



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Tenzin Chokden, Clerks Office
From: Chapin Spencer, Director
Date: May 10, 2018
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **May 16, 2018**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 5 Min Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
 - A Traffic Status Report
 - B Lake Street Meter Changes
 - C Lake Street Extension Lot Kiosks
 - D St. Paul Street Accessible Spaces & Loading Zones
 - E Intervale Avenue “No Parking” Zone
 - F Pearl St Motorcycle Parking Zone

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 20 Min Great Streets – Bank St & Cherry St Concept
A Communication, L. Wheelock & K. Merriman-Shapiro
B Commissioner Discussion
C Public Comment
D Action Requested –Vote
- 6 15 Min DPW Draft FY'19 Key Initiatives
A Communication, C. Spencer
B Commissioner Discussion
C Public Comment
D Action Requested –Vote
- 7 5 Min Approval of Draft Minutes of 4-18-18
- 8 10 Min Director's Report
- 9 10 Min Commissioner Communications
- 10 Executive Session - Director & City Engineer Annual Reviews
- 11 **Adjournment & Next Meeting Date – June 20, 2018**



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MEMORANDUM

May 8, 2018

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineering Technician *PMP 5/10/18*

CC: Nicole Losch PTP, Senior Transportation Planner

RE: Traffic Request Status Report

Number of Requests 04/09/18 = 54
New Requests since 04/09/18 = 2
Requests closed since 04/09/18= 13
Number of Requests 05/08/18 = 43

RFS BREAKDOWN BY TYPE*

		Last Month	Change
Accessible Space:	2	3	-1
Resident Only Parking:	5	5	
Crosswalks:	14	20	-6
Driveway Encroachments:	2	2	
Signage:	9	11	-2
Loading Zone:	1	2	-1
Area/Intersection Study:	4	4	
Parking Prohibition:	2	3	-1
Bus Stop:	0	0	
Geometric Issues:	1	1	
Parking Meters:	3	3	
Other:	0	0	
TOTAL:	43		



May 10, 2018

TO: Public Works Commission

FROM: Patrick Mulligan, Assistant Director DPW, Parking & Traffic
Phillip Peterson, DPW Engineer Technician *PMP 5/10/18*

CC: Nicole Losch PTP, Senior Transportation Planner *NL 5/10/18*

RE: Consent Agenda Item: Lake Street Meter Changes

Recommendation

Staff recommends that the Commission adopt the following rate structure for the northern most 18 meters on Lake Street: \$1.00 per hour for a maximum of three (3) hours from May 1st – October 31st & \$0.40 per hour for up to ten (10) hours from November 1st – April 30th.

Purpose & Need

The purpose is to manage the on street parking spaces on Lake Street. The need is to increase metered space occupancy rates along Lake Street.

Project Checklist

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

Considerations

The rate structure for the Lake Street meters meets the recommendations of the December 2015 Downtown Parking and Transportation Management Plan. The Downtown Parking and Transportation Management Plan recommends seasonal rate adjustments on Burlington's waterfront. In parallel with this staff conducted occupancy car counts on metered spaces along Lake Street from College Street to the northern terminus of Lake Street; the data shows an average occupancy rate of 31% from College to the northern terminus of Lake Street; the Vehicle Loading Zones were not included in the data collection. Due to the Downtown Parking and Transportation Management Plan recommendations and the data collected, DPW staff is proposing to change meter rates along Lake Street for the northern most 18 meters on Lake Street. The meter rate will remain what currently exists; \$1.00 per hour for a maximum of three (3) hours from May 1st – October 31st; however, rates would go down to \$0.40 per hour for up to ten (10) hours from November 1st – April 30th. It is important to note, there are fifteen (15) metered spaces, one ADA Space, and two Vehicle Loading Zone spaces on Lake Street immediately north of College Street which will remain the same.

Attachments:

1. Site map
2. Lake Street Car Counts (February 2018)



SCALE: 1" = 40'



PROPOSED METER RATE CHANGES
LAKE STREET



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401

DESIGNED PMP	RFS NA
DRAWN PMP	SCALE 1"=40'
CHECKED PM	DRAWING
DATE	

3/20/20

Lake Street Car Counts

		Occupation	Available	
2-Feb-18	Main St - College St	6	12	50%
12:00 - 12:30 PM	College St - Depot St	10	31	32%
5-Feb-18	Main St - College St	3	12	25%
12:00 - 12:30 PM	College St - Depot St	8	31	26%
6-Feb-18	Main St - College St	6	12	50%
12:00 - 12:30 PM	College St - Depot St	7	31	23%
7-Feb-18	Main St - College St	3	12	25%
12:00-12:30 PM	College St - Depot St	10	31	32%
8-Feb-18	Main St - College St	3	12	25%
12:00 -12:30 PM	College St - Depot St	10	31	32%
9-Feb-18	Main St - College St	4	12	33%
12:00 - 12:30 PM	College St - Depot St	13	31	42%



May 10, 2018

TO: Public Works Commission

FROM: Patrick Mulligan, Assistant Director DPW, Parking & Traffic
Phillip Peterson, DPW Engineer Technician *PM 5/10/18*

CC: Nicole Losch PTP, Senior Transportation Planner *NL 5/10/18*

RE: Consent Agenda Item: Lake Street Extension Kiosks

Recommendation

Staff recommends the Commission approve the installation of parking kiosks at the Lake Street Extension Lot to manage the 94 parking spaces created which include six (6) ADA (Americans with Disabilities Act) Accessible spaces.

Staff recommends the Commission adopt the following rate structure for the Lake Street Extension Lot: \$1.00 per hour for a maximum of three (3) hours from May 1st – October 31st & \$0.40 per hour for up to ten (10) hours from November 1st – April 30th.

Once Lake Street Extension is accepted and dedicated as public Right of Way (ROW), the parking will no longer be considered a lot, but on-street parking; consequently, Staff recommends the Commission approve the parking kiosks on Lake Street Extension to manage the 94 parking spaces created which include six (6) ADA (Americans with Disabilities Act) Accessible spaces.

Once Lake Street Extension is accepted and dedicated as public Right of Way (ROW), Staff recommends the Commission adopt the following rate structure for Lake Street Extension: \$1.00 per hour for a maximum of three (3) hours from May 1st – October 31st & \$0.40 per hour for up to ten (10) hours from November 1st – April 30th.

Purpose & Need

The purpose is to manage the parking spaces created by the development of Lake Street Extension Lot, and Lake Street Extension once it becomes accepted into the public ROW. The need is to regulate the parking spaces in the Lake Street Extension Lot and create turn over to insure everyone has access to the space.

Project Checklist

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

Considerations

The Lake Street Extension Lot is a City of Burlington municipal lot. The rate structure and installation of kiosks at the Lake Street Extension Lot meets the recommendations of the December 2015 Downtown Parking and Transportation Management Plan, "Build new parking capacity and/or new development along the waterfront..." Additionally, the Downtown Parking and Transportation Management Plan recommends seasonal rates for parking on Burlington's waterfront. Since the Lake Street Extension Lot was constructed in 2016, parking has been unregulated and long-term parking has been difficult to enforce.

Public Outreach

Public outreach regarding this proposal received mixed feedback, with concerns raised by The Community Sailing Center Staff; The Community Sailing Center is concerned about the costs involved at the Lake Street Extension Lot since they have a large volunteer staff and have received free parking in the past. City Staff have informed the Community Sailing Center throughout their project development the Lake Street Extension Lot would be metered.

Conclusion

While paid parking will be a change for the sailing center, off-street parking is available at the Sailing Center site and paid public parking follows the City's established policies. It is important to note; the Lake Street Extension Lot is currently a parcel so staff need Commission approval for this parking to be regulated as a parking lot. Once Lake Street Extension is accepted and dedicated as public Right of Way in the future, the parking will no longer be considered a lot, but on-street parking. Therefore, staff recommends the Commission approve the installation of parking kiosks at the Lake Street Extension Lot to manage the 94 parking spaces created which include six (6) ADA (Americans with Disabilities Act) spaces. Additionally, staff recommends the Commission adopt the following rate structure for the Lake Street Extension Lot: \$1.00 per hour for a maximum of three (3) hours from May 1st – October 31st & \$0.40 per hour for up to ten (10) hours from November 1st – April 30th.

Attachments:

1. Site map



Memorandum

To: Mark Naud, CSC Project Consultant

Date: September 13, 2017

Cc: Kirsten Merriman Shapiro, CEDO

Project #: 57990.00

From: David Saladino, PE

Re: DRAFT Burlington Community Sailing Center Parking Assessment

This memorandum has been prepared in response to a request from City of Burlington Planning Department staff to provide additional supporting information related to the Burlington Community Sailing Center's (CSC's) parking waiver request, as well as details related to auto and bus drop-off plans. Specifically, this memorandum addresses the following three items requested in an August 21, 2017 memorandum from Scott Gustin:

1. A forward-looking parking management plan to demonstrate that the 9 proposed spaces are justified for continuing use of the sailing center in the future.
2. The parking management plan relies on safe drop-off. Show a safe and efficient drop-off area on the proposed site plan.
3. Demonstrate how school buses picking up and dropping off students will circulate through the site.

Forward-Looking Parking Management Plan

The first item requested by Planning Department staff involves laying out a *forward-looking parking management plan to demonstrate that the 9 proposed spaces are justified for continuing use of the sailing center in the future.*

For over 20 years, the CSC has functioned successfully with direct access to only 18 shared public parking spaces adjacent to the fishing pier. This limited, first-come, first-served approach to the provision of parking has "trained" CSC employees and patrons to find other ways to get to the Center, including carpooling, walking, cycling, or riding a bus. Maintaining a relatively small supply of on-site parking will likely be the strongest driver for reducing overall parking demand.

Overbuilding parking can often lead to an increase in parking demand – as well as related adverse impacts including increased stormwater run-off, decreased green space, and increased property and resource impacts. Given the CSC's sensitive location on the waterfront, the presence of nearly 100 public parking spaces along Lake Street Extension, the relative ease of accessing the site by foot or on bike, and a reluctance to overbuild parking based on approximate zoning calculations, the CSC has requested an 81% parking waiver to provide 9 spaces on site. Additionally, the new CSC facility has a smaller boat storage yard than the current CSC facility uses.

Strategies that the CSC will use to reduce or manage the demand for parking into the future include the following:

- As part of their Sustainable Campus Initiative, the CSC will continue to educate and strongly encourage employees and patrons to use alternative transportation modes (i.e. carpool, walk, bike, bus).
- The CSC will explore becoming a member of the Chittenden Area Transportation Management Association (CATMA) and designating a staff person to serve as an on-site Employee Transportation Coordinator to leverage the benefits of CATMA membership for employees and patrons.

40 IDX Drive
Building 100, Suite 200
South Burlington, VT 05403-7771
P 802.497.6100

Ref: 57990.00

September 13, 2017

Page 2

- The CSC will allocate one or two “carpool only” spaces on-site to incentivize carpooling by employees and patrons. The CSC should observe utilization and adjust the number of carpool spaces up or down according to optimize use.
- The CSC will provide bicycle parking to accommodate approximately 20 bicycles on site. This exceeds the amount of short-term bicycle parking called for in Table 8.2.5-1 in the *Comprehensive Development Ordinance*.
- The CSC may direct staff to park off-site if needed to accommodate patron parking on-site.

Safe & Efficient Vehicular Drop-Off Plan

The second item requested by Planning Department staff is for the CSC to *show a safe and efficient drop-off area on the proposed site plan*.

Figure 1 below shows the proposed CSC (at right) in context with the skate park, Moran Plant, and adjacent uses. The red line in Figure 1 shows the typical arrival path for an automobile drop-off trip. The intent is for a portion of the drop-off and pick-up trips to pull into one of the 9 on-site spaces, discharge or pick up their passenger(s), and then exit along the same route used to enter. The remaining drop-off and pick-up trips would be accommodated within the head-in public parking located immediately adjacent to the CSC on Lake Street Extension. This arrangement is similar to the shared public/private vehicle accommodations provided during drop-off and pick-up at both Edmunds and Champlain Elementary Schools (both of which abut much busier streets). The drive aisle proposed within the CSC site adjacent to the head-in parking spaces is 20 feet wide, which is more than sufficient to accommodate a pull-in and back-out maneuver by a passenger vehicle.

Figure 1: School Bus (Blue) and Auto (Red) Access and Drop-off Routes



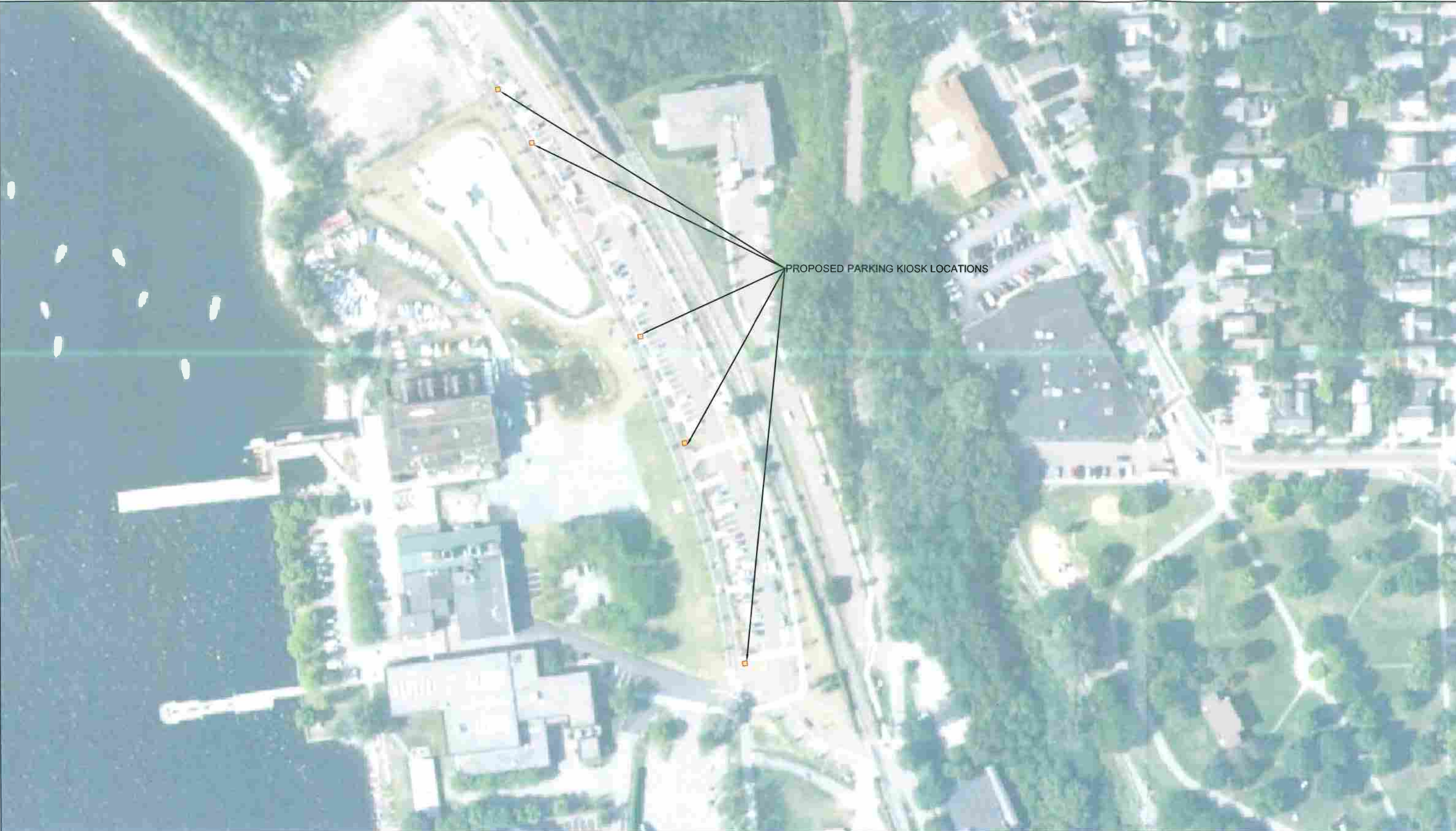
Bus Drop-Off and Circulation Plan

The third item requested by Planning Department staff is for the CSC to *demonstrate how school buses picking up and dropping off students will circulate through the site.*

Figure 1 shows the school bus drop-off and pick-up route as a blue line. As is currently the practice today, the school buses drop-off and pick-up students in the boat launch parking area where the students are met by a CSC staff member and escorted to the CSC. Unlike current conditions, where staff walk children along the road between the BE and Water Department buildings, the location of the new site will allow the CSC staff to use marked crosswalks and the bike path to more safely get children between their buses and the CSC.

The CSC anticipates at most two school buses servicing the Center on a given day, with a maximum of four buses per week and a total of 8-10 buses per season, which runs from May 1 to June 15 and from Labor Day to October 15. Historically, all of the students from Burlington schools (which represents about $\frac{3}{4}$ of the educational program) have walked, biked or were carpooled to the CSC.





SCALE: 1" = 100'



PROPOSED SKATE-PARK
PARKING KIOSKS



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

845 PINE STREET
BURLINGTON, VT 05401

DESIGNED PMP	RFS N
DRAWN PMP	SCA 1"=
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DATE	



May 10, 2018

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineer Technician *PMP 5/10/18*

CC: Nicole Losch PTP, Senior Transportation Planner *N 5/10/18*

RE: Consent Agenda Item: ADA (Americans with Disabilities Act) Accessible Spaces and Vehicle Loading Zones on Saint Paul Street

Recommendation:

Staff recommends the Commission approve:

1. No parking except vehicles loading or unloading.
No person shall park a vehicle at the following locations unless engaged in loading or unloading the vehicle:
(7) In the first space south of Main Street on the east side of St. Paul Street extending for twenty (20) feet for a maximum time limit of thirty (30) minutes.
(13) In the second space south of Main Street on the east side of St. Paul Street extending for forty (40) feet, between the hours of 7:00 a.m. and 11:00 a.m., for a maximum time limit of thirty (30) minutes.
(22) In the first space south of King Street on the west side of St. Paul Street extending for twenty (20) feet, between the hours of 7:00 a.m. and 5:00 p.m., for a maximum time limit of thirty (30) minutes.
2. Accessible spaces designated.
No person shall park any vehicle at any time in the following locations, except automobiles displaying special handicapped license plates issued pursuant to 18 V.S.A. § 1325, or any amendment or renumbering thereof:
(75) On the east side of St Paul Street, in the fourth space north of Maple Street.
(80) On the west side of St Paul Street, in the fifth space south of King Street.
(89) On the north side of King Street, in the first and second spaces east of St. Paul Street.
3. Accessible spaces removed.
No person shall park any vehicle at any time in the following locations, except automobiles displaying special handicapped license plates issued pursuant to 18 V.S.A. § 1325, or any amendment or renumbering thereof:
(26) The first space east of St. Paul Street on the north side of Maple Street.

Purpose & Need:

The purpose of this request is to maintain the appropriate number of loading zones on St Paul Street between Main Street and Maple Street after construction is completed. The need is to provide local businesses with areas to load and unload. The purpose of the ADA spaces is to provide accessible parking as recommended by the Public Rights-of-Way Accessibility Guidelines (PROWAG). The need for accessible parking in this location will be close to several businesses which would benefit the disabled community in this area.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		PROWAG
Aligns with City plans?		X		
Followed Public Engagement Plan?		X		This project falls under INVOLVE on the Spectrum of Engagement and the minimum engagement strategies were met.

Summary and Conclusion:

During the planning phase for the 2018 construction project on St Paul Street between Main Street and Maple Street, a need to maintain existing loading zones and ADA (Americans with Disabilities Act) spaces on St Paul Street was established by staff. Due to this, DPW Staff are recommending traffic regulation amendments for vehicle loading zones and Accessible Spaces. These loading zones and ADA spaces would benefit several local residents and businesses.

