City prohibits retaliation against persons who engage in activities protected by the ADA, including retaliation based on a person having filed a complaint or participated in an investigation provided for by this procedure.

Complaints should be addressed to the DPW ADA Coordinator:

Laura K. Wheelock P.E.
Burlington Department of Public Works
645 Pine St, Burlington, VT 05401
(802) 540-0397 LWheelock@burlingtonvt.gov

1. A complaint should be submitted in writing or verbally as soon as possible but no later than 60 calendar days after the alleged discrimination. It should contain the name, address, and phone number of the complainant and briefly provide the location, date, and description of the alleged discrimination. The complaint can be submitted by the person with a disability or his/her representative. Upon request, alternative means of filing complaints will be made available for persons with disabilities.
2. Following the filing of the complaint, a thorough investigation will be conducted by the ADA coordinator or another impartial employee. Affected or interested individuals and their representatives may submit evidence relevant to the complaint. Additional information may be requested from the complainant.
3. A written¹ determination of the validity of the complaint and description of the remedial and corrective actions, if any, will be issued by the ADA coordinator or other impartial employee and sent to the complainant no later than 45 calendar days after receipt of the complaint.
4. The right of a person to a prompt and equitable resolution of a complaint will not be impaired by the individual's pursuit of other remedies, such as the filing of a formal complaint with another agency.
5. All written complaints received by the ADA Coordinator, appeals to DPW, and responses from these two offices will be retained by the City for at least six years.

¹ And when appropriate, in another format accessible to the complainant.

10. CONCLUSION

The City of Burlington’s Department of Public Works is committed to ensuring that our system is accessible to those with disabilities. We have a long history of providing for the needs of all modes of travel in the planning, programming, design, rehabilitation, maintenance, and construction of the City’s transportation system. In partnership with municipalities, Metropolitan Planning Organizations, Regional Planning Commissions, Federal Highway Administration and other federal agencies, stakeholders, and the public, particularly those with disabilities, DPW will continue to develop and implement a safe, comprehensive transportation system that balances the needs of all users.

11. ADA/SECTION 504 DEFINITIONS

List of Acronyms

ADAAG: Americans with Disabilities Act Accessibility Guidelines

ADA: Americans with Disabilities Act of 1990

FHWA: Federal Highway Administration

GIS: Geographic Information System

MATS: Managed Assets on Transportation Systems

MPO: Municipal Planning Organization

PROWAG: 2011 Proposed Accessibility Guidelines for pedestrian Facilities in the Public Right of Way

RPC: Regional Planning Commission

RELAY 711: Telecommunications Relay Service

STIP: Statewide Transportation Improvement Program

Title VI: Title VI of the Civil Rights Act of 1964

Glossary of ADA Terms

Accessible: A facility that provides access to people with disabilities using the design requirements of the 2010 Standards. (PROWAG R106.5)

Accessible Pedestrian Signal (APS): A device that communicates information about the WALK phase in audible and vibrotactile formats. (PROWAG R105.5)

Alteration: A change to a facility in the public right of way that affects or could affect access, circulation or use of the facility. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

Americans with Disabilities Act (ADA): The Americans with Disabilities Act of 1990, as amended sets design guidelines for accessibility to public facilities, including sidewalks and trails by individuals with disabilities.

Americans with Disabilities Act Accessibility Guidelines (ADAAG): The ADAAG contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the ADA.

Blended Curb or Transition: A curb ramp shallower than 1:20 (5%), where the sidewalk is blended into or is flush with the street.

Circulation Path: An exterior or interior way of passage provided for pedestrian travel including, walks, hallways, courtyards, elevators, platform lifts, ramps, stairways and landings.

Cross Slope: The slope that is perpendicular to the direction of accessible pedestrian travel. (PROWAG R105.5)

Crosswalk: The part of a roadway at an intersection that is included within the extensions of the lateral lines of the sidewalks on opposite sides of the roadway, measured from the curb line or, in the absence of curbs, from the edges of the roadway or, in the absence of a sidewalk on one side of the roadway, the part of the roadway included within the extension of the lateral lines of the sidewalk at right angles to the centerline.

Curb Line: A line at the face of the curb that marks the transition from the roadway to a sidewalk or planting strip between the sidewalk and the gutter or roadway.

