



Ward 1/8 NPA
December 13, 2017
7:00-9:00pm
McClure Lobby Conference Room, UVM Medical Center
Draft Agenda

7.00 p.m.: Welcome and Introductions

7.05: City Council Update, Adam Roof, Sharon Bushor, Richard Deane

7.25: Speak Out

7.40: Cindy Cook, East Avenue resident, to address the "noise" (HVAC equipment?) continuing to emanate from UVM MC.

7.50: Greater Burlington YMCA President & CEO Kyle Dodson to update us on the project to relocate the "Y" on College Street.

8.20: Burlington Parks & Recreation: Results of Schmanska Park Survey, and updates on design alternatives for Schmanska Park courts. And an Introduction to Director Cindi Wright.

8.40: Jim Holway introduces us to a "Re-envisioning of Burlington High School & Tech Center" - just a starter to give us a flavor of ideas that are being talked about.

9.00: Close

Anne Brena, Ward 8 NPA Steering Committee

Richard Hillyard, Ward 1 Steering Committee

There will be free on-site parking in the McClure Garage, thanks to UVM MC.

Ward 1/8 NPA Draft Minutes

December 13, 2017, 7:00-9:00pm

McClure Lobby Conference Center, UVM Medical Center

Steering Committee Members present: Richard Hillyard (1), Anne Brena (8)

Start: 7:03 pm

Welcome and Introductions

Richard Hillyard wishes everyone happy holidays and addresses changes to the agenda. The Parks & Rec director will not be in attendance.

Anne Brena motions to nominate Gabrielle ____ as the Ward 8 representative to the CDBG Advisory Board, which passes.

Cindi Cook advocates for her inclusion in the Ward 1 Steering Committee, which passes.

City Council Update Adam Roof, Sharon Bushor, Richard Deane

Sharon Bushor:

Opens the floor for questions about the Burlington Telecom controversy. Says that night was very sad for her, and that she wishes the community could have kept the telecom. Believes that the council did a good job up until the establishment of the final four bidders, at which point “it got bumpy.” The final meeting to select a buyer did not reflect the amount of thought that went into the vote (due to interruptions, delays, last minute changes). She says she doesn’t believe that the votes were there for Keep Burlington Telecom Local, and that she had enough information about the new, joint offer to vote for that offer (Schurz and ZRF). She speaks to how painful it was to hear a gasp in Contois Auditorium when she voted for the Schurz/ZRF proposal.

Speaks about other happenings in the city, namely an update to city ordinances that adjust some crimes from civil to criminal offenses. Public urination, defecation, and drunkenness would become criminal offenses upon multiple incidences. She adds that this proposal would include the ability to erase such criminal offenses from one’s record as a reward working with a restorative justice group.

Adam Roof:

Speaks about the ordinance and public safety committees working with the aforementioned ordinances. They convened members of many different communities (civil service, homeless, public safety, etc.) to gather more information and opinions about the issue. Set forward eight recommendations: increase capacity of low-barrier shelters on a temporary basis, improve communication between public safety organizations, review encampment removal process,

increase opportunities for those experiencing homelessness, improve access to public restrooms in downtown core, provide antibacterial and sunscreen products to people who can't afford them, request that Chittenden County Homeless Alliance give quarterly reports to the Council, look at how to better fund housing retention specialists and street outreach teams.

Addresses low turnout at the Neighborhood Project assembly, but says he believes it went well.

Richard Deane:

Talks about Public Engagement Plan created in cooperation with DPW to establish guidelines for DPW public outreach and to improve public relations.

Speak Out

New entrepreneur announces project to open Stone Cutter distillery in the area near the funeral home facing City Market. Stone Cutter will be meant to provide quality spirits and cocktails, and will operate in cooperation with Filino's Pizza.

Adam Roof speaks to the responsibility and conscientiousness of the Stone Cutter owners.

Community member states his disappointment for how the present City Councilors have voted in low-income and college student housing issues. The Council recently sold housing to a landlord named Bove, who has apparently been in violation of the law and have been bad about making fine payments. Adam Roof addresses these concerns, to which the community member responds that he has visited homeless community members who say they are not heard by city councilors. Roof replies that cooperation between this speaker and City Council has been bad, and clarifies that this is not a vilification of homeless people, but an effort to punish those who lack regard for the law.

