

TO: Lee Krohn, Christine Forde
FROM: R. Chamberlin, PE
DATE: December 10, 2015
PROJECT: Chamberlin Neighborhood Study
SUBJECT: Revised Scope of Work, Chamberlin Neighborhood Study

We have prepared a revised scope of work to advance the Chamberlin Neighborhood Study to completion given the evolving circumstances of the project area and the needs and interests of the various stakeholders.

The revised scope of work seeks to deliver a final product in June 2016, which is roughly coordinated with the final deliverables of the Burlington Airport's update of the FAA Part 150 Re-Use Plan. We all agree that close coordination with the airport's plan for the Re-Use land is essential, so our revised scope of work assumes a reasonable degree of coordination with the airport's Re-Use Plan consultant, CHA.



CHAMBERLIN NEIGHBORHOOD-AIRPORT PROJECT COMMITTEE (CNAPC)

Our revised scope of work engages the CNAPC on an ongoing basis, with our assumption being 2 meetings per month, from January to May, and one final meeting in June. We assume that the CNAPC will continue to meet thereafter, albeit without consultant services. Indeed, we see establishing some type of ongoing institutional relationship between the neighborhood and the airport as a key objective of this project. From our vantage point, the CNAPC is the perfect vehicle for this ongoing relationship.

We recommend that each CNAPC meeting begin with two standing agenda items:

- 1) General City of South Burlington updates regarding airport and neighborhood issues--this update can be delivered verbally by South Burlington planning staff and could include information from City Council meetings, City/School Master Plan, or other similar updates.
- 2) Update on the FAA Part 150 Re-Use Plan--this would update the CNAPC on the status of the Re-Use plan and any issues or challenges for which CNAPC input would be solicited. We believe that the Re-Use Plan consultants, CHA, could update the CNAPC via email for each meeting. However, to achieve a more ideal level of



coordination, we strongly suggest that CHA present at a minimum of two CNAPC meetings. Our revised schedule reflects this level of coordination.

The table below, which is integrated with our proposed schedule of deliverables, is a suggested CNAPC meeting schedule, with key topics, desired decision from the CNAPC, and proposed integration with the CHA investigation for the Re-Use Land.

Suggested CNAPC Meeting Schedule

		FAA Part 150 Re-Use Plan		
	Topic	Consultant	Decision	Presentation/Discussion
January Meeting 1	Presentation of CNAPC Schedule		Final Project Schedule and Deliverables	email update
January Meeting 2	Transportation Vision and Concepts	RSG	Concepts to Advance	email update
February Meeting 1	Civic Enhancements, Vision and Concepts	CSS, RSG	Concepts to Advance	in-person meeting
February Meeting 2	Transportation Concepts: What, Where, Who, How Much?	RSG	Refinement of Transportation Improvement Concepts	email update
March Meeting 1	Neighborhood Land Use, Institutional Arrangements	RSG, Birchline	Concepts to Advance	email update
March Meeting 2	Civic Enhancement Concepts: What, Where, Who, How Much?	CSS	Refinement of Civic Enhancement Concepts	email update
April Meeting 1	Presentation of Draft Transportation and Civic Enhancement Plan	RSG	Endorsement of Transportation/Civic Enhancement Plan	email update
April Meeting 2	Presentation of Draft Neighborhood Land Use, Institutional Arrangements Plan	RSG, Birchline	Endorsement of Transportation/Civic Enhancement Plan	email update
May Meeting 1	Presentation/Discussion of Re-Use Plan Direction	CHA		in-person meeting
May Meeting 2	Presentation of Draft Neighborhood Plan	RSG	Discussion/Reaction of CNAPC to Neighborhood Improvement Plan	email update

DEVELOP FUTURE IMPROVEMENT/ENHANCEMENT CONCEPTS

Based on the work done to date by the CCRPC, City of South Burlington, and the CNAPC, there are 4 major topics that this project should address for completion -- transportation



improvements, civic enhancements, coordination on the Re-Use Land, and neighborhood land use/institutional arrangements.

Our proposed approach is acknowledging that the project, as originally conceived, is not suitable given how issues have evolved. Largely, our proposal for completing the project combines what were discrete tasks in our original scope of work into a set of integrated tasks that address future scenarios and strategies within the four key topic areas. The topics are, of course, closely related, and, ideally, would be developed simultaneously to integrate concepts.

