



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Hannah Cormier, Clerks Office
From: Chapin Spencer, Director
Date: August 10, 2017
Re: Public Works Commission Agenda

Please find information below regarding the next **Special** Commission Meeting.

Date: **August 17, 2017**
Time: 6:00 – 7:30 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A – SPECIAL

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 10 Min Traffic Request-Establish Two Bus Stops on Pine St between Cherry St & Pearl St.
 - A Communication, N. Baldwin
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested – Vote

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

- 5 10 Min Traffic Request – Stop Sign Northbound Pine St & Bank St Intersection
A Communication, N. Baldwin
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 6 10 Min Traffic Request – Cherry St Parking Prohibition
A Communication, N. Baldwin
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 7 20 Min Burlington Town Center Encumbrance Permit – Parking Meter Rates
A Communication, C. Spencer & N. Baldwin
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 8 5 Min Director's Report - Oral
- 9 5 Min Commissioner Communications
- 10 **Adjournment & Next Meeting Date – September 20, 2017**



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: AUGUST 11, 2017
RE: **SPECIAL PUBLIC WORKS COMMISSION MEETING**

Enclosed is the following information for the meeting on August 17, 2017 at 6:00 PM at
645 Pine St – Main Conference Room

1. Agenda
2. Traffic Request – Establish Two Bus Stops on Pine St Between Cherry St & Pearl St
3. Traffic Request – Stop Sign Northbound Pine St & Bank St Intersection
4. Traffic Request – Cherry St Parking Prohibition
5. Burlington Town Center Encumbrance Permit – Parking Meter Rates

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Hannah Cormier, Clerks Office
From: Chapin Spencer, Director
Date: August 10, 2017
Re: Public Works Commission Agenda

Please find information below regarding the next **Special** Commission Meeting.

Date: **August 17, 2017**
Time: 6:00 – 7:30 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A – SPECIAL

ITEM

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A Communication, C. Spencer & N. Baldwin
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 8 5 Min Director's Report - Oral
- 9 5 Min Commissioner Communications
- 10 **Adjournment & Next Meeting Date – September 20, 2017**



MEMORANDUM

August 11, 2017

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineer Technician *PinD*

CC: Norm Baldwin P.E., City Engineer

RE: Bus Stops at Pine Street and Pearl Street

Recommendations:

Staff recommends the Commission adopt:

1. The following spaces are hereby designated as bus stops:
 - a. On the south side of Pearl Street beginning two hundred twenty (220) feet west of St. Paul Street and continuing west for fifty-eight (58) feet, effective from 7:00 a.m. to 2:00 p.m.
 - b. On the east side of Pine Street beginning one hundred ten (110) feet south of Pearl Street and continuing south for sixty (60) feet, effective from 7:00 a.m. to 2:00 p.m.
2. No person shall park any vehicle, at any time, longer than thirty (30) minutes at the following locations:
 - a. On the south side of Pearl Street beginning two hundred twenty (220) feet west of St. Paul Street and continuing west for fifty-eight (58) feet, effective from 2:00 p.m. to 7:00 a.m.
 - b. On the east side of Pine Street beginning one hundred ten (110) feet south of Pearl Street and continuing south for sixty (60) feet, effective from 2:00 p.m. to 7:00 a.m.
3. All spaces on Pearl Street and Pine Street will return to metered parking once BTC Phase 1 construction is complete.

Background:

As part of the Burlington Town Center (BTC) project, Green Mountain Transit (GMT) bus stops will have to be relocated. The approved project plans include two areas for the GMT bus stops, one on Pearl Street and the other on Pine Street. During Phase 1, the BTC Project will encumber approximately 10,600 SF between the existing Macy's and LL Bean for the purpose of placing construction barriers,

vehicles, and generally supporting related construction activities. West-bound traffic will shift to the existing Green Mountain Transit/public parking lane, while east-bound traffic will shift to the existing west-bound travel lane. Temporary, solid white lane lines will be utilized to show the shift in traffic flow. During Stage 2, the BTC Project will encumber approximately 5,000 SF between the new St. Paul and Pine Streets to accommodate pedestrian overhead protection.

Observations:

1. This block of Pine Street is a forty (40) foot wide medium volume collector road, with mixed residential and commercial use.
2. Pearl Street is a forty-seven (47) foot wide high volume arterial collector street, with metered parking on both sides of the street.

Conclusions:

The parking prohibitions which necessitates the relocation of the GMT bus stops, on Cherry Street is a reasonable approach to increasing safety for both motorists and pedestrians during Phase 1 of the BTC project. Methods used to protect the public for the duration of Phase 1 will include temporarily rerouting all traffic away from the BTC project site utilizing the north side of Cherry Street, consequently parking must be prohibited during this stage of construction. Installing these bus stops on Pearl Street and Pine Street would enable the GMT buses servicing the nearby areas to load/off-load passengers safely and efficiently. Upon completion of BTC Phase 1 work, metered parking on Pine Street and Pearl Street will be restored.



NOTES:

Staff recommends amendment of the following ordinance:

Appendix C: Rules and Regulations of the Traffic Commission

1. The following spaces are hereby designated as bus stops:

- On the south side of Pearl Street beginning two hundred twenty (220) feet west of St. Paul Street and continuing west for fifty-eight (58) feet, effective from 7:00 a.m. to 2:00 p.m.
- On the east side of Pine Street beginning one hundred ten (110) feet south of Pearl Street and continuing south for sixty (60) feet, effective from 7:00 a.m. to 2:00 p.m.

Staff recommends amendment of the following ordinance:

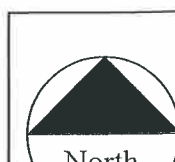
Appendix C: Rules and Regulations of the Traffic Commission

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- On the south side of Pearl Street beginning two hundred twenty (220) feet west of St. Paul Street and continuing west for fifty-eight (58) feet, effective from 2:00 p.m. to 7:00 a.m.
- On the east side of Pine Street beginning one hundred ten (110) feet south of Pearl Street and continuing south for sixty (60) feet, effective from 2:00 p.m. to 7:00 a.m.



SCALE: 1" = 40'



BURLINGTON TOWN CENTER PROPOSED BUS STOP RELOCATION ON



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401

DESIGNED PMP	RF
DRAWN PMP	SK 1"
CHECKED DA	DRW
DATE	



MEMORANDUM

August 11, 2017

TO: Public Works Commission
FROM: Phillip Peterson, DPW Engineer Technician *DPW*
CC: Norm Baldwin P.E., City Engineer
RE: Stop Sign Northbound Pine Street and Bank Street Intersection

Recommendations:

Staff recommends the Commission adopt:

1. A stop sign is authorized at the intersection of Bank Street and Pine Street causing all traffic to stop.

Background:

During staff's evaluation of The Burlington Town Center (BTC) project, the Pine Street and Bank Street intersection was determined to have some deficiencies in regards to stop control. A multi-way stop application study was deemed necessary.

