



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

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

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

## MEMORANDUM

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

Enclosed is the following information for the meeting on September 20, 2017 at 6:00 PM at **645 Pine St – Main Conference Room**

1. Agenda
2. Consent Agenda
3. Old North End Greenway
4. Update on Traffic Calming & Traffic Request Program
5. Draft Public Engagement Plan
6. Asset Management Resolution
7. Approval of Draft Minutes of 7-19-17 & 8-17-17

**Non-Discrimination**

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



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

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

To: Hannah Cormier, Clerks Office  
From: Chapin Spencer, Director  
Date: September 14, 2017  
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **September 20, 2017**  
Time: 6:30 – 9:00 p.m.  
Place: **645 Pine St – Main Conference Room**

## **A G E N D A**

### ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 5 Min Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
  - A Traffic Status Report
  - B Intervale Avenue New Accessible Space
  - C North Street New Accessible Space
  - D Resident Only Parking on Bradley Street
  - E Allen Street Signage

### Non-Discrimination

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- 5 30 Min Old North End Greenway (WIGGLE)  
A Communication, N. Losch & A. Wyner  
B Commissioner Discussion  
C Public Comment  
D Action Requested – Vote
- 6 15 Min Update on Traffic Calming & Traffic Request Program  
A Communication, N. Losch  
B Commissioner Discussion  
C Public Comment  
D Action Requested – Vote
- 7 20 Min Draft Public Engagement Plan  
A Communication, C. Spencer, N. Losch, & R. Goulding  
B Commissioner Discussion  
C Public Comment  
D Action Requested – None
- 8 15 Min Asset Management Resolution  
A Communication, C. Spencer  
B Commissioner Discussion  
C Public Comment  
D Action Requested – Vote
- 9 5 Min Approval of Draft Minutes of 7-19-17 & 8-17-17
- 10 10 Min Director's Report
- 11 10 Min Commissioner Communications
- 12 **Adjournment & Next Meeting Date – October 18, 2017**



MEMORANDUM

September 20, 2017

**TO:** Public Works Commission  
**FROM:** Phillip Peterson, DPW Engineering Technician *PMA 9/14/17*  
**CC:** David Allerton P.E., Public Works Engineer *DA 9/14/17*  
**RE:** Traffic Request Status Report

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Number of Requests 07/13/17 = 57  
New Requests since 07/13/17 = 14  
Requests closed since 07/13/17 = 14  
Number of Requests 09/14/17 = 57

**RFS BREAKDOWN BY TYPE\***

		7/13/17	Change
Accessible Space:	4	2	+2
Resident Only Parking:	6		
Crosswalks:	21	18	+3
Driveway Encroachments:	0	1	-1
Signage:	11		
Loading Zone:	3	4	-1
Area/Intersection Study:	4		
Parking Prohibition:	4		
Bus Stop:	0		
Geometric Issues:	3	6	-3
Parking Meters:	1		
Other:	0		
<b>TOTAL:</b>	<b>57</b>		



MEMORANDUM

September 20, 2016

**TO:** Public Works Commission  
**FROM:** Phillip Peterson, DPW Engineering Technician *PPM 9/14/17*  
**CC:** David Allerton P.E., Public Works Engineer *DA 9/14/17*  
**RE:** New Accessible Space at 71 Intervale Avenue

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**Recommendations:**

Staff recommends the Commission adopt:

- The addition of a new Accessible Space on the west side of Intervale Avenue in the first space north of Spring Street.

**Background:**

Staff received a request from Patrick Twombly to install an on-street accessible parking space in front of 71 Intervale Avenue. Mr. Twombly states he needs an on-street accessible space to grant him reasonable access to his home. His physician, Dr. Clara Keegan, sent DPW a letter supporting his request; see attached.

**Observations:**

1. Street Characteristics: Intervale Avenue is a 30-foot-wide residential collector roadway providing access to Riverside Avenue and North Street. There are currently no on-street accessible spaces along Intervale Avenue. The nearest accessible space is located at 31 Spring Street., which is approximately 350 feet away from 71 Intervale Avenue. The second closest accessible space is at 79 Archibald Street which is approximately 850 feet away from 71 Intervale Avenue.
2. Public Outreach: Staff distributed flyers to the homes on Intervale Avenue on August 31, 2017. Staff received one email response from a local resident, the respondent supports the proposal.

**Conclusions:**

In order to grant Mr. Twombly reasonable access to his home staff recommends the installation of the new accessible space. Additionally, 71 Intervale Avenue is centrally located on Intervale Avenue and an accessible space would benefit the disabled community in this area.



UVM Medical Center Family Medicine - South  
Burlington  
3 Timber Lane  
So Burlington VT 05403  
Dept Phone: 802-847-8500  
Dept Fax: 802-847-6140

August 23, 2017

RECEIVED

AUG 23 2017

BURLINGTON PUBLIC  
WORKS

Patient: **Patrick H Twombly**  
Date of Birth: **10/23/1966**

To Whom It May Concern:

Mr. Patrick Twombly has had an above knee amputation. Please provide a sign to indicate a disabled parking location.

If you have any questions or concerns, please don't hesitate to call.

Sincerely,

electronically signed:  
Clara M Keegan, MD

802-1466

IMPORTANT: REMOVE BEFORE  
DRIVING VEHICLE



**P83270**

Disabled Parking Identification



EXPIRES:

**NO  
EXPIRATION**

**VERMONT**

PERMANENT

## Phillip Peterson

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**From:** Emily Nicholson <em.nicholson22@gmail.com>  
**Sent:** Friday, September 01, 2017 2:53 PM  
**To:** Phillip Peterson  
**Subject:** 71 Intervale accessible parking space

Yes!



**NOTES:**

Staff recommends the Commission adopt:

- The addition of a new Accessible Space on the west side of Intervale Avenue in the first space north of Spring Street.



SCALE: 1" = 30'



342 NORTH STREET  
ACCESSIBLE PARKING SPACE



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**

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

DESIGNED PMP	RFS NO. 18192
DRAWN PMP	SCALE 1"=30'
CHECKED DA	DRAWING NO.
DATE 09/20/17	SHEET 1 OF 1



MEMORANDUM

September 20, 2016

**TO:** Public Works Commission  
**FROM:** Phillip Peterson, DPW Engineering Technician *PP 9/14/17*  
**CC:** David Allerton P.E., Public Works Engineer *DA 9/14/17*  
**RE:** New Accessible Space at 340 North Street

---

**Recommendations:**

Staff recommends the Commission adopt:

- The addition of a new Accessible Space on the north side of North Street in the first space east of School Street.

**Background:**

Staff received a request from Judy Klima to install an on-street accessible parking space on North Street in front of 340 North Street. Ms. Klima's elderly parents are moving in to Ms. Klima's home and need an on-street accessible space to grant them reasonable access to their home.

**Observations:**

1. Street Characteristics: North Street is a 30-foot-wide arterial collector roadway providing access to homes and business all along the Old North End. The nearest accessible space is located at 21 Russell Street., which is approximately 470 feet away from 340 North Street. The second closest accessible space is at 64 Hyde Street which is approximately 720 feet away from 340 North Street.
2. Public Outreach: Staff distributed flyers to the homes on North Street on August 31, 2017. Staff received one email response from a local resident, the respondent supports the proposal.

**Conclusions:**

In order to grant Ms. Klima's parents reasonable access to their home staff recommends the installation of the new accessible space. Additionally, 340 North Street is near several homes and businesses; having an accessible space in this location would benefit the disabled community.

RECEIVED

AUG 14 2017

BURLINGTON PUBLIC  
WORKS

Judy Klima  
343 North Street  
Burlington, VT 05401  
802-922-1666  
August 8, 2017

**Request for Handicap Parking Spot**

To Whom It May Concern,

I am writing to request a handicap parking spot be placed on North Street, between the blocks of School Street and Booth Street. Preferably the very first spot on the West side of North closest to School Street.

In October, 2017 my ninety three year old parents will be relocating to my house, located at 343 North Street. They have daily caregivers (Griswold Home Health Care, Age, Well Vermont, Visiting Nurses Association) who take care of them and will need close access to our home - to easily get my parents in and out of the house and to a variety of doctor appointments. My parents are both legally blind, use a walker and a wheel chair. They have a permanent handicap car tag which we use with our eldercare caregivers.

I am attaching a copy of the car tag and its number( #P65362). I am also attaching a photograph of the location of the parking spot that would be most ideal for my parents. I would love this to be in place by October of 2017.

Thank you so very much,



Judy Klima  
Owner and Daughter

IMPORTANT: REMOVE BEFORE DRIVING VEHICLE

**P65362**

Disabled Parking Identification



EXPIRES:

**NO**

**EXPIRATION**

**VERMONT**

PERMANENT

## Phillip Peterson

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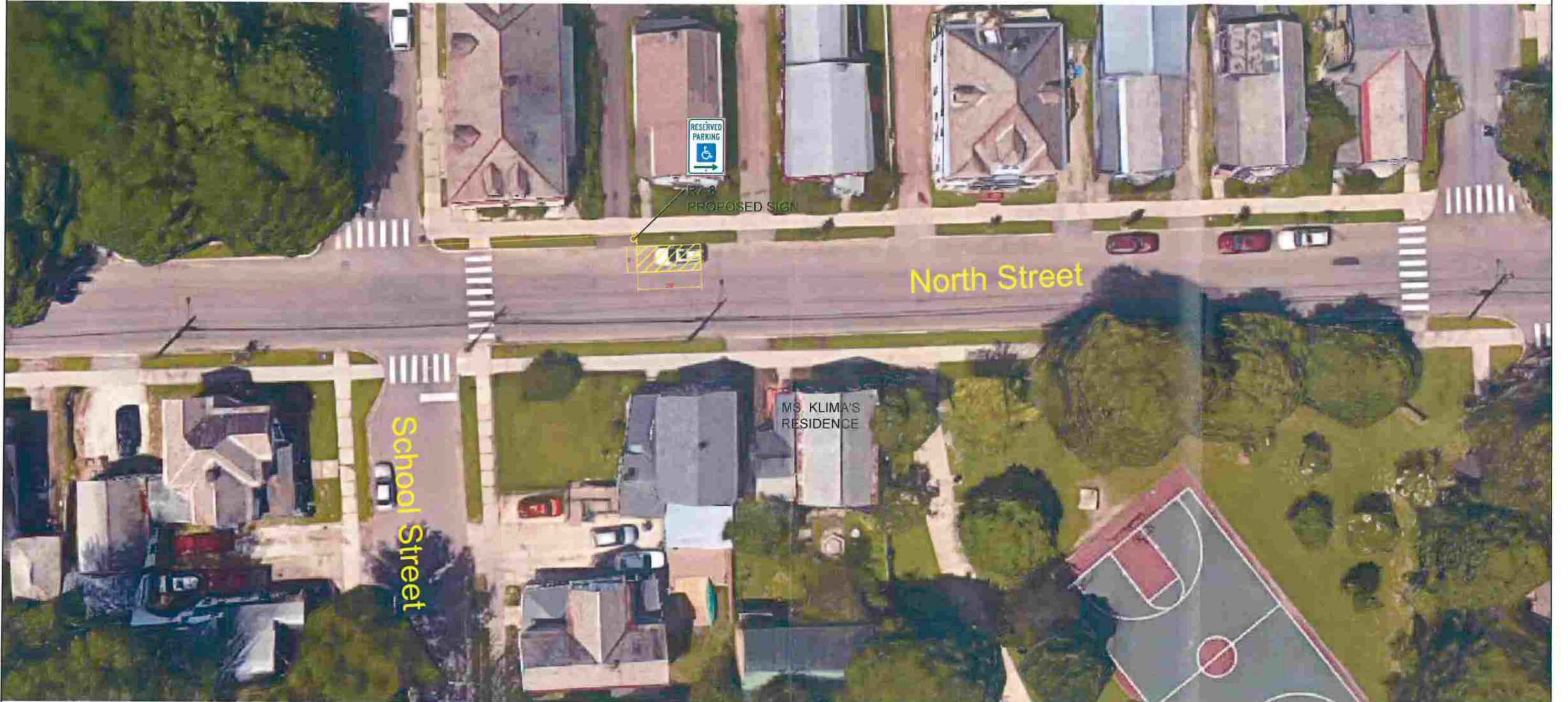
**From:** Brian Smith <bpsxxi@yahoo.com>  
**Sent:** Friday, September 08, 2017 5:00 PM  
**To:** Phillip Peterson  
**Subject:** North Street resident

Hi, I have no problem with a handicap/ accessible parking space on North St. If you are going to make an effort to have a designated spot, maybe you would consider painting all of upper North St with parking areas strips, so all possible parking spots may be used. Parking is very tight around that residence.

Sincerely,

Brian Smith  
348 North St

Sent from my iPhone



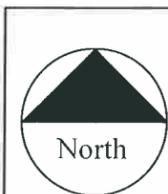
**NOTES:**

Staff recommends the Commission adopt:

- The addition of a new Accessible Space on the north side of North Street in the first space east of School Street.
- No person shall park any vehicle at any time in the following locations: On the south side of North Street between North Union Street and North Prospect Street.



SCALE: 1" = 30'



342 NORTH STREET  
ACCESSIBLE PARKING SPACE



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**

645 PINE STREET  
BURLINGTON, VT 05401  
(802) 863-6094  
(802) 863-0468 (Fax)

DESIGNED PMP	RFS NO. 18192
DRAWN PMP	SCALE 1"=30'
CHECKED DA	DRAWING NO.
DATE 09/20/17	SHEET 1 OF 1



MEMORANDUM

September 20, 2016

**TO:** Public Works Commission

**FROM:** Phillip Peterson, DPW Engineering Technician *PMP 9/14/17*

**CC:** David Allerton P.E., Public Works Engineer *DA 9/14/17*

**RE:** Resident Only Parking on Bradley Street

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**Recommendations:**

Staff recommends the Commission adopt:

1. Installing all time resident parking on Bradley Street.
2. Non-residents shall not park a vehicle for a period longer than four (4) hours from 6:00 a.m. to 6:00 p.m.; this four (4) hour time limit shall not apply to residents with a valid residential parking sticker properly displayed or to visitors at a residence with a valid guest pass properly displayed.
3. No person shall park any vehicle at any time in the following locations: On the north side of Bradley Street.

**Background:**

The Department of Public Works (DPW) received a request from Anne Brena of 34 Bradley Street to install full time resident only parking on Bradley Street. Per staff's instruction, Ms. Brena generated a petition showing support for full time resident parking from the property owners on Bradley Street. The petition listed nine names accounting for eleven properties out of the sixteen properties on this block resulting in 69% in favor of her request. DPW's Standard Operating Procedure for Resident Parking specifies at least 51% of property owners must support a resident parking request per the Residential Management Parking Plan completed in 2016 (RMPP).

**Observations:**

Bradley Street is primarily residential with close proximity to and providing access to the UVM campus and the downtown area. Parking is allowed on the south side of the street with signs designating No Parking This Side of Street on the north side of Bradley Street; however, the City ordinance in "Appendix C: RULES AND REGULATIONS OF THE TRAFFIC COMMISSION" does not specify the

north side of Bradley Street as No Parking This Side of Street. Staff believes this is a typographical error in the ordinance.

Staff conducted plate counts depicting the level and type of parking usage on the street, see attached. This information indicates parking is heavily utilized during the day by resident, long term, and transient parkers with usage above 85%, meeting the RMPP's recommendation of a minimum of 85% usage.

It was determined 26% of the vehicles parked on Bradley Street were in the same place for longer than the allowable three (3) day maximum. According to City Ordinance ARTICLE III. PARKING, STOPPING AND STANDING, "No person shall leave a vehicle in the same place within the limits of a street for a period longer than three (3) days. This period starts when the police department observes a vehicle in a space. From that time the vehicle must be moved within three (3) days. For the purposes of this section the term moved is defined as relocating a vehicle at least twenty-five (25) feet from its original location for a time period of thirty-six (36) hours."

