

Norwich Planning Commission
Regular meeting – February 10th, 2025, 6:30pm

To be Held in person in the Tracy Hall Multipurpose Room and via Zoom

Zoom Information:

Topic: Planning Commission Regular Meeting

Time: February 10th, 2025, 6:30 PM

<https://us02web.zoom.us/j/81307504748>

Meeting ID: 813 0750 4748

888 475 4499 US Toll-free

AGENDA

1. Open Meeting; determine quorum
2. Approve Agenda
3. Public comment on items not on agenda
4. Correspondence on items not on the agenda
5. Short-Term Rental
 - a. Feedback from VLCT
6. Tier 1b Opt-in
 - a. Discussion on recommendation to Select Board
7. 2026 Bike/Pedestrian Scoping Grant
 - a. Letter of support
 - b. Next steps
8. Planning Director report
 - a. USGS/FEMA Work Maps
 - b. Local Hazard Mitigation Plan
 - c. Energy Work Group
9. Approve minutes from January 9th and January 26th, 2025,
10. Adjourn

Enclosures:

DRAFT STR Regulations

Letter of Support for BikePed Grant

2025 BikePed Federal Program Guide

Minutes from January 9th & 26th

TOWN OF NORWICH
INTERIM BYLAWS FOR SHORT TERM RENTAL REGULATIONS

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- I. PURPOSE.** The purpose of these bylaws is to provide for regulation of short-term rentals in the Town. Regulating the operation of such facilities are necessary to protect residential neighborhoods, civic, commercial and educational institutions from any adverse secondary impacts associated with Short-Term Rentals and to ensure that such uses operate in a safe manner.
- II. ENACTMENT AND AUTHORITY.** The Town of Norwich has adopted these Interim Bylaws in accordance with and as authorized by the Vermont Municipal and Regional Planning and Development Act, 24 V.S.A. Chapter 117, §4415, Interim Bylaws.
- III. DURATION.** These Interim Bylaws will be in effect for a period of two (2) years from the date of their adoption unless they are extended, as authorized by 24 V.S.A. § 4415, or replaced by amendments to the Town of Norwich Land Use Regulations.
- IV. DEFINITIONS.** Words, terms, and phrases specifically defined in the Town of Norwich Land Use Regulations shall have the same meaning in these Interim Bylaws unless another meaning is clearly indicated.
- a. **Short-Term Rental** A furnished house, condominium, or other dwelling room or self-contained dwelling unit rented to the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days and for more than 14 days per calendar year.
- b. ~~**Owner Occupied**~~
~~Owner Occupied shall mean occupancy of the premises by the property owner, where the subject property is the owner's primary Vermont residence.~~
~~Owner Occupied shall mean occupancy of the premises by the property owner, as a sole primary residence (domicile) where the owner resides, as declared annually by April 1 for tax purposes.~~
- V. Regulations**
Short-term rental on an owner-occupied lot are an allowed use in all zoning districts. Property owners shall obtain a permit whenever a dwelling unit is to be used as a short-term rental. Additionally:
- a. The Zoning Administrator may inspect the short-term rental for compliance with Town and state regulations. The short-term rental shall not operate unless it is in full compliance with Town and state regulations.
- b. A short-term rental permit shall be valid for one calendar year, shall expire on December 31 of the year it is in effect, and must be renewed upon expiration as long as the unit is to be continued to be used as a short-term rental.
- c. The short-term rental permit is transferable to a new owner, so long as the new owner registers with the Town, updates the short-term rental permit application and agrees in writing to comply with the requirements of the short-term rental permit and these regulations within 30 days of sale

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Commented [ST1]: owner-occupied" is a common legal term

VI. Permit application requirement.

An application for (or renewal of) a short-term rental permit shall be submitted to the Town Zoning Administrator. The application/renewal must be completed on the form provided by the Town. It must be accompanied by payment of a permit fee, as determined by the Town Select Board. If relevant circumstances on the property change or for any reason the certification is or becomes inaccurate, a new certification shall be submitted. The application shall provide the following information:

- a. List of all the property owners of the short-term rental including names, residential addresses, telephone numbers and email addresses. Each property owner must also provide the address of their principal residence if it is different from that of the short-term rental. (In the event the property is owned by an entity such a trust or LLC, the ultimate owners and/or beneficiaries of such entity shall provide the information required by this paragraph.)
- b. Completion of a signed affidavit by the property owners certifying the following:
 - The number of sleeping rooms within the short-term rental, as defined in this Section.
 - The number of parking spaces on the property that meet the standard set forth below.
 - The septic capacity of the STR property.
 - Compliance with the following standards:
 - A. The Short-Term Rental Safety, Health and Financial Obligations of the Vermont Departments of Health and Fire Safety [See the Vermont Division of Fire Safety at: [Safety Consideration sort term rentals.pdf \(vermont.gov\)](#)]
 - B. All exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
 - C. Electrical systems shall be serviceable with no visual defects or unsafe conditions.
 - A property map showing the location of buildings, required parking and, if not served by a public sewer, the location of the septic system and leach field. An accurate, suitable plan need not be prepared by a professional.
 - The owner must designate a local (i.e., within 60 minutes by automobile) host and provide the name, address, telephone number and email address of the local host, who shall be responsible, and authorized, to act on the owner's behalf to promptly remedy any violation of these standards or the permit. The host may be the owner, or a local host or agent designated by the owner to serve as a contact person.
 - A declaration of insurance coverage specific to the renting of short-term vacation rentals is required
 - Payment of a fee of \$250.00 which has been set by the Town Selectboard.

VII. Standards.

All short-term rentals must meet the following standards:

- a. The maximum occupancy for each short-term rental unit shall be the number of people calculated based on two persons per sleeping room (unless the room size is below 100 square feet) plus an additional two persons. In all cases, maximum occupancy must be within the septic capacity of the short-term rental unit. For this purpose, a "sleeping room" is defined as fully enclosed habitable space of at least 70 square feet for one person and 100 square feet for two persons, with an emergency escape or rescue opening.
- b. The property must have sufficient off-street parking spaces to accommodate the maximum occupancy.
- c. Tenants and guests shall park in the off-street parking spaces.
- d. A house number visible from the street or road shall be maintained.
- e. Provisions shall be made for weekly garbage removal during rental periods. Garbage containers shall

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- be animal proof and always secured with tight-fitting covers to prevent leakage, spilling or odors.
- f. Advertisements for the short-term rental must conform to what is allowed under these regulations and the short-term rental permit.
 - g. In the event of a federal, state or local disaster declaration, all owners and guests must comply with federal, state and/or local disaster orders.

