



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Amy Bovee, Clerks Office
From: Chapin Spencer, Director
Date: May 16, 2014
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **May 21, 2014**
Time: 6:30 – 9:00 p.m.
Place: 645 Pine Street – Main Conference Room

A G E N D A

ITEM

- 1 Agenda
- 2 5 Min Public Forum
- 3 5 Min Consent Agenda
 - 3.10 Colchester Ave Taxi Cab Removal
 - 3.20 41 King St Parking Request
 - 3.30 Shore Rd Parking Request
- 4 20 Min 237 North Avenue/Packard Lofts
 - 4.10 Communication, J. Fleming
 - 4.20 Discussion
 - 4.30 Decision

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 30 Min North Ave Corridor Study
 - 5.10 Presentation, N. Losch & E. Churchill
 - 5.20 Discussion

- 6 15 Min FY15 Budget Discussion
 - 6.10 Presentation, C. Spencer
 - 6.20 Discussion

- 7 Minutes of 4-16-14 & Amended Minutes of 10-30-13

- 8 Director's Report

- 9 Commissioner Communications

- 10 Executive Session to Discuss Personnel Matter

- 11 Adjournment & Next Meeting Date – 6-18-14



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: MAY16, 2014
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on May 21, 2014 at 6:30 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. Consent Agenda
3. 237 North Ave/Packard Lofts
4. Minutes of 4-16-14 & Amended Minutes of 10-30-13

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MEMORANDUM

May 1, 2014

TO: Public Works Commission
FROM: Joel Fleming
RE: Colchester Avenue Taxicab Stand Removal

Background:

Staff received a request from Kathleen Brisson, a resident of Colchester Avenue, asking for the removal of the taxicab stand in front of 495 Colchester Avenue. Since the request it was determined that the taxicab stand was signed wrong and the traffic division has moved the sign to reflect the traffic regulation. The traffic regulation stated that the first 2 spaces on the east side of Colchester north of Barrett Street are reserved for taxi cabs only. Staff talked to the owners of Dominoes, Sharon and Steve Litwhiler, and they agreed that they would like the taxicab stands removed and replaced with 30 minute parking spaces.

Observations:

There are only two properties on the east side of Colchester Avenue between Barrett Street and Mill Street. At 485 Colchester Avenue, Dominos is at grade with 2nd and 3rd floor residential apartments. The second property, 495 Colchester Avenue has a number of apartments and the driveway to this building is on Mill Street. Most of the tenants of this property park on Mill Street or on Colchester Avenue adjacent to the taxicab stand.

Ms. Brisson informed staff that she had not seen the taxicab stand used in the 20 years that she has owned 495 Colchester Avenue. Staff talked to the owners of Dominos, Sharon and Stephen Litwhiler, and they said that they see the taxi cab stand used very sparingly. They would like to see the taxi cab stand replaced with a 30 minute parking space because they would like to have some parking for their customers. They are afraid that if the taxi cab stand is removed their customers will have trouble finding places to park when picking up their food.

Staff talked to 3 of the local taxi companies, Greene Cab, Dunwright Taxi, and Benway's and determined that Benway's was the only company that used these particular spaces. They

11B 5/14/14

said that they get called to this location about twice a week. None of these three companies said that they post up in this location.

Conclusions:

Removing the taxicab stand and replacing it with a couple 30 minute parking spaces will allow customers visiting Dominos to park and pick up their food quickly as well as short term parking for Dominoes Delivery Drivers. These short term spaces would also allow taxi's to park and pick up their customers when they get called to the area.

Recommendations:

Staff recommends that the Commission:

- Adopt the removal of the two taxicab stands in front of 485 and 495 Colchester Avenue.
- Adopt 30 minute parking on the east side of Colchester Avenue starting at the corner of Colchester Avenue and Barrett Street and extending north 60 feet.



CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: kathleen Brisson

Request Date: 10/31/2013 1:28:45 PM

Due Date: 2/2/2014

Address:

Phone Number: 8028975625

Email Address: kbrb@shorehamvt.com

Request

Location: 495 Colchester Avenue

Request Description: Resident has requested the removal of the taxi parking space in front of 495 Colchester Avenue

Assign History

Date	Assigned To	Description
10/31/2013 1:28:45 PM	Joel Fleming	

Work History

Date	Staff Person	Description
03/10/2014	Joel Fleming	Staff plans on bringing this item to the DPW Committee Meeting in March. Staff plans on meeting the Litwhilers site Thursday. (Entered on 3/10/2014 2:42:19 PM by Joel Fleming)
02/05/2014	Joel Fleming	Staff is waiting to hear back from the Litwhilers. I left a message with Stephen and he said he would have a call get back to me. if i do not hear back from them before Friday I will give them another call. (Entered on 2/5/2014 12:51:34 PM by Joel Fleming)
01/13/2014	Joel Fleming	Staff is calling cab companies in Burlington to see if the space is used. (Entered on 1/13/2014 1:00:33 PM by Joel Fleming)
12/31/2013	Joel Fleming	Staff talked to the Litwhilers, owners of Dominoes, and they said that they do see the taxi cab stand used and they would not like it removed.

	Fleming	Colchester Avenue and left a message with Sharon Litwhiler. She did not know if the space was used b she would have her husband contact staff. (Entered on 12/18/2013 3:24:20 PM by Joel Fleming
12/10/2013	Joel Fleming	Staff visited the site and determined that the taxi ca space can and should be removed. (Entered on 12/10/2013 1:54:10 PM by Joel Fleming
10/31/2013	Joel Fleming	inserted into system (Entered on 10/31/2013 1:28:04 PM by Joel Fleming

Customer Service

Status: Planning

Request created by: Joel Fleming

Print Date: 5/2/2014 10:13



Riverside Avenue



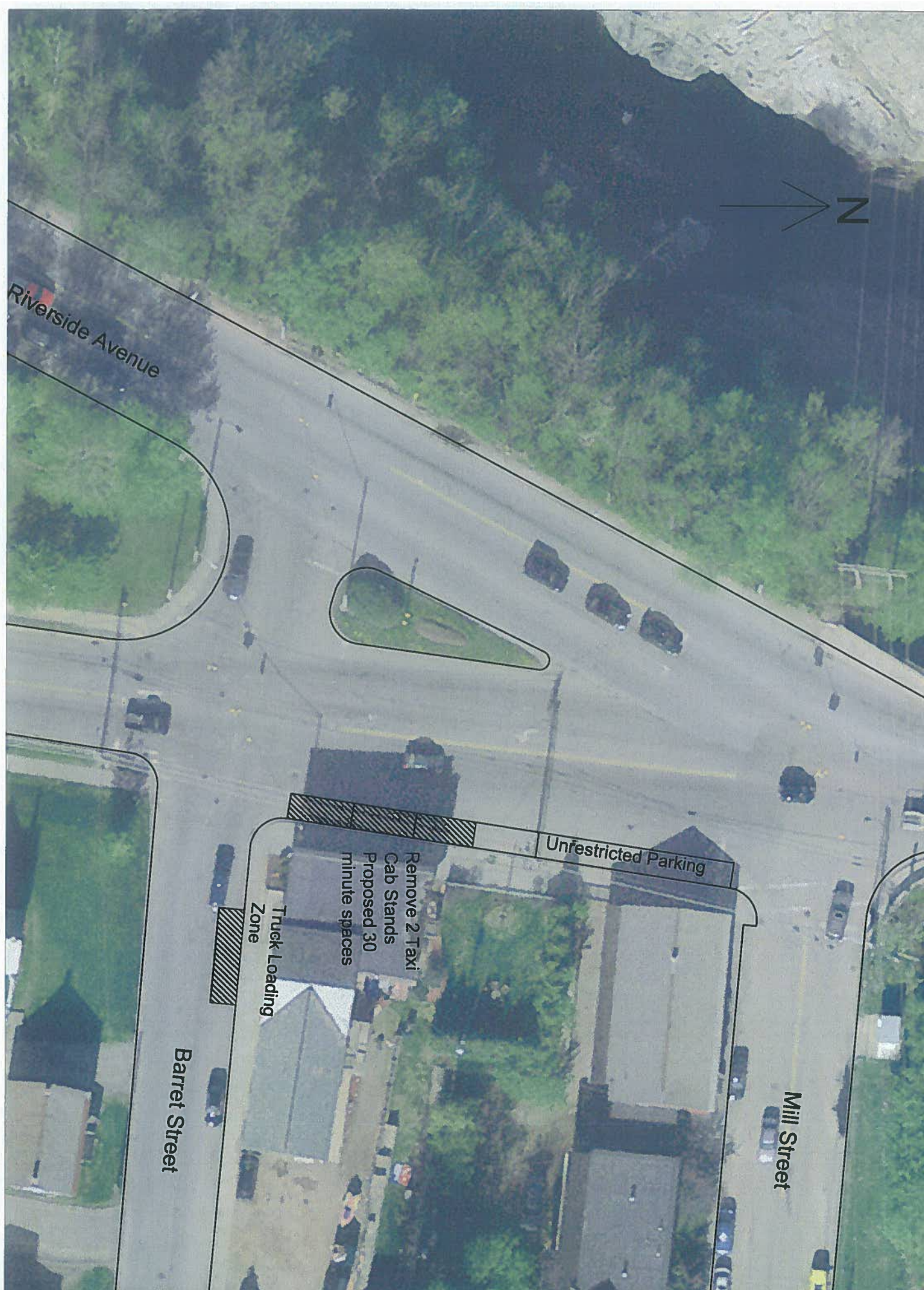
Unrestricted Parking

Remove 2 Taxi
Cab Stands
Proposed 30
minute spaces

Truck Loading
Zone

Barret Street

Mill Street





MEMORANDUM

May 6, 2014

TO: Public Works Commission
FROM: Joel Fleming
RE: King Street 15 minute meter request

Background:

Staff received a request from the owner of a new Deli that is opening up at 41 King Street asking for two 15 minute parking spaces in front of their building. The petitioner stated that the spaces are needed because there isn't enough short term parking on the street. This section of King Street has a mixture of commercial and residential uses.

Observations:

King Street is used as a cut through to get from Battery Street to Pine Street and St Paul Street. 41 King Street is on the south west corner of King Street and South Champlain Street. Parking on King Street between South Champlain Street and Battery Street is in a three hour meter zone. South Champlain Street has a mixture of metered and unrestricted parking. There are two 15 minute metered spaces on the north east corner of King Street and Battery Street but there are no other short term parking spaces near or at the intersection of King Street and South Champlain Street.

There are no Loading and Unloading zones on any of the adjacent blocks that this business could use. Without a loading zone this business's delivery trucks will be forced to park blocking one or both travel lanes. Staff examined the site and determined that there is enough room to install a 40 foot Vehicle Loading and Unloading Zone directly in front of 41 King Street. In order to do this the no parking here to corner needs to be moved approximately 20 feet east. This will leave 20 feet of no parking before the crosswalk with a total no parking here to corner of 31 feet.

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Conclusions:

Removing two 3 hour meters and replacing them with two 15 minute meters will ensure that there will be some turn over near this new business. This meter would act just as any other meter and would be free after 6 pm. Staff feels that replacing two three hour meters with two 15 minute meters will have no negative effect on the neighborhood since the traffic department recently installed three new 3 hour meters on this block of King Street.

Without a loading zone the delivery trucks for this business would be forced to block one or both of the travel lanes while delivering. This creates a dangerous situation for vehicles trying to go around the truck. Installing a loading zone between the hours 8:00 am and 5:00 pm would ensure that trucks had a place to park while delivering and 2 unrestricted parking spaces after 5:00 pm.

Recommendations:

Staff recommends that the commission:

- Adopt a 15 minute meter on the north side of King Street in the first space west of South Champlain Street.
- Adopt a 15 minute meter on the south side of King Street in the second space west of South Champlain Street.
- Adopt a Vehicle Loading and Unloading Zone on the south side of King Street in the first space west of South Champlain Street.
- Adopt a parking restriction for the south side of King Street starting at South Champlain Street and extending 31 feet west.

See Attached Referenced Plan View.



3

CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Kathleen Donahue

Request Date: 02/25/2014

Due Date: 4/30/2014

Address:

Phone Number: 1-202-669-8327

Email Address:

Request

Location: 41 King St

Request Description: Customer would like to make 2- 15 minute parking spaces in front of their new store - see attached letter.

Assign History

Date	Assigned To	Description
2/25/2014 1:03:06 PM	Joel Fleming	Request Assigned

Work History

Customer Service

Status: New

Request created by: Valerie Ducharme

Print Date: 2/25/2014 1:10:44

KNC, INC.
JONATHAN P. HAFTARCZUK
KATHLEEN E. DONAHUE
131 MAIN STREET, #706 • BURLINGTON, VERMONT • 05401
(202)669.8327

February 24, 2013

RECEIVED
FEB 25 2014
BURLINGTON PUBLIC
WORKS

Department of Public Works
Customer Service
645 Pine Street
Burlington, Vermont 05401

Dear Public Works Department,

I am writing to respectfully request that two parking spaces in front of 41 King Street be converted into 15 minute spaces so as to permit easier access to a deli and convenience store opening at that location.

