



City of Barre, Vermont

October 12, 2023, 5:30 PM

Regular Meeting of the Barre City Planning Commission

Venue Options: **Remote only meeting this month**

Zoom:

<https://us06web.zoom.us/j/89301594299?pwd=MXkyVmV6VnVhUC9Obk1GaVhNMFFKUT09>

Meeting ID: 893 0159 4299 Passcode: 815236

Phone: 1 (929) 205-6099 US (New York – Long distance rates will apply)

Agenda

1. Call to order - 5:30 PM
2. Adjustments to the Agenda
3. Approval of Minutes
 - a. September 14, 2023
4. Public comment (for something not on the agenda)
5. Old Business
 - a. Planning Grant Consultant Proposal Discussion for N. End Plan
 - b. Site Visit(s) Discussion
6. New Business
 - a. Interim Zoning Changes Discussion
6. Confirm date of next meeting – November 9, 2023
7. Staff updates – as needed
8. Roundtable
9. Adjourn

Barre City Planning Commission

September 14, 2023 Meeting Minutes

Present: Becky Wigg (Vice Chair), Joe Reil (Secretary), Rosemary Averill, Caitlin Corkin, Raylene Meunier

Absent: David Sichel

Staff: Janet Shatney (Director of Planning, Permitting & Assessing)

Visitors: Representative Peter Anthony

1. Call to Order.

5:30pm.

2. Adjustments to the Agenda.

None.

3. Approval of Minutes.

a. August 10, 2023.

Corkin moved to approve; Averill seconded; unanimous in favor.

4. Public comment (for something not on the agenda)

Representative Anthony suggested removing parking minimums completely, a topic discussed in the past and urges us to revisit that idea, and would also suggest some change in City Policy on Winter Parking, suggesting something similar to Burlington or Montpelier's model, further noting that Winter Parking is part of the general ordinances, not Zoning, which would be out of the Planning Commission's purview, though we could make suggestions

Reil and Wigg brought up that we had discussed addressing parking minimums previously and that the Bylaw Modernization Grant that would be up for discussion would potentially include that item.

5. Old Business

a. Status of RFP's: responses due by 4:30 pm on Sep. 14, 2023.

There was one response from VHB (Vanasse Hangen Brustlin) engineers/planners for the Planning Grant (North Main to Summer Street revision plan) RFP. Details to follow on Monday of next week.

The Bylaw Modernization RFP did not get a response. Shatney is planning to apply to ACCD for an extension and send out a second RFP with a wider net.

There was some discussion about the possibility of seeing if VHB would be interested in adding the Bylaw Modernization Grant to their existing work.

There was further discussion on next steps for the No. Main to Summer Street plan, including having the RFP Subcommittee (Averill, Reil, Wigg) meet with VHB. Janet suggests that because there was only one response an interview is not necessary, we will consider further how to proceed.

- b. ADU public reading at Council on Aug. 29, 2023: Discussion.

Shatney summarized the previous Council action on the proposed ADU changes. On the 8/29 City Council meeting the motion failed due to lack of votes. On the 9/12 City Council Meeting a motion was made to rescind the previous vote, as the full Council was not present previously. That motion carried, and the first reading of the changes will be up before Council again on their 9/19 meeting.

There was some discussion about having Planning Commissioners attend the meeting to speak in support of the ADU and how it may or may not move forward depending on what happens at Council.

- c. North Main to Summer Street Plan: review and possible site visit.

There was general agreement about having our next meeting include a site visit and having VHB join us in this visit if they are available. Shatney will reach out to see if they can do so.

6. New Business

- a. Chair Resignation.

Michael Hellein has resigned as Chair of the Planning Commission.

- b. Election of Officers – election of replacement Chair.

Reil nominated David Sichel (in absentia, with his permission); Meunier seconded; unanimous in favor.

- c. Neighborhood Development Area Designation Discussion.

Shatney explained that an Area Designation allows the City to designate a portion of the city as a specific neighborhood and that once done this allows a number of possible benefits, including tax breaks for development, grants, etc. There was further discussion about the details of the plan and its benefits. Janet indicated that it's something she had worked on in the past and was hoping to do so again. Wigg suggests that Planning Commission

may be able to assist with this process and several members indicated their willingness to help with this.

7. Confirm Date of Next Meeting.

- i. October 12, 2023

8. Staff Updates.

Shatney indicates there is a lot of work remaining around the floodwork and grant work. Downstreet, Turning Point grants take a lot of time. She also noted that the Old Police Station in City Hall, which has been vacant has been renovated for the use by the Barre Up Long-Term Recovery Group and encouraging folks to stop by to see the space.

9. Round Table.

Reil mentions that with the previous resignation of Amanda Gustin and the recent resignation of Michael Hellein the Commission has lost a lot of institutional knowledge, with most members having served for less than 18 months, and that this is an opportunity and a challenge for all of us to step up our efforts and engagement.

There was some discussion about visitors attending the meeting who did not speak. Shatney indicated that guests do not need to be acknowledged or noted on the minutes unless they contribute to the discussion.

There was some discussion around the empty seat on the Commission and hopes that it will be filled soon.

