



Public Works Commission

Wednesday, October 15, 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

2. Agenda - 5 Minutes

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

4. Consent Agenda - 5 Minutes

4.1. Approval of Draft Minutes - 9-17-25

4.2. Intervale/Elmwood Avenue Parking

4.3. Church St ADA Parking Reallocation

4.4. Buell St 30 Minute Parking

5. Recycling Recommendation - 30 Minutes

Subject 5.1. Communication, L. Perry & C. Spencer

Meeting October 15, 2025 - DPW Commission Agenda 10-15-25 - Wednesday, October 15, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category 5. Recycling Recommendation - 30 Minutes

Department Public Works Department

Type Action

Recommended Action Motion To Approve

6. 150 Foot Parking Setbacks for Streets Without Sidewalks - 15 Minutes

Subject 6.1. Information, P. Peterson & C. Wuthrich

Meeting October 15, 2025 - DPW Commission Agenda 10-15-25 - Wednesday, October 15, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category 6. 150 Foot Parking Setbacks for Streets Without Sidewalks - 15 Minutes

Department Public Works Department

Type Information

Recommended Action None

7. Director's Report - 10 Minutes

Subject 7.1. Communication, C. Spencer

Meeting October 15, 2025 - DPW Commission Agenda 10-15-25 - Wednesday, October 15, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category 7. Director's Report - 10 Minutes

Department Public Works Department

Type

8. Commissioner Items

9. Adjournment & Next Meeting Date - November 19, 2025

Subject 9.1. Motion to adjourn

Meeting October 15, 2025 - DPW Commission Agenda 10-15-25 - Wednesday, October 15, 2025, 6:30 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

Category 9. Adjournment & Next Meeting Date - November 19, 2025

Department Council and Board

Type Action

Recommended Action Motion To Adjourn

DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING September 17, 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 Munteanu, Commissioner O’Neill-Vivanco

ITEM 1 – CALL TO ORDER

Commission Chair Damiani called the meeting to order at _____ p.m.

ITEM 2 – AGENDA

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

ITEM 3 – PUBLIC FORUM

Jenevieve Mascena to talk about the speed humps put in by Flynn School. Need crossing guard back at Barley Road, flashing lights for crosswalks.
Elizabeth Post of North Avenue also speaking of the speed humps by Flynn School. Concerns about speeding after the last light by Plattsburg Avenue.
Janis Caruso South Union and Maple. Parking meters put in or changes to parking for Champlain College.
Elizabeth Saylor and lives on Browe Court also speaking about the speed bumps on North Avenue.
Barbara ordinance concerns for parking. Concerns have been addressed.
Sharon Bushor parking ordinance.
Erik Ramakrishnan City Attorney’s Office 20-7 confirm this is the section. Sharon 20-71.
John speed bumps on North Ave
Jenevieve Mascena flashing crosswalks next one north Pennington Drive is another one where there are lots of families.

ITEM 4 – CONSENT AGENDA

- 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 St Parking Change
- 4.5 – Clarke St Stop Sign
- 4.6 – Champlain Elementary School Traffic Safety

Commissioner Barr made a motion to approve Consent Agenda.

Commissioner Munteanu seconded.

Discussion regarding Clarke St stop sign.

Unanimous approval

ITEM 5 – PARKING ORDINANCE

Philip Peterson overview of the plan.

Chair Damiani is looking for a motion in reference to the e mail Director Spencer sent out today regarding the Car Share and staff discretion – looking for a motion on the adjusted motion that was provided by staff.

Commissioner Barr made a motion to accept staff's recommendation for this step in the process.

Commissioner O'Neil-Vivanco seconded the supplemental language in the amended motion that Director Spencer sent out.

Commissioner Davis would like to make a friendly motion to remove the payment processing element from the amended motion. I think that is what I'm doing.

Commissioner Barr I don't want to be unfriendly but having been in the parking world I understand that because there are several options available to anybody who wants to park somewhere the convenience of using a credit card or debit card is their choice. I agree that if the fees are then encumbered by the traffic fund or the department or the city versus the person using it then it could become a challenge for the budget and future parking rates. I am not willing to accept the friendly amendment.

City Attorney Ramakrishnan _____ or move to amend the main motion. We have a request and it is rejected the person who rejected can now say well _____ and to also strike this language.

