



## Public Works Commission

**Wednesday, September 17, 2025, 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**

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### **2. Agenda - 5 Minutes**

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

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### **4. Consent Agenda - 5 Minutes**

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- 4.1. Approval of Draft Minutes - 7-16-25
- 4.2. Champlain Parkway Final Construction Traffic Regulations
- 4.3. Pearl St Taxi Space Removal - Bus Space Change
- 4.4. North Street Parking Change
- 4.5. Clarke Street Stop Signs
- 4.6. Champlain Elementary School Traffic Safety

### **5. Parking Ordinance Changes - 20 Minutes**

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<b>Subject</b>	<b>5.1. Communication, J. Esperti, C. Cangiolisi, P. Peterson &amp; E. Ramakrishnan</b>
Meeting	September 17, 2025 - DPW Commission Meeting 9-17-25 - Wednesday, September 17, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	5. Parking Ordinance Changes - 20 Minutes
Department	Public Works Department
Type	Action
Recommended Action	Motion to Approve

## 6. PlanBTV 2050 Transportation Plan - 30 Minutes

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<b>Subject</b>	<b>6.1. Information, P. Peterson &amp; P. Pezeshknejad</b>
Meeting	September 17, 2025 - DPW Commission Meeting 9-17-25 - Wednesday, September 17, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	6. PlanBTV 2050 Transportation Plan - 30 Minutes
Department	Public Works Department
Type	Information
Recommended Action	None

## 7. Fall Clean Sweep & Leaf pickup - 15 Minutes

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<b>Subject</b>	<b>7.1. Information, L. Perry &amp; C. Spencer</b>
Meeting	September 17, 2025 - DPW Commission Meeting 9-17-25 - Wednesday, September 17, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	7. Fall Clean Sweep & Leaf pickup - 15 Minutes
Department	Public Works Department
Type	Information
Recommended Action	None

## 8. Parking Occupancy Report - 10 Minutes

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<b>Subject</b>	<b>8.1. Information, J. Esperti</b>
Meeting	September 17, 2025 - DPW Commission Meeting 9-17-25 - Wednesday, September 17, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	8. Parking Occupancy Report - 10 Minutes
Department	Public Works Department
Type	Information
Recommended Action	None

## 9. Director's Report - 10 Minutes

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<b>Subject</b>	<b>9.1. Communication, C. Spencer</b>
Meeting	September 17, 2025 - DPW Commission Meeting 9-17-25 - Wednesday, September 17, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	9. Director's Report - 10 Minutes
Department	Public Works Department

Type

Communication

## **10. Commissioner Items**

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### **11. Adjournment & Next Meeting Date - October 15, 2025**

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<b>Subject</b>	<b>11.1. Motion to adjourn</b>
Meeting	September 17, 2025 - DPW Commission Meeting 9-17-25 - Wednesday, September 17, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	11. Adjournment & Next Meeting Date - October 15, 2025
Department	Council and Board
Type	Action
Recommended Action	Motion to Adjourn

DEPARTMENT OF PUBLIC WORKS  
645 PINE STREET  
BURLINGTON, VERMONT 05401  
COMMISSION MEETING JULY 16, 2025  
DRAFT MINUTES

See video for full meeting – link below

<https://www.youtube.com/watch?v=z3h2iHjrCZc>

Commissioners Present: Commissioner Barr, Chair Damiani, Vice Chair Fox, Commissioner Davis, Commissioner Hays, Commissioner O’Neill-Vivanco

Commissioner Absent: Commissioner Munteanu

**ITEM 1 – CALL TO ORDER**

**Commission Chair Damiani** called the meeting to order \_\_\_\_\_ p.m.

**ITEM 2 – AGENDA**

Commissioner Barr made a motion to approve the agenda  
Commissioner O’Neill-Vivanco seconded  
Unanimous approval

**ITEM 3 – PUBLIC FORUM**

No one for public forum

**ITEM 4 – FY ’26 OFFICER ELECTIONS**

Director Spencer three offices to fill – Chair, Vice-Chair, Secretary Val Ducharme committed to be clerk/secretary.  
Commissioner Barr made a nomination to have the current Chair, Vice Chair and Val as secretary.  
Commissioner O’Neill-Vivanco seconds  
Director Spencer requests the names for each position  
Commissioner Barr chair would be Chris Damiani, Vice Chair Commissioner Eliana Fox and Secretary Val Ducharme Staff.  
Director Spencer asked if there any other nominations. Hearing none I will ask for a vote in favor of the slate forwarded by Commissioner Barr. All those in favor say Aye.  
Unanimous approval.

**ITEM 5 – CONSENT AGENDA**

- 5.1 Approval of Draft Minutes 6-17-25**
- 5.2 Buell St & Russel St ADA Parking**

Commissioner Barr made a motion to approve the consent agenda  
Commissioner O’Neill-Vivanco seconded  
Unanimous approval

**ITEM 6 – WALK/BIKE SAFETY ACTION PLAN**

Information

**ITEM 7 – MARKETPLACE GARAGE – ONE HOUR FREE & METRICS**

Information

**ITEM 8 – DIRECTOR’S REPORT**

Information

**ITEM 9 – COMMISSIONER ITEMS**

Information

**ITEM 10 – ADJOURNMENT**

Commissioner Barr made a motion to adjourn  
Commissioner O’Neill-Vivanco seconded  
Unanimous approval  
Meeting ended 8:11 p.m.



**Memorandum**

*Date:* September 17<sup>th</sup>, 2025  
*To:* Public Works Commission  
*From:* Calvin Wuthrich, Associate Public Works Transportation Engineer  
*CC:* Phillip Peterson P.E., Senior Transportation Planner  
 Corey Mims P.E., Senior Public Works Engineer  
*Subject:* Champlain Parkway Final Construction Traffic Regulations

**Staff recommends the DPW Commission approve the changes to City ordinances laid out in Attachment-1.**

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

**Purpose & Need:**

The purpose of these regulation changes is to reinforce the design changes included in the Final Construction phase of the Champlain Parkway project. These changes include adjustments to truck routes, installation of traffic signals, adjustments to stop signs, designation of no parking zones, establishment of bus stops, and adjustments to speed limits, all aimed at improving traffic flow, safety, and accessibility for all users.

**Project Checklist:**

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		MUTCD
Aligns with City plans?	X			
Followed Public Engagement Plan?		X		

**Outreach:**

Through the design and permitting stages of the Champlain Parkway project, there has been extensive public outreach efforts with numerous stakeholders. For more information on public outreach and the other components of the project, visit [champlainparkway.com](http://champlainparkway.com).

## **Background:**

As part of our work for the Final Construction phase of the Champlain Parkway project, DPW staff seek to add permanent amendments to City ordinances that align with the design changes included in the project scope. These changes are laid out in Attachment-1.

## **Changes being requested include:**

1. Removal of Maple Street's designation as a truck route between Pine Street and Battery Street.
2. Addition of traffic signals at the intersections of Pine Street with Maple Street and King Street.
3. Removal of stop signs at the King Street – Pine Street, Maple Street – Pine Street, and Queen City Park Road – Pine Street intersections.
4. Changes to existing no parking areas.
5. Designation of a bus stop area near the intersection of Main Street and Pine Street.
6. Changes to speed limit ordinances on Champlain Parkway.

## **Implementation:**

Changes to signage, street markings, and traffic signals are underway as part of construction of the Champlain Parkway Final Construction phase. Changes to City ordinances (see Attachment-1) serve to reflect these changes included in the Final Construction plans (see Attachment-2).

Here is a summary of the proposed changes to each section

## **Attachment-1 Traffic Regulation Changes:**

### **Truck Routes**

- **Maple Street between Pine Street and Battery Street (Removal)**

The Final Construction phase of the Champlain Parkway project includes changes to the street character of Pine Street between Maple Street and Main Street that improves this roadway's performance as a truck route. These upgrades include new traffic control lights at Pine Street's intersections with Maple Street and King Street and changes to no parking areas. Pine Street is already a truck route from Queen City Park Road to Main Street, so removing this truck route will direct larger vehicles to Main Street via Pine Street.

### **Traffic-Control Light Locations**

- **Pine Street and Maple Street**
- **Pine Street and King Street**

A new traffic signal has been installed at each intersection to manage increasing traffic demands and enhance safety for all road users, including drivers, cyclists, and pedestrians. These signals are designed to improve traffic flow, reduce potential conflicts, and provide safer crossing opportunities at busy intersections.

### Stop Sign Locations

- **Pine Street and Maple Street & Pine Street and King Street:** In order to better manage increasing traffic demands, stop signs at these intersections will be removed and replaced with traffic control lights.
- **Pine Street and Queen City Park Road:** Given that Pine Street is now a cul-de-sac at its southernmost extent and does not intersect with Queen City Park Road anymore, we are proposing to remove the regulation with a stop condition at the intersection of Pine Street and Queen City Park Road, causing traffic on Pine Street to stop.

### No Parking Areas

- **Pine Street near Main Street:** The no parking area on Pine Street just south of Main Street is proposed to be expanded, in order to improve safety and maintain clear sightlines for drivers, pedestrians, and cyclists. With the establishment of this segment of Pine Street as a primary truck route, this change in no parking areas will allow for safer maneuvering of larger vehicles as they approach this intersection.
- **Pine Street (from Maple Street to Kilburn Street):** While parking was already prohibited on the west side of Pine Street, removing parking from the east side of Pine Street for this segment will allow space for bike lanes to be established on both sides of the roadway. These bike lanes will provide a crucial connection between the downtown bicycle network and the shared use paths on Pine Street and Champlain Parkway.
- **Pine Street Cul-de-sac:** A no-parking zone is proposed here to maintain emergency service access.

### Bus Stops

- **Main Street:** Providing a designated bus stop area in this location will help improve the accessibility of this busy downtown area to transit users.

### Speed Limits

- **Champlain Parkway (Southern Segment):** This proposed change in traffic regulations for the southernmost segment of Champlain Parkway would put the speed limit in alignment for the design speed of this roadway segment. Lowering the speed limit will also help provide guidance to drivers that the character of the street is changing as they move towards the downtown core. Additionally, this traffic regulation amendment corrects prior language that referred to Champlain Parkway as the "Southern Connector".
- **Champlain Parkway (Northern Segment):** Removing the current speed limit of 35 miles per hour on the "Southern Connector" altogether would allow the northern segment of Champlain Parkway to default to the generally established City speed limit of 25 miles per hour, per current signage and design speeds.

## **Engagement and Collaboration**

DPW staff has been dedicated to engaging the broader community, property owners, businesses, leaders, and other key stakeholders in the South End, Downtown, and across the City in the changes made as part of the Champlain Parkway project. Changes to ordinances reflect design decisions that have been subject to public input and approval as part of the broader Champlain Parkway engagement process.

### **Attachments:**

1. Traffic Regulation Change Form.
2. Champlain Parkway Final Construction Contract Plans.

**Attachment 1: Traffic Regulation Change Form**

**CITY OF BURLINGTON**

**In the Year Two Thousand Twenty-five**

**A Regulation in Relation to**

Rules and Regulations of the Traffic Commission—

- 1a; Truck routes.
- 2; Traffic-control light locations.
- 3; Stop sign locations.
- 7; No-parking areas.
- 16; Bus stops.
- 30; Speed limits.

Sponsor(s): <u>Public Works Commission</u>
Action: <u>Approval</u>
Date: <u>09/17/2025</u>
Attestation of Adoption:
_____
<i>Phillip Peterson, PE</i>
<i>Senior Transportation Planner, Technical Services</i>
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, § 1a Truck routes, § 2 Traffic-control light locations, § 3 Stop sign locations, § 7 No-parking areas, § 16 Bus stops, § 30 Speed limits, of the Code of Ordinances of the City of Burlington is hereby amended as follows:

**1a Truck routes.**

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The following roadways are designated as truck routes:

- (1) – (17) As written.
- (18) ~~Maple Street from Battery Street to Pine Street.~~ Reserved.
- (19) – (27) As written.

**2 Traffic-control light locations.**

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(a) Traffic-control light signals are hereby established at the following locations:

- (1) – (77) As written.
- (78) Pine Street and Maple Street.
- (79) Pine Street and King Street.

### 3 Stop sign locations.

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(a) The following locations are hereby designated as stop sign locations:

(1) – (52) As written.

(53) ~~At the intersection of King Street and Pine Street causing traffic on King Street to stop.~~  
Reserved.

(54) – (66) As written.

(67) ~~At the intersection of Maple Street and Pine Street causing traffic on Maple Street to stop.~~  
Reserved.

(68) – (102) As written.

(103) ~~At the intersection of Pine Street at Queen City Park Road, causing traffic on Pine Street to stop.~~  
Reserved.

(104) – (118) As written.

(119) ~~At the intersection of Pine Street and King Street, causing traffic on Pine Street to stop.~~  
Reserved.

(120) ~~At the intersection of Pine Street and Maple Street, causing traffic on Pine Street to Stop.~~  
Reserved.

(121) – (324) As written.

### 7 No parking areas.

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

(1) – (117) As written.

(118) On the east side of Pine Street for ~~80~~ one hundred seventy-two (172) feet south of Main Street.

(119) – (370) As written.

(371) On ~~the west~~ either side of Pine Street from Maple Street to Kilburn Street.

(372) – (431) As written.

(432) ~~Reserved.~~ On the Pine Street cul-de-sac, beginning one hundred thirty (130) feet south of South Crest Drive and extending one hundred ten (110) feet south.

(433) – (591) As written.

**16 Bus stops.**

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(a) The following spaces are hereby designated as bus stops:

(1) – (25) As written.

(26) On the north side of Main Street for seventy-five (75) feet west of Pine Street.

(b) – (c) As written.

**30 Speed limits.**

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(a) As written.

(b) Speed limit on listed streets.

(1) – (3) As written.

(4) No motor vehicle shall be driven or operated on ~~the Southern Connector-Champlain Parkway,~~ between ~~Shelburne Street~~ a point three thousand three hundred ten (3,310) feet south of Home Avenue and a point ~~one thousand seven hundred (1,700)~~ one thousand six hundred fifty (1,650) feet south of Home Avenue, at a rate of speed greater than ~~forty-five (45)~~ forty (40) miles per hour.

(5) ~~No motor vehicle shall be driven or operated on the Southern Connector, between a point one thousand seven hundred (1,700) feet south of Home Avenue and Maple Street, at a rate of speed greater than thirty-five (35) miles per hour.~~ Reserved.

(6) – (8) As written.

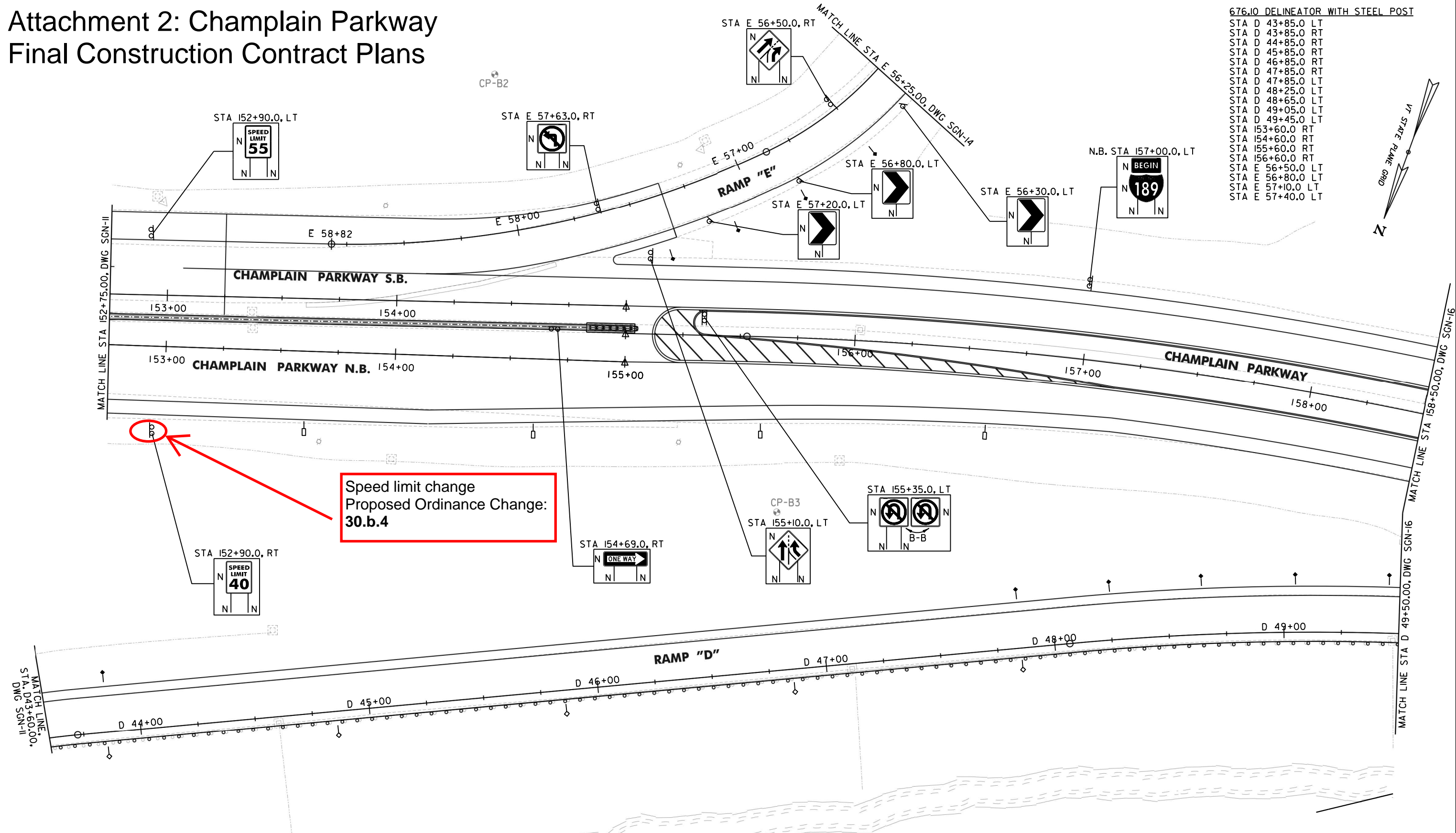
(c) – (e) As written.

\*\* Material stricken out deleted.

\*\*\* Material underlined added.

