

**BURLINGTON PUBLIC WORKS COMMISSION MONTHLY MEETING**

**645 Pine Street**

**MINUTES – November 28, 012  
(DVD of meeting on file at DPW)**

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

**ABSENT:** Solveig Overby

**VACANCY** (formerly filled by Kevin Worden)

Commissioner Lavery called the meeting to order at 6:37 p.m.

**ITEM 1 – AGENDA:** No changes or amendments

**ITEM 2 – PUBLIC FORUM**

Brian Perkins – Decatur Street resident concerned about safety of crosswalks at the Decatur Street/North Union Street/North Winooski Avenue intersection. Feels it is a confusing and busy intersection for pedestrians and motorists. Requests that staff study the intersection and make adjustments (e.g., move back parking from the crosswalk closest to Q-Tee's to improve site line; implement signage such as that at the crosswalk in front of the Children's Space). Director Goodkind: If there is parking within 40-50' of the crosswalk, staff will be able to move back the parking with the ordinances already in place. If there is no parking sign at the site already, DPW can put one up under the existing ordinance. Signage: Someone will need to step forward to be responsible for the sign if DPW provides it (i.e., setting it out and removing it daily). Director Goodkind will report back to the Commission at the December meeting. He has also asked staff to look at the possibility of putting a stop sign in along North Winooski Avenue, between Archibald and North Streets, and hopes to report back to the Commission at the December or January meeting.

Peggy O'Neill-Vivanco – Edmunds Elementary School PTO leader, here to follow up on mid-block crosswalk on Main Street (between South Willard and Union Streets): What is the timeline? Staff has left the crosswalk open/as is and correspondence has been sent to the PTO soliciting input. The PTO would like to keep the crosswalk open/as. In the short-term, would like to see "School Zone" flashing signs. Director Goodkind reported that the solar-powered "School Zone" flashing signs have been ordered. Once they arrive and the foundations for the signs are set they will be installed. The other signs will be mounted out on the bump-outs (part of the other project, with April as the starting date goal). Ms. O'Neill-Vivanco stated that the PTO has sent out e-mails alerting the school community to safety issues surrounding the crosswalk in its current state.

Maxwell Tracy – City Councilor, expressing gratitude to Commissioner Conger for attending the Transportation, Energy and Utilities Committee (TEUC) meeting and to the Commission's overall involvement in addressing high density residential parking issues. Requested ongoing research into the height of the Booth Street speed bumps (some feel they are too high).

**ITEM 3 – NORTH WINOOSKI AVENUE AT RIVERSIDE AVENUE PARKING CHANGES**

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming's Memo dated November 28, 2012)

A local business asked staff to study the short-term parking around the Community Health Center of Burlington (CHCB), as many of the people parking in the business' lot were not customers but rather people visiting the CHCB. Director Goodkind confirmed with Ken Lerner and Scott Gustin at Planning and Zoning (P&Z) that CHCB provides on-site parking for only one-third of their 100 employees and this complies with P&Z parking space requirements.

Director Goodkind will contact the P&Z enforcement person to request that she: 1) Revisit the parking situation to determine whether it meets the standard; and 2) Meet with CHCB staff to ask if their current parking policy could be changed.

**Commissioner Conger motioned** to adopt staff recommendation that the Commission adopt a maximum 1-hour parking restriction in the first three spaces south of Riverside Avenue on the north end of North Winooski Avenue (signs). Commissioner Alberry seconded. Unanimous approval.

Director Goodkind will make the Parking Enforcement staff aware of the new restrictions.

Commissioner Lavery also clarified that this is a unique situation affecting public parking in which DPW was rightly asked to become involved, and should not be considered a precedent for businesses to automatically approach DPW with general abuses of parking lot usage.

#### **ITEM 4 – HADICAPPED PARKING SPACE AT 174 NORTH STREET**

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming's Memo dated November 28, 2012)

A person has requested dedicated handicap-accessible parking in front of 174 North Street.

**Commissioner Hopkins moved** to accept staff's recommendation that the Commission adopt a handicap-accessible parking space in front of 174 North Street. Commissioner Alberry seconded. Commissioner Porter asked Mr. Fleming to revisit the request in a year to ensure that the requestor still resides in the area. Unanimous approval.

#### **ITEM 5 – GOSSE COURT AND FARRINGTON PARKWAY STOP SIGN REQUEST**

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming's Memo dated November 28, 2012)

Area resident requested a 3-way Stop at this intersection. To maintain consistency of regulations for roads with similar driving patters (i.e., Gosse Court and Heineberg Road), staff recommends that the Commission adopt the following parking prohibition on the *north* side of Gosse Court: 20' east and 30' west of the crosswalk; and parking prohibition on the *south* side of Gosse Court: 20' west of the crosswalk. Staff also recommends that the Commission adopt stop control for north- and south-bound traffic on Gosse Court at Farrington Parkway.

