

PROJECT APPLICATION FORM
FY2017 Unified Planning Work Program

1. GENERAL INFORMATION

Submitted by (Name, Title): Alex Weinhagen, Director of Planning & Zoning

Municipality/Agency/Organization: Town of Hinesburg

Telephone: 802-482-2281 x225

Email: aweinhagen@hinesburg.org

2. PROJECT INFORMATION

a. Project Title: Zoning Regulation Overhaul

b. Project Location (name of roadway, intersection, geographic area, etc.): n/a

c. Project Description (100 words max):

Hinesburg's Zoning Regulations were first adopted in 1972. After 40+ years of additions and piecemeal revisions, the regulations have become overly complicated, difficult for people to understand, frustrating for Town staff to administer, and likely to collapse under their own weight. The goals for the project are to make the regulations shorter, simpler, and easier to understand. We plan to add graphics, drawings, and other visuals to better explain standards/goals – i.e., add a picture, delete 1,000 words. The Town will retain a consultant to take the lead on this project, but would also appreciate CCRPC staff resources to assist.

d. Budget, Scope of Work & Project Schedule:

The project's funding is partially dependent on obtaining Municipal Planning Grant (MPG) award next year (i.e., December 2016). The overall project cost (excluding Town staff time) is expected to be between \$25,000 and \$35,000. The Town has \$7,500 in existing reserve funds for the project, and is budgeting another \$4,500 in FY17 funds for a total of \$12,000. A MPG will be needed to cover the remaining funding. If a MPG is not awarded, the project will have to wait until additional funds are secured.

Assuming a successful MPG award, the project start date would be January 2017. Approximate budget/hours breakdown:

- Consultant – 400 hours; cost estimate \$75/hour; \$30,000
- CCRPC Staff – 50 hours; cost estimate \$50/hour; \$2,500
- Town Staff – 100+ hours; cost estimate, priceless

<i>Task</i>	<i>Month/Year</i>	<i>Task Budget (if known)</i>
Project kick off & work assignments – consultant, Town staff, CCRPC staff	January 2017	
Research & drafting of revisions by section	Jan-Jun 2017	CCRPC – 40 hours
Hinesburg Planning Commission review	Mar-Sep 2017	CCRPC – 10 hours (3 PC meetings thru 6/30/17)
Compilation of regulations	Jun-Sep 2017	
Public outreach	Sep-Dec 2017	

CCRPC Staff Assistance Only? (Yes/No)	Yes
Requested UPWP Amount	\$2,500 (50 hours as noted above)
Non Federal Cash Match	\$12,000
Other Funding	\$18,000 (MPG, to be determined)
Total Project Cost	\$32,500

e. Expected Deliverables:

Project will begin in FY17 and end in FY18; however, CCRPC staff involvement will only be in FY17. Deliverables through June 30, 2017:

- Research on regulatory options for various zoning provisions
- Draft language for specific zoning provisions

Final deliverable through December 2017 – Compiled draft of proposed zoning rewrite

f. Other Project Participants (e.g., other municipalities, agencies, non-profits, consultants, community groups):

As noted above, the bulk of the work on the project will be a collaboration between Town staff, a planning consultant, and CCRPC staff. The Hinesburg Planning Commission will review and finalize options presented. Public input will be garnered on the draft revisions prior to the Hinesburg PC forwarding a proposal to the Selectboard for review and action.

g. Project Match Requirement:

This is a non-transportation project requiring a 20% non-federal cash match. We are seeking 50 hours of CCRPC staff time, which equates to \$2,500 at \$50/hour. As noted above, and in the attached letter, we are committing \$12,000 in Town funds, which greatly exceeds the required match.

Please refer to the FY17 UPWP PROGRAM SUMMARY for a description of match requirements and check below which applies to your proposal. If matching funds are required, municipalities should attach a letter of support from your governing body to document the availability of the local match and commitment of staff time. Non-municipal partners should provide a letter from

their Board or other governing body demonstrating knowledge and support of project request, ability and intent to provide matching funds, etc.

h. Public Meeting Requirement:

Discussed at the January 4, 2016 Hinesburg Selectboard meeting. See attached letter/documentation.

3. BENEFITS TO REGIONAL AND LOCAL PLANNING

a. Identify which of the 8 strategies from the ECOS Plan this project will address.

3.2.2 #5b - Collaborate with stakeholders to ensure local and state regulations, bylaws and plans encourage transparency, predictability and timely review of sustainable and environmentally sound development applications.

b. Demonstrate where this project is identified in a local plan, or how it addresses an existing, documented need. Or, is this a newly identified project for which there a sense of urgency? Please describe.

This project addresses a practical/procedural problem that has been an issue for some time. It was first recognized in 2012, and the Selectboard put funds in a reserve account for the last three years (FY14, FY15, FY16) in order to address this issue. This project is not specifically called out in the Hinesburg Town Plan, but improving the clarity and precision of the land use regulations will certainly further the goals of the Town Plan since these regulations serve as one of the principal implementation tools.

In order to support the Town's housing goals, section 2.2.5(a) of the Town Plan does recommend, "Review and implement means of streamlining the development review process as a way of reducing housing costs."

c. For transportation and land use projects, how will the project benefit the following:

- **The safe, effective operation of the transportation system?** n/a
- **Regional and/or local economic development?** Having clear and more understandable land use regulations should bolster economic development. 40% of the 127 respondents to our 2014 community survey about the future of Hinesburg's economy identified the "Permitting Process" as a barrier to successful economic development in Hinesburg. Zoning and subdivision regulations are the foundation of Hinesburg's development review process. Improving our regulations is one way to improve the process.
- **Multimodal travel options, connections, and/or reduce travel delays for people and goods?** n/a
- **Increase the livability of local communities?** n/a

- **Complement other local/regional activities or initiatives?** n/a

d. For other planning projects, please describe how the project benefits the local community.
See above.

e. Are there traditionally underserved populations in the project study area? How will this project help to achieve greater equity? How are disparities for disadvantaged communities improved through this project?

n/a

f. How does the project demonstrate a cost-effective solution to a potential or recognized problem?

Addressing regulatory inconsistencies and overload is certainly more cost-effective than continuing to spend excessive community resources (e.g., staff time, applicant resources, community member consternation, etc.) on administering and interpreting the current regulations. This is especially true when there is staff turnover, and new people have to delve into and become familiar with regulations that currently can be convoluted and complicated.

g. How will this project be implemented after planning is complete?

The project will result in draft regulatory revisions – really a complete overhaul. These will be implemented via Planning Commission public hearings, followed by Selectboard review and hearings prior to any final adoption. If adopted, the new and improved regulations will be implemented by Town Planning & Zoning staff. With recently increased funding, our department has the capacity to assimilate updated regulations, and provide training to our Development Review Board.