/hm: BCO Appx.C, Section 1a, 2, 3, 7, 16, & 30  
09/17/25

# Attachment 2: Champlain Parkway Final Construction Contract Plans



- 676.10 DELINEATOR WITH STEEL POST
- STA D 43+85.0 LT
  - STA D 43+85.0 RT
  - STA D 44+85.0 RT
  - STA D 45+85.0 RT
  - STA D 46+85.0 RT
  - STA D 47+85.0 RT
  - STA D 47+85.0 LT
  - STA D 48+25.0 LT
  - STA D 48+65.0 LT
  - STA D 49+05.0 LT
  - STA D 49+45.0 LT
  - STA D 49+45.0 RT
  - STA D 53+60.0 RT
  - STA D 54+60.0 RT
  - STA D 55+60.0 RT
  - STA D 56+60.0 RT
  - STA E 56+50.0 LT
  - STA E 56+80.0 LT
  - STA E 57+0.0 LT
  - STA E 57+40.0 LT

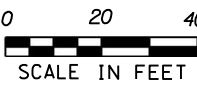
Speed limit change  
Proposed Ordinance Change:  
**30.b.4**

**DELINEATOR LEGEND**

- ↑ TYPE I (YELLOW)
- ◇ TYPE I (WHITE)
- TYPE II (WHITE)
- ↑ TYPE III (YELLOW, RED ON BACK)
- ◇ TYPE III (WHITE, RED ON BACK)

**SIGN LEGEND**

- R = REMOVE
- S = SALVAGE
- N = NEW
- RET = RETAIN
- B-B = BACK TO BACK
- EXISTING = - - - - -
- NEW = \_\_\_\_\_



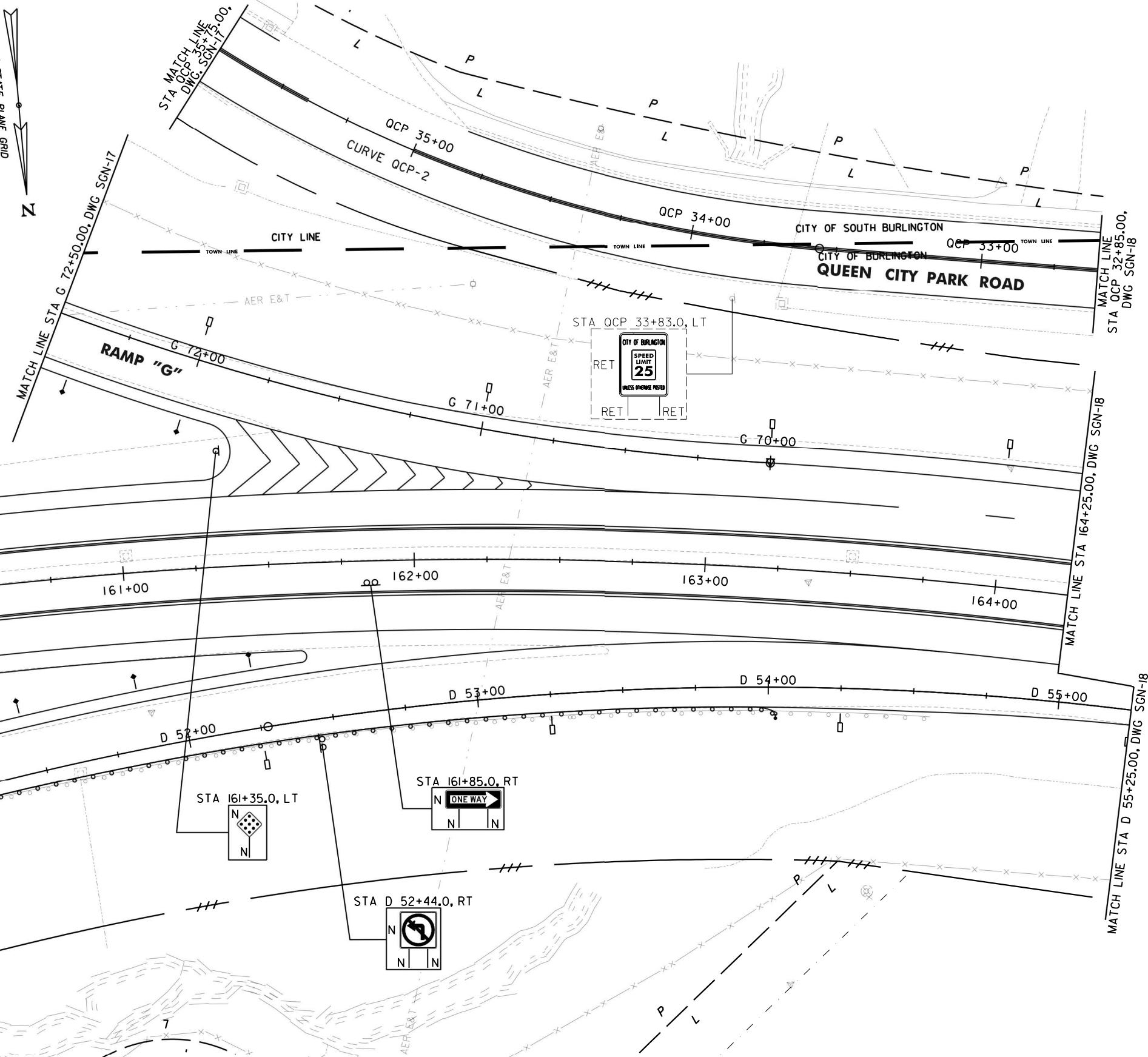
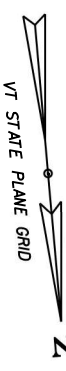
NOTE:  
1. FOR TYPICAL PLACEMENT OF DELINEATORS  
SEE VAOT STANDARD T-43.

PROJECT NAME: CHAMPLAIN PARKWAY-FINAL CONTRACT  
PROJECT NUMBER: MEGC - M5000(1)  
FILE NAME: z87d078bdrsgn.dgn  
PROJECT LEADER: D. GOZALKOWSKI  
DESIGNED BY: J. SCUDDER  
SIGNING PLAN SHEET 15 (SGN-15)  
PLOT DATE: 6/10/2024  
DRAWN BY: J. HEALD  
CHECKED BY: J. SHIELDS  
SHEET 225 OF 411

FILE NAME: U:\0655\1870078\Consult\mnts\z87d078bdrsgn.dgn  
DATE: 6/10/2024  
USER: JAG

**676.10 DELINEATOR WITH STEEL POST**

- STA D 49+85.0 LT
- STA D 50+25.0 LT
- STA D 50+65.0 LT
- STA D 51+05.0 LT
- STA D 51+45.0 LT
- STA D 51+85.0 LT
- STA D 52+25.0 LT
- STA D 52+25.0 RT
- STA D 53+25.0 RT
- STA D 54+25.0 RT
- STA D 55+25.0 RT
- STA G 70+00.0 RT
- STA G 71+00.0 RT
- STA G 72+00.0 RT
- STA G 72+00.0 LT
- STA G 72+40.0 LT
- STA I 64+00.0 LT



MATCH LINE STA 158+50.00, DWG SGN-15  
 MATCH LINE STA D 49+50.00, DWG SGN-15

MATCH LINE STA 164+25.00, DWG SGN-18  
 MATCH LINE STA D 55+25.00, DWG SGN-18

FILE NAME: U:\6659\870078\Consult\mnts\z87d078bdr-sgn.dgn  
 DATE: 6/10/2024  
 USER: JAG

- DELINEATOR LEGEND**
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  - TYPE I (WHITE)
  - TYPE II (WHITE)
  - ▲ TYPE III (YELLOW, RED ON BACK)
  - ◆ TYPE III (WHITE, RED ON BACK)

- SIGN LEGEND**
- R = REMOVE
  - S = SALVAGE
  - N = NEW
  - RET = RETAIN
  - B-B = BACK TO BACK
  - EXISTING = - - - - -
  - NEW = \_\_\_\_\_



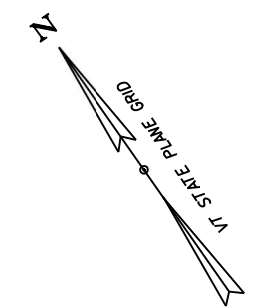
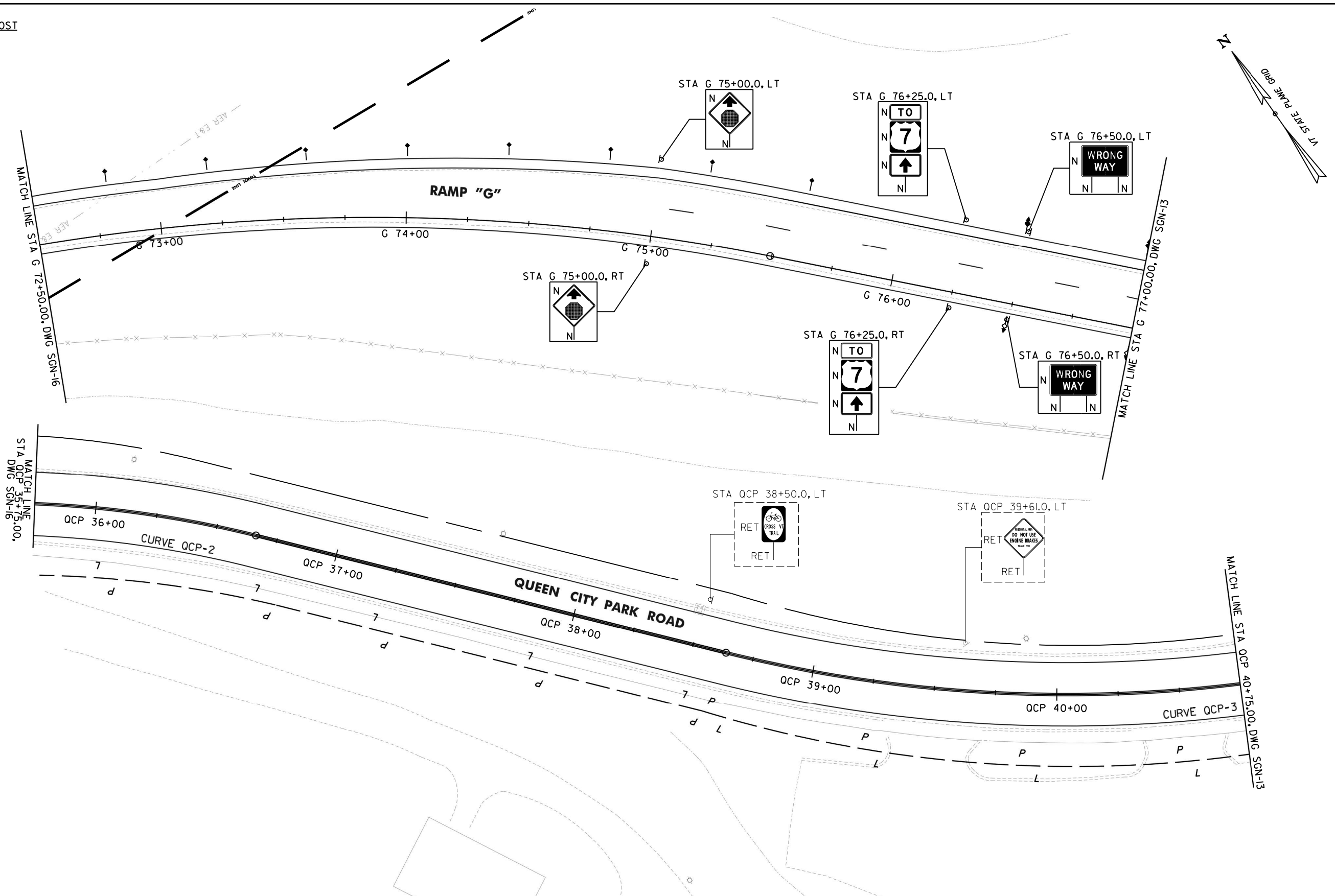
NOTE:  
 1. FOR TYPICAL PLACEMENT OF DELINEATORS  
 SEE VAOT STANDARD T-43.

PROJECT NAME: CHAMPLAIN PARKWAY-FINAL CONTRACT  
 PROJECT NUMBER: MEGC - M5000(1)  
 FILE NAME: z87d078bdr-sgn.dgn  
 PROJECT LEADER: D. GOZALKOWSKI  
 DESIGNED BY: J. SCUDDER  
 SIGNING PLAN SHEET 16 (SGN-16)

PLOT DATE: 6/10/2024  
 DRAWN BY: J. HEALD  
 CHECKED BY: J. SHIELDS  
 SHEET 226 OF 411

676.10 DELINEATOR WITH STEEL POST

- STA G 72+80.0 LT
- STA G 73+20.0 LT
- STA G 73+60.0 LT
- STA G 74+00.0 LT
- STA G 74+40.0 LT
- STA G 74+80.0 LT
- STA G 75+20.0 LT
- STA G 75+60.0 LT
- STA G 76+50.0 LT & RT



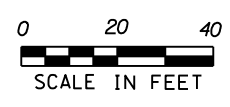
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 DATE: 6/10/2024  
 USER: JAG

**DELINEATOR LEGEND**

- ↑ TYPE I (YELLOW)
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- TYPE II (WHITE)
- ⬆ TYPE III (YELLOW, RED ON BACK)
- ⬆ TYPE III (WHITE, RED ON BACK)

**SIGN LEGEND**

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- B-B = BACK TO BACK
- EXISTING = - - - - -
- NEW = \_\_\_\_\_



NOTE:  
 1. FOR TYPICAL PLACEMENT OF DELINEATORS  
 SEE VAOT STANDARD T-43.

PROJECT NAME: CHAMPLAIN PARKWAY-FINAL CONTRACT  
 PROJECT NUMBER: MEGC - M5000(1)

FILE NAME: z87d078bdr-sgn.dgn  
 PROJECT LEADER: D. GOZALKOWSKI  
 DESIGNED BY: J. SCUDDER  
 SIGNING PLAN SHEET 17 (SGN-17)

PLOT DATE: 6/10/2024  
 DRAWN BY: J. HEALD  
 CHECKED BY: J. SHIELDS  
 SHEET 227 OF 411

**DELINEATOR LEGEND**

- ↑ TYPE I (YELLOW)
- ◇ TYPE I (WHITE)
- TYPE II (WHITE)
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**676.10 DELINEATOR WITH STEEL POST**

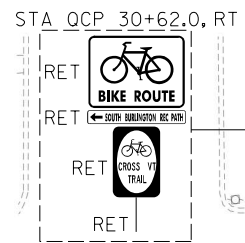
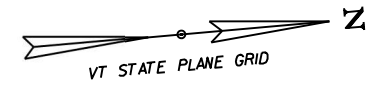
- STA 165+00.0 LT
- STA 165+25.0 RT
- STA 166+00.0 LT
- STA 166+25.0 RT
- STA 167+00.0 LT
- STA 167+25.0 RT
- STA 168+00.0 LT

**675.50 REMOVING SIGNS**

AS SHOWN - 8

**675.60 ERECTING SALVAGED SIGNS**

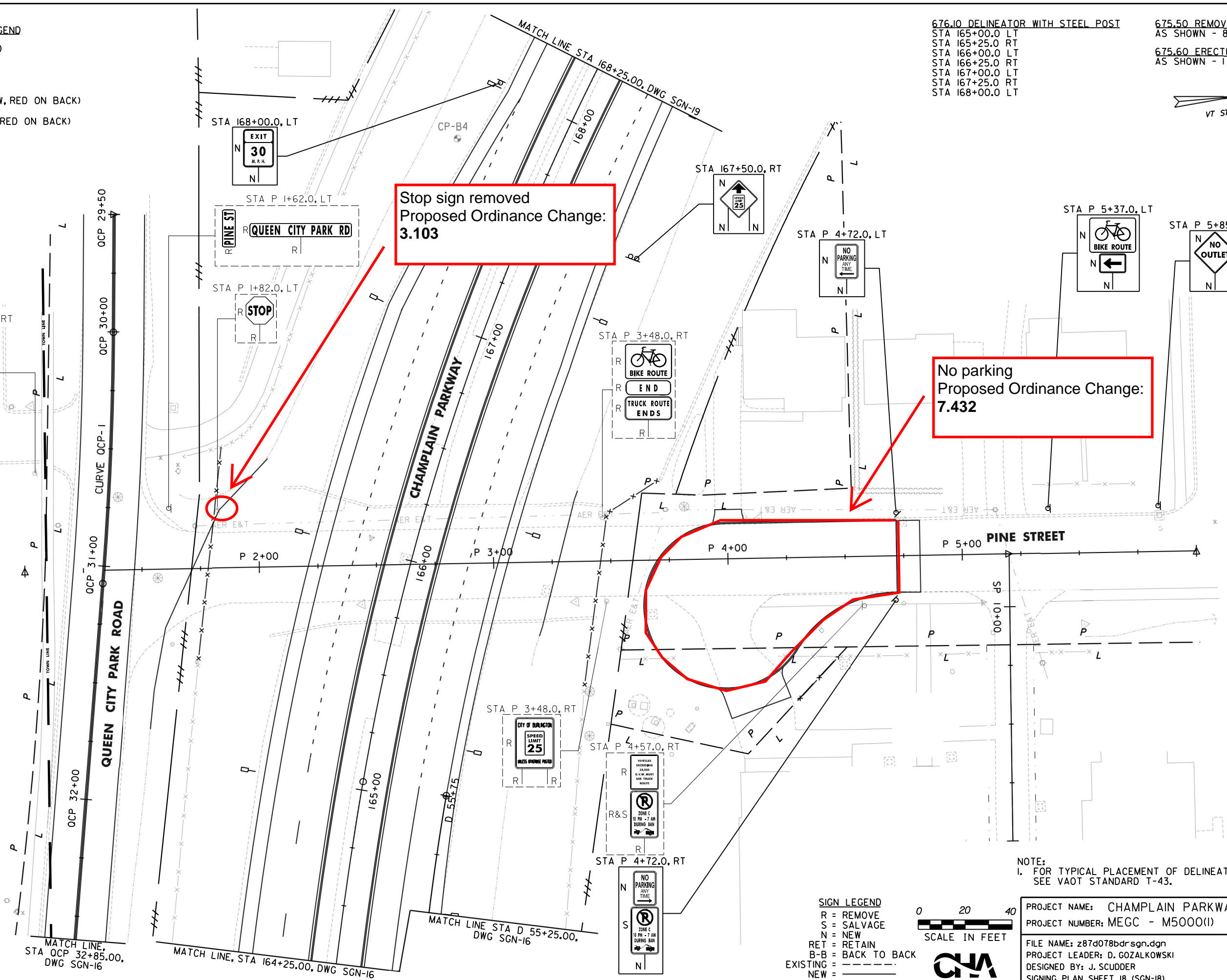
AS SHOWN - 1



Stop sign removed  
Proposed Ordinance Change:  
**3.103**

No parking  
Proposed Ordinance Change:  
**7.432**

FILE NAME: U:\6859\870078\Consult\mnts\z87d078bdr-sgn.dgn  
DATE: 6/10/2024  
USER: JAG



NOTE:  
1. FOR TYPICAL PLACEMENT OF DELINEATORS  
SEE VAOT STANDARD T-43.

