



**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: Amy Bovee, Clerks Office
From: Chapin Spencer, Director
Date: February 12, 2015
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **February 18, 2015**
Time: 6:30 – 9:00 p.m.
Place: 645 Pine Street – Main Conference Room

A G E N D A

ITEM

- 1 Agenda
- 2 10 Min Public Forum
- 3 5 Min Consent Agenda
 - 3.10 FY16 Paving Complete Street Documentation
 - 3.20 Birch Court Ext. Accessible Parking Space
 - 3.30 Champlain College Temporary Bus Stop Removal
- 4 25 Min Three Downtown Accessible Spaces Redesign
 - 4.10 Communication, D. Roy
 - 4.20 Discussion
 - 4.30 Decision

Non-Discrimination

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

- 5 30 Min Residential & Downtown Parking Management Plan Update
 - 5.10 Oral Presentation, N. Losch & C. Spencer
 - 5.20 Discussion

- 6 25 Min Commission FY16 Workplan
 - 6.10 Communication, C. Spencer
 - 6.20 Discussion

- 7 5 Min Minutes of January 21, 2015

- 8 10 Min Director's Report

- 9 10 Min Commissioner Communications

- 10 Adjournment & Next Meeting Date – March 18, 2015



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: FEBRUARY 12, 2015
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on February 18, 2015 at 6:30 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. Consent Agenda
3. Three Downtown Accessible Spaces Redesign
4. Commission FY16 Workplan
5. Minutes of 1-21-15

Non-Discrimination

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Re: Public Works Commission Agenda

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 - 4.20 Discussion
 - 4.30 Decision

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 - 6.10 Communication, C. Spencer
 - 6.20 Discussion

- 7 5 Min Minutes of January 21, 2015

- 8 10 Min Director's Report

- 9 10 Min Commissioner Communications

- 10 Adjournment & Next Meeting Date – March 18, 2015

COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name Morgan St.

Project Manager and Department Laura K. Wheelock PE, DPW

Date 01/02/2015 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program – Paving\ FY2016 Street Reconstruction Program\ complete streets

Complete Streets principles WERE considered.

☒ [Form CS-2](#) attached

Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)

☐ Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.

Identify the limited access roadway: _____

☒ The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.

☒ [Form CS-3](#) attached

☐ The project scope of work was approved prior to July 1, 2011.

Identify the project: _____

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

This form was distributed:

Click here to enter a date. Clerk / Treasurer's Office, Attn: Lori Olberg
Click here to enter a date. Agency of Transportation, Attn: Chris Cole

Form CS-2N

STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.

Street Name: Morgan St.

The following features should be considered on Burlington's Neighborhood Streets

Sidewalks

- ☐ both sides of the street, or at least one side of the street on *Neighborhood Streets*
- ☐ 5' minimum in residential areas
- ☐ > 5' in neighborhood centers and high density residential
- ☐ 8' – 10' on Slow Streets
- ☐ 5' clear zone

NOTES: see for CS-3

Tree Belt

- ☐ 5' minimum
- ☐ 2' minimum for snow storage
- ☐ structural soil in neighborhood centers, high density residential

NOTES: see form CS-3

Street Trees

- ☐ hardscape or tree grates for passenger loading/unloading

NOTES: N/A

Transit Shelters (at stops with high ridership)

- ☐ outside of 5' clear zone
- ☐ benches
- ☐ lighting
- ☐ street trees
- ☐ pedestrian-scale signs

NOTES: no stops on road

Parking:

- ☐ back-in angled or parallel if next to bike lanes

NOTES: no bike lane

Transit Stops

- ☐ placed in front of crosswalks
- ☐ 100' – 140' curbside for streets with higher lower volume
- ☐ bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- ☐ 100' – 140' bus turnouts for transit stops with longer dwell times

NOTES: no stops on road

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming

- ☐ speed tables and raised crosswalks at mid-block locations
- ☐ raised intersections, calming two streets at once
- ☐ colored / textured pavement for prominent pedestrian zones
- ☐ neighborhood traffic circles / intersection island, calming two streets at once
- ☐ chicanes
- ☐ pedestrian refuges or center islands, for refuge or gateway treatment
- ☐ curb extensions or chokers, at intersections or mid-block

NOTES: no traffic calming requests

Project Name	FY-16 full depth reconstruction paving program
Project Manager and Department	Laura K. Wheelock PE, DPW
Date	01/02/2015
Public Works Commission approval date	01/21/2015

Instructions

If the cost of including complete streets features outweighs the need or probable use of the facility, project teams should provide adequate detail to support that determination. The analysis should consider access, safety and mobility for all current and future users.

This worksheet is required if the cost of incorporating complete streets principles is disproportionate to the need or probable use, resulting in a project that does not incorporate complete streets principles. The final determination shall be approved by the Public Works Commission and is not subject to appeal.

Be concise yet descriptive.

OBTAIN LOCAL AND/OR REGIONAL PLANS

- ☐ [Municipal Development Plan](#) (including the 2011 Transportation Plan)
- ☐ [Plan BTV](#)
- ☐ [Regional Pedestrian and Bicycle Plan](#)
- ☐ [Chittenden County Regional Plan](#)
- ☐ [Metropolitan Transportation Plan](#)
- ☐ Scoping, Feasibility, Corridor or other project reports
- ☐ List: _____
- ☐ Other: _____

Identify the multi-modal status of the project site as recommended in the planning documents:
Transportation Plan would indicate a sidewalk on at minimum one side of the street.

Describe the current and future land use and density (population and development):
Residential neighborhood, local traffic only

Other information relevant to this project:

NA

OBTAIN TRANSPORTATION DATA

Describe the Street Classification recommended in the Transportation Plan:

Neighborhood Street

Describe the existing and future pedestrian, bicycle and transit facilities:

Low volume of bicyclists and pedestrians share the road

Describe the current and projected traffic volumes:

Residential homes and thru traffic to get to other residential homes

Describe current and projected pedestrian and bicycle volumes:

Local pedestrian and bicycle traffic from surrounding neighborhood

Describe crash data for the project area:

NA

OBTAIN TRANSPORTATION FACTORS

Describe the existing right-of-way dimensions and use:

Existing ROW is 50ft with a curb to curb width of 30ft but not centered. Street is tight to the northern ROW boundary.

Describe the surrounding economic development:

Close to North Ave., residential homes take up all available area on the road

Describe the nearby origins and destinations and the aesthetic environment:

Residential homes see expected traffic daily, close to Flynn Elementary School.

Describe constraints (natural resources, historic resources, environmental resources, maintenance, etc.):

None identified

ALTERNATIVES CONSIDERED

Describe any alternatives that were considered:

NA

MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: **Morgan St.**

Project Description: **FY-16 full depth reconstruction paving program**

Compliance – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- | | |
|--|--|
| ☐ Sidewalks: installation, repair, ramps, railing, etc. | ☒ Pavement Improvements: replacement, repair, etc. |
| ☐ Crosswalks: installation, repair, markings, etc. | ☐ Shoulder Improvements: widen with new pavement. |
| ☒ Lighting: street or pedestrian scale. | ☐ Bike/Shared Use: paths, lanes, etc. |
| ☐ Signals: pedestrian features. | ☐ Public Transit: bus stops, bus pullouts, kiosks, etc. |
| ☐ Streetscaping: benches, bulbouts, landscaping, | ☐ Other (please describe): |

Exemption – If applicable, select one.

- ☐ The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- ☒ The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- ☐ Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under "Exemption" are checked please provide a short justification below:

Cost of incorporating a sidewalk into this project would be more than the cost of the paving reconstruction. Project Cost \$90,000; estimated cost for new sidewalk including design and construction \$46k and need is low. Timeline to design transportation facility greatly exceeds the timeline for the need of the roadway.

Completed:

Laura K. Wheelock PE

Project Manager

01/02/2015

Name

Position

Date

COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name Sears Ln.

Project Manager and Department Laura K. Wheelock PE, DPW

Date 12/31/14 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program – Paving\ FY2016 Street Reconstruction Program\ complete streets

Complete Streets principles WERE considered.

☒ [Form CS-2](#) attached

Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)

☐ Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.

Identify the limited access roadway: _____

☒ The cost of incorporating Complete Streets principles is disproportionate to the need or probable use of the facility.

☒ [Form CS-3](#) attached

☐ The project scope of work was approved prior to July 1, 2011.

Identify the project: _____

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

This form was distributed:

Click here to enter a date. Clerk / Treasurer's Office, Attn: Lori Olberg
Click here to enter a date. Agency of Transportation, Attn: Chris Cole

Form CS-2N

STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.

Street Name: Sears Ln.

The following features should be considered on Burlington's Neighborhood Streets

Sidewalks

- ☐ both sides of the street, or at least one side of the street on *Neighborhood Streets*
- ☐ 5' minimum in residential areas
- ☐ > 5' in neighborhood centers and high density residential
- ☐ 8' – 10' on Slow Streets
- ☐ 5' clear zone

NOTES: see form CS-3

Tree Belt

- ☐ 5' minimum
- ☐ 2' minimum for snow storage
- ☐ structural soil in neighborhood centers, high density residential

NOTES: see form CS-3

Street Trees

- ☐ hardscape or tree grates for passenger loading/unloading

NOTES: N/A

Transit Shelters (at stops with high ridership)

- ☐ outside of 5' clear zone
- ☐ benches
- ☐ lighting
- ☐ street trees
- ☐ pedestrian-scale signs

NOTES: no stops on road

Parking:

- ☐ back-in angled or parallel if next to bike lanes

NOTES: no bike lane

Transit Stops

- ☐ placed in front of crosswalks
- ☐ 100' – 140' curbside for streets with higher lower volume
- ☐ bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- ☐ 100' – 140' bus turnouts for transit stops with longer dwell times

NOTES: no stops on road

Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming

- ☐ speed tables and raised crosswalks at mid-block locations
- ☐ raised intersections, calming two streets at once
- ☐ colored / textured pavement for prominent pedestrian zones
- ☐ neighborhood traffic circles / intersection island, calming two streets at once
- ☐ chicanes
- ☐ pedestrian refuges or center islands, for refuge or gateway treatment
- ☐ curb extensions or chokers, at intersections or mid-block

NOTES: no traffic calming requests

Project Name	FY-16 full depth reconstruction paving program
Project Manager and Department	Laura K. Wheelock PE, DPW
Date	12/31/2014
Public Works Commission approval date	01/21/2015

Instructions

If the cost of including complete streets features outweighs the need or probable use of the facility, project teams should provide adequate detail to support that determination. The analysis should consider access, safety and mobility for all current and future users.

This worksheet is required if the cost of incorporating complete streets principles is disproportionate to the need or probable use, resulting in a project that does not incorporate complete streets principles. The final determination shall be approved by the Public Works Commission and is not subject to appeal.

Be concise yet descriptive.

OBTAIN LOCAL AND/OR REGIONAL PLANS

- ☐ [Municipal Development Plan](#) (including the 2011 Transportation Plan)
- ☐ [Plan BTV](#)
- ☐ [Regional Pedestrian and Bicycle Plan](#)
- ☐ [Chittenden County Regional Plan](#)
- ☐ [Metropolitan Transportation Plan](#)
- ☐ Scoping, Feasibility, Corridor or other project reports
- ☐ List: _____
- ☐ Other: _____

Identify the multi-modal status of the project site as recommended in the planning documents:
Transportation Plan would indicate a sidewalk on at minimum one side of the street.

Describe the current and future land use and density (population and development):
Small businesses, access road to parking lot, access for pedestrians and bicyclists to bike path

Other information relevant to this project:

NA

OBTAIN TRANSPORTATION DATA

Describe the Street Classification recommended in the Transportation Plan:

Neighborhood Street

Describe the existing and future pedestrian, bicycle and transit facilities:

Low volume road that can share with bicyclists

Describe the current and projected traffic volumes:

Low volume, only to access the small businesses

Describe current and projected pedestrian and bicycle volumes:

Low under existing conditions

Describe crash data for the project area:

NA

OBTAIN TRANSPORTATION FACTORS

Describe the existing right-of-way dimensions and use:

Existing ROW is 50ft with a curb to curb width of 30 ft.

Describe the surrounding economic development:

Pine street has a high volume, possible development with the Champlain Pkwy.