- 1) **Transportation improvements** - We will use the work of the CNAPC as a starting point, identifying short-term, medium-term, and long-term improvements.

Improvement concepts include:

- Streetscape alternatives, including “Slow Streets”, traffic calming, and “Suggestion Streets”;
- planting strips and transit shelters;
- improvement concepts for Airport Parkway;
- new sidewalks and crosswalks, including connections to Jaycee Park and to Williston Road businesses;
- non-motorized pathway connections to regional multi-use paths (e.g. VT 15);
- potential closure of streets within the Re-Use Land area;
- concepts for “swapping” of City rights-of-way within the Re-Use land with the Airport.

- 2) **Civic enhancements** - As with the Transportation Improvements we will use the work of the CNAPC as a starting point, identifying short-term, medium-term, and long-term improvements. Improvement concepts include:

- Options for Chamberlin School should it be closed for consolidation;
- Enhancement concepts:
 - o Street lighting;
 - o Trees, landscaping, gardens;
 - o Public art;
 - o Creating/maintaining vistas;
- Open space and community facility alternatives. Some of these alternatives will coordinate with the transportation concepts, such as new paths to create improved connections throughout the neighborhood;
- Enhancements related to transportation concepts;
- Enhancements related to Re-Use Land concepts.

For each of these two topic areas, we are proposing a 3-meeting process:

Meeting 1: the consultant team will present concepts and vision to the CNAPC; the CNAPC will discuss and react, and provide direction to the consultant team on which concepts to advance.



Meeting 2: the consultant team will refine the concepts and address where they would occur in the neighborhood, who would be responsible for advancing the concept, how much would it cost, and a timeline. The CNAPC will direct the consultant team on their priorities for action/investment.

Meeting 3 (for transportation and civic improvements only): the consultant team will present a preliminary plan for advancing the concepts. In some cases, the plan might specify funding sources for early implementation; in other cases, the plan might describe additional studies necessary to further define the improvement concept.

- 3) **Neighborhood Land Use/Institutional Arrangements** - Several important improvement concepts for the neighborhood fall within the policy sphere or within the context of “institutional arrangements”. We believe that this topic is significant and warrants its own place on the CNAPC agenda. Key topics include zoning changes allowing for mixed-use development, integration of affordable housing, front porches, allowing for accessory residential uses. With regard to institutional arrangements, the key topic is establishing an ongoing mechanism for open communication and collaboration between the Airport and the neighborhood.

We believe that this issue can be developed over a two meeting schedule with the CNAPC.

- 4) **Coordination on Re-Use Land** - the plans for the Re-Use Land are critical to the CNAPC and to the Chamberlin Neighborhood generally. Ongoing coordination with CHA is critical for the success of the project. Further, the transportation and civic improvement concepts endorsed by the CNAPC should be done only with a firm understanding of the Airport’s direction for the Re-Use Land.

For this reason, we believe it is important that there be a standing agenda item for CHA to update the CNAPC on the most recent work they have completed. Our schedule is based on the assumption that the majority of these updates can be shared via an email to the CCRPC and CNAPC chair prior to each meeting. However, for greater coordination, we recommend that efforts be directed toward have CHA attend and present at a minimum of two CNAPC meetings.

There is some flexibility as to when these meetings can occur, to accommodate the travel schedule of CHA. However, it would be ideal for a first meeting to occur in February, which would be an opportunity for CHA to describe their work and to hear concerns from the CNAPC. The second meeting should be dedicated entirely to this issue, and ideally should occur in May 2016.

Certain aspects of the consultant team’s investigations overlap critically with the Re-Use Plan initiative. Specifically, consideration of street closures and concepts for swapping City street right-of-way with the Airport are two very important issues that



can only be fully addressed with airport participation, either directly or through the engagement of CHA.

Ideally, “completion” for each topic would include identifying improvements, enhancements or actions, with the following information:

- 1) Estimated costs;
- 2) Responsible party for advancing the improvements and enhancements;
- 3) Possible funding sources and timeline;
- 4) Next steps.

