



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Hannah Cormier, Clerks Office
From: Chapin Spencer, Director
Date: January 14, 2016
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **January 20, 2016**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 Agenda
- 3 10 Min Public Forum
- 4 5 Min Consent Agenda
 - A State of Traffic Request Program Update
 - B “No Parking Here to Corner” Sign Relocation at Shore Rd/ North Ave Intersection

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 | 45 Min | Draft Residential Parking Management Plan |
| | | A Communication, C. Spencer & N. Losch |
| | | B Commissioner Discussion |
| | 30 Min | C Public Comment |
| | | D Action Requested – Vote on Plan Acceptance |
| 6 | 20 Min | FY17 Street Paving & Complete Streets |
| | | A Communication, L. Wheelock |
| | | B Commissioner Discussion |
| | | C Public Comment |
| | | D Action Requested – Vote |
| 7 | 20 Min | Traffic Request Program Minimum Requirement Proposal |
| | | A Communication, D. Roy |
| | | B Commissioner Discussion |
| | | C Public Comment |
| | | D Action Requested – Vote |
| 8 | 5 Min | Draft Minutes of 12-16-15 |
| 9 | 10 Min | Director's Report |
| 10 | 10 Min | Commissioner Communications |
| 11 | | Adjournment & Next Meeting Date – February 17, 2016 |



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: JANUARY 14, 2016
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on January 20, 2016 at 6:30 PM at
645 Pine St – Main Conference Room

1. Agenda
2. Consent Agenda
3. Draft Residential Parking Management Plan
4. FY17 Street Paving & Complete Streets
5. Traffic Request Program Minimum Requirement Proposal
6. Draft Minutes of 12-16-15

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- 11 **Adjournment & Next Meeting Date – February 17, 2016**

STATE OF TRAFFIC RFS BACKLOG

1/14/2016

DRR

A = TRAFFIC REQUESTS IN SYSTEM ON DECEMBER 16TH = 97

B = NEW TRAFFIC REQUESTS SINCE DECEMBER 16TH = 2

C = TRAFFIC REQUESTS TO BE PRESENTED ON DECEMBER 16TH = 1

D = EXPECTED BALANCE OF RFS AS OF JANUARY 20th = A + B - C = 98*

RFS BREAKDOWN BY TYPE**

Accessible Space:	8
Resident Only Parking:	10
Crosswalks:	16
Driveway Encroachments:	14
Signage:	20
Loading Zone:	1
Area/Intersection Study:	6
Parking Prohibition:	12
Bus Stop:	2
Geometric Issues:	4
Parking Meters:	1
Other:	5
TOTAL:	99

*This number reflects the formula above, however this does not accurately portray the Backlog as some commission items affect two or more RFSs and past RFSs that have been decided on but haven't been installed are not reflected.

**This list was updated 10/19/15 and accurately reflects what is currently in the system.



MEMORANDUM

January 12, 2016

TO: Public Works Commission

FROM: Damian Roy, Engineer Technician *DR*

CC: Norman Baldwin, City Engineer

RE: "No Parking Here to Corner" sign location on Shore Road

Background:

Staff received a request from Caroline Tassey in January 2014 and from Lea Terhune in October 2015 regarding the intersection of North Avenue and Shore Road. Both requestors talk about geometric challenges for motorists at this intersection, these are:

- The North Avenue southbound to westbound turning movement onto Shore Road.
- The first available on-street parking space just west of the intersection creates a challenging geometry for motorists to navigate around.

Ms. Tassey and Ms. Terhune both request to move the "No Parking Here to Corner" sign (NPHTC) farther west to allow for easier vehicle movement and to seek improvements to the southbound to westbound turning movement at the intersection.

Observations:

Staff visited this intersection to take existing conditions measurements. *See attached drawing.* Shore Road and North Avenue intersect at an acute angle of 64 degrees making the turning movement from southbound North Ave to westbound Shore Road a challenge for single passenger vehicles and single unit trucks. The North Avenue Corridor Study contains a proposal to alter this intersection by realigning Shore Road so that it meets North Avenue at a 90 degree angle directly across from Heineberg Road, *see attached conceptual drawing and turning movement diagram.* This realignment would solve the acute turning angle mentioned by the requestors. Alternatively, stepping back the "left turn only" lane on Shore Road by 10 feet could be considered as an interim solution that would also ease the turning constraints of the southbound traffic turning onto Shore Road.

AD 1/13/16

The NPHTC sign on the north side of Shore Road is located 100 feet from the intersection with the lane striping on Shore Road extending 78 feet from the intersection. For westbound motorists on Shore Road, this leaves 22 feet to maneuver their vehicle 8 feet to the left to avoid collision with the first parked vehicle. MUTCD specifies a vehicle traveling at 25 mph should have 83 feet of travel distance to make this maneuver. Staff received accident reports from the last two years with no accidents involving a parked car on Shore Road reported. Staff distributed flyers to the three closest residents to this location as well as to St. Mark's Church. The resident of 17 Shore Road responded that while they acknowledge that the location of the NPHTC sign creates a tricky driving condition, they feel this should be tolerated as it serves to slow entering traffic onto Shore Road stating that vehicles northbound on North Ave turning onto Shore Road tend to do so at excessive speeds. Staff also spoke with the resident of 29 Shore Road and a representative of St. Mark's Church who confirm the speeding condition but feel that the NPHTC sign is too close to the intersection and support relocating it westward. In the past Staff has received repeated complaints from residents regarding speeding on Shore Road culminating in a traffic calming petition being submitted in the fall of 2015. The Traffic Calming and Neighborhood Enhancement Program is scheduled to begin on Shore Road in late winter/early spring of 2016.

Conclusion:

Given that there is a proposed project currently in development that includes a designed solution to Shore Road's acutely angled intersection with North Ave, staff feels that the existing condition regarding this turning movement should be maintained until the North Avenue Corridor Study is complete and the project scope is known.

Relocating the NPHTC sign requires balancing the different needs for the residents, the church, and motorists accessing Shore Road. Moving the NPHTC sign west will eliminate one on-street parking space while improving motorist's ability to safely navigate out of the intersection and onto Shore Road. The speed condition on Shore Road will be evaluated through the traffic calming program within the year. The loss of parking is not recognized as being of great negative impact to St. Mark's Church and the two nearby residents per staff's conversation with these parties.

Staff recommends relocating the NPHTC sign 20 feet westward.

Recommendation:

Staff recommends that the commission adopt:

- The relocation of the "No Parking Here to Corner Sign" twenty (20) feet further westward for a total of one-hundred twenty (120) from the intersection with North Ave.



North Avenue
Shore Road
Intersection



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

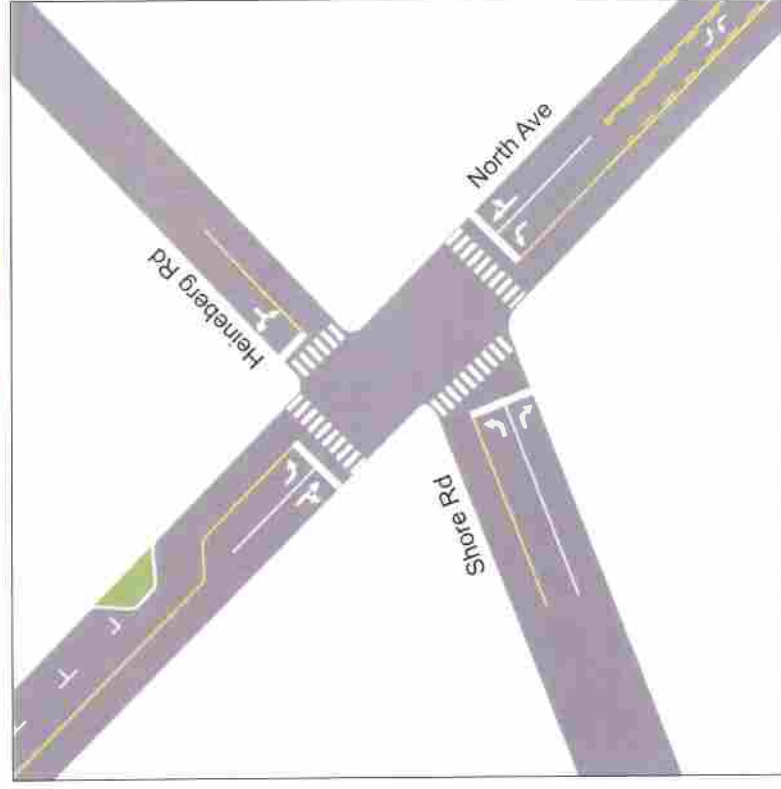
DESIGNED DRR	RFS. NO. 9454/9122/3459
DRAWN DRR	SCALE 1"=30'
CHECKED NJB	DRAWING NO.
DATE	

CHAPTER 3: IMPROVEMENT CONCEPTS

Concept 1

- Increase pedestrian crossing times for seniors
- Pedestrian-activated no right turn on red
- Split phasing for Shore Road and Heineberg Road approaches

Figure 82: Shore Road/Heineberg Road Concept 1 (Three Lanes)

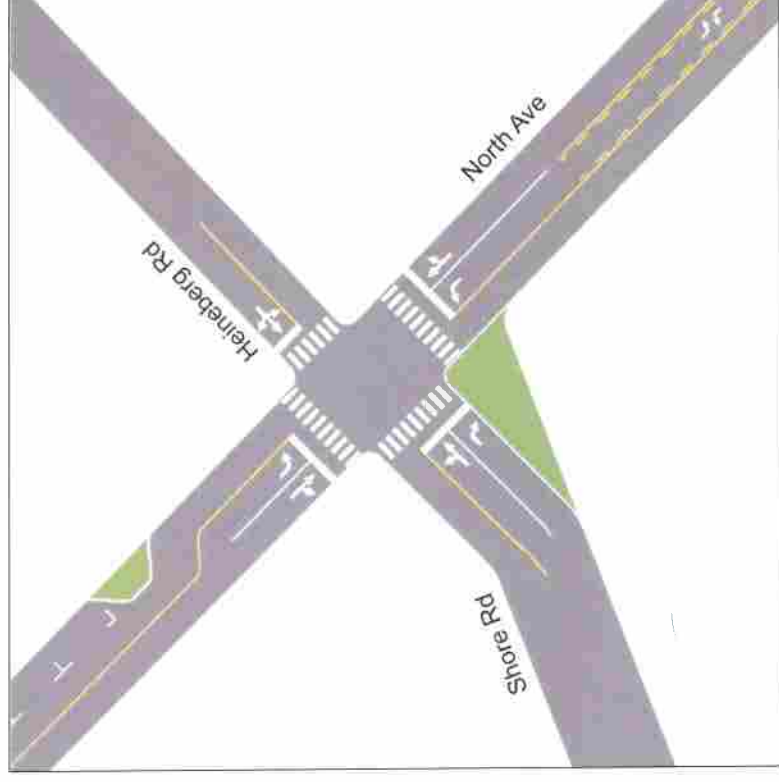


Note: not an engineering drawing to scale; bicycle facilities not shown

Concept 2

- Increase pedestrian crossing times for seniors
- Pedestrian-activated no right turn on red
- Realign Shore Road (contingent upon St. Mark Church right-of-way donation)

Figure 83: Shore Road/Heineberg Road Concept 2 (Three Lanes)



Note: not an engineering drawing to scale; bicycle facilities not shown

CHAPTER 2: EXISTING AND FUTURE CORRIDOR CONDITIONS

The North Avenue and Shore Road/Heineberg Road intersection marks a transition between North Avenue's two- and four-lane cross sections. North Avenue's second northbound lane transitions to a dedicated left-turn movement to westbound Shore Road; North Avenue's second southbound lane is striped south of Shore Road with the removal of on-street parking. The left-most northbound lane can be a lane trap for unfamiliar drivers who expect to continue northbound, but find themselves in a left turn lane. Shore Road and Heineberg Road have a green light concurrently, which is problematic given the overlapping left turns and the skewed geometry.

Three approaches are marked with crosswalks, as shown in Figure 38, and all feature white continental striping patterns. Curb ramps and push-button-activated walk signals accompany these crosswalks. Crosswalk paint is considerably faded in spots.

This intersection presently operates at LOS A during the morning and afternoon peaks.

