



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A  
Post Office Box 849  
Burlington, VT 05402-0849  
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**Steven Goodkind, P.E.**  
*DIRECTOR OF PUBLIC WORKS  
CITY ENGINEER*

## MEMORANDUM

TO: PUBLIC WORKS COMMISSION  
FM: STEVEN GOODKIND, DIRECTOR  
DATE: MARCH 13, 2013  
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on March 20, 2013 at 6:30 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. Birch CT. Parking Request
3. Handy CT. Parking Request
4. 122 Maple St. Parking Request
5. Central Ave East Side Parking Removal
6. Main St. Addition of Metered Parking
7. Waterfront Project North
8. 395 Manhattan Dr. – Vacant Building Appeal
9. Ordinance Change Proposal: Appeal Hearing
10. Minutes of 2/20/13

An Equal Opportunity Employer

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



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

## MEMORANDUM

To: Amy Bovee, Clerks Office  
From: Steve Goodkind, Director  
Date: March 13, 2013  
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **March 20, 2013**  
Time: 6:30 – 9:00 p.m.  
Place: 645 Pine Street – Main Conference Room

## AGENDA

- ITEM**
- 1 Agenda
  - 2 5 Min Public Forum
  - 3 5 Min Birch Ct. Parking Request
    - 3.10 Communication, J. Fleming
    - 3.20 Discussion
    - 3.30 Decision
  - 4 5 Min Handy Ct. Parking Request
    - 4.10 Communication, J. Fleming
    - 4.20 Discussion
    - 4.30 Decision
  - 5 10 Min 122 Maple St. Parking Request
    - 5.10 Communication, J. Fleming
    - 5.20 Discussion
    - 5.30 Decision

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- 6 10 Min Central Ave East Side Parking Removal
  - 6.10 Communication, J. Fleming
  - 6.20 Discussion
  - 6.30 Decision
  
- 7 15 Min Main St. Addition of Metered Parking
  - 7.10 Communication, J. Fleming
  - 7.20 Discussion
  - 7.30 Decision
  
- 8 20 Min Pearl St/Prospect St/Colchester Ave Intersection Study
  - 8.10 Presentation, N. Losch & G. Gomez
  - 8.20 Discussion
  
- 9 15 Min Discussion of Scheduling a Meeting With The Planning Commission Regarding Resident Parking
  - 9.10 Oral Communication, S. Goodkind
  - 9.20 Discussion
  
- 10 10 Min Waterfront Project North
  - 10.10 Communication, S. Goodkind
  - 10.20 Discussion
  
- 11 30 Min 395 Manhattan Dr. – Vacant Building Appeal
  - 11.10 Commission, W. Ward & Appellant
  - 11.20 Discussion
  
- 12 10 Min Ordinance Change Proposal: Appeal Hearing
  - 12.10 Communication, Commissioner Lavery
  - 12.20 Discussion
  - 12.30 Decision
  
- 13 Minutes of 2/20/13
  
- 14 Director's Report – Customer Service & Renewal of Inspection Agreement with State of Vermont
  
- 15 Commissioner Communications
  
- 16 Deliberative Session to Discuss Appeals
  
- 17 Adjournment & Next Meeting Date – 4/17/2013



MEMORANDUM

March 20, 2013

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

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**Background:**

Staff received a request from a resident of Birch Court in the new north end to add parking to the south side of Birch Court at the extension. Birch Court is a low volume, residential, dead end street off on North Avenue in the new north end. Currently there is parking on the North side of the street only.

**Observations:**

Staff visited Birch Court and determined that in the narrow section, closest to North Ave, the roadway is 25 feet wide; the extension is 30 feet wide. The resident has asked staff to remove the restriction on the south side of the street in the section that is 30 feet wide. The typical configuration of a residential street with parking on both sides is an 8 foot parking lane, two 10 foot travel lanes and another 8 foot parking lane. For that configuration the street would have to be a minimum of 36 feet wide. The existing configuration is an 8 foot parking lane with two 11 foot travel lanes.

Staff talked to Barry Simays, the City Fire Marshall, about the lane width needed for the fire trucks to be able to get their out riggers out on the street. Barry said that the Fire Department needs a minimum of 16 feet for the out riggers. With parking on both sides of the street there would not be enough room for the fire department to get their trucks onto the street.

**Conclusion:**

Birch Court is not wide enough to accommodate parking on both sides of the street. Each house on the street has off-street parking available.

**Recommendation:**

Staff recommends that the commission not adopt the proposed amendment to eliminate the existing parking restriction on the south side of Birch Court.



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request  
# 461**SERVICE REQUEST****Name and  
Address**

Name: Michael McGarchan

Request Date: 12/13/2012 8:40 AM

Address:

Phone Number: 233-1238

Email Address:

**Request**

Location: Birch Ct

Request Description: Customer would like Parking Modified so there is parking on both sides of the extension.

**Assign History**

Date	Assigned To	Description
12/13/2012 8:40:25 AM	Joel Fleming	Request Assigned

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

Status: New

Request created by: Valerie Ducharme

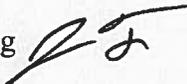
Print Date: 12/13/2012 8:40:27 AM





**MEMORANDUM**

March 20, 2013

**TO:** Public Works Commission  
**FROM:** Joel Fleming   
**RE:** Handy Court Parking request

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**Background:**

Handy Court is a dead end street off of Pearl Street between Prospect Street and Williams Street. The street has 7 houses that have been split into apartments for students of the University. Pearl Street is a major arterial into the city. This section of Pearl Street sees an Average Annual Daily Traffic (AADT) of 12,000 vehicles. The resident has requested to staff to review sight distance requirements, for exit traffic onto Pearl Street.

**Observations:**

Currently there is no parking for 30 feet north and 30 feet south of Handy Court on Pearl Street. There are approximately 20-25 parking spaces on the west side of Handy Court. Staff conducted a count on February 28<sup>th</sup> from 4:30 to 5:30 pm and only three vehicles exited Handy Court onto Pearl Street.

**Conclusions:**

Currently there is 30 feet cleared on both the east and west side of handy court. Following the Guidelines for Prohibiting Parking around Residential and Commercial Driveways adopted by the Department of Public Works Commission in October of 2012 this Private Street does not meet the minimum requirement for driveways exiting onto an arterial roadway.

**Recommendations:**

Following out policy and applying those guidelines to this request, staff determined no action is warranted to provide any further prohibition to improve sight distance. Staff recommends we deny the request to further prohibit parking.



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request  
# 595**SERVICE REQUEST****Name and  
Address**

Name: Craig Guild

Request Date: 01/14/2013 9:22 AM

Address:

Phone Number: 376-7072

Email Address:

**Request**

Location: 20 Handy Court

Request Description: Per ContactUs e-mail: Comment/Question: I live in an apartment on Handy Court, a privately owned street just down the hill from the intersection of Pearl St. and Prospect St. There have been several times when I've been leaving Handy Ct (which only connects with Pearl St) and I have been unable to see far enough down Pearl St in either direction to tell if a car is coming up or down the street because of the cars parked on Pearl St. As a result there have been a number of times when I have been almost hit side on because I didn't see a car that was coming at me. I understand that parking is limited, especially in this area around UVM, but I find that the current parking situation particularly on this area of Pearl St has created a very dangerous situation for anyone coming off of Handy Ct and anyone driving past Hand Ct on Pearl St. If some kind of adjustment could be made to this area the increased vision and sense of safety would be much appreciated. Thank you very much, Craig Guild

**Assign History**

Date	Assigned To	Description
1/14/2013 9:22:45 AM	Joel Fleming	Request Assigned

**Work History**

Date	Staff Person	Description
01/14/2013	Helen Plumley	I e-mailed customer telling him that I would type up a SR and give it to Joel. Also gave cust. Joel's e-mail and phone # if he needs to contact Joel. ( Entered on 1/14/2013 9:24:59 AM by Helen Plumley )

**Customer Service**

Status: New

Request created by: Helen Plumley

Print Date: 1/14/2013 9:25:10 AM



Handy Court



128'

30' No parking

104'

30' No parking

Pearl Street

North Prospect Street

C. Brett, Handy Ct, 2/28/2013

<b>Start</b>	<b>Stop</b>	<b>Entering</b>	<b>Exiting</b>
4:30	4:45	2	1
4:45	5:00	0	1
5:00	5:15	0	1
5:15	5:30	0	0
	<b>Total:</b>	2	3



MEMORANDUM

March 20, 2013

**TO:** Public Works Commission  
**FROM:** Joel Fleming   
**RE:** 122 Maple Street parking request

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**Background:**

Staff received a request to remove parking around the driveway to 122 Maple Street. Currently there is a 34 unit condominium complex going up on St Paul Street that has plans of sharing the driveway. Currently there are no parking restrictions around the driveway of 122 Maple Street. Maple Street is an arterial roadway that runs east-west from Battery Street to South Prospect Street. 122 Maple Street is located between Pine Street and St Paul Street.

**Observations:**

Staff counted approximately 15-20 parking spaces that used the driveway to 122 Maple Street prior to the construction. Once completed, the plans have a total of 47 parking spaces, approximately 30 more parking spaces exiting out of this driveway and onto Maple Street.

The Guideline to Prohibiting Parking around Residential and Commercial Driveways states that for an arterial roadway there must be 20 or more vehicles exiting the driveway during the peak hour. Using the Institute of Traffic Engineer's Trip Generation manual, 8th addition, to estimate the number of trips in and out of the driveway during the PM peak hour gives you approximately 22 trips in the peak hour. There are approximately 19 trips during the AM peak hour using the ITE trip generation manual. We will only look at the AM peak because most vehicles are entering the driveway during the PM peak hour. The 19 trips in the AM peak hour is right on the cusp to meeting the guideline.

**Conclusions:**

After construction is completed it is hard to say with certainty that there will be enough traffic exiting the driveway of 122 Maple Street for it to meet the City's Guideline to Prohibiting

Parking around Residential and Commercial Driveways. A traffic count should be done once the building has been fully occupied to find out if it does indeed meet the guideline.

**Recommendations:**

Staff recommends that the commission does not adopt a parking prohibition around the driveway because the current estimations of traffic are on the cusp of meet the City's guideline. Staff recommends that a traffic count is done once building is complete and occupied.



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request # 734

# SERVICE REQUEST

**Name and Address**

Name: Louella Bryant  
Address: 122 Maple St  
Phone Number: 989-0123

Request Date: 02/08/2013 2:04 PM

Email Address: gatheryerosebuds@gmail.com

**Request**

Location: 122 Maple St  
Request Description: See attached Letter requesting No parking signs in front of this address - customer is worried that exiting the driveway it is impossible to see oncoming cars.