To the Bove issue. Roof clarifies that the recent agreement with Bove (whom he agrees has acted like a slumlord) will be forced to cooperate with the city. A new rating system will have tenants rate landlords, which will force Bove to improve.

A UVM Medical representative speaks about a recent meeting to deal with noise complaints in the area from construction. Meetings with consultants and others will occur in the future to continue working to improve quality of life for nearby residents.

YMCA Presentation:

Greater Burlington YMCA President & CEO Kyle Dodson stands to present about new building project. The Y owns new property and is working on raising funds to build a new structure. He says the current Y building "shows that it's from the 1950s." This would be a 28 million dollar project, that money coming from sale of the old building, donors, and community fundraising. He reminds everyone that "the devil is in the details," so progress may be slow, but community energy has been positive. He presents several preliminary drawings of what the future building may look like.

Parks & Rec Projects:

Max Madalinski, Parks Project Coordinator

Parks outreach work has included electronic surveys and in-person surveys. He describes public response to the possibility of new games courts in Schmanska Park and shows several aerial views and concepts of what courts could look like. A goal is to have parks ADA accessible.

Other projects involve improvement of trail connections and playgrounds, and general landscaping efforts.

A community member who lives near the park shares his opinions of the parks proposal and of current park maintenance and accessibility. He is upset about the removal of maples in the park planted by community members, and Madalinski ensures him that no trees will be removed.

BHS Renovation:

Jim Holway (Ward 4 Steering Committee Member), Kate Stein, and another community member

Explain the Burlington High School needs to be renovated. They talk about community sessions to ensure students, teachers, future students, and the community are heard and are on board. There are \$27 million in deferred maintenance on the school, so they argue that that money has to be spent no matter what. They are trying to keep and renovate current assets, as well as create new assets. The goal of the group is to write a recommendation to the superintendent in January regarding what the community wants from this project. They explain to the audience how they can find the project video online and request to come back for a full presentation at a coming meeting.

End: 9:14 pm

Minutes taken by Ben Lahey, CEDO Intern



Neighborhood Planning Assembly Attendees

NPA (choose one)	☒	Wards 1 & 8	☐	Wards 2 & 3	☐	Wards 4 & 7	☐	Ward 5	☐	Ward 6	☐
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Date of Assembly : 12 / 13 / 17 Location: UVM Medical Center

Please return to your convenor, Phet Keomanyarnh
or email to cedofd@burlingtonvt.gov

1 Gathy Owell
2 Susan Cotel
3 Richard Hillhead High Ground
4 Anne Breña
5 Gabrielle Sealy
6 Jim Holway
7 Angie Chapple-Sokal
8 Sean Hopkins
9 Jonathan Chapple-Sokal
10 Adam Ruff
11 Quay Cook
12 Spencer
13 Cheryl
14 Keith Pillsbury
15 Ashley Bond
16 James Bond
17 Doug Bishop
18 Kyle Dotson
19 Jim Barr
20 Lisa Kingsbury

21 Alexander Friend

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

Public Engagement Plan

OVERVIEW

Best practices, public safety, regulatory requirements and the needs of the community inform every decision we make. DPW undertakes a variety of projects and performs a variety of services in Burlington. Finding the right ways to reach the community and providing opportunities for the community to reach us are essential elements of effective public engagement. This engagement strategy will be tailored to meet the needs of our city.

Burlington is a dynamic and diverse city with residents who deserve and expect well planned, well-built and properly maintained infrastructure. As Vermont's largest city, with a population of over 40,000, Burlington has a wide range of residents, business owners, students, commuters and tourists who come to rely on DPW-provided services and infrastructure. From recycling and street maintenance to the implementation of long-term capital projects, our neighbors and visitors should have meaningful opportunities to be informed, to provide input and to make recommendations to DPW's planning process.

This plan uses the Community, Economic, and Development Office's (CEDO) civic engagement framework as a guide and directly references their 'Core Values of Civic Engagement'¹ below, and provides a step toward helping DPW achieve its public engagement goals while continuing to serve Burlington. This plan will evolve as public engagement tools expand and as DPW and the community refine the public engagement process.

