CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 x 3 VOICE
802.863.0466 FAX
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

DPW COMMISSION MEETING AGENDA
October 20, 2021
6:30 – 9:00 p.m.
Masks Recommended

To attend the meeting in person:
DPW Front Conference Room, 645 Pine St, Burlington, VT 05401
To join or watch the meeting remotely, including to submit public comment:
Join via Zoom, https://us02web.zoom.us/j/83495330508
To call into the meeting, including to speak during public comment:
301-715-8592 Webinar ID: 834 9533 0508
Channel 17 also often livestreams this on their YouTube channel and airs it over the air at a later date. Note that comments on YouTube are not monitored.

1 Call to Order – Welcome – Chair Comments

2 5 Min Agenda

3 10 Min Public Forum (3 minute per person time limit)

4 5 Min Consent Agenda
- A South Winooski Ave SSTA Transit Stop
- B Narrow Streets
- C Proctor Place Stop Sign

5 20 Min Parking Compliance Reform
- A Communication, J. Padgett
- B Commissioner Discussion
- C Public Comment
- D Action Requested – Vote

6 10 Min General Obligation Bond Letter of Support
- A Communication, M. Keenan & C. Spencer
- B Commissioner Discussion
- C Public Comment
- D Action Requested – Vote

7 5 Min Approval of Draft Minutes of 9-15-21

8	10 Min	Director’s Report
9	10 Min	Commissioner Communications
10		**Adjournment & Next Meeting Date – November 17, 2021**

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9	10 Min	Commissioner Communications
10		**Adjournment & Next Meeting Date – November 17, 2021**

October 15, 2021

TO: Public Works Commission
FROM: Nicole Losch, Senior Planner
CC: Phillip Peterson E.I., Public Works Engineer
SUBJECT: Consent Agenda Item: 102 South Winooski Avenue Special Transit Stop

Recommendation

Staff recommends the Commission adopt:

Appendix C RULES AND REGULATIONS OF THE TRAFFIC COMMISSION
Section 16 Bus Stops.

(a) through (b) unchanged

(c) The following areas are hereby designated as special transit stops:

(1) On the east side of South Winooski Avenue beginning one-hundred and ninety (190) feet south of the Bank Street intersection and continuing for a distance of 25' south

Purpose & Need

The purpose of this new regulation is to establish designated parking for service providers such as SSTA at the Howard Center on South Winooski Avenue. The need is to restart SSTA services at 102 South Winooski Avenue, which has been halted due to issued warnings by Parking Enforcement for unloading passengers in the bike lane.

Project Checklist

	N/A	Yes	No	Describe
Aligns with MUTCD standards and/or established City Policy?		X		PROWAG, City of Burlington, Downtown Parking and Transportation Management Plan
Aligns with City plans?		X		PROWAG, City of Burlington, Downtown Parking and Transportation Management Plan
Followed Public Engagement Plan?		X		This project falls under INFORM on the Spectrum of Engagement.

Considerations

DPW staff met with staff from Special Transportation Services (SSTA), Green Mountain Transit (GMT), and the Vermont Public Transit Association in early October to discuss special transportation services at 102 South Winooski Avenue. Prior to 2020, SSTA stopped curbside at the Howard Center on South Winooski Avenue by stopping in the easternmost travel lane. When the lanes were reconfigured in 2020 to remove a travel lane, SSTA began to receive warnings from Parking Enforcement for unloading in the bike lane. The project team explored pick up / drop off options on the Howard Center site, next door at City Marking, using College Street, and other options. Long-term options will still be pursued using Howard Center's property, but this special transportation bus stop has been identified as the only viable option for an interim solution that ensures accessible and universal access to the Howard Center. If approved, a special transit stop sign will be installed and minor striping adjustments will be made to indicate the location of the stop.

Attachments:

1. Site map

0 30' 60'

SCALE: 1" = 30'

North

SSTA BUS STOP
AT
102 SOUTH WINOOSKI AVE

BURLINGTON, VT PUBLIC WORKS

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

DESIGNED PMP	
DRAWN PMP	SCALE 1"=30'
CHECKED LW	DRAWING NO.
DATE 10/20/2021	SHEET 1 OF 1

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

Memorandum

Date: October 20, 2021

To: Public Works Commission

From: Madeline Suender, Associate Engineer

CC: Phillip Peterson, E.I., Public Works Engineer

Subject: Narrow Streets Charlotte and Catherine Street Update

Recommendations

No action is required by the Commission. Future actions related to parking revisions on Charlotte Street and Catherine Street is intended for the November Commission meeting and described below.

Purpose & Need

This is strictly an update to the Commission at this time. The purpose of this anticipated proposal is to align with the guidelines and standards for emergency access and snow removal on narrow streets with on-street parking. The need is to ensure balanced consideration of parking needs and public safety.

Summary

The Department of Public Works (DPW), in collaboration with the Burlington Fire Department, has developed a policy for Narrow Streets to help ensure timely emergency response and street maintenance where streets are 28' wide or less. DPW recently evaluated a request to consider parking restrictions on Catherine and Charlotte Streets, each being 26', two way streets with parking currently on both sides. After this evaluation by DPW and the Fire Department and a neighborhood meeting, DPW staff recommend a seasonal parking prohibition (December 1 - March 31) on the East side of Charlotte and the South side of Catherine (Attachment 1). Staff would like to use this as an opportunity to update the Commission and provide an opportunity for neighborhood input prior to seeking official recommendation in November.

Public Outreach

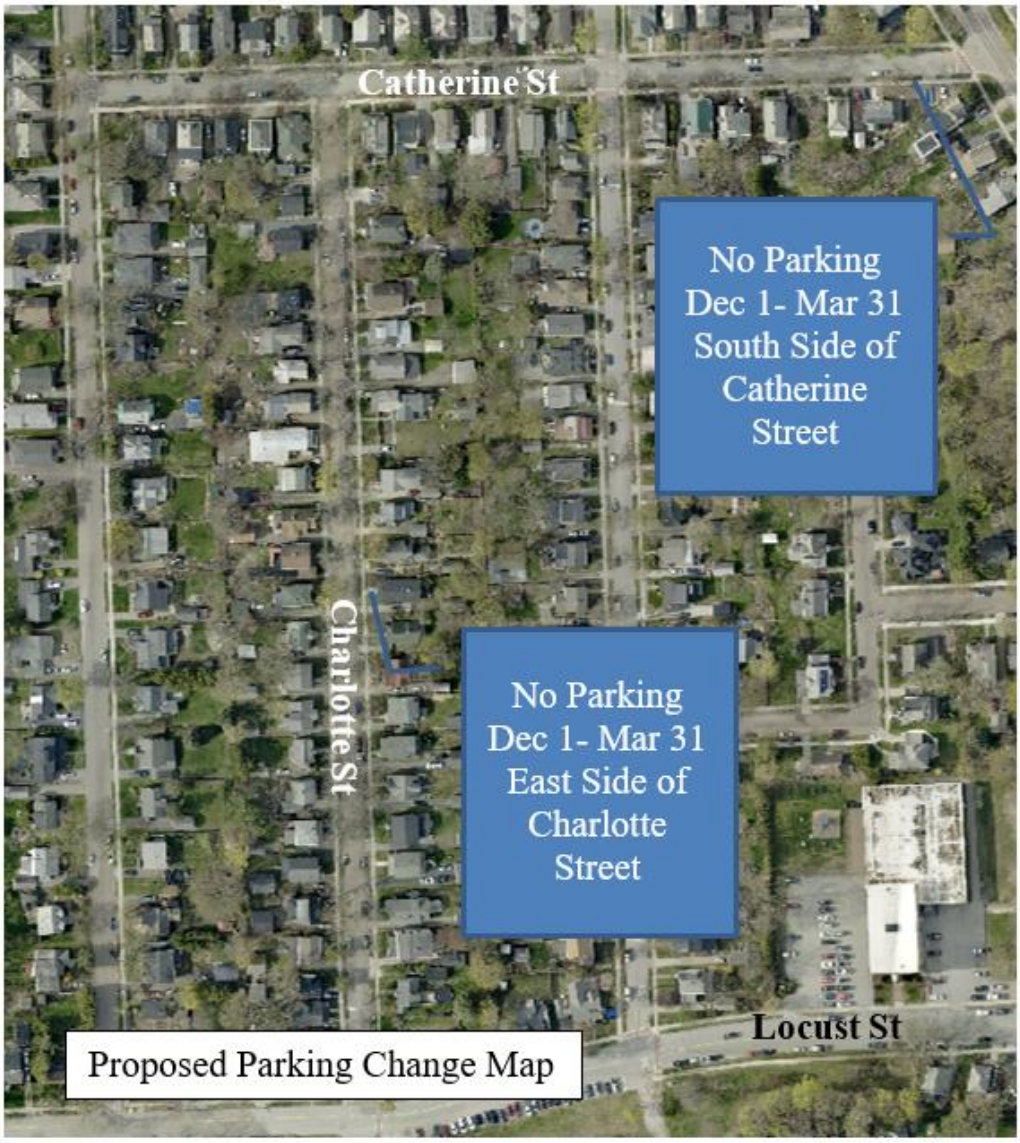
Staff held one neighborhood meeting on September 29th after sending out a mailer alerting the neighborhood of the Narrow Streets evaluation being done (Attachment

2). After receiving feedback from the neighborhood (Attachment 3), another mailer was sent out once staff had come up with an official recommendation (Attachment 2).

