



Public Works Commission

Tuesday, June 17, 2025, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

7:00 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

2.1. Motion to amend/adopt agenda

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

4. Consent Agenda - 5 Minutes

Subject	4.1. Approval of Draft Minutes 5-21-25
Meeting	June 17, 2025 - DPW Commission Meeting 6-17-25 - Tuesday, June 17, 2025, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	4. Consent Agenda - 5 Minutes
Department	Public Works Department
Type	Action (Consent)
Recommended Action	Approve Consent Agenda

5. Daily Planet Meter Space Reduction - 15 Minutes

Subject	5.1. Communication, A. Schwencke
Meeting	June 17, 2025 - DPW Commission Meeting 6-17-25 - Tuesday, June 17, 2025, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	5. Daily Planet Meter Space Reduction - 15 Minutes

Department Public Works Department

Type Action

Recommended Action Motion to Approve

6. Green Acres Drive Pedestrian Pilot - 15 Minutes

Subject 6.1. Communication, P. Peterson, J. Ursaki, & C. Wuthrich

Meeting June 17, 2025 - DPW Commission Meeting 6-17-25 - Tuesday, June 17, 2025, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category 6. Green Acres Drive Pedestrian Pilot - 15 Minutes

Department Public Works Department

Type Action

Recommended Action Motion to Approve

7. Capital Project Status and Prioritization - 30 Minutes

Subject 7.1. Information, C. Spencer & L. Wheelock

Meeting June 17, 2025 - DPW Commission Meeting 6-17-25 - Tuesday, June 17, 2025, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category 7. Capital Project Status and Prioritization - 30 Minutes

Department Public Works Department

Type Information

Recommended Action None

8. Annual Report - Draft - 10 Minutes

Subject 8.1. Communication, R. Goulding

Meeting June 17, 2025 - DPW Commission Meeting 6-17-25 - Tuesday, June 17, 2025, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category 8. Annual Report - Draft - 10 Minutes

Department Public Works Department

Type Action

Recommended Action Motion to Approve

9. Parking Promotion - 20 Minutes

Subject 9.1. Communication, J. Esperti & C. Spencer

Meeting June 17, 2025 - DPW Commission Meeting 6-17-25 - Tuesday, June 17, 2025, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category 9. Parking Promotion - 20 Minutes
Department Public Works Department
Type Action
Recommended Action Motion to Approve

10. GTM Service Changes - 30 Minutes

Subject 10.1. Information, C. Spencer & C. Damiani
Meeting June 17, 2025 - DPW Commission Meeting 6-17-25 - Tuesday, June 17, 2025, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category 10. GTM Service Changes - 30 Minutes
Department Public Works Department
Type Information
Recommended Action None

11. Director's Report - 10 Minutes

Subject 11.1. Information, C. Spencer
Meeting June 17, 2025 - DPW Commission Meeting 6-17-25 - Tuesday, June 17, 2025, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category 11. Director's Report - 10 Minutes
Department Public Works Department
Type Information

12. Commissioner Items

13. Adjournment & Next Meeting Date - July 16, 2025

Subject 13.1. Motion to adjourn
Meeting June 17, 2025 - DPW Commission Meeting 6-17-25 - Tuesday, June 17, 2025, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category 13. Adjournment & Next Meeting Date - July 16, 2025
Department Public Works Department
Type Action
Recommended Action Motion to Adjourn

DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING MAY 21, 2025
DRAFT MINUTES

See video for full meeting – link below

<https://www.youtube.com/live/ZDr9u3-QFNY?si=FVbsYXk5359fBNyG>

Commissioners Present: Commissioner Barr, Chair Damiani, Vice Chair Fox, Commissioner Davis, Commissioner Munteanu, Commissioner O’Neil-Vivanco (Zoom), Commissioner Munteanu (Late arrival)

ITEM 1 – CALL TO ORDER

Commission Chair Damiani called the meeting to order

ITEM 2 – AGENDA

Commissioner Barr made a motion to approve the agenda

Commissioner O’Neil-Vivanco seconded.

Unanimous Approval.

ITEM 3 – PUBLIC FORUM

No one speaking at public forum

ITEM 4 – CONSENT AGENDA

4.1 Approval of Draft Minutes 4-16-25

Commissioner Barr made a motion to approve the consent agenda

Commissioner O’Neil-Vivanco seconded

Unanimous Approval

ITEM 5 – VACANT BUILDING APPEAL – 119 SPRUCE STREET – WILLIAM WARD DPI DIRECTOR

Public Comments from neighbors **Carolyn Hanson, Kathleen Toto and Stefanie Waite.**

Commissioner Barr made motion to close hearing

Commissioner O’Neil-Vivanco seconded

Unanimous approval

ITEM 6 – LEDGEWOOD CIRCLE STREET ACCEPTANCE

Commissioner Munteanu made a recommendation that the Department of Public Works is supportive of formally accepting the section of roadway known as Ledgewood Circle, as shown in EX-D, connecting Austin Drive to Oakbeach Drive in the City of Burlington VT.

Unanimous approval.

ITEM 7 – DIRECTOR’S REPORT

Information

ITEM 8 – COMMISSIONER ITEMS

Information

ITEM 9 – ADJOURNMENT AND NEXT MEETING DATE – TBD

Commissioner Barr made a motion to convene into executive session to discuss the Vacant Building Appeal for 119 Spruce St. Commissioner O’Neil-Vivanco seconded.