10. Adjourn

6:14pm, **Averill moved to adjourn; Reil seconded; unanimous in favor.**

Technical/Cost Proposal

City of Barre, Vermont

September 14, 2023



North Main to Summer Street Master Plan



Letter of Interest

September 14, 2023

City of Barre
City of Barre Municipal Offices
6 N. Main Street, Suite 7
Barre, Vermont 05641

Re: North Main to Summer Street Master Plan

Dear Selection Committee:

The City of Barre is looking for a firm to create a renewed Master Plan for the heart of the historic center and designated downtown with a focus on North Main, Elm, Summer, Merchant, and other downtown side streets. Building upon VHB's extensive experience with master planning in Vermont and across the northeast, along with our prior work in the City, we are eager to showcase a strong, diverse, and well skilled team to the City of Barre.

With close to 100 staff members based in VHB's South Burlington, Montpelier, and Rutland offices supported by nearly 2,000 VHB employees up and down the East Coast, VHB's array of local and regional resources can address virtually any downtown planning need. We have planned for and designed a wide range of public amenities throughout Vermont and New England that incorporates creative and meaningful public outreach, sustainability, and resiliency. We will reference our portfolio of completed projects and proven process as we thoughtfully provide potential concepts that enhance and harmonize with the surrounding downtown area.

VHB has decades of experience in planning, conceptualization, analysis, and successful design for construction of projects in communities like yours. We stay nimble and responsive in the initial analysis and visioning as we explore ideas for the future development alongside the City of Barre.

Thank you for this opportunity to present our proposal. **Michael Willard, ASLA, LEED AP**, will lead the VHB team as Project Manager with support from Chief of Design **Mark Hamelin**, Landscape Architect **Jeff Dube**, and a team organized to meet the specific characteristics of this project. We look forward to discussing our capabilities, experience, and approach to this exciting project. Should you need further information or have any questions, please contact Michael Willard at mwillard@vhb.com or 802.497.6190.

Sincerely,

VHB



Michael Willard, ASLA, LEED AP
Director of Landscape Architecture – VT



David Saladino, PE
Managing Director - VT

Contents

Letter of Interest.....	1
Scope of Work	3
Statement of Qualifications	7
Proposed Schedule	20
Project Budget	21

Scope of Work

Project Understanding

VHB understands that the City of Barre is requesting the services of a planning and design team to review and update the North Main to Summer Street Master Plan that was developed in March 2012. We have reviewed the 2012 Master Plan and are excited that many of the recommendations have been completed. VHB agrees that while the plan recommendations were sound, after 10 years it is prudent to take a step back, gather public input, and take a fresh look at the goals and opportunities presented today.

Project Funding

The City of Barre has been awarded a Municipal Planning Grant for \$18,000 and will contribute up to an additional \$10,000, for a total proposal to complete the update not to exceed \$28,000.

Timeframe

Work is projected to begin on or around October 12, 2023, and to be completed no later than December 31, 2024. VHB understands this timeline and can assure the City that this timeline is readily achievable (see Proposed Schedule section below).

Deliverables

The proposed project deliverables include a summary report and site plan which illustrate redesign opportunities across the downtown study area. Plans will be suitable for public presentation in graphic and electronic format.

Project Approach

Our team has an open-minded approach to projects, and we are committed to listening to and understanding the City of Barre residents, business-owners, and other stakeholders. We will integrate the right people and resources from our core services—planning, design, and traffic to advance your priorities for the downtown study area.

Our integrated services approach to this project will incorporate the following elements to make certain that the project will result in a successful and safe destination consistent with the City's vision for redevelopment:

- » **Project Management.** We will confirm the project parameters, and milestone schedule and then manage the process to maintain the schedule and provide requested deliverables.
- » **Local Leadership and Experience.** Our team has extensive experience working with communities, municipalities, and state agencies on a wide range of complex projects in Vermont and New England. We will use our local knowledge to help guide this project through preliminary planning and design development, while being sensitive to the landscape and surrounding areas.
- » **Frequent Communication.** VHB understands the importance of frequent communication. We will provide routine updates through phone calls, emails, meetings, and meeting notes, and written monthly updates. We will make sure the City is apprised at every step regarding VHB's progress.
- » **Committed Team.** A consistent project team will be committed to this process and will make sure to deliver upon the Scope of Work, including in-person meetings and on-site analysis.

- » **Quality Assurance/Quality Control (QA/QC).** VHB maintains thorough QA/QC protocols which call for internal review and comment on project submittals. We provide quality documents that are clear and communicative.

Scope of Work

Task 1: Project Kickoff and Existing Conditions Assessment

1.1 Kickoff Meeting

The Master Plan process will begin with an in-person kickoff meeting with the VHB team to introduce key team members, review important project information, and identify specific planning elements for VHB to address throughout the project. High-level objectives will be memorialized and VHB will present a more detailed timeline for review and approval. VHB will conduct a mini workshop with attendees to brainstorm visions and aspirations for the site's ultimate use.

1.2 Existing Documentation Review

The VHB team will review supporting documents, such as the 2012 Master Planning process, building permit data, housing needs reports, parking utilization rates, traffic operations, existing conditions base mapping provided by the City, and other material that will provide a framework in terms of known opportunities and constraints.

1.3 Site Visit

The VHB design team will perform a site visit to review the project study area, document existing conditions with photographs and field notes, review surrounding land use and review progress made since the 2012 Master Plan.

1.4 Project Base Map of Existing Conditions

The VHB team will compile publicly available data to create a project base map that will be the basis for the master planning process. VHB anticipates the base mapping to include aerial imagery and Statewide LiDAR to establish existing topography. The existing conditions mapping will include available parcel boundaries, zoning districts, parking locations, intersection operations, and identified natural and cultural resources.

