



**City of Burlington**  
Department of Public Works

Office of Planning  
645 Pine Street, Suite A  
Burlington, VT 05402  
802.863.9094 P  
802.863.0466 F  
802.863.0450 TTY  
[www.burlingtonvt.GOV](http://www.burlingtonvt.GOV)

---

**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

**Norman J. Baldwin, P.E.**  
*ASSISTANT DIRECTOR OF PUBLIC WORKS*

Date: April 25, 2017

To: City of Burlington Planning & Zoning Department  
Jack Wallace, Zoning Permit Applicant

From: Chapin Spencer, Director of Public Works  
Norman J. Baldwin, P.E.-City Engineer/Assistant Director – Technical Services  
Megan Moir, Assistant Director – Water Resources

C.C. Laura K. Wheelock, P.E.-Public Works Engineer, DPW

Subject: 17-0755CA/CU; 235 Penny Lane; City of Burlington/Burlington Harbor Marina, LLC

At the Development Review Board held on Tuesday, March 21, 2017 there were a number of questions submitted by the Design Review Board to Public Works Technical Review Staff for consideration and written responses in preparation for the upcoming May 2, 2017 DRB Hearing.

Here are the questions that were submitted to Public Works Technical Review Staff from the DRB.

1. DPW's review of the Traffic Study
2. The Marina's and Sailing Center's Request for Parking Waivers;
3. The State floodplain person's comments on a) the marina's connection to municipal water and sewer and b) presence of an Underground Storage Tank (UST);
4. DPW's plans for management of the shared parking lots; and
5. The availability of handicap parking spaces to serve both the marina and the fishing pier.

In associated numerical order here are the responses by Public Works Technical Review Staff to each of the questions:

1. **DPW's review of the Traffic Study** - The Department of Public Works has reviewed the Traffic Impact Study prepared by Resource Systems Group (RSG) dated September 14, 2017. The

An Equal Opportunity Employer  
*This material is available in alternative formats for persons with disabilities. To request an accommodation, please call 802.863.9094 (voice) or 802.863.0450 (TTY).*

Department has had the opportunity to discuss the details of the Traffic Impact Study with the author of the study, Jon Slason of RSG and the Department of Public Works is satisfied with RSG's conclusions.

In addition, the Department has reviewed Planning & Zoning staff comments and draft conditions regarding the question of pedestrian connectivity from the East Lot to the Plaza. The proposed sidewalk adjacent to the East Lot should continue across the East Lot driveway entrances per DPW policy. Further west, adjacent to the Water Plant Pump Building, the Department has concluded that an at-grade striped walkway provides adequate access and safety for pedestrians given the projected volume of traffic is anticipated to be less than the existing condition therefore fewer conflicts.

- the number of parking spaces adjacent to the fishing pier parking lot has been reduced and converted into recreational space
- the Community Sailing Center(CSC) activities are anticipated to be relocated further north to their new facility under development.

We also requested crash data from the Burlington Police Department and their records indicate no crashes involving a pedestrian at this location in their current reporting system (going back to late 2011). Lastly, the Department finds the at-grade striped walkway preferable to a curbed concrete sidewalk given the potential construction impacts of a curbed sidewalk on the critical underground water pipes connecting the two Water Plant buildings.

**2. The Marina's Request for Parking Waiver** - The City supports the Marina's waiver request per their submission.

**3. The State floodplain person's comments on the marina's connection to municipal water and sewer and b) presence of an Underground Storage Tank (UST);**

a. As provided in an email to Scott Gustin by Assistant Director Megan Moir on March 21, the concerns that the State Floodplain person cites are Burlington standards 4.5.4(f)8.F & G related to the Natural Resource Overlay District which we do not usually specifically screen for in our review:

- F. Water Supply Systems: New and replacement water supply and sanitary sewer systems shall be designed so as to prevent the infiltration of floodwaters into the systems and discharge from the systems;
- G. On-Site Waste Disposal Systems: On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding;

Senior Water Resources Engineer Steve Roy has provided our typical review of on-land water and wastewater connections, including the new hydrant and water and wastewater capacity letters (see attached for his Water and Sewer System Review Checklists).

In light of F, we would suggest that the developers specify a water proof cover in their pump station design so as to prevent additional water from infiltrating into our system. There is no on-site Waste Disposal System, so item G is not relevant.

b. Regarding the DRB's request for review by DPW's Water Resources Division of the Underground Storage Tank (UST) on site at the Marina, DPW does not have direct purview over the underground storage tank. It is our understanding that this UST needs to be registered and permitted by the State of Vermont Department of Environmental Conservation Storage Tank program. The State program would have purview over any

design requirements in addition to the “strap downs” that the Flood Plain Manager mentioned. As such, the applicant should obtain/or should have obtained, a UST permit from that program.

While it is of some concern due to its proximity to the shore of Lake Champlain, the Marina has submitted and we have reviewed (though also not in our authority to approve) the Spill Prevention Plan and provided comments which would address any spills from the tank. Our direct concerns (from a drinking water standpoint) are mitigated by the fact that our water intake is at a substantial distance off shore. Additionally, we do have means to provide additional treatment for our water should any spill whether from this tank or a boating vessel occur.

4. **DPW’s plans for management of the shared parking lots** - The City will maintain ownership of the proposed 68 space East Lot after construction. Therefore, the Department of Public Works will be responsible for management of the lot. As noted above, the City supports the Marina’s request for a waivers based on their submissions and testimony. The operating season for the Marina goes from May 15 to October 15. The traffic study supports the arrangement to be memorialized in a Parking Agreement between the City and the Marina wherein the Marina will utilize 42 designated parking spaces in the East Lot on weekends and holidays during their operating season and 23 parking spaces during their operating season on non-holiday weekdays. The Department of Public Works will then manage and operate the balance of the facility (to encompass the entire lot during the Marina’s off-season) consistent with its management practices for the City’s surface public parking lots.
5. **The availability of handicap parking spaces to serve both the marina and the fishing pier** – Pursuant to the lease agreement, the Burlington Harbor Marina must provide 4 accessible spaces at the proposed parking lot adjacent to the fishing pier titled “The Plaza”. The accessible spaces will be available to the public on a first come first serve basis and will not be restricted to Marina use only. The new East Lot will also have additional accessible spaces.

Public Works Technical Review Staff will be in attendance at the upcoming May 2, 2017 DRB Hearing to answer any follow up questions.

Should you have any questions please contact us at [cspencer@burlingtonvt.gov](mailto:cspencer@burlingtonvt.gov), [nbaldwin@burlingtonvt.gov](mailto:nbaldwin@burlingtonvt.gov) or [mmoir@burlingtonvt.gov](mailto:mmoir@burlingtonvt.gov). Thank you.