Unanimous approval.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov

MEMORANDUM

TO: Public Works Commission

FROM: Alice Schwencke, Excavation Inspector, Department of Public Works

DATE: June 12, 2025

CC: Chapin Spencer, Director of Public Works.
Laura Wheelock, P.E.; Division Director, City Engineer
Jackie Esperti, Public Works Traffic Division, Manager

RE: Department of Public Works – 13-15 Center Street – Reduced meter fee rates

Request

The requestor Planet Enterprises, LLC DBA The Daily Planet, LLC., is requesting approval from the Public Works Commission of a reduced meter fee rate for their outdoor parklet. The Daily Planet currently possesses an active Encumbrance permit (REN-22-56) with the city of Burlington allowing for the use of the parking stalls on the west side of Center Street for an outdoor dining parklet and the reservation of parking stalls on the east side of center street to accommodate safe passage of BFD emergency vehicles.

Overview

The Department of Public Works received a request from The Daily Planet on May 19, 2025, requesting a reduced meter rate for the use of their summer restaurant parking lot. Rachel Solis and Neil Solis expressed their request with supporting documents and testimonials.

Unlike other parklets in the downtown core The Daily Planet's parklet requires a lane shift to allow for emergency vehicles to safely pass as Center street is a one way street incurring additional cost to The Daily Planet that other parklet owners do not incur.

Rachel and Neil have cited that the ongoing construction in the downtown core, along with chronic disturbances in the Center Street area, has taken a toll on their business and patron experience. They mentioned that their current parklet agreement helps improve the atmosphere of the Center Street area by creating a more welcoming environment, enhanced with flower baskets and colorful umbrellas that help their business and neighboring businesses thrive despite marketplace challenges.

Due to the afore mentioned challenges Rachel and Neil Solis are proposing the request of a discounted meter rate to the amount of 50% of the total meter fee amount.

Recommendation

As Excavation Inspector of the City of Burlington I agree with Rachel and Neil Solis and urge the Public Works Commission to allow for a 50% reduced meter rate of the The Daily Planet parklet installation and accompanying traffic lane shift parking reservation.

Thank you for consideration of this request, please do not hesitate to contact me directly at Aschwencke@burlingtonvt.gov or 802-495-6176.

Attachments

- A. Public Works Commission Letter
- B. An open letter from Burlington small business owners
- C. Rapunzel Testimonial

Motions:

Public Works Commission:

“To approve and recommend that the Public Works Commission approve the 50% reduced rate for parking stall reservation on the east and west side of Center Street, and to further recommend that the Public Works Commission authorize a modification to the (REN-22-56) agreement for a one (1) year term for the use of the portion of the right-of-way outlined in the original encumbrance agreement, subject to review by the City Attorney’s Office.”



Memo

Date: June 17th, 2024

To: Public Works Commission

From: Parsa Pezeshknejad PhD, Seasonal Transportation Planner
Phillip Peterson P.E., Senior Transportation Planner

CC: Chapin Spencer, Director of Public Works
Laura Wheelock P.E., City Engineer/Division Director Technical Services
Maddy Suender, Public Works Engineer

Subject: Green Acers Dr / Cottage Grove Pedestrian Zone Pilot

**Staff recommends the DPW Commission add (see Attachment-1):
7 No-parking areas.**

No person shall park any vehicle at any time in the following locations:

- On the south side of Green Acres Drive beginning at North Avenue and extending west to Cottage Grove. This traffic regulation will have a sunset date of November 1, 2025.
- On the south side of Cottage Grove beginning at Green Acres Drive and extending west to Grey Meadow Drive. This traffic regulation will have a sunset date of November 1, 2025.

Purpose & Need:

The purpose of this request is to enhance pedestrian safety and address traffic calming concerns on Green Acres Dr and Cottage Grove. The need is to align with the recommendations of the NNE Sidewalk Scoping Study (see Attachment-2), this proposal aims to enhance pedestrian safety and implement traffic calming measures on Green Acres Dr and Cottage Grove by establishing a designated pedestrian zone with temporary vertical orange delineators.

The proposed pedestrian zone, defined with temporary vertical orange delineators, will provide a dedicated space for pedestrians on the south side of Green Acres Dr and part of Cottage Grove from Green Acres Dr to Grey Meadow which currently has no sidewalk. In addition, adding the pedestrian zone will narrow the roadway to slow down vehicles and provide traffic calming. New traffic regulations will eliminate the road side parking within the pedestrian area. There will be no change to roadside parking on the north side of these streets.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		DPW Traffic Calming Manual
Aligns with City plans?		X		<ul style="list-style-type: none"> • NNE sidewalk scoping study • Plan BTV walk bike action plan
Followed Public Engagement Plan?		X		These traffic regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Narrow Streets and yield street condition

Green Acres Dr and Cottage Grove qualify as narrow streets in Burlington, defined as a street with a width of 28 feet or less. Given that these streets are partially 28 feet wide or less, it meets this classification. These streets also have a low occupancy count for on-street and parking. The addition of the pedestrian zone will create a yield street condition. This means that vehicles will need to slow down and yield to oncoming traffic, enhancing safety for all road users, including pedestrians and cyclists.

After implementing 8 pedestrian zone Green Acres there will be 14 feet travel lane and on-street parking on the North side. This configuration supports both emergency access and traffic calming measures, making Green Acres Dr and Cottage Grove safer and more navigable for the community. New configuration maintains the Burlington Fire Department’s (BFD) necessary travel width of 14 feet for emergency vehicle access.

