



Memo

Date: January 30, 2020
To: Transportation, Energy, and Utilities Committee
From: Nicole Losch, PTP, Senior Planner
Subject: FY2021 Chittenden County Regional Planning Commission's Unified Planning Work Program

Recommendation

We respectfully request the Transportation, Energy, and Utilities Committee approve the following motion:

Support staff's recommended projects under the FY2021 Unified Planning Work Program (UPWP) and authorize each Department to pursue local match allocation within the FY2021 budget development.

Background

The UPWP is the Chittenden County Regional Planning Commission's (CCRPC) annual work program for planning activities. The UPWP is the mechanism to implement the regional strategies outlined in the ECOS Plan (www.ecosproject.com) and also helps the City implement local plans.

The majority of UPWP funding is Federal and is provided by the US Department of Transportation, Federal Highway Administration, and Federal Transit Administration. As such, most funding is available for projects with a transportation nexus, including transportation planning, land use planning, and stormwater planning. UPWP projects are conceptual in nature and funding is for planning assistance only, which excludes the cost of municipal employees, detailed design or engineering, right-of-way acquisition, construction, and capital implementation. Requests for assistance can be for projects or for technical assistance. The UPWP is concurrent with the City's fiscal year.

For FY2021, the CCRPC anticipates having \$800,000 available for project requests. Some of this funding will already be allocated to additional phases of current projects. UPWP projects generally require a 20% local cash match from a non-federal source. Regionally-significant projects usually do not require a cash match. Small transportation projects that can be completed by CCRPC staff usually do not require a cash match, but small non-transportation projects that exceed more than 12-hours of staff time are charged \$50 per hour.

To be considered for assistance, project applications must be submitted (and were submitted) by January 17, 2019. The City may submit more than one application but must prioritize all projects in case funding is limited. The CCRPC's UPWP Committee then determines the selected projects and the allocation of local, state, and federal funds which advance their planning programs. The UPWP development process includes input from the public, stakeholders, interest groups, and CCRPC member communities.

All applications and local match commitments must be presented to and approved by the local governing body. A public forum was held at the January 2020 Public Works Commission meeting to solicit public comments and confirm Commission support for these projects. The purpose of this meeting is to confirm support for these projects and authorize pursuit of the local match amounts through the annual budget process.

Additional information on the UPWP can be found on the CCRPC's website:
<https://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>

Project Candidates and Local Match Requirements

The City's UPWP projects are developed by the various departments engaged in community planning: Public Works; Parks, Recreation, and Waterfront; Planning and Zoning; Community and Economic Development; City Arts. In addition to the individual project requests, the City must prioritize all projects to assist the CCRPC as all requests may not be funded due to financial constraints.

Projects are still being considered by each Department and cost estimates are being developed with guidance from the CCRPC. At the time of this memo, the City is considering (listed in no order of priority):

PROJECT		DESCRIPTION	MATCH AMOUNT & SOURCE	PRIORITY
Continue FY2020 Projects	Winooski Avenue Transportation Study Phase 3: Parking Management Plan	The North Winooski Avenue Parking Management Plan is a recommendation of the Winooski Avenue Transportation Study and is anticipated to begin in FY2020.	\$8k DPW – Transportation	Very high
	Queen City Park Road and Bridge Scoping	With South Burlington, identify improvements for pedestrian safety along the roadway and bridge	n/a – Regional project	High
	Green Streets Opportunity Map	Continue the work of the Stormwater Integrated Planning effort. Overlay soils maps, potential transportation projects, and street characteristics to identify opportunities for stormwater treatments and improvements.	\$10.6k DPW – Stormwater	High

	Colchester Avenue Protected Bike Lanes and East Avenue Intersection Scoping	As recommended in the 2011 Colchester Avenue Corridor Study and the 2017 planBTV Walk Bike, identify options to improve the intersection of Colchester Ave / East Ave and improve the bicycling facilities on Colchester Avenue.	\$5k DPW – Transportation	Medium (due to staff capacity with other projects)
Technical Assistance	Winooski Avenue Signal Timing Review	Peer review new signal timing plans for Winooski Avenue between Pearl Street and Main Street.	n/a	High
	Shelburne Street Roundabout Performance Measures	Develop the performance metrics that will be used to evaluate the single-lane roundabout after it is constructed.	n/a	High
New Project	School Travel Plans	Work with the Burlington School District, parents, and staff to evaluate and recommend improvements for school travel patterns and traffic safety for all BSD schools.	\$8k DPW and BSD	High
	Burlington 2030 District Property Transportation Plans	Set benchmarks to improve transportation-related emissions through the development of ten Property Transportation Plans for BTV 2030 commercial properties that have already responded to a transportation survey.	\$4k over 2 years BED	Medium
Counts & Inventories	Pavement inspections	1/3 of system – recurring annual request	n/a	High
	Traffic counts and ped/bike counts	Various locations determined by DPW to measure traffic calming impacts, identify baseline data for future projects, and/or establish baseline data	n/a	High