CITY OF BURLINGTON, VERMONT
CITY COUNCIL TRANSPORTATION, ENERGY & UTILITIES COMMITTEE
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Councilor Mark Barlow, *North District*

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Transportation, Energy and Utilities Committee of the City Council
Tuesday, November 23, 2021 directly following the 1PM VFH Meeting

DPW Front Conference Room
645 Pine St, Burlington, VT 05482
Masks are recommended

To join or watch the meeting remotely:
Join via Zoom, https://us02web.zoom.us/j/84603122855

To call into the meeting, including to speak during public comment:
Phone number: 312-626-6799 and Webinar ID: 846 0312 2855

–DRAFT AGENDA–

1. **Agenda**
2. **Minutes of 9/28/2021**
3. **Public Forum**
4. **University Place Update**
   - Laura Wheelock, Senior Pubic Works Engineer
   - Phillip Peterson, Pubic Works Engineer
   - Action
5. **Street Seat & Parklet Program: Updates to Guide 2022**
   - Elizabeth Ross, Transportation Planner
   - Caleb Manna, Excavation Inspector
   - Information
6. **Reducing Light Pollution and Nighttime Energy**
   - Munir Kasti, BED
   - Andy Elliston, BED
   - Information
7. **Director's Report**
8. **Councilors' Update**
9. **Next Meeting 12/28/2021**
10. **Adjourn**

Street Seat & Parklet Program Guide

BURLINGTON, VT PUBLIC WORKS

CEDO

Version 2022

Introduction

Why Have a Street Seat or Parklet?

Parklets and Street Seats are both created from a platform at sidewalk level that extends the pedestrian zone into the parking lane. Typically they cover one or two parking spaces and provide a space for people to sit, eat, gather, and socialize. The only difference between a Parklet and a Street Seat is when they can be used by the public; Parklets are always open to the public, but Street Seats are used as additional seating for the sponsoring business during business hours and open to the public at all other hours.

Parklets and Street Seats offer many benefits to the neighborhoods where they are located. They support community engagement and enjoyment of public space, encourage walkability and active use of the street, and provide opportunities for local businesses to expand their space and aesthetic.

Table of Contents

What is the Street Seat & Parklet Program?

In 2018, the Burlington Business Association (BBA) and AARP Vermont launched a Parklet demonstration for one week in September (see reference image below). In 2019, the City of Burlington expanded this work by launching a Street Seat Pilot Program spearheaded by the Department of Public Works (DPW) and the Community and Economic Development Office (CEDO). Taking what was learned from the Pilot, the City developed a comprehensive Street Seat and Parklet Program to activate streets and provide public seating throughout Burlington. This program was not launched as planned in 2020 but was adjusted into the Making Space for Restaurants and Retail Recovery during the 2020 pandemic and 2021 pandemic recovery. For 2022, the program returns with the regulatory process and structure that adheres to pre-pandemic requirements and incorporates feedback from the 2020-2021 pandemic recovery process for Street Seats.

This guide uses design and safety standards from Great Streets BTV, covering everything you need to know about the Street Seat and Parklet Program and how to get involved. If you have permit or design questions that aren't answered in this program guide, please contact Caleb Manna in DPW at cmanna@burlingtonvt.gov / 802-865-7562 or visit https://www.burlingtonvt.gov/DPW/StreetSeats. If you have questions about funding or supporting your Street Seat or Parklet, please contact Will Clavelle in Economic Recovery at wclavelle@burlingtonvt.gov or 802-865-7187.

The Permit Process Snapshot

Are you thinking about hosting a Parklet or Street Seat? Review this guide to make sure your idea aligns with the program's requirements and standards.

Application

- Applications are accepted on a **rolling basis** between **February 1st and May 1st**
- The following are **required** elements of the application:
  - Site plan
  - Site photos
  - Proof of community support
  - Maintenance plan & budget

Permitting & Review

- You will need:
  - Long Term Encumbrance Permit via DPW in OpenGov
- You may need:
  - Outside Consumption Permit via Clerk Treasurer for alcohol service
  - State Wastewater Service Permit for expanded seating capacity
- Allow **4-6 weeks** to complete the permit process
  - **Add 4 - 6 weeks** if parking changes need Public Works Commission consideration (see page 3)
- See Appendix A for permits

Construction

- Installation can occur between **May 15th and July 15th**
- "No Parking" signs/meter bags must be obtained from DPW and displayed before construction can begin
- Self-Certification Checklist must be completed following installation

Post-Installation

- Enjoy your street seat / parklet!
- All parklets must be removed from the right-of-way by **October 15th**
- Want to renew your parklet for next year? Send in your renewal application to DPW by February 1st the following year!

Selecting Your Site & Plan

Before submitting your Parklet or Street Seat application, you must identify an appropriate location. Carefully consider the following Great Streets BTV requirements before selecting your site and submitting your application.

Context

Parklets and Street Streets are often located along active streets with retail, restaurants, civic and other mixed land uses with regular foot traffic.

Parklets and Street Seats must be installed on a platform that adheres to the Design Requirements within this guide.

Design Speed & Traffic Volumes

Parklets and Street Seats should be located on streets with low speeds, lower traffic volumes, and mostly passenger vehicle utilization. Streets with higher speed, higher volume, and larger vehicle classes may not be as appealing for patrons and may require more consideration for public safety.

Parking Spaces

Parklets and Street Seats must be located where parallel or angled on-street parking currently exists but should not replace accessible parking spaces or loading zones*.

In non-marked parking spaces, do not leave "orphaned" space that is to small too use as a full parking space and do not impact time restricted parking spaces*.

**If a case is made for relocating a time restricted space, an accessible space, or a loading zone, it cannot be approved by staff but can be considered by the Public Works Commission before the Encumbrance Permit application can be processed.*

Transit

Parklets and Streets are not allowed in a bus stop, but may be located adjacent to a bus stop.

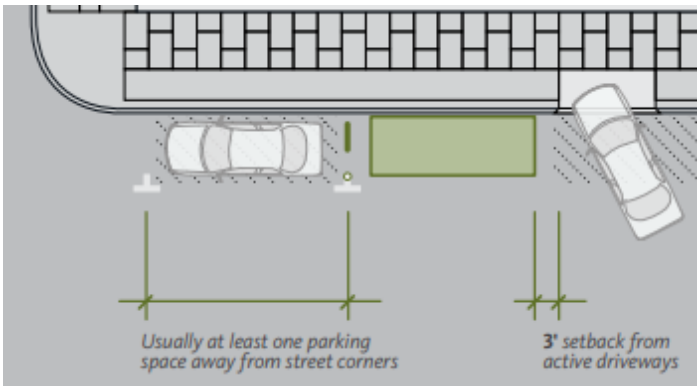
Utilities

Parklets and Street Seats should not be constructed over utility access panels, manhole covers, storm drains, fire hydrant shut-off valves or immediately next to bike parking. Your Parklet or Street Seat may need to be temporarily removed if utility providers need to do overhead work or excavate the site.

- All utility covers and boxes that might conflict with your location need to be noted.
- If bike parking will be impacted, the Parklet and Street Seat design must incorporate bike parking (see photo for example).

Corner Locations

Parklets and Street Seats should be located at least one parking space away from an intersection/street corner. The city may consider allowing some elements (less than 36" in height) between the Parklet / Street Seat and the street corner.

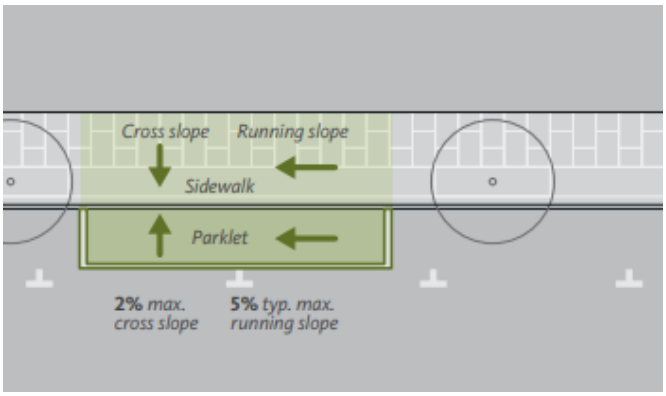


Community Support

Public support is vital to the success of a Parklet or Street Seat. You will be required to post the proposed Encumbrance Permit in a conspicuous location at least 10 days prior to the License Committee meeting and public forum. The encumbrance application also requires proof of public outreach to demonstrate support from neighbors.

Street Slope

Parklets and Street Seats are recommended on streets with a running slope (grade) of 5% or less. Permits may be granted on streets with a running slope over 5% if it is designed to provide safe access for wheelchair users.



Number of Parklets & Street Seats

In an effort to balance the parking needs of the city with the desire to create more public spaces, there will be a limit to the number of parking spaces being occupied by Parklets and Street Seats. No more than 30% of each block's parking spaces will be encumbered for Parklets and Street Seats.

Conflict with City Projects

Parklets and Street Seats should not be installed when roadway construction work or other significant construction is scheduled for that season. Check our construction portal to see if your site is on the list for upcoming projects. Please note, the construction portal is just a useful tool, and it may not be indicative of all projects that will be constructed during a season.

Costs

Parklets and Street Seats are funded completely by the site's host. Due to the nature of the permitting process, there are many fees associated with Parklets and Street Seats. In an effort to incentivize public access, the Meter Encumbrance Rate applies a pro-rated fee structure that becomes less expensive as more public hours are provided. See Appendix E for more information about the Meter Encumbrance Rates.

Funding a fully-public Parklet can be challenging, but there are possible resources:

- Crowdfunding and crowdgranting: (e.g. https://www.patronicity.com/)
- Neighborhood Planning Assemblies funding
- City Council discretionary funds
- AARP Community Challenge Grant: https://www.aarp.org/livable-communities/community-challenge/

There are also opportunities for creating Parklets and Street Seats with more affordable materials and with less technical design:

- Will Clavelle — Economic Recovery Manager — wclavelle@burlingtonvt.gov or 802-865-71
- Jacob Mushlin — Yestermorrow Design/Build School: https://yestermorrow.org/
- Andrew Jope (ajope@resourcevt.org; (802) 343-3450 - ReSOURCE YouthBuild Program
- Pre-built parklet companies (e.g. DERO, Streetlife, Bison, SolarFi)
- Elliot Katz — The Generator — operations@generatorvt.com

Here is a breakdown of costs associated with Parklets and Street Seats:

- Construction: variable cost ranging from ~$5,000 to $10,000
- Encumbrance Permit, Outside Consumption Permit, and Wastewater Permit:

Permit Type	*Fee*
Long-Term Encumbrance Permit for Metered spaces	$25 + Meter Encumbrance Rate (See Appendix)
Long-Term Encumbrance Permit for Non-metered spaces	$25 + $1 per square foot being encumbered
Outside Consumption Permit	$20
Wastewater Service Permit	Determined by the state

How to Apply

Parklet and Street Seat applications will be accepted on a rolling basis between February 1 and May 1. When submitting your application, keep in mind your Parklet or Street Seat can only be in the street between May 15th and October 15th and you should allow 4-6 weeks for application review and permitting (add 4-6 weeks if the Public Works Commission will be involved). Please jump ahead in this guide for renewal applications.

The Parklet/Street Seat application form for a DPW encumbrance permit can be found through OpenGov online.

Vision

Help us understand what you're planning by describing why you want to host a Parklet or Street Seat, what you hope it will do for the neighborhood, what you foresee people doing in the Parklet or Street Seat, and what type of activities it will support. If you are a business, list the days and hours you plan to use or program the Street Seat for your business.

Site Plan

To evaluate how your proposed Parklet or Street Seat will fit with the existing street, a site plan must be included with your application materials. Site plans need to clearly communicate the following information:

- Location of existing street fixtures (utility poles, parking meters, trees, sign posts, bike racks, etc.) and their distance from the nearest edge of the proposed Parklet or Street Seat
- Width of the adjacent sidewalk and greenbelt (if present)
- Distance from the Parklet or Street Seat site to the nearest crosswalk or intersection
- Name of adjoining streets or alleys
- Dimensions of the proposed Parklet or Street Seat
- Proposed features (seating, plantings, lighting, materials, bike racks, etc.)

Site Photos

Include photos of the proposed Parklet or Street Seat location. The photos should show the entire length of the site and should be taken from both the side of the street where the Parklet or Street Seat will be placed and from across the street.

Proof of Community Outreach/Support

Community support is vital to the success of a Parklet or Street Seat. To ensure success, we ask that you provide proof of community support with your application. Letters from local businesses, residents, community groups, or property owners show that the neighborhood is excited for and willing to support your Parklet or Street Seat.

The proposed Encumbrance Permit must be posted in a conspicuous location for public viewing at least 10 days prior to the License Committee meeting. License Committee meetings have a period for public comment where members of the public can express support or concerns for any proposed Parklet or Street Seat, so taking the time to demonstrate support from neighbors will keep you on track for a successful application.

Maintenance & Budget Plan

Once your Parklet or Street Seat is built, there is still work to do. They require maintenance, and we ask that you include a Maintenance & Budget Plan to ensure that you are prepared to take care of your constructed Parklet or Street Seat. This should describe your detailed plan for the daily and monthly cleaning as well as proposed maintenance plan and budget set aside for repairs, replacements, etc. If some or all of this work is being done by an outside partner, please indicate their name.

Design Requirements

Great Streets BTV provides detailed guidance on the design requirements for Parklets and Street Seats:

Placement

Parking

Must be set back 48" from adjacent parking spaces and 24"from travel lane (18" minimum); or 36" from the adjacent parking space on both sides and 24" from travel lanes (18" minimum) if diagonal spaces.

When replacing diagonal parking spaces, Parklets and Street Seats should be the size of three combined parking spaces to maximize habitable space.

Driveways

Set back a minimum 3' from the outside edge of adjacent driveways.

Required Safety Elements

Before placing any of your Parklet or Street Seat elements in the right-of-way, you must install wheel stops and reflective delineator posts at the edges of your Parklet. The elements must be placed four feet in both directions of the Parklet edge, where the parking spaces are delineated.