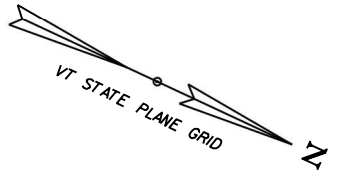
- SIGN LEGEND**
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  - EXISTING = - - - - -
  - NEW = \_\_\_\_\_



PROJECT NAME: CHAMPLAIN PARKWAY-FINAL CONTRACT  
PROJECT NUMBER: MEGC - M5000(1)  
FILE NAME: z87d078bdr-sgn.dgn  
PROJECT LEADER: D. GOZALKOWSKI  
DESIGNED BY: J. SCUDDER  
SIGNING PLAN SHEET 18 (SGN-18)

PLOT DATE: 6/10/2024  
DRAWN BY: J. HEALD  
CHECKED BY: J. SHIELDS  
SHEET 228 OF 411

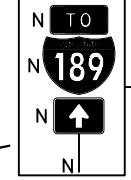
676.10 DELINEATOR WITH STEEL POST  
 STA 168+25.0 RT  
 STA 169+25.0 RT



STA 169+50.0, LT



STA 171+50.0, LT



EXISTING SHARED USE PATH

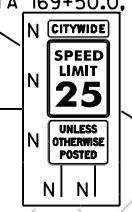
CHAMPLAIN PARKWAY

MATCH LINE STA 174+25.00, DWG SGN-20

MATCH LINE STA 168+25.00, DWG SGN-18

Speed limit change  
 Proposed Ordinance Change:  
**30.b.5**

STA 169+50.0, RT



**DELINEATOR LEGEND**

- ↑ TYPE I (YELLOW)
- TYPE I (WHITE)
- TYPE II (WHITE)
- ↑ TYPE III (YELLOW, RED ON BACK)
- TYPE III (WHITE, RED ON BACK)

**SIGN LEGEND**

- R = REMOVE
- S = SALVAGE
- N = NEW
- RET = RETAIN
- B-B = BACK TO BACK
- EXISTING = - - - - -
- NEW = \_\_\_\_\_



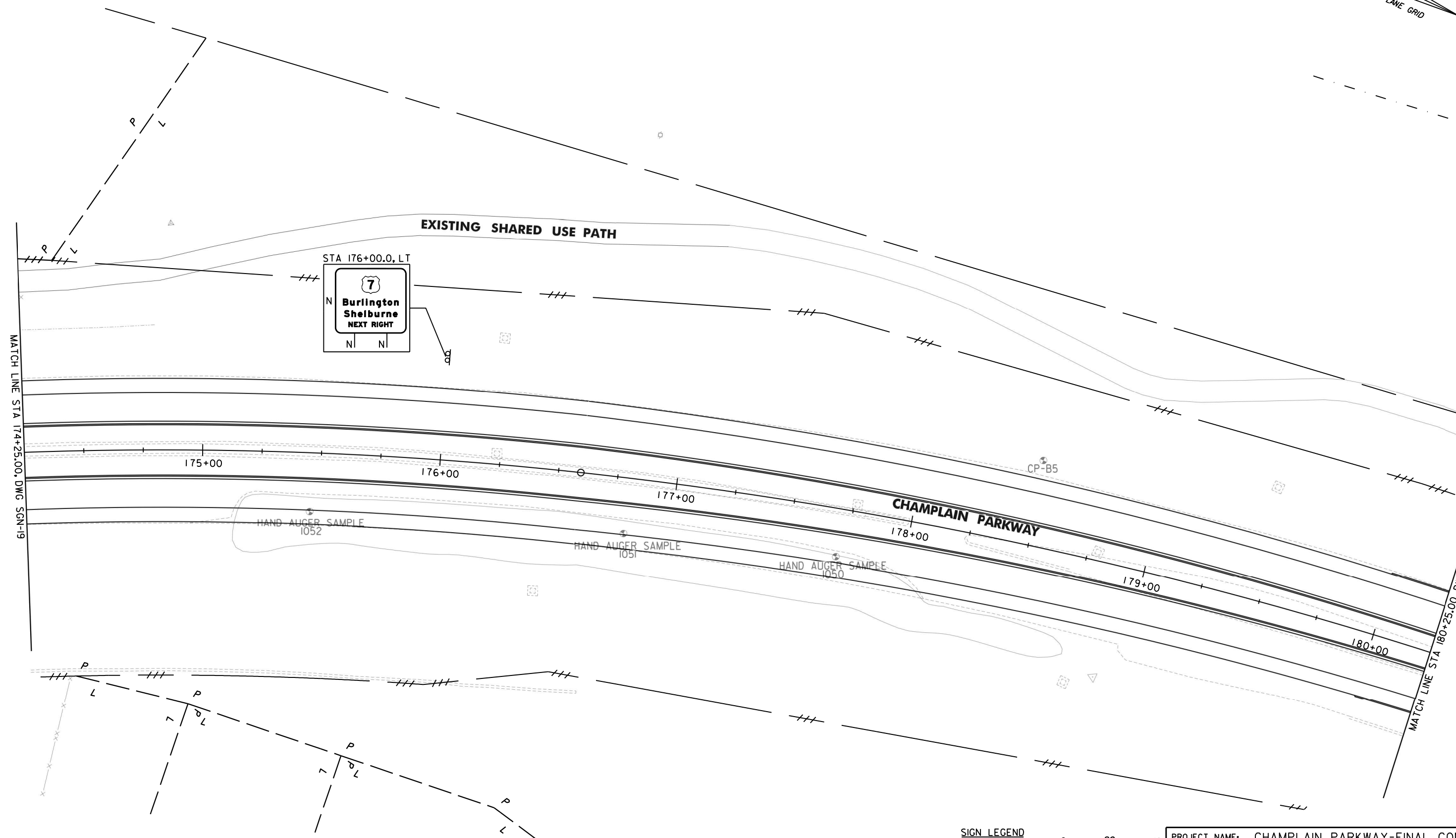
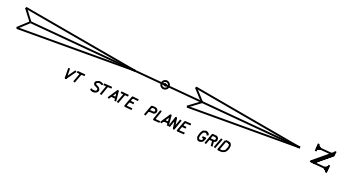
NOTE:  
 1. FOR TYPICAL PLACEMENT OF DELINEATORS  
 SEE VAOT STANDARD T-43.

PROJECT NAME: CHAMPLAIN PARKWAY-FINAL CONTRACT  
 PROJECT NUMBER: MEGC - M5000(1)

FILE NAME: z87d078bdrsgn.dgn  
 PROJECT LEADER: D. GOZALKOWSKI  
 DESIGNED BY: J. SCUDDER  
 SIGNING PLAN SHEET 19 (SGN-19)

PLOT DATE: 6/10/2024  
 DRAWN BY: J. HEALD  
 CHECKED BY: J. SHIELDS  
 SHEET 229 OF 411

FILE NAME: U:\6859\870078\Consult\mnts\z87d078bdrsgn.dgn  
 DATE: 6/10/2024  
 USER: JAG



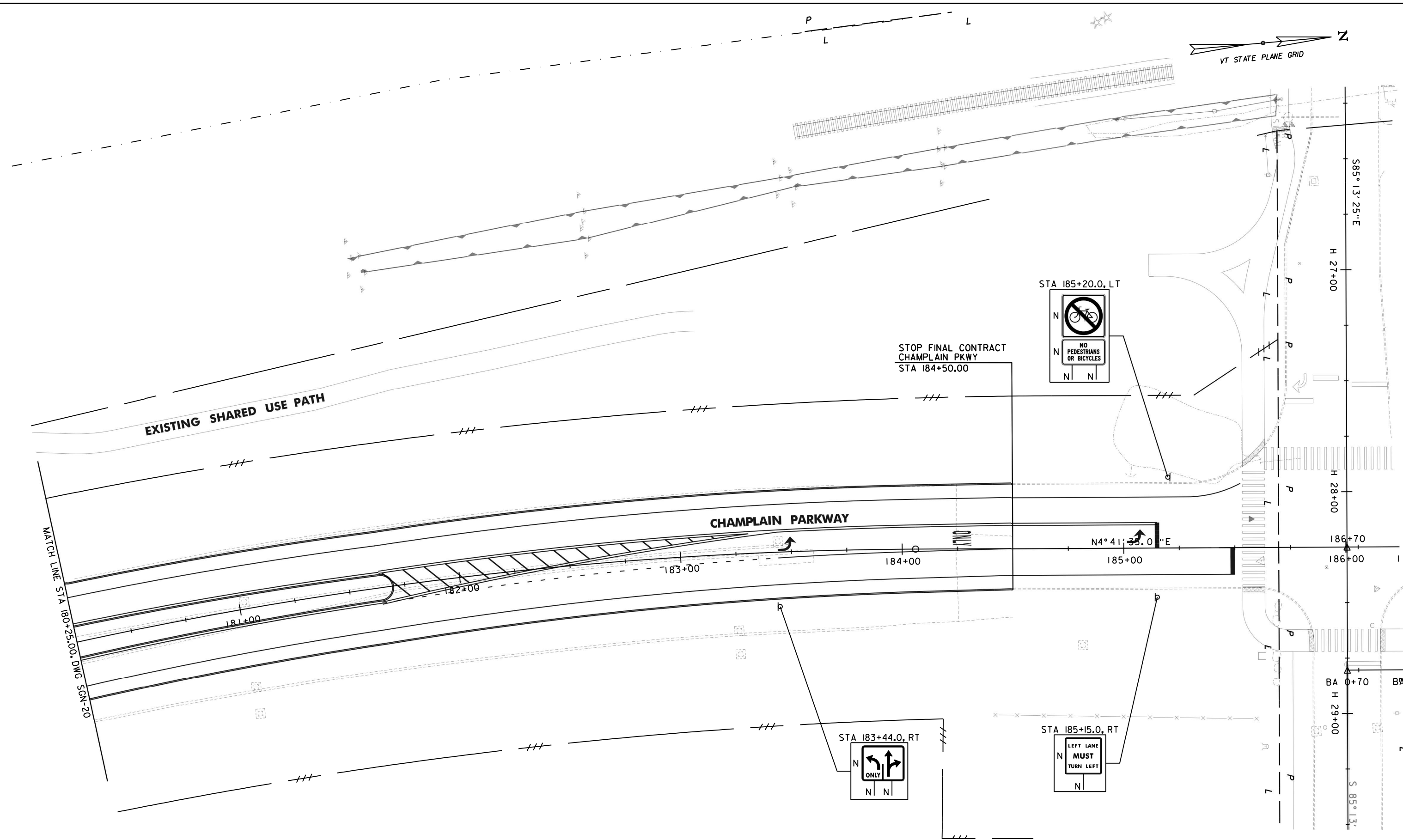
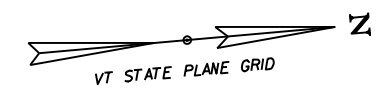
STA 176+00.0, LT  
**7**  
Burlington  
Shelburne  
NEXT RIGHT  
N N  
N N

**SIGN LEGEND**  
R = REMOVE  
S = SALVAGE  
N = NEW  
RET = RETAIN  
B-B = BACK TO BACK  
EXISTING =   
NEW =

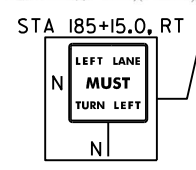
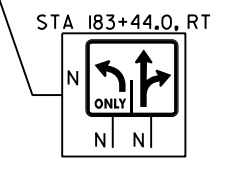


PROJECT NAME: CHAMPLAIN PARKWAY-FINAL CONTRACT  
PROJECT NUMBER: MEGC - M5000(I)  
FILE NAME: z87d078bdrsgn.dgn  
PROJECT LEADER: D. GOZALKOWSKI  
DESIGNED BY: J. SCUDDER  
SIGNING PLAN SHEET 20 (SGN-20)  
PLOT DATE: 6/10/2024  
DRAWN BY: J. HEALD  
CHECKED BY: J. SHIELDS  
SHEET 230 OF 411

FILE NAME: U:\6855\870078\Consult\mnts\z87d078bdrsgn.dgn  
DATE: 6/10/2024  
USER: JAG



STOP FINAL CONTRACT  
CHAMPLAIN PKWY  
STA 184+50.00



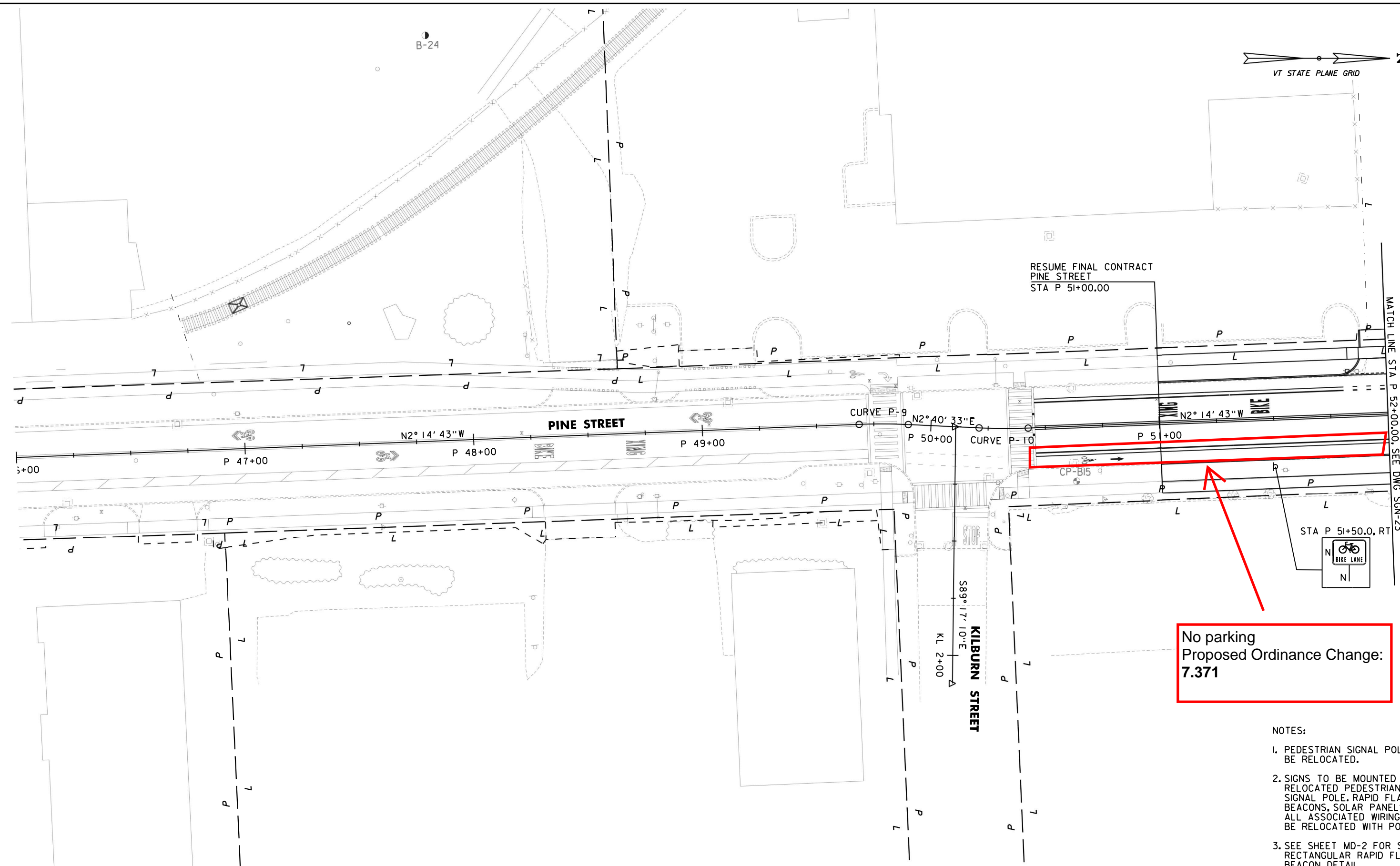
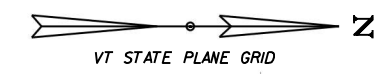
- SIGN LEGEND**
- R = REMOVE
  - S = SALVAGE
  - N = NEW
  - RET = RETAIN
  - B-B = BACK TO BACK
  - EXISTING = - - - - -
  - NEW = \_\_\_\_\_



PROJECT NAME: CHAMPLAIN PARKWAY-FINAL CONTRACT  
 PROJECT NUMBER: MEGC - M5000(1)  
 FILE NAME: z87d078bdrsgn.dgn  
 PROJECT LEADER: D. GOZALKOWSKI  
 DESIGNED BY: J. SCUDDER  
 SIGNING PLAN SHEET 21 (SGN-21)

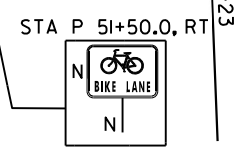
PLOT DATE: 6/10/2024  
 DRAWN BY: J. HEALD  
 CHECKED BY: J. SHIELDS  
 SHEET 231 OF 411

FILE NAME: U:\6859\870078\Consult\mnts\z87d078bdrsgn.dgn  
 DATE: 6/10/2024  
 USER: JGH



RESUME FINAL CONTRACT  
PINE STREET  
STA P 51+00.00

MATCH LINE STA P 52+00.00, SEE DWG SGN-23



No parking  
Proposed Ordinance Change:  
7.371

NOTES:

1. PEDESTRIAN SIGNAL POLE TO BE RELOCATED.
2. SIGNS TO BE MOUNTED ON RELOCATED PEDESTRIAN SIGNAL POLE. RAPID FLASHING BEACONS, SOLAR PANELS, AND ALL ASSOCIATED WIRING TO BE RELOCATED WITH POLE.
3. SEE SHEET MD-2 FOR SOLAR RECTANGULAR RAPID FLASHING BEACON DETAIL.

SIGN LEGEND  
 R = REMOVE  
 S = SALVAGE  
 N = NEW  
 RET = RETAIN  
 B-B = BACK TO BACK  
 EXISTING = - - - - -  
 NEW = \_\_\_\_\_

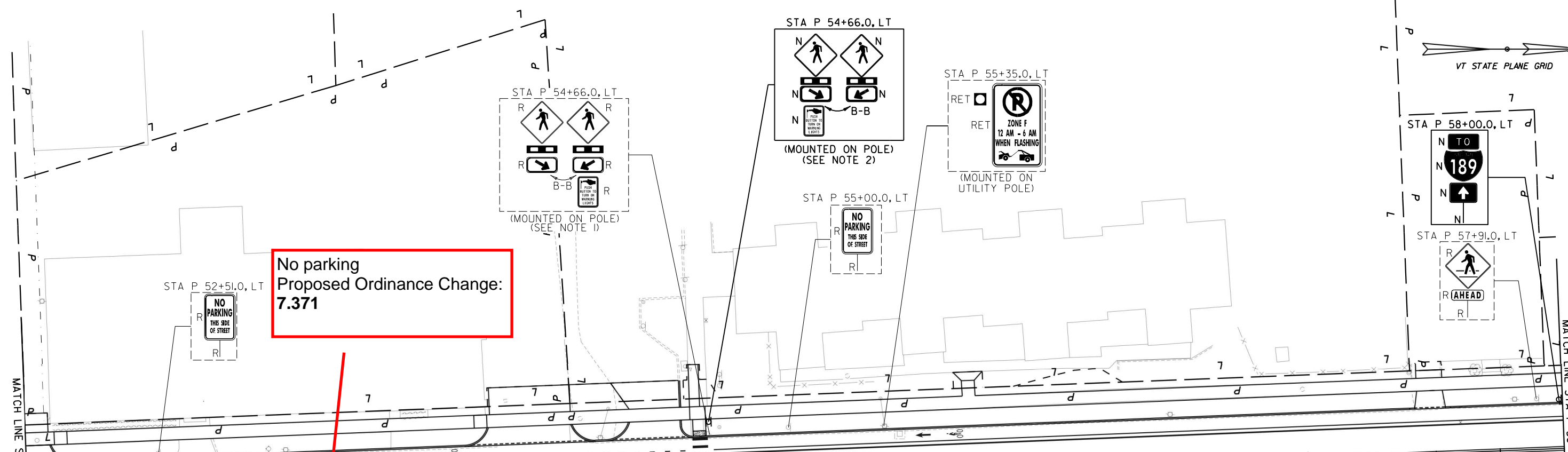
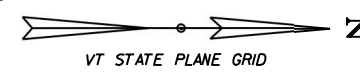


PROJECT NAME: CHAMPLAIN PARKWAY-FINAL CONTRACT  
 PROJECT NUMBER: MEGC - M5000(I)  
 FILE NAME: z87d078bdrsgn.dgn  
 PROJECT LEADER: D. GOZALKOWSKI  
 DESIGNED BY: J. SCUDDER  
 SIGNING PLAN SHEET 22 (SGN-22)

PLOT DATE: 6/10/2024  
 DRAWN BY: J. HEALD  
 CHECKED BY: J. SHIELDS  
 SHEET 232 OF 411

FILE NAME: U:\0655\870078\Consult\mnts\z87d078bdrsgn.dgn  
DATE: 6/10/2024  
USER: JAG

675.50 REMOVING SIGNS  
AS SHOWN - 20



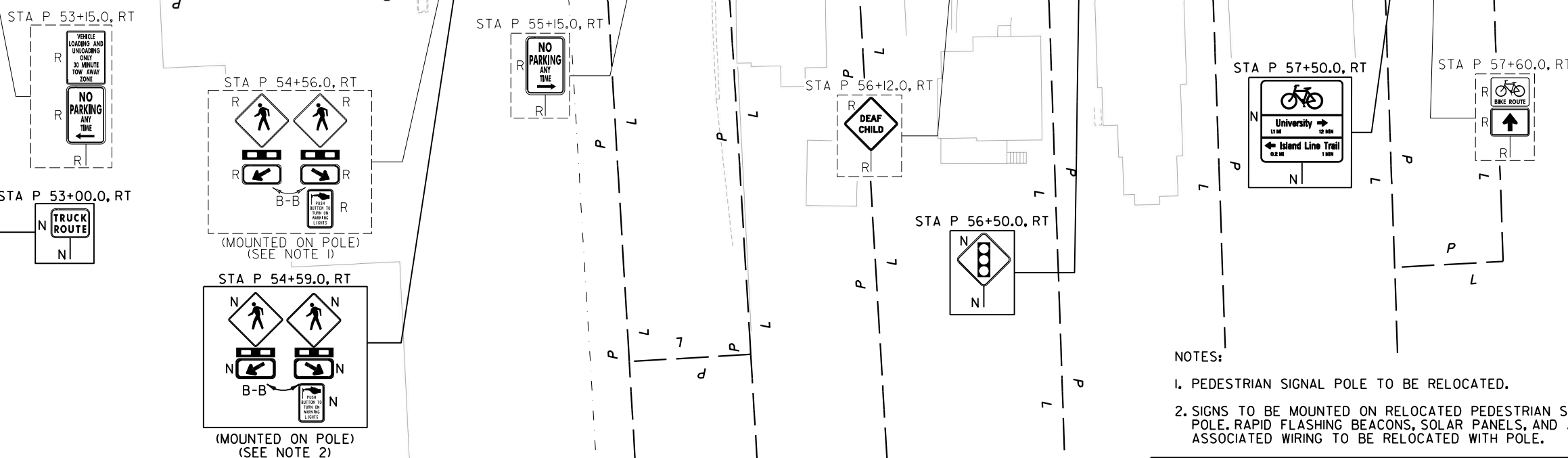
No parking  
Proposed Ordinance Change:  
7.371

MATCH LINE STA P 52+00.00, SEE DWG SGN-22

MATCH LINE STA P 58+00.00, SEE DWG SGN-24

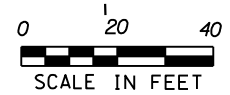
N2° 14' 43" W

P 53+00 PINE STREET P 54+00 P 55+00 P 56+00 P 57+00



- NOTES:
1. PEDESTRIAN SIGNAL POLE TO BE RELOCATED.
  2. SIGNS TO BE MOUNTED ON RELOCATED PEDESTRIAN SIGNAL POLE. RAPID FLASHING BEACONS, SOLAR PANELS, AND ALL ASSOCIATED WIRING TO BE RELOCATED WITH POLE.

