

## **FY2017 ANNUAL REPORT**

### **Shelburne**

The Chittenden County Regional Planning Commission (CCRPC) is a political subdivision of the State created by the municipalities of Chittenden County in 1966 for the development of policies, plans and programs that address regional issues and opportunities in Chittenden County. Its vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region's livability. The CCRPC serves as the region's federally designated metropolitan planning organization (MPO) and is responsible to all citizens of the region to ensure the implementation of the best regional and transportation plan for Chittenden County. The CCRPC also provides technical and planning assistance to its member municipalities and the Vermont Agency of Transportation (VTrans).

The CCRPC is governed by a 29-member board consisting of one representative from each of the County's 19 municipalities; transportation representatives from VTrans, Green Mountain Transit (GMT), Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Burlington International Airport (BIA), and a rail industry representative; and, at-large members representing the interests of agriculture; environmental/conservation; business; and housing/socio-economic. The legislative body of each Chittenden County municipality selects its own representative and alternate. The full CCRPC selects the at-large representatives.

The CCRPC appreciates the continued opportunity to work with its municipal members to plan appropriately for the region's future to protect and improve the special quality of life that is shared throughout Chittenden County. In FY17, the CCRPC invested about \$5.1 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, public health, training, and technical assistance. The program leverages more than \$4.5 million in Federal and State investment with \$245,000 in municipal dues and another \$187,000 in local match for specific projects—**an 11:1 return on investment**. Shelburne's dues were \$18,361 in FY17 and \$18,756 in FY18.

Shelburne representatives to the CCRPC Board and other committees in FY17 were:

- CCRPC representative – John Zicconi
- CCRPC alternate – George Schiavone
- Transportation Advisory Committee (TAC) – Dean Pierce
- Planning Advisory Committee (PAC) – Dean Pierce
- Clean Water Advisory Committee (CWAC) – Chris Robinson
- MS4 Subcommittee – Chris Robinson
- All-Hazard Mitigation Plan Update Committee – Vacant

Specific activities the CCRPC is engaged in with Shelburne, as well as CCRPC's regional activities, are discussed in the following sections.

## SHELBURNE ACTIVITIES

In FY2017, the CCRPC provided direct assistance to Shelburne on the following projects and initiatives:

- **Initial Plan Review and Consultation** – CCRPC staff reviewed the Shelburne Town Plan in advance of its expiration, completed a consultation with Shelburne planning and zoning staff and provided clarity on new state requirements for municipal plans.
- **Route 7 and Falls Road Sidewalk Projects** – CCRPC staff served as the Local Project Manager at the request of the municipality. In this role staff provided overall project management, assisted with design/engineering and construction contractor solicitation and selection, served as a liaison among all parties, reviewed and commented on draft plans and documents, arranged and participated in project meetings, ensured all necessary permits were acquired and facilitated other project management duties. The construction of these sidewalk projects has been completed.
- **Infrastructure and Utility Easement Mapping** – This project is a continuation of a FY16 initiative that includes the mapping of stormwater infrastructure, easements and other municipal infrastructure. The goal of this project is to enhance the development of projects, improve the management of public works and support the advancement of a stormwater utility. Deliverables for this project are included in an interactive online map: <http://map.ccrpcvt.org/shelburneinfra/>.
- **Shelburne Bay Road Pedestrian Safety Study** – The CCRPC and the town of Shelburne initiated this feasibility study to analyze and evaluate alternatives for providing walking and bicycling facilities along Bay Road. Toole Design Group was the consultant for this study. The final report was completed in June: <http://studiesandreports.ccrpcvt.org/wp-content/uploads/2017/09/2017-07-31-Bay-Road-Bike-Ped-Mobility-Study-FINAL-REPORT.pdf>. The total budget for this project was \$50,000. In FY17, total consultant costs were approximately \$39,225.
- **Bay Road Underpass Pilot Project** – The purpose of this project was to assess pedestrian/vehicle conflicts and safety of all users at the Bay Road underpass. CCRPC staff worked with municipal staff, officials and the pedestrian and bike path committee to evaluate short-term improvement options and implement a pilot project to enhance safety at this underpass. CCRPC staff presented options and pilot results to the Shelburne Selectboard and the public.
- **Southern Gateway Scoping Study** – CCRPC staff collaborated with the town, VTrans and DuBois & King to evaluate pedestrian patterns, identify problems and pursue practical solutions to improve pedestrian safety and mobility along Shelburne's Southern Gateway. The CCRPC assisted with stakeholder outreach, participated in planned charrettes, reviewed alternatives, worked with the advisory committee to develop a draft report, and participated in the alternatives presentation to the Shelburne Selectboard. The final report will be finalized in FY18. The total FY16-FY17 budget for this project was \$40,522. In FY17, total consultant costs were approximately \$15,749.
- **Form Based Code** – The CCRPC continues to assist the town with form-based zoning. Staff collaborated with municipal officials and the Planning Commission to issue an RFP, hire PlaceSense as the project consultant, develop a scope of work, facilitate a public outreach