**Assign History**

Date	Assigned To	Description
2/8/2013 2:04:48 PM	Joel Fleming	Request Assigned

**Work History**

**Customer Service**

Status: New  
Request created by: Valerie Ducharme

Print Date: 2/8/2013 2:12:47 PM

Old Sawmill Condo Association \* 122 Maple Street, #5 \* Burlington, VT 05401  
Mailing address: L. Bryant \* 925 Quaker St. \* Lincoln, VT 05443-9813  
gatheryerosebuds@gmail.com (802) 989-0123

February 4, 2013

Department of Public Works  
645 Pine Street, Suite A  
Burlington VT 05401  
Attention: Customer Service

RECEIVED  
FEB - 7 2013  
BURLINGTON PUBLIC  
WORKS

Dear Public Works Department

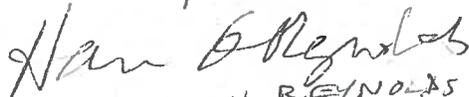
On October 26, 2012, I wrote you with concerns about the narrow driveway at 122 Maple Street, which accesses a parking area used by residents of eleven condos (122 Maple Street, 124 Maple Street, and 116 Maple Street). As of this date, I have not received a response to that letter. Until recently, offices at 183 St. Paul Street as well as trucks accessing a storage unit behind the 122 Maple Street building also used the driveway and parking areas. Currently construction is underway on St. Paul Street, and large vehicles use the Maple Street driveway because of a city restriction against construction vehicles on St. Paul Street. Our eleven condos have endured noise, relocation of our dumpster, and the presence of a rather odiferous port-o-potty.

Our concern, however, is exiting the driveway onto Maple Street. With cars (and many times trucks) parked on Maple Street close to both sides of the driveway, it's almost impossible to see oncoming vehicles, and several times there have been near accidents. We request that parking on Maple Street be restricted fifteen feet on each side of the driveway so that we can better see cars coming up and down the road. The restriction will be especially important because Chase developers are in the process of erecting a 34-condo building, each of which will use our driveway for parking, making a total of 45 condos entering from and exiting onto Maple Street.

Because Maple Street has a high volume of traffic during peak hours, for safety reasons we request that "no parking" signs be placed a distance of fifteen feet on each side of the driveway. Thanks, and we look forward to hearing from you soon.

Yours truly

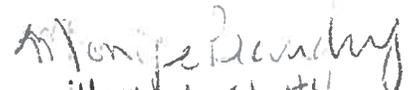
  
Louella Bryant  
122 Maple St #5

  
HARRISON REYNOLDS  
122 MAPLE ST #5

  
Jennifer Child Suiter  
- MAILED - LETTER

Aaron J. Gaudberg  
122 Maple St, #3

Melissa Blusson  
122 Maple #4

  
116 Maple St. #4  
Monique Beauvoir

  
Bernice Young  
122 Maple St. #1

  
116 Maple St #2  
Evan Pemberton

Photos exiting driveway at 122 Maple Street, Burlington



Looking west toward Pine Street.



Looking east toward St. Paul Street



**Oncoming traffic heading west on Maple Street**



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request  
# 275**SERVICE REQUEST****Name and  
Address**

Name: Louella Bryant

Request Date: 10/30/2012 2:04  
PM

Address:

Phone Number: 802-989-0123 or 453-6851  
gatheryerosebuds@gmail.com

Email Address:

**Request**

Location: 122 Maple St

Request Description: Customer would like to make Maple St one way beginning at  
St Paul or restrict parking on both sides of the driveway- See attached letter**Assign History**

Date	Assigned To	Description
10/30/2012 2:04:17 PM	Joel Fleming	Request Assigned

**Work History****Customer Service**Status: New  
Request created by: Valerie Ducharme

Print Date: 10/30/2012 2:04:18 PM

Louella Bryant

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122 Maple Street, #5  
925 Quaker Street  
(802) 453-6851 (home)  
gathererosebuds@gmail.com

Burlington, VT 05401  
Lincoln, VT 05443-9813  
(802) 989-0123 (mobile)  
<http://louellabryant.com>

October 26, 2012

Department of Public Works  
PO Box 849  
Burlington, VT 05402-0849

Dear Commissioners

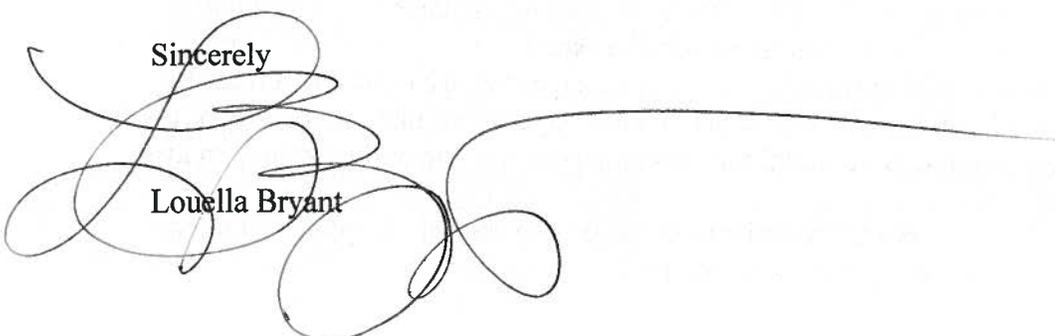
I own a condo at 122 Maple Street, which has a parking lot behind it accessed by a narrow driveway. The driveway and parking areas are used by residents of the four other condos in my building as well as condo associations in buildings on both sides of me, a total of cars for eleven condos. Offices at 183 St. Paul Street as well as trucks accessing a storage unit behind my building also use our driveway and parking areas.

My understanding is that Chase Developers are planning to build a 34-unit condo building on St. Paul Street and use our driveway to access the parking garage. Right now exiting the driveway is dangerous because it's impossible to see cars going east or west on Maple Street due to cars parked right next to our access. With more cars using the driveway, I see the potential for accidents. This is a very busy area because of traffic turning down Maple from Pine Street to get to Battery Street.

I suggest either (a) making Maple Street one way (probably going west toward the lake) beginning at St. Paul Street (King Street could be one way going east to balance the flow of traffic), and/or (b) restricting parking within 20 feet on both sides of our driveway. That would allow drivers to better see oncoming traffic both ways.

Please let me know what I need to do to try to get these changes implemented. My mailing address is Lincoln, as listed above, but my office and part-time residence is at the Maple Street condo. Thanks for your attention to this matter.

Sincerely

  
Louella Bryant

RECEIVED

OCT 30 2012

BURLINGTON PUBLIC  
WORKS

275



**ZONING PERMIT  
CERTIFICATE OF APPROPRIATENESS**

City of Burlington, Vermont  
Department of Planning and Zoning

Application Date: 8/22/2007

Appeal Expiration Date: 9/30/2009

**Project Location: 173-193 SAINT PAUL STREET**

District: RH

Owner: Mansfield Professional Building  
Address: CO FLEISCHER JACOBS ASSOC  
PO BOX 2343  
SO BURLINGTON, VT 05407-2343

Ward: 5  
Tax ID: 049-3-005-000

Project Type: Residential - Planned Unit Development

Project Description: Final plat review of 34 residential condominium units with structured parking and associated site modifications

Construction Cost:	\$2,217,600	Lot Size (Sq Ft):	32,144
Net New Habitable Sq Ft:	30224.00	Net New # of Housing Units:	34
Existing % Lot Coverage:	100.00	Existing # of Parking Spaces:	28
Proposed % Lot Coverage:	100.00	Proposed # of Parking Spaces:	69
Net New % Lot Coverage:	0.00	Required # of Parking Spaces:	143

Zoning Permit #: 08-167PD

Decision By: VT Superior Court Environmental Div

Level of Review: 3

Decision: Approved

See Conditions of Approval

Decision Date: August 31, 2009

Project File #: 07-493PD

Zoning Administrative Officer

Review: Final Plat Review

*An interested person may appeal a decision of the Development Review Board to the Vermont Superior Court Environmental Division until 4 pm on September 30, 2009.*

Fee Type	Amount	Paid in Full	Balance Due:	\$0.00
Application Fee:	\$9,890.00	Yes	Date Paid: _____	
Development Review Fee:	\$6,652.80	Yes	Check # _____	
Impact Fee:	See Conditions of Approval			

Building Permit Required: **Yes**

Permit Received by: \_\_\_\_\_

Date: \_\_\_\_\_



- limited to, daily sweeping of streets and sidewalks and cleaning City stormwater catch basins;
- e. Specify appropriate seed and fertilizer applications that are ecologically sound and site specific;
  - f. Specify an appropriate mulch when and where needed and adequate anchoring measures to prevent blow away;
  - g. Specify an effective grass re-vegetation program. Turf replacement is recommended in areas where re-vegetation of grass proves difficult with seeding and mulch. To reestablish all existing and proposed green space and where practical consider porous (pervious) pavers;
  - h. Engage the contractor to be proactive in planning and executing construction phase activities with the goal of preventing erosion and controlling sediment;
  - i. Identify the parties to the EPSC plan and clearly define their respective roles and responsibilities including, but not limited to, the contractor, the onsite coordinator, those responsible for project adherence to the EPSC, and those participating in inspections and acceptance of final site stabilization; and,
  - j. Define the overall strategy for the EPSC plan by:
    - i. Limiting actual disturbance area and time of disturbance;
    - ii. Employing proper site stabilization (addressing soil preparation for final seeding and landscaping, seed, pesticide/herbicide use, and mulch);
    - iii. Specifying stone and/or grass swale lining where appropriate;
    - iv. Specifying where necessary to employ erosion control blankets or mats;
    - v. Specifying locations for silt fence and construction barrier fence; and,
    - vi. Specifying catch basin inlet protection during construction clean up and maintenance and after construction system operation and maintenance.
5. Prior to and during construction, erosion control measures shall be installed and maintained in accordance with EPSC plan established with this permit approval. At a minimum, the project EPSC plan shall:
- a) identify the contractor who is responsible for installing, implementing, and maintaining the EPSC plan and measures;
  - b) identify the onsite contractor who is responsible for the day-to-day monitoring, oversight, and inspections required by the EPSC plan;
  - c) assure that any amendments to the project EPSC plan are filed with the Department of Public Works and the Development Review Board;
  - d) provide that the erosion control measures remain in place until vegetation has become established on all disturbed surfaces and clearly identify under what conditions final site stabilization has occurred; and,
  - e) provide a process whereby the Department of Public Works and/or the Department of Planning & Zoning participate in the final site stabilization program.

Prior to issuance of a certificate of occupancy, the project engineer must certify in writing that, among other things, the project EPSC plan as approved by the Department of Public

Works has been complied with and final site stabilization has occurred. This certification shall be filed with the Department of Planning & Zoning.

6. A 27-space parking waiver is included in this approval.
7. A waiver of required loading spaces is granted as part of the approval.
8. All outdoor signage is subject to a separate zoning permit.
9. All utility lines shall be buried.
10. The Applicant/Property Owner is responsible for obtaining all necessary permits through the Department of Public Works as well as other permit(s) as may be required, and shall meet all energy efficiency codes as required.

**Standard Permit Conditions:**

1. **30-Day Posting Period.** Zoning permit is not effective until expiration of 30-day appeal period as required by state statute.
2. **Time Limits.** Zoning permit shall become invalid unless work or action authorized by permit is commenced by March 6, 2010. The Permittee shall complete the approved construction by March 6, 2011.
3. **Required Revisions.** Any revisions or additions to plans required as a result of approval must be submitted in triplicate and stamped "approved" prior to issuance of zoning permit.
4. **Changes.** The project shall be completed as shown on the plans, which have been stamped "approved" and dated by the Environmental Court. The project shall not deviate from the approved plans without prior written approval from the Department of Planning and Zoning.
5. **Property Inspection.** By acceptance of this permit, Permittee authorizes City Officials and/or their authorized representatives, access to the subject property for purpose of observing work in progress, inspecting and/or measuring the property or improvements as long as the use authorized by this permit remains in effect.
6. **Certificate of Occupancy.** A certificate of occupancy must be issued by the Department of Public Works PRIOR to use and/or occupancy of the subject premises. Prior to issuance, the Department of Planning and Zoning must certify that work has been completed in accordance with approved plans and that applicable conditions have been met. The Permittee may be required to provide a Letter of Credit to obtain a Certificate of Occupancy prior to completion of all required improvements.
7. **Completion and Maintenance of Improvements and Landscaping.** Permittee or successor in interest is responsible for completing all improvements shown on approved plans. By acceptance of this permit, Permittee agrees to maintain all improvements in a satisfactory condition. Any landscaping installed according to the approved plan which

becomes diseased or dies shall be replaced by similar species and size no later than the first available planting season.

