



Public Works Commission

Wednesday, February 21, 2024, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

6:30 pm, Main Conference Room, 645 Pine St OR Remotely via ZOOM:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83495330508>

Or Telephone: Dial US: 301-715-8592 Webinar ID: 834 9533 0508

Channel 17 also often livestreams this on their YouTube channel and airs it over the air at a later date.

Note that comments on YouTube are not monitored.

1. Call to Order

2. Agenda - 5 Minutes

Subject	2.1. Motion to amend/adopt agenda
Meeting	February 21, 2024 - DPW Commission Agenda - Wednesday, February 21, 2024, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	2. Agenda - 5 Minutes
Department	
Type	Action
Recommended Action	Motion to Approve Agenda

3. Public Forum - 3 Minutes per Person Time Limit - 10 Minutes

4. Consent Agenda

4.1. Approval of Draft Minutes of 12-20-23

4.2. North Williams Street RPP Request

4.3. Fines For Food Report

4.4. Robinson Parkway Stop Signs

4.5. 172 North Willard Street ADA Space

4.6. BHS Monthly Permits

4.7. Eclipse Event Rate

Subject 4.8. Onstreet Parking Updates

Meeting February 21, 2024 - DPW Commission Agenda - Wednesday, February 21, 2024, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category 4. Consent Agenda

Department Public Works Department

Type Information

Recommended Action Approve Consent Agenda

5. GMT Fare Resumption - 20 Minutes

Subject 5.1. Information - C. Clark

Meeting February 21, 2024 - DPW Commission Agenda - Wednesday, February 21, 2024, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category 5. GMT Fare Resumption - 20 Minutes

Department Public Works Department

Type Information

Recommended Action None

6. BED EV Charging Spaces - 10 Minutes

Subject 6.1. Information, M. Suender, C. Manna, T. Lyle

Meeting February 21, 2024 - DPW Commission Agenda - Wednesday, February 21, 2024, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category 6. BED EV Charging Spaces - 10 Minutes

Department Public Works Department

Type Information

Recommended Action No Action

7. Annual Downtown Parking Report - 25 Minutes

Subject 7.1. Information - J. Esperti

Meeting February 21, 2024 - DPW Commission Agenda - Wednesday, February 21, 2024, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category 7. Annual Downtown Parking Report - 25 Minutes

Department	Public Works Department
Type	Communication
Recommended Action	None

8. Marketplace Garage Monthly Parking - 10 Minutes

Subject	8.1. Communication - J. Esperti
Meeting	February 21, 2024 - DPW Commission Agenda - Wednesday, February 21, 2024, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	8. Marketplace Garage Monthly Parking - 10 Minutes
Department	Public Works Department
Type	Action Communication
Recommended Action	Motion to Approve

9. Courthouse Plaza Public Parking - Ordinance Change - 20 Minutes

Subject	9.1. Communication - J. Esperti
Meeting	February 21, 2024 - DPW Commission Agenda - Wednesday, February 21, 2024, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	9. Courthouse Plaza Public Parking - Ordinance Change - 20 Minutes
Department	Public Works Department
Type	Action
Recommended Action	Motion to Approve

10. Director's Report - 10 Minutes

Subject	10.1. Communication - Battery St Scoping Study Alternatives Meeting on March 13 - C. Spencer
Meeting	February 21, 2024 - DPW Commission Agenda - Wednesday, February 21, 2024, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	10. Director's Report - 10 Minutes
Department	Public Works Department
Type	Information

11. Commissioner Communications - 10 Minutes

12. Adjournment - Next Meeting Date - March 20, 2024

Subject	12.1. Motion to adjourn
Meeting	February 21, 2024 - DPW Commission Agenda - Wednesday, February 21, 2024, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category	12. Adjournment - Next Meeting Date - March 20, 2024
Department	Council and Board
Type	Action
Recommended Action	Motion to Adjourn

**DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING DECEMBER 20, 2023
DRAFT MINUTES**

For video of the meeting, please visit Town Meeting TV's YouTube Channel:
<https://www.youtube.com/watch?v=k0r9VW6DgXY&t=978s>

Commissioners Present: Commissioner Barr, Commissioner Fox (Zoom), Commissioner Hogan, Commissioner Munteanu; Commissioner O'Neill-Vivanco (Chair) (Zoom), Commissioner Sears

COMMISSIONER ABSENT: Commissioner Damiani

ITEM 1 – CALL TO ORDER

Commissioner O'Neill-Vivanco called the meeting to order at 6:30 p.m.

ITEM 2 – AGENDA

Commissioner Barr made a motion to accept the agenda
Commissioner Munteanu seconded
Unanimous approval

ITEM 3 – PUBLIC FORUM

Kelly Divine stated she received the memorandum about the parking changes. People are not coming to downtown and more people are working from home since COVID in which they are not utilizing the parking passes. We have to get solutions to have people come downtown and keep office. Need to look at the rate changes for the Marketplace Garage and consider the language for Lakeview Garage.

ITEM 4 – CONSENT AGENDA

- 4.1 Approval of Draft Minutes 11/15/23**
- 4.2 IAA Parking Changes**
- 4.3 South Champlain Meter Installation Memo**
- 4.4 Motion to Approve Consent Agenda**

Chair O'Neill-Vivanco stated we are looking for a motion to approve the consent agenda with the updated items.
Commissioner Barr made a motion to approve the agenda with the updated items
Commissioner Hogan seconded
Unanimous approval

ITEM 5 – OFF STREET PARKING RATE CHANGES

Division Director Jackie Esperti went over the proposed change for rate adjustments to the parking garages.

- Adjust Maximum daily rates and hotel rates

- Adjust monthly permit rates

We brought his proposed rate changes to the Commission in November and we have emailed all current permit holders in both municipal garages, communicated directly with each hotel, met with BBA Director and shared document; and added notice of potential.

WE have heard concerns from stakeholders about the fragility of downtown and we are working hard to balance the needs of downtown stakeholders with the financial realities of the city's parking facility fund and traffic fund.

We are hoping to implement the rate changes in early 2024.

We are looking at Park Mobile App or other options so it could be like a punch card, as we know that work schedules vary for different employers.

Commissioner Barr asked about the increase in security, which went up \$90,000 to \$300,000.

Commissioner Sears asked if demand was not here what point you look at other uses for that space or those buildings.

Director Spencer stated that we are looking at a multitude of strategies to include overnight products for area residential use. We are looking at new products, new offerings so that we can better utilize these buildings.

Commissioner Munteanu supports amendment to expand out to ten hours. We need to consider how we are going to be using these spaces because there is still a lot of people driving.

Commissioner Barr understands having the income from parking is extremely important. Is supportive of the rate increase.

Commissioner Fox glad to hear we are working with Park Mobile and new products; there is a way to make products more appealing to hybrid workers. Supports the rate change.

Director Spencer we are two and a half million in debt and had to bring it to the city due to lack of revenue coming in. Revenue problem, back with some additional rate adjustment, new product and planning on how we are going to get back on financial ground.

Commissioner Hogan clarify the security pieces from nine thousand to tree hundred thousand. Is that in the last year or since 2014?

Division Director Esperti stated that was budgeted in 2024, this is what our budget expense is for this year.

Commissioner Hogan more information about Hotel Vermont.

Some employees work Tuesday through Saturday or Monday through Friday. We are working with them; they pay \$4.00 for vehicle to be there, rate on that would go up.

Commissioner O'Neill-Vivanco supports the parking rate changes. Updating rates from 2014 rates is important.

Chair O'Neill-Vivanco stated we have an action to approve this rate change. Could we put it on the slide or read the modification that came in.

Assistant Director Esperti under Marketplace Garage Section 9 it says \$6.00 up to four hours, \$7.00 up to 5 hours, \$8.00 up to six hours, \$9.00 up to seven hours. We would amend and add \$11.00 up to eight hours, \$13.00 up to nine hours and maximum daily rate of \$14.00 after ten hours.

Chair O'Neill-Vivanco so it's still maximum rate but a little more gradual over the time. Commissioners is that all clear. So a motion to approve staff's recommendation for the off street parking rate changes with the amended language.

Commissioner Munteanu point of clarification. So this factual resolution that is attached to this agenda item that we have friendly amended right now is going to be referred to City Council to actually enact. So really, our action is to refer this item to City Council if I understand correctly and we are essentially the sponsors as the Commission of the Department of Public Works.

Director Spencer stated this is seeking your action this does not need City Council action. This is in Appendix C of the ordinance, which can be adjusted by you all. Commissioner Munteanu so essentially we are enacting this Appendix C change by approving the staff's recommendation?

Chair O'Neill-Vivanco the language that we have in the packet it move to adopt the City of Burlington Ordinance changes related to adjusted rates in the city's municipal garages as detailed in the attached document. So we're referring to the details that was actually communicated verbally in this presentation.

Commissioner Munteanu made a motion to move what was stated above by Chair O'Neill-Vivanco.

Commissioner Barr seconded

Unanimous approval

ITEM 6 – DIRECTOR'S REPORT

Director Spencer stated that the City Engineering Standards went to City Council on Monday and they were approved. This will ensure infrastructure is built consistently throughout right of way; help us be more prepared to maintain and repair assets throughout the City; streamline contract development and have uniformity across

division and create a more straightforward and predictable bidding experience for contractors.

North plant siphon response, the siphon break has been repaired.

North Winooski Avenue survey and we have feedback on how the changes on the street have been working. We had over 200 responses.

Greets Streets Main Street – we have a revised scope of work including rerouting the ravine sewer and renovating three blocks of Main Street – Winooski Avenue to Pine Streets.

Champlain Parkway winter shutdown is on.

ITEM 7 – COMMISSIONER COMMUNICATION

Commissioner Barr stated Ward 1 is working hard to redo the park, a kiosk has been put up. We are also looking to get an ice rink in as well.

Commissioner Hogan stated he would like the data on Locust Street for speeding.

Director Spencer stated we did do some speed checks there this summer and I will let you know the data.

Commissioner Hogan stated that with the storm the other day was wondering if the high school could adopt a storm drain and clean up, this for community service that they high school kids have to have to graduate.

Commissioner Munteanu stated kudos to the city workers, North Prospect Street had a lot of moving water and also asked how Pine Street section did with the water.

Director Spencer stated that catch basins installed drainage will be much better when the parkway is done. North Prospect Street has a storm water tank under the road, which helps with the drainage there.

Commissioner Fox stated she was glad to see the travel survey information on the Winooski/Burlington Bridge prior to construction.

Commissioner Fox also asked about the procedure for getting the flashing beacons for crosswalks were. Strong Street cars park on west side of street and it is hard to see pedestrians in the crosswalk.

Director Spencer stated to put in a request on See Click Fix

Commissioner O'Neill-Vivanco thanked DPW for changing the signs on South Prospect Street. She also thanks streets for getting out and putting down salt earlier today, some places were icy.

ITEM 8 – ADJOURNMENT & NEXT MEETING DATE – JANUARY 17, 2024

Commissioner Barr made a motion to adjourn

Commissioner Munteanu seconded

Unanimous approval



Memo

Date: February 21st, 2024

To: Public Works Commission

From: Dora Bean, Associate Transportation Engineer

CC: Phillip Peterson P.E., Public Works Engineer

Subject: N Williams Resident Only Parking Change

**Staff recommends the DPW Commission add (see Attachment-1):
27 No parking except with resident parking permit.**

No person shall park any vehicle except (1) a vehicle with a valid residential street sticker or valid license plate number via a digital permitting program; (2) a vehicle with a valid transferable residential hanging tag; (3) a clearly identifiable delivery vehicle while conducting a delivery; (4) a clearly identifiable car share vehicle; or (5) a vehicle displaying a valid state-issued special registration plate or placard for an individual with a disability on any street, or portion thereof, designated as "residential parking."

(l) Streets designated for resident parking at all times, except between the hours of 6:00 a.m. and 6:00 p.m. Between the hours of 6:00 a.m. and 6:00 p.m., nonresidents shall not park a vehicle for a period longer than four (4) hours; this four (4) hour time limit shall not apply to residents with a valid residential parking sticker properly displayed or to visitors at a residence with a valid guest pass properly displayed:

(2) N Williams Street

Purpose & Need:

The purpose of designating N Williams Street as a Resident Permit Parking (RPP) street is to address the need for reasonable access to parking spaces for residents within the neighborhood, while also maintaining a balance which accommodates the needs of non-residents. Implementing RPP in parallel with designated daytime 4-hour public parking for non-residents, should alleviate



City of Burlington
Department of Public Works

Technical Services Engineering Division
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congestion, enhance residential quality of life, and promote economic vitality, striking a balance between the needs of residents and the broader community.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		Resident Parking Management Plan
Aligns with City plans?		X		Resident Parking Management Plan
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary & Conclusion:

In response to concerns raised by local residents on N Williams Street regarding increased vehicle volume and limited parking availability near their homes, DPW Staff have undertaken a thorough assessment of the situation. Firstly, DPW Staff found that N Williams is within an RPP allowed designated zone. Only streets within designated zones may apply for RPP Status. N Williams, situated near downtown and the University of Vermont campus, faces challenges such as heightened traffic congestion and residents struggling to find parking spaces in close proximity to their residences. Through a collaborative effort with the community, DPW conducted parking counts to evaluate the potential implementation of RPP on N Williams Street.

Based on the findings from parking occupancy counts and the support garnered from a petition signed by a majority of property owners on the street, DPW staff have determined N Williams Street qualifies for RPP. The parking counts revealed high rates of resident occupancy and long-term parking, with an overall parking occupancy rate exceeding the threshold established in the Residential Parking Management Plan to qualify for RPP. The counts occurred on 11/7-11/9 at 6:00 am, 10:00 am, and 1:00 pm. They found the following:

1. Resident Occupancy: 67% of the vehicles are residents in the area. Residents are defined as those present at 6:00 am.
2. Long-Term Parking: 77% of vehicles use the street for long-term parking, defined as being parked for 4 hours or more.
3. Vehicle Storage: 51% of vehicles utilize the street to store their cars for an entire day. Important to note, three cars were parked in the same spots for each of the counts. Which indicates long-term storage, and is against City Ordinance 20-61 Extended parking prohibited.



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Therefore, DPW Staff recommend the Commission approve the implementation of designating Resident Only Parking on N Williams Street, restricting public parking to four hours between 6:00 AM and 6:00 PM, see Attachment-2. The four-hour daytime public parking measure is the current DPW Policy for new RPP streets, and strikes a balance between the parking needs of the public and the necessity to provide residents with reasonable access to parking near their homes.

Outreach:

After receiving a request for service from an N Williams resident about installing RPP on N Williams, DPW Associate Transportation Engineers Dora Bean and Madeline Suender hosted a community meeting for N Williams residents on June 8th, 2023. This was an opportunity for residents to learn about the RPP program and to ask questions. Following the community meeting, DPW staff received a petition of signatures from supportive property owners on N Williams. As established in the Residential Parking Management Plan and DPW's standard operating procedures, this petition met the required threshold of 51% or more signatures from the total of all property owners on the street.

After completing the parking occupancy count, in December 2023 DPW distributed flyers to all residents and mailed flyers to all property owners on N Williams Street informing them of the potential for RPP and four-hour daytime public parking on their street. The flyer gave the neighborhood the opportunity to provide further commentary on the matter.

All public correspondence received is attached, see Attachment-3.

Attachments:

1. Regulation Change Form
2. N Williams Site Map
3. Public Correspondence

CITY OF BURLINGTON

In the Year Two Thousand Twenty-four

A Regulation in Relation to

Rules and Regulations of the Traffic
Commission—

27 No parking except with resident parking
permit.

It is hereby Ordained by the
Public Works Commission of the
City of Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, 27 No parking except with
resident parking permit, designated of the Code of Ordinances of the City of Burlington is hereby
amended as follows:

27 No parking except with resident parking permit.

*No person shall park any vehicle except (1) a vehicle with a valid residential street sticker or valid license
plate number via a digital permitting program; (2) a vehicle with a valid transferable residential hanging
tag; (3) a clearly identifiable delivery vehicle while conducting a delivery; (4) a clearly identifiable car
share vehicle; or (5) a vehicle displaying a valid state-issued special registration plate or placard for an
individual with a disability on any street, or portion thereof, designated as "residential parking."*

(a)-(k) As written.

*(l) Streets designated for resident parking at all times, except between the hours of 6:00 a.m. and 6:00 p.m. Between
the hours of 6:00 a.m. and 6:00 p.m., nonresidents shall not park a vehicle for a period longer than four (4) hours;
this four (4) hour time limit shall not apply to residents with a valid residential parking sticker properly displayed or
to visitors at a residence with a valid guest pass properly displayed:*

(1) As written

(2) North Williams Street

**** Material stricken out deleted.**

***** Material underlined added.**

/hm: BCO Appx.C, Section 27
2/21/2024

Sponsor(s): Public Works Commission

Action: _____

Date: 2/21/2024

Attestation of Adoption:

Phillip Peterson, PE

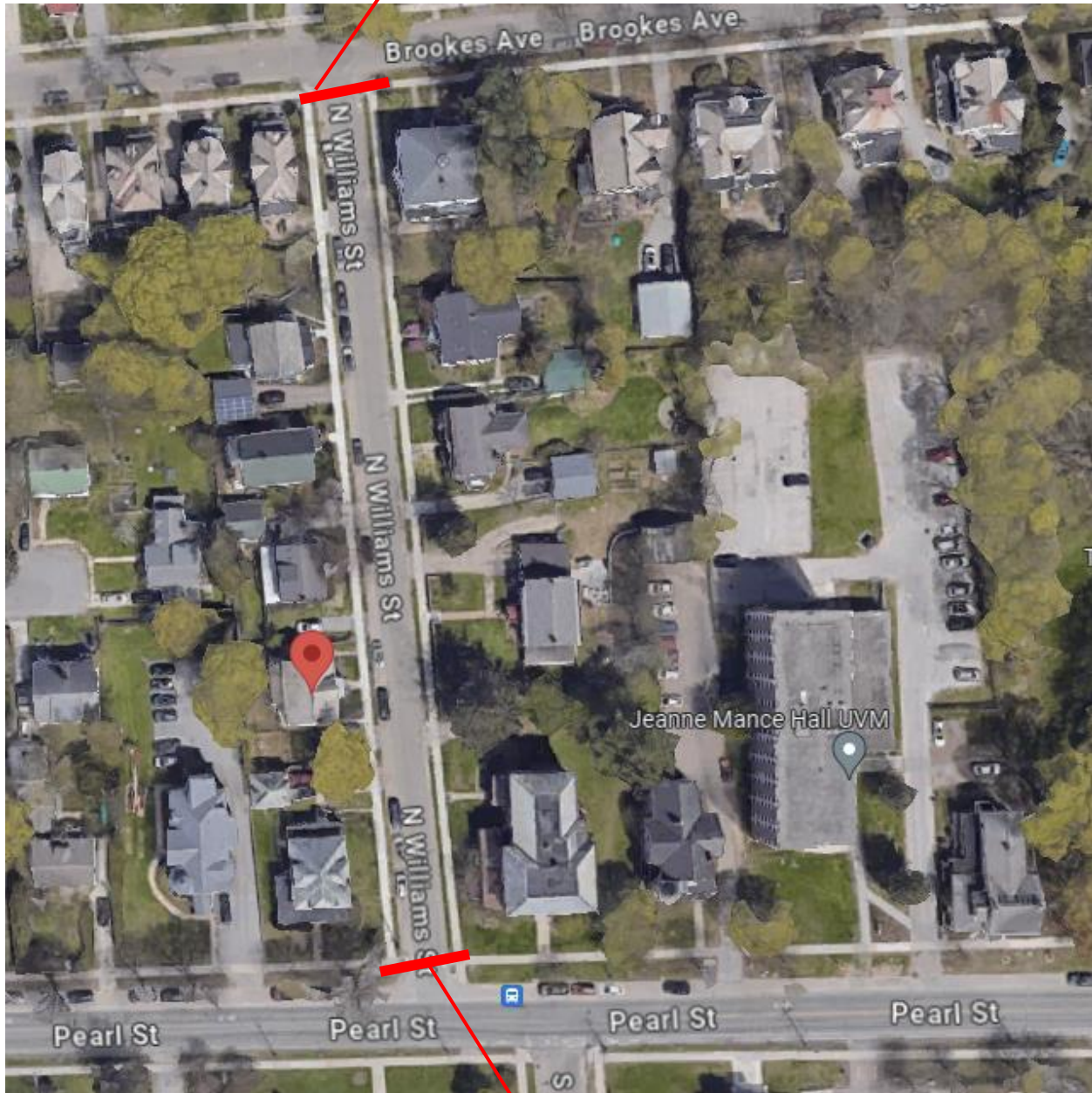
Public Works Engineer, Technical Services

Published: _____

Effective: _____

N Williams Resident Only Parking Site Map

*Extents of N Williams
Resident Only Parking*



*Extents of N Williams
Resident Only Parking*

N Williams Resident Only Parking Public Correspondence

Email to Robert Goulding from Mary Peterson (N Williams Resident)- 04/06/23:

Dear Mr. Goulding:

The residents of No Williams St. have sought relief from the City for serious parking issues since at least 2013.