Observations:

1. **Street Characteristics:** Pine Street is an approximately 43-foot-wide high volume commercial and residential roadway with on-street meter parking on both sides of the street. Bank Street is a 30-foot-wide high volume commercial and residential roadway with on-street meter parking on one side of the street.

Conclusions:

According to the Manual on Uniform Traffic Control Devices (MUTCD) Multi-way STOP signs should be used at an intersection if any of the following conditions exist:

A. Minimum, volumes:

1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and

2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicle traffic of at least 30 seconds per vehicle during the highest hour; but,
3. If the 85th percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in items 1 and 2.

Other criteria that may be considered in an engineering study include:

- A. The need to control left-turn conflicts;
- B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
- C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and
- D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.

A pedestrian analysis was conducted on the intersection of Pine Street and Bank Street. The pedestrian analysis confirmed that more than 200 pedestrians entering the intersection of Bank Street and Pine Street during morning and after peak use. The pedestrian analysis also confirms the Pine Street and Bank Street intersection generates high pedestrian volumes. Installation of this stop sign prior to the start of Phase 1 of the BTC project will facilitate pedestrians and bicycles to cross Bank Street and Pine Street during construction safely.





MEMORANDUM

August 11, 2017

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineer Technician *PWP*

CC: Norm Baldwin P.E., City Engineer

RE: Cherry Street Parking Prohibition

Recommendations:

Staff recommends the Commission adopt:

1. No person shall park any vehicle at any time in the following locations for the duration of the Burlington Town Center Phase 1 construction:
 - a. On the north side of Cherry Street between St. Paul Street and Pine Street.
 - b. On the north side of Cherry Street for a distance of approximately ninety-five (95) feet west of Pine Street.

Background:

As part of the Burlington Town Center (BTC) project, parking will have to be prohibited during construction. During Phase 1, the BTC Project will encumber approximately 10,600 SF between the existing Macy's and LL Bean for the purpose of placing construction barriers, vehicles, and generally supporting related construction activities. West-bound traffic will shift to the existing Green Mountain Transit/public parking lane, while east-bound traffic will shift to the existing west-bound travel lane. Temporary, solid white lane lines will be utilized to show the shift in traffic flow. During Stage 2, the BTC Project will encumber approximately 5,000 SF between the new St. Paul and Pine Streets to accommodate pedestrian overhead protection.

Observations:

1. This block of Pine Street is a forty (40) foot wide medium volume collector road, with mixed residential and commercial use.
2. Cherry Street is a forty (40) foot wide high volume arterial collector street, with metered parking on both sides of the street.

Conclusions:

The parking prohibitions on Cherry Street is a reasonable approach to increasing safety for both motorists and pedestrians during Phase 1 of the BTC project. Methods used to protect the public for the duration of Phase 1 will include temporarily rerouting all traffic away from the BTC project site utilizing the north side of Cherry Street, consequently parking must be prohibited during this stage of construction. Upon completion of BTC Phase 1 work metered parking on the north side of Cherry Street will be restored.



NOTES:

Staff recommends amendment of the following ordinance:

Appendix C: Rules and Regulations of the Traffic Commission

1. No person shall park any vehicle at any time in the following locations:
 - a. On the north side of Cherry Street between St. Paul Street and Pine Street.
 - b. On the north side of Cherry Street for a distance of approximately ninety-five (95) feet west of Pine Street.



SCALE: 1" = 40'



BURLINGTON TOWN CENTER
PROPOSED PARKING PROHIBITION
ON
CHERRY STREET



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**
645 PINE STREET
BURLINGTON, VT 05401
(802) 255-1100

DESIGNED PMP	RF
DRAWN PMP	SC
CHECKED DA	DRAW
DATE	



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: DPW Commission

FROM: Norm Baldwin, P.E., Assistant Director Public Works/City Engineer
Laura Wheelock, P.E., Public Works Engineer 

DATE: August 14, 2017

CC: Patrick Mulligan, Assistant Director of Public Works
Chapin Spencer, Director of Public Works
Noelle MacKay, Director CEDO
Brian Lowe, Chief of Staff, Mayor's Office
Don Sinex, BTC Mall Associates LLC
Art Klugo, PC Construction

RE: 75 Cherry Street Encumbrance Application – Burlington Town Center

Request

DPW Commission (8/17/17)

We are respectfully requesting that the DPW Commission approve the revised rates for encumbrance of parking meters and that the payment for those spaces be directed to the Traffic Fund G/L 264-19-200-450.4205 for the duration of the encumbrance.

Overview

The Department of Public Works (DPW) has met with representatives of PC Construction (PCC) and BTC Mall Associates regarding the development of 75 Cherry Street, Burlington Town Center (BTC) and the impacts the project will have to the public right-of-way (ROW). This site is addressed as 75 Cherry Street, but the site encompasses an entire City block; bounded by Cherry St. and Bank St on its north and south, respectively. The site will eventually be bounded by Pine St and St. Paul St. on its west and east side, respectively, once those streets are constructed.

BTC intends to demolish portions of the existing structure and reconstruct a new multiuse building on the premises. The plans as approved by the Department of Planning and Zoning allow building up to the edge of the ROW on this site. Therefore, in order to construct the project

and provide proper safety to the public, DPW is recommending that an encumbrance be granted for use of the ROW to PCC to facilitate the deconstruction of the existing building, and construction of the new building.

The Encumbrance area, which is described in detail below, will include the sidewalk and parking lane on the north side of Bank Street between Pine Street and St. Paul Street, the sidewalk, parking lane and portion of the travel lane on south side of Cherry Street from Pine Street to Bank Street, six metered parking spaces on Cherry Street just west of the project site, three metered parking spots on Pine St north of the project site, and three metered parking spaces on Pearl Street.

Schedule

In conversations with PCC they seek to encumber the ROW in two stages. The first stage is approximately 12 months (September 1, 2017 through August 31, 2018) and the second stage is approximately 24 months (September 1, 2018 through August 31, 2020). All dates are tentative to when work starts.