**SIGN LEGEND**  
 R = REMOVE  
 S = SALVAGE  
 N = NEW  
 RET = RETAIN  
 B-B = BACK TO BACK  
 EXISTING = - - - - -  
 NEW = \_\_\_\_\_



PROJECT NAME: CHAMPLAIN PARKWAY-FINAL CONTRACT  
 PROJECT NUMBER: MEGC - M5000(I)

FILE NAME: z87d078bdr-sgn.dgn  
 PROJECT LEADER: D. GOZALKOWSKI  
 DESIGNED BY: J. SCUDDER  
 SIGNING PLAN SHEET 23 (SGN-23)

PLOT DATE: 6/10/2024  
 DRAWN BY: J. HEALD  
 CHECKED BY: J. SHIELDS  
 SHEET 233 OF 411

FILE NAME: U:\6855\870078\Consult\mnts\z87d078bdr-sgn.dgn  
 DATE: 6/10/2024  
 USER: JAG

675.50 REMOVING SIGNS  
AS SHOWN - 20

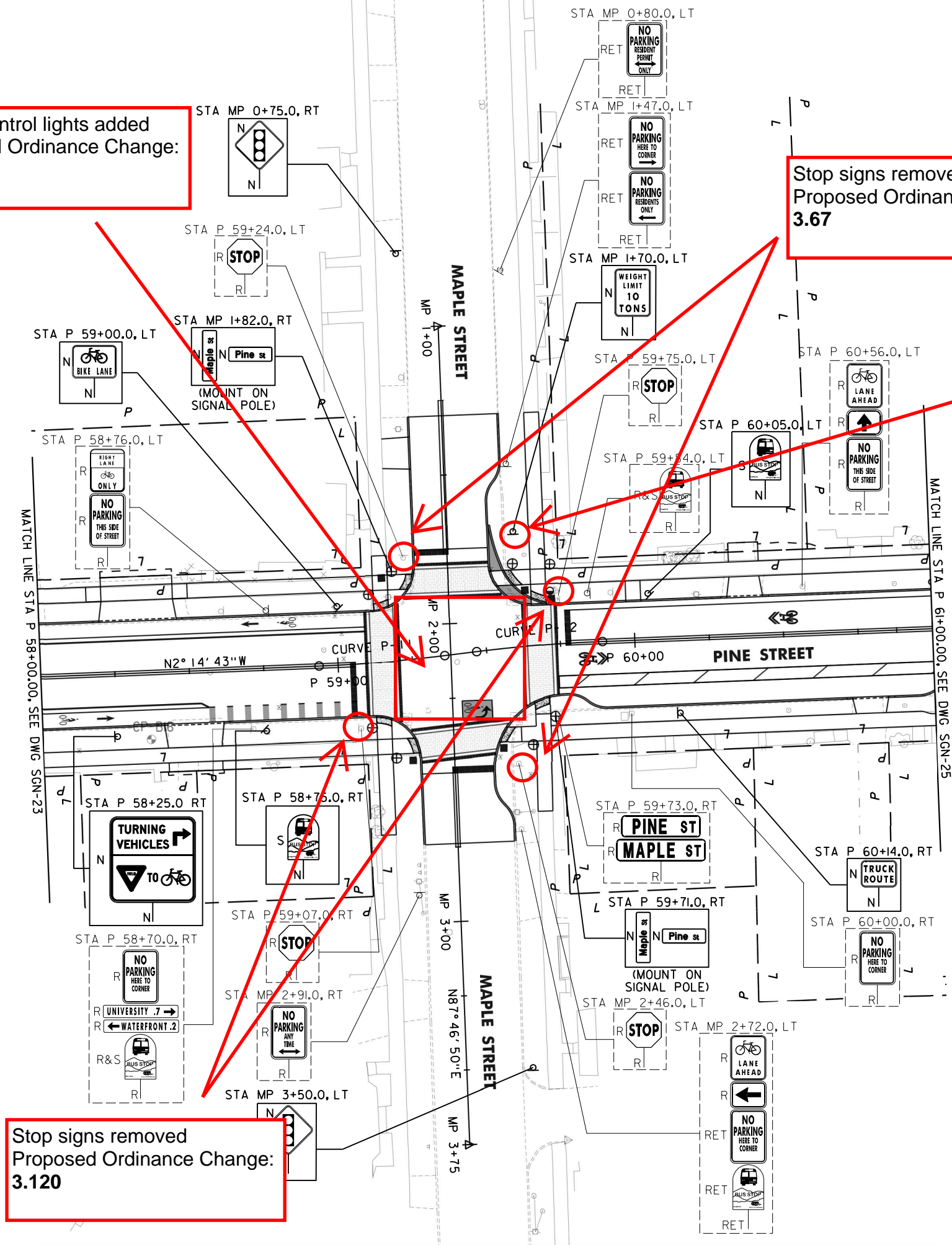
675.60 ERECTING SALVAGED SIGNS  
AS SHOWN - 2



Traffic control lights added  
Proposed Ordinance Change:  
**2.78**

Stop signs removed  
Proposed Ordinance Change:  
**3.67**

Removal of truck route segment  
Proposed Ordinance Change:  
**1a.18**



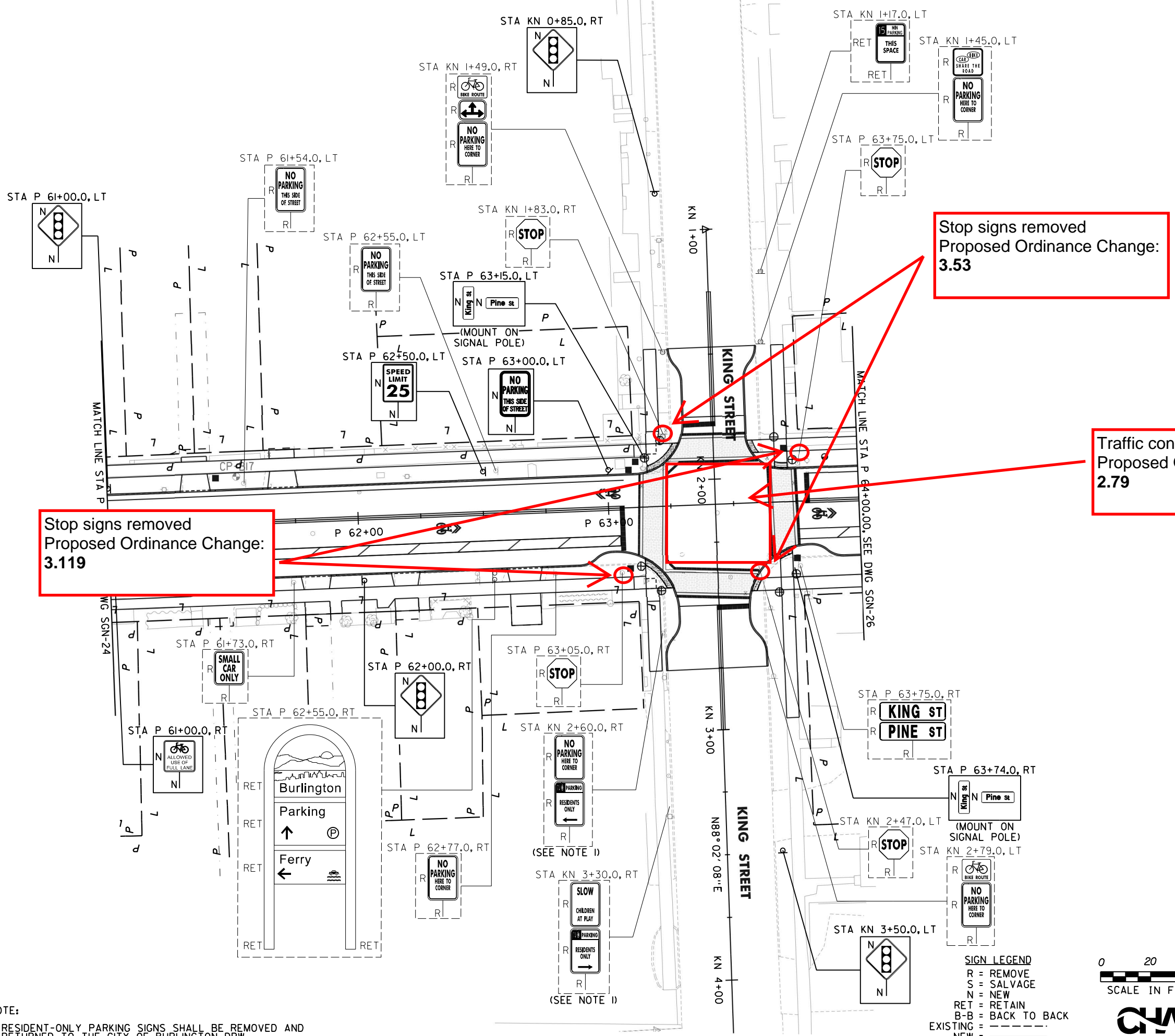
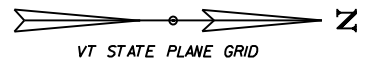
Stop signs removed  
Proposed Ordinance Change:  
**3.120**

- SIGN LEGEND**
- R = REMOVE
  - S = SALVAGE
  - N = NEW
  - RET = RETAIN
  - B-B = BACK TO BACK
  - EXISTING = - - - - -
  - NEW = \_\_\_\_\_



PROJECT NAME: CHAMPLAIN PARKWAY-FINAL CONTRACT  
 PROJECT NUMBER: MEGC - M5000(I)  
 FILE NAME: z87d078bdrsgn.dgn PLOT DATE: 6/10/2024  
 PROJECT LEADER: D. GOZALKOWSKI DRAWN BY: J. HEALD  
 DESIGNED BY: J. SCUDDER CHECKED BY: J. SHIELDS  
 SIGNING PLAN SHEET 24 (SGN-24) SHEET 234 OF 411

FILE NAME: U:\6859\870078\Consult\mnts\z87d078bdrsgn.dgn  
DATE: 6/10/2024  
USER: JAG

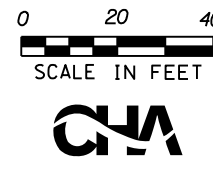


Stop signs removed  
Proposed Ordinance Change:  
**3.53**

Traffic control lights added  
Proposed Ordinance Change:  
**2.79**

Stop signs removed  
Proposed Ordinance Change:  
**3.119**

- SIGN LEGEND**
- R = REMOVE
  - S = SALVAGE
  - N = NEW
  - RET = RETAIN
  - B-B = BACK TO BACK
  - EXISTING = \_\_\_\_\_
  - NEW = \_\_\_\_\_

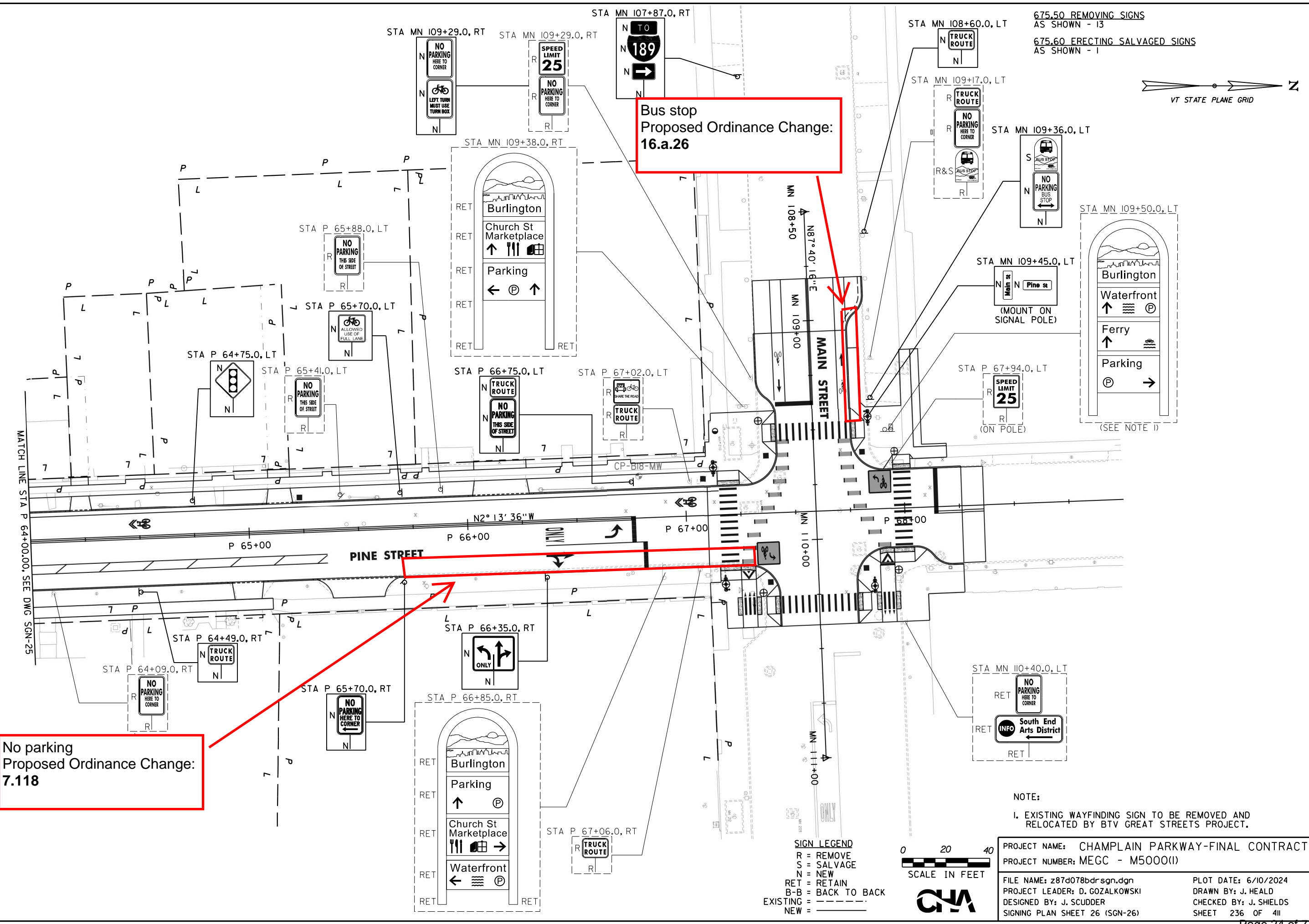


PROJECT NAME: CHAMPLAIN PARKWAY-FINAL CONTRACT  
PROJECT NUMBER: MEGC - M5000(1)  
FILE NAME: z87d078bdrsgn.dgn  
PROJECT LEADER: D. GOZALKOWSKI  
DESIGNED BY: J. SCUDDER  
SIGNING PLAN SHEET 25 (SGN-25)  
PLOT DATE: 6/10/2024  
DRAWN BY: J. HEALD  
CHECKED BY: J. SHIELDS  
SHEET 235 OF 411

FILE NAME: U:\6855\870078\Consult\mnts\z87d078bdrsgn.dgn  
DATE: 6/10/2024  
USER: JAG

NOTE:  
1. RESIDENT-ONLY PARKING SIGNS SHALL BE REMOVED AND RETURNED TO THE CITY OF BURLINGTON DPW.

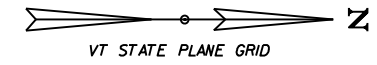
FILE NAME: U:\8659\870078\Consult\mnts\z87d078bdr-sgn.dgn  
 DATE: 6/10/2024  
 USER: JSH



Bus stop  
 Proposed Ordinance Change:  
**16.a.26**

No parking  
 Proposed Ordinance Change:  
**7.118**

675.50 REMOVING SIGNS  
 AS SHOWN - 13  
 675.60 ERECTING SALVAGED SIGNS  
 AS SHOWN - 1



NOTE:  
 1. EXISTING WAYFINDING SIGN TO BE REMOVED AND RELOCATED BY BTV GREAT STREETS PROJECT.

**SIGN LEGEND**  
 R = REMOVE  
 S = SALVAGE  
 N = NEW  
 RET = RETAIN  
 B-B = BACK TO BACK  
 EXISTING = - - - - -  
 NEW = \_\_\_\_\_



PROJECT NAME: CHAMPLAIN PARKWAY-FINAL CONTRACT  
 PROJECT NUMBER: MEGC - M5000(1)

FILE NAME: z87d078bdr-sgn.dgn  
 PROJECT LEADER: D. GOZALKOWSKI  
 DESIGNED BY: J. SCUDDER  
 SIGNING PLAN SHEET 26 (SGN-26)

PLOT DATE: 6/10/2024  
 DRAWN BY: J. HEALD  
 CHECKED BY: J. SHIELDS  
 SHEET 236 OF 411



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# Memo

*Date:* September 17<sup>th</sup>, 2025

*To:* Public Works Commission

*From:* Jack Keller P.E., Public Works Engineer

*CC:* Laura Wheelock P.E., Division Director of Tech Services/City Engineer  
Phillip Peterson P.E., Senior Transportation Planner

*Subject:* Pearl Street Parking Change

---

**Staff recommends the DPW Commission approve the following changes  
(see Attachment-1):**

7 No-parking areas.

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

- On the north side of Pearl Street beginning at George Street and extending east 60 feet.

25 Taxicab stands.

The following locations are designated as taxicab stands:

- ~~On the north side of Pearl Street ninety five (95) feet east of George Street extending twenty (20) feet east from 10:00 p.m. to 6:00 a.m.~~

**Purpose & Need:**

The purpose of these changes is to provide adequate sightlines for the Pearl and George Street intersection. The original request came from occupants of the District Attorney office at 11 Elmwood Ave, whose parking lot feeds onto George St. With the current parking configuration, vehicles exiting George St onto Pearl St often do not have adequate intersection sight distance to safely proceed into the street. Upon further review from DPW Staff, it was decided that removing the underutilized taxi space and extending the no parking area further from the George St intersection will provide adequate stopping sight distance, greatly improving the safety of the

traffic pattern and bringing conditions into alignment with MUTCD and AASHTO design guidelines.

