



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A  
Post Office Box 849  
Burlington, VT 05402-0849  
802.863.9094 VOICE  
802.863.0466 FAX  
802.863.0450 TTY  
[www.burlingtonvt.gov/dpw](http://www.burlingtonvt.gov/dpw)

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

# MEMORANDUM

TO: PUBLIC WORKS COMMISSION  
FM: CHAPIN SPENCER, DIRECTOR  
DATE: DECEMBER 11, 2013  
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on December 18, 2013 at 6:30 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. Consent Agenda
3. Burlington stop for Interstate Transit Carriers
4. Hyde St Traffic Calming
5. Minutes of 11/20/13

**Non-Discrimination**

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



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

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

To: Amy Bovee, Clerks Office  
From: Chapin Spencer, Director  
Date: December 11, 2013  
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **December 18, 2013**  
Time: 6:30 – 9:00 p.m.  
Place: 645 Pine Street – Main Conference Room

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

### **ITEM**

- 1 Agenda
- 2 5 Min Public Forum
- 3 30 Min Consent Agenda
  - 3.10 Richardson St, Morse Pl, Scarff Ave Stop Sign Request
  - 3.20 CarShare Vermont Parking Request
  - 3.30 Ethan Allen Pkwy Parking Removal
  - 3.40 Colchester Ave Resident Parking Request
  - 3.50 Adsit Ct Parking Request
- 4 20 Min Burlington stop for Interstate Transit Carriers
  - 4.10 Communication, C. Spencer
  - 4.20 Discussion

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- 5    15 Min    Hyde St Traffic Calming
  - 5.10    Communication, N. Losch
  - 5.20    Discussion
- 6            Minutes of 11/20/13
- 7            Director's Report
- 8            Commissioner Communications- Update on Advisory Board for Parking Initiative.
- 9            Executive Session
- 10          Adjournment & Next Meeting Date – 1/15/14



## MEMORANDUM

December 3, 2013

**TO:** Public Works Commission  
**FROM:** Joel Fleming   
**RE:** Richardson Street, Morse Place, and Scarff Avenue Stop Sign Request

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### Background:

Staff received a request from the residents of Richardson Street, Morse Place, and Scarff Avenue asking that this intersection become a 4-way stop controlled intersection. These Streets are all slow, low volume residential streets in the City's south end.

### Observations:

This intersection is described by the petitioners as a 4-way intersection. Staff disagrees with that, and considers Morse Place and Richardson Avenue as one intersection and Scarff Avenue and Richardson Avenue intersection as another. Richardson Street runs north and south one block east of Pine Street. This block of Morse Place runs from Pine Street and ends at Richardson Street. Scarff Avenue continues east and west but is offset from Morse Place approximately 100 feet south. Staff looked for similar intersections around the City and found an intersection that is similar to this one. The intersection of Rose Street and Cedar Street is currently a 4-way stop controlled intersection where Cedar Street is approximately 50 feet offset on each side of Rose Street. The difference, other than the distance the streets are from each other, is that the Rose Street and Cedar Street intersection went through a traffic calming process that had a raised intersection installed along with the 4 way stop. This additional measure slows traffic to a point where vehicles can safely maneuver the intersection. Although staff sympathizes with the petitioners regarding the speed that vehicles travel on Richardson Avenue, Morse Place, and Scarff Avenue stop signs are not supposed to be installed to control speed, rather assign right of way at an intersection. Staff has referred the petitioners to Nicole Losch to start the traffic calming process.

Staff conducted a multi-way stop warrant analysis on Richardson Street, Morse Place, and Scarff Avenue looking at it as one intersection. Even as one intersection it does not meet

✓ KB 12/11/13

any of the warrant thresholds for multi-way stop controlled intersections. The PM peak hour traffic is the busiest time of the day for this intersection and it does not meet the minimum volume thresholds. There was only one accident at this intersection over the past 24 months. This accident involved a parked vehicle; therefore stop signs at this intersection would not have prevented it.

**Conclusions:**

Staff feels that this is not a single intersection but 2 separate 3-way intersections that are close together. Trying to make this into a single 4-way stop controlled intersection would cause confusion and could make it more dangerous to navigate than its existing condition. Under normal conditions when a driver approaches a multi-way stop the intersections are compact allowing drivers to make eye contact and visual gestures assigning the right of way. Given the broad nature of this intersection this would not be possible. Trying to separate these intersections out and adding a 3-way stop to each would also cause confusion because there would be stop signs with-in 100 feet from each other. This could cause people to not respect these stop signs making it more dangerous.

**Recommendations:**

Staff recommends that the commission deny the petitioners request for a 4-way stop controlled intersection at Richardson Street, Morse Place, and Scarff Avenue.

#  
2122**CITY OF BURLINGTON****SERVICE REQUEST****Name and Address**

Name: Amanda Levinson

Request Date:

07/09/2013

11:55 AM

Due Date:

8/8/2013

Address: 101 Richardson Ave

Phone Number: 617-388-9717

Email Address:

**Request**

Location: Richardson St

Request Description: Request for stop signs to be place in Richardson - northbound at Richardson & Scarff , Southbound at Richardson & Morse Pl and Eastbound on Morse and Richardson. See Attached info

**Assign History**

Date	Assigned To	Description
7/9/2013 11:55:03 AM	Joel Fleming	Request Assigned

**Work History**

Date	Staff Person	Description
10/01/2013	Joel Fleming	Staff has started to conduct counts at these intersections ( Entered on 10/1/2013 3:40:18 PM by Joel Fleming )

**Customer Service**

Status: Investigation

Request created by: Valerie Ducharme

Print Date: 12/2/2013 3:39:08 PM

We, the residents of Richardson Street, Scarff Avenue, Morse Place and Lyman are requesting that Stop signs be placed on Richardson – Northbound at Richardson and Scarff, Southbound at Richardson and Morse Place and Eastbound on Morse at Richardson.

From as early as 3:30PM thru 6:00PM, traffic trying to avoid the long line on Pine Street at Pine and Home Avenue use Lyman and Ferguson Avenues to get to Richardson and then to Home Avenue.

Richardson is the only street with no stop sign for two blocks and cars routinely exceed the 25 MPH speed limit. The reverse is true in the morning for the same reason, to avoid the line on Home Avenue.

Morse Place needs the stop sign as the people short cutting on that street hardly stop and have come way out into the Northbound side of Richardson. We have all had close calls at that intersection.

With the large number of young children and many pets in this area, it is only a matter of time before something tragic happens.

We hereby request that the Dept. of Public Works will act on this request and install those signs as soon as possible.

RECEIVED

JUL - 9 2013

BURLINGTON PUBLIC  
WORKS



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

# Neighborhood Traffic Management Request

DATE 6/18/13

In accordance with Burlington Public Works Commission policies on neighborhood traffic management and traffic calming this petition must be returned to the Department of Public Works 90 days from the above date.

## Petition Contact

First Name Amanda Last Name Levinson  
 Street Number 101 Street Address Richardson St.  
 Phone Number 617-388-9717 e-mail address amanda.rose.levinson@gmail.com

## Petition

Location of Request Richardson, Scarff + Morse  
 Please describe the circumstances prompting this petition High volume + speeding traffic during rush hour on Richardson makes for dangerous conditions. Please see attached Request for stop signs.

In accordance with Burlington Public Works Commission policies on neighborhood traffic management and traffic calming this is a petition to pursue the concerns described above. Investigation by city traffic engineering staff has determined that conditions in the questioned area meet all accepted standards and warrants as to roadway design and safety and that any action would be considered an enhancement to the current situation.

All of the households, both rental and owner occupied, on the affected streets (as determined by city traffic engineering staff), including corner households that intersect affected streets must be informed of these activities. Approval of at least 30% of these households is necessary to continue the development of an understanding of the need and purpose of further action. Your signature on this petition conveys this approval.

Only one signature is permitted per household. Attach additional sheets as necessary.

NAME	ADDRESS	APT #	PHONE #	E-MAIL ADDRESS
Cassy Gardner	4 Scarff Ave		802-578-8358	cassy.gardner@gmail.com
Amanda Levinson	101 Richardson St		617-388-9717	amanda.rose.levinson@gmail.com
Michael Rubtichuk	8 Scarff Ave		518-466-1708	knexphair@aol.com
Carole Wale-Johnson	100 Richardson St		802-973-6195	lwalejohnson@gmail.com
Steve Gutman	5 Scarff Ave		802-338-6421	steve.gutman@gmail.com
Veronica Richel	111 Richardson St		802-658-2324	vrichel@uvm.edu
Ann Tuttle	94 Richardson St		802-999-3360	Rudynhadlign@Burlingtontelecom.net
Kathleen Rowe	121 Richardson St		802-862-3437	KmRowe@burlingtontelecom.net
Ken Allen	131 Richardson St		510-459-0646	Kennethallen@burlingtontelecom.net
Melissa Ann McConnell	125 Richardson St		802-865-4953	hmoopa@aol.com
Roz Grossman	14 Scarff Ave		802-864-8186	Rozwi@burlingtontelecom.net
Vilna Carmichael	14 Scarff Ave		802-864-8188	dmccm@burlingtontelecom.net





CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

# Neighborhood Traffic Management Request

DATE \_/ \_/ \_

NAME	ADDRESS	APT #	PHONE #	E-MAIL ADDRESS
Bill Morris	8 Scarff Ave		802-370-2534	vtcoghead@gmail.com
Rodger Mazzoli	90 LYMAN AVE		802-881-7774	ROBPEGG@CARTOON.NET
Jackie Wime	21 Scarff		658-2170	jackieleva@yahoo.com
Barry Whitfield	21 Scarff		658-2170	BWHITFIELD@411W.COM
Jim Brookings	11 Scarff		6488-0985	
John McElroy	11 Scarff		860-9419	
Harris Roen	46 Scarff Ave		861-3081	harris@roen.net
Denise Martin	83 Richardson		255-5927	BeeGeeStained@gmail.com
Gwendolyn Causer	111 Lyman Ave.		863-5646	DMARTIN58@COMcast.net
DAVID DON	117 RICHARDSON ST		862-2618	CAUSERG@BURLINGTONTELECOM.NE

LYMAN AVE



STOP SIGN — ○

— RICHARDSON ST.

MURSE PLACE

STOP SIGN — ○

SCARFF AV

○ — STOP SIGN

SOUTH



**Stop Sign Warrant**  
**MUTCD 2B.07 Multi-way Stop Application**

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.