Improving connectivity and safety:

The Federal Highway Administration's guidelines emphasize the importance of designing narrow streets to ensure pedestrian and bicycle safety. The proposed pedestrian zone aligns with goals mentioned in planBTV Walk Bike Action Plan to improve safety, connectivity, and promoting walking and biking. This project supports the creation of a connected walk/bike network by linking the North Avenue sidewalk with the sidewalk at Grey Meadow and ultimately connecting to the Burlington Greenway. It enhances pedestrian and cyclist safety, provides a dedicated walking priority space, and introduces traffic calming measures to ensure a safer and more accessible corridor for all users.

This approach helps maintain community livability and the aesthetic value of narrow streets while providing clear and safe routes for all users. Additionally, the project location is part of the

planned process changes in the Plan BTV (see fig1). This approach addresses safety concerns and contributes to the creation of a more inclusive and accessible public space for the neighborhood.

By prohibiting parking on one side of Green Acres Dr and Cottage Grove and implementing a dedicated pedestrian zone protected by temporary delineators, DPW is aligning with these recommendations. This configuration will provide a safer environment for pedestrians and bicyclists, promoting active transportation and supporting the overall goals of the NNE Sidewalk Scoping work.

Pilot Project Timeframe and Data Collection:

The proposed pedestrian zone is expected to be in place from July through October, 2025. City staff or neighborhood volunteers will routinely check on the delineators and make sure they are in the proper place on the street.

To evaluate this pilot, DPW will collect the following data:

- Traffic data including pedestrian and bicycle (pre and post installation)
- Public Input
- Parking occupancy

Informing the NNE Sidewalk Scoping Study:

This pilot project will be used to inform the ongoing New North End (NNE) Sidewalk Scoping Study, conducted in collaboration with the Chittenden County Regional Planning Commission (CCRPC). The data collected from pedestrian and bicycles, will provide valuable insights into how the pedestrian path impacts road usage and safety. Public input gathered during the pilot will help identify community concerns and preferences, which will be crucial for making informed decisions about permanent sidewalk and pedestrian infrastructure. This project also aligns with the goal of identifying priority locations for protected bikes lanes which is explored in the planBTV Walk Bike Action Plan. Additionally, analyzing parking occupancy data will help determine the effects of the parking removal and ensure that future infrastructure developments are designed to meet the needs of the community. Insights gained from this pilot will contribute to a more comprehensive understanding of pedestrian needs and preferences, thereby enhancing the overall effectiveness of the scoping study.

Summary and Conclusion:

The proposed pedestrian zone will significantly enhance safety for pedestrians by providing a dedicated walking space. The delineators will visually narrow the roadway, which is expected to reduce vehicle speeds. This project also supports our broader traffic calming and pedestrian safety goals in conjunction with the NNE Sidewalk Scoping work.

DPW Staff have conducted initial occupancy counts to ensure feasibility and minimal disruption to residents. Along the entire stretch of Green Acres and part of Cottage Grove, we found an overall occupancy rate of 5%. Given the new configuration, low occupancy rate, and the expected benefits, DPW Staff recommend the approval of this pilot project, with an aim to extend it until winter pending Commission approval.

Public Engagement:

We have received two emails regarding the project—one seeking clarification and the other expressing full support. The NNE Sidewalk Scoping Study has undergone multiple rounds of public vetting and has been approved by the Commission. By the date of this meeting, it is expected to have received final approval from the City Council on June 16.

Attachments:

1. Traffic regulation.
2. NNE Projects Map.
3. Site map.
4. Public Correspondence.

CITY OF BURLINGTON

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In the Year Two Thousand Twenty-four

A Regulation in Relation to

Rules and Regulations of the Traffic Commission—
7 No-parking areas

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 7 No-parking areas of the Code of Ordinances of the City of Burlington is hereby amended as follows:

7 No-parking areas.

No person shall park any vehicle at any time in the following locations:

- (1)-(586) As written.
- (587) ~~Reserved.~~ On the south side of Green Acres Drive beginning at North Avenue and extending west to Cottage Grove. This traffic regulation will have a sunset date of November 1, 2025.
- (589)-(591) As written.
- (592) On the south side of Cottage Grove beginning at Green Acres Drive and extending west to Grey Meadow Drive. This traffic regulation will have a sunset date of November 1, 2025.

