



**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: February 13, 2020
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **February 19, 2020**
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 Removal of one ADA Parking Space on Main St Adjacent to Memorial Auditorium
 - B Reallocation of One 30 Minute Time Limited Parking Space to a One-Hour Time Limited Parking Space on Marble Avenue
 - C Removal of Two-Hour Time Limited Parking on North Winooski Avenue
 - D Cherry Street Vehicle Loading 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, crime victim 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 (802) 540-2505.

- 5 15 Min Slope Failure Presentation
A Communication, N. Baldwin
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 6 20 Min Winooski Avenue Transportation Study
A Communication, N. Losch
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 7 10 Min Franklin Square Street Acceptance Update
A Presentation, P. Peterson
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 8 15 Min Garage Occupancy Presentation
A Presentation, J. Padgett
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 9 5 Min Approval of Draft Minutes of 1-15-2020
- 10 10 Min Director's Report
- 11 10 Min Commissioner Communications
- 12 **Adjournment & Next Meeting Date – March 18, 2020**



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Memo

Date: February 11, 2020

To: Public Works Commission

From: Phillip Peterson, Associate Public Works Engineer *PMP 2/11/20*

CC: Susan Molzon P.E., Senior Public Works Engineer

Subject: Removal of One ADA Parking Space on Main Street Adjacent to Memorial Auditorium

Recommendations:

Staff recommend the DPW Commission remove:

7A 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:

- Handicapped space in front of the Burlington Children's Space on the north side of Main Street.

Staff recommend the DPW Commission approve:

17 Designation of parking meter zones.

(e) Three (3) hour zones. The following streets or portions of streets are hereby designated as three (3) hour parking:

- On the north side of Main Street in the fifth parking space west of South Union Street.

Purpose & Need:

The purpose of the accessible (ADA) parking on Main Street was to provide Memorial Auditorium with ADA parking needs, and this is no longer necessary. The reallocation of the ADA parking on Main Street to public metered parking, would provide a parking resource need for local businesses, and residents in the area. This change will result in an additional one (1) metered parking spaces on Main Street.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		City of Burlington, Downtown Parking and Transportation Management Plan
Aligns with City plans?		X		City of Burlington, Downtown Parking and Transportation Management Plan
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

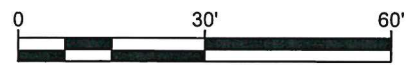
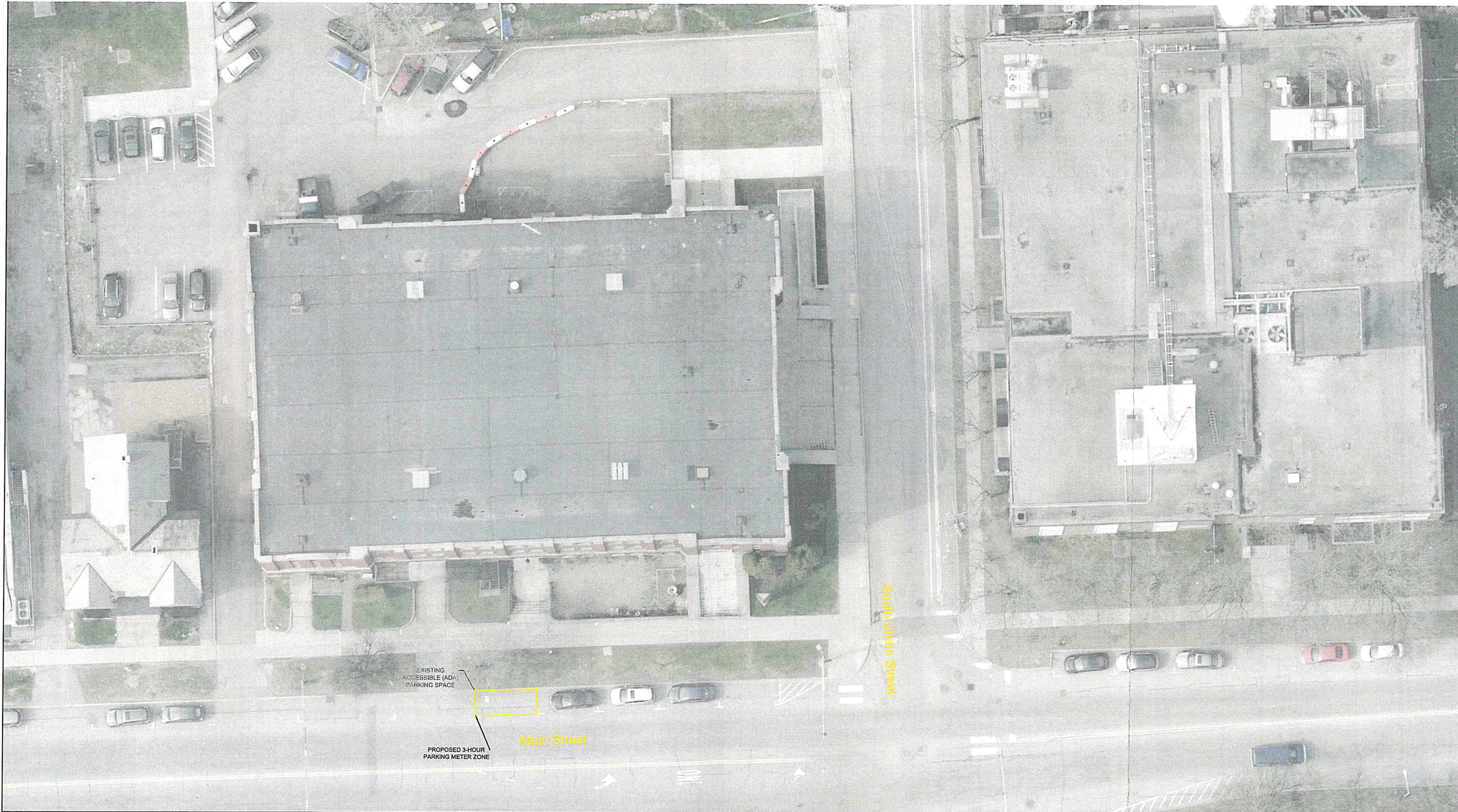
Memorial Auditorium is no longer being used and consequently does not need the ADA parking space on Main Street. Staff recommend the ADA parking space (see Attachment-1) on Main Street adjacent to Memorial Auditorium be reallocated as a 3-hour parking metered space.

Public Engagement:

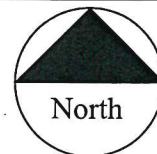
In preparation for the 2/19/20 DPW Commission Meeting, Staff placed flyers at each property along the blocks adjacent to Memorial Auditorium. Staff received no communication in regards to this matter.

Attachments:

1. Site map.
-



SCALE: 1" = 30'



PROPOSED PARKING
REALLOCATION ADJACENT
TO MEMORIAL AUDITORIUM



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
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2/11/2020	SHEET 1 OF 1



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Department of Public Works

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Memo

Date: February 11, 2020

To: Public Works Commission

From: Phillip Peterson, Associate Public Works Engineer *PWP 2/11/20*

CC: Susan Molzon P.E., Senior Public Works Engineer

Subject: Reallocation of One 30 Minute Time Limited Parking Space to a One-hour Time Limited Parking Space on Marble Avenue

Recommendations to the DPW Commission Remove:

11-1 Thirty-minute parking.

No person shall park any vehicle, at any time, longer than thirty (30) minutes at the following locations:

- On the south side of Marble Avenue in the first space east of Pine Street

Recommendations to the DPW Commission Adopt:

11 One-hour parking.

No person shall park a vehicle for a period longer than one (1) hour between the hours of 10:00 a.m. and 6:00 p.m., Monday through Friday, in the following locations:

- On the south side of Marble Avenue in the first space east of Pine Street

Purpose & Need:

The purpose of the recommended traffic regulation amendment is to increase customer turnover for several local businesses on Pine Street near Marble Avenue. The need is to provide a customer parking resource which supports local businesses on Pine Street near Marble Avenue.

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		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).
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Summary and Conclusion:

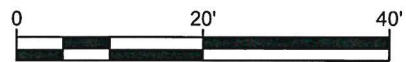
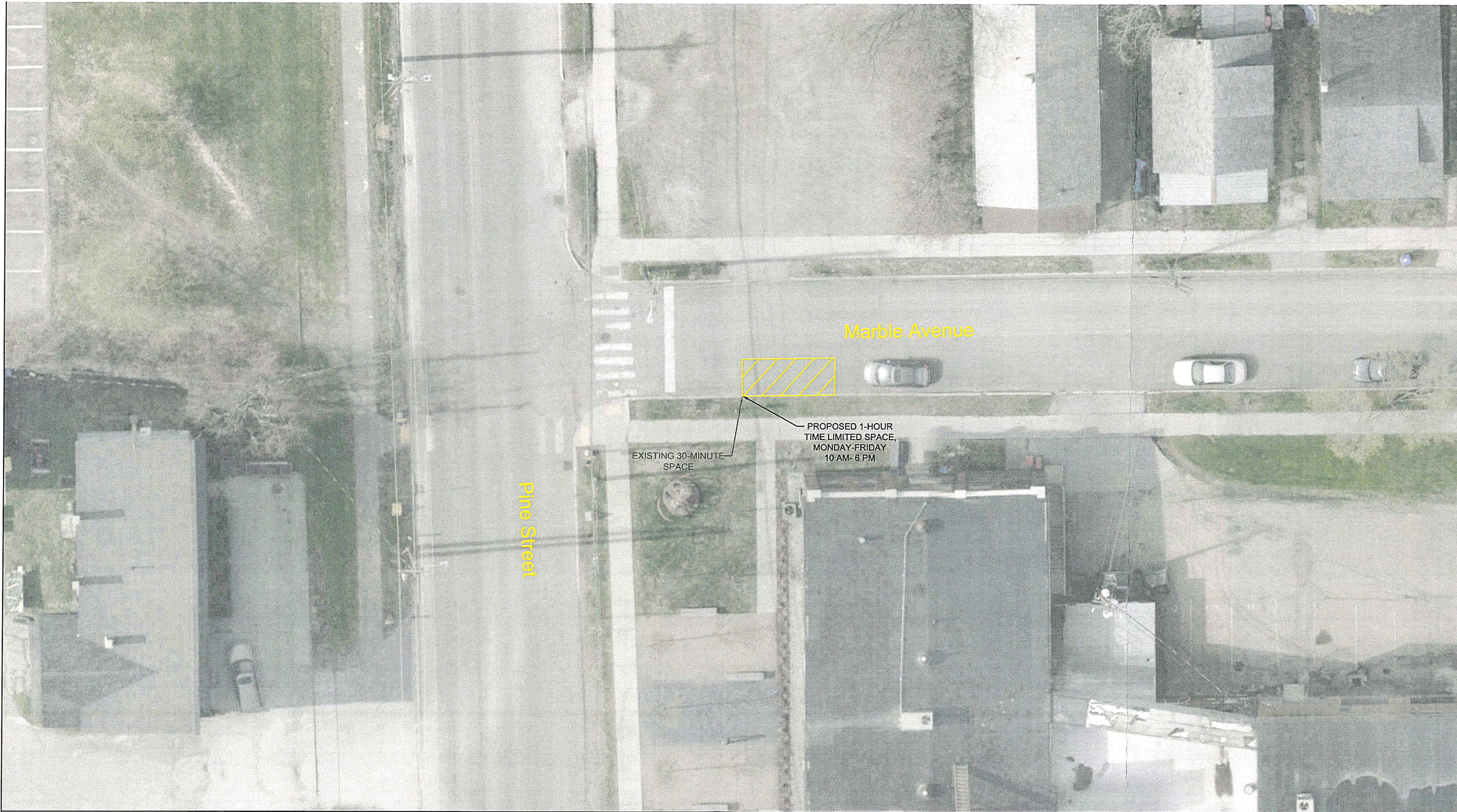
The Department of Public Works (DPW) received a request from a local business in November 2019 to reallocate an existing 30-minute time limited parking space on Marble Avenue to a 1-hour time limited parking space; this particular space is on the south side of Marble Avenue in the first space east of Pine Street. The 30-minute parking restriction is in effect Monday through Friday 10:00 am - 6:00 pm. This traffic regulation amendment would allow the public to park in this space for 1-hour Monday through Friday 10:00 am - 6:00 pm, before 10:00am and after 6:00 pm this space would be available for unrestricted public use.

