

BURLINGTON PUBLIC WORKS COMMISSION MONTHLY MEETING

645 Pine Street

MINUTES – March 20, 2013

(DVD of meeting on file at DPW)

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

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

ITEM 1 – AGENDA: No changes or amendments.

ITEM 2 – PUBLIC FORUM

Steve Norman – On behalf of Walk/Bike Council, announced public supper with Keynote address by UVM’s Richard Watts: “Better Walking in Burlington” scheduled for March 28, 2013. Mr. Norman encouraged the DPW staff and Commission to continue working towards adding French verbiage to simple English language signage, such as parking garage hours of operation and, on behalf of Alliance Française of the Lake Champlain Region.

ITEM 3 – BIRCH COURT PARKING REQUEST (Joel Fleming, Public Works Engineer)

(Refer to Commission packet)

Commissioner Alberry moved to accept staff’s recommendation, that the Commission *not* adopt the proposed amendment to eliminate the existing parking restriction on the south side of Birch Court (i.e., there will be no change in parking on Birch Court). Commissioner Conger seconded. Unanimous.

ITEM 4 – HANDY COURT PARKING REQUEST (Joel Fleming, Public Works Engineer)

(Refer to Commission packet)

Commissioner Lavery proposed that action on this proposal be postponed so that Mr. Fleming may take another count while UVM and Champlain College are in session.

ITEM 5 – 122 MAPLE STREET PARKING REQUEST (Joel Fleming, Public Works Engineer)

(Refer to Commission packet)

Commissioner Lavery proposed postponing action on the parking request until the building (34-unit condominium complex going up on St. Paul Street) is completed. Mr. Fleming will return to the Commission at a future meeting. Mr. Fleming will review the site distance at the entrance to the 122 Maple Street driveway and notify the Commission of his findings, via e-mail if prior to the next meeting, or at the April meeting.

ITEM 6 – CENTRAL AVENUE EAST SIDE PARKING REMOVAL (Joel Fleming, Public Works Engineer)

(Refer to Commission packet)

Commissioner Alberry moved to accept staff’s recommendation to adopt a parking restriction on the east side of Central Avenue, south of Harrison Avenue. Commissioner Conger seconded. Unanimous.

ITEM 7 – MAIN STREET ADDITION OF METERED PARKING

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet)

Commissioner Archambeau moved to adopt staff’s recommendation to adopt the parking layout included in the packet: the addition of three (3) metered spaces on the north side and three (3) metered spaces on the south side. Commissioner Overby seconded. Unanimous.

ITEM 8 – PEARL ST/PROSPECT STREET/COLCHESTER AVENUE INTERSECTION STUDY

(Nicole Losch, Transportation Planner, and Guillermo Gomez, Public Works Engineer)

(Refer to “Pearl/Prospect/Colchester Avenue Intersection Scoping Study: Overview of Potential Short-Term Pilot Improvements” handed out at meeting.)

The Chittenden County Regional Planning Commission has initiated the intersection Scoping Study in partnership with the City of Burlington. A Steering Committee with representation from the City Council, Ward 1 NPA, UVM, FAHC, CCTA, CATMA and LocalMotion have met three times; held a public meeting last November to solicit input; and have summarized the basic conceptualization of the pilot improvement plan in the handout. Last evening’s Steering Committee was cancelled; once the next meeting takes place, Ms. Losch and Mr. Gomez will return to a future Commission meeting with more information. Ms. Losch will also get back to the Commission with more information on: 1) whether creating two lanes on Prospect Street, southbound (one to turn and one to go straight) was considered and if so, why it is not in the proposed Pilot Study; and 2) whether the proposed changes would decrease accidents at the intersection.

ITEM 9 – DISCUSSION OF SCHEDULING A MEETING WITH THE PLANNING

COMMISSION REGARDING RESIDENT PARKING (Steven Goodkind, Public Works Director)
(Oral communication)

Commissioner Lavery will contact the Commissioners via e-mail to coordinate with the Planning Commission, which meets twice/month.

ITEM 10 – WATERFRONT PARK NORTH (Steven Goodkind, Public Works Director)

(Refer to Commission packet for summary. NOTE: The artist rendition of the concept, attached to the summary, is incorrect. The correct version was shown and described at the meeting.)

The Community and Economic Development Office (CEDO), with assistance from DPW and Parks and Recreation, are finalizing designs for accessibility to the Moran development area with a *Complete Streets* model. Director Goodkind explained the current concept. This project is supported by a combination of approximately twenty (20) funding sources.

ITEM 11 – 395 MANHATTAN DRIVE – VACANT BUILDING APPEAL

(William Ward, Director of Code Enforcement)

(Refer to Commission packet, and handouts distributed at the meeting by Director Ward)

This Item had been postponed from the previous Commission meeting to accommodate the property owner. The Code Enforcement Office is requesting that the Public Works Commission uphold the determination that the building has been and remains vacant, and the full fee of \$500 is due for the January-March, 2013 quarter. The property owner, Chris Khamnei, was not present, nor was anyone present who identified themselves as his representative. Eugene Bergman, Esq., from the City Attorneys’ Office, was present to serve as counsel to the Commission.