Attachments:

1. Site Map
2. Public Notification
3. Public Comment
4. See Click Fix

Attachment 1: Site Map



Attachment 2: Public Notification

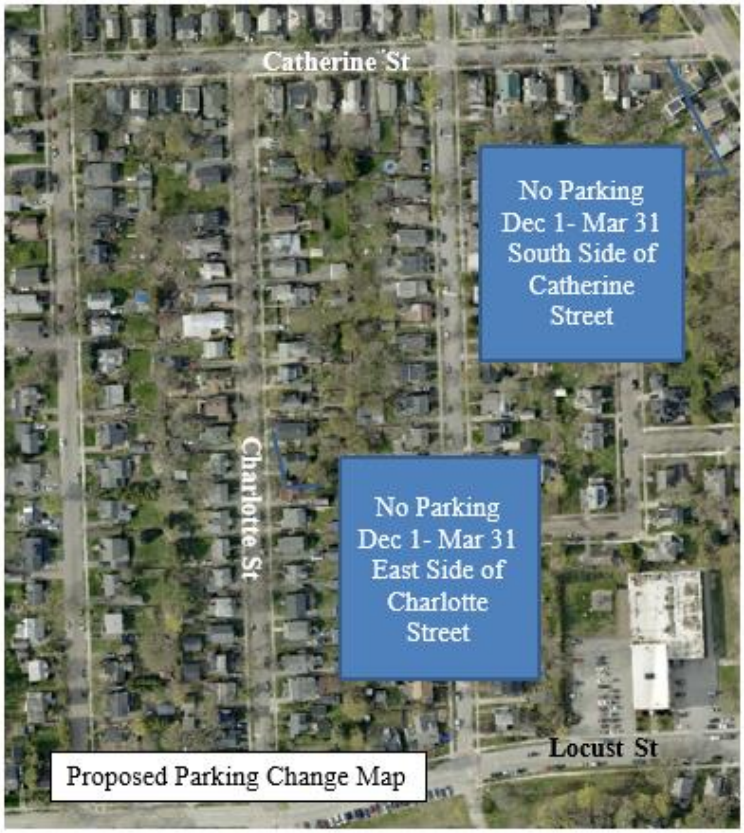
City of Burlington
Department of Public Works
Technical Services Engineering Division
645 Pine Street, Suite A
Burlington, VT 05402
P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450
www.burlingtonvt.gov/DPW

Dear Charlotte and Catherine Street Residents and Property Owners,

The Department of Public Works (DPW) recently evaluated a request to consider parking restrictions on Catherine and Charlotte Streets. The City developed a citywide Narrow Streets policy to help evaluate when parking restrictions may be necessary to enhance emergency services and maintenance operations. More information regarding this policy can be found here: https://www.burlingtonvt.gov/NarrowStreets.

After an evaluation by DPW and the Fire Department and a neighborhood meeting, **DPW staff are recommending a seasonal parking prohibition (December 1 - March 31) on the East side of Charlotte and the South side of Catherine (see map).** DPW will seek final approval for these parking restrictions from the DPW Commission on November 17th. In advance of this recommendation, staff will present an informational memo to the Commission at the October 20th meeting. Public comment is welcomed at all DPW Commission meetings. If you are unable to attend, you can submit public comment to us which will be shared with the Commission ahead of their decision. Information regarding Commission meetings can be found here: https://www.burlingtonvt.gov/DPW/Commission/Agendas.

Thank you!
Madeline Suender, Associate Engineer
Phone: 802.735.5324
Email: msuender@burlingtonvt.gov



10/6/2021

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
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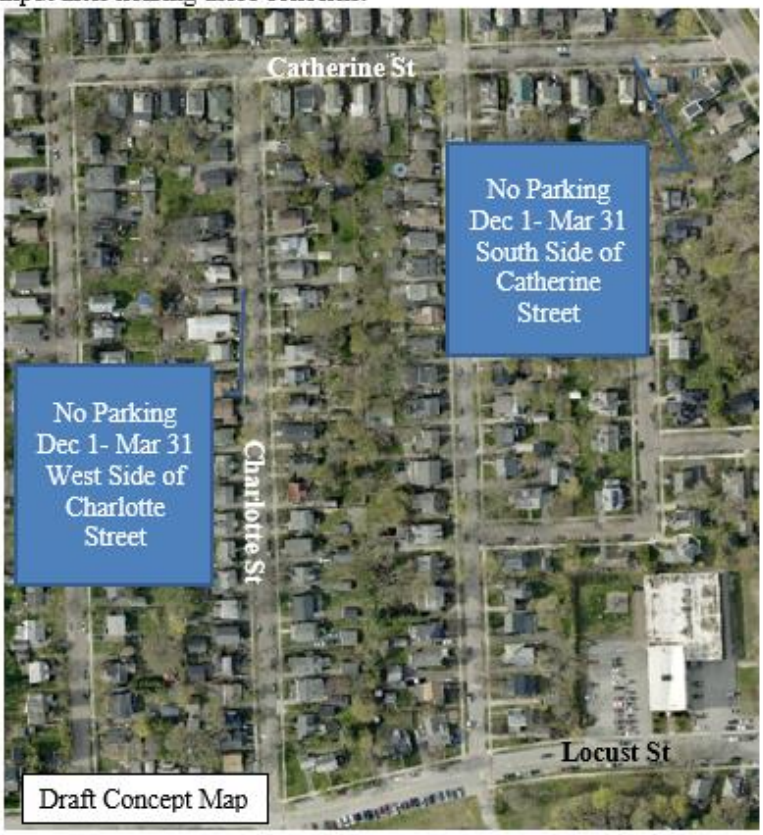
Dear Charlotte and Catherine Street Residents,

The Department of Public Works (DPW) has received a request from a local resident regarding the street width on Catherine and Charlotte Streets and its impact on emergency service access and public services (plowing & recycling). We are seeking neighborhood input after hearing these concerns.

Based on street width, parking occupancy, neighborhood input, and staff judgement, there are multiple options to meet the City's 'Narrow Streets'* policy. These options can include **partial** seasonal parking prohibitions, (e.g., December 1 - March 31), or potentially year round restrictions on one side of the street. DPW will gather input from the neighborhood before seeking final approval for potential parking restrictions from the DPW Commission. An example of what this restriction could look like is shown on the map and has been implemented elsewhere in the City.



*DPW, in collaboration with the Burlington Fire Department, has developed a policy for Narrow Streets to help ensure timely emergency response and street maintenance where streets are 28' wide or less. More information on this policy is available by contacting us.

If any parking restrictions are deemed necessary, we will bring this to the Public Works Commission for approval, where further public feedback is welcomed. For information on upcoming agendas, please visit https://www.burlingtonvt.gov/DPW/Commission/Agendas.

A neighborhood meeting to discuss this issue will be held at 645 Pine Street, from 6:00 PM to 7:30 PM on Wednesday, September 29, 2021. To attend virtually, please use the following zoom information: https://us02web.zoom.us/j/81641669400 or by phone, 301-715-8592 Meeting ID 816 4166 9400. If you cannot attend, please respond via email or phone so your feedback may be considered during our evaluation.

Thank you!
Madeline Suender, Associate Engineer
Phone: 802.735.5324 **Email:** msuender@burlingtonvt.gov

9/17/2021

Attachment 3: Public Comment

Email 10/9/21

Look you people know that by enforcing a winter parking restriction you will piss off the renters. Its not there fault that they have to park in the street. Its the landlords and they don't give shit. Then you have owners with driveways who are to f****** lazy to park in the driveway so they park in the street. Again frustrating the renters.I am an owner and I park in my two spot driveway. The park ban would provide an open clear street and space for the snow and would suit the plow drivers. I used to give a shit but to b e honest I could go either way with the ban. I would not advise anyone to purchase a home without a driveway but the world is full of selfish assholes with nothing but money and investments driving their psyche. Catherine street is very dangerous to the residents because of drivers using it for a shortcut and avoiding the lights on St Paul. People have a tremendous disregard for residents well being. They always will..it never will go away..never. So fuck everybody and enforce the ban or keep the street tight un-plowable and dangerous to pedestrians, residents etc.. does it matter? I don't think so and I don't care anymore. I'm moving the fuck out of this city I hate it!!! One more thing..the sidewalk plow cannot make it up hill and due to the sidewalk pavement buckled up by huge tree trucks(city arborist is responsible) DPW does not give a shit when the plow slips and slides onto property and cause damage to residents property. Also the curbing on Catherine street is gone..they never properly paved the street and restored the curbings. I've been here since 1992 and nothing has been done nobody cares. If you observe higher paying tax property (Hill section) gets catered to consistently along with businesses. 29 years here and upper Catherine gets nothing. I remain in contempt and not waiting for anything to get better. This what living here produces.

Email 10/8/21

Thank you Madeline for your prompt reply and for using FPF to notify our community about the upcoming Commissioner meeting on October 20th. And thank you for all your efforts (and patience) in advancing this project!

I've reviewed the Narrow Streets policy, the Powerpoint presented at the September 27th community meeting, and the flyer you provided via Front Porch Forum. I have some follow up (clarifying) questions, the answers to which would help me more fully understand how your team arrived at the proposed recommendations for parking restrictions:

1. In searching for a list of Narrow Streets on the city website, for comparison purposes, I found a list of designated one way streets, but no list of narrow streets. Where might I find a list of narrow streets, which includes their respective widths and their current restrictions? If it does not exist on the website, could you share that list with me?

2. From the powerpoint, I understand that the BFD emergency and DPW maintenance divisions prefer 14 feet of clear travel for their vehicles. Do they not prefer 14 feet of clear travel area year round? I'm trying to understand why the proposal for parking limitations is seasonal and not year round. If the proposed restrictions were seasonal, would that not reduce the area of clear travel back to 10 feet for the remaining 8 months of the year?