Curb Ramp: A short ramp cutting through a curb or built up to it. (PROWAG R106.5)

Detectable Warning: A surface feature built in or applied to walking surfaces or other elements to advise of an upcoming change from a pedestrian to a vehicular way. (PROWAG R405.5)

Element: An architectural or mechanical component of a facility, space, site or public right of way.

Entrance: Any access point to a building or facility used for entering. Includes entry door or gate and hardware. (PROWAG R106.5)

Facility: All or any portion of structures, improvements, elements and pedestrian or vehicular routes located on a site or a public right-of-way.

Flush Transition: See Blended Transition

Grade Break: The meeting line of two adjacent surfaces of different slope (grade).

Island: Curbed or painted area outside the vehicular path that is provided to separate and direct traffic movement, which also may serve as a refuge for pedestrians.

Marked Crosswalk: Any portion of a roadway at an intersection or elsewhere that is distinctly indicated for pedestrian crossing by lines or other markings on the surface.

Mid-Block Crossing: A marked pedestrian crossing on a street that is located between or away from intersections.

Parallel Curb Ramp: A system of two sloped ramps that run parallel to the curb line from a common lower landing that is approximately level with the street.

Pedestrian Access Route: A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility. (PROWAG R105.5)

Perpendicular Curb Ramp: A curb ramp with a main slope running perpendicular to the curb line and with one or more flared side slopes.

Projects: Any construction or maintenance project that disturbs the pavement by at least $\frac{3}{4}$ of an inch.

Public Right of Way: Land or property owned by a public entity and usually acquired for or devoted to transportation or pedestrian purposes.

Public Use: Interior or exterior, rooms, space or elements that are made available to the public.

Ramp: A walking surface that has a running slope steeper than 5%.

Right of Way: Denotes land, property or interest therein, usually in a strip, acquired for or devoted to transportation purposes.

Running Slope: The slope that is parallel to the direction of travel expressed as a ratio of rise to run in the public right of way. This is usually called grade and is expressed as a percentage.

Section 504: Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination in any program or activity receiving federal financial assistance.

Sidewalk: That portion of a public right of way between the curb line or lateral line of a roadway and the adjacent property line that is improved for use by pedestrians.

Street Furniture: Elements in the public right-of-way intended for use by pedestrians.

Technically Infeasible: An alteration that has little likelihood of being accessible because of site constraints which prohibit modification or addition of elements, spaces or features that are in full strict compliance with the minimum requirements of the 2010 ADA Standards.

Transition Plan: The City's transportation system plan that identifies accessibility needs, and identifies the process to integrate accessibility improvements, and ensures all transportation facilities, services, programs and activities are accessible to all individuals.

Urban Compact Area: Urban Compact Municipalities are those in which the population according to the last United States census exceeds 7,500 inhabitants, or is less than 7,500 inhabitants but more than 2,499 inhabitants, and in which the ratio of people whose place of employment is in a given municipality to employed people residing in that same municipality is 1.0 or greater, and when the municipality has not exercised the opt-out provision of this section.

Vibrotactile: A vibrating surface, located on the accessible pedestrian signal button that communicates information through touch. (PROWAG R105.5)

II. APPENDICES

- Appendix A: Sidewalk Management Program
- Appendix B: GIS Tracking Protocol
- Appendix C: Sidewalks / Routes Budget Allocation
- Appendix D: Curb Ramps Budget Allocation
- Appendix E: Pedestrian Pushbuttons Budget Allocation
- Appendix F: Map of Burlington Sidewalks by Prioritization Criteria
- Appendix G: Record of Interested Persons and Comments
- Appendix H: Sidewalk Priority Score and Database
- Appendix J: Example Facility Assessment: Fire Station #5

Burlington Department of Public Works Commission Meeting
Draft Minutes, 20 June 2018
645 Pine Street

Commissioners Present: Robert Alberry; Tiki Archambeau (Chair); Chris Gillman (Clerk); Solveig Overby; Jeff Padgett (*via phone at 6:59pm*). **Commissioners Absent:** Jim Barr; Justine Sears (Vice Chair).

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau calls meeting to order at 6:35pm and makes opening comments.

