



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: STEVEN GOODKIND, DIRECTOR
DATE: JULY 11, 2013
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on July 17, 2013 at 6:30 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. S. Champlain St & Maple St Parking Request
3. Stop Sign Request – St. Louis at Willow St
4. Annual Report to City Council (emailed before meeting)
5. Minutes of 6/19/13

An Equal Opportunity Employer

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



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CITY ENGINEER

M E M O R A N D U M

To: Amy Bovee, Clerks Office
From: Steve Goodkind, Director
Date: July 11, 2013
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **July 17, 2013**
Time: 6:30 – 9:00 p.m.
Place: 645 Pine Street – Main Conference Room

A G E N D A - A M E N D E D

- | ITEM | |
|-------------|--|
| 1 | Agenda |
| 2 | 5 Min Public Forum |
| 3 | 15 Min Acknowledgement of Steve Goodkind |
| 4 | 10 Min South Champlain St. & Maple St. Parking Request |
| | 4.10 Communication, J. Fleming |
| | 4.20 Discussion |
| | 4.30 Decision |

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- 5 5 Min Stop Sign Request – St. Louis St. at Willow St.
 - 5.10 Communication, J. Fleming
 - 5.20 Discussion
 - 5.30 Decision

- 6 30 Min Residential Parking Proposals Update (Time Certain 7:30 p.m.)
 - 6.10 Oral Communication, DPW Commission
 - 6.20 Discussion

- 7 5 Min Annual Report to City Council (Emailed before Meeting)
 - 7.10 Communication, S. Goodkind
 - 7.20 Discussion

- 8 30 Min Hyde Street Closure
 - 8.10 Oral Communication, N. Baldwin
 - 8.20 Discussion

- 9 Minutes of 6/19/13

- 10 5 Min Director's Report


- 11 5 Min Commissioner Communications

- 12 10 Min Adjournment & Next Meeting Date – 9/18/2013



MEMORANDUM

July 17, 2013

TO: Public Works Commission
FROM: Joel Fleming 
RE: South Champlain Street and Maple Street parking Request

Background:

Staff received a request from Handy's Lunch, located at 202 South Champlain Street, asking for more short term parking surrounding their business. They are asking for three more 30 minute parking space on Maple Street east of South Champlain Street and to move the handicapped parking space on South Champlain street one space to the north and add two 30 minute parking spaces in the spaces just north on the loading zone on the corner of South Champlain Street and Maple Street. Maple Street is an arterial roadway on this part of the street with a mixture of residential and commercial uses. South Champlain Street is a local street with mostly residential uses. There is parking on the north side of Maple Street and the east side of South Champlain Street.

Observations:

There are currently nine 30 minute parking spaces and one hour parking space adjacent to the Maple and South Champlain Street intersection. Handy's Lunch is asking that the 60 feet of unrestricted parking on the north side of Maple Street converted to three 30 minute parking spaces, so their customers have a place to park when visiting the business. There is also a handicapped space on South Champlain Street, that if it were moved one space north on South Champlain Street would leave 35 feet for two more 30 minute parking spaces on South Champlain Street.

Staff sent out a letter, dated June 26th, to the residents of Maple Street, from Pine Street to South Champlain Street, and South Champlain Street, Maple Street to King Street, asking for feedback on the possible changes to the existing parking on the streets. Staff did not receive anything feedback from these residents. Staff sent a second letter out dated July 9th, letting these

NB @ 7/11/13

same residents know that this item was on the Department of Public Works Commission Agenda on July 27th. They were informed that they would have time to voice any concerns or support for the proposed parking changes.

Conclusion:

With the large amount of short term parking already available near this intersection staff feels that it would be good to put a time restriction on the current short term spaces and any new short term parking space that go up in this area. Handy's Lunch is open from 7:00 am to 3:00 pm; staff feels that there should be a time restriction on the short term spaces in that time frame. This would ensure that the parking spaces on Maple and South Champlain Street are filled even during the off hours for the businesses on these streets.

Staff Recommendation:

Staff recommends that the commission adopt a time restriction on the current short term parking at this intersection from 7:00 am to 3:00 pm and adopt three additional 30 minute parking spaces on the north side of Maple Street with a time restriction from 7:00 am to 3:00pm.



