



**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: JUNE 12, 2013
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on June 19, 2013 at 6:30 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. North Ave Side of Street – Stop Sign Additions
3. Addition of Handicap Parking Space – Main St
4. S. Champlain St – Resident Parking Request
5. North Williams St – Add Resident Parking
6. Archibald St – Parking Removal
7. 200 Church St – Meter Time Change
8. Move Car Share on N. Winooski Ave to Opposite Side of Street
9. Project Selection for VTRANS/BikePed Grant
10. Minutes of 5/15/13 & 6/5/13

An Equal Opportunity Employer

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

MEMORANDUM

To: Amy Bovee, Clerks Office
From: Steve Goodkind, Director
Date: June 12, 2013
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **June 19, 2013**
Time: 6:30 – 9:00 p.m.
Place: 645 Pine Street – Main Conference Room

AGENDA

- | ITEM | |
|-------------|---|
| 1 | Agenda |
| 2 | 5 Min Public Forum |
| 3 | 30 Min Champlain College Parking Request |
| | 3.10 Presentation, J. Caulo & S. Rosenblum |
| | 3.20 Discussion |
| | 3.30 Decision |
| 4 | 20 Min North Ave Side of Street - Stop Sign Additions |
| | 4.10 Communication, J. Fleming |
| | 4.20 Discussion |
| | 4.30 Decision |
| 5 | 5 Min Addition of Handicap Parking Space – Main St |
| | 5.10 Communication, J. Fleming |
| | 5.20 Discussion |
| | 5.30 Decision |

- 6 20 Min S. Champlain St - Resident Parking Request
 - 6.10 Communication, J. Fleming
 - 6.20 Discussion
 - 6.30 Decision

- 7 20 Min North Williams St – Add Resident Parking
 - 7.10 Communication, J. Fleming
 - 7.20 Discussion
 - 7.30 Decision

- 8 10 Min Archibald St.- Parking Removal
 - 8.10 Communication, J. Fleming
 - 8.20 Discussion
 - 8.30 Decision

- 9 5 Min 200 Church St – Meter Time Change
 - 9.10 Communication, J. Fleming
 - 9.20 Discussion
 - 9.30 Decision

- 10 5 Min Move Car Share on N. Winooski Ave to Opposite Side of Street
 - 10.10 Communication, J. Fleming
 - 10.20 Discussion
 - 10.30 Decision

- 11 15 Min Project Selection for VTRANS/BikePed Grant
 - 11.10 Communication, N. Losch
 - 11.20 Discussion

- 12 5 Min Pearl/Prospect Intersection Updates
 - 12.10 Oral Communication, N. Losch
 - 12.20 Discussion
 - 12.30 Decision

- 13 15 Min Resident Parking Program Changes - Update
 - 13.10 Oral Communication, N. Lavery
 - 13.20 Discussion

- 14 Minutes of 5/15/13 & 6/5/13

- 15 5 Min Director’s Report

- 16 5 Min Commissioner Communications

- 17 10 Min Adjournment & Next Meeting Date – 7/17/2013



MEMORANDUM

June 19, 2013

TO: Public Works Commission
FROM: Joel Fleming
RE: North Avenue Side Street Stop Signs

Background:

Staff received a request from a resident for stop signs on all of the side streets that meet with North Avenue. There are a number of streets that meet with North Avenue that do not have any measure of control. North Avenue is an arterial roadway that flows north and south from the City's new north end to the downtown. North Avenue has an Average Annual Daily Traffic (AADT) of 13,700 vehicles at Leddy Park and lowers to an AADT of 6,400 vehicles at Star Farm Road.

Observations:

There are a total of 24 side streets on North Avenue south of Institute Road that currently do not have stop control. The MUTCD states that "At an intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law." In each of the 24 intersections the side street meets the criteria for "a less important road" and the "normal right-of-way rule" would not be expected to provide reasonable compliance when site distance is not clear when approaching the intersection. The speed limit on North Avenue is 30 mph and using the sight distance chart on VTRANs Standard B-71, the minimum intersection sight distance needed is 335 feet. None of these intersections have an intersection sight distance of 335 feet when approaching North Avenue.

Staff has visited each of the 24 intersections on North Avenue. Staff took a picture approximately 50-100 feet from North Avenue on each side street. This is supposed to show that one cannot approach the intersection and apply the "normal right-of-way rule" without having to

SA 6/12/13

stop before pulling out. According to the MUTCD this does not provide reasonable compliance with the ROW rule and warrants stop control at each minor street.

Conclusion:

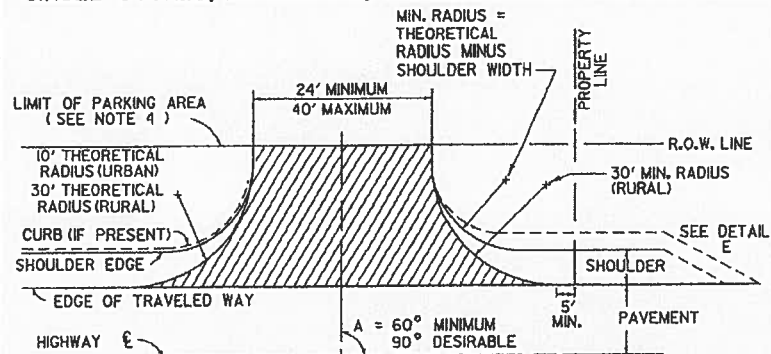
The MUTCD states that a stop sign is warranted at “an intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law.”

Recommendation:

Staff recommends that the commission adopt stop control at each of the following Side streets where they meet with North Avenue:

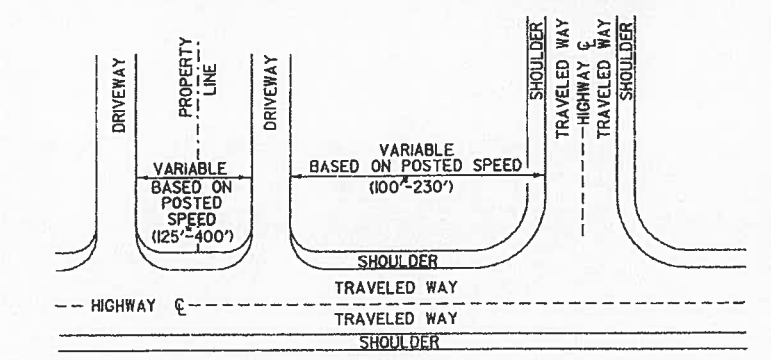
- North Cove Road
- Derway Drive
- Woods Street
- Morgan Street
- Dewey Drive
- Algrid Street
- Simms Street
- Pennington Drive
- Browe Court
- West Road
- Loaldo Drive
- Fairmount Place
- Birch Court
- Greene Acres Drive
- Cayuga Court
- Cross Parkway
- Edgemore Drive
- Woodlawn Road
- Gosse Court
- Dodds Court
- Poirier Place
- Leonard Road
- Lakewood Parkway
- Saratoga Avenue

DETAIL C TWO-WAY UNDIVIDED COMMERCIAL DRIVE FOR SINGLE STORES, BUSINESSES, SMALL HOUSING DEVELOPMENTS



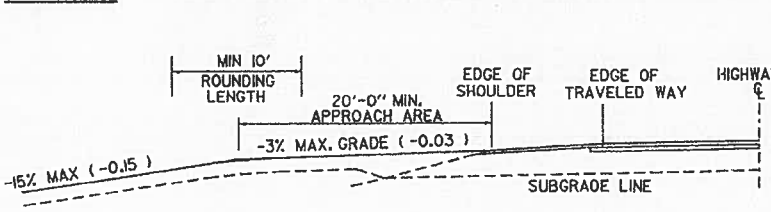
THIS DETAIL WILL ALSO APPLY TO COMMERCIAL SERVICE DRIVES, WHEN AUTHORIZED, HAVING A MAXIMUM WIDTH OF 20'. THE SERVICE DRIVE WILL HAVE A "SERVICE VEHICLES ONLY" SIGN PLACED AT THE HIGHWAY ROW LINE. SIGN SHALL BE 18" X 24" AS PRESCRIBED IN THE "STANDARD HIGHWAY SIGNS BOOK", A SUPPLEMENTAL PUBLICATION TO MUTCD.

DETAIL F MINIMUM HORIZONTAL SEPARATION BETWEEN DRIVEWAYS AND INTERSECTING SIDEROADS



* MINIMUM UNLESS NO OTHER REASONABLE ACCESS IS AVAILABLE AND PRIOR APPROVAL IS GRANTED BY THE VAOT ITEMS SUCH AS TRAFFIC SIGNALS, HIGH TRAFFIC VOLUMES, OR FUNCTIONAL CLASS OF HIGHWAY SHOULD BE CONSIDERED WHEN DETERMINING APPROPRIATE SEPARATION DISTANCE. WHEN CURRENT RECOMMENDED SEPARATION DISTANCE CANNOT BE OBTAINED RESTRICTION OF TURNING MOVEMENTS MAY BE REQUIRED.

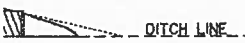
DETAIL I PROFILE OF DRIVE INTERSECTION (FILL SECTION)



IF PAVED DRIVE SURFACE WITH 2" BITUMINOUS CONCRETE PAVEMENT.
IF GRAVEL DRIVE SURFACE WITH 3" AGGREGATE SURFACE COURSE.

SEE DRIVE SIDE SLOPES TABLE

DRIVE SIDE SLOPES	
LOCATION OF SLOPE	SLOPE RATE
V > 40 MPH	1:6 OR FLATTER
URBAN AREAS, OR V ≤ 40 MPH	1:4 DESIRABLE 1:2 ALLOWABLE
OUTSIDE CLEAR ZONE	1:2 OR FLATTER



NOTES:

- THIS SHEET IS INTENDED FOR USE BY DESIGNERS ON HIGHWAY PROJECTS AND IN CONJUNCTION WITH A PERMIT FOR WORK WITHIN HIGHWAY RIGHTS OF WAY (FORM TA 210). ALL CONSTRUCTION REQUIRED BY THE PERMIT AND INDICATED ON THIS SHEET SHALL BE THE RESPONSIBILITY OF THE APPLICANT AND IS SUBJECT TO THE APPROVAL OF THE VT. AGENCY OF TRANSPORTATION. WHEN USED WITH THE PLANS FOR A HIGHWAY CONSTRUCTION PROJECT, THIS SHEET IS INTENDED TO BE A GUIDE FOR THE DESIGNER CONCERNING DRIVE WIDTHS, HORIZONTAL, VERTICAL AND GEOMETRIC CHARACTERISTICS.
- ALL COMMERCIAL DRIVES SHALL BE PAVED FROM THE EDGE OF THE TRAVELED WAY TO THE HIGHWAY RIGHT-OF-WAY, TO THE FARTHEST POINT OF CURVATURE ON THE DRIVEWAY EDGE OR AS DIRECTED BY THE DISTRICT TRANSPORTATION ADMINISTRATOR. THIS PAVING IS INDICATED IN DETAILS (B THRU E) BY HATCHING.
- DEPTH OF SUBBASE AND PAVEMENT TO BE THE SAME AS HIGHWAY OR AS SHOWN IN DETAIL J WITHIN THE LIMITS OF THE HIGHWAY RIGHT-OF-WAY.
- VEHICULAR ACCESS FROM PARKING AREAS TO THE RIGHT-OF-WAY AT OTHER THAN APPROVED ACCESS POINTS WILL BE PREVENTED BY THE CONSTRUCTION OF CURBING OR OTHER SUITABLE PHYSICAL BARRIER.
- IF CURB IS PRESENT, SEE APPROPRIATE CURB DETAIL STANDARD OR MATCH TOWN/CITY STANDARD CURB TREATMENT.
- WHERE TRAFFIC VOLUME FOR A PROJECT IS SUBSTANTIAL THE AGENCY MAY REQUIRE SPECIAL LANES FOR TURNING, SIGNALS OR OTHER MODIFICATIONS. BASED ON TRAFFIC STUDIES THE AGENCY WILL DETERMINE SPECIFIC TREATMENT TO BE USED. ON DEVELOPER PROJECTS THE AGENCY WILL WORK WITH THE APPLICANT TO IMPLEMENT CHANGES TO THE STATE HIGHWAY.
- CIRCULAR DRAINAGE CULVERTS UNDER DRIVES SHALL HAVE A MINIMUM INSIDE DIAMETER (I.D.) OF 15". PIPE ARCHES USED UNDER DRIVES SHALL HAVE A MINIMUM INSIDE CROSS-SECTIONAL AREA EQUIVALENT TO THAT PROVIDED BY A 15" CIRCULAR PIPE.
- THE OFFSET BETWEEN THE PROPERTY LINE AND THE EDGE OF THE DRIVEWAY MAY BE GOVERNED BY LOCAL ZONING LAWS. DRIVEWAY WIDTH RESTRICTIONS SHOWN PERTAIN ONLY TO THE AREA WITHIN THE HIGHWAY R.O.W. OR THE END OF THE TURNING RADIUS WHICHEVER IS GREATEST.
- DRIVEWAY GRADES STEEPER THAN THOSE SHOWN MAY BE ALLOWED AS LONG AS A 20' APPROACH AREA IS ACHIEVED FOR THE VEHICLE TO PAUSE BEFORE ENTERING THE HIGHWAY. (WHERE CURB & SIDEWALKS EXIST, SEE STANDARDS C-2A & C-2B)
- INTERSECTION SIGHT DISTANCES, EQUAL TO OR GREATER THAN THOSE SHOWN BELOW, SHOULD BE PROVIDED IN BOTH DIRECTIONS FOR ALL DRIVES ENTERING ON PUBLIC HIGHWAYS, UNLESS OTHERWISE APPROVED BY THE AGENCY OF TRANSPORTATION. INTERSECTION SIGHT DISTANCE IS MEASURED FROM A POINT ON THE DRIVE AT LEAST 15 FEET FROM THE EDGE OF TRAVELED WAY OF THE ADJACENT ROADWAY AND MEASURED FROM A HEIGHT OF EYE OF 3.5 FEET ON THE DRIVE TO A HEIGHT OF 3.50 FEET ON THE ROADWAY.