Sidewalk Clearance

The adjacent sidewalk must have 6' of clear passage.

Platform

Threshold

The Deck Surface must be flush with the sidewalk without a horizontal or vertical separation greater than ½". Changes in level up to ½" high maximum shall be beveled with a slope not steeper than 1:4 (25%).

Bolting

Bolting into the street or penetrating the surface of the road is strongly discouraged. A Parklet or Street Seat may be bolted in the existing curb, but only with a restoration plan.

Surface

The top of the Parklet platform must be flush with the sidewalk with a maximum gap of ½". (If the street is sloped see accessible guidelines.)

Surface Materials

Parklet and Street materials are highly recommended to be slip-resistant. Loose particles, such as sand or loose stone, are not permitted on the Parklet.

Substructure

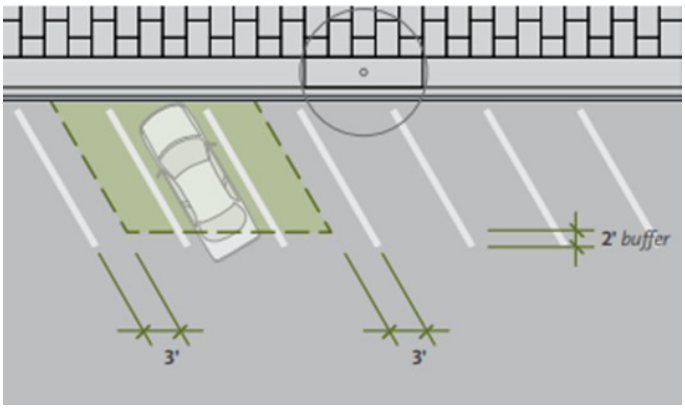
At a minimum, design for 50 lbs./sq. ft.

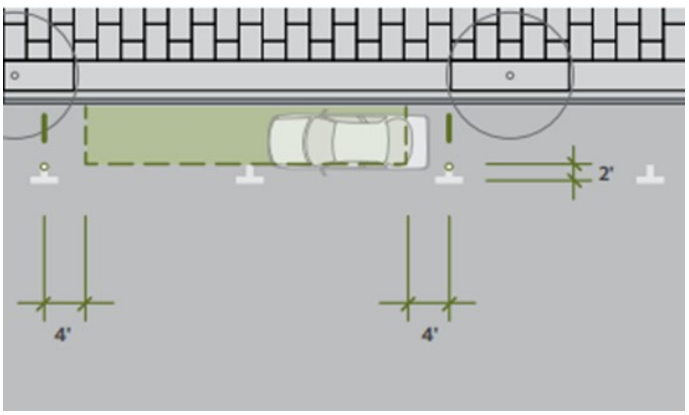
Sub-platform Access

If the platform is not a solid mass, the clear space underneath the platform surface must be accessible for maintenance through access panels, removable pavers, etc.

Drainage

The Parklet or Street Seat cannot impede the flow of curbside drainage. Designers are strongly encouraged to cover and clean openings at either end of the structure with screens to prevent debris buildup beneath the deck and the curb.





Enclosure

Buffer/Edges

There should be an edge serving as a buffer between the Parklet / Street Seat and the street. This can take the form of planters, railing, cabling, or some other appropriate enclosure that is at least 6" in depth. The height and scale of the buffer will vary depending on context. If cable railing is used, Building Code requirements must be followed, which indicates spacing between cables and cannot exceed the diameter of a tennis ball.

Visual Connection to the Street

Designs should allow pedestrians on either side of the street to see into the Parklet or Street Seat. Continuous opaque walls above 42" that block views from surrounding streetscapes are highly discouraged.

Overhead Elements and Tents

Overhead elements that span the sidewalk and connect the Parklet or Street Seat to the adjacent building façade are not permitted.

Tents may be permitted if the anchoring system can stay within the buffer zone of the Street Seat or Parklet. Tents over 200 square feet will require a separate permit and may have additional requirements from the Fire Department (see Appendix).

Extend the Sidewalk

Parklets and Street Seats should be designed as an extension of the sidewalk, with multiple points of entry along the curbside.

Parklet and Street Seat Walls

While not visible from the sidewalk, the outside of the enclosure is highly visible from across the street. Large blank walls can be an invitation for tagging. This can be mitigated by adding visual interest like pattern, color, modulation or planting.

Elements

Integrated Elements

Parklets and Street Seats must include fixed seating to encourage public access and use.

Moveable Elements

Great Streets' Materials and Furnishing Palette (page 292) identifies options for moveable tables and chairs that can be utilized in public Parklets. Other options can be proposed.

Planting

Integrated planting is strongly encouraged. Native plants, plants that provide habitat, and drought tolerant plants are encouraged.

Lighting

Lighting elements are strongly encouraged, but electrical connections to buildings will require separate electrical approvals. Designs should consider solar-powered lighting over the option of running electricity from an adjacent building.

Bicycle Parking

Integrated bicycle parking is strongly encouraged. The Great Streets' Materials and Furnishings Palette identifies options for temporary and high capacity bicycle parking (page 296) which are preferred for bike corrals, although custom racks may be installed as well. Bicycle parking can be incorporated into the Parklet proposal in the following ways:

- Custom bicycle racks integral to the structure
- On the Parklet or Street Seat platform
- On-street bicycle corral

Art

Parklets and Street Seats are encouraged to include a diversity of art including conventional elements, interactive pieces, performance and others.

Locally Sourced Materials

Sourcing locally produced materials for Parklets and Street Seats supports the local economy and reduces the embedded carbon footprint of the final structure by reducing transportation costs.

Recycled and Reclaimed Materials

Choosing recycled and reclaimed materials for Parklets and Street Seats is highly recommended and has the additional benefit of reducing construction costs and keeping materials out of landfills.

Low Emission Materials

Choosing paints, stains, glues, and other materials that emit zero or low levels of volatile organic compounds (VOCs) helps improve air quality as well as the health of the people who are constructing and using Parklets and Street Seats.

Avoid Plastic

Plastic of any kind, including Plexiglas, is strongly discouraged.

Materials That Are Easy to Maintain

Having a strategy for removing graffiti and replacing or repairing damaged features such as plants, railings, or other elements is highly encouraged. Whereas some materials may cost more initially, they may ultimately save money in maintenance costs. For example, aluminum costs roughly three times as much as steel but when tagged, it simply can be cleaned with acetone. Project sponsors are ultimately responsible for making sure that their Parklet or Street Seat is kept clean and in good repair.

Sustainable Timber Products

Parklet designs may not use tropical hardwood or virgin redwood. This includes FSC certified wood products.

No Pressure Treated Wood or Plywood

Pressure treated lumber or plywood are not allowed in places where they will be visible.

Accessibility

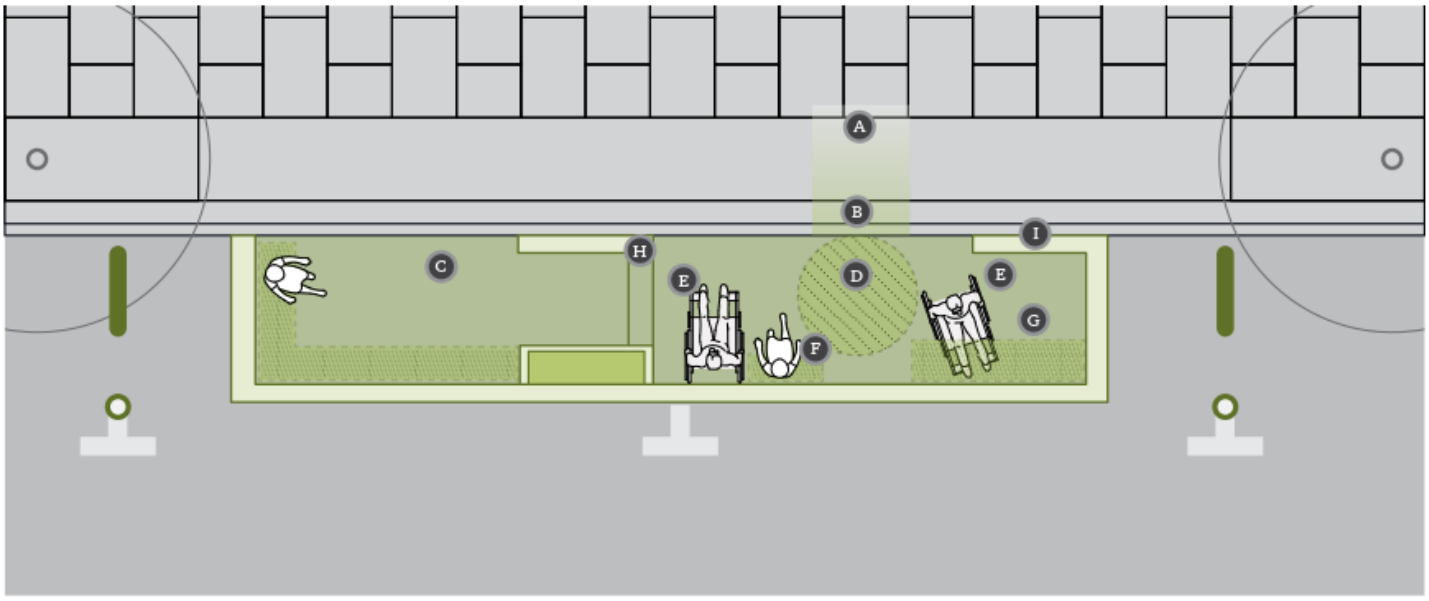
Accessible Path of Travel

The Accessible Path must accommodate wheelchairs, be a minimum of 48" wide on the sidewalk and not pass over tree wells. Once on the Deck Surface, the Accessible Path must be a minimum of 36" wide. An accessible route must connect the sidewalk to the:

- Parklet or Street Seat Entry
- Desk Surface
- Wheelchair Turning Space
- Wheelchair Resting Space

Accessible Entry

The Accessible Entry is where the Accessible Path crosses the threshold from the sidewalk to the Deck Surface. An ideal Parklet or Street Sat should be located in an unobstructed area where there is the least amount of running slope along the sidewalk and curb.



A Accessible path of travel
B Accessible entry
C Accessible deck surface
D Wheelchair turning space
E Wheelchair resting space
F Wheelchair companion seating
G Equivalent facilities
H Step between terraces
I Buffered edge where curb drops away

Accessible Deck Surface

The portion of the Parklet or Street Seat deck connected by the Accessible Path of Travel to the Wheelchair Turning Space and Wheelchair Resting Space must be level. The Accessible Deck Surface maximum cross slope (perpendicular to the sidewalk or curb) cannot exceed 1:48 (2%). For other Deck Surfaces, the running slope may not exceed 1:20 (5%). The Deck Surface shall all be one level unless the change in level is served by a ramp, additional Parklet Entries, or otherwise permitted on a case by case basis.

When stairs or ramps are permitted, they must meet all building code requirements for rise, run, width, handrails, and contrasting stair striping for the visually impaired.

Wheelchair Turning Space

A Wheelchair Turning Space is a circular area 60" minimum in diameter for use by a person with mobility aid to make a 360-degree turn. This space shall be 12" over the curb and sidewalk unless otherwise permitted on a case by case basis. Within this space there shall be no cross slope in any direction that is greater than 1:48 (2%). Alternatively a "T" shaped Turning Space is permitted.

Wheelchair Resting Space

Wheelchair Resting Space has a 30" X 48" clear floor area. The Wheelchair Resting Space is permitted to overlap the Wheelchair Turning Space by a 24" maximum in any orientation.

Wheelchair User Companion Seating

If fixed seating is part of a Parklet or Street Seat design, it should be configured to accommodate companion seating for a wheelchair user. The Wheelchair Resting Space should permit shoulder-to-shoulder alignment adjacent to one side of the fixed seat.

Equivalent Facilities

Where tables, counters, or drink rails are provided, at least one feature should be wheelchair accessible. The top surface height of wheelchair accessible tables, counters, and or drink rails should be 28"-34" above the Deck Surface. Wheelchair accessible tables, counters, and drink rails shall be approachable from the front and provide an unobstructed knee clearance that is at least 27" high, 30" wide, and 19" deep. When moveable tables must be also accessible. Where drink rails are provided a 60" long portion of a drink shall have 36" wide and level space adjacent to it for a side-approach by a wheelchair user.

Terraced or Multi-Level Parklets

For Parklets or Street Seats proposed on streets with grades that exceed 5%, a terrace with two or more habitable decks is acceptable. At least one of these terraces must be wheelchair accessible and provide equivalent seating, tables, and countertop facilities to those found in other habitable terraces.

Wheelchair Accessible Entry

The accessible terrace will require a wheelchair accessible entry from the sidewalk. The wheelchair accessible entry may be achieved with a structure on the sidewalk within the sidewalk furnishing zone that provides transition between sidewalk and Parklet / Street Seat deck.

Ramps, Step & Stairs

Communication between terrace levels may be achieved with a ramp with a running slope not to exceed 1:20 (5%); steps or stairs. Any step or stair will require a warning strip at the nose of the step and handrails per building code.

Construction

Off-Site Construction

To reduce time spent constructing within the right-of-way, we suggest you build as much of your Parklet or Street Seat off-site as possible. Many contractors find there are materials, such as the frame, that can assembled off-site and delivered to the site later. The less time spent constructing in the right-of-way, the safer your on-site installation will be.

Signs

Every constructed Parklet and Street Seat must have two signs installed in places that are easily visible to pedestrians on the sidewalk. These signs will be provided by the City and indicate public and/or private hours and contact information.

What You'll Need for Permits

Refer to Appendix B for more guidance on which permits you'll need.

Encumbrance Permit Attachments

- ☐ Certificate of Liability with the holder as the "CITY OF BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401".
- ☐ Endorsement to Insurance Policy listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.
- ☐ Endorsement to Insurance Policy specifically listing the City as Additional Insured
- ☐ Sketch, photo, or blueprint of what you are proposing.
- ☐ Check for Total Amount Due.