** Material stricken out deleted.
*** Material underlined added.

/hm: BCO Appx.C, Section 7
6/17/2024

Sponsor(s): <u>Public Works Commission</u> Action: <u>Approved</u> Date: <u>6/17/2025</u> Attestation of Adoption: <hr/> <i>Phillip Peterson, PE</i> <i>Senior Transportation Planner, Technical Services</i> Published: _____ Effective: _____
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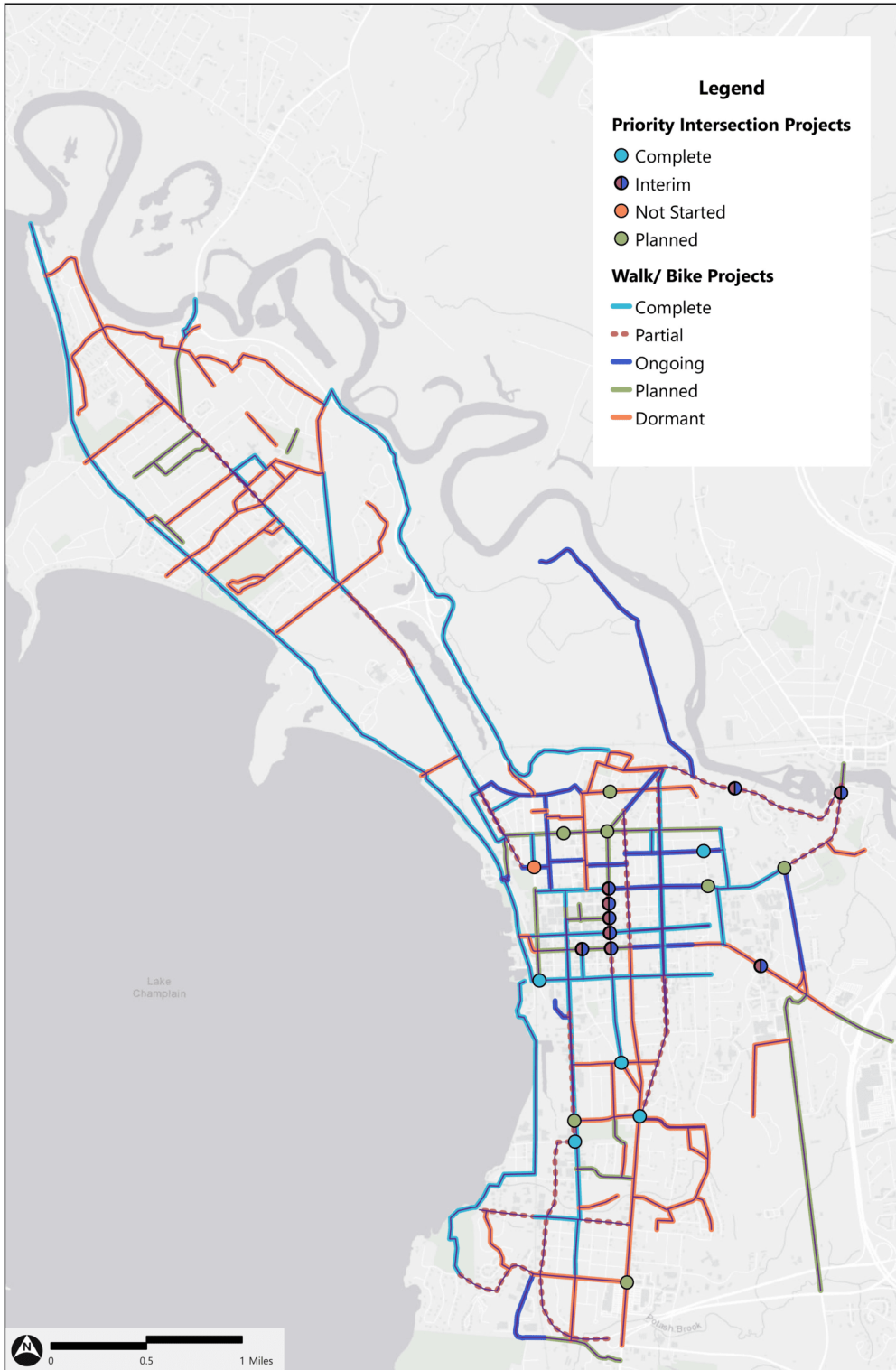


Figure 1. NNE walk bike plan for future works

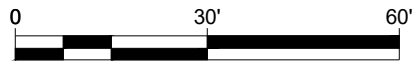


Proposed Protected Pedestrian Zone

Vertical Delineators

Green Acres Dr

Green Acres Dr



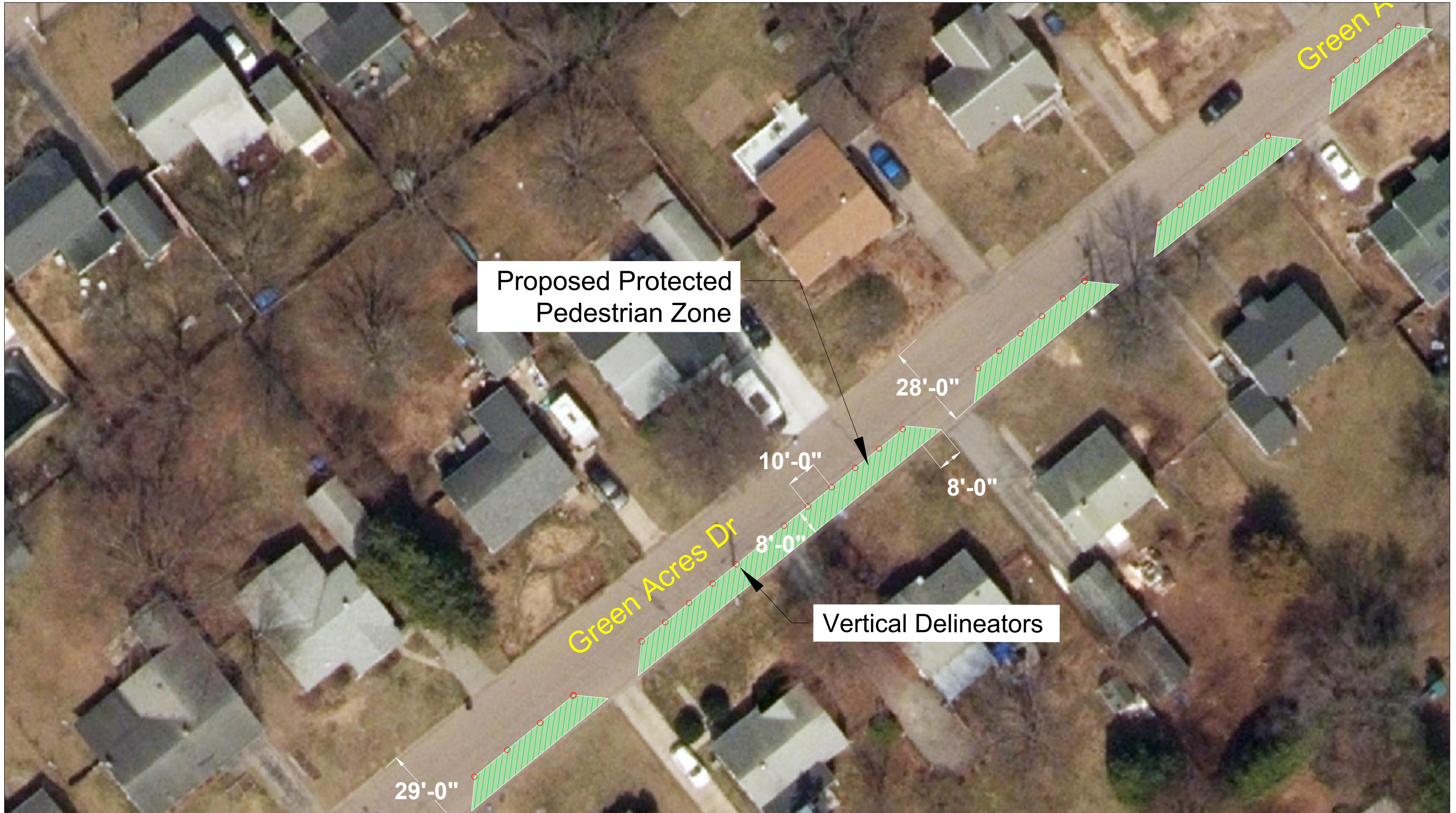
SCALE: 1" = 30'