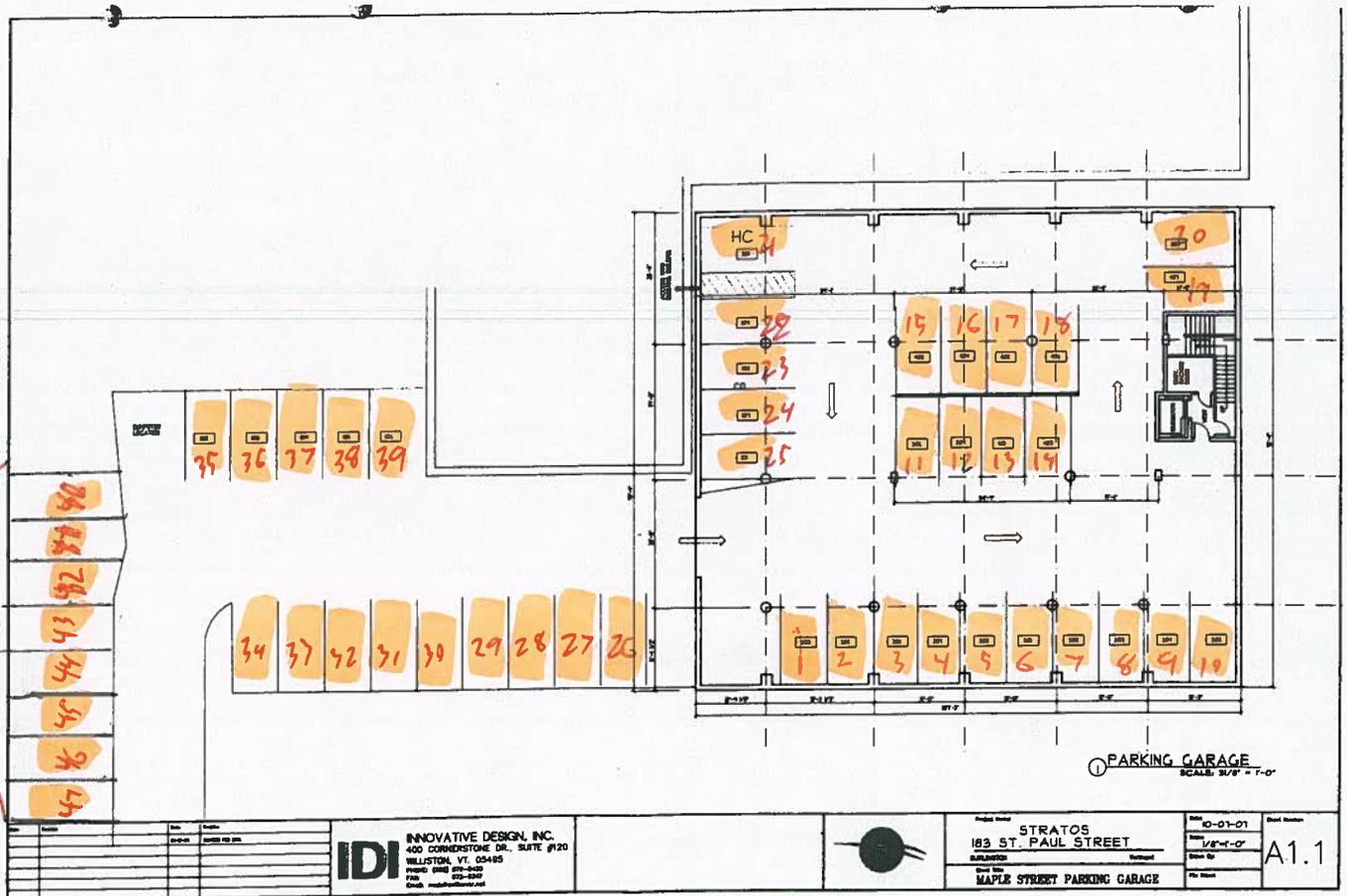
8. **Building Permit; Other Permits.** Permittee is solely responsible for obtaining a BUILDING PERMIT and WASTEWATER PERMIT and all other applicable local, state and federal permits.
9. **Off-Site Drainage.** Issuance of this permit does not authorize the discharge of stormwater runoff or other surface drainage from the subject premises onto adjoining property or properties.
10. **Appeals.** Appeals of a decision of the Zoning Administrator can occur up to fifteen (15) days following such decision. Appeals of Development Review Board decisions can occur up to thirty (30) days following final decision. Any work done in connection with this permit prior to the expiration of all applicable appeal periods is done SOLELY at the risk of the Permittee.
11. **Errors.** Permittee is solely responsible for the accuracy of all information contained in the Zoning Permit form and in accompanying documentation. Any errors contained therein may invalidate the Zoning Permit and may result in issuance of a zoning violation citation and prosecution.
12. **Transfer of Ownership.** In the event of a transfer of ownership, partial or whole, of the subject premises, the transferee shall become permittee and subject to compliance with the terms and conditions of this permit.
13. **Violations/Penalties.** A violation of any of the conditions of this permit or of any provision of the Burlington Zoning Ordinance may result in a penalty of up to one hundred dollars (\$100) per day.
14. **Incorporation and Reference of All Plans Presented to Development Review Board.** This approval incorporates by reference all plans and drawings presented and all verbal representations by the applicant at Development Review Board meetings and hearings on the subject application to the extent that they are not in conflict with other stated conditions or regulations.
15. **For Properties Involved in Boundary Disputes.** When there is a boundary dispute regarding the subject property, and, as no certified survey has been produced to the Planning and Zoning office to help resolve the dispute, this permit is granted upon the information, including site plan, provided by applicant. If another party submits sufficient evidence (ie. a certified survey) to demonstrate that the boundary is not as indicated by applicant, this permit shall be null and void. Further, applicant shall bear all costs to remedy the situation, including removal of the structure(s) if necessary, that is if the structure(s) is/are unable to meet the requirements of the zoning ordinance and receive an amended permit in light of the actual boundary line.
16. **Damage to City Property.** The Applicant/Owner is responsible for any damage to the City of Burlington's property, including but not limited to its right-of-way, sewer/water lines, etcetera, that occurs during the site improvements authorized by this permit. If

damage occurs, the Applicant/Owner shall restore the property to a condition as good or better than the condition of the property prior to such damage.

17. **City Ownership Rights.** Any work or improvements authorized or required by this permit within the City's right of way does not diminish the City's ownership or authority regarding said right of way.
18. **Liquor License Required.** A use approval that includes the sale of alcoholic beverages is contingent upon the receipt of a liquor license from the City of Burlington.



Existing



- 47 total parking spaces existing out of the Driveway to 122 Maple Street.

# Traffic Impact Analysis:

## Trip Generation

*From NCHRP Report 365 (Published by the Transportation Research Board):*

### **BASIS FOR DEVELOPMENT**

#### **Site-Specific Vehicle Trip Rates**

In Table 3, site-specific vehicle-trip generation rates were extracted from the Institute of Transportation Engineers' *Trip Generation*, 5th Edition. While the stated trip rates for many common land uses are provided here, the ITE *Trip Generation* report actually provides other methods for determining the trip generation rates for these land uses. The manual should be reviewed to determine the proper trip generation rate procedure to use and appropriate adjustments for factors such as transit use and multi-use projects. Consistent with the format of the ITE manual, the rates are presented as average daily vehicle trips and percent of vehicle trips during the a.m. and p.m. peak hours of the generator. Only a subset of the most commonly used rates are presented, and the user is referred to the most current version of the ITE manual for rates on generators not included or those which require more

specific site characteristics. When appropriate, local data should be collected and rates developed as in Table 3.

Please note that the site-specific trip generation rates utilize the number of dwelling units as a key data input. This is because site-specific planning relies on the size and number of physical structures in a study area. Transportation modeling techniques, on the other hand, rely heavily on census information as a data source. Therefore, regional trip generation models use households, or the number of family units, as the primary data source for estimating home-based trip generation.

**TABLE 3 Site-specific vehicle trip generation rates**

Land Use	Daily Vehicle-Trip Rate	per	Percent of Total Daily Vehicle Trips		ITE Code
			A.M. Peak	P.M. Peak	
<b>Residential</b>					
Single-Family	9.55	DU	8.0%	10.7%	210
Apartment	6.47	DU	8.6	10.7	220
Condo/Townhouse	5.88	DU	7.5	9.2	230
Mobile Home Park	4.81	Occupied DU	8.9	12.1	240
Planned Unit Development	7.44	DU	7.8	9.7	270
<b>Retail<sup>1</sup></b>					
Shopping Center					
Under 100,000 sq. ft.	70.7	1,000 sq. ft. GFA	2.3%	9.2%	820
100,000 to 1,000,000 sq. ft.	38.7	1,000 sq. ft. GFA	2.1	9.5	820
500,000 to 1,000,000 sq. ft.	32.1	1,000 sq. ft. GFA	2.0	9.3	820
More than 1,000,000 sq. ft.	28.8	1,000 sq. ft. GFA	1.8	9.1	820
<b>Office</b>					
General <sup>2</sup>	11.85	1,000 sq. ft. GFA	13.8%	13.1%	710
Medical	34.17	1,000 sq. ft. GFA	10.0	13.0	720
Office Park	11.42	1,000 sq. ft. GFA	16.1	13.2	750
Research and Development Center	7.70	1,000 sq. ft. GFA	16.0	13.9	760
Business Park	14.37	1,000 sq. ft. GFA	11.3	10.3	770
<b>Restaurant<sup>3</sup></b>					
Quality Restaurant	96.51	1,000 sq. ft. GFA	6.6%	10.1%	831
High Turnover (Sit Down)	205.36	1,000 sq. ft. GFA	8.7	15.5	832
Fast Food without Drive-Through	786.22	1,000 sq. ft. GFA	9.7	13.7	833
Fast Food with Drive-Through	632.12	1,000 sq. ft. GFA	9.5	7.3	834
<b>Bank</b>					
Walk-In	140.61	1,000 sq. ft. GFA	13.7%	0.4%	911
Drive-Through	265.21	1,000 sq. ft. GFA	13.3	19.3	912
<b>Hotel/Motel</b>					
Hotel	8.7	Occ. Room	7.5%	8.7%	310
Motel	10.9	Occ. Room	6.7	7.0	320
<b>Parks and Recreation</b>					
Marina	2.96	Berth	5.7%	7.1%	420
Golf Course	37.59	Hole	8.6	8.9	430
City Park	2.23	Acre	NA	NA	411
County Park	2.99	Acre	NA	NA	412
State Park	0.50	Acre	NA	NA	413
<b>Hospital</b>					
General	11.77	Bed	10.0%	11.6%	610
Nursing Home	2.6	Occupied Bed	7.7	10.0	620
Clinic (one data point)	23.79	1,000 sq. ft. GFA	NA	NA	630

(continued on next page)

**TABLE 3 (Continued)**

Land Use	Daily Vehicle-Trip Rate	per	Percent of Total Daily Vehicle Trips		ITE Code
			A.M. Peak	P.M. Peak	
<b>Educational</b>					
Elementary School	10.72	1,000 sq. ft. GFA	25.6%	23.2%	520
High School	10.90	1,000 sq. ft. GFA	21.5	17.8	530
Junior/Community College	12.57	1,000 sq. ft. GFA	17.2	8.2	540
University/College	2.37	Student	8.4	10.1	550
<b>Airport</b>					
Commercial	104.73	Average Flights/Day	7.8%	6.8%	021
General Aviation	2.59	Average Flights/Day	10.4	12.7	022
<b>Industrial</b>					
General Light Industry	6.97	1,000 sq. ft. GFA	14.5%	15.5%	110
General Heavy Industry	1.5	1,000 sq. ft. GFA	34.0	45.3	120
Warehouse	4.88	1,000 sq. ft. GFA	11.7	12.3	150
Manufacturing	3.85	1,000 sq. ft. GFA	20.3	19.5	140
Industrial Park	6.97	1,000 sq. ft. GFA	11.8	12.3	130

Note: Rates are often given for other factors, such as acres, employees, or sq. ft. of gross floor area. Weekend rates are also given for many uses. For some, like shopping centers, the weekend rates are higher than weekday rates.