Describe the nearby origins and destinations and the aesthetic environment:

Small businesses see low amounts of traffic per day

Describe constraints (natural resources, historic resources, environmental resources, maintenance, etc.):

None identified

ALTERNATIVES CONSIDERED

Describe any alternatives that were considered:

NA

MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: **Sears Ln.**

Project Description: **FY-16 full depth reconstruction paving program**

Compliance – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- | | |
|--|--|
| ☐ Sidewalks: installation, repair, ramps, railing, etc. | ☒ Pavement Improvements: replacement, repair, etc. |
| ☒ Crosswalks: installation, repair, markings, etc. | ☐ Shoulder Improvements: widen with new pavement. |
| ☒ Lighting: street or pedestrian scale. | ☐ Bike/Shared Use: paths, lanes, etc. |
| ☐ Signals: pedestrian features. | ☐ Public Transit: bus stops, bus pullouts, kiosks, etc. |
| ☐ Streetscaping: benches, bulbouts, landscaping, | ☐ Other (please describe): |

Exemption – If applicable, select one.

- ☐ The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- ☒ The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- ☐ Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under "Exemption" are checked please provide a short justification below:

Cost of incorporating a sidewalk into this project would be more than the cost of the paving reconstruction. Project Cost \$64,000; estimated cost for new sidewalk including design and construction \$100k and need is low. Timeline to design transportation facility greatly exceeds the timeline for the need of the roadway.

Completed:

Laura K. Wheelock PE

Project Manager

12/31/2014

Name

Position

Date

COMPLETE STREETS PROJECT REPORTING FORM

Form CS-1

A transportation project may be considered as involving full depth construction, extensive earthwork, impacts to adjacent resources, involvement of multiples departments / agencies / divisions, and/or having a project budget approved by a governing body.

Project Name Foster St.

Project Manager and Department Laura K. Wheelock PE, DPW

Date 01/02/2015 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program – Paving\ FY2016 Street Reconstruction Program\ complete streets

Complete Streets principles WERE considered.

☒ [Form CS-2](#) attached

Complete Streets principles WERE NOT considered. This project is exempt because: (Check ONE)

☐ Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.

Identify the limited access roadway: _____

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☒ [Form CS-3](#) attached

☐ The project scope of work was approved prior to July 1, 2011.

Identify the project: _____

The following activities are outside the scope of a transportation project and are not reported: Pothole patching / roadway preventative maintenance, shim paving, traffic signal upgrades to LED bulbs, sidewalk repair, catchbasin repair or installation, street sweeping or plowing, roadside mowing or trimming, sign replacement or installation, electrical upgrades, and emergency repairs.

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Click here to enter a date. Agency of Transportation, Attn: Chris Cole

Form CS-2N

STREET CLASSIFICATION – NEIGHBORHOOD STREET

Any street not listed above.

Street Name: Foster St.

The following features should be considered on Burlington's Neighborhood Streets

Sidewalks

- ☐ both sides of the street, or at least one side of the street on *Neighborhood Streets*
- ☐ 5' minimum in residential areas
- ☐ > 5' in neighborhood centers and high density residential
- ☐ 8' – 10' on Slow Streets
- ☐ 5' clear zone

NOTES: only for one part of road, see form CS-3

Tree Belt

- ☒ 5' minimum
- ☒ 2' minimum for snow storage
- ☐ structural soil in neighborhood centers, high density residential

NOTES: only for one part of road, see form CS-3

Street Trees

- ☐ hardscape or tree grates for passenger loading/unloading

NOTES: N/A

Transit Shelters (at stops with high ridership)

- ☐ outside of 5' clear zone
- ☐ benches
- ☐ lighting
- ☐ street trees
- ☐ pedestrian-scale signs

NOTES: no stops on road

Parking:

- ☐ back-in angled or parallel if next to bike lanes

NOTES: no bike lane

Transit Stops

- ☐ placed in front of crosswalks
- ☐ 100' – 140' curbside for streets with higher lower volume
- ☐ bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
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- ☐ neighborhood traffic circles / intersection island, calming two streets at once
- ☐ chicanes
- ☐ pedestrian refuges or center islands, for refuge or gateway treatment
- ☐ curb extensions or chokers, at intersections or mid-block

NOTES: no traffic calming requests

Project Name	FY-16 full depth reconstruction paving program
Project Manager and Department	Laura K. Wheelock PE, DPW
Date	01/02/2015
Public Works Commission approval date	01/21/2015

Instructions

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OBTAIN LOCAL AND/OR REGIONAL PLANS

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- ☐ [Plan BTV](#)
- ☐ [Regional Pedestrian and Bicycle Plan](#)
- ☐ [Chittenden County Regional Plan](#)
- ☐ [Metropolitan Transportation Plan](#)
- ☐ Scoping, Feasibility, Corridor or other project reports
- ☐ List: _____
- ☐ Other: _____

Identify the multi-modal status of the project site as recommended in the planning documents:
Transportation Plan would indicate a sidewalk on at minimum one side of the street.

Describe the current and future land use and density (population and development):
Residential neighborhood, local and thru traffic, no sidewalk on southern three blocks

Other information relevant to this project:

NA

OBTAIN TRANSPORTATION DATA

Describe the Street Classification recommended in the Transportation Plan:

Neighborhood Street

Describe the existing and future pedestrian, bicycle and transit facilities:

Bicyclists share the road

Describe the current and projected traffic volumes:

Residential homes and thru traffic to get to other residential homes

Describe current and projected pedestrian and bicycle volumes:

Local pedestrian and bicycle traffic from surrounding neighborhood

Describe crash data for the project area:

N/A

OBTAIN TRANSPORTATION FACTORS

Describe the existing right-of-way dimensions and use:

Existing ROW is 60ft with a curb to curb width of 30ft, house faces are on the ROW line in several locations.

Describe the surrounding economic development:

Close to Pine St., and industrial park. Champlain Elementary School is nearby educational facility

Describe the nearby origins and destinations and the aesthetic environment:

Street is a residential street subject to a small amount of cut through vehicle traffic.

Describe constraints (natural resources, historic resources, environmental resources, maintenance, etc.):

None identified/known

ALTERNATIVES CONSIDERED

Describe any alternatives that were considered:

Project does not rank high for pedestrian potential under current analysis system.

MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

TO: Project File

FROM:

DATE:

SUBJECT: Complete Streets Compliance Form

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: **Foster St.**

Project Description: **FY-16 full depth reconstruction paving program**

Compliance – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- | | |
|--|--|
| ☐ Sidewalks: installation, repair, ramps, railing, etc. | ☒ Pavement Improvements: replacement, repair, etc. |
| ☒ Crosswalks: installation, repair, markings, etc. | ☐ Shoulder Improvements: widen with new pavement |
| ☒ Lighting: street or pedestrian scale. | ☐ Bike/Shared Use: paths, lanes, etc. |
| ☐ Signals: pedestrian features. | ☐ Public Transit: bus stops, bus pullouts, kiosks, etc. |
| ☐ Streetscaping: benches, bulbouts, landscaping. | ☐ Other (please describe): |

Exemption – If applicable, select one.

- ☐ The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- ☒ The cost of incorporation complete streets principles is disproportionate to the need or probable use.
- ☐ Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under "Exemption" are checked please provide a short justification below:

Cost of incorporating a sidewalk into this project would be more than the cost of the paving reconstruction. Project Cost \$100,000; estimated cost for new sidewalk including design and construction \$150k and need is low. Timeline to design transportation facility greatly exceeds the timeline for the need of the roadway.

Non-Compliance – If none of the boxes under "Compliance" and "Exemption" are checked please draft and attach justification for not incorporating Complete Streets principles and practices into the project.

Completed:

Laura K. Wheelock PE

Project Manager

01/02/2015

Name

Position

Date



MEMORANDUM

February 2, 2015

TO: Public Works Commission

FROM: Damian Roy, DPW Engineering Technician *DIRR*

CC: Norman Baldwin, City Engineer

RE: 111 Birch Court Extension Accessible Parking Space

Background:

During the January 2015 Public Works Commission Meeting, Public Works Staff presented Request For Service #461 regarding Mr. McGarghan of 111 Birch Court Extension's request to install unrestricted parking along the south side of Birch Court and Birch Court Extension. This request was denied, however during the commission meeting it was brought to the Commission's and Staff's attention that Mr. McGarghan has a valid disabled parking placard permit and has made a request to install an Accessible Parking Space near his residents in lieu of unrestricted parking on the south side of Birch Court Extension.

Observations:

The Birch Court Extension is a thirty (30) foot wide dead-end street that connects to North Avenue. Unrestricted parking on the north side of Birch Court Extension creates a twenty-two (22) foot travel lane. Parking on the south side is prohibited at all times. There are approximately seventy (70) parking spaces along the north side of Birch Court and its extension. During several site visits staff witnessed very sparse use of on-street parking estimating less than 10% of the total on-street parking spaces available. This level of available on-street parking indicates that the addition of one Accessible Parking Space is unlikely to infringe on the usage of other residents of Birch Court and Birch Court Extension. Staff distributed flyers requesting feedback from residents of Birch Court regarding the possibility of installing an accessible parking space across from 111 Birch Court Extension, of the residents who responded none expressed opposition. Their responses are attached.

MR 2/11/15

Conclusion:

The unrestricted on-street parking along the north side of Birch Court is high capacity and currently underutilized. Given the lack of negative public feedback, Staff is of the opinion the establishment of this accessible space would not be an imposition on adjacent properties and would support providing this accessible space to Mr. McGarghan.

Recommendation:

Staff recommends that the commission adopt:

- The installation of an Accessible Parking Space on the north side of Birch Court across from 111 Birch Court.

Phone Correspondence

Birch Court Extension – Request for 1 Handicap Space.

Victor – 115 Birch Court. Victor expressed his support for the handicap space request on the north side of the street. He further expressed his experience with the McGarghans' tendency to park their vehicles on the south side of the street. I made it clear that Mr. McGarghan's request to change parking on the south side of Birch Court and its Extension was denied by the January Commission.



MEMORANDUM

January 26, 2015

TO: Public Works Commission

FROM: Damian Roy, DPW Engineering Technician *DRR*

CC: Norman Baldwin, Asst. Director/City Engineer

RE: Champlain College Temporary Bus Stop Removal

Background:

Staff received a request from Nic Anderson of Champlain College to remove the temporary bus stop on South Willard Street. This temporary bus stop was recently requested and investigated by Public Works Staff, approved by the Public Works Commission, and installed by city crews in October 2014. Champlain College had previously expressed a need for this bus stop due to construction at Bader Hall on the corner of Maple Street and South Willard Street. This construction project made the internal bus routes in that area impassable by the college's larger buses and thus an on-street bus stop was warranted. The initial estimated duration of need for the temporary bus stop was until construction at Bader Hall concluded in August 2015. Champlain College has since determined that their ridership for that bus route can be sufficiently serviced using a smaller bus that is able to navigate the internal bus route in that area even during construction. As a result, Champlain College is requesting to remove the temporary bus stop on South Willard Street and reinstate the three unrestricted parking spaces that existed prior to installing the temporary bus stop.

Observations:

In an email from Mr. Anderson it is indicated that in an effort to streamline the college's internal bus routes Champlain College Campus Planning has tracked their ridership for the Lakeside Shuttle route and determined that two of their smaller 15-passenger shuttles will suffice in servicing that route instead of the larger bus, and that the smaller shuttles can navigate the tighter geometry enabling them to drop off and receive passengers at the turnaround in front of Aiken Hall, see picture. Mr. Anderson has provided a map of this turnaround and data

supporting the change in ridership for the Lakeside Shuttle route, see attached. Staff inquired about the process in which Champlain College identified their initial need to install the temporary bus stop on South Willard Street. Mr. Anderson replied that Champlain College has an Internal Transportation Committee which meets monthly and had made the decision to ask DPW for the temporary bus stop. He states that at that time, the committee concluded that the temporary bus stop on South Willard Street was the best option and that this alternative solution of running two smaller shuttles was not realized at that time. The benefits for Champlain College utilizing their smaller shuttles instead of the larger buses are less noise for neighborhoods along the routes, simplified pick up and drop off for students due to the smaller shuttles ability to use one pick up/drop off location which the buses couldn't, and less pollution with more economy from operating smaller equipment.