VIII. Procedure upon filing application

- a. Upon the filing with the Town Zoning Administrator of the permit application, permit fee, and all documents and information required by this ordinance, the Town Zoning Administrator shall have 30 days to review the application and then either issue the permit, with or without conditions, or notify the applicant in writing that the application has been denied along with the reason or reasons for denial.
- b. The Town Zoning Administrator may decline an application for any of the following reasons:
 - (1) If the application is incomplete, the documentation required by this ordinance was not included with the application or the application or the full permit fee, in payment form acceptable to the Town Treasurer, was not included with the application.
 - (2) If the Town of Norwich issued a short-term rental permit to any of the owners needing to sign the short-term rental permit application and any of such owners had a short-term rental permit revoked within the previous year.
- c. Short-term rental permits issued pursuant to this section shall state the following:
 - The names, addresses and phone numbers of every person or entity who has an ownership interest in the short-term rental property and the host who shall be available during the entire time the short-term rental property is being occupied.
 - The maximum occupancy and vehicle limits for the short-term rental unit.
 - Identification of the number of and location of parking spaces available.
 - A statement that no outdoor fires are allowed, except as permitted by local and state law. Outdoor barbecues and supervised fires in fire pits are permitted.
 - No tents will be allowed as overnight quarters.
 - Any animals which are pets of guests shall not leave the subject parcel except when under control by leash.
 - A statement that the applicant is responsible for compliance with NULR Section 3.10 Performance Standards.
 - A statement that the short-term rental permit may be revoked for violations.

IX. Inspection

The Zoning Administrator may inspect any property before issuing a permit, or at any time thereafter. The Town reserves the right to validate via inspection or otherwise any information contained in the permit application

X. Recordkeeping Requirements

- a. Owners and operators of short-term rentals are required to keep written (including electronic) records of advertising information and rental activity (i.e., number of bookings, name of booking guest, number of people, length of stay, amount collected, amount of tax collected or remitted) for a minimum of three years.
- b. In the event of a dispute with the owner(s) of a short-term rental as to the need for a permit or as to compliance with this ordinance, the Zoning Administrator shall have the right to inspect the written records upon reasonable notice

XI. Expiration

This ordinance will expire in two years after its initial adoption to allow for a period of data gathering and analysis. Upon expiration of this ordinance, the Selectboard will revisit the issue of STRs and

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adopt a new ordinance to replace this one.

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Dear Members of the Norwich Planning Commission and Select Board,

We write to request bike and pedestrian safety improvements on Route 5 South in Norwich. While sidewalks and bike lanes are needed throughout our Town, the stretch of Route 5 from Main Street to Hartford is in particular need of upgrades. After conversations with community members, the Planning Commission, and Select Board Members, we feel as though this area warrants immediate action. Please pursue funding for a scoping study on this corridor as soon as possible.

Today, there are no dedicated bike paths or sidewalks on this corridor, nor a crosswalk from the existing sidewalk on the North Side of Main Street, meaning pedestrians regularly cross against the light to access areas such as King Arthur, and especially the Farmers Market. Given ongoing plans to build a year-round farmers market structure on Route 5, we can only expect pedestrian and bicycle traffic volumes to increase across this dangerous intersection.

There are several vital community destinations along this route that will benefit from safety improvements. Route 5 South is home to King Arthur Flour Company's Headquarters, the Norwich Farmers Market, several small businesses, athletic fields, a community garden and dozens of homes. Perhaps most significantly, this portion of Route 5 is the site of potential affordable housing developments in Norwich over the coming years. Bike paths and sidewalks will provide safe, affordable means of transportation for new residents in these homes to connect to Marion Cross Elementary, grocery stores and economic opportunities.

Improving bike and pedestrian conditions on Route 5 will also help stitch together existing biking and walking infrastructure. These upgrades will connect to the existing bike lanes and sidewalks on Main Street in Norwich, fostering connections to Hanover and Dartmouth, and lead South towards the recently improved Route 5 connections in White River Junction. We should take this chance to build on our neighboring town's momentum and do our part to help the State achieve its long-term goal of building a state-wide bike route along this important corridor.

This truly connected community deserves a truly connected biking and walking network.

Thank you for your consideration,

Signed by at least 100 residents.



Bicycle and Pedestrian Program



2025 Federal Aid Bicycle and Pedestrian Grant Program Guide

Application Deadline: **July 11, 2025**

Updated 6/3/25 and 7/2/25 to remove reference to ARPA funding on Pages 6 and 8.

For additional information, see the [Program Website](#).

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Attachment A – Recommended Scoping Study Format

Attachment B – Sample Project Schedule

Attachment C – Regional Planning Commission Contact Information

Attachment D – VTrans District Transportation Administrators

Attachment E – Example Map

Attachment F – Example Partial Funding Worksheet

Attachment G – Example Additional Funding Worksheet

Overview

The intent of the VTrans Bicycle and Pedestrian Program is to improve access and safety for people walking and bicycling through the planning, design and construction of infrastructure projects. This is in direct support of the Agency of Transportation's [Bicycle and Pedestrian Strategic Plan 2021](#), Objective #1: Fund, promote, and implement appropriate infrastructure which will encourage people to walk or bike. The Bike/Ped Program is administered within the VTrans Municipal Assistance Section (MAS).

The Bike/Ped Program provides funding for two types of projects:

- 1) Scoping study for a project that has not yet been evaluated (Scoping)
- 2) Design and Construction of a project using Federal funds (Design/Construction or Additional Funding)

Grant Preparation Instructions

1. **Read the Overview** to ensure that your project is eligible for a VTrans Bike/Ped Program grant.
2. **Complete the Project Application** based on the type of project for which you are applying (Scoping, Design/Construction, Additional Funding). The forms are set up as a fillable Adobe PDF. If you elect to print the form and fill it in by hand, please type or print in blue or black ink. Applications missing requested information will not be considered.
3. **Include a clearly annotated map** (example provided in Attachment E) with the following information:
 - a. Clearly shows the limits of the proposed project and how it connects to existing bicycling or walking facilities. Identify new vs. reconstructed facilities.
 - b. Identifies prominent features and/or destinations.
 - c. Includes route numbers and/or road names.
 - d. Shows any state designated centers.
 - e. Other pertinent information can be included if the map remains legible. Photos are not required, but if included they should be of decent quality, clearly labeled, and easily interpreted.
4. **Use the selection criteria templates** (available at: [2025 Federal Program Bike Ped Grant Guide and Application](#)) to answer the appropriate questions for the project type you are applying for: Scoping, Design/Construction, Additional Funding.
5. **Include a current statement of support from the local Regional Planning Commission (RPC)**, confirming they have reviewed the application. *Ensure that you leave enough time for their review prior to the application deadline (minimum of 3 weeks.)* See Attachment C for contact information for the RPC in your area.
6. **Include a current letter of support from the governing body of the applicant organization.** The letter should also include an acknowledgement and source of the local match, as well as commitment to future maintenance responsibility for construction projects.

7. Depending on the project type, the following materials are required.
- a. **For construction projects**, include backup detail for the proposed construction costs, in the form of an engineer’s cost estimate, if available. Backup must match the construction cost included in the application or you must provide an explanation of the difference.
 - b. **For construction projects located in or adjacent to a State Highway Right-of-way**, coordination with the District Transportation Administrator (DTA) is required. Include a copy of your correspondence and any comments received from the DTA. The DTA oversees maintenance of the State Highway System in their district. See Attachment D for DTA contact information.
 - c. **If planning documents or scoping studies are used as references**, it is preferred to include appropriate pages only, and clearly identify where the reader should look (for example, “see highlighted section on page 34 of the attached town plan”).

