



## **PROJECT APPLICATION FORM**

### **FY2018 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. There are separate forms to request transportation counts and infrastructure inventories – please submit one form per request. Deadline for receipt of completed submissions is 4:30 p.m., Friday, January 20, 2017. 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): [Dean Bloch, Town Administrator, on behalf of the Selectboard Municipality/Agency/Organization: Town of Charlotte](#)  
**Telephone:** [425-3071 ext. 5](#)  
**Email:** [dean@townofcharlotte.com](mailto:dean@townofcharlotte.com)

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

**a. Project Title:** [Improving Roadway Safety for Pedestrians, Bicyclers and Motorists](#)

**b. Project Location** (name of roadway, intersection, geographic area, etc.): [Spear Street and Mount Philo Road are the highest priorities; Greenbush Road and Hinesburg Road are also problematic and should be included if funding allows.](#)

*Attach map if needed*

**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 intent of the project is to identify methods to improve safety for pedestrians, bicyclers and motorists who use the four roads identified above, which tend to be high traffic and high speed roads, particularly during commuting times. Also, Mount Philo State Park does not have sufficient parking during high-use times; as a result, some park users park on the edge of Mount Philo Road, which creates additional safety problems.](#)

[Considering much of the traffic on these roads \(including motorists and bicyclers\) is generated from people who are don't live in Charlotte, many of whom are traveling to employment at businesses located outside of Charlotte, and also considering that Mount Philo State Park as well as the roads themselves are regional recreational facilities, we believe this should be considered a regional project, and that no match should be required](#)

[It is intended that this project be accomplished in one year; if additional time is needed to](#)

address all four roads identified in 2.b. above, that would be acceptable. Implementation of the resulting recommendations will likely take additional time and resources.

**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. Add more rows if needed.

<b>Task</b>	<b>Month/Year</b>	<b>Task Budget (if known)</b>
<b>Collect data and anecdotal information regarding safety concerns, including holding one or more public meetings</b>	<b>July 1— October, 31, 2017</b>	
<b>Evaluate data and anecdotal information, and develop options for addressing concerns</b>	<b>Complete by December 31, 2017</b>	
<b>Evaluate options, including holding one or more public meetings</b>	<b>Complete by March 31, 2018</b>	
<b>Identify preferred option(s) and means of implementation</b>	<b>Complete by April 30, 2018</b>	
<b>Hold public meeting to present preferred option and proposed implementation</b>	<b>Complete by June 30, 2018</b>	

Is Request for CCRPC Staff Assistance Only? (Yes/No)	No
Requested UPWP Amount	\$ 40,000 (see Project Description above)
Non-Federal Cash Match	\$ 10,000 (see Project Description above)
Other Funding	\$
Total Project Cost	\$ 50,000

Requested amount is expected to be spent by June 30, 2018. 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.

The expected deliverable is a detailed description of one or more preferred options, with specific information regarding how the options can be implemented including specifications, cost, timing, regulatory requirements and any other information necessary for

implementation.

- 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.

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

**g. Project Match Requirement:**

Please refer to the FY18 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 projects – 20% non-federal cash match required.
- Non-transportation projects – 20% non-federal cash match required. For plan and bylaw development projects, contact CCRPC staff to develop a scope and budget. We encourage municipalities to seek [Municipal Planning Grants](#) for this type of work. An MPG can be used to provide the 20% (or more) match.
- X The CCRPC may waive the local match requirement for projects deemed to be regionally significant.

• **Major or Minor Technical Assistance**

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

• **Non-Municipal Partner Program Assistance**

- 20% match required.

**h. Public Meeting Requirement:**

All municipal applications, including match amounts, must be presented to and approved by the governing body at a warned public meeting by the end of March 2016. 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 20 deadline. Not applicable for “Minor Technical Assistance” projects identified in the Program Summary packet. Regional project requests will be addressed as part of the CCRPC’s public process.

**3. BENEFITS TO REGIONAL AND LOCAL PLANNING**

**a. Identify which of the 8 strategies from the ECOS Plan this project will address.**

(<http://www.ecosproject.com/sites/default/files/documents/Chapter%203.2%20High%20Priori>)

[ty%20Strategies,%20Actions%20&%20Partners 20131211 0.pdf\)](#)

The project addresses several of the strategies of the ECOS Plan; the one that is addressed the most clearly is **#5: *Increase Opportunity for Every Person In Our Community To Achieve Optimal Health and Personal Safety***. Allowing residents of the region to safely use roadways for bicycling and walking will clearly making progress towards achieving this strategy.

The project also addresses Strategy **#1: *Improve and Strengthen the Economic Systems of Our Region to Increase Opportunities for Vermont Employers and Employees***. Roads that are safer for bicycling and walking enhance the experience of visitors to the region, and they also make it easier for employees to commute to work via alternative modes of transportation.

The project also addresses Strategy **#8: *Ensure that the Projects and Actions in all ECOS Strategies Assess Equity Impacts and that the Design and Development of Programs are Inclusive of All and Engage Underrepresented Populations***. The project will assist residents who don't own cars or whose families don't have one car per person.

**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.**

Section 5.9.1 of the Town Plan includes the following policies:

7. The Town supports bicycle lanes on Route 7 (which is a State Highway) and other roadways in Charlotte as mapped by the CCMPO and the CCRPC.
8. Wide shoulders (for bicycles and pedestrians) will be incorporated in major improvements to Class 2 highways in the Town, and improvements to Class 3 highways shall also accommodate bicycles and pedestrians.

Section 5.9.2 of the Town Plan includes the following strategies:

5. The Town will improve pedestrian, bicycle and auto traffic safety throughout the Town, with specific attention in the West Village on Greenbush Road and Ferry Road. In the next year, accommodations for pedestrians will be made along Ferry Road between the Library and Greenbush Road.

This issue was also raised as a concern at Town Meeting, 2016, and the Selectboard was asked to look into how it may be addressed.

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

- The safe, efficient operation of the transportation system?  
Improved safety and efficiency of the identified roads is the very goal of this project.
- Regional and/or local economic development?  
Many visitors to the region and many residents of the region use the identified roads as recreational facilities; this serves as an economic development tool, in that these same people spend money on goods and services throughout the region. Mt. Philo State Park functions in a similar manner. The goal of the project is to make such activities safer, and therefore more attractive.
- Multimodal travel options, connections, and/or reduce travel delays for people and goods?

Some residents of the region and the town use these roads to bicycle and walk to work and to school. Improving the safety of such activities will increase the viability of these modes as travel options.

- Increase the livability of local communities?
- Complement other local/regional activities or initiatives?

The Town has worked on increasing safety via the High Risk Rural Road Program, as well as developing off-road trails.

**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?  
We are not aware that more than routine public engagement is warranted.
- How will this project help to achieve greater equity?  
Enhancing the ability of roadways to accommodate bicycles and walking will help lower income residents who may not own a motor vehicle, as well as single-car families.
- How are disparities for disadvantaged communities improved through this project?  
Please see answer above.
- How will you evaluate the success of your public engagement efforts?  
The success of the public engagement effort will be evaluated by a combination of the extent of the effort, the quantity of feedback, and the level of satisfaction with the resulting recommendations.

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

One of the goals of the project is to generate a list of cost-effective solutions to a recognized problem, i.e. the perception that the identified roads aren't safe for bicyclers and pedestrians.

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

We will need to see what options are generated before making an absolute commitment—but the hope is this project will develop improvements that can be implemented with a combination of regional and/or state assistance, as well as town funding and the use of other town resources.