SIGHT DISTANCE CHART

POSTED SPEED OR DESIGN SPEED (M.P.H.)	MINIMUM STOPPING SIGHT DISTANCE (FT)	MINIMUM INTERSECTION SIGHT DISTANCE (FT)
25	155	280
30	200	335
35	250	390
40	305	445
45	360	500
50	425	555
55	495	610
60	570	665
65	645	720

THE ABOVE VALUES ARE TAKEN FROM THE 2004 AASHTO "A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS & STREETS."

NOTE: ADVANCE WARNING SIGNS WILL BE REQUIRED IF OBTAINABLE INTERSECTION SIGHT DISTANCES ARE BELOW MINIMUM STOPPING SIGHT DISTANCES.

THE CHART IS ENTERED TO SELECT DESIGN VALUES BASED ON THE POSTED SPEED LIMIT IN MPH. VALUES FOR DESIGN ARE CALCULATED BASED ON THE DESIGN SPEED IN MPH.

* ASSUMES A GAP OF 7.5 SECONDS IN THE TRAFFIC STREAM ON THE HIGHWAY MAINLINE BASED ON THE HIGHWAY DESIGN SPEED IN MPH. THIS ALLOWS A STOPPED PASSENGER VEHICLE TO ENTER THE MAINLINE FROM THE DRIVE WITHOUT UNDULY INTERFERING WITH THE HIGHWAY OPERATIONS.

FOR RESIDENTIAL AND COMMERCIAL DRIVES



STANDARD B-71

parking of motor vehicles...signs indicating the special regulations must be conspicuously posted in and near all areas affected."

Engineering judgment should be used in the determination whether vehicles are required to stop or yield at an intersection approach. The MUTCD has recommendations on when stop or yield signs should be considered, in Section 2B.04:

Section 2B.04 Right-of-Way at Intersections

Support:

01 State or local laws written in accordance with the "Uniform Vehicle Code" (see Section 1A.11) establish the right-of-way rule at intersections having no regulatory traffic control signs such that the driver of a vehicle approaching an intersection must yield the right-of-way to any vehicle or pedestrian already in the intersection.

When two vehicles approach an intersection from different streets or highways at approximately the same time, the right-of-way rule requires the driver of the vehicle on the left to yield the right-of-way to the vehicle on the right. The right-of-way can be modified at through streets or highways by placing YIELD (R1-2) signs (see Sections 2B.08 and 2B.09) or STOP (R1-1) signs (see Sections 2B.05 through 2B.07) on one or more approaches.

Guidance:

02 *Engineering judgment should be used to establish intersection control. The following factors should be considered:*

- A. Vehicular, bicycle, and pedestrian traffic volumes on all approaches;*
- B. Number and angle of approaches;*
- C. Approach speeds;*
- D. Sight distance available on each approach; and*
- E. Reported crash experience.*

03 *YIELD or STOP signs should be used at an intersection if one or more of the following conditions exist:*

- A. An intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;*
- B. A street entering a designated through highway or street; and/or*
- C. An unsignalized intersection in a signalized area.*

04 *In addition, the use of YIELD or STOP signs should be considered at the intersection of two minor streets or local roads where the intersection has more than three approaches and where one or more of the following conditions exist:*

- A. The combined vehicular, bicycle, and pedestrian volume entering the intersection from all approaches averages more than 2,000 units per day;*
- B. The ability to see conflicting traffic on an approach is not sufficient to allow a road user to stop or yield in compliance with the normal right-of-way rule if such stopping or yielding is necessary; and/or*
- C. Crash records indicate that five or more crashes that involve the failure to yield the right-of-way at the intersection under the normal right-of-way rule have been reported within a 3-year period, or that three or more such crashes have been reported within a 2-year period.*

Amy L. Gamble, PE
Traffic Operations Engineer
(802) 828-1055
(802) 828-2437 fax

Joel Fleming

From: William Burns
Sent: Monday, May 13, 2013 2:42 PM
To: Joel Fleming
Subject: RE: North Avenue Stop Signs

Hi Joel, about \$197.00 per Stop Sign and pole or \$4925.00 for 25 signs and poles. Painting \$78.13 per Stop Bar painting. Or \$1953.25 for 25 Stop Bars every year. Hope this is what you want!

Billy

William P. Burns
Traffic Foreman
Crossing Guard Supervisor
645 Pine Street
Burlington, VT 05401
(802) 863-6351 Work
(802) 863-0466 Fax

From: Joel Fleming
Sent: Monday, May 13, 2013 11:56 AM
To: William Burns
Subject: North Avenue Stop Signs

Billy,

I don't know if you are aware of the 25 requests for stop signs on side streets into North Avenue but I have started to work on this item for the next commission meeting. I was hoping you could get me an estimate on how much this many signs will cost and then the yearly cost to paint stop bars after.

Thanks,

Joel

Joel Fleming, E.I.T
Engineering Technician
Burlington Public Works
645 Pine St.
Burlington VT. 05401

Phone: (802)8655832
Fax: (802)8630466
Email: jfleming@ci.burlington.vt.us

Joel Fleming

From: Norm Baldwin <nbaldwin@ci.burlington.vt.us>
Sent: Tuesday, November 01, 2011 1:22 PM
To: Joel Fleming
Subject: FW: Stop/yield signs required

fyi

From: Fowler, Mike [<mailto:Mike.Fowler@state.vt.us>]
Sent: Friday, October 21, 2011 1:32 PM
To: Norm Baldwin
Cc: Norton, Dale; Gamble, Amy
Subject: FW: Stop/yield signs required

Norm – I think it is pretty clear below what the State's position has to be on the idea of not putting stop signs in where a stop condition is required.

Please do not hesitate to let us know if you have any questions.

Thanks,
Michael J Fowler, PE
Pavement Management Engineer
VTrans - Highway Safety & Design
Pavement Management Unit
1 National Life Drive
Montpelier, VT 05633-5001

Tel: (802) 828-0160
Fax: (802) 828-5330

From: Gamble, Amy
Sent: Thursday, October 20, 2011 1:13 PM
To: Fowler, Mike
Subject: Stop/yield signs required

Mike –

As we discussed, the MUTCD section 2B.05 stop signs shall be installed at intersection approaches where it has been determined that a full stop is always required. Stop bars are used in conjunction with stop signs or signals, but do not stand on their own. The only time a stop or yield sign would not be required is if there is adequate sight distance on all approaches for a driver to determine by the basic right of way rule (driver on the right has the ROW). In the case of Alt US 7 in Burlington, it is doubtful that adequate sight triangle are available due to on-street parking and buildings on the corner. Drivers on Alt US 7 might also reasonably assume that they have the right of way over drivers on minor side streets and not expect to have to follow the basic right of way rule.

If the City has an ordinance that traffic shall stop at these intersections, signs must be posted to that effect. 23 VSA 1008(a) states in part "The legislative body of a municipality may make special ordinances as to the operation, use, and

Incident Search Results

« Previous				1	2	Next »	Displaying incidents 1 - 25 of 29 in total	
Incident Number	Call Type	Call Date	Call Time	Officer	Address			
13BU012037	Accident - Injury to person(s)	05/19/13	22:28	314	1266 North Ave, Burlington			
13BU009735	Accident - Injury to person(s)	04/28/13	16:12	253	North Ave/ 127 Ramp, Burlington			
13BU008327	Accident - Injury to person(s)	04/14/13	11:31	272	382 North Ave, Burlington			
13BU002757	Accident - Injury to person(s)	02/04/13	20:06	262	Rt 127/North Ave, Burlington			
12BU028224	Accident - Injury to person(s)	11/01/12	13:22	312	North Ave/Ethan Allen Parkway, Burlington			
12BU021629	Accident - Injury to person(s)	08/27/12	11:40	273	197 North Ave, Burlington			
12BU020651	Accident - Injury to person(s)	08/17/12	11:35	262	North Ave / Heineberg Rd, Burlington			
12BU020145	Accident - Injury to person(s)	08/12/12	12:15	262	740 North Ave, Burlington			
12BU018250	Accident - Injury to person(s)	07/23/12	12:14		North Ave/Leddy Park Rd, Burlington			
12BU017003	Accident - Injury to person(s)	07/10/12	22:05	102	North Ave/Rt 127, Burlington			
12BU015584	Accident - Injury to person(s)	06/27/12	09:10	288	1073 North Ave, Burlington			
12BU015356	Accident - Injury to person(s)	06/24/12	14:32	262	Beltline / North Ave Exit, Burlington			
12BU015246	Accident - Injury to person(s)	06/23/12	10:35	262	2007 North Ave, Burlington			
12BU014116	Accident - Injury to person(s)	06/11/12	10:16	262	North Ave/Killarney Dr, Burlington			

Incident Number	Call Type	Call Date	Call Time	Officer	Address
<u>12BU012571</u>	Accident - Injury to person(s)	05/26/12	16:24	288	North Ave/Lakewood Pkwy, Burlington
<u>12BU011635</u>	Accident - Injury to person(s)	05/17/12	14:04	235	North Ave / Institute Rd, Burlington
<u>12BU009994</u>	Accident - Injury to person(s)	04/28/12	14:05	253	North Ave/Ethan Allen Parkway, Burlington
<u>12BU008872</u>	Accident - Injury to person(s)	04/14/12	13:10	253	Beltline / North Ave Exit, Burlington
<u>12BU006347</u>	Accident - Injury to person(s)	03/17/12	14:47	313	North Ave / Northgate Rd, Burlington
<u>12BU005988</u>	Accident - Injury to person(s)	03/13/12	16:56	253	North Ave/ethan Allen Parkway, Burlington
<u>12BU003216</u>	Accident - Injury to person(s)	02/06/12	18:03	121	North Ave/Birch Ct, Burlington
<u>12BU001648</u>	Accident - Injury to person(s)	01/19/12	22:30	237	1127 North Ave, Burlington
<u>12BU000757</u>	Accident - Injury to person(s)	01/09/12	13:53	314	North Ave/Shore Rd, Burlington
<u>12BU000371</u>	Accident - Injury to person(s)	01/05/12	16:29	237	1127 North Ave, Burlington
<u>11BU029500</u>	Accident - Injury to person(s)	12/18/11	19:48	123	North Ave/Plattsburg Ave, Burlington

Incident Search Results

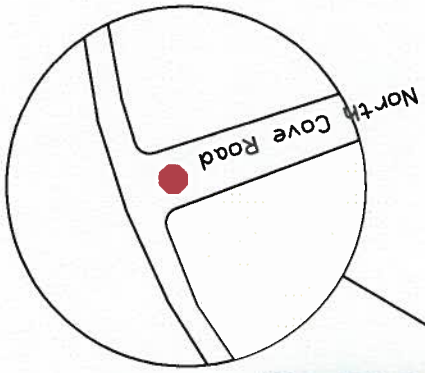
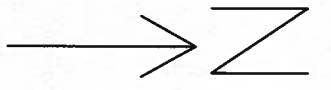
« Previous 1 2 Next »				Displaying incidents 26 - 38 of 38 in total		
Incident Number	Call Type	Call Date	Call Time	Officer	Address	
<u>12BU013419</u>	Accident - LSA	06/02/12	09:43	1001	1127 North Ave, Burlington	
<u>12BU012261</u>	Accident - LSA	05/23/12	16:24	204	1127 North Ave, Burlington	
<u>12BU010192</u>	Accident - LSA	05/01/12	11:48	320	1127 North Ave, Burlington	
<u>12BU008788</u>	Accident - LSA	04/13/12	16:04	253	1127 North Ave, Burlington	
<u>12BU008322</u>	Accident - LSA	04/07/12	20:39	254	1127 North Ave, Burlington	
<u>12BU007411</u>	Accident - LSA	03/28/12	12:44	1001	1127 North Ave, Burlington	
<u>12BU002693</u>	Accident - LSA	01/30/12	16:06	1001	1127 North Ave, Burlington	
<u>11BU030318</u>	Accident - LSA	12/29/11	12:57	1001	1563 North Ave, Burlington	
<u>11BU029950</u>	Accident - LSA	12/24/11	12:33	261	1127 North Ave, Burlington	
<u>11BU028588</u>	Accident - LSA	12/04/11	10:17	1001	1127 North Ave, Burlington	
<u>11BU026561</u>	Accident - LSA	11/10/11	18:32	311	North Ave/Convent Sq, Burlington	
<u>11BU025129</u>	Accident - LSA	10/17/11	16:00	1001	1024 North Ave, Burlington	
<u>11BU024085</u>	Accident - LSA	10/04/11	12:29	1001	North Ave/leonard St, Burlington	

Incident Search Results

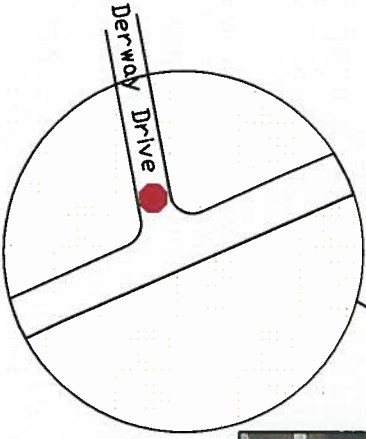
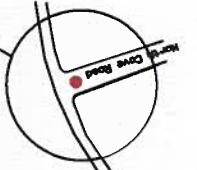
« Previous 1 2 3 4 5 6 7 8 Next »										Displaying incidents 1 - 25 of 176 in total
Incident Number	Call Type	Call Date	Call Time	Officer	Address					
<u>13BU013076</u>	Accident - Property damage only	05/30/13	15:09	262	1127 North Ave #11, Burlington					
<u>13BU012876</u>	Accident - Property damage only	05/28/13	18:08	275	950 North Ave, Burlington					
<u>13BU012703</u>	Accident - Property damage only	05/27/13	08:36	262	1127 North Ave, Burlington					
<u>13BU012625</u>	Accident - Property damage only	05/26/13	08:35	178	996 North Ave, Burlington					
<u>13BU012524</u>	Accident - Property damage only	05/24/13	21:00	319	North St/North Ave, Burlington					
<u>13BU012074</u>	Accident - Property damage only	05/20/13	12:27	178	North Ave / Institute Rd, Burlington					
<u>13BU011552</u>	Accident - Property damage only	05/14/13	17:46	1001	1127 North Avenue, Burlington					
<u>13BU011465</u>	Accident - Property damage only	05/14/13	18:51	323	North Ave/Strong St, Burlington					
<u>13BU011352</u>	Accident - Property damage only	05/13/13	18:24	314	Beltline/North Ave, Burlington					
<u>13BU010851</u>	Accident - Property damage only	05/09/13	12:27	204	North Ave / Sherman St, Burlington					
<u>13BU010495</u>	Accident - Property damage	05/05/13	19:55	314	1024 North Ave, Burlington					

