

BURLINGTON PUBLIC WORKS COMMISSION
645 Pine Street
Minutes – July 11, 2012

COMMISSIONERS PRESENT: Matt Conger, Asa Hopkins, Nathan Lavery, Solveig Overby, Mark Porter and Kevin Worden (presently one vacancy)

Director Steven Goodkind called the meeting to order at approx. 6:20 p.m.

NOMINATIONS OF CHAIR, VICE CHAIR AND SECRETARY

Director Goodkind entertained nominations for Chair. Commissioner Porter nominated Commissioner Lavery for the position of Chair. The nomination was seconded and Commissioner Lavery accepted the nomination. Unanimous approval.

Commissioner Lavery entertained nominations for Vice Chair. Commissioner Hopkins nominated Commissioner Porter for the position of Vice Chair. The nomination was seconded and Commissioner Porter accepted the nomination. Unanimous approval.

Commissioner Lavery entertained nominations for Secretary. Commissioner Porter nominated Commissioner Conger for the position of Secretary. The nomination was seconded and Commissioner Conger accepted the nomination. Unanimous approval.

ITEM 1 – AGENDA: Commissioner Lavery asked for changes to the Agenda. Commissioner Porter made a motion to move Item 9 to Item 2.5; Commissioner Conger seconded.

ITEM 2 - PUBLIC FORUM: Commissioner Lavery invited members of the audience to come forward to speak on topics on, or not on, the Agenda.

Stephanie Hainley, Jackson Terrace Apartments resident, concerning Item 2.5: Supports moving the “no parking” signs to 50’ on either side of the Jackson Terrace Apts. driveway. Volume of Pine Street traffic and poor site distance when exiting the driveway pose a safety issue.

Greg Roy, Ward 4 resident, concerning Item 3: If the Commission meetings are changed to the second Wednesday of the month (presently held every third Wednesday), they will conflict with the Burlington Electric Department Commission meetings, and Channel 17 would have to alternate the live broadcast of the meetings month to month.

ITEM 2.5 (formerly Item 9): JACKSON TERRACE APARTMENTS PARKING ISSUES
(Joel Fleming, Public Works Engineer)

See Commission packet for July 11, 2012 Memorandum and attachments from Mr. Fleming.

The Commission is being asked to decide whether parking prohibition should be extended on either side of the single driveway serving the Jackson Terrace Apartments. Staff has met the standards per the Manual on Uniform Traffic Control Devices (MUTCD) and Engineering and Transportation guidelines

for parking and has no recommendation. Staff will however, ensure that the current “no parking” signs are back 50’ from either side of the driveway. The high volume of Pine Street traffic (vehicle and bicycle), poor site distance for vehicles exiting the driveway, consistently bumper-to-bumper vehicles parked along the east side of Pine Street, lack of speed limit sign in the immediate vicinity and lack of any indication to drivers along Pine Street that they are approaching a busy driveway and no “stop control” were noted as contributors to the safety issue.

The co-owners and several residents of Jackson Terrace Apartments came forward to speak in support of making changes to increase the safety for drivers exiting the driveway: Kim Nowlan, Kerri Corbett, Reagh Greenleaf, Janet O’Brien, Kyle Leduc, Jack DuBrul, Debbie DuBrul (co-owners) and Dan Cristelli.

Director Goodkind suggested extending parking prohibition on the *south side only* (approximately three car lengths beyond the 50’), not making any changes to the north side at this time. Commissioner Porter supported considering city-wide parking where similar situations exist. He expressed concern about losing more parking spaces and/or shifting parking to neighboring streets.

It will take 30 days before the Ordinance change becomes official and possibly up to another 30 days before the change is implemented.

Commissioner Hopkins moved to prohibit parking an *additional 50’* (totaling 100’) from the *south* side of the Jackson Terrace Apartments driveway, leaving the north side alone for now. Further, he asked that the Engineering Department begin a solid engineering analysis to support both the original decision of prohibiting parking 50’ from each side of the driveway, as well as this change to an additional 50’ on the south side. Commissioner Porter seconded the motion. Unanimous approval.

ITEM 3 – ORGANIZATION MEETING – SET REGULAR MEETING DATE

After discussion, Commissioner Lavery declared that **the Commission meetings will remain as is: The third Wednesday of each month.** The time, however, will change: **Meetings will begin at 6:30 p.m.** (instead of 6:15 p.m.) to allow more time for Commissioner Hopkins’ commute and allow Director Goodkind to stay longer at the meeting he attends prior to the Commission meeting (also the third Wednesday of the month).

There will be no regular meeting in August. The commissioners will communicate via e-mail about scheduling a planning meeting that month.

ITEM 4 – PERFORMANCE REPORT

(Director Steven Goodkind)

See the one-page DPW Organizational Chart handed out at the meeting.

See Commission Packet: “DPW Performance Report (Activities Report) FY2011”

Oral and visual presentation by Director Goodkind with assistance from Megan Moir, Stormwater Administrator. Director Goodkind will consider Commissioner Porter’s suggestion of adding a statement in the Performance Report explaining the challenges faced by an understaffed Engineering Department, which could affect turn-around time with traffic calming requests.

Staff will add to the Performance Report annually. This is the first Performance Report of its kind and the format will allow consistent, easy-to-follow progress.

ITEM 5 – DEMONSTRATION OF NEW CUSTOMER SERVICE SYSTEM

(Steven Goodkind, Director)

Oral and visual presentation by Director Goodkind, Ms. Moir and Scott Duckworth (Sr. Programmer Analyst). Along with Customer Service Representative Valerie Ducharme, Director Goodkind, Ms. Moir and Mr. Duckworth have been preparing a new customer service system for its debut in a couple of months. This new system offers enhanced tracking of contacts by location, the ability to mark the area of concern on an accompanying map, better overall record-keeping and a database from which valuable maintenance and trouble data on the city's infrastructure may be gleaned. Citizens will eventually be able to access the information and possibly use it to create a trouble report.