Encumbrance – Stage 1 (~12 Months)

- | | |
|----------------|--|
| Bank Street: | North side of Bank Street between Pine Street and St. Paul Street, totaling approximately 8,000 SF which will include the sidewalk and parking lane. Within the parking lane are 13 (smart) metered spaces and one vehicle loading zone which primarily serves the BTC property. |
| Cherry Street: | South side of Cherry Street between Pine Street and St. Paul Street, totaling approximately 10,600 SF which will include the sidewalk, parking lane, and portion of the travel lane. The encumbrance utilizes the parking lane on the north side of Cherry Street to accommodate two way vehicular traffic on the street throughout construction. On Cherry street the encumbrance will obstruct a total of 15 (smart) metered parking spaces 8 on the south side of the street and 7 on the north side of the street. In addition 2 Green Mountain Transit bus parking spaces will be encumbered and hence will be relocated elsewhere on adjacent streets. |
| Pine Street: | On the east side of Pine Street between Cherry Street and Pearl Street, 3 (blue) metered parking spaces approximately mid-block between two drive ways. These spaces are requested to offset the loss of one of the bus parking spaces from Cherry Street. |
| Pearl Street: | On the south side of Pearl Street between Pine Street and St. Paul Street, 3 (blue) metered parking spaces in front of the former Pearl Street Diner. These spaces are requested to offset the loss of one of the bus parking spaces from Cherry Street. |

Encumbrance – Stage 2 (~24 Months)

Stage2A (~8 Months)

Bank Street:	North side of Bank Street between Pine Street and St. Paul Street, totaling approximately 5,000 SF. Northern limits of Right of way to curb on the north side, no pedestrian access. The on-street parking will be restored.
Cherry Street:	South side of Cherry Street between Pine Street and St. Paul Street, totaling approximately 5,000 SF. Southern limits of the Right of Way to the curb on the south side, no pedestrian access. The on-street parking will be restored.

Stage 2B (~16 months)

Bank Street:	North side of Bank Street between Pine Street and St. Paul Street, totaling approximately 5,000 SF which will include pedestrian overhead protection for the length of the sidewalk along the face of the new building. The sidewalk will be open to pedestrian use.
Cherry Street:	South side of Cherry Street between Pine Street and St. Paul Street, totaling approximately 5,000 SF which will include pedestrian overhead protection for the length of the sidewalk along the face of the new building. The sidewalk will be open to pedestrian use.

DPW Review

PCC and DPW have met many times since June 2016 to discuss what areas of the ROW are needed for the project, identify permits, traffic control for public safety, and fees. The contractor will construct a fence around the project and be responsible for maintaining the fence throughout the duration of the encumbrance. The encumbered space would be used as staging/working space in the vicinity of the work area, serve as a safety buffered area from the work, and eventually reconstruct the ROW.

The encumbered area will leave the travel lanes Bank Street and Cherry Street open to two way traffic. Pedestrian traffic will be detoured to the sidewalk on the opposite side of the street through use of existing pedestrian facilities and crossings. One new temporary crosswalk will be constructed on Cherry Street to the west of Pine Street.

Metered Parking Spaces

PCC has requested to encumber 6 blue metered parking spaces and 28 grey smart metered parking spaces within the limits of their application. Per the current ordinances the only fee/permit associated with occupying metered parking spaces is by bagging the meters, which is limited to 30 days of consecutive use and at a rate of \$30/day. This project is requesting to occupy the metered parking for approximately 52 weeks from September 1, 2017 to August 31, 2018.

It is important to address that while the current daily bagged meter rate is \$30/day for the 24

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hour bags, that rate is intended to encourage contractors and residents to limit their use of on street parking for their adjacent projects. However DPW recognizes that projects of the size, scale, duration, and risk to the adjacent public warrant the need to encumber the parking spaces long term. The rate proposed for use of these spaces is set at the maximum daily amount that the meter could collect.

DPW in our discussions with PCC we propose to charge the applicant the maximum daily meter rate for the metered parking spaces they are seeking to include in their encumbered area. For the blue parking meters on Pine and Pearl Street the maximum daily amount is \$10/day per meter, and for the grey parking meters on Bank and Cherry Street that rate is \$21/day per meter. Revenue from the parking meters is currently collected 6 days a week. Therefore the weekly fee for encumbering the metered parking spaces would be \$3,888 per week. Given the anticipated duration of this project DPW is seeking that PCC pay \$202,176 for the encumbrance of the metered parking spaces. In response to parking concerns from Bank Street businesses and in consultation with BTC Mall Associates, DPW is open to an alternative to paying parking meter fees for up to the 13 parking meters proposed to be occupied on Bank Street. The alternative would have BTC Mall Associates provide replacement parking within one block of the south side of the project site to better serve businesses impacted by the project in lieu of paying meter fees. If BTC Mall Associates secures and provides these 13 off-street spaces, the encumbrance fee for the metered parking spaces would be \$117,000. See chart below. In addition, should PCC need any metered parking spaces beyond the dates listed in this memo, per the License Agreement they will pay the maximum daily rate of either \$10/day or \$21/day additional time.

	Commission Proposal - No offsite mitigation				Commission Proposal - 13 offsite spaces			
METER FEES	Number of weeks	Number of spaces	\$/week-meter	Cost	Number of weeks	Number of spaces	\$/week-meter	Cost
Bank Street	52	13	\$126	\$85,176.00	52	13	\$0	\$0.00
Cherry Street	52	15	\$126	\$98,280.00	52	15	\$126	\$98,280.00
Pine Street	52	3	\$60	\$9,360.00	52	3	\$60	\$9,360.00
Pearl Street	52	3	\$60	\$9,360.00	52	3	\$60	\$9,360.00
	Meter Fees				Meter Fees			
	\$202,176.00				\$117,000.00			

Other Conditions

In addition to the impacts outlined above, PCC will be responsible for erecting and maintain all traffic control signage that will be associated with pedestrian detours around the encumbered sidewalk areas. They are responsible for maintenance of the area encumbered and are required to restore the area according to City Standards.

Recommendation

Staff recommends that the DPW Commission approve the revised rates detailed in this memo for encumbrance of parking meters on Bank Street, Cherry Street, Pine Street and Pearl Street, and payment for those spaces be directed to the Traffic Fund G/L 264-19-200-450.4205 for the duration of the encumbrance.

Thank you for consideration of this request, please do not hesitate to contact us directly. Staff will also be available at the meetings to address any questions or concerns directly.