Public Engagement:

In preparation for the 2/19/20 DPW Commission Meeting, Staff placed flyers at each property along the block adjacent the corner of Pine Street and Marble Avenue. Staff received two (1) emails in regards to this matter, see Attachment 2. Both emails support Staff recommendation.

Attachments:

1. Site map.
 2. Public input correspondence.
-



SCALE: 1" = 20'



MARBLE AVENUE
PROPOSED REALLOCATION
OF TIME LIMITED PARKING
SPACE



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

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

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DRAWN PMP	DRAWING NO.
CHECKED SM	DATE 2/11/2020
SHEET 1 OF 2	

Attachment 2

Public input correspondence emails

Tue 2/4/2020

Good Afternoon Philip,

That all looks great! I believe it will be a nice addition to have an extra 30 minutes in that parking space for visitors of Speaking Volumes Record Store and to the South End in general. Thank you for taking the time to put this together!

Remind me, who was the person in charge of the Champlain Parkway information that I would want to be in touch with should artwork, sculptural elements, or other creative additions come in to play with the project in the South End Arts District along Pine Street?

Thanks again,

Christy

Christy Mitchell, Executive Director

South End Arts and Business Association (SEABA)

Tue 2/4/2020

Good Afternoon,

The Department of Public Works (DPW) is moving forward with the request from a local business to reallocate an existing 30 minute parking space to a one (1) hour time limited parking space. The parking space is on the south side of Marble Avenue (see the attached image) in the first space east of Pine Street. The one (1) hour parking restriction would be in effect Monday through Friday 10:00 a.m. to 6:00 p.m. Please respond via email or phone so your feedback may be considered during our evaluation. This issue will be most likely be discussed at the next DPW Commission meeting on Wednesday, February 19th, 2020 at 6:30 pm. This meeting will be in our Front Conference Room, our office is at 645 Pine Street. Feel free to call me should you have any questions.

Thanks,

Phillip Peterson, Associate Engineer

Burlington Department of Public Works

Tue 2/4/2020

Thank you Phillip, Norbert

Tue 2/4/2020

Good Afternoon,

The Department of Public Works (DPW) is moving forward with the request from a local business to reallocate an existing 30 minute parking space to a one (1) hour time limited parking space. The parking space is on the south side of Marble Avenue (see the attached image) in the first space east of Pine Street. The one (1) hour parking restriction would be in effect Monday through Friday 10:00 a.m. to 6:00 p.m. Please respond via email or phone so your feedback may be considered during our evaluation. This issue will be most likely be discussed at the next DPW Commission meeting on Wednesday, February 19th, 2020 at 6:30 pm. This meeting will be in our Front Conference Room, our office is at 645 Pine Street. Feel free to call me should you have any questions.

Thanks,
Phillip Peterson, Associate Engineer
Burlington Department of Public Works



City of Burlington
Department of Public Works

Technical Services Engineering Division
645 Pine Street, Suite A

Burlington, VT 05402

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Memo

Date: February 11, 2020

To: Public Works Commission

From: Phillip Peterson, Associate Public Works Engineer *PNP 2/11/20*

CC: Susan Molzon P.E., Senior Public Works Engineer
Nicole Losch, PTP, Senior Planner

Subject: Reallocation of Two-hour Time Limited Parking on North Winooski Avenue to Unrestricted Public Parking

Recommendations:

Staff recommend the DPW Commission remove:

10 Two hour parking.

No person shall park a vehicle for a period longer than two (2) hours between the hours of 8:00 a.m. and 6:00 p.m., Sundays and holidays excepted, in the following locations:

- On the east side of North Winooski Avenue for 320 feet north of Archibald Street

Purpose & Need:

The purpose of the two-hour time limited parking zone on North Winooski Avenue was to provide parking turnover for local businesses, and this is no longer needed. The reallocation of the two-hour parking zone on North Winooski Avenue to public parking, would provide a parking resource need for residents in the area.

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		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

Staff received a request in January 2020 from a local business on North Winooski Avenue to reallocate an on-street 2-hour time limited parking zone on the east side of North Winooski

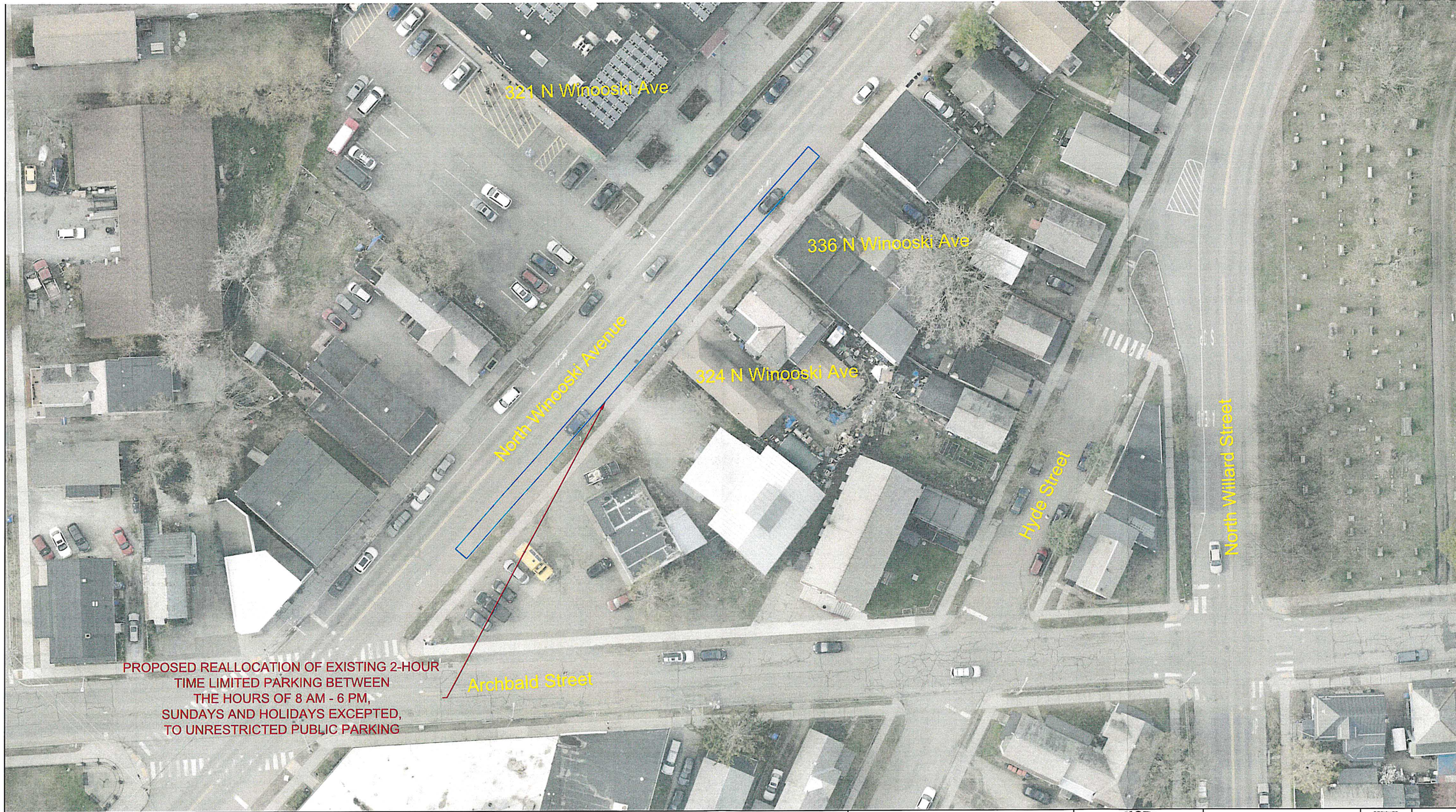
Avenue to regular public parking; the existing 2-hour time limited parking zone is on the east side of North Winooski Avenue for 320 feet north of Archibald Street which is approximately 13 parking spaces, see Attachment-1. This amendment would allow the public to park in these spaces with no time limit. Staff worked directly with Nicole Losch, DPW Transportation Planner to ensure this recommendation works well given the future work planned on North Winooski Avenue, Ms. Losch does not see the removal of this 2-hour time limited parking zone as something which will concern future work on North Winooski Avenue; Ms. Losch supports the Staff recommendation to remove the 2-hour time limited parking zone.

Public Engagement:

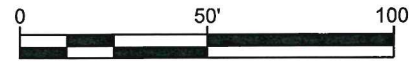
During the public outreach phase DPW Staff met with local businesses, which included restaurants, and residents on site; all of these people support the removal of the 2-hour time limited parking zone, and would appreciate the ability to utilize this resource as a regular public parking zone. In preparation for the 2/19/20 DPW Commission Meeting, Staff placed flyers at each property along the existing 2-hour time limited parking zone on the east side of North Winooski Avenue. Staff received three (3) emails and four (4) phone calls in support of this recommendation, see Attachment-2.

Attachments:

1. Site map.
 2. Public correspondence.
-



PROPOSED REALLOCATION OF EXISTING 2-HOUR
TIME LIMITED PARKING BETWEEN
THE HOURS OF 8 AM - 6 PM,
SUNDAYS AND HOLIDAYS EXCEPTED,
TO UNRESTRICTED PUBLIC PARKING



SCALE: 1" = 50'



PROPOSED REALLOCATION
OF TIME LIMITED PARKING
NORTH WINOOSKI AVENUE



**BURLINGTON
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ENGINEERING DIV.**

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

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CHECKED SM	DATE
2/11/2020	SHEET 1 OF

Attachment 2

Public input correspondence emails

Thu 2/6/2020

Ms. Randall,

Thanks for the email. I will recommend to the DPW Commission the 2-hour zone be removed. This item is scheduled to be presented to the DPW Commission at the 2/19/20 February meeting. This meeting begins at 6:30 pm, and is in our front conference room at 645 Pine Street. Should my recommendation be adopted, it will be approximately another month before the traffic regulation amendment is effective; there is a legal publishing period before a new traffic regulation becomes effective. In the meantime, I would recommend you follow all existing signs and traffic regulations. As it turns out the 2-hour time limited parking zone on the east side of North Winooski Avenue is still effective, so if you park for longer than 2-hours you can get a ticket from parking enforcement. Feel free to call me should you have any questions.

