

## **PROJECT APPLICATION FORM**

### **FY2021 Unified Planning Work Program**

Applications should be no more than 4 pages (excluding any maps and letter of support from your governing body to document the availability of the local match and commitment of staff time). **A Project Application Form must be submitted for each project request. If you are submitting more than one request, please indicate projects in order of priority. There are separate forms to request transportation counts and infrastructure inventories – please submit one form per request. Deadline for receipt of completed submissions is Friday, January 17, 2019. Please email completed forms in Word format to [mdistel@ccrpcvt.org](mailto:mdistel@ccrpcvt.org).** All forms are available on the CCRPC website: <http://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>.

#### **1. GENERAL INFORMATION**

**Submitted by** (Name, Title): Ravi Venkataraman, Town Planner  
**Municipality/Agency/Organization:** Town of Richmond  
**Telephone:** 802-434-2430  
**Email:** [rvenkataraman@richmondvt.gov](mailto:rvenkataraman@richmondvt.gov)

#### **2. PROJECT INFORMATION**

**a. Project Title:** Bridge Street Complete Streets Corridor Study

**b. Project Location** (name of roadway, intersection, geographic area, etc.):  
Bridge Street in Richmond Village (see enclosed study area map from the 2010 Bridge Street Bicycle and Pedestrian Study Final Report)

**c. Project Description** (100 words max):

*Please state whether this is a multi-year effort and identify each phase, and for which phase this application is requesting funding.*

The Bridge Street Complete Streets Corridor Study is the planning portion of a project to upgrade Bridge Street—the primary social, commercial, and transportation node of the Town located in the heart of Richmond Village—into a Complete Street. This study will build on a feasibility study conducted in 2010, and examine new commercial and residential developments in the Railroad Street/Jolina court area, bike/ped connectivity on the east side of Bridge Street between Route 2 and Jolina Court as well as the Bridge Street/Cochran Road/Huntington Road intersection, and the upzoning in zoning districts along the Bridge Street corridor leading to more density.

With the completed Corridor Study, the Town would pursue the ensuing phases of completing the engineering of the roadway and converting Bridge Street into a Complete Street with the

recommended improvements.

**d. Budget, Scope of Work & Project Schedule:**

Please describe the tasks and anticipated schedule to complete the project. If you are able to estimate the budget for each task, please include that information. CCRPC staff are available to assist you.

<b>Task (add rows if needed)</b>	<b>Month/Year</b>	<b>Task Budget (if known)</b>
1. Retain Consultant	August 2020	
2. Review and revise draft study area	Sept 2020	
3. Meetings and Public Outreach – to get input to revise study areas and suggested elements	Oct 2020	
4. Research, Analysis, and Design	Nov 2020 – Jan 2021	
5. Get public input on elements and design	Feb-Mar 2021	
6. Complete Final Corridor Study	May 2021	
<i>Be sure to include robust public engagement tasks: see above tasks 3 and 5</i>		

Will you accept a partial award? (Yes/No)	Yes
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Is Request for CCRPC Staff Assistance Only? (Yes/No)	No
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**For Transportation and Transportation-related Land Use/Water Quality Project Requests:**

Total Project Cost (100%)	\$40,000
Local Match Required (20% of Total Cost)	\$8,000

Examples:

	<i>Example 1</i>	<i>Example 2</i>	<i>Example 3</i>
<i>Total Project (100%)</i>	<i>\$25,000</i>	<i>\$50,000</i>	<i>\$75,000</i>
<i>Local Match (20%)</i>	<i>\$5,000</i>	<i>\$10,000</i>	<i>\$15,000</i>

**For Other Land Use Project Requests (this is a fee-for-service program, cost TBD with Staff):**

CCRPC staff hours requested:	
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Please contact Regina Mahony ([rmahony@ccrpcvt.org](mailto:rmahony@ccrpcvt.org), 802-846-4490 ext. \*28) to discuss land use project and budget needs.

**For Non-Transportation Water Quality Project Requests, please contact Dan Albrecht ([dalbrecht@ccrpcvt.org](mailto:dalbrecht@ccrpcvt.org), 802 846-4490 ext. \*29) to discuss project and budget needs.**

*NOTE: Requested amount is expected to be spent by June 30, 2021. Be sure to account for any potential direct expenses in proposed budget. Please note if you are requesting CCRPC staff assistance only. Contact us so we can help determine the appropriate hours/cost and potential match requirement.*

**e. Expected Deliverables:**

- If this is a phased project spanning multiple fiscal years, identify deliverables for this specific phase and other phases where applicable.
- Non-municipal partners are expected to submit a year-end report describing the impacts and outcomes of your program/efforts as a requirement of funding.

The Bridge Street Corridor Study will provide the Town with the comprehensive technical report, updated conceptual designs of Bridge Street, and revised construction estimates needed to implement improvements to Richmond’s primary business street and transportation node

**f. Other Project Participants** (e.g., other municipalities, agencies, non-profits, consultants, community groups): CCRPC, Richmond Transportation Committee, Richmond Selectboard

**g. Project Match Requirement:**

Please refer to the **FY21 UPWP PROGRAM SUMMARY** for a description of match requirements and check below which applies to your proposal. If matching funds are required, municipalities should attach a letter of support from your governing body to document the availability of the local match and commitment of staff time. Non-municipal partners should provide a letter from their Board or other governing body demonstrating knowledge and support of project request, ability and intent to provide matching funds, etc.

• **Transportation, Land Use and Stormwater Planning**

- × Transportation and transportation-related land use/water quality projects – 20% non-federal cash match required.
- Non-transportation projects (including plan and bylaws) – this is a fee-for-service program, cost TBD. We encourage municipalities to also seek [Municipal Planning Grants](#).
- The CCRPC may waive the local match requirement for municipal projects deemed to be regionally significant.