Not applicable

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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

Does not meet warrant: One accident in last 24 months and it involved a parked car

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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

Does not meet warrant: during the PM peak there were only 104 vehicles on Richardson

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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

Does not meet warrant: During the PM peak there were only 23 Vehicles on the side streets

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3. if the 85<sup>th</sup>-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 warrant: volumes for peak hour do not meet 70% of 1 or 2

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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 warrant

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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;

Does not meet warrant

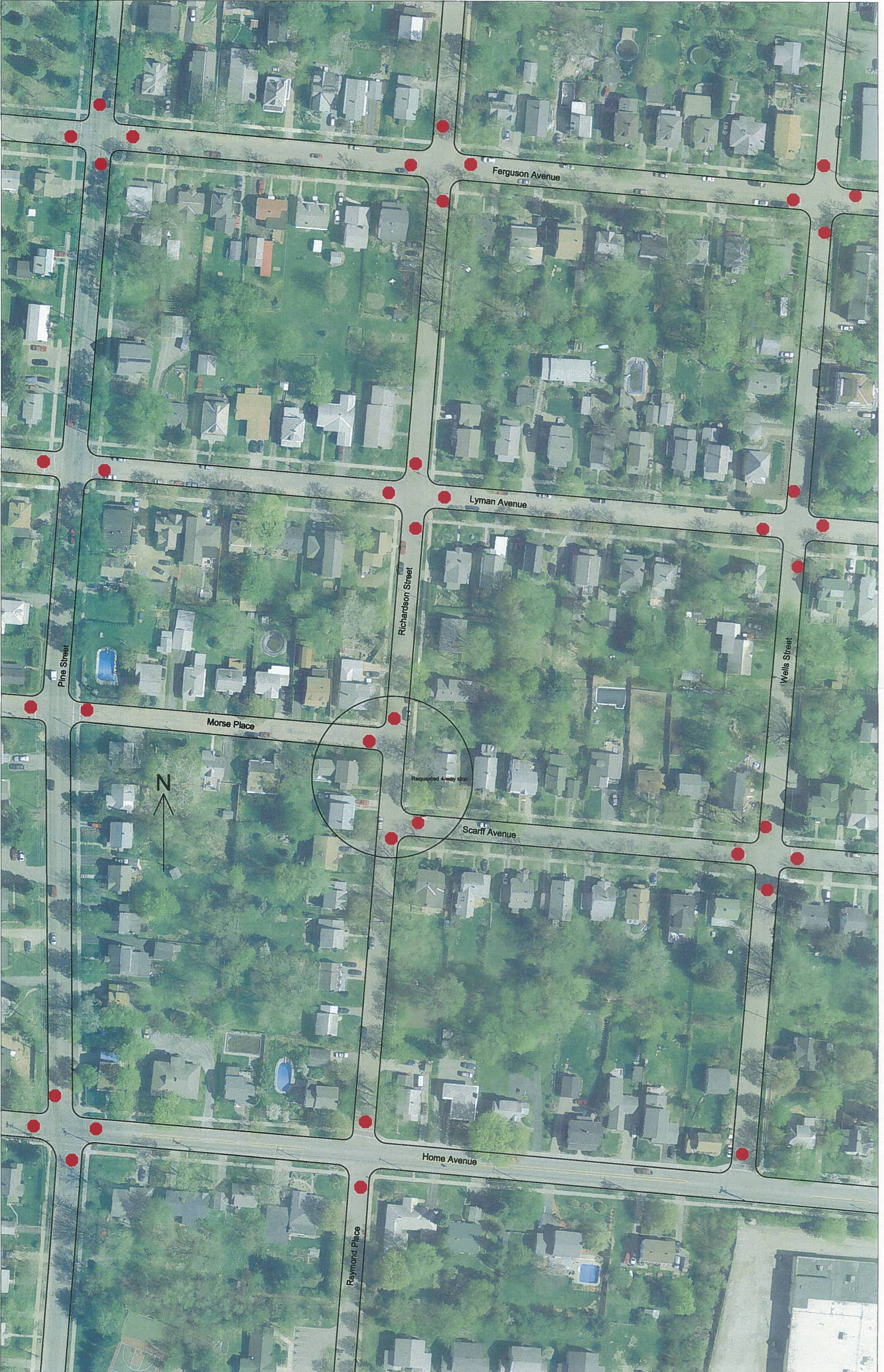
C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and

Does not meet warrant

B. 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.

Does not meet warrant





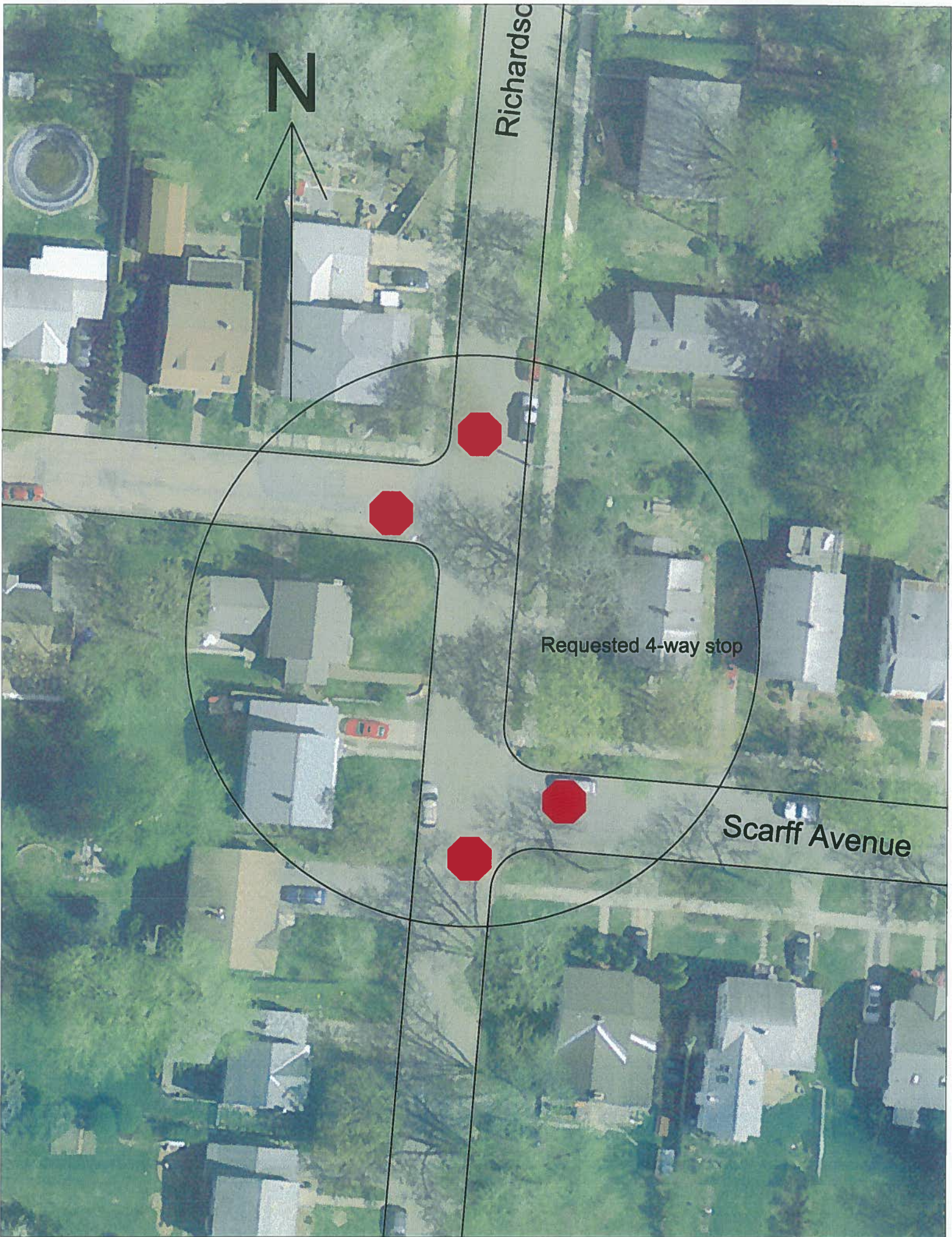


N

Richardson

Requested 4-way stop

Scarff Avenue





11/04/2013, PM count, J. Fleming												
Time		Major: Richardson Street				Minor: Scarf Avenue			Minor: Morse Place			
Start	Stop	NB	SB	EB Scarf	WB Morse	NB	SB	WB Morse	NB	SB	EB Scarf	
3:30	3:45	1	2	1	1	0	1	0	0	0	1	
3:45	4:00	3	3	0	0	0	0	0	1	0	1	
4:00	4:15	2	6	0	0	0	0	0	2	6	0	
4:15	4:30	1	3	2	0	1	0	1	0	4	0	
4:30	4:45	1	11	0	1	0	1	0	0	7	0	
4:45	5:00	5	10	2	0	0	0	0	1	2	2	
5:00	5:15	4	37	3	0	1	0	0	0	1	0	
5:15	5:30	3	24	2	1	0	0	0	2	6	0	
TOTALS:		20	96	10	3	2	2	1	6	26	4	

12/03/2013, AM count, J. Fleming												
Time		Major: Richardson Street				Minor: Scarf Avenue			Minor: Morse Place			
Start	Stop	NB	SB	EB Scarf	WB Morse	NB	SB	WB Morse	NB	SB	EB Scarf	
7:00	7:15	0	0	1	0	0	0	1	0	0	0	
7:15	7:30	0	1	1	0	0	0	0	0	0	1	
7:30	7:45	1	3	2	0	1	0	1	0	0	0	
7:45	8:00	4	2	1	0	1	0	2	0	0	0	
8:00	8:15	6	6	0	1	0	0	0	1	2	2	
8:15	8:30	2	1	0	0	0	0	0	0	0	0	
8:30	8:45	0	2	0	0	0	1	0	0	1	0	
8:45	9:00	1	1	0	1	1	0	0	0	0	0	
TOTALS:		14	16	5	2	3	1	4	1	3	3	

INCIDENT SEARCH

Print Date/Time: 12/4/2013 11:36:24 AM

Incident Number	Call Date/Time	Officers	Dispositions	Review Type	Location
Review Date/Time	Incident Type	ORI			
2011-00005415	03/17/2011 13:19:00	B299 Sweeney	Accident - City Report - 1, Service rendered - 1	RBS - Reviewed by Supervisor	
RICHARDSON ST / SCARFF AVE, Burlington		03/28/2011 14:50:49	Accident		VT0040100