<sup>1</sup> Rates given are for high end of indicated range. ITE's *Trip Generation* details rates for 15 sizes. Weekend rates for shopping centers are significantly different from the weekday rates given here. *Trip Generation* also details rates by time of day, day of week, and month of year.

<sup>2</sup> ITE details rate for 11 size categories, from 10,000 sq. ft. to 800,000 sq. ft. The rate given here is for a 200,000-sq. ft. general office.

<sup>3</sup> Rates are given for the number of seats in the restaurant.

**TRIP GENERATION DATA AND EXAMPLES OF USE**

**Site-Specific Vehicle Trips**

Table 3, Site-Specific Vehicle Trip Generation Rates, provides information on vehicle trip rates for a number of different generators. The basic information given for each generator is as follows:

1. *Daily Vehicle-Trip Rate.* This provides the trip rate based on the most appropriate land use measures for each type of site, such as trips per employee, acre, or household. A trip is defined as a one-way vehicle movement with either the origin or the destination in the study area. Therefore, the trip rates shown represent the sum of the vehicular trips to and from a site (or trip ends) divided by a measure of the land use such as number of households, acres, employees, and the like. Vehicles include automobiles, trucks, taxis, and buses.

2. *Percent of Total Daily Vehicle Trips in Peak Hour.* This provides percentages that can be applied to daily trip (or trip end) estimates based on the trip rates to obtain the traffic generated in the a.m. peak hour and the p.m. peak hour on the surrounding street system.

For example, a general hospital can be expected to generate 11.77 trips per bed (Table 3). For a hospital with 100 beds, one can expect 1,177 trips (or trip ends) per day (100 × 11.77). In the a.m. peak hour (normally occurring sometime between 7:00 a.m. and 9:00 a.m.), approximately 10 percent of total daily trips, or 118 vehicles (0.10 × 1,177), can be expected to enter or leave the facility. In the p.m. peak hour (normally occurring sometime between 4:00 p.m. and 6:00 p.m.), approximately 12 percent of total daily trips or 141 vehicles (0.12 × 1,177) can be expected to enter or leave the facility.

**INSTITUTE OF TRANSPORTATION ENGINEERS**  
**TRIP GENERATION RATE (PM Peak Hour)**  
 (Trip Generation Manual, 8th Edition)

Code	Description	Unit of Measure	Trips Per Unit
<b>PORT AND TERMINAL</b>			
30	Truck Terminal	Acres	6.55
90	Park and Ride Lot with Bus Service	Parking Spaces	0.62
<b>INDUSTRIAL</b>			
110	General Light Industrial	1,000 SF	0.97
120	General Heavy Industrial	Acres	2.16
130	Industrial Park	1,000 SF	0.86
140	Manufacturing	1,000 SF	0.73
150	Warehousing	1,000 SF	0.32
151	Mini-Warehouse	1,000 SF	0.26
152	High-Cube Warehouse	1,000 SF	0.10
170	Utilities	1,000 SF	0.76
<b>RESIDENTIAL</b>			
210	Single-Family Detached Housing	Dwelling Units	1.01
220	Apartment	Dwelling Units	0.62
230	Residential Condominium / Townhouse	Dwelling Units	0.52
240	Mobile Home Park	Dwelling Units	0.59
251	Senior Adult Housing - Detached	Dwelling Units	0.27
252	Senior Adult Housing - Attached	Dwelling Units	0.16
253	Congregate Care Facility	Dwelling Units	0.17
254	Assisted Living	Beds	0.22
255	Continuing Care Retirement Community	Dwelling Units	0.29
<b>LODGING</b>			
310	Hotel	Rooms	0.59
320	Motel	Rooms	0.47
330	Resort Hotel	Rooms	0.42
<b>RECREATIONAL</b>			
411	City Park	Acres	0.16
412	County Park	Acres	0.06
413	State Park	Acres	0.07
415	Beach Park	Acres	1.30
416	Campground / Recreation Vehicle Park	Camp Sites	0.37
417	Regional Park	Acres	0.20
420	Marina	Berths	0.19
430	Golf Course	Acres	0.30
431	Miniature Golf Course	Holes	0.33

Code	Description	Unit of Measure	Trips Per Unit
432	Golf Driving Range	Tees / Driving Positions	1.25
433	Batting Cages	Cages	2.22
435	Multi-Purpose Recreational Facility	Acres	5.77
437	Bowling Alley	1,000 SF	3.54
441	Live Theater	Seats	0.02
443	Movie Theater without Matinee	1,000 SF	6.16
444	Movie Theater with Matinee	1,000 SF	3.80
445	Multiplex Movie Theater	1,000 SF	4.91
452	Horse Race Track	Acres	4.30
454	Dog Race Track	Attendance Capacity	0.15
460	Arena	Acres	3.33
473	Casino / Video Lottery Establishment	1,000 SF	13.43
480	Amusement Park	Acres	3.95
488	Soccer Complex	Fields	20.67
490	Tennis Courts	Courts	3.88
491	Racquet / Tennis Club	Courts	3.35
492	Health / Fitness Club	1,000 SF	3.53
493	Athletic Club	1,000 SF	5.96
495	Recreational Community Center	1,000 SF	1.45
<b>INSTITUTIONAL</b>			
520	Elementary School	1,000 SF	1.21
522	Middle School / Junior High School	1,000 SF	1.19
530	High School	1,000 SF	0.97
536	Private School (K-12)	Students	0.17
540	Junior / Community College	1,000 SF	2.54
560	Church	1,000 SF	0.55
565	Davycare Center	1,000 SF	12.46
566	Cemetery	Acres	0.84
571	Prison	1,000 SF	2.91
580	Library	1,000 SF	7.30
591	Lodge / Fraternal Organization	Members	0.03
<b>MEDICAL</b>			
610	Hospital	1,000 SF	1.14
620	Nursing Home	1,000 SF	0.74
630	Clinic	1,000 SF	5.18
640	Animal Hospital / Veterinary Clinic	1,000 SF	4.72

Code	Description	Unit of Measure	Trips Per Unit
<b>OFFICE</b>			
710	General Office Building	1,000 SF	1.49
714	Corporate Headquarters Building	1,000 SF	1.40
715	Single Tenant Office Building	1,000 SF	1.73
720	Medical-Dental Office Building	1,000 SF	3.46
730	Government Office Building	1,000 SF	1.21
732	United States Post Office	1,000 SF	11.12
733	Government Office Complex	1,000 SF	2.85
750	Office Park	1,000 SF	1.48
760	Research and Development Center	1,000 SF	1.07
770	Business Park	1,000 SF	1.29
<b>RETAIL</b>			
812	Building Materials and Lumber Store	1,000 SF	4.49
813	Free-Standing Discount Superstore	1,000 SF	4.61
814	Specialty Retail Center	1,000 SF	2.71
815	Free Standing Discount Store	1,000 SF	5.00
816	Hardware / Paint Store	1,000 SF	4.84
817	Nursery (Garden Center)	1,000 SF	3.80
818	Nursery (Wholesale)	1,000 SF	5.17
820	Shopping Center	1,000 SF	3.73
823	Factory Outlet Center	1,000 SF	2.29
841	New Car Sales	1,000 SF	2.59
843	Automobile Parts Sales	1,000 SF	5.98
848	Tire Store	1,000 SF	4.15
850	Supermarket	1,000 SF	10.50
851	Convenience Market (Open 24 Hours)	1,000 SF	52.41
852	Convenience Market (Open 15-16 Hours)	1,000 SF	34.57
853	Convenience Market with Gasoline Pumps	1,000 SF	59.69
854	Discount Supermarket	1,000 SF	8.90
857	Discount Club	1,000 SF	4.24
860	Wholesale Market	1,000 SF	0.88
861	Sporting Goods Superstore	1,000 SF	3.10
862	Home Improvement Superstore	1,000 SF	2.37
863	Electronics Superstore	1,000 SF	4.50
864	Toy / Children's Superstore	1,000 SF	4.99
866	Pet Supply Superstore	1,000 SF	3.38
867	Office Supply Superstore	1,000 SF	3.40
875	Department Store	1,000 SF	1.78

Code	Description	Unit of Measure	Trips Per Unit
876	Apparel Store	1,000 SF	3.83
879	Arts and Craft Store	1,000 SF	6.21
880	Pharmacy / Drugstore without Drive-Through Window	1,000 SF	8.42
881	Pharmacy / Drugstore with Drive-Through Window	1,000 SF	10.35
890	Furniture Store	1,000 SF	0.45
896	Video Rental Store	1,000 SF	13.60
<b>SERVICES</b>			
911	Walk-In Bank	1,000 SF	12.13
912	Drive-In Bank	1,000 SF	25.82
925	Drinking Place	1,000 SF	11.34
931	Quality Restaurant	1,000 SF	7.49
932	High-Turnover (Sit-Down) Restaurant	1,000 SF	11.15
933	Fast Food Restaurant without Drive-Through Window	1,000 SF	26.15
934	Fast Food Restaurant with Drive-Through Window	1,000 SF	33.84
935	Fast Food Restaurant with Drive-Through Window and No Indoor Seating	1,000 SF	153.85
936	Coffee / Donut Shop without Drive-Through Window	1,000 SF	40.75
937	Coffee / Donut Shop with Drive-Through Window	1,000 SF	42.93
938	Coffee / Donut Shop with Drive-Through Window and No Indoor Seating	1,000 SF	75
940	Bread / Donut / Bagel Shop with Drive-Through Window	1,000 SF	19.56
941	Quick Lubrication Vehicle Shop	Service Bays	5.19
942	Automobile Care Center	1,000 SF	3.38
943	Automobile Parts and Service Center	1,000 SF	4.46
944	Gasoline / Service Station	Fueling Positions	13.87
945	Gasoline / Service Station with Convenience Market	Fueling Positions	13.38
946	Gasoline / Service Station with Convenience Market and Car Wash	Fueling Positions	13.94
947	Self Service Car Wash	Stalls	5.54
948	Automated Car Wash	1,000 SF	14.12

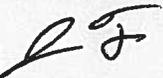
Note: All land uses in the 800 and 900 series are entitled to a "passby" trip reduction of 60% if less than 50,000 ft<sup>2</sup> or a reduction of 40% if equal to or greater than 50,000 ft<sup>2</sup>.