Conclusions:

Staff feels that given Champlain College's decreased ridership and the benefits listed above, that utilizing the smaller shuttles is a beneficial option for the college, their students, and the surrounding community. Staff supports the request to remove the temporary bus stop on South Willard Street and restoring the three unrestricted parking spaces at that location.

Recommendations:

Staff recommends that the Commission adopt:

- The removal of the Champlain College temporary bus stop in front of 237 So. Willard Street.
- The restoration of three unrestricted parking spaces at 237 So. Willard Street.

Damian Roy

From: Nic Anderson <nanderson@champlain.edu>
Sent: Friday, January 09, 2015 1:38 PM
To: Damian Roy
Cc: Norm Baldwin; John Caulo; Christina Erickson; Valerie Ducharme
Subject: Re: South Willard St Temporary Bus Stop
Attachments: MountainTransitShuttleRiders_Oct2013-present.xlsx

Hi Damian,

Thanks for the reply. Sorry for the delay, we were on winter break and frankly I'm also finding it difficult to get your everything you asked for.

I don't have any feedback on what what alternative options were assessed before asking for the bus stop. We do have an internal Transportation Committee which meets monthly, discussed a wide range of issues and decided on the best way forward. In this case, the decision to ask for a Bus Stop was obviously not the best way forward, but I truly believe that they wouldn't have asked for it if at the time they didn't think it was the only option. Hindsight has shown us to be wrong. This Committee typically makes decisions on a monthly basis that help us address our own issues without having to seek external assistance.

I do not have a CAD drawing of the turning radius of the bus (and wouldn't know how to make one sorry) but I can confirm some more details. The turnaround at Aiken (aerial attached) ranges between 9.5ft wide at the center to 10ft wide at the entrance. The current white 15 passenger van just fits, but only if it enters at the southerly entrance. It is so tight between the bollards at the northerly entrance that even the small shuttle cannot enter there. I understand that a full size 60+ passenger bus did attempt it once and went on the grass and was stuck. It seems turning radii for full size school bus at least 12ft wide would be needed and that would still be tight given the rear swing and landscaping and bollards that exist.

I have attached a small spreadsheet I have made showing ridership counts (i have been waiting on Mountain Transit for over a week to provide the April-Dec data). This is the actual number of persons who used the shuttle over the semester. As you can see in the Lakeside shuttle, there is a steady drop in ridership, we assume as more people walk, bike or carpool. This drop in ridership is what indicated that we could get away with using a smaller, more efficient vehicle.

I hope this follow up is enough to convince you that we truly are sorry for inconveniencing you and your staff but that we do have sound reasons for our change of tact from large full size buses to small shuttles that we can incorporate into our own properties transportation system and not have to rely on the street, which we constantly hear is lacking in parking space numbers. Having these three spaces back in car use would be beneficial to all.

We would like this cleared up as soon as possible so that our employees know what to expect and stop getting parking tickets. I am happy to get our Physical Plant or Campus Safety to remove them and I will deliver them to your office so that there is no more time wasted by Billy Burns and his street team. I will leave that to you. Thank you very much.

Warm regards,

Nic



Nic Anderson - Sustainable Transportation Coordinator - Champlain College

Office Location: Perry Hall 300

M: PO Box 670, Burlington, VT 05402

E: nanderson@champlain.edu

P: (802) 865-8464

W: www.champlain.edu/transportation



On Fri, Dec 19, 2014 at 9:59 AM, Damian Roy <droy@burlingtonvt.gov> wrote:

Good Morning Nic,

I, along with City Engineer Norm Baldwin, were responsible for bringing Champlain College's request for the temporary bus stop on So. Willard before the Public Works Commission. Similarly, it will be Norm and I who will need to draft a recommendation to the Commission to remove the bus stop before the previously adopted timeframe. In doing so, we need to prepare for an inquiry from the Commission as to why this change is needed.

and why the reasons for this change weren't previously apparent. It's in this context that I need to gather some further information from you.

1. I understand that the use of the smaller shuttles will be of greater benefit to the surrounding neighborhood and will help maintain public relations for the college. Can you give me information as to why this solution wasn't considered to begin with?
2. Can you show, perhaps in CAD, the smaller shuttles turning geometry as it relates to your new pick-up/drop-off route?
3. Can you share with us your Ridership Pattern Analysis?
4. Can you explain the College's internal process of how it decides to resolve an internal issue like bus routes before seeking external assistance?

As Norm mentioned earlier, bringing the College's request of installing this bus stop before the Commission represents a fair amount of time and effort on City Staff and also on the Commission itself; therefore it is important to the city to fully understand why our efforts were misdirected in order to minimize this occurrence in the future.

Regards,

Damian Roy

Damian Roy, Engineering Technician

Burlington Public Works Department

645 Pine St. Burlington VT 05401

Desk: [802.865.5832](tel:802.865.5832)

Cell: [802.598.8356](tel:802.598.8356)

Email: droy@burlingtonvt.gov

Web: www.burlingtonvt.gov/dpw

From: Nic Anderson [mailto:nanderson@champlain.edu]

Sent: Thursday, December 11, 2014 10:29 AM

To: Norm Baldwin

Cc: Valerie Ducharme; Damian Roy; jcaulo@champlain.edu; Christina Erickson

Subject: Re: South Willard St Temporary Bus Stop

Thanks Norm,

We certainly are very grateful for the Commission's willingness to help us in these matters. As requested, I hopefully can better explain our position and the changes that have happened since the request. As you know, the request was made due to the inadequate turning geometry of our off-street campus bus stop relative to the size of one of the shuttles operating between Lakeside and campus. Neighborhood complaints about the larger shuttle bus (noise and route selection) exacerbated the problem, creating a sense of urgency to request the

temporary bus stop @ Perry Hall.

Since the request was made, we analyzed our ridership patterns between Lakeside and campus with our provider Mountain Transit and determined we could maintain the dual shuttle operation for the fall and spring semesters using two (2) smaller 15-passenger shuttles instead of the larger bus. The benefits of this decision include:

- both smaller shuttles can now navigate the geometry of the off-street campus bus stop at Aiker
- this allows for a single campus bus stop for the Lakeside Shuttle instead of two (which increases confusion among shuttle riders),
- simplified routing means less use of close neighborhood streets which has satisfied neighbors (most shuttles use Maple to Pine down and back or back up Howard to South Willard),
- smaller shuttles are quieter and thus reduced noise has satisfied neighbors.

Once the new CCM building project is completed in August 2015, all shuttle buses will utilize the CCM internal driveway for campus pick up and drop off. We are completely sure that the current smaller shuttle operation is a great fit for the neighborhood. I can attend the DPW commission meeting this month to discuss this topic, if you believe this is necessary (I plan on attending anyway).

Cheers

Nic

Nic Anderson - Sustainable Transportation Coordinator - Champlain College

Office Location: Perry Hall 300

M: PO Box 670, Burlington, VT 05402

E: nanderson@champlain.edu

P: [\(802\) 865-8464](tel:(802)865-8464)

W: www.champlain.edu/transportation



On Mon, Dec 8, 2014 at 5:35 PM, Norm Baldwin <nbaldwin@burlingtonvt.gov> wrote:

Nic,

Thank you for your email. I would ask for a greater degree of explanation for the commissions benefit before we propose to remove the space.

I believe through previous conversations that the reduced size of the transit vehicle played a role in Champlain College being in a position to accommodate this shuttle route through a on property turn around.

What has changed since we last spoke on this issue? Champlain changing their minds does not cut it when there was a significant amount of effort spent getting this adopted to accommodate Champlain College and the residents.

The question that will be asked is "How is the city going to be convinced we are making changes that have less usefulness and provide an assurance that this shuttle route won't continue to be an issue with the neighborhood?" Background information is important.

Norman J. Baldwin, P.E.

City Engineer

Assistant Director of Public Works

645 Pine Street

Burlington, Vermont 05401

P [802.865.5826](tel:802.865.5826)

Email nbaldwin@burlingtonvt.gov

On Dec 4, 2014, at 3:38 PM, Nic Anderson <nanderson@champlain.edu> wrote:

Hi Norm,

I have been asked by Campus Planning to follow up on the South Willard St temporary bus stop. First off, we would like to thank DPW for their willingness to help us endeavor to manage our shuttle system in a way that helps reduce conflict with neighbors and our affiliates.

On that note, over the last two months since John Caulo's letter to you on September 18th requesting the temporary bus stop, we have made some good strides in that direction and made some decisions to try and keep our Lakeside shuttle on our properties for pickup and dropoff to reduce any possible conflicts. We have since relocated our shuttle pickup off-street and onto our property at the turnaround in front of Aiken Hall where it is planned to stay until the completion of our new CCM building in August 2015 when all shuttles will be located on site there.

Therefore, the bottom line is that we feel we are now in a stable enough position that we do not need the temporary bus stop on South Willard Street. The temporary stop was to bridge the gap between then and August 2015. I know this is likely frustrating (and your cursing our names right now) since it was only just installed this week but hope you will understand where we were coming from then (we were in scrambling mode) and where we are at now.

So, we ask that the signs be removed as soon as you can, so that we aren't confusing the public on this area. We further ask that if any City parking enforcement are out on South Willard street that they don't ticket the three cars that would possibly be parking in this location. Im happy to discuss with John King on this aspect if you wish. We have asked our parking enforcement to consider this regular parking for the time being.

Not necessarily the first communication I wanted to have with you in my new job but I'm sure we will have more (positive) interactions in the future!
Cheers and happy holidays,
Nic

Nic Anderson - Sustainable Transportation Coordinator - Champlain College

Office Location: 300 Perry Hall
M: PO Box 670, Burlington, VT 05402

E: nanderson@champlain.edu

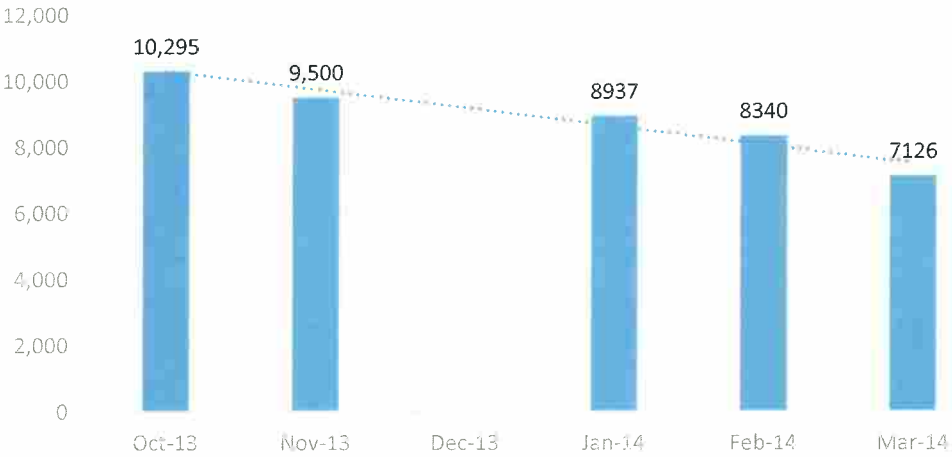
P: [\(802\) 865-8464](tel:(802)865-8464)

Mountain Transit Shuttle Ridership
October 2013-present

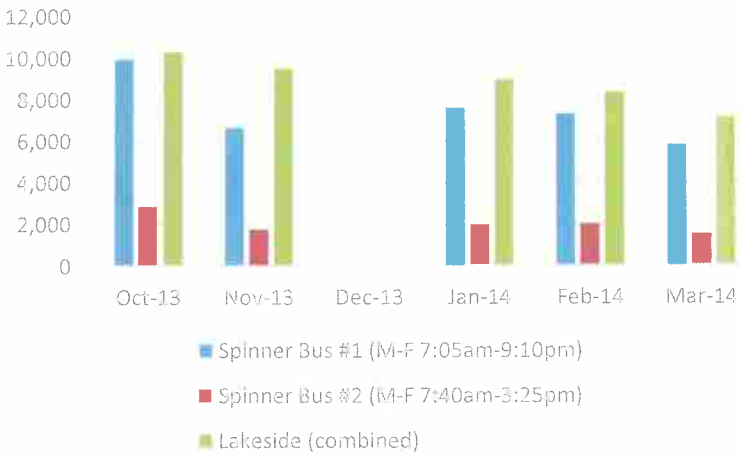
yellow = Missing data
red text is assumed