Green Acres Dr pedestrian zone
[Overview]



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**
645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED PP	
DRAWN PARSA.P	SCALE 1"=30'
CHECKED PP	DRAWING NO.
DATE 06/10/2025	SHEET 1 OF 5



SCALE: 1" = 30'

Green Acres Dr pedestrian zone
[Overview]



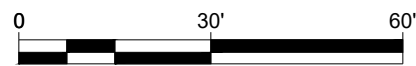
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PUBLIC WORKS
ENGINEERING DIV.**
645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED PP	
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DATE 06/10/2025	SHEET 2 OF 5



Proposed Protected Pedestrian Zone

Vertical Delineators



SCALE: 1" = 30'

Green Acres Dr pedestrian zone
[Overview]



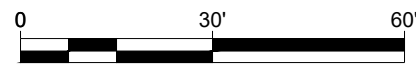
**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED PP	
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DATE 06/10/2025	SHEET 3 OF 5



Proposed Protected
Pedestrian Zone



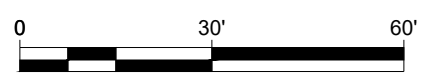
SCALE: 1" = 30'

Green Acres Dr - Cottage Grove
pedestrian zone [Overview]



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PUBLIC WORKS
ENGINEERING DIV.**
645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED PP	
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CHECKED PP	DRAWING NO.
DATE 06/26/2024	SHEET 4 OF 5



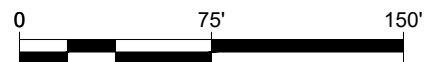
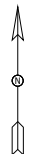
SCALE: 1" = 30'

Cottage Grove pedestrian zone
[Overview]



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ENGINEERING DIV.**
645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED PP	SCALE 1"=30'
DRAWN PARSA.P	DRAWING NO.
CHECKED PP	DATE 06/10/2024
SHEET 5 OF 5	



SCALE: 1" = 150'

Green Acres Cottage Grove pedestrian zone [Overview]



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645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED PP	SCALE 1"=150'
DRAWN PARSA.P	DRAWING NO.
CHECKED PP	DATE 06/10/2024
SHEET 1 OF 1	

Public Input Correspondence:

Sent: Monday, June 9, 2025

Hello Mr. Masterson,

Thanks for reaching out and for your interest in the Green Acres Pedestrian Pilot Program.

To clarify, the pedestrian zone is planned for the south and southeast side of Green Acres Drive and Cottage Grove, and the website will be updated soon to reflect the correct location.

This project is a temporary installation aimed at exploring pedestrian-friendly solutions in the neighborhood. Through our work on the NNE Sidewalk Scoping project, we understand that a traditional sidewalk may not be the right fit under the current street configuration. However, this pedestrian zone offers an opportunity to create dedicated walking space, connecting North Avenue to Grey Meadow and ultimately the Burlington Greenway. Additionally, narrowing the travel lane width has been shown to have a traffic-calming effect, which is another key goal of the neighborhood.

I've attached a drawing for your review. Just to reiterate, this is a temporary experiment using vertical delineators (cones), and we will be actively evaluating its effectiveness.

We will be discussing this project at next Tuesday's Public Works Commission meeting at 7 PM. You can find details here: <https://www.burlingtonvt.gov/598/Public-Works-Commission>.

We appreciate your input, and please feel free to reach out with any further questions, my phone number is in the signature block below.

Best,

Phillip Peterson P.E.
Senior Transportation Planner

Hello,

My name is Mark Masterson, I live at 102 Green Acres Drive. We recieved the letter in the mail today about the Green Acres Pilot Program for a pedesteian zone. While I am quite sure nobody on this street actually wants this to happen, I know the city will do what it believes is best. My question is which side of the road will the pedestrian zone be on? The letter says South side and the website says North side.