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request
997**SERVICE REQUEST****Name and
Address**

Name: Diana Colangelo

Request Date: 03/28/2013 12:37 PM

Due Date: 4/27/2013

Address: CEDO

Phone Number: 865-7187

Email Address: dcolangelo@burlingtonvt.gov

Request

Location: 202 South Champlain Street

Request Description: Per e-mail to Nicole, forwarded to Joel: Parking issues on South Champlain and Maple Streets. See attachment.

Assign History**Date****Assigned To****Description**

3/28/2013 12:37:05 PM

Joel Fleming

Request Assigned

Work History**Date****Staff Person****Description**

03/28/2013

Helen Plumley

I attached e-mail chain to RFS

(Entered on 3/28/2013 12:48:10 PM by Helen Plumley)

Customer Service

Status: New

Request created by: Helen Plumley

Print Date: 3/28/2013 12:48:29 PM

Helen Plumley

From: Joel Fleming
Sent: Thursday, March 28, 2013 10:36 AM
To: Helen Plumley
Subject: FW: South Champlain and Maple

Helen,

Could you put this request in the RFS system for me?

Thanks,

Joel

From: Nicole Losch
Sent: Friday, March 22, 2013 1:01 PM
To: Diana Colangelo
Cc: Joel Fleming
Subject: RE: South Champlain and Maple

Hi Diana,

I'm actually going to put you in touch with Joel Fleming in our office – copied here already. He's out until the 28th, but try to follow up with him after he gets back. Joel is probably your best point of contact for all things related to adjusting on-street parking.

Thanks!

Nicole Losch // Transportation Planner, Bicycle & Pedestrian Program Manager, Environmental Planner
645 Pine Street Suite A, Burlington VT 05401
p 802.865.5833 // f 802.863.0466
Please note the new email address: nlosch@burlingtonvt.gov

From: Diana Colangelo
Sent: Thursday, March 21, 2013 4:02 PM
To: Nicole Losch
Subject: South Champlain and Maple

Hey Nicole,

I just met with Earl Handy of Handy's Lunch and he had some ideas for creating more parking on South Champlain and Maple. He had three specific ideas/questions, and I wanted to run them by you to see if you had thoughts or could direct me to anyone else at DPW that I should be connecting with.

1. Does there need to be as much residential parking as there is on the north side of Maple? Looks like there's parking for that building in the back (limited), so could any of those spots be converted to other types of spaces? Not sure what the residential parking requirements are for that building. Earl was saying it would be helpful even to make them residential parking only after 4pm or 6pm or whatever so it doesn't interfere with business hours.
2. There is a little gap on the north side of Maple where there are 3 spots with no signage, so people park there for really long stretches. Could those be made into 30-minute spots? Seems like that could be an easy fix.

3. Could 2 or 3 spots be made on the west side of South Champlain right near the intersection with Maple? It's basically the little stretch of curb in between the 2 entrances to the parking lot there. I know that whole street is no parking on the west side, but Earl was wondering why that is and thought there would be room. Not sure if he is correct, but I assume you know the street widths and whether or not that would be possible, and any other problems with putting parking on both sides of that street.

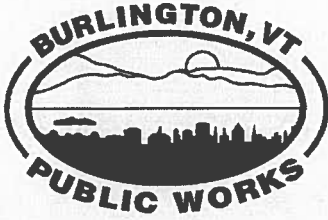
I wanted to give you a heads-up about these issues, but I'm also happy to call and chat about it. It seems like there might be solutions to at least one or two of these issues.

Thanks,

Diana

Diana Colangelo
Economic Development Specialist
Community & Economic Development Office
149 Church St, Room 32, City Hall
Burlington, VT 05401

802-865-7187 - Direct Line
802-865-7144 - Front Desk
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JOEL FLEMING, E.I.T.
ENGINEER TECHNICIAN

July 9, 2013

Dear Maple and South Champlain Street Residents:

Public Works would like to inform you of a public meeting that is coming up to discuss some possible parking changes on Maple and South Champlain Street's. I have attached a map of the proposed changes. The Department of Public Works Commission will listen to both sides of the issue on July 17th, 2013 at the front conference room of DPW starting at 6:30 pm. This meeting is open to the public and I encouraged you all to go voice your opinion on these possible changes. If you have any questions regarding this issue 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

JF/mcb



South Champlain Street

Maple Street



Proposed
30 minute
parking

Loading
zone

Proposed 30 minute spaces

50 Min

30 Min

30 Min

30 Min

30 Min

30 Min

30 Min

1 hour 30 Min 30 Min



MEMORANDUM

July 17, 2013

TO: Public Works Commission
FROM: Joel Fleming *JF*
RE: St Louis Street at Willow Street Stop Sign request

Background:

Staff received a request from a resident of St Louis Street asking for three-way stop control for the intersection of Willow Street at St Louis Street. Both Streets are low volume and low speed residential streets in the city's old north end.