Figure 37: Views of North Ave at Shore Rd/Heineberg Rd Intersection

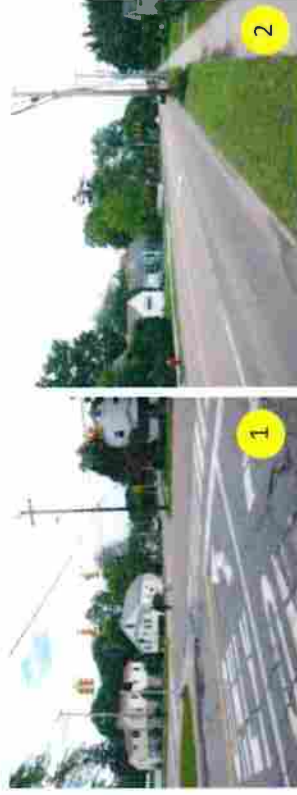
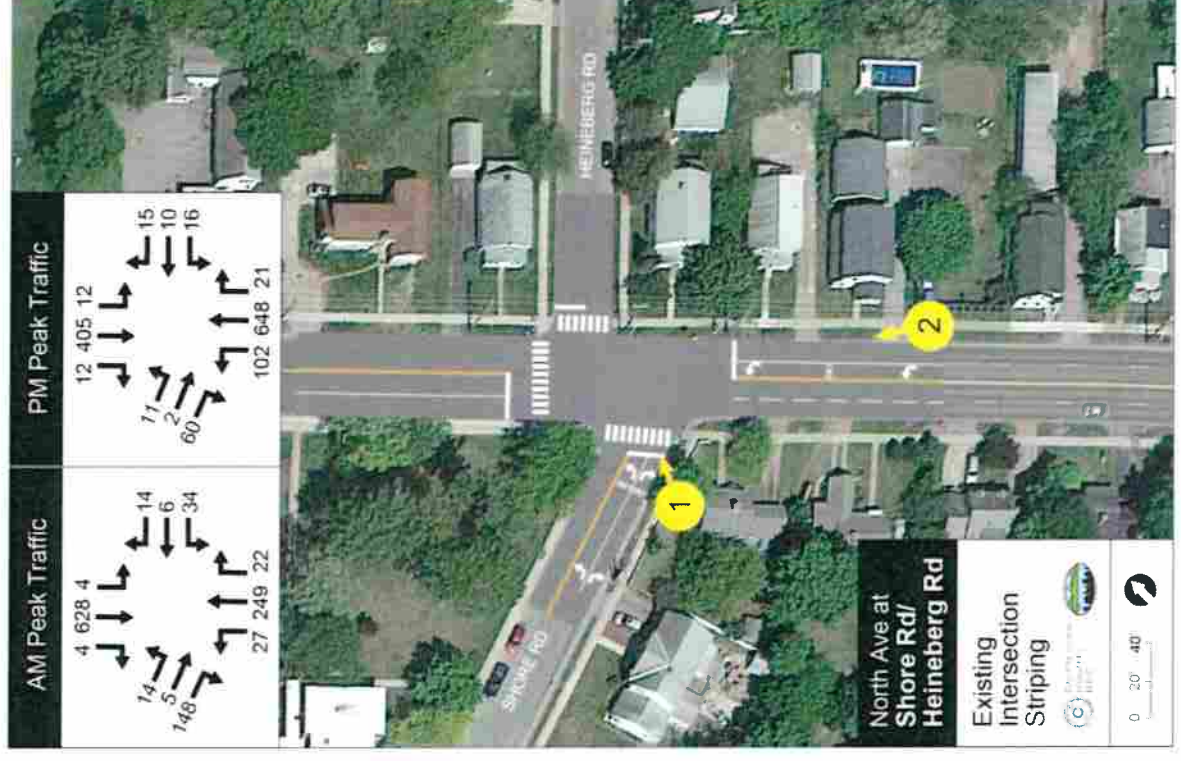


Figure 38: North Ave at Shore Rd/Heineberg Rd Intersection





CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Lea Terhune

Request Date: 11/09/2015 8:23 AM

Due Date: 1/8/2016

Address:

Phone Number:

Email Address: leaterhune44@gmail.com

Request

Location: Shore Rd & North Ave

Request Description: Here is the place where the parking sign needs to be moved back. Now there is a BIG semi truck trailer parked there, with landscape equipment beyond that. It is not safe.

Assign History

Date	Assigned To	Description
11/9/2015 8:28:23 AM	Damian Roy	Request Assigned

Work History

Date	Staff Person	Description
12/16/2015	Chapin Spencer	DPW Commissioner Alberly reviewed this situation and suggested that this is a high priority to address. (Entered on 12/16/2015 6:27:51 PM by Chapin Spencer)
11/16/2015	Chapin Spencer	This request is the same as #9122. Ms. Terhune followed up with me today. I told her that the issue was still open and I would personally follow up. I uploaded the picture she sent. (Entered on 11/16/2015 11:19:48 AM by Chapin Spencer)

Customer Service

Status: New

Request created by: Valerie Ducharme

Print Date: 1/12/2016 3:54:08 PM



CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Lea Terhune

Request Date: 10/06/2015 3:06:45 PM

Due Date: 10/13/2015

Address:

Phone Number: None

Email Address: leaterhune44@gmail.com

Request

Location: Intersection of Shore Rd. and North Ave.

Request Description: Turning left onto Shore Rd from North Ave, the new painted right turning lane on Shore Rd is in conflict with the lane for entering traffic and the Parking signs. When one turns left onto Shore Rd they are headed directly into parked cars! There is a truck with a trailer that often parks there, and it blocks safe entry. You need to move the Parking Sign back a few car lengths, please.

Assign History

Date	Assigned To	Description
10/6/2015 3:06:45 PM	Damian Roy	Request Assigned

Work History

Date	Staff Person	Description
10/07/2015	Valerie Ducharme	Valerie, my description may be confusing. The left turn lane on Shore Rd crowds cars coming in from North Ave straight into parked cars. A truck and trailer routinely park there. Maybe intentional traffic calming, but not safe for cars turning onto Shore Rd from North Ave. Suggest the parking sign be moved in a few car lengths. Lea (Entered on 10/7/2015 9:50:48 AM by Valerie Ducharme)

Customer Service

Status: New

Request created by: Steve Cormier

Print Date: 1/12/2016 3:53:15 PM



CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Caroline Tassey

Request Date: 01/29/2014 8:31 AM

Due Date: 4/30/2014

Address: N/A

Phone Number: N/A

Email Address: mtnborn@gmail.com

Request

Location: 17 Shore Road

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

Assign History

Date	Assigned To	Description
9/23/2014 8:29:27 AM	Damian Roy	,
1/29/2014 8:31:37 AM	Joel Fleming	Request Assigned



Dear Shore Road Residents,

The Department of Public Works (DPW) has received requests from residents to improve geometric conditions at the intersection of North Ave and Shore Road. Specifically how close the "No Parking Here to Corner" sign is to the lane striping on Shore Road. Residents have complained that when a vehicle is parked in the eastern-most space on the north side of Shore Road that it can be difficult to navigate around for westbound motorists. DPW is considering moving the "No Parking Here to Corner" sign westward twenty feet to allow for easier movements. This will eliminate one parking space on the street. We would like to invite you to express your support or opposition to this idea. It is our goal to gather all public response to help form a recommendation to be presented at the Public Works Commission Meeting on January 20th 2016. This meeting will be held at 645 Pine Street in the front conference room at 6:30pm. Please contact me to express your support or opposition to this request by January 11th.

Thank you!

Damian Roy, Engineering Technician
Burlington Public Works Department
645 Pine St. Burlington VT 05401
Desk: 802.865.5832
Email: droy@burlingtonvt.gov
Web: www.burlingtonvt.gov/dpw

Damian Roy

From: Chapin Spencer
Sent: Monday, November 23, 2015 2:44 PM
To: Damian Roy
Cc: Norm Baldwin
Subject: FW: Shore Rd, North Ave
Attachments: _20151123_142411.JPG

Damian, Please add this correspondence to the RFS.

~ Chapin

Chapin Spencer, Director
Department of Public Works
645 Pine Street, Burlington, VT
www.burlingtonvt.gov/DPW
802-863-9094

Our Mission: To steward Burlington's infrastructure and environment by delivering efficient, effective, and equitable public services.

From: Lea Terhune [<mailto:leaterhune44@gmail.com>]
Sent: Monday, November 23, 2015 2:41 PM
To: Chapin Spencer <cspencer@burlingtonvt.gov>; Miro Weinberger <miro@burlingtonvt.gov>
Cc: Solveig Overby <soverby@sover.net>
Subject: Shore Rd, North Ave

I know I have been asking you to look at this intersection for months. And every time you say "it's on the list." This is taking too long. Why does it take so much time to look at a problem, and either say you want it that way or move the sign?

Vehicles turning onto Shore Rd from North Ave have to cross over the new lines for the turning lane to get around parked cars. Parking sign is too close to the lines for the turning lane. Big trucks and landscaping vehicles frequently park there, and it is very dangerous.

In photo, you can see vehicle crossing over into turning lane to get around parked vehicle. There is plenty of on street parking here, but trucks park up to the sign, blocking sight line of vehicles entering Shore Rd. The sign needs to be moved back one car length. Or tell me you want it that way. Just do something other than tell me it's on a list, please. I pay my taxes on time. I don't tell you it's on a list.

Lea



City of Burlington
Department of Public Works

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

Memo

Date: January 12, 2016

To: Public Works Commission

*From: Nicole Losch, Transportation Planner
Chapin Spencer, Director*

Subject: Residential Parking Management Plan – final draft for approval

INTRODUCTION

Since the October 2015 Public Works Commission discussion and public forum on the Residential Parking Management Plan, a number of revisions have been made based on input from the Advisory Committee and the community. Here is a summary of the significant changes:

1. Emphasized and expanded the parking management tools that should be utilized in addition to resident only parking
2. Strengthened the recommendation for sustainable transportation programs and policies by replacing "encourage" with "implement"
3. Inserted stronger language to illustrate the role of major institutions in managing parking in residential areas
4. Clarified the areas in which parking meters or pay stations may be useful and explained the additional process that is required before any installation
5. Clarified the process for consideration of residential parking areas (beyond just one individual street) as new requests for residential permits are reviewed
6. Reduced proposed residential parking permit fees to be more equitable for households with lower incomes
7. Created a tiered system for the distribution of residential parking permits that lowers the number of permits available for multi-unit properties
8. Removed the commuter permit pilot program
9. Removed in-home care permits

While DPW and CCRPC staff received hundreds of emails following the November 2015 draft plan, we have yet to receive significant feedback on the final draft plan that was widely distributed on January 5, 2016. There are still some areas of concern for residents, but we are hopeful that the lack of input within the last week indicates support for the changes made over the past two months.

The final draft Residential Parking Management Plan and its Appendices are available online at www.parkburlington.com. Print copies can be available if requested in advance of the Commission meeting.

NEXT STEPS

1. At tonight's meeting the Commission will have an opportunity to react to the draft Plan and hear from the community who have helped shape and refine these concepts.
 2. DPW staff recommends the Public Works Commission approve the Residential Parking Management Plan and authorize staff to make any revisions identified at the January 20, 2016 meeting.
-

RESIDENTIAL PARKING MANAGEMENT PLAN

INTRODUCTION TO CHANGES AND COMMENTS TO THE DRAFT PLAN



The Residential Parking Management Plan was initiated in August 2014. Preliminary strategies were first introduced in April 2015 but the process for drafting the Residential Parking Study did not allow residents or the Advisory Committee to feel heard. As a result the process shifted in October 2015, allowing residents and Committee members more direct input and responsiveness from DPW staff. This document summarizes the evolution of the strategies based on the comments, concerns, and revisions over the last 11 months.

The residential parking management strategies have evolved from 20 strategies grouped by the type of improvement (physical, technology, administration, pricing, petition, and block specific – including potential pilot projects) to eight targeted strategies that will improve the Residential Parking Permit Program and eight General Parking Management strategies that can be applied with or without residential parking restrictions. The most recent changes address the Advisory Committees concerns about the on-street parking burden created by multi-unit properties, the potential misuse of parking meters in residential neighborhoods, the need or improved enforcement and more policy for enforcement technology, and even more commitment to shared responsibility by the institutions.

The Residential Parking Management Plan is a roadmap to guide Burlington toward better management of parking in residential areas, but the Plan itself is not the vehicle for change. Before altering any parking regulations or infrastructure, additional public process will be available through the Public Works Department and Public Works Commission.

What We Heard About Parking <i>Where we listened: Advisory Committee, Public Forum #1, rTown Map</i>	The Preliminary Strategies <i>February 2015</i>	Status of Strategies Based on Input <i>Where we listened: Advisory Committee, Public Forum #2, Online Input Map, Neighborhood Meetings</i>	How the Strategies Evolved	Final Recommendations (in order of implementation schedule)
GENERAL PARKING MANAGEMENT STRATEGIES				
Encourage alternative transportation to reduce traffic and demand for on-street parking	Improve transit, sidewalk, bicycle, and/or car share system and streetscapes	STRENGTHENED	Added “improve” then “implement” sustainable transportation options to reduce traffic and demand for on-street parking	Improve Sustainable Transportation Modes
Students who use their cars less often should be incentivized to park remotely instead of long term on street	Satellite parking for students	STRENGTHENED	Added “encourage” and more language to hold institutions accountable	Expand Satellite Parking and Incentive Parking in Remote Lots
Make it easier to find suitable parking and understand parking	Clear wayfinding and signage	KEPT		Improve Signage and Wayfinding

restrictions				
Pay stations or meters encourage parking turnover and generate revenue	Add pay stations or meters with a portion of revenue to improve the neighborhood; allow free or permit-only parking after hours	MODIFIED	Modified to “add some” pay stations or meters; modified again to clarify where meters may be useful	Install Parking Meters / Pay Stations (within convenient walking distance of shops, offices, or major waterfront parks)
		ADDED		Implement Parking Time Limits (manage times when parking preference should go to residents)
		ADDED		Stripe Parking Stalls (optimize parking spaces while minimizing chronic blocked driveways)
		ADDED		Improve Lawn Parking Ban Enforcement (revoke residential permits for repeat violations, increase fines, amend City Ordinance)
		ADDED		Share Off-Street Parking