Specifically, the deli (d/b/a "King's Corner Deli") will be opening on the corner of King Street and South Champlain Street in the spring of 2014. We believe that 15 minute parking spaces would permit the community to better access the goods and services provided by our business and would also enhance our business's appeal to drive-by customers.

I appreciate your consideration of this request. Please do not hesitate to contact me should you have any questions or concerns.

Sincerely,



Kathleen E. Donahue, Esq.
Jonathan P. Haftaczuk







MEMORANDUM

May 6, 2014

TO: Public Works Commission
FROM: Joel Fleming
RE: Shore Road parking request

Background:

Staff received a request from Caroline Tassey, a resident of the new north end, asking to remove a couple more parking spaces from the north side of Shore Road west of North Avenue. The resident has complained that it is difficult to turn onto Shore Road when coming from the north on North Avenue because parked cars block the travel lane on Shore Road. There is currently a 100 foot parking restriction on the north side of Shore Road west of North Avenue.

Observations:

Staff has examined the street and determined that the street is 34 feet wide. The current lane configuration on Shore Road has a 10.5 foot east bound right turn lane, 10.5 foot east bound straight/left turn lane, and a 13 foot west bound through lane. The lane configuration changes 70 feet west of North Avenue on Shore Road. There is one 13 foot east bound lane, a 13 foot west bound lane, and an eight foot parking lane on the north side. There were 3 accidents at this location in the past 2 years. None of these accidents had to do with parked cars on Shore Road and would have happened if the parking was changed or not.

There is currently a corridor study being done on North Avenue that is look at each intersection and the layouts. This study is looking specifically at this intersection and the layout. The corridor study is in the beginning stages and once completed will have a recommendation of what should happen in the short term and the long term with this intersections layout. Staff feels that it would be best to hold off on making any major changes until this Study has been completed.

JB 5/14/14

Conclusions:

The petitioner mentioned that it is difficult to turn onto Shore Road from North Avenue coming from the north because shore road runs north-east to south-west and not east to west. This tight angle makes this turn difficult but not impossible if vehicles are traveling at a safe speed. The North Avenue Corridor Study is looking at this intersection's layout and what safety improvements can be done. Once this Study has been completed they will have recommendations of how to make this intersection safer and more accessible.

The current parking restriction on the north side of Shore Road gives vehicles enough room to access Shore Road. There is no accident history with the parked cars at this intersection.

Recommendations:

Staff recommends that the commission deny the petitioners request to remove parking on the north side of Shore Road.



3

CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Caroline Tassey

Request Date: 01/29/2014

8:31:54

Due Date: 4/30/2014

Address: N/A

Phone Number: N/A

Email Address: mtnborn@gmail.com

Request

Location: 17 Shore Road

Request Description: North Ave Corridor Project The intersection of North Ave and Shore Road – it is difficult to make a right turn onto Shore Rd. coming from the north. It is banked wrong somehow and is very narrow. When two cars are at the intersection waiting to turn out onto Shore Rd. there is almost no room to turn in. Plus, there is almost always a car/truck parked just beyond the No parking here to corner sign that then completely blocks the intersection. That sign needs to be moved further west. It is the house opposite that parks their vehicle there routinely and it is too close to the intersection. Not an issue with the church parking - they are only full at certain times. It is this one house that impedes the turn, you have to pull into the oncoming lane because the intersection is somehow laid out wrong for the R turn from the north (from Colchester).

Assign History

Date	Assigned To	Description
1/29/2014 8:31:37 AM	Joel Fleming	Request Assigned

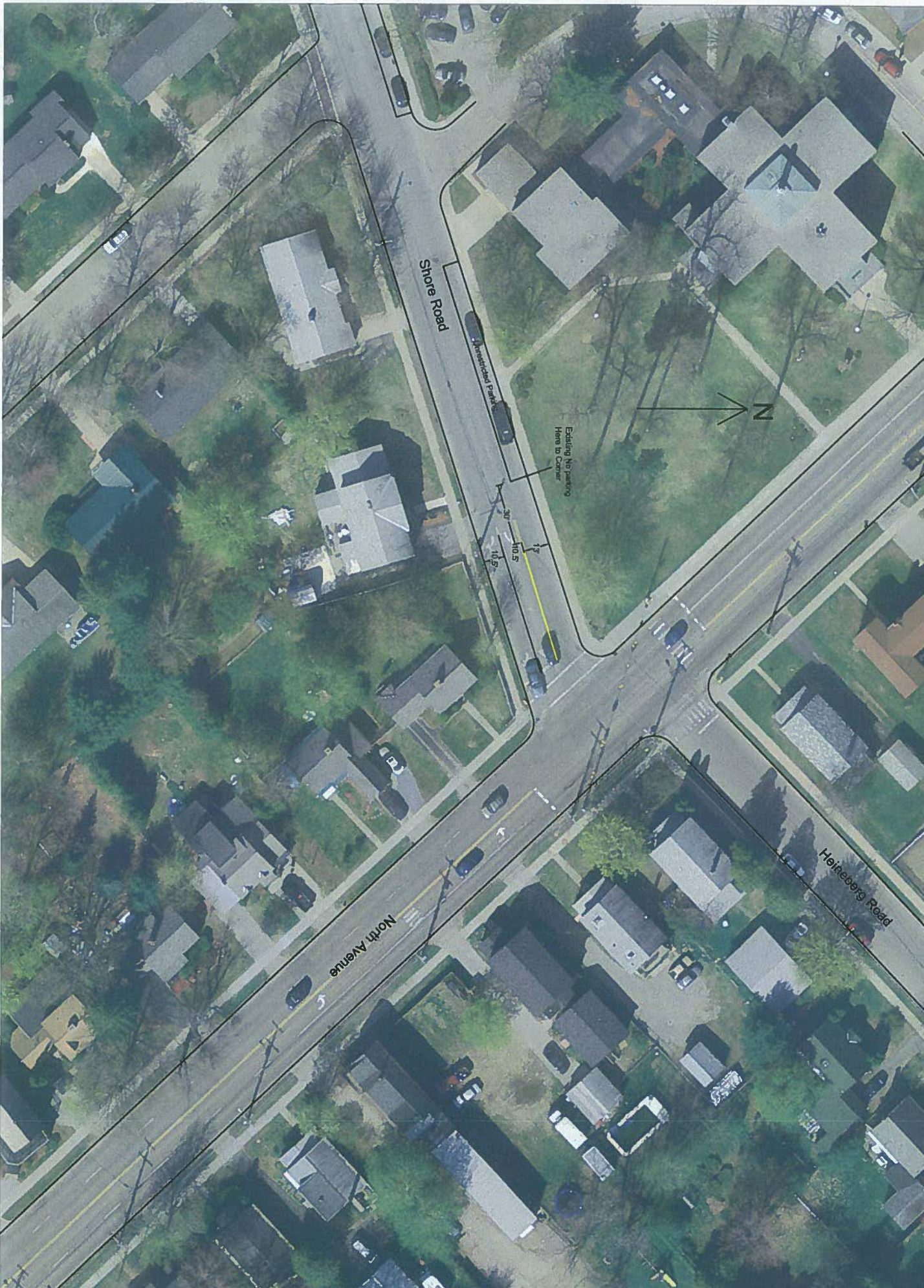
Work History

Customer Service

Status: New

Request created by: Joel Fleming

Print Date: 1/29/2014 8:31:54





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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

To: DPW Commission
Fr: Chapin Spencer, Director
Re: On-Street Parking adjacent to 237 North Avenue
Date: May 16, 2014

For the May Commission meeting, staff is bringing forward a proposed recommendation for on-street parking adjacent to 237 North Avenue, the Packard Lofts.

After last month's briefing at the April Commission meeting, staff sent out the attached mailing to 88 adjacent property owners on North Avenue, Berry Street and Lakeview Terrace to solicit public input. To ensure we reached renters as well, we distributed flyers to the same properties. We received 9 responses.

Additionally, the City Attorney has reviewed the proposal and will be present at the Commission meeting to answer any questions.

Attached, please find the map laying out the proposed parking changes, the April memo to the Commission, the outreach letter, the mailing list and public input received.

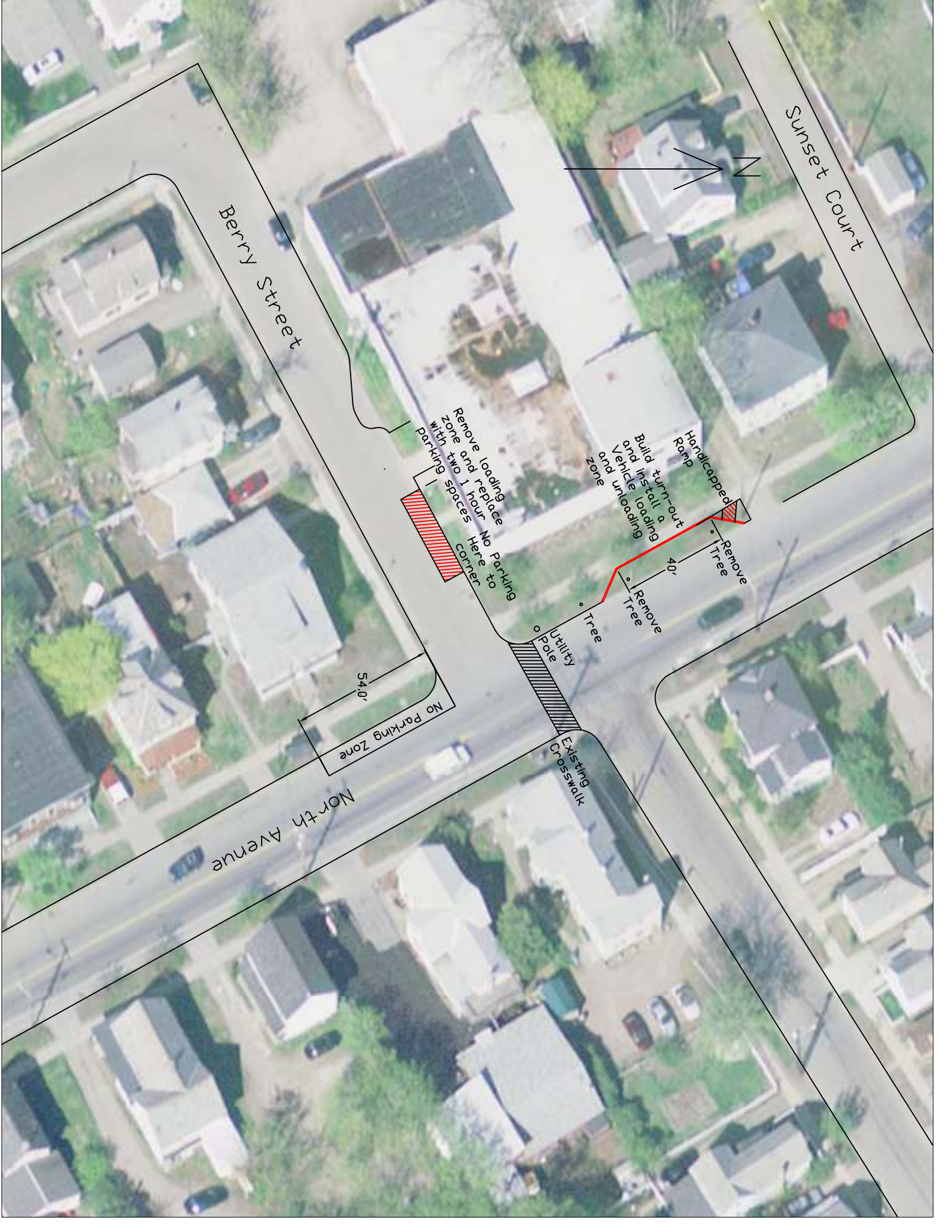
Based on policy, research, and public input, staff is recommending the Commission act to:

- Install a 30-minute 40' vehicle loading zone in front of 237 North Avenue in effect from 7am to 9pm
- Remove the existing loading zone on Berry Street and replace it with two 1 hour parking spaces in effect from 7am to 9pm
- Condition the implementation of these changes on the execution of a signed written agreement between the City and Packard Lofts LLC that commits the property owner to the financial arrangement detailed in the April 16 memo to the Commission

Please feel free to contact me in advance of the meeting if you have any questions.

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Sunset Court

Berry Street

North Avenue



Remove loading zone and replace with two 1 hour parking spaces
No parking here to corner

Build turn-out and install a vehicle loading and unloading zone



Remove Tree

Remove Tree

Remove Tree

Utility Pole

Existing Crosswalk

54.0'

No Parking Zone



CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

OFFICE OF PLANNING
645 PINE STREET, SUITE A
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802.863.9094 P
WWW.DPW.CI.BURLINGTON.VT.US

JOEL FLEMING, E.I.T.
ENGINEER TECHNICIAN

May 1, 2014

Dear Residents:

The Department of Public Works has been working closely with the Hartland Group to close out their DRB parking requirements for the new mixed use building on the North West corner of Berry Street and North Avenue. There have been a few changes to the original plan that went to the DRB in 2005 and staff would like to get the neighborhoods feedback before moving forward.

