



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
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Steven Goodkind, P.E.
DIRECTOR OF PUBLIC WORKS
CITY ENGINEER

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: STEVEN GOODKIND, DIRECTOR
DATE: May 8, 2013
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on May 15, 2013 at 6:30 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. Resident Parking Program Draft
3. St. Louis St Parking Removal Request
4. Hoover St. Resident Parking Request
5. Maple St – Champlain College Bus Stop
6. Minutes of 2/20/13 & 4/17/13

An Equal Opportunity Employer

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Steven Goodkind, P.E.
DIRECTOR OF PUBLIC WORKS
CITY ENGINEER

M E M O R A N D U M

To: Amy Bovee, Clerks Office
From: Steve Goodkind, Director
Date: May 8, 2013
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **May 15, 2013**
Time: 6:30 – 9:00 p.m.
Place: 645 Pine Street – Main Conference Room

A G E N D A

ITEM

- 1 Agenda
- 2 5 Min Public Forum
- 3 20 Min Resident Parking Program Draft
 - 3.10 Communication, J. King & G. Bergman
 - 3.20 Discussion
 - 3.30 Decision
- 4 5 Min St. Louis St Parking Removal Request
 - 4.10 Communication, J. Fleming
 - 4.20 Discussion
 - 4.30 Decision
- 5 10 Min Hoover St Resident Parking Request
 - 5.10 Communication, J. Fleming
 - 5.20 Discussion
 - 5.30 Decision

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- 6 10 Min Maple St – Champlain College Bus Stop
 - 6.10 Communication, J. Fleming
 - 6.20 Discussion
 - 6.30 Decision

- 7 30 Min Electrical Appeal – 233 ST. Paul St
 - 7.10 Appeal, S. Warren, S. Goodkind & Appellant
 - 7.20 Discussion
 - 7.30 Decision

- 8 20 Min Champlain College Parking Request
 - 8.10 Presentation, J. Caulo & B. Isler
 - 8.20 Discussion

- 9 20 Min Colchester Ave & Pearl St Pilot Program
 - 9.10 Presentation, N. Losch, G. Gomez, D. Saladino & E. Churchill
 - 9.20 Discussion
 - 9.30 Decision

- 10 15 Min Car Share VT
 - 10.10 Presentation, B Van Dyke
 - 10.20 Discussion

- 11 15 Min Request For Services Presentation
 - 11.10 Presentation, S. Goodkind
 - 11.20 Discussion

- 12 20 Min FY 13 & 14 Budget Update
 - 12.10 Presentation, S. Goodkind
 - 12.20 Discussion

- 13 Minutes of 2/20/13 & 4/17/13

- 14 Director's Report

- 15 Commissioner Communications

- 16 Deliberative Session to Discuss Appeals

- 17 Adjournment & Next Meeting Date – 6/19/2013

Burlington Police Department

Resident Parking Program Rules

Article I. Permit Applications

1. All applicants for a permit must complete the department's application form and provide the information requested on it.
2. All applicants must provide documentary evidence of residency on the street for which a permit is being requested.
3. The department shall have the right to verify all information provided in the application submitted to it.

Comment [e1]: Given what we are looking for below, maybe we should not specify the number of documents at all. Perhaps we should be also looking for evidence of expected residency on the street to help with the decision on how long a permit should be good for.

Article II. Proof of residency

Acceptable documents to prove residency are:

- a) Valid driver's license with the resident parking street address noted on DMV records.
- b) Vermont issued ID with the resident street noted on it.
- c) Valid motor vehicle registration with resident parking street address noted on DMV records.
- d) Current rental or lease agreement identifying residence (including an apartment number where applicable) and applicant's name or a statement of occupancy by the record owner. When no written agreement has been entered into, such statement must have owner contact information stated in it.
- e) City record indicating ownership or residency such as tax bill, Assessor's records or Code Enforcement records.
- f) Utility bill identifying residence and applicant.
- g) Current vehicle insurance policy.
- h) Any other similarly valid document with the resident street noted on it.

Comment [e2]: If these are the only docs that are acceptable, then we should be more definitive about that. It looks like it.

Article III. Terms, Expiration and Revocation of Permits

1. Resident property owners who provide proof of ownership of the property and residency on the street shall be issued permits that are valid for up to 2 years.
2. Nonstreet resident owners who provide a property tax bill, valid driver's license and valid vehicle registration shall be issued permits that are valid for up to 2 years.
3. Non-property owners who provide proof of residency on the street shall be issued permits that are valid for the term of their residency up to 2 years.
4. At will residents shall be issued permits for a term of up to one year.
5. Any permit, residential parking sticker, caregiver permit or visitor parking card may be revoked or suspended for a reasonable period for violation of the resident parking program's regulations or rules.
6. A permit, sticker or visitor card shall automatically expire if the resident ceases to live at or own the residence for which the permit was issued.

Comment [e3]: Why not tie the term to the period of tenancy? This would eliminate the need for a student category since their leases are generally for a year and if they are not, then why treat them differently. We don't distinguish between grad students and undergrads and yet we know there is a big difference.

Article IV. Replacement of visitor parking cards; transfer of residential parking sticker; voiding of tickets.

1. Visitor parking cards that are lost will not be replaced. If stolen and reported as stolen, a visitor parking card will be replaced.
2. In the event a visitor parking card becomes unreadable or partially destroyed, it may be replaced upon presentation of the old card.
3. A new residential parking sticker may be issued to a new vehicle upon surrendering the old sticker to the department.
4. A person may have up to 3 resident parking tickets that were issued on the resident street prior to the application process voided as long as: (a) the person was a resident of the street or was a nonstreet resident property owner at the time, (b) the person has filed an application for a resident permit and (c) the tickets are less than 30 days old.

Comment [e4]: What does this mean? If I'm a permanent resident and lose the card, can I never get a new one? How can you so penalize someone whose card is stolen?

Comment [e5]: What is the reason for this number? Why not void more if they are timely?

Article V. Temporary resident parking permits; exception to parking limits.

1. An applicant for a residential parking permit whose vehicle has a temporary registration shall be issued a temporary resident parking card valid for up to 30 days as a temporary substitute for a sticker. When the applicant gets the permanent registration, s/he must return to the Police Department for a residential parking sticker or nonstreet resident owner visitor parking card.

2. A resident may request an exception to the limitation of 2 spaces on the resident's street for a special activity provided the resident provides 24-hour advance notice to the Police Department.

Article VI. Caregiver permit.

1. A resident may be issued a caregiver permit to accommodate the vehicle of a necessary medical care provider.
2. To be eligible a resident must complete and provide the following information about the caregiver on the application: name, license number, vehicle registration and employer. The resident must provide the medical caregiver contract or an affidavit as part of the application.

Sec. 27. No parking except with resident parking permit.

No person shall park any vehicle except vehicles with a valid residential street sticker or a valid ~~[guest]~~ visitor parking card, or clearly identifiable service or delivery vehicles that are servicing a residence or making a delivery on any street designated as "residential parking".

(a) through (e) As written.

(f) Permits. Only residents of a street or portions thereof, including an abutting corner parcel, or nonresident property owners of property on such a street ("nonstreet resident owner"), shall be eligible to hold a resident parking permit for that street which is designated resident parking only. The Police Department is hereby designated as the department responsible for regulating and administering the issuance of resident parking permits. The department may establish an administrative fee to offset the cost of administering this program, provided the fee is approved by the City Council in the city's budget process. Each resident shall apply for a permit, pay any applicable administrative fee, present such proof of residence in the area designated as "resident only" parking as may be required by the department, and comply with the rules established by the department in order to be eligible to, and legally, park on streets or portions thereof that are designated as "resident only." ~~[shall issue resident parking permits only to residents of streets, or portions thereof, that are designated "resident parking only" for parking on that street pursuant to subsection (g).]~~ In addition, the Police Department shall issue resident parking permits to "car share organizations" for parking on all streets, or portions thereof, that are designated "resident parking only," pursuant to subsection (g). The Police Department may establish written rules to implement the issuance of permits. Such rules may address, but are not limited to, the establishment of time limits, revocation of permits, documents required to prove residency, authority to suspend enforcement for special occasions, dismissal of tickets during application process, creation and use of an application form, fees for permits, and the issuance of temporary visitor parking cards. All rules shall be approved by the Public Works Commission.

(1) ~~Except as otherwise provided in subsection (g), the [holder of the permit] resident or nonstreet resident owner shall receive a residential street sticker for each vehicle registered in their name or for a vehicle registered in a family member's name provided that the vehicle is being regularly parked and used by the resident at the residence. [unless the holder] A resident who does not own a vehicle [in which case no sticker] will not be issued a sticker. A resident or nonstreet resident owner may also be eligible for a temporary resident permit subject to compliance with the applicable rules.~~

(2) A maximum of 2 ~~visitor~~ [guest] parking cards shall be issued to each eligible ~~dwelling unit~~ [household] for which a permit has been issued.

(3) A medical caregiver permit shall be issued upon showing proof as required by the department that a contract for medical caregiver services exists between the

resident and caregiver.

(g) Specific conditions:

- (1) *Proof of residency.* ~~[Proof of residency shall include a valid Vermont driver's license with an address on the designated street, section of street or abutting corner parcel and a valid Vermont registration for the vehicle(s) involved. For students, proof of residency shall include a valid current student identification card, a valid driver's license, vehicle registration from Vermont or another state, and proof of residency on the designated street, section of street or abutting corner parcel. Residents without a license can prove residency on the designated street by showing a valid written lease, current utility bill, or by being listed on the official voter registration list for the City of Burlington.] Residents applying for a resident parking permit must submit an application and provide proof of residency as required by department rules.~~
- (2) Upon showing of proof of business occupancy, owners and employees of small businesses on streets with designated "resident parking" only will be considered residents and issued a resident parking permit if sufficient off-street parking or metered long-term parking at the business location is not available. The conditions of the business' zoning permit must be used to determine if a business has sufficient, available off-street parking at its location. The owner or employee(s) will be issued a choice of a residential street sticker or a [guest] visitor parking card. Customers of these small businesses may legally park on the street under the authority of the permit.
- (3) *Display of stickers.* Residential street stickers shall be affixed to vehicles on the left-hand side of the rear bumper and shall be visible without obstruction at all times. In order to be valid the sticker must have the resident street name affixed to it.
- (4) *Car share organizations.* Valid car share organizations shall meet the following criteria:
 1. Require users to be members of the car share organization.
 2. Provide ubiquitous self-service access to all, or most of, a shared fleet of automobiles at locations not staffed by the car share service organization.
 3. Encourage short-term, local trips and discourage users from driving more than necessary.
 4. Provide its members automobile insurance that exceeds the State-mandated minimum when its members are using car share vehicles and shall assume responsibility for maintaining car share vehicles.


Upon showing proof of a valid Vermont registration for the vehicle(s) involved and compliance with department rules related to the issuance of permits, car share organizations meeting the ~~[appropriate]~~ criteria will be issued one residential sticker per vehicle. This sticker will be valid on all streets, or portions thereof, that are designated "resident parking only".