All hosts are required to have insurance policy with $1,000,000 general aggregate coverage in order to complete the Encumbrance Permit. For local residents/community groups interested in creating a Parklet, insurance may be a difficult requirement. We suggest reaching out to a local business (e.g., AARP, Local Motion, etc.) and seeing if they would agree to cover the insurance requirement by adding the resident/community group as additional insureds on the policy.

Outside Consumption Permit

If alcohol service is desired in the Street Seat, submit your Outside Consumption Permit application to the Clerk Treasurer at the same time you submit your Encumbrance Permit application to DPW.

Wastewater Service Permit

If table service will be provided in the Street Seat, submit a Wastewater Service Permit application to the State of Vermont.

No Parking Signs/Meter Bags

Because Parklets and Street Seats will replace existing on-street parking, you must obtain No Parking Signs by 6:00 PM the day before beginning on-street construction. If your Parklet or Street Seat is replacing metered parking spaces, you must obtain a meter obstruction permit ("meter bags") from the Department of Public Works.

Construction Self-Certification Checklist

Upon completion of construction and installation of the Parklet or Street Seat, the contractor must complete and submit to DPW the Parklet / Street Seat Self-Certification Checklist (Appendix C), certifying that the work that was completed is in conformance with the Great Streets Design Requirements in this guide, as well as the life-safety requirements listed in the checklist.

Post-Installation / Renewal / Removal

Maintenance

As the host of a Parklet or Street Seat it is your responsibility to keep it in good condition, kept clean, and well-maintained, including any drainage channels. All moveable furniture must be brought in every night if it is not locked or affixed to the structure. If your Parklet or Street Seat sustains damage, it is your responsibility to fix it.

Programming

If you are hosting a Parklet, having a plan to activate it is crucial for its success. It may be helpful to connect with organizations such a Project for Public Spaces for creative programming ideas and guidelines.

Renewal

Parklets and Street Seats that successfully complete the permitting process may re-apply for a renewed permit annually. If a host plans to renew their Parklet or Street Seat, the host must inform DPW by February 1st in fairness to new applicants.

Parklets / Street Seats will be automatically considered for renewal if the two following conditions are met: 1) there is no conflicting construction project in the upcoming season and 2) there were no major concerns with the operation of the Street Seat / Parklet during the previous season, or the applicant has demonstrated how they will address any such concerns.

If any design, safety, or maintenance changes are required by the City to proceed with a renewed permit, those changes will be identified by DPW. Applicants are required to address the feedback in the renewal application in order to proceed.

Applicants will still need to obtain necessary permits each year, as these do not auto-renew (encumbrance, outside consumption).

Changes to Design During Renewal

If you would like to change the design of your Parklet or Street Seat when renewing, you must submit updated plans with your renewal application.

Changes to Ownership

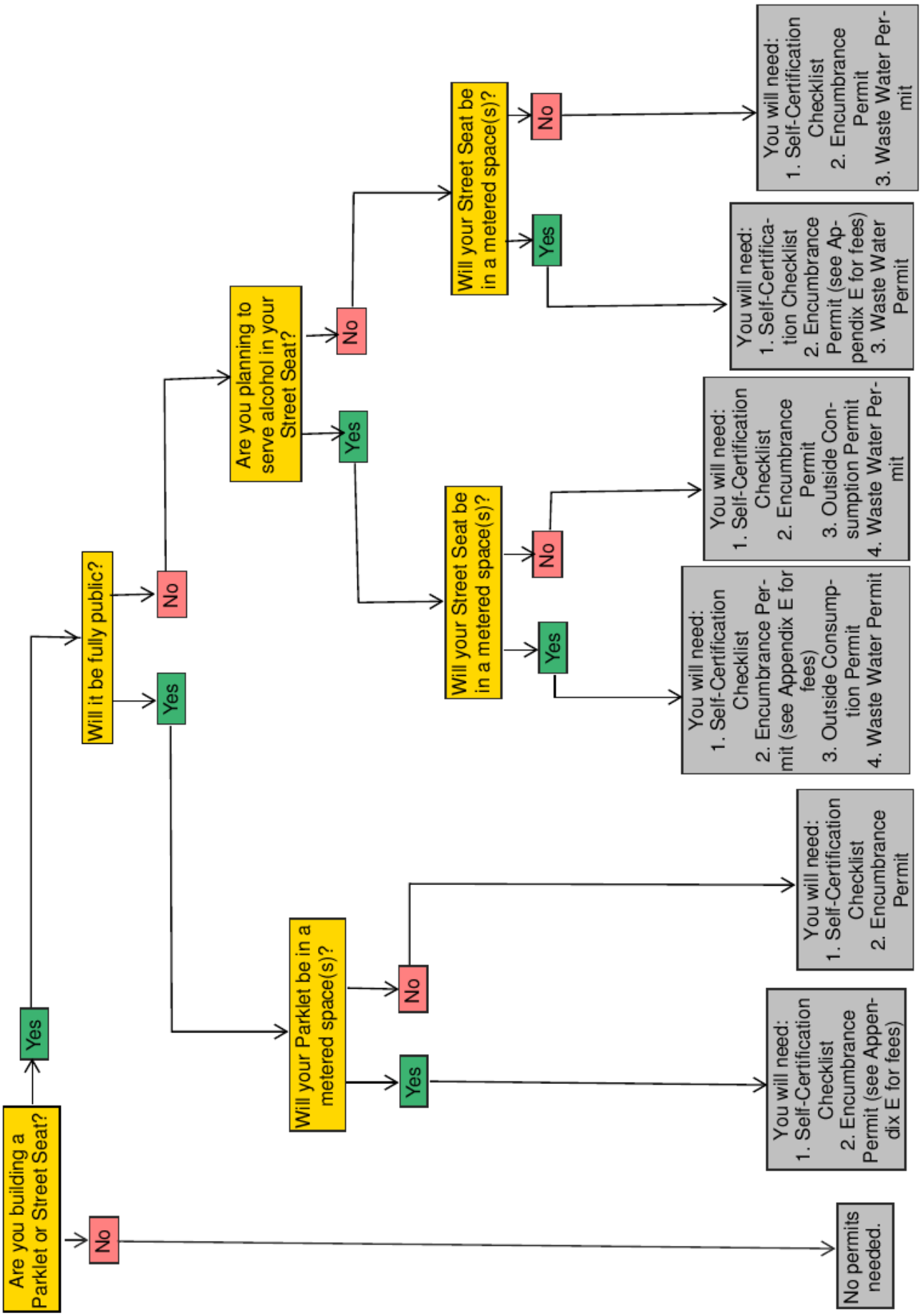
If your Parklet or Street Seat is changing ownership when renewing, contact Caleb Manna in DPW at cmanna@burlingtonvt.gov / 802-865-7562 to discuss this process.

Parklet or Street Seat Removal

All Parklets and Street Seatrs must be removed from the right-of-way (ROW) by October 15th. During the off-season, it is the responsibility of the host to obtain storage for the structure.

There may be emergencies that require your Parklet or Street Seat be removed from the ROW earlier. Structures must be created so that they can easily be removed in these instances. We ask that you include an emergency contact number in your application that would be responsible for removing the Parklet or Street Seat if contacted by the city. In certain emergencies, the City may have to remove your structure at the sponsor's cost.

Appendix A – Permit Flowchart



Appendix B – Self-Certification Construction Checklist

City of Burlington
Department of Public Works

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

STREET SEATS / PARKLETS PROGRAM: SELF-CERTIFICATION CONSTRUCTION CHECKLIST

This document shall serve as certification by the undersigned that the Street Seat / Parklet permitted by DPW is in compliance with (by meeting or exceeding) the Great Streets Design Requirements (pages 8-11 of the Street Seats / Parklet Program Guide), as well as the life-safety requirements listed in the checklist below.

Upon completing the construction and installation of the Street Seat / Parklet, complete the checklist and information below and return to: Elizabeth Gohringer, DPW, 645 Pine St, egohringer@burlingtonvt.gov, 802-391-6808.

CONSTRUCTION CHECKLIST

I, _____, creator of the Street Seat / Parklet listed below, certify that the Street Seat / Parklet has been installed in conformance with the following requirements:

- ☐ Meets ADA accessibility standards, as described by the U.S. Dept. of Justice,
- ☐ There are no steps with a rise greater than 7",
- ☐ No fire hydrants or nearby building Fire Department Connections are obstructed. These pathways must remain unobstructed and readily accessible in the event of an emergency,
- ☐ Complies with the Great Streets Parklet Design Requirements (pages 8-11 of the Street Seats / Parklet Program Guide).

Signature _____ Date _____

STREET SEAT / PARKLET INFORMATION

Street Seat / Parklet Location (Street # and Street Name):

_____

Point of Contact (Name / Organization / Business):

_____

Appendix C – Meter Costs

Meter Type	*Photo*	*Rate*
Smart Meter		$1.50/Hr.
Yellow-Top/Blue-Top		$1/Hr.
Brown-Top		$0.40/Hr.
Kiosk		$1.50/Hr.

Meter Encumbrance Rate

In an effort to promote public access in Parklets and Street Seats, structures encumbering metered parking spaces will be assessed a fee based on a pro-rated structure rather than paying the traditional max-daily rate for metered spaces. The fee will be calculated by DPW staff such that fees are lower as more public access is provided. Parking fees will be charged during the hours of parking enforcement in which the Street Seat is not fully open to the public.

Parking enforcement occurs between 9 am—9 pm in the downtown core (encompassing Cherry Street to Main Street and Pine Street to Winooski Avenue) and 9 am—6 pm outside of the downtown core.

If you have a question about what your fee will look like, please contact Caleb Manna in DPW at cmanna@burlingtonvt.gov / 802-865-7562.

	Business Hours	# of Parking Spaces	Smart Meter ($1.50/Hr.)	$1/Hr.	No Meter
Business A	4 PM—2 AM	1	$1,000	$285	$113
Business B	11 AM—11 PM	2	$3,925	$2,625	$201
Public Parklet	None	1	$113	$113	$113

Fully public parklets encumbering metered parking spaces will be charged the standard encumbrance fee ($1 per square foot and $25 application fee).

The chart below shows examples of what this fee might look like depending on the hours of public access and the location of the Parklet/Street Seat.

Appendix D – Outside Consumption Permit

VERMONT
DEPARTMENT OF LIQUOR CONTROL

OUTSIDE CONSUMPTION PERMIT

Application Fee $20.00

Name of Licensed Premise (Corporation/Partnership/Individual, d/b/a)

_____

d/b/a_____

Address_____Town/City_____

License Number _____Email or Fax #_____

Outside consumption would be in the area described below: (describe fully, including size, physical barriers, etc.)

_____

_____

_____

_____

Please remember that this outside consumption permit is an extension of your license to serve alcohol beverages, and that the same rules apply in this area as do in the regularly licensed premise area.

Outside Consumption time period (hours) from _____ to _____

Permanent Use ☐ (Permanent use will be considered year round use)

Occasional Use ☐ Day(s) Requested _____

Hours Requested_____

Signature of Licensee _____

OUTSIDE CONSUMPTION PERMITS MUST FIRST BE APPROVED BY YOUR TOWN/CITY CLERK

Please check one: _____Approved _____Disapproved

Town/City Clerk Signature _____

Date

Rev. 10/06/2017

Appendix E – Wastewater Service Permit **must be filled out online*

Version 1.5 - Revised: 8/9/

Drinking Water & Groundwater Protection Division - Permit Application
Wastewater System & Potable Water Supply

VERMONT
DEPARTMENT OF ENVIRONMENTAL CONSERVATION

For Office Use Only:

Application#	PIN#	Date Complete Application Received

General Information:

IMPORTANT: This application form **IS NOT** intended to be printed and filled out by hand. Because of the dynamic nature of the form, it is required that the information be typed directly into the fields using a computer.

In most cases a licensed designer will be required for your project and to help complete this application form. There are also line-by-line instructions available to assist with completing this form: .

NOTE: We strongly suggest referring to the application instructions while completing this application form.

A. Prior Permits

1 Please enter any prior or related WW permit or Act 250 permit number(s) (if applicable)

B. Project Name

1 Please enter a name that can be used as a reference for the project

C. Landowner Information

Remove This Landowner

Landowner Name

1 Legal Entity/Organization Name (if the Landowner is a legal entity or organization rather than a person)

2 Landowner First Name (and Middle Initial if appropriate)	3 Landowner Last Name

Landowner Contact Information

4 Mailing Address Line 1	5 Mailing Address Line 2

6 City	7 State/Province	8 Country	9 Zip/Postal Code
		United States	

10 Email Address	11 Telephone

Landowner Certifying Official Information (if applicable)

12 First Name (and MI if appropriate)	13 Last Name

14 Title	15 Email Address	16 Telephone

Add Another Landowner

D. Primary Contact Information (if other than Landowner)

1 First Name (and Middle Initial if appropriate)	2 Last Name

3 Company/Organization Name

4 Mailing Address Line 1	5 Mailing Address Line 2

6 City	7 State/Province	8 Country	9 Zip/Postal Code
		United States	

10 Email Address	11 Telephone

Version 1.5 - Revised: 8/9/

E. Lot(s) Affected by this Project

1 Please list any and all proposed lots or existing parcels that are directly affected by this project. If this application is an amendment to a previous project, please use consistent lot numbers.

(a) Existing or Proposed Lot	(b) Lot Number	(c) SPAN	(d) Parcel ID	(e) Acres	X

(f) Book Number (ref. 1)	(g) Page Number(s) (ref. 1)	(h) Book Number (ref. 2)	(i) Page Number(s) (ref. 2)	(j) Book Number (ref. 3)	(k) Page Number(s) (ref. 3)

(l) Comments

Add Another Lot

F. Project Information

1 Project Description

2 Total Acreage of Property	3 Town (primary)	4 Town (secondary - if located in more than one town)

5 Street Address (911 address if available, otherwise a brief description of the location)

6 Center of property GPS coordinates - Enter the approximate center of the project coordinates using GPS set for NAD83 or as derived from a map (map must be based on NAD83).