Total Rows: 1

## STATE OF VERMONT UNIFORM CRASH REPORT

Incident Number <b>2011BU5415</b>		Reporting Agency <b>Burlington PD</b>		Date <b>03/17/2011</b> Time <b>13:19</b>	
A 1	City/Town <b>Burlington</b>		Street Address <b>Richardson St</b>		TH# VT# US# I-
O1 1	Intersection with <b>OR</b> <b>Scarff Ave</b>		Operator Report Required * <b>Y</b> <b>(N)</b>		Mile Marker
O2 8	Nearest Intersecting St or Landmark		Distance (From Nearest Int. St)		Coordinates
B1 3	<input type="checkbox"/> Feet <input type="checkbox"/> Miles		Direction (From Nearest Int. St)		Long/Easting
B2 1	Posted Speed <b>25</b>		N S E W		Lat/Northing
O3 1	VEHICLE # 1 Last		First		M.I.
O4 1	Name <b>Shappy</b>		Name <b>Kathleen</b>		License # <b>61048006</b>
O5 1	Address <b>169 Puffer Rd</b>		City/Town <b>Montgomery Center</b>		State VT Lic Class <b>1 OPER (D)</b>
O6 1	Telephone <b>802-326-3126</b>		DOB <b>09/11/1958</b>		Sex <b>Female</b>
O7 1	Restrictions <b>0</b>		Unoccupied <b>Y</b> <b>(N)</b>		Seat Belt <b>Y</b> <b>(N)</b>
O8 1	CDL <b>Y</b> <b>(N)</b>				
O9 1	Same as Operator <input checked="" type="checkbox"/>		Name: Last		First
O10 1	Address		City/Town		State
O11 1	Insurance Co. <b>Geico</b>		Policy No. <b>2099-47-18-58</b>		
O12 1	Registration No. <b>DYD249</b>		Plate Type <b>A</b>		VIN <b>1GNDT13WX12138527</b>
O13 1	Vehicle Yr. <b>2001</b>		State <b>VT</b>		
O14 1	Make <b>Chevrolet</b>		Model <b>Blazer</b>		
O15 1	ATV <b>Y</b> <b>(N)</b>		Snowmobile <b>Y</b> <b>(N)</b>		
O16 1	Towed By <b>N/a</b>		Towed Due to Disabling Damage: <b>Y</b> <b>(N)</b>		
O17 1	Est. Speed <b>5</b>		Comm Veh <b>Y</b> <b>(N)</b>		
O18 1	Direction of Travel		N S E <b>(W)</b>		
O19 1	If yes, see Overlay 2 and Page 3				
O20 1	VEHICLE # 2 Last Known Operator		First		M.I.
O21 1	Name <b>McCarthy-Don</b>		Name <b>Winifred</b>		License # <b>62471794</b>
O22 1	Address <b>117 Richardson St</b>		City/Town <b>Burlington</b>		State VT Zip <b>05401</b>
O23 1	Telephone <b>802-862-2018</b>		DOB <b>07/04/1941</b>		Sex <b>Female</b>
O24 1	Restrictions <b>0</b>		Unoccupied <b>Y</b> <b>(N)</b>		Seat Belt <b>Y</b> <b>(N)</b>
O25 1	CDL <b>Y</b> <b>(N)</b>				
O26 1	Same as Operator <input type="checkbox"/>		Name: Last <b>McCarthy-Don</b>		First
O27 1	Address <b>117 Richardson St</b>		City/Town <b>Burlington</b>		State VT Zip <b>05401</b>
O28 1	Insurance Co. <b>Hartford</b>		Policy No. <b>UNKNOWN</b>		
O29 1	Registration No. <b>EEK617</b>		Plate Type <b>A</b>		VIN <b>YV1RH58D222183956</b>
O30 1	Vehicle Yr. <b>2002</b>		State <b>VT</b>		
O31 1	Make <b>Volvo</b>		Model <b>S60</b>		
O32 1	ATV <b>Y</b> <b>(N)</b>		Snowmobile <b>Y</b> <b>(N)</b>		
O33 1	Towed By <b>N/a</b>		Towed Due to Disabling Damage: <b>Y</b> <b>(N)</b>		
O34 1	Est. Speed <b>0</b>		Comm Veh <b>Y</b> <b>(N)</b>		
O35 1	Direction of Travel		N S E <b>(W)</b>		
O36 1	If yes, see Overlay 2 and Page 3				
O37 1	Non-vehicle Property Owner		Address		Phone
O38 1	Damage Description				
O39 1	Other Persons and Witnesses Involved (For investigated crashes see Page 3.)				
O40 1	Name		DOB		Address
O41 1	Name		DOB		Address
O42 1	Name		DOB		Address
O43 1	Name		DOB		Address
O44 1	Name		DOB		Address
O45 1	Name		DOB		Address
O46 1	Name		DOB		Address
O47 1	Name		DOB		Address
O48 1	Name		DOB		Address
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## Crash Narrative

Incident Number 2011BU5415

Report Agency Burlington PD

On 03/17/2011 at approximately 1319 hours I responded to the area of Richardson St. at Scarff Ave. for a report of a two car crash involving a parked vehicle. Upon arrival I met with Operator #1, Kathleen Shappy, who advised that she had backed into vehicle #2 which was parked on Richardson St. Shappy further advised that she had been unable to make contact with the owner of vehicle #2.

I observed minor damage to vehicle #1 and moderate damage to vehicle #2.

While speaking with Shappy the owner of vehicle #2 arrived. I later completed a crash report and both were informed that the report would be emailed or mailed to them.

Nothing further.

Officer's Signature \_\_\_\_\_


Additional Sheets Attached: Y N

LARGE TRUCK/BUS (Commercial Vehicle)											
Vehicle Number _____											
Carrier's Identification Numbers											
US DOT _____		MC/MX _____		Interstate Carrier <input type="checkbox"/>		Intrastate Carrier <input type="checkbox"/>		Government <input type="checkbox"/>			
Carrier's Name _____											
Carrier's Address _____				City _____		State _____		Zip _____			
Source: (Check all that apply) <input type="checkbox"/> Vehicle Side <input type="checkbox"/> Shipping Papers <input type="checkbox"/> Driver <input type="checkbox"/> Carrier											
Vehicle Information											
Axles on Vehicle (Including Trailers) _____				<input type="checkbox"/> GVWR OR <input type="checkbox"/> GCWR		_____ lbs or _____ kg					
Length of Vehicle (incl. Trailer) _____ ft or _____ meters				Length of Trailer _____ ft or _____ meters							
Trailer 1 License Number _____ State _____				Trailer 1 VIN _____							
Trailer 2 License Number _____ State _____				Trailer 2 VIN _____							
Hazardous Material											
Placard: <input type="checkbox"/> Spill: <input type="checkbox"/>		 Name or 4 Digit Number from Diamond or Box _____  Small Number from Bottom _____		Non-commercial Trailer							
				Vehicle 1 Year _____ Make _____ Model _____ Plate No. _____ State _____							
				Vehicle 2 Year _____ Make _____ Model _____ Plate No. _____ State _____							
Additional Operator Information											
Alcohol Test 1. None Given 2. Refused 3. Blood/Serum 4. Urine 5. Other 6. Breath Preliminary 7. Breath Evidentiary			Vehicle 1 [ ] Test Result 0. [ ][ ] BAC		Drug Test 1. None Given 2. Refused 3. Blood/Serum 4. Urine 5. Other		Veh 1 [ ] Veh 2 [ ]		Drug Test Result 7. Pending 8. Central Nervous System Depressants 9. Central Nervous System Stimulants 10. Hallucinogens 11. Dissociative Anesthetics 12. Narcotic Analgesics 13. Inhalants 14. Cannabis 15. None Detected		
Citations Issued - Veh 1 Ticket # _____ Violation Code _____			Citations Issued - Veh 2 Ticket # _____ Violation Code _____				Veh 1 [ ][ ][ ]		Veh 2 [ ][ ][ ]		
EMS Run number _____ EMS Agency _____ Destination Hospital _____											
Operators, Occupants, Pedestrians, Cyclists - Excluding Witnesses											
Name	Veh#	Type	Sex	Age	Seat	Injury	Eject	Restr	Air Bag	Extract	P/C- Action Location
Kathleen F Shappy	1	F	52.5	1	5	1	4	2	2		
CODES											
Type		Seat Location		Injury		Restraint		Ejected		Airbag Deployed	
1. Operator 2. Occupant 3. Pedestrian 4. Bicyclist 5. Unknown				1. Fatal 2. Injury - Incapacitating 3. Injury - Non-incapacitating 4. Possible Injury 5. No Injury 6. Unknown 7. Untimely Death		0. Unknown 1. None Used 2. Shoulder Belt Only 3. Lap Belt Only 4. Shoulder and Lap Belt 5. Child Safety Restraint 8. Not Reported 9. DOT Compliant Helmet w/Eye Protection 10. DOT Compliant Helmet w/out Eye Protection 11. Non-DOT Compliant Helmet		1. Not Ejected 2. Totally Ejected 3. Partially Ejected 4. Not Applicable 5. Unknown		1. Yes 2. No 3. Unknown  Extracted 1. Yes 2. No	
Pedestrian/Cyclist Codes on Overlay 1											



## MEMORANDUM

November 26, 2013

**TO:** Public Works Commission  
**FROM:** Joel Fleming   
**RE:** CarShare Parking Request

---

### Background:

CarShare Vermont has been in operation since 2008. Carshare Vermont has worked closely with the Department of Public Works staff in implementing new locations for their vehicles. The Carshare Vermont vehicle locations are ever evolving, if a vehicle is not being used at or near full capacity than Carshare Vermont will move the location. Carshare Vermont does not asked for spaces in areas where they will not have enough members using their cars. The Department of Public Works supports the carshare initiative. Studies show that for each carshare vehicle put in circulation 15 vehicles are removed from the roadway because members feel that they no longer need a personal vehicle. This means less congestion on the roads, more money in member's pockets, less impermeable surfaces because residents are choosing to remove or reduce the size of their driveways, and lastly, less pollution. Carshare Vermont currently owns and operates 12 vehicles, which means in theory they are removing 180 vehicles off the road way. Staff received a request from CarShare Vermont for 3 separate spaces:

- **Item 1:** They are requesting the adoption of a carshare parking space on the south side of Pearl Street in the first space east of Church Street.
- **Item 2:** They are requesting the adoption of a carshare space on the west side of South Union Street in the first space north of Spruce Street.
- **Item 3:** They are seeking to move the current carshare space in the Fletcher Free Library parking lot to a better lit location on the northern edge of the parking lot adjacent to College Street.

