



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
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Steven Goodkind, P.E.
DIRECTOR OF PUBLIC WORKS
CITY ENGINEER

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: STEVEN GOODKIND, DIRECTOR
DATE: NOVEMBER 21, 2012
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on November 28, 2012 at 6:30 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. North Winooski Ave at Riverside Avenue Parking Changes
3. 174 North St – Adding A Handicap Parking Space
4. Gosse Court & Farrington Pkwy Sign Request
5. 37-39 Hayward St Parking Changes
6. Parking Changes on the Corner of Battery St. & King St.
7. Guideline for Prohibiting Parking around Residential & Commercial Driveways
8. Champlain College Parking Transportation
9. Draft Paving Plan & Complete Streets Draft
10. Snow Fighting
11. Minutes of 10/17/12

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: Martha Gile, Clerks Office
From: Steve Goodkind, Director
Date: November 21, 2012
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **November 28, 2012**
Time: 6:30 – 9:00 p.m.
Place: 645 Pine Street – Main Conference Room

A G E N D A

ITEM

- 1 Agenda
- 2 Public Forum – 5 Minutes
- 3 15 Min North Winooski Ave at Riverside Ave Parking Changes
 - 3.10 Communication , J. Fleming
 - 3.20 Discussion
 - 3.30 Decision
- 4 5 Min 174 North St.- Adding A Handicap Parking Space
 - 4.10 Communication, J. Fleming
 - 4.20 Discussion
 - 4.30 Decision
- 5 10 Min Gosse Court & Farrington Pkwy Stop Sign Request
 - 5.10 Communication, J. Fleming
 - 5.20 Discussion
 - 5.30 Decision

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- 6 5 Min 37-39 Hayward St Parking Changes
 - 6.10 Communication, J. Fleming
 - 6.20 Discussion
 - 6.30 Decision

- 7 10 Min Parking Changes on the Corner of Battery St & King St
 - 7.10 Communication, J. Fleming
 - 7.20 Discussion
 - 7.30 Decision

- 8 15 Min Guideline for Prohibiting Parking Around Residential & Commercial Driveways
 - 8.10 Communication, J. Fleming & S. Goodkind
 - 8.20 Discussion

- 9 30 Min Champlain College Parking Transportation Plan
 - 9.10 Communication, B. Isler & T. Caulo
 - 9.20 Discussion

- 10 20 Min Draft Paving Plan & Complete Streets Draft
 - 10.10 Presentation, E. Demers & N. Losch
 - 10.20 Discussion

- 11 10 Min Snow Fighting
 - 11.10 Communication, S. Goodkind & R. Green
 - 11.20 Discussion

- 12 15 Min Plan BTV
 - 12.10 Presentation, S. Goodkind
 - 12.20 Discussion

- 13 10 Min CarShare VT
 - 13.10 Oral Presentation, Commission
 - 13.20 Discussion

- 14 Minutes of 10/17/12

- 15 Director's Report – Edmunds Midblock Crossing, Customer Service Update, and Hyde St Transportation Pilot.

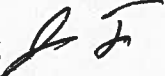
- 16 Commissioner Communications

- 17 Adjournment & Next Meeting Date



MEMORANDUM

November 28, 2012

TO: Public Works Commission
FROM: Joel Fleming 
RE: North Winooski at Riverside Avenue parking changes

Background:

The owners of Sam's Unfinished Furniture contacted Public Works staff this past spring asking for short term parking spaces around their business. Recently the Community Health Center, at 617 Riverside Avenue, has had a large addition and parking garage added onto the original structure. During construction of the Community Health Center many of their employees used the on street parking available on North Winooski Avenue. Now that construction has been completed the Community Health Center has informed staff that only a third of their staff is allowed to park on site every day to make sure that clients have places to park when they visit the health center. This has forced their employees to park around the neighborhood which has affected everyone else living and working in the area.

Observations:

Staff has conducted a license plate survey on North Winooski Avenue. Staff visited the area 3 times a day, around 8 am, noon, and 5 pm for 5 different days to see if there was a pattern to the parking use. Staff found that in the morning and the evening there were a considerable number of open parking spaces but if you needed a parking space during the work day there were very few open spaces. The owners of Sam's Unfinished Furniture have noted a steady flow of people parking in their lot and running into the health center throughout the day.

Staff talked to the Community Health Center's Facility Supervisor who told staff that their policy is that only a third of the 100 employees are allowed to park on site. Staff contacted Planning and Zoning and they stated the health center complies with P&Z parking space requirements; therefore no corrective action would be required.

Staff was asked to consider installing meters on North Winooski Avenue from Riverside South to just north of Archibald Street. The cost to install parking meters on North Winooski Avenue is approximately \$16,000.

Conclusions:

Parking is actively utilized throughout the day time hours with a wide array of parking uses. With the development of the Community Health Center there has been an increase in pressure on the existing parking inventory. As a result, causing difficulties to the adjacent properties like Sam's Unfinished Furniture. The proposal presented is believed to provide relief to Sam's Unfinished Furniture's parking lot by providing short term parking options for visitors to the Community Health Center and the rest of the neighborhood.

Recommendations:

Staff would recommend that the commission adopt a maximum 1 hour parking restriction in the first three spaces south of Riverside Avenue on the North Side of North Winooski Avenue.

(f) Reduce energy utilization

As noted previously, no information has been provided with respect to the use of alternative energy; however, LED lighting is proposed as well as a white membrane roof. The project will have to meet City energy efficiency standards. **(Affirmative finding as conditioned)**

(g) Make advertising features complimentary to the site

No signage is included in this application. Any outdoor signs will require a separate zoning permit. **(Affirmative finding as conditioned)**

(h) Integrate infrastructure into the building design

A rooftop energy recovery ventilator is depicted on the building section drawings. No other rooftop equipment or structures are evident. If any are proposed, they must be depicted and clearly labeled. Screening may be required. **(Affirmative finding as conditioned)**

(i) Make spaces safe and secure

The building entrance is clearly visible and will be illuminated. The building appears accessible by emergency vehicles, although the Fire Marshal's written approval of the building's accessibility has not yet been obtained. The Fire Marshal has verbally approved of emergency access, but needs to see evidence that the applicant will have legal access over adjacent properties for emergency access. Window treatments on the west side of the building are proposed to minimize interior light from spilling out onto adjacent residential properties. **(Affirmative finding as conditioned)**

Article 8: Parking

Sec. 8.1.8, Minimum Off-Street Parking Requirements

The 35,995 sf health clinic requires 72 parking spaces (2 spaces per 1,000 sf). A total of 78 parking spaces will be provided. **(Affirmative finding)**

Sec. 8.1.9, Maximum Parking Spaces

Only 6 spaces more than required are included in this proposal. In addition, structured parking does not count towards the maximum parking space limit. The proposed parking complies with this criterion. **(Affirmative finding)**

Sec. 8.1.10, Off-Street Loading Requirements

A loading area into the building has been provided. It is set back from the building's street edge and is screened in part by landscaping and the building itself. **(Affirmative finding as conditioned)**

Sec. 8.1.11, Parking Dimensional Requirements

The surface parking spaces are 20' X 9' as required. Garage spaces are 18' X 9'. The 18' depth is acceptable given the constraints of the site. Circulation isles are 24' wide and provide the required back-up length for 90-degree parking spaces. No compact spaces are proposed. **(Affirmative finding)**

Sec. 8.1.12, Limitations, Location, Use of Facilities

(a) Off-Site Parking Facilities

On-site parking will not be available during construction. There was testimony at the public hearing that patients have been using private parking on adjacent parcels and taking up street spaces. In order to minimize the impacts of parking during construction, the applicant shall maintain all current off-site parking. The applicant will also relocate its administrative offices and the dental operation off-site during construction, after obtaining any permits required for such relocation. Throughout construction, the applicant will post signs and notifications informing its patient and employees where to park and where not to park. The applicant must identify a point of contact for any parking related complaints. **(Affirmative finding as conditioned)**

(b) Downtown Street Level Setback
Not applicable.

(c) Front Yard Parking Restricted
Not applicable.

(d) Shared Parking in Neighborhood Parking Districts
Not applicable.

(e) Single Story Structures in Shared Use Districts
Not applicable.

(f) Joint Use of Facilities
Not applicable.

(g) Availability of Facilities
The parking to be constructed as part of this development will be for the exclusive use of employees and clients. It will not be used for the storage or display of vehicles or materials. **(Affirmative finding)**

(h) Compact Car Parking
See Sec. 8.1.8.

Sec. 8.1.13, Parking for Disabled Persons

A number of handicap parking spaces are proposed and complies with the minimum dimensional requirements and location next to access isles of 5' width. These spaces shall be marked and signed as required for handicap spaces. **(Affirmative finding as conditioned)**

Sec. 8.1.14, Stacked and Tandem Parking Restrictions
(Not applicable)

Sec. 8.1.15, Waivers from Parking Requirements/Parking Management Plans
(Not applicable)

Sec. 8.2.5, Bicycle Parking Requirements

The 35,995 sf health clinic requires 7 long term bike spaces (1 per 5,000 sf) and 5 short term spaces (1 per 8,000 sf). Ten (10) bike spaces are identified near Riverside Avenue on the site plan, and an existing covered bike rack with (5) spaces along the east property boundary, near the Riverside Ave. curb cut, will be retained. Another existing bike rack with capacity for (10+) bikes

Joel Fleming

From: samsunfinishedfurniture@myfairpoint.net
Sent: Friday, August 24, 2012 12:12 PM
To: Joel Fleming
Subject: RE: Update on our request dated 3/12/12 for designated short term parking spaces near Sam's Unfinished Furniture

Joel, thank you so much. 3 spaces would help tremendously. I am assuming that you would do the three end spaces across from our store? Or at least near the end across from the store? that would help alot I believe. Opening up three spaces for visitors on North winooski Avenue would definitely alleviate some of the parking problems. Thanks again. Brenda & Roger

On Thu, 23 Aug 2012 13:53:49 -0400, Joel Fleming <jfleming@ci.burlington.vt.us> wrote:
Brenda,

>
> I am aware of this request and plan on bringing it to the public works
> commission for September's meeting. The commission did not meet this
> month so it had to wait another month. I am planning on proposing 3
> 15 minute parking spaces on North Winooski Avenue. I just talked to
> Ron Gore and he mentioned that you had asked for a short term space on
> Hyde Street but I do not think that would be a good idea. Parking is
> tight on Hyde with many apartments. Please let me know if changing
> the first 3 spaces on North Winooski Ave would help alleviate some of
> the parking problems.

>
> Thanks,
>
> Joel Fleming, E.I.T
> Engineering Technician
> Burlington Public Works
> 645 Pine St.
> Burlington VT. 05401

>
> Phone: (802)8655832
> Fax: (802)8630466
> Email: jfleming@ci.burlington.vt.us

>
>
>
> -----Original Message-----
> From: samsunfinishedfurniture@myfairpoint.net
> [<mailto:samsunfinishedfurniture@myfairpoint.net>] Sent: Thursday,
> August 23, 2012 1:39 PM
> To: Joel Fleming
> Cc: Ronald Gore
> Subject: Update on our request dated 3/12/12 for designated short term
> parking spaces near Sam's Unfinished Furniture

>
> Mr. Fleming,

>
> I am writing to you to request an update on our request for a few
> short-term parking spaces near our store, Sam's Unfinished Furniture
> located on the corner of North Winooski Avenue and Riverside Avenue.
> I had written you a memo back on 3/12/12 detailing the situation and
> asking that you set aside a few to alleviate the parking issue we have
> with every available on-street space used up by the Burlington Health
> Center employees. Nothing has changed and it is still a problem for
> anyone trying to find a parking space on the street between the hours
> of 7:30am and 4:30pm. You can drive for a few miles and see for
> yourself that nothing is available. I had hoped after the parking
> garage had been open for a while management might allow employees to
> use it, however it is as bad as it was in the beginning and I still
> have people parking in our yard and walking away or coming into the
> store to complain and ask if they could park in our yard. I also have
> a fair number of people who park in our yard while their rider is
> across the street for an appt. I guess they hope I don't catch them.
> The problem is if I'm busy with customers I may not catch them right
> away and whatever space they are using in my tiny parking lot is a
> space not open for a potential customer. Certainly a few open
> short-term spaces would be a help to all of us around here. I've
> called Mr. Gore a few times and was told that it would probably be
> around 3 spaces and it might take a couple of months or so. It has
> been about 5 months now and I haven't heard anything. Can you please
> let me know the status of this? I realize that this is probably a
> annoyance for me to keep bringing this up, however when the request
> went before the city to build the garage it was stated in the meeting
> that they would use the garage for employee parking. Since this did
> not happen, eliminating a few spaces from being taken up all day
> should probably mean a few employees going into the garage. But for
> us out here dealing with frustrated drivers who want a place to park
> it can bring a great deal of relief to us. Thank you for your
> attention to this matter. Brenda, Sam's Unfinished Furniture
> 802/862-6013

>
>
>



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

OFFICE OF PLANNING
645 PINE STREET, SUITE A
BURLINGTON, VT 05402
802.863.9094 P
WWW.DPW.CI.BURLINGTON.VT.US

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

September 4, 2012

Dear North Winooski Avenue Residents:

Public Works would like your thoughts on removing a Unrestricted parking spaces and replacing them with three 15 minute parking spaces in the first three spaces south of Riverside Avenue on North Winooski Avenue. Recently the Department of Public works Staff received a request for these spaces to be changed from an unrestricted space to short term parking. I am looking for feedback by the September 7th. Please Email me at jfleming@ci.burlington.vt.us.

Thanks for your time,

Joel Fleming, EIT
Department of Public Works
jfleming@ci.burlington.vt.us


JF/mcb





MEMORANDUM

November 28, 2012

TO: Public Works Commission
FROM: Joel Fleming 
RE: Handicapped parking space at 174 North Street

Background:

Staff received a request from Cindy Laclair, a resident of 174 North Street, for the addition of a handicapped parking space in front of her residence. The residence is on the corner of North and Lafountain Streets.

Observations:

Staff sent a letter out, dated October 24, 2012 asking for feedback on adding a handicapped parking space in front of 174 North Street. Staff sent it to the neighbors on North Street and Lafountain Street. The resident included her Handicapped license plate number in the request to prove that she will be using the space.

Conclusions:

Staff received no feedback against the handicapped parking space. There is currently no other handicapped parking spaces on this block of North Street.

Recommendations:

Staff would recommend that the commission adopt a handicapped parking space in front of 174 North Street.



CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request # 177

SERVICE REQUEST

Name and Address

Name: LaClair, Cindy L.
Address:
Phone Number: 343-4420

Request Date: 10/15/2012 10:50 AM

Email Address:

Request

Location: 174 North Street
Request Description: See attached letter, received 10/12/12, requesting a designated handicap-accessible parking space. Her handicap license plate is: A8079.

Assign History

Date	Assigned To	Description
10/15/2012 10:50:37 AM	Joel Fleming	Request Assigned

Work History

Customer Service

Status: New
Request created by: Helen Plumley

Print Date: 10/15/2012 10:50:41 AM



Ms. Cindy LaClair
174 North St.
Burlington, VT 05401

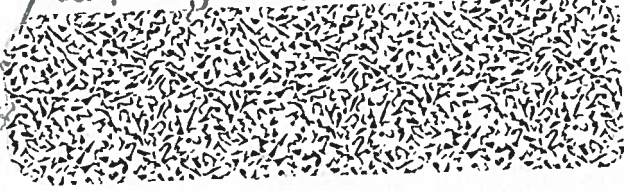
PLACE
STAMP
HERE



SOEL

RECEIVED
OCT 12 2012
BURLINGTON P
WORKS

Public Works
645 Pine Street
Burlington, VT 05401
Handicapped-Pole-
parking request



To whom it may concern:

Friday
Oct-12, 2012

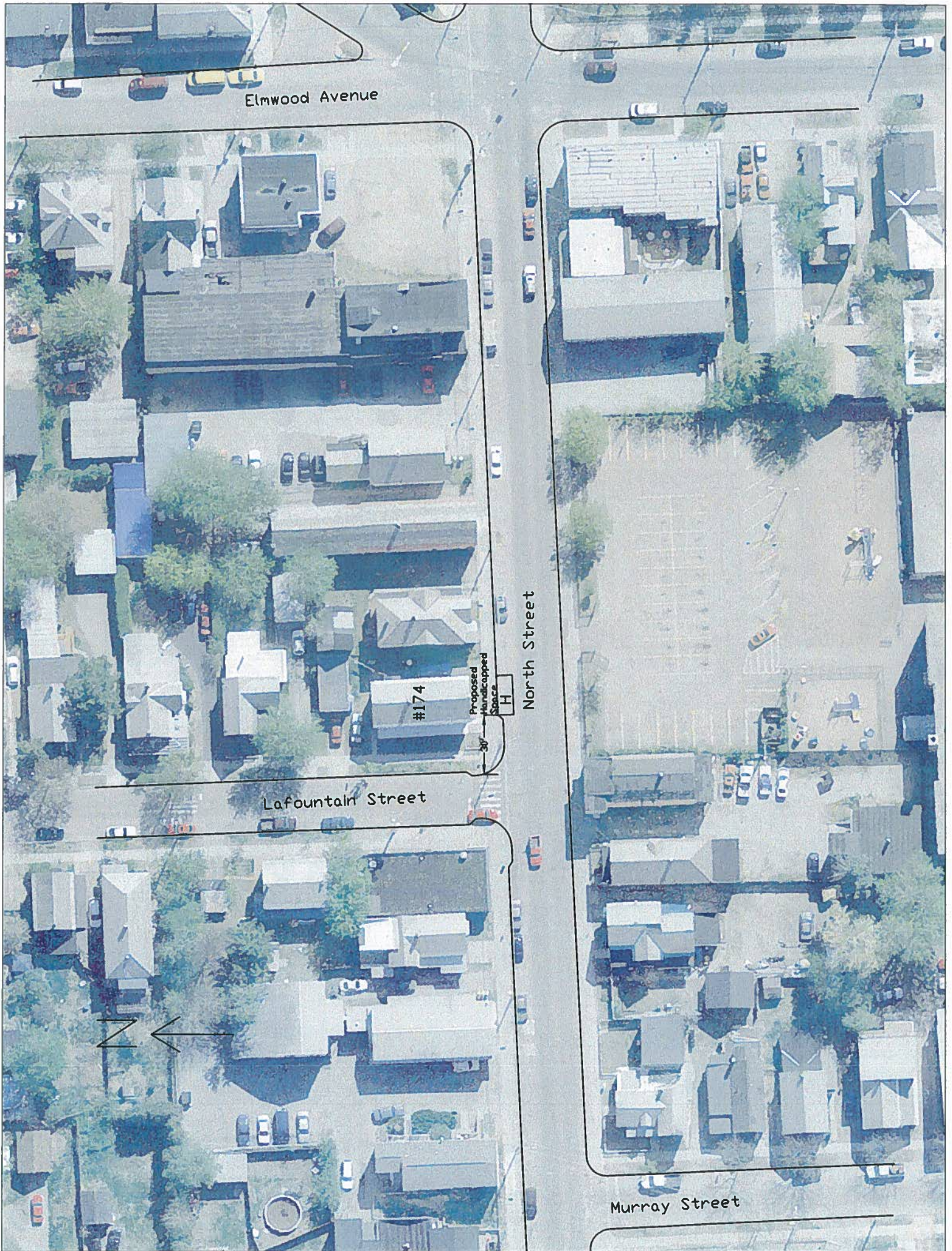
My name is Cindy L. LaClair
I Live at 174 North Street
Burlington, VT 05401
Number plate # is LA 8079

RECEIVED
OCT 12 2012

BURLINGTON PUBLIC
WORKS

I would like to have a handicapped sign (on a pole), put out in front of my Apartment, so it will be easier for me to bring or take out things from my car or example: Groceries, Laundry etc.

in to my apartment. I am right handed and I also have a bad right arm, they are part of my disability. I can't carry heavy things.