Deliverables

- » Kick-off meeting agenda, meeting materials, notes
- » Review background material,
- » Project Base Map of existing conditions

Task 2: Public Meeting #1

In conjunction with City staff, VHB will plan for and participate in a public stakeholder meeting to discuss the project goals and objectives and review the master planning process. VHB will work with the Client to develop an interactive workshop format where participants will engage in interactive exercises to gather input and program elements that could be considered in the development of the Preliminary Master Plan. It is assumed the Client will help organize public meetings and provide a public venue to host these meetings.

Deliverables

- » Public Meeting materials, notes

Task 3: Client Team Meeting #1

VHB will prepare for and participate in a meeting with City staff to review the work undertaken in the above Tasks. At this meeting, VHB will present the information gathered during the Kick-off Meeting, Site Tour, and Public Meeting #1. The Project Team will discuss the major issues and opportunities, and how they may relate to different user groups, their goals and objectives, and the long-term vision of the Site. The goal of this meeting is to vet any issues that arise and inform the preparation of the Preliminary Master Plan.

Deliverables

- » Materials for Meeting with City staff

Task 4: Preliminary Master Plan Graphic

Based on input received from Public Meeting #1 in Task 3, and the Client Team Meeting in Task 4, VHB will generate a Preliminary Master Plan graphic for review and comment. The plan will be conceptual in nature and will be in the format of an annotated illustrative site plan.

Deliverables

- » Presentation Materials for the Preliminary Master Plan. One (1) freehand drawn plan will be produced which will be rendered and suitable for public presentation.

Task 5: Client Team Meeting #2

Following the development of the Preliminary Master Plan, VHB will meet with City staff (assumed to be virtual) and present the preliminary concepts for initial review and comment. Following this review process VHB will update the Preliminary Master plan graphic based on input gathered, in preparation for Public Meeting #2.

Deliverables

- » Revise Preliminary Master Plan graphic. One (1) revision is included.

Task 6: Public Meeting #2

In conjunction with City staff, VHB will present the Preliminary Master Plan and participate in a public workshop to review the work undertaken and facilitate a series of discussions about the vision for the study area. VHB will work with the City to develop an interactive workshop format where participants will provide input on the Master Plan. It is assumed that two VHB staff will participate in this workshop, and that the Client will provide all logistics regarding the workshop invitations, public meeting notices and the venue accommodation.

Deliverables

- » Public Meeting materials

Task 7: Client Team Meeting #3

VHB will meet with City staff (assumed to be virtual) to review the work undertaken above. The goal of this meeting is to confirm a direction for the creation of a Final Master Plan for the study area.

Deliverables

- » City staff meeting materials

Task 8: City Council Meeting

In conjunction with City staff, VHB will plan for and participate in City Council meeting to present the Final Master Plan.

Deliverables

- » City Council meeting materials

Task 9: Preferred Vision – Final Master Plan

Based on input received in Client Meeting #3 in Task 8, and Public Meeting #2 in Task 7, VHB will advance the Preliminary Master Plan into a final vision for the downtown in greater detail. The Final Master Plan will illustrate the plan's major site features and program elements. A summary report and illustrative master plan will be delivered and contain the following:

- » Acknowledgements / Project Overview
- » Summary of Existing Conditions Assessment,
- » Public Engagement Process Summary,
- » Site plan(s) and supporting presentation graphics prepared in prior Tasks,
- » Identify proposed phasing for site improvements (in necessary),
- » Project cost estimate for proposed Master Plan site improvements.

Deliverables

- » Final Summary Master Plan
- » The Master Plan will be delivered as GIS shapefiles for proposed site features in addition to digital graphic files in PDF format.



Spruce Peak Village Green, Master Plan, Stowe, VT

Statement of Qualifications

With offices in South Burlington, Montpelier, and Rutland, our Vermont locations are home to nearly 100 landscape architects, planners, designers, engineers, and scientists who partner with public and private clients in community design, real estate, institutional, transportation, and energy industries, as well as with federal, state, and local governments.

Our planning and design professionals commit to meeting project challenges with the highest level of quality, addressing client goals to achieve results that are implementable and sustainable. We work closely with our clients to understand each project's unique challenges by bringing a comprehensive approach to problem solving, drawing upon our wide array of disciplines and skills to inform the stakeholder engagement, planning, and design processes. This approach enables a balance among project needs, site constraints, and sensitivity to context.

VHB has a proud history of working with municipalities across Vermont and throughout New England to help them envision, design, and build community facilities that meet the goals of their citizens, as well as their budgets. Additionally, our team members bring extensive out-of-state design experience, having worked on similar projects up and down the east coast.



VHB Capabilities & Qualifications

Our team has an open-minded approach to projects, and we are committed to listening and truly understanding the needs and aspirations of the public—we see the whole picture, not just one piece. We integrate the right people and resources from our four core service areas—planning and design, land development, transportation, and environmental science—to help clients initiate and complete intricate, challenging, and significant projects.

Making a positive impact in Vermont's cities and towns is a priority for VHB. Our designers, planners, engineers, and scientists have helped revitalize downtown areas; construct safer streets for motorists, pedestrians, and bicyclists; and restore and protect our natural resources. VHB offers more than a defined group of services; we work as an integrated team to address some of the most challenging and complex projects across the state.

Our integrated services approach gives us the ability to develop easy-to-understand master plans that create bold and visionary outcomes while incorporating the technical experience required to plan sensitive and complex projects.