Best,
Phillip Peterson, Associate Engineer

Good afternoon, Phillip

Since we last spoke, I received 2 more parking tickets for using North Winooski Avenue to park during my work day. I have contested all four as the spaces I used are either next to empty buildings or in front of spots that don't have 2 hour signs posted. At this point, I am in the process of filing paperwork to take all 4 tickets to an appeals court.

Is there any further information on taking down the 2 hour signs along that stretch of North Winooski Avenue? Really, I'm continuing to gather information prior to whenever this court date might be set.

Thanks for all your ongoing help with this.
Sincerely,
Jessica Randall

Tue 1/28/2020

Hi Phil,

Thank you for this recap. Yes, CHCB is still supportive of the reallocation of the 2-hour time limited parking spaces on North Winooski Avenue to increase flexibility for staff and patients. We recognize the risk involved with the public use, but the ticketing and inconvenience with the 2-hour time limit for CHCB is worth a try.

Additionally, I would appreciate your expertise and recommendations regarding parking on Riverside Avenue. There are currently no bracket lines in the section across from our building and we have

wondered if that would help with consistent parking and allow for more spaces. Please let me know if you can meet onsite anytime.

Thank you for your assistance,

Kim Anderson
Director of Development and Communications
Community Health Centers of Burlington

Fri 1/24/2020
Kim,

Thanks for the phone call this afternoon. When we spoke earlier this week, you were supportive of the reallocation of the 2-hour time limited parking spaces on North Winooski Avenue; and it seems you are still supportive. CHC is hoping these spaces will be for patient use and CHC Staff. As we discussed, the reallocation of the 2-hour time limited parking zone is proposed to be public parking spaces and may be used by anyone in the public with no time limit.

You also mentioned parking issues on Riverside. Please describe the issues as best you can. Once we have this laid out, we can develop some strategies. Feel free to call me should you have any questions.

Best,

Phillip Peterson, Associate Engineer

Wed 1/22/2020

Hi there, yes I recieved the ticket quite a few years ago, but I remember it vividly....As I mentioned I've been living here for 20 years. Parking is an ongoing, daily issue, especially for me, with physical issues. I do have a disability placard, but the closest spot is across from Legal Aid...and often not open.

Thank you for your time.

Trudy Macy

Trudy,

Thanks so much for your email and your input. I have cc'd John King, Parking Enforcement Manager. Mr. King is in charge of enforcing existing parking regulations. I'm not sure when you received the ticket for the 2-hour parking violation on North Winooski Avenue versus when the signs went up; whatever the case, this regulation has been in place for quite a while. The 2-hour parking on North Winooski has been up for several years actually. Perhaps Mr. King can better explain the situation, he can be reached at jking@bpdvt.org and (802) 540-2185. Feel free to call me should you have any questions.

Best,

Phillip Peterson, Associate Engineer

Hi there. When the 2 hour parking on N Winooski Avenue first began, my car was parked there and I was very sick in bed for a few days. So, the signs went up, and then I was ticketed!! I wrote a letter and explained what had happened, but no one seemed to care.

I'm a disabled 64 year old woman, and finding parking that's close to my home is very difficult. FYI....I live at 299 N Winooski Avenue...the big blue building on the north-west corner of N Winooski and Archibald, right at the light. Right now I'm often parking at the old transmission place which is out of business, across the street.

By removing the 2 hour limit, it would give me and my neighbors better choices for parking. Please take my situation into consideration.

I've lived at my current address since October 2000.

If you want to chat with me further, my phone number is xxx.

Thank you for your time + consideration.

Trudy Macy

Public input correspondence phone calls

Thu 1/9/2020

Associate Engineer Phillip Peterson received a phone call from Joseph Agresta, North Winooski Ave resident and worker; The very end of N Winooski Ave, there is a block of two-hour parking signs, would like the two-hour time limited parking to be removed; Mr. Agresta Works at Junktiques.

Fri 1/17/2020

Associate Engineer Phillip Peterson received a phone call from Jessica Randall, she lives in Colchester but works at Burlington Health Center, and she will often park on North Winooski Ave. The Salvation Army is no longer here; so the 2-hour parking should be removed. Ms. Randall believes the 2-hour parking is a problem. She received tickets on 1.8.20 and 1.10.20 and never had received them before.

Tue 1/21/2020

Associate Engineer Phillip Peterson received a phone call from Kim Anderson Director of Development and Communications for the Community Health Centers of Burlington, removing the 2-hour parking is a good idea. Ms. Anderson is Concerned about the North Winooski Avenue study, parking is limited and should not be removed.

Wed 1/22/2020

Associate Engineer Phillip Peterson received a phone call from Matt Beckert, North Winooski Ave resident; supportive of the removal of the 2-hour parking zone.

Public input correspondence on site

1. Conducted general site visit on 1.17.20. Discussed with local businesses.
 - a. Finn Sonin Junktiques Manager agrees the 2-hour parking should be removed.
 - b. Rob Volland Old Spokes Home, 2-hour parking should be removed.
 - c. Khan, manager at Pho Hong; the restaurant does not have a huge opinion on this matter. We would probably support whatever the community needs are.
 - d. Staff at Good News Garage, the 2-hour parking does not affect us, so do what you want.



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Memo

Date: February 11, 2020

To: Public Works Commission

From: Phillip Peterson, Associate Public Works Engineer

PWP 2/11/20

CC: Susan Molzon P.E., Senior Public Works Engineer
Caleb Manna, DPW Excavation Inspector

Subject: Cherry Street Vehicle Loading Zone

Recommendations:

Staff recommend the DPW Commission adopt:

12-1 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:

- On the north side of Cherry Street beginning three (3) feet west of the existing fire hydrant directly east of the alleyway between 108 and 110 Cherry Street and extending west twenty feet from 6 am – 6 pm, Sundays and holidays excepted.

Purpose & Need:

The purpose of the vehicle loading zone on Cherry Street is to provide 108 and 110 Cherry Street with vehicle loading and unloading. The vehicle loading and unloading zone would provide an accessibility need, by allowing for vehicle drop off and pick up for 110 Cherry Street; the Division of Vocational Rehabilitation and the State of Vermont Division of the Blind is located at 110 Cherry Street, and many of their clients have long and short term accessibility needs.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		PROWAG
Aligns with City plans?		X		City of Burlington, Downtown Parking and Transportation Management Plan
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

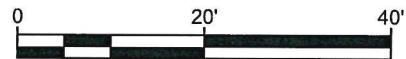
Staff received a request in December 2019 from the property owners of 110 Cherry Street, to reallocate part of a "No-Parking" zone adjacent to the alley for the loading dock to 110 Cherry Street to a dual use zone; the dual use would be "No-Parking" and a vehicle loading and unloading zone. This traffic regulation amendment would allow one vehicle loading and unloading parking space along Cherry Street (see Attachment-1) from 6 am – 6 pm, Sundays and Holiday's excluded; this parking space would revert back to a No-Parking zone all other times; this will allow for larger trucks to still have access to the loading dock for 110 Cherry Street. DPW Staff worked with Caleb Manna, DPW Excavation Inspector to ensure this dual use zone was a safe use of the public right-of-way space; Mr. Manna believes this will work well and supports the Staff recommendation to create the dual use "No Parking" and vehicle loading zone.

Public Engagement:

In preparation for the 2/19/20 DPW Commission Meeting, Staff placed flyers at each property along the blocks adjacent to the alleyway between 108 and 100 Cherry Street. DPW Staff received two emails (see Attachment-2) and three phone calls; additionally DPW Staff had in person discussions with the managers of CVS Pharmacy, Outdoor Gear Exchange, LL Bean, Burlington City Place, and the Division of Vocational Rehabilitation. After some deliberation over the details of the proposed vehicle loading zone, all parties are fully supportive of the proposed dual use vehicle loading zone and no-parking zone.

Attachments:

1. Site map.
 2. Public correspondence.
-



SCALE: 1" = 20'



PROPOSED DUAL USE
PARKING SPACE
CHERRY STREET



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
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CHECKED SM	DATE
12/9/2019	SHEET 1 OF 2

Attachment 2

Public input correspondence emails

Fri 2/7/2020

Oh - that's perfect!

Marc Sherman

Fri 2/7/2020

Just one vehicle loading spot.

-

P

Fri 2/7/2020

Thanks for your reply. Are you suggesting one metered spot and one loading spot, or just a loading spot?

Marc

Fri 2/7/2020

Marc,

Thanks for the email. What you are suggesting is what we will be presenting to the February DPW Commission. The one space will be designated a Vehicle Loading Zone from 6 am to 6 pm, Sundays and holidays excepted. Feel free to call me should you have any concerns.

Best,

Phillip Peterson, Associate Engineer

Philip,

I have reviewed this request and discussed with Jeff Nick. I feel as though there is room for just one additional parking spot when you allow for the fire hydrant. Trucks accessing our driveway use the break in parking from Jeff's curb cut to maneuver. I feel as though one spot to the west of the hydrant would still allow for this. Two spots as suggested in the notice would be restrictive and, quite frankly, I don't even think they would fit.

Please let me know if you have any questions

Marc Sherman

Wed 2/5/2020

Phillip,

Yes this is what we are looking for. We would like to suggest that this be available for loading Monday – Friday 6:00 AM to 6:00 PM. We have various tenants in the building including the State of Vermont division of the Blind, that will be able to utilize this space for pick-ups and drop offs.

Let me know if you need any additional information from me.

Thanks for your help with this.

Jeff Nick

NAI JL Davis Realty

Tue 1/28/2020

Jeff,

Thanks for meeting me on site. Just to clarify, you would like DPW to create a Vehicle Loading Zone adjacent to the east side of your driveway; however, you need the “No Parking” zone to remain so the businesses in your building may take deliveries. You will provide times to me when the Vehicle Loading Zone will be effective, and when you anticipate deliveries. The times are a critical element here, we do not want to create a hazard with trucks waiting in the street to access the loading dock. Basically, we are creating a dual use zone; which is something DPW can do and BPD can enforce. Does this sound correct?

Best,

Phillip Peterson, Associate Engineer

Public input correspondence phone calls

Tue 1/7/2020

Received feedback from William Heinz operations director with Burlington City Place, do not remove the "No Parking" zone, BCP needs it to make deliveries.

Wed 2/5/2020

Spoke to Mr. Heinz about the reallocation to dual use, he supports this, it may actually help prevent vehicles from parking in front of my loading dock.



CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

OFFICE OF PLANNING
645 PINE STREET, SUITE A
BURLINGTON, VT 05402
802.863.9094 P
802.863.0466 F
802.863.0450 TTY
WWW.BURLINGTONVT.GOV

CHAPIN SPENCER
DIRECTOR OF PUBLIC WORKS

NORMAN J. BALDWIN, P.E.
ASSISTANT DIRECTOR OF PUBLIC WORKS

Date: 2/13/2020
To: Public Works Commission
C.C. Chapin Spencer, Director of Public Works

From: Norman J. Baldwin, P.E. 
City Engineer/Ass't Director of Public Works

Subject: City's effort to Monitor Existing Conditions and Slope Stability

In response to the instability of elevated slopes along Manhattan Drive, Riverside Avenue and North shore, Engineering-Technical Services had procured a local Engineering Consultant to perform slope stability assessments. In early October the City executed a contract with Hoyle Tanner, with a sub-consultant Terracon.

Hoyle Tanner's scope of work was structured to formalize the City's process to document year to year the existing condition of slopes and noting areas of high risk.

While this work was underway, the department received a complaint from a member of the public on Thursday, October 10, 2019 regarding a potential Dangerous Condition located at #411 Riverside Avenue. It was communicated that there was soil brought to the site as fill to the high bank of the property. Riverside Avenue is positioned on the high bank to the Winooski River.

The complaint received was an email originally composed from a member of the public concerned about the stability of the slope, questioning the safety to the in-fill activities and environmental impact to the river ecology downslope. The original communication was forwarded to my attention through a series of state and local officials. Included in the original email were a series of 12 pictures.

These pictures depict surficial cracking on the top of the slope, which suggests some measure of instability of the slope. Which triggered a response from both myself and the Building Inspector to take immediate action and investigate the complaint.

Prior to reaching out to the owner I called Bill Ward who serves at the Director of Permitting and Inspection to determine if the reference in-fill activity at #411 Riverside Avenue was permitting under our local zoning. In reviewing the property file there weren't any permits on file that permit the regrading and in-fill activities identified in the complaint. Mr. Ward provided me with the contact information for the owner of the property.

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I then placed a call to the owner, identifying myself as the City Engineer alerting him to the complaint and requesting to visit the site to investigate the condition. I shared I would be visiting the site shortly with our Building Inspector, Brad Biggie.

Arriving at the 411 Riverside Avenue at around 12:20 p.m. Friday, I made contact with the owner, I introduced Brad Biggie the Building Inspector and introduced the complaint we received was for infilling his property on the northern edge of his property.

Visually, I had identified a 60'-80' tall, steep slope terraced at the base of the slope in the direction of the river. At the base of the slope and a third of the way up the slope were a number of large growth cut timbers laying in various orientations and overlapping. Large Stumps near the top of the slope, material of the high bank was primarily wood chips, ground was spongy and there was steam rolling out of the bank in isolated areas from the wood chips, it was evident there was heat being released as a result of the decomposition of the wood chips as organic material.

I shared with the owner of 411 Riverside Avenue that he should no longer be infilling his property until he acquires all of the necessary permits and has consulted with a Geotechnical Engineer. I further noted that the steam from the bank was the decomposition of the wood chips and that this material could possibly combust. That we would likely be issuing a Dangerous Building Order for him to remediate the existing condition.

Leaving 411 Riverside Avenue I visited the adjacent properties at 389, 365 Riverside Avenue and attempted to make contact with the property owners. I was unsuccessful in making contact with either of the two owners. I visually confirmed infill activity on these two properties as well.

Returning from the site visit I had prepared a Draft Dangerous Building Order for 411 Riverside Avenue. That same day Friday, October 11, I shared the draft order with our City Attorney's Office for review. This order would serve as the sample order for all three properties.

As a result of the City Attorney's Office's review it was determined that under the authorities described in **8-45 Obligations of owners of dangerous structures and buildings**; as the City Engineer, neither myself, nor Brad Biggie as the Building Inspector have the authority to order the remediation of the slope, given the slope is not a structure or building.

This issue was then referred to the Permitting and Inspection team for their review and determination if under the existing zoning regulation the property owner could be compelled to remediate the existing condition.

Shortly after on the evening of October 31st, 2019 the City experiences a severe rain storm event that impacted the stability of these infill areas.

The rain storm saturated the illegal infill at 365 Riverside Avenue, causing a flow failure that impacted the Rivertrail. causing that segment of the trail to be rerouted by the Winooski Valley Park District.

Since the slope failure at 365 Riverside Avenue, City staff continues our work address this individual slope failure as well as take important next steps to prevent against similar slope failures.

- . Permitting and Inspections Department has issues a Notice of Violations to the three Riverside Avenue Property Owners.
- . DPW's Consultant Hoyle Tanner has completed most of their field work on Manhattan Drive and North shore for properties under the direct control of the City.
- . Our work to assess the existing condition along Riverside Avenue will require the cooperation of private land owners to gain access to their properties to assess the existing condition.
- . Alternative methods of assessment are being considered if we are not able to gain access to private property to assess the existing condition

- Field Inspection and associated Field Reports record the existing condition and will be used to compare against previous annual inspection reports to identified locations of instability or locations of imminent failure.

As the City Engineer, I continue to have conversations with the City Attorney's Office, to further expand both mine and the Building Inspectors authorities to address slope stability issues under similar authorities described in the Burlington Code of Ordinances 8-45. In addition the consultants work to assess all high slopes is not complete and addition field inspections will resume once slopes are free of snow and ice pack for visual inspection.

Please feel free to call me if you have questions.

Thank you.



City of Burlington
Department of Public Works

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

Memo

Date: February 12, 2020

To: Public Works Commission

CC: Chapin Spencer, Director
Norm Baldwin, P.E., Assistant Director – Technical Services / City Engineer

From: Nicole Losch, PTP, Senior Planner

Subject: Winooski Avenue Transportation Study and Implementation Plan

Recommendation

This item is informational.

Background

Winooski Avenue is the primary north-south transportation corridor through the heart of downtown Burlington. Through the 2011 Transportation Plan and 2017 planBTV Walk Bike, Winooski Avenue is envisioned as a corridor to accommodate safe access for all users, including pedestrians, bicyclists, transit vehicles and riders, and drivers.

Improving safety and connectivity on this corridor is paramount. This corridor does not have consistent or intuitive multimodal facilities. It has 7 of the 20 priority intersections identified for safety improvements in planBTV Walk Bike (including all 5 signalized intersections downtown), has experienced 16% of bicycle crashes and 17% of pedestrian crashes in the City in the past five years, and has six High Crash Locations reported by the Vermont Agency of Transportation.

Introduction to the Winooski Avenue Transportation Study and Implementation Plan

The Winooski Avenue Transportation Study is a corridor study for complete streets on Winooski Avenue. It considers strategies to develop multimodal improvements that address safety, capacity, and connectivity along this nearly two mile corridor stretching from Riverside Avenue in the Old North End to Howard Street in the South End.

The study was guided by the Project Advisory Committee (PAC), with representatives from City and community entities invested in the corridor. The study was also guided by the community in a series of public meetings, active workshops, stakeholder interviews, and online interactions. With input from the community, the PAC established the vision for the corridor:

- Traveling along and across Winooski Avenue will be **safe, inviting, and convenient** for people of all ages and abilities using any mode of transportation.
- **Walking and bicycling will be viable and enjoyable** ways to travel this corridor. Improvements will encourage active travel and alternatives to personal vehicle use.
- **Businesses along and near Winooski Avenue will flourish** with an activated streetscape and convenient access.
- The **mobility and parking needs will be balanced** for property owners, residents, businesses and the greater transportation system.
- The street can **adapt** to changes to the transportation system and land use

Thirteen alternatives were developed for infrastructure improvements that could mitigate existing deficiencies and address challenges and issues identified by the community. These alternatives were evaluated for their ability to align with the vision of the corridor, including bicycle level of stress, pedestrian quality of service, changes in parking spaces, street trees impacted, change in green belt width, cost, neighborhood access, vehicle operations and safety, and transit quality of service.

The recommended alternative was presented to the PAC in October 2019 and the community in November 2019. It was then refined based on PAC and community input. At their meeting on January 28, 2020, the PAC reached unanimous consensus on the preferred alternative for City Council to consider. The Transportation, Energy, and Utilities Committee (TEUC) then considered this alternative at their meeting on February 4, 2020, where the majority of the TEUC supported the preferred alternative.

The preferred alternative will be presented to City Council at their meeting on February 18, 2020 and includes:

- In 2020, complete a Parking Management Plan for North Winooski Avenue, pilot or demonstrate mini-roundabouts, add wayfinding between the southbound Winooski Avenue and Union Street bike lanes, find solutions to commercial loading and driveway queueing on Winooski Avenue in the downtown, and evaluate options to create protection for pedestrians and bicyclists in the downtown;
- With a target of September 2020, add new pavement markings from Pearl Street to Main Street (to include one southbound vehicle lane, one northbound vehicle lane, a center turning lane, and northbound and southbound bicycle lanes), continuous bicycle lanes in both directions south of Main Street, consider physical protections for people walking and biking, and improve high-priority transit stops and pedestrian crossings;
- In 2021, add new pavement markings for bicycle lanes in both directions between Pearl Street and Riverside Avenue, improve high-priority transit stops and pedestrian crossings

north of Pearl Street, consider additional pedestrian safety improvements at the intersections of Archibald Street and Riverside Avenue, and add streetscape and safety enhancements south of Pearl Street; and

- After 2021, identify funding to modify the roadway for protected bike lanes, two-way traffic north of Pearl Street, on-street parking, underground utilities, stormwater management, improved transit stops, new street trees, and/or improved pedestrian experience along Winooski Avenue.

As the Winooski Avenue Transportation Study is implemented, the TEUC will receive bi-annual updates and the Public Works Commission will approve any regulatory changes related to parking and traffic. The TEUC will also review the Parking Management Plan's scope of work before the study begins and the Public Works Commission will accept the final Parking Management Plan.

Commissioners are encouraged to read the draft Winooski Avenue Transportation Study, available on the project website: tiny.cc/WinooskiAveStudy (the final draft will be reposted no later than February 14, 2020 and includes implementation changes based on TEUC input and complete Appendix contents). The recommended preferred alternative and implementation timeline is available in Chapter 6.

Please don't hesitate to contact me in advance of the meeting with any questions (nlosch@burlingtonvt.gov).

Commissioners Present: Tiki Archambeau (Chair); Brendan Hogan (Vice Chair); Solveig Overby; Peggy O'Neill-Vivanco; Pablo Bose; Jim Barr

Commissioners Absent: Chris Gillman

Item 1 – Call to Order – Welcome – Chair Comments

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

Item 2 – Agenda

ACTION: Chair Archambeau suggested to remove Item C from the Consent Agenda for more discussion making it 4.1. Commissioner Barr moved to accept the agenda with Item C being removed and making it 4.1 Commissioner O'Neill Vivanco seconded. Unanimous approval.

Item 3 – Public Forum

- Camilla Vivanco requested that the pedestrian signal phase at the Main Street and South Union intersection be lengthened as more people are crossing this intersection to go to the YMCA after school. She also requested right turns on red be prohibited due to high pedestrian traffic.

