



OFFICE OF THE CLERK/TREASURER

City of Burlington
City Hall, Room 20
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Memo

Date: February 13, 2023

To: Transportation, Energy, and Utilities Committee

From: Nicole Losch, Grants Director

CC: Dayton Crites, DPW; Sophie Sauvé, BPRW; Gillian Nanton, CEDO; Jennifer Green, BED; Jenna Antonino DiMare, Burlington 2030 District

Subject: FY2024 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 FY2024 Unified Planning Work Program (UPWP) and authorize each Department to pursue local match allocation within the FY2024 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 helps the City advance local planning activities. The UPWP is concurrent with the City's fiscal year.

The majority of UPWP funding is through the US Department of Transportation. As a result, most funding is available for projects with a strong transportation nexus. UPWP funding is for planning only and excludes construction, detailed design or engineering, the cost of municipal employees, or right-of-way acquisition.

For FY2024, the CCRPC anticipates having \$1,000,000 or more available for project requests. Some of this funding will already be allocated to additional phases of current projects. UPWP projects require up to a 20% local cash match from a non-federal source. The CCRPC's UPWP Committee reviews all applications and determines the selected projects and the allocation of local, state, and federal funds that advance their planning programs. This selection process includes input from the public, stakeholders, interest groups, and CCRPC member communities.

UPWP applications have community need and public meeting requirements. While applications were due (and were submitted) by January 20, 2023, all applications and local match amounts must be presented to and approved by a local governing body by the end of March 2023. 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

Departments engaged in community planning develop the City’s UPWP requests: Public Works; Parks, Recreation, and Waterfront; Planning and Zoning; Community and Economic Development; City Arts; and Burlington Electric. The City may submit more than one application but must prioritize all projects in case funding is limited. The city’s Chief Administrative Officer and relevant Department Heads establish priorities.

The FY2024 UPWP requests and match amounts are listed in order of priority:

PROJECT	DESCRIPTION	LOCAL MATCH	PROJECT MANAGER	
Continue FY2023 Projects	Battery Street Scoping & Corridor Study	Evaluate options to improve transportation for all along Battery Street.	Carryforward	Dayton Crites, Senior Transportation Planner, DPW, dcrites@burlingtonvt.gov
	HULA Housing Scoping	Public-private partnership to identify constraints and solutions for HULA employee housing.	Carryforward	Samantha Dunn, Assistant Director of Community Works, CEDO, 802-829-6385, sdunn@burlingtonvt.gov
	New North End Planning	Moved from FY23 to FY24 to accommodate HULA Scoping	\$40k over 2 years – Office of Planning	Meagan Tuttle, Director, City Planning, 802-865-7193, mtuttle@burlingtonvt.gov
	Traffic Impact Fee Study	Finalize ongoing Traffic Impact Fee Study	Should be complete in FY23	Meagan Tuttle, Director, City Planning, 802-865-7193, mtuttle@burlingtonvt.gov
	Vision Zero	Scope of Work being revised based on USDOT feedback from Safe Streets & Roads for All grant application	Carryforward	Dayton Crites, Senior Transportation Planner, DPW, dcrites@burlingtonvt.gov

Technical Assistance	Coordinated short-term bicycle & pedestrian counts workplan	Develop recommendations for Burlington and the CCRPC to conduct annual counts that can inform mode share changes over time	n/a	Dayton Crites, Senior Transportation Planner, DPW, dcrites@burlingtonvt.gov
	Traffic Modeling of Shelburne Street	Update traffic modeling of Shelburne Street to inform a future corridor study	n/a	Dayton Crites, Senior Transportation Planner, DPW, dcrites@burlingtonvt.gov
Counts & Inventories	Pavement inspections	1/ of the system – recurring annual request	n/a	Dayton Crites, Senior Transportation Planner, DPW, dcrites@burlingtonvt.gov
	Traffic counts	Various locations	n/a	Dayton Crites, Senior Transportation Planner, DPW, dcrites@burlingtonvt.gov
New Projects	Northern Waterfront Sidewalk Scoping	Refresh the 2009 Waterfront North Access Scoping	\$6,000 – CEDO	Samantha Dunn, Assistant Director of Community Works, CEDO, 802-829-6385, sdunn@burlingtonvt.gov
	New North End Sidewalk Scoping	Cottage Grove, Green Acres Drive, and Stanbury Rd	\$10,000 – DPW	Dayton Crites, Senior Transportation Planner, DPW, dcrites@burlingtonvt.gov
	Universal Access to and within Parks	ADA compliance and improved park access	\$10,000 – BPRW	Sophie Sauvé, Parks Comprehensive Planner, BPRW, 802-865-7248, ssauve@burlingtonvt.gov
	127 Shared Use Path Study	Scoping and feasibility for improved safety and commuting access	\$30,000 - BPRW	Sophie Sauvé, Parks Comprehensive Planner, BPRW, 802-865-7248, ssauve@burlingtonvt.gov
	Burlington 2030 District Property Transportation Plan	Develop recommendations to reduce transportation emissions and VMT in commercial and affordable multi-unit housing sectors	\$2700 over 2 years – BED	Jennifer Green, Director of Sustainability and Workforce Development; Jenna Antonino DiMare, jgreen@burlingtonelectric.com ; jenna.antonino.dimare@2030districts.org
	Transportation Workforce Development	Identify the skills needed and partner agencies for quality employment in the transportation sector	\$30,000 – CEDO	Gillian Nanton, Assistant Director, CEDO, 802-865-7179, gnanton@burlingtonvt.gov

	Shelburne St / Home Ave Intersection Scoping	With South Burlington, identify options to improve safety and access	n/a – Regional project	Dayton Crites, Senior Transportation Planner, DPW, dcrites@burlingtonvt.gov
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For questions about any UPWP project, please contact the Project Manager. For general questions about the UPWP and the application process, please contact Nicole Losch, Grants Director, nlosch@burlingtonvt.gov or 802-391-6809.