

**1.1 Type of Application: Is this an application from a group of municipalities (consortium) or an application from a single municipality?**

- Single Municipality Application
- Consortium Application

**1.2 Applicant Municipality:**

Town of Richmond

**1.3 Rural Town Status: Is the municipality a rural town? (Rural towns" with a population less than 2,500)**

- Yes
- No

**1.4 Agent Status: Will the Regional Planning Commission (RPC) serve as agent for this rural town project?**

- Yes
- No

**1.5 Consortium Lead Municipality: Name of the lead municipality.**

**1.6 Partner Municipalities: Select all partner municipalities in consortium.**

**1.7 Agent Status: Will the Regional Planning Commission (RPC) serve as the municipal agent for this consortium project?**

- Yes
- No

**Section 2: PROJECT DESCRIPTION & LOCATION**

**2.1 Please identify the project type:**

Infrastructure or Capital Improvement Planning

**2.1.1 If other, specify:**

**2.2 Project Title: Name the project as concisely as possible.** (80 character limit)(Examples: Unified Bylaw Update, Village Revitalization Plan, Sewer Line Mapping)  
Multi-Stakeholder Multi-Modal Transportation Planning

**2.3 Project Description: Provide a very brief summary of what the project will accomplish and produce.**

The purpose of this project is to coordinate multi-modal transportation planning among the multiple stakeholders including the town, state, region, businesses, residents, and other entities to help us achieve our transportation and energy goals.

**2.4 Project Location: Describe the geographic area(s) the project will address.** For a project that is not defined by municipal boundaries, and if available, ATTACH maps or images (upload to Application Attachments Form). (250 character limit)(Examples: entire town, watershed, planning area, zoning district(s), a specific site, etc.)

The location for this project is primarily Richmond Village but includes the Route 2 corridor that connects the village with the park and ride area.

**Section 3: PLANNING STATUS ELIGIBILITY**

**3.1 Municipal Plan Status: Does the municipality have an adopted Municipal Plan?**

✓ Yes (enter adoption date in box below)

No

11/6/2018 Please enter the adoption date. (mm/dd/yyyy)

**3.2 Confirmation Status: Does the municipality have a local planning process confirmed by the Regional Planning Commission (RPC)?**

✓ Yes

No

**3.3 Funding Status: Has the municipality voted at an annual or special meeting to provide local funds for municipal and regional planning purposes?**

Yes  
No

**3.4 Municipal Plan Status: Do all partner municipalities have an adopted Municipal Plan as needed for grant eligibility?**

Yes (list the partner municipalities and Municipal Plan adoption dates in the box below)  
No

**3.5 Confirmation Status: Do all partner municipalities have a local planning process confirmed by the Regional Planning Commission (RPC) as needed for grant eligibility?**

Yes  
No

**Section 4: PROJECT READINESS & NEED**

**4.1 Project Issue: What timely community issue(s), problem(s), challenge(s), or obstacle(s) will the project address?**

Richmond has several goals of increasing mobility in town, especially bike and pedestrian options. Our park and ride is exceptionally popular, but it is difficult to travel between the park and ride and our population center without a vehicle. We also have limited sidewalks that are in various conditions within the village. Richmond has unique challenges in this focus area including the interstate highway, the railroad, a state highway, floodplain, wetlands, etc. Coordinating efforts around these obstacles has proved difficult for individual staff. The selectboard has authorized the formation of a committee to work on transportation-specific issues in town. We would like to use this funding opportunity to do a comprehensive planning effort that includes the various authorities and stakeholders in a more focused manner coordinated by the transportation committee and a consultant or contractor. The town is also interested in exploring new traffic management and parking management in the village. Although these two items may not coincide with ACCD's main objectives, we would like to use this grant in conjunction, and as match, with funding through the CCRPC Unified Planning Work Program in order to achieve goals apart from those that are eligible for Municipal Planning Grant funds. We believe it is important not to separate the transportation issues in terms of consideration and planning so that the project can move forward holistically, but we fully understand the need to separate the funding sources and elements of the project in that manner.

**4.2 Funding Need: What other funding sources, if any, did you consider, and why is the MPG program the best source to fund this project?**

Other funding sources being considered is the UPWP program through Chittenden County Regional Planning. The MPG program is the best source to fund this portion of the project whereas UPWP is the best source to fund the large remainder of the project. Richmond has limited funds to use towards match for a large project, so

this would be allow us to use our small funds toward the MPG match and then use the overall MPG project funds as match toward UPWP. We believe this is the most efficient and effective way to utilize our budget.