Incident Number	Call Type	Call Date	Call Time	Officer	Address
<u>13BU010182</u>	only Accident - Property damage	05/03/13	07:57	253	764 North Ave, Burlington
<u>13BU010086</u>	only Accident - Property damage	05/02/13	11:13	228	North Ave / Northgate Rd, Burlington
<u>13BU009239</u>	only Accident - Property damage	04/24/13	14:08	228	North Ave / Sherman St, Burlington
<u>13BU008435</u>	only Accident - Property damage	04/15/13	17:48	121	North Ave/Sherman St, Burlington
<u>13BU008421</u>	only Accident - Property damage	04/15/13	15:34	253	1127 North Ave, Burlington
<u>13BU008037</u>	only Accident - Property damage	04/11/13	14:33	283	1200 North Ave, Burlington
<u>13BU008032</u>	only Accident - Property damage	04/11/13	12:53	311	North Ave/North St, Burlington
<u>13BU008028</u>	only Accident - Property damage	04/11/13	12:19	228	1127 North Ave #11, Burlington
<u>13BU007582</u>	only Accident - Property damage	04/06/13	09:58	311	North Ave / Woodlawn Rd, Burlington
<u>13BU007522</u>	only Accident - Property damage	04/05/13	17:17	299	1127 North Ave, Burlington
<u>13BU007434</u>	only Accident - Property damage	04/04/13	17:11		North Ave/Gosse Ct, Burlington
<u>13BU006452</u>	only Accident - Property damage	03/23/13	12:04	228	North Ave/Staniford Rd, Burlington

Incident Number	Call Type	Call Date	Call Time	Officer	Address
<u>13BU006236</u>	Accident - Property damage only	03/20/13	16:23	219	1 North Ave, Burlington
<u>13BU006149</u>	Accident - Property damage only	03/19/13	10:19	204	North Ave / Leddy Park Rd, Burlington



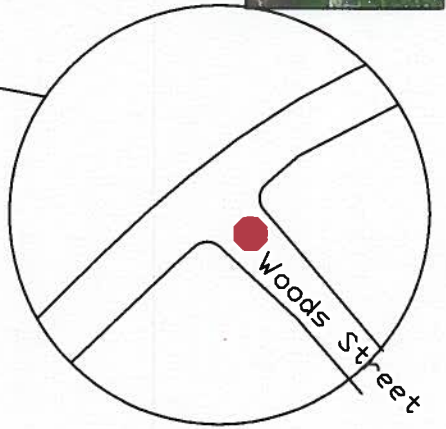
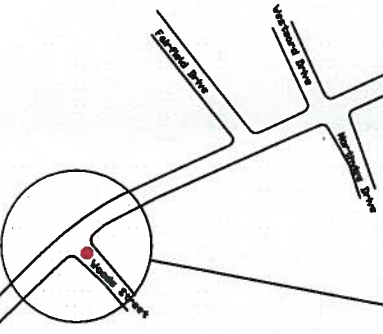
Notes: North Cove Road
North Ave Volume N/A
North Cove is privately owned
Trees on both side of North Cove, hill to the west.
No Site Distance when approaching North Avenue.



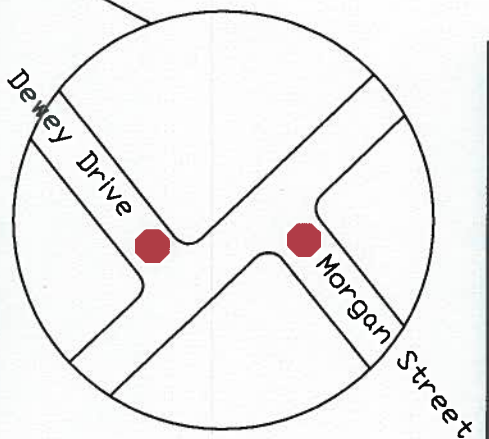
Notes: Derway Drive
North Ave Volume 8 Star Farm Road—ADT=5,400
Site Distance to the north is hindered by large tree and hill.
House and Shell Bush hinder site distance to the south.
Very little Site Distance when approaching North Avenue.



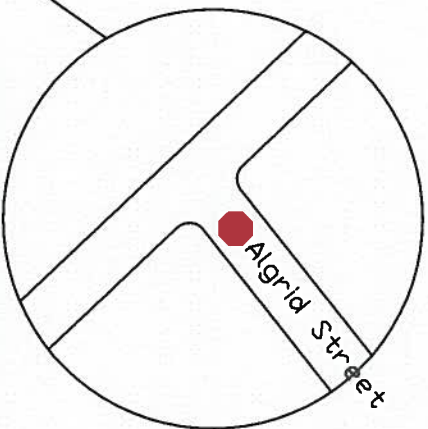
Notes: Woods Street
North Ave Volume 8 Star Farm Rd—ADT=5,400
Trees to the north and south of intersection
No Site Distance when approaching North Avenue.



Notes: Morgan Street
North Ave Volume ADT= 6,400
The distance is hindered when approaching the intersection from the south by multiple trees.



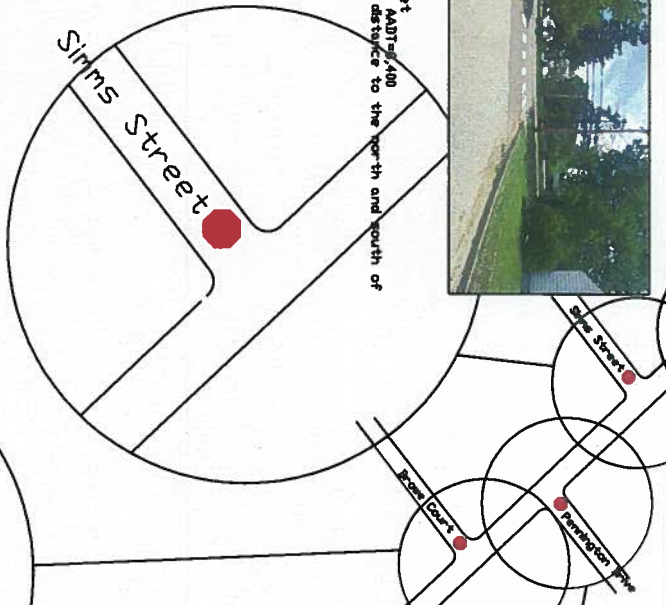
Notes: Derway Drive
North Ave Volume ADT= 6,400
Trees hinder Site distance to the north and to the south of the intersection.



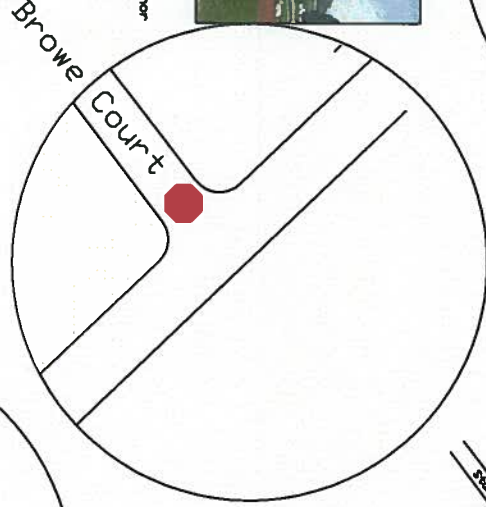
Notes: Algrid Street
North Ave Volume ADT=6,400
Site distance is hindered by trees to the north and south of the intersection.



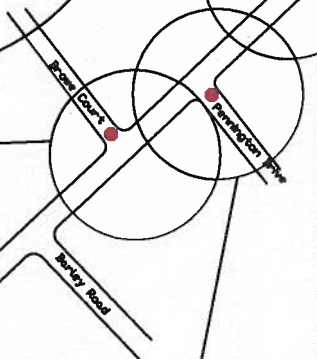
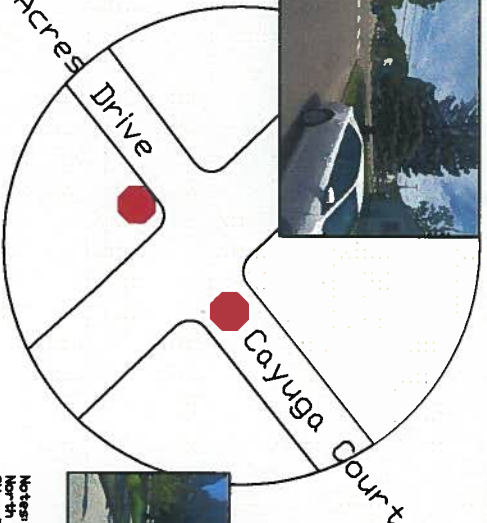
Notes: Sims Street
North Ave Volume AADT=1,400
Trees hinder site distance to the north and south of the intersection



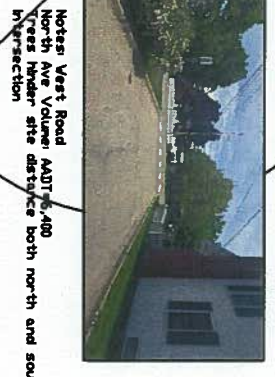
Notes: Browe Court
North Ave Volume AADT=6,400
No immediate site distance issues
North Ave is major street and Browe Court is minor Street



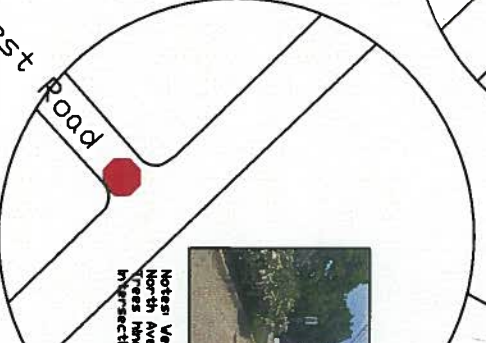
Notes: Green Acres Drive
North Ave Volume AADT=10,800
Trees hinder site distance to the north and south of the intersection



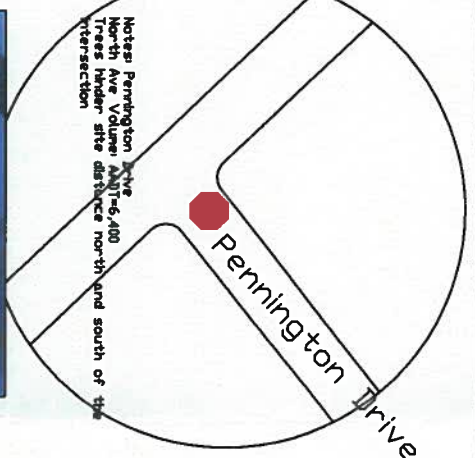
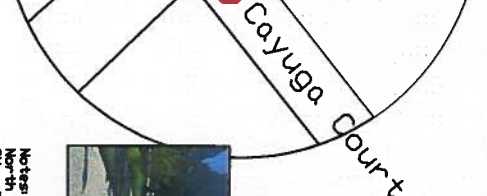
Notes: Pennington Drive
North Ave Volume AADT=6,400
Trees hinder site distance north and south of the intersection



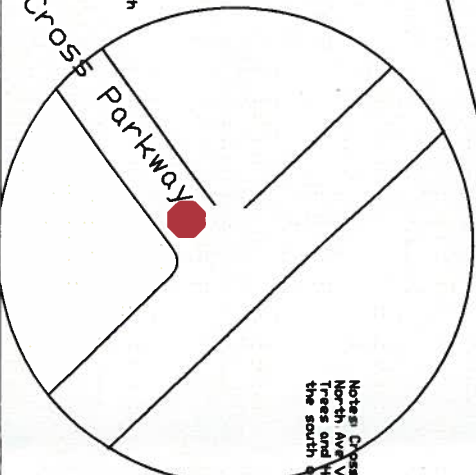
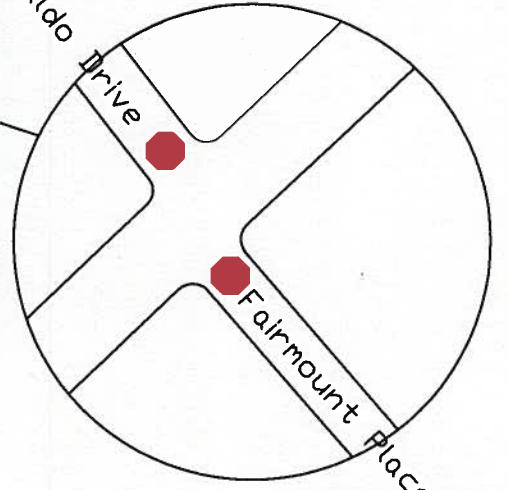
Notes: West Road
North Ave Volume AADT=6,400
Trees hinder site distance both north and south side of intersection



Notes: Cayuga Court
North Ave Volume AADT=10,800
Trees hinder site distance to the north and south side of intersection



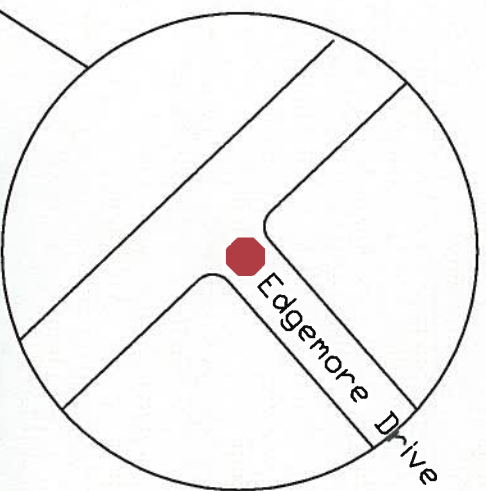
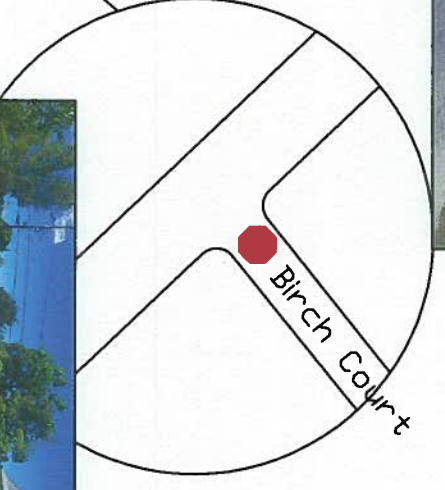
Notes: Loido Drive
North Ave Volume AADT=10,800
Trees and houses hinder site distance when approaching North Ave.