Staff has attached a copy of the proposed parking plan that we would like to bring forward to the Public Works Commission. Public Works is proposing to build a turn-out on North Avenue to provide the building a Vehicle Loading and Unloading Zone. This Vehicle Loading and Unloading Zone should limit the amount of truck traffic traveling through the Berry Street and Lakeview Terrace neighborhoods while servicing the needs of the café and the building as a whole. This plan also includes the installation of two 1 hour parking spaces on the north side of Berry Street just west of North Avenue. These spaces will provide the Café and the neighborhood a couple short term parking spaces during the day and will be available to the residents for overnight parking without a time restriction.

Staff would like to get feedback from you regarding this parking plan for Berry Street and North Avenue. I would appreciate your feedback by Monday May 12th, 2014. Please contact me at 865-5832 or jfleming@burlingtonvt.gov.

Thanks for your time,

Joel Fleming, EIT
Department of Public Works
(802) 865-5832
jfleming@burlingtonvt.gov

David M Corey
266 NORTH AVENUE
BURLINGTON VT 05401

Richard B. Davis III
267 NORTH AV
BURLINGTON VT 05401

Champlain Housing Trust, Inc.
88 KING ST
BURLINGTON VT 05401

Christine Kucipeck
258 NORTH AV
BURLINGTON VT 05401

James D Carlson
252 NORTH AVENUE
BURLINGTON VT 05401

Thomas C Maguire
263 NORTH AVENUE
BURLINGTON VT 05401

Greg Delanty
259 NORTH AV
BURLINGTON VT 05401

Brian A. Slater
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Brian C. French
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Cheryl H. Page
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Edward R Winant
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Henry E Metevier Jr
226 NORTH AVENUE
BURLINGTON VT 05401

BPJS Management LLC
C/O Bissonette Properties
100 North Street

Dorothy A. Fleming Revocable Trust
227 NORTH AV
BURLINGTON VT 05401

BPJS Management LLC
C/O Bissonette Properties
100 North Street

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BURLINGTON, VT 05401

Daniel John Gregory Delanty
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Robert F Conboy
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Valerie Hockert-Lotz
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Sheryl Felty
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Katherine F. Lesser
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Lakeview Terrace Gardens Association
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Peggy Derby
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John P Lavery
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BURLINGTON VT 05401

Thomas P. Mitchell
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BURLINGTON VT 05408

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BURLINGTON, VT 05401

Margaret Sherman
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BURLINGTON, VT 05401

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Grand Isle VT 05458

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33-35 LAKEVIEW TR
BURLINGTON VT 05401

John D Bailey
27 LAKEVIEW TERRACE
BURLINGTON, VT 05401

Gates K. Gooding
PO Box 1587
Burlington VT 05402

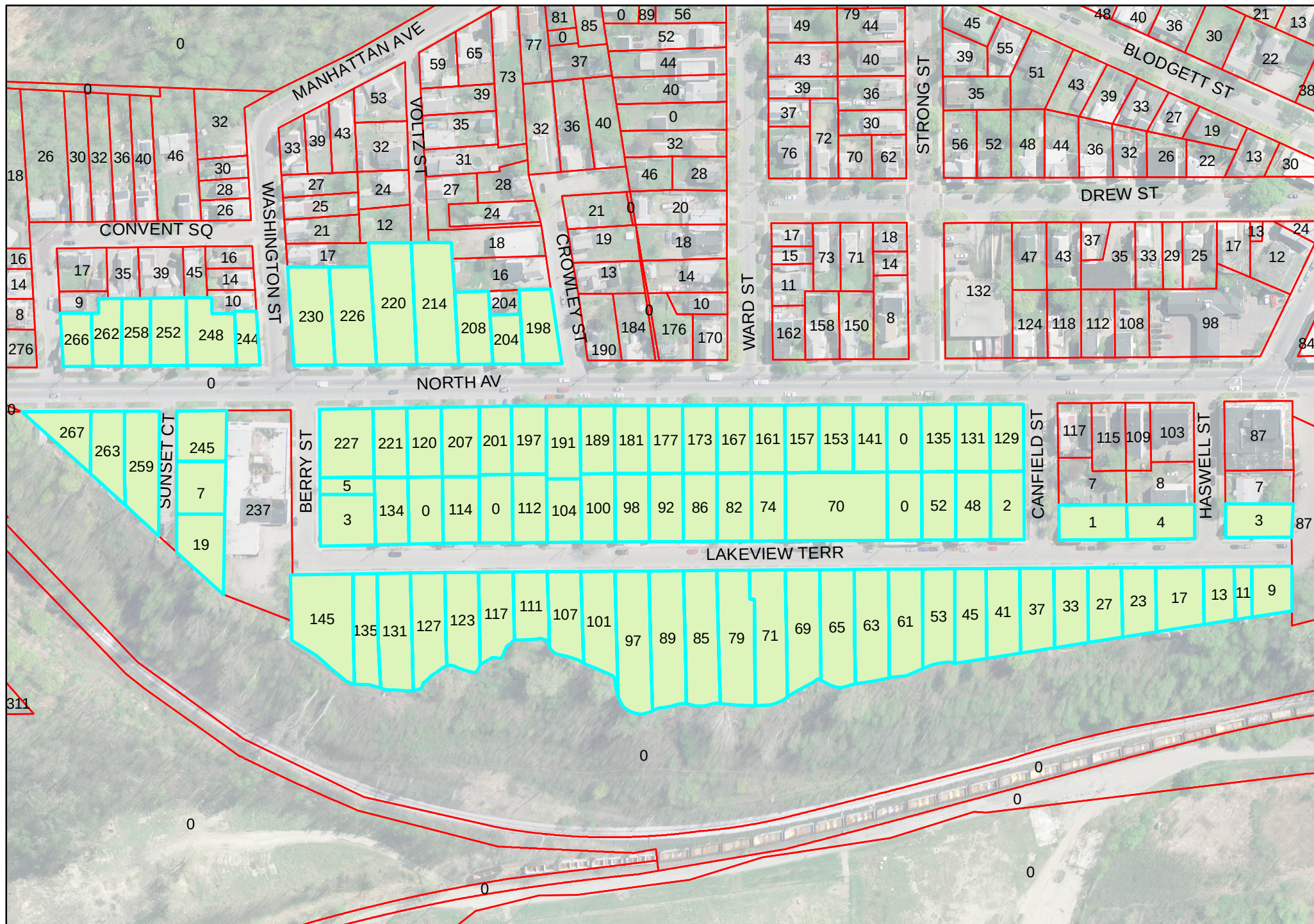
Alan Newman
111 Park Street
Burlington VT 05401

Burlington College
351 NORTH AVE
BURLINGTON VT 05401

Jonathan J. Maguire
5 Raleigh RD
Dover MA 02030

David Del Piero
4 Hillside CT
Austin TX 78746

Burlington College
351 NORTH AVE
BURLINGTON VT 05401



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**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
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www.burlingtonvt.gov/dpw

MEMORANDUM

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

To: Public Works Commission
Fr: Chapin Spencer, Director
Re: 237 North Avenue
Date: April 16, 2014

A couple of Commissioners have requested additional information on staff's parking proposal in front of 237 North Avenue, the Packard Lofts. This memo seeks to provide answers to the questions received.

In 2005, DPW did not raise objections in our written response to the developer's proposal at the DRB to discontinue the southbound bike lane at Convent Square, add bump-outs and a loading zone on the west side of North Avenue, and reduce the northbound bike lane to 3'6".

In 2007, the DRB permit was appealed to the Environmental Court and the court's decision included the language "Deliveries to the café will be by service vehicles which will park on North Avenue."

In 2011, the City adopted a Transportation Plan that created significant new policy. The document explains "a major component of this Transportation Plan is a shift to a 'complete streets' strategy and the new Street Design Guidelines." In the plan, North Avenue was identified as a "complete street". The street design guidelines call for these streets to accommodate all users – whether walking, driving, biking or taking the bus. To be consistent with the Environmental Court's ruling and the City's Transportation Plan, DPW staff came forth with the recommendation to create a turn-out to accommodate a 40-foot parking stall as shown on the map included in the Commission packet.

Staff estimates the project will cost \$15-20,000 to construct. We believe both the City and the developer bear some responsibility for funding this project.

- The City changed its transportation policy after the project received its permits and now the city wants the project to be developed in alignment with the new policy.
- The developer agreed to, and then was conditioned in the permits, to have a loading zone on North Avenue.

Staff proposes that the Packard Lofts LLC cover the first \$10,000 of the direct construction costs and then split any remaining direct construction costs 25% Packard Lofts / 75% City up to a total maximum Packard Lofts contribution of \$15,000. I presented this proposal to the developer and it is my understanding that it is acceptable to them.

It was staff's intent to get the financial terms into the Commission's packet, but we had not yet had a chance to discuss this proposal with the developers. Please feel free to contact me should you request additional information.

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.

237 NORTH AVENUE TIMELINE

1997 – 2005: Bike lane installed

- The Department of Public Works installed bike lanes on North Avenue.

2005: Plans developed

- As part of the 237 North Avenue redevelopment, the developer submits “traffic calming plans” that include two bump outs on the west side of North Avenue – one at Convent Square and one at Berry Street.

May 2005: DPW response to design

- DPW staff reviews plans and staffer Justin Rabidoux writes memo that “the project will not cause unreasonable congestion or unsafe conditions” and did not express concern with the proposed on-street loading zone / parking, the bump outs or the proposed 3’6” northbound bike lane (Justin Rabidoux memo 5/4/2005). While the proposed loading zone / parking and bump-outs would have discontinued the southbound bike lane at Convent Square, DPW did not flag this as a concern at the time. The Fire Department opposed the bump-outs due to their constraints for fire apparatus and they were removed from the project.

June 2005: DRB grants permit with following condition:

- “#9 Provided that the applicant can obtain the approval of DPW, trucks making deliveries to the café will use the loading zone along North Avenue rather than on-street parking on either Berry Street or Lakeview Terrace.”

August 2007: Environmental Court Ruling:

- “Deliveries to the café will be by service vehicles which will park on North Avenue.” (p.4)
- “The project is approved as proposed, with the conditions imposed by the DRB and following the additional conditions: ... There is sufficient parking along North Avenue in front of the proposed café to accommodate grocery and other deliveries to the café, as long as those deliveries are schedule to occur in off-peak daytime hours” (p.15)

July 2008: VT Supreme Court Ruling

- The Supreme Court’s decision affirms the Environmental Court’s decision.

April 2011: Burlington Transportation Plan

- The Burlington City Council adopted the Burlington Transportation Plan that identified a new term of “Complete Streets” to address the needs of all roadway users. The plan identified North Avenue as a complete street.

September 2013: DPW reconfirms policy on parking in bike lanes

- DPW Commission voted to accept staff recommendations outlined in 9-9-2013 memo from Nicole Losch which were to clarify that parking in bike lanes is prohibited and specifically called out North Avenue with the following language: “establish no parking areas on the east side of North Avenue between North Street and Institute Road on and on the west side of North Avenue between Institute Road and Berry Street.”

April 2014: Acknowledging that the City’s Transportation Plan adoption occurred after the project was permitted, staff brings forward a proposal that seeks to:

- Be consistent with the policies laid out in the Transportation Plan
- Provide the North Avenue loading zone that was identified in the DRB permit
- Preserve the bike lanes through the project area
- Leverage private funding for the construction



CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

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www.dpw.ci.burlington.vt.us

MEMO

To: Scott Gustin, Planning & Zoning
From: Justin Rabidoux *JR*
Date: May 4, 2005
Re: 237 North Avenue - Hartland Group Project
Traffic Impacts

RECEIVED
MAY 5 2005
DEPT OF
PLANNING & ZONING

The Department of Public Works has met with the applicant and reviewed the traffic study and site plan for the referenced project and find that it will not cause unreasonable congestion or unsafe conditions on highways, streets, bikeways, pedestrian pathways or other means of transportation, existing or proposed.

The project consists of a 25-unit condo building and a 40-seat café, combined these uses generate an insignificant amount of peak hour traffic. As demonstrated by actual counts, the project will not overburden the existing on street parking inventory. Proposed enhancements to the streetscape will mitigate speed and safety concerns. Pedestrian crossings are being reduced and by adding vertical elements into the driver's field of vision, traffic calming will be achieved.

Public Works has reviewed all plans, studies, counts and other submissions regarding traffic for this project. If you have any questions, please call our office.

