

## **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:** Town of Richmond Bike/Ped Master Plan

**b. Project Location** (name of roadway, intersection, geographic area, etc.):

*Attach map if needed*

This project would be a town-wide project. Phase 1 would be focused on the northern half of the town (areas north of the Winooski River). See enclosed map.

**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.*

Richmond seeks to create a master plan to guide the establishment of a full-fledged Complete Streets network. Project goals include identifying existing connections that can be incorporated into the future network, analyzing Town roads to determine their respective potential to be upgraded to accommodate multimodal traffic, and drafting conceptual designs for the adaptation of roads.

This project is the first step of a two-year project. The first phase focuses on the northern half of the Town. The Master Plan for the southern half of the Town is slated to occur in 2022.

**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. Meetings and Public Outreach – to get input on gaps in existing connections and suggestions for town wide network	Sept - Oct 2020	
4.. Research, analyze, and design master plan	Nov 2020 -Jan 2021	
5. Get public input on draft master plan	Feb-Mar 2021	
6. Develop master plan report, with phasing	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.

In this phase, a Master Plan of the northern half of Town, and a technical report are the deliverables.

**f. Other Project Participants** (e.g., other municipalities, agencies, non-profits, consultants, community groups): CCRPC, Richmond Transportation Committee, Richmond Trails 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 Bike/Ped Master Plan proposal aligns with the following actions from 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, and protection of our rural planning area, through plan and bylaw assistance, participation in the Act 250 Next 50 Years Committee, brownfields assessments, etc.”
- “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., improving transit”

Furthermore, Richmond’s Bike/Ped Master Plan builds on the 2017 Chittenden County Active Transportation Plan. The scope of the Bike/Ped Master Plan includes VT 117, Route 2, and Bridge Street—all of which the Active Transportation Plan identified as high priority routes.

**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?**

Please describe.

The Transportation section of the 2018 Town Plan states this goal: “Maintain a ‘Complete Streets’ policy that encourages multi-modal transportation options such as walking and biking in addition to vehicle traffic.” With this goal is this specific action item: “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.”

This project will implement the Town Plan action steps by: 1) developing a map identifying roadways that should be adapted to fit Complete Streets standards; and, 2) provide the needed technical and design information for a network master plan.

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

- The safe, efficient operation of the transportation system?

This project will further the Town’s goals of creating a multi-modal network. Such a network would improve the flow of traffic for all users, while improving the safety of utilizing the Town’s roads.

- Regional and/or local economic development?

Improving multimodal access would stimulate more economic activity to the commercial corridors in Town, including Bridge Street, Route 2, and portions of Huntington Road, by making services and businesses more accessible to pedestrians and bicyclists.

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

This project will support the Town’s goals of improving multimodal travel options and connections. Likewise, fostering a town-wide multimodal network would reduce travel delays for pedestrian and bicycle users.

- Increase the livability of local communities?

This project would improve the safety of all Town roads for pedestrians and bicyclists of all ages, while improving the accessibility within the town.

- Complement other local/regional activities or initiatives?

This project would complement the goals of Richmond Trails Committee, Local Motion, and Vermont Mountain Bike Association (VMBA) as our transportation project would promote bicycle accessibility. This project would also complement the RiseVT initiative of promoting public health.

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

Not applicable

**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?

The project will lead to reduced barriers in terms of mobility improvements for pedestrians and bicyclists, enabling more people to participate and work in the Richmond community.

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

Public engagement efforts will be central to this project because stakeholders and the public represent all corners of Richmond. By the time the master plan is completed, project organizers will have reached and heard from a wide variety of perspectives from residents, businesses, town officials, and various interest groups.

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

Public engagement will be at the core of the Bike/Ped Master Plan. 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. Upon completion of the entire project, the project may be amended into the Town Plan.

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

Due to the varying roadway widths, grades, pavement material, and traffic counts of Richmond's roads, the information provided in this project would be foundational towards converting existing town roads into Complete Streets. Currently, most town roads do not have sufficient widths or appropriate surface materials for safe use by pedestrians and bicyclists. With increases in traffic volumes on Richmond roads, the project will help the Town thoughtfully invest in road improvements to add those features.

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

The Town is considering adopting the completed master plan into the Town Plan. When finished, Richmond will develop implementation and funding plans to take action to improve our roads for all users.

# Phase 1 of Town of Richmond Bike/Ped Master Plan



*Map 1: Town of Richmond with focus area of Phase 1 in red*



*Map 2: Focus area of Phase 1*