- (5) *Fraternities, sororities and dormitories.* ~~[Upon showing proof of residency]~~Upon complying with department rules related to the issuance of permits, residents of fraternities, sororities and dormitories upon properties separate and distinct from institutions and which abut on designated streets will be issued a permit and a residential street sticker for each resident's registered vehicle. Each of these buildings may receive 2 ~~[guest]~~ visitor parking cards plus 1 ~~[guest]~~ visitor parking card per 4 adult residents over 10 residents per building, subject to a maximum of seven 7 guest cards per building.
- (6) ~~[Guest]~~ Visitor parking cards. ~~[Guest parking cards are only for use by persons visiting a residence.]~~ A nonresident of a resident only parking area may use a visitor's parking card only while either visiting the dwelling unit to which the visitor card was issued, or attending a function off-site with an individual of the dwelling unit to which the visitor card was issued. Visiting does not include parking for purposes of commuter parking for school or work or visiting a person who has not been issued a resident parking permit. The use of a visitor's parking card by a resident of a parking permit area is prohibited. All [guest] visitor parking cards shall be displayed at all times without obstruction on the lower left-hand corner of front window of guest's vehicle with the permit information visible through the window and easily readable. It is prohibited for anyone to make a copy of a visitor parking card for use.
- (7) *Nonstreet resident [property] owner.* A nonstreet resident ~~[property]~~ owner on a designated street will be issued a resident parking permit and a choice of a residential street sticker or ~~[guest]~~ visitor parking card upon presentation of a property tax bill, valid driver's license and valid vehicle registration.
- (8) No permits will be issued to an individual or car share organization with outstanding parking tickets, unless the ticket is being contested in court.
- (9) Designation of area. As written.



MEMORANDUM

May 15, 2013

TO: Public Works Commission
FROM: Joel Fleming 
RE: St Louis Street Parking Removal

Background:

Staff received a request from Commissioner Matt Conger asking staff to look at the parking adjacent to the crosswalk on the corner of St Louis Street and Archibald Street. Commissioner Porter was concerned that there isn't enough site distance when exiting St Louis Street onto Archibald Street. Archibald Street is a connector street through the City's old north end that connects traffic coming from Rt. 127 to North Prospect Street. St Louis Street is a low volume residential street in the City's Old north End. St Louis Street is split in half by Roosevelt Park. The request would only remove 1 parking space from the east side of St Louis Street.

Observations:

This section of St Louis Street if between Archibald Street and Willow Street, parking is unrestricted on the east side of the street and is restricted on the west side. There are no parking restrictions on the east side of the street so vehicles are allowed to park up to the crosswalks. This has created a hazardous situation for pedestrians crossing St Louis Street because vehicles have a hard time seeing pedestrians before they are already in the crosswalk. St Louis Street is adjacent to Roosevelt Park, which attracts many kids who use this street as access to the park. St Louis Street is also a block from the H. O. Wheeler School. Many kids use Archibald Street and cross St Louis daily.

Staff sent out a letter to the residents of St Louis Street and Archibald Street asking for feedback regarding the possible removal of parking on the east side of St Louis Street for a distance of 30 feet. Four residents responded to the letter with three in support of the parking removal and one against. Staff has attached these residents emails and letters.

KB 5/6/13

Conclusions:

There is currently no parking restriction around the crosswalk at Archibald Street on St Louis Street. This is a potentially hazardous situation with the large amount of Pedestrian traffic in the area.

Recommendations:

Staff recommends removing parking for 30 feet from the corner to clear the site lines for pedestrians and vehicles using these streets.

Joel Fleming

From: Valerie Ducharme
Sent: Thursday, April 04, 2013 10:58 AM
To: Joel Fleming
Subject: RE: A couple of parking questions

Done ☺

From: Joel Fleming
Sent: Thursday, April 04, 2013 10:19 AM
To: Valerie Ducharme
Subject: FW: A couple of parking questions

Val,

Could you input Matt's Second request into the RFS system?

Thanks,

Joel

From: Matt Conger [<mailto:congerconsulting@gmail.com>]
Sent: Wednesday, April 03, 2013 9:58 PM
To: Joel Fleming
Subject: A couple of parking questions

Hi Joel,

1) We have a persistent parking issue on Archibald across from the cemetery. Residents along a few of the last houses (across from the cemetery) park consistently on the greenspace in order to not take up the travel lane. Though this parking alleviates the bigger issue of safely being out of the travel lane, it is deteriorating the greenbelt and causing a lot of sediment to be lost. The road width narrows there.

I would like to request an inquiry into restricting parking eastbound from the point at which the road transitions to the narrower width.

2) Can you explore posting a sign restricting parking within 25' of the corner along the East side of St. Louis, immediately north of Archibald? Many times people park within this 25' zone, making it difficult to get a clear sight line when exiting St. Louis onto Archibald.

Thanks for considering these requests.

--

Regards,

Matt Conger
Research Engineer, UVM Transportation Research Center
(802) 656 - 5867



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JOEL FLEMING, E.I.T.
PUBLIC WORKS ENGINEER

April 24, 2013

Dear Archibald and St Louis Street Residents:

The Department of Public Works received a request to remove parking on the east side of St Louis Street just north of Archibald Street. It appears that this change would only remove one parking space to clear sight distance for pedestrians and vehicles. Staff has examined the request and the street and would like to get feedback regarding the requested prohibition of parking on the east side of St Louis Street. I would appreciate your feedback by Friday, May 3rd, 2013. Please contact me at 865-5832 or jfleming@burlingtonvt.gov.

Thanks for your time,

Joel Fleming, EIT
Department of Public Works
865-5832
jfleming@burlingtonvt.gov



Joel Fleming

From: Jeremy B. Owens <jeremy@tjboyle.com>
Sent: Monday, April 29, 2013 10:13 AM
To: Joel Fleming
Cc: 'Sarah Neith'
Subject: Archibald and St. Louis Street parking space removal

Hi Joel,

Thanks for leaving a note on our door regarding the removal of one parking space at the south end of St. Louis Street where it intersects Archibald. As I recall, this location is at one of three (!) curb cuts for the white house at the northeast corner of this intersection. In my experience, people tend to park in this space only when the other spaces are full since it doesn't seem 'official'. I certainly understand the need for clear sight lines, but please know that removing this space will further congest the parking on our small street, which becomes full with non-residents during the summer due to the proximity of Roosevelt Park. Some of the neighbors have privately spoken about requesting "residents-only" parking signs on our street due to the summertime congestion and strangers taking up the spaces. Please be aware that this could be something that comes up in the future given less parking options.

To slightly change topics, if safety in this area is truly a factor, it seems that putting a 3-way stop next to the playground at the north end of St. Louis is warranted. Throughout the summer, many children on bikes, tricycles, and other wheeled toys roam around this intersection, and it's hard to see them due to their low profile. Kids and young adults tend to walk or run around unaware that this is a vehicular intersection without stop signs. Given the proximity of the baseball, volleyball, tennis, and playground facilities, plus the fact that the path through the park leads to a cross-walk at this intersection, stop signs might be a prudent and affordable safety solution at this location.

Those are my comments. Thanks for reading. I've copied the co-owner of my house in case she has other comments.

Jeremy

Jeremy Owens

Landscape Architect
T. J. Boyle Associates, LLC
301 College Street
Burlington, Vermont 05401
802.658.3555
www.tjboyle.com

Joel Fleming

From: Megan Humphrey <meganjhumphrey@gmail.com>
Sent: Thursday, May 02, 2013 6:17 PM
To: Joel Fleming
Subject: St. Louis Street Parking

Hi Joel,

Yes, I think that one less space of parking at the end of the street would be a good idea for increased safety for pedestrians and bikers. This street is very busy with kids coming and going from the school, park, and Boys & Girls Club and anything to reduce their risk of injury is a good idea.

Many cars go far too quickly on the street and the neighbors have wondered about ways to slow them down: signage, speed bumps, or stop signs at each end. Maybe DPW has other ideas?

Thanks so much and Happy Springtime!

Cheers,

Megan

Megan J. Humphrey
HANDS (Helping and Nurturing Diverse Seniors)
www.handsvt.org
Shelburne Orchards
www.shelburneorchards.com
Sweet Basil Cards
www.sweetbasilcards.com
Women's Festival of Crafts
www.womensfestivalofcrafts.com
Old North End Arts & Business Network
www.oneabn.org
864-7528



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JOEL FLEMING, E.I.T.
PUBLIC WORKS ENGINEER

April 24, 2013

Dear Archibald and St Louis Street Residents:

The Department of Public Works received a request to remove parking on the east side of St Louis Street just north of Archibald Street. It appears that this change would only remove one parking space to clear sight distance for pedestrians and vehicles. Staff has examined the request and the street and would like to get feedback regarding the requested prohibition of parking on the east side of St Louis Street. I would appreciate your feedback by Friday, May 3rd, 2013. Please contact me at 865-5832 or jfleming@burlingtonvt.gov.

Thanks for your time,

Joel Fleming, EIT
Department of Public Works
865-5832
jfleming@burlingtonvt.gov

4/29/13

Joan Beduchem, Homeowner
5 St. Louis St. Bar. 4th fl. 30+ years
862-2329


Joel, as we are @ 5 St Louis this plan would impact us favorably. This benefit would be multiplied if the entrance to parking in the space were removed. It would make that whole corner safer and perhaps give us a spot for a tree to soften the look of that corner.
Thanks. Jo.

[illegible]



MEMORANDUM

May 15, 2013

TO: Public Works Commission
FROM: Joel Fleming 
RE: Hoover Street resident parking request

Background:

Staff received resident parking petition from the residents of Hoover Street to make the street from Shelburne Street to Perrotta Place resident parking only. The residents are in consensus, asking for resident parking 24 hours a day all week long. Hoover is a low volume, low speed, and a residential street off of Shelburne Street. Hoover Street is a dead end street which makes it eligible for resident parking.

Observations:

Staff conducted a resident parking license plate survey of Hoover Street at the end of March and beginning of April. The purpose of this count is to figure out who is parking on the street, when, and to what extent the parking inventory is utilized. To do this staff did a count at 7:00 am, 11:00 am and 3:00 pm for a total of 5 different days. There are a total of 19 parking spaces on the street. During the 5 days of counts there was an average of 3 vehicles which equates to 14% full. During the 5 days of counts on Hoover Street, it is our interpretation that there was only 1 non-resident parking on the street. Hoover Street has plenty of available parking for residents and guest a like, each house on the street has off-street parking available to them.

Conclusions:

Resident parking was originally conceived to provide relief to residents of a street who are routinely denied parking access to their home throughout the day and week. While still holding the belief of keeping public street as publicly available as possible. In this case there is very little demand placed on the inventory of parking and access to parking for residents is not an issue.

Recommendations:

Staff recommends that the commission deny the request seeking to establish resident only parking restriction on Hoover Street. Given there isn't a demonstrated need for relief to the demands placed on the parking inventory and there are concerns further restrictions could further complicate parking in the greater neighborhood.