Staff has evaluated this area of the city comparing existing Resident Parking restrictions and found Bradley Street is situated next to two Resident Parking prescribed areas, Hungerford Terrace from Bradley Street to College Street, and Union Street from Buell Street north to Pearl Street. Installing Resident Parking would be consistent with the existing parking restrictions on Hungerford Terrace.

Staff distributed flyers to the apartment buildings, homes, and businesses on Bradley Street on February 1, 2017. Of the sixty-five flyers distributed sixteen responses were received from local residents. All of the respondents support the petition and want Bradley Street to be designated a resident only parking area.

The RMPP suggests when resident parking is considered in a mixed use area parking meters should be considered in addition to or in lieu of resident parking. Meters are not recommended at this location as it would have a negative effect on area residents and would be inconsistent with other parking regulations in the area.

The Resident Parking Study also suggests off-street parking be considered. The YMCA was referred to the Unified Parking Partners to explore public parking options at the site of the former Ethan Allen Club and future YMCA Annex. Additionally, all sixteen properties on Bradley Street have driveways which should be utilized whenever possible.

Staff coordinated a Bradley Street neighborhood meeting on Wednesday, August 30<sup>th</sup> at 6:00 p.m. to discuss resident only parking on Bradley Street. The residents on Bradley Street are agreeable with allowing four-hour parking for non-residents from 6:00 a.m. to 6:00 p.m. in parallel with Resident Parking, as long as DPW staff agree to collect data on Bradley Street one year after implementation of this restriction. This will allow for an evaluation of the restriction to determine its effectiveness. Please see the public meeting notes.

## **Conclusions:**

Bradley Street is heavily utilized for parking representing a significant need for this space during the day. It is recognized residents need to have adequate and reasonable access to their homes, while balancing the needs of the public. To balance these needs, staff suggests installing Resident Parking for Bradley Street, with time limited public parking; non-residents shall not park a vehicle for a period longer than four hours from 6:00 a.m. to 6:00 p.m. Staff will collect data on Bradley Street one year after Resident Parking has been installed to ensure the program is working. Additionally, staff would like to clarify in the ordinance there is no parking allowed on the north side of Bradley Street.

PLATE COUNT

Date: 1-26-2017		Date: 1-27-2017		Date: 1-27-2017		Date: 1-27-2017		Date: 1-27-2017			
7:00	10:00	13:00	7:00	10:00	13:00	7:00	10:00	13:00	7:00	10:00	13:00
326449 (NH)	326449 (NH)	326449 (NH)			326449 (NH)						
GFN372(VT)	GFN372(VT)	GFN372(VT)			GXT289(VT)						
145V39(MA)	145V39(MA)	145V39(MA)			GRA683(VT)						
GAF609(VT)	GAF609(VT)	GAF609(VT)			GAF609(VT)						
FPT794(VT)	FPT794(VT)	FPT794(VT)			EXA157(VT)						
D63HGJ(NJ)	D63HGJ(NJ)	D63HGJ(NJ)			GPN988(VT)						
GDH505(VT)	GDH505(VT)	GDH505(VT)			GDH505(VT)						
FSL726(VT)	FSL726(VT)	FSL726(VT)			JYR3724(PA)						
252ABB2(VT)	GMW469(VT)	GMW469(VT)			5XE964(MA)						
419JXH(CT)	419JXH(CT)	419JXH(CT)			419JXH(CT)						
GBS968(VT)	GBS968(VT)	GBS968(VT)			4382VD(ME)						
FMP147(VT)	FMP147(VT)	FMP147(VT)			FMP147(VT)						
741NST(CT)	741NST(CT)	GTF964(VT)			GBS968(VT)						
FZK6037(NY)	FZK6037(NY)	358ONW(CO)			X56EUG(NJ)						
CBE3398(NY)	GTF796(VT)	GMB691(VT)			DSD279(VT)						
GGF743(VT)	GGF743(VT)	GGF743(VT)			62466(VT)						
GBA953(VT)	EXC7984(NY)	DA5306(DC)			GHY778(VT)						
GXR285(VT)	GXR285(VT)	GXR285(VT)			GXR285(VT)						
DSD279(VT)	DSD279(VT)	DSD279(VT)			GRH580(VT)						
GLH281(VT)	FPA466(VT)	FPA466(VT)			GHY272(VT)						
K71CCN(NJ)	K71CCN(NJ)	K71CCN(NJ)			K71CCN(NJ)						
GFY458(VT)	GFY458(VT)	GWH384(VT)			GSL147(VT)						
GTF184(VT)	GTF184(VT)	GTF184(VT)			FPM691(VT)						
GHY950(VT)	GHY950(VT)	GHY950(VT)			GTF184(VT)						
GRY132(VT)	GRY132(VT)	GRY132(VT)			GRY132(VT)						
5AT8684(MD)	5AT8684(MD)	5AT8684(MD)			FTG769(VT)						
FTG769(VT)		GMK644(VT)			GDH912(VT)						
JYR3724(PA)	JYR3724(PA)	GKB351(VT)			GFN391(VT)						
					180A843(VT)						
	27										
Total Spaces	100%	96%	100%		104%						
% Spaces Used	100%										
Resident		11%									
Transient			78%								
Long Term											
Storage					26%						

Inspector: Phillip Peterson

Location: Bradley Street

PLATE COUNT

Date: 1-31-2017			Location:			Inspector:		
7:00	10:00	13:00	7:00	10:00	13:00	7:00	10:00	13:00
	207A705(VT)		207A705(VT)	207A705(VT)	207A705(VT)		207A705(VT)	207A705(VT)
	GМК190(VT)		GМК190(VT)	GLL865(VT)	GFT854(VT)		GFG864(VT)	GFG864(VT)
	EXA157(VT)		EXA157(VT)	EXA157(VT)	EXA157(VT)		GHY442(VT)	GHY442(VT)
	GAF609(VT)		GCX630(VT)	GCX630(VT)	GCX630(VT)		GWW391(VT)	GWW391(VT)
	1SL812(MA)		Q540479(IL)	Q540479(IL)	Q540479(IL)		GCX630(VT)	GCX630(VT)
	GBS968(VT)		FPA466(VT)	FPA466(VT)	FPA466(VT)		GМК190(VT)	DUINO(VT)
	GXM526(VT)		FTK218(VT)	FTK218(VT)	FTK218(VT)		GHY272(VT)	GHY272(VT)
	DGP489(VT)		GTF796(VT)	GTF796(VT)	25613(MA)		FMT7871(NY)	FMT7871(NY)
	14SV39(MA)		14SV39(MA)	14SV39(MA)	14SV39(MA)		GFN372(VT)	GFN372(VT)
	KFD9537(PA)		O73JEM(OR)	O73JEM(OR)	O73JEM(OR)		3085VG(ME)	3085VG(ME)
	GFN372(VT)		EWT477(VT)	EWT477(VT)	EWT477(VT)		GGN568(VT)	GGN568(VT)
	FMP147(VT)		HMY7475(NY)	HMY7475(NY)	HMY7475(NY)		GPN988(VT)	GPN988(VT)
	CBE3398(NY)		CBE3398(NY)	EXC984(NY)	358ONW(CA)		DWF560(VT)	6XET158(CA)
	GHF190(VT)		GHF190(VT)	GHF190(VT)	GHF190(VT)		925UTB(WI)	925UTB(WI)
	FTG769(VT)		FTG769(VT)	FTG769(VT)	GWH932(VT)		GXT255(VT)	GXT255(VT)
	AF92325(CT)		AF92325(CT)	AF92325(CT)	62466(VT)		CSB246(VT)	CSB246(VT)
	4JB154(MA)		4JB154(MA)	4JB154(MA)	4JB154(MA)		4JB154(MA)	4JB154(MA)
	ЕРМ691(VT)		GRA683(VT)	GRA683(VT)	GRA683(VT)		GRH580(VT)	GRH580(VT)
	GCX630(VT)		3085VG(ME)	3085VG(ME)	GMC503(VT)		DDX396(VT)	DDX396(VT)
	GXR285(VT)		GXR285(VT)	GXR285(VT)	GXR285(VT)		GXR285(VT)	GXR285(VT)
	GRY132(VT)		GRY132(VT)	GRY132(VT)	GRY132(VT)		GRY132(VT)	GRY132(VT)
	GTF184(VT)		GTF184(VT)	GTF184(VT)	GTF184(VT)		GXS446(VT)	GXS446(VT)
	7PGA30(MA)		7PGA30(MA)	7PGA30(MA)	7PGA30(MA)		7PGA30(MA)	7PGA30(MA)
	928VR8(MA)		6XET158(CA)	6XET158(CA)	6XET158(CA)		719ZFG(CT)	719ZFG(CT)
	3KF421(MA)		DSD279(VT)	DSD279(VT)	DSD279(VT)		DSD279(VT)	FNY462(VT)
	GKC464(VT)		JYR3724(PA)	JYR3724(PA)	JYR3724(PA)		JYR3724(PA)	GTF964(VT)
	K71CCN(NJ)		K71CCN(NJ)	K71CCN(NJ)	K71CCN(NJ)		K71CCN(NJ)	K71CCN(NJ)
	GXT289(VT)		GXT289(VT)	GXT289(VT)	GXT289(VT)		GXT289(VT)	GXT289(VT)
	GRH819(VT)		GRH819(VT)	GRH819(VT)	GRH819(VT)		FHV9454(NY)	FHV9454(NY)
	JYR3724(PA)		1BE954(MA)	1BE954(MA)	1BE954(MA)		1BE954(MA)	1BE954(MA)
27								
Total Spaces								
% Spaces Used	111%		111%	111%	111%		111%	
Resident								
Transient								
Long Term				26%			15%	
Storage					45%			93%
								26%

Total Spaces  
 % Spaces Used  
 Resident  
 Transient  
 Long Term  
 Storage



**CITY OF BURLINGTON, VERMONT**  
**BRADLEY STREET NEIGHBORHOOD MEETING**

c/o Department of Public Works  
645 Pine Street, Suite A  
Post Office Box 849  
Burlington, VT 05402-0849

802.863.9094 VOX  
802.863.0466 FAX  
802.863.0450 TTY  
[www.burlingtonvt.gov](http://www.burlingtonvt.gov)

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**Inquiries:**  
**Phillip Peterson**  
802.865.5832  
[ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)

**Wednesday, August 30th, 2017 at 6:00 PM**

**Fletcher Free Library – Fletcher Room**  
**235 College Street – Burlington, VT**

**–AGENDA–**

- 1. Opening Remarks**
  - a. Chapin Spencer
  
- 2. Resident Only Parking on Bradley Street – 10 minutes**
  - a. Phillip Peterson presenting
  
- 3. Public Forum**
  
- 4. Adjourn**

## Bradley Street Resident Only Parking - Public Meeting – 8/30/2017

Attendees: Passed sign in sheet around. Chapin, Phillip, Dave (note taker). Total in attendance: 11

Meeting started at 6:00 PM

### Introductions

Chapin opened up the meeting and explained the process for ROP.

Phillip updated the meeting with the status of the project. Discussed SOP, RPP, and went through the draft memo to the DPW Commission he has prepared.

Question concerning enforcement. Three-day enforcement. Police go out, put a notice on the car, then the clock starts. It is a complaint driven process.

How would ROP parking be enforced? Jon King has indicated he does have the personnel to support this.

The options are new, and come from the RPP plan adopted by the DPW Commission last year February 2016. Before this, it was easier to get ROP. DPW is now challenged to enforce this new plan.

How did DPW come up with four hours? It was less than 8 but more than 0. 4 hours seemed like a reasonable time.

One resident was concerned BPD would not be able to catch those parking more than four hours. Homeowners and transient people have different needs. One resident thinks four hours is excessive. CS said it is a \$75 ticket. Twelve-hour window will ensure there will be daily turnover. CS feels four hours is a reasonable time for people to do their business and return. CS says it is easier to strengthen ROP, and difficult to roll it back. It can always be ratcheted up if need be, but very difficult to go back. One resident okay with the four-hour change, knowing there is an option to come back and reassess.

Resident says he hears that DPW is willing to work with them, as any change moves the issue forward. DPW could follow up within a year to make sure this change is working. COB can't control who does and does not park in their driveways. CS recommends DPW take counts as to how many cars are actually parked in their driveways. Everyone felt DPW should reassess after a year. This should be built into the DPW commission recommendation.

Would the tags for Residents be permanent stickers or what? CS says this is still under discussion, but for now they would be permanent stickers, but could go to hanging tags. Under the current program, anyone living at any one property, could have a sticker/hang tag. One unit per property, could get up to four stickers/tags. With more units, the number of stickers decreases per unit so as not to overwhelm the parking situation.

Adam doesn't think this will resolve the entire issue, but will assist the residents in parking. One resident said there are 30-something parking spaces on Bradley St. A result of this will be more eyes on the street. One resident said drawing the brackets on the streets would help, and they have painted their own lines to delineate the parking in front of their home. People have parked in front of their driveway in the past. They would like to have the brackets painted to delineate the parking spots.

Schedule; CS/PP indicated this can be put on the commission for September 20<sup>th</sup> (the 6 am to 6 pm option). It is recommended the residents come to the next commission meeting to support the change. Everyone voted to go with the 6 am to 6 pm option.

Some residents feel there is going to be more pressure on parking due to all of the changes occurring downtown, and losing spots during construction. Care Share vehicles are allowed to park in RPP areas around the City.

This change will be for seven days a week.

Phillip to capture all this in a revised memo to the DPW Commission for the September 20<sup>th</sup> commission meeting.

## Phillip Peterson

---

**From:** Lee, Emily A - BURLINGTON VT <emily\_lee@ml.com>  
**Sent:** Wednesday, February 01, 2017 4:20 PM  
**To:** Phillip Peterson  
**Cc:** Anne Brena  
**Subject:** Driveway encroachment

Hello DPW-

There has been a red Subaru with NY plates parked blocking my driveway for 7 days. I live at 39 Bradley Street. Are you enforcing the driveway encroachment rules or do I need to report each incident?

Thank you,  
Emily

### Emily Annick Lee

Financial Advisor  
Merrill Lynch, Pierce, Fenner & Smith, Inc.  
Bank of America, N.A.  
NMLS ID: 86830

60 Lake Street  
Burlington, VT 05401  
802-660-1022  
fax:802-318-4255  
[emily\\_lee@ml.com](mailto:emily_lee@ml.com)

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## Phillip Peterson

---

**From:** Anne Brena <anne.brena@gmail.com>  
**Sent:** Wednesday, February 01, 2017 9:09 PM  
**To:** Lee, Emily A - BURLINGTON VT  
**Cc:** Phillip Peterson  
**Subject:** Re: Driveway encroachment

Also I believe vehicles parked on the street must move at least 25 feet every three days. Parked cars in the same spot for days on end is a common problem on this street.

Anne Brena

On Wed, Feb 1, 2017 at 4:19 PM, Lee, Emily A - BURLINGTON VT <[emily\\_lee@ml.com](mailto:emily_lee@ml.com)> wrote:

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[emily\\_lee@ml.com](mailto:emily_lee@ml.com)

## Phillip Peterson

---

**From:** Phillip Peterson  
**Sent:** Thursday, February 02, 2017 7:46 AM  
**To:** Anne Brena; Lee, Emily A - BURLINGTON VT  
**Cc:** King, John  
**Subject:** RE: Driveway encroachment  
**Attachments:** DrivewayEncroachmentFlyer.pdf

Anne and Emily,

You are correct Anne. I have been doing plate counts on your street for the past week, and I have noticed a few cars have not moved at all. As it turns out, I am an engineer but I do not do enforcement. The person you need to talk to is John King, he is the Parking Enforcement Manager for the police department [jking@bpdvt.org](mailto:jking@bpdvt.org) (802) 540-2185, I will cc him on this email as well. I attached the City's new encroachment policy.