**4.3 Municipal Plan Project Readiness: If the application is for a municipal plan adoption or amendment project, how will the project address the issues described earlier and any recommendations made by the RPC to bring the municipal plan into compliance with statutory requirements?**

- ✓ Not a Municipal Plan project

**4.4 Municipal Plan Implementation Project Readiness: If the application is for a project that implements the municipal plan, how is the proposed project identified as an important implementation action in the adopted municipal plan?**

Not an implementation project

The following is an excerpt from the 2018 Richmond Town Plan:

1. Maintain a "Complete Streets" policy that encourages multi-modal transportation options such as walking and biking in addition to vehicle traffic
2. Implement high priority actions from completed planning studies, such as new sidewalks within the village along the east side of Bridge St. and 4 new crosswalks at the Bridge/Railroad/Jolina intersection as soon as is feasible. This may require identifying funding sources and/or integrating the projects into the Capital Budget's road maintenance schedule
3. Support the construction of sidewalks and bike paths or line striping for cyclists on State and Town road projects. Consider making wider shoulders on Town roads, especially Cochran, Huntington, and Hinesburg Roads. Work with VTrans to prioritize rebuilding Route 2 (Main Street) including sidewalks and bicycle/pedestrian accommodation
4. Support public and private policies, programs or other efforts that promote alternatives to single-occupancy vehicle travel such as public transit improvements, car-sharing, telecommuting, flexible work schedules and school bus usage.
5. Work with other Chittenden County towns and the Agency of Transportation to add/expand Park and Ride facilities in Richmond and neighboring Towns to provide alternatives to the Richmond Park and Ride that is currently of inadequate capacity. Identify possible additional Park and Ride capacity space in Richmond, such as on the south side of the I89 interchange with a pedestrian crossing light at the existing interchange traffic light.
6. Decrease the amount of fossil fuels used for transportation by the town government, residents and businesses in Richmond through conservation and improved efficiency. Encourage walking and the use of bicycles and facilitating the substitution of electricity and renewable fuels for fossil fuels.
7. Adopt and maintain a zoning ordinance based on "smart growth" principles, with most development concentrated in the village, neighborhoods, downtown, gateway mixed use areas to reduce vehicle miles traveled from housing to shopping and to public transit options.
8. Support public transit opportunities such as Park and Ride lots; commuter rapid transit buses such as the Burlington-Montpelier Link; a Burlington-Montpelier light rail commuter train station in Richmond if the opportunity becomes available and local shuttle bus service, carpooling, and ridesharing programs.

**4.5 Other Background: Are there any additional community efforts or activities leading up to this application that would provide extra context for this project? (Optional)**

The Richmond Selectboard has been working diligently with staff and the CCRPC to keep Richmond's transportation priorities on the front burner. They have recognized, however, that the coordination of these projects is complex and time consuming for a handful of staff and volunteers to accomplish with so many other priorities in their responsibility. They decided at their first September meeting to form a Transportation Committee in order to create a more focused group of resident volunteers that could assist in the progress, coordination, and implementation of the high priority multi-modal transportation projects. Route 2 upgrades have been a long-time-coming and are planned now for 2022 and potentially 2023. We believe this is the crucial time to make sure we coordinate locally, regionally, and with state and federal partners on how Richmond's main corridor will be transformed and how to ensure that multi-modal transportation is included. We believe that everyone wins when projects can be done in collaboration and cohesion, and we need financial assistance to make that become a reality. Richmond is also not eligible for certain funding sources due to its location in Chittenden County, but is a small municipality that relies on our partners and grant programs such as this one to achieve our major goals.

**4.6 Project Overlap: If a municipality received an MPG last year - or the project is part of a larger or phased project, explain how the project relates and the capacity to complete the proposed project.**

N/A (single project with no overlap)

The MPG portion of the project will have a direct focus on planning for enhancement of multi-modal transportation options in the Richmond Village Center, including the school campus. This will include planning for increased connectivity of existing infrastructure, identifying opportunities for modes currently not well-supported, coordinating the logistics of implementing existing plans, and potentially updating elements of existing plans such as costs of implementation that are likely now out of date. These efforts will be limited to bike, pedestrian, and public transportation (i.e. shuttles, buses) plans and opportunities.