Elmwood Avenue

North Street

Murray Street

Lafountain Street

#174

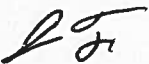
Proposed
Handicapped
Space





MEMORANDUM

November 28, 2012

TO: Public Works Commission
FROM: Joel Fleming 
RE: Gosse Court and Farrington Parkway Stop Sign Request

Background:

Staff received a request for a 3-way stop at Gosse Court and Farrington Parkway from resident, Cynthia Shanks. Currently traffic is stopped westbound on Farrington Parkway at Gosse Court and Gosse Court is unrestricted north and south. There is crosswalk across Farrington Parkway and another crosswalk at the south side of Farrington Parkway across Gosse Court. Both of these streets are small residential streets with low traffic volumes. Hunt Middle School and Schiffiliti Park are both locations frequented on Gosse Court.

Observations:

Staff conducted a Warrant analysis for the intersection and found that the intersection did not warrant a 3 way stop. The intersection only had one accident recorded over the past two years. Sight distance is not an issue for vehicles pulling onto Gosse Court from Farrington Parkway or for vehicles turning onto Farrington from Gosse. Staff did notice that there are no parking regulations around the crosswalk across Gosse Court. The MUTCD section 3B-21 shows that there should be a 20 feet minimum parking prohibition around a crosswalk.

Conclusions:

Although the technical warrants are not met for a 3-way stop control the proximity of Schiffiliti Park and Hunt Middle School makes this intersection extremely busy with the number of pedestrians walking through this intersection. Gosse Court and Farrington Parkway is a main thruway for residents traveling from the north to the Ethan Allen Parkway neighborhood. There is the same type of condition at Heineberg Road and Gosse Court and that intersection is a 3-way stop. It is important to have the consistent regulations for roads with similar driving patterns.

Parking should be restricted around the crosswalk crossing Gosse court to allow pedestrians to have clear site lines when crossing the street.

Recommendations:

Staff recommends that the commission adopt the parking prohibitions shown on the map attached. On the north side of Gosse Court parking would be prohibited 20 feet east of the crosswalk and 30 feet west of the crosswalk and on the south side of Gosse court parking would be prohibited for 20 feet west of the crosswalk. Staff also recommends the commission adopts stop control for north and south bound traffic on Gosse Court at Farrington Parkway.



SERVICE REQUEST

Use this form to request services from the Department of Public Works.

Today is: 7/10/2012

Entered By Helen Plumley Request # 13477

Name and Address

Reminder 10/8/2012

First Name Cynthia Last Name Shanks Date 7/10/2012
Street Number 24 Street Address Sandra Circle
Phone Number 862 0975 e-mail

Request

Location of Request Gosse Court/Farrington Parkway
Location Street Number Location Street Gosse Court/Farrington Parkway

Please describe the request.
Use additional space on back of form, if necessary
SR #13477
Per letter to Joel dated 7/05/12 requesting a 3-Way Stop sign on Gosse Court at the intersection of Farrington Parkway. (See attached letter.)

Resolution

For Office use only

Referred to Traffic Meters Staff Assigned Joel Fleming
Date Staff Contact 7/10/2012

Staff Assessment

Customer Service

Follow Up Date 7/25/2012

Comments

Status

Status Investigation Close out date 7/10/2012

Follow-up Pending

July 5, 2012

Department of Public Works – City of Burlington
Attn: Joel Fleming
645 Pine St.
Burlington, VT 05401

RE: 3 Way Stop sign on Gosse Court at the intersection of Farrington Parkway

Dear Mr. Fleming:

I am writing this letter on behalf of my family, as we all live and work in this wonderful city of Burlington. My husband Michael and I live on 24 Sandra Circle, and we have a daughter Julie Calderin and her husband Luis Calderin who reside at 9 Farrington Parkway, with our 2 grand children, Oliva, who 8 years old and Rivan, who is 11. These kids love to play outside, and they have a nice front yard, but I worry about their safety with the traffic patterns on that corner in front of their home.

Our concern is relating to the traffic pattern on that corner. It appears folks coming off North Avenue, on to Gosse Court, turning right on to Farrington Parkway do not understand the concept of slowing down. Most vehicles go way too fast for that residential area, to say nothing about it being a corner. That fact coupled with tons of increased traffic coming out of the Miller Center (which we all love and support by the way!) and the baseball fields, creates a real safety concern for children living and playing in that area.

Over the last several months, I have watched the traffic pattern, while sitting on the front lawn, with my daughter, on Saturdays. We need a 3 way stop sign, at that intersection. The stop sign at the end of Farrington Parkway slows traffic somewhat, but folks come shooting down Gosse Court on their way to a function over at the Miller Center, or at the baseball field way too fast. The reverse is also true, as once they are leaving the function at the Miller center or at the baseball field, the exiting traffic all moves way too fast.

I live off Gazo Avenue, and we have a 4 way stop sign at the intersection of Gazo and Lori Lane, yet there is not ½ the traffic congestion at that intersection, as over on Gosse Court.

I hope you will see your way clear to taking this suggestion under serious advisement, and the members of our family are willing to walk through the neighborhood to get folks to sign petitions, if that is part of the process needed to effect this change.

July 5, 2012

**** 2nd request. 8/20/12**

Department of Public Works – City of Burlington
Attn: Joel Fleming
645 Pine St.
Burlington, VT 05401

RE: 3 Way Stop sign on Gosse Court at the intersection of Farrington Parkway

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I hope you will see your way clear to taking this suggestion under serious advisement, and the members of our family are willing to walk through the neighborhood to get folks to sign petitions, if that is part of the process needed to effect this change.

Thank you for your help in this matter, and I look forward to hearing from you soonest. I did call your office, spoke with someone there that explained I would need to write you a letter and suggested I call you and explain my concerns. I did call earlier this week and left a voice message, on Monday July 2nd, and have not heard from you. I am sending this letter per the directive of your office.

The safety of my grand children, as well as all of the other children that reside in that area, is a very important issue and it raises a safety concern to me.

Sincerely,

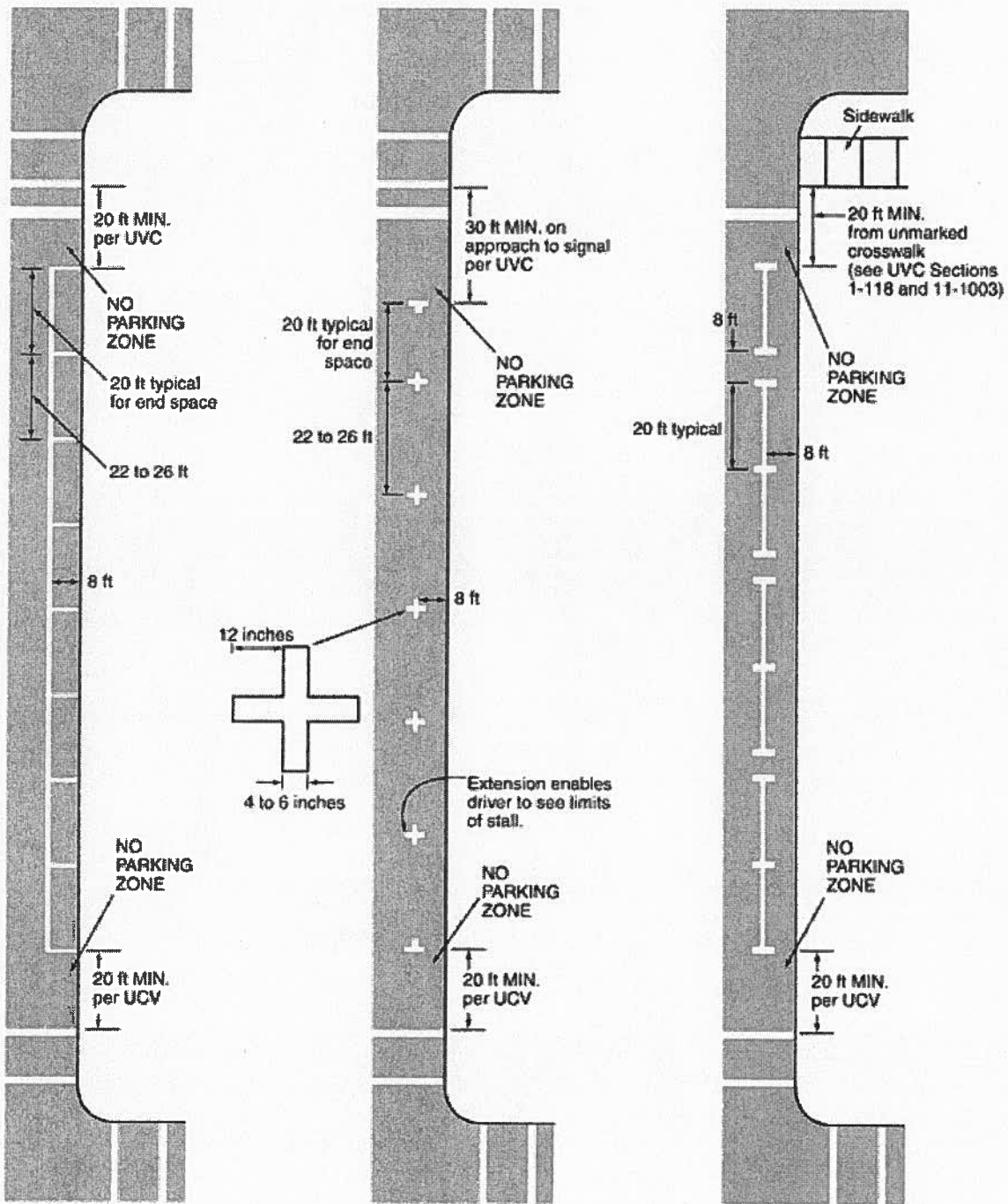
Cynthia Shanks
24 Sandra Circle
Burlington, VT 05408

Cc: Paul DeCelles

**** Second request.** I have not heard anything from your office, nor have I had the courtesy of ever receiving a return phone call to my message, or any response. I feel like the system in your department could use some improving, as it pertains to communication and due process. We wonder why the good people of Burlington are moving elsewhere.

Cindy Shanks

Figure 3B-21. Examples of Parking Space Markings



Stop Sign Warrant
MUTCD 2B.07 Multi-way Stop Application:
Gosse Court and Farrington Parkway

01. Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include, pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.

02. The restrictions on the use of STOP signs described in Section 2B.04 also apply to Multi-way stop applications.

Guidance:

03. The decision to install multi-way stop control should be based on an engineering study.

04. The following criteria should be considered in the engineering study for a multi-way STOP sign installation:

A. Where the traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.

This intersection does not require a traffic light. — Does not meet the warrant

B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions

There was only one accident over the past year — Does not meet the warrant

C. Minimum Volumes:

1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages 300 vehicles per hour for any 8 hours of an average day; and

The Peak Hour traffic of the intersection was 106—Does not meet the warrant

2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but

—Does not meet the warrant

3. If the 85th-percentile approach speed of the major street exceeds 40 MPH, the minimum vehicular volume warrants are 70 percent of the volumes provided and Items 1 and 2.

—Does not meet the warrant

D. Where no single criterion is satisfied, but criteria B, C.1 and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this criterion.

—Does not meet the warrant

Option:

Other criteria that may be considered in an engineering study include:

A. The need to control left-turn conflicts;

—Does not meet the warrant

B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;

— Does not meet the warrant

C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and

—Does not meet the warrant

B. In intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve operational characteristics of the intersection.

—Does not meet the warrant. The traffic during the peak hour did not create any cues/backup at the intersection.

INCIDENT SEARCH

Print Date/Time: 9/21/2012 1:07:17 PM

Incident Number	Call Date/Time	Officers	Dispositions	Review Type	Location
2010-00005358	03/08/2010 14:27:58	XB165 Lynch VT0040100	Accident - City Report - 1	RBS - Reviewed by Supervisor	70 FARRINGTON PKWY, Burlington

Total Rows: 1

Incident Search Results

<i>Displaying 1 incident</i>					
<u>Incident Number</u>	<u>Call Type</u>	<u>Call Date</u>	<u>Call Time</u>	<u>Officer</u>	<u>Address</u>
12BU013412	Accident - Property damage only	06/04/12	13:24	288	Farrington Pkwy / Gosse Ct, Burlington



Miller Center

Key

● Requested Stop Sign

● Existing Stop Sign

Mart Wade School

Socle Court

North Hill Drive

Farrington Parkway

Herbert Road

Arlingtoe Court

Ethor Allen Parkway

Proposed No. 20
Proposed No. 21
Proposed No. 22
Proposed No. 23
Proposed No. 24
Proposed No. 25
Proposed No. 26
Proposed No. 27
Proposed No. 28
Proposed No. 29
Proposed No. 30
Proposed No. 31
Proposed No. 32
Proposed No. 33
Proposed No. 34
Proposed No. 35
Proposed No. 36
Proposed No. 37
Proposed No. 38
Proposed No. 39
Proposed No. 40
Proposed No. 41
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Proposed No. 68
Proposed No. 69
Proposed No. 70
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Proposed No. 84
Proposed No. 85
Proposed No. 86
Proposed No. 87
Proposed No. 88
Proposed No. 89
Proposed No. 90
Proposed No. 91
Proposed No. 92
Proposed No. 93
Proposed No. 94
Proposed No. 95
Proposed No. 96
Proposed No. 97
Proposed No. 98
Proposed No. 99
Proposed No. 100


Existing stop sign

Existing stop sign



MEMORANDUM

November 28, 2012

TO: Public Works Commission
FROM: Joel Fleming 
RE: 37-39 Hayward Street parking

Background:

Staff received a request from a resident of Hayward Street requesting that staff takes a look at the parking between 37 and 39 Hayward Street. The petitioner stated when two vehicles park between the driveways it makes it often difficult to get in or out of the two adjacent driveways. This block of Hayward Street is residential and it lies between Marble Avenue and Howard Street in the south end of Burlington. There are approximately 20 homes, many of which are multi-family homes.

Observations:

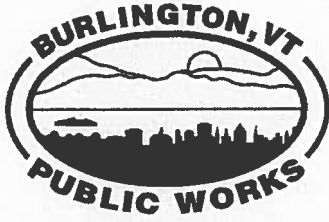
Staff visited the site and determined that it is 30 feet between the driveways of 37 and 39 Hayward Street. The typical parking space around the city is 20 feet long meaning that there is not enough room for 2 parking spaces between the driveways. Staff sent a letter out to the residents of Hayward Street dated October 24, 2012 asking for feedback on making the space reserved for one vehicle only. Staff did not receive any negative feedback regarding the parking change.

Conclusions:

The space between the two driveways is not big enough for two vehicles to park without one or both of the vehicles partially blocking the driveways. Staff looked into making the space for compact cars only but is afraid that even with two small cars they may still block one or both of the driveways

Recommendations:

Staff recommends the commission adopts the space between the driveways of 37 and 39 Hayward Street to be reserved for one vehicle only.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

OFFICE OF PLANNING
645 PINE STREET, SUITE A
BURLINGTON, VT 05402
802.863.9094 P
WWW.DPW.CI.BURLINGTON.VT.US

JOEL FLEMING, E.I.T.
ENGINEER TECHNICIAN

October 24, 2012

Dear Hayward Street Residents:

Public Works would like your thoughts on making the parking spaces between the driveways of 37 and 39 Hayward Street one parking space. Recently the Department of Public Works Staff looked into the width between the driveways and determined that there is not enough space for two vehicles to park without one of the vehicles partially blocking one of the driveways. I am looking for feedback by November 2nd. Please call me at 802 598 5832 or Email me at jfleming@ci.burlington.vt.us.