BURLINGTON
TOWN CENTER
TRAFFIC ROUTE
PLAN

DRAFT

STAGE 1
12 MONTHS

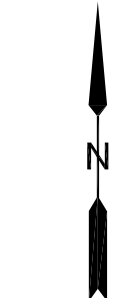
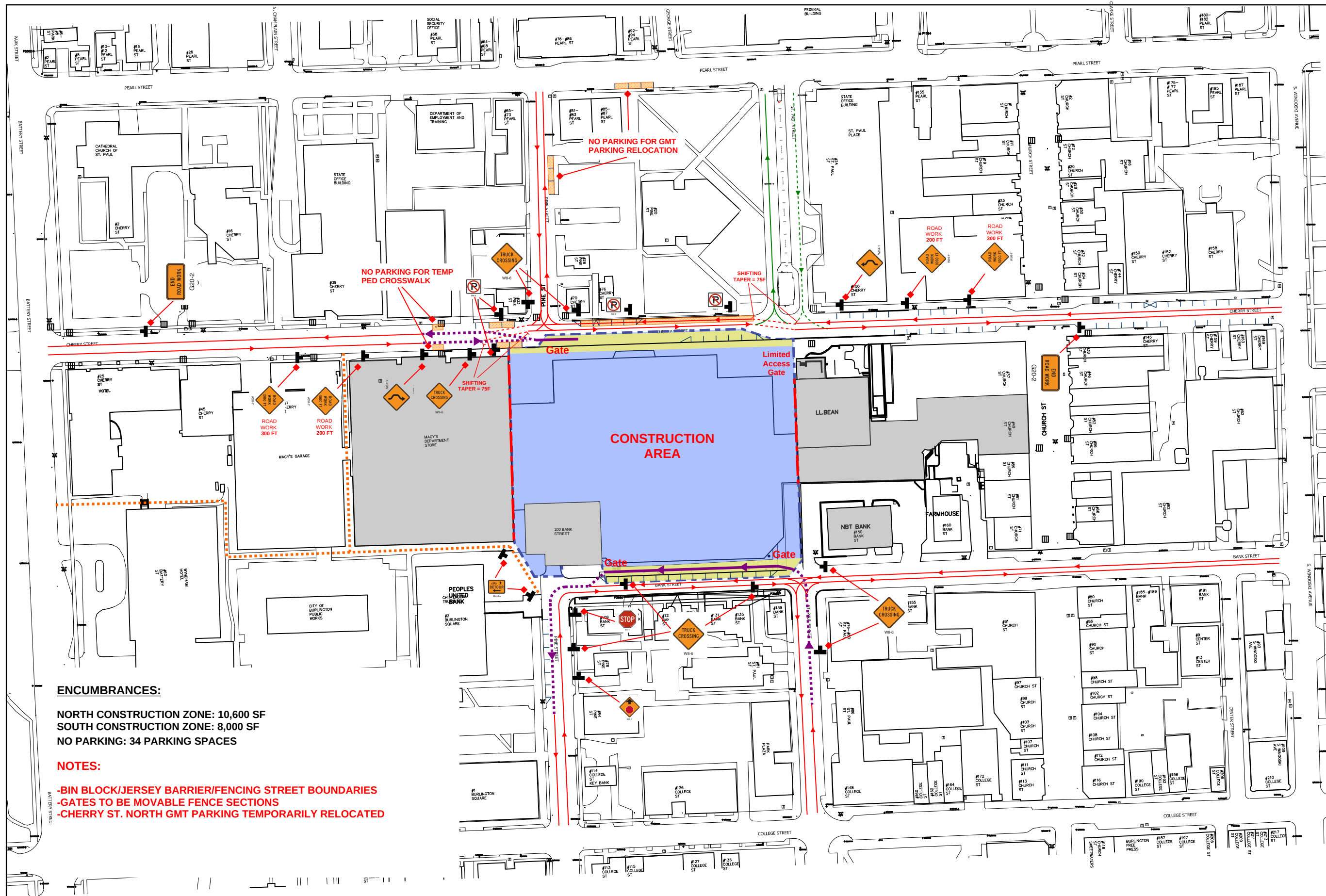
- BIN BLOCKS WITH JERSEY BARRIER AND FENCE
- BIKE PATH
- BUS TRAFFIC ONLY
- BUS TRAFFIC/ZAMPERI GARAGE ONLY
- CONSTRUCTION TRAFFIC
- NO PARKING
- SIGN ORIENTATION

ENCUMBRANCES:

NORTH CONSTRUCTION ZONE: 10,600 SF
SOUTH CONSTRUCTION ZONE: 8,000 SF
NO PARKING: 34 PARKING SPACES

NOTES:

- BIN BLOCK/JERSEY BARRIER/FENCING STREET BOUNDARIES
- GATES TO BE MOVABLE FENCE SECTIONS
- CHERRY ST. NORTH GMT PARKING TEMPORARILY RELOCATED



BURLINGTON
TOWN CENTER
TRAFFIC ROUTE
PLAN

DRAFT

STAGE 2a
8 MONTHS

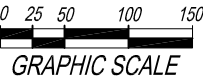
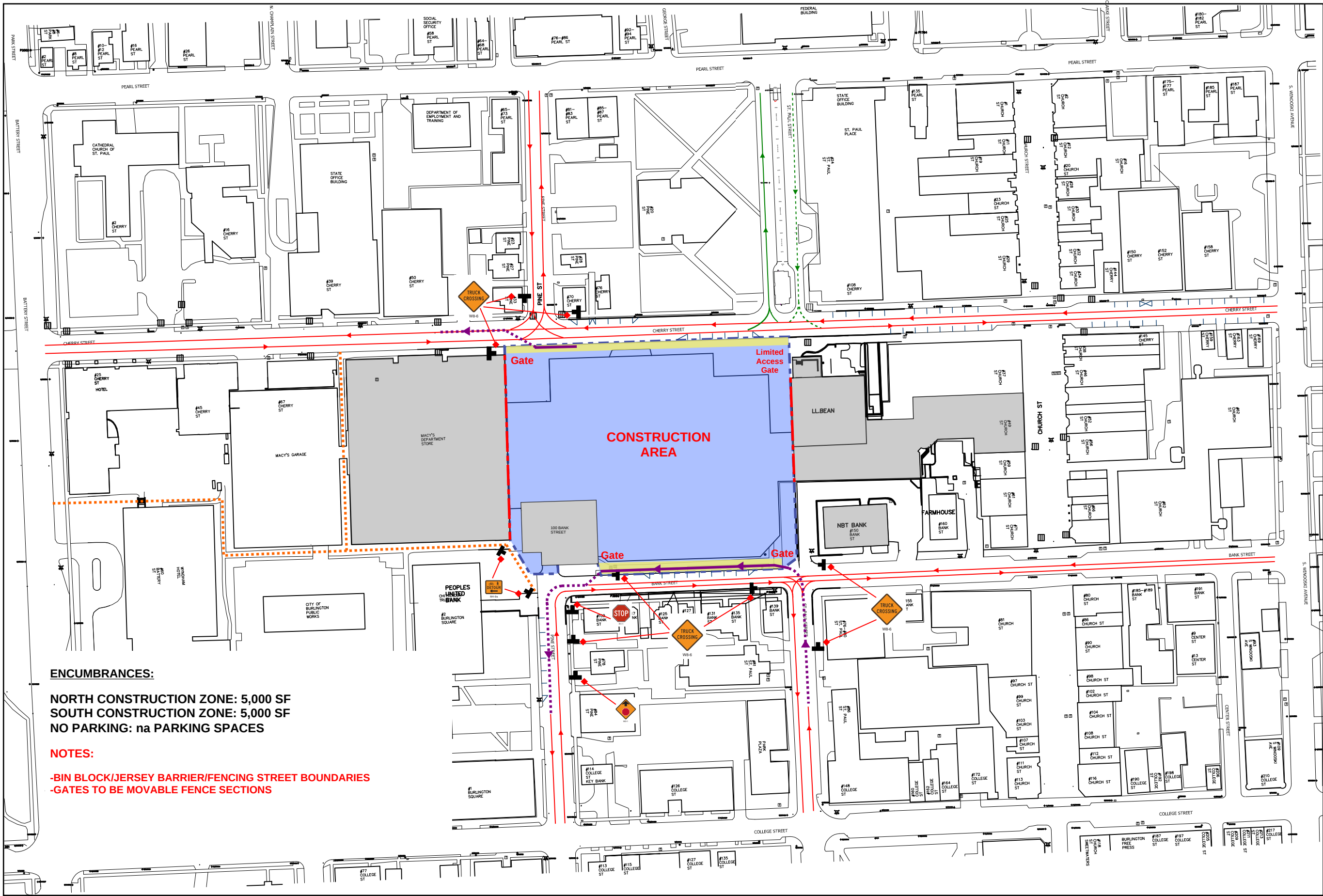
-  BIN BLOCKS WITH JERSEY BARRIER AND FENCE
-  BIKE PATH
-  BUS TRAFFIC ONLY
-  BUS TRAFFIC/ZAMPERI GARAGE ONLY
-  CONSTRUCTION TRAFFIC
-  SIGN ORIENTATION