Chapin suggested in the fall that we could have spaces painted on the street; that would at least address driveway encroachment. Now that it is spring we request that this work be completed as soon as possible. Kindly let us know when that is scheduled.

For the long term, we request that you map out for us the latest process for obtaining RPP.

Thank you,

Mary Peterson

Email to Mary Peterson (N Williams Resident) from Robert Goulding- 04/07/23:

Hi Mary,

You can find more information about requesting residential parking at this link: <https://www.burlingtonvt.gov/DPW/Requesting-RPP>. I've copied DPW Engineer Phillip Peterson if you have questions unanswered by this resource who can give more information about the process.

I have asked if space delineation on your street is on our workplan for this year. When I hear back I can let you know. I will say in general due to the volume of work and what our harsh climate does to on-street paint (and the need to reapply regularly), we typically have not bracketed spaces in residential neighborhoods.

We have increased the enforcement capacity of our Parking Services team with a staff of 10 agents, including expanded enforcement hours through 11PM. So if you are finding driveway encroachment issues, do not hesitate to call the Parking Services team at 802-540-2380; or if unavailable or after hours you can direct requests to BPD at 802-658-2704.

Robert Goulding

N Williams Resident Only Parking Public Correspondence

Email to Robert Goulding from Mary Peterson (N Williams Resident)- 04/14/23:

If I understand your email correctly, it is unclear whether No Williams is in fact is on the worklist for bracketing. Who would make the decision as to whether to bracket and when? Kindly let us know as soon as possible if in fact this work will be done.

I am confused by your statement that bracketing is not typically done on residential streets - I imagine there must be circumstances like ours where the street is heavily used for parking by non-residents consistently encroaching on driveways where bracketing is the only solution short of residential permits. In fact, there is bracketing on Brookes Ave, which is adjacent to ours. Brookes has both residential parking and bracketing, and affording them these solutions but not us only increases the parking pressure on our block.

I appreciate that you have increased enforcement. An agent is routinely on our street towing cars too close to the fire hydrant. It would seem a more efficient measure to bracket. In terms of driveway encroachment, you can imagine it is usually only apparent when a resident leaves the house to drive somewhere - rarely the time to call enforcement, and in any event, a ticket won't stop the next person blocking egress.

Thank you,

Mary

Email to Mary Peterson (N Williams Resident) from Phillip Peterson- 04/14/23:

Good Morning,

North Williams Street was evaluated for parking brackets in October, 2018. DPW Staff determined at that time the street does not qualify for parking brackets. Conditions on the street have not changed, and the conclusions remain the same. The City requires three things to paint brackets near driveways:

- 1. A high rate of parking occupancy during peak times, at or above 90%.*
- 2. A street travel width of less than 18 feet.*
- 3. A documented history of multiple driveway encroachment violations.*

This request does not meet the street width requirement; the travel width on North Williams Street is 18 feet. Additionally, Staff looked at the last six months of available data (August 2022-

N Williams Resident Only Parking Public Correspondence

Januray 2023) provided by the Parking Services and there were only four violations in this area. Four violations in six months is not a statistical outlier and would not trigger the need for painting brackets. In order to be considered for painting brackets, there needs to be a documented history; this is moot point as all three requirements must be met. Given the street travel width and the lack of documented driveway encroachment violations, DPW Staff do not recommend painting brackets near driveways on North Williams at this time.

Having said that, Resident Parking is a possibility on your street, with some element of daytime public parking; we can discuss those details later. I have cc'd this email to Dora Bean, DPW Associate Engineer. Ms. Bean will be managing your request moving forward, I'm sure she will get back to you within the next couple of weeks. Happy to chat on the phone should you need to.

Regards,

Phillip Peterson P.E.

Email to Phillip Peterson from Mary Peterson (N Williams Resident)- 04/14/23:

Thank you for the response, albeit completely disappointing. With respect to the criteria for brackets, I am not an engineer, but I am surprised that Brookes Ave is narrower than No Williams - it has bracketing. No Williams meets the occupancy criteria; directing you to the 2013 study by staff (p. 12 on in the packet provided by Maria) No Williams is at "nearly full occupancy" at all times, with heavy commuter pressure. The situation has only gotten worse - for ex, the house on Pearl adjacent to me has converted to student housing (and there are certainly more than 4 tenants), UVM has opened an art center on the corner of So Williams, the hospital continues expanding services. As for violations, that would appear to be a very poor yardstick. I know for my own part, I rarely have time to call enforcement as I am maneuvering around a parked car to get where I am going. Aside from enforcement of hydrant violations, is staff directed to patrol for driveway encroachments? At least once I had to flag down your staff who was busy having a car towed from the hydrant to point out a flagrant parking violation in front of my house.

Bracketing would be welcome short term, but of course we are willing to work with you on residential parking which is the ultimate solution.

Best,

Mary

N Williams Resident Only Parking Public Correspondence

Email to Mary Peterson (N Williams Resident) from Dora Bean - 04/25/23:

Hi Mary,

Phillip Peterson gave me an overview of the traffic request you submitted recently regarding resident parking on your street.

If you would like to request to install new Resident Only Parking, create a petition showing at least 51% support from the property owners within the area you wish to install Resident Only Parking. I have attached the city's official petition form. To obtain property owner information, you will need to contact Burlington Planning and Zoning at 802-863-0442. With your petition, we ask that you include a cover letter with the petition explaining why you are making this request and specify who you feel should be eligible for Resident Only Parking permits within this area. Include your contact information: Name, address, email address, and phone number. Submit this cover letter and petition once completed via email to dpw-customerservice@burlingtonvt.gov, or drop them off at Customer Service at 645 Pine Street.

From here, DPW staff will evaluate your request and present it to the Public Works Commission. The Commission meetings are held on the third Wednesday of each month at 6:30 pm.

It is important to bear in mind that Resident Only Parking permits must be renewed every two years, and Renters/Homeowners will only be issued two guest passes per dwelling unit.

Let's plan to arrange a neighborhood meeting with folks on your street where we could discuss the benefits and impacts of Resident Only Parking, and where people could ask questions or voice concerns. Let me know if you would like to set up a time to talk on the phone and we could discuss this further.

Kindly,

Dora Bean

Email to Dora Bean from Mary Peterson (N Williams Resident)- 04/26/23:

Hi Dora:

Thank you for your response. Planning and Zoning referred me to the property database, and a search of No Williams - which shows only 7 owners. I just want to

N Williams Resident Only Parking Public Correspondence

confirm that the properties on each of the 4 corners, which face either Brookes Ave or Pearl St, are not part of any No Williams resident parking consideration.

I will consult with the neighbors about a meeting. Frankly, after seeking resident parking for so long I think everyone is clear on the benefits after weighing any drawbacks.

Best,

Mary

Email to Mary Peterson (N Williams Resident) from Phillip Peterson- 04/28/23:

Hi Mary,

As it turns out, the buildings you are referring to would be eligible for permits on your street, should it be designated for resident only parking. According to Appendix C "A property which abuts one or more streets designated as residential parking only may apply for a resident parking permit for only one of the resident parking only streets abutting the property." Please work with Dora on setting up a meeting with your neighbors to explore options for your street. Feel free to call me directly should you have any questions.

Best,

Phillip Peterson P.E.

Email to Mary Peterson (N Williams Resident) from Dora Bean- 06/08/23:

Hi Mary,

Just confirming that we are still hosting the neighborhood meeting at your home today. My co-worker Madeline Suender is planning to join me. If it works okay for you, we will plan to arrive a little early around 5:15 to set up for a quick presentation.

Looking forward to meeting you in person,

Dora Bean

N Williams Resident Only Parking Public Correspondence

Email to Mary Peterson (N Williams Resident) from Phillip Peterson- 10/5/23:

Hi Mary,

The process of installing resident parking on a street is a data-driven one, and we have been waiting to collect parking count data before making any recommendations to the Public Works Commission (PWC). Ultimately, it is the PWC that approves any traffic regulations changes in the City. We have been waiting for the return of college students to ensure that the data accurately reflects the parking needs of the area. As a reminder, any new resident parking street will still maintain 2 to 4-hour public parking availability during daytime hours to accommodate various parking needs.

I would like to assure you that Associate Engineer Dora Bean is managing your request, and she will keep you informed about the status of your request once the data collection process has been completed. Dora is committed to ensuring that your request is handled efficiently and effectively. We understand the importance of addressing your parking concerns and appreciate your patience as we gather the necessary information to make an informed decision. If you have any questions or require further information in the meantime, please do not hesitate to reach out to Dora or myself.

Thank you for your understanding, and we look forward to working with you to find a solution which meets the needs of our community.

Best regards,

Phillip Peterson P.E.

Public Works Engineer

Email to Phillip Peterson from Maria Sciancalepore (N Williams Resident)- 10/05/23:

Thanks Phillip.

We have been requesting this for over 10 years.

Thanks for getting back to us and hopefully you will review our street's history.

Maria Sciancalepore

Email to Mary Peterson (N Williams Resident) from Dora Bean- 11/28/23:

Hi Mary,

N Williams Resident Only Parking Public Correspondence

I hope you, and your neighbors, are having a lovely holiday season.

We have completed our parking study on North Williams Street. As is standard procedure, we conducted counts for three days, from 11/7-11/9 at 6 am, 10 am, and 1 pm to assess if North Williams qualifies for RPP. The overall parking occupancy rate is 87%, which exceeds the RPP required threshold of 85%. Consequently, the street qualifies for resident parking permits (RPP). Here are some key findings from the data:

- 1. Resident Occupancy: 67% of the vehicles are residents in the area. Residents are defined as those present at 6 am.*
- 2. Long-Term Parking: 77% of vehicles use the street for long-term parking, defined as being parked for 4 hours or more.*
- 3. Vehicle Storage: 51% of vehicles utilize the street to store their cars for an entire day.*

There were five cars that did not move for the three days we conducted this count. According to City regulations, vehicles cannot park in the same spot for more than 3 days. This is in accordance with 20-61 Extended parking prohibited. Residents can call parking services, and this should prompt the vehicle owners to move their cars or they will be towed.

While installing RPP may be a solution, it is important to consider potential challenges that RPP could bring to North Williams Street. Should RPP be installed, daytime time-limited parking will also be installed. Non-residents shall not park a vehicle for a period longer than four (4) hours from 6:00 a.m. to 6:00 p.m.; this four (4) hour time limit shall not apply to residents with a valid RPP. Each unit in the corner parcels to North Williams Street will qualify for the same amount of RPP spaces as folks living in traditional housing. So, this means that these residents would have to select if they would want a parking permit for N Williams or the adjoining corner street.

One thing worth considering, rather than RPP, is the installation only of daytime time-limited parking initially. Especially given that daytime public parking will get installed with RPP anyway. This approach would restrict long-term parking and storage and would potentially create an easier balance of parking between the corner apartment complexes and residential homes.

Let me know your thoughts! I am happy to find a time for us to chat if that would be helpful. I know there are many things to consider.

Kindly,

Dora Bean

N Williams Resident Only Parking Public Correspondence

Email to Dora Bean from Mary Peterson (N Williams Resident)- 11/30/23:

Hi Dora:

Thanks so much, this is great news! I am checking with the neighbors, but I am confident we all still want the RPP we petitioned for. The study certainly validated the vexing parking behavior we all have witnessed over the year.

A few questions:

- *Are there any more steps to obtaining RPP?*
- *How would the program be implemented?*
- *Corner Buildings: It seems the units abutting Brookes would have to choose which street to obtain a permit on? As for the Pearl buildings, as noted, the one next to me is a converted single family home - would it be limited to four units/permits as per City Ordinance? (I would not hazard a guess as to how many kids actually live there - it's alot).*
- *Limited Time Parking: Not sure I understand your suggestion that we start there instead of RPP. Without permits, residents would also be limited in how long they could park, correct? Maybe I am missing something.*

Thank you! Look forward to working with you on implementation.

Best,

Mary

Email to Mary Peterson (N Williams Resident) from Phillip Peterson- 12/5/23:

Hi Mary,

Thanks for the email. Below are answers to your questions. I'm happy to provide additional information regarding the Resident Parking Program (RPP) on N Williams.

1. *Obtaining RPP: There are no additional steps for residents to obtain RPP. However, the Department of Public Works (DPW) Staff will contact all property owners and residents on the street to inform them about the program and what is going to happen next.*
2. *Program Implementation: The RPP program could potentially be approved in January; ultimately it is up to the DPW Commission to approve. However, the installation of signs may*

N Williams Resident Only Parking Public Correspondence

not occur until the ground thaws in the Spring. Please clarify if this not what you were asking for.

3. *Corner Lots: Properties abutting N Williams are eligible for RPP, and would need to choose which street to obtain a permit for.*

4. *Permits: Residents may apply for up to four (4) permits if their property has one (1) dwelling unit, and up to three (3) permits per unit if the property has more than one (1) dwelling unit. The number of dwelling units at a property is the number of units authorized by the City Zoning Department.*

5. *Time Limited Parking: As we have discussed, should RPP be installed, daytime time limited parking will be installed. Non-residents shall not park a vehicle for a period longer than four (4) hours from 6:00 a.m. to 6:00 p.m.; this four (4) hour time limit shall not apply to residents with a valid RPP.*

Time-limited parking is an incremental change; and this is why we recommend starting there. Implementing RPP has both advantages and disadvantages. RPP will limit parking accessibility for guests, service providers, or businesses, affecting the overall community. The administration and enforcement of RPP is resource-intensive for the City and given that, there is a cost associated with RPP's issued. RPP on N Williams will push parking issues to adjacent streets that do not have the program in place, causing a ripple effect which may exacerbate other peripheral parking issues.

It's important to carefully consider the potential drawbacks and find a balanced solution. At this stage I am going to assume you and your neighbors want to pursue RPP on N Williams, and DPW Staff will work on sending out notifications to everyone to let them know the next steps and seek their input. If you have any further questions or concerns, please feel free to reach out.

Regards,

Phillip Peterson P.E.

Email to Dora Bean from Allie Schacter (N Williams Resident)- 12/18/23:

Hi there,

We are the residents at (address omitted) N Williams St in Burlington, and we support North Williams becoming designated for Residential Parking Permits. We think this would be a positive change for our neighborhood.

Thanks!