workshop and review updated drafts of the proposed zoning code.

- **Grants-in-Aid Program** – CCRPC staff coordinated with the state, Northwest RPC and other RPCs to initiate the Grants-in-Aid Program. This included sending out the announcement of the program, inviting municipalities to participate in the program, providing information related to hydrologically connected segments and responding to additional questions from interested municipalities.
- **FEMA Pre-Disaster Mitigation** – CCRPC staff worked with municipal staff to prepare the required update to Shelburne’s All-Hazard Mitigation Plan and submit it to the Vermont Dept. of Emergency Management and Homeland Security for review and for final approval by FEMA.
- **Emergency Management – LEOP:** Staff offered assistance with the annual local emergency operations plan (LEOP) to ensure the municipality is prepared in the event of a disaster.
- **Stormwater Planning** – Provided support to Shelburne by managing the **Chittenden County Stream Team** (<http://www.ccstreamteam.org/>) and **Chittenden County Regional Stormwater Education Program** (<http://www.smartwaterways.org>) to facilitate multi-municipal cooperation to comply with ANR MS-4 stormwater permit requirements for public education and involvement. In April 2017, these two efforts were merged under a single identity, **Rethink Runoff** (<http://rethinkrunoff.org/>).
- **Geographic Information Systems** – CCRPC staff printed a large map of the Falls/Marsett Road intersection for a public meeting, provided Shelburne Rescue with an updated roadway map, developed a map of the town’s housing stock for the Shelburne Housing Subcommittee, updated Shelburne parcel data to meet the new Vermont standards and fulfilled various GIS data requests.
- **VTrans Better Roads Program & Municipal Roads General Permit** – The CCRPC applied for Category A funds through VTrans’ Better Roads Program to conduct municipal road erosion inventories for Shelburne, in preparation of the state’s Municipal Roads General Permit (MRGP). CCRPC interns and staff conducted the inventories in the summer of 2017 and prioritized the sites based on established criteria and in close consultation with the town.
- **Traffic Counts** – The CCRPC conducted six roadway (AADT) counts, one turning movement count and two stop sign delay counts in support of Shelburne’s transportation projects and studies (<http://vtrans.ms2soft.com/>).
- **Technical Assistance** – CCRPC staff provided a variety of technical assistance to the town, including:
  - helped plan and host the Way to Go! awards ceremony in December 2016 at the Shelburne Community School, which won a solar tracker from AllEarth Renewables;
  - collected sight distance data and submitted a series of crosswalk recommendations for Falls Road;
  - provided support related to an update to the Shelburne PAVER database;
  - assisted with a request to reclassify Bishop Road from a Class 2 to a Class 3 roadway;
  - drafted a letter of support for a VTrans Bike/Ped Program grant application;
  - participated in a Shelburne stormwater summit.

## Shelburne Projects in the Transportation Improvement Program (TIP)

The TIP (<http://www.ccrpcvt.org/our-work/our-plans/transportation-improvement-program/>) is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal transportation funds, each transportation project, program or operation must be authorized through the TIP. Shelburne projects included in the TIP are listed below. These projects are also identified in the FY2018 Vermont Agency of Transportation Capital Program for design or construction.