Item 4 – Consent Agenda

- A Main St. & S. Union St. Parking Reallocation Adjacent to Memorial Auditorium
- B Resident Parking Zone Designation for Bilodeau Ct. Bilodeau Pkwy.

Commissioner Overby asked what happens when a resident moves out who has a resident permit parking (RPP) pass and the next tenant requests a new pass. Director Spencer stated that Parking Enforcement at Burlington Police Department manages those issues and we can seek a definitive answer from them.

ACTION: Commissioner Barr made a motion to pass the consent agenda as presented. Commissioner O'Neill-Vivanco seconded. Unanimous approval.

Item 4.1 – Reallocate an Accessible (ADA) Parking Space on North St. to a 30-minute Time Limited Parking Space

Commissioner Archambeau asked if the proposed time limited parking would prevent overnight parking. Staff said that the proposed ordinance language maintained the 30-minute regulation at all times. Commissioners discussed the benefit of only having time-limited parking when adjacent retail entities were open.

Commissioner Archambeau made a motion for 30-minute parking from 8:00 a.m. to 6:00 p.m. with the space being unrestricted beyond those hours. Commissioner Barr seconded. Unanimous approval.

Item 5 – Semiannual Traffic Request Status Report

DPW staff summarized the 33 outstanding traffic requests and stated that the bulk of the requests are crosswalk requests. These requests take longer due to the need to collect data, analyze site conditions and secure construction funding. Commissioners asked about project prioritization and public education. Staff said that a specific webpage for crosswalk requests and projects was under development. The site will be up this spring.

No public comment. No formal action was taken.

Item 6 – Shared Use Path Design Considerations

At Commission Chair Archambeau's request, Senior Transportation Planner Nicole Losch and Associate Planner Elizabeth Gohringer presented on the differences between shared use paths, side paths and protected bike lanes / cycle tracks – and where each are most appropriate. The Commission discussed how the type of facility is determined on a particular corridor and the various projects under development in the city for these various facilities.

Public Comment – Resident Dave Hartnett of Ward 4 highlighted the challenge of accommodating bike facilities and the frequent impacts to parking. He is currently most concerned about such impacts downtown and suggests there be a joint meeting between the DPW Commission and the Church Street Marketplace Commission to engage downtown businesses on parking issues in Burlington. No formal action was taken.

Item 7 – Proposed FY'21 Unified Planning Work Program

Senior Transportation Planner Nicole Losch provided a summary of planning projects that City staff is proposing for FY'21. To minimize impact to the General Fund, City staff is proposing to apply for federal planning funds through the Chittenden County Regional Planning Commission. Before we apply, a public forum must be held and this agenda item fulfills this requirement.

Commissioners asked whether crosswalk data collection and Winooski Avenue signal timing are included and whether the School Travel Plans will have a multimodal focus. Staff responded in the affirmative to all these questions.

ACTION: Commissioner Barr made a motion to accept staff's recommendations. Commissioner O'Neill-Vivanco seconded. Unanimous approval.

Item 8 – Approval of Draft Minutes of 12-18-19

Commissioner Overby requested three modifications to the December 2019 minutes:

- Adding “and the change of policy to do small segment replacements in addition to long runs” after “2020 sidewalk plan” under Item 3

- Correcting spelling of “Director” under Item 8
- Adding “an afternoon” after “the lack of a” under Item 11

ACTION: Vice Chair Hogan made the motion to accept the December with changes requested by Commissioner Overby. Commissioner O’Neill-Vivanco seconded. Commissioner Barr abstained. All other Commissioners voted to approve the minutes.

Item 10– Director’s Report

Director Spencer updated the Commission on the following items:

- 645 Pine Street Renovations completed
- Traffic Requests
- Waterfront Rail & Bike Path Relocation
- Green Mountain Transit General Manager Hiring & FY’21 Budget
- Sewer Main Relining
- Water Resources Rate Study
- Champlain Parkway
- Holiday Parking Promotion

Item 11 – Commissioners Communications

Commissioner O’Neill asked whom to get in touch with in regards to request made during Public Forum. Director Spencer said Associate Engineer Phillip Peterson would be the point of contact. Are the early deliveries on Henry Street still happening? Director Spencer has heard that deliveries are still periodically occurring during early hours, the Commission approved regulatory signs are up, and enforcement concerns should be directed to the Burlington Police Department.

Commissioner Barr thanked the department for the new Colchester Ave crosswalk at Chase Street and said the residents involved in the Old East End group are pleased with all the changes to the neighborhood this past year. He reported on the Main and University Heights intersection study with UVM and noted a public meeting would be upcoming. Director Spencer concurred.

Commissioner Hogan expressed support for the public forum comments regarding the Main and Union intersection now that the YMCA is open and more traffic than normal. There may also be a need for traffic calming on College Street adjacent to the YMCA.

Commissioner Overby shared the DPW overview document that she has personally developed and shares at the Ward 2/3 NPA meetings. She highlighted a sidewalk service request for North Champlain Street. Director Spencer has requested more specifics on the type of deficiency and the location of the deficiency. She asked questions about the pending NEA grant application seeking to add art on the alleyway between Church Street and the Marketplace Garage – what specific area would be improved, would it involve removing the “Everyone Loves a Parade” mural, and how much is DPW contributing. Director Spencer stated that the grant proposes to improve the south side of the alleyway and the garage, the application does not address removal of the existing mural and DPW

Traffic would contribute up to \$40K to support beautification efforts up to and inside the Marketplace Garage.

Commissioner Bose thanked DPW staff for keeping residents updated through Front Porch Forum and he called out a recent post in the Five Sisters' neighborhood for sewer relining work.

Commissioner Archambeau updated the Commission on permit reform efforts and expressed appreciation for everyone's efforts to develop a one-stop permitting center. He would like to set up meeting with Church Street Marketplace about parking and will coordinate this with Director Spencer.

Item 12 - Adjournment

Commissioner Barr made motion to adjourn meeting. Commissioner Bose seconded. Unanimous approval.

Meeting ended at 8:45 p.m.



**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: **DPW Director's Report**
Date: February 12, 2020

TRAFFIC REQUESTS:

As of 2/5/20, we had 30 traffic requests in queue – we had 32 in queue last month. Staff will be presenting the biannual traffic requests report this month.

WATER RESOURCES RATE STUDY:

At the Council's request, we have procured a consultant to develop an alternate water rate structure that would mitigate impacts on low-volume, low-income users. We will present this proposed rate structure at a planned March 9, 2020 City Council work session. We also plan to present to the DPW Commission at your March 2020 meeting. Contact: Megan Moir, mmoir@burlingtonvt.gov.

BIKE SHARE UPDATE:

We and our municipal and institutional partners are working with our vendor Gotcha to provide a shared e-bike mobility service with a launch hopefully this coming spring. The written update we provided to the Council's Transportation, Energy & Utilities Committee is attached.

WATERFRONT RAIL & BIKE PATH RELOCATION:

The State had previously requested the City weigh in on Amtrak overnighting locations by Feb 17. VTrans has been reviewing the extensive public input received to date and is exploring opportunities to address some of the public concerns by modifying potential overnighting location concepts. Since the State is still continuing that work and hopes to have more information in the coming weeks, the City Administration sought a time extension so that the Council would have more complete information on which to provide feedback. Over the past several months, the City Administration and individual Councilors have urged VTrans and Vermont Railway System to look creatively at how to achieve the goal of passenger rail in a way that minimizes impact of overnighting and servicing the train on our community. I was pleased to see their efforts last month to explore another location – the Intervale site. Now VTrans says they will have additional information by the end of February and they are willing to extend the time for Burlington to provide feedback until March 9.

CONSOLIDATED COLLECTION

The consultant for the joint South Burlington, Burlington and CSWD study is finalizing a version of the report that is ready for public review and feedback. The public meeting will be March 24, 6pm at Contois Auditorium. Contact: Lee Perry, lperry@burlingtonvt.gov.

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



City of Burlington
Department of Public Works
645 Pine St
Burlington, VT 05401
802-863-9094
Burlingtonvt.gov/dpw

Chapin Spencer
Director of Public Works

MEMORANDUM

TO: Transportation, Energy & Utilities Committee

FROM: Robert Goulding, Public Information Manager, Public Works
Nicole Losch, Senior Planner, Public Works

DATE: January 30, 2020

CC: Chapin Spencer, Director of Public Works

RE: Shared Mobility Update

We have been eager to transition the existing traditional bikeshare program ('Greenride Bikeshare') currently operating in Chittenden County to an all-electric fleet. We continue to believe that this will be a significant change to our transportation ecosystem - contributing to core goals of choice, affordability and sustainability. We would like to share an update as to the status of the shared mobility system in Chittenden County, a recent timeline of activity and next steps below.

BACKGROUND

After City Council approval of the shared mobility contract in June, we expected to have this system operational by Fall 2019. By the middle of August, we learned of tariff issues that delayed the operator Gotcha's ability to procure and deliver the 200 bikes to our market. At this time, we also learned of software issues affecting the performance of their system in other cities followed by a merger with a larger shared mobility entity, OjO.

Here is a timeline indicating how we have continued to work through these issues.

- **Late August:** Chittenden County shared mobility partners (Burlington, South Burlington, Winooski, CATMA and Universities) had a call w/ CEO of Gotcha, Sean Flood and his team. During this meeting we spoke candidly of our disappointment about the delay and lack of early communication. CEO Flood and his team were transparent about the tariff and technology issues. They answered every question from our group. CEO Flood said the technology issues were fixed and then committed to a spring 2020 launch of a full suite of e-bikes in Chittenden County.

- **Early September:** We identified a former City of Burlington employee who currently works for municipal government in Syracuse - a Gotcha market. He put us in touch with municipal colleagues in charge of implementation of the e-bike system. CATMA had an in-depth conversation with them and confirmed that while there were significant technology issues early on, the Gotcha team had followed through on its commitment to address the app issues. The situation appears to be resolved.
- **Fall:** Working through the transition in the City Attorney's staff including the departure of the attorney who was directly involved in the Gotcha discussions, we began working on the inclusion of contractual milestones to hold Gotcha accountable to specific progress. These include:
 - Spring 2020 launch of e-bikes and all equipment
 - A Burlington specific clause that stipulates that escalated pricing is an important consideration for renewal and that the Operator shall provide a statement detailing its efforts to integrate escalated pricing into its fee structure
 - A Burlington specific clause that has Gotcha providing a sign to hang at their waterfront location indicating the motor will shut off beyond system limits and that for long rides, local bike shops are a much better option.
- **Late Fall:** We learned that Gotcha has merged with OjO - another shared mobility operator. Unrelated to that, we learned that the local Gotcha employee who was working on the Greenride to e-bike transition decided to move to New Hampshire for another opportunity.
- **Mid-December:** Chittenden County partners had a second call w/ Gotcha CEO Sean Flood. We ask for updates on the tariffs and merger and what it means for implementation. We were told that the tariff issue has been circumvented with a new supplier in a different country and that they are still committed to a spring launch. We are told candidly that the merger has taken most of their attention, but are close to re-engaging with e-bike system implementation.
- **Late December:** Shortly after this call we shared the new contractual milestones with Gotcha - approved by the City Attorney's Office and agreed to by our partners - which is currently "under review" by their legal team.
- **January 27:** We heard from CEO Flood that we should expect a schedule any day now with revisions/agreement to the contract.
- **Current:** CATMA continues to press Gotcha for contract feedback and a schedule.

