



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
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802.863.0450 TTY
www.dpw.ci.burlington.vt.us

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

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: STEVEN GOODKIND, DIRECTOR
DATE: APRIL 10, 2013
RE: PUBLIC WORKS COMMISSION MEETING

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

1. Agenda
2. Battery Street – Add Motor Cycle Parking
3. Handy Court Parking Removal Request
4. FY14 Street Reconstruction Program – Bid Opening Results
5. Resident Parking
6. Communication & Board Appointment Process
7. Operation Clean Sweep
8. Renewal of Inspection Agreement With State of Vermont
9. 395 Manhattan Dr. Dangerous Building Appeal
10. Minutes of 2/20/13 & 3/20/13

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

M E M O R A N D U M

To: Amy Bovee, Clerks Office
From: Steve Goodkind, Director
Date: April 10, 2013
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

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

AMENDED A G E N D A

- ITEM**
- 1 Agenda
 - 2 5 Min Public Forum
 - 3 5 Min Battery Street – Add Motor Cycle Parking
 - 3.10 Communication, J. Fleming
 - 3.20 Discussion
 - 3.30 Decision
 - 4 10 Min Handy Court Parking Removal Request
 - 4.10 Communication, J. Fleming
 - 4.20 Discussion
 - 4.30 Decision
 - 5 30 Min Champlain College On Street Metered Parking Proposal
 - 5.10 Presentation, J. Caulo & B. Isler
 - 5.20 Discussion

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- 6 10 Min FY14 Street Reconstruction Program – Bid Opening Results
 - 6.10 Communication, E. Demers
 - 6.20 Discussion
 - 6.30 Decision

- 7 30 Min Resident Parking
 - 7.10 Communication, J. King, L. Jones & G. Bergman
 - 7.20 Discussion

- 8 10 Min Communication & Board Appointment Process
 - 8.10 Communication, S. Goodkind
 - 8.20 Discussion

- 9 10 Min Operation Clean Sweep
 - 9.10 Communication, S. Goodkind
 - 9.20 Discussion

- 10 5 Min Renewal of Inspection Agreement With State of Vermont
 - 10.10 Communication, S. Goodkind
 - 10.20 Discussion

- 11 30 Min 395 Manhattan Dr – Dangerous Building Appeal
 - 11.10 Communication, Appellant & N. Holt
 - 11.20 Discussion
 - 11.30 Decision

- 12 Minutes of 2/20/13 & 3/20/13

- 13 Director’s Report – Customer Service Request System

- 14 Commissioner Communications

- 15 30 Min Executive Session: Evaluation of Department Director

- 16 Adjournment & Next Meeting Date – 5/15/2013



MEMORANDUM

April 17, 2013

TO: Public Works Commission
FROM: Joel Fleming *JF*
RE: Battery Street Motorcycle Parking Addition

Background:

There have been a number of changes to the parking on the corner of Battery Street and King Streets since the completion of the ICV building in 2011. Staff has received numerous requests from both the owners of ICV and tenants of the building. Battery Street is an arterial roadway that runs North south between Maple Street and Pearl Street. The addition of Motorcycle parking will in no way effect the current Parking configuration.

Observations:

Staff has reexamined the neighborhood and counted out all parking spaces from Main to Maple and Battery to South Champlain Street. There are no motorcycle parking spaces within these city blocks. The proposed motorcycle parking space is just south of the driveway to the ICV building on Battery Street. Currently there is a 15 foot section that is available for motorcycle parking that is unrestricted and not used. This is not enough room for a metered parking space but plenty of room for motorcycle parking.

Conclusion:

This parking space is not large enough to accommodate a metered parking space but is more than enough for a motorcycle parking space.

Recommendation:

Staff recommends that the commission adopts the proposed motorcycle parking space on the east side of Battery Street just south of the entrance to the ICV building.

NB 4/17/13

Main Street

7 10-hour Meters

6 3-hour Meters

No Parking this Side of Street



11 3-hour Meters



6 3-hour Meters

Battery Street

15 Minute Sign
3-Hour meter

15 Minute meter

2 15-min meters

8 3-hour meters

5 metered parking spots

King Street

3 metered Parking Spaces

44'

26'

25'

Sidewalk Ramp

ICV Building

Truck Loading Zone

Proposed Motorcycle Parking

No Parking this Side of Street

South Champlain Street

5 3-hour Meters

15 Minute Meter

6 3-hour Meters

3 Parking Spaces

Maple Street



MEMORANDUM

April 17, 2013

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

Background:

Staff brought this parking removal request to the commission in March of 2013. The commission asked staff to conduct two additional counts, one AM and one PM count. 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 28th from 4:30 to 5:30 pm and only three vehicles exited Handy Court onto Pearl Street. After the commission meeting staff conducted an AM count on March 29th, 2013 and 4 vehicles exited the street during the peak hour. A second count was done in the PM Peak on April 2nd, 2013, 12 cars exited the driveway in that duration.

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 our policy and applying parking guidelines to this request, further expansion of the existing parking restriction is not warranted. Staff recommends the Commission deny the request to further prohibit parking.

NB 4/6/13



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

N

Pearl Street

North Prospect Street

128'

104'

30' No parking

30' No parking

Handy Ct, PM count, 4/2/2013, C. Brett

4:00-5:30

In	Out
6	12

Handy Ct, PM Count, 3/29/2013, C. Brett

8:00-9:00

In	Out
2	4

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

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



Office of Planning
645 Pine Street, Suite A
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Steven Goodkind, P.E.
DIRECTOR OF PUBLIC WORKS
City Engineer

Date: April 9, 2013

To: DPW Commission

From: Erin Demers, E.I.T.
Public Works Engineer
Street Capital Program Manager

Subject: FY'14 Street Reconstruction Program: Bid Results

Memo

DPW Staff recently opened competitive bids for the FY'14 Street Reconstruction Program to commence construction beginning July 1, 2013. I would like to recommend to the Commission that DPW sign into an agreement with the lowest bidder, Pike Industries.

Pike Industries bid price came in at \$940,838.00. This price was very competitive as you will notice on the attached bid results form. It was also lower than our engineer's estimate of \$1,034,922, which will keep us in line with current funding levels for the Street Capital Program. We have a positive work history with this contractor from last year's paving program and are excited to work with them again.

I have attached the bid results from all four submitting contractors. I would like to request your approval to begin the process of entering into a contract with Pike Industries. With your approval, DPW will then proceed to the City Council Board of Finance for their approvals.

I look forward to another great year of road construction to improve the street conditions for all modes in Burlington. If you have any questions, do not hesitate to contact me directly at edemers@burlingtonvt.gov or 802-863-9094.

FY'14 Street Reconstruction Program: Bid Tabulation

28-Mar-13

created by: ELD

	Total Units	Engineer's Estimate	Frank Whitcomb	Engineers Construction	SD Ireland	Pike
ITEM #1: Structure Adj #1	91		\$1,000.00	\$600.00	\$700.00	\$900.00
ITEM #2: Structure Adj #2	48		\$675.00	\$600.00	\$550.00	\$300.00
ITEM #3: Structure Adj #3	64		\$400.00	\$300.00	\$315.00	\$400.00
ITEM #4: Finish Couse	3200		\$90.64	\$86.00	\$80.50	\$87.00
ITEM #5: Base Course	4520		\$84.22	\$74.00	\$80.50	\$72.00
ITEM #6: Grinding	11150		\$4.00	\$3.00	\$3.00	\$3.25
ITEM #7: Reclamation	40750		\$3.00	\$3.50	\$3.00	\$2.75
ITEM #8: 3M Bike Symbol	0		\$1,000.00	\$500.00	\$500.00	\$1,000.00
ITEM #9: Line Painting	2160		\$0.50	\$0.35	\$0.35	\$0.30
ITEM #10: Durable Arrow	6		\$80.00	\$100.00	\$150.00	\$150.00
ITEM #11: Durable Stop Bar	300		\$20.00	\$9.00	\$10.00	\$15.00
ITEM #12: Durable Crosswalk	2030		\$17.00	\$15.00	\$15.25	\$16.00
ITEM #13: Durable "School"	2		\$800.00	\$600.00	\$700.00	\$800.00
ITEM #14: Durable "Only"	1		\$600.00	\$400.00	\$500.00	\$750.00
ITEM #15: Textrued Crosswalk	2880		\$10.00	\$7.00	\$8.00	\$9.00
TOTAL COST		\$0.00	\$1,059,642.40	\$944,621.00	\$947,973.50	\$940,838.00

Burlington Police Department

Resident Parking Program Rules

Article I. Permit Applications

1. All applicants for a permit must complete the department's application form and provide the information requested on it.
2. All applicants must provide documentary evidence of residency on the street for which a permit is being requested.
3. The department shall have the right to verify all information provided in the application submitted to it.

Comment [e1]: Given what we are looking for below, maybe we should not specify the number of documents at all. Perhaps we should be also looking for evidence of expected residency on the street to help with the decision on how long a permit should be good for.

Article II. Proof of residency

Acceptable documents to prove residency are:

- a) Valid driver's license with the resident parking street address noted on DMV records.
- b) Vermont issued ID with the resident street noted on it.
- c) Valid motor vehicle registration with resident parking street address noted on DMV records.
- d) Current rental or lease agreement identifying residence (including an apartment number where applicable) and applicant's name or a statement of occupancy by the record owner. When no written agreement has been entered into, such statement must have owner contact information stated in it.
- e) City record indicating ownership or residency such as tax bill, Assessor's records or Code Enforcement records.
- f) Utility bill identifying residence and applicant.
- g) Current vehicle insurance policy.
- h) Any other similarly valid document with the resident street noted on it.

Comment [e2]: If these are the only docs that are acceptable, then we should be more definitive about that. It looks like it.

Article III. Terms, Expiration and Revocation of Permits

1. Resident property owners who provide proof of ownership of the property and residency on the street shall be issued permits that are valid for up to 2 years.
2. Nonstreet resident property owners who provide a property tax bill, valid driver's license and valid vehicle registration shall be issued permits that are valid for up to 2 years.
3. Non-property owners who provide proof of residency on the street shall be issued permits that are valid for the term of their residency up to 2 years.
4. At will residents shall be issued permits for a term of up to one year.
5. Any permit, residential parking sticker, caregiver permit or visitor parking card may be revoked or suspended for a reasonable period for violation of the resident parking program's regulations or rules.
6. A permit, sticker or visitor card shall automatically expire if the resident ceases to live at or own the residence for which the permit was issued.

Comment [e3]: Why not tie the term to the period of tenancy? This would eliminate the need for a student category since their leases are generally for a year and if they are not, then why treat them differently. We don't distinguish between grad students and undergrads and yet we know there is a big difference.

Article IV. Replacement of visitor parking cards; transfer of residential parking sticker; voiding of tickets.