ENCUMBRANCES:

NORTH CONSTRUCTION ZONE: 5,000 SF
SOUTH CONSTRUCTION ZONE: 5,000 SF
NO PARKING: na PARKING SPACES

NOTES:

-BIN BLOCK/JERSEY BARRIER/FENCING STREET BOUNDARIES
-GATES TO BE MOVABLE FENCE SECTIONS

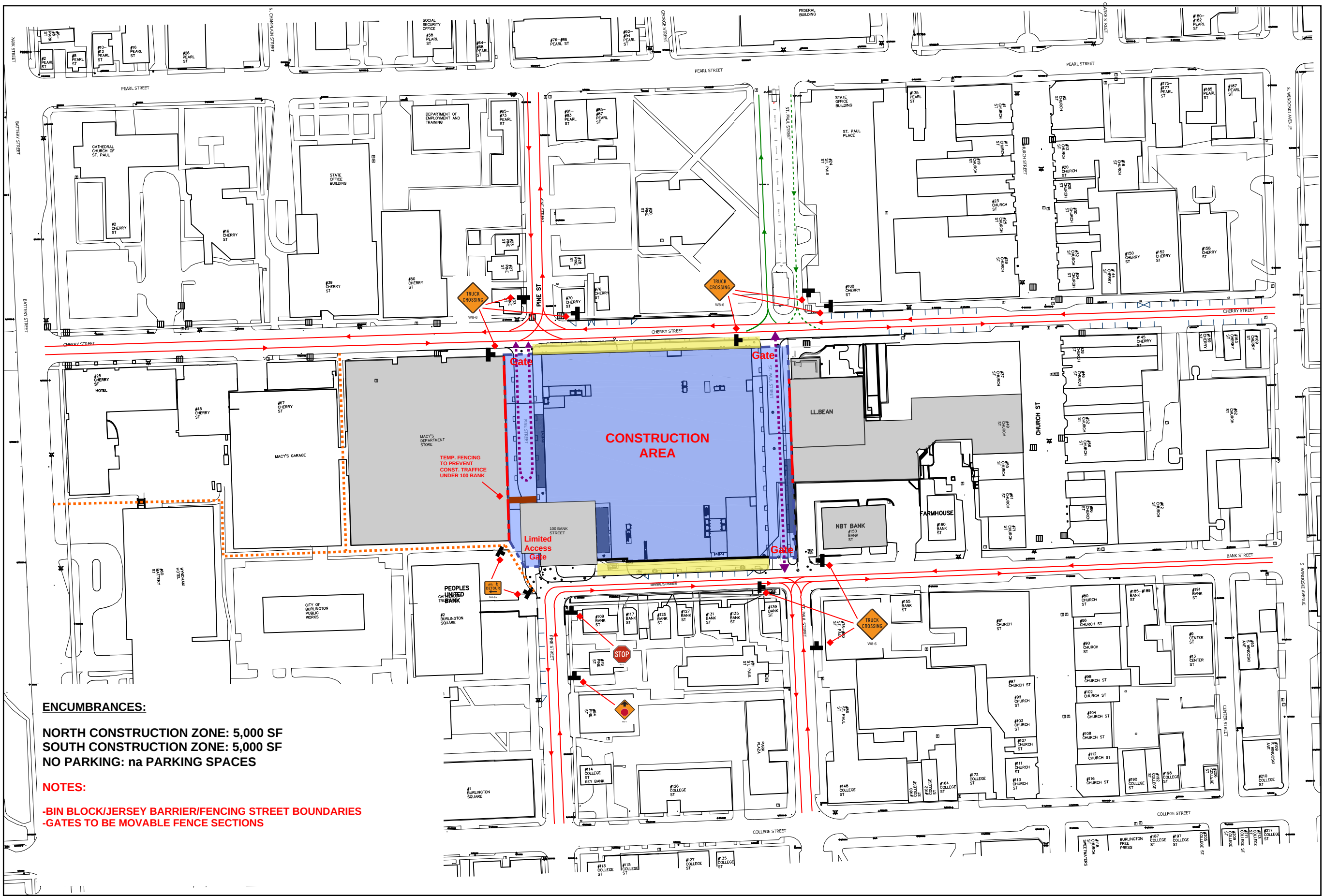


BURLINGTON
TOWN CENTER
TRAFFIC ROUTE
PLAN

DRAFT

STAGE 2b
16 MONTHS

-  BIN BLOCKS WITH JERSEY BARRIER AND FENCE
-  BIKE PATH
-  BUS TRAFFIC ONLY
-  BUS TRAFFIC/ZAMPERI GARAGE ONLY
-  CONSTRUCTION TRAFFIC
-  SIGN ORIENTATION