Kind Regards,

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

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**From:** Anne Brena [mailto:[anne.brena@gmail.com](mailto:anne.brena@gmail.com)]  
**Sent:** Wednesday, February 01, 2017 9:09 PM  
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## Phillip Peterson

---

**From:** King, John J. <jking@bpdvt.org>  
**Sent:** Thursday, February 02, 2017 8:09 AM  
**To:** Phillip Peterson; 'Anne Brena'; 'Lee, Emily A - BURLINGTON VT'  
**Subject:** RE: Driveway encroachment

Checked the driveway this morning (Feb 2) no NY car blocking driveway however there was a Vermont Car. Vehicle issued a ticket, was not towed at this time. Also checking all cars in that block for any that appear have not moved in last three days.

John

---

**From:** Phillip Peterson [mailto:ppeterson@burlingtonvt.gov]  
**Sent:** Thursday, February 02, 2017 7:46 AM  
**To:** Anne Brena; Lee, Emily A - BURLINGTON VT  
**Cc:** King, John J.  
**Subject:** RE: Driveway encroachment

Anne and Emily,

You are correct Anne. I have been doing plate counts on your street for the past week, and I have noticed a few cars have not moved at all. As it turns out, I am an engineer but I do not do enforcement. The person you need to talk to is John King, he is the Parking Enforcement Manager for the police department [jking@bpdvt.org](mailto:jking@bpdvt.org) (802) 540-2185, I will cc him on this email as well. I attached the City's new encroachment policy.

Kind Regards,

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

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Thank you,

Emily

## **Emily Annick Lee**

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## Phillip Peterson

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**From:** Allison Sawyer <sawyerallison96@gmail.com>  
**Sent:** Saturday, February 04, 2017 4:34 PM  
**To:** Phillip Peterson  
**Subject:** Bradley Street

Hello,

My husband, child, and I live on Bradley street and we are very for resident only parking on our street. We watch every day as tourist's and workers park on our street to have free parking close to downtown. It is incredibly frustrating and often we have to park over 4 blocks away. With a newborn that is extremely hard. We would love for the street to be resident only. Thank you !!!

-Allison Sawyer

## Phillip Peterson

---

**From:** Diane Flowers <deflowers21@gmail.com>  
**Sent:** Sunday, February 05, 2017 11:49 PM  
**To:** Phillip Peterson  
**Subject:** Bradley st resident parking

Hello,

My name is Diane Flowers and I live at 28 Bradley st. I received a letter in the mail asking for feedback around having Bradley st potentially becoming residential parking. As someone who has lived on Bradley street for 3 years as a student and then a working professional, I would be in favor of having Bradley street designated to resident parking. I always have to search for off street parking and sometimes park my car as far as N. Winooski street. It would make me feel a lot safer knowing that I could have more accessible parking on the street that I reside on.

please feel free to contact me with any other questions.

Thank you  
Diane Flowers

## Phillip Peterson

---

**From:** Diane Flowers <deflowers21@gmail.com>  
**Sent:** Sunday, February 05, 2017 11:49 PM  
**To:** Phillip Peterson  
**Subject:** Bradley st resident parking

Hello,

My name is Diane Flowers and I live at 28 Bradley st. I received a letter in the mail asking for feedback around having Bradley st potentially becoming residential parking. As someone who has lived on Bradley street for 3 years as a student and then a working professional, I would be in favor of having Bradley street designated to resident parking. I always have to search for off street parking and sometimes park my car as far as N. Winooski street. It would make me feel a lot safer knowing that I could have more accessible parking on the street that I reside on.

please feel free to contact me with any other questions.

Thank you  
Diane Flowers

## Phillip Peterson

---

**From:** Liam Murphy <liaml5inc@hotmail.com>  
**Sent:** Tuesday, February 07, 2017 8:10 PM  
**To:** Phillip Peterson  
**Cc:** Liam Murphy  
**Subject:** Bradley Street residential parking

Mr. Peterson:

I have a six unit rental property at 71 South Willard, on the corner of Bradley. Both the driveway and the small garage are located on Bradley Street, and there is an entrance to the building on Bradley as well.

I would support Bradley Street becoming residential parking ONLY if my tenants who do not have parking via the garage or driveway could also get residential parking stickers. Several years ago the city eliminated parking from one side of South Willard Street, so restricting Bradley to residential only and not including my tenants would create even more parking hardship for them.

It was not clear from your memo whether you would only give residential stickers to Bradley Street residents. Since half of my tenants use the rear entrance, they should be able to have residential parking stickers for Bradley.

Please call or email me if you have questions.

Thank you for your time,

Laura Murphy  
802-999-4942

Liam and Laura Murphy L5, Inc

## Phillip Peterson

---

**From:** Jay Nickerson <greenmountainrunner@gmail.com>  
**Sent:** Sunday, February 12, 2017 4:11 PM  
**To:** Phillip Peterson  
**Subject:** Bradley Street: Resident Only Parking

Hello, Mr. Peterson.

Thank you for your letter regarding the possibility of designating Bradley Street a Resident Only Parking zone.

I wholeheartedly agree that this street should receive this designation. Parking is often an issue. I frequently need to 'roam the streets' looking for a parking spot, especially when school is in term.

Thank you for considering the change.

Jay Nickerson  
12 Bradley Street  
#3

--

**“There is nothing noble in being superior to your fellow man; true nobility is being superior to your former self.” ~ Ernest Hemingway**

**“Sail the main course in a simple sturdy craft. Keep her well stocked with short stories and long laughs. Go fast enough to get there but slow enough to see. Moderation seems to be the key.” ~ Jimmy Buffett**

## Phillip Peterson

---

**From:** Bob Zimmer <bobzimmer@msn.com>  
**Sent:** Wednesday, February 22, 2017 10:36 AM  
**To:** Phillip Peterson  
**Subject:** Bradley St. parking

Hi Phillip,

As a landlord on Bradley St., I would be in favor of making Bradley St. a resident only parking street.

Regards,  
Bob Zimmer  
18 Bradley St.

## Phillip Peterson

---

**From:** Sarah Noel <sarahmarienoel@gmail.com>  
**Sent:** Monday, February 27, 2017 3:13 PM  
**To:** Phillip Peterson  
**Subject:** Bradley Street Parking

Dear Phillip,

This e-mail is being sent in response to your letter requesting feedback on whether or not Bradley Street should be designated resident only parking. I moved to 14 Bradley Street in November, and my landlord does not offer off street parking. I love living here, but the one major issue is, hands down, parking. Being sandwiched between downtown and the university means a lot of people park here during the day and don't leave until nighttime rolls around, leaving few options for us residents who come home from work before classes are over. It's rare that I actually find a spot on Bradley; usually I'm only able to locate something a few blocks away. That's all to say that I would be thrilled if DPW designated resident only parking for Bradley Street! Thank you for your time.

Best,  
Sarah Noel

## Phillip Peterson

---

**From:** Mike Billig <mikeb@scmaps.com>  
**Sent:** Friday, March 03, 2017 9:01 AM  
**To:** Phillip Peterson  
**Subject:** Bradley Street resident only parking

Hello Mr. Peterson,

I am writing in response to the letter you sent recently regarding the possibility of Bradley Street parking becoming resident only. I would love to see Bradley Street designated as resident only. The parking difficulty has had me considering requesting resident only parking for the street since moving here, but somebody beat me too it. The congestion that results from Bradley Street's location between downtown and the University often means that several city blocks need to be circled to find a parking spot during the day, which can take 20+ minutes on some days and usually results in the car being parked several blocks away in a spot that would otherwise be used by a resident of that area.

Thank you,  
Mike Billig (14 Bradley Street)

## Phillip Peterson

---

**From:** Anne Brena <anne.brena@gmail.com>  
**Sent:** Tuesday, April 25, 2017 8:51 AM  
**To:** Phillip Peterson  
**Cc:** E Lee; Adam Roof; Adam Roof; Bill Church; Jay Williams; Im\_goebel  
**Subject:** Fwd: Resident Only Parking Petition

To Mr Peterson:

Please see my forwarded email below from March 26 regarding the petition for resident only parking on Bradley Street that we submitted in January.  
I have not received any further information about this and I'm wondering if the petition is still being reviewed.

Thank-you for your help,

Anne Breña  
34 Bradley Street

----- Forwarded message -----

**From:** Anne Brena <[anne.brena@gmail.com](mailto:anne.brena@gmail.com)>  
**Date:** Sun, Mar 26, 2017 at 3:25 PM  
**Subject:** Re: Resident Only Parking Petition  
**To:** Phillip Peterson <[ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)>

Hi Mr. Peterson:

I haven't heard the determination on the parking petition request for resident only parking.

Do you have an expected timeline for this?

Thanks-you,

Anne Breña

On Wed, Jan 25, 2017 at 11:17 AM, Phillip Peterson <[ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)> wrote:

Ms. Brena,

I am writing you in regards to the resident only parking petition you submitted for your neighborhood. I would like to thank you for this detailed request. I am familiar with this issue as we have several similar issues currently in the system.

I am busy with several projects at this time; nevertheless I hope to do a detailed site visit by next week. In the meantime, there are policies in place that may specifically deal with some of your issues. I have attached a flyer that explains the City's new driveway encroachment policy and procedures; which was passed by the Department of Public

Works Commission on October 19, 2016. I am hopeful this will address some of your concerns. Please contact me should you have any questions.

Phillip Peterson, Engineering Technician

Burlington Department of Public Works

645 Pine Street

Burlington, VT 05402

[802-865-5832](tel:802-865-5832) (phone)

[ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)

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**From:** Anne Brena [mailto:[anne.brena@gmail.com](mailto:anne.brena@gmail.com)]

**Sent:** Tuesday, January 24, 2017 3:59 PM

**To:** Phillip Peterson <[ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)>

**Subject:** Re: Resident Only Parking Petition

Yes, I am.

Is there a problem with it?

Thanks for the confirmation e-mail.

Anne Breña

34 Bradley Street

On Tue, Jan 24, 2017 at 3:39 PM, Phillip Peterson <[ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)> wrote:

Ms. Brena,

Good afternoon. I just received a Resident Only Parking Petition for your neighborhood. Are you the contact person for this petition?

Kind Regards,

Phillip Peterson, Engineering Technician

Burlington Department of Public Works

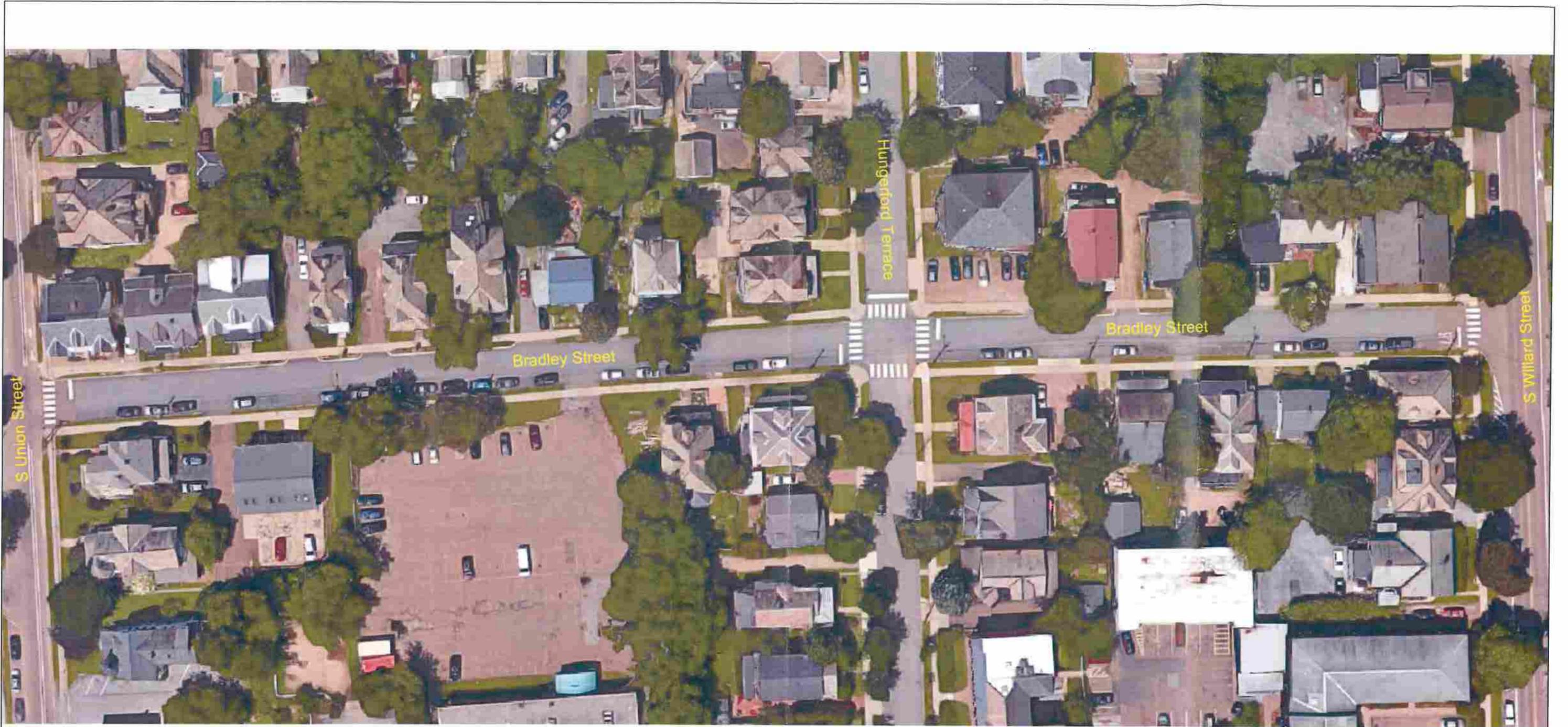
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[ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)

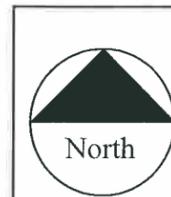
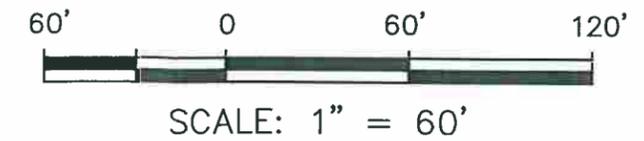
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**NOTES:**

Staff Recommends the Commission adopt

1. Installing all time resident parking on Bradley Street.
2. Non-residents shall not park a vehicle for a period longer than four (4) hours from 6:00 a.m. to 6:00 p.m.; this four (4) hour time limit shall not apply to residents with a valid residential parking sticker properly displayed or to visitors at a residence with a valid guest pass properly displayed.
3. No person shall park any vehicle at any time in the following locations: On the north side of Bradley Street.



**BRADLEY STREET  
RESIDENT PARKING**



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**

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

DESIGNED PMP	RFS NO. 14103
DRAWN PMP	SCALE 1"=60'
CHECKED DA	DRAWING NO.
DATE 09/20/17	SHEET 1 OF 1



MEMORANDUM

September 20, 2016

**TO:** Public Works Commission

**FROM:** Phillip Peterson, DPW Engineering Technician *PMP 9/14/17*

**CC:** David Allerton P.E., Public Works Engineer *DA 9/14/17*

**RE:** Resident Only Parking on Bradley Street

---

**Recommendations:**

Staff recommends the Commission adopt:

1. Installing all time resident parking on Bradley Street.
2. Non-residents shall not park a vehicle for a period longer than four (4) hours from 6:00 a.m. to 6:00 p.m.; this four (4) hour time limit shall not apply to residents with a valid residential parking sticker properly displayed or to visitors at a residence with a valid guest pass properly displayed.
3. No person shall park any vehicle at any time in the following locations: On the north side of Bradley Street.