**4.7 Project Management: How will the project be managed and who will make decisions about the process and final products?**

The project will be managed by the town Transportation Committee. They will make decisions regarding the process and final products. The Selectboard and Town Manager by town policy will make the financial decisions with advisement from the Transportation Committee.

**Section 5: COMMUNITY SUPPORT & PUBLIC ENGAGEMENT**

**5.1 Community Partnership & Support: In addition to the Selectboard and Planning Commissions' resolution of support, please explain and provide evidence of community support for the project.**

The Town of Richmond boards and staff have been heavily focused on transportation solutions . We recently conducted a survey with Local Motion about transportation options in town, and prior to that worked with them on a pop-up pedestrian enhancements project. Over the last several years, the community has been in communication with CCRPC and VTrans regarding our main village intersection and the challenges we face in that area. As previously mentioned, the Selectboard created a transportation committee at the beginning of September as the result of a denied implementation grant for a segment of a multi-use path that would eventually connect the village with the park and ride. They felt that the focused effort from the new committee would aid in the success of projects and coordination.

**5.2 Public Engagement: What outreach methods will the project use to engage project partners and the participation of the broader public, especially commonly under-served and under-represented populations in the community?**

Richmond is very lucky in that our community is overall very engaged in public activities such as this. Similar to our town plan outreach, we will use multiple methods of contact such as Front Porch Forum, Facebook, mailings, Town Meeting, public meetings, town email lists, partner email lists, and methods as proposed by a potential consultant. We have identified the members of the mobile home park as an under-served and under-represented population, which is a main reason why we want to enhance transportation opportunities between that part of town and the village center. We will reach out to the park management directly in order to determine the best way to disseminate and gather information from them.

**Section 6: STATEWIDE PRIORITIES**

**6.1 Project Outcomes & Goals: Beyond the project itself, what long-term outcomes would demonstrate the success of the project and further the statewide planning goals?**

One outcome that would demonstrate success of this project would be the implementation of multiple existing transportation plans. Another outcome would be the inclusion of local priorities and requests in the completion of regional, state, and federal transportation projects.

**6.2 Priority Project Categories: Which of the following statewide priorities does this project address, select all that apply ?**

- ✓ Capital Infrastructure Investment, Planning, or Regulation
- ✓ Fair & Affordable Housing Planning or Regulations
- ✓ Inter-Municipal & Regional Cooperation Planning or Regulation
- Planning for a NEW Designated Area (*must contact DHCD in advance of application to qualify*)
- ✓ Specific-Area Planning or Visual Regulation for Vibrant Centers
- Statewide Model Projects
- N/A

**6.3 Priority Project Explanation: Explain how the project furthers the selected statewide priority(s).**

This project furthers statewide priorities in several ways. This cooperative planning effort will help our town and the state prioritize and schedule capital infrastructure projects. This project is hyperfocused to one key area in town in need of attention, and will allow Richmond to more comfortably expand and achieve our transportation, housing, and energy goals. Transportation costs are a household cost that contribute to whether an area is considered affordable or not. Reliance on vehicles increases the cost to live in Richmond, hurts our emission-reduction goals, and keeps populations in town separate.

**6.4 Designated Areas: Which of the following designations are held by the municipality, select all that apply?**

- Village Center
- Downtown
- New Town Center
- Neighborhood Development Area
- Growth Center
- N/A

**6.5 Designated Area Projects: If the project relates to any of the designated area(s) selected above, please explain.**

The Richmond Village Center Designation lies at the heart of the Richmond Village project area and contains the majority of the town's businesses and services. Richmond is very interested in pursuing further designations, and we believe that critical mobility projects will increase our ability to achieve further designations.

**6.6 Program Success Stories: If an applicant has received MPG funding in the past ten years, please share any positive outcomes demonstrating the success of prior funding. (Optional)**

The town of Richmond's last MPG project was community engagement and visioning for our newly adopted town plan. It was incredibly successful and resulted in a completely new and improved town plan that truly covered the town's vision for the future and priorities for progress as a community. A link to the outreach process website that we still keep live can be found here: <http://richmondvtfuture.weebly.com/vision-survey.html>

