

# MPG Application Questions – FY19

Use this WORD document to review the application questions for the Summary Narrative and Work Plan and Budget Forms and to prepare your responses for the online application system. This document **cannot** be used to submit your grant application. Only applications submitted through the online [Grant Electronic Application and Reporting System](#) (GEARS) can be accepted. For guidance on responding to these questions see the [Application Instructions](#).

**Applications must be submitted electronically before 6:00 pm on Monday, October 1, 2018.**

## Application Summary

### Applicant:

1. **Applicant Municipality: East Montpelier**  
(or lead applicant if applying as a consortium)
  
2. **(For “[rural towns](#)” with a population less than 2,500) Is the Regional Planning Commission serving as an agent of the municipality for managing the Municipal Planning Grant?**  
Yes  
No  
Not Applicable
  
3. **What is your most recent municipal plan adoption date? June 4, 2018**
  
4. **Please select any current state designation(s) in the municipality:  
(Visit the [DHCD Planning Atlas](#) to check if the municipality has a state designated center.)**  
Village Center   
Downtown  
Neighborhood Development Area  
Growth Center  
New Town Center

### Confirmation:

5. **Is the planning process in your municipality confirmed by your regional planning commission?**  
Yes   
No
  - a. **If No:**  
**Is your municipality in the process of being confirmed on or before the confirmation deadline (September 30, 2018)?**  
Yes  
No
  
  - b. **If No:**  
**Is this application for a municipal plan that will be submitted to the regional planning commission for approval, which is necessary for confirmation?**  
Yes  
No

- c. **Has your municipality voted at an annual or special meeting to provide local funds for municipal and regional planning purposes?**

Yes

No

**Consortium:**

6. **Is this a consortium project?**

Yes

No

- a. **If Yes:**

**Please identify the participating municipalities**

All participating municipalities must have a confirmed planning process by the confirmation due date, September 30, 2018, and must submit a resolution signed by their legislative body.

- b. **If Yes:**

**Is the Regional Planning Commission serving as an agent for the consortium?**

Yes

No

- c. **If Yes:**

**What are the most recent municipal plan adoption dates for the participating municipalities?**

Name each municipality and the latest plan adoption date.

**Project Description**

7. **Please identify the project type:**

Municipal Plan

Zoning and Subdivision Bylaw

Planning for State Designated Area

Infrastructure or Capital Improvement Planning

Natural Resource Planning

Flood Resilience Planning

Other

- a. **If other, specify:**

8. **Project Title: Zoning Update Adoption Process**

Name the project as **concisely** as possible.

The project title will be used in the grant agreement and program announcements if this grant is funded. (80 character limit)

*Examples: Unified Bylaw Update, Village Revitalization Plan, Sewer Line Mapping*

9. **Project Description:**

Provide a very brief summary of what the project will accomplish and produce.

This description of main project outcomes will be used in MPG program marketing materials if this grant is funded. See the list of [FY18 Funded Projects](#) for examples. (250 character limit)

*Example: The town will hire a consultant to evaluate constraints and opportunities for infill development and conduct a public outreach program to engage residents in the village planning process.*

**The Town will hire a consultant to assist with public education and outreach about the draft zoning updates and make revisions, as necessary, in response to changes made during the adoption process.**

## **Project Readiness and Need**

### **10. What are the primary issues your community is trying to address with this project?**

Describe both the immediate concerns and the larger, enduring issues that the community wishes to resolve through the grant project. *(2,500 character limit)*

**The Town of East Montpelier was awarded a FY2018 municipal planning grant to develop draft zoning amendments to implement the 2017 East Montpelier Village Master Plan and update zoning in the rest of the town.**

**The Village Master Plan proposed new zoning districts intended to revitalize the designated village center, increase density and promote compact growth in the village. In developing the village master plan, it became apparent that the town's 1970s-era zoning does not support a development pattern that focuses density and development in the village, nor does it adequately promote agricultural viability and forest integrity. The Village Master Plan was incorporated into the 2018 Town Plan.**