Month/Year	Spinner Bus #1 (M-F 7:05am-9:10pm)	Spinner Bus #2 (M-F 7:40am-3:25pm)	Lakeside (combined)	Quarry Hill (M-F 7:05am-5:35pm)	Late night shuttle to all locations (M-Th, 9:10pm-12:20am)	weekend shuttle to all locations (11am-8:30pm)	Grand Total
Oct-13	9,922	2,869	10,295	4,469			27,555
Nov-13	6,660	1,769	9,500	3,398			21,327
Dec-13							
Jan-14	7604	1987	8937 ?		1027	884	20,439
Feb-14	7294	2018	8340	3934	770	1141	23497
1-Mar	5827	1520	7126	2864	648	944	18929

Lakeside Ridership Oct 2013



All Shuttle Ridership





MEMORANDUM

February 9, 2015

TO: Public Works Commission

FROM: Damian Roy, DPW Engineer Technician *DR*

CC: Norman Baldwin, City Engineer

RE: Accessibility Spaces in the Downtown Area

Background:

In last month's Public Works Commission meeting, Staff presented a request from Ms. Elaine Katz to reevaluate the accessible parking spaces in the downtown area. Ms. Katz specified three locations that exemplify the deficiencies in the majority of our accessible spaces. Staff's communication this month will look at these spaces specifically in an effort to provide the Commission examples of Staff's evaluation process for review. These spaces are located at:

1. On College St. at the north west corner of College St. and Saint Paul St.
2. On College St. at the south west corner of College St. and South Winooski Ave.
3. On College St. at the north east corner of College St. and South Union St.

Furthermore, Ms. Katz's request went beyond these three spaces to encompass the entire downtown district. Staff is in the process of surveying and redesigning the balance of accessible spaces in the downtown district by utilizing collaborative efforts with the Accessibility Committee and with using the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG). This evaluation will be presented to the Public Works Commission in the March 2015 meeting.

Observations:

Staff has surveyed and drafted each of the specified locations; please refer to the attached drawings for clarity as each space is addressed.

AIR 2/16/15

1. **On College St. at the north west corner of College St. and Saint Paul St.** This space is on the north side of College Street with a parked vehicle facing west. This space is ideally located as it is in close proximity of the accessible ramp at the corner and due to a vehicle facing west can easily accommodate a rear exiting Accessible Van ramp. There is a US Post Office Collection Box located adjacent to this space, this Collection Box will need to be relocated to enable a side exiting Accessible Van ramp to be used.

2. **On College St. at the south west corner of College St. and South Winooski Ave.** The accessible space at this location is not accessible to a wheelchair user. It is located on the south side of College Street facing the east and it is the last space nearest the corner ramp on that side. However because it is facing east the rear of the vehicle is blocked by a metered space behind it preventing the use of a rear exiting Accessible Van ramp. The area adjacent to the curb at that location contains a tree surrounded by a planter bed and a bike rack, these ROW features obstruct a disabled person from using a side exiting Accessible Van ramp. Due to these obstructions to the side and rear of this space Staff recommends relocating the accessible space directly across the street at the north west corner of the intersection. At this location a rear-exiting Accessible Van has direct access to the accessible ramp at the corner, and a side-exiting Accessible Van has unobstructed space to deploy its ramp. This relocation represents a zero net loss of metered spaces for the City as the old accessible space will be replaced with a metered space.

3. **On College St. at the north east corner of College St. and South Union St.** This space is poorly located uphill on a significant grade and is facing the wrong way to the nearest accessible ramp resulting in insufficient space to deploy a rear-exiting Accessible Van ramp if the metered space behind it is occupied. It is adjacent to a green belt which also has a steep grade to the sidewalk in addition to an old Carriage Stop making it impossible for a side-exiting Accessible Van ramp to deploy. In either scenario, the disabled person would have to enter into the travel lane to proceed downgrade to the nearest accessible ramp. On returning, the disabled person would have to again enter the travel lane while advancing up grade to their vehicle.

Staff has surveyed the surrounding area for a suitable space to relocate this accessible parking space and has identified two possible locations. On the north west corner of the intersection of College and South Union at the corner either on College Street facing west or on South Union Street facing north. Both of these locations are within a designated loading zone in front of the YMCA. On College Street, the space nearest the accessible ramp at the corner is west-facing to allow easy deployment of a rear-exiting Accessible Van ramp, yet has a tree and a light pole adjacent to the space which may inhibit using a side-exiting Accessible Van ramp. Staff has spoken with Parks and Recreation regarding the possibility of removing the tree to allow side ramp access, they are currently under the initiative to be adding trees within the city's ROW, not removing them. They indicate that they would only support such a decision if all other options were exhausted. On South Union Street the space nearest the accessible ramp at the corner is north facing and provides easy access for a rear-exiting Accessible Van ramp, however at this location a side-exiting Accessible Van ramp would be deployed within the travel lane. Both of these locations will require altering the current designated loading zones. In both cases, the loading zones would be displaced east or north on College Street or South Union Street respectively. This will require the removal of one metered space at the far end of the

loading zone representing a net loss of zero metered spaces for the city as the existing accessible space on the north east corner of College Street and South Union Street will become a metered space once relocated.

At location #1, the US Post Office was contacted in regards to relocating the Collection Box at this location due to its obstruction to a side-exiting Accessible Van ramp. The USPS is currently evaluating this request and Staff is awaiting further communications. At locations #2 and #3, adjacent business were contacted by Staff in regards to these proposed changes. At location #2 there was unanimous support to relocating the accessible space to the north side of the street. At location #3 Staff met with Phil Baker, Facilities Director for the YMCA, who was supportive of relocating the existing accessible space to either corner in front of the YMCA as long as the proposed accessible space was well marked, posted, and the current designated loading zone lengths were maintained by the removal of one metered space on their respective ends.

Conclusions:

The three above mentioned locations and their respective proposed relocations/alterations are in accordance with PROWAG section **R309.2 Parallel Parking Space** which states:

The sidewalk adjacent to accessible parallel parking spaces should be free of signs, street furniture, and other obstructions to permit deployment of a van side-lift or ramp or the vehicle occupant to transfer to a wheelchair or scooter. Accessible parallel parking spaces located at the end of the block face are usable by vans that have rear lifts and cars that have scooter platforms.

And section **R309.2.2 Narrow Sidewalks** which states:

An access aisle is not required where the width of the adjacent sidewalk or the available right-of-way is less than or equal to 4.3 m (14.0 ft). When an access aisle is not provided, the parking spaces shall be located at the end of the block face.

Removing the Collection Box obstruction at location #1 and relocating the accessible space at location #2 and #3 as described above will improve the level of accessibility for all levels of disabled persons and as a result these spaces will be better utilized for their intended purpose of providing safe and easy access to the city's sidewalk system and nearby businesses.

Recommendations:

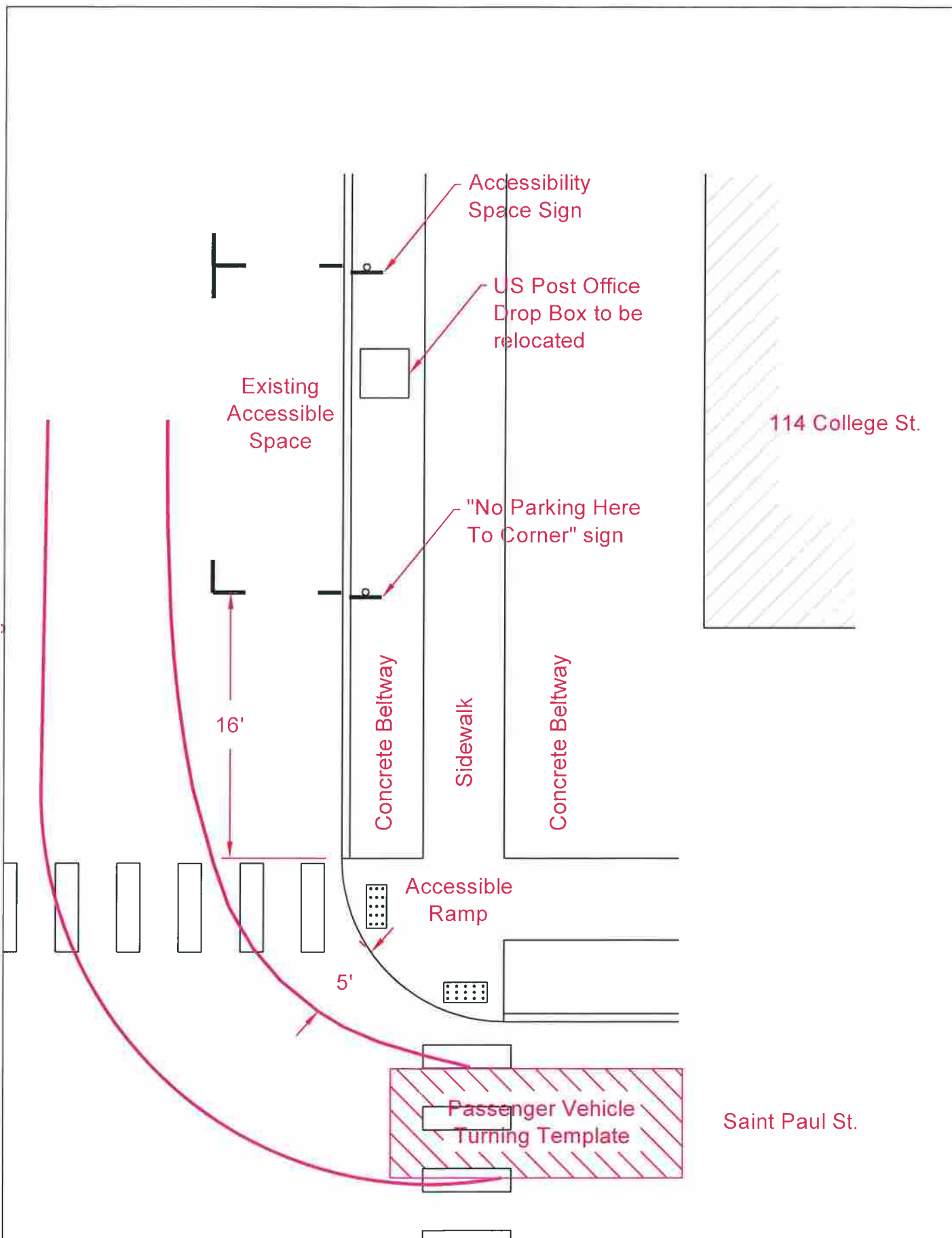
Staff recommends that the Commission adopt:

- The removal and relocation as directed by the US Postal Service of the Collection Box at the corner of College Street and Saint Paul Street in front of 114 College Street.

Recommendations:

Staff recommends that the Commission adopt:

- The removal and relocation as directed by the US Postal Service of the Collection Box at the corner of College Street and Saint Paul Street in front of 114 College Street.
- The removal of the metered space in front of 210 College Street.
- The relocation of the Accessible Space in front of 217 College Street to the north side of the street in front of 210 College Street.
- The installation of a metered space in front of 217 College Street.
- The removal of the accessible space in front of 270 College Street.
- The installation of a metered space in front of 270 College Street.
- The removal of the first metered space on the north side of College Street in front of 266 College Street.
- The relocation of the loading zone on College Street in front of 266 College Street to begin 40 feet west of South Union Street and to extend 40 feet west.
- The installation of the accessible space on the north side of College Street in front of 266 College Street at the corner of College Street and South Union Street.



Downtown Accessibility Spaces
Location #1
114 College Street.



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401

DESIGNED DRR	RF 3
DRAWN DRR	SC 1"
CHECKED NJB	DRAWN
DATE	

Center Street

North Face Store
210 College St.