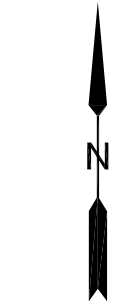


ENCUMBRANCES:

NORTH CONSTRUCTION ZONE: 5,000 SF
SOUTH CONSTRUCTION ZONE: 5,000 SF
NO PARKING: na PARKING SPACES

NOTES:

-BIN BLOCK/JERSEY BARRIER/FENCING STREET BOUNDARIES
-GATES TO BE MOVABLE FENCE SECTIONS



BURLINGTON
TOWN CENTER

PEDESTRIAN
PLAN

DRAFT

STAGE 1
12 MONTHS

BIN BLOCKS
WITH JERSEY
BARRIER AND
FENCE

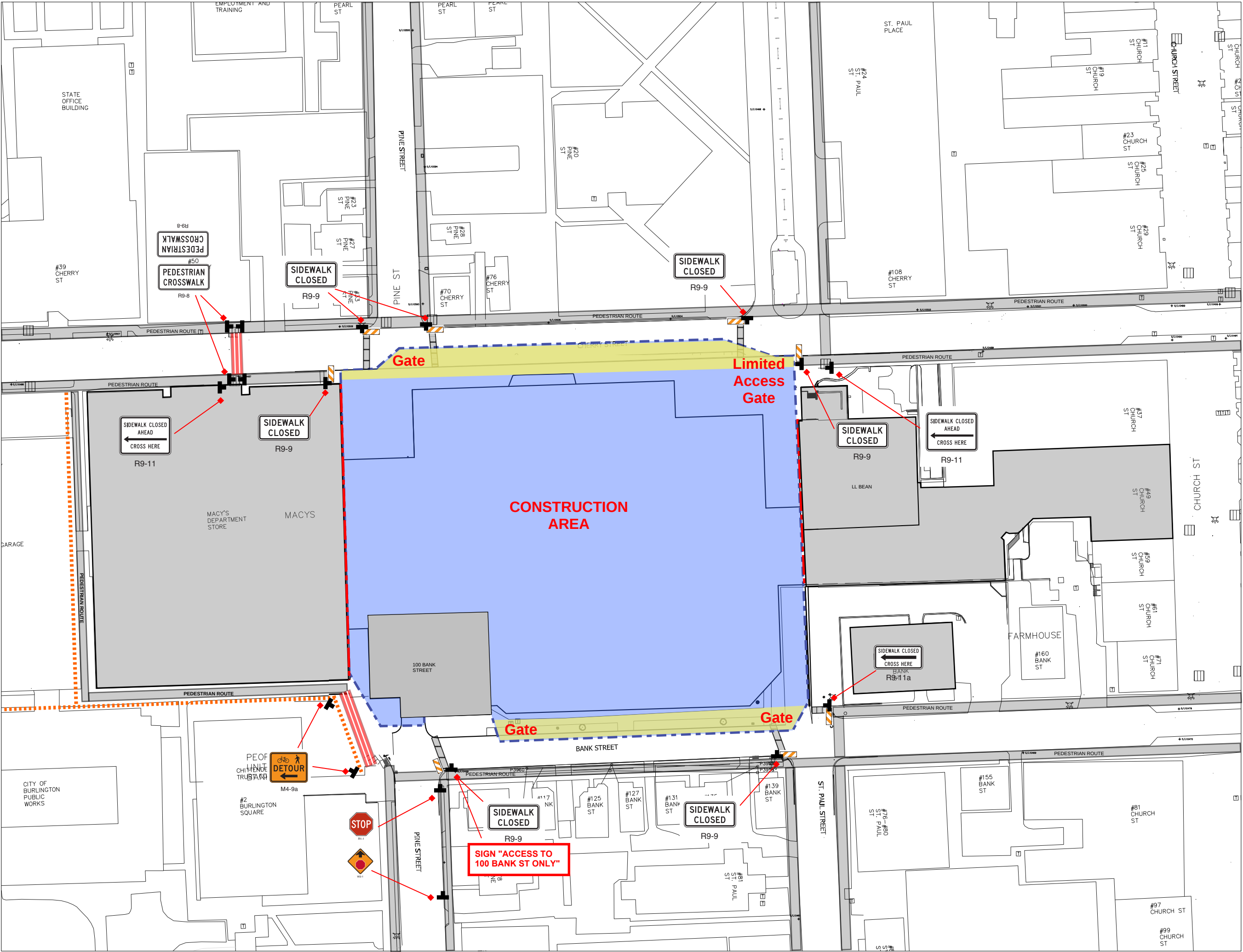
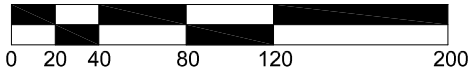
BIKE PATH