**Commissioner Alberry moved** to accept staff's recommendations; Commissioner Porter seconded. Unanimous approval.

#### **ITEM 6 – 37-39 HAYWARD STREET PARKING CHANGES**

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming's Memo dated November 28, 2012)

A resident contacted staff asking them to look at the possibility of restricting parking to one vehicle between the two driveways; two parked vehicles partially blocks residents' driveways. Staff recommends that the Commission adopt the space between the driveways of 37 and 39 Hayward Street as reserved for one vehicle only. Though informally supported by the Commission, due to the complexity surrounding this issue (post a sign or paint lines and associated expense; anticipated additional requests from residents; lack of clear delineation of driveways city-wide, etc.) this Item will be added to the January Agenda. Mr. Fleming will notify the requestor.

#### **ITEM 7 – PARKING CHANGES ON THE CORNER OF BATTERY AND KING STREETS**

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming's Memo dated November 28, 2012)

Building owner ICV requests that DPW staff considers establishing at this currently unrestricted parking area, one handicap-accessible parking space and a 30' vehicle loading zone on the Battery Street side of the building. Commissioner Alberry asked staff to consider reversing the order of their proposed placement of the spaces.

**Commissioner Porter moved** to accept staff's recommendation with modifications: From the southern curb cut on Battery Street, north: one vehicle loading zone (approximately 1 ½ parking spaces) with restrictions of 8 a.m. – 5 p.m. except for Sundays; two metered spaces; one handicap-accessible space placed for easy access to the ramp; and one metered space. Commissioner Alberry seconded. Unanimous approval.

Clarification: Truck loading zones are for commercial vehicles loading and unloading and are typically time restricted. Vehicle loading zones allow commercial and non-commercial vehicles to use the space, typically without time restrictions.

#### **ITEM 8 – GUIDELINE FOR PROHIBITING PARKING AROUND RESIDENTIAL AND**

**COMMERCIAL DRIVEWAYS** (Joel Fleming, Public Works Engineer and Steven Goodkind, Director)

(Refer to Commission packet for Director Goodkind's Memo dated November 19, 2012)

Per the City Council's request and resolution, DPW staff surveyed a representative sample of neighborhood streets to determine the impact of delineating on-street parking spaces using the 20' parking space standard. The cost is estimated at \$500/block; there are approximately 184 blocks in the Old North End alone. Director Goodkind asked the Commission to consider: 1) Doing nothing; 2) Selecting one street to pilot and evaluate the impact and resident reaction; or 3) Do a larger scale pilot. Further, if a pilot study were to be done on one street, providing the residents are in agreement, the cost would be minimal if striping were used as a means to delineate the spaces.

Commissioner Lavery asked Director Goodkind to return to the December meeting with a process/layout necessary to implement a pilot (including contacting residents), which would help the Commission evaluate the impact. Director Goodkind agreed to return to the December meeting with this information, including the process of trying painting setbacks from driveways.

#### **ITEM 9 – CHAMPLAIN COLLEGE PARKING TRANSPORTATION PLAN**

(B. Isler and T. Caulo, Resource Systems Group, Inc./Champlain College)

(Refer to Commission packet for handout, “Champlain College and the City of Burlington, Burlington Public Works Commission, November 28, 2012”)

Ms. Isler and Mr. Caulo explained the City and Champlain College’s agreement on how to develop the College’s land and implement their parking and transportation plan, while considering the City’s/ surrounding neighborhoods’ needs, all with constant communication with one another. This began in 1994 with a 20-year Memorandum of Understanding between the two entities. Norman Baldwin, Assistant Director – Technical Services, stated that this is a work in progress with DPW and the Commission and tonight’s presentation is an information session.

#### **ITEM 10 – DRAFT PAVING PLAN AND COMPLETE STREETS DRAFT**

(Erin Demers, Public Works Engineer, Street Capital Program Manager and Nicole Losch, Transportation Planner/Bicycle & Pedestrian Program Manager/Environmental Planner)

(Refer to Commission packet for Ms. Demers’ Memo dated November 16, 2012 and attached draft of “Burlington Complete Streets Guidance: A Mandatory Project Checklist dated November 2012)

Ms. Demers’ informational “Draft FY’2014 Street Reconstruction Program Street List” is provided for the Commission’s review. Ms. Demers will return to the December meeting with a final proposal for the Commission’s approval of the list of next year’s street reconstruction work on approximately 3.3 miles of streets. If approved at the December meeting, the next steps would be to complete the full construction documents, surveys, drawings and estimates and advertise for bidding the project in January/February 2013. Ms. Demers encouraged commissioners to contact her directly with any questions or comments prior to the December meeting.