VHB Integrated Planning, Design, and Engineering Services

VHB's planning and design professionals are supported by a staff of landscape architects, engineers, surveyors, and scientists that will provide additional experience to help propel the project to completion. Master planning requires a host of support services integral to the success of the project including bicycle and pedestrian planning, civil engineering, historic preservation planning, stormwater planning and design, utility coordination, GIS and mapping, environmental investigations, and stakeholder outreach.

Because VHB offers all these services through our nearby offices, we can efficiently coordinate between disciplines to provide extremely responsive, integrated services.

For this master plan, VHB will specifically integrate experienced planning, landscape architecture, and traffic engineering staff on the team. Exploration of these disciplines will serve as an underpinning of the opportunities and constraints to the project site as we seek to understand what impacts development strategies could have or what levels of activity and development the site could support in the future. The identification of infrastructure available on site will serve a similar purpose, and VHB brings the engineering capability to document these readily.



Placemaking

At VHB, we believe strongly in the power of well-designed places to build strong communities. We aim to create robust connections between people and the places they inhabit. We believe strongly in public participation and engagement in the planning and design process, and that having more ideas and opinions in the room leads to better solutions, allowing us the design to effectively address common aspirations and concerns of the public.

Our work is about helping our clients improve health and well-being, contribute to economic vitality, and promote environmental stewardship. We aspire for a sustainable world in all that we do, and quality planning and design is key to that vision. To us, placemaking means creatively reimagining our public realm to realize plans and ultimately projects that serve as vital assets to the community. It's about allowing all people from all backgrounds to have a role in the creation of public spaces, that they all have access to and enjoy those spaces, and that those spaces reflect their collective identity and ideas. Real placemaking comes from community participation and collaboration, is visionary and human-scaled, is inclusive and adaptable, and is context-specific. At its best, placemaking can be a transformative process both for public spaces and for community relationships.

Public Participation and Community Outreach

VHB has experience providing tailored community outreach plans that cater to the specific needs of the project while balancing potentially divergent viewpoints from project stakeholders. We have a strong record of successfully facilitating public processes on a wide range of complex and challenging projects. We will work closely to support the City Team in developing a communications strategy with user-friendly communication tools, such as Story Maps to give everyone interested in the project a chance to contribute, generating interest and enthusiasm in the community.

A truly compelling vision will unite the public. We pride ourselves on working with our clients to articulate their vision, reach consensus, and identify strategies that can bring a project to successful completion.



Master Planning

Effective master planning is about combining a vision of what is possible with a practical knowledge of development trends and community needs. VHB has extensive experience in, and is always forward thinking with, master planning and related projects for communities of varying sizes and unique contexts. VHB's planning staff includes award-winning planners, urban designers, landscape architects, and sustainability/resiliency professionals who are supported by the firm's transportation, civil engineering, public outreach, graphic design, permitting, environmental, GIS, and survey capabilities. VHB has prepared more than a dozen master plans, some of which have been recognized as award-winning by the American Planning Association and its affiliated organizations. VHB prides itself in creating master plans that are well written, easy to understand, and graphically rich.

Streetscape Design & Landscape Architecture

VHB's goal is to create destinations that draw people together and where long-lasting memories can be created. Our professionals have experience introducing design elements that enhance the user's experience while incorporating sustainability. This approach has been successful in the planning and design of St. Albans' Main Street, City of Newport's Downtown and Waterfront, and South Burlington's City Center.

The ability of each design element to create a unique sense of place is considered in conjunction with the potential for creating increased economic vitality. Throughout the design process, our designers also focus on long-term maintenance, material costs, and possible impacts to a municipality's departments and budgets. We strive for all our designs to meet a community's needs, while creating memorable and functional environments that can be enjoyed by everyone.

GIS

VHB offers fully integrated GIS services to our clients, from cartographic production to complex spatial analysis and mobile technology. Our GIS team has the knowledge and experience to provide support, guidance, and practical execution on the role of GIS for all stages and types of projects. VHB is an industry leader in the use of mobile GIS technology, including custom ArcPad applications, to improve field data collection efforts and fully leverage the value of the results. VHB has applied GIS technology and services to environmental, transportation, and land development projects for both public- and private-sector clients.

Key Personnel

Michael Willard, ASLA, LEED AP

Project Manager



Education

AA, Architecture, Vermont
College, 1992

Registrations/Certifications

LEED Accredited Professional

Affiliations/Memberships

American Society of Landscape
Architects
Vermont Bee Keepers
Association

With over two decades of professional experience, Michael leads VHB's VT Landscape Architecture practice managing and providing design guidance for complex planning and design projects throughout New England. Michael has an extensive portfolio of landscape architectural projects which includes master planning, permitting, and detailed site design for commercial development, multifamily housing, private residences, government facilities, streetscapes, parks, healthcare, institutions, hospitality, and energy generation projects. In addition to Mike's strong design capabilities, he has a broad range of technical skills on all aspects of construction detailing and implementation and in-depth knowledge of construction materials and methods.

28 years of professional experience

Newport Waterfront and Downtown Master Plan, Newport, VT

As project manager, Mike was an integral member of the design team and visioning process for the Waterfront and Downtown Master Plan for the historic City of Newport. The master plan, developed by VHB, identified opportunities, public facilities, infrastructure improvements, land uses, and other physical enhancements that will generate increased activity, excitement, and economic vitality in downtown Newport.

Downtown Core Master Plan, St. Albans, VT

As Project Manager, Michael was an integral member of the design team and visioning process for the Downtown Core Master Plan for the historic city block in St. Albans. The master plan included prioritizing development sites within the underutilized core block that would eventually see these priority sites turn into a new VT State Office Building, Downtown Hotel, and new multi-level parking garage.