**Section 7: MUNICIPAL RESOLUTION AND GRANT ROLES**

**Municipal/Authorizing Official (M/AO):**

Joshua Arneson  
Town Manager **M/AO Title**

**Alternate Municipal/Authorizing Official (M/AO):**

**Alt M/AO Title**

**Grant Administrator:**

Joshua Arneson

Town Manager **Grant Admin Title**

**Upload Completed Municipal Resolution\***

[https://egrants.vermont.gov/\\_Upload/234778\\_8058415-Resolution.pdf](https://egrants.vermont.gov/_Upload/234778_8058415-Resolution.pdf)

**Mailed to DHCD**

Work Plan and Budget

Attachment A

Task Name	Description of Task	Paid Personnel	If other, please specify	Hours	Hourly Rate	Personnel Cost	Material Description	Material Cost	Total Cost
Outreach and Engagement	Outreach and engagement of the public including residents and businesses to gauge priorities and sentiments about our transportation needs in the Village Center	Consultant		20	\$75.00	\$1,500	Meeting supplies	\$250	\$1,750
Stakeholder Meetings	Meetings coordinated with stakeholders including the town, RPC, VTrans, and others identified during outreach and engagement to discuss logistics and involvement in existing plans and opportunity identification.	Consultant		20	\$75.00	\$1,500	Meeting supplies	\$250	\$1,750
Update and Evaluate Existing Plans	Evaluation of existing transportation plans and updating information or identifying changes to those plans that may be needed.	Consultant		80	\$75.00	\$6,000			\$6,000
Identification of Opportunities	Identifying new projects or priorities for transportation in the Village Center and what is needed to achieve these priorities or complete the identified projects.	Consultant		80	\$75.00	\$6,000	Meeting supplies	\$250	\$6,250
Multi-Modal Master Plan	A master plan containing the priority projects, their associated plans if applicable, and a checklist of tasks and stakeholders needed to achieve the individual projects.	Consultant		80	\$75.00	\$6,000	Meeting supplies and publishing supplies	\$250	\$6,250
						\$21,000		\$1,000	\$22,000

<b>Total Project Costs</b>	<b>\$22,000</b>
<b>State Grant Funds (Grant Amount Requested):</b>	<b>\$20,000</b>
<b>Match Funds:</b>	<b>\$2,000</b>
<b>Minimum Required Match Funds: (10% of State Grant Funds)</b>	<b>\$2,000</b>
<b>Additional Match Funds: (Optional)</b>	<b>\$0</b>

**Work Plan and Budget****BUDGET DOCUMENTATION**

Describe Source(s) of match funds (if required): *Contribution of municipal staff or volunteer's time cannot be offered as a match. Other contributions, while not required, may be documented here as well.*

There will be extensive staff and volunteer time spent on this project as well as the very large UPWP portion that this grant will be used to match toward.

Describe how you arrived at realistic budget estimates for the work plan.

This work plan is based on several other example work plans from local planning firms. We have identified the five main tasks that would be associated with a set of deliverables and steps in the project.

Upload or mail supporting documents that show the work plan and budget is based on realistic information. *If your project involves hiring a consultant (including regional planning commission staff), provide a letter or other documentation from a consultant with cost estimates for tasks, including hourly rate.*

Upload Budget Documents

Mailed to DHCD

**ACCOUNTING**

*Responses to the following questions are used for administrative purposes only and will not impact the competitiveness of your application. Please remember that state funds cannot be awarded to municipalities who are (a) suspended or debarred by the Federal Government; (b) delinquent in submitting their subrecipient annual reports; and (c) delinquent in submitting their Single Audit Reports (if required).*

What type of accounting system does your municipality use?

- automated
- manual
- combination of both

Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

- Yes
- No

**Municipal Planning Application FY20**  
Organization: Town of Richmond  
**Application Attachments**

07110-MP-2020-Richmond-22

**Applicant Attachments**

**Document Name:** CCRPC Letter of Support  
[https://egrants.vermont.gov/\\_Upload/235154\\_8058132-Richmond\\_MPG\\_20190926.pdf](https://egrants.vermont.gov/_Upload/235154_8058132-Richmond_MPG_20190926.pdf) Mailed to DHCD

**Document Name:** Local Motion Letter of Support  
[https://egrants.vermont.gov/\\_Upload/235154\\_8058132\\_2-RichmondMPGgrantLOS.pdf](https://egrants.vermont.gov/_Upload/235154_8058132_2-RichmondMPGgrantLOS.pdf) Mailed to DHCD

**DHCD Staff Attachments**

**Document Name:**