Rosalie & Michael Schachter



BURLINGTON



Fines for Food

2023

Goal:

To fight food insecurity while incentivizing overdue parking ticket payment to avoid scoff towing exposure

Program Details and Revenue

- Year 2 of 5 year Council Approval
- November 27 – December 31
- 5 Weeks
- ½ of Revenue generated by overdue parking tickets contributed to Feeding Chittenden
- ~9,000 Direct Mailings to overdue accounts and ~1,000
- TV interviews
- Digital media advertising
- February: “Big Check” event

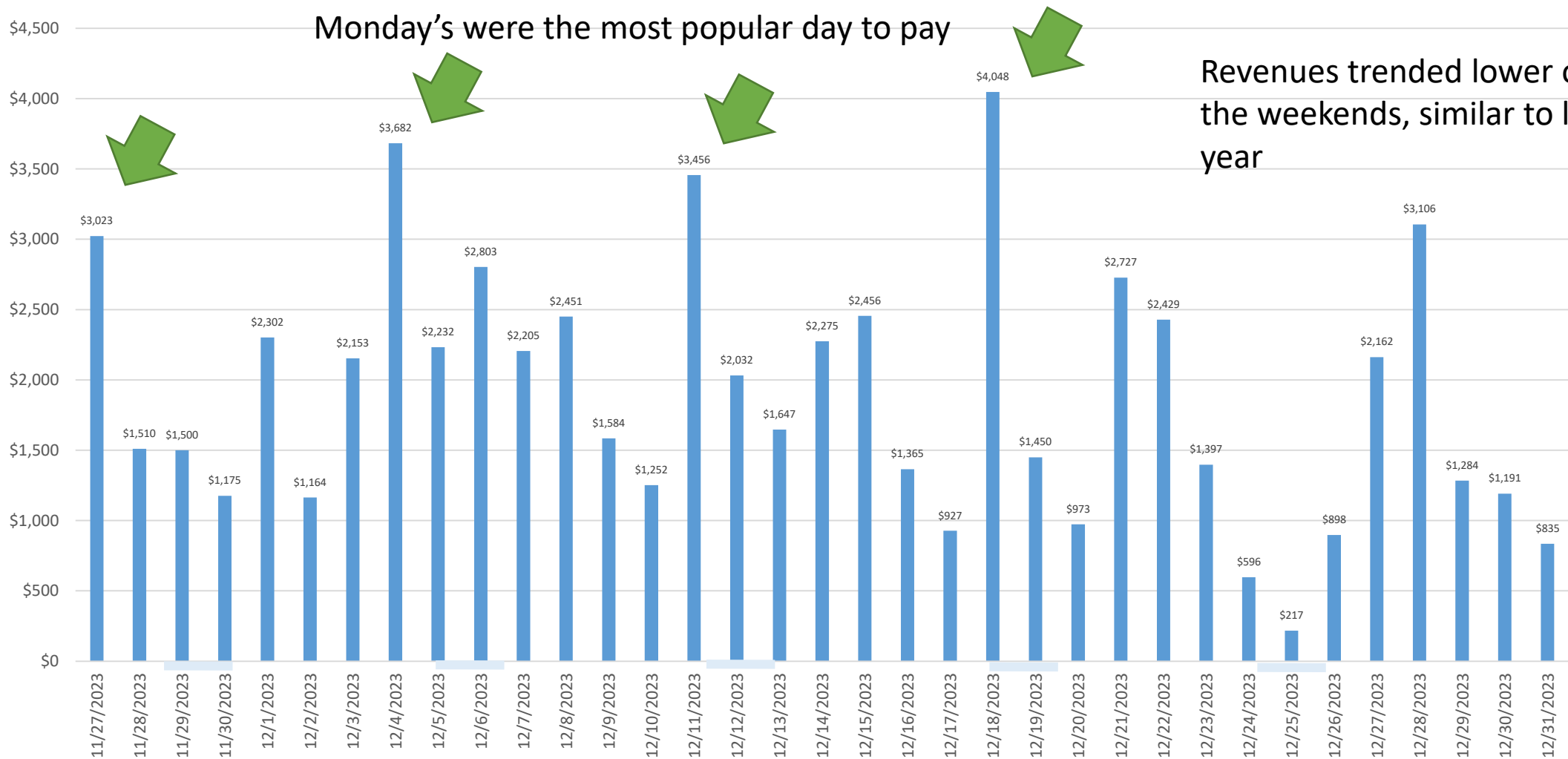
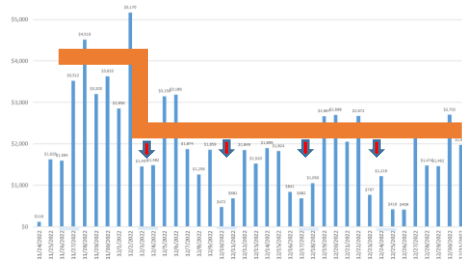
Program Revenue:
66,506.50



Donation:

\$33,253.25

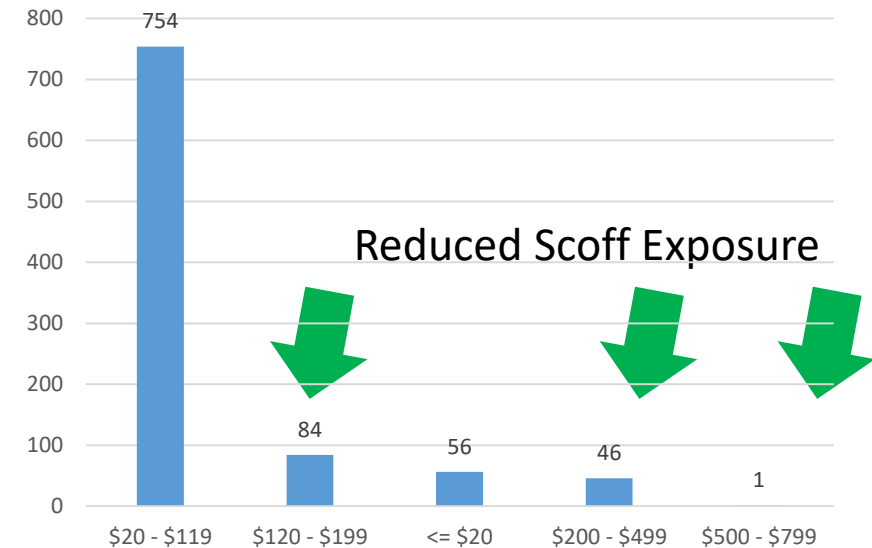
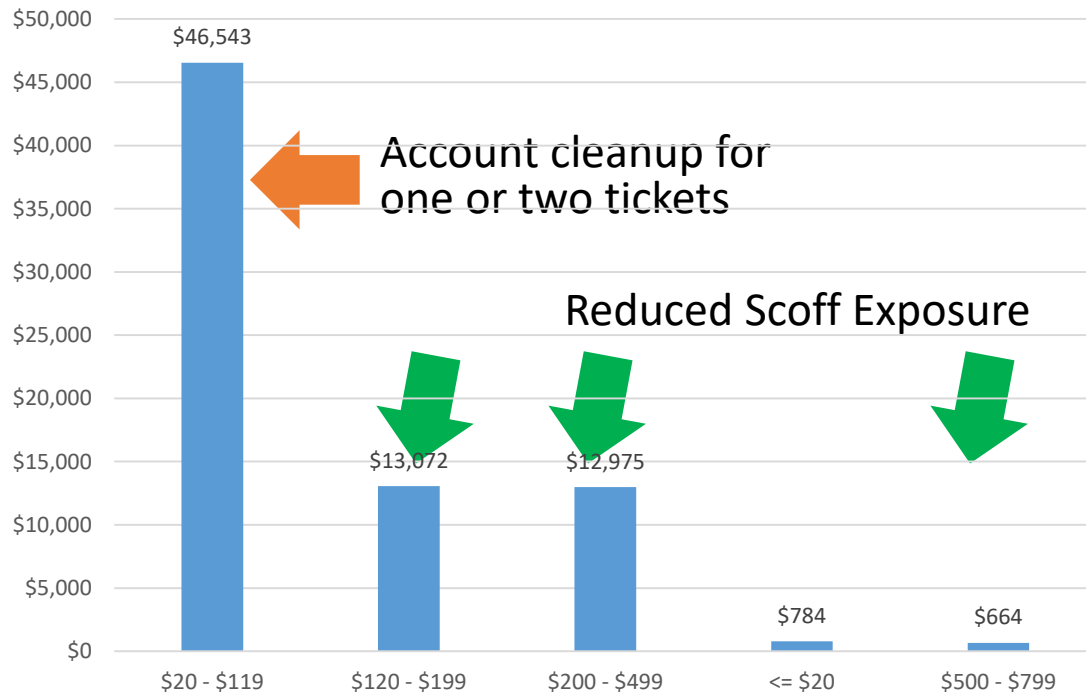
Daily Trends



Scoff Exposure Reduced for Many

The vast majority of payments are to accounts cleaning up one or two overdue tickets.

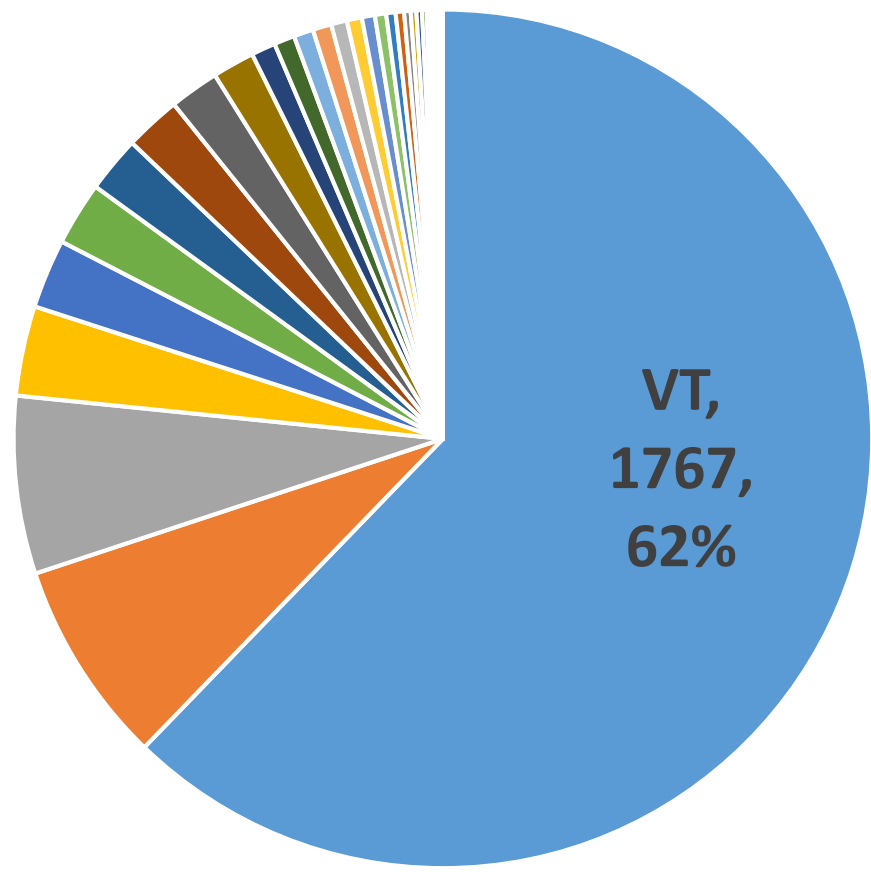
Scoff exposure was reduced or eliminated for ~131 accounts, same as last year



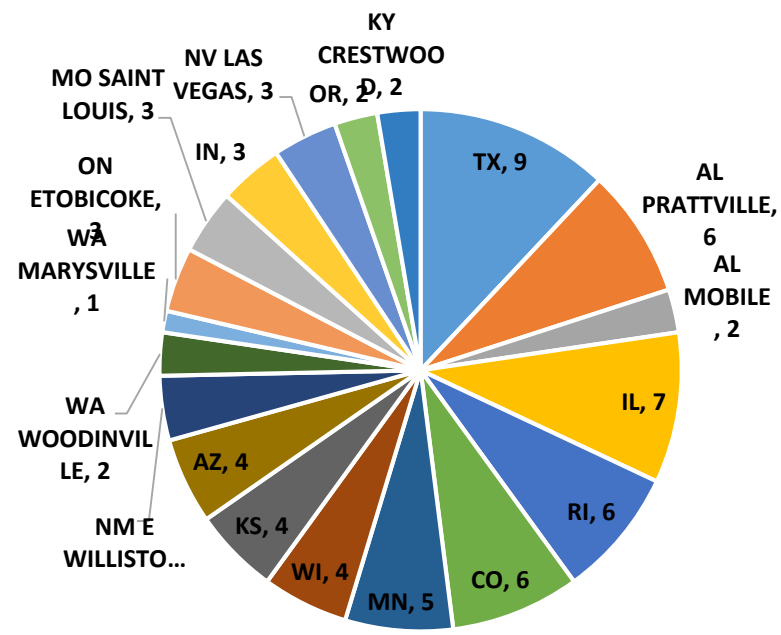
Range	Meaning
<= \$20	Housekeeping
\$20 - \$119	Account Clean up
\$120 - \$199	Minor Scoff Avoidance
\$200 - \$499	Major Scoff Avoidance
\$500 - \$799	Extreme Scoff Avoidance
\$800+	Resolution of Chronic Accounts

} Assumed reason for / result of payment.

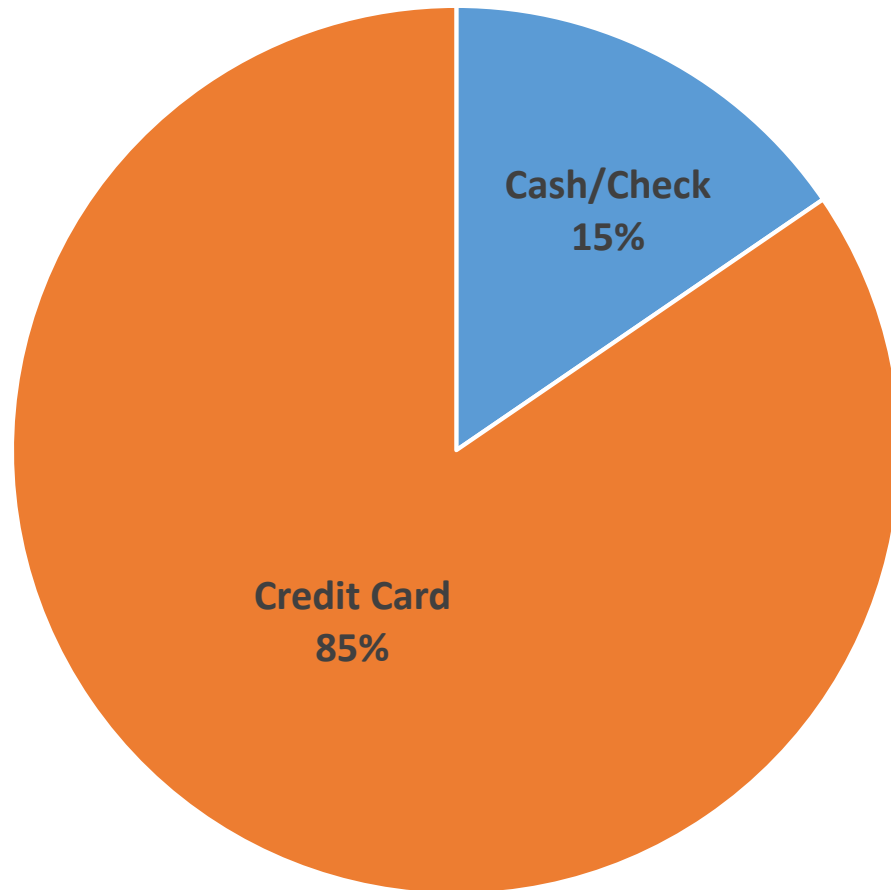
Most Payments came from Vermonters



However, payments came in from all over the country.



Vast Majority of Payments made by Credit Card



Includes online payments,
and payments made at the
counter

Recommendations for 2024

- Timeframe / Marketing

- Last year, it was recommended that we try a different timeline. After running numbers starting two weeks later, we don't feel this is the best option.
 - Keep Thanksgiving to NYE timeline
 - 5 Weeks, same as this year
- Increase Outreach over Social Media
 - Park Burlington Instagram
 - Email Multiple times throughout instead of just once at the beginning
- Ensure the direct mailing is going to the accounts, not individual tickets (i.e avoiding multiple letters to a single person/household)
- Only eligible for the Downtown Free Employee Program in municipal garages if employee has no debt to Parking Services



City of Burlington
Department of Public Works

Technical Services Engineering Division
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Memo

Date: 2/21/2024

To: Public Works Commission

From: Kelly DeCarlo, Engineering Intern

CC: Phillip Peterson P.E., Public Works Engineer

Subject: Robinson Parkway STOP Signs

Staff recommends the DPW Commission approve (see Attachment-1):
3 Stop sign locations.

Stop signs are authorized at the following locations:

- (186) At the intersection of the northern leg of Robinson Parkway and South Prospect Street, causing all traffic on Robinson Parkway to stop.
- (187) At the intersection of the southern leg of Robinson Parkway and South Prospect Street, causing all traffic on Robinson Parkway to stop.

Purpose & Need:

The purpose of this request is to regulate traffic at the intersections of Robinson Parkway and South Prospect Street. The intersections are unsigned in a stop sign controlled area and there is a poor line of sight coming out of Robinson Parkway.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		MUTCD Section 2B.04 STOP Sign
Aligns with City plans?	X			
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

DPW staff received a request from a local resident on Robinson Parkway requesting a stop sign at both intersections of Robinson Parkway and South Prospect Street causing traffic on Robinson Parkway to stop.

According to the Manual on Uniform Traffic Control Devices (MUTCD) STOP signs should be used at an intersection if one or more of the following conditions exist:

- A. Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
- B. Street entering a through highway or street;
- C. Unsignalized intersection in a signalized area; and/or
- D. High speeds, restricted view, or crash records indicate a need for control by the STOP sign.

The intersection of a minor street with a major street implies a right-of-way rule to vehicles on the major street. According to data collected through the CCRPC, Robinson Parkway is the minor street and South Prospect Street is the major street. Additionally, due to hedges there is a restricted view which compounds the requirements for stop control. Consequently, DPW staff recommend the DPW Commission adopt stop signs at the intersections of Robinson Parkway and South Prospect Street causing all traffic on Robinson Parkway to stop.

Public Engagement:

In preparation for the 2/21/24 DPW Commission Meeting, Staff distributed flyers to residents on Robinson Parkway. Staff received three emails; two support the installation of a STOP sign and the other does not support the installation and does not think the signage is merited.

Attachments:

1. Traffic regulation.
2. Public input correspondence.

Site map:



CITY OF BURLINGTON

In the Year Two Thousand Twenty-four

A Regulation in Relation to

Rules and Regulations of the Traffic
Commission—
3 Stop sign locations.

It is hereby Ordained by the
Public Works Commission of the
City of Burlington as follows:

Sponsor(s): Public Works Commission

Action: Approved

Date: 2/21/2024

Attestation of Adoption:

Phillip Peterson, PE

Public Works Engineer, Technical Services

Published: _____

Effective: _____

That Appendix C, Rule and Regulations of the Traffic Commission, 3 Stop sign locations of the
Code of Ordinances of the City of Burlington is hereby amended as follows:

3 Stop sign locations.

Stop signs are authorized at the following locations:

(1)-(185) As written.

(186) ~~Reserved.~~ At the intersection of the northern leg of Robinson Parkway and South Prospect
Street, causing all traffic on Robinson Parkway to stop.

(187) ~~Reserved.~~ At the intersection of the southern leg of Robinson Parkway and South Prospect
Street, causing all traffic on Robinson Parkway to stop.

(188)-(319) As written.

** Material stricken out deleted.

*** Material underlined added.

BCO Appx.C, Section 3
2/21/2024

Public Input Correspondence:

Wed 2/7/2024

Good morning Kelly,

I have no problem with installation of stop signs on the Parkway.

I do have two significant concerns that I feel need to be addressed.

1) The removal of a few feet of the shrubs/bushes along the sidewalk and the Ruggles house property. These shrubs, have for years, been a hazard to a driver's ability to see pedestrians without creeping right up to the sidewalk. This change will improve both driver and pedestrians safety. This change should be done as soon as possible.

2) A pedestrian activated light system at the current cross walk.

The current signage is not effective in stopping or even slowing cars to allow a pedestrian to cross safely; trying to cross at this walkway is still a hazard; a significant number of cars DO NOT STOP.

Thank you for allowing feedback on this project.

I hope my recommendations will be implemented and look forward to improved safety.

Kathryn

Mon 2/6/2024

Dear Kelly,

Thank you for the leaflet you left at our home, informing Robinson Parkway residents of the proposed plan to install stop signs at both exits of the street. I want to offer a comment regarding this proposed plan as well as two suggestions.

As you may have noticed, this street is small, tucked away at the top of the hill and is relatively void of traffic other than that of the homeowners and a modest number of delivery and service vehicles. We have lived on the street since 1987 so I believe I have reasonable credibility when offering my observation. Most if not all cars exiting the Parkway that I've observed do stop before continuing onto South Prospect Street - otherwise they risk being t-boned. I suggest you ask those residents closer to the exits for their observations. As mentioned above, there are non-resident vehicles on the street from time to time. Does Public Works believe that these vehicles in particular need reminders? If not, I suggest this plan to install STOP signs is not merited.