 5/8/13

RECEIVED

DEC - 7 2011

BURLINGTON PUBLIC
WORKSRESIDENT PARKING
BURLINGTON, VERMONT
STREET SELECTION PETITION

Date:

~~March~~ December 2011

Street:

Hoover St. (only lower)

From House Number:

1ST Block

To House Number:

Perrotta Pl. intersection

From Street:

Shelburne Rd.

To Street:

Perrotta Pl.

Total single dwelling Units:

7 (including 2 corner houses on Shelb. Rd.)

Total apartment Buildings:

0

Total Apartment Units:

0Person Conducting Petition:
Name:Amy Hamlin

Address:

10 Hoover St.

Telephone:

862-9831

House #	Apt #	Name	Resident Parking	Hours Day	Days Week
13 Redstone Terrace		Sue Krayer	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
21 Redstone Ter.		Mary Twitchell	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
60		Hoover St	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
13 Redstone Terrace		Jacqueline Dwyer	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
56 Hoover St		Susan Smith	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
10 Hoover St.		Amy Hamlin	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
11 Hoover St		Albert & William	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
19 Hoover St.		Tina Lindell	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
19 Hoover St.		Kenneth Muncie	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
24 Hoover St		Teresa Witt	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
			<input type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
			<input type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
			<input type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week



Shelburne Street

Resident parking request for both sides of Hoover Street

Resident parking request for both sides of Hoover Street

Ludwig Court

Perrotta Place

Hoover Street

	3/29/2013			4/2/2013			4/3/2013			4/4/2013			4/5/2013		
	7:00	11:00	3:00	7:00	11:00	3:00	7:00	11:00	3:00	7:00	11:00	3:00	7:00	11:00	3:00
	FLL 308	GBA 9412	GBA 9412	FLL 308	DCE 339	DCE 339	FLL 308	FME 345	FME 345	FLL 308	FME 345	FCR 711	DBG 4695	DBG 4695	FCR 711
	GBA 9412	FCR 711	FCR 711	GBA 9412			FCR 711		FNN 607	FCR 711		FME 345	FLL 308	FCR 711	
	FCR 711	FRK 380	CPM 947	FCR 711			FME 345			FME 345		DCE 339	FCR 711		
	CPM 947			DCE 339			DCE 339			DCE 339		FNN 607	DCE 339		
	FRK 380			FRK 380			FRK 385						FRK 380		
Percentage Used	26%	16%	16%	26%	5%	5%	26%	5%	11%	21%	5%	21%	26%	11%	5%
Percent Resident	100%	100%	100%	100%	100%	100%	100%	100%	50%	100%	100%	75%	100%	100%	100%
Percent commuter	0%	0%	0%	0%	0%	0%	0%	0%	50%	0%	0%	25%	0%	0%	0%

	3/29/2013			4/2/2013			4/3/2013			4/4/2013			4/5/2013		
	7:00	11:00	3:00	7:00	11:00	3:00	7:00	11:00	3:00	7:00	11:00	3:00	7:00	11:00	3:00
	FLL 308	GBA 9412	GBA 9412	FLL 308	DCE 339	DCE 339	FLL 308	FME 345	FME 345	FLL 308	FME 345	FCR 711	DBG 4695	DBG 4695	FCR 711
	GBA 9412	FCR 711	FCR 711	GBA 9412			FCR 711		FNN 607	FCR 711		FME 345	FLL 308	FCR 711	
	FCR 711	FRK 380	CPM 947	FCR 711			FME 345			FME 345		DCE 339	FCR 711		
	CPM 947			DCE 339			DCE 339			DCE 339		FNN 607	DCE 339		
	FRK 380			FRK 380			FRK 385						FRK 380		
Percentage Used	26%	16%	16%	26%	5%	5%	26%	5%	11%	21%	5%	21%	26%	11%	5%
Percent Resident	100%	100%	100%	100%	100%	100%	100%	100%	50%	100%	100%	75%	100%	100%	100%
Percent commuter	0%	0%	0%	0%	0%	0%	0%	0%	50%	0%	0%	25%	0%	0%	0%



MEMORANDUM

May 15, 2013

TO: Public Works Commission
FROM: Joel Fleming
RE: Champlain College Bus Stop

Background:

Staff received a request to remove parking and replace it with a bus stop from Carl Riden, from the office of Campus Safety at Champlain College. Mr. Riden requested that 3 parking spaces get removed directly west of the driveway to Hauke-Bader Parking lot and replaced with a bus stop for the Champlain College Shuttle. Mr. Riden has stated that this space will only be needed for a couple years until the new building is completed at the Hauke-Bader Parking lot. Maple Street is an arterial roadway that runs parallel to Main Street just south of the downtown. There are large amounts of pedestrians and high traffic volumes in this stretch of the road. Without a bus stop buses are forced to park in the roadway, backing up traffic, while it loads or discharges passengers.

Observations:

Champlain College has been working with DPW Staff and the DPW Commission to put in Parking meters up around their college. This section was slated to have parking meters go up as an unspecified element of Champlain Colleges Parking Management Plan. Champlain College will need this area specified as a bus stop to improve the shuttle service to lakeside Avenue. Currently there is about 105 feet of unrestricted parking on this section of Maple Street, this allows for about 6 parking spaces. There is an existing bus stop just east of the Hauke-Bader parking lot that Champlain Currently uses but it is not large enough to accommodate the two full size buses Champlain has stop at this location. The current bus stop serves two Champlain College bus routes, one to lakeside Avenue and the other to Spinner Place in Winooski. Once the Hauke-Bader Parking lot is developed into student housing the bus route to Spinner Place will no longer exist and Champlain College will no longer need the second Bus Stop.

Conclusion:

Champlain College expects to have two buses loading and unloading passengers around the Hauke-Bader parking lot. The current bus stop is not nearly big enough to accommodate two full size buses.

Recommendations:

Staff recommends that the commission adopt a Bus Stop on Maple Street starting at the corner of the Hauke-Bader Parking lot extending west 50 feet.



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request
1030**SERVICE REQUEST****Name and
Address**

Name: Carl Riden

Request Date: 04/02/2013 11:06 AM

Due Date: 5/2/2013

Address: Campus Security, Champlain College

Phone Number: 865-5403

Email Address: Riden@champlain.edu

Request

Location: Maple Street and South Willard Street

Request Description: See attached e-mail, requesting changes to parking spaces on Maple Street between the corner of Maple and the entrance into Champlain's Hauke-Bader parking lot.

Assign History

Date	Assigned To	Description
4/2/2013 11:06:13 AM	Joel Fleming	Request Assigned

Work History**Customer Service**

Status: New

Request created by: Helen Plumley

Print Date: 4/2/2013 11:10:13 AM

#1030

Helen Plumley

From: Joel Fleming
Sent: Tuesday, April 02, 2013 10:22 AM
To: Helen Plumley
Subject: FW: Elimination of several parking spaces on Maple Street

Helen,

Could you put this in the RFS system and print the request out for me.

Thank you,

Joel

From: Riden, Carl [<mailto:Riden@ Champlain.edu>]
Sent: Tuesday, April 02, 2013 10:20 AM
To: Joel Fleming
Cc: Caulo, John; Long, Rich; Dusini, Karen; Erickson, Christina
Subject: Elimination of several parking spaces on Maple Street

Good morning Mr. Fleming,

My name is Carl Riden and I work at Champlain College in our office of Campus Safety. Among other tasks I'm responsible for our parking administration and shuttle system contracted with Mountain Transit.

I'm writing to ask you review a request we are making concerning some changes to the parking spaces on Maple Street between the corner of Maple and the entrance into our Hauke-Bader parking lot. That lot is the first right turn off Maple from the intersection with Willard Street headed east on Maple.

We expect to need at least 4 of the 6 spaces there to provide a secondary bus stop in addition to the existing bus shelter/stop just east of the entrance into the parking lot.

There will be times we will need to run a full sized bus from our Lakeside shuttle lot and there is not enough room for 2 large buses at the current stop. This need may only be temporary since we expect to only house students at Spinner Place for 2 more years and once that happens there will no longer be a large bus running to campus from Spinner, we will have only the one large bus running from Lakeside at a time, and it could be accommodated by the current stop and shelter.

I would be happy to meet with you on site to discuss our request. I understand from our phone conversation this morning that ultimately the decision to go ahead with this request must be made by the DPW Commission following your review and recommendation which could take a couple of months.

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

Sincerely,
Carl Riden
865-5403
riden@ Champlain.edu



Maple Street



South Willard Street



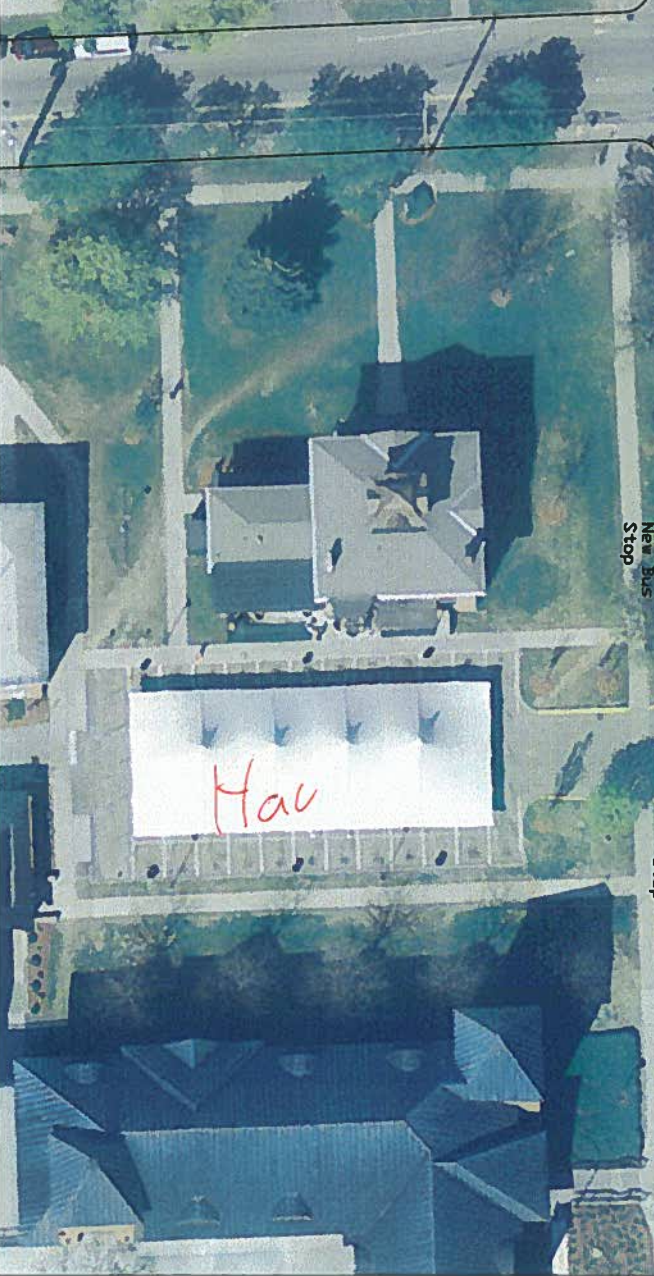
45'

104'

Proposed
New Bus
Stop

Existing Bus
Stop

Har



**BURLINGTON PUBLIC WORKS COMMISSION MONTHLY
MEETING
645 Pine Street
MINUTES – February 20, 2013
(DVD of meeting on file at DPW)**

COMMISSIONERS PRESENT: Tiki Archambeau, Matt Conger (Secretary), Asa Hopkins, Nathan Lavery (Chair), Solveig Overby and Mark Porter (Vice Chair). Bob Alberry was not in attendance.