TEMPORARY
PEDESTRIAN
STRIPING

EXISTING
PEDESTRIAN
ROUTE

TYPE 3
BARRICADE

SIGN
ORIENTATION



BURLINGTON
TOWN CENTER

PEDESTRIAN
PLAN

DRAFT

STAGE 2a
8 MONTHS

BIN BLOCKS
WITH JERSEY
BARRIER AND
FENCE

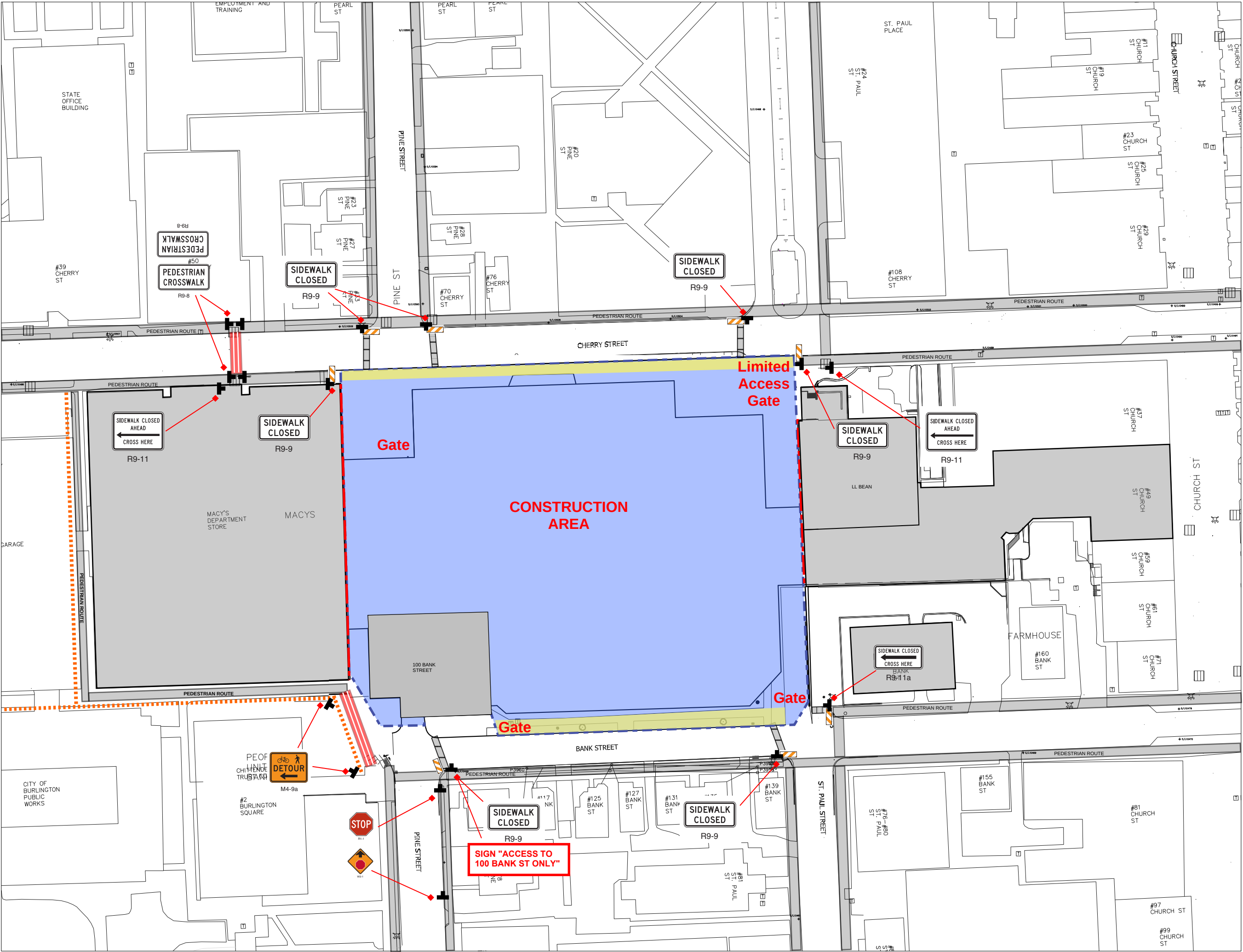
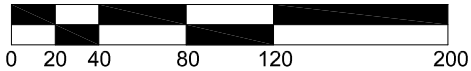
BIKE PATH

TEMPORARY
PEDESTRIAN
STRIPING

EXISTING
PEDESTRIAN
ROUTE

TYPE 3
BARRICADE

SIGN
ORIENTATION



BURLINGTON
TOWN CENTER

PEDESTRIAN
PLAN

DRAFT

STAGE 2b
16 MONTHS

BIN BLOCKS
WITH JERSEY
BARRIER AND
FENCE

BIKE PATH

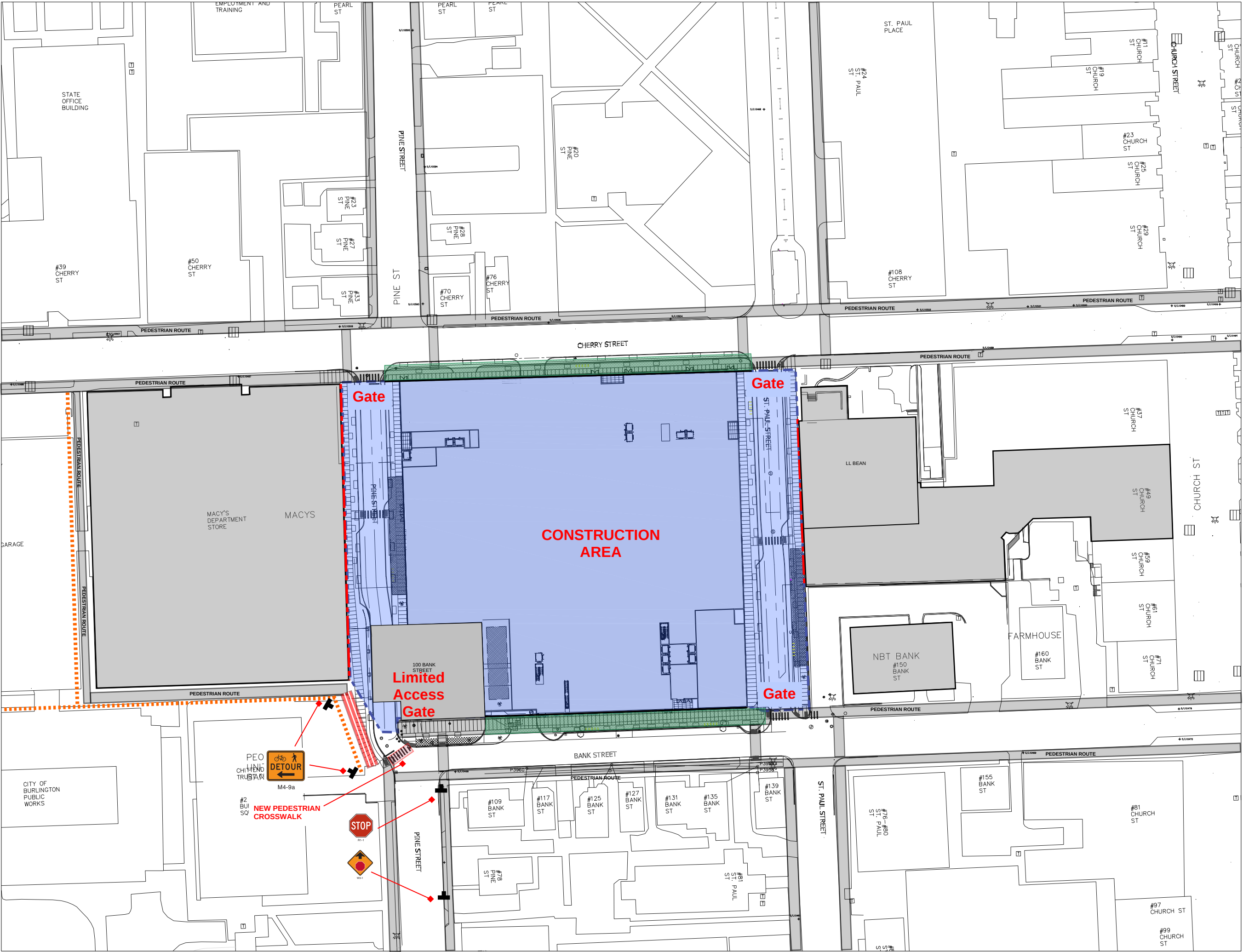
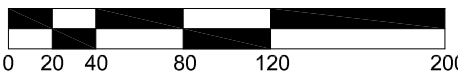
PEDESTRIAN
OVERHAED
PROTECTION

TYPE 3
BARRICADE

SIGN
ORIENTATION

TEMPORARY
PEDESTRIAN
STRIPING

EXISTING
PEDESTRIAN
ROUTE



Burlington Department of Public Works Special Commission Meeting
Draft Minutes, 17 August 2017
645 Pine Street

Commissioners Present: Tiki Archambeau (Chair); Jim Barr; Solveig Overby; Jeff Padgett; Justine Sears (Vice Chair). **Commissioners Absent:** Robert Alberry; Chris Gillman (Clerk).