- **US7/Harbor Rd/Falls Rd** – \$1.54 million for intersection upgrades. Illustrative project pending availability of funds.
- **Village Sidewalk and Crosswalks** – \$172,971 project funded with a \$150,000 VTrans Bike/Ped award to construct sidewalk on Route 7 from Town offices to Shelburne Museum covered bridge. Sidewalk to be completed in 2017.
- **Nesti/VELCO Gravel Wetlands** – \$360,000 project to construct a gravel wetland stormwater treatment system to treat runoff from Shelburne Bay partially funded by a 2016 TA award of \$87,000. Construction scheduled for FY2019.

## REGIONAL ACTIVITIES

- **Legislative Forum** – Hosted the 2016 Legislative Breakfast in December as a forum for a short, focused conversation with local legislators and municipal representatives on key issues and high interest topics important to area municipalities for the 2017-2018 legislative session, including: housing, water quality, and municipal shared services. (<http://www.ccrpcvt.org/about-us/commission/policies-positions/>)
- **ECOS Plan and Annual Report** – Updates to the energy, transportation and economic development sections of the 2018 ECOS Plan update got started. The [2016 Annual Report](#) is a summary that highlights regional accomplishments, trends, and high priority actions. The ECOS Plan is the combined Regional Plan, Metropolitan Transportation Plan, and Comprehensive Economic Development Strategy for Chittenden County. The ECOS Scorecard is our online platform that hosts the ECOS Partners' shared measurement system that monitors how Chittenden County is doing with regard to achieving our shared ECOS goals. (<https://app.resultsscorecard.com/Scorecard/Embed/8502>)
- **Population, Housing, & Employment Forecasts** – To prepare for the 2018 update of the ECOS Plan, the CCRPC updated the county's population, housing, and employment projections. These projections to 2050 will serve as inputs to the Energy Plan and to the Travel Demand Model, which will be used in updating the Metropolitan Transportation Plan. (<http://www.ccrpcvt.org/our-work/our-plans/ecos-regional-plan/>)
- **Regional Dispatch Implementation Study** – The CCRPC is supporting Burlington, Colchester, Essex, Milton, Shelburne, South Burlington, Williston and Winooski, in developing a plan for a consolidated regional dispatch environment for law enforcement, fire and rescue resources. <http://www.ccrpcvt.org/our-work/emergency-management/regional-dispatch/>

- **Emergency Management** – CCRPC, with Local Emergency Planning Committee 1 (LEPC 1 <http://www.ccrpcvt.org/about-us/committees/local-emergency-planning-committee/>), served as a key conduit between the City and the State in sharing damage assessment information after disasters, helped with emergency preparedness for hazardous materials incidents, hosted workshops on a wide array of emergency preparedness topics, and facilitated Incident Command System training.
- **All-Hazards Mitigation Plan** – CCRPC staff, in consultation with municipal staff, prepared the 2017 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan which was formally approved by FEMA in March 2017. CCRPC staff also prepared individual Hazard Mitigation Plans for each municipality as mentioned above. The Hazard Mitigation Plan Committee, with CCRPC staff support, developed comprehensive countywide mitigation strategies. (<http://www.ccrpcvt.org/our-work/emergency-management/hazard-mitigation-plan/>)
- **Transportation Demand Management** – The CCRPC, along with regional and state partners, continued hosting **Go! Chittenden County**, a one-stop-shop for information and advice about our region’s transportation resources ([www.gochittendencounty.org](http://www.gochittendencounty.org)). The CCRPC continues promoting the annual **Way to Go! Challenge** ([www.waytogovt.org](http://www.waytogovt.org)) to encourage sustainable transportation (non-single occupant vehicle travel) and demonstrate the environmental and financial benefits. The CCRPC also launched the **Travel Smarter** ([www.TravelSmarterVT.org](http://www.TravelSmarterVT.org)) platform and campaign, a trip planner that provides a side-by-side comparison of the time, costs, distance, and calories associated with driving, biking, walking, and taking the bus, which is now a statewide program of VTrans.
- **Regional Active Transportation Plan** – The CCRPC approved the Regional Pedestrian-Bicycle Plan to identify and make recommendations for a comprehensive, connected, accessible and safe regional network for walking and biking. (<http://www.ccrpcvt.org/our-work/our-plans/regional-bikeped-plan/>)
- **Functional Classification Updates** – The CCRPC conducted a comprehensive review of the Chittenden County functional classification system to ensure that all roadways in the county are properly classified according to Federal Highway Administration (FHWA) guidelines. Feedback was solicited from each Chittenden County municipality and updates were made based on the input received. On March 22, the CCRPC Board took action to request that the Vermont Agency of Transportation (VTrans) petition FHWA to reclassify 64 roadways in Chittenden County. All functional classification changes were approved by FHWA in September. The roadway classification changes have been added to an interactive online map. (<http://map.ccrpcvt.org/functionalclass/>).
- **Regional Energy Plan Project** – The CCRPC is developing a focused Regional Energy Plan to advance the State’s Comprehensive Energy Plan’s climate and energy goals while also being consistent with municipal and regional land use plans. The CCRPC also developed Municipal Energy Data Guides for each municipality to support local planning and to assist municipalities with understanding their role in meeting their State’s energy goals. (<http://www.ccrpcvt.org/our-work/our-plans/regional-energy-plan/>)
- **Diversity & Equity** – The CCRPC continues to use the **2014 Public Participation Plan (PPP)** to guide our focus on diversity and equity in all projects. We hosted a Public Participation/Title VI workshop in July 2016 for municipal and consultant staff to help everyone understand our role