**Project Checklist:**

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		AASHTO policy on geometric design of highways and streets
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:**

Following a request to review intersection sight distances at George Street and Pearl Street, DPW staff conducted a site visit and assessment. The evaluation confirmed that sight distances at the intersection do not meet MUTCD or NAASHTO standards, particularly when buses are parked within forty feet of George Street. Analysis showed that adequate sight distance could be achieved by relocating bus parking sixty feet east of George Street. This adjustment requires removing a designated taxicab stand, which is no longer in use. Based on these findings, DPW staff recommends that the Commission approve the removal of the taxicab stand and the extension of the no parking zone (see Attachment 2), effectively moving bus parking further east and providing sufficient stopping sight distance at the George and Pearl intersection. The attached traffic regulation amendment (see Attachment 1) details this proposal. These proactive measures support DPW’s commitment to improving safety in the City’s public infrastructure.

**Public Engagement:**

In preparation for the 9/17/25 DPW Commission Meeting, Staff distributed flyers to residents and businesses; in particular DPW Staff emailed the Burlington Vehicle for Hire Board and GMT, determined to be the primary interested parties for the proposed changes. Staff received feedback from two (2) parties who expressed support for the proposal.

**Attachments:**

1. Traffic Regulation Amendment
2. Site Map
3. Public input correspondence

CITY OF BURLINGTON

In the Year Two Thousand Twenty-five

A Regulation in Relation to

Rules and Regulations of the Traffic Commission—
7 No-parking areas.
25 Taxicab stands.

Sponsor(s): Public Works Commission
Action: Approved
Date: 9/17/2025
Attestation of Adoption:
Phillip Peterson, PE
Senior Transportation Engineer & Planner, 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, §7 No-parking areas and §25 Taxicab stands designated 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)-(441) As written.
(442) Two spaces on the north side of Pearl Street at the head of St. Paul Street. On the north side of Pearl Street beginning at George Street and extending east 60 feet.
(443)-(591) As written.

25 Taxicab stands.

The following locations are designated as taxicab stands:

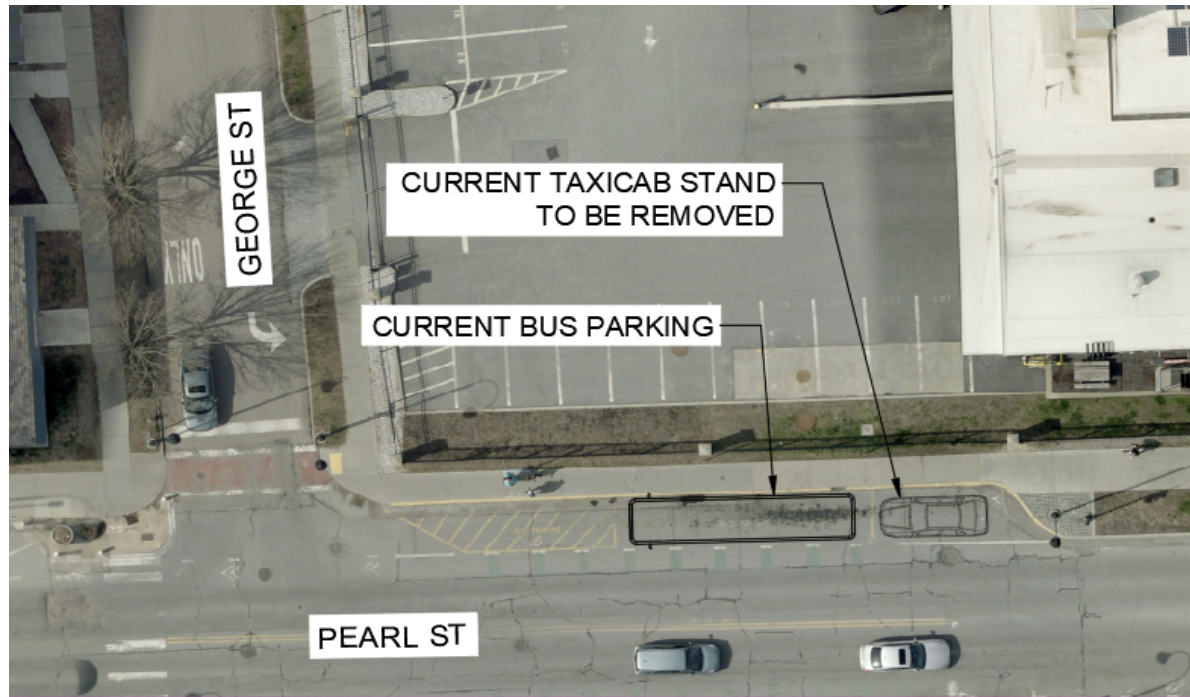
- (1)-(7) As written.
(8) On the north side of Pearl Street ninety five (95) feet east of George Street extending twenty (20) feet east from 10:00 p.m. to 6:00 a.m. Reserved.
(9)-(10) As written.

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

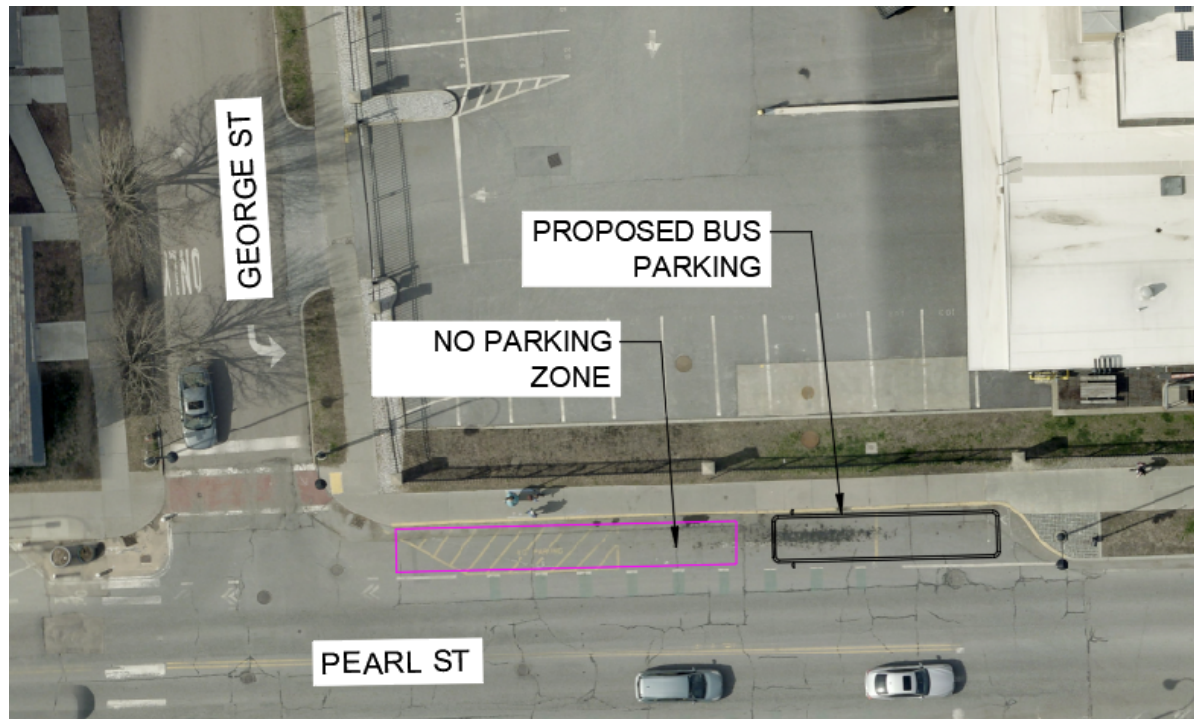
BCO Appx.C, Section 7 & 25
9/17/2025

ATTACHMENT 2 - SITE MAPs

Current Conditions



Proposed Conditions



## **Public Input Correspondence:**

Fri 9/5/2025

The only issue that this raises for GMT is that at times it's difficult for drivers exiting the DTC to make that left onto Pearl. Would it be possible when the repaving project scheduled for Pearl Street to have the stop line on the East bound lane moved slightly back to improve the space for that left turn out of the DTC?

GMT Urban Operations Manager

Fri 9/5/2025

I can't speak for the whole vehicle-for-hire commission, but from my perspective I have not heard of any taxi using this taxi stand, so I don't see an issue with removing it.

Chair, Vehicle-for-Hire Licensing Board



---

# Memo

**Date:** September 16, 2024

**To:** Public Works Commission

**From:** Parsa Pezeshknejad, PhD, Public Works Engineer  
Julia Ursaki, PE, Public Works Engineer  
Phillip Peterson, PE, Senior Transportation Planner

**CC:** Chapin Spencer, Director of Public Works  
Laura Wheelock, PE, City Engineer/Division Director – Technical Services

**Subject:** North Street Parking Chicane Update

---

For your consideration, a draft motion to amend Appendix C is below:

To approve the following proposed amendments to Appendix C, Rules and Regulations of the Traffic Commission, 9 (Fifteen-Minute Parking), 10 (Two-hour parking) and 12-1 (No parking except vehicles loading or unloading), of the Code of Ordinances of the City of Burlington, in relation to installing the North Street parking chicane. The Traffic Regulation is included in Attachment 1.

- **Section 9 Fifteen-Minute parking.**

(a) As written

(b) No person shall park any vehicle, at any time, longer than fifteen (15) minutes at the following locations:

(1-6) As written

(7) On the south side of North Street, starting ~~at the driveway for 117 North Street and continuing east for 140 feet.~~ 85 feet west of Rose Street moving east and ending at 35 feet west of Rose Street.

(8-34) As written

(c)-(d) As written

• **Section 10 Two-hour parking.**

No person shall park a vehicle for a period longer than two (2) hours between the hours of 8:00 a.m. and 6:00 p.m., Sundays and holidays excepted, in the following locations:

(1-20) As written

(21) ~~On the south side of North Street, starting at North Champlain Street for 40 feet to the east.~~ Reserved.

• **Section 12-1 No parking except vehicles loading or unloading.**

No person shall park a vehicle at the following locations unless engaged in loading or unloading the vehicle:

(1-31) As written

(32) On the south side of North Street, starting at the east side of driveway for 117 North Street and continuing to the ~~east west~~ for 60 feet between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, for a maximum time limit of thirty (30) minutes.

(33-54) As written

**Purpose and Need**

The purpose of this regulation change is to update parking restrictions on the south side of the North Street to make the parking chicane more effective. Parking between North Champlain Street and Rose Street near sustainability academy on North Street was moved to the south side and replaced with 15 minutes and 2-hour parking to create a chicane. This change was in response to pedestrian crashes, and vehicle speed. However, low occupancy of the time limited parking means the chicane is not effective. Consequently, the Department of Public Works (DPW) is planning to change four parking spots to no restriction parking and increase the time limit for the remaining 15-minute parking spots to 2 hours. Also, the loading and unloading zone will be moved further east and will be wider so to act as loading zone and allow easy drop off and pickups for the school, see Attachment-2.

**Project Checklist**

	N/A	Yes	No	Reference
--	-----	-----	----	-----------

<b>Aligns with MUTCD standards and/or established City Policy?</b>		X		2020 Traffic Calming Manual
<b>Aligns with City Plans?</b>		X		planBTV Walk Bike designates this section of North Street as a neighborhood slow zone
<b>Followed Public Engagement Plan?</b>		X		This Traffic Regulation change is defined as an INVOLVE project in the Public Engagement Plan (PEP).

### **Background**

The Department of Public Works (DPW) received a request from Sustainability Academy parents and the Burlington Safe Routes to School Committee after an elementary school student was injured in a crash on North Street while crossing the street. After reviewing speed data, crash data, and City plans, DPW developed traffic calming plans to reduce vehicle speeds and improve safety of all users on North Street.

This parking chicane is a tactical solution that will improve safety and can also be installed rapidly and within the capacity of the City’s current staff and funding resources. Parking existed on the north side of the street, while the elementary school entrance is on the south side of the street. After injury crash involving an elementary school student crossing the street occurred in 2023. DPW changed the regulations and moved the parking to the south side of the street for this block to eliminate the need for students to cross the street when getting dropped off or picked up in a car. The parking flip also creates two lateral shifts or chicanes in the travel lanes, which has a traffic calming effect.

The recent update will remove restrictions for 4 parking between North Champlain Street and 117 Drive way which will promote cars parking there and making chicane more effective. In addition, the loading zone will be moved further east and will have more space for three parking spots. This will be beneficial in few ways. One, there are several businesses on the mixed use/commercial corridor of North Street that would benefit from more parking space. This change also allows smoother drop off and pick up for the sustainability academy as the parking restriction is 30 minutes and starts at 8AM.

### **Observations**

North Street has two vehicle travel lanes with sharrows for bicycles, with on-street parking on the north side of the street. The North Street corridor is primarily mixed-use commercial and residential. This section of North Street is designated as a school zone.

This section of North Street currently has two 2-hour spaces, two 30 minutes loading zone (between 8am-5pm, Monday through Friday), and 5 30 minuets parking spaces (9 total). The proposed parking

would have four no limit parking, three 30-minute loading spaces (between 8am-5pm, Monday through Friday), and two 2-hour spaces with 9 spaces total.

### **Public Engagement**

Flyers were delivered to nearby businesses and residents explaining the change. DPW staff talked with the business owners along the street who were supportive of this change.

DPW staff discussed this change with the of the Sustainability Academy, who was generally supportive of this change. The Principal also agreed to share information about this change in the school newsletter.

### **Conclusion**

Based on current observations, there is a need for parking adjustments on North Street parking Chicane between North Champlain Street and Murray Street to increase parking occupancy and this improve safety. We recommend easing off the restrictions for parking from 15 minutes to 2 hours and from 2 hours to no restrictions.

### **Implementation Approach and Timeline**

If the parking chicane is approved by the Public Works Commission, our traffic team would relocate or install the change in the coming weeks once the regulation is posted for the requisite period.

### **Attachments**

1. Traffic Regulation
2. Updated Parking Chicane Layout

CITY OF BURLINGTON

In the Year Two Thousand Twenty-four

A Regulation in Relation to

Rules and Regulations of the Traffic Commission—
9 Fifteen-Minute parking. 10 Two-hour parking. 12-1 No parking except vehicles loading or unloading.

Sponsor(s): Public Works Commission
Action: Approved
Date: 9/17/2025
Attestation of Adoption:
Phillip Peterson, PE
Senior Transportation Engineer & Planner, 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 7, No-parking areas; Section 9, Fifteen-Minute Parking; Section 10, Two-hour parking; and Section 12-1, No parking except vehicles loading or unloading of the Code of Ordinances of the City of Burlington is hereby amended as follows:

Section 9 Fifteen-Minute parking.

- (a) As written
(b) No person shall park any vehicle, at any time, longer than fifteen (15) minutes at the following locations:
(1-6) As written
(7) On the south side of North Street, starting at the driveway for 117 North Street and continuing east for 140 feet. 85 feet west of Rose Street moving east and ending at 35 feet west of Rose Street.
(8-34) As written
(c)-(d) As written

Section 10 Two-hour parking.

No person shall park a vehicle for a period longer than two (2) hours between the hours of 8:00 a.m. and 6:00 p.m., Sundays and holidays excepted, in the following locations:

45 (1-20) As written

46

47 (21) ~~On the south side of North Street, starting at North Champlain Street for 40 feet to~~  
48 ~~the east.~~ Reserved.

49

50 **Section 12-1 No parking except vehicles loading or unloading.**

51 ~~.....~~  
52 No person shall park a vehicle at the following locations unless engaged in loading or unloading the  
53 vehicle:

54 (1-31) As written

55

56 (32) On the south side of North Street, starting at the east side of driveway for 117  
57 North Street and continuing to the east ~~west~~ for 60 feet between the hours of 8:00 a.m.  
58 and 5:00 p.m., Monday through Friday, for a maximum time limit of thirty (30) minutes.

59

60 (33-54) As written

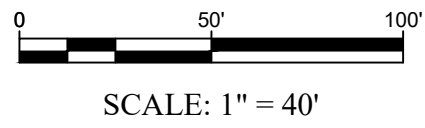
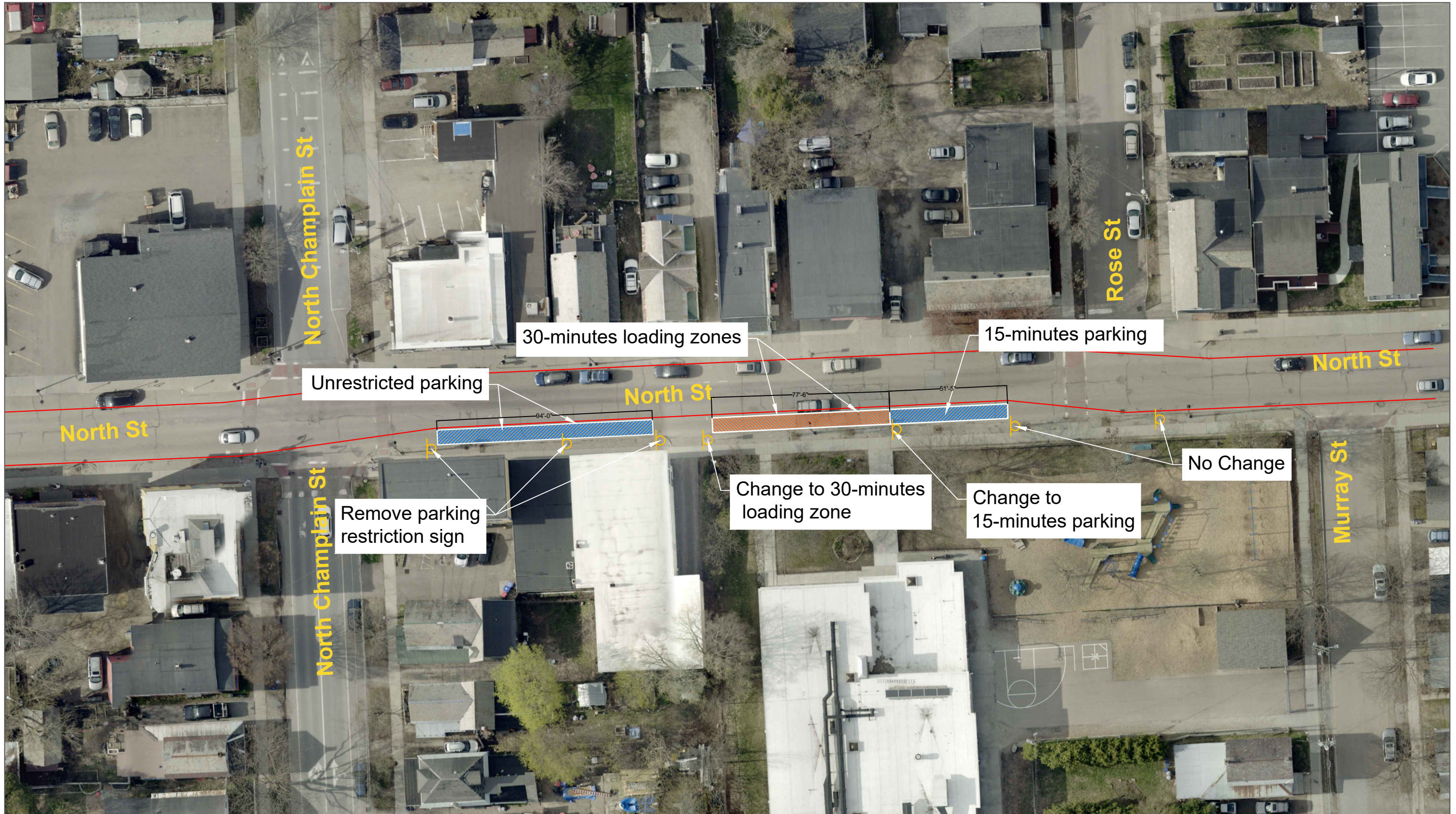
61

62 \*\* Material stricken out deleted.