I would like to offer two suggestions please:

- Fill the large holes in the street at both entrances to Robinson Parkway
- Remove one parking spot on the west side of South Prospect Street, at the corner of Robinson Parkway and So. Prospect. Currently, parked cars impede the vision of all vehicles leaving the Parkway.

Regarding the newly installed speed pillows on South Prospect, this is an example of a necessary change that appears to be making a huge difference with respect to traffic speed on that street. Thanks to PWorks for this.

Best,
Judy

Tue 2/13/2024
Kelly,

I live at 262 S Prospect St, however the rear parking area exists onto Robinson Parkway. I strongly support the stop signs. During the UVM student season, I notice that students are often "cell phone zombies" and cross streets with no attention paid to traffic. The stop signs would give a driver extra time to check for students.

Regards,
Richard



City of Burlington
Department of Public Works

Technical Services Engineering Division
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www.burlingtonvt.gov/DPW

Memo

Date: February 21, 2024

To: Public Works Commission

From: Kelly DeCarlo, Engineering Intern

CC: Phillip Peterson P.E., Public Works Engineer

Subject: 172 North Willard Street Accessibility (ADA) Parking Change

Staff recommends the DPW Commission add (see Attachment-1):

7A Accessible spaces designated.

No person shall park any vehicle at any time in the following location, except automobiles displaying special handicapped license plates issued pursuant to [18 V.S.A. § 1325](#), or any amendment or renumbering thereof:

(33) On the east side of North Willard Street, in the first space north of the driveway at 172 North Willard Street.

Purpose & Need:

The purpose of installing an accessible (ADA) parking space in front of 172 North Willard Street is to align with the recommendations of the Public Rights-of-Way Accessibility Guidelines (PROWAG) and enhance overall accessibility for individuals with disabilities in the community. There is a need for this ADA parking space to address the accessibility requirements of residents in the area, ensuring equitable access and convenience for individuals with disabilities in their daily activities.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		Public Rights-of-Way Accessibility Guidelines (PROWAG)
Aligns with City plans?		X		City of Burlington ADA Transition Plan

Followed Engagement Plan?	Public		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).
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Summary and Conclusion:

Following a resident's request for an accessible parking space at 172 North Willard Street, DPW Staff conducted site visits to assess whether this was feasible and reasonable. The site visit confirmed the validity of the request, and the proposed ADA parking space aligns with the recommendations of the PROWAG. In light of the thorough evaluation by DPW Staff, it is recommended that the Commission approves the establishment of the ADA parking space at 172 North Willard Street. The attached traffic regulation amendment (see attachment-1) outlines the specifics of this proposal, ensuring a responsive and inclusive approach to meeting the accessibility needs of residents. The proactive measures taken by the DPW support the commitment to enhancing accessibility in the community, promoting a more equitable environment for all.

Public Engagement:

In preparation for the 2/21/24 DPW Commission Meeting, Staff distributed flyers to residents on North Willard Street, near the parking space. Staff did not receive any public input correspondence in regards to this request.

Attachments:

1. Traffic regulation amendment.

Site Map:



Location of ADA Space to be added
in front of 120 North Willard Street

CITY OF BURLINGTON

In the Year Two Thousand Twenty-four

A Regulation in Relation to

Rules and Regulations of the Traffic
Commission—
7A Accessible spaces designated.

Sponsor(s): Public Works Commission

Action: Approved

Date: 2/21/2024

Attestation of Adoption:

Phillip Peterson, PE

Public Works Engineer, Technical Services

Published: _____

Effective: _____

It is hereby Ordained by the
Public Works Commission of the
City of Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, 7A Accessible spaces
designated of the Code of Ordinances of the City of Burlington is hereby amended as follows:

7A Accessible spaces designated.

*No person shall park any vehicle at any time in the following location, except automobiles
displaying special handicapped license plates issued pursuant to 18 V.S.A. § 1325, or any
amendment or renumbering thereof:*

(1)-(32) As written.

(33) ~~Reserved.~~ On the east side of North Willard Street, in the first space north of the driveway at
172 North Willard Street.

(34)-(173) As written.

** Material stricken out deleted.

*** Material underlined added.

BCO Appx.C, Section 7A
2/21/2024



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Date: February 21, 2023
To: DPW Commission
From: Jackie Esperti, Assistant Director, Parking and Traffic
CC: Chapin Spencer, Director of Public Works
Phillip Peterson P.E., Public Works Engineer
Subject: Burlington High School Downtown Garage Parking Permits

Staff recommends the DPW Commission add (see Attachment-1):

19 Parking Rates.

The rate of charge for parking in metered city lots shall be as follows:

(C) Monthly Permit Rates. A permit priced at forty (\$40) for a five (5) day per week monthly permit; the five (5) days per week shall be Monday through Friday ("standard workweek permit"), is exclusively offered during the school year, from September to June, and is restricted to students currently enrolled in the Burlington High School, verified by Burlington School District staff.

Purpose & Need:

The purpose of the \$40 monthly permit, is to provide affordable and convenient parking solutions specifically tailored to accommodate the transportation needs of students attending Burlington High School (BHS). By restricting eligibility to students currently enrolled at BHS and verified by school staff, the permit aims to prioritize accessibility and support the commuting requirements of this demographic, ensuring safe and reliable parking options for student transportation to and from school activities.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			

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).

Aligns with City plans?	X			
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

The City currently provides 300 permits to BHS students and staff at a discounted rate of \$40 for a Monday-Friday permit. This arrangement was approved by the Commission during the period when BHS was relocated downtown. The aim is to support the school community while preventing students from receiving parking tickets for parking on the street or in the garage without a permit. All 300 permits are utilized by the school, and there's demand for more from the BHS community. Currently, only \$84 5-day permits are available; and we would like to broaden the availability for the \$40 rate for all eligible students.

The proposal suggests adding another permit option priced at \$40, with specific qualifications: it's only available during the school year (September to June) and exclusively for students currently enrolled at BHS, verified by school staff. The proposed change aims to address the demand for student parking permits while ensuring financial stability for the garage. By aligning with the \$40 rate already offered to students, the City seeks to maintain equity and support for the school community.

Budget Impacts:

While we don't believe there will be many folks that take advantage of this, we believe it's the most equitable way to ensure students have parking available, while helping the garage to stabilize financially.

Public Engagement:

In preparation for the 2/21/24 DPW Commission Meeting, Staff reached out to Victor Prussack, Coordinator of the Office of Engagement for BSD. Staff did receive input correspondence in regards to this request, see Attachment 2.

CITY OF BURLINGTON

In the Year Two Thousand Twenty-four

A Regulation in Relation to

Rules and Regulations of the Traffic
Commission—
Section 19 Parking Rates.

Sponsor(s): Department of Public Works

Action: Approved

Date: 2/21/2024

Attestation of Adoption:

Phillip Peterson, PE

Public Works Engineer, Technical Services

Published: _____

Effective: _____

It is hereby Ordained by the Public Works Commission of the City of Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, Section 19, Parking Rates, of the Code of Ordinances of the City of Burlington is hereby amended as follows:

Section 19 Parking rates.

(a) As Written

(b)

(1)-(7) As Written.

(8) College Street/Lakeview/Westlake Parking Garage Facility.

a. - b. As Written.

c. Monthly Permit Rates. Eighty-four dollars (\$84.00) for a five (5) day per week monthly permit; the five (5) days per week shall be Monday through Friday ("standard workweek permit"). One-hundred dollars (\$100.00) for a seven (7) day per week monthly permit ("standard calendar-week permit"). Twenty dollars (\$20.00) for a five (5) day per week monthly permit for city employees when paid for by a City of Burlington department. Zero dollars (\$0.00) for a restaurant/retail/service worker seven (7) day per week monthly permit with eligibility determined by the department of public works within policy approved by the public works commission. Fifty-five dollars (\$55.00) for a five (5) day per week monthly permit for individuals who held valid monthly parking permits at the Elmwood lot as of April 30, 2022, for the period inclusive of May 1, 2022, through April 30, 2025, after which such rate will increase to the standard workweek permit rate. The director of the department of public works or his or her designee may prorate monthly parking permit fees at times of sale and termination. A standard workweek permit priced at forty (\$40) for a five (5) day per week monthly permit; is exclusively offered during the school year, from September to June, and is restricted to students currently enrolled in the Burlington High School, verified by Burlington School District staff.

(9) As Written

(e)-(f) As Written

** Material stricken out deleted.

*** Material underlined added.

BCO Appx.C, Sec 19,
2/21/24

Hi Chapin and Jackie,

We have BSD consensus and would like to hear your thoughts on this moving forward.

For this year:

1. DPW will be presenting a proposal to the commission to allow the City to sell parking passes to any BHS student at \$40 a month. BHS will have nothing to do with these passes.
2. Would DPW consider expanding BHS Staff parking passes to include Saturdays as we have licensed educators who come into prep on weekends. Sundays are already free, but we have up to 10 on any given weekend who come in on Saturdays and are paying out of pocket. We would only offer these to licensed educators (not food staff, para-educators, etc...). We do not anticipate this having a large impact on parking capacity as this would not be during holiday weekends when no teacher would come to work.
3. If the City sells additional parking passes directly to students, can you share with BHS (Lisa Straley) the names of any BHS students who purchase passes through the City, just so she has the info for all BHS pass holders?

As an FYI to you, for 24/25:

I looked at this year's BHS student pass holders. About 14% or 12/87 students qualify for free or reduced lunch. While next year's numbers may shift, we are proposing charging any student who qualifies for FRL \$5 a month and other students \$20/month, up from \$14 a month this year. This would be cost neutral for us and could lead to a few more people buying passes from the City.

Thoughts?

Thanks-Victor

--

Victor Prussack

he/him ([why?](#))

Coordinator of the Office of Engagement & K-12 Registration

802-316-6653



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Date: February 21, 2023
To: DPW Commission
From: Jackie Esperti, Assistant Director, Parking and Traffic
Chapin Spencer, Director of Public Works
Subject: Eclipse Event Parking Rate

BACKGROUND:

For the first time since 1932, Burlington will be home to the path of totality for a Solar Eclipse. Vermont is expecting an influx of people, with a majority of them coming to Burlington.

The Parking Facilities Fund would like to take advantage of this event by charging an elevated event rate in the days surrounding the eclipse. According to the latest data, Burlington is expecting between 35,000 and 75,000 additional people to visit between Friday April 5th and Tuesday April 9th.

PROPOSED CHANGES & BUDGET IMPACTS

We are notifying the commission of our plan to charge an event rate for the Downtown and Marketplace garages. The current ordinance reads:

(2) Special Events: The director of the department of public works may set temporary rates for special events or promotions for periods of up to one (1) month after providing the public works commission two (2) weeks' notice, but then will bring the rate change to the next public works commission meeting.

NEXT STEPS

We are still working out the rate we plan to change, depending on what other city departments are charging for the special parking they are providing, but will update the Commission at the next meeting.



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Division of Parking and Traffic
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www.burlingtonvt.gov

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Date: February 21, 2023
To: DPW Commission
From: Jackie Esperti, Division Director, Parking and Traffic
CC: Chapin Spencer, Director of Public Works
Subject: Downtown On-Street Parking Updates

BACKGROUND:

In December 2023, we came to speak with you about the position of the Parking Facilities Budget (Fund 265) and sought approval for a number of changes. Thanks to Commission support, we have implemented changes to the max daily rate of the two municipal garages, increased the overnight hotel permit rate, and increased the garage monthly permit rates as of February 1, 2024. This month we are proposing additional garage parking products, such as monthly permits in the Marketplace Garage, that will increase revenue in the Parking Facilities Fund.

The companion fund is the Traffic Fund (or Fund 264). Revenues from this fund come from on-street meter revenues and support vital municipal services including traffic signs and lines, crossing guards, and traffic signals. Like the Parking Facilities Fund, the Traffic Fund has yet to return back to pre-pandemic revenues – and is projected to have another financial loss in FY'24 as detailed in the chart below.

Revenues 264	Adopted Budget	YTD Transactions POSTED	% Received	PM Revenue	ADJ revenue	ADJ % Revenue	Projected YE	Delta
Meter Hood Fees	\$100,000.00	\$49,567.00	49.57%		\$49,567.00	49.57%	\$79,946.77	20,053.23
On Street Meter Revenues	\$2,200,000.00	\$973,998.32	44.27%	\$155,125.85	\$1,129,124.17	51.32%	\$1,821,168.02	378,831.98
Other	\$2,500.00	\$77,715.22			\$77,715.22		\$125,347.13	
Impact Fees	\$120,000.00		0.00%		\$120,000.00	100.00%	\$120,000.00	
Total	\$2,422,500.00	\$1,101,280.54	45.46%		\$1,376,406.39	56.82%	\$2,146,461.92	\$276,038.08

In the 2013 Plan BTV study, Price based regulation states “Industry standard says that an optimal parking occupancy rate is 85%. According to the Phase 1 parking study, there aren’t any zones within downtown Burlington that have an occupancy higher than 77%, whether on street, surface lots, or parking garages.”

These changes would directly affect budget 264, but we also believe it would help folks to park in the garages, as the rates are less expensive. The table below shows the current state of budget 264, ~62% through the Fiscal Year

COLLECTING DATA AND EVALUATING CHANGES

The 2015 Downtown Parking & Transportation Management Plan called for parking policy changes to be rooted in data – and stated that an average occupancy rate of 85% is an optimal level where the resource is highly utilized but ample available parking can still be found.

The Great Streets Main Street project collected significant data on-street in the downtown during 2022, but did not collect parking data on Sundays. In reviewing visitation data from Church Street Marketplace and anecdotal reports of business activity downtown, it appears that weekends are as busy, if not more busy, than weekdays in the post-pandemic environment. Some of this has to do we believe with remote/hybrid work options and the softer office market downtown – and the strength of downtown as an arts, culture and dining destination.

Our Parking Services team has recently been collecting Sunday utilization data to see the occupancy percentage for both inside the core and the city overall. We have included a summary of our findings thus far in Appendix A. As noted, the percent occupied in the downtown zone is well above the industry target of 85%. We will continue to gather more data and consider possible policy changes. Typical options for moderating utilization of on-street parking is to consider enforcing meters and/or raising rates. To be clear, staff is not advancing any recommendation at this time – only seeking to brief the Commission on our work and get initial feedback.

1. Sunday Enforcement

- a. The below table shows on-street revenues for calendar year 2023 by day of the week. With this data, we project Sunday meter enforcement would increase yearly revenue by between \$225,000 and \$275,000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
\$ 34.55	\$188,893.80	\$224,400.20	\$238,166.85	\$238,757.35	\$227,947.65	\$233,144.00

2. Increase Rates

- a. We are evaluating the data to consider potential adjustment of meter types for specific high-demand areas (e.g. switching from brown 10-hour \$0.40/hr meters to blue 3-hour \$1/hr meters) – and considering an increase in the base rates for each different type of meters.

We have updated the Director of Business Workforce Development and the Director of the Burlington Business Association on this evaluation – and will continue to engage stakeholders in this conversation.

UPCOMING ON-STREET PILOT PROGRAM

Starting March 1, we will be implementing a pilot program on two streets downtown to evaluate approaches to reduce the use of coin, move payments to platforms that have lower fees, and lessen the impact of recent vandalism on our single meter heads. Meters on Cherry Street between Pine Street and South Winooski Ave will be removed and replaced with ParkMobile Signs. There will also be two Kiosks placed on Cherry Street for customers without smart phones. South Champlain Street between Main and King currently has meters on the East side. We will be removing

those meters and adding ParkMobile Signs to both the east and west sides of the street. We will be adding a kiosk to this location.

We are losing approximately 25-30% of the coin and credit card revenue from each parking meter. Additionally, many of our meters are being stolen, broken, and/or vandalized weekly. Our goal with this pilot program is to test out the public perception when meters are removed. We plan to see how these two locations do for 3 months and will report back to the Commission at that time.

NEXT STEPS

We are continuing to gather data and feedback from downtown stakeholders. We would also like to hear feedback from the DPW Commission and other members of the public. Please provide any feedback to Jackie Esperti jesperti@burlingtonvt.gov.

Appendix A

ON-STREET PARKING UTILIZATION ON SUNDAYS

Week 1 – January 14th

Total number of meters available	1,074
Average utilization of meters	805
Percentage of total utilization	75%

Total number of Core meters available	216
Average utilization of meters	194
Percentage of Core utilization	90%

Week 2 – January 21st

Total number of meters available	1,074
Average utilization of meters	743
Percentage of total utilization	69%

Total number of Core meters available	216
Average utilization of meters	200
Percentage of Core utilization	93%

Week 3 – January 28th

Total number of meters available	1,074
Average utilization of meters	783
Percentage of total utilization	73%

Total number of Core meters available	216
Average utilization of meters	195
Percentage of Core utilization	90%

Week 4 – February 4th

Total number of meters available	1,074
Average utilization of meters	835
Percentage of total utilization	78%

Total number of Core meters available	216
Average utilization of meters	199
Percentage of Core utilization	92%

Week 5 – February 11th

Total number of meters available	1,074
Average utilization of meters	839
Percentage of total utilization	78%

Total number of Core meters available	216
Average utilization of meters	198
Percentage of Core utilization	92%

Five week aggregate

Total number of meters available	1,074
Average utilization of meters	801
Percentage of total utilization	75%

Total number of Core meters available	216
Average utilization of meters	197
Percentage of Core utilization	91%



City of Burlington
Department of Public Works

Technical Services Engineering Division
645 Pine Street, Suite A
Burlington, VT 05402
P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450
www.burlingtonvt.gov/DPW

Memorandum

Date: February 21, 2024
To: Public Works Commission
From: Madeline Suender, Associate Public Works Transportation Engineer
CC: Caleb Mana, Excavation Inspector
Subject: Pole-mounted Electric Vehicle Charging Station Pilot

This month, DPW Staff in collaboration with BED, present a proposal to install pole mounted EV chargers in the public right-of-way, for informational purposes only. Next month following discussion, Staff will recommend the DPW Commission approve the following:

Appendix C, 29 Special parking - No parking shall occur at the following locations unless by:

(c) Electric vehicles

- ~~(3) In front of 70 Rose Street-New location to be determined.~~
- (4) In front of 33 Murray Street
- (5) In front of 39 Front Street
- (6) Across from 141 Maple Street
- (7) In front of 11 Spruce Street

Final language of the amended ordinances is subject to the review and approval of the City Attorney's Office

Purpose & Need:

The purpose of this request is to support a grant-funded pilot program to actively address and lower a formidable barrier that many residents encounter when considering the purchase of an electric vehicle. The need is to expand access to electric vehicles and related necessary infrastructure.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			
Aligns with City plans?		X		Aligns with BED's NZE RoadMap as well as BED's Integrated Resource Plans and Tier III plans filed with Vermont's Public Utility Commission. Generally, consistent with the State of Vermont's Clean Energy Plans and Global Warming Solutions Act .