and responsibilities for public involvement. (<http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)

- **Regional Technical Assistance** – Includes transportation technical assistance, GIS mapping, model municipal plans, bylaw and ordinance revisions, Act 250 application reviews, grant administration, build-out analyses, orthoimagery acquisition, and improving the VT Online Bridge and Culvert Inventory Tool (<http://www.vtculverts.org/>).
- **Education & Training** – The CCRPC participated in and hosted the following trainings: Town Plans, Economic Development, Energy Building Codes, two on Energy Planning, and a DRB Summit. We continued hosting meetings and online webinars open to municipalities and regional partners covering topics such as: Advancing the Intersection of Health, Equity, and Transportation; Guide to Running a Bike Share; VOBCIT/VTCulverts; and the entire 12-webinar series from the Association of Pedestrian and Bicycling Professionals.
- **Byway** – Four bicyclist “rest stops” (consisting of a large picnic table with a roof accompanied by an information kiosk) constructed along the Byway, two in the Islands and one each in Colchester (at Airport Park) and Shelburne (at Shelburne Vineyard). Developed the Lake Champlain Byway online resource sites map - <http://map.ccrpcvt.org/lcbyway/>. Relunched the Byway’s website, [www.lakechamplainbyway.com](http://www.lakechamplainbyway.com) and launched a cell phone audio tour available for listening by phone and on the web at [www.lcbyway.oncell.com](http://www.lcbyway.oncell.com)
- **Neighbor Rides** – Since Spring 2013, CCRPC has been investing in Neighbor Rides to integrate volunteer drivers into human services transportation to increase access to transportation for seniors and persons with disabilities by offering a lower-cost mode of transport. (<http://www.unitedwaynwvt.org/Neighbor-Rides>)
- **Opioid Alliance** – The CCRPC was asked to serve as the backbone for the Chittenden County Opioid Alliance and hired a Program Director and Data Manager. The Opioid Alliance is a unique commitment from state, local government, and non-profit leaders to put forth a comprehensive mutually reinforcing approach to reducing opioid abuse and the ancillary burdens they bring to our community. (<http://www.ecosproject.com/chittenden-county-opioid-alliance>)
- **Building Homes Together** – The CCRPC, Champlain Housing Trust, and Housing Vermont continue to lead a coordinated campaign to strengthen Chittenden County communities by building 3,500 homes by 2021 for people of all incomes, including 700 affordable homes. (<http://www.ecosproject.com/building-homes-together>)
- **Clean Water** – The CCRPC has assisted in development of the Lamoille Tactical Basin Plan, and has begun assisting on the Winooski Tactical Basin Plan; and have participated in numerous committees and conversations to help address new permitting requirements and funding regarding the Vermont Lake Champlain TMDL Plan and implementation grants and programs.

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For further information about the CCRPC please visit <http://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker, [cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org), 802-846-4490 ext \*23.