RESIDENTIAL PERMIT PROGRAM STRATEGIES				
Provide clear guidance on how to get a permit, why residential permit areas are established, and how to petition for residential parking	User friendly web and print information	KEPT		Provide Online Resources (phased implementation: downloadable application and renewal documents, clear instructions, coordination with campuses, comprehensive program information, and online payments)
Make the program easier to administer and enforce	Improve monitoring, database system for tracking permits, link to UVM, UVMMC, Champlain College	KEPT		<i>Merged with above</i>
Make it easier for the City to process permits and fees; make it easier for residents and guests	Mail or online permit renewals, payments, and printable visitor permits	MODIFIED	Removed printable permits	<i>Merged with above</i>
Permit hours should address local demand	Vary parking restrictions by time of day and days of the week	KEPT	Vary parking restrictions by time of day and days of the week	Establish Permit Restrictions Periods Based on Supply and Demand (review

				restrictions every 5 years and adjust as needed)
Allow residents on permitted streets to park within a walkable area of other permit-restricted streets; prevent spillover effects of permitted streets; clarify corner lot access	Consider permit parking by area	MODIFIED	Modified from large areas to small; modified to keep existing areas and only consider areas with new applications	Evaluate Permit Parking Areas Rather Than Streets (do not revise current RPP streets but evaluate areas as needed with new applications and define corner lot permit access)
Ensure residents support resident parking before bringing a request to DPW	Require a minimum resident participation (51%)	MODIFIED	Was occupant of household; now property owner	Streamline the Petition Process (require 51% property owner signatures to initiate a request; observe 85% parking occupancy at a seasonally appropriate time of year)
Assess parking to make sure there is a parking problem	Complete a parking survey to show the need for permits (75% < occupancy over 2 weekday peak hours)	MODIFIED	Demonstrate high parking demand; increased to 85%	<i>Merged with above</i>
Clarify the process to remove or reallocate residential parking	Consider a neighborhood driven process to remove or reallocate residential	MODIFIED	Expanded to allow city to initiate process	Establish a Process to Remove / Reallocate Residential Permit Parking (initiated by

	parking (same thresholds as new petition)			residents or DPW but with 51% property owner support)
Residents who have permit parking should pay for that exclusive use of public parking; the program administration should be accounted for	Consider quarterly or annual permit fees (\$4-10 or \$20-\$40)	MODIFIED	Modified to have sticker or transferable passes but only annual; modified to raise fees then lowered fees for equitable system; modified number of permits to address overburden of multi-unit properties	Revise the Program to Incorporate a Fee Structure and Maximum Permits per Dwelling Unit (up to 4 permits per dwelling unit for single family properties; up to 3 permits per unit for properties with 2 or more dwelling units; up to 2 permits per unit for properties with 3 or more units; revoke permits for anyone selling or forging permits; provide one “oops” voucher for citations; permit fees \$10 - \$40)
Permits aren't issued based on capacity	Permits don't guarantee a place to park	MODIFIED	Limit the number of passes per dwelling unit	<i>Merged with above</i>
Visitor parking should	Consider visitor pass	MODIFIED	Modified as in-	Establish Construction

encourage turnover and permits shouldn't be sold. Guests should pay for the exclusive use of public parking	fees and limit 2 per household (\$5-10 for 15 days, \$10-20 for 30 days)		home care or contractor permits for a fee; modified again to remove in-home care permits due to inability to verify	Permits (\$10 permits)
Illegal parking should be discouraged through enforcement but consider lowering fines if permit fees cover administration	Keep the residential parking citation fees	MODIFIED	Added LPR technology to improve enforcement; modified to consider privacy implications of LPR prior to implementation; added other enforcement opportunities	Improve Enforcement and Technology
Simplify permit renewals and enforcement based on the high turnover periods	Fix expiration / renewal dates by academic calendar	REMOVED	Ultimately removed due to administrative burden	
Allow non-residents commuting to work a	Consider non-resident or commuter permits	REMOVED	Modified to "allow some"	

pass to park in neighborhoods; generate revenue toward program administration	for a higher fee in shared use districts with a portion of revenue to improve the neighborhood		commuter permits; modified again to try as a pilot program; ultimately removed from strategies	
Allow visitors to park briefly without having to obtain a permit	Consider free 2-hour visitor parking in certain neighborhood areas	REMOVED	Modified to “allow some” 2-hour free; ultimately removed due to enforcement issues	
Relieve administrative burden and work with landlords to be more responsible for the volume of tenant vehicles	Owner-agent permit distribution through landlords for off-campus student housing	REMOVED	Modified to allow approved landlords to issue permits; ultimately removed due to little benefit but great risk	



the science of insight

FINAL DRAFT

RESIDENTIAL PARKING MANAGEMENT PLAN

1.5.2016



55 Railroad Row
White River Junction, VT 05001
802.295.4999
www.rsginc.com

PREPARED FOR:
CITY OF BURLINGTON

EXECUTIVE SUMMARY

The City of Burlington started its residential parking program in the 1990s to regulate on-street parking in the neighborhoods around Centennial Field. Since then, streets with resident parking restrictions have expanded to over eight miles of curbside parking, located predominantly in neighborhoods adjacent to high parking generators such as the University of Vermont (UVM), the UVM Medical Center, and portions of downtown.

The 2013 Burlington Municipal Development Plan (PlanBTV) recommended that a Residential Parking Study be conducted to formally review the existing program and recommend revisions to management, administration, and enforcement of on-street parking in residential areas. The Study is jointly sponsored by the City and the Chittenden County Regional Planning Commission (CCRPC), and consisted of the following tasks:

- Analysis of the current residential parking streets, regulations, and trends;
- Review of residential parking practices in comparable cities;
- Comprehensive analysis of parking supply and demand in three representative Burlington neighborhoods;
- Extensive public outreach, including two public meetings, four Advisory Committee meetings, Neighborhood Planning Assembly meetings, and online comment tools.
- Recommend approaches and strategies that allow for flexibility to improve residential area parking management.

The Plan strives to achieve the following objectives to improve parking in residential areas:

- Balance parking needs of residents, visitors, and commuters.
- Account for neighborhood need and quality of life.
- Administer a program that is fair and transparent.
- Consider the highest and best use of the public right-of-way.
- Streamline the administrative process.
- Apply a data driven approach.
- Utilize market-responsive feedback.
- Address the need to maintain city transportation infrastructure.

The Plan recommends the continuation of eight general parking management approaches, in which the City is currently engaged, and recommends eight strategies that are new or important modifications of the existing residential permit program (RPP). The over-arching goal is to achieve an optimal parking management approach that preserves the livability of Burlington neighborhoods while finding the best use of the public Right-of-Way.

Prior to initiating this study and throughout this process, a number of concerns were expressed about impacts to quality of life in residential areas that were beyond parking and transportation issues. It is important to note that the strategies and tactics contained within

this report aren't meant to provide solutions to address all issues that result from the competition for limited parking supply in Burlington, nor alleviate all problems that generate demand for it. While the recommended strategies outlined in this Plan are intended to directly improve parking in residential areas, the issues beyond parking and transportation or beyond the City's control are recommended for evaluation through other city departments or other agencies.

These RPP strategies have been prepared at a unique time for the City – one in which studies have recently been completed or are underway regarding many community planning initiatives that impact parking demand. This Plan is not meant to provide strategies for the full range of parking, land use and alternative transportation issues that will ultimately lead to a well-managed parking system City-wide. It does present a number of opportunities for strengthening the RPP program to meet the foremost goal of neighborhood quality of life, and includes references to other studies and initiatives that will compliment this program.

To improve parking in residential areas, this Plan recommends a menu of strategies that can be used in-lieu of or in addition to residential parking permits. General parking management strategies can be implemented at any time. **None of the strategies proposes removing existing resident-only parking restrictions.**

To improve the residential permit program, eight strategies are recommended for implementation over the short-term (0-1 year), mid-term (1-3 years), and long-term (3+ years). The table below provides a summary description of the residential parking toolbox with seven General Parking Management Approaches and nine Strategies for the residential permit program, the time frame for implementation, and the City departments (or other agencies) responsible for spearheading and supporting the strategies.

			Responsible City Department / Agency		Requires Additional Public Process & Commission / Council Action Prior to Implementation
			Lead	Supporting	
General Parking Management Approaches	Strategic Approaches	Description	Lead	Supporting	
		Improve Sustainable Transportation Modes	DPW	CEDO, Planning, CATMA, CCTA, CCRPC, CarShare VT, Institutions	
		Expand Satellite Parking and Incentivize Parking in Remote Lots	DPW	CEDO, Planning, CATMA, Institutions, CCTA	X
	Improve Signage and Wayfinding	DPW			
	Tactical Approaches	Install Parking Meters / Paystations	DPW	BPD	X
		Implement Parking Time Limits in Non-RPP Areas	DPW		X
		Stripe Parking Stalls	DPW	BPD	
		Improve Lawn Parking Ban Enforcement	BPD	Code Enforcement, DPW	X
		Share Off-Street Parking	DPW	CEDO	

Short-Term Residential Permit Program Strategies					
0-1 year	1	Provide Online Resources: Downloadable Application and Renewal Documents	BPD	DPW	
	2	Establish Residential Parking Permit Periods Based on Supply and Demand	DPW	BPD	X
	3	Evaluate Residential Parking Areas Rather Than Streets	DPW	BPD	X
	4	Streamline the Petition Process	DPW	BPD	
	5	Establish a Process for Removing or Reallocating Residential Permit Parking	DPW	BPD	X
Mid-Term Residential Permit Program Strategies					
1 – 3 years	(1)	Provide Online Resources: Comprehensive Program Information	BPD	DPW	
	6	Revise Program to Incorporate Fee Structure and Allocate Maximum number of Permits per Dwelling Unit	BPD	DPW	X
	7	Establish Construction Permits	BPD	DPW	X
Long-Term Residential Permit Program Strategies					
>3 years	(1)	Provide Online Resources: Online Payment of Permits and Fines	BPD	DPW	
	8	Improve Enforcement and Technology	BPD	DPW	X

The Study recommends that the City review the residential parking program every five years to determine whether modifications are necessary to better address community goals.



Memo

Date: January 12, 2016

To: DPW Commission

From: Laura Wheelock, P.E.
Public Works Engineer
Street Capital Program Manager

Subject: Fiscal Year 2017 Street Reconstruction Paving List
Complete Streets Acceptance

Program Update

The Department of Public Works (DPW) has been actively working on developing paving plans for the summer of 2016, refining the data within our Paver database, and capital planning of the program's immediate and future needs. This would include development of a 5 year paving program as previously tasked to DPW by the Commission in January of 2015. This 5 year paving program would serve three purposes, one is advanced notification to residents of work. Two coordination of the paving program with other DPW programs such as Water/Wastewater/Stormwater and Transportation. The third function of a 5 year paving program is tied to the Complete Streets requirements and coordination.

The complete streets program is to review all streets with significant reconstruction work, review their features to determine how they align with complete street elements, such as bicycle/pedestrian facilities, green spaces, lighting, etc. Act 44 passed by Vermont Legislature in 2011 requires that every project of significant reconstruction consider inclusion of complete streets elements. One of the largest issues that the City of Burlington faces is on streets where there is no sidewalk on either side of the street. The law requires that for project streets that do not have those elements, and does not include them within the project that an exemption is filed.

At the January 2015 Commission meeting it was discussed that Burlington's annual approach to paving does not allow enough time to incorporate complete street elements such as sidewalks as there is not enough time to design these features ahead of paving,

among other challenges such as the increased costs. This is where the 5 year paving program would allow for future identification of streets that do not satisfy the complete streets requirements to better follow the complete streets program and allow enough time to design such elements that should be included and plan for funding/implementation.

The 5 year paving plan at this time is heavily tied to the capital planning for the immediate and future needs of the program and therefore is in a state of flux where the plan looks radically different based on the funding level of the program. As such the 5 year paving plan will be discussed at a later date.

As it relates to this seasons paving list, DPW is presenting for approval of the Commission our work plan for summer of 2016, and Fiscal Year '17 paving list. Also shown is the list of possible additional streets that will be added to the work plan for Fiscal Year '17 should the funding of the program increase mid-fiscal year. The Commission is not being asked to approve those streets at this time only be aware of their influence on the list you are being asked to consider.

Summer 2016/Fiscal Year '17 Street Reconstruction List

The work plan includes a mix of Mill/Fill, Reclaiming, and some spot repairs with our plan Work has been coordination with other DPW and City departments to understand all needs on the streets ahead of paving. In addition, use of CIP funds would allow DPW to complete some of the work prior to the start of FY '17.

The tables below outline both funding source identified for the work as well as the potential for the timing of the work. This plan for summer 2016/FY '17 includes approximately 2.36 miles of Mill and Fill, and 1.85 miles of reclaiming. The engineer's estimate for this work is \$1,265,000.

A majority of the work is planned to start July 2016, with the exception of Austin Drive currently scheduled for spring 2017. Also, as indicated in the tables there is the possibility the mill/fill work on North Ave. and Manhattan Dr. would occur earlier in the construction season based on available funding. It is also possible that coordination of the paving work with other DPW departments may result in some of the work moving from summer 2016 to spring 2017. Streets that have coordinating work have been marked in the table below.

Complete Streets

Within the proposed work plan DPW has reviewed all of the streets for their compliance with Complete Streets. Of the streets with planned work, all of them comply except the work on the Beltline and Algird. The Beltline is exempt as it is a limited access highway complete streets elements and transportation types are not allowed. Algird falls within the 5 year window that DPW was granted by the Commission where its condition is such that it needs to be paved and cannot wait for design and funding of a sidewalk.