**Background:**

The Department of Public Works (DPW) received a request from Anne Brena of 34 Bradley Street to install full time resident only parking on Bradley Street. Per staff's instruction, Ms. Brena generated a petition showing support for full time resident parking from the property owners on Bradley Street. The petition listed nine names accounting for eleven properties out of the sixteen properties on this block resulting in 69% in favor of her request. DPW's Standard Operating Procedure for Resident Parking specifies at least 51% of property owners must support a resident parking request per the Residential Management Parking Plan completed in 2016 (RMPP).

**Observations:**

Bradley Street is primarily residential with close proximity to and providing access to the UVM campus and the downtown area. Parking is allowed on the south side of the street with signs designating No Parking This Side of Street on the north side of Bradley Street; however, the City ordinance in "Appendix C: RULES AND REGULATIONS OF THE TRAFFIC COMMISSION" does not specify the

north side of Bradley Street as No Parking This Side of Street. Staff believes this is a typographical error in the ordinance.

Staff conducted plate counts depicting the level and type of parking usage on the street, see attached. This information indicates parking is heavily utilized during the day by resident, long term, and transient parkers with usage above 85%, meeting the RMPP's recommendation of a minimum of 85% usage.

It was determined 26% of the vehicles parked on Bradley Street were in the same place for longer than the allowable three (3) day maximum. According to City Ordinance ARTICLE III. PARKING, STOPPING AND STANDING, "No person shall leave a vehicle in the same place within the limits of a street for a period longer than three (3) days. This period starts when the police department observes a vehicle in a space. From that time the vehicle must be moved within three (3) days. For the purposes of this section the term moved is defined as relocating a vehicle at least twenty-five (25) feet from its original location for a time period of thirty-six (36) hours."

Staff has evaluated this area of the city comparing existing Resident Parking restrictions and found Bradley Street is situated next to two Resident Parking prescribed areas, Hungerford Terrace from Bradley Street to College Street, and Union Street from Buell Street north to Pearl Street. Installing Resident Parking would be consistent with the existing parking restrictions on Hungerford Terrace.

Staff distributed flyers to the apartment buildings, homes, and businesses on Bradley Street on February 1, 2017. Of the sixty-five flyers distributed sixteen responses were received from local residents. All of the respondents support the petition and want Bradley Street to be designated a resident only parking area.

The RMPP suggests when resident parking is considered in a mixed use area parking meters should be considered in addition to or in lieu of resident parking. Meters are not recommended at this location as it would have a negative effect on area residents and would be inconsistent with other parking regulations in the area.

The Resident Parking Study also suggests off-street parking be considered. The YMCA was referred to the Unified Parking Partners to explore public parking options at the site of the former Ethan Allen Club and future YMCA Annex. Additionally, all sixteen properties on Bradley Street have driveways which should be utilized whenever possible.

Staff coordinated a Bradley Street neighborhood meeting on Wednesday, August 30<sup>th</sup> at 6:00 p.m. to discuss resident only parking on Bradley Street. The residents on Bradley Street are agreeable with allowing four-hour parking for non-residents from 6:00 a.m. to 6:00 p.m. in parallel with Resident Parking, as long as DPW staff agree to collect data on Bradley Street one year after implementation of this restriction. This will allow for an evaluation of the restriction to determine its effectiveness. Please see the public meeting notes.

## **Conclusions:**

Bradley Street is heavily utilized for parking representing a significant need for this space during the day. It is recognized residents need to have adequate and reasonable access to their homes, while balancing the needs of the public. To balance these needs, staff suggests installing Resident Parking for Bradley Street, with time limited public parking; non-residents shall not park a vehicle for a period longer than four hours from 6:00 a.m. to 6:00 p.m. Staff will collect data on Bradley Street one year after Resident Parking has been installed to ensure the program is working. Additionally, staff would like to clarify in the ordinance there is no parking allowed on the north side of Bradley Street.

PLATE COUNT

Date: 1-26-2017			Location: Bradley Street			Inspector: Phillip Peterson			
7:00	10:00	13:00	7:00	10:00	13:00	Date:	7:00	10:00	13:00
326449 (NH)	326449 (NH)	326449 (NH)			326449 (NH)				
GFN372(VT)	GFN372(VT)	GFN372(VT)			GXT289(VT)				
145V39(MA)	145V39(MA)	145V39(MA)			GRA683(VT)				
GAF609(VT)	GAF609(VT)	GAF609(VT)			GAF609(VT)				
FPT794(VT)	FPT794(VT)	FPT794(VT)			EXA157(VT)				
D63HGJ(NJ)	D63HGJ(NJ)	D63HGJ(NJ)			GPN988(VT)				
GDH505(VT)	GDH505(VT)	GDH505(VT)			GDH505(VT)				
FSL726(VT)	FSL726(VT)	FSL726(VT)			JYR3724(PA)				
252ABB2(VT)	GMW469(VT)	GMW469(VT)			5XE964(MA)				
419JXH(CT)	419JXH(CT)	419JXH(CT)			419JXH(CT)				
GBS968(VT)	GBS968(VT)	GBS968(VT)			4382VD(ME)				
FMP147(VT)	FMP147(VT)	FMP147(VT)			FMP147(VT)				
741NST(CT)	741NST(CT)	GTF964(VT)			GBS968(VT)				
FZK6037(NY)	FZK6037(NY)	358ONW(CO)			X56EUG(NJ)				
CBE3398(NY)	GTF796(VT)	GMB691(VT)			DSD279(VT)				
GGF743(VT)	GGF743(VT)	GGF743(VT)			62466(VT)				
GBA953(VT)	EXC7984(NY)	DA5306(DC)			GHY778(VT)				
GXR285(VT)	GXR285(VT)	GXR285(VT)			GXR285(VT)				
DSD279(VT)	DSD279(VT)	DSD279(VT)			GRH580(VT)				
GLH281(VT)	FPA466(VT)	FPA466(VT)			GHY272(VT)				
K71CCN(NJ)	K71CCN(NJ)	K71CCN(NJ)			K71CCN(NJ)				
GFY458(VT)	GFY458(VT)	GWH384(VT)			GSL147(VT)				
GTF184(VT)	GTF184(VT)	GTF184(VT)			FPM691(VT)				
GHY950(VT)	GHY950(VT)	GHY950(VT)			GTF184(VT)				
GRY132(VT)	GRY132(VT)	GRY132(VT)			GRY132(VT)				
5AT8684(MD)	5AT8684(MD)	5AT8684(MD)			FTG769(VT)				
FTG769(VT)		GMK644(VT)			GDH912(VT)				
JYR3724(PA)	JYR3724(PA)	GKB351(VT)			GFN391(VT)				
					180A843(VT)				
27									
100%	96%	100%			104%				
100%									
	11%								
		78%							
					26%				

Total Spaces  
 % Spaces Used  
 Resident  
 Transient  
 Long Term  
 Storage

PLATE COUNT

Date: 1-31-2017			Location:			Inspector:		
7:00	10:00	13:00	7:00	10:00	13:00	7:00	10:00	13:00
	207A705(VT)		207A705(VT)	207A705(VT)	207A705(VT)		207A705(VT)	207A705(VT)
	GМК190(VT)		GМК190(VT)	GLL865(VT)	GFT854(VT)		GFG864(VT)	GFG864(VT)
	EXA157(VT)		EXA157(VT)	EXA157(VT)	EXA157(VT)		GHY442(VT)	GHY442(VT)
	GAF609(VT)		GCX630(VT)	GCX630(VT)	GCX630(VT)		GWW391(VT)	GWW391(VT)
	1SL812(MA)		Q540479(IL)	Q540479(IL)	Q540479(IL)		GCX630(VT)	GCX630(VT)
	GBS968(VT)		FPA466(VT)	FPA466(VT)	FPA466(VT)		GМК190(VT)	DUINO(VT)
	GXM526(VT)		FTK218(VT)	FTK218(VT)	FTK218(VT)		GHY272(VT)	GHY272(VT)
	DGP489(VT)		GTF796(VT)	GTF796(VT)	25613(MA)		FMT7871(NY)	FMT7871(NY)
	14SV39(MA)		14SV39(MA)	14SV39(MA)	14SV39(MA)		GFN372(VT)	GFN372(VT)
	KFD9537(PA)		O73JEM(OR)	O73JEM(OR)	O73JEM(OR)		3085VG(ME)	3085VG(ME)
	GFN372(VT)		EWT477(VT)	EWT477(VT)	EWT477(VT)		GGN568(VT)	GGN568(VT)
	FMP147(VT)		HMY7475(NY)	HMY7475(NY)	HMY7475(NY)		GPN988(VT)	GPN988(VT)
	CBE3398(NY)		CBE3398(NY)	EXC984(NY)	358ONW(CA)		DWF560(VT)	6XET158(CA)
	GHF190(VT)		GHF190(VT)	GHF190(VT)	GHF190(VT)		925UTB(WI)	925UTB(WI)
	FTG769(VT)		FTG769(VT)	FTG769(VT)	GWH932(VT)		GXT255(VT)	GXT255(VT)
	AF92325(CT)		AF92325(CT)	AF92325(CT)	62466(VT)		CSB246(VT)	CSB246(VT)
	4JB154(MA)		4JB154(MA)	4JB154(MA)	4JB154(MA)		4JB154(MA)	4JB154(MA)
	ЕРМ691(VT)		GRA683(VT)	GRA683(VT)	GRA683(VT)		GRH580(VT)	GRH580(VT)
	GCX630(VT)		3085VG(ME)	3085VG(ME)	GMC503(VT)		DDX396(VT)	DDX396(VT)
	GXR285(VT)		GXR285(VT)	GXR285(VT)	GXR285(VT)		GXR285(VT)	GXR285(VT)
	GRY132(VT)		GRY132(VT)	GRY132(VT)	GRY132(VT)		GRY132(VT)	GRY132(VT)
	GTF184(VT)		GTF184(VT)	GTF184(VT)	GTF184(VT)		GXS446(VT)	GXS446(VT)
	7PGA30(MA)		7PGA30(MA)	7PGA30(MA)	7PGA30(MA)		7PGA30(MA)	7PGA30(MA)
	928VR8(MA)		6XET158(CA)	6XET158(CA)	6XET158(CA)		719ZFG(CT)	719ZFG(CT)
	3KF421(MA)		DSD279(VT)	DSD279(VT)	DSD279(VT)		DSD279(VT)	FNY462(VT)
	GKC464(VT)		JYR3724(PA)	JYR3724(PA)	JYR3724(PA)		JYR3724(PA)	GTF964(VT)
	K71CCN(NJ)		K71CCN(NJ)	K71CCN(NJ)	K71CCN(NJ)		K71CCN(NJ)	K71CCN(NJ)
	GXT289(VT)		GXT289(VT)	GXT289(VT)	GXT289(VT)		GXT289(VT)	GXT289(VT)
	GRH819(VT)		GRH819(VT)	GRH819(VT)	GRH819(VT)		FHV9454(NY)	FHV9454(NY)
	JYR3724(PA)		1BE954(MA)	1BE954(MA)	1BE954(MA)		1BE954(MA)	1BE954(MA)
27								
Total Spaces								
% Spaces Used	111%		111%	111%			111%	
Resident								
Transient								
Long Term				26%			15%	
Storage					45%			93%
								26%

Total Spaces  
 % Spaces Used  
 Resident  
 Transient  
 Long Term  
 Storage



**CITY OF BURLINGTON, VERMONT**  
**BRADLEY STREET NEIGHBORHOOD MEETING**

c/o Department of Public Works  
645 Pine Street, Suite A  
Post Office Box 849  
Burlington, VT 05402-0849

802.863.9094 VOX  
802.863.0466 FAX  
802.863.0450 TTY  
[www.burlingtonvt.gov](http://www.burlingtonvt.gov)

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**Inquiries:**  
**Phillip Peterson**  
802.865.5832  
[ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)

**Wednesday, August 30th, 2017 at 6:00 PM**

**Fletcher Free Library – Fletcher Room**  
**235 College Street – Burlington, VT**

**–AGENDA–**

- 1. Opening Remarks**
  - a. Chapin Spencer
  
- 2. Resident Only Parking on Bradley Street – 10 minutes**
  - a. Phillip Peterson presenting
  
- 3. Public Forum**
  
- 4. Adjourn**

## Bradley Street Resident Only Parking - Public Meeting – 8/30/2017

Attendees: Passed sign in sheet around. Chapin, Phillip, Dave (note taker). Total in attendance: 11

Meeting started at 6:00 PM

### Introductions

Chapin opened up the meeting and explained the process for ROP.

Phillip updated the meeting with the status of the project. Discussed SOP, RPP, and went through the draft memo to the DPW Commission he has prepared.

Question concerning enforcement. Three-day enforcement. Police go out, put a notice on the car, then the clock starts. It is a complaint driven process.

How would ROP parking be enforced? Jon King has indicated he does have the personnel to support this.

The options are new, and come from the RPP plan adopted by the DPW Commission last year February 2016. Before this, it was easier to get ROP. DPW is now challenged to enforce this new plan.

How did DPW come up with four hours? It was less than 8 but more than 0. 4 hours seemed like a reasonable time.

One resident was concerned BPD would not be able to catch those parking more than four hours. Homeowners and transient people have different needs. One resident thinks four hours is excessive. CS said it is a \$75 ticket. Twelve-hour window will ensure there will be daily turnover. CS feels four hours is a reasonable time for people to do their business and return. CS says it is easier to strengthen ROP, and difficult to roll it back. It can always be ratcheted up if need be, but very difficult to go back. One resident okay with the four-hour change, knowing there is an option to come back and reassess.

Resident says he hears that DPW is willing to work with them, as any change moves the issue forward. DPW could follow up within a year to make sure this change is working. COB can't control who does and does not park in their driveways. CS recommends DPW take counts as to how many cars are actually parked in their driveways. Everyone felt DPW should reassess after a year. This should be built into the DPW commission recommendation.

Would the tags for Residents be permanent stickers or what? CS says this is still under discussion, but for now they would be permanent stickers, but could go to hanging tags. Under the current program, anyone living at any one property, could have a sticker/hang tag. One unit per property, could get up to four stickers/tags. With more units, the number of stickers decreases per unit so as not to overwhelm the parking situation.

Adam doesn't think this will resolve the entire issue, but will assist the residents in parking. One resident said there are 30-something parking spaces on Bradley St. A result of this will be more eyes on the street. One resident said drawing the brackets on the streets would help, and they have painted their own lines to delineate the parking in front of their home. People have parked in front of their driveway in the past. They would like to have the brackets painted to delineate the parking spots.

Schedule; CS/PP indicated this can be put on the commission for September 20<sup>th</sup> (the 6 am to 6 pm option). It is recommended the residents come to the next commission meeting to support the change. Everyone voted to go with the 6 am to 6 pm option.

Some residents feel there is going to be more pressure on parking due to all of the changes occurring downtown, and losing spots during construction. Care Share vehicles are allowed to park in RPP areas around the City.

This change will be for seven days a week.

Phillip to capture all this in a revised memo to the DPW Commission for the September 20<sup>th</sup> commission meeting.

## Phillip Peterson

---

**From:** Lee, Emily A - BURLINGTON VT <emily\_lee@ml.com>  
**Sent:** Wednesday, February 01, 2017 4:20 PM  
**To:** Phillip Peterson  
**Cc:** Anne Brena  
**Subject:** Driveway encroachment

Hello DPW-

There has been a red Subaru with NY plates parked blocking my driveway for 7 days. I live at 39 Bradley Street. Are you enforcing the driveway encroachment rules or do I need to report each incident?