1. Visitor parking cards that are lost will not be replaced. If stolen and reported as stolen, a visitor parking card will be replaced.
2. In the event a visitor parking card becomes unreadable or partially destroyed, it may be replaced upon presentation of the old card.
3. A new residential parking sticker may be issued to a new vehicle upon surrendering the old sticker to the department.
4. A person may have up to 3 resident parking tickets that were issued on the resident street prior to the application process voided as long as: (a) the person was a resident of the street or was a nonstreet resident property owner at the time, (b) the person has filed an application for a resident permit and (c) the tickets are less than 30 days old.

Comment [e4]: What does this mean? If I'm a permanent resident and lose the card, can I never get a new one? How can you so penalize someone whose card is stolen?

Comment [e5]: What is the reason for this number? Why not void more if they are timely?

Article V. Temporary resident parking permits; exception to parking limits.

1. An applicant for a residential parking permit whose vehicle has a temporary registration shall be issued a temporary resident parking card valid for up to 30 days as a temporary substitute for a sticker. When the applicant gets the permanent registration, s/he must return to the Police Department for a residential parking sticker or nonstreet resident owner visitor parking card.

2. A resident may request an exception to the limitation of 2 spaces on the resident's street for a special activity provided the resident provides 24-hour advance notice to the Police Department.

Article VI. Caregiver permit.

1. A resident may be issued a caregiver permit to accommodate the vehicle of a necessary medical care provider.
2. To be eligible a resident must complete and provide the following information about the caregiver on the application: name, license number, vehicle registration and employer. The resident must provide the medical caregiver contract or an affidavit as part of the application.

Burlington Police Department Resident Parking Application

Date: _____

PROPERTY & PROPERTY OWNER INFORMATION

House Number: _____ Apt _____
Street Name: _____
Property Owner Name _____
Address _____
City/State/Zip _____
Property Owner Email _____ Phone _____
Term of Lease: Start _____ End _____

TENANT INFORMATION

Vehicle Reg _____ State _____ Type _____
Verified () () ()
Drivers License Info Number: _____ State _____
Verified ()
Tenant Name Printed: _____
Tenant Signature _____
Caregiver Permit: Name: _____
Organization _____
Phone Number _____
Caregiver Signature _____
Notarized: _____ Date: _____
Permit Number _____ Expire: _____
Clerk _____

Sec. 27. No parking except with resident parking permit.

No person shall park any vehicle except vehicles with a valid residential street sticker or a valid ~~[guest]~~ visitor parking card, or clearly identifiable service or delivery vehicles that are servicing a residence or making a delivery on any street designated as "residential parking".

(a) through (e) As written.

(f) *Permits.* Only residents of a street or portions thereof, or nonresident property owners of property on such a street, shall be eligible to hold a resident parking permit for that street which is designated resident parking only. The Police Department is hereby designated as the department responsible for regulating and administering the issuance of resident parking permits. The department may establish an administrative fee to offset the cost of administering this program. Each resident shall apply for a permit, pay any applicable administrative fee, present such proof of residence in the area designated as "resident only" parking as may be required by the department, and comply with the rules established by the department in order to be eligible to, and legally, park on streets or portions thereof that are designated as "resident only." ~~[shall issue resident parking permits only to residents of streets, or portions thereof, that are designated "resident parking only" for parking on that street pursuant to subsection (g).]~~ In addition, the Police Department shall issue resident parking permits to "car share organizations" for parking on all streets, or portions thereof, that are designated "resident parking only," pursuant to subsection (g). The Police Department may establish written rules to implement the issuance of permits. Such rules may address, but are not limited to, the establishment of time limits, revocation of permits, documents required to prove residency, authority to suspend enforcement for special occasions, dismissal of tickets during application process, creation and use of an application form, fees for permits, and the issuance of temporary visitor parking cards.

(1) Except as otherwise provided in subsection (g), the ~~[holder of the permit]~~ resident or nonstreet resident owner shall receive a residential street sticker for each vehicle registered in their name unless the [holder] resident does not own a vehicle in which case no sticker will be issued. A resident or nonstreet resident owner may also be eligible for a temporary resident permit subject to compliance with the applicable rules.

(2) A maximum of 2 visitor ~~[guest]~~ parking cards shall be issued to each eligible dwelling unit ~~[household]~~ for which a permit has been issued and parking for visitors shall be limited to 2 spaces.

(3) A medical caregiver permit shall be issued upon showing proof as required by the department that a contract for medical caregiver services exists between the resident and caregiver.

(g) Specific conditions:

(1) *Proof of residency.* ~~[Proof of residency shall include a valid Vermont driver's license~~

~~with an address on the designated street, section of street or abutting corner parcel and a valid Vermont registration for the vehicle(s) involved. For students, proof of residency shall include a valid current student identification card, a valid driver's license, vehicle registration from Vermont or another state, and proof of residency on the designated street, section of street or abutting corner parcel. Residents without a license can prove residency on the designated street by showing a valid written lease, current utility bill, or by being listed on the official voter registration list for the City of Burlington.]~~ Residents applying for a resident parking permit must submit an application and provide proof of residency as required by department rules.

- (2) Upon showing of proof of business occupancy, owners and employees of small businesses on streets with designated “resident parking” only will be considered residents and issued a resident parking permit if sufficient off-street parking or metered long-term parking at the business location is not available. The conditions of the business’ zoning permit must be used to determine if a business has sufficient, available off-street parking at its location. The owner or employee(s) will be issued a choice of a residential street sticker or a [guest] visitor parking card. Customers of these small businesses may legally park on the street under the authority of the permit.
- (3) *Display of stickers.* Residential street stickers shall be affixed to vehicles on the left-hand side of the rear bumper and shall be visible without obstruction at all times. In order to be valid the sticker must have the resident street name affixed to it.
- (4) *Car share organizations.* Valid car share organizations shall meet the following criteria:
 1. Require users to be members of the car share organization.
 2. Provide ubiquitous self-service access to all, or most of, a shared fleet of automobiles at locations not staffed by the car share service organization.
 3. Encourage short-term, local trips and discourage users from driving more than necessary.
 4. Provide its members automobile insurance that exceeds the State-mandated minimum when its members are using car share vehicles and shall assume responsibility for maintaining car share vehicles.

Upon showing proof of a valid Vermont registration for the vehicle(s) involved and compliance with department rules related to the issuance of permits, car share organizations meeting the [appropriate] criteria will be issued one residential sticker per vehicle. This sticker will be valid on all streets, or portions thereof, that are designated “resident parking only”.

- (5) *Fraternities, sororities and dormitories.* ~~[Upon showing proof of residency]~~Upon complying with department rules related to the issuance of permits, residents of fraternities, sororities and dormitories upon properties separate and distinct from institutions and which abut on designated streets will be issued a permit and a residential street sticker for each resident's registered vehicle. Each of these buildings may receive 2 ~~[guest]~~ visitor parking cards plus 1 ~~[guest]~~ visitor parking card per 4 adult residents over 10 residents per building, subject to a maximum of seven 7 guest cards per building.
- (6) ~~[Guest]~~ Visitor parking cards. ~~[Guest parking cards are only for use by persons visiting a residence.]~~ A nonresident of a resident only parking area may use a visitor's parking card only while either visiting the dwelling unit to which the visitor card was issued, or attending a function off-site with an individual of the dwelling unit to which the visitor card was issued. Visiting does not include parking for purposes of commuter parking for school or work or visiting a person who has not been issued a resident parking permit. The use of a visitor's parking card by a resident of a parking permit area is prohibited. All [guest] visitor parking cards shall be displayed at all times without obstruction on the lower left-hand corner of front window of guest's vehicle with the permit information visible through the window and easily readable.
- (7) *Nonstreet resident property owner.* A nonstreet resident property owner on a designated street will be issued a resident parking permit and a choice of a residential street sticker or ~~[guest]~~ visitor parking card upon presentation of a property tax bill, valid driver's license and valid vehicle registration.
- (8) No permits will be issued to an individual or car share organization with outstanding parking tickets, unless the ticket is being contested in court.
- (9) Designation of area. As written.

1
2 **Resolution Relating to**

3 ~~Geochles, Kranichfeld: Charter Change~~

RESOLUTION 7.0

Sponsor(s): ~~Councilors Siegel,
Com.; Councilor Shannon~~

4
5
6 **COMMISSION AND BOARD APPOINTMENT PROCESS**

Introduced: 03/11/13

Referred to: _____

Action: adopted

Date: 03/11/13

Signed by Mayor: 03/13/13

7
8
9
10
11
12
13 In the year Two Thousand Thirteen **CITY OF BURLINGTON**

14 Resolved by the City Council of the City of Burlington, as follows:

15
16 That WHEREAS, the City Council greatly values and appreciates the dedication, commitment,
17 time and energy that all board members and commissioners give to their roles; and

18 WHEREAS, the City Council often relies on the insight, expertise and recommendations
19 of board members and commissioners when various issues come before the City Council; and

20 WHEREAS, this City Council and prior Councils are acutely aware that our current
21 appointment protocol could be improved to ensure a more open and accessible process and one
22 where qualifications, expertise and geographic location of applicants garners greater attention
23 than political affiliation and incumbency; and

24 WHEREAS, this City Council also is aware of the importance of encouraging and
25 supporting more diversity on City boards and commission in terms of gender, race, ethnicity,
26 age, socio-economic status and profession, because this strengthens our democracy and discourse
27 on policy issues as a City; and

28 WHEREAS, this City Council and prior Councils have grappled with finding an
29 appointment process that addresses these concerns in a way that respects those who apply and is
30 equitable to all;

31 NOW, THEREFORE, BE IT RESOLVED that the City Council will engage in a pilot
32 process for the June, 2013 appointment of board members and commissioners that will include
33 the following:

COMMISSION AND BOARD APPOINTMENT
PROCESS

35
36 **Resolution Relating to**
37

- 38 1. The City Clerk's office will provide a written list of all vacancies, renewals, and open
39 seats expected for FY 14.
- 40 2. The appointment process will begin with an application period from April 1 to April 23,
41 2013, for all positions that are open or up for renewal. All applications received by April
42 23, 2013, will be forwarded to City Councilors as part of their meeting packet for their
43 April 29 meeting.
- 44 3. The Council will then hold a work session, followed by a commission appointment
45 decision session, with the goal being to arrive at a list of appointees for fiscal year 2014
46 to be voted on at the Council's first meeting in June, 2013.
- 47 4. The Council President will schedule the work session in the first 15 days of May.
- 48 5. Before the work session, each city department head associated with the board or
49 commission that has an opening and/or the chair of each board/commission will submit a
50 written communication to the council explaining the mission and duties of the
51 board/commission, any expectations for its members (such as meeting times or dates),
52 and any identified needs or desires for expertise or skills on the board/commission.
- 53 6. Board and commission candidates for FY14 who have submitted applications will be
54 invited to attend the work session, introduce themselves and their skills, talk about their
55 desire to serve, and ask questions about the process and the boards/commissions.
- 56 7. The chair, vice chair or the designee of each board or commission and/or the city
57 department head associated with the board or commission with openings will be asked to
58 attend the work session to answer questions and engage in dialogue about the FY14
59 appointment process.
- 60 8. At the following commission appointment discussion session, the Councilors will discuss
61 each commission or board opening and the applications that have been received to arrive

COMMISSION AND BOARD APPOINTMENT
PROCESS

63
64 **Resolution Relating to**

65
66 at a list or partial list for the fiscal year 2014 to be presented for official vote at the Council's
67 June 10 or ^{21st} meeting; and

68 BE IT FURTHER RESOLVED that the Charter Change Committee will evaluate this
69 pilot process through a survey of all applicants and by inviting and seeking public comment and
70 input from commissioners and board members and report back to the City Council at its first
71 meeting in November, 2013.