Commissioner Hopkins suggested getting more of the city's planned work on the system for the public's benefit.

ITEM 6 – REMOVAL OF A HANDICAP SPACE ON LAFOUNTAIN STREET

(Joel Fleming, Public Works Engineer)

See Commission Packet: July 11, 2012 Memorandum from Mr. Fleming with attachments

Staff received a request to remove the handicap-accessible parking space in front of 60 Lafountain Street; the previous owner of the property no longer lived there and the space is no longer used. Staff recommends that the space become an unrestricted parking space.

Commissioner Porter moved to accept staff's recommendation; Commissioner Conger seconded. Unanimous approval.

ITEM 7 – REMOVAL OF A HANDICAP SPACE ON CROWLEY STREET

(Joel Fleming, Public Works Engineer)

See Commission Packet: July 11, 2012 Memorandum from Mr. Fleming with attachments

Staff received a request to remove the handicap-accessible space in front of 19 Crowley Street; the previous owner of the property no longer lived there and the space is no longer used. Staff recommends that the space become an unrestricted parking space.

Commissioner Porter moved to accept staff's recommendation; Commissioner Worden seconded. Unanimous approval.

ITEM 8 – 237 NORTH AVENUE TEMPORARY HANDICAP SIGN

(Joel Fleming, Public Works Engineer)

See Commission Packet: July 11, 2012 Memorandum from Mr. Fleming with attachments

Staff received a request asking for a temporary handicap-accessible parking space in front of 237 North Avenue; the handicap-accessible space on Berry Street had to be removed to accommodate construction. Staff will come back to the Commission once construction is complete. Staff recommends that the space in front of 237 North Avenue become a handicapped-only restricted parking space.

Commissioner Lavery moved to install a handicap-accessible space in front of 237 North Avenue, to be converted to an unrestricted space after completion of the construction project (without coming before the Commission to change the space back). Commissioner Hopkins seconded. Unanimous approval.

ITEM 9 – SEE ITEM 2.5

ITEM 10 – planBTV

(David E. White, Director of Planning and Zoning)

See half-page flyer on planBTV from Director White, distributed by Ms. Losch.

This project has been underway for approximately two years, made possible by a grant from the U.S. Department Housing and Urban Development, and involves coming up with a master plan for downtown and the waterfront. The draft of the plan is now available on the website for public input: www.burlingtonvt.gov/PlanBTV. The deadline for feedback is September 30, 2012, after which the feedback would be added to the draft and the actual adoption process would begin (first with the Planning Commission and then on to the City Council).

planBTV will be added to the September Commission agenda. Commissioner Overby recommends making parking a priority under this item.

ITEM 11 – EPA COMPLETE STREETS IMPLEMENTATION

(Nicole Losch, Transportation Planner/Bicycle & Pedestrian Program Manager/Environmental Planner)

Ms. Losch gave a brief follow-up. The next step: Clarify which decision-making body will oversee the implementation of *Complete Streets*. The recommendation of the attendees at the June 5th workshop was that the DPW Commission be designated as the overseers. City Councilors Max Tracy and Rachel Siegel have requested that a resolution stating such be crafted, and would like a member of the DPW Commission to join them in the creation of this resolution. Commissioner Lavery invited volunteers from the Commission; Commissioners Conger and Worden volunteered, and they will be hearing from Ms. Losch shortly.

ITEM 12 – PEDESTRIAN CROSSWALK SIGNAL TIMING (Director Steven Goodkind)

Director Goodkind gave a brief status report on the signals being in compliance with the 2009 MUTCD standards: 45 have been completed and the technicians' work continues on the remaining 28 signals for crossing times.

ITEM 13 – MINUTES OF 6/20/12

Due to the departure of most of the commissioners who had attended the June 20th meeting, these Minutes will not be able to be approved, ever.

ITEM 14 – CHAIR’S REPORT – No report.

ITEM 15 – DIRECTOR’S REPORT (Director Goodkind)

- In response to Commissioner Lavery’s request for a follow-up on CCMPO funding for this year for a parking study: Three of DPW’s high priority projects (Downtown Improvement District Study; evaluation of the Waterfront bike path intersection treatments; and update of pedestrian and bicycle plan) have been approved for this year for funding and staff assistance from CCMPO. Resident parking/parking study is next on DPW’s list. The Engineering Department alone does not have the staff or funding to take on a parking study at this time.
- Per Commissioner Lavery’s request for an update on whether the Burlington Electric Department (BED) has the ability to monitor the usage of the electric car-dedicated space, Commissioner Goodkind will report back to the Commission on BED’s answer.
- Grove Street pedestrian crossing update: BED has installed a light. DPW’s work installing a ramp and striping will be finished shortly.

ITEM 16 – COMMISSIONERS’ COMMUNICATIONS

Commissioner Porter: Asked Director Goodkind to ask the Burlington Police Department (BPD) to designate on Saturdays during the Farmers’ Market, the two parking spaces on Main Street behind CarShare VT as dedicated handicap-accessible spaces. These would compensate for the two handicap-accessible spaces lost during the Farmers’ Market. Director Goodkind agreed to contact the BPD.

ITEM 17 - COMMITTEE REPORTS: No reports.

ITEM 18 - POLICY UPDATE: No policy updates.

Item 19 - ADJOURNMENT: **Commissioner Lavery moved** to adjourn the meeting at 9:40 p.m.; Commissioner Porter seconded. Unanimous approval.