Hard'ack Recreation Area Master Plan, St. Albans, VT

VHB provided invaluable master planning experience to the Steering Committee to maximize the recreation potential of the historic property. Key improvements included the new Greg Brown Lodge, chairlift, magic carpet surface lift, hockey arena, artificial and natural sports fields, expanded parking and a casting pond.

St. Albans Main Street Streetscape, St. Albans, VT

Michael's streetscape design affected the heart of downtown St. Albans incorporated urban stormwater techniques and outdoor gathering areas. The project was highly successful and is regarded as a key to the revitalization of the downtown.

David Saladino, PE

Principal-in-Charge



Dave is the Managing Director of VHB's South Burlington, Vermont, office. He has more than two decades of project management, master planning, transportation engineering, traffic engineering and transportation planning experience in both the public and private sectors. Dave's recent project experience includes transportation scoping and master planning, traffic impact studies, parking studies, transportation microsimulation modeling, and design of intersections, roundabouts, roads, sidewalks, and traffic signals.

26 years of professional experience

Education

BS, Civil & Environmental Engineering, University of Delaware, 1998

Registrations/Certifications

Professional Engineer (Civil), VT
Professional Engineer (Civil), NH

Affiliations/Memberships

American Council of Engineering Companies, Vermont
Institute of Transportation Engineers, Vermont

Country Club Road Master Planning, Montpelier, VT

Served as VHB Project Manager to develop a comprehensive master plan for the 131-acre Country Club Road parcel in Montpelier. The Master Plan involved extensive existing conditions investigations, development of alternatives, and public outreach to arrive at community consensus on a preferred plan for the property.

Winooski Main Street Master Plan, Winooski, VT

David served as Project Manager for the development of a Conceptual Master Plan for Main Street in the City of Winooski. The Master Plan identified a preferred package of roadway, streetscape, utility, and drainage improvements for the nearly one-mile Maine Street corridor. The plan for Main Street has advanced through Final Design and is set to begin construction in late 2023.

Burlington South End Master Plan, Burlington, VT

David served as Project Manager for the development of a Conceptual Master Plan for Burlington's South End to identify opportunities for infill development in the newly designated Innovation District.

Winooski Transportation Master Plan, Winooski, VT

David served as Project Manager for the development of a Transportation Master Plan for the City of Winooski. The Master Plan was the culmination of significant stakeholder outreach, planning and technical analysis, and coordination with City staff to develop an Action Plan for Winooski's transportation infrastructure.

Chittenden County I-89 2050 Study, Chittenden County, VT

David is Project Manager for a multiyear study of the Interstate I-89 corridor through Chittenden County. The project involves close collaboration with project clients (VTrans and CCRPC), stakeholders, and members of the public to develop a comprehensive plan for improvements along I-89 through 2050, including assessment of interstate widening, new/improved interchanges, and technology upgrades.

US 302 / Barre-Montpelier Road Diet Evaluation, Berlin, VT

Served as Project Manager to evaluate the effectiveness of a Road Diet project along 1,900 feet of the Barre-Montpelier Road (US 302) in Berlin. VHB conducted extensive pre- and post-construction data collection to provide VTrans with an objective assessment and recommendation as to whether the road diet should remain in place or whether the lane configuration should go back to pre-construction conditions.

Mark P. Hamelin, CLARB Certified, PLA

Chief of Design – Vermont



Deriving inspiration from the physical and contextual nature of the site, Mark has the ability to quickly grasp a project's vision to create simple, yet elegant solutions to highly complex land planning problems. He brings more than 40 years of professional landscape architecture, land planning, and urban design experience on a wide range of public and private sector projects across Vermont, throughout the country and internationally. Mark's work has been recognized by his peers with 20 professional design/planning awards. Notable accomplishments include Burlington's Waterfront Park, the recently completed Waterbury State Office Complex, and the Spruce Peak Master Plan at Stowe Mountain Resort.

42 years of professional experience.

Education

MLA, Landscape Architecture,
Harvard University, 1981

BS, Recreation Resource
Management, University of
Vermont, 1978

Registrations/Certifications

CLARB Certified Landscape
Architect

Professional Landscape
Architect, VT

Professional Landscape
Architect, NH

Professional Landscape
Architect, ME

Professional Landscape
Architect, NY

Affiliations/Memberships

American Planning Association

American Society of Landscape
Architects

South Burlington City Center/Market Street Urban Planning, South Burlington, VT

Mark and the VHB team have been providing long-range planning and design consultation services to assist the City of South Burlington develop standards for public realm improvements to guide both private and public development within the new City Center area. Utilizing the newly adopted Form Based Code, we are currently engaged with the community on plans for the central roadways of Market Street, Williston Road, and associated grid streets as well as storm water management, wetland permitting, stream restoration, and traffic management planning.

Burlington Waterfront Park and Promenade, Burlington, VT

Public participation, design and permitting of Burlington's urban waterfront park. Located on the shore of Lake Champlain, the former railroad yards and brown field site now serve as Burlington's premiere waterfront open space.

Spruce Peak Resort Master Plan, Stowe, VT

Concept planning through construction documents for a 400-million-dollar base village. Projects include slope side single family lots, Mountain Cabins, Spruce Camp base lodge, Stowe Mountain Lodge and Spa, Performing Arts Center, Adventure Center, and a pedestrian plaza with skating rink located over a parking structure.