Commissioner Lavery called the meeting to order at 6:40 p.m.

ITEM 1 – AGENDA: No changes.

ITEM 2 – PUBLIC FORUM: Alan Turnbull – South Winooski Avenue, the Bike/Walk Council has good things going for it but he would like to see a more formal role in speaking and interacting with other city departments. He would like to see this council have a more formal role with the city.

ITEM 3 – MAPLE STREET NON TRUCK ROUTE REQUEST
(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming's Memo dated February 20, 2013) Staff received a request from resident to make Maple St. from Pine St to Battery a non- truck route. Allan Hunt, who submitted the request and petition, was not in attendance.

Joel Fleming, Department of Public Works employee stated that Public Works received a request to make Maple Street from Battery Street to Pine Street no longer a truck route. Requesting to move trucks from that section of the road. Maple Street is 30' wide with parking on north side and 8' wide lanes for parking. This leaves two 11 foot travel lane going in each direction. When winter is here it is harder for cars to park as they are further away from the curb which leaves the travel lanes a little smaller. Vermont Railroad is opposed to making Maple Street a non-truck route as they have trucks coming back and forth on a regular basis for them. E mails have been forwarded from Vermont Railway. When the Champlain Parkway comes to fruition there will be updates at the intersection. Staff feels we should make change before the intersections here and have the right signalization. Staff recommends for the Commission to hold off on this until the Champlain Parkway is built or other amenities are put into the intersections.

Earl Handy is the owner of Handy's Lunch on Maple Street and South Champlain Street. He is opposed to shutting down the truck traffic on Maple Street. He stated that his business and a few others around depend on the trucks for deliveries. If you stop the trucks there will be no deliveries which will force the businesses to leave the area and most have been in their locations for many years. There is a loading zone on the east side of South Champlain Street which trucks come down Maple and turn right onto South Champlain Street to get to the loading zone. If there are no trucks allowed on Maple Street then there will be no deliveries. A lot of the trucks coming down Maple Street are delivering cargo at the railroad station. In the winter Maple Street is always clean right to the curb so this does not cause the cars to be protruding out to hinder traffic flowing. All the businesses around the area use the truck loading zone on South Champlain Street; it is not used just for my business.

Joel Fleming stated that trucks travel on this section of Maple Street to deliver to the businesses on the street. Staff is not supporting this change right now. Main Street is wider and can accommodate more vehicles and has the correct signalization so it makes more sense for the truck traffic on Main Street. Joel stated the resident who made the request to have the trucks taken off Maple Street came to a meeting in September and October of 2010 and made the request.

Steve Goodkind stated that the individual remembers in years past that when the southern connector was constructed that Maple Street as a truck route would probably change. The connector envisioned when I said that is a different version of it than what we're doing today. He's remembering something from previous versions of the connector that hoping we can follow through but we're not even doing the same version anymore.

Mr. Handy stated that noise from the trucks is not bad. The trucks are not on Maple Street much before eight or nine o'clock in the morning not during the night. Trucks are going to local points to make deliveries.

Commissioner Lavery stated that there is a couple things that they could do: Change the designation of this street to a non-truck route. If someone wants to make that motion that's all right.

Commissioner Porter makes a motion to agree with staff's recommendation that it not be turned into a truck route. Commissioner Archambeau seconded motion. Commission was all in favor of retaining the current designation for Maple Street which allows through truck traffic on Maple Street between Pine and Battery Streets. The motion carries.

ITEM 4 – 126 COLLEGE STREET PARKING REQUEST –PARKING SPACE REMOVAL

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming's Memo dated February 20, 2013)

Joel Fleming stated that there was a request received to remove a parking space just east of 126 College Street next to Vermont Pub and Brewery or restrict it for compact cars only. Staff went over to the site and checked out the problem and took measurements – 12' more than we see in a downtown area, most are up to the driveway or within a few feet of driveway. I took my car in the garage to pull out to see and there was a large SUV parked there at the time which made it impossible for me to see. Staff recommends that the commission adopt a restriction for compact cars only in this space. This space is 12 feet from where the radius is to parking space. By putting a compact car there would eliminate most sight difference restrictions that this parking garage may have.

Commissioner Conger moved to accept staff's recommendation for the restriction of said space to compact cars. Commissioner Porter seconded. The Commission was all in favor of accepting staff's recommendation to designate the space east of the 126 College Street garage as compact car only. Motion carries.

ITEM 5 – REMOVAL OF PARKING ON NORTH WILLARD ST

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming's Memo dated February 20, 2013)

William Burns of the Department of Public Works Traffic Division came to us and said that there has never been cars parking on the east side of North Willard Street starting at Archibald Street extending 200 feet north. The roadway is 35 feet wide and 8 feet of parking lanes on the east side and 8 feet of parking lanes on the west which leaves 19 feet total for travel lanes. This section Willard Street is also a truck route and the minimum width a truck route should be ten feet and currently with parking it only leaves 9 ½ feet. The double yellow line on the street is not painted to accommodate cars parking on the east side of the roadway. Cars are forced to go over the double yellow line and around the corner which makes it dangerous as you can't see cars coming. Staff supports for Commission to adopt a parking prohibition starting at the corner of Archibald Street extending 200 feet north on the east side of North Willard Street.

Commissioner Overby asked if people have been parking there since the Community Health Center renovations were completed which is why the parking spaces started to be used. Joel stated yes.

Commissioner Hopkins asked if there was already no parking north of that and Joel stated yes anything would be on Hyde Street and anything north is restricted on the east side. Joel also stated parking on the other side of North Willard has space for probably five or six cars but I rarely see cars parked on that side but will be parked on the other side.

Commissioner Porter stated that this is a truck route and we know there are limitations on the trucks. Asked if a car would be able to park at the end of the no parking zone and Joel stated no the 200 feet would be from where there is a sign for no parking north 200 feet from that sign back to Archibald Street. The restriction would be no parking on the east side. We will switch signs to say no parking this side of the street.

Commissioner Porter stated that there is a continuation of an overflow here so I'm imploring staff or the commission to make further communication follow-up with the health center and see if they did comply as far as spaces available for parking. How are they managing spaces? Did they underestimate traffic? Joel stated that we lost 14 spaces because of the health center.

Commissioner Lavery stated that no one was parking there when there was more parking at the health center. The impact we've seen from the health center change in parking policy has now raised a problem with having legal parking in that position. People are utilizing the space on the other side of Willard, as well as Hyde. They're going to have to go somewhere else.

Steve stated that the health center claimed they had people parking on the street before renovations and were going to have them afterwards. What is the parking requirement based on? Planning has a definition where it can be built but not use it. I don't think this will ever be resolved; planning would be wiser in future to ask questions. Steve stated that the health center stated that this is how they had always done it.

There was a question if there were other streets around that had restrictions. Steve advised there were no streets with residential parking zones, other than the normal restriction nothing special in the area.

Commissioner Lavery stated we have staff's recommendation to prohibit parking in this 200 foot stretch. If we want to proceed with that we'll need a motion. Commissioner Archambeau moved to accept staff's recommendation on this issue. Commissioner Conger seconded. Commission was

asked if all were in favor of adopting staff's recommendation to prohibit the parking on North Willard. All were in favor. Motion passes.

ITEM 6 – LAKEVIEW TERRACE STOP SIGN REQUEST

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming's Memo dated February 20, 2013)

Joel Fleming stated that a request was received along with a traffic calming request for Lakeview Terrace. Nicole Losch has the traffic calming request. Joel Fleming stated that he went over and looked at the intersections in question, Haswell Street at Lakeview Terrace and Canfield Street at Lakeview Terrace which are just off North Avenue by the old Burlington College. Staff determined there really aren't some sight differences in either direction for either of the intersections. Right of Way rule that is stated in MTSTD (rule being quoted) means if you are on Canfield Street and driving towards the lake, west, if you can't tell a car is coming in either direction and you have to stop to make sure you're making a safe turn then the stop sign is warranted. This was used for Maple Street at Lavalley Lane and with Gosse Court at Farrington. Staff recommends that Canfield Street and Haswell Street have stop signs where they meet Lakeview Terrace, making it a one way stop and not a three way stop.

Commissioner Lavery asked if there was a motion to accept staff's recommendation.

Commissioner Hopkins moved to accept staff's recommendation to adopt stop control on Canfield Street and Haswell Street where they meet Lakeview Terrace. Commissioner Porter seconded. All Commissioners voted in favor. The motion carries.

ITEM 7 – COMPLETE STREETS IMPLEMENTATION – DISCUSSION OF EVALUATION RESULTS

(Erin Demers, Public Works Engineer, Street Capital Program. Mgr. & Steven Goodkind, Director)

Steve advised that this is the first year that we've had to do this evaluation so we are learning as we go.

Erin stated that we have utilized 18 segments of roadway which the Commission approved two months ago for next year's paving program. We went through a checklist, 16 segments of neighborhood streets, one transit street or state truck route which is Main Street and then one slow street being Cherry Street from Church to Winooski. There are some trees there but some are missing and some are at various locations, curb extensions are an option. Evaluation covers everything, trees, lighting, CCTA bus stops. There was approval for curb extensions on Cherry Street.

The neighborhood street segment. This is the 5th year of the paving program. Some of the issues in the neighborhood streets are sidewalks on both sides, exception on Deforest Heights. We want to make it a complete street- 300% cost of repairing street and cost of putting in sidewalk 300% more. The project is disproportionate with the need. Luck Street, Orchard Terrace, Poplar Street, Russell, Sandra Circle did an ADA accessibility on the current ramps and we need to get new ramps. Could be implemented during construction with sidewalk program. Rough cost estimate \$45,000.00 for twenty new ramps. It would be beneficial to complete the Complete Street Policy within the projects.

Crosswalks – Do a full scale fix on crosswalks when we do a street, fresh markings, retro reflective. Tree belts and street trees. Tree belt on Bradley doesn't have the room. ROW to add an appropriate snow storage tree belt. Trees are lacking on Bradley. Steve advised that on Bradley Street the greenbelt is being driven over, the curbs are depressed. The curb will be restored; will restore the greenbelt and grass

belt not sure about a tree belt as there is no room for a tree. Arlington Court has a lot of trees and wouldn't push Parks and Rec to add trees in the tree belt. Extra amenities needed to make these streets more complete that are not our department where we said we'll start making a list and have inter-departmental to let other departments know this does exist and here is on a checklist.