Thanks for your time,

Joel Fleming, EIT
Department of Public Works
jfleming@ci.burlington.vt.us

JF/mcb

Marble Street



Pittsford Street

#37

30'

Proposed Easement Space
between driveways

#39

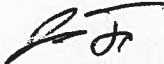
20'

Howard Street



MEMORANDUM

November 28, 2012

TO: Public Works Commission
FROM: Joel Fleming 
RE: Parking changes on the corner of Battery Street and King Street

Background:

Two summers ago a building was built on the southeast corner of Battery Street and King Street. The building has a mixture of uses from office to retail. There is a parking garage on site that provides parking to all people working in and around the building. The parking garage is handicapped compliant with 2 handicapped parking spaces on the premises. The building owner, ICV, asked staff to establish parking that fronts the Battery Street side of their building, specifically the 145 foot section between King Street and their southernmost driveway on Battery Street. On that section, they are asking for a handicapped parking space and a 30 foot vehicle loading zone. This originally went to the DPW commission in April of 2012, where the commission asked staff to look at other possible places for handicapped parking spot in this neighborhood.

Observations:

Staff has reexamined the neighborhood and counted out all parking spaces from Main to Maple and Battery to South Champlain Street. From the attached map you can see that the only city block without a handicapped parking spot is the Battery, Maple, S Champlain, and King Street block. In the past the commission has accepted and followed the Access Board regulations that states for every 25 Parking spaces per city block there shall be at least one handicapped restricted parking space. There are 2 handicapped parking spaces located in the parking garage, these spaces are not available to the public until after hours because the parking garage is for employees only during the work day.

ICV has also asked staff for a vehicle loading zone directly in front of their building. The Vehicle loading zone will allow both large trucks and small cars to load and unload quickly and

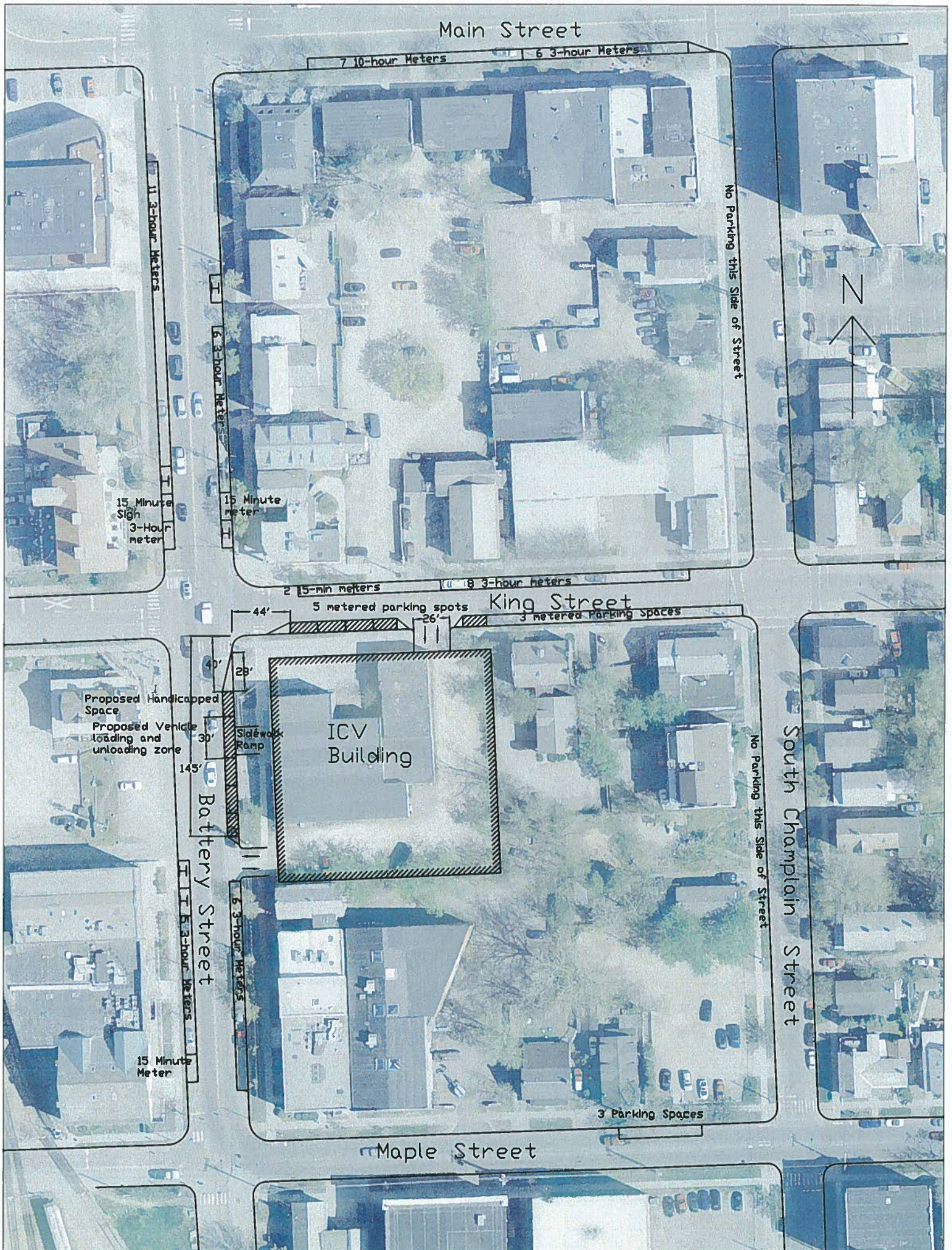
get on their way. Delivery trucks are too large to fit into their parking garage, a truck loading zone in this location would allow trucks to load and unload.

Conclusion:

The commission had asked staff to reexamine the parking in this neighborhood to try to determine the best locations for the spaces that ICV has asked for. Staff feels that putting a handicapped parking space in the first space south of King Street on the east side of Battery Street and putting a Vehicle Loading zone in the space just south of the handicapped parking space

Recommendation:

Staff recommends that the commission adopts the proposed changes to parking in this neighborhood.



Main Street

7 10-hour Meters

6 3-hour Meters

No Parking this Side of Street

N

11 3-hour Meters

6 3-hour Meters

15 Minute Sign
3-Hour meter

15 Minute meter

2 15-min meters

10 18 3-hour meters

King Street

44'

26'

5 metered parking spots
3 metered parking spaces

Proposed Handicapped Space
Proposed Vehicle loading and unloading zone

Sidewalk Ramp

ICV Building

No Parking this Side of Street

South Champlain Street

Battery Street

145'

6 3-hour Meters

15 Minute Meter

3 Parking Spaces

Maple Street



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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802.863.0450 TTY

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

**MEMO: DPW COMMISSION
FROM: STEVE GOODKIND**
11/19/12

A handwritten signature in black ink, appearing to be "SG", is written over the name "STEVE GOODKIND" in the memo header.

RE: PARKING IN RESIDENTIAL NEIGHBORHOODS

In response to a request from the city council, DPW staff has done a survey of a representative sample of neighborhood streets in or to determine the impact of delineating parking spaces on the street. Their report is attached to this memo along with a city map showing the study area. As the report notes, a significant number of spaces are lost if we do this.

At the commission meeting we will be prepared to discuss the options for doing a pilot striping study. These include:

- 1) Doing nothing
- 2) Selecting one street to pilot and evaluate the impact and resident reaction.
- 3) Do a larger scale pilot

[Redacted area]

An Equal Opportunity Employer

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William P. Burns
Traffic Foreman

Steve,

If we paint parking stalls and give each driveway two feet on either side of the curb cut. We will lose 111 parking spaces out of 357 spaces in our test area.

Buell Street between So. Willard Street and So. Union Street. **30** cars parked now. We will lose **6** spaces.

Bradley Street between South Willard Street and So. Union street. **30** cars parked now. We will lose **9** spaces.

Isham Street between Loomis Street and Hickok Place. **24** cars parked now. We will lose **10** spaces.

Green Street between Loomis Street and Pearl Street. **31** cars park now. We will lose **8** spaces.

Hickok Place between So. Union Street and Isham Street. **21** cars park now. We will lose **8** spaces.

Converse Court between Hickok Place and Dead End. **16** cars parked now. We will lose **7** spaces.

Loomis Street between No. Willard Street and No. Union Street. **27** cars park now. We will lose **10** spaces.

Loomis Street between No. Prospect Street and No. Willard Street. **44** cars parked now. We will lose **10** spaces.

Loomis Street between No. Prospect Street and Mansfield Ave. **19** cars parked now. We will lose **5** spaces.

Henry Street between No. Willard Street and No. Prospect Street **44** cars parked now. We will lose **17** spaces.

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Brookes Ave. between No. Prospect Street and No. Willard Street. **41** cars parked now. We will lose **14** spaces.

Hungerford Terr. Between Buell Street and Pearl Street. **15** cars parked now. We will lose **4** spaces.

Hungerford Tree. Between Buell Street and College Street. **15** cars parked now. We will lose **3** spaces.



Key
— Streets Studied

Guidelines to Prohibiting Parking Around Residential and Commercial Driveways

11/28/2012

List of Figures

Figure 1: Sight Distance Triangle.....	2
Figure 2: The downtown Corridor.....	3

1.0 Introduction

1.1 Use of Guideline

The purpose of this guideline is to ensure that driveways are treated consistently throughout the city of Burlington, by providing guidance on prohibiting of on street parking.

It must be recognized that not all situations can be adequately addressed in this guideline; therefore engineering judgment must be used at all times.

Before any parking is prohibited on any street, the engineer must review the plan of the proposed prohibition to ensure that it conforms to this guideline. Parking prohibitions shall only go into effect after they are passed by the Department of Public Works Commission. Petitions or requests to prohibit parking to improve sight distance will only consider for the direction of travel being requested.

2.0 Prohibiting Parking

2.1 Arterial Roadways

Arterial Roadways are moderate to high-capacity roadways that are immediately below a highway's level of service. They are main entry and exits to the City and have many intersections with collector and local roads. Vehicles travel faster on arterial roadways than on collector and local roads. Some examples of arterial roadways in the City of Burlington are Main Street, Pine Street, and North Avenue.

2.1.1 Prohibiting Parking

This standard is applicable for all driveways on Arterial Roadways serving 20 or more vehicles in the peak hour. An engineering study, using the accepted criterion, will be done to determine the parking setback around the driveway. Once a study is completed the engineer has the authority to recommend the correct sight distance setbacks in the direction of travel seeking consideration.

2.2 Collector Roadways

Collector roadways are low to moderate-capacity roadways which are below highways and arterial roadways in level of service. Collector roadways usually bring traffic from local roadways to arterial roadways. Some examples of collector roadways in the City of Burlington are Maple Street, Loomis Street, and Ethan Allen Parkway.

2.2.1 Prohibiting Parking

This standard is applicable for all driveways on collector roadways serving 40 or more vehicles in the peak hour. An engineering study, using the accepted criterion, will be done to determine the parking setback around the driveway. Once a study is complete the engineer has the authority to recommend the correct sight distance setbacks in the direction of travel seeking consideration.

3.0 Sight Distance Setbacks

3.1 Sight Distance Triangle

When determining the correct sight distance setback for each driveway one must conduct a sight distance study. In Figure 1, below, X represents the needed stopping sight distance for a street with a specific speed limit. From the 2004 AASHTO "A policy on Geometric Design of Highways and Streets." a roadway with a speed limit of 25 MPH requires a stopping sight distance, X, of 155 ft. As the speed limit increases the required stopping sight distance increases. The figure below shows that the shorter the sight distance setback is the shorter the stopping sight distance.

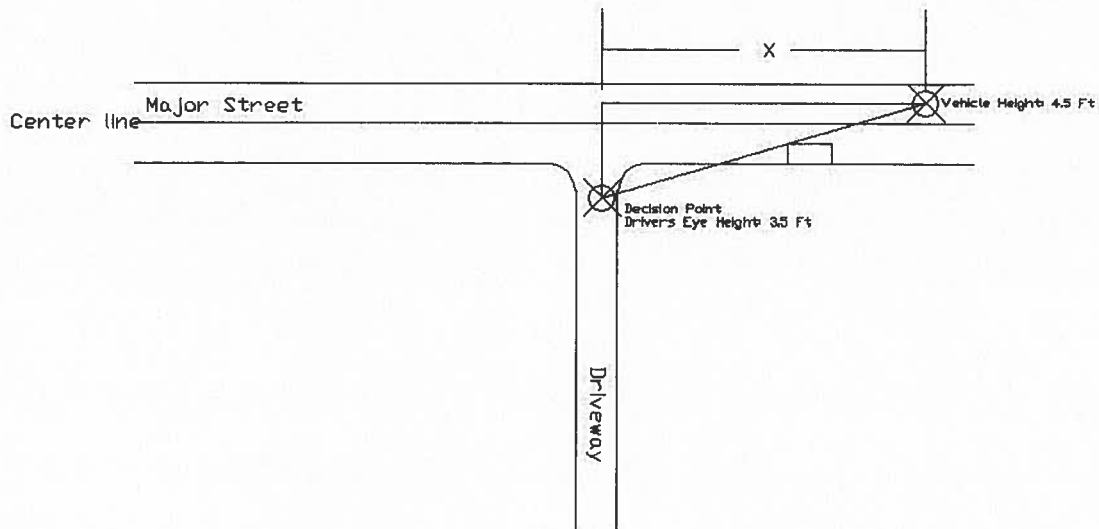


Figure 1: Sight Distance Triangle

4.0 Exceptions

4.1 Downtown Corridor

This guideline includes all of the city of Burlington but the downtown corridor. This section includes the interior of Pearl Street, South Winooski Avenue, Main Street to Battery Street. See the Figure below.

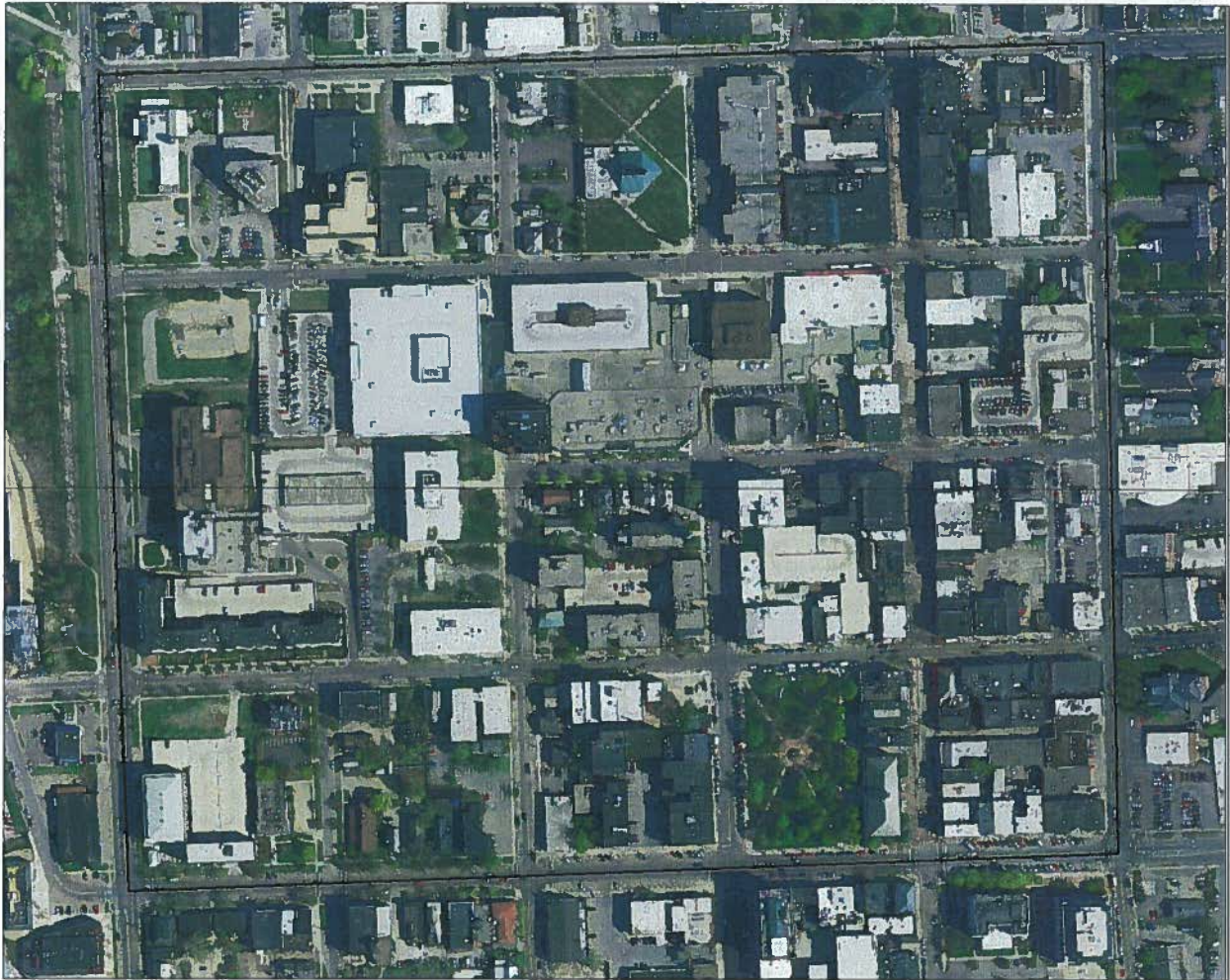


Figure 2: The Downtown Corridor

The parking guidelines described would be applied in all areas of the city except downtown core described above. The streets bounding this area of exception will be included in these guidelines.



R | S | G INC.
RESOURCE SYSTEMS GROUP, INC.



**CHAMPLAIN
COLLEGE**

Champlain College & the City of Burlington

Burlington Public Works Commission
November 28, 2012

Overview

Champlain College and the City of Burlington have developed a proactive and cooperative partnership over the years to support the best interests of the community (both campus and neighborhood).