3. The Data Collection presented in the power point indicates that the standard of less than 60% on street parking utilization on both sides of the street was met. Could you expand on your methodology for data collection since 2018? ie, which months of the year, days of the week, times of day was the data collected? and how often?

Thanks again for all your work!

Johanne Larson

Email 9/30/2021
Dear DPW,

Thanks for reaching out about changing winter parking on Charlotte St, in response to a suggestion of a resident. I have lived on Charlotte Street for over 20 years, and in all those years I am aware of only a handful of times when a City plow had to beep for a resident to move their car out of the way. The proposal to eliminate winter parking along one side of the street seems well intentioned but misguided - like using a sledge hammer to put in a finishing nail. People can get a little lazy about moving their cars off the street to make room for the plows to fully clear to the curb. Rather than eliminate parking, simply use Front Porch Forum to remind folks that they should make sure when they park in winter there is ample room for the plow - that they are not blocking the street, due to snowbanks.

Callahan Park is well used, even in winter, with sledding and skating. Maintaining parking for all residents and visitors is important and shouldn't be removed because of an occasional incident. The parking on both sides of Charlotte St is what keeps vehicles driving slowly, essential with all the children.

I hope you do not move forward with this proposal.

Sincerely,
Betsy Rosenbluth
121 Charlotte Street

Email 9/28/21
Hi,
I will not be able to attend the meeting regarding parking on Charlotte St. But wanted to say I have lived on this street for over 37 years. And have never had a problem with emergency vehicles getting through.
I also think there is a need to have parking available on both sides of the street. Julie Abair

Email 9/28/21
Hello Madeline,

Laura Gibson and I live at 33 Catherine Street, which is on the uphill corner of Catherine and Charlotte Streets.

We enthusiastically support the partial seasonal parking prohibition (December 1 - March 31) on one side of both streets to provide access for emergency vehicles as well as for the safe passage normal vehicle traffic.

Thank you.
Scott Perry and Laura Gibson

Call 9/25/21
Trine Bech. Charlotte Street Resident. In favor of parking restriction.

Email 9/25/21
Dear Ms. Suender,

Thanks for your recent mailing seeking community input on the proposal to restrict parking on Charlotte Street. I am unable to attend the neighborhood meeting on Sept. 29, and am sending you this message instead.

I am in favor of restricting parking to one side of the street, either year-round or seasonally. I have lived on the street since 2004, and have often worried about how emergency vehicles would get through if needed. I have seen numerous occasions when the recycling trucks and other construction vehicles had trouble navigating our street.

If parking IS restricted, I would recommend that parking be prohibited on the EAST side of Charlotte Street, rather than the west side. This would give easier access to the only fire hydrant on the street, which is on the east side.

Thanks very much.

Trina Magi
78 Charlotte Street

Email 9/22/2021
Hi Madeline!

I wanted to email you since I will likely be unable to attend the upcoming neighborhood meeting to discuss the possibility of implementing seasonal parking restrictions on Catherine and Charlotte street. I wanted to get my personal position to the DPW as firmly opposed.

Though it may increase the ease in which large vehicles can navigate, I don't feel there is enough value in contrast to the potential problems such a policy would create. In my experience, the DPW does a great job enforcing the parking bans and clearing the streets when we have storms. As a resident of over 15 years on Catherine Street, I have never personally seen a vehicle unable to pass. So to create a restriction seems wholly unnecessary.

Additional reasons I feel this policy would be unwelcome:

- **There is already a lack of available on street parking.** Catherine and Charlotte have a number of multi-family homes with limited parking and neighbors that share driveways. Also the Phoenix House on lower Catherine I believe can have up to 15 residents at a time with a number of visitors.

- **A decrease in available spaces could lead to neighbor competition for available parking and therefore tension within the community.** This already happens, though luckily to a limited extent.

- **We would lose valued traffic calming.** The current narrowness provides a traffic calming effect. This is especially valued while Locust is closed and we are seeing more through traffic on Catherine. LOTS of kids in the neighborhood so the fact that people need to go slow to navigate is good. The big delivery trucks have to slow down. GREAT!

- **Parking on Caroline and Locust will dramatically increase.** Moving a problem from one street to another. Again, tension with neighbors who may view parking in front of - or near - their house as "theirs" and may not appreciate those from neighboring streets taking "their" parking.

I think it would be a good idea to have an online survey available to gauge the true sentiment of the neighborhood. Not everyone is able to attend a meeting and only those with the time will email such as I have.

Thanks for your consideration on this matter, I know it's never easy to please all the people :) I welcome the opportunity to share my thoughts so please reach out if needed.

Respectfully,
Kirstin LaMonde
47 Catherine Street

Email 9/22/21
Madeline,
I live at 83 Charlotte Street,I have lived here for 37 years, and my husband was born in our house years before. We are unable to attend the meeting on 9/29/21.
But would like to say I am against one side parking. We have never had a problem with emergency vehicles getting through. We unfortunately have needed them a few times. When games are being played at Callahan park there are many cars that need parking. The only narrow part is the extended curbs at the end of streets which do not affect parking. Again we often have visitors and both sides are necessary. Thank you Julie Abair

---

Email 9/22/21
Hello Madeline,

Thanks for the note you sent around to us neighbors. I have lived on Catherine St for almost 25 years (first as a renter at 32 Catherine St 10yrs) then as a homeowner at 15 Catherine St for 15.

I would be in favor of leaving things as they are. Traffic obstructions seem really rare (plow can't get through etc...) and I greatly value the traffic calming provided by narrow streets and parking on both sides. Would seem strange to go to one side parking and then have to build traffic calming on the road. I am grateful that only a nwinter short term ban is considered but I still do not favor that.

Honestly, I think we give cars and drivers top priority. We have tons of kids in the neighborhood and increased traffic speed seems a far greater risk than any occasional over narrowing of the road! I am sure the data would bear that out. Also, we do have a number of duplexes and rentals in the neighborhood and not all of them have off street parking so it just limits the options. Also, our neighborhood has spillover parking for dealer and big events on pine street and I am fine and happy with that as long as it keeps the traffic moving slowly!

Thanks for asking!

Zoe

Email 9/20/21

Hello Madeline,

Thank you for sending out this information about the streets. Thank you for giving us an opportunity to give feedback without attending the meeting which I do not have time to do.

Once in a blue moon Catherine Street does get a little narrow especially when we get a lot of snow and the snow banks get really big.

But in general I think with parking bans it is very manageable to clean up the snow.

This has not been a concern of mine certainly not some thing that I think needs to be addressed by altering the parking.

If this is a repeated complaint from multiple emergency vehicles, public service vehicles and residents then I would consider changing my mind.

Thanks,
Jess

Call 9/20/21

Tom Vancover – Catherine St Resident. Seeking more info about policy.

Attachment 4: See Click Fix

✔ **Acknowledged by:** Burlington, VT

Transportation and Parking Improvement Request ▸

Acknowledged

Charlotte St Burlington, VT, 05401, USA • Show on Map

Issue ID: 9202921
Submitted To: Burlington, VT
Category: Transportation and Parking Improvement Request (non-integrated)
Viewed: 70 times
Neighborhood: Burlington
Reported: on 01/15/2021

REPORTER
An anonymous SeeClickFix user

DESCRIPTION

A local resident of Charlotte Street would like DPW Staff to institute a one side of the street parking restriction on Charlotte Street. This one-sided parking restriction will allow better access for emergency services and winter maintenance crews.

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: October 20, 2021

To: Public Works Commission

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

CC: Jon Adams-Kollitz, Parks Project Coordinator

Subject: Proctor Place Stop Sign

Staff recommends the DPW Commission adopt:
3 Stop sign locations.
Stop signs are authorized at the following locations:

(166) At the intersection of Proctor Place and Harrison Avenue causing traffic on Proctor Place to stop.

Purpose & Need:
The purpose of this recommendation is to assign vehicular right of way at the intersection of Proctor Place and Harrison Avenue. The need is to ensure good sight distance at the intersection of Proctor Place and Harrison Avenue by causing traffic on Proctor Place to stop.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		Manual on Uniform Traffic Control Devices (MUTCD)
Aligns with City plans?	X			
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:
Burlington Parks, Recreation and Waterfront has finalized redesign and construction of Proctor Place to better accommodate bike access and address runoff concerns as part of their Burlington Bike Path Rehabilitation Project Phase 3A. This work completes the bike path facility along this stretch of roadway improving safety and access. DPW Staff recommend a stop sign (see

Attachment 1) on Proctor Place at Harrison Avenue causing traffic on Proctor Place to stop. The principal motivation behind this traffic regulation amendment is to accommodate for sight line issues from Harbor Watch Road. In addition to the DPW Staff recommendation, please see Attachment 2 for Burlington Parks, Recreation and Waterfront Staff letter of support for this stop condition.

Public Engagement:
In preparation for the 10/20/21 DPW Commission Meeting, staff placed flyers on properties along Proctor Place and Harrison Ave which are most impacted by the proposed traffic regulation change. Staff received no emails or phone calls in regards to this matter.

Attachments:

1. Site map.
2. Burlington Parks, Recreation and Waterfront Staff letter

0 30' 60'

SCALE: 1" = 30'

North

PROCTOR PLACE STOP SIGN

BURLINGTON, VT PUBLIC WORKS

BURLINGTON PUBLIC WORKS ENGINEERING DIV.