### Observations:

 12/11/13

- **Item 1:** CarShare Vermont has requested a space on the south side of Pearl Street in the first space east of Church Street. Currently this space is a 1 hour meter parking space. Adding this space gives CarShare Vermont a space at the bottom, middle, and top of Church Street. Currently their 2 downtown Vehicles are being used 9+ hours a day. The addition of a vehicle at this location will give residents another vehicle to use that is close to the downtown.
- **Item 2:** CarShare Vermont has requested a space on the west side of South Union Street in the first space north of Spruce Street to be reserved for carshare vehicles only. This particular section of South Union Street has a resident parking restriction Monday through Friday from 6:00 am to 6:00pm. Currently there is a CarShare Vermont space located on the Champlain College Campus. CarShare Vermont plans on removing that space and replacing it with this requested space. There are no other Carshare Vermont parking spaces in the hill section of Burlington. This will allow residents from this part of town access to a vehicle that they did not have before.
- **Item 3:** CarShare Vermont has asked that their current parking space in the Fletcher Free Library parking lot is poorly lit and coincidentally not used. They would like to see this space moved to one of the first spaces south of College Street in the same parking lot. This location is more visible from College Street and better lit at night.

#### **Conclusion:**

- **Item 1:** Currently there are two downtown CarShare Vermont vehicles that are being used 9+ hours a day on average. The addition of another vehicle will give residents access to another vehicle in the downtown which will give more residents access to the vehicles.
- **Item 2:** The addition of a CarShare Vermont Vehicle to the hill section of town will give these residents access to a vehicle that they did not have access to before. The space is still close enough to Champlain College that students would have easy access to the vehicle as well.
- **Item 3:** Moving the current CarShare Vermont parking space to the front of the Fletcher Free library parking lot will make the space much more visible making it easier for residents to find. Bringing the space to the front of the lot will ensure that the space is well lit and that residents will feel safe accessing the car.

#### **Recommendations:**

Staff recommends that the commission adopt a carshare parking space on the south side of Pearl Street in the first space east of Church Street. Staff also recommends that the commission adopt a carshare parking space on the west side of South Union Street in the first space north of Spruce Street. Staff recommends the commission amend the Carshare Vermont parking space from the south end of the Fletcher Free Library parking lot to the space at the north east corner adjacent to College Street.

## About CarShare Vermont

Founded in 2008, CarShare Vermont is a 501(c)(3) nonprofit organization that works to reduce car dependence and improve mobility options for Vermonters. Our mission is to provide a convenient, affordable, and reliable alternative to private car ownership that enhances the environmental, economic, and social wellbeing of our region and planet. In fulfillment of this mission, CarShare Vermont operates an efficient car-sharing service, conducts widespread community outreach, and partners with a range of local organizations to cultivate a more sustainable and equitable transportation system. Car-sharing is a neighborhood-based, short-term shared mobility service that makes vehicles available on a per-use basis to a group of members.

CarShare Vermont currently has 900+ members, including local residents, businesses, and students from area colleges, sharing 11 fuel-efficient cars and a small pickup truck. Our members can reserve any vehicle in our network online or by phone for as little or long as needed, self-access it using an electronic key, and drive. Members pay by the hour and mile; rates include fuel and insurance. Anyone can join CarShare Vermont who is at least 18 years old and has a clean driving record.

The impacts of car-sharing are significant. Research shows that households that participate in a car-sharing program reduce their emissions by .82 tons per year and reduce their driving by 40-60%. Further, each shared vehicle put into circulation is shown to remove an average of 15 from the road as participants opt to shed their personal vehicles. CarShare Vermont's impacts are consistent with these findings; 60% of our members report selling or opting not to purchase a vehicle. Additionally, 50% of our members report increasing the amount they walk and bike.

Car-sharing is effective at cutting car use for several key reasons. First, car ownership is the number one indicator of car use—when people own a car, they drive it more than necessary. When car-sharing replaces a personal car, people simply drive less.

Second, because car-sharing makes the costs of car use obvious on a per trip basis, people have financial incentive to choose more cost-effective means of getting around, such as walking, biking, and using public transit. Not only does the environment benefit from this behavior change; our historically car-dependent transportation system becomes more equitable by making vehicle access more attainable for everyone.

CarShare Vermont's vehicles are currently used an average of nine hours per day each (compared to the one hour most vehicles in the U.S. are driven). This is a very high utilization rate for the industry, which averages about seven hours per day. CarShare Vermont plans to expand its fleet in 2014 to serve more people and improve vehicle availability, making its service even more reliable and convenient.

To: Joel Fleming, Engineer, Department of Public Works  
From: Becca Van Dyke, Operations Manager, CarShare Vermont  
Date: November 13, 2013  
Subject: Request of Parking Spaces

Dear Joel,

Due to the continuous increase in vehicle utilization and membership, CarShare Vermont would like to request three additional public parking spaces as we expand our fleet. Our vehicles are used an average of 9 hours per day and our members are giving us feedback about limited availability, especially among our downtown cars. The car-sharing industry standard is 50 members per car and with 12 cars and almost 900 members, we're not able to keep up with demand. To address this imbalance, we are adding cars, which will better meet the needs of our growing membership.

The parking spaces in this request are chosen based on careful membership and utilization data analysis. I've included a description of each location of the spaces below. Additionally, I've attached corresponding images. If anything is unclear or if you need any additional information, please let me know.

- **Pearl Street at the intersection of Church Street.** When standing at the top of Church Street facing north at the intersection of Pearl Street, the desired space is on the Church Street side of the street, directly across from the Unitarian Universalist Church and just before the crosswalk. See attached photo.
- **South Union Street at the intersection of Spruce Street.** When heading south on South Union Street, this space is last space on the right just before the intersection with Spruce Street. See attached photo.
- **Public Lot adjacent to Fletcher Free Library.** We'd like to move our vehicle that is currently parked in this lot to one of the two spaces closest to College Street. Our current space has poor visibility and is difficult for our members to find. See attached photo.

If possible, we'd like to present our request to the Department of Public Works Commission at the November meeting. Thank you in advance for your consideration. I look forward to hearing from you soon.

Sincerely,

Becca Van Dyke





Church Street

Pearl Street

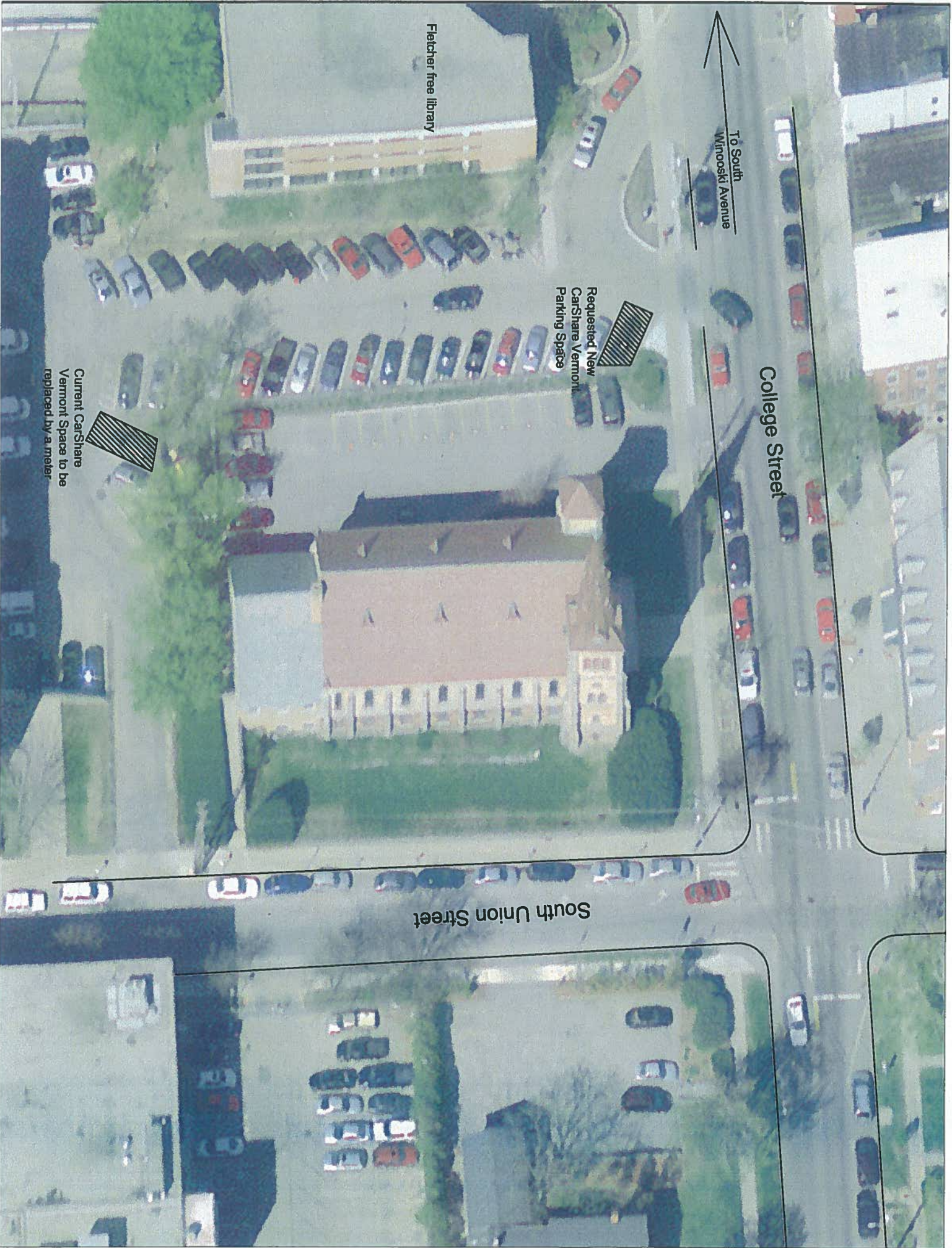
Clarke Street

Requested Car Share  
parking space









To South  
Winooski Avenue

College Street

Fletcher free library

Requested New  
CarShare Vermont  
Parking Space

Current CarShare  
Vermont Space to be  
replaced by a meter

South Union Street





## MEMORANDUM

December 2, 2013

**TO:** Public Works Commission  
**FROM:** Joel Fleming *JF*  
**RE:** Ethan Allen Parkway Parking Removal

---

### Background:

Staff received a request from Amy Sabourin, resident of 489 Ethan Allen Parkway, asking for parking to be removed on the east side of Ethan Allen Parkway from Charles P. Smith School north to Gazo Avenue. Ethan Allen Parkway is a collector street in the City's New North End that serves as the only access to a pod development that includes Gazo Avenue, James Avenue, Lori Lane and a number of shorter streets. As you travel north you see a reduction in the volume of traffic establishing its purpose as more centered around access and less centered around mobility.