Web-Based Training

Applicants are strongly encouraged to attend the training session that will review the grant application requirements and the project development process.

The training will be offered via a live web-based format on **June 3, 2025 - 10 AM to 11:30 AM**. To attend the webinar click the “Join the meeting now” link below or call the telephone number:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 223 745 903 931

Passcode: MW7PD7j4

Dial in by phone

[+1 802-828-7667,,624559773#](#) United States, Montpelier

[Find a local number](#)

Phone conference ID: 624 559 773#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Applicants without an internet connection may access the training via phone by calling the number noted above. If you have never used MS Teams, you may be prompted to download some software. Please plan to join the meeting a little bit early to make sure you work out any technical issues. No RSVP is required.

VIEW WEBINAR RECORDING

The PowerPoint slides and a webinar recording from the training will be available shortly after the session on the [VTrans Bike/Ped Program web page](#) . Please also check the site periodically for any program updates.

Grant Program Timeline

Applicants to the 2025 Bicycle and Pedestrian Grant Program can expect the following timeline for this year's grant cycle.

- May 12 – Schedule, program guide and materials available online
- June 3 – Online training - 10 to 11:30 AM
- July 11– Applications due to VTrans via email
- Late July – Selection Committee meets
- Late August – Notification to all applicants
- October/November – Grant agreements in place/project work commences

A. ELIGIBLE APPLICANTS & PROJECTS

Eligible applicants to the Bike/Ped Program include the following:

- a local government
- a transit agency (VT non-profit rural transit providers have been deemed eligible)
- a school district or school
- a regional planning commission (Scoping projects only)

As part of the project development process, successful applicants will be required to sign a grant agreement that commits them to financial responsibility for the local share and for maintenance responsibility for completed construction projects. For scoping studies, the agreement will be for financial responsibility only.

Projects may be combinations of any of the following facilities:

- Bicycle lanes (on-road facility delineated with pavement markings and signs)
- Shoulders (generally a minimum of 3-feet wide to accommodate bicyclists)
- Sidewalks
- Pedestrian crossing improvements, including median pedestrian refuge islands and bulb outs
- Pedestrian or bicycle intersection signals
- Improvements that address requirements of the Americans with Disabilities Act
- Shared-use paths (designed for use by both bicyclists and pedestrians)

Applications may be for construction of new facilities, reconstruction of existing infrastructure to meet current design standards, or a combination of both. Projects that consist of a redundant facility (e.g. a sidewalk on one side of a street that already has a sidewalk) must include good rationale for the proposed facility. However, projects that consist solely of preventive maintenance (e.g. repaving an existing shared use path) are not eligible. Design and cost estimating resources are linked from the VTrans Bike/Ped program page at <https://vtrans.vermont.gov/highway/local-projects/bike-ped/resources>.

Projects that do not have a transportation purpose are not eligible for this funding. One of the prime considerations of eligibility of a project is that it has “independent utility”. Generally, “independent utility” means that, as a standalone project, there are clear and logical origins and destinations served by the facility. Examples of ineligible projects include loop trails for fitness, seasonal facilities (i.e. not open in winter), or facilities that do not serve population centers and destinations.

For any of the eligible facility types listed, applicants may apply for up to two project types (e.g. one scoping and one design/construction). More details on each type of application, including selection criteria, is provided in the appropriate section of this guide.

Scoping Studies

Scoping Studies are for a project that has not yet been evaluated to look at different alternatives, assess right-of-way and environmental impacts, and develop realistic cost estimates. Scoping Studies help define projects, generate public support, and provide more confidence that a project will be successfully completed. A Scoping Study may be used to apply for subsequent rounds of design and construction funding.

Activities of a scoping study include:

- Defining the purpose and need of the project;
- Identifying potential impacts on the environmental resources in preparation for a National Environmental Protection Act (NEPA) clearance;
- Initial review of potential right-of-way needs;
- Selecting preferred alternative solutions or phased projects; and
- Estimating project management, design, and construction costs.

Scoping Study applicants in Chittenden County:

Since Chittenden County is designated a Metropolitan Planning Organization, they have access to funding for scoping studies. It is recommended that Chittenden County municipalities apply to the Chittenden County Regional Planning Commission (CCRPC) for scoping study funding before applying under the VTrans Bike/Ped program.

Design/Construction Projects

Projects applied for under this category will move a concept through the design, permitting and right-of-way process to advance to construction. The Bike/Ped Program does not fund design only projects. Eligible costs for Design/Construction projects include project management and administration, engineering and permitting, right-of-way acquisition, construction, and construction inspection.

Additional Funding

A sub-category of design/construction projects is a request for additional funding for an existing MAS project. **Requests for funding under this category must be for projects that have a VTrans right-of-way clearance certificate and are in the process of developing contract plans and bid documents.**

B. AVAILABLE FUNDING AND FINANCIAL RESPONSIBILITY

Scoping Project

Project Budget - The cost for scoping studies varies depending on the complexity and geographic extent of the project. Generally, scoping studies cost between \$40K - \$60K. The costs for administration of a scoping study would also be eligible for reimbursement. The recommended minimum request, including MPM costs, is \$40k. Applications for costs higher than \$60K must include justification for the additional expense. If you are unsure what the cost of a scoping study should be, please consult with VTrans. See Attachment A for the typical outline of a scoping study.

Project Match Requirements – The 20% local match will be a cash match and project applicants should indicate their ability to contribute at least this much to the project. In-kind match on scoping projects is not allowed, but the value of administrative time on the project may be charged to the project.

~~The required local match may also be comprised of funds provided to the Municipality under the revenue loss provisions of State and Local Fiscal Recovery/American Rescue Plan Act (SLFR/ARPA) (31 C.F.R. § 35). It is the Municipalities' sole responsibility to track expenditures and ensure compliance with United States Department of the Treasury (Treasury Department) rules and restrictions associated with SLFR/ARPA funds. Municipalities will need to certify when SLFR/ARPA funds are used as a local match that they are being used in accordance with all applicable Treasury Department rules and restrictions. Removed 6/3/25~~

Reimbursement – The Bike/Ped Program is a reimbursement program. Applicants submit invoices for completed work and the Agency pays the Federal share of the total. For scoping, 80% of eligible project costs will be reimbursed up to the award amount. Applicants will be required to assume the remaining 20% of all costs incurred as the required local share plus 100% of any additional funding above the grant amount necessary to complete the project.

Project Timeline – It is expected that scoping studies will be completed within two years of executing the grant agreement.

Design/Construction Project

To be eligible for funding in the Design/Construction category, projects must have a completed scoping/feasibility study that conforms to the outline of a scoping study as detailed in Attachment A, or equivalent. If a scoping study has not been completed, but design/construction funding is still being sought, contact VTrans to clarify what backup material must be provided.

Project Budget - For Design/Construction projects, the project budget must account for all expected costs as described below. Project budgets that indicate costs for administration, engineering or construction inspection which are significantly lower than the typical percentage must include an explanation for this variance.