* * * * *

ORIGINAL

DISTRIBUTION:

I hereby certify that this resolution has been sent to the following department(s) on

Charter Change Committee Members

*Dept Heads / staff
4/1/13 lo
(via email)*

RESOLUTION RELATING TO

Commission and Board Appointment Process

Adopted by the City Council

March 11

20 13

[Signature]
Clerk

Approved March 13 2013

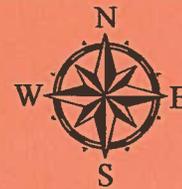
Attest:

[Signature]
Mayor

Lori Olberg
Licensing, Voting and Records Coordinator Vol. Page

* * * * *

STREET SWEEPING ZONE A



****PLEASE MOVE ALL BASKETBALL HOOPS OFF THE SIDE OF THE ROAD FOR SWEEPING****

CLEAN SWEEP

is coming to North Avenue
East Side Only! *Is that your
neighborhood?*

From 10:00 PM, Wednesday, May 1, 2013
until 7:00 Am, Thursday, May 2, 2013 cars
must be off HIGHLIGHTED streets on this
map. Any car not off these streets will be
towed at owner's expense (\$100). Parking
ban lights will be on.

Free parking will be available at the following city lots
from 10:00 PM, May 1, 2013 till 8:00Am, May 2, 2013:
Cherry Street Garage (Macy's- 45 Cherry St), College Street Garage
(Hilton), South Winooski Ave Garage (Marketplace).

Your cooperation will make it possible for Public Works to do a great
job in sweeping the streets of your neighborhood!

Any Questions? Please call 658-7669 or 863-9094 or visit our website
at www.burlingtonvt.gov/dpw

*ONLY STREETS THAT ARE
HIGHLIGHTED WILL BE SWEEPED

EAST SIDE ONLY OF NORTH AVE ONLY - NOT BOTH SIDES



STREET SWEEPING ZONE B CLEAN SWEEP



is coming to North Avenue - West Side Only!
Is that your neighborhood?

From 10:00 PM, Thursday, May 2, 2013 until
7:00 AM, Friday, May 3, 2013 cars must be off
all HIGHLIGHTED streets on this map. Any car not off
these streets will be towed at owner's expense (\$100).
Parking ban lights will be on.

Free parking will be available at the following
city lots from 10:00 PM, May 2, 2013 till
8:00AM, May 3, 2013: Cherry Street Garage
(Macy's - 45 Cherry St), College Street
Garage (Hilton), South Winooski Ave Garage
(Marketplace).

Your cooperation will make
it possible for Public Works
to do a great job in
sweeping the streets of
your neighborhood!

Any Questions? Please call 658-7669
or 863-9094 or visit our website at
www.burlingtonvt.gov/dpw

*ONLY STREETS THAT ARE
HIGHLIGHTED WILL BE SWEEPED

**PLEASE MOVE ALL BASKETBALL HOOPS
OFF THE SIDE OF THE ROAD
FOR SWEEPING**

WEST SIDE OF NORTH AVE - NOT BOTH SIDES



Streets	From	To
Adams Street	St Paul Street	South Winooski Ave.
Bank Street	Pine Street	South Winooski Ave
Battery Street	Pearl Street	Maple Street
Bradley Street	South Union Street	South Willard Street
Browns Court	King Street	End of Street
Buell Street	South Winooski Ave	South Willard Street
Center Street	College Street	Bank Street
Cherry Street	Battery Street	South Winooski Ave
Church Street	Main Street	Adams Street
Clark Street	Pearl Street	Grant Street
College Street	Lake Street	South Willard Street
Elmwood Ave	Pearl Street	Peru Street
George Street	Pearl Street	Peru Street
Grant Street	Elmwood Ave	North Union Street
Hungerford Terr	Pearl Street	College Street
Johnson Street	Monroe Street	Peru Street
Kilburn Street	Pine Street	St Paul St
King Street	King Street Dock	South Union Street
Lafayette Place	Pearl Street	End of Street
Lake Street	Main Street	Depot Street
Maple Street	Lavalley Lane	South Willard Street
Main Street	Battery Street	South Willard Street
Monroe Street	Park Street	George Street
North Champlain Street	Pearl Street	Peru Street
North Winooski Ave	Grant Street	Pearl Street
Orchard Terr	Pearl Street	End of Street (co-op)
Park Street	Sherman Street	Pearl Street
Pearl Street	Battery Street	South Willard Street
Peru Street	Elmwood Ave	North Champlain Street
Pine Street	Pearl Street	Cherry Street
Pine Street	Bank Street	Kilburn Street
Sherman Street	North Champlain Street	End of Street
South Champlain Street	College Street	End of Street
South Union Street	Pearl Street	Maple Street
South Willard St (both sides)	Pearl Street	Maple Street
South Winooski Ave	Pearl Street	Adams Street
St Paul Street	Pearl Street	Cherry Street
St Paul Street	Bank Street	Adams Street

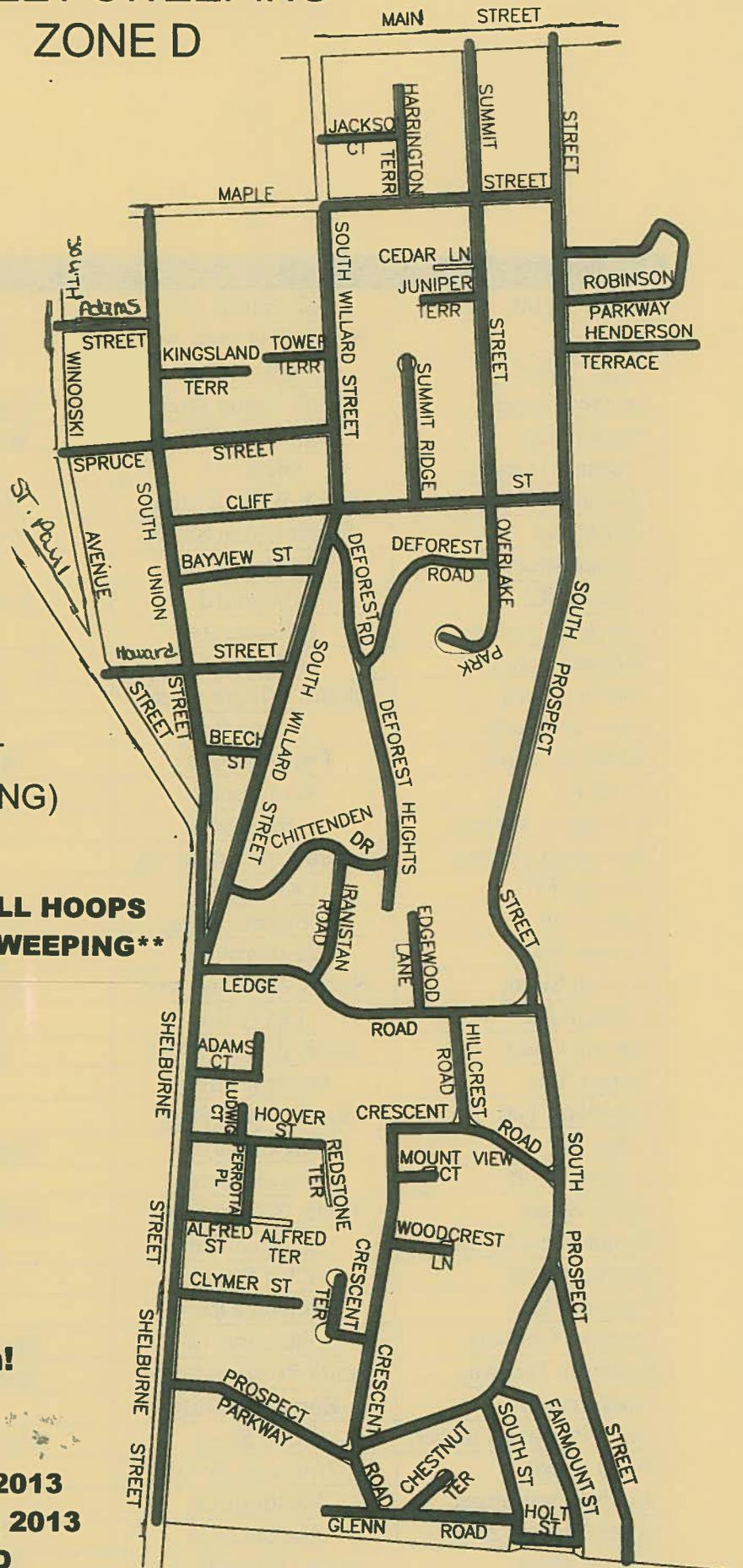
Zone-F

Street	From	To
Allen Street	Elmwood Ave	Murray Street
Archibald Street	North Willard Street	Spring Street
Berry Street	North Ave	Lakeview Terr
Blodgett Street	Ward Street	North Street
Booth Street	North Street	Loomis Street
Bright Street	Riverside Ave	Archibald Street
Canfield Street	North Ave	Lakeview Terr
Cedar Street	Elmwood Ave	North Champlain Street
Charles Street	North Willard Street	Russell Street
Cloarec Court	Intervale Ave	End of Street
Convent Sq.	North Ave	Washington Street
Converse Court	Hickok Place	End of Street
Crombie Street	North Winooski Ave	Intervale Ave
Crowley Street	North Ave	End of Street
Decatur Street	North Winooski Ave	Intervale Ave
Depot Street	Parking Lot	Lake Street
Drew Street	Ward Street	North Street
Elmwood Ave	Spring Street	Grant Street
Front Street	North Street	End of Street
Green Street	Loomis Street	Pearl Street
Haswell Street	North Ave	Lakeview Terr
Hickok Place	North Union Street	Isham Street
Hyde Street	North Street	North Willard St
Intervale Ave	North Street	Manhattan Drive
Isham Street	Loomis Street	Hickok Place
Lafountain Street	Manhattan Drive	North Street
Lake Street	Depot Street	To Stop Sign
Lakeview Terr	Berry Street	Burlington College Parking Lot
Loomis Street	North Union Street	North Willard Street
Luck Street	Intervale Ave	St Louis Street
Manhattan Drive	Washington Street	Intervale Ave
Murray Street	North Street	Peru Street
Myrtle Street	North Champlain Street	Park Street
North Ave	Sherman Street	Convent Sq
North Champlain Street	Manhattan Drive	Peru Street
North Street	North Willard Street	North Ave
North Union Street	Pearl Street	North Winooski Ave
North Winooski Ave	Riverside Ave	Grant Street
Oak Street	Manhattan Drive	Intervale Ave
Park Street	Manhattan Drive	Sherman Street
Pitkin Street	Manhattan Drive	North Street
Pomeroy Street	North Willard Street	Hyde Street
Poplar Street	North Champlain Street	Park Street
Riverside Ave	Hyde Street	Intervale Ave
Rose Street	Manhattan Drive	North Street
Russell Street	Charles Street	North Street
School Street	Loomis Street	Hyde Street
Spring Street	Intervale Ave	Manhattan Drive
St Louis Street	Manhattan Drive	Oak Street
St Louis Street	Willow Street	Archibald Street
St Mary Street	Willow Street	Manhattan Drive
Strong Street	Pitkin Street	North Ave
Summer Street	Front Street	Park Street
Sunset Court	North Ave	End of Street
Voltz Street	Manhattan Drive	End of Street
Walnut Street	Manhattan Drive	Spring Street
Ward Street	Manhattan Drive	North Ave
Washington Street	Manhattan Drive	North Ave
Willow Street	Walnut Street	Intervale Ave