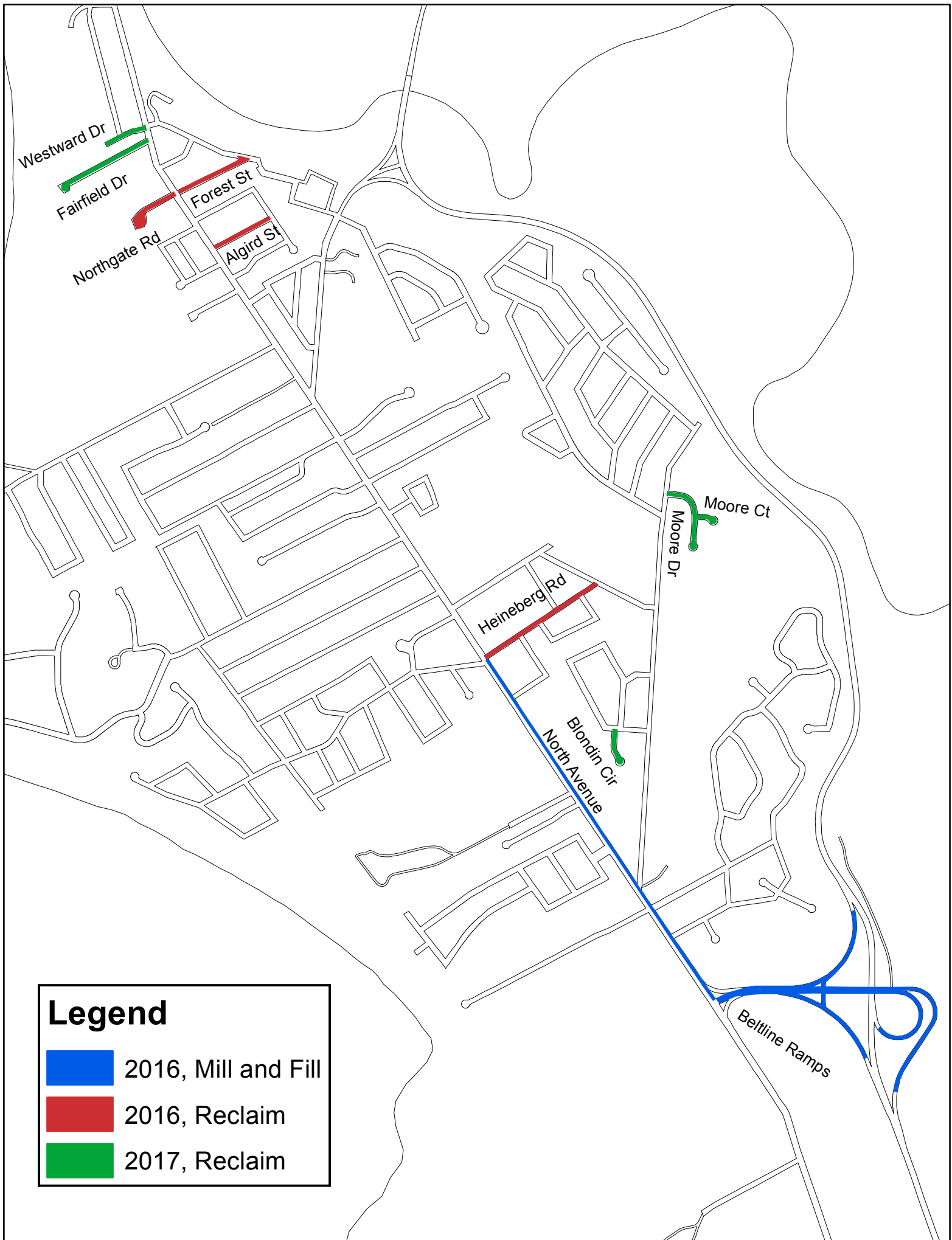
Review of the pedestrian propensity index (PPI) of the adjacent streets shows an average PPI of 62.7; the City's average PPI is 61.2 (Min16.5, Max 90) which helps to identify that the sidewalk is important, it also is not a critical deficiency in the City's transportation system. DPW will still work to include Algird and other streets that have been or will be paved in the next few years in our pursuit of sidewalk designs and construction.

FY'16 Paving Currently Seeking Commission Approval from CIP Infrastructure						
Street Name	Section of Street	PCI	Width	Length	Type of Work	Coord. Work
MANHATTAN	OAK-PARK	51	26	2006	Mill and Fill	
NORTH AVE	RT. LN. NORTH BOUND FROM NORTH AVE RAMPS TO SHORE	50	10	4312	Mill and Fill	Yes
Total				1.20	MILES Mill/Fill	

FY'17 Paving Currently Seeking Commission Approval from Street Capital						
Branch ID	Section	PCI	Width	Length	Type of Work	
ISHAM	ALL	26	26	581	Reclaim	Yes
HICKOK	ALL	38	30	686	Reclaim	Yes
GRANT	ALL	53	26	1109	Reclaim	Yes
HEINEBERG	ALL	29	30	1427	Reclaim	
ALGIRD	ALL	23	30	686	Reclaim	
FOREST	ALL	28	30	792	Reclaim	
NORTHGATE	ALL IN ROW	40	30	528	Reclaim	
AUSTIN	HOME-REDROCKS DRIVE	13	30	1800	Reclaim	Yes
KING	BATTERY-PINE	38	35	1031	Reclaim	Yes
PITKIN	ALL	35	26	1109	Reclaim	Yes
BELTLINE RAMP	ALL RAMPS AT NORTH AVE INTERCHANGE	44	24	6125	Mill and Fill	
WELLS	PATCH	53			Mill and Fill	
N PROSPECT	PATCH	30			Mill and Fill	
Total				1.85	MILES Reclaim	
Total				1.16	MILES Mill/Fill	

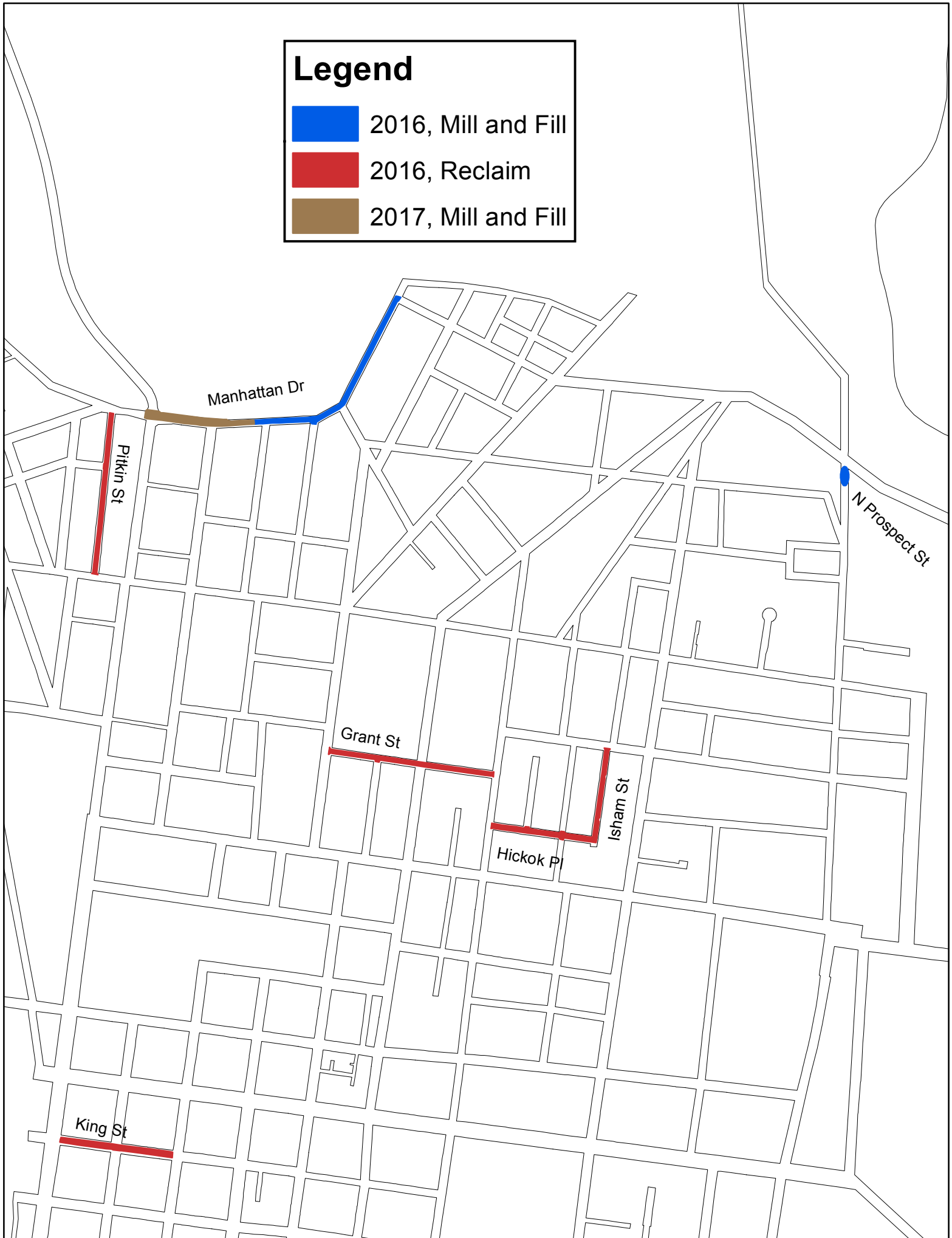
Possible Additional Work FY'17 Paving from CIP Infrastructure						
Branch ID	Section	PCI	Width	Length	Type of Work	
MOORE DR	ALL	23	30	792	Reclaim	Yes
MOORE CT	ALL	44	30	211	Reclaim	Yes
BLONDIN	ALL	37	30	397	Reclaim	
FAIRFIELD	ALL	34	30	1056	Reclaim	
WESTWARD	ALL IN ROW	27	30	475	Reclaim	
AUSTIN	REDROCKS-END	13	30	1700	Reclaim	Yes
S COVE	ALL	44	30	3485	Reclaim	Yes
DUNDER	ALL	25	30	1531	Reclaim	
OAK BEACH	ALL	51	30	1083	Reclaim	
Total				2.03	MILES Reclaim	

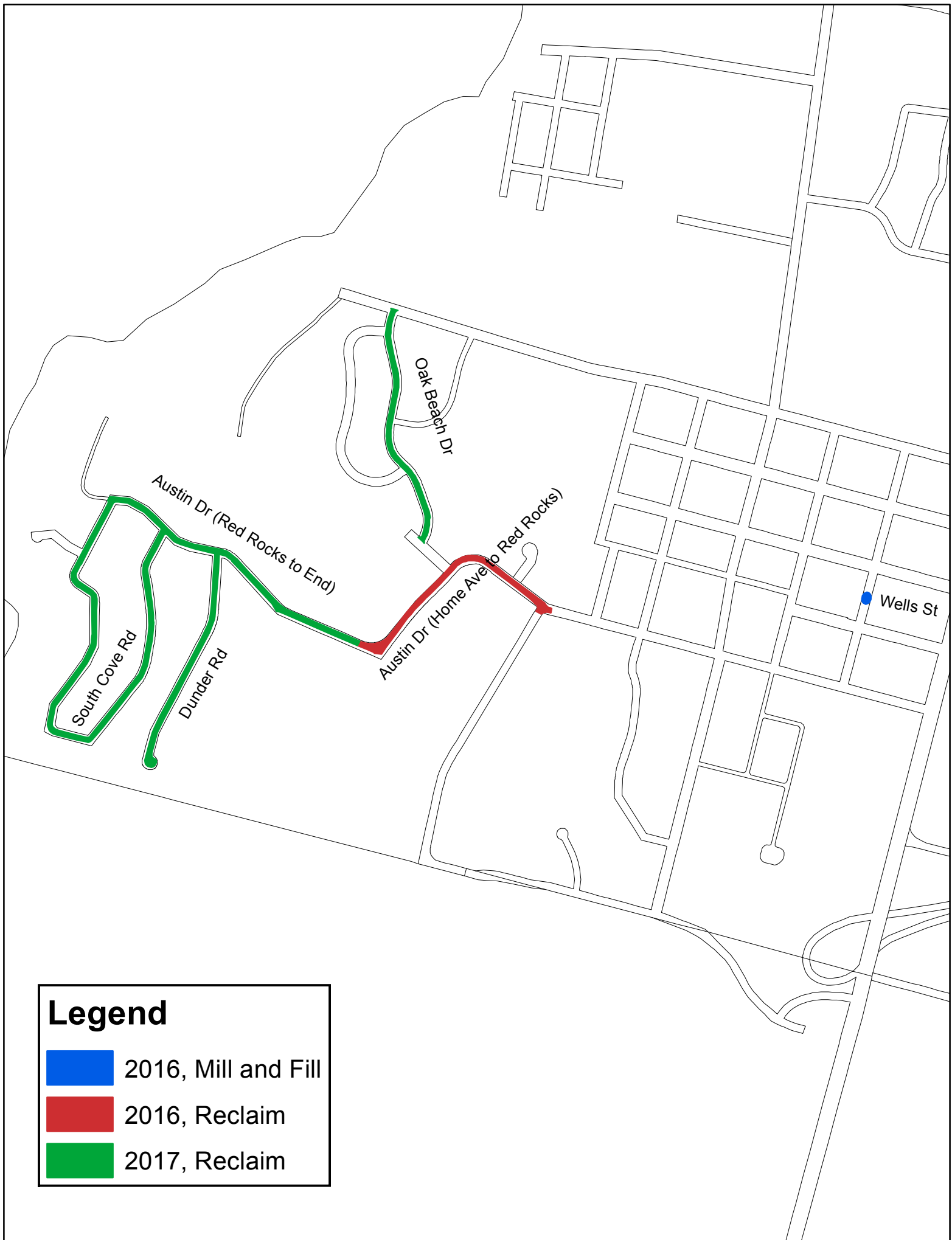
In conclusion, if you have any questions regarding the proposed street paving list for your approval, please do not hesitate to contact me directly at LWheelock@burlingtonvt.gov or 802-863-9094.



Legend

-  2016, Mill and Fill
-  2016, Reclaim
-  2017, Mill and Fill





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 Algird St.

Project Manager and Department Laura K. Wheelock PE, DPW

Date 01/08/2016 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program - Paving\ FY2017 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: Algird 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

DOCUMENTING COST DISPROPORTIONATE TO NEED

FORM CS-3

Project Name	FY-17 full depth reconstruction paving program
Project Manager and Department	Laura K. Wheelock PE, DPW
Date	01/05/2016
Public Works Commission approval date	01/21/2016

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 BTU](#)
- ☐ [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: **Algird St.**

Project Description: **FY-17 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 \$52,000; estimated cost for new sidewalk including design and construction \$11,750 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

01/08/2016

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 Austin Dr. (Between Home Ave. and Red Rocks)

Project Manager and Department Laura K. Wheelock PE, DPW

Date 01/04/2016 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program - Paving\ FY2017 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: Austin Dr. (Between Home Ave. and Red Rocks)

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:

Tree Belt

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

NOTES:

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

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: **Austin Dr. (Between Home Ave. and Red Rocks)**

Project Description: **FY-17 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:

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

01/04/2016

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 RT-127 Beltline (North Ave Ramps)

Project Manager and Department Laura K. Wheelock PE, DPW

Date 01/08/2016 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program - Paving\ FY2017 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: RT-127 Beltline

☐ 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

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: RT-127 Beltline (North Ave Ramps)

Project Description: FY-16 mill and fill 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:

Limited Access Highway

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

01/08/2016

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 Forest St.