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MEMORANDUM

September 9, 2013

TO: Public Works Commission

FROM: Nicole Losch, Transportation Planner

Cc: Gene Bergman, Sr. Asst. City Attorney
John King, Burlington Police Department

RE: North Avenue parking prohibition

Background

Northbound and southbound bike lanes were installed on North Avenue south of Institute Road between 1997 and 2005. Bike lanes on North Willard Street, Pine Street, Mansfield Avenue were also installed, and parking prohibitions currently exist for the areas adjacent to these bike lanes. However, no specific parking prohibition exists for the area adjacent to the existing North Avenue bike lanes (northbound from North Street to Institute Road and southbound from Institute Road to Berry Street).

Observations

The city has received complaints from cyclists of motorists parking in the North Avenue bike lanes since 2005. MUTCD-issued "No Parking Bike Lane" signs were installed in the most problematic areas. However, due to conflicting interpretations of Section 20-55 and related Section 20-1, enforcement has not occurred.

Conclusions

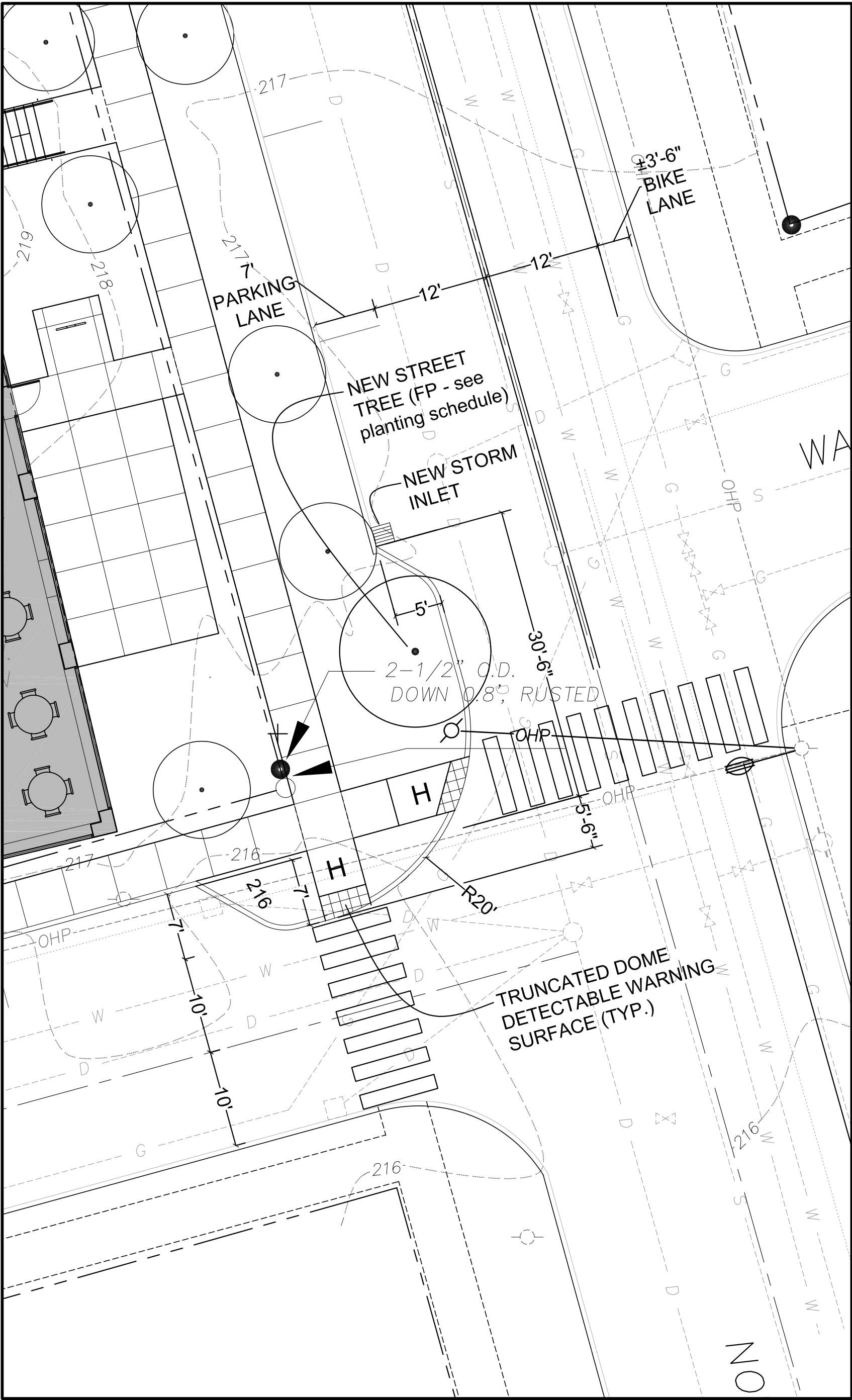
Although Section 20-55 allows the enforcement of vehicles parked in the bike lanes, Sr. Asst. City Attorney Gene Bergman has advised the installation of additional "no parking" signs as well as ordinance amendments to specifically prohibit parking and prevent future ambiguity.

Recommendations

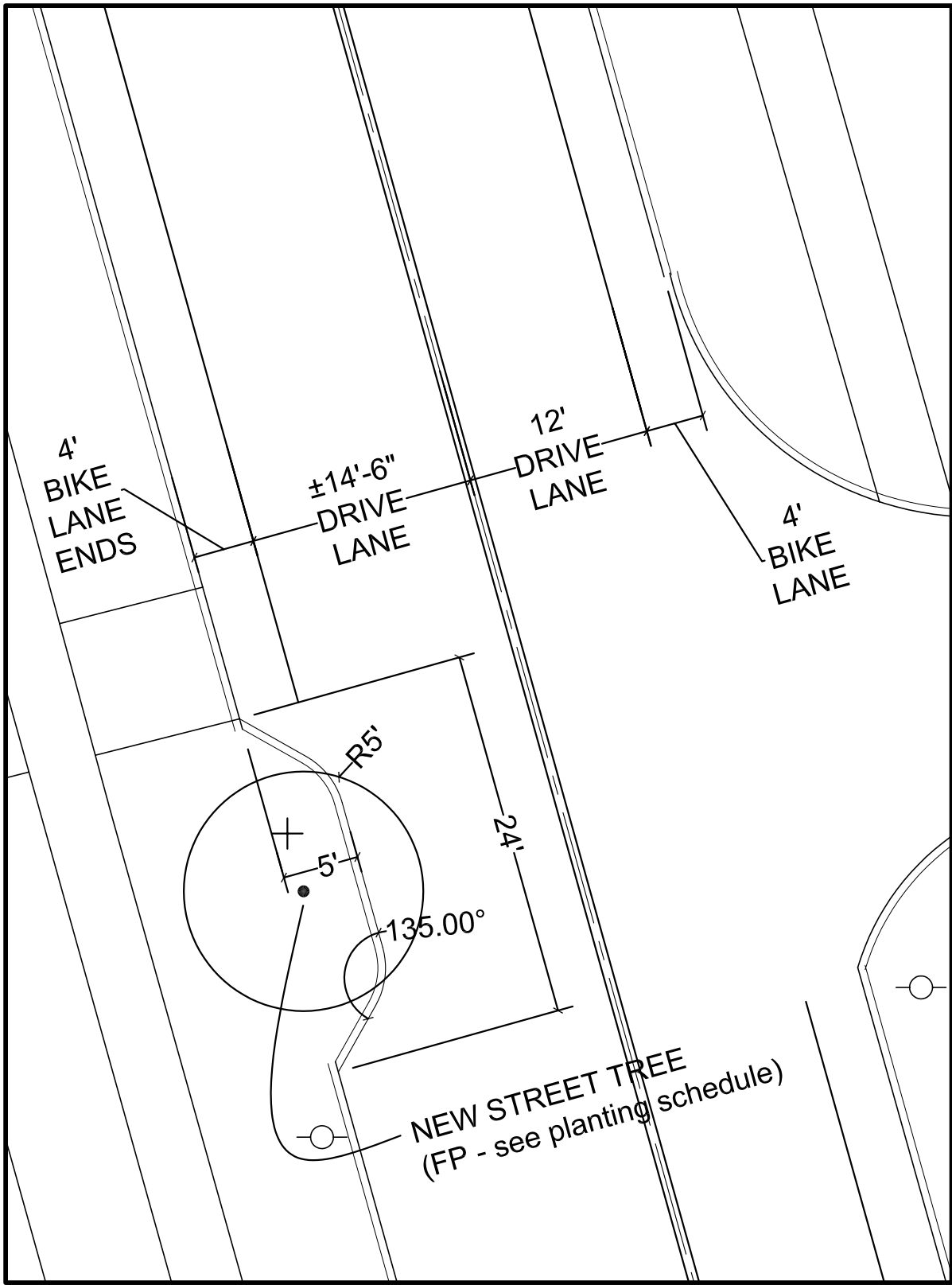
1. Establish no parking areas on the east side of North Avenue between North Street and Institute Road and on the west side of North Avenue between Institute Road and Berry Street.
2. Amend the General Prohibitions (§ 20-55) to include "No Parking Bike Lane."

Notes:

1. All information from Sunset Court north was derived from Chittenden County 1:1250 digital orthoquad aerial photographs.
2. Field measurements taken at several locations along North Avenue indicate the width to be a minimum of 34'-6".
3. Any variation in overall street width will be accommodated in the north bound bike lane were designated parking exists adjacent to the south bound lane.
4. North of Convent Square and the north bulbout, the width of the north bound bike lane is to be 4'. Any deviation in road width will be accommodated in the south bound driving lane.



Enlargement - Berry Street / North Ave. 1" = 10'-0"



Enlargement - Convent Sq. 1" = 10'-0"



Revised as per RSG and Burlington comments	04/28/05
revised per updated property survey - mjb	7/19/05

The Hartland Group
Community Developers & Consultants, LLC
14 Summit Street
Burlington, VT 05401

T. J. Boyle and Associates

landscape architects • planning consultants

301 college street • burlington • vermont • 05401 802 • 658 • 3555

<http://www.tjboyle.com>



mjb
drawn by
date
scale
1" = 20'

CORNELL PROPERTY
North Avenue Traffic Calming Plan

sheet no:

L4

May 12, 2014

Attn: Joel Fleming

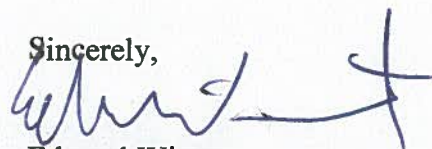
This letter is in response to your request for neighborhood input to the parking issues associated with the Packard Lofts and café situated on North Avenue. I have been a resident of the neighborhood for over 35 years and have several suggestions pertaining to the proposal.

Keeping trucks on Berry Street decongests the intersection which already has a bus stop on the corner. Allowing two 1 hour parking spaces in front of the café puts customers closest to their front door. Keeping trucks on Berry Street puts them next to their designated delivery entrance through the garage. A pedestrian walkway from the N.W. end of Washington Street across North Avenue would serve the same purpose as a bump out and provide a setback and high visibility for traffic and pedestrians. Extending parking North towards Sunset Court could add an additional two spaces, desperately needed for the café. This model of the intersection removes blind spots for cars entering North Avenue from Berry St. and also for cars from North Avenue onto Berry St. Pedestrians crossing North Avenue, bicyclists, motorists, joggers and school kids get a better view of all four corners when navigating an already uncomfortable offset intersection.

The café shouldn't really need more than three hours of delivery time per week, that leaves close to 130 hours of unused parking time in front of the business if that's where the truck loading zone were to be moved and also a \$45.00 ticket for cars if they were going to park there anyway. If the two one hour parking spaces were to be put on Berry Street and used for the normal 8 a.m. to 6 p.m. time that would be 20 cars per day or 140 cars per week. If they were used for only 15 minutes of that hour for coffee to go, you could theoretically have 80 cars a day or up to 560 cars a week. Either way it means 3 trucks per week vs. 140 – 560 cars a week through what used to be a quiet neighborhood that struggles to keep its character with the addition of the Packard Lofts. Keeping the truck loading zone on Berry Street, where it already is, puts safety first. To have cars parked between Sunset Court and the café along with the additional sidewalk crossing to Washington Street will provide a much better CALMING effect for approaching drivers to the intersection than a mostly unused truck loading zone. It allows for a more streamlined aesthetic and high visibility for everyone. Easy parking for customers and easy out of the way deliveries for the trucks. And most importantly it will dramatically lessen the impact of vehicular traffic for Berry Street, Lakeview Terrace and Canfield Street.

Enclosed is a copy of the map indicating my suggestions. If you have any questions feel free to be in touch.

Sincerely,



Edward Winant
19 Sunset Court
802-864-4669

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On Tue, May 6, 2014 at 10:18 PM, Chapin Spencer <cspencer@burlingtonvt.gov> wrote:
Thanks Eli.

The reason we're proposing to notch in the parking is so we can preserve the bike lane all the way to intersection with B Street and Washington Street. So we're on the same page there.

I don't know if the trees could be moved, but we can check.

We think this is a balanced proposal and it sounds like you think it seems sensible as well.