These slides document the history of this relationship and how it continues to evolve.



CHAMPLAIN
COLLEGE

Three Eras

ERA 1: Pre-2002

- Campus is predominantly commuter
- No parking or traffic control



ERA 2: 2003-2012

- Shift to residential campus
- Parking permits/zoned system



ERA 3: 2013 & Beyond

- Car-free core campus supported by alternative transportation

Pre-History

1878

Founded as Burlington
Business School

1910

Campus moves from Bank
Street to Main Street,
above current day
Nectar's



Photo: Louis McAllister,
May 1943; Historic
Burlington Project:
[http://www.uvm.edu/~h
p206/2006/](http://www.uvm.edu/~h
p206/2006/)

1958

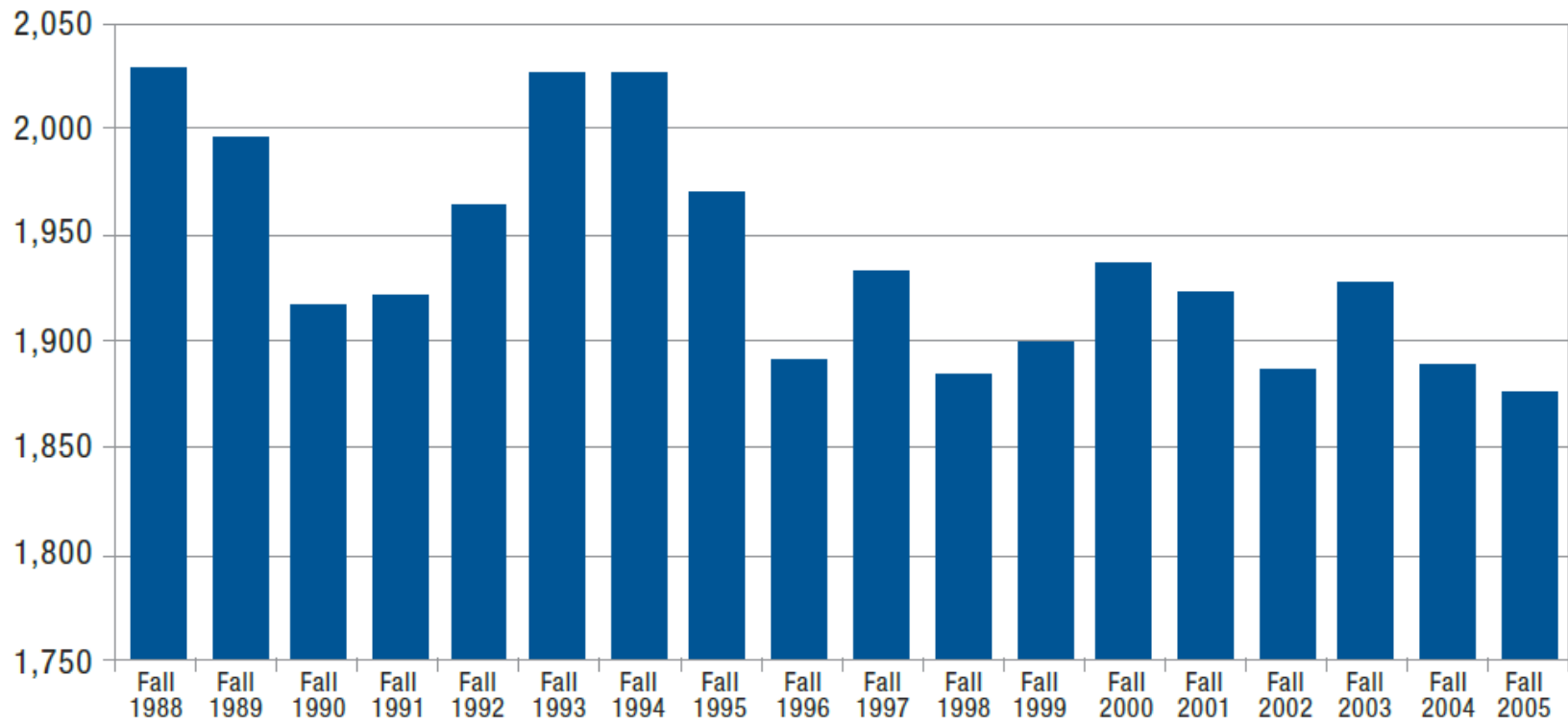
“Champlain College” moves to South Willard Street



Photo: early 1960s;
original Champlain
College in Hill
Section; Champlain
College Archives

Pre-History: Enrollment

“the number of traditional undergraduate students served by the College over the next ten to fifteen years will remain at around 2,000 students.” (Campus Master Plan, 2007)



* Total headcount minus on-line students.

Era 1: Commuter Campus

Era 1: Before Parking/Transportation Management

- There is no campus parking or transportation program: Anyone can park any where.



Photos: left- early 1960s from Champlain archives;
right- early 2000s from Champlain Public Safety

Era 1: Before Parking/Transportation Management

1992

- CATMA founded by UVM, FAHC & Champlain College to jointly manage transportation demand.

1994

- 20 year Memorandum of Understanding (MOU) between College & City to:
 - Contain campus development within defined boundaries
 - Ensure that the campus develops in a manner that is sensitive to the neighborhood context
 - Fulfill the requirements of the permitting process while making it more efficient for both the City and Champlain



1994 (continued)

Hill parking: what do those signs mean?

How a private institution regulates parking on public streets

6:21 PM, Aug 21, 2012

Comments

Recommend 3

Recommend 3

Tweet 2

0

AA



A sign on South Willard Street indicates that Champlain College affiliated drivers need a permit to park in the spaces on that street. The public can park in the un-metered spaces at no cost. At right is Juniper Hall, Champlain College's new dorm. / TIM JOHNSON, Free Press

Written by
Tim Johnson
Free Press staff writer

Public and private interests intersect in an unusual way on several blocks of Burlington's Hill section — as signified by the parking signs near Champlain College.

- In the MOU, the City agrees not to “impose or implement resident-only parking on either Maple Street from South Prospect Street to South Union Street or on South Willard Street.”
- Champlain College affiliates are allowed to use public, on-street parking as long as they purchase a permit; anyone else can park for free.

Burlington Free Press, 8/22/2012

2002

- Champlain seeks a Land Use Permit for the Student and Business Centers.
- District 4 Environmental Commission issues permit ***on the condition that Champlain develop and implement a parking management program.***

Era 2: Transition to Residential Campus

2003



Era 2: Parking/Transportation Management

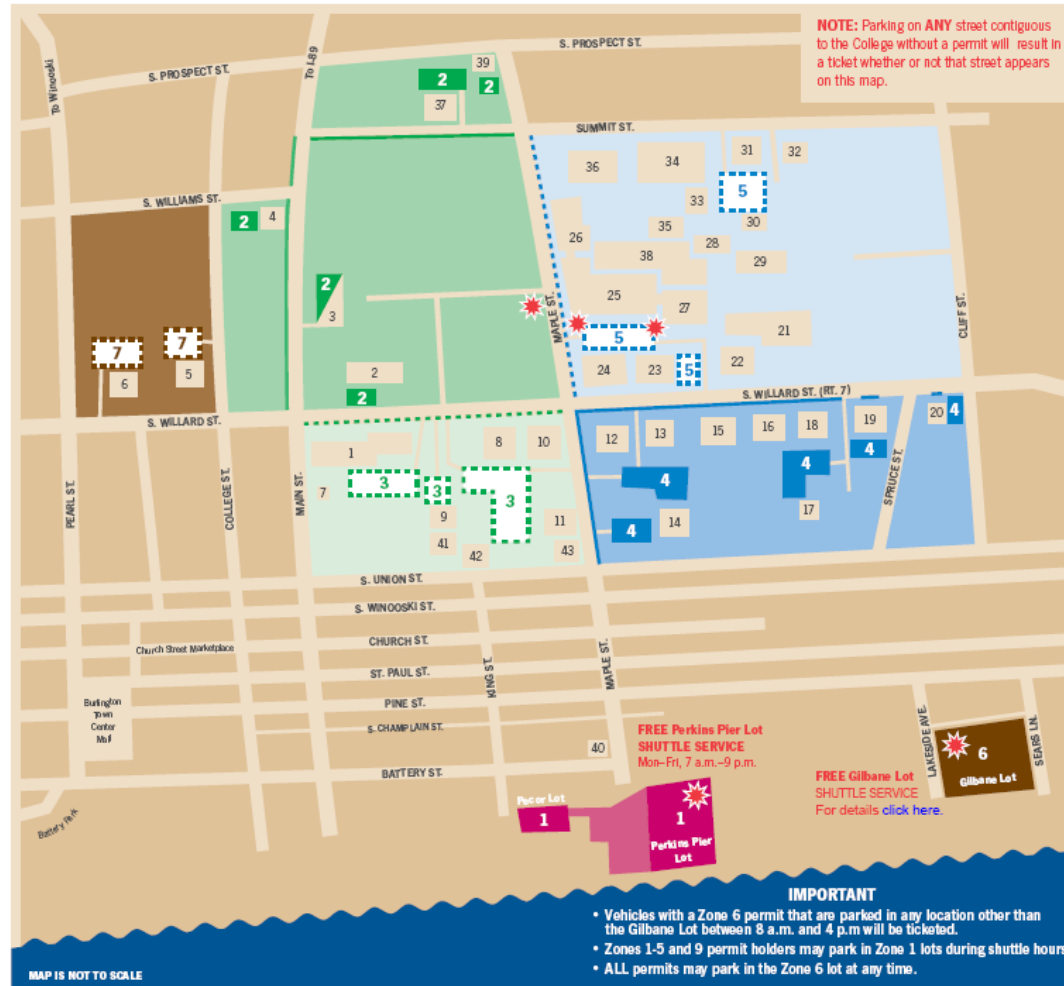
2003

Zoned parking permit management program



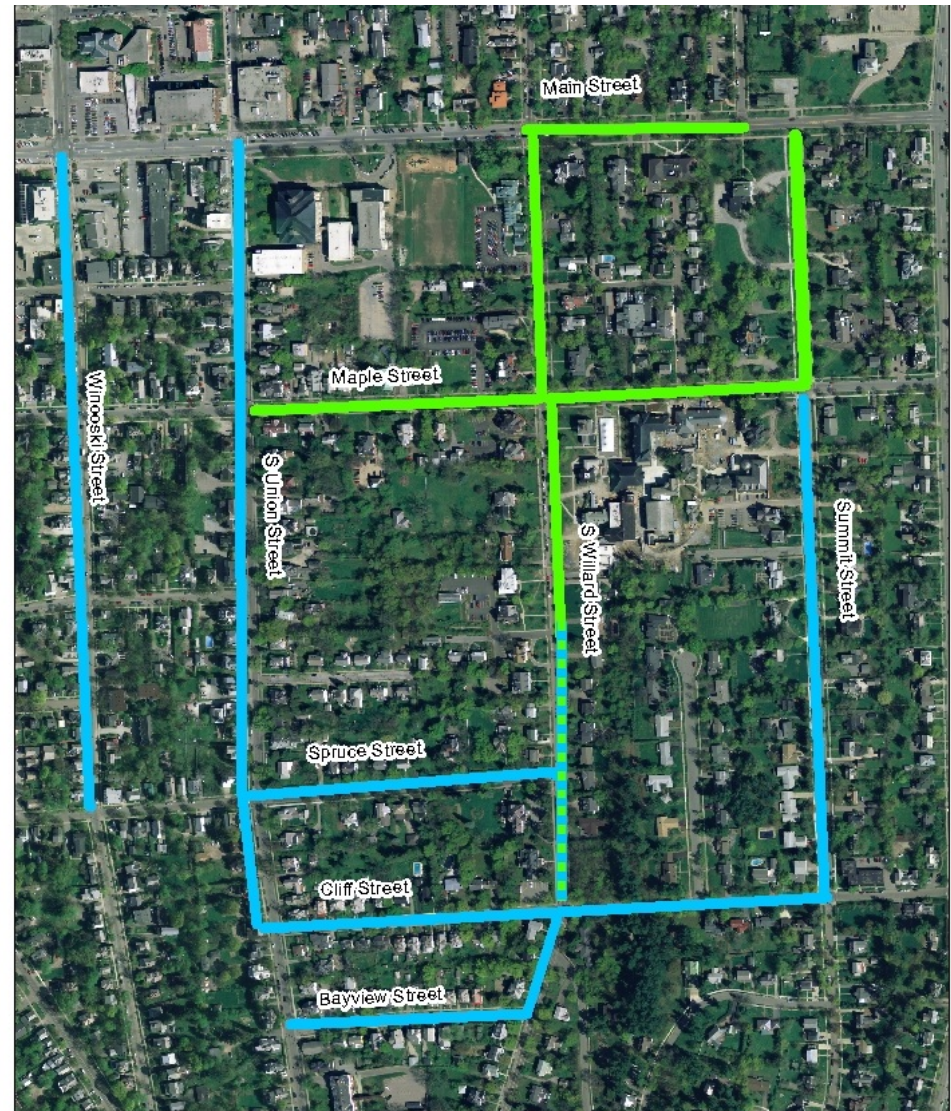
Zone #/ Permit Color	Lot Category	Buildings/ Parking Areas*
1	Faculty/Staff, Student/Visitor	Perkins Pier/Pecor Lots FREE SHUTTLE SERVICE Mon-Fri, 7 a.m.-9 p.m.
2	Faculty/Staff, Commuters	56 Summit, 395 Main, 381 Main Street, Durick Hall, 215 S. Prospect ON STREET: Summit (Main-Maple), Main (Summit-South Willard)
3	Faculty/Staff, Commuters	Whiting/McDonald, Skiff Hall, Coolidge House, ARC (Advising/Registration) (Reserved and Visitors ONLY) ON STREET: South Willard (Maple-Main)
4	Faculty/Staff, Commuters	Hill/Lyman Halls, Jensen/Rowell Halls, South Hall, West Hall ON STREET: Maple (S. Union-S. Willard) South Willard (Maple-Cliff, ONLY as shown on map)
5	Faculty/Staff, Commuters	East Hall/MIC, Hauke Center/ Bader Hall, Cushing Hall ON STREET: Maple (So. Willard-Summit)
	Residential	FREE Gilbane Lot For details click here .
7	Residential, Special Needs	Sanders Hall, North Hall
9	Evening Students	Zones 1 & 6 during shuttle hours, Any lot after 4 p.m. weekdays

- Parking lots on the map are indicated by the colors of each zone as noted above. The symbol at 381 Main Street indicates a parking garage.
- On-street permitted parking is noted by a line that corresponds with each zone's color and style.
- Campus buildings are numbered according to the key to the right of the map.
- Shuttle pick-up locations are noted by a star.



Era 2: Parking/Transportation Management

- All faculty, staff, and students must register their vehicles with the Campus Safety & Parking Office.
- Failure to park in assigned zone- including city streets outside the parking zone map- will result in fines and/or towing.
- Residential students must park off-site (Gilbane lot).



On Street Parking

- Parking Allowed
- No Parking Champlain Affiliates, Patrolled

0 250 500 1,000 Feet



Era 2: Parking/Transportation Management

■ Permit fees

- \$100/semester for full-time faculty/staff & commuting students and residential students with special needs
- \$50/semester for part-time faculty/staff & commuting students
- Free for off-site parking (Gilbane Lot); residential students

■ Fines

INFRACTION	1st	
	Offense	Subsequent
Parking on grass/sidewalks, in non-permitted zone, or outside white lines	\$25	
Improper Display of Permit	\$25	ALL FINES
Unregistered Vehicle	\$50	DOUBLED
Handicap Zone, Fire Lane	\$50	
Use of Unauthorized Permit	\$100	

■ Enforcement

- Foot patrols on-street and on-campus
- IPARQ Permit sales and fines tracking: overdue fines go to student account, block registration

■ Champlain College's CATMA Membership

- Unlimited access/free rides on CCTA
- RidesWork Carpool Matching Programs
- Bike/Walk Rewards Program
- Emergency Ride Home Program
- CarShare Vermont discounts



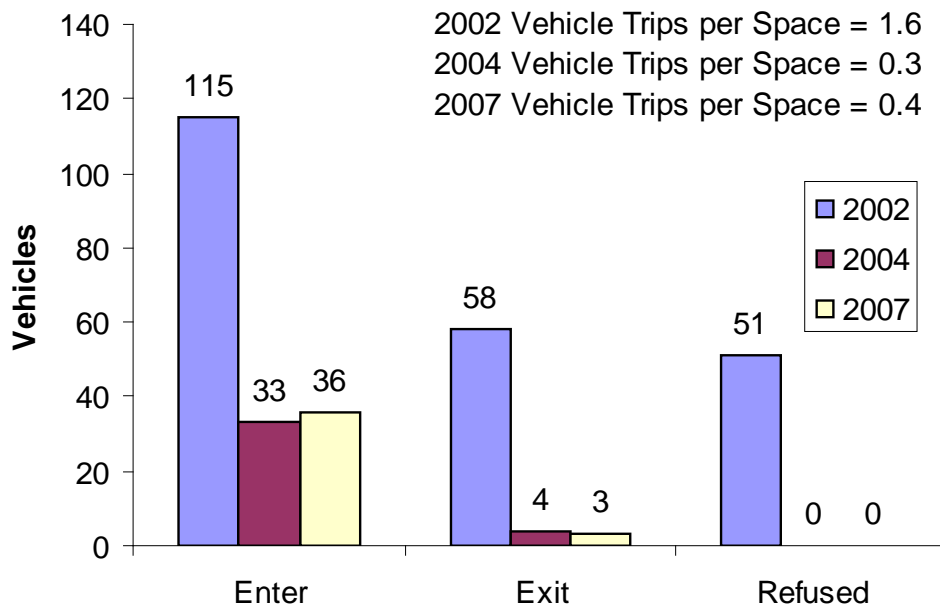
Era 2: Parking/Transportation Management

- “Champlain College devotes approximately \$850,000 annually...to the issue of parking. In contrast, revenue collected from parking fines for the 2007-2008 academic year was approximately \$44,000.” (Source: CATMA 2009-2014 Joint Institutional Parking Management Plan)
- Champlain realizes the benefits of effectively managing transportation demand and is proactively evolving these efforts in partnership with the City.