Notes: Cross Parkway
North Ave Volume AADT=10,800
Trees and houses hinder site distance to the north and south of the intersection



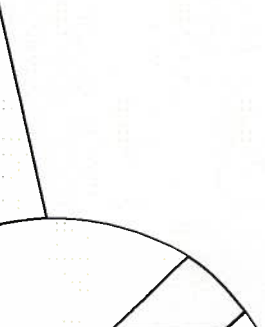
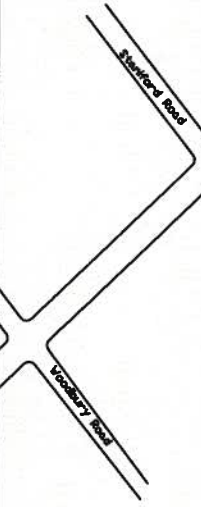
Notes: Fairmount Place
North Ave Volume AADT=10,800
Site distance hindered by trees to the north and south of the intersection

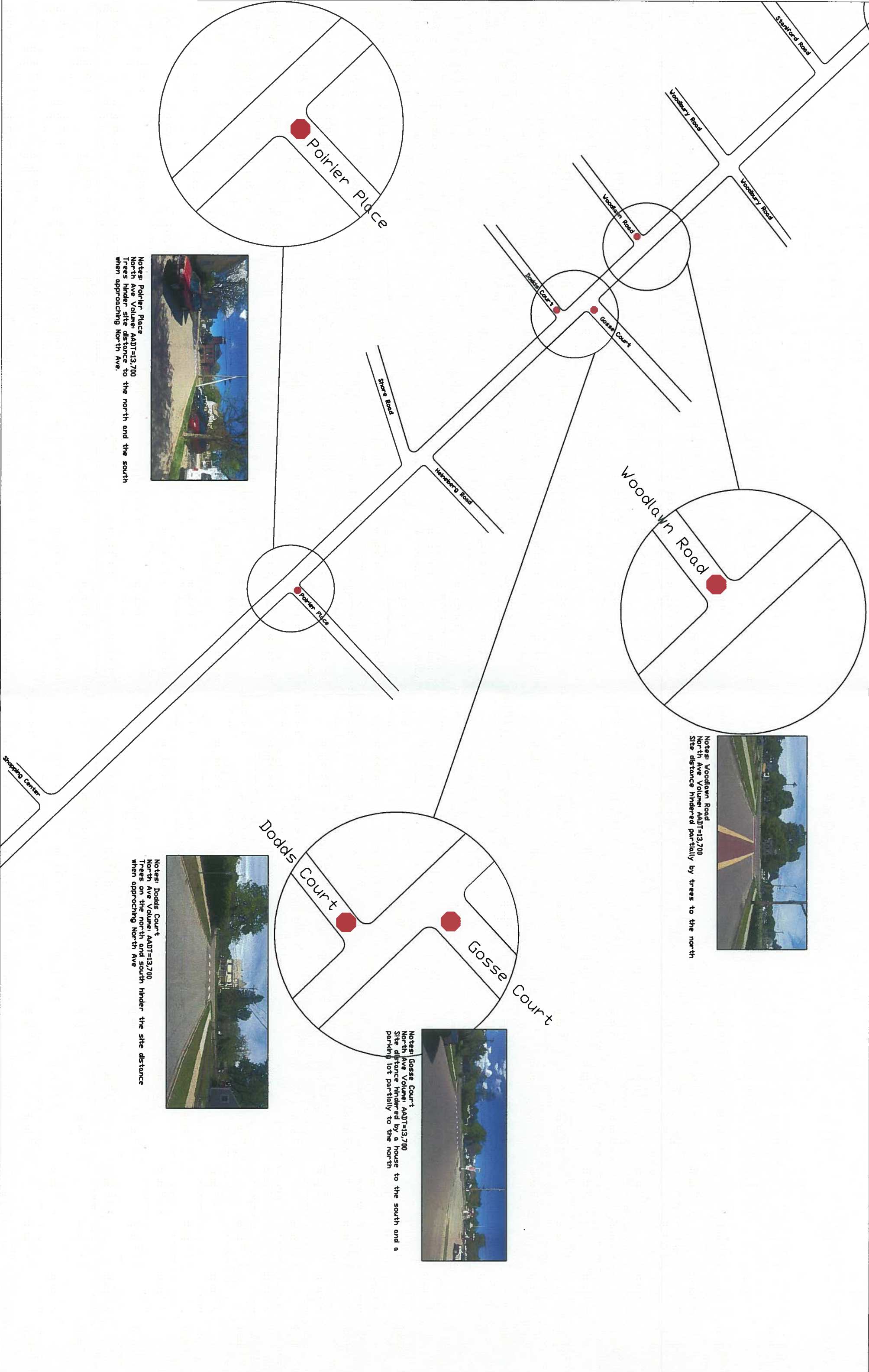


Notes: Edgemoor Drive
North Ave Volume AADT=10,800
Trees and houses hinder site distance to the north and south when approaching North Ave.



Notes: Birch Court
North Ave Volume AADT=10,800
Site distance is hindered by trees to the north and south when approaching North Ave.





Notes: Poirier Place
 North Ave Volume: AADT=13,700
 Trees hinder site distance to the north and the south
 when approaching North Ave.



Notes: Woodlawn Road
 North Ave Volume: AADT=13,700
 Site distance hindered partially by trees to the north

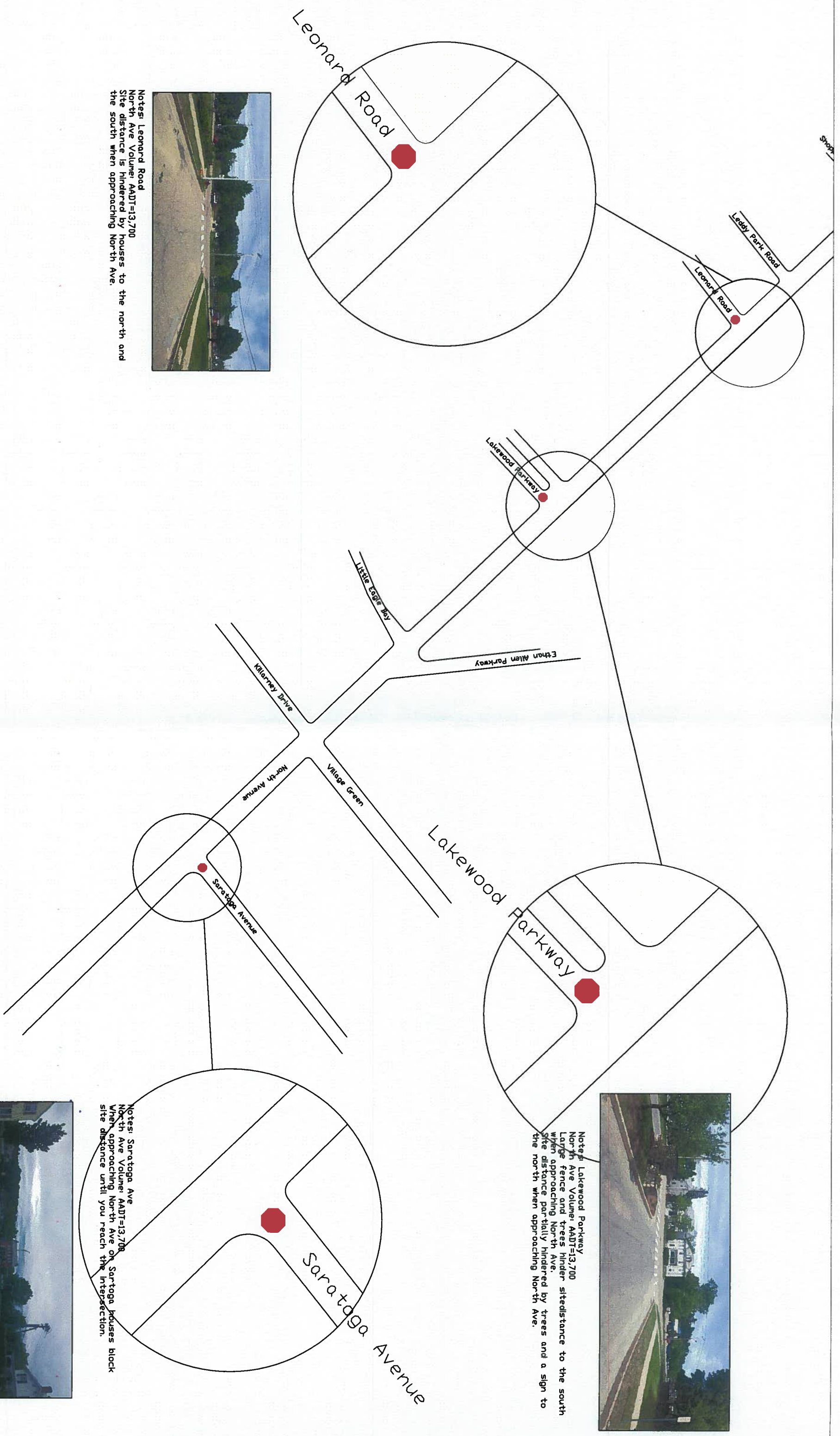


Notes: Dodds Court
 North Ave Volume: AADT=13,700
 Trees on the north and south hinder the site distance
 when approaching North Ave



Notes: Gosse Court
 North Ave Volume: AADT=13,700
 Site distance hindered by a house to the south and a
 parking lot partially to the north





Notes: Leonard Road
 North Ave Volume: AADT=13,700
 Site distance is hindered by houses to the north and the south when approaching North Ave.



Notes: Lakewood Parkway
 North Ave Volume: AADT=13,700
 Large fence and trees hinder sitedistance to the south when approaching North Ave.
 Site distance partially hindered by trees and a sign to the north when approaching North Ave.



Notes: Saratoga Ave
 North Ave Volume: AADT=13,700
 When approaching North Ave on Saratoga houses block site distance until you reach the intersection.



MEMORANDUM

June 19, 2013

TO: Public Works Commission
FROM: Joel Fleming
RE: The addition of a handicapped parking space on Main Street.

Background:

Staff has received a request for a handicapped parking space on the north side of Main Street between Church Street and South Winooski Avenue. There are currently no handicapped spaces on this block.

Observations:

Staff visited the site and determined that there are a total of 23 parking spaces on the Main Street, Church Street, College Street, to South Winooski Avenue city block. This Commission in the past has accepted the Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way's guideline for handicapped parking space. It states that for every 25 or less parking spaces there must be at least one handicapped parking space. This City block currently does not have a handicapped parking space.

Conclusions:

If the city would like to continue toward being more handicapped accessible we must provide these users ease of access to the public right-of-way. The Access board states that each city block must have 1 handicapped parking space for every 25 parking spaces. There are a total of 23 parking spaces on this city block without a single handicapped space.

Recommendations:

Staff recommends that the Commission adopt a handicapped parking space in the fifth space west of South Winooski Avenue on the north side of Main Street.

SG 6/12/13

R214 On-Street Parking Spaces. Where on-street parking is provided on the block perimeter and the parking is marked or metered, accessible parking spaces complying with R309 shall be provided in accordance with Table R214. Where parking pay stations are provided and the parking is not marked, each 6.1 m (20.0 ft) of block perimeter where parking is permitted shall be counted as one parking space.

Table R214 On-Street Parking Spaces

Total Number of Marked or Metered Parking Spaces on the Block Perimeter	Minimum Required Number of Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 and over	4 percent of total

Advisory R214 On-Street Parking Spaces. The MUTCD contains provisions for marking on-street parking spaces (see section 3B.19). Metered parking includes parking metered by parking pay stations. Where parking on part of the block perimeter is altered, the minimum number of accessible parking spaces required is based on the total number of marked or metered parking spaces on the block perimeter.

R215 Passenger Loading Zones. Where passenger loading zones other than transit stops are provided, at least one accessible passenger loading zone complying with R310 shall be provided for each 30 m (100.0 ft) of continuous loading zone space or fraction thereof.

R216 Stairways and Escalators. Where provided on pedestrian circulation paths, stairways shall comply with R408 and escalators shall comply with section 810.9 of Appendix D to 36 CFR part 1191. Stairways and escalators shall not be part of a pedestrian access route.

R217 Handrails. Where provided on pedestrian circulation paths, handrails shall comply with R409.

R218 Doors, Doorways, and Gates. Where provided at pedestrian facilities, doors, doorways, and gates shall comply with section 404 of Appendix D to 36 CFR part 1191.

Advisory R218 Doors, Doorways, and Gates. Enclosed transit shelters are an example of pedestrian facilities where doors and doorways are provided.