Followed Public Engagement Plan (PEP)?		X		These Traffic Regulation changes are part of the INVOLVE portion of the PEP.
--	--	---	--	--

Background:

Many residents encounter barriers of ability to access level 2 chargers that are affordable to install and use, as well as conveniently located in or near their homes. This barrier is especially daunting for residents who live in rented apartments or condominiums and do not have access to off-street parking. Residents who rent their homes typically do not have the ability to install EV chargers, as most property owners are reluctant to assume the cost of installing an EV charger, and even if a resident did have such authority, installation costs can be prohibitive (\$1000 to \$2000), especially for low-income individuals or if the electric service panel needs upgrading.

One solution to this barrier is to expand the number of publicly available electric vehicle chargers located in neighborhoods. To this end, Burlington Electric Department (BED) received an Electric Vehicle Supply Equipment (EVSE)—Multi-Unit Housing Program Grant from the State of Vermont Agency of Commerce & Community Development to fund 95% of the equipment and installation costs for a pilot program to place five, publicly available level 2 electric vehicle chargers that will be mounted on BED utility poles in low-income, multifamily neighborhoods. BED is funding the remaining 5% of the program costs. Residents will not bear the cost of the equipment or its installation. All of the chargers will be installed and maintained by BED. Users of these Level 2 chargers will be assessed a \$0.20 kWh fee for charging under existing [BED tariff](#), just like other BED-owned public EV chargers.

The locations chosen for the 5 proposed chargers were based on the criteria of the grant and the available data for:

- Low-income neighborhoods
- High density of multifamily units
- Limited existing EV charging
- Sufficient daytime and nighttime illumination to operate the EV charging equipment

BED, DPW and Planning staff then worked together to confirm the feasibility of each location in terms of existing ordinances and street parking needs.

Outreach:

Staff placed fliers on doors within a one block radius surrounding each of these proposed locations in advance of this meeting.

There were eight public comments received.

- Two in support of Front St
- Six in opposition of Rose St.

Due to the elective nature of this proposal and the large amount of public input received surrounding the Rose St. location, DPW and BED wish to respectfully consider the comments from Rose St. residents, and will seek to designate an alternate location meeting the grant criteria.

Once this new location is determined, BED/DPW will notify proximate residents with information about the initiative and the opportunity to provide input.

Attachments:

1. Regulation Change From
2. Map
3. Public Comment

Attachment 1:

CITY OF BURLINGTON

In the Year Two Thousand Twenty-four

A Regulation in Relation to

Rules and Regulations of the Traffic
Commission—
29 Special parking. (c) Electric vehicles

Sponsor(s): Public Works Commission

Action: _____

Date: 2/21/2024

Attestation of Adoption:

Phillip Peterson, PE

Public Works Engineer, Technical Services

Published: _____

Effective: _____

It is hereby Ordained by the Public Works Commission of the City of Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, 29 Special parking of the Code of Ordinances of the City of Burlington is hereby amended as follows:

29 Special parking. (c) Electric vehicles.

The following locations are designated for the parking of motorcycles only:

(1)-(2) As written.

(3) On the east side of Rose Street, beginning at the driveway for 70 Rose Street and extending south 18 feet.

(4) On the west side of Murray Street, beginning at the driveway for 29 Murray Street and extending north 18 feet.

(5) On the west side of Front Street, beginning at the driveway for 39 Front Street and extending north 20 feet.

(6) On the north side of Maple Street, beginning at the intersection of Maple Street and Saint Paul Street, beginning 20 feet to the east of the designated public parking stall.

(7) On the north side of Spruce Street, beginning at the driveway for 10 Spruce Street, and extending west 20 feet.

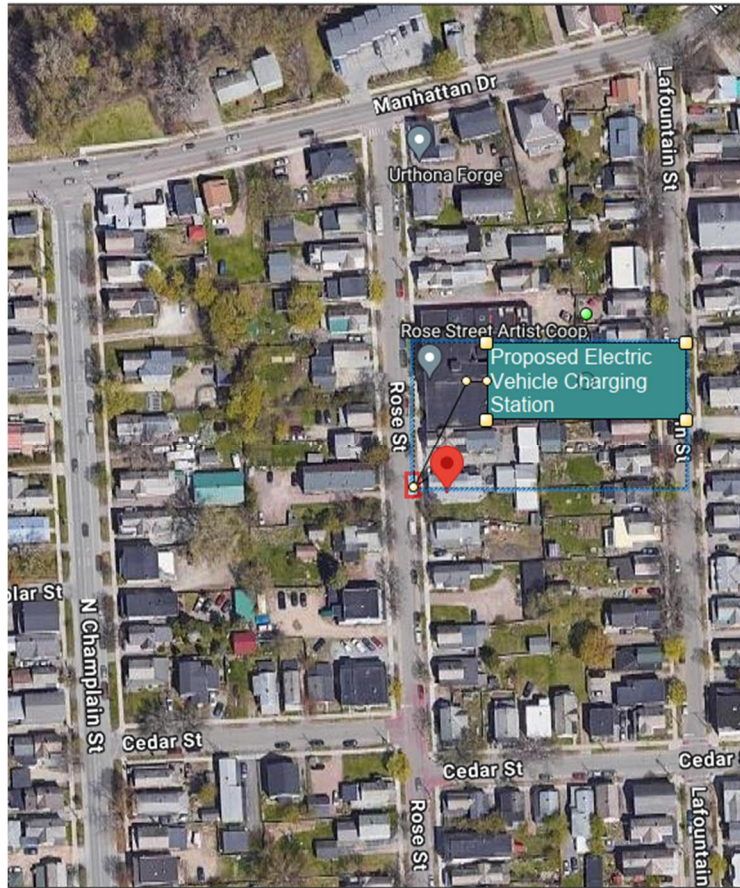
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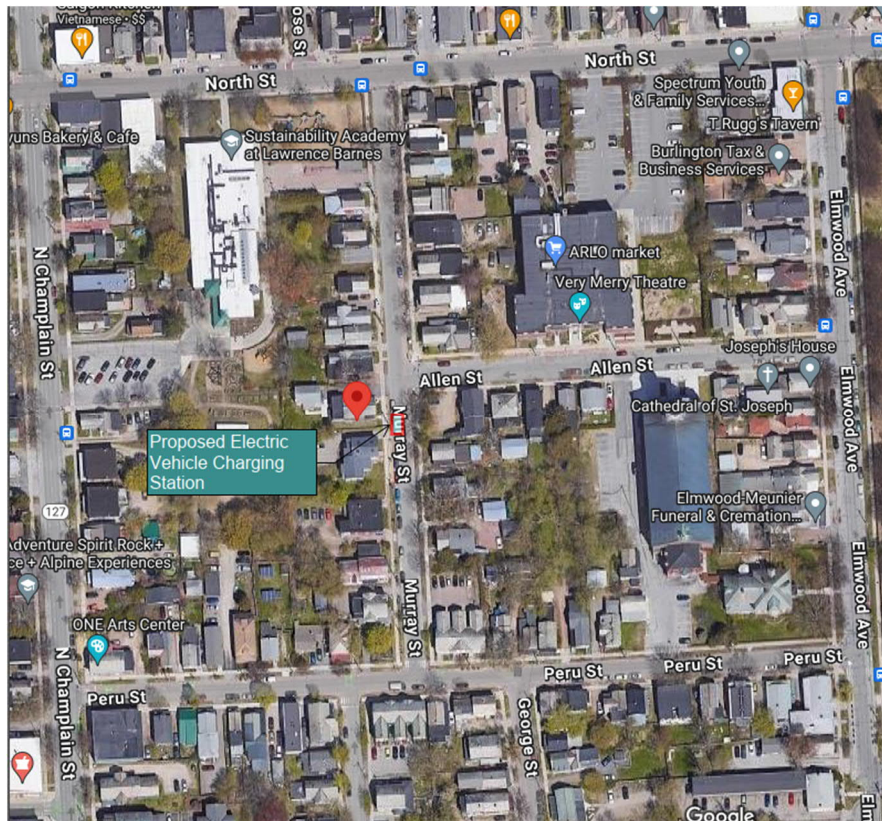
/hm: BCO Appx.C, Section 29
9/20/2023

Attachement 2: Maps

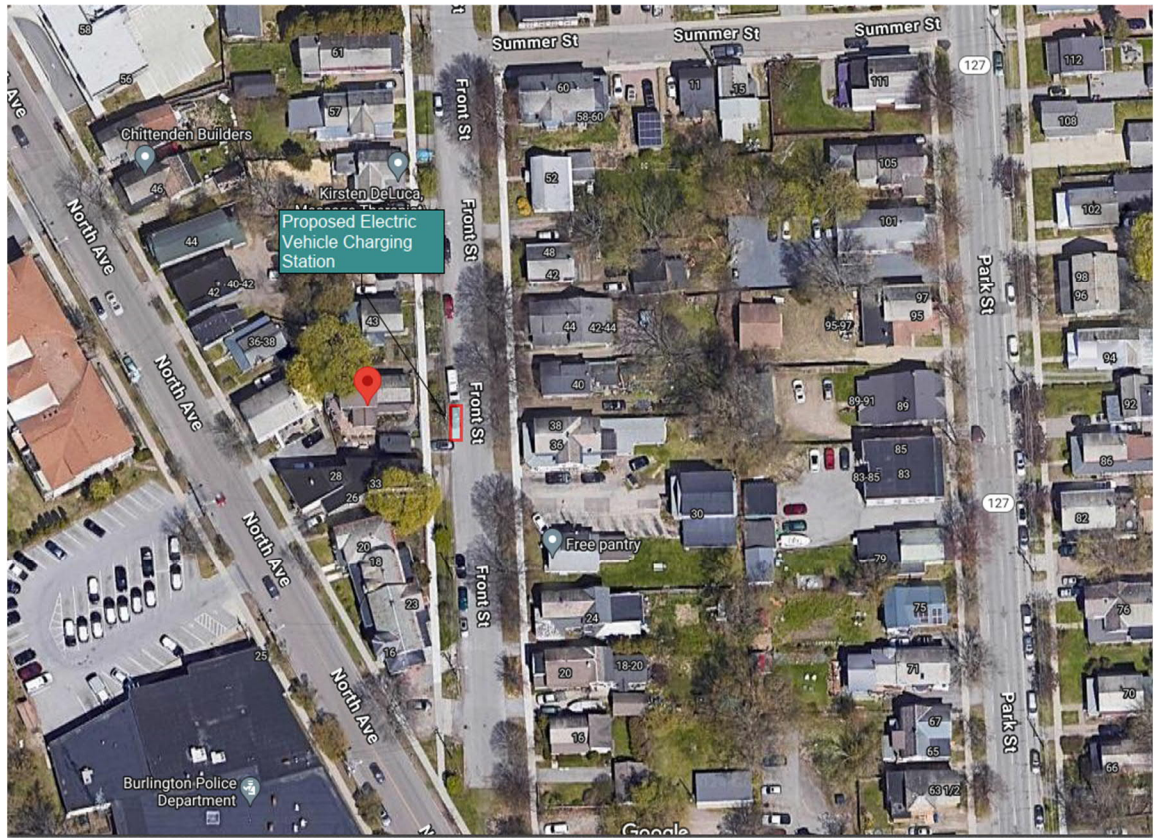
70 Rose St.



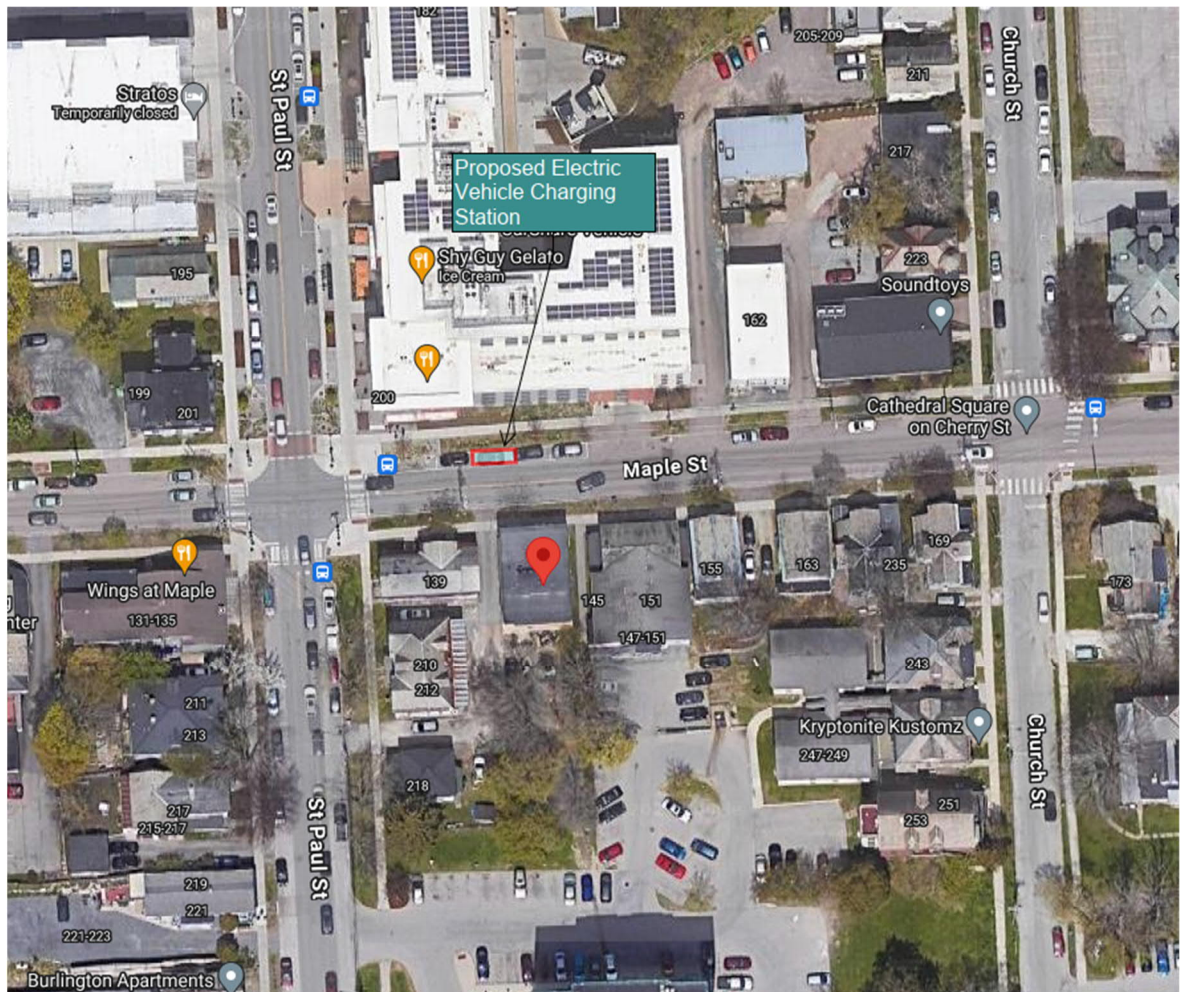
33 Murray St.



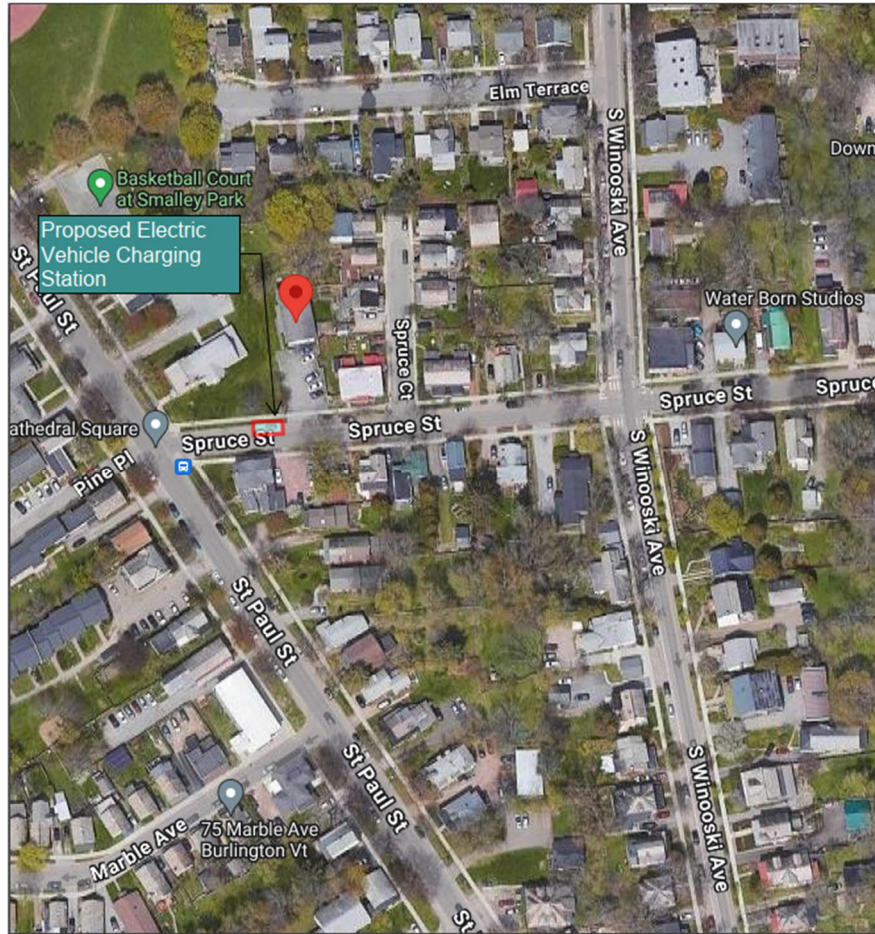
39
Front
St.



141
Maple
St.



11 Spruce St.



Attachment 3: Public Comment

To whom this may concern. I am the owner of 70 rose st. And do not want a charging station put in front of my house. There is already a parking problem on are street. With people that don't even live on are street. I might be ok with this is there was. Permitted parking for the residents that currently live on rose st. When we come home from work or school we have to park on north Champlain street. And walk home. And the money I pay in taxes. It's is crazy that I can't come home and park in front of my house. So unless you are going to make the rest of the street parking by permit only then I say no to the charging station. Thanks Jason merriam.

Hello,

My name is Andrew and my wife and I live at 58 Front St. and own this unit, 60 Front St. and 5 Summer St. We strongly support the proposal to change the space in front of 39 Front St. to electric vehicle charging. We do not own an electric vehicle, but feel that electric vehicle charging spaces such as these for more sustainable transportation and infrastructure in Burlington. I would just want to make sure that people have to move their cars after they are fully charged so others can access the charging station. Thank you for the opportunity to provide input. I also called your phone number, but the voicemail box is full.

All the best,
Andrew Wild

Hi Madeline,

As a resident of Murray St I am in full support of the new electric vehicle parking space! I don't have an electric vehicle but support the city's efforts to create more spaces around the city.