Concrete Sidewalk

Concrete Sidewalk

Passenger Vehicle
Turning Template

HYD

12'-3"

Concrete Sidewalk

LP

Accessible
Ramp

Existing Metered Space
to remain

Existing Metered Space
Proposed Accessible Space

6'

14'

College Street

South Winooski Avenue

Metered Space
to remain

Metered Space
to remain

Existing Accessible Space
Proposed Metered Space

13'

Accessibility
Space Sign

Concrete Beltway

Concrete Sidewalk

Bike
Rack

Planter Bed
with Tree

Accessible
Ramp

217 College St.



Downtown Accessibility Spaces
Location #2
217 College Street.



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

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

DESIGNED DRR	RFS 31
DRAWN DRR	SC 1"
CHECKED NJB	DRAWN
DATE	

Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way

July 26, 2011

UNITED STATES ACCESS BOARD
A FEDERAL AGENCY COMMITTED TO ACCESSIBLE DESIGN

shall provide a minimum clear space complying with R404 entirely within the shelter. Where seating is provided within transit shelters, the clear space shall be located either at one end of a seat or shall not overlap the area within 460 mm (1.5 ft) from the front edge of the seat. Environmental controls within transit shelters shall be proximity-actuated. Protruding objects within transit shelters shall comply with R402.

Advisory R308.2 Transit Shelters. The clear space must be located entirely within the transit shelter and not interfere with other persons using the seating.

R309 On-Street Parking Spaces

R309.1 General. On-street parking spaces shall comply with R309.

Advisory R309.1 General. R214 specifies how many accessible parking spaces must be provided on the block perimeter where on-street parking is marked or metered. Accessible parking spaces must be identified by signs displaying the International Symbol of Accessibility (see R211.3 and R411). Accessible parking spaces should be located where the street has the least crown and grade and close to key destinations.

R309.2 Parallel Parking Spaces. Parallel parking spaces shall comply with R309.2.

Advisory R309.2 Parallel Parking Spaces. The sidewalk adjacent to accessible parallel parking spaces should be free of signs, street furniture, and other obstructions to permit deployment of a van side-lift or ramp or the vehicle occupant to transfer to a wheelchair or scooter. Accessible parallel parking spaces located at the end of the block face are usable by vans that have rear lifts and cars that have scooter platforms.

R309.2.1 Wide Sidewalks. Where the width of the adjacent sidewalk or available right-of-way exceeds 4.3 m (14.0 ft), an access aisle 1.5 m (5.0 ft) wide minimum shall be provided at street level the full length of the parking space and shall connect to a pedestrian access route. The access aisle shall comply with R302.7 and shall not encroach on the vehicular travel lane.

Advisory R309.2.1 Wide Sidewalks. Vehicles may park at the curb or at the parking lane boundary and use the space required by R309.2.1 on either the driver or passenger side of the vehicle to serve as the access aisle.

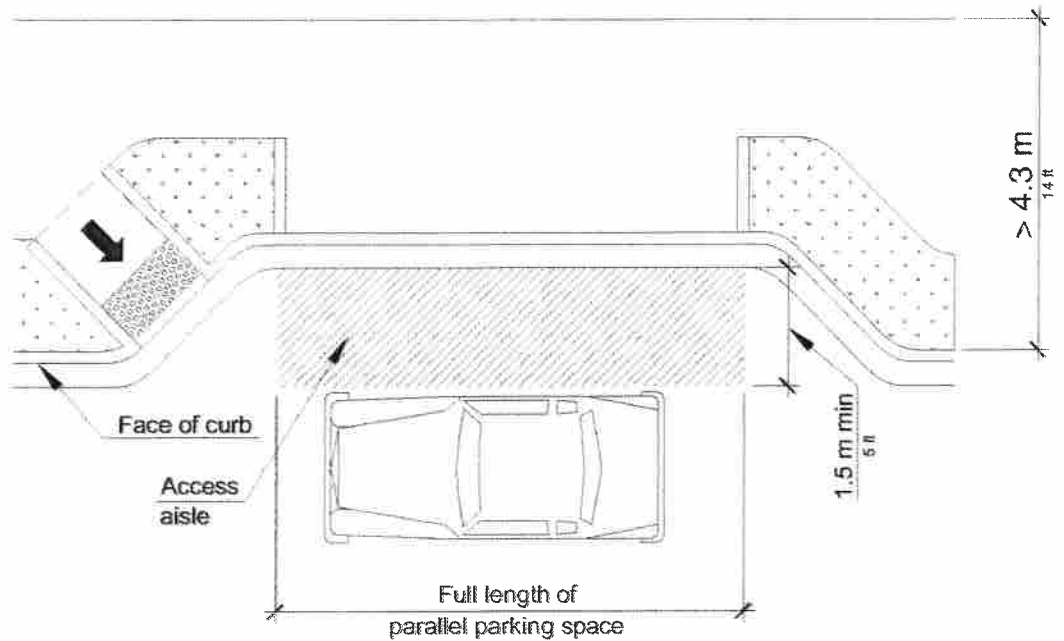


Figure R309.2.1
Wide Sidewalks

R309.2.1.1 Alterations. In alterations where the street or sidewalk adjacent to the parking spaces is not altered, an access aisle shall not be required provided the parking spaces are located at the end of the block face.

R309.2.2 Narrow Sidewalks. An access aisle is not required where the width of the adjacent sidewalk or the available right-of-way is less than or equal to 4.3 m (14.0 ft). When an access aisle is not provided, the parking spaces shall be located at the end of the block face.

Advisory R309.2.2 Narrow Sidewalks. Vehicle lifts or ramps can be deployed on a 2.4 m (8.0 ft) sidewalk if there are no obstructions.

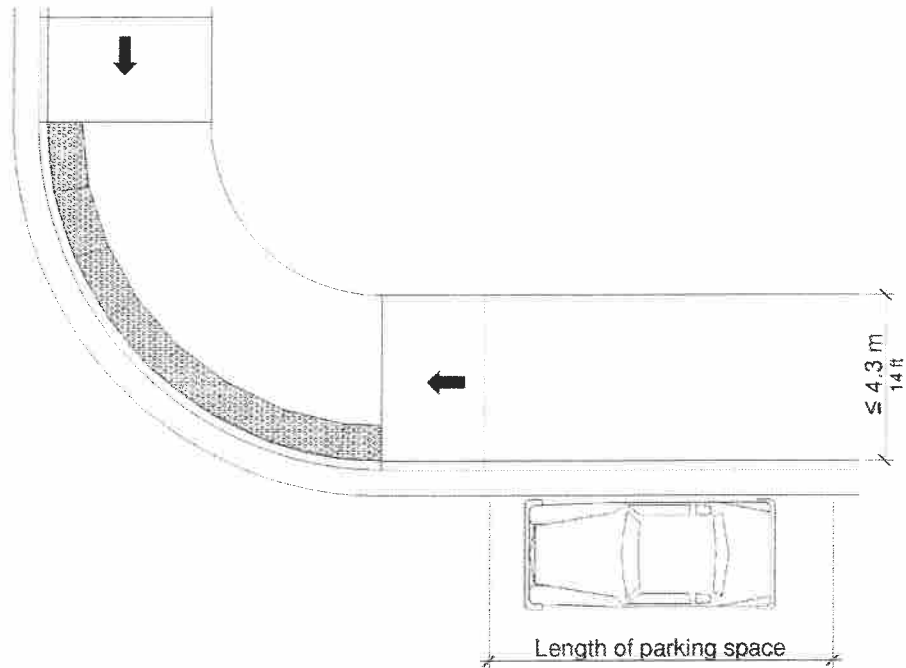


Figure R309.2.2
Narrow Sidewalks

R309.3 Perpendicular or Angled Parking Spaces. Where perpendicular or angled parking is provided, an access aisle 2.4 m (8.0 ft) wide minimum shall be provided at street level the full length of the parking space and shall connect to a pedestrian access route. The access aisle shall comply with R302.7 and shall be marked so as to discourage parking in the access aisle. Two parking spaces are permitted to share a common access aisle.

Advisory R309.3 Perpendicular or Angled Parking Spaces. Perpendicular and angled parking spaces permit the deployment of a van side-lift or ramp.



View Our [Toyota Commercial Wheelchair Minivans Here](#).



A great **alternative** to larger vans, shuttles or buses when only one or two wheelchair positions are required. Easier use, better maneuverability, and literally double the gas mileage of a full-size van.



How does MobilityWorks stack up?

- ADA Compliant
- Meets FMVSS safety standards
- Crash Tested & Altoona Tested
- Seats Pull Tested
- Exclusive "Flex-Flat" ramp
- Widest ramp available in the Dodge & Chrysler minivans (34")
- Over 22 mpg
- Holds one or two wheelchairs and up to five ambulatory passengers.

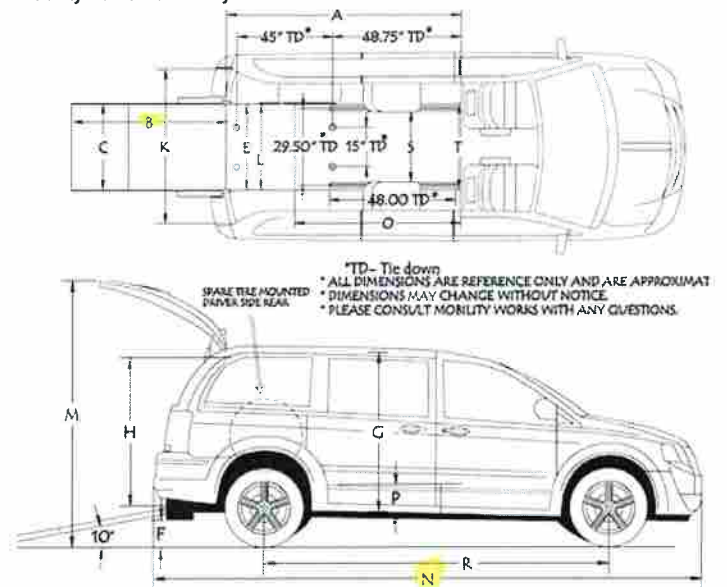
FMVSS compliant. Plus it gives maximum flexibility with holding one or two wheelchairs in the secured area with tie-downs. Looking to lower fuel costs and help the environment? Check out our CNG Bi-Fuel Dodge Grand Caravan! America's first rear-entry, wheelchair accessible minivan with CNG – and a driving range of over 600 miles! [CNG Bi-Fuel PDF](#).

With a host of accessible features designed for easy wheelchair access, plus the maneuverability and fuel economy of a minivan, MobilityWorks Rear Entry Commercial Vans are extremely well-suited for a wide range of wheelchair transport uses.

The ideal transportation solution for:

- Taxi companies
- Nursing Homes
- Group Homes
- Rental Agencies
- Limo companies

MobilityWorks Rear-Entry Commercial Minivan Dimensions



Dimensions in Inches

VEHICLE SPECIFICATIONS CHART	
A - Lowered floor length	100"
B - Ramp length	61"
C - Ramp width	33-1/4"
E - Lowered floor width at rear	35"
F - Ground clearance at rear	7-1/2"
G - Interior height in center	59"
H - Entrance height	56"
K - Rear door width	50"
L - Rear clearance at spare tire	41"
M - Rear door open height	84"
N - Vehicle length	198"
O - Flat floor length	65"
P - Floor pan depth - continuous	8-1/2"
R - Wheelbase	121-1/2"
S - Clear distance at jump seat	25"
T - Lowered floor width at front	34-1/2"

*TD - tie down

*All Dimensions are reference only and are approximate

*Dimensions may change without notice

For additional information about our rear entry wheelchair minivans and pricing, call our



CONSUMER VANS HOME

Sales: **1-888-466-5504**
Service: **1-888-220-0180**
Parts: **1-800-343-3150**

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Dodge Wheelchair Minivan



Click above
for informational product sheets.



MobilityWorks' new rear entry conversion features a 34" wide manual fold-out ramp with easy-to-use spring-loaded assistance.



Dodge Grand Caravan and Chrysler Town & Country Commercial Wheelchair Minivans

The #1 Minivan Choice for Businesses now available in both standard and Eco-friendly CNG versions

NEW! Short Floor version is our Lowest Priced minivan Ever!



Introducing a new single wheelchair, short floor minivan that is our lowest priced accessible van ever. Since this conversion can be done on minivans dating back to the 2008 model year, we are excited to be able to offer an option that starts at under \$20,000.