1. Project Administration, Engineering, Municipal Project Manager (MPM) – This includes the cost of hiring an MPM to oversee the development of the project all the way through construction. A professional design engineer will develop project plans, which generally includes securing any required environmental permits, identifying any right of way needs, coordinating with utility companies, seeking public input and developing a set of contract documents that can be put out to bid. Engineers also evaluate the bids and are available for design questions during construction. Historical data shows that project administration, engineering and MPM costs combined are typically around 25% of construction. Please note that for relatively small construction projects, the engineering cost will be a larger percentage of the construction cost. A minimum engineering cost, regardless of project size, is in the range of \$40K to \$60K.
2. Right of Way - Cost of appraisals, property owner compensation and associated legal fees. A minimum recommended amount for this phase is \$5000, even if the project appears to be completely in a town or state right-of-way.
3. Construction – Applicants should use the cost estimate that is part of their completed scoping or feasibility study and use an inflation factor if that has not been incorporated in the estimate. Provide detailed backup for construction costs, not just totals or per foot costs.
4. Construction Inspection – Project applicants are required to provide oversight of the contractor to ensure that the project is built as designed and that all materials meet certification and testing requirements. The cost of hiring a construction inspection professional is an eligible project cost. For budgeting purposes, construction inspection is generally 15% of the construction cost.

Partial Funding – One option for larger projects is to provide options for partial funding. If an applicant is willing to accept partial funding by reducing the limits of a project, enough detail must be provided to support the reduced project. This would include estimates for all project budget elements as noted above. Note that projects receiving partial funding must still meet the requirement of having independent utility as described in section A. of this guide. Applicants should indicate the limits of the partial funding project on the main project map or provide a separate map to illustrate this. See the example of proper partial funding documentation in Attachment F.

Project Match Requirements - The funding share for design/construction projects is 80% Federal and 20% Local. The local match is generally a cash match and project applicants should indicate their ability to contribute at least this much to the project. Generally, other federal funds may not be used as match. Some applicants assume that their time spent on administering the project will count as “in kind” match for the project. In-kind only applies to VTrans-approved donations of eligible services or materials towards a project. Local officials spending time on the project can be reimbursed for their time, but it is not considered “in-kind”. All in-kind donations must be approved by VTrans in advance after a project has been selected.

~~The required local match may also be comprised of funds provided to the Municipality under the revenue loss provisions of State and Local Fiscal Recovery/American Rescue Plan Act (SLFR/ARPA) (31 C.F.R. § 35). It is the Municipalities’ sole responsibility to track expenditures and ensure compliance with United States Department of the Treasury (Treasury Department) rules and restrictions associated with SLFR/ARPA funds. Municipalities will need to certify when SLFR/ARPA funds are used as a local match that they are being used in accordance with all applicable Treasury Department rules and restrictions. Removed 7/2/25~~

Reimbursement – The Bike/Ped Program is a reimbursement program. Applicants submit invoices for completed work and the Agency pays the federal share of the total. For the federally funded construction projects, eighty percent (80%) of the eligible project costs will be paid for with federal transportation funds up to the award amount. Applicants will be required to assume the remaining 20% of all costs incurred as the required local share plus 100% of any additional funding above the grant amount necessary to complete the project.

Audit Requirements – Applicants are responsible for complying with the Single Audit Act for the period during which their Grant Agreement is open. This requires annual reporting of financial information.

Construction by Local Forces – For Federally funded projects, work by a municipality (where municipal services and labor are used instead of contracting) is called *Force Account Work*. FHWA is clear that this is meant to be approved only in exceptional cases. If an applicant wishes to use Force Account Work, they must present justification and seek approval from VTrans (after being awarded a project.) This would be required even when an applicant proposes completing a small amount of work to offset their match requirements for the project. Generally, FHWA requires that construction work be bid competitively.

Municipal Assistance Guidebook – All Federally funded projects are developed in accordance with the Municipal Assistance Guidebook for Locally Managed Projects. This guidebook can be found at: <http://vtrans.vermont.gov/highway/local-projects>.

Project Timeline – Federally funded design/construction projects generally take 3 – 5 years to complete (see Attachment B – Sample schedule for more detail).

Evaluation Criteria & Response Templates

Applicants may submit projects under any category for consideration in the Bike/Ped Program (separate applications required, one per category.) Formatted templates in MS Word are available for applicants to address the selection criteria. [Templates may be found here](#).

The selection process will be based on the thoroughness and strength of the information provided in the project application and supporting materials, responses to the selection criteria and an assessment of project feasibility. Successful applicants will be notified late summer of 2025.

Projects that include facilities for pedestrians should consider how they are consistent with the Federal Highway Administration (FHWA) Safe Transportation for Every Pedestrian (STEP) initiative. Information on the STEP program is located here - https://safety.fhwa.dot.gov/ped_bike/step/resources/.

A. SCOPING PROJECTS

1. **Community Need—15 Points:** How does the project to be scoped contribute to the community bicycling or walking network? How does the project contribute to ongoing local placemaking or economic development initiatives? Include a description of the type of facility (i.e. sidewalk, bike lanes, shared-use path) to be studied and key origins and destinations to be served. Provide justification for study requests that exceed \$60,000.

11-15 Points – Project is an important part of a pedestrian or bicycling network and serves obvious bike/ped generators and/or the project includes measures identified in the [FHWA STEP](#) initiative.

6-10 Points – Project is in an area of low land use density or not clearly contributing to a local network.

0-5 Points – Unclear how proposed facility contributes to a network or solves a safety problem.

B. DESIGN/CONSTRUCTION PROJECTS

1. **Community Need—25 Points:** How does the proposed project contribute to an existing or planned bicycle and/or pedestrian network? If the proposed project is a sidewalk along a street that already has a sidewalk, explain why the redundant facility is needed. What destinations or populations are served? What walking and/or bicycling gaps exist to access destinations? What safety problem are you trying to solve? **Include details of how you estimated the peak daily usage number supplied on the application form.**

16-25 Points – Project is an important part of a pedestrian or bicycling network and serves obvious bike/ped generators and/or the project includes measures identified in the [FHWA STEP](#) initiative. Included clear explanation of peak usage estimate.

6-15 Points – Project is in an area of low land use density or not clearly contributing to a local network.

0-5 Points – Unclear how proposed facility contributes to a network or solves a safety problem. Lack of usage validation.

2. **Economic Development—10 Points:** How does the project contribute to broad local community and economic development goals? How does the project contribute to ongoing local placemaking or economic development initiatives?

6-10 Points – Specific references to community planning or economic development documents that support the project.

0-5 Points – Vague or non-existent references to community planning or economic development documents that support the project.

3. **Well-supported budget —20 points:** How were the project costs developed? Are all required project elements (admin, engineering, construction, inspection) adequately budgeted for? Be sure to include backup documentation for project costs. Include reasonable contingency for inflation over the life of the project. Explain your current and planned budget for ongoing maintenance of bike/ped facilities.