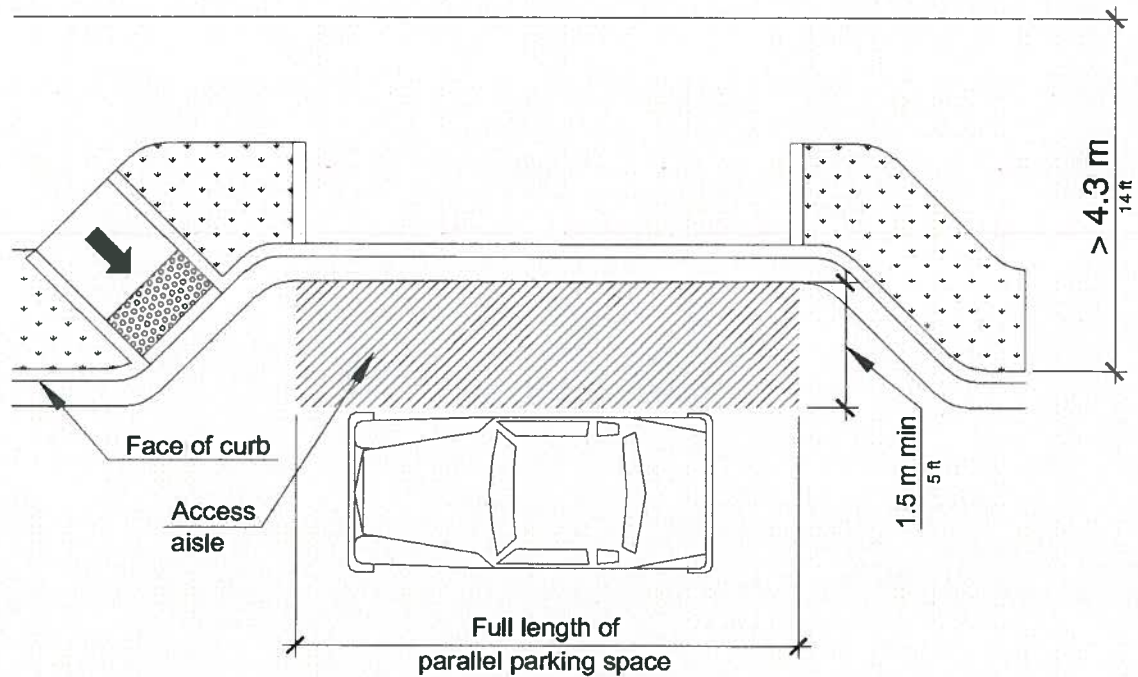


Figure R309.2.1
Wide Sidewalks

R309.2.1.1 Alterations. In alterations where the street or sidewalk adjacent to the parking spaces is not altered, an access aisle shall not be required provided the parking spaces are located at the end of the block face.

R309.2.2 Narrow Sidewalks. An access aisle is not required where the width of the adjacent sidewalk or the available right-of-way is less than or equal to 4.3 m (14.0 ft). When an access aisle is not provided, the parking spaces shall be located at the end of the block face.

Advisory R309.2.2 Narrow Sidewalks. Vehicle lifts or ramps can be deployed on a 2.4 m (8.0 ft) sidewalk if there are no obstructions.



South Winooski Avenue

College Street

8 Total parking spaces

Existing loading zone

City Block: 23 total parking spaces
No Handicapped spaces

15 total parking spaces

Existing Truck Loading Zone

Proposed Handicapped parking space

Main Street

Church Street





MEMORANDUM

June 19, 2013

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

Background:

Staff received a request and a petition from the residents of South Champlain Street to make the east side of the street from the driveway of 162 South Champlain Street to the King Street resident parking only. The residents are in consensus, all asking for 24 hour a day resident parking all week long. South Champlain Street is a low volume, low speed, with a mixture of residential and commercial uses off of Main Street. South Champlain Street is in Zone 2 of the resident parking ordinance making it eligible for resident parking.

Observations:

Staff conducted a resident parking license plate survey of South Champlain Street. The purpose of this count is to figure out who is parking on the street and when. 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 6 parking spaces on this street section. During the 5 days of counts the spaces were 83% full; this means that on average there was one available parking space on the street during the counts. This may not have always been the case since these parking spaces are not marked out and residents may have parked in a way where 100% capacity was not possible. Staff conducted 2 more days of counts changing the times to 7:00 am, 1:00pm, and 6:00pm. This was done to get a better idea of who is parking in these spaces later in the afternoon and into the evening. During these counts the spaces were an average of 93% full.

During the counts non-residents made up 40% of the total number of cars parking on this section. Its proximity to businesses as well as being unrestricted free parking makes these spaces very sought after. There are a number of metered parking spaces to the north of these spaces that are consistently filled during the day and evening.

sf 6/12/13

Conclusions:

South Champlain Street is in Zone 2 of the resident parking ordinance making it eligible for resident only parking. The street is nearly at full occupancy at all times of the day and with the pressure of external parking uses it is a perfect candidate for resident only parking.

Recommendations:

Staff recommends that the commission adopts a resident parking prohibition from 24 hours a day and 7 days a week on the east side of South Champlain Street starting at the driveway of #162 extending south to the intersection of South Champlain Street and King Street.

RECEIVED

MAR 12 2013

BURLINGTON PUBLIC
WORKS

Memorandum

To: City of Burlington Resident Parking Program
From: Residents of South Champlain St (D. Connolly, 802-999-2906)
Date: 3/12/2013
Re: Resident only parking request

Please find attached a request to designate the area in front of #162-168 South Champlain St (including the area currently with a two single parking meters to the left of #162) as resident only parking. One half of this street is already metered parking. ***The attached forms represent 100% support from all residents on the street.*** There are only four residential buildings but they do comprise over half the block. All of these units are over 100 years old and only one has a driveway. The area in front of the units serves mainly to support commuter travelers into the city. Two tenants are elderly (>83 years old) and the lack of parking is difficult. During the daytime there are no vacant spots and night-time is not much better with people parking for evening activities in Burlington. Designating this area as resident only parking would allocate @ 6-8 spots to four residential units.

This request meets all criteria outlined in the resident parking program.

South Champlain Street: Resident Parking Survey

	Friday 3/29/2013			Monday 4/1/2013			Wednesday 4/3/2013			Thursday 4/4/2013			Friday 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
FCD 712	FCD712	CSO 943	FCD 712	FCD 712	FTD 312	EAL 752	EAL 752	EAL 752	EAL 752	EHD 182	EDH 182	EDH 182	EAL 752	FYK 233	ECN 693
ECN 693	ECN 693	ECN 693	130A342	EAL 752	EAL 752	ECN 693	ECN 693	ECN 693	130A342	130A342	130A342	FTE 188	ECN693	DEN 213	EWV 158
EPC 623	EPC 623	EPC 623	EAL 752	EAL 752	EPC 623	130A342	EBT 190	EBT 190	ECN 693	ECN 693	ECN 693	EWV 158	FBK 859	FCD 712	DEN 213
EDH 182	EDH 182	EDH 182	EDH 182	EPC 623	EDH 182	EDH 182	DNA 703	DNA 703	EAL 752	EWV 158		FCD 712	EDH 182	EDH 182	
EAR 857	EAR 857	EAR 857		EDH 182		FSD 862	EDH 182	EDH 182				EDH 182	DWT 804	DWT 804	
	FDM 202						FSD 862	BMW 511							
Percentage Used	83%	100%	83%	67%	83%	67%	83%	100%	100%	67%	67%	50%	100%	83%	83%
Percent Resident	100%	83%	80%	100%	60%	50%	100%	67%	50%	100%	75%	33%	83%	60%	40%
Percent Non-resident	0%	17%	20%	0%	40%	50%	0%	33%	50%	0%	25%	67%	0%	40%	60%

East Side

South Champlain Street: Resident Parking Survey

	Tuesday 5/21/2013			Wednesday 5/22/2013			
	7:00 AM	1:00 PM	6:00 PM	7:00 AM	1:00 PM	6:00 PM	
East Side	FGN 568	108A177	3072 SU	101A372	BFB 889	EBT 190	
	EAL 752	EAL 752	24HB82	EPC 623	JANNERY	EAL 752	
	EMP 950	EMP 950	EMP 950	EAL 752	EAL 752	EPC 623	
	EPC 623	EPC 623	EPC 623	FLY 106	EPC 623		
	FLY 106	EDH 182	DXH 678	EMP 950	101A372		
	Percentage Used	100%	100%	100%	100%	100%	60%
	Percent Resident	80%	60%	40%	80%	60%	67%
Percent Non-resident	20%	40%	60%	20%	40%	33%	

Main Street

South Champlain Street

King Street

Metered parking

Unrestricted parking Requested
Resident Parking

162





MEMORANDUM

June 19, 2013

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

Background:

Staff received a request and a petition from the residents of North Williams Street to make the street from Pearl Street to Brookes Avenue resident parking only. The residents are in consensus, all asking for 24 hour a day resident parking all week long. North Williams Street is a low volume, low speed, and a residential street off of Pearl Street close to the downtown and the University. North Williams Street is in Zone 1 of the resident parking ordinance making it eligible for resident parking.

Observations:

Staff conducted a resident parking license plate survey of North Williams Street. The purpose of this count is to figure out who is parking on the street and when. 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 the spaces were 89% full; on average there was one available parking space on the street during the counts. This may not have always been the case since these parking spaces are not marked out and residents may have parked in a way where 100% capacity was not possible.

Staff conducted 2 more days of counts, changing the count times to 7:00 am, 1:00 pm, and 6:00 pm. Staff wanted to get a wider range of times because commuters working at the hospital could possibly have a shift from 6:00 am to 3:00 pm. The wider time range would give staff a better idea weather vehicles are commuters or not. During the two days of counts it was staff's interpretation that nearly 50% of the vehicles parking on North Williams Street were commuters or at least only parking on the street for short periods of time. This often can be a problem for residents who come home from work and are forced to park further away from their house pushing a parking problem onto to another street.

sf 6/2/13

Conclusions:

North Williams Street is in zone 1 of the resident parking ordinance making it eligible for resident only parking. The street is nearly at full occupancy at all times of the day and with the pressure of external parking uses it is a perfect candidate for resident only parking.

Recommendations:

Staff recommends that the commission adopts a 24 hours a day 7 days a week resident parking restriction on the west side of North Williams Street.



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request # 809

SERVICE REQUEST

Name and Address

Name: Leslie Allen

Request Date: 02/22/2013 10:55 AM

Due Date: 2/22/2013

Address: 15 North Williams ST

Phone Number: 324-0013

Email Address:

Request

Location: 15 North Williams Street

Request Description: On North Williams St - Customer is requesting Resident Only Parking.

Assign History

Date	Assigned To	Description
2/22/2013 10:55:55 AM	Joel Fleming	Request Assigned

Work History

Customer Service

Status: New

Request created by: Valerie Ducharme

Print Date: 2/22/2013 11:07:27 AM

DPW
645 Pine ST
Burlington 809

RESIDENT PARKING
BURLINGTON, VERMONT
STREET SELECTION PETITION

Date: 2/12/13

Street: North Williams

From House Number: 8

To House Number: 34

From Street: Pearl

To Street: Brookes Ave

Total single dwelling Units: _____

Total apartment Buildings: 1

Total Apartment Units: 2

Person Conducting Petition: Leslie P Allen 15 N. Williams, BTV 802-304-0013
Name:

Address: Maria D Sciancalepore 21 N. Williams BTV

Telephone: Mary S. Pierce 21 N. Williams 802 865 8051 BTV 802 373 9675

House #	Apt #	Name	Resident Parking	Hours Day	Days Week
15		Leslie P Allen	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
15		Andrew F Allen	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
15		Betsy Allen-Pennelsaker	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
21		Maria Sciancalepore	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
20		Sarah Snuddler	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
20		Victor Thompson	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
31		Sophia Morton	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
21		Mary Pierce	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
33		Morgan Savage	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
43		Judith Gervais	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
43		Robert Luby	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
28		William Young	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week
28		Sally S Young	<input checked="" type="radio"/> Yes	24 Hrs	Mon-Fri
			<input type="radio"/> No	6AM-6PM	All Week