Has this program been effective at managing demand?

Circulation Improvements

- In 2002 during the AM peak hour, 51 vehicles were observed entering the McDonald/Whiting lot, finding it completely full, and exiting. That shows 150% overcapacity.
- In 2008, there is typically excess capacity in this lot during peak times.



How effective are these management efforts?

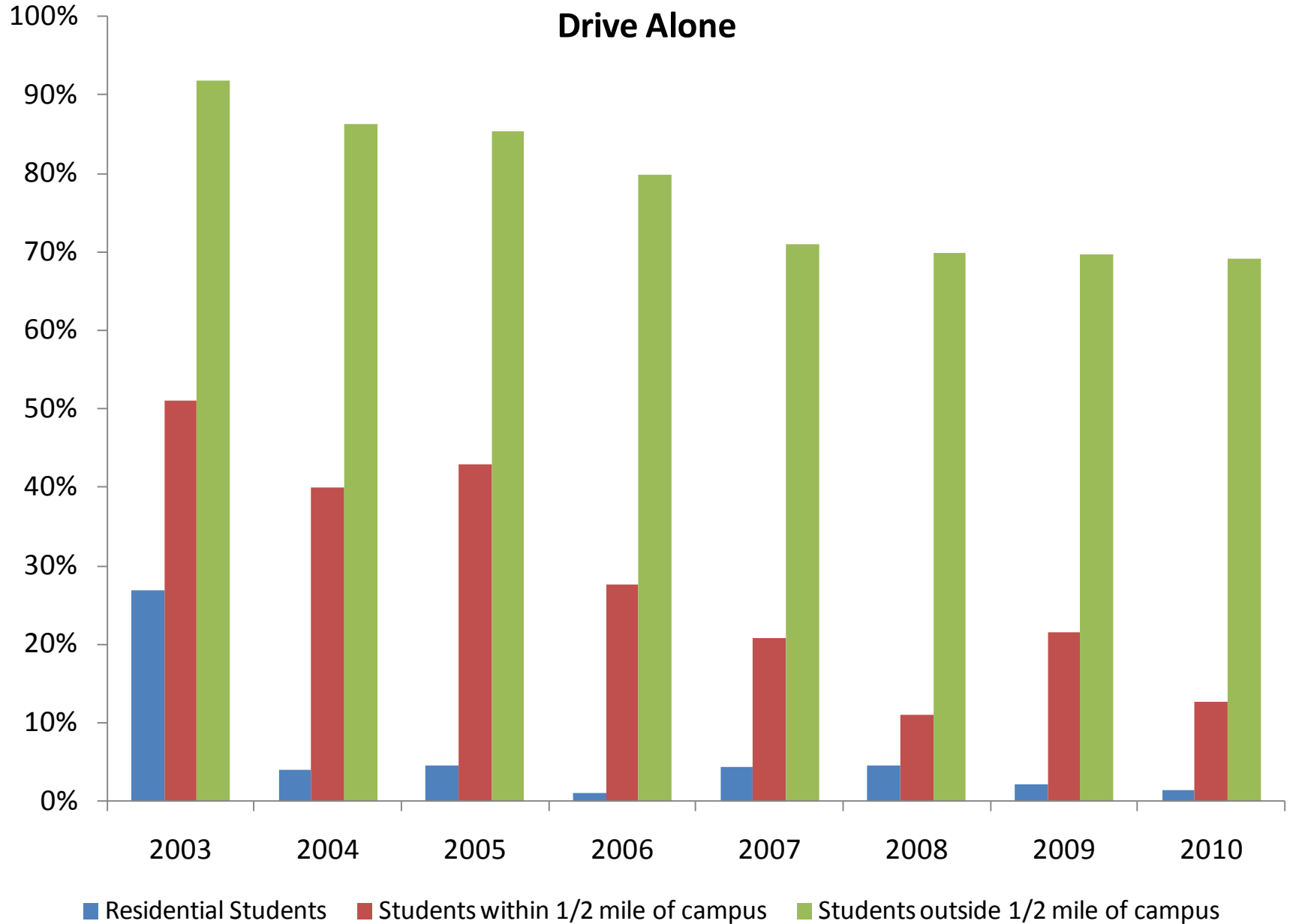
- Winner-2008 CCMPO Way To Go! Commuter Challenge-Large Employer
- 2007 US DOT & EPA-Best Workplaces for Commuters
 - This list recognizes leading, innovative employers committed to improving their communities by reducing traffic congestion and air pollution and improving the health and quality of life for thousands of commuters in the region.



*Chittenden County
Metropolitan Planning
Organization*



Student Travel Characteristics: CATMA Survey Results



Planning for Era 3

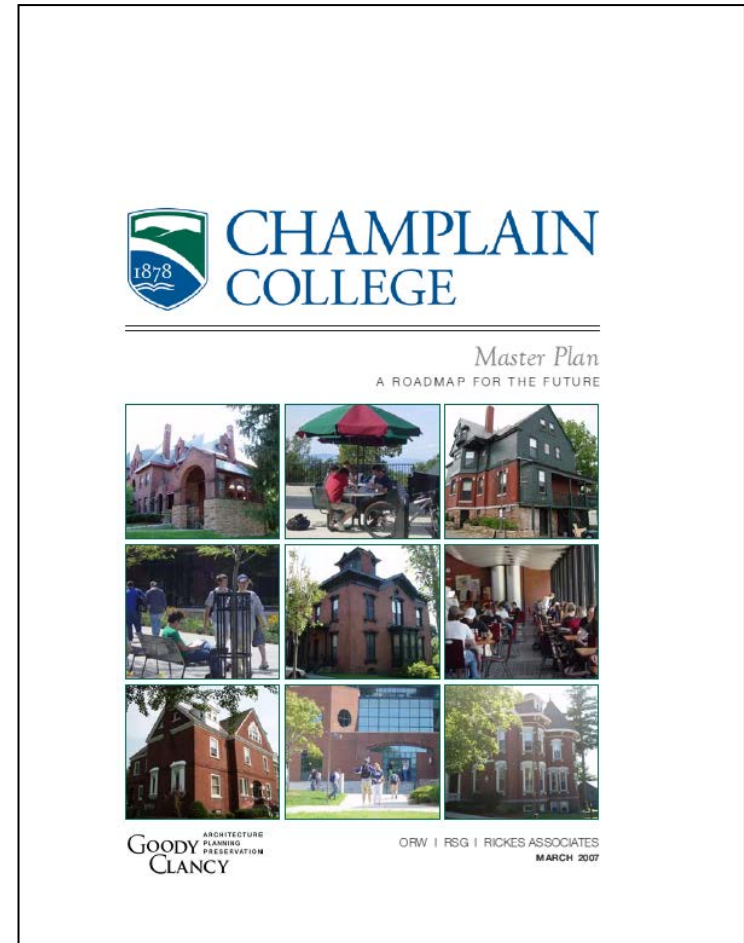
Ongoing



- Champlain College proactively maintains transparency by regularly engaging City staff in plans, participating in local NPA meetings, and other means.

2005-2007

- City building permit conditions for Lakeview & Adirondack Residence Halls require *development of a Campus Master Plan*.
- Plan developed with intensive input from the City and neighbors.
- “The master plan creates a framework for addressing the College’s changing needs, with sensitivity to the Hill neighborhood’s character, residents, and continued quality of life.”



Planning for Era 3

- Master Plan maps the transition from a commuter to a residential campus
 - Represents a major shift in culture to move parking from core campus to off-site
 - Shifts would-be drivers to pedestrians
 - Moves vehicles to off-site parking accessed by shuttles
 - Estimated to displace 683 tons of CO₂ annually
 - Will reduce Champlain's carbon footprint by 13%



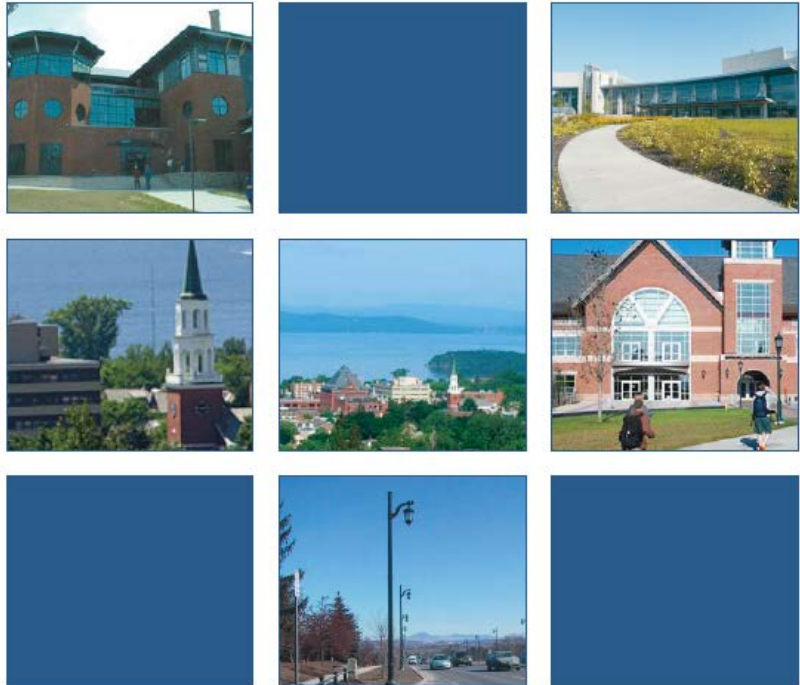
2009-2014 Joint Institution Parking Management Plan

- Joint effort of CATMA members to meet parking requirements per Burlington's Ordinance.
- Approved by City DRB.
- Describes existing and planned parking supply over the 2009-2014 timeframe.
- Takes into account planned campus projects.
- Estimates parking demand.
- Describes strategies for managing parking and reducing demand.

2009-2014 Joint Institution Parking Management Plan



"Recognizing the unique ability of the institutions to manage their own parking resources in a comprehensive and creative way"
Comprehensive Development Ordinance, City of Burlington, Article 8, Sec.8.3.1

Champlain College, Fletcher Allen Health Care & the University of Vermont




Prepared by the Campus Area Transportation Management Association with assistance from Resource Systems Group

January 2009



Era 3: Car-free Core Campus

2013



Era 3: Car-Free Core Campus

■ Envisioned in Campus Master Plan

- Continue to address parking and transportation needs
- Build sustainability into day-to-day operations
- Partner with City
- Use space more effectively and efficiently
- Include neighbors in campus planning
- Shift campus culture from core parking to remote/off-site
- Make remote parking a viable alternative by providing convenient access through high-frequency shuttles
- Continue to evolve and improve transportation management: current program is one step in this process



2013 and beyond

- What would the car-free core campus look like?
 - As buildings are constructed on core campus surface lots, the parking strategy is to shift long-term (half-day or longer) parking to remote sites (Lakeside/Gilbane) to preserve remaining core campus lots for short term (~2-hour) parking.
- In-progress: *Champlain College Strategic Transportation Plan* to realize the Master Plan's vision of a car-free core campus
- Working with City Staff on next steps of plan



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645 Pine Street, Suite A
Burlington, VT 05402
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802.863.0466 F
802.863.0450 TTY

www.dpw.ci.burlington.vt.us

Steven Goodkind, P.E.
DIRECTOR OF PUBLIC WORKS
City Engineer

Date: November 16, 2012

To: DPW Commission

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

Subject: Fiscal Year 2014 Street Reconstruction Draft Paving List (Informational)

Memo

During last month's DPW Commission meeting, I presented a status update of the Street Capital Program. I have attached the "DRAFT FY'2014 Street Reconstruction Program Street List" for your approval during the following December 2012 meeting. This list highlights next fiscal year's street reconstruction work on much needed downtown and neighborhood streets. With this plan, I am proposing approximately 3.3 miles of street reconstruction, which is in line with current funding paving funds of \$1,200,000.

Construction is planned for July 1, 2013 to October 1, 2013. We are currently working to gather survey data and cost estimates on the following list of streets.

If approved in December of 2012, the next steps would be to complete the full construction documents, surveys, drawings and estimates and advertise for bidding this project in January/February 2013. If you have any questions regarding the proposed street paving list for your approval, please do not hesitate to contact me directly at edemers@ci.burlington.vt.us or 802-863-9094.

DRAFT FY'2014 Street Reconstruction Program Street List						
11/16/2012						
	STREET	FROM	TO	Length (FT)	Width (Ft)	Area (Sq-Ft)
1	ADIST			317	20	6,340
2	ARLINGTON			1,003	30	30,090
3	BRADLEY			950	26	24,700
4	BRIGHT			739	26	19,214
5	BUELL			1,426	30	42,780
6	CHERRY ST	S WINOOSKI	BATTERY	2,006	40	80,240
7	DEFOREST HEIGHTS	DEFOREST RD	END	1,109	30	33,270
8	ELM TERR			370	26	9,620
9	FRONT			898	28	25,144
10	INTERVALE AVE	SPRING	ARCHIBALD	700	30	19,500
11	LAUREL			397	30	11,910
12	LUCK			528	26	13,728
13	MAIN ST (WILLARD - WINOOSKI)			1,290	55	70,950
14	ORCHARD TERR			792	26	20,592
15	POPLAR			370	18	6,660
16	RUSSELL			475	26	12,350
17	SANDRA CIRCLE			2,376	30	71,280
18	SHORE RD 1	NORTH AVE	FERN ST	1,490	26	38,740
				17,236	FT	537,108
				3.26	MILES	SQ-FT

Burlington Complete Streets Guidance

A Mandatory Project
Checklist

Provided by the Department of
Public Works



Distribution: Director of Public Works, DPW Assistant Directors, DPW Office of Planning, DPW Traffic Division, DPW Streets Division, Director of CEDO, CEDO Special Projects Manager, Office of Mayor Miro Weinberger, Office of the Clerk/Treasurer, Office of the City Attorney, Parks and Recreation, Burlington Electric, Burlington Fire Department, Planning and Zoning

Purpose

1. Ensure compliance with Act No. 34 (effective July 1, 2011), “an act relating to a transportation policy that considers all users” by providing guidance, interpretation, and reporting tools for municipal use.
2. Implement transportation projects in accordance with the City of Burlington 2011 Transportation Plan, which follows a complete streets strategy and Street Design Guidelines.

Introduction to Act 34

Pursuant to Act 34, all transportation projects and project phases managed by a municipality, except projects or project components involving unpaved highways but including planning, development, construction, or maintenance, must consider “complete streets” principles, which are principles of safety and accommodation of all transportation system users, regardless of age, ability, or modal preference.

If, after the consideration required by Act 34, a project does not incorporate complete streets principles, the municipality shall make a written determination that one or more of the following circumstances exist:

1. Use of the transportation facility by pedestrians, bicyclists, or other users is prohibited by law.
2. The cost of incorporating complete streets principles is disproportionate to the need or probable use as determined by factors such as land use, current and projected user volumes, population density, crash data, historic and natural resource constraints, and maintenance requirements. The municipality shall consult local and regional plans, as appropriate, in assessing these and any other relevant factors.
3. Incorporating complete streets principles is outside the scope of a project because of its very nature.

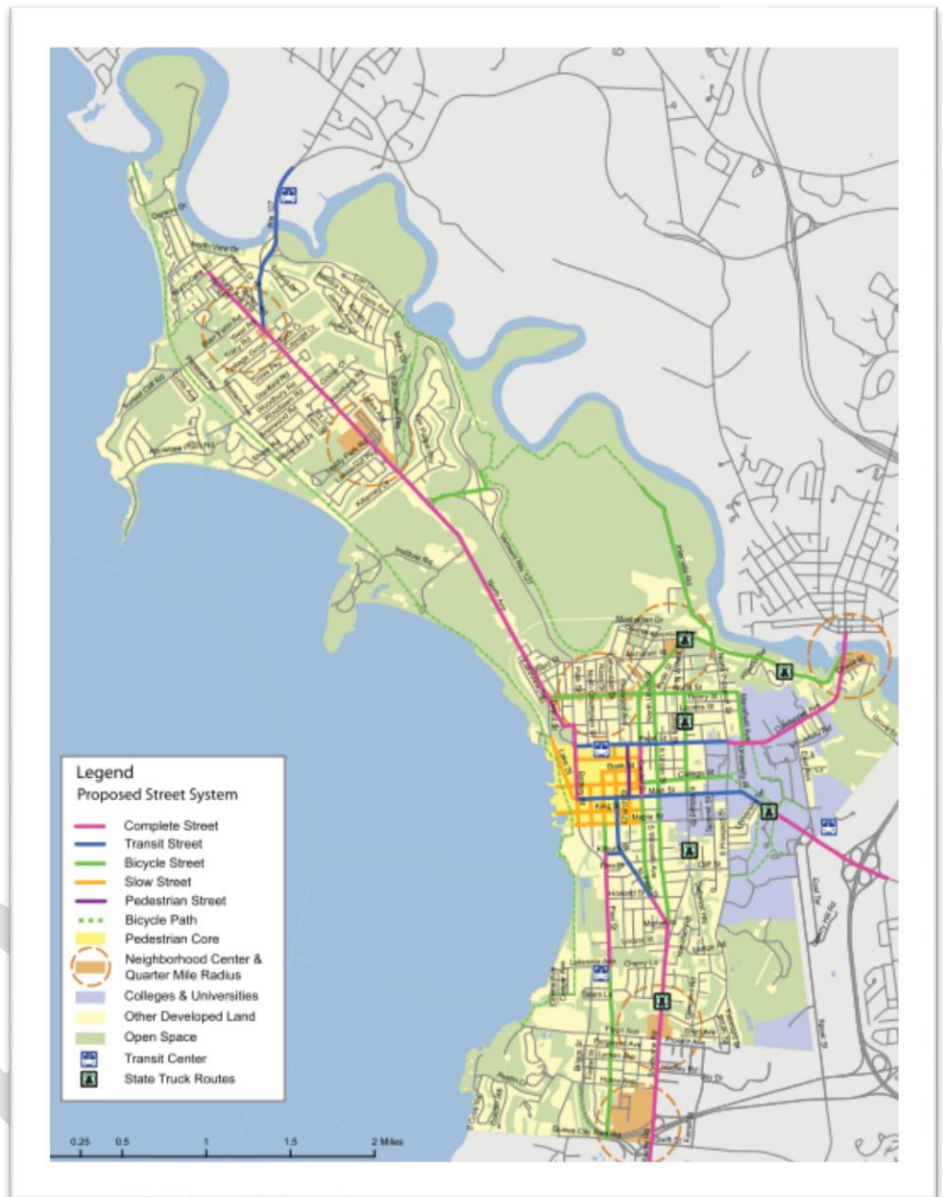
The written determination must be supported by documentation and available for public inspection at the office of the municipal clerk and at the agency of transportation. This determination shall be final and not subject to appeal or further review.