(a) Latitude *(in decimal degrees to five decimal places, ex. 44.38181°)*	(b) Longitude *(in decimal degrees to five decimal places, ex. -72.31392 °)*

7 If someone from the Drinking Water & Groundwater Protection Division's Regional Office has been to the property for a site visit, please indicate who visited the property and the date of the visit.

(a) Name of Staff Person	(b) Date of Visit (m/d/yyyy)

G. Application Fee

Please refer to the prior to selecting the Application Fee Code for your project below.

1 Select Application Fee Code	2 Fee Amount Due

H. Wastewater System and Water Supply Component Details

Component Information:

PLEASE READ: The purpose of this section is to provide supplementary information for system components when there are proposed changes to existing conditions or previous permits. In the case that the application includes site plans, the component names on this worksheet must match those on the site plans. If there is a prior permit, the component names must be labeled consistent with plans from the prior permit(s). It is ***required*** that, at a minimum, the following component types must be included for each application: final disposal; pre-treatment (if applicable); building unit(s); water treatment (if applicable); and water source. To add components after the third entry, click the green button labeled "Add Another Component". You may also insert components between components you've already added by clicking the "Insert Component Between" button. For large projects with many components, you may consider using the "Show/Hide Component Set Separator" button to separate sets (or groups) of connected components by naming each set. For additional instructions, please review the appendix to the application instructions: .

Component 1 Information

Show/Hide Component Set Separator | Remove This Component

Component Group Type: (WW) Final Disposal — Component Type:

--Component 1 Details--

Component Name: Example - Lot 1 Mound...

Insert Component Between

Component 2 Information

Show/Hide Component Set Separator | Remove This Component

Component Group Type	Building	Component Type	

--Component 2 Details--

Component Name	Example - 3 Bedroom Home...

Insert Component Between

Component 3 Information Show/Hide Component Set Separator | Remove This Component

Component Group Type	(WS) Source	Component Type	

--Component 3 Details--

Component Name	Example - Lot 1 Well...

Insert Component Between

Add Another Component

I. Project Plan Reference

1 Please provide the following information for all water supply and wastewater system plans being submitted.

(a) Sheet#	(b) Title	(c) Plan Date	(d) Last Revision Date	
				x

Add Another Plan Reference

J. Project Scoping Questions

1	Does this project involve the replacement of a failed wastewater system?	○ Yes ○ No
2	Does this project involve the replacement of a failed water supply?	○ Yes ○ No
3	Does this project involve construction within the buffer for a Class 2 Wetland?	○ Yes ○ No
4	Does this project involve construction within a river corridor?	○ Yes ○ No
5	Is the property within 250 feet of the mean water level of lakes greater than 10 acres in size?	○ Yes ○ No
6	Will the project require a public water supply permit?	○ Yes ○ No
7	Is any portion of the proposed wastewater system located in a Water Source Protection Area (SPA) as designated by the Drinking Water & Groundwater Protection Division?	○ Yes ○ No
8	Does this project require an Underground Injection Control Permit?	○ Yes ○ No
9	Is this project located in a Class A Watershed?	○ Yes ○ No
10	If this project is in a Class A Watershed, does the design flow for the project exceed 1,000 gpd or is the project located on the same lot as other buildings, structures, or campgrounds where the total design flow for the lot is greater than 1,000 gpd?	○ Yes ○ No ○ NA
11	Are any of the proposed water sources located within 1 mile of a hazardous waste site as designated by the Waste Management & Prevention Division and identified on the Agency mapping website (if Yes, please submit additional information on the site)?	○ Yes ○ No
12	Does any building(s) on the property or the proposed project include any floor drains?	○ Yes ○ No
13	If there are existing floor drains, where do they discharge?	
14	Does this project involve only a single family residence with no in-home business?	○ Yes ○ No

K. Consultant/Designer Certification

Consultant/Designer Certification & Copyright License

"I hereby certify that in the exercise of my reasonable professional judgment, the design-related information submitted with this application is true and correct, and that the design included in this application for a permit complies with the Vermont Wastewater System and Potable Water Supply Rules and the Vermont Water Supply Rules.

As the individual who prepared this application, including all documents that are marked as copyrighted, I hereby grant a non-exclusive, limited license to the State to allow the documents to be made available for public review and copying in order to properly implement and operate the permitting programs for Wastewater Systems and Potable Water Supplies, and for no other purposes. As a condition to this license, the State agrees that it will not make any changes to such documents, nor will the State delete any copyright notices on such documents."

Consultant/Designer Role	Print Consultant/Designer Name	Consultant/Designer Signature	Signature Date	
				x

Add Second Consultant/Designer

L. Signatures & Acknowledgements of Landowner(s)

This application must be signed by each Landowner listed on the property deed or by individuals with legal authority to sign on behalf of each Landowner. In order to insure compliance with the requirements of the regulations administered by the Department of Environmental Conservation, Drinking Water and Groundwater Protection Division, it may be necessary to visit the property. As this would involve a Department employee entering private property, we request your approval to do so.

If we do visit your property, do you have any special instructions?

"By signing this application, I certify that I am a landowner listed on the property deed or that I have the legal authority to sign on behalf of the landowner. I understand that by signing this application I am granting permission for the Department employees to enter the property, during normal business hours, to insure compliance of the property with the applicable rules of the Department.

I also understand that I am not allowed to commence any site work or construction on this project without written approval from the Department of Environmental Conservation.

If my project utilizes an Innovative/Alternative System or Product, I have received a copy of the Drinking Water & Groundwater Protection Division's approval letter and agree to abide by the conditions of the approval.

I also certify that to the best of my knowledge and belief the information submitted above is true, accurate and complete."

Print Landowner Name | Landowner Signature | Signature Date | X

Add Landowner Signature Block

Section E - Tent Permit Fees per Burlington Code of Ordinances, Section 13-62			
Tent Type	Number of Tents	Fee Schedule	Fee summation
Tents two hundred (200) square feet or larger, but under one thousand two hundred (1,200) square feet	Enter Amount	$50.00/tent	Enter Amount
Tents one thousand two hundred (1,200) square feet or larger.	Enter Amount	$165.00/tent	Enter Amount
Exception: Notwithstanding the above fees, the lesser of the above fees or two hundred twenty dollars ($220.00) shall be assessed if one of the following criteria are met: 1. tents requiring a permit are being erected in connection with an event that is held in the city at least on a biennial basis; or 2. the executive director or other individual in charge of managing the event in which tents requiring a permit are to be erected has produced three (3) large occupancy events in the City of Burlington within the previous two (2) years. A large occupancy event is one that either (A) involves two hundred fifty (250) people or more and is either in an enclosed space or has fixed seating and alcohol is served or (B) involves five hundred (500) people or more and is either in an enclosed space or has fixed seating and alcohol is not served.			Enter Amount
Total		Fee schedule total	Enter Total

Permit for the tent/s described above is valid for the specified dates only.

I hereby certify that the information contained within this application is correct and accurate.

I understand that Evidence of Flame Propagation Performance Criteria is not required at time of application. However, the Office of the Fire Marshal may at any time request a certificate or report of tests made by an organization acceptable to the Authority Having Jurisdiction.

I understand that all tents shall comply with the requirements of NFPA 1 (edition adopted by the current VT Fire and Building Safety Code).

Signature of Applicant:_____ Date: _____

FOR OFFICE USE ONLY – DO NOT WRITE IN GREY

Permit #:	Firehouse #:	Received Date:	Received By:	Review Date:	Reviewed By:	Inspected Date:	Inspected By:
Check #: Payment From:	Permit Fee:	☐ Approved ☐ Conditional ☐ Denied Notes:					

Appendix E – Tent Permit

MEMORANDUM

TO: Transportation, Energy, & Utilities Committee

FROM: Elizabeth Ross, Planner, DPW
Caleb Manna, Excavation Inspector, DPW

DATE: November 23, 2021

RE: Street Seat & Parklet Program: Updates to Guide 2022

Recommendations
No action is requested at this time.

Street Seat & Parklet Program: 2019 Pilot, Guide Development, & 2020 Making Space

The Department of Public Works' (DPW) and the Community and Economic Development Office's (CEDO) Parklet Pilot Program was introduced to the Public Works Commission and the Transportation, Energy, and Utilities Commission (TEUC) at their February 2019 meetings. Three locations were successfully permitted and installed in the summer of 2019.

Based on the pilot's success and the generally positive responses from the surveys, staff created a Street Seats/Parklet Program Guide to continue the program. The pilot helped inform the policies and processes to have in place for a successful Street Seat/Parklet Program. In November 2019, staff returned to the Public Works Commission, TEUC, and License Committee and received their endorsement for the expansion of the pilot into a permanent program, outlined in the Street Seat & Parklet Program Guide.

The purpose of the Street Seat and Parklet Program Guide is to streamline all of the information needed to apply for, permit, and construct a Parklet or Street Seat into one document. The guide consists of six sections: Introduction, Site Selection, Applying, Design, Permits, and Post-Installation. The technical requirements found in the Site Selection and Design sections were taken from Great Streets BTV Design Standards.

The Street Seat and Parklet Program Guide was paused in 2020 and 2021 to advance the Making Space program, a multi-department initiative to develop expedited, low-cost strategies for businesses and residents to enjoy getting outside and recover during the pandemic. The Making Space initiative was a streamlined version of the Streets Seats & Parklet program. Key changes included scaling back the public outreach requirements, waiving the fees, and allowing permitting directly through staff.

Street Seat & Parklet Program 2022: Next Steps, Program Guide, & Policy Direction

In 2022, the program will be returning to the more traditional format originally developed at the end of 2019. A summary of updates to the 2019 version, as well as changes from the pandemic version of 2020/2021, are listed below:

- Applicants will receive an Encumbrance Permit through approval by the License Committee, whose meetings are open to the public.
- The applicant will be required to post the proposed Encumbrance Permit in a conspicuous location at least 10 days prior to the License Committee meeting, rather than requiring staff to flyer the surrounding area.
- The Encumbrance application requires proof of public outreach to demonstrate that the applicant has support from neighbors.
- All businesses will need to apply for a new encumbrance permit for the 2022 season, regardless of whether they have participated in the past or not.
- Following the expanded demand and general support for Parklets & Street Seats during the pandemic,
    - The original limit of 1 parklet / block or 10 metered spaces in the city has been updated to a new limit of no more than 30% of parking spaces per block to be occupied by street seats or parklets. This limit was in place during the Making Space initiative and has received wide interdepartmental support (DPW, CEDO, Fire, Church Street Marketplace).
    - The selection committee and scoring process for applicants previously in place under the 2019 version has been removed.
- A platform will be required.
- Outside of business hours, seating must be available to the public.
- DPW will provide signage regarding public availability outside of business hours.
- The use of tents will continue to be allowed, provided the applicant obtains necessary permits. Any tent over 200 sq ft will require a permit from the Fire Department.

Feedback

We welcome your comments and feedback. Please reach out to Elizabeth Ross (Transportation Planner, eross@burlingtonvt.gov, 802-391-6808) if you have feedback in advance of the November 23, 2021 TEUC meeting. Any comments/suggestions/edits from the TEUC will be taken under consideration before the Program updates are taken to the License Committee at their December 2021 meeting.

Key staff points of contact

- Caleb Manna - issues the Encumbrance Permits for DPW (cmanna@burlingtonvt.gov)
- Elizabeth Ross - policy and program guide for Street Seats and Parklets for DPW (ERoss@burlingtonvt.gov)
- Will Clavelle - business-related programs in CEDO; often the first point of contact for businesses entering this program (wclavelle@burlingtonvt.gov)

Attachments

- Attachment 1: Street Seat & Parklet Program Guide (2022 Version)

City of Burlington
Department of Public Works

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

Memo

Date: November 23, 2021

To: Transportation, Energy, and Utilities Committee (TEUC)

From: Phillip Peterson E.I., Public Works Engineer PCP

CC: Chapin Spencer, Director of Public Works
Norm Baldwin, P.E., City Engineer/Asst. Director – Technical Services
Laura Wheelock P.E., Senior Public Works Engineer

Subject: University Place Street Improvements Design Plans

Recommendations to the TEUC:

The Department of Public Works respectfully requests that the Transportation, Energy, and Utilities Committee (TEUC) approve the following motion:

To recommend to the City Council approval of the University Place Engineering Design plans as outlined in the Agreement between the City of Burlington and University of Vermont and State Agricultural College regarding the Participation in the City's Ten Year Capital Plan. This approval includes changes to the line and grade of University Place, see Attachment-1.

Background:
The Department of Public Works (DPW) in partnership with the University of Vermont and State Agricultural College (UVM), is working with consultants on finalizing engineering and construction documents for the project area that includes University Place, a City of Burlington accessible public street, and the associated right of way. The Campus Master Plan reads, "University Place is pre-eminent amongst the priority projects for the historic and iconic nature of the buildings involved, its visual prominence, and location at the heart of the campus." University Place is also identified in UVM's Active Transportation Plan UVMoves as a signature project recommendation, specifically stating "University Place Conversion into a multi-modal street." Both UVM and the City are interested in improving safety on the street for pedestrians, bicyclists, and other active transportation users.

The University Place Street Improvements project is broken into three (3) phases; currently we are in Phase Two. The phase has developed design, engineering and construction documents for University Place. This phase of work has followed Phase One and has taken the TEUC (approved

on 11/24/20) and City Council (approved on 12/7/20) "Enhanced Design" concept and is moving it through design drawings for bidding in early 2022. The engineering and construction documents are in accordance with standards adopted by the City of Burlington as well as planning documents adopted by both UVM and the City of Burlington.

Financial:
Within the Agreement between the City and UVM it outlines parameters around which the street would be reconstructed. Because the Enhanced Design concept was selected the cost sharing is a little more complicated but best summarized as:

- The first $130,000 would come from City funds.
- Most project costs after the City has spent this $130,000 will be a 50/50 split of UVM/City funds.
- UVM is considering decorative lighting improvements which would be their financial responsibility.