Project Manager and Department Laura K. Wheelock PE, DPW

Date 01/08/2016 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program - Paving\ FY2017 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, catch basin 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: Forest 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:

Tree Belt

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

NOTES:

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 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:

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: Forest St.

Project Description: FY-17 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:

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

01/08/2016

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 Grant St.

Project Manager and Department Laura K. Wheelock PE, DPW

Date 01/04/2016 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program - Paving\ FY2017 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: Grant 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:

Tree Belt

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

NOTES:

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 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:

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: Grant St.

Project Description: FY-17 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:

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

01/04/2016

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 Heineberg Rd.

Project Manager and Department Laura K. Wheelock PE, DPW

Date 01/08/2016 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program - Paving\ FY2017 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: Heineberg Rd.

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:

Tree Belt

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

NOTES:

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 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

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: Heineberg Rd.

Project Description: FY-17 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:

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

01/08/2016

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 Hickok Pl.

Project Manager and Department Laura K. Wheelock PE, DPW

Date 01/08/2016 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program - Paving\ FY2017 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: Hickok Pl.

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:

Tree Belt

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

NOTES:

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 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

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: **Hickok Pl.**

Project Description: **FY-17 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:

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

01/08/2016

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 Isham St.

Project Manager and Department Laura K. Wheelock PE, DPW

Date 01/08/2016 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program - Paving\ FY2017 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: Isham 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:

Tree Belt

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

NOTES:

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

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: Isham St.

Project Description: FY-17 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:

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

01/08/2016

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 King St. (From Battery St. to Pine St.)

Project Manager and Department Laura K. Wheelock PE, DPW

Date 01/08/2016 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program - Paving\ FY2017 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, catch basin 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-2S

STREET CLASSIFICATION – SLOW STREET

Any street not listed above.

Street Name: King St. (From Battery St. to Pine St.)

The following features should be considered on Burlington's Slow 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:

Tree Belt

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

NOTES:

Street Trees

- ☐ hardscape or tree grates for passenger loading/unloading

NOTES: N/A

Street Lighting

- ☐ ornamental light fixtures at gateways
- ☐ ornamental and 10'-14' high light fixtures in neighborhood centers, pedestrian promenades, college campus networks, high-pedestrian zones and Slow Streets

NOTES:

Furniture

- ☐ benches
- ☐ kiosks
- ☐ bike racks

NOTES:

Transit Shelters (at stops with high ridership)

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

NOTES: no stops on road

Vehicle Lanes

- ☐ Slow Streets: 10'-12', greater for higher mix of uses

NOTES:

Crosswalks

- ☒ at each intersection
- ☒ special pavement treatment at high volume crossings (if textured, only smooth)
- ☒ every 300'-400'

NOTES: no stops on road

Mid-block Crosswalks

- ☐ warranted by pedestrian volumes
- ☐ 6' – 10' wide
- ☐ ladder, zebra, fully painted, or colored and textured bounded by white
- ☐ raised crossing
- ☐ Z-crossing if median or refuge is provided
- ☐ Signage and/or signage with warning lights

NOTES:

Curb Radii

- ☒ 10' – 15'

NOTES:

Form CS-2S

STREET CLASSIFICATION – SLOW STREET

Curb Extensions

- ☐ Considered

NOTES:

Stormwater Planter

- ☐ in place of greenbelt on level streets

NOTES: Hill Street

Porous Paving

- ☐ within on-street parking lane

NOTES:

Enhanced Intersection

- ☐ raised
- ☐ special paving treatments and/or colors
- ☐ curb extensions with bollards

NOTES: ***Traffic Calming conceptual design in progress. Specific enhancements not selected yet, but will be implemented ahead of paving.***

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: **King St. (From Battery St. to Pine St.)**

Project Description: **FY-17 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:

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

01/08/2016

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 Manhattan Dr. (From Park St. to Oak St.)

Project Manager and Department Laura K. Wheelock PE, DPW

Date 01/08/2016 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program - Paving\ FY2017 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, catch basin 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: Manhattan Dr. (From Park St. to Oak 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:

Tree Belt

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

NOTES:

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 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

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: **Manhattan Dr. (From Park St. to Oak St.)**

Project Description: **FY-17 mill and fill 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:

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

01/04/2016

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 North Ave.

Project Manager and Department Laura K. Wheelock PE, DPW

Date 01/08/2016 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program - Paving\ FY2017 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-2C

STREET CLASSIFICATION – COMPLETE STREETS

The project is located on:

- ☒ **North Avenue*** from Northgate Road to its southern end
- ☐ **Colchester Avenue***
- ☐ **Main Street**** from University Terrace to the South Burlington town line
- ☐ **South Winooski Avenue** from Main Street to Pearl Street
- ☐ **Battery Street** from Sherman Street to Main Street
- ☐ **Pine Street** from Lakeside Avenue to Kilburn Street
- ☐ **Shelburne Street*/**** from Howard Street to the South Burlington town line

** Also refer to Neighborhood Transition Centers (CS-2NC)*

***Also refer to State Truck Routes (CS-2SR)*



The following features should be considered on Burlington's Complete 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:

Tree Belt

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

NOTES:

Street Trees

- ☒ hardscape or tree grates for passenger loading/unloading

NOTES:

Parking

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

NOTES:

Furniture

- ☐ benches
- ☐ kiosks
- ☐ bike racks

NOTES:

Street Lighting

- ☐ ornamental light fixtures at gateways
- ☐ ornamental and 10' – 14' high light fixtures in neighborhood centers, pedestrian promenades, college campus networks, high-pedestrian zones and Slow Streets

NOTES:

Transit Shelters (at stops with high ridership)

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

NOTES:

Vehicle lanes

- ☒ *Complete Streets*: 10' – 11'

NOTES:

Bike Lanes

- ☐ 5' minimum
- ☐ 6' minimum next to parking lane
- ☐ green bike lane for complex areas
- ☐ bike safe drain grates
- ☐ 30' two-way street with parking: widen street by 5' for single-direction bike lane
- ☐ 30' two-way street without parking: two single-direction bike lanes (in each direction)
- ☐ 30' one-way street with parking: two single-direction bike lanes (in each direction)
- ☐ 40' two-way street with parking: two single-direction bike lanes (in each direction)
- ☐ at intersections with right turn lane, stripe through bike lane to the left of the turn lane

NOTES: ***Bike facilities being considered under Pilot Program in 2016***

Two-way left turn lane

- ☐ Considered

NOTES:

Curb radii

- ☐ 10' – 15'

NOTES:

Crosswalks

- ☒ at each intersection
- ☐ special pavement treatment at high volume crossings (if textured, only smooth)
- ☐ every 300' – 400'

NOTES:

Medians or refuge islands

- ☐ at mid-block location: 6' x 20' minimum with 5' pedestrian path
- ☐ landscaped refuge island (not paved)

NOTES:

Mid-block Crosswalks

- ☐ warranted by pedestrian volumes
- ☐ 6' – 10' wide
- ☐ ladder, zebra, fully painted, or colored and textured bounded by white
- ☐ raised crossing
- ☐ Z-crossing if median or refuge provided
- ☐ Signage and/or signage with warning lights

NOTES: ***Midblock crossings will occur under a separate project with design starting in 2016***

Stormwater Planter

- ☐ in place of greenbelt on level streets

NOTES:

Porous Paving

- ☐ within on-street parking lane

NOTES:

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:

Form CS-2SR/NC

STATE TRUCK ROUTES

The project is on:

- ☐ **Shelburne Street**
- ☐ **Willard Street**
- ☐ **Main Street**
- ☐ **Riverside Avenue**
- ☐ **North Winooski Avenue**

The following features should be considered:

Vehicle lanes

- ☐ **Truck Routes: 10' – 12'**

NOTES:

NEIGHBORHOOD TRANSITION CENTERS

The project is located at:

- ☐ **North Avenue** at Plattsburg Avenue
- ☒ **North Avenue** from Ethan Allen Shopping Center to Ethan Allen Parkway
- ☐ **Riverside Avenue / Colchester Avenue** intersection
- ☐ **Shelburne Street** from Birchcliff Parkway to Lyman Avenue
- ☐ **Shelburne Street** from Home Avenue to the South Burlington town line
- ☐ **North Street** from North Avenue to North Winooski Avenue
- ☐ **North Winooski Avenue** from North Street to Riverside Avenue



The following features should be considered:

- ☐ bus bulbouts / curbside transit stops
- ☐ curb extensions
- ☒ shared lane markings and signs replace bike lanes
- ☐ structural soil and street trees
- ☐ pedestrian-scale lighting, furniture, plantings, and sidewalk patterns
- ☐ on-street parking

NOTES: **Bike lanes/shared lanes being considered under Pilot Program in 2016**

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: North Ave.

Project Description: FY-17 mill and fill 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:

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

01/08/2016

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 Northgate Rd.

Project Manager and Department Laura K. Wheelock PE, DPW

Date 01/08/2016 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program - Paving\ FY2017 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, catch basin 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: Northgate Rd.

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:

Tree Belt

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

NOTES:

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 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

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: Northgate Rd.

Project Description: FY-17 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:

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

01/08/2016

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 Pitkin St.

Project Manager and Department Laura K. Wheelock PE, DPW

Date 01/08/2016 Filepath L:\ STREETS AND SIDEWALKS\ 2-Street Reconstruction Program - Paving\ FY2017 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, catch basin 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: Pitkin 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:

Tree Belt

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

NOTES:

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 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:

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: Pitkin St.

Project Description: FY-17 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:

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

01/08/2016

Name

Position

Date



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street
Post Office Box 849
Burlington, Vermont 05402-0849
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY

Norman J. Baldwin, P.E.
*CITY ENGINEER/ ASS'T DIRECTOR OF PUBLIC
WORKS*

Damian Roy
ENGINEERING TECHNICIAN

January 14, 2016

TO: Public Works Commission

FROM: Damian Roy *DRR*
Engineering Technician

RE: PROPOSED MINIMUM REQUIREMENTS FOR TRAFFIC REQUEST EVALUATION – DRAFT

Overview

The Traffic Request Program has been managed by the Department of Public Works since the 1970s with one member of staff receiving, evaluating, and presenting requests from the public to the Public Works Commission. The program is managed by a single member of staff and historically required only part of that staffer's time. Given the high level of residential and business needs paired with the prevalence of social media and mobile smart phones, the number of Traffic Requests received from the public has reached historic highs. This along with DPW's policy that every traffic request received from the public be given full staff evaluation has resulted in a growing backlog of requests in the Traffic Request Program's queue. To maintain an acceptable level of service under its current staffing and to direct city resources towards the most critical of these request, staff proposes to implement minimum requirement thresholds and a definitive prioritization method to ensure that requests received from residents represent valid concerns that serve to improve the safety and quality of life for a broad base of residents.

Current Status of Traffic Requests

- 101 RFSs currently in queue
- # of RFSs at start of DRR's employment (9/20/14) = 65
- # of total RFSs assigned to DRR as of 1/12/16 = 162
- Average # of new RFSs per month $((162-65)/16) = 6.1$
- Average # of RFSs closed per month $((162-101)/16) = 3.8$

NB 1/14/16

Traffic Request Minimum Requirements

For new requests received after the adoption of this policy, the following minimum requirements would be applied to our process:

1. A written statement provided by the requestor to staff including but not limited to:
 - I. The requestor's contact information.
 - II. An explanation of the request and a statement of the problem.
 - III. Reasons for requesting this now, has the need changed or increased and why.
 - IV. Any supporting documents the requestor can provide: pictures, diagrams, etc.
2. For certain Traffic Request types, the requestor will be required to provide a petition showing support from at least 30% of the residents who are determined to be affected by this request. This will include but not necessarily be limited to the block section of a street affected by the request with each dwelling unit counting as one vote. Given that each request may be unique in nature, staff reserves the right to determine the area of residents potentially affected and when the 30% buy-in requirement would be appropriate.

Examples of the application of these requirements are outlined below.