Best,
~ Chapin

Chapin Spencer, Director
Department of Public Works
645 Pine Street, Burlington, VT 05401
802-863-9094 www.burlingtonvt.gov/DPW
Facebook: <http://www.facebook.com/BTVDPW>
Twitter: btvdpw

From: Eli Lesser-Goldsmith <powereli@gmail.com>
Reply-To: "powereli@gmail.com" <powereli@gmail.com>
Date: Tuesday, May 6, 2014 7:11 PM
To: Joel Fleming <jfleming@burlingtonvt.gov>
Cc: Chapin Spencer <cspencer@burlingtonvt.gov>
Subject: Packard Lofts Parking

Thanks for letter in the mail about the Packard Lofts and the proposed parking change.

For the record, I'm one of the only people in that area that have supported Packard Lofts, from the beginning. Now that built, I think its great. Great for the neighborhood, and great for Burlington.

Here is my feedback on the parking plan:

- can the trees be moved in, closer to the building?
- what happens to the bike lane that runs down North Ave? North ave REALLY needs a bike lane.. and a wider one at the

Overall, I support this plan, because the cafe really needs parking on North Ave.

Thanks for your work on this!

Eli

Eli Lesser-Goldsmith
222 Dorset Street | South Burlington, VT 05403
[802 - 863 - 9111](tel:8028639111) | Direct

Joel Fleming

From: Chapin Spencer
Sent: Tuesday, May 06, 2014 11:14 PM
To: Joel Fleming
Subject: FW: Packard Lofts Parking

Joel,

Interesting idea about moving trees. I know there is equipment for such things, but it is not cheap. Can you talk to Justin about whether he has any interest in moving to two trees onto his property (and paying for the location)? Dunno if there is any policy about moving trees from the public ROW to an adjacent private parcel if the City is needing to remove the trees, but Warren could tell us if Justin is interested in exploring the option.

How has the public response to your letter been?

~ Chapin

Chapin Spencer, Director
Department of Public Works
645 Pine Street, Burlington, VT 05401
802-863-9094 www.burlingtonvt.gov/DPW
Facebook: <http://www.facebook.com/BTVDPW>
Twitter: btvdpw

From: Eli Lesser-Goldsmith <powereli@gmail.com>
Reply-To: "powereli@gmail.com" <powereli@gmail.com>
Date: Tuesday, May 6, 2014 10:58 PM
To: Chapin Spencer <cspencer@burlingtonvt.gov>
Cc: Joel Fleming <jfleming@burlingtonvt.gov>
Subject: Re: Packard Lofts Parking

Understood.

I bet you could save the trees. but who knows.

I would really love to see a wider, more usable bike lane running down north ave. Even if it was on ONE side only, but I think a LOT more people would use the lane for commuting, enjoyment, etc.. right now it's just too narrow.

Eli

Eli Lesser-Goldsmith
222 Dorset Street | South Burlington, VT 05403
802 - 863 - 9111 | Direct

Joel Fleming

From: Clark <eganc Clark@gmail.com>
Sent: Wednesday, May 07, 2014 6:36 AM
To: Joel Fleming
Subject: North Ave./Berry Street feedback

Hello Joel,

Thank you for the letter seeking input. As it happened, I was in Scout & Co. yesterday afternoon after receiving your letter and asked the guys at the counter for their thoughts on the loading/unloading and parking-- they were excited about it as a helpful component for customers and functionality of the business. I learned that this will not interfere with that section of the bike lane. That's good!

I'm a fan of increasing functionality and convenience for parking overall. The only part I'm not excited about is the loss of two trees. Transplanting mature trees seems impractical-- not easy on arborists nor easy on the trees. As someone who resides in a building facing the avenue (a few houses south of Berry St.) and lived without a tree on the greenbelt in front of my building for some time-- I noted the exposure to increased car and truck noise, not to mention the loss of the pleasing visual and energetic divider between my apartment and the road and I am grateful to Mr. Spinner and Branch Out Burlington for planting a new tree relatively soon after the old one was cut down.

So... is there a way to not have a net loss on the number of trees in the general vicinity? How about planting smaller growing specimen in the space between the Hartland building and the sidewalk? There may not be a viable option, and regardless, I appreciate your consideration and time.

Best,

Clark Sheldon

Joel Fleming

From: mtier62513 <mtier62513@aol.com>
Sent: Sunday, May 11, 2014 10:28 AM
To: Joel Fleming
Subject: parking north ave/berry st

do NOT believe the City should be paying for this! our taxes should not be spent on private developer's projects.

Linda Tierney
Lakeview Terrace

Joel Fleming

From: Mannie Lionni <lml@05401.com>
Sent: Saturday, May 10, 2014 4:37 PM
To: Joel Fleming
Subject: Re: Packard Lofts

In response to your letter advising us of the proposed changes to the Packard Lofts' Permitting conditions :

1. I find the process by which this thing is progressing distasteful and offensive. You - and whoever else in the planning process are assisting the Packard Lofts' owners in their effort to change the conditions of their permit - work for the City ; the Mayor is essentially your employer, and it is inappropriate, if not illegal, for you to be giving him free assistance paid for by us, the neighbors as taxpayers. We have been through this before, during the initial application process ; Ken Lerner, the Zoning Administrator, defended the interests of the developers against the interests of the neighborhood during the hearings that followed our appeals. We pay his salary, at the very least he should have abstained from the kind of advocacy we were subjected to.

Staff has no business assisting the Mayor in this application.

2. Having said that - and it means we will aggressively challenge any irregularity in this process and the parking plan itself if concerns are not addressed - I personally would be willing to consider the proposal if it were preceded by an ironbound commitment to replace the lighting in the parking garage so that neighbors across the street don't have to deal with it in their bedrooms all night, every night.

3. Finally, "Public Works is proposing to build etc". You do understand that Public Works is an extension of the Mayor's office. We would need binding assurances, as a condition of approval of the proposed changes, that this work, all work, would be at the expense of the developers, and that there would be an accurate accounting of the work and the costs that would be available to the neighbors and any other interested Burlington resident.

Louis Mannie Lionni

This e-mail was sent from **Louis Mannie Lionni**. It may contain information that is privileged or confidential. If you suspect that you were not an intended recipient, please delete it and notify me as soon as possible. Before printing this e-mail, think about your responsibility towards the environment

Joel Fleming

From: dcarl <dcarl@burlingtontelecom.net>
Sent: Thursday, May 15, 2014 1:51 PM
To: Joel Fleming
Cc: Mayor's Office
Subject: Proposed parking plan Hartland Group - dangerous intersection: challenge to improve safety while helping cafe

Joel:

I appreciate receiving last week the proposed revisions to Hartland Group parking plan Packard Lofts. I would have appreciated receiving the plan sooner - the requested May 12 date was too tight.

Even before receiving the current proposed parking plan revisions I spoke at the April NPA 4/7 meeting (Spencer Cl in attendance) about my serious concern for the ongoing danger the Berry St/North Ave. intersection poses, especially for motorists entering traffic stream turning north from Berry Street. Problems include Washington St motorists wanting to go both north and south are entering traffic also, from the east side of North Ave across from Barry. Traffic approaching on North Ave from N and S is going at a pretty good speed. More bike traffic to be taken into account and watched for also. I requested a traffic light be installed, timing could be adjusted. Yesterday there was a traffic light here so this could be considered a re-installation.

My comments on the current DPW proposed plan/revisions are that it still raises concerns about sight lines to north and south from Berry into North Ave. for motorists. The 54 feet "no parking" to the south is not enough for a clear sight line from Berry going north, considering the speed of traffic approaching from the south. To the north, even with the turn out, proposed loading zone will still impact sight line to approaching traffic, although it is difficult to tell without an actual visual presentation. Other challenges? More bicycles going into town, especially in the morning commute (who will be thrown into the main traffic stream as the bike lane comes to an end near the loading zone); watching for traffic entering the stream in both directions from Washington St, which by the way you do not even name on the copy of the proposed parking plan; watching for pedestrians and runners - all add to the serious issues for motorists at this dangerous intersection.

Repeating my comments at the NPA meeting: this is a "not if but when" traffic accident situation.

Positive news is that the café at Packard Lofts has opened and, so far, it is a positive addition to the neighborhood for others. Consequences? More bike and pedestrian and car traffic. The owner is doing a good job and I wish to see him succeed. How can you improve facilities for him AND improve safety for others at this intersection? That is the challenge for the DPW professionals and others with this responsibility. A challenge and an opportunity.

I would appreciate your forwarding a copy of this letter to the Public Works Commission and any other city group involved.

L. Diana Carlisle
107 Lakeview Terrace

BURLINGTON PUBLIC WORKS

FY2015 PROPOSED BUDGET General Fund Programs



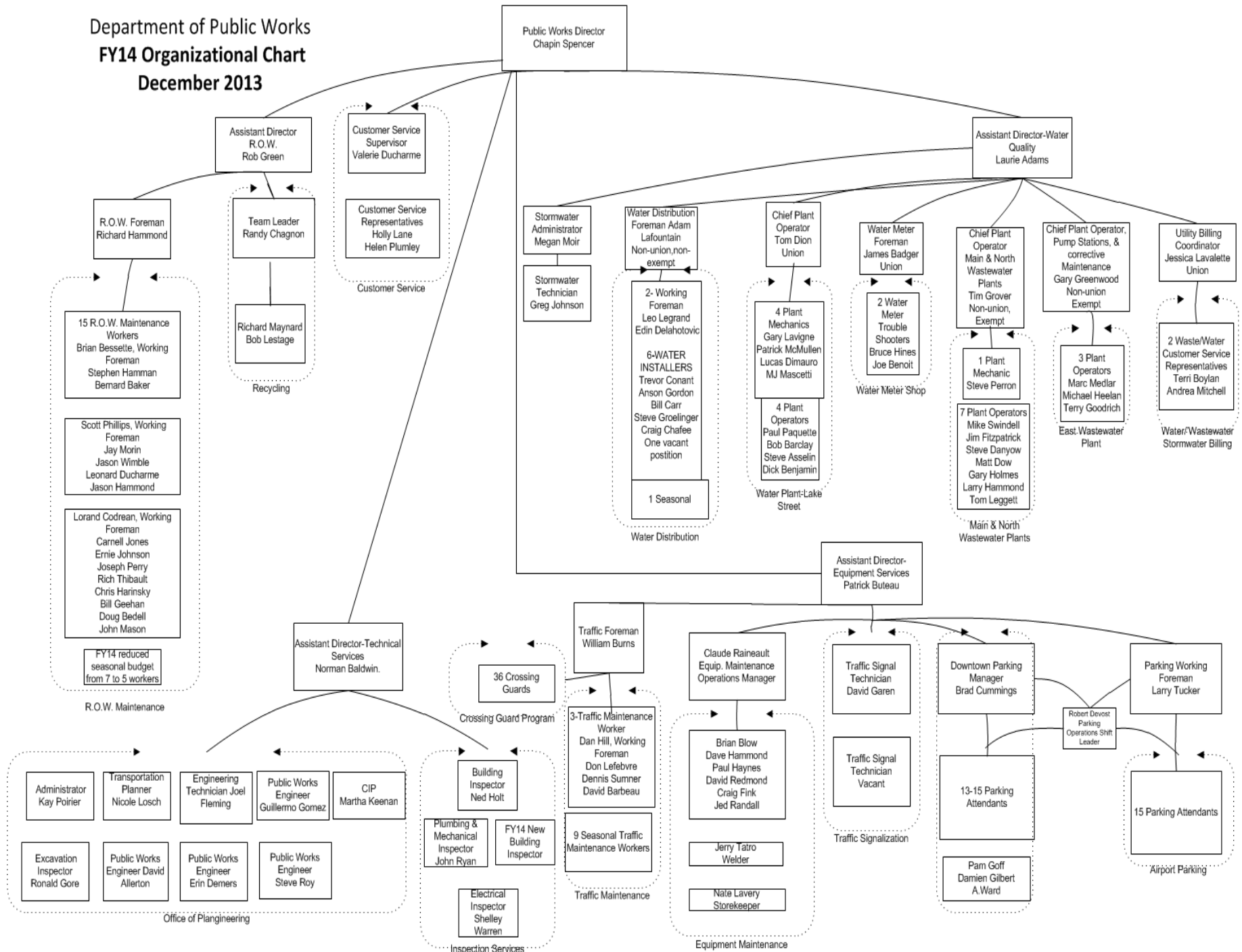
DPW Mission Statement

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

Departmental Goals:

1. Operational Excellence
2. Exemplary Customer Service
3. Culture of Innovation

Department of Public Works
FY14 Organizational Chart
December 2013



DPW General Fund Programs

- Inspection Services
- Streets (Right of Way)
- Equipment Maintenance
- Engineering
- Recycling
- DPW Administration
- Central Maintenance Facility

Total DPW General Fund Budget

- FY15 GF Revenues & Transfers \$4,827,537
- FY15 General Fund Expenses \$7,427,677
- FY15 Net (\$2,600,140)

DPW General Fund	Expenses			Revenues/Transfers	
	FY14	FY15		FY14	FY15
	Budget	Proposed *		Budget	Proposed *
Inspection Services	\$498,208	\$327,910		\$720,000	\$800,000
Streets (ROW)	\$2,732,437	\$1,970,899		\$2,248,028	\$1,712,278
Equipment Maint.	\$2,331,599	\$2,157,500		\$1,958,039	\$655,113
Administration	\$542,187	\$1,360,216		\$495,450	\$174,557
Engineering	\$928,597	\$774,049		\$862,293	\$896,113
Recycling	\$517,290	\$348,072		\$511,200	\$512,500
Central Facility	\$487,211	\$489,031		\$247,140	\$76,976
Total	\$8,037,529	\$7,427,677		\$7,042,150	\$4,827,537

* The significant variation in FY'15 revenues and expenses is due to two changes in budgeting that the Clerk/Treasurer's Office made: 1) stopping intra-general fund transfers between departments / programs and 2) posting all personnel benefits in the Administration budget.