¹ These are cited directly from a draft CEDO civic engagement document and are based on a version Alexandria, Virginia previously published.

CORE VALUES OF CIVIC ENGAGEMENT

- **Transparency:** Act with integrity in open process; access to clear, reliable information.
- **Mutual accountability:** Honest, respectful, informed discussion; meaningful assessment to measure growth.
- **Easy participation:** Create milestones; lots of ways to participate via electronics and in person.
- **Meaningful engagement:** Open and unbiased process; deliberate and feasible options.
- **Inclusiveness and equity:** Involve people most impacted; respect culture and language differences.
- **Respect:** Approach decisions openly, regardless of differences; clearly articulate participation ground rules.
- **Evaluation:** Regularly assess the use of civic engagement; “lessons learned” are applied to future initiatives.

GOALS

- **Communicate what we do:** To regularly and reliably provide information to the public about projects that will have an effect on daily life and to do so in a timely and predictable manner.
- **Provide opportunity for input:** To provide inclusive, equitable and meaningful opportunities for the public to provide input, to give recommendations and to offer feedback on upcoming, ongoing or completed projects and maintenance.
- **Set expectations for feedback:** To provide the appropriate acknowledgement for any engagement from the public, commit to review all comments, questions or requests and factor serious consideration of public input into our decision-making

STRATEGIC INITIATIVES

- **Decision-Making and the role of public input:**
 - Evaluate capital projects, maintenance work and emergent issues with regard to how, when, where and with whom the public engagement process occurs. Continue to refine and improve engagement to meet resident/stakeholder needs while balancing resource constraints.
 - Transition to a degree of standardization so that predictable engagement occurs for similar project-types.
 - Include both project-specific outreach efforts as well as overall construction season outreach to educate our stakeholders about what work and impacts to expect in Burlington. Where feasible, group projects by larger geographic area for comprehensive location-based outreach

- **Reflecting the City's Diversity in our Outreach**
 - Identify cultural and linguistic barriers to creating a meaningful two-way dialogue with all communities in the city
 - Refine and expand our engagement efforts in effectively reaching underrepresented communities in Burlington
- **Online Presence:**
 - Build out DPW social media platforms to be a trusted and reliable source of timely information.
 - The Capital Projects Portal will provide information on all public and private construction projects in the right-of-way to better inform the public and minimize disruptions, with continued refinements to ease of use and aesthetics.
 - Streamline our use of See Click Fix, meet Service Level Agreements and improve and increase the level of detail we provide to customers when closing inquiries
- **Quick Build Program**
 - Includes an expanded suite of public engagement tools to include interim projects as engagement and educational opportunities.
 - Build outreach materials and community understanding of the quick-build program, the value of interim improvements and the value of real-time public engagement.

IMPACTS, EQUITY AND ENGAGEMENT

Upon identifying a project, moving a project to a new phase or encountering a project hurdle, DPW staff (project manager, management, public information manager, etc) will consider impacts and equity before deciding on and implementing a public outreach plan. The following assessment will be conducted to decide on the appropriate level of engagement and the additional tools needing to be considered beyond the minimum standards:

1. Who is positively impacted from the project?
2. Who may be negatively impacted and for how long?
3. What are the main concerns, issues and interests of the community?
4. Will any individuals, institutions or groups be disproportionately impacted?
5. Was the project recommended in earlier planning studies which included public engagement? Is additional public input needed or required?
6. Are there any linguistic or cultural barriers to engaging with impacted residents?

SPECTRUM OF ENGAGEMENT

Engagement is both a process and an outcome related to the public's ability to influence decision-making. The engagement process falls on a spectrum, ranging from no decision making ability (Inform) to having

power over the final decision (Empower). Where a project falls on the *Spectrum of Engagement*² indicates the highest level of public participation. For projects on the higher end of the *Spectrum of Engagement*, **the tools and strategies at lower levels may also be utilized as the project progresses through its various phases.** See Appendix for a list of specific project types, the minimum level of engagement the public can expect from DPW, the tools and our stakeholders.