Introduction to City Policy

Adoption of the 2011 Transportation Plan requires a different way of planning for transportation in Burlington. The Plan is directed at promoting a Strong and Healthy City, Transportation Choices, and Great Streets. To develop Great Streets, transportation planning has shifted to a complete streets strategy and new Street Design Guidelines. Streets are classified beyond the traditional identification as local, collector, primary or arterial streets and now focus on Complete Streets, Transit Streets, Bicycle Streets, Slow Streets, Truck Routes, and Neighborhood Streets. The Street

Design Guidelines provide the list of complete streets features that should be considered for each class of streets in Burlington.

In 2012 the City of Burlington was a recipient of a Sustainable Communities Building Blocks grant through the Environmental Protection Agency. After a full-day workshop with local decisionmakers and stakeholders, a “Next Steps Memorandum” was provided to summarize the key issues identified at the workshop and to present key strategies for complete streets implementation. The first action, unanimously supported at the workshop, was to pursue adoption of a City Council resolution identifying the Public Works Commission as the decisionmakers responsible for complete streets implementation oversight.



Exempt Projects

It is the responsibility of the City to consider complete streets principles unless a project meets one of the three exemptions under Act 34. The following guidance is intended to help municipal staff and design teams to understand and document exempt projects.

Project teams should detail the cost to incorporate complete street principles and the need or probable use of the complete street features for each project. This analysis should be documented under the project checklist. Using this information, the Public Works Commission should make the determination that the cost of incorporating complete streets principles would be disproportionate to the need or probable use.

The project analysis should consider access, safety and mobility for all current and future users. To determine the access, safety and mobility needs and restrictions, the project team should evaluate current and future scenarios for land use, user volumes, population density, crash data for all users, resource constraints, right-of-way constraints, and maintenance requirements. The Transportation Plan, Municipal Development Plan, and relevant scoping, feasibility, or corridor studies should be consulted and documented to support the analysis.

The following activities shall be considered outside the scope of the project because of its very nature:

- Pothole patching and roadway preventative maintenance
- Shim projects
- Traffic signal equipment upgrades
- Emergency repairs
- Sidewalk repair
- Catchbasin repair or installation
- Projects with scopes of work approved prior to July 1, 2011
- Sweeping and plowing
- Sign replacement

DRAFT



PROJECT CHECKLIST

Instructions

1. Each feature of Complete Street treatments from the Street Design Guidelines are listed on the project checklist. Refer to the Street Design Guidelines for additional detail.
2. Determine where your project falls within the Burlington Street Classification.
3. For each complete street feature, determine if it is relevant to that street type.
4. If a feature should be considered but cannot be included, note the reason on the project checklist.
5. This checklist must be kept within each project file and sent to the Clerk/Treasurers office.

Confirm Street Classification

Complete Streets

- North Avenue** from Northgate Road to its southern end
- Colchester Avenue**
- Main Street** from University Terrace to the South Burlington town line
- South Winooski Avenue** from Main Street to Pearl Street
- Battery Street** from Sherman Street to Main Street
- Pine Street** from Lakeside Avenue to Kilburn Street
- Shelburne Street** from Howard Street to the South Burlington town line

Transit Streets

- Saint Paul Street** from Main Street to Howard Street
- Kilburn Street**
- Main Street** from Battery Street to University Terrace
- Pearl Street** from Battery Street North Prospect Street
- Plattsburg Avenue**

Bicycle Streets

- Pine Street** from Lakeside Avenue to Queen City Park Road and from Kilburn Street to Maple Street
- South Winooski Avenue** from Howard Street to Main Street
- North Winooski Avenue**
- South Union Street**
- North Union Street**
- South Willard Street** from Main Street to North Street
- Mansfield Avenue**
- College Street** from South Winooski Avenue to South Prospect Street
- North Street**
- Riverside Avenue**
- Intervale Road**
- Route 127 entrance to and including Ethan Allen Homestead**

Slow Streets

- Maple Street** from South Winooski Street to its western terminus
- King Street** from South Winooski Street to its western terminus
- College Street** from South Winooski Street to its western terminus
- Bank Street**
- Cherry Street**
- Lake Street**

State Truck Routes

- Shelburne Street**
- Willard Street**
- Main Street**
- Riverside Avenue**
- North Winooski Avenue**

Project Name: _____

Project Manager: _____

Checklist Date: _____

PROJECT CHECKLIST

- Sidewalks:** applies to *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*
 - both sides of the street
 - 5' minimum in residential areas
 - > 5' in neighborhood centers and high density residential
 - 8' – 10' on Slow Streets
 - 5' clear zoneNOTES:

- Tree Belt:** applies to *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*
 - 5' minimum
 - structural soil in neighborhood centers, high density residentialNOTES:

- Street Trees:** applies to *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*
 - hardscape or tree grates for passenger loading/unloadingNOTES:

- Street Lighting:** applies to *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*
 - ornamental light fixtures at gateways
 - ornamental and 10' – 14' high light fixtures in neighborhood centers, pedestrian promenades, college campus networks, high-pedestrian zones and Slow StreetsNOTES:

- Furniture:** applies to *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*
 - benches
 - kiosks
 - bike racksNOTES:

- Transit Shelters** at stops with high ridership: applies to *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*
 - outside of 5' clear zone
 - benches
 - lighting
 - street trees
 - pedestrian-scale signsNOTES:

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

- Parking:** applies to *Complete Streets and Bicycle Streets*: on-street in neighborhood centers, back-in angled or parallel if next to bike lanes
 - Transit Streets and Slow Streets*: removed at transit stops
 - Slow Streets*: parking meters behind tree belt, centralized pay stations
 NOTES:

- Queue Jump Lanes:** applies to *Transit Streets*
 - shared with right turn lane at intersection, with stop across intersection

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

- Vehicle lanes:** applies to *Complete Streets*: 10' – 11'
 - Transit Streets*: 10' – 12'
 - Bicycle Streets*: 10'
 - Slow Streets*: 10' – 12', greater for higher mix of uses
 NOTES:

- Two-way left turn lane:** applies to *Complete Streets*
 NOTES:

- Crosswalks:** applies to *Complete Streets, Transit Streets, Slow Streets*
 - at each intersection
 - special pavement treatment at high volume crossings (if textured, only smooth)
 - every 300' – 400'

- Medians or refuge islands:** applies to *Complete Streets, Transit Streets*
 - at mid-block location: 6' x 20' minimum with 5' pedestrian path
 - landscaped refuge island (not paved)
 NOTES:

- Mid-block Crosswalks:** applies to *Complete Streets, Transit Streets, Slow Streets*
 - warranted by pedestrian volumes
 - 6' – 10' wide
 - ladder, zebra, fully painted, or colored and textured bounded by white
 - raised crossing
 - Z-crossing if median or refuge provided
 - Signage and/or signage with warning lights
 NOTES:

- Curb radii:** applies to *Complete Streets, Transit Streets, Slow Streets*

- 10' – 15'

NOTES:

- Curb Extensions:** applies to *Transit Streets, Slow Streets*

NOTES:

- Stormwater Planter:** applies to *Complete Streets, Slow Streets*

- in place of greenbelt on level streets

NOTES:

- Porous Paving:** applies to *Complete Streets, Slow Streets*

- within on-street parking lane

NOTES:

- Enhanced Intersection:** applies to *Slow Streets*

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

NOTES:

- Neighborhood Center Transition**

- curb extensions
- shared lane markings replace bike lanes
- signs and pavement markings
- pedestrian-scale lighting, furniture, plantings, and sidewalk patterns

NOTES:

North Avenue at Plattsburg Avenue

North Avenue from Ethan Allen Shopping Center to Ethan Allen Parkway

Riverside Avenue / Colchester Avenue intersection

Shelburne Street from Birchcliff Parkway to Lyman Avenue

Shelburne Street from Home Avenue to the South Burlington town line

North Street from North Avenue to North Winooski Avenue

North Winooski Avenue from North Street to Riverside Avenue

Riverside Avenue / Colchester Avenue intersection

DOCUMENTING COST DISPROPORTIONATE TO NEED

Date of Public Works Commission approval: _____

- Current and future land use:
- Traffic, bicycle, pedestrian and transit volumes documented:
- Population density:
- Crash data for vehicles, bicycles, and pedestrians:
- Resource constraints identified:
- Right-of-way constraints identified:
- Maintenance constraints identified:
- Local plans referenced:
 - Transportation Plan
 - Municipal Development Plan
 - Scoping, Feasibility, Corridor or similar project reports

**BURLINGTON DPW
FY13
SNOWFIGHTING PROGRAM**



11/19/12

Planning

Winter conditions present a major challenge to Burlington DPW. Schools, health and safety services, commerce and jobs all depend on our ability to maintain our streets and sidewalks in a safe condition despite a continual onslaught of snow and ice throughout the season. To address this, we develop our Snowfighting Program with four things in mind:

- 1) Snowfighting needs to be based upon well thought out plans
- 2) The plans need to be flexible because winter storms tend to behave in unpredictable ways.
- 3) A consistent, high level of service needs to be delivered to every part of the city.
- 4) Burlington's urban environment is not conducive to snowfighting efforts.

Fortunately we have a long history of snowfighting to draw upon as well as an active supporting industry that continually seeks to improve the equipment, materials and techniques that we use. This enables us to improve our plan every year. Sometimes it is with major changes such as when we significantly increased our sidewalk plowing 8 years ago. Other times, like last year, it was with a large number of small items. This year once again we are focusing on fine tuning initiatives from prior years. These include:

- 1) Reducing vehicle accidents and/or damage to property resulting from our operations.
- 2) Utilizing "treated" salt that is more effective and is less detrimental to the environment.
- 3) Insuring that we have spare equipment available so that breakdowns to not interfere with our operations.
- 4) Modifying the maintenance light system. (snow lights)
- 5) Using seasonal employees to augment DPW staff.

Preparation

Preparations for snowfighting begin in the summer when the purchasing process is initiated for vehicles in need of replacement according to our fleet capital plan. Some require long lead times if we are to have them by winter. In the early fall our Equipment Maintenance Group begins the process of going through the fleet and performing any needed work to get it ready for winter. Many of our vehicles have jobs other than snowfighting so this work has to be coordinated with these other uses. In the summer and fall staff also address issues in the ROW that interfere with plowing efforts i.e. manholes that are too high. The snow light system is also checked and repaired as necessary.

In early November the department conducts its' snow training week. This involves training in the proper use of our equipment and a review of our snowfighting plans. Staff does most of the training however manufactures' representatives and safety consultants are also used. All staff involved in snowfighting, including those from all divisions of DPW and from other departments, attends the relevant parts of this training.

We drive all of the street and sidewalk plow routes so that the operators are familiar with their routes. If changes or obstacles are encountered they are noted so as to avoid problems during actual events. Signs are placed at this time in areas where sidewalk plows are not supposed to go. These areas are often difficult to see when covered with snow. The training concludes with a rodeo in which driver skills are showcased and prizes awarded to the fastest/safest drivers.

Resources

The following table lists the resources we have to devote to our snowfighting efforts. These include staff, vehicles and money.

Number of Employees needed per storm (depending on the storm)	14 to 50+
Plow Trucks w/7 to 8 yards dump body & wings	10 Trucks
Low Profile Plow Trucks (Front Plows Only)	3 Trucks
One-Ton Plow Trucks(Front Plows Only)	2 Trucks
Loaders (2 with plows) (1 without)	3 Loaders
Sidewalk Plows (w/blowers, straight plows and v-plows)	13

Snow fighting Budget FY10	\$733,000
Snow fighting Expenses FY10	\$530,000
Snow fighting Budget FY11	\$823,000
Snow fighting Expenses FY 11	\$966,000
Snow fighting Budget FY 12	\$734,000
Snow fighting Expenses FY12	\$506,184
Snow fighting Budget FY13	\$739,783

If needed, as it was during the last winter season, we have made arrangements to rent road graders to remove ice if we have a significant ice storm and tandem axle dump trucks if we have to haul snow.

Performance Capabilities

Burlington has 95 miles of roads and 150 miles of sidewalks. During the average year we receive 80 inches of snow. Of course this is only an average. What really matters is when it falls and how many snow events we have to deal with. Generally speaking, the length of a storm rather than the amount of snow determines how we deal with it. The following table outlines the capabilities of our snowfighting crews. Our plans are built around these capabilities.

Street Plowing Routes	12
Hours to plow all streets once (Done Twice Each Storm)	5 to 7
Hours to salt all streets @ 500 lbs/mile	4
Sidewalk Plow Routes	9
Hours to plow all sidewalks once. (Done Twice Each Storm)	7 to 8
Hours to snow blow all sidewalks	24
Hours to salt all sidewalks	8 to 12

Plans

Street Plowing Plans

Plan 1 Salting and/or plowing in a light snowstorm involves 6 to 8 trucks. If the storm intensifies, additional trucks can be mobilized. This plan is often used if a storm is underway during rush hour and major roads need to be kept open. Last year we used 3604 tons of salt.

Plan 2 This is our basic plowing plan. It has seven routes with a plow truck in each one. This plan is implemented after plan #1 and is also used for push back operations at night, especially during parking bans.

PLANS 3 &4 If a storm intensifies we move to plans with up to 15 plowing vehicles and transition from 8 hour shifts to 12 hour shifts. This is typical in storms that last more than 24 hours. Plan #3 has eight routes plan #4 has twelve routes, each with a vehicle assigned to it.

As noted previously, these plans are flexible. Additional vehicles can be mobilized depending on conditions. Each plan is depicted on a map in the appendix of this report.

If we have to haul snow, as was common last season, DPW has a snow dump located in a former oil tank farm containment berm near the waterfront. This has been an ideal site as the berm contains the contaminants in the snow and prevents them from reaching the lake as the snow melts.

Sidewalk Plowing Plans

- 1) All nine routes are plowed during the day concurrently with street plowing plans #1 through #4. Extra attention is given to the downtown, areas around school and at school crossing guard locations.
- 2) During push back or any night time street plowing operation, sidewalk plowing usually begins around 4 a.m. so that side walks are open when school begins. Depending on the severity of a storm, this starting time can be varied.
- 3) Scraping, sometimes with salting operations, are routinely conducted during the day throughout the winter.

The sidewalk plowing routes are depicted on a map in the appendix of this report. Each route is assigned a plow vehicle during these operations.

Parking Bans

Burlington does not have a seasonal parking ban unlike most towns in our region. It is the responsibility of the DPW Director to declare bans on a case by case basis. By city ordinance the ban must be declared by 3:00 p.m. in order to be in effect from 10:00P.M. that evening until 7:00 a.m. the following morning.

Vehicles must be off of the streets during these hours if a ban has been declared or they can be towed. While parking bans make our job easier it is difficult for many people to find alternative parking. (DPW does make free parking available in our garages as one option). Therefore we try to limit the number of bans that are called.

When a storm with over 3 inches of snow is predicted the need for a parking ban is evaluated. Factors such as the existing snow pack, type of snow, and weather after the storm are considered. We use a number of resources to assist us in this decision including a subscription weather forecasting service.

Last year there were 0 parking bans due to the unusually mild winter with no significant storms. The towing operation is managed by the Burlington Police Department once the DPW director calls a parking ban. Vehicles are towed to a designated street and tow lots in various sections of the city to make their retrieval easier and so as to not interfere with snow removal operations.

Parking bans are warned using the maintenance light system as well as media and internet notification systems. DPW maintains a phone line at **658-SNOW** with up to date information on winter parking bans if one has been called by the director.

FY 12 PARKING BAN TOW AREAS

LAKE ST. BOAT LAUNCH / SKATE PARK – VEHICLES TOWED FROM OLD NORTH END & WEST OF WILLARD ST., FROM PEARL ST. TO MAPLE ST.

GROVE ST. SHAMANSKI PARK PARKING LOT - VEHICLES TOWED EAST OF WILLARD ST., FROM MAPLE ST. TO RIVERSIDE AVE.