Brookes Avenue

Residents' parking requested on this side of the street

North Williams Street

Pearl Street

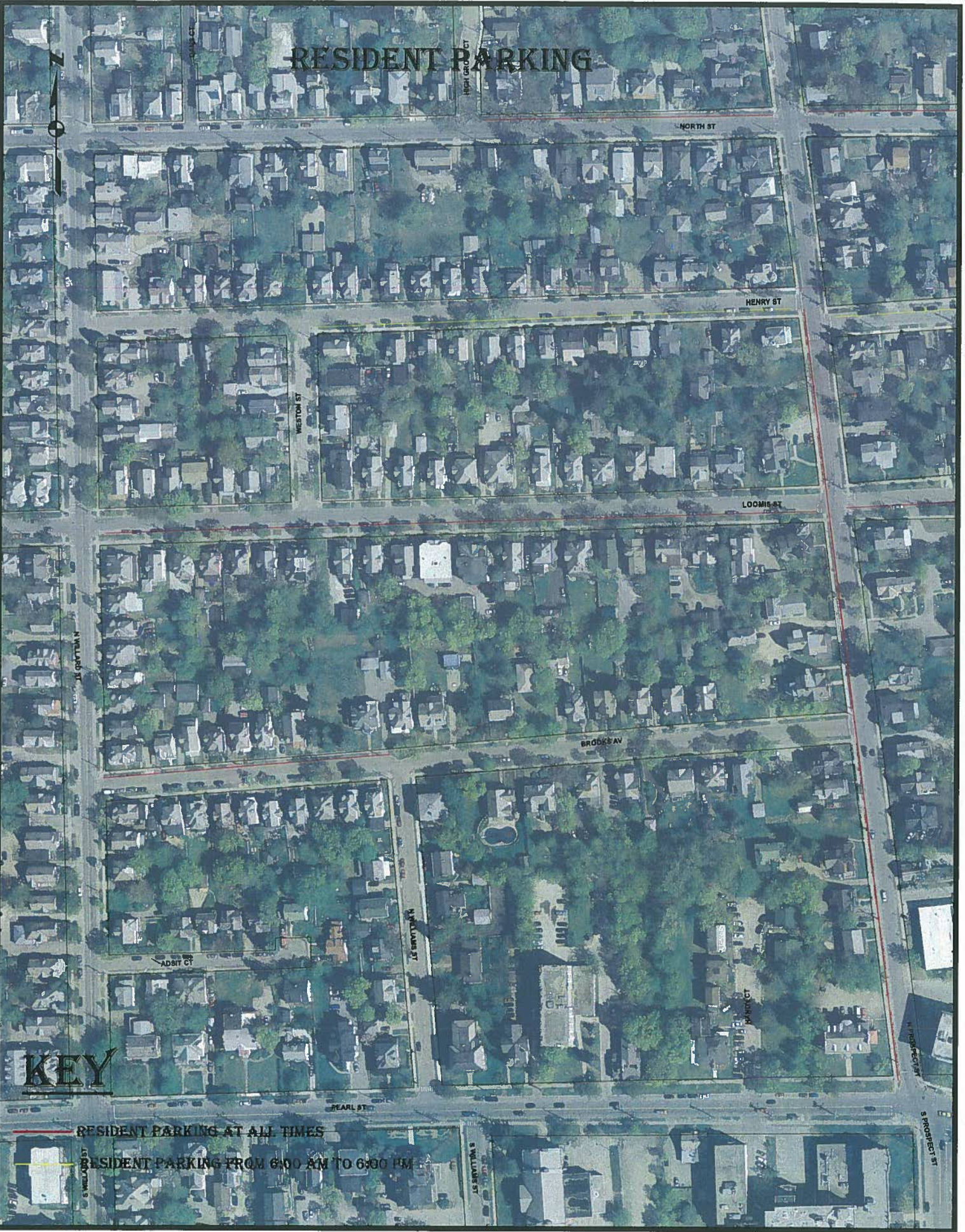
South Williams Street



Plate Count 2013, N. Williams Street

	Tuesday 5/21/2013			Wednesday 5/22/2013		
	7:00 AM	1:00 PM	6:00 PM	7:00 AM	1:00 PM	6:00 PM
West Side	FRN 753	ENW 538	ENG 745	79IHI	EMB 932	EMB 932
	8586 XZ	8586 XZ	307 9086	GBU 7530	FPL 311	GBU 7530
	AEV 8969	DSS 501	8Y802	ESE 512	FAF 382	307 9086
	6PPJ683	FLT COAT	CW 1239	8Y802	458 ZFO	FGR 105
	ESE 512	ETL 694	14BA4	CW1239	EPH 358	CW 1239
	386 464	386 464	FLY 213	14BA4	CW 1239	14BA4
	CWV 9185	FLY 213	9940 RV	5FIF829	14BA4	5FIF 829
	GBU 7530	FPL 311	EYN 818	9940 RV	5FIF829	FNE 291
	CW 1239	14BA4	BMF 683	FNE 291	ENG 747	FGR 492
	EYE 640	CW1239	411 CRZ	FWG 852	FPL 552	FLR 465
	DTP 587	ZHZ 236	APF 5508	FRN 753	9940 RV	FWG 852
	BWV 9537	BWV 9537		APF 5508	FNE 291	APF 5508
		14031Y			FAE 792	
			ENG 745		FWG 852	
			APF 5508		APF 5508	
			FRG 121			
Percent of spaces used	72%	89%	61%	67%	83%	67%
Percent Residents	46%	31%	45%	83%	47%	67%
Percent Commuters	54%	69%	55%	17%	53%	33%

RESIDENT PARKING



KEY

- RESIDENT PARKING AT ALL TIMES
- RESIDENT PARKING FROM 6:00 AM TO 6:00 PM



MEMORANDUM

June 19, 2013

TO: Public Works Commission
FROM: Joel Fleming
RE: Archibald Street parking Removal

Background:

Staff received a request from Commissioner Matt Conger requesting that parking is removed on the south side of Archibald Street east of Germain Street because the residents have been parking on the green belt to avoid parking in the road.. Archibald Street is a connector street through the City's old north end that connects traffic coming from Rt. 127 to North Prospect Street. This section of Archibald Street is the last section of the street before it meets its terminus at North Prospect Street.

Observations:

Archibald Street is narrow, 25 feet wide, from North Willard Street to Germain Street. It becomes even narrower east of Germain Street changing from 25 feet to 22 feet wide at this location. Currently parking is allowed on the south side of Archibald Street east of North Willard Street. The current configuration on Archibald Street east of Germain Street is an 8 foot parking lane leaving two 7 foot driving lanes. The minimum travel lane for a collector roadway is 9 feet wide. If parking is removed it will leave two 11 foot travel lanes which is well above the minimum. The sidewalk on Archibald Street ends approximately 60 feet east of Germain Street, which forces pedestrians to walk on the roadway.

Staff sent out a letter to the residents of Archibald Street and Germain Street asking for feedback regarding the possible removal of parking on the south side of Archibald Street. Two residents responded to the letter and both were against the removal of parking on the south side of Archibald. One of the residents was worried that traffic would go even faster on Archibald Street and the other was worried about where they would park if the parking was removed.

See 6/12/13

Staff looked into possibly widening the roadway to accommodate parking on the south side of Archibald Street east of Germain Street for a distance of 80 feet. Staff did a cost estimate of the work needed to widen the road and discovered it would be approximately \$10,000. If a curb was not built you could cut almost half of the price but could run into storm water issues.

Conclusions:

Archibald Street is 22 feet wide with 2-way travel. Currently the parking on the south side forces east bound traffic into the west bound travel lane. Staff cannot justify the \$10,000+ to widen the roadway to accommodate 3 or 4 parking spaces. There is not enough room to accommodate parking on Archibald Street while maintaining 2-way traffic.

Recommendations:

Staff recommends that the Commission does not adopt a parking restriction on Archibald Street.



Archibald Street

Proposed no parking

Note: Extend roadway at current slope, 2%, for 80 feet. This makes the roadway 27 feet wide at this location.

80'

27'

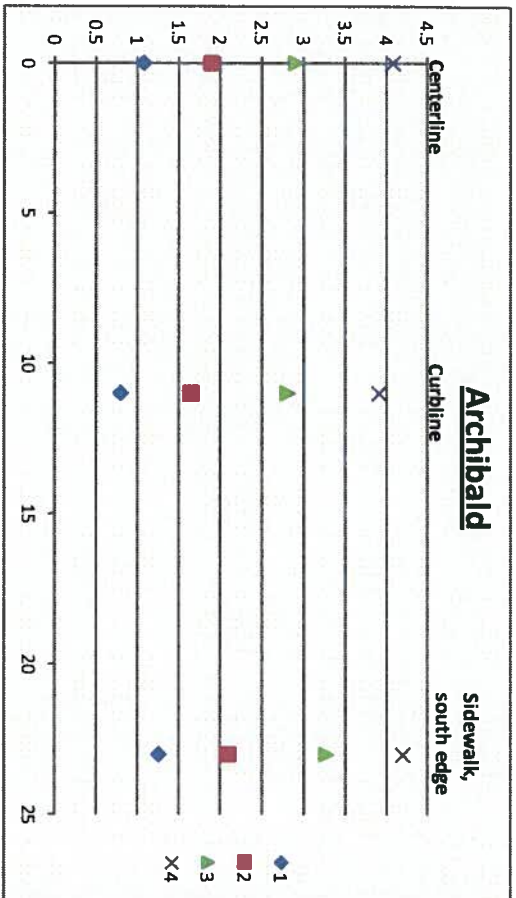
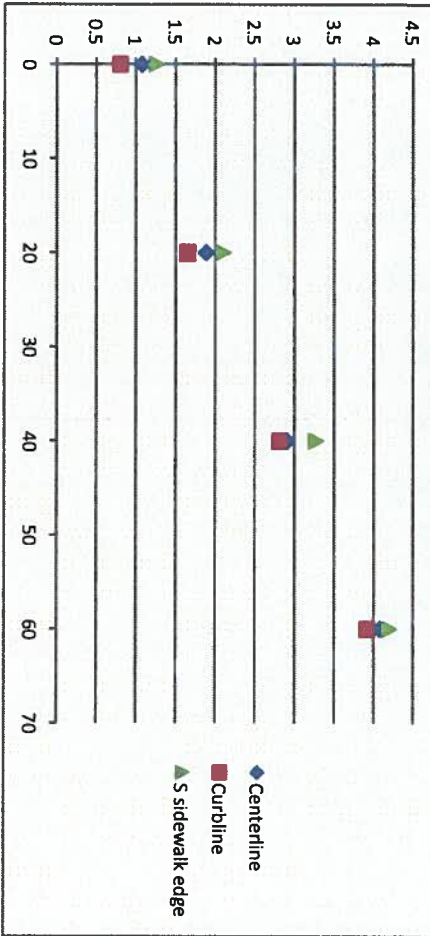
25'

Germain Street

North Willard Street



Archibald Survey, 5/20/2013



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



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS
SERVICE REQUEST

Name and Address

Name: Matt Conger

Request Date: 04/04/2013 10:57 AM
Due Date: 5/4/2013

Address:

Phone Number: 656-5867

Email Address:

Request

Location: Archibald St

Request Description: 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.

Assign History

Date	Assigned To	Description
4/4/2013 10:57:09 AM	Joel Fleming	Request Assigned

Work History

Customer Service

Status: New

Request created by: Valerie Ducharme

Print Date: 4/22/2013 3:47:34 PM



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

OFFICE OF PLANNING
645 PINE STREET, SUITE A
BURLINGTON, VT 05402
802.863.9094 P
WWW.DPW.CI.BURLINGTON.VT.US

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

April 24, 2013

Dear Archibald and Germain Street Residents:

The Department of Public Works received a request to remove parking on the south side of Archibald Street east of Germain Street. Staff has examined the request and the street and would like to get feedback regarding the requested prohibition of parking on the south side of Archibald 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: chris caswell <poisonpixie@hotmail.com>
Sent: Friday, April 26, 2013 12:53 PM
To: Joel Fleming
Cc: Bill Mullins
Subject: Archibald St parking
Attachments: parking_notice.pdf

Hello Joel -

I received your correspondence regarding the request to remove parking from the south side of Archibald St. Thank you. As a current resident with only one assigned parking space, I am opposed to the request. I'm not sure where I would park another car or where my visitors would park if they could not park on the street in front of my house.

I've never experienced a problem with traffic trying to get by my car parked on the street in front of the house, or in trying to drive past a car parked on the street. With the exception of rush hour, when traffic is fairly constant, but never backed up, I don't understand how the inconvenience of residents and tax payers is warranted.

That said, I am not the owner of 197 Archibald St. I have cc-ed him on this email in case he wants to respond or has an opinion that differs from mine.

Sincerely,
Chris Caswell
802-488-4064

p.s. Bill, I attached the letter for your info.

Joel Fleming

From: Cindy Patten <cpatten@gfvholdings.com>
Sent: Friday, April 26, 2013 2:22 PM
To: Joel Fleming
Subject: archibald st parking

Hello!

I received a letter today from the Dept. Of Public Works regarding the removal of a parking spot on the east side of St Louis St., just north of Archibald St. I fully support this removal! It's only a matter of time before whatever car parks there gets completely wiped out by a turning car.

Thank!

Cindy (14B Saint Louis St. resident)

Cindy Patten
Office Manager
G.F.Vasey Holdings
802-355-7170

FIVE GUYS

BURGERS and FRIES



Resident, Address	Comments
Cris Caswell, 197 Archibald St.	Against it, Only one off street parking space, does not know where he would park second car.
Bill O'neil, 28 Germain Street	Against it, afraid that vehicles will drive even faster if parking is removed.





MEMORANDUM

June 19, 2013

TO: Public Works Commission
FROM: Joel Fleming
RE: 200 Church Street 15 minute meter parking

Background:

Staff has received a request from Burlington Telecom for more short term parking for their customers to use when they come in to pay there bill. Burlington Telecom is at 200 Church Street, which is on the corner of King Street. Both of these streets are low volume and speed streets.

Observations:

Church Street at this location has a mixture of residential and commercial uses with metered parking on both sides of the street. Currently in front of Burlington Telecom there is a Vehicle loading and unloading zone. They would like to see one of the meters in this location turned from a 3 hour meter to a 15 minute meter to allow their customers to park and pay there bill. The 15 minute space would ensure that there is some parking turnover in the neighborhood.

Conclusions:

Turning one 3 hour meter to a 15 minute meter would ensure that there would be parking turnover in this neighborhood that does not see much because of its proximity to the downtown.

Recommendations:

Staff recommends that the commission adopts a 15 minute parking meters in the first metered space south of King Street on the east side of Church Street.

WJB 6/11/13



Request # 1246

CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

SERVICE REQUEST

Name and Address

Name: Amber Thibeault/BurlingtonTelecom

Request Date: 04/25/2013

10:53 AM

Due Date: 5/25/2013

Address: 200 Church Street

Phone Number: 846-5031/233-5386

Email Address:

Request

Location: 200 Church St

Request Description: See attached customer e-mail and letter dated 4/24/13 requesting an additional loading/unloading zone in front of office to accommodate customers.

Assign History

Date	Assigned To	Description
4/25/2013 10:53:05 AM	Joel Fleming	Request Assigned

Work History

Customer Service

Status: New

Request created by: Helen Plumley

Print Date: 4/25/2013 12:21:04 PM

RFS #1246

Helen Plumley

From: Joel Fleming
Sent: Wednesday, April 24, 2013 10:16 AM
To: Helen Plumley
Subject: FW: Parking Space
Attachments: DPW Letter 4.24.2013.pdf

Could you put this into the RFS system?

Thanks,,
Joel

From: Thibeault, Amber [<mailto:athibeault@burlingtontelecom.com>]
Sent: Wednesday, April 24, 2013 10:15 AM
To: Joel Fleming
Subject: Parking Space

Hi Joel,

Attached please find a letter requesting an additional parking space for customers out front of our building at 200 Church Street. I understand from Pat Buteau that we request the space from engineering and than the spot needs to be approved by the Public Works Commission. I look forward to discussing this request with you.