Minimum Requirement as Applied to Known Traffic Request Types

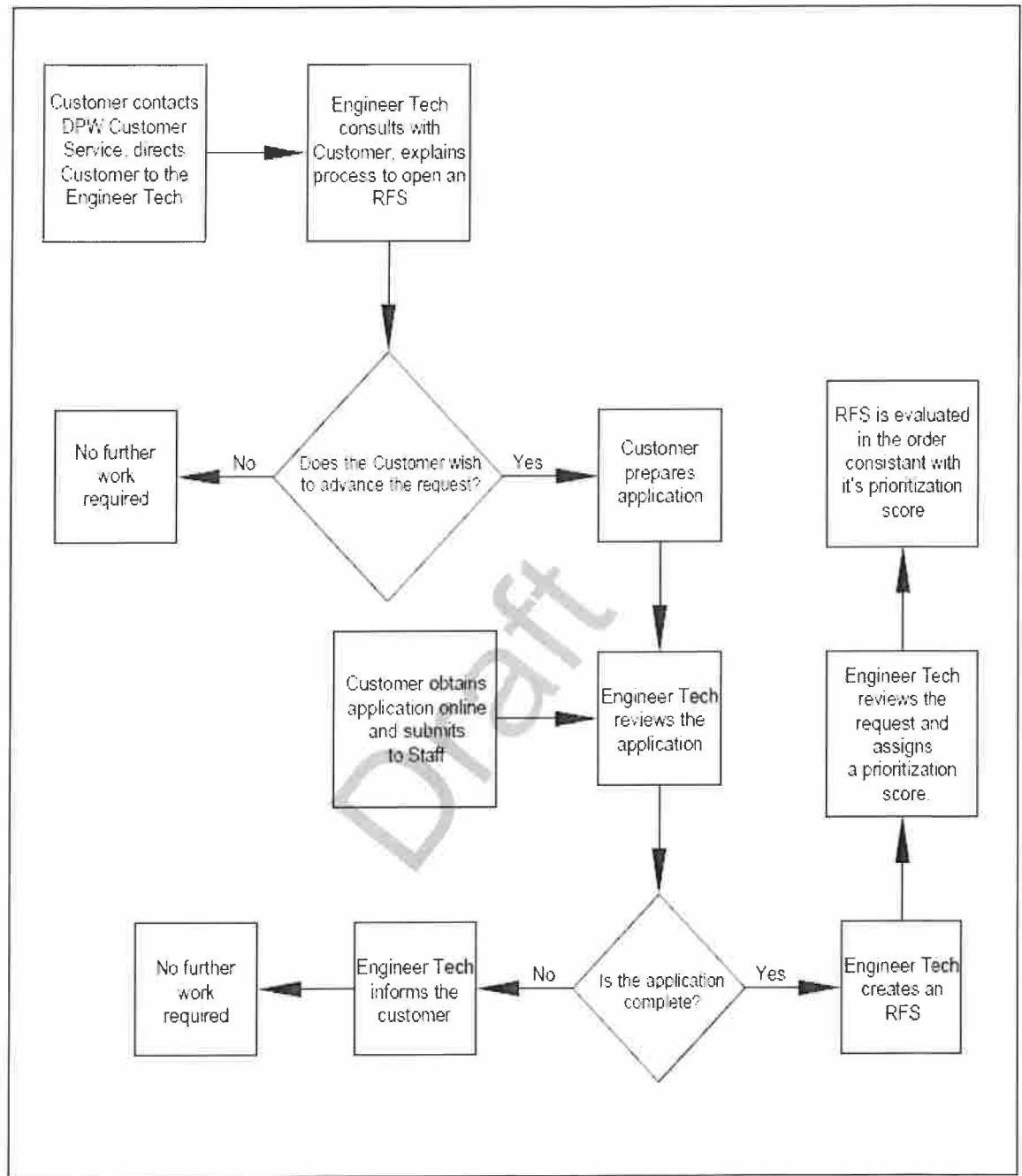
- **Signage.** Any change in signage – excluding accessible space signs, bus stops, and loading zones– would require a written statement from the requestor as described above and a resident-generated petition showing 30% support from the residents/businesses on that street. After this is met, an RFS will be created and staff will follow the SOP in their evaluation.
- **Accessible Spaces.** These requests would require a written statement from the requestor as described above including their Vermont Disabled Placard ID number. This information will then be verified with the Burlington Police Department. As these requests primarily affect only a single household, the 30% buy-in would not apply to initiate the RFS. Evaluation will follow the Standard Operating Procedure for General Traffic Requests (SOP) and will include the standard public process.
- **Bus Stops.** These requests are often initiated by a Bus Carrier Service and will require a written statement from the requestor as described above to initiate staff's evaluation, after which the SOP with the standard public process will apply.
- **Loading Zones.** These requests are typically received from a business and tend to be in conflict with other parking needs on that street. A business in need of a loading zone may have difficulty gathering support from 30% of the streets occupants if these occupants do not have a need for it and would not likely support a loss of parking on their street. A written statement

would be required from the business after which Staff will evaluate the balance of needs on the street. The SOP with the standard public process would apply.

- **Parking Prohibitions.** Resident requested changes to parking restrictions on a street will require a written statement from the requestor as described above and a petition showing 30% support from the residents/businesses on that street. After this is met, an RFS will be created and staff will follow the SOP in their evaluation.
- **Resident Only Parking.** These requests will follow the procedures outlined in the Residential Parking Permit Study.
- **Crosswalks.** These requests will require a written statement from the requestor as described above. The adopted 2015 State of Vermont Crosswalk Guidelines will then be applied to determine where a new crosswalk is to be placed and what level of control is appropriate in accordance with staff's engineering judgement. Staff will then consult the Commission prior to a decision to install the crosswalk.
- **Emergency and Fire Access.** A request regarding concern over emergency access on a street that may result in a loss of parking will require a written statement from the requestor as described above with the support of 30% of the residents/businesses on that street. As an element of the evaluation, the Fire Department would need to provide Staff detailed information regarding access, type of apparatus likely to be used, road width needed, and any other concerns they may have in responding to an emergency situation. Staff would then follow the SOP in their evaluation. The Burlington Fire Department reserves the right to advance requests that in their view are a necessity in regards to public safety.
- **Area/Intersection Study.** Any request to study a specified area will require a written statement from the requestor as described above with the support of 30% of the residents within a block of the intersection. The written statement should be very specific as to what the issues for the area are. Staff would then follow the SOP in their evaluation.

Requests presented to the Commission within the past three years will not be revisited unless staff believes conditions have changed that warrant revisiting the request.

Traffic Request for Service Flow Chart



Prioritization

Traffic Requests will be prioritized based on a scoring system developed by DPW Staff. This scoring system is designed to scale general aspects of the request into a 100 point system. Requests that receive a higher score would receive higher priority and would be evaluated sooner. These scores would be determined by Staff managing the Traffic Request Program. The Scoring system would be as follows:

1. Number of Residents Advancing the Request: 1 – 20 points

This represents the number of people wishing to advance the request. The more people driving the request, the higher the score.

1 person = 1 point

2 – 10 people = 6 points

11 – 20 people = 10 points

21 – 30 people = 15 points

31 – 40 people and above = 20 points

2. Impact Potential: 0 – 20 points

The potential impact a request could have on the residents, businesses and the city as a whole can be estimated based on the type of street affected by the request. Requests have greater impact potential when affecting a street that serves the greater populace.

Affecting Local Streets = 5 points

Affecting Collector Streets = 10 points

Affecting Arterial Streets = 20 points

3. Public Interest: 0 – 20 points

Requests can generate public interest if they affect a broad resident base which may create pressure to evaluate the request sooner. If Staff perceives that a request is being driven by public interest and deems that this interest to be in accordance with Prioritization Factors 1 and 2, then the request will receive points based on staff's judgement. The points scored in this Factor may not exceed the sum of points scored in Factors 1 and 2.

4. Safety: 40 points or 0 points

As safety is a major factor in the prioritization process, forty points will be given to requests that are deemed a safety concern by Staff. Those not deemed a safety concern will receive zero points in this category. This Factor will serve to clearly separate the safety based requests from convenience based requests.

Burlington Department of Public Works Commission Meeting
Draft Minutes, 16 December 2015
645 Pine Street
(DVD of meeting may be on file at DPW)

Commissioners Present: Robert Alberry; Jim Barr; Chris Gillman; Solveig Overby; Jeff Padgett (Chair); Tom Simon.

Commissioner Absent: Tiki Archambeau (Vice Chair).

Item 1 – Call to Order – Welcome – Chair Comments

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

Item 2 – Agenda

Chair Padgett requests taking Item A off the Consent Agenda – Item A is reassigned as Agenda Item 4.5. Commissioner Alberry makes a motion to adopt the agenda and is seconded by Commissioner Alberry.

Action taken: motion approved;
“Ayes” are unanimous.

Item 3 – Public Forum

Steve Norman, Ward 4, speaks on Agenda Item 8.
Andy Reagan, Ward 7, speaks on Agenda Item 8.
Wally Elliott, Ward 4, speaks on Agenda Item 8.
David Lustgarten, Ward 4, speaks on Agenda Item 8.
Pat O’Brien, from Ward 1 business SD Ireland, speaks on Agenda Item 6.
Tracy Truzansky, Ward 7, speaks on Agenda Item 8.
Tracy McGarghan, Ward 4, speaks on Consent Agenda Item B.

Item 4 – Consent Agenda

B. Northgate Roundabout Signage
C. Stop Sign @ N. Williams @Brookes
D. Rectangular Rapid Flashing Beacon – Public Educational Material

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

Action taken: motion approved.
“Ayes” are unanimous.

Item 4.5 – State of Traffic Request Status

Chair Padgett and Commissioner Overby engage in discussion with City Engineer and Assistant Director of Technical Services Norm Baldwin and Director Chapin Spencer on Item 4.5

Item 5 – Germain Street Parking

A) Staff Presentation by Engineering Technician Damian Roy who speaks on the city’s study and revaluation of on-street on Germain St.

B) Commission Questions (see video)

Chair Padgett and Commissioner Simon ask questions with Technician Roy answering – members of the public were involved too.

C) Public Comment

Bob Kiss, Ward 1, speaks on Item 5.
Jan Salzman, Ward 1, speaks on Item 5.

Paul Asbell, Ward 1, speaks on Item 5.
Bill O'Conner, Ward 1, speaks on Item 5.
Loredo Sola, Ward 1, speaks on Item 5.
Sharon Bushor, Ward 1, speaks on Item 5.

D) Commissioner Discussion (see video)

Commissioners, DPW staff, and the public engage in a discussion on Item 5.

E) Motion made by Commissioner Overby to accept staffs' Recommendation B in Item 5.

Seconded by Commissioner Alberly.

Discussion

Chair Padgett and Commissioners Barr, Gillman, Overby and Simon discuss safety issues and resident concerns.

Action taken: motion not approved;

Commissioner Alberly: Nay

Commissioner Barr: Nay

Commissioner Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Nay

Commissioner Simon: Nay

Motion made by Commissioner Simon to make Germain St a one-way street going south.

Seconded by Commissioner Barr:

Action taken: motion approved;

Commissioner Alberly: Aye

Commissioner Barr: Aye

Commissioner Gillman: Aye

Commissioner Overby: Nay

Chair Padgett: Aye

Commissioner Simon: Aye

Item 6 – No Parking Here to Corner Sign on Grove St

A) Staff Presentation by Technician Roy who speaks on the city's study and evaluation of a "No Parking Here to Corner" sign on Grove St.

B) Commission Questions (see video)

Chair Padgett and Commissioners Barr, Gillman, and Simon ask questions with Assistant Director Baldwin and Technician Roy answering.

C) Public Comment

Sharon Bushor, Ward 1, speaks on Item 6.

D) Commissioner Discussion (see video)

E) Motion made by Commissioner Simon to adopt staffs' recommendation in Item 6.

Seconded by Commissioner Gillman.

Discussion

Chair Padgett and Commissioners Alberly and Barr engage in a discussion over Item 6.

Motion withdrawn by Commissioner Simon to adopt staffs' recommendation in Item 6.

Motion made by Commissioner Alberly, on Assistant Director Baldwin's suggestion, to not modify the existing parking regulation but to affirm the existing regulation.

Seconded by Commissioner Simon.

Action taken: motion approved;

"Ayes" are unanimous.

Item 7 – Transit Carrier Bus Stop on University Place

A) Staff Presentation by Technician Roy who speaks on the city's study and evaluation of moving the Transit Carrier Bus Stop location on University Pl.

- B) Commission Questions (see video)
Chair Padgett and Commissioner Barr ask questions with Assistant Director Baldwin and Technician Roy answering.
- C) Public Comment
- D) Commissioner Discussion (see video)
- E) Motion made by Commissioner Alberry to accept staffs' recommendation in Item 7.
Seconded by Commissioner Barr.
Discussion
Action taken: motion approved;
"Ayes" are unanimous.

Item 8 – North Ave Parking Prohibition

- A) Staff Presentation by Transportation Planner Nicole Losch who speaks on the city's upcoming pilot project and evaluation of a parking prohibition on different sections of North Ave.
- B) Commission Questions (see video)
Chair Padgett and Commissioners Gillman and Simon ask questions with Planner Losch and Task Force Co-Chair Paul Sisson answering.
- C) Public Comment
RJ Lalumiere, Ward 7, speaks on Item 8.
Sarah Goodrich, Ward 7, speaks on Item 8.
Jason Van Driesche, from Ward 3 non-profit Local Motion, speaks on Item 8.
Jackson Ode, Ward 4, speaks on Item 8.
- D) Commissioner Discussion (see video)
Chair Padgett and Commissioners Gillman and Overby engage in a discussion on Item 8.
- E) Motion made by Commissioner Barr to accept staff recommendation in Item 8.
Seconded by Commissioner Simon.
Discussion
Action taken: motion approved;
"Ayes" are unanimous.

Item 9 – Draft Minutes of 7-15-15, 9-16-15, 10-21-15 & 11-18-15

- Commissioner Barr makes a motion to approve minutes of 7/15/15, 11/18/15, and 9/16/15 (with Commissioner Overby's suggested changes) and is seconded by Commissioner Simon.
Action taken: motion approved;
"Ayes" are unanimous.
- Commissioner Gillman makes a motion to approve minutes of 10/21/15 and is seconded by Commissioner Overby.
Commissioners Alberry and Barr do not vote due to being absent from the 10/21/15 meeting.
Action taken: motion approved;
"Ayes" are unanimous.

Item 10 – Director's Report

Director Spencer reports on the 3 ongoing parking studies and capital projects, the Pine St and Lakeside Ave intersection project, the 30 November Champlain Parkway meeting, and the Railyard Enterprise Project. Answering Commissioner Barr, Director Spencer speaks of the imminent announcement of the new Parking Manager. Answering Commissioner Overby, Assistant Director Baldwin speaks of improvements to Park St and Manhattan Dr intersection and Manhattan West and Queen City Park Road projects.

Item 11 – Commissioner Communications

Commissioner Gillman comments on the Request for Service (RFS) backlog and prioritizing safety concerns. Commissioner Barr asks about the process for initiating traffic calming at the East Ave and Bilodeau Ct intersection with Assistant Director Baldwin responding. Chair Padgett comments on prioritizing projects and wanting a calendar outlining all public meetings with Director Spencer responding – he also speaks of the possibility of making one of the commissioners a secretary for the commission. Commissioner Overby comments on Consent Agenda Item D. Commissioner Simon comments on the positive reviews of new skate park and congratulates DPW staff for their work.

