



**City of Winooski**  
Vermont's Opportunity City

27 West Allen Street  
Winooski, Vermont 05404  
802 655 6410  
**winooski.vt.gov**

**Planning Commission Agenda**

Thursday, September 10, 2020 at 6:30 PM

- Please read our updated [Remote Meeting Procedures](#) if you plan to participate.
- To sign up for public comment, fill out our [Public Comment Request Form](#) or call 802 655 6410 to schedule.
- Attend online: <https://zoom.us/j/94223266404>
- Attend by phone: 1 646 558 8656
- Webinar ID: 942 2326 6404
- Need help installing and using Zoom? [View their online resources](#).

**I. Call to Order**

**II. Changes to the Agenda**

**III. Public Comment**

**IV. Approve Previous Meeting Minutes**

[https://www.winooski.vt.gov/AgendaCenter/ViewFile/Minutes/\\_08132020-689](https://www.winooski.vt.gov/AgendaCenter/ViewFile/Minutes/_08132020-689)

**V. Municipal Planning Grant Authorization**

Documents:

[V. - Memo - MPG Authorization - 09.10.2020.pdf](#)

**VI. General Project Updates**

Documents:

[VI. - Memo - General Project Updates - 09.10.2020.pdf](#)

**VII. General Policy Discussion on Parking Reforms**

Documents:

[VII. - Memo - General Discussion on Parking Reforms - 09.10.2020.pdf](#)

**VIII. Department and City Updates**

**IX. Other Business**

**X. Adjourn**

## Memorandum

**TO:** Planning Commission

**FROM:** Eric Vorwald, AICP  
Planning & Zoning Manager

**RE:** **Municipal Planning Grant Authorization**

**DATE:** September 10, 2020

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The purpose of this memo is to provide the Planning Commission information on the City's intent to submit an application for funding through the State's Municipal Planning Grant Program.

### Overview

Each year the State of Vermont provides funds to municipalities through their Municipal Planning Grant (MPG) program to support municipal efforts related to specific planning topics. The City of Winooski has been awarded grants each of the last four years. These grants have supported and are supporting efforts including:

- Economic Development Plan
- Municipal Plan Update
- Planning for Designated Area
- Subdivision and Bylaw Update

The City intends to apply for funding again this year to hire a consultant to perform an equity audit and develop a high-level equity plan for the City. This product will frame and guide the work of the proposed new Equity Director position and Equity Commission.

As part of the application requirement, the Chair of the Planning Commission is required to sign a resolution authorizing the submission of the application. Generally, the Planning Commission takes action for this authorization. Therefore, in keeping with past precedent, the Planning Commission should consider a motion to authorize the Chair to sign a resolution supporting the City's submission of funding through the MPG program.



## Memorandum

**TO:** Planning Commission

**FROM:** Eric Vorwald, AICP  
Planning & Zoning Manager

**RE:** **General Project Updates**

**DATE:** September 10, 2020

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The purpose of this memo is to provide the Planning Commission with information on several projects or initiatives that are on-going in the City. The intent is to provide a more specific overview of these projects than may be normally covered under City Updates. No action is required.

### **Unified Planning Work Program**

In July of 2020, the City of Winooski was awarded funds through the Chittenden County Regional Planning Commission's Unified Planning Work Program (UPWP). Specifically, the City applied for funds to support a parking inventory, analysis and management plan. The final scope of work for this project is being completed and activities are expected to begin immediately following approval of the scope of work. As part of this effort, the Planning Commission may be asked to help with data collection if available. This will enable members to have a first hand look at real world conditions in specific areas of the City.

### **Elm Street**

Beginning in April 2020, the City began receiving complaints from residents regarding strong odors throughout the community. After receiving and tracking multiple complaints, the City issued a notice of violation to the tenant of 133 Elm Street for violation of the Unified Land Use and Development Regulations. This violation is being appealed to the Development Review Board per statutory procedures.

### **Manseau Street Parking Meeting**

With new developments under construction or completed in the Gateway Zoning District, several neighbors have expressed a concern about increased parking on the residential streets.



Specifically, the residents of Manseau Street requested a meeting with City staff to discuss the issue. Staff met with residents and interested persons on Monday, August 24<sup>th</sup>. A range of topics were covered at this meeting and may help to inform future amendments to the City's Parking regulations.

### **Other Projects**

The Planning Commission should inquire about any other specific projects where a more detailed discussion may be needed. Staff can provide additional updates at future meetings as necessary. This will allow staff to provide more detail than is generally covered under "City Updates" on each agenda.



## Memorandum

**TO:** Planning Commission

**FROM:** Eric Vorwald, AICP  
Planning & Zoning Manager

**RE:** **General Policy Discussion on Parking Reforms**

**DATE:** September 10, 2020

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The purpose of this memo is to provide a general framework for future discussions related to parking reforms. The Planning Commission should consider the specific goals, policies, and objectives that have been approved by the City Council through the Master Plan, the Strategic Vision Statement, the Transportation Master Plan, the Unified Land Use and Development Regulations, and multiple other planning studies. No action is required on this item.

### Overview

Since FY 2020, the Planning Commission has been discussing parking regulations and considering potential reforms to the existing regulations. This item was called out in the FY 2020 Work Plan and has been included again in the FY 2021 Work Plan. Parking reforms can be an emotionally charged topic, therefore the Planning Commission should look at the adopted policy guidance that is included in multiple master plans and other planning documents to help guide the discussion and direction for parking reforms based on approved or adopted policies.