Thank you,

Amber Thibeault

Division Manager of Regulatory Affairs, Outside Plant and Technical Assistance
Burlington Telecom
200 Church Street, Suite 101
Burlington, VT 05401
Office: (802) 846-5031
Mobile:(802) 233-5386
Fax: (802) 652-4220

Burlington Telecom

200 CHURCH STREET | BURLINGTON, VT 05401 | 802-540-0007 | BURLINGTONTELECOM.COM

April 24, 2013

City of Burlington
Department of Public Works
Attn: Joel Fleming
645 Pine Street
Burlington, VT 05401

Re: Additional Parking Space at 200 Church Street

Mr. Fleming,

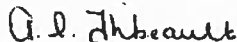
Burlington Telecom's main office is located on the corner of Church and King Street in downtown Burlington. Directly out front of 200 Church Street, is one spot that is a loading/unloading zone, which is currently utilized by customers when they are quickly running into the office to pay their bills or pick up equipment. This spot fills up on a regular basis. If this spot is full, this means that another customer must circle the block to find a free parking spot, which may be blocks away, or the customer has to park at a meter and pay to drop off a bill.

We would like to request an additional loading/unloading zone in the front of our office to accommodate Burlington Telecom customers. We are certainly open to alternative suggestions from the Department of Public Works, to assist us in alleviating the parking crisis that occurs based on the location of our office building.

We look forward to discussing this request with you.

If you have any questions please do not hesitate to contact me at (802) 846-5031.

Sincerely,



Amber Thibeault

Division Manager of Regulatory Affairs, Outside Plant & Technical Assistance



King Street

Church Street

Burlington
Telecom

Existing Vehicle
counting and
recording zone
Proposed 15
spaces parking



MEMORANDUM

June 19, 2013

TO: Public Works Commission
FROM: Joel Fleming
RE: Moving Car Share Parking space on North Winooski Avenue

Background:

Staff has received a request from Car Share Vermont to move one of their spaces on North Winooski Avenue to another better lit parking space on North Winooski Avenue. They have received complaints that the current space is not lit up enough at night. North Winooski Avenue is an arterial into the city's downtown from the north. This portion on the street is only open to south bound traffic.

Observations:

The current Car Share parking space is in front of 190 North Winooski Avenue, on the east side of the street. They have asked to move the space directly in front of 189 North Winooski Avenue. This space has a street light directly overhead. There will not be any net change in available parking spaces in this neighborhood since the current car share space would be moved to a safer more lit parking space opening up the previously restricted car share space to everyone.

Conclusions:

The number of available parking spaces will not be changing on North Winooski Avenue. This change is what Car Share Vermont and the residents would like to see in this neighborhood.

Recommendations:

Staff recommends that the commission adopts a car share space in front of 189 North Winooski Avenue and to remove the car share space in front of #190 North Winooski Avenue leaving it unrestricted parking.

Handwritten signature and date: JF 6/11/13



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request # 1247

SERVICE REQUEST

Name and Address

Name: Becca Van Dyke

Request Date: 04/25/2013 11:31 AM
Due Date: 5/25/2013

Address: Car Share VT, St. Paul Street

Phone Number: 861-2340

Email Address: becca@carsharevt.org

Request

Location: 179 North Winooski Avenue

Request Description: CarShare VT has requested the parking space be relocated across the street for better nighttime safety and access. From Becca's email: I also wanted to ask about our parking space over on North Winooski Avenue. While the general location is great, we have had a few complaints from our members that they feel a little unsafe accessing the car at night. It is quite dark there because there are no street lights close by. Not to mention, the greenbelt there is often overgrown and littered with trash. In light of this, could we move this car to the other side of the street underneath one of the street lights? I think it would be right around 179 North Winooski Ave?

Assign History

Date

Assigned To

Description

4/25/2013 11:31:25 AM

Joel Fleming

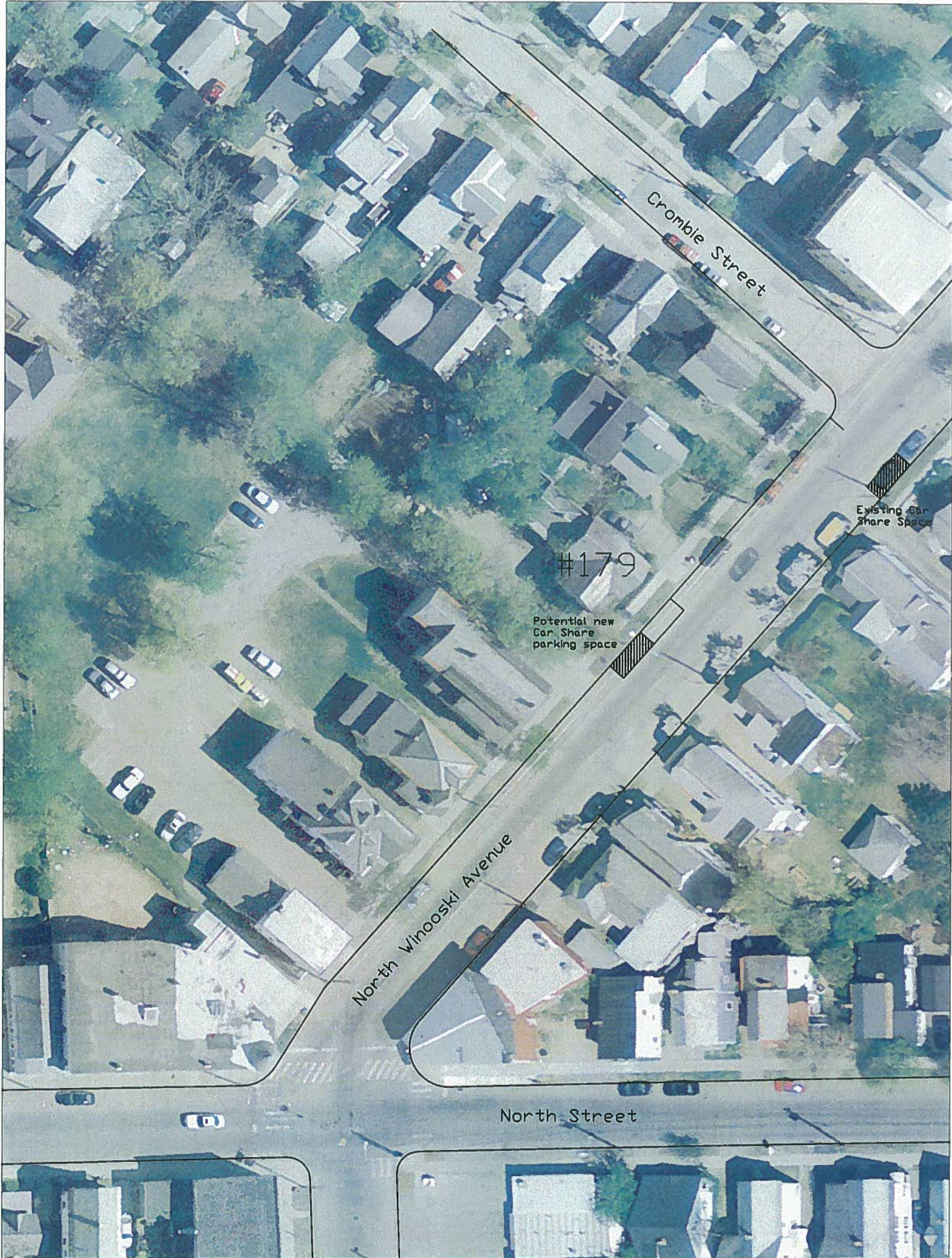
Request Assigned

Work History

Date

Staff
Person

Description



Cromble Street

#179

Potential new Car Share parking space

Existing Car Share Space

North Winooski Avenue

North Street



Office of Planning
645 Pine Street, Suite A
Burlington, VT 05402
802.863.9094 P / 802.863.0466 F
www.burlingtonvt.gov/DPW

Memo

Steven Goodkind, P.E.
DIRECTOR OF PUBLIC WORKS
City Engineer

Date: June 11, 2013

To: Public Works Commission

From: Nicole Losch, Transportation Planner

Subject: Project Selection for the 2013 VTrans Bicycle and Pedestrian Program

The Vermont Agency of Transportation's 2013 Bicycle and Pedestrian Program grant is now open, with applications due on July 26, 2013. The Department of Public Works has discussed project candidates with other city departments (Mayor's Office, City Arts, Parks and Recreation, Community and Economic Development Office, and Planning and Zoning), with other community partners (Safe Routes to School representatives), and we have identified the projects we will include in the city's grant application.

The application process requires a public meeting to solicit comments on the projects and the application. At the Commission meeting, staff will present the project candidates and the evaluation criteria used by the Agency of Transportation to rank each project, which was also used by the city to identify the final projects. This will be an opportunity for the Commission and the public to comment on the process and the projects for the upcoming grant opportunity.

BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
MONTHLY MEETING – MINUTES, May 15, 2013
645 Pine Street
(DVD of meeting on file at DPW)

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

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

ITEM 1 – AGENDA: Commissioner Alberry moved to amend the Agenda, adding Item 2.5 – Parking Rate Proposal. Commissioner Conger seconded.

ITEM 2 – PUBLIC FORUM: No one came forward.

ITEM 2.5 – PARKING RATE PROPOSAL

(See 2 handouts: 1) Letter from Paul Sisson, Interim CAO for the City, to Commissioner Lavery dated May 13, 2013; and 2) Memorandum from Patrick Buteau, DPW Assistant Director, to the Public Works Commission dated May 14, 2013)

Mr. Sisson and Mr. Buteau briefly explained their proposals concerning an increase in parking violation fines (Mr. Sisson), and parking meter- and parking garage-rates (Mr. Buteau). There was no discussion; the Commission will schedule a special meeting to address it and make any changes. The warning will be posted with the 30-day notice as required, with proposed changes to the rates going into effect on July 1st.

ITEM 3 – RESIDENT PARKING PROGRAM DRAFT

(John King, Burlington Police Dept. Parking Enforcement, and Gene Bergman, Esq., City Atty’s office)
(Refer to Commission packet)

Mr. King and Atty. Bergman presented the revised draft proposal (a version of which was presented at last month’s meeting), which would allow them to administer the Resident Parking Program. The Commission will not make a decision at this meeting but will give permission for Mr. King and Atty. Bergman to proceed.

Mr. King will seek public input and then, the Commission will decide whether to adopt the proposed revisions to the Resident Parking Program.

Commissioner Alberry requested that Mr. King simplify the proposal by creating a document listing the present rules and proposed changes, which will be helpful when soliciting public input.

Commissioner Porter moved to amend the draft rules to require notarization of the application for resident parking. Commissioner Alberry seconded. Unanimous approval.

Mr. King requested that this item be included on the agenda for the special meeting (for proposed parking fine/rate increases).

Commissioner Conger moved put a cap on the number of resident passes allowed per dwelling, to a maximum of four (4); Commissioner Alberry seconded. Four (4) Commissioners voted in favor; two (2) were opposed (Commissioners Archambeau and Overby). The motion passed.

Commissioner Overby will send suggestions/proposed clarifying statements to Mr. King and Atty. Bergman.

One Commissioner will attend each public forum at which this issue is addressed.

Mr. King and Atty. Bergman have been asked to e-mail the final draft to the Commission.

ITEM 4 – ST. LOUIS STREET PARKING REMOVAL REQUEST

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet)

Commissioner Alberry moved to accept staff’s recommendation to remove parking for thirty feet (30’) from the corner to clear the site lines for pedestrians and vehicles using Archibald and St. Louis Streets. Commissioner Conger seconded. Discussion: Mr. Fleming will work with Nicole Losch, DPW Transportation Planner to come up with additional traffic calming options at this intersection (e.g., STOP sign). Unanimous approval.

ITEM 5 – HOOVER ST RESIDENT PARKING REQUEST (Joel Fleming, Public Works Engineer)

(Refer to Commission packet)

Commissioner Archambeau moved to accept staff’s recommendation to deny the request seeking to establish resident-only parking restriction on Hoover Street (given that 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). Commissioner Alberry seconded. Unanimous approval.

ITEM 6 – MAPLE STREET - CHAMPLAIN COLLEGE BUS STOP

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet)

Carl Riden, Champlain College Office of Campus Safety, answered the commissioners’ questions.

Commissioner Conger moved to deny staff’s recommendation to adopt a bus stop on Maple Street starting at the corner of the Hauke-Bader parking lot extending west fifty feet (50’). Commissioner Archambeau seconded denying staff’s recommendation. Unanimous agreement.

ITEM 7 – ELECTRICAL APPEAL – 233 ST. PAUL STREET

(Steven Goodkind, DPW Director and Shelley Warren, DPW Electrical Inspector)

(Refer to handout from Ms. Warren distributed to the commissioners at the meeting and submitted into evidence)

Atty. Bergman had stated earlier in the meeting that he had not been notified of this Agenda item and could not stay for this appeal hearing; however, he would assist with any deliberations.

The Appellant, Chris Khamnei, was not present, nor was a stated representative. Mr. Khamnei will hereafter be referred to in these Minutes as “the Appellant.”

Director Goodkind:

- A Certified letter was sent to the Appellant. No specific item was presented indicating that Appellant received the Certified letter.
- This appeal concerns the decision of the Electrical Inspector in the upgrade of the electrical service at 233 St. Paul Street, owned by the Appellant. Per State and City practice, and a

requirement of the State, when a service is upgraded, the electrical panel associated with that panel also needs to be brought up to code.

- Inspector Warren identified at a recent inspection, a panel that was not up to code (located in a closet) and told the owner and electrician that said-panel, and any such panels in the other units of the building, would need to be brought up to code. It is this directive that the Appellant is appealing.
- Director Goodkind, as required by Ordinance, held a hearing at which the Appellant failed to show. Director Goodkind had handed the Appellant notice of the hearing, in front of witnesses. The hearing was still held and the evidence was reviewed. Director Goodkind's ruling was to uphold Inspector Warren's requirement. The Appellant is appealing Inspector Warren's requirement.