Item 12 – Adjournment & Next Meeting Date – January 20, 2016

Motion to adjourn made by Commissioner Barr and is seconded by Commissioner Simon.

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 9:20.



**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: January 13, 2016

RECENT ACCOMPLISHMENTS:

- City Council voted to approve re-organization of Water Division on 1/11/16
- City Council voted to accept the Downtown Parking & Transportation Plan on 12/21/15
- Council voted to advance three Railyard Enterprise Project alternatives to NEPA on 12/21/15

REPORT ON WATER QUALITY

After news of water quality problems in Flint, MI, Vice Chair Archambeau asked for more information on our water quality testing. I shared the link to our 2014 water quality report on the Water Division's homepage: <https://www.burlingtonvt.gov/DPW/Water>. We had no violations of state or federal standards during the reporting period. We also met the self-imposed stricter goals set by the Partnership for Safe Water and was awarded the Directors Award for excellence in water quality and plant improvements. We will continue to strive to improve to meet the ever changing standards set by state and federal agencies. The 2015 report will be available later this year. Thank you to our Water team for their ongoing great work!

NEW ASSISTANT DIRECTOR HIRED:

I am pleased to announce that we have hired for a new Assistant Director for the Parking and Traffic Division. Mr. Pat Cashman, originally from Barre, VT, will be our new Assistant Director. Yes, we have hired a new Pat to replace the retired Pat. Mr. Cashman comes to us after a 20+ year career in the Marine Corps where he successfully advanced to the rank of Lieutenant Colonel. He has extensive project management experience including planning and executing capital project work (roads, sewers, market improvements, etc) in the Karmah and Zaidon regions of Iraq. He's lead units of up to 1,000 Marines and has successfully prepared and led them through many diverse assignments. Pat will start at the end of March due to the significant transition period required by the Marines. A big thank you to the hiring team: Norm Baldwin, Brad Cummings, Billy Burns, Stephanie Reid and Kelly Devine (BBA)!

PROJECT UPDATES:

1. **Waterfront Access North:** Wrapping up project for the winter. A few items will remain to be completed in the spring – about a month worth of work. We will be opening up the road and parking for use this winter once the area is determined to be substantially complete. Overall, the project remains on budget.
2. **Asset Management:** IT included the investment of a Computerized Maintenance Management System (CMMS) in the draft FY'17 budget. Consultant team is underway with overall plan.

3. **10-year Capital Plan:** After November BOF approval, consultant underway with the 10 year capital plan for wastewater. Complete ranked pavement and sidewalk lists will be ready later this winter or early spring.
4. **Garage Improvements:** Finished up 2015 construction season work on College Street Garage. Had kick-off meeting in December 2015 for designing Phase II capital repairs.
5. **Downtown Parking Improvements:** Received unanimous City Council acceptance of plan (with two amendments) at its December 21 meeting.
6. **Champlain Parkway:** After November 30 public meeting, provided briefing to the City Council on December 9. Staff meeting January 13 with VTrans to determine best way to advance ROW phase.
7. **Railyard Enterprise Project:** Received City Council approval to send the Steering Committee's three selected alternatives into a NEPA review. The CCRPC and our consultant RSG will be completing the scoping report this winter.
8. **Permit reform effort:** Worked with other departments to finalize RFP for consultant. We received five proposals from various firms. We are currently reviewing the proposals.
9. **Reservoir Relining:** Team DPW has overseen work this fall and winter to reline our two reservoirs at the top of Main Street. The northern reservoir was completed this fall and the larger 4M gallon southern reservoir was just completed a few days ago and will be refilling next week. The new liners will address past leakage issues and maintain our water quality. Congratulations to Team Water on successfully completing this important project.

As always, feel free to reach out with any questions. See you next Wednesday!

Burlington Department of Public Works Commission Meeting
Draft Minutes, 20 January 2016
645 Pine Street
(DVD of meeting may be on file at DPW)

Commissioners Present: Robert Alberry; Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (*arrives at 6:34pm*); Solveig Overby; Jeff Padgett (Chair); Tom Simon. **Commissioners Absent:** None.

Item 1 – Call to Order – Welcome – Chair Comments

Chair Padgett calls meeting to order at 6:32pm and makes opening comments.

Item 2 – Agenda

Commissioner Barr makes motion to accept Agenda and is seconded by Vice Chair Archambeau.
Action taken: motion approved;
ñAyesò are unanimous.

Item 3 – Public Forum

Sharon Bushor, Ward 1, speaks on Agenda Item 5.
Joyce Walsleben, Ward 4, speaks on locked gate in street at Rivers Edge Dr and Northview Dr.
Sandy Wynne, Ward 1, speaks on Agenda Item 5 and the new 3-way stop at Loomis St and Mansfield Ave intersection.
Caryn Long, Ward 1, speaks on North Avenue Corridor Study and street plowing/parking bans.
Charles Simpson, Ward 6, speaks on Agenda Item 5.
Emily Lee, Ward 8, speaks on Agenda Item 5 and the North Avenue Corridor Study.

Item 4 – Consent Agenda

A. State of Traffic Request Program Update
B. ñNo Parking Here to Cornerò Sign Relocation at Shore Rd/ North Ave Intersection
Commissioner Simon makes motion to adopt Consent Agenda and is seconded by Commissioner Barr.
Action taken: motion approved;
ñAyesò are unanimous.

Item 5 – Draft Residential Parking Management Plan

A) Staff Presentation by Director Chapin Spencer and Transportation Planner Nicole Losch who speak on the recommendations and strategies in the final draft of the Residential Parking Management Plan (RPMP).

B) Commission Questions (see video)

The commission asks questions with Director Spencer, Parking Enforcement Manager John King, and Planner Losch answering.

C) Public Comment

Richard Hillyard, Ward 1, speaks on Item 5.
Barbara Headrick, Ward 6, speaks on Item 5.
Meagan Tuttle, from Planning & Zoning, speaks on Item 5.
Emily Lee, Ward 8, speaks on Item 5.
Caryn Long, Ward 1, speaks on Item 5.
Adam Roof, Ward 8, speaks on Item 5.
Denise Noble, Ward 4, speaks on Consent Agenda Item B.
Mr. Messier, Ward 4, speaks on Consent Agenda Item B.

D) Commissioner Discussion (see video)

E) Motion made by Commissioner Alberry to accept staff's recommendation.

Seconded by Commissioner Overby.

Discussion

The commission, Director Spencer, Manager King, and Planner Losch engage in a discussion over Item 5. Chair Padgett offers a series of friendly amendments to the motion that one, has staff develop an implementation plan with measurable goals over a period of time presented to the commission; two, puts more teeth in the penalties for fraudulent activity; three, clearly expresses to permit holders that the issuance of the parking permit is subject to change and that they may not receive the same number of permits per dwelling unit at subsequent issuances; four, includes Commissioner Overby's proposed additions (pertaining to page 18 paragraph 2 of the RPMP); and five, includes the list of typos to be edited in the RPMP. Commissioners Alberry and Overby accept the friendly amendments to the motion.

Action taken: amended motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Commissioner Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Simon: Nay

Item 6 – FY17 Street Paving & Complete Streets

A) Staff Presentation by Engineer Laura Wheelock who speaks on the city's complete streets and paving work plan for summer FY2017.

B) Commission Questions (see video)

Chair Padgett and Commissioner Overby ask questions with Engineer Wheelock answering.

C) Public Comment

D) Commissioner Discussion (see video)

E) Motion made by Commissioner Alberry to accept plan.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved;

All Ayes are unanimous.

Item 7 – Traffic Request Program Minimum Requirement Proposal

A) Staff Presentation by Engineering Technician Damian Roy who speaks on staff's proposal for instating minimum requirement thresholds to initiate the traffic request program.

B) Commission Questions (see video)

Chair Padgett, Vice Chair Archambeau, and Commissioners Barr, Gillman, Overby, and Simon ask questions with Director Spencer, City Engineer and Assistant Director of Technical Services Norm Baldwin, Engineer Wheelock, and Technician Roy answering.

C) Public Comment

D) Commissioner Discussion (see video)

E) Motion made by N/A.

Seconded by N/A.

Discussion

Action taken: no action taken.

Item 8 – Draft Minutes of 12-16-15

Commissioner Barr makes motion to accept minutes of 12-16-15 and is seconded by Commissioner Gillman.

Action take: motion approved;
Commissioner Alberry: Aye
Vice Chair Archambeau: abstained (*due to absence at 12-16-15 meeting*)
Commissioner Barr: Aye
Commissioner Gillman: Aye
Commissioner Overby: Aye
Chair Padgett: Aye
Commissioner Simon: Aye

Item 9 – Director’s Report

Director Spencer reports on the city’s water testing, the relining of the city’s reservoir, the hiring of the new Assistant Director, and the discussion going on between DPW and the Airport on the future management of the Airport Parking Garage with the possibility of the Airport taking over operations in FY17. Vice Chair Archambeau asks if transferring management would take the commission’s approval with Director Spencer answering that he’ll double check but approving the annual budget is the City Council’s responsibility, not the DPW Commission.

Item 10 – Commissioner Communications

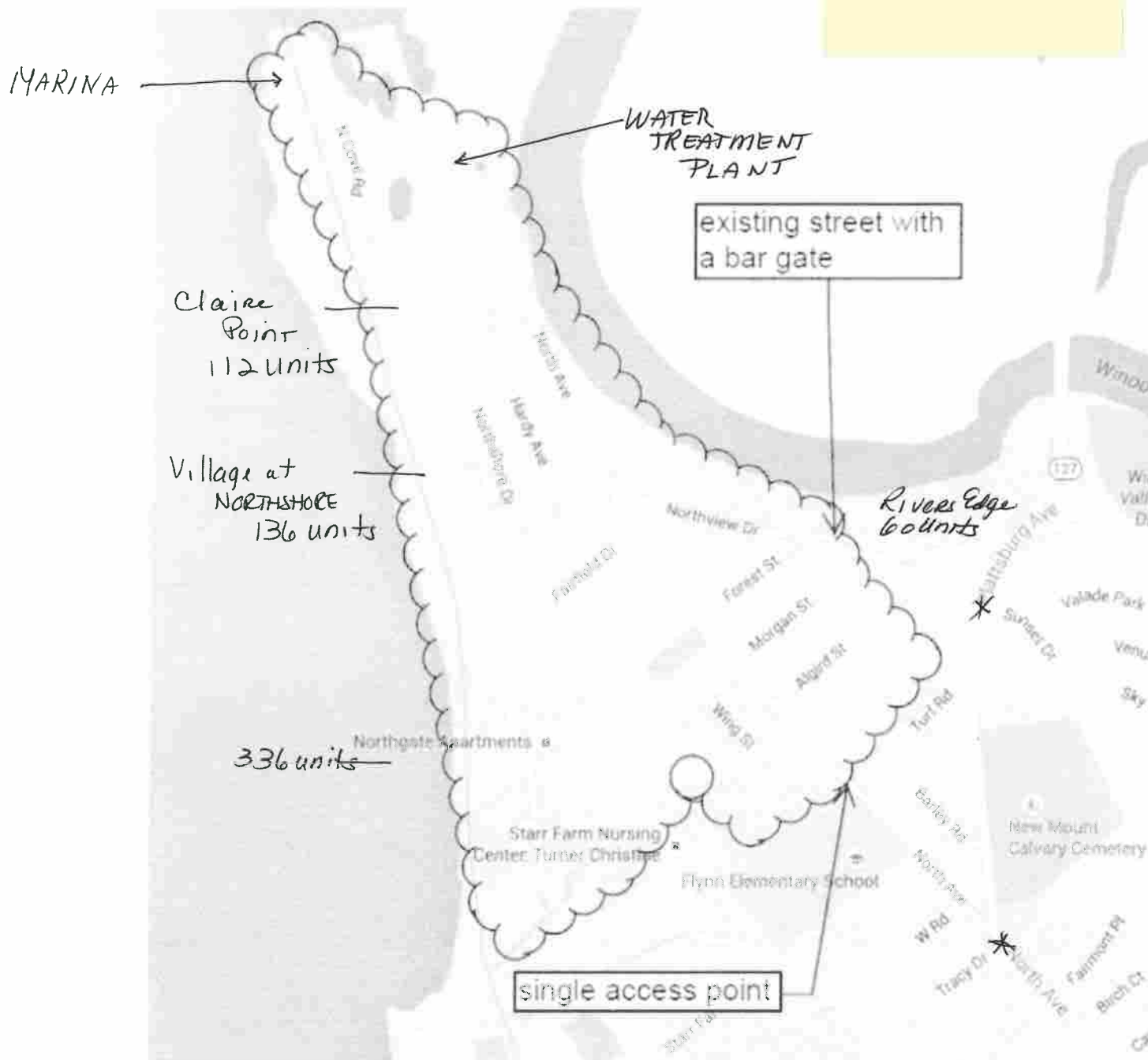
Commissioner Simon comments on likely being unable to attend the 2-17-2016 commission meeting. Commissioner Overby asks about pending residential parking applications and what the process for them is and comments on the city’s permit reform effort with Director Spencer answering that Technician Roy could have the pending application information available at the next meeting. Chair Padgett comments on recently exiting the Marketplace Parking Garage with long lines because the automated lane was not easily accessible.

Item 11 – Adjournment & Next Meeting Date – February 17, 2016

Motion to adjourn made by Commissioner Barr and seconded by Vice Chair Archambeau.
Action taken: motion approved;
ñAyesò are unanimous.

Meeting adjourned at 10:00pm.

Joyce
Walsleben



* traffic light

Proposal: For the health, safety and welfare of Residents, we propose the city open the locked gate on its interconnecting roadway between North Ave and Plattsburgh Av known as Northview Dr / Rivers Edge Dr to allow two-way through traffic.