Observations:

This intersection meets a warrant from the MUTCD section 2B.07: multi-way Stop Applications; there is a need to control Vehicle/pedestrian conflicts because of the high use of the crosswalk into Roosevelt Park. This intersection is adjacent to Roosevelt Park and H.O. Wheeler School, both of which attract both pedestrian and vehicular traffic to the area. Willow Street splits Roosevelt park in half, Ball Park and Basketball courts to the north and play ground to the south. Currently there is no control at the crosswalk that connects the 2 sections of the park as well as the main connection to the Park from the school and parking.

Conclusions:

Although this intersection does not see large amounts of vehicular traffic the amount of Pedestrians going in and out of the park warrants 3-way stop control.

Recommendations:

Staff recommends that the commission adopt a 3-way stop control at the intersection of Willow Street and St Louis Street.

/WBS 7/11/13



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request # 1276

SERVICE REQUEST

Name and Address

Name: Jeremy B. Owens

Request Date: 04/29/2013 1:14 PM

Due Date: 5/29/2013

Address: via e-mail from Joel Fleming

Phone Number: 658-3555

Email Address: jeremy@tjboyle.com

Request

Location: St. Louis St

Request Description: Per e-mail: ...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.

Assign History

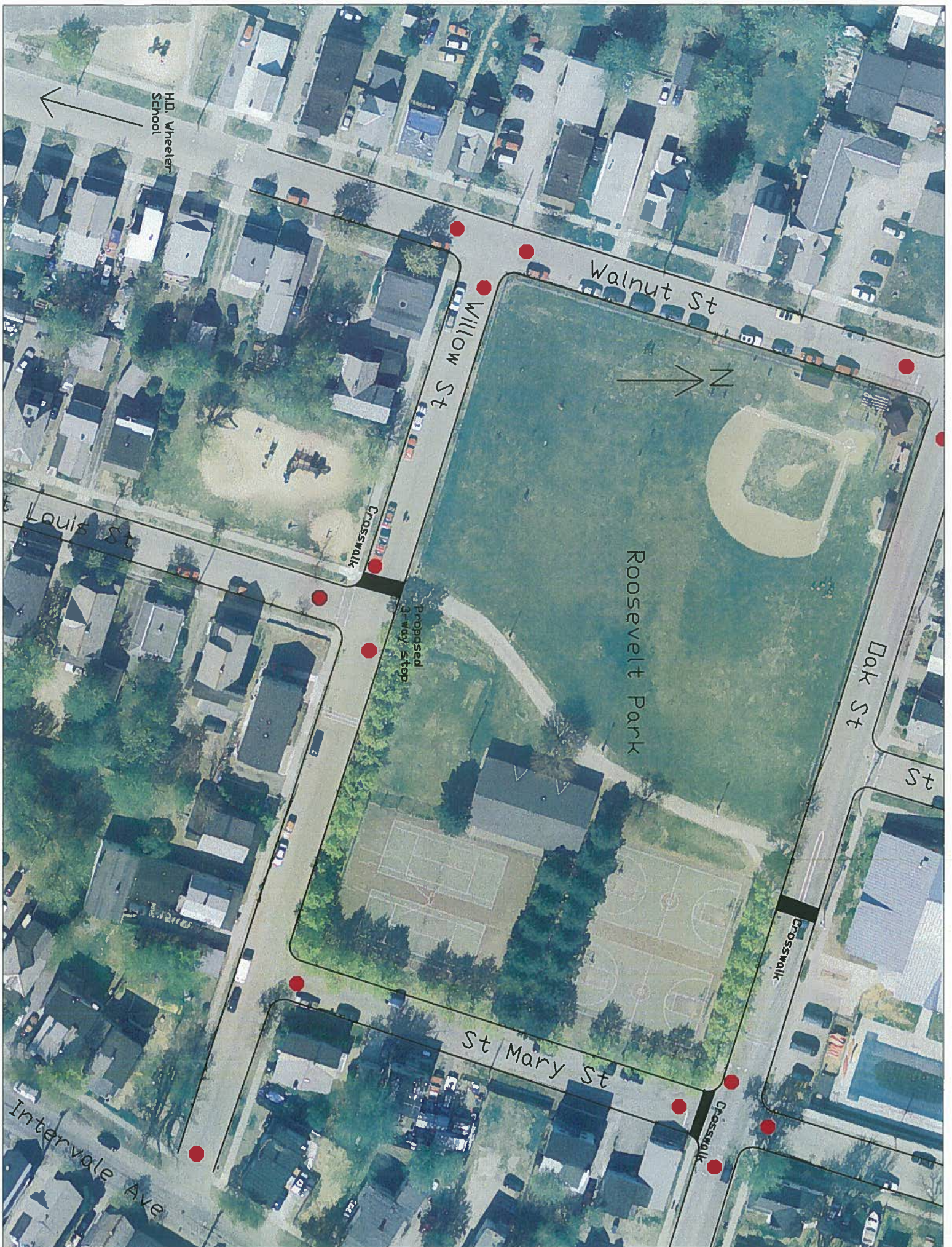
Date	Assigned To	Description
4/29/2013 1:14:59 PM	Joel Fleming	Request Assigned

