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## PROJECT APPLICATION FORM

### FY2026 Unified Planning Work Program

Applications should be **no longer than 6 pages** – this does not include any maps or letters of support for the project(s). Please provide documentation from your governing body/board to confirm that you have the local funding and staff availability to work on the proposed projects.

**A Project Application Form must be submitted for each project. If you are submitting more than one application, please show the priority order of each project. There are separate forms to request transportation counts and infrastructure inventories. The deadline for submissions is Friday, January 17, 2025. Please email completed forms in Word format to [mdistel@ccrpcvt.org](mailto:mdistel@ccrpcvt.org). All forms can be found on the CCRPC website: <https://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>.**

#### 1. GENERAL INFORMATION

**Submitted by** (Name, Title): Nathaniel Bareham, Town Administrator  
**Municipality/Agency/Organization:** Town of Charlotte  
**Telephone:** (802)-425-3071  
**Email:** [townadmin@townofcharlotte.com](mailto:townadmin@townofcharlotte.com)

#### 2. PROJECT INFORMATION

**Project Title:** 2026 Town Plan Update  
**Project Location:** The entire Town of Charlotte  
**Project Description and Expected Outcomes** (250 words max): Charlotte's Town Plan was approved in 2018, and is set to expire in 2026. Key aspects of the Town Plan are due for updating.

In short this will include (i) organizational updates to the layout and formatting of the Town Plan to make it more user-friendly; (ii) consolidating text-heavy areas of the "Charlotte Tomorrow" section; (iii) incorporating feedback/information gathered during the East/West Charlotte Villages project done in collaboration with CCRPC; (iv) ensuring all mapping included in the Town Plan incorporates up-to-date data, and; (v) incorporating a more comprehensive energy management plan. As outlined by Darren Schibler in his initial review of the Town's plan, dated November 1, 2024, more substantive updates will also be required to ensure our compliance with certain statutory provisions (See 24 V.S.A. § 4348a(a)(9); 24 V.S.A § 4302, and 24 V.S.A. § 4302).

The Town believes this will be a substantial update and will require extensive staff & consultant focus in FY26. The Town intends on applying for the FY26 Municipal Planning Grant to facilitate these updates, and offset consultant costs/CCRPC staff support.

Lastly, as the Planning Commission and Selectboard work to hire staff to support the Planning Commission, the Town is in a transitional period which must be accounted for. While the Town anticipates filling this position prior to July 1, 2025, staff support from CCRPC (and their institutional knowledge) will be integral to ensure that the information gathered during the East/West Villages Project is incorporated into the Town Plan re-write. We further anticipate this project will require more time from CCRPC staff than the 12 hrs./year provided.

### 3. PROJECT COSTS & MATCH REQUIREMENT

Please see the **FY26 UPWP PROGRAM SUMMARY** and the **Technical Assistance and GIS Pricing Policy** for a description of match requirements and check below to get an idea of which applies to your proposal. If matching funds are required, **municipalities** should attach a letter of support from their governing body to show that they have the required local match and staff availability. **Non-municipal transportation partners** should include a letter from their Board or other governing body that shows their support and commitment to providing the matching funds.

- **Transportation-Related Projects (Federal Transportation Planning Funds)**
  - Transportation and transportation-related land use and water quality projects – 20% non-federal cash match required.
  - The CCRPC may waive the local match requirement for municipal projects deemed to be regionally significant.
  - Transportation Technical Assistance – no local match required.
  - Non-Municipal Transportation Partner – 20% non-federal cash match required.

**For PL funded transportation projects requiring consultants or for non-municipal partners:**

Total Project Cost Estimate (100%)	Not applicable
Local Match Required (20% of Total Cost)	Not applicable

**Examples:**

	<i>Example 1</i>	<i>Example 2</i>	<i>Example 3</i>
<i>Total Project (100%)</i>	<i>\$25,000</i>	<i>\$50,000</i>	<i>\$75,000</i>
<i>Local Match (20%)</i>	<i>\$5,000</i>	<i>\$10,000</i>	<i>\$15,000</i>

- **Land Use and Energy Implementation Assistance (ineligible for federal transportation funding)**
  - Non-transportation projects (including municipal plans and bylaws) – This is a fee-for-service program. There is no fee for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$70 per hour. We encourage municipalities to also seek [Municipal Planning Grants](#).
  - Energy Implementation Assistance – this program provides CCRPC staff assistance to the municipality. Depending upon state grant requirements, this may have no local match requirement.

Is the project request for CCRPC staff assistance only? (Yes/No)	<b>Yes</b>
CCRPC staff hours requested:	<b>100</b>

For Non-Transportation Land Use Project Requests, please contact Taylor Newton ([TNewton@ccrpcvt.org](mailto:TNewton@ccrpcvt.org), (802) 846-4490 ext. 115 to discuss project and budget needs.

For Non-Transportation Water Quality Project Requests, please contact Dan Albrecht ([dalbrecht@ccrpcvt.org](mailto:dalbrecht@ccrpcvt.org), (802) 861-0133 to discuss project and budget needs.