PUBLIC OUTREACH SESSIONS

The original project proposed a total of three public meetings. The first of these was held in May 2015, where the project was introduced, and neighborhood improvement concepts were solicited at breakout tables through facilitated discussions. Our revised scope contains only one additional public meeting where the endorsed concepts of the CNAPC will be presented for public comment. Our schedule shows this meeting occurring in April 2016.

At this meeting, the public will have an opportunity to comment on any elements of the plan. Public comment will be recorded and discussed at a subsequent CNAPC meeting. The CNAPC will address changes to the draft plan based on the public input.

PREPARE A DRAFT AND FINAL NEIGHBORHOOD PLAN

The RSG team will compile the background materials, analysis, public and stakeholder input, and preferred scenario components into a Draft and Final Neighborhood Plan. The Draft plan will incorporate modifications stemming from the public meeting, and will be circulated to the CNAPC for review and input. The RSG team will revise the report based on input from the CNAPC and provide a Final Neighborhood Plan in hard copy and electronic format.

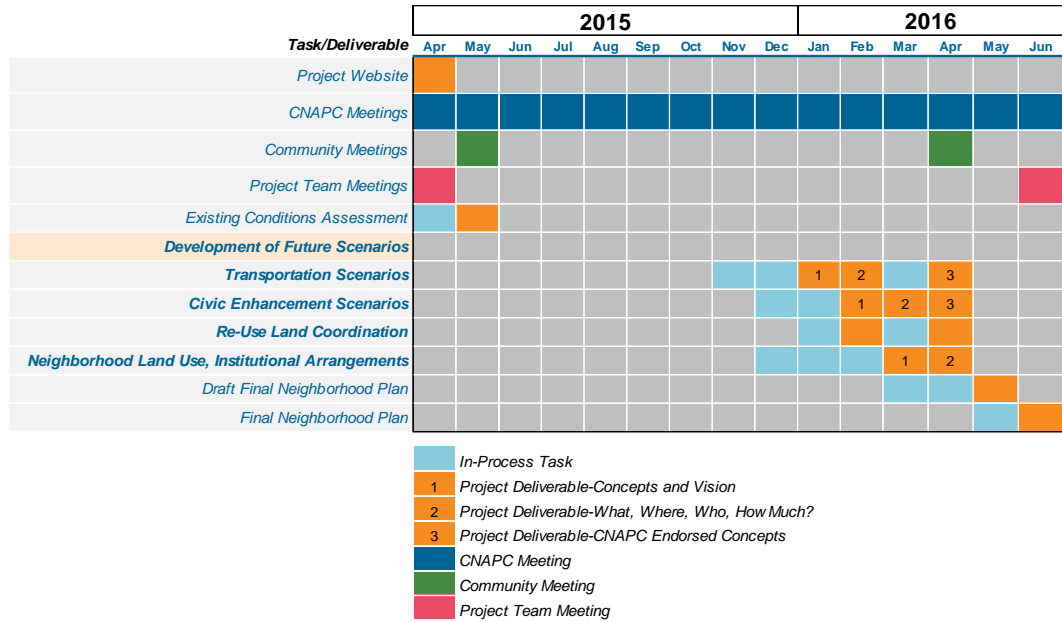
DELIVERABLES

- Draft Neighborhood Plan
- Final Neighborhood Plan

1.2 | PROJECT SCHEDULE

We understand the absolute importance of completing this work by June 30, 2016, which is the end of the CCRPC’s fiscal year. This gives the project team 6 months to complete the work, as outlined below.





1.3 | PROJECT BUDGET

The scope revision described in this memorandum presumes a shift from the prior direction outlined in the original scope of work. Based on the work we are scoping for January-June, 2016, we estimate a total of 552 labor hours, including significant time working with the CNAPC, as described.

Based on the remaining budgets for RSG and our subcontractors, CSS, and Birchline Planning we estimate the total additional project cost to be \$40,493.96

, which incorporates the remaining project budget from the original scope of work, as shown below:

	Labor	Expenses	Total	Remaining Project Budget	Additional Budget Request
RSG	\$48,253	\$750	\$49,003	\$10,933.50	\$38,069.14
Crosby Schlessinger Smallridge	\$24,431	\$800	\$25,231	\$24,906.49	\$324.83
Birchline Planning	\$4,500	\$200	\$4,700	\$2,600.13	\$2,099.99
					\$40,493.96