FY'15 DPW General Fund Goals

GOAL: Operational Excellence:

- Simplified budgets** for easier and more accurate accounting

- United 3 Right Of Way budgets into 1
- Stopped budgeting for transfers between General Fund programs
- Placed all DPW General Fund benefits in Administration
- Set realistic revenue goal for Right Of Way budget

- Focus on asset management**

- Restore capital equipment purchases for General Fund activities (dump trucks, sidewalk tractors, etc.)
- Engage an interdepartmental group to develop a plan for city-wide asset management

FY'15 DPW General Fund Goals

GOAL: Operational Excellence (cont'd):

•Structure department for efficiency and safety

- Complete transition of Stormwater into Water/Wastewater Division
- Complete transition of all recycling and solid waste activities into ROW
- Continue enhanced efforts in rejuvenated safety program

FY'15 DPW General Fund Goals

GOAL: Exemplary Customer Service

- Integrate Request for Service (RFS) with SeeClickFix (SCF)
- Implement customer service improvements in Inspection Services with additional capacity provided by the fourth Building Inspector
- Continue to improve our electronic communication including text alerts, website resources and social media

FY'15 DPW General Fund Goals

GOAL: Culture of Innovation

- Increase funding for training and staff development so our employees can bring new ideas and new approaches to our work
- Maintain our recycling program while exploring future opportunities with CSWD's consolidated collection study and VT's relatively new solid waste law Act 148

DPW Response to FY13 Audit Findings

6. Improve Monitoring of Capital Projects (Material Weakness)

- *DPW will continue to collaborate with the Clerk/Treasurers Office to further strengthen the management of capital project budgets and improve the timely compliance with accounting policies and grantor requirements.*

14. Formalize a Fund Balance/Net Position Policy

- *DPW will collaborate with the Clerk/Treasurers Office to develop a comprehensive policy with respect to the desired level of available fund balance for our special revenue fund (Traffic) and enterprise funds (Water, Wastewater and Stormwater).*

BURLINGTON PUBLIC WORKS

See the full DPW General Fund budget at:
www.burlingtonvt.gov/DPW/



BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
MINUTES, April 16, 2014
645 Pine Street
(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Tiki Archambeau, Asa Hopkins, Nathan Lavery (Chair), Solveig Overby, and Jeffrey Padgett.

COMMISSIONERS ABSENT: Bob Alberry and Mark Porter (Vice Chair)

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

ITEM 1 – AGENDA

Commissioner Hopkins moved to remove the decision for Item 4:30 (North Avenue/Packard Lofts)

ITEM 2 – PUBLIC FORUM – No one came forward.

ITEM 3 – CONSENT AGENDA (Refer to Commission Packet)

3.10 Mill Street Resident Parking

- “Staff recommends that the Commission deny the petitioners request for a resident only parking restriction on Mill St.”

3.20 Henry Street Parking Request

- “Staff recommends the Commission adopt:
 - Three 15 minute parking spaces, Monday through Friday, 7:00 am to 6:00 pm labeled 15D;
 - One 15 minute parking space, Monday through Friday, 12:00 pm to 6:00 pm labeled 15P;
 - One 35 foot Truck Loading Zone, Monday through Friday, 7:00 am to 12:00 pm Labeled V.”

3.30 Bright Street Parking Request

- “Staff recommends that the Commission adopt a parking restriction on the east side of Bright Street between the driveways of 24 and 26 Bright Street.”

3.40 Colchester Avenue at University Place Parking Request

- “Staff recommends the Commission deny the request to install a crosswalk across Colchester Avenue at University Place.”

3.50 Flynn Avenue Sidewalk

- Per packet, last paragraph: “We are currently in the process of negotiating agreements with some affected residents where we will need temporary access during construction. Once these agreements are settled, we will be able to complete the next plan submittal. Public Works will circulate the updated set of plans for public review and comment before finalizing them. We expect the public comment period to occur in the next 1-2 months. Since the current design is consistent with the Commission’s preferred alternative, selected in 2010, no additional authorization is needed prior to construction. The department hopes to construct the sidewalk this fall.”

Commissioner Archambeau asked for clarification about the issue of cars parking on Mill St.

Joel Fleming, Engineering Tech. understands the issue as cars coming in the morning, parking for the work day and leaving in the afternoon.

Commissioner Hopkins moved to accept staff recommendations; Commissioner Archambeau seconded. Unanimous.

ITEM 4 – 237 NORTH AVENUE/PACKARD LOFTS

(Communication, Joel Fleming, Engineering Tech.)

(Refer to Commission packet for “North Avenue at Berry Street loading zone)

“Staff recommendation to the Commission is to:

- Approve the construction of a turn-out described in the attached drawing; and
- Establish two 30 minute parking spaces within the turnout described on the west side of North Avenue in the first two spaces north of Berry Street.”

Joel Fleming, Engineering Tech gave an overview of the proposal. Staff is looking for Commission input tonight and will return to the Commission for action at an upcoming meeting after soliciting neighborhood input on the proposal.

Commissioner Overby was concerned about plowing this type of space because it is right up against the sidewalk.

Commissioner Padgett questioned who the spaces were requested by, Development Review Board or Developer?

Director Spencer stated that the developer’s plans as part of their 2005 DRB application included on-street parking and a loading zone on North Avenue that would have discontinued the bike lanes and DPW did not raise it as an issue at that time. Responsibility lays on both parties – City requesting that the project be redesigned to be in accordance to new policy and developer agreed to provide a loading zone on North Ave. Project is proposed to be paid for by Developer and City as described in Director Spencer’s memo.

Commissioner Archambeau & Commissioner Overby are not convinced that we are compelled to do this.

Commissioner Hopkins asked the difference on deliveries and loading zone. Can they be the same?

Norm Baldwin, City Engineer stated that before we move ahead we will revisit all pieces of this process.

Jason Van Driesche, Local Motion, commented that biking is very important and future plans to be able have a bike lane both ways would not work with a bump out. He encourages this plan or one similar to it to be adopted.

This item will be revisited next month after seeking neighborhood feedback.

ITEM 5 – FY15 PARKING RATES DISCUSSION

(Communication, Pat Buteau, Assistant Director) (Refer to Commission packet)

Pat Buteau, Assistant Director, DPW estimates the FY’15 Traffic Fund budget will have a \$300,000 operating deficit if no changes to our operations or rates are made. Looking forward, the Traffic Fund will have to address the following needs:

- Deliver a balanced operating budget
- Prepare to fund significant upcoming capital investments in the aging garages
- Invest in new payment technologies to enhance the customer experience
- Build a reserve fund to enable the Traffic Fund to meet future unplanned or emergency needs

There have been no rate increases since 2009. Our traffic fund is nearly depleted and we have delayed significant capital repairs that need to be made. After getting input here and in other forums, a proposed package of operational changes and/or rate increases will be brought to the Commission in May or June.

Commissioner Padgett asked if we believe the market will bear these changes.

Pat Buteau, Assistant Director stated that private garage rates are higher than our rates. There will be an increase in revenue with cell phone and credit card capability.

Commissioner Overby supports the meter rate changes – feels it is a positive thing.

Commissioner Lavery wants to stress the advantage of the system with the new rates.

ITEM 6 – SIDEWALK CAPITAL FUNDING DISCUSSION

(Communication/Presentation, Nicole Losch, Environmental Planner & Norm Baldwin, City Engineer)
(Refer to Commission packet & DVD)

Norm Baldwin, City Engineer, explained that the Department is working to develop a sustainable approach to expanding and maintaining our sidewalk and curb infrastructure. We estimate the life cycle of our sidewalk at 35 years and our curb at 75 years. We need to maintain what we already have and need to think about how to connect everything together. We currently have 127.3 miles of sidewalk. We spend about \$600,000 a year on improvements and currently are on a 127 year life cycle. Typical deficiencies for sidewalks include spalling, drainage issues, vertical displacement and cracking. A full build-out of curbing would result in approximately 700,500 feet of curbing. DPW is looking at funding options.

Commissioner Overby asked about ponding issues and factors we need to look at.

Norm Baldwin, City Engineer, explained that drainage, grading and greenbelt shaving is needed to prevent this. Encourages citizens to use our RFS (request for service) to make us aware of issues that need to be looked at but understand that we don't have adequate funding.

Nicole Losch, Environmental Planner, stated that 10 % of our sidewalk budget currently goes toward curb and greenbelt restoration.

Commissioner Hopkins & Padgett asked if it made sense to have curb work done with paving work?

Commissioner Lavery wants DPW to do more creative thinking to find funding. What are all the options that we can think of?

Jason Van Driesche, Local Motion, said that 20% of travel to work is on foot and increased investments would likely encourage more pedestrian trips/. Sidewalks are a community wide asset.

ITEM 7 – MINUTES, MARCH 19, 2014

Commissioner Archambeau moved to accept the minutes, Commissioner Hopkins seconded. All in favor.

ITEM 8 – DIRECTOR’S REPORT (Chapin Spencer, Director) (Refer to Commission packet)

Thank you to Erin Demers for seven years of service to DPW.

Parklet pilot – Staff will continue to get information. Found out that people would like to give it more time.

May 16th – Lunch for DPW, Parks & Code Enforcement for a very challenging winter. Commissioners are welcome to attend.

Thank you staff for being responsive to Leddy Park Rd and Appletree Point Rd paving.

ITEM 9 – COMMISSIONER COMMUNICATIONS

Commissioner Archambeau – 1. October 2013- commission meeting regarding Manhattan Dr & Oak St. Stop sign - item being voted down, would like to see a different alternative for security and peace of mind for intersection. 2. Would like to amend October minutes as he was not present for meeting and item states he approved.

Commissioner Overby – Would like more information on sidewalk science.

Commissioner Lavery – Thanks to snow removal staff – things went as good as can be expected. Clean sweep will be happening April 30- May 9.

ITEM 10 – NEXT MEETING DATE & ADJOURNMENT

The next DPW Commission meeting is scheduled for Wednesday, May 21, 2014 at 6:30pm.

Commissioner Archambeau moved to adjourn at 8:24p.m.; Commissioner Padgett seconded. Unanimous.

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.

BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
MONTHLY MEETING – REVISED MINUTES, October 30, 2013
645 Pine Street
(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Asa Hopkins, Nathan Lavery (Chair), Solveig Overby (via conference phone), Jeffrey Padgett (returning after six years to the Commission) and Mark Porter (Vice Chair)

ABSENT: Tiki Archambeau

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

ITEM 1 – AGENDA

Commissioner Alberry moved to:

- Add Item 11.5 – Deliberative Session, and
- Remove Item 5 – 144 South Willard St Appeal of Second Means of Egress Order.

Commissioner Porter seconded. Unanimous.

Commissioner Porter moved to:

- Remove Item 3.20 – 523 North Street Handicap Parking Request, from the Consent Agenda and not add it to the regular Agenda but rather add it to a future meeting pending further investigation. Commissioner Alberry seconded. This will allow Mr. Fleming to do further work on the Item before bringing it back to the November meeting.

Commissioner Padgett moved to:

- Move Item 3.40 – Manhattan Drive at Oak Street Stop Control Request, from the Consent Agenda to 8.5 on the full Agenda. Commissioner Alberry seconded.

ITEM 2 – PUBLIC FORUM

Martha Lang: Thanked Commissioners Porter, Lavery, Parking Enforcement Director John King and DPW Engineer Joel Fleming for their help in finding a parking solution for her Colchester Avenue tenants.

Sharon Bushor, City Councilor: Thanked Commission and DPW staff for adding Item 3.50 to the Consent Agenda; announced substantial progress on the proposed Colchester Avenue sidewalk (along the cemetery).

ITEM 3 – CONSENT AGENDA

(Refer to Commission Packet)

3.10 Charles St – Handicapped Parking Space Removal

3.30 Spruce Ct – Parking Removal

3.50 Berry St – Loading Zone Request

3.60 Bilodeau Ct – Loading Zone Request

(3.20 & 3.40 were voted to be removed from the original Consent Agenda during Item 1 of this meeting)

Commissioner Alberry moved to approve the amended Consent Agenda; Commissioner Hopkins seconded. Unanimous.