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

DESIGNED PMP	
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CHECKED NB	DRAWING NO.
DATE 10/20/2021	SHEET 1 OF 1

BURLINGTON
PARKS
RECREATION
WATERFRONT

MEMO

Date: October 12th, 2021

To: Public Works Commission

From: Jon Adams-Kollitz, Parks Project Coordinator, Sophie Sauvé, PLA, Parks Comprehensive Planner

CC: Phillip Peterson, E.I., Public Works Engineer

Subject: Proctor Place Stop Sign

Burlington Parks, Recreation & Waterfront staff support a stop sign for all northbound traffic at the southeast corner of Proctor Place and Harrison Avenue intersection causing traffic on Proctor Place to stop. Assigning vehicular right-of-way at the intersection of Proctor Place and Harrison Avenue will support the use of Proctor Place as a shared street.

Before Proctor Place was rehabilitated into a shared street in 2019, the Greenway existed as a short stretch of off-street multi-use path next to an unimproved gravel street. There was a stop sign for northbound path users. The Burlington Bike Path Intersections Scoping Study (2014), assuming a similar configuration, recommended maintaining a stop intersection control for path users turning right onto Harrison Ave, a three block, on-street segment of the Greenway.

For its efficiency of pavement square footage, Proctor Place's extremely low traffic volume (services just two single family homes), and the opportunity to eliminate informal parking and entrance to Oakledge Park, BPRW chose to rehabilitate Proctor as a low volume, residential shared street. Our design engineer included a stop sign for all northbound traffic. Community engagement and easement revisions with the neighboring Harbor Watch Cond Association highlighted safety concerns, specifically focused on conflict between bikes turning onto Harrison and motor vehicles traveling east on Harrison, with limited visibility. While the vehicular use of Proctor Place may not warrant a stop sign, heavy bicycle traffic during much of the year makes this intersection unique.

City of Burlington
Department of Public Works
Division of Parking and Traffic
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802.863.0466 F
802.863.0450 TTY
www.burlingtonvt.gov

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Jeffrey A. Padgett, MBA
DIVISION DIRECTOR for PARKING & TRAFFIC

Date: October 20, 2021

To: Public Works Commission

From: Jeffrey A. Padgett, MBA
Division Director for Parking and Traffic

C.C. Chapin Spencer, Director of Public Works

Subject: Parking Services Ordinance Update:
Nonpayment Threshold
Limited Violation Forgiveness

Recommended Motion

"To adopt the attached update to the Burlington Code of Ordinance as detailed in Attachments A and B as follows:

- Update Chapter 20, Article III, Section 20-79 *Towing and storage of vehicles for nonpayment* to raise the impoundment threshold from $75 to $275 and establish nonpayment as a secondary violation; and
- Create Chapter 20, Article III, Section 20-80 *Limited Violation Forgiveness* to allow for limited forgiveness of certain classes of parking tickets and amend Chapter 20, Article II, Section 20-67 *Waiver of issuance of process in a trial; voluntary payment of penalty; appeal* to allow for appeal to Parking Services Staff for this limited case"

Background

Parking regulation enforcement is critical to supporting a vibrant downtown economy, peaceful neighborhoods, and safety in the roadway. However, there are a variety of valid and understandable frustrations with parking tickets. Appeals are annoying, fines can escalate quickly, and impoundment thresholds are easily met. As Parking Services continues its integration into DPW, it has become clear that there are two interrelated areas where the Ordinances can be adjusted to make the system more flexible and minimize towing and fines, yet also maintain a financially viable and enforceable operation:

Nonpayment Threshold:	Currently set at $75
Violation Forgiveness:	Currently limited to the City Grand Juror (City Attorney's Office).

An Equal Opportunity Employer
This material is available in alternative formats for persons with disabilities. To request an accommodation, please call 802.863.9094 (voice) or 802.863.0450 (TTY).

The ordinance that govern areas are in Chapter 20 of Ordinance. , The City Attorney's office has confirmed that the Public Works Commission (PWC) has the authority to adopt regulations, which modify Chapter 20 and have a binding effect on the ordinances.

Vision and Goals

As we looked to reimagine these Ordinances, we sought to balance the need for effective enforcement and public safety with flexibility and compassion in a comprehensive and equitable way that has tangible impact. With this perspective, this suite of reforms was guided by the following vision:

- Provide an effective incentive to pay parking violations
- Provide greater flexibility relative to parking violation payment
- Minimize adverse impacts on people's lives as a result of parking violations
- Transform parking violations into a more effective tool for education
- Leverage the power of parking violations to promote community safety

As we began to actuate this vision, a common thread emerged: the role of vehicle impoundment in enforcement. At best, the impoundment of a vehicle is an inconvenience. At worst, for the vulnerable in our community the loss of a vehicle can be a catalyst for a downward spiral. With this in mind, this vision has manifested as three concrete goals:

1) Minimize the number of accounts over the Nonpayment Threshold, and thus impoundments;
2) Increase the amount of unpaid fines needed to reach the Nonpayment Threshold, thus avoiding impoundment; and
3) Create opportunities for education to avoid the accumulation of fines, thus preventing impoundment

Working towards these goals, we seek to reinforce our vision of compliance, education, and safety, yet minimizing exposure to impoundment.

Detail of Proposed Changes

The following sections detail the mechanics of the changes and how they are expected to positively impact the community:

Update to Section 20-79, Violation Nonpayment (Scoff Reform)

Laws and regulations related to nonpayment of parking violations are commonly referred to as "scofflaw" or more generally just as "scoff." Just as violation tickets are intended to educate and penalize parking violations, scoff is intended to educate and penalize those that choose to ignore violation tickets that they have accrued. Violation penalties are typically fines and late fees (if fines are ignored), and the scoff penalty is typically impoundment of the vehicle. This is, in effect, an escalating three tier system: violation, then late fee, then scoff. Critical to this approach is the establishment of appropriate thresholds for escalation, which are commonly based on temporal and/or dollar volume thresholds.

The following summarizes current and proposed thresholds:

Current Thresholds:

Temporal:	30 days late incurs a late fee of $13 90 days late incurs an additional late fee of $24 per ticket.
Dollar Volume:	If a customer has more than $75 in accumulated fines and fees, the associated vehicle is subject to impoundment.

Proposed Thresholds:

Temporal: No changes proposed.

Dollar Volume: Under the current ordinance, it is possible for a vehicle to be exposed to impoundment with a single ticket. The proposed changes raise the scoff threshold to $275 from $75. Additionally, the current ordinance requires full payment of all fines and fees to clear scoff exposure. Attachment D summarizes the current fines and fees as they relate to exposure to scoff and impoundment, as well as proposed alternatives.

The proposed change ensures that someone with two overdue parking tickets who is then towed during a Parking Ban (street-to-street) is not exposed to impoundment. This is a plausible scenario that would have previously resulted in impoundment. There are many similar scenarios where impoundment is avoided.

Additionally, the proposed changes expressly allow for payment of only the amount needed to lower the account balance to below the Dollar Volume threshold (proposed at $275). This lowers the bar to release the vehicle from impoundment but does not relieve the customer from responsibility to pay.

Another component of this Ordinance that has been adjusted is the inclusion of language that makes it clear that a vehicle can only impounded if it is in violation of Ordinance AND the associated account is above the scoff threshold. This will ensure that the City cannot "hunt" for vehicle that are in scoff and impound them. Although on a practical level, the City has not routinely "hunted" for scoff, this language ensures that it is not possible.

Like many policies, municipalities approach scoff in a fashion that suits the needs of their community. Attachment C summarizes the approach to scoff in communities comparable to Burlington. This review reveals that although unique, Burlington's approach is similar but more balanced than approaches that other cities have taken.

Creation of Burlington City Ordinance Section 20-80, Limited Violation Forgiveness (Whoops Program)
This allows for the administrative resolution of tickets in what is commonly referred to as a Whoops Program. Specifically, the proposed ordinance allows for one ticket to be voided annually per person/plate number. However, this is limited to Metered Parking Offenses (20-66.a) and Residential Parking Offenses (20-66.b.2) because these are not safety related violations. All other violations (ie. hydrant, accessible parking, etc) are intended to protect the public safety relative to access, visibility or obstruction and cannot be voided in this manner.

This is generally a 'good will' program that will help to further bolster a more positive relationship with the public and provide the opportunity to communicate and educate the public, proactively attempting to reduce exposure to scoff and impoundment.

Financial Impact

The following summarizes the expected impacts of these reforms on Parking Services revenue. Although these reforms have the potential for reducing revenue, because Parking Services (Fund 53) typically generates a surplus, it is not expected that this reduction will impact the operations of Parking Services. Additionally, expected reductions in revenue are expected to be balance with operational adjustments.

Scoff Reform
Although the higher threshold may delay payment, because rates have not changed, the impact of scoff reform should be revenue neutral. However, as a new program, it is difficult to assess how it may affect behavior. With the expressed goal of avoiding impoundment, success of scoff reform will result in a better educated community leading to fewer tickets and thus lower revenue.

Whoops Program
The following table summarize what the value of voiding one ticket for each person/plate for each year prior to Covid-19:

Year	Meter Violation	Resident Parking	Total
2015	$463,350	$33,240	$496,590
2016	$345,975	$40,095	$386,070
2017	$328,260	$36,030	$364,290
2018	$302,850	$35,550	$338,400
2019	$275,775	$28,125	$303,900
Average	$343,242	$34,608	$377,850

Typically, less than 10% of Meter Violations and less than 20% of Resident Parking Violations are appealed and voided. Assuming that number of appeals increases to 60% (6x and 3x increase, respectively) under this program, this would result in an annual revenue reduction of $225,000.