63 \*\*\* Material underlined added.

64

65 BCO Appx.C, Sections 9, 10, 12-1  
66 9/17/25



North St Parking Chicane  
2025 update



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

DESIGNED PARSA.P	
DRAWN PARSA.P	SCALE 1"=40'
CHECKED PHILIP.P	DRAWING NO.
DATE 9/8/2025	SHEET 1 OF 1



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## MEMO

*Date:* September 17th, 2025  
*To:* Public Works Commission  
*From:* Caleb Manna, Associate Public Works Engineer  
*CC:* Phillip Peterson, P.E.; Senior Transportation Planner  
*Subject:* Stop Sign on Clarke Street at intersection with Pearl Street

---

**DPW Staff recommend the DPW Commission approve the following addition:  
Appendix C, 3-259; Stop Sign Location.**

**The following place is hereby designated as a Stop sign location:**

- At the intersection of Clarke Street and Pearl Street, causing traffic on Clarke Street to stop.

Final language of the amended ordinance is subject to the review and approval of the City Attorney's Office. (See Attachment-1.)

---

### **Purpose & Need:**

The purpose of this request is to install a stop sign on the north side of Clarke Street at its intersection with Pearl Street. This request is based on warrant conditions outlined in the MUTCD, where traffic control is necessary to assign right-of-way between a low-volume residential street and a higher-volume arterial collector. Clarke Street is a narrow, quiet downtown residential street with on-street parking that often constrains visibility. Pearl Street serves as a busy east-west arterial, connecting neighborhoods, schools, and commercial centers.

The stop sign will help formalize right-of-way at this unsignalized intersection and reduce conflict points for vehicles, pedestrians, and bicyclists. The presence of parked vehicles, particularly near the intersection, limits sight lines for vehicles turning from Clarke Street onto Pearl Street.

Additionally, Pearl Street carries a relatively high volume of through traffic, and the geometry of Clarke Street’s intersection encourages rolling stops. A formal stop condition will improve clarity and reduce the risk of crashes at this location.

The proposed stop bar shall be 24" wide by 15' long and installed behind the Pearl Street crosswalk on the Clarke Street approach. (See Attachment-2.)

<b>Project Checklist:</b>			
<b>N/A</b>	<b>Yes</b>	<b>No</b>	<b>Reference</b>
	X		Aligns with MUTCD standards and/or established City Policy
	X		Aligns with City plans
	X		Followed Public Engagement Plan (PEP): This traffic regulation change qualifies as an INVOLVE project

**Background:**

There is currently no stop sign for vehicles exiting Clarke Street onto Pearl Street. While many drivers yield out of caution, the absence of formal signage increases ambiguity, especially for unfamiliar drivers and vulnerable users. The intersection is adjacent to dense downtown residential housing, within walking distance to schools, bus routes, and community amenities.

Per MUTCD guidance, stop signs are warranted at intersections where a lower-volume street intersects with a higher-volume or through street, and where the lack of traffic control creates confusion or safety concerns. A stop sign on the minor street may be warranted when the major street has more than 6,000 vehicles per day and the minor street has more than 200 vehicles per day. Based on the latest CCRP vehicle counts, Pearl Street has around 7,800 vehicles/day, and Clarke Street has around <300/day.

Pearl Street is a known pedestrian corridor. Children and families regularly use this crossing, and it serves a downtown residential community. Stop signs can be installed to protect vulnerable road users where pedestrian volumes are high.

The proposed stop sign will increase safety by assigning clear right-of-way, encouraging full stops before crossing the sidewalk and crosswalk, and supporting pedestrian visibility.

**Upcoming Road Work Coordination:**

This location is scheduled for roadway resurfacing and curb ramp improvements in the fall of 2025. Coordinating the installation of the stop sign and associated pavement markings with the planned road work will improve implementation efficiency and reduce mobilization costs. It also minimizes disruption to nearby residents by combining construction activities into a single work period. Integrating the stop sign installation now ensures the regulatory change is reflected in the final street design and markings.

**Public Engagement:**

In accordance with the City’s Public Engagement Plan (PEP), DPW staff distributed flyers and notice of proposed changes to residents of Clarke Street and Pearl Street on August 29<sup>th</sup>, 2025. Feedback received was supportive of improved visibility and reduced risk at this location. (See Attachment-3.)

**Attachments:**

1. Regulation Change Form
2. Map Layout
3. Public Engagement Summary

**Attachment 1:**

**CITY OF BURLINGTON**

**In the Year Two Thousand Twenty-five**

**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): <u>Public Works Commission</u> Action: <u>Approval</u> Date: _____ Attestation of Adoption:  _____ <i>Phillip Peterson, PE</i> <i>Senior Transportation Planner, Technical Services</i> 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 signs locations.**  
.....

- (a) The following locations are hereby designated as stop sign locations:
  - (1)-(258) As written.
  - (259) ~~Reserved.~~ At the intersection of Clarke Street and Pearl Street, causing traffic on Clarke Street to stop.
  - (260)-(324) As written.

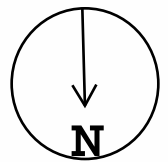
\*\* Material stricken out deleted.  
\*\*\* Material underlined added.

/ER: BCO Appx.C, Section 3  
8/29/25

Attachment 2:  
Map Layout



Proposed stop sign location (with stop bars) on Clarke Street along Pearl St corridor.



Burlington Department of Public Works  
645 Pine Street  
Burlington, VT 05401



**Attachment 3:**

**Clarke Street Proposed Stop Sign Locations Public  
Correspondence**

Hello,

I'm reaching out to voice my support for the proposed stop sign at Clarke St and Pearl St, and also advocate for more regular upkeep of the painted crosswalk markings as they're often worn and faded (as of today the markings are barely visible).

This is a tough intersection to navigate when turning onto Pearl St from Clarke St due to heavy traffic on Pearl St and limited visibility onto Pearl St from Clarke St, which often requires pulling into the crosswalk area in order to see cross traffic. This is made more difficult by the adjacent street parking on Pearl St which blocks visibility.

Additionally, the street parking on Clarke St directly at the intersection reduces the amount of space both vehicles and pedestrians have to navigate the intersection and often leads to conflicts in the crosswalk area when westbound vehicles on Pearl St turn right onto Clarke St while vehicles on Clarke St are attempting to turn onto Pearl St.

It is also very common for pedestrians to cross Pearl St at this intersection even though there is not a dedicated crosswalk, which can make navigating the area even more challenging.

Making the Clarke St leg of the intersection right turn only (vehicles entering the intersection from Clarke St are only allowed to turn right onto Pearl St), might make it easier for everyone to move through the intersection more smoothly and safely.

Thanks,  
Ben



---

# Memo

*Date:* September 17<sup>th</sup>, 2025

*To:* Public Works Commission

*From:* Christina Cangiolosi, Associate Public Works Engineer

*CC:* Phillip Peterson P.E., Senior Transportation Engineer & Planner

*Subject:* Champlain Elementary School Traffic Safety

---

## **Staff recommends the DPW Commission relocate (Attachment-1):**

### **7 No-parking areas.**

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

- (1)-(79) As written.
- (80) ~~On the east side of Pine Street beginning 25 feet south of entrance to Champlain Elementary school and continuing south for 50 feet.~~
- (80) Reserved.
- (81)-(550) As written.
- (551) ~~On the west~~ both sides of Pine Street from Sears Lane to Flynn Avenue.
- (552)-(591) As written.

### **16 Bus stops.**

(a) The following spaces are hereby designated as bus stops:

- (1)-(21) As written.
- (22) ~~On the east side of Pine Street starting twenty (20) feet south of the crosswalk in front of Champlain Elementary School and extending south one hundred sixty (160) feet, to be effective Monday through Friday between the hours of 7:00 a.m. to 9:00 a.m. and 1:30 p.m. to 4:00 p.m., holidays excepted.~~ On the east side of Pine Street starting thirty (30) feet

south of the southern driveway entrance to Champlain Elementary School and extending south one hundred and sixty-five (165) feet, to be effective Monday through Friday between the hours of 7:00 a.m. to 9:00 a.m. and 1:30 p.m. to 4:00 p.m., holidays excepted.  
 (23)-(25) As written.

(b)-(c) As written.

**Purpose & Need:**

In accordance with City Ordinance Chapter 20-3, the Department of Public Works (DPW) Director has implemented a temporary parking regulation in front of Champlain Elementary School to enhance student safety during drop-off and pick-up.

DPW Technical Services has been working closely with the Burlington School District to improve visibility and pedestrian safety at the mid-block crosswalk in front of the school. This initiative builds on last year’s installation of advance warning signage approaching the school zone and mid-block crosswalk.

As part of the pilot program, the following temporary traffic regulations changes have been made:

- The no-parking zone on the east side of Pine Street has been extended southward to improve sight lines near the mid-block crosswalk.
- The adjacent GMT bus loading zones have been shifted southward to align with the new no-parking area.

This is the only change proposed at this time. For visual reference, please see Attachment-2, which outlines the updated no-parking and bus loading zones in relation to the mid-block crosswalk.

**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			
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 Department of Public Works (DPW), in collaboration with the Burlington School District, has launched a pilot program aimed at improving visibility and increasing sight line distance to the mid-block crosswalk in front of Champlain Elementary School.

Although the existing GMT bus loading location meets the minimum required sight line distance required, the area presents multiple overlapping contact points – including a pedestrian crossing,

vehicle drop-offs, GMT bus parking, and yellow school bus pick-ups – that create an extenuating circumstance warranting the further improvement of sight lines.

Following a thorough on-site evaluation, DPW Staff proposed the following change to the DPW Director:

- Extend the no-parking zone southward on the east side of Pine Street to improve sight lines to the mid-block crosswalk.
- Relocate the adjacent bus loading areas further south to align with the expanded no-parking zone.

DPW Staff monitored drop-off and pick-up activities during the first week of school and noted the following:

- Improved Visibility: Relocating GMT buses further south significantly enhanced sight lines near the crosswalk.
- Effective Delineation: Vertical delineators clearly marked the no-parking zone and successfully discouraged use by parents during peak hours (see Attachment-3).
- Active Commuting: A high number of families walked or biked to school from both the north and south directions. DPW anticipates increased vehicle traffic as winter approaches.

DPW Staff will continue to meet with the Burlington School District during bi-weekly safety meetings. The City has provided recommendations regarding future traffic circulation plans around Champlain Elementary School during drop-off and pick-up. Before further City involvement, the School District will determine its next steps regarding potential circulation adjustments.

### **Public Engagement:**

Prior to the implementation of this pilot program, the Department of Public Works (DPW) Staff held multiple discussions with the Burlington School District to identify strategies for improving safety in front of Champlain Elementary School during student drop-off and pick-up. The primary concern raised during these discussions was the mid-block crosswalk.

To better understand the conditions on site, DPW Staff conducted several visits during both morning drop-off and afternoon pick-up periods. Based on these observations and collaborative input from the School District, the first and most immediate adjustment agreed upon was to:

- Extend the no-parking zone southward on the east side of Pine Street to improve sight lines to the mid-block crosswalk.
- Relocate the adjacent bus loading areas further south to align with the expanded no-parking zone.

These changes are part of a broader pilot program designed to enhance visibility and reduce potential conflicts between pedestrians, buses, and private vehicles.

# CITY OF BURLINGTON

In the Year Two Thousand Twenty-Five

## A Regulation in Relation to

Rules and Regulations of the Traffic Commission—

Section 7; No-parking areas.  
Section 16; Bus stops.

Sponsor(s): Public Works Commission  
Action: Approval  
Date: 9/17/2025  
Attestation of Adoption:

\_\_\_\_\_  
*Phillip Peterson, PE*  
*Senior Transportation Engineer & Planner, 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 7 No-parking areas and Section 16 Bus stops, designated of the Code of Ordinances of the City of Burlington is hereby amended as follows:

### **Section 7 No-parking areas.**

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

- (1)-(79) As written.
- (80) ~~On the east side of Pine Street beginning 25 feet south of entrance to Champlain Elementary school and continuing south for 50 feet.~~
- (80) Reserved.
- (81)-(550) As written.
- (551) ~~On the west both sides of Pine Street from Sears Lane to Flynn Avenue.~~
- (552)-(591) As written.

### **Section 16 Bus stops.**

(a) The following spaces are hereby designated as bus stops:

- (1)-(21) As written.
- (22) ~~On the east side of Pine Street starting twenty (20) feet south of the crosswalk in front of Champlain Elementary School and extending south one hundred sixty (160) feet, to be effective Monday through Friday between the hours of 7:00 a.m. to 9:00 a.m. and 1:30 p.m. to 4:00 p.m., holidays excepted. On the east side of Pine Street starting thirty (30) feet south of the southern driveway entrance to Champlain Elementary School and extending south one hundred and sixty-five (165) feet, to be effective Monday through Friday between the hours of 7:00 a.m. to 9:00 a.m. and 1:30 p.m. to 4:00 p.m., holidays excepted.~~
- (23)-(25) As written.

(b)-(c) As written.

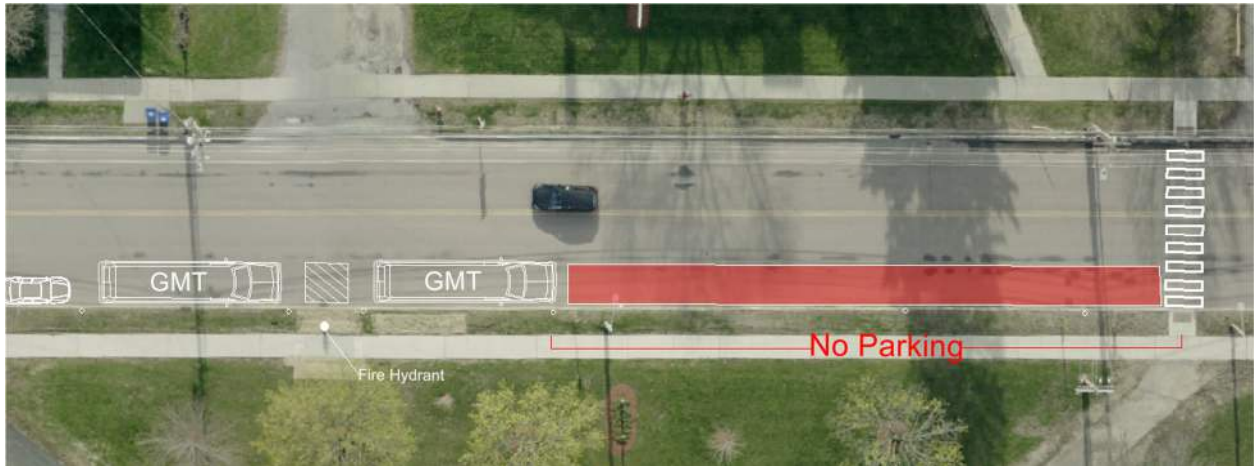
- \*\* Material stricken out deleted.
- \*\*\* Material underlined added.

TD: BCO Appx.C, Sec 7, Sec 16  
9/17/25

**Attachments:**

- 1. Traffic Regulation Amendment
- 2. Implementation Photos
- 3. Site Map

**Site Map (Attachment-2):**



**Implementation Photos (Attachment-3):**



# City Attorney

## MEMORANDUM

TO: City of Burlington, Public Works Commission  
City of Burlington, City Council  
City of Burlington, Ordinance Committee

FROM: Erik Ramakrishnan, Esq., Assistant City Attorney  
Christina Cangioli, Associate Public Works Engineer  
Phillip Peterson P.E., Senior Transportation Engineer & Planner

CC: Chapin Spencer, Director of Public Works  
Laura Wheelock P.E., Division Director of Tech Services/City Engineer  
Jackie Rowland, Division Director for Parking & Traffic

DATE: September 17, 2025 (PW Commission)  
September 29, 2025 (City Council – First Reading)  
October 21, 2025 (City Council – Second Reading)

SUBJECT: Modernization of City Parking Ordinances

---

On behalf of the Parking Services Division and Technical Services Division of the Department of Public Works, the City Attorney's Office is requesting the **Public Works Commission recommend approval** to the following amendments to the Burlington Code of Ordinances (see Attachment-1):

Section 20-1: The code refers interchangeably to the Public Works Commission in its role as the City's Traffic Commission as either the "traffic commission" or the "public works commission". For clarity, the proposed amendment defines "traffic commission" to mean the "public works commission". The code also refers in places to the "parking enforcement officer", which term is undefined. Other proposed amendments update the code by replacing reference to the police department with reference to the "parking enforcement officer". A definition is provided to clarify that the "parking enforcement officer" refers to appropriate personnel in the Department of Public Works.

Section 20-23: Appendix C delineates parking and traffic rules for every street in the City at a granular level. While ensuring community engagement and a public process, the requirement to go to the Public Works Commission to adopt rules by ordinance for a parking space, intersection, or street section to respond to changed circumstances or new information sometimes hampers staff's ability to respond to safety concerns or to meet the City's obligations under state and federal disability access laws. Staff will be presenting a proposal to the commission soon asking for delegated authority in Appendix C in the following circumstances:

(1) To designate accessible street parking spaces when necessary or convenient to comply with federal and state disability access laws;

(2) To establish or change school zones or to establish or modify crossing guard placements in response to requests from the school department or when warranted by changed circumstances or new data;

(3) To prohibit parking when necessitated based upon safety assessments, including to address line-of-sight issues at intersections or commercial driveways;

(4) To implement or modify restrictions on right turns at intersections when warranted by safety assessments; and

(5) To implement or modify restrictions that substantially conflict with published safety or engineering standards, including, without limitations, the city's own approved standard engineering specifications, the Public Right-of-Way Accessibility Guidelines and other relevant standards published by the United States Access Board, the Manual on Uniform Traffic Control Devices and other standards published by the Federal Highways Administration, binding regulations or safety guidelines published by the Vermont Agency of Transportation, and relevant guidelines published by the American Association of State Highway and Transportation Officials.

The proposed addition of new Section 20-23(c) would enable the delegation sought. Staff's intent would be to exercise delegated authority on a provisional basis until the City's traffic regulations are formally amended.

Section 20-41: This section pertains to school zones. A conforming change is proposed to be consistent with language proposed for Section 20-23.

Section 20-53(b): This subsection authorizes the Public Works Commission to place traffic and parking control devices on City streets. In reality, the commission adopts regulations, and the Department of Public Works posts signage consistent with those regulations. The distinction between the legal fiction and the reality will be material if staff is delegated authority in the future as described above in the discussion of proposed changes to Section 20-23. Thus, an amendment is proposed authorizing staff to post signage when allowed by the commission.

Section 20-53(c): A new subsection (c) is proposed to address circumstances where parking tickets have been dismissed by the Superior Court because Appendix C describes the approximate location of a no parking zone rather than the precise location. When this occurs, staff is given some discretion where to post signage, which leaves open the possibility that the signage has not been posted exactly as intended by the commission. The intent of the new language is to shift the burden in such circumstances to the person challenging the ticket to show that signage has not been posted in the correct location. The presumption behind this change is that when the Commission fails to specify an exact location for something, it intends to confer discretion.

Section 20-55(a): Clause (8) prohibits parking in areas closed pursuant to Section 20-63. Because Section 20-63 is also being proposed for amendment to address areas encumbered pursuant to Section 27-33, Clause (8) is amended to clarify that it applies even when only a portion of a street is closed, and Clause (10) is deleted as duplicative.