For this plan, the public is considered stakeholders who should have a meaningful opportunity to shape, alter or be informed about DPW project work. At times, **early decision-making may have included regulatory or legal obligations, emergency issues, etc.**

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<i>Engagement strategies may be needed at many levels, depending on the project or its phase.</i>	Provide the public balanced and objective information.	Obtain public feedback (usually indirectly) on analysis, concepts/alternatives, or decisions.	Work directly with the public to understand concerns and aspirations as they are considered for the project.	Co-lead the project in partnership with the public on each aspect of the decision.	Place the final decision in the hands of the public.
Project Types	Minor Maintenance Adopting Standards	Quick-Build Major Maintenance/Road or Sidewalk Re-construction	Traffic Regulation Change Street Redevelopment/New Sidewalks	Scoping / Feasibility Studies Corridor Studies	Traffic Calming Special District Projects
Role of the DPW	Share information. Ensure public safety, access, and utility of basic public services that do not have regulatory impacts or change the line/grade of a road.	Indirectly engage the public. Improve public safety, implement projects that have no regulatory impact or impact on traffic distribution.	Directly engage the public. Implement public safety and/or access improvements through regulatory changes or through full reconstruction of a roadway or intersection.	Collaborate to identify a preferred alternative. Facilitate a conversation about transportation improvements.	Ask questions and provide information for informed decision making. Distribute impartial information, usually after engaging the public across the earlier

² The Spectrum of Engagement is modified and developed from versions CEDO and the Chittenden County Regional Planning Commission have used. Both are developed from the *International Association for Public Participation*'s 'Public Participation Spectrum.'

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					spectrums of engagement
Role of the Public	Receive information	Provide feedback	Share ideas, concerns, and visions	Co-lead Committee or Task Force with the DPW	Decision-maker
Tools and Strategies	Website Calendar Brochures Posters Flyers Displays Press-Releases Social Media Email Listservs Newsletters Direct-Mailings Door Hangers	Surveys Reports Legal ads Visualization-Techniques	Advisory-Committees Focus Groups Project Meetings Open Houses Public Forum	Coalitions and Partnerships	Ballots (e.g. TIF) Mailed polls

MEASUREMENT & EVALUATION

- Responsiveness to questions/issues raised through social media or See-Click Fix (SCF)
- Feedback from the City Council and DPW's Commission after one year of the Plan's implementation
- Annual internal review on reaching underrepresented communities
- Increase in visitors to the website and Capital Projects Portal
- Increase in social media followers and impressions
- Decrease in amount of new and total active DPW Customer Service inquiries
- Positive tone in media coverage with regard to the quality of the work DPW does and any analysis of its public engagement efforts

APPENDIX:

This plan highlights the *minimum* engagement strategies that will be considered, but unique circumstances may require different approaches. DPW has and will continue to evaluate the level of impacts of all projects to determine the proper engagement strategy by asking the six impact, equity and engagement questions (referenced above):

INFORM Project Types

<u>Project Type</u>	<u>Engagement Tool</u>	<u>When</u>	<u>Example</u>
Minor Maintenance/Water Maintenance: <i>if work impacts water service or if there will be a temporary loss of parking</i>	Flyers/door hangers to residents	24 hours prior to maintenance	Water service work
	Social Media	24 hours prior to maintenance	
Minor Maintenance	Social Media	24 hours prior to maintenance	Crack sealing, sidewalk cutting
Adopting Standards	Website	Once final	Driveway standards

CONSULT Project Types

<u>Project Type</u>	<u>Engagement Tool</u>	<u>When</u>	<u>Example</u>
Quick Build	Social Media educational post	During Installation	Bollard protected curb extension
	Flyers and/or posters posted on adjacent stretch of project	72 hours prior to installation	
	Front Porch Forum: Impacted neighborhood	72 hours prior to installation	
	Project description on Quick Build website	One week prior to installation	

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	Area -Councilor notification; Commission Notification (Chair & Co-Chair)	One week prior to installation	
Major Maintenance/Road or Sidewalk Reconstruction	Mailings to owners of adjacent parcels	One week prior to construction	Water relining/replacing, Repaving road <i>(additional regulatory requirements apply to early written notification to coordinate utility work)</i>
	Mailings, flyers or door hangers for businesses and residents	One week prior to construction	
	Front Porch Forum: Impacted neighborhood	One week prior to construction	
	Capital Projects Portal	One week prior to construction	
	Area -Councilor notification; Commission Notification (Chair & Co-Chair)	One week prior to construction	
	Social Media	One week prior to construction	