To minimize the potential reduction in General Fund contribution as a result of this expected revenue reduction, through a separate effort DPW leadership has identified staffing costs related to Parking Services that should be appropriately redistributed to Traffic (Fund 264) and Garages and Lots (Fund 265). This will effectively protect and preserve the contribution to the General Fund from Parking Services, while also reducing the City's budget dependence on fines.

This redistribution of staffing costs is possible and plausible because as part of the Re-Organization that is currently is process, Parking Services will be providing direct services to both Fund 264 and Fund 265 (permit sales, enforcement, collections, etc.). Historically, Fund 264 has paid Fund 53 a token, unqualified amount to support enforcement, this new distribution of staffing costs will be a transparent and be directly tied to services rendered by Fund 53 to Fund 264 and Fund 265. It is expected that this distribution will be balance the expected reduction in revenue and therefore protect any surplus generated by Fund 53 as contribution to the General fund.

Conclusion
The proposed reforms are expected to lay the foundation for a "friendlier" ticketing environment that supports a vibrant Downtown. These proposed changes also serve to address the general goals of the Downtown Parking and Transportation Plan articulated in 2015; specifically creating a "positive customer experience." The Church Street Marketplace, the Lake Champlain Chamber of Commerce and the Burlington Business Association have all been consulted on this change.

Additionally, this change explicitly views compliance with parking ordinance through the lens of community safety, equity and impact on vulnerable communities. However, even with this perspective, the Ordinances support strong escalation thresholds and the powerful deterrent of impoundment. These reforms also shift General Fund contributions from being generated by fines to being generated by sales, a more positive financial foundation.

Attachments:

A. Requested update: Chapter 20, Article III, Section 20-79 *Towing and storage of vehicles for nonpayment*
   Requested creation: Chapter 20, Article III, Section 20-80 *Limited Violation Forgiveness*
   Requested Update: Chapter 20, Article III, Section 20-67 *Waiver of issuance of process in a trial; voluntary payment of penalty; appeal*
B. Scoff Threshold Analysis
C. Summary of Comparable Policies

THE PUBLIC WORKS COMMISSION
CITY OF BURLINGTON

A Regulation in Reference to:

CHAPTER 20, MOTOR VEHICLES AND TRAFFIC—
ARTICLE III, STOPPING, PARKING AND STANDING—
SECTION 20-67, UPDATING, WAIVER OF ISSUANCE OF PROCESS IN A TRIAL; VOLUNTARY PAYMENT OF PENALTY; APPEAL.
SECTION 20-79, UPDATING, TOWING AND STORAGE OF VEHICLES FOR NONPAYMENT.
SECTION 20-80, ADDING, LIMITED VIOLATION FORGIVENESS

That Chapter 20, Motor Vehicles and Traffic, Article III, Parking, Stopping and Standing, of the Code of Ordinances of the City of Burlington is hereby amended to read as follows:

Chapter 20. MOTOR VEHICLES AND TRAFFIC

Articles I-II. As written.

Article III. Parking, Stopping and Standing

Division 1. Generally

20-53-20-66. As written.

20-67. Waiver of issuance of process in a trial; voluntary payment of penalty; appeal.

(a) The owner or operator of a vehicle who has violated any ordinance regulating metered parking or nonmetered parking in the city must either pay the waiver fee or appeal the ticket within thirty (30) days of the date of the offense.

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

(c) Any person whose vehicle has been ticketed, other than for a first violation of Section 20-66(a) or 20-66(b)(2) in a twelve-month period, may appeal the propriety and/or legality of the ticket by submitting to the city grand juror in writing within thirty (30) days a short and plain statement of his or her objections. The city grand juror shall review the objections and notify the appellant of his/her findings in writing. Any appeal

of a first violation of Section 20-66(a) or 20-66(b)(2) in a twelve-month period shall be made pursuant to the procedure outlined in Section 20-80.

(d) If the city grand juror denies the appeal in whole or in part, then the appellant may seek review by arranging for a court hearing on the alleged violation within thirty (30) days of the date the appeal was denied.

20-68-20-70. As written.

Division 2. Removal of Unlawfully Parked Vehicles

20-71-20-78. As written.

20-79. Towing and storage of vehicles for nonpayment.

(a) Any motor vehicle parked in violation of city ordinance ~~at any time~~ upon any public highway of the city or at the Burlington International Airport, including such ways, streets, alleys, lanes or other places as may be open to the public, the owner of which has accumulated unpaid parking violations totaling two-hundred seventy-five dollars ($275.00) or more, not including the amount attributable to the present violation, may be removed and stored pursuant to this division. In order to reclaim the impounded vehicle, the owner shall pay ~~all~~ charges for ~~all~~ outstanding violations such that the total amount owed in fines and fees pursuant to ordinance violations is reduced to less than $275, all outstanding removal charges previously assessed and the charges imposed by this division for such removal and storage or until the requirements of Section 20-73(b)(1) have been met. Fines shall not be avoided by the transference of title or registration, or the purchasing of a different vehicle.

(b) Notice to owner. Notice to the owner of an impounded vehicle shall be provided as set forth in Section 20-74(c).

(c) Reserved.

20-80 ~~Reserved.~~ Limited Violation Forgiveness.

(a) Within 30 days of a first violation in a twelve-month period, any person whose vehicle has been ticketed pursuant to Section 20-66(a) or 20-66(b)(2) may appeal such violation by providing a written attestation to the Parking Services Manager that such violation is their first within the preceding twelve-month period.

(b)Upon confirming that the violation on appeal is for a violation of Section 20-66(a) or 20-66(b)(2) and the first for the appellant within the preceding twelve-months, the Parking Services Manager or his or her representative shall administratively void the violation.

(c)If upon review as outlined in (b), the Parking Services Manager or his or her representative determines the violation is not eligible for administrative voiding, the appeal shall be forwarded to the city grand juror and shall be processed in accordance with the procedure outlined in Section 20-67(c).

20-81-20-82. Reserved.

Division 3. Parking Meters. As written.

Division 4. City Owned or Leased Lots. As written.

Articles IV-VI. As written.

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

Scoff Reform

Current Scoff Process

1) Eligible for impoundment when a total of all unpaid tickets is greater than $75.00
2) An invoice has been sent to the owner of vehicle warning of impoundment
3) Invoice is at least 10 days old

Vision of New Scoff Definition

1) Provide effective incentive to pay parking viliations
2) Minimize impoundments

Goals of New Scoff Definition

1) Minimize the number of accounts classified as scoff, and by association impoundments
2) Minimize the payment needed to remove an account from scoff classification, enabling some to avoid impoundment

Scoff Threshold Summary

☒ ☒ ☒ ☒ ✓

	Rate	Total	Current Tickets Threshold for Impoundment	Amount Owed	$75 Payment to avoid Impoundment	Option A Tickets Threshold for Impoundment	Amount Owed	$150 Payment to avoid Impoundment	Option B Tickets Threshold for Impoundment	Amount Owed	$200 Payment to avoid Impoundment	Option C Tickets Threshold for Impoundment	Amount Owed	$250 Payment to avoid Impoundment	Option D Tickets Threshold for Impoundment	Amount Owed	$275 Payment to avoid Impoundment
Meter violations ticket:	$15	$15															
Late Fee @ 30 Days	$13	$28	3	$84	$9	6	$168	$18	8	$224	$24	9	$252	$2	10	$280	$5
Late Fee @ 90 Days	$24	$52	2	$104	$29	3	$156	$6	4	$208	$8	5	$260	$10	6	$312	$37
Prohibited Area	$75	$75															
Late Fee @ 30 Days	$13	$88	1	$88	$13	2	$176	$26	3	$264	$64	3	$264	$14	4	$352	$77
Late Fee @ 90 Days	$24	$112	1	$112	$37	2	$224	$74	2	$224	$24	3	$336	$86	3	$336	$61
Handicapped & Street to Street during Parking Ban	$125	$125															
Late Fee @ 30 Days	$13	$138	1	$138	$63	2	$276	$126	2	$276	$76	2	$276	$26	2	$276	$1
Late Fee @ 90 Days	$24	$162	1	$162	$87	1	$162	$12	2	$324	$124	2	$324	$74	2	$324	$49

Hypothetical Combination						
1st Meter Violation Ticket	$52	*There are any number of ticket combination scenarios, this is just a resonable example.*				
2nd Meter Violation Ticket	$52					
Street to Street Tow	$162					
Total	$266	$191	$116	$66	$16	Not in Scoff

Possibility of Towing at 1 ticket

Minimum payment needed to avoid impoundment

Goal Analysis

	Rate	Total	Option D Tickets Threshold for Impoundment	Amount Owed	$275 Payment to avoid Impoundment	Goal #1 1) Minimize the number of accounts classified as scoff, and by association impoundments	Goal #2 2) Minimize the payment needed to remove an account from scoff classification, enabling some to avoid impoundment
Meter violations ticket:	$15	$15				✓ Allows up to 10 normal tickets with out impoundments, but lowers the threshold to 6 at 90 days. Allows for a long period of time to clear the account versus todays threshold of 2.	✓ The maximum of $37 to avoid impoundment is simlilar to today at $29.
Late Fee @ 30 Days	$13	$28	10	$280	$5		
Late Fee @ 90 Days	$24	$52	6	$312	$37		
Prohibited Area	$75	$75				✓ Allows up to 4 normal tickets with out impoundments,lowering the threshold to 3 at 90 days. Extends the period of time to clear the account versus todays threshold of 1. But is more restricitve than meter violations due to the safety componenent inherent in prohbiited areas (hydrants, etc.).	✓ The maximum of $77 to avoid impoundment is greater than today at $37, but not dramatically more. And, the $61 payment is a much more common scenario, reduced from $86 today.
Late Fee @ 30 Days	$13	$88	4	$352	$77		
Late Fee @ 90 Days	$24	$112	3	$336	$61		
Handicapped & Street to Street during Parking Ban	$125	$125				✓ Allows up to 2 normal tickets with out impoundments, Extends the period of time to clear the account versus todays threshold of 1. But is more restricitve than meter violations and prohibited areas due to the emergency and access componenent inherent in in this category (snow storms, handicapp parking, etc.).	✓ The maximum of $49 to avoid impoundment is simlilar to today at $87.
Late Fee @ 30 Days	$13	$138	2	$276	$1		
Late Fee @ 90 Days	$24	$162	2	$324	$49		

Typical Combination				
1st Meter Violation Ticket	$52		✓ At the current rate this account would be in scoff and the car subject to impoundment. However, this is a plausable scenario for many in the community. The propose threshold would prevent impoundment exposure for this account.	✓ This rate structure avoids impundment for this scenario
2nd Meter Violation Ticket	$52			
Street to Street Tow	$162			
Total	$266	Not in Scoff		

Comparable Approaches to Scofflaw

Ithaca, NY:

"*If more than **five tickets remain unpaid**, the vehicle to which the tickets were issued may be impounded*."