\* Approximated by 10% of Weekday average rate.



MEMORANDUM

March 20, 2013

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

---

**Background:**

Staff received a request to restrict parking on either the east or west side of Central Avenue. The resident claimed that Central Avenue is too narrow to accommodate parking on both sides of the street. This short section of Central Avenue is a dead end and has 8 houses on it if you include the ones on the corners of Central and Harrison Avenue.

**Observations:**

Staff has visited the street and determined that it is 26 feet wide. The current configuration has parking on both sides of the street and only leaves 10 feet of travel lanes. Removing parking on the east side of the street would leave 18 feet of travel lanes.

Staff sent a letter out to the residents of Central Avenue asking for their response regarding removing parking on the east side of Central Avenue. Four residents responded to the letter, two supported the removal of parking on the east side, one opposed it, and a 3<sup>rd</sup> did not care either way. The resident who was opposed the removal of parking and the resident who had no opinion both stated that the problem wasn't parking on both sides but that a camper that one of the residents parks on Central Avenue.

**Conclusions:**

Central Avenue is too narrow to accommodate parking on both sides of the street. More residents supported the change than opposed it.

**Recommendations:**

Staff recommends that the Commission adopts a parking restriction on the east side of Central Avenue south of Harrison Avenue.



Dakota Park

SCHOOL OF BAPTIST

Central Avenue

To Lakeland Avenue



To Lakeland Avenue



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request # 524

# SERVICE REQUEST

**Name and Address**      Name: Meryl      Request Date: 12/31/2012 2:07 PM  
 Address:  
 Phone Number: 373-5932      Email Address:

**Request**      Location: 79-99 Central Avenue  
 Request Description: Narrow Street, dead end. Having trouble in winter with "inconsiderate neighbors" parking on both sides of street. Added snow piles make it difficult and/or impossible to get through, and snow plows couldn't get through the first nights of the storm. Can we limit parking to only one side of street? I asked her to submit her request in an e-mail to Joel.

Assign History	Date	Assigned To	Description
	12/31/2012 2:07:00 PM	Joel Fleming	Request Assigned

## Work History

**Customer Service**      Status: New  
 Request created by: Helen Plumley

Print Date: 12/31/2012 2:07:09 PM



**CITY OF BURLINGTON**  
**DEPARTMENT OF PUBLIC WORKS**

OFFICE OF PLANNING  
645 PINE STREET, SUITE A  
BURLINGTON, VT 05402  
802.863.9094 P  
[WWW.DPW.CI.BURLINGTON.VT.US](http://WWW.DPW.CI.BURLINGTON.VT.US)

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

---

January 28, 2013

Dear Central Street Residents:

The Department of Public Works received a request from a resident of Central Avenue to remove parking on either the east or west side of Central Avenue. Staff has examined the request and the street and would like to get feedback regarding the prohibition of parking on the east side of Central Avenue south of Harrison Avenue. I would appreciate your feedback by Friday, February 15th, 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)

Resident	Comment
Mary Lou Monell	"I personally think it is a great Idea" regarding removing parking on the east side of central Ave
Heather Chernyshov	" Yes I agree no parking on the east side on Central Ave"
Kitty Bartlett	Oposed to removing parking because the parking demand in the summer is so high due to Oakledge Park
Jasin Jodion	Lives on the corner of Central and Harrison: Thinks that the Camper is the problem.





**CITY OF BURLINGTON**  
**DEPARTMENT OF PUBLIC WORKS**

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Thanks for your time,

A handwritten signature in blue ink that reads "Joel Fleming".

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



MEMORANDUM

February 20, 2013

**TO:** Public Works Commission  
**FROM:** Joel Fleming   
**RE:** The addition of 3-hour meter parking spaces on Main Street.

---

**Background:**

It was brought to staffs attention that there is no parking prohibition on the north side of Main Street between South Winooski Avenue and North Union Street. Staff feels that this is an opportunity to look into more parking on both the north and the south side of Main Street.

**Observations:**

Main Street is 50 feet wide on this block which allows for parking on each side of the street and 17 foot travel lanes each direction. There are a number of driveways on both the north and south sides of the street that limit the amount of parking spaces that can be added. On the north side of Main Street there is room for the addition of three metered parking spaces. On the South side there is enough space for three new metered parking spaces.

Staff has looked at each of the driveways effected by adding parking and determined that none of them meet the threshold to prohibit parking around them. Even with adding parking around the exit to the memorial auditorium there is still adequate sight distance because of the width of Main Street.

**Conclusions:**

This is an opportunity to add 6 metered parking spaces in the downtown where parking is often very difficult to find. The addition of these parking spaces will not affect the flow of traffic east or westbound because the lane width is 17 feet wide in each direction.

**Recommendations:**

Staff recommends that the commission adopt the parking layout shown in the drawing; the addition of three metered spaces on the north side and three metered spaces on the south side.

# PROJECT CHECKLIST - INSTRUCTIONS

1. Determine your project's Street Classification, listed below.
2. As applicable to each street type, consider the features of complete streets for inclusion in your project. Refer to the Street Design Guidelines for additional detail on the individual features of complete streets.
3. If a feature should be considered but can't be included, note the reason.
4. This checklist must be kept within each project file and sent to the Clerk/Treasurers office.

## Confirm Street Classification

Complete Streets	<input type="checkbox"/> <b>North Avenue</b> from Northgate Road to its southern end <input type="checkbox"/> <b>Colchester Avenue</b> <input type="checkbox"/> <b>Main Street</b> from University Terrace to the South Burlington town line <input type="checkbox"/> <b>South Winooski Avenue</b> from Main Street to Pearl Street <input type="checkbox"/> <b>Battery Street</b> from Sherman Street to Main Street <input type="checkbox"/> <b>Pine Street</b> from Lakeside Avenue to Kilburn Street <input type="checkbox"/> <b>Shelburne Street</b> from Howard Street to the South Burlington town line
Transit Streets	<input type="checkbox"/> <b>Saint Paul Street</b> from Main Street to Howard Street <input type="checkbox"/> <b>Kilburn Street</b> <input checked="" type="checkbox"/> <b>Main Street</b> from Battery Street to University Terrace <input type="checkbox"/> <b>Pearl Street</b> from Battery Street North Prospect Street <input type="checkbox"/> <b>Plattsburg Avenue</b>
Bicycle Streets	<input type="checkbox"/> <b>Pine Street</b> from Lakeside Avenue to Queen City Park Road and from Kilburn Street to Maple Street <input type="checkbox"/> <b>South Winooski Avenue</b> from Howard Street to Main Street <input type="checkbox"/> <b>North Winooski Avenue</b> <input type="checkbox"/> <b>South Union Street</b> <input type="checkbox"/> <b>North Union Street</b> <input type="checkbox"/> <b>South Willard Street</b> from Main Street to North Street <input type="checkbox"/> <b>Mansfield Avenue</b> <input type="checkbox"/> <b>College Street</b> from South Winooski Avenue to South Prospect Street <input type="checkbox"/> <b>North Street</b> <input type="checkbox"/> <b>Riverside Avenue</b> <input type="checkbox"/> <b>Intervale Road</b> <input type="checkbox"/> <b>Route 127 entrance to and including Ethan Allen Homestead</b>
Slow Streets	<input type="checkbox"/> <b>Maple Street</b> from South Winooski Street to its western terminus <input type="checkbox"/> <b>King Street</b> from South Winooski Street to its western terminus <input type="checkbox"/> <b>College Street</b> from South Winooski Street to its western terminus <input type="checkbox"/> <b>Bank Street</b> <input type="checkbox"/> <b>Cherry Street</b> <input type="checkbox"/> <b>Lake Street</b>
State Truck Routes	<input type="checkbox"/> <b>Shelburne Street</b> <input type="checkbox"/> <b>Willard Street</b> <input checked="" type="checkbox"/> <b>Main Street</b> <input type="checkbox"/> <b>Riverside Avenue</b> <input type="checkbox"/> <b>North Winooski Avenue</b>
Neighborhood Streets	<input type="checkbox"/> <b>All other streets</b>

## PROJECT CHECKLIST

<b>Project Name</b>	FY'14 Street Reconstruction Program, Main Street (Transit & State Route Street)
<b>Project Manager</b>	Erin Demers
<b>Date of Checklist Completion</b>	01/08/13
<b>PWC approval for exempt features</b>	
<b>File Path</b>	L:\Street_Capital_Program\@FY2014 Street Reconstruction Program\Planning\Complete Streets Checklist\Main_St_Project-Checklist_010813.doc
<b>Date filed with Clerk / Treasurer</b>	

**Feature 1: Sidewalks** should be considered on *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets, Neighborhood Streets*

- both sides of the street, or at least one side of the street on *Neighborhood Streets*
- 5' minimum in residential areas
- > 5' in neighborhood centers and high density residential
- 8' – 10' on Slow Streets
- 5' clear zone
- 

NOTES:

**Feature 2: Tree Belt** should be considered on *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets, Neighborhood Streets*

- 5' minimum
- 2' minimum for snow storage
- structural soil in neighborhood centers, high density residential

NOTES:

**Feature 3: Street Trees** should be considered on *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets, Neighborhood Streets*

- hardscape or tree grates for passenger loading/unloading

NOTES: Trees are already present in 5' or greater green belt, hardscape surface can be added at Transit stops.

**Feature 4: Street Lighting** should be considered on *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*

- ornamental light fixtures at gateways
- ornamental and 10' – 14' high light fixtures in neighborhood centers, pedestrian promenades, college campus networks, high-pedestrian zones and Slow Streets

NOTES: Currently, non-ornamental cobra heads exist in project area

**Feature 5: Furniture** should be considered on *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*

- ✓ benches
- kiosks
- bike racks

NOTES: 2 benches will be added at the mid-block crossing for the Edmund's crosswalk project.

**Feature 6: Transit Shelters** (at stops with high ridership) should be considered on *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets, Neighborhood Streets*

- outside of 5' clear zone
- benches
- lighting
- ✓ street trees
- pedestrian-scale signs

NOTES: No shelters exist within the project area.

**Feature 7: Transit Stops** should be considered on *Transit Streets, Neighborhood Streets*

- ✓ placed in front of crosswalks
- 100' – 140' curbside for streets with higher lower volume
- bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- 100' – 140' bus turnouts for transit stops with longer dwell times

**Feature 8: Parking** should be considered on *Complete Streets and Bicycle Streets*: on-street in neighborhood centers, back-in angled or parallel if next to bike lanes

- ✓ *Transit Streets and Slow Streets*: removed at transit stops
- Slow Streets*: parking meters behind tree belt, centralized pay stations

NOTES:

**Feature 9: Queue Jump Lanes** should be considered on *Transit Streets*

- shared with right turn lane at intersection, with stop across intersection

NOTES: Single lane, no dedicated right turn lane exists within the project area.

