



# City of Winooski

Vermont's Opportunity City

27 West Allen Street  
Winooski Vermont 05404  
802 655 6410  
[winooski.vt.gov](http://winooski.vt.gov)

## Memorandum

**To:** Municipal Infrastructure Commission

**From:** Jon Rauscher, Public Works Director

**Re: January Municipal Infrastructure Commission – FY23 Work Plan**

**Date:** January 9, 2023

---

For the January Commission meeting one of the recommended agenda items is to finalize the FY23 (June 2022 – July 2023) Infrastructure Commission workplan (See enclosed FY22 Work Plan for reference).

As you're aware, the Commission is a policy advising group to the City Council and serves to implement its [Strategic Vision](#) areas as outlined in the [Master Plan](#). Annually the City Council and staff leadership team members hold a retreat to set a work plan for the fiscal year. The work plan outlines initiatives under each strategic vision area to further the Master Plan goals (see enclosed). As shown, the tasks include a "Commission work required" column. The items are also highlighted below for reference.

### Must Do Initiatives:

- **ADA Transition Plan** – Additional CCRPC work required, in progress. Draft plan for review targeted for April/May.
- **West Allen Street Park Plan** – Community Service Department led (SHCP Commission)
- **Bike-Ped Masterplan** – CCRPC finalizing consultant selection, schedule TBD
- **Lafountain-Dion Scoping Study** – Requires Advisory Committee, awaiting proposal and schedule from consultant.

### Recommended initiatives:

- **Identify City Energy Goals**
- **Parking Updates** – Planning Commission led
- **Protection of Natural Areas** – Planning Commission led
- **Stormwater Ordinance Update** – in progress, schedule TBD.
- **Historic Preservation** – Planning Commission led

**FY22 Infrastructure Commission Work Plan**



**CITY OF WINOOSKI  
MUNICIPAL INFRASTRUCTURE COMMISSION  
FY 2022 WORK PLAN  
DRAFT v.1**

The City of Winooski's Municipal Infrastructure Commission annually establishes a work plan with tasks that will implement the 2019 City of Winooski Master Plan goals. The annual work plan is aligned to the City Council's approved Policy Priorities and Strategies for the fiscal year. (enclosed). Please find below a description of the proposed work plan tasks for FY 2022 (July 2021-June 2022).

**1. REVIEW AND EVALUATE A CITY-WIDE TRAFFIC CALMING POLICY/MANUAL**

ACTION NARRATIVE

The 2017 City Transportation Masterplan calls out the creation of a traffic calming policy to *"evaluate traffic calming measures on neighborhood streets that experience high cut-through traffic to promote slower and safer speeds to discourage cut through traffic"*.

The city has received an increased number of requests for installation of traffic calming measures (ex. speed bumps) throughout the city. Implementation of a traffic calming policy has also become a high priority given the increase in denser development along the gateway corridors.

To support this initiative, the city submitted a grant application to the Chittenden County Regional Planning Commission (CCRPC) under their Unified Planning Work Program. The grant request was for consultant support to prepare a traffic calming manual. The grant was awarded to the city on 6/14. To-date the CCRPC has not selected the transportation consultant for the project.

COMMISSION ROLE

The Commission will review and evaluate the draft traffic calming manual and provide feedback. For reference, we anticipate the manual will be similar in scope and format to the recently updated City of Burlington manual;  
[https://www.burlingtonvt.gov/sites/default/files/Traffic\\_Calming\\_Manual\\_FINAL\\_100920.pdf](https://www.burlingtonvt.gov/sites/default/files/Traffic_Calming_Manual_FINAL_100920.pdf)

MASTER PLAN IMPLEMENTATION

Municipal Infrastructure Goals & Objectives 4

TIMELINE

Review draft language second quarter (October-December) of FY 2022.

## **2. REVIEW AND EVALUATE A CITY-WIDE ADA TRANSITION PLAN**

### ACTION NARRATIVE

The City is required to prepare an ADA transition plan that identifies all public facilities requiring ADA upgrades, the cost of each improvement, and timeline for completion. Public Works has reached out to CCRPC for inventory and mapping support for this initiative.