San Luis Obispo, CA

Managed at the State level: **5 overdue tickets** @ 21 days.

Boulder, CO

*" … scofflaw list (which may also be known as the "pick-up list"), consisting of vehicles involved in such **number of overdue parking tickets as the administrator shall determine is efficient** to include on the pick-up list."*

Portland, ME

*"Any vehicle which has accumulated **three (3)** or more notices of violation of any parking regulation or regulations made pursuant to this chapter for which there has been neither payment of waiver fees nor issuance of court process **and which is then parked in violation of any such provision** may, **at the option** of any city police, parking control or other officer authorized to enforce the parking regulations of the city, be **immobilized in place or may be removed and stored** …"*

Ann Arbor MI

*"**Six (6)** or more unpaid City of Ann Arbor and/or University of Michigan parking tickets may result in: (1**) the impoundment** of your vehicle without further notice, or (2) the **loss of your right to renew your driver's license**. Towing results in additional expenses incurred by the owner of the vehicle as well as the parking ticket*."

Comparable approach to Whoops Program

Charlottesville, VA

*"In an effort to make parking in downtown Charlottesville a little easier … … If this is the **first overtime** parking ticket you have received, you may qualify for a one-time waiver for a ticket received in Charlottesville's downtown parking corridor. "*

DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING SEPTEMBER 15, 2021
DRAFT MINUTES

Commissioners Present: Commissioner Barr, Commissioner Bose (via zoom), Commissioner Hogan (Chair), Commissioner Kennedy, Commissioner Munteanu, Commissioner O'Neill-Vivanco (Vice-Chair)

Commissioner Absent: Commissioner Overby

ITEM 1 – CALL TO ORDER

Commissioner Hogan called the meeting to order at 6:32 p.m.

ITEM 2 – AGENDA

Chair Hogan stated that there was a word change that need to be made to Item B on the consent agenda.
Director Spencer stated he would state the word changes when we get to that item.
Commissioner Barr made a motion to approve with word change
Commissioner O'Neill-Vivanco seconded
Unanimous approval

ITEM 3 – PUBLIC FORUM

Wanda Hines, an Old North End – 88 Oak Coop has two startup businesses in it that are doing really well. The Making space program last year was for downtown businesses to expand as well as the grab and go pick up for short term parking. Homeowners are being affected in residential neighborhoods are being affected this year because this business signed up for parking stalls. There was no input from homeowners near the businesses. This program continued this summer and 20 businesses signed up for it. There was one business in the Old North End that signed up for this and there was no input from homeowners near these businesses on how they felt about the parklets being establishes and the grab and go parking. I live next to this business and vehicles picking up their grab and go food block my driveway. There are some safety concerns for pedestrians with the parklet on the sidewalk; people now have to go into the roadway to go by this area. This can be a dangerous situation for pedestrians.

ITEM 4 – CONSENT AGENDA

A. 37 Church Street on Cherry Street – 30 minute metered parking space

B. Reallocate an Accessible (ADA) parking space at 360 College Street to an unrestricted parking space

Director Spencer stated the language change to Item B in the Consent Agenda would be "to approve the consent agenda noting the revised action on Item 4B which is modified to remove the ADA Space on the north side of College Street in the second space east of South Willard Street."

Commissioner Barr made a motion to approve consent agenda
Commissioner Munteanu second
Commissioner Bose "aye"; Commissioner Munteanu "aye"; Commissioner Barr "aye"; Commissioner Kennedy "aye"; Commissioner O'Neill-Vivanco "aye"; Commissioner Hogan "aye". Unanimous approval

ITEM 5 – FY' 23-25 SUSTAINABLE INFRASTRUCTURE PLAN

Martha Keenan stated the Capital Committee seeks support from the Public Works Commission for the continuation of the Sustainable Infrastructure Plan and a request of voters or a General Obligation Bond November 9, 2021.

Over the past few years we have replaced fire trucks, rehabilitated most of the Burlington Greenway, double paving and tripled sidewalk production and improved the efficiency and comfort of public buildings and much more. We need to continue the commitment made in 2016, update the Capital Plan and propose funding strategy that includes another request of the voters for investment in the City's infrastructure.

The opportunities today for reinvestment in our infrastructure are greater than any other is. With the American Rescue Plan and the recently passed infrastructure bill, the Capital Committee is looking at what assets can be addressed in the various funding areas. These opportunities as well as a General Obligation Bond will allow us to continue the much-needed reinvestment in our infrastructure.

Martha Keenan stated that the proposed investment of dollars is a bond for 40 million to continue the initiative advantage of the funding we have. The first year of initiatives sidewalk and streets; the next 2 years is infrastructure from the federal government. This will include money for Memorial Auditorium as well.

Commissioner Kennedy was not sure what Memorial Auditorium was about. Assistant Director Baldwin stated it is a building that was built in the 1920s with structural steel with veneer overlay. The system failed and water that has been coming through from leaks in the roof have corroded the steel making this a very unstable building to be in. The wall system is compromised, the heating systems is failing. The building has been vacant since 2016.

Commissioner Munteanu asked about traffic calming versus work. Director Spencer stated we are planning four miles of paving ii 2022 and with the federal money; we can do another 4 miles. Traffic calming is in planning states looking at Colchester Avenue, Pearl and Prospect Streets. Overall looking at 8 million into projects, the bond will be a small part of it.

Commissioner Bose also stated he does not understand where the amount comes from. Norm stated the Street Capital Fund and our first priority is to fund our obligations, not as much for sidewalks and paving.
Commissioner Bose also agreed that something needed to be done with Memorial Auditorium.
Martha Keenan also stated that there was a contingency plan until the pandemic hit and everything was put on hold. This could possibly be an aid with the high school but there are some structural issues that need to be taken care of. Or we can transition out of the building.

Commissioner O'Neill stated Memorial Auditorium is a contender for the school district what do we need to make it safe. Martha Keenan stated it would be a ten million dollar mark it is a historic building. Assistant Director Baldwin stated we have certain obligations to the building

Sharon Bushor of the stated we need to think about our needs and desires versus what residents can afford. This is a big ask considering the tax payers of the city. There is a shit in the tax base predominantly on the resident. As far as tax bill is concerned delay for a year until you see what you get from the federal government.

Commissioner Hogan suggested some language changes.

Martha Keenan is requesting the item on a special ballot before the end of 2021 in a special election. Would like to see it done at the same time as BED holds their revenue bond election in December.

Commissioner O'Neill-Vivanco made a motion to recommend to city council to move the request and item on the ballot for a general obligation bond for a special election in 2021.
Commissioner Barr seconded.
Commissioner Bose "aye", Munteanu "aye"; Commissioner Barr "aye", Commissioner O'Neill-Vivanco "aye"; Commissioner Kennedy "aye"; Commissioner Hogan "aye".

ITEM 6 – SOUTH END CONSTRUCTION COORDINATION PLAN

Director Spencer stated this is a follow up by Commissioner Overby to make this an agenda item.

Assistant Director Baldwin south end construction coordination plan there are a number of projects. Schedule outlines a number of projects going on in the south end that have significant impact in people's lives and also accessing our community from the south. There are two major corridors in the south end, Pine Street and Shelburne Road that provide access from the south to the central business district. In our meetings with the public about the parkway, we heard very clearly that the public is fatigued with construction so it pushed us in the direction of thinking about what projects are in play in the south end and what is reasonable for the public to endure while these things go on.
The first phase of the parkway project is from Home Avenue to Kilburn Street. Not disruptive to access on Pine Street. Main Street great streets advance design for that and procure consultant Railyard Enterprise project. Second phase of Champlain PW Kilburn to Main Street Parkway investment Route 7 to 189.
Very pragmatic way of managing projects. Presentation that was provide to council included in packet.

Commissioner Barr 2 miles of shared use path where is it going to be. Something that already
Director Spencer two additional miles.

Commissioner Munteanu bike lanes on Pine Street. Construction done by 2025 how is going to be different four years from now.
Director Spencer Pine St will received substantial makeover. Entire new sidewalk east side, west side 10' shared use path, raised intersections where there are currently intersections, new mid-block pedestrian crossing by Arts Riot and new curbing where there is marginal to no curbing. Improved draining on Pine Street. Plan is shared use path on west side will exist, southbound bike lane removed and shoulder on both west and east side of Pine Street.

Commissioner Bose – What the impact of the roundabout project is with traffic as you are developing this more integrated plan for the south end construction.