Zone- G



STREET SWEEPING ZONE D



***ONLY STREETS THAT ARE HIGHLIGHTED WILL BE SWEEPED (SEE BACK FOR STREET LISTING)**

****PLEASE MOVE ALL BASKETBALL HOOPS OFF THE SIDE OF THE ROAD FOR SWEEPING****

CLEAN SWEEP

**is coming to The Hill Section!
*Is that your neighborhood?***

**From 10:00 PM, Tuesday, May 7, 2013
until 7:00 AM, Wednesday, May 8, 2013
cars must be off all HIGHLIGHTED
streets on this map. Any car not off these
streets will be towed At owner's expense
(\$100). Parking ban lights will be on.**

Free parking will be available at the following city lots from 10:00 PM, May 7, 2013 till 8:00AM, May 8, 2013: Cherry Street Garage (Macy's - 45 Cherry St), College Street Garage (Hilton), South Winooski Garage (Marketplace).

Your cooperation will make it possible for Public Works to do a great job in sweeping the streets of your neighborhood!

Any Questions? Please call 658-7669 or 863-9094 or visit our website at www.burlingtonvt.gov/dpw (See reverse side for a list of streets to be swept)

Street	From	To
Adams Court	Shelburne St	End of Street
Adams St	South Winooski Ave	South Union St
Alfred Street	Shelburne St	Perotta Place
Bayview Street	South Union Street	South Willard Street
Beech Street	South Union Street	South Willard Street
Chestnut Terrace	Glenn Rd	End of Street
Chittenden Dr	South Willard Street	Deforest Heights
Cliff Street	South Union Street	South Prospect Street
Clymer Street	Shelburne St	End of Street
Crescent Rd	Glenn Rd	South Prospect Street
Crescent Terrace	Crescent Rd	End of Street
Deforest Heights	Deforest Rd	End of Street
Deforest Road	South Willard Street	Overlake Pkwy
Edgewood Lane	Ledge Rd	End of Street
Fairmount Street	Prospect Pkwy	Rice High School
Glenn Rd	South Street	End of Street
Harrington Terrace	Maple Street	End of Street
Henderson Terrace	South Prospect Street	End of Street
Hillcrest Rd	Crescent Rd	Ledge Rd
Holt Street	Fairmount Street	South Street
Hoover Street	Shelburne Rd	Redstone Terr
Howard Street	South Winooski Ave	South Willard Street
Iranistan Rd	Ledge Rd	Chittenden Dr
Jackson Court	South Willard Street	Harrington Terr
Juniper Terr	Summit Street	End of Street
Kingsland Terr	South Union Street	End of Street
Ledge Rd	Shelburne St	South Prospect Street
Ludwig Court	Hoover Street	End of Street
Maple Street	South Willard Street	South Prospect Street
Mount View Court	Crescent Rd	End of Street
Overlake Park	Cliff Street	End of Street
Perrotta Place	Hoover Street	Alfred Street
Prospect Parkway	Shelburne St	South Prospect Street
Robinson Parkway	South Prospect Street	South Prospect Street
Shelburne St	East Side Only	
South Prospects Street	Main Street	End of Street by Rice
South Street	Prospects Pkwy	Holt Street
South Union Street	Shelburne St	Maple Street
South Willard Street	Shelburne St	Maple Street
Spruce Street	South Winooski Ave	South Willard St.
Summit Ridge	Cliff Street	End of Street
Summit Street	Main Street	Overlake Park
Tower Terrace	South Willard St	End of Street
Woodcrest Lane	Crescent Rd	End of Street

Zone- D

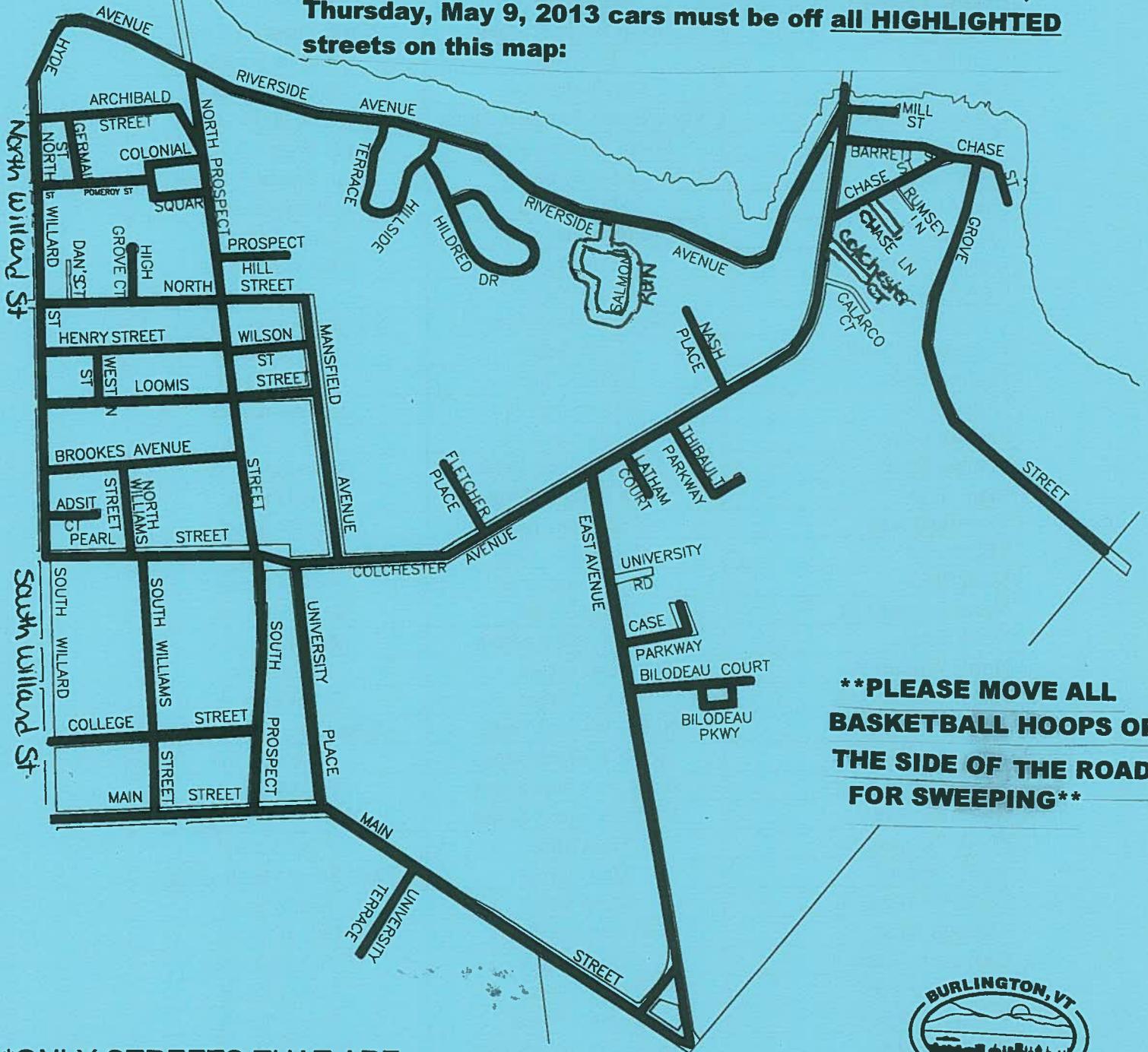
STREET SWEEPING ZONE E



CLEAN SWEEP

is coming to The University Area! Is that your neighborhood?

From 10:00 PM, Wednesday, May 8, 2013 until 7:00 AM, Thursday, May 9, 2013 cars must be off all HIGHLIGHTED streets on this map:



****PLEASE MOVE ALL BASKETBALL HOOPS OFF THE SIDE OF THE ROAD FOR SWEEPING****

***ONLY STREETS THAT ARE HIGHLIGHTED WILL BE SWEEPED (SEE BACK FOR STREET LISTING)**

Any car not off these streets will be towed At owner's expense (\$100). Parking ban lights will be on.

Free parking will be available at the following city lots from 10:00 PM, May 8, 2013 till 8:00 AM, May 9, 2013: Cherry Street Garage (Macy's - 45 Cherry St), College Street Garage (Hilton), South Winooski Garage (Marketplace).

Your cooperation will make it possible for Public Works to do a great job in sweeping the streets of your neighborhood!