INVOLVE Project Types

<u>Project Type</u>	<u>Engagement Tool</u>	<u>When</u>	<u>Example</u>
Traffic Regulation Change: <i>Additional regulatory requirements may apply</i> <i>This project-type encompasses an extremely wide range of possible requests and it is essential to consider breadth of impacts by answering the 6 impact</i>	Mailings, flyers or door hangers to residents who live adjacent to and within estimated area of effect	Ten days prior to community meeting, or as soon as practical prior to meeting	Handicap parking space, Residential Parking

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<i>assessment questions</i>			
	Mailings to owners who live adjacent to and within estimated area of impact, and Area-Councilor notification, where a regulation change leads to a loss of greater than 3 parking spaces	Ten days prior to community meeting, or as soon as practical prior to meeting	
	Notify and share materials with requestor and interested parties who have shared email	Ten days prior to community meeting, or as soon as practical prior to meeting	
Street Redevelopment/New Sidewalks	Project Meetings	Ten days prior to meeting	Great Streets
	Mailings to owners of adjacent parcels	Ten days prior to meeting/One week prior to construction	
	Mailings, flyers or door hangers for residents and businesses	Ten days prior to meeting/One week prior to construction	
	Area-Councilor Notification; Commissioner Notification (Chair, Vice Chair)	Ten days prior to public meeting/One week prior to construction	
	Social Media	Ten days prior to public meeting/One week prior to construction	
	Front Porch Forum: Impacted neighborhood	One week prior to construction	
	Capital Projects Portal	One week prior to construction	
	Project Website	Prior to first public meeting	

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COLLABORATE Project Types

<u>Project Type</u>	<u>Engagement Tool</u>	<u>When</u>	<u>Example</u>
Scoping Studies, Feasibility Studies, Corridor Studies	Project Website	One month prior to first public meeting	Colchester Ave
	Project Advisory Committee	Formed at consultant kick-off	
	Public Notification of Meetings	Two weeks prior to meeting	
	Front Porch Forum	Two weeks prior to public meetings	
	Social Media	Two weeks prior to public meeting	
	Area Councilor Notification; Commissioner Notification (Chair, Vice Chair)	If not included on the Committee: one week prior to public meetings	

EMPOWER Project Types

<u>Project Type</u>	<u>Engagement Tool</u>	<u>When</u>
Traffic calming (neighborhood initiated)	Mail negative poll to neighborhood residents, owners, and businesses on the traffic calmed street (a negative poll asks people to respond if they do not want the project to advance as proposed).	Poll stays open for 3 weeks
	Area Councilor Notification Commissioner Notification (Chair, Vice Chair)	As poll is mailed; one week prior to implementation
Special District Project	Ballot Item	TIF District

STAKEHOLDERS

- Residents: Owners, Tenants, Landlords
- Businesses: Owners, Business Associations
- Adjacent Communities
- Neighborhood Planning Assemblies
- Institutions (e.g., UVMMC)
- Council Members
- Public Works Commission
- Media
- City Departments
- Advocates

TOOLS

- **Tools of Engagement**
 - Communications with property owners, residents and businesses
 - To include mailings, flyers and face to face communication
 - Public Meetings/Pop-Up Meetings
 - Interpretation and Translation Services
 - Social Media
 - Demonstration Projects/Quick-Build Projects
 - DPW Customer Service
 - 802-863-9094 (DPW Customer Svc Main); 864-7428 (Street or Sewer after-hours emergency support); 863-4501 (Water's 24/7 staffed line)
 - See-Click Fix
 - Online input tools
- **Tools to Provide Information**
 - Traffic-Alerts
 - Capital Projects Portal
 - Website: DPW and City's homepage
 - Informational Signs and Brochures
 - Email notices and Newsletters (FPF, CEDO's Buzz)
 - Information/Press Releases
 - Online calendars (DPW's or Government Meeting calendars)
 - BTV Stat, Annual Reports
 - Other Stakeholder Distribution (CEDO Business Outreach, Advocate listservs, BBA)