Assistant Director Baldwin stated we consider this the framework in how we think the long view in how we are going to tie perspective projects in with existing projects to the best of our knowledge and that will change, as we know more about how people will respond and how people will endure some of those things.

Commissioner Bose do like a small study two weeks in or month in.

There is a lot of coordination among our team and we are in constant conversation about where that is progressing and how it relates to the parkway and back and forth. Corey, Chapin and I are also talking with Laura and Olivia about the major projects and the Railway Enterprise.

Director Spencer we have traffic control plans during construction and they will be modified if we see the need.

Commissioner Kennedy asked about traffic calming improvement, raised intersection.

Assistant Director Baldwin stated there are a few within the city the latest being Washington Street and Barry Street off North Avenue.

Commissioner O'Neill-Vivanco asked public comments and Director Spencer stated that there are no public comments the final document is based on comments from the public in the draft.
Commissioner O'Neill-Vivanco stated if there are updates of changes to let us know. VTRANS had updates available on their website letting people know what is going on with the roundabout.

Commissioner Hogan stated roundabout so far so good but neighboring areas are seeing increased traffic and was asking about traffic calming for the neighborhoods.
Assistant Baldwin stated there is only so much that can be done. WE are open to hearing concerns from the public.

ITEM 7 – APPROVAL OF DRAFT MINUTES 8-18-21

There are some edits to the minutes that need to be made from Commissioner Overby please review changes.
Commissioner Barr made a motion to approve minutes with changes.
Commissioner O'Neill-Vivanco seconded
Commissioner Munteanu "aye", Commissioner Barr "aye", Commissioner O'Neill-Vivanco "aye", Commissioner, Commissioner Hogan "aye".

ITEM 8 – DIRECTOR'S REPORT

Consolidated Collection will go to City Council on September 27. Staff continues to recommend the hybrid collection model, city would continue to pick up recycling and haulers would bid on zones and collect trash and organics.

Crossing guards – we are short of crossing guards and are currently looking to hire more crossing guards.

The water bills that went out this month should reflect the new rate structures and also have a different look to them.

ITEM 9 - COMMISSIONER COMMUNICATIONS

Commissioner Barr stated the crew is painting looks great 90 degrees for the turn from Chase Street to Grove but inquired if it was going to be permanent. Director Spencer stated that the street maintenance division is under resourced and we are in the process of looking for a contractor to help with the installation.

Assistant Director Baldwin stated that the repaving of North Avenue from Leddy Park Road to Shore Road would take place next years, as there is some storm water improvements that need to be done prior to the paving.

Commissioner O'Neill-Vivanco asked if on South Prospect Street near the Redstone Campus, south of Cliff Street if we could put Park Mobil there and not resident only parking
Assistant Director Baldwin stated it was blended resident parking, short-term parking until 5:00 p.m. and the resident only at night.
Commissioner Barr stated he remember when there were 4-hour limit for parking at one point. The UVM campus now has Park Mobile across the campus the meters were taken out.

Commissioner Hogan stated School District sounds good not a lot said about the transportation issues. Potential site is Institute Road, which is on the bus line.
He asked about staffing here saying one department was understaffed and asked about open jobs:
Director Spencer stated we were doing okay but across every division, there are openings.

Assistant Director Baldwin stated that people have opportunities to advance as well and make sure people are not being burned out.

ITEM 10 – ADJOURNMENT AND NEXT MEETING DATE October 20, 2021

Commissioner Barr made a motion to adjourn
Commissioner Munteanu seconded
Unanimous approval

Meeting adjourned at 8:42 p.m.

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CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

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www.burlingtonvt.gov/dpw

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **DPW Director's Report**
Date: October 14, 2021

Residential Permit Parking Review
The Residential Parking Management Plan was completed in 2016. It recommended that the residential permit parking program be reviewed every five years. In our communications with City Councilors, residents and City staff, it appears that the program overall is running well. Residents have been especially appreciative of the opportunity to void one ticket a year – a new program allowance that came out of the 2016 Plan. We are now looking to expand this allowance to metered parking as you'll see in the packet for this month's meeting. Staff is underway with the internal review of the residential permit parking program and will be bringing our findings and any modest changes to the Commission in November. More info: Phillip Peterson, ppeterson@burlingtonvt.gov.

Consolidated Collection
The September 27 City Council meeting discussed Consolidated Collection of trash, recycling and organics. The Transportation, Energy and Utilities Committee's resolution calling for a full municipal model did not pass (tied 6-6). Staff is following up with stakeholders (CSWD, haulers, City Councilors), reviewing public input and will be likely be advancing a hybrid model for the City Council's consideration in the next couple of months. More info: Lee Perry, lperry@burlingtonvt.gov.

Champlain Parkway
We are expecting FHWA to issue the Record of Decision (the Federal permit for the project) in the coming weeks. We are planning put the first construction contract (Home Ave to Kilburn St) out to bid this winter. The project website continues to be updated and have a wealth of information on the project: www.champlainparkway.com. More info: Corey Mims, cmims@burlingtonvt.gov.

Railyard Enterprise Project
We are expecting to bring forward the design consultant contract to the City Council's October 25 meeting. This contract approval will enable the City to begin preliminary engineering and permitting for this important project. More info: Corey Mims, cmims@burlingtonvt.gov.

195-201 Flynn Avenue
DPW Staff is engaging the public and the Council on whether the City should sign a Lease Purchase Agreement for a three acre parcel at 195-201 Flynn Avenue. The parcel was purchased by Chittenden Solid Waste District in 2001 for the intent to develop a modern, safe drop off center at the location. Plans were delayed due to the uncertainty with the Champlain Parkway over the years. Now with:

- the South End Construction Coordination Plan favorably reviewed by Council,
- the expected Champlain Parkway Record of Decision later this month,
- the City-CSWD MOU on the property expiring, and
- the Pine Street drop off center (DOC) limited to just organics,

City staff is restarting the community conversation. We presented to the Transportation, Energy and Utilities Committee and then hosted a public meeting on October 12. We will be going to the Ward 5

NPA meeting next week. Based on the feedback to date, City staff is recommending that the City Council approve a 3 month extension on the MOU to give the City and CSWD time to negotiate a Lease Purchase Agreement for the site. If the City does not enter into an Agreement to purchase the site, CSWD will likely sell to a private interest and there will be less control on what happens to the parcel. Any future efforts to develop a drop off center at the site would have to go through a public permitting process in front of the City's Development Review Board.

Fall Leaf Pick-up

https://www.burlingtonvt.gov/DPW/Fall-Leaf-Pickup

Thank you all. Please don't hesitate to reach out with any questions.

DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING OCTOBER 20, 2021
FINAL MINUTES

Commissioners Present: Commissioner Barr, Commissioner Bose (via zoom), Commissioner Hogan (Chair), Commissioner Kennedy, Commissioner Munteanu, Commissioner O'Neill-Vivanco (Vice-Chair), Commissioner Overby

ITEM 1 – CALL TO ORDER

Commissioner Hogan called the meeting to order at 6:30 p.m.

ITEM 2 – AGENDA

Commissioner Hogan stated that item 6. General Obligation Bond Letter of Support would be taken off the agenda as this was discussed the previous month and six commissioners were in agreement to support it. Commissioner Overby was absent.

Commissioner Barr made a motion to accept the agenda with Item 6 removed
Commissioner O'Neill-Vivanco seconded
Unanimous approval

ITEM 3 – PUBLIC FORUM

Maureen Frye stated she just moved to Lakeside Avenue and came in to see how the Public Works Commission works. She stated that there is chaotic parking on both sides of the street where she lived, there are lots of delivery trucks, bicyclist and pedestrians and the street seems to take the brunt of the parking area. She asked if here was a better way to manage parking on the resident side of Lakeside Avenue. She suggested that there be no parking on that side of the street as it is hard to pull out of the driveway. She is asking for some no parking on the resident side of the street to make it safer for everyone going through that area.

Zoe Richards called about the narrow streets and single side parking on Charlotte and Catherine Street. She reviewed the narrow streets to consider streets for everyone and not just cars. I am not looking forward to one-sided street parking, as the vehicles will travel faster down the streets the parking on both sides. The parking on both sides of the street make this a safer street as vehicles cannot travel too fast on the street.

ITEM 4 – CONSENT AGENDA

A. South Winooski Ave SSTA Transit Stop
B. Narrow Streets
C. Proctor Place Stop Sign

Commissioner Hogan asked for clarification to the last comment. The narrow street item on the consent agenda is not taking action at this time it is a summary of feedback to date and a synopsis of staff's current thinking on that. There is no change.
Commissioner Bose asked for clarification as to what is in the summary as the staff recommendation would be coming to us next month.
Director Spencer stated that this is correct we told them that this was coming only as information tonight and that we would be acting next month.
Commissioner Bose asked for clarification what is in the summary, as the staff recommendation will be coming to us next month. Can I ask one more question? In terms of what goes into the rational I would love to see when the staff recommendation comes forward the public comment that was just made the potential of traffic calming of the narrow streets that would be great.

Commissioner Barr made a motion to accept the consent agenda
Commissioner Munteanu seconded
Unanimous approval

ITEM 5 – Parking Compliance Reform

Assistant Director Padgett stated that parking services have moved down to 645 Pine Street. Leonard Ducharme is the new head of the parking division and parking garages and there is a new position for an assistant to Leonard Ducharme for assistance in combining the two jobs.

We are here for scoff reform. During COVID scoff was suspended. I will go over the q important parts of this reform

- We will raise the scoff threshold from $75.00 to $275.00
- Scoff is a secondary violation, we cannot hunt you in scoff but you received another ticket and it goes over $275.00 you can be towed
- We will like to start a Whoops Whoops program in which you can get out of a ticket once a year either a metered ticket or a residential parking ticket.