ITEM 4 – DOWNTOWN PARKING INITIATIVE

(Communication, DPW Assistant Director Patrick Buteau)

(Refer to Commission packet)

Pat Buteau (DPW Assistant Director of Parking and Fleet Services); Nate Wildfire (Assistant Director for Economic Development for CEDO); and Kelly Devine representing the Burlington Business Association (BBA) talked briefly about their goals and means to attain their goals.

- The trio asked the Commission to endorse a draft resolution, “Resolution Launching the Downtown Parking Improvement Initiative” prior to their presenting it to the City Council at its November 18th meeting. The Commission’s support will empower the threesome to continue with their work.
- The trio identified key needs: Public and private parking garage infrastructure improvements; and the need for reinvestment.
- Two goals: 1) Improve customer experience (by initiating pilot projects and experiments); and 2) Revenue (keeping revenues neutral or growing revenue).

The trio will use advocacy, education and communication to achieve the two goals. 1) What are we doing, why, and how do we tell the public about it? 2) Pilot projects/experiments will be utilized to improve technology, change enforcement hours, use valet, public/private parking partnerships. 3) Parking Study: What do we have, what is the condition of our assets, how do we bring in national-level consultants to teach us about marketing, demand pricing, technologies, funding of projects.

The upcoming BBA event: “Downtown Parking Summit,” presented by DPW, BBA and CEDO, to be held on the morning of November 13th at the Burlington Hilton. This summit is the first level of engaging stakeholders.

Commissioner Padgett moved to endorse the draft resolution. Commissioner Hopkins seconded. Unanimously endorsed.

Discussion points: DPW Director Chapin Spencer will initiate follow-up and discussion prior to the resolution being presented to the City Council, about the possibility of residents being represented on the Advisory Committee (11-person group with two resident seats) or through some other channel. The Advisory Committee will act as advisors to the initiative/team. It was suggested that the team be clear about the “box”/area affected by the parking improvement initiative.

Brown’s Court (parking lot on St. Paul/King Street): Public parking will be preserved. No Champlain College students will be allowed to use the lot. Design and revenue are still being determined.

ITEM 5 – 144 SOUTH WILLARD ST – APPEAL OF SECOND MEANS OF EGRESS ORDER

(Refer to Commission packet)

Under Item 1 of this Agenda, Commissioner Alberry had made a motion to remove this Item; Commissioner Porter seconded.

ITEM 6 – APPEAL OF CODE ENFORCEMENT ORDER FOR 234-240 COLLEGE ST

(William Ward, Director of Code Enforcement and Appellant)

(Refer to Commission Packet)

Director Ward:

CORRECTION: Page 1 of Director Ward's October 22, 2013 Memo to Chair Lavery states that the College Street property is between South Willard and South Union Streets; the property is actually between South Winooski Avenue and South Union Street.

- The property was inspected this year. The outstanding issue is that there is no stairway from either the second or third floor on the front side of the brick structure. In the rear, there is a fire escape from the third floor all the way to grade level.
- Submitted into the record by Director Ward: PowerPoint presentation he showed during the meeting which included:
 - 234/240 College Street front- and rear-view photos
 - Sketched square footage on file with the Assessor's office;
 - Minimum Housing Inspector Kim Ianeli's report of August 14, 2013, stating two findings which are presently unresolved and which the Appellant is appealing, and remedies:
 - 1) Finding: Third floor (or higher) occupied without second means of egress; Remedy: Obtain permits and construct second means of egress to code. Building permit required. And,
 - 2) Finding: Required egress path goes through another unit or bathroom; Remedy: Construct and maintain safe path of egress to code; cannot pass through another unit or bathroom.
 - Burlington City Ordinance - 18-95 – Means of egress.
 - Code Enforcement recommendation: "We request the Public Works Commission uphold the findings of the Code Enforcement inspector that a second means of egress is required for the units on the South side of the building."
- Director Ward is asking the Public Works Commission to uphold the findings of the Code Enforcement inspector and that a second means of egress be required for units on the south side of the building: the front side units facing the Fletcher Free Library.
- City Attorney Gene Bergman was present acting as the Commission's counsel if needed.

Joseph Handy, Principal of Sisters & Brothers, and David Greenberg, Attorney for Sisters & Brothers

Atty. Greenberg:

- There are four units on the third floor. The front two units do not have a separate fire exit; the back two do: they both go on to the fire escape.
- Mr. Handy purchased the building in 1998. This condition was there and has had several inspections prior to and after the purchase.
- The building was inspected in October, 2005 and given a rental compliance for three years after the building was inspected. October, 2009 it was inspected again and given approval. January 16, 2005 there was a complaint about the building; it was inspected and given approval. In 2008 the Fire Marshall inspected the building at the behest of the Minimum Housing office and suggested that because of this situation that a fire alarm system be installed for the entire building. The fire alarm system was installed and inspections and approvals have continued since then.
- The door on one of the upper apartments on the back has a plastic panel right in the middle of the door and is painted black. There is a big sign there which indicates that you need to push the plastic panel, reach in and turn the doorknob and go through the apartment. Atty. Greenberg assumes that that has been there since the '80's.
- Despite the existing condition, there have been numerous inspections and approvals, yet now Mr. Handy is being asked to address the situation.

- This is an historic building. There is no place to put a fire escape in the front of the building or on the side.

Mr. Handy:

- Concurs with Atty. Greenberg's assessment. There are four apartments on the third floor: two in the front and two in the back. If there is a problem, tenants need to go through Apartment #10 by pushing on a plastic panel on the door. There is an axe nearby if needed. The person would then reach in through the door and go through that Apartment to the fire escape.
- This has been in place since he bought the building. He has had inspections by Minimum Housing and the Fire Marshall and no one has questioned the situation. The sign for the third floor access is visible. The sign is located at the top of the stairs in the hallway at the third floor and points to the door.
- The Fire Marshall had recommended that a fire alarm system be installed in the building because there were over 10 units.

Director Ward:

- Because Atty. Greenberg and Mr. Handy both spoke about the Fire Marshall's findings from past inspections, Director Ward wanted to clarify their interpretations of Fire Marshall Barry Simays' findings. Director Ward stated that Mr. Simays directly communicated to him that the conditions were *not* acceptable.
- The Building Inspector, Fire Marshall and the Code Enforcement Director meet monthly. Director Ward asked the Fire Marshall about this building. Assistant Fire Marshall Joe Keenan went through the building and found that it was not acceptable to break through another unit to get out; it is an obstruction.

Mr. Handy:

- He spoke with Mr. Simays and said that Mr. Simays' report indicated that the Fire Marshall's expectations are not as high as the Minimum Housing expectations. He said that Terry Francis was the one who inspected the building, and he was the one who ordered Mr. Handy to install a fire alarm system. He is unaware of anyone else from the Fire Marshall's office doing an inspection.

Norman Baldwin, Assistant Director, Technical Services:

- Recommended that the Commission ask for floor plans and an explanation map of the route egress.

Gene Bergman, City Attorney's Office:

- Suggested that unless there is an emergent situation that would require immediate action, the Commission ask the Fire Marshall to conduct an initial inspection and do a report. Atty. Bergman's 16-year experience leads him to believe that there is no "grandfathering" to life safety issues. There may be reasons why variances can be given but only in terms of the requirements of the law. There are many potential ways that people can meet the fire code and an understanding of the current life safety codes and their relationship to Minimum Housing codes may be helpful in determining if a variance in the Minimum Housing codes would be one of the possible solutions.
- The building is located in a dense area so a fire would not only affect the residents of this building but the neighboring buildings as well.

Clarifications:

- Though four units are listed in violation, only two units – the two third floor units on the south side of the building – are in violation.
- The Commission has the authority to make sure that the purposes of the code are being taken into account through equivalent means of protection while still meeting Minimum Housing Code.

Commissioner Lavery asked Director Ward, Mr. Handy and Atty. Greenberg whether they had any objections to

- Director Ward's only concern was the length of time that is needed for the Fire Marshall to do an inspection in case of an emergency at the building and report back at the next Commission meeting.
- Commissioner Padgett would like the Fire Marshall to attend the next Commission meeting but also in the meantime, meet with staff to attempt to come up with a solution. **Commissioner Padgett moved** to table this Item until the next meeting with the caveat that staff reach out to the Appellant and the Fire Marshall, work together over the next couple of weeks and attempt in good faith, to return to the November Commission meeting with a solution. Commissioner Alberly seconded. Mr. Handy and Atty. Greenberg are agreeable.
- Atty. Bergman asked for the Commission, through staff, to formally request that the Fire Marshall participate and be available to come to the November 20th meeting.
- Commissioner Overby wants to enforce the Minimum Housing Code with two methods of egress and opposes further discussion.

The motion to suspend the hearing until the November 20th meeting carried, with Commissioner Overby opposed and the five other commissioners in favor.

ITEM 7 – BRADLEY ST – RESIDENT PARKING REQUEST (Joel Fleming, DPW Engineer)

(Refer to Commission packet) **Commissioner Alberly moved** to accept staff recommendations: That the Commission denies the petitioners' request for 24 hours a day, 7 days a week resident parking restriction on the south side of Bradley Street. The existing condition suggests resident use alone represents full use of the existing on-street inventory, leading staff to believe the institutionalization of resident parking will be a permitting burden without benefit; Commissioner Porter seconded.

Unanimous.

ITEM 8 – ST PAUL AT SOUTH UNION ST PARKING REQUEST (Joel Fleming, DPW Engineer)

(Refer to Commission packet) **Commissioner Alberly moved** to accept staff recommendation: That the Commission adopts an additional parking restriction of 20' as opposed to the loss of three (3) parking spaces. Commissioner Padgett added a friendly amendment and seconded the motion: That DPW staff bring back to the Commission suggestions for *long*-term treatments. Mr. Fleming offered that for the *short*-term, advance north and south stop warnings could be added. Commissioner Porter opposed the motion; the five other Commissioners voted in favor.

ITEM 8.5 – MANHATTAN DR AT OAK ST STOP CONTROL REQUEST (Joel Fleming, DPW Engineer)

(Refer to Commission packet) **Commissioner Padgett moved** to accept staff recommendations: To deny the petitioners' request to install a three-way STOP at Manhattan Drive and Oak Street, given the intersection does not meet or exceed STOP sign warrant thresholds. Commissioner Hopkins seconded. Unanimous.

ITEM 9 – MINUTES OF 09/18/13

(Refer to Commission packet) **Commissioner Alberry moved** to accept the Minutes; Commissioner Porter seconded. Commissioner Padgett abstained as he was not present at last month's meeting. The five remaining commissioners voted in favor.

ITEM 10 – DIRECTOR'S REPORT (Chapin Spencer, Director)

(Refer to Commission packet) **Refer to packet.**

ITEM 11 – COMMISSIONERS' COMMUNICATIONS

Commissioner Overby

- Reminder that discussion of refinancing of the \$14.5M wastewater debt will be on the November Agenda;
- Supports the Consent Agenda format and suggests that for the public's benefit, those items under future Consent Agendas be explained prior to voting. Commissioner Lavery will try to read a basic description of each Consent Agenda item at future meetings.
- Requested that the DPW Website address be projected onto the screen and captured by the camera technician prior to the start of the meetings.

Commissioner Padgett

- Suggested that Director Spencer read his Director's Reports in a bulleted format for the public's benefit.

Commissioner Lavery

- Thanked Customer Service Representative Valerie Ducharme for posting the Commission packets on the DPW Website.
- Receives e-mail notification when a new agenda goes onto the Website. Assistant Director Baldwin pointed out on the projector screen what to click on to receive such notifications:

govDELIVERY  or:

<https://public.govdelivery.com/accounts/VTBURLINGTON/subscriber/new>

Commissioner Porter

- Appreciates the line painted on Brookes Avenue to separate two parking spaces and acknowledges that it is a test.

ITEM 11.5 – DELIBERATIVE SESSION TO DISCUSS APPEAL – Cancelled.

ITEM 12 – ADJOURNMENT & NEXT MEETING DATE

The next DPW Commission meeting is scheduled for Wednesday, November 20, 2013 at 6:30pm
Commissioner Alberry moved to adjourn at 8:20pm; unanimous.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: May 14, 2014

THANK YOU JOEL!

After seven years, Engineer-in-Training **Joel Fleming** has decided to leave DPW in early June to take a position with EIV Technical Services. For 5 years, Joel has managed traffic requests, provided resident engineer services and recently stepped in to manage the street and sidewalk capital program.

PARKING PROPOSAL FOR 237 NORTH AVENUE:

Following up from last month's briefing to the Commission, staff is finalizing this agenda item now and will be sending out the materials for this item separately.