#### 4. PUBLIC MEETING REQUIREMENT

All **municipal** applications (local or regional), including match amounts, must be presented to, and approved by the governing body at a warned public meeting by the end of March 2025.

**Non-municipal transportation partners** are not required to have a public meeting, but their applications should be approved by their Board or similar governing body. If available, please provide documentation by the January 17, 2025 deadline. The public meeting requirement is not applicable for Transportation Technical Assistance projects.

The Selectboard, following additional feedback from the Planning Commission, will be meeting either January 27th to review and approve the match amounts.

#### 5. BENEFITS TO REGIONAL AND LOCAL PLANNING (please keep your responses brief)

- Identify at least one of the CCRPC's top 10 actions or 8 ECOS strategies that this project will address (you can find them at [http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary\\_20180807\\_FINAL.pdf](http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf)).
- Explain how the need for this project is documented. Is it a part of a local plan, or is it a newly identified need? Please give details.
- Please briefly describe how the project benefits the community.
- **Does this project require any public engagement? YES:  NO:**

***For transportation technical assistance requests and projects that do not involve public engagement, please skip Section 6: Equity and Public Participation.***

*Examples of these projects include but are not limited to technical assistance requests (speed studies, road safety audits, signal timings, etc.); water quality projects with transportation nexus; and stormwater and other data gathering for municipal capital planning purposes.*

This project is consistent with the following ECOS strategies:

1. Strive for 80% of new development in areas planned for growth, which amounts to 15% of our land area. Charlotte's current & future Town Plans support this goal.
2. Increase investment in and decrease subdivision of working lands and significant habitats, and support local food systems.
3. Ensure that the projects and actions in all ECOS strategies assess equity impacts, and that the design and development of programs are inclusive of all and engage underrepresented populations.

This project is consistent with the following ECOS actions:

1. Support and inform municipalities on setting the stage for smart, multi-modal development in our areas planned for growth, and protection of our rural planning area, through plan and bylaw assistance.
2. Assist and inform municipalities with research and technical assistance to support housing development in areas planned for growth.
3. Assist and inform municipalities on enhanced energy planning for the heating, electricity and transportation sectors including a shift away from gas/diesel vehicles to electric or other non-fossil fuel transportation options. The Town's Energy Committee, utilizing funding from a MERP grant received in FY25, have begun to assess Townwide energy usage.

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This need for this project is outlined in the various statutory updates outlined above. Additionally, per 24 V.S.A. 4378, the Town is required to update the Town Plan every 8 years.

The Town has received substantial community feedback on better incorporating wildlife mapping, energy usage, and environmental conservation into the Town Plan. Ultimately, the Town's plan reflects the values of residents, and balances the social, economic and environmental needs of the community. Incorporating these updates to the Town plan will benefit the community by better articulating their goals/needs/plans.

## 6. EQUITY AND PUBLIC PARTICIPATION

Please check CCRPC's 2014 (amended 2017) Public Participation Plan for resources: [https://www.ccrpcvt.org/wp-content/uploads/2016/01/CCRPC\\_2014\\_PPP\\_Amended\\_2017.pdf](https://www.ccrpcvt.org/wp-content/uploads/2016/01/CCRPC_2014_PPP_Amended_2017.pdf)

- What historically excluded and/or underserved populations are in the project area or might be impacted by the study? Please be specific. There is no specific "study" to be conducted by CCRPC or Town Staff. Qualitative data may be collected, through surveys and existing public meetings, to better understand community concerns.
- How might this project create, ignore, or worsen existing equity gaps, or lead to other unintended impacts? Describe how this project can help increase racial, economic, or other forms of equity. Updates to the Town Plan will incorporate feedback from residents, with specific outreach efforts designed to target residents with multiple perspectives. This will be done through collaborative meeting sessions with the Town's committees/commissions, and through public surveying.
- What public outreach and engagement tools will you use to make sure all population groups are aware of and can participate in the project? What additional outreach and engagement tools will you use to reach historically excluded or underserved populations? The Town has already solicited robust community input through the East/West Villages project. That information will be utilized to guide future discussion, and facilitate updates, to the Town's plan.
- Describe how your budget and timeline include the capacity to support a thorough public participation process. The Town's capacity to facilitate public participation will largely be done through existing meetings, and by conducting joint sessions between relevant committees/commissions. Existing budgets for Town personnel may be used to cover feedback/qualitative-data collection in support of the Town Plan update.
- How will the public participation process include the voices of marginalized community members, or be informed by past engagement efforts? List any partners you will work with to ensure your project reflects the voices of people most likely to be impacted. Implementation of future public participation will be informed by the existing feedback the Town received during the East/West Villages project. This project incorporated feedback from a wide array community members. The Town will assess what feedback has received to-date, who has participated in past public engagement, and identify what groups should be sought out for further input. This may include other 501(c)(3) partners like the Charlotte Grange and Clemmons's Family Farm.