**With support from the FY2018 MPG, the Planning Commission is currently working with our consultant on these zoning updates. New zoning districts will be created to support the designated village center and increase density and walkability in the surrounding village. Updated zoning for the rest of the town will better reflect existing development, natural resources and the future land uses and goals of the 2018 Town Plan. The Planning Commission and Development Review Board have identified a number of areas where current zoning is not working well, e.g., setbacks and waivers. The consultant has identified opportunities to incorporate best practices, e.g., emphasis on development form in the village, and use of density standards in zoning districts. An initial draft of zoning districts has prompted vigorous discussion by the Planning Commission. The Planning Commission is on schedule for having draft zoning amendments at the conclusion of the current MPG, in May 2019.**

**In adopting the Town Plan, the Planning Commission learned that despite on-going public outreach efforts many in the community do not engage until a final draft is released. Zoning amendments are likely to be more contentious than town plans, because every property owner is affected. The likely extent of zoning changes will require significant public education and outreach in order to build broad community support during the adoption process. In order to not lose momentum and to help ensure that the adoption process is successful, the Planning Commission is seeking Phase 2 funding for public education and outreach to build public support and ensure successful adoption.**

### **11. Is your project primarily preparation, updating or amending a municipal plan?**

Yes

No

**a. If Yes:**

**Explain how the project addresses the community needs and concerns identified above.**

Describe how the plan project will respond to the needs and concerns presented in your response to question #10 above. *(2,500 character limit)*

**b. If Yes:**

**Provide evidence that the municipal plan project is needed.**

Documentation of need may include a consultation report from the regional planning commission or language from if the existing plan or other documents that indicate plan project is needed. If the plan will address a recently emerging concern, summarize the ways that the community has expressed interest and provide links to reports and/or local media coverage. *You may upload relevant links and excerpts as an attachment. (2,500 character limit)*

**c. If Yes:**

**Indicate if the plan will address the following requirements (select all that apply)**

- Emphasize implementation of the plan (see [Planning Manual](#) page 75)
- Cure inconsistencies between the municipal plan and state statute.
- Address any missing plan elements that are required by state statute
- Support comprehensive and coordinated planning by integrating plans/studies/reports completed since last plan adoption

**d. If No:**

**Explain how the project addresses the community needs and concerns identified above.**

Describe how the plan project will respond to the needs and concerns presented in your response to question #10 above. *(2,500 character limit)*

**Updating the town's zoning is a priority action in the 2018 Town Plan. Developing draft zoning language (with the FY2018 MPG) is the first phase of the zoning update. East Montpelier is seeking FY2019 MPG funding for the second phase: public outreach and education to ensure success of the zoning adoption process. The goal of this phase is to provide sufficient opportunities to educate the public on the draft zoning amendments, answer questions, listen to concerns, and revise the amendment language as necessary. The desired outcome is adoption of the zoning amendments with the support of the community.**

**The Planning Commission, working with the consultant, will prepare educational materials and presentations. Documents and materials will be distributed at meetings and posted on the town website.**

**Articles about the substance and progress of the zoning update will be submitted to the East Montpelier Signpost, a bi-monthly newsletter mailed to all town households. Front Porch Forum will be used to announce availability of draft documents, as well as the Planning Commission meeting schedule, public meetings and hearings.**

**A poster display will be set up at Town Meeting, which has proven to be an effective way to raise public awareness about town planning and zoning issues.**

The Planning Commission will hold an open house to present the draft zoning through maps, charts and handouts. In the past, we have found the open house format to be effective as an informal way to inform the public and answer questions one-on-one. At least one traditional public meeting will be held to present draft zoning, answer questions and take comments. We have found that some members of the public are more comfortable with this structured approach.