The estimates coming out of Phase Two for the Enhanced Design the costs for design, construction, and inspection are estimated as follows:

Design	$ 316,000
Construction	$ 1,467,000
Inspection	$ 75,000
Contingency	$ 182,000
Decorative Lighting	$ 282,000
Total	**$2,322,000**

- Estimate of City's contribution $1,020,000 for streetscape improvements.
- Estimate UVM's contribution $1,020,000 for streetscape improvements plus approximately $300,000 for decorative lighting; totaling $1,320,000.

The original estimate for this project was $1,357,000. Construction costs over the past year have risen significantly, due to several factors. The anticipated costs of $1,130,000 have already been allocated by both the City and UVM. DPW will be coming to the BOF and CC early in 2022 to request the remaining funds needed for Construction.

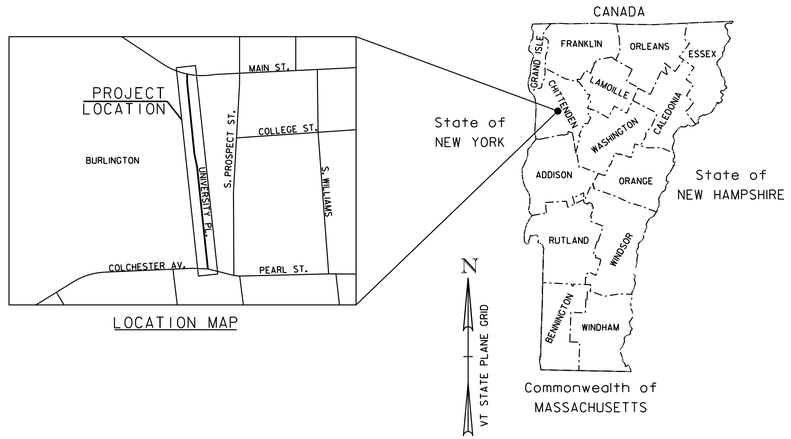
Next Steps:

1. Seek approval for Ammendment-5 from Board of Finance and City Council, early January 2022; which will increase the University Place Project allowable spending for the City and UVM.
2. Seek approval for the Design and Construction Documents from Board of Finance and City Council, early January 2022.
3. Seek approval by the UVM Board for the Design and Construction Documents.
4. Phase Three – Construction: The third phase will be for construction of the proposed improvements. The current schedule has this work occurring in 2022.

Attachments:

1. University Place Preliminary Plans.

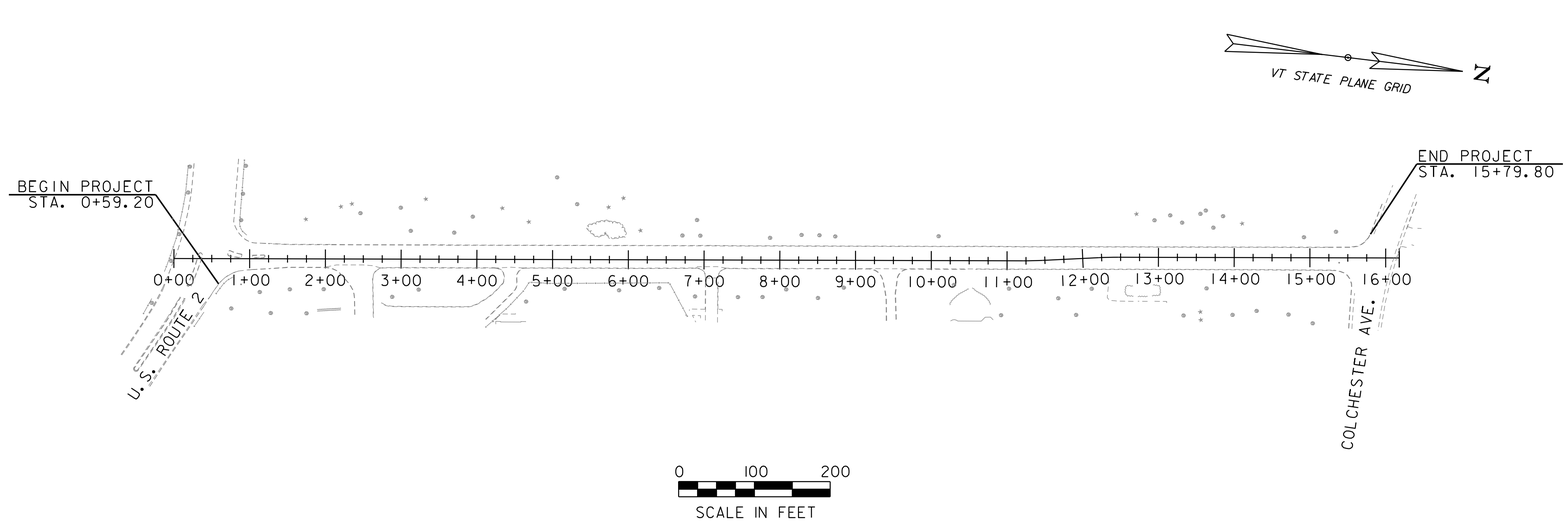
CITY OF BURLINGTON
COUNTY OF CHITTENDEN
UNIVERSITY PLACE



PROJECT LOCATION: THIS PROJECT IS LOCATED ALONG UNIVERSITY PLACE IN CITY OF BURLINGTON.

PROJECT DECRIPTION: WORK TO BE PERFORMED UNDER THIS PROJECT INCLUDES: NARROWING THE EXISTING ROADWAY AND CHANGING THE TRAFFIC PATTERN TO ONE-WAY, WIDENING OF SIDEWALKS, STREET LIGHTING AND ASSOCIATED WORK

PROJECT LENGTH: 1520.60 FEET (0.288 MILES)



CONSTRUCTION IS TO BE CARRIED ON IN ACCORDANCE WITH THESE PLANS AND THE VTRANS STANDARD SPECIFICATIONS FOR CONSTRUCTION DATED 2018, AS APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION ON APRIL 13, 2018 FOR USE ON THIS PROJECT, INCLUDING ALL SUBSEQUENT REVISIONS AND SUCH REVISED SPECIFICATIONS AND SPECIAL PROVISIONS AS ARE INCORPORATED IN THESE PLANS.

SURVEYED BY : VSE
SURVEYED DATE : ------

DATUM
VERTICAL NAVD88
HORIZONTAL NAD83 (2011)

PRELIMINARY
PLANS
8/27/2021

MUNICIPAL PROJECT MANAGER
APPROVED _____ DATE _____

PROJECT MANAGER : GREG GOYETTE

PROJECT NAME : BURLINGTON UNIVERSITY PLACE
PROJECT NUMBER : 179450035

SHEET 1 OF 31 SHEETS

Stantec
Stantec Consulting Services Inc.
55 Green Mountain Drive
South Burlington VT U.S.A. 05403
Phone: (802) 864-0223
Fax: (802) 864-0165
www.stantec.com

TYPICAL SECTIONS: ROADWAY

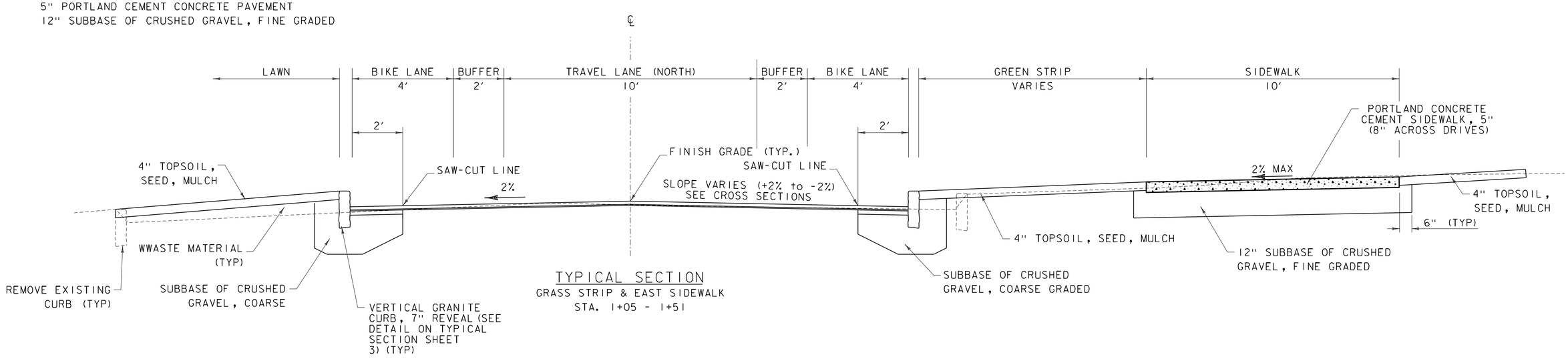
1½" SUPERPAVE BITUMINOUS CONCRETE PAVEMENT, (TYPE IVS), SINGLE LIFT
½" SUPERPAVE BITUMINOUS CONCRETE PAVEMENT, (TYPE IVS), SINGLE LIFT

TYPICAL SECTIONS: SIDEWALK

5" PORTLAND CEMENT CONCRETE PAVEMENT
12" SUBBASE OF CRUSHED GRAVEL, FINE GRADED

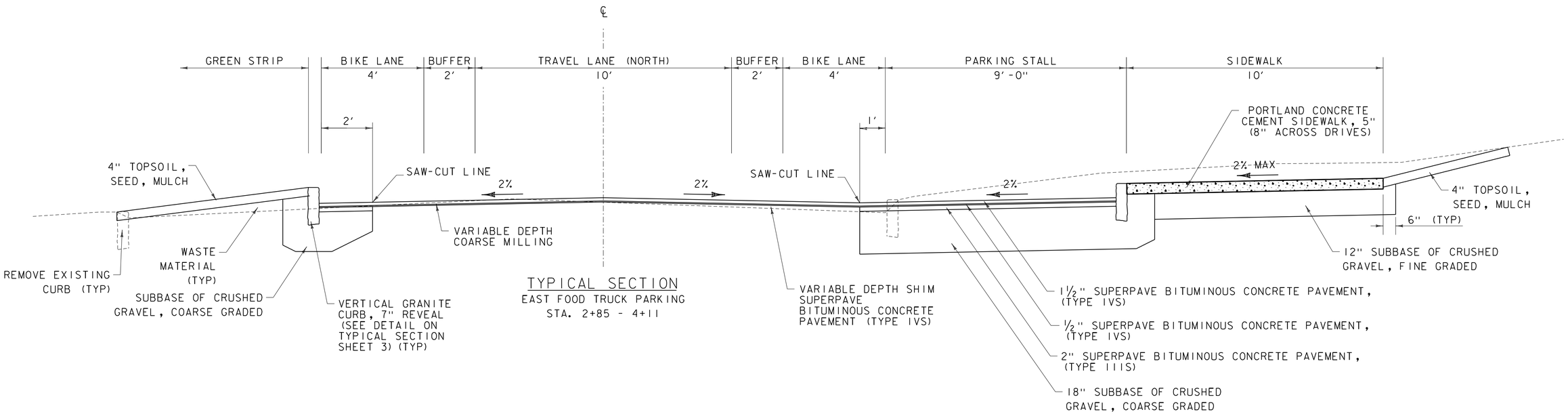
MATERIAL THICKNESS TOLERANCES

PAVEMENT	+ ¼"	(TOTAL DEPTH)
SUBBASE	+/- 1"	(TOTAL DEPTH)



TYPICAL SECTION

GRASS STRIP & EAST SIDEWALK
STA. 1+05 - 1+51



TYPICAL SECTION

EAST FOOD TRUCK PARKING
STA. 2+85 - 4+11

NOTES:
1. VARIABLE DEPTH MILLING WILL BE REQUIRED TO CORRECT CROSS SLOPES AND RELOCATE CROWN LINE.

2. ADDITIONAL PAVEMENT SHIM WILL BE REQUIRED IN SOME AREAS TO CORRECT CROSS SLOPES.

Stantec

PROJECT NAME:	BURLINGTON UNIVERSITY PLACE
PROJECT NUMBER:	179450035
FILE NAME: 50035typ.dgn	PLOT DATE: 8/27/2021
PROJECT LEADER: E. ALLING	DRAWN BY: C. WAITE
DESIGNED BY: C. WAITE	CHECKED BY: G. GOYETTE
TYPICAL SECTION SHEET 1	SHEET 7 OF 31

HAND-PLACED BITUMINOUS PAVEMENT, DRIVES
STA. 4+43, RT.

VERTICAL GRANITE CURB
STA. 0+59 TO STA. 1+51, RT
STA. 0+79 TO STA. 5+50, RT
STA. 2+62 TO STA. 4+35, RT
STA. 4+52 TO STA. 5+50, RT

PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH
STA. 0+77 TO STA. 2+26, RT
STA. 1+00 TO STA. 1+14, LT
STA. 2+62 TO STA. 5+50, RT

DETECTABLE WARNING SURFACE
STA. 1+00, RT
STA. 1+00, LT
STA. 2+25, RT
STA. 2+65, RT
STA. 4+79, RT
STA. 4+79, RT

REMOVE STREET LIGHT ASSEMBLY
STA. 1+53, 22' LT
STA. 2+07, 23' LT
STA. 3+32, 21' LT
STA. 4+64, 21' LT

STREET LIGHT ASSEMBLY
STA. 2+45, 14' LT
STA. 3+45, 14' LT
STA. 4+45, 14' LT
STA. 5+20, 14' LT

01 STA. 3+49.0, LT. TO STA. 3+54.0, LT
INSTALL 12" X 4' SCH 35 PVC
CONSTRUCT NEW PRECAST REINFORCED CONCRETE CATCH BASIN AT STA. 3+49. CONNECT TO EXISTING 12" PVC PIPE AT OUTLET

02 STA. 5+00.0 RT. TO STA. 6+89.0, RT
INSTALL 18" X 190' CPEP(SL)
CONSTRUCT NEW PRECAST REINFORCED CONCRETE CATCH BASIN AT STA. 5+00.0, CONNECT TO EXISTING CATCH BASIN AT OUTLET

VT STATE PLANE GRID
N

BURLINGTON UNIVERSITY PLACE
STA. 0+59.20
BEGIN PROJECT

REMOVE EXISTING SIDEWALK (TYP.)