NEXT STEPS

We remain cautiously optimistic that the operator, Gotcha, can have a fully functioning e-bike system implemented in spring. However, we share the frustration of our partners and our community that there has been a significant delay in implementation.

We have an upcoming partner-only meeting -- hopefully to discuss a proposed in-hand schedule and finalize the contract. However, we are all prepared to discuss options for a Plan B. Unfortunately, the shared-mobility industry is changing rapidly (as evinced by the Gotcha/OJO merger) and upon last analysis, was more e-scooter oriented. There does not appear to be a lot

of operators who offer the system flexibility, the price point and the accessibility of Gotcha - especially for a market of this size.

Our current analysis suggests working with Gotcha through this next schedule proposal and agreement to milestones is a prudent course. However, the interests of our community are paramount and we are ready to consider soliciting an RFP for possible operators who may be able to launch in Burlington in 2020 if we do not get clear commitments and a signed contract from Gotcha soon.

We appreciate your attention to this issue and the care you put into this discussion in 2019. We welcome any questions and feedback prior, during or anytime after the upcoming TEUC meeting.

Thank you.



City of Burlington
Department of Public Works

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

Memo

Date: February 12, 2020

To: City Council

From: Phillip Peterson, Associate Public Works Engineer

CC: Chapin Spencer, Director of Public Works
Norm Baldwin, P.E., City Engineer/Asst. Director – Technical Services
Susan Molzon P.E., Senior Public Works Engineer
Timothy Devlin, City Attorney's Office

Subject: Red Maple Lane & Franklin Square Street Acceptance

Communication: The Department of Public Works (DPW) submits to the City Council information regarding the proposed dedication and acceptance of Red Maple Lane and Franklin Square as public rights-of-way, as undertaken by DPW and the City Attorney's Office, and to notify the City Council that documentation is being prepared generally consistent with terms included in this memo for the City Council's consideration at a later date.

Background:

DPW, the City Attorney's Office, and Burlington Housing Authority (BHA) have been collaborating on the formal acceptance of Red Maple Lane and Franklin Square into the City of Burlington's public Right-of-Way (ROW). DPW Staff and the City Attorney's Office have reviewed the City's Land Records and other historical documentation. Records indicate that in 1975 the City Council, with the support of the City Engineer, passed a Resolution accepting Franklin Square as a City street, see Attachment-1. However, there is no documentation that Burlington Housing Authority, or any previous owner, completed the process of dedicating the street to the City. Therefore, the process was not fully completed, though the intent may have been there, and the transfer of property rights was never effectuated.

Over the years, the incomplete transfer of property rights led to differing opinions between BHA and the City on whose responsibility it was to maintain the infrastructure. This disagreement led to minimal maintenance activities occurring on the various systems and the overall condition of the assets declined. The deferred work over many decades has impacted the quality of life for Franklin Square residents – all of whom are low-income and many of whom are new Americans.

Previous City Administrations have sought to resolve this situation but have not been successful. Most recently, representatives from the City and BHA worked from 2010 through early 2012 but were unable to come to agreement mainly around the issue of parking management.

With support of New North End City Councilors and Councilor Ali Dieng in particular, Public Works Staff restarted efforts in early 2019 to resolve this impasse. After a number of meetings, additional research, and creative problem solving, the staff of the respective parties have hammered out a proposed solution.

Now, based on the general terms outlined below, the Burlington Housing Authority intends to formally dedicate portions of the property located at 1554 North Avenue, commonly known as Franklin Square, to the City of Burlington. In order to complete this process, the City Council will need to accept the dedication of Franklin Square as a City street and establish it is a public right-of-way.

Proposed Right-of-Way:

In collaboration with BHA, DPW is advancing with this process to complete the dedication and acceptance of Franklin Square under the following assumptions:

- Proposed Right of Way to be deeded would be approximately 2 feet outside the outside curb and approximately 2 feet off the sidewalks adjacent to the buildings.
- For the sidewalk to be properly maintained, BHA will provide a 2 foot clear zone along the building side of all sidewalks, which will require relocation of some of the existing yard fencing.
- The proposed City street will maintain one-way circulation on Franklin Square in a counter-clockwise direction.
- Existing on-street parallel parking on the north and south sides of Franklin Square will be reconfigured to 45-degree angled parking which will increase parking capacity for residents.
- Parallel parking on Red Maple Lane will be retained.
- On-street parking will be divided into two winter parking ban zones which would be alternated with the first evening being the Standard Parking Ban-Zone A and the next day, Zone H Parking Ban would be in effect.
 - Existing Zone A - South and West Side of Franklin Square and Red Maple Lane.
 - Proposed Zone H-North and East Side of Franklin Square.
- BHA will educate residents on this dual parking zone approach.

Ongoing Efforts:

In order to prepare a formal dedication and acceptance proposal to City Council, DPW Staff continue to advance the following items:

- DPW and BHA held a neighborhood meeting (see Attachment-2) on January 28, 2020 to inform the residents of these proposed changes and to gather feedback. The presentation prepared for this meeting is attached. Additional Franklin Square neighborhood meetings will be held as this process continues.
- DPW Staff communication of Franklin Square work was submitted to the TEUC through a memo February 4, 2020.
- DPW and BHA will share evenly in the cost to perform a boundary survey, deed research and monumenting to establish the limits of the proposed right-of-way.

- DPW continues to coordinate with the City Attorney's Office related to the legal instruments for street acceptance and the establishment of public right-of-way.
- The various City departments, to include BED, DPW, Water Resources; have assessed the conditions of water resource infrastructure (stormwater, sanitary sewer, water), street lighting, electrical distribution, pavement, and sidewalks. Anticipated near-term capital investments are discussed below.
- DPW continues to collaborate with Burlington Police and Fire Departments on ability for Emergency Services response on Franklin Square.
- DPW continues to evaluate Zoning implications of changing the acreage and boundary lines of the BHA parcel.
- DPW continues to coordinate with the City's E911 Coordinator to implement any necessary re-addressing.

Near-term Capital Investment:

Following the dedication and acceptance of Franklin Square as public right-of-way, DPW anticipates near-term capital investment by the City will be required within the next 1-3 years. Based on the condition assessments performed in 2019, DPW anticipates the following:

- Burlington Electric Department: street lighting upgrades (Estimated \$16,000)
- DPW Traffic Division: Re-striping and signage for reconfiguration of on-street parking. Installation of snow ban signal equipment and signage. (Estimated \$2,500)
- DPW Water Resources Division: Stormwater drainage repairs (Estimated \$36,000).
- DPW Technical Services: Street pavement reconstruction (Estimated \$450,000), scope includes repaving of Red Maple Lane and Franklin Square, replacement of all sidewalks, and replacing approximately half of the existing curb.
- DPW Streets Maintenance: Pothole repair, street sweeping, and snow plowing.
- With increased State stormwater regulations, additional stormwater management will likely be required for the additional impervious surfaces (Estimated \$288,000).

These are significant costs. The City typically requires a street be up to City Standards prior to recommending the City Council accept the street. The critical distinction in this case is that a prior City Engineer and a prior City Council signed off on accepting this particular street in 1975. The action by the City appears to indicate that the street was up to standard at that time – soon after the development was constructed. DPW knows of no other street in the City that has been accepted, but not dedicated.

Next Steps:

DPW and BHA will continue to coordinate efforts to advance the dedication and acceptance process through the ongoing efforts discussed above. DPW anticipates bringing forward a recommendation for the City Council to accept the proposed Franklin Square right-of-way in Fall 2020. Direct any questions to Philip Peterson, Associate Public Works Engineer DPW, ppeterson@burlingtonvt.gov (802)865-5832.

Attachments:

1. City of Burlington City Council Resolution Accepting Franklin Square as a City Street.
 2. Franklin Square Neighborhood Presentation 1.28.20
-

Resolution Relating to

ACCEPTANCE OF STREET--FRANKLIN SQUARE

CITY OF BURLINGTON

In the year One Thousand Nine Hundred and Seventy-five
Resolved by the City Council of the City of Burlington, as follows:

That all prior requirements thereto having been met, Franklin
Square is hereby accepted as a public street of the City of
Burlington.

ORIGINAL

Resolution Relating to

ACCEPTANCE OF STREET--FRANKLIN

SQUARE

Adopted by the City Council

Oct 22, 1925

St. L. Wagner Clerk

Approved 10-23, 1925

Frank H. O. Mayor

Vol. Page

Offered by Alderman William J. Blumberg

BURLINGTON, VERMONT

October 14, 1975
(Date)

City Council
City Hall
Burlington, Vermont

Gentlemen:

The requirements of the Burlington City Charter and Ordinances having been fulfilled, to the best of our knowledge, the acceptance by the City, as a City Street of Franklin Square, so-called as described in a proposed deed, a copy of which description is herewith attached, is hereby approved.

Edward J. Spaulding 10/14/75
Burlington City Engineer

Will N. Brown 10/14/75
Chairman, Burlington Planning
Commission

Robert R. Lawrence
Superintendent, Burlington Water
Department

Robert C. Young
Superintendent, Burlington Light
Department

James L. Ogden Oct 14, 75
Superintendent, Burlington Street
Department



Franklin Square Neighborhood Meeting

FRANKLIN SQUARE COMMUNITY ROOM
JANUARY 28, 2020

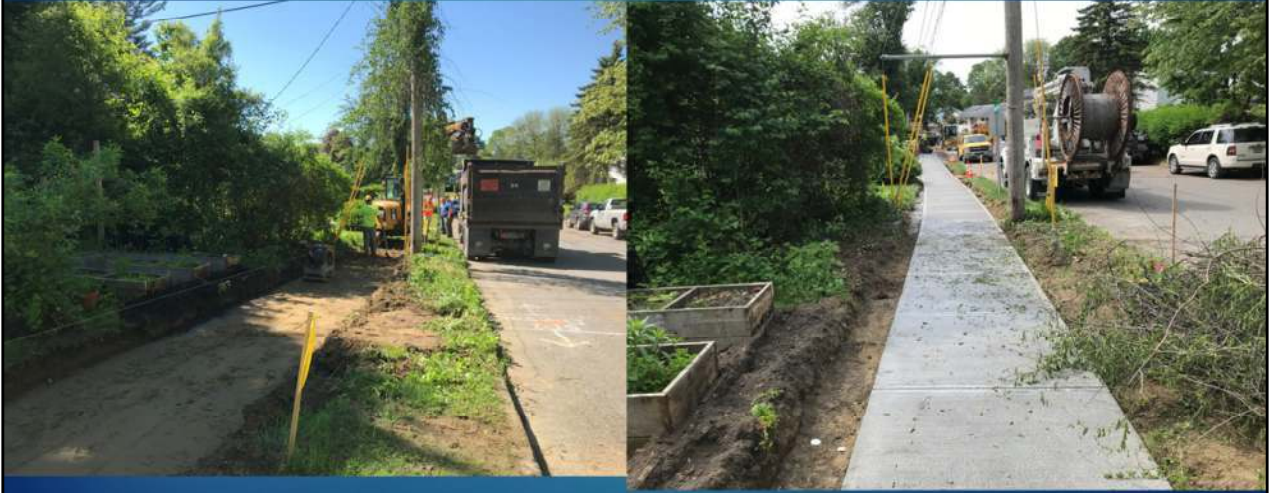
The City of Burlington and the Burlington Housing Authority (BHA) are collaborating on efforts for the City of Burlington to accept Franklin Square as a City street in the public Right-of-Way. This street acceptance would allow the Department of Public Works (DPW) to conduct maintenance operations on existing utilities and infrastructure as well as manage parking around Franklin Square. Future correspondence will be provided regarding change of addresses for the Franklin Square apartments.