Funding is tricky; each department has their own funding. Main Street is technically a transit street, state truck route; need hardscape if transit stop if bus stops by tree should be some kind of grate surrounding the tree to prevent people from walking over the roots of the trees and damaging them. Street lighting on Main Street is not ornamental fixtures at pedestrian height but a larger scale highway design. It should be on our radar to communicate that to other departments. We are adding benches, bus shelters, other amenities added with Edmunds project. There will be a bike lane, transit street don't necessarily want a bike lane so a parallel street next to it where bikes can travel on so they don't have to compete with say a bus. Doesn't mean Main Street doesn't need bike lanes it's how we interpret. I would say let's hold off on bike lane until we have a more complete idea of how we want Main Street to be. Steve stated we are not doing anything that is going to make it impossible for that bike lane.

Commissioner Porter stated there was a bike lane on College Street and Erin advised it goes from South Union all the way up to U VM. He asked if that would qualify as a parallel street and Erin stated she didn't think so. She would defer to Nicole Losch.

There was mention of the bus traffic up and down College Street which is more than Main Street because of the College Street Shuttle. Erin said it doesn't say we shouldn't it says we don't need to consider that. We are doing restructuring of paving programs. Edmunds crosswalk we are not precluding. Curb extensions should be considered on Main Street. We are not ready to do but are discussing it internally. We are utilizing a check list to see how we can improve these streets as we are doing with regular street paving.

(Refer to handout from Ms. Demers) Complete Streets Documentation Update - Communications.)

ITEM 8 – DEVELOPING “GO FOR GOLD” WALK – BIKE STATUS

(Nicole Losch, Transportation Planner, Jason Van Driesche, Local Motion, & David Casey, Burlington Partnership for a Healthy Community)

Walk and Bike Friendly Community. Community can apply to be recognized as a friendly community for those two modes of transportation. We've applied for the Bicycle Friendly Community a couple of times, first time we were recognized with a Bronze Level Award and currently have a Silver Level Award. Bike Friendly goes up to Diamond Level. We have not yet applied for a Walk Friendly Community. We will be applying for a walk friendly community status in June.

We have compared apps to a couple of northern climates with similar population and sizes to use as a comparison. Listed areas doing well and need to improve. There is a dedicated funding source for sidewalk work. Sidewalks are plowed, walk areas are good, bike infrastructure working on, good baseline. Crosswalk technologies trying to implement. Support of different groups in town that are able to provide the encouragement and activities and resources. Options for biking education. We are working with the police department for a commitment to enforce walking and biking rules and regulations. We provide crossing guard services. We have an active walking/biking advisory group and advocacy community which without the groups would not have an education program. Jason Van Driesche, the Director of Advocacy and Education for Local Motion has developed a partnership with Burlington Partnership for Healthy Community – David Casey is here today. We have a grant from the health department looking to identify strategies for improving the walk/bike friendliness of Burlington.

We are consulting with other city departments and partners to continue to revise the document and create something that has a full picture of where we're at and where we would like to go as a community. The next step is to have consultations with other city departments. The mayor is interested in announcing this blueprint in his city address in April. This is to serve as guidance for development of the walk/bike master plan on the agenda for later this year for Public Works Department. We are trying to create a document that sets off that broad and planning process on a solid footing as soon as possible. How do we get this endorsed by all relevant bodies?

Improvement – Volunteer's point by point comparison of Burlington Silver level bike friendly community app. Walk friendly hasn't been applied for yet. We fall short for communities at a gold level. League of American Bicyclist Communication, show significant result in change from silver star. There is a jump in number of people who bike. Walk mode higher than bike mode share. Strong base to build.

There was a statement read by Commissioner Hopkins from Phil Hammerslough who was unable to attend due to illness.

David Cassidy from the Burlington partnership for a healthy community – they focus on drug, alcohol and tobacco abuse issues. It is their belief that you can't take things away from people and not replace them with something else. Provide the community where people are out and about, good communication can help reduce incidents of substance abuse. We endorse this.

Commissioner Porter asked how much was incorporated with Plan B TV. Nicole stated that some is and on page 6 of the draft the general philosophy connected to the pedestrian and bicycles in this area is key. We want to make sure we are not creating a conflict that says DPW rewrite of Plan B TV. There is not that level of conflict. We need to create more off road bicycle options.

Commissioner Overby stated that she is a walker and was wondering what the statistics were related to the use of the bus bike racks on the front of the buses. She asked whether there have been instances where additional bicycle rack space was needed beyond the two spaces per bus that are now available. How will the need for additional rack space be accommodated in the future? 32,000 bike boarding over the past year. Nicole advised that they are going to pilot a three rack model to see if it's a viable option. There was a question on the extent which is planned to work with UVM, Fletcher Allen, Champlain College? They were advised that the next tier of meeting is going to be there. UVM is working on their own bike plan.

(Refer to Commission packet for Ms. Losch's Memo dated February 7, 2013 & Handout "Burlington Go for Gold Walk-Bike Blueprint")

ITEM 9 – RESIDENTIAL TREE BELT REHABILITATION PILOT PROGRAM

(Matt Conger, DPW Commissioner)

Commissioner Conger stated the issue at hand is the tree belt space between the curb and the sidewalk. He notices that there is a lot of deterioration, thatch build up, erosion. There has not been any maintenance on the greenbelts as far as excavation or digging, nothing which regulates the maintenance on the greenbelt space. I am proposing a study area, a low density neighborhood but a lot of people go near the neighborhood. The IAA on Archibald Street gets a lot of traffic from North Street, there is a lot activity in the area. The current conditions of the greenbelt encroaches everything else and it kind of slots over in time. The crosswalks intersect and the crosswalk needs special attention with pooling at the crosswalk. I think we need to catalog the zones, make a master plan and complete streets. I would like to propose this to the public, get feedback, have Parks and Recreation, Megan Moir, Friends of Burlington

Gardening, get tree belt back. CCTA might get involved. I would like to see work completed by citizens but want to also make sure that it's done safely.

Commissioner Overby thinks this is a great idea. Would like to take green belt areas below the level of the sidewalk and bring in some top soil. Some of the sidewalk drainage issues causing water ponding on sidewalk might prove to be alleviated by this treatment of the greenbelts.

ITEM 10 – CHAMPLAIN PARKWAY UPDATE

(Norman Baldwin, Assistant Director Technical Services & David Allerton, Public Works Engineer)

Norm Baldwin advised that a cover memo has been provided about where we are at and who is doing what. The Act 250 Appeals are ongoing. Technical elements of moving project forward based on the changes that happened in the recent past, the last few years.

ACT 250 – We are in the process of getting elements in place to get permit – storm water construction permit which is about erosion protection, sediment control. How do we contain sediment and dirt within the limits of the project so it protect quality. This permit has to be in place before they issue the permit. We are under the process of appeal by four appellants. The attorneys who are specifically working for 250 are working and negotiating with the appellants to see if an agreement can be made. We are also proceeding through court process itself. We're advancing the project specifically what we call Contract 6, Lakeside north to Main Street. Contract 1 and 2 were designed but needs some revisions because current standards have changed since original development of design. The idea is to bring all segments – 1, 2 and 6 to same standard of design and advance it as one large contract. Contract 6 is in preliminary design. We are beginning to have some survey work done and are slowly advancing in technical elements for Champlain Parkway.

Some issues within the corridor north of Lakeside to Main Street are rail spur issues and property rights that need to be addressed. There is not a lot to share in terms of design and in terms of Contract 6. When we have something we'll share that information. A copy of the schedule has been given and that is reflective of my comments.

Commissioner Archambeau asked why a Vermont based company was not hired for the work and Steve explained that they were hired by the state when the state had the project. There was a question on whether Maple Street and King Street were on the plan to go on up through these intersections versus running through the back of Curtis Lumber. Norm explained the city's original design was to go through the old street department yard but there were issues that limited that ability. State said we cannot do that subdividing on an historic district which needs to be protected. The state has dictated by that process an alternative to go to Main Street which is how we got to where we are today. This design has merit but we are trying to limit the impact in the area. The parallel track the city is using a rail enterprise project which is divorced of this process. I think we all want to do the best we can for that neighborhood. We need to advance on both projects.

Commissioner Conger asked where in the process do we look at these intersections and where we obviously know when does the conversation about roundabout occur? Norm explained there on curb cut on the west side of our property it's across the intersection and that had been some of our issues in the past. I think we resolved that through some operational analysis done by Cloth Harbor.

Commissioner Overby asked if everything is stalled on dealing with the Pine Street Barge Canal as far as the hazardous waste site. Is that not going to be pursued ever?

Steve explained that remediation has been done and more work needs to be done with that. He believes the Champlain Parkway will never go through there. There will always be the risk of any kind of structure in there that might disrupt whatever mediation was done. The problem is that the so called responsible parties have no interest in seeing anything go in there that might disrupt what they've put in and cause further. The issues are insurmountable.

Commissioner Hopkins asked if there has been any thinking done about what happens after Pine Street between Lakeside and south carries a good amount of load that it would in the future, might next be various reconfigurations and changed in traffic flow through the whole south end. Has anybody done any of the work to see what that future looks like?

Steve advised the reason for that part of the road is to return that to a more residential nature. Norm stated there was a lot of commercial traffic out of that neighborhood. Steve said the area upper left that Industrial Avenue in Burlington this is designed to get traffic from Shelburne Road and interstate down to that are without going through neighborhoods.

Jason from Local Motion acknowledge the improvement that Public Works has made to the design over the last few years. The key issue is upper Pine which will bear more, how traffic is managed. Traffic slower and continuous or more welcoming for people. Shared use of path has been added to the design. The project has been pared down to affordability. We are limited to what cooperative agreement and what state has allowed us for scope of project. We are pushing limits and bounds of what we can get out of this project to make it more attractive; well-designed roadway that people can be proud of. The state has adopted the concept of complete streets but we have this road to affordability so we're challenging the state with what is the approach if we've got road to affordability project versus complete streets concept that you're obligated to. We'll be working with state to figure it all out. We want to get everything out of this project that people will like it.

Steve stated that Jason mentioned the shared use path the project will not happen without that. Other amenities with the state to make road projects bare bone they're trying to stretch their money as far as they can. We want a road that works for us and has the amenities we need and we want it to be a complete street. Shared use path is something we're one hundred percent committed to. The complications that is causing now are huge. The issues have come up about rail spurs that no one knows how to deal with. That path will remain in the project and the State supports that piece.

ITEM 11 – CHAMPLAIN COLLEGE PARKING PROPOSAL

(Norman Baldwin, Assistant Director Technical Services, John Caulo & Beth Isler)

Norm presented to the commission what Champlain College is trying to do with an agreement with the city as it relates to transportation parking management near the campus area and how it affects neighborhoods adjacent to them. There are more satellite sites available for parking. Champlain College is here to present a proposal that is the next stage in evolution of their parking management plan.