Item 2 – Agenda

Commissioner Overby requests pulling Consent Agenda Item B, reassigning as Agenda Item 4.1; Commissioner Alberry requests pulling Consent Agenda Item C, reassigning as Agenda Item 4.2; Chair Archambeau requests changing Agenda Item 8 from a “voting” item to an information only item. Commissioner Alberry makes motion to approve altered Consent Agenda and is seconded by Clerk Gillman.

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

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

No public comment.

Item 4 – Consent Agenda

- A. Traffic Status Report
- D. Removal of an Accessible Space on Summer St

Clerk Gillman makes motion to approve altered Consent Agenda and is seconded by Commissioner Alberry.

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

Item 4.1 – Electric Vehicle Charging Station Main St.

- A) Presentation/Communication – None.
- B) Commission Questions
- C) Public Comment
- D) Commissioner Discussion

Clerk Gillman and Commissioners Alberry and Overby all speak on the lineup of Main St parking spaces; Engineering Technician Phillip Peterson and BED Director of Energy Services Chris Burns respond.

E) Motion made by Commissioner Overby to accept staff’s recommendation with the following proposed revisions: (7) No parking areas. No person shall park any vehicle at any time in the following locations: (390) On the south side of Main Street in the second and third spaces east of Church Street is reserved for use by electric vehicles only. (26) Motorcycle parking. The following locations are designated for the parking of motorcycles only: (8) On the south side of Main Street in the first space east of Church Street.

Seconded by Clerk Gillman.

Discussion

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

Item 4.2 – Proposed Changes to Accessible Parking in the Downtown Core

A) Presentation/Communication – None.

B) Commission Questions

Commissioner Alberry speaks on proposed changes to a revenue parking space with DPW Director Chapin Spencer answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Clerk Gillman to accept staff’s recommendation with the following proposed revisions: 7 No-parking areas. No person shall park any vehicle at any time in the following locations: (495) On the south side of College Street in the second space west of Church Street, except for police vehicles Monday through Friday 8am-5pm. 7A Accessible spaces designated. No person shall park any vehicle at any time in the flowing locations, except automobiles displaying special handicapped license plates issued pursuant to 18 V.S.A. § 1325, o any amendment or renumbering thereof: (3) The third space west of Church Street on the south side of College Street. (42) On the east side of Pine Street, in the first space north of College Street. (44) On the north side of Cherry Street in the first space east of St. Paul Street (van accessible). (82) On the south side of Main Street in the second space west of Church Street. (100) On the south side of Bank Street in the first space east of Church Street. (167) On the north side of Cherry Street in the sixth space east of St. Paul Street.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

Item 5 – Mid-block Crossing Design

A) Communication by Technician Peterson who speaks on mid-block crossing design in conjunction with the Manual on Uniform Traffic Control Devices (MUTCD).

B) Commission Questions

Chair Archambeau and Clerk Gillman both speak on crossing queue times; Commissioner Overby speaks on Church St & Pearl St crossing, costs, and continued monitoring by staff; Director Spencer and Technician Peterson respond.

Commissioner Padgett phones in

C) Public Comment

D) Commissioner Discussion

E) Motion made by Clerk Gillman to accept staff’s recommendation: removal of 2 Traffic-control light locations. (a) Traffic-control light signals are hereby established at the following locations: (67) North Champlain Street at Lawrence Barnes School driveway. (71) 230 St. Paul Street.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

Item 6 – VTrans Bike Ped Grant

- 1. Scoping for Intersection Improvements at Colchester/East Ave and a Protected Bike Lane on Colchester Ave.**
- 2. Small Construction for a Raised Intersection at North Ave/Berry St/Washington St**
- 3. Additional Funding for the Colchester Ave Side Path**

A) Communication by Senior Transportation Planner Nicole Losch who speaks on the annual funding offered by the Vermont Agency of Transportation through the Bicycle and Pedestrian Program.

B) Commission Questions

Chair Archambeau speaks on Colchester Ave Protected Bike Lane and Side Path and plowing raised intersections; Commissioner Alberry speaks on proposed North Ave Raised Intersection; Commissioner Overby speaks on competitive nature of grant program; Director Spencer and Planner Losch respond.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

Item 7 – Proposed Parking Agreement for 194 St. Paul St

A) Communication by Director Spencer and Assistant Director – Parking & Traffic Patrick Mulligan who speak on parking agreement to go before City Council.