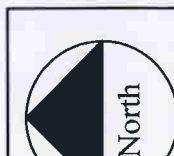
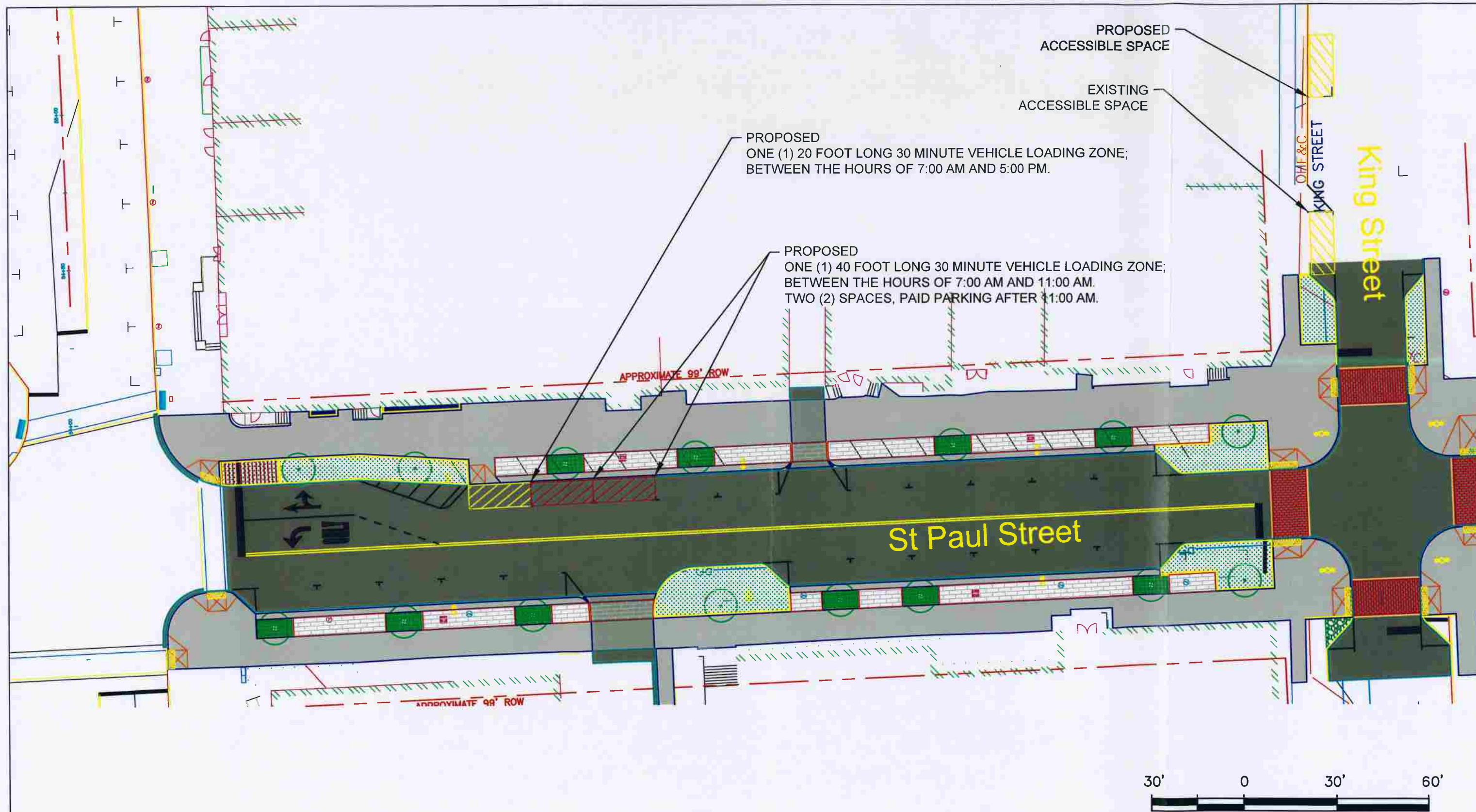
Public Outreach:

The following are dates when DPW Staff conducted public outreach in regards to this issue.

- a. Neighborhood Meeting June, 2017
- b. TEUC Meeting June, 2017
- c. DPW Commission Meeting July, 2017
- d. Neighborhood Meeting January, 2018

Attachments:

1. Site map



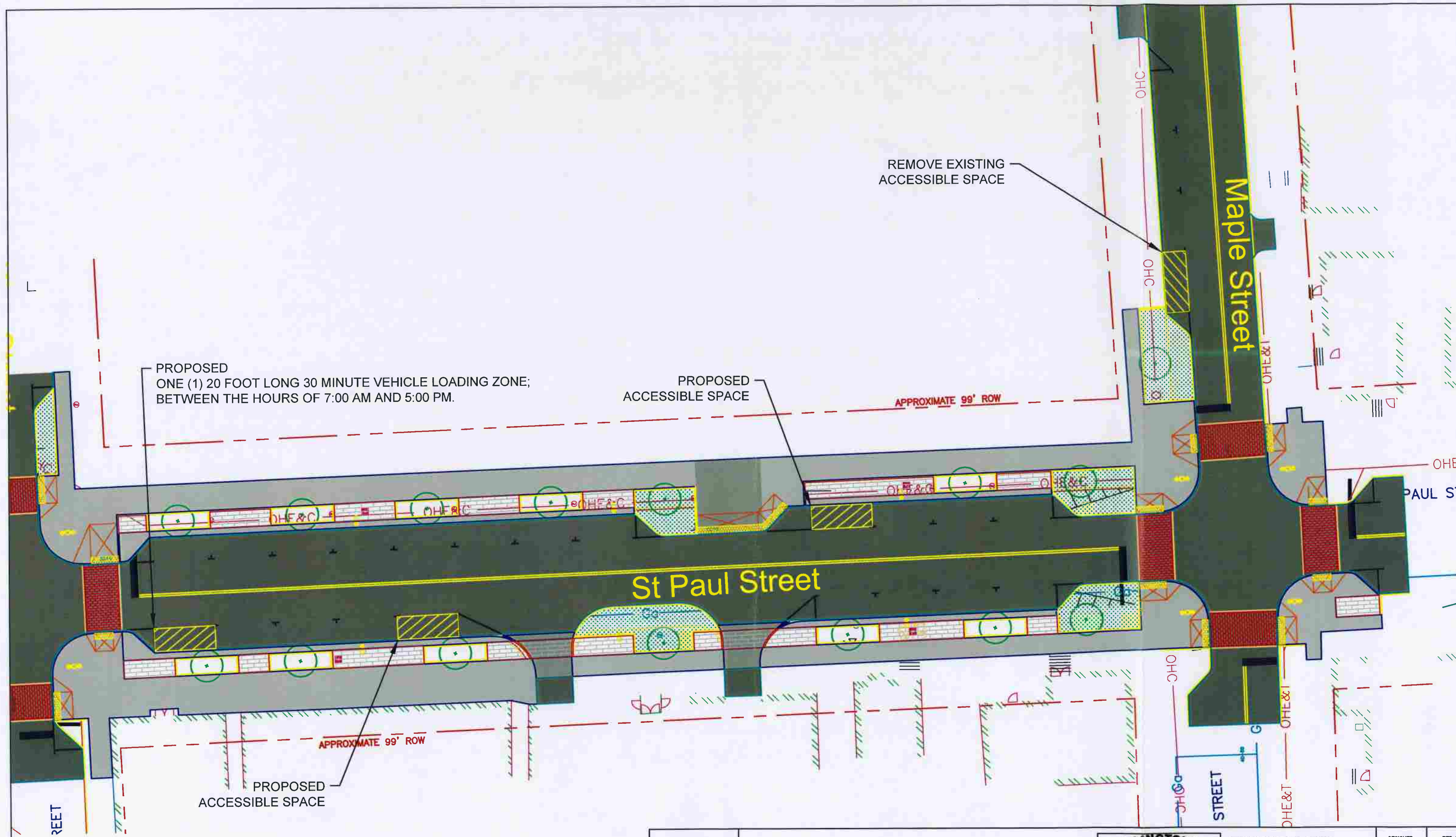
SAINT PAUL STREET
PROPOSED
LOADING ZONES AND



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

845 PINE STREET
BURLINGTON, VT 05401

DESIGNED PMP	RFS
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SAINT PAUL STREET
PROPOSED
LOADING ZONES AND
ACCESSIBLE SPACES



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**
645 PINE STREET
BURLINGTON, VT 05401

DESIGNED PMP	RFS NA
DRAWN PMP	SCALE 1"=30'
CHECKED NL	DRAWN NL
DATE	



May 10, 2018

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineer Technician *PMP 5/10/18*

CC: Nicole Losch PTP, Senior Transportation Planner *N 5/10/18*

RE: Consent Agenda Item: Intervale Avenue "No-Parking" Zone

Recommendation:

Staff recommends that the Commission adopt

1. No person shall park a vehicle at the following locations: On the west side of Intervale Avenue between the driveways of 171 Intervale Avenue and 177 Intervale Avenue, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

Purpose & Need:

The purpose of a time dependent "No-Parking" zone in this area would allow trucks to make deliveries to CED Inner City Supply, Electrical Wholesaler. The need is to prevent dangerous situations due to the trucks entering and exiting CED Inner City Supply, Electrical Wholesaler during normal work hours.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			
Aligns with City plans?		X		
Followed Public Engagement Plan?		X		This project falls under INVOLVE on the Spectrum of Engagement and minimum engagement strategies were met.

Summary and Conclusion:

The Department of Public Works (DPW) received a request from CED Inner City Supply (Electrical Wholesaler) to create a "No-Parking" zone on Intervale Avenue due to truck deliveries. CED Inner City Supply believes there is not enough space for larger trucks exiting their facility to turn onto Intervale Avenue. Staff conducted a site survey and turning template analysis, which confirmed the need for a "No-Parking" zone in this area. The configuration of the CED warehouse prevents trucks from exiting

onto Archibald Street, and the turning template shows that trucks exiting cannot make the turn onto Intervale Avenue with vehicles parked between the driveways of 171 Intervale Avenue and 177 Intervale Avenue. Therefore, staff recommend the "No-Parking" zone be on the west side of Intervale Avenue between the driveways of 171 Intervale Avenue and 177 Intervale Avenue, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

Public Outreach:

Public outreach was conducted in accordance with the DPW Public Engagement Plan. There was no feedback received by DPW Staff.

Attachments:

1. Initial request
2. Site map

Burlington, VT

[Change location]

📍 Follow this Place

👤 Invite Neighbors

HOME › ISSUES › TRAFFIC CALMING

See Click Fix should not be used to report emergencies. We monitor this page Mon-Fri, 7:30AM-4:30PM.

View Notice

4 TOTAL VOTES

Vote to

May Construction Update

View Notice

Acknowledged by: Burlington, VT

Traffic Calming • Acknowledged

174 Intervale Avenue Burlington, VT • [Show on Map](#)

Issue ID: 4382893

Submitted To: Burlington, VT

Category: Traffic Calming

Viewed: 17 times

Neighborhood: Burlington

Reported: on 04/27/2018

Tagged: traffic

REPORTER

An anonymous

SeeClickFix user

Civic Points: 0

04/27/2018

2

DESCRIPTION

Customer would like to establish NO Parking during business hours.

also asked...

Q. Please enter a contact phone number

A. 802-863-9094 x3

Share

Share

Twitter

Share



(<https://plus.google.com/share?url=https://seeclickfix.com/issues/4382893?share=votetofix>)

NEARBY ISSUES



Sidewalks



Sidewalk
Obstruction

Streetlight
Out



Precarious
Tree branch

Main

Photos and Videos

Notified

Follow

Manage in CRM

Flag Issue



Here's who's watching this area. Want to set up a FREE watcher account for yourself or your organization?

FREE
SETUP

2 COMMENTS



ACKNOWLEDGED DPW Pine Customer Service (Verified Official)

Thank you for reporting this issue. The Department of Public Works will now begin its investigation into the matter.

04/27/2018 · Flag



DPW Engineering PP (Verified Official)

To process traffic requests DPW requires contact information from the requester. Please provide your name, address, phone number, and email address via email (dpw-pinecustomerservice@burlingtonvt.gov) or by calling customer service at 863-9094.

04/27/2018 · Flag

NEW COMMENT

Write a comment...

I want to...

☒ Leave this issue **Acknowledged**

Attach: Photo Video

Comment

Report Issues on your Mobile Phone

(<http://itunes.apple.com/us/app/seeclickfix/id322000552?mt=8>)

(<https://market.android.com/details?id=com.seeclickfix.ma.android>)

Solutions For

Government (</pages/all-solutions>)

Media Partners (<mailto:press@seeclickfix.com>)

Tools For

Citizens (</pages/311-app>)

Community Groups (</pages/311-app>)

Developers (<http://dev.seeclickfix.com>)

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INTERVALE AVENUE
PROPOSED "NO-PARKING" ZONE



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**
645 PINE STREET
BURLINGTON, VT 05401

DESIGNED PMP 43822	SCF 43822
DRAWN PMP	SCALE 1"=60'
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DATE	



60' 0 60' 120'

SCALE: 1" = 60'



INTERVALE AVENUE
PROPOSED "NO-PARKING" ZONE



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401

DESIGNED PMP	SCF 43821
DRAWN PMP	SCAL 1"=60'
CHECKED NL	DRAWN NL



May 10, 2018

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineer Technician *PMP 5/10/18*

CC: Nicole Losch PTP, Senior Transportation Planner *NL 5/10/18*

RE: Consent Agenda Item: Pearl Street "Motorcycle Parking" Zone

Recommendation:

Staff recommends the Commission adopt

26 No-parking areas. The following locations are designated for the parking of motorcycles only:

14. On the south side of Pearl Street between the driveways of 177 and 175 Pearl Street.

Purpose & Need:

The purpose is to utilize the space near the driveways of 175 Pearl Street and 177 Pearl Street. The need is to prevent a dangerous situation by not allowing standard vehicles to park in the space. DPW Staff would like to maintain reasonable access for the businesses utilizing these driveways, while still allowing the space to be utilized for motorcycle parking.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		The City of Burlington Driveway Encroachment Policy
Aligns with City plans?		X		
Followed Public Engagement Plan?		X		This project falls under INVOLVE on the Spectrum of Engagement and the minimum engagement strategies were met.

Summary and Conclusion:

The Department of Public Works (DPW) received a request from the Burlington City Attorney's Office to investigate a parking space near 177 Pearl Street. The Attorney's Office is concerned there is not enough space to park a standard vehicle and there is a lack of signage letting people know this; consequently,

people are parking in the space and this can create a dangerous situation or they can receive a large Driveway Encroachment Violation ticket without any notification. Staff did a site investigation and confirmed the City Attorney's concerns; however, upon further analysis motorcycle parking in the space will work. Staff recommends the Commission adopt the following location is designated for the parking of motorcycles only: On the south side of Pearl Street between the driveways of 177 and 175 Pearl Street.

Attachments:

1. Initial request
2. Site map

Hi Phillip,

The ticket was dismissed because the person who wrote the ticket was not available to testify. I was not asking for someone at DPW to weigh in on whether this could have been a parking violation.

What I am saying is that Steve is going to continue parking there and that, perhaps, the spot needs to be designated as a no parking space if the distance between the driveway and the path is less than approximately 19'. Someone needs to go and measure the space.

Thanks,

Anthea

Anthea Dexter-Cooper
Assistant City Attorney

Anthea,

If he is parking in the street right there, it seems as though he is parking within the driveway apron. Consequently, it appears to be a driveway encroachment violation and the ticket did not need to be dismissed.

Phillip Peterson, Engineering Technician
Burlington Department of Public Works

Gene and I spent some time with Google Maps and we think Steve was parked in approximately the red rectangle on the attached.

Anthea Dexter-Cooper
Assistant City Attorney

Hi Phillip,

I do not know if this is something that falls under your purview, but someone at DPW needs to take a look at a space on Pearl Street. Steve Goodkind was ticketed for parking in the space, and the City took the position that he had parked in a prohibited space because it was too close to driveways. It is hard to tell where the space in question is from the photographs (attached), and I just traveled all of Pearl Street and am still not sure where it is. My best guess is towards the top of Church Street, on the south side of the street. In one of the photographs you can see what looks like UVM in the distance.

The officer who wrote the ticket is no longer employed by the City (left the state), so I dismissed the ticket. In response, Steve dropped off the attached memorandum, which indicates that he believes the space is at least 20 feet long, and his car is only 15 feet long. If that is the case then he can park within the space without being within two feet of either driveway. If he is correct, and the spot is not otherwise designated "no parking" in Appendix C and there is just a sign missing, then we are going to need to treat that as a legal parking space for small vehicles until it is designated otherwise and marked. If DPW

determines that it is dangerous for cars to park in this space (e.g. problems with lines of sight) then we should take the necessary steps to get that changed in Appendix C.

Steve also indicated that he is going to continue parking in the space. If the space is in fact more than 19 feet long then this office will have to dismiss any tickets Steve gets for parking in that space.

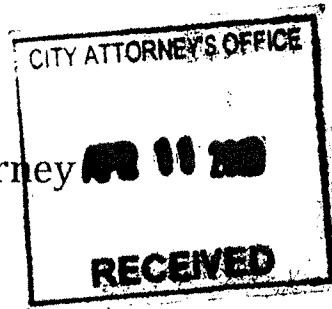
I'm cc'ing Chapin and Norm since I'm not sure this is something you're responsible for and John King so that BPD stays in the loop on this. I think the first step is to figure out where the space in question actually is (and if it is already designated "no parking") and then get an accurate measurement of the space between the two driveways.

Thanks,

Anthea

Anthea Dexter-Cooper

MEMO: ANTHEA DEXTER-COOPER, Asst. City Attorney
FROM: STEVEN GOODKIND
4/5/18
RE: TICKET # 5201302804



I have received your April 3, 2018 letter notifying me of the dismissal of this ticket. While this will save me the time of appearing in court, I have mixed feelings about it. I was not illegally parked when the ticket was issued, however your letter ends with a warning for I violation that I did not commit.

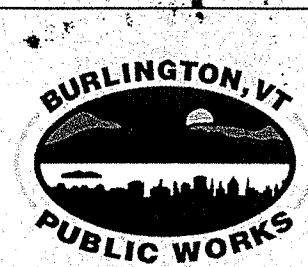
This ticket was not issued in conformance with the written policy of the Departments of DPW and Police. That policy (see attached) says that "Encroachment tickets will only be investigated upon receipt of a complaint". There was no complaint. There never should have been a ticket.

Whatever investigation was conducted did not take any measurements in accordance with the diagrams shown in the policy document. If they had, they would have determined that my car was indeed more that 2 feet from either driveway.

The space between the driveways is at least 20 feet. I know this because the design and construction of the space were undertaken by DPW at the time I was City Engineer and DPW Director. My car, a 2010 Kia Forte, is 180" or 15 feet long. It will easily fit into the 20 foot space. I frequently park in the space and make sure that I am 2 feet from the easterly of the two driveways. That leaves at least 3 feet from the other driveway. I was completely legal! (I have pictures.)

Hopefully the city will act within the law the next time I park in this space, which I intend to do, and will refrain from issuing unwarranted tickets.

DRIVEWAY ENCROACHMENT IS NOW ILLEGAL IN BURLINGTON !



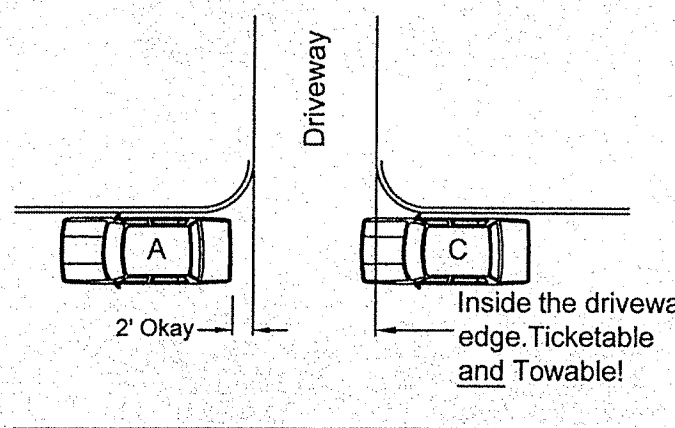
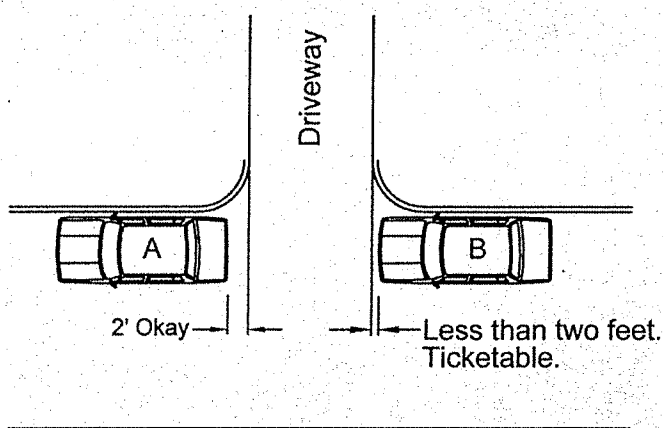
What is Driveway Encroachment? Driveway Encroachment is when a vehicle is parked too close to a driveway making it difficult to get in and out of the driveway. The City considers a vehicle to be parked too close to a driveway when any part of the vehicle is within 2 feet of a driveway as measured from the straight-line edge of a driveway.