**Feature 10: Bike Lanes** should be considered on *Complete Streets, Bicycle Streets*

- 5' minimum
- 6' minimum next to parking lane
- green bike lane for complex areas
- bike safe drain grates
- 30' two-way street with parking: widen street by 5' for single-direction bike lane
- 30' two-way street without parking: two single-direction bike lanes (in each direction)
- 30' one-way street with parking: two single-direction bike lanes (in each direction)
- 40' two-way street with parking: two single-direction bike lanes (in each direction)
- at intersections with right turn lane, stripe through bike lane to the left of the turn lane

NOTES: Since this section of Main Street is not part of the complete street network, it is part of the transit street category, bike lanes are not considered with this paving project.

**Feature 11: Vehicle lanes** should be considered on *Complete Streets*: 10' – 11'

- ✓ *Transit Streets and Truck Routes*: 10' – 12'

- Bicycle Streets: 10'
- Slow Streets: 10' – 12', greater for higher mix of uses

NOTES:

**Feature 12: Two-way left turn lane** should be considered on *Complete Streets*

NOTES: N/A

**Feature 13: Crosswalks** should be considered on *Complete Streets, Transit Streets, Slow Streets*

- ✓ at each intersection
- special pavement treatment at high volume crossings (if textured, only smooth)
- ✓ every 300' – 400'

NOTES:

**Feature 14: Medians or refuge islands** should be considered on *Complete Streets, Transit Streets*

- at mid-block location: 6' x 20' minimum with 5' pedestrian path
- landscaped refuge island (not paved)

NOTES:

**Feature 15: Mid-block Crosswalks** should be considered on *Complete Streets, Transit Streets, Slow Streets*

- warranted by pedestrian volumes
- ✓ 6' – 10' wide
- ✓ ladder, zebra, fully painted, or colored and textured bounded by white
- raised crossing
- Z-crossing if median or refuge provided
- ✓ Signage and/or signage with warning lights

NOTES: Edmunds School Mid-block is currently under design.

**Feature 16: Curb radii** should be considered on *Complete Streets, Transit Streets, Slow Streets*

- ✓ 10' – 15'

NOTES: All curb radii are in compliance at the South Union Street Intersection.

**Feature 17: Curb Extensions** should be considered on *Transit Streets, Slow Streets*

NOTES: None currently exist.

**Feature 18: Stormwater Planter** should be considered on *Complete Streets, Slow Streets*

- in place of greenbelt on level streets

NOTES:

**Feature 19: Porous Paving** should be considered on *Complete Streets, Slow Streets*

- within on-street parking lane

NOTES:

**Feature 20: Enhanced Intersection** should be considered on *Slow Streets*

- raised
- special paving treatments and/or colors
- curb extensions with bollards

NOTES:

## DOCUMENTING COST DISPROPORTIONATE TO NEED

Project Name	
Project Manager	
Date of Checklist Completion	
PWC date of approval	
File Path	
Date filed with Clerk / Treasurer	

*This worksheet shall be used to make a written determination that the cost of incorporating complete streets principles is disproportionate to the need or probable use, resulting in a project that does not incorporate complete streets principles. This determination shall be approved by the Public Works Commission.*



**Is the cost of incorporating complete streets principles disproportionate to the need or probable use as determined by...**

*Current and future land use?*

---

*Traffic, bicycle, pedestrian and transit volumes?*

---

*Population density?*

---

*Crash data for vehicles, bicycles, and pedestrians?*

---

*Resource constraints?*

---

***Right-of-way constraints identified?***

---

***Maintenance constraints identified?***

---

***Local plans were referenced to support***

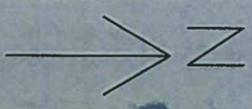
---



***Which local and regional plans were consulted to assess the factors described above?***

- Transportation Plan
- Municipal Development Plan
- Regional Pedestrian and Bicycle Plan
- Chittenden County Regional Plan
- Metropolitan Transportation Plan
- Scoping, Feasibility, Corridor or other project reports
- Other:

South Winoski Street



Proposed 3 hour Metered Parking

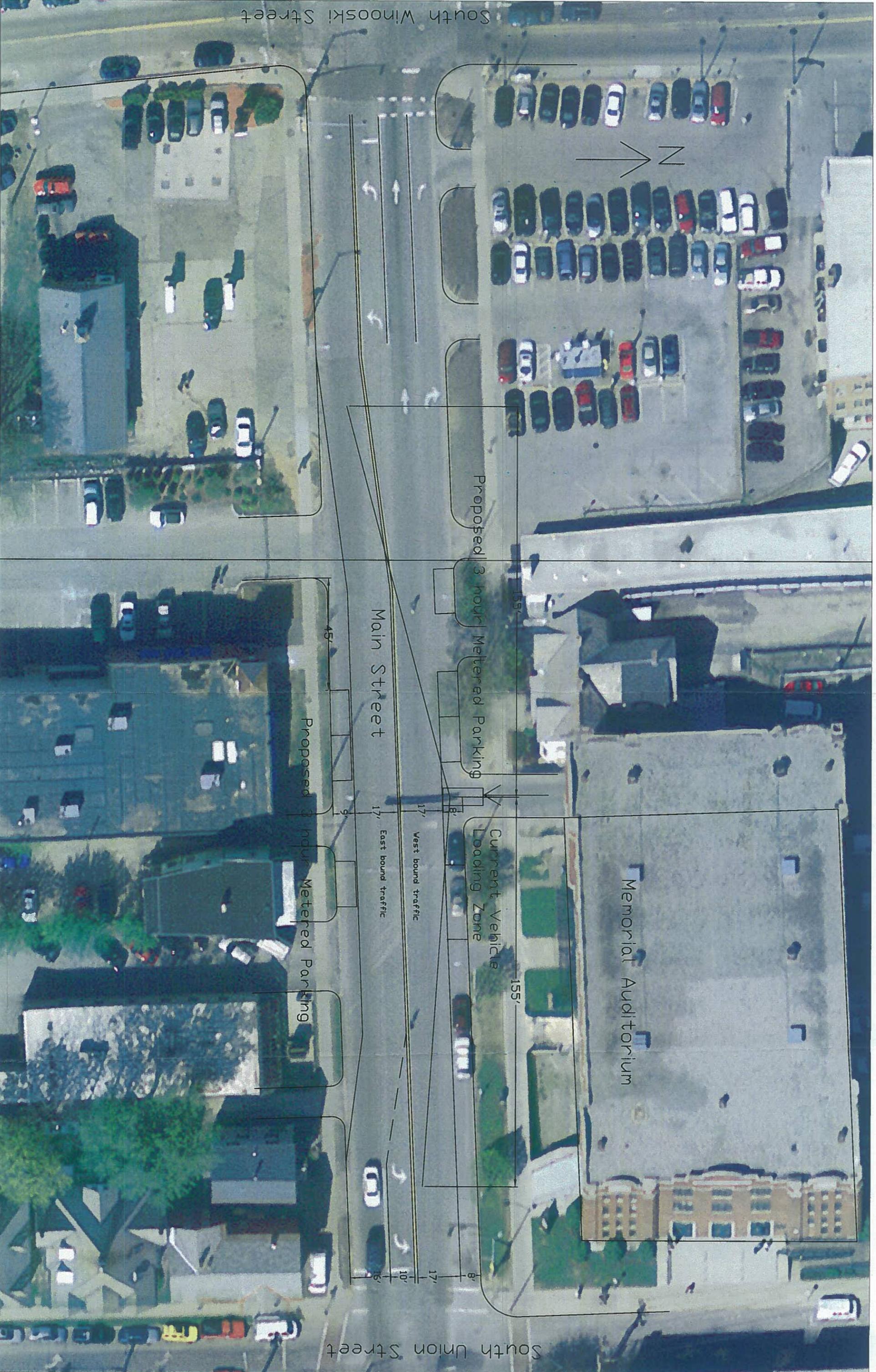
Main Street

Proposed 3 hour Metered Parking

Memorial Auditorium

Current Vehicle Loading Zone

South Union Street





**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street  
Post Office Box 849  
Burlington, VT 05402-0849  
802.863.9094 VOX  
802.863.0466 FAX  
802.863.0450 TTY

---

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

**MEMO: DPW COMMISSION  
FROM: STEVE GOODKIND  
3/11/13  
RE: PROPOSED LAKE STREET IMPROVEMENTS**

For a number years DPW has been working with the CEDO office to put together a plan for infrastructure improvements that would support the redevelopment of the Moran Generating Station on the waterfront. These have included vehicular, bicycle and pedestrian access, undergrounding utilities, improved stormwater management and dealing with contaminated soils. Funding for this work comes from a combination of federal grants, grants from non-profit organization and city tax dollars.

Attached to this memo is an artist rendition of the concept that we are preparing the final designs for. It will be constructed in two phases. The first phase is the relocation of the skatepark. This will happen later this summer. The second phase, which may take two construction seasons, will be the bulk of the work associated with the items mentioned in the preceding paragraph. The total project is estimated to cost about \$7,000,000.

At your meeting I will give a brief project overview and I can address your questions then, or you may call me at any time to discuss it.



**CODE ENFORCEMENT OFFICE**

645A Pine St, PO Box 849  
Burlington, VT 05402-0849  
**VOICE (802) 863-0442**  
**FAX: (802) 652-4221**

**To:** Department of Public Works Commission  
**From:** William Ward/Director of Code Enforcement *WmW*  
**Date:** March 11, 2013  
**Subject:** Vacant Building appeal for 395 Manhattan Drive

**Owner of Record:** Chris Khamnei  
82 Overlake Park  
Burlington, VT 05401

**Description of the Property**

The property is a one unit, one story wooden structure located on Manhattan Drive between Oak and Walnut Streets.

**Nature of appeal**

The property owner is appealing fee requirement of the Vacant Building ordinance for the current quarter from January 1, 2013 to March 30, 2013 based on financial hardship.

**City Database**

The City of Burlington "Office of the Assessor" database includes properties owned by Chris Khamnei valued at 4,213,800.00. In addition he is a working partner in 28 Pine Street LLC which owns 28 Pine Street in Burlington. That property is listed with a value of \$189,400 bringing the total value of property owned by Mr. Khamnei in Burlington to \$4,403,200.00

No factual information documenting a financial hardship has been provided to the Code Enforcement office.

**Vacant Building Determination**

The current status of the property remains vacant based on the conditions observed by the Director of Code Enforcement.

**Summary**

Code Enforcement Office requests that the Public Works Commission uphold the determination that the building has been and remains vacant and the full fee of \$500.00 is due for Quarter of January 2013 to March 30, 2013.