TRAFFIC FUND & PARKING RATES:

In April, staff presented a number of options for improving the operations and generating more revenue from the Traffic Fund. We've continued to present these options to various stakeholder groups – and are continuing to do so. One comment we've heard is that we should address rates comprehensively and not in a piecemeal fashion. To do this, and to do this well, we are proposing to push back the decision on rates a couple of months – until the Commission's July meeting or maybe a month or two after. The goal is to get the garage assessment completed and then have our Downtown Parking Study consultant Desman Associates help us develop one comprehensive package. That said, we are advancing the following opportunities that do not require Commission approval in hopes of launching them by late summer:

- 90-day pilot for 5 multi-space meters in downtown
- 90-day pilot for 50 single-head smart meters in downtown
- Automation of one lane at Marketplace garage

WPTZ put together a couple of great stories on downtown parking and what we are working on. Watch them here:

- <http://www.wptz.com/news/vermont-new-york/burlington/burlington-s-hidden-parking-places/25649396>
- <http://www.wptz.com/news/vermont-new-york/burlington/burlington-parking-going-hitech/25667626>

Non-Discrimination

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CREDIT CARD CAPACITY COMING TO CUSTOMER SERVICE

Thanks to the persistent efforts of Laurie Adams and Valerie Ducharme, we expect to be offering the ability for customers at Pine Street to pay with credit cards in a few weeks. This payment option will better serve customers looking to pay for building permits, meter bags and toters. This was a key strategy staff identified to improve our customer service. Additionally, we have found a vendor ([MuniciPay](#)) who specializes in working with municipalities and offers us the ability to have the customer pick up the transaction costs. This will ensure that credit card transactions won't hurt our ability to meet our budget targets.

FY'15 BUDGET

DPW's recommended FY'15 General Fund budget is attached for the Commission's review. A huge thank you to Assistant Directors Green, Baldwin, Adams and Buteau along with their teams for their solid budget development work through the last two months. I offer this overview in the packet. Let me know if any Commissioner would request a separate agenda item on it unless requested by the Commission. The DPW programs that are funded by the General Fund include:

- Inspection Services
- Right of Way (Streets)
- Equipment Maintenance
- Engineering
- Recycling
- Administration

The department will soon complete our recommended budgets for our special revenue and enterprise funds:

- Capital Improvement Program and Capital Projects
- Traffic Fund
- Water
- Wastewater
- Stormwater

Notable Items for our FY'15 Proposed General Fund Budget:

- **GOAL: Operational Excellence:**
 - **Simplified our budgets** for easier and more accurate accounting
 - United 3 Right Of Way budgets into 1
 - Stopped budgeting for transfers between General Fund programs
 - Placed all DPW General Fund benefits in Administration
 - Set realistic revenue goal for Right Of Way budget
 - **Focus on asset management**
 - Restore capital equipment purchases for General Fund activities (dump trucks, sidewalk tractors, etc.)
 - Engage an interdepartmental group to develop a plan for city-wide asset management
 - **Structure department for efficiency and safety**
 - Complete transition of stormwater into Water/Wastewater Division
 - Complete transition of all recycling and solid waste activities into ROW

- Continue enhanced efforts in rejuvenated safety program
- **GOAL: Exemplary Customer Service**
 - Integrate Request for Service (RFS) with SeeClickFix (SCF)
 - Implement customer service improvements in Inspection Services with additional capacity provided by the fourth Building Inspector
 - Continue to improve our electronic communication including text alerts, website resources and social media
- **GOAL: Culture of Innovation**
 - Increase funding for training and staff development so our employees can bring new ideas and new approaches to our work
 - Maintain our recycling program while exploring future opportunities with CSWD's consolidated collection study and VT's relatively new solid waste law Act 148

SIDEWALK FUNDING:

After two presentations to the DPW Commission regarding our sidewalk system and its capital needs, staff is continuing the conversations with city councilors, community stakeholders and others to assess the community's receptivity to exploring various options to improve the maintenance of our sidewalk system. We expect to return to the Commission in June or July with a more detailed update.

QUICK BITS:

- We've begun a significant **stormwater improvement project** at the intersection of Main Street and South Winooski this week. We're working to reduce the flooding potential at this intersection by adding a number of storm drains. We have a traffic control plan that includes keeping all lanes open during the upcoming busy weekends (UVM Graduation and the VT City Marathon).
- **Clean Sweep** took place from April 30th and May 9th. A concerted educational campaign seemed to work with 25% fewer cars towed this year (405 vs. 542). Thanks to the DPW employees who worked many late nights to make it happen.

NEXT REGULAR COMMISSION MEETING: Wednesday, June 18th, 6:30pm.

BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
MINUTES, May 21, 2014
645 Pine Street
(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Tiki Archambeau, Asa Hopkins (via conference phone, 7:25pm), Nathan Lavery (Chair), Solveig Overby, Jeffrey Padgett and Mark Porter (Vice Chair)

Commissioner Lavery called the meeting to order at 6:35 p.m.

ITEM 1 – AGENDA

Commissioner Alberry: Remove Item 3.10 (Colchester Ave Taxi Cab Removal) from the Consent Agenda and defer until another time (as per the petitioner's request).

ITEM 2 – PUBLIC FORUM

Maxwell Tracy, Ward 2 City Councilor: Supports the North Avenue Corridor Study alternative offered by LocalMotion for a both-ways bike lane along North Avenue; recommends taking decisive action on sidewalks and sustainable transportation, possibly combining sidewalks bonds with a bike lane bond (and bike path bond?). Asked if this could be sought sooner than a November bond, and offered to collaborate with DPW or attend a future meeting for further discussion.

ITEM 3 – CONSENT AGENDA (Refer to Commission Packet)

3.20 41 King St Parking Request

- “Staff recommends that the Commission:
 - Adopt a 15-minute meter on the north side of King Street in the first space west of South Champlain Street;
 - Adopt a 15-minute meter on the south side of King Street in the second space west of South Champlain Street;
 - Adopt a Vehicle Loading and Unloading Zone on the south side of King Street in the first space west of South Champlain Street;
 - Adopt a parking restriction for the south side of King Street starting at South Champlain Street and extending 31 feet west.”

3.30 Shore Road Parking Request

- “Staff recommends that the Commission deny the petitioner's request to remove parking on the north side of Shore Road.”

Commissioner Alberry moved to approve as amended; Commissioner Archambeau seconded. Unanimous.

ITEM 4 – 237 NORTH AVENUE/PACKARD LOFTS

(Communication, Joel Fleming, Engineer) (Refer to Commission packet)

City Attorney Eugene Bergman was present to provide procedural guidance and clarification to the Commission. Also present and offering comments were Justin Dextrateur (Project Mgr, Hartland Group); Andrew Burke (Business Owner, Scout & Co. Café); Alan Bjerke (resident of Lakeview Terr/Berry St, who distributed a hard copy of his e-mail to the Commission, which he had wanted included in the packet); and Charlene Wallace and Jason Van Driesche of Local Motion).

Director Spencer: This is a follow-up to the briefing DPW provided to the Commission last month. Staff is bringing forward a proposal that acknowledges and addresses the change in the City policy from when this project received its local permit and when it was constructed and - in the middle of that - having the adoption of the new Transportation Plan in 2011. DPW is seeking to strike a reasonable balance

acknowledging that change in policy and the DRB permit required in 2005 to pursue the loading zone pending DPW's approval. After hearing the proposal being brought forward this evening, it is the Commission's prerogative to revise or alter or offer a new proposal.

Mr. Fleming outlined the past month's activities and asked for questions/comments.

Staff is recommending the Commission act to:

- Install a 30-minute 40' vehicle loading zone (see Motion change, below) in front of 237 North Avenue in effect from 7am to 9pm;
- Remove the existing loading zone on Berry Street and replace it with two, 1-hour parking spaces in effect from 7am to 9pm;
- Condition the implementation of these changes on the execution of a signed written agreement between the City and Packard Lofts LLC that commits the property owner to the financial arrangement detailed in the April 16 memo to the Commission."

Commissioner Alberry moved to accept staff's recommendations with one change: The first bulleted recommendation will now read, "Install a 30-minute 40' parking space in front of 237 North Avenue in effect from 7am to 9pm;...(The remaining recommendations will remain as they are, above.)

Commissioner Padgett seconded. Six commissioners voted in favor of the motion; one (Commissioner Porter) was opposed.

ITEM 5 – NORTH AVENUE CORRIDOR STUDY

(Presentation, Nicole Losch, Transportation Planner and Eleni Churchill, Senior Transportation Planning Engineer - Chittenden County Regional Planning Commission)

(Ms. Losch handed out a hard copy of the presentation – brief update of the Study)

The North Avenue corridor has been identified as a "Complete Street" and the study looks at ways to make it optimal for all users, equally. The group is wrapping up the corridor study, but input was still being accepted.

Ms. Losch offered the following links:

<http://bit.ly/north-ave> (Past presentations, minutes, agendas; existing and future conditions report; and contact form); www.burlingtonvt.gov/public-input (Map-based input tool – which includes everything presented at last night's meeting); www.cctv.org (CCTV's recording of last night's public forum).

Next steps:

- Identify preferred concepts (which would then be put into the draft corridor plan which will be finalized this summer);
- Final advisory committee meeting next month;
- Return to the Public Works Commission to give an update on preferred concepts;
- Present to the Transportation, Energy and Utilities Committee (TEUC); and
- Present the final plan to the City Council in July to adopt the Corridor Plan.

The commissioners will digest the information and offer input online by the second week in June.

Jason Van Driesch distributed to the Commission a two-sided handout illustrating a two-way, protected bike facility design which Local Motion submitted to the Chittenden Regional Planning Commission and the City.

DPW will use their own capital program, apply for grants and look at Federal funding, etc. to fund changes over time.

ITEM 6 – FYI BUDGET DISCUSSION (Presentation, Chapin Spencer, Director)
(Refer to Commission Packet)

Director Spencer presented an overview of the Burlington Public Works FY2015 Proposed Budget for the General Fund Programs (which are funded by property tax dollars).

- All General Fund budgets for individual departments are combined into one City-wide General Fund budget.
- The following DPW programs are *not* covered in this budget, as they are enterprise, or special-revenue funded (meant to be self-sustaining): Traffic, Stormwater, Wastewater and Water.
- Two significant changes beginning in FY2015 made by the Clerk/Treasurer's Office:
 - o Stopping intra-general fund transfers between departments/programs; and
 - o Posting *all* personnel benefits in the Administration budget.
- Focusing on asset management (within General Fund and Enterprise Funds).
- Focused on and led a City-wide capital plan for asset investment, both above- and below-ground (taking stock of all facilities, vehicles and assets).

Commissioners Overby and Porter encouraged continued communication and education around budget explanations, either through technology or NPA meetings.

Director Spencer will ask the CAO and get an answer for Commissioner Lavery on the reasoning behind including all benefits under "Administration."

ITEM 7 – MINUTES: 4/16/14 & AMENDED MINUTES OF 10/30/13 (Refer to Commission packet)
Minutes of April 16, 2014: Commissioner Archambeau moved to accept the minutes; Commissioner Overby seconded. Commissioners Alberry and Porter abstained; all others voted unanimously.

Amended Minutes of 10/30/14: Commissioner Alberry moved to accept the minutes; Commissioner Padgett seconded. Commissioner Archambeau abstained; all others voted unanimously.

ITEM 8 – DIRECTOR'S REPORT (Chapin Spencer, Director)
(Refer to Commission packet)

- Joel Fleming is leaving after five years with DPW; he will be working for EIV;
- Traffic Fund update: Still working on potential rate changes and operational improvements. Up next: Two, 90-day pilots for smart meters, and automating a lane at the Marketplace Garage. DPW will likely approach the Commission in July with a package of rate changes after consultant and Parking Advisory review.
- Director Spencer has a conflict and won't be present at the June meeting;
- The Mayor's Office and CAO have asked the Commission to put together a list of accomplishments and progress for past fiscal year.

ITEM 9 – COMMISSIONER COMMUNICATIONS

Commissioners Archambeau, Hopkins Padgett and Porter – Nothing to add

Commissioner Alberry – How do we get Leddy Park Road paved? Assistant Director Norm Baldwin: DPW signed a \$15,000 contract for a shim coat for the Marathon. There are still plans to tear up the road to the sub base, possibly half this summer and half next summer. This money is not coming off the Street Capitol funds; it is being paid for by CIP funding. The road is a Parks Department facility.

Commissioner Overby – Policies for getting permits to block a sidewalk for construction: will be posted to Front Porch Forum with her assistance. Director Spencer handed out a 3-page memo on the permitting program.

ITEM 10 – EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER

(To discuss the annual performance reviews of the Director, Chapin Spencer and the City Engineer, Assistant Director Norman Baldwin)

Commissioner Alberry moved to go into Executive Session at 8:40 p.m.; Commissioner Padgett seconded. Unanimous.

ITEM 11 – NEXT MEETING DATE & ADJOURNMENT

The next DPW Commission meeting is scheduled for Wednesday, June 18, 2014 at 6:30pm. The official meeting adjournment immediately followed the Executive Session.

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