GUIDANCE FOR WRITTEN MATERIALS

- **Project Manager, Project Staff and Public Information Manager will collaborate on content and distribution**
- **Contact Information**
 - Include a link to the project website/DPW website
 - Project manager and/or DPW customer service contact information
- **Project Details to include**
 - *Who*: DPW, contractor or both
 - *What*: Specific project details
 - *When*: Include anticipated start date and anticipated length
 - *Where*: Include geographic parameters of project
 - *Impacts*: Identify anticipated parking, obstruction, noise or other impacts

###

SCHMANSKA PARK

Tennis Courts

Existing Conditions

Courts spaced tighter than United States Tennis Association (USTA) recommendation of 12' between courts and fencing

Brush and small trees encroaching on southern edge of courts



0 10 30 Feet

→ N

Basketball Courts

Existing Conditions

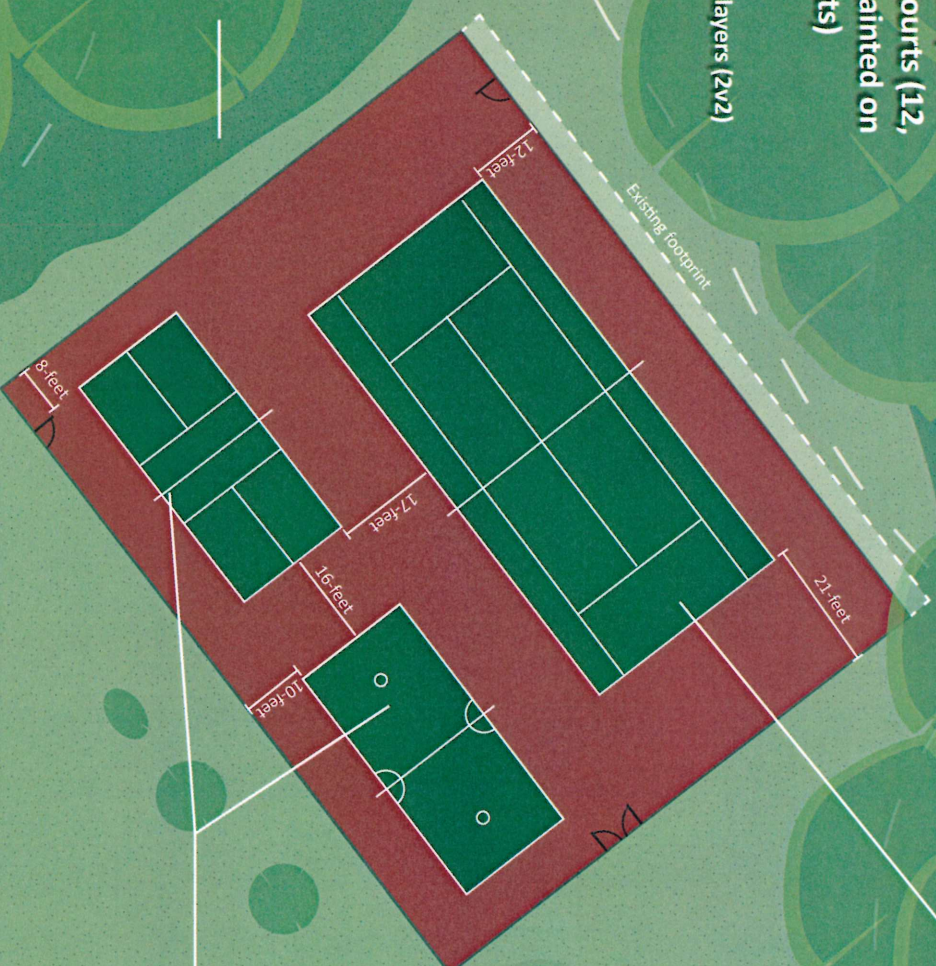


SCHWANSNA PARK Tennis Courts

Serves a wider variety and larger number of users (14) compared to side-by-side tennis courts (12, if caneblall lines were painted on top of both tennis courts)

Caneball: 6 players (3v3)
Pickleball and Tennis: Max. 4 players (2v2)

Brush and small trees cleared from southern end of courts



Tennis court use zones expanded to 12-feet on either side

Caneball and pickleball have the same footprint and courts could be easily converted by painting new lines and swapping nets

0 10 30 Feet

→ N

Basketball Courts