To meet statutory requirements, the Planning Commission will hold one or more public hearings on the draft zoning. Subsequent to receipt from the Planning Commission, the Selectboard will hold two or more discussion sessions and two or more public hearings on the draft zoning. The consultant will maintain a matrix of all comments received on the draft zoning amendments during the adoption process, including a response, recommendation, and actions taken on each comment.

**e. If No:**

**Indicate how the project implements the municipal plan.**

For bylaw, capital planning and other types of implementation projects, the ideas and actions in the municipal plan support the project. *Please provide specific municipal plan language. You may upload excerpts of the plan or insert quotes, that support your project. For consortium projects, a response to this question is needed for each town in the consortium. (2,500 character limit)*

**Of the seven top priority actions in the 2018 Town Plan, five relate directly to updating the town's zoning:**

- **Action 7.3.1: Review and update the *East Montpelier Land Use and Development Regulations* to ensure that commercial and industrial areas are appropriate and adequate to encourage appropriate business growth.**
- **Action 10.1.1: Review and update East Montpelier's zoning districts to ensure that the boundaries, purposes, and standards are appropriate to meet the goals of the Town Plan.**
- **Action 10.1.2: Review and update site plan review, parking and design standards in the *East Montpelier Land Use and Development Regulations*.**
- **Action 10.1.3: Update the *East Montpelier Land Use and Development Regulations* to make it easier to permit Planned Unit Developments.**
- **Action 10.2.1: Adopt village zoning to implement the East Montpelier Village Master Plan.**

**Eight high priority actions in the 2018 Town Plan also address zoning updates:**

- **Action 9.7.1: Review and update *Land Use and Development Regulations* to promote protection of priority forest blocks and riparian wildlife connectivity.**
- **Action 9.13.2: Provide guidance in the *Land Use and Development Regulations* for protecting characteristic scenic resources throughout the town with particular attention to identified scenic views.**
- **Action 9.14.2: Ensure that *Land Use and Development Regulations* encourage compact development that protects scenic and natural resources.**
- **Action 10.1.4: Develop zoning regulations that encourage new developments to reflect historic landscape patterns such as compact development, a close and**

- positive relationship to the street, and orientation of buildings and structures parallel or perpendicular to the road and other structures.
- **Action 10.1.5:** Include resource protection policies in the *Land Use and Development Regulations*.
  - **Action 10.1.6:** Protect riparian forests through conservation easements and the *Land Use and Development Regulations*.
  - **Action 10.3.1:** Update zoning bylaws to prevent strip development.
  - **Action 10.4.1:** Update zoning bylaws to ensure that the boundaries, proposes and standards [of the Industrial District] are appropriate to achieve the goals of the Town Plan.

**12. If you received an MPG last year, discuss any relationship to this application and your capacity to simultaneously complete both grant projects. (2,000 character limit)**

This project is a direct follow-on to the FY2018 MPG. The FY2018 grant is being used to develop draft zoning amendment language. Given the expected degree of proposed changes, the Planning Commission believes that Phase 2 grant support is needed for public education and outreach during the adoption process in order to maintain momentum and bring the zoning amendments to successful adoption with community support.

Upon substantial completion of the FY2018 MPG activities, FY2019 grant funding will be used to support the zoning amendment adoption process. Some overlap of grant activities may occur, e.g., development of educational and presentation materials under the FY2019 grant may occur while the FY2018 grant is being completed. Most FY2019 grant activities would occur sequentially to the FY2018 grant activities, therefore the Planning Commission believes it has the capacity to complete both grant projects.