REMOVE EXISTING CATCH BASIN AND 20' OF EXISTING 12" PVC

ADJUST GRADE OF EXISTING MANHOLE

VARIABLE DEPTH COARSE MILLING

REMOVE ASH TREE

ADJUST GRADE OF EXISTING CATCH BASIN

NEW CONCRETE STAIRS

MATCH LINE

POB STA 0+00.00

0+00 1+00 2+00 3+00 4+00 5+00

SCALE IN FEET 0 20 40

Stantec

PROJECT NAME:	BURLINGTON UNIVERSITY PLACE
PROJECT NUMBER:	179450035
FILE NAME: 50035bdr.dgn	PLOT DATE: 8/27/2021
PROJECT LEADER: G. GOYETTE	DRAWN BY: C. WAITE
DESIGNED BY: E. ALLING	CHECKED BY: G. GOYETTE
PLAN SHEET 1	SHEET 13 OF 31

VERTICAL GRANITE CURB
STA. 5+50 TO STA. 7+02, RT
STA. 5+50 TO STA. 11+25, LT
STA. 7+18 TO STA. 9+37, RT
STA. 9+54 TO STA. 11+25, RT

PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH
STA. 5+50 TO STA. 9+36, RT
STA. 5+50 TO STA. 10+61, LT
STA. 9+27 TO STA. 9+29, LT

DETECTABLE WARNING SURFACE
STA. 6+11 - 8+35 LT
STA. 6+11 - 6+91 RT
STA. 7+29 - 8+35 RT
STA. 9+28, RT
STA. 9+28, LT
STA. 9+33, RT

TREE PROTECTION
STA. 5+50 - 6+21, LT
STA. 6+34 - 6+47, RT
STA. 6+65 - 7+00, LT
STA. 7+80 - 7+92, LT
STA. 8+18 - 8+81, LT
STA. 10+04 - 10+14, LT

REMOVE STREET LIGHT ASSEMBLY
STA. 6+12, 20' LT
STA. 7+28, 23' LT
STA. 7+67, 21' LT
STA. 8+13, 27' LT
STA. 9+24, 34' LT
STA. 9+55, 21' LT
STA. 10+87, 27' LT

STREET LIGHT ASSEMBLY
STA. 6+00, 14' LT
STA. 6+80, 26' LT
STA. 7+63, 26' LT
STA. 8+44, 14' LT
STA. 9+11, 14' LT
STA. 9+90, 14' LT
STA. 10+67, 14' LT

SPECIAL PROVISION (24 INCH GRANITE BACK CURB)
STA. X+XX TO STA. X+XX, XT

SPECIAL PROVISION (GRANITE BANDING)
STA. X+XX TO STA. X+XX, XT

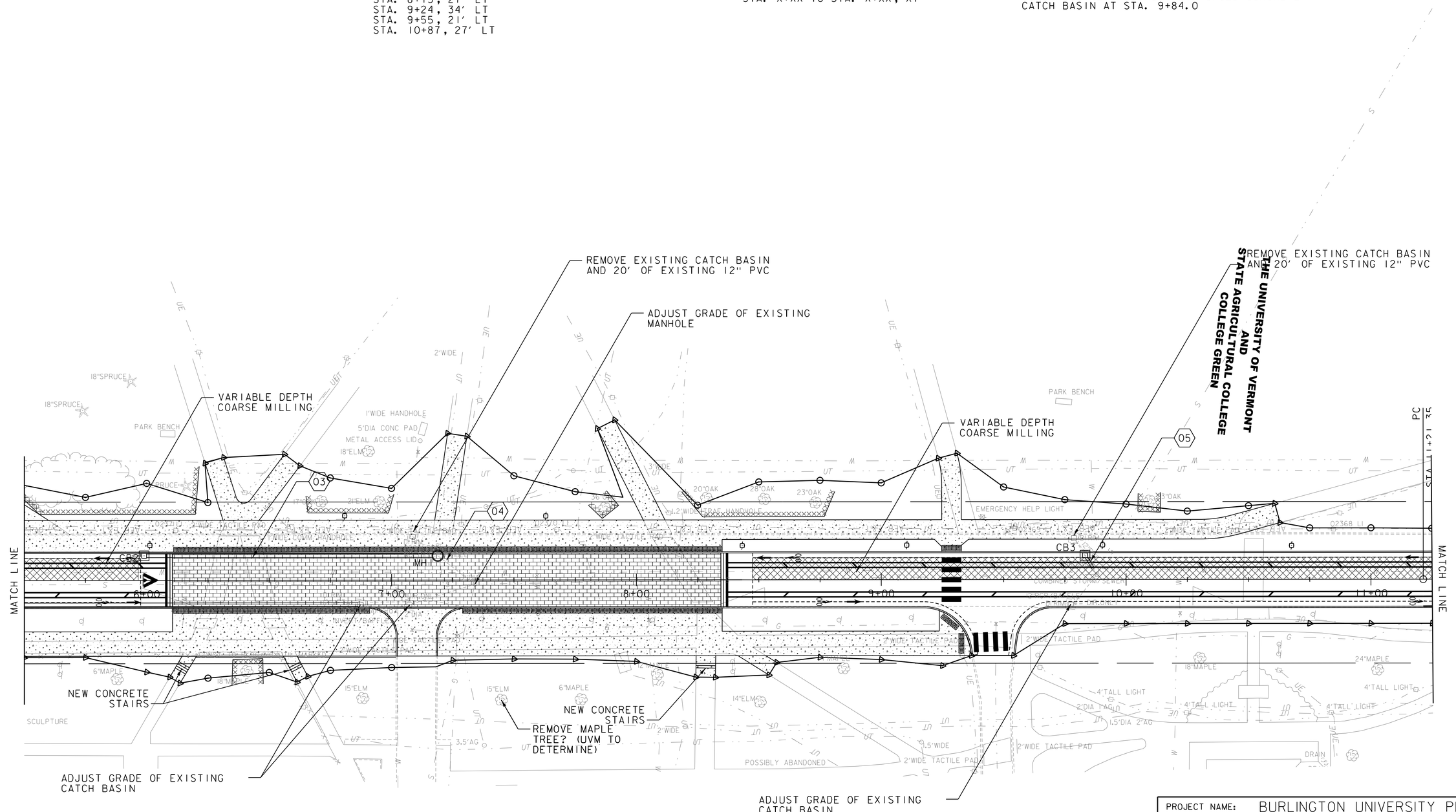
SPECIAL PROVISION (PORTLAND CEMENT CONCRETE STAIRS)
STA. X+XX TO STA. X+XX, XT

03 STA. 5+99.0, LT. TO STA. 7+18.9, LT
INSTALL 18" X 118' CPEP(SL)
CONSTRUCT NEW PRECAST REINFORCED CONCRETE CATCH BASIN AT STA. 5+99.0

04 STA. 7+18.9, LT. TO STA. 7+25.0, LT
INSTALL 12" X 4' SCH35 PVC
CONSTRUCT NEW PRECAST REINFORCED CONCRETE MANHOLE AT STA. 7+18.9

05 STA. 9+84.0, LT. TO STA. 9+86.4, LT
INSTALL 12" X 4' SCH35 PVC
CONSTRUCT NEW PRECAST REINFORCED CONCRETE CATCH BASIN AT STA. 9+84.0

VT STATE PLANE GRID
N



0 20 40
SCALE IN FEET

Stantec

PROJECT NAME: BURLINGTON UNIVERSITY PLACE
PROJECT NUMBER: 179450035

FILE NAME: 50035bdr.dgn
PROJECT LEADER: G. GOYETTE
DESIGNED BY: E. ALLING
PLAN SHEET 2

PLOT DATE: 8/27/2021
DRAWN BY: C. WAITE
CHECKED BY: G. GOYETTE
SHEET 14 OF 31

VERTICAL GRANITE CURB
STA. 11+25 TO STA. 15+54, RT
STA. 11+25 TO STA. 15+80, LT

PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH
STA. 14+80 TO STA. 15+68, LT

DETECTABLE WARNING SURFACE
STA. 12+27, LT
STA. 12+29, RT
STA. 14+90, LT
STA. 14+90, RT
STA. 15+46, RT
STA. 15+59, LT

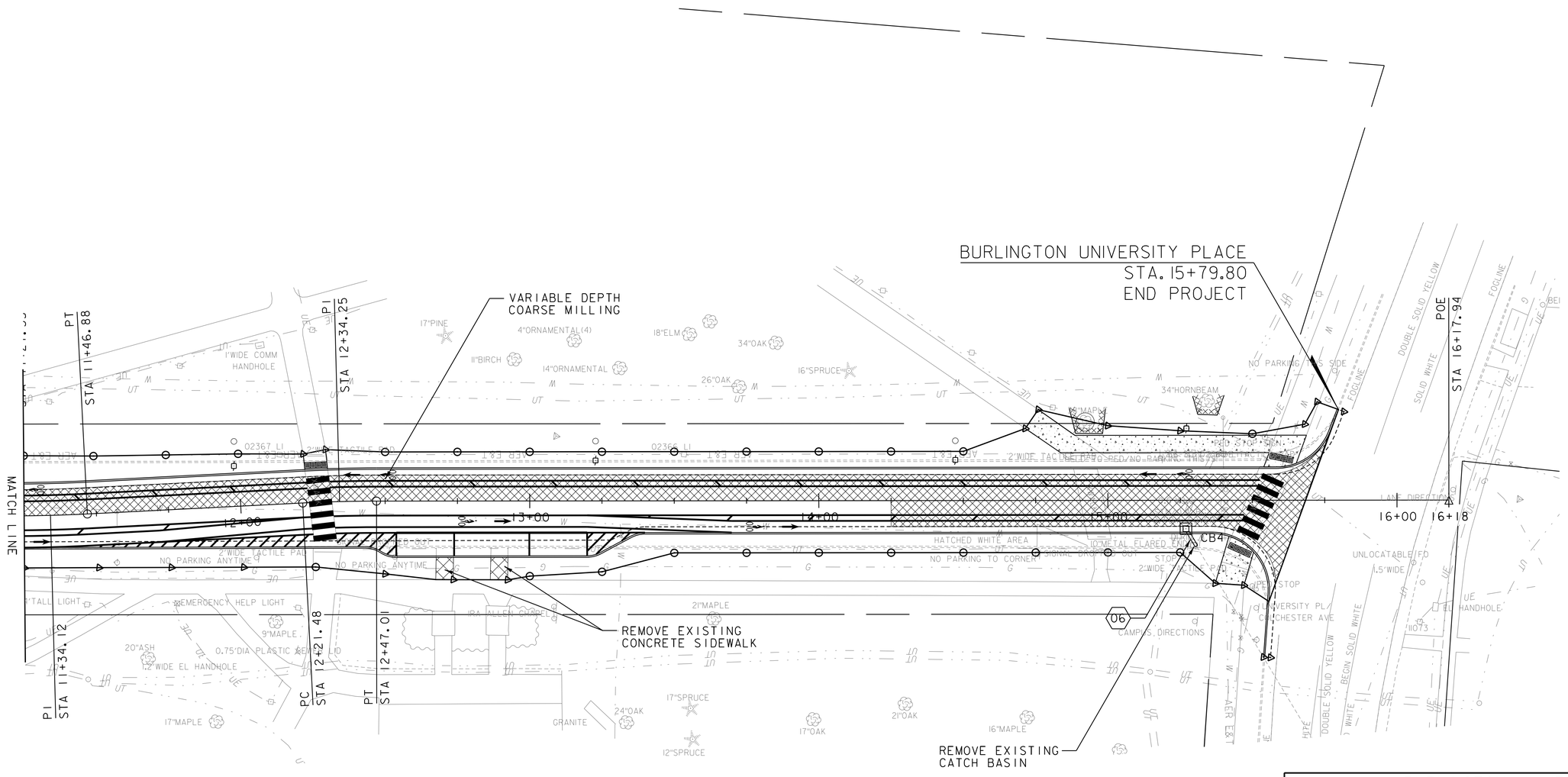
TREE PROTECTION
STA. 14+87 - 14+99, LT
STA. 15+29 - 15+40, LT

REMOVE STREET LIGHT ASSEMBLY
STA. 12+14, 17' LT
STA. 13+53, 16' LT
STA. 15+40, 16' LT
STA. 15+54, 22' LT

STREET LIGHT ASSEMBLY
STA. 13+25, 14' LT
STA. 14+48, 14' LT
STA. 15+28, 26' LT

06 STA. 15+27.0, RT. TO STA. 15+31.0, RT
INSTALL 12" X 6' SDR35 PVC
CONSTRUCT NEW PRECAST REINFORCED CONCRETE
CATCH BASIN AT STA. 15+27.0

VT STATE PLANE GRID N



0 20 40
SCALE IN FEET

Stantec

PROJECT NAME:	BURLINGTON UNIVERSITY PLACE
PROJECT NUMBER:	179450035
FILE NAME: 50035bdr.dgn	PLOT DATE: 8/27/2021
PROJECT LEADER: G. GOYETTE	DRAWN BY: C. WAITE
DESIGNED BY: E. ALLING	CHECKED BY: G. GOYETTE
PLAN SHEET 3	SHEET 15 OF 31

4 INCH WHITE LINE, WATERBORNE PAINT
(ALL LINES WILL INCLUDE EDGE LINE BREAKS AND RADII FOR SIDE ROADS)
STA. 1+06 TO 5+50, RT (DOUBLE)
STA. 2+75 TO 4+25, RT (PARKING SPACES & DIAGONALS)
SEE SHEET XX

6 INCH WHITE LINE, WATERBORNE PAINT
STA. 1+06 TO 5+50, RT (DIAGONALS)

4 INCH YELLOW LINE, WATERBORNE PAINT
(ALL LINES WILL INCLUDE EDGE LINE BREAKS AND RADII FOR SIDE ROADS)
STA. 1+06 TO 5+50, LT (DOUBLE)