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WORK

PLAY

CITY

BURLINGTON A-Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Office of the Assessor

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- [Change of Address](#)
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City of Burlington, Vermont  
Property Assessment Data

Owner Name

Found 10 records where Owner Name is "khamnei"  
 Click on the Parcel ID for details. Click on the Column Headings to sort.  
 << [New Search](#)

<u>Parcel ID</u>	<u>Type</u>	<u>Street Address</u>	<u>Property Owner</u>	<u>Current Value</u>
<a href="#">050-1-106-000</a>	R3	395 COLLEGE ST	KHAMNEI, CHRIS	\$429,900.00
<a href="#">049-3-050-000</a>	RA	204 206 KING ST	KHAMNEI, CHRIS	\$463,400.00
<a href="#">050-1-013-000</a>	R2	421 MAIN ST	KHAMNEI, CHRIS C	\$392,500.00
<a href="#">039-4-220-000</a>	R1	395 MANHATTAN DR	KHAMNEI, CHRIS	\$112,300.00
<a href="#">054-1-145-000</a>	R1	82 OVERLAKE PK	KHAMNEI, CHRIS C	\$634,200.00
<a href="#">049-2-009-000</a>	R2	230 PINE ST	KHAMNEI, CHRIS	\$273,300.00
<a href="#">049-2-011-000</a>	R2	240 PINE ST	KHAMNEI, CHRIS /	\$191,300.00
<a href="#">049-3-199-000</a>	RA	199 SOUTH UNION ST	KHAMNEI, CHRIS	\$760,000.00
<a href="#">049-4-047-000</a>	C	225 227 ST PAUL ST	KHAMNEI, CHRIS	\$240,000.00
<a href="#">049-4-046-000</a>	RA	233 235 ST PAUL ST	KHAMNEI, CHRIS	\$716,900.00

2012/PREL





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Property Database Search



City of Burlington, Vermont  
Property Assessment Data

Owner Name

Found 1 records where Owner Name is '28 pine'  
Click on the Parcel ID for details. Click on the Column Headings to sort.  
<< [New Search](#)

<u>Parcel ID</u>	<u>Type</u>	<u>Street Address</u>	<u>Property Owner</u>	<u>Current Value</u>
<a href="#">044-2-011-000</a>	C	28 PINE ST	28 PINE STREET LLC / DANIELSON, KENNETH S	\$189,400.00

2012/PREL





# VERMONT SECRETARY OF STATE

*Jim Condos*

ARCHIVES

CORPORATIONS

ELECTIONS

OTHER  
PROGRAMS

PROFESSIONAL  
REGULATIONS

SECRETARY'S  
DESK

## Limited Liability Company Information

Term Company? YES

Expiration of Term: 12/31/2012

LLC Name	28 PINE STREET, LLC
STATUS	ACTIVE
File Number	L0035466
Type	Domestic
State of Origin	VT
Country	US
Origin Date	01/11/2012
Description	ALL THINGS LEGAL
Fiscal Year End	12
Registered Agent	CHRIS KHAMNEI
Address	82 OVERLAKE PARK
City State Zip	BURLINGTON VT 05401-
Term Company?	YES
Expiration of Term	12/31/2012
Principal Address	82 OVERLAKE PARK
City State Zip	BURLINGTON VT 05401-

## LLC Personnel

Last Name	SPINELLI, ESQ.	First Name	JILL	MI
-----------	----------------	------------	------	----

## Companies

### Information Contact

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**Sec. 8-8. - Appeals from order.**

(a) Any owner of a building or structure, or any other interested person, including any official of the city, may appeal to the board of appeals any action or failure to act by a building inspector, except as provided in section 8-47 in an abatement action. A request for appeal shall be made by filing with the administrator of the department of public works within ten (10) days of receiving actual notice of the order or action complained of a notice of appeal setting forth in detail his or her grievances. The administrator of the department of public works shall notify the chairperson of the appeals board of the notice of appeal forthwith. The board shall meet upon notice of the chairperson within ~~ten (10)~~ sixty (60) days of the filing of the notice of appeal. All hearings shall be public, and all interested parties shall be given an opportunity to be heard and to present evidence and arguments.

(b) The board of appeals shall consist of the members of the public works commission and shall each have terms on the board of appeals concurrent with their individual terms as commissioners.

The board shall select one of its members to serve as secretary chairman who shall call and chair meetings and who shall keep a detailed record of all proceedings on file.

A member of the board shall not pass on any question in which that member has any fiduciary, personal, or financial interest, or which otherwise constitute a conflict of interest.

(c) Three (3) members of the board must be present to constitute a quorum. That board shall affirm, modify or reverse an action appealed by a majority vote of the members present. A tie vote shall be an affirmance of the decision from which the appeal is taken. The board shall give written notice of its decision, which shall include findings of fact and all necessary orders, to all interested parties no later than thirty (30) days after the date of the hearing. The building inspector may take action in accordance with the decision of the board immediately upon the sending of the written decision to all interested parties.

(d) Any interested person may appeal a decision of the board of appeals by instituting relief in the Chittenden Superior Court under V.R.C.P. 74

(Rev. Ords. 1962, § 706; Ord. of 10-18-82; Ord. of 5-23-83; Ord. of 9-24-84; Ord. of 1-11-93)

**BURLINGTON PUBLIC WORKS COMMISSION MONTHLY MEETING**

**645 Pine Street**

**MINUTES – February 20, 2013**

**(DVD of meeting on file at DPW)**

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

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

**ITEM 1 – AGENDA:** No changes.

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

**ITEM 3 – MAPLE STREET NON TRUCK ROUTE REQUEST**

(Joel Fleming, Public Works Engineer)

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

Joel Fleming, Department of Public Works employee stated that Pine Street to Battery Street is no longer a truck route. Maple Street is 30’ wide with parking on north side and 8’ wide lanes for parking. This leaves and 11 foot travel lane going in each direction. When winter is here it is harder for cars to park as they are further away from the curb which leaves the travel lanes a little smaller.

Vermont Railroad is opposed to the change as truck come back and forth on a regular basis for them. E mails have been forwarded from Vermont Railway. When the Champlain Parkway comes to fruition there will be updates at the intersection. Staff feels we should make change before the intersections here and have the right signalization. Staff recommends for the Commission to hold off on this until the Champlain Parkway is built or other amenities are put into the intersections.

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

Joel Fleming stated that trucks travel on this section of Maple Street only to delivery to the businesses on the street. Staff is not supporting his change right now. Main Street is wider and can accommodate more

vehicles and has the correct signalization so it makes more sense for the truck traffic on Main Street. Joel stated the resident who made the request to have the trucks taken off Maple Street came to a meeting in September and October of 2010 and made the request.

Steve Goodkind stated that the individual remember in years past that when the southern connector was constructed that Maple Street as a truck route would probably change. The connector envisioned when I said that is a different than what we're doing today.

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

**Mr. Porter makes a motion to agree with staff's recommendation that it not be turned into a truck route. Commissioner Archambeau seconded motion. Commission was all in favor of retaining the current designation for Maple Street. The motion carries.**

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

(Joel Fleming, Public Works Engineer)

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

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

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

#### **ITEM 5 – REMOVAL OF PARKING ON NORTH WILLARD ST**

(Joel Fleming, Public Works Engineer)

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

William Burns of the Department of Public Works Traffic Division came to us and said that there have never been cars parking on the east side of North Willard Street starting at Archibald Street extending 200 feet north. The roadway is 35 feet wide and 8 feet of parking lanes on the east side and 8 feet of parking lanes on the west which leaves 19 feet total for travels lanes. This section Willard Street is also a truck route and the minimum width a truck route should be ten feet and currently with parking it only leaves 9

½ feet. The double yellow line on the street is not painted to accommodate cars parking on the east side of the roadway. Cars are forced to go over the double yellow line and around the corner makes it danger, can't see cars coming. Staff supports for Commission to adopt a parking prohibition started at the corner of Archibald Street extending 200 feet north on the east side of North Willard Street.

Commissioner Solveig Overby asked if people have been parking there since the Community Health Center which is why the parking spaces started to be used opened. Joel stated yes. Commissioner Hopkins asked if there was already no parking north of that and Joe stated yes anything would be Hyde Street and anything north is restricted on the east side.

Joes also stated parking on the other side of North Willard, space for probably five or six cars. Rarely anyone parks on that side. Commissioner Porter stated that this is a truck route and we know there are limitations on the trucks. He stated he was for this. Asked if a car would be able to park at the end of the no parking zone and Joes stated no the 200 feet would be from where there is a sign for no parking north 200 feet from that sign back to Archibald Street. The restriction would be no parking on the east side. We will switch signs to say no parking this side of the street.

Commissioner Porter stated that there is a continuation of an overflow here in a sort of tractor generator so I'm imploring staff or the commission to make further communication follow-up with the health center and see if thing did comply as far as spaces. How are they managing? Did they under estimate traffic? Joes stated that we lost 14 spaces because of the health center.

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

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

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

**Commissioner Lavery stated we have staff's recommendation to prohibit parking in this 200 foot stretch. If we want to proceed with that we'll need a motion. Commissioner Archambeau stated that he would move to accept staff's recommendation on this issue. Commissioner Conger seconded. Commission was asked if all were in favor of adopting staff's recommendation to prohibit the parking on North Willard. All were in favor. Motion passes.**

## **ITEM 6 – LAKEVIEW TERRACE STOP SIGN REQUEST**

(Joel Fleming, Public Works Engineer)

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

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

for Maple Street at Lavalley Lane and with Gosse Court at Farrington. Staff recommends that Canfield Street and Haswell Street have stop signs where they meet Lakeview Terrace, making it a one way stop and not a three way stop.

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

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

## **ITEM 7 – COMPLETE STREETS IMPLEMENTATION – DISCUSSION OF EVALUATION RESULTS**

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

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

Erin stated that we have utilized 18 segments of roadway which the Commission approved two months ago for our next year's paving program. We went through a checklist, 156 segments of neighborhood streets, one transit street or state truck route which is Main Street and then one slow street being Cherry Street from Cherry to Winooski. There are some trees there but some are missing and some are at various locations, curb extensions are an option. Evaluation covers everything, trees, lighting, CCTA bus stops. There was approval for curb extensions on Cherry Street.

Complete street policy these are all things we should consider. If something can't be done it needs to be documented why we were unable to do it.

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

Crosswalks – Do a full scale when we do a street, fresh marking, retro reflective.

Tree belts and street trees. Tree belt on Bradley doesn't have the room. ROW to add an appropriate snow storage tree belt. Trees are lacking on Bradley. Steve advised that on Bradley Street the greenbelt is being driven over, the curbs are depressed. The curb will be restored; will restore the greenbelt and grass belt not sure about a tree belt as there is no room for a tree. Arlington Court has a lot of trees and wouldn't push Parks and Rec to add trees in the tree belt. Extra amenities to needed to make these streets more complete that are not our department where we said we'll start making a list and have inter departmental to let other departments know this does exist and here is our checklist.

Funding is tricky; each department has their own funding. Main Street is technically a transit street, state truck route; need hardscape if transit stop if bus stops by tree should be some kind of grate surrounding the tree to prevent people from walking over the roots of the trees and damaging them. Street lighting on Main Street is not ornamental fixtures at pedestrian height but a larger scale highway design. It should be on our radar to communicate that to other departments. We are adding benches, bus shelters, other amenities added with Edmunds project. There will be a bike lane, transit street don't necessarily want a bike lane so a parallel street next to it where bikes can travel on so they don't have to

compete with say a bus. Doesn't mean Main Street doesn't need bike lanes it's how we interpret. I would say let's hold off on bike lane until we have a more complete idea of how we want Main Street to be. Steve stated we are not doing anything that is going to make it impossible for that bike lane.