Work History**Customer Service**

Status: New

Request created by: Helen Plumley

Print Date: 4/29/2013 1:44:56 PM



Stop Sign Warrant
MUTCD 2B.07 Multi-way Stop Application:
Willow Street, St Louis Street

01. Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include, pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.

02. The restrictions on the use of STOP signs described in Section 2B.04 also apply to Multi-way stop applications.

Guidance:

03. The decision to install multi-way stop control should be based on an engineering study.

04. The following criteria should be considered in the engineering study for a multi-way STOP sign installation:

A. Where the traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.

This intersection does not require a traffic light. --- Does not meet the warrant threshold

B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions

C. Minimum Volumes:

1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages 300 vehicles per hour for any 8 hours of an average day; and

---During AM and PM Peak hour counts the Major Street, Willow Street, had 23 and 15 vehicles respectively.

2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but

---During the Am and PM Peak hour counts the minor Street, St Louis Street, had 7 and 2 cars respectively. Does Not Meet Warrant Threshold

3. if the 85th-percentile approach speed of the major --street exceeds 40 MPH, the minimum vehicular volume warrants are 70 percent of the volumes provided and Items 1 and 2.

---Does not meet the warrant threshold

D. Where no single criterion is satisfied, but criteria B, C.1 and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this criterion.

---Does not meet the warrant threshold

Option:

Other criteria that may be considered in an engineering study include:

A. The need to control left-turn conflicts;

---Does not meet Warrant.

B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;

---Meets the warrant threshold. This intersection is adjacent to Roosevelt Park. This park is extremely busy with Pedestrian traffic who enter the park at the crosswalk on the west side of this intersection.

C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and

---does not meet the warrant.

D. in intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve operational characteristics of the intersection.

--- Meets the Warrant. Adding a 3-way stop at this intersection will improve the flow of pedestrians and make it safer for them to cross Willow Street into the park.

5/16/2013, PM count, C. Brett						
Time		Major: Willow			Minor: St. Louis	
Start	Stop	E	W	S	E	W
4:30	4:45	0	2	0	0	0
4:45	5:00	0	1	1	0	0
5:00	5:15	1	2	1	0	0
5:15	5:30	4	1	2	2	0
<u>Totals:</u>		5	6	4	2	0

5/30/2013, AM count, C. Brett						
Time		Major: Willow			Minor: St. Louis	
Start	Stop	E	W	S	E	W
7:30	7:45	2	3	0	1	0
7:45	8:00	0	2	1	2	0
8:00	8:15	4	5	0	1	2
8:15	8:30	5	1	0	1	0
<u>Totals:</u>		11	11	1	5	2

BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
MONTHLY MEETING – MINUTES, June 19, 2013
645 Pine Street
(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Tiki Archambeau, Nathan Lavery (Chair) and Solveig Overby

ABSENT: Matt Conger (Secretary), Asa Hopkins and Mark Porter (Vice Chair)

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

ITEM 1 – AGENDA – No changes.