Thank you,  
Emily

### Emily Annick Lee

Financial Advisor  
Merrill Lynch, Pierce, Fenner & Smith, Inc.  
Bank of America, N.A.  
NMLS ID: 86830

60 Lake Street  
Burlington, VT 05401  
802-660-1022  
fax:802-318-4255  
[emily\\_lee@ml.com](mailto:emily_lee@ml.com)

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## Phillip Peterson

---

**From:** Anne Brena <anne.brena@gmail.com>  
**Sent:** Wednesday, February 01, 2017 9:09 PM  
**To:** Lee, Emily A - BURLINGTON VT  
**Cc:** Phillip Peterson  
**Subject:** Re: Driveway encroachment

Also I believe vehicles parked on the street must move at least 25 feet every three days. Parked cars in the same spot for days on end is a common problem on this street.

Anne Brena

On Wed, Feb 1, 2017 at 4:19 PM, Lee, Emily A - BURLINGTON VT <[emily\\_lee@ml.com](mailto:emily_lee@ml.com)> wrote:

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### **Emily Annick Lee**

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[emily\\_lee@ml.com](mailto:emily_lee@ml.com)

## Phillip Peterson

---

**From:** Phillip Peterson  
**Sent:** Thursday, February 02, 2017 7:46 AM  
**To:** Anne Brena; Lee, Emily A - BURLINGTON VT  
**Cc:** King, John  
**Subject:** RE: Driveway encroachment  
**Attachments:** DrivewayEncroachmentFlyer.pdf

Anne and Emily,

You are correct Anne. I have been doing plate counts on your street for the past week, and I have noticed a few cars have not moved at all. As it turns out, I am an engineer but I do not do enforcement. The person you need to talk to is John King, he is the Parking Enforcement Manager for the police department [jking@bpdvt.org](mailto:jking@bpdvt.org) (802) 540-2185, I will cc him on this email as well. I attached the City's new encroachment policy.

Kind Regards,

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

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**From:** Anne Brena [mailto:[anne.brena@gmail.com](mailto:anne.brena@gmail.com)]  
**Sent:** Wednesday, February 01, 2017 9:09 PM  
**To:** Lee, Emily A - BURLINGTON VT <[emily\\_lee@ml.com](mailto:emily_lee@ml.com)>  
**Cc:** Phillip Peterson <[ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)>  
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## Phillip Peterson

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**From:** King, John J. <jking@bpdvt.org>  
**Sent:** Thursday, February 02, 2017 8:09 AM  
**To:** Phillip Peterson; 'Anne Brena'; 'Lee, Emily A - BURLINGTON VT'  
**Subject:** RE: Driveway encroachment

Checked the driveway this morning (Feb 2) no NY car blocking driveway however there was a Vermont Car. Vehicle issued a ticket, was not towed at this time. Also checking all cars in that block for any that appear have not moved in last three days.

John

---

**From:** Phillip Peterson [mailto:ppeterson@burlingtonvt.gov]  
**Sent:** Thursday, February 02, 2017 7:46 AM  
**To:** Anne Brena; Lee, Emily A - BURLINGTON VT  
**Cc:** King, John J.  
**Subject:** RE: Driveway encroachment

Anne and Emily,

You are correct Anne. I have been doing plate counts on your street for the past week, and I have noticed a few cars have not moved at all. As it turns out, I am an engineer but I do not do enforcement. The person you need to talk to is John King, he is the Parking Enforcement Manager for the police department [jking@bpdvt.org](mailto:jking@bpdvt.org) (802) 540-2185, I will cc him on this email as well. I attached the City's new encroachment policy.

Kind Regards,

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

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Thank you,

Emily

## **Emily Annick Lee**

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## Phillip Peterson

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**From:** Allison Sawyer <sawyerallison96@gmail.com>  
**Sent:** Saturday, February 04, 2017 4:34 PM  
**To:** Phillip Peterson  
**Subject:** Bradley Street

Hello,

My husband, child, and I live on Bradley street and we are very for resident only parking on our street. We watch every day as tourist's and workers park on our street to have free parking close to downtown. It is incredibly frustrating and often we have to park over 4 blocks away. With a newborn that is extremely hard. We would love for the street to be resident only. Thank you !!!

-Allison Sawyer

## Phillip Peterson

---

**From:** Diane Flowers <deflowers21@gmail.com>  
**Sent:** Sunday, February 05, 2017 11:49 PM  
**To:** Phillip Peterson  
**Subject:** Bradley st resident parking

Hello,

My name is Diane Flowers and I live at 28 Bradley st. I received a letter in the mail asking for feedback around having Bradley st potentially becoming residential parking. As someone who has lived on Bradley street for 3 years as a student and then a working professional, I would be in favor of having Bradley street designated to resident parking. I always have to search for off street parking and sometimes park my car as far as N. Winooski street. It would make me feel a lot safer knowing that I could have more accessible parking on the street that I reside on.

please feel free to contact me with any other questions.

Thank you  
Diane Flowers

## Phillip Peterson

---

**From:** Diane Flowers <deflowers21@gmail.com>  
**Sent:** Sunday, February 05, 2017 11:49 PM  
**To:** Phillip Peterson  
**Subject:** Bradley st resident parking

Hello,

My name is Diane Flowers and I live at 28 Bradley st. I received a letter in the mail asking for feedback around having Bradley st potentially becoming residential parking. As someone who has lived on Bradley street for 3 years as a student and then a working professional, I would be in favor of having Bradley street designated to resident parking. I always have to search for off street parking and sometimes park my car as far as N. Winooski street. It would make me feel a lot safer knowing that I could have more accessible parking on the street that I reside on.

please feel free to contact me with any other questions.

Thank you  
Diane Flowers

## Phillip Peterson

---

**From:** Liam Murphy <liaml5inc@hotmail.com>  
**Sent:** Tuesday, February 07, 2017 8:10 PM  
**To:** Phillip Peterson  
**Cc:** Liam Murphy  
**Subject:** Bradley Street residential parking

Mr. Peterson:

I have a six unit rental property at 71 South Willard, on the corner of Bradley. Both the driveway and the small garage are located on Bradley Street, and there is an entrance to the building on Bradley as well.

I would support Bradley Street becoming residential parking ONLY if my tenants who do not have parking via the garage or driveway could also get residential parking stickers. Several years ago the city eliminated parking from one side of South Willard Street, so restricting Bradley to residential only and not including my tenants would create even more parking hardship for them.

It was not clear from your memo whether you would only give residential stickers to Bradley Street residents. Since half of my tenants use the rear entrance, they should be able to have residential parking stickers for Bradley.

Please call or email me if you have questions.

Thank you for your time,

Laura Murphy  
802-999-4942

Liam and Laura Murphy L5, Inc

## Phillip Peterson

---

**From:** Jay Nickerson <greenmountainrunner@gmail.com>  
**Sent:** Sunday, February 12, 2017 4:11 PM  
**To:** Phillip Peterson  
**Subject:** Bradley Street: Resident Only Parking

Hello, Mr. Peterson.

Thank you for your letter regarding the possibility of designating Bradley Street a Resident Only Parking zone.

I wholeheartedly agree that this street should receive this designation. Parking is often an issue. I frequently need to 'roam the streets' looking for a parking spot, especially when school is in term.

Thank you for considering the change.

Jay Nickerson  
12 Bradley Street  
#3

--

**“There is nothing noble in being superior to your fellow man; true nobility is being superior to your former self.” ~ Ernest Hemingway**

**“Sail the main course in a simple sturdy craft. Keep her well stocked with short stories and long laughs. Go fast enough to get there but slow enough to see. Moderation seems to be the key.” ~ Jimmy Buffett**

## Phillip Peterson

---

**From:** Bob Zimmer <bobzimmer@msn.com>  
**Sent:** Wednesday, February 22, 2017 10:36 AM  
**To:** Phillip Peterson  
**Subject:** Bradley St. parking

Hi Phillip,

As a landlord on Bradley St., I would be in favor of making Bradley St. a resident only parking street.

Regards,  
Bob Zimmer  
18 Bradley St.

## Phillip Peterson

---

**From:** Sarah Noel <sarahmarienoel@gmail.com>  
**Sent:** Monday, February 27, 2017 3:13 PM  
**To:** Phillip Peterson  
**Subject:** Bradley Street Parking

Dear Phillip,

This e-mail is being sent in response to your letter requesting feedback on whether or not Bradley Street should be designated resident only parking. I moved to 14 Bradley Street in November, and my landlord does not offer off street parking. I love living here, but the one major issue is, hands down, parking. Being sandwiched between downtown and the university means a lot of people park here during the day and don't leave until nighttime rolls around, leaving few options for us residents who come home from work before classes are over. It's rare that I actually find a spot on Bradley; usually I'm only able to locate something a few blocks away. That's all to say that I would be thrilled if DPW designated resident only parking for Bradley Street! Thank you for your time.

Best,  
Sarah Noel

## Phillip Peterson

---

**From:** Mike Billig <mikeb@scmaps.com>  
**Sent:** Friday, March 03, 2017 9:01 AM  
**To:** Phillip Peterson  
**Subject:** Bradley Street resident only parking

Hello Mr. Peterson,

I am writing in response to the letter you sent recently regarding the possibility of Bradley Street parking becoming resident only. I would love to see Bradley Street designated as resident only. The parking difficulty has had me considering requesting resident only parking for the street since moving here, but somebody beat me too it. The congestion that results from Bradley Street's location between downtown and the University often means that several city blocks need to be circled to find a parking spot during the day, which can take 20+ minutes on some days and usually results in the car being parked several blocks away in a spot that would otherwise be used by a resident of that area.

Thank you,  
Mike Billig (14 Bradley Street)

## Phillip Peterson

---

**From:** Anne Brena <anne.brena@gmail.com>  
**Sent:** Tuesday, April 25, 2017 8:51 AM  
**To:** Phillip Peterson  
**Cc:** E Lee; Adam Roof; Adam Roof; Bill Church; Jay Williams; Im\_goebel  
**Subject:** Fwd: Resident Only Parking Petition

To Mr Peterson:

Please see my forwarded email below from March 26 regarding the petition for resident only parking on Bradley Street that we submitted in January.  
I have not received any further information about this and I'm wondering if the petition is still being reviewed.

Thank-you for your help,

Anne Breña  
34 Bradley Street

----- Forwarded message -----

**From:** Anne Brena <anne.brena@gmail.com>  
**Date:** Sun, Mar 26, 2017 at 3:25 PM  
**Subject:** Re: Resident Only Parking Petition  
**To:** Phillip Peterson <ppeterson@burlingtonvt.gov>

Hi Mr. Peterson:

I haven't heard the determination on the parking petition request for resident only parking.

Do you have an expected timeline for this?

Thanks-you,

Anne Breña

On Wed, Jan 25, 2017 at 11:17 AM, Phillip Peterson <ppeterson@burlingtonvt.gov> wrote:

Ms. Brena,

I am writing you in regards to the resident only parking petition you submitted for your neighborhood. I would like to thank you for this detailed request. I am familiar with this issue as we have several similar issues currently in the system.

I am busy with several projects at this time; nevertheless I hope to do a detailed site visit by next week. In the meantime, there are policies in place that may specifically deal with some of your issues. I have attached a flyer that explains the City's new driveway encroachment policy and procedures; which was passed by the Department of Public

Works Commission on October 19, 2016. I am hopeful this will address some of your concerns. Please contact me should you have any questions.

Phillip Peterson, Engineering Technician

Burlington Department of Public Works

645 Pine Street

Burlington, VT 05402

[802-865-5832](tel:802-865-5832) (phone)

[ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)

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**From:** Anne Brena [mailto:[anne.brena@gmail.com](mailto:anne.brena@gmail.com)]

**Sent:** Tuesday, January 24, 2017 3:59 PM

**To:** Phillip Peterson <[ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)>

**Subject:** Re: Resident Only Parking Petition

Yes, I am.

Is there a problem with it?

Thanks for the confirmation e-mail.

Anne Breña

34 Bradley Street

On Tue, Jan 24, 2017 at 3:39 PM, Phillip Peterson <[ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)> wrote:

Ms. Brena,

Good afternoon. I just received a Resident Only Parking Petition for your neighborhood. Are you the contact person for this petition?

Kind Regards,

Phillip Peterson, Engineering Technician

Burlington Department of Public Works

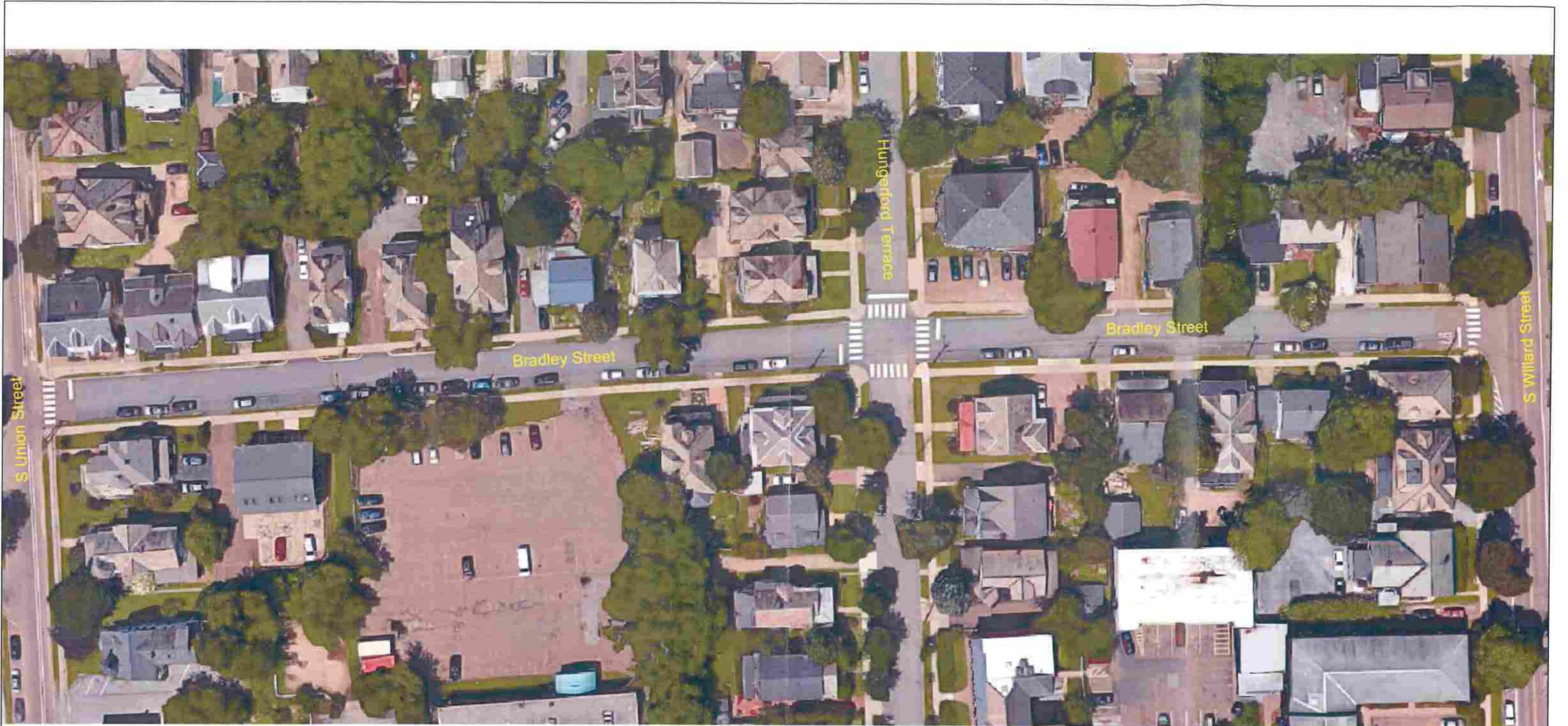
645 Pine Street

Burlington, VT 05402

[802-865-5832](tel:802-865-5832) (phone)

[ppeterson@burlingtonvt.gov](mailto:ppeterson@burlingtonvt.gov)

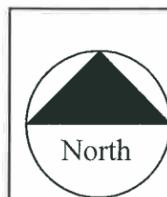
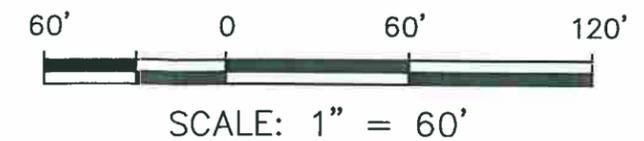
“Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.”