GOSSE CT. NORTH AVE. TO END - VEHICLES TOWED FROM THE NEW NORTH END

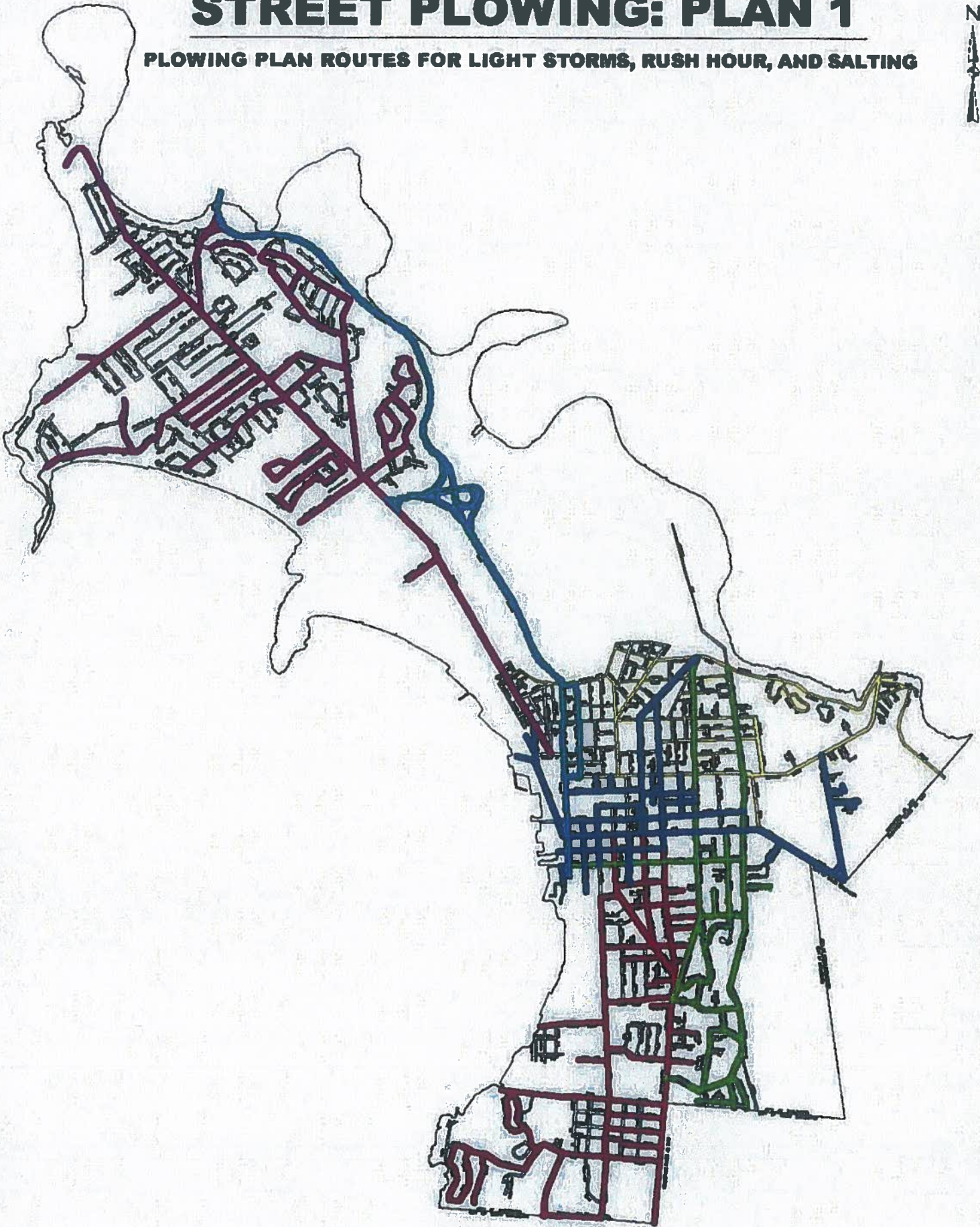
OAKLEDGE PARK PARKING LOT - VEHICLES TOWED FROM THE SOUTH END & WEST OF WILLARD ST., FROM MAPLE ST. SOUTH

Appendix

Street Plowing Plan 1	page 10
Street Plowing Plan 2	page 11
Street Plowing Plan 3	page 12
Street Plowing Plan 4	page 13
Sidewalk Plowing Plan	page 14

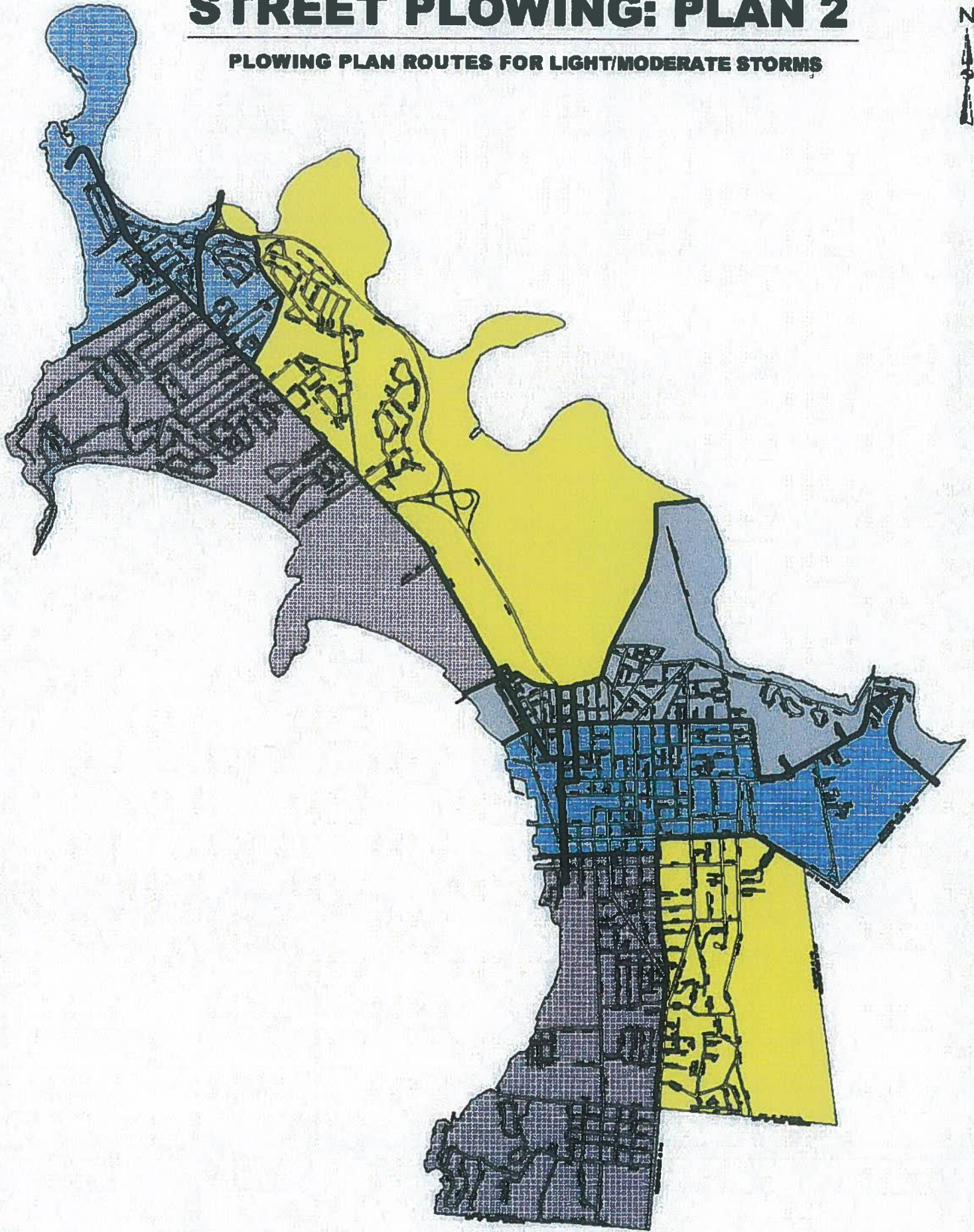
STREET PLOWING: PLAN 1

PLOWING PLAN ROUTES FOR LIGHT STORMS, RUSH HOUR, AND SALTING



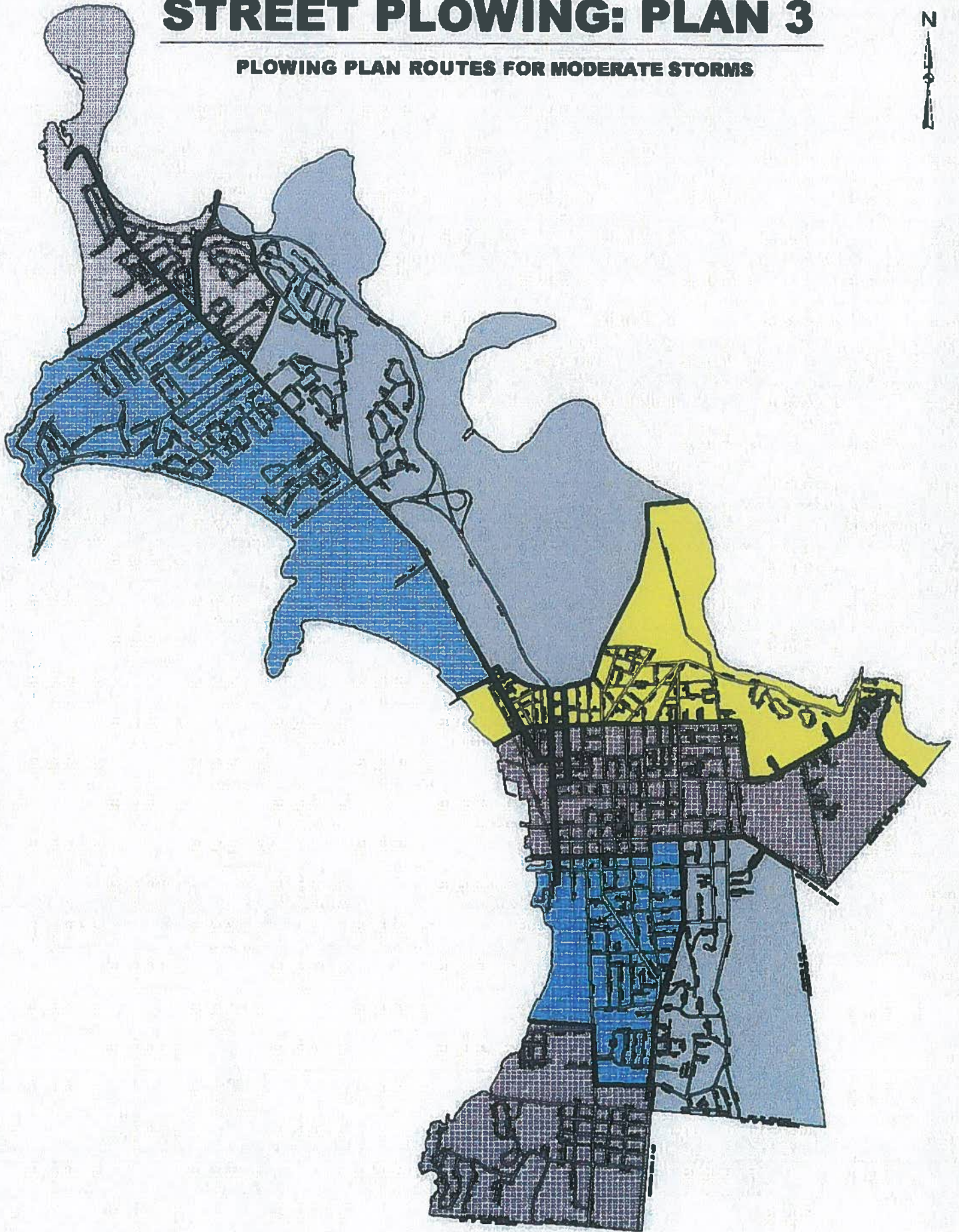
STREET PLOWING: PLAN 2

PLOWING PLAN ROUTES FOR LIGHT/MODERATE STORMS



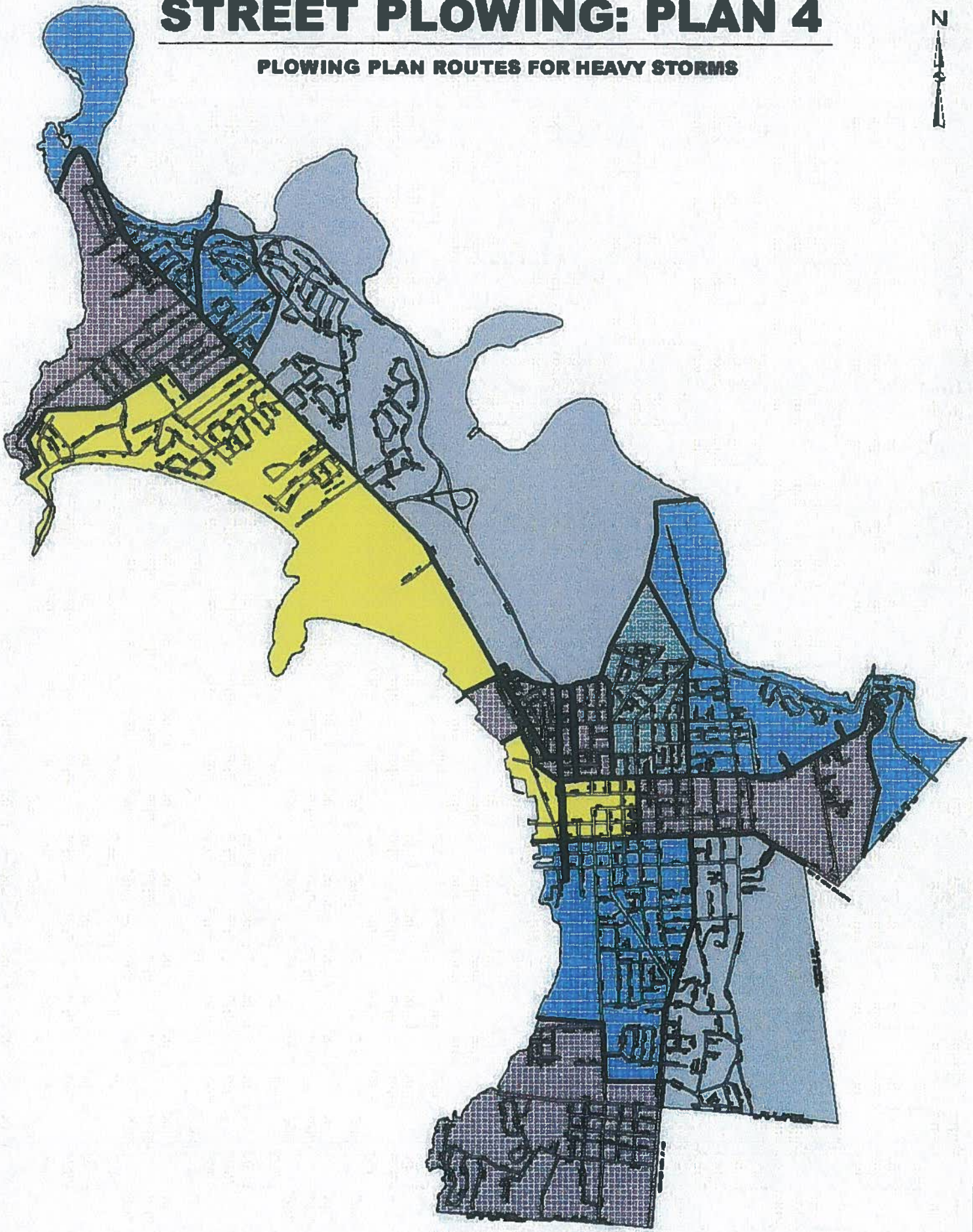
STREET PLOWING: PLAN 3

PLOWING PLAN ROUTES FOR MODERATE STORMS

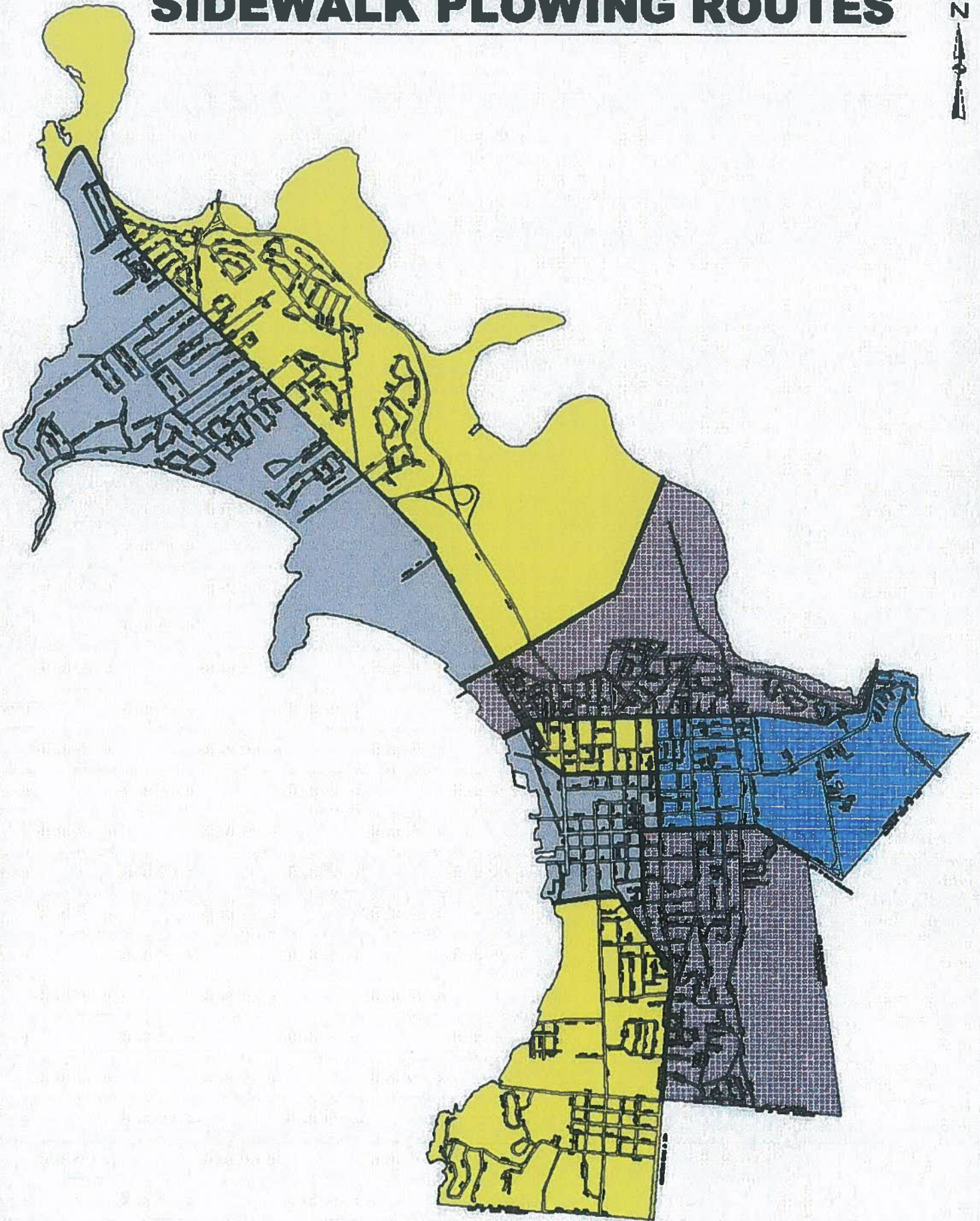


STREET PLOWING: PLAN 4

PLOWING PLAN ROUTES FOR HEAVY STORMS



SIDEWALK PLOWING ROUTES



BURLINGTON PUBLIC WORKS COMMISSION
645 Pine Street
Minutes – October 17, 2012
(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Asa Hopkins, Nathan Lavery (Chair), Mark Porter (Vice Chair) and Kevin Worden

PRESENT VIA CONFERENCE PHONE: Matt Conger (Secretary),

Commissioner Lavery called the meeting to order at 6:30 p.m.