ITEM 2 – PUBLIC FORUM

Martha Lang – Distributed and read a one-page document which she compiled, “Residential Parking Sharing the Burden,” citing an overload in parking/parking passes issued on Colchester Avenue, more so than Fletcher Pl, Thibault Pkwy, Latham Ct and Nash Pl.

Christopher Leicht – Resident of Flynn Avenue, north side of street. He submitted a document at this meeting with 14 signatures, entitled, “Petition to stop the construction of a sidewalk on the north side of Flynn Avenue” and several e-mails from residents commenting on the issue.

ITEM 3 – CHAMPLAIN COLLEGE PARKING REQUEST

(John Caulo, Champlain College, and Shadde Rosenblum, RSG)

At its last meeting, the Commission requested that Mr. Caulo and Ms. Isler continue to reach out to the public through NPA meetings and contact with area residents. Mr. Rosenblum, who replaced Beth Isler, reported on responses received.

The College has revamped its on-campus parking regulations so that its off-street parking spaces will be managed by metered, short-term parking. The College will observe in the coming months the success of their newly-implemented plant. The proposal tonight is to *not* make any changes to *on-street* parking at this time. This issue will be revisited in approximately one year; in the meantime, DPW staff will continue to work with Champlain College and the DPW Commission on this issue.

ITEM 4 – NORTH AVE SIDE OF STRET – STOP SIGN ADDITIONS

(Joel Fleming, DPW Engineer)

Commissioner Alberry moved to accept staff recommendation: That the Commission adopt stop control at each of the following side streets where they meet with North Avenue: North Cove Rd, Derway Dr, Woods St, Morgan St, Dewey Dr, Algird St, Simms St, Pennington Dr, Browe Ct, West Rd, Loaldo Dr, Fairmount Pl, Birch Ct, Green Acres Dr, Cayuga Ct, Cross Pkwy, Edgemoor Dr, Woodlawn Rd, Gosse Ct, Dodds Ct, Poirier Pl, Leonard St, Lakewood Pkwy and Saratoga Ave. Commissioner Archambeau seconded. Unanimous.

Mr. Fleming will review the streets off North Avenue *south* of Institute Road and return at a future Commission meeting with staff recommendations for those streets.

ITEM 5 – ADDITION OF HANDICAP PARKING SPACE – MAIN ST.

(Joel Fleming, DPW Engineer)

Commissioner Alberry moved to adopt staff recommendation: That the Commission adopts a handicap parking space in the fifth (5th) space west of South Winooski Avenue on the north side of Main Street. Commissioner Archambeau seconded. Unanimous.

ITEM 6 – SO CHAMPLAIN ST - RESIDENT PARKING REQUEST

(Joel Fleming, DPW Engineer)

(Page 2, which was omitted from packet, was handed out at meeting)

South Champlain Street resident Declan Connolly collected signatures supporting this request. Mr. Connolly has also spoken to a nearby law firm (Primmer Piper Eggleston and Cramer) about the possibility of using space in their parking lot (not available). Staff recommendation: That the Commission adopts a resident parking prohibition form, 24-hours/day and 7 days/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.

Because only four of the seven commissioners were present, and one of those commissioners is not in favor of staff recommendation, and more information is needed, Commissioner Alberry suggested that the issue be further reviewed and brought back at the next meeting. For the next Commission meeting, DPW staff will: 1) Identify eligibility of the corner parcel in terms of permits; i.e., does the building have a driveway that exits onto South Champlain St; and 2) Help facilitate a discussion between the owner of the lot (Primmer Piper Eggleston and Cramer) and the residents. Commissioner Lavery offered to draft a short memorandum to the law firm. Mr. Fleming will be in touch with Mr. Connolly.

ITEM 7 – NO WILLIAMS ST - ADD RESIDENT PARKING

(Joel Fleming, DPW Engineer)

Several members of the public were present to speak on the issue: Betsy Allen-Pennebaker, Jesse Paul, Andrew Allen, Mary Pierce and Dave Keelty of Fletcher Allen Health Care. Staff recommendation: That the Commission adopts a 24-hour/day, 7 days/week resident parking restriction on the west side of North Williams Street.

Commissioner Lavery suggested leaving this item open and working to find a resolution in the near future. This item will be put on either the July agenda or a future agenda. Mr. Fleming will stay in touch with the residents.