**NOTES:**

Staff Recommends the Commission adopt

1. Installing all time resident parking on Bradley Street.
2. Non-residents shall not park a vehicle for a period longer than four (4) hours from 6:00 a.m. to 6:00 p.m.; this four (4) hour time limit shall not apply to residents with a valid residential parking sticker properly displayed or to visitors at a residence with a valid guest pass properly displayed.
3. No person shall park any vehicle at any time in the following locations: On the north side of Bradley Street.



**BRADLEY STREET  
RESIDENT PARKING**



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**

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

DESIGNED PMP	RFS NO. 14103
DRAWN PMP	SCALE 1"=60'
CHECKED DA	DRAWING NO.
DATE 09/20/17	SHEET 1 OF 1



**MEMORANDUM**

September 20, 2017

**TO:** Public Works Commission

**FROM:** Phillip Peterson, DPW Engineer Technician *PMA 9/14/17*

**CC:** David Allerton P.E., Public Works Engineer *DA 9/14/17*

**RE:** Allen Street Signage

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**Recommendations:**

Staff recommends the Commission adopt:

- 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: In front of 20 Allen Street.
- No person shall park a vehicle for a period longer than four (4) hours between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday in the following locations: The north side of Allen Street.

**Background:**

Staff received a request in June 2017 from Michael Monte COO/CFO of Champlain Housing Trust (CHT), requesting the parking regulations on Allen Street be adjusted to meet the needs of a new development. CHT is in the process of redeveloping the St. Joseph School. On behalf of the tenants, CHT is requesting a review and change to the ordinance for Allen Street as follows:

1. CHT is requesting the four 15-minute parking spaces in front of St. Joseph School remain in place to support the drop-off and pick-up of two daycares in the building.
2. CHT is requesting the accessible space in front of 39 Allen Street be relocated to the middle of St. Joseph School so disabled tenants have access to the elevator.
3. CHT is requesting removal of the No Parking zone on the north side of Allen Street between the hours of 7:30 a.m. and 4:30 p.m., Mondays through Fridays and allow four-hour parking between the hours of 7:30 a.m. and 4:30 p.m., Mondays through Fridays on the north side of Allen Street.

**Observations:**

1. **Street Characteristics:** Allen Street is a 28-foot-wide medium volume residential one-way street with parking restrictions on both sides of the street. There is no parking between the hours of 7:30 a.m. and 4:30 p.m., Mondays through Fridays on the north side of Allen Street. There are four (4) 15-minute parking spaces in front of St. Joseph's School on the north side of Allen Street. Allen Street is a designated school zone. There are no meters on Allen Street.
2. **Public Outreach:** Staff distributed twenty flyers to the homes, church, and businesses on Allen Street on June 20<sup>th</sup>, 2017. Staff received six responses from local residents, all of the respondents support the proposed changes to the traffic regulations on Allen Street. Two of the respondents expressed interest in having unrestricted parking on the north side of Allen Street. Given the close proximity to the downtown core staff believe a four-hour time limit is appropriate and will not change the original proposal.
3. Staff consulted the Burlington Fire Department (BFD) to ensure emergency services would not be impaired by the proposed changes on Allen Street. Battalion Chief Barry Simays concluded the proposed changes would have no impact on BFD operations.

**Conclusions:**

Staff recommend the DPW commission approve the relocation of the accessible space from 39 Allen Street to 20 Allen Street. Staff also recommends the four 15-minute spaces in front of St. Joseph School be maintained; staff recommend this due to the two daycares in St. Joseph School. In order to balance the parking needs of the public and granting local residents access to their homes, staff is recommending no person shall park a vehicle for a period longer than four (4) hours between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday on the north side of Allen Street.

# CHAMPLAIN HOUSING TRUST



June 15, 2017

Philip Peterson, Engineering Technician  
Department of Public Works  
645 Pine Street  
Burlington, Vermont 05401

Good Morning!

CHT is in the process of redeveloping the St. Joseph School. Upon review, it seems that the signs on the street date back to when there was a school in operation, specifically on the North side of the street.

Currently:

- There are "No Parking signs from Monday to Friday from 7:00 AM to 4:30 PM" in two different locations;
- There is a "Neighborhood Special" Bus sign attached to a DPW Pole. The Neighborhood Special no longer runs to that location;
- There is a small area of the street that allows for "15-minute parking"; and
- According to some residents, many downtown works currently park on the street.

On behalf of the tenants of the building (Robins Nest Day Care, The Family Room, AALV and Burlington Parks and Recreation), CHT is requesting a review and change to the ordinances for Allen Street, as follows:

- Four (4) 15-minute parking spaces for drop off and pick up for day care, located from approximately the middle of the building heading west;
- One (1) Handicapped space located approximately in the middle of the building near the elevator; and
- Spaces allowing 4-hour parking, both on the North Side of the street in front of the property and in front of the Church; Several of the organizations provide morning and afternoon workshops.

Thank you for your time and consideration. Please let me know if you need anything additional.

Michael Monte  
COO / CFO

**HEADQUARTERS** 88 King Street, Burlington, Vermont 05401 | P: 802.862.6244 | F: 802.862.5054  
**FRANKLIN/GRAND ISLE** 13 Lake Street, St. Albans, Vermont 05478 | P: 802.527.2361 | F: 802.527.2373

[WWW.GETAHOME.ORG](http://WWW.GETAHOME.ORG)

[WWW.CHAMPLAINHOUSINGTRUST.ORG](http://WWW.CHAMPLAINHOUSINGTRUST.ORG)

THIS ORGANIZATION IS AN EQUAL OPPORTUNITY  
EMPLOYER AND PROVIDER



6/26/2017

Thank you for contacting us in regards to the request for changes on Allen Street submitted by Champlain Housing Trust. Upon the completion of our review we have no objection with their requests as indicated below:

Four 15 Min parking spaces in front of St. Joseph School remain in place

Accessible space in front of 40 Allen St. be relocated to the middle of St. Joseph School.

Removal of No Parking zone on the north side of Allen Street and allow four-hour parking.

Peter Beauregard  
Superintendent of Properties  
Catholic Cathedrals, Burlington Vt.

6/22/2017

Dear Mr. Peterson,

I support the plan of removing the accessible parking space in front of 39 Allen Street and removing the 'no parking' status in front of the school.

Thanks!

Susan Fawcett  
Allen St. Resident

6/22/2017

Hi Phillip,

I am the director at Robin's Nest Children's Center, we can not see any problems with the proposed parking changes and think they will ultimately improve accessibility.

Thank you,

Tanya

6/20/2017

Good evening Mr. Peterson,

As the school on Allen St is redeveloped, I am glad the city is updating parking rules on Allen St. The relocation of the accessible parking space is an excellent idea - I believe the parking spot is currently in front of 39 Allen Street.

I also appreciate the re-design of the parking rules on the north Side of Allen Street. Much of that parking is directly in front of residences - perhaps the 4 hour limit could be shifted to only the spaces directly in front of the school, with unlimited parking in front of the houses on the eastern end of Allen St.

Best regards,

Aaron Schwartz  
39 Allen St

6/20/2017

Hello Mr. Peterson,

I received the letter that was distributed to Allen Street residents today regarding the proposed parking plan, and I wanted to ask a couple of questions. As you may recall, you and I had a conversation early this spring about the possibility of removing the accessible parking space in front of 39 Allen St., and I reached out to the St. Joseph's church and got their support to have this space removed. I believe this is the same space that you are referring to in your letter (although it is referred to in the letter as being in front of 40 Allen St., which is across the street from the space). If that is, in fact, the space in question, I fully support moving it to the front of the school, where it will be of greater benefit to those who truly require accessible parking.

My second question pertains to the change of the No Parking zone into a 4-hour parking zone on the north side of the street. Would this 4-hour parking zone pertain to the entire North side of the street, or just to the area in front of the St. Joseph's School and the neighboring park? I fully support changing the no parking to 4-hour parking, but I'm wondering if it would be possible to remove the 4-hour daytime parking restriction for the portion of the street that is in front of the residential units at the east end of Allen St.? These units house a lot of residents and there are a lot of cars competing for street parking. Because of the very sporadic parking enforcement that happens on Allen St., many residents just leave their cars in these spaces all the time, despite the current daytime restriction. (A similar phenomenon occurs with folks parking in the accessible spot in front of my house). I believe that this would continue to happen with a 4-hour time limit, so unless the city is planning to enforce the parking rules with more regularity, I would suggest removing all parking restrictions on the eastern end of allen st. (the portion in front of 40 and 44 Allen st.). The 4-hour parking zone could end at the fence bordering the St. Joseph's park.

Thanks for your hard work on this plan. It's definitely an improvement over what we currently have.

Regards,

Liz Carson  
39 Allen Street

## Phillip Peterson

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**From:** Barry Simays  
**Sent:** Tuesday, September 05, 2017 1:32 PM  
**To:** Phillip Peterson  
**Cc:** David Allerton  
**Subject:** RE: Returning your voice mail message

Phillip,

Following a site visit this afternoon at 20 Allen St., here are my responses in red:

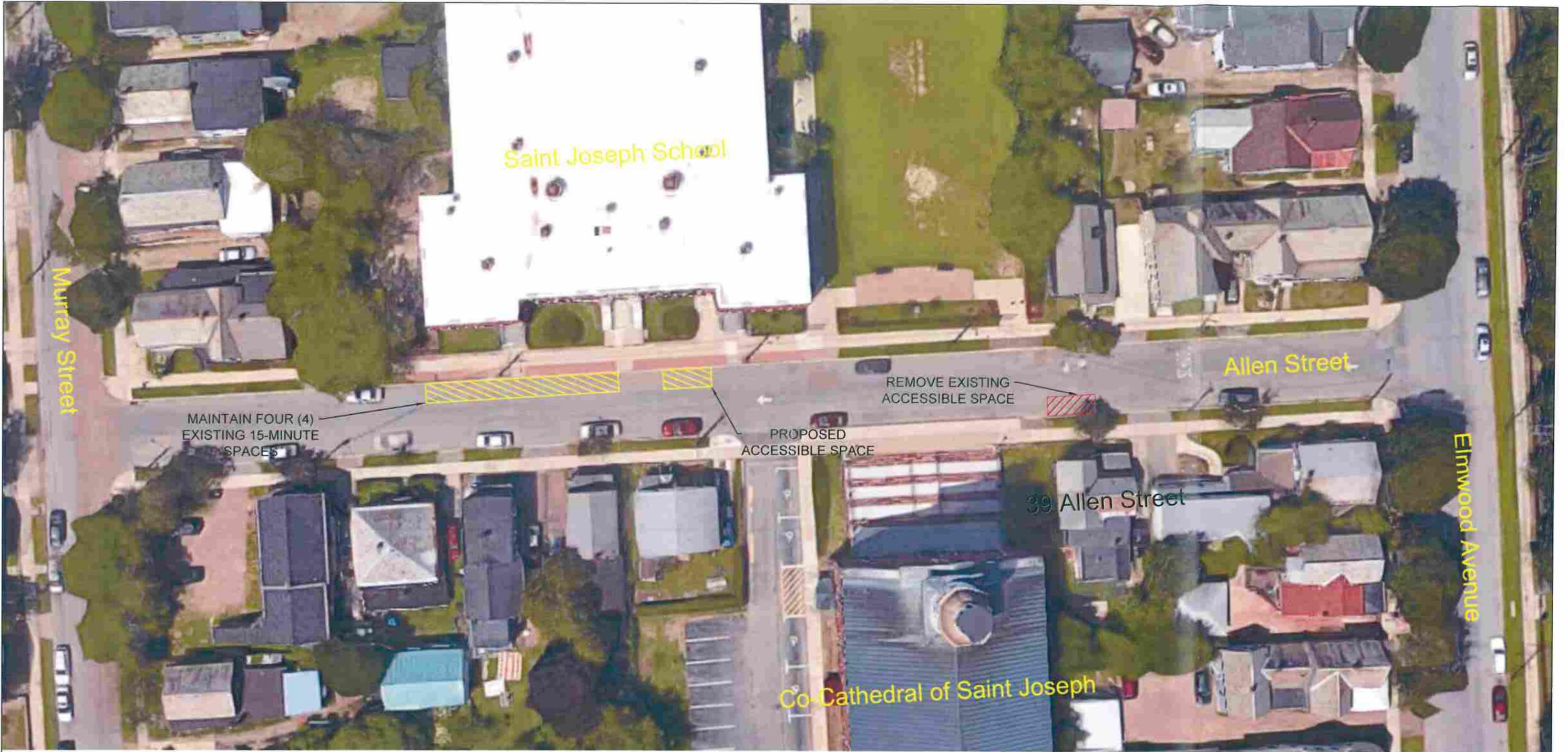
1. CHT is requesting the four 15-minute parking spaces in front of St. Joseph School remain in place. **No impact on FD operations, existing parking condition to remain.**
2. CHT is requesting the accessible space in front of 39 Allen Street be relocated to the middle of St. Joseph School so disabled tenants have access to the elevator. **No impact on FD operations, a parking space exists in that location currently. Consistent with ADA guidelines.**
3. CHT is requesting removal of the No Parking zone on the north side of Allen Street between the hours of 7:30 a.m. and 4:30 p.m., Mondays through Fridays and allow four-hour parking between the hours of 7:30 a.m. and 4:30 p.m., Mondays through Fridays on the north side of Allen Street. **I don't know what triggered this "No Parking" sign originally, but from what I could see on site, this one parking space does not impact our ability to access the field on the east side of 20 Allen St through the existing gate. Access to this area through the gate shall be maintained clear for emergency vehicles.**

**It is important to note that Allen St., a long standing pre-existing condition with parking on both sides of the street, has a travel width of the road of 12 feet with vehicles parked in established spaces (in clear conditions, no snow/snowbanks/ice present). Any additional modifications to this street shall not reduce travel width lower than this distance for maintaining emergency vehicle access. I interpret your statement of CHT's request as an adjustment of existing parking spaces and conditions.**

BC Barry Simays, *CFPS, CFI, IAAI-FIT*  
Fire Marshal  
Burlington Fire Department  
132 North Avenue  
Burlington, VT 05401  
(802) 864-5577  
(802) 658-7665 (Fax)  
[bsimays@burlingtonvt.gov](mailto:bsimays@burlingtonvt.gov)

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

**From:** Phillip Peterson  
**Sent:** Thursday, August 31, 2017 12:47 PM  
**To:** Barry Simays <BSimays@burlingtonvt.gov>  
**Cc:** David Allerton <dallerton@burlingtonvt.gov>  
**Subject:** RE: Returning your voice mail message



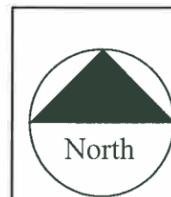
**NOTES:**

Staff recommends the following

- The accessible space in front of 39 Allen Street be relocated to the front of St. Joseph School.
- The four 15-minute parking spaces in front of St. Joseph School remain in place.
- Remove the No Parking zone on the north side of Allen Street between the hours of 7:30 a.m. and 4:30 p.m., Mondays through Fridays and allow four-hour parking between the hours of 7:30 a.m. and 4:30 p.m., Mondays through Fridays on the north side of Allen Street.