Opening Northview Drive into Rivers Edge Drive 1/20/2016

- There are approximately **770 housing units** which exist off the North Ave extension, north of Plattsburgh Ave turnoff. (Please see map) The bulk of those are north of Forest Dr.
- Additionally there is an elementary school (Flynn), two nursing home facilities, one water treatment plant, year round beach dwellers who make fires and a city bus route. **We all use ONE entrance (North Ave) and share ONE Exit on that same road.**
- There is a small one way turn- off 500 feet from the Plattsburgh light (Barley into Turf) which will allow cars to escape to Plattsburgh Ave to reach route 127.

At present we are all forced to pass the school, nursing home entrances and up to a mile of the North Ave extension to enter or exit our neighborhood. This exceeds, by far, any recommendation of the Institute of Traffic Engineers (ITE) and makes for a very sick street. We are one gas explosion, one major crash, one large fire from our 'beach people' away from disaster! (see ITE text)

To provide some improvement in our safety, quality of life and health, we are requesting that an interconnecting city roadway between the northern end of North Ave and Plattsburgh Ave, be opened and its locked gate removed ASAP. These roadways are Northview Dr (also reached by Woods Rd and Forest Dr) into Rivers Edge Dr (see map and picture)

History:

- The roadway in question and surrounding property was deeded to and accepted by the City of Burlington by the Rivers Edge Condo Association in two parcels in March and September 1999.
 - Property must have been acceptable to the city at that time
 - City has plowed and patched since. In fact, Rivers Edge section was just repaved over the fall
- Roadway has remained blocked off by a locked gate. The gate was excluded in the first portion donated, but as construction was completed, the second deed dedicates the entire roadway public with no portions remaining private.
 - Was the gate forgotten? No institutional knowledge of why it is locked seems to exist.
 - No longer protected after the second deed, but continued to be locked!

Concerns:

- Size of road:

- Northview Dr is 24'7" at its entry off North Ave
 - At the gate it is 27'.
 - The curve is 24" 1"
 - The road widens significantly when it becomes Rivers Edge.

That compares favorably to the well-traveled, blind curved roadway of Archibald as it enters Prospect Ave. That road is 22'3" by the cemetery entrance and 24'6" on the curve.

- Forest Dr is 29'1"; Woods is 28'9" at the intersection of Northview
 - Both Forest and Woods connect from North Ave to Northview

- Road Quality:

- I have no technical way to measure however, since it has been a city road for 17 years, one would expect it is adequate or should be made so.

- Residents response:

- Those who would benefit far outnumber those who would be unhappy.
- I would expect those living closest to the gate to have an unfavorable response at first. But, in all fairness, they have had the benefit of a free private hamlet at other city tax payers' expense for 17 years.
- Those on the Northview Dr. side of the gate may also appreciate the improvements in their safety and welfare that come with having another access route.

- Additional benefits: When the road is opened, it could significantly reduce the stress (and complaints) as the North Ave Corridor Pilot Study is under construction and begins. This may be an important consideration to its success.

I have spoken with the Mayor and his assistant Jordan, contacted Tom Ayres, councilman, and left a message for representative Cole who lives at Rivers Edge asking to meet with her regarding local roadways. *and NORM BALDWIN*

Thank you for your consideration. My neighbors and I await your input. I can be reached at: 917.355.6261(cell) and jwalsleben@AOL.COM (email). We are happy to help in any way.

“It is recommended that dead end streets (only one outlet) be no longer than 1000 feet and serve no more than 30 dwelling units. Within an otherwise connected street network, the length of dead end streets should be restricted to no longer than 200 feet”.

ITE Neighborhood Street Design Guidelines, current 2010 edition, section 4.6.2

The guiding principal is to minimize the number of units with only one direction of access for BOTH efficiency of traffic circulation and emergency vehicle access.

Charles
Simpson

1. While resident-only zones are said not removed in this study, they will be subject to alteration as time goes including by the potential introduction of meters and time limits to accommodate commuter parking where the 85% occupancy standard isn't met. This remains a concern.
2. The parking system is said to generate 325,000 in fines and 55,000 in proposed permit fees, well above the 120,000 said to implement the permit system. Thus it is a revenue generator and that is a potential incentive for the City to treat residential area parking as a fee generator and set policy accordingly.
3. There is some lack of clarity on the meter issue in residential area #3. p. 68. They are "not recommended near institutions" but said to still be open to study.
4. In a practical sense, how could "residential preference" be introduced if parking hours are added to streets? p. 68.
5. The proposal to explore the introduction of in lieu fees in residential neighborhoods to allow buying out of off-street parking requirements creates pressure for increasing dwelling density. p. 18. This could change neighborhood character. Better to address densification/lot coverage issue directly as being desirable or not.
6. In the chart on p. 25, what does it mean to say a property is "partly taxable" tax"?
7. I applaud the mention of the need for satellite parking lots connected to the institutions via shuttles. Presumably this would also work for downtown employers. p. 63. But the lot mentioned is Lakeside and that is on the route of the proposed Champlain Parkway. There needs to be detailed recommendations about other intercept lots for commuters or longer-term peripheral storage lots for students and residents connected by mass transit.
8. UVM is described as seeking a pedestrian campus, including closing University Place to cars and bridging Main St. for walkers. Won't this shift campus buses to Prospect and Colchester Ave. where there are already 100 or so UVM bus trips a day? I applaud the mention of institutional structured parking away from residential areas.
9. Among the Strategies:
 - a. #2 calls for exploring a review of RPP on a five year schedule which opens the door to alterations where the 85% utilization figure isn't met. #5 opens up the possibility of removing RPP entirely in the future for some blocks. Thus the promise mentioned in point #1 is highly qualified.
 - b. #6 calls for \$100 in annual fees for a typical single family house with two cars and two guest permits. That seems significant. Contractors would be better dealt with with an annual permit allowing city-wide parking in RPP areas, not one tied to a specific residence and limited to 30 days with renewal. With subcontracting, there could well be more than 4 work trucks at a single address.
 - c. License Plate Recognition equipment is expensive--I understand a \$6,000 per year licensing fee and many tens of thousands of dollars for purchase. It will only work if the data linking car ownership to addresses to curb regulations to the permit structure to time-in-place is retained on computer. This is intrusive. Plus

only the LPR system could read which car belonged or didn't belong where, not residents, not a cop on the beat. It is a fix made necessary by an overly complex system adjusting curb use in multiple dimensions. The present simple bumper stickers and dashboard cards work well for much less cost.

Respectfully suggested,
Charles Simpson, RPP Advisory Committee

Subject Suggested sentence for paragraph on p. 18, Zoning Parking Requirements section
From soverby <soverby@burlingtontelecom.net>
To Chapin Spencer <cspencer@burlingtonvt.gov>, Nicole Losch <NLosch@burlingtonvt.gov>
Cc Valerie Ducharme <vducharme@burlingtonvt.gov>, Jeff Padgett <jeffpadgett10@gmail.com>
Reply-To <soverby@burlingtontelecom.net>
Date 20.01.2016 11:48



Nicole and Chapin,

I realize that the 1/5/2016 "draft" of the Residential Parking Management Plan is the final document. But I would like to make a suggestion for a sentence to be added at page 18, in the Zoning Parking Requirements section. A statement is made about the costs of 'on-site' parking, without supporting documentation for the statement, and which will, without further elaboration, be accepted without enough thought about its further implications.

The second full paragraph on page 18 starts:

"On-site parking requirements are recognized as having the potential to place significant economic burden on prospective development, reducing the affordability of housing, and consuming valuable land that could otherwise be put to more productive use." This statement is not supported by data in the report. As this is a philosophical statement that is intended to change the historical perspective and requirement that new developments not unfairly externalize predictable costs upon the general community, I recommend that another sentence be added in the paragraph:

"Removing zoning requirements for on-site parking from private development will shift the economic burden of parking to the public parking infrastructure until Burlington has achieved a future with improved public transit, walking, biking and alternate private parking options. Thus "in lieu" payments from developers, to be applied to transportation demand management, walking, biking and public transit improvements, should be required of new developments if they include waivers of on-site parking requirements, until there is a determination that the desired balance of available options supporting a "car-free" future has been achieved."

Solveig

Commissioner
Overby

Burlington Department of Public Works Commission Meeting
Draft Minutes, 20 January 2016
645 Pine Street

Commissioners Present: Robert Alberry; Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (*arrives at 6:34pm*); Solveig Overby; Jeff Padgett (Chair); Tom Simon. **Commissioners Absent:** None.

Item 1 – Call to Order – Welcome – Chair Comments

Chair Padgett calls meeting to order at 6:32pm and makes opening comments.

Item 2 – Agenda

Commissioner Barr makes motion to accept Agenda and is seconded by Vice Chair Archambeau.

Action taken: motion approved;

ñAyesò are unanimous.

Item 3 – Public Forum

Sharon Bushor, Ward 1, speaks on Agenda Item 5.

Joyce Walsleben, Ward 4, speaks on locked gate in street at Rivers Edge Dr and Northview Dr.

Sandy Wynne, Ward 1, speaks on Agenda Item 5 and the new 3-way stop at Loomis St and Mansfield Ave intersection.

Caryn Long, Ward 1, speaks on North Avenue Corridor Study and street plowing/parking bans.

Charles Simpson, Ward 6, speaks on Agenda Item 5.

Emily Lee, Ward 8, speaks on Agenda Item 5 and the North Avenue Corridor Study.

Item 4 – Consent Agenda

A. State of Traffic Request Program Update

B. ñNo Parking Here to Cornerò Sign Relocation at Shore Rd/ North Ave Intersection

Commissioner Simon makes motion to adopt Consent Agenda and is seconded by Commissioner Barr.

Action taken: motion approved;

ñAyesò are unanimous.

Item 5 – Draft Residential Parking Management Plan

A) Staff Presentation by Director Chapin Spencer and Transportation Planner Nicole Losch who speak on the recommendations and strategies in the final draft of the Residential Parking Management Plan (RPMP).

B) Commission Questions

The commission asks questions with Director Spencer, Parking Enforcement Manager John King, and Planner Losch answering.

C) Public Comment

Richard Hillyard, Ward 1, speaks on Item 5.

Barbara Headrick, Ward 6, speaks on Item 5.

Meagan Tuttle, from Planning & Zoning, speaks on Item 5.

Emily Lee, Ward 8, speaks on Item 5.

Caryn Long, Ward 1, speaks on Item 5.

Adam Roof, Ward 8, speaks on Item 5.

Denise Noble, Ward 4, speaks on Consent Agenda Item B.

Mr. Messier, Ward 4, speaks on Consent Agenda Item B.

D) Commissioner Discussion

E) Motion made by Commissioner Alberry to accept staff's recommendation.

Seconded by Commissioner Overby.

Discussion

The commission, Director Spencer, Manager King, and Planner Losch engage in a discussion over Item 5. Chair Padgett offers a number of friendly amendments to the motion that:

1. Has staff develop an implementation plan with measurable goals over a period of time presented to the commission.
2. Puts more teeth in the penalties for fraudulent activity.
3. Clearly express to permit holders that the issuance of the parking permit is subject to change and that they may not receive the same number of permits per dwelling unit at subsequent issuances.
4. Includes Commissioner Overby's proposed additions (pertaining to page 18 paragraph 2 of the RPMP).
5. Includes the list of typos to be edited in the RPMP.

Commissioners Alberry and Overby accept the friendly amendments to the motion.

Action taken: amended motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Commissioner Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Simon: Nay

Item 6 – FY17 Street Paving & Complete Streets

A) Staff Presentation by Engineer Laura Wheelock who speaks on the city's complete streets and paving work plan for summer FY2017.

B) Commission Questions

Chair Padgett and Commissioner Overby ask questions with Engineer Wheelock answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Alberry to accept plan.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved;

All Ayes are unanimous.

Item 7 – Traffic Request Program Minimum Requirement Proposal

A) Staff Presentation by Engineering Technician Damian Roy who speaks on staff's proposal for instating minimum requirement thresholds to initiate the traffic request program.

B) Commission Questions

Chair Padgett, Vice Chair Archambeau, and Commissioners Barr, Gillman, Overby, and Simon ask questions with Director Spencer, City Engineer and Assistant Director of Technical Services Norm Baldwin, Engineer Wheelock, and Technician Roy answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by N/A.

Seconded by N/A.

Discussion

Action taken: no action taken.

Item 8 – Draft Minutes of 12-16-15

Commissioner Barr makes motion to accept minutes of 12-16-15 and is seconded by Commissioner Gillman.

Action take: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: abstained (*due to absence at 12-16-15 meeting*)

Commissioner Barr: Aye

Commissioner Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Simon: Aye

Item 9 – Director’s Report

Director Spencer reports on the city’s water testing, the relining of the city’s reservoir, the hiring of the new Assistant Director, and the discussion going on between DPW and the Airport on the future management of the Airport Parking Garage with the possibility of the Airport taking over operations in FY17. Vice Chair Archambeau asks if transferring management would take the commission’s approval with Director Spencer answering that he’ll double check but approving the annual budget is the City Council’s responsibility, not the DPW Commission.

Item 10 – Commissioner Communications

Commissioner Simon comments on likely being unable to attend the 2-17-2016 commission meeting. Commissioner Overby asks about pending residential parking applications and what the process for them is and comments on the city’s permit reform effort with Director Spencer answering that Technician Roy could have the pending application information available at the next meeting. Chair Padgett comments on recently exiting the Marketplace Parking Garage with long lines because the automated lane was not easily accessible.

Item 11 – Adjournment & Next Meeting Date – February 17, 2016

Motion to adjourn made by Commissioner Barr and seconded by Vice Chair Archambeau.

Action taken: motion approved;

ñAyesò are unanimous.

Meeting adjourned at 10:00pm.