Any Questions? Please call 658-7669 or 863-9094 or visit our website at www.burlingtonvt.gov/dpw (See reverse side for a list of streets to be swept)



Street	From	To
Adsit Ct.	North Willard Street	End of Street
Archibald Street	North Willard Street	North Prospect Street
Barrett Street	Colchester Ave	Chase Street
Bilodeau Court	East Ave	End of Street
Bilodeau Pkwy	Bilodeau Ct	Bilodeau Ct.
Brookes Ave	North Willard Street	North Prospect Street
Case Pkwy	East Ave	End of Street
Chase Street	Colchester Ave	Barrett Street
Colchester Ave	North/South Prospect Street	Winooski Bridge
College Street	South Willard Street	South Prospect Street
Colonial Sq	Pomeroy Street	North Prospect Street
East Ave	Main Street	Colchester Ave
Fletcher Place	Colchester Ave	End of Street
Germain Street	Pomeroy	Archibald Street
Grove Street	Chase Street	City Line
Henry Street	North Willard Street	North Prospect Street
Highgrove Court	North Street	End of Street
Hildred Drive	Hillside Terr	Hillside Terr
Hillside Terr	Riverside Ave	Riverside Ave
Latham Court	Colchester Ave	End of Street
Loomis Street	North Willard Street	Mansfield Ave
Main Street	South Willard Street	Jug Handle
Mansfield Ave	Colchester Ave	North Street
Mill Street	Colchester Ave	Pump Station
Nash Place	Colchester Ave	End of Street
North Prospect St	Pearl Street	Riverside Ave
North Street	North Willard Street	Mansfield Ave
North Willard St	Pearl Street	Hyde Street
North Williams St	Pearl Street	Brookes Ave.
Pearl Street	South Willard Street	South Prospect Street
Pomeroy Street	North Willard Street	Colonial Sq
Prospect Hill	North Prospect Street	End of Street
Riverside Ave	North Prospect Street	Winooski Bridge
South Prospect St	Main Street	Pearl Street
South Willard	Main Street	Pearl Street (both sides)
South Williams St	Main Street	Pearl Street
Thibault Pkwy	Colchester Ave	End of Street
University Place	Main Street	Colchester Ave
University Terr	Main Street	End of Street
Weston Street	Loomis Street	Henry Street
Wilson Street	North Prospect Street	Mansfield Ave

Zone-E

STREET SWEEPING ZONE C



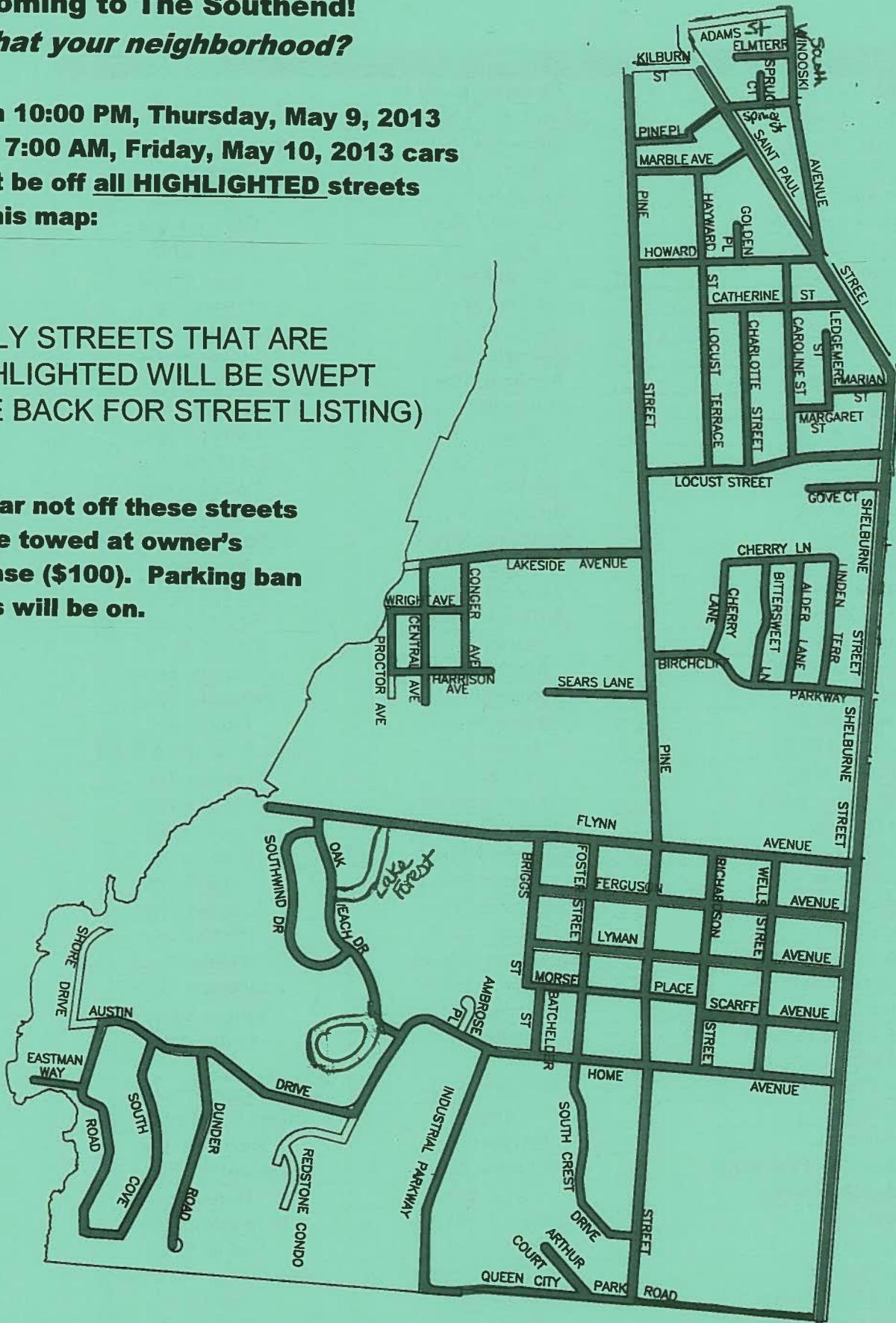
CLEAN SWEEP

is coming to The Southend!
Is that your neighborhood?

From 10:00 PM, Thursday, May 9, 2013
until 7:00 AM, Friday, May 10, 2013 cars
must be off **all HIGHLIGHTED** streets
on this map:

*ONLY STREETS THAT ARE
HIGHLIGHTED WILL BE SWEEPED
(SEE BACK FOR STREET LISTING)

Any car not off these streets
will be towed at owner's
expense (\$100). Parking ban
lights will be on.



**** PLEASE MOVE ALL BASKETBALL HOOPS OFF THE SIDE OF
THE ROAD FOR SWEEPING ****

Free parking will be available at the following city lots from 10:00 PM,
May 9, 2013 till 8:00 AM, May 10, 2013 at the Cherry Street Garage
(Macy's - 45 Cherry St), College Street Garage (Hilton), South Winooski
Garage (Marketplace).

Your cooperation will make it possible for Public Works to do a great
job in sweeping the streets of your neighborhood!

Any Questions? Please call 658-7669 or 863-9094 or visit our website
at www.burlingtonvt.gov/dpw (See reverse side for a list of streets to
be swept)



Street	From	To
Alder Lane	Birchcliff Pkwy	Cherry Lane
Arthur Court	Queen City Park Road	End of Street
Austin Drive	Industrial Pkwy	South Cove Drive
Batchedler	Morse Place	Home Ave
Birchcliff Pkwy	Shelburne Street	Pine Street
Bittersweet Lane	Birchcliff Pkwy	Cherry Lane
Briggs Street	Flynn Ave	Morse Place
Caroline Street	Howard Street	Locust Street
Catherine Street	St Paul Street	Locust Terr
Central Ave	Lakeside Ave	Harrison Ave
Charlotte Street	Catherine Street	Locust Street
Cherry Lane	Birchcliff Pkwy	Linden Terr
Conger Ave	Lakeside Ave	Harrison Ave
Dunder Road	Austin Drive	End of Street
Eastman Way	South Cove	End of the Street
Elm Terr	South Winooski Ave	End of Street
Ferguson Ave	Shelburne Street	Briggs Street
Flynn Ave	Shelburne Street	Oakledge Park Gate
Foster Street	Flynn Ave	Home Ave
Golden Place	Howard Street	End of Street
Gove Court	Shelburne Street	End of Street
Harrison Ave	Proctor Ave	End of Street
Hayward Street	Marble Ave	Catherine Street
Home Ave	Shelburne Street	Industrial Pkwy
Howard Street	St Paul Street	Pine Street
Industrial Pkwy	Home Ave	Queen City Park Road
Lakeside Ave	Pine Street	Central Ave
Ledgemere Street	Margaret Street	End of Street
Linden Terr	Birchcliff Pkwy	Cherry Lane
Locust Street	Shelburne Road	Pine Street
Locust Terr	Catherine Street	Locust Street
Lyman Ave	Shelburne Street	Briggs Street
Marble Ave	St Paul Street	Pine Street
Margaret Street	Ledgemere Street	Caroline Street
Marian Street	Shelburne Street	Ledgemere Street
Morse Place	Richardson Street	Briggs Street
Oak Beach Dr (Not including the loop)	Flynn Ave	Austin Drive
Pine Place	St Paul Street	Pine Street
Pine Street	Kilburn	Queen City Park Road
Proctor Ave	Wright Ave	Harrison Ave
Queen City Park Road	Shelburne Road	Industrial Pkwy
Richardson Street	Flynn Ave	Home Ave
Scarff Ave	Shelburne Street	Richardson Street
Sears Lane	Pine Street	End of Street
Shelburne St	St. Paul Street	Queen City Park Road
South Cove Road	Austin Drive	Austin Drive
South Crest Drive	Home Ave	Pine Street
Southwind Drive	Oak Beach Drive	Oak Beach Drive
South Winooski Ave	Adams St	St Paul St
Spruce Ct	Spruce St	End of Street
St. Paul Street	Kilburn	Shelburne Street
Wells Street	Flynn Ave	Home Ave
Wright Ave	Conger Ave	End of Street

Zone C



**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: MAYOR WEINBERGER
FROM: STEVEN GOODKIND AND SETH LASKER
2/12/13
RE: INSPECTION AGREEMENT BETWEEN THE STATE OF VERMONT AND THE
CITY OF BURLINGTON**

As you know, the city of Burlington has the authority to regulate the construction of buildings within the city. The State of Vermont has similar authority on a statewide basis. In order to minimize problems of dual jurisdictions regulating the same activity, in 1982 I negotiated an agreement with the Vermont Dept. of Labor and Industry that defines our relationship in this area and grants the city the right to act on behalf of the state in most matters involving the enforcement of building requirements.

This agreement has been renewed over the years with very few changes. It has been signed by the Director of DPW and the Fire Chief. The current agreement expires on March 1, 2013. Before we do that, we want to give you the opportunity to review the document and to concur with our recommendation to approve it.

We are prepared to give you an over view of the agreement at your convenience. Gene Bergman has reviewed it for the attorney's office and is also available to explain it.

In the meantime, we have received an extension of the expiration date from the state until such time as we decide if we want to renew the agreement.

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).



Division of Fire Safety
Central Office
1311 U.S. Route 302 - Berlin
Suite 600
Barre, VT 05641-2351
www.FireSafety.Vermont.gov

[phone] 802-479-7561 or 800-640-2106
[fax] 802-479-7562

Department of Public Safety

February 19, 2013

Chief Seth Lasker

Fire Chief

136 South Winooski Avenue

Burlington, VT 05401

Re: Inspection Agreement between the State of Vermont and the City Of Burlington

Chief Lasker,

As we discussed at our meeting on February 11, 2013 at DPW, it is the State's intention to renew the Municipal Agreement dated February 25, 2008. I have attached a draft agreement for your review. I look forward to your comments and the renewal of the agreement.

Sincerely,

Michael E. O'Neil, Director

Vermont Division of Fire Safety

Department of Public Safety



INSPECTION AGREEMENT
BETWEEN THE STATE OF VERMONT AND
THE CITY OF BURLINGTON

I. AUTHORITY FOR AGREEMENT

1. This Agreement entered into this _____ by and between the Commissioner of the Vermont Department of Public Safety (hereinafter Commissioner), and the City of Burlington (hereinafter City), is entered into pursuant to 21 V.S.A. § 2736 and 26 V.S.A. § 898. The assignment of responsibility is designated as to the City of Burlington Department of Public Works and the City of Burlington Fire Department.¹
2. The Commissioner has reviewed the training and qualifications of the fire, electrical and building inspectors employed by the City and has determined that they have sufficient skill to perform the inspections covered by this Agreement.
3. The Commissioner has reviewed the ordinances which the City has established to enforce the rules in the course of the inspections described in this Agreement and has determined that they are sufficient to allow the City to enforce, the Vermont Fire and Building Safety Code, the Vermont Access Rules and the Vermont Electrical Safety Rules.