Beth Isler stated that a master plan was made in 2007 and as it has been planned out we need to manage the parking to support build out and making sure we're absorbing the campus parking demand and not letting it spill out. The bottom line of transportation piece that is in place and development to support the master plan is that we would like the short term parking to be able to park close to their residence at the core campus but anyone who needs to park all day park off site down here at Lakeside, the Gilbane lot and the side of the building that Champlain has across the street.

We now have semester long permits, zone system, on street parking adjacent to campus has fallen under that management system. So even though they are public on street spaces the campus has been managing

these we want to hear from you how to move forward now that this new plan is proposing that the college not manage those spaces. How does the city want to manage them?

The current parking system for the college are zoned system, faculty, staff and students purchase semester long permits each semester and they are assigned to a zone. On street parking falls under that management system which creates some issues sometimes. Any member of the general public can park in those spaces but Champlain affiliate make sure you have a permit otherwise you get ticketed by the college.

Core campus parking there is plenty to accommodate the campuses demands as well as the offsite spaces based on annual parking counts that we do and survey data from CATMA. We estimate campus parking demand to be between 463 and 578 vehicles at the peak of the week. Core campus and off site campus together there's an inventory of 871 spaces which can accommodate the demand and does not include on street parking. Moving forward we look at the full campus master plan looking forward to 2020 and replaced with building and facilities we expect there will be plenty of parking to accommodate the demands.

The user groups that John mentioned we get daytime commuting students who are coming in for a class or so, part time faculty staff short-term parkers we expect to be 99 cars. In 2020 there will be almost 200 parking spaces at the core to accommodate that demand, long term parkers who will be on campus all day long and residential students will be expected to park here at the Gilbane and we expect there to be about 478 of them and there's nearly 478 parking spaces down here. Bottom line is there is a total of 660 parking spaces in 2020 and the demand at that point will be less. Campus will be able to accommodate it without on street parking. We count the number of cars with Champlain permits, top number is actual cars that have stickers in each area. Some places are not heavily used by the college.

There was a question on who else would park there? Maple Street people have been seen getting out of their car in the morning and are working at either UVM or Medical Center. On street parking is being used but not by Champlain College. Most Champlain people are parking in the off street lots either down here or at the core campus. 34 people were parking on the street that consistent after a few years. Core lots less than 85% full.

John stated that we are asking employees to park for free a mile and a half from campus, providing shuttle. We are proposing we're going to treat both of those conditions the on street and off street the same no relative advantage parking on street or off street. We are selecting Maple Street between Willard and Summit and Willard between Main Street and Tower Terrace which is most heavily used by the college.

Beth continued stating in that there were several options for how to manage those spaces, meters, multi space meters, time limits. Some streets have both meter and residential parking on the streets to show that parking is not an entity. This could be a win, win for both the city and college. This will help neighbors as increasing turnover of parking spaces in front of their houses. If managed with time limits or meters and working with staff discussed how it can fulfill the intent of a management strategy that works for the neighborhood and college. Revenue opportunity if the meters are put in, could test the new meters.

John stated that Champlain College is willing to absorb the initial capital cost of the meters. The revenue from the meters would pay down the cost and at that point all revenue accrues to the city.

Beth stated the benefit to the college in terms of it's not managing a public asset, shorter time limits increase turnover and therefore capacity and more convenient. Definitely some unknown. How would this impact the neighborhood? Suggesting a pilot test for a couple blocks to see. I don't expect it to impact Champlain since not many park there but for people parking there we want to know where does it

put them. How do they react to it. John stated that UVM will have to feed either the meter or find another site. Summit Street is residential parking at least from Maple Street south. We can't say no impacts. Beth stated by doing a couple of small segments we can test it out. We're proposing the city managing on street parking on South Willard. This is a total of 75 spaces. The estimate of cost in terms of initial meter cost and their total annual operations maintenance and depending on the assumptions and how meters are used what the annual revenue might be. The college is hoping to phase in new parking this summer. We're hoping if you're agreeable to the pilot program that the wheels could start turning immediately. We think it would be good to focus on small incremental steps, monitor response and see how things are going. Make sure enough public outreach to be transparent.

Commissioner Porter stated what will happen the parking will migrate. If you have dollar parking, unless you do 8 hour parking on street to allow those UVM people to park their nobody will park there so now you have unused parking because they're going to migrate as far as they can to get the free parking space. My concern is college parking is encroaching on residential area it goes to resident only parking. Fear if you put meters in there is that nobody is going to park there.

Norm Baldwin stated that we share the concern but thinks we need to think about how we manage parking and try different things as opposed to continuing on the same course of action we have. I would not disagree that residence parking is not the best solution so we're looking for alternative solutions. The idea of putting a meter in place as opposed to a residential restriction is much better approach no matter what direction we go we cannot have parking inventory within a system where there is so much activity because we're not doing anybody justice because we're not creating any turnover, we're not creating any useful space it's just occupied all day as a commuter lot. Those commuters need to be pushed into a system somewhere else where it's more appropriate. I share the concern about pushing these cars further out but we're talking about a very finite inventory that we're referencing for meters. If these meters are absolutely not being used then we've identified that this approach is not working. My belief is that if there is no one parking there we need to maybe change the duration of the meters and try different things.

Commissioner Porter stated the test bed especially if you use some technology up there that we haven't considered so from the concept of Champlain being so gracious allowing it to be a test bed I really love that idea with minimal impact to people using the downtown area.

John stated there will be a fair amount of Champlain short term parkers that currently are not parking on Maple or Willard that now will just because we've shifted a lot of the parking spaces down here. I think there is going to be a demand for with a fair amount of turn over. So from an employee standpoint you're going to have seven potential parking spaces for employees or students for short term. How many are going to be under parking meters on campus.

Beth stated 194 parking spaces at the core campus by the time it's all built out. We're anticipating for Fall 2013 kind of phasing it in for the campus to get people on board and let them digest it. This initial phase we expect 90 meters on campus and the rest would be continuation of the permit system to kind of ease them into it.

John stated that we want to see the parking spaces filled. We are going into new ground, we are seeing how this behavior is going to play out. He is confident that these term meters we've got the demands for parking. I feel relatively that for those lots that we're going to do and with regard to the on street spaces if it doesn't work Plan B will take the meters and put them in another lot.

Norm stated that they can change those but they need to continue with their shuttle service to make it an attractive opportunity for their employees who are parking long terms. We need to stick with short duration for those to address the needs of the campus, so called commuter there for one class and that's it.

Long term parkers need to be in the shuttle system. The only way that will be successful is to have a turn around. I have confidence that the system that exists today is really a good system, there will be probably tweaking of the duration of the meters.

Commissioner Archambeau asked if the survey that was completed the count of Champlain people versus space are all the other spaces filled. You have a car and a total number of spaces are the rest of the spaces filled with non-Champlain College cars. Beth stated that somewhat anecdotally but we didn't count those but they typically, I've always seen parked cars in there.

Commissioner Overby asked if the meters were going to work for just a certain time period or 24 hours and what is the plan for somebody to enforce and check?

Norm stated he suggested that we stay consistent with 8 to 6 is our meter duration because that's the most active time of campus. Beyond that it's free and available.

John stated that the off street lots the college manages is a little shorter duration. John King is aware of this and is prepared to support the enforcement.

Commissioner Archambeau stated that it sounded like they wanted a decision and stated he didn't know if that would work as there were some questions such as what is UVM's parking plan? What's the background to you guys managing streets around where you guys are now? What do neighbors want? What is staff's recommendation for this whole thing. You did present other alternatives what did that look like? How often does the shuttle run?

Norm stated a lot of these things were answered at the last presentation. (Norm explaining the parking plan.) John stated there was a parking and transportation plan that is very well detailed and looks at from an institutional perspective and addresses a lot of those. Really what we are engaging the commission on tonight is just how do we manage those spaces that are in public right of way adjacent to the college. That's really it. We feel pretty comfortable that we've done our homework and we've got the data to back up the plan that we've developed makes sense and it supports the goals of the master plan. Norm gave an overview of the master plan

Norm stated that they would like the commission vote tonight of support in this proposal but we respect the commission need to deliberate, consider and to process. We would like to have a sense from you on what direction you want to go. If you're prepared to vote that would be great.

John stated that their timeline is that when students and faculty come back from summer break they want this in place. Our communications to the faculty and staff our community internally is this parking plan we're putting into play in terms of long term down here and short term convenience up there in terms of off street. It just seems to make sense that the spaces we're talking about here on Willard Street and Maple Street we put them into play at the same time.

Commissioner Archambeau stated that he did not think there was any way he could vote in favor of this at the time being as one he was unprepared and not knowing what the concerns are of the people around you.

Commissioner Lavery stated he didn't see any reason to take a formal action on this tonight given the timeframe and stuff like that. The fact we didn't have all this information and didn't know what we would be asked. So it would make more sense for us to take a little more time to think about this and deliberate on it. Tiki for your benefit I think it was the November meeting.

Commissioner Overby asked for clarification on the core campus map for 2020. It appears the plan is to remove three parking lots to make room for the building, the end result being only 194 core campus parking spaces left. What do you have now for the core campus parking spaces and what is going away to get to that 194?

Beth stated now there are 305 parking spaces now and a 99 space lot has already closed for construction. John stated we're to be starting as you come up Maple Street before you get to Willard on the north side there is a 99 space lot and where there is going to be two new dormitories constructed is going to be started in April. The next parking lot to be closed is between Hauke Family Center and Bater Hall that's going to be an expansion for Creative Media/Communications building. That's a fully permitted building it is just waiting for fundraising.

Norm stated the city's rates are what UVM's rate is now. I think we don't want to be inconsistent in our approach for rates for meters but it's something worth considering and thinking about.

Commissioner Conger stated the pilot project was the multi meter installations. Doesn't this seem like a great Segway into some of the BTV recommendations for some sort of improved technology in our on street parking, metering. This is the kind of technology you want in Burlington just to have that flexibility to charge what we want to charge. With Champlain volunteering to capitalize I see that as part of a win project.

Commissioner Porter asked if resident parking isn't working why everything can be metered. I want to make sure our hand isn't forced on this. We had no intention of putting metered parking on Prospect, which is even closer to UVM. We want to make sure this is considered just a BETA so these requests don't keep coming to us and other people think this is a solution to some of the other parking woes.

John stated they were drawn because this was such a unique position unlike Prospect Street or public streets that are adjacent to other institutional neighbors. This is somewhat unique and the evolution of this agreement between the city and the college ended up managing parking in the public right of way. These are managed spaces now I think we're saying let's make them more consistent.

Norm stated that there needs to be some form of management parking. This is part of that experiment Commissioner Overby stated that adding the meters in Champlain's lot will mean street meters will need to be added to keep the cost of parking on street in the area comparable to the campus metered lot charges. I'm fine with a temporary pilot. We as a Commission have talked about parking planning and eventually trying to reduce the use of vehicles. With future technology the cost of parking will be dynamically going to be affected by the time of day, location and convenience. A mechanism similar to EZ Pass accounts likely will be used to debit parking charges at different rates for spaces in different locations at different times of the day. There was a question about the depreciation on those meters and Beth stated she would look into it.