The new design has been successfully crash tested and meets all ADA and FMVSS guidelines. This will bring much needed "peace of mind" to business owners that their passengers and drivers are in one of the safest vehicles on the road. The short floor package includes a maintenance-free ramp with industry leading capacity of 1,000 lbs., the widest ramp available in a Chrysler minivan (34"), and a 3-passenger 2nd row bench seat. [Click here to download the Dodge Short Floor Product Sheet.](#)



Also available is MobilityWorks' exclusive Flex-Flat Ramp system which features a ramp that folds flat into the floor to create a flat deck. The Flex-Flat option is perfect for Taxi operators who want to be able to use the van on every call and have a convenient way to store luggage, golf clubs and more.

Call 888-466-5504 for more information, or click [here](#) to find the Sales Rep in your area.

MobilityWorks converts the best-selling minivans in the country for commercial wheelchair access. Our Dodge Grand Caravan and Chrysler Town & Country rear entry minivan conversion features a fold-out ramp that is 34" wide and has 1,000 lb weight capacity – both best in the industry for these minivans. With 56" of entrance head room, it is fully ADA and

Draft FY'16 Key Initiatives -- Burlington Department of Public Works

	DIVISION	WHAT	OUTCOME	Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation	NOTES	FY'16 \$ IMPACT (Rough Est.)	COMMISSION ROLE
1	CT Office	Streamline procurement (RFQ, purchasing policies, etc)	More efficient procurement of goods and services.	✓				Staff time	
2	DPW-wide	Develop asset management plan to advance City's capabilities and lay the foundation for the implementation of a CMMS (computerized maintenance management system) with geo-referenced in-field data collection functionality	Create asset mgmt plan for the Water Resource division initially. As part of process, host DPW-wide needs assessment process that builds consensus around a possible City-wide CMMS tool.	✓	✓	✓	Plan to hire a consultant to do a Phase I of our Asset Management Plan. Half from Water Division, half from CIP. Prepare procurement of the CMMS tool in FY'17.	(\$50,000)	Provide feedback on draft plan
3	DPW-wide	Close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing strategies with stakeholders	City assets are better maintained. Regular PM more of a focus than emergency fixes.	✓		✓	The city-wide capital plan will show optimal funding targets. Advance strategies to close the funding gap between the capital plan and actual annual expenditures.		Evaluate and recommend funding sources
4	DPW-wide	Strengthen operational policies and procedures (whether through APWA accreditation or not)	Smooth internal operations with clear policies and procedures.	✓			Most of the cost will be existing staff time. Focus on Inspection Services in FY'16.		
5	DPW-wide	Enhance professional development program	Further increase productivity of workforce, staff morale and internal promotions	✓			Upfront cost will be in development of the professional development program.		
6	DPW-wide	Refine key performance indicators (KPI's) and summarize results in annual report.	Staff managing to metrics and a public that is aware of our successes.	✓	✓		Initial KPI's developed in FY'15. Small professional services contract to develop annual report.	(\$5,000)	Review, modify and monitor KPI's
7	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.	✓	✓	✓	Staff continues to serve on City's Core Team for diversity and equity issues.		Help diversify commission
8	DPW-wide	Strengthen safety program	Reduce missed days of work due to injury.	✓			Continue dept-wide safety committee efforts.		
9	DPW-wide	Enhance communications strategies	More informed and engaged community.		✓		Develop public engagement protocols. Work to reach broad and diverse constituencies.	(\$5,000)	Recommend Commission comm. improvements
10	IT Dept	Develop document management system that enables DPW to efficiently store and retrieve plans, permits, documents	Greater protection of city records. Reduced staff time spent filing and searching.	✓				TBD	
11	ROW	Begin budgeting for maintenance of guardrails, railings, fences and other infrastructure that has not been traditionally funded.	Better maintenance of fences, bollards, guardrails, railings and other items in the ROW				Include these costs in the city-wide capital plan.	TBD	
12	Tech Services	Develop engineering standards and street design guidelines	Adopted engineering standards and street design guidelines that efficiently direct future investments.	✓		✓	Contract out the development of standards and guidelines. Key for future TIF streetscape investments.	(\$100,000)	Recommend adoption of standards to Council
13	Tech Services	Invest in Planning team to achieve more capacity, sustainability (additional resources, minor restructure, prof dev, etc)	High performing team delivering efficiently delivering projects. Sustainable work loads.	✓			Team has resources, support to tackle public realm redesign projects called for in TIF districts, corridor studies.	TBD	
14	Tech Services Water Res.	Hire additional technical staff for Technical Services and Water divisions	Ability to complete additional capital projects identified in the City's capital plan.	✓	✓		The added staff cost in Water Division may be able to be covered out of existing W/WW capital program.	(\$300,000)	
15	Traffic	Advance major capital repairs in garages	Short term capital repairs completed to extend lifespan of aging municipal garages	✓	✓		As detailed in the garage assessments. Plan for ~\$6M investments for 2016 construction season.	(\$1,500,000)	Review and provide input on funding strategy
16	Traffic	Deliver on enhanced garage maintenance and security	Cleaner and more welcoming garages	✓	✓		As recommended in the garage assessments.	(\$400,000)	

Draft FY'16 Key Initiatives -- Burlington Department of Public Works

17	Traffic	Implement downtown parking improvements -- phase II policy and funding recommendations from Downtown Parking Study	Improve the customer experience while also enhancing the sustainability of our parking system.	✓	✓		Increased revenue can't be projected until we know what changes we're making and when -- changes won't likely happen until Fall 2015/Spring 2016.	\$500,000	Review and approve changes
18	Traffic	Upgrade CNG filling station with larger compressor.	Longer lifespan. Quicker fill-ups.	✓			Funded by existing FTA grant.	(\$300,000)	
19	Traffic	Conduct a successful leadership transition in the Traffic Division when Pat retires.	A smooth transition to a new Assistant Director.	✓			Work to have a one month of overlap for Assistant Directors.	(\$12,000)	
20	Traffic	Analyze management and operation models for the municipal garages and lots.	Policy decision on how garages will be managed and operated long term.	✓			Evaluate recommendations that come out of the Downtown Parking Study.	(\$40,000)	Review, approve any changes needing approval
21	Traffic, CT office, Parks	Explore City-wide fleet model for managing City's vehicles	Report with recommendation presented to Administration, Council			✓	Consultant reviews existing structure and makes recommendations for future. May include simultaneous review of City's facility management structure.	(\$25,000)	Review provide feedback on study
22	Traffic, CT office, Schools	Transfer crossing guard program to more appropriate entity -- including funding and coordination of program	Responsibility to fund this program is placed with the appropriate municipal entity -- and enables the Traffic Fund to reinvest in its capital infrastructure	✓				\$250,000	
23	Water Resources	Revise Chapter 26 Ordinance and Stormwater manual	Be transparent, fair and flexible with development, without missing op's for capture and mitigation; incentivize management on private properties	✓			Adoption of stormwater standards, with alternative compliance mechanisms; creation of Stormwater Manual.	(\$35,000)	
24	Water Resources	Develop capital plans for stormwater and wastewater infrastructure	This will allow project, rate planning and coordination of work for collection system with capital street program	✓			Stormwater portion can be CWSRF funded. Hire consultant to assist with this extensive undertaking to prioritize capital reinvestment.	staff time	Review as part of City capital plan
25	Water Resources	Complete impervious billing update ; develop process/protocol for maintenance of impervious database	Ensure that we have captured SW customers impervious correctly (as of 2013 fly over)	✓				staff time	
26	Water Resources	Carry out EPA-funded Integrated Planning Initiative with consultant Tetra Tech	Develop project templates for an integrated planning implementation toolbox. EPA wants transferable tools for other communities.	✓		✓	Will be helpful to know what the final TMDL requirements are before public process.	staff time	
27	Water Resources	Request credit for Water's PILOT payment for fire protection services	Water rates stabilized and consistent policy across city departments.	✓			Impact will be determined as negotiated with C/T	?	
28	Water Resources	Replace large aging water meters (can be done once ordinance is updated in FY'15)	Greater equity for water customers. Greater revenue stream for W/WW funds.	✓			This should be a significant revenue generator. Upfront cost will be staff time and purchase of new meters.	\$100,000	
29	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	✓	✓		Most of the cost will be existing staff time	\$0	Review proposed rate structure, recommend to Council
30	Water Resources	Film all sewer lines	Information collected for developing capital plan for Wastewater.	✓			Looking to apply to be on State Priority list to hire an outside firm to tackle this task. Too much for our crew to complete in addition to other duties.	(\$50,000)	
31	Water Resources	Begin planning to comply with TMDL regulations (Total Maximum Daily Load) for phosphorous reduction		✓		✓	Although we cannot predict the regulatory outcome, we can expect to need a consultant to work through implementation decision making	(\$85,000)	Monitor policy and understand cost impact

BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION MEETING
DRAFT MINUTES, 2nd version, January 21, 2015
645 Pine Street
(DVD of meeting may be on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Tiki Archambeau, Jim Barr, Asa Hopkins, Jeffrey Padgett and Tom Simon / **ABSENT:** Solveig Overby

Commissioner Hopkins called the meeting to order at 6:33 p.m.

ITEM 1 – AGENDA

Commissioner Padgett moved to accept the Agenda; Commissioner Simon seconded. Unanimous.

ITEM 2 – PUBLIC FORUM

Gary Dion, resident of North Ave Ext: Frustrated that CCTA buses are not pulling over close enough to the curb to pick up/deliver passengers, thus preventing vehicles from being able to safely pass. Most frequently noticed on North Ave and Riverside Ave. Suggested creating pull-over lanes at the bus stops, particularly at schools. Director Spencer, who serves on the CCTA Board, will forward Mr. Dion's concern to General Manager Karen Walton.

ITEM 3 – BIRCH COURT EXTENSION PARKING

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

Resident Mike McGarghan: Expressed frustration about: Not having been informed, as a Birch Ct Ext resident, that the street had been accepted (1998); "excessive" signage prohibiting parking on the south side; having his street "singled out" restricting parking on one side of the street when there are other streets he feels have the same or less street width; not knowing where he and his neighbors stand with the protective covenants they were asked to sign when they moved in; not having a designated accessible parking space for occasional get-togethers. Requested that DPW consider applying the same parking restrictions City-wide with streets having similar dimensions as Birch Ct Ext.

Discussion: Should DPW look at all smaller accepted streets to consider whether parking on one side of the street *only* is warranted?

Staff recommends that the Commission adopt: Maintaining the current parking restrictions on Birch Court Extension.

Commissioner Archambeau moved to adopt staff recommendations, *and* requests that DPW staff explore the possibility of designating an accessible parking space on the south side of Birch Ct Ext for Mr. McGarghan's family; Commissioner Alberry seconded. Unanimous.

ITEM 4 – NORTH AVE & WESTWARD DR STOP SIGNS

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

North Ave resident Gary Dion expressed frustration about the volume of traffic in the area of this intersection (including multiple private trash hauler trucks) and number of speeding vehicles from the former Merola's Store (1563 North Ave), north to this intersection. Mr. Dion also requested that a DEAD END sign be erected just north of 1563 North Ave, believing that a good portion of those vehicles (including tractor trailers and delivery trucks) miss the Route 127 turn. Because a STOP sign was not an appropriate application to try to address some of Mr. Dion's concerns, the Commission suggested that Mr. Dion contact his neighbors and work with Mr. Roy to begin a petition for a traffic calming request. Staff recommends that the Commission adopt: Maintaining the current STOP control conditions at the intersection of North Ave and Westward Dr.

Commissioner Padgett moved to adopt staff recommendations *and* have staff continue to look at the traffic calming process with Mr. Dion; Commissioner Archambeau seconded. Unanimous.

ITEM 5 – DOWNTOWN ACCESSIBLE SPACES

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

DPW staff is reviewing the City's obligations, peer approaches and the Public Right of Way Accessibility Guidelines (PROWAG) in order to begin evaluating all accessible on-street parking spaces downtown, starting with the following three (3) existing accessible parking spaces as identified by Ms. Elaine Katz:

- South side of College St just west of So Winooski Ave;
- Northeast corner of College and So Union Sts; and
- Northwest corner of College and Saint Paul Sts

DPW staff is using PROWAG for guidance in the placement and position of the accessible spaces. Staff is asking for the Commission's agreement in the evaluation approach which is under review. Staff would then contact the public to discuss the specifics of the proposed changes and then return to the Commission with recommended changes, at the March meeting.