6 INCH YELLOW LINE, WATERBORNE PAINT
STA. 1+06 TO 5+50, LT (DIAGONALS)

DURABLE CROSSWALK MARKING, RECESSED TYPE B TAPE
STA. 1+00, LT TO RT
STA. 4+79, LT TO RT
STA. 2+45, RT

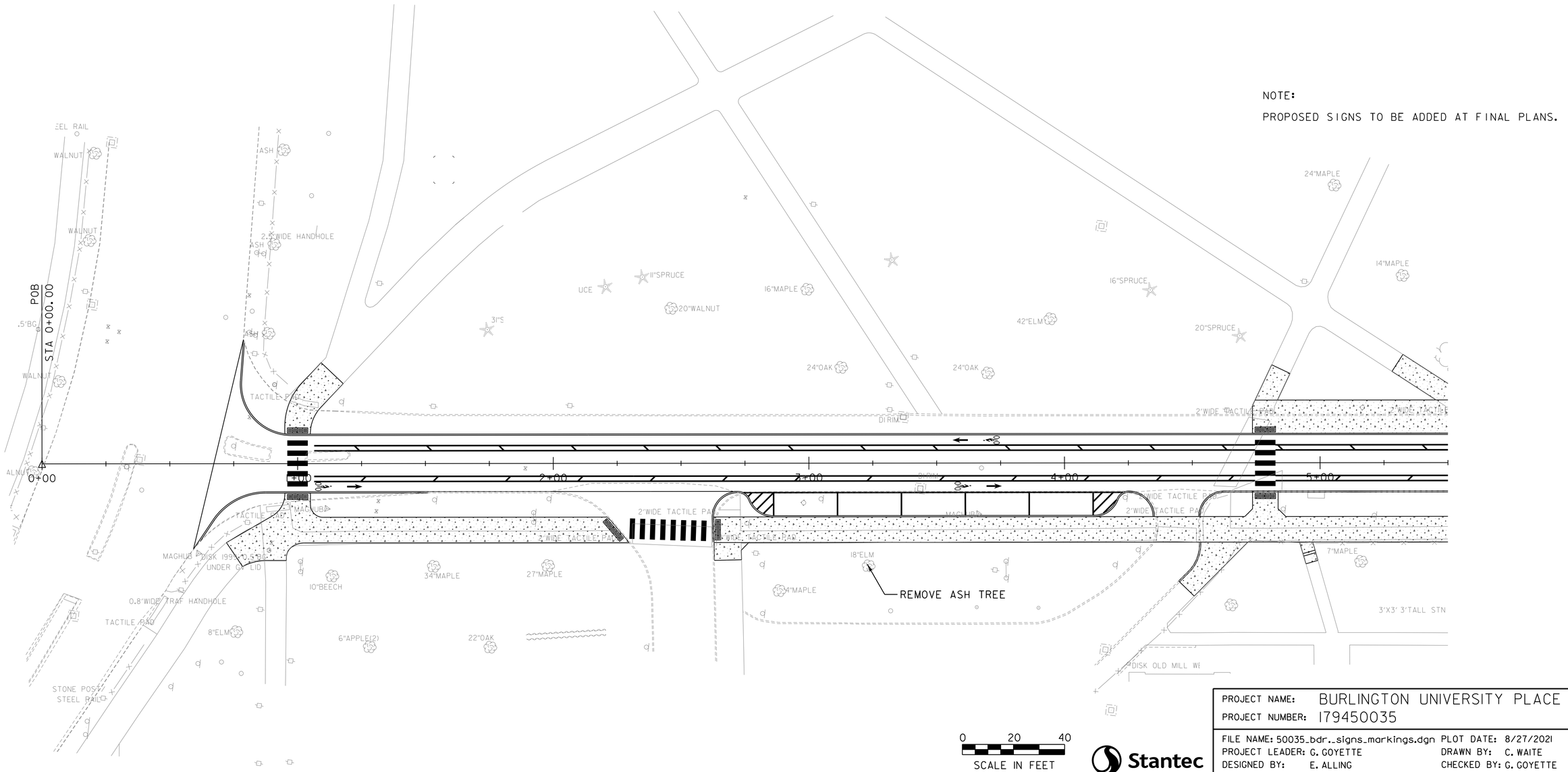
DURABLE LETTER OR SYMBOL, RECESSED TYPE B TAPE
STA. 1+10, RT (BIKE)
STA. 1+22, RT (ARROW)
STA. 3+60, RT (BIKE)
STA. 3+72, RT (ARROW)
STA. 3+60, LT (ARROW)
STA. 3+72, LT (BIKE)

REMOVING SIGNS
AS SHOWN - X

ERECTING SALVAGED SIGNS
AS SHOWN - X

VT STATE PLANE GRID N

NOTE:
PROPOSED SIGNS TO BE ADDED AT FINAL PLANS.



0 20 40
SCALE IN FEET

Stantec

PROJECT NAME:	BURLINGTON UNIVERSITY PLACE
PROJECT NUMBER:	179450035
FILE NAME: 50035_bdr._signs_markings.dgn	PLOT DATE: 8/27/2021
PROJECT LEADER: G. GOYETTE	DRAWN BY: C. WAITE
DESIGNED BY: E. ALLING	CHECKED BY: G. GOYETTE
SIGN AND PAVEMENT MARKING SHEET 1	SHEET 16 OF 31

4 INCH WHITE LINE, WATERBORNE PAINT
(ALL LINES WILL INCLUDE EDGE LINE BREAKS AND RADII FOR SIDE ROADS)
STA. 5+50 TO 10+25, RT (DOUBLE)

6 INCH WHITE LINE, WATERBORNE PAINT
STA. 5+50 TO 10+25, RT (DIAGONALS)

12 INCH WHITE LINE, WATERBORNE PAINT
STA. 6+08, LT TO RT
STA. 8+37, LT TO RT

4 INCH YELLOW LINE, WATERBORNE PAINT
(ALL LINES WILL INCLUDE EDGE LINE BREAKS AND RADII FOR SIDE ROADS)
STA. 5+50 TO 10+25, RT (DOUBLE)

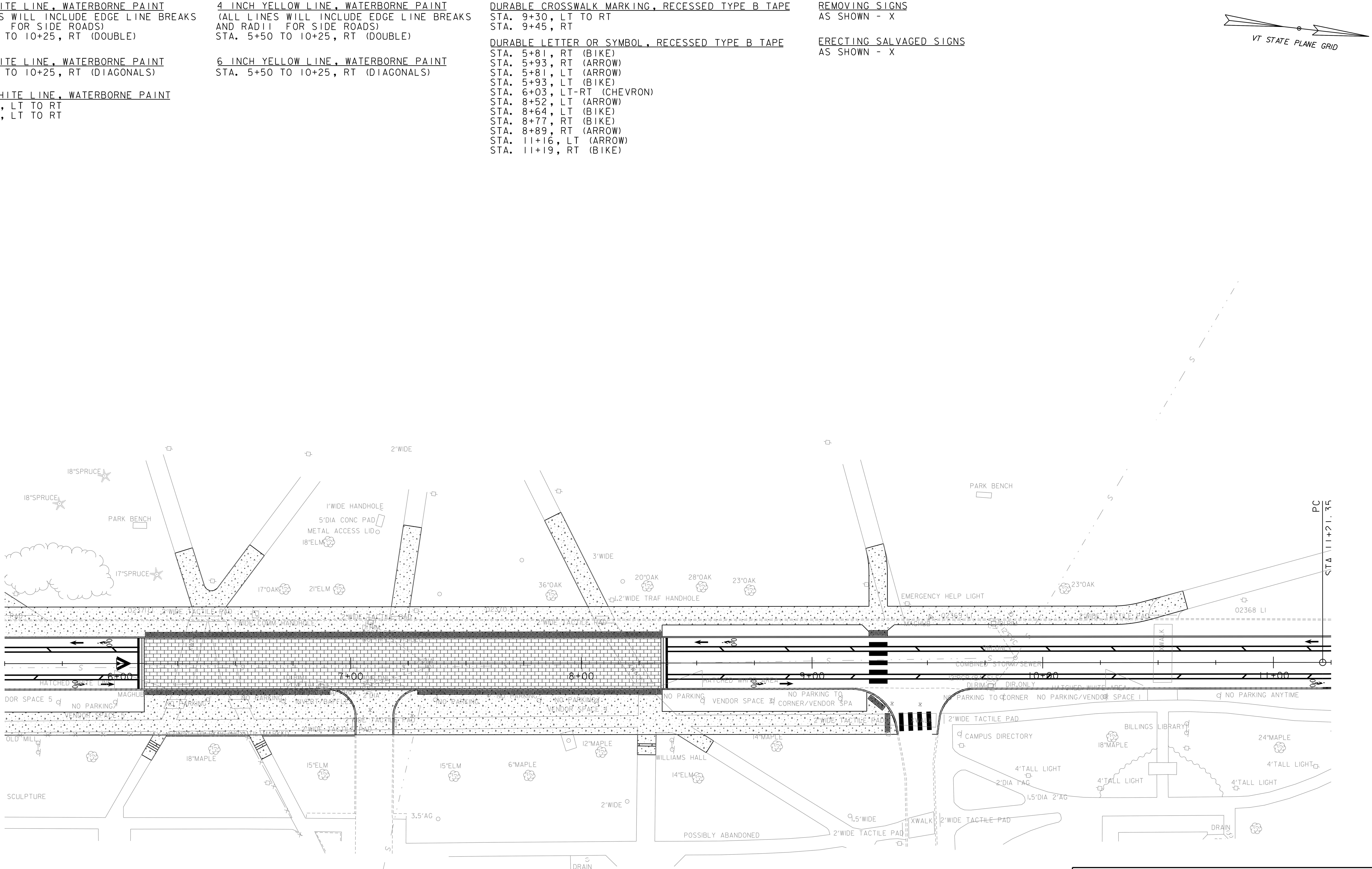
6 INCH YELLOW LINE, WATERBORNE PAINT
STA. 5+50 TO 10+25, RT (DIAGONALS)

DURABLE CROSSWALK MARKING, RECESSED TYPE B TAPE
STA. 9+30, LT TO RT
STA. 9+45, RT

DURABLE LETTER OR SYMBOL, RECESSED TYPE B TAPE
STA. 5+81, RT (BIKE)
STA. 5+93, RT (ARROW)
STA. 5+81, LT (ARROW)
STA. 5+93, LT (BIKE)
STA. 6+03, LT-RT (CHEVRON)
STA. 8+52, LT (ARROW)
STA. 8+64, LT (BIKE)
STA. 8+77, RT (BIKE)
STA. 8+89, RT (ARROW)
STA. 11+16, LT (ARROW)
STA. 11+19, RT (BIKE)

REMOVING SIGNS
AS SHOWN - X

ERECTING SALVAGED SIGNS
AS SHOWN - X



0 20 40
SCALE IN FEET

Stantec

PROJECT NAME:	BURLINGTON UNIVERSITY PLACE
PROJECT NUMBER:	179450035

FILE NAME: 50035_bdr._signs_markings.dgn PLOT DATE: 8/27/2021
PROJECT LEADER: G. GOYETTE DRAWN BY: C. WAITE
DESIGNED BY: E. ALLING CHECKED BY: G. GOYETTE
SIGN AND PAVEMENT MARKING SHEET 2 SHEET 17 OF 31

4 INCH WHITE LINE, WATERBORNE PAINT
(ALL LINES WILL INCLUDE EDGE LINE BREAKS AND RADII FOR SIDE ROADS)
STA. 11+25 TO 12+20, RT (DOUBLE)
STA. 11+20 TO 13+70, RT (PARKING SPACES & DIAGONALS)
STA, 12+20 TO 13+20, RT (SINGLE)
STA. 13+20 TO 15+47, RT (DOUBLE)

6 INCH WHITE LINE, WATERBORNE PAINT
STA. 11+25 TO 12+20, RT (DIAGONAL)
STA. 13+20 TO 15+47, RT (DIAGONAL)

4 INCH YELLOW LINE, WATERBORNE PAINT
(ALL LINES WILL INCLUDE EDGE LINE BREAKS AND RADII FOR SIDE ROADS)
STA. 11+25 TO 15+47, RT (DOUBLE)

6 INCH YELLOW LINE, WATERBORNE PAINT
(ALL LINES WILL INCLUDE EDGE LINE BREAKS AND RADII FOR SIDE ROADS)
STA. 11+25 TO 15+47, RT (DIAGONAL)