### COMMISSION ROLE

The Commission will review and evaluate the draft transition plan and provide any feedback.

### MASTER PLAN IMPLEMENTATION

Municipal Infrastructure Goals & Objectives 4

### TIMELINE

Review draft language third quarter (January-March) of FY 2022.

## **3. REVIEW/DRAFT UPDATED TREE ORDINANCE LANGUAGE AND SHADE TREE PRESERVATION PLAN**

### ACTION NARRATIVE

The Vermont Legislature updated the laws governing trees in public ways and places with the enactment of Act 171, which took effect in November 2020. The act makes substantial changes to Vermont's tree laws, including defining the term "shade tree" and increasing the role of municipal officers in the oversight and maintenance of trees in public ways and places. Other amendments define how trees may be removed and the methods by which they are managed on both public and private land. 24 V.S.A Ch. 67.

An update to the City of Winooski tree ordinance is necessary to align with the updated Act 171 regulation. Along with the ordinance revisions, the city has the option of drafting a shade tree plan. (More info here: <https://vtcommunityforestry.org/resources/vermont-tree-wardens-0/shade-tree-preservation-plans>)

### COMMISSION ROLE

It's anticipated that the Commission will work in collaboration with the Winooski Tree Committee. The Committee currently performs multiple tree related tasks including annual inventories, Arbor Day celebration planning and grant solicitations. The Commission and Tree Committee will work together to review revised ordinance language as well as preparation of the Shade Tree Preservation Plan.

### MASTER PLAN IMPLEMENTATION

Municipal Infrastructure Goals & Objectives 6

### TIMELINE

Review draft ordinance revision and shade tree plan second/ third quarter of FY 2022.

#### **4. MAIN STREET REVITALIZATION PROJECT – STREETScape DESIGN FEEDBACK**

##### ACTION NARRATIVE

The Main Street Revitalization project is currently in 90% design phase. To-date, the Commission has provided feedback to the project landscape architect on streetscape design elements including street tree planting systems, light pole type and styles and sidewalk paver types.

##### COMMISSION ROLE

As the project design moves towards project bid phase (target winter 2021). We anticipate the landscape architect will require some additional feedback to make final selections LA design elements.

##### MASTER PLAN IMPLEMENTATION

Municipal Infrastructure Goals & Objectives 2,3,4,6,8,9,10

##### TIMELINE

Review 100% Construction Documents targeted for third quarter (January-March) FY 2022

#### **5. IDENTIFY CITY ENERGY GOALS AND POSSIBLE DEVELOPMENT INCENTIVES**

##### ACTION NARRATIVE

This item is a goal established in the FY22 Policy Priorities and Strategies list. Enhanced energy efficiency, alternative energy production, weatherization program support and fleet electrification are also identified as a City Masterplan goal (item 5). To-date, the City has not performed any overarching energy efficiency planning.

The Unified Land Use and Development Regulations includes incentives to developers in exchange for providing energy efficiency in buildings. This incentive is incorporated into the Gateway Zoning District. As development continues, it has been noted that this incentive is not effective in achieving the desired outcomes, or are too easily achieved to provide an actual benefit to the City. It has been suggested that there needs to be an update to the development incentives to provide a more significant benefit to the City.

##### COMMISSION ROLE

The scope of this work includes identifying initiatives and energy goals the city should be pursuing internally and community wide. Work may include; drafting a Climate Action Plan/GHG inventory, energy efficiency policy drafting, facilities audits, etc.)

We also anticipate that the Commission will be tasked to support the Planning Commission with their review of revising the development regulation incentives.

##### MASTER PLAN IMPLEMENTATION

Municipal Infrastructure Goals & Objectives 4, 7, 8, 9, 12

## TIMELINE

Multiple meeting agenda item throughout FY 2022.

