



To: Paul Conner, City of South Burlington  
Ann Janda, CCRPC  
Melanie Needle, CCRPC

Date: November 4, 2022

Memorandum

Project #: 85703.21

From: Donny Goris-Kolb, AICP, LEED AP O+M

Re: South Burlington Climate Action Plan – Implementation Plan for  
Transportation/Land Use; Scope of Work

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The City of South Burlington, Vermont is embarking on an important initiative to develop a Climate Action Implementation Plan that will lay the groundwork for future policy and action within the City to lower community-based carbon emissions. The City's principal Climate Action Plan was approved by the City Council on October 3, 2022. A key component of that principal Plan focuses on transportation and land use. With a deep understanding of local context and lessons learned delivering similar plans throughout New England and across our footprint, VHB is excited to share our scope of services with you to move this project forward.

The following sections highlight our scope of work for your consideration.

## Scope of Work

### Task 1.0 – Project Meetings

#### 1.1 Project Kick-Off

A virtual project kick off will be held with the City of South Burlington, Chittenden County Regional Planning Commission (CCRPC), and VHB staff to affirm the proposed project scope and schedule. Discussion regarding existing documents that are related to this effort, any additional informational needs, and scheduling of Transportation Implementation Plan Advisory Group meetings will be included on the agenda. VHB will be responsible for coordinating the development of meeting materials, including digital agendas and meeting notes, and will schedule/host the meeting via Microsoft Teams.

#### 1.2 Transportation Implementation Plan Advisory Group Meetings

The City of South Burlington will convene a Transportation Implementation Plan Advisory Group, which is expected to include the City's partners that have a stake in the transportation sector, as defined by the City of South Burlington. It is assumed that the Advisory Group will serve as project advisors, providing input on existing initiatives, lessons learned, and other feedback concerning the implementation considerations of identified actions.

It is anticipated that the City will convene the Transportation Implementation Plan Advisory Group a total of four (4) times as a collective; all meetings are assumed to be virtual. VHB will be responsible for coordinating the development of digital meeting materials including agendas, Microsoft PowerPoint slide decks, and meeting notes, and will schedule/host the meetings via Microsoft Teams. It is assumed that the City will be responsible for coordinating preliminary outreach and sending initial invitations to Transportation Implementation Plan Advisory Group members.

### 1.3 Project Coordination Meetings

VHB will meet with the City of South Burlington and CCRPC project managers on a regular basis to track project progress and address project-related issues and opportunities. These meetings are expected to occur on a bi-weekly (every other week) basis, though this schedule is assumed to be flexible and subject to adjustment based on project needs. VHB will schedule and host the meetings via Microsoft Teams.

#### *Task 1 Meetings:*

- › VHB staff will facilitate and attend one (1), up to 2-hour project kick-off with the City of South Burlington and CCRPC. Up to two (2) VHB staff will attend virtually and one (1) VHB staff will attend in person.
- › Up to three (3) VHB staff will facilitate and attend up to four (4), up to 2-hour Transportation Implementation Plan Advisory Group meetings. VHB staff will attend virtually.
- › Up to two (2) VHB staff will facilitate and attend up to 10, 30-minute virtual project coordination meetings with the City and CCRPC staff.

#### *Task 1 Deliverables:*

- › One (1) draft and one (1) final version of meeting agendas and notes in digital format, along with Microsoft PowerPoint slide decks for the Transportation Implementation Plan Advisory Group meetings, as needed.

### Task 2.0 – Document Review

VHB will review past documentation and current plans relevant to transportation, land use, and/or climate in South Burlington and the region. This includes, but is not limited to, the principal Climate Action Plan, the City's Comprehensive Plan, the City's Land Development Regulations, the City's Capital Improvement Plan, the I-89 2050 Study, the Hinesburg Rd / Tilley Drive Area Land Use & Transportation Plan, and VTrans' National Electric Vehicle Infrastructure Plan. This review will enable the work of this project to build upon and synergize with past efforts and avoid project duplications.

*Task 2 Meetings:* Covered under Task 1

*Task 2 Deliverables:* None

### Task 3.0 – Draft Climate Mitigation Actions

VHB will review and refine, as necessary, the high impact and supporting actions already identified by the City's principal Climate Action Plan relating to two of the three relevant targets: 1) replacing 75% of gas vehicles with all electric vehicles (EVs) and plug-in hybrid vehicles to reduce emissions by 42% by 2030, and 2) reducing vehicle miles traveled by 2.5% annually to reduce emissions by 19% by 2030. Building off this list, VHB will identify other actions and industry best practices that will help the City to meet its targets, as needed.

Relating to the City's target of "Plan for compact high density (greater than 12.5 dwelling units per acre) new housing development to reduce emissions by 4 percent," VHB will review the City's Land Development Regulations and provide general guidance on the level of density needed and associated dimensional standards. It is understood that this effort should focus on the City's Transit Overlay District. It is assumed that this does not include specific language to be included in the City's Land Development Regulations.