### General Master Plan Guidance

Overall, the City's Master Plan that was adopted in 2019 includes multiple goals and policies related to mixed use development and creating a walkable, livable, bikeable, multi-modal community where vehicle trips are a secondary means of travel. Realizing this vision requires a density and mix of uses that can be achieved through the land use updates that were incorporated in 2016; specifically, through the adoption of the form-based code. Specific references in these planning tools talk about a "park once" approach. The master plan is intended to serve as the policy guide to update land use regulations, where appropriate. The Planning Commission's role is to implement the City's Master Plan, therefore this should serve as the guiding document for potential updates or amendments.



## Existing Regulations

Currently, the land use regulations require parking for vehicles that may not align with the City’s ultimate vision. The land area needed to accommodate the required parking is often prohibitive to the establishment of open space, parking for bicycles, or even incorporating car share spaces. The City’s regulations do allow for several administrative reductions to parking, but in general, the regulations treat all use categories the same for the minimum required number of parking spaces.

<b>PARKING REGULATIONS PER SECTION 4.12</b>	
<b>USE</b>	<b>PARKING STANDARD</b>
<b>RESIDENTIAL</b> ( <i>R-A, R-B, or R-C districts</i> )	2 spaces per unit except 1 space for accessory dwellings
<b>RESIDENTIAL</b> ( <i>all other districts</i> )	1 space per unit + .5 spaces for units with 3 or more bedrooms. 1 additional space for every 4 units (calculated in increments of 4)
<b>OFFICE</b>	4 spaces per 1,000 square feet
<b>COMMERCIAL</b>	3 spaces per 1,000 square feet
<b>Administrative Reductions</b>	
<b>SHARED USE</b>	Requires 10,000 square feet of non-residential space.
<b>TRANSPORTATION DEMAND MANAGEMENT STRATEGIES</b>	10% reduction
<b>OFF-SITE PARKING</b>	The greater of 20% or 10 spaces
<b>ON-STREET FOR NON-RESIDENTIAL</b>	Customer or client portion only

## Existing Municipal Priorities

For the past several years, the City has commissioned or undertaken multiple studies or initiatives that provide information on parking. The following is a list of several of these elements, including the intersectionality with parking. This is only a brief summary of several of these items and should serve as a basis for discussion. These goals, policies, or regulations have been adopted or approved by City Council and serve as the policy direction for the Planning Commission.



## Gateways

When the Unified Land Use and Development Regulations were updated in 2016, a new appendix was added for regulations on the gateways. The form-based code included draft parking regulations that would allow mixed uses to share parking and create a development pattern that incorporated reduced minimums below what would be expected in other parts of the City. When the final regulations were adopted, the parking standards for the Gateway Zoning District were not included.

The Master Plan specifically notes that the parking requirements in the gateways are likely too high and limit growth potential, and are counter to increased bike, pedestrian, and transit use (Master Plan page 20). This parking reform is also called out under Land Use Goal/Objective four. This is also reflected under Municipal Infrastructure Goal/Objective nine, which includes implementation of Transportation Master Plan including parking reforms to promote alternative modes of transportation.

## Main Street

Over the past several years, the City has been working on the Main Street Revitalization Plan. This effort includes a complete redevelopment of the Main Street corridor including widening the sidewalks, reducing the travel lanes, including protected bicycle lanes, and other street space improvements. These improvements are being incorporated to create a more walkable corridor that includes alternative options to vehicle trips. The Main Street Revitalization Plan will align the City's land use goals creating a corridor that emphasizes alternative transportation options and a "park once" ideal.

## Sidewalks on every street

Included with the Transportation Master Plan is a goal to ensure every street in the City has at least one sidewalk. The City has inventoried and prioritized the streets without sidewalks and is actively seeking funding to support the planning and installation of these facilities. Completing this network is a priority for the City to add alternative transportation options for access throughout the City.

## Parks & Open Space connectivity

Along with adding sidewalks to every street, the City is finalizing a parks and open space plan. This plan is being developed to ensure that all areas of the City have access to parks and open space. One component to this plan includes how residents will get to these facilities regardless of where they live in the City. This includes route identification that takes into account grades to ensure walkability is included in parks planning.



## Existing Land Developments

While parking reforms have been identified as need, there are several developments that have recently been constructed or are under construction that provide information regarding parking. While these cases are not all equal and some of the quantitative information will not be available for some time, there is antidotal information. Specifically, the impacts being felt by residential areas in and around these developments seems to indicate that adjacent neighborhoods are being impacted by parking. With that said, the current climate, including the COVID Pandemic has created a-typical travel patterns. In most cases, the true impacts on the City's streets in these areas has not been realized, therefore additional information may be needed. This information should be identified through the Parking Inventory, Analysis, and Management Plan that is being developed for the City through funding from the Chittenden County Regional Planning Commission's Unified Planning Work Program.

## Next Steps

The Planning Commission should discuss specific priorities for the City and how parking reforms can impact these priorities. The Planning Commission should also consider the City's goals, objectives, policies, and vision related to how potential amendments will implement these initiatives. These discussions will inform specific language related to amendments for future consideration.