### **6. Review Updated Stormwater ordinance**

#### ACTION NARRATIVE

We have identified necessary updates to the City stormwater ordinance. Updates include increased stormwater management requirements for gateway development projects.

#### COMMISSION ROLE

Prior to submitting updated ordinance language to the Council for potential implementation, we would request Commission review the revised language and provide any feedback.

Municipal Infrastructure Goals & Objectives 2

#### TIMELINE

second or third quarter FY2022.

**FY23 Policy Priorities and Strategies Work Plan**

	<u>Proposed Activity</u>	<u>Priority Category</u>	<u>Master Plan Goal(s)</u>	<u>Commission Work Required?</u>	<u>Additional Resources Needed?</u>	<u>Equity Focus</u>	
ALL	Planning for TIF expiration (including public process) - ongoing***	Must Do		Yes		yes	
	Develop and adopt access policy/plan, including language and information access policy***	Must Do		Yes	Maybe	yes	
	Launch and support Inclusion and Belonging Commission***	Must Do		Yes		yes	
	Continue ARPA funding allocation discussions and next steps. - ongoing**	Must Do		Yes		yes	
	Expand systems capacity and assess necessary resources for expanded and integrated Diversity, Equity, and Inclusion work Citywide - Work on Audit Recommendations**	Must Do		Yes	Yes	yes	
	City Manager on-boarding*	Must Do				yes	
	Assess Administrative Structure and Systems Efficiency (including Public Safety in preparation for Regional Dispatch - See SHCP Section Below)*	Must Do				Maybe	yes
	IT Services Bid - Winter 2022	Must Do				Maybe	
	Update Employment Policies (Human Resources) - ongoing	Must Do			Yes - Council Approval		yes
	Orient new Treasurer	Must Do					
	Improve structure and access for Commission system (Equity Audit findings; Additional resources needed; Commission supports/trainings? Better representation	Recommended			Yes	Maybe	yes
	Phone System, Door Access System upgrades	Recommended				Yes	
	Update Financial Procedures - ongoing	Recommended					
	Procedures Manual to address Fraud Risk Assessment Items - ongoing	Recommended					
Conduct staffing audit (including skills matrix) to assess current capacity, including Yasamin's staffing analysis	Recommended				Maybe	yes	
All-Commission summit	New Ideas (Pending Additional Resources)			Yes	Maybe	yes	

	<u>Proposed Activity</u>	<u>Priority Category</u>	<u>Master Plan Goal(s)</u>	<u>Commission Work Required?</u>	<u>Additional Resources Needed?</u>	<u>Equity Focus</u>
Economic Vitality	Implement specific initiatives identified as part of the Working Communities Challenge Grant Objectives****	Must Do	EV7: Determine the City's budgetary needs based on additional revenue that may be realized by the end of the TIF period in 2025 and identify funding for Equity Director position & programs that may be supported by this additional revenue.	Yes	Yes	yes
	Redevelopment of 17 Abenaki Way - Finalize design and permitting in coordination with development partners. Work toward construction start date in 2022**	Must Do	EV3: Maintain, manage, and reinvigorate the city's built and natural environment through implementation of high priority multi-modal projects, coordination of utility upgrades with private investment on the Gateways (such as utility and streetscape improvements on Main Street), and work to utilize the recreation potential of publicly owned lands.			
	Implement grant funded Wayfinding scope (downtown and parking garage) Phase 1 completion - June/July*	Must Do	EV8: Establish and implement a wayfinding plan to encourage those driving through to stay and visit the City's restaurants, bars, parks and cultural offerings.			
	Land Use Code Incentives - Incentives for bonus story adopted. Reviewing incentives that would apply to all districts to include priority housing and may consider parking.*****	Recommended	EV3: Maintain, manage, and reinvigorate the city's built and natural environment through implementation of high priority multi-modal projects, coordination of utility upgrades with private investment on the Gateways (such as utility and streetscape improvements on Main Street), and work to utilize the recreation potential of publicly owned lands.	Yes - Planning Commission. This item will cross over multiple vision areas and master plan goals.		yes
	Develop plan to execute tasks managed by the currently vacant CEDO position***	Recommended	EV2: Diversify and enhance services available to existing residents and business community to address the needs identified in the Economic Development Plan and pursue additional planning initiatives as resources allow.			yes