Resident Moir[Moir](#)a Mulligan, a wheelchair user who works in rehab. therapy, added additional considerations (e.g., height of curbs; snow rims along curbs after sidewalk plowing preventing side ramps from landing at a proper level). She supports addressing the 3 spaces listed above, including the Accessibility Committee in the process, and then proceeding City-wide.

Commissioner Padgett suggests that DPW staff report back to the Commission after they have gone through the process in correcting the 3 accessible spaces listed above, and then report back and ask for adoption of the appropriate guidance document or section.

Commissioner Padgett moved to proceed with staff's assessing the 3 afore-mentioned spaces using PROWAG and providing the Commission with the usefulness of PROWAG and its appropriateness in Burlington, with the expectation that the Commission would agree with staff on whether to adopt it as a standard guideline. DPW staff would also approach the Accessibility Committee (they meet monthly) to get their input on the analysis process. Commissioner Simon seconded. Unanimous.

Commissioner Barr moved to encourage inclusion in the Downtown Parking Initiative for initiating location and accessibility of designated spaces. Commissioner Archambeau seconded. Unanimous.

ITEM 6 – FY15 COMPLETE STREETS

(Communication, Laura Wheelock, Engineer)

(Refer to Packet)

As part of the *Complete Streets* Guidelines, DPW staff are being required to consider both sidewalks and paving in their planning, design and construction. Staff would then be required to justify their decision to include sidewalks or not. The Pedestrian Propensity Index (PPI for sidewalks) is entirely GIS-based. Staff has re-reviewed Mill St and Vest Haven Dr to determine whether any considerations were missed under *Complete Streets* guidelines.

Commissioner Barr moved to approve that the reporting forms and the disproportionate need form for Mill St and Vest Haven Dr. Commissioner Alberry seconded. Unanimous.

Commissioner Padgett moved to endorse the direction that the staff is going with the *Complete Streets* approach; Commissioner Barr seconded.

ITEM 7 – FY16 PAVING LIST

(Communication, Laura Wheelock, Engineer)

(Refer to Packet)

Reconstruction of thirteen (13) streets (2.2 miles) is on the draft list. A segment of the beltline will be repaired (staff secured a grant through the VTrans Town Highway Class 2 Roadway Rehabilitation Program. Staff is asking for advanced approval of three (3) other streets and is seeking the Commission's approval of the entire list. Commissioner Hopkins requested that staff complete the appropriate forms

before the Commission approves the additional 3 streets. **Commissioner Barr moved** to accept the draft list; Commissioner Archambeau seconded. Unanimous.

Commissioner Padgett requested an additional column in the algorithm for street exemptions (e.g. Mill St and Vest Haven Dr).

ITEM 8 – PARKING GARAGE ASSESSMENT CAPITAL WORK

(Communication, Pat Buteau, Assistant Director)

(Refer to Packet)

Assistant Director Buteau showed photos of some of the more serious deterioration in the Marketplace and Cherry St Garages and explained the prioritized repair schedule for 2015, 2016-2017, and 2018 and beyond. DPW is pursuing funding mechanisms to support the repairs and as financing options are being explored, the Commission's input is being sought. Mr. Buteau is here tonight to keep the Commission informed. DPW staff will seek the Commission's concurrence and support to borrow before staff heads to the City Council in a couple of months to borrow \$1.2million for Phase One as identified in the garage assessments. Mr. Buteau is working on getting appraisals done on all the properties.

ITEM 9 – MINUTES OF DECEMBER 17, 2014 (Refer to Packet)

Commissioner Alberry moved to adopt the Minutes as written; Commissioner Barr seconded. Unanimous.

ITEM 10 - DIRECTOR'S REPORT

(Director Chapin Spencer) (Refer to Packet)

Asset Management – Working on a ten-year plan. Forward any comments to Director Spencer.

ITEM 11 – COMMISSIONER COMMUNICATIONS

Commissioner Archambeau 1) "Vision Zero (0)" – Is this appropriate for Burlington? Director Spencer will get back to the Commission after more review; 2) First Snow Ban of the season – No towing? Director Spencer explained: The City experienced a 2-night snowfall. A Parking Ban was called for the first night in anticipation of plowing; however, the conditions changed over the course of the day and the accumulation was not significant. DPW staff made the call to *not* tow; just to plow. A Parking Ban must be called off by 3 p.m.; the weather didn't change until later in the day the first night. The Parking Ban continued into the second night and staff was able to clean up the street.

Commissioner Padgett 1) Plowing bus stops? Director Spencer directed Commissioner Padgett to CCTA (from curb to sidewalk). 2) "Bumpy" indicators/detectable warning strips at the end of sidewalks are deteriorating in places. Ms. Wheelock explained that DPW is now moving away from the current stainless steel indicators and is considering cast iron (which will naturally rust and do not come in different colors). 3) Requested a database print-out of what is managed in the RFS System for the next meeting. Assistant Director explained that RFS is problem-reported-driven; and Engineering uses a different program. Director Spencer: Once the Standard Operating Procedure (SOP) is completed, the Commission will be given a copy.

Commissioner Barr: 1) Pedestrian safety was brought up in a Ward 1 NPA meeting. The Bike/Walk Master Plan addresses this issue but some people are concerned that, for instance, the North Avenue Corridor Study talks about bike lanes and not about the sidewalks. 2) Continues to receive complaints about the volume of pedestrians and bicyclists using the crosswalk on Main St at the University Hts section. Ms. Wheelock stated that that issue is already on staff's radar (i.e., in the Request For Service/RFS system). Traffic Signal Technical Dave Garen is also involved, as part of the concern is that drivers are not stopping for red lights (Mr. Garen sent Director Spencer updates today). Commissioner Barr, UVM employee, has also talked with the University at recent meetings about the possibility of widening the pedestrian crosswalk so that more people can cross Main St without having to "funnel," as well as adding a bike crossing lane immediately to the west of it. Commissioner Barr has also talked about options with Nicole Losch.

ITEM 12 – NEXT MEETING DATE AND ADJOURNMENT

The next meeting is scheduled for February 18, 2015. **Commissioner Alberry** moved to adjourn the meeting at 9:45 pm; Commissioner Archambeau seconded. Unanimous.

NOTE: Commissioner Alberry announced that he would NOT be able to attend the February meeting. Commissioner Hopkins has asked Commissioner Padgett to chair the February meeting, even with the possibility of Commissioner Hopkins' attendance.

Non-Discrimination

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**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: February 12, 2015

FY'16 KEY INITIATIVES & COMMISSION WORKPLAN

The Commission's workplan subcommittee met on January 27th at DPW to develop the FY'16 workplan. Commissioners Barr, Archambeau and Overby attended the meeting. I was the staff representative. We reviewed the staff's proposed FY'16 workplan and used those priorities to identify Commission objectives – shown on the last column of the enclosed 'Key Initiatives' document. We will review the draft objectives at the February 2015 meeting. No action is needed at this meeting as we have a couple months to finalize this document.

CHAMPLAIN PARKWAY

Over the last couple of months, the City's Champlain Parkway team has been reviewing the preliminary plans for the C6 section of the project (from the Parkway/Lakeside intersection to the Pine/Main intersection). We will have a written update on our progress to distribute at the February Commission meeting.

PLOWING UPDATES

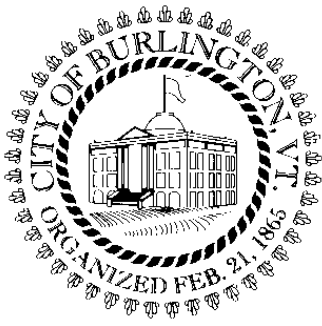
Since the last meeting, staff has updated and posted the Snow and Ice Control Plan on DPW's website: <http://www.burlingtonvt.gov/DPW/Snowfighting-Program>. Your input was helpful. We are currently adding a section regarding accessible spaces downtown. With the significant increase in the price for salt this year (now \$72/ton), the significant snow we've received and our diligent street and sidewalk maintenance activities, we have unfortunately hit our salt budget for the year. We will be shifting funds from other areas in our budget to address this challenge.

ASSET MANAGEMENT:

Following up on our asset management briefing to the Commission last month, we are continuing to forge ahead with developing an asset management plan. To learn about what is possible, we hosted a demonstration of asset management software [Cityworks](#) on February 11th that was attended by representatives from a number of city departments.

FY'15 SIDEWALK FUNDING INCREASE & CAPITAL PLAN

On January 28th, the Mayor announced an extra allocation of capital funding for sidewalk construction for the second half of FY'15. The press release is below. Once the sidewalk assessment is completed, we will present the list of 2015 sidewalk projects at an upcoming Commission meeting. As part of the soon to be completed 10-year capital plan also referenced in the release, we will be further addressing sidewalk expansion. We expect to be able to present the 10-year capital plan at the Commission's March meeting.



Office of Mayor Miro Weinberger

FOR IMMEDIATE RELEASE

January 28, 2015
Contact: Mike Kanarick
802.735.7962

Mayor Miro Weinberger Highlights Substantial Capital Improvements to City Buildings; Announces 82 Percent Increase in Sidewalk Funding Improvements Signal Better Stewardship of City Assets, Make Buildings More Energy Efficient; 10-Year Capital Plan to Responsibly Maintain City Assets Coming

Burlington, VT – Mayor Miro Weinberger today highlighted more than \$3.3 million worth of projects underway or completed in the past 13 months that make necessary repairs and energy efficiency improvements to City assets, and also announced \$375,000 in additional sidewalk improvements funding for this spring. These projects, along with previously announced Penny for Parks projects, represent important steps in a long-term effort to responsibly maintain the City's many physical assets. In the weeks ahead, the Administration will release a draft 10-year capital plan – the first ever systemic effort to guide, coordinate, and keep affordable the City's investments over the next decade.

"Stewardship of both our City's buildings and sidewalks is a fundamental responsibility of local government that we are focused on performing well," said Mayor Weinberger. "The improvements in our buildings will save taxpayer dollars, improve safety, and reduce our impact on the environment, and our substantial increase in sidewalk funding responds to the citizen concern that I hear most often."

The Mayor and other stakeholders cut a ribbon at Fire Station #1, officially marking the completion of the installation of a new boiler and HVAC system and the repair of the station ramp. The Central Station projects, which will save taxpayers over \$12,000 annually, are emblematic of others recently completed across the City. In total, the completion of more than 30 projects, from Roosevelt Park to Leddy Arena to Fletcher Free Library, signaled a renewed commitment to the long-term management of municipal assets.

"After many years of little investment, the improvements here to Station #1 help our department work more effectively to serve the residents of Burlington," said Fire Department Chief Engineer Seth Lasker. "Necessary improvements have been made at every station across the City, replacing inefficient boilers, upgrading windows, repairing roofs, adding insulation, and updating the lighting systems."

Capital Improvements to City Buildings

Of the many different capital improvement projects, nine energy efficiency projects with a total cost of \$662,000 offset by rebates of \$25,000 will save taxpayers approximately \$70,000 annually. These

projects were completed with the existing and previously underutilized budget for capital improvement. As part of the improvement work, the City has conducted facility assessments of every building, City sidewalks, garages, and other municipal capital assets to help form the foundation of Mayor Weinberger's 10-year capital plan. The capital plan will provide the City with a schedule to make efficient reinvestments in its infrastructure. In addition to planning for capital reinvestments, City Departments have improved preventative maintenance protocols to reduce future capital costs. These improvements and progress were realized through the Mayor's directive to create the new Capital Improvement Project Manager position at the Department of Public Works (DPW) and would not have been possible without the collective efforts and leadership of Martha Keenan, hired 13 months ago to fill the newly-created role, City Engineer Norm Baldwin, and DPW Director Chapin Spencer. The work already is having an impact on City buildings like Fletcher Free Library (FFL).