What is the Right-of-Way



Essentially the right-of-way is public property; specifically property that the City has accepted, and property which has been deeded over to the city. The right-of-way does vary, a good rule of thumb on most streets is, the right-of-way is about one foot away from the sidewalk toward private property.

Why the Right-of-Way is important



Planners, Engineers, Utilities, Construction staff and City Leadership coordinate efforts to establish the location and design of transportation projects that will minimize impact and be of the greatest benefit to the public. The final product takes into consideration feasible engineering, safety, economics, public well-being, and convenience for the travelling public in parallel with the needs of local residents.

Franklin Square Street Acceptance Impact to Residents

1. Change of Address
2. New parking layout
 - a) Diagonal parking scheme
 - b) Snow ban parking zones
3. Maintenance
 - a) Street sweeping
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Franklin Square Proposed Parking Layout



The diagonal parking should give residents an additional 10 parking spaces.

Franklin Square Parking Snow Ban



Snow parking bans are an important and necessary tool for the City to remove snow and ice from City streets, and Franklin Square cannot be excluded. However, we have developed a promising solution. A snow parking ban on Franklin Square will be a two day process; on the first day of a snow parking ban residents will not be allowed to park in the existing Zone-A which includes parking on Red-Maple Lane, the south side of Franklin Square, and the spaces directly adjacent to the community center; on day two of a snow parking ban residents will not be allowed to park in the new Zone-H which includes the parking on the north side of Franklin Square and the pull in parking on the east side.

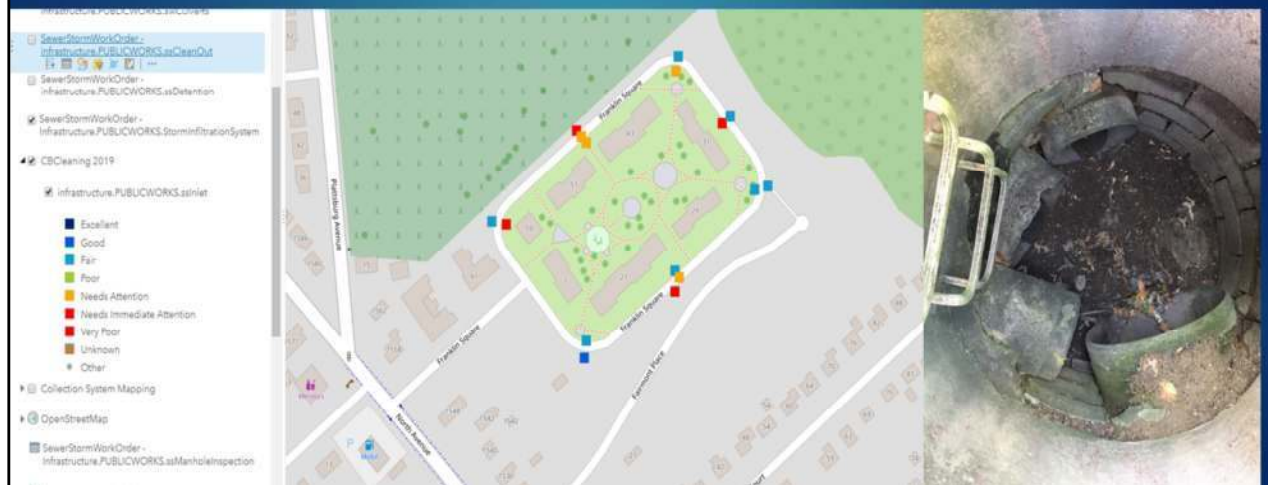
Maintenance

- Street-sweeping, Pothole repair, and plowing



Utilities Stormwater

■ 8 Catchbasins need replacement



A total of 8 catch basins were identified as in need of replacement in the near term (deteriorated brick structures or cinder block style). 1 catch basin was discovered as no longer functioning as it has been overrun with root intrusions.

Utilities Electrical



- Lighting upgrades



The work involves replacing fixtures on existing poles – no new poles are required.

Paving & Sidewalks

- Paving and Sidewalk Work



The paving plan this Summer is well set, and Franklin Square is not on the list. 2021 is a possibility, however 2022 is the earliest Franklin Square would be considered. Sidewalk assessment will be this Summer. Franklin Square will be compared equally to the rest of the City.

Franklin Square Acceptance Timeline

1. City Meetings

- 2.4.20 Update for Transportation, Energy, and Utilities Committee
- 2.18.20 Update for City Council
- Fall 2020 – City Council Street Acceptance

2. Parking layout change

- Fall 2020

3. Planned Work

- Stormwater drains, Anticipated in 2021
- Street Lighting, Anticipated in 2020
- Paving, Anticipated in 2022



Comments or questions?

Contact:

Phillip Peterson, Associate Engineer

Desk: 802.865.5832

Email: ppeterson@burlingtonvt.gov

NAME - (PRINTED)

EMAIL ADDRESS

PHONE #

WARD

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Hans van Meer

Paul Bremer

Ashley Melander

Joseph Ayesta

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News @ Van-News.com

Chlorine, etc.

Ah! ander @ gmail. com

Mr. Joy Agesta @ymail.com

238-5769

793-2289

656-4411

Please note that this sign-in sheet and any information provided on it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.



City of Burlington
Department of Public Works

Technical Services Engineering Division
645 Pine Street, Suite 200
Burlington, VT 05401
P 802-863-9094 / F 802-863-0466 / TTY 802-863-0451
www.burlingtonvt.gov/DPV

Memo

Date: February 12, 2020

To: City Council

From: Phillip Peterson, Associate Public Works Engineer

CC: Chapin Spencer, Director of Public Works
Norm Baldwin, P.E., City Engineer/Asst. Director – Technical Services
Susan Molzon P.E., Senior Public Works Engineer
Timothy Devlin, City Attorney's Office

Subject: Red Maple Lane & Franklin Square Street Acceptance

Communication: The Department of Public Works (DPW) submits to the City Council information regarding the proposed dedication and acceptance of Red Maple Lane and Franklin Square as public rights-of-way, as undertaken by DPW and the City Attorney's Office, and to notify the City Council that documentation is being prepared generally consistent with terms included in this memo for the City Council's consideration at a later date.

Background:

DPW, the City Attorney's Office, and Burlington Housing Authority (BHA) have been collaborating on the formal acceptance of Red Maple Lane and Franklin Square into the City of Burlington's public Right-of-Way (ROW). DPW Staff and the City Attorney's Office have reviewed the City's Land Records and other historical documentation. Records indicate that in 1975 the City Council, with the support of the City Engineer, passed a Resolution accepting Franklin Square as a City street, see Attachment-1. However, there is no documentation that Burlington Housing Authority, or any previous owner, completed the process of dedicating the street to the City. Therefore, the process was not fully completed, though the intent may have been there, and the transfer of property rights was never effectuated.

Over the years, the incomplete transfer of property rights led to differing opinions between BHA and the City on whose responsibility it was to maintain the infrastructure. This disagreement led to minimal maintenance activities occurring on the various systems and the overall condition of the assets declined. The deferred work over many decades has impacted the quality of life for Franklin Square residents – all of whom are low-income and many of whom are new Americans.

Previous City Administrations have sought to resolve this situation but have not been successful. Most recently, representatives from the City and BHA worked from 2010 through early 2012 but were unable to come to agreement mainly around the issue of parking management.

With support of New North End City Councilors and Councilor Ali Dieng in particular, Public Works Staff restarted efforts in early 2019 to resolve this impasse. After a number of meetings, additional research, and creative problem solving, the staff of the respective parties have hammered out a proposed solution.

Now, based on the general terms outlined below, the Burlington Housing Authority intends to formally dedicate portions of the property located at 1554 North Avenue, commonly known as Franklin Square, to the City of Burlington. In order to complete this process, the City Council will need to accept the dedication of Franklin Square as a City street and establish it is a public right-of-way.

Proposed Right-of-Way:

In collaboration with BHA, DPW is advancing with this process to complete the dedication and acceptance of Franklin Square under the following assumptions:

- Proposed Right of Way to be deeded would be approximately 2 feet outside the outside curb and approximately 2 feet off the sidewalks adjacent to the buildings.
- For the sidewalk to be properly maintained, BHA will provide a 2 foot clear zone along the building side of all sidewalks, which will require relocation of some of the existing yard fencing.
- The proposed City street will maintain one-way circulation on Franklin Square in a counter-clockwise direction.
- Existing on-street parallel parking on the north and south sides of Franklin Square will be reconfigured to 45-degree angled parking which will increase parking capacity for residents.
- Parallel parking on Red Maple Lane will be retained.
- On-street parking will be divided into two winter parking ban zones which would be alternated with the first evening being the Standard Parking Ban-Zone A and the next day, Zone H Parking Ban would be in effect.
 - Existing Zone A - South and West Side of Franklin Square and Red Maple Lane.
 - Proposed Zone H-North and East Side of Franklin Square.
- BHA will educate residents on this dual parking zone approach.

Ongoing Efforts:

In order to prepare a formal dedication and acceptance proposal to City Council, DPW Staff continue to advance the following items:

- DPW and BHA held a neighborhood meeting (see Attachment-2) on January 28, 2020 to inform the residents of these proposed changes and to gather feedback. The presentation prepared for this meeting is attached. Additional Franklin Square neighborhood meetings will be held as this process continues.
- DPW Staff communication of Franklin Square work was submitted to the TEUC through a memo February 4, 2020.
- DPW and BHA will share evenly in the cost to perform a boundary survey, deed research and monumenting to establish the limits of the proposed right-of-way.

- DPW continues to coordinate with the City Attorney's Office related to the legal instruments for street acceptance and the establishment of public right-of-way.
- The various City departments, to include BED, DPW, Water Resources; have assessed the conditions of water resource infrastructure (stormwater, sanitary sewer, water), street lighting, electrical distribution, pavement, and sidewalks. Anticipated near-term capital investments are discussed below.
- DPW continues to collaborate with Burlington Police and Fire Departments on ability for Emergency Services response on Franklin Square.
- DPW continues to evaluate Zoning implications of changing the acreage and boundary lines of the BHA parcel.
- DPW continues to coordinate with the City's E911 Coordinator to implement any necessary re-addressing.