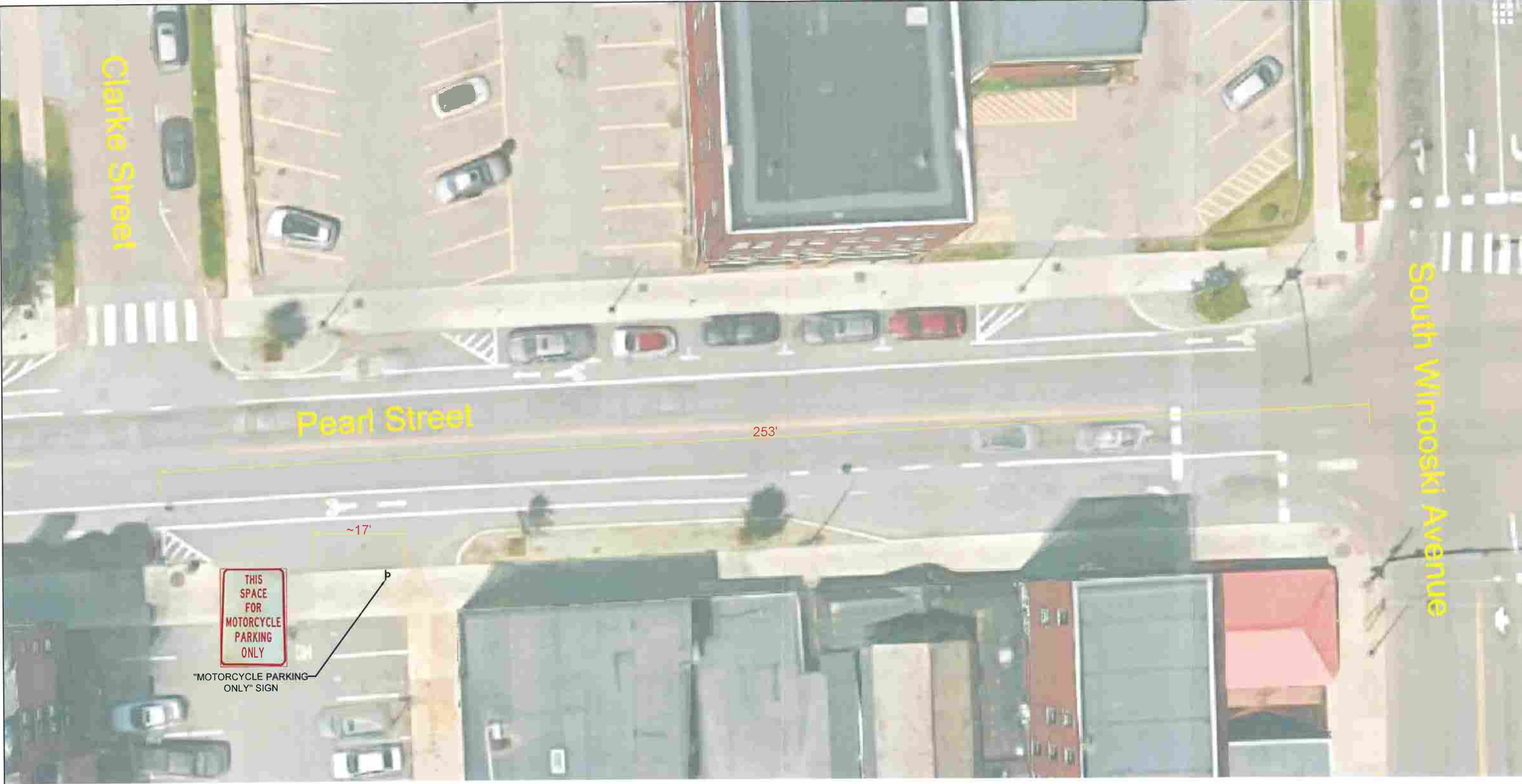
When and where is this in effect? Driveway Encroachment will be a ticketable offense beginning on October 19, 2016 and will apply to all driveways within the Burlington city limits 24 hours a day, 7 days a week.

How much is the ticket? Tickets will be issued at \$75 for each offense. Encroachment incidents will only be investigated upon the receipt of a complaint.

How do I report a vehicle parked too close to my driveway? Call Burlington Police, Civil Parking Enforcement at (802) 540-2380. During off hours call (802) 658-2704 Ext 0.

Anything else I need to know? As always, it's a ticketable AND towable offense to actually block a driveway. You are blocking a driveway if your car crosses over the straight-line edge of a driveway.





SCALE: 1" = 20'



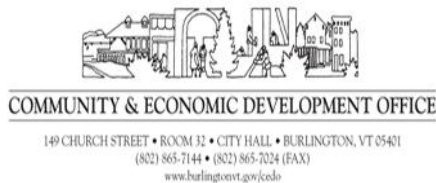
PEARL STREET
MOTORCYCLE PARKING ZONE



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

845 PINE STREET
BURLINGTON, VT 05401
(802) 843-9094

DESIGNED PMP	SC N
DRAWN PMP	SC 1" =
CHECKED NL	DRAWN
DATE	



Noelle MacKay, Director
Community & Economic Development Office



Chapin Spencer
Director, Public Works
Norman J. Baldwin, P.E.
Asst. Director Public Works

MEMO

TO: DPW Commission

FROM: Laura K. Wheelock P.E., Public Works Engineer
Kirsten Merriman Shapiro, Senior Policy and Project Specialist, CEDO

RE: Bank and Cherry Street Improvements

CC: Noelle MacKay, Director, CEDO
Chapin Spencer, Director of Public Works
Norm Baldwin, Asst. Director Public Works
Richard Haesler, Esq., Asst. City Attorney

DATE: **May 10, 2018**

Request

We are respectfully requesting the DPW Commission approve the following motion: To recommend the City Council approve the conceptual designs for improvements to Bank Street (between Church and Pine Streets) and Cherry Street (between Church and Battery Streets) as presented on May 16, 2018.

Summary

As part of Burlington's ongoing effort to reinvest in our downtown, in 2016, Burlington voters approved \$22M in Tax Increment Financing (TIF) for purchasing the reconstructed St. Paul and Pine Streets and improvements to Cherry and Bank Streets. BTC Mall Associates LLC, developer of CityPlace Burlington (CPB), will be designing and constructing the new segments of St. Paul and Pine Streets prior to the City's dedication and acceptance of these streets. The City is developing the designs for Bank and Cherry Streets using the Great Streets Standards for Burlington's Downtown. This is about place, space and designing a downtown for all Burlingtonians. The City developed conceptual designs for Bank and Cherry Streets during April of 2018 and began our public engagement process.

In response to the comments received at various public meetings, including the last DPW Commission and Transportation, Energy & Utilities Committee (TEUC) meetings, we have

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revised the concept for these two streets and will present to the DPW Commission and the TEUC at their respective May 16, 2018 meetings. We will seek support from the DPW Commission and sponsorship from the TEUC for the conceptual plan to bring it to the City Council on May 21, 2018 where we will seek to have the plan adopted.

City staff will provide the revised concepts at the upcoming Commission and TEUC meetings. Additionally, revised plans will be available on the project's website by at least May 16, 2018 for public viewing.

Project Background

The Development Agreement (DA) between the City and CPB has the City responsible for developing 30% designs for Bank and Cherry Streets by June 30, 2018. To complete this work, the City conducted an RFP process in the fall and winter of 2017 and selected Stantec as the design consultant. The City and Stantec kicked off the design process for Bank and Cherry Streets in early 2018.

The design for Bank and Cherry Streets utilizes the Great Streets Design Standards for Burlington's Downtown to generate the goals for the project and the base concept. The primary goals for the streets are:

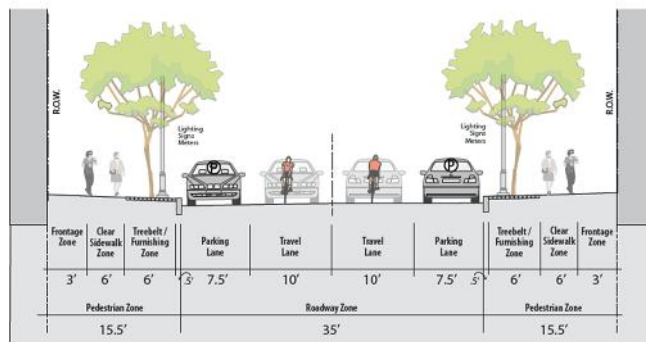
-) Walkable and bikeable — safe for all modes and all levels of accessibility
) Sustainable — both environmentally sustainable, and long-lasting
) Vibrant — to support the downtown's diverse range of public and private activities
) Functional — work for all users, flexible, can be maintained, affordable

To balance the use within the public right of way among all users (pedestrians, motor vehicles, transit vehicles, bicycles, delivery vehicles, utilities, etc.), the base concept will use the cross sections below for allocation of roadway and pedestrian zones.

Cherry Street

Commercial Slow Street
(66' ROW, 35' Roadway)

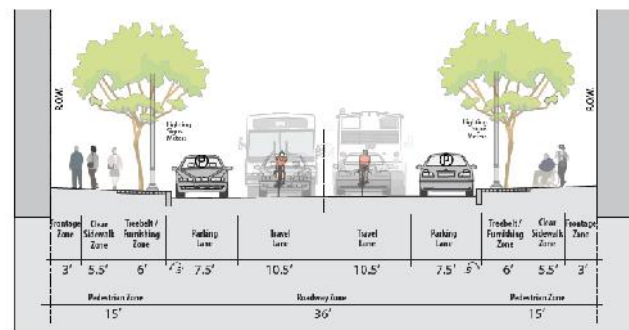
35' Roadway Zone—31' Pedestrian Zone



Bank Street

Commercial Slow Street with Transit
(66' ROW, 36' Roadway)

36' Roadway Zone—30' Pedestrian Zone



A quick look at the design plans above may seem similar to the streets as they are today, but the current concept plans make the following notable changes that come through from the Standards:

Infrastructure Under Street

-)] Bury the overhead utilities on Bank Street between St Paul and Pine Streets (to allow for bigger healthier trees and a cleaner look)
-)] Renew or rehabilitate the water and wastewater infrastructure on both streets
-)] Add a separate stormwater line under Cherry Street to connect to College Street outfall
-)] Install either soil cells or other optimum growing medium for the street trees

Streetscape

-)] Provide permeable pavers in greenbelt to take stormwater from sidewalk and treebelt to feed the trees
-)] Utilize granite curbs that will have a longer life than concrete and improved aesthetic
-)] Add bump outs that will narrow pedestrian crossings and add planting / activation areas
-)] Install new lighting fixtures consistent with BED design standards and meet current lighting standards for both the sidewalk and the street
-)] Add amenities along the streets based on input from these public meetings

Public Input & Plan Revisions

Our outreach to the community has included several public meetings (see list below) as well as a webpage, online comments, Front Porch Forum post, social media, outreach to property owners and businesses, handouts with basic info for webpage at most NPAs including all Wards Steering Committee meeting, and CEDO's Neighborhood Buzz.

-)] May 1, 2018 - Transportation, Energy and Utilities Committee (TEUC) presentation
-)] April 18, 2018 - Public Works Commission Presentation
-)] April 11, 2018 - Public Meeting on Bank and Cherry Street Design Concepts
-)] April 10, 2018 - Public Meeting on Bank and Cherry Street Design Concepts
-)] March 27, 2018 – TEUC -Introduction of the base Bank and Cherry Street design concepts

In addition, we have the following upcoming Public meetings:

-)] May 16, 2018 - Transportation, Energy and Utilities Committee, approval and recommendation to City Council of conceptual design, 5:00PM at 645 Pine Street
-)] May 16, 2018 - Public Works Commission Presentation, approval and recommendation, 6:30PM at 645 Pine Street
-)] May 21, 2018 - City Council, presentation and approval of conceptual design

Through the public outreach, we received several comments on the conceptual plans at the two public meetings, through the website comment portal, and directly to DPW and CEDO. All comments received to date have been posted on the project's website – links are included below. Comments received ranged from the street furnishings, to intersection alignments, to use of the pedestrian and roadways zones.

The project team has received many comments about the type of bike facilities and creating additional pedestrian orientated space in the Concept Plan on both Bank and Cherry Street as presented in April. The Concept Plan, per the planBTV Walk Bike, utilized shared lanes for bike facilities on these two streets, and identified Pearl Street and Main Street as streets for dedicated, separated bike facilities as the east west corridors in the Downtown. Unlike Pearl and Main Streets, Bank and Cherry Streets are relatively short (3 to 4 blocks) and have limited east/west connections. PlanBTV Walk Bike prioritizes pedestrian safety on Cherry and Bank Streets, where people commented on difficult intersections to cross.

In response to the comments received, the City and the design consultant explored additional options to accommodate the diverse uses within the City's narrow downtown rights-of-way. On Bank Street in particular, we determined that there is an exciting opportunity to use an innovative design approach – a curbless street – that gives the City great flexibility while bringing a strong aesthetic and pedestrian-centered approach to the public realm. A curbless street, similar to a Shared Street, will still provide distinction between the pedestrian zone and roadway zone as outlined in the Standards. The benefit of moving to a curbless street is that it prioritizes the pedestrian in these corridors while allowing vehicle travel and parking. Typically, a street in this configuration will result in very slow vehicle travel speeds – consistent with the planBTV Walk Bike recommendation for shared travel lanes for bicycles and vehicles. The street will use vertical elements such as tree wells, bollards, light poles to help define the space between the roadway zone and pedestrian zone. There will also be materials within the road to define spaces between travel ways, parking, tree belt, and clear sidewalk. A curbless street will also provide increased flexibility of space for adjacent businesses and their potential future use of the space, space for other civic events, or rearrangement of elements to proportion the space between the roadway and pedestrian zone.

The move to a curbless street on Bank Street also helps with the bike/pedestrian connectivity on the west end of the street with the existing multi-use path that runs between the People's United building and former Macy's building. This path connects to both Battery Street between the Hilton and Westlake Condos; as well as onto Cherry Street between Hotel VT and the former Macy's Building.

Other changes that were made to the concept prioritize pedestrians on Cherry Street include raised intersections at St. Paul and Pine Streets, as well as upgraded and additional mid-block crossings, rearrangement of some of the furnishings, spaces designated throughout the plan set for parklets both public and private, and transit facilities.

Conclusion

The project team recently completed a public outreach period for this Cherry and Bank Streets project, and we have incorporated many of the comments into the concept plans. As such, staff is confident in the concept plans as developed and are set to bring to the DPW Commission and TEUC on May 16, 2018 and the City Council for approval on May 21, 2018.

This timeline will enable the City to maintain the schedule per the Development Agreement of October 2017, where the City is required to provide 30% design plans to CPB by June 30, 2018. City Council approval on May 21, 2018 of the conceptual designs is important, so our designers may complete the 30% designs by the deadline. The 30% designs will have additional level of detail particularly regarding the improvements that take place underground as well as developing an initial estimate to ensure that the designs are within the general budget set out by the November 2016 vote on TIF funding.

Project Website:

<https://www.burlingtonvt.gov/CEDO/BTV-Mall-Redevelopment-Process/Bank-Cherry-Streets>

Public Comments:

https://www.burlingtonvt.gov/sites/default/files/Bank%20and%20Cherry%20Street%20Improvements%20-%20Comments%20through%205_2_18.pdf

Draft Burlington Dept. of Public Works FY'19 Key Initiatives

	DIVISION	KEY INITIATIVE	Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation	EXPECTED OUTCOMES & METRICS	COMMISSION ROLE
1	DPW-wide	Stand up city-departmental asset management program to advance City's capabilities, restructure staffing as needed and procure CMMS (computerized maintenance management system)	✓	✓	✓	Complete AM Phase II for GF and make any structural changes to reporting structures in FY'20 budget. Procure CMMS tool in FY'19/20.	Provide feedback on draft plan
2	DPW-wide	Continue to close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing funding strategies with stakeholders	✓			Adequate capital funding levels replace assets on schedule, increase service reliability and reduce costly emergency repairs. Metrics include annual capital expenditures vs.the total annual capital needs for each asset class..	Evaluate and recommend funding strategies
3	DPW-wide	Enhance growth opportunities within department	✓	✓	✓	Increase professional development and job shadowing to further increase productivity of workforce, staff morale and internal promotions. Metric: At least 90% of staff takes advantage of professional development opportunity yearly.	
4	DPW-wide	Increase commitment to the City's diversity and equity goals	✓	✓	✓	DPW staff, Commission, and engaged community members reflect the diversity of our city. Equity metrics included in BTV Stat presentations.	
5	DPW-wide	Strengthen safety program	✓	✓		Safety Officer hired. Actively participate in citywide risk management effort. DPW Safety Team meets at least quarterly. Host voluntary Project Worksafe audits. Metric: Reduction in recordable incidents and lost time injuries.	
6	Maintenance, CT, Parks	Decide on management structure to oversee fleet, facilities and asset management in partnership with other departments			✓	Complete consultant reports. Get DH's, Mayor and Council to support any necessary re-org and implement restructuring.	Review provide feedback on study recommendations
7	Maintenance	Transition solid waste collection system for garbage, recycling and organics to a more integrated system.		✓	✓	Complete consolidated collection study in FY'19. Get Council to approve recommendations in FY'20.	Review study and recommend approval to City Council.
8	Tech Services, Maintenance	Expand preventative maintenance program of pavement, sidewalk, guardrails, railings, fences, valves and other infrastructure that has not been traditionally funded	✓			Better maintenance of all infrastructure within the ROW. Activities are budgeted for and completed. Number of potholes, sewer plugs, main breaks decrease.	
9	Tech Services	Increase capacity in Technical Services by successfully filling open positions and increasing utilization of consultants	✓	✓		Team has resources to tackle additional capital projects identified in the City's capital plan and Mayor's high priority projects.	

Draft Burlington Dept. of Public Works FY'19 Key Initiatives

10	Tech Services, CIO, Code, P&Z	Implement permit reform recommendations	✓	✓	✓	Improve trades permitting process with automation, streamlining process, customer service training and one-stop permitting.	
11	Tech Services, Water Res.	Develop engineering standards	✓		✓	Contract out development of City engineering standards, specifications that will efficiently direct future investments. Build off of downtown's Great Streets Standards.	Recommend adoption of standards to Council
12	Tech Services, Water Resources	Advance high priority capital projects in accordance with project schedules	✓			High priority projects (Champlain Parkway, Downtown Great Streets, PlanBTV Walk/Bike implementation) advance on schedule. Metric: Projects advance according to project schedules. Annually budgeted capital projects completed.	
13	Traffic	Implement comprehensive upgrade to garage operations including an enhanced PARCS system	✓	✓	✓	New PARCS system allows for improved garage operations. Metric: PARCS system installed, new job descriptions approved, new dynamic singage running, new validation and lease options, net revenue growing YtY.	Review and approve new lease and rate changes
14	Traffic, Water Resources, CT office, Schools	Improve cost allocations between DPW and other departments (ie. have Water credited for fire protection service, contain growth of PILOT payments, end payment for parking enforcement, transfer crossing guard program to schools)	✓			More appropriate cost allocations between departments / funds. Would enable Traffic and Water divisions to better reinvest in their aging systems.	
15	Water Resources	Secure borrowing for upcoming Wastewater capital work in 2019.	✓			After completion of capital planing, we are preparing to borrow for \$8-10M of plant upgrades and \$3-5M of pipe upgrades.	Recommend Council place bond item on March 2019 ballot.
16	Water Resources	Complete & begin implementing Integrated Water Quality Management Plan -- outlining how City will meet its various Clean Water Act regulatory obligations and its local water quality priorities.	✓		✓	Metrics: Obtain SRF funding, complete interim project milestones such as: wet weather/stormwater master plan, selection of high priority projects, completion of financial capability analysis.	Review final Integrated Plan
17	Water Resources	Project and establish sustainable rate structure for Water, Wastewater and Stormwater	✓	✓		Develop a multi-year rate structure that will balance future budgets while accomplishing the division's goals.	Review proposed rate structure, recommend to Council
18	Water Resources	Comply with TMDL (Total Maximum Daily Load) regulations -- and continue to be actively involved in statewide policy related to Clean Water.	✓		✓	Obtain reasonable WWTP discharge permits in early FY'19. Continue optimization efforts to help us maintain compliance.	Monitor policy and understand cost impact
19	Water Resources	Strengthen billing and revenue assurance programs	✓	✓		Hire consultant to recommend priority actions to simplify and strengthen our internal controls and implement recommendations. Revise billing system to have monthly base charge instead of minimum consumption charge if recommended by consultant.	Recommend Council adopt necessary ordinance changes.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: May 10, 2018

DRAFT FY'19 KEY INITIATIVES:

The Department's proposed key initiatives for FY'19 are attached for your review. These key initiatives have guided the budget development for the coming fiscal year. In some years, the Commission has voted to accept the initiatives, some years the Commission has chosen to simply provide input. We will notice possible action on this item should the Commission want to vote to accept these key initiatives for FY'19.