"New lighting, painting, and carpeting in the Fletcher Free Library are long overdue," said FFL Director Rubi Simon. "Our aim is to make the library a more welcoming and safe space for Burlington families and residents. Capital improvements carried out last year and the ones planned for this year demonstrate the City's commitment to sustaining our public library."

Additional Sidewalk Funding

The \$375,000 sidewalk funding increase to support work this spring was made possible by the prioritization of this critical need in response to public concerns. Combined with a separate \$49,000 funding increase last fall, the total increase in funding of \$424,000 represents an 82 percent increase in DPW's average annual sidewalk budget of \$515,000. Additional resources will continue to be available in future years for sidewalk improvements through the downtown tax increment financing district. The Administration also has brought forward a Great Streets ballot item for Town Meeting Day to rebuild the sidewalks on St. Paul and Main Streets and South Winooski Avenue as the first phase of an effort to use tax increment financing (TIF) funding to restore and improve sidewalks throughout much of the downtown. DPW also contracted for an assessment of all 127 miles of City sidewalk. That assessment, expected to be complete by the end of February, will help guide how the new resources are allocated to improving the City's sidewalks.

"As both the Director of First Night and a resident of the New North End, I can tell you the importance of safe, warm buildings and good sidewalks," said Ward 7 City Councilor Tom Ayres, a member of the City Council's Transportation, Energy, and Utilities Committee. "We need good infrastructure – maintained in a cost-effective way – to bring people to our great events, keep people connected in our neighborhoods, and build an inclusive community."

Ralph Montefusco, Chair of the City's Advisory Committee on Accessibility, noted the benefits this work would have for all residents, stating: "Systematic reinvestment in our community's sidewalks has a tangible benefit for all residents – it improves mobility for many and makes the City more inclusive."

Promoting a More Walkable, Livable City of Burlington

The new sidewalk funding also contributes to Mayor Weinberger's efforts to earn the City national recognition as a Gold-level Walk Friendly and Bike Friendly Community.

"The Mayor's emphasis on infrastructure improvements is important to the Chamber and its members," said Lake Champlain Regional Chamber of Commerce President and CEO Tom Torti. "Well-maintained City buildings, and high-quality sidewalks, become in effect the face of our community to the many tourists who visit Burlington."

“Burlington’s investment in sidewalks has already increased the attractiveness and livability of this City,” said Local Motion Executive Director Emily Boedecker. “More than 20 percent of residents now commute on foot, a higher percentage than any other mid-sized city evaluated in a 2014 national report from the Alliance for Biking and Walking. The City’s wise investment in maintaining and completing the sidewalk network will continue to yield economic and community benefits.”

“I am pleased with the progress Team DPW has made in establishing systems for the long-term care of our municipal assets, and look forward to what we can accomplish with these new resources,” said DPW Director Spencer. “Sidewalks are something our community prioritizes, and a good pedestrian network will improve the quality of life in the City.”

**Please see the attached Capital Improvement Project List*

#

BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION MEETING

DRAFT MINUTES, February 18, 2015

645 Pine Street

(DVD of meeting may be on file at DPW)

COMMISSIONERS PRESENT: Tiki Archambeau, Jim Barr, Asa Hopkins, Solveig Overby, Jeffrey Padgett and Tom Simon **ABSENT:** Bob Alberry
Commissioner Padgett called the meeting to order at 6:30 p.m.

ITEM 1 – AGENDA

Commissioner Hopkins moved to accept the Agenda; Commissioner Barr seconded. Unanimous.

ITEM 2 – PUBLIC FORUM No one was present/came forward.

ITEM 3 – CONSENT AGENDA

(Refer to Packet)

3.10 Moved to a separate Agenda item – 3.40 - as per Commissioner Overby's request.

3.20 Birch Ct Ext Accessible Parking Space

(Per request from resident at the January Commission mtg)

Staff recommends that the Commission adopt the installation of an accessible parking space on the north side of Birch Ct across from 111 Birch Ct

3.30 Champlain College Temporary Bus Stop Removal

(Per request from Nic Anderson of Champlain College)

Staff recommends that the Commission adopt the removal of the Champlain College temporary bus stop in front of 237 So Willard St, *and* the restoration of three (3) unrestricted parking spaces at 237 So Willard St.

Commissioner Barr moved to: 1) Create a separate Agenda Item - 3.40 - for Item 3.10; and 2) Accept staff recommendations for 3.20 and 3.30. Commissioner Archambeau seconded. Unanimous.

ITEM 3.40 - FY16 PAVING COMPLETE STREETS DOCUMENTATION

(Laura Wheelock, Engineer)

(Refer to Packet - *Complete Streets* documentation for Morgan St, Sears Ln and Foster St)

This documentation reflects staff's findings using *Complete Streets* assessments. Commissioner Overby requested that this item be separated from the Consent Agenda, as she is concerned that some streets are being exempted from having sidewalks because of the expense/perceived need. There will never be "enough" funding. If sidewalks are added, people may be more inclined to walk.

Ms. Wheelock explained that the paving list, though only 1-2 years looking ahead, should optimally look ahead 5 years and include streets *and* sidewalks (*Complete Streets*). This topic generated similar comments from the Commissioners at the January meeting. Director Spencer will present at the March or April meeting, the 10-year capital maintenance plan.

The Commission and staff agree that there should be sidewalk protocol added to City policy such as that which is in *Complete Streets*.

Commissioner Barr moved to accept the FY16 Paving Complete Streets Documentation; Commissioner Hopkins seconded. Unanimous.

ITEM 4 – THREE DOWNTOWN ACCESSIBLE SPACES REDESIGN

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet - Continued from the January Commission mtg, three specific spaces along College St)

Mr. Roy explained staff recommendations and the reasoning behind their decisions:

- The removal and relocation as directed by the US Postal Service of the Collection Box at the corner of College St and Saint Paul St in front of 114 College St;

- The removal of the metered space in front of 210 College St;
- The relocation of the accessible space in front of 217 College St to the north side of the street in front of 210 College St;
- The installation of a metered space in front of 217 College St;
- The removal of the accessible space in front of 270 College St;
- The installation of a metered space in front of 270 College St;
- The removal of the first metered space on the north side of College St in front of 266 College St;
- The relocation of the loading zone on College St in front of 266 College St to begin 40' west of So Union St and to extend 40' west; and
- The installation of the accessible space on the north side of College St in front of 266 College St at the corner of College St and So Union St.

DPW staff has asked to be put on a future agenda of the Accessibility Committee in order to get their input on their recommendations for these three specific spots. This will aid staff in future reviews of accessible parking spaces.

Commissioner Barr moved to: 1) Have staff bring their recommendations to the Accessibility Committee; 2) Return to the following Commission meeting with the results/recommendations; and 3) E-mail or send via First Class Mail to Mrs. Katz, the original requestor, a copy of the packet information and inform her what the next steps are. Commissioner Archambeau seconded. Unanimous.

ITEM 5 – RESIDENTIAL & DOWNTOWN PARKING MANAGEMENT PLAN UPDATE

(Oral Presentation, Nicole Losch, Transportation Planner and Director Chapin Spencer)
(Refer to Packet)

Ms. Losch presented the residential parking management plan. Staff is working to identify an ideal management strategy with a data-driven approach, look at other comparable cities' best practices (Ithaca, NY; Charlottesville, VA; San Luis, Obispo, CA and Boulder, CO), gather public feedback and bring the information to the Advisory Committee. The group will continue outreach and after the April Advisory Committee meeting, recommendations will be finalized and brought before the Commission and City Council in May. Overall policy recommendations may be directed to Ms. Losch (nlosch@burlingtonvt.gov) or Peter Keating, CCRPC (pkeating@ccrpcvt.org). Website: www.parkburlington.com. The next phase will be assessing street by street.

Director Spencer presented the downtown parking management plan (launched May 2014). The Downtown Parking Committee is comprised of staff from DPW, the Burlington Business Association (BBA) and the Community and Economic Development Office (CEDO). Consultants Desman Associates is recommending the creation of a parking management district (not yet vetted by staff), creating an entity (Go!Burlington) and implementing a 3-5 year pilot.

There are approximately 4,000 *private* spaces downtown, many of which are under-utilized. Next steps: March 23rd, ask City Council for input on the concept and ask for additional time (2 months?); March-April, seek public input; May, finalize report. Offer thoughts, questions, issues via e-mail to: Kelly Devine, BBA (director@bbavt.org); Chapin Spencer, DPW (cspencer@burlingtonvt.gov); and Nate Wildfire, CEDO (nwildfire@burlingtonvt.gov).

Commissioner Archambeau expressed discomfort with hearing about the assessment of both the private and public facilities, feeling that the two are being "lumped" together. He would like the Commission to focus on the public facilities, since they serve the public entity. Director Spencer stated that the 2013 City Council Resolution was for both private *and* public assessment of spaces, but will provide more information on the public part for Commissioner Archambeau. Commissioner Barr noted that some aspects are also being considered through the Transportation Study.

ITEM 6 – COMMISSION FY16 WORKPLAN

(Communication, Director Chapin Spencer)

(Refer to Packet)

Copies of the Draft of FY16 Key Initiatives for DPW were distributed. Director Spencer and Commissioners Archambeau, Barr and Overby compiled the spreadsheet based on the original text from last year, adding a column titled, “Commission Role.” No decision is being sought at this meeting; Director Spencer is looking for feedback. He will review the spreadsheet to ensure that all of the issues originally proposed are included. His goal is for staff and commissioners to end up with one document. Suggestions:

- Look at the 3 set goals (see next bullet), then look at what staff came up with, and lastly, apply the 3 goals.
- Add “Goals” over the 3 columns in the middle (“Operational Excellence,” “Exemplary Cust. Serv.” and “Culture of Innovation”).
- Include ALL original items on the spreadsheet and add a “Status” column (e.g., to record whether the issue has been completed).
- Clarifications: Last column: there is no Commission role if this is left blank. Some of the wording from the original text has been changed on the spreadsheet. This spreadsheet has been reviewed by DPW assistant directors; not all staff has read it.

ITEM 7 – MINUTES OF JANUARY 21, 2015

(Refer to Packet)

Per Commissioner Hopkins’ e-mailed request, the following corrections will be made:

Item 6 – FY15 Complete Streets: Replace last sentence with the following: “Commissioner Padgett moved to support the direction that the staff is going with the updated assessment of the city’s sidewalk infrastructure, evaluation of the potential to create Complete Streets, and continued efforts to strategically expand the sidewalk network; Commissioner Barr seconded. The motion supported staff’s efforts to plan paving more years in advance in order to better coordinate with sidewalk infrastructure planning.”

Commissioner Barr moved to accept the Minutes with Commissioner Hopkins’ corrections; Commissioner Archambeau seconded. Unanimous.

ITEM 8 – DIRECTOR’S REPORT

(Director Chapin Spencer)

(Design Memorandum and information from DuBois & King consultants, with cover Memorandum from Director Spencer)

Director Spencer updated the Commission on the Champlain Pkwy (Proposed Safety Enhancements for Section C6 of the Champlain Pkwy) with a series of enhancements responding to concerns over the years. The C6 section of the project goes from the Parkway/Lakeside intersection to the Pine/Main intersection. In order to be included in the document, the enhancement recommendations had to be deemed feasible by the Consultant and the City (i.e., couldn’t unreasonably impact: the permits the project has received; the timing to develop the project; and the cost). The document outlines what is feasible within the constraints, and staff has shared the document with VTrans, who responded in a positive fashion. However, further study to determine that it indeed is feasible and can be incorporated into the project design still needs to happen. They have been supportive of having our Parkway consultants fully vet the recommendations in the DuBois & King Memo to determine their feasibility.

ITEM 9 – COMMISSIONER COMMUNICATIONS

Commissioner Overby: Commissioners Archambeau and Overby, and others, were notified of a resident’s safety concern with the intersection of Spring St and Manhattan Dr; DPW staff is reviewing that intersection. Ms. Losch stated that staff hopes to return to the Commission with a plan some time this year.

Commissioner Barr: Accolades to staff for snow removal!

ITEM 10 – NEXT MEETING DATE AND ADJOURNMENT

The next meeting is scheduled for March 18, 2015. **Commissioner Barr moved** to adjourn the meeting at 9pm; Commissioner Archambeau seconded. Unanimous.

Non-Discrimination

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