ITEM 1 – AGENDA: No changes.

ITEM 2 - PUBLIC FORUM

Ann Kiley: Parent of two Edmunds' students, expressed safety concerns for Edmunds students using the mid-block crosswalk on Main Street, unescorted. Has been working for six years to get blinking lights in that area; questions the delays.

Jess Beck: Former parent of Edmunds' students, member of Rotary Club involved in making improvements to the Main Street corridor, including landscaping in the area of the mid-block crosswalk. Frustrated by delays in completion of mid-block crossing plans.

Peggy O'Neill-Vivanco: Edmunds' PTO, discussed the letter and petition she sent to Commissioner Lavery requesting that the city move forward to complete the mid-block crosswalk improvements, as well as add a crossing guard at the site.

ITEM 3 – LOWER CHURCH STREET MOTORCYCLE PARKING REMOVAL

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming's Memo dated October 17, 2012: "Lower Church Street motorcycle parking removal.")

DPW staff recommendation: Remove the motorcycle parking on the east side of Church Street just south of the parking lot to the Chittenden County Courthouse and prohibit all vehicles from parking in this location. (When vehicles are parked across from the driveway, trucks are unable to make deliveries to the Flynn.)

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

ITEM 4 – STOP SIGN REQUEST AT LAVALLEY LANE AND MAPLE STREET

(Joel Fleming, Public Works Engineer)

Refer to Commission packet for Mr. Fleming's Memo dated October 17, 2012: "Lavalley Lane at Maple Street stop sign request."

DPW staff recommendation: Putting stop control (STOP sign) on Lavalley Lane at Maple Street, which will make it clear who has the right-of-way at the intersection. (There is a heavy concentration of pedestrian, bicycle and vehicle traffic at that intersection.)

Commissioner Alberry moved to accept staff's recommendation; Commissioner Hopkins seconded. Unanimous approval.

ITEM 5 – POLICY CHANGES ON PROHIBITING PARKING AROUND RESIDENTIAL AND COMMERCIAL DRIVEWAYS (Joel Fleming, Public Works Engineer)

Refer to Commission packet for Mr. Fleming's Memo dated October 17, 2012 with the same title.

DPW staff would like to modify the policy used for prohibiting parking around residential and commercial driveways, as the blanket policy guidelines - particularly around site distance – recently do not always seem satisfactory when implemented. Director Goodkind invited input from the Commission: If they feel that the currently policy is fine (use same site distance north and south of driveways), then staff will continue as they have in the past. If the Commission feels that modifications/suggestions used in conjunction with current accepted criteria would help streamline decision-making, then staff would return to the Commission with suggestions.

The Commission agreed to give staff the opportunity to suggest a revised policy and return to the Commission with their suggestions.

ITEM 6 – NORTH WINOOSKI AT RIVERSIDE AVENUE PARKING CHANGES (Joel Fleming, Public Works Engineer)

Refer to Commission packet for Mr. Fleming's Memo dated October 17, 2012: "North Winooski at Riverside Avenue parking changes."

Mr. Fleming has been reviewing Planning and Zoning's parking requirements for the Community Health Center at 617 Riverside Avenue, monitoring license plates of cars parked in the vicinity, assessing adequacy of the area's number of parking meters and considering the Parking Enforcement's staff's ability to enforce 15-minute meter limits. He will also observe the area and note where people are parking and where they are headed to.

Mr. Fleming will return to the November meeting with his findings and recommendation.

ITEM 7 – EDMUNDS CROSSING ON MAIN STREET (Steven Goodkind, DPW Director)

Oral communication: Director Goodkind gave a history behind the Main Street mid-block crossing at the Edmunds School.

- About 8 years ago, school staff approached DPW requesting a crosswalk, to enable staff and adult-escorted students to cross Main Street to get to Edmunds School. DPW was not in favor of it.
- DPW put in the crosswalk (meeting the Manual on Uniform Traffic Control Devices - MUTCD - standards), and told Edmunds' staff that they would be responsible for its use.
- There are crosswalks and crossing guards at the Main/Willard Street and Main/Union Street intersections.

- DPW staff does not want to assign a crossing guard to that crossing, as staff doesn't feel it should be an approved crossing; however, since the crosswalk exists, staff has been working toward a final improvement plan. The work would begin as early as May and could be completed sometime next summer.
- Director Goodkind felt that school staff and parents could better educate their students about the designated, staffed crosswalks at South Willard and South Union Streets.

The Commission requested the following of Director Goodkind:

- Encourage the crossing guards at the Main Street/So. Willard and So. Union intersections to educate the students *not* to use the mid-block crossing.
- Consider the following, if not already in the concept for the mid-block crossing: flashing lights to warn of a school zone.
- Draft a written communication to school staff asking them to get the word out to the school community that it is unsafe to use the crossing before the planned changes, beginning as early as spring, 2013.
- Investigate the possibility of erecting flashing lights near the mid-block crossing, indicating a school zone, this fall (instead of waiting until the improvements are begun next year).
- Once the concept for the mid-block crossing becomes a design plan, inform the Commission (hopefully at the November meeting), post it on the DPW Website and give the information to Edmunds' staff to distribute to the school community. Commissioner Lavery asked that a full schedule of the Plan's implementation be presented.
- Look at the possibility of lowering the speed limit in the school zone, and report back at the November meeting.

Discussion ensued about the feasibility of closing off both ends of the mid-block crossing, blackening out the striping and removing the barrel in the road to discourage the use of the crossing, and/or posting signs at either end explaining the reason for the elimination of the crossing and explaining the planned 2013 improvements.

With input from the public, Commissioner Lavery suggested *not* closing the crosswalk immediately, and asked DPW staff to work with Edmunds' PTO and reach out to school staff to get a consensus on closing the crossing. DPW staff will return to the November meeting with an update.

Commissioner Lavery:

- Will draft a short letter from the Commission and circulate it via e-mail, formally requesting feedback from parents, school personnel, PTO, DPW staff, etc., which would then be reviewed and discussed at the November meeting. He would like to include in that discussion crossing safety issues and what can be done to enhance safety until the physical improvements are made.
- Longer term, he would like the DPW staff to put a plan in writing. Some elements to include in the Plan:
 - Anticipated installation date for the improvements starting in Spring, 2013;
 - Earliest point at which the crossing guard study can be anticipated;
 - Address the installation of the flashers and how quickly that can happen, particularly if that can happen before the additional improvements take place.

Commissioner Lavery asked that this item be included on all upcoming Agendas. He asked that Director Goodkind create a schedule of how the plan will roll out, distribute it via e-mail to the commissioners, and add the item to the November agenda for discussion. Once the plan or an outline of the Plan is ready, DPW staff is asked to post it on the Website, and inform the Edmunds school community that it is available.

ITEM 8 – PLAN BTV DISCUSSION (Director Steven Goodkind)

Refer to Commission packet for Director Goodkind’s Memo dated October 11, 2012: “Plan BTV.”

The above-mentioned handout contains excerpts from the voluminous PlanBTV. Director Goodkind chose the excerpts comprising the handout based on DPW’s current or anticipated involvement with those areas/projects/plans. He asked the commissioners to discuss which areas they would like to focus on first, thus allowing DPW staff to prepare additional background information for future meetings.

- In regards to the topic of parking: should residential parking be associated with properties?
- Clarified that the commissioners could still “weigh in” during the different stages of the items presented in the Plan.
- Circled the topics which he felt the Commission should look at.

As per a commissioner’s request, Director Goodkind will summarize as briefly as possible, the handout information in a spreadsheet, including the page number in the Plan from which it is extracted, and possibly a \$ symbol representing staff’s best estimation of cost of each project. He was asked to have the spreadsheet ready or the November meeting.

ITEM 9 – BACKGROUND ON STREET AND SIDEWALK CAPITAL PLANS

(Erin Demers, Public Works Engineer and Steven Goodkind, Director)

Ms. Demers and Director Goodkind gave a presentation/update on streets and sidewalks. DPW is on track with the paving budget for this year (FY13). The current pavement condition index (PCI) (stands for?) for roads is at 72.8, determined by the software program, Micro PAVER.

There is no software program for sidewalks comparable to Micro PAVER. Staff and volunteers have compiled a comprehensive inventory of the approximately 150 miles of sidewalks, 2/3 of which they identified as having deficiencies. Staff is currently preparing a request for proposals for new sidewalk work in order to take advantage of State grants (which includes travelling the City’s sidewalks on a Segway equipped with graphical information system [GIS] mapping capability). The resulting data will add to the GIS system and replace the current database. Staff hopes to have the work done this winter.

Ms. Demers advised Burlingtonians to call DPW Customer Service to inform them of any sections of sidewalks requiring attention. There are funds available for patching small areas of sidewalks.

Commissioner Porter: Requests that the metal protection grates at the base of the trees on the sidewalk across from City Hall Park (on College Street, between St. Paul and Church) be leveled. Ms. Demers will contact the Parks and Recreation Department to have the City Arborist, Warren Spinner, take a look.

ITEM 10 – TRAFFIC SIGNAL TIMING UPGRADES (Steven Goodkind, Director)

Ethan Allen Parkway is the only traffic signal that does not meet Municipal Uniform Traffic Control Devices (MUTCD) standards. The Archibald Street/Winooski Avenue intersection will soon be done.

ITEM 11 – REPORT TO CITY COUNCIL – E-MAILED NEXT MONDAY

(Steven Goodkind, Director)

Director Goodkind e-mailed the commissioners a draft of the report he intends to give to the City Council at their October 29th meeting. The annual report summarizes the Department’s financial performance for the preceding fiscal year. Per the City Council’s request, Director Goodkind is asking for the Commission’s approval of the report before it is brought before the Council, asking that the Commission

accept it with “no exceptions taken.” The Commission accepted the Memo and had two items which they asked Director Goodkind to address:

- Eliminate the side comment in the margin on Page 2 under, “Technical Services: Inspection Services” indicating a question on the number of permits issued.
- Change the wording on Page 5 under “Recycling,” to match the statement in his cover Memo to the City Council under “Summary” (indicating that the Recycling Program finished FY12 in the red).

ITEM 12 – CUSTOMER SERVICE PRESENTATION UPDATE

(Steven Goodkind, Director and Valerie Ducharme, Customer Service Supervisor)

Director Goodkind and Ms. Ducharme gave a presentation on the new Request for Service software program recently launched in Customer Service. Ms. Ducharme demonstrated the process followed by Customer Service when citizens call in.

ITEM 13 – MINUTES OF 09/19/12: Unanimously approved.

ITEM 14 – DIRECTOR’S REPORT (Steven Goodkind, Director)

Director Goodkind reported briefly on his recent trip to Russia and his observances of their Ministry of Infrastructure. A representative from the Ministry is contemplating a visit to Burlington this May.

ITEM 15 – COMMISSIONERS’ COMMUNICATION

Commissioner Worden asked Director Goodkind to find out what happens to the function of the pedestrian crossing signals when the traffic signals switch over to flashing mode at 10:00 p.m. Director Goodkind will get back to the Commission with the answer.

Commissioner Hopkins asked Director Goodkind for an update in the near future on the timeline for the Champlain Parkway (process, permits, etc.). Director Goodkind offered to add the topic to the November agenda.

Commissioner Overby is collecting information as discussed at the August meeting, concerning strategic planning for the year. She has left a message for Jeanne Francis (in Code Enforcement) and will follow up with her to on Zoning and Inspection Services permitting schedules and timeframes, and whether the computer system used for permits for Planning and Zoning and Inspection Services has the ability to report time from start to end. She left a message for Jeanne Francis and will follow up with her.

Commissioner Porter reported on his work with John King, Parking Enforcement, on “Residential Parking Only” fees, abuse of the parking passes and working toward changing the approval process. Mr. King would like the Commission’s help with the process and plans to come to the November meeting with a report.

DPW staff has estimated that it would cost approximately \$95,000 to paint triangles on either side of every driveway from the Old North End to the New North End, creating a standard pattern for each driveway entrance. Commissioner Porter would like staff to go back and determine the cost of painting

individual parking spaces within those triangles. Director Goodkind will report back to the Commission on staff's findings.

Commissioner Lavery reminded the Commission that the City Council is expecting a formal response on their earlier request regarding residential parking. He and Director Goodkind will put something in writing for City Council.

Commissioner Lavery asked for an update on where DPW stands in the queue for financial/staffing assistance from the Metropolitan Planning Organization in regards to a more comprehensive study of parking. Director Goodkind reiterated that DPW is still in their queue and if nothing happens this year because they are booked, we would be at the top of their project list next year.

ITEM 16 – NEXT MEETING DATE AND ADJOURNMENT

Because the next regular meeting date falls on the day before the Thanksgiving holiday and conflicts with three commissioners' plans, it was determined that **the November meeting will be held on Wednesday, November 28th**. Commissioner Overby will be in attendance via conference phone. Commissioner Hopkins moved to adjourn the meeting; Commissioner Worden seconded. Unanimous approval to adjourn at 9:30 p.m.



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William P. Burns
Traffic Foreman

11/28/12

Hi Steve,

Here is some information regarding the painting of parking space around the city. At this time we do not have the necessary equipment to do this job. We would need to buy a one ton truck, paint trailer and a paint machine. We would also need another 2 person paint crew as this would be a full time summer job. These spaces would be painted in residential neighborhoods. I based our prices on a 430' block with parking on both sides of the street. Dan and I are guessing about 184 blocks. We are not talking about any of the "New North End". We would have to post any street the day before we paint. We would set up our work zone. Tow any cars in the way, then paint and take down the No Parking signs and Work Zone. We estimate that the cost/effort to paint just the driveways markings will be about the same. The only difference is a small reduction in the amount of paint used. These spaces would have to be repainted at least every other year.

5.5 hours for two summer employees	\$266.42
20 No Parking maintenance signs	\$11.80
20 Stakes for signs	\$25.00
White Paint per block.	\$33.12
5.5 hours for a one ton truck.	\$68.75
5.5 hours for the paint trailer.	\$55.00
5.5 hours for paint machine.	\$55.00

Total \$515.09 per block.

The total cost would be **\$94,776.56** per year.

A big thing for us should also be the loss of parking per block. Last year I did some work that showed we could lose several spaces per block. A 45' section of roadway that holds three small cars now will only hold two cars when we paint 20' parking spaces.

Steven Goodkind, P.E.
Director of Public Works

Patrick Buteau
Assistant Director
Parking & Fleet Services



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MEMORANDUM

To: Board of Finance and City Council
From: Patrick Buteau, Asst. Director
Date: October 01, 2012
Subject: Approval of Downtown Parking Garage Upgrades to facilitate acceptance of Credit Cards and.

As part of the ongoing technology improvements for the downtown parking system, we have solicited pricing to provide fiber optic connections to the parking facilities for internet access and upgrade the current revenue control equipment to allow for the acceptance of credit cards; and install one automated pay lane at each of the Lakeview and College Street Parking facilities.

We believe that we will see savings through attrition of employees within the next year. Once project and staff reductions are completed of 2.4 fte's, we anticipate cost savings of \$120,000 annually.

Combined costs for all three downtown parking facilities including contingencies totals \$148,000 broken down as follows:

Fiber Optic Internet Connections	\$ 21,000
Revenue Control Upgrades (Skidata)	\$104,966
Electrical power & conduit pulls	<u>\$ 15,000</u>
Subtotal.....	\$140,966
Contingencies	<u>\$ 7,034</u>
 Total project costs.....	 \$148,000

Staff requests Finance Board and City Council approvals to proceed with the project. With the long lead times on Revenue Control equipment it is anticipated that actual installation will not occur until early 2013.

This project was included in the approved FY 2013 Traffic Budget with a budgeted price of \$156,978. We will also be looking at lease purchase possibilities for the Revenue Control upgrade piece.