PROPOSED FY'19 BUDGET:

The draft presentation for our proposed FY'19 DPW General Fund budget is attached. The presentation highlights the major goals of this year's budget and the key drivers on revenue and expenses. For the Commission's awareness, we are proposing to increase the Solid Waste Generation Tax that funds our municipal recycling program from \$3.70/month to \$4.20/month due to the increasing tip fees at the CSWD Material Recovery Facility driven by the soft commodities market for mixed paper. The department will be presenting our proposed budgets to the City Council on the following days:

-) May 17, 5pm: DPW General Fund Budget
-) May 24, 5pm: DPW Water, Traffic and Capital Budgets

CHAMPLAIN PARKWAY RIGHT-OF-WAY PROCESS

As a reminder again this month, the Champlain Parkway is continuing through the Right-Of-Way process where we are collaborating with VTrans to acquire the rights necessary to construct the project. There are a total of 50 properties where temporary or permanent rights need to be acquired for the construction of the Champlain Parkway. VTrans is leading the acquisition effort and has sent offers to all of these property owners. As of four weeks ago, they had secured the rights for over 27 properties. Of the remaining 23 properties, 13 require only temporary rights to be secured for the construction phase. At the City Council's April 16 meeting, they voted to convene a site visit and Necessity Hearing for May 21. The site visit will depart City Hall by bus at 5:30pm and the Necessity Hearing will follow as part of the City Council meeting at 7pm. More information is on the project's website: www.champlainparkway.com.

2018 CONSTRUCTION SEASON:

We are fully underway in the second season of carrying out the City's Sustainable Infrastructure Plan – funded in significant part by the voter-approved bonds in November 2016. We provided an overview of the season's activities to the City Council at their April 30, 2018 meeting. The presentation is attached for your review. More information can be found on our construction portal: <https://www.burlingtonvt.gov/construction>. Thank you to the public for their patience as we upgrade the City's essential infrastructure.

WINOOSKI AVENUE TRANSPORTATION STUDY:

The first public meeting on the Winooski Avenue Transportation Study took place on May 2. This is a transportation corridor study of the entire Winooski Avenue corridor as the City of Burlington looks to create multimodal, Complete Street routes throughout the city. The final product will be an implementation plan with recommendations to address safety, capacity, and connectivity for all modes of transportation along this important north-south connection. The study area is along Winooski Avenue from the intersection with Riverside Avenue to the intersection of Howard Street (at St. Paul Street). The study may also consider the corridor's relationship with Union Street, Willard Street and cross streets as appropriate. More information is at:

<https://www.ccrpcvt.org/our-work/transportation/current-projects/corridors-circulation/winooski-avenue-corridor-study/>

Feel free to reach out with any questions prior to Wednesday's Commission meeting. Thank you.

Burlington Department of Public Works Commission Meeting
Draft Minutes, 18 April 2018
645 Pine Street

Commissioners Present: Robert Albergy; Tiki Archambeau (Chair); Solveig Overby; Jeff Padgett (*via phone at 6:35pm*); Justine Sears (Vice Chair). **Commissioners Absent:** Jim Barr; Chris Gillman (Clerk).

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau calls meeting to order at 6:33pm and makes opening comments.

Item 2 – Agenda

Commissioner Albergy makes motion to accept agenda and is seconded by Vice Chair Sears.

Action taken: motion approved;

“Ayes” are unanimous.

Commissioner Padgett phones in

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

Jason Van Driesche, Ward 5, speaks on leaving Local Motion in May 2018 and Agenda Item 5.

Erin Malone, Ward 2 businessperson, speaks on Consent Agenda Items E and F.

Hans van Wees, Ward 3 businessperson, speaks on Agenda Item 5.

Caryn Long, Ward 1, speaks on street parking, speed limit enforcement, and Agenda Item 5.

Item 4 – Consent Agenda

A. Traffic Status Report

B. Taxicab Stand/Loading Zone Dual Use & Proposed Parking Meter Zone

C. Accessible Space Johnson Street

D. Meters on Lower Church St & King St

E. 15-Minute Parking on North Willard St

F. Truck Loading on North Street

G. No Right Turn on Red on North Union Street at Pearl St

Commissioner Albergy makes motion to accept Consent Agenda and is seconded by Vice Chair Sears.

Action taken: motion approved.

“Ayes” are unanimous.

Item 5 – Conceptual Plans for Bank Street & Cherry Street

A) Communication by DPW Engineer Laura Wheelock and CEDO Senior Projects and Policy Specialist Kirsten Merriman Shapiro who speak on the Bank St & Cherry St conceptual plans.

B) Commission Questions

Chair Archambeau, Vice Chair Sears, and Commissioner Overby ask questions on Item 5 with DPW Director Chapin Spencer, Engineer Wheelock, and Specialist Merriman Shapiro answering.

C) Public Comment

Caryn Long, Ward 1, speaks on Item 5 with DPW Senior Transportation Planner Nicole Losch and Specialist Merriman Shapiro answering.

Hans van Wees, Ward 3 businessperson, speaks on Item 5.

D) Commissioner Discussion

Commissioner Overby engaged in a discussion over Item 5.

E) Action Requested – None.

Item 6 – Water Billing Update

A) Communication by Director Spencer and Assistant DPW Director – Water Resources Megan Moir who speak on the water billing anomaly follow-up.

B) Commission Questions

Chair Archambeau and Commissioner Overby ask questions on Item 6 with Director Spencer and Assistant Director Moir answering.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

Item 7 – Approval of Draft Minutes of 3-21-18

Commissioner Alberry makes motion to accept draft minutes of 3-21-18 and is seconded by Commissioner Overby.

Chair Archambeau, Commissioner Overby, and Director Spencer engaged in a discussion over Item 7

Action take: motion approved;

“Ayes” are unanimous.

Item 8 – Director’s Report

Director Spencer reports on the Champlain Parkway right-of-way process, the Public Engagement Plan update, the new revenue control system in the garages, and the Monday (16 April) release at the Waste Water Treatment Plant of 7 million gallons of partially disinfected effluent. Chair Archambeau and Commissioner Overby ask questions on the effluent release with Assistant Director Moir answering. Commissioner Overby asks questions on the Champlain Parkway and the new garage revenue control system with Director Spencer answering.

Item 9 – Commissioner Communications

Vice Chair Sears comments on how Public Works takes comments/suggestions with Director Spencer responding and on the traffic calming process for Ward St. Commissioner Overby comments on the street parking comment brought up in Public Comments with Director Spencer responding. Chair Archambeau comments on German Street parking, in connection to the narrow/yield streets plan, with Director Spencer responding.

Item 10 – Adjournment & Next Meeting Date – May 16, 2018

Motion to adjourn made by Commissioner Alberry and seconded by Vice Chair Sears.

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 8:34pm.

BURLINGTON PUBLIC WORKS



FY'18 DPW General Fund Budget Presentation
May 17, 2018



DPW Mission Statement

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



Departmental Goals

Operational Excellence
Exemplary Customer Service
Culture of Innovation



Departmental Overview

- DPW manages the following budgets:
 - \$7M General Fund
 - \$5M Traffic / Parking Facilities Funds
 - \$16M Water / Wastewater / Stormwater Funds
 - \$38M Citywide GF Capital Projects
- 125 staff
- Four divisions



Public Works' Four Divisions



Water Resources Division

Water
Wastewater
Stormwater

Megan Moir
Assistant Director

Technical Services Division

Engineering / Trans.
Planning
Capital Projects
Inspection Services

Norm Baldwin, P.E.
Assistant Director

Traffic Division

Parking
Signals, Signs, Lines
Crossing Guards

Patrick Mulligan
Assistant Director

Right Of Way Division

Street Maintenance
Equipment Maint.
Recycling

Rob Green
Assistant Director

Blue highlights -- General Fund programs

Burlington Public Works: By the Numbers (1)



- **95** miles of roadway
- **130** miles of sidewalk
- **75** signalized intersections
- **1** water plant
- **110** miles of water mains
- **3** Wastewater Treatment Plants
- **49** miles of sanitary sewer
- **45** miles of combined sanitary / storm sewer
- **37** miles of storm sewer
- **25** pump stations
- **102** storm water outfalls
- **3,200** catch basins
- **900** fire hydrants
- **12,000** residential units served by recycling service

Burlington Public Works: By the Numbers (2)



- **1,053** parking meters, **3** parking garages
- **300** city vehicles serviced and maintained
- **2** post-closure landfills
- **1** methane powered generating station
- **33** crossing guards
- **6,358** building, electrical, plumbing permit apps / year
- **541** excavation, obstruction permits / year
- **76** traffic requests received / year
- **3,000+** requests for service / year ... and growing
- **3,500** tons of salt / year
- **3** fuels supplied at fueling station
- **1,014** crosswalks, stop bars & turn arrows maintained
- **\$39M+/-** of capital projects managed
- **1** great team that makes it all happen

Draft FY'19 Key Initiatives:



	DIVISION	KEY INITIATIVE	Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation	EXPECTED OUTCOMES & METRICS	COMMISSION ROLE
1	DPW-wide	Stand up city-departmental asset management program to advance City's capabilities, restructure staffing as needed and procure CMMS (computerized maintenance management system)	✓	✓	✓	Complete AM Phase II for GF and make any structural changes to reporting structures in FY'20 budget. Procure CMMS tool in FY'19/20.	Provide feedback on draft plan
2	DPW-wide	Continue to close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing funding strategies with stakeholders	✓			Adequate capital funding levels replace assets on schedule, increase service reliability and reduce costly emergency repairs. Metrics include annual capital expenditures vs. the total annual capital needs for each asset class.	Evaluate and recommend funding strategies
3	DPW-wide	Enhance growth opportunities within department	✓	✓	✓	Increase professional development and job shadowing to further increase productivity of workforce, staff morale and internal promotions. Metric: At least 90% of staff takes advantage of professional development opportunity yearly.	
4	DPW-wide	Increase commitment to the City's diversity and equity goals	✓	✓	✓	DPW staff, Commission, and engaged community members reflect the diversity of our city. Equity metrics included in BTV Stat presentations.	
5	DPW-wide	Strengthen safety program	✓	✓		Safety Officer hired. Actively participate in citywide risk management effort. DPW Safety Team meets at least quarterly. Host voluntary Project Worksafe audits. Metric: Reduction in recordable incidents and lost time injuries.	
6	Maintenance, CT, Parks	Decide on management structure to oversee fleet, facilities and asset management in partnership with other departments			✓	Complete consultant reports. Get DH's, Mayor and Council to support any necessary re-org and implement restructuring.	Review provide feedback on study recommendations
7	Maintenance	Transition solid waste collection system for garbage, recycling and organics to a more integrated system.		✓	✓	Complete consolidated collection study in FY'19. Get Council to approve recommendations in FY'20.	Review study and recommend approval to City Council.
8	Tech Services, Maintenance	Expand preventative maintenance program of pavement, sidewalk, guardrails, railings, fences, valves and other infrastructure that has not been traditionally funded	✓			Better maintenance of all infrastructure within the ROW. Activities are budgeted for and completed. Number of potholes, sewer plugs, main breaks decrease.	
9	Tech Services	Increase capacity in Technical Services by successfully filling open positions and increasing utilization of consultants	✓	✓		Team has resources to tackle additional capital projects identified in the City's capital plan and Mayor's high priority projects.	

DPW Commission reviewed the draft initiatives at their 5-16-17 meeting

High Level FY'19 GF Budget Goals:

- ✓ **Deliver on greatly expanded capital reinvestment initiative** (water, streets, sidewalks, buildings, fleet) by aligning resources
- ✓ **Complete expanded \$3.2M paving program** to address last winter's unexpected deterioration
- ✓ **Strengthen our asset management / preventative maintenance programs** (crack sealing, sidewalk cutting, computerized maintenance management system) to extend the life cycle of our assets, minimize failures and reduce overall costs
- ✓ **Hire and train cross departmental Safety Manager** focusing on departments without dedicated safety personnel
- ✓ **Advance Great Streets and Champlain Parkway projects** for FY'19/20 construction
- ✓ **Implement second year PlanBTV Walk/Bike workplan** with enhanced painting and roll-out of neighborhood greenways
- ✓ **Invest in staff** with at least 90% of staff participating in at least one training opportunity in FY'10

DPW FY'19 GF Budget:

	FY'16 Budget	FY'17 Budget	FY'18 Budget	FY'19 Budget	Change ('16-'19)
Revenues	\$4,685,706	\$4,859,074	\$5,240,836	\$5,658,321	20.8%
Expenses	\$7,716,815	\$7,388,610	\$7,141,538	\$7,239,899	-6.2%
Net	(\$3,031,109)	(\$2,529,536)	(\$1,900,702)	(\$1,581,578)	47.8%

DPW's overall net impact on the GF has decreased 47.8% since FY'16.

Key Drivers -- Revenues

- **Additional permit revenue:** A strong construction economy is driving increased building, electrical and plumbing permits (increased \$300K)
- **More Billable Engineering Work:** With additional engineering staff, we are able to bill more for capital and project work to offset increase in staff wages (budgeted earned revenue increased ~\$341,000 or 50.2% since FY'16)
- **Increased Recycling Tax:** We are proposing to increase the monthly tax that is added to customers' trash bills from \$3.70/mo to \$4.20/mo to compensate for the increased CSWD tip fee at their materials recovery facility due to the depressed commodity prices for recyclables (increased \$60K)

Key Drivers -- Expenses

- **Transition limited service Capital Improvements Project Assistant** from P/T to F/T
- **Hire Safety Manager** – FY'18 funds were in non-departmental line
- **Respond to increased tip fee at CSWD material recovery facility** (~\$70K)
- **Conduct study of consolidated collection** of trash, recycling and organics (~\$35K)
- **Expanded reminders to property owners and applicants about aging trades permits** – additional postage and printing costs
- **Nominal increases in several budgets:** (showing FICA consistently YTY)
 - 1% in Street Maintenance
 - 2% in Equipment Maintenance

How Budget Responds to Past Surpluses:

- **We've reduced line items that have historically had surpluses**
 - Budgeted to account for \$130K of staff transitions
 - Adjusted professional development in line with what we can achieve
 - Targeted staffing resources to deliver more capital projects
- **We're maintaining the \$250K reserve fund established with a portion of the FY'16 surplus to protect against swings in line items that are weather / commodity dependent**
 - Salt
 - Overtime (for plowing)
 - Fuel (for entire City fleet)

How does FY'19 set up FY'20 and beyond:

- **Continued Capital Reinvestment:** FY'19 is the second year of major increases in streets, sidewalks, buildings, fleet, water, etc. Higher level of capital reinvestment will continue. As major public and private projects advance, we need to determine how best to resource project delivery and inspection services.
- **Exploring a Centralized Fleet:** We are currently evaluating the pros and cons of centralizing the City's fleet. Any recommended changes would need to be accounted for in future budgets.
- **Implementing a Citywide Asset Management System:** A recommendation of the FY'16 asset management plan will likely be the utilization of a Computerized Maintenance Management System (CMMS) across asset classes. Some asset classes are already managed within a CMMS such as city facilities (Facility Dude). This needs to be a funded, multi-year, cross departmental effort to be successful.
- **Implementing Permit Reform:** The consultant report called for an additional Permit Tech and potential trades inspection resources requiring additional investment. These costs will need to be accounted for in future budgets.

A Partner in Other Department's Priorities:

- Managing the City's General Fund capital improvement program
- Coordinating Great Streets improvements with Parks, Church St Marketplace, CEDO, Burlington Electric
- Providing project management support (help Parks with paving, etc.)
- Offering technical expertise to other departments' projects
- Coordinating door access and video systems
- Bringing asset management planning across the City
- Providing project review and coordinating City's capital projects with numerous private development projects
- Operating and funding the Crossing Guard program for the school district