### **Community Partnership, Support & Commitment**

**13. What relevant local and regional organizations and partners will be involved in the project?**

Explain what partnerships are involved with the project and explain their roles and contributions to the work plan. Partnerships include local boards and commissions, organizations, businesses, or the regional planning commission (not acting as an agent or consultant) and other regional and state entities. *Attach any relevant letters of support/commitment, meeting minutes, etc . (2,500 character limit)*

**A variety of local boards and regional organizations are being consulted in the development of zoning amendments, including:**

**Selectboard**

**Development Review Board**

**Village Committee**

**Forest Committee**

**Recreation Board**

**Conservation Fund Advisory Committee**

**Planning Commissions in neighboring towns**

**Vermont Land Trust**

**Central Vermont Regional Planning Commission**

**Vermont Natural Resources Council**

**Central Vermont Economic Development Corp.**

Of these organizations, the Planning Commission and the Selectboard are the principal partners in undertaking the adoption process. The other entities identified above will be encouraged to comment and participate in the adoption process.

## Project Approach

### 14. How did you arrive at your work plan and budget?

Explain how you developed your work plan and budget. Please upload any evidence that the work plan and budget are appropriate and realistic such as statements from possible consultants or professionals verifying that the project is feasible. For larger or multi-stage projects where the MPG is only a part, please upload a workplan or description of the entire project. Upload your budget documentation in the box provided in the Budget Documentation section of the Work Plan and Budget form. (2,000 character limit)

**The workplan and budget were developed based in consultation with our current consultant, PlaceSense. Documentation, consisting of the consultant's estimate dated 1 August 2018, is attached as an upload.**

**Upload or mail supporting documents that show the work plan and budget is based on realistic information.** Please provide a letter or other documentation from a consultant with cost estimates for tasks, including hourly rate.

*Upload budget documentation in in the Application Attachments Page or mail to DHCD.*

### 15. How will the proposed project engage the public? Describe the citizen participation activities and outreach intended to educate and involve the public in planning. (2,000 character limit)

**Extensive public engagement has already occurred with the development of the village master plan and the Town Plan. Additional public engagement is occurring with the current development of the draft zoning update amendments.**

**The goal of this FY2019 MPG project is to provide sufficient opportunities to educate the public on the draft zoning amendments, answer questions, listen to concerns, and revise the amendment language as necessary.**

**The project will use a variety of approaches to reach out and engage the public:**

- **Two residents have been appointed to participate with the Planning Commission on the steering committee for the duration of the project. This additional support and participation from the community helps create additional connections and brings a fresh perspective from a non-planning commission point of view.**
- **The Planning Commission will submit articles on the zoning updates and adoption process to the East Montpelier Signpost, a bi-monthly newsletter that is mailed to all town households.**
- **The Planning Commission will post notices of meetings, hearings, and draft document availability on Front Porch Forum (which is subscribed to by most town residents) and on the well-utilized town website.**

- A display for town meeting will be utilized to reach a broad community audience.
  - An open house format will be used to informally present the new zoning and respond to public comments individually.
  - At least one public meeting will be held by the Planning Commission to present draft zoning, answer questions and take comments. One or more public hearings will be held by the Planning Commission.
  - The Selectboard will hold two or more discussion sessions on the proposed zoning amendments. Two or more public hearings will be held by the Selectboard.
  - The consultant will maintain a matrix of all comments received on the draft zoning amendments during the adoption process, including a response, recommendation, and actions taken on each comment.
- a. Approximately how many people do you aim to engage in the project, including local board members and people who complete surveys?

Based on recent public outreach activities for the 2018 Town Plan, we anticipate engaging the following number of people:

- Local board and committee members: about 35, including Planning Commission and Selectboard
- Open house attendees: 20-50
- Public meeting attendees: 20-50
- Selectboard discussion attendees: 5-15
- Planning Commission and Selectboard public hearing attendees: 10-30

The Planning Commission believes that these numbers are both realistic and a substantial level of engagement for a town of 2,610 (ACS 2011-2015).

Outreach activities will reach a broader population. Articles in the East Montpelier Signpost, a well-read newsletter, reach 100% of town households. Currently, 1,070 (88%) of town households subscribe to Front Porch Forum. Both methods have proven to be effective avenues for notifying town residents about issues and progress, as well as events, meetings and document availability.