*Task 3 Meetings:* Covered under Task 1

*Task 3 Deliverables:*

- › Provide refined versions of actions already identified in the principal Climate Action Plan.
- › One (1) draft and one (1) final technical memorandum (up to 2 pages) that provides guidance on the level of density needed and associated dimensional standards to support the City's target of planning for compact, high density new housing development.

#### **Task 4.0 – Community Engagement and Impacted Community Outreach**

To gain insight into community ideas and priorities, the City of South Burlington, CCRPC, and VHB will engage the community with a specific focus on impacted communities (e.g., low-income populations, communities of color). VHB will review feedback received as part of these engagement and outreach efforts, as well as that documented by the City of South Burlington and CCRPC as part of the principal Plan development. This review will inform any necessary revisions to the findings of Task 3, as well as the completion of Task 5.

##### **4.1 Focus Group Meetings**

The City and CCRPC will plan and facilitate up to two (2) hybrid (in-person and virtual options) focus group meetings with members of the community, specifically members of impacted communities. CCRPC will conduct targeted outreach to historically underrepresented and/or underserved populations, such as hotel workers, immigrant and refugee populations, and non-English speaking populations to promote their participation and obtain their unique perspectives. VHB will package digital versions of the deliverables completed prior to these meetings for presentation and discussion as pertinent to the agendas. It is assumed that the City and/or CCRPC will coordinate interpretation services and translation of materials, as necessary.

##### **4.2 Community Survey**

It is understood that the City and CCRPC will also be developing and administering one (1) electronic community-wide survey to obtain broader feedback from the community on the proposed implementation steps. VHB will provide one (1) round of review on CCRPC's draft survey. CCRPC will analyze the data received from the survey.

##### **4.3 Public Meeting and Presentation to the City Council**

Once the Implementation Plan is in draft form (see Task 5), the City and CCRPC will organize and facilitate a hybrid (in-person and virtual attendance options) public meeting to obtain feedback on the actions and their implementation considerations. VHB will attend this public meeting in-person, support meeting facilitation, and prepare digital presentation materials as pertinent to the agenda. It is assumed that the City and/or CCRPC will coordinate interpretation services and translation of materials, as necessary.

Once the Implementation Plan is in final draft form (see Task 5), VHB will lead its presentation to the South Burlington City Council at a regularly scheduled meeting. VHB will attend this public meeting in-person, be available to answer any questions posed by the City Council, and prepare digital presentation materials as pertinent to the agenda.

*Task 4 Meetings:*

- › Up to three (3) VHB staff will attend up to two (2) 2-hour focus groups meetings to be organized and led by CCRPC. Up to two (2) VHB staff will attend virtually and one (1) VHB staff will attend in person.

- › Up to three (3) VHB staff will attend one (1) 2-hour public meeting to be organized and led by the City and CCRPC. VHB staff will attend in-person.
- › Two (2) VHB staff will attend one (1) 2-hour presentation to the City Council to be organized and led by the City and CCRPC. VHB staff will attend in-person.

*Task 4 Deliverables:*

- › Meeting materials.
- › One round of review and feedback on CCRPC's draft community-wide survey.

**Task 5.0 – Implementation Plan**

Building off Tasks 2 through 4, VHB will prepare a comprehensive Implementation Plan that will lead the City of South Burlington on a path forward to achieve its principal Climate Action Plan targets under the transportation/land use sector. This Implementation Plan shall consist of an introduction clearly tying its purpose and contents to the principal Climate Action Plan. This introduction shall be followed by a table listing the mitigation actions and summarizing their objective, priority level, primary and supporting responsible parties, suggested timeline (i.e., immediate/early win, short-term, mid-term, and long-term), and estimated greenhouse gas emissions reduction potential (pulled from the planning process for the principal Climate Action Plan – it is assumed that VHB will not be calculating new emission reduction potentials). VHB will graphically represent the cost-benefit of the actions in a simple chart matching order of magnitude cost to ease of implementation. This chart shall also denote GHG reduction potential, as provided by CCRPC.

Each mitigation action will then be developed further in individual implementation plans – no more than one page per action – that include the following:

- › High-level steps required to bring the action to completion.
- › Order of magnitude financial resources needed, such as infrastructure costs, staff hours, outside consulting support
- › Potential obstacles to implementation, along with best practices to overcome them.
- › Potential logistical, physical and soft infrastructure needs to support implementation.
- › Equity and environmental justice recommendations to ensure that high impact action implementation measures tackle the needs of impacted people, informed by the findings of Task 3 as well as industry best practices.

Additionally, VHB shall append to the Implementation Plan:

- › Up to two case studies showcasing how the high impact actions were executed in other communities, as available.
- › Up to two examples of ordinances and/or resolution language for policy-based high impact actions.
- › The final technical memorandum (up to 2 pages) that provides guidance on the level of density needed and associated dimensional standards to support the City's target of planning for compact, high density new housing development.

VHB will provide the Implementation Plan in plain text format in Microsoft Word.

*Task 5 Meetings:* Covered under Task 1

*Task 5 Deliverables:*

- › Two drafts and two final versions of the Implementation Plans (up to 25 pages) provided in digital format.