Country Club Road Master Planning, Montpelier, VT

Helped to develop a comprehensive master plan for the 131-acre Country Club Road parcel in Montpelier. The Master Plan involved extensive existing conditions investigations, development of alternatives, and public outreach to arrive at community consensus on a preferred plan for the property.

Jeff Dube, PLA

Landscape Architect/Planner



Jeff is a Landscape Architect serving VHB's Northeast Region based in South Burlington, VT. With knowledge of design, ecology, and urban systems, Jeff works to implement the community vision while creating dynamic and resilient landscapes for the future from large-scale planning projects, mixed-use urban centers, down to the neighborhood park.

8 years of professional experience

Education

MS, Landscape Architecture,
University of Michigan, 2016

BS, Environmental Sciences,
University of Vermont, 2010

Registrations/Certifications

Professional Landscape
Architect, VT

Burlington South End Multimodal Center Feasibility Study, Burlington, VT

Jeff served as Landscape Architect for the VHB-led study to evaluate the feasibility of a regional transportation/transit facility with a parking garage, potential housing, and other uses envisioned for the 68 Sears Lane and 125 Lakeside Avenue parcels in Burlington. This study equips the CCRPC with a strategic understanding of the best uses for these important Burlington parcels as the city looks to expand its transportation, housing, and parking options. The study included a robust engagement process to gauge public opinion of the project and incorporate public feedback into the design.

Leonardtown Strategic Plan, Leonardtown, MD

Prior to joining VHB, Jeff contributed to the downtown strategic plan for historic Leonardtown, located along Bretton Bay. The Plan addresses the potential for infill across downtown, improved access to parking (wayfinding signage, garage/surface parking), and explores concepts for improving the town square and open spaces across town. The Strategic Plan also outlines concepts for expanding the downtown core into the large farm parcel immediately to the west of town.

Development Plan for NADA/Clover Site, Fairfax, VA

Prior to joining VHB, Jeff worked on the development team to create a conceptual development plan for the nine-acre NADA/Clover site that includes streetscape elements, pocket parks, and a central park space spanning the two blocks of development. The project involved coordinating with architects, civil engineers, developers, and a legal team to develop a Conceptual Development Plan for the county's development approval process. Once approved, Jeff worked with the team to develop construction documents for the first two phases of the project.

Ellicott City Master Plan, Baltimore, MD

Prior to joining VHB, Jeff worked with the Master Plan team to create concepts for infill development, enhanced open space opportunities, parking enhancements, flood mitigation, and historic preservation. The project included a large stakeholder engagement process that explored potential infill development opportunities, flood mitigation efforts, and broader planning considerations for the town. Jeff worked with the engineering team to develop the hydrologic modeling and test potential ideas to increase flood resiliency downtown.

Relevant Project Experience



St Albans/Planning Study | St. Albans, VT

The City of St. Albans is looking to address a need in their community for additional workforce housing, specifically within the downtown core. Working with the City of St. Albans, VHB has been exploring conceptual master plans to develop workforce and senior housing in two areas of the downtown. The goal is to achieve more than 200 additional housing units to meet the needs of the community.



Main Street Reconstruction Project | Barre City, VT

VHB provided design services to the Vermont Agency of Transportation and the City of Barre for the complete reconstruction of the Main Street infrastructure. The \$11 million project also included streetscape enhancements such as new ornamental street lighting, granite bollards, street trees, bike racks, benches, and decorative sidewalk treatments. VHB also designed new traffic signals and overhead signing. The design includes curb extensions at crosswalks to enhance pedestrian visibility, and in some areas, sidewalks have been widened to provide consistent pedestrian access along the street.



City Center Urban Planning and Permitting | South Burlington, VT

Seeking to focus future development in a newly designed downtown and create spaces oriented towards achieving greater density and pedestrian mobility, the City of South Burlington is proceeding with the development of a new City Center. VHB was tasked with developing a design for Market Street, City Center's "Main Street." As the backbone of the project, Market Street's design had to include elements focused on achieving greater density and pedestrian mobility. Having been involved with the City Center project for more than a decade, VHB had a unique understanding of the City's goals and achieved the project objectives within intense environmental scrutiny and in conjunction with the concurrent surrounding private development.

Market Street serves as a focal point of transportation and economic activity within the City Center project and supports a new identity for the City of South Burlington, which was previously characterized by low-density development. Although the Market Street project was a transportation project, it supported economic development, promoting economic growth by providing thoughtfully laid out areas for local businesses to use as storefronts as well as outdoor areas for seating, displays, and other amenities.

VHB provided environmental and land development services to support the design of the new roadway system within the City Center. VHB planners and environmental specialists have been providing long-term planning and design consultation to the community, and this assignment helped South Burlington develop standards for public realm improvements to guide both private and public development within this new City Center area.



Waterfront and Downtown Master Plan | Newport, VT

VHB’s planners and designers worked with the Northeastern Vermont Development Association (NVDA) and the City of Newport to evaluate the development potential for a waterfront and downtown hotel. The project included a financial market study and analysis to determine the hotel programming needs. VHB prepared existing conditions base mapping and permit due diligence for the subject parcels within the study area. Two concept hotel development sites were explored to determine the highest and best use for each site. A full report and permitting matrix were provided as the final deliverable to NVDA and the City of Newport.