II. ASSIGNED RESPONSIBILITY

4. The Commissioner assigns to the Burlington Department of Public Works responsibility for plan review, permitting, inspection, and enforcement of the Vermont Fire and Building Safety Code for all new construction and alterations in new and existing public buildings (as that term is defined in 20 V.S.A. § 2730), and the Vermont Access Rules for all new construction and alterations in existing public buildings (as that term is defined in 20 V.S.A. § 2900(8)), except for those buildings listed below in paragraph III.8.
5. The Commissioner assigns to the Burlington Fire Department responsibility for plan review, permitting, inspection and enforcement of the Vermont Fire and Building Safety Code for all fire protection systems in new and existing public buildings and inspection and enforcement of the Vermont Fire and Building Safety Code for all existing public buildings (as that term is defined in 20 V.S.A. § 2730) except for those buildings listed below in paragraph III.8. The City will determine the number of routine, random or regular inspections under this assignment.
6. The Commissioner assigns to the Burlington Department of Public Works

¹ The City has a separate agreement with the Vermont Plumbers' Examining Board for plumbing safety.

responsibility for permitting, inspection and enforcement of the Vermont Electrical Safety Rules for all electrical installation work in all new and existing public buildings (as that term is defined in 20 V.S.A. § 2900(8)) except for those buildings listed below in paragraph III.8.

7. The City shall investigate all complaints alleging unsafe conditions and also conduct follow-up inspections under this assignment. The City may delegate enforcement actions under this agreement to qualified officials of the Burlington Code Enforcement Office. The Commissioner assigns to the City the responsibility to issue administrative citations and administer appeals as set forth in the Commissioner's Rules for Administrative Citations and Penalties. A final order of the City will constitute a final order of the Commissioner and shall be appealable to Superior Court. Such appeal shall also be handled by the City. Penalties shall be payable to the City of Burlington.

III. RETAINED JURISDICTION

8. The Commissioner retains sole jurisdiction over plan review, inspection and enforcement of the Vermont Fire and Building Safety Code, the Accessibility in Public Building Rules, the Vermont Elevator Safety Rules and the Vermont Electrical Safety Rules for all new and existing public buildings which are state owned buildings. The Commissioner retains sole jurisdiction over buildings that require federal certification until such time that the City has a federally certified inspector and an agreement with the Department of Aging and Independent Living to conduct such inspections, at which time the City will take responsibility to inspect federally certified buildings as with other public buildings described in paragraph 4. The Commissioner retains sole jurisdiction for the periodic testing of installed systems and reporting by technically qualified people of all fire protection systems. In addition the inspection and enforcement of the Vermont Boiler and Pressure Vessel rules pursuant to 20 V.S.A. Chapter 173, Subchapter 5 remains with the Commissioner.
9. The Commissioner retains jurisdiction to hear and determine requests for reconsideration of variances or exemptions granted or denied by the City under the Vermont Fire and Building Safety Code and the Vermont Electrical Safety Rules after the City appeal process has been completed. The Historic Variance Appeals Board retains jurisdiction to hear requests for variances for historic buildings and structures. The Access Board retains jurisdiction to hear and determine any request for variances from the Accessibility in Public Buildings Rules. The City shall provide research and recommendations concerning such requests.
10. As described in 20 V.S.A. § 2736(b), the City may establish and collect

reasonable fees for the plan review and inspection functions it has been assigned in this Agreement. The fees established shall be reasonably related to the cost associated with the plan review and inspection program.

IV. REPORTING & TRAINING REQUESTS

11. The Commissioner and the City agree to share information upon request to facilitate effective code enforcement. The City shall provide to the Commissioner a summary of the permit, plan review, inspection and enforcement activities of the Burlington Department of Public Works and the Burlington Fire Department every three months. Copies of an ad hoc sample of the more detailed paperwork prepared by the City shall be provided to the Commissioner for each area of inspection specialty every three months. The Fire Department shall provide to the Commissioner copies of "engine company" inspections as they occur under the retained jurisdiction and for buildings identified as state licensed health care facilities. The Commissioner shall provide to the City copies of permit, plan review, inspection and enforcement activities as they occur under the retained jurisdiction and a report of the periodic inspection reports for fire protection systems on an annual basis. The City shall also report fires that occur through the National Fire Incident Reporting System.
12. The City shall participate in the development of new software the purpose of which will be to compile a database system of all properties and other information related to this agreement. Once such software is in place, the City shall provide data input to the database system and provide quarterly reports of its activities pursuant to this agreement, provided that there is no cost to the City associated with the interface between the City's and Commissioner's systems through which the data would be input.
13. The City shall require its inspectors to participate in regular Department training programs or notify the Commissioner in advance if one or more of its inspectors will not attend a training program. The Commissioner shall provide the City inspectors with notices of all training 30 days in advance of the training to allow the City to manage its inspection programs and services and insure sufficient coverage for those programs and services. With regard to the City's above participation and notification obligation, the City shall not be required to have its inspectors attend any training program that the Commissioner has not provided the City with the 30 days advance notification. Furthermore, the above participation requirement shall not be interpreted to mean that all City inspectors must attend a program or every program. The City shall inform the Commissioner of the training and qualifications of any additional inspectors hired to perform inspections pursuant to this Agreement and in addition the City shall report annually the time and substance of any additional training received by its inspectors.

V. Miscellaneous

14. All inspections performed by the City pursuant to this Agreement shall have the same force and effect as though conducted by inspectors of the Commissioner. In carrying out its responsibilities under this Agreement, the City shall be acting as an agent of the State.
15. The Commissioner shall provide the City with notice of all proposed state code and rule changes and other appropriate communications as provided to inspectors of the Commissioner. The City shall provide the Commissioner with notices of all proposed local code and rule changes.
16. The City shall inspect and enforce the Vermont Fire and Building Safety Code using the safety standards as adopted by the Commissioner. The City shall inspect and enforce the Vermont Electrical Safety Rules and Vermont Plumbing Rules as adopted. The City shall inspect and enforce the Accessibility in Public Building Rules as adopted by the Access Board.
17. This assignment of responsibility to Burlington shall not affect the Commissioner's authority under 20 V.S.A. Chapter 173 or Chapter 174. This Agreement shall not be construed to diminish the City's authority under other laws.

VI. TERMINATION OF ASSIGNMENT

18. The Commissioner, after 90 days notice and an opportunity for a hearing and an opportunity for the City to make such changes and/or improvements requested by the Commissioner, may revoke the assignment of responsibility for all or any subsections of this agreement.
19. The City may voluntarily terminate this assignment of responsibility by providing the Department with written notice as least 90 days in advance of any termination. In such event, the City shall cooperate in the transfer of responsibility to the Department, including providing copies of plans, and inspection reports pending prior to the termination.
20. Any modification to this agreement shall be made in writing after agreement by all parties to this agreement.

V. DURATION OF ASSIGNMENT

This shall become effective on April 1, 2013. It shall remain in effect for five (5) years unless earlier terminated as above set forth or until a successor agreement is signed.

Dated this 1st Day of April, 2013

By: _____
Steve Goodkind, Director Date
Burlington Department of Public Works

By: _____
Seth Lasker, Chief Date
Burlington Fire Department

By: _____
Michael E. O'Neil, Director Date
Vermont Division of Fire Safety,
Department of Public Safety



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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

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

Norman J. Baldwin, P.E.
ASSISTANT DIRECTOR OF PUBLIC WORKS

Chris C.Khamnei
82 Overlake Park
Burlington, Vermont 05401
CERTIFIED MAIL

April 12, 2013

NOTICE OF HEARING

Pursuant to Burlington Code of Ordinances Chapter 8, Article III, ABATEMENT AND REHABILITATION OF VACANT BUILDINGS AND DANGEROUS STRUCTURES please take notice that the **Public Works Commission** will hold a hearing related to appeal the decisions, order, actions of the City to enforce the obligations of owners of dangerous structures and buildings associated with 395 Manhattan at **6:30 p.m. on Wednesday, April 17, 2013 in the Front Conference Room of the Department of Public Works at 645 Pine St.** in Burlington, Vermont.

In order to expeditiously hear this appeal, the Commission needs and hereby notifies you as the appellant to provide it with a short and concise statement outlining the specific items to be heard and addressed by the Commission. This statement must also specific the factual or legal basis of the appeal.

Each party will be given the opportunity to present the facts, as they believe them to be, and to make legal arguments. The Commission will hear testimony and take documentary evidence in support of each party's position. **Witnesses must be present**; the Commission will not accept written statements from absent witnesses, even in affidavit form. The Commission will resolve disputed questions of fact and apply the law governing the situation to those facts. If you intend to present documentary evidence, please bring 8 copies of each document to the hearing.

To be clear if you are not in attendance you will lose you oppportunity to be heard as a part of the Commissions deliberations in hearing your appeal.

If you have any questions, please call 863-9094.

Sincerely,

A handwritten signature in black ink, appearing to read "Norman Baldwin".

Norman Baldwin, P.E.