Thanks
Mark Masterson

Wed 6/11/2025

Hello,

I'm unable to attend the meeting on the 18th so I wanted to write in with my support for the pilot project to put a pedestrian zone on green acres and part of cottage grove. I live on cottage grove with my 4 year old and 6 month old and since the birth of my first I have been distressed by the many speeding cars on our street combined with the lack of sidewalk. I think because it is a long straight road some people tend to speed on it, and large 18 wheeler trucks are often on or small road as well for some reason. My 4 year old is active and loves to walk and bike so we are often on the street walking or biking and the speeding cars are truly a hazard.

Thank you!

Sarah

6/11/25

Hi Alan,

You're right, the Commission is usually on the third Wednesday at 6:30 pm of every month. But the Commissioners changed the June meeting to next Tuesday at 7 pm.

Happy to chat more about this should you need to.

Thanks,

Phillip Peterson P.E.

Senior Transportation Planner

Sent: Wednesday, June 11, 2025

Hi Phillip,

Thanks for you phone call and quick response to my call this AM and for the drawings.

I notice that, in your email, you mention that the next Public Works Commission meeting is on Tuesday, while the City website says that the Public Works Commission meetings are on Wednesdays. Can you please clarify?

Thanks.

Alan

6/11/25

Hi Alan,

Thank you for taking the time to speak with me over the phone—I really appreciated the conversation and your thoughtful input on the pedestrian pilot project along Green Acres and Cottage Grove.

As we discussed, this project is a temporary installation intended to explore how a dedicated pedestrian zone could function in this area. Through the NNE Sidewalk Scoping project, we heard clearly that a traditional sidewalk isn't a good fit under the neighborhood's current configuration. However, we see this pedestrian zone as a promising way to create safe, connected pedestrian space from North Avenue to Grey Meadow—and ultimately to the Burlington Greenway. And if successful could inform a future permanent pedestrian project.

One of the benefits of this pilot is that narrowing the travel lane width can have a traffic calming effect, which aligns with community goals around safety and vehicle speeds. I also appreciate your suggestion of a mode filter at the end of Grey Meadow as a potential strategy to address cut-through traffic. While it may not directly address the focus of this pilot, it's certainly a concept worth considering for future improvements.

I've attached a drawing for your review. Just to reiterate, this is a temporary experiment using vertical delineators (cones), and we'll be actively evaluating how it functions. The project will be discussed at next Tuesday's Public Works Commission meeting at 7 PM. You can find the agenda and meeting details here: <https://www.burlingtonvt.gov/598/Public-Works-Commission>.

Thanks again for engaging in this process—I look forward to hearing more of your thoughts as we continue testing ideas that support the neighborhood's safety and walkability.

Regards,

Phillip Peterson P.E.
Senior Transportation Planner



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

To: Burlington City Council
Fr: Public Works Commission
Re: FY'25 DPW Commission Annual Report
Date: June 17, 2024

Burlington Public Works Mission Statement

- To steward Burlington's infrastructure and environment by delivering efficient, effective and equitable public services

FY 25 Public Works Commissioners

- Christopher Damiani – **Chair**
- Eliana Fox – **Vice Chair**
- Jim Barr
- Peggy O'Neill-Vivanco
- Daniel Munteanu
- Jacob Davis – *joined 7/17/2024*
- Justine Sears – *resigned 2/19/25*

Overview of the Commission: The Public Works Commission represents the citizens of Burlington in reviewing departmental performance. The seven Commissioners are appointed jointly by the Mayor and the City Council, and serve for three-year terms. With departmental support and recommendation, the Commission is responsible for reviewing and changing ordinances that are contained within Appendix C of the Burlington Code of Ordinances ('Rules and Regulations of the Traffic Commission').

More info: The Commission typically meets regularly on the third Wednesday of each month at 6:30 pm at 645 Pine Street. Visit <https://www.burlingtonvt.gov/DPW/Commission/Agendas> for more.

Year In Review:

The Commission provided guidance on many timely Public Works matters and considered regulatory changes to advance municipal projects. The DPW Commission continues its focus on increased transportation safety, traffic calming and helping steward major projects. Highlights of FY 25 included:

- **Parking:** The Commission has direct oversight of many facets of public parking in Burlington.
 - **July:** Residential parking permits rate change approval