• **Major or Minor Technical Assistance**

- Transportation projects – no local match required.
- Non-transportation projects – there is no fee for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$50 per hour.

- **Major Data Collection/Asset Management**
  - 20% non-federal cash match required.
- **Non-Municipal Partner Program Assistance**
  - 20% match required.

**h. Public Meeting Requirement:**

All municipal applications (local or regional), including match amounts, must be presented to and approved by the governing body at a warned public meeting by the end of March 2020. For non-municipal partners, a public meeting is not required but applications should be approved by a Board or similar governing body. If available, please provide documentation by the January 17 deadline. Not applicable for “Minor Technical Assistance” projects identified in the FY21 UPWP PROGRAM SUMMARY packet.

The Richmond Selectboard unanimously supports this proposal and voted to provide all the matching funds at its January 6, 2020 meeting, as documented in the enclosed letter and meeting minutes.

**3. BENEFITS TO REGIONAL AND LOCAL PLANNING (please keep your responses brief)**

**a. Identify at least one of the CCRPC’s top 10 actions or 8 ECOS strategies that this project will primarily address ([http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary\\_20180807\\_FINAL.pdf](http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf)).**

The Town of Richmond’s Bridge Street Complete Streets Corridor Study aligns with the 2018 Chittenden County ECOS Plan:

**GOAL:**

15. Transportation – Provide accessible, safe, efficient, interconnected, secure, equitable and sustainable mobility choices for our region’s businesses, residents and visitors

**ACTIONS:**

- “Support and inform municipalities on setting the stage for smart, multi-modal development in our areas planned for growth”
- “Invest in our transportation system by maintaining our existing transportation system, addressing safety and localized congestion issues on our roadways and investing in Intelligent Transportation Systems to facilitate traffic flows on our arterials and minimize the need for major roadway expansion projects; and supporting our areas planned for growth by expanding bike and pedestrian infrastructure.”

Furthermore, the 2017 Chittenden County Active Transportation Plan Identified Bridge Street as a high priority route. The Bridge Street Corridor Study would align with and contribute to the

Active Transportation Plan.

**b. Demonstrate where this project is identified in a local plan, or how it addresses an existing, documented need. Or, is this a newly identified project for which there is a sense of urgency?**

The Bridge Street Complete Streets Corridor Study implements the Transportation section of the 2018 Town Plan:

- Goal: “Maintain a ‘Complete Streets’ policy that encourages multi-modal transportation options such as walking and biking in addition to vehicle traffic.”
- Action: “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...”
- Action: encourage the reduction of single-occupancy vehicle travel on town roads, the promotion of smart growth development in the village center, and the creation of pedestrian and bicycle accommodations on state and town road projects.

**c. For transportation and land use projects, how will the project benefit the following:**

- The safe, efficient operation of the transportation system?

The proposed project would provide: 1) a focused plan to improve the safety and flow for all users in an already trafficked area; 2) methods to mitigate near-future traffic impacts that will come with the expected increase in density and intensity of uses. With the expected increase in density and intensity of uses along the Bridge Street Corridor, this project would improve access to commercial areas, government services, recreation areas, and nearby towns.

- Regional and/or local economic development?

Bridge Street is the main commercial corridor of the town. Multi-modal upgrades to Bridge Street would increase the visibility of businesses and improve safe access to downtown services and businesses for all users.

- Multimodal travel options, connections, and/or reduce travel delays for people and goods?

The study would provide options for improving traffic flow along the Bridge Street corridor and methods for sustaining a multi-modal corridor to ensure the safety and general welfare for all users.

- Increase the livability of local communities?

The study would provide implementation tools to enhance the safety of pedestrian and bike routes; and improve safe routes—including ADA standards—to and from town services and the town park, a local church and private school, and numerous businesses. A better corridor would improve the livability of the higher-density area by better ensuring that the needs of all users of the Town’s transportation system are considered.

- Complement other local/regional activities or initiatives?

The upgrading of Bridge Street would complement the activities and initiatives of RiseVT, Local Motion, Vermont Mountain Bike Association (VMBA), Richmond Trails Committee, Western

Slopes of the Northern Green Mountains, and Community Senior Center.

**d. For other planning projects, please describe how the project benefits the local community.**

**e. Consider the public engagement needs of your project:**

(see the CCRPC's 2014 Public Participation Plan for resources: <http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)

- Are there traditionally underserved populations in the project study area and will this project require more than routine public engagement to reach these populations?

No

- How will this project help to achieve greater equity?

When implemented, this project will help eliminate barriers in terms of mobility improvements regardless of age, ability, or modal preference for those in the village, enabling more people to participate and work in the Richmond community.

- How are disparities for disadvantaged communities improved through this project?

Enhancements to the Bridge Street Corridor would improve access for all persons to pursue social and economic opportunities without relying so highly on a vehicle.

- How will you evaluate the success of your public engagement efforts?

The Town will actively encourage public stakeholders to participate and share ideas; obtain a variety of input from the public; and meet with business and property owners in the corridor and with various interest groups. The final report will reflect these findings.

**f. How does the project demonstrate a cost-effective solution to a potential or recognized problem?**

This project will yield the much-needed updates and careful analysis to enhance traffic circulation along the Bridge Street corridor, bolster multi-modal connections, and improve traffic safety for all users. This project will consider the increases in density and intensity of uses during the past 10 years since the 2010 study

**g. How will this project be implemented after planning is complete?**

Once the study is complete, the Town—Town staff, the Transportation Committee, and the public—will evaluate the proposed designs and select a best path forward. In addition, the town will seek out additional funding opportunities to aid in implementing the project.