DURABLE CROSSWALK MARKING, RECESSED TYPE B TAPE
STA. 15+52, LT TO RT
STA. 12+27, LT TO RT

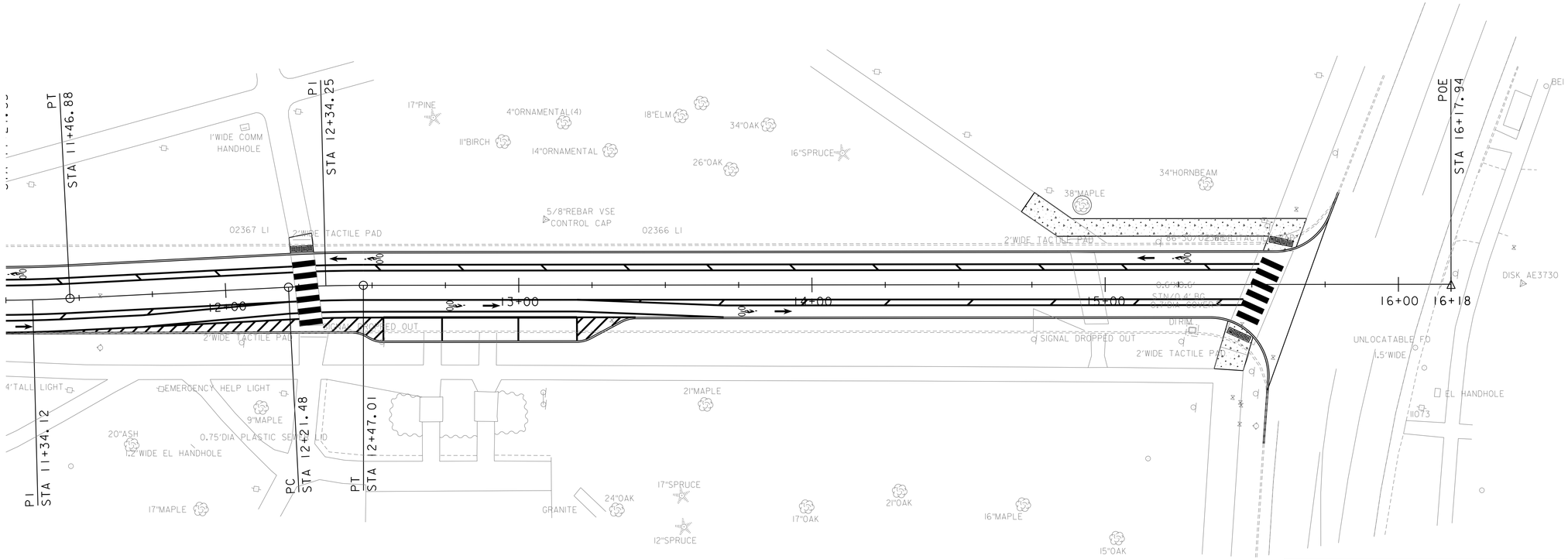
DURABLE 24 INCH STOP BAR, RECESSED TYPE B TAPE
STA. 15+43, LT TO RT

DURABLE LETTER OR SYMBOL, RECESSED TYPE B TAPE
STA. 11+28, LT (BIKE)
STA. 11+31, RT (ARROW)
STA. 12+39, LT (ARROW)
STA. 12+51, LT (BIKE)
STA. 12+79, RT (BIKE)
STA. 12+91, RT (ARROW)
STA. 13+78, RT (BIKE)
STA. 13+90. RT (ARROW)
STA. 15+14, LT (ARROW)
STA. 15+26, LT (BIKE)

REMOVING SIGNS
AS SHOWN - X

ERECTING SALVAGED SIGNS
AS SHOWN - X

VT STATE PLANE GRID
N



0 20 40
SCALE IN FEET

Stantec

PROJECT NAME: BURLINGTON UNIVERSITY PLACE
PROJECT NUMBER: 179450035

FILE NAME: 50035_bdr._signs_markings.dgn PLOT DATE: 8/27/2021
PROJECT LEADER: G. GOYETTE DRAWN BY: C. WAITE
DESIGNED BY: E. ALLING CHECKED BY: G. GOYETTE
SIGN AND PAVEMENT MARKING SHEET 3 SHEET 18 OF 31

Tuesday, November 23, 2021
Vehicle for Hire Licensing Board/ Transportation Energy and Utilities Joint Committee

Tuesday, November 23rd, 2021 in Front Conference Room, Department of Public Works, 645 Pine Street 1:00 PM
To join or watch the meeting remotely:
Join via Zoom, https://us02web.zoom.us/j/84603122855
To call into the meeting, including to speak during public comment:
Phone number: 312-626-6799 and Webinar ID: 846 0312 2855

1. Agenda

1.01 Adopt/Amend Agenda

2. Election of Joint Committee Chair

2.01 Election of Joint Committee Chair

3. Public Forum

3.01 Public Forum

4. Hearings

4.01 Airport Winooski Cab - Abdi Dhere

4.02 Blazer Transportation - Ricky Handy

5. Denials

5.01 Catherine Larose-Tobin, Blazer Transportation

6. Deliberative Session

6.01 Deliberative to session to consider hearings and denial

7. Adjournment

7.01 Adjourn

CITY OF BURLINGTON, VERMONT
CITY COUNCIL TRANSPORTATION, ENERGY & UTILITIES COMMITTEE
c/o Department of Public Works
645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849

802.863.9094 VOX
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802.863.0450 TTY
www.burlingtonvt.gov

Councilor Jack Hanson, Chair, *East District*
Councilor Jane Stromberg, *Ward 8*
Councilor Mark Barlow, *North District*

Inquiries:
Madeline Suender
802.735.5324
msuender@burlingtonvt.gov

Transportation, Energy and Utilities Committee of the City Council
Tuesday, November 23, 2021 directly following the 1PM VFH Meeting

–DRAFT AGENDA–

Chair Jack Hanson: Call to order TEUC at 2:24 PM

1. **Agenda**

Councilor Jane Stromberg moves to approve, seconded by Councilor Mark Barlow. All in favor.

2. **Minutes of 9/28/2021**

Councilor Jane Stromberg moves to approve, seconded by Councilor Mark Barlow. All in favor.

3. **Public Forum**

None. Chair Hanson closes at 2.25

4. **University Place Update**
   - Laura Wheelock, Senior Pubic Works Engineer
   - Phillip Peterson, Pubic Works Engineer
   - Action

See presentation.

Phillip Peterson: Seeking sponsorship of the budget and design construction plans submit through the memo.

Councilor Barlow: Price has doubled. Are increases mostly construction?

Phillip Peterson: Construction and scope increase.

Laura Wheelock: Contingency will go up proportionally to construction cost and decorative lighting was large cost. Consultant didn't have survey at the time so new information impacted cost as designs were adjusted. Still looking to come up with funds on our side but have verbal commitment from UVM to add decorative lighting and come up with their funding match. The City will plan to take this to BOF/CC in January.

Chair Hanson: Is this hinging on the General Fund Capital Bond?

Director Chapin Spencer: Yes, but if the bond doesn't pass we will look at other alternatives such as Federal Infrastructure Bill or other internal sources such as Street Capital which would then impact paving. We have worked well with Water Resources to get their upgrades done with Water Resources enterprise funds.

JH: Motions to recommend to the City Council approval of the University Place Engineering Design plans as outlined in the Agreement between the City of Burlington and University of Vermont and State Agricultural College regarding the Participation in the City's Ten Year Capital Plan. This approval includes changes to the line and grade of University Place, see Attachment-1.

Seconded by Jane Stromberg. No discussion. All in favor. Passes unanimously. 2:35PM close.

5. **Street Seat & Parklet Program: Updates to Guide 2022**
   - Elizabeth Ross, Transportation Planner
   - Caleb Manna, Excavation Inspector
   - Information

Elizabeth Ross: Successful pilot in 2019. Changes highlighted in Memo.

Director Spencer: Here to identify the transportation component of this program. The key policy change would allow an increase of spaces to be used in the downtown core as parklets. Program has added value to community and been successful but need to balance with parking demand.
Councilor Barlow: How much additional parking will be impacted with changes?
Caleb Manna: Up to 30% of parking on one block to be occupied = ~5-6 spaces on average. Up to three parklets are expected per block. Additional approval must happen beyond this committee. Staff will be bringing the revisions to the License Committee next.
Chair Hanson: supportive of this.
Close out item at 2:40PM

6. **Reducing Light Pollution and Nighttime Energy**
   - Munir Kasti, BED
   - Andy Elliston, BED
   - Chris Burns, BED
   - Information

See presentation.
Follow up with Andy Elliston for questions.
Close the item at 2:48 PM

7. **Director's Report**

DPW's contractor for Main St Great Streets is doing exploratory utility work starting Monday 11/30/21. Rob Goulding will send more information to TEUC members. Don't expect impacts to be overly burdensome and have communicated with the downtown community about this.

8. **Councilors' Update**

None.

9. **Next Meeting 12/28/2021**
10. **Adjourn**

Councilor Stromberg moves to adjourn. Seconded by Councilor Barlow. All in favor. 2:50PM adjourns.

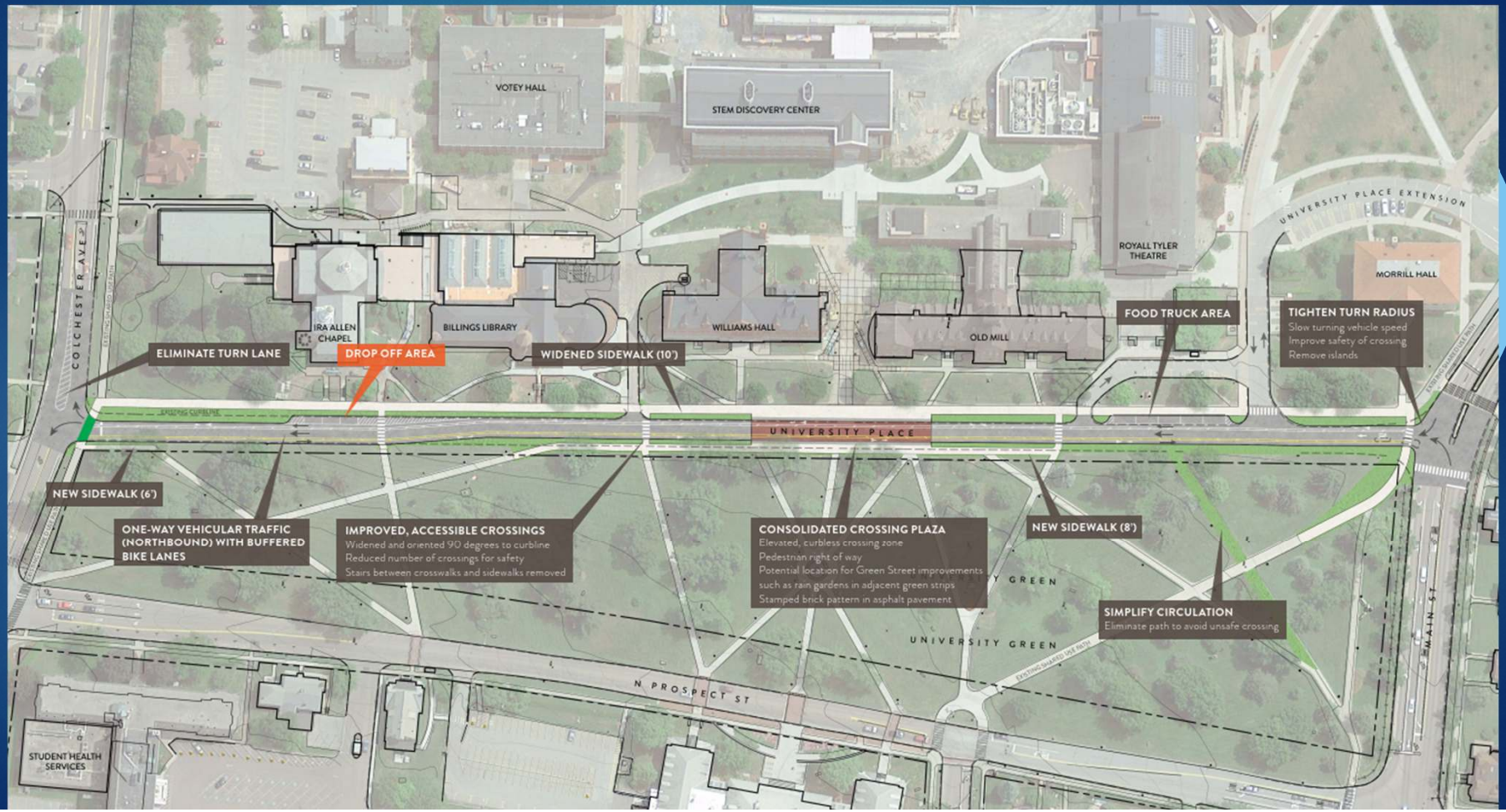
University Place Street Improvements

DESIGN PLANS

TRANSPORTATION, ENERGY, UTILITY COMMITTEE (TEUC)

NOVEMBER 23, 2021

Preferred Alternative



Preferred Alternative

Budget – Enhanced Design

Estimated Costs

- Design $ 316,000
- Construction $1,467,000 (without any add alternatives)
- Inspection $ 75,000
- Lighting $ 282,000 (UVM expense)
- Contingency $ 182,000
- **Total** **$2,322,000**

University Place Timeline

1. TEUC, 11.23.21; TEUC sponsorship for the University Place Design Plans, sponsorship of current estimate and change in line and grade.
2. DPW Commission approval of Design Plan traffic regulation changes at the 12.15.21 meeting.
3. Board of Finance and City Council; approval Design Plans and change in line and grade, January 2022.
4. UVM boards and/or committees TBD.

Questions?

Contact:

Phillip Peterson E.I., Public Works Engineer
Desk: 802.598.8356
Email: ppeterson@burlingtonvt.gov

Street Lighting Review

November 23, 2021

TEUC Meeting

Andy Elliston – Director of Engineering & Technical Services

BED Street Lighting Policy

- BED is tasked by the Burlington City Council with the responsibility of lighting the streets and sidewalks of accepted city streets of Burlington.
- The BED Street Lighting Policy was originally issued in 2014, and revisions were made in 2017 and 2020.
- As part of its Street Lighting Policy, BED has adopted the Illuminating Engineering Society (IES) recommendations for lighting levels defined in the Roadway Lighting Design Handbook, RP-08.

Street Lighting Fixture Information

- BED's standards for street lighting fixtures include:
  - LED (more energy efficient vs. older high pressure sodium, high intensity discharge, mercury vapor, etc.)
  - Color temperature of 3000K or less
  - Follow the IES Backlight, Uplight, and Glare (BUG) system to minimize stray lighting
- As of October, the city is at 64% LED fixtures (2,311 out of 3,605).

Street Lighting Upgrade Process

- BED maintains a capital street lighting list with projects specified by BED, driven by City/State projects, and customer requests.
- If a non-LED fixture fails, it is replaced with an LED fixture.
- If BED is designing a distribution system rebuild or upgrade project, light levels are also evaluated and brought to IES recommendations if it doesn't meet them. This can include replacing fixtures on existing poles or adding new poles and fixtures.
- When customers request BED to check the lighting levels on a street, a lighting study is performed. If changes are required to meet IES recommendations, a project is added to our capital plan and implemented as budget allows.