## Statewide Priorities

### 16. How does your project further the statewide priorities?

Discuss whether and how your project furthers any of the MPG priorities. If none of the priorities apply to your project, please indicate "not applicable." (2,500 character limit)

#### MPG FY19 Statewide Priorities:

Projects further the following priorities:

- a. **Housing.** Bylaws or infrastructure projects that increase housing options in compact, walkable and mixed-use neighborhoods. For example, this could be a project that prepares the community for a [Neighborhood Development Area](#) designation.
- b. **Infrastructure.** Planning (master, capital, general) and design for public infrastructure in State designated areas.
- c. **Vibrant Centers.** Specific-area master planning in State designated downtowns and villages.



- d. **Active Transportation/Recreation.** Planning for walk/bike connections linking State designated centers to regional networks and/or local recreation amenities.
- e. **“Placemaking”.** Planning or implementation for revitalizing and programming public places in State designated centers.
- f. **Water-Related Bylaws.** Municipal bylaws that implement State basin plans, municipal plans, stormwater master plans, river corridor protection, and/or green stormwater infrastructure and promote improved water quality and flood resilience.
- g. **Planning for Village Wastewater.** Activities to support wastewater solutions in designated villages to supplement other funding programs, or if other funding is not available. *Applicants must consult with MPG staff before applying for a wastewater project.*
- h. **Potential to Serve as a Statewide Model.** The project outcomes or products are likely to benefit other municipalities and can serve as an example or template for similar communities statewide.

**Adopting the zoning amendments being developed by East Montpelier supports MPG FY2019 statewide priorities in three key ways.**

**First, they are a key element in implementing the East Montpelier Village Master Plan, and thus are intended to strengthen and support the designated village center and surrounding village areas. The village master plan proposes new zoning to create some new development/redevelopment opportunities in the designated village center. Currently, the small designated village center is almost completely built out based on existing zoning. Increasing density and development opportunities in surrounding village areas is an important strategy for revitalizing the designated village center, by increasing the population in walking distance of the designated village center. The Village Master Plan envisions a denser village area surrounding the designated village center; new zoning will create new business and mixed-use opportunities adjacent to the village center. New village residential areas within walking distance will help support and create demand for businesses in the designated village center. Adopting new village zoning is a key element in the town’s efforts to create a vibrant village center.**

**Second, the village master plan envisions considerable new residential opportunities in areas surrounding the designated village center. Adopting new zoning is critical to allowing greater village residential density and more housing options – including affordable and senior housing.**

**Third, updating the zoning in the rest of the town will help focus growth in East Montpelier Village by better aligning future development with zoning district purposes; deterring rural residential and commercial sprawl; helping protect important agricultural, forest and open space lands; and encouraging new growth to occur in the village rather than in the town’s rural areas.**

**17. How does your project relate to and support an existing state designated downtown, village center, neighborhood development area, new town center or growth center?**

If no state designated areas exist in the municipality, indicate “not applicable.” (2,000 character limit)

**Our designated village center is located in East Montpelier Village. Through our FY2016 MPG we did extensive planning and public outreach to develop a village master plan to promote new residential and commercial development in the designated village center and the surrounding village areas. The Village Master Plan was incorporated into the 2018 Town Plan.**

**With the FY2018 MPG, we are developing zoning updates to implement the village master plan and address zoning priorities identified in the 2018 Town Plan. The proposed FY2019 zoning update adoption process is the second phase of the zoning update, and will provide public outreach and education to help maintain zoning project momentum and ensure that the zoning updates successfully reach the adoption endpoint.**

### **Municipal Resolution**

Please print and complete the [Municipal Resolution](#). If this is a consortium application, each participating municipality must complete a resolution designating the same Municipal/Authorizing Official and Administrator. See [MPG Roles](#) for more information about the responsibilities and permissions of the grant roles.