Burlington Public Works



FY'19 General Fund
Budget Presentation

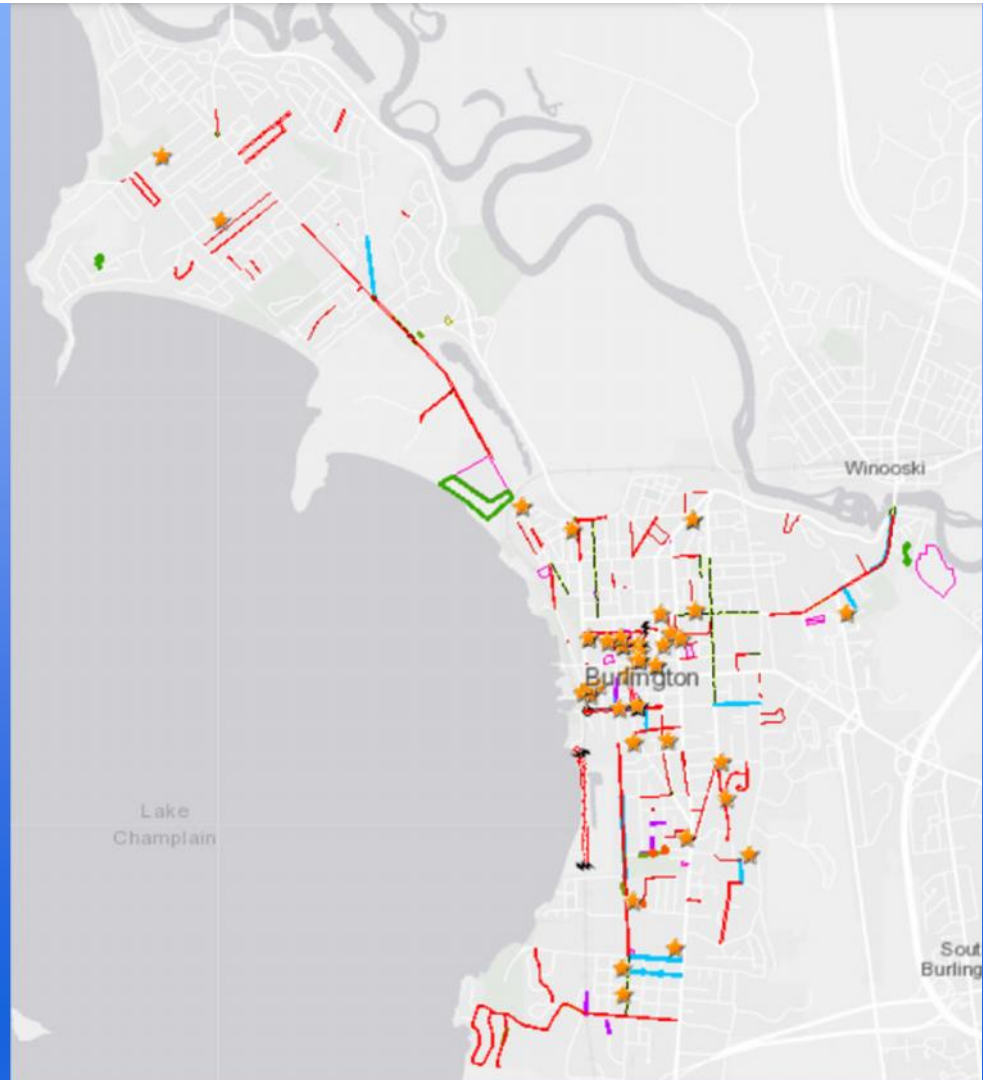
May 17, 2018





City Council Presentation
April 30, 2018

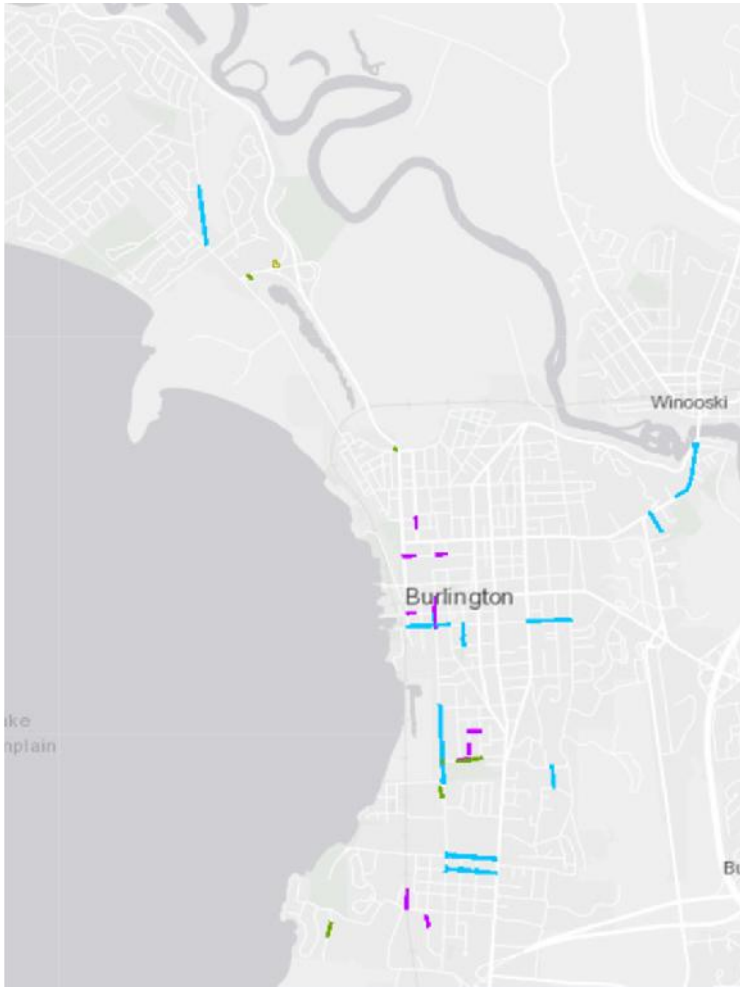
Year 2:
Sustainable Infrastructure Plan



CAPITAL REINVESTMENT	Past Annual Investment	2017 Final	2018 Min Target	2018 Max Target
Paving	~ 3 miles	5.13 miles	6.27 miles	7.84 miles* (includes 1.44mi patching)
Sidewalk Reconstruction	~ 1 mile	3.0 miles total	2.97 miles	3.71 miles*
Water Main Relining	As needed	1.78 miles	1.84 miles	2.38 miles*
Water Main Replacement	As needed	0.44 miles	1.2 miles	1.5 miles*
Curb	As needed	0.62 mile	0.54 miles	0.68 miles*
Sewer/Stormwater Pipe Rehab	As needed	\$165k	\$246K (0.81 mi)	\$307k (1.01 mi)
PREVENTATIVE MAINTENANCE	Past Annual Investment	2017 Final	2018 Min Target	2018 Max Target
Crack Sealing	0	5.46 miles	4.0 miles	5.0 miles
Sidewalk Cutting	0	\$50k	\$40K	\$50K

*This work includes carryover from prior construction year

2018 CAPITAL CONSTRUCTION TARGETS



- **Total Construction Year 2018 Water Rehab Work**
 - **~3.88 mi**
- **Water Main Rehab Carryover**
 - Relining: 0.95 mi
 - Replacement: 0.96 mi
- **Water Main Rehab - 2018 New Contract**
 - Relining: 1.43 mi
 - Replacement: 0.54 mi

Water Main Rehab

Relining

- Allen Street (all)
- Charlotte Street (all)
- Flynn Ave (255 Flynn to Shelburne)
- Hillcrest Road (all)
- Maple (South Willard to South Prospect)
- Maple (Pine to St. Paul)
- Pine St (Howard to Lakeside; Main to Maple)

Replacement

- Ethan Allen Parkway (Lopes Ave to North Ave) -- *scheduled during school recess to minimize traffic impacts*
- Church Street (Adams Street to Maple Street) -- *scheduled later in season to minimize Lower Downtown disruption*
- Maple (Battery to Pine)
- Colchester (Barrett to Nash)
- Latham Ct
- Ferguson (Pine St to Shelburne Rd)



- **Total Construction Year 2018 Paving Work**
 - **Up to 7.84 mi of paving and patching**
- Paving Carryover
 - Plattsburg, Cherry, Manhattan, Lakeview Cemetery: ~0.6+ mi
- Paving - 2018 Original List
 - Reclaim: 3.2 mi
 - Mill & Fill: 0.34 mi
- Paving - 2018 Addendum (response to Winter conditions)
 - Reclaim: 0.61 mi
 - Mill & Fill: 1.65 mi
 - Patching: 1.44 mi

PAVING AND PATCHING PROJECTS 2018



PLATTSBURG AVE PAVING, 4/27

ORIGINAL Cal Year 2018 Paving Plan			
Street Name	Section	Length	Type of Work
Austin Dr	All	0.32	Reclaim
Birch Ct	All	0.38	Reclaim
Cayuga Ct	All	0.25	Reclaim
Colchester Ave	Barrett St – Nash Pl	0.34	Mill & Fill
Crescent Road	Prospect - Hillcrest	0.38	Reclaim
Dorset Ln	All	0.05	Reclaim
Dunder Rd	All	0.29	Reclaim
Maple ST	Battery – St. Paul East of Intersection	0.22	Reclaim
Oakbeach Dr	Flynn – Ledgewood Cir	0.21	Reclaim
South Cove	All	0.66	Reclaim
Pleasant Ave	All	0.44	Reclaim
Total Reclaim		3.2	MILES Reclaim
Total Mill/Fill		0.34	MILES Mill/Fill

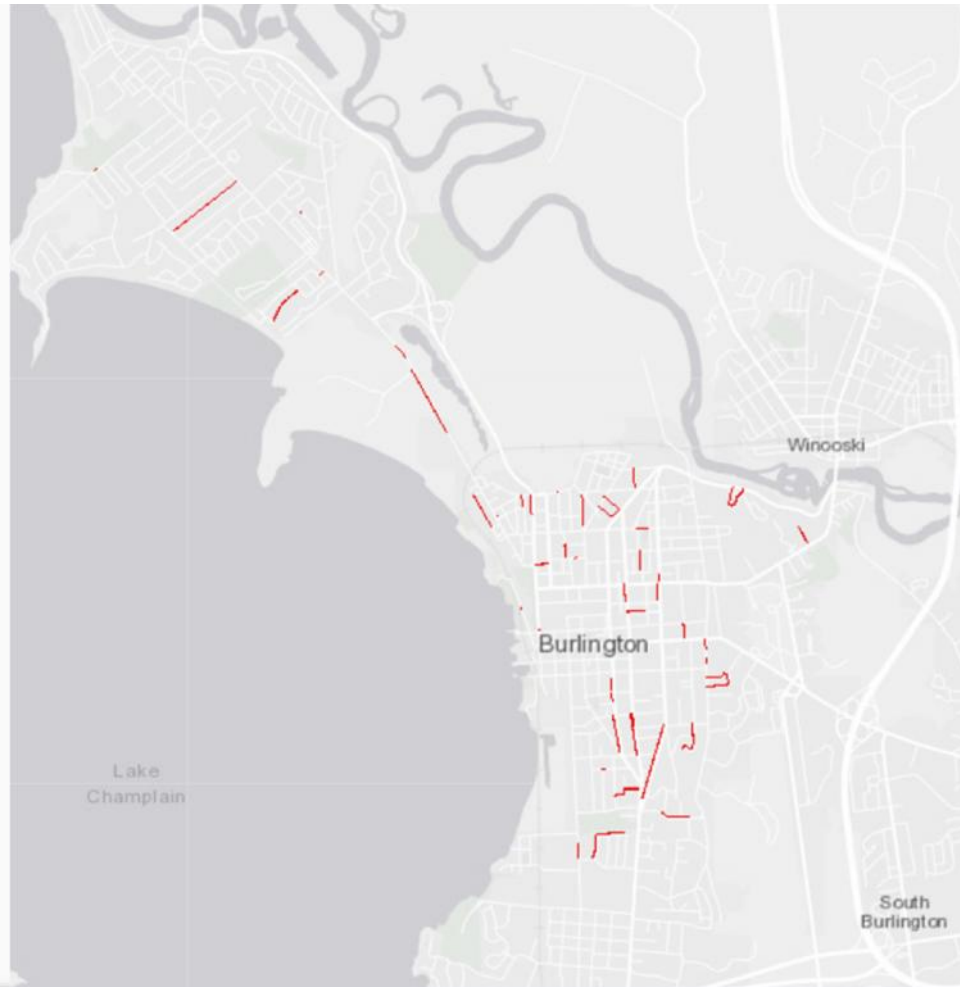
2018 Original Proposal



PINE ST GRADING, 4/30

Winter Deterioration Paving & Pavement Patching			
Street	Section	Length	Type of Work
Pine St	Flynn-Lakeside	0.42	Reclaim
Pine St	Lakeside -Kilburn	0.4	Modified Mill & Fill
North Ave	Lakeview Cem-Ethan Allen Parkway	1.06	Mill & Fill
North Ave	Ethan Allen Parkway – Shore Road	0.52	Patching
North Ave	Strong – Crowley	0.25	Patching
Colchester Ave	Nash Pl-East Ave	0.19	Mill & Fill
Colchester Ave	East Ave – University Pl	0.32	Patching
Park St	Manhattan-North St	0.19	Reclaim
North St.	N. Union – Hyde St	0.19	Patching
College Street	S. Union – S. Willard	0.07	Patching
Maple St	Church St – S. Winooski	0.09	Patching
Total Reclaim		0.61	MILES Reclaim
Total Mill/Fill		1.65	MILES Mill/Fill
Total Patching		1.44	MILES Patching

2018 Addendum -- Winter Deterioration



SIDEWALKS 2018: ~3.71 miles

By The Numbers: Sewer & Stormwater Rehab

- 0.67 miles of sewer and combined sewer rehab
- 0.34 miles of stormwater pipe rehab
- Investment Comparison:

	2017	2018
Sewer Rehab	\$45K	\$172K
Stormwater Rehab	\$120K	\$135K

ENGAGEMENT

January 2018



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

Public Engagement Plan

OVERVIEW

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

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

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

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

Community Outreach Conducted

- Neighborhood Meeting -- Lower Downtown, 3/14
- Public Works Commission Meeting, 3/21
- Ward 5 NPA, 3/15
- Ward 4&7 NPA, 3/28
- New American Burlington Parents (hosted by BSD), April 3
- April North Ave News Column
- April BED bill insert
- Ward 6 NPA, 4/5
- Ward 1&8 NPA, 4/11
- Ward 2&3 NPA, 4/12
- Stakeholder Meeting
- Citywide & Neighborhood Front Porch Forum Posts

Business Outreach Conducted

- BBA Action Groups
- Downtown Parking and Transportation Council, 3/29
- SEABA Business Meeting, 4/20
- Individual Business Visits & Outreach

Upcoming

- Refugee & Immigrant Service Provider Network Meeting, May 17

Ongoing

- Front Porch Forum
- Church Street Marketplace Friday Newsletter (~monthly)
- Digital Engagement
- NPA's
- Community & Business Outreach



LOWER DOWNTOWN CAPITAL PROJECTS & LOWER PINE STREET

DRAFT SCHEDULE

SUBJECT TO REVISION

 =planned construction work
 =unplanned extra construction work window

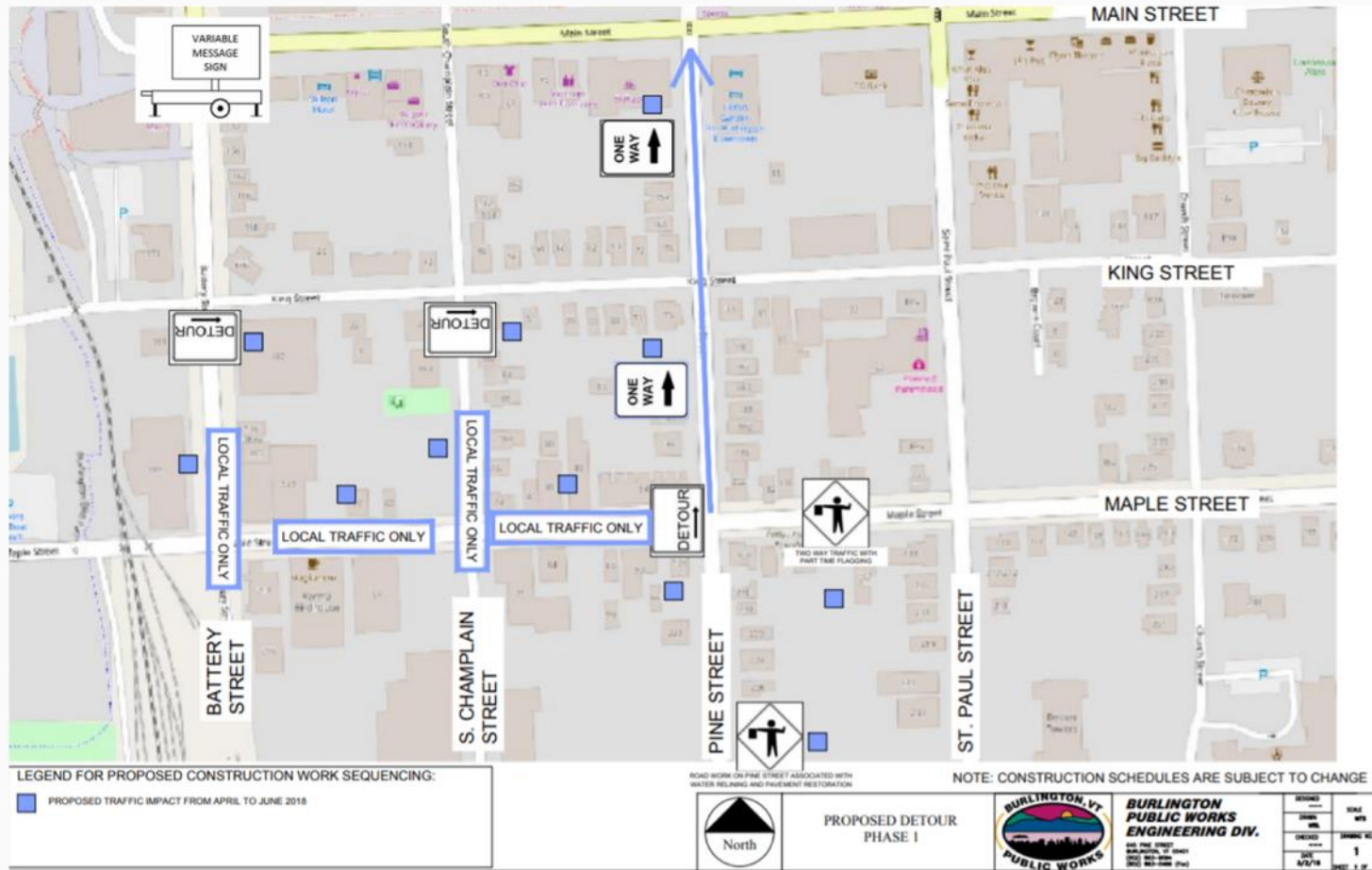
	APRIL					MAY				JUNE			
PROJECT	2	9	16	23	30	7	14	21	28	4	11	18	25
Maple (Battery to Pine) Water Main Replacement													
Maple (Pine to St Paul) Water Main Relining													
Pine (Maple to Main) Water Main Relining													
Maple & Battery Traffic Light Upgrade													
St Paul Great Streets Work													
Maple (Battery to St. Paul) Paving													
Pine Street Relining (Lakeside to Howard)													
Pine Street Paving (Flynn to Kilburn)													
Church (Maple to Adams) Water Main Replacement													

Marathon 5/27

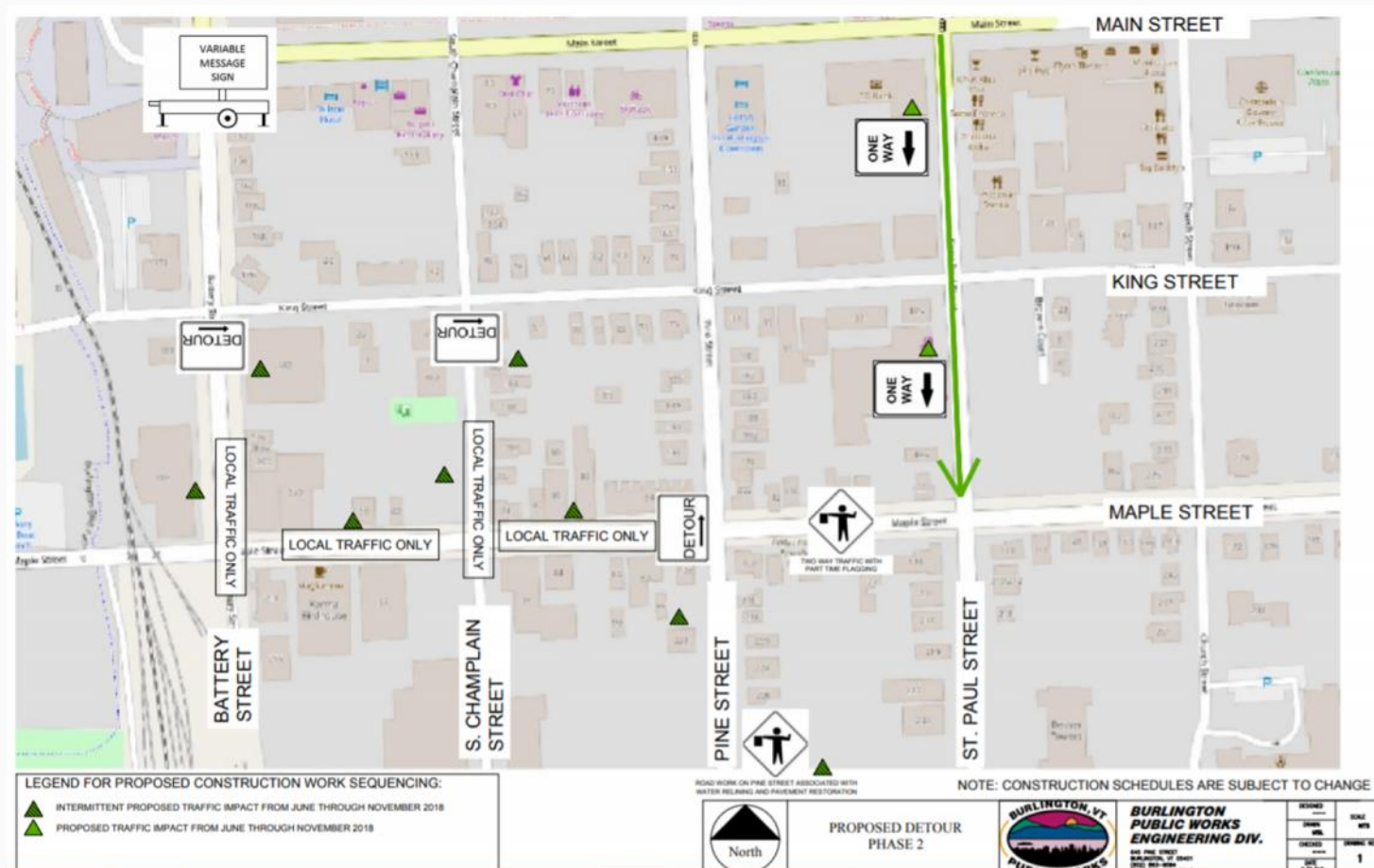
Phase 1
 Pine One Way
 St. Paul two way

For additional details, please visit burlingtonvt.gov/DPW/reinvestment

LOWER DOWNTOWN CAPITAL PROJECTS & LOWER PINE STREET



LOWER DOWNTOWN TRAFFIC MAP PHASE 1: APRIL - JUNE



LOWER DOWNTOWN TRAFFIC MAP PHASE 2: JUNE-NOVEMBER

Pine Street Water Mains – Howard to Lakeside (Two Parallel Water Mains)