SCALE: 1" = 40'



ALLEN STREET PROPOSED  
TRAFFIC REGULATION CHANGES



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**

845 PINE STREET  
BURLINGTON, VT 05401  
(802) 863-9084  
(802) 863-0486 (Fax)

DESIGNED PMP	RFS NO. 16268
DRAWN PMP	SCALE 1"=40'
CHECKED DA	DRAWING NO.
DATE 09/20/17	SHEET 1 OF 1



## MEMORANDUM

September 12th, 2017

**TO:** Public Works Commission

**FROM:** Anna Wyner, Transportation Planning Intern

**CC:** Nicole Losch, Senior Transportation Planner

**RE:** North Union Parking between Loomis Street and Grant Street

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### **Recommendations:**

Staff recommends that the Commission retain 10 parking spaces on Union Street between Loomis Street and Grant Street starting at 50 feet from the Grant Street intersection.

### **Background:**

The Old North End (ONE) Neighborhood Greenway is a 1.2-mile network of neighborhood streets connecting UVM's campus with Battery Park, an important east west route. Neighborhood Greenways are streets with low vehicle volumes and speeds, designed to prioritize bicycling and enhance conditions for walking as well as increase safety for all on the road.

On July 19<sup>th</sup>, 2017 the Public Works Commission approved DPW's request to remove 10 parking spots on Union Street between Loomis Street and Grant Street to provide space for a southbound, contraflow bike lane to connect the Greenway for westbound bike traffic. The Commission motion also directed staff to evaluate design adjustments.

As a result, DPW evaluated an alternative route that was suggested by a landlord in the neighborhood. This alternate route will allow parking to remain on Union Street but presented two potential conflict points for people bicycling and making left turns. Staff visited the site to evaluate design options that would minimize these potential conflict points. After evaluating concepts for protected left turns with public works engineers, staff determined that this alternate route is a viable option. This will allow the 10 parking spaces to remain on Union Street. The alternate route will direct westbound bike traffic down Greene Street to Hickok Place and up North Union Street. Eastbound bike traffic will continue along the original route (see image below).



**Observations:**

1. North Union Street is a one-way northbound collector, which has parking on the west side, although the parking spaces are not marked.
2. North Union Street has an existing seven-foot wide northbound buffered bike lane on the east side (this will be a protected bike lane in 2017).
3. Loomis Street is a two-way residential street, which has unmarked parking on the south side.
4. The intersection of Loomis Street and Green Street is uncontrolled.
5. Greene Street is a southbound one-way residential street, which has unmarked parking on the west side.
6. The intersection of Greene Street and Hickok Place is stop controlled.
7. Hickok Place is a two-way residential street, which has unmarked parking on the south side.

**Outreach:**

Staff sent out mailings on September 8th, 2017 to the residents and property owners on North Union Street between Loomis Street and Grant Street. We requested feedback by noon September 20<sup>th</sup>, 2017.

Staff has received:

- One supportive email 09/09/17

We will present any additional feedback staff has received at the meeting on September 20<sup>th</sup>, 2017.

**Conclusions:**

Although the alternate route has two additional conflict points, the protected left-turns should make this a low-stress option which staff will continue to evaluate. While staff evaluated this alternate route, the ordinance to remove the 10 parking spaces on Union Street between Loomis Street and Grant Street was not posted. If the Commission approves staff's recommendation, no action will be taken to restrict parking on Union Street for this project. The only parking impacts with the ONE Neighborhood Greenway will occur on North Champlain Street between Sherman Street and Peru Street, which was approved by the Commission on June 6<sup>th</sup>, 2017 (restricting three parking spaces).



## City of Burlington

Department of Public Works

Technical Services Engineering Division

645 Pine Street, Suite A

Burlington, VT 05402

P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450

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

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# Memo

*Date: September 13, 2017*

*To: Public Works Commission*

*From: Nicole Losch, PTP, Senior Planner  
Elizabeth Gohringer, Associate Planner  
Phillip Peterson, Engineering Technician / Interim Excavation Inspector  
Dave Allerton, Senior Engineer  
Norm Baldwin, Assistant Director  
Chapin Spencer, Director*

*Subject: Process Improvement for Traffic Calming and Traffic Requests*

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## Recommendation

Staff recommends the Commission make a motion to:

Endorse the process improvement efforts led by Cope & Associates and discuss the draft report at the October 2017 meeting of the Public Works Commission.

## Background

The Department of Public Works (DPW) manages two programs (among others) within the Engineering Division:

1. **Traffic Requests:** typically address regulatory, stand-alone changes related to parking, signs, and small roadway improvements. New requests average 6 each month, and staff is generally able to close an average of 9 each month. Some requests are simple, while others are complex and take longer to resolve. As a result, there is an average of 68 open traffic requests with a goal to reduce this number, expedite the process, and improve customer service.
2. **Traffic Calming and Neighborhood Enhancements:** this program was established in the late 1990's and has not been updated since the early 2000's. Requests are neighborhood-initiated and require 1/3 of the neighborhood to support the request for traffic calming. Projects are advanced in the order they are received. It takes 1-2 years to begin a project after the petition is submitted, and takes approximately 4 years to advance to construction after the neighborhood petition is submitted. Usually staff manage two traffic calming projects, leaving an average wait-list of 5 projects waiting to begin the process.

There is overlap between the Traffic Request program and the Traffic Calming program. For example, a resident may request stop signs, but may not indicate that the reason is to slow traffic. In that case, the traffic request process would apply the stop sign warrant analysis, may find that stop signs are not warranted, present this to the customer and the Commission, only to have the customer then ask for traffic calming.

## Process Improvements

In early summer 2017, the DPW hired Cope & Associates to develop an understanding of the existing programs and recommend improvements. Their work will assess the organizational structure, the processes used to advance projects, and the strategy to advance change. The goals of a unified, streamlined program are to:

- Evaluate requests thoroughly, in a timely manner, and with consistency
- Advance projects that improve efficiency, safety, and community
- Streamline and simplify the process for residents, including one clear path for requests initiated by the community
- Improve internal coordination
- Clarify roles and responsibilities
- Follow a clear decision making process with the Public Works Commission, aiming for resolution at one meeting
- Update our “toolbox” of solutions and have information accessible
- Fund the program to meet these goals
- Advance the City’s vision of the transportation system
- Ensure the process allows for better understanding of the underlying issues or problems that initiate requests for traffic calming or traffic regulations
- Ensure flexibility in design and regulations to address concerns
- Plan for project triage before assignment

To date, the Cope & Associates team has conducted 10 interviews with staff, Commission members, and the community; they’ve reviewed and mapped our current program information and processes; and are now moving into an analysis of the programs’ strengths, weaknesses, opportunities, and threats to identify ways to redesign the process, policies, and forms for an improved program.

This information will be packaged into a report that will be presented to the community and the Commission at the October meeting of the Public Works Commission.



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

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**MEMORANDUM**

To: DPW Commissioners

Fr: Chapin Spencer, Director  
Nicole Losch, Senior Planner  
Rob Goulding, Public Information Manager

Re: **Draft Public Engagement Plan**

Date: September 13, 2017

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Attached, please find our department's draft Public Engagement Plan.

The City Council directed us to develop a document that lays out our department's approach to public engagement for the range of projects we undertake. The Commission's input is most welcome.

The City Council's Transportation Energy & Utilities Committee met on September 13 to review this draft. We will be presenting the next version to them on October 17, 6:30pm at 645 Pine Street. We will bring the next version to you at the October Commission meeting the following night.

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



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

## Public Engagement Plan

### OVERVIEW

Burlington is a dynamic and diverse city with residents who deserve and expect well planned, well-built and properly maintained infrastructure. With a population of 42,000 that grows to over 100,000 during the day, the city has a wide range of residents, business owners, students, commuters and tourists who come to rely on DPW-provided services and infrastructure. From recycling and street maintenance to the implementation of long-term capital projects, our neighbors and visitors should have meaningful opportunities to be informed, to provide input and to make recommendations to DPW's planning process.

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

### CORE VALUES OF CIVIC ENGAGEMENT

**Respect:** Approach decisions openly, regardless of differences; clearly articulate participation ground rules.

**Inclusiveness and equity:** Involve people most impacted; respect culture and language differences.

**Easy participation:** Create milestones; lots of ways to participate via electronics and in person.

**Meaningful engagement:** Open and unbiased process; deliberate and feasible options.

**Mutual accountability:** Honest, respectful, informed discussion; meaningful assessment to measure growth.

**Transparency:** Act with integrity in open process; access to clear, reliable information.

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**Evaluation:** Regularly assess the use of civic engagement; “lessons learned” are applied to future initiatives.

## GOALS

To provide inclusive, equitable and meaningful opportunities for the public to provide input, to give recommendations and to offer feedback on upcoming, ongoing or completed projects.

To regularly and reliably provide information to the public about projects that will have an effect on daily life and to do so in a timely and predictable manner.

## STRATEGIC INITIATIVES

**Decision-Making and the role of public input:** Refine internal processes to evaluate capital projects, maintenance work and emergent issues with regard to how, when, where and with whom the public engagement process occurs in a way that meets resident/stakeholder needs while balancing resource constraints. Transition to a degree of standardization so that predictable engagement occurs for similar-type projects.

**Online Presence:**

- Build out DPW social media platforms to be a trusted and reliable source of timely information.
- Construction portal to provide information on all public and private construction projects in the right-of-way to better inform the public and minimize disruptions, with continued refinements to ease of use and aesthetics.

**Quick Build Program**

- Expand public engagement tools to include interim projects as engagement and educational opportunities.
- Build outreach materials and community understanding of the quick-build program, the value of interim improvements, and the value of real-time public engagement.

## TOOLS

Website, DPW’s and/or City’s homepage

Social Media (Facebook, Twitter)

Online calendars (DPW’s or Government Meeting calendars)

DPW Customer Service

See-Click Fix

Informational Signs and Brochures

Door-hangers, Flyers, Letters

Email notices and Newsletters (Front Porch Forum, CEDO’s Buzz)

Information/Press Releases

Construction Portal

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

## STAKEHOLDERS

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

## IMPACTS, EQUITY AND ENGAGEMENT

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

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

## SPECTRUM OF ENGAGEMENT

Engagement is not a single process or set of activities, but is both a process and an outcome related to the public's ability to influence the decisions. The engagement process falls on a spectrum, ranging from no decision making ability (Inform) to having power over the final decision (Empower). Where a project falls on the Spectrum of Engagement indicates the highest level of public participation. For projects on the higher end of the Spectrum of Engagement, the tools and strategies at lower levels may also be

# DRAFT

utilized as the project progresses through its various phases. See Appendix for a list of specific project types and the minimum level of engagement the public can expect from DPW.

For this plan, the public should be considered stakeholders who are involved in making decisions or informing decisions which will be made by elected and appointed officials.

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

# DRAFT

				the DPW	
Tools and Strategies	Website Online calendar Brochures Posters Flyers Displays Press Releases Social Media Email Listserve Newsletters Direct Mailings Door Hangers	Surveys Reports Legal ads Visualization Techniques	Advisory Committees Focus Groups Project Meetings Open Houses Public Forum Times	Coalitions and Partnerships	Ballots (e.g. TIF) Mailed polls

## MEASUREMENT & EVALUATION

Increase in visitors to the Construction Portal

Increase in visitors to website and social media

Decrease in amount of new and total active DPW Customer Service inquiries

Positive tone in media coverage with regard to the quality of the work DPW does and the analysis of its public engagement efforts

Feedback from the City Council during the next year on overall engagement efforts

Responsiveness to questions/issues raised through social media or See-Click Fix (SCF)

- Service Level Agreements depending on work-order

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## APPENDIX:

DPW undertakes a variety of projects and performs a variety of services in Burlington. Public interest will vary based on the nature of the project and the timing, length and location of it and the engagement strategy should be tailored to meet these needs.

With a degree of standardization and predictability to projects of similar type, this process should be easier to implement and, most importantly, provide better opportunities for the public to become aware of and participate in project planning.

This plan highlights the minimum engagement strategies needing to be considered, but unique circumstances may require different approaches. DPW has and will continue to evaluate the level of impacts of all projects to determine the proper engagement strategy.

### *INFORM Project Types*

#### **Minor Maintenance**

Construction Portal

Door Hangers to residents if work lasts more than 24 hours or impacts water service; one week ahead of time with anticipated start date and timing

Website

#### **New Crosswalks**

Social Media

Website

#### **Adopting Standards**

Website

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### *CONSULT Project Types*

#### **Quick Build**

Social Media educational post (detailing what Quick Build is, its potential, its limitations) two weeks ahead of time

Flyers delivered and/or mailed to residents two weeks before installation

Project plans on Quick Build website

Councilor notification 2 weeks before

#### **Major Maintenance / Road Reconstruction**

Fliers for businesses - 2 weeks ahead of time

Door hangers for residents - 2 weeks ahead of time

Letters to Residents - 2 weeks ahead of time

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Website  
Social Media  
Councilor Notification

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## *INVOLVE Project Types*

### **Traffic Requests (SOP on file)**

Printed flyers to residents at least one block from project location  
Notify and share materials with requester five days in advance of community meeting, or as soon as is practical prior to the meeting  
Notify any interested party who provided email five days prior to meeting, or as soon as is practical prior to the meeting

### **New Sidewalks**

Letters to Residents and Owners two weeks ahead of time  
Website and Construction Portal  
Social Media  
Fliers for businesses - two weeks ahead of time  
Door hangers for residents - two weeks ahead of time  
Councilor Notification

### **Street Redevelopment**

Project meetings  
Mailings  
Door hangers  
Social media  
Website  
Project website

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## *COLLABORATE Project Types*

Scoping Studies, Feasibility Studies, Corridor Studies

Project Website  
Project Advisory Committee  
Public notification of meetings  
Councilor Notification

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## ***EMPOWER Project Types***

### Traffic Calming

Mail negative poll to neighborhood residents and businesses directly impacted by traffic calming (a negative poll asks people to respond if they do not want the project to advance as proposed).

Councilor Notification

### Special District Project

Ballot item

Councilor Notification

## ***Guidance for Written Materials***

Flyers, letters, and mailers: include a link to the project website / DPW website and the project manager's contact information



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**MEMORANDUM**

To: DPW Commissioners  
Fr: Chapin Spencer, Director  
Re: **Asset Management Program**  
Date: September 14, 2017

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Our department's mission reads, in part, "stewarding Burlington's infrastructure". Operating and maintaining many of the City's capital assets is a large part of what we do.

While we have, thanks to voters' support, increased capital funding for the next five years to upgrade much of our aging infrastructure, we simultaneously need a strong ongoing asset management program to ensure we are well maintaining our existing assets so that we minimize failures, reduce customer complaints and increase the life span of our expensive assets.

Owning a car offers a good analogy. While there is a significant expense to purchase the vehicle, it is essential that maintenance be done on a regular basis in order to have the car be reliable and last a long time.

To achieve a greater resiliency with our infrastructure, a number of City departments have been working together to strengthen the City's asset management program. DPW's Water Resources Division has led much of this effort and I want to recognize their leadership.

Before we spend significant additional time developing a more robust asset management program, we want to ensure we have support from the City Council and the DPW Commission. A draft Council resolution is attached. The Transportation Energy & Utilities Committee met yesterday to review the draft resolution and voted to advance it to the City Council. Staff would welcome the Commission's review of this resolution and consider voting to support it as well. The resolution seeks to lay out the many advantages of a strengthened asset management program.

Don't hesitate to contact me, Capital Projects Manager Martha Keenan or Assistant Director – Water Resources Megan Moir with any questions prior to Wednesday's meeting.