### Observations:

Currently there is no parking at all on the east side of Ethan Allen Parkway from North Avenue north to a point just north of the boundary of the Charles P. Smith School. North of C.P. Smith parking to its terminus is allowed on both the sides of the street. This segment of Ethan Allen Parkway is 30 feet wide and the current configuration east to west is:

- 8 foot parking lane,
- 7 foot travel lane,
- 7 foot travel lane,
- 8 foot parking lane.

With the establishment of the parking prohibition proposed on the east side of the street the configuration from east to west would be:

- 11 foot travel lane
- 11 foot travel lane
- 8 foot parking lane

*2013 12/11/13*

Under the petitioners proposal the minor collector street would be left 11 foot travel lanes which would encourage higher speeds on this segment of Ethan Allen Parkway representing a new risk. The current configuration forces vehicles to slow down when traveling through the neighborhood. There is no accident history on this section of road, removing all of the parking on the east side of the street is counter productive to achieving the objective of improving safety. Removing a 150 foot stretch of parking on the east side of Ethan Allen Parkway around the bend would clear sight lines improve safety and not cause an appreciable increase in prevailing speeds..

Staff sent out a letter to the residents of Ethan Allen Parkway on December 2<sup>nd</sup> asking for feedback by Friday, December 6<sup>th</sup>. Of the 20 letters sent out there were 6 responses back. 1 resident hesitantly supported the change and 5 residents were opposed. All of the residents of the street mentioned that vehicles speeding are an issue. The 5 residents that were opposed did not want the parking removed because they felt that vehicles would then travel even faster on Ethan Allen Parkway.

### **Conclusions:**

Ethan Allen Parkway is a heavily used collector roadway in the City's new North End. Removing parking around the corner will leave two 11 foot travel lanes, making it safer while driving around that corner. Staff feels that removing all of the parking on the east side of the Ethan Allen Parkway will have a negative effect on safety, wider lanes allows vehicles to travel faster.

### **Recommendations:**

Staff recommends that the commission adopt a parking restriction on the east side of Ethan Allen Parkway from the driveway of 437 Ethan Allen Parkway extending north approximately 150 feet.



Ethan Allen Parkway

Proposed No Parking  
on the east side of  
Ethan Allen Parkway

Moore Drive



# CITY OF BURLINGTON

## SERVICE REQUEST

### Name and Address

Name: Amy Sabourin

Request Date:

10/16/2013 4:00 PM

Due Date: 11/15/2013

Address:

Phone Number:

Email Address: amy@rmhcv.org

### Request

Location: 489 Ethan Allen Parkway

Request Description: Per ContactUs e-mail of today:

Comment/Question: As a frequent traveler of the end of Ethan Allen Parkway, I have noticed that residents at the end of Ethan Allen Parkway at the curve have been parking on each side of the street. Parking on this curve has caused their to be vision obstructions to oncoming traffic and a very narrow roadway. Might the city consider placing a sign for parking on only ONE side of the street in this area? I e-mailed customer acknowledging receipt of her request.

### Assign History

Date	Assigned To	Description
10/16/2013 4:00:40 PM	Joel Fleming	Request Assigned

### Work History

Date	Staff Person	Description
10/21/2013	Joel Fleming	Staff has visited site and determined the road is too narrow to accommodate parking on both sides. Will continue to work on this item. ( Entered on 10/21/2013 2:06:40 PM by Joel Fleming )

### Customer Service

Status: Investigation

Request created by: Helen Plumley



**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](http://WWW.DPW.CI.BURLINGTON.VT.US)

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

---

December 2, 2013

Dear Ethan Allen Parkway Residents:

The Department of Public Works received a request to remove parking on the east side of Ethan Allen Parkway from the boundary of the Charles P. Smith School north to Gazo Avenue. Staff has examined the request and determined that the street is not wide enough to accommodate two travel lanes with parking on both sides of the street. Staff would like to get feedback from you regarding this removal of parking. I would appreciate your feedback by Friday, December 6th, 2013. Please contact me at 865-5832 or [jfleming@burlingtonvt.gov](mailto:jfleming@burlingtonvt.gov).

Thanks for your time,

A handwritten signature in blue ink that reads "Joel Fleming". The signature is fluid and cursive, with the first and last names being clearly legible.

Joel Fleming, EIT  
Department of Public Works  
865-5832  
[jfleming@burlingtonvt.gov](mailto:jfleming@burlingtonvt.gov)

## Joel Fleming

---

**From:** Michael Henry <froderick@gmail.com>  
**Sent:** Monday, December 02, 2013 7:13 PM  
**To:** Joel Fleming  
**Subject:** ethan allen parkway proposed parking changes

Joel,

We received your letter about the proposal to ban parking on the east side of Ethan Allen Parkway. We have a few problems with this idea.

First, it would reduce the parking on our street nearly by half. It seems like a poor trade off to make it more difficult for the people who live here (and their guests) to find parking, just to widen the road. We are not aware of any accidents or issues resulting from the current situation.

Second, our house is on the side of the road where the parking would still be available. This means it would be much more likely that we would end up with people parking right in front of our house. We're not a fan of this, in a neighborhood this small its creepy and unnecessary.

Last, our street doesn't get that much traffic other than the school bus. The less traffic the better, honestly. A better solution would be for the school bus to have room to turn around in the school parking lot. That way it wouldn't need to come this far north on our street.

It would also solve the problem by affecting the fewest people possible (the folks who run the school) rather than every person north of it.

So to sum up, my wife and I are not a fan of the parking removal idea.

Michael and Emily Henry





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](http://WWW.DPW.CI.BURLINGTON.VT.US)

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

December 2, 2013

Dear Ethan Allen Parkway Residents:

The Department of Public Works received a request to remove parking on the east side of Ethan Allen Parkway from the boundary of the Charles P. Smith School north to Gazo Avenue. Staff has examined the request and determined that the street is not wide enough to accommodate two travel lanes with parking on both sides of the street. Staff would like to get feedback from you regarding this removal of parking. I would appreciate your feedback by Friday, December 6th, 2013. Please contact me at 865-5832 or [jfleming@burlingtonvt.gov](mailto:jfleming@burlingtonvt.gov).

Thanks for your time,

Joel Fleming, EIT  
Department of Public Works  
865-5832  
[jfleming@burlingtonvt.gov](mailto:jfleming@burlingtonvt.gov)

472 Ethan  
Parkway.  
Thanks for asking.

We also agree. Accidents are waiting to happen. Can you slow the traffic down in this same area. We have a 2yr old and keeping him out of the street is a high priority, but cars do not slow down. a speed hump is a suggestion.



## MEMORANDUM

December 9, 2013

**TO:** Public Works Commission  
**FROM:** Joel Fleming *JF*  
**RE:** Colchester Avenue Resident Parking Request

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### Background:

- **Item 1:** Staff received a request from Martha Lang, owner of three rental properties at 132, 138, and 146 Colchester Avenue. Her properties front Colchester Avenue between Fletcher Place and East Avenue, where parking is prohibited, as a result not allowing her tenants access to public parking. Currently the nearest publicly available residentially restricted parking is on:
  - Fletcher Place- A dead end adjacent Street or;
  - Colchester Avenue between East Avenue and Nash place, the residential parking restriction is written more specifically to be between 254-308 Colchester Avenue with a residential parking restriction in place 24 hours a day /7 days a week.
  - Ms.Lang's properties currently are not eligible for residential parking permits for Fletcher Place or Colchester Avenue.
- **Item 2:** Staff received a request from the resident of 209 Colchester Avenue asking for the Colchester Avenue properties at 209, 211 and 221 be included as eligible residential parking properties for the resident parking restriction on the south side of Colchester Avenue from Latham Court to Green Mount Cemetery Entrance. There are approximately 40 residentially restricted parking spaces. With these properties fronting a section of the street where parking is prohibited, and ineligible for residential parking on the adjacent street section, these properties have no proximal access to on street parking.

### Observations:

- **Item 1:** The approximate number of residential restricted parking spaces
  - On Fletcher Place there are approximately 17 spaces.
  - On the north side of Colchester Avenue between 254-308 Colchester Avenue there are 22 spaces.

*VNB 12/11/13*

In consideration of Ms.Lang's unique situation and our attempt to provision some measure of parking accommodation. It is our observations:

- though Fletcher Place is closer to Ms.Lang's Properties, Fletcher Place is already over-subscribed and is not a viable parking option for her tenants.
- Reaching to the next nearest street Colchester Avenue between East Avenue and Nash Place there are 22 spaces. It is our understanding previous to Police's Civil Enforcements to tighten eligibility requirements for resident parking permits, Martha's tenants were making use of this parking on Colchester Avenue with no identifiable issue and could return to use of that inventory of parking without issue.
- **Item 2:** Currently the residents of 209, 211, and 221 Colchester Avenue are forced to park down the hill on Colchester Avenue, well over a half mile away from their home. Given the existing parking prohibitions that front their property and the adjacent residential restriction they are currently not eligible for. As staff we feel there is an adequate inventory of spaces for the added parking burden of these properties.

### **Conclusions:**

**Item 1:** Giving the residents of 132-146 Colchester Avenue have traditionally been issued permits for the north side of Colchester Avenue without particularly any identifiable issues, it would appear the most prudent solution to codify their eligibility for the north side of Colchester Avenue between East Avenue and Nash Place.

**Item 2:** Given the parking challenges the residents of 209, 211, and 221 Colchester Avenue encounter on a daily basis and the systems ability to assume the added parking demand it appears reasonable to codify the three properties at 209, 211 and 221 Colchester Avenue as resident parking permit eligible.

### **Recommendations:**

**Item 1:** Staff recommends that the commission amend the current resident parking areas on Colchester Avenue to include all properties on the North Side to include 132-146 Colchester Avenue.

**Item 2:** Staff recommends on the south side of Colchester Avenue to include all houses between East Avenue and the point 100 feet west of the Greenmount Cemetery entrance.







MARTHA R. LANG, PH.D.  
138 COLCHESTER AVENUE  
BURLINGTON, VERMONT 05401  
802-862-1094

September 27, 2014

Public Works Commission  
Department of Public Works  
645 Pine Street  
Burlington, VT 05401

Dear Commissioners:

I am requesting that the tenants in three of the houses I own on Colchester Avenue be allowed to park in the residential parking zone on Colchester Avenue.