11-20 Points – Cost is well documented/detailed and consistent with bid history on similar projects. Comprehensive maintenance plan for existing and planned facilities provided.

0-10 Points – Cost is significantly less than similar projects, no detail provided or missing costs. Current and ongoing maintenance plans are not well defined.

4. **Complexity—10 points:** What complexities does your proposed project have and how do you plan to address them? Response must address need for right of way, anticipated permitting, natural resource constraints or identified cultural resource (historic or archaeological) impacts anticipated for the project. If a scoping or planning report is attached, please highlight or reference the applicable sections.

6-10 Points – Fewer complexities, or for thorough identification of multiple complexities and specific efforts taken to address them.

0-5 Points – Complexities include ROW acquisition, significant permitting challenges, design constraints, significant structural components such as bridges or retaining walls, etc.

5. **Project coordination – 5 points:** To your knowledge, are there other state or local projects in the same area that might impact the project timeline and schedule for completion? Is the project on a state-maintained route? Is the funding being used for elements of a larger project funded through other sources?

3-5 Points – No conflicting projects.

0-2 Points – Several conflicts or coordination needs.

6. **Equity—10 Points:** How does your project directly address the needs of more vulnerable populations, specifically the needs of children, older persons, people with mobility challenges and low- or moderate-income households? What outreach was performed to include disadvantaged communities, especially low income, BIPOC, people with disabilities and others, in the planning of this project. The [VTrans Equity Framework mapping tool](#) is available as a resource.

6-10 Points – Project that provides direct access to a vulnerable population e.g. a sidewalk from an underserved community, a senior center, or community center to a downtown or clear documentation of outreach to disadvantaged populations.

1-5 Points – Equity is only addressed in broad terms.

0 Points – Equity not addressed.

7. **Multi-modal potential —5 points:** How does your proposed project coordinate with other modes of transportation? Will it improve walking or bicycling access to transit, rail service or park and ride facilities?

5 Points – Projects that provide direct access to another transportation mode e.g. a sidewalk that connects directly to a transit stop or park and ride.

0-4 Points – Project is part of a larger plan to connect to another transportation mode in the near future.

8. State designated centers —5 points: Is the proposed project within a state designated center?

5 Points – Project is contained primarily within a state designated center (such as downtowns, villages, or neighborhood growth centers recognized by the Vermont Department of Housing and Community Development).

0-4 Points – Project leads to, but is not primarily within, a state designated center.

Designated centers can be confirmed on the state Planning Atlas -

<http://maps.vermont.gov/ACCD/PlanningAtlas/index.html?viewer=PlanningAtlas>.

9. Project Management—10 Points: Describe your plan for keeping this project moving forward. What management practices do you now have, or plan to put in place, to successfully administer the project from design through construction? Who will manage the project (municipal staff, RPC or other)?

6-10 Points – Plan outlined for managing the project, including adequate or additional staffing.

0-5 Points – Vague or ill-defined management plan.

C. ADDITIONAL FUNDING FOR EXISTING FEDERALLY FUNDED PROJECTS

1. Project Funding Need – 20 Points: Describe the situation that led to the need to apply for additional funds.

11-20 Points – Presents valid unforeseeable causes of budget increases – e.g. permitting requirements, changes to scope.

0-10 Points – Poor management of the project or inadequate initial funding request as the reasons for additional funding need.

2. Funding Documentation – 10 Points: Provide any explanatory text regarding documentation of the project budget shortfall. Please attach the Additional Funding Worksheet (example provided as Appendix G) and any other documentation to support project costs being presented.

6-10 Points – Presents clear historical and future funding outline utilizing the attached worksheet.

0-5 Points – Presents historical and future funding outline in alternate format, or information presented is incomplete or unclear.

Application Submission Instructions

Applicants may submit applications for a scoping project and a construction project. If more than one application is submitted, cover letter must indicate which project is a priority. If applying for more than one project, separate answers to the selection criteria and supporting documentation must be submitted for each project.

Address all questions and criteria as concisely as possible. If you are unsure of any question or criteria, please contact Peter Pochop, VTrans Bicycle and Pedestrian Project Manager at 802 477-3123 or peter.pochop@vermont.gov.

1. **Review your package for completeness and accuracy.** You may include a brief cover letter. *Applications must include all of the items on the application checklist that is included in the selection criteria template documents.*
2. **Submit application electronically:**
 - a. **Applications are required to be submitted electronically to Peter Pochop at peter.pochop@vermont.gov. Application forms and all supporting materials must be provided in an Adobe PDF format.**
 - i. File names shall include the name of the applicant (e.g. Rutland City, Barre Town, Main St Middle School) and either Application Form or Supporting Materials.
 - ii. In general, a maximum of two PDF files per project type being applied for will be submitted (one PDF file of the Project Application Form and **one PDF file of all of the criteria responses and supporting information** [e.g. maps, plan excerpts, etc.]) Full Scoping studies provided as backup should be provided as a third file. If the scoping study is on a publicly accessible web site, applicants may submit a link to the study.
 - iii. The state email system can handle file attachments up to 40 MB. Applicants may use file transfer programs such as Dropbox or YouSendIt, but should contact Peter Pochop at peter.pochop@vermont.gov with adequate lead time to make sure that applications are received on time.
 - iv. VTrans will acknowledge all electronic submissions with an email notification.

Questions about applications must be directed to Peter Pochop at:

Phone: (802) 477-3123, E-mail: peter.pochop@vermont.gov

3. **All electronic files must be received by July 11, 2025.** A confirmation email will be provided to all applicants. Applications submitted after the deadline will not be eligible for consideration.

Attachment A:
Recommended Format for Bicycle & Pedestrian Facility Scoping Study

Purpose and Need for the Project

Project Area and Existing Conditions

Each Alternate Should Define:

- Right of Way Impacts
- Utility Impacts
- Natural & Cultural Resource Impacts
- Preliminary Project Cost Estimate
- Future Maintenance