Commissioner Davis making a motion to amend the amended motion.

Commissioner Damiani stated that you are now making a motion on the amended motion that partially with this staff update from earlier today. Which I'm assuming we are striking the section that you cited earlier? Commissioner Davis stated yes.

Commissioner Damiani asked if there was a second on this amended motion.

Commissioner Munteanu seconded. Commissioner Davis added his comments.

Commissioner Damiani second on the amended motion? Commissioner Fox seconded.

Director Spencer this is an amended motion to give the city discretion as when we require the person to have to cover the processing fees.

Commissioner Damiani all those in favor?

6 Ayes – 1 Nay

City Attorney _____ so now you go back to main motion which now incorporates this.

So the motion is recommend this to council with the changes in the supplemental memo plus this additional change that 2084.c will now reflect optional language rather than making it mandatory.

All in favor? Unanimous approval.

ITEM 6 – PLAN BTV 2050 TRANSPORTATION PLAN

Information

ITEM 7 – FALL CLEAN SWEEP & LEAF PICKUP

Information

ITEM 8 – PARKING OCCUPANCY REPORT

Information

ITEM 9 – DIRECTOR’S REPORT

Information

ITEM 10 – COMMISSIONER ITEMS

Information

ITEM 11 – ADJOURNMENT 7 NEXT MEETING DATE – OCTOBER 15, 2025

Commissioner Barr made a motion to adjourn

Commissioner Munteanu seconds

Unanimous approval

Meeting adjourned at _____



Memo

Date: October 15th, 2025

To: Public Works Commission

From: Christina Cangiolosi, Associate Public Works Engineer

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

Subject: Intervale and Elmwood Ave Parking

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

9 Fifteen-minute parking.

(a) No person shall park a vehicle longer than fifteen (15) minutes, between the hours of 8:00 a.m. and 10:00 p.m., Sundays and holidays excepted, in the following areas:

(1)-(12) As written.

(13) ~~Reserved.~~ In the parking space in front of 184 North Street.

(14)-(126) As written.

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

(1)-(7) As written.

(8) ~~In the parking space in front of 194 North Street.~~ Reserved.

(9)-(34) As written.

(c)-(d) As written.

11 One-hour parking.

(a) No person shall park a vehicle for a period longer than one (1) hour between the hours of 8:00 a.m. and 6:00 p.m., Sundays and holidays excepted, in the following locations:

(1)-(6) As written.

(7) ~~Reserved.~~ On the east side of Elmwood Avenue starting in the first space north of North Street and continuing north to the driveway at 182 Elmwood Avenue.

(8)-(13) As written.

(b)-(e) As written.

Purpose & Need:

The Department of Public Works (DPW) received a request to convert some unrestricted parking spaces into 1-hour parking near the intersection of Intervale and Elmwood Ave to improve customer turnover for local businesses.

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:

After completing a thorough site evaluation, DPW Staff recommends that the Commission approve of this parking change near the intersection of Intervale and Elmwood Ave. The attached traffic regulation amendment (see attachment-1) outlines the specifics of this proposal.

This proposed change is intended to improve customer turnover and better support nearby businesses. For visual reference, please see attachment-2, which outlines the proposed parking changes.

Public Engagement:

In preparation for the 10/15/2025 DPW Commission Meeting, DPW Staff distributed flyers to the residents and businesses near the corner of Intervale and Elmwood Ave. Staff received verbal feedback in favor of this parking change.

Attachments:

1. Traffic Regulation Amendment
2. Site Map

CITY OF BURLINGTON

In the Year Two Thousand Twenty-Five

A Regulation in Relation to

Rules and Regulations of the Traffic Commission—

Section 9; Fifteen-minute parking.
Section 11; One-hour parking.

Sponsor(s): Public Works Commission

Action: Approval

Date: 10/15/2025

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 9 Fifteen-minute parking and Section 11 One-hour parking, designated of the Code of Ordinances of the City of Burlington is hereby amended as follows:

Section 9 Fifteen-minute parking.

(a) No person shall park a vehicle longer than fifteen (15) minutes, between the hours of 8:00 a.m. and 10:00 p.m., Sundays and holidays excepted, in the following areas:

(1)-(12) As written.

(13) ~~Reserved. In the parking space in front of 184 North Street.~~

(14)-(126) As written.

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

(1)-(7) As written.