Best,
Catherine Horwitz

To whom it may concern,

I am writing to you to oppose the electric vehicle charging station on rose street in front of 70 rose st. I feel that it is not in the best interest of my neighbors and my property to have a electric vehicle station in the middle of the street where there currently is not enough parking for our home owners for there regular gas vehicles for the surrounding areas. I have taken the time to explore our street and take note that there are no electric vehicles around 70 rose st that would need a charging station, I also did research about electric cars and if you buy a electric vehicle , at purchase they provide a plug that turns into a regular house plug . I am concerned over the parking already on our street . There is never an opened spot after 4pm for residents to park. Also there's quite a few residents that don't offer parking , only street parking. I have lived at 70 rose st all my life (39yrs) and I have do not believe that this is a good choice for us to have that type of parking at this time. I am totally against your proposal.

Sincerely,

Jennifer Montani
Sent from my iPhonen

Hi Madeline Suender,

I saw the notice of a designated parking spot on Rose St. to be used for electric charging cars only. While I am supportive of turning the city greener and getting away from fossil fuels, I feel I must write in protest of this decision on this street.

Rose St. is already experiencing a deficit of parking. Guests of mine have had to loop around the block many times during winter and summer months to find parking. At 78 Rose St, where I have lived for 25 years, we use a garage and park off street and still there is a dearth of parking all the time in front of our building.

How many electric car owners are on Rose St? Why was Rose St deemed to have a spot designated for electric vehicle parking? This idea seems poorly targeted and would negatively affect the majority of vehicle owners on Rose St. I would only be in favor of designating a spot for electric charging if our street was turned into parking on both sides like many of the "sister" streets in the south end of Burlington, in the winter months, single sided. This would have the added effect of slowing traffic down in our neighborhood.

Thank you for your time on this important subject.

Keeping my hands on the wheel, Harold Kaplan

Dear Madeline,

I saw the DPW's distributed on some doors on Rose Street and luckily decided to look at them despite not receiving one on my own door. Although I support initiatives to make electric vehicles more accessible, I must say I am not on board with the proposed parking change on Rose Street. As a Rose Street resident, I can say many residents' parking options, as well as those of their guests, are on the street only. It is very common that I need to park way at the end of Rose Street or even on another street when trying to park at my own home. Although Rose Street is not a high-traffic area, it is a dense neighborhood with many cars, limited driveway space, and parking is already only allowed on one side of the street. I also do not believe I've seen electric cars parked on our street or in driveways on our street, so I do wonder how strong the need is for this station on Rose Street? Again, I support initiatives for electric vehicles. But adding a charging station on a street primarily populated by low-mid income folks is not going to make the residents purchase electric vehicles. Now, if you were offering folks a LARGE incentive to trade in their street-parked vehicle for an electric vehicle (not just a tax credit and a small rebate compared to the actual price of an electric vehicle) then I would possibly change my tone. I'm not sure the current proposal would help the Rose Street residents & surrounding neighborhood.

Thank you,

Rebecca Shute

M. Ed

Education, Training, and Leadership, Burlington School District
Regional Director, Vermont Council on Literacy

Dear Public Works Commission, DPW, Electric Department, Office of City Planning,

What is going on with the proposed electric vehicle station on Rose street that we learned about through door flyers this Thursday (2/8)? I've attached the sparse on information flyer.

In what looks like a three-department collaboration, how has Rose street been selected as the location to replace parking spots on the street with electric vehicle parking only?

There was no explanation in the single flyer left on multi-unit buildings, just an invitation to send feedback or attend a meeting on February 21 at 6:30.

Without the context, it is hard to understand why the city is spending its money and resources eliminating working class people's street parking in order to prioritize expensive electronic vehicles.

Why is the city not spending these resources on improving an underutilized bus system? Why is the city ignoring its Plan BTV goals of increasing bus ridership?

This project reeks of multi-department city-sanctioned Gentrification. In a neighborhood of working class residents who by the sounds of some of the cars can barely afford their cars, it is shocking, disgusting, and upsetting that the city would prioritize expensive e-vehicle parking for none of the people who live on the street. Rose Street is in the heart of the old north end with some of the lowest socioeconomic populations, why on earth would this project seem like a good idea to the city? Put these charging stations on Summit Street so the mayor and his rich friends can charge their Teslas, not on Rose Street.

Why not put the parking and charging on more well-traveled visible and accessible streets for the electric car drivers? These spots aren't near any services, they in front of homes.

If electric charging is so important why not improve or incentivize home charging stations?

This project is emblematic of the Miro administration that wants to be able to claim progress toward carbon reductions, but in the truest definition of greenwashing, not in any accessible way to most people. But it sure sounds good to be able say they have added infrastructure for electric vehicles. In the mean time, this kind of project continues to push city-living into a less livable place for those who can't afford the taxes, and now can't afford the cars needed to park.

Please build systems for all members of the community not just the rich, and not just the visiting rich (aka tourists), or the future gentrifying residents. We need mass transportation systems to move more people so there is less reliance on cars as the city densifies it's increasing population, and an ability to utilize an actual functioning mass public transportation system. It's impossible to see how removing these spots for regular cars in order to prioritize electric vehicles has any positive impact towards those goals.

I look forward to hearing a better explanation for this project, and I hope you will reconsider it altogether.

Sincerely,
Andrea

Hi Maddy and Chapin,

I received a notice today on my door about a proposal to convert a space in front of 70 Rose St. to an EV charging space.

- Was this requested by a resident of the street?
- What was the criteria used to select this specific space?
- Is there an existing document/ plan that outlines the cities plan on where these residential neighborhood charging stations should be located as well as the criteria?
- If there isn't a plan, has the city discussed doing a plan whether through, DPW, BED, or City Planning?

Christopher Damiani

City of Burlington
DPW Commissioner



BURLINGTON

Annual Occupancy Analysis Report

Downtown Garage

Public Works Commission – 2/21/2024

Why this report?

Delegated Authority and Occupancy Performance

Delegated Authority

In October 2019, the Public Works Commission delegated authority to the Director of Public Works to enter into monthly parking agreements.

This was done to:

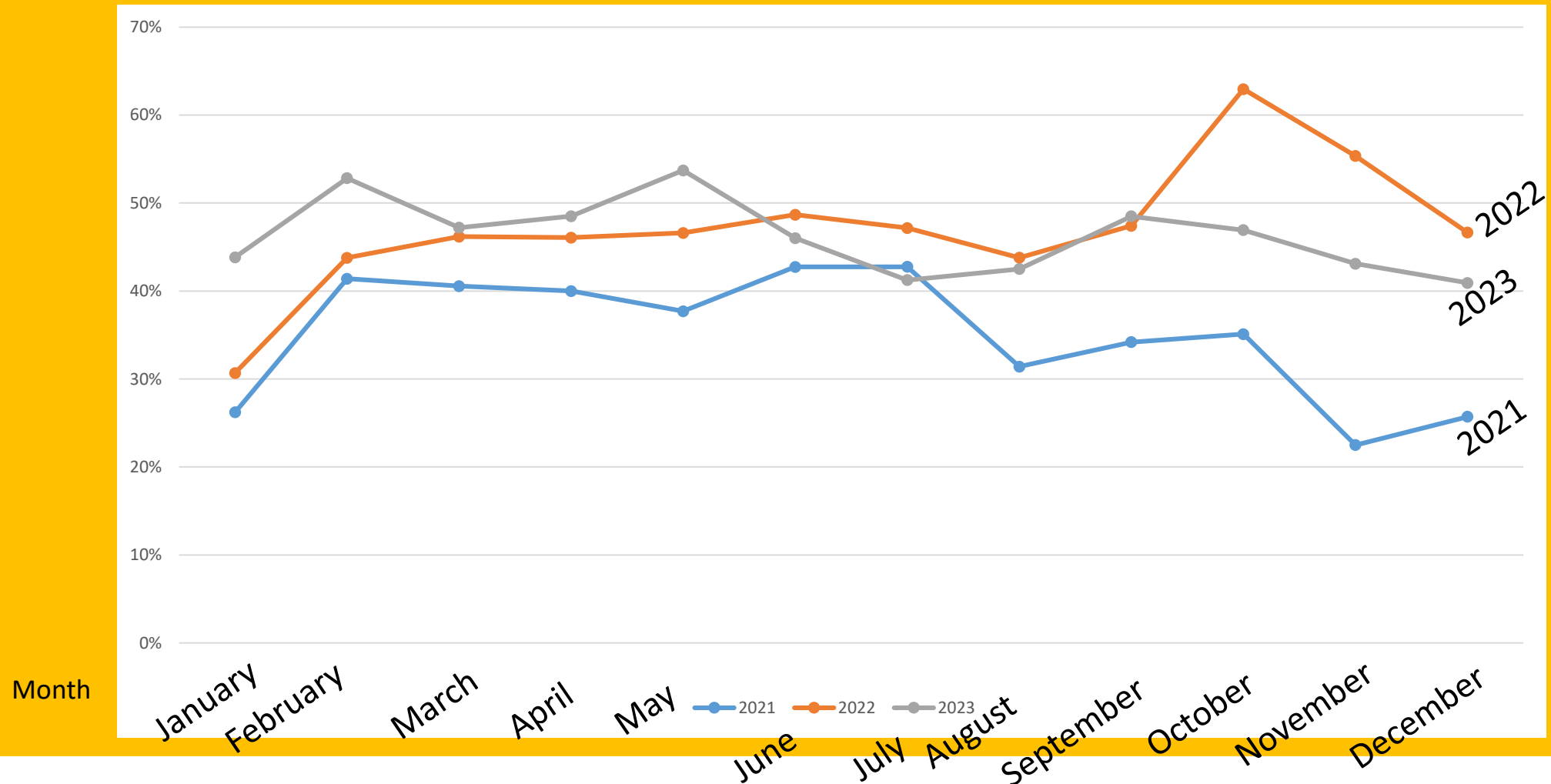
- 1) Expedite processing for parkers
- 2) Minimize work effort for DPW staff
- 2) Allow DPW greater flexibility optimizing occupancy

Occupancy Performance

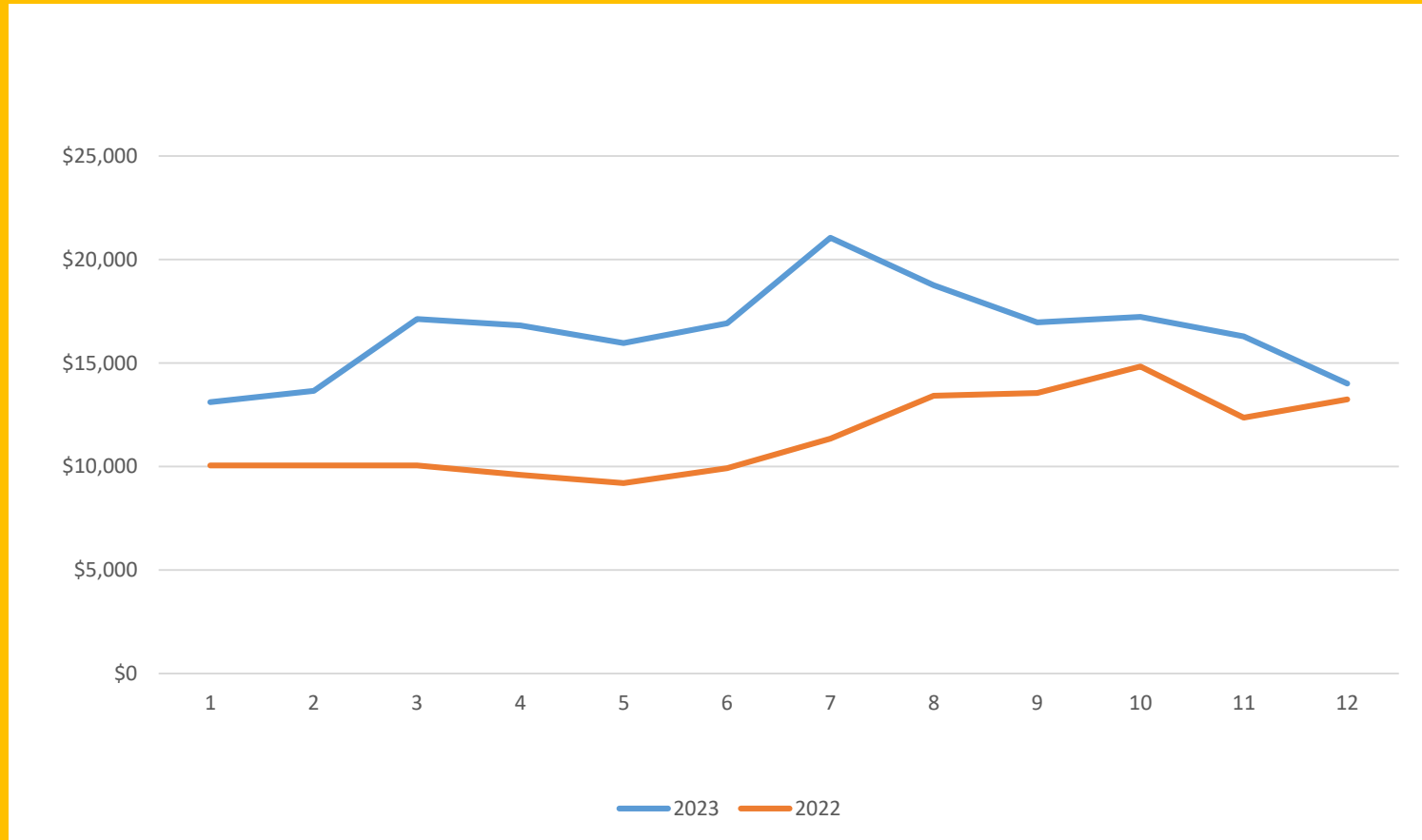
As a condition of this delegation, the PWC required an annual report to ensure that occupancy of the garage is managed and optimized. This is the fifth required Annual Report.

Occupancy remains the same, 40-50%

Well below capacity and historic volumes.

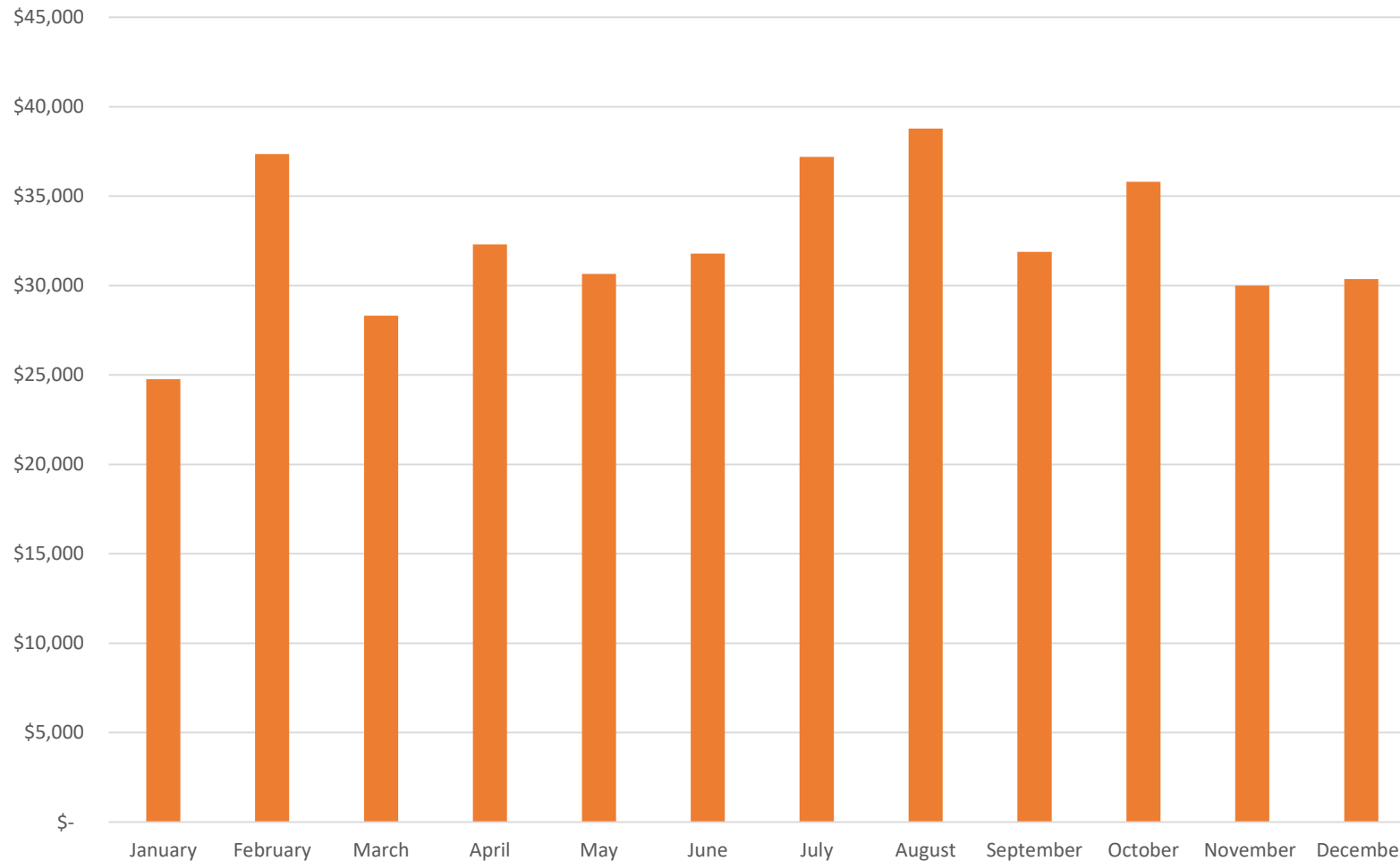


Transient Revenue Trend: Slightly above 2022 revenue but still very low

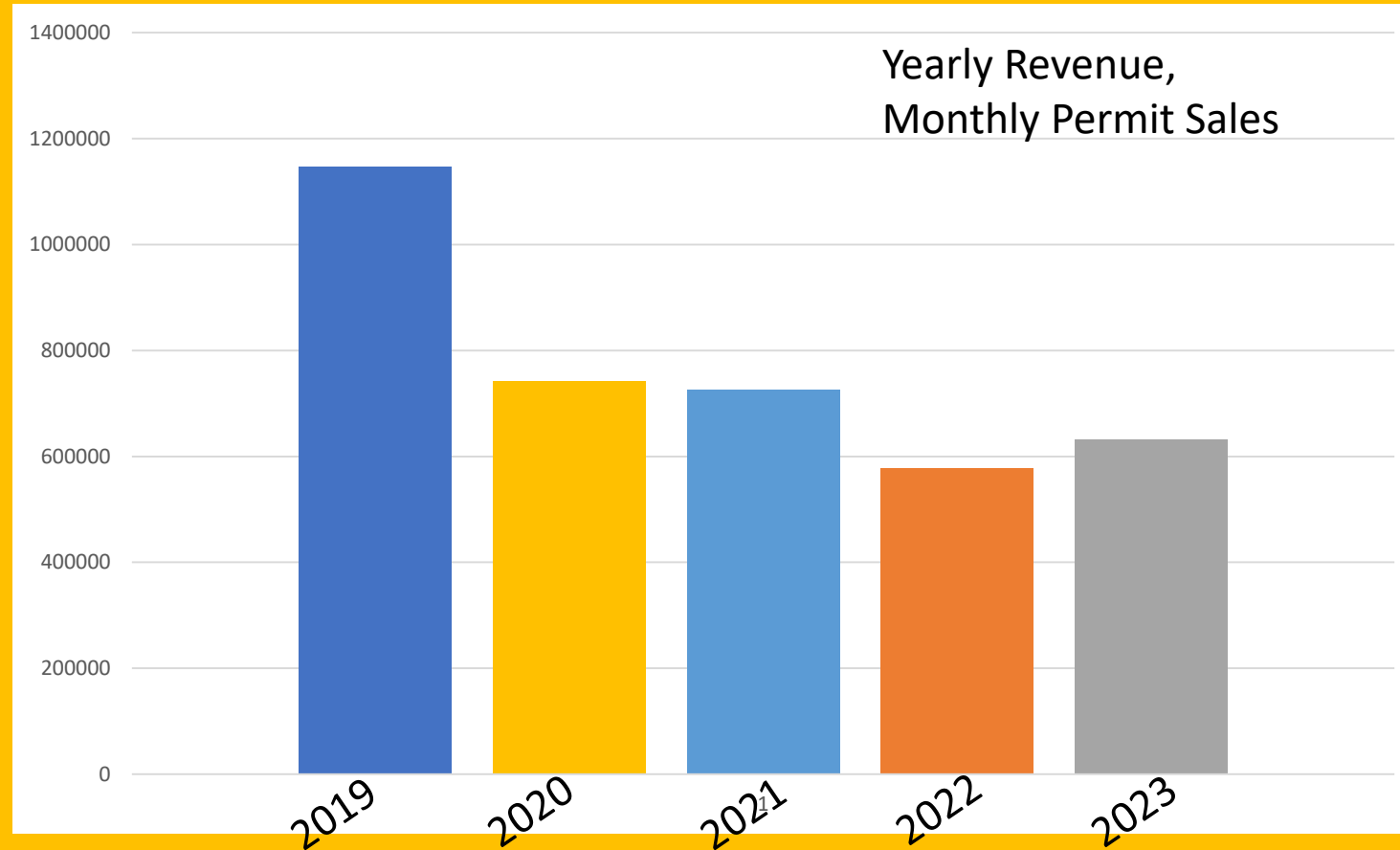


Hotel Nightly Permits

Monthly Average: \$32,438



Monthly Permits: Revenue declined over \$400,000 per year since COVID due to remote / hybrid work options.