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau calls meeting to order at 6:03pm and makes opening comments.

Item 2 – Agenda

Commissioner Padgett requests removal of Agenda Item 4, at the request of staff, and the combination of Agenda Items 5 and 6 into a Consent Agenda (Agenda Item 2.5) with a brief preview of items by City Engineer and Assistant Director for Technical Services Norm Baldwin. Commissioner Padgett makes motion to accept suggestions and is seconded by Commissioner Barr.

Action taken: motion approved;

“Ayes” are unanimous.

Commissioner Barr makes motion to accept amended Agenda and is seconded by Commissioner Padgett.

Action taken: motion approved;

“Ayes” are unanimous.

Item 2.5 – Consent Agenda

****Staff Communication by City Engineer Baldwin who speaks on the proposed Cherry St parking prohibition****

A. Traffic Request – Stop Sign Northbound Pine St & Bank St Intersection

B. Traffic Request – Cherry St Parking Prohibition

Commissioner Padgett makes motion to approve Consent Agenda and is seconded by Commissioner Barr.

Action taken: motion approved;

“Ayes” are unanimous.

Item 3 – Public Forum (3 minute per person time limit)

No members of the public speak.

Item 7 – Burlington Town Center Encumbrance Permit – Parking Meter Rates

A) Staff Presentation by DPW Director Chapin Spencer and City Engineer Baldwin who speak on the city’s proposed rates for encumbered parking meters around the Burlington Town Center project location.

B) Commission Questions

The entire Commission asks questions on Agenda Item 7 with Director Spencer and City Engineer Baldwin answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff’s recommendation – that the DPW Commission approve the revised rates detailed in the memo for encumbrance for parking meters on Bank Street, Cherry Street, Pine Street, and Pearl Street, and payment for those spaces be directed to the Traffic Fund G/L 264-19-200-450.4205 for the duration of the encumbrance – with an added requirement of staff oversight of a way-finding plan including signage directing customers to any relocated parking and review of the management strategy including use of time limits for any relocated parking to create turn-

over and maximize use of the spaces for the greatest number of customers. Commissioner Barr additionally accepts Commissioner Padgett's Friendly Amendment to put a condition on the 13 off-street spaces to be in a city asset (Lakeview Parking Garage).

Seconded by Commissioner Padgett.

Discussion

The entire Commission talks on Agenda Item 7 with Director Spencer, City Engineer Baldwin, Assistant Director – Parking & Traffic Patrick Mulligan, and PC Construction Director of Business Development Art Klugo answering.

Action taken: motion approved;

“Ayes” are unanimous.

Item 8 – Director's Report

Director Spencer thanks the Commission for agreeing to meet in August for a Special Commission Meeting.

Item 9 – Commissioner Communications

Commissioner Barr comments on the possibility of getting a list of future sidewalk improvements with Director Spencer answering.

Item 10 – Adjournment & Next Meeting Date – September 20, 2017

Motion to adjourn made by Commissioner Padgett and seconded by Commissioner Barr.

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 7:20pm.

Burlington Department of Public Works Special Commission Meeting
Final Minutes, 17 August 2017
645 Pine Street

Commissioners Present: Tiki Archambeau (Chair); Jim Barr; Solveig Overby; Jeff Padgett; Justine Sears (Vice Chair). **Commissioners Absent:** Robert Alberry; Chris Gillman (Clerk).

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau calls meeting to order at 6:03pm and makes opening comments.

Item 2 – Agenda

Commissioner Padgett requests removal of Agenda Item 4, at the request of staff, and the combination of Agenda Items 5 and 6 into a Consent Agenda (Agenda Item 2.5) with a brief preview of items by City Engineer and Assistant Director for Technical Services Norm Baldwin. Commissioner Padgett makes motion to accept suggestions and is seconded by Commissioner Barr.

Action taken: motion approved;

“Ayes” are unanimous.

Commissioner Barr makes motion to accept amended Agenda and is seconded by Commissioner Padgett.

Action taken: motion approved;

“Ayes” are unanimous.

Item 2.5 – Consent Agenda

****Staff Communication by City Engineer Baldwin who speaks on the proposed Cherry St parking prohibition****

A. Traffic Request – Stop Sign Northbound Pine St & Bank St Intersection

B. Traffic Request – Cherry St Parking Prohibition

Commissioner Padgett makes motion to approve Consent Agenda and is seconded by Commissioner Barr.

Action taken: motion approved;

“Ayes” are unanimous.

Item 3 – Public Forum (3 minute per person time limit)

No members of the public speak.

Item 7 – Burlington Town Center Encumbrance Permit – Parking Meter Rates

A) Staff Presentation by DPW Director Chapin Spencer and City Engineer Baldwin who speak on the city’s proposed rates for encumbered parking meters around the Burlington Town Center project location.

B) Commission Questions

The entire Commission asks questions on Agenda Item 7 with Director Spencer and City Engineer Baldwin answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff’s recommendation – that the DPW Commission approve the revised rates detailed in the memo for encumbrance for parking meters on Bank Street, Cherry Street, Pine Street, and Pearl Street, and payment for those spaces be directed to the Traffic Fund G/L 264-19-200-450.4205 for the duration of the encumbrance – with an added requirement of staff oversight of a way-finding plan including signage directing customers to any relocated parking and review of the management strategy including use of time limits for any relocated parking to create turn-

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Seconded by Commissioner Padgett.

Discussion

The entire Commission talks on Agenda Item 7 with Director Spencer, City Engineer Baldwin, Assistant Director – Parking & Traffic Patrick Mulligan, and PC Construction Director of Business Development Art Klugo answering.

Action taken: motion approved;

“Ayes” are unanimous.

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Motion to adjourn made by Commissioner Padgett and seconded by Commissioner Barr.

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Meeting adjourned at 7:20pm.