Main Street, Village Green, and Lazarus Park | Middlebury, Vermont

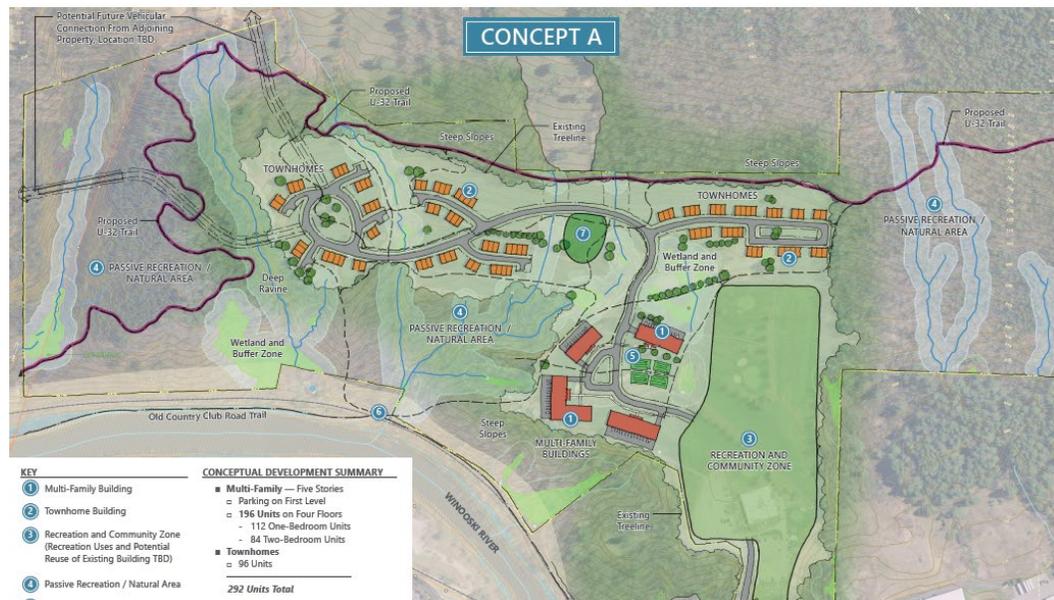
As part of the Middlebury Bridge and Rail Project, new public park space will be created within the Village Green and adjacent to Printer’s Alley. VHB led a public process with diverse stakeholder input to help reimagine and reshape the public park spaces in downtown Middlebury. The resulting park areas transformed the downtown core area and created

connectivity between the spaces around the Village Green through into the Marble Works and Waterfront Park.

The Town of Middlebury and VTrans partnered on this project to solicit input from the community and engage with the municipal committees and boards to finalize a design product for implementation. The park space in the Village Green was imagined for a number of activities and provides both hardscape plaza and grassed lawn areas, while reincorporating the historic fountain. The revitalized park space serves as a focal point in Downtown while seamlessly integrating with the historic fabric of the surroundings.

Georgia South Village Master Plan | Georgia, VT

VHB and subconsultant PlaceSense collaborated with the Northwest Regional Planning Commission (NRPC), the Town of Georgia, and area stakeholders to develop a forward-looking, multimodal, economically feasible, and environmentally resilient transportation master plan for the Town of Georgia’s South Village district. Our team’s approach to addressing transportation issues in the built environment built on an understanding of the land use and transportation connection and an appreciation of the ability for the built infrastructure to influence the form, function, and feeling of an area. Our multi-disciplined approach to transportation planning allowed us to craft bold and visionary recommendations that are both feasible and align with the community’s vision. Our planners, landscape architects, engineers, and permitting specialists worked closely to confirm proposed planning scenarios are based on contextual realities. With this integrated skills base, the VHB/PlaceSense team led and implemented creative planning solutions that help shape a more livable and sustainable South Village.



Country Club Road Master Plan | Montpelier, VT

VHB, in collaboration with White + Burke and Black River Design, worked with the City of Montpelier and the community to reimagine the former Elk’s Club property, an approximately 140-acre parcel currently home to a golf course and a variety of outdoor recreation uses. Through several stakeholder meetings a shared vision was developed for potential uses that include multi-family housing, and recreation uses. VHB led the way by preparing the site analysis mapping, generating concept alternative sketches, and developing order of magnitude cost estimates.

References

Project Name and Location	Client/Owner	Contact
Country Club Road Master Plan <i>Montpelier, VT</i>	City of Montpelier, VT	Joshua Jerome <i>Community & Economic Development Specialist</i> jjerome@montpelier-vt.org
Downtown Master Planning, Streetscape Projects, Workforce Housing, Hard'ack Recreation Area Master Plan <i>City of St. Albans, VT</i>	City of St. Albans, VT	Dominic Cloud <i>City Manager</i> d.cloud@stalbasvt.com
Market Street, City Center Park, Exit 14 Pedestrian Bridge <i>South Burlington, VT</i>	City of South Burlington, VT	Jessie Baker <i>City Manager</i> jbaker@southburlingtonvt.gov
Kiwanis Park Master Plan <i>Concord, NH</i>	City of Concord, NH	David Gill <i>Parks & Recreation Director</i> 603.225.8690 dgill@concordnh.gov

Proposed Schedule

VHB’s approach to the schedule is supported by the quality of our personnel and our ability to provide overall project management that tracks time and budget against milestones. We place frequent communication at the center of project advancement. In addition to frequent communication, experience that a successful management plan must:

1. Commit leadership and staff to the project for the project duration.
2. Define an organizational structure that assigns responsibility for and lines of communication.
3. Base activities on a clear, agreed-upon understanding of the technical requirements, external and internal relationships, and deliverables.
4. Leverage technology to inform, assure, and communicate with stakeholders.
5. Be flexible to adapt to changing circumstances.