This is transformational for the community.

Commissioner Kennedy program sounds great. How would it work in residential areas but having a permit, would that still require being towed?
Assistant Director Padgett stated that this was informally introduced to the Board of Finance on Monday night and we started thinking about what happens in residential parking. When you get a residential parking permit, you get a blue sticker, which will

void a ticket. We have extended that blue chip folder to everybody anybody can appeal the ticket and if it is their first ticket for the year they will get out of it.

Commissioner Kennedy I have read up on this where in some countries, not sure of any in the US where some tickets are based off from income and disposable income, based on a certain percentage. I think this is an interesting conversation that could happen in the future with this being a gateway to talking about programs like that.
Assistant Director Padgett stated that this is how we see this. Decision used to be made by the attorney's office, voiding tickets is something only the attorneys can do and this ordinance gives us power to void such tickets?

Commissioner Bose I strongly support this as a program. I also serve on the Community Justice Board and one of the things that has been striking to me is when we look at some of the contributing factors that lead some folks into a cycle of, you know job loss one of the precipitating factors is what many of us would consider a low threshold of violation. Questions are if we still want to use fines as a deterrent in terms of a certain kind of behavior. Where do you see managing the swing if this is kind of a policy push from the department?
Assistant Director Padgett we have very good compliance, like 90%. We collect a lot of money in fines but with 80 90'5 compliance, most people are able to pay. The people that aren't able to pay and are impounded are the vulnerable this is what we're trying to change.
Commissioner Bose do you see this as not a pilot program, what would be the threshold of initial assessment?
Assistant Director Padgett stated we are keep statistics on things we will be doing statistics to the Mayor in a couple of weeks and this will be a part of what we're looking at. We have made explicit goals that we want to lower the impoundment rate.

Commissioner Overby said this is really an excellent piece of work coming up with improvements and particularly with reducing the number of the impoundments. Do you have statistics on the current number of impoundments annually?
Assistant Director Padgett stated he couldn't pull it off the top of my head. Parking services is a contributor to the general fund and I am actively reorganizing personnel staff and services so we can defer, we can keep them revenue neutral but we can move money from economically driven revenue like the garages and the lots and meters into parking services to back fill the losses from this program. We are now backfilling the fund with economic activity versus fine activity. We don't want to lower the amount that we contribute to the general fund but we are trying to shift how we provide that money to the general funds.

Commissioner O'Neill-Vivanco I do think this is wonderful. The data management on the system but with the metered parking and the app is allowing some of this tracking is that correct.

Assistant Director Padgett stated Park Mobil is integrated with a program called T2Flex and it's a citation management program. That office is a federally secured space with cameras and key codes because we have access to DMV records.
Commissioner O'Neill-Vivanco with those management systems is there a tracking and payment plans? Can I check for my parking history? I don't want to stir the pot because I don't have the money right now.
Assistant Director Padgett stated it goes in as your license plate number and if you pay your ticket in 30 days that's it. If you don't pay your ticket in 30 days the fine is attached and we send you an invoice and that's when we physically go and get your address and the invoice. We do not have the authority to set up a payment plan right now. But you can come in, we've made is explicitly clear that $275 is a threshold.

Commissioner Barr curious about the notification after a month and then they get the invoice and they pay the $26 will it compound again will their car be towed again if they don't pay the $274?
AD Padgett stated that as long as they are under $275. Somebody could consistently owe us $275.00 they have to get two more tickets to be towed again.

Commissioner Munteanu I want to echo the support, I definitely think this is a step in the right direction when it comes to parking. My question would be how the Whoops Program would work. You stated that you expect sixty percent of the people to be appealing their ticket once this program is around how is it actually going to be communicated to people that this program exist.
AD Padgett communication out to the public is challenging. I've contacted the BBA because they do have an interest in this and Rob Goulding is our information guru so he will be involved in that. We have to have a robust communication platform.

Commissioner Hogan is there a sense of how much is cost us to impound a car.
AD Padgett should cost us nothing. We tow its $125 ticket, 75 fine and 50 tow.
On the Whoops thing, your one comparable the city does a one-time freebie, what is the reasoning for year.
AD Padgett stated is just sort of felt right. I couldn't justify two a year, couldn't justify every two years, annual seemed right.

Commissioner Barr makes a motion to accept staff's recommendation?
Commissioner Bose seconded
Unanimous approval

ITEM 6 – General Obligation Bond Letter of Support

This item has been removed from the agenda.

ITEM 7 – APPROVAL OF DRAFT MINUTES 9-15-21

Commissioner Munteanu a motion to approve September minutes
Commissioner Barr seconded
Unanimous approval
Commissioner Overby abstained, as she was not present at September meeting.

ITEM 8 – DIRECTOR'S REPORT

Approved update to parking management plan.
Consolidated collection did not pass for fully municipal option. Gotten feedback from Councilors, CSWD and a number of the haulers and plan to come back to the council probably in December or January with likely a hybrid recommendation.
Champlain Parkway expecting a Record of Decision in the coming weeks and we are on track to have this out to bid this winter.
Railyard Enterprise Project planning to go to the City Council on the November 8th meeting to get approval for a consultant contract to bring us through conceptual design.
195-201 Flynn Avenue – acre parcel going to council October 25th seeking approval to extend MOU out three months to give us time to discuss a lease/purchase agreement for the city to purchase this three acre parcel. Possible for this parcel to be developed for a modern safe drop off center.
Fall leaf pick up is coming up

City Engineer Baldwin stated Main Street Great Streets needed to be mentioned. Laura and Olivia are advancing the great streets project and went to council seeking authorization to execute a design contract with VHP to begin that work. There is still financial follow up that needs to happen to fully fund it to aspire to do all six blocks. I believe there will be limited for two block.

Passenger Rail is continuing to progress. Contract between College and King is struggling to get traction with some of the work and we are slowly getting there with the contractors making good progress but more progress on Phase 3, which is between King and Maple. Will still need to have bike path detour going own King Street for some time until such time they have to repave King Street itself because they are doing signal work there as well.

ITEM 9 - COMMISSIONER COMMUNICATIONS

Commissioner Barr Main Street and University Heights intersection. I've heard a lot of people has been reaching out asking about it. I could do some education and messaging. We've done a lot of things and there are some things pending to do so I guess what I would like to do is get those things out to people to reduce the anxiety in some.

Director Spencer stated we got a couple media inquiries this week after students have been posting on social media some of their concerns.

Commissioner O'Neill-Vivanco a note on the Great Street, the Main Street what blocks are the priority?
City Engineer Baldwin stated that what is authorized is what we would do first. The two blocks are between Church and Pine. I think the message is we are moving ahead with the six-block plan.
City Engineer Baldwin stated that support of businesses and communication, evaluating what we can do to support them through this process and sequencing the work. The other piece is to be good partners with private property owners who have services that need attention before we make the investment in all the things that are above ground.
Commissioner O'Neill-Vivanco the bike path detour changes on Battery Street I think communicating out in anticipation of upcoming changes helps. People are upset because the cones were moved and are hey what is going on. Staying ahead of the communication curve so that folks are aware.
City Engineer Baldwin stated that we are secondary to that conversation because the state if managing that project. WE as a city have taken on the task of dealing with the bike path along Battery Street simply because there is a series of contracts so some of what we were informed about was late coming and we've expressed our concern about that but much of what these contracts are are weather and material predicated on.

Commissioner Overby follow up on one of the items about the Railyard project. I know you said it's November 8th that you're going to have the City Council look at it is it possible that that Railyard Enterprise Project can be times to fit between the Phase 1 and the Phase 2 of the Champlain Parkway. I think one of the concerns that people have had are the traffic increasing in the King and Maple neighborhood.
City Engineer Baldwin our goal is to get it completed as soon as possible following all of the federal requirements. In a perfect work it would mean that we would have that work complete before Phase 1 of the parkway but there is no way of knowing how it's going to play out. That along with sequencing it with the roundabout project and other projects because there is so much going on in the south end that we have to think strategically how we can best serve the community and that's what this whole sequencing plan is about.

Commissioner Bose – the point about the consolidated collection you mentioned that the hybrid model will be advanced to the city council for consideration in the next couple of months. Is this coming back to us either for review or for a vote?
Director Spencer be happy to bring it back either for discussion or engagement. We brought forward your vote, which is for the hybrid model.
Commissioner Bose the upgrades in the storm water and drainage systems in the city and we haven't had any reports of anything. Nothing urgent on this but I'd love to hear something about how the upgrades are functioning.

Director Spencer the BTV Stats that we are planning for next month includes data on the number of CSO's and we'd be happy to share that with you.

Commissioner Kennedy wanted to go back to what Commissioner Barr was saying earlier about the U Heights/Main Street intersection would love to have further conversations about what we can do there. I feel I could offer a good insight on that.
Director Spencer thank you for that we will reach out to you and set that up.

Commissioner Hogan looking forward to BTV stats. Considering a shift in minutes handling it again put it on the consent agenda. Other city boards do that. If there is an issue or something, it can come off.
Director Spencer stated if that is something, you want we can look at making that happen next month if that's a direction that you would like.

Commissioner Hogan I will close the commissioner communication and move forward to the next item adjournment.

ITEM 10 – ADJOURNMENT AND NEXT MEETING DATE November 17, 2021

Commissioner O'Neill-Vivanco made a motion to adjourn
Commissioner Bose seconded
Unanimous approval

Meeting adjourned at 7:46 p.m.

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