Please note that only the names of individuals who have [registered for an account](#) in the online grants management system will appear in the dropdown menus in the online system. *Please contact DHCD staff at [jennifer.lavoie@vermont.gov](mailto:jennifer.lavoie@vermont.gov) or 802.828.1948 for assistance.*

**Municipal/Authorizing Official:** <dropdown menu>

Title:

**Alternate Municipal/Authorizing Official:** <dropdown menu>

Title:

**Grant Administrator:** <dropdown menu>

Title

- (For [rural towns](#) or consortia only)** The regional planning commission will serve as agent for the municipality or consortium. *(Check the box if the municipality authorizes its regional planning commission to prepare the application, support grant administration and be exempt from competitive selection if serving as project consultant.)*

*Upload Completed Municipal Resolution or Mail to DHCD.*

### **Work Plan and Budget Form**

The Total Project Cost, Total Match Funds, Minimum Required Match Funds, and Additional Match Funds will automatically calculate after you complete the task table, enter the State Grant Funds (Grant Amount Requested) and click SAVE.

Be sure to Include all tasks and costs that will be paid for by the Municipal Planning Grant and Match Funds, if applicable. If your application is selected for funding, the following work plan and budget will become Attachment A to the Grant Agreement and will be the official description of the work you are expected to accomplish with project funding.

Municipalities may apply for any grant award dollar amount between \$2,500 (minimum) and \$22,000 (maximum) with a minimum cash match requirement of 10%. Example: for a maximum individual grant amount of \$22,000 with a minimum match of 10%, the total project cost will be \$24,200. Consortia application grant awards are capped at \$35,000 with a local cash match of at least 10%. Projects with match amounts greater than 10% receive additional points in the competitive criteria. Please note that in-kind contribution or contribution of staff or others' time cannot be offered as a match

<b>Task Name</b>	<b>Description of Task</b>	<b>Responsibility</b>	<b>Paid Personnel</b> (Consultant, Regional Planning Staff, or other)	<b>If other, please specify</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Personnel Cost</b> (automatically calculates online)	<b>Materials Description</b>	<b>Materials Cost</b>	<b>Total Cost</b> (automatically calculates online)
A. Educational Materials and Presentations	The consultant will assist the Planning Commission with preparing educational materials and presentations for distribution during the adoption process.	Consultant and Planning Commission	Consultant		16	85	1,360			
B. Comments Matrix	The consultant will maintain a matrix of all comments received on the draft bylaws during the adoption process, including a response, recommendation, and action taken.	Consultant	Consultant		16	85	1,360			
C. Public Meetings and Hearings	The consultant will attend public meetings and hearings related to the bylaw adoption, and will make presentations and/or respond to comments and	Consultant, Planning Commission and Selectboard	Consultant		32	85	2,720	Printed materials	150	

	questions as requested by the Planning Commission or Selectboard.									
D. Bylaw Revisions	The consultant will revise the drat bylaws and maps as necessary in response to changes made during the adoption process							Printed materials	50	
E. Expenses and Mileage	Expenses and mileage incurred by consultant for project							Meeting expenses	200	
								Mileage	800	
<b>Totals</b>										

Project Cost: \$8,000

State Funds/Grant Award: \$7,200

Minimum Match Funds (10%) \$800

Additional Match Funds (optional): \$

*The Total Project Cost, Grant Funds, and Match Funds will be automatically calculated in the online grants management system.*



## Budget Documentation

### Describe source(s) of match funds:

Contribution of municipal staff or volunteer's time **cannot** be offered as a match. Other contributions, while not required, may be documented here as well. (500 character limit)

**The Town will provide a cash match from municipal funds.**

## Accounting

Responses to the following questions will not impact the competitiveness of your application. These are used solely for purposes of administering the grant if awarded.

### What type of accounting system does your municipality use?

Automated

Manual

Combination of both

**Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?**

Yes

No