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

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

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

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

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

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

We have compared apps to a couple of northern climates with similar population and sizes to use as a comparison. Listed areas doing well and need to improve. There is a dedicated funding source for sidewalk work. Sidewalks are plowed, walk areas are good, bike infrastructure working on, good baseline. Crosswalk technologies trying to implement. Support of different groups in town that are able to provide the encouragement and activities and resources. Options for biking education. We are working with the police department for a commitment to enforce walking and biking rules and regulations. We provide crossing guard services. We have an active walking/biking advisory group and advocacy community which without the groups would not have an education program. Jason Van Driesche, the Director of Advocacy and Education for Local Motion has developed a partnership with Burlington Partnership for Healthy Community – David Casey is here today. We have a grant from the health department looking to identify strategies for improving the walk/bike friendliness of Burlington. We are consulting with other city departments and partners to continue to revise the document and create something that has a full picture of where we're at and where we would like to go as a community. The next step is to have consultations with other city departments. The mayor is interested in announcing this blueprint in his city address in April. This is to serve as guidance for development of the walk/bike master plan on the agenda for later this year for Public Works Department. We are trying to create a document that sets off that broad and planning process on a solid footing as soon as possible. How do we get this endorsed by all relevant bodies?

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

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

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

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

Commissioner Overby stated that she is a walker and was wondering what the statistics were related to the use of the bus where the bike racks are in front of the buses. 32,000 bike boarding over the past year. Nicole advised that they are going to pilot a three rack model to see if it's a viable option. There was a question on the extent which is planned to work with UVM< Fletcher Allen, Champlain College? They were advised that the next tier of meeting is going to be there. UVM is working on their own bike plan.

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

#### **ITEM 9 – RESIDENTIAL TREE BELT REHABILITATION PILOT PROGRAM**

(Matt Conger, DPW Commissioner)

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

Commissioner Overby thinks this is a great idea. Would like to take green belt areas below the level of the sidewalk and bring in some top soil.

#### **ITEM 10 – CHAMPLAIN PARKWAY UPDATE**

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

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

ACT 250 – We are in the process of getting elements in place to get permit – storm water construction permit which is about erosion protection, sediment control. How do we contain sediment and dirt with the limits of the project sit so it protect quality. This permit has to be in place before they issue the permit. We are under the process of appeal by four appellants. The attorneys who are specifically

working for 250 are working and negotiating with the appellants to see if an agreement can be made. We are also proceeding through court process itself. We're advancing the project specifically what we call Contract 6, Lakeside north to Main Street. Contract 1 and 2 were designed but needs some revisions because current standards have changed since original development of design. The idea is to bring all segments – 1, 2 and 6 to some standard of design and advance it as one large contract. Contract 6 is in preliminary design. We are beginning to have some survey work done and are slowly advancing in technical elements for Champlain Parkway.

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

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

Matt asked where in the process do we look at these intersections and where we obviously know when does the conversation about roundabout?

Norm explained there on curb cut on the west side of our property it's across the intersection and that been some of our issues in the past. I think we resolved that through some operational analysis done by Cloth Harbor.

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

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

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

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

Jason from Local Motion acknowledge the improvement that Public Works has made to the design over the last few years. The key issue is upper Pine which will bear more, how traffic is managed. Traffic

slower and continuous or more welcoming for people. Shared use of path has been added to the design. The project has been pared down to affordability. We are limited to what cooperative agreement and what state has allowed us for scope of project. We are pushing limits and bounds of what we can get out of this project to make it more attractive; well-designed roadway that people can be proud of. The state has adopted the concept of complete streets but we have this road to affordability so we're challenging the state with what is the approach if we've got road to affordability project versus complete streets concept that you're obligated to. We'll be working with state to figure it all out. We want to get everything out of this project that people will like.

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

### **ITEM 11 – CHAMPLAIN COLLEGE PARKING PROPOSAL**

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

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

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

We now have semester long permits, zone system, on street parking adjacent to campus has fallen under that management system. So even though they are public on street spaces the campus has been managing these. We want to hear from you how to move forward now that this new plan is proposing that the college not manage those spaces. How does the city want to manage them?

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

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

The user groups that John mentioned are we get daytime commuting students who are coming in for a class or so, part time faculty staff short-term parkers we expect to be 99 cars. In 2020 there will be almost 200 parking spaces at the core to accommodate that demand, long term parkers who will be on campus all day long and residential students will be expected to park here at the Gilbane and we expect there to be

about 478 of them and there's nearly 478 parking spaces down here. Bottom line is there is a total of 660 parking spaces in 2020 and the demand at that point will be less. Campus will be able to accommodate it without on street parking. We count the number of cars with Champlain permits, top number is actual cars that have stickers in each area. Some places are not heavily used by the college.

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

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

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

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

Beth stated the benefit to the college in terms of it's not managing a public asset, shorter time limits increase turnover and therefore capacity and more convenient. Definitely some unknown. How would this impact the neighborhood? Suggesting a pilot test for a couple blocks to see. I don't expect it to impact Champlain since not many park there but for people parking there we want to know where does it put them. How do they react to it. John stated that UVM will have to feed either the meter or find another site. Summit Street is residential parking at least from Maple Street south. We can't say no impacts. Beth stated by doing a couple of small segments we can test it out. We're proposing the city managing on street parking on South Willard. This is a total of 75 spaces. The estimate of cost in terms of initial meter cost and their total annual operations maintenance and depending on the assumptions and how meters are used what the annual revenue might be. The college is hoping to phase in new parking this summer. We're hoping if you're agreeable to the pilot program that the wheels could start turning immediately. We think it would be good to focus on small incremental steps, monitor response and see how things are going. Make sure enough public outreach to be transparent.

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

Norm Baldwin stated that we share the concern but thinks we need to think about how we manage parking and try different things as opposed to continuing on the same course of action we have. I would not disagree that residence parking is not the best solution so we're looking for alternative solutions. The idea of putting a meter in place as opposed to a residential restriction is much better approach no matter what direction we go we cannot have parking inventory with a system where there is so much activity because we're not doing anybody justice because we're not creating any turnover, we're not creating any

useful space it's just occupied all day as a commuter lot. Those commuters need to be pushed into a system somewhere else where it's more appropriate. I share the concern about pushing these cars further out but we're talking about a very finite inventory that we're referencing for meters. If these meters are absolutely not being used then we've identified that this approach is not working. My belief is that if there is no one parking there we need to maybe change the duration of the meters and try different this.

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

John stated there will be a fair amount of Champlain short term parkers that currently are not parking on Maple or Willard that now will just because we've shifted a lot of the parking spaces down here. I think there is going to be a demand for with a fair amount of turn over. So from an employee standpoint you're going to have seven potential parking spaces for employees or students for short term. How many are going to be under parking meters on campus. Beth stated 194 parking spaces at the core campus by the time it's all built out. We're anticipating for Fall 2013 kind of phasing it in for the campus to get people on board and let them digest it. This initial phase we expect 90 meters on campus and the rest would be continuation of the permit system to kind of ease them into it.

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

Norm stated that they can change those but they need to continue with their shuttle service to make it an attractive opportunity for their employees who are parking long terms. We need to stick with short duration for those to address the needs of the campus, so called commuter there for one class and that's it. Long term parkers need to be in the shuttle system. The only way that will be successful is to have a turn around. I have confident that the system that exists today is really a good system, there will be probably tweaking of the duration of the meters.

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

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

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

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

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

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

Norm gave an overview of the master plan

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

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

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

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

Commissioner Overby asked that the map for 202 to remove three parking lots to make room for the building, the end result is 194 left. What do you have now for the parking and what is going away to get to that 194?

Beth stated now there is 305 and a 99 space lot closed for construction.

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

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

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

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

John stated they were drawn because this was such a unique position unlike Prospect Street or public streets that are adjacent to other institutional neighbors. This is somewhat unique and the evolution of

this agreement between the city and the college ended up managing parking in the public right of way. These are managed spaces now I think we're saying let's make them more consistent.

Commissioner Overby stated that the meters in your lot I think it's got to be done. I'm fine with a temporary thing. We talked about this parking eventually we're trying to reduce the use of vehicles. The future technology is that the cost of parking is going to be affected by the time of day. There was a question about the depreciation on those meters and Beth stated she would look into it. Steve stated there would have to be an ordinance to change to metered parking.

## **ITEM 12 – SIDEWALK PROJECT UPDATES**

(Guillermo Gomez, Public Works Engineer)

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

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

For Flynn, Lamore and Dickinson was hired to do the design for this project. Tasks are completed and related to the conceptual development which is a topographic survey, document existing conditions. Plans have been submitted to the state. Plans are available for public to view. Environmental review has been going on for a while, there are some comments that VTRANS has had and we are currently addressing the comments right now. Once we have their endorsement on the design we will finalize the plans. Have to have the right of way clearance which should not be an issue as the work is in the city's right of way. Trying to do with our own crews won't have to go through the bidding process. We are at the mercy of VTRANS review schedule. Steve stated he was hoping that sometime in May we'd undertake this. Colchester Avenue 500 feet of sidewalk adjacent to the Green Mountain Cemetery will be added. The retaining wall for the slope coming down the cemetery building into the road, new curb, greenbelt and five' sidewalk. The conceptual plans are completed and in the packet. Beginning the environmental review, same steps will be taken as Flynn Avenue and Main Street. Main Street – the lighting design back from BED. We are relocating the crosswalk on right next to the horseshoe driveway in front of Edmunds School, removing it and creating bump outs to narrow the distance that pedestrians have to cross and providing some additional safety features. We will also provide benches for people to rest on while walking up Main Street. This meets some of the complete streets criteria.

## **ITEM 13 – ORDINANCE CHANGE PROPOSAL: APPEAL HEARING**

(Nate Lavery, DPW Commissioner)

### **ORDINANCE CHANGE PROPOSAL**

Commissioner Lavery wanted to appeal hearing 88, Burlington Code second part highlight referring to appellant requested appeal. Shall meet upon notice with chairperson within ten days of the filing of the notice of appeal. Looking at that realizing we only meet monthly there could have been a situation when someone asked us to hold a special meeting just for the purposes of hearing an appeal. I am suggesting we change the ordinance so instead of saying ten days it says 30 days which means that by and large we

will always be able to incorporate those appeals into our regular meetings so we won't have to have special meeting and try to get a quorum. My idea is where it says ten we insert the word thirty and for the #10 we insert the #30. We can discuss it but if folks come to the conclusion that it's a good idea then I would contact Gene Bergman and ask him to draft up what the ordinance change would look like and then at the next meeting we could actually formally see it.

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

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

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

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

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

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

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

Commissioner Lavery stated that he could go back to Gene and suggest that he draft something that attempts to account for two meetings that might be 45 days, that might be 60 days and there might be situations where that could cover three meetings if timing is right. Obviously our intent is to make sure that we can adhere to the ordinance in a way that doesn't create an undue burden on the volunteer board. There could be situations where we would want to hear it before our regular meeting depending on the substance of the appeal. Nate stated if I put something forth do you mean to push as a commission what we think the members should be we can do that but I would suggest that before we vote on actually endorsing this we want to see the language. I think it will be fairly straight forward but for that reason I think yeah if you want to shoot for sixty and I'll say Gene we prefer to have sixty days unless you object. As long as we all understand the intent of what we're trying to accomplish. I think we can get something that's agreeable.

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

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

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

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

#### **ITEM 14 - MINUTES OF 1/16/13**

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

#### **ITEM 15 – DIRECTOR’S REPORT – CUSTOMER SERVICE UPDATE**

(Steven Goodkind, Director)

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

#### **ITEM 16 – COMMISSIONER COMMUNICATIONS**

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

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

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

Steve advised the old signal did not flash and this is a new thing that we never did before. Commissioner Porter suggested maybe go double red blinking.

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

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

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

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

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

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

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

#### **ITEM 17 – ADJOURNMENT AND NEXT MEETING DATE**

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

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