**Draft City Council Resolution Supporting Asset Management Program & Implementation**  
**Sponsored by the CC Transportation Energy & Utilities Committee**

Version: 9-12-17; Drafted by DPW

WHEREAS the City of Burlington manages more than \$500 million in property, infrastructure, facilities, vehicles and equipment assets according to the City's Preliminary Strategic Asset Management Plan completed in 2016; and

WHEREAS these assets are critical to the vitality and sustainability of our community; and

WHEREAS the American Public Works Association defines asset management as "a comprehensive and structured approach to the long-term management of assets as tools for the efficient and effective delivery of community benefits"; and

WHEREAS the City has long struggled to adequately maintain its capital assets; and

WHEREAS inadequate preventative maintenance activities lead to premature asset failure, reactive repair work, service disruptions, increased long-term costs, and frustrated constituents; and

WHEREAS City staff and policy makers seek to implement a robust asset management program that will protect the capital investments that the City is currently making through its 10 Year Capital Plan; and

WHEREAS such a program will increase the overall resiliency of our infrastructure, improve customer satisfaction, and reduce long-term capital costs; and

WHEREAS BTV Stat has laid an important foundation for a data-driven management approach that can further benefit from a data-driven asset management program; and

WHEREAS a 2016 Preliminary Strategic Asset Management Plan for the City of Burlington found that "Burlington is well-positioned to implement asset management [and] there is strong executive level support"; and

WHEREAS a goal of the Phase II asset management implementation effort will be to procure a cross-departmental computerized maintenance management system (CMMS) that can manage work orders, customer inquiries, asset inventories, and preventative maintenance schedules for assets across the City; and

WHEREAS various General Fund, Special Revenue Fund, and Enterprise Fund budgets have included monies to continue asset management program development in FY'18; and

WHEREAS asset management is a long-term commitment that requires ongoing human, programmatic and capital resources to succeed; and

WHEREAS the Transportation, Energy & Utilities Committee of the City Council unanimously approved forwarding this resolution to the full City Council at its September 13, 2017 meeting;

NOW THEREFORE BE IT RESOLVED, the City Council strongly supports the development of an asset management program within City government to achieve more resilient and cost-effective municipal infrastructure; and

BE IT FURTHER RESOLVED, the City Council supports the Phase II asset management planning and implementation scope of work presented as part of this agenda item; and

BE IT FURTHER RESOLVED, the City Council directs the Transportation, Energy & Utilities Committee to lead the Council's engagement in this effort moving forward, including recommendations for future resourcing; and

BE IT FURTHER RESOLVED, the City Council requests an annual update from the Transportation, Energy & Utilities Committee and City staff on the City's Asset Management Program implementation.

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 19 July 2017  
645 Pine Street

**Commissioners Present:** Robert Alberry (*departs at 9:10pm*); Tiki Archambeau (Chair); Jim Barr (*arrives at 6:33pm*); Chris Gillman (Clerk); Solveig Overby; Jeff Padgett; Justine Sears (Vice Chair).

**Commissioners Absent:** None.

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

Commissioner (*and outgoing Chair*) Padgett calls meeting to order at 6:30pm and makes opening comments.

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

**Item 2 – Agenda**

DPW Director Chapin Spencer requests removing Agenda Item 8 and moving Agenda Item 10 to Agenda Item 7.5. Commissioner Archambeau makes motion to accept Altered Agenda and is seconded by Commissioner Gillman.

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

**Item 3 – Election of Chair, Vice Chair & Clerk**

Commissioner Padgett nominates Commissioner Archambeau for Commission Chair and is seconded by Commissioner Alberry.

Action taken: nomination approved;  
“Ayes” are unanimous. Newly elected Chair Archambeau acknowledges the service of past Chair Padgett and runs the remainder of the meeting.

Commissioner Padgett nominates Commissioner Sears for Commission Vice Chair and is seconded by Commissioner Barr.

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

Commissioner Barr nominates Commissioner Gillman for Commission Clerk and is seconded by Commissioner Alberry.

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

**Item 4 – Public Forum (3 minute per person time limit)**

Bethany Whitaker, Ward 1, speaks on Agenda Item 7.

David Small, Ward 5, speaks on Agenda Item 7.

Phil Hammerslough, Ward 2, speaks on Agenda Item 7.

Alexander Friend, Ward 1, speaks on Agenda Item 7.

Eileen Mansini, Ward 7, speaks on parking in cal-de-sac at Lori Ln.

Roger Wiberg, Ward 8, speaks on parking in cal-de-sac at Lori Ln.

Arleen Bennett, Ward 7, speaks on parking in cal-de-sac at Lori Ln.

Debra Gottesman, Ward 6, speaks on Consent Agenda Item E.

Jacob Hinsdale, Ward 5, speaks on Agenda Item 7.

Maxine Holmes, Ward 2, speaks on Agenda Item 7.

Dave Hartnett, Ward 4, speaks on on parking in cal-de-sac at Lori Ln and Agenda Item 7.

Thomas Dunn, Ward 1, speaks on Agenda Item 7.

**Item 5 – Consent Agenda**

- A. Traffic status report
- B. Cherry Street truck Loading Zone
- C. Stop Sign on Brookes Ave and North Prospect Street
- D. No-Parking Any Time Sign at Isham Street and Hickok Place
- E. Parking on Overlake Park
- F. Stop Control Switch for Bike Path Project at North Avenue Extension

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

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

**Item 6 – Appeal of Code Enforcement Order – 163-165 Cherry St – 19-95 Means of Egress**

*\*\*Senior Assistant City Attorney Gene Bergman introduces the parties of the appeal\*\**

A) Oral Communication by Appellant Charles Reeves who presents his appeal.  
B) Communication by Code Enforcement Director William Ward, Attorney Bergman, and Code Enforcement Inspector Theodore Miles who introduce “Zoning Permit – COA Level 1 – Conditions of Approval” for 163-165 Cherry St and “Property Activity Summary Report” for 163-165 Cherry St for the record while presenting the city’s case.

C) Commissioner Discussion

Chair Archambeau, Vice Chair Sears, Clerk Gillman, and Commissioners Barr, Overby, and Padgett engage in a discussion over Item 6 with Director Ward, Attorney Bergman, and Appellant Reeves responding.

D) Action Requested: Commission will deliberate on this matter after the regular meeting.

**Item 7 – PlanBTV Walk Bike Implementation – North Union St Parking Changes & One-way Except Bicycles**

A) Staff Communication by Director Spencer, Senior Transportation Planner Nicole Losch, and Planning/Engineering Intern Anna Wyner who introduce the city’s supplemental packet of recent public input concerning the PlanBTV Walk Bike Implementation for the record while speaking on the proposed changes to North Union St and surrounding streets.

B) Commission Questions

Chair Archambeau and Commissioners Alberry and Barr ask questions on Item 7 with Planner Losch answering.

C) Public Comment

John Pizzagalli, Ward 2 landlord, speaks on Agenda Item 7.

Jill Diemer, Ward 2 landlord, speaks on Agenda Item 7.

Laurie Smith, Ward 2 landlord, speaks on Agenda Item 7.

Laura Waters, Ward 2 landlord, speaks on Agenda Item 7.

Jason Van Driesche, Local Motion Interim Executive Director, speaks on Agenda Item 7.

Mark Furnari, Ward 1 landowner, speaks on Agenda Item 7.

Jane Knodell, Ward 2, speaks on Agenda Item 7.

Kurt Wright, Ward 4, speaks on Agenda Item 7.

D) Commissioner Discussion

The Commission engages in a discussion over Item 7.

E) Motion made by Commissioner Padgett to table the item and delay a vote on staff’s recommendation: approval of plan implementation.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion failed;  
Commissioner Alberry: Aye  
Chair Archambeau: Aye  
Commissioner Barr: Nay  
Clerk Gillman: Nay  
Commissioner Overby: Nay  
Commissioner Padgett: Aye  
Vice Chair Sears: Nay

Motion made by Commissioner Overby to accept staff's recommendation: approval of plan implementation (with the addition of language offered by Commissioner Alberry and accepted by Commissioner Overby).

Seconded by Vice Chair Sears.

Discussion

Commissioner Alberry offers a friendly amendment: directing staff to continue to evaluate design adjustments including curb and route modifications before and during the Winooski Avenue Corridor Study process. Chair Archambeau sees if there are any objections. There are not so the resolution is amended. Commissioner Overby and Director Spencer respond.

Action taken: motion approved as amended;

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

*\*\*Commissioner Alberry departs\*\**

#### **Item 7.5 – Bove's Proposed Redevelopment & Pearl St Lot**

A) Staff Communication by Community Economic Development Office (CEDO) Director Noelle MacKay and Assistant Director for Parking & Traffic Patrick Mulligan who speak on the proposed redevelopment of the Pearl St parking lot.

B) Commission Questions

Chair Archambeau and Commissioner Overby ask questions on Item 7.5 with Director MacKay and Director Spencer answering.

C) Public Comment

D) Commissioner Discussion

E) Action taken: none requested.

#### **Item 8 – St Paul Street Parking Changes**

A) Staff Communication by DPW Engineer Laura Wheelock who speaks on the changes to St Paul St.

B) Commission Questions

Commissioners Barr and Padgett ask questions on Item 8 with Director Spencer, City Engineer and Assistant Director for Technical Services Norm Baldwin, and Engineer Wheelock answering.

C) Public Comment

D) Commissioner Discussion

Commissioner Padgett seeks to remove "preliminary" from the first line of the recommendation.

E) Motion made by Commissioner Barr to accept staff's recommendation with Commissioner Padgett's language removal: approval of changes to type of parking (with removal of "preliminary" from the first line of the recommendation).

Seconded by Clerk Gillman.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

**Item 9 – Approval of Draft Minutes of 6-21-17**

Commissioner Barr makes motion to approve draft minutes of 6-21-17 and is seconded by Vice Chair Sears.

Action take: motion approved;

Commissioner Alberry: *absent*

Chair Archambeau: *abstains*

Commissioner Barr: Aye

Clerk Gillman: *abstains*

Commissioner Overby: Aye

Commissioner Padgett: Aye

Vice Chair Sears: Aye

**Item 10 – Director's Report**

Director Spencer reports on the new Assistant Director for Parking & Traffic, the July 26<sup>th</sup> Permit Reform meeting at Burlington Electric (B.E.D.), the City Council resolution on the North Avenue Pilot Project, the hiring process for the department's Public Information Manager, and the possible need for an August 2017 Commission Meeting for Burlington Town Center related items with the Commission engaging in a discussion on this with Director Spencer responding.

**Item 11 – Commissioner Communications**

Vice Chair Sears comments on Ward St traffic calming with Planner Losch answering; Commissioner Overby comments on an individual she's been contacted by concerning a certain sidewalk issue and the sidewalk repair list with Director Spencer and Engineer Wheelock answering; Commissioner Padgett comments on Public Information Manager position and relinquishing the Commission Chair position; Commissioner Barr comments on Colchester Avenue's placement on the paving list, the addition of the stop sign on Brookes Ave, and seal coating.

**Item 12 – Deliberation For Appeal (*after adjournment*)**

**Item 13 – Adjournment & Next Meeting Date – August meeting TBD, September 20, 2017**

Motion to adjourn made by Commissioner Barr and seconded by Clerk Gillman.

Action taken: motion approved;

"Ayes" are unanimous.

Meeting adjourned at 10:07pm.

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

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

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

Chair Archambeau calls meeting to order at 6:03pm and makes opening comments.

**Item 2 – Agenda**

Commissioner Padgett requests removal of Agenda Item 4, at the request of staff, and the combination of Agenda Items 5 and 6 into a Consent Agenda (Agenda Item 2.5) with a brief preview of items by City Engineer and Assistant Director for Technical Services Norm Baldwin. Commissioner Padgett makes motion to accept suggestions and is seconded by Commissioner Barr.

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

Commissioner Barr makes motion to accept amended Agenda and is seconded by Commissioner Padgett.

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

**Item 2.5 – Consent Agenda**

\*\*Staff Communication by City Engineer Baldwin who speaks on the proposed Cherry St parking prohibition\*\*

- A. Traffic Request – Stop Sign Northbound Pine St & Bank St Intersection
- B. Traffic Request – Cherry St Parking Prohibition

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

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

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

No members of the public speak.

**Item 7 – Burlington Town Center Encumbrance Permit – Parking Meter Rates**

A) Staff Presentation by DPW Director Chapin Spencer and City Engineer Baldwin who speak on the city’s proposed rates for encumbered parking meters around the Burlington Town Center project location.

- B) Commission Questions

The entire Commission asks questions on Agenda Item 7 with Director Spencer and City Engineer Baldwin answering.

- C) Public Comment
- D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff’s recommendation – that the DPW Commission approve the revised rates detailed in the memo for encumbrance for parking meters on Bank Street, Cherry Street, Pine Street, and Pearl Street, and payment for those spaces be directed to the Traffic Fund G/L 264-19-200-450.4205 for the duration of the encumbrance – with an added requirement of staff oversight of a way-finding plan including signage directing customers to any relocated parking and review of the management strategy including use of time limits for any relocated parking to create turn-

over and maximize use of the spaces for the greatest number of customers. Commissioner Barr additionally accepts Commissioner Padgett's Friendly Amendment to put a condition on the 13 off-street spaces to be in a city asset (Lakeview Parking Garage).

Seconded by Commissioner Padgett.

Discussion

The entire Commission talks on Agenda Item 7 with Director Spencer, City Engineer Baldwin, Assistant Director – Parking & Traffic Patrick Mulligan, and PC Construction Director of Business Development Art Klugo answering.

Action taken: motion approved;

“Ayes” are unanimous.

#### **Item 8 – Director's Report**

Director Spencer thanks the Commission for agreeing to meet in August for a Special Commission Meeting.

#### **Item 9 – Commissioner Communications**

Commissioner Barr comments on the possibility of getting a list of future sidewalk improvements with Director Spencer answering.

#### **Item 10 – Adjournment & Next Meeting Date – September 20, 2017**

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

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 7:20pm.



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

**WELCOME ROB GOULDING!**

I am pleased to announce that Rob Goulding, our first ever Public Information Manager, officially started in mid-August. With the increased number of capital projects within the public right of way, this position will better enable the department to engage stakeholders, educate the community and work to minimize disruptions. Rob most recently served in a communications capacity for the State of Colorado's Department of Revenue.

**DRAFT PUBLIC ENGAGEMENT PLAN**

Attached, please find our department's draft Public Engagement Plan. The City Council directed us to develop a document that lays out our department's approach to public engagement for the range of projects we undertake. The Commission's input is most welcome. The City Council's Transportation Energy & Utilities Committee met on September 13 to review this draft. We will be presenting the next version to them on October 17, 6:30pm at 645 Pine Street. We will bring the next version to you at the October Commission meeting the following night. Contact: Rob Goulding.

**PERMIT REFORM ADVISORY COMMITTEE**

The City Council decided to establish an advisory committee to guide the implementation into the Permit Reform report. The Council's resolution to establish the ad hoc committee seeks a representative from the Public Works Commission. We will be looking to select a member of the Commission for this role at the upcoming meeting. More information on Permit Reform is at: <https://burlingtonvt.gov/PermitReformForum>.

**CONSTRUCTION PORTAL LAUNCHING SOON**

In order to keep the public updated on the various public and private work happening in or adjacent to the City's streets, and to minimize disruption, we are launching an online construction portal in the next week or two. Stay tuned. Contact: Rob Goulding.

**DPW EMPLOYEE APPRECIATION EVENT**

Commissioners are welcome to join us at our annual DPW Employee Appreciation Event this Friday at the St. Johns Club, 9 Central Avenue from 1:30 to 3pm. The Mayor and I will be providing remarks and recognizing a number of employees for their great contributions. Contact: Chapin Spencer or Valerie Ducharme.

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