- Norman Baldwin, Assistant Director, Technical Services, Department of Public Works, printed out all communication (e-mail, recorded notes from conversations with Mr. Khamnei, etc.) to introduce into the record.
- Mr. Khamnei had verbally asked for a continuance. Commissioner Lavery invited the commissioners to make a motion to grant a continuance; no motion was offered.
- **Commissioner Alberry moved** to go ahead with the hearing. Commissioner Hopkins seconded. Unanimous.
- The hearing of the appeal proceeded.
- Director Ward submitted a letter from a Manhattan Drive resident, to Commissioner Lavery as evidence. Director Ward will also submit as evidence, the packet that he had provided in the last quarter's packet. He distributed three other documents to be included in the record.
- Director Ward was asked to produce for the record, any documentation which relates to rehabilitation of the property, including current Building Permits (showing any record of monies expended). As there was no such documentation, there was no reason for a waiver.
- Commissioner Lavery asked once more if Mr. Khamnei or his representative was present; no one came forward.
- Assistant Director Baldwin summarized his correspondence with Mr. Khamnei concerning this meeting, of which the documentation was introduced into evidence.
- Commissioner Lavery invited anyone from the public to come forward with any comments. James McCormack, a Manhattan Drive resident, spoke briefly.

ITEM 12 – ORDINANCE CHANGE PROPOSAL: APPEAL HEARING (Commissioner Lavery)
(Refer to Commission packet)

Proposed change for “**Sec. 8-8. – Appeals from order.**”

- 1) (Item a): Change the time period for filing a request for appeal, from ten (10) days to sixty (60) days; and
- 2) (Item c): Attorney Bergman made a friendly proposal to change the number of board members constituting a quorum, from three (3) to four (4).

Commissioner Conger moved to accept the proposed changes; Commissioner Alberry seconded. Unanimous. Attorney Bergman will bring these approved changes will go to the Ordinance Committee.

ITEM 13 – MINUTES OF 02/20/13:

There was no motion made to approve the Minutes. The commissioners will submit their comments to Helen Plumley in Customer Service in the next couple of weeks.

ITEM 14 – DIRECTOR’S REPORT – CUSTOMER SERVICE AND RENEWAL OF INSPECTION AGREEMENT WITH STATE OF VERMONT (Steven Goodkind, Director)

Director Goodkind highlighted: **1)** Snowfighting: program nearing the end of the season; **2)** Next year’s budget (which will be more level-funded): implementation of the new accounting system, “New World” has brought challenges in working with the current year’s budget, which in turn affects the ability to work on the 2014 budget. **3)** The new Customer Service software system: The IT staff is working on the possibility of linking the *SeeClickFix* program to the Request for Service (RFS) system. **4)** Mid-block crossing on Main Street (at Edmunds) and Colchester Avenue sidewalk construction (near the cemetery):

the State informed Director Goodkind that the request for State funding has been denied for one of the projects; he expects that funding for the second project will be denied as well the use of force account work proposed was not acceptable, as force account needs to be the exception, not the rule according to the Agency of Transportation. Options: putting the project out to bid; or, foregoing the *construction* portion of the grant and using force account. **5) Inspection Agreement with the State of Vermont:** The Inspection Agreement with the State has been in place since 1982; it expired on 3/01/13 but has been extended until an agreement is reached. Attorney Bergman stated that it would be helpful for DPW to go on record as being in support of the renewal as is. Director Goodkind should circulate the document/agreement among the Commission for their information and Attorney Bergman will move the item forward to the City Council, possibly for their April meeting. The City Council makes the final decision to extend the Agreement (for another 5 years). **Commissioner Alberry moved** to support the extension of the Inspection Agreement with the State; Commissioner Conger seconded. Unanimous. Commissioner Hopkins will talk with Burlington Electric Department and Ned Holt, Building Official, about commercial building and energy standards, and whether or not the City is required to enforce them. **6) Solar-powered “School Zone” signs** went in today.

ITEM 15 – COMMISSIONER COMMUNICATIONS

Commissioner Overby: Highly recommends the book, *Walkable City* by Jeff Spech. There are particular sections that are pertinent to issues on which DPW/the Commission are working.

Commissioner Lavery: Was asked to clarify the allowance of trucks using Henry Street. Trucks are allowed to use Henry Street to make deliveries to the market. Signs are posted on Henry Street: “Not a Through Truck Route.”

Commissioner Alberry: Asked for confirmation that Pearl Street reconstruction will occur this year (Prospect Street, west to St. Paul Street); Director Goodkind confirmed that it will take place this calendar year.

Commissioner Archambeau: 1) Please check the timing of the traffic light at the corner of North Winooski and Riverside Avenue - too short (turning from North Winooski Avenue, right onto Riverside Avenue); 2) Can the severe dip in the eastbound travel lane on Maple Street at Union Street be fixed?; and 3) Please check the Clarke and Pearl Streets street sign; may have been hit.

Commissioner Conger: 1) Archibald and Winooski Avenue intersection: requests that DPW consider not turning over the traffic signal to flashing at night, as the sensors on the new heads activate the lights from blinking to solid already, and the acute angle of the intersection is a challenge for cars late at night. Commissioner Lavery reminded the Commission that one of the original proposals was to have a 4-way flashing red. 2) Working with volunteers from Parks and Recreation and DPW on a pilot study on how to treat greenbelts in a variety of settings (i.e., residential, transit, etc.). Commissioner Conger will report back to the Commission with the results.

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

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

ITEM 17 – NEXT MEETING DATE AND ADJOURNMENT

The next meeting of the DPW Commission is scheduled for April 17, 2013. The meeting portion ended at 9:45 p.m.