Free Employee Program

**Companies
Participating
45**

**Employees
Participating
800**



Of these ~800 active permits, \$14,227 is currently owed to the city for outstanding tickets

Up from 700 last year, less than ~900 in the summer months

We would like to restrict access to these permits to folks who owe for parking violations within the last 5 years.

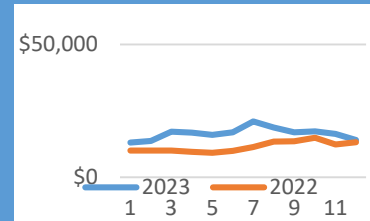
Conclusion: Occupancy remains Low

Occupancy
Remains Low

40-50%



Public Use
Similar



Next Steps

1. **Improve occupancy resolution**
 - LPR – Goal is to implement in FY 2025
2. **Offer “Hybrid Worker” option**
 - More options available with LPR
 - Punch Card Permit

100 Bank Street Occupancy Status

Status of usage by 100 Bank tenants per Development Agreement executed in September, 2021

Calendar Year Starting	Allocation	Current Permits	Committed Usage
10/1/2022	200	59	n/a
10/1/2023	200	53	n/a
10/1/2024	200		n/a
10/1/2025	200		n/a
10/1/2026	n/a	n/a	TBD

A. Use of Facilities. The City shall provide Permittee with parking permits to be used by Permittee and its authorized permit users at the Parking Structures for the term of this Agreement as set forth in §4. During the Initial Term, the City will provide an allocation of 200 parking permits upon ninety (90) days' prior notice from Permittee. Permittee will administer such parking permits for Permittee's employees and tenants. The Parties acknowledge that number of permits may fluctuate up and down (upon ninety (90) days' prior notice from Permittee) based on Permittee's needs during the Initial Term.

For each year after the Initial Term, Permittee will provide written notice to the City by October 1 of the number of parking space permits Permittee will commit to assume for the upcoming year (up to 200 permits for Year 6). For ensuing years, the maximum number of permits for which Permittee may commit to assume will be limited to the number of permits actually assumed by Permittee in the previous year. The City will cooperate with Permittee to provide additional permits if requested by Permittee at least 90 days in advance, subject to availability and as approved by the Public Works Commission if the City determines such approval is required.

Thank you!



BURLINGTON

Annual Occupancy Analysis Report

Downtown Garage

Public Works Commission – 2/15/2023

CITY OF BURLINGTON

In the Year Two Thousand Twenty-four

A Regulation in Relation to

Rules and Regulations of the Traffic
Commission—
Section 19 Parking Rates.

Sponsor(s): Department of Public Works

Action: Approved

Date: 2/21/2024

Attestation of Adoption:

Phillip Peterson, PE

Public Works Engineer, Technical Services

Published: _____

Effective: _____

It is hereby Ordained by the Public Works Commission of the City of Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, Section 19, Parking Rates, of the Code of Ordinances of the City of Burlington is hereby amended as follows:

Section 19 Parking rates.

(a) As Written

(b)

(1)-(8) As Written.

(9) Marketplace Parking Garage.

a. – b. As Written

c. Monthly Permit Rates: One hundred and twenty dollars (\$120.00) for a seven (7) day per week monthly permit in the Marketplace ~~lower garage. No monthly permits available in the Marketplace upper garage, except maintenance of those in existence at the time of adoption of this language.~~ Forty dollars (\$40.00) for a five (5) day per week monthly permit for city employees when paid for by a City of Burlington department. The director of the department of public works or his or her designee may pro-rate monthly parking permit fees at times of sale and termination.

(e)-(f) As Written

** Material stricken out deleted.

*** Material underlined added.

BCO Appx.C, Sec 19,
2/21/24



City of Burlington
Department of Public Works
Division of Parking and Traffic
645 Pine Street, Suite A
Burlington, VT 05402
802.863.9094 P
802.863.0466 F
802.863.0450 TTY
www.burlingtonvt.gov

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Date: February 21, 2023

To: DPW Commission

From: Jackie Esperti, Assistant Director, Parking and Traffic

CC: Chapin Spencer, Director of Public Works
Phillip Peterson P.E., Public Works Engineer

Subject: Marketplace Garage Permit Changes

BACKGROUND:

**Staff recommends the DPW Commission add (see Attachment-1):
19 Parking Rates.**

The rate of charge for parking in metered city lots shall be as follows:

- Marketplace Parking Garage. Monthly Permit Rates: One hundred and twenty dollars (\$120.00) for a seven (7) day per week monthly permit in the Marketplace garage. Forty dollars (\$40.00) for a five (5) day per week monthly permit for city employees when paid for by a City of Burlington department.

Purpose & Need:

The purpose of this proposal is to address both parking and budget challenges. The proposed additional permits will provide a new parking product for residents nearby the Marketplace Garage, while also addressing the need to increase Parking Facilities Fund revenues.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			
Aligns with City plans?	X			
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Background:

Occupancy rates in the Marketplace Garage (MPG) have declined to an average of 52% or lower over the past year. To increase utilization in the garage and to strengthen revenues in the Parking Facilities Budget, we are proposing two new parking products. Firstly, the introduction of Permits in the upper part of the MPG priced at \$120, with a limit of 40 permits and the ability to discontinue availability with one month's notice. Secondly, the implementation of "Marketplace Garage Employee Permits" exclusively for city employees working directly out of the garage, limited to 7 personnel from the Department of Public Works (DPW) and Business and Workforce Development (BWD) at a cost of \$40/month. These changes will generate increased revenue and offer additional parking products for the public and City staff.

We understand that the Marketplace Garage is important for transient parkers coming downtown – which is why we are limiting each of these new products to a maximum number of permits. The monthly permits will also include language that enables the City to terminate these monthly permits for any reason. When transient parking demand increases, we will retain the right to reduce the number of monthly parking permits.

Financial Impact:

We project these two products will generate an additional \$57,600 per year, or an estimated \$288,000 over five years. Overall, the Parking Facilities Fund has \$3M in debt from past capital upgrades and current revenues are not meeting monthly budget projections.

Conclusion:

In light of the lower occupancy rates and the need to boost the Parking Facilities Fund revenues, the proposed ordinance changes for the Marketplace Garage present viable solutions. By diversifying permit options and accommodating city employees' parking needs, the changes aim to enhance revenue streams and address the parking demands of both residents and visitors. Approval of these amendments is crucial to ensure the efficient operation of the garage and meet the evolving needs of the community.

Public Engagement:

In preparation for the 2/21/24 DPW Commission Meeting, Staff posted this to the DPW Parking website, and attempted to email and call people on the waitlist to gain interest. Staff did receive one email from a business owner regards to this request, see Attachment-2.

Attachments:

1. Traffic regulation amendment.
2. Public input correspondence.

Attachment 2:

My name is Taylor Evans, Store Manager for Helly Hansen on Church St. I'm writing due to my concerns over recent incidents involving threats to myself and our employees, the high levels of retail theft Church Street businesses face, and the ongoing feeling of a lack of community safety on Church Street and downtown Burlington in general.

It's no secret that Burlington is facing an ever increasing amount of crime against businesses. In just the past few months Helly Hansen alone has seen several incidents of retail theft, costly vandalism, and most recently threats to myself and my staff made by an individual with a history of confrontations with the previous store manager. Legal action is pending in this matter and the suspect has been cited for criminal threats and served with a notice of no trespass, but remains free and at large. This person is seen daily on Church Street and in and about City Hall Park. Yesterday a person entered the store and made anti transgender comments directed towards me and then walked out while making obscene gestures. Later this person was identified as a person known to have a record of arrests for drugs, assault, and theft and displaying outright hate for the LGBTQ community.

My staff and I question our safety leaving the store after dark, especially anyone making the walk to the Cherry Street garage. The walk to the garage requires either walking past a construction site with a closed sidewalk on Cherry St and requiring you to pass the Bus terminal and several pop up camp sites or walking down Bank Street past the other side of the construction site and again closed sidewalks on one side of the street and then down a dark walkway to the garage entrance. Neither options feels particularly safe.

Today I reached out to the Parking Services office to inquire about monthly parking at the Marketplace Garage and was informed there is a long wait list, with many people waiting years and the likelihood of getting a spot wasn't good. When I questioned the reason why a wait list given what seems like a large amount of vacant spots on a daily bases I was told there are a very limited number of monthly spots available to keep space open for shoppers.

I've worked on Church Street for a number of years and in the last several months have seen the amount of shopper traffic on Church St decline to an alarming low relative to past years. Along with this traffic decline comes a decline in business revenue. Most businesses will confirm this trend. Much of this decline can be attributed to news reports on businesses leaving Church Street due to retail theft, street crime, drug use and the large amount of housing insecure individuals lining our downtown streets, parks and allies. in addition panhandling seems to be at an all time high. I try to remain positive, but I hear about it from friends and the few local customers that do come in.

It's time for the city to step up and work toward solutions. To address safety issues and concerns business have. My immediate concern is safety leaving my business and walking to the available parking given recent happenings. I ask that you take another look at expanding monthly parking at the Marketplace Garage to offer a closer option to the Cherry Street Garage.

I also ask consideration be given to open parking up to be free after 5:00 pm each day to offer an incentive to bring shoppers and dinners into our downtown. The loss in parking revenue will be offset by tax revenue collected and businesses that have a reason to stay open later.

These are small steps. I understand they don't address all of the concerns facing our downtown, but know every marathon is completed one step at a time.

I look forward to the response of those receiving that email.

Sincerely,
Taylor

Taylor Rose Evans (she/her)

Store Manager | Burlington

Helly Hansen

66 Church Street

Burlington, Vermont 05401

Cell: (802)363-3345



City of Burlington
Department of Public Works
Division of Parking and Traffic
645 Pine Street, Suite A
Burlington, VT 05402
802.863.9094 P
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802.863.0450 TTY
www.burlingtonvt.gov

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Date: February 21, 2023
To: DPW Commission
From: Jackie Esperti, Division Director, Parking and Traffic
CC: Chapin Spencer, Director of Public Works
Phillip Peterson P.E., Public Works Engineer
Subject: Courthouse Plaza Parking Garage, located at 199 Main Street, Burlington

Staff recommends the DPW Commission add (see Attachment-1):

18 Parking facility designation.

Metered lot locations:

- The City-leased and Public Works managed lot more commonly understood to be the Courthouse Plaza Parking Garage lot.

19 Parking Rates.

The rate of charge for parking in metered city lots shall be as follows:

The rate of charge for parking in metered city lots shall be as follows:

- (1) Location Rate per Hour:
 - a. Courthouse Plaza Parking Garage, Main Street and South Winooski Avenue \$1.50

Purpose & Need:

The purpose of this proposal is to support the parking needs of downtown visitors and businesses for the duration of the Great Streets Main Street (GSMS) project. The project has led to the temporary four-month closure of the Main Street Parking Lot and will at times temporarily remove parking spaces along Main Street and its vicinity. To mitigate these losses and provide an alternative parking solution, we have

collaborated with Unified Parking Partners and Courthouse Plaza to lease 85 spaces in the Courthouse Parking Garage; which will provide affordable public parking in the area.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		
Aligns with City plans?		X		
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Background:

The commencement of the Great Streets Main Street project has led to the temporary closure of the Main Street Parking Lot and the removal of parking spots along Main Street and its surroundings, resulting in a need for alternative parking options. To address this, a partnership with Unified Parking Partners has been established to lease 85 spaces in the Courthouse Parking Garage and have that parking provided at City rates (\$1.50/hr) and with familiar City payment systems (ParkMobile and pay-on-foot kiosks). Currently this 85-space floor in the garage is behind gates, has a private payment system and charges premium rates (~\$5/hour). The City system will have no gates, lower rates and familiar payment systems which should encourage high utilization.

There are two actions that are needed to effectuate this public-private parking partnership:

- 1) Board of Finance and City Council need to approve the agreement to be signed between the City, UPP and Courthouse Plaza. The Board of Finance will act on February 20 and the Council on February 26.
- 2) The DPW Commission needs to adjust City Ordinance in Appendix C to allow for the City to manage, charge and enforce public parking in this private facility. Proposed changes include seeking authorization from the Board of Finance and City Council to enforce parking regulations in the garage until construction concludes, implementing payment methods similar to the Main Street lot, and allocating parking spaces for city employees. The proposed yearly lease, financed by the Traffic Fund, anticipates a financial loss, partially offset by parking payments.

Financial Impact:

While the initiative provides a solution to the parking challenges posed by the construction project, it will require a financial investment for the city. The proposed yearly lease of parking spaces in the Courthouse Parking Garage, paid by the Traffic Fund, will cost \$4.60 per space per day, totaling a monthly charge of \$11,892.92 and an annual payment of \$142,715. The City, however, will collect all parking and enforcement revenue which will offset this cost. Our projections show a net City cost of somewhere between \$40,000 and \$80,000 per year depending on usage.

Conclusion:

In response to the construction impacts from the Main Street construction project, the proposed initiative aims to provide a viable parking alternative while ensuring efficient enforcement and management of

parking facilities. Although the endeavor will be an added cost to the City, the allocation of resources from the Traffic Fund demonstrates a commitment to addressing community needs and mitigating the impacts of the construction project on local businesses and residents. Overall, this initiative reflects a proactive approach to managing urban development projects and underscores the city's dedication to enhancing transportation infrastructure and accessibility for its constituents.

Public Engagement:

DPW project staff have had extensive outreach with Main Street stakeholders leading up to the start of construction. During these discussions, the need for affordable and accessible parking during construction has been a top priority for most stakeholders. Staff have mentioned this proposed public-private partnership at various project meetings and there has been strong support. In preparation for the 2/21/24 DPW Commission Meeting, Staff has posted the details of this partnership on the Great Streets BTV webpage. Staff has yet to receive public input correspondence in regards to this request, but we will bring any input received prior to the Commission to the upcoming meeting.

Attachments:

1. Traffic regulation amendment.

CITY OF BURLINGTON

In the Year Two Thousand Twenty-four

A Regulation in Relation to

Rules and Regulations of the
Traffic Commission—
Section 18 Parking facility
designations.
Section 18 Parking rates.

Sponsor(s): Department of Public Works

Action: Approved

Date: 2/21/2024

Attestation of Adoption:

Phillip Peterson, PE

Public Works Engineer, Technical Services

Published: _____

Effective: _____

It is hereby Ordained by the Public Works Commission of the City of Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, Section 18 Parking facility designations, Section 19 Parking rates, of the Code of Ordinances of the City of Burlington is hereby amended as follows:

Section 18 Parking facility designations.

(a) Metered lot locations:

(1) – (13) As Written.

(14) ~~Reserved.~~ The city-leased and public works managed lot more commonly understood to be the Courthouse Plaza Parking Garage lot.

(b)-(f) As Written

Section 19 Parking rates.

(a) As Written.

(b) The rate of charge for parking in metered city lots shall be as follows:

(1) Location Rate per Hour

Courthouse Plaza Parking Garage, Main Street and South Winooski Avenue \$1.50

(2)-(16) As Written.

(c)-(f) As Written

** Material stricken out deleted.

*** Material underlined added.

TD: BCO Appx.C, Sec 18 & Sec 19
2/21/24



CITY OF BURLINGTON DEPARTMENT OF PUBLIC WORKS

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
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www.burlingtonvt.gov/dpw

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **DPW Director's Report**
Date: February 21, 2024

SOUTH END CONSTRUCTION COORDINATION SCHEDULE

In September 2019, DPW distributed our first South End Construction Coordination Schedule – a tool highlighting the generational infrastructure projects coming to the South End and how they were being phased to minimize construction-related impact on the community. Now a couple years later, we have updated the tool to reflect the current status of projects and add the downtown reinvestment projects to the list. The presentation provided to the Council at their February 12 meeting is attached. At the Council meeting, a few Councilors asked about the relative timing of the Railyard Enterprise Project and the final construction contract for the Champlain Parkway. While there is interest to have the Railyard Enterprise Project go to construction soon, we've just received the federal Environmental Assessment that allows us to go to preliminary engineering. That project is still at least 2-3 years away from construction. More info: Norm Baldwin, nbaldwin@burlingtonvt.gov.

GREAT STREETS MAIN STREET

The construction phase for Great Streets Main Street started on February 5, 2024 and launched with a successful press conference that day ([link](#)). We have a project communication list of over 500 email addresses including DPW Commissioners. DPW continues to implement additional steps to help mitigate impacts from this generational investment into one of our community's primary corridors. An expanded project website will be launched soon and on the Commission's February agenda is a request for ordinance changes to allow the City to operate a proximal private garage at City rates. More info: Olivia Darisse, odarisse@burlingtonvt.gov.