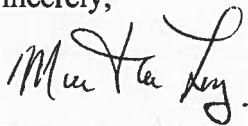
The houses are:

146 Colchester Avenue - 5 bedroom house  
140 Colchester Avenue - 5 bedroom house  
132 Colchester Avenue - 2 apartments each with 2 bedrooms

This request is of the most urgent nature. As of February the tenants in these buildings will have no residential parking.

Thank you.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Martha R. Lang', with a stylized flourish at the end.

Martha Lang

cc:

Fleming, Joel

# RESIDENT PARKING BURLINGTON, VERMONT STREET SELECTION PETITION

Date: September 30, 13

Street: Colchester Ave

From House Number: 132

To House Number: 146

From Street: Fletcher Pl

To Street: East Ave

Total single dwelling Units: 2

Total apartment Buildings: 1 Total Apartment Units: 2

Person Conducting Petition:  
Name: Martha Lang

Address: 138 Colchester Ave

Telephone: (802) 862-1094

[illegible]

MARTHA R. LANG, PH.D.  
138 COLCHESTER AVENUE  
BURLINGTON, VERMONT 05401  
802-862-1094

September 27, 2014

Public Works Commission  
Department of Public Works  
645 Pine Street  
Burlington, VT 05401

Dear Commissioners:

I am requesting that the tenants in three of the houses I own on Colchester Avenue be allowed to park in the residential parking zone on Colchester Avenue.

The houses are:

146 Colchester Avenue - 5 bedroom house

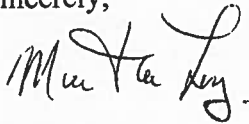
140 Colchester Avenue - 5 bedroom house

132 Colchester Avenue - 2 apartments each with 2 bedrooms

This request is of the most urgent nature. As of February the tenants in these buildings will have no residential parking.

Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Martha Lang'.

Martha Lang

cc:

Fleming, Joel

MARTHA R. LANG, PH.D.  
138 COLCHESTER AVENUE  
BURLINGTON, VERMONT 05401  
802-862-1094

August 30, 2013

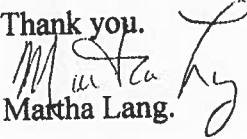
Department of Public Works  
645 Pine Street  
Burlington, VT 05401

Re: Street Parking

To Whom It May Concern:

Is it true that starting in February, 2014 the only occupants who will be given permits to park on the street are those people living at address 220 - 430 Colchester Avenue? Where are the occupants of 132, 140 and 146 Colchester Avenue supposed to park their cars? Why wasn't I told this when I spoke at the DPW commission in May? What can be done to change this regulation?

Thank you.

  
Martha Lang.



MARTHA R. LANG, PH.D.  
138 COLCHESTER AVENUE  
BURLINGTON, VERMONT 05401  
802-862-1094

### Residential Parking Sharing the Burden

There is no street parking in front of the houses on Colchester Avenue across from the Medical Center. They were eliminated about 1963, which meant physicians weren't interested in renting these buildings. Until June of this year the occupants of these houses were permitted to park on Fletcher Place, 25 yards away. Now they are required to park only on Colchester Avenue with parking up to half a mile away.

From the data I collected it seems that Colchester Avenue, not Fletcher Place and other nearby side streets, is the street with the parking overload.

Street	Parking Spaces	Passes Issued (May, '13)	Passes /Spaces
Colchester Avenue	40	138	3.4
Fletcher Place	15	46	2.5
Thibault Parkway	18	58	3.2
Latham Court	18	54	3
Nash Place	8	38	4.7

Has anyone on the commission actually gone out and counted spaces and compared that information with the number of passes issued for each residential street? If not why not? We need to work with facts not speculation. Is a city code enforceable when there is no data to support it?

How are the owners of the houses on East Avenue going to like it when the street parking in front of their homes is eliminated for the much needed third lane for cars?

**RESIDENT PARKING  
BURLINGTON, VERMONT  
STREET SELECTION PETITION**

**RECEIVED**

OCT - 3 2013

**BURLINGTON PUBLIC  
WORKS**

Date: September 30, 13

Street: Colchester Ave

From House Number: 132

To House Number: 146

From Street: Fletcher Pl

To Street: East Ave

Total single dwelling Units: 2

Total apartment Buildings: 1

Total Apartment Units: 2

Person Conducting Petition:  
Name: Martha Lang

Address: 138 Colchester Ave

Telephone: (802) 862-1094

House #	Apt #	Name	Resident Parking	Hours Day	Days Week
138		Martha Lang	<input checked="" type="checkbox"/> Yes	<u>24 Hrs</u>	Mon-Fri
			<input type="checkbox"/> No	6AM-6PM	All Week
			<input checked="" type="checkbox"/> Yes	24 Hrs	Mon-Fri
			<input type="checkbox"/> No	6AM-6PM	All Week
			<input checked="" type="checkbox"/> Yes	24 Hrs	Mon-Fri
			<input type="checkbox"/> No	6AM-6PM	All Week
			<input checked="" type="checkbox"/> Yes	24 Hrs	Mon-Fri
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			<input checked="" type="checkbox"/> Yes	24 Hrs	Mon-Fri
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			<input checked="" type="checkbox"/> Yes	24 Hrs	Mon-Fri
			<input type="checkbox"/> No	6AM-6PM	All Week

RFS 2729

MARTHA R. LANG, PH.D.  
138 COLCHESTER AVENUE  
BURLINGTON, VERMONT 05401  
802-862-1094

September 27, 2014

Public Works Commission  
Department of Public Works  
645 Pine Street  
Burlington, VT 05401

Dear Commissioners:

I am requesting that the tenants in three of the houses I own on Colchester Avenue be allowed to park in the residential parking zone on Colchester Avenue.

The houses are:

146 Colchester Avenue - 5 bedroom house

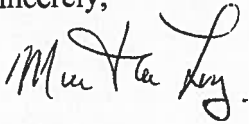
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Thank you.

Sincerely,

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Martha Lang

cc:

Fleming, Joel

MARTHA R. LANG, PH.D.  
138 COLCHESTER AVENUE  
BURLINGTON, VERMONT 05401  
802-862-1094

August 30, 2013

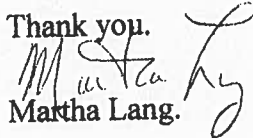
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Martha Lang.



MARTHA R. LANG, PH.D.  
138 COLCHESTER AVENUE  
BURLINGTON, VERMONT 05401  
802-862-1094

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CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request # 2706

# SERVICE REQUEST

**Name and Address**

Name: Martha Lang, Ph.D.

Request Date: 09/30/2013 2:20 PM

Due Date: 10/30/2013

Address: 138 Colchester Avenue

Phone Number: 862-1094

Email Address:

**Request**

Location: 146 Colchester Av

Request Description: Per attached letter dated 9/27/13, customer requests residential parking for tenants at 146 Colchester Ave. (See 2 other RFS's for 140 Colchester Ave. and 132 Colchester Ave.)

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

9/30/2013 2:20:54 PM

Joel Fleming


Request Assigned

**Work History****Customer Service**

Status: New

Request created by: Helen Plumley

Print Date: 9/30/2013 2:29:33 PM

  
MARTHA R. LANG, PH.D.  
138 COLCHESTER AVENUE  
BURLINGTON, VERMONT 05401  
802-862-1094

September 27, 2014

Public Works Commission  
Department of Public Works  
645 Pine Street  
Burlington, VT 05401

RECEIVED

SEP 30 2013

BURLINGTON PUBLIC  
WORKS

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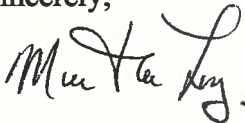
140 Colchester Avenue - 5 bedroom house

132 Colchester Avenue - 2 apartments each with 2 bedrooms

This request is of the most urgent nature. As of February the tenants in these buildings will have no residential parking.

Thank you.

Sincerely,



Martha Lang

cc:

Fleming, Joel



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request  
# 2707

# SERVICE REQUEST

**Name and Address**

Name: Martha Lang, Ph.D.

Request Date: 09/30/2013 2:21 PM

Due Date: 10/30/2013

Address: 138 Colchester Avenue

Phone Number: 862-1094

Email Address:

**Request**

Location: 140 Colchester Av

Request Description: Per attached letter dated 9/27/13, customer requests residential parking for tenants at 146 Colchester Ave. (See 2 other RFS""s for 140 Colchester Ave. and 132 Colchester Ave.)

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

9/30/2013 2:21:49 PM

Joel Fleming

Request Assigned

**Work History****Customer Service**

Status: New

Request created by: Helen Plumley

Print Date: 9/30/2013 2:29:05 PM



MARTHA R. LANG, PH.D.  
138 COLCHESTER AVENUE  
BURLINGTON, VERMONT 05401  
802-862-1094

September 27, 2014

Public Works Commission  
Department of Public Works  
645 Pine Street  
Burlington, VT 05401

RECEIVED

SEP 30 2013

BURLINGTON PUBLIC  
WORKS

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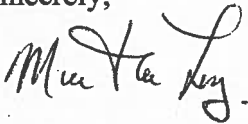
140 Colchester Avenue - 5 bedroom house

132 Colchester Avenue - 2 apartments each with 2 bedrooms

This request is of the most urgent nature. As of February the tenants in these buildings will have no residential parking.

Thank you.

Sincerely,



Martha Lang

cc:

Fleming, Joel



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request  
# 2708

## SERVICE REQUEST

**Name and Address**

Name: Martha Lang, Ph.D.

Request Date: 09/30/2013 2:22 PM

Due Date: 10/30/2013

Address: 138 Colchester Avenue

Phone Number: 868-1094

Email Address:

**Request**

Location: 132 Colchester Av

Request Description: Per attached letter dated 9/27/13, customer requests residential parking for tenants at 146 Colchester Ave. (See 2 other RFS's for 140 Colchester Ave. and 132 Colchester Ave.)

**Assign History**

Date	Assigned To	Description
9/30/2013 2:22:40 PM	Joel Fleming	Request Assigned

**Work History****Customer Service**

Status: New

Request created by: Helen Plumley

Print Date: 9/30/2013 2:28:29 PM

MARTHA R. LANG, PH.D.  
138 COLCHESTER AVENUE  
BURLINGTON, VERMONT 05401  
802-862-1094

September 27, 2014

Public Works Commission  
Department of Public Works  
645 Pine Street  
Burlington, VT 05401

RECEIVED

SEP 30 2013

BURLINGTON PUBLIC  
WORKS

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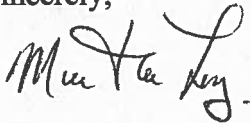
140 Colchester Avenue - 5 bedroom house

132 Colchester Avenue - 2 apartments each with 2 bedrooms

This request is of the most urgent nature. As of February the tenants in these buildings will have no residential parking.