Steve stated there would have to be an ordinance to change to metered parking.

ITEM 12 – SIDEWALK PROJECT UPDATES

(Guillermo Gomez, Public Works Engineer)

Steve stated that here are some updates on projects that are going to be constructed this summer. Edmunds School midblock crossing, sidewalk on Colchester Avenue up near cemetery and Flynn Avenue project. Edmunds project will begin sometime in April and the others shortly after. Flynn Avenue is the farthest out and hopefully we will have time to do. Guillermo Gomez is the head of these projects.

Guillermo stated that these projects are all federally funded and are all managed through VTRANS. We have to develop a conceptual design, open it to public for comments, prepare environmental documents and have it reviewed by VTRANS. There were no issues and we will implement whatever comments they have on the plans, finalize bidding documents or the application. We are ensuring our crews for construction.

For Flynn, Lamore and Dickinson was hired to do the design for this project. Tasks are completed and related to the conceptual development which is a topographic survey, document existing conditions. Plans have been submitted to the state. Plans are available for the public to view. Environmental review has been going on for a while, there are some comments that VTrans has had and we are currently addressing the comments right now. Once we receive their endorsement on the design we will finalize the plans. Have to have the right of way clearance which should not be an issue as the work is in the city's right of way. We are trying to do the work with our own crews so we won't have to go through the bidding process. We are at the mercy of VTrans review schedule. Steve stated he was hoping that sometime in May we'd undertake this.

Colchester Avenue 500 feet of sidewalk adjacent to the Green Mountain Cemetery will be added. The retaining wall for the slope coming down the cemetery building into the road, new curb, greenbelt and five feet of sidewalk. The conceptual plans are completed and in the packet. Beginning the environmental review the same steps will be taken as Flynn Avenue and Main Street.

Commissioner Conger asked if there were any further development in the corridor in terms of bicycle lanes. It was explained that our agreement with the state we are limited to what we can do here so. We are planning to not preclude any kind of further development. It is still above what the curb needs to be so if we wanted to we could redesign the center line.

Main Street – the lighting design is back from BED. There is a bus pull out that we are planning to fill in because once we have the bump out there is an empty space which potentially could be a greenbelt or a rain garden that could help with the drainage. The city is also installing we are relocating the crosswalk on the right next to the horseshoe driveway in front of Edmunds School, removing it and creating bump outs to narrow the distance that pedestrians have to cross and providing some additional safety features. Installing some pedestrian lighting, not shown here because I just got the plans recently. Installing rapid flashing beacons at this corner and with the new lighting should increase the awareness for pedestrians in crosswalks. We will also provide benches for people to rest on while walking up Main Street. This meets some of the complete streets criteria.

Commissioner Conger raised questions about the stamped detail. Seen it on Mansfield Avenue seems to be the new treatment. Steve Goodkind advised that sometimes it doesn't seem like the stamp texture will hold up, seems to be very effective when deteriorated in controlling traffic and slowing things down. Commissioner Conger stated it wears quickly and seems unattractive.

There was a question about if this was the final design. Steve advised that there was an old historic tree in that area and a hedge that was overgrown and they were going to cut to put the sidewalk in but yes the final design is set.

Norm Baldwin advised that he has gone to the ADA accessibility meetings and they approached Norm about another sidewalk where the hedge was adjacent to the sidewalk and was encroaching on the sidewalk and where her son was handicap the boy had a disability and couldn't get down the sidewalk. When we have vegetation that are at the end of the sidewalk it makes it impossible for someone who has some sort of disability to make good use of that sidewalk so I understand peoples concerns about the

beautification of their house but these are real issues for people who are trying to use the sidewalk for intents and purpose.

Commissioner Overby wants to make sure there are no issues with storm water runoff and hitting the design. Steve Goodkind stated the designers have looked at that and they don't believe so.

ITEM 13 – ORDINANCE CHANGE PROPOSAL: APPEAL HEARING

(Nate Lavery, DPW Commissioner)

ORDINANCE CHANGE PROPOSAL

Commissioner Lavery wanted to appeal hearing 88, Burlington Code second part highlighted referring to appellant requested appeal. Shall meet upon notice with chairperson within ten days of the filing of the notice of appeal. Looking at that realizing we only meet monthly there could have been a situation when someone asked us to hold a special meeting just for the purposes of hearing an appeal. I am suggesting we change the ordinance so instead of saying ten days it says 30 days which means that by and large we will always be able to incorporate those appeals into our regular meetings so we won't have to have special meeting and try to get a quorum. My idea is where it says ten we insert the word thirty and for the number "10" we insert the number #30. We can discuss it but if folks come to the conclusion that it's a good idea then I would contact Gene Bergman and ask him to draft up what the ordinance change would look like and then at the next meeting we could actually formally see it.

Commissioner Porter stated he thinks it should be longer. He thinks it should be 89 days at least. We're not going to impact the meeting already scheduled.

Commissioner Lavery stated that a reasonable thing to suggest but at the same time concerned that we don't want to delay justice too long. We could maybe say sixty days. Obviously if it says within then we can get it at our very next meeting we can do that but sixty days is more practical.

Commissioner Porter stated 89 days would cover two meetings and cover a third so 89 days would cover two meeting out but not allow us to go to a third.

Commissioner Lavery stated that is something that folks want to conceptually advance an idea then I could bring it to Gene and ask him what allowances can be made in terms of how we word this because I'm not sure that a reference to a number of meetings appears in other places in the code so I'd be reluctant to start referencing a number of meetings but I'd be willing to raise that.

Steve Goodkind stated there might be something in there about the next regular meeting but your meetings are known a year out and every third Wednesday so it's a regularly scheduled meeting.

Commissioner Lavery stated that we have changed those to accommodate holidays. I don't want to make it complicated and I think it will help us if the change is minimal in terms of getting it to happen.

Commissioner Porter stated we have the ability within two meetings; we don't have the ability on a third.

Commissioner Lavery stated that he could go back to Gene and suggest that he draft something that attempts to account for two meetings that might be 45 days, that might be 60 days and there might be situations where that could cover three meetings if timing is right. Obviously our intent is to make sure that we can adhere to the ordinance in a way that doesn't create an undue burden on the volunteer board. There could be situations where we would want to hear it before our regular meeting depending on the

substance of the appeal. Commissioner Lavery stated if I put something forth do you mean to push as a commission what we think the members should do but I would suggest that before we vote on actually endorsing this we want to see the language. I think it will be fairly straight forward but for that reason I think yeah if you want to shoot for sixty and I'll say Gene we prefer to have sixty days unless you object. As long as we all understand the intent of what we're trying to accomplish. I think we can get something that's agreeable.

Commissioner Overby stated that she feels it should stay within one of the next two scheduled meetings.

Commissioner Porter stated he wouldn't mind thinking about this. The construction season is coming now, contracts are going to be awarded at the same time these other things are going to be taking place. We might run into scenarios where in two meetings we can't meet this.

Commissioner Hopkins stated that if we are in a situation that we should have a special meeting to hear the appeal and don't put appeal off for three months. If we're in a situation where someone isn't willing to say oh yeah it's not that urgent. If somebody needs to proceed on their building they want to be heard.

Commissioner Lavery stated he invited folks to e-mail him with additional ideas, comments or just to express the direction they want to move in. I will reach out to Gene and have him put one, maybe two options to get together for us to be included in our packet for the next meeting and then we can proceed.

ITEM 14 - MINUTES OF 1/16/13

Commissioner Porter moved to accept the Minutes as written; the motion was seconded. Unanimous approval.

ITEM 15 – DIRECTOR'S REPORT – CUSTOMER SERVICE UPDATE (Steven Goodkind, Director)

Steve stated there was an update to the Customer Service System. Steve advised it is moving forward. Scott Duckworth, the IT person is back and is helping us. We have activated module which sets completion times. Met with Katrina Driscoll from the Mayor's Office, Scott and I had her try to develop a connection application or link with the CClick fix. We are still working out the bugs for this. If we can get it connected with C Click Fix there will be public access sooner. It is a web based system.

Commissioner Archambeau had questions about the computer system.

Steve stated that he didn't feel this was not going to fail. He stated Scott Duckworth has time in it and is developing it, he is using things that are available. This system works now we're just trying to add modules to do even more.

Commissioner Overby asked if he is documenting how he puts in the code? Steve stated no we talked about that. Scott developed it and we said if he were to disappear for whatever reason where would we get that information from him?

ITEM 16 – COMMISSIONER COMMUNICATIONS

Commissioner Conger asked about the jersey barrier at the intersection of East Avenue and Colchester Avenue.

Steve advised that they are on the corner to keep the trucks from driving over corner. Not sure how long they will be there for this purpose.

Commissioner Conger stated the installation of the new lights at North Winooski and Archibald Street the timing worked. He had concerns about the lights blinking at ten at night and asked if it could be for later in the evening. The red if blinking for Archibald and yellow for North Winooski.

Steve advised the old signal did not flash and this is a new thing that we never did before. Commissioner Porter suggested maybe go double red blinking. Commissioner Conger stated that he was concerned about that because it is difficult to head east on Archibald.

Commissioner Lavery stated when travelling east you can't see north.

Commissioner Conger stated the pedestrian signals at the health center activate and the pedestrians already across the street before utilized. Somebody activates it and goes across when there is a break in traffic.

Steve advised that is a wide crossing and it will still go through the pedestrian phase. Push the button when the phase for the pedestrian comes around it's going to go through it. It will go through the cycle whether crossing or not.

Commissioner Archambeau stated there the parking lot behind the YMCA the sign that directs traffic one way. Steve advised there was a concern about which way traffic was going when the coop opened and the signs are widely ignored. He believes it was the coop's responsibility to put the sign in.

Commissioner Archambeau stated there was also an issue at the intersection of Spring Street and Intervale Avenue when turning from Spring Street left onto Intervale Avenue the sight lines are bad and you have to edge way out.

Steve advised there we will be doing some work on Cherry Street lining and relining the water pipe and sewer pipe in the downtown area.

Commissioner Porter stated the last planning meeting tabled non-downtown issues. They tabled our stuff until we have a joint meeting. Planning is trying to change minimum parking requirements per unit. Nick from DRB said parking waiver being applied and we need to get together on street loading zone. Commissioner Overby stated that there was a parking issue on Oak Street and Intervale Avenue. The greenbelt is skinny. She would like to find out the history and if anything can be addressed. She asked about a 15 minute parking sign. She also stated that the nice feature on the web site is being able to view the status of permits on your property.

ITEM 17 – ADJOURNMENT AND NEXT MEETING DATE

The next meeting of the DPW Commission will be held on Wednesday, March 20, 2013.