Section 20-55(d): An edit is proposed to eliminate pejorative language. A conforming edit is also proposed in anticipation of a future amendment to Appendix C. The language of subsection (d) currently prohibits parking in an accessible space designated by the traffic commission. Because the City has a historic practice of requiring that every accessible space be individually designated by the commission, the City often is not able to respond quickly to accommodations requests that it is required to grant under federal law. To address this concern, staff will soon be asking the public works commission to amend Appendix C to include a process to allow provisional designation of accessible spaces at a staff level. The proposed deletion in subsection (d) is a conforming change in anticipation of that process. Whether the commission accepts the proposed procedure, referencing the traffic commission in subsection (d) is unnecessary to render the subsection effective.

Section 20-61: An edit is proposed to reflect that the public works department now handles parking enforcement.

Section 20-63: Provisions of the code regarding encumbered parking assume the existence of individual parking meters for all on-street parking spaces in the City, in that historically spaces could be encumbered by placing locked hoods on individual parking meters. The City is moving away from individual parking meters because they are expensive to maintain, they complicate sidewalks maintenance, and they have the potential to make sidewalks less accessible by narrowing the path of travel. As such, encumbered spaces should be marked with temporary signs, as described for other street closures described in Section 20-63. Adding such closures within the coverage of Section 20-63 also simplifies Section 20-55, addresses towing consistent with changes proposed to Section 20-71, and clarifies the fine applicable to parking illegally in an encumbered space, pursuant to Section 20-66(b)(5). The changes to this section reflect current practice based on a teleological interpretation of the code, thereby eliminating any ambiguity.

Section 20-66: Changes are proposed to remove pejorative language from Clauses (1) and (7) of Subsection (b). A change is also made to Clause (1) to make the fine for parking in an accessible space illegally the same as under state law, which currently is \$200.00. Changes to Clause (7) also remove an ambiguity in that Clause (7) states that the charge for nonmetered violations, except idling in accessible spaces and idling, is \$75.00. This conflicts with Clause (6) of the same Subsection, which applies a \$200.00 charge for removal of a vehicle being processed for towing.

Section 20-67: An edit is proposed to reflect that the public works department now handles parking enforcement.

Section 20-71: Currently, the code indicates that parking enforcement officers “shall” tow a vehicle anytime it is parked in violation of Section 20-55. Not every violation of Section 20-55 warrants towing, so that an amendment is proposed to state that a vehicle may be towed anytime it violates any provision of the code if the vehicle is: blocking access, interfering with construction activities, near a hydrant, in an accessible space, in an area closed to parking (including encumbered parking), parked in a manner that threatens public health or safety, or parked illegally for at least 24 hours; or if more than \$275.00 in outstanding fines has accumulated.

Section 20-72: An edit is proposed to reflect that the public works department now handles parking enforcement.

Section 20-73: An edit is proposed to reflect that the public works department now handles parking enforcement. Additionally, proposed amendments to this section and to Section 20-79 make clear that if a vehicle is towed upon accumulation of \$275.00 in outstanding fines, the owner must repay the entire fine to recover the vehicle. Currently, it is sufficient to pay down the accumulated fines to the \$275.00 limit. However, commonly, owners who pay down their fines to this limit quickly accrue additional fines and face towing again. The intent is to remove that possibility. An additional non-substantive amendment avoids the separate enumeration of Clause (1) of Subsection (b). Because there is no Clause (2), setting off Clause (1) from the remainder of the Subsection is unnecessary.

Section 20-79: the proposed edit relates to the \$275.00 limit described above for Section 20-73.

Sections 20-83, 20-84, 20-87, & 20-101: Edits are proposed that are declaratory of existing law to reflect that the City is moving away from individual parking meters. An edit is also proposed to clarify that credit card service fees are the responsibility of the parker. This is consistent with current City practice since the City provides the option to pay at kiosks with coin. In the future, providing that option may become less practical, so that clarification is warranted.

Section 20-95: Edits are proposed to eliminate pejorative language.

Section 20-110: A new code section is proposed to clarify the City’s authority to rent space in private parking facilities and to ensure that the City has appropriate ticketing and towing authority in such rented facilities.

Section 27-33: Edits are proposed regarding encumbered spaces, as discussed above with respect to other sections.

**Purpose & Need:**

The goal of these proposed Chapter 20 and Appendix C changes is to simplify and expedite the approval and enforcement of parking and traffic regulations, clarify roles and responsibilities, and update outdated provisions. These amendments will improve efficiency, enhance responsiveness to community needs, and support timely implementation of safety and accessibility improvements.

- **Improving Accessibility:** Streamlined processes will enable quicker responses to requests for changes that enhance accessibility, such as ADA parking spaces and school zones.
- **Efficiency in Safety-Related Amendments:** With an expedited approval process, safety-related changes can be implemented faster, reducing risks associated with delayed action on critical traffic issues.
- **Alignment with Current Guidelines:** These proposed amendments will ensure that our processes align with the latest recommendations from the Public Rights-of-Way Accessibility Guidelines (PROWAG) and the Manual on Uniform Traffic Control Devices (MUTCD).
- **Correcting Legal and Procedural Ambiguities:** The current code sometimes reflects a legal fiction rather than actual practice (for example, the Commission “posting signage”). Updating the language avoids confusion, reduces legal risk, and reflects how responsibilities are actually carried out.

**Project Checklist:**

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		x		PROWAG, MUTCD, ADA, VTrans, Established DPW Policies
Aligns with City plans?		x		City Transportation Plan, planBTV Walk Bike, BSD School Travel Plan
Followed Public Engagement Plan?		x		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

**Enhancing Efficiency While Preserving Oversight**

These ordinance updates follow from discussions with the Public Works Commission in November 2024, where staff outlined a framework for modernizing the City’s traffic regulation amendment process. The Commission was informed at that time that the existing system, which requires Commission level action on even minor regulatory adjustments, can delay implementation of important safety measures, accessibility accommodations, and compliance with state and federal standards.

The proposed amendments reflect staff’s ongoing effort to align the City’s practices with modern transportation standards such as the Manual on Uniform Traffic Control Devices (MUTCD), the Public Rights of Way Accessibility Guidelines (PROWAG), and applicable ADA requirements. By clarifying definitions, reducing procedural ambiguity, and

delegating limited authority to staff, the City will be better able to respond promptly to changing conditions while maintaining transparency and community involvement.

This approach preserves the Commission’s oversight role on broader policy and regulatory matters while ensuring that urgent or legally mandated adjustments such as accessible parking, school zones, or safety related signage can be addressed in a timely and consistent manner.

### **Upcoming Appendix C Amendments**

Once the Chapter 20 ordinance changes are approved, Department of Public Works staff will bring forward proposed amendments to Appendix C. These amendments will implement the updated processes for staff-level traffic regulation adjustments, including accessible parking, school zones, and safety-related changes, see Attachment-2.

Staff anticipates presenting the Appendix C amendments to the Public Works Commission at the November 2025 meeting. A draft of the proposed changes is attached for review and consideration.

### **Timeline and Next Steps**

- **Public Works Commission – September 17, 2025:** Recommend approval of the ordinance updates as presented.
- **City Council – First Reading – September 29, 2025:** Waive the rules and approve the first reading of the proposed parking enforcement ordinance.
- **City Council – Second Reading – October 21, 2025:** Waive the rules and approve the second reading of the ordinance.
- **Public Works Commission – November 2025:** Staff will return to present specific Appendix C amendments for consideration, consistent with the updated process.
- **Implementation:** Following all Council, Commission, and Committee approvals, staff will update the Code of Ordinances, and Traffic Regulations communicate changes to enforcement and operations teams, and provide public notice.

### **Attachments:**

1. Chapter 20 BCO Amendment
2. DRAFT Appendix C Amendment

CITY OF BURLINGTON

In the Year Two Thousand Twenty-Five

An Ordinance in Relation to

PARKING ENFORCEMENT

ORDINANCE \_\_\_\_\_
Sponsor: Public Works Commission
Public Hearing Dates: \_\_\_\_\_
First reading: \_\_\_\_\_
Referred to: \_\_\_\_\_
Rules suspended and placed in all
stages of passage: \_\_\_\_\_
Second reading: \_\_\_\_\_
Action: \_\_\_\_\_
Date: \_\_\_\_\_
Signed by Mayor: \_\_\_\_\_
Published: \_\_\_\_\_
Effective: \_\_\_\_\_

It is hereby Ordained by the City Council of the City of Burlington as follows:

1 That Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and
2 hereby is amended by amending Sec. 1, thereof to read as follows:

3 As written, with the following definitions inserted in alphabetical order:

4 Parking enforcement officer: Means any city employee designated by the director of public works or
5 designee to enforce the parking restrictions of this code.

6 Traffic commission: Means the public works commission.
7

8 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and
9 hereby is amended by amending Sec. 23, thereof to read as follows:

10
11 (a) and (b), as written.

12 (c) The board of traffic commissions may adopt regulations delegating its authority under this section
13 to the director of public works or their designee, for the following purposes:

14 (1) To designate accessible street parking spaces when necessary or convenient to comply
15 with federal and state disability access laws;

16 (2) To establish or change school zones or to establish or modify crossing guard placements in
17 response to requests from the school department or when warranted by changed circumstances or new data;

18 (3) To prohibit parking when necessitated based upon safety assessments, including to address
19 line-of-sight issues at intersections or commercial driveways;

20 (4) To implement or modify restrictions on right turns at intersections when warranted by
21 safety assessments; and

22 (5) To implement or modify restrictions that substantially conflict with published safety or
23 engineering standards, including, without limitations, the city's own approved standard engineering

24 specifications, the Public Right-of-Way Accessibility Guidelines and other relevant standards published by  
25 the United States Access Board, the Manual on Uniform Traffic Control Devices and other standards  
26 published by the Federal Highways Administration, binding regulations or safety guidelines published by the  
27 Vermont Agency of Transportation, and relevant guidelines published by the American Association of State  
28 Highway and Transportation Officials.

29

30 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
31 hereby is amended by amending Sec. 41, thereof to read as follows:

32 The traffic commission is hereby authorized to establish school zones, and to authorize staff to  
33 establish school zones consistent with subsection (c) of section 20-23 of this code, by causing the same to be  
34 designated by appropriate signs indicating the speed limit and erected not more than five hundred (500) feet  
35 in advance of a school ground or of a pedestrian crossing customarily used by school pupils.

36

37 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
38 hereby is amended by amending Sec. 53, thereof to read as follows:

39 (a), *as written.*

40 (b) The traffic commission may conspicuously place, or authorize the public works director or  
41 designee to place, suitable signs in and near the areas affected by the parking regulations of this article,  
42 plainly indicating such regulations.

43 (c) Whenever the traffic commission's regulations identify an approximate location for signage to be  
44 placed, the actual placement chosen by the public works director or designee shall be entitled to a rebuttable  
45 presumption of correctness.

46

47 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
48 hereby is amended by amending Sec. 55, thereof to read as follows:

49 (a) No operator or driver of any vehicle shall stop, stand or park the same in any of the following  
50 places, except when necessary to avoid conflict with other traffic or in compliance with the direction of a  
51 police officer or official traffic sign or except momentarily to pick up or discharge a passenger:

52 (1) to (7), *as written.*

53 (8) Any street or portion of a street closed pursuant to section 20-63;

54 (9), *as written.*

55 (10) ~~[Reserved]. In a metered parking space where the meter for such space is covered with a hood~~  
56 ~~issued pursuant to Section 27-33. This prohibition shall not apply to vehicles engaged in the activities~~  
57 ~~allowed by the permit issued pursuant to Section 27-33;~~

58 (11) to (16), as written.

59 (b) and (c), as written.

60 (d) No person shall park any vehicle in any parking space designated by the traffic commission for  
61 parking for ~~the handicapped individuals with disabilities~~ unless the vehicle displays ~~special handicapped~~  
62 license plates or placards issued pursuant to 23 V.S.A. 304a, or any amendment or renumbering thereof.

63 (e) and (f), as written.

64

65 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
66 hereby is amended by amending Sec. 61, thereof to read as follows:

67 No person shall leave a vehicle in the same place within the limits of a street for a period longer than  
68 three (3) days. This period starts when the police department or parking enforcement officer observes a  
69 vehicle in a space. From that time the vehicle must be moved within three (3) days. For the purposes of this  
70 section the term moved is defined as relocating a vehicle at least twenty-five (25) feet from its original  
71 location for a time period of thirty-six (36) hours.

72

73 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
74 hereby is amended by amending Sec. 63, thereof to read as follows:

75 For the purpose of cleaning, clearing, oiling, repairing, surfacing a street, special events, parades, or  
76 pruning or removing trees, or for parking encumbered pursuant to Section 27-33, the street department, parks  
77 department, or police department may close such street or portion of a street to the parking of vehicles by  
78 causing signs to be posted thereon in conspicuous locations indicating the prohibition of parking thereon.  
79 The signs shall be posted by 6:00 p.m. and the prohibition shall be effective 12:00 a.m. the following day.  
80 Such prohibition shall remain in effect until such signs are removed, and during the period when parking is  
81 so prohibited, no person shall park a motor vehicle on any such street.

82

83 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
84 hereby is amended by amending Sec. 66, thereof to read as follows:

85 (a), as written.

86 (b) Nonmetered Parking Offenses:

87 (1) ~~Handicapped Accessible~~ parking. The penalty for ~~handicapped~~ parking violations as set forth in  
88 Section 20-55(d) shall be ~~one hundred twenty five dollars (\$125.00)~~ as set forth in 23 V.S.A. § 304a(e)(1), as  
89 the same may be amended or renumbered from time to time.

90 (2) *to (6), as written.*

91 (7) Other nonmetered parking offense. "Nonmetered parking offense" means any parking offense set  
92 out in this Code, except violations related to metered parking. The penalty for violations of nonmetered  
93 parking offenses except ~~handicapped parking and idling as indicated~~ shall be seventy-five dollars (\$75.00).

94 (8) *and (9), as written.*

95 (c), *as written.*

96

97 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
98 hereby is amended by amending Sec. 67, thereof to read as follows:

99 (a), *as written.*

100 (b) Any person who has violated any ordinance regarding parking in the city may within thirty (30)  
101 days from the date of such violation waive in writing the issuance of any process in a trial by jury or hearing  
102 and voluntarily pay ~~to the police department of the city~~ the penalty prescribed in Section 20-66. Payments  
103 may be made by cash, check, money order, credit card or online payment.

104

105 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
106 hereby is amended by amending Sec. 71, thereof to read as follows:

107 (a) Under the provisions of this division, any police officer or parking enforcement officer shall cause  
108 a motor vehicle parked in violation of the following to be moved or removed to any public garage or other  
109 place designated by him within a five-mile radius from the boundaries of the city:

110 (1), *as written.*

111 (2) ~~Designated prohibited areas, as set forth in section 20-55 of this Code;~~ In any manner that violates  
112 any provision of this code if:

113 (i) The vehicle is interfering unreasonably with the free flow of traffic, including through,  
114 into, or out of any public or private parking area, driveway, or right of way;

115 (ii) The vehicle is parked in a manner that interferes unreasonably with any lawful  
116 construction activity;

117 (iii) The violation constitutes or includes a violation of Section 22-55(a)(3), (a)(8), or (d) of  
118 this code;

119 (iv) When allowed pursuant to Section 20-79 of this code;

120 (v) In any location where, in the opinion of the parking enforcement officer, such vehicle  
121 creates an immediate traffic hazard or otherwise endangers the public health, safety, or welfare; or

122 (vi) The violation continues for a period of not less than twenty-four (24) hours following  
123 ticketing.

124 *(3) to (5), as written.*

125 *(b) and (c), as written.*

126

127 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
128 hereby is amended by amending Sec. 72, thereof to read as follows:

129 ~~The chief of police~~ parking enforcement officer and the owner of any public garage to which a  
130 vehicle is removed shall keep a record of each vehicle so removed by manufacturer's trade name or make,  
131 registration number or motor number if the vehicle is not registered, registered owner if the vehicle bears a  
132 Vermont registration, such other descriptive matter as may be necessary to identify such vehicle, and the  
133 name and address of any claimant thereof. ~~The chief of police~~ parking enforcement officer shall, in addition,  
134 keep a record showing the date of such removal, the place to which such removal is made and the reason for  
135 such removal. All such records shall be open to public inspection at all times.

136

137 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
138 hereby is amended by amending Sec. 73, thereof to read as follows:

139 Before the owner shall be permitted to reclaim a vehicle which has been removed pursuant to this  
140 division, he shall:

141 (a) Furnish satisfactory evidence to the ~~chief of police~~ parking enforcement officer and to the owner  
142 or person in charge of such public garage of his identity and of his ownership of such vehicle;

143 (b) Pay ~~to the police department~~ all outstanding charges for violation of the offenses described in  
144 ~~section 20-79(a)~~ this article, and all charges for removing said vehicle and all charges for the storing and  
145 parking thereof, and for publication of record of removal; ~~or (1) p~~ Post a bond, ~~certified by the chief of police~~  
146 ~~or his duly authorized representative, which is equal to the amount of charges~~ dues set forth in (b) above; and

147 (c) Sign a written receipt acknowledging delivery of said vehicle;.

148 (d), as written.

149

150 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
151 hereby is amended by amending Sec. 79, thereof to read as follows:

152 (a) Any motor vehicle parked in violation of city ordinance upon any public highway of the city or at  
153 the Burlington International Airport, including such ways, streets, alleys, lanes or other places as may be  
154 open to the public, the owner of which has accumulated unpaid parking violations totaling two hundred  
155 seventy-five dollars (\$275.00) or more, not including the amount attributable to the present violation, may be  
156 removed and stored pursuant to this division. Thereupon, the vehicle may be reclaimed pursuant to Section  
157 20-73. In order to reclaim the impounded vehicle, the owner shall pay charges for outstanding violations  
158 such that the total amount owed in fines and fees pursuant to ordinance violations is reduced to less than two  
159 hundred seventy five dollars (\$275.00), all outstanding removal charges previously assessed and the charges  
160 imposed by this division for such removal and storage or until the requirements of Section 20-73(b)(1) have  
161 been met. Fines shall not be avoided by the transference of title or registration, or the purchasing of a  
162 different vehicle.

163 (b) and (c), as written.

164

165 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
166 hereby is amended by amending Sec. 83, thereof to read as follows:

167 The board of public works commissioners is hereby authorized to establish zones to be known as  
168 parking meter zones in all or part of such areas on the streets of the city as they may deem necessary. For  
169 greater clarity, the term “parking meter zone” includes all on-street paid parking within the city, whether a  
170 meter is physically present for each metered space. Nothing in this code or its appendices shall be construed  
171 to prevent the city from using parking kiosks, other forms of multi-space metering, or web-based  
172 applications, to collect parking fees, whether in parking meter zones or other city owned or operated parking  
173 facilities.

174

175 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
176 hereby is amended by amending Sec. 84, thereof to read as follows:

177 (a) ~~The public works commission shall cause parking meters to be installed in parking meter zones~~  
178 ~~established under this division.~~ The public works commission shall also cause the installation of necessary

179 curb and street markings for on-street paid parking, provide for the regulation and operation thereof, and  
180 maintain ~~said parking meters, including multi-space meters, instructions for online payment via web-based~~  
181 applications, kiosks, or similar apparatus and/or multi-space meters in workable condition.

182  
183 (b) ~~Meters and/or multi-space meters~~ Payment devices shall be placed upon the curb next to  
184 individual parking spaces or in proximity of designated parking spaces, and shall be so constructed as to  
185 accept payment as indicated by instructions upon the ~~meter device~~.

186 (c) Whenever any payment processor charges a fee for the use of a credit card to pay for metered  
187 parking, the person responsible for payment for the parking shall also be responsible for the payment  
188 processor's charges.