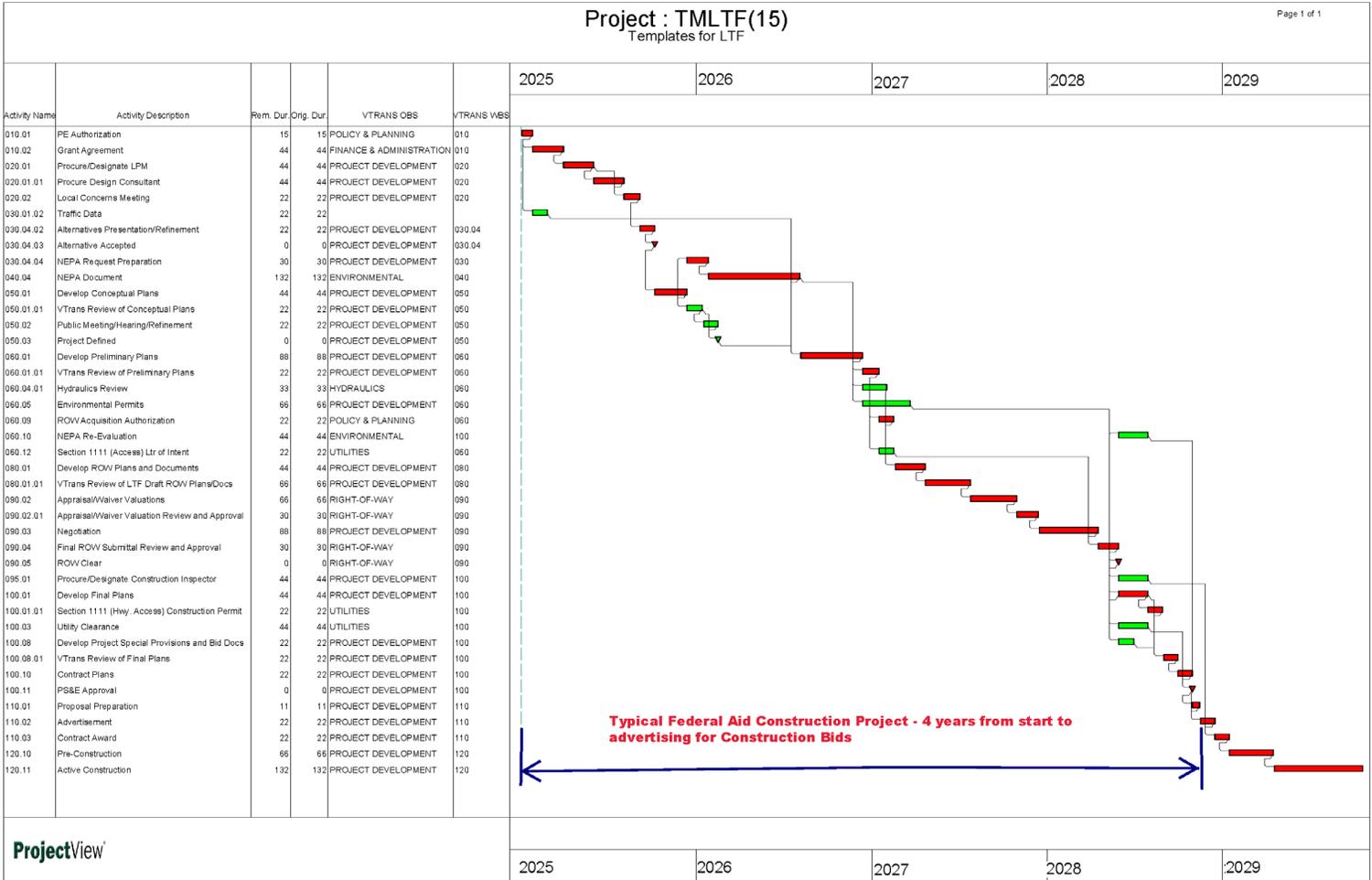
Public Involvement

Compatibility with Planning Efforts

Project Timeline

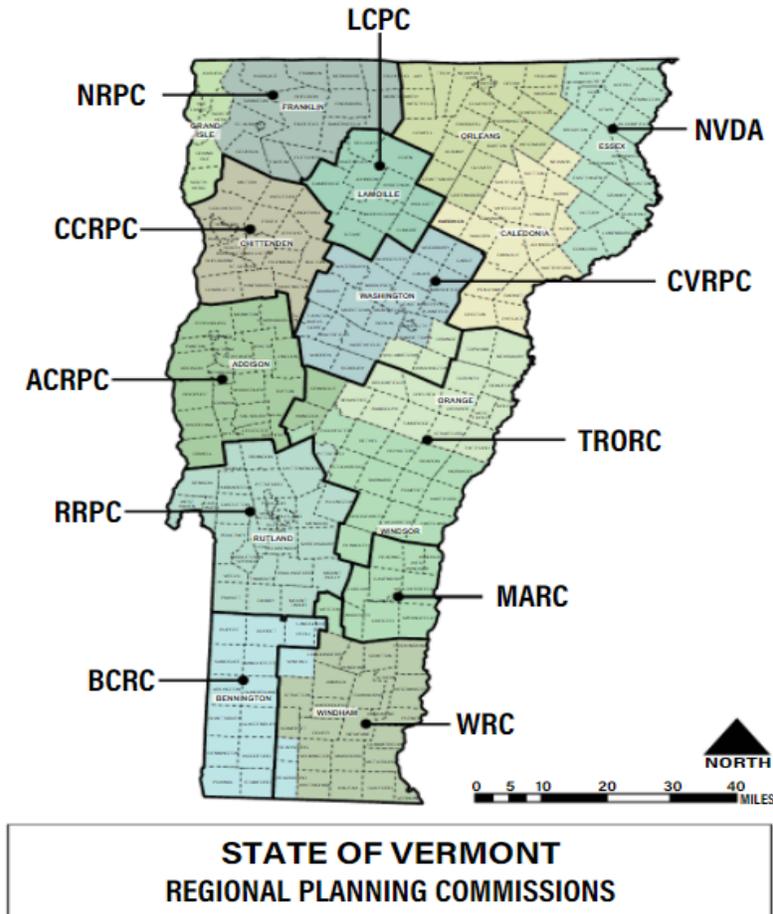
Viability

Attachment B: Sample Schedule for a Design/Construction Project



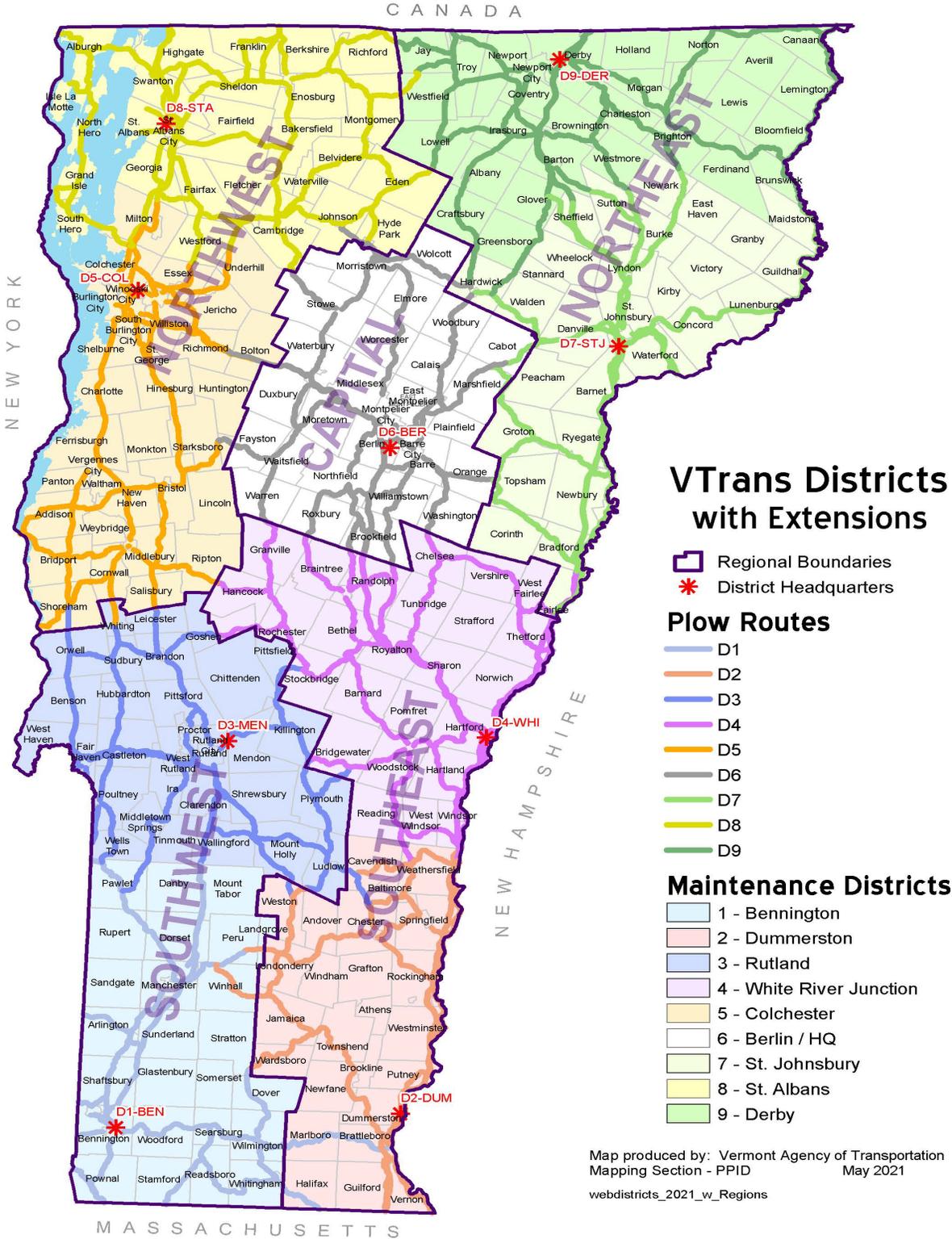
Attachment C: Regional Planning Commissions

Vermont's Regional Planning Commissions are important resources for VTrans Bike/Ped Program applicants. It is important to obtain a letter of support from the Commission that represents your region of the State. Contact the Transportation Planners at the numbers listed below. For more information, go to the Vermont Association of Planning and Development Agencies website at: <https://www.vapda.org/>



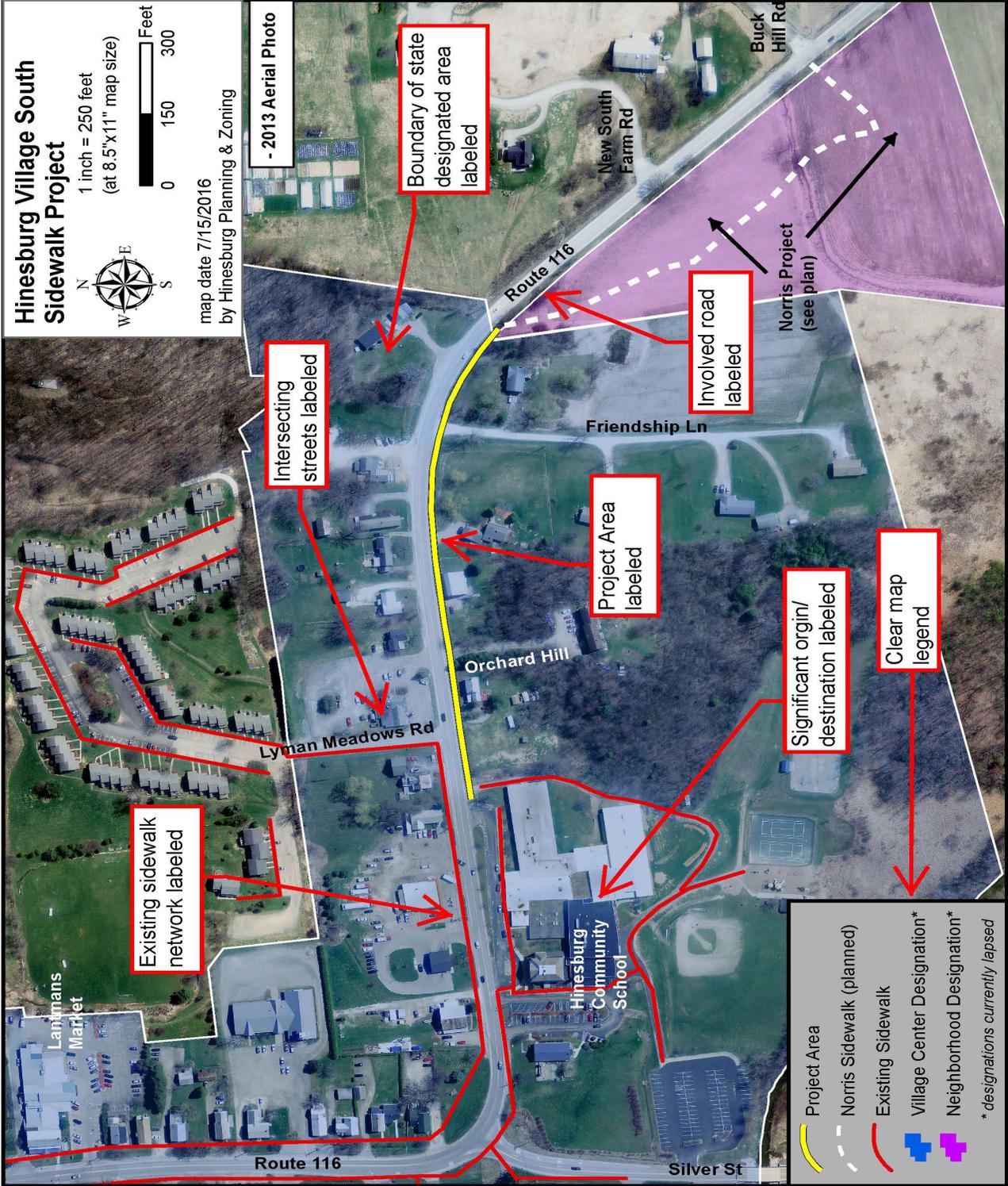
| | |
|--|----------------|
| Addison County Regional Planning Commission | (802) 388-3141 |
| Bennington County Regional Commission | (802) 442-0713 |
| Central Vermont Regional Planning Commission | (802) 229-0389 |
| Chittenden County Regional Planning Commission | (802) 846-4490 |
| Lamoille County Planning Commission | (802) 888-4548 |
| Northeastern Vermont Development Association | (802) 748-5181 |
| Northwest Regional Planning Commission | (802) 524-5958 |
| Rutland Regional Planning Commission | (802) 775-0871 |
| Mount Ascutney Regional Commission | (802) 674-9201 |
| Two Rivers-Ottawaquechee Regional Commission | (802) 457-3188 |
| Windham Regional Commission | (802) 257-4547 |

Attachment D: District Transportation Administrators



Contact info can be found at: <https://vtrans.vermont.gov/operations/districts>

**Attachment E:
Example Map**



Attachment F: Example Partial Funding Worksheet

Applicant Name: Town of Anytown

Fill in applicant name

Project Title: D St. Sidewalk

Fill in project title to match rest of application

Full Project Funding

Description: 2000 Feet of Sidewalk from A St. to C St.