Assistant Director of Public Works

cc: Nate Lavery, Chairman Public Works Commission
Eugene Bergman, Assistant City Attorney
Steven Goodkind, Director of Public Works



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: STEVEN GOODKIND, DIRECTOR
DATE: APRIL 10, 2013
RE: PUBLIC WORKS COMMISSION MEETING

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

1. Agenda
2. Battery Street – Add Motor Cycle Parking
3. Handy Court Parking Removal Request
4. FY14 Street Reconstruction Program – Bid Opening Results
5. Resident Parking
6. Communication & Board Appointment Process
7. Operation Clean Sweep
8. Renewal of Inspection Agreement With State of Vermont
9. 395 Manhattan Dr. Dangerous Building Appeal
10. Minutes of 2/20/13 & 3/20/13

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

M E M O R A N D U M

To: Amy Bovee, Clerks Office
From: Steve Goodkind, Director
Date: April 10, 2013
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

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

AMENDED A G E N D A

- | ITEM | |
|-------------|---|
| 1 | Agenda |
| 2 | 5 Min Public Forum |
| 3 | 5 Min Battery Street – Add Motor Cycle Parking |
| | 3.10 Communication, J. Fleming |
| | 3.20 Discussion |
| | 3.30 Decision |
| 4 | 10 Min Handy Court Parking Removal Request |
| | 4.10 Communication, J. Fleming |
| | 4.20 Discussion |
| | 4.30 Decision |
| 5 | 30 Min Champlain College On Street Metered Parking Proposal |
| | 5.10 Presentation, J. Caulo & B. Isler |
| | 5.20 Discussion |

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- 6 10 Min FY14 Street Reconstruction Program – Bid Opening Results
 - 6.10 Communication, E. Demers
 - 6.20 Discussion
 - 6.30 Decision

- 7 30 Min Resident Parking
 - 7.10 Communication, J. King, L. Jones & G. Bergman
 - 7.20 Discussion

- 8 10 Min Communication & Board Appointment Process
 - 8.10 Communication, S. Goodkind
 - 8.20 Discussion

- 9 10 Min Operation Clean Sweep
 - 9.10 Communication, S. Goodkind
 - 9.20 Discussion

- 10 5 Min Renewal of Inspection Agreement With State of Vermont
 - 10.10 Communication, S. Goodkind
 - 10.20 Discussion

- 11 30 Min 395 Manhattan Dr – Dangerous Building Appeal
 - 11.10 Communication, Appellant, N. Baldwin & N. Holt
 - 11.20 Discussion
 - 11.30 Decision

- 12 Minutes of 2/20/13 & 3/20/13

- 13 Director's Report – Customer Service Request System

- 14 Commissioner Communications

- 15 30 Min Executive Session: Evaluation of Department Director

- 16 Adjournment & Next Meeting Date – 5/15/2013

RECEIVED

APR 10 2013

BURLINGTON PUBLIC
WORKS

APRIL 10TH, 2013

NORM BALDWIN
PUBLIC WORKS

Please accept this letter as an appeal under BCO §8-45f to the Public Works Board of appeal of the "Dangerous Report & Order" for 395 Manhattan Drive, Burlington.

The basis of this appeal is that this property is under construction with approved permits. By right, most construction projects of this magnitude are considered dangerous but not to public because it is NOT available for public use.

SINCERELY



CHRIS KHAMNEI



CITY OF BURLINGTON
645 Pine Street

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

Norman J. Baldwin, P.E.
ASSISTANT DIRECTOR- TECHNICAL
SERVICES

Ned H. Holt, Building Inspector
CITY OF BURLINGTON PUBLIC WORKS

Dangerous Building Inspection (Survey) Report & Order

CERTIFIED MAIL

April 1, 2103

Chris Kahamnei
82 Overlake Park
Burlington, VT 05401

ATTACHMENTS

Re: 395 Manhattan drive (Parcel ID#039-4-220-000)

I. APPLICABLE LAW

This inspection (survey) report and order is issued pursuant to Article III, § 8-45 of Chapter 8 of the Burlington Code of Ordinances ("BCO") and is based upon the inspection conducted.

II. FINDINGS OF FACT & CONCLUSIONS

A. I, Ned H Holt, City Building Official for the Department of Public Works (DPW) in the City of Burlington. DPW administers the City's Vacant & Dangerous Building Inspection Program, pursuant to Article III of BCO Chapter 8. I have been delegated responsibility by the Department of Public Works Director to enforce the dangerous structures requirements of the ordinance, pursuant to BCO § 8-44. BCO § 8-45 obligates me to inspect a building upon receiving information that the building violates building, fire prevention and public safety ordinances or is otherwise in such unsafe condition that the public safety is endangered.

B. Following a Public Works Commission Meeting on your appeal respective to the waiver of Vacant Building fees regarding your building located at 395 Manhattan Drive, the testimony along with photos and attending public concern identified this structure as a dangerous building that required immediate attention. The risk of wind gusts, the winter snow conditions, rains, and other moisture collecting and adding weight to the structure increases additional danger to any failed structure, which increases the exposure of danger to the Public Health and Safety.

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C. Friday February 1, 2013, I along with my supervisor Norman Baldwin, Assistant Public Works Director and Hoyle, Tanner Associates Professional Engineer arrived on site to conduct a visual inspection and collect data on structures located at 395 Manhattan Drive. Our visual inspection of the structure disclosed that the building conditions shows signs of major failure of the floor system, bracing and signs mold within the structure.

III. BUILDING DESCRIPTION

This building is generally described as a 50' long x 18'-6" wide with a 50' long x 6' wide covered porch on the East side. The building is set back 12 foot from the edge of the sidewalk and approximately 14 foot from the Western adjacent residential structure.

IV. BUILDING LOCATION

The structures address is identified as 395 Manhattan Drive and located on the south side of Manhattan Drive in the City of Burlington.

V. STRUCTURE CONDITIONS

Upon investigation of the property the following was noted;

- *The building has been under construction since February 18, 2011 under BP 11-130234.*
- *The building's roof system has been removed since at or about May 15, 2012 under BP 12-153144.*
- *The building has been exposed to all elements of weather conditions since at or about May 15, 2012.*
- *Existing materials compromise as a result of being over exposed to the elements and over saturation of moisture content furthering the deterioration and growth of mold.*

VI. OVERALL ASSESSMENT OF THE ONE STORY STRUCTURE

A. The work on this 1899 mixed post and beam construction with conventional construction came to a halt on or about June 1, 2012 leaving the structure completely exposed to the elements to include the first floor. The structure visual assessment of the structure is unstable with no roof system or second floor and only bracing that is questionable. The remaining structure is seriously compromised by the elements that it has been exposed to and unacceptable in meeting today's minimum Life Safety and Structural Code requirements. The condition of this structure places the owners, the public, adjoining neighbors and neighborhood in general and high risk given that the structure could collapse either inward or outward with prevailing winds, provides an opportunity for crime and a fuel source for a fire with catastrophic results. The overall and existing state of this structure is a threat, hazardous and dangerous to the public health and safety.

B. Pursuant to BCO § 8-45 (c), a notice of dangerousness will be placed in a conspicuous space upon the structure's exterior walls; said notice is not to be removed or defaced without my authority.

VII. ORDER OF ABATEMENT

BCO § 8-45 (a) states in pertinent part: "A building or structure or part thereof that is or becomes dangerous or unsafe shall be made safe and secure. If the building cannot be made safe or secure, the owner shall take down and remove the building."

With regard to this Order, BCO § 8-45 (a) states in pertinent part;

An owner of such a dangerous or unsafe building or structure who would make safe or would take down and remove a such building or structure pursuant to this section shall comply with all applicable building, fire prevention, zoning ordinances and codes, including Article 15 of the zoning ordinance, the Housing Replacement Ordinance, and any other applicable code or ordinance.

Pursuant to Code of Ordinances § 8-45, and based on the conditions found on February 1 and revised report on March 29, 2013 my conclusion is that the building ***must be made safe or removed.*** I hereby ORDER the Owner(s); Chris Kahamnei to abate the dangerous conditions on the property and as outlined in **A OR B** below.

A) IMMEDIATELY MAKE SAFE & SECURE THE HAZARDS AS DIRECTED BELOW;

- *See attached engineers report by Hoyle Tanner and Jon Olin, P.E., date March 29, 2013 and their conclusions page 2 and 3 respective to:*
 - **Stability,**
 - **Remove Stock Pile Materials and**
 - **Protect/assess existing framing to remain.**
- *Acquire the services of a wood scientist or registered structural engineer with experience in wood to determine if the existing framing /connections are suitable for reuse respective to today's codes and standards*
- *Provide this department with original copy of the wood scientist or structural engineer before rebuilding and the reuse of existing materials under existing building permit.*

OR

B) DEMOLISH & REMOVE:

- *Secure a Building Permit for demolition from the Department of Public Works Inspection Services Division*
- *Provide a plan showing "critical path" to demolish & remove the structure and plans shall account for the following:*
 - ✓ *Secure site within zone of collapsed area*
 - ✓ *Secure Right of Way permits through the Department of Public Works*
 - ✓ *Submit asbestos and lead survey to the City Building Official prior to any demolition.*
 - ✓ *Contaminated materials, i.e., asbestos, lead, etc., must be removed and disposed of as approved by State of Vermont Environmental Laws.*
 - ✓ *Devise an erosion control plan that contains soils and water run off onsite and is acceptable by the Storm Water Administrator*
 - ✓ *Provide Dig-Safe Confirmation number*
 - ✓ *Contact State of Vermont Agency of Natural Resources for monitoring well surveys.*
 - ✓ *Submit Zoning Application to the Zoning Department*
- *Remove the structure and all associated materials from the property to approved locations.*

- *Dust control measures must be in place and kept in place at all times during demolishing of the structure.*
- *Fill areas with clean top soil, seed and return to grass.*

C) COMPLETION DATE OF ORDER:

All work binding by this order must be completed no later than *sixty (60) days* from the date of issuance of this order or no later than the end of the workday on **June 1, 2013.**

VIII. STATEMENT OF PROCEDURAL RIGHTS

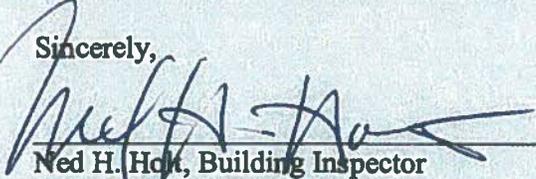
Pursuant to BCO § 8-45 (f), if Owner(s) Chris Kahamnei are aggrieved by this Inspection (Survey) Report & Order, they may appeal to the Public Works Board of Appeals by requesting such appeal in writing to the Director of Public Works, 645 A Pine St., Burlington VT to include the following;

Submittals for appeals need to in a timely manner and within 10 days of the issued date of this order, define what order or decision being appealed and provide legal argument or bases of the appeal.

The Public Works Commission acts as the Board of Appeals and as a rule meet every third Wednesday of the month. This office will be in contact with the appellant to confirm dates, times and location where the case will be held and heard upon receipt and review of the appellant's documentation supporting their appeal.

Dated this *April 1, 2013*, in Burlington, Vermont, all work carried out needs to comply with all applicable sets of Federal laws and permit conditions as adopted and administered in City of Burlington and State of Vermont.

Sincerely,



Ned H. Holt, Building Inspector
City of Burlington Department of Public Works

Date 4/1/13



Norman Baldwin, P.E.
City of Burlington Department of Public Works

Date 4/1/13

CC: Steve Goodkind, P.E., Director of Public Works
Norm Baldwin, P.E., Assistant Director of Public Works
Eugene Bergman, Assistant City Attorney
David E. White, Director of Planning & Zoning
Kimberlee J. Sturtevant, City Attorney
Barry Simays, Battalion Chief, City of Burlington Fire Marshal
William Ward, Director of Code Enforcement
File

Hoyle, Tanner & Associates, Inc.

125 College Street, 4th Floor
Burlington, Vermont 05401
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www.hoyletanner.com

March 29, 2013

Mr. Ned Holt
Building Inspector
Burlington Public Works Department
645 Pine Street
Burlington, Vermont 05401

RE: Structural Review – 395 Manhattan Drive

Dear Mr. Holt,

At your request we have reviewed the structural conditions of the residence under construction at 395 Manhattan Drive. This letter summarizes our findings and provides recommendations based on our professional opinion. Our review of the structure was intended to assess the temporary construction stability; this report makes mention of other items that were observed and require comment, but our scope does not include a complete structural assessment and does not consider future construction intentions for the structure.