Thank you.

Sincerely,



Martha Lang

cc:

Fleming, Joel





MEMORANDUM

December 2, 2013

**TO:** Public Works Commission  
**FROM:** Joel Fleming *JF*  
**RE:** Adsit Court Parking Request

---

**Background:**

Staff received a request from a resident of Adsit Court asking to eliminate the seasonal parking prohibition that prohibits parking on the north side of Adsit Court from December 1<sup>st</sup> through April 1<sup>st</sup>. In place of this parking restriction the resident is requesting a parking ban light for Adsit Court that DPW could turn on when the street is narrowed as a result of winter conditions.

**Observations:**

Adsit Court is a narrow dead end street off of North Willard in the City's old north end. Adsit Court is 20 feet wide, with parking allowed during the summer season and restricted during the winter months when the street narrows as a result of winter conditions.

With 8 feet of parking on the north side it leaves 12 feet for travel lane during the summer months, less with winter conditions. During the winter months residents of Adsit Court must park in their driveways or have to park somewhere within the neighborhood.

Parking configuration and access to the street has been discussed numerous times at the commission with a high degree of concern for the safety of residents who may at some point require emergency access to fight a fire or provide ambulance service to residents at the end of the street.

In addition the daily servicing of properties presents a unique challenge for plowing, garbage pickup and curbside recycling pickup.

**Conclusions:**

*NB 12/11/13*

Staff is of the opinion the existing prohibition is a less than optimal situation for emergency services to gain access to protect life and property and already ready represent the compromise to accommodate the inconvenience to the less important need for on street parking.

**Recommendations:**

Given these challenges staff would recommend the prohibition remain in place as adopted and deny the petitioners request to eliminate the parking restriction on Adsit Court between December 1<sup>st</sup> and April 1<sup>st</sup>.



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request  
# 1206

# SERVICE REQUEST

**Name and Address**

Name: Gene Day

Request Date: 04/22/2013 1:49 PM

Due Date: 5/22/2013

Address:

Phone Number:

Email Address: ddayiii@gmail.com

**Request**

Location: Adsit Ct

Request Description: Finally, do you have any recommendations on how to improve parking on Adsit Court? It's banned December 1 through April 1 because snow often makes the street too narrow to accommodate parking, however, most of the winter, the street is fine. I would like to see Adsit Ct-specific parking ban lights - No Parking on Adsit Ct when Light is Flashing. It could mount on the utility pole. DPW could turn it on when there are snow banks.

**Assign History**

Date	Assigned To	Description
4/22/2013 1:49:32 PM	Joel Fleming	Request Assigned

**Work History****Customer Service**

Status: New

Request created by: Valerie Ducharme

Print Date: 4/22/2013 1:49:54 PM





No parking December 1st through April 1st

Adsit Court

North Willard Street

Pearl Street





**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A  
Burlington, VT 05401  
802.863.9094 VOICE  
802.863.0466 FAX  
802.863.0450 TTY  
[www.burlingtonvt.gov/dpw](http://www.burlingtonvt.gov/dpw)

---

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

To: DPW Commissioners  
Fr: Chapin Spencer, Director  
Re: **Director's Report**

December 11, 2013

**INTERCITY TRANSIT BUS STOPS**

We have been working with the Mayor's Office, the Police Department and other stakeholders to evaluate the best location for intercity transit bus stop(s) within the City. Megabus and Greyhound are using the designated bus stop within the City's right-of-way on University Place in front of Royal Tyler Theater. UVM has expressed a desire to see the stop relocated. We are exploring options.

**FY '15 BUDGETING**

The Assistant Directors and I are deep in budgeting right now. We are meeting with Chief Administrative Officer Bob Rusten on Friday to review the first drafts of our general fund budgets. For the first time in a number of years, we are proposing to begin replacing vehicles for general fund programs (Streets, etc.).

**WASTEWATER REFINANCING**

Following the Commission approval in November, the City Council unanimously approved the refinancing our current wastewater loan at its December 9<sup>th</sup> meeting. Many of the questions from City Councilors were similar to the Commission. There was interest in developing a 20-year operating and capital projection for the wastewater program.

**RIVERSIDE AVENUE WASTEWATER SECTION RE-LINED**

A deteriorating section of combined sewer was re-lined this month by Green Mountain Pipeline. This \$30,000 project addressed a critical section that was failing. Thank you to Laurie, Tim and team for pushing our contractor to get the work done this year so we could avoid the risk of having to excavate and fully replace this section during the winter.

Non-Discrimination

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

### **STUDY TO LOOK AT BTV BIOSOLIDS HANDLING**

The Department is looking to issue an RFP in early 2014 to get help determining the best way to handle and dispose / reuse the biosolids from Burlington's three wastewater plants. This contract would likely be internally funded. We are planning to have the study:

- Evaluate different types of digestion for the main wastewater treatment plant
- Determine the required footprint for recommended digestion option
- Determine whether or not it's worth further treatment to go from Class B to Class A solids
- Evaluate newer dewatering technologies
- Explore potential incineration of biosolids
- Explore covering our 75' diameter primary clarifiers at the main plant

Please let us know if you have any questions about this proposed study.

### **LEARN ABOUT THE FUTURE OF PARKING**

For anyone who missed the Parking Summit and would like to watch keynote speaker Jeffrey Tomlin's great presentation, you can watch it [here](#). On the heels of November's successful Parking Summit, the City Council did unanimously approve the resolution establishing the Downtown Parking Improvement Initiative on November 18th. The Downtown Parking Work Group is now working to assemble the larger stakeholder Advisory Committee. The goal is to have the Work Group and the Advisory Committee refine pilot projects that will begin to roll out in late winter. Some pilots will likely require Commission approval.

### **QUICK BITS:**

- We hosted a safety training for over 30 staff members as we continue to strengthen our safety program. Topics covered included working in confined spaces and handling hazardous materials.
- The DPW staff will be having a Holiday lunch from 11:30am to 1pm on Friday, December 20<sup>th</sup>. Please feel free to come join staff at this fun event at 645 Pine Street. Thank you to the Customer Service staffers for coordinating this event!

**NEXT COMMISSION MEETING:** Wednesday, January 15<sup>th</sup>, 6:30pm

See you all next Wednesday.





Office of Planning  
645 Pine Street, Suite A  
Burlington, VT 05402  
802.863.9094 P  
802.863.0466 F  
802.863.0450 TTY

[www.dpw.ci.burlington.vt.us](http://www.dpw.ci.burlington.vt.us)

**Chapin Spencer**  
DIRECTOR OF PUBLIC WORKS

*Date: December 10, 2013*

*To: Public Works Commission*

*From: Nicole Losch, Transportation Planner*

*Subject: Hyde Street traffic calming*

---

### ***Background***

Traffic calming & neighborhood enhancements are neighborhood-driven efforts. After a petition is received by the city, traffic data is collected to provide a baseline for assessing perceived vs. measurable traffic issues. This helps to refine the most appropriate traffic calming measures, selected from a suite of solutions approved for Burlington. Neighborhood meetings are scheduled to identify common issues and to narrow down potential improvements. The preferred concepts can then be further designed and discussed in more detail at another neighborhood meeting; solutions should not send the traffic problem onto adjacent streets. The final step includes a "negative poll" that is mailed to residents and solicits 1/3 opposition (or 2/3 support) for the proposal. With 1/3 opposition, a project will not be pursued and traffic calming will not be revisited for 2 years, while staff works on traffic calming projects in other neighborhoods.

### ***Hyde Street Traffic Calming History***

In 2006 a request for traffic calming was submitted by residents of Hyde Street. The petition was signed by residents between #7 – 140 Hyde Street. A neighborhood meeting was scheduled but was sparsely attended and included only residents south of Archibald.

Following the neighborhood meeting in 2006, the city's traffic calming was halted to reassess the neighborhood "voting" procedures and residents were asked to recruit more neighborhood participation. A conceptual plan for several bumpouts was drafted but was not heavily discussed or considered by the neighborhood. Since that time, there was some turnover in Hyde Street residents and interest was renewed from residents on the northern block.

In summer 2011, concepts for closing Hyde Street at Willard Street were distributed by a Hyde Street resident. Feedback indicated that residents on the northern block were supportive of the street closure concept, and several follow-up meetings have occurred.

### ***Pilot Project Results***

The concept for Hyde Street closure was well received by neighbors and the city. The Department of Public Works (DPW) speculated that closing the northernmost section of Hyde Street would also help calm traffic on southern Hyde Street and would create an opportunity for a “green street” treatment to capture stormwater runoff on site.

To more accurately gauge neighborhood feedback, assess traffic impacts to adjacent streets and southern Hyde Street, and provide an opportunity for the Fire Department to assess their access during a street closure, a 30-day pilot closure was initiated in the fall of 2012. From the DPW perspective, the pilot project was a success: feedback was 100% supportive and traffic impacts were better than expected (southern Hyde Street traffic volumes dropped substantially, while traffic volumes on Willard Street increased). On-site meetings with the Fire Department revealed there would be no impact to their service as a result of closing northern Hyde Street. Existing limitations (fire hydrant locations and overhead wires) guide their current access to the area, and no additional impacts were expected from this street closure.

Following the pilot project and adjustments to the conceptual design to address access concerns, the neighborhood poll was distributed and received 100% support.

### ***Requested Action and Next Steps***

The final design is being developed and will be approved by the City Engineer (with review by the Fire Department). The plan will include stormwater infiltration, a cut-through for bicycles, and a sidewalk. Construction is planned for 2014.

Following Title VI Article 78 Section 234 of the City Charter, the City Council will consider the proposal to alter Hyde Street at its northernmost section to restrict motor vehicle access. The proposal will be considered by the Transportation, Energy and Utilities Committee of the City Council at their December 11, 2013 meeting, preceding consideration by the full council.

We anticipate some on-street parking revisions to follow the alteration of upper Hyde Street, likely resulting in no net loss of parking. The parking considerations will be presented to the Commissioners at the December 18, 2013 meeting. We are requesting feedback on the parking options in advance of a future Commission meeting and decision.