Municipal Infrastructure	Prepare a City-wide ADA transition Plan - This work will be supported by the CCRPC - Ongoing**	Must Do	MI4: Improve and maintain streets and sidewalks for safety and convenience for all users at all times of the year. Every street in the City will have at least one sidewalk starting with the priority segments identified in the Transportation Master Plan.	Yes	Yes	yes
	OCC/St. Stephens visioning and planning**	Must Do			Yes	yes
	Advance West Allen Street Park plan to construction ready*	Must Do		Yes		yes
	Create a City-wide Bike-Ped Masterplan (FY23 UPWP)*	Must Do		Yes		yes
	Complete Lafountain/Dion Street Scoping Study (FY23 UPWP)	Must Do		Yes		
	VTrans FY22' Capital project coordination (US 2/7 and Rt 15 Street resurfacing, Exit 16 DDI)	Must Do	MI4: Improve and maintain streets and sidewalks for safety and convenience for all users at all times of the year. Every street in the City will have at least one sidewalk starting with the priority segments identified in the Transportation Master Plan.			
	Update Chapter 29 Tree Ordinance - ordinance update associated with state statute revisions Ongoing	Must Do	MI6: Maintain a healthy and diverse urban forest.	Yes, via the Tree Committee		
	Identify proposed City energy goals and possible development incentives - Ongoing***	Recommended	MI5: Pursue and support alternative energy generation, efficiency and weatherization programs, and electrification of the transportation fleet with the community and in line with the State's Comprehensive Energy Plan goals.	Yes	Maybe	yes
	Parking Updates Associated with Parking Study - Review recommendations in connection with amendments to land use regulations for parking. Review resident only parking program for changes including possible fees for permits.*	Recommended	MI9: Work to implement high priority programs of the parking plan and the transportation master plan related to parking and parking management to mitigate parking demand by promoting alternative modes of transportation and initiatives to better manage public parking assets.	Yes - Planning Commission . This item wil cross over multiple vision areas and master plan goals.	Maybe	
	Explore Protection of Natural Areas, including engagement with residents, Abenaki leadership - Ongoing*	Recommended	MI7: Maintain safe, connected, and accessible natural areas as an asset for wildlife, flood resiliency, recreation and community connection to the environment.	Yes - Identified as priority for the Planning Commission (included in the Mayor's summary memo to Council).	Maybe	yes
	Update Chapter 23 Stormwater Ordinance - General ordinance updates to match current state regulations. Added language on local permitting requirements and development stormwater management requirements Ongoing	Recommended	MI2: Increase opportunities for stormwater treatment through low impact development (e.g. reduce impervious surfaces and stormwater disconnection) and green stormwater infrastructure (e.g. planter boxes, rain gardens and green roofs) practices.	Yes, general overview review of the ordinance		
	Revisit Traffic Impact Fees	Recommended	MI4: Improve and maintain streets and sidewalks for safety and convenience for all users at all times of the year. Every street in the City will have at least one sidewalk starting with the priority segments identified in the Transportation Master Plan.	Maybe		yes
Winooski/Burlington Bridge Planning	Recommended					
Historic Preservation Regulations and Strategies - Strongly supported by the Planning Commission. Draft language prepared in context of land use regulations. If more significant protections are prioritized, this will require additional resources.	Recommended	MI12: Identify, preserve and retain the City's historic buildings and resources.	Yes - Planning Commission for sure. May need to establish a new commission	Maybe		
<b>Proposed Activity</b>	<b>Priority Category</b>	<b>Master Plan Goal(s)</b>	<b>Commission Work Required?</b>	<b>Additional Resources Needed?</b>	<b>Equity Focus</b>	
Develop plan for tenancy at/community accessibility of O'Brien Community Center OR negotiate for community uses with new owner***	Must Do	SHCP9: Continue to retain and manage the O'Brien Community Center as a hub for various human and social service resources, while seeking to increase on site programming and make improvements and developments that maximize use of the 32 Malletts Bay Ave property.	Yes	Maybe	yes	