Near-term Capital Investment:

Following the dedication and acceptance of Franklin Square as public right-of-way, DPW anticipates near-term capital investment by the City will be required within the next 1-3 years. Based on the condition assessments performed in 2019, DPW anticipates the following:

- Burlington Electric Department: street lighting upgrades (Estimated \$16,000)
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These are significant costs. The City typically requires a street be up to City Standards prior to recommending the City Council accept the street. The critical distinction in this case is that a prior City Engineer and a prior City Council signed off on accepting this particular street in 1975. The action by the City appears to indicate that the street was up to standard at that time – soon after the development was constructed. DPW knows of no other street in the City that has been accepted, but not dedicated.

Next Steps:

DPW and BHA will continue to coordinate efforts to advance the dedication and acceptance process through the ongoing efforts discussed above. DPW anticipates bringing forward a recommendation for the City Council to accept the proposed Franklin Square right-of-way in Fall 2020. Direct any questions to Philip Peterson, Associate Public Works Engineer DPW, ppeterson@burlingtonvt.gov (802)865-5832.

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Adopted by the City Council

Oct 27, 1925

G. F. Wagner Clerk

Approved Oct 28, 1925

Frank H. Dwyer Mayor

Vol. Page

Offered by William J. Blumenthal
Alderman

BURLINGTON, VERMONT

October 14, 1975
(Date)

City Council
City Hall
Burlington, Vermont

Gentlemen:

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Burlington City Engineer

Will N. Oswald 10/14/75
Chairman, Burlington Planning
Commission

Robert R. Lewis
Superintendent, Burlington Water
Department

Robert C. Young
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James L. Ogden OCT 14 1975
Superintendent, Burlington Street
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Franklin Square Neighborhood Meeting

FRANKLIN SQUARE COMMUNITY ROOM

JANUARY 28, 2020

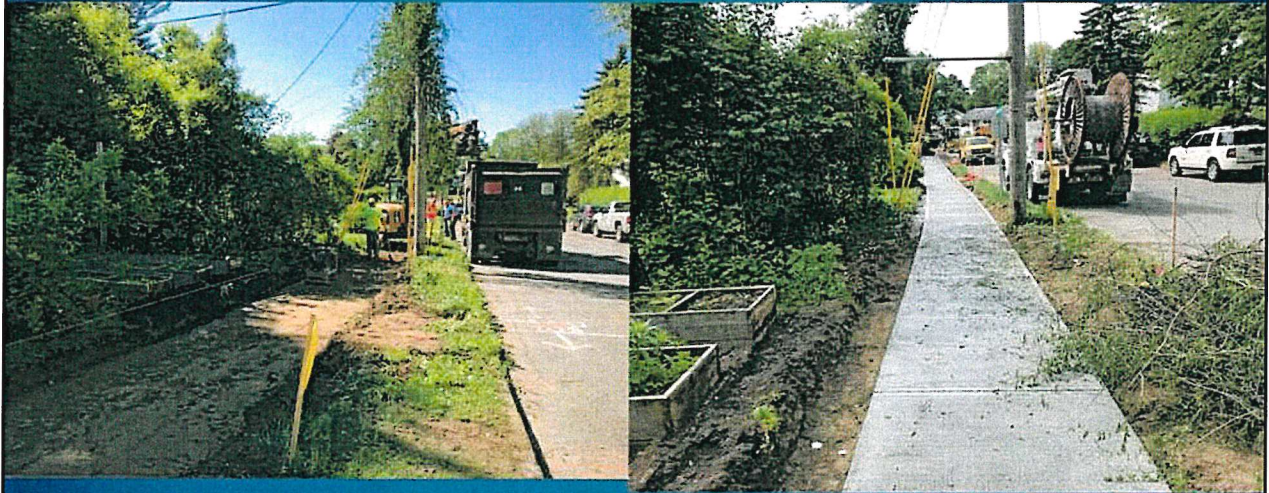
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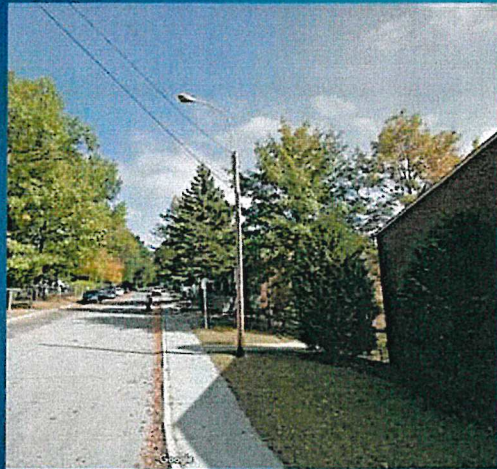


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Paving & Sidewalks

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Franklin Square Acceptance Timeline

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Comments or questions?

Contact:

Phillip Peterson, Associate Engineer

Desk: 802.865.5832

Email: ppeterson@burlingtonvt.gov

Burlington Department of Public Works Commission Meeting
Draft Minutes, February 19, 2020
645 Pine St. – Main Conference Room
Meeting video link: <https://www.cctv.org/watch-tv/programs/burlington-public-works-commission-150>

Commissioners Present: Tiki Archambeau (Chair); Brendan Hogan (Vice Chair); Chris Gillman ; Solveig Overby; Peggy O'Neill-Vivanco, Pablo Bose; Jim Barr

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau calls meeting to order at 6:34 p.m. and made opening comments.

Item 2 – Agenda

ACTION: Commissioner Barr made a motion to approve the Agenda.
Commissioner Gillman seconded
Unanimous Approval

Item 3 – Public Forum

- Gentleman came in and spoke about the North Winooski Avenue two hours parking being removed, as it is not regularly enforced by the police. Businesses in this area do not want the two hour parking limit.
- Ben Katz of Overlake Park came in stating that the parking on this street is a 4 hour only limit between 8:00 a.m. and 5:00 p.m. making it hard for residents living on the east side of the street to get in and out of their driveways.
- Hans Van Weer of Overlake Park came in with the same concerns.

Item 4 – Consent Agenda

- A Removal of one ADA Parking Space on Main St Adjacent to Memorial Auditorium
- B Reallocation of One 30 Minute Time Limited Parking Space to a One-Hour Time Limited Parking Space on Marble Avenue
- C. Removal of Two-Hour Time Limited Parking on North Winooski Avenue
- D. Cherry Street vehicle Loading Zone

Commissioner Overby asked about the two-hour parking by the Community Health Center on Riverside Avenue.

Commissioner Barr made a motion to accept the Consent Agenda
Commissioner Gillman seconded
Unanimous Approval

Item 5 – Slope Failure Presentation – Norman Baldwin, City Engineer

Norman Baldwin advised that they were assessing the slopes in the city, especially looking at the ones on Manhattan Drive and Riverside Avenue identifying areas of risk. The Collision Car place on Riverside Avenue has put infill in but did not get any permits for this work. There were also a couple of places adjacent to this property that also had

infill put in without permits. There was a question about who is the responsible if someone gets hurt, who is responsible for the liability issues. There was also concerns if the property owners had any sense of concern for their properties going downhill.

Paul Beerman is a Geologist with UVM and this is what he studies. He noticed the small landslides in summer and then in October noticed serious cracking in the ground. There was a suggestion about getting a slope zoning ordinance before much more construction occurs. He also suggested getting a Geo Tech Engineer to evaluate and make sure site is secured before putting a building in place.

Item 6 – Winooski Avenue Transportation Study

Senior Transportation Planner Nicole Losch spoke about doing this study since late 2017 and we are in the process of wrapping this up. We want the street to be safe traveling and inviting for people traveling on the street. There will be a mini roundabout tested in the downtown and we hope to implement changes by September. Union Street will stay as it is for right now.

Item 7 – Franklin Square Acceptance Update – Philip Peterson

Mr. Peterson stated that in 1975 Franklin Square was considered an accepted street but was never dedicated, so now we have to get a boundary surveyor and a legal description of the property and once it is a dedicated street there is work that has to be done.

Item 8 – Garage Occupancy Presentation – Jeff Padgett

This was a discussion on the Lakeview and College Street garage. He stated that the greater flexibility that was granted to them has made a huge improvement. They have gotten more pass holders and have made more money. There were suggestions on getting a trolley or some sort of transportation to people from the garages to the Marketplace. In addition, suggestions on some better Way finding signage needs to be added.

Item 9 – Approval of Draft Minutes 1-15-2020

Commissioner Barr made a motion to approve the Draft Minutes of 1/15/2020.

Commissioner O'Neill seconded.

Unanimous approval

Item 10 – Director's Report

There are currently 30 traffic requests in the queue

Water Rate Study - March meeting and City Council on March 9th

See attached report in reference to the bike share

Case for Fraud for Management parking garage agreements – Company was charged the market rate in 2017, there was an in kind agreement for \$90.00 per month. This was an issue that did not go through commissioner and in 2014 this did not go through the commission.

Division Director of Water Resources, Megan Moir has come in tonight to go over the water main break and subsequent boil water advisory that occurred in the City over the

weekend. It was stated that the initial break was south of Main Street for the boil water order and then we were getting calls from people out of North Avenue so it was decided to do a city wide boil water order. There was a lot of information put out through VT-Alert, the website, on social media and updated frequently throughout the weekend until the notice was lifted.

Commissioner Overby asked about the bike share contracts. Mr. Goulding stated that the Gotcha Corporation is committed to the e bikes but they are affected by the coronavirus and other supply chain issue.

Item 11- Commissioner Communications

Commissioner Bose stated that the city did a good job during the snowstorm on snow removal.

Commissioner Hogan stated that there was a crosswalk that is still blocked with snow and would like to see that removed.

Commissioner Overby thanked the staff for their efforts during the snow storm and the notifications for the water break. She inquired about how the sidewalk plows did not do some of the streets during the storm and some of the streets. It was explained that during the height of the storm only the main areas going out of city were plowed and there was a snow bank which helped to get streets cleaned up after the storm. Commissioner Overby stated a bench was destroyed on St. Paul Street not sure if by plow or what.

Item 12 – Adjournment & Next Meeting – March 18, 2020

Commissioner Barr made a motion to adjourn.

Commissioner Gillman seconded

Unanimous approval.

Meeting ended at 9:30 p.m.

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Commissioner Overby asked about the impact of removing two-hour parking on North Winooski Avenue and the parking behavior of the Community Health Center employees as it might be abused.

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Commissioner Gillman seconded
Unanimous Approval

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Item 11- Commissioner Communications

Commissioner Bose stated that the city did a good job during the snowstorm on snow removal.

Commissioner Hogan stated that there was a crosswalk that is still blocked with snow would like to see that removed.

Commissioner Overby thanked the staff for their efforts during the snow storm and the notifications for the water break. She inquired about how the sidewalk plows did not do some of the streets and some of the sidewalks did not get plowed as well. It was explained that during the height of the storm only the main areas going out of city were plowed and there was a snow bank which helped to get streets cleaned up after the storm. Commissioner Overby stated a bench was destroyed on St. Paul Street not sure if by plow or what.

Item 12 – Adjournment & Next Meeting – March 18, 2020

Commissioner Barr made a motion to adjourn.

Commissioner Gillman seconded

Unanimous approval.

Meeting ended at 9:30 p.m.