Ms. Losch explained that the purpose of the “Burlington Complete Streets Guidance...” document is to comply with Act 34 (...”an act relating to a transportation policy that considers all users...”) by providing guidance, interpretation and reporting tools for municipal use; and to implement transportation projects in accordance with the City of Burlington 2011 Transportation Plan, which follows a complete streets strategy and Street Design Guidelines. This tool will be used by staff as a guideline for all projects.

Ms. Losch and Ms. Demers will go through this checklist when looking at the (up-for-approval) streets reconstruction list and consider the need for additional sidewalks on either or both sides of those streets. Because street and sidewalk improvements are different types of projects, with different funding sources, it is difficult to plan work on both concurrently and consistently, though it has been a goal to do so whenever possible.

#### **ITEM 11 – SNOW FIGHTING (Rob Green, Assistant Director, R.O.W. & Steven Goodkind, Director)**

(Refer to Commission packet for “Burlington DPW FY13 Snowfighting Program, 11/19/12” and handout of street plowing plan appendices)

DPW has about 20 staff for snowfighting, but could double that number if there is a storm big enough to enable a 24-hour operation (two, 12-hour shifts). Director Goodkind is tasked with making the decision to call a parking ban. A product called “Ice-B-Gone,” a byproduct of distilled vodka and rum – essentially a sugar – is used on sidewalks and works well while not irritating to dogs’ pads.

#### **ITEM 12 – PLAN BTV (Steven Goodkind, Director)**

Director Goodkind had e-mailed a differently-formatted – table - list (as previously requested by the Commission), of those areas of PlanBTV where DPW would most likely be involved. Some sections of the Plan clearly identified DPW’s involvement; Director Goodkind listed those, as well as other areas where he felt DPW would or should be involved.

### **ITEM 13 – CarShare VT**

(Commissioner Matt Conger and Annie Borden of CarShare VT)

Commissioner Conger is asking for a stand-alone process to assist CarShare VT with obtaining dedicated parking spaces for their vehicles. There is presently no consistently-handled process, and in preparation for requesting a space downtown, would like to have one in place with the Commission’s approval.

The Commission decided that if CarShare VT would like a space in the central business district, they may have a space in a parking garage (Mr. Fleming would be the contact person). Outside of that area, CarShare VT is asked to come to the Commission with a formal request. No ordinance is needed at this time. Commissioner Lavery suggested that Ms. Borden keep in contact with Commissioner Conger, and should she encounter difficulties with due process, she should let the Commission know.

**ITEM 14 – MINUTES OF 10/17/12: Commissioner Alberry moved** to accept the Minutes as recorded; Commissioner Worden seconded. Unanimous approval.

### **ITEM 15 – DIRECTOR’S REPORT** (Steven Goodkind, Director)

- Edmunds Midblock Crossing - Hopes to have conceptual plans for the December meeting. Stantec has been hired for this purpose. In the meantime, as soon as the flashing “School Zone” equipment arrives, staff will install it.
- Customer Service Update – Staff is using the program and identifying any “bugs.” The phase of strictly using e-mail for notification instead of printing hard copies of new Requests for Service s begun. The next phase will be setting expectations of response time (staff to staff, staff to customer). The Engineering-related process for requests needs more specialized tweaking.
- Automation at parking garages – Staff is working toward enabling downtown parking garage customers to use credit cards. Once this is implemented, staff positions, through attrition/turnover, will most likely be decreased by two positions. Commissioner Lavery asked if these changes need to be approved by the Commission, as the Commission is responsible for the management of parking garages. Director Goodkind will investigate with the City Attorneys’ office by e-mail and add this topic to the December Agenda.
- Hyde Street Transportation Pilot – Part of the Transportation Plan, barriers were erected and will be removed after 30 days.

### **ITEM 16 – COMMISSIONERS’ COMMUNICATION**

#### Commissioner Hopkins

- Requested an update on the Champlain Parkway at the December or January meeting.
- Verified that Ms. Demers is the contact person for road reconstruction.

- Thanked Customer Service for facilitating quick response in repairing a pedestrian crossing button.

Commissioner Porter

- Asked for status on consideration of graduated meter charges, the closer you get to Church Street.
- Asked for status of consideration of a transit hub behind the Sheraton Hotel on Williston Road. Director Goodkind and Assistant Director Baldwin: In planning stages.

Commissioner Alberry

- When will the Cherry Street parking garage entrance be opened? Director Goodkind: It is open now; closed sporadically for a short time.

Commissioner ~~Worden~~ Conger – Nothing to report on.

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

The next meeting of the DPW Commission will be held on Wednesday, December 19, 2012. Commissioner Alberry moved to adjourn the meeting; Commissioner Porter seconded. Unanimous approval to adjourn at 10:10 p.m.

Revised 12/12/12