Assuming Project Work is to begin Monday, October 16th, 2023, we anticipate the project to proceed along the following milestone schedule. Key meetings are to include the Kickoff Meeting, at which we will confirm the overall process and define details of the regular communication and meeting schedule. Additionally, stakeholder meetings and public meetings will be important to project advancement. Stakeholder meetings will be used to discuss status ahead of milestones and public meetings will be used to bring the community into conversation as we develop the design details.

Task	Schedule
1.0 Kickoff Meeting/Existing Conditions Assessment.....	October 2023
2.0 Traffic Assessment.....	October 2023
3.0 Public Meeting #1.....	October 2023
4.0 Client/Team Meeting #1.....	October 2023
5.0 Preliminary Master Plan Graphic.....	November - December 2023
6.0 Client/Team Meeting #2.....	January 2023
7.0 Public Meeting #2.....	January 2023
8.0 Client/Team Meeting #3.....	January 2024
9.0 Preferred Vision/Final Master Plan/Report.....	February-April 2024
10.0 Public Meeting #3.....	May 2024

Project Budget

As requested in the RFP, the following table presents VHB’s detailed budget broken down by task and team member with total hourly rates for the individuals, along with staff hours and expenses for completing each phase of the proposed scope of work.

	North Main to Summer Street Master Plan Barre City, Vermont COST SUMMARY					
	Principal-in-Charge	Project Manager	Chief of Design	Landscape Architect / Planner	Total Hours	Labor Costs
TASK DESCRIPTION	<i>Dave Saladino</i>	<i>Mike Willard</i>	<i>Mark Hamelin</i>	<i>Jeff Dube</i>		
Task 1: Project Kick Off/Site Assessment	4	6	6	8	24	\$ 4,510
Task 2: Public Meeting #1		6	4	6	16	\$ 2,604
Task 3: Client Meeting #1		2	2		4	\$ 758
Task 4: Preliminary Master Plan Graphics	1	8	24	16	49	\$ 8,391
Task 5: Client Meeting #2		2	2		4	\$ 758
Task 6: Public Meeting #2		6	4	6	16	\$ 2,604
Task 7: Client Meeting #3		2	2		4	\$ 758
Task 8: City Council Meeting		4	4		8	\$ 1,216
Task 9: Final Master Plan		8	8	26	42	\$ 6,152
TOTAL HOURS:	5	44	52	66	167	
Labor Rate:	\$319	\$184	\$195	\$120		
TOTAL LABOR COSTS :	\$1,595	\$8,096	\$10,140	\$7,920		\$ 27,751

TOTAL LABOR COST:	\$ 27,751
DIRECT EXPENSES (VHB):	\$ 249
TOTAL:	\$ 28,000

Staff Updates – Week ending October 6, 2023

- Updates to expired Local Hazard Mitigation Plan underway: RFP issued, 5 respondents, CVRPC has been chosen, contract will get underway with work to be done.
- City Council has approved demolition of the 6 West Street property owned by St. Monica's. The empty 2-unit house was applied for demolition on Friday, October 6, and will likely come down in the next month.
- There continues to be discussions with the owners of the Italian Baptist Church as their desire is to take it down, and Preservation Trust of VT is trying to work with them.
- VTrans now owns 50 S. Main Street, a small now empty house directly across from Trow & Holden next to the railroad tracks, and feels that they need to have it torn down for the granite train's safety. They've been directed to work with the City Manager about coming to City Council about a request for demolition.
- 561 N Main Street, owner David Ayers came in front of City Council to request demolition of the vacant single family home that took on water and the foundation became compromised. Council approved the request, as Mr. Ayers stated he was going to put in a parking lot with 3 EV stations, and the ability to expand to 10 in the future. Our Permit Administrator is working with the Ayers now on an application.
- In August, the DRB approved a façade improvement to the old L&M Diner space, which is currently being renovated into a cannabis retail store called "Dames".
- This month, the DRB just approved a façade improvement to Exile on Main. They are currently putting on a new roof, and they had to take down the existing parapet to do so, and felt it was a good time to complete the front and give it a facelift. The approved materials are a grey aluminum that will replace the current blue exterior.
- Renovations to the former police department area in City Hall were completed at the beginning of October and Barre Up! Hub will reside in that space.
- The PPA offices are being renovated now. We have had the interior walls painted, new carpeting is being laid over the weekend, and we will all move back in to the renovated space on Tuesday, October 10th.
- The Board of Civil Authority heard 2 appeals of assessment grievance denials; the first was 95 Seminary, that is a 4-unit apartment building with the former DJ's Deli store that faces Maple Ave; and the second was the empty storefront at 224 N Main Street that housed a couple businesses after it was a part of the Aubuchon's store. This will be the future site of a bar and game room that the owner of AR Market is working with to eventually get in there.

- There are over 50 tax abatement requests for the Board of Abatement, and those will start at the end of October.
- Permitting has largely been renovations from flood damaged homes, but sprinkled in with other types of development.
- The owner of 13 Hill Street (a large flat area with a hillside) is working with an engineer to figure out how to place and permit a multiple building development on the site. The owner is trying to locate on the property 3 buildings – 2 triplexes and 1 duplex, that parking would be underneath the structure.
- Key Bank, at the corner of Seminary and N Main is now closed (across from TD Bank) and another bank is set to go in. A sign company has contacted our offices about sign changeover requirements.