B) Commission Questions

Chair Archambeau speaks on July 3rd parking availability, enforcement standards, and parking rates; Commissioner Alberry speaks on date for building completion; Commissioner Overby speaks on city maintenance responsibility, gross revenue splitting, EV charging stations, and trash/recycle requirements; Director Spencer and Assistant Director Mulligan answer.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

Item 8 – Annual Report to Council (Supplements to follow prior to meeting)

A) Communication by Chair Archambeau and Director Spencer who speak on the Commission's annual report to the City Council.

B) Commission Questions

Commissioner Overby speaks on Commission's value; Commissioner Padgett speaks on policy governance approach; Chair Archambeau responds.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

Item 9 – Draft FY'19 Key Initiatives

A) Communication by Director Spencer who speaks on department's key initiatives for Fiscal Year 2019.

B) Commission Questions

Chair Archambeau speaks on impacts on the city's recycling program; Commissioner Overby speaks on the use of Key Initiatives in day-to-day work and listed metrics; Commissioner Padgett speaks on the comprehensive list of tasks and goals; Director Spencer responds.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Alberry to accept staff's recommendation: supporting departmental FY'19 Key Initiatives.

Seconded by Clerk Gillman.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

Item 10 – Approval of Draft Minutes of 4-18-18 & 5-16-18

Commission Alberry makes motion to accept draft minutes of 4-18-18 and is seconded by Commissioner Overby.

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

Clerk Gillman makes motion to accept draft minutes of 5-16-18 and is seconded by Commissioner Alberry.

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

Item 11 – Director’s Report

Director Spencer reports on Commissioner Padgett’s impending departure from the Commission; the Champlain Parkway Right-of-Way process moving forward; the recent Railyard Enterprise Project Steering Committee meeting; the City Council approval of FY’19 budget approval continuing heightened capital reinvestments into city systems; the City’s overall water quality efforts and the recent wastewater releases. Chair Archambeau and Commissioners Overby and Padgett all speak on the overflow report; Director Spencer and DPW Public Information Manager Robert Goulding respond.

Item 12 – Commissioner Communications

Chair Archambeau speaks on Permit Reform Advisory Committee meetings and Commissioner Padgett’s impending departure from the Commission; Commission Alberry speaks on the City Council vote on the Bank St & Cherry St conceptual designs and paving plans for North Ave north of Ethan Allen Pkwy; Commissioner Overby speaks on Elmwood Ave bollard installation and Intervale Rd bike/pedestrian meeting; Commissioner Padgett speaks on his impending departure from the Commission; Director Spencer responds.

Item 13 – Adjournment & Next Meeting Date – July 18, 2018

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

Meeting adjourned at 8:25pm.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: July 11, 2018

WELCOME BRENDAN & COMMISSION ELECTIONS

Congratulations to Commissioners Archambeau and Gillman on their reappointment to the Commission. Congratulations also to Brendan Hogan – the recently appointed Commissioner who will fill Jeff Padgett's seat. He will join the Commission at this upcoming meeting. The start of the upcoming meeting will feature the annual elections for Commission Chair, Vice Chair and Clerk. I will run the beginning of the meeting through the elections and then turn it over to the elected Chair.

CONSTRUCTION SEASON UPDATE

Overall, we are progressing well with our coordinated paving and water main contract work. There have been unexpected issues, but we are generally tracking as planned. We very much appreciate the patience that residents and property owners have shown during this intensive construction period. Information on this season's capital reinvestments can be found on our Construction Portal here: <https://www.burlingtonvt.gov/construction>

FOLLOW-UP ON JULY 10 WET WEATHER RELEASE

Attached is the informational release we provided to the public on the discharge of treated but un-disinfected wet weather effluent from our Main Wastewater Treatment Plant on July 10. It was due to equipment failure – a programmable logic control system that did not turn on the disinfection pump for the wet weather flow during Tuesday night's rainstorm. We tested for E.coli at beaches and access points within one mile of the release on July 11. All results came back well below EPA limits and all Burlington beaches remain open. More detail is in the attached release. We have added an agenda item to update the Commission on our actions and answer your questions. Additionally, we've added this water quality resource page on our website: <https://www.burlingtonvt.gov/DPW/Water-Quality-History>

COMMISSION'S FY'18 ANNUAL REPORT TO COUNCIL

Chair Archambeau and I are scheduled to present the Commission's Annual Report to the City Council at the July 16 Council meeting. Other Commissioners are welcome to attend.

