

Last Mile (or Less): Site Plan Review for Multimodal Transportation

Scope of Work

A. Objective

The purpose of the project is to connect active transportation users to the front door of an establishment in a safe manner by updating the municipal site plan review process for new development. The goal is to raise awareness at the Planning Board level and provide materials that help members of the board make decisions with the active transportation user in mind and not just the car.

B. Background

Often times the site plan review process does not address the site design details related to pedestrians and bicyclists. The public sidewalk or bike lane will get you to the edge of the property, but what happens once you cross that line? Does the sidewalk continue to the front door? Is bicycle parking visible and convenient? Is pedestrian movement through the parking area addressed? If a transit stop exists nearby, is there a pedestrian connection between the stop and the actual building? The "final steps" to a destination are critical and often overlooked elements of the transportation/land use interface.

More communities are developing active transportation plans, constructing complete streets, and encouraging all forms of transportation. In order to create accessible, well-balanced transportation options and walkable communities the development, site plan review, and approval process by municipalities needs to adapt to accommodate all user groups and non-motorized forms of transport.

C. Tasks

Task 1: Survey and inventory existing policies, programs, and plans related to site plan review, and multi-modal transportation.

Task 2: Map transportation corridors across the region. Maps should include bus, bike, and sidewalk networks.

Task 3: Solicit input from the 188 municipalities in the region on specific site plan reviews that they have conducted recently, the process and how it worked (or didn't), and the outcome of the process. Choose up to three municipalities to work with directly to guide them through the process.

Task 4: Literature review of regional site plan review highlighting best practice.

Task 5: Create online guidance in the form of written narrative, maps, and checklists. These resources will provide details on how to conduct a better site plan review that supports multi-modal transportation and provides details for

different development scenarios. These tools will be easily accessible on the GFL website for downloading and printing.

Task 6: Develop training module for the local government workshop.

D. Products

Final deliverables include:

- GIS Maps of regional transportation corridors.
- Literature review
- Online and printable resources for municipalities
- Training module for the local government workshop

E. Public Participation Plan

There is no required public participation for this project as it's classified as Technical and Data Collection by the UPWP.

F. Schedule

The project is anticipated to start in November 2022 and conclude March 2023.

G. Project Budget

Sources of Funds		Uses of Funds	
	<u>FY 2022-23</u>		<u>FY 2022-23</u>
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$45,000	Staff	\$0
FTA	0	Contractual	0
Subtotal	<u>\$50,000</u>	Subtotal	<u>\$0</u>
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$45,000
Local (In-kind)	\$5,000	Contractual	0
Local (Cash)		In-kind Exp.	\$5,000
Subtotal	<u>\$5,000</u>	Subtotal	<u>\$5,000</u>
<u>Total</u>	<u>\$50,000</u>	<u>Total</u>	<u>\$50,000</u>

Note: The budget should be identical to the one presented in the adopted UPWP. If not, please explain any deviation.