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

**COMMISSIONERS PRESENT:** Bob Alberry, Tiki Archambeau, Asa Hopkins, Nathan Lavery (Chair), Solveig Overby (via conference phone), Jeffrey Padgett (first meeting) and Mark Porter (Vice Chair)

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

**ITEM 1 – AGENDA**

**Commissioner Alberry moved** to withdraw Item 6 – Continuation of Appeal of Code Enforcement Order for 234-240 College Street, from the Agenda. The Appellant has withdrawn his appeal. Commissioner Archambeau seconded. Unanimous.

**ITEM 2 – PUBLIC FORUM**

Caryn Long – Asked the Commission to assist her in working to reclaim the City’s green spaces that have been paved over or have eroded from stormwater or vehicular traffic. Ms. Long reported such a problem last week via *SeeClickFix* at 9 Weston Street (corner of Weston and Loomis). She presented a large piece of paper illustrating the area of lost green space at that location. Director Spencer will follow up with Planning & Zoning, Code Enforcement and Stormwater staff.

**ITEM 3 – CONSENT AGENDA**

(Refer to Commission Packet)

- 3.20 Main Street Parking Changes
- 3.30 Center Street Loading Zones
- 3.40 Bradley Street at Hungerford Terrace Stop Sign Request
- 3.50 Elmwood Avenue No Parking

**Commissioner Alberry moved** to approve the Consent Agenda; Commissioner Hopkins seconded.

**Discussion:** Commissioner Porter requested further discussion on Item 3.10 (North Street Parking Request). Commissioner Lavery suggested Item 3.10 be pulled from the Consent Agenda for discussion immediately following this vote. The Consent Agenda minus Item 3.10 was approved unanimously.

**ITEM 3.10 – NORTH STREET PARKING REQUEST (formerly part of the Consent Agenda)**

(Refer to Commission Packet)

**Commissioner Porter moved** to accept staff recommendations:

- 1) To deny the petitioners’ request to remove parking on the north side of North Street around Rose Street;
- 2) To adopt a Vehicle Loading Zone in front of 128 North Street from 8am – 5pm; and
- 3) To install a Vehicle Loading Zone in the first space east of Rose Street on the north side of North Street, which will be used:
  - As a Loading Zone between the hours of 7am and 12pm, and
  - As a 15-Minute Parking Space between the hours of 12pm and 10pm.

Commissioner Padgett seconded. Unanimous.



#### **ITEM 4 – REFINANCE OF THE WASTEWATER DEBT**

(Communication, DPW Assistant Director Laurie Adams)

(Refer to Commission packet)

Assistant Director Adams and Assistant CAO for Finance Rich Goodwin explained the need for the City to secure financing for the previous debt incurred by improvements to the wastewater system. Assistant CAO Goodwin is taking the lead with the City in order to secure financing and feels confident that the Vermont Municipal Bank offers the most attractive rate. Bond counsel representative Shane McCormack from Burak Anderson & Melloni PLC was also present. The Commission is being asked to adopt the Resolution.

The City put \$52M into the wastewater plant's collection system, separation work, etc. There were two borrowings with the State with different time frames: The first balloon payment came due in December 2010 (which has since been paid in full); the second larger balloon payment of \$14.5M is now due January 1, 2014. Wastewater has been positioning itself for changes in rates to spread this out over time.

Back in 1990 when the course of action was set in place, it required that any future changes would need to come before the Commission first to gain approval for the City to proceed with the borrowing, and then the terms and payment schedule would be worked out through a resolution with the City Council. The original, lengthy DRAFT Resolution which was given to the Commission has, as of today, been pared to two (2) pages; Assistant Director Adams handed copies of the duplexed sheet to the commissioners.\* Director Spencer e-mailed a copy to Commissioner Overby so she could follow along.

A fee schedule was eliminated from the new two-page proposed Resolution because the terms will not be known until the issue is put on the market and then are approved by the City Council. Though the balloon payment is for \$14.5M, Assistant CAO Goodwin is looking for authorization to bond *up to* \$15.5M (which will cover fees paid to the Municipal Bank and cover a short-term borrowing mechanism to borrow from a local bank). The local bank (most likely one of the following with which Assistant CAO Goodwin has worked: Northfield Savings Bank, KeyBank, TD Bank, Merchants Bank or Peoples United Bank) will pay the balloon payment due on January 1, 2014 *in full*. Bond proceeds from the Municipal Bank will be sent to the City by the second or third week of January 2014, of which the City will use those bond proceeds to pay back the local banker. There is a requirement of this refinance to establish a reserve, which will be financed through the bond.

Because the revised Resolution was given to the Commission at this meeting, approval to move forward was postponed until after the next Agenda item, giving the Commission time to review the Resolution.

#### **ITEM 5 – BIKE PATH INTERSECTIONS SCOPING STUDY**

(Nicole Losch, Transportation Planner)

Ms. Losch presented a PowerPoint presentation, "Burlington Bike Path Intersections Scoping Study," a collaboration of the Burlington Department of Public Works and Department of Parks and Recreation, and VHB Engineering consulting firm and funded by the Chittenden County Regional Planning Commission's work program. The Scoping Study names potential improvements to the street intersections of the Waterfront Bike Path. The rehabilitation of the bike path continues and may affect some of the improvements suggested in the Scoping Study.

Next steps: Finalize the report by December, and then start the improvements in the next 1-2 years.

If people feel strongly about changing the name of the bike path to reflect the multimodal use, direct your comments to Jesse Bridges, Director of Parks and Recreation.

#### **ITEM 4 – REFINANCE OF THE WASTEWATER DEBT, continued**

The commissioners had an opportunity to review the revised Resolution during Ms. Losch's presentation. Commissioner Archambeau questioned a discrepancy in the principal amount (\$13,539,472 mentioned in the first paragraph of Burak Anderson & Melloni's letter of October 17, 2013, included in the packet, vs the actual amount of \$14,570,620 mentioned in the sixth paragraph of the Resolution). Mr. McCormack concurred that the amount *should* be the latter amount.

Once the Commission adopts this Resolution it will then go before the City Council for approval to proceed. They will see the final amount and then make a decision.

\*Asked to add a simple clarifying statement for the general public to explain the reason for the need to borrow the amount to pay it off, Mr. McCormack suggested revising Paragraph 6 of the Resolution: "The 1992 Series Bonds in the principal amount of \$14,570,620 are presently outstanding which bonds are due in payable as of January 1, 2014"...

Mr. McCormack was also asked to add a date to the Resolution: First Sentence: "Be it Resolved on this date of November 20, 2013, by the Board of Public Works Commissioners..."

**Commissioner Alberry moved** to accept the Resolution prepared by the City of the Bond Council, the Department of Public Works and the Treasurer's Office to include the amendments in the previous paragraph. Commissioner Hopkins seconded. Commissioner Porter opposed; the six other commissioners voted in favor. The motion passed 6-1.

#### **ITEM 6 – APPEAL OF CODE ENFORCEMENT ORDER FOR 234-240 COLLEGE ST**

Withdrawn per Item 1.

#### **ITEM 7 – RESIDENTIAL PARKING PROGRAM**

(Oral Communication, DPW Commission)

Commissioner Lavery added this Item to the Agenda for further feedback from the public and to reiterate that the Commission had reached the general conclusion that no changes will be made *right now* for several reasons: the existing rules are now being adhered to; residents' feedback produced no clear consensus on how to move forward; and there have been new developments in the downtown core parking area. No feedback has been received since the last meeting, and there is no public input tonight.

The Commission will invite John King/Parking Enforcement to its June meeting for a status report and any further feedback.

Director Spencer and Assistant Director Baldwin added that the public's and Commission's comments will be put to use with an upcoming full study of the residential parking issue in its current configuration. This study, between DPW (Ms. Losch will be the department's lead) and the Chittenden County Regional Planning Commission (CCRPC - funding the study) and a consultant of their choice will work in conjunction with the Parking Summit's efforts for the Downtown Parking Program. This study will take place this fiscal year.

#### **ITEM 8 – MINUTES OF OCTOBER 30, 2013**

(Refer to Commission packet) **Commissioner Alberry moved** to accept the Minutes; Commissioner Padgett seconded, Commissioner Archambeau abstained. The Minutes passed 6-1.

## **ITEM 9 – DIRECTOR’S REPORT** (Chapin Spencer, Director & Norman Baldwin, Assist. Director)

(Refer to Commission packet)

- Successful Parking Summit, which Commissioners Lavery, Hopkins and Padgett attended.
- The City Council on Monday voted unanimously to approve the Resolution on the Downtown Parking Improvement Initiative.
- Thanked DPW staff for a successful United Way Campaign.
- Some projects in progress:
  - The Rapid Flashing Beacons are being installed on Pine Street to improve pedestrian safety;
  - DPW manages the Waterfront Access North Project. Phase 1/Stormwater work is taking place this fall (deep excavation). Phase 2 begins this spring;
  - Rail trestle abutments on Lakeside Avenue were in rough shape. The neighborhood has been interested in repainting/beautifying it. DPW worked on it to stabilize it and is now ready for repainting.
  - Colchester Avenue sidewalk (grant project) is being installed and will be completed shortly.

## **ITEM 10 – COMMISSIONER COMMUNICATIONS**

### Commissioner Hopkins

- Praised the Parking Summit and ideas.

### Commissioner Porter

- Requested a status update on the Connector. Assist Director Baldwin responded that one of the major Act 250 permit appeals has been settled so design work may proceed. Two appellants remain but both are contesting criteria which cannot stop the project but condition it.

### Commissioner Padgett

- Requested a status report on the south end rotary. Assist Director Baldwin responded that it is a State-managed project. The stormwater process design process has been completed and DPW is taking over utility design (Erin Demers, DPW engineer, is managing this project).

### Commissioner Overby

- Requests improved public education and communication in cases such as the wastewater financing bonding (e.g., Parking Summit);
- Requested a status report on Champlain College parking situation. Assist Director Baldwin has not heard from the College since the last Commission meeting. Mr. Baldwin will follow up with the College.

### Commissioner Lavery

- The Resolution concerning the Downtown Parking Initiative requires a commissioner to serve on the Advisory Board. Commissioner Hopkins will serve as the representative; Commissioner Padgett offered to be a back-up.

## **ITEM 11 – DELIBERATIVE SESSION TO DISCUSS APPEAL** – Cancelled.

## **ITEM 12 – ADJOURNMENT & NEXT MEETING DATE**

The next DPW Commission meeting is scheduled for Wednesday, December 18, 2013 at 6:30pm.

Commissioners Hopkins and Archambeau will most likely be absent.

**Commissioner Alberry moved** to adjourn at 8:25pm; Commissioner Porter seconded. Unanimous.