- **October:** Approved a slightly higher rate change for on-street parking
- **December:** Approved a promotional rate for new businesses who utilize garage parking.
- **Transportation Safety & Connectivity:** The Commission continues to place an emphasis on network connectivity and safety.
 - **July & September:** Considered a downtown speed limit reduction from 20MPH to 20MPH (approved in August)
 - **September:** Received a briefing on continuing the North Avenue bike lane at the Plattsburg Ave intersection and gave strong support
 - **November:** The Commission assessed the Transportation team’s use of tactical initiatives – including temporary speed humps and a Stanbury Rd pedestrian pilot project – during the prior season.
 - **December:** The Commission gave unanimous approval to removing parking on Home Ave to facilitate the addition of bike lanes and enhance transportation network connectivity– an area of interest for the Commission.
 - **December:** The Commission received an update on the Traffic Calming program – including prioritization, funding and projects underway.
 - **January:** The Commission shared approval for the Department’s proposed projects under the FY 26 Unified Planning Work Program application.
 - **March:** The Commission offered unanimous approval for staff to alternate parking in a chicane style pattern on Hungerford Terrace to help calm speeds.
- **Water Resources Capital Projects & Town Meeting Day 2025 Bonds**
 - **September:** Received a briefing on upcoming needs for major capital improvements to wastewater and water facilities. This is the first in a long running conversation during the fiscal year about Water Resources capital upgrades. The Commission had particular interest and showed strong support during the fiscal year for this work.
 - **October:** Held a special meeting while touring the Main Wastewater Treatment Plant
 - **November:** Received another briefing on the upcoming Water Resources Town Meeting Day capital request, along with potential related rate impacts and affordability measures. The Commission emphasized the importance of affordability.
 - **January:** Water Resources shared an update with the Commission on the capital bonds being presented to voters for Town Meeting Day 2025
 - **February:** Both the Water Resources and general Capital bonds being presented to voters for Town Meeting Day 2025 were shared one final time to the Commission, along with an opportunity to engage in a Q and A
- **Engagement and communications:** A regular emphasis by the Commission is to continue Departmental outreach to residents.

- **October:** Received a briefing on the DPW Public Engagement Plan & reviewed key metrics. Commission demonstrated support for Department’s work and emphasized the importance of this area.
- **Commission Oversight and Feedback** – As stewards of the public’s interest in DPW work, the Commission receives regular updates on timely and critical projects as well as operational policies, even when no specific action needs to be taken by the body.
 - **November:** The Commission received a presentation on the designs for the Winooski Bridge replacement project as well as the related intersection redesign at Riverside/Colchester/Barrett. This is an area of interest of the Commission – who offered feedback on transportation safety and design.
 - **November & April:** Director shared information on the construction progress on Main St in the April Director’s Report & shared an update on construction in April.
 - **January:** The Commission reviewed the Department’s Snow and Ice control plan
 - **March:** The Commission reviewed and supported the Battery Street preferred alternative presented by staff.
 - **March:** Staff presented the 2025 paving plan – a significant area of community interest.
 - **April:** Staff shared an update on potential changes to citywide collection of recycling.
- **Director Review** – The Commission reviewed the performance of the DPW Director.
 - April meeting
 - Outcome: The Commission provided their feedback to the Mayor’s Office for their consideration of reappointment.
- **Individual Parking Ordinance Changes** – Throughout the year, the Commission reviewed and acted on a wide variety of traffic requests that were separate and in addition to traffic requests that were part of large capital projects.

FY’25 DPW Commissioner Attendance:

	Barr	Damiani	Fox	O’Neill-Vivanco	Munteanu	Davis	Sears
July	Present	Present	Present	Present	Present	Present	Present
August – NO MEETING	--	--	--	--	--	--	--
September	--	Present	Present	Present	Present	Present	Present
October	Present	Present	Present	---	Present	Present	---
November	Present	Present	Present	Present	Present	Present	Present
December	Present	Present	Present	Present	---	Present	---
January –	Present	--	Present	Present	Present	Present	Present

February	Present	Present	Present	Present	Present	Present	---
March	Present	---	Present	Present	---	Present	NA
April	Present	Present	Present	Present	---	Present	NA
May	Present	---	Present	Present	Present	Present	NA
June							NA

FY'24 DPW Commission Leadership:

At the first meeting in FY'24, the Commission elected the following officers:

- Chair: Peggy O'Neill-Vivanco, PONeill-Vivanco@burlingtonvt.gov
- Vice Chair: Chris Damiani, cdamiani@burlingtonvt.gov

We hope this report is helpful. Please reach out with any questions.



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

Jackie Esperti
DIVISION DIRECTOR

Date: June 17, 2025
To: DPW Commission
From: Jackie Esperti, Division Director for Parking and Traffic
C.C. Chapin Spencer, Director
Phillip Peterson P.E., Senior Transportation Planner
Subject: Proposed 2025 Summer & Fall Parking Promotions

Staff recommends the DPW Commission approve:

- 2 hours of free parking in the Main Street & South Winooski Avenue surface parking lot every day, Monday through Saturday, with Sundays remaining free, sunset date of November 26, 2025.
- 1 hour of free parking in the Marketplace Garage Monday through Friday, sunset date of November 26, 2025.

DPW is proposing a summer/fall downtown parking promotion for two main reasons:

- 1) To support downtown's vitality during this transitional time of infrastructure reinvestment and social needs. The City Council passed a broad resolution on 5-19-25 seeking ways to strengthen downtown and it requested DPW provide parking revenue data so parking promotions could be more broadly evaluated. Staff provided the data to the Council at their 6-2-25 meeting (<https://burlingtonvt.portal.civicclerk.com/event/8175/files/attachment/9324>).
- 2) To ease the transition to updated ParkMobile transaction fees. The City's contract with ParkMobile expired in February 2025. We have continued to offer the pay-by-phone method for parking under previously-negotiated contract terms while we negotiate a new contract with ParkMobile. Our new ParkMobile contract, beginning July 1, will have an increased transaction fee. The rate will vary starting at \$0.35 per transaction or 15% up to \$2.50, whichever is higher. The majority of customers, those paying for short-durations or at cheaper meters, will see the

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transaction fee increase only \$0.05. Those staying for long durations will see higher transaction fees. The big financial benefit of this new contract is that ParkMobile will take over covering the processing fees. The City had been paying 15-18% of the meter revenue to credit card processing companies, and removing this financial burden will enable the Traffic Fund and the Parking Facilities Fund to return more quickly to financial health.