ITEM 8 – ARCHIBALD ST. – PARKING REMOVAL

(Joel Fleming, DPW Engineer)

The Commission agreed to allow the Code Enforcement office continue enforcing no parking on the greenbelt. Widening the road is financially prohibitive. No action is required because there is no recommendation for parking.

ITEM 9 – 200 CHURCH ST. – METER TIME CHANGE

(Joel Fleming, DPW Engineer)

Based on conditional approval, **Commissioner Alberry moved** to accept staff recommendation: That the Commission adopts a 15-minute parking meter in the first metered space south of King Street, on the east side of Church Street (converting the 3-hr. meter to 15-minutes). Further, on conditional approval, DPW will confirm with Burlington Telecom that they do *not* need the loading zone in front of their office and, if not, another 15-minute parking meter would be provided. Commissioner Archambeau seconded. Unanimous. Mr. Fleming will contact Burlington Telecom to confirm that they do *not* use/need the loading zone.

ITEM 10 – MOVE CAR SHARE ON NO. WINOOSKI AVE. TO OPPOSITE SIDE OF ST.
(Joel Fleming, DPW Engineer)

Rebecca Van Dyke, CarShare Vermont, further explained the reason for the request. **Commissioner Archambeau moved** to accept staff recommendation: That the Commission adopts a CarShare space in front of 189 North Winooski Avenue and to remove the CarShare space in front of #190 North Winooski Avenue leaving it unrestricted parking. Commissioner Overby seconded. Unanimous.

ITEM 11 – PROJECT SELECTION FOR VTRANS/BIKEPED GRANT – *Moved to Item 12*
(Nicole Losch, DPW Transportation Planner)

DPW staff has worked with other stakeholders to apply for the grant. They met with other City departments and got feedback on the projects. Two recommendations: 1) For scoping application: bicycle and pedestrian improvements; and 2) For construction application: Implement a recommendation from the Champlain Elementary School Safe Routes to School study: traffic calming for students trying to get to school from points north. This meeting is the public meeting required for the grant. Ms. Losch would like to hear from the public with suggestions for ideas for the grants. With the deadline of July 26th, Ms. Losch will accept suggestions as soon as possible.

ITEM 12 – PEARL/PROSPECT INTERSECTION UPDATES – *Moved to Item 11*
(Nicole Losch, DPW Transportation Planner)

Ms. Losch explained that the recommendation is now to restrict left turns from Pearl Street to North Prospect Street during the Pilot Project. No change is being recommended to the Commission's earlier approval to remove parking. Ms. Losch is asking the Commission to adopt this minor change to the Pilot, required in the event that the Pilot extends beyond 30 days. Councilor Sharon Bushor, Dave Keelty from FAHC and Charlene Wallace from LocalMotion came forward to speak on the issue. **Commissioner Archambeau moved** to accept this minor change to the Pilot Project. Commissioner Overby seconded. Unanimous.

ITEM 13 – RESIDENT PARKING PROGRAM CHANGES – UPDATE
(Nathan Lavery, DPW Commissioner)

Commissioners Lavery and Porter attended the Ward 6 NPA meeting with John King from Parking Enforcement. Word is starting to get out there regarding the proposed changes to resident parking. The program changes are just a proposal at this time. A timeline has not yet been set, as Mr. King is still

getting information out to the public. The Commission is not expected to vote on these changes until possibly October or November of this year.

ITEM 14 – MINUTES OF 5/15/13 & 6/05/13

Commissioner Alberry moved to accept the Minutes of 5/15/13 and 6/05/13. Commissioner Archambeau seconded. Unanimous.

ITEM 15 – DIRECTOR’S REPORT (Norman Baldwin, Assist. Dir. on behalf of Steven Goodkind)

- The late-May storm caused damage to the bank off Manhattan Drive east of the intersection of Route 127. The contractor, ECI has nearly completed the immediate work of replacing the drainage pipes and are working on long-term stabilization of the bank. DPW will then prepare for bidding out slope restoration and repaving the roadway.
- Building and Trades Appeal process and wording went into effect today, copies of which were left at commissioners’ tables.

ITEM 16 – COMMISSIONER COMMUNICATIONS - None offered.

ITEM 17 – ADJOURNMENT & NEXT MEETING DATE

Commissioner Archambeau moved to adjourn at 9:30 p.m. Commissioner Alberry seconded. Next meeting: July 17, 2013.