Safe, Healthy, Connected People	Increase Recreational Program offerings, including through ESSER funds contracted with Winooski School District. - Ongoing**	Must Do	SHCP11: Conduct routine assessments of the community's programming interests and needs (including public feedback, analysis of changing demographics, and trends in recreation), and use the results to develop a responsive and diverse slate of year-round program offerings including expansion of programs through public and private partnerships, and focus on increased water safety and aquatics programming (through or restoration of Myers Pool or partnerships with other agencies).	Yes		yes
	School Resource Officer model - Planning for Strategy Post School Construction Project**	Must Do	SHCP5: All students will graduate from the Winooski School District (WSD) college and career ready at a cost supported by a majority of the Winooski community. WSD students will lead healthy, productive and successful lives and engage with their local and global community.		Maybe	yes
	Regional Dispatch - Ongoing*	Must Do	SHCP20: Continue current mutual aid and partnership agreements for other safety services like rescue; and explore making Winooski Dispatch a regional partner.			
	Tower/Ladder Replacement Research and Financial Planning -Bid docs June, financial planning ongoing*	Must Do	SHCP19: Ensure adequate staffing, training and equipment		Yes	
	Fire/EMS Delivery Model (including potential building improvements) -ongoing	Must Do	SHCP20: Continue current mutual aid and partnership agreements for other safety services like rescue; and explore making Winooski Dispatch a regional partner.		Maybe	
	Adopt Statewide Policing Policies - Ongoing	Must Do	SHCP8: Winooski residents (and their loved ones) who are struggling with mental health issues, substance use or abuse will have access to the comprehensive supports necessary to address their use, and will be able to access those services with dignity. Our community will also focus on substance use prevention efforts.	Yes - Review		yes
	Police Department Recruitment, Hiring, Internal Promotions, and Retention -Ongoing	Must Do	SHCP18: Continue to find ways to make Winooski's Municipal Government open, accessible, representative, and participatory (such as opportunities to serve on Commissions).			yes
	Continue work to bring increased child care options to Winooski residents -ongoing**	Recommended	SHCP12: Ensure that Winooski residents have access to high-quality, affordable childcare options for infant, toddler, pre-school aged and school-aged children.		Maybe	yes
	PD K9 Program**	Recommended			Maybe	
	Develop Plan for management of Memorial Park in response to Parks and Open Space Master Plan - ongoing*	Recommended	SHCP3: Maintain and improve the City's parks, natural areas and facilities for exercise and recreation opportunities for all ages and to achieve a goal of having all Winooski residents within an easily accessible 10 minute walk of a high quality park or natural area through development of a Parks and Open Space Master Plan of current and future facilities (including wayfinding, locations for dog owners, programs, etc.).	Yes	Maybe	yes
Continue Public Health "Huddle" with statewide and regional partners -Ongoing	Recommended	SHCP7: Winooski will partner with local healthcare providers to support improved access to healthcare services, while also supporting health promotion and education initiatives that promote improved well-being for Winooski residents (i.e. complete streets, smoke free zones), and support for local health resources.			yes	

	Improve Service Delivery Through Technology -Digital Onboarding via HR	Recommended	SHCP18: Continue to find ways to make Winooski's Municipal Government open, accessible, representative, and participatory (such as opportunities to serve on Commissions).	Yes	Maybe	
	Plan & develop additional volunteer opportunities for youth (Recreation, Library, etc.) -ongoing*	New Ideas (Pending Additional Resources)	SHCP10: Focus on enhancing the Library facility to enable increased programming, public gathering space, expanded circulation materials (including non-literary resources), and opportunities to learn. Improve promotion and way-finding to encourage more Winooski residents and visitors to use the Public Library.			yes