REGIONAL BIKE SHARE UPDATE

Given our regional bike share vendor Bird declared bankruptcy a couple months ago, we wanted to provide this update. The Chittenden Area Transportation Management Association (CATMA) is the lead entity coordinating the bike share program with the vendor Bird. CATMA met with Bird recently and the vendor stated that they have successfully restructured their business through the bankruptcy process. Bird indicates that they are paying bills and planning to relaunch in BTV area as expected this spring. Bird is planning for a slow relaunch in March, with a full 200 bike system by April/May. A public communication plan will be put in place once CATMA and Bird work out a resumption of service plan. As a host community for this bikeshare system, each year we have the option to continue with drop this regional program or end our participation. Based on the commitment that Bird staff made to redouble efforts to limit bikes obstructing pedestrian spaces in the City, and given that Bird's first partial season showed much more robust use than past bike share ventures, DPW recommends continuing with the existing program through 2024.

COUNCIL APPROVED CITY ENGINEERING STANDARDS

Thanks to the DPW Commission and City Council for reviewing the staff-recommended Engineering Standards. I am pleased to report that the City Council formally approved the standards in December 2023. Thanks to many work groups across DPW and beyond who helped put these draft standards together. More info: Julia Ursaki, jursaki@burlingtonvt.gov.

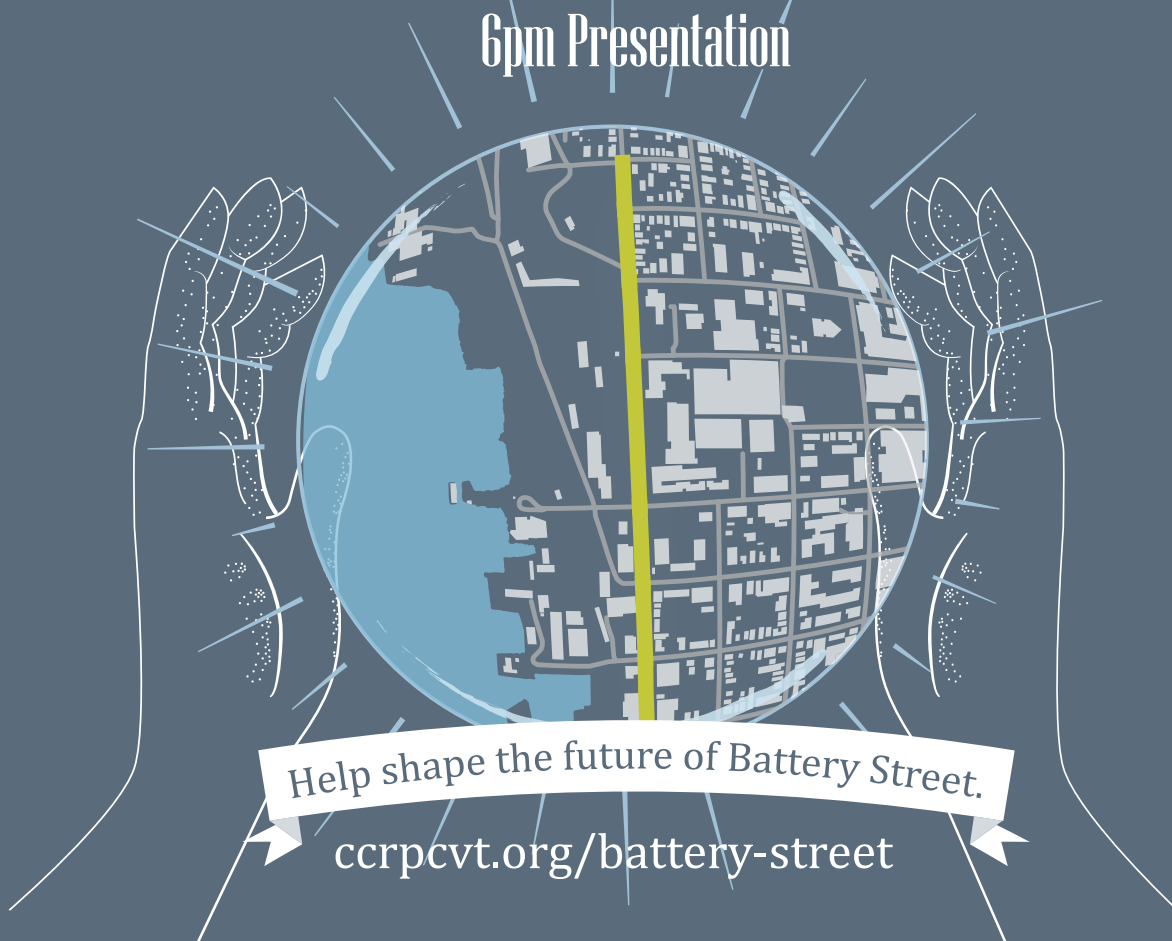
THE FUTURE OF BATTERY STREET

Contois Auditorium

March 13, 2024

4pm to 6pm Open House

6pm Presentation



You're invited to a public meeting to share input on two design options that provide safe, low-stress, and accessible transportation for all on Battery Street.

Refreshments Provided
Free Admission
All Are Welcome



Translation Available
802-863-9094



BURLINGTON PUBLIC WORKS DEPT

SOUTH END COORDINATION SCHEDULE

Update 2.12.24

COMPLETED PROJECTS

- PASSENGER RAIL PROJECT**
- U.S. ROUTE 7 PAVING**
- SHELBURNE STREET ROUNDABOUT**

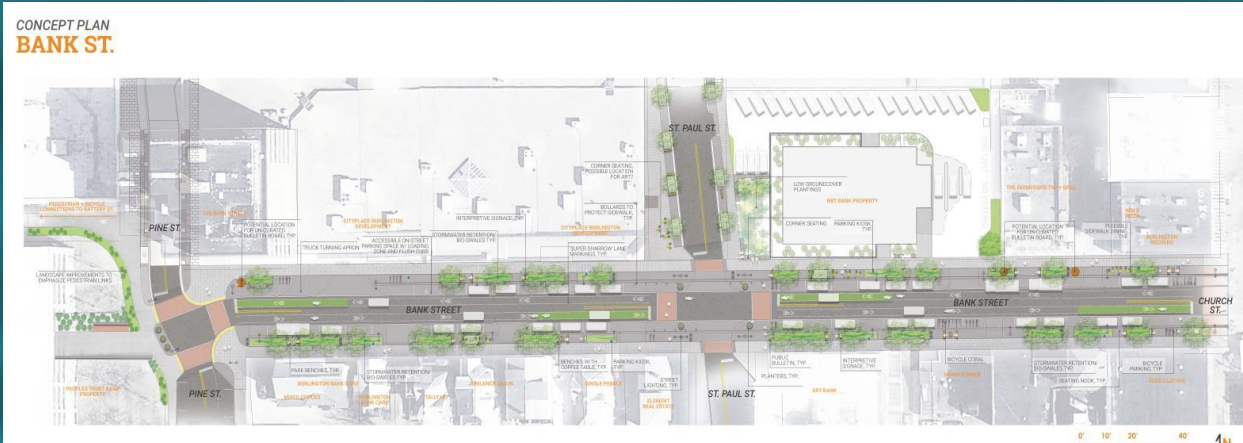
PROJECTS IN CONSTRUCTION

- MAIN STREET GREAT STREETS PHASE 1**
- CHAMPLAIN PARKWAY INITIAL PHASE**

PROJECTS IN DEVELOPMENT

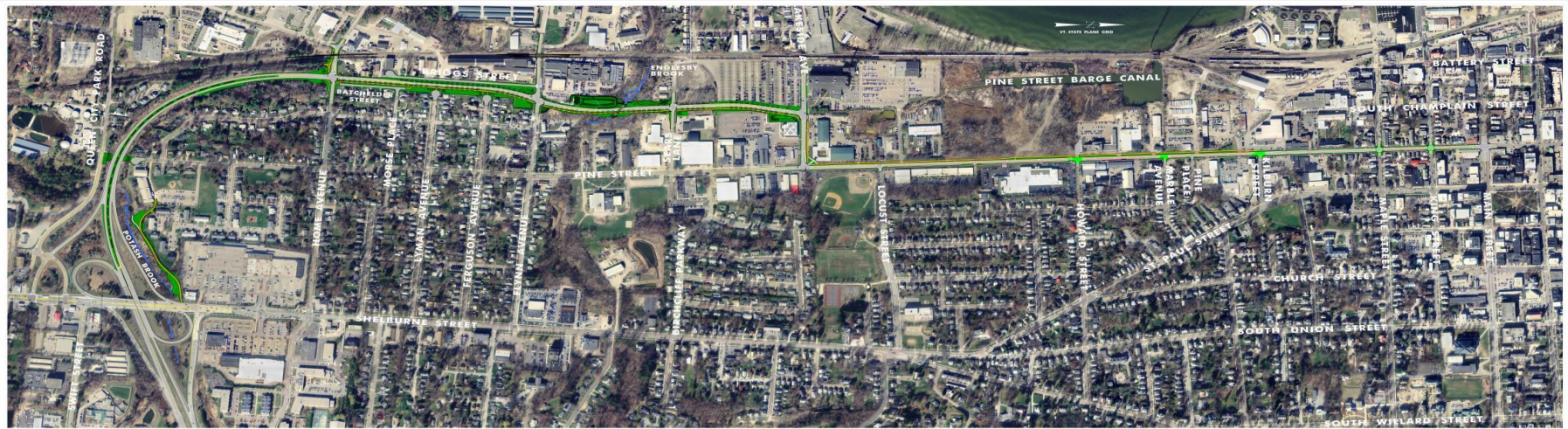
- CHAMPLAIN PARKWAY FINAL PHASE**
- RAILYARD ENTERPRISE PROJECT**
- CHERRY STREET-GREAT STREETS/BTC**
- BANK STREET-GREAT STREETS/BTC**
- MAIN STREET GREAT STREETS PHASE 2**

BANK & CHERRY GREAT STREETS/BTC



BURLINGTON PUBLIC WORKS DEPT
SOUTH END COORDINATION SCHEDULE
 Update 2.12.24

CHAMPLAIN PARKWAY



CHAMPLAIN PARKWAY



BURLINGTON PUBLIC WORKS DEPT
SOUTH END COORDINATION SCHEDULE
 Update 2.12.24

RAILYARD ENTERPRISE PROJECT

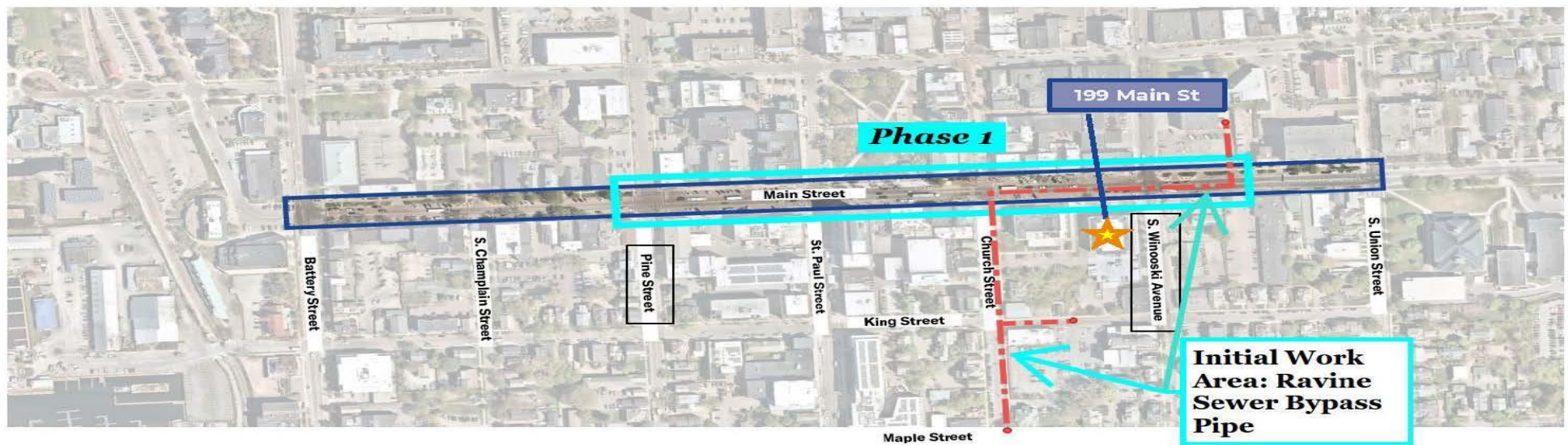


BURLINGTON PUBLIC WORKS DEPT
SOUTH END COORDINATION SCHEDULE
Update 2.12.24

MAIN STREET GREAT STREETS - PHASE 1



Main Street Project : Project Map



BURLINGTON PUBLIC WORKS DEPT
SOUTH END COORDINATION SCHEDULE
Update 2.12.24

APRIL 11, 2022 S.E. COORDINATION SCHEDULE

BURLINGTON SOUTH END PROJECT SEQUENCE - Last Updated on 03-03-2022

Project/Segment	2021	2022	2023	2024	2025	2026	2027
I-189 Ramps Class 1 Paving	CONSTRUCTION						
US 2, US 7 & US 7 Alt Class I Paving		CONSTRUCTION					
Vermont Rail & Amtrak Railroad Upgrade Projects		CONSTRUCTION					
Shelburne Street Roundabout		CONSTRUCTION					
Champlain Parkway Home Ave to Lakeside Ave (C2) & C1 Path	PERMITTING & DESIGN		CONSTRUCTION				
Champlain Parkway Lakeside Avenue				CONSTRUCTION			
Champlain Parkway Pine Street from Lakeside Ave to Kilburn St					CONSTRUCTION		
Main Street - Great Streets (Battery to Union)		DESIGN		CONSTRUCTION			
Railyard Enterprise Project	NEPA, DESIGN, PERMITTING & ROW				CONSTRUCTION		
Champlain Parkway I-189 to Home Ave (C1)				PERMITTING & DESIGN	CONSTRUCTION		
Champlain Parkway Pine Street from Kilburn St to Main St						CONSTRUCTION	

BURLINGTON PUBLIC WORKS DEPT
SOUTH END COORDINATION SCHEDULE
 Update 2.12.24

		SOUTH END COORDINATION SCHEDULE 2.12.24																							
		CY2023				CY2024				CY2025				CY2026				CY2027				CY2028			
PROJECTS COMPLETED	Project/Location	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	U.S. 7 State Paving	CONSTRUCTION																							
	Shelburne Street Roundabout	CONSTRUCTION																							
	Passenger Rail	CONSTRUCTION																							
CURRENT-FUTURE PROJECTS	Champlain Parkway: Initial Contract Limited Access(Home Ave-Lakeside Ave) Pine(Lakeside Ave-Kilburn S)	CONSTRUCTION- <i>On-going</i>																							
	Champlain Parkway: Final Contract Limited Access(189-Home) Pine Street(Kilburn St. to Main St.)			DESIGN																					
	Railyard Enterprise Pine St.-Battery&Maple	ENVIRONMENTAL ASSESSMENT				PRELIMINARY PLANS				RIGHT OF WAY ACQUISITION				FINAL ENGINEERING				CONSTRUCTION- <i>Tentative</i>							
	Main Street-Great Streets: Phase I Union to Pine Street	DESIGN				CONSTRUCTION																			
	Main Street-Great Streets: Phase II Battery St-Pine, S. Winooski-Union							GRANT APPLICATION								DESIGN - <i>Tentative</i>				CONSTRUCTION - <i>Tentative</i>					
	Cherry Street-Great Streets/City Place (Battery-S.Winooski)							DESIGN								CONSTRUCTION- <i>Tentative</i>									
	Bank Street-Great Streets/City Place (Pine St-S. Winooski)							DESIGN												CONSTRUCTION- <i>Tentative</i>					
	BTC Public Improvements Bank St, Cherry St, Pine St, St Paul St					CONSTRUCTION																			
	Current Date																								

Current Date

SOUTH END COORDINATION SCHEDULE Update 2.12.24

Major Project Updates:

- **Railyard Enterprise Project**
 - Received its Environmental Assessment with a Finding Of No Significant Impact, with a Preferred Alternative Selected
 - Starting Preliminary Design, baseline survey underway
 - Current Schedule suggests an April 2027 Start of Construction
- **Champlain Parkway - Initial Phase (Home-Kilburn)**
 - Anticipated August 1, 2024 Completion
 - Contract Completion Deadline October 31, 2024
- **Main Street Great Streets - 1st Phase (Union to Pine)**
 - Project started Feb 5, 2024
 - Construction of Ravine Sewer By-Pass started

BURLINGTON PUBLIC WORKS DEPT
SOUTH END COORDINATION SCHEDULE
Update 2.12.24

Major Project Updates:

- **Champlain Parkway-Final Phase(189/7 Interchange & Pine-Kilburn to Main)**
 - Currently Repackaging Final Phase and coordinating with Main Street Great Streets
 - Anticipated Ready to bid Final Phase by March 2024
 - FHWA and VTRANS has expressed an urgency to repackage and bid final phase by no later than July 1, 2024 given the financial scale of the project and its impacts other transportation project priorities
 - Will be seeking additional contract authorizations at the upcoming Feb. 20th BOF and CC Meetings in support of the Champlain Parkway Project
- **Main Street Great Streets-2nd Phase**
 - Preparing Grant Application to complete balance of Main Street from Pine Street to Battery Street

BURLINGTON PUBLIC WORKS DEPT
SOUTH END COORDINATION SCHEDULE
Update 2.12.24

MAJOR PROJECT UPDATE

- **Cherry Street-Bank Street Great Streets/BTC**
 - **Received RAISE Grant \$22,384,000 for Final design and construction activities to rebuild Bank Street, Cherry Street, and sections of Pine Street and St Paul Street, including workforce development activities**
 - **Received Congressional Directed Spending Award of \$12,000,000**
 - **Anticipated Start of Cherry Street Construction Spring 2026**
 - **Anticipated Start of Bank Street Construction Spring 2027**
- **Burlington Town Center-Public Improvements Underway**

BURLINGTON PUBLIC WORKS DEPT
SOUTH END COORDINATION SCHEDULE
Update 2.12.24

Questions?

- **Contacts:**
- **Chapin Spencer, Public Works Director**
- **Norman J. Baldwin, P.E**
City Engineer
- **Laura Wheelock, P.E.**
Senior Public Works Engineer
 - Main Street Great Streets
 - Cherry Street Great Streets/BTC
 - Bank Street Great Streets/BTC
- **Corey Mims, P.E.**
Senior Public Works Engineer
 - Champlain Parkway
 - Railyard Enterprise Project

BURLINGTON PUBLIC WORKS DEPT
SOUTH END COORDINATION SCHEDULE
Update 2.12.24