1980 12" Main



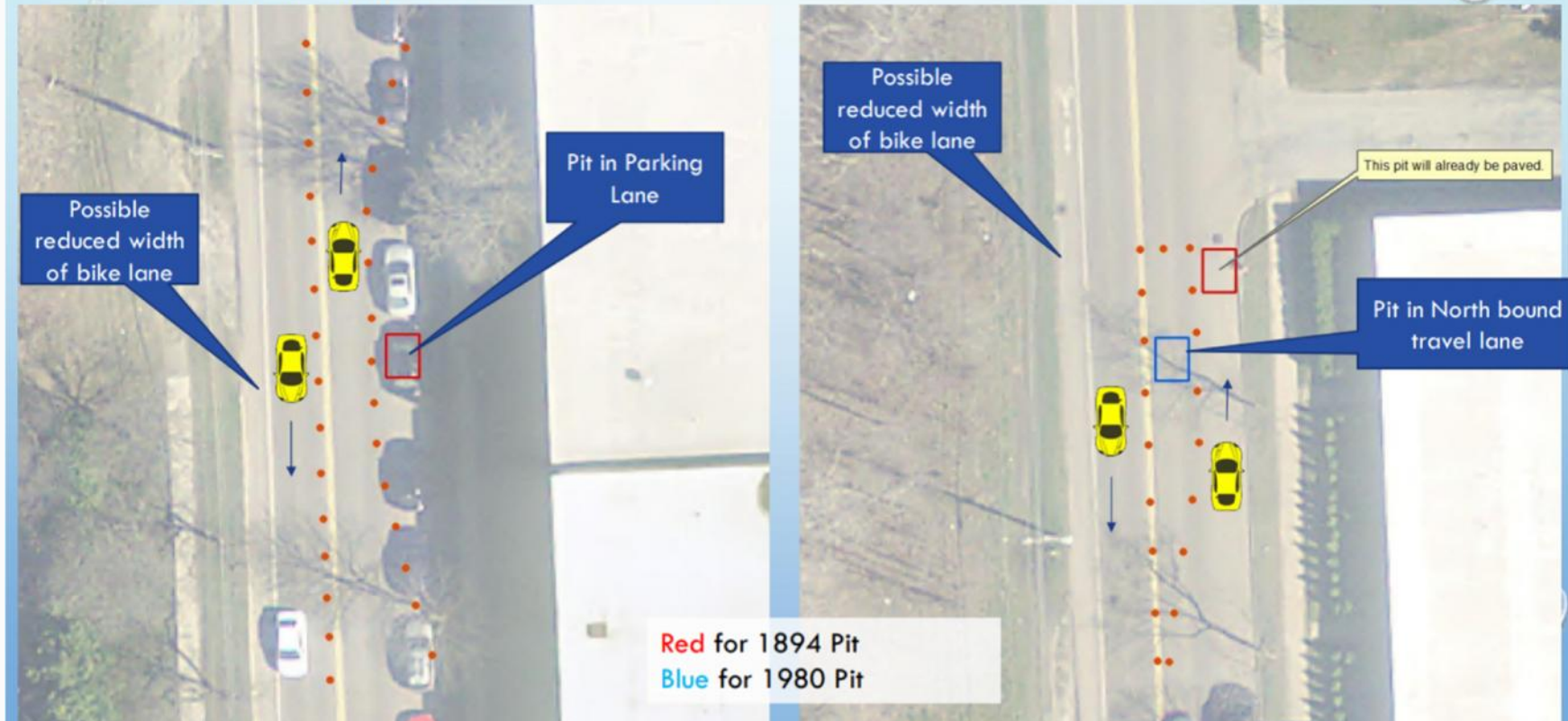
1894 12" Main

PINE RELINING: HOWARD TO LAKESIDE

Pine Street General Traffic Flow Patterns

1894 Water Main Pit Work

1980 Water Main Pit Work



PINE RELINING: HOWARD TO LAKESIDE - POSSIBLE TRAFFIC PATTERN

Community Resources

- **BTV Construction Portal, including a map or list of all 2018 paving, sidewalk and water projects:** burlingtonvt.gov/construction
- **Report non-emergency maintenance requests:** SeeClickFix.com
- **DPW Customer Service:** 802-863-9094
- **Water Resources, including 24/7 urgent support:** 802-863-4501/water-resources@burlingtonvt.gov
- **Sustainable Infrastructure Plan & Construction Season Info:** burlingtonvt.gov/DPW/Reinvestment
- **Robert Goulding, Public Information Manager,** RGoulding@burlingtonvt.gov, 802-881-2278



May 16, 2018

Memo

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineer Technician

CC: Nicole Losch PTP, Senior Transportation Planner

RE: Resident Parking Management Plan (RPMP) Update

In 2015 the RPMP was completed and a memo was presented on the implementation plan. Since that time, some implementation has been delayed due to staff turnover, competing work, and other City projects. The RPMP identifies strategies that should be implemented incrementally. This is a brief summary of the near-term implementation plan.

Summary:

The Department of Public Works (DPW) staff is working with the City Attorney's Office and the Burlington Police Department on developing ordinance language to bring to the Commission for approval. The ordinance language changes are based on recommendations from the RPMP. Staff are anticipating presenting these recommendations within the next three months. Some of the key revisions Staff are developing for Resident Parking Permit (RPP) streets deal with the following:

1. What the cost structure will be for eligible residents to purchase a RPP.
2. Clarify eligibility for residential permits within existing RPP streets, specifically for corner lots.
3. Define the number of permits RPP eligible residents may apply for.
4. Specify the number of contractor permits a resident may request on an RPP street, and how long those contractor permits are valid for.
5. Define acceptable documents to prove residency on a RPP designated street, section of streets or abutting corner parcel.

There are RPP related traffic requests in queue, including requests which are specific to RPP and corner lot eligibility, a request on existing time restrictions for RPP on a designated RPP street, and a request from a Burlington Resident to increase public parking opportunities on existing RPP streets. Staff will look to evaluate these traffic requests once the Commission approves the ordinance language for RPMP recommendations and changes.

Burlington Department of Public Works Commission Meeting
Draft Minutes, May 16, 2018
645 Pine Street

Commissioners Present: Robert Alberry; Tiki Archambeau (Chair); Jim Barr; Chris Gillman; Solveig Overby; Jeff Padgett (*via phone at 6:35pm*). **Commissioners Absent:** Justine Sears (Vice Chair)

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau calls meeting to order at 6:30 pm and makes opening comments.

Item 2 – Agenda

Commissioner Alberry makes motion to accept agenda and is seconded by Commissioner Gillman.

Action taken: motion approved;

“Ayes” are unanimous. Jeff Padgett via phone

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

Steve Norman speaks about adding signage in French language throughout city

Marianne Ward speaks about parking on Summit Street

Matt Vaugh speaks on the Bank Street and Cherry Street redesign

Item 4 – Consent Agenda

A. Traffic Status Report

B. Lake Street Meter Changes

C. Lake Street Extension Lot Kiosks

D. St. Paul Street Accessible Spaces & Loading Zones

E. Intervale Avenue “No Parking” Zone

F. Pearl Street Motorcycle Parking Zone

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

Action taken: motion approved.

“Ayes” are unanimous.

Item 5 – Great Streets Bank Street & Cherry Street Concept

A) Communication by DPW Engineer Laura Wheelock and CEDO Senior Projects and Policy Specialist Kirsten Merriman Shapiro who speak on the Bank St & Cherry St conceptual plans.

B) Commission Questions

Chair Archambeau, Commissioner Overby, Commissioner Barr and Commissioner Alberry ask questions on Item 5 with DPW Director Chapin Spencer, Engineer Wheelock and City Engineer Baldwin responding.

C) Public Comment

Matthew Vaughn, Councilor Maxwell Tracy, Hans Van Well and Kelly Devin speak on Item 5 with DPW Engineer Wheelock and Director Spencer answering questions.

Hans van Wees, Ward 3 businessperson, speaks on Item 5.

D) Commissioner Discussion

Commissioner Overby engaged in a discussion over Item 5.

E) Action Requested – Vote.

Commissioner Alberry made a motion to accept staff’s recommendation. Jim seconded the motion with a proposed amendment: “Recommend the City Council approve the conceptual designs for improvement to Bank Street (between Church and Pine Streets) and Cherry Street (between Church and Battery Streets) –

with the consideration of an eastbound bike lane on Cherry Street on the south side from Battery to Pine Streets – on May 21, 2018.

Commissioner Alberry stated he didn't want to give up parking but was okay with amendment as worded, so it was considered friendly.

VOTE: Commissioners Padgett, Alberry, Gillman and Barr yes. Commissioners Archambeau and Overby no.

Item 6 – DPW Draft FY19 Key Initiatives

- A) Communication by Director Spencer also stated that the yearly review of himself and City Engineer Norm Baldwin would take place tonight.
- B) Commission Questions Commissioner Overby stated that she would like to look at the document more carefully and discuss next month.
- C) Public Comment
- D) Commissioner Discussion
- E) Action Requested – To be brought back for June meeting for closer review by Commissioners.

Item 7 – Approval of Draft Minutes of 4-18-18

Commissioner Gillman stated that there was no quorum available to approve minutes from last month as himself and Commissioner Barr were both absent the previous month, Commissioner Overby was not there this evening and Commissioner Alberry had to leave earlier this evening. The April minutes will be voted on at the June meeting.

Item 8 – Director's Report

Director Spencer reports on the the Department's Budget, Sustainable Investment Plan, Champlain Parkway and review of the Residential Permit Parking program.

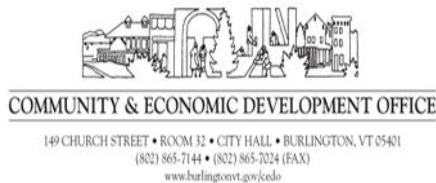
Item 9 – Commissioner Communications

Commissioner Barr thanked the Street Department for the street repairs.
Commissioner Overby stated there was a lot of activity going on and people are happy.
Commissioner Archambeau stated the map of sidewalk work not found on website, bike lane on North Union Street not swept and asked about all the broken bollards.

Item 10 – Executive Session – Director and City Engineer Annual Review

Motion to adjourn by: Jim Barr. Seconded by: Jeff Padgett. Approved by: Padgett, Gillman, Archambeau, Barr, Overby.

Meeting adjourned at 10:21 p.m.



Noelle MacKay, Director
Community & Economic Development Office



Chapin Spencer
Director, Public Works
Norman J. Baldwin, P.E.
Asst. Director Public Works

MEMO

TO: DPW Commission

FROM: Laura K. Wheelock P.E., Public Works Engineer
Kirsten Merriman Shapiro, Senior Policy and Project Specialist, CEDO

RE: Bank and Cherry Street Improvements

CC: Noelle MacKay, Director, CEDO
Chapin Spencer, Director of Public Works
Norm Baldwin, Asst. Director Public Works
Richard Haesler, Esq., Asst. City Attorney

DATE: **May 10, 2018**

Request

We are respectfully requesting the DPW Commission approve the following motion: To recommend the City Council approve the conceptual designs for improvements to Bank Street (between Church and Pine Streets) and Cherry Street (between Church and Battery Streets) as presented on May 21, 2018.

Summary

As part of Burlington's ongoing effort to reinvest in our downtown, in 2016, Burlington voters approved \$22M in Tax Increment Financing (TIF) for purchasing the reconstructed St. Paul and Pine Streets and improvements to Cherry and Bank Streets. The developer BTC Mall Associates LLC, doing business as CityPlace Burlington (CPB), will be designing and constructing the new segments of St. Paul and Pine Streets prior to the City's dedication and acceptance of these streets. The City is developing the designs for Bank and Cherry Streets using the Great Streets Standards for Burlington's Downtown. This is about place, space and designing a downtown for all Burlingtonians. The City developed conceptual designs for Bank and Cherry Streets during April of 2018 and began our public engagement process.

In response, the comments received at various public meetings held, the DPW Commission meeting, and TEUC meetings we have revised the concept for these two streets which will be

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presented to the DPW Commission as well as the TEUC at their respective May 16, 2018 meetings. We will seek support from the DPW Commission and sponsorship from the TEUC for the conceptual plan to bring it to the City Council on May 21, 2018; where we will seek to have the plan adopted.

City staff will provide the revised concepts at the upcoming Commission and TEUC meetings; additionally, revised plans will be available on the project's website by at least May 16, 2018 for public viewing.

Project Background

The Development Agreement (DA) between the City and CPB has the City responsible for developing 30% designs for Bank and Cherry Streets by June 30, 2018. To complete this work, the City conducted an RFP process in the fall and winter of 2017 and selected Stantec as the design consultant. The City and Stantec kicked off the design process for Bank and Cherry Streets in early 2018.

The design for Bank and Cherry Streets utilizes the Great Streets Design Standards for Burlington's Downtown to generate the goals for the project and the base concept. The primary goals for the streets are:

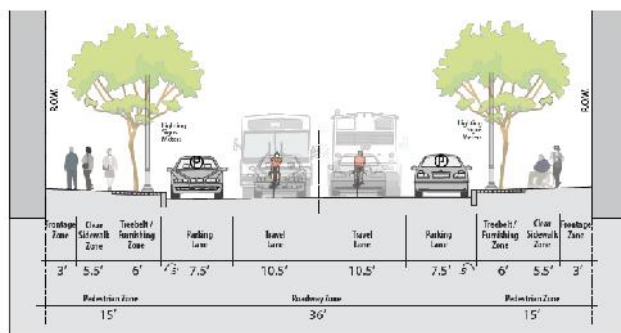
-) Walkable and bikeable — safe for all modes and all levels of accessibility
-) Sustainable — both environmentally sustainable, and long-lasting
-) Vibrant — to support the downtown's diverse range of public and private activities
-) Functional — work for all users, flexible, can be maintained, affordable

To balance the use within the public right of way among all users (pedestrians, motor vehicles, transit vehicles, bicycles, delivery vehicles, utilities, etc.), the base concept will use the cross sections below for allocation of roadway and pedestrian zones.

Cherry Street

Commercial Slow Street with Transit
(66' ROW, 36' Roadway)

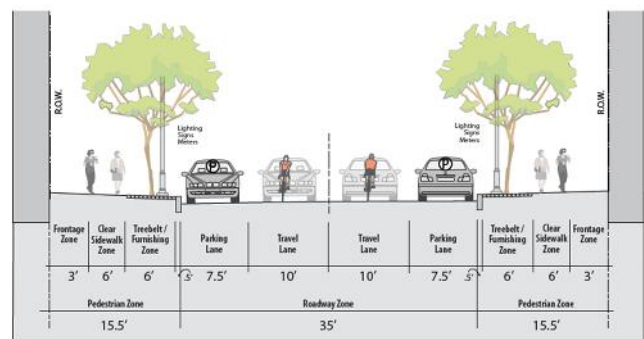
36' Roadway Zone—30' Pedestrian Zone



Bank Street

Commercial Slow Street
(66' ROW, 35' Roadway)

35' Roadway Zone—31' Pedestrian Zone



A quick look at the design plans above may seem similar to the streets as they are today, but the current concept plans make the following notable changes that come through from the Standards:

Infrastructure Under Street

-)] Bury the overhead utilities on Bank Street between St Paul and Pine Streets (to allow for bigger healthier trees and a cleaner look)
-)] Renew or rehabilitate the water and wastewater infrastructure on both streets
-)] Add a separate stormwater line under Cherry Street to connect to College Street outfall
-)] Install either soil cells or other optimum growing medium for the street trees

Streetscape

-)] Provide permeable pavers in greenbelt to take stormwater from sidewalk and treebelt to feed the trees
-)] Utilize granite curbs that will have a longer life than concrete and improved aesthetic
-)] Add bump outs that will narrow pedestrian crossings and add planting / activation areas
-)] Install new lighting fixtures consistent with BED design standards and meet current lighting standards for both the sidewalk and the street
-)] Add amenities along the streets based on input from these public meetings

Public Input & Plan Revisions

Our outreach to the community has included several public meetings (see list below) as well as a webpage, online comments, Front Porch Forum post, social media, outreach to property owners and businesses, handouts with basic info for webpage at most NPAs including all Wards Steering Committee meeting, and CEDO's Neighborhood Buzz.

-)] May 1, 2018 - Transportation, Energy and Utilities Committee (TEUC) presentation
-)] April 18, 2018 - Public Works Commission Presentation
-)] April 11, 2018 - Public Meeting on Bank and Cherry Street Design Concepts
-)] April 10, 2018 - Public Meeting on Bank and Cherry Street Design Concepts
-)] March 27, 2018 – TEUC -Introduction of the base Bank and Cherry Street design concepts

In addition, we have the following upcoming Public meetings:

-)] May 16, 2018 - Transportation, Energy and Utilities Committee, approval and recommendation to City Council of conceptual design, 5:00PM at 645 Pine Street
-)] May 16, 2018 - Public Works Commission Presentation, approval and recommendation, 6:30PM at 645 Pine Street
-)] May 21, 2018 - City Council, presentation and approval of conceptual design

Through the public outreach, we received several comments on the conceptual plans at the two public meetings, through the website comment portal, and directly to DPW and CEDO. All comments received to date have been posted on the project's website – links are included below. Comments received ranged from the street furnishings, to intersection alignments, to use of the pedestrian and roadways zones.

The project team has received many comments about the type of bike facilities and creating additional pedestrian orientated space in the Concept Plan on both Bank and Cherry Street as presented in April. The Concept Plan, per the planBTV Walk Bike, utilized shared lanes for bike facilities on these two streets, and identified Pearl Street and Main Street as streets for dedicated, separated bike facilities as the east west corridors in the Downtown. Unlike Pearl and Main Streets, Bank and Cherry Streets are relatively short (3 to 4 blocks) and have limited east/west connections. PlanBTV Walk Bike prioritizes pedestrian safety on Cherry and Bank Streets, where people commented on difficult intersections to cross.

In response to the comments received, the City and the design consultant explored additional options to accommodate the diverse uses within the City's narrow downtown rights-of-way. On Bank Street in particular, we determined that there is an exciting opportunity to use an innovative design approach – a curbless street – that gives the City great flexibility while bringing a strong aesthetic and pedestrian-centered approach to the public realm. A curbless street, similar to a Shared Street, will still provide more distinction between the pedestrian zone and roadway zone as outlined in the Standards. The benefits of moving to a curbless streets is it helps to prioritize the pedestrian in these corridors, while allowing vehicle travel and parking. Typically, a street in this configuration will result in very slow vehicle travel speeds – consistent with the planBTV Walk Bike recommendation for shared travel lanes for bicycles and vehicles. The street will use vertical elements such as tree wells, bollards, light poles to help define the space between the roadway zone and pedestrian zone. There will also be materials within the road to define spaces between travel ways, parking, tree belt, and clear sidewalk. A curbless street will also provide increase flexibility of space for adjacent businesses and their potential future use of the space, space for other civic events, or rearrangement of elements to proportion the space between the roadway and pedestrian zone.

The move to a curbless street on Bank Street also helps with the bike/pedestrian connectivity on the west end of the street with an existing multi-use path that runs between the People's United building and former Macy's building. This path connects to both Battery Street between the Hilton and Westlake Condos; as well as onto Cherry Street between Hotel VT and the former Macy's Building.

Other changes that were made to the concept prioritize the pedestrians on Cherry Street include raised intersections at St. Paul and Pine Streets, as well as upgraded and additional mid-block crossings. Rearrangement of some of the furnishings, spaces designated throughout the plan set for parklets both public and private, and transit facilities.

Conclusion

The project team recently completed a public outreach period for this Cherry and Bank Streets project, and we have incorporated many of the comments into the concept plans. As such, staff is confident in the concept plans as developed and are set to bring to the DPW Commission and TEUC on May 16, 2018 and the City Council for approval on May 21, 2018.