189  
190 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
191 hereby is amended by amending Sec. 87, thereof to read as follows:

192 (a) When any vehicle is parked in any meter zone in accordance with the provisions of this division,  
193 the operator of the vehicle shall, upon entering the parking space, immediately pay in accordance with  
194 instructions on the ~~meter and/or multi-space meter payment apparatus~~ as indicated by the legend thereon, and  
195 failure to make such payment ~~or to operate the meter~~ shall constitute a misdemeanor. Upon payment, the  
196 parking space may be lawfully occupied by such vehicle for a period as set out in App. C, Section 19.

197 (b), *as written.*

198  
199 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
200 hereby is amended by amending Sec. 95, thereof to read as follows:

201 20-95 ~~Disabled persons~~ Individuals with disabilities exempt from requirements.

202 ~~Any person who is blind, who has an ambulatory handicap, or who is temporarily disabled with an~~  
203 ~~ambulatory handicap shall be entitled to~~ Any person who is blind, or who has a permanent or temporary  
204 ambulatory disability, may park without fee for an unlimited period in a parking zone which is restricted as  
205 to the length of time parking is permitted. This section shall not apply to zones in which parking, standing or  
206 stopping of all vehicles is prohibited, which are reserved for special vehicles, or where parking is prohibited  
207 by any parking ban. As a condition to this ~~privilege right~~, the vehicle shall display the ~~special handicapped~~  
208 parking card, plate or placard issued by the state commissioner of motor vehicles as required in 23 V.S.A.  
209 304a, or a ~~handicapped~~ similar license plate, card or other identification issued by any other state.

210

211 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
212 hereby is amended by amending Sec. 101, thereof to read as follows:

213 In each lot owned or leased by the city for the purpose of parking, ~~meters and/or multi-space meters~~  
214 payment apparatus shall be placed upon the curb or in proximity to parking spaces, and shall be so  
215 constructed as to accept payment as indicated by instructions ~~thereupon-said-meter~~.

216

217 And that Chapter 20, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Burlington be and  
218 hereby is amended by adding Sec. 110, thereof to read as follows:

219 The public works commission may, with the approval of the city council, authorize the mayor to  
220 execute leases for space within private parking facilities, wherein the city may charge for parking at rates the  
221 same or substantially the same as rates charged in public garages within the city, and wherein the parking  
222 enforcement officer shall have the same authority to ticket or tow vehicles as for public garages.

223

224 And that Chapter 27, Streets and Sidewalks, of the Code of Ordinances of the City of Burlington be and  
225 hereby is amended by amending Sec. 33, thereof to read as follows:

226 (a), *as written*.

227 (b) Permits for the obstruction of metered parking spaces may be issued for the following purposes  
228 only:

229 (1) Construction, repair or maintenance work on abutting or nearby properties;

230 (2) Loading or unloading goods, people, materials or equipment, or the use of such  
231 equipment, on abutting or nearby properties;

232 (3) Working in that immediate area of the street;

233 (4) The parking of vehicles used for events; or

234 (5) Any other uses as approved by city council.

235 The permit and the application for the permit shall state the nature of the obstruction, the purpose of the  
236 obstruction, and the time allowed for it to remain or continue. The permit shall specify the number of  
237 metered spaces to be obstructed. The permit shall be subject to reasonable conditions imposed by the  
238 director of public works or designee, including reasonable indemnification provisions approved as to form by  
239 the city attorney or designee.

240 (c) The department of public works shall upon issuance of the permit issue ~~an appropriate number of~~  
241 ~~meter hoods to the applicant for each parking space to be obstructed. Upon the face of each hood shall be~~  
242 ~~indicated in bold face "NO PARKING — TOW AWAY ZONE."~~ The applicant shall place the meter hood  
243 ~~over the meter by 6:00 p.m. the preceding day~~ signage to be placed as described in Section 20-63.

244 (d) to (f), as written.

245

246 \* Material stricken out deleted.

247 \*\* Material underlined added.

248

249

250

251

252 ER/ER/Ordinances 2025/*Parking Enforcement*

# CITY OF BURLINGTON

In the Year Two Thousand Twenty-Five

## A Regulation in Relation to

Rules and Regulations of the Traffic Commission—

- 7 No-parking areas.
- 7A Accessible spaces designated.
- 15 Designated school zones.
- 19 Parking rates.
- 20 Prohibition of turns on red signal.
- 21 School crossing guards.

Sponsor(s): Public Works Commission

Action: DRAFT

Date: XX/XX/XXXX

Attestation of Adoption:

\_\_\_\_\_  
*Phillip Peterson, PE*

*Senior Transportation Engineer & Planner, 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 and 15 Designated school zones, designated of the Code of Ordinances of the City of Burlington is hereby amended as follows:

### Section 7 No-parking areas.

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

(1)-(591) As written.

(b) Notwithstanding subsection (a) or any other provision of this appendix, whenever necessary or convenient in response to a reasonable request from the public or when warranted by changed circumstances or new data, and whenever existing rules are substantially inconsistent with binding regulations or safety guidelines published by the U.S. Access Board, the Federal Highways Administration, the Vermont Agency of Transportation, or the American Association of State Highway and Transportation Officials, the public works director or designee may designate new no-parking areas, change or modify the locations of existing no-parking areas, or make other changes affecting no-parking areas, including, without limitation, removals that are necessitated by safety assessments. Such designations, changes, or modifications shall become effective and enforceable upon the posting of reasonable signage directing motorists accordingly. Within a reasonable time after making such designation, change, or modification, the public works director or designee shall propose to the traffic commission a formal amendment to subsection (a) of this section to reflect said designation, change, or modification; provided that the failure to do so shall not render an existing designation, change, or modification invalid or unenforceable.

### Section 7A Accessible spaces designated.

(b) No person shall park any vehicle at any time in the following location, except automobiles displaying ~~special handicapped~~ license plates or placards issued pursuant to ~~18 V.S.A. § 1325~~ 23 V.S.A. § 304a, or any amendment or renumbering thereof:

(1)-(173) As written.

(b) Notwithstanding subsection (a) or any other provision of this appendix, whenever necessary or convenient to comply with federal and state disability access laws, and whenever existing parking rules are substantially inconsistent with the Public Right-of-Way Accessibility Guidelines, or other relevant standards published by the United States Access Board, the public works director or designee may designate new accessible spaces or change or modify the locations of existing accessible spaces. Such designations, changes, or modifications shall become effective and enforceable upon the posting of reasonable signage directing motorists accordingly. Within a reasonable time after making such designation, change, or modification, the public works director or designee shall propose to the traffic commission a formal amendment to subsection (a) of this section to reflect said designation, change, or modification; provided that the failure to do so shall not render an existing designation, change, or modification invalid or unenforceable.

#### **Section 15 Designated school zones.**

(a) The following streets are hereby designated as school zones. No person shall operate a vehicle at a rate of speed greater than twenty-five (25) miles per hour on the following streets:

(1)-(32) As written.

(b) Notwithstanding subsection (a) or any other provision of this appendix, whenever necessary or convenient in response to a reasonable request from the school department or when warranted by changed circumstances or new data, and whenever existing rules are substantially inconsistent with binding regulations or safety guidelines published by the U.S. Access Board, the Federal Highways Administration, the Vermont Agency of Transportation, or the American Association of State Highway and Transportation Officials, the public works director or designee may designate new school zones, change or modify the locations of existing school zones, or make other changes affecting school zones, including, without limitation, adjusting rules for student drop off and pick up. Such designations, changes, or modifications shall become effective and enforceable upon the posting of reasonable signage directing motorists accordingly. Within a reasonable time after making such designation, change, or modification, the public works director or designee shall propose to the traffic commission a formal amendment to subsection (a) of this section to reflect said designation, change, or modification; provided that the failure to do so shall not render an existing designation, change, or modification invalid or unenforceable.

#### **Section 19 Parking rates.**

(a), (b), (c), (d), (e), and (f) As written.

(g) With the commission's recommendation, the City Council may approve leases of private parking garages, lots, and other facilities, which the City shall lease and operate in the public interest. Parking rates for leased parking facilities shall be set by lease, and the City shall have the same power to enforce parking rules and regulations in leased facilities as for other city parking facilities, including the power to issue tickets and to tow vehicles. Parking facilities leases shall be approved as to form by the City Attorney and signed by the Mayor.

#### **Section 20 Prohibition of turns on red signal.**

Notwithstanding any general authorization otherwise contained in the statutes of the State of Vermont, the ordinances of the City of Burlington or the regulations of the board of traffic commissioners, it shall be unlawful at the following intersections within the City of Burlington for an operator of a motor vehicle to make a right-hand turn against a traffic signal which is indicating red:

(a) At all times at the following locations:

(1)-(51) As written.

(b) At times when an illuminated sign indications "No Turn On Red" is displayed to drivers at the following locations:

(1)-(21) As written.

(c) Notwithstanding ....

**Section 21 School crossing guards.**

---

(a) Motor vehicles shall be operated in conformance with directions given by adult school crossing guards, who are hereby given the authority to direct vehicular traffic at the following locations:

(1)-(33) As written.

(b) Notwithstanding subsection (a) or any other provision of this appendix, whenever necessary or convenient in response to a reasonable request from the school department or when warranted by changed circumstances or new data, the public works director or designee may designate new school crossing guard locations, change or modify the locations of existing school crossing guard locations, or make other changes affecting school crossing guard locations. Such designations, changes, or modifications shall become effective and enforceable upon the posting of reasonable signage directing motorists accordingly. Within a reasonable time after making such designation, change, or modification, the public works director or designee shall propose to the traffic commission a formal amendment to subsection (a) of this section to reflect said designation, change, or modification; provided that the failure to do so shall not render an existing designation, change, or modification invalid or unenforceable.

\*\* Material stricken out deleted.

\*\*\* Material underlined added.

TD: BCO Appx.C, Sec 7, Sec 16



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine St. Suite A  
Burlington, VT 05401  
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802.863.0466 FAX  
802.863.0450 TTY

**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

**Lee Perry**  
*DIVISION DIRECTOR  
DPW MIANTENANCE DIVISION*

## **MEMORANDUM**

To: Department Of Public Works Commission

From: Chapin Spencer, Director Public Works  
Lee Perry, Division Director DPW Maintenance Division  
Megan Moir, Division Director DPW Water Resources Division  
Rob Goulding, DPW Public Information Manager

Date: September 17, 2025

Re: Fall Clean Sweep Operation

### **Executive Summary:**

The Department of Public Works (DPW) Maintenance Division, in coordination with the Water Resources Division and the Parking & Traffic Division, is implementing a first ever fall clean sweep operation similar to our spring clean sweep operation that occurs annually (See attachment A FY25 Spring Clean Sweep Totals). The fall operation would mirror the same schedule as the spring clean sweep, starting mid-week on Wednesday, November 5, 2025, and continuing through Friday Morning November 14, 2025. No formal Commission action is needed at this time.

### **Background:**

A clean sweep operation is a combined effort by the Street Maintenance team, Parking Services, and Customer Service. Each play a role in many facets of the operation such as public information and outreach including notification in different publications such as North Avenue News and social media and attaching fliers to vehicles parked in the street the night prior to the specific zone being swept.

Staff from Street Maintenance then perform the sweeping in the overnight hours utilizing the two (2) City owned street sweepers and a contracted street sweeper for a total of three (3) sweepers. Parking Services agents ticket vehicles left in the street during the designated sweeping hours and

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).*

have them removed by tow truck to a designated area where residents will be able to retrieve their vehicle the next day.

Sweeping occurs by designated zones. Prior to the initial clean sweep date, parking ban lights located at the main corridor entrances to the City will be turned on indicating that there will be a parking ban. Once clean sweep starts by zone, the parking ban lights in that specific zone will be turned on prior to sweeping to alert residents that there will be a parking ban for that night. This enables our staff to thoroughly clean the street from curb to curb clearing the debris and hauling it away to our soil storage facility.

### **Benefits:**

DPW Maintenance Division and DPW Water Resources have discussed the idea of a fall clean sweep for the last few years. The benefits of removing leaf and silt debris prior to winter include:

- **Supporting Lake Health.** Removing leaves and vegetation along the curb line reduces the amount of phosphorous that enters the lake directly via the City MS4 (Municipal Separate Stormwater Sewer System). In the Combined Sewer area, reducing the amount of leaves and debris entering the combined pipes lowers the likelihood of combined sewer overflows to the lake during intense storms.
- **Reduces maintenance on our stormwater collection systems.** Reducing silt and debris from entering the collection system improves functionality and reduces maintenance by not having to clean catch basins, collection pipes, and stormwater treatment practices as often.
- **Improved compliance with State stormwater regulations.** The City's Municipal Separate Stormwater Sewer System (MS4) permit requires the City to annually report on our performance reducing pollution and stormwater runoff. The City is required to reduce the amount of phosphorus entering the lake.
- **Safer streets.** Removing leaves and other material from roadways reduces the slipperiness of the road surface for all travelers – but especially for pedestrians and cyclists when the roads are wet.
- **Provides additional revenue for the Street Maintenance Department.** Off-season sweeping (after November 1) is considered billable work.

### **Enhanced Public Education:**

Given the importance of this newly introduced second annual street sweeping and the potential for significant enforcement penalties, we are planning a robust public education campaign lasting approximately 6 weeks. This will include:

- Briefing key stakeholders including the Transportation, Energy & Utilities Committee & DPW Commission
- Enhanced website reflecting dates, contact information and educational information on water quality benefits
- Media release
- Multiple front porch forum and social media posts
- Multilingual translations, along with Propio real time interpretation for any call in questions
- Flyering by zone
- VT-Alert

### **Action Needed:**

No formal Commission action is needed as City Ordinance already provides the flexibility for the DPW to call a parking ban when needed and appropriately noticed. That said, we do need your help in spreading the word about the operation in order to achieve the highest compliance possible.

Last spring we had to ticket and tow 440 vehicles in order to complete the clean sweep. We are setting ourselves a goal to ticket and tow 10% fewer vehicles this season – which is an ambitious goal considering that this is the first year we have done a fall clean sweep. Your neighborhood communications and sharing our social media messaging will help this fall clean sweep go more smoothly.

We also look forward to receiving any feedback and guidance at the Commission meeting to best hone this effort. Please feel free to reach out with any questions.

**Attachment A:**

**FY25 Spring Clean Sweep Totals By Zone**

<b>Zone</b>	<b>Debris Collected Cubic Yards</b>	<b>Miles Swept</b>
A	73	64
B/H	142	99
F	116	67
G	148	91
D	93	95
E	123	105
C	91	78
<b>Totals</b>	<b>786</b>	<b>599</b>

This 786 yards of material represents approximately 100 single-axle dump truck loads.



# Downtown Public Parking Utilization

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PUBLIC WORKS COMMISSION

SEPTEMBER 17, 2025

# Current Parking Promotions

---

2 Hours Free – Downtown Garage

Downtown Restaurant & Retail Worker Free Parking in Downtown Garage

50% off monthly permits for new downtown businesses for first 6 months

2 Hours Free – Main Street / Winooski Ave Lot

- Started June 16<sup>th</sup>

1 Hour Free – Marketplace Garage

- Started July 21<sup>st</sup>

- Revenue for promotion allocated by City Council in FY26 budget

**ParkMobile Transactions**

<b>Marketplace</b>	<b>2023</b>	<b>2024</b>	<b>% Change</b>	<b>2025</b>	<b>% Change</b>
			<b>from 2023</b>		<b>from 2024</b>
May	12291	12725	3%	11690	-9%
June	13600	12635	-8%	11130	-14%
July	16378	12975	-26%	12590	-3%
August	16627	13593	-22%	12965	-5%

<b>Main Street</b>	<b>% Change</b>				
	<b>from 2023</b>				
May	2340			2008	-17%
June	2473			1507	-64%
July	2713			1101	-146%
August	2743			1663	-65%

<b>Downtown</b>	<b>% Change</b>				
	<b>from 2024</b>				
May	4936	5880	16%	5979	2%
June	5242	5196	-1%	5804	10%
July	6574	6739	2%	6049	-11%
August	6007	6129	2%	6312	3%

<b>On Street</b>	<b>% Change</b>				
	<b>from 2023-pre construction</b>				
May	58052	64188	10%	61318	5%
June	58811	62290	6%	58127	-1%
July	59127	66444	11%	63076	6%
August	64076	69611	8%	67084	4%

**ParkMobile Revenue**

	<b>2023</b>	<b>2024</b>	<b>% Change</b>	<b>2025</b>	<b>% change</b>	
			from 2023		from 2024	% of FY26 Budget
May	\$37,421.20	\$43,146.10	13%	\$38,332.80	-13%	
June	\$41,794.20	\$43,357.60	4%	\$36,767.40	-18%	
July	\$52,423.50	\$45,699.30	-15%	\$37,188.35	-23%	6%
August	\$52,077.30	\$45,047.50	-16%	\$31,730.80	-42%	5%

May	\$7,227.35			\$8,881.50	19%	
June	\$7,405.15			\$5,559.20	-33%	
July	\$9,881.75			\$1,703.55	-480%	1%
August	\$8,347.60			\$2,269.55	-268%	1%

May	\$16,023.20	\$21,186.00	24%	\$16,395.30	-29%	
June	\$16,395.80	\$18,957.00	14%	\$16,062.20	-18%	
July	\$20,922.20	\$24,077.60	13%	\$18,211.50	-32%	2%
August	\$18,489.40	\$17,669.30	-5%	\$20,963.90	16%	3%

**% Change**  
from 2023-pre  
construction

May	\$119,068.10	\$130,379.90	9%	\$149,007.00	13%	20%
June	\$121,967.45	\$127,822.90	5%	\$148,962.50	14%	18%
July	\$120,788.45	\$135,993.60	11%	\$176,450.52	23%	32%
August	\$131,820.55	\$140,069.40	6%	\$176,772.14	21%	25%

# Questions?

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**Jackie Esperti**

Division Director - Parking & Traffic Division

[jesperti@burlingtonvt.gov](mailto:jesperti@burlingtonvt.gov)



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

**FY'26 COMMISSION OFFICERS:**

At the July 2025 Commission meeting, the Commission voted to approve the following slate for FY'26:

- Chair: Chris Damiani
- Vice Chair: Eliana Fox
- Secretary: Valerie Ducharme

Congratulations all and thank you for your service!

**CONSTRUCTION UPDATES:**

- **Great Streets Main Street** has completed all utility work and the project is focusing on installing the tree cells, sidewalk, curbing, bike lanes, signal and light pole bases and more. The work on these surficial improvements is generally progressing from west to east. The corridor continues to generally be open nights and weekends and will be fully open during the winter shutdown period after Thanksgiving. This project remains on budget and ahead of schedule. We are projecting a summer 2026 completion date.
- **Champlain Parkway** also continues to make strong progress. We expect most of the Pine Street corridor between Kilburn and Main streets to be completed this season. This project remains on time and on budget with a summer 2026 completion date.
- **CY'25 paving contract** is advancing with work currently occurring on Archibald and Pearl streets. We worked to get the paving on Archibald done prior to school starting, but due to coordination challenges with the contractor, we were unable to get this done. That said, we have good coordination with the school department and have a good plan moving forward.
- **Wastewater Headworks Project** is the initial ~\$16.6M stage of the comprehensive upgrades to Burlington's wastewater treatment plants. The site work will be completed in the coming month. The review of the specifications for the headworks equipment is underway with the equipment expected to arrive this winter and coming spring. Projected completion for this initial phase is summer of 2026.

**ANNUAL DPW EMPLOYEE RECOGNITION**

I am looking forward to hosting our annual staff recognition event this Friday, September 12. Commissioners are welcome to attend! We have a great team and we don't stop enough and look back to see all that we've accomplished. Thank you to all the full time, part time, seasonal staff who keep this City running! From coordinating the public infrastructure improvements around Burlington Square to responding to the daily service requests submitted through SeeClickFix, our work is varied and never ceases.

See you all next Wednesday! Reach out anytime with any issue ([cspencer@burlingtonvt.gov](mailto:cspencer@burlingtonvt.gov)).