Electrical Inspector Shelley Warren:

- Inspector Warren named the documents later copied/handed out to the commissioners:
 - Permit to do the service upgrade;
 - Highlights of Inspector Warren's notes from the inspection:
 - Work was done about 9 months before the final inspection;
 - Electrician noted that most of the panels in the units of 233 St. Paul Street were in closets. Electrician stated to Inspector Warren that he had verbalized this to the Appellant but claims that the Appellant wouldn't allow the electrician to do the work (bringing panels up to code).
 - Inspector Warren and the electrician met at 233 St. Paul Street at the first apartment that had this situation. Inspector Warren told the Appellant what needed to be done and suggested that they not continue with the rest of the inspections because of the intrusion on the tenants, considering an additional inspection would need to take place after the work has been done correctly. The Appellant became enraged and verbally abusive. Inspector Warren made three (3) suggestions to the Appellant:
 - Talk with her supervisor about the Appellant's dissatisfaction with her job performance;
 - Appeal the decision;
 - Move on and discuss something else.
 - Inspector Warren and the Appellant proceeded by meeting as scheduled at the next property (also owned by the Appellant). Inspector Warren followed through with an e-mail to the Appellant which included her inspection notes and reminding him that he had the option of appealing her decision. Inspector Warren copied Assistant Director Norman Baldwin and Director Goodkind.
 - Inspector Warren talked with the electrician to confirm that he (the electrician) was clear to the Appellant of the need for the work needed at 233 St. Paul Street; the electrician was sure about it. The electrician texted Inspector Warren the following day stating that two of his staff were present when he informed the Appellant of the additional work needed.
 - Inspector Warren also included in her documents an e-mail from the State Chief Electrical Inspector stating that generally they would consider this the appropriate time to remove the panels from the closets and put them in a more code-compliant location.

The commissioners were given the opportunity to ask questions. Inspector Warren provided answers and clarification, including the following:

- The need for the upgrade to the service at 233 St. Paul Street originated from the Appellant's addition of an apartment unit to the ten- (10) unit property, requiring an upgrade. It was subsequently revealed that the Appellant had not applied for permits for the additional unit he created (either from the Planning & Zoning Office or the Department of Public Works).
- Inspector Warren's work is governed by the Vermont Electrical Safety Rules and Chapter 12 of the City Ordinances.
- Inspector Warren believes that the electrician accepted working with the Appellant fully intending to follow proper procedure.
- The panels at 233 St. Paul Street are in Inspector Warren's opinion, from the 1950's but since the grounding of those panels was found to be improperly configured for the new equipment going in.
- Joel Snyder of JFS Electric was the electrician hired by the Appellant. Inspector Warren believes that the electrician was unaware of the panels' location in closets until he began to do the grounding.
- Inspector Warren typically recommends easy and affordable options to customers for relocation of panels; however, in this case, was not given the opportunity to do so by the Appellant.
- There had been no rough inspection; there was a service inspection so that the electrician could get the meters back in for the apartment occupants (outside work). Power is shut down while the electrician does the work of installing the meters and further work is done at another time for a multiple-unit building of this size.
- There was no time frame given by Inspector Warren to get the panel boxes out of the closets, which is typical when it wasn't an immediate safety issue.

Commissioner Lavery made a final confirmation that the Appellant was not present (he was not) and closed the hearing. The deliberative session to discuss this appeal will be held later in the evening.

ITEM 8 – CHAMPLAIN COLLEGE PARKING REQUEST

(Beth Isler, RSG, Transportation Consultant for Champlain College, and John Caulo, Associate Vice-President, Champlain College)
(Presentation)

Ms. Isler and Mr. Caulo are present to give an update on this proposed Pilot Test item (which was also on last month's agenda). Action items taken:

- Initiated a windshield survey of current parkers in the spaces observed and enforced by Champlain College in order to identify who, why, length of time, frequency, etc. Postcards placed on windshields invited parkers to participate in an on-line survey. (Ms. Isler explained the findings of the 17 respondents, out of 138 postcards deployed.)
- Reached out to Ward 6 Neighborhood Planning Assembly/NPA (Ms. Isler and Mr. Caulo attended the May 9th meeting which was unusually sparsely attended - 6 attendees. Ms. Isler and Mr. Caulo feel that the forum of the NPA meeting was well advertised and an adequate forum for public outreach. The attendees felt they needed more time to consider what was presented.
- Defined parameters of the Pilot Test more specifically.

Councilor Sharon Bushor was in attendance and spoke briefly on this topic.

Commissioner Lavery asked that Ms. Isler and Mr. Caulo provide a short synopsis of what the proposal is and ask recipients what their concerns are and how they would be impacted. He asked that DPW coordinate with Ms. Isler and Mr. Caulo on this outreach, since the parking spaces are in the City right-of-

way. The resulting communication would be distributed to all residents living in the areas highlighted on the map projected during this presentation.

Commissioner Lavery requested that Ms. Isler and Mr. Caulo be present at next month's meeting to present the feedback from the June NPA meeting and from the communication distributed to residents.

ITEM 9 – COLCHESTER AVENUE & PEARL STREET PILOT PROGRAM

(Presentation, Nicole Losch, DPW Transportation Planner, Guillermo Gomez, DPW Engineer, D. Saladino and Eleni Churchill, part of the Regional Planning Commission)

(See handouts from April meeting concerning this Item)

Ms. Losch and Ms. Churchill spoke on the scoping study for the Pearl St/Prospect St/Colchester Ave intersection. The goal is "...to identify a preferred alternative improvement that enhances mobility and safety for all modes..." Of the three long-term solution alternatives: #1: Short-term "Pilot" improvements; #2: North-south approach alignment; and #3: Alignment and turn lanes. The committee is focusing on Alternative #1.

Commissioner Lavery confirmed that the committee members are present to approve the Pilot and decide on the parking changes. Under Director Goodkind's authority, the Pilot Project can begin and continue for 30 days. However, because this proposed project will extend over the 30-day period, impacting the parking, the committee members are asking the Commission's approval (requires a vote since parking changes are involved) to remove the parking in the identified areas for the Pilot Project. The start date is some time this June or July; the project would be monitored through October, evaluated, and wrapped up by November. Parking removal would occur during that time. Preserving parking on Prospect Street would extend waiting times for traffic.

Commissioner Conger moved to temporarily remove eighteen (18) parking spaces as indicated so that the Pilot Project may proceed. Commissioner Alberry seconded. Unanimous approval.

ITEM 10 – CarShare Vermont (Becca Van Dyke, Operations Manager and Jess Oske, Board Member) (Presentation)

Ms. Van Dyke is requesting a stand-alone parking ordinance, replacing current language in Section 27 of the Municipal Code, in order to streamline the process used when making street parking space requests for car-sharing through DPW. The current process is extremely cumbersome and differs depending on location. She is also asking that the language expand on what CarShare is.

Regarding the proposed language, the City Engineer does not have the authority to delegate a space; each request for a new public parking space would need to be brought before the Commission. Commissioner Lavery offered to confirm this. He also suggested contacting the City Attorney to confirm that the current language could be adopted.

Commissioner Lavery asked Ms. Van Dyke and Ms. Oske if it was acceptable for the length of the process be approximately three (3) months, with an additional 30-day notice period. Ms. Oske agreed that three months would be an acceptable turn-around time.

Director Goodkind recommended that CarShare Vermont initially contact DPW Customer Service when making a request for a specific space. A Request for Service (RFS) would be created and forwarded to the appropriate staff person (most likely Mr. Fleming in Engineering) for further investigation.

Commissioner Lavery encouraged Ms. Van Dyke to then follow up with DPW or one of the commissioners to keep them in the loop and/or ask for the status of her request if she had not heard back from staff in a reasonable time.

Ms. Van Dyke is also requesting 10 additional spaces in the next 5-7 years. Commissioner Overby requested that Commissioner Lavery add this question to those he will be asking of the City Attorney.

ITEM 11 – REQUEST FOR SERVICE/RFS PRESENTATION (DPW Director Steven Goodkind)

The RFS system acts as intake and feedback loop for all requests coming into DPW. It is similar to *SeeClickFix* but Director Goodkind feels the RFS system is more robust. The System has great potential for statistical reporting (e.g., length of time certain tasks take to complete; high-incident locations; outstanding RFS's, etc.). The RFS system is still only useable/accessible by DPW staff.

Commissioner Lavery requested that Director Goodkind ensure that all documentation related to the RFS system is kept current. Scott Duckworth in I.T. is the implementation specialist for this system.

ITEM 12 – FY'13 & '14 BUDGET UPDATE (DPW Director Steven Goodkind)
(Presentation)

- All programs will be retained for FY'14;
- Traffic Division rate increase of possibly up to 10%, most likely through garage and meter rates;
- Water rate increase of approximately 5% this year;
- Recycling Program rate increase of approximately 8% (tax on garbage hauler for each customer they serve);
- Stormwater Program rate increase proposed; approximately 25% increase the first year and 25% increase the next year, resulting in a flat fee for a homeowner and a monthly fee increase for commercial customers;
- Traffic fee increases need approval from the Commission; the other increases need approval from the City Council.

ITEM 13 – MINUTES OF 2/20/13 & 4/17/13

Minutes of 2/20/13 – (See revised version left at commissioners' seats) **Commissioner Archambeau moved** to accept the version of the Minutes presented to the Commission on May 15th; Commissioner Conger seconded. Commissioner Alberry abstained as he was absent from the February meeting.

Minutes of 4/17/13 – **Commissioner Alberry moved** to accept the Minutes as amended;* Commissioner Archambeau seconded. *In Item 12: “Minutes of 2/20: Commissioners Archambeau and Overby request that *all* the amendments they submitted ~~at~~ **between** the March **and April** meeting be included in their entirety...” Unanimous approval.

ITEM 14 – DIRECTOR'S REPORT (Steven Goodkind)

Director Goodkind introduced Denise Schomody and her waterproof cover for blue recycle bins which she designed. The cover is made from recycled fishing net and made in St. Johnsbury, VT. Ms. Schomody would appreciate the opportunity to work on a pilot project. So far, one of DPW's three Recycling staff who picks up recycling has had the opportunity to pick up the blue bin utilizing this cover but has not yet been approached for comment.

ITEM 15 – COMMISSIONERS’ COMMUNICATIONS

Commissioners Overby and Porter: Nothing at this time.

Commissioner Alberry: Thanked staff for filling potholes along upper Pearl Street, per his request from April’s meeting.

Commissioner Archambeau: 1) Clarke Street and Grant Street intersection: There is no crosswalk there. It comes to a “tee.” 2) Liveable wage status at DPW: Director Goodkind reports that DPW is doing well overall. DPW has standards they have to meet and provisions in contracts that have to be met.

Commissioner Conger: Asked if there was an ordinance which specifically restricts parking in a striped bike lane, or, does it require a stand-alone “no parking” ordinance for that specific instance. Director Goodkind will look into this and get back to the Commission.

Commissioner Lavery: Traffic calming on Hyde Street. The issue has been ongoing for about two months. He has learned from Ms. Losch that the delay is caused by the inability to schedule an on-site walk-through with the Fire Department in order for them to ensure that with the proposed changes, they can access the residences. Commissioner Lavery asked Director Goodkind to intervene.

SCHEDULING OF SPECIAL MEETING (Commissioner Lavery)

There will be a Special Meeting of the DPW Commission next month to discuss the proposed garage fees and traffic fines. The meeting will open with a Public Forum where the public would be given the opportunity to bring up any topic.

June 5th has been set as the tentative date of the Special Meeting, pending confirming with Commissioners Alberry and Hopkins. The meeting would begin at 6:30 p.m.

ITEM 16 – DELIBERATIVE SESSION TO DISCUSS APPEAL (see ITEM 11)

Commissioner Archambeau moved to go into deliberative session; Commissioner Alberry seconded. Unanimous approval.

This may be Commissioner Conger’s last meeting as commissioner. The commissioners expressed their gratitude for his service.

ITEM 17 – NEXT MEETING DATE AND ADJOURNMENT

The next meeting of the DPW Commission is scheduled for June 19, 2013. The meeting portion ended at 11:15 p.m. and the Commission went into deliberative session.

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
SPECIAL MEETING – MINUTES, JUNE 5, 2013
645 Pine Street**

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

ABSENT: Asa Hopkins

Commissioner Lavery called the meeting to order at 6:32 p.m.

ITEM 1 – AGENDA: No changes. No one from the public was present.

ITEM 2 – POSSIBLE EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER

Commissioner Conger moved to go into Executive Session; Commissioner Alberry seconded. Unanimous. Mayor Weinberger joined them.

The Commission returned from Executive Session at 7:21 p.m.

ITEM 3 – PROPOSED PARKING FINES INCREASES

(Paul Sission, Interim CAO for the City and John King, Burlington Police Department Parking Enforcement and Patrick Buteau, Assistant Director, DPW, Parking and Fleet Services)

(See 3 handouts: 1) Letter from Paul Sisson, Interim CAO for the City, to Commissioner Lavery dated May 13, 2013; 2) Letter from Paul Sission, Interim CAO for the City, to Commissioner Lavery dated May 22, 2013 – **corrected** letter, last line now reading: “Increase fee from \$50.00 to \$75.00;” and 3) “Citation Violations Summary for dates beginning 1/1/2012 through 12/13/2012,” distributed by John King, Burlington Police Department Parking Enforcement.)

Mr. Sisson, Mr. King and Mr. Buteau are asking the Commission to approve the adoption of the new rates as per Mr. Sisson’s letter to Commissioner Lavery dated May 22, 2013. If the Commission approves the rates, the rates would become effective in early July 2013 after a 30-day warning period. **Commissioner Alberry moved** to adopt the proposed changes to parking fines; Commissioner Conger seconded. Unanimous.

ITEM 4 – ADJOURNMENT

Commissioner Conger moved to adjourn; Commissioner Archambeau seconded. Unanimous. The meeting adjourned at 8:10 p.m.

NOTE: Due to technical (audio) issues, the DVD of this meeting is not useable.