(8) ~~In the parking space in front of 194 North Street.~~ Reserved.

(9)-(34) As written.

(c)-(d) As written.

Section 11 One-hour parking.

(a) No person shall park a vehicle for a period longer than one (1) hour between the hours of 8:00 a.m. and 6:00 p.m., Sundays and holidays excepted, in the following locations:

(1)-(6) As written.

(7) ~~Reserved. On the east side of Elmwood Avenue starting in the first space north of North Street and continuing north to the driveway at 182 Elmwood Avenue.~~

(8)-(13) As written.

(b)-(e) As written.

** Material stricken out deleted.

*** Material underlined added.

CC: BCO Appendix C, Sec 9, Sec 11
10/15/25

Site Map (Attachment-2):

Change to 1-hour parking





Memo

Date: October 15th, 2025

To: Public Works Commission

From: Calvin Wuthrich, Associate Public Works Engineer

CC: Phillip Peterson P.E., Senior Transportation Planner

Subject: 200 Church St ADA Parking Reallocation

DPW Staff recommend the DPW Commission approve the following amendment (Attachment-1):

Appendix C, 7A-149, 7A-158; Accessible spaces designated.

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

(149) ~~In the space in front of 217 Church Street.~~ Reserved.

(158) ~~Reserved.~~ On the east side of Church Street in the first space south of King Street.

Purpose & Need:

This request seeks to relocate an existing accessible (ADA) parking space from in front of 217 Church St to in front of 200 Church St to better serve the accessibility needs of this area. This proposal is in response to a request for ADA parking in proximity to 200 Church St and Staff observations that showed low utilization of the ADA parking space in front of 217 Church St. Relocating this space would ensure it serves its intended purpose—enhancing accessibility for those who need it most.

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:

Staff received a request from an employee at 200 Church St for accessible parking on Church St in front of their workplace. Although the building offers parking to employees in their own parking lot, this lot is not highly accessible and results in employees with accessibility needs often parking on the street. This proposed ADA parking space is adjacent to the curb ramps at the corner of King St and Church St and is the nearest space to the 200 Church St entrance with elevator access. This location also provides more proximal access to several Church St businesses located on the adjacent block between King St and Main St.

Further south on the same block, DPW Staff has observed very low utilization of the ADA space in front of 217 Church St in an area that has otherwise experienced high levels of parking occupancy. Observations were conducted over several weeks and at varying times of day. DPW Staff attempted to contact the residents of 217 Church St and residents of adjacent properties, but received no response.

With limited parking in the downtown core, this ADA parking reallocation allows DPW to more effectively meet the accessibility needs of those who live and work in the downtown, while also optimizing parking utilization in an area with a high density of businesses and residential units.

In light of this evaluation by DPW Staff, it is recommended that the Commission approves the relocation of the ADA parking space at 217 Church St to the first space south of King St on the east side of Church St (in front 200 Church St, See Attachment-2). The attached traffic regulation amendment (See Attachment-1) outlines the specifics of this proposal.

Public Engagement:

In preparation for the 10/15/2025 DPW Commission Meeting, DPW Staff distributed flyers to residents and businesses on Church St and other surrounding properties. These flyers detailed the proposed changes and provided contact information for DPW Staff, as well as information about the October DPW Public Works Commission meeting. Staff has received no responses from the public about the proposed changes.

Attachments:

1. Traffic Regulation Amendment.
2. Site Map.

Attachment-1: Traffic Regulation Amendment.

CITY OF BURLINGTON

In the Year Two Thousand Twenty-five

A Regulation in Relation to

Rules and Regulations of the Traffic
Commission—

7A; Accessible spaces designated.

Sponsor(s): Public Works Commission

Action: Approval

Date: 10/15/2025

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, Rules and Regulations of the Traffic Commission, 7A Accessible spaces designated., of the Code of Ordinances of the City of Burlington is hereby amended as follows:

7A Accessible spaces designated.

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

(1) - (148) As written.

(149) ~~In the space in front of 217 Church Street.~~ Reserved.

(150) - (157) As written.

(158) ~~Reserved.~~ On the east side of Church Street in the first space south of King Street.

(159) - (173) As written.

** Material stricken out deleted.

*** Material underlined added.

ER: BCO Appx.C, Section 7A

10/15/25

Attachment-2: Site Map.