Background

The house was originally constructed in 1899 of post and beam construction. From discussions with you, and review of the existing pictures on file we understand current reconstruction at this property began in April of 2012. Roofing and portions of the roof framing were removed during this time. By June of 2012 the remaining roof framing, and second floor was removed. The Contractor installed chains between sidewalls at $\frac{3}{4}$ wall height. A fire occurred causing damage to the West wall in approximately July 2012.

Site Visit

Jon Olin of Hoyle, Tanner performed a site visit on February 1, 2013 in company with Norm Baldwin - Assistant Director of Public Works, Chris Khamnei - Property Owner, and you.

Measurements were taken of the building and it is generally described as 50' long x 18'-6" wide with a 50' long x 6' wide covered porch located on the East side of the residence. The building is set back 12' from the edge of sidewalk and approximately 14' from the Western



Photograph A: Basement Post Base

adjacent residential structure. The East and West walls of the main residence stand at 12' tall. The North and South walls are gable walls with their peak located at 17' tall. The chimney located on the exterior of the North wall is 20'-3" tall.

The basement had approximately 1" to 2" of partially frozen standing water where several wood columns are exposed to at their bases (reference photo A). Moisture was evident on the floor beams, and several of the beams had fungal growth (reference photo B).



Photograph B: Basement Beams

The first floor is being used to stockpile materials and is left in an uncovered condition. From pictures provided by the City it appears this floor has been exposed since April of 2012. The deck boards appear warped (sides have curled up). The stockpiled material is approximately 2 feet high of wood members and appears to overload the floor causing it to sag under the weight. In the wet condition this could result in a floor load that far exceeds the normal design load for a residential floor.

As mentioned in the background, the rough cut 2x4 walls are tied together with 2 East-West chains mounted at $\frac{3}{4}$ wall height (reference Photo C). Additionally flat 2x6's were fastened across the 18'-6" opening to the tops of walls. The gable walls have diagonal 2x boards fastened from approximately midway up the gable to the top of side walls at all four corners of the structure. The Owner mentioned that these braces were recently installed when the walls were seen moving during a large Burlington wind event. The south gable wall was noticeably out of plumb, leaning approximately 1' towards the inside of structure.

Conclusions

Stability:

The stability of the walls is concerning. The 17' tall North gable wall is within reach of the public sidewalk located 12' from the building face. The current chains and board bracing are not adequate to brace the existing walls. Chains and boards fastened between two parallel walls do not resist the lateral force from wind; rather as constructed they transmit the force between the two walls causing potential damage to both walls. In most cases walls, such as the ones at this property, should be diagonally braced down to the floor system below. Unless the Contractor can provide an



Photo C: Existing Stability Bracing

alternate wall bracing system that they can prove is adequate for this location, we recommend that all four walls be braced with diagonal wood bracing spaced a maximum of 10 feet apart with a minimum of 2 at the gable walls. Due to the height of the gable walls it may be necessary to increase the size of the diagonal brace. We recommend this system be coordinated with the City prior to the construction and subject to review and approval following construction.

Remove Stockpiled Materials:

It is recommended that the stockpiled materials be removed from the first floor. These are causing unnecessary stress on the floor system and trapping moisture causing potential problems for the wood decking and framing.

Protect / Assess Existing Framing to Remain:

The Owner should acquire the services of a wood scientist or registered structural engineer with an expertise in wood to determine if the existing framing / connections are suitable for reuse. Particular attention should be paid to fungal locations visible in the basement, warping of first floor boards, basement column bases, post connections to the foundation walls (moisture), and the burnt beam location on the West wall. The interior of this structure has been left fully exposed to weather and sitting moisture for far longer than typical construction, and it's possible that the structural integrity of existing framing members has been compromised.



Photo D: Charred Existing Beam

We recommend the City require a signed report by a wood scientist or registered structural engineer stating that the in-place existing wood materials of the building and their associated connections, and on-site wood materials proposed for re-use have been reviewed and are suitable for reuse.

Please feel free to contact me if you have further questions.

Best regards,

Handwritten signature of Jon A. Olin, P.E.

Jon A. Olin, P.E.
Senior Structural Engineer

BURLINGTON PUBLIC WORKS COMMISSION MONTHLY MEETING

645 Pine Street

Amended 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 an 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 making Maple Street a non-truck route as they have trucks coming 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 to deliver to the businesses on the street. Staff is not supporting this 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 remembers 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 which allows through truck traffic on Maple Street between Pine and Battery Streets. 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 next to 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 may 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 has 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 travel 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 which makes it dangerous as you can't see cars coming. Staff supports for Commission to adopt a parking prohibition starting 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 renovations were completed which is why the parking spaces started to be used. Joel stated yes.

Commissioner Hopkins asked if there was already no parking north of that and Joel stated yes anything would be on Hyde Street and anything north is restricted on the east side. Joel also stated parking on the other side of North Willard has space for probably five or six cars.

Commissioner Porter stated that this is a truck route and we know there are limitations on the trucks. Asked if a car would be able to park at the end of the no parking zone and Joel 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 so I'm imploring staff or the commission to make further communication follow-up with the health center and see if they did comply as far as spaces available for parking. How are they managing? Did they under estimate traffic? Joel 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 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 moved 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 accept 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. 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 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 Church 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.

The neighborhood street segment. This is the 5th 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 fix on crosswalks when we do a street, fresh markings, 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 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 on a 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 Street 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 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 bike racks on the front of the buses. She asked whether there have been instances where additional bicycle rack space was needed beyond the two spaces per bus that are now available. How will the need for additional rack space be accommodated in the future? 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. Some of the sidewalk drainage issues causing water ponding on sidewalk might prove to be alleviated by this treatment of the greenbelts.

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 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 why 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 a question on whether Maple Street and King Street were on the plan to go on up through these intersections versus running through the back of Curtis Lumber. Norm explained the city's original design was to go through the old street department but there were issues that limited that ability. State said we cannot do that subdividing on an historic district which needs to be protected. The state has 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 do the best we can for that neighborhood. We need to advance on both projects.

Commissioner Conger 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 had been some of our issues in the past. I think we resolved that through some operational analysis done by Cloth Harbor.

Commissioner Overby asked if everything is stalled on dealing with the Pine Street Barge Canal as far as the hazardous waste 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 the Champlain Parkway 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 have no interest in seeing anything go in there that might disrupt what they've put in and cause further. The issues are insurmountable.

Commissioner Hopkins asked if there has been any thinking done 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 it.

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 sites available for parking. 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 there 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 site 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 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 streets 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 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 Porter 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 confidence 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 filled 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 consistent 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 a 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 want? What is staff's recommendation for this whole thing. You did present other alternatives what 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.

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 your benefit I think it was the November meeting.

Commissioner Overby asked for clarification on the core campus map for 2020. It appears the plan is to remove three parking lots to make room for the building, the end result being only 194 core campus parking spaces left. What do you have now for the core campus parking spaces and what is going away to get to that 194?

Beth stated now there are 305 parking spaces now and a 99 space lot has already 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 parking lot to be closed 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 is 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 asked if resident parking isn't working why everything can be 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 adding the meters in Champlain's lot will mean street meters will need to be added to keep the cost of parking on street in the area comparable to the campus metered lot charges. I'm fine with a temporary pilot. We as a Commission have talked about parking planning and eventually trying to reduce the use of vehicles. With future technology the cost of parking will be dynamically going to be affected by the time of day, location and convenience. A mechanism similar to EZ Pass accounts likely will be used to debit parking charges at different rates for spaces in different locations at different times of the 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 project will begin sometime in April and the others shortly after. Flynn Avenue 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 or 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 the 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 receive 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. We are trying to do the work with our own crews so we 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 feet of sidewalk. The conceptual plans are completed and in the packet. Beginning the environmental review the same steps will be taken as Flynn Avenue and Main Street.

Main Street – the lighting design is back from BED. We are relocating the crosswalk on the 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 number "10" we insert the #number #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 do 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 stay 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

BURLINGTON PUBLIC WORKS COMMISSION MONTHLY MEETING

645 Pine Street

MINUTES – March 20, 2013

(DVD of meeting on file at DPW)

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

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

ITEM 1 – AGENDA: No changes or amendments.

ITEM 2 – PUBLIC FORUM

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

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

(Refer to Commission packet)

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

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

(Refer to Commission packet)

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

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

(Refer to Commission packet)

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

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

(Refer to Commission packet)

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

ITEM 7 – MAIN STREET ADDITION OF METERED PARKING

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet)

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

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

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

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

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

ITEM 9 – DISCUSSION OF SCHEDULING A MEETING WITH THE PLANNING

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

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

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

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

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

ITEM 11 – 395 MANHATTAN DRIVE – VACANT BUILDING APPEAL

(William Ward, Director of Code Enforcement)

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

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

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

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

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

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

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

ITEM 13 – MINUTES OF 02/20/13:

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

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

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

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

ITEM 15 – COMMISSIONER COMMUNICATIONS

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

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

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

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

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

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

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

ITEM 17 – NEXT MEETING DATE AND ADJOURNMENT

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



**CITY OF BURLINGTON
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William P. Burns
Traffic Foreman

To: Burlington Public Works Commission
From: Billy Burns, Traffic Foreman
Re: **Pavement Marking Bid 2013**

On March 29, 2013 at 12:00p.m. Burlington Public Works Traffic Department opened the Pavement Marking Bids for 2013. Public Works had requested bids for Long Line Painting and Stencil Painting.

Item Description:

14,590 linear feet of 4" white painted parking lanes.
8,565 linear feet of 4" white painted fog lines.
41,472 linear feet of 6" white painted bike lanes.
2,275 linear feet of 6" double yellow contra flow lane.
16,559 linear feet of 4" double yellow center lane line.
We also asked for 190 stencils to be painted.

The Traffic Department sent the request for Pavement Marking Services to three companies: L&D Safety Markings Corp. was part of the Disadvantaged Business Enterprise Program. We received two bids back.

L&D Safety Markings Corp. total bid was \$13,237.33
Marking Inc. total bid was \$32,482.95

L&D Safety Markings Corp. was the lowest bidder. I have previously worked with this company and they do quality work in a timely manner. We will offer the contract to L&D Safety Markings.

Last year's winning quote was \$12,987.14

Thank you.



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William P. Burns
Traffic Foreman

To: Burlington Public Works Commission
From: Billy Burns, Traffic Foreman
Re: **Landscaping Services 2013**

On March 29, 2013, at 12:00 p.m. The Burlington Public Works Traffic Department opened the Landscaping Quotes for the 2013 summer season. Public Works had requested quotes for Landscaping Services for the City flowerbeds for one season of service.

The Traffic Department sent the Request for Landscaping Services to seven companies in the area and the Burlington Parks and Recreation Department.

We received one quote back.

Pinnacle Properties total quote was \$23,275.00

We worked with Pinnacle Properties last year and they do quality work in a timely manner. We will offer the contract to Pinnacle Properties.

Last year's winning quote was \$22,500.00

Thank you.