Describe full project with length and geographic identifiers

| | |
|------------------------------|-----------|
| Municipal Project Management | \$50,000 |
| Engineering | \$80,000 |
| ROW estimate | \$10,000 |
| Construction | \$500,000 |
| Construction Inspection | \$75,000 |

Include all components of total project cost

Note: Construction estimate should have adequate backup documentation

Total for Full Project **\$715,000** *This will total automatically based on input above*

Partial Project Funding

Description: 1500 Feet of Sidewalk from A St. to B St.

Describe partial project with length and geographic identifiers

| | |
|------------------------------|-----------|
| Municipal Project Management | \$35,000 |
| Engineering | \$45,000 |
| ROW estimate | \$8,000 |
| Construction | \$300,000 |
| Construction Inspection | \$50,000 |

Include all components of total project cost

Note: Construction estimate should have adequate backup documentation

Total for Partial Funding Project **\$438,000** *This will total automatically based on input above*

**Attachment G:
Example Additional Funding Worksheet**

Applicant Name: Town of Anytown
Project Title: D St. Sidewalk

*Fill in applicant name
Fill in project title to match rest of application*

Determining Make Up Funding for an Existing Project

| | |
|--|-----------|
| Original Award (including Local share) | \$650,000 |
| Engineering Expenses to Date | \$50,000 |
| Project Management Expenses to Date | \$25,000 |
| ROW expenses to Date | \$10,000 |

Fill in fields in the table based on the descriptions to the left.

Amount Remaining from original award \$565,000

This will total automatically based on input above

| | |
|---|-----------|
| Balance of Engineering contract to be billed | \$20,000 |
| Balance of Project Management to end of project | \$15,000 |
| Balance of ROW expenses anticipated | \$5,000 |
| Estimated Construction Cost | \$525,000 |
| Estimated Construction Inspection Cost | \$50,000 |

Fill in fields in the table based on the descriptions to the left.

Total Cost to Complete Project \$615,000

This will total automatically based on input above

| | |
|--|-------------------|
| Amount Remaining in Grant Award (or deficit) | (\$50,000) |
|--|-------------------|

This will total automatically based on input above - if figure shows up in parenthesis and red, then that is a shortfall.

Norwich PC Minutes 1/13/26

Members Present: Jaan Laaspere, Christian Spalding, Ernie Ciccotelli, Vince Crow, Mary Gorman, Bob Pape

Public Present: Miller Nuttle, Jeff Bruemmer, Adam Pearce

Meeting Opened:

1. Open Regular Meeting

The meeting opened at 6:33 PM with a quorum of four members. Members Crow and Pape join at approximately 6:45 PM

2. Approve Agenda

Ciccotelli moved, Spalding seconds a MOTION to approve the minutes. Gorman asks a clarifying question about an agenda item, Laaspere comments that that matter will be discussed at agenda item 8. MOTION carries, all in.

3. Public comment on items not on agenda

Andrew Pearce expressed his support of a Bike/Ped grant.

4. Correspondence

None

5. Capital Planning

- a. True recommended reviewing the current Facilities & Services element in the 2020 Town Plan against statutory elements required to support a capital planning element in a Town Plan, and map out any delta between these two. True and Spalding to make this analysis and report back to the Planning Commission.
- b. Laaspere discussed a space planning effort to tie into the current analysis around Tracy Hall Improvements.

6. Short Term Rentals

The group discussed the proposed updates to the Short-Term Rental interim by-law. True will forward questions about trusts and existing non-conforming uses to VLCT for confirmation.

Gorman moved, seconded by Ciccotelli, to approve the draft Short Term Rental Interim Bylaw pending VLCT review and recommend that the Selectboard adopt the interim bylaw.

Motion passed 6-0

7. Municipal Planning Grant Update

True discussed the Municipal Planning Grant that the town was recently awarded. It covers a work plan and budget to include a steering committee, a consultant, 2 charettes (covering topics including growth, housing, infrastructure, resilience, historic preservation, and community building) to lead to a draft of a Norwich Village Master Plan. The PC can have input for topics to focus on until May, keeping in mind that it will be a helpful resource for updating the Town Plan.

Nuttle requested that the PC consider applying for the VTrans Bike/Pedestrian Grant to help fund a scoping study to improve pedestrian and bike safety. (Future Agenda Item)

8. Future Land Use Map & Tier 1b Opt-in

The group discussed the RPC's Future Land Use map updates. The group agreed to hold a special meeting before the next regular meeting to have more time to discuss and clarify any questions about Tier 1B and village area designations.

9. Approve minutes

Gorman moved, seconded by Ciccotelli, to approve the minutes from 12/9/25

Motion passed 5-0 (Pape abstained)

10. Adjourn

Gorman moved, seconded by Ciccotelli, to adjourn the meeting at 8:40 pm

Motion passed 6-0

Future Special Meeting (Future Land Use Map updates) –TBD at Tracy Hall (also accessible via Zoom)

Future Regular Meeting –2/10/25 at 6:30 pm at Tracy Hall (also accessible via Zoom)

Minutes by Vince Crow on 1/15/25

Norwich Planning Commission and Affordable Housing Subcommittee Joint Special Meeting

Minutes 1/26/26

Planning Commission Members Present: Jaan Laaspere, Christian Spalding, Ernie Ciccotelli, Vince Crow, Mary Gorman, Bob Pape

Affordable Housing Subcommittee Members Present: Peter Deshazo, Jeff Lubell, Brian Loeb, Creigh Moffet

Staff: Steven True

Other Public: Kevin Geiger, TRORC

Meeting Opened:

1. Open Meeting; both committees have a quorum

2. Approve Agenda

Ciccotelli moved, seconded by Crow to approve the agenda.

Motion passed 6-0

3. Act 181 Tier 1b explainer and Q&A with Kevin Gieger, Senior Planner TRORC

Kevin Gieger discussed the process of updating the Future Land Use Map & Tier 1b opt-in options. TRORC is in the process of updating the region's Future Land Use maps, which include designations for Village Center, Village Area, and Planned Growth Areas. The Village Area is defined as the area surrounding the Village Center that is a denser residential area that is relatively walkable. These areas could qualify for state funding for affordable and workforce housing.

Once these areas are defined, the Town can opt-in for any of these areas to be designated as Tier 1B, which would create an Act 250 exception for housing only in that area. This doesn't affect local zoning so the town zoning regulations stay in place.

TRORC is aiming to adopt the updated maps later this year and go into effect in 2027

4. Tier 1b Opt-in discussion

The group discussed the draft of the Future Land Use map and opting in to a Tier 1B designation. The group will decide on its recommendation to the Select Board at the next regular meeting.

5. Adjourn

Ciccotelli moved, seconded by Crow, to adjourn the meeting.

Motion passed 6-0

Minutes by Vince Crow on 1/28/25