Commissioner Conger moved to adjourn at 10:43 p.m. Commissioner Conger seconded. All in favor

BURLINGTON PUBLIC WORKS COMMISSION MONTHLY MEETING

645 Pine Street

MINUTES – April 17, 2013

(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Tiki Archambeau, Matt Conger (Secretary), Asa Hopkins, Nathan Lavery (Chair), Solveig Overby and Mark Porter (Vice Chair)

Commissioner Lavery called the meeting to order at 6:35 p.m.

ITEM 1 – AGENDA

Commissioner Alberry asked that an item be added: Item 14.5 - Deliberative Session to Discuss the Dangerous Building Appeal (Item 11).

ITEM 2 – PUBLIC FORUM – No one came forward.

ITEM 3 – BATTERY STREET – ADD MOTORCYCLE PARKING

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet)

Commissioner Conger moved to accept staff recommendation that the Commissioner adopt the proposed motorcycle parking space on the east side of Battery Street just south of the entrance to the ICV building. Commissioner Archambeau seconded. The motion passed with 6 commissioners in favor, 1 (Commissioner Porter) opposed.

ITEM 4 – HANDY COURT PARKING REMOVAL REQUEST

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet)

DPW staff took another count and didn't find a significant difference in the first count. **Commissioner Archambeau** moved to accept staff recommendation that the Commission deny the request to further prohibit parking. Commissioner Hopkins seconded. Following City policy and applying parking guidelines to this request, further expansion of the existing parking restriction is not warranted. The Commission strongly encouraged Mr. Fleming to reach out to the resident who made the parking removal request, as soon as possible. Unanimously approved.

ITEM 5 – CHAMPLAIN COLLEGE ON-STREET METERED PARKING PROPOSAL

(Presentation by Beth Isler and John Caulo)

(Hard copies of the presentation were distributed to the Commission)

Champlain College: Beth Isler and John Caulo want to get input from the Commission and then proceed with outreach to surrounding neighborhoods about adding metered parking. As part of the College's Master plan adopted in 2007, new buildings are planned on the core campus surface parking lots. Because this will affect on-campus parking, the College plans to shift no-charge, long-term parking (half-day or longer) to remote sites (Lakeside/Gilbane) while the remaining core campus lots with greater than 80% occupancy will be preserved for metered, short-term parking (less than 3 hrs.). Other lots, within walking distance but further away, will serve those with campus permits.

Ms. Isler and Mr. Caulo are proposing a Pilot Test, with about 75 spaces in three blocks, used most by Champlain parkers (as determined and monitored by Champlain enforcement), dispersing the spaces throughout the city. De-installation of the Pilot: If it is not successful, depending on what Champlain's next move is and on the Commission's opinion, Champlain may place the meters on other areas throughout campus. Champlain would make the up-front equipment cost.

Commissioners request from Ms. Isler and Mr. Caulo before they give their recommendation:

- Input from the homeowners within a 2-3 block radius;
- Input from the vehicle-owners who park in the area (flyers on vehicles, "...in cooperation with the Department of Public Works...", or Front Porch Forum, e.g.);
- Numbers of full- and part-time students;
- Parameters of the Pilot Test: What data will be collected, and how? What is the impact on parking on blocks outside the core?
- Request a place on the May NPA agenda for Ward 6 in order to inform residents that Champlain College is in discussion about installing meters on the specific streets.

Ms. Isler and Mr. Caulo would like the Commission's recommendation as soon as possible, preferably this summer so that when the fall semester begins, the off-street parking lots can already be metered or re-zoned.

The Commission cannot make a decision at their May meeting, but Commissioner Lavery advocates working hard over the next few months while data is being collected, to come to a decision prior to the start of the fall semester.

ITEM 6 – FY'14 STREET RECONSTRUCTION PROGRAM – BID OPENING RESULTS

(Erin Demers, Public Works Engineer, Street Capital Program Manager)

(Refer to Commission packet)

Pike Industries came in as the lowest bidder (\$940,838). Ms. Demers is requesting the Commission's approval to begin the process of entering into a contract with Pike Industries. DPW would then proceed to the City Council Board of Finance for their approval. Ms. Demers was asked, for next year's presentation, to do the multiplication between the units and actual prices for the winning bid.

Commissioner Alberry moved to recommend approving Ms. Demers' recommendation to accept the low bid. Commissioner Porter seconded. Unanimously approved.

ITEM 7 – RESIDENT PARKING

(John King, L. Jones)

(Refer to Commission packet)

Mr. King is requesting that the Commission adopt the Ordinance - *Section 27. No parking except with resident parking permit* - as amended, feeling it addresses the two goals he was tasked with: 1) To better monitor the permits issued; and 2) Better control the guest passes being issued. The most significant change to the Ordinance is the authorization for Burlington Police Department (BPD) Parking Enforcement to create the rules to manage the program/to guide who gets permits. If the Commission adopts the amended Ordinance, then BPD would be authorized to make the rules.

Because this issue affects so many residents, Commissioner Lavery and Mr. King have agreed that public input is vital. Mr. King will:

- Continue outreach through NPA meetings (he is already on Ward 1 NPA's June agenda);
- Prepare an informational packet to hand out at the meetings;
- Contact City Attorney Eugene Bergman tomorrow for approval to switch the time limit for parking passes to three months;
- Contact Burlington Free Press' Mike Donoghue about writing a story about the proposed changes to the Ordinance;
- Reconsider the Commission' strong recommendation to include on the resident parking application, a place for the property owner's signature (as discussed at a previous Commission meeting).

ITEM 8 – COMMUNICATION AND BOARD APPOINTMENT PROCESS

(Steven Goodkind, Public Works Director)

(Refer to Commission packet)

The City Council resolved to engage in a pilot process for the June 2013 appointment of board members and commissioners. Director Goodkind recommended that the commissioners, whose terms are ending and are considering reapplying, read the document. Applications must be received by April 23rd.

ITEM 9 – OPERATION CLEAN SWEEP (Steven Goodkind, Public Works Director)

(Refer to Commission packet)

Operation Clean Sweep officially begins the evening of May 1st. Informational outreach included activation of parking ban lights, signage at the entrances to the City, press releases, placing warning flyers on vehicles the evening before that area is scheduled to be swept, etc. Sweeping, however, has already begun in order to get a jump on empty areas.

ITEM 10 – RENEWAL OF INSPECTION AGREEMENT WITH STATE OF VERMONT

(Steven Goodkind, Public Works Director)

(Refer to Commission packet)

The Commission had already agreed to renew/endorsed the Agreement; the actual text (no changes made) has been included in this month's packet for the commissioners' information.

ITEM 11 – 395 MANHATTAN DRIVE – DANGEROUS BUILDING APPEAL

(Appellant and Ned Holt, City Building Official)

(Refer to Commission packet)

- Mr. Holt and Mr. Norman Baldwin sent the Appellant (Chris Khamnei), via Certified Mail, a "Dangerous Building Inspection (Survey) Report and Order," with a deadline of June 1, 2013. Mr. Khamnei confirmed receiving the Order.
- Mr. Khamnei provided a photograph of the site addressing the security of the property.
- Mr. Khamnei appealed the Dangerous Building Inspection Order and asked that the hearing of the Appeal be postponed until the May Commission meeting. The Commission is to decide whether to delay the appeal.
- The construction site is secured from passersby, by a chain link fence as of today and the structure is under construction.

Commissioner Conger moved to proceed with tonight's hearing. Commissioner Porter seconded. The motion passed 4 – 3 (Commissioners Alberry, Hopkins and Overby opposed).

Mr. Holt reported briefly on the Order and submitted into evidence copies of the Building Permits issued for - and photos of - the site.

After requesting a brief recess, Mr. Khamnei presented his appeal case to overturn the Order:

- Item 3 of the Order: The building description is not accurate (feels it is not a structure or a building).
- Appealing that this hearing is of an untimely fashion.
- The materials on site are not part of the structure so the Order does not make sense.
- Requests that he be allowed to appeal to a higher court for results.

Also submitted into evidence: From Mr. Holt, a list of definitions; and from Mr. William Ward, Code Enforcement Director: a photo of the site taken on April 15th at 5:32 p.m.

ITEM 12 – MINUTES OF 2/20/13 AND 3/20/13

Minutes of 3/20: With the exception of the erroneous spelling of the “Walkable City” author Jeff Speck’s (*not Spech*) last name: **Commissioner Archambeau moved** to accept the Minutes; Commissioner Alberry seconded. Commissioner Porter did not vote because he was not at the March meeting.

Minutes of 2/20: Commissioners Archambeau and Overby request that *all* the amendments they submitted at the March meeting be included in their entirety; only a portion of their notes were included. The Commission also asked for consistency in titles (the commissioners be addressed as “Commissioner Porter,” for example, rather than “Mark.”) The Minutes will be added to the May meeting agenda.

ITEM 13 – DIRECTOR’S REPORT – CUSTOMER SERVICE REQUEST SYSTEM

(Steven Goodkind, Director)

Due to the lateness of the hour, Director Goodkind will defer the full report until the May meeting. The Customer Service Request System is being used and continues to be developed and refined.

The General Fund budget has been turned in to the CAO’s office.

Nicole Losch, Transportation Planner, e-mailed to the commissioners a Memorandum dated 4/15/13 from David Saladino, P.E., RSG, Inc., entitled, “Response to Questions on the Proposed Pearl/Prospect Intersection Pilot Improvements.” This item will be included in the May meeting agenda.

ITEM 14 – COMMISSIONER COMMUNICATIONS

Commissioner Hopkins: Timeline for swapping out human-for-automated pay stations (for credit card swipes) in addition to an attended booth for cash payments and troubleshooting.

Commissioners Overby and Porter: Nothing.

Commissioner Lavery: Received an e-mail from Phil Merrick expressing a number of concerns about downtown parking and will forward it to Director Goodkind.

Commissioner Alberry: Requests a temporary fix to the asphalt in the Pearl Street eastbound lane approaching Prospect Street (by the DeGoesbriand/UHC bldg.).

Commissioner Archambeau: Update from a recent NPA meeting for Wards 2 & 3 – a developer presented a project for the corner of Pearl and George Streets (near Bove's). Where there are currently 8 units, the developer is looking to put in 23 units, and budgeting less than one parking space/unit.

Commissioner Alberry moved to go into deliberative session to discuss Item 11, and then go into Executive Session to discuss Item 15, then officially adjourn. Commissioner Archambeau seconded. Unanimously approved. The public portion of the meeting ended at 10:30 p.m.

ITEM 14.5 – DELIBERATIVE SESSION TO DISCUSS THE DANGEROUS BUILDING APPEAL

ITEM 15 – EXECUTIVE SESSION: EVALUATION OF DEPARTMENT DIRECTOR

Commissioner Alberry moved for the Commission to go into deliberative session to discuss the appeal (Item 11), and then go into executive session to discuss the director's evaluation,

ITEM 15 – ADJOURNMENT AND NEXT MEETING DATE – 5/15/13

The next meeting of the DPW Commission is scheduled for May 15, 2013.