NO AUGUST COMMISSION MEETING SCHEDULED

At this time we are not planning to have an August Commission meeting. If there is an urgent item, I will discuss the options with the Chair.

AUGUST EMPLOYEE RECOGNITION & TEAM BUILDING EVENT AUGUST 10

Our annual employee recognition event will be from Noon to 3pm at the lower picnic shelter at Oakledge Park. Lunch will be from Noon to 1pm and Commissioners are welcome to attend.

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



City of Burlington
Department of Public Works
645 Pine St
Burlington, VT 05401
802-863-9094
Burlingtonvt.gov/dpw

For more information, contact:

Robert Goulding, DPW Public Information Manager
802-540-0846

PUBLIC WORKS' STATEMENT ON JULY 10TH WASTEWATER TREATMENT PLANT DISCHARGE

Burlington, VT – During an intense thunderstorm shortly before midnight on July 10th Burlington's Main Wastewater Treatment Plant (WWTP) experienced a failure of the computerized control system for our wet weather (combined sewer) disinfection pumps leading to the release of approximately 3 million gallons of treated (received screening and enhanced settling), non-disinfected wet weather discharge (stormwater and wastewater).

This discharge was mixed with fully treated and fully disinfected discharge from the remainder of the plant. This mixing and the outfall location (½ mile into the Lake passing through a diffuser, releasing discharges in a dispersed manner) may limit any increased bacteria loads in the water.

We have posted caution signs at beaches within one mile of our Plant's outfall location, which includes Blanchard Beach, Blodgett Access Area, the Coast Guard Boat Launch and Perkins Pier. We have sampled twice today, and will have results available early tomorrow. Based on prior similar events bacteria levels did not rise significantly at the beaches, however, caution is warranted for vulnerable populations (infants and toddlers who might ingest water and individuals with compromised immune systems) before recreating in these waters.

We will be following up with sample results as they become available tomorrow.

“We fully acknowledge, and apologize for, the multiple discharges this season,” said Public Works Director Chapin Spencer. “Our team focuses on protecting the City’s water resources every day and so the equipment and plant process failures that have led to these unpermitted discharges have been extremely frustrating for us as well as the community at large. It is our responsibility to protect our community against these events – and we will do everything within our power to deliver.”

WASTEWATER TREATMENT PLANT BACKGROUND INFO AND NEXT STEPS

The WWTP was extensively upgraded in the mid 1990’s and has been highly successful at decreasing Burlington’s impact on the Lake. These upgrades have allowed us to fully treat and fully disinfect an average of 170M gallons of wet weather discharge annually. Prior to these upgrades, this would all have went into Burlington’s waterways.

In 2009, Burlington created the state’s 2nd stormwater utility, and through the dedicated efforts of that program, has maintained a consistent upward trajectory on the goal of further reducing untreated combined sewer overflows and the impact of wet weather on the Main WWTP. For more information, see: <https://www.burlingtonvt.gov/DPW/Water-Quality-History>.

Further upgrades to the system are needed and we have been planning and analyzing these investments. In May and June presentations to the City Council the department highlighted an estimated \$8-10 million dollars of capital upgrades to replace existing treatment systems and pump station components anticipated over the next 4-5 years. Given the two equipment failures this season, this reinvestment takes on new urgency and we will continue to engage the City Council, the DPW Commission and the public on these important investments. We are fully committed to making all capital upgrades necessary to protect the lake with as little an impact on ratepayers as possible. DPW will be working with the Mayor’s office to finalize a plan for this

reinvestment by December 1, with the intention of a bond vote on Town Meeting Day March 2019.

In the short-term, we will be hiring an independent third party to fully evaluate the main plant's disinfection system and prioritize high-risk liabilities and will be immediately implementing any feasible near term improvements. We will update the DPW Commission on these efforts at their upcoming July 18, 2018 meeting which will be hosted at our Main Wastewater Treatment Plant. Later this summer, we will also announce and host a public Town Hall meeting to discuss Burlington's clean water efforts and answer questions from the public.

###

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