We propose to offer two parking promotions starting June 23rd until Thanksgiving:

- 1) 2 hours of free parking in the Main & Winooski surface parking lot every day, Monday through Saturday, with Sundays remaining free.
- 2) 1 hour of free parking in the Marketplace Garage Monday through Friday.

The Main & Winooski parking lot had been occupied by the Great Streets Main Street contractor until recently. The lot has now been repaved and opened just in time for Memorial Day Weekend. Based on numbers from 2023, prior to the start of Main Street construction, we estimate the cost of the promotion to be around \$30,000. Our hope and expectation is that this promotion will encourage patrons to come visit businesses on Main Street and beyond.

The Marketplace Garage's average daily occupancy is currently hovering around 50% - which is significantly lower than pre-COVID levels. We would like to offer a promotion in this garage to increase utilization while also supporting our downtown businesses. The foregone revenue for one hour of free parking through Thanksgiving will be approximately \$45,000.

While these promotional rates can be seen as a short-term loss of revenue, if they help generate more traffic downtown along with other promotional campaigns, events, etc, the net financial impact to our Traffic and Parking Facilities funds will be much less. These proposed promotions, if approved, will be supported by the Parking Facilities Fund. While this fund is currently ~\$3M in debt, its financial performance is strengthening. It had a net positive FY24 (approx \$40,000) and we expect a larger net positive performance for FY25. Additionally, as of July 1, we have discontinued the Courthouse Plaza parking lease, saving the Parking Facilities Fund a subsidy averaging \$6,000/month.

We have shared these proposed promotions with the Burlington Business Association and the City's Department of Business & Workforce Development.

To support the City's great local downtown businesses and smooth the transition to adjusted ParkMobile processing fees, we are seeking the Commission's support to approve these parking promotions.

Action

We seek approval from the DPW Commission to approve the above temporary parking rates.

CITY OF BURLINGTON

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In the Year Two Thousand Twenty-four

A Regulation in Relation to

Rules and Regulations of the Traffic Commission—
19 Parking rates

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:

19 Parking rates.

- (a) As written.
- (b) The rate of charge for parking in metered city lots shall be as follows:
 - (1) –(5) As written.
 - (6) Reserved: 2 hours of free parking in the Main Street & South Winooski Avenue surface parking lot every day, Monday through Saturday, with Sundays remaining free, sunset date of November 26, 2025.
 - (7)-(8) As written.
 - (9) Marketplace Parking Garage.
 - a. As written.
 - b. Parking is free on Sundays, 1 hour of free parking in the Marketplace Garage Monday through Friday, sunset date of November 26, 2025.
 - (10)-(16) As written.
- (c)-(f) As written.

** Material stricken out deleted.
*** Material underlined added.

/hm: BCO Appx.C, Section 19
6/17/2024

Sponsor(s): <u>Public Works Commission</u> Action: <u>Approved</u> Date: <u>6/17/2025</u> Attestation of Adoption: <hr/> <i>Phillip Peterson, PE</i> <i>Senior Transportation Planner, Technical Services</i> Published: _____ Effective: _____
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**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

To: DPW Commissioners
Fr: Chapin Spencer, Director (cspencer@burlingtonvt.gov)
Re: **DPW Director's Report**
Date: June 17, 2025

FY'25 COMMISSION OFFICERS:

At the July 2025 Commission meeting, the first order of business will be the election of new officers – Chair, Vice Chair and Secretary. Should you have interest in any of these positions or just want to know more about this opportunities, feel free to reach out to me or Chair Chris Damiani (cdamiani@burlingtonvt.gov).

FY'26 BUDGET & THE FUTURE OF RECYCLING

Division Directors and I have developed DPW's FY'26 budgets and presented them to the City Council in mid-May. The presentations can be viewed here:

- [DPW General Fund Budget](#)
- [DPW Water Resources Budget](#)
- [DPW Parking & Traffic Budget](#)

We originally built a General Fund budget without continuing the City-run Recycling program as the program has been a challenge to operate over the last several years. After strong guidance from City Council that they wanted to keep Recycling (while we put it out to bid and see how the bids compared with our costs), we added Recycling back in but have more sustainably funded it so it will not be as large of a drain on Street Maintenance and Equipment Maintenance. The Water Resources presentation highlights additional affordability measures for ratepayers given the nearly 15% rate increase to gear up for the large upcoming capital reinvestments into our wastewater and water systems. The Council will vote on the budget on June 23. More info, contact me (cspencer@burlingtonvt.gov).

FIX IT FIRST POLICY

The Mulvaney-Stanak Administration through the coordinating efforts of Capital Program Director Ashley Parker is updating the City's five year capital plan and it continues to be clear that there are far more capital needs than there are funds available. Given this challenge, there is an emerging policy direction to focus our limited resources on repairing existing assets before considering capacity expansion investments. As the Commission knows, transportation projects take a long time to get through the project delivery pipeline. There are several capacity expansion projects underway now, most notably the Champlain Parkway. There are other smaller grant-funded new bike/pedestrian facilities (Intervale Road Shared Use Path and Lake Street Shared Use Path) that are in design. While most projects in the pipeline will likely continue, there will definitely be more focus in the future on gatekeeping what projects seek grant funding and how we can focus on upgrading our existing assets first. If time allows, we would like to have this discussion with the Commission at this month's meeting.

See you all next Tuesday! Reach out anytime on these or other issues (cspencer@burlingtonvt.gov).