This timeline will enable the City to maintain the schedule per the Development Agreement of October 2017, where the City is required to provide 30% design plans to CPB by June 30, 2018. City Council approval on May 21, 2018 of the conceptual designs is important, so our designers may complete the 30% designs by the deadline. The 30% designs will have additional level of detail particularly regarding the improvements that take place underground as well as developing an initial estimate to ensure that the designs are within the general budget set out by the November 2016 vote on TIF funding.

Project Website:

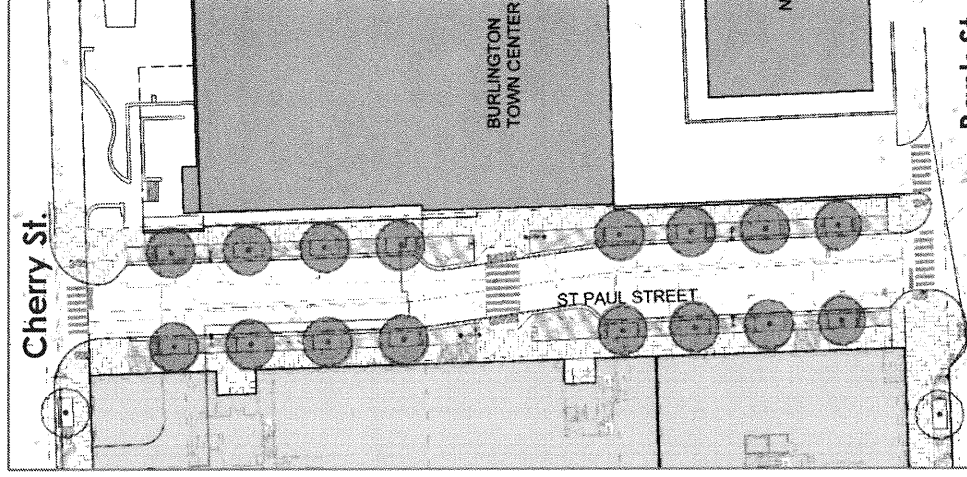
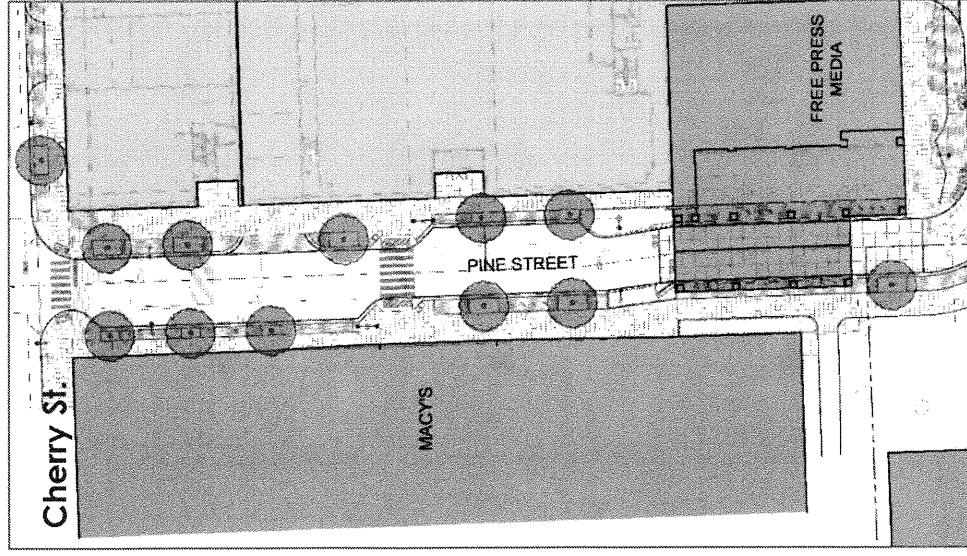
<https://www.burlingtonvt.gov/CEDO/BTV-Mall-Redevelopment-Process/Bank-Cherry-Streets>

Public Comments:

https://www.burlingtonvt.gov/sites/default/files/Bank%20and%20Cherry%20Street%20Improvements%20-%20Comments%20through%205_2_18.pdf

New Street Segments by CityPlace Burlington

The City has been coordinating with the CityPlace Burlington Design team to ensure that the design of these two new street segments between Bank and Cherry Street: Pine Street: Pine and St. Paul are based on the newly adopted *City of Burlington Downtown Street Design and Construction Standards*. The current designs below do not show the design alignment modifications for the Pine & Cherry Street and Bank & St. Paul Street intersections as the Developer is awaiting the final approval of the conceptual design for Bank and Cherry Streets by the City Council.



26 WHEREAS, the Burlington School District has retained a Superintendent who is French-English
27 bilingual, who worked in bilingual school systems in Canada, and who has expressed the desire to intro
28 innovative bilingual elementary instruction in our schools; and

29 WHEREAS, the Church Street Marketplace has helped to design and fund a cart in coordination v
30 Alliance Française that provides information to French-speaking visitors on Saturdays during the summer
31 fall; and

32 WHEREAS, the Church Street Marketplace works with Alliance Française to provide opportuniti
33 employees of businesses in the downtown area to take French language classes;

34 NOW, THEREFORE, BE IT RESOLVED that, for the continued benefit and enrichment of the
35 regional culture, economy, and opportunity on both sides of the international border, the City of Burlingto
36 will continue to accommodate French-speaking natives and visitors wherever practical; and

37 BE IT FURTHER RESOLVED that the progress by City of Burlington departments on
38 accommodation of French language speakers since the 2011 resolution be acknowledged and continued; a

39  BE IT FURTHER RESOLVED that public informational signage created and maintained by the C
40 of Burlington include French translation and universally accessible wayfinding symbols as signage is upd
41 and replaced; and

42 BE IT FURTHER RESOLVED that the Burlington School Department be encouraged to pursue a
43 French-English bilingual immersion curriculum in at least one elementary school; and

44 BE IT FURTHER RESOLVED that the lessees of the city-owned public information installations
45 Church Street and the Waterfront be encouraged to staff their facilities with French-speaking staff; and

46 BE IT FURTHER RESOLVED that Burlington retail and hospitality businesses are encouraged to
47 affirmatively hire employees with French language skills, and are encouraged to support existing employe
48 acquire and enhance such skills; and

49 BE IT FURTHER RESOLVED that the City of Burlington will continue to partner with the Allian
50 Française and other local groups and institutions to increase opportunities for French language and cultura
51 education.

52

53 lb/EBBlackwood/Resolutions 2018/French-Friendliness – Update to 2011 Resolution

54 3/20/18





May 16, 2018

Memo

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineer Technician

CC: Nicole Losch PTP, Senior Transportation Planner

RE: Resident Parking Management Plan (RPMP) Update

In 2015 the RPMP was completed and a memo was presented on the implementation plan. Since that time, some implementation has been delayed due to staff turnover, competing work, and other City projects. The RPMP identifies strategies that should be implemented incrementally. This is a brief summary of the near-term implementation plan.

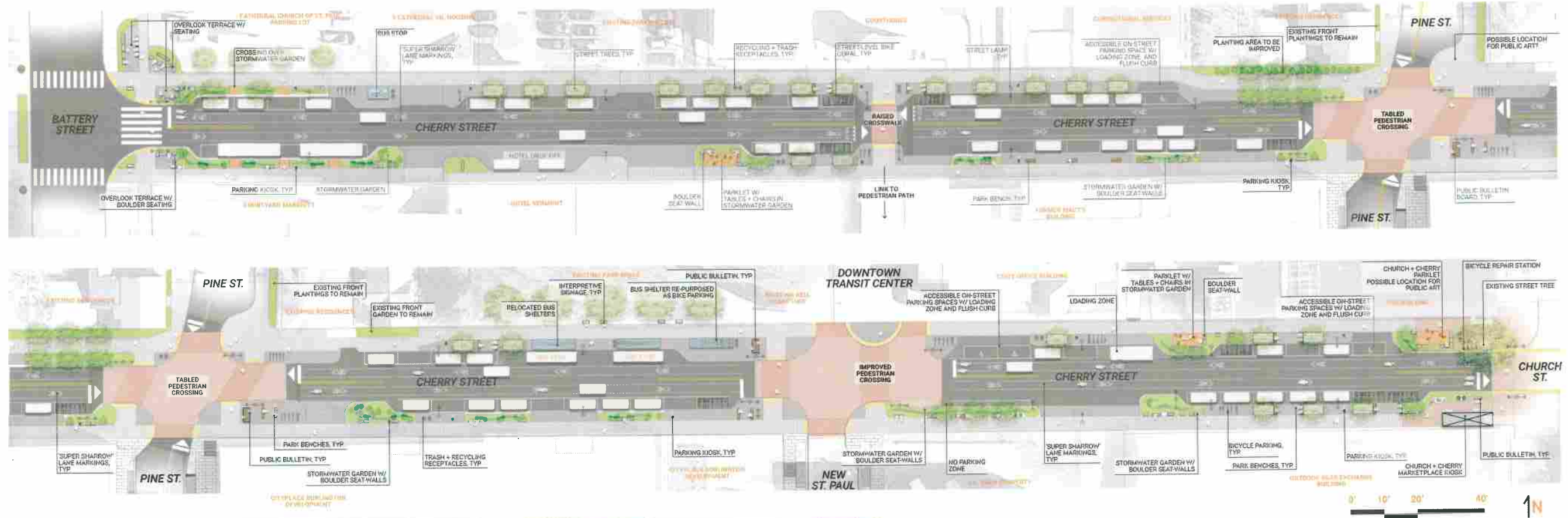
Summary:

The Department of Public Works (DPW) staff is working with the City Attorney's Office and the Burlington Police Department on developing ordinance language to bring to the Commission for approval. The ordinance language changes are based on recommendations from the RPMP. Staff are anticipating presenting these recommendations within the next three months. Some of the key revisions Staff are developing for Resident Parking Permit (RPP) streets deal with the following:

1. What the cost structure will be for eligible residents to purchase a RPP.
2. Clarify eligibility for residential permits within existing RPP streets, specifically for corner lots.
3. Define the number of permits RPP eligible residents may apply for.
4. Specify the number of contractor permits a resident may request on an RPP street, and how long those contractor permits are valid for.
5. Define acceptable documents to prove residency on a RPP designated street, section of streets or abutting corner parcel.

There are RPP related traffic requests in queue, including requests which are specific to RPP and corner lot eligibility, a request on existing time restrictions for RPP on a designated RPP street, and a request from a Burlington Resident to increase public parking opportunities on existing RPP streets. Staff will look to evaluate these traffic requests once the Commission approves the ordinance language for RPMP recommendations and changes.

CONCEPT PLAN CHERRY ST.



CHERRY ST. @ CHURCH ST. CONCEPT IMAGE



- CONCEPT IMAGE LABELS
- 01 MEET EXISTING CHURCH ST PAVING/CROSSWALK
 - 02 STREET LIGHTS TO MATCH CHURCH ST
 - 03 POSSIBLE LOCATION OF BIKE REPAIR STATION
 - 04 'SUPER SHARROW' BICYCLE TRAVEL LANE
 - 05 PUBLIC BULLETIN BOARD
 - 06 TRASH AND RECYCLING RECEPTACLES
 - 07 PARKLET
 - 08 STORMWATER MANAGEMENT GARDEN / SWALE
 - 09 ON-STREET BIKE PARKING
 - 10 SIDEWALK ZONE
 - 11 PARK BENCHES/SEATING AREA
 - 12 ACCESSIBLE ON-STREET PARKING SPACES W/ LOADING ZONE AND FLUSH CURB
 - 13 SLOW TWO-WAY TRAFFIC
 - 14 OVERHEAD LIGHTING / BANNERS ON LIGHT POLES
 - 15 POSSIBLE LOCATION OF PUBLIC ART

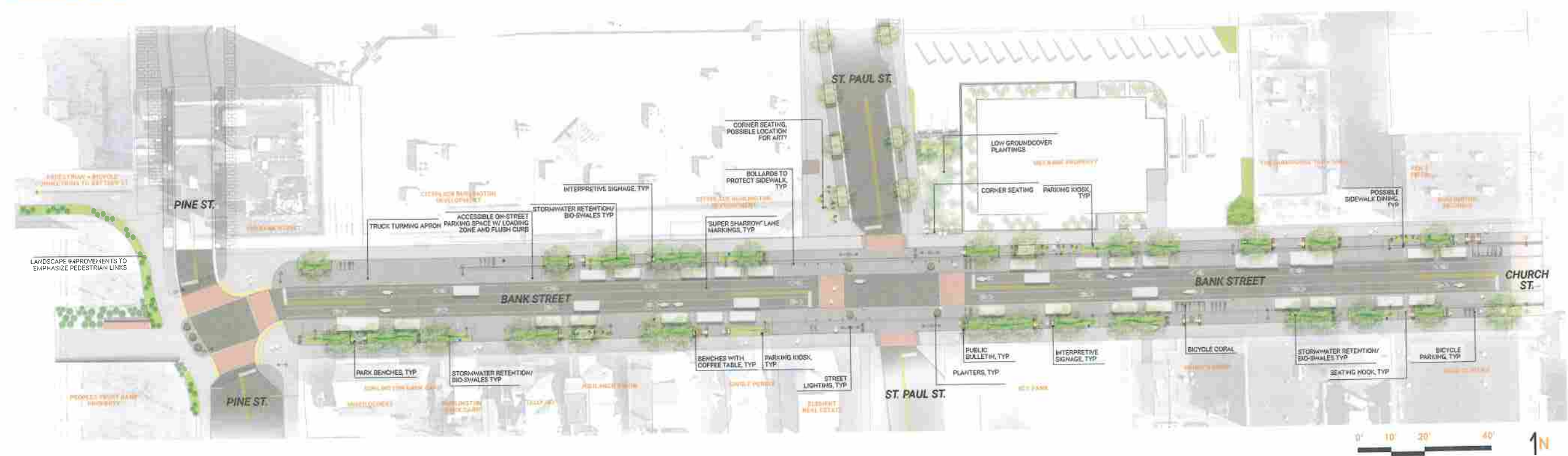


5'-6" SIDEWALK ZONE 6' GREEN BELT / AVENUE STRIP 7'-6" PARKING LANE 22' VEHICULAR ZONE (2) 11' TRAVEL LANES 7'-6" PARKING LANE 6' GREEN BELT / AVENUE STRIP 6'-6" SIDEWALK ZONE

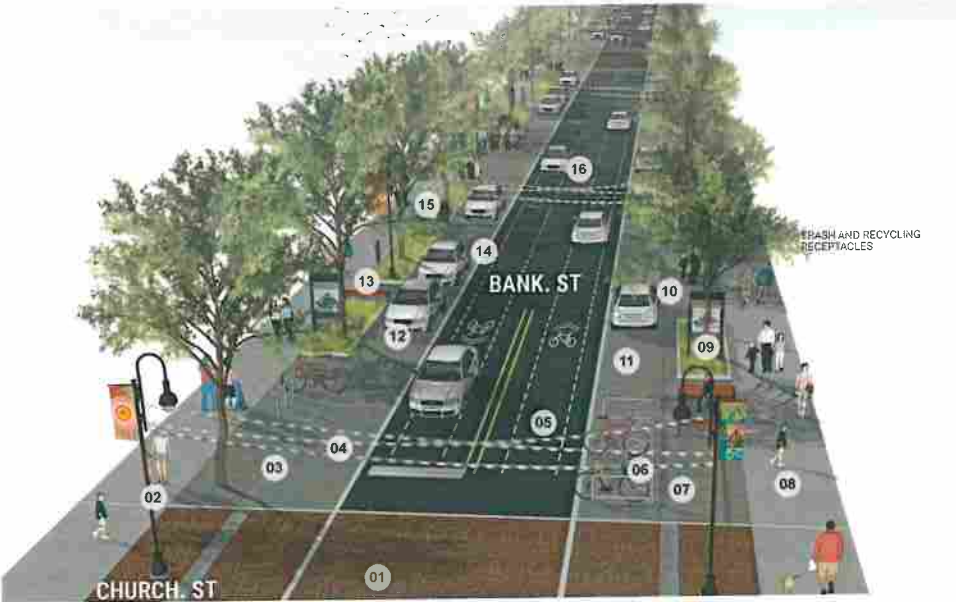
PRECEDENT IMAGES STREET CHARACTER



CONCEPT PLAN
BANK ST.



BANK ST. @ CHURCH ST.
CONCEPT
IMAGE



- CONCEPT IMAGE LABELS
- 01 MEET EXISTING CHURCH ST PAVING/CROSSWALK
 - 02 STREET LIGHTS TO MATCH CHURCH ST
 - 03 DETECTABLE WARNING STRIPS/DETECTABLE PAVERS
 - 04 OVERHEAD LIGHTING / BANNERS ON LIGHT POLES
 - 05 'SUPER SHARROW' BICYCLE TRAVEL LANE
 - 06 ON-STREET BIKE PARKING
 - 07 DETECTABLE WARNING STRIPS/DETECTABLE PAVERS
 - 08 SIDEWALK ZONE
 - 09 STORMWATER RETENTION/BIO-SHALES WITH INTERPRETIVE SIGNAGE
 - 10 STEP-OFF ZONE/PARKING BUFFER
 - 11 PARKING ZONE
 - 12 PARKING ZONE
 - 13 PARK BENCHES/SEATING NOOKS
 - 14 FLUSH CURB TO SEPARATE PARKING/DRIVE LANES
 - 15 TRASH AND RECYCLING RECEPTACLES
 - 16 SLOW TWO-WAY TRAFFIC



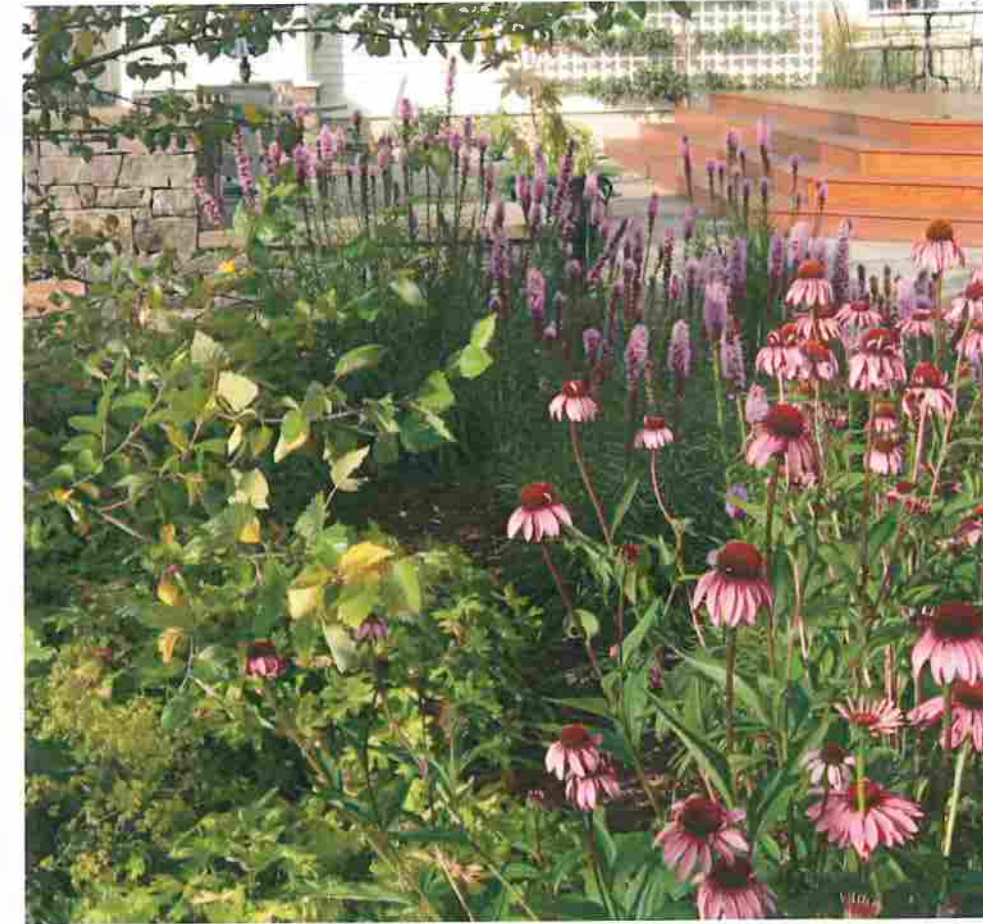
PRECEDENT IMAGES
STREET
CHARACTER



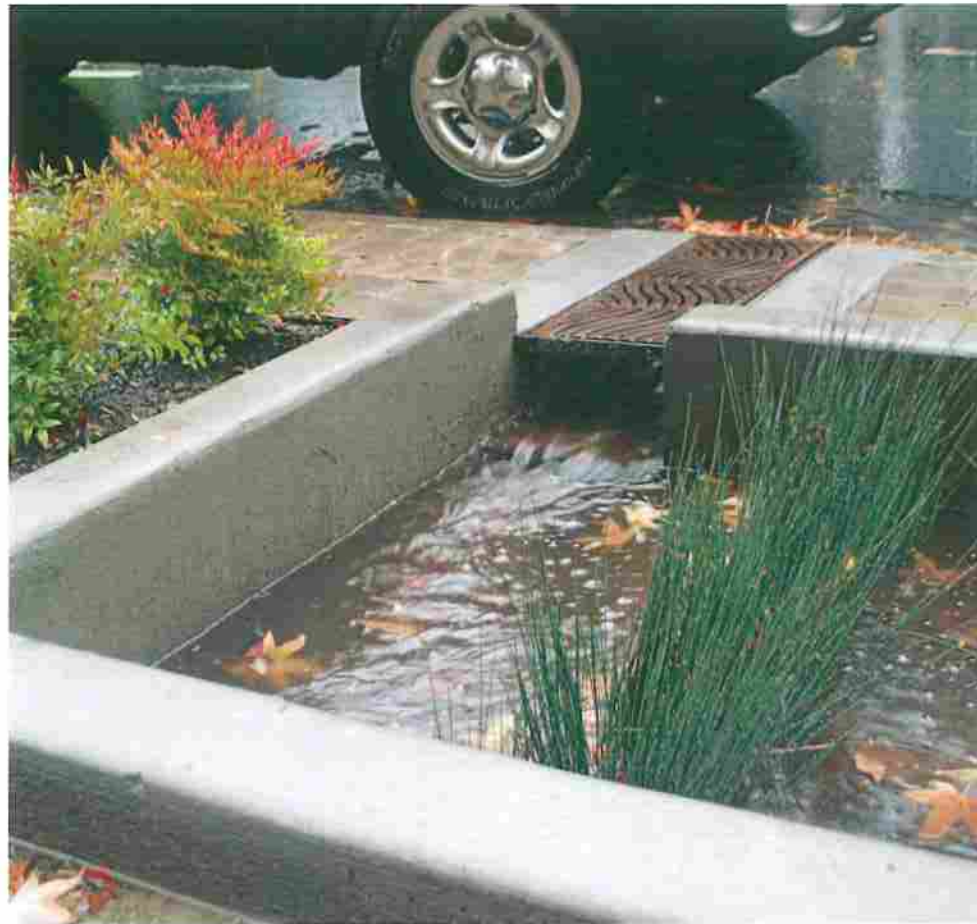
PARKLET PRECEDENTS



PLANTING PRECEDENTS



STORMWATER MANAGEMENT PRECEDENTS



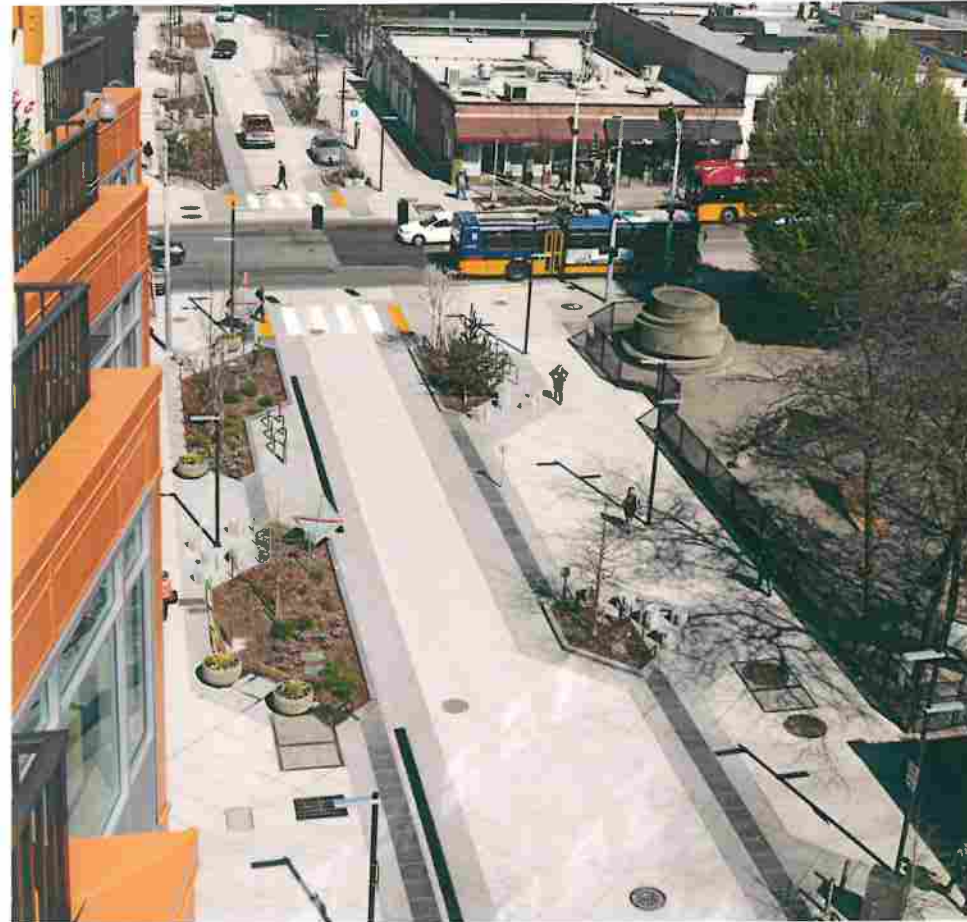
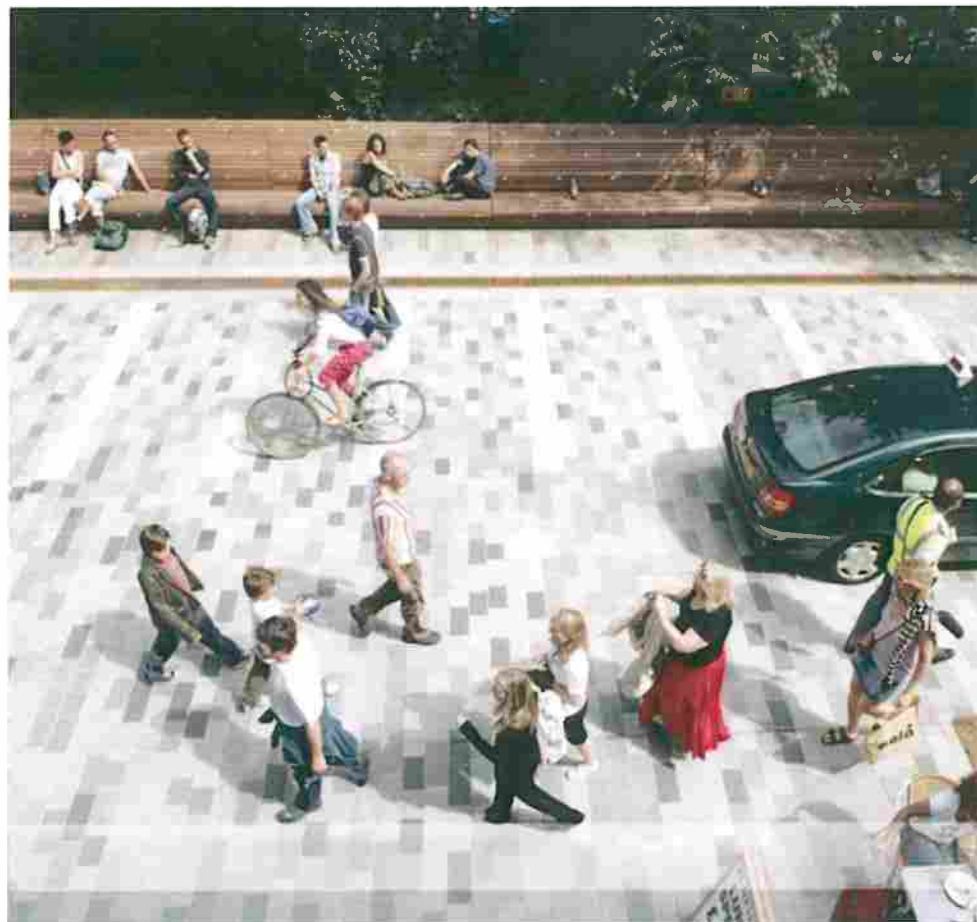
BICYCLE AMENITIES



CURBLESS "SHARED" STREET PRECEDENTS



CURBLESS "SHARED" STREET PRECEDENTS



PUBLIC ART



STREETSCAPE AMENITIES / MATERIALS FROM GREAT STREETS STANDARDS



BIKE REPAIR STATION



DETECTABLE WARNING STRIPS



TREE GRATES



BENCHES

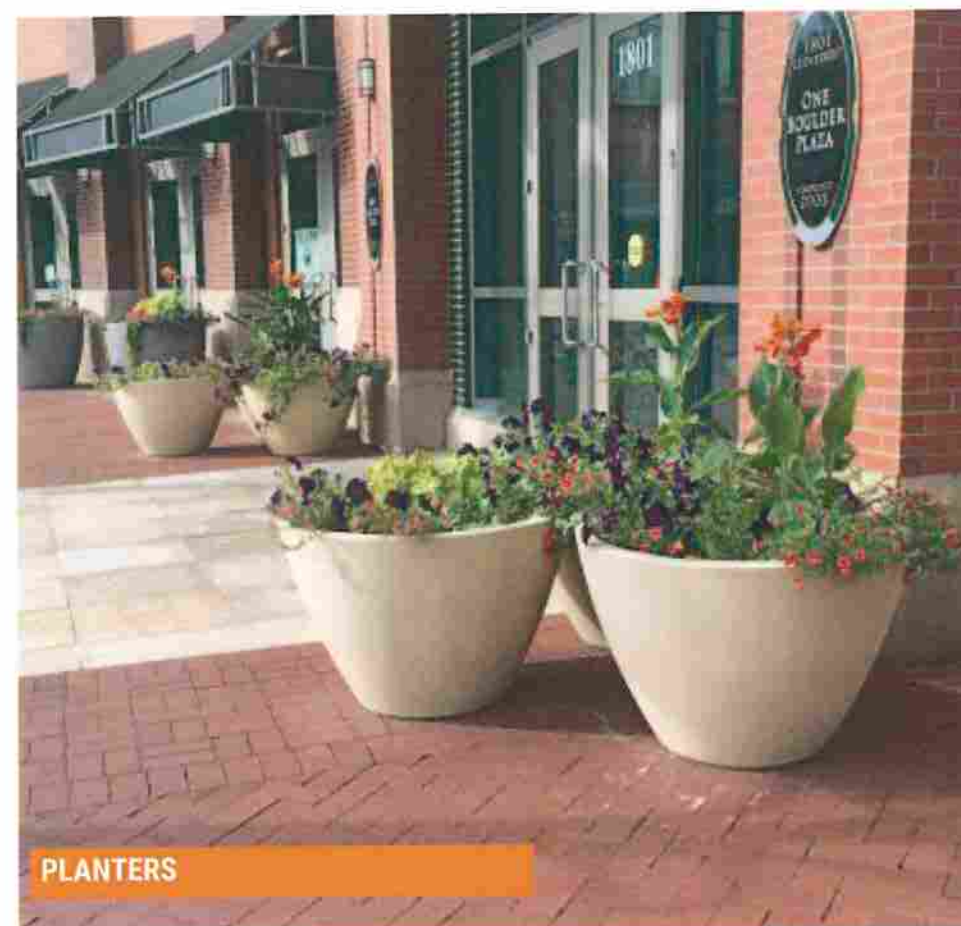
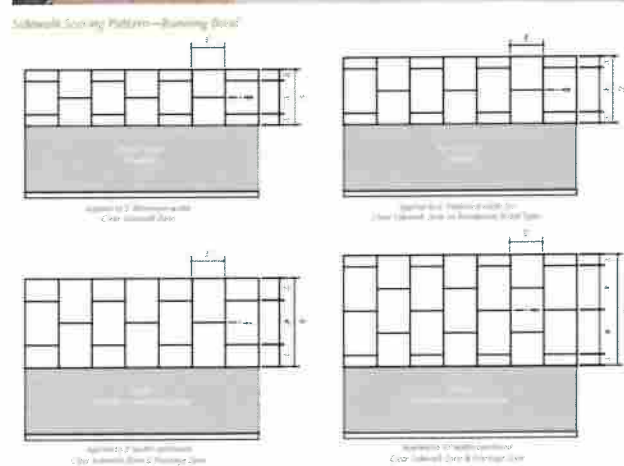
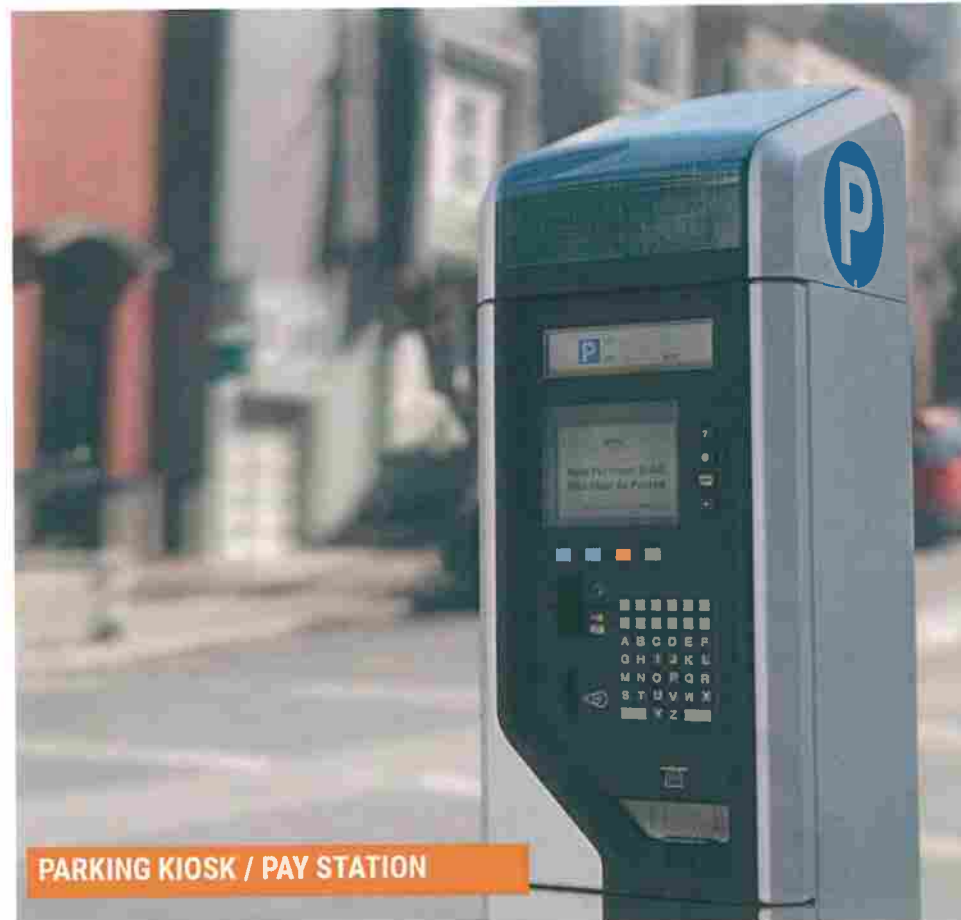


TRASH + RECYCLING RECEPTACLES



BICYCLE PARKING / CORAL - STREET LEVEL

STREETSCAPE AMENITIES / MATERIALS FROM GREAT STREETS STANDARDS



STREETSCAPE AMENITIES / MATERIALS FROM GREAT STREETS STANDARDS



VARIOUS WAYFINDING SIGNS



BOLLARDS



TABLES + CHAIRS



TREE GUARDS

Burlington Department of Public Works Commission Meeting
Final Minutes, May 16, 2018
645 Pine Street

Commissioners Present: Robert Alberry; Tiki Archambeau (Chair); Jim Barr; Chris Gillman Solveig Overby; Jeff Padgett (*via phone at 6:35pm*). **Commissioners Absent:** Justine Sears (Vice Chair)

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau calls meeting to order at 6:30 pm and makes opening comments.

Item 2 – Agenda

Commissioner Alberry makes motion to accept agenda and is seconded by Commissioner Gillman .

Action taken: motion approved;

“Ayes” are unanimous. Jeff Padgett via phone

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

Steve Norman speaks about adding signage in French language throughout city

Marianne Ward speaks about parking on Summit Street

Matt Vaugh speaks on the Bank Street and Cherry Street redesign

Item 4 – Consent Agenda

A. Traffic Status Report

B. Lake Street Meter Changes

C. Lake Street Extension Lot Kiosks

D. St. Paul Street Accessible Spaces & Loading Zones

E. Intervale Avenue “No Parking” Zone

F. Pearl Street Motorcycle Parking Zone

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

Action taken: motion approved.

“Ayes” are unanimous.

Item 5 – Great Streets Bank Street & Cherry Street Concept

A) Communication by DPW Engineer Laura Wheelock and CEDO Senior Projects and Policy Specialist Kirsten Merriman Shapiro who speak on the Bank St & Cherry St conceptual plans.

B) Commission Questions

Chair Archambeau, Commissioner Overby, Commissioner Barr and Commissioner Alberry ask questions on Item 5 with DPW Director Chapin Spencer, Engineer Wheelock and City Engineer Baldwin

C) Public Comment

Matthew Vaughn, Maxwell Tracy, Hans Van Well and Kelly Devin speak on Item 5 with DPW Engineer Wheelock and Director Spencer answering questions

Hans van Wees, Ward 3 businessperson, speaks on Item 5.

D) Commissioner Discussion

Commissioner Overby engaged in a discussion over Item 5.

E) Action Requested – Vote.

Commissioner Alberry made a motion to accept staff’s recommendations.

There was an amendment to take away parking and add a bike lane at the bottom of Cherry Street

Commissioner Alberry stated he didn’t want to give up parking but was okay with amendment.

Commissioner discussion on the issue.

All Commissioner approved the Bank Street design.

City Council approved the conceptual designs for improvement to Bank Street (between Church and Pine Streets) and Cherry Street (between Church and Battery Streets) with the amendment for consideration of one eastbound bike lane on Cherry Street on the south side from Battery t Pine, ON May 21, 2018.

VOTE: Commissioners Padgett, Alberry, Gillman and Barr yes. Commissioners Archambeau and Overby no.

Item 6 – DPW Draft FY19 Key Initiative

- A) Communication by Director Spencer also stated that the yearly review of himself and City Engineer Norm Baldwin would take place tonight.
- B) Commission Questions Commissioner Overby stated that she would like to look at it more carefully
- C) Public Comment
- D) Commissioner Discussion
- E) Action Requested – To be brought back for June meeting for closer review by Commissioners.

Item 7 – Approval of Draft Minutes of 4-18-18

Commissioner Gillman stated that there was no quorum available to approve minutes from last month as himself and Commissioner Barr were both absent the previous month, Commissioner Overby was not there this evening and Commissioner Alberry had to leave earlier this evening. These will be voted on at the June meeting.

Item 8 – Director’s Report

Director Spencer reports on the Budget, Sustainable Investments, Champlain Parkway and review of the Residential parking plans.

Item 9 – Commissioner Communications

Commissioner Barr thanked the Street Department for the street repairs.

Commissioner Overby stated there was a lot of activity going on and people are happy.

Commissioner Archambeau stated the map of sidewalk work not found on website, bike lane on North Union Street not swept and asked about all the broken bollards.

Item 10 – Executive